

Anastasia Mosquito Control District

of St. Johns County

www.amcdsjc.org



District Board Meeting

December 8, 2022

Thursday at

5:00 P.M

ANASTASIA MOSQUITO CONTROL DISTRICT ST. JOHNS COUNTY



PROPOSED AGENDA

Thursday, December 8, 2022
5:00 P.M.

Invocation and Pledge: *Commissioner*

Consent Items: APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, October 13, 2022 at 5:00 P.M.
5. Move January Board Meeting from Jan. 12, 2023 to Jan. 19, 2023 at 5:00 P.M.
6. Holiday Bonus Checks
7. Revise Operation Manager Job Title/Position to Assistant Director
8. Updated Employee Handbook
9. FMCA Annual Meeting Summary Report
10. Approval for Commissioners to Attend Dodd Short Course, (Feb. 2, 2023), Gainesville, FL
11. 4th Quarter Budget Analysis
12. Budget Amendment

Unfinished Business:

1. SIT Building Update ~ *Mr. Glenn Harrell, President of Harrell Construction Company (10 min)*
2. Discussion and Approval of Committee Recommendation of Health, Dental, Life Ins. ~ *Mr. Don Lohr, Herbie Wiles Insurance Company (15 min)*
3. Discussion and Approval of Commissioner Brandhorst to attend the AMCA Annual Meeting, Reno Nevada, February 27th – March 3rd, 2023 ~ *Commissioner Brandhorst (10 min)*

New Business:

1. 2022 Intern Student Project Report ~ *Dr. Whitney Qualls (15 min)*
2. AMCD Financial Investment Update ~ *Dr. Rui-De Xue (10 min)*
3. Recognition and Congratulations to Commissioner Jeanne Moeller for End of Term, 2022 Chairperson & 16-years of service on AMCD Board of Commissioners' ~ *Commissioner Trish Becker (5 min)*

Reports

1. Director
2. Attorney

Commissioner Comments:

Attachments: FOR INFORMATION PURPOSES ONLY

1. None

Consents

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Scott Hanna, C.F.O/Accountant

DATE: December 1, 2022

RE: November Treasurer's Report/Vouchers

The Treasurer's Report and Vouchers for November will be placed on the table at the December 8th Board meeting.

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

October 2022 Reconcile

Report for December 2022 Meeting

Cash Balances Ending:

10/31/22

Local Fund	\$	2,559,388.86	
S.B.A. Fund	\$	5,539,794.47	
Bank of America	\$	436,811.88	(E-Pay Account)
Total Funds as of 10/31/22	\$	8,535,995.21	

Source of Income Local/ SBA Fund:

10/31/22

Taxes	\$	862.67	
Prior Year Tax Distrib.	\$	3,739.90	
SBA Fund- Return on Investment	\$	14,779.34	
Local Fund, Interest	\$	849.34	
Grant Money	\$	-	
Salvage	\$	-	
Total Deposits by 10/31/22	\$	20,231.25	

CHEMICAL & INSECTICIDE INVENTORY

Report for December 2022 Meeting

Summary

VOUCHERS PRESENTED

Report for December 2022 Meeting

Local Fund

Several

3:55 PM

11/03/22

Accrual Basis

Anastasia Mosquito Control District

VOUCHERS (Electronic Bill Pay & Canceled Checks)

From 10/01/22 through 10/31/22

Date	Num	Name	Memo	Clr	Amount	Balance
110 · Wells Fargo Bank - Local						3,230,685.56
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						12,155,063.88
10/01/2022	ACH Debit	Paypal		X	-1.99	12,155,061.89
10/03/2022	8241	Harrell Constructi...	AMCD Complex	X	-167,802.09	11,987,259.80
10/03/2022	Direct Dep	Jeanne Moeller	Oct. 2022 Commissioner Suppl...	X	-100.00	11,987,159.80
10/03/2022	Direct Dep	Gina LeBlanc	Oct. 2022 Commissioner Suppl...	X	-100.00	11,987,059.80
10/03/2022	Direct Dep	Gayle Gardner	Oct. 2022 Commissioner Suppl...	X	-100.00	11,986,959.80
10/03/2022	Direct Dep	Catherine Brandh...	Oct. 2022 Commissioner Suppl...	X	-100.00	11,986,859.80
10/03/2022	Direct Dep	Panagiota Becker	Oct. 2022 Commissioner Suppl...	X	-100.00	11,986,759.80
10/04/2022	8242	Brock Fence	Invoice #13622	X	-530.00	11,986,229.80
10/04/2022	9-#472	Dennis Hollingsw...	Delinq, Distrib. #4	X	4,510.52	11,990,740.32
10/05/2022	9-#482R	Entom. Soc. of A...	Entomol. Society of Am., Chys...	X	2,400.00	11,993,140.32
10/05/2022	9-#482R	Veseris	Altosid XRG Rate diff. rebate (...)	X	39,360.00	12,032,500.32
10/05/2022	Direct Dep	Heather Keating	Out of pocket reimb. Hurricane ...	X	-27.96	12,032,472.36
10/05/2022	9-#420	Michael Phillips	Out of Pocket, Online Crew Re...	X	-199.00	12,032,273.36
10/06/2022	8243	VyStar Credit Union	HSA Funding Heather Keating	X	-1,562.74	12,030,710.62
10/06/2022	Direct Dep.	Steven Peper		X	-480.08	12,030,230.54
10/06/2022	Phone Pay	Bank of America	4356 2200 0207 4579	X	-20,635.92	12,009,594.62
10/11/2022	8244	Faye Goolrick	Service received in: September	X	-5,400.00	12,004,194.62
10/11/2022		wells Fargo	Deposit	X	849.34	12,005,043.96
10/12/2022	WIRE	FPL - EDU CENT...	40694-22386	X	-400.00	12,004,643.96
10/13/2022	9-#426	Payroll	Taxes Withheld	X	-24,992.11	11,979,651.85
10/13/2022	9-#426	Payroll	Bank Account, Other	X	-2,368.15	11,977,283.70
10/13/2022	9-#426	Payroll	Credit Union	X	-1,506.14	11,975,777.56
10/13/2022	9-#426	Payroll	Net Pay to Bank	X	-65,512.73	11,910,264.83
10/13/2022	8245	A-1 Upholstery	Invoice #238382	X	-2,955.14	11,907,309.69
10/13/2022	8246	Nationwide Retire...	Entity Code#0037184-001	X	-965.00	11,906,344.69
10/13/2022	8247	Creative Graphic ...	VOID:	X	0.00	11,906,344.69
10/13/2022	9-#429	Creative Graphic ...	RESTORING VOIDS #8212 & ...	X	7,700.00	11,914,044.69
10/13/2022	9-#476R	Defense Dept	Grant Money 07/16/22 thru 8/3...	X	31,861.87	11,945,906.56
10/13/2022	9-#422	Steve Solana	Sove Meeting Per Diems, Hon...	X	-47.70	11,945,858.86
10/13/2022	9-#427	Creative Graphic ...	J/E to Balance Void Check #82...	X	-7,700.00	11,938,158.86
10/18/2022	9-#422	Scott Hanna	TRIM Budget Package Postag...	X	-19.35	11,938,139.51
10/20/2022	8248	Augustine Alarm, ...	18081	X	-2,450.00	11,935,689.51
10/20/2022	8249	Brock Fence	Invoice #13622B	X	-1,135.00	11,934,554.51
10/20/2022	8250	Hajoca Jacksonville	Invoice #SO17704607.005	X	-8,445.85	11,926,108.66
10/20/2022	8251	Sunbelt Rentals	Invoice #130726471-0001	X	-1,306.92	11,924,801.74
10/20/2022	8252	Applied Mechanic...	Invoice #13182	X	-7,700.00	11,917,101.74
10/20/2022	WIRE	Bank of America	For Bill Pay	X	-350,000.00	11,567,101.74
10/24/2022	8253	NLINDAHL Desig...	Invoice #2214		-9,164.09	11,557,937.65
10/24/2022	8254	Dedge's Lock & K...	Invoice #0000198498		-14,512.64	11,543,425.01
10/24/2022	Phone Pay	Bank of America	4356 2200 0207 4579	X	-12,918.93	11,530,506.08
10/26/2022	9-#471R	Dennis Hollingsw...	2022/22 Excess Tax Collector ...	X	65,105.78	11,595,611.86
10/27/2022	8255	Nationwide Retire...	VOID: Entity Code#0037184-001	X	0.00	11,595,611.86
10/27/2022	9-#477	Payroll	Taxes Withheld	X	-21,397.77	11,574,214.09
10/27/2022	9-#477	Payroll	Bank Account, Other	X	-1,887.00	11,572,327.09
10/27/2022	9-#477	Payroll	Credit Union	X	-1,375.00	11,570,952.09
10/27/2022	9-#477	Payroll	Net Pay to Bank	X	-61,843.48	11,509,108.61
10/27/2022	8256	Applied Mechanic...	Invoice #13182		-1,400.00	11,507,708.61
10/27/2022	9-#479	Preferred Material...	Restoring Funds Back to Bank ...	X	13,878.00	11,521,586.61
10/27/2022	WIRE	Preferred Material...	VOID: Received in: August	X	-13,878.00	11,507,708.61
10/27/2022	9-#417	Florida Retiremen...	FRS Oct. 2022 Employer Contr...	X	-27,454.41	11,480,254.20
10/31/2022	8257	Joseph Mancini D...	Invoice #2022-031		-750.00	11,479,504.20
10/31/2022	Online Pay	Guardian	Group ID#00 473459		-407.02	11,479,097.18
10/31/2022	8258	Creative Graphic ...	Invoice #103122-1		-3,030.00	11,476,067.18
10/31/2022	9-#429	Creative Graphic ...	RESTORING VOIDS #8247 Fu...	X	7,700.00	11,483,767.18
Total 110 · Wells Fargo Bank - Local - Other					-671,296.70	11,483,767.18
Total 110 · Wells Fargo Bank - Local					-671,296.70	2,559,388.86
TOTAL					-671,296.70	2,559,388.86

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11/03/22

Anastasia Mosquito Control District
Reconciliation Summary
110 · Wells Fargo Bank - Local, Period Ending 10/31/2022

	Oct 31, 22
Beginning Balance	3,453,423.89
Cleared Transactions	
Checks and Payments - 43 items	-1,034,305.00
Deposits and Credits - 14 items	173,365.51
Total Cleared Transactions	-860,939.49
Cleared Balance	<u>2,592,484.40</u>
Uncleared Transactions	
Checks and Payments - 8 items	-33,095.54
Total Uncleared Transactions	-33,095.54
Register Balance as of 10/31/2022	<u>2,559,388.86</u>
New Transactions	
Checks and Payments - 4 items	-157,924.11
Deposits and Credits - 4 items	68,407.17
Total New Transactions	-89,516.94
Ending Balance	<u>2,469,871.92</u>

Anastasia Mosquito Control District

Reconciliation Detail

110 · Wells Fargo Bank - Local, Period Ending 10/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,453,423.89
Cleared Transactions						
Checks and Payments - 43 items						
General Journal	08/22/2022	9-#427	Creative Graphic De...	X	-3,537.50	-3,537.50
General Journal	09/06/2022	9-#428	Creative Graphic De...	X	-4,162.50	-7,700.00
Bill Pmt -Check	09/20/2022	8233	Creative Graphic De...	X	-4,125.00	-11,825.00
Bill Pmt -Check	09/26/2022	8239	ThompsonBaker Ag...	X	-156,042.54	-167,867.54
General Journal	09/26/2022	9-#478	Preferred Materials, ...	X	-13,878.00	-181,745.54
Bill Pmt -Check	09/27/2022	8240	PGIT	X	-37,161.00	-218,906.54
Bill Pmt -Check	10/01/2022	ACH ...	Paypal	X	-1.99	-218,908.53
Bill Pmt -Check	10/03/2022	8241	Harrell Construction ...	X	-167,802.09	-386,710.62
General Journal	10/03/2022	Direct ...	Jeanne Moeller	X	-100.00	-386,810.62
General Journal	10/03/2022	Direct ...	Gina LeBlanc	X	-100.00	-386,910.62
General Journal	10/03/2022	Direct ...	Gayle Gardner	X	-100.00	-387,010.62
General Journal	10/03/2022	Direct ...	Catherine Brandhorst	X	-100.00	-387,110.62
General Journal	10/03/2022	Direct ...	Panagiota Becker	X	-100.00	-387,210.62
Bill Pmt -Check	10/04/2022	8242	Brock Fence	X	-530.00	-387,740.62
General Journal	10/05/2022	9-#420	Michael Phillips	X	-199.00	-387,939.62
General Journal	10/05/2022	Direct ...	Heather Keating	X	-27.96	-387,967.58
Bill Pmt -Check	10/06/2022	Phone...	Bank of America	X	-20,635.92	-408,603.50
Bill Pmt -Check	10/06/2022	8243	VyStar Credit Union	X	-1,562.74	-410,166.24
Bill Pmt -Check	10/06/2022	Direct ...	Steven Peper	X	-480.08	-410,646.32
Bill Pmt -Check	10/11/2022	8244	Faye Goolrick	X	-5,400.00	-416,046.32
Bill Pmt -Check	10/12/2022	WIRE	FPL - EDU CENTER	X	-400.00	-416,446.32
General Journal	10/13/2022	9-#426	Payroll	X	-65,512.73	-481,959.05
General Journal	10/13/2022	9-#426	Payroll	X	-24,992.11	-506,951.16
General Journal	10/13/2022	9-#427	Creative Graphic De...	X	-7,700.00	-514,651.16
Bill Pmt -Check	10/13/2022	8245	A-1 Upholstery	X	-2,955.14	-517,606.30
General Journal	10/13/2022	9-#426	Payroll	X	-2,368.15	-519,974.45
General Journal	10/13/2022	9-#426	Payroll	X	-1,506.14	-521,480.59
Bill Pmt -Check	10/13/2022	8246	Nationwide Retirem...	X	-965.00	-522,445.59
General Journal	10/13/2022	9-#422	Steve Solana	X	-47.70	-522,493.29
General Journal	10/18/2022	9-#422	Scott Hanna	X	-19.35	-522,512.64
Check	10/20/2022	WIRE	Bank of America	X	-350,000.00	-872,512.64
Bill Pmt -Check	10/20/2022	8250	Hajoca Jacksonville	X	-8,445.85	-880,958.49
Bill Pmt -Check	10/20/2022	8252	Applied Mechanical ...	X	-7,700.00	-888,658.49
Bill Pmt -Check	10/20/2022	8248	Augustine Alarm, Fir...	X	-2,450.00	-891,108.49
Bill Pmt -Check	10/20/2022	8251	Sunbelt Rentals	X	-1,306.92	-892,415.41
Bill Pmt -Check	10/20/2022	8249	Brock Fence	X	-1,135.00	-893,550.41
Bill Pmt -Check	10/24/2022	Phone...	Bank of America	X	-12,918.93	-906,469.34
General Journal	10/27/2022	9-#477	Payroll	X	-61,843.48	-968,312.82
General Journal	10/27/2022	9-#417	Florida Retirement S...	X	-27,454.41	-995,767.23
General Journal	10/27/2022	9-#477	Payroll	X	-21,397.77	-1,017,165.00
Bill Pmt -Check	10/27/2022	WIRE	Preferred Materials, ...	X	-13,878.00	-1,031,043.00
General Journal	10/27/2022	9-#477	Payroll	X	-1,887.00	-1,032,930.00
General Journal	10/27/2022	9-#477	Payroll	X	-1,375.00	-1,034,305.00
Total Checks and Payments					-1,034,305.00	-1,034,305.00
Deposits and Credits - 14 items						
Bill Pmt -Check	08/22/2022	8212	Creative Graphic De...	X		
Bill Pmt -Check	09/06/2022	8223	Creative Graphic De...	X		
Bill Pmt -Check	09/26/2022	8238	Preferred Materials, ...	X		
General Journal	10/04/2022	9-#472	Dennis Hollingsworth	X	4,510.52	4,510.52
General Journal	10/05/2022	9-#482R	Entom. Soc. of Ame...	X	2,400.00	6,910.52
General Journal	10/05/2022	9-#482R	Veseris	X	39,360.00	46,270.52
Deposit	10/11/2022		wells Fargo	X	849.34	47,119.86
Bill Pmt -Check	10/13/2022	8247	Creative Graphic De...	X		47,119.86
General Journal	10/13/2022	9-#429	Creative Graphic De...	X	7,700.00	54,819.86
General Journal	10/13/2022	9-#476R	Defense Dept	X	31,861.87	86,681.73
General Journal	10/26/2022	9-#471R	Dennis Hollingsworth	X	65,105.78	151,787.51
Bill Pmt -Check	10/27/2022	8255	Nationwide Retirem...	X		151,787.51

Type	Date	Num	Name	Clr	Amount	Balance
General Journal	10/27/2022	9-#479	Preferred Materials, ...	X	13,878.00	165,665.51
General Journal	10/31/2022	9-#429	Creative Graphic De...	X	7,700.00	173,365.51
Total Deposits and Credits					173,365.51	173,365.51
Total Cleared Transactions					-860,939.49	-860,939.49
Cleared Balance					-860,939.49	2,592,484.40
Uncleared Transactions						
Checks and Payments - 8 items						
Bill Pmt -Check	08/08/2022	8206	VyStar Credit Union		-2,700.00	-2,700.00
Bill Pmt -Check	09/01/2022	8221	VyStar Credit Union		-1,131.79	-3,831.79
Bill Pmt -Check	10/24/2022	8254	Dedge's Lock & Key...		-14,512.64	-18,344.43
Bill Pmt -Check	10/24/2022	8253	NLINDAHL Design L...		-9,164.09	-27,508.52
Bill Pmt -Check	10/27/2022	8256	Applied Mechanical ...		-1,400.00	-28,908.52
Bill Pmt -Check	10/31/2022	8258	Creative Graphic De...		-3,030.00	-31,938.52
Bill Pmt -Check	10/31/2022	8257	Joseph Mancini Des...		-750.00	-32,688.52
Bill Pmt -Check	10/31/2022	Online...	Guardian		-407.02	-33,095.54
Total Checks and Payments					-33,095.54	-33,095.54
Total Uncleared Transactions					-33,095.54	-33,095.54
Register Balance as of 10/31/2022					-894,035.03	2,559,388.86
New Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	11/01/2022	8259	Harrell Construction ...		-145,215.00	-145,215.00
Bill Pmt -Check	11/02/2022	8260	Commercial Design ...		-4,682.99	-149,897.99
Bill Pmt -Check	11/03/2022	Direct ...	Creative Graphic De...		-7,700.00	-157,597.99
Bill Pmt -Check	11/03/2022	8261	World Electric Suppl...		-326.12	-157,924.11
Total Checks and Payments					-157,924.11	-157,924.11
Deposits and Credits - 4 items						
General Journal	11/02/2022	9-#471R	ThompsonBaker Ag...		9.00	9.00
General Journal	11/02/2022	9-#471R	UPS		30.00	39.00
General Journal	11/02/2022	9-#471R	St. Johns County Pr...		3,524.56	3,563.56
General Journal	11/02/2022	9-#483	Dennis Hollingsworth		64,843.61	68,407.17
Total Deposits and Credits					68,407.17	68,407.17
Total New Transactions					-89,516.94	-89,516.94
Ending Balance					-983,551.97	2,469,871.92

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11/03/22

Anastasia Mosquito Control District
Reconciliation Summary
115 · SBA, Period Ending 10/31/2022

	Oct 31, 22
Beginning Balance	5,525,015.13
Cleared Transactions	
Deposits and Credits - 1 item	14,779.34
Total Cleared Transactions	14,779.34
Cleared Balance	5,539,794.47
Register Balance as of 10/31/2022	5,539,794.47
Ending Balance	5,539,794.47

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11/03/22

Anastasia Mosquito Control District
Reconciliation Detail
115 · SBA, Period Ending 10/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,525,015.13
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2022			X	14,779.34	14,779.34
Total Deposits and Credits					14,779.34	14,779.34
Total Cleared Transactions					14,779.34	14,779.34
Cleared Balance					14,779.34	5,539,794.47
Register Balance as of 10/31/2022					14,779.34	5,539,794.47
Ending Balance					14,779.34	5,539,794.47



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

AGENCY ACCOUNT 101071
10/01/2022 - 10/31/2022

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

Participant Return 10/31/2022 : 3.15 %

Date	Transaction Type	Description	Amount	Balance
10/01/2022	BEGINNING BALANCE			5,525,015.13
10/31/2022	EARNED INCOME	INTEREST	14,779.34	5,539,794.47
	Totals:		14,779.34	5,539,794.47

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11/03/22

Anastasia Mosquito Control District
Reconciliation Summary
112 · Bank of America, Period Ending 10/31/2022

	Oct 31, 22
Beginning Balance	204,783.36
Cleared Transactions	
Checks and Payments - 45 items	-117,971.48
Deposits and Credits - 1 item	350,000.00
Total Cleared Transactions	232,028.52
Cleared Balance	<u>436,811.88</u>
Register Balance as of 10/31/2022	436,811.88
New Transactions	
Checks and Payments - 1 item	-1,085.00
Total New Transactions	-1,085.00
Ending Balance	<u><u>435,726.88</u></u>

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11/03/22

Anastasia Mosquito Control District

Reconciliation Detail

112 - Bank of America, Period Ending 10/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						204,783.36
Cleared Transactions						
Checks and Payments - 45 items						
Bill Pmt -Check	10/06/2022	E-Pay	Avfuel Corporation	X	-15,441.19	-15,441.19
Bill Pmt -Check	10/06/2022	E-Pay	L.V. Hiers, Inc.	X	-8,002.93	-23,444.12
Bill Pmt -Check	10/06/2022	E-Pay	Qiagen LLC	X	-3,740.00	-27,184.12
Bill Pmt -Check	10/06/2022	E-Pay	Kristopher Arheart	X	-3,496.29	-30,680.41
Bill Pmt -Check	10/06/2022	E-Pay	Proponent	X	-1,599.00	-32,279.41
Bill Pmt -Check	10/06/2022	E-Pay	Lewis Longman & ...	X	-1,514.00	-33,793.41
Bill Pmt -Check	10/06/2022	E-Pay	Ring Power Corpora...	X	-1,047.64	-34,841.05
Bill Pmt -Check	10/06/2022	E-Pay	Ann Simpson	X	-600.00	-35,441.05
Bill Pmt -Check	10/06/2022	E-Pay	COPYFAX	X	-163.50	-35,604.55
Bill Pmt -Check	10/06/2022	E-Pay	Strate Welding Sup...	X	-55.55	-35,660.10
Bill Pmt -Check	10/06/2022	E-Pay	Grainger	X	-23.90	-35,684.00
Bill Pmt -Check	10/06/2022	E-Pay	Cronin Ace Hardware	X	-19.99	-35,703.99
Bill Pmt -Check	10/12/2022	E-Pay	Mobisoft Infotech	X	-12,000.00	-47,703.99
Bill Pmt -Check	10/12/2022	E-Pay	FPL - EOC DR-Main...	X	-1,769.50	-49,473.49
Bill Pmt -Check	10/12/2022	E-Pay	The Home Depot	X	-1,452.18	-50,925.67
Bill Pmt -Check	10/12/2022	E-Pay	FPL - EOC DR - Re...	X	-1,118.56	-52,044.23
Bill Pmt -Check	10/12/2022	E-Pay	FPL - EDU CENTER	X	-872.83	-52,917.06
Bill Pmt -Check	10/12/2022	E-Pay	TPH The Parts House	X	-794.76	-53,711.82
Bill Pmt -Check	10/12/2022	E-Pay	Comcast Business -...	X	-489.91	-54,201.73
Bill Pmt -Check	10/12/2022	E-Pay	CINTAS- 120 EOC- ...	X	-443.90	-54,645.63
Bill Pmt -Check	10/12/2022	E-Pay	Advance Auto Parts	X	-381.16	-55,026.79
Bill Pmt -Check	10/12/2022	E-Pay	WM Waste Manage...	X	-378.02	-55,404.81
Bill Pmt -Check	10/12/2022	E-Pay	Augustine Alarm, Fir...	X	-162.97	-55,567.78
Bill Pmt -Check	10/12/2022	E-Pay	American Crossroad...	X	-98.00	-55,665.78
Bill Pmt -Check	10/12/2022	E-Pay	A/C Designs	X	-94.50	-55,760.28
Bill Pmt -Check	10/12/2022	E-Pay	AFLAC	X	-78.12	-55,838.40
Bill Pmt -Check	10/12/2022	E-Pay	Tractor Supply Credi...	X	-59.99	-55,898.39
Bill Pmt -Check	10/14/2022	E-Paid	Qualtrics, LLC	X	-2,000.00	-57,898.39
Bill Pmt -Check	10/14/2022	E-Pay	COMCAST TV-Inter...	X	-596.41	-58,494.80
Bill Pmt -Check	10/14/2022	E-Pay	Pitney Bowes	X	-87.99	-58,582.79
Bill Pmt -Check	10/14/2022	E-Pay	St. Johns County So...	X	-57.60	-58,640.39
Check	10/17/2022	Bank ...	Bank of America	X	-404.08	-59,044.47
Bill Pmt -Check	10/20/2022	Phone...	Blue Cross Blue Shi...	X	-47,926.52	-106,970.99
Bill Pmt -Check	10/20/2022	E-Pay	Target Specialty Pro...	X	-5,100.00	-112,070.99
Bill Pmt -Check	10/20/2022	E-Pay	United Concordia	X	-1,928.91	-113,999.90
Bill Pmt -Check	10/20/2022	E-Pay	Verizon Wireless Ce...	X	-1,145.37	-115,145.27
Bill Pmt -Check	10/20/2022	E-Pay	LOCALiQ Florida	X	-479.20	-115,624.47
Bill Pmt -Check	10/20/2022	E-Pay	UHS Premium Billing	X	-256.15	-115,880.62
Bill Pmt -Check	10/20/2022	E-Pay	Turner Ace Hardwar...	X	-138.66	-116,019.28
Bill Pmt -Check	10/20/2022	E-Pay	ULINE	X	-21.00	-116,040.28
Bill Pmt -Check	10/27/2022	E-Pay	Ann Simpson	X	-600.00	-116,640.28
Bill Pmt -Check	10/27/2022	E-Pay	St. Johns County Uti...	X	-536.95	-117,177.23
Bill Pmt -Check	10/27/2022	E-Pay	Florida Janitor & Pa...	X	-504.30	-117,681.53
Bill Pmt -Check	10/27/2022	E-Pay	Staples Credit Plan	X	-219.95	-117,901.48
Bill Pmt -Check	10/27/2022	E-Pay	American Crossroad...	X	-70.00	-117,971.48
Total Checks and Payments					-117,971.48	-117,971.48
Deposits and Credits - 1 item						
Check	10/20/2022	WIRE	Bank of America	X	350,000.00	350,000.00
Total Deposits and Credits					350,000.00	350,000.00
Total Cleared Transactions					232,028.52	232,028.52
Cleared Balance					232,028.52	436,811.88
Register Balance as of 10/31/2022					232,028.52	436,811.88

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	11/01/2022	Direct ...	Nationwide Retirem...		-1,085.00	-1,085.00
Total Checks and Payments					-1,085.00	-1,085.00
Total New Transactions					-1,085.00	-1,085.00
Ending Balance					230,943.52	435,726.88



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

Please see the **Important Messages - Please Read** section of your statement for important details that could impact you.

Your Full Analysis Business Checking

for October 1, 2022 to October 31, 2022 Account number: 8981 0275 2170

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY LOCAL GOVERNMENT

Account summary

Beginning balance on October 1, 2022	\$204,783.36	# of deposits/credits: 1
Deposits and other credits	350,000.00	# of withdrawals/debits: 46
Withdrawals and other debits	-117,567.40	# of days in cycle: 31
Checks	-0.00	Average ledger balance: \$274,677.29
Service fees	-404.08	
Ending balance on October 31, 2022	\$436,811.88	

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

CHEMICAL & FUEL INVENTORY

MONTH OF OCTOBER 2022

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
WSP	EA.	45,205.00			45,205.00	2328.00	42,877.00	42,877.00
XR	LBS.	1,770.00			1,770.00	15.00	1,755.00	1,755.00
XRG	LBS.	27,200.00			27,200.00	200.00	27,000.00	27,000.00
XT	GALS.	360.84			360.84	79.59	281.25	281.25
RR 20-20	GALS.	345.80			345.80	28.27	317.53	317.30
NKS (Doughnuts)	EA.	4,345.00			4,345.00	767.00	3,578.00	3,578.00
AR	GALS.	146.90			146.90	6.28	140.62	142.12
	GALS.	394.00			394.00	85.88	308.12	308.50
OMIST TWO	GALS.	237.50			237.50	83.00	154.50	155.50
	GALS.	1,050.00			1,050.00	300.00	750.00	750.00
DT	EA.	8,791.00			8,791.00	48.00	8,743.00	8,743.00
ELLETS	LBS.	44.00			44.00	0.00	44.00	44.00
MBG	LBS.	11,180.00			11,180.00	1230.00	9,950.00	9,950.00
P	GALS.	92.95			92.95	8.88	84.07	84.00
C 12AS	GALS.	0.00			0.00	0.00	0.00	0.00
E	GALS.	3,563.00			6,051.00	2100.93	3,950.07	3,960.00
	GALS.	4,701.00			4,701.00	438.53	4,262.47	4,254.00
TOTALS		109,426.99		0.00	111,914.99	7,719.37	104,195.62	104,199.67

ED BY:  W. Weaver
 ED BY:  J. J. Weaver
 ED BY:  J. J. Weaver

DATE: 11/11/2022
 DATE: 11/17/22
 DATE: 11/18/22

BASE=	104,199.67
Total	104,199.67

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
VALUE
MONTH OF OCTOBER 2022

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. 18,877.00	\$0.8600	\$16,234.22	10/30/20	VESERIS
ALTOSID WSP	EA. 24,000.00	\$0.8800	\$21,120.00	12/16/21	VESERIS
ALTOSID XR	LBS. 875.00	\$3.42	\$2,992.24	10/30/20	VESERIS
ALTOSID XR	LBS. 880.00	\$3.45	\$3,036.00	12/16/21	VESERIS
ALTOSID XRG	LBS. 11,000.00	\$8.9500	\$98,450.00	10/30/20	VESERIS
ALTOSID XRG	LBS. 16,000.00	\$9.0400	\$144,640.00	12/16/21	VESERIS
AQUABAC XT	GALS. 281.25	\$35.0000	\$9,843.75	1/31/22	VESERIS
AQUABAC XT	GALS. 0.00	\$0.0000	\$0.00		VESERIS
AQUALUER 20-20	GALS. 97.30	\$121.5400	\$11,825.84	5/10/21	ALLPRO
AQUALUER 20-20	GALS. 220.00	\$121.5400	\$26,738.80	8/9/22	ALLPRO
B. & I. DUNKS (Doughnuts)	EA. 3,578.00	\$1.0510	\$3,760.48	9/1/22	TARGET
B. & I. DUNKS (Doughnuts)	EA. 0.00	\$0.0000	\$0.00		TARGET
COCO BEAR	GALS. 32.12	\$20.4800	\$657.82	7/16/18	CLARKE
COCO BEAR	GALS. 110.00	\$28.4100	\$3,125.10	6/13/22	CLARKE
DUT	GALS. 308.50	\$214.7300	\$66,244.21	8/24/21	CLARKE
MOSQUITOMIST TWO	GALS. 155.50	\$73.3400	\$11,404.37	11/17/20	CLARKE
MALED	GALS. 360.00	\$214.7300	\$77,302.80	8/24/21	CLARKE
MALED	GALS. 390.00	\$2.0000	\$780.00	10/19/21	Oseolia Co.
NATULAR DT	EA. 8,743.00	\$0.4168	\$3,644.08	9/9/16	CLARKE
STRIKE PELLETS	LBS. 44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG	LBS. 9,950.00	\$7.1000	\$70,645.00	7/12/22	ALLPRO
SUSTAIN MBG	LBS. 0.00	\$0.0000	\$0.00		ALLPRO
TALSTAR P	GALS. 4.00	\$54.9050	\$219.62	9/16/20	TARGET
TALSTAR P	GALS. 80.00	\$63.6400	\$5,091.20	9/13/22	VESERIS
VECTOBAC 12AS	GALS. 0.00	\$0.0000	\$0.00		ADAPCO
GASOLINE	GALS. 1,472.00	\$3.9800	\$5,858.56	9/28/22	L. V. HERS
GASOLINE	GALS. 2,488.00	\$3.0479	\$7,583.18	10/31/22	L. V. HERS
JET A	GALS. 310.00	\$2.5164	\$780.08	8/19/21	Avfuel
JET A	GALS. 3,944.00	\$3.9200	\$15,460.48	9/28/22	Avfuel
TOTAL	104,199.67	\$1,177.44	\$615,540.42		

Subtract Green first

PREPARED BY:



~~11/1/2022~~

DATE: 11/4/2022

COST FIGURES REVIEWED BY:



DATE: 11/17/22

REVIEWED BY:



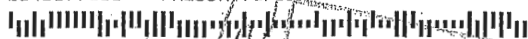
DATE: 11/18/22

VESERIS™

Corporate Office
 800 Pecan Park Blvd., Suite 300
 Austin, TX 78750

RETURN SERVICE REQUESTED

6043000080 PRESORT: PBPS001



ANASTASIA MOSQUITO DIST
 120 EOC DR
 SAINT AUGUSTINE FL 32092-0927

SEP 22 2022
 RECEIVED

ACH/EFT
 Account Name: ES OPCO USA LLC
 Account #: 334037180288
 ACH ABA Routing #: 061000052

CHECK
 ES OPCO USA LLC
 PO Box 7410137
 Chicago, IL 60674-0137

Please send ACH/EFT payment remittances to: payments@veseris.com

CUSTOMER NO. 400947 TERMS NET30
 INVOICE NO. IN-0636193 DUE DATE 10/13/2022
 INVOICE DATE 09/13/22 INVOICE AMOUNT \$5,091.20 (USD)

SHIP TO TAX EXEMPT NUMBER

ANASTASIA MOSQUITO DIS
 120 Eoc Dr
 Saint Augustine, FL 32092-0927

VESERIS
 PO BOX 7410137
 CHICAGO, IL 60674-0137

PLEASE DETACH HERE AND RETURN TOP PORTION WITH YOUR PAYMENT

INVOICE NO. IN-0636193	INVOICE DATE 09/13/22	ORDER NO. SO-100-0656310	CUSTOMER PO 090722-Kay	FREIGHT TERMS PP-DE
SHIP DATE	SALES REP Joseph Manna	ENTERED BY Nicole Hegeman	WAREHOUSE LOC OR-ORLANDO	SHIP METHOD VWR5-VWR5

Buyer agrees that all orders or purchases are subject to Vesperis' Standard Terms and Conditions of Sale as of the date of shipment available at <https://veseris.com/sales-terms/>. All sales and orders are expressly limited to such terms, which may be updated from time to time. No other terms and conditions apply to any sales order unless agreed to in writing by both parties.

Vesperis' Policy Notice is posted on <https://veseris.com/privacy-policy/>
 To access invoice copies, access your account on <https://veseris.osgview.com/>

Enrollment Token: PK7XD8QF

PRODUCT DESCRIPTION	TAX	QUANTITY ORDERED	QUANTITY SHIPPED/ B.O.	PRICE PER UNIT	EXTENDED AMOUNT
754966 TALSTAR PRO INSECTICIDE 4X1GL/CS		80.00	80.00	\$63.64	\$5,091.20
JG NA 279-3206			0.00		
644207 FREIGHT/HANDLING VESERIS TRUCK		1.00	1.00	\$0.00	\$0.00
EA			0.00		

MERCHANDISE TOTAL \$5,091.20

SUBTOTAL \$5,091.20

OTHER CHARGES \$0.00

INVOICE TOTAL \$5,091.20

Other Charges may include state mandated mill tax.

Total Due \$5,091.20 (USD)

Vesperis is the agent for the sale of any agency product. The seller name is identified on the product line of an agency invoice.

www.Vesperis.com | 800.888.4897



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

Invoice

Invoice 017471494
Invoice Date 09/28/22 Ship Date 09/27/22

Bill To Number Ship To Number Cust.P.O.# BL # Terr./Sales
ANASTASBT ANASTAS 14901 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 6465350.00

Product No.	Description	Price	Ordered	Shipped	Extension	
01UJ	00 JET FUEL	14901	\$3.63056	4000	3944.0	14318.93
	Sub-Total					14318.93
FLCPT	FL COASTAL PROTECTION TRUST		\$0.00048		3944.0	1.89
FLP	FL INLAND PROTECTION TAX		\$0.01904		3944.0	75.09
FLW	FL WATER QUALITY TAX		\$0.00119		3944.0	4.69
FT	FL AVIATION SPECIAL FUELS T		\$0.04270		3944.0	168.41
KEROFJ	FET DEFICIT & LUST TAX FL		\$0.21900		3944.0	863.74
SUP	FEDERAL OIL SPILL LIABILITY		\$0.00214		3944.0	8.44
	Invoice Total					15,441.19

AVFUEL RELEASE # 8336725

\$3.92 gallon

Net Due: 10 Days Due Date: 10/08/22

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

47 W. Ellsworth Road
Ann Arbor, Michigan 48108-2278

+1 (734) 663-6466 | (800) 521-4106
Fax: (734) 663-1681

GLOBAL SUPPLIER OF AVIATION FUEL AND SERVICES
www.avfuel.com



Invoice

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

Invoice Number: 0441191-IN

Invoice Date: 9/28/2022

Due Date: 9/28/2022

Order Number:

Order Date

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	574340	Due Immediately			
Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
E10UNL	GAL	1,982.00	1,982.00	0.00	3.6800	7,293.76
E10 Regular Unl. Gas 87 Octane		Whse: 000				
FL STATE EXCISE TAX					0.19000	376.58
FL POLLUTION TAX					0.02070	41.03
FET - L.U.S.T. Fee					0.00100	1.98
FL INSP FEE					0.00120	2.38
Federal Oil Spill Tax					0.00190	3.77
ST JOHNS LOCAL OPT TAX					0.14300	283.43
					4.03780	8,002.93

4,0378

* A CONVENIENCE FEE OF 3% MAY BE ADDED TO CREDIT CARD PAYMENTS.

* 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: 8,002.93
 Less Discount: 0.00
 Freight: 0.00
 Sales Tax: 0.00

Invoice Total: 8,002.93

Signature: _____ Print Name: _____



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

441191

SOLD TO:

SHIP TO:

DATE

CASH ☐

CREDIT ☐

DEP Facility #

Bill of Lading #

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	1982						
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:

RECEIVED BY:

SUB TOTAL

Sales Tax

TOTAL

Unless otherwise noted a 1% fee will be charged on all past due invoices.

