

# Anastasia Mosquito Control District

of St. Johns County

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



District Board Meeting

**January 19, 2023**

Thursday at

**5:00 P.M**

# ANASTASIA MOSQUITO CONTROL DISTRICT ST. JOHNS COUNTY



PROPOSED AGENDA  
Thursday, January 19, 2023  
5:00 P.M.

**Invocation and Pledge:** *Commissioner Brandhorst*

**Ceremony:** Oath of Office/Swearing in of Commissioner - Mrs. Martha Gleason ~ *Mr. Wayne Flowers*

**Consent Items: APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, December 8, 2022 at 5:00 P.M.
5. Updated Employee Handbook
6. Dr. Xue attending Clarke Mosquito Control Meeting, Chicago, Illinois, Feb. 13-16
7. 2023 Committee Member List
8. Renew Contract for Aerial Mosquito Control Services Adulticide
9. MOU 2023 Summer Internship Program
10. Budget Amendments

**Unfinished Business:**

1. Review of the Government-In-The-Sunshine Law & Ethics ~ *Mr. Wayne Flowers (10 min)*
2. Update about CDC Grant Application and Outline of Five (5) Year Work Plan ~ *Dr. Rui-De Xue (10 min)*

**New Business:**

1. New Commissioners' Statement, Commissioner Mrs. Martha Gleason
2. Election of Officers (Chairperson, Vice-Chairperson, Secretary/Treasurer) ~ *Commissioner Becker (10 min)*

**Reports**

1. Director
2. Attorney

**Commissioner Comments:**

**Attachments:** FOR INFORMATION PURPOSES ONLY

1. None

# Ceremony



Anastasia Mosquito Control District  
of St. Johns County

120 EOC Drive, St. Augustine, FL 32092  
Telephone: (904)-471-3107 \* Fax (904) 471-3189 \* Web: [www.amcdsjc.org](http://www.amcdsjc.org)



I, Martha Gleason, a citizen of the State of Florida and of the United States of America, do solemnly swear (or affirm) that I will support, protect, and defend, the Constitution and Government of the United States and of the State of Florida, Chapter 388 of the Florida Statutes, and Rule 5E-13; that I am duly qualified to hold office under the Constitution of the state; and that I will well and faithfully perform the duties of the Anastasia Mosquito Control District of St. Johns County, on which I am now about to enter. So help me God.

Martha Gleason  
(Signature)

STATE OF FLORIDA

COUNTY OF ST. JOHNS

Sworn and signed before me by Martha Gleason,  
who is personally known to me \_\_\_ or who has produced \_\_\_  
identification. In witness whereof I have hereunto set my hand and official  
seal this 18th day of November, 2022.

[Signature]  
(Notary Signature)

Notary Public State of Florida.

My commission expires: 9/23/25



Aye A. McKinney  
Comm.: HH 178470  
Expires: Sept. 23, 2025  
Notary Public - State of Florida

# Consents

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

December 2022 Reconcile

Report for January 2023 Meeting

Cash Balances Ending:

12/31/22

Local Fund	\$	3,634,735.57	
S.B.A. Fund	\$	7,081,382.42	
Bank of America	\$	316,098.06	(E-Pay Account)
<b>Total Funds as of 12/31/22</b>	<b>\$</b>	<b>11,032,216.05</b>	

Source of Income Local/ SBA Fund:

12/31/22

Taxes	\$	2,478,041.98	(Gross before Commission)
Prior Year Tax Distrib.	\$	-	
SBA Fund- Return on Investment	\$	23,670.52	
Local Fund, Interest	\$	930.71	
Grant Money	\$	3,946.28	Smart Cage/ UF
Misc.	\$	-	
<b>Total Deposits by 12/31/22</b>	<b>\$</b>	<b>2,506,589.49</b>	

CHEMICAL & INSECTICIDE INVENTORY

Report for January 2023 Meeting

Summary

VOUCHERS PRESENTED

Report for January 2023 Meeting

Local Fund      Several

4:21 PM

01/05/23

Accrual Basis

# Anastasia Mosquito Control District

## VOUCHERS (Electronic Bill Pay & Canceled Checks)

From 12/01/22 through 12/31/22

Date	Num	Name	Memo	Clr	Amount	Balance
110 · Wells Fargo Bank - Local						3,221,398.24
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						12,145,776.56
12/01/2022	Direct Dep	Panagiota Becker	Dec. 2022 Commissioner Su...	X	-100.00	12,145,676.56
12/01/2022	Direct Dep	Jeanne Moeller	Dec. 2022 Commissioner Su...	X	-100.00	12,145,576.56
12/01/2022	Direct Dep	Gayle Gardner	Dec. 2022 Commissioner Su...	X	-100.00	12,145,476.56
12/01/2022	Direct Dep	Gina LeBlanc	Dec. 2022 Commissioner Su...	X	-100.00	12,145,376.56
12/01/2022	Direct Dep	Catherine Brandho...	Dec. 2022 Commissioner Su...	X	-100.00	12,145,276.56
12/02/2022	9-#425R	SmartCage-UF	Grant Money 10/01/22 thru 1...	X	7,882.56	12,153,159.12
12/06/2022	8272	Artistic Contractor...	Invoice #1863, 1864, 1865	X	-39,000.00	12,114,159.12
12/06/2022	8273	Faye Goolrick	Service received in: November	X	-11,917.16	12,102,241.96
12/06/2022	8274	Harrell Constructio...	AMCD Complex	X	-177,769.80	11,924,472.16
12/06/2022	8275	Ann Simpson		X	-310.00	11,924,162.16
12/06/2022	8276	Doherty Sommers A...	Invoice #22-254	X	-300.00	11,923,862.16
12/07/2022	9-#481	Payroll	Taxes Withheld	X	-6,881.00	11,916,981.16
12/07/2022	9-#481	Payroll	Bank Account, Other		0.00	11,916,981.16
12/07/2022	9-#481	Payroll	Credit Union		0.00	11,916,981.16
12/07/2022	9-#481	Payroll	Net Pay to Bank	X	-19,832.74	11,897,148.42
12/07/2022	8277	Applied Mechanica...	Received in: November Invo...	X	-44,685.00	11,852,463.42
12/07/2022	8278	Kyle Graham		X	-652.50	11,851,810.92
12/07/2022	8279	South Walton Cou...	Surplus Purchase		-10,100.00	11,841,710.92
12/07/2022	WIRE	Arrow Aviation	Cust # AMCD1	X	-12,050.94	11,829,659.98
12/07/2022	Direct Dep	Dena Autry	Dollar General, out of pocket,...	X	-24.23	11,829,635.75
12/08/2022	9-#421	Payroll	Taxes Withheld	X	-19,310.91	11,810,324.84
12/08/2022	9-#421	Payroll	Bank Account, Other	X	-1,887.00	11,808,437.84
12/08/2022	9-#421	Payroll	Credit Union	X	-375.00	11,808,062.84
12/08/2022	9-#421	Payroll	Net Pay to Bank	X	-56,402.48	11,751,660.36
12/08/2022	8280	Wayne Flowers			-250.00	11,751,410.36
12/08/2022	8281	Ann Simpson		X	-600.00	11,750,810.36
12/08/2022	8282	Stephen Dobson, ...	Travel Reimb.	X	-636.67	11,750,173.69
12/08/2022			Deposit	X	930.71	11,751,104.40
12/09/2022	9-#422	Payroll	Taxes Withheld	X	-2,008.30	11,749,096.10
12/09/2022	9-#422	Payroll	Bank Account, Other		0.00	11,749,096.10
12/09/2022	9-#422	Payroll	Credit Union		0.00	11,749,096.10
12/09/2022	9-#422	Payroll	Net Pay to Bank	X	-11,950.00	11,737,146.10
12/12/2022	8283	Augustine Alarm, ...	18081	X	-2,450.00	11,734,696.10
12/12/2022	8284	Color Reflections	Invoice #518205	X	-7,536.00	11,727,160.10
12/12/2022	8285	Sunbelt Rentals	Invoice #130726471-0003	X	-806.92	11,726,353.18
12/12/2022	8286	Festhaus	Invoice #AMM003	X	-3,000.00	11,723,353.18
12/12/2022	9-#425	Dennis Hollingswo...	YE 2023 Distrib. #4	X	1,222,252.78	12,945,605.96
12/12/2022	8287	Florida Departmen...	FL. Dept. Econ. Opportun. Fee	X	-200.00	12,945,405.96
12/12/2022	ACH Debit	Paypal	Maint. Fee Email	X	-1.99	12,945,403.97
12/13/2022	8288	Kyle Graham	Temp. Contracted Technician	X	-600.00	12,944,803.97
12/13/2022	9-#416	SBA	Transfer	X	-1,500,000.00	11,444,803.97
12/13/2022	9-#421	Ralph Bruner	Washers Reimb.	X	-8.25	11,444,795.72
12/14/2022	8289	Kyle Graham	Temp. Contracted Technician	X	-275.55	11,444,520.17
12/14/2022	9-#421	Morgan Duett	Airboat Maint., Bounceback I...	X	-12.22	11,444,507.95
12/14/2022	Phone Pay	Bank of America	4356 2200 0207 4579	X	-10,447.08	11,434,060.87
12/14/2022	9-#417	Florida Retirement...	FRS Dec. 2022 Employer Co...	X	-30,299.66	11,403,761.21
12/15/2022	9-#476R	Defense Dept	Grant Money 10/1/22 thru 10/...	X	20,996.31	11,424,757.52
12/15/2022	9-#426	Dennis Hollingswo...	Distrib. #5 YE 2023	X	1,206,228.36	12,630,985.88
12/22/2022	9-#426	Payroll	Taxes Withheld	X	-18,539.21	12,612,446.67
12/22/2022	9-#426	Payroll	Bank Account, Other	X	-1,887.00	12,610,559.67
12/22/2022	9-#426	Payroll	Credit Union	X	-775.00	12,609,784.67
12/22/2022	9-#426	Payroll	Net Pay to Bank	X	-54,617.06	12,555,167.61
12/23/2022	9-#425R	SmartCage-UF	Grant Money 11/01/22 thru 1...	X	3,946.28	12,559,113.89
Total 110 · Wells Fargo Bank - Local - Other					413,337.33	12,559,113.89
Total 110 · Wells Fargo Bank - Local					413,337.33	3,634,735.57
<b>TOTAL</b>					<b>413,337.33</b>	<b>3,634,735.57</b>

4:10 PM

01/05/23

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
**110 · Wells Fargo Bank - Local, Period Ending 12/31/2022**

---

	Dec 31, 22
Beginning Balance	3,257,124.36
Cleared Transactions	
Checks and Payments - 46 items	-2,069,575.79
Deposits and Credits - 6 items	2,462,237.00
Total Cleared Transactions	392,661.21
Cleared Balance	<u>3,649,785.57</u>
Uncleared Transactions	
Checks and Payments - 3 items	-15,050.00
Deposits and Credits - 4 items	
Total Uncleared Transactions	-15,050.00
Register Balance as of 12/31/2022	<u>3,634,735.57</u>
New Transactions	
Checks and Payments - 13 items	-254,093.60
Deposits and Credits - 1 item	624.84
Total New Transactions	-253,468.76
Ending Balance	<u><u>3,381,266.81</u></u>



4:10 PM

01/05/23

**Anastasia Mosquito Control District**  
**Reconciliation Detail**  
**110 · Wells Fargo Bank - Local, Period Ending 12/31/2022**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,257,124.36
<b>Cleared Transactions</b>						
<b>Checks and Payments - 46 items</b>						
Bill Pmt -Check	11/14/2022	8265	Stan Weaver & Com...	X	-10,110.00	-10,110.00
Bill Pmt -Check	11/21/2022	8268	Mr. Fix All of St. Aug...	X	-501.62	-10,611.62
Bill Pmt -Check	11/23/2022	8269	Burchfield Electric, I...	X	-2,500.00	-13,111.62
Bill Pmt -Check	11/29/2022	8270	Color Reflections	X	-14,639.50	-27,751.12
Bill Pmt -Check	11/29/2022	8271	NLINDAHL Design L...	X	-3,275.00	-31,026.12
General Journal	12/01/2022	Direct ...	Gina LeBlanc	X	-100.00	-31,126.12
General Journal	12/01/2022	Direct ...	Gayle Gardner	X	-100.00	-31,226.12
General Journal	12/01/2022	Direct ...	Jeanne Moeller	X	-100.00	-31,326.12
General Journal	12/01/2022	Direct ...	Panagiota Becker	X	-100.00	-31,426.12
General Journal	12/01/2022	Direct ...	Catherine Brandhorst	X	-100.00	-31,526.12
Bill Pmt -Check	12/06/2022	8274	Harrell Construction ...	X	-177,769.80	-209,295.92
Bill Pmt -Check	12/06/2022	8272	Artistic Contractors, ...	X	-39,000.00	-248,295.92
Bill Pmt -Check	12/06/2022	8273	Faye Goolrick	X	-11,917.16	-260,213.08
Bill Pmt -Check	12/06/2022	8275	Ann Simpson	X	-310.00	-260,523.08
Bill Pmt -Check	12/06/2022	8276	Doherty Sommers Arc...	X	-300.00	-260,823.08
Bill Pmt -Check	12/07/2022	8277	Applied Mechanical ...	X	-44,685.00	-305,508.08
General Journal	12/07/2022	9-#481	Payroll	X	-19,832.74	-325,340.82
Bill Pmt -Check	12/07/2022	WIRE	Arrow Aviation	X	-12,050.94	-337,391.76
General Journal	12/07/2022	9-#481	Payroll	X	-6,881.00	-344,272.76
Bill Pmt -Check	12/07/2022	8278	Kyle Graham	X	-652.50	-344,925.26
General Journal	12/07/2022	Direct ...	Dena Autry	X	-24.23	-344,949.49
General Journal	12/08/2022	9-#421	Payroll	X	-56,402.48	-401,351.97
General Journal	12/08/2022	9-#421	Payroll	X	-19,310.91	-420,662.88
General Journal	12/08/2022	9-#421	Payroll	X	-1,887.00	-422,549.88
Bill Pmt -Check	12/08/2022	8282	Stephen Dobson, PhD	X	-636.67	-423,186.55
Bill Pmt -Check	12/08/2022	8281	Ann Simpson	X	-600.00	-423,786.55
General Journal	12/08/2022	9-#421	Payroll	X	-375.00	-424,161.55
General Journal	12/09/2022	9-#422	Payroll	X	-11,950.00	-436,111.55
General Journal	12/09/2022	9-#422	Payroll	X	-2,008.30	-438,119.85
Bill Pmt -Check	12/12/2022	8284	Color Reflections	X	-7,536.00	-445,655.85
Bill Pmt -Check	12/12/2022	8286	Festhaus	X	-3,000.00	-448,655.85
Bill Pmt -Check	12/12/2022	8283	Augustine Alarm, Fir...	X	-2,450.00	-451,105.85
Bill Pmt -Check	12/12/2022	8285	Sunbelt Rentals	X	-806.92	-451,912.77
Bill Pmt -Check	12/12/2022	8287	Florida Department ...	X	-200.00	-452,112.77
Bill Pmt -Check	12/12/2022	ACH ...	Paypal	X	-1.99	-452,114.76
General Journal	12/13/2022	9-#416	SBA	X	-1,500,000.00	-1,952,114.76
Bill Pmt -Check	12/13/2022	8288	Kyle Graham	X	-600.00	-1,952,714.76
General Journal	12/13/2022	9-#421	Ralph Bruner	X	-8.25	-1,952,723.01
General Journal	12/14/2022	9-#417	Florida Retirement S...	X	-30,299.66	-1,983,022.67
Bill Pmt -Check	12/14/2022	Phone...	Bank of America	X	-10,447.08	-1,993,469.75
Bill Pmt -Check	12/14/2022	8289	Kyle Graham	X	-275.55	-1,993,745.30
General Journal	12/14/2022	9-#421	Morgan Duett	X	-12.22	-1,993,757.52
General Journal	12/22/2022	9-#426	Payroll	X	-54,617.06	-2,048,374.58
General Journal	12/22/2022	9-#426	Payroll	X	-18,539.21	-2,066,913.79
General Journal	12/22/2022	9-#426	Payroll	X	-1,887.00	-2,068,800.79
General Journal	12/22/2022	9-#426	Payroll	X	-775.00	-2,069,575.79
<b>Total Checks and Payments</b>					<b>-2,069,575.79</b>	<b>-2,069,575.79</b>
<b>Deposits and Credits - 6 items</b>						
General Journal	12/02/2022	9-#425R	SmartCage-UF	X	7,882.56	7,882.56
Deposit	12/08/2022			X	930.71	8,813.27
General Journal	12/12/2022	9-#425	Dennis Hollingsworth	X	1,222,252.78	1,231,066.05
General Journal	12/15/2022	9-#476R	Defense Dept	X	20,996.31	1,252,062.36
General Journal	12/15/2022	9-#426	Dennis Hollingsworth	X	1,206,228.36	2,458,290.72
General Journal	12/23/2022	9-#425R	SmartCage-UF	X	3,946.28	2,462,237.00
<b>Total Deposits and Credits</b>					<b>2,462,237.00</b>	<b>2,462,237.00</b>
<b>Total Cleared Transactions</b>					<b>392,661.21</b>	<b>392,661.21</b>
<b>Cleared Balance</b>					<b>392,661.21</b>	<b>3,649,785.57</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Bill Pmt -Check	11/21/2022	8267	Design Components...		-4,700.00	-4,700.00

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	12/07/2022	8279	South Walton Count...		-10,100.00	-14,800.00
Bill Pmt -Check	12/08/2022	8280	Wayne Flowers		-250.00	-15,050.00
Total Checks and Payments					-15,050.00	-15,050.00
<b>Deposits and Credits - 4 items</b>						
General Journal	12/07/2022	9-#481	Payroll			
General Journal	12/07/2022	9-#481	Payroll			
General Journal	12/09/2022	9-#422	Payroll			
General Journal	12/09/2022	9-#422	Payroll			
Total Deposits and Credits						
Total Uncleared Transactions					-15,050.00	-15,050.00
Register Balance as of 12/31/2022					377,611.21	3,634,735.57
<b>New Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Bill Pmt -Check	01/02/2023	E-Pay	Guardian		-369.75	-369.75
Bill Pmt -Check	01/04/2023	8291	Creative Graphic De...		-6,625.00	-6,994.75
Bill Pmt -Check	01/04/2023	8290	Ann Simpson		-4,900.00	-11,894.75
Bill Pmt -Check	01/04/2023	Direct ...	AVI Survival LLC db...		-1,107.00	-13,001.75
Bill Pmt -Check	01/04/2023	8292	Jonathan F. Day		-1,090.92	-14,092.67
Bill Pmt -Check	01/05/2023	8294	Harrell Construction ...		-151,651.54	-165,744.21
General Journal	01/05/2023	9-#427	Payroll		-55,902.72	-221,646.93
General Journal	01/05/2023	9-#427	Payroll		-18,916.67	-240,563.60
Bill Pmt -Check	01/05/2023	8295	Don Bell Signs, LLC		-10,583.82	-251,147.42
General Journal	01/05/2023	9-#427	Payroll		-1,337.00	-252,484.42
General Journal	01/05/2023	9-#427	Payroll		-875.00	-253,359.42
Bill Pmt -Check	01/05/2023	8293	Dennis Hollingswort...		-661.39	-254,020.81
General Journal	01/05/2023	9-#421	Dana Smith		-72.79	-254,093.60
Total Checks and Payments					-254,093.60	-254,093.60
<b>Deposits and Credits - 1 item</b>						
General Journal	01/05/2023	9-#419	Workshop reimb		624.84	624.84
Total Deposits and Credits					624.84	624.84
Total New Transactions					-253,468.76	-253,468.76
Ending Balance					<b>124,142.45</b>	<b>3,381,266.81</b>

4:31 PM

01/05/23

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
**115 - SBA, Period Ending 12/31/2022**

---

	<u>Dec 31, 22</u>
Beginning Balance	5,557,711.90
Cleared Transactions	
Deposits and Credits - 2 items	<u>1,523,670.52</u>
Total Cleared Transactions	<u>1,523,670.52</u>
Cleared Balance	<u><b>7,081,382.42</b></u>
Register Balance as of 12/31/2022	7,081,382.42
Ending Balance	7,081,382.42

4:31 PM

01/05/23

**Anastasia Mosquito Control District**  
**Reconciliation Detail**  
**115 · SBA, Period Ending 12/31/2022**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,557,711.90
Cleared Transactions						
Deposits and Credits - 2 items						
General Journal	12/13/2022	9-#416		X	1,500,000.00	1,500,000.00
Deposit	12/31/2022			X	23,670.52	1,523,670.52
Total Deposits and Credits					1,523,670.52	1,523,670.52
Total Cleared Transactions					1,523,670.52	1,523,670.52
Cleared Balance					1,523,670.52	7,081,382.42
Register Balance as of 12/31/2022					1,523,670.52	7,081,382.42
Ending Balance					1,523,670.52	7,081,382.42



State Board of Administration

Local Government Surplus Funds Trust Fund

Participant Statement

AGENCY ACCOUNT 101071

12/01/2022 - 12/31/2022

Page 1 of 1

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

Participant Return 12/31/2022 : 4.30 %

Date	Transaction Type	Description	Amount	Balance
12/01/2022	BEGINNING BALANCE			5,557,711.90
12/13/2022	DEPOSIT	SCOTT HANNA	1,500,000.00	7,057,711.90
12/31/2022	EARNED INCOME	INTEREST	23,670.52	7,081,382.42
	Totals:		1,523,670.52	7,081,382.42

10:29 AM

01/09/23

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
112 · Bank of America, Period Ending 12/31/2022

---

	Dec 31, 22
Beginning Balance	367,985.94
Cleared Transactions	
Checks and Payments - 30 items	-52,197.88
Deposits and Credits - 1 item	310.00
Total Cleared Transactions	-51,887.88
Cleared Balance	<u>316,098.06</u>
Register Balance as of 12/31/2022	316,098.06
New Transactions	
Checks and Payments - 19 items	-83,033.47
Total New Transactions	-83,033.47
Ending Balance	<u><u>233,064.59</u></u>

# Anastasia Mosquito Control District

## Reconciliation Detail

### 112 - Bank of America, Period Ending 12/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						367,985.94
<b>Cleared Transactions</b>						
<b>Checks and Payments - 30 items</b>						
General Journal	11/18/2022	9-#420	Ann Simpson	X	-310.00	-310.00
Bill Pmt -Check	12/01/2022	E-Pay	Kristopher Arheart	X	-2,707.50	-3,017.50
Bill Pmt -Check	12/01/2022	E-Pay	Helicopter Accessor...	X	-1,675.00	-4,692.50
Bill Pmt -Check	12/01/2022	E-Pay	Ann Simpson	X	-600.00	-5,292.50
Bill Pmt -Check	12/01/2022	E-Pay	WM Waste Manage...	X	-378.02	-5,670.52
Bill Pmt -Check	12/01/2022	E-Pay	St. Johns County Uti...	X	-372.12	-6,042.64
Bill Pmt -Check	12/01/2022	E-Pay	COPYFAX	X	-107.07	-6,149.71
Bill Pmt -Check	12/01/2022	E-Pay	Florida Janitor & Pa...	X	-101.80	-6,251.51
Check	12/07/2022	ACH ...	Bank of America	X	-30,000.00	-36,251.51
Bill Pmt -Check	12/08/2022	E-Pay	Nationwide Retirem...	X	-1,385.00	-37,636.51
Bill Pmt -Check	12/09/2022	E-Pay	Lombardo, Spradley...	X	-4,500.00	-42,136.51
Bill Pmt -Check	12/09/2022	E-Pay	FPL - EOC DR-Main...	X	-1,451.04	-43,587.55
Bill Pmt -Check	12/09/2022	E-Pay	FPL - EOC DR - Re...	X	-846.24	-44,433.79
Bill Pmt -Check	12/09/2022	E-Pay	The Home Depot	X	-371.19	-44,804.98
Bill Pmt -Check	12/09/2022	E-Pay	Grainger	X	-298.96	-45,103.94
Bill Pmt -Check	12/09/2022	E-Pay	Augustine Alarm, Fir...	X	-174.96	-45,278.90
Bill Pmt -Check	12/09/2022	E-Pay	Florida Janitor & Pa...	X	-77.36	-45,356.26
Bill Pmt -Check	12/15/2022	E-Pay	United Concordia	X	-2,122.93	-47,479.19
Bill Pmt -Check	12/15/2022	E-Pay	Staats A/C and Com...	X	-662.00	-48,141.19
Bill Pmt -Check	12/15/2022	E-Pay	CINTAS- 120 EOC- ...	X	-617.73	-48,758.92
Bill Pmt -Check	12/15/2022	E-Pay	COMCAST TV-Inter...	X	-596.41	-49,355.33
Bill Pmt -Check	12/15/2022	E-Pay	Comcast Business -...	X	-505.92	-49,861.25
Bill Pmt -Check	12/15/2022	E-Pay	Guardian Fueling Te...	X	-335.25	-50,196.50
Check	12/15/2022	Srv. ...	Bank of America	X	-284.67	-50,481.17
Bill Pmt -Check	12/15/2022	E-Pay	UHS Premium Billing	X	-256.15	-50,737.32
Bill Pmt -Check	12/15/2022	E-Pay	Advance Auto Parts	X	-56.37	-50,793.69
Bill Pmt -Check	12/15/2022	E-Pay	AFLAC	X	-52.08	-50,845.77
Bill Pmt -Check	12/15/2022	E-Pay	Bozard Ford	X	-37.98	-50,883.75
Bill Pmt -Check	12/15/2022	E-Pay	Turner Ace Hardwar...	X	-29.13	-50,912.88
Bill Pmt -Check	12/22/2022	E-Pay	Nationwide Retirem...	X	-1,285.00	-52,197.88
Total Checks and Payments					-52,197.88	-52,197.88
<b>Deposits and Credits - 1 item</b>						
General Journal	12/06/2022	9-#420R	Ann Simpson	X	310.00	310.00
Total Deposits and Credits					310.00	310.00
Total Cleared Transactions					-51,887.88	-51,887.88
Cleared Balance					-51,887.88	316,098.06
Register Balance as of 12/31/2022					-51,887.88	316,098.06
<b>New Transactions</b>						
<b>Checks and Payments - 19 items</b>						
Bill Pmt -Check	01/03/2023	Phone...	Blue Cross Blue Shi...		-41,813.88	-41,813.88
Bill Pmt -Check	01/05/2023	Phone...	Bank of America		-1,088.68	-42,902.56
Bill Pmt -Check	01/06/2023	E-Pay	St. Johns County Pr...		-28,611.47	-71,514.03
Bill Pmt -Check	01/06/2023	E-Pay	Lane Aviation		-2,703.52	-74,217.55
Bill Pmt -Check	01/06/2023	E-Pay	CustomAquarium.com		-2,490.00	-76,707.55
Bill Pmt -Check	01/06/2023	E-Pay	FPL - EDU CENTER		-1,667.42	-78,374.97
Bill Pmt -Check	01/06/2023	E-Pay	Verizon Wireless Ce...		-1,112.91	-79,487.88
Bill Pmt -Check	01/06/2023	E-Pay	The Home Depot		-923.74	-80,411.62
Bill Pmt -Check	01/06/2023	E-Pay	St. John's County T...		-661.39	-81,073.01
Bill Pmt -Check	01/06/2023	E-Pay	Carefast + Main Ca...		-450.00	-81,523.01
Bill Pmt -Check	01/06/2023	E-Pay	Walmart Community		-433.44	-81,956.45
Bill Pmt -Check	01/06/2023	E-Pay	St. Johns County Uti...		-379.52	-82,335.97
Bill Pmt -Check	01/06/2023	E-Pay	WM Waste Manage...		-194.27	-82,530.24
Bill Pmt -Check	01/06/2023	E-Pay	Augustine Alarm, Fir...		-174.96	-82,705.20
Bill Pmt -Check	01/06/2023	E-Pay	Bozard Ford		-103.70	-82,808.90
Bill Pmt -Check	01/06/2023	E-Pay	Florida Janitor & Pa...		-101.80	-82,910.70
Bill Pmt -Check	01/06/2023	E-Pay	Florida Pest Control		-53.50	-82,964.20

---

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	01/06/2023	E-Pay	Grainger		-37.37	-83,001.57
Bill Pmt -Check	01/06/2023	E-Pay	Legal Shield		-31.90	-83,033.47
Total Checks and Payments					-83,033.47	-83,033.47
Total New Transactions					-83,033.47	-83,033.47
Ending Balance					-134,921.35	233,064.59





P.O. Box 15284  
Wilmington, DE 19850

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

#### Customer service information

Customer service: 1.888.400.9009

bankofamerica.com

Bank of America, N.A.  
P.O. Box 25118  
Tampa, Florida 33622-5118

## Your Full Analysis Business Checking

for December 1, 2022 to December 31, 2022

Account number: 8981 0275 2170

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

### Account summary

Beginning balance on December 1, 2022	\$367,675.94
Deposits and other credits	310.00
Withdrawals and other debits	-51,603.21
Checks	-0.00
Service fees	-284.67
<b>Ending balance on December 31, 2022</b>	<b>\$316,098.06</b>

# of deposits/credits: 1

# of withdrawals/debits: 29

# of days in cycle: 31

Average ledger balance: \$327,529.37



**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**  
**CHEMICAL & FUEL INVENTORY**  
 MONTH OF NOVEMBER 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	OVER / (UNDER)
ALTOSID WSP EA.	42,877.00				42,877.00	45.00	42,832.00	42,832.00	0.00
ALTOSID XR LBS.	1,755.00				1,755.00	0.00	1,755.00	1,755.00	0.00
ALTOSID XRG LBS.	27,000.00				27,000.00	0.00	27,000.00	27,000.00	0.00
AQUABAC XT GALS.	281.25				281.25	20.78	260.47	260.47	0.00
AQUALUER 20-20 GALS.	317.30				317.30	8.51	308.79	308.30	-0.49
B. t. i. DUNKS (Doughnuts) EA.	3,578.00				3,578.00	160.00	3,418.00	3,418.00	0.00
COCO BEAR GALS.	142.12				142.12	1.76	140.36	140.36	0.00
DUET GALS.	308.50				308.50	47.50	261.00	259.00	-2.00
MOSQUITOMIST TWO GALS.	155.50				155.50	78.75	76.75	77.75	1.00
NALED GALS.	750.00				750.00	2.00	748.00	748.00	0.00
NATULAR DT EA.	8,743.00				8,743.00	0.00	8,743.00	8,743.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	9,950.00				9,950.00	30.00	9,920.00	9,920.00	0.00
TALSTAR P GALS.	84.00				84.00	2.71	81.29	81.27	-0.02
VECTOBAC 12AS GALS.	0.00				0.00	0.00	0.00	0.00	0.00
GASOLINE GALS.	3,960.00				3,960.00	994.56	2,965.44	2,943.00	-22.44
JET A GALS.	4,254.00				4,254.00	161.48	4,092.52	4,139.00	46.48
<b>TOTALS</b>	<b>104,199.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>104,199.67</b>	<b>1,553.05</b>	<b>102,646.62</b>	<b>102,669.15</b>	<b>22.53</b>

PREPARED BY:

REVIEWED BY:

REVIEWED BY:

DATE: 12/5/2022

DATE: 12/5/22

DATE: 1/5/23

BASE=	102,669.15
Total	102,669.15



**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**  
**CHEMICAL & FUEL INVENTORY**  
**VALUE**  
**MONTH OF NOVEMBER 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. 18,832.00	\$0.8800	\$16,195.52	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. 860.00	\$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. 260.47	\$35.0000	\$9,116.45	1/31/22	VESERIS
AQUABAC XT	GALS. 0.00	\$0.0000	\$0.00		VESERIS
AQUALUER 20-20	GALS. 88.30	\$121.5400	\$10,731.98	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. 3,418.00	\$1.0510	\$3,592.32	9/1/22	TARGET
B. t. i. DUNKS (Doughnuts)	EA. 0.00	\$0.0000	\$0.00		TARGET
COCO BEAR	GALS. 30.36	\$20.4800	\$621.77	7/16/18	CLARKE
COCO BEAR	GALS. 110.00	\$28.4100	\$3,125.10	6/13/22	CLARKE
DUET	GALS. 259.00	\$214.7300	\$55,615.07	8/24/21	CLARKE
MOSQUITOMIST TWO	GALS. 77.75	\$73.3400	\$5,702.19	11/17/20	CLARKE
NALED	GALS. 358.00	\$214.7300	\$76,873.34	8/24/21	CLARKE
NALED	GALS. 390.00	\$2.0000	\$780.00	10/19/21	Osceola 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. 9,920.00	\$7.1000	\$70,432.00	7/12/22	ALLPRO
SUSTAIN MBG	LBS. 0.00	\$0.0000	\$0.00		ALLPRO
TALSTAR P	GALS. 1.27	\$54.9050	\$69.73	9/16/20	TARGET
TALSTAR P	GALS. 60.00	\$63.6400	\$5,091.20	9/13/22	VESERIS
VECTOBAC 12AS	GALS. 0.00	\$0.0000	\$0.00		ADAPCO
GASOLINE	GALS. 455.00	\$3.9800	\$1,810.90	9/28/22	L. V. HIERS
GASOLINE	GALS. 2,488.00	\$3.0479	\$7,583.18	10/31/22	L. V. HIERS
JET A	GALS. 195.00	\$2.5164	\$490.70	8/19/21	Avfuel
JET A	GALS. 3,944.00	\$3.9200	\$15,460.48	9/28/22	Avfuel
<b>TOTAL</b>	<b>102,669.15</b>	<b>\$1,177.44</b>	<b>\$592,015.64</b>		

Subtract Green first

PREPARED BY:  DATE: 12/5/2022

COST FIGURES REVIEWED BY:  DATE: 12/5/22

REVIEWED BY:  DATE: 1/5/23



# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092  
Telephone: (904)-471-3107 \* Fax (904) 471-3189 \* Web: [www.amcdsjc.org](http://www.amcdsjc.org)

## BOARD OF COMMISSIONERS

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



## DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, December 8, 2022

Next Meeting(s):

Thursday, January 19, 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, December 8, 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  
Mr. Glenn Harrell, Harrell Construction Company

*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

- Ed Slavin thanked Commissioner Moeller for her dedication and time on the AMCD Board of Commissioners.

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

**A. A motion was made to approve the Consent Agenda with the removal of Consent Item #8, postpone until the January 19, 2023 Board Meeting.**

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

**Consent Items ~ APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, 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. 4<sup>th</sup> Quarter Budget Analysis
12. Budget Amendment

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

**A. A motion was made to approve the Agenda with the addition of Unfinished Business #4.**

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

**UNFINISHED BUSINESS:**

**Item 1:** SIT Building Update

*Mr. Glenn Harrell*

- Mr. Harrell first thanked Commissioner Moeller for the opportunity to work with her and congratulations on her end of term. Mr. Harrell then explained the SIT (Sterile Insect Technique) project is suffering supply chain delays, shortages and back orders. He mentioned they have been able to avoid many cost increases and delays by pre-ordering the largest and most expensive pieces need for the project. Mr. Harrell explained these factors have brought on shortages of manpower and aggregate based supplies, such as, concrete block, concrete and asphalt base/dirt fill. Mr. Harrell reassured the Board they have been able to maintain the schedule, however, they see no relief in the near future and have lost about 30 days due to these conditions and confusion with the county fire department. Mr. Harrell reassured the Board that Harrell construction is in track to finishing the SIT building in March 2023.

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

**Item 2:** Discussion and Approval of Committee Recommendation of Health, Dental, Life Ins.

*Mr. Don Lohr, Herbie Wiles*

- Mr. Don Lohr spoke about the insurances offered including the Committee recommendation on renewing our current Florida Blue Health Insurance (with a 5.86% decrease), United Concordia Dental Insurance (no increase) and Guardian Life Insurance

(no increase). Commissioner Moeller mentioned that the health insurance is a little over \$100,000 under what AMCD budgeted for this fiscal year.

**A. A motion was made to approve the Committee Recommendation of Health, Dental, Life Ins.**

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

**Item 3:** Discussion and Approval of Commissioner Brandhorst to attend the AMCA Annual Meeting, Reno Nevada, February 27<sup>th</sup> – March 3<sup>rd</sup>, 2023

*Commissioner Catherine Brandhorst*

- No discussion took place for this item.

**A. A motion was made to approve Commissioner Brandhorst to attend the AMCA Annual Meeting, Reno Nevada, February 27<sup>th</sup> – March 3<sup>rd</sup>, 2023**

- Motioned by: Commissioner Brandhorst
- Seconded by: NONE
- **MOTION FAILED DUE TO LACK OF SECOND**

**Item 4:** Discussion and Approval of CDC (Center for Disease Control) Grant Application for Training and Evaluation Center

- Dr. Xue began explaining he would like to recommend the Board approve AMCD staff and himself to apply for the 5-year CDC grant for Strengthening Training, Evaluation and Partnerships in Prevention and Control of Vector-borne Diseases. He went on to explain the District has been preparing for this kind of CDC & WHO (World Health Organization) Collaboration Center for training and evaluation for many years. Dr. Xue mentioned AMCD has done the creation and training of the GLP (good laboratory practice), increased and improved the related budget, professional staff, facility, tools/equipment, and many partnerships with federal, state, university, industry, and local communities, including internationally. He continued explaining our District has been recognized and awarded for training/mentoring other programs by three national associations (NACCHO, AMCA, and ESA) and conducted/published many evaluations of commercial products, new technology, projects/programs for the prevention and control of mosquitoes and other vector-borne diseases. Dr. Xue mentioned the title of the proposal will be “CDC's Southeastern Training and Evaluation Collaboration Center for Prevention and Control of Vector -borne Diseases.” This proposal will be partnered with Lee County Mosquito Control District (CMCD), FDACS (Florida Department of Agriculture and Consumer Services), Georgia Department of Health (DOH), North & South Carolina DOH, University of Florida (UF), University of North Florida (UNF), MosquitoMate, and ADAPCO to provide the hand-on training and evaluation of the products and technology marketing in 4 states. The 5 year-grant, averaged at \$1.75 million per year, will benefit the District's programs and reputation.

**A. A motion was made to approve the CDC Grant Application for Training and Evaluation Center**

- Motioned by: Commissioner Moeller



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

### **NEW BUSINESS:**

#### **Item 1:** Intern Student Project Report

*Dr. Whitney Qualls*

- Dr. Qualls gave an overview of student interns for 2022. She explained AMCD has trained 79 students since 2005. Dr. Qualls noted one graduate student (Kassidy Caride, Florida State University), one undergraduate (Shealyn Proflias, Rutgers University), four Academy of Biotechnology and Medical Research part time high school students (Arthi Ramaswamy, Iulia Berianu, Jace Lim, & Keats Reddick) and two full time high school students (Maddox Kaufenberg & Jonathan Shugart.) for the FY2022. She pointed out the intern's strengths and mentioned their favorite part was being out in the field and learning the field of science has a lot more to offer than they realized.

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

#### **Item 2:** AMCD Financial Investment Update

- Dr. Rui-De Xue suggested the District move funds from the WellsFargo account to the SBA account because the interest rate is higher. Some expressed concerns about the early 2000's market crash and the possibility of that event occurring again. Mr. Scott Hanna mentioned investments always come with risk, however, he assured the Board the qualification process has become more selective making the market a little more stable than the early 2000's.

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

#### **Item 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*

- Commissioner Becker read the flower vase and presented it to Commissioner Moeller for appreciation of her 16 years of dedication as an AMCD Commissioner and serving as the 2022 chairperson. She then took the time to say a few kind words of her own. At this time pictures were also taken.

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

### **REPORTS:**

**Director** ~ Dr. Xue reported the mosquito season has been very unusual this year. Normally by November the mosquito season is over, however, the District is receiving around 200 calls per day. Dr. Xue mentioned increasing education, operations and surveillance to be prepared for a similar situation November 2023. He also reported one confirmed human case of WNV and one confirmed EEE in a horse, as well as, one travel related dengue fever case. Dr. Xue thanked the staff for all their hard work. He also thanked Commissioner Moeller for her contribution to the growth of the District and wished her farewell.

**Attorney** ~ Mr. Flowers said his farewells and thanked Commissioner Moeller for her time on the AMCD Board, mentioning her unique set of skills and lack of hidden agendas.

**COMMISSIONER COMMENTS:**

**Commissioner Gardner** ~ Thanked the staff and wished Commissioner Moeller well in her future endeavors.

**Commissioner Becker** ~ Thanked the public for re-electing her and to all the candidates for making appearances at the meeting.

**Commissioner LeBlanc** ~ Thanked the staff for all their hard work, especially with the recent mosquito outbreak.

**Commissioner Brandhorst** ~ Thanked Commissioner Moeller for convincing her to run for the AMCD Board and expressed how much she would miss her.

**Commissioner Moeller** ~ Noted it would be hard to sum up 16 years serving on the AMCD Board in three minutes but she'd give it her best shot. Commissioner Moeller took her time recognizing and thanking individuals that played a significant role in the growth of AMCD, from the past and present. She mentioned milestones (good and bad) that played a significant role in the expansion of the District. She noted her integrity never wavered during her time serving, and thanked the staff for their patience, support and education throughout the years.

**Public Comments:**

- Gary Howell thanked Commissioner Moeller for her time with AMCD and mentioned how it was an honor to get the chance to work with her.

**ATTACHMENTS: ~**

1. None

**ADJOURNMENT:**

Chairperson Moeller adjourned the meeting at 6:29 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

120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO

**DISTRICT DIRECTOR:**

*Dr. Rui-De Xue*



**BOARD OF COMMISSIONERS:**

*Trish Becker, Vice-Chairperson*

*Gayle Gardner, Secretary/Treasurer*

*Catherine Brandhorst, Commissioner*

*Martha Gleason, Commissioner*

*Gina LeBlanc, Commissioner*

**TO:** Board of Commissioners

**FROM:** Dr. Rui-De Xue, Director

**CC:** Heather Keating, Administrative Assistant

**DATE:** January 12, 2023

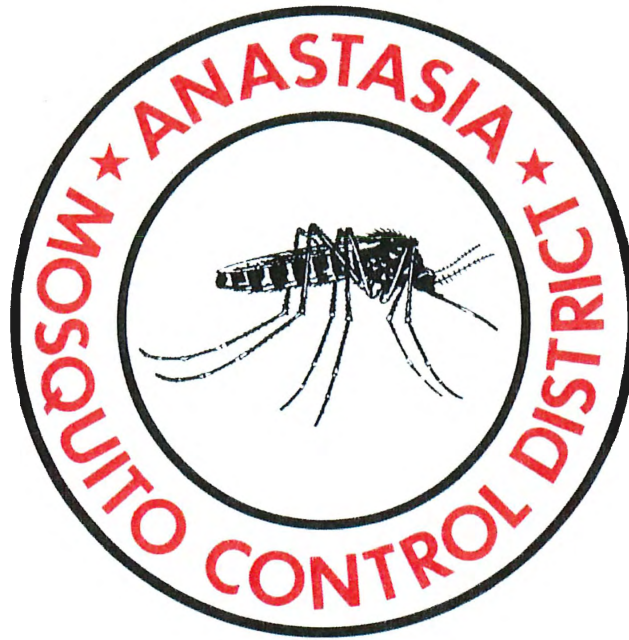
**RE:** Updated Employee Handbook

---

Attached is an updated Employee Handbook. The suggested revisions to the Employee Handbook by attorney Mr. Wayne flowers, have been completed and highlighted in yellow.

Thank you.

# **THE ANASTASIA MOSQUITO CONTROL DISTRICT of St. Johns County**



## **EMPLOYEE HANDBOOK**

**PROPOSED REVISION FOR APPROVAL**

**January 19, 2023**

*(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*

*This page intentionally left blank.*

# EMPLOYEE HANDBOOK

## Table of Contents

<b>WELCOME &amp; INTRODUCTION.....</b>	<b>4-1</b>
PURPOSE OF THE HANDBOOK.....	4-1
OUR POLICY .....	4-1
AMCD MISSION STATEMENT .....	4-2
EMPLOYMENT “AT WILL” .....	4-2
MEDIA CONTACT .....	4-2
<b>GENERAL WORK PRACTICES .....</b>	<b>4-3</b>
ORIENTATION & TRAINING .....	4-3
WORK WEEK .....	4-3
HOURS OF WORK.....	4-3
BREAK & MEAL PERIODS .....	4-4
PROBATIONARY PERIOD .....	4-4
ATTENDANCE & PROMPTNESS.....	4-4
DRESS AND APPEARANCE.....	4-5
<b>WORK ENVIRONMENT &amp; DISTRICT PROPERTY.....</b>	<b>4-8</b>
WORK STATION APPEARANCE.....	4-8
TELEPHONE TECHNIQUE.....	4-8
CELL PHONE POLICY.....	4-8
PERSONAL TELEPHONE CALLS .....	4-8
PERSONAL VISITS .....	4-8
PERSONAL MAIL .....	4-8
PERSONAL PROPERTY .....	4-9
ELECTRONIC DEVICES & SOFTWARE.....	4-9
E-MAIL / VOICE MAIL.....	4-9
INTERNET USAGE.....	4-10
BULLETIN BOARDS .....	4-10
NON-SMOKING .....	4-10
PERSONAL VEHICLE AT WORK .....	4-10
DISTRICT PROPERTY .....	4-10
NON-RETURNED AMCD ITEMS COMPENSATION POLICY.....	4-11
VEHICLES & PASSENGERS ON DISTRICT BUSINESS .....	4-11
<b>EMPLOYMENT PROCEDURES .....</b>	<b>4-13</b>
EQUAL OPPORTUNITY EMPLOYER .....	4-13
AMERICANS WITH DISABILITIES POLICY .....	4-13
EMPLOYMENT CLASSIFICATIONS.....	4-13
PERSONNEL RECORDS AND CHANGES .....	4-15
EMPLOYMENT OF RELATIVES .....	4-15
ROMANTIC RELATIONSHIPS AND DATING POLICY .....	4-16
CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT.....	4-17
PERFORMANCE EVALUATION .....	4-18
PROMOTIONS .....	4-18
TERMINATION OF SERVICE.....	4-18

EMPLOYMENT REFERENCES .....	4-19
EXIT INTERVIEW .....	4-19
REHIRING FORMER EMPLOYEES .....	4-19
NON-INTERFERENCE IN PROCUREMENT & HIRING PRACTICES..	4-20
WHISTLEBLOWER LAW/POLICY .....	4-20
EDUCATION - CONTINUING EDUCATION POLICY.....	4-21
<b>EMPLOYEE BENEFITS .....</b>	<b>4-24</b>
GENERAL INFORMATION ON EMPLOYEE BENEFITS.....	4-24
GROUP INSURANCE PROGRAM .....	4-24
CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) ...	4-25
FLORIDA RETIREMENT SYSTEM (FRS) .....	4-25
DEFERRED COMPENSATION SAVINGS PLAN .....	4-25
SOCIAL SECURITY RETIREMENT SYSTEM .....	4-26
UNEMPLOYMENT COMPENSATION .....	4-26
WORKERS' COMPENSATION .....	4-26
<b>PAY PRACTICES &amp; PROCEDURES.....</b>	<b>4-28</b>
OVERTIME .....	4-28
TIME-KEEPING .....	4-28
PAY PERIODS.....	4-29
PAYROLL DEDUCTIONS.....	4-29
PAY INCREASE EFFECTIVE DATE .....	4-29
PAY PLAN POLICY .....	4-29
GARNISHMENT OF WAGES.....	4-31
TRAVEL / PER DIEM.....	4-32
<b>LEAVES OF ABSENCE .....</b>	<b>4-34</b>
LEAVES OF ABSENCE - GENERAL PROVISIONS.....	4-34
LEAVES OF ABSENCE WITH PAY - GENERAL PROVISIONS .....	4-34
LEAVE <b>REQUESTS</b> .....	4-35
ANNUAL LEAVE .....	4-35
SICK LEAVE.....	4-38
ANNUAL & SICK LEAVE PAYOUT POLICY.....	4-40
BEREAVEMENT .....	4-41
HOLIDAYS & HOLIDAY PAY .....	4-41
ADMINISTRATIVE LEAVE .....	4-43
MILITARY LEAVE .....	4-43
JURY/ CIVIC DUTY .....	4-43
VOTING.....	4-44
DISASTER EMERGENCY LEAVE .....	4-44
LEAVES OF ABSENCE WITHOUT PAY.....	4-44
<b>OTHER</b> LEAVES OF ABSENCE WITHOUT PAY GENERAL.....	4-45
EDUCATIONAL LEAVE .....	4-45
COMPULSORY LEAVE.....	4-45
FAMILY AND MEDICAL LEAVE (FMLA) .....	4-46
DOMESTIC VIOLENCE-RELATED LEAVE.....	4-47
<b>CONDUCT .....</b>	<b>4-50</b>
STANDARDS OF CONDUCT.....	4-50



GIFT ACCEPTANCE POLICY .....	4-51
CUSTOMER RELATIONS .....	4-51
CONFIDENTIAL INFORMATION .....	4-52
SOLICITATIONS / DISTRIBUTION .....	4-52
COOPERATION AND SUGGESTIONS .....	4-52
<b>SAFETY &amp; SECURITY POLICIES .....</b>	<b>4-54</b>
SAFETY AND HEALTH .....	4-54
SEVERE WEATHER CONDITIONS .....	4-54
DRUG FREE WORKPLACE .....	4-54
HARASSMENT .....	4-58
VIOLENCE IN THE WORKPLACE .....	4-60
ANTI-BULLYING POLICY .....	4-61
<b>DISCIPLINE AND GRIEVANCE PROCEDURES .....</b>	<b>4-63</b>
DISCIPLINARY POLICY .....	4-63
GRIEVANCE POLICY .....	4-63
OPEN DOOR POLICY .....	4-64
<b>SUMMARY AND CLOSING WORDS .....</b>	<b>4-66</b>
<b>EMPLOYEE HANDBOOK FORMS .....</b>	<b>4-68</b>

*This page intentionally left blank*

# EMPLOYEE HANDBOOK

## Table of Contents - “Alphabetical”

ADMINISTRATIVE LEAVE .....	4-43
AMERICANS WITH DISABILITIES POLICY .....	4-13
ANNUAL & SICK LEAVE PAYOUT POLICY .....	4-40
ANNUAL LEAVE .....	4-35
ANTI-BULLYING POLICY .....	4-61
ATTENDANCE AND PROMPTNESS.....	4-04
BEREAVEMENT .....	4-41
BREAK AND MEAL PERIODS .....	4-04
BULLETIN BOARDS .....	4-10
CELL PHONE .....	4-08
COMPULSORY LEAVE .....	4-45
<b>CONDUCT .....</b>	<b>4-50</b>
CONFIDENTIAL INFORMATION.....	4-52
CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT.....	4-17
CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) .....	4-25
COOPERATION AND SUGGESTIONS.....	4-52
CUSTOMER RELATIONS .....	4-51
DEFERRED COMPENSATION SAVINGS PLAN .....	4-25
DISASTER EMERGENCY LEAVE.....	4-44
DISCIPLINARY POLICY.....	4-63
<b>DISCIPLINE AND GRIEVANCE PROCEDURES.....</b>	<b>4-63</b>
DISTRICT PROPERTY .....	4-10
DOMESTIC VIOLENCE-RELATED LEAVE.....	4-47
DRESS AND APPEARANCE .....	4-05
DRUG FREE WORKPLACE.....	4-54
EDUCATION - CONTINUING EDUCATION POLICY .....	4-21
EDUCATIONAL LEAVE.....	4-45
ELECTRONIC DEVICES AND SOFTWARE POLICY .....	4-09
E-MAIL/VOICE MAIL .....	4-09
<b>EMPLOYEE BENEFITS.....</b>	<b>4-24</b>
EMPLOYEE BENEFITS GENERAL INFORMATION .....	4-24
<b>EMPLOYEE HANDBOOK FORMS.....</b>	<b>4-68</b>
EMPLOYMENT “AT WILL” .....	4-02
EMPLOYMENT CLASSIFICATIONS .....	4-13
<b>EMPLOYMENT PROCEDURES .....</b>	<b>4-13</b>
EMPLOYMENT OF RELATIVES.....	4-15
EMPLOYMENT REFERENCES .....	4-19
EQUAL OPPORTUNITY EMPLOYER .....	4-13
EXIT INTERVIEW .....	4-19
FAMILY AND MEDICAL LEAVE (FMLA).....	4-46
FLORIDA RETIREMENT SYSTEM .....	4-25
GARNISHMENT OF WAGES .....	4-31

<b>GENERAL WORK PRACTICES</b> .....	4-03
GIFT ACCEPTANCE POLICY .....	4-51
GRIEVANCE POLICY .....	4-63
GROUP INSURANCE PROGRAM .....	4-24
HARASSMENT .....	4-58
HOLIDAYS AND HOLIDAY PAY .....	4-41
HOURS OF WORK .....	4-03
INTERNET USAGE .....	4-10
JURY/ CIVIC DUTY .....	4-43
<b>LEAVES OF ABSENCE</b> .....	<b>4-34</b>
LEAVE <del>REQUESTS</del> FORMS .....	4-35
LEAVES OF ABSENCE - GENERAL PROVISIONS .....	4-34
LEAVES OF ABSENCE WITH PAY - GENERAL PROVISIONS .....	4-34
<del>OTHER LEAVES OF ABSENCE WITHOUT PAY – GENERAL</del> .....	4-45
<del>LEAVES OF ABSENCE WITHOUT PAY</del> .....	4-44
MEDIA CONTACT .....	4-02
MILITARY LEAVE .....	4-43
MISSION STATEMENT .....	4-02
NON-INTERFERENCE IN PROCUREMENT & HIRING PRACTICES .....	4-20
NON-RETURNED AMCD ITEMS COMPENSATION POLICY .....	4-11
NON-SMOKING .....	4-10
OPEN DOOR POLICY .....	4-64
ORIENTATION AND TRAINING .....	4-03
OUR POLICY .....	4-01
OVERTIME .....	4-28
PAY INCREASE EFFECTIVE DATE .....	4-29
PAY PERIODS .....	4-29
PAY PLAN POLICY .....	4-29
<b>PAY PRACTICES AND PROCEDURES</b> .....	<b>4-28</b>
PAYROLL DEDUCTIONS .....	4-29
PERFORMANCE EVALUATION .....	4-18
PERSONAL MAIL .....	4-08
PERSONAL PROPERTY .....	4-09
PERSONAL TELEPHONE CALLS .....	4-08
PERSONAL VISITS .....	4-08
PERSONAL VEHICLE AT WORK .....	4-10
PERSONNEL RECORDS AND CHANGES .....	4-15
PROBATIONARY PERIOD .....	4-04
PROMOTIONS .....	4-18
PURPOSE OF THE HANDBOOK .....	4-01
REHIRING FORMER EMPLOYEES .....	4-19
ROMANTIC RELATIONSHIPS AND DATING POLICY .....	4-16
SAFETY AND HEALTH .....	4-54
<b>SAFETY AND SECURITY POLICIES</b> .....	<b>4-54</b>
SEVERE WEATHER CONDITIONS .....	4-54
SICK LEAVE .....	4-38

SOCIAL SECURITY RETIREMENT SYSTEM .....	4-25
SOLICITATIONS/DISTRIBUTION .....	4-52
STANDARDS OF CONDUCT .....	4-50
<b>SUMMARY AND CLOSING WORDS .....</b>	<b>4-66</b>
TELEPHONE TECHNIQUE.....	4-08
TERMINATION OF SERVICE .....	4-18
TIME-KEEPING .....	4-28
TRAVEL / PER DIEM .....	4-32
UNEMPLOYMENT COMPENSATION .....	4-26
VEHICLES AND PASSENGERS ON DISTRICT BUSINESS .....	4-11
VIOLENCE IN THE WORKPLACE.....	4-60
VOTING .....	4-44
<b>WELCOME AND INTRODUCTION.....</b>	<b>4-01</b>
WHISTLE BLOWER LAW POLICY .....	4-20
<b>WORK ENVIRONMENT AND DISTRICT PROPERTY .....</b>	<b>4-08</b>
WORK STATION APPEARANCE .....	4-08
WORK WEEK .....	4-03
WORKERS' COMPENSATION .....	4-26

*This page intentionally left blank*

# **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](http://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.

## **<sup>1</sup>AMCD 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.

---

<sup>1</sup> 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~~ reserves 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**

<sup>2</sup>Every new full-time employee is considered to be in a probationary period for one (1) full year after the date of hire. <sup>3</sup>However, 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.

---

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

<sup>3</sup> 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:~~

~~Neat 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.

**CELL 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

---

<sup>4</sup> 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.



<sup>5</sup>If 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.
- <sup>6</sup> 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.
- <sup>7</sup>Also, 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.
- <sup>8</sup>Pertaining 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](http://www.faa.gov).

#### **The District Director also has the authority to:**

- <sup>9</sup>Use 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.

---

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

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

<sup>7</sup> As approved by the Board of Commissioners on 8-11-16

<sup>8</sup> Revision updated as 8-13-2020

<sup>9</sup> As approved by the Board of Commissioners on 10-20-16

*This page intentionally left blank*

# EMPLOYMENT PROCEDURES

## <sup>10</sup>EQUAL 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.

---

<sup>10</sup> 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.

## **<sup>11</sup>EMPLOYMENT 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, Seasonal Unlicensed, Intern Licensed, Intern 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, the employees concerned will decide who will remain 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. 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.~~

---

<sup>11</sup> 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.

---

<sup>12</sup> 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.

### **<sup>13</sup>NON-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.

### **<sup>14</sup>WHISTLEBLOWER 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

---

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

<sup>14</sup> 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”.**

## **<sup>15</sup>CONTINUING 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

---

<sup>15</sup> 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, **subject to the employees at will employment status,** 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.**

*This page intentionally left blank*

# 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.

<sup>16</sup> 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.

---

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



~~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 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.~~

~~<sup>17</sup>The 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.

## **<sup>18</sup>DEFERRED 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.

---

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

<sup>18</sup> As approved by the Board of Commissioners on April 10, 1997

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

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"**



*This page intentionally left blank*

## PAY PRACTICES AND PROCEDURES

### <sup>19</sup>OVERTIME

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. <sup>20</sup>(Work hours for overtime purposes include actual hours worked. Work hours do not include <sup>21</sup>holidays, 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

---

<sup>19</sup> As approved by the Board of Commissioners on Aug. 10, 2006

<sup>20</sup> Approved June 2006 Revised Employee Handbook (Annual & Sick Leave paid at employee's regular rate of pay.

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

of forty (40) hours per week. For record keeping purposes, the District may “round” any 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.

### **<sup>22</sup>PAY 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.

### **<sup>23</sup>PAY 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. <sup>24</sup>All 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.

---

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

<sup>23</sup> 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

<sup>24</sup> 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, ~~in the~~ **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

<sup>25</sup>A 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.

<sup>26</sup>In 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 <sup>27</sup>require 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.

---

<sup>25</sup> As approved by the Board of Commissioners on January 8, 2004

<sup>26</sup> As approved by the Board of Commissioners on March 11, 2004

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

*This page intentionally left blank*



# 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.
- <sup>28</sup> **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.**

---

<sup>28</sup> As approved by the Board of Commissioners on 11-7-12

- All <sup>29</sup>Full Time Exempt and Full Time Non-Exempt employees will accrue annual leave from date of hire <sup>30</sup>which 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 <sup>31</sup>regular and temporary full time employees will accrue annual leave from date of hire <sup>32</sup>which 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

<sup>33</sup>The 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

<sup>29</sup> As approved by the Board of Commissioners on December 15, 2016

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

<sup>31</sup> As approved by the Board of Commissioners on December 15, 2016

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

<sup>33</sup> 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.**
- **<sup>34</sup>Annual 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.~~
- ~~<sup>35</sup>Annual 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.
- **<sup>36</sup>Annual leave must be taken in minimum increments of fifteen (15) minutes.**

---

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

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

<sup>36</sup> As approved with Employee Handbook Revision October 15, 2009



<sup>37</sup>**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 <sup>38</sup> ~~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~~

---

<sup>37</sup> Revised; As approved by the Board of Commissioners on October 8, 2015

<sup>38</sup> 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](http://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. 1<sup>st</sup> 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.
- <sup>39</sup>One-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

---

<sup>39</sup> 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;

---

<sup>40</sup> 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**

**<sup>41</sup>All 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:~~

---

<sup>41</sup> 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
<sup>42</sup> 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.~~

---

<sup>42</sup> 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.

### **<sup>43</sup>DISASTER 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~~

---

<sup>43</sup> 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](http://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](http://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.



*This page intentionally left blank*

# 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.

#### **<sup>44</sup>GIFT 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

---

<sup>44</sup> 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.

*This page intentionally left blank*

# 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.

## <sup>45</sup>DRUG 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.

---

<sup>45</sup> 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. <sup>46</sup>The AMCD Safety

---

<sup>46</sup> 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.

#### <sup>47</sup>**ANTI-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.

---

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

*This page intentionally left blank*



# DISCIPLINE AND GRIEVANCE PROCEDURES

## <sup>48</sup>**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.

## <sup>49</sup>**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.<sup>50</sup>

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

---

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

<sup>49</sup> As approved by the Board of Commissioners on April 8, 2004

<sup>50</sup> 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 supervisor 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. <sup>51</sup>In 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.

---

<sup>51</sup> As approved by the Board of Commissioners on January 14, 2016

*This page intentionally left blank*

## **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.

*This page intentionally left blank*





675 Sidwell Court  
St. Charles, IL 60174  
630 894.2000 P  
630 443.3070 F  
www.clarke.com

January 3, 2023

Dr. Ruide Xue  
Anastasia Mosquito Control District  
120 EOC Drive  
St. Augustine, FL 32092 USA

Dr. Xue,

It is my pleasure to cordially invite you to attend Clarke+, an Appreciative Inquiry event that Clarke is hosting February 14–16, 2023, at the Q Center in St. Charles, Illinois. The meeting will begin around 8AM on the morning of Tuesday, February 14, and will conclude after lunch on Thursday, February 16.

During Clarke+, we will explore our vision for transforming and elevating public health mosquito/vector control, including the way we work, how we support our industry, and our overall impact on public health. It would be our great privilege to host you for this event and have your voice and ideas influence how we will contribute to our industry and communities in the future.

There is no registration fee associated with attending Clarke+, and your invitation is inclusive of up to four days of lodging at the Q Center, all meals and refreshments, and all ground transportation associated with the event. Clarke is also prepared to sponsor your airfare if required.

We sincerely hope you can join us for Clarke+, and anxiously await confirmation of your plans to attend.

Sincerely,

J. Lyell Clarke, PhD  
Chairman, President, and CEO  
The Clarke Group

*Dr. Xue requests for \$500  
to cover his around airline  
tickets.*

*Ruide Xue  
1/5/23*





## 2023 Committee List and Members

### **SAFETY COMMITTEE**

Business Mgr.: Richard Weaver (Chair)

Scientific Mgr.: Whitney Qualls

Supervisor: Dena Oliva

A&P Aircraft Mechanic: Ralph Bruner

Biological Technician: Steven Smoleroff

MC Technician: Freddie Allen

Lab Mgr.: Kai Blore

### **FINANCIAL/AUDIT COMMITTEE**

Commissioner: Gayle Gardner (Chair)

Director: Rui-De Xue

C.F.O. Scatt Hanna

Accountant: Aye McKinney

Business Mgr.: Richard Weaver

Chief Pilot / Aviation Mgr. Dana Smith

Administrative Assistant: Heather Keating

### **APPLIED RESEARCH COMMITTEE**

Commissioner: Martha Gleason (Chair)

Scientific Mgr.: Whitney Qualls

Molecular Entomologist: Steve Peper

Mosquito Control Engineer: M. Farooq

Laboratory Mgr.: Kai Blore

Biological Technician: Edward Zeszutko

### **EMERGENCY RESPONSE COMMITTEE**

Scientific Mgr.: Whitney Qualls (Chair)

Business Mgr.: Richard Weaver

Supervisor: Dena Oliva

Education Specialist: Taylor Ballantyne

IT Specialist: Rick Stockley

Aviation Mgr.: Dana Smith

### **EDUCATION COMMITTEE**

Commissioner: Trish Becker (Chair)

Education Specialist:

Scientific Mgr.: Whitney Qualls

Supervisor: Dena Oliva

Laboratory Mgr.: Kai Blore

Biological Technician: Edward Zeszutko

### **OPERATIONAL COMMITTEE GROUND/AERIAL**

Commissioner: Cathy Brandhorst (Chair)

Director: Rui-De Xue

Chief Pilot/Aviation Mgr.: Dana Smith

Scientific Manager: Whitney Qualls

Supervisor: Dena Oliva

Senior Mechanic: James Wynn

Business Mgr.: Richard Weaver

Biological Technician: Morgan Duet

### **PLANNING COMMITTEE**

Commissioner: Gina LeBlance (Chair)

Director: Rui-De Xue

Scientific Mgr.: Whitney Qualls

Chief Pilot/Aviation Mgr.: Dana Smith

Supervisor: Dena Oliva

Molecular Entomologist: Steven Peper

### **INSTITUTE OF REVIEW BOARD (new committee)**

Business Mgr.: Richard Weaver (Chair)

Scientific Mgr.: Whitney Qualls

Director of County DOH: Shane Lockwood

Adjunct Prof. Uli Bernier

Mosquito Control Engineer: M. Farooq

### **ANIMAL CARE COMMITTEE (new committee)**

Molecular Entomologist: Steve Peper (Chair)

Scientific Mgr.: Whitney Qualls

Laboratory Mgr.: Kai Blore

Biological Technician: Steve Smoleroff

Biological Technician: Connor Kuppe



## **CONTRACT FOR AERIAL MOSQUITO CONTROL SERVICES** **ADULTICIDE**

This agreement, dated \_\_\_\_\_, to provide aerial application services is entered into between Vector Disease Control International, LLC (VDCI) with offices at 1320 Brookwood Dr., Ste. H, Little Rock, AR 72202 and Anastasia Mosquito Control District.

VDCI hereby agrees to provide aerial application services for the application of mosquito control insecticides. VDCI shall provide all labor, equipment and supplies to complete the terms, conditions and specifications herein, including the NPDES permit pertaining to Mosquito Control and aircraft equipped for ultra-low volume (ULV) dispersal of insecticides used for the control of adult mosquitoes.

### **A. GENERAL CONTRACT SCOPE**

VDCI shall furnish applicable multi-engine fixed wing aircraft to be used for ULV application of insecticides to control adult mosquitoes within the geographical confines to be determined and communicated by Customer. VDCI will provide all aircraft, personnel (including pilots), equipment, fuel, oil, maintenance, landing and tie down fees and all other items required to successfully complete the application(s).

### **B. INSECTICIDE SPECIFICATIONS**

Products for adulticide use will be determined by Customer, but otherwise lawful for use. VDCI will apply the insecticide at a rate which is dependent on the product to be used and as directed by Customer. No applications will be at rates above or below those specified on the label.

### **C. RESPONSIBILITIES**

#### **1. VDCI's Responsibilities (If VDCI supplies pesticide):**

VDCI agrees to deliver the pesticide and provide sufficient personnel with the capabilities which meet or exceed safety requirements for transferring product(s) to the aircraft in compliance with the Federal Environmental Protection Agency (EPA), and State and local agencies, as well as the ability to proactively contain any challenges associated with product spills. If VDCI is to supply the pesticide for application, Customer must give at least one (1) week advance notice of the desired application date in order for pesticide to be ordered and received.

#### **2. Customer's Responsibilities (If Customer supplies pesticide):**

Customer shall be responsible for supplying the insecticide to be applied, including delivery, containment, storage and empty insecticide container disposal. Customer shall be responsible for delivery of the insecticide to the transfer loading site to be determined by VDCI at least two (2) hours prior to commencement of aircraft loading.

### 3. Deliverables

VDCI shall provide Customer a copy of each aerial spray mission report and map, showing spray altitude, release height wind speed, release height temperature, aircraft speed (ground speed), date and time of application, amount of insecticide applied, number of acres treated, and flight path showing “spray on” areas. Reports shall be submitted within twenty-four (24) hours after each application.

### 4. Contacts

For all service requests, the following individual(s) should be contacted by Customer:

#### Primary Contact:

Name: Kevin Card, Aerial Division Director  
Phone: (386) 451-8085  
E-mail: kevin.card@vdc.net

#### Alternate Contact:

Name: Jay Sandridge, Business Development Director  
Phone: (540) 908-7747  
E-mail: jsandridge@VDCI.net

#### Customer Contact:

Name:  
Phone:  
E-mail:

VDCI shall be available for contact between the hours of 8:00 a.m. and 5:00 p.m. CST. VDCI shall be available at times specified by Customer to perform the Aerial Application Services with a minimum forty-eight (48) hour notification. Early notification is preferred when possible.

Any written notice provided under this Agreement may be sent via overnight mail, certified mail, hand delivery or electronic mail with delivery confirmation, to the individuals and addresses identified in this Agreement.

D. AIRCRAFT

VDCI shall make available at least one (1) multi-engine fixed wing aircraft capable of treating a minimum of thirty thousand (30,000 to 40,000) acres in one evening. *Note: More aircraft are available for acreages more than 40,000.*

Aircraft used within the contract shall:

1. Be certified by the Federal Aviation Administration (FAA), and comply with all requirements of FAR Part 137, Agricultural Operation. An approved FAA congested area plan is required prior to commencement of operations by VDCI.
2. Be equipped with the Wingman™ GX aerial spray guidance system, manufactured by ADAPCO, Inc. The Wingman™ GX will process onboard meteorology accurate within less than one (1) knot; a two (2) degree vector and less than one (1) degree in temperature to be used for optimization in real-time and detection of a temperature inversion.
3. Be equipped with a ULV rotary atomizer spray system with nozzles that have been certified by a Malvern Laser Wind-Tunnel analysis or industry approved one inch (1") spinning Teflon impingers.
4. Be capable of applying approved adjuvants within label rates, at various operating protocols (i.e. swath width, ground wind speeds, etc.).
5. Be capable of GPS (Global Positioning Satellite) guidance with gridline capabilities. The system must have an accuracy of zero (0) to fifty (50) feet and be used on all aerial spray missions.

E. APPLICATION

The Customer will supply VDCI with the geographical areas to be sprayed, date, time, alternate time, and the number of acres to be treated via the GIS software supplied by VDCI.

A representative to be named by the Customer will be available to monitor all aspects of the spray mission to ensure procedures are followed that will result in a successful best effort mission. Some of the items to be monitored may include:

1. Meteorological conditions (favorable or unfavorable)
2. Application protocols such as lane separation, altitude, etc.

The Customer's representative and VDCI shall have the mutually agreed authority to approve, delay or terminate the spray mission(s).

During the mission VDCI will have the ability to perform the following:

1. Receive in real-time via an AIMMS-20 weather monitoring system, meteorological conditions at release height into the aircraft, specifically:
  - a. Temperature
  - b. Wind speed
  - c. Wind direction
  - d. Humidity
2. Based upon the cumulative effect of many variables such as droplet spectra, aircraft vortices, meteorology from multiple altitudes, evaporation, nozzle location, aircraft characteristics, product characteristics, source geometry (aircraft speed, release height) and application rates, VDCI will have onboard the aircraft the equipment necessary to optimize the application strategies, which result in increased droplet densities, product volume and most efficient droplet sizes into the intended treatment area, while minimizing off-target drift. In addition, the onboard GPS system will be capable of alerting the pilots of real-time meteorological changes and temperature inversions.
3. Through the use of the Wingman™ GX system's flight recording software, VDCI will have the ability to produce a digital GIS map capable of "replaying" the aerial mission as it was flown. This software will also graphically display the flight path, spray switch status, air speed, date, time, positional GPS coordinates, meteorological variables and spray cloud drift prediction data for each application.

#### E. PILOT QUALIFICATIONS

Pilots shall have the following qualifications:

1. Minimum of fifteen hundred (1500) logged and verifiable flight hours.
2. Minimum of five hundred (500) logged and verifiable hours in aerial application of insecticide to control mosquitoes.
3. Possess and maintain current certification in public health and aerial categories of pest control.
4. In addition to the above certification, copies of commercial pilot's license with multi-engine rating, first or second-class medical certificate, FCC restricted radio operator's permit and copies of any other documentation required by the FAA, State and local agencies.



F. Public Records

(a) IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT DR. RUI-DE-XUE, PH.D, THE DIRECTOR AND CUSTODIAN OF PUBLIC RECORDS AT (904) 471-3107, [XUEAMCD@GMAIL.COM](mailto:XUEAMCD@GMAIL.COM), 120 EOC DRIVE, ST. AUGUSTINE, FLORIDA 32092.

(b) The contractor shall comply with Chapter 119, Florida Statutes, in regards to public records laws, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt for public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

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

G. PRICING & PAYMENT

PRICING & PAYMENT:

Description of Service	Price Per Acre
<b>1. Adulticide Application Only</b> (Chemical Supplied by the District)	\$0.76
<b>2. Adulticide Application Plus Dibrom Supplied by VDCI</b> (application rate of ½ oz per acre)	\$1.80
<b>3. Adulticide Application Plus Dibrom Supplied by VDCI</b> (application rate of ¾ oz per acre)	\$2.32

After each application, VDCI shall submit to Customer an invoice for all services provided. All amounts shall be due upon thirty days of invoice date. The Customer will be liable for any returned check fees and any collection costs, including reasonable attorney fees and court costs, for any invoices not otherwise timely paid, and interest at the rate of 1% per month may be added to all unpaid invoices.

Invoices shall be payable to the following address:

Vector Disease Control International, LLC  
1320 Brookwood Dr., Ste. H  
Little Rock, AR 72202

H. CONTRACT TERM

This agreement will remain in full force and effect from \_\_\_\_\_ until \_\_\_\_\_ (the "Termination Date"). Notwithstanding the foregoing, this agreement may be renewed for four (4) additional one (1) year terms upon mutual agreement of the parties in writing. Upon mutual agreement by both parties, changes in the pricing and/or terms of this agreement must occur no later than 30-days prior to the start date of each renewal period.

## I. LIMITATION OF LIABILITY

VDCI will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. VDCI will be responsible for those damages, claims, causes of action, injuries or legal costs to the extent of its own direct negligence or misconduct, and then only to an amount not to exceed the extent of VDCI's liability insurance as provided below.

### A. Limits of VDCI Insurance

1. Automobile Liability: \$2,000,000 per accident for bodily injury and property damage.
2. Workers' Compensation: Benefits as per statutory requirements.
3. Commercial General Liability: \$5,000,000 each occurrence, \$5,000,000 general aggregate
4. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
5. Aviation Liability Insurance: \$1,000,000 per occurrence. Any Chemical Coverage sub-limits shall be at least \$300,000/\$300,000/\$300,000 for bodily injury per person, bodily injury per accident & property damage

## J. FORCE MAJEURE

VDCI shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.

## K. ANTI-CORRUPTION AND BRIBERY

Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.

## L. GOVERNING LAW AND DISPUTES

This Agreement shall be interpreted and governed by the laws of the state of Florida regardless of any choice of law principles. The parties agree that any dispute hereunder shall be determined by a court of competent jurisdiction over the parties. The parties additionally waive any and all rights to a jury trial in any such dispute.

## M. FUEL/TRANSPORTATION SURCHARGE

Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, VDCI reserves the right to add a fuel surcharge to the Customer's invoice for any increase in the cost of fuel as measured above 2022 (as measured by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.

**M. FUEL/TRANSPORTATION SURCHARGE**

Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, VDCI reserves the right to add a fuel surcharge to the Customer's invoice for any increase in the cost of fuel as measured above 2022 (as measured by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.

**N. SUCCESSORS AND ASSIGNS**

The Customer may not assign this Agreement without the prior written approval of VDCI. VDCI may assign its rights and obligations under this Agreement to any entity purchasing or succeeding to either the ownership of VDCI or its material assets.

**O. ENTIRE AGREEMENT**

This Agreement and constitutes the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.

**AGREED AND ACCEPTED:**

Vector Disease Control International (VDCI)	Anastasia Mosquito Control District
_____	_____

By: _____	By: _____
-----------	-----------

Signature: _____	Signature: _____
------------------	------------------

Date: _____	Date: _____
-------------	-------------



**Memorandum of Understanding  
Public Health Entomology for All Summer 2023 Internship Program**

This agreement is made and entered into on this 22 day of December 2022 ("Effective Date") by and between: **Anastasia Mosquito Control District (AMCD)** located in St. Augustine, Florida and the **Entomological Society of America (ESA)** (the "owners") located in Annapolis, Maryland.

The MOU will be effective on **January 15, 2023**, through **December 31, 2023**. For the duration of this agreement, the owners agree to pay a stipend based on the number of high school and college students AMCD hosts during the Summer of 2023 (see Attachment A).

**I. Purpose and Scope**

The purpose of this memorandum of understanding is to clearly identify the roles and responsibilities of each party as they relate to providing programmatic services under the Public Health Entomology for All (PHEFA) program.

Public Health Entomology for All (PHEFA) is a partnership between the Centers for Disease Control and Prevention Division of Vector-Borne Diseases (CDC-DVBD) and ESA. PHEFA was created to help address the lack of diversity in the field of entomology. According to the National Science Foundation, only 2.3 percent of entomology and parasitology graduate students are Black, and 4.9 percent are Hispanic/Latinx.

A diverse workforce strengthens the field's ability to develop successful, community-accepted prevention and intervention efforts. It is critical for the public health workforce to reflect the communities they serve, and PHEFA is implementing strategies that expand the racial, cultural, demographic, and experiential diversity of the public health entomology workforce. By building a more diverse workforce, the field will be better prepared to identify health disparities and ensure health equity.

**II. ESA's Commitment**

- To provide compensation to AMCD as outlined in Attachment A
- Support AMCD in marketing student participation in PHEFA
- Administer an application platform through which students will apply for PHEFA
- Compensate undergraduate student interns as outlined in Attachment A

**III. Scope of Work for 10-week Undergraduate Internship Program**

AMCD will serve as a host site for the PHEFA 10-week internship program for no more than five undergraduate students. The activities and services for PHEFA shall include; but are not limited to:

- Engage in and administer outreach to local MSIs, and underrepresented communities to participate in the internship programs for undergraduate students.
- Participate in regular meetings with PHEFA program staff both in-person and/or virtual.
- Encourage undergraduate students to participate in regular meetings with PHEFA program staff.
- Develop an internship plan for students participating at the undergraduate level.
- Utilize PHEFA program stipends only for PHEFA program and/or internship related initiatives and activities.
- Administer surveys to students, as requested by ESA and/or PHEFA program staff.


- Develop an internship impact report highlighting the successes and lessons learned from the internship opportunity for undergraduate students.
- Engage with ESA's PHEFA program evaluator to measure the effectiveness of the PHEFA program, as requested.

#### IV. Scope of Work for Two-Week High School Internship Program

AMCD will serve as a host site for the PHEFA two-week internship program for high school students during the summer of 2023. The high school program should be offered in parallel with the undergraduate internship program. The activities and services for the PHEFA program shall include; but are not limited to:

- Engage in and administer outreach to local high schools, related youth groups, and underrepresented communities to participate in the internship program.
- Participate in regular meetings with PHEFA program staff both in-person and/or virtual.
- Develop a plan for the two-week internship opportunity.
- Utilize PHEFA program stipends only for PHEFA program and/or internship related initiatives or activities.
- Administer surveys to students, as requested by ESA and/or PHEFA program staff.
- Develop an internship impact report highlighting the successes and lessons learned from the high school internship. Share feedback on the PHEFA program.
- Engage with ESA's PHEFA program evaluator to measure the effectiveness of the PHEFA program, as requested.

#### Signatures

  
 AMCD Representative  
 Title: *Director*

*12-22-22*  
 Date

\_\_\_\_\_  
 Stacie East  
 Entomological Society of America

\_\_\_\_\_  
 Date



Attachment A  
(Compensation)

There are three components of compensation that ESA will provide in relation to the PHEFA-AMCD internship programs: 1) Compensation to undergraduate interns; 2) Compensation to AMCD for hosting undergraduate interns; 3) Compensation to AMCD for hosting high school interns.

**I. Compensation to college interns**

Undergraduate interns hosted by AMCD will be independent contractors to ESA. ESA will compensate these interns at the rate of \$16.00 per hour for no more than 40 hours per week for 10 weeks. Students will directly submit their hours to ESA.

**II. Compensation to AMCD for hosting high school students**

ESA will provide a per student stipend to AMCD as provided below:

	Cost	Maximum Quantity	No.	Total
Cost of Instruction	\$ 500	5	1	\$2,500
Stipend to teacher/chaperone	\$ 1,500	1	1	\$1,500
Local Transportation	\$ 200	5	1	\$1,000
Per Diem	\$ 12.84	5	10	\$ 642
Completion Recognition	\$ 100	5	1	\$ 500
<b>Maximum Total</b>				<b>\$6,142</b>

**III. Compensation to AMCD for hosting college interns.**

ESA will provide a per student stipend to AMCD as provided below:

Stipend per Intern	Maximum No. Of Participants	Maximum Total
\$1,000	6	\$6,000





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. **2023-02**

Fiscal Year: **2022-2023**

Date: **1/19/2023**

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
\$ 16,685,595.73	\$ 5,791,636.05	\$ 16,685,595.73	\$ 19,784.62	\$ -	\$ 16,705,380.35

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	\$ 15,628.68	\$ 19,784.62	\$ -	\$ 35,413.30
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>		\$ 7,725,111.68	\$ 19,784.62	\$ -	\$ 7,744,896.30
Beginning Fund Balance		\$ 8,960,484.05	\$ -	\$ -	\$ 8,960,484.05
<b>Total Budgetary Receipts &amp; Balances</b>		\$ 16,685,595.73	\$ 19,784.62	\$ -	\$ 16,705,380.35

**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	\$ 5,500.00	\$ -	\$ -	\$ 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	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
52.4	Misc. Supplies	\$ 175,889.68	\$ 19,784.62	\$ -	\$ 195,674.30
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	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET AND CHARGES</b>		\$ 10,893,959.68	\$ 19,784.62	\$ -	\$ 10,913,744.30
0.001	Reserves - Future Capital Outlay	\$ 3,700,225.05	\$ -	\$ -	\$ 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
<b>TOTAL RESERVES</b>		\$ 5,791,636.05	\$ -	\$ -	\$ 5,791,636.05
<b>TOTAL BUDGETARY EXPENDITURES and BALANCES</b>		\$ 16,685,595.73	\$ 19,784.62	\$ -	\$ 16,705,380.35
<b>ENDING FUND BALANCE</b>		\$ -	\$ -	\$ -	\$ -

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 2023-02**

PAGE 1 OF 1

## COMPUTATIONS

**LOCAL FUND**

<b>Balance of Sources and Uses of Funds</b>	(Additional Revenues, above budget, matched to Expenditures)
---	--

**Receipts:**

**Revenue: Interest Earnings**

**19,784.62**

19,784.62

**Expenditures:**

**Misc. Supplies**

(19,784.62)

**Budget Amendment (Net Effect)**

•

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

**LOCAL FUND BUDGET AMENDMENT NUMBER 2023-02**

PAGE 1 OF 1

JOURNAL ENTRIES:

**BUDGET AMENDMENT ADJUSTMENT ENTRIES:**


Dr) EXPENDITURES: Misc. Supplies	\$	19,784.62	
Cr) REVENUE: Interest Earned			\$ 19,784.62
	\$	19,784.62	\$ 19,784.62

# Unfinished Business #1


# SUNSHINE LAW, PUBLIC RECORDS AND ETHICS REQUIREMENTS FOR ANASTASIA MOSQUITO CONTROL DISTRICT COMMISSIONERS

JANUARY 19, 2023


Wayne E. Flowers



## Government-in-the-Sunshine Sec. 286.011, Florida Statutes





- Three Basic Requirements:
  1. Public board meetings must be open to the public
  2. Reasonable advance notice of meetings must be given
  3. Minutes of meeting must be taken and promptly recorded





## "MEETING"

- Any time two or more Board members communicate/discuss matter which foreseeably will come before the Board
- Meeting must be held in place accessible to public
- Public must be provided notice of time and place of meeting a reasonable time in advance of meeting
- Minutes

## MEETINGS

- Telephone Conversation ✓
- Text Message ✓
- Emails ✓
- Smoke Signals ✓
- Conduits ✓
- One Way Communications – Be Careful


## Meeting is Open to the Public

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




## Caution

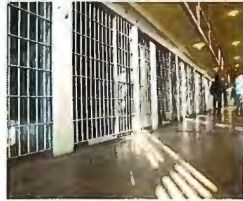
- Conversations held at properly noticed meeting can violate Sunshine Law
- Inaudible discussions between Board members at a public meeting
- Private discussions at a public meeting





## SERIOUS BUSINESS

- Knowing Violation – Second Degree Misdemeanor (\$500 fine and/or 60 days in County Jail)
- Unknowing/Non-Intentional Violation (\$500 non-criminal fine)
- Attorney's Fees for Successful Complainant



## HALL OF SHAME

- City of Port St. Lucie 2013
  - Let's fire the City Manager
- City of Sebastian 2020-2021
  - Let's take over City Hall
- Madera Beach 2021-2022
  - Hiring & Firing the City Attorney



## MADIERA BEACH 2021-2022

"I think part of the problem is that we all don't have each other's backs.

...Look there's nobody that can say there's a violation unless one of us gives out information that is being discussed or they overhear you discussing and then you have committed a violation. This to me is a **little** issue and nobody has ever gotten hand slapped for this violation in the past."



## "Public Record"

- §119.011(12) "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.
- Florida courts have interpreted the above to include *all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge.*



## Public Records Law

Chapter 119, Florida Statutes



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



## Retention Requirements

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



## SERIOUS BUSINESS II

- Knowing Violation – First Degree Misdemeanor (\$1,000 fine and/or 1 year in County Jail)
- Unknowing/Non-Intentional Violation (Up to \$500 non-criminal fine)
- Attorney's Fees for Successful Complainant



## INTERSECTION BETWEEN SUNSHINE LAW AND PUBLIC RECORDS LAW

- Electronic "meetings" create records
- Records must be retained
- Records are evidence of meetings



## Ethics for Public Officers

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



## Sec. 112.311(1), Fla. Stat.

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



## Sec. 112.313(2) Solicitation of Acceptance of Gifts

Prohibits public officer, employee of agency, local government attorney, or candidates for nomination of election from:

- Soliciting or accepting anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, **based upon any understanding**, that the **vote, official action, or judgment** of the public official, employee, etc., **would be influenced thereby**
- Concept of quid pro quo – essentially bribery



## Sec. 112.313(4), Fla. Stat. Unauthorized Compensation

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



## Gifts



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

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



## Doing Business with One's Agency

Two prohibitions in this section:

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



## Doing Business with One's Agency, cont'd

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

**Exception** – sealed competitive bidding where official plays no part in developing specifications for bid.



## Conflicting Employment or Contractual Relationship Sec. 112.313(7), Fla. Stat.

Prohibits public officers from –

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



## Misuse of Public Position

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



## Voting Conflicts of Interest

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

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

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



### Voting Conflicts of Interest, cont'd

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



### Voting Conflicts of Interest, cont'd

#### Requirements to be followed when Board member has Voting Conflict—

1. Abstain from voting on the matter.
2. Before the vote, publicly state to the nature of the conflict or interest in the matter.
3. Within 15 days of the vote, file a memorandum of the voting conflict (specified form) with the Bd. Secretary to be included with the minutes of the meeting.



Thank You  
Wayne E. Flowers  
[wflowers@llw-law.com](mailto:wflowers@llw-law.com)  
(904) 353-6410



**LLW**

LEWIS  
LONGMAN  
WALKER

# Unfinished Business #2

# Anastasia Mosquito Control District of St. Johns County

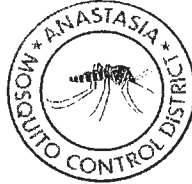
120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Martha Gleason, Commissioner

Trish Becker, Vice-Chairperson

Gayle Gardner, Secretary/Treasurer

Catherine Brandhorst, Commissioner

Gina LeBlanc, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

DATE: January 6, 2023

RE: Update on CDC grant application process & outline of major work plan for 2023

---

### **CDC grant application process:**

After Board authorized me and staff to apply for the CDC training and evaluation grant on December 8, 2022, we have contacted Lee CMCD, each DOH in Florida, Georgia, N.C., and S.C.. several industries for their letters of indents for the partnership or supports during the whole days. So far we have received the partnership letters from Lee CMCD, Georgia DOH and an industry. Hopefully we will receive the letters from Florida agencies, N.C. and S.C. agencies. The deadline for submission is Feb 3.

**The proposed title:** CDC Southeastern Collaboration Center of Training and Evaluation for Prevention and Control of Vector-borne Disease

CO-P.Is.: Dr. Whitney Qualls & Dr. Rui-De Xue

Grant period: 5-years.

### **Update on Outline of Major Work Plans for 2023:**

1. Assist to the Board to finish the District policy auditing with Lee CMCD's HR Director.
2. Collaborate with State to support and finish the special district's accountability auditing.
3. Complete the DoD grant (this is the 3<sup>rd</sup> year) by the end of July, 2023.
4. Develop the job description of Assistant Director and file the position in middle of the year.
5. Organize and hold the 18<sup>th</sup> annual workshop, March 28-30, 2023.
6. Hold the 1<sup>st</sup> meeting about adjunct professors and consultants on March 27.
7. Finish all Education Center interior projects and plan to open to public in April.
8. Start to analyze the cost for labors, utilities, and others for the Education Center.
9. Finish the SIT construction and install all equipment.
10. Start to analyze the needs of labors and cost for the SIT project and organize/host the SIT group meeting in June after our SIT program starts.
11. Continue to collect and analyze the cost and efficiency of aerial program operation (this is the 2<sup>nd</sup> year in full operation).
12. Continue to train interns from CDC Southeastern Center for Excellence in Vector-borne Disease.
13. Accept/host/provide the intern training (college and high school students) from CDC/ESA.
14. Continue to host 4-6 high school students as summer interns from P.V. High School.
15. Continue the leadership services for AMCA (Dr. Xue as the President-Elect) and FMCA (Mr. Weaver as the President-Elect).
16. Apply CDC's 5-year grant for training and evaluation center.



# New Business

## #1

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO

**DISTRICT DIRECTOR:**

*Dr. Rui-De Xue*



**BOARD OF COMMISSIONERS:**

*Trish Becker, Vice-Chairperson*

*Gayle Gardner, Secretary/Treasurer*

*Catherine Brandhorst, Commissioner*

*Martha Gleason, Commissioner*

*Gina LeBlanc, Commissioner*

**TO:** Board of Commissioners

**FROM:** Dr. Rui-De Xue, Director

**CC:** Heather Keating, Administrative Assistant

**DATE:** January 12, 2023

**RE:** New Commissioners Statement

---

Commissioner Martha Gleason, Seat 2, will give a statement.

Thank you.

**New Business**

**#2**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO

**DISTRICT DIRECTOR:**

*Dr. Rui-De Xue*



**BOARD OF COMMISSIONERS:**

*Trish Becker, Vice-Chairperson*

*Gayle Gardner, Secretary/Treasurer*

*Catherine Brandhorst, Commissioner*

*Martha Gleason, Commissioner*

*Gina LeBlanc, Commissioner*

**TO:** Board of Commissioners

**FROM:** Dr. Rui-De Xue, Director

**CC:** Heather Keating, Administrative Assistant

**DATE:** January 12, 2023

**RE:** Election of Officers 2023

---

Election of the Chairperson, Vice-Chairperson and Secretary/Treasurer will be done under New Business #2 at this meeting.

Thank you.

# Reports

Director report (November & December 2022)

**Program Management: Customer & professional service and service request process:** AMCD answered 866 in Nov and 748 in Dec service requests. Four scientists reviewed 7 manuscripts (JAMCA, PLoS one, Sustainability, Pest Management Sciences, Journal of Medical Entomology, JFMCA, Insects, and other Journals). Dr. Xue attended AMCA monthly Board zoom meeting, ESA and NACCHO vector working group zoom meetings. Mr. Weaver attended FMCA Board meeting. Dr. Peper works on the Wing Beats adv for the FMCA, Dr. Qualls works for the Dodd short course, and Dr. Xue works on the JFMCA.

**Surveillance:** In 2022, 8 WNV & 3 SLE positive sentinel chickens were confirmed. One horse with EEE and one horse with WNV were reported. One human WNV case, one imported dengue case, and two imported malaria cases were confirmed. St. Johns County was under mosquito-borne illness advisory from November 2 and left January 2, 2023. 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 (14,305 in Nov and 1,149 in Dec) were caught by BG traps baited with dry ice and 2,195 (Nov) and 433 (Dec) adults caught by CDC traps baited with octenol. The mosquito population and density were increases.

**Ground and aerial operation:** Positive larval dips were 161 and MC Technicians treated larvae for 69 times for 360 acres. Conducted barrier spraying 11 times for 15 acres. ULV truck sprayed 64 times and treated 41,562 acres. Aerial larviciding was conducted for 1 time to treat 56 acres and aerial adulticiding at 6 times to treat 43,533 acres.

**Applied research:** DACS's grant projects about nanoparticles and non-target impact have been continued. A new ovitrap (SIRENIX) evaluation has been done. The CDC-funded project about the aerial adulticiding testing has been run twice. Other CDC-funded collaborative project with UF about smart cage has been done in December. The DoD action threshold grant's 2<sup>nd</sup> 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 in November. District held a group meeting about SIT collaboration on Dec 8 at noon. District is working on the CDC's 5-year grant application.

**Education:** Three Commissioners and 23 employees attended the FMCA annual meeting, Palm Coast for different day. District attended Christmas parade on Dec 3 and held the dedication ceremony of the Disease Vector Education on Dec 8 at 4pm. Dr. Jon Day, retired Professor from UF/FMEL gave a lecture for the Science team. District hosted several visitors from local citizens, other states, and industries. Face book, twitter, and website have been updated at weekly.

#### **Business Management & Administration:**

**Serve to the Board of Commissioners:** Staff prepared for Dec 8 Board meeting, Board meeting minutes, proposed and final agenda, financial committee meeting, new Board member orientation, assisted Board members for the FMCA annual meeting. Prepared for the Disease Vector Education center dedication ceremony on December 8 at 4pm.

**Budget and Auditor:** Auditor has started checking annual inventory and financial auditing to prepare for report.

**Contract:** The SIT building is under construction. Education building interior installation has been under process. AMCD and ESA have worked out a contract to host the intern student training. Aerial emerging spraying contract has been updated for the Board to approval.

**Insurance:** The health, dental, and life insurance have been renewed after the Board approved in December.

**HR & Policy:** Employee handbook has been updated by the committee based on Lee CMCD HR Director, Mrs. J. Small's recommendation and District Attorney review. Assistant Director job description and salary range have been surveyed and collected from similar size of special districts, Manatee CMCD, India River MCD, Pasco CMCD, and Collier MCD after Board approved on Dec 8 meeting.

**Meeting:**

Nov. 1-4. Attended the Latin-SOVE meeting. Visited Argentine GOV research center for pests and insecticides (gave a lecture about AMCD's applied research at their invitation) and the National University of La Plata's Research Center for Parasitology and Disease Vectors during the meeting.

Nov. 7. Attended the financial committee meeting about investment. Commissioner Ms. Gardner attended.

Nov. 8. 8am. Met a sale representative about SIT sex separate machine.

Nov. 9. 10am. Met Chris Iglesias from a pest control company about evaluation of their products.

Nov. 10. AM. Closed due to Tropic storm Nicole. Noon. Attended AMCA Board zooming meeting.

Nov. 14. 9am. Gave a tour for two people from Citrus CMCD. 3pm. Attended an intern interview.

Nov. 15-17. Attended the FMCA annual meeting in Palm Coast.

Nov. 17. 2pm. Met the EE Professor from UF about collaboration project.

Nov. 18. 10am. Met the new Commissioner and Dr. Gunter Muller about collaborative projects.

Nov. 21-30. Annual leave.

Dec. 1. 8am. Met Mr. Flowers about ATSB subpoena. 9am. Met 3 Scientists from Navy for tick surveillance project. 10am. Met people from DPI. 2pm. Held staff meeting.

Dec. 2. 9am. Met Drs. Muller and Revay about repellents.

Dec. 3. Christmas pardon.

Dec. 5. 10am. Interview a seasonal technician for promotion. 11am. Visited Concon Island for salt marsh mosquitoes. 3pm. Met Commissioner Mrs. Moeller.

Dec. 6. 6am. Attended zooming meeting from Africa about repellent project. Reviewed a manuscript for Sustainability Journal about midge population.

Dec. 7. 9:30am. Attended the FEMA meeting.

Dec. 8. 11am. Held the group meeting about SIT. 4pm. Held the dedication ceremony of the disease vector education center. 5pm. Attended the Board meeting.

Dec. 9. Implement of the Board meeting decision and prepare for CDC grant application.

Dec. 12. Group meeting about grant issue.



Dec. 13. 2pm. ESA zooming meeting about CDC grant opportunity. 3pm. ESA internship meeting.

Dec. 14. NACCHO zooming meeting. 2:30pm. Held staff meeting.

Dec. 15. Noon. AMCD Board zooming meeting. Pm. Group meeting about holiday duties and grant application items.

Dec. 16. Contact other state agencies for partnership.

Dec. 19-30. Holiday shut down, but still work with manuscripts, grant applications and other business items at irregular.

# Treatment Summary

**From Date :** 11-01-2022

**To Date :** 11-30-2022

**Zone :** All

**Material :** All

**Task :** All

Printed on 2022-12-05 08:12:30 EST

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	45 ea	0.14 acre	322.68 ea / acre	1 times
Aquabac XT	2660 fl oz	166.25 acre	16 fl oz / acre	22 times
Aqualure 20-20 1:5	1089.17 fl oz	4216.13 acre	0.26 fl oz / acre	7 times
B.t.i. Briquets	160 ea	0.37 acre	435.54 ea / acre	3 times
Cocobear	225 fl oz	0.59 acre	384.02 fl oz / acre	3 times
Dibrom .7	256 fl oz	365.82 acre	0.7 fl oz / acre	1 times
Duet 50%	6080 fl oz	3872.61 acre	1.57 fl oz / acre	10 times
Mosquitomist Two	10080 fl oz	15272.72 acre	0.66 fl oz / acre	16 times
Sustain MBG	30 lb	4 acre	7.5 lb / acre	2 times
Talstar P	2.71 gal	8.05 acre	0.34 gal / acre	4 times

# Task Time Summary

From Date : 11-01-2022

To Date : 11-30-2022

Zone : All

Employee Name : All

Printed on 2022-12-05 08:13:32 EST

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	891:19 hrs	167	5473:38 hrs
Aerial Adulticide	05:00 hrs	1	
Aerial Ground Crew	05:46 hrs	2	
Aerial Maint	252:32 hrs	55	
Aerial Survey	11:45 hrs	7	
AM Briefing	07:03 hrs	22	
Assist	15:20 hrs	8	
Building & Grounds Work	273:47 hrs	117	
Chicken Program	84:44 hrs	43	
Computer Repair	139:40 hrs	16	
Daily Paperwork	61:47 hrs	96	
Field Experiment	94:45 hrs	21	
Fish Program	03:45 hrs	4	
Fog Mission Serv Req	06:26 hrs	43	
Ground Adulticide	100:21 hrs	27	
Ground Larvicide	51:03 hrs	31	
Ground Site Inspection	232:21 hrs	253	
Hand Adulticide	46:38 hrs	64	
Holiday	620:00 hrs	62	
Insectary	320:54 hrs	51	
Inventory	14:15 hrs	4	
Lab Experiment	119:06 hrs	22	
Mechanics Time	203:43 hrs	24	
Meeting	250:00 hrs	57	
Molecular Lab Work	272:45 hrs	38	
Mosquito Trap BG	34:30 hrs	6	
Mosquito Trap CDC Oc	126:27 hrs	221	
Mosquito Trap ID	13:30 hrs	8	
Mosquito Traps Misc	12:45 hrs	5	
Produce Papers & Programs	165:00 hrs	31	
Project Research	06:45 hrs	2	
Public Relations	11:30 hrs	5	
Rain Gauges	04:38 hrs	52	
Resupplying Trucks	34:34 hrs	48	
Source Reduction (tires)	01:10 hrs	1	
Supervisory	103:15 hrs	25	
Training Classroom	210:00 hrs	19	
Travel	33:30 hrs	14	
Vehicle Maintenance	23:04 hrs	14	
Administrative Leave	130:00 hrs	19	
Annual Leave	335:00 hrs	50	
Sick Leave	143:15 hrs	21	

<b>CDC Octenol</b>					
<b>11/1/2022</b>					
<b>To :</b>					
<b>11/30/2022</b>					
<b>Trap Type :</b>					
<b>CDC Octenol</b>					
	<b>2022 11</b>				
<b>Species Name</b>	<b>8</b>	<b>15</b>	<b>22</b>	<b>30</b>	<b>Species Total</b>
Ae aegypti	0	0	0	0	0
Ae albopictus	0	1	0	0	1
Ae atlanticus	0	0	0	34	34
Ae canadensis	0	0	0	1	1
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	1	12	3	236	252
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	0	0
Ae taeniorhynchus	5	16	1	6	28
Ae triseriatus	0	0	0	0	0
Ae vexans	0	1	1	0	2
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	23	29	8	47	107
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	3	9	1	3	16
Cx coronator	0	0	0	0	0
Cx erraticus	0	1	0	6	7
Cx nigripalpus	14	63	7	35	119
Cx quinquefasciatus	2	26	7	1	36
Cx restuans	0	0	0	0	0
Cx salinarius	0	6	1	2	9
Cx territans	0	0	0	0	0
Ma dyari	0	0	0	0	0
Ma titillans	0	1	1	0	2
Or signifera	0	0	0	0	0
Ps ciliata	2	0	0	0	2
Ps columbiae	0	1	0	1	2
Ps cyanescens	0	0	0	0	0
Ps ferox	0	0	0	1	1
Ps howardii	0	0	0	0	0
Tx rutilus	0	0	0	0	0
Ur lowii	0	8	2	0	10
Ur sapphirina	0	4	0	0	4
Wy Mitchellii	0	0	0	0	0
<b>Daily Total</b>	<b>50</b>	<b>178</b>	<b>32</b>	<b>373</b>	<b>633</b>

Malaria vector
WNV/SLE vector
EEE vector
Dengue yellow fever chikungunya Zika

<b>BG</b>				
<b>11/1/2022</b>				
<b>To :</b>				
<b>11/30/2022</b>				
<b>Trap Type :</b>				
<b>BG</b>				
	<b>2022 11</b>			
<b>Species Name</b>	<b>10</b>	<b>15</b>	<b>30</b>	<b>Species Total</b>
Ae aegypti	55	52	39	146
Ae albopictus	32	23	42	97
Ae atlanticus	0	0	0	0
Ae canadensis	0	0	0	0
Ae eggs	0	0	0	0
Ae fulvus pallens	0	0	0	0
Ae infirmatus	21	6	7682	7709
Ae mitchellae	0	0	0	0
Ae signifera	0	0	0	0
Ae sollicitans	0	0	17	17
Ae taeniorhynchus	19	18	3951	3988
Ae triseriatus	0	0	0	0
Ae vexans	0	0	0	0
An atropos	0	0	0	0
An bradleyi	0	0	0	0
An crucians	128	14	138	280
An perplexens	0	0	0	0
An punctipennis	0	0	0	0
An quadrimaculatus	0	5	0	5
An walkeri	0	0	0	0
Cq perturbans	0	0	0	0
Cs inornata	0	0	0	0
Cs melanura	0	0	0	0
Cx coronator	0	0	0	0
Cx erraticus	0	0	0	0
Cx nigripalpus	2107	58	443	2608
Cx quinquefasciatus	251	53	518	822
Cx restuans	0	0	0	0
Cx salinarius	7	0	26	33
Cx territans	0	0	0	0
Ma dyari	0	1	0	1
Ma titillans	1	0	0	1
Or signifera	0	0	0	0
Ps ciliata	0	0	0	0
Ps columbiae	0	0	0	0
Ps cyanescens	0	0	0	0
Ps ferox	2	0	93	95
Ps howardii	0	0	0	0
Tx rutilus	0	1	0	1
Ur lowii	0	0	0	0
Ur sapphirina	0	0	0	0
Wy Mitchelli	0	2	0	2
<b>Daily Total</b>	<b>2623</b>	<b>233</b>	<b>12949</b>	<b>15805</b>

<b>Malaria vector</b>
<b>WNV/SLE vector</b>
<b>EEE vector</b>
<b>Dengue yellow fever chikungunya Zika</b>

# Treatment Summary

**From Date :** 12-01-2022

**To Date :** 12-31-2022

**Zone :** All

**Material :** All

**Task :** All

Printed on 2023-01-06 16:40:03 EST

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	1748 ea	5.42 acre	322.63 ea / acre	15 times
Altosid XRG Air	560 lb	56 acre	10 lb / acre	1 times
Aquabac XT	2875 fl oz	179.69 acre	16 fl oz / acre	19 times
Aqualure 20-20 1:5	1104.17 fl oz	4274.02 acre	0.26 fl oz / acre	6 times
B.t.i. Briquets	80 ea	0.18 acre	435.54 ea / acre	1 times
Cocobear	2 fl oz	0.01 acre	384.02 fl oz / acre	1 times
Dibrom .7	30464 fl oz	43533.06 acre	0.7 fl oz / acre	5 times
Duet 50%	5728 fl oz	3648.4 acre	1.57 fl oz / acre	12 times
Mosquitomist Two	6784 fl oz	10278.78 acre	0.66 fl oz / acre	13 times
Sustain MBG	30 lb	4 acre	7.5 lb / acre	2 times
Talstar P	2.39 gal	7.08 acre	0.34 gal / acre	7 times



# Task Time Summary

From Date : 12-01-2022

To Date : 12-31-2022

Zone : All

Employee Name : All

Printed on 2023-01-06 16:40:46 EST

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	804:05 hrs	130	5468:45 hrs
Aerial Adulticide	15:33 hrs	5	
Aerial Ground Crew	32:15 hrs	6	
Aerial Larvicide	00:25 hrs	1	
Aerial Maint	138:51 hrs	29	
Aerial Survey	21:30 hrs	6	
AM Briefing	05:34 hrs	16	
Assist	51:25 hrs	12	
Building & Grounds Work	286:36 hrs	84	
Chicken Program	02:30 hrs	3	
Computer Repair	46:30 hrs	6	
Daily Paperwork	27:58 hrs	45	
Field Experiment	26:45 hrs	8	
Fish Program	08:00 hrs	5	
Fog Mission Serv Req	23:17 hrs	162	
Ground Adulticide	83:41 hrs	26	
Ground Larvicide	69:14 hrs	38	
Ground Site Inspection	112:17 hrs	156	
Hand Adulticide	58:35 hrs	111	
Holiday	1550:00 hrs	155	
Insectary	289:00 hrs	41	
Inventory	08:16 hrs	4	
Lab Experiment	29:40 hrs	7	
Mechanics Time	100:58 hrs	13	
Meeting	49:53 hrs	36	
Molecular Lab Work	204:15 hrs	24	
Mosquito Trap BG	28:30 hrs	4	
Mosquito Trap CDC Oc	37:53 hrs	37	
Mosquito Trap ID	07:58 hrs	6	
Mosquito Traps Misc	13:30 hrs	3	
Produce Papers & Programs	178:00 hrs	35	
Public Relations	69:30 hrs	13	
Rain Gauges	01:11 hrs	12	
Resupplying Trucks	31:09 hrs	32	
Supervisory	74:04 hrs	16	
Training Classroom	02:00 hrs	1	
Travel	01:25 hrs	1	
Vehicle Maintenance	12:17 hrs	10	
Administrative Leave	310:00 hrs	31	
Annual Leave	498:45 hrs	59	
Leave Without Pay	20:00 hrs	2	
Sick Leave	119:30 hrs	15	
Sick Personal Leave	16:00 hrs	2	



# Attachments

**Anastasia Mosquito Control District**  
**Consolidated Financial Statement-Local Fund November-YTD 2022-2023**

	Nov 22	Oct - Nov 22	Budget	\$ Over/(Under) Budget
<b>Income</b>				
360 • Taxes	1,053,505	1,058,108	7,394,483	(6,336,375)
386 • Interest Earned	18,854	34,483	7,500	26,983
390 • Grants				
391.2 • Grant Money, Other	28,879	28,879	290,000	(261,121)
Total 390 • Grants	28,879	28,879	290,000	(261,121)
392 • Miscellaneous				
392.3 • Salvage	-	-	8,000	(8,000)
392.5 • Other	-	-		
392.6 • Dormitory Rent	-	-	12,000	(12,000)
392.5 • Other - Other	7,490	7,490	5,000	2,490
Total 392.5 • Other	7,490	7,490	17,000	(9,510)
Total 392 • Miscellaneous	7,490	7,490	25,000	(17,510)
<b>Total Income</b>	<b>\$ 1,108,728</b>	<b>\$ 1,128,959</b>	<b>\$ 7,716,983</b>	<b>\$ (6,588,024)</b>

**Expenditures**

405 • Personal Services				
410 • Executive Salaries	2,000	4,000	24,000	(20,000)
412 • Full-Time Employees	-	-		
414 • Salaries & Wages	126,265	247,437	1,750,926	(1,503,489)
415 • Full-Time Admin. Leave	3,758	17,214		17,214
416 • Overtime	1,373	3,967	10,000	(6,033)
418 • Sick Leave	2,885	9,367	98,487	(89,120)
420 • Annual Leave	5,005	18,484	125,347	(106,863)
421 • Holiday Pay	9,310	9,310	111,917	(102,607)
423 • Annual Leave/ SI Payout	-	-	25,000	(25,000)
424 • Reserves for Promotions/C	-	-	20,000	(20,000)
425 • Internal Recognition	-	7	1,500	(1,493)
Total 412 • Full-Time Employees	148,596	305,787	2,143,177	(1,837,390)
426 • Seasonal Employees	-	-		
428 • Salaries & Wages	5,229	20,887	223,086	(202,199)
428.4 • Seasonal Annual Leave	-	240	-	240
429 • Seasonal Holiday Pay	-	-	-	-
429.1 • Seasonal Admin. Leave	-	2,145	-	2,145
429 • Seasonal Holiday Pay - O	150	150	-	150
Total 429 • Seasonal Holiday Pay	150	2,295		2,295
430 • Overtime	-	1,971		1,971
Total 426 • Seasonal Employees	5,379	25,393	223,086	(197,693)
Total 405 • Personal Services	155,975	335,180	2,390,263	(2,055,083)
445 • Personal Service Benefits	-	-		
448 • FICA	11,362	24,663	182,855	(158,192)
450 • Retirement	22,704	46,056	256,072	(210,016)

**Anastasia Mosquito Control District**  
**Consolidated Financial Statement-Local Fund November-YTD 2022-2023**

	Nov 22	Oct - Nov 22	Budget	\$ Over/(Under) Budget
452 · Life/Health/Dental	41,617	87,962	744,345	(656,383)
454 · Workers' Comp Ins	-	-	67,920	(67,920)
455 · Employee Education	-	-	30,000	(30,000)
456 · Unemployment Comp	-	-	10,000	(10,000)
<b>Total 445 · Personal Service Benefits</b>	<b>75,683</b>	<b>158,681</b>	<b>1,291,192</b>	<b>(1,132,511)</b>
461 · Operating Expenses	-	-		
462 · Property Appraiser	-	-	60,000	(60,000)
464 · Tax Collector	21,165	21,257	95,000	(73,743)
466 · Attorney	2,484	2,484	24,000	(21,516)
468 · Medical Exams	450	450	1,300	(850)
470 · Audit	4,500	4,500	9,000	(4,500)
474 · Other Contract Svs	-	-		
478 · Cleaning Service	310	910	15,000	(14,090)
482.1 · CopyFax (prev. Aztec)	107	301	2,000	(1,699)
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	107	107	2,000	(1,893)
489.5 · Good Laboratory Pract. (i	-	-	12,000	(12,000)
489.6 · Adjunct Positions, 4 @ \$i	-	-	25,000	(25,000)
489.7 · District Program Review	-	-	12,000	(12,000)
490.5 · Database Maint./ Upgrad	-	-		
490.55 · Drone/ Mapping Softw	-	-	10,000	(10,000)
490.5 · Database Maint./ Upgra	-	12,000	20,000	(8,000)
<b>Total 490.5 · Database Maint./ Up</b>	<b>-</b>	<b>12,000</b>	<b>30,000</b>	<b>(18,000)</b>
494 · Website Maintenance	-	-	6,000	(6,000)
556 · Uniform Service	1,614	2,594	20,000	(17,406)
560 · Bottled Water	-	28	1,700	(1,672)
562 · Waste Tires	-	5	5,000	(4,995)
474 · Other Contract Svs - Other	2,708	2,708	16,245	(13,538)
<b>Total 474 · Other Contract Svs</b>	<b>4,845</b>	<b>18,652</b>	<b>171,345</b>	<b>(152,693)</b>
564 · Aerial OPS	-	-	200,000	(200,000)
<b>Total 461 · Operating Expenses</b>	<b>33,444</b>	<b>47,343</b>	<b>560,645</b>	<b>(513,302)</b>
572 · Travel & Per Diem	-	-		
573 · SOVE Meetings	2,015	2,341	5,868	(3,527)
574 · AMCA - Meetings	-	-	19,715	(19,715)
575 · AMCD Events	-	-	2,000	(2,000)
576 · FMCA - Meetings	-	5,500	10,140	(4,640)
578 · Training, Other	975	975		975
579 · Travel Associated w/ Training	-	-	15,000	(15,000)
572 · Travel & Per Diem - Other	110	192		192
<b>Total 572 · Travel &amp; Per Diem</b>	<b>3,100</b>	<b>9,008</b>	<b>52,723</b>	<b>(43,715)</b>
580 · Telephone/Commun	1,779	3,520	25,904	(22,384)

**Anastasia Mosquito Control District**  
**Consolidated Financial Statement-Local Fund November-YTD 2022-2023**

	Nov 22	Oct - Nov 22	Budget	\$ Over/(Under) Budget
582 · Freight Service	493	612	2,500	(1,888)
584 · Utility Service	4,725	5,640	39,000	(33,360)
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 - Oth	-	-	109,000	(109,000)
<b>Total 588 · Fleet/Prop/Liab Insurance</b>	-	-	170,000	(170,000)
605 · Repairs & Maintenance	-	-		
606 · Outside Maintenance	-	-		
608 · Buildings/Grounds	185	605	16,000	(15,395)
610 · Trucks	38	451	3,000	(2,549)
614 · Misc. Equipment	157	445	1,500	(1,055)
616 · Boats	-	-	250	(250)
618 · Heavy Equipment	161	161	250	(89)
620 · Office Equipment	-	-	1,000	(1,000)
622 · Computers	-	-	5,000	(5,000)
624 · Telephones	489	489	1,000	(511)
626 · Other	-	-	1,000	(1,000)
606 · Outside Maintenance - Oth	168	168		
<b>Total 606 · Outside Maintenance</b>	1,198	2,319	29,000	(26,681)
627 · Aerial Maintenance Costs	-	-		
627.2 · Avionics Repair (radios)	-	-	5,000	(5,000)
627.3 · Aircraft Supplies/ Parts	135	1,057	5,000	(3,943)
627.4 · Aircraft Spray System Ma	-	-	3,000	(3,000)
627 · Aerial Maintenance Costs -	3,031	4,257	99,150	(94,893)
<b>Total 627 · Aerial Maintenance Costs</b>	3,166	5,313	112,150	(106,837)
635 · Inside Maintenance	-	-		
636 · Maintenance of Equipment	2,128	3,159	10,000	(6,841)
638 · Trucks	125	153	10,000	(9,847)
642 · Boats	-	381	500	(119)
644 · Heavy Equipment	-	-	5,000	(5,000)
648 · Batteries	-	269	3,000	(2,731)
650 · Tires	-	-	5,000	(5,000)
652 · Welding Supplies	-	-	1,000	(1,000)
654 · Cleaning Supplies	343	889	1,500	(611)
655 · Minor Structural Improv &	-	-	10,000	(10,000)
657 · Materials for Const. & Mair	-	-	6,000	(6,000)
658 · Inside Maintenance- Other	-	-	4,000	(4,000)
659 · Computers	-	-	3,000	(3,000)
635 · Inside Maintenance - Other	40	73		
<b>Total 635 · Inside Maintenance</b>	2,636	4,925	59,000	(54,075)
<b>Total 605 · Repairs &amp; Maintenance</b>	6,999	12,557	200,150	(187,593)

**Anastasia Mosquito Control District**  
**Consolidated Financial Statement-Local Fund November-YTD 2022-2023**

	Nov 22	Oct - Nov 22	Budget	\$ Over/(Under) Budget
663 · Printing/ Reproduction	-	-		
664 · Printing	-	-	500	(500)
Total 663 · Printing/ Reproduction	-	-	500	(500)
667 · Public Promotional Expense	-	-		
668 · Avertising/ Education	1,132	1,396	20,000	(18,604)
667 · Public Promotional Expense - C	79	79		79
Total 667 · Public Promotional Expense	1,211	1,475	20,000	(18,525)
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	386	792	1,500	(708)
678 · Registration/Tags	-	-	250	(250)
680 · State Community Service Fee	-	-	300	(300)
682 · Tank Registrations	-	-	275	(275)
Total 673 · Other Current Charges	386	792	6,325	(5,533)
693 · Office Supplies	-	-		
694 · Office Supplies & Expense	-	-		
694.1 · Software	348	348	3,000	(2,652)
694 · Office Supplies & Expense	1,028	2,510	13,000	(10,490)
Total 694 · Office Supplies & Expens	1,376	2,858	16,000	(13,142)
695 · Commissioner Supplies	500	1,000	6,000	(5,000)
693 · Office Supplies - Other	141	298		298
Total 693 · Office Supplies	2,017	4,156	22,000	(17,844)
696 · Protective Clothing	-	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	31	(10)	500	(510)
699 · Other Misc. Supplies	-	-	2,400	(2,400)
700 · Chicken/ Surveillance Supplies	-	828	8,000	(7,172)
702 · Entomology Supplies	-	-		
702.2 · Molecular Lab	-	3,740	56,540	(52,800)
702 · Entomology Supplies - Oth	3,554	10,079	77,021	(66,942)
Total 702 · Entomology Supplies	3,554	13,819	133,561	(119,742)
704 · Safety Equip/Supplies/Checks	-	-		
704.1 · Safety Inspect (Fire, Alarm)	625	625		
704.2 · FDEP Annual Fuel Syster	-	-	1,025	(1,025)
704.3 · FDEP Annual Generator	-	-	1,175	(1,175)
704.4 · FDEP Fuel Syst. Repairs	-	-	4,100	(4,100)

**Anastasia Mosquito Control District**  
**Consolidated Financial Statement-Local Fund November-YTD 2022-2023**

	Nov 22	Oct - Nov 22	Budget	\$ Over/(Under) Budget
704 · Safety Equip/Supplies/Che	3,007	3,007	18,500	(15,493)
Total 704 · Safety Equip/Supplies/Ch	3,632	3,632	24,800	(21,168)
Total 698 · Misc. Supplies	7,217	18,268	171,761	(153,493)
708 · Tools/Implements	-	-		
708.3 · Hand Tools (Foggers, etc.)	-	-		
708 · Tools/Implements - Other	286	286	5,000	(4,714)
Total 708 · Tools/Implements	286	286	5,000	(4,714)
709 · Publications & Dues	-	-		
710 · Books/Pub/Sub/Mem	1,039	2,039	20,500	(18,461)
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	1,039	2,039	30,240	(28,201)
720 · Training	234	480	39,000	(38,520)
723 · Gas, Oil & Lube	-	-		
724 · Gasoline	-	7,583	108,000	(100,417)
726 · Hydraulic Oil	-	-	500	(500)
728 · Transmission Fluid	-	-	120	(120)
730 · Diesel Fuel	-	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	137,000	(129,390)
741 · Chemicals/Solvents	-	-		
744 · Permetherin 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 - Oth	-	-	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/ Comp	-	-	14,512	(14,512)

**Anastasia Mosquito Control District**  
**Consolidated Financial Statement-Local Fund November-YTD 2022-2023**

	Nov 22	Oct - Nov 22	Budget	\$ Over/(Under) Budget
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 Fee	-	-	45,000	(45,000)
945.053 · SIT Bldg.-Larval Rear	-	-	80,000	(80,000)
945.110 · SIT Bldg., Plan Desig	207,632	386,528		386,528
945.005 · SIT Building - Other	-	-	2,535,118	(2,535,118)
Total 945.005 · SIT Building	207,632	386,528	2,780,118	(2,393,590)
945.007 · Capital Replacements/	-	-	30,000	(30,000)
945.010 · Construct. EDU Cntr (E	46,441	76,858		76,858
945.015 · Construct EDU Display	807	939	200,000	(199,061)
945.800 · BUILDING 800	-	-		
945.10 · Pesticide & Larv. Maki	-	5,761		
Total 945.800 · BUILDING 800	-	5,761		
945 · LAND & FACILITY - Other	-	-	365,000	(365,000)
Total 945 · LAND & FACILITY	254,880	470,085	3,375,118	(2,905,033)
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. I	-	-	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	-	-	20,000	(20,000)
949.094 · Atomizer	-	-	6,000	(6,000)
949.095 · Vortex Airboat Granu	-	-	5,000	(5,000)
949.096 · Ka Flex driveshaft Ov	-	-	16,000	(16,000)
949.07 · AVIATION - Other	2,704	7,804		7,804
Total 949.07 · AVIATION	2,704	7,804	206,000	(198,196)
950.005 · ATV/ UTV	12,528	12,528	20,000	(7,472)
950.01 · Droplet Mach/ Fluorr Dr	-	-	26,317	(26,317)
950.011 · Blower/ Motor (2 @ \$3,	-	-	6,000	(6,000)
950.017 · Grant Funded- Equip./	-	-	5,000	(5,000)
950.04 · Vehicle Lift Base	-	-	10,000	(10,000)
950.34 · Computers	-	-	10,000	(10,000)
950.35 · Twister Backpack Spray	-	3,556	5,400	(1,844)
950.36 · Handheld Foggers (4 @	-	-	8,000	(8,000)
950.411 · Monitor V (2 @ \$10,000	-	-	20,000	(20,000)



**Anastasia Mosquito Control District**  
**Consolidated Financial Statement-Local Fund November-YTD 2022-2023**

	Nov 22	Oct - Nov 22	Budget	\$ Over/(Under) Budget
950 - Machinery and Equipment	4,571	4,571		4,571
Total 950 - Machinery and Equipmen	19,803	28,458	403,217	(374,759)
955 - Vehicles	-	-		
955.11 - Pickup Truck 4 x4 1/2 Td	-	-	100,000	(100,000)
Total 955 - Vehicles	-	-	100,000	(100,000)
Total 900 - Capital Outlay	274,683	498,543	3,900,847	(3,402,304)
Total Expenditures	\$ 569,270	\$ 1,106,517	\$ 9,807,055	\$ (8,700,538)
Surplus/(Deficit)	\$ 539,458	\$ 22,441	\$ (2,090,072)	\$ 2,112,513