

# Anastasia Mosquito Control District

of St. Johns County

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



District Board Meeting

**February 9, 2023**

Thursday at

**5:00 P.M**

# ANASTASIA MOSQUITO CONTROL DISTRICT ST. JOHNS COUNTY



PROPOSED AGENDA  
Thursday, February 9, 2023  
5:00 P.M.

## **Invocation and Pledge:** *Commissioner*

## **Consent Items: APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, January 19, 2023 at 5:00 P.M.
5. Budget Calendar
6. Quarterly Budget Analysis
7. Budget Amendments

## **Unfinished Business:**

1. Discussion and Approval of Updated Employee Handbook ~ *Commissioner Mrs. Martha Gleason (10 min)*
2. Updated Five (5) Year Work Plan ~ *Dr. Rui-De Xue (10 min)*

## **New Business:**

1. Update about State Auditing on Special District Accountability ~ *Dr. Rui-De Xue (10 min)*
2. The Florida Mosquito Control Association (FMCA) Tallahassee Legislation Items and Participants ~ *Dr. Rui-De Xue (10 min)*
3. The American Mosquito Control Association (AMCA) Washington DC Legislation Items and Participants ~ *Dr. Rui-De Xue (10 min)*

## **Reports**

1. Director
2. Attorney

## **Commissioner Comments:**

## **Attachments:** FOR INFORMATION PURPOSES ONLY

1. None

# Consents

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

January 2023 Reconcile

Report for February 2023 Meeting

Cash Balances Ending:

1/31/23

Local Fund	\$	5,042,977.85	
S.B.A. Fund	\$	7,108,770.41	
Bank of America	\$	459,457.65	(E-Pay Account)
<b>Total Funds as of 01/31/23</b>	<b>\$</b>	<b>12,611,205.91</b>	

Source of Income Local/ SBA Fund:

1/31/23

Taxes	\$	2,513,604.13	(Gross before Commission)
Prior Year Tax Distrib.	\$	-	
SBA Fund- Return on Investment	\$	27,387.99	
Local Fund, Interest	\$	1,590.04	
Grant Money	\$	4,753.00	Smart Cage/ UF
Misc.	\$	2,631.74	
<b>Total Deposits by 01/31/23</b>	<b>\$</b>	<b>2,549,966.90</b>	