A 3% fee will be added to all credit card payments

ERRORS IN PRICE, EXTENSION AND ADDITION SUBJECT TO CORRECTION

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
 MONTH OF SEPTEMBER 2022

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.	46,415.00				46,415.00	1210.00	45,205.00	45,205.00	0.00
ALTOSID XR LBS.	1,771.00				1,771.00	1.00	1,770.00	1,770.00	0.00
ALTOSID XRG LBS.	31,120.00				31,120.00	3920.00	27,200.00	27,200.00	0.00
AQUABAC XT GALS.	407.41				407.41	46.57	360.84	360.84	0.00
AQUALUER 20-20 GALS.	365.80				365.80	18.79	347.01	345.80	-1.21
B. t. i. DUNKS (Doughnuts) EA.	4,799.00				4,799.00	454.00	4,345.00	4,345.00	0.00
COCO BEAR GALS.	150.74				150.74	4.34	146.40	146.90	0.50
DUET GALS.	436.25				436.25	42.25	394.00	394.00	0.00
MOSQUITOMIST TWO GALS.	273.00				273.00	34.75	238.25	237.50	-0.75
NALED GALS.	1,198.00				1,198.00	148.00	1,050.00	1,050.00	0.00
NATULAR DT EA.	9,993.00			1200.00	8,793.00	2.00	8,791.00	8,791.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	13,006.00				13,006.00	1826.00	11,180.00	11,180.00	0.00
TALSTAR P GALS.	14.95	80.00			94.95	1.98	92.97	92.95	-0.02
VECTOBAC 12AS GALS.	0.00				0.00	0.00	0.00	0.00	0.00
GASOLINE GALS.	3,689.00	1,982.00			5,671.00	2101.04	3,569.96	3,563.00	-6.96
JET A GALS.	1,301.00	3,944.00			5,245.00	580.62	4,664.38	4,701.00	36.62
TOTALS	114,984.15	6006.00	0.00	1200.00	119,790.15	10,391.34	109,398.81	109,426.99	28.18

** 1200 Natular DT was given to Department of Health

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
September 2022

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)	Actual
ALTOSID WSP EA.	46,415.00				46,415.00	1,210.00	45,205.00	45,205.00	0.00	0.0000
ALTOSID XR EA.	1,771.00				1,771.00	1.00	1,770.00	1,770.00	0.00	0.0000
ALTOSID XRG LBS.	31,120.00				31,120.00	3,920.00	27,200.00	27,200.00	0.00	0.0000
AQUABAC XT GALS.	407.41				407.41	46.57	360.84	360.84	0.00	46.5703
AQUALUER 20-20 GALS.	365.80				365.80	18.79	347.01	345.80	-1.21	18.7904
B. t. i. BRIQUETS EA.	4,799.00				4,799.00	454.00	4,345.00	4,345.00	0.00	0.0000
COCO BEAR GALS.	150.74				150.74	4.34	146.40	146.90	0.50	4.3438
DUET GALS.	436.25				436.25	42.25	394.00	394.00	0.00	42.2500
MOSQUITOMIST TWO GALS.	273.00				273.00	34.75	238.25	237.50	-0.75	34.7500
NALED GALS.	1,198.00				1,198.00	148.00	1,050.00	1,050.00	0.00	148.0000
NATULAR DT EA.	9,993.00			1200.00	8,793.00	2.00	8,791.00	8,791.00	0.00	0.0000
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00	0.0000
SUSTAIN MBG LBS.	13,006.00				13,006.00	1,826.00	11,180.00	11,180.00	0.00	0.0000
TALSTAR P GALS.	14.95	80.00			94.95	1.98	92.97	92.95	-0.02	0.0000
VECTOBAC GALS.	0.00				0.00	0.00	0.00	0.00	0.00	0.0000
GASOLINE (120 EOC DR.) GALS.	3,689.00	1,982.00			5,671.00	2,101.04	3,569.96	3,563.00	-6.96	0.0000
JET A FUEL GALS.	1,301.00	3,944.00			5,245.00	580.62	4,664.38	4,701.00	36.62	0.0000
TOTALS	114,984.15	6,006.00	0.00	1,200.00	119,790.15	10,391.34	109,398.81	109,426.99	28.18	294.70

** 1200 Natular Dt were given to DOH

Treatment Summary

From Date : 09-01-2022

To Date : 09-30-2022

Zone : All

Material : All

Task : All

Printed on 2022-10-03 10:42:57 EST

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	1210 ea	3.75 acre	322.68 ea / acre	23 times
Altosid XR	1 ea	0 acre	435.54 ea / acre	1 times
Altosid XRG	280 lb	46.67 acre	6 lb / acre	5 times
Altosid XRG Air	3640 lb	364 acre	10 lb / acre	21 times
Aquabac XT	5961 fl oz	372.56 acre	16 fl oz / acre	61 times
Aqualure 20-20 1:5	2405.17 fl oz	9310.32 acre	0.26 fl oz / acre	12 times
B.t.i. Briquets	454 ea	1.04 acre	435.54 ea / acre	15 times
Cocobear	556 fl oz	1.45 acre	384.02 fl oz / acre	10 times
Dibrom .7	18944 fl oz	27067.79 acre	0.7 fl oz / acre	4 times
Duet 50%	5408 fl oz	3444.58 acre	1.57 fl oz / acre	16 times
Mosquitomist Two	4448 fl oz	6739.39 acre	0.66 fl oz / acre	8 times
Natular DT	2 ea	0 acre	6666.67 ea / acre	2 times
Sustain MBG	1266 lb	168.8 acre	7.5 lb / acre	30 times
Sustain MBG Air	560 lb	56 acre	10 lb / acre	1 times
Talstar P	1.98 gal	5.89 acre	0.34 gal / acre	10 times

AMCD

Product Totals For Sites

Date Range From : 09/01/2022 12:00:00AM

To : 09/30/2022 11:59:00PM

Pump - Hose		Transactions	Total Quantity
Product :	01 Unleaded		
Site Id :	003 Anasatisia Moquito Control		
01-1		180	2101.040
	Totals For Site :	180	2101.040
	Totals For Product :	180	2101.040
Product : 02 Jet-A			
Site Id : 003 Anasatisia Moquito Control			
02-1		28	580.620
	Totals For Site :	28	580.620
	Totals For Product :	28	580.620

MONTHLY VEHICLE CHEMICAL INVENTORY

September 2022

NAME	VEHICLE	MILEAGE	EA. ALTOSID WSP	EA. ALTOSID XR	LBS. ALTOSID GRANULAR	GAL. AQUA BAC XT LIQUID BTI	GAL. AQUALUER LIQUID ADULTICIDE	EA SUMMIT BTI BRIQUETS	GAL COCO BEAR	GAL. DUET	GAL MOSQ MIST II	GAL. NALED	NATULAR DT	LBS. STRIKE PELLETS	LBS. SUSTAIN GRANULAR	OZ. TALSTAR P LIQUID	GAL. VECTOBAC LIQUID BTI
Ford Tractor	686	1,400															
ATV	934	898															
Backhoe	1018	868															
ATV	1109	564															
Service (TF)	1132	78,096															
Fog MM2	1133	88,450									10						
Service (TF)	1173	86,188															
Fog MM2	1195	94,563									10						
Service	1196	108,127															
Surveillance	1197	74,355															
Service	1198	75,468															
Fog MM2	1199	5,946									10						
Fog MM2	1200	81,236									10						
Service	1201	78,483															
Service	1202	42,747															
Service	1203	71,321															
Gator	1223	733															
ATV	1273	0															
Sevice	1342	106,363															
Service Truck	1343	86,606															
Polaris 4 Wheeler	1366	1,212															
ATV	1367	176															
Surveillance (Air Boat)	1410	118,100															
Air Boat	1422	169				640											
James Stokley	1425	71,982				340	3.2	96	43								
Service (aerial)	1426	101,203															
Logan Hicks	1462	67,424	42			160	3.2	35							40		
Holly Usina	1463	77,041	525			640	3.2	60							120		
Ford Explorer(Taylor)	1479	64,081															
Kyle Graham	1484	65,098				240	3.2										
Phil Vaughn	1485	67,827	100			236	3.2		112								
Jen Dentmon	1493	56,161	56	5		400	3.2	43							30		
Dena Autry	1494	58,843					3.2										
Fork Lift	1536	215															
Jerry Iser	1544	65,520	50	15		420	3.2	38	88	320			19				
Dazmond Hackney	1546	49,100	50			400	3.2			320					10		
Kyle Arber	1548	40,602				320	3.2		192						20		
Cathy Hendricks	1550	63,340				192	3.2	20	128								
Cj	1611	14,201			40	200	3.2	53									
Jeremy Wohlforth	1613	28,372	132			80	3.2		256								
Ruide Xue	1615	18,007															
Service Expedition	1630	8,086															
Holly Usina	1633	10,557					3.2										
Gator	1666	146															
Pending Dual Duty	1692	4,482															
Maverick	1708	3,511															
ATV	1718	2															
ATV	1719	2															
Gallons / Pcs.			955	20	40	4268	44.8	345	819	640	40	0	19	0	220	0	0
Chemical Room	EOC		44250	1750	27160	41920	301	4000	140.5	389	197.5	1050	8772	44	10960	92.95	0
Physical Count			45,205.00	1,770.00	27,200.00	360.84	345.80	4,345.00	146.90	394.00	237.50	1,050.00	8,791	44.00	11,180.00	92.95	0.00

EA. ALTOSID WSP	EA. ALTOSID XR	LBS. ALTOSID GRANULAR	GAL. AQUA BAC XT LIQUID BTI	GAL. AQUALUER LIQUID ADULTICIDE	EA SUMMIT BTI BRIQUETS	GAL. COCO BEAR	GAL... DUET	GAL MOSQ MIST II	GAL. NALED	NATULAR DT	LBS. STRIKE PELLETS	LBS. SUSTAIN GRANULAR	GAL TALSTAR P LIQUID	GAL. VECTOBAC LIQUID BTI
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Meter Reading

Race

End Reading Last Month

Used

K800 used 2101.04

Meter	Gas	124989.0	122888.0	2101.0	
Gas		=		Total on hand from electronic meter (Gross Vol)	3563

Jet Fuel		End Reading	Last Month	Used	K800 used	580.62
Meter	Gas	11495.6	10914.5	581.1		
Gas		=		Total on hand from electronic meter (Gross Vol)		4701

September mileage 2022 (2)

NAME	VEHICLE	MILEAGE
Ford Tractor	686	1,400
ATV	934	898
Backhoe	1018	868
ATV	1109	564
Service (TF)	1132	78,096
Fog MM2	1133	88,450
Service (TF)	1173	86,188
Fog MM2	1195	94,563
Service	1196	108,127
Surveillance	1197	74,355
Service	1198	75,468
Fog MM2	1199	5,946
Fog MM2	1200	81,236
Service	1201	78,483
Service	1202	42,747
Service	1203	71,321
Gator	1223	733
ATV	1273	0
Sevice	1342	106,363
Service Truck	1343	86,606
Polaris 4 Wheeler	1366	1,212
ATV	1367	176
Surveillance (Air Boat)	1410	118,100
Air Boat	1422	169
Dena Autry	1425	71,982
Service	1426	101,203
Phil Vaughn	1462	67,424
Holly Usina	1463	77,041
Ford Explorer	1479	64,081
Spare Dual	1484	65,098
Spare Dual	1485	67,827
David Strickland	1493	56,161
Jennifer	1494	58,843
Fork Lift	1536	215
Jerry Iser	1544	65,520
Dazmond Hackney	1546	49,100
Kyle Arber	1548	40,602
Cathy Hendricks	1550	63,340
Mike Phillips	1611	14,201
Jeremy Wohlforth	1613	28,372
Ruide Xue	1615	18,007
Service Expedition	1630	8,086
Dual Duty	1633	10,557
Gator	1666	146
Pending Dual Duty	1692	4,482
Maverick	1708	3,511
ATV	1718	2
ATV	1719	2

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

CHEMICAL & FUEL INVENTORY

MONTH OF SEPTEMBER 2022

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
WSP	EA.	46,415.00			46,415.00	1210.00	45,205.00	45,205.00
XR	LBS.	1,771.00			1,771.00	1.00	1,770.00	1,770.00
XRG	LBS.	31,120.00			31,120.00	3920.00	27,200.00	27,200.00
C XT	GALS.	407.41			407.41	46.57	360.84	360.84
ER 20-20	GALS.	365.80			365.80	18.79	347.01	345.80
NKS (Doughnuts)	EA.	4,799.00			4,799.00	454.00	4,345.00	4,345.00
AR	GALS.	150.74			150.74	4.34	146.40	146.90
	GALS.	436.25			436.25	42.25	394.00	394.00
OMIST TWO	GALS.	273.00			273.00	34.75	238.25	237.50
	GALS.	1,198.00			1,198.00	148.00	1,050.00	1,050.00
RD T	EA.	9,993.00		1200.00	8,793.00	2.00	8,791.00	8,791.00
ELLETS	LBS.	44.00			44.00	0.00	44.00	44.00
MBG	LBS.	13,006.00			13,006.00	1826.00	11,180.00	11,180.00
P	GALS.	14.95			94.95	1.98	92.97	92.99
AC 12AS	GALS.	0.00			0.00	0.00	0.00	0.00
E	GALS.	3,689.00			5,671.00	2101.04	3,569.96	3,563.00
	GALS.	1,301.00			5,245.00	580.62	4,664.38	4,701.00
TOTALS		114,984.15		0.00	119,790.15	10,391.34	109,398.81	109,426.99

Statular DT was given to Department of Health

ED BY: [Signature] 10/10/2022

ED BY: [Signature] 10/10/22

ED BY: [Signature] 10/10/22

BASE=	109,426.99
Total	109,426.99

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
VALUE
MONTH OF SEPTEMBER 2022

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. 21,205.00	\$0.8600	\$18,236.30	10/30/20	VESERIS
ALTOSID WSP	EA. 24,000.00	\$0.8800	\$21,120.00	12/16/21	VESERIS
ALTOSID XR	LBS. 890.00	\$3.42	\$3,043.53	10/30/20	VESERIS
ALTOSID XR	LBS. 880.00	\$3.45	\$3,036.00	12/16/21	VESERIS
ALTOSID XRG	LBS. 11,200.00	\$8.9500	\$100,240.00	10/30/20	VESERIS
ALTOSID XRG	LBS. 16,000.00	\$11.5000	\$184,000.00	12/16/21	VESERIS
AQUABAC XT	GALS. 360.84	\$35.0000	\$12,629.40	1/31/22	VESERIS
AQUABAC XT	GALS. 0.00	\$0.0000	\$0.00		VESERIS
AQUALUER 20-20	GALS. 125.80	\$121.5400	\$15,289.73	5/10/21	ALLPRO
AQUALUER 20-20	GALS. 220.00	\$121.5400	\$26,738.80	8/9/22	ALLPRO
B. t. i. DUNKS (Doughnuts)	EA. 345.00	\$1.0510	\$362.60	4/6/22	TARGET
B. t. i. DUNKS (Doughnuts)	EA. 4,000.00	\$1.0510	\$4,204.00	9/1/22	TARGET
COCO BEAR	GALS. 36.90	\$20.4800	\$755.71	7/16/18	CLARKE
COCO BEAR	GALS. 110.00	\$28.4100	\$3,125.10	6/13/22	CLARKE
DUET	GALS. 394.00	\$214.7300	\$84,603.62	8/24/21	CLARKE
MOSQUITOMIST TWO	GALS. 237.50	\$73.3400	\$17,418.25	11/17/20	CLARKE
NALED	GALS. 660.00	\$214.7300	\$141,721.80	8/24/21	CLARKE
NALED	GALS. 390.00	\$2.0000	\$780.00	10/19/21	Oseceda Co.
NATULAR DT	EA. 8,791.00	\$0.4168	\$3,664.09	9/9/16	CLARKE
STRIKE PELLETS	LBS. 44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG	LBS. 11,180.00	\$7.1000	\$79,378.00	7/12/22	ALLPRO
SUSTAIN MBG	LBS. 0.00	\$0.0000	\$0.00		ALLPRO
TALSTAR P	GALS. 12.95	\$54.9050	\$711.02	9/16/20	TARGET
TALSTAR P	GALS. 80.00	\$63.6400	\$5,091.20	9/13/22	VESERIS
VECTOBAC 12AS	GALS. 0.00	\$0.0000	\$0.00		ADAPCO
GASOLINE	GALS. 1,581.00	\$3.9800	\$6,292.38	8/22/22	L. V. HIERS
GASOLINE	GALS. 1,982.00	\$4.0378	\$8,002.92	9/28/22	L. V. HIERS
JET A	GALS. 757.00	\$2.5164	\$1,904.91	8/19/21	Avfuel
JET A	GALS. 3,944.00	\$3.9200	\$15,460.48	9/28/22	Avfuel
TOTAL	109,426.99	\$1,181.94	\$765,912.44		

Subtract Green first

PREPARED BY: [Signature] W. weaver DATE: 10/10/2022

COST FIGURES REVIEWED BY: [Signature] COB DATE: 10/11/22

REVIEWED BY: [Signature] W. weaver DATE: 10/20/22

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

CHEMICAL & FUEL INVENTORY

MONTH OF OCTOBER 2022

S: 120 EOC DRIVE (BASE STATION)
Y: 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
WSP	EA.	45,205.00			45,205.00	2328.00	42,877.00	42,877.00
XRG	LBS.	1,770.00			1,770.00	15.00	1,755.00	1,755.00
XRG	LBS.	27,200.00			27,200.00	200.00	27,000.00	27,000.00
XT	GALS.	360.84			360.84	79.59	281.25	281.25
RR 20-20	GALS.	345.80			345.80	28.27	317.53	317.30
UNKS (Doughnuts)	EA.	4,345.00			4,345.00	767.00	3,578.00	3,578.00
AR	GALS.	146.90			146.90	6.28	140.62	142.12
	GALS.	394.00			394.00	85.88	308.12	308.50
OMIST TWO	GALS.	237.50			237.50	83.00	154.50	155.50
	GALS.	1,050.00			1,050.00	300.00	750.00	750.00
DT	EA.	8,791.00			8,791.00	48.00	8,743.00	8,743.00
ELLETS	LBS.	44.00			44.00	0.00	44.00	44.00
MBG	LBS.	11,180.00			11,180.00	1230.00	9,950.00	9,950.00
P	GALS.	92.95			92.95	8.88	84.07	84.00
AC 12AS	GALS.	0.00			0.00	0.00	0.00	0.00
E	GALS.	3,563.00	2,488.00		6,051.00	2100.93	3,950.07	3,960.00
	GALS.	4,701.00			4,701.00	438.53	4,262.47	4,254.00
TOTALS		109,426.99	2488.00	0.00	111,914.99	7,719.37	104,195.62	104,199.67

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
 October 2022

DESCRIPTION (s., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	O (U
EA.	45,205.00				45,205.00	2,328.00	42,877.00	42,877.00	
EA.	1,770.00				1,770.00	15.00	1,755.00	1,755.00	
LBS.	27,200.00				27,200.00	200.00	27,000.00	27,000.00	
GALS.	360.84				360.84	79.59	281.25	281.25	
GALS.	345.80				345.80	28.27	317.53	317.30	
EA.	4,345.00				4,345.00	767.00	3,578.00	3,578.00	
GALS.	146.90				146.90	6.28	140.62	142.12	
GALS.	394.00				394.00	85.88	308.13	308.80	
GALS.	237.50				237.50	83.00	154.50	155.50	
GALS.	1,050.00				1,050.00	300.00	750.00	750.00	
EA.	8,791.00				8,791.00	48.00	8,743.00	8,743.00	
LBS.	44.00				44.00	0.00	44.00	44.00	
LBS.	11,180.00				11,180.00	1,230.00	9,950.00	9,950.00	
GALS.	92.95				92.95	8.88	84.07	84.00	
GALS.	0.00				0.00	0.00	0.00		
GALS.	3,563.00	2,488.00			6,051.00	2,100.93	3,950.07	3,960.00	
GALS.	4,701.00				4,701.00	438.53	4,262.47	4,254.00	
TOTALS	109,426.99	2,488.00	0.00	0.00	111,914.99	7,719.37	104,195.62	104,199.67	

um was opened it dipped at 52.5 making resulting in a shortage back in 10/01/21 now drum is equaling out

Treatment Summary

From Date : 10-01-2022

To Date : 10-31-2022

Zone : All

Material : All

Task : All

Printed on 2022-11-02 09:57:21 EST

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	2328 ea	7.21 acre	322.68 ea / acre	35 times
Altosid XR	15 ea	0.03 acre	435.54 ea / acre	2 times
Altosid XRG	200 lb	33.33 acre	6 lb / acre	8 times
Aquabac XT	10188 fl oz	636.75 acre	16 fl oz / acre	108 times
Aqualure 20-20 1:5	3618.83 fl oz	14008.38 acre	0.26 fl oz / acre	20 times
B.i.i. Briquets	767 ea	1.76 acre	435.54 ea / acre	30 times
Cocobear	804 fl oz	2.09 acre	384.02 fl oz / acre	14 times
Dibrom .7	38400 fl oz	54868.49 acre	0.7 fl oz / acre	11 times
Duet 50%	10992 fl oz	7001.27 acre	1.57 fl oz / acre	24 times
Mosquitonist Two	10624 fl oz	15030.16 acre	0.71 fl oz / acre	21 times
Natular DT	48 ea	0.01 acre	6666.67 ea / acre	1 times
Sustain MBG	830 lb	110.67 acre	7.5 lb / acre	16 times
Sustain MBG Air	400 lb	40 acre	10 lb / acre	1 times
Talstar P	8.88 gal	26.35 acre	0.34 gal / acre	41 times

AMCD

Product Totals For Sites

Date Range From : 10/01/2022 12:00:00AM

To : 10/31/2022 11:59:00PM

Pump - Hose		Transactions	Total Quantity
Product :	01 Unleaded		
Site Id :	003 Anasatisia Moquito Control		
01-1		201	2100.933
Totals For Site :		201	2100.933
Totals For Product :		201	2100.933
Product :			
02 Jet-A			
Site Id :			
003 Anasatisia Moquito Control			
02-1		21	438.530
Totals For Site :		21	438.530
Totals For Product :		21	438.530

October mileage 2022 (2)

NAME	VEHICLE	MILEAGE
Ford Tractor	686	1,400
ATV	934	898
Backhoe	1018	868
ATV	1109	567
Service (TF)	1132	79,632
Fog MM2	1133	88,845
Service (TF)	1173	89,657
Fog MM2	1195	94,841
Service	1196	108,127
Surveillance	1197	75,558
Service	1198	76,213
Fog MM2	1199	59,506
Fog MM2	1200	81,485
Service	1201	78,483
Service	1202	43,282
Service	1203	71,865
Gator	1223	741
ATV	1273	0
Sevice	1342	107,231
Service Truck	1343	86,784
Polaris 4 Wheeler	1366	125
ATV	1367	176
Surveillance (Air Boat)	1410	11,862
Air Boat	1422	169
Dena Autry	1425	73,486
Service	1426	101,543
Phil Vaughn	1462	68,155
Holly Usina	1463	77,923
Ford Explorer	1479	64,334
Spare Dual	1484	66,486
Spare Dual	1485	68,745
David Strickland	1493	57,297
Jennifer	1494	58,967
Fork Lift	1536	220
Jerry Iser	1544	67,241
Dazmond Hackney	1546	51,247
Kyle Arber	1548	42,139
Cathy Hendricks	1550	64,869
Mike Phillips	1611	15,234
Jeremy Wohlforth	1613	29,063
Ruide Xue	1615	18,400
Service Expedition	1630	8,167
Dual Duty	1633	10,557
Gator	1666	157
Pending Dual Duty	1692	4,646
Maverick	1708	4,315
ATV	1718	2
ATV	1719	6

MONTHLY VEHICLE CHEMICAL INVENTORY

VEHICLE	MILEAGE	EA. ALTOSID WSP	EA. ALTOSID XR	LBS. ALTOSID GRANULAR	GAL. AQUA BAC XT LIQUID BTI	GAL. AQUALUER LIQUID ADULTICIDE	EA SUMMIT BTI BRIQUETS	GAL. COCO BEAR	GAL. DUET	GAL. MOSQ MIST II	GAL. NALED	NATURAL DT	LBS. STRIKE PELLETS	LBS. SUSTAIN GRANULAR	OZ. TALST LIQUID
666	1,400														
934	898														
1018	868														
1109	567														
1132	79,632									10					
1133	88,845														
1173	89,657														
1195	94,841									10					
1196	108,127														
1197	75,558														
1198	76,213														
1199	59,506									10					
1200	81,485									10					
1201	78,483														
1202	43,282														
1203	71,865														
1223	741														
1273	0														
1342	107,231														
1343	86,784														
1366	125														
1367	176														
1410	11,862														
1422	169				640	3.2									
1425	73,486					3.2									
1426	101,543														
1462	68,155					3.2									
1463	77,923	550			320	3.2	60	128	320				40		
1479	64,334														
1484	66,486					3.2									
1485	68,745					3.2									
1493	57,297					3.2									
1494	58,967				368	3.2									
1536	220														
1544	67,241	50	15		480	3.2	38	79	320			19			
1546	51,247	45			304	3.2							10		
1548	42,139				320	3.2		256					20		
1550	64,869	150			320	3.2	80	128							
1611	15,234					3.2									
1613	29,063	132			288	3.2		256							
1615	18,400														
1630	8,167														
1633	10,557					3.2									
1666	157														
1692	4,646														
1708	4,315														
1718	2														
1719	6														
		927	15	0	3040	44.8	178	847	640	40	0	19	0	70	
EOC		41950	1740	27000	32960	272.5	3400	135.5	303.5	115.5	750	8724	44	9880	8
		42,877.00	1,755.00	27,000.00	281.25	317.30	3,578.00	142.12	308.50	155.50	750.00	8,743	44.00	9,950.00	84

EA. ALTOSID WSP	EA. ALTOSID XR	LBS. ALTOSID GRANULAR	GAL. AQUA BAC XT LIQUID BTI	GAL. AQUALUER LIQUID ADULTICIDE	EA SUMMIT BTI BRIQUETS	GAL. COCO BEAR	GAL. DUET	GAL. MOSQ MIST II	GAL. NALED	NATURAL DT	LBS. STRIKE PELLETS	LBS. SUSTAIN GRANULAR	G. TALST LIQUID
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Meter Reading

ter	Gas	127090.0	124989.0	2101.0	2100.933	
as		=		Total on hand from electronic meter (Gross Vol)		3960
el		End Reading	Last Month	Used	K800 used	
ter	Gas	11934.5	11495.6	438.9	438.53	
as		=		Total on hand from electronic meter (Gross Vol)		4254



Invoice

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

Invoice Number: **0446549-IN**

Invoice Date: 10/31/2022

Due Date: 10/31/2022

Order Number:

Order Date

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	578178	Due Immediately

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
E10UNL	GAL	2,488.00	2,488.00	0.00	2.9431	7,322.43
E10 Regular Unl. Gas 87 Octane		Whse: 000				
FL STATE EXCISE TAX					0.02000	49.76
FL POLLUTION TAX					0.02070	51.50
FET - L.U.S.T. Fee					0.00100	2.49
FL INSP FEE					0.00120	2.99
Federal Oil Spill Tax					0.00190	4.73
ST JOHNS LOCAL OPT TAX					0.06000	149.28
					3.04790	7,583.18

\$3.0479

* A CONVENIENCE FEE OF 3% MAY BE ADDED TO CREDIT CARD PAYMENTS.

* 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: 7,583.18
 Less Discount: 0.00
 Freight: 0.00
 Sales Tax: 0.00
Invoice Total: 7,583.18

Signature: _____ Print Name: _____

Anastasia Mosquito Control District of St. Johns County

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

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



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, October 13, 2022

Next Meeting(s): No November Meeting
Thursday, December 8, 2022 – 5:00 PM ~ Regular Meeting

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, October 13, 2022, at 5:00 P.M.

Board members in attendance:

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

Also in attendance:

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

Chairperson Moeller called the meeting to order.

Commissioner Brandhorst led the Invocation and the Pledge of Allegiance to the flag

ROLL CALL: Chairperson Moeller noted ~ All were present

CITIZEN PARTICIPATION: For Items not on the Agenda

- Gary Howell made his comments toward the end of the meeting, he apologized to the Board for being late. Mr. Howell mentioned AMCD should consider urging the County to install a light to make the District more accessible to the public. Mr. Howell thanked the Board of Commissioners and the staff at AMCD for all their hard work.

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

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

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

Consent Items ~ APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes:
 - a. Regular Board Meeting, September 15, 2022 at 5:00 P.M.
 - b. First Public Hearing, September 15, 2022 at 5:30 P.M.
 - c. Final Public Hearing, October 3, 2022 at 5:30 P.M.
5. Cintas Uniform Contract Renewal
6. Holiday Work Schedule
7. Budget Amendments (NONE)

- Commissioner Moeller asked Dr. Xue if Ms. Jackie Small has a report prepared, Dr. Xue explained due to hurricane Ian, unfinished business #2 will need to be postponed.

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

A. A motion was made to approve the Agenda with the deletion of Unfinished Business #2.

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

UNFINISHED BUSINESS:

Item 1: Disease Vector Education Center Update

Mr. Richard Weaver

- Mr. Weaver mentioned he would be discussing the construction portion of the Education Center. Mr. Weaver stated the CO (Certificate of Occupancy) has still not been obtained and that means AMCD can work in the building but cannot occupy it. He mentioned the number of incomplete items is in the high 60's and the displays are moving forward but it has definitely been impacted by Compass group's slow building progress and incomplete work. Mr. Weaver noted during the recent storm the classroom portion had some water damage, so it will need to be repaired. Mr. Weaver continued to review the list of items that are complete and incomplete, he mentioned the biggest delay in the project is obtaining the CO and the mess Compass Group left behind (dust on the walls). Mr. Weaver noted it's going to look great once the project is complete and the design team, he is working with are optimistic the project will be complete by March 2023.

- **No Motion Was Made On This Item**

○

Item 2: Update about AMCD Job Descriptions Audited by LMCD, Ms. Jackie Small

- Postponed due to the impact of hurricane Ian in Lee County.

NEW BUSINESS:

Item 1: DOD Grant Report (2nd year) Ppt.

Dr. Vindhya Aryaprema

- Dr. Vindhya began the report by explaining AMCD is conducting a 3-year study that will address the development of action thresholds for *Aedes*, *Culex*, and *Anopheles* mosquitoes in different operational environments. The second year of the study was completed successfully achieving two objectives: to identify published mosquito control action thresholds across the world, associated surveillance and implementation characteristics through a systematic literature review, and to develop statistical models for action thresholds using AMCD historical data on mosquito surveillance. Dr. Vindhya continued explaining the literature review of publications in the last decade (2010-2021) was conducted using two search engines, according to PRISMA guidelines, and of the 1,485 initial selections, only 87 were included in the final review. Overall, the two studies will help organize surveillance systems targeting the development and implementation of action thresholds, and guide future modeling efforts of other mosquito control programs and deployed armed forces personnel with a need of mosquito control but lacking active surveillance programs.

- **No Motion Was Made On This Item**

Item 2: Director's Evaluation Results Report

Chairperson Mrs. Jeanne Moeller

- Commissioner Moeller read the letter that was prepared by Mr. Wayne Flowers, attorney, describing Dr. Xue's evaluations from each commissioner, with an overall average score of 97.6. The attorney also stated in the letter that consistent with the scores, there were many positive comments from the Commissioners regarding Dr. Xue's performance on the evaluation forms and that "AMCD's policy provides that "based on the budget for pay increases and if the numerical number is 90% or higher, a motion to authorize a pay increase or merit raise can be made". AMCD Board of Commissioners discussed the possibility of giving Dr. Xue a raise, based on the combination of his performance review and the COLA raise (6% for him and 8% for all other employees) that was recently approved, majority of the comments agreed Dr. Xue should be given a raise.

B. A motion was made to approve giving Dr. Xue a 2% merit raise based on a positive performance evaluation and an overall score of 97.6.

- Motioned by: Commissioner LeBlanc
- Seconded by: Commissioner Becker
- VOTE: Accepted by Commissioner LeBlanc, Becker, Brandhorst and Gardner
- VOTE: Opposed by Commissioner Moeller
- **MOTION PASSED 4:1**

REPORTS:

Director ~ Dr. Xue reported SJC had a mosquito outbreak this week and around 100 service requests are being submitted each day. AMCD is responding with ground and aerial adulticide

every night, in hopes the mosquito population will decrease by Saturday evening. Dr. Xue also reported four sentinel chickens tested positive for WNV. Dr. Xue also mentioned Commissioner Moeller is receiving a leadership award and the Board of County Commissioners will be holding a public hearing, regarding the proposed development of industrial warehouse use and commercial/office use at the corner of EOC and Agriculture Center Drive.

Attorney ~ Mr. Flowers reported he successfully contacted the governor's office to follow up regarding the letter to have Commissioner Brandhorst suspended. Mr. Flowers spoke with Mr. Ryan Newman who explained the original letter was lost in transition and was never received. Mr. Flowers provided an electronic copy and noted due to hurricane Ian, a response will be delayed.

COMMISSIONER COMMENTS:

Commissioner Gardner ~ No comments.

Commissioner Becker ~ I have been asked to be a speaker for AMCA in Reno, Nevada to speak about special districts and the sunshine law. I recently got my notary license, got accepted into Flagler College Administrative Professional program and I've been speaking at a lot of campaign events and chatting with

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

Commissioner Brandhorst ~ I've been in the hospital four times recently. I have not been able to attend meetings.

Commissioner Moeller ~ AMCD has been working with Mrs. Jackie Small and I spoke with her recently, Ms. Small suggested AMCD sign up for an Employee Assistance Program (EAP), due to District expansion and the lack of an HR program. The annual cost for this program is \$2,500, if the budget allows it, I believe an EAP could provide a lot of benefits and I recommend the District consider signing up.

ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 6:24 P.M.

ATTEST

Chairperson, Commissioner Jeanne Moeller

Secretary/Treasurer, Commissioner Gayle Gardner

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

Anastasia Mosquito Control District of St. Johns County

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MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Heather Keating, Administrative Assistant

DATE: December 1, 2022

RE: Approval to Move January Board Meeting from 1/12/2023 to 1/19/2023

Approval to switch the January Board meeting from 1/12/2023 to 1/19/2023, due to new Commissioner, Mrs. Martha Gleason having travel arrangements.

This date change would also allow AMCD staff to join the FMCA fly in class from January 11 - 13, 2023.

Thank you

The first part of the paper discusses the importance of the research and the objectives of the study. It then presents a literature review of the existing research on the topic. The methodology section describes the research design and the data collection process. The results section presents the findings of the study, and the conclusion section summarizes the main findings and provides recommendations for future research.

The research was conducted in a systematic and rigorous manner, following the principles of good research practice. The data were collected from a representative sample of the population, and the results were analyzed using appropriate statistical methods. The findings of the study are presented in a clear and concise manner, and the conclusions are based on the evidence presented.

The study has several strengths, including the use of a large sample size and the inclusion of a control group. However, there are also some limitations to the study, such as the potential for bias in the selection of the sample and the use of self-reported data. Despite these limitations, the study provides valuable insights into the topic and contributes to the existing literature.

In conclusion, the study has shown that there is a significant relationship between the variables studied. The findings have important implications for practice and policy, and further research is needed to explore the underlying mechanisms and to test the generalizability of the results.

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Gina LeBlanc, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Heather Keating, Administrative Assistant

DATE: December 1, 2022

RE: 2022 Holiday Bonus

Christmas bonus checks for appreciation of employees and Board members hard work in 2022.

I would like to recommend the District grant \$250 to each full time employee, the Board members and the lawyer. As well as, bonus checks to several employees for the managers choice award and one for 2022 outstanding employee.

Thank you

2022 Christmas bonus checks & awards

Moeller, Jeanne J	Board Member	\$	250
Becker, Panagiota	Board Member	\$	250
LeBlanc, Gina M.	Board Member	\$	250
Gardner, Gayle A.	Board Member	\$	250
Brandhorst, Catherine E.	Board Member	\$	250
Flowers, Wayne	Attorney	\$	250
Xue, Rui-De	Director	\$	250
Weaver, James H.	Business Manager	\$	250
Qualls, Whitney A	Scientific Manager	\$	250
Smith, Dana A	Aviation Manager	\$	250
Autry, Dena L	Operation Supervisor	\$	250
Hanna, Scott	C.F.O.	\$	250
Wynn, James L.	Senior Mechanic	\$	250
Allen, Jr., John F.	Mechanic	\$	250
Phillips, Michael C	Pilot	\$	250
Bruner, Ralph S.	A & P Mechanic	\$	250
Aryaprema, Peduru H. K.	Biologist	\$	250
Farooq, Muhammad	Mosquito Control Engineer	\$	250
Peper, Steven T	Molecular Biologist	\$	250
Arber, Steven K	Mosquito Control Technician	\$	250
Duett, Morgan P	Surveillance Technician	\$	250
Hackney, Dazmond F	Mosquito Control Technician	\$	250
Hendricks, Cathy M.	Mosquito Control Technician	\$	250
Iser, Jerry W	Mosquito Control Technician	\$	250
Wohlforth, Jeremy J	Mosquito Control Technician	\$	250
Usina, Holly M	Mosquito Control Technician	\$	250
Banganon, Lea R	Biological Technician	\$	250
Blore, Kai T	Lab Manager	\$	250
Kuppe, Connor	Biological Technician	\$	250
Smoleroff, Steven T	Biological Technician	\$	250
Sypes, Olivia K	Biological Technician	\$	250
Zeszutko, Edward J	Biological Technician	\$	250
Keating, Heather L	Administrative Assistant	\$	250
McKinney, Aye A	Accountant	\$	250
Ballantyne, Taylor	Education Specialist	\$	250
Stockley, Ricky J	IT Specialist	\$	250
Fanney, Laryssa L	Intern	\$	250
Total		\$	9,250

2022 bonus for Mr. Richard Weaver for his contribution & save for Disease Vector Education Center ~~at~~ at \$2,000

Manager Choice awards: Jeremy J Wohlforth at \$100, Mr. Ralph S. Bruner at \$100, and Mr. Scott Hanna at \$100

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Dr. Rui-De Xue



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Gayle Gardner, Secretary/Treasurer

Catherine Brandhorst, Commissioner

Gina LeBlanc, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Heather Keating, Administrative Assistant

DATE: December 1, 2022

RE: Change Operation Manager Job Title to Assistant Director

Based on District growth and program needs, I would like to recommend the Board change the "Operation Manager" job title to "Assistant Director." After approval, I will begin to conduct a survey regarding job duties and salary range from Independent Districts that are similar in size. Then a new job description and salary will be developed and presented to the Board for approval. After approval, AMCD staff will adhere to the hiring policy to fill the Assistant Director position before the busy season begins.

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Gayle Gardner, Secretary/Treasurer

Gina LeBlanc, Commissioner

Catherine Brandhorst, Commissioner

TO: Board of Commissioners

FROM: Dr. Whitney Qualls, Science Manager/Entomologist

CC: Dr. Rui-de Xue, Mr. Richard Weaver

DATE: 11/28/2022

RE: Update to Employee Handbook

- - - - -

The suggested changes and additions to the Employee Handbook by Mrs. Jackie Smalls, Director of Human Resources, Lee County Mosquito/Hyacinth Control Districts, have been completed by the Employee Handbook Committee. Specifically, Mrs. Smalls wanted updates relating to Supreme Court ruling on Title VII including non-discrimination on gender or sexual identity and those issues have been addressed. Additionally, it was suggested to update all of our leave policy to be compliant with FRS and the Affordable Care Act. There were also updates to address the new changes to our timesheet and leave entry on the electronic payroll database. Attached with this memo are the recommendations by Mrs. Small, a tracked edit version and clean version of the Employee Handbook.

Anastasia Mosquito Control Human Resources Review

RECOMMENDED EMPLOYEE HANDBOOK UPDATES

Page Number	Section Title	Recommendation
4-3	Hours of Work	There is a reference to summer mosquito season. How do employees know when mosquito season starts and ends? It is recommended that a reference to the months employees can expect to be engaged in mosquito season.
4-3	Break and Meal Periods	Are meal periods paid or unpaid? It is recommended to indicate the pay status of meal periods.
4-6	Dress and Appearance Policy	Guidelines for Administrative Employees Not Issued Uniforms addresses clothing in a gender specific manner. It is recommended to adjust this language to be gender-neutral to be compliant with recent changes in gender discrimination laws.
4-7	Work Environment Policies & Procedures	Under Telephone Technique it is advised that a caller not be on hold for a long period of time. It is recommended an optimal maximum wait time be established. A reference to a specific amount of time will give employees a goal to work toward and provide consistency among all the staff rather than everyone judging for themselves what a long period of time is.
4-13	Equal Opportunity Employer	The Supreme Court has ruled that discrimination under Title VII includes gender identity. It is recommended that gender identity be included in your list of prohibiting discrimination.
4-13	Employment Classifications	You identify an employee is full-time if they work 40 hours in a work-week. Is this designation for payroll purposes only? According to the Affordable Care Act (ACA) an employee is considered full-time when they work 30 hours in a work week. This makes the employee eligible for benefits under certain conditions based on how you track hours for ACA purposes. It is recommended to add clarifying language regarding full-time status.
4-13	Employment Classification	Under temporary part-time the identification of a part-time employee includes, "less than forty (40) or more hours per week." This language is confusing. Is the requirement less than 40 hours per week or more than 40 hours per week? It is recommended to clarify this language.
4-15	Policy on Romantic Relationships and Dating	In this policy you state that individuals who marry or enter a domestic partnership will be transferred to a different department. This contradicts your policy on the employment of relatives which states the employees will decide who remains employed and who terminates employment. It is recommended this policy be updated to provide consistency across both policies.

Anastasia Mosquito Control Human Resources Review

Page Number	Section Title	Recommendation
4-17	Performance Evaluation	When can employees expect to receive their performance evaluation? Are all employees evaluated at the same time each year? Are employees evaluated on their employment anniversary? It is recommended the time of performance evaluation be stated in this policy.
4-21	Continuing Education Policy	This policy may be difficult to enforce. If an employee has been reimbursed for college courses across four years, for example, the cost of the courses may exceed what the employee will receive in their final pay with the District. Employees must be paid at least minimum wage on their final pay. If an employee leaves before earning the degree is there a penalty? It is recommended this policy be updated to recover funds paid to the employee for tuition reimbursement if they leave within a year of any funds being paid. This will help the District recover funds even if the employee has not completed their degree.
4-24	Consolidated Omnibus Budget Reconciliation Act (COBRA)	You identified medical insurance plans in this policy. It is recommended that you specifically identify medical and dental insurance plans so employees clearly understand what benefits they are eligible to receive under COBRA.
4-24	Consolidated Omnibus Budget Reconciliation Act (COBRA)	You identified HR representative in this policy. You do not have an HR representative job description. It is recommended this be updated to reflect the position in the organization that will carry out this responsibility or provide a generic term such as designated employee if the responsibility may move to various employees.
4-24	Florida Retirement System	You only identify regular, full-time employees as being eligible for FRS. Any positions that last beyond six months (other than internships and on-call) are eligible for FRS. It is recommended this policy be reviewed and updated.
4-24	Deferred Compensation Savings Plan	The policy states that deferred compensation is offered to interested employees. Are all employees eligible for this benefit? It is recommended this policy is clarified to identify which employees are eligible to participate in the deferred compensation plan.
4-33	Leaves of Absence	It is recommended that a minimum period of time be established for a time of leave to be classified as a Leave of Absence. As it is currently written, any amount of leave may be considered Leave of Absence.
4-33	Leaves of Absence with Pay – General Provisions	Under Computation of Leaves of Absence with Pay you identify employment categories of trainee, provisional, probational, and permanent appointments. These employment classifications are not defined in your employee handbook. It is recommended these categories be defined or choose classifications that have been defined in this section.

Anastasia Mosquito Control Human Resources Review

Page Number	Section Title	Recommendation
4-34	Leaves of Absence with Pay – General Provisions	What is considered Terminal Leave? It is recommended this terminology be defined.
4-34	Leaves of Absence with Pay – General Provisions	Leave without pay states that employees will not accrue leave with pay. It is recommended this be updated to state sick and/or annual leave. This section also states that employees granted education stipends shall be considered on being on leave without pay. Educational stipends is not defined in this document. It is recommended this status be defined.
4-37	Sick Leave	A list of reasons why an employee may request sick leave is provided. It is recommended to add mental health appointments to this list.
4-37	Sick Leave	In your policy you state that employees will be on leave without pay after they have used all of their sick leave for maternity purposes. It is recommended the employee be permitted to use accrued annual leave before going into a leave without pay status.
4-37	Sick Leave	The bulleted item that defines holiday pay when an employee is off for approved sick leave is unclear. It is recommended this item be re-written with better clarity.
4-38	Sick Leave	The policy states an employee may earn an 8 hour day of annual leave if the employee works three consecutive months without taking any sick leave. It is recommended this policy be clarified to indicate if this is on a rolling calendar basis or if the months are counted on a 30-day basis from the last time an employee requested a sick day. It is also recommended to state when the employee will receive the additional 8 hours of leave. Is the leave granted at the end of each 3-month cycle? Is it granted quarterly or annually?
4-38	Sick Leave	This policy appears to conflict with the FRS policy of not reinstating an employee after retiring until 12 months after retirement. It is recommended this policy be reviewed and updated as necessary.
4-40	Holiday Pay	It is unclear why a person would need to have 10 or 15 hours of annual leave available when the District closes for the mandatory 2-week holiday. There are five days outlined in the policy for which employees will be paid holiday pay. There is one day for which employees are paid administrative pay. The additional day is Veteran's day which may or may not be paid depending on the day of the week it falls in November. If the day is observed at 10 hours, it is unclear why an employee would need to have 15 hours of annual leave available. Is the District actually closed for two weeks or is it closed for 7 days? Clarification of this policy is recommended.

Anastasia Mosquito Control Human Resources Review

Page Number	Section Title	Recommendation
4-42	Jury/Civic Duty	In this policy you state employees will be paid for Administrative Leave for the days they are subpoenaed for involuntary jury duty. Is there a limit of how many days the District will pay for jury duty? If so, it is recommended this limit be stated. Will the employee be paid if they are called as a witness in a court of law? It is recommended this standard be clarified.
4-42	Leaves of Absence Without Pay	<p>This policy is unclear when it states employees may take leave of absence without pay to accept an exempt appointment within the employee's own agency. It appears the employee will be leaving one position within the District to accept another position within the same District. Clarification of this policy is recommended.</p> <p>How payment of benefits will be managed when an employee is on a leave of absence without pay has not been addressed. It is recommended this be added to the policy.</p> <p>It is recommended that a time limit be added to Leaves of Absence Without Pay.</p> <p>It is recommended Leaves of Absence Without Pay be moved next to the section Leaves of Absence With Pay. The two related policies may be better understood if placed next to each other.</p>
4-42	General Leave Without Pay	It is unclear if the General Leave Without Pay applies to Leaves of Absence Without Pay. It is recommended either these policies be combined or clarification be provided on the difference between the two policies.
4-43	Family and Medical Leave Policy	<p>You state unpaid leave is required under this policy. Are employees permitted to substitute accrued sick and/or annual leave under this policy? Clarification is recommended.</p> <p>What tracking method do you use for this policy? Calendar year? Rolling year forward or backward? It is recommended the tracking method be identified in this policy.</p>
4-56	Harassment	It is recommended that sexual orientation be added to the list of protected classes since the Supreme Court has ruled this is included in the definition of gender.
4-57	Harassment	It is recommended to add gender identity to this list of other forms of prohibited harassment in keeping with the Supreme Court ruling.

THE ANASTASIA MOSQUITO CONTROL DISTRICT of St. Johns County



EMPLOYEE HANDBOOK

PROPOSED REVISION FOR APPROVAL

December 8, 2022

(This revision replaces all previous versions)

Original – January 2000

Revisions: Reprint December 2016, February 10, 2011, October 15, 2009, June 2006, November 2004, May 2004, November 2002, November 2001

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WELCOME and INTRODUCTION

THE ANASTASIA MOSQUITO CONTROL DISTRICT of St. Johns County

This Employee Handbook is an introduction to the Anastasia Mosquito Control District of St. Johns County and will provide you with useful information about our employee policies, practices and benefits.

PURPOSE OF THE HANDBOOK

This Employee Handbook is designed to acquaint you with the Anastasia Mosquito Control District of St. Johns County (AMCD) (also referred to as the “District”) and to give you a ready reference to answer most of your questions regarding your employment with us. We intend for this Employee Handbook to offer two-way communications: what you can expect from us and what we expect from you. However, the content of this Employee Handbook constitutes only a summary of the employee benefits, personnel policies and employment regulations in effect at the time of publication. Please refer to the AMCD Policy Manual for a complete list of all policies of the District. In the case of insurance and similar benefits, current plan documents will prevail.

The contents of this Employee Handbook are subject to revision from time to time. However, important changes may be printed and distributed to employees during the period between reprinting of this Handbook and the District retains the right to change any policy or procedure, as it deems necessary, at any time. The current Employee Handbook is online, on the AMCD website at www.amcdsjc.org under AMCD Documents.

The information furnished in this handbook to employees of the District is distributed solely for assisting each employee in becoming more informed of the employment practices and procedures of the AMCD.

Under no circumstances are these materials to be considered to create a contractual or quasi-contractual relationship between any employee and the AMCD. The District does, moreover, hereby specifically disclaim any intent or purpose that these materials be considered or looked upon as contractual obligations or undertakings.

OUR POLICY

We are here to serve the public. Our citizens are served according to the highest standards of courtesy, professional service and consideration.

¹AMCD MISSION STATEMENT

OUR MISSION:

To protect all people from the nuisance of mosquitoes and mosquito-borne diseases in St. Johns County, Florida.

OUR VALUES:

Service Driven, Science Based, Professional, Justified, Environmentally-friendly, Collaborative, Compassionate, Accountable, and Sustainable Excellence.

OUR VISION:

AMCD of St. Johns County will be among the leading Districts for mosquito control and the people in St. Johns County will be among the healthiest in the nation –a well-served community, enjoyed by all and supported by all partners.

OUR PROGRAMS:

Customer Service, Operations (including Surveillance and Control by Ground and Aerial Application), Education, and Applied Research.

EMPLOYMENT “AT WILL”

This manual is provided to you as a guide of the District’s policies relating to your employment. These policies do not constitute a contract and they should not be construed as granting any contractual or property rights to the matters set forth in this manual. All employment with the District is “*at will*”, meaning that employees are free to voluntarily sever their employment with the District at any time and for any or no reason while the District retains the right to terminate employment at any time and for any reason, with or without cause or notice.

MEDIA CONTACT

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 **form of print** media) must be referred to the District Director or the Director’s designated employee.

¹ As approved by the Board of Commissioners on May 15, 2014; Policy 2014-02 (*replaced original that was approved 7-10-07*)

GENERAL WORK PRACTICES

ORIENTATION & TRAINING

An orientation and training program is scheduled to acquaint new employees with important programs, practices and policies of the District. You will be able to ask any questions you may have concerning your employment, policies, procedures and benefits. When you start to work, you will want to know what your duties are. To help you perform your job in the correct manner, proper job instructions are provided. Your supervisor is an experienced person who will give you full opportunity to learn the best and most effective way of doing your work.

WORK WEEK

The workweek begins on Monday at 12:01 A.M. and ends on Sunday at 12:00 A.M. (midnight).

HOURS OF WORK

Working hours are based on a forty-hour week, working hours and schedules may vary according to the district's needs.

- The standard schedules are:
 - Monday through Friday from 6:30 A.M to 2:30 P.M.
 - Monday through Thursday 6:30 A.M. to 4:30 P.M.
 - Tuesday through Friday 6:30 A.M. to 4:30 P.M.
 - Monday through Thursday 7 A.M. to 5 P.M.
 - Tuesday through Friday 7 A.M. to 5 P.M.

Your direct supervisor or Director will determine the schedule based on the district needs. All schedules are subject to change. The District withholds the right to operate using the summer hours (5 days open).

The hours of work may be different for different classes of positions, but the average length of the workweek shall be uniform for each class. Working hours and schedules may vary according to the type of work performed.

Working hours are based on a forty-hour week basis.

- During the summer mosquito season, all employees will work five (8 hour) days, Monday through Friday. The hours of work for operations personnel, is normally from 6:30 A.M. to 3:00 P.M., and for administrative personnel, from 7:30 A.M. to 4:00 P.M.
- During the winter season, all employees will work four (10 hour) days, Monday through Thursday, which offsets costs and helps the District save money. The hours of work for operations personnel is normally from 6:30 A.M. to 4:30 P.M., and for administrative personnel, from 7:00 A.M. to 5:00 P.M.

However, the hours may be changed, extended or reduced at management's discretion. Your supervisor will explain the hours of work for your job position.

BREAK and MEAL PERIODS

Employees may take two 15-minute breaks as well as, a 30-minute meal period each day. Breaks and meal periods are paid. Breaks and meal periods should be taken at a time that will not negatively impact the district. The minimum duration must comply with Federal and State statutes, whichever is greater.

~~Employees may take a break (15 minutes or less and no more than one in the morning and one in the afternoon), as well as, a 30 minute meal period each day when their workload permits and with the supervisor's approval, provided that an employee's absence will not affect the smooth operation of the employee's department and this privilege is not abused. Employees are not regarded as "on call" during meal periods. Any meal period not taken must be approved by your supervisor and noted on your timesheet. The minimum duration must comply with Federal and State statutes, whichever is greater.~~

PROBATIONARY PERIOD

²Every new full-time employee is considered to be in a probationary period for one (1) full year after the date of hire. ³However, Insurance coverages and full benefits (including annual leave and sick leave) begin immediately from date of hire. This time is for you to evaluate the District and to allow both you and your supervisor to become acquainted with each other. During the probationary period, the supervisor will review the new employee's quality and quantity of work, attendance and punctuality, and make assessments about the person's suitability for the job they have been hired to perform. Should an employee fail to complete the probationary period successfully, they will be released. Successful completion of the probationary period does not affect the "at will" nature of employment or create an expectation of continued employment. The District reserves the right to terminate employment at any time, with or without reason.

An employee who is promoted, transferred, or demoted to a different position shall serve a probationary period of 90 days following the change in status. However, this does not affect the employee from utilizing their already obtained insurances and full benefits (including annual leave and sick leave). During this time the employee's supervisor will evaluate the employee's performance and if, in the opinion of the supervisor, the employee does not satisfactorily perform their job during the probationary period, they will be removed from the position. Every effort will be made to return the employee to their prior position or a comparable one, to the extent a vacancy exists. If a vacancy does not exist, the District reserves the right to discharge the employee.

² Revised 10-10-19, to be effective January 1, 2020; Policy 2006-11, approved by BOC 4-13-06

³ Revised 10-10-19, to be effective January 1, 2020

ATTENDANCE AND PROMPTNESS

Your contribution to the success of our District is important and the District needs you at work every day. Absenteeism and tardiness cause a loss of efficiency and places an undue burden on your fellow employees.

You are expected to be at work at the time scheduled by the District, except when prior permission for your absence has been received from your supervisor, or when serious illness or other emergencies occur preventing your presence. All employees unable to come to work are required to contact their supervisor no less than one-half (1/2) hour prior to the beginning of the workday. Failure to notify your supervisor will result in the employee being AWOL (absent without leave) resulting in disciplinary action and loss of pay for the time missed. Personal appointments should be scheduled outside of working hours if possible.

Excused absences include approved annual leave, District observed holidays, jury duty, bereavement, and approved leaves of absence.

Employees with excessive absenteeism or excessive tardiness may be subject to discipline, up to and including discharge.

Employees who are absent three (3) consecutive workdays without notice to their supervisor are presumed to have voluntarily resigned their position without notice.

DRESS AND APPEARANCE POLICY

These following dress and personal appearance guidelines are meant to enable the employees of the District to dress professionally. If an employee's attire does not meet standards considered acceptable or such that it may disrupt the process or good order and discipline of the District, the employee will be requested to leave the work premises to change, with time involved unpaid.

GENERAL GUIDELINES:

- Clothing shall not be distracting or revealing.
- Clothing and accessories shall not be worn if they display profanity, violence, discriminatory messages, or sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco or drugs, or create a safety issue within the District.
- Shoes must be safe and appropriate.
- Head coverings (including, but not limited to, caps, hats, bandannas, and hair curlers) shall not be worn in the District classroom or Boardroom, except when worn for bonafide religious or medical purposes, or when otherwise authorized by the Director, when training or meetings are ongoing.
- Jewelry, Make-Up, and Piercings: Any excessive jewelry, make-up, or piercings of a distracting nature or that defy any safety codes, will not be allowed.

GUIDELINES FOR EMPLOYEES THAT ARE ISSUED UNIFORMS:

- Uniforms are provided to field personnel by the District at no cost to the employee, which includes laundering service. All field employees are responsible for wearing the appropriate uniform during all working hours. The uniform will be worn in such a manner so as to present a professional appearance and no modifications may be made to the uniform. Uniforms may be worn during incidental stops while traveling to and from the workplace, but not as general attire away from the workplace.

- T-Shirts that are issued by the District with the AMCD logo on them should be worn by all interns and visiting scientists.
- Executive uniforms that are issued to Administrative personnel will be worn at all times.
- Administrative Personnel that do not wear uniforms will follow the “Guidelines for Administrative Employees Not Issued Uniforms”.
- Employees who leave the District must return all uniforms that they have been issued.

GUIDELINES FOR ADMINISTRATIVE EMPLOYEES NOT ISSUED UNIFORMS:

- Nice Shirts (Dress, polo, etc. – No tank tops, T-Shirts, or off the shoulder or low cut in back or front).
- Neat Slacks or Jeans worn at the waist. (No holes)
- Shoes & Socks must be worn.
- Dresses (no off the shoulder or low cut in front or back, where bare skin and/or cleavage is obviously seen).
- Skirts (no shorter than 4 inches above the knee).
- Backless shoes may be worn as long as the toes are covered, however, bedroom slippers and flip flops are prohibited.

~~These following dress and personal appearance guidelines are meant to enable the employees of the District to dress professionally. If an employee's attire does not meet standards considered acceptable or such that it may disrupt the process or good order and discipline of the District, the employee will be requested to leave the work premises to change, with time involved unpaid.~~

~~• GENERAL GUIDELINES:~~

- ~~• Clothing shall not be distracting or revealing.~~
- ~~• Clothing and accessories shall not be worn if they display profanity, violence, discriminatory messages, or sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco or drugs, or create a safety issue within the District.~~
- ~~• Shoes must be safe and appropriate.~~
- ~~• Head coverings (including, but not limited to, caps, hats, bandannas, and hair curlers) shall not be worn in the District classroom or Boardroom, except when worn for bonafide religious or medical purposes, or when otherwise authorized by the Executive Director, when training or meetings are ongoing.~~
- ~~• Hair shall be clean and well groomed. Hairstyles that defy safety codes or otherwise present employee safety issues will not be acceptable. Mustaches and Beards will also be clean and well groomed.~~
- ~~• Jewelry, Make-Up, and Piercings: Any excessive jewelry, make-up, or piercings of a distracting nature or that defy any safety codes, will not be allowed.~~

~~• GUIDELINES FOR EMPLOYEES THAT ARE ISSUED UNIFORMS:~~

- ~~• Uniforms are provided to field personnel by the District at no cost to the employee, which includes laundering service. All field employees are responsible for wearing the appropriate uniform during all working hours. The uniform will be worn in such a manner so as to present a professional appearance and no modifications may be made to the uniform. Uniforms may be worn during incidental stops while traveling to and from the workplace, but not as general attire away from the workplace.~~
- ~~• T-Shirts that are issued by the District with the AMCD logo on them should be worn by all interns and visiting scientists.~~

- ~~Executive uniforms that are issued to Administrative personnel will be worn at all times.~~
- ~~Administrative Personnel that do not wear uniforms will follow the “Guidelines for Administrative Employees Not Issued Uniforms”.~~
- ~~Employees who leave the District must return all uniforms that they have been issued.~~
- ~~GUIDELINES FOR ADMINISTRATIVE EMPLOYEES NOT ISSUED UNIFORMS:~~
- ~~MEN:~~
- ~~Nice Shirts (Dress, polo, etc.— No tank tops, T Shirts etc.).~~
- ~~Neat Slacks or Jeans worn at the waist. (No holes)~~
- ~~Shoes & Socks must be worn.~~
- ~~WOMEN:~~
- ~~Dresses (no off the shoulder or low cut in front or back, where bare skin and/or cleavage is obviously seen).~~
- ~~Neat Slacks or Jeans (No holes)~~
- ~~Skirts (no shorter than 4 inches above the knee).~~
- ~~Blouses & Shirts (no off the shoulder or low cut in back or front (where bare skin and/or cleavage is obviously seen, no spaghetti strap tops as outerwear).~~
- ~~Capri style Pants will be acceptable if of a professional nature, worn with a professional blouse or shirt.~~
- ~~Backless shoes may be worn, however, bedroom slippers and footwear commonly considered as beachwear (for example; flip flops, etc.) are prohibited.~~

WORK ENVIRONMENT and DISTRICT PROPERTY

WORK ENVIRONMENT POLICIES & PROCEDURES

WORK STATION APPEARANCE: The appearance of our individual work stations is representative of the type of service we provide and a reflection on our fellow employees. Each employee is asked to ensure that their work area is kept clean and uncluttered. If you operate a District vehicle, it should be vacuumed and washed a minimum of once a week.

TELEPHONE TECHNIQUE: Proper use of the telephone will give the callers the feeling that we are friendly, helpful and considerate. Your help in being polite and considerate when receiving calls from customers will create a positive image for all employees.

Avoid keeping a caller on hold for ~~a long period of time~~ **longer than two minutes** and do not allow a phone to ring unanswered. To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so. In addition, respond to voice mail, and return phone calls in a timely manner.

4CELL PHONE POLICY: Cell phones when provided to employees, are provided for business purposes only, as a means to communicate with supervisors, other employees, and members of the public in the performance of the employee's job, as well as, for entering data for timesheets, service requests, and maintenance logs. As a result, they should not be used for personal calls not required for your job or that are not emergencies.

Any calls of a personal nature are forbidden and the cost of these calls may be considered income to you and deducted from your pay. Periodic audits for compliance with this directive may be conducted.

Safety is of importance in the use of your cell phones. Therefore, use of the cell phone for entering data, and taking and/or making phone calls while driving is prohibited. Employees should pull over, when safe, to return or make phone calls and/or to enter data.

PERSONAL TELEPHONE CALLS: Employees shall refrain from making or receiving personal calls on any and all phones, during work hours, except in case of emergencies, or when on your break or meal periods. (Note: Personal long distance phone calls are at the sole expense of an employee.)

PERSONAL VISITS: Visits by friends or relatives can be disturbing to our operations. Therefore, we strongly discourage non-business related visits during work hours, unless it is during a break or meal period.

PERSONAL MAIL: All mail that is delivered to the District is presumed to be District business. Mail sent to employees at the office will be routed to the appropriate department. If employees do

⁴ Policy 2009-05; As approved by the Board of Commissioners on 3-7-09

not wish to have their personal correspondence handled in this manner, then they should have it delivered to their home. Employees must not use the postage equipment for their personal mail.

Employees living temporarily in the dormitory may receive mail at this address but upon leaving the dormitory should have their address changed promptly.

PERSONAL PROPERTY: The District cannot assume responsibility for the loss or theft of employees' personal property or valuables. You are encouraged to secure such property in a safe place.

ELECTRONIC DEVICES AND SOFTWARE: Desktop computers, laptops, and all other electronic devices are the property of the District and not the personal property of the individual employee. Use of all electronic devices for anything other than business related functions is prohibited and all District work should be done on District devices.

E-MAIL/VOICE MAIL: It is the policy of the District to inform all employees regarding privacy issues and usage of e-mail, voice mail and other information technologies (collectively "mail systems"). Ownership of internal communication systems, whether they are technology based or paper-based, remains with the District. The District reserves the right to read and listen to anything contained in a District owned electronic or non-electronic communication systems.

- All messages composed, sent or received on the District devices are and remain the property of the District.
- The use of the mail systems is reserved solely to conduct business at the District. It may not be used for personal business.
- The mail systems may not be used to solicit for commercial ventures, political causes, outside organizations or other non-job-related solicitations.
- The mail systems are not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender specific comments or any other comment that offensively addresses someone's age, gender identity, sexual orientation, religious or political beliefs, national origin or disability.
- The mail systems will not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
- The District reserves the right to review all messages created, received or sent over the mail systems for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the District without the permission of the employee.
- The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. All passwords must be disclosed to management.
- Notwithstanding the District's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Director.

Any employee who violates this policy or uses the system for improper purposes will be subject to discipline, up to and including discharge.

INTERNET USAGE: The Internet and the World Wide Web networks provide a unique resource for acquiring and sharing business, governmental, technical, and other information. Employees using the Internet must do so in a proper, ethical, and professional manner. Employees who use the District access to the Internet:

- Must not disclose or transmit District proprietary information, such as security specifics (Passwords/login codes), software products or public information via the Internet unless approved by the District.
- Must not download or upload material containing the following: derogatory racial content; political statements; sexual content; offensive language; derogatory religious content; games; and any content which would negatively reflect upon the District, or is not directly related to District business.
- Must not use the Internet for personal gain or non-business solicitation.
- Must not attempt to gain unauthorized access to any computer or communications systems on the Internet.
- Must check any download executable software using approved virus package before that software is run on any District computer systems.
- Are not permitted to use personal Internet accounts on District equipment.

Any employee who violates this policy or uses the system for improper purposes will be subject to discipline, up to and including discharge.

BULLETIN BOARDS: Bulletin boards are for the purpose of posting notices and communications for employees of the District. All employees should check the bulletin boards on a regular basis. Information about office activities, procedures, training, government regulations, and other events appear on the boards. If an employee has a notice of general interest, it may be posted with prior management approval.

NON-SMOKING: It is the intent of the District to foster a healthy environment by prohibiting smoking on all District properties and District vehicles. Smoking is also prohibited while conducting business with our customers at all times.

PERSONAL VEHICLE AT WORK: There will be no work performed on any personal vehicle on the properties of the Anastasia Mosquito Control District, with the exception of assisting an employee with an emergency situation.

DISTRICT PROPERTY

Our employees take pride in being able to use some of the most modern equipment available in our industry. The District has a large investment in equipment. Each employee is asked to help protect the equipment as though it were their own. Employees are responsible for District equipment assigned to them. Such equipment is provided for use on District business only.

⁵If an AMCD employee loses or destroys AMCD property due to negligence, appropriate disciplinary actions will be taken by the District as outlined in AMCD's Disciplinary Policy.

NON-RETURNED AMCD ITEMS COMPENSATION POLICY

The AMCD will charge employees for District property not returned once employment terminates. The replacement cost of the items will be deducted from the employee's last paycheck.

VEHICLES and PASSENGERS ON DISTRICT BUSINESS

- Occasionally it may be necessary for a Board member or an employee to drive their personal vehicle on District business. Such travel by employees must be authorized in advance by your supervisor. While driving on District business, employees are expected to drive in a safe manner, obey all state and local driving laws and refrain from the use of alcoholic beverages and drugs that may influence driving ability.
- Anyone who uses their personal vehicle for District business must present proof of insurance coverage with the minimum amounts of comprehensive and/or liability insurance required by law and a copy of their driving license as requested.
- ⁶ Upon the authorization of the District Director, and done on an individual, case by case basis; guests, visitors, and contractors may ride in AMCD vehicles, when driven by authorized AMCD personnel while conducting business in relation to AMCD.
- ⁷Also, upon authorization of the District Director, and done on an individual, case by case basis, and only after a satisfactory background and driver's license check has been completed; interns, volunteers, and visiting scientists who are not AMCD employees (those being paid by collaborative entities) may drive AMCD vehicles, while conducting AMCD business in relation to AMCD.
- ⁸Pertaining to passengers in AMCD aircraft, AMCD will follow this AMCD "Vehicle and Passengers on District Business Policy", the Federal Aviation Administration (FAA), Part 137, and the FAA Advisory Circular AC No.: 00-1.1B on the FAA Website at: www.faa.gov.

The District Director also has the authority to:

- ⁹Use his Board appointed AMCD vehicle in St. Johns County with the ability to drive it home with his agreement to keep business and personal use of the vehicle separate.
- Approve AMCD employees to park District vehicles at their home, during times when needed for business travel associated with AMCD business, training, seminars, and meetings and on special occasions for travel associated with AMCD business.
- Approve AMCD employees, on an individual, case by case basis, to park their District vehicle at home on weekends, holidays, and/or on the occasions when they will be conducting ULV spraying late at night or early the next morning.

⁵ Update to Policy as approved by the Board of Commissioners on November 7, 2012

⁶ Policy 2013-01; As approved by the Board of Commissioners on November 14, 2013

⁷ As approved by the Board of Commissioners on 8-11-16

⁸ Revision updated as 8-13-2020

⁹ As approved by the Board of Commissioners on 10-20-16

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EMPLOYMENT PROCEDURES

¹⁰EQUAL OPPORTUNITY EMPLOYER

The District is an Equal Opportunity Employer (EOE). It is the policy of the District to administer its employment practices without regard to race, color, creed, religion, national origin, ethnicity, age, gender **identity, sexual orientation**, pregnancy, marital status, veteran status, disability, and all other classes protected by law. This policy applies to all employment practices and personnel actions including, but not limited to, recruitment, screening, selection, hiring, training and development, determinations of pay and benefits, evaluation, scheduling, job assignments, promotion, transfer, demotion, layoff, discipline and dismissal.

The District complies with all applicable federal, state and local laws mandating equal employment opportunity practices and prohibiting impermissible discrimination. The District will not tolerate any discrimination based upon an individual's race, color, creed, religion, national origin, ethnicity, age, **gender identity, sexual orientation**, pregnancy, marital status, veteran status, disability, or any other classes protected by law.

AMERICANS WITH DISABILITIES POLICY

In compliance with the Americans with Disabilities Act (ADA), the District prohibits employment discrimination against otherwise qualified individuals with legally cognizable disabilities and shall make reasonable accommodations to qualified persons with disabilities, unless to do so would pose an undue hardship or pose a safety threat to the employee, co-workers, or others.

Individuals who believe they need a reasonable accommodation should submit a request to the District's Director. The District reserves the right to request medical or other supporting documentation to the extent permitted by applicable law.

EMPLOYMENT CLASSIFICATIONS

FULL TIME EXEMPT: An employee who is regularly scheduled to work forty (40) hours or more per week with continued employment in a position for an indefinite time. An employee who is covered under an exemption under the Fair Labor Standards Act.

Full Time Non-Exempt: An employee who is regularly scheduled to work forty (40) hours or more per week with continued employment in a position for an indefinite time. An employee who is subject to overtime provisions of federal and state laws, which require pay for hours worked in excess of forty (40) hours in one week, will be paid at the rate of one and one-half (1 ½) times their regular rate of pay.

Seasonal Unlicensed: An employee who is hired for 6 months FULL TIME, and has no Public Health Applicator License. Seasonal unlicensed employees will receive some benefits including holiday pay and administrative leave.

Seasonal Licensed: An employee who is hired for 6 months FULL TIME and has a Public Health Applicator License. Seasonal licensed employees will receive benefits including holiday pay, administrative leave and accrues annual leave.

¹⁰ As approved by the Board on 5-10-1990

Intern Unlicensed: An employee who is hired up to 6 months and employed FULL TIME and has no Public Health Applicator License. Seasonal unlicensed employees receive benefits including holiday pay and administrative leave.

Intern Licensed: An employee who is hired up to 6 months and employed FULL TIME and has a Public Health Applicator License. Seasonal licensed employees receive benefits including holiday pay, administrative leave and earns annual leave.

PART TIME: An employee who is regularly scheduled to work (20) hours or less per week.

The classification of an employee does not affect the *at will* nature of employment. Either party shall be free to terminate the employment relationship at any time for any reason and without cause.

If you have any questions concerning your status or the benefits for which you qualify, please contact your supervisor.

~~FULL TIME:~~ An employee who is regularly scheduled to work forty (40) hours or more per week with continued employment in a position for an indefinite time.

~~PART TIME:~~ An employee who is regularly scheduled to work less than forty (40) hours per week.

~~TEMPORARY PART TIME:~~ An employee who is employed in a position for a limited period of time for less than six (6) months, such as interns or other employees who are hired for less than six months and is scheduled to work less than forty (40) or more hours per week.

~~SEASONAL FULL TIME:~~ An employee who is hired for 6 months and employed FULL TIME, such as seasonal inspector sprayers and seasonal interns who are hired full time for a six month period.

~~TEMPORARY FULL TIME:~~ An employee who is regularly scheduled to work forty (40) hours or more per week with employment in a position for a definite time frame of more than six (6) months but not indefinite.

~~EXEMPT:~~ An employee who is covered under an exemption under the Fair Labor Standards Act.

~~NON-EXEMPT:~~ An employee who is subject to overtime provisions of federal and state laws, which require pay for hours worked in excess of forty (40) hours in one week, will be paid at the rate of one and one-half (1½) times their regular rate of pay.

The classification of an employee does not affect the *at will* nature of employment. Either party shall be free to terminate the employment relationship at any time for any reason and without cause.

If you have any questions concerning your status or the benefits for which you qualify, please contact your supervisor.

PERSONNEL RECORDS AND CHANGES

Personnel records are the property of the District. They will be secured to maintain confidentiality to the extent required by law. Relevant information concerning pay, performance, and other personnel issues will be maintained.

It is the responsibility of the employee to keep the office **administrative** personnel up-to-date with any changes in their personal files as soon as possible.

Change of beneficiary needs to be reported in writing for inclusion in your personnel records.

¹¹EMPLOYMENT OF RELATIVES

No member of the immediate family of an employee or a board member may be employed by the District. Exceptions: 1) Allowing qualified relatives to work as Seasonal Licensed or Unlicensed and Intern Licensed or Unlicensed and/or grant funded positions only and the AMCD employee that are related will not be allowed to supervise their relatives. 2) Employees who marry or enter a domestic relationship after both employees have been employed at the district and meet the requirement below.

For the purposes of this section, “Relative / Immediate Family” is defined as: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister, grandmother, grandfather, step grandmother, step grandfather, grandmother-in-law, grandfather-in-law, step grandmother-in-law, and step grandfather-in-law of the relevant employee.

~~No member of the immediate family of an employee or a board member may be employed by the District. (Exception: allowing qualified relatives to apply for temporary intern and/or seasonal and/or grant funded positions only and the AMCD employees that they are related to will not be allowed to supervise their relatives.)~~

~~For the purposes of this section, “Relative / Immediate Family” is defined as: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father in law, mother in law, son in law, daughter in law, brother in law, sister in law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister, grandmother, grandfather, step grandmother, step grandfather, grandmother in law, grandfather in law, step grandmother in law, and step grandfather in law of the relevant employee.~~

~~If the “relative” relationship, as defined above, is established after employment, the employees concerned will decide who will remain with or terminate from the District. If the employees do not make a decision within ten (10) business days of the relationship being established, the District Director will decide.~~

¹¹ Revision for approval by the Board of Commissioners on 5-10-18

12POLICY ON ROMANTIC RELATIONSHIPS AND DATING

The District would like to maintain clear boundaries between employee's personal and business interactions and how relationships are conducted during working hours and within the working environment. This policy doesn't prevent the development of friendships and/or romantic relationships between coworkers and does not preclude or interfere with the rights of employees protected by any state or federal laws concerning employment relationships.

DATING SUPERVISORY PERSONNEL OR THOSE IN DIRECT OR INDIRECT SUPERVISION OF AN EMPLOYEE: The District strictly prohibits supervisors from dating their subordinates or those who report to subordinates (directly or indirectly). If this happens the supervisor will face disciplinary action, up to and including termination.

COUPLES WHO ARE MARRIED OR IN A DOMESTIC PARTNERSHIP: Where two employees of the District marry or establish a domestic partnership, the Director will transfer one of the employees to another department, if feasible. The District will try to ensure that the transfer will not negatively affect salary or benefits. If a transfer is not possible, one of the employees shall resign. If a decision cannot be made by the employees involved, the final solution will rest with the District Director.

DATING/ROMANTIC RELATIONSHIPS:

- During working time and in working areas, employees are expected to conduct themselves in a manner appropriate to AMCD policy that does not interfere with other employees or with District productivity.
- During non-work time, such as, lunches, breaks, and before and after work periods, employees engaging in personal exchanges in non-work areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
- Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace while anywhere on company premises, whether during working hours or not.
- Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to the District's Disciplinary Policy. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
- Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors or those in direct or in-direct supervision of an employee and subordinates.
- Any supervisor, manager, Board member or other District official in a sensitive or influential position is prohibited from having a romantic or sexual relationship with another co-worker.

¹² Resolution 2004-03; As approved by the Board of Commissioners on February 12, 2004

- When a conflict-of-interest or potential risk is identified due to a company official's relationship with a co-worker, the District will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.
- Failure to cooperate with the District to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers may be deemed insubordination and result in disciplinary action up to and including termination.
- The provisions of this policy apply regardless of the sexual orientation or gender of the parties involved.
- Any concerns about the administration of this policy should be addressed to the Districts HR representative.

CONFLICT OF INTEREST & OUTSIDE EMPLOYMENT

Employment with the District is considered each employee's primary place of employment and responsibility. No employee shall, directly or indirectly, engage in or accept private employment, or engage in any other enterprise or activity, or render services for any other interests, whether paid or unpaid, when such employment or service would conflict with the proper discharge of the employee's official duties, would tend to impair their independence of judgment or action in the performance of duties as a District official or employee, or would otherwise give an appearance of conflict or impropriety.

Employees shall not have personal investments in or business relationships with outside organizations, businesses, or individuals that could conflict with the employee's duties or responsibilities as a District employee. Such relationships might be construed as evidence of favoritism, coercion, unfair advantage or collusion on the part of the employee or the District.

Commissioners of the District shall accomplish their duties and responsibilities as set forth in **CHAPTERS 112 AND 388, FLORIDA STATUTES**. They may engage in and/or accept private employment, enterprise or other activities and/or render services for other interests, whether paid or unpaid, as long as such employment or service does not conflict with the proper discharge of their official duties, or impair their independence of judgment or action in the performance of their duties as a District Commissioner, or otherwise give an appearance of conflict or impropriety, as regulated by Chapters 112 or 388, Florida Statutes.

Prior to accepting outside employment, employees are required to notify and obtain advance approval from their supervisor. In requesting approval, employees must advise the supervisor of the name and location of the outside employer, the type of business they are engaged in, the type of duties you will perform, and the number of days and hours you expect to work. Failure to advise the District and gain approval for outside employment is grounds for disciplinary action. Permission for outside employment will not be unreasonably withheld by the District, so long as

it does not conflict with or interfere, or have the potential conflict with or interfere with the District's operations and interests. If approved, permission to engage in outside employment may be revoked at any time if the supervisor determines that the outside employment is inconsistent with this policy.

During any hours for which the employee is required to or scheduled to work for the District, an employee may not accept or be compensated for work performed on behalf of any other employer or individual. No District personnel, facilities, vehicles or other District property may be used by employees while engaged in outside employment or activities.

Employees who have any concerns about violating this policy should seek advice from their supervisor to avoid misrepresentation of facts.

PERFORMANCE EVALUATION

All, full-time exempt and non-exempt employees receive a written performance review annually. The performance evaluations are to be completed by your direct supervisor during the month of January and to be submitted to the Director no later than the last day of January. Your supervisor is continually evaluating your work in relation to your job responsibilities and objectives. In addition to the annual performance evaluation, all exempt and non-exempt full-time employees on probation for various reasons will receive both their probationary and annual evaluations regardless of the time frame in between their evaluations.

~~All regular, full-time employees receive a written performance review annually. Performance reviews are an ongoing process. Your supervisor is continually evaluating your work in relation to your job responsibilities and objectives. All employees will have an annual written performance evaluation that will be discussed with them by management.~~

PROMOTIONS

When job openings present opportunities for advancement, an effort will be made to fill the position from within the rank and file of the District's personnel. However, the District will simultaneously conduct an outside search. Employees requesting consideration for a job opening should submit a written Letter of Intent to their immediate supervisor who shall forward it to the District Director promptly.

TERMINATION OF SERVICE

Termination is defined by category and action to be taken as follows:

RESIGNATION: Just as the District may terminate employment at any time, an employee may terminate employment at any time as well. For planning purposes, the District requests that all employees provide it with a minimum notice of an intended resignation of ten (10) business days prior to the intended date of departure. Such notice is to be made in writing. Please note that failure of an employee to provide at least a ten (10) business day written notice in advance of resignation to the District will result in the forfeiture of all unused annual and sick leave benefits.

Three (3) consecutive workdays of absence without notice to appropriate management is considered resignation without notice.

RELEASE: This is a termination that results during the probationary period when the employee may not be suited for the type of work or may lack the qualifications, or the District has otherwise determined not to continue the employee in the position.

LAY-OFF: Results when no work is available for the employee.

RETIREMENT: As defined in the Florida Retirement System.

DISCHARGE: The District reserves the right at any time to terminate employment with or without reason. An employee who is discharged is usually not subject to rehire. In case of discharge, an employee will not receive annual or sick leave pay or other accrued non-wage benefits.

Receipt of the full and final paycheck is subject to:

- Return of all District property, keys, uniforms, handbooks and other items to the District, upon termination of employment.
- Satisfaction of all financial obligations to the District. Employees will normally receive their final paycheck on the next regularly scheduled payday.

EMPLOYMENT REFERENCES

Verbal or written employment references on former employees shall not be given by employees. All inquiries by telephone or mail for references must be forwarded to the District Director or **designee**.

EXIT INTERVIEW

Any employee leaving the employment of the District is encouraged to attend an exit interview conducted by a **their** supervisor. The purpose of the interview is to resolve any questions of compensation, insurance continuation, return of District property, or other matters related to the termination. The monetary value of District property that is not returned or properly accounted for may be deducted from any monies owed the employee from their final paycheck.

REHIRING FORMER EMPLOYEES

Former employees who left due to resignation, layoff or release, but who had a satisfactory performance record while employed, are considered eligible for rehire after a review of the employee's previous employment records and advance approval of management. All employees rehired following termination or release are considered new employees and shall serve a probationary period.

¹³NON-INTERFERENCE in PROCUREMENT and HIRING PRACTICES POLICY

The AMCD has adopted this policy for non-interference in procurement and hiring practices. It is deemed in the interest of the public that additional measures be adopted to prevent an abuse of discretionary authority by individual Commissioners, staff, and employees in matters of procurement and hiring;

- No Commissioner, staff, and/or employee shall directly or indirectly coerce or attempt to coerce, direct, or otherwise interfere in a procurement or personnel matter. If the staff and/or employee is a member of an evaluating body, that person may participate in the process to the same degree as all other members of that body.
- Nothing in this section may be construed to prohibit individual members of the District Board from asking questions of any employee and making personal observations regarding all aspects of District operations so as to obtain independent information to assist the members in the formulation of policies to be considered by the commission. It is the express intent of this section, however, that such inquiry not interfere directly with the administrative operations of the District and that recommendations for change or improvement in the District be made through policies and procedures adopted by the Board.

¹⁴WHISTLEBLOWER LAW/POLICY

AMCD is committed to the highest standards of moral and ethical behavior by all its employees and in all business dealings. Employees are expected to conduct AMCD business in an ethical manner and in compliance with all appropriate laws and regulations. Further, employees have a responsibility to report suspected dishonest acts and/or fraudulent activity to appropriate AMCD officials. Employees acting in good faith who report suspected dishonest acts and/or fraudulent activity will be protected against retaliation for making such report. Knowingly false allegations are not protected under this policy and AMCD may discipline and terminate employees making false allegations and otherwise defend itself in the event that employees report false allegations. The following official policy adopted by the AMCD Board provides more specific, detailed information.

PROTECTING SAFETY, HEALTH AND ENVIRONMENT AND EMPLOYEE RIGHTS TO RAISE CONCERNS

Statement of Principles: The Anastasia Mosquito Control District of St. Johns County (AMCD) encourages employees to raise concerns rather than let them fester, to ask questions and make suggestions, and to work together to solve problems and make AMCD a safe, healthy, happy workplace by respecting principles of equality, openness, transparency and a good day's work for a good day's pay.

AMCD is committed to the highest standards of moral and ethical behavior by all its employees and in all business dealings. Employees are expected to conduct AMCD business in an ethical manner and in compliance with all appropriate laws and regulations. Further, employees have a responsibility to report suspected dishonest acts and/or fraudulent activity to appropriate AMCD

¹³ Policy 2011-02, Resolution 2011-01; As approved by the Board of Commissioners on March 10, 2011

¹⁴ Policy 2009-01; As approved by the Board of Commissioners on 11-20-08

officials. Employees acting in good faith to report suspected dishonest acts and/or fraudulent activity will be protected against retaliation for making such report.

ENVIRONMENTAL, SAFETY AND HEALTH PROTECTION:

- AMCD will control mosquitoes safely and prudently at the lowest feasible cost, favoring natural methods (like reducing standing water), protecting and advancing environmental, safety and health protection.
- All employees and citizens are encouraged to ask questions, raise issues and report concerns, including concerns about environment, safety and health, accountability, or other AMCD governance issues.
- Persons raising concerns will be respected and treated with courtesy. Concerns will be discussed with respect for individual rights. Employees and supervisors are empowered to report their environmental, safety and health protection concerns to the proper chain of command.

STANDARDS: AMCD expects high standards in protecting employees and the public. Employees are expected to report environment, safety and health concerns and management shall take appropriate action expeditiously.

KNOWINGLY FALSE ALLEGATIONS NOT PROTECTED: Knowingly false allegations are not protected under this policy and AMCD may discipline and terminate employees making false allegations and otherwise defend itself in the event that employees report false allegations.

FLORIDA LAW FOR OTHER TYPES OF EMPLOYEE CONCERNS: Concerns other than environmental, health and safety concerns are protected by “Florida’s Whistleblower Law”. **FLORIDA STATUTE 112.3187 – 112.31895 “FLORIDA WHISTLE-BLOWER’S ACT”.**

¹⁵CONTINUING EDUCATION POLICY

Exempt and Non-exempt full time AMCD employees are eligible, after one year of employment, for job-related, continuing education course work toward skill improvement or a higher degree.

Standards and Limitations:

- In order to be eligible for continuing education course work, the employee must be employed full time with AMCD for a minimum of one year.
- Employees may use up to \$3,000 per six-month period for continuing education classes for registration fees and tuition.
- All courses are subject to approval by the Director and must be job related.
- Courses are not to be taken during employee's scheduled work hours.
- Upon completion of course work, a copy of the final grade or complete certification must be submitted. (i.e., transcript or another document clearly stating the final grade or certificate)
- Final grade must be passing (2.0 or higher) and the completed courses have to be certificated or the employee is subject to reimbursing AMCD through deduction from

¹⁵ Revised and approved by the Board of Commissioners on April 9, 2015; Prior Updates October 10, 2012

their paycheck for the continuing education course work that was taken.

- All book and course material purchases will be the sole responsibility of the employee.
- AMCD may pay the registration fee above for the employee first, however, if the employee fails the course (with a grade of D or below), the registration fee shall be paid back by the employee to AMCD through deduction from their paycheck.
- Upon obtaining a higher degree, the employee is expected to retain their employment with AMCD for a minimum of one year following receipt of the degree. The date of obtaining the higher degree will be counted as the date that the employee graduates. If the employee breaks the policy by leaving before one year after obtaining their higher degree, they will pay the District back at 50% of the total cost: **amount spent by AMCD for the employees higher degree.**

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EMPLOYEE BENEFITS

GENERAL INFORMATION

The District is proud of the benefits we have to offer to our employees. Benefits are made possible by employees and management working together and performing their respective job responsibilities to the best of their ability. The benefits program will continue to be reviewed in an effort to provide good coverage. Not only do you receive your wages each pay day, you may also receive a substantial number of employee benefits which, while not paid in cash, still represent real dollars to you and your family. These benefits may include paid annual leave, sick leave, emergency leave, bereavement leave, paid holidays, and various types of insurance.

Efforts have been made to provide a clear explanation of the benefits in non-legal language. However, benefits are defined in AMCD policies and Benefit Companies plan documents. Should questions arise, the plan documents will govern, not the wording of this booklet.

We want you to have a full understanding of all of your employee benefits. Should you have questions, do not hesitate to ask your supervisor or the HR representative.

Benefits apply only to **Exempt and Non-exempt** regular and temporary full-time employees, with the exception of holidays for all seasonal personnel, interns, and visiting scientists, **Licensed Interns, Licensed Seasonal, Unlicensed Interns and Unlicensed Seasonal personnel**, as well as annual leave accrual for all those working full time (interns and seasonal, or visiting scientists) who possess and maintain a Public Health Pest Control license.

GROUP INSURANCE PROGRAM

Full Time Exempt and Non-Exempt employees are eligible to participate in the group insurance program immediately from date of hire. The program is designed to assist the employee and eligible dependents in meeting the financial burdens that can result from illness, accident and/or death. Coverage includes medical, dental, and life insurance. The cost to provide these benefits to the employee is currently paid by the District. Employees desiring to cover their eligible dependents under this plan are responsible for paying a portion of the dependent premium costs through payroll deduction.

¹⁶ Any employee employed after the beginning of the calendar year will receive a prorated portion of their HSA based on an allocation of days remaining in the year.

Detailed information concerning the group insurance program will be provided to all employees on a periodic basis. The District reserves the right to amend or terminate any of these programs and/or to increase employee contributions toward any benefits with or without advance notice. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to the District's benefits, the plan administrator will notify plan participants of any amendments to the plan.

~~Regular and Temporary full-time employees are eligible to participate in the group insurance program immediately from date of hire. The program is designed to assist the employee and eligible dependents in meeting the financial burdens that can result from illness, accident and/or~~

¹⁶ As approved by the Board of Commissioners 10-10-19 / to be effective January 1, 2020

~~death. Coverage includes medical, dental, and life insurance. The cost to provide these benefits to the employee is currently paid by the District. Employees desiring to cover their eligible dependents under this plan are responsible for paying a portion of the dependent premium costs through payroll deduction.~~

~~¹⁷The District will pay 50% of the District funded health savings account ("HSA") from the first date of hire and will pay the additional 50% of the District Funded HSA after six (6) months of employment.~~

~~Detailed information concerning the group insurance program will be provided to all employees on a periodic basis. The District reserves the right to amend or terminate any of these programs and/or to increase employee contributions toward any benefits with or without advance notice. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to the District's benefits, the plan administrator will notify plan participants of any amendments to the plan.~~

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT **(COBRA)**

If you are an employee of the District covered by our medical insurance plan, you have the right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the involuntary termination of your employment. Your eligible dependents may also have the right to elect continuation coverage for a temporary period in certain circumstances where their coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

If you have any questions concerning your rights under COBRA, please contact ~~HR~~ **the District's Designated insurance** representative for details.

FLORIDA RETIREMENT SYSTEM

Full Time Exempt and Non-Exempt Regular, full-time employees participate in the Florida Retirement System (FRS). Most of these contributions for this retirement program are paid by the District and employees pay 3%. The requirements for eligibility for retirement benefits and the types and levels of benefits are established by the Legislature of the State of Florida in **CHAPTER 121, FLORIDA STATUTES**.

A new employee will be asked by FRS through the AMCD HR specialist to pick a retirement plan. The Florida Retirement System also has disability benefits that will be explained upon request.

¹⁸DEFERRED COMPENSATION SAVINGS PLAN

The District provides full time **Exempt and Non-exempt** employees with a means of long-term savings to supplement your Florida Retirement System and Social Security benefits at retirement.

AMCD offers a deferred compensation plan to employees who are interested. Employees' contributions to this plan will be payroll deducted.

¹⁷ As approved by the Board of Commissioners 10-10-19 / to be effective January 1, 2020

¹⁸ As approved by the Board of Commissioners on April 10, 1997

Employees are eligible to participate in the plan immediately upon date of hire. An enrollment packet will be presented to eligible employees.

SOCIAL SECURITY RETIREMENT SYSTEM

You may receive a lifetime monthly pension based upon earnings and the number of years you are covered under the Social Security Act. In addition to the amount you have deducted from your paycheck, the District also matches your deduction dollar for dollar and pays into your social security account. You are encouraged to check your social security record every few years to make certain that deductions have been correctly reported and credited to your account.

UNEMPLOYMENT COMPENSATION

The District pays the entire cost of unemployment compensation insurance. This benefit is designed to help prevent the financial hardship of unemployment. Payment of this benefit is administered by the State of Florida.

WORKERS' COMPENSATION

When an on-the-job related accident or disability is determined to be in the course and scope of your employment, workers' compensation insurance covers the cost for your medical expenses and hospital care plus compensation for lost wages. The District pays the entire cost of this benefit to Workers Compensation. However, immediately following a work-related injury or disability, Workers Compensation will not start for 40 hours (seven days), therefore the District will pay that 40 hours as Administrative Leave. If your disability extends to over 21 days, Workers Compensation will then pay those first 40 hours (seven days) and the employee will then be responsible for paying that amount back to the District, for the first 40 hours. After 40 hours, Workers Compensation will cover 66 2/3 of the employee's wages, and the employee will need to use accrued sick leave first and then annual leave (once sick leave is exhausted) to make up the difference to receive full pay. Employees should not receive combined Workers Compensation benefits and District pay (sick and/or annual leave) in excess of their normal salary.

All injuries, no matter how superficial they may appear, should be reported immediately to your supervisor.

In the event of an accident on-the-job that requires medical treatment and when the injury appears to be life threatening, the employee should be taken to a hospital emergency room. For a less serious injury, an emergency primary care center designated by the insurance carrier should be used.

FLORIDA STATUTE 440.14 "WORKERS COMPENSATION"

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PAY PRACTICES AND PROCEDURES

¹⁹OVERTIME

All non-exempt (hourly) employee who works over forty (40) hours in a workweek will be compensated at the rate of one and one-half (1½) times their regular hourly rate of pay in accordance with the provisions of **THE FAIR LABOR STANDARDS ACT OF 1938**, as amended. ²⁰(Work hours for overtime purposes include actual hours worked. Work hours do not include ²¹holidays, annual leave, sick leave, or other forms of leave.) All hours worked in excess of your regular schedule must be authorized in advance by your supervisor and approved by the Director.

Occasionally, overtime may be required due to business necessity. Examples of business necessity include, but are not limited to, ~~encephalitis~~ **a vector disease outbreak**, a public health emergency declaration or threat, an epidemic, a hurricane or a severe tropical storm, etc. We are confident that all employees will cooperate to the fullest when overtime hours are required. If there are not enough volunteers, it will be necessary to require employees to work overtime hours. If overtime is anticipated, an effort will be made to notify you prior to the beginning of that day. Whenever necessary, the supervisor will schedule mandatory overtime as far in advance as possible.

An exempt employee will not receive overtime pay. There will be times when working extra hours will be required.

TIME-KEEPING

All employees will complete a daily time sheet **in the payroll data base** that *accurately* reflects all hours worked and tasks performed. Time sheets allow for accurate accounting of employee benefits and hours worked for computing pay and overtime for non-exempt employees. It is a violation of policy to falsify any time sheet or any District record. Violation may be grounds for dismissal.

Each employee will fill out a daily time sheet via their electronic device and electronically sign their timesheet at the end of the pay period. Electronic copies of an employees timesheets are available on the payroll data base and can be printed by the employee if desired. Your supervisor can explain the time sheet system to you if needed.

~~Each employee will fill out a daily time sheet via their electronic device. The supervisor or Administrative Assistant will print the timesheets and both the employee and supervisor will sign the completed time sheets at the end of the two week pay period. Your supervisor will explain the time sheet system to you.~~

~~The District reserves the right to institute other means of recording hours worked.~~

The District is committed to complying with the Fair Labor Standards Act of 1938, as amended. Accordingly, the District will pay all non-exempt employees an overtime rate for all work in excess of forty (40) hours per week. For record keeping purposes, the District may “round” any

¹⁹ As approved by the Board of Commissioners on Aug. 10, 2006

²⁰ Approved June 2006 Revised Employee Handbook (Annual & Sick Leave paid at employee’s regular rate of pay.

²¹ Policy 2006-13; As approved by the Board of Commissioner on 8-10-06

employees' hours, as permitted by law. Employees should refrain from working outside regular hours without direction from their supervisor.

PAY PERIODS

Paydays for all employees are on a bi-weekly basis. Payment is made for all work performed in the pay period ending the previous week. When a holiday occurs on a regularly scheduled payday, employees will receive pay on the last business day prior to the holiday or weekend. The District reserves the right to make changes to the pay periods.

Paychecks are carefully prepared, but errors can occur. If you think there is an error on your ~~check~~ **payroll deposit**, report it to your supervisor immediately.

PAYROLL DEDUCTIONS

Payroll deductions may consist of, but not be limited to, the following: federal income tax (withholding tax); social security and Medicare taxes; group insurance premiums (if applicable); dental insurance (if applicable); deferred compensation (if applicable); credit union (if applicable); loss, damage, or destruction of District property, upon termination of employment; FRS-414(h); sunshine fund.

However, AMCD reserves the right to change deductions at any time.

²²PAY INCREASE EFFECTIVE DATE

It is the official policy of the AMCD that, unless other-wise specified through the budget approved by the Board of Commissioners, all pay increases given to employees are to take effect as of the first day of the pay period after the increase is approved. Please also see the Pay Plan Policy below for step increases given every three years on employee anniversary dates.

²³PAY PLAN POLICY

The Anastasia Mosquito Control District of St. Johns County has two Pay Plans: the Full Time Pay Plan and the Seasonal/**Intern** Pay Plan. The pay plans are designed to reflect the market value of each position and are re-evaluated periodically to ensure they remain competitive.

Each position is assigned to a Grade in the Full Time Pay Plan. The Grades identify a minimum pay rate and a maximum pay rate. ²⁴All new positions will begin at a minimum of \$15.00 per hour or higher. Additionally, in the Full Time Pay Plan, each Grade has ten Steps within it. In this plan, employees are eligible to receive a Step Increase (move up one Step) every three years on their anniversary date as long as minimum performance standards have been met, until Step 10 has been reached at which point the employee is no longer eligible to receive future Step Increases.

The Seasonal/**Intern** Pay Plan has a flat rate for incumbents without a Public Health License and a flat rate for incumbents with a Public Health License.

²² Resolution 2005-06; As approved by the Board of Commissioners on July 14, 2005

²³ Revision as approval by the Board of Commissioners on 5-10-18; As approved by the Board of Commissioners 10-20-16; Revised 7-13-17

²⁴ As approved by the Board of Commissioners on July 11, 2019 and effective as of October 1, 2019

The Board of Commissioners has the option of approving a Cost-of-Living Adjustment (COLA) each year when the final budget is approved and if approved, all of the pay rates within the Pay Plans are adjusted by the COLA percentage. The Full Time Pay Plan will be adjusted by the approved COLA percentage effective **the first pay period of the new fiscal year** ~~October 1st.~~

FULL TIME EXEMPT AND FULL TIME NON-EXEMPT PAY PLAN

STRUCTURE:

- Structured pay plan with ten Grades, with ten Steps in each Grade.
- The Grade identifies the minimum and maximum pay rate. Employees are assigned to the Grade which most closely matches what the market and industry salary data indicates is the pay range for their position. Some Grades may have more than one employee assigned to them and others may have none assigned to them.
- Grades will be periodically evaluated to make sure they remain competitive with the market and industry and may be adjusted as necessary. Employees may be reassigned to a different Grade if warranted.
- Employees are assigned a Step within the Grade to which they are assigned.
- Step assignments are based on years of experience at AMCD (new hires may be assigned higher than Step 1 to account for relevant experience in a similar position elsewhere at the Director's discretion, however, new hires will not be assigned higher than Step 5 to ensure future growth in the pay plan).
- Step assignments for Mosquito Control Technicians, upon hire, will be based on education and experience per the following levels:
 - Grade 1-2: Must possess a high school diploma and have anywhere from no experience to 1 year experience.
 - Grade 2-3: Must possess a high school diploma, a Public Health Pest Control License and 3 years of experience ~ Or if they have a college degree, no experience is necessary.
 - Grade 3-4: Must possess a high school diploma, a Public Health Pest Control License and 4 years or more of experience ~ Or if they have a Master's Degree, no experience is necessary.
- If an employee transfers positions, promotion / demotion, and consequently changes Grades (higher or lower), they will be assigned to the same Step number in the new Grade as they are already assigned or the step number determined by the Director.

COST OF LIVING INCREASES:

- Every year, at the July Board meeting, the Board will make the decision about the Cost-of-Living increase based on a study analysis using the **Consumer Price Index (CPI)**. All employees, will receive a cost-of-living raise, if approved by the Board of Commissioners, **the first pay period of the new fiscal year.**
- The entire pay grid will be adjusted each year by the cost-of-living increase percentage if one is approved by the Board of Commissioners.

- The cost-of-living increase will be effective **the first pay period of the new fiscal year** in the pay period which will be paid on the first pay date in October.

STEP INCREASES:

- Step Increases are a combination of merit and length of service increase and range between 3 – 5% depending on which Step the employee is assigned.
- Step Increases are in addition to any approved Cost of Living increases, so it is possible that an employee could receive a Cost-of-living increase in October, and also receive a Step Increase in that same fiscal year.
- Employees will receive a Step Increase (move up one step) every three years, **at the beginning of the** pay period in which their anniversary date falls.
- When employees obtain a Grade Level promotion prior to their next “Step Date”, the Grade Level Promotion date replaces the Step Date and they are eligible for the next step increase beginning three years from this new “Grade Date”.
- Employees must meet performance expectations (overall rating on all performance evaluations within the past three years) in order to receive a Step Increase.
- If an employee does not meet performance expectations, their Step Increase will be delayed one year after the performance improvement.
- Once an employee reaches Step 10 (Maximum Pay Rate of the assigned Pay Grade), they will only be eligible to receive the approved cost of living increases and will not be eligible for future Step Increases.
- Employees were assigned to the Pay Plan grade and step according to years of service. New hires will receive their step increase at their third anniversary year with the District. If the new hire’s probation has been extended for 3 or 6 months, the step increase date will be extended for 3 or 6 months.

SEASONAL Seasonal Unlicensed, Seasonal Licensed, Intern Unlicensed, Intern Licensed and Part Time Pay Plan:

- Seasonal Inspectors/Sprayers and ~~intern students~~ and part time employees are paid a **minimum of \$15.00** per hour based on education and experience. ~~If a Seasonal Inspector/Sprayer obtains their Public Health License, the pay rate will be increased by \$0.50/hour effective the beginning of the next pay period after the license was issued.~~
- The pay rate for this position will be periodically evaluated to ensure competitiveness with the market and industry and will be adjusted as necessary.
- **All employees must obtain their Public Health License within 90 days of employment with AMCD.**

GARNISHMENT OF WAGES

Employees are expected to be responsible for their own financial affairs and budget their expenses wisely. Voluntary assignments of pay will not be honored. Current laws will be followed in honoring garnishments.

TRAVEL / PER DIEM

²⁵A Simplified (high-low) per diem allowance is provided for in-state and out-of-state travel. Employees will be reimbursed at the approved mileage for all miles driven, plus tolls, and parking expenses when their personal automobile is used for authorized travel for the District's business. Personal vehicles may only be used for authorized travel in the event that a District vehicle is unavailable.

²⁶In the event that it is necessary for an employee, such as a supervisor, to utilize their personal vehicle, they may be compensated at the IRS Code Specified Rate.

Accurate records will be necessary for reimbursement and ²⁷require actual receipts.

The District Director or their designated representative has the power and authority to make advance payments to any authorized traveler for mileage, travel and/or convention/seminar costs and fees that have been approved by the Board of Commissioners and not directly prepaid to vendors.

Your supervisor will explain business travel policies and expenses that qualify for reimbursement when travel is required for District business.

All other provisions of **FLORIDA STATUTES 112.061**, for reimbursement, shall remain in full force and effect.

²⁵ As approved by the Board of Commissioners on January 8, 2004

²⁶ As approved by the Board of Commissioners on March 11, 2004

²⁷ Resolution 2004-02; As approved by the Board of Commissioners on March 11, 2004

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LEAVES OF ABSENCE

GENERAL PROVISIONS

ABSENCES FROM DUTY: No employee of the District shall absent themselves from duty without authorized leave except in cases of sickness or emergency. An employee who is absent without authorized leave of absence for three (3) consecutive working days, shall be deemed to have abandoned their position and to have resigned unless they, within a period of ten (10) working days succeeding the three (3) days, prove to the satisfaction of the Director that such failure was excusable, provided, however, that nothing contained herein shall be construed as preventing the Director from suspending or dismissing an employee because of unauthorized absence.

LEAVE PERIODS TO BE STIPULATED: Leaves of absence, with or without pay, with exception of those resulting from personal illness or emergency conditions, shall be for definite stipulated periods.

RETURN TO DUTY: At the expiration of the leave of absence, with or without pay, an employee reporting for duty shall be returned to the position filled by them when such leave was granted except as otherwise provided under section: “Military Leave - Permanent Employee Positions and Other Than Permanent Employee Positions” and under section: “Leaves of Absence Without Pay”. An employee may return to duty before the expiration of their leave only with the approval of the Director. If, on the day following the expiration of leave, the employee has not returned to their position and the leave has not been extended, the employee shall be considered to have resigned from their position effective the close of business on the last day of their leave, unless extenuating circumstances are found to exist. In cases of leave without pay in excess of fifteen (15) calendar days, return to duty shall be reported to the Director.

LEAVES OF ABSENCE WITH PAY- GENERAL PROVISIONS

ELIGIBILITY: Full Time Exempt and Non-Exempt employees shall be entitled to earn leave with pay. Licensed Seasonal and Intern employees will be entitled to some leave without pay (see details below).

~~ELIGIBILITY—Permanent, probationary, and provisional employees in the classified service shall be entitled to earn leave with pay. Educational leave shall not be considered a break in service nor affect an employees’ eligibility for advancement in the pay scale. During educational leave the employee will not accrue sick or annual leave.~~

COMPUTATION OF LEAVES OF ABSENCE WITH PAY:

- **Creditable Service:** for the purpose of computing leave with pay, creditable service means all paid service of an employee under trainee, provisional, probational, and permanent appointments, when there is no break in service, provided, however, that no credit shall be allowed for calendar months during which an employee is in non-pay status for more than fifteen (15) calendar days.
- **Methods of Computation:** Leave with pay shall be calculated in hours based on the number of hours in the employee’s normal workday. In case of a change in the workday of an employee, his accrued leave shall be converted to conform to the workday for his current assignment. Leave with pay shall be calculated on a fiscal year basis.

- **Charges Against Accrued Leave With Pay:** The amount of leave with pay charges against an employee's accumulation shall be equal to the number of regularly scheduled hours they would otherwise have worked during their absence on such leave. Leave with pay shall not be charged for non-work days.
- **Accrual of Leave with Pay While on Leave:**
 - Regular Leave with Pay – Employees on regular leave with pay shall continue to accrue leave with pay during such leave periods.
 - Terminal Leave with Pay – Employees on terminal leave with pay shall not accrue leave with pay during such leave periods. **Terminal leave is defined as quitting or retiring the job but still serving out the remaining time while using annual leave but cannot accrue more leave during their leave.**
 - Leave Without Pay – Employees on leave without pay shall not accrue leave with pay during the period they are on non-pay status. Employees granted educational stipends shall be considered as being on leave without pay.
- **Types of leave with pay:**
 - Annual Leave
 - Sick Leave
 - Administrative Leave
 - Sick/Personal Leave
 - Sick Bereavement
 - Holiday

LEAVE FORMS REQUESTS

Leaves of absence with pay shall be certified by the employee's supervisor on electronic forms as prescribed by the Director. All electronic leave forms must be approved by the employee's supervisor. No leave requests will be accepted without proper authorization.

~~Leaves of absence with pay shall be certified by the Director upon forms prescribed by the Director. All leave forms must be approved by the supervisor and either the Director or Operations Manager, and then submitted to the Administrative Assistant, in a timely manner, for recording on each payroll. No leave forms will be accepted without proper authorization.~~

Note: Leave with pay shall not be allowed in advance of being earned.

ANNUAL LEAVE

- The District recognizes that an employee will need time away from their job for vacation, family events, personal matters, and other reasons.
- ²⁸**All Seasonal Licensed and Intern Licensed employees will receive annual leave each employment term at 3.077 hours per pay period. Any accrued annual leave at the end of each employment term will be paid out to the employee at their present rate of pay. There is no probationary period for Seasonal Licensed and Inter Licensed employees, however, seasonal employees and interns must obtain a PHPC license before they can accrue and take annual leave pay.**

²⁸ As approved by the Board of Commissioners on 11-7-12

- All ²⁹Full Time Exempt and Full Time Non-Exempt employees will accrue annual leave from date of hire ³⁰which may be taken after the first pay period of accrual. Employees who have worked for the District less than one (1) year may not take more than two (2) consecutive days of this leave without permission from their supervisor.
 - ~~All LICENSED full time seasonal employees and interns will receive annual leave each season at 3.077 hours per pay period. Any accrued annual leave at the end of each season will be paid out to the seasonal employee at their present rate of pay. There is no probationary period for full time seasonal employees or interns, however, seasonal employees and interns must obtain a PHPC license before they can accrue and take annual leave pay.~~
 - ~~All ³¹regular and temporary full-time employees will accrue annual leave from date of hire ³²which may be taken after the first pay period accrual. Employees who have worked for the District less than one (1) year may not take more than two (2) consecutive days of this leave without permission from the supervisor.~~
- Annual leave is set up on an anniversary date basis and accrued in accordance with the following schedule:

<u>YEARS(S) OF SERVICE</u>	<u>LEAVE EARNED PER PAY PERIOD</u>	<u>LEAVE EARNED PER YEAR</u>
Less than 3 years	3.077 Hours	10 Working Days
After 3 years less than 10 years	4.615	15 Working Days
After 10 years less than 15 years	6.154	20 Working Days
After 15 years less than 20 years	7.692	25 Working Days
Over 20 years	9.230	30 Working Days

³³The District performs a mission critical community **health care** function and as such, needs to be able to respond to county wide emergencies resulting from hurricanes, storms, and outbreaks of viruses that threaten not only the quality of life, but in some cases human life as well. The District also holds workshops, meetings, training events, etc. that deal with important issues for the District and the public in general. Therefore, given the mission critical nature of the District, as well as the immediate needs of personnel during workshops, meetings, trainings, and other events, the management team needs to insure that appropriate staffing can be guaranteed 1) to cover the effects

²⁹ As approved by the Board of Commissioners on December 15, 2016

³⁰ Policy 2006-11; As approved by the Board of Commissioners on April 13, 2006

³¹ As approved by the Board of Commissioners on December 15, 2016

³² Policy 2006-11; As approved by the Board of Commissioners on April 13, 2006

³³ As approved by the Board of Commissioner on 1-14-16

resulting from storms and 2) provide coverage during the mosquito “season” in St. Johns County and 3) provide coverage during workshops, meetings and events that the District holds pertaining to mosquito control, education, and other District business. Coverage can be realized through good staff planning, and coverage for storms is managed through flexible management policies. **Because of these events the Director may rescind or cancel leave requests.**

ANNUAL LEAVE IS GOVERNED BY THE FOLLOWING RULES:

- **Annual leave of equal to or greater than two (2) days in duration, requests must be submitted electronically at least two (2) weeks in advance. District management will attempt to accommodate the request based on the status of conditions required to meet the needs of St. Johns County and the District mission, and the nature of the employee’s request. However, District management reserves the right to ask employees to alter their request based on the amount of employees requesting time off in a given period of time, and/or an existing emergency.**
- **³⁴Annual leave requests of less than five (5) days, the employee must be submitted electronically no later than 3 days before the start of the shift on the day they planned to take leave. In all cases, annual leave must be officially approved by District management.**
- ~~Annual leave of greater than two (2) days in duration, requests must be submitted to your supervisor at least two (2) weeks in advance. District management will attempt to accommodate the request based on the status of conditions required to meet the needs of St. Johns County and the District mission, and the nature of the employee’s request. However, District management reserves the right to ask employees to alter their request based on a “stack” up of requests in a given period of time, and/or an existing emergency.~~
- ~~³⁵Annual leave requests of two (2) days or less, the employee must contact their supervisor no later than 3 days before the start of the shift on the day they planned to take leave. If the employee is unable to reach their supervisor and the employee’s attempts to make a live connection fail, then the employee must leave a telephone number where they can be reached in order for the District to officially review and approve the employee’s request. In all cases, annual leave must be officially approved by District management. A formal annual leave form must be filled out either over the telephone or in person.~~

USE OF ANNUAL LEAVE:

- Earned annual leave may be used on a current basis, subject to the approval of the Director, provided that annual leave granted shall not exceed leave earned on the first day of the month which such leave is granted and shall not be allowed in advance of being earned. If an employee has insufficient leave credits to cover a period of absence, no allowance for leave shall be granted in advance or in anticipation of future leave credits. In such cases, payroll deductions for the time lost shall be made for the period which absence occurred.
- ³⁶Annual leave must be taken in minimum increments of fifteen (15) minutes.

³⁴ Policy 2006-12; As approved by the Board of Commissioners on 6-8-06

³⁵ Policy 2006-12; As approved by the Board of Commissioners on 6-8-06

³⁶ As approved with Employee Handbook Revision October 15, 2009

³⁷**ACCUMULATION OF ANNUAL LEAVE:** Annual leave will accrue on a continual unlimited basis year after year, however, for separation or retirement purposes, employees will receive pay for any accumulated annual leave, up to a maximum of 240 hours only.

ENTITLEMENT UPON SEPARATION OF RETIREMENT: Employees retiring or otherwise separated from the District in good standing shall receive pay for their accrued annual leave up to the maximum number of hours stipulated which is 240 hours.

LEAVE REPORTS: The ~~administrative assistant~~ staff will ~~monitor~~/maintain the records of annual leave earned and taken for each employee, based upon time records submitted by the employees and approved by supervisors. Records of leave accumulated and taken shall be available to the employee, his or her representative, and to the Director on the payroll data base for audit purposes.

SICK LEAVE

The District recognizes that from time to time, personal or immediate family illness, ~~mental health~~, injury or accidents may require your absence from scheduled work. "Immediate family" is defined as the spouse, grandparents, parents, brothers, sisters and children of both the employee and spouse/~~partner~~.

All ³⁸ ~~newly hired, regular and temporary full-time~~ **Full Time Exempt and Full Time Non-Exempt** employees are eligible for paid sick leave which will accrue from date of hire and can be taken after their first pay period accrual from date of hire.

Sick leave is governed by the following rules:

- ~~Sick Leave with Pay – Sick leave is set up on an anniversary date basis.~~ An employee accrues sick leave at a rate of four (4) hours per pay period.
- Sick leave must be taken in minimum increments of fifteen (15) minutes.
- Sick leave pay will be based upon the employee's regular rate of pay.
- Accumulated Sick Leave - Unused sick leave will be accumulated each year on an unlimited basis.
- You must notify your supervisor as soon as possible when illness, injury, accident or ~~mental health~~ prevents you from reporting to work. Your supervisor must be notified in advance of medical appointments requiring time away from the job. Employees may use sick leave for:
 - personal illness, injury or ~~mental health~~ which prevents you from performing your actual duties.
 - personal medical, dental, mental health or optical consultation or treatment
 - exposure to contagious disease when there is reason to believe there exists actual danger that the disease may be transmitted through the exposed employee to others during the course of his official duties.
 - death or critical illness of a member of the employee's immediate family
 - Maternity purposes for doctor's appointments and general sickness during the months up to the birth of the newborn ~~and only when the employee has sick leave accrual available at~~

³⁷ Revised; As approved by the Board of Commissioners on October 8, 2015

³⁸ As approved by the Board of Commissioners on December 15, 2016

the time of the request. The employee may use accumulated sick leave and **when the sick leave has been exhausted, annual leave**, during the birth and for care of the newborn but for only up to twelve workweeks in a 12-month period and only if they have the leave time accrued at the time of the request being submitted at or before the birth. Once accrued sick and **annual** leave has been exhausted, the employee will be on leave without pay for the remainder of the twelve workweeks only, based on the "Family and Medical Leave Act" per the United States Department of Labor, Wage and Hour Division. For more information: www.dol.gov

SICK LEAVE REQUESTS:

- Requests for sick leave shall be submitted **on payroll data base during the illness or injury** promptly upon return to duty. The employee shall have the responsibility of notifying his supervisor promptly of any illness or disability in compliance with agency regulations. The District Director may require a written certification of the employee's illness from an attending physician. Additionally, a physician's release may be required for an employee to return to work after an injury or accident. Employees who take excessive sick leave may be asked to provide a physician's statement or be asked to resign.
- Use of sick leave on false claim of illness, accident, injury, **mental health or exposure to contagious disease**, or falsification of proof to justify such leave shall be disciplined up to and including discharge.
- If you are on approved time off due to illness, **mental health**, injury or **exposure to contagious disease** when a holiday occurs, you will receive one (1) normal workday of hours, **(refer to section on workdays)** ~~(8 hours during the winter season and 10 hours during the summer mosquito season)~~ of holiday pay (for each holiday day) and not be charged with a day of sick leave.
- Employees may take one (1) day of sick leave each fiscal year for personal purposes **(Sick/Personal Leave)**. This day must be taken as one (1) full **Eight** (8) hour day block.
- Any employee, who works three (3) consecutive months (one calendar quarter, (i.e. 1st Quarter= January through March) without taking any sick leave, accrues an additional 8 hours of annual leave.

USE OF SICK LEAVE:

- Earned sick leave shall be granted on a current basis, provided that sick leave shall not exceed the leave earned on the first day of the month during which such leave is granted.
- When accrued sick leave has been exhausted, accrued annual leave pay will be used. When all sick and annual leave is exhausted, the employee may be placed on a leave of absence **Leave Without Pay**.

ENTITLEMENT UPON SEPARATION:

- Upon retirement from the District because of disability, certified by competent medical authority, the employee shall be entitled to use sick leave accumulated to his credit prior to the effective date of his retirement.
- ³⁹One-fourth (1/4) of all unused accrued sick leave, up to a maximum of 480 hours, will be paid out upon separation of employment in a lump sum payment at your current rate of

³⁹ As approved by the Board of Commissioners on June 10, 1993

pay, provided you have been continuously employed by the District for ten (10) or more years, you are not discharged, and you provide at least ten (10) business days written notice of your intent to resign. In all other cases, unused sick leave is forfeited upon separation. This unused sick leave accrued credits payment is not considered as a salary payment and will not be used in determining the average final compensation of an employee in the District's administered retirement system.

- ~~• When an employee is reinstated after retiring, they shall not be credited with unused sick leave accrued during their period of previous employment unless reinstatement is made within fifteen (15) calendar days of the date of separation.~~
- If an employee retires in the FRS pension plan, then the employee is not eligible to work in any capacity within 1 year of retiring so therefore is not eligible for unused sick leave accrued. See FRS pension plan retirement rules.
- District administrative employees will monitor/maintain a record of sick leave earned and taken for each employee, based upon time records submitted by the employee and approved by the supervisor. Records of leave accumulated and taken shall be available to the employee, his or her representative, and to the Director on the payroll data base for audit purposes.

~~The administrative assistant will maintain a record of sick leave earned and taken for each employee, based upon time records submitted by the supervisors and employees. Records of leave accumulated and taken shall be available to the employee, his representative, and to the Director for audit purposes.~~

⁴⁰ **ANNUAL & SICK LEAVE PAYOUT POLICY**

ANNUAL LEAVE PAYOUT POLICY - An employee is eligible to receive an annual leave payout each year in December (**except for the termination year**) from the first to the last pay period dates in the prior fiscal year period, subject to the following:

- Completion of one year of service from hire date;
- Employee must maintain a minimum of 80 hours annual leave;
- Employee must have taken at least one week (40 hours) of vacation during the past 12 months;
- Employee can convert up to three weeks (120 hours) of accrued vacation time to a benefit bonus payout at their current salary (payment will be without retirement contribution), thus reducing long-term liability to the District and overall cost.

SICK LEAVE PAYOUT POLICY - An employee is eligible to receive a sick leave payout each year in December (except for the termination year) for the current fiscal year period, subject to the following:

- Completion of one year of service from hire date;
- Employee must maintain a minimum of 80 hours sick time;
- Employee cannot exceed 40 hours utilization of actual sick time during the past 12-month period;

⁴⁰ Policy 2010-02; As approved by the Board of Commissioners on Nov. 17, 2009

- Employee can receive a maximum payout of up to three weeks (120 hours) each year (except for the termination year) of the sick time accumulated at their current salary (payment will be without retirement contribution), thus reducing long-term liability to the District.

GENERAL NOTES:

- Requests for payouts must be received on the “Annual & Sick Leave Payout Request” form by the Director at least 2 weeks in advance of the payout.
- Payouts will be made the first payday of December unless otherwise authorized.
- IMPORTANT - If an employee leaves the District for any reason within a year of receiving a payout for accrued sick leave, that money will be collected from their final pay and earnings.

BEREAVEMENT

The District recognizes the need for you to be present in the event of a death in your immediate family. “Immediate family” is defined as the employee’s spouse and the parents, grandparents, brothers, sisters and children of both the employee and the spouse. Whether the three (3) day leave or the five (5) day leave applies, this leave option will be jointly determined by you and your supervisor based upon circumstances. It is customary that the three (3) day leave be used when the deceased and subsequent services are within the county, and the five (5) day leave is reserved when you must travel outside of the county. Bereavement Leave will be compensated first from any accrued sick leave and second from annual leave. **This leave is entered as Sick Bereavement in the payroll data base.** If there is insufficient accrued sick leave or annual leave, then the leave will be without pay.

An employee may be allowed up to two (2) hours of bereavement leave to attend the funeral services of a friend, with a statement provided to the employee’s supervisor or the District Director, in the absence of that supervisor under which the employee works.

HOLIDAY PAY

⁴¹All Licensed Seasonal, Licensed Intern, Unlicensed Seasonal and Unlicensed Intern employees will receive holiday pay for the holidays that fall within their season. Full-time Exempt and Non-exempt employees are eligible for holiday pay from the date of employment. The holidays usually observed are:

~~All seasonal employees and interns will receive holiday pay for the holidays that fall within their season.~~

~~Regular, full-time employees are eligible for holiday pay from the date of employment. The holidays usually observed are:~~

⁴¹ Policy 2012-08; As approved by the Board of Commissioner on 11-7-12

New Year's Eve	President's Day
New Year's Day	Veteran's Day
⁴² Martin Luther King Jr. Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

- If an authorized holiday occurs on a Saturday or Sunday (or a Friday during the winter season when we are on four {10 hour} days), it will usually be observed on another day, at management's discretion (or it may be added to the two-week holiday shut down, usually observed at the end of December and the beginning of January).
- If a holiday occurs during your annual leave period you will receive holiday pay and not be charged with a day (s) of annual leave.
- Holiday pay will be based upon the employee's regular rate of pay.
- Employees on an unpaid leave of absence shall not be eligible for holiday pay.
- Generally, the District observes a mandatory two (2) weeks holiday shut down during the Christmas and New Year's holiday dates. The following holidays will generally be paid out as 10-hour holiday days during those two weeks; the day after Thanksgiving (as it falls on a Friday during our 10 hours/4-day weeks), Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and sometimes Veteran's Day if it falls on a Friday, Saturday, or Sunday in November (where we are on 10 hours/4-day weeks). Depending on whether Veterans Day is used in November or in December, employees will need to have available 10 hours or 15 hours of annual leave to use during the two weeks and if they do not, it will be Leave without pay for those hours. The remaining 10 hours or 15 hours will be paid as Administrative Leave.
- ~~Generally, the District observes a mandatory two (2) weeks holiday shut down during the Christmas and New Year's holiday dates. The following holidays will generally be paid out as 10 hour holiday days during that two weeks; the day after Thanksgiving (as it falls on a Friday during our 10 hour/4 day weeks), Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and sometimes Veteran's Day if it falls on a Friday, Saturday, or Sunday in November (where we are on 10 hour/4 day weeks). Depending on whether Veterans Day is used in November or in December, employees will need to have available 10 hours or 15 hours of annual leave to use during the two weeks and if they do not, it will be Leave without pay for those hours. The remaining 10 hours or 15 hours will be paid as Administrative Leave.~~

⁴² Policy 2012-09; Added as approved by the Board of Commissioners on 11-7-12

“ADMINISTRATIVE LEAVE”

Special leave granted for Armed Forces Reserve and National Guard Training, Jury/Civic Duty, Voting, Disaster Emergency Leave, and any other approved special leave, shall not be charged against the employee’s accumulated leave. Such leave granted shall be recorded on the employee’s attendance record as Administrative Leave.

MILITARY LEAVE

RESERVE AND NATIONAL GUARD TRAINING: Members of the United States Armed Forces Reserves or the National Guard who are required or ordered to engage in reserve training, whether on active or inactive duty, upon presentation of a copy of his official orders, shall be granted leave with pay (*Administrative Leave*) for up to 17 calendar days **per fiscal** year. Absences for reserve training in excess of 17 calendar days per year shall be without pay, unless the employee voluntarily elects to utilize accrued, unused annual leave.

ORDERED TO ACTIVE MILITARY SERVICE: Members of the United States Armed Forces Reserves or the National Guard who are ordered to active military service other than short-term training provided for under section above “Reserve and National Guard Training” shall, upon presentation of a copy of their official orders, be granted leave extending ninety (90) calendar days beyond the date of separation from the military service, shall be granted leave with pay for up to 30 calendar days **per fiscal** year. Leave for active military service in excess of 30 days will be granted without pay, unless the employee voluntarily elects to utilize accrued, unused annual leave. Upon discharge from active military service, the employee is entitled to reinstatement to their prior position to the extent required by applicable federal or state law.
FLORIDA STATUTES CHAPTER 115.09 AND 115.14

PERMANENT EMPLOYEE POSITIONS: In the absence of a permanent employee, the position in which they hold status shall be filled on a substitute basis. Upon their separation from the military service, the employee must request reinstatement, in writing, within the prescribed period, submit to a medical examination, if required to determine their fitness to perform the duties of the position they are returning to and present a copy of their separation papers. Upon complying with the aforementioned requirements, the substitute employee will be separated or transferred and the employee restored to their former position at the step in the salary range at which they were being paid when leave was granted. However, if said employee volunteers for an additional tour of duty when they become eligible for separation, they shall forfeit their reinstatement rights.

OTHER THAN PERMANENT EMPLOYEES POSITIONS: In the absence of an employee having other than permanent status, the position they held may be filled by normal certification procedures instead of on a substitute basis. Upon complying with this procedure prescribed for a permanent employee in “Permanent Employee Positions”, they shall be entitled to re-employment in a position equivalent to that held when leave was granted at the step in the salary range at which they were being paid upon separation, they shall forfeit their re-employment rights.

JURY/ CIVIC DUTY

If you are subpoenaed for involuntary jury duty, or as a witness in a court of law, you must notify your supervisor as soon as possible of the time and place you are to serve. You must provide your supervisor with a copy of your subpoena or other court order.

You will receive your regular rate of pay (as Administrative Leave) for each day of jury duty pay on which you would have otherwise worked. To receive jury duty pay, you must present acceptable proof to your supervisor showing the dates of jury service and the employee shall refuse pay from the jury or witness assignment, as they are being paid by the District.

You are expected to return to work if you are dismissed from jury service before the end of the regularly scheduled workday. It is our policy to follow applicable local, federal and state laws.

During this leave, Annual Leave and Sick Leave will continue to accrue and Insurance coverages will be maintained.

VOTING

The District encourages all employees to exercise their right to vote. The polls are open a sufficient number of hours to allow you to vote either before or after your regular work hours. Therefore, employees are expected to make arrangements to vote outside of working hours, or with the least possible loss of working time. In situations where this is not possible, a maximum of two (2) hours (*as Administrative Leave*) may be allowed for voting in a primary, general or special election. If more time is required, employees should arrange to vote by absentee ballot or to take necessary annual leave.

During this leave, Annual Leave and Sick Leave will continue to accrue and Insurance coverages will be maintained.

⁴³DISASTER EMERGENCY LEAVE

When a geographical area is affected by a natural disaster, the Director shall determine whether the conditions that existed constituted an emergency which warranted the closing of the District ~~offices and shops~~, in which case the employees will be granted administrative leave.

During this leave, Annual Leave and Sick Leave will continue to accrue and Insurance coverages will be maintained.

LEAVES OF ABSENCE WITHOUT PAY

Leave without pay may be granted as hereinafter provided. Employees shall be required to use all earned annual leave and sick leave prior to being granted leave without pay.

Leave without pay for temporary employment with outside governmental agency (not military leave), except in cases where such leave is granted, at the request of the Director, to accept temporary employment with other governmental agencies. At the time the Director approves such leave, the Director shall stipulate whether the employee shall be entitled to their former position on return or whether they shall be reinstated to a position in the same class when one is available after expiration of the leave period. It will also be at the discretion of the Director on how much leave without pay will be allowed (case by case basis).

~~Leaves of absence without pay may be granted to probationary and permanent employees as hereinafter provided. Employees shall be required to use all earned annual leave prior to granting~~

⁴³ As approved by the Board of Commissioners on October 11, 1979

leave without pay, except in cases where such leave is granted, at the request of the agency, to accept temporary employment with other governmental agencies or to accept exempt appointments in the employees' own agency. At the time the Director approves such leave, the Director shall stipulate whether the employee shall be entitled to their former position on return or whether they shall be reinstated to a position in the same class when one is available after expiration of the leave period.

During this leave, Annual Leave, Sick Leave, and insurance will not be maintained.

GENERAL LEAVE WITHOUT PAY

OTHER LEAVE WITHOUT PAY: The Director may for good and sufficient reason grant an employee leave without pay for a period not to exceed six (6) months. Such leave may be extended for meritorious reasons upon written request and approval of the Director for a period not to exceed an additional six (6) months. An employee who is mentally or physically incapacitated to perform the duties of his position may be granted leave without pay under the provisions of this section.

No District benefits will be given during this leave. During this leave Annual Leave, Sick leave will not be earned, Insurance (if qualified) will continue as normal

EDUCATIONAL LEAVE: Leave without pay may be granted by the Director for the purpose of continuing studies or taking special training at accredited institutions, in courses which are directly related to the type of work in which the employee is engaged. Such leave shall be for a period equivalent to the period of attendance and reasonable travel time to and from the educational institution. Educational leave shall not be considered a break in service nor affect an employees' eligibility for advancement in the pay scale.

During this leave Annual Leave, Sick leave will not be earned, Insurance (if qualified) will continue as normal

COMPULSORY LEAVE: If, in the opinion of the Director, an employee having permanent status is incapacitated for work on account of illness or injury, such employee may be required to submit to a physical examination by a physician named by the Director at the expense of the agency. If the report of the medical examination indicates the employee is unable to perform his duties effectively, the Director may require the employee to take such leave without pay as is medically determined sufficient to restore them to normal health after their accumulated sick, and annual leaves have been exhausted.

FAMILY AND MEDICAL LEAVE POLICY

The District follows the US Department of Labor Laws, per the Wage and Hour Division on the “Family and Medical Leave Act”, for specific information, please visit their website: www.dol.gov

For the Federal Laws and Regulations on the FMLA, please see the Government Publishing Office (US), Electronic Code of Federal Regulations website at: www.ecfr.gov and look under **TITLE 29: LABOR, PART 825**: “The Family and Medical Leave Act of 1993”.

Below is a general summary of the relevant provisions of the FMLA, however, review the US Department of Labor laws (website above) for the full policy.

ELIGIBILITY: Employees who have worked for the District for at least twelve (12) months, and for at least 1,250 hours of service in the twelve months, before taking leave, are eligible for FMLA leave.

Leave Entitlement: An eligible employee can take up to twelve weeks of unpaid leave in a twelve-month period. **The FMLA only requires unpaid leave. However, the law permits an employee to elect, or the employer to require the employee, to use accrued annual leave, or sick leave for some or all of the FMLA leave period. Employees are entitled to return to their same or an equivalent job at the end of their FMLA leave.**

The following scenarios are FMLA eligible:

- The birth of the employee’s child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child’s birth or placement);
- In order to care for the employee's spouse, child or parent who has a serious health condition;
- Because of an employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child or parent.
- An eligible employee who is a covered service member’s spouse, child, parent, or next of kin, may also take up to 26 weeks of FMLA leave in a single twelve (12) month period to care for the service member with a serious injury or illness.

INTERMITTENT LEAVE OR LEAVE ON A REDUCED SCHEDULE BASIS: In the case of leave based upon medical necessity or a service member’s serious injury or illness, leave does not have to be taken in one block, and may be taken intermittently or on a reduced schedule basis, but only if such leave can be best accommodated by intermittent leave or a reduced schedule. If intermittent leave or leave on a reduced hours basis is required for planned medical treatment, the employee is required to make reasonable efforts to schedule the treatment so as not to unduly disrupt the District’s operations.

EMPLOYEE NOTICE AND CERTIFICATION REQUIREMENTS: For leave that is foreseeable, the employee must provide the District with at least thirty (30) days’ notice. If the need for leave is not foreseeable, the employee is required to provide the District with as much notice as is

practicable once the need for leave becomes known. Requests for leave should be on approved forms which are available from the human resources department.

The District will require that leave based upon medical necessity or a service member's serious injury or illness, be supported by a medical certification from a health care provider. In accordance with applicable regulations, the District may request, at the District's expense, a second opinion from a health care provider of the District's choice (as well as a third opinion if the second opinion conflicts with the first opinion).

Health Insurance Premiums: During leaves of absence under this policy, the District will continue to pay its portion of the health insurance premiums and maintain the employee's coverage under the health plan in the same manner as if the employee had been continuously employed during the entire leave period, provided the employee continues to pay their share of the premiums.

DOMESTIC VIOLENCE-RELATED LEAVE

Eligible employees are entitled to up to three working days of unpaid leave in a 12-month period for domestic violence-related reasons. In calculating the 12-month period under this policy, the District uses the rolling, backward-looking method calculated in the same manner described above in the District's FMLA policy.

To be eligible for leave under this policy, the employee must have been employed by the District for at least three months.

Leave may be taken under the terms of this policy if the employee or a family or household member of the employee is a victim of domestic violence and the leave is necessary to:

- Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence;
- Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
- Obtain services from a victim-services organization including, but not limited to, a domestic violence shelter or program or a rape crisis center as result of the act of domestic violence;
- Make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court related proceedings arising from the act of domestic violence.

Prior to receiving leave under this policy, the employee must exhaust any available paid leave.

Except in cases of imminent danger to the health or safety of the employee or a family or household member, advance notice of the need for leave and supporting documentation is required. Where advance notice is required, the employee is required to provide notice to the District as soon as the need for leave becomes known. Where advance notice is not required due to the imminent danger to the health or safety of the employee or a family or household member, the employee must inform the District that the leave was taken pursuant to this policy as soon as they return to work and provide supporting documentation.

All information relating to leave under this policy shall be considered confidential and will not be disclosed to any other individuals unless required for legitimate business or otherwise compelled by law.

Leave taken or requested under this policy will not result in any adverse action against the employee. Employees who believe they have been subjected to retaliation as a result of leave taken or requested under this policy must initiate a complaint in the same manner as required by the District's Equal Employment and Harassment policies.

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CONDUCT

STANDARDS OF CONDUCT

Certain rules and regulations are required to safely and efficiently operate a business. As circumstances change, rules often must change. Therefore, the District may from time to time amend these rules. These rules shall not be interpreted to affect the “*at will*” nature of employment. The District reserves the right at any time to terminate employment with or without reason.

An employee is also subject to suspension or discharge and loss of accrued benefits if any of the following rules are violated by:

- Failure to perform assigned duties.
- Gambling in any form while on or in District properties and vehicles.
- Failure of employee to give notification to or receive authorization from their supervisor before leaving work.
- Possession, consumption or being under the influence of intoxicants, including alcohol, illegal drugs or narcotics during work hours or in a work situation or possessing and/or bringing intoxicants, illegal drugs or narcotics onto District property or in District vehicles.
- Limiting one’s output or, directly or indirectly, encouraging another employee to cut down production related to any assigned or designated duties related to the employee’s position and job description.
- Failure to observe the ordinary rules of hygiene for sanitation.
- Falsification or withholding of facts on any documents associated with the District, or an employee’s employment.
- Excessive tardiness or failure to observe established work times.
- Absence without authorized leave.
- Excessive absenteeism.
- Accepting payment or gifts for services, at any time, connected to the employee’s employment with AMCD. (Also see Gift Acceptance Policy).
- Failure to follow policies, procedures and guidelines contained in the employee handbook or posted on District bulletin boards.
- Conviction of a serious crime, the nature of which would be considered to render an individual unreliable as an employee.
- Failure to observe safety rules, to use Personal Protective Equipment (PPE) where appropriate, to follow regulations, and laws as well as misuse or carelessness while using District property.
- Unauthorized and improper use of District property, services, vehicles, and equipment - Using District property, equipment, services, or personnel for anything other than District business.
- Non-disclosure of interest in, or connection with, any business which does business with the District.
- Threatening, intimidating, coercing other employees and making false, vicious, profane,

abusive or malicious statements.

- Pilferage, removal or destruction of District property, property of customers, fellow employees or others.
- Fighting, disorderly or immoral conduct at any time while on or in district property or vehicles, or while representing the District.
- Any form of unlawful harassment or discrimination.
- Falsely stating or making claim of occupational or non-occupational injury or illness and failure to report accidents immediately (including personal injury on the job).
- Lying or failure to give truthful or requested information – deliberately giving inaccurate, incorrect or misleading information, either verbally or written.
- Holding unauthorized meetings on District properties or vehicles.
- Disregarding procedures for handling of cash and bank account funds and reckless handling of cash and bank account funds.
- Disclosure, or use, of confidential information not available to the general public for personal gain or benefit.
- Possession of firearms, explosive devices, or any weapons on or in District properties or vehicles or at any time while performing work duties for AMCD (including parking areas used by District employees or customers). This provision does not prohibit an employee from having a lawfully owned firearm contained in their personal vehicle if it is secured as required by law.
- Insubordination – Refusing to comply with a directive or order which relates to the employee's job. This includes both the failure to carry out a reasonable instruction or assignment, as well as the expressed refusal to comply.

NOTE: The list of District rules is not a complete list of all activities which will be considered as improper conduct. The District reserves the right to discipline, up to and including discharge, an employee, regardless of whether or not the conduct or performance is described in the list of District rules. Employees who are charged with a serious crime may be suspended from employment until resolution of the charges. The Board, in its discretion, may provide back pay for the period of suspension in the event the employee is determined to be not guilty.

44GIFT ACCEPTANCE POLICY

AMCD Board members and employees are not to solicit or accept any gift or gratuity from outside parties for any reason relating to employment with the District. Especially prohibited is the acceptance of any gifts or gratuity, of any size or amount, for performance of service or to receive special treatment from anyone.

AMCD's Gift Acceptance Policy follows the Florida Code of Ethics for Public Officers and Employees (ss. 112.311-112.326, Florida Statutes).

CUSTOMER RELATIONS

- The District expects all employees, who interact with customers, to be responsive to their request and treat them with respect.
- Do not hesitate to ask your supervisor for assistance if a customer becomes irritated, specifically asks to speak with a supervisor, or if you would feel more confident having

⁴⁴ Policy 2009-11; As approved by the Board of Commissioners on 8-13-09

your supervisor assist the customer. Management has the authority and training to deal with problem situations and to resolve conflicts.

- Do not argue with customers. Be as polite as you can and close the conversation with the promise that you will ask the supervisor to call the customer as soon as possible to resolve the conflict.

CONFIDENTIAL INFORMATION

During the course of your employment with the District, you may have access to information of a highly sensitive and confidential nature. This information will be contained in District records, correspondence with customers and other similar documents. As an employee of the District, you are in a position of trust. You have an obligation to this District and to its customers to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use or disclosure, even if inadvertent, compromises both you and the District and seriously erodes customer confidence.

Removal or unauthorized use of official documents including District letterhead is prohibited. Failure to comply with this policy may result in disciplinary actions, up to and including discharge.

SOLICITATIONS/DISTRIBUTION

Employees are prohibited from soliciting for any cause or organization on their working time or during the working time of the employee being solicited. Employees may not distribute literature on District property during working time, or in working areas at any time. This section shall not be construed to prohibit the distribution of literature in areas not specifically devoted to the performance of employees' official duties. Working time does not include authorized off-duty time, such as mealtimes. Employees shall not place on or remove any material from any official bulletin boards without prior approval of the District Director.

COOPERATION AND SUGGESTIONS

Operating an efficient and effective District requires that employees place great importance on providing cooperation and assistance while performing their primary job responsibilities. Teamwork activities are necessary to achieve continued success.

The District encourages employees to suggest ways to improve service to our customers, increase efficiency and effectiveness, limit waste, prevent accidents, etc. Any suggestions will be greatly appreciated and should be discussed with your supervisor.

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SAFETY AND SECURITY POLICIES

(Please see Safety Program Manual for detailed procedures)

SAFETY AND HEALTH

One of our major objectives is to provide a safe and healthy environment for all employees. Each employee is expected to comply with all safety and health requirements established by management and federal, state and local laws. You should report any unsafe practices or conditions to your supervisor, safety coordinator, or Safety Committee member immediately. This report may also be submitted to the Safety Committee, and may be done so anonymously.

All job-related accidents, including those which do not involve serious injury, **chemical spills** and those involving customers, must be reported immediately to your supervisor. It is only through a full knowledge of every accident that the District can become a safer, healthier place to work for everyone.

SEVERE WEATHER CONDITIONS

The District is concerned with the safety of our employees regarding the transportation to and from work during inclement weather. You should use your best judgment in determining whether it is safe to report to work during hurricanes, floods, tornadoes or other inclement weather. You are responsible for contacting the District to find out opening and closing hours. If you cannot make it to work on time, call your supervisor as soon as possible.

⁴⁵DRUG FREE WORKPLACE

In a commitment to safeguard the health of our employees and to provide a safe working environment for everyone, the District proclaims AMCD to be a “Drug-Free” Workplace. The District has adopted the Drug-Free Workplace Program and the requirements set forth in **FLORIDA STATUTES, SECTION 440.101 AND 440.102**.

Below is a summary of the policy, however, you should review the full Florida Statutes (as indicated above) for the full policy.

The District acknowledges the problem of substance abuse and intends to provide a safe work environment for all employees free of the effects of substance abuse, as it sees substance abuse as a serious threat to its employees and its customers, the general public. Similarly, it is the responsibility of employees to maintain personal health so they are physically and mentally capable of performing in the workplace. The abuse of drugs or alcohol is an unsafe and counter-productive practice that will not be tolerated.

Substance dependencies and abuse are complex, yet treatable conditions, therefore, policies are designed not only to eradicate drug abuse in the workplace, but also to encourage drug and alcohol users to seek and successfully complete rehabilitative treatment.

⁴⁵ Updated as approved by the Board of Commissioners on 12-11-14; Original policy approved by the Board of Commissioners on October 14, 1999

Employees seeking help for drug or alcohol problems, whether voluntarily or through disciplinary action, will be treated the same as those employees with other conditions, as far as health benefits and sick and/or annual leave.

Disciplinary procedures or termination may result from any violation of this Drug-Free Workplace Program. An employee who is involved in an accident or injured in the course and scope of employment must submit to a test for illegal drugs or alcohol use. If the employee refuses to submit to such a test, or is tested and has a positive confirmation of illegal drug or alcohol use, eligibility for medical and indemnity benefits under the Workers' Compensation Act is forfeited.

Nothing in this policy, however, shall limit the Anastasia Mosquito Control District of St. Johns County ("the District's") right to enforce appropriate disciplinary measures for violation of policy, including, if necessary, termination, nor does this policy bind the District to payment for any care provided beyond the District's existing employee benefits. With these basic objectives in mind, the District has established the following policy.

Drug Use:

- Employees are absolutely prohibited from using, possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of illegal drugs while on or off the job.
- As used in this policy, "improper drug use" is the use of any drug which is not legally obtainable; which is legally obtainable, but has not been legally obtained; or which is used in a manner or purpose other than prescribed (for example, use of depressants and stimulants not prescribed for current personal treatment by an accredited physician).
- Employees who violate this policy will be subject to discipline, including possible termination.

Alcohol Use:

- Employees are absolutely prohibited from using, possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of alcohol while on District property, or on any work site.
- "Alcohol" means ethyl alcohol (ethanol) and includes use of any beverage, mixture or preparation containing ethyl alcohol, including but not limited to, distilled spirits, wine, malt beverages and intoxicating liquors.
- With regard to alcohol, an employee may also be determined to be "under the influence of alcohol" for purposes of this policy if the employee has a blood level of 0.08 percent alcohol or higher.
- Employees who violate this policy will be subject to discipline, including possible termination.

Use of Prescription and Non-Prescription Medication:

- Employees must notify their supervisor when using any medication that may limit their ability to perform their job. Such notification may be confidentially given.
- Verification of any and all medication may be required. Where prescription medication is involved, verification may include the employee submitting a copy of a physician's prescription or statement showing medication required and dates of use.
- Failure to report the use of medication or failure to verify the use of medication may result in discipline, including possible termination.

Arrest and Conviction for Drugs or Alcohol:

- It is a condition of employment with the District that any employee convicted of DUI or any criminal drug violation or occurring in the workplace or off-the-job must report such conviction to their Supervisor the next business day after such conviction. Further, a *nolo contendere plea* for drug activity is also to be reported in the same manner.
- Following a report of a conviction or nolo contendere plea as specified in the foregoing paragraph, in deciding what action to take as a result of such conviction or nolo contendere plea, the supervisor and District Director will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the District and other factors relative to the impact of the employee's conviction or *nolo contendere plea* upon the conduct of District business.

Duty to Report Employee Drug, Alcohol and Substance Abuse:

- Employees must immediately report violations of these policies by other employees.
- Any employee who, in good faith based on reasonable suspicion, reports an alleged violation of this policy, or any supervisor who investigates or takes action in good faith based on reasonable suspicion, shall not be harassed, retaliated against, or discriminated against in any way for making reports or participating in any investigation or action based thereon.
- To the greatest extent possible, the reporting of an employee's drug, alcohol, and substance abuse will be kept confidential.

Confidentiality: Information on drug test results shall not be released or used in any criminal proceeding against the job applicant or employee.

Information released contrary to this policy shall be inadmissible as evidence in any such criminal proceeding.

Nothing in this provision shall be construed to prohibit the AMCD, an agent of the District, or laboratory conducting a drug test from having access to employee drug test information when consulting legal counsel in connection with actions brought under or related to Florida Administrative Code, Chapter 38F-9 or when information is relevant to a defense in a civil administrative matter.

Pre-Employment Testing: A job applicant for a position deemed by the Board of Commissioners to be a safety-sensitive position and who has been offered employment by the District contingent on successfully passing a drug test will undergo screening for the presence of drugs or alcohol. The District may use a refusal to submit to a drug test or a positive, confirmed drug test as a basis for refusing to hire a job applicant for a safety-sensitive position.

For purposes of this Policy, "safety-sensitive positions" are those positions requiring performance of tasks which pose significant safety risks to others. As the duties of a safety-sensitive position involve such risk of injury to others that even a momentary lapse of attention could have disastrous consequences, the influence of drugs or other substances on an employee holding a safety-sensitive position is particularly dangerous that suspicion less testing is justified. ⁴⁶The AMCD Safety

⁴⁶ Approved by the Board of Commissioners 5-9-19

Sensitive positions approved by the Board of Commissioners are: Pilot and A & P Aircraft Mechanic.

Employee Drug Testing: The Anastasia Mosquito Control District of St. Johns County will maintain drug testing practices to identify employees who are working under the influence of drugs or alcohol, including all substances listed in Section 440.102 (1)(v), Florida Statutes (2019) as amended from time to time. It shall be a condition of continued employment for all employees to submit the following drug tests:

Reasonable Suspicion Testing: The District will require all of its employees to submit to a controlled substances or alcohol test whenever there is reasonable suspicion, as described in Section 440.102 (1)(N), Florida Statutes (2019) as amended from time to time, to believe that an employee is under the influence of, or otherwise using alcohol or drugs.

Promoted or Transferred Employees: The District will require employees who are promoted or transferred to or who assume safety-sensitive positions to submit to drug and alcohol testing prior to commencement of that position.

District's Right to Search with Employee Cooperation: The District has the right to search lockers, handbags, lunch boxes or other containers at any time provided there is reasonable suspicion to believe that an employee possesses or is under the influence of drugs or alcohol. An employee's refusal to cooperate with a search will be treated as serious insubordination that warrants immediate discipline, including discharge.

Post-Accident Testing: Any employee who apparently causes an accident while on duty, whether on or off District premises, will be subject to drug or alcohol testing when under the following accident-related circumstances:

- The accident results in death of another human being;
- The accident involves injury demanding immediate medical treatment away from the scene of the accident;
- The accident results in more than \$1,000.00 damage; or
- The same employee has one or more accidents in the previous twelve months.

Commercial Driver's License or "CDL": This means a Class A, Class B or Class C driver's license issued in accordance with the requirements of Chapter 322, Florida Statutes. As required by the Federal Government, the District will require reasonable suspicion testing and random testing of its employees holding a commercial driver's license, according to State and Federal laws and regulations. Random tests will be conducted and will be unannounced. The intent is for there to be no "safe" time to abuse drugs or alcohol on the job.

If an employee possessing a CDL has a vehicular accident while operating one of the District's commercial vehicles, that employee must be tested for alcohol or drugs, as soon as practicable, if the accident involves the loss of human life, or if the driver receives a citation under state or local law for a moving violation arising from the accident.

Further, such an impaired employee forfeits their eligibility for medical and indemnity benefits under the Workers' Compensation Act.

Employee Refusal to Submit:

- Employees who are lawfully directed to submit to a drug or alcohol test and refuse to do so are guilty of misconduct and will be subject to discipline, including possible termination.
- Likewise, if the test results are confirmed positive, the employee will be guilty of misconduct and be subject to discipline, including possible termination.
- Notwithstanding, the District's right to exercise discretion, any employee, who submits a specimen registering a confirmed positive test result, should assume that his or her employment shall be terminated unless otherwise notified by the District Director.
- Further, such an impaired employee forfeits their eligibility for medical and indemnity benefits under the Workers' Compensation Act.

Consequences of Confirmed Positive Test Results: If an employee tests positive, the District shall immediately place the employee on personal leave. If there is insufficient accrued personal leave, the employee will be placed on leave of absence without pay.

The purpose is two-fold:

- 1) To prevent the employee from endangering co-workers, the public, or themselves; and
- 2) To provide an opportunity for the employee to be referred to the Employee Assistance Program or other appropriate treatment program.

Voluntary Request for Treatment:

- An employee who seeks voluntary treatment for alcohol or drug related problems and who has not been previously tested and confirmed as positive may do so without consequences of disciplinary action assuming that they have not been involved in any other aspect covered under "Employee Drug Testing" above. Every degree of confidentiality shall be afforded in a case such as this.
- An employee in this category shall be placed on personal leave. If there is insufficient accrued personal leave, then the employee will be placed on leave of absence without pay.
- The employee must understand that they must complete the treatment program and will be required to furnish proof of such completion to the District Director. This proof will be reviewed by the District designated competent medical authority as part of a fitness for duty medical examination prior to the employee being reinstated to work status.

HARASSMENT

The District is committed to maintaining a work environment free of harassment based upon race, color, creed, religion, national origin, ethnicity, age, gender **identity, sexual orientation**, pregnancy, marital status, veteran status, disability, and other classes protected by law. The District will not tolerate the inappropriate harassment of any of its employees or any other individual who does business with the District. It is the affirmative responsibility of all personnel to maintain a workplace that is free from harassment and intimidation.

The District is committed to promptly and thoroughly investigating all complaints of harassment as set forth in this policy. If, after a thorough investigation, it is determined that harassment has occurred in violation of this policy, immediate and appropriate disciplinary action, up to potential

discharge, will be taken to promptly end the harassment. Appropriate follow-up steps will also be taken where necessary to ensure that the harassment ceases and does not re-occur.

Definitions and Examples:

SEXUAL HARASSMENT: Improper harassment includes harassment on the basis of one's gender **identity**. Prohibited forms of sexual harassment includes, but is not limited to, offensive sexual advances, requests for sexual favors, and any other potentially-hostile or offensive physical, verbal or visual conduct of a sexual nature such as:

- Unwelcome sexual propositions;
- Sexual innuendo;
- Sexually suggestive remarks;
- Vulgar or sexually explicit comments, gestures, noises or conduct;
- Sexually oriented kidding, teasing or practical jokes;
- Physical contact of a sexual nature such as brushing against another's body, pinching, grabbing, rubbing, hugging, poking or patting;
- The publication, to anyone, of documents, objects, text, pictures, or graphics in the workplace that contain material that is of a sexual nature; or
- Using the computer to access any content that contains material of a sexual nature.

NOTE: Sexual harassment may occur even when the intended target of the conduct is not offended, but others find the conduct to be intimidating, hostile, or offensive. The District's policy prohibits this type of conduct whether or not the intended target finds the conduct to be unwelcome.

OTHER FORMS OF PROHIBITED IMPROPER HARASSMENT: In addition to inappropriate sexual harassment, the District also prohibits harassment on the basis of race, color, creed, religion, national origin, ethnicity, age, gender **identity, sexual orientation**, pregnancy, marital status, veteran status, disability, or any other classes protected by law. Any verbal or physical conduct of an offensive or harassing nature and which is based upon or directed toward any individual based upon any of these characteristics will not be tolerated. Such prohibited conduct includes, but is not limited to:

- Derogatory, critical, offensive or uncomplimentary jokes, comments, displays, posters, other written material based upon another's race, color, creed, religion, national origin, ethnicity, age, gender **identity, sexual orientation**, pregnancy, marital status, veteran status, disability, or any other classes protected by law;
- Any physical conduct taken against another individual because of their race, color, creed, religion, national origin, ethnicity, age, gender **identity, sexual orientation**, pregnancy, marital status, veteran status, disability, or any other classes protected by law;
- Teasing or making fun of another individual's ethnicity, accent, cultural or religious beliefs or practices, mental or physical disabilities or medical limitations, and other similar characteristics.

COMPLAINT PROCEDURE:

- All personnel are responsible for ensuring compliance with this Equal Employment Opportunity and Prohibition of Unlawful Harassment and Retaliation policy and maintaining a workplace that is free of impermissible discrimination, harassment and

retaliation. Any employee who experiences or witnesses impermissible discrimination, harassment or retaliation has an affirmative obligation to report it to either their supervisor or the District Director.

- Employees are not expected to report complaints to the person they believe is harassing them or discriminating or retaliating against them. However, in such cases, employees are expected to report the harassment to another employee identified above.
- Upon receiving a complaint of impermissible discrimination, harassment, or retaliation, the supervisor must immediately notify the District Director. The District Director or the Director's designee will promptly investigate the allegation and take any action deemed appropriate based upon the results of the investigation. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. The investigation may also entail reviewing pertinent documents, e-mail communications, pictures and/or any other relevant physical evidence. All investigations will be conducted in a fair and impartial manner. Any employee found to have violated the District's Equal Employment and Harassment policy will be subject to disciplinary action, up to and including dismissal.

The District may also require remedial training concerning the District's policies and procedures relating to prohibited discrimination, harassment and retaliation, and any other measure determined to be necessary for the effective enforcement of this policy.

- Anyone involved in a complaint or investigation will be instructed not to discuss the subject outside the investigation. Personnel violating confidentiality are subject to immediate discipline.
- Any individual who files a complaint under this policy or who participates in an investigation will be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or participating in an investigation. An employee who believes they have been subjected to retaliation on the basis of having filed a complaint or having participated in an investigation, must immediately report it pursuant to the complaint process outlined above. Any employee determined to have retaliated against another individual in violation of this policy will be subject to disciplinary action, up to and including dismissal.

VIOLENCE IN THE WORKPLACE

The District is committed to preventing workplace violence and to maintaining a safe work environment. All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, violence, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the District, except as otherwise specifically authorized by law.

Conduct that threatens, intimidates, or coerces another employee, official, citizen, resident, or a member of the public at any time, including off-duty periods, will not be tolerated. All acts of violence, or threats or suspicions of violence, are grounds for immediate dismissal. Employees should report such conduct as soon as possible to your immediate supervisor or any other member of management.

⁴⁷ANTI-BULLYING POLICY

The Anastasia Mosquito Control District (“AMCD”) prohibits acts of bullying. The Board of the AMCD has determined that a safe and civil environment in the AMCD workplace is necessary for those employed by the AMCD to perform their jobs to the standards expected by the Board. Bullying is conduct that disrupts a safe and civil work environment. Demonstration of appropriate behavior in the workplace, treating others with civility and respect, and refusing to tolerate bullying is expected of supervisors and employees of the AMCD.

“**BULLYING:**” for purposes of this Policy is any intentional gesture or written, verbal, graphic, or physical act including electronically transmitted acts—i.e., internet, cell phone, ~~personal digital assistant (pda), or wireless hand-held~~ **electronic** devices that:

- Physically harms an employee or damages the employee’s property; or
- Has the effect of interfering with an employee’s ability to perform their job-related duties; or
- Has the effect of disrupting the orderly operation of the AMCD.

Nothing in this Policy requires that the affected employee possess a characteristic that is a perceived basis for the bullying.

Bullying can take many forms including: Slurs, rumors, jokes, innuendo, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, intimidation, hectoring or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Instances of bullying should be immediately reported to the Director in writing. Upon receipt of a report or complaint of bullying, the Director or Director’s designee will promptly investigate the allegation and take any action deemed appropriate based upon the results of the investigation. The investigation may also entail reviewing pertinent physical evidence. Any employee found to have violated the AMCD’s Anti-Bullying Policy will be the subject of disciplinary action, up to and including dismissal.

⁴⁷ Policy 2011-04; As approved by the Board of Commissioners on April 14, 2011

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DISCIPLINE AND GRIEVANCE PROCEDURES

⁴⁸**DISCIPLINARY POLICY**

The AMCD is a public service organization in which all employees should exhibit professionalism in their efforts to serve St. Johns County in an efficient and effective manner. Professionalism includes, but is not limited to, attendance, punctuality, attire, language, service, safety, and the observance of moral and ethical standards, rules, laws and regulations. Any lack of professionalism is subject to disciplinary action.

DISCIPLINARY ACTION: Disciplinary action against employees violating AMCD policy are as follows:

- **Verbal Reprimand** - A verbal reprimand is given to the employee and is documented as a verbal warning in the employee's personnel file. The supervisor will also counsel the employee to correct their behavior.
- **Written Reprimand** - A written reprimand should be signed by the employee and will be signed by the supervisor, then reviewed and signed by the District Director. Additional counseling will be given to the employee by their supervisor.
- **Suspension** - The employee is suspended without pay for a period of five working days and it is documented as written reprimand and suspension. The employee will be counseled by their supervisor, and outside training or counseling may be recommended. The suspension without pay of an employee is subject to approval of the District Director.
- **Dismissal** - The employee is terminated from employment with AMCD. The termination of an employee is subject to the approval of the District Director.

Other disciplinary action that may be taken includes demotion, which involves reducing the rank and/or compensation of an employee.

The aforementioned disciplinary actions are meant as a general guideline for misconduct. Some actions may require immediate suspension without pay or dismissal from AMCD employment. All disciplinary action is subject to the District Director's discretion.

Employees who do not agree with the actions taken may have redress through the AMCD Grievance Policy procedure.

⁴⁹**GRIEVANCE POLICY**

POLICY: This Grievance Policy is established to provide full opportunity to employees to bring to the attention of the District complaints, grievances or situations that the employee feels need to be remedied. It is the purpose of this procedure to assure employees that their problems will be considered fairly, rapidly, and without reprisal. The submission of a grievance by an employee shall in no way adversely affect the employee or their employment with the District. ⁵⁰

All employees are eligible to file grievances under this procedure.

PROCEDURE: It is the intent and desire of the District to address all employee complaints, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances that will be resolved only after

⁴⁸ Policy 2006-13; As approved by the Board of Commissioners on 11-9-06

⁴⁹ As approved by the Board of Commissioners on April 8, 2004

⁵⁰ As approved by the Board of Commissioners on April 8, 2004

further discussion and review.

Step 1 - An employee who has a complaint should submit the complaint in writing on a Grievance Form, which can be obtained from the ~~administrative staff~~ District Office, to the immediate super-visor within ten (10) working days of the occurrence that created the complaint. The supervisor shall then note the date received on the written complaint, and, after discussion with the employee, shall give the employee an answer in writing within five (5) working days of receipt of the complaint.

Step 2 - An employee who is dissatisfied with the action of the supervisor may then request a meeting with the District Director, where the employee's viewpoint will be considered and every effort made to resolve the problem. The Director will make a written report of the matter within ten (10) working days. The Director's response shall contain an affirmation or denial of the facts upon which the grievance is based, an analysis of the alleged violation of the terms of the Employee Handbook, and the remedy or solution to be made. This report will be signed by the Director and employee and placed in the employee's personnel file. The Director's report will also be forwarded to the Board of Commissioners to keep them apprised of the resolution of employee complaints.

Step 3 - If the aggrieved employee feels that the matter has not been settled or adjusted to their satisfaction by the Director, they may submit a written request for a review of this decision to the Board of Commissioners. Such requests must be submitted within ten (10) working days of the report from the Director and will be placed on the Agenda of the next regularly scheduled Board meeting to be acted on by the Board of Commissioners. The decision of the Board shall be final. ⁵¹In the event that the Board of Commissioners will not be meeting within the time frame before the issue needs to be resolved, authority is delegated to allow the Board Chairperson, with the advice of the District's attorney and the Director to meet and hear and resolve the grievance. The decision of the Board Chairperson will be final.

OPEN DOOR POLICY

Occasionally, an employee may have a need to discuss matters concerning their employment, performance, review, disciplinary action, etc. with management. In most cases, your supervisor will be able to correct problems or clear up misunderstandings on a face-to-face basis. However, if the issue remains unresolved or if the complaint involves your supervisor, you may discuss the complaint with the District Director.

The District Director will review all the facts and render a final decision. Any information will be kept confidential to the extent possible, and no reprisal of any kind will be taken against any employee for using this procedure.

No one will ever be too busy to hear you out. We only ask that you tell your supervisor before leaving your workstation if it is during business hours. It is the intent of management to review all complaints and make every effort to give them complete, careful and fair consideration.

There is a separate Grievance Policy in this employee handbook for you to review.

⁵¹ As approved by the Board of Commissioners on January 14, 2016

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SUMMARY AND CLOSING WORD

This booklet is a summary of the principles for which ~~the District~~ we stand, the benefits ~~the District~~ we offers and the obligations you assume as an employee. ~~The District~~ We hopes that you have read your handbook carefully and will keep it for future reference. If you have any questions concerning the policies or benefits outlined in this handbook, please ask your supervisor.

~~The District~~We may occasionally revise some of the policies that are outlined in this handbook, or add new policies and new benefits that we feel will make the District a better place to work. The dynamic nature of our business, our steady growth and ever-changing business conditions will undoubtedly require changes in our policies and procedures. Be sure to keep any notification of policy changes that come to you.

You are now a part of the team and we hope your association with ~~us~~ **AMCD** will be happy and rewarding. Your job is important to our continued growth and success. With all of us, working together in a spirit of cooperation and teamwork, our District will be unsurpassed for its integrity and service.

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The first part of the paper discusses the importance of the study of the history of the English language. It is a branch of linguistics which deals with the changes in the language over time. The study of the history of the English language is important for many reasons. It helps us to understand the development of the language and the influence of other languages on it. It also helps us to understand the social and cultural changes that have shaped the language. The study of the history of the English language is a fascinating and important field of research.

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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

MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Heather Keating, Administrative Assistant

DATE: December 1, 2022

RE: FMCA Annual Meeting Summary Report

The FMCA Annual Meeting and 100-year anniversary celebration were held in Palm Coast, FL. November 14-17, 2022. Three Commissioners and 23 employees from AMCD attended the annual meeting on various days. AMCD staff also gave eight different presentations, which included a Ph.D. student paper competition. Mr. Richard Weaver has been elected as the President-Elect of the FMCA. The meeting provided a multitude of new information about technology for surveillance and control of biting insects. The meeting was really beneficial and enhanced employee knowledge.

Thank you

The first part of the paper discusses the importance of understanding the underlying mechanisms of the observed phenomena. It highlights the need for a comprehensive theoretical framework that can account for the complex interactions between the various factors involved. The second part of the paper presents a detailed analysis of the experimental data, showing how the proposed model can successfully predict the observed results. The final part of the paper discusses the implications of the findings and suggests directions for future research.

In the first section, we introduce the basic concepts and definitions that will be used throughout the paper. We then proceed to a detailed discussion of the theoretical model, which is based on the principles of quantum mechanics and statistical mechanics. The model is then applied to the specific problem at hand, and the results are compared with the experimental data. The final section discusses the implications of the findings and suggests directions for future research.

The results of the experiment show that the proposed model is able to accurately predict the observed behavior of the system. This is a significant achievement, as it demonstrates the validity of the theoretical framework. The findings also have important implications for the understanding of the underlying mechanisms of the observed phenomena. Future research should focus on extending the model to include more complex interactions and on developing new experimental techniques to test the model further.

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MEMO

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Catherine Brandhorst, Commissioner
Gina LeBlanc, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Heather Keating, Administrative Assistant

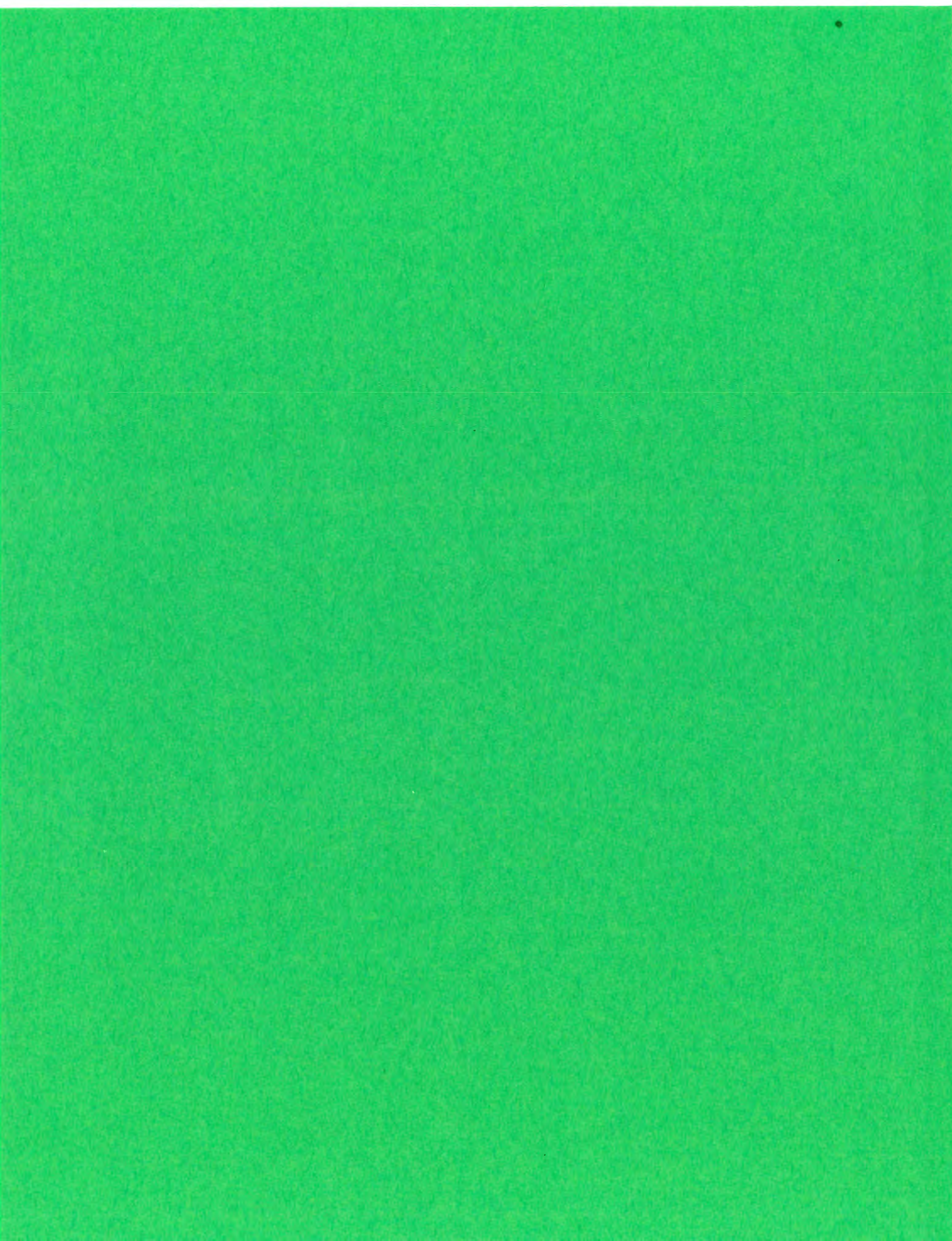
DATE: December 1, 2022

RE: Approval of Board Members to Attend the FMCA's Dodd Short Course Feb 2, 2023 Gainesville, FL

The Florida Mosquito Control Association will hold the Dodd Short Course (Commissioner Class) in Gainesville, FL. February 2, 2023.

Based on the Districts policy, the Board needs to approve Commissioners attendance to the meeting or when conducting any AMCD related business outside of St. Johns County. The District will provide the cost of registration, mileage, hotel and per diem. The estimated cost for all five Board members is around \$2,500.

Thank you



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2022 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: The Board of Commissioners

FROM: Scott Hanna, CPA

CC: Dr. Rui-de Xue

DATE: December 8, 2022

RE: 4th Quarter Budget Analysis

The **Scope of the 4th Quarter Budget analysis** is to provide an **Un-Audited**, preliminary, Summary of the District's Financial Activities for the year end September 30, 2022.

The **Financial Statements (4th page, of this narrative)** is intended for Internal Budgeting Purposes, only, and no external reliance is meant to be placed on it. This is merely useful for internal illustration, discussion, planning.

Significant Highlights of the District's Consolidated Financial Statements, **Y/E 2022** Statements are narrated below:

I) Revenue Budget Increases, Fiscal Year 21/22:

****Revenue Accounts** from the original Budget were Amended to **\$7,175,589**, ratably throughout the year per **DACS** rules at **100% of Actually Collected Amounts** with a total increase of **\$142,898**. This differs from the originally passed **TRIM Budget** where total Revenues were originally **\$7,032,691 (SEE: Figure 1, left column)**. In order to balance the amended Budget, matching Expenditures were equally increased by the Cumulative Increased Revenues **\$142,898 ** (Figure: 1, bottom right)**. These items were matched as closely to relevant program categories as possible (i.e., Grant Revenue increased the relevant program expenses for items, such as Personnel, Benefits, Entomology Supplies, etc.).

Figure: 1, Revenue Accounts portion of Budget

	2021/2022 Original BUDGET Original REVENUES	▲ 2021/2022 Amended BUDGET throughout Yr. REVENUES	Cummulative Changes BUDGET Increased REVENUES	
Taxes	\$ 6,600,191	\$ 6,709,086	\$ 108,895	1.6% ↑
Interest	\$ 7,500	35,549	\$ 28,049	
Grants	\$ 400,000	405,954	\$ 5,954	
Misc. Rev	\$ 25,000	25,000	\$ -	
	\$ 7,032,691	\$ 7,175,589	\$ 142,898	**

The **TRIM Budget** employs the conservative approach in allowing no more than 95% of the Tax Levies portion of Revenues to be employed in the Budget. **TRIM** is instrumental in passage of the Budget, where **DACS** is involved in the ongoing amending and monitoring.

II) Budget Variances, highlights, Fiscal Year 21/22:

- 1) **Line 360- Taxes (1.6% Over Budget as Originally Passed) – \$6,709,086 (101.6%)** was collected, relative to the **Originally Budgeted, \$6,600,191** (95% of Levy max allowed per conservatism as mandated in **Trim Budgeting** process), yielding an **\$108,895 Over** the Original Budget (**See: Figure: 1**). This means we actually collected **96.5%** ($101.6\% \times 95\%$) of the **Taxes Levied**.
- 2) **Line 386- Interest Earned (36.3% over Amended budget) - Collected \$12,892 over Budget** due to continually increasing returns on the District's SBA Investment, where long-term operating funds are housed. The moving average of 0.84% (84 Basis Points) annualized, totals **\$48,441** to date.
- 3) **Line 390- Grants (17.4% over Amended budget) – Significantly on the rise, and \$70,747 over Budget**, is the increasing amount of **Grant money** recognized, totaling **\$476,701 (\$414,703 received/ \$61,998 earned Receivables) utilized for Applied Research**. Matching expenditures were ratably amended as the money became available for programs relative to: Operations, Personnel, Personnel Benefits (workers comp included), chemicals, utilities, entomology supplies and training.
- 4) **Line 392- Miscellaneous (64.1% under budget) – Collections in this Revenue category was 64.1% under Budget. Total Collections were, \$8,967 which include: salvage sales of \$1,553, Dorm Rents of \$800 and District's Arbovirus Workshop of \$6,427.**
- 5) **Line 461- Operating Expenses (55.7% of Amended Budget) – Retention of under-expended funds totaled \$227,716**, where material highlights include:

- a. **Aerial Ops-** No 3rd party aerial spraying was necessary for the year. Total **under-utilized/ expended** retention was in the amount of **\$200,000**.
- b. **Property Appraiser Fees-** **\$22,211 over-utilized**.
- c. **Tax Collector Commissions-** **\$25,111 under-utilized**.
- d. **Attorney Fees –** **\$2,638 under-utilized**.
- e. **Other Contract Services-** **\$25,607 under-utilized**

6) **Line 741 Chemicals/ Solvents** (52.2% of Budgeted) – The District houses additional **chemicals for emergencies**, as well as **anticipated increase in Aerial program usage**. Beginning of the year Budget is based on cost of ***Purchases**. The final presentation is based on actual usage as follows:

Figure: 2

	Fiscal YE 2022
Beginning Inv. 10/1/2021	\$ 689,030.40
*Purchases, follows Budget 21/22	\$ 315,682.06
Less: Ending Inventory 9/30/2022	\$ (694,891.75)
**Cost of Chemicals Consumed, 9/30/2022	\$ 309,820.71

7) **Line 900 Capital Outlay** (62.3% of Budgeted) - Under-expended funds amounted to **\$1,995,640**. Major contributors were uncontrollable delays in Building Construction Contracting Services, leaving a retention of **under-utilized amounts of \$249,326 in the Education Facility**, and **\$1,524,913 in the SIT Building Plan/ Design**. Additional, Under-spent funds were attributed to postponed purchasing of Drone, Bell Helicopter Improvements, Capital replacements/ Upgrades and other residual Aerial program necessities moved to the next Fiscal Year.

Thank You

Anastasia Mosquito Control District
Financial Statements
<UnAudited>
October 2021 through September 2022

	<Un-Audited> Actual Oct '21 - Sep '22	Budget (As Amended)	\$ Over/ (under) Budget	% of Budget
Revenues				
360 · Taxes	6,709,086	6,709,086	-	100.0%
386 · Interest Earned	48,441	35,549	12,892	136.3%
390 · Grants	476,701	405,954	70,747	117.4%
392 · Miscellaneous	8,967	25,000	(16,033)	35.9%
Total Revenues	\$ 7,243,195	\$ 7,175,589	\$ 67,606	100.9%
Expenditures				
405 · Personal Services	1,957,478	2,040,045	(82,567)	96.0%
445 · Personal Service Benefits	1,053,707	1,125,597	(71,890)	93.6%
461 · Operating Expenses	286,113	513,829	(227,716)	55.7%
572 · Travel & Per Diem	55,711	55,406	305	100.6%
580 · Telephone/Commun	19,037	25,904	(6,867)	73.5%
582 · Freight Service	5,199	6,000	(801)	86.6%
584 · Utility Service	42,787	64,000	(21,213)	66.9%
586 · Rentals/Leases	-	1,000	(1,000)	0.0%
588 · Fleet/Prop/Liab Insurance	124,343	160,000	(35,657)	77.7%
605 · Repairs & Maintenance	94,818	143,250	(48,432)	66.2%
663 · Printing/ Reproduction	-	500	(500)	0.0%
667 · Public Promotional Expense	6,594	20,000	(13,406)	33.0%
673 · Other Current Charges	7,967	16,377	(8,409)	48.7%
693 · Office Supplies	19,344	27,000	(7,656)	71.6%
696 · Protective Clothing	60	1,500	(1,440)	4.0%
698 · Misc. Supplies	130,974	171,257	(40,283)	76.5%
708 · Tools/Implements	7,207	12,000	(4,793)	60.1%
709 · Publications & Dues	22,874	40,240	(17,366)	56.8%
720 · Training	29,503	41,000	(11,497)	72.0%
723 · Gas, Oil & Lube	68,248	91,750	(23,502)	74.4%
741 · Chemicals/Solvents	309,821	593,090	(283,269)	52.2%
900 · Capital Outlay	3,303,201	5,298,841	(1,995,640)	62.3%
Total Expenditures	\$ 7,544,985	\$ 10,448,586	\$ (2,903,601)	72.2%
Surplus/(Deficit)	\$ (301,790)	\$ (3,272,997)	\$ 2,971,207	9.2%



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

ARTHROPOD CONTROL BUDGET AMENDMENT

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

NICOLE "NIKKI" FRIED
COMMISSIONER

Rule 5E-13.027, F.A.C.
Telephone: (850) 617-7911; Fax (850) 617-7939

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

Amendment No. **2023-01**

Fiscal Year: **2022-2023**

Date: **12/8/2022**

Amending: Local Funds X State Funds (Check appropriate fund account to be amended. Use a separate form for each fund). The Board of Commissioners for Anastasia Mosquito Control District hereby submits to the Department of Agriculture and Consumer Services, for its consideration and approval, the following amendment for the current fiscal year as follows:

ESTIMATED RECEIPTS

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

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
\$ 13,677,745.00	\$ 2,791,914.00	\$ 13,677,745.00	\$ 3,007,850.73	\$ -	\$ 16,685,595.73

NAME SOURCE OF INCREASE: (Explain Decrease)

BUDGETED RECEIPTS					
ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ 7,394,483.00	\$ -	\$ -	\$ 7,394,483.00
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ 290,000.00	\$ -	\$ -	\$ 290,000.00
361	Interest Earnings	\$ 7,500.00	\$ 8,128.68	\$ -	\$ 15,628.68
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 7,716,983.00	\$ 8,128.68	\$ -	\$ 7,725,111.68
Beginning Fund Balance		\$ 5,960,762.00	\$ 2,999,722.05	\$ -	\$ 8,960,484.05
Total Budgetary Receipts & Balances		\$ 13,677,745.00	\$ 3,007,850.73	\$ -	\$ 16,685,595.73

BUDGETED EXPENDITURES

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

ACCT NO	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	\$ 2,390,263.00	\$ -	\$ -	\$ 2,390,263.00
20	Personal Services Benefits	\$ 1,291,192.00	\$ -	\$ -	\$ 1,291,192.00
30	Operating Expense	\$ 560,645.00	\$ -	\$ -	\$ 560,645.00
40	Travel & Per Diem	\$ 52,723.00	\$ -	\$ -	\$ 52,723.00
41	Communication Services	\$ 25,904.00	\$ -	\$ -	\$ 25,904.00
42	Freight Services	\$ 2,500.00	\$ 3,000.00	\$ -	\$ 5,500.00
43	Utility Service	\$ 39,000.00	\$ -	\$ -	\$ 39,000.00
44	Rentals & Leases	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
45	Insurance	\$ 170,000.00	\$ -	\$ -	\$ 170,000.00
46	Repairs & Maintenance	\$ 200,150.00	\$ -	\$ -	\$ 200,150.00
47	Printing and Binding	\$ 500.00	\$ -	\$ -	\$ 500.00
48	Promotional Activities	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
49	Other Charges	\$ 6,325.00	\$ -	\$ -	\$ 6,325.00
51	Office Supplies	\$ 22,000.00	\$ -	\$ -	\$ 22,000.00
52.1	Gasoline/Oil/Lube	\$ 137,000.00	\$ -	\$ -	\$ 137,000.00
52.2	Chemicals	\$ 739,505.00	\$ -	\$ -	\$ 739,505.00
52.3	Protective Clothing	\$ 1,500.00	\$ 1,000.00	\$ -	\$ 2,500.00
52.4	Misc. Supplies	\$ 171,761.00	\$ 4,128.68	\$ -	\$ 175,889.68
52.5	Tools & Implements	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
54	Publications & Dues	\$ 30,240.00	\$ -	\$ -	\$ 30,240.00
55	Training	\$ 39,000.00	\$ -	\$ -	\$ 39,000.00
60	Capital Outlay	\$ 3,900,847.00	\$ -	\$ -	\$ 3,900,847.00
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 1,078,776.00	\$ -	\$ -	\$ 1,078,776.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 10,885,831.00	\$ 8,128.68	\$ -	\$ 10,893,959.68
0.001	Reserves - Future Capital Outlay	\$ 700,503.00	\$ 2,999,722.05	\$ -	\$ 3,700,225.05
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ 1,961,411.00	\$ -	\$ -	\$ 1,961,411.00
0.004	Reserves - Sick and Annual Leave	\$ 130,000.00	\$ -	\$ -	\$ 130,000.00
TOTAL RESERVES		\$ 2,791,914.00	\$ 2,999,722.05	\$ -	\$ 5,791,636.05
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 13,677,745.00	\$ 3,007,850.73	\$ -	\$ 16,685,595.73
ENDING FUND BALANCE		\$ -	\$ -	\$ -	\$ -

APPROVED: _____
Chairman of the Board, or Clerk of Circuit Court

DATE _____

APPROVED: _____
Mosquito Control Program

DATE _____

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
FISCAL YEAR ENDING SEPTEMBER 30, 2023

BUDGET AMENDMENT NUMBER 2023-01

PAGE 1 OF 1

COMPUTATIONS

LOCAL FUND

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

Receipts:

Revenue: Interest Earnings 8,128.68

8,128.68

Expenditures:

Freight Services (3,000.00)

Protective Clothing (1,000.00)

Misc. Supplies (4,128.68)

Budget Amendment (Net Effect)

-

II) Beginning Fund Balance, Increase, Adjusting Entry, Local Fund

Beginning Fund Balance, (<i>Actual</i>) 22/23 as verified/ reconciled <i>Post-Budget Passing</i>	\$ 8,960,484.05
Less: Beginning Fund Balance, (<i>Estimate</i>) as Passed in <i>Budget Hearing</i>	\$ (5,960,762.00)
Increase: in Beginning Fund Balance 22/23, Local Fund	<u>\$ 2,999,722.05</u>

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
FISCAL YEAR ENDING SEPTEMBER 30, 2023

LOCAL FUND BUDGET AMENDMENT NUMBER 2023-01

PAGE 1 OF 1

JOURNAL ENTRIES:

I) BUDGET AMENDMENT ADJUSTMENT ENTRIES:

Dr) EXPENDITURES: Freight Services	\$	3,000.00	
EXPENDITURES: Protective Clothing	\$	1,000.00	
EXPENDITURES: Misc. Supplies	\$	4,128.68	
Cr) REVENUE: Interest Earned			\$ 8,128.68

II) FUND BALANCE ADJUSTMENT ENTRIES:

ACCOUNTS AFFECTED

Beginning Fund Balance:

Beginning Fund Balance, Local Fund

(Increase of Beginning Fund Balance from Estimated amount per
DACS Annual Certified Budget to Actual as of Beginning of Fiscal Year)

INCREASE
\$ 2,999,722.05

=

Ending Fund Balance:

Reserves- Future Capital Outlay

(Increase Ending Fund Balance by equivalent Amount)

INCREASE
\$ 2,999,722.05

Unfinished 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

MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Jeanne Moeller, Chairperson

Trish Becker, Vice-Chairperson

Gayle Gardner, Secretary/Treasurer

Catherine Brandhorst, Commissioner

Gina LeBlanc, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Mr. Richard Weaver, Business Manager

DATE: December 1, 2022

RE: SIT (Sterile Insect Technology) Building Update

Mr. Glenn Harrell, President of the Harrell Construction Company will give a progress update on the SIT (Sterile Insect Technology) building.



4185 Sunbeam Road, Bldg 200, Jacksonville, FL 32257
904-739-5700 Phone 904-739-5959 Fax

Transmittal

To:	Board of Directors & Management	From:	Glen Harrell
Company:	AMCD	Pages:	1 of 1
Phone:		Date:	11/30/2022
Re:	AMCD SIT Building Schedules	CC:	Thompson, Super, File

☒ **Schedule Updates** ☐ **Specification** ☐ **Change Order** ☒ **Attached** ☐ **Under Separate Cover**

We continue to suffer from supply chain delays, shortages and back orders as previously discussed. We have been able to avoid many of the cost increases and delays by pre-purchasing the largest and most expensive pieces of equipment for this project. This leaves us dealing with shortages of manpower, aggregate based supplies, such as Concrete Block, Concrete and asphalt and asphalt base and fill dirt. While we have been able to maintain our schedule, we see no relief for the current situation ahead and have lost about 30 days due to these conditions and confusion with the county fire department.

We have attached a copy of our overall schedule for your use. Schedules are current through 11-18-22.

Thank you for your support on this project.

Glen L. Harrell, Jr.

President



Unfinished 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

2022 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Jeanne Moeller, Chairperson

Trish Becker, Vice-Chairperson

Gayle Gardner, Secretary/Treasurer

Catherine Brandhorst, Commissioner

Gina LeBlanc, Commissioner

TO: Board of Commissioners

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

DATE: December 8, 2022

RE: Approval of Committee Recommendation for Health, Dental and Life Insurance (2023)

The Insurance Committee received and reviewed the health insurance rates and plans from Florida Blue (7 plans). AMCD's current plan had a 5.86% decrease in rates, very unusual. Review of the other Florida Blue plans showed four plans had overall decrease in cost but had large increases in the deductible, and co-pays. Three plans had an increase in cost two with a higher deductible and all plans had higher co-pays. The lower cost options presented would alter the employee coverage by increasing the deductible and out of network costs, adding co-pays and removing currently allowed benefits, for this reason and the overall reduction in the current plans cost the committee did not consider these options as viable, all other options presented had less coverage and or a higher cost.

The committee also reviewed plans for Dental insurance from United Concordia (current plan). United Concordia continues to have a better plan and better rates with no rate increase for 2023.

The committee also reviewed plan for Life insurance from Guardian (current plan). With no rate increase for 2022.

Health Insurance:

The recommended plan is the Florida Blue Plan 5070/5071 (current)

Insurance Cost (less employee contribution)	\$ 468,479.13
---	---------------

HSA Contribution	\$ 148,300.00
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Total Health Insurance Cost	\$ 616,779.13
-----------------------------	---------------

Dental insurance:

The recommended plan is the United Concordia plan (current)

Insurance Cost (less employee contribution)	\$ 12,810.45
---	--------------

Life Insurance:

The recommended plan is the Guardian life insurance plan (current)

Insurance Cost	\$ 4,973.88
----------------	-------------

Total Yearly Insurance Cost	\$ 634,563.46
-----------------------------	---------------

Less Budgeted Amount	\$ 744,345.00
----------------------	---------------

Over/Under Budget	\$ (109,781.54)
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Attachment 1: Spreadsheet: For 2022 & 2023: Current plan 5070/5071 (Recommended)

Top of sheet - Health Insurance Breakdown: health care deductibles, maximum out-of-pocket amounts, HSA contribution amounts, employee costs, HSA totals, and employee contribution totals.

Bottom of sheet – Yearly Totals ALL Insurance: totals for health, dental, and life insurance plans, budget amount for insurance, and over/under budget amounts.

Attachment 2A & 2B: Spreadsheets:

For 2022 & 2023: Current plan 5070/5071 (Recommended)

Attachment 2A: deductibles, out-of-pocket maximums, plan benefits, employee rates, totals for the plans, employee contributions, HSA amounts and totals, plan totals, budget amounts, and over/under budget amounts.

Attachment 2B: employee contribution formula and amounts, maximum out-of-pocket expenses (based on highest family rate) and changes to employee contribution rates from last year.

RECOMMENDATION:

The Insurance Committee requests that the Board accepts their recommendation: To approve keeping our current health insurance plan (5070/5071) with Florida Blue (with a 5.86% decrease), keeping the HSA contribution amounts the same (\$2,700 for employee only & \$6,200 family); keeping our current United Concordia Dental Insurance Plan 8W (with no cost increase); and our current Guardian Life Insurance (at no cost increase for 2023).

ANASTASIA MOSQUITO CONTROL DISTRICT

January 1, 2023 Insurance Proposal

Attachment 1

Health Insurance Breakdown

Committee Recommendation		Last Years Costs	Recommendation: Current Plan
Coverage Year		2022	2023
DEDUCTIBLE	SINGLE	\$3,500.00	\$3,500.00
	FAMILY	\$7,000.00	\$7,000.00
MAX OUT OF POCKET	SINGLE	\$3,500.00	\$3,500.00
	FAMILY	\$7,000.00	\$7,000.00
HSA CONTRIBUTION	SINGLE	\$2,700.00	\$2,700.00
	FAMILY	\$6,200.00	\$6,200.00
EMPLOYEE COST (Deductible less HSA)	SINGLE	\$800.00	\$800.00
EMPLOYEE COST (Deductible less HSA not including employee contributions)	FAMILY	\$800.00	\$800.00
HSA TOTAL		\$124,600.00	\$148,300.00
LESS EMPLOYEE PORTION		\$55,000.98	\$69,259.47

Yearly Totals All Insurance

HEALTH		\$556,985.02	\$616,779.13
DENTAL		\$12,532.14	\$12,810.45
LIFE		\$4,272.24	\$4,973.88
TOTAL		\$573,789.40	\$634,563.46
BUDGET AMOUNT		\$592,686.00	\$744,345.00
UNDER/OVER BUDGET		-\$18,896.60	-\$109,781.54

ANASTASIA MOSQUITO CONTROL DISTRICT

January 1, 2023 Health Insurance: Health Savings Account Options

Attachment 2



COMMITTEE RECOMMENDATION		Last Years Rate Calculations		Recommendation Current Plan
COVERAGE	2022 Employee count	2022 Rates	2023 Employee count	2023 Rates
		5070/5071		5070/5071
Deductible	Single	\$3,500	Single	\$3,500
	Family	\$7,000	Family	\$7,000
Deductible Included In OOP Max		Yes		Yes
Coinsurance: Carrier% / Member %		100% / 0%		100% / 0%
Out of Pocket Max	Single	\$3,500	Single	\$3,500
	Family	\$7,000	Family	\$7,000
Preventive Servicer (Wellness)		\$0		\$0
Physician Services (PCP/Spec)		Deductible then 0%		Deductible then 0%
Urgent Care Service		Deductible then 0%		Deductible then 0%
Prescription Drugs (T1/T2/T3)		Deductible then 0%		Deductible then 0%
Specialty Meds (T1/T2/T3)		Deductible then 0%		Deductible then 0%
Inpatient Hospital Services		Deductible then 0%		Deductible then 0%
Outpatient Diagnostic Lab & X-Ray		Deductible then 0%		Deductible then 0%
Outpatient Advanced Imaging (MRI, Ct, Pet)		Deductible then 0%		Deductible then 0%
Outpatient Surgery		Deductible then 0%		Deductible then 0%
Emergency Health Services		Deductible then 0%		Deductible then 0%
RATE COMPARISON	Count	Monthly Premium Cost	Count	Monthly Premium Cost
Employee Only	14	\$795.78	9	\$749.14
Employee & Spouse	5	\$1,790.44	9	\$1,685.52
Employee & Child(ren)	1	\$1,414.30	2	\$1,331.42
Family	8	\$2,388.51	9	\$2,248.53
TOTAL	28	\$40,615.50	29	\$44,811.55
Total Current		\$40,615.50		\$44,811.55
a) Total Annual Premium: # of Employees X rate X 12 months:		\$487,386.00		\$537,738.60
b) Total Employee Portion: (25% difference between EE Only and applicable dep rate)		\$55,000.98		\$69,259.47
c) Total Annual Premium LESS Total Employee Portion:		\$432,385.02		\$468,479.13
Add: H.S.A. Annual Cost	Count	H.S.A. Annual Cost	Count	H.S.A. Annual Cost
d) Employee Only	14	\$37,800.00 \$2700 Per Employee	9	\$24,300.00 \$2700 Per Employee
e) All Other	14	\$86,800.00 \$6200 Per Employee	20	\$124,000.00 \$6200 Per Employee
Total Annual District Cost -- Total of c + d + e	28	\$556,985.02	29	\$616,779.13
Budgeted Amount		\$568,077.40		\$714,037.50
Over/ (Under) Budget		-\$11,092.38		-\$97,258.37

EMPLOYEE COSTS and RATES	2022 Employee count	Current Plan	Increase/ (Decrease) from 2022	2023 Employee count	Current Plan	Increase/ (Decrease) from 2023
Employee Only rate		\$795.78	\$0.00		\$749.14	\$0.00
= Employee portion	14			9		
Employee & Spouse rate		\$1,790.44			\$1,685.52	
Less: Employee Only rate		\$795.78			\$749.14	
x 25% of difference per month	\$994.66	\$248.67	\$22.87	\$936.38	\$234.10	\$14.57
x # of employees	5	\$1,243.33		9	\$2,106.86	
x 12 months						
= Employee portion		\$14,919.90			\$25,282.26	
Employee/ Children rate		\$1,414.30			\$1,331.42	
Less: Employee Only rate		\$795.78			\$749.14	
x 25% of difference per month	\$618.52	\$154.63	\$14.22	\$582.28	\$145.57	\$9.06
x # of employees	1	\$154.63		2	\$291.14	
x 12 months						
= Employee portion		\$1,855.56			\$3,493.68	
Family rate		\$2,388.51			\$2,248.53	
Less: Employee Only rate		\$795.78			\$749.14	
x 25% of difference per month	\$1,592.73	\$398.18	\$36.61	\$1,499.39	\$374.85	\$23.33
x # of employees	8	\$3,185.46		9	\$3,373.63	
x 12 months						
= Employee portion		\$38,225.52			\$40,483.53	
Total Employee portion		\$55,000.98			\$69,259.47	
Maximum Possible \$ Expenditure for an Employee (using family employee rate)	Maximum possible cost to an employee	\$5,578.16	\$439.32	Maximum possible cost to an employee	\$5,298.20	\$279.96

Red font denotes a higher cost than 2022 Green Font denotes a lower cost than 2022

ANASTASIA MOSQUITO CONTROL DISTRICT

January 1, 2023 Health Insurance: Health Savings Account Options

Attachment 2-A



COMMITTEE RECOMMENDATION		Last Years Rate Calculations			Recommendation Current Plan	
COVERAGE	2022 Employee count	2022 Rates		2023 Employee count	2023 Rates	
		5070/5071			5070/5071	
Deductible	Single	\$3,500		Single	\$3,500	
	Family	\$7,000		Family	\$7,000	
Deductible Included in OOP Max		Yes			Yes	
Coinsurance: Carrier% / Member %		100% / 0%			100% / 0%	
Out of Pocket Max	Single	\$3,500		Single	\$3,500	
	Family	\$7,000		Family	\$7,000	
Preventive Servicer (Wellness)		\$0			\$0	
Physician Services (PCP/Spec)		Deductible then 0%			Deductible then 0%	
Urgent Care Service		Deductible then 0%			Deductible then 0%	
Prescription Drugs (T1/T2/T3)		Deductible then 0%			Deductible then 0%	
Specialty Meds (T1/T2/T3)		Deductible then 0%			Deductible then 0%	
Inpatient Hospital Services		Deductible then 0%			Deductible then 0%	
Outpatient Diagnostic Lab & X-Ray		Deductible then 0%			Deductible then 0%	
Outpatient Advanced Imaging (MRI, Ct, Pet)		Deductible then 0%			Deductible then 0%	
Outpatient Surgery		Deductible then 0%			Deductible then 0%	
Emergency Health Services		Deductible then 0%			Deductible then 0%	
RATE COMPARISON	Count	Monthly Premium Cost		Count	Monthly Premium Cost	
Employee Only	14	\$795.78		9	\$749.14	
Employee & Spouse	5	\$1,790.44		9	\$1,685.52	
Employee & Child(ren)	1	\$1,414.30		2	\$1,331.42	
Family	8	\$2,388.51		9	\$2,248.53	
TOTAL	28	\$40,615.50		29	\$44,811.55	
Total Current		\$40,615.50			\$44,811.55	
a) Total Annual Premium: # of Employees X rate X 12 months:		\$487,386.00			\$537,738.60	
b) Total Employee Portion: (25% difference between EE Only and applicable dep rate)		\$55,000.98			\$69,259.47	
c) Total Annual Premium LESS Total Employee Portion:		\$432,385.02			\$468,479.13	
Add: H.S.A. Annual Cost	Count	H.S.A. Annual Cost		Count	H.S.A. Annual Cost	
d) Employee Only	14	\$37,800.00	\$2700 Per Employee	9	\$24,300.00	\$2700 Per Employee
e) All Other	14	\$86,800.00	\$6200 Per Employee	20	\$124,000.00	\$6200 Per Employee
Total Annual District Cost -- Total of c + d + e	28	\$556,985.02		29	\$616,779.13	
Budgeted Amount		\$568,077.40			\$714,037.50	
Over/ (Under) Budget		-\$11,092.38			-\$97,258.37	

Red font denotes a higher cost than 2021 Green Font denotes a lower cost than 2021

ANASTASIA MOSQUITO CONTROL DISTRICT

January 1, 2023 Health Insurance: Health Savings Account Options

Attachment 2-B



COMMITTEE RECOMMENDATION		Last Years Choice			Recommendation Current Plan	
		2022 Rates			2023 Rates	
		5070/5071			5070/5071	
EMPLOYEE COSTS and RATES	2022 Employee count	Current Plan	Increase/ (Decrease) from 2022	2023 Employee count	Current Plan	Increase/ (Decrease) from 2023
Employee Only rate		\$795.78	\$0.00		\$749.14	\$0.00
= Employee portion	14			9		
Employee & Spouse rate		\$1,790.44			\$1,685.52	
Less: Employee Only rate		\$795.78			\$749.14	
x 25% of difference per month	\$994.66	\$248.67	\$22.87	\$936.38	\$234.10	\$14.57
x # of employees	5	\$1,243.33		9	\$2,106.86	
x 12 months						
= Employee portion		\$14,919.90			\$25,282.26	
Employee/ Children rate		\$1,414.30			\$1,331.42	
Less: Employee Only rate		\$795.78			\$749.14	
x 25% of difference per month	\$618.52	\$154.63	\$14.22	\$582.28	\$145.57	\$9.06
x # of employees	1	\$154.63		2	\$291.14	
x 12 months						
= Employee portion		\$1,855.56			\$3,493.68	
Family rate		\$2,388.51			\$2,248.53	
Less: Employee Only rate		\$795.78			\$749.14	
x 25% of difference per month	\$1,592.73	\$398.18	\$36.61	\$1,499.39	\$374.85	\$23.33
x # of employees	8	\$3,185.46		9	\$3,373.63	
x 12 months						
= Employee portion		\$38,225.52			\$40,483.53	
Total Employee portion		\$55,000.98			\$69,259.47	
Maximum Possible \$ Expenditure for an Employee (using family employee rate)	Maximum possible cost to an employee	\$5,578.16	\$439.32	Maximum possible cost to an employee	\$5,298.20	\$279.96

Red font denotes a higher cost than 2021 Green Font denotes a lower cost than 2021

Unfinished Business #3

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Heather Keating, Administrative Assistant

DATE: December 1, 2022

RE: Discussion & Approval for Commissioner Brandhorst to Attend AMCA Annual Meeting 2023

The District budget has funds for two Board members to attend the AMCA Annual Meeting, Reno Nevada, February 27th – March 3rd 2023. At the October 13th meeting the Board approved two Board members to join the AMCA Annual Meeting. Commissioner Becker was invited to give a presentation regarding the sunshine law and Commissioner Gardner planned to attend as well. In addition, Commissioner Brandhorst is requesting to attend the AMCA Annual Meeting, if possible.

According to District policy, Commissioners planning to travel outside of SJC for mosquito control business need approval from the Board of Commissioners. After discussion and approval of Commissioner Brandhorst's request, the District will need to complete a budget amendment.

Thank you

New Business

#1



AMCD Interns 2022

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

AMCD INTERNSHIP PROGRAM GOALS



1. Enhance our mosquito control program through education and applied research
2. Encourage interest in mosquito control for both scientific and non-scientific students
3. Mentor interns in scientific method, laboratory standards, and mosquito control
4. New technologies/methods are evaluated and developed to benefit our employees and mosquito control

INTERN RESOURCES



- University of North Florida (15)
- University of Florida (3)
- University of Miami (9)
- University of South Florida (2)
- University of Central Florida (1)
- University of North Carolina (2)
- University of New England (1)
- Johns Hopkins University (2)
- Saint Leo University (1)
- Florida State University (2)
- Flagler College (16)
- St. Johns River State College (2)
- Kasetsart University, Thailand (1)
- Rutgers University (1)
- Local high school (10)
- Cornell University (1)
- Western Carolina University (4)
- Eastern Carolina University (1)
- Georgia Southwestern State U (1)

Total number of interns trained since 2005



- 29 graduate students (1 FY22)
- 35 undergraduate students (1 FY22)
- 16 high school students (6 FY22)
- Total to date: 79

ACADEMY OF BIOTECHNOLOGY AND MEDICAL RESEARCH (6 WEEK INTERNSHIP)



ARTHI RAMASWAMY



IULIA BERIANU



JACE LIM



KEATS REDDICK

LEARNING NEW SKILLS

Setting up different types of mosquito traps



Light trap – attracts mosquitoes using light and dry ice (CO₂)



Gravid traps – attracts mosquitos that have recently blood fed since they want to lay eggs after they feed.



Salinity Study



Blood feeding mosquitos

Mosquito Egg counting



Mosquitos would lay their eggs on these special papers that have a tree-like texture



Counting eggs under microscope, red symbolizing an unhatched egg.

There were 3 types of eggs that needed to be identified: unhatched, hatched, and collapsed as identified by the 3 colors below. Hatched eggs were usually chopped in life and had a top off and collapsed looked like deflated balloon.



Red: unhatched, light blue: collapsed, dark blue: hatched

In the Lab

Multi-channel pipet



After collecting blood samples, an ELISA is conducted to determine if chickens are positive for West Nile virus and a report is sent out weekly of their status



Washing and rinsing machine used for ELISAS



ELISA kit

ELISA results



Salinity experiment

- Collected water samples throughout district measuring pH, salinity, dissolved solids, and dissolved oxygen.
- Then based on salinity results, set up experiment testing salinity at 5 levels - 0.05, 0.5, 1, 1.5, and 2 with a control.
- Counted eggs for each salinity level for 2 different mosquito species – *Albopictus* and *Aegypti*.

SURVEILLANCE TEAM HIGH SCHOOL INTERNS

Maddox Kaufenberg
June-August, 2022



Jonathan Shugart
June-August, 2022



SENTINEL CHICKEN PROGRAM



Chicken being calmed down



Vial with chicken serum



SHEALYN PROFLIAS (6 WEEK INTERNSHIP)

- Senior at Rutgers University
- Pursuing a BS in Public Health
- Needed 150 hours for degree Capstone Project



LARVAL BIOASSAY OF GROPRO® SKEETER AGAINST *CULEX QUINQUEFASCIATUS*

- Evaluated the biological activity of a mosquito larvicide, GROPRO® SKEETER

- ACTIVE INGREDIENTS

- GARLIC OIL
- NEMATODE (*Heterohabditis megidis*)
- SOYBEAN OIL



Kassidy Caride
M.S. Graduate Student, Florida State University

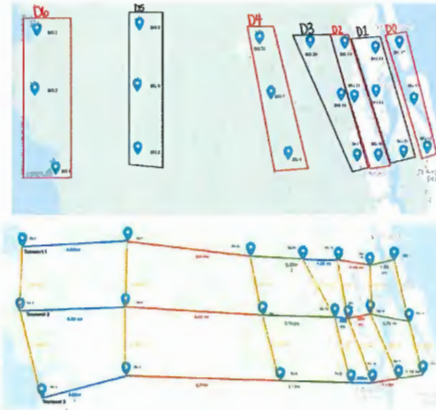


Environmental factors influencing urban container breeders in St. Johns County

Purpose:

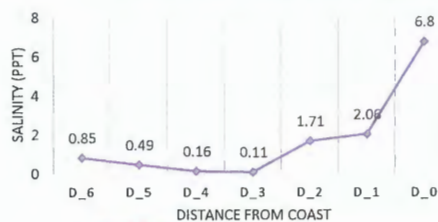
- Effect of salinity on the population distribution of *Aedes aegypti* / *Ae. albopictus*

Transect	Average Distance from Coast
(D_0)	0.423 miles
D_1	2.03 miles
D_2	3.14 miles
D_3	4.20 miles
D_4	6.95 miles
D_5	12.9 miles
D_6	17.3 miles

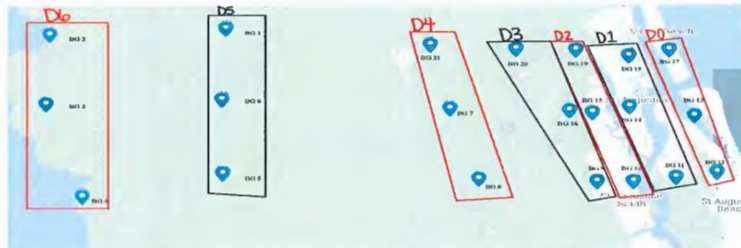
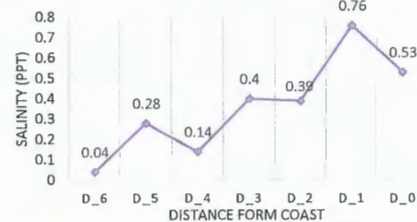


Environmental factors influencing urban container breeders in St. Johns County

NATURAL WATER SOURCES



CONTAINERS



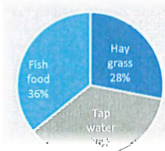
- Objectives:

-

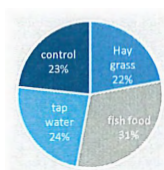
Results

- 29,348 eggs collected
 - Tap water- 36.15% (3,536 ± 929)
 - Fish Food- 35.79% (3,501 ± 1,060)
 - Hay grass-28.05% (2,745 ± 1,060)
- Collapse rate:
 - Fish Food- 35.28% (487 ± 26.26)
 - Tap water- 27.16% (383 ± 42.22)
 - Control- 34.31% (228 ± 70.71)
 - Hay grass-25.24% (355 ± 32.31)
- Hatch Rate:
 - Control-34.31% (292 ± 196.57)
 - Hay grass- 17.2% (243 ± 137.70)
 - Fish food- 17.2% (209 ± 112.96)
 - Tap water- 7.30% (103 ± 56.88)

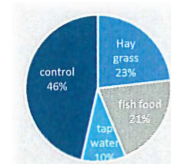
SIRENIX Egg Numbers



SIRENIX Collapse Rate



SIRENIX Hatch Rate



AMCD Benefits from all interns and their projects

- Supports AMCD's mission
- Training future mosquito control professionals. 8 employees from interns since 2005
- Outside funding
- Increase collaborations
- Adds equipment (AGO, In2Care traps, rotator traps, BG traps, barrier machines, thermal foggers)
- Adds materials (new attractants, technical samples)
- Applied Research benefits employee training by increasing knowledge of local mosquito biology and control, and brings AMCD's operation to a more scientific level

Thank you

- AMCD Board of Commissioners for supporting our internship program
- AMCD Operations Team for training the interns in the field of mosquito control
- AMCD Science Team for mentoring the interns

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

MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Heather Keating, Administrative Assistant

DATE: December 1, 2022

RE: AMCD Financial Investment Update

Based on Auditor and financial committee recommendation, the District will transfer money from the WellsFargo Account to the SBA, to increase the amount of interest that will accrue.

Thank you

New Business

#3

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

MEMO

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BOARD OF COMMISSIONERS:

Jeanne Moeller, Chairperson
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Gayle Gardner, Secretary/Treasurer
Catherine Brandhorst, Commissioner
Gina LeBlanc, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Heather Keating, Administrative Assistant

DATE: December 1, 2022

RE: Recognition & Appreciation for Commissioner Jeanne Moeller

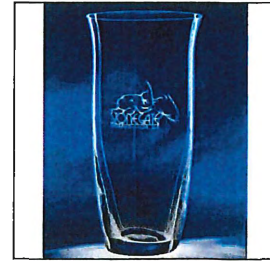
Commissioner Becker will recognize and present a flower vase to Commissioner Jeanne Moeller for 16 years of service on the AMCD board and for serving as the 2022 chairperson.



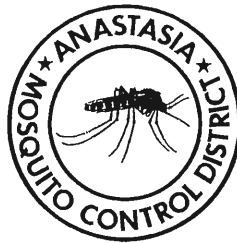
RECOGNITION SOURCE

AWARDING SUCCESS

P: 214-678-9994 W: WWW.RECOGNITIONSOURCE.COM



7046 - ADRIANNA CRYSTAL VASE
10"H X 5"W X 5"D (F)



Mrs. Jeanne Moeller

*In Recognition of your hard work,
dedication, and commitment to the
Board, Employees, and the Mission
and Goals of AMCD in serving as
Commissioner/Chairperson
from 2007 - 2022*



The Board of Commissioners
Anastasia Mosquito Control District
St. Johns County, Florida

Presented to

Mrs. Jeanne Moeller

Chairperson January 1, 2022 - December 31, 2022

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 2022



SPECIAL DISTRICTS AWARDS 2022 - LEADERSHIP

Anastasia Mosquito Control District Prevents Mosquito-Borne Illnesses for 18 Years

Commissioner Jeanne Moeller has embraced innovative technologies.

September 28, 2022



Overview

The Anastasia Mosquito Control District (AMCD) in St. Johns County, Florida, has become a national leader in mosquito control by adopting and promoting new technology. The district serves a population of more than 270,000 people and is led by Jeanne Moeller, who has served as commissioner for the district's board of

commissioners for 16 years.

Impact

St. Johns County has been free of any locally acquired mosquito-borne illnesses since 2004 thanks to AMCD's embracing of innovation. Moeller has driven collaboration between AMCD and institutions of higher learning to explore and adopt new technology, from customer service software to aerial spray capability. AMCD has also consolidated four substations into a centralized state-of-the-art facility, which has helped the district save at least \$500,000 a year and improve its operations. In addition, the district has built a strong applied research department, which has brought in \$2 million in state, federal and private grants over the last five years.

Advice

AMCD recommends the following actions:

- Collaborate with institutions of higher learning and industry to develop customized software and databases for customer service.
- Adopt and modify new technology to improve operations.
- Conduct applied research based on district needs.
- Make smart hires by matching the right people with the right jobs.

Reports

Director report (October 2022)

Program Management: Customer & professional service and service request process: AMCD answered 906 service requests. Three scientists reviewed 8 manuscripts (JAMCA, Acta Trop, Trop Med, Pest Management Sciences, Journal of Medical Entomology, Environmental Entomology, Insects, and International Journal of Pest Control). Dr. Xue attended AMCA Executive Committee zoom meeting and monthly Board zoom meeting and NACCHO vector working group zoom meetings. Mr. Weaver attended FMCA EC meeting. Dr. Peper works on the Wing Beats adv for the FMCA.

Surveillance: So far 8 WNV & 3 SLE (?) positive sentinel chickens were confirmed. One horse with EEE was confirmed and one horse with suspected WNV was reported in late October. One human WNV case closed to SR 312 was reported in late October and one imported dengue case in P.V. area was confirmed and two imported malaria were confirmed in NW area. St. Johns County is under mosquito-borne illness advisory from November 2. BG sentinel traps with BG lures and dry ice and ovitraps for *Aedes* mosquitoes and arbovirus surveillance were continued at once a week. The adult mosquitoes (5,954) were caught by BG traps baited with dry ice and 2,536 adults caught by CDC traps baited with octenol. The mosquito population and density were double increases, compared with the density report in September.

Ground and aerial operation: Positive larval dips were 466 and MC Technicians treated larvae for 214 times for 792 acres by ground application. Conducted barrier spraying 41 times for 26 acres. ULV truck sprayed for 65 times and treated 36,040 acres. Aerial larviciding was conducted for 1 time to treat 40 acres and aerial adulting at 11 times to treat 4,868 acres.

Applied research: DACS's grant projects about nanoparticles have been continued. A new ovitrap (SIRENIX) has been tested against eggs in the outdoor enclosures. The CDC for the aerial adulting testing project has been started. The DoD action threshold grant's 2nd year has been written as a manuscript and submitted to PLoS one for consideration of publish. Commissioner Mrs. Moeller received the leadership award for her contribution and promotion of collaboration with University/institute to conduct applied research from AT&T governmental technology for special districts.

Education: Three Commissioners and 23 employees have been scheduled to attend the FMCA annual meeting for different day. Commissioner Mrs. Becker, Dr. Qualls and other staff attended the AAUW meeting and visiting. Education Specialist & Chief Pilot attended the Ancient City Kids, Cracker Day, 4-H tour, SJV School program. AMCD received the award for business partnership from SJC School Board for PV High School intern training. District hosted several visitors from local citizens and industries. Face book, twitter, and website have been updated at weekly.

Business Management & Administration:

Serve to the Board of Commissioners: Staff prepared for October 3 (final public hearing postponed due to hurricanes Ian) and October 13's Board meeting, and Board meeting minutes, proposed and final agenda. Prepare for the Disease Vector Education center dedication ceremony on December 8 at 4pm.

Budget and Auditor: Updated FY22/23 new budget and prepared for auditor report. TRIM has been certified by the state.

Contract: Uniform contract has been renewal after the Board approved. SIT building is under construction. Education building interior installation has been under process.

Insurance: The fleet insurance and worker comp with the Thomas Baker Company has been renewed in October after the Board approved in September.

HR & Policy: Administration Assistant Mrs. H. Keating starts from October 4 as a full time. Operation Manager Mrs. Kay Gaines retired on October 1, 2022 after 22 years services. Employee handbook has been updated by the committee based on Lee CMCD HR Director, Mrs. J. Small's recommendation. Other job tile changes (mosquito control engineer, Lab Manager, Senior Mechanic) and promotion have been approved and effected from October 4, 2022.

Meeting:

October 1. Attended Mrs. Kay Gaines retirement party with several employees.

October 2. Reviewed a manuscript for the International Journal of Pest Control.

October 3. 10am. Met Commissioner Mrs. Brandhorst about final public hearing. 2pm. Met New Mountain CEO about his new trap testing. 5:30pm. Attended final public hearing due to hurricane Ian's postpone.

October 4. 10am. Met an employee about conflicting with other.

October 5. 8am. Met a staff about employee conflicting issue.

October 6. 1pm. Met Commissioner Mrs. Moeller about employee conflicts 2:30pm. Flew with Chief Pilot to inspect flooding situation. 4pm. Held the aviation group meeting.

October 7. Reviewed a larvicide paper for Acta Tropic. Worked on AMCA annual meeting program.

October 10. Reviewed a repellent manuscript for Environmental Entomology. 11:30am. Held staff meeting about FEMA application.

October 11. Met a pest control representative about training at AMCD. 12pm. Attended AMCA EC meeting. 1pm. Attended an intern student interview from UF. 2pm. Attended special district group meeting about auditing. Schedule aerial spraying for Flagler Estate at night.

October 12. 9am. Attended zoom meeting with Dr. Sallam, Dr. Scott, and other Director from Walter Reed Institute about collaboration. 2pm. Field visit and conduct LRC before and after aerial spraying.

October 13. Am. Met the employee about new tasking. 2pm. Checked LRC in the field after aerial spraying. 4pm. Met Attorney about edu building and ATSB law suit issue. 5pm. Attended Board meeting.

October 14. Schedule aerial spraying and conducted LRC. Reviewed a manuscript for PLoS one.

October 15. 8am-2pm. Worked in the field about evaluation of aerial spraying and pulverized ULV spraying.

October 17. 9am. Met a company representative from ENVRO about testing products. 10am. Met Dr. Kline and his Technician from USDA/CMAVE for collaboration. Field visit and LRC after aerial spraying. Reviewed a manuscript about In2Care trap for JME.

October 18. 8am. Attended zooming meeting. 10am. Held staff meeting. 1pm. Field LRC and checked the aerial spraying results. 5pm. Visited aerial testing site.

October 19. 11am. Attended NACCHO vector working group zooming meeting.

October 20. 7:30am. Attended Kiwanis club meeting and listen to County Commissioner Chair speech about 1 center tax increase. 10am. Met Commissioner Mrs. Brandhorst for check signatures and operation report. 12pm. Attended AMCA Board meeting by zooming. 1pm. Met two company representative for backpacking sprayer evaluation. 3pm. Schedule aerial spraying and field site visit and LRC.

October 21. 10:30am. Met 2 representatives from Japan company and one from MGK about collaboration.

October 24. 1pm. Attended AMCA legislation committee meeting by virtual.

October 25. 9am. Hosted Mr. Max Kiefer (retired from CDC) visiting at AMCD. 10am. AMCD held University of Women Club meeting and visiting. Commissioner Mrs. Becker held the meeting and visit. 12pm. Attended ESA intern program interview meeting by virtual.

October 26. 9am. Attended zoom meeting with Jeff Klotz about zoning information of the property next to AMCD.

October 27. JFMCA committee report. Aerial spraying and LRC summary. Ppt for Latin American SOVE.

October 28. Pm. Travel for LASOVE meeting.



Florida Department of Revenue
Property Tax Oversight

Jim Zingale
Executive Director

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

November 7, 2022

Ruide Xue , Director
Anastasia Mosquito Control District of St. Johns County
120 EOC Drive
St. Augustine, Florida 32092

RE: Truth in Millage (TRIM) Certification

Dear Dr. Xue:

The Department of Revenue has reviewed the millage certification documents that your taxing authority submitted. The Department has found no violation of the certification requirements in subsections 200.065(1)-(4), (6)-(12), (14), and (15), Florida Statutes, and therefore accepts the certification as meeting the stated requirements.

The Department has also reviewed the maximum millage levy calculation final disclosure documents your taxing authority submitted. The Department's review included documents relating to the millage levying processes and the total taxes levied by your principal taxing authority and any dependent special districts and MSTUs (for counties). Based on these documents, the Department has determined that your taxing authority is in compliance with the maximum total taxes levied requirements, and thus the maximum millage levy requirements, of section 200.065(5), Florida Statutes.

Sincerely,

Rene Lewis, Program Director
Property Tax Oversight

BS/#65.05

Dear Anastasia Mosquito Control District,

CONGRATULATIONS! We are pleased to inform you that Anastasia Mosquito Control District is selected as a host site for the Public Health Entomology for All (PHEFA) Summer 2023 internship for ungraduated and high school students. The PHEFA program was created by the **Entomological Society of America (ESA)** in partnership with the United States Centers for Disease Control and Prevention to encourage high school students and undergraduates to pursue entomology as a career. The PHEFA program is designed to engage underrepresented communities to provide more educational opportunities in entomology that it relates to public health.

ESA will be hosting a virtual kick-off call for host sites in December and would like **at least one representative from your district to attend. Please share with us your availability by completing the doodle poll no later than November 17, 2022.** During the call, site representatives will have the opportunity to meet, share your district's goals for the PHEFA internship program, and network with each other. We will also be sharing program information and preparation materials leading up to Summer 2023. Please respond by **December 1, 2022, by emailing Elynn Owens at eowens@entsoc.org.** In the interim, we will be working on a **Memorandum of Understanding for your review.**

If you are attending the Joint Annual Meeting, we hope to see you at the **PHEFA Reception in Vancouver, Canada** on Wednesday, November 16, 2022, from 12:00 pm to 1:30 pm PT. Please do not hesitate to contact us if you have any additional questions.

Thank you,

Elynn Owens
DEI and Grants Program Manager
Entomological Society of America (ESA)
Email: eelee@entsoc.org

Treatment Summary

From Date : 10-01-2022

To Date : 10-31-2022

Zone : All

Material : All

Task : All

Printed on 2022-11-04 09:03:28 EST

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	2328 ea	7.21 acre	322.68 ea / acre	35 times
Altosid XR	15 ea	0.03 acre	435.54 ea / acre	2 times
Altosid XRG	200 lb	33.33 acre	6 lb / acre	8 times
Aquabac XT	10188 fl oz	636.75 acre	16 fl oz / acre	108 times
Aqualure 20-20 1:5	3618.83 fl oz	14008.38 acre	0.26 fl oz / acre	20 times
B.t.i. Briquets	767 ea	1.76 acre	435.54 ea / acre	30 times
Cocobear	804 fl oz	2.09 acre	384.02 fl oz / acre	14 times
Dibrom .7	38400 fl oz	54868.49 acre	0.7 fl oz / acre	11 times
Duet 50%	10992 fl oz	7001.27 acre	1.57 fl oz / acre	24 times
Mosquitomist Two	10624 fl oz	15030.16 acre	0.71 fl oz / acre	21 times
Natular DT	48 ea	0.01 acre	6666.67 ea / acre	1 times
Sustain MBG	830 lb	110.67 acre	7.5 lb / acre	16 times
Sustain MBG Air	400 lb	40 acre	10 lb / acre	1 times
Talstar P	8.88 gal	26.35 acre	0.34 gal / acre	41 times

Task Time Summary

From Date : 10-01-2022

To Date : 10-31-2022

Zone : All

Employee Name : All

Printed on 2022-11-04 09:08:40 EST

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	1130:21 hrs	199	6046:24 hrs
Aerial Adulticide	21:11 hrs	11	
Aerial Ground Crew	31:32 hrs	8	
Aerial Larvicide	00:39 hrs	1	
Aerial Maint	185:11 hrs	82	
Aerial Survey	32:45 hrs	12	
AM Briefing	34:42 hrs	90	
Assist	134:16 hrs	45	
Building & Grounds Work	316:06 hrs	185	
Chicken Program	145:17 hrs	77	
Computer Repair	174:00 hrs	19	
Daily Paperwork	150:54 hrs	254	
Field Experiment	125:20 hrs	31	
Fish Placement	01:10 hrs	2	
Fish Program	07:30 hrs	9	
Fog Mission Serv Req	57:23 hrs	359	
Ground Adulticide	204:16 hrs	82	
Ground Larvicide	335:44 hrs	214	
Ground Site Inspection	621:38 hrs	603	
Hand Adulticide	126:02 hrs	161	
Insectary	378:28 hrs	61	
Inventory	09:45 hrs	4	
Lab Experiment	212:26 hrs	41	
Mechanics Time	228:43 hrs	30	
Meeting	63:40 hrs	59	
Molecular Lab Work	327:30 hrs	37	
Mosquito Trap BG	47:55 hrs	11	
Mosquito Trap CDC Oc	138:43 hrs	256	
Mosquito Trap ID	15:42 hrs	8	
Produce Papers & Programs	84:00 hrs	28	
Project Research	12:00 hrs	3	
Public Relations	55:43 hrs	20	
Public School Program	05:00 hrs	1	
Rain Gauges	02:53 hrs	47	
Resupplying Trucks	135:38 hrs	193	
Source Reduction (tires)	02:15 hrs	1	
Supervisory	124:50 hrs	32	
Training Classroom	03:15 hrs	3	
Training Field	04:00 hrs	2	
Travel	02:00 hrs	3	
Vehicle Maintenance	36:46 hrs	45	
Annual Leave	152:00 hrs	21	
Leave Without Pay	31:30 hrs	4	
Sick Leave	135:45 hrs	16	

CDC Octenol					
10/1/2022					
To :					
10/31/2022					
Trap Type :					
CDC Octenol					
	2022 10				
Species Name	4	11	19	25	Species Total
Ae aegypti	0	0	0	0	0
Ae albopictus	0	0	1	0	1
Ae atlanticus	19	751	1156	43	1969
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	0	5	16	21
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	1	1
Ae taeniorhynchus	1	143	20	3	167
Ae triseriatus	0	0	0	0	0
Ae vexans	0	0	1	0	1
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	14	30	95	35	174
An perplexens	0	0	0	0	0
An punctipennis	0	0	0	0	0
An quadrimaculatus	0	0	0	0	0
An walkeri	0	0	0	0	0
Cq perturbans	0	0	0	0	0
Cs inornata	0	0	0	0	0
Cs melanura	2	17	9	14	42
Cx coronator	0	0	0	0	0
Cx eraticus	0	11	7	2	20
Cx nigripalpus	51	149	132	61	393
Cx quinquefasciatus	2	1	24	3	30
Cx restuans	0	0	0	0	0
Cx salinarius	0	0	0	1	1
Cx territans	0	0	0	0	0
Ma dyari	0	2	0	0	2
Ma titillans	1	0	0	0	1
Or signifera	0	0	0	0	0
Ps ciliata	2	0	2	0	4
Ps columbiae	2	13	0	0	15
Ps cyanescens	0	0	0	0	0
Ps ferox	0	8	2	0	10
Ps howardii	0	0	0	0	0
Tx rutilus	0	0	0	0	0
Ur lowii	0	0	0	1	1
Ur sapphirina	0	0	2	0	2
Wy Mitchelli	0	0	0	0	0
Daily Total	94	1125	1456	180	2855

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

BG Trap					
10/1/2022					
To :					
10/31/2022					
Trap Type :					
BG					
	2022 10				
Species Name	6	13	20	27	Species Total
Ae aegypti	61	164	9	61	295
Ae albopictus	33	47	2	36	118
Ae atlanticus	3	192	13	1	209
Ae canadensis	0	0	0	0	0
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	4	663	49	108	824
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	0	0
Ae taeniorhynchus	15	908	11	62	996
Ae triseriatus	0	0	0	0	0
Ae vexans	0	3	0	0	3
An atropos	0	0	0	0	0
An bradleyi	1	0	0	0	1
An crucians	21	98	11	128	258
An perplexens	0	0	0	0	0
An punctipennis	0	0	0	0	0
An quadrimaculatus	6	2	0	8	16
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	2	6	1	9
Cx erraticus	24	3	1	0	28
Cx nigripalpus	80	1519	104	985	2688
Cx quinquefasciatus	333	547	93	1297	2270
Cx restuans	1	0	0	0	1
Cx salinarius	0	0	0	0	0
Cx territans	0	0	0	0	0
Ma dyari	0	0	0	1	1
Ma titillans	0	0	0	0	0
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	3	381	2	37	423
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 Mitchelli	1	1	0	0	2
Daily Total	586	4530	301	2725	8142

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

Attachments



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

NOTICE OF INSPECTION

NICOLE "NIKKI" FRIED
COMMISSIONER

Rule 5E-2.041, 5E-14.1025, 5E-13.034, F.A.C.
Telephone Number (850) 617-7996

Respond to:

Bureau of Inspection and
Incident Response
3125 Conner Blvd, Suite N
Tallahassee, FL 32399-1650

File Number: 422 DBI-2118 Date: 11-3-22 Time: 8:00 AM PM
Name of Individual: Brian M. Mays Title: Business Manager
Name of Firm: Amelia's Moss Horticultural Products
Address: 140 Fox Dr City: St. Augustine State: FL Zip: 32080
Signature of Department Representative: [Signature] Title: FBI

REASON FOR INSPECTION

- ☐ For the purpose of inspecting and obtaining samples of any pesticides or devices packaged, labeled, and released for shipment, and samples of any containers or labeling for such pesticides or devices, in places where pesticides or devices are held for distribution or sale. Authority: Sections 487.071, 487.031(13)(r), and 487.163(2), Florida Statutes.
- ☐ For the purpose of inspecting and obtaining copies of records or information specified in Sections 487.048, 487.160, or 487.0251, Florida Statutes; or Sections 5E-2.028, 5E-2.039, 5E-9.032 or 5E-9.033, Florida Administrative Code; or Section 8 of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), as amended; or Part 169 or Part 170, Title 40, Code of Federal Regulations. Authority: Sections 487.071, 487.031(13)(h) and (r), and 487.163(2), Florida Statutes.
- ☐ For the purpose of inspecting public or private sites; vehicles, and/or equipment; and collecting samples and data where pesticides are known or thought to be stored or used; to determine if pesticides are being used in compliance with Chapter 482 and/or Chapter 487, and/or Chapter 388, Florida Statutes, and/or Rule Chapters 5E-2, 5E-9, 5E-13, or 5E-14, Florida Administrative Code. Authority: Sections 388.3711; 482.032; 482.061; 487.071; and/or 487.031, Florida Statutes.
- ☐ For the purpose of inspecting licensed business locations to gather information and/or samples in connection with the administration and enforcement of Chapter 482, Florida Statutes, and/or Chapter 5E-14, Florida Administrative Code. Authority: Sections 482.032 and 482.061, F.S.

Purpose of Visit: Business Manager

Signature of FDACS Employee

Title

Date

Signature of Person Interviewed

Title

Date



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

**MOSQUITO CONTROL PESTICIDE
USE INSPECTION REPORT**

ADAM H. PUTNAM
COMMISSIONER

Section 388.361, F.S.
Telephone: (850) 617-7996; FAX (850) 617-7968

Return to:

Bureau of Inspection and
Incident Response
3125 Conner Blvd, Suite N,
Tallahassee, FL 32399-1650

DATE OF INSPECTION: 11/7/02

I. FACILITY

NAME: Angelina's Day Care	TELEPHONE NO: (904) 471-3107
ADDRESS: 1222 E. 9th St	COUNTY: St. Johns
CITY: Jacksonville	ZIP CODE: 32204
INDIVIDUAL IN CHARGE: Richard Weaver	TITLE: Director
INDIVIDUAL INTERVIEWED: Richard Weaver	TITLE: Director
NUMBER FULL TIME EMPLOYEES: 32	NUMBER PART TIME EMPLOYEES: 6
NUMBER CERTIFIED IN PHPC: 35	

II. PESTICIDE STORAGE

	YES	NO
Is storage area clean, orderly and secure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have all cancelled, suspended, unregistered, and/or chemically unstable products been properly stored or disposed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are appropriate pesticide labels carried inside cab and on secondary container on spray vehicle?	<input type="checkbox"/>	<input type="checkbox"/>

III. DISPOSAL

Are procedures for the disposal of pesticide containers consistent with label directions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are rinsates added to spray mixes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a system utilized that minimizes contamination of soil, water, and environment at the wash down area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DISPOSAL COMMENTS:		

IV. WORKER SAFETY

Is personal protective equipment required by pesticide labels available and in use by applicators?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is this equipment in satisfactory condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the policy regarding use of protective equipment explained to all employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are Material Safety Data Sheets available in office, storage area and spray vehicles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are emergency telephone numbers readily available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there records documenting adequate annual training and instruction to unlicensed applicators?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worker safety comments:		

V. EQUIPMENT

	YES	NO
Is equipment clean and maintained for mosquito control operations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there an established procedure for flow rate calibration and (adequate flow rate equipment to determine oz/min and/or ai/acre for adulticide usage as per label requirements) daily use determination of flow rate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there an established annual procedure for droplet size verification?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT COMMENTS:		

VI. RECORDS

Are pesticide use records required by state law maintained for 3 years?

✓

Are surveillance records required by state law maintained for 3 years?

✓

RECORDS COMMENTS:

VII. PESTICIDES AND METHODS OF APPLICATION

ADULT CONTROL:

Agro 1001 20/10 H-F-H-H-H 0.218 02 Ac
Morgan M-1 2 0.66 02 Ac
Dibrom 0.07 02 02 Ac

LARVAL CONTROL:

Agro 1001 X 1 8 02 Ac
Agro 1001 5 16 1 Ac
XR 6 5 16 1 Ac

PESTICIDE APPLICATION COMMENTS:

VIII. INTEGRATED ARTHROPOD CONTROL PROGRAM § 388.281(2)

YES

NO

Are larvicides used?

✓

Are adulticides used?

✓

Are source reduction measures taken?

Round ditch mosquito net

✓

Is public education provided?

Various outreach programs

✓

Is personnel training and certification provided?

All but 2 employees have PHPC license

✓

Is surveillance conducted?

Mapping done

✓

IX. FIXED-WING AND ROTARY AIRCRAFT

YES

NO

Are all aircraft used for mosquito control currently registered on form DACS-13354?

✓

Are all aircraft secured when not in use, to prevent or deter theft or unauthorized use?

in secure building

✓

Are pesticides securely stored to prevent access by unauthorized persons?

✓

List all aircraft types with aircraft number(s), DACS registration number(s) and registration expiration date(s):

Boeing N67541 N874M and 11678120 6-30-22 expires 11-30-23

X. BACKGROUND

PREVIOUS INSPECTION RESULTS:

No violations noted

DATE:

11-23-20

XI. VIOLATIONS

None noted

XII. COMMENTS / PHPC License Number & Expiration Date

Bob De Xue PH0129 Exp 8-31-23

XIII. ATTACHMENTS

NAME OF INDIVIDUAL INTERVIEWED:

Richard [unclear]

NAME OF INSPECTOR

Ed [unclear]

SIGNATURE:

[Signature]

SIGNATURE

[Signature]

FACILITY NAME:

Amador County Mosquito Control District

DATE:

11-3-21

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund September-YTD 2021-2022

	Sep 22	Oct '21 - Sep 22	YTD Budget	\$ Over/(Under) Budget
360 · Taxes	-	6,697,939	6,709,086	(11,147)
386 · Interest Earned	12,892	48,441	35,549	12,892
388 · Prior Year Tax Distribution	-	11,147		11,147
390 · Grants	-			
391.2 · Grant Money, Other	70,747	476,701	405,954	70,747
Total 390 · Grants	70,747	476,701	405,954	70,747
392 · Miscellaneous				
392.1 · Workshops	-	6,427		6,427
392.3 · Salvage	-	1,553	8,000	(6,447)
392.5 · Other	-			
392.6 · Dormitory Rent	-	800	12,000	(11,200)
392.5 · Other - Other	-	186	5,000	(4,814)
Total 392.5 · Other	-	986	17,000	(16,014)
Total 392 · Miscellaneous	-	8,967	25,000	(16,033)
Total Revenues	\$ 83,639	\$ 7,243,195	\$ 7,175,589	\$ 67,606
Expenditures				
405 · Personal Services				
410 · Executive Salaries	3,250	30,000	24,000	6,000
412 · Full-Time Employees	-	-		
414 · Salaries & Wages	187,007	1,467,880	1,512,803	(44,923)
415 · Full-Time Admin. Leave	-	11,913		11,913
416 · Overtime	3,584	10,053	10,000	53
418 · Sick Leave	7,187	105,180	84,962	20,218
420 · Annual Leave	6,797	103,670	108,133	(4,463)
421 · Holiday Pay	9,696	112,257	96,547	15,710
423 · Annual Leave/ SL Payout	-	-	20,000	(20,000)
424 · Reserves for Promo/Oth.	-	-	19,000	(19,000)
425 · Internal Recognition	-	-	1,500	(1,500)
Total 412 · Full-Time Employees	214,271	1,810,953	1,852,945	(41,992)
426 · Seasonal Employees	-	-		
428 · Salaries & Wages	24,218	107,759	163,100	(55,341)
428.4 · Seasonal Annual Leave	125	3,241		3,241
429 · Seasonal Holiday Pay	1,075	3,815		3,815
430 · Overtime	717	1,710		1,710
Total 426 · Seasonal Employees	26,134	116,525	163,100	(46,575)
Total 405 · Personal Services	243,655	1,957,478	2,040,045	(82,567)
445 · Personal Service Benefits	-	-		
448 · FICA	17,979	146,090	156,063	(9,973)
450 · Retirement	30,654	255,876	267,039	(11,163)
452 · Life/Health/Dental	(8,630)	603,360	607,360	(3,999)

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund September-YTD 2021-2022

	Sep 22	Oct '21 - Sep 22	YTD Budget	\$ Over/(Under) Budget
454 · Workers' Comp Ins	-	46,252	55,136	(8,884)
455 · Employee Education	-	3,061	30,000	(26,939)
456 · Unemployment Comp	-	(809)	10,000	(10,809)
445 · Personal Service Benefits - Other	-	(124)		
Total 445 · Personal Service Benefits	40,003	1,053,707	1,125,597	(71,890)
461 · Operating Expenses	-	-		
462 · Property Appraiser	(3,525)	82,211	60,000	22,211
464 · Tax Collector	(65,106)	69,889	95,000	(25,111)
466 · Attorney	2,764	21,362	24,000	(2,638)
468 · Medical Exams	-	-		
468.1 · Pre-Employment Admin.	-	239		
468 · Medical Exams - Other	398	574	1,000	(426)
Total 468 · Medical Exams	398	813	1,000	(187)
470 · Audit	-	12,500	9,000	3,500
474 · Other Contract Svs	-	-		
478 · Cleaning Service	600	7,575	13,000	(5,425)
482.1 · CopyFax (prev. Aztec)	164	2,071	2,000	71
488 · Data Hosting	-	3,000	21,645	(18,645)
489 · MACTEC Engineering	-	8,545		8,545
489.0 · Software Subscriptions	2,100	5,469	11,764	(6,295)
489.1 · Electronic Records Service	-	330		330
489.3 · Towing Services	-	-	1,000	(1,000)
489.4 · Pest Control	161	1,734	1,320	414
489.5 · Good Laboratory Practice (GLP)	-	34	12,000	(11,966)
489.6 · Adjunct Positions, 4 @ \$5,000	-	11,099	15,000	(3,901)
489.7 · District Program Review	-	-	12,000	(12,000)
490.5 · Database Maint./ Upgrades	3,840	26,714	19,400	7,314
555 · Fire Extinguishers, Alarm, Syst	-	500		500
556 · Uniform Service	665	10,090	12,000	(1,910)
560 · Bottled Water	-	75	1,700	(1,625)
562 · Waste Tires	58	234	2,000	(1,766)
571 · Other Professional Services	-	150		150
474 · Other Contract Svs - Other	6,484	21,602		21,602
Total 474 · Other Contract Svs	14,070	99,222	124,829	(25,607)
564 · Aerial OPS	-	-	200,000	(200,000)
461 · Operating Expenses - Other	20	116		
Total 461 · Operating Expenses	(51,378)	286,113	513,829	(227,716)
572 · Travel & Per Diem	-	-		
573 · SOVE Meetings	6,698	14,931	7,016	7,915
574 · AMCA - Meetings	-	12,252	10,230	2,022
575 · AMCD Events	-	-	2,000	(2,000)
576 · FMCA - Meetings	-	18,495	18,360	135

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund September-YTD 2021-2022

	Sep 22	Oct '21 - Sep 22	YTD Budget	\$ Over/(Under) Budget
578 · Training, Other	-	761	2,800	(2,039)
579 · Travel Associated w/ Training	405	6,425	15,000	(8,575)
572 · Travel & Per Diem - Other	564	2,847		2,847
Total 572 · Travel & Per Diem	7,667	55,711	55,406	305
580 · Telephone/Commun	1,701	19,037	25,904	(6,867)
582 · Freight Service	1,134	5,199	6,000	(801)
584 · Utility Service	7,978	42,787	64,000	(21,213)
586 · Rentals\Leases	-	-	1,000	(1,000)
588 · Fleet/Prop/Liab Insurance	-	-		
592 · Above Ground Tank Ins	-	986	1,000	(14)
593 · Aerial Insurance	-	-	50,000	(50,000)
588 · Fleet/Prop/Liab Insurance - Other	(9)	123,357	109,000	14,357
Total 588 · Fleet/Prop/Liab Insurance	(9)	124,343	160,000	(35,657)
605 · Repairs & Maintenance	-	-		
606 · Outside Maintenance	-	-		
608 · Buildings/Grounds	285	21,082	8,000	13,082
610 · Trucks	-	-	3,000	(3,000)
614 · Misc. Equipment	-	-	1,500	(1,500)
616 · Boats	-	397	250	147
618 · Heavy Equipment	-	130	250	(120)
620 · Office Equipment	-	-	1,000	(1,000)
622 · Computers	-	137	5,000	(4,863)
624 · Telephones	1,061	6,368	1,000	5,368
626 · Other	-	-	1,000	(1,000)
Total 606 · Outside Maintenance	1,346	28,114	21,000	7,114
627 · Aerial Maintenance Costs	-	-		
627.2 · Avionics Repair (radios)	-	6,606	15,000	(8,394)
627.3 · Aircraft Supplies/ Parts	-	25,572	34,000	(8,428)
627.4 · Aircraft Spray System Maint.	-	374	4,000	(3,626)
627.5 · AgNav Platinum w/ Flight-subscr	-	-	500	(500)
627.6 · Aircraft Maint. Software (TBD)	240	989	1,000	(11)
627.7 · Night Vision Goggles (semi-annu	-	370	1,000	(630)
627.8 · Misc. Aerial Tools & Equipment	11	249	5,000	(4,751)
627 · Aerial Maintenance Costs - Other	-	4,044	8,750	(4,706)
Total 627 · Aerial Maintenance Costs	251	38,205	69,250	(31,045)
635 · Inside Maintenance	-	-		
636 · Maintenance of Equipment- Other	847	6,945	15,000	(8,055)
638 · Trucks	889	5,711	10,000	(4,289)
642 · Boats	291	868	500	368
644 · Heavy Equipment	-	96	4,000	(3,904)
646 · Misc. Equipment	-	1,190		
648 · Batteries	2,041	3,065	2,000	1,065

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund September-YTD 2021-2022

	Sep 22	Oct '21 - Sep 22	YTD Budget	\$ Over/(Under) Budget
650 · Tires	4,086	4,776	4,000	776
652 · Welding Supplies	-	-	1,000	(1,000)
654 · Cleaning Supplies	48	1,437	1,500	(63)
655 · Minor Structural Improv & Maint	779	1,414	8,000	(6,586)
657 · Materials for Const. & Maint.	-	1,449	4,000	(2,551)
658 · Inside Maintenance- Other	-	-	3,000	(3,000)
659 · Computers	-	33		33
635 · Inside Maintenance - Other	-	1,516		
Total 635 · Inside Maintenance	8,981	28,499	53,000	(24,501)
Total 605 · Repairs & Maintenance	10,577	94,818	143,250	(48,432)
663 · Printing/ Reproduction	-	-		
664 · Printing	-	-	500	(500)
Total 663 · Printing/ Reproduction	-	-	500	(500)
667 · Public Promotional Expense	-	-		
668 · Avertising/ Education	1,479	5,412	20,000	(14,588)
667 · Public Promotional Expense - Other	-	1,181		1,181
Total 667 · Public Promotional Expense	1,479	6,594	20,000	(13,406)
673 · Other Current Charges	-	-		
66900 · Reconciliation Discrepancies	(5)	(5)		
676 · Advertising, Other	-	-		
676.1 · Legal Notices	-	408	2,000	(1,592)
676.2 · Public Notices	-	-	1,000	(1,000)
676.3 · Position Openings	-	-	1,000	(1,000)
676 · Advertising, Other - Other	-	92		
Total 676 · Advertising, Other	-	500	4,000	(3,500)
677 · Bank Charges	487	7,200	1,500	5,700
678 · Registration/Tags	-	120	250	(130)
680 · State Community Service Fee	-	-	300	(300)
682 · Tank Registrations	-	150	275	(125)
685 · Other Current Charges	-	1		1
673 · Other Current Charges - Other	-	1	10,052	(10,051)
Total 673 · Other Current Charges	482	7,967	16,377	(8,409)
693 · Office Supplies	-	-		
694 · Office Supplies & Expense	-	-		
694.1 · Software	375	2,325	3,000	(675)
694 · Office Supplies & Expense - Other	1,259	10,966	18,000	(7,034)
Total 694 · Office Supplies & Expense	1,634	13,291	21,000	(7,709)
695 · Commissioner Supplies	500	6,000	6,000	
693 · Office Supplies - Other	-	53		53
Total 693 · Office Supplies	2,134	19,344	27,000	(7,656)
696 · Protective Clothing	60	60	1,500	(1,440)
698 · Misc. Supplies	-	-		

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund September-YTD 2021-2022

	Sep 22	Oct '21 - Sep 22	YTD Budget	\$ Over/(Under) Budget
698.2 · Phones	-	(2,379)	1,500	(3,879)
698.3 · Phones, Parts & Repairs	-	1,388	1,000	388
698.4 · Sunshine Fund	(69)	(329)	500	(829)
699 · Other Misc. Supplies	-	198	2,400	(2,202)
700 · Chicken/ Surveillance Supplies	995	23,393	18,000	5,393
702 · Entomology Supplies	-	-		
702.2 · Molecular Lab	193	42,922	59,157	(16,235)
702 · Entomology Supplies - Other	14,356	49,581	65,000	(15,419)
Total 702 · Entomology Supplies	14,548	92,504	124,157	(31,653)
704 · Safety Equip/Supplies/Checks	-	-		
704.1 · Safety Inspect (Fire, Alarm, Em	500	4,144		
704.2 · FDEP Annual Fuel System Check	-	-	1,025	(1,025)
704.3 · FDEP Annual Generator Tank Chc	2,200	3,248	1,175	2,073
704.4 · FDEP Fuel Syst. Repairs	-	-	3,000	(3,000)
704 · Safety Equip/Supplies/Checks - Oth	42	7,873	18,500	(10,627)
Total 704 · Safety Equip/Supplies/Checks	2,742	15,265	23,700	(8,435)
705 · Hazardous Waste Disposal	304	922		922
698 · Misc. Supplies - Other	-	12		
Total 698 · Misc. Supplies	18,521	130,974	171,257	(40,283)
708 · Tools/Implements	-	-		
708.3 · Hand Tools (Foggers, etc.)	-	5,155		5,155
708.4 · Aviation Tools	20	792		792
708 · Tools/Implements - Other	458	1,261	12,000	(10,739)
Total 708 · Tools/Implements	478	7,207	12,000	(4,793)
709 · Publications & Dues	-	-		
710 · Books/Pub/Sub/Mem	340	4,448	20,500	(16,052)
712 · FMCA Corp Dues	-	7,500	6,200	1,300
714 · FMCA Emp Dues	-	-	1,225	(1,225)
716 · AMCA Dues	-	4,748	5,060	(312)
717 · FICPA Dues	90	533	575	(42)
718 · AHMP/ACHMM Dues	-	-	100	(100)
719 · SOVE Dues	-	2,315	580	1,735
709 · Publications & Dues - Other	900	3,330	6,000	(2,670)
Total 709 · Publications & Dues	1,330	22,874	40,240	(17,366)
720 · Training	(522)	29,503	41,000	(11,497)
723 · Gas, Oil & Lube	-	-		
724 · Gasoline	5,978	58,541	60,000	(1,459)
726 · Hydraulic Oil	-	-	500	(500)
728 · Transmission Fluid	-	-	120	(120)
730 · Diesel Fuel	-	343	500	(157)
731 · Aerial Fuel (Jet A)	8,647	7,799	27,000	(19,201)
731.1 · Oil & Hydraulic Aerial Fuel	-	-	750	(750)

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund September-YTD 2021-2022

	Sep 22	Oct '21 - Sep 22	YTD Budget	\$ Over/(Under) Budget
732 · Motor Oil	-	1,320	2,880	(1,560)
723 · Gas, Oil & Lube - Other	-	245		245
Total 723 · Gas, Oil & Lube	14,625	68,248	91,750	(23,502)
741 · Chemicals/Solvents	-	-		
744 · Permetherin Products	2,967	39,315	97,430	(58,115)
745 · NALED	-	782	100,000	(99,218)
746 · BTI Granules	-	85,200	2,250	82,950
753 · Altosid WSP	-	(8,326)	27,000	(35,326)
754 · Altosid Xrg Granules	-	-		
754.1 · Altosid XR	-	-	3,500	(3,500)
754 · Altosid Xrg Granules - Other	(34,269)	173,067	180,000	(6,933)
Total 754 · Altosid Xrg Granules	(34,269)	173,067	183,500	(10,433)
755 · Oil (Coco Bear)	-	-	4,620	(4,620)
756 · Chemicals/ Solvents- Other	-	25,645		25,645
757 · Vectobac 12AS	-	-	33,500	(33,500)
758 · Aqualeur 20-20	-	-	59,170	(59,170)
759 · Natular DT	-	-	420	(420)
760 · Sustain MGB	-	-	85,200	(85,200)
741 · Chemicals/Solvents - Other	(5,861)	(5,861)		
Total 741 · Chemicals/Solvents	(37,163)	309,821	593,090	(283,269)
900 · Capital Outlay	-	-		
914.07 · Scanner/Card Reader/ Computers	-	-	5,000	(5,000)
945 · LAND & FACILITY	-	-		
945.005 · SIT Building	-	-		
945.110 · SIT Bldg., Plan Design(Bld'	220,953	1,032,384		1,032,384
945.005 · SIT Building - Other	-	-	2,557,297	(2,557,297)
Total 945.005 · SIT Building	220,953	1,032,384	2,557,297	(1,524,913)
945.007 · Capital Replacements/ Upgrade	-	-	30,000	(30,000)
945.010 · Construct. EDU Cntr (Bldg. 100)	53,542	1,758,484		1,758,484
945.015 · Construct EDU Display(Bldg.100)	479	61,807	419,159	(357,352)
945.016 · Construct EDU Exter. (Bldg 100	-	44,959	328,473	(283,514)
945.100 · Vector Disease/ Edu Bldg. Desig	-	35,424		35,424
945.101 · Vector Museum, Mat. & Const.	-	-	1,402,368	(1,402,368)
945.500 · BUILDING 500	-	-		
945.13 · Greenhouse Landscaping	-	-	7,500	(7,500)
Total 945.500 · BUILDING 500	-	-	7,500	(7,500)
Total 945 · LAND & FACILITY	274,974	2,933,058	4,744,797	(1,811,739)
945.1 · Fixtures & Equipt. (New Facil)	-	-		
950.61 · Cubicle with 5 Computers & Soft	-	-	8,000	(8,000)
Total 945.1 · Fixtures & Equipt. (New Facil)	-	-	8,000	(8,000)
950 · Machinery and Equipment	-	-		
938 · I-Pads/ Computers	-	-	2,000	(2,000)

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund September-YTD 2021-2022

	Sep 22	Oct '21 - Sep 22	YTD Budget	\$ Over/(Under) Budget
949.07 · AVIATION	-	-		
949.080 · Tail Rotor Blades	-	16,679		
949.07 · AVIATION - Other	91,683	241,403	401,000	(159,597)
Total 949.07 · AVIATION	91,683	258,083	401,000	(142,917)
950.005 · ATV/ UTV	-	13,672	15,000	(1,328)
950.011 · Blower/ Motor (2 @ \$3,000)	-	-	6,000	(6,000)
950.017 · Grant Funded- Equip./ Software	-	-	35,044	(35,044)
950.12 · Audio Video System Update	-	-	5,000	(5,000)
950.34 · Computers	-	12,359	8,000	4,359
950.35 · Twister Backpack Sprayers (2)	-	1,075	4,000	(2,925)
950.36 · Handheld Foggers (4 @ \$2,000)	-	-	8,000	(8,000)
950.411 · Monitor V (2 @ \$10,000)	-	17,226	20,000	(2,774)
950 · Machinery and Equipment - Other	-	34,041		34,041
Total 950 · Machinery and Equipment	91,683	336,456	504,044	(167,588)
951 · Software/ Hardware	-	2,357		
955 · Vehicles	-	-		
955.11 · Pickup Truck 4 x4 1/2 Ton-Base	-	31,330	37,000	(5,670)
Total 955 · Vehicles		31,330	37,000	(5,670)
Total 900 · Capital Outlay	366,657	3,303,201	5,298,841	(1,995,640)
Total Expenditures	\$ 629,410	\$ 7,544,985	\$ 10,448,586	\$ (2,903,601)
Surplus/ (Deficit)	\$ (545,771)	\$ (301,790)	\$ (3,272,997)	\$ 2,971,207

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund October-YTD 2021-2022

	Oct 22	Oct 1 thru 31, 21	Budget	\$ Over/(Under) Budget
Income				
360 · Taxes	4,603	4,603	7,394,483	(7,389,880)
386 · Interest Earned	15,629	15,629	7,500	8,129
390 · Grants				
391.2 · Grant Money, Other	-	-	290,000	(290,000)
Total 390 · Grants			290,000	(290,000)
392 · Miscellaneous				
392.3 · Salvage	-	-	8,000	(8,000)
392.5 · Other	-	-		
392.6 · Dormitory Rent	-	-	12,000	(12,000)
392.5 · Other - Other	-	-	5,000	(5,000)
Total 392.5 · Other	-	-	17,000	(17,000)
Total 392 · Miscellaneous	-	-	\$ 25,000	\$ (25,000)
Total Income	\$ 20,231	\$ 20,231	\$ 7,716,983	\$ (7,696,752)
Expenditure				
405 · Personal Services				
410 · Executive Salaries	2,000	2,000	24,000	(22,000)
412 · Full-Time Employees				
414 · Salaries & Wages	121,172	121,172	1,750,926	(1,629,754)
415 · Full-Time Administrative Leave	13,456	13,456		13,456
416 · Overtime	2,594	2,594	10,000	(7,406)
418 · Sick Leave	6,482	6,482	98,487	(92,005)
420 · Annual Leave	13,480	13,480	125,347	(111,867)
421 · Holiday Pay	-	-	111,917	(111,917)
423 · Annual Leave/ Sick Leave Pay	-	-	25,000	(25,000)
424 · Reserves for Promotions/Other	-	-	20,000	(20,000)
425 · Internal Recognition	7	7	1,500	(1,493)
Total 412 · Full-Time Employees	157,191	157,191	2,143,177	(1,985,986)
426 · Seasonal Employees	-	-	-	
428 · Salaries & Wages	15,658	15,658	223,086	(207,428)
428.4 · Seasonal Annual Leave	240	240	-	240
429 · Seasonal Holiday Pay	-	-	-	
429.1 · Seasonal Administrative	2,145	2,145	-	2,145
Total 429 · Seasonal Holiday Pay	2,145	2,145	-	2,145
430 · Overtime	1,971	1,971	-	1,971
Total 426 · Seasonal Employees	20,013	20,013	223,086	(203,073)
Total 405 · Personal Services	179,205	179,205	2,390,263	(2,211,058)
445 · Personal Service Benefits	-	-	-	
448 · FICA	13,301	13,301	182,855	(169,554)
450 · Retirement	23,352	23,352	256,072	(232,720)
452 · Life/Health/Dental	46,345	46,345	744,345	(698,000)

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund October-YTD 2021-2022

	Oct 22	Oct 1 thru 31, 21	Budget	\$ Over/(Under) Budget
454 · Workers' Comp Ins	-	-	67,920	(67,920)
455 · Employee Education	-	-	30,000	(30,000)
456 · Unemployment Comp	-	-	10,000	(10,000)
Total 445 · Personal Service Benefits	82,998	82,998	1,291,192	(1,208,194)
461 · Operating Expenses	-	-	-	-
462 · Property Appraiser	-	-	60,000	(60,000)
464 · Tax Collector	92	92	95,000	(94,908)
466 · Attorney	-	-	24,000	(24,000)
468 · Medical Exams	-	-	1,300	(1,300)
470 · Audit	-	-	9,000	(9,000)
474 · Other Contract Svs	-	-	-	-
478 · Cleaning Service	910	910	15,000	(14,090)
482.1 · CopyFax (prev. Aztec)	194	194	2,000	(1,806)
488 · Data Hosting	-	-	5,400	(5,400)
489.0 · Software Subscriptions	-	-	18,000	(18,000)
489.3 · Towing Services	-	-	1,000	(1,000)
489.4 · Pest Control	-	-	2,000	(2,000)
489.5 · Good Laboratory Practice (G	-	-	12,000	(12,000)
489.6 · Adjunct Positions, 4 @ \$5,00	-	-	25,000	(25,000)
489.7 · District Program Review	-	-	12,000	(12,000)
490.5 · Database Maint./ Upgrades	-	-	-	-
490.55 · Drone/ Mapping Softwa	-	-	10,000	(10,000)
490.5 · Database Maint./ Upgrac	12,000	12,000	20,000	(8,000)
Total 490.5 · Database Maint./ Upgra	12,000	12,000	30,000	(18,000)
494 · Website Maintenance	-	-	6,000	(6,000)
556 · Uniform Service	980	980	20,000	(19,020)
560 · Bottled Water	28	28	1,700	(1,672)
562 · Waste Tires	5	5	5,000	(4,995)
474 · Other Contract Svs - Other	-	-	16,245	(16,245)
Total 474 · Other Contract Svs	14,116	14,116	171,345	(157,229)
564 · Aerial OPS	-	-	200,000	(200,000)
Total 461 · Operating Expenses	14,209	14,209	560,645	(546,436)
572 · Travel & Per Diem	-	-	-	-
573 · SOVE Meetings	326	326	5,868	(5,542)
574 · AMCA - Meetings	-	-	19,715	(19,715)
575 · AMCD Events	-	-	2,000	(2,000)
576 · FMCA - Meetings	5,500	5,500	10,140	(4,640)
579 · Travel Associated w/ Training	-	-	15,000	(15,000)
572 · Travel & Per Diem - Other	82	82	-	82
Total 572 · Travel & Per Diem	5,908	5,908	52,723	(46,815)
580 · Telephone/Commun	1,742	1,742	25,904	(24,162)
582 · Freight Service	132	132	2,500	(2,368)

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund October-YTD 2021-2022

	Oct 22	Oct 1 thru 31, 21	Budget	\$ Over/(Under) Budget
584 · Utility Service	915	915	39,000	(38,085)
586 · Rentals\Leases	-	-	1,000	(1,000)
588 · Fleet/Prop/Liab Insurance	-	-	-	-
592 · Above Ground Tank Ins	-	-	1,000	(1,000)
593 · Aerial Insurance	-	-	60,000	(60,000)
588 · Fleet/Prop/Liab Insurance - Other	-	-	109,000	(109,000)
Total 588 · Fleet/Prop/Liab Insurance	-	-	170,000	(170,000)
605 · Repairs & Maintenance	-	-	-	-
606 · Outside Maintenance	-	-	-	-
608 · Buildings/Grounds	420	420	16,000	(15,580)
610 · Trucks	413	413	3,000	(2,587)
614 · Misc. Equipment	288	288	1,500	(1,212)
616 · Boats	-	-	250	(250)
618 · Heavy Equipment	-	-	250	(250)
620 · Office Equipment	-	-	1,000	(1,000)
622 · Computers	-	-	5,000	(5,000)
624 · Telephones	-	-	1,000	(1,000)
626 · Other	-	-	1,000	(1,000)
Total 606 · Outside Maintenance	1,122	1,122	29,000	(27,878)
627 · Aerial Maintenance Costs	-	-	-	-
627.2 · Avionics Repair (radios)	-	-	5,000	(5,000)
627.3 · Aircraft Supplies/ Parts	922	922	5,000	(4,078)
627.4 · Aircraft Spray System Maint.	-	-	3,000	(3,000)
627 · Aerial Maintenance Costs - Oth	1,225	1,225	99,150	(97,925)
Total 627 · Aerial Maintenance Costs	2,147	2,147	112,150	(110,003)
635 · Inside Maintenance	-	-	-	-
636 · Maintenance of Equipment- Ot	1,031	1,031	10,000	(8,969)
638 · Trucks	28	28	10,000	(9,972)
642 · Boats	381	381	500	(119)
644 · Heavy Equipment	-	-	5,000	(5,000)
648 · Batteries	269	269	3,000	(2,731)
650 · Tires	-	-	5,000	(5,000)
652 · Welding Supplies	-	-	1,000	(1,000)
654 · Cleaning Supplies	546	546	1,500	(954)
655 · Minor Structural Improv & Mai	-	-	10,000	(10,000)
657 · Materials for Const. & Maint.	-	-	6,000	(6,000)
658 · Inside Maintenance- Other	-	-	4,000	(4,000)
659 · Computers	-	-	3,000	(3,000)
635 · Inside Maintenance - Other	33	33	-	33
Total 635 · Inside Maintenance	2,289	2,289	59,000	(56,711)
Total 605 · Repairs & Maintenance	5,558	5,558	200,150	(194,592)
663 · Printing/ Reproduction	-	-	-	-

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund October-YTD 2021-2022

	Oct 22	Oct 1 thru 31, 21	Budget	\$ Over/(Under) Budget
664 · Printing	-	-	500	(500)
Total 663 · Printing/ Reproduction	-	-	500	(500)
667 · Public Promotional Expense	-	-	-	-
668 · Avertising/ Education	264	264	20,000	(19,736)
Total 667 · Public Promotional Expense	264	264	20,000	(19,736)
673 · Other Current Charges	-	-	-	-
676 · Advertising, Other	-	-	-	-
676.1 · Legal Notices	-	-	2,000	(2,000)
676.2 · Public Notices	-	-	1,000	(1,000)
676.3 · Position Openings	-	-	1,000	(1,000)
Total 676 · Advertising, Other	-	-	4,000	(4,000)
677 · Bank Charges	407	407	1,500	(1,093)
678 · Registration/Tags	-	-	250	(250)
680 · State Community Service Fee	-	-	300	(300)
682 · Tank Registrations	-	-	275	(275)
Total 673 · Other Current Charges	407	407	6,325	(5,918)
693 · Office Supplies	-	-	-	-
694 · Office Supplies & Expense	-	-	-	-
694.1 · Software	-	-	3,000	(3,000)
694 · Office Supplies & Expense - O	1,482	1,482	13,000	(11,518)
Total 694 · Office Supplies & Expense	1,482	1,482	16,000	(14,518)
695 · Commissioner Supplies	500	500	6,000	(5,500)
693 · Office Supplies - Other	158	158	-	158
Total 693 · Office Supplies	2,140	2,140	22,000	(19,860)
696 · Protective Clothing	325	325	1,500	(1,175)
698 · Misc. Supplies	-	-	-	-
698.2 · Phones	-	-	1,500	(1,500)
698.3 · Phones, Parts & Repairs	-	-	1,000	(1,000)
698.4 · Sunshine Fund	(41)	(41)	500	(541)
699 · Other Misc. Supplies	-	-	2,400	(2,400)
700 · Chicken/ Surveillance Supplies	828	828	8,000	(7,172)
702 · Entomology Supplies	-	-	-	-
702.2 · Molecular Lab	3,740	3,740	56,540	(52,800)
702 · Entomology Supplies - Other	6,525	6,525	77,021	(70,496)
Total 702 · Entomology Supplies	10,265	10,265	133,561	(123,296)
704 · Safety Equip/Supplies/Checks	-	-	-	-
704.2 · FDEP Annual Fuel System Cl	-	-	1,025	(1,025)
704.3 · FDEP Annual Generator Tanl	-	-	1,175	(1,175)
704.4 · FDEP Fuel Syst. Repairs	-	-	4,100	(4,100)
704 · Safety Equip/Supplies/Checks	-	-	18,500	(18,500)
Total 704 · Safety Equip/Supplies/Check:	-	-	24,800	(24,800)
Total 698 · Misc. Supplies	11,051	11,051	171,761	(160,710)

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund October-YTD 2021-2022

	Oct 22	Oct 1 thru 31, 21	Budget	\$ Over/(Under) Budget
708 · Tools/Implements	-	-	5,000	(5,000)
709 · Publications & Dues	-	-	-	-
710 · Books/Pub/Sub/Mem	1,000	1,000	20,500	(19,500)
712 · FMCA Corp Dues	-	-	6,000	(6,000)
714 · FMCA Emp Dues	-	-	1,225	(1,225)
716 · AMCA Dues	-	-	1,560	(1,560)
717 · FICPA Dues	-	-	275	(275)
718 · AHMP/ACHMM Dues	-	-	100	(100)
719 · SOVE Dues	-	-	580	(580)
Total 709 · Publications & Dues	1,000	1,000	30,240	(29,240)
720 · Training	247	247	39,000	(38,753)
723 · Gas, Oil & Lube	-	-	-	-
724 · Gasoline	7,583	7,583	108,000	(100,417)
726 · Hydraulic Oil	-	-	500	(500)
728 · Transmission Fluid	-	-	120	(120)
730 · Diesel Fuel	27	27	500	(473)
731 · Aerial Fuel (Jet A)	-	-	25,000	(25,000)
732 · Motor Oil	-	-	2,880	(2,880)
Total 723 · Gas, Oil & Lube	7,610	7,610	137,000	(129,390)
741 · Chemicals/Solvents	-	-	-	-
744 · Permethrin Products	-	-	106,080	(106,080)
745 · NALED	-	-	166,320	(166,320)
746 · BTI Granules	-	-	3,125	(3,125)
753 · Altosid WSP	-	-	30,000	(30,000)
754 · Altosid Xrg Granules	-	-	-	-
754.1 · Altosid XR	-	-	3,500	(3,500)
754 · Altosid Xrg Granules - Other	-	-	230,000	(230,000)
Total 754 · Altosid Xrg Granules	-	-	233,500	(233,500)
755 · Oil (Coco Bear)	-	-	5,060	(5,060)
757 · Vectobac 12AS	-	-	36,500	(36,500)
758 · Aqualeur 20-20	-	-	62,500	(62,500)
759 · Natular DT	-	-	420	(420)
760 · Sustain MGB	-	-	96,000	(96,000)
Total 741 · Chemicals/Solvents	-	-	739,505	(739,505)
900 · Capital Outlay	-	-	-	-
914.07 · Scanner/Card Reader/ Compute	-	-	14,512	(14,512)
924.07 · Laptop w/ docking capabil.	-	-	8,000	(8,000)
945 · LAND & FACILITY	-	-	-	-
945.005 · SIT Building	-	-	-	-
945.051 · SIT Bldg.- Pupae Sep.	-	-	120,000	(120,000)
945.052 · SIT Bldg._Larval Feed	-	-	45,000	(45,000)
945.053 · SIT Bldg.-Larval Reari	-	-	80,000	(80,000)

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund October-YTD 2021-2022

	Oct 22	Oct 1 thru 31, 21	Budget	\$ Over/(Under) Budget
945.110 · SIT Bldg., Plan Desigr	178,896	178,896	-	178,896
945.005 · SIT Building - Other	-	-	2,535,118	(2,535,118)
Total 945.005 · SIT Building	178,896	178,896	2,780,118	(2,601,222)
945.007 · Capital Replacements/ Up	-	-	30,000	(30,000)
945.010 · Construct. EDU Cntr (Bldg	30,417	30,417	-	30,417
945.015 · Construct EDU Display(Blk	132	132	200,000	(199,868)
945.800 · BUILDING 800	-	-	-	-
945.10 · Pesticide & Larv. Makir	5,761	5,761	-	5,761
Total 945.800 · BUILDING 800	5,761	5,761	-	-
945 · LAND & FACILITY - Other	-	-	365,000	(365,000)
Total 945 · LAND & FACILITY	215,205	215,205	3,375,118	(3,159,913)
950 · Machinery and Equipment	-	-	-	-
938 · I-Pads/ Computers	-	-	-	-
938.1 · 3-D Printer	-	-	2,500	(2,500)
938.2 · 3-D Sonic Anemometer	-	-	4,000	(4,000)
Total 938 · I-Pads/ Computers	-	-	6,500	(6,500)
938.3 · Self-Propelled Articulat. Boo	-	-	80,000	(80,000)
949.07 · AVIATION	-	-	-	-
949.073 · AGNAV,Install	-	-	15,000	(15,000)
949.090 · Drone	-	-	135,000	(135,000)
949.091 · Tail Rotor Hub O/H	-	-	9,000	(9,000)
949.093 · Stainless Steel Tank A	-	-	20,000	(20,000)
949.094 · Atomizer	-	-	6,000	(6,000)
949.095 · Vortex Airboat Granul	-	-	5,000	(5,000)
949.096 · Ka Flex driveshaft Ovr	-	-	16,000	(16,000)
949.07 · AVIATION - Other	5,100	5,100	-	5,100
Total 949.07 · AVIATION	5,100	5,100	206,000	(200,900)
950.005 · ATV/ UTV	-	-	20,000	(20,000)
950.01 · Droplet Mach/ Fluorr Drop \	-	-	26,317	(26,317)
950.011 · Blower/ Motor (2 @ \$3,000	-	-	6,000	(6,000)
950.017 · Grant Funded- Equip./ Sof	-	-	5,000	(5,000)
950.04 · Vehicle Lift Base	-	-	10,000	(10,000)
950.34 · Computers	-	-	10,000	(10,000)
950.35 · Twister Backpack Sprayers	3,556	3,556	5,400	(1,844)
950.36 · Handheld Foggers (4 @ \$2,l	-	-	8,000	(8,000)
950.411 · Monitor V (2 @ \$10,000)	-	-	20,000	(20,000)
Total 950 · Machinery and Equipment	8,656	8,656	403,217	(394,561)
955 · Vehicles	-	-	-	-
955.11 · Pickup Truck 4 x4 1/2 Ton-Base	-	-	100,000	(100,000)
Total 955 · Vehicles	-	-	100,000	(100,000)
Total 900 · Capital Outlay	223,861	223,861	3,900,847	(3,676,986)
Total Expenditure	\$ 537,570	\$ 537,570	\$ 9,807,055	\$ (9,269,485)

Anastasia Mosquito Control District
Consolidated Financial Statement-Local Fund October-YTD 2021-2022

	Oct 22	Oct 1 thru 31, 21	Budget	\$ Over/(Under) Budget
Surplus/(Deficit)	\$ (517,339)	\$ (517,339)	\$ (2,090,072)	\$ 1,572,733