CHEMICAL & INSECTICIDE INVENTORY

Report for February 2023 Meeting

Summary

VOUCHERS PRESENTED

Report for February 2023 Meeting

Local Fund      Several

5:25 PM

02/01/23

Accrual Basis

# Anastasia Mosquito Control District

## VOUCHERS (Electronic Bill Pay & Canceled Checks)

From 01/01/23 through 01/31/23

Date	Num	Name	Memo	Clr	Amount	Balance
110 - Wells Fargo Bank - Local						3,634,735.57
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						12,559,113.89
01/02/2023	Dire...	Catherine Brand...	January 2023, Commiss...	X	-100.00	12,559,013.89
01/02/2023	Dire...	Gayle Gardner	January 2023, Commiss...	X	-100.00	12,558,913.89
01/02/2023	Dire...	Gina LeBlanc	January 2023, Commiss...	X	-100.00	12,558,813.89
01/02/2023	Dire...	Panagiota Becker	January 2023, Commiss...	X	-100.00	12,558,713.89
01/02/2023	Dire...	Martha Gleason	January 2023, Commiss...	X	-100.00	12,558,613.89
01/04/2023	Dire...	AVI Survival LL...	Aviation	X	-1,107.00	12,557,506.89
01/04/2023	8290	Ann Simpson	Cleaning Service	X	-4,900.00	12,552,606.89
01/04/2023	8291	Creative Graphi...	Invoice #103122-1	X	-6,625.00	12,545,981.89
01/04/2023	8292	Jonathan F. Day	Invoice #AMCD-2022-01	X	-1,090.92	12,544,890.97
01/04/2023	Dire...	VyStar Credit U...	HSA Funding 2023, 26 ...	X	-128,550.00	12,416,340.97
01/04/2023	Dire...	Ameris Bank	John Allen 2018 HSA Fu...	X	-6,200.00	12,410,140.97
01/04/2023	Dire...	TD Bank	Health Savings Acct.	X	-6,200.00	12,403,940.97
01/04/2023	9-#4...	Connor, Kupe	Walmart, Conner Kuppe...	X	-31.57	12,403,909.40
01/04/2023	Retu...	VyStar Credit U...	Returned H.S.A. Deposit...	X	15,100.00	12,419,009.40
01/05/2023	9-#4...	Payroll	Taxes Withheld	X	-18,916.67	12,400,092.73
01/05/2023	9-#4...	Payroll	Bank Account, Other	X	-1,337.00	12,398,755.73
01/05/2023	9-#4...	Payroll	Credit Union	X	-875.00	12,397,880.73
01/05/2023	9-#4...	Payroll	Net Pay to Bank	X	-55,902.72	12,341,978.01
01/05/2023	8293	Dennis Hollings...	Ad Valorem Exp.	X	-661.39	12,341,316.62
01/05/2023	8294	Harrell Construc...	AMCD Complex	X	-151,651.54	12,189,665.08
01/05/2023	9-#4...	Workshop reimb	Vilarchao, Sabina, Lee ...	X	624.84	12,190,289.92
01/05/2023	9-#4...	Dana Smith	Reimb. Out of pocket, H...	X	-72.79	12,190,217.13
01/05/2023	8295	Don Bell Signs, ...	Invoice #2200309-2	X	-10,583.82	12,179,633.31
01/05/2023	Pho...	Bank of America	4356 2200 0207 4579	X	-1,088.68	12,178,544.63
01/10/2023	9-#4...	Whitney Qualls	AMCA Meeting, Flight R...	X	-699.40	12,177,845.23
01/10/2023	9-#4...	VyStar Credit U...	Re-Transmit fixed H.S.A...	X	-12,400.00	12,165,445.23
01/11/2023	8296	NLINDAHL Desi...	EDU Center	X	-181.84	12,165,263.39
01/11/2023	8297	Sunbelt Rentals	Invoice #130726471-0004	X	-806.92	12,164,456.47
01/11/2023	9-#4...	Steven Peper	AMCA Meeting, Flight R...	X	-641.20	12,163,815.27
01/11/2023	Dire...	REIMBURSEM...	Per Diems, and Travel R...	X	-710.06	12,163,105.21
01/11/2023	ACH...	Paypal	Transaction Fee	X	-1.99	12,163,103.22
01/11/2023	9-#4...	MISC.	Misc. Deposits	X	1,136.74	12,164,239.96
01/17/2023	9-#4...	Design Compon...	Restoring Funds to Ban...	X	4,700.00	12,168,939.96
01/17/2023	8298	Artistic Contract...	Service received in : De...	X	-77,920.00	12,091,019.96
01/17/2023	8299	NLINDAHL Desi...	Invoice #2301	X	-5,125.00	12,085,894.96
01/17/2023	WIRE	Design Compon...	215120	X	-4,700.00	12,081,194.96
01/17/2023	Pho...	Bank of America	4356 2200 0207 4579	X	-12,518.49	12,068,676.47
01/18/2023	8300	Duval Fixtures, I...	Invoice #5266		-2,528.36	12,066,148.11
01/18/2023	Dire...	Richard Weaver		X	-29.44	12,066,118.67
01/18/2023	Dire...	Turmoil MFG	Invoice #1512409	X	-9,658.08	12,056,460.59
01/18/2023	Dire...	REIMBURSEM...	Misc. Out of Pocket Rei...	X	-534.38	12,055,926.21
01/18/2023		wells Fargo	Deposit	X	1,590.04	12,057,516.25
01/18/2023	9-#4...	Dennis Hollings...	Delinquent Distrib. #1	X	1,350.12	12,058,866.37
01/18/2023	9-#4...	Workshop reimb	Jones, Theresa, theres...	X	865.62	12,059,731.99
01/19/2023	9-#4...	Payroll	Taxes Withheld	X	-18,613.45	12,041,118.54
01/19/2023	9-#4...	Payroll	Bank Account, Other	X	-1,887.00	12,039,231.54
01/19/2023	9-#4...	Payroll	Credit Union	X	-875.00	12,038,356.54
01/19/2023	9-#4...	Payroll	Net Pay to Bank	X	-54,005.20	11,984,351.34
01/19/2023	8301	Stan Weaver & ...	4624	X	-6,415.00	11,977,936.34
01/19/2023	8302	Harrell Construc...	AMCD Complex	X	-16,500.00	11,961,436.34
01/20/2023	9-#4...	Payroll	Taxes Withheld	X	-328.41	11,961,107.93
01/20/2023	9-#4...	Payroll	Bank Account, Other	X	0.00	11,961,107.93
01/20/2023	9-#4...	Payroll	Credit Union	X	0.00	11,961,107.93
01/20/2023	9-#4...	Payroll	Net Pay to Bank	X	-855.59	11,960,252.34
01/20/2023	9-#4...	Florida Retirem...	FRS January 2023, Emp...	X	-26,230.56	11,934,021.78
01/20/2023	9-#4...	Dennis Hollings...	Distrib. #6 YE 2023	X	2,461,981.93	14,396,003.71
01/23/2023	9-#4...	MISC.	Rent, Security Deposit, ...	X	755.47	14,396,759.18
01/23/2023	8303	Burchfield Electr...	Invoice #2023070		-3,795.00	14,392,964.18
01/23/2023	8304	Laboratory Build...	Invoice #1025202277		-11,930.00	14,381,034.18
01/23/2023	8305	The Baker Com...	Invoice #205884	X	-34,280.16	14,346,754.02
01/24/2023	8306	Faye Goolrick	Service received in: Nov...		-4,050.00	14,342,704.02
01/24/2023	Pho...	Bank of America	4356 2200 0207 4579	X	-13,594.80	14,329,109.22
01/26/2023	9-#4...	Workshop reimb	Gunter, Marilia, BRAZIL	X	426.06	14,329,535.28

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02/01/23

Accrual Basis

**Anastasia Mosquito Control District**  
**VOUCHERS (Electronic Bill Pay & Canceled Checks)**  
**From 01/01/23 through 01/31/23**

Date	Num	Name	Memo	Clr	Amount	Balance
01/26/2023	8307	Percival Scientif...	Cust# 003659		-26,019.24	14,303,516.04
01/26/2023	Dire...	REIMBURSEM...	Dodd Short Course Per ...	X	-2,100.68	14,301,415.36
01/26/2023	Dire...	REIMBURSEM...	Misc. Per Diems	X	-199.00	14,301,216.36
01/26/2023	WIRE	ID.Vet	Entomology Lab	X	-5,171.00	14,296,045.36
01/26/2023	9-#4...	Defense Dept	Grant Money 11/1/22 thr...	X	20,996.31	14,317,041.67
01/27/2023	9-#4...	MISC.	Rent, Security Deposit		451.76	14,317,493.43
01/31/2023	WIRE	Bank of America	For Bill Pay	X	-350,000.00	13,967,493.43
01/31/2023	Dire...	Decyo McDuffie			-137.26	13,967,356.17
Total 110 · Wells Fargo Bank - Local - Other					1,408,242.28	13,967,356.17
Total 110 · Wells Fargo Bank - Local					1,408,242.28	5,042,977.85
<b>TOTAL</b>					<b>1,408,242.28</b>	<b>5,042,977.85</b>

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02/01/23

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
**110 - Wells Fargo Bank - Local, Period Ending 01/31/2023**

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	Jan 31, 23
Beginning Balance	3,649,785.57
Cleared Transactions	
Checks and Payments - 53 items	-1,068,076.75
Deposits and Credits - 18 items	2,509,527.13
Total Cleared Transactions	1,441,450.38
Cleared Balance	5,091,235.95
Uncleared Transactions	
Checks and Payments - 7 items	-48,709.86
Deposits and Credits - 1 item	451.76
Total Uncleared Transactions	-48,258.10
Register Balance as of 01/31/2023	5,042,977.85
New Transactions	
Checks and Payments - 4 items	-74,849.45
Total New Transactions	-74,849.45
Ending Balance	4,968,128.40



## Anastasia Mosquito Control District

## Reconciliation Detail

110 · Wells Fargo Bank - Local, Period Ending 01/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,649,785.57
Cleared Transactions						
Checks and Payments - 53 items						
General Journal	11/21/2022	9-#418	Design Components...	X	-4,700.00	-4,700.00
Bill Pmt -Check	12/07/2022	8279	South Walton Count...	X	-10,100.00	-14,800.00
General Journal	01/02/2023	Direct ...	Catherine Brandhorst	X	-100.00	-14,900.00
General Journal	01/02/2023	Direct ...	Gayle Gardner	X	-100.00	-15,000.00
General Journal	01/02/2023	Direct ...	Gina LeBlanc	X	-100.00	-15,100.00
General Journal	01/02/2023	Direct ...	Panagiota Becker	X	-100.00	-15,200.00
General Journal	01/02/2023	Direct ...	Martha Gleason	X	-100.00	-15,300.00
Bill Pmt -Check	01/04/2023	Direct ...	VyStar Credit Union	X	-128,550.00	-143,850.00
Bill Pmt -Check	01/04/2023	8291	Creative Graphic De...	X	-6,625.00	-150,475.00
Bill Pmt -Check	01/04/2023	Direct ...	TD Bank	X	-6,200.00	-156,675.00
Bill Pmt -Check	01/04/2023	Direct ...	Ameris Bank	X	-6,200.00	-162,875.00
Bill Pmt -Check	01/04/2023	8290	Ann Simpson	X	-4,900.00	-167,775.00
Bill Pmt -Check	01/04/2023	Direct ...	AVI Survival LLC db...	X	-1,107.00	-168,882.00
Bill Pmt -Check	01/04/2023	8292	Jonathan F. Day	X	-1,090.92	-169,972.92
General Journal	01/04/2023	9-#422	Connor, Kupe	X	-31.57	-170,004.49
Bill Pmt -Check	01/05/2023	8294	Harrell Construction ...	X	-151,651.54	-321,656.03
General Journal	01/05/2023	9-#427	Payroll	X	-55,902.72	-377,558.75
General Journal	01/05/2023	9-#427	Payroll	X	-18,916.67	-396,475.42
Bill Pmt -Check	01/05/2023	8295	Don Bell Signs, LLC	X	-10,583.82	-407,059.24
General Journal	01/05/2023	9-#427	Payroll	X	-1,337.00	-408,396.24
Bill Pmt -Check	01/05/2023	Phone...	Bank of America	X	-1,088.68	-409,484.92
General Journal	01/05/2023	9-#427	Payroll	X	-875.00	-410,359.92
Bill Pmt -Check	01/05/2023	8293	Dennis Hollingswort...	X	-661.39	-411,021.31
General Journal	01/05/2023	9-#421	Dana Smith	X	-72.79	-411,094.10
General Journal	01/10/2023	9-#423R	VyStar Credit Union	X	-12,400.00	-423,494.10
General Journal	01/10/2023	9-#422	Whitney Qualls	X	-699.40	-424,193.50
Bill Pmt -Check	01/11/2023	8297	Sunbelt Rentals	X	-806.92	-425,000.42
General Journal	01/11/2023	Direct ...	REIMBURSEMENT	X	-710.06	-425,710.48
General Journal	01/11/2023	9-#422	Steven Peper	X	-641.20	-426,351.68
Bill Pmt -Check	01/11/2023	8296	NLINDAHL Design L...	X	-181.84	-426,533.52
Bill Pmt -Check	01/11/2023	ACH ...	Paypal	X	-1.99	-426,535.51
Bill Pmt -Check	01/17/2023	8298	Artistic Contractors, ...	X	-77,920.00	-504,455.51
Bill Pmt -Check	01/17/2023	Phone...	Bank of America	X	-12,518.49	-516,974.00
Bill Pmt -Check	01/17/2023	8299	NLINDAHL Design L...	X	-5,125.00	-522,099.00
Bill Pmt -Check	01/17/2023	WIRE	Design Components...	X	-4,700.00	-526,799.00
Bill Pmt -Check	01/18/2023	Direct ...	Turmoil MFG	X	-9,658.08	-536,457.08
General Journal	01/18/2023	Direct ...	REIMBURSEMENT	X	-534.38	-536,991.46
Bill Pmt -Check	01/18/2023	Direct ...	Richard Weaver	X	-29.44	-537,020.90
General Journal	01/19/2023	9-#419	Payroll	X	-54,005.20	-591,026.10
General Journal	01/19/2023	9-#419	Payroll	X	-18,613.45	-609,639.55
Bill Pmt -Check	01/19/2023	8302	Harrell Construction ...	X	-16,500.00	-626,139.55
Bill Pmt -Check	01/19/2023	8301	Stan Weaver & Com...	X	-6,415.00	-632,554.55
General Journal	01/19/2023	9-#419	Payroll	X	-1,887.00	-634,441.55
General Journal	01/19/2023	9-#419	Payroll	X	-875.00	-635,316.55
General Journal	01/20/2023	9-#417	Florida Retirement S...	X	-26,230.56	-661,547.11
General Journal	01/20/2023	9-#420	Payroll	X	-855.59	-662,402.70
General Journal	01/20/2023	9-#420	Payroll	X	-328.41	-662,731.11
Bill Pmt -Check	01/23/2023	8305	The Baker Company...	X	-34,280.16	-697,011.27
Bill Pmt -Check	01/24/2023	Phone...	Bank of America	X	-13,594.80	-710,606.07
Bill Pmt -Check	01/26/2023	WIRE	ID.Vet	X	-5,171.00	-715,777.07
General Journal	01/26/2023	Direct ...	REIMBURSEMENT	X	-2,100.68	-717,877.75
General Journal	01/26/2023	Direct ...	REIMBURSEMENT	X	-199.00	-718,076.75
Check	01/31/2023	WIRE	Bank of America	X	-350,000.00	-1,068,076.75
Total Checks and Payments					-1,068,076.75	-1,068,076.75



Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 18 items</b>						
Bill Pmt -Check	11/21/2022	8267	Design Components...	X		
General Journal	12/07/2022	9-#481	Payroll	X		
General Journal	12/07/2022	9-#481	Payroll	X		
General Journal	12/09/2022	9-#422	Payroll	X		
General Journal	12/09/2022	9-#422	Payroll	X		
General Journal	01/04/2023	Retur...	VyStar Credit Union	X	15,100.00	15,100.00
General Journal	01/05/2023	9-#419	Workshop reimb	X	624.84	15,724.84
General Journal	01/11/2023	9-#477	MISC.	X	1,136.74	16,861.58
General Journal	01/17/2023	9-#418R	Design Components...	X	4,700.00	21,561.58
General Journal	01/18/2023	9-#419	Workshop reimb	X	865.62	22,427.20
General Journal	01/18/2023	9-#419	Dennis Hollingsworth	X	1,350.12	23,777.32
Deposit	01/18/2023		wells Fargo	X	1,590.04	25,367.36
General Journal	01/20/2023	9-#420	Payroll	X		25,367.36
General Journal	01/20/2023	9-#420	Payroll	X		25,367.36
General Journal	01/20/2023	9-#418	Dennis Hollingsworth	X	2,461,981.93	2,487,349.29
General Journal	01/23/2023	9-#426	MISC.	X	755.47	2,488,104.76
General Journal	01/26/2023	9-#419	Workshop reimb	X	426.06	2,488,530.82
General Journal	01/26/2023	9-#476R	Defense Dept	X	20,996.31	2,509,527.13
Total Deposits and Credits					2,509,527.13	2,509,527.13
Total Cleared Transactions					1,441,450.38	1,441,450.38
Cleared Balance					1,441,450.38	5,091,235.95
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Bill Pmt -Check	12/08/2022	8280	Wayne Flowers		-250.00	-250.00
Bill Pmt -Check	01/18/2023	8300	Duval Fixtures, Inc.		-2,528.36	-2,778.36
Bill Pmt -Check	01/23/2023	8304	Laboratory Builders,...		-11,930.00	-14,708.36
Bill Pmt -Check	01/23/2023	8303	Burchfield Electric, I...		-3,795.00	-18,503.36
Bill Pmt -Check	01/24/2023	8306	Faye Goolrick		-4,050.00	-22,553.36
Bill Pmt -Check	01/26/2023	8307	Percival Scientific, I...		-26,019.24	-48,572.60
Bill Pmt -Check	01/31/2023	Direct ...	Decyo McDuffie		-137.26	-48,709.86
Total Checks and Payments					-48,709.86	-48,709.86
<b>Deposits and Credits - 1 item</b>						
General Journal	01/27/2023	9-#426	MISC.		451.76	451.76
Total Deposits and Credits					451.76	451.76
Total Uncleared Transactions					-48,258.10	-48,258.10
Register Balance as of 01/31/2023					1,393,192.28	5,042,977.85
<b>New Transactions</b>						
<b>Checks and Payments - 4 items</b>						
General Journal	02/02/2023	9-#420	Payroll		-54,525.37	-54,525.37
General Journal	02/02/2023	9-#420	Payroll		-18,112.08	-72,637.45
General Journal	02/02/2023	9-#420	Payroll		-1,337.00	-73,974.45
General Journal	02/02/2023	9-#420	Payroll		-875.00	-74,849.45
Total Checks and Payments					-74,849.45	-74,849.45
Total New Transactions					-74,849.45	-74,849.45
Ending Balance					1,318,342.83	4,968,128.40

Anastasia Mosquito Control District  
**Reconciliation Summary**  
115 · SBA, Period Ending 01/31/2023

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	Jan 31, 23
Beginning Balance	7,081,382.42
Cleared Transactions	
Deposits and Credits - 1 item	27,387.99
Total Cleared Transactions	27,387.99
Cleared Balance	7,108,770.41
Register Balance as of 01/31/2023	7,108,770.41
Ending Balance	7,108,770.41

Anastasia Mosquito Control District  
**Reconciliation Detail**  
115 · SBA, Period Ending 01/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,081,382.42
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2023			X	27,387.99	27,387.99
Total Deposits and Credits					27,387.99	27,387.99
Total Cleared Transactions					27,387.99	27,387.99
Cleared Balance					27,387.99	7,108,770.41
Register Balance as of 01/31/2023					27,387.99	7,108,770.41
Ending Balance					27,387.99	7,108,770.41



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

AGENCY ACCOUNT 101071  
01/01/2023 - 01/31/2023

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

Participant Return 01/31/2023 : 4.55 %

Date	Transaction Type	Description	Amount	Balance
01/01/2023	BEGINNING BALANCE			7,081,382.42
01/31/2023	EARNED INCOME	INTEREST	27,387.99	7,108,770.41
	Totals:		27,387.99	7,108,770.41

5:09 PM

02/01/23

**Anastasia Mosquito Control District**  
**Reconciliation Summary**  
112 · Bank of America, Period Ending 01/31/2023

---

	Jan 31, 23
Beginning Balance	316,098.06
Cleared Transactions	
Checks and Payments - 58 items	-244,140.41
Deposits and Credits - 3 items	387,500.00
Total Cleared Transactions	143,359.59
Cleared Balance	<u>459,457.65</u>
Register Balance as of 01/31/2023	459,457.65
New Transactions	
Deposits and Credits - 1 item	661.39
Total New Transactions	661.39
Ending Balance	<u><u>460,119.04</u></u>

5:09 PM

02/01/23

# Anastasia Mosquito Control District

## Reconciliation Detail

112 · Bank of America, Period Ending 01/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						316,098.06
Cleared Transactions						
Checks and Payments - 58 items						
Bill Pmt -Check	01/02/2023	E-Pay	Guardian	X	-369.75	-369.75
Bill Pmt -Check	01/03/2023	Phone...	Blue Cross Blue Shi...	X	-41,813.88	-42,183.63
Bill Pmt -Check	01/05/2023	E-Pay	Nationwide Retirem...	X	-1,085.00	-43,268.63
Bill Pmt -Check	01/06/2023	E-Pay	St. Johns County Pr...	X	-28,611.47	-71,880.10
Bill Pmt -Check	01/06/2023	E-Pay	Lane Aviation	X	-2,703.52	-74,583.62
Bill Pmt -Check	01/06/2023	E-Pay	CustomAquarium.com	X	-2,490.00	-77,073.62
Bill Pmt -Check	01/06/2023	E-Pay	FPL - EDU CENTER	X	-1,667.42	-78,741.04
Bill Pmt -Check	01/06/2023	E-Pay	Verizon Wireless Ce...	X	-1,112.91	-79,853.95
Bill Pmt -Check	01/06/2023	E-Pay	The Home Depot	X	-923.74	-80,777.69
Bill Pmt -Check	01/06/2023	E-Pay	St. John's County T...	X	-661.39	-81,439.08
Bill Pmt -Check	01/06/2023	E-Pay	Carefast + Main Ca...	X	-450.00	-81,889.08
Bill Pmt -Check	01/06/2023	E-Pay	Walmart Community	X	-433.44	-82,322.52
Bill Pmt -Check	01/06/2023	E-Pay	St. Johns County Uti...	X	-379.52	-82,702.04
Bill Pmt -Check	01/06/2023	E-Pay	WM Waste Manage...	X	-194.27	-82,896.31
Bill Pmt -Check	01/06/2023	E-Pay	Augustine Alarm, Fir...	X	-174.96	-83,071.27
Bill Pmt -Check	01/06/2023	E-Pay	Bozard Ford	X	-103.70	-83,174.97
Bill Pmt -Check	01/06/2023	E-Pay	Florida Janitor & Pa...	X	-101.80	-83,276.77
Bill Pmt -Check	01/06/2023	E-Pay	Florida Pest Control	X	-53.50	-83,330.27
Bill Pmt -Check	01/06/2023	E-Pay	Grainger	X	-37.37	-83,367.64
Bill Pmt -Check	01/06/2023	E-Pay	Legal Shield	X	-31.90	-83,399.54
Check	01/13/2023	ACH ...	Bank of America	X	-18,373.32	-101,772.86
Bill Pmt -Check	01/13/2023	E-Pay	Florida Mosquito Co...	X	-7,500.00	-109,272.86
Bill Pmt -Check	01/13/2023	E-Pay	FPL - EOC DR-Main...	X	-2,155.27	-111,428.13
Bill Pmt -Check	01/13/2023	E-Pay	Lewis Longman & ...	X	-1,500.00	-112,928.13
Bill Pmt -Check	01/13/2023	E-Pay	FPL - EOC DR - Re...	X	-1,024.62	-113,952.75
Bill Pmt -Check	01/13/2023	E-Pay	Happy Heart Farms	X	-937.50	-114,890.25
Bill Pmt -Check	01/13/2023	E-Pay	Safelite Fulfillment, I...	X	-886.74	-115,776.99
Bill Pmt -Check	01/13/2023	E-Pay	COMCAST TV-Inter...	X	-633.26	-116,410.25
Bill Pmt -Check	01/13/2023	E-Pay	Comcast Business -...	X	-505.44	-116,915.69
Bill Pmt -Check	01/13/2023	E-Pay	Florida Janitor & Pa...	X	-481.74	-117,397.43
Bill Pmt -Check	01/13/2023	E-Pay	Advance Auto Parts	X	-267.82	-117,665.25
Bill Pmt -Check	01/13/2023	E-Pay	A/C Designs	X	-94.50	-117,759.75
Bill Pmt -Check	01/13/2023	E-Pay	AFLAC	X	-52.08	-117,811.83
Bill Pmt -Check	01/13/2023	E-Pay	TPH The Parts House	X	-35.88	-117,847.71
Bill Pmt -Check	01/13/2023	E-Pay	Craft's Trophies & A...	X	-24.00	-117,871.71
Check	01/17/2023	ACH ...	Bank of America	X	-285.92	-118,157.63
Bill Pmt -Check	01/19/2023	Phone...	Blue Cross Blue Shi...	X	-41,813.88	-159,971.51
Bill Pmt -Check	01/19/2023	E-Pay	Guardian Fueling Te...	X	-3,463.04	-163,434.55
Bill Pmt -Check	01/19/2023	E-Pay	Executive Info Syste...	X	-2,035.00	-165,469.55
Bill Pmt -Check	01/19/2023	E-Pay	United Concordia	X	-1,922.89	-167,392.44
Bill Pmt -Check	01/19/2023	E-Pay	Nationwide Retirem...	X	-1,085.00	-168,477.44
Bill Pmt -Check	01/19/2023	E-Pay	World Electric Suppl...	X	-564.33	-169,041.77
Bill Pmt -Check	01/19/2023	E-Pay	Ann Simpson	X	-300.00	-169,341.77
Bill Pmt -Check	01/19/2023	E-Pay	UHS Premium Billing	X	-229.45	-169,571.22
Bill Pmt -Check	01/19/2023	E-Pay	Turner Ace Hardwar...	X	-161.45	-169,732.67
Bill Pmt -Check	01/19/2023	E-Pay	Sherwin Williams	X	-89.05	-169,821.72
Bill Pmt -Check	01/27/2023	E-Pay	Clarke Mosquito Pro...	X	-42,149.80	-211,971.52
Bill Pmt -Check	01/27/2023	E-Pay	L.V. Hiers, Inc.	X	-8,138.78	-220,110.30
Bill Pmt -Check	01/27/2023	E-Pay	American Crossroad...	X	-1,556.50	-221,666.80
Bill Pmt -Check	01/27/2023	E-Pay	Strate Welding Sup...	X	-1,205.00	-222,871.80
Bill Pmt -Check	01/27/2023	E-Pay	Verizon Wireless Ce...	X	-1,083.78	-223,955.58
Bill Pmt -Check	01/27/2023	E-Pay	St. Johns County Uti...	X	-654.98	-224,610.56
Bill Pmt -Check	01/27/2023	E-Pay	Cintas Fire Protection	X	-625.00	-225,235.56
Bill Pmt -Check	01/27/2023	E-Pay	CINTAS- 120 EOC- ...	X	-347.32	-225,582.88
Bill Pmt -Check	01/27/2023	E-Pay	Walmart Community	X	-334.97	-225,917.85
Bill Pmt -Check	01/27/2023	E-Pay	Florida Pest Control	X	-53.50	-225,971.35
Bill Pmt -Check	01/27/2023	E-Pay	Staples Credit Plan	X	-48.68	-226,020.03
Check	01/30/2023	ACH ...	Bank of America	X	-18,120.38	-244,140.41
Total Checks and Payments					-244,140.41	-244,140.41

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 3 items</b>						
General Journal	01/06/2023	9-#421	Bank of America	X	30,000.00	30,000.00
General Journal	01/17/2023	9-#418	Florida Mosquito Co...	X	7,500.00	37,500.00
Check	01/31/2023	WIRE	Bank of America	X	350,000.00	387,500.00
Total Deposits and Credits					387,500.00	387,500.00
Total Cleared Transactions					143,359.59	143,359.59
Cleared Balance					143,359.59	459,457.65
Register Balance as of 01/31/2023					143,359.59	459,457.65
<b>New Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
General Journal	02/01/2023	9-#418	St. John's County T...		661.39	661.39
Total Deposits and Credits					661.39	661.39
Total New Transactions					661.39	661.39
<b>Ending Balance</b>					<b>144,020.98</b>	<b>460,119.04</b>





P.O. Box 15284  
Wilmington, DE 19850

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

**Customer service information**

 Customer service: 1.888.400.9009

 bankofamerica.com

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

## Your Full Analysis Business Checking

for January 1, 2023 to January 31, 2023

Account number: 8981 0275 2170

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

### Account summary

Beginning balance on January 1, 2023	\$316,098.06
Deposits and other credits	387,500.00
Withdrawals and other debits	-243,854.49
Checks	-0.00
Service fees	-285.92
<b>Ending balance on January 31, 2023</b>	<b>\$459,457.65</b>

# of deposits/credits: 3

# of withdrawals/debits: 60

# of days in cycle: 31

Average ledger balance: \$231,704.60








# ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

## CHEMICAL & FUEL INVENTORY

MONTH OF DECEMBER 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
ESP	EA.	42,832.00			42,832.00	1748.00	41,084.00	41,084.00
R	LBS.	1,755.00			1,755.00	0.00	1,755.00	1,755.00
KG	LBS.	27,000.00			27,000.00	560.00	26,440.00	26,440.00
KT	GALS.	260.47			260.47	22.46	238.01	238.01
20-20	GALS.	308.30			308.30	8.63	299.67	299.30
R (Doughnuts)	EA.	3,418.00			3,418.00	80.00	3,338.00	3,338.00
R	GALS.	140.36			140.36	0.02	140.34	140.34
MIST TWO	GALS.	259.00	165.00		424.00	44.75	379.25	381.00
	GALS.	77.75	55.00		132.75	53.00	79.75	76.00
T	EA.	8,743.00			748.00	238.00	510.00	510.00
LETS	LBS.	44.00			8,743.00	0.00	8,743.00	8,743.00
BG	LBS.	9,920.00			44.00	0.00	44.00	44.00
12AS	GALS.	81.27			9,920.00	30.00	9,890.00	9,890.00
	GALS.	0.00			81.27	2.39	78.88	78.59
	GALS.	2,943.00			0.00	0.00	0.00	0.00
	GALS.	4,139.00			2,943.00	815.27	2,127.73	2,124.00
TOTALS		102,669.15	220.00	0.00	102,889.15	3,866.54	99,022.61	98,996.24

BY:  W. Carr  
 DATE: 1/3/2023  
 BY:  S. Carr  
 DATE: 1/19/23  
 BY:  P. Carr  
 DATE: 1/23/23

BASE=	98,996.24
Total	98,996.24

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY  
CHEMICAL & FUEL INVENTORY  
VALUE  
MONTH OF DECEMBER 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. 17,084.00	\$0.8600	\$14,692.24	10/30/20	VESERIS
ALTOSID WSP	EA. 24,000.00	\$0.8800	\$21,120.00	12/16/21	VESERIS
ALTOSID XR	LBS. 876.00	\$3.42	\$2,992.24	10/30/20	VESERIS
ALTOSID XR	LBS. 880.00	\$3.45	\$3,036.00	12/16/21	VESERIS
ALTOSID XRG	LBS. 10,440.00	\$8.9500	\$93,438.00	10/30/20	VESERIS
ALTOSID XRG	LBS. 16,000.00	\$9.0400	\$144,640.00	12/16/21	VESERIS
AQUABAC XT	LBS. 238.01	\$35.0000	\$8,330.35	1/31/22	VESERIS
AQUABAC XT	GALS. 0.00	\$0.0000	\$0.00		VESERIS
AQUALUER 20-20	GALS. 79.30	\$121.5400	\$9,638.12	5/10/21	ALLPRO
AQUALUER 20-20	GALS. 220.00	\$121.5400	\$26,738.80	8/9/22	ALLPRO
B. I. DUNKS (Doughnuts)	EA. 3,338.00	\$1.0510	\$3,508.24	9/1/22	TARGET
B. I. DUNKS (Doughnuts)	EA. 0.00	\$0.0000	\$0.00		TARGET
COCO BEAR	GALS. 30.34	\$20.4800	\$621.36	7/16/18	CLARKE
COCO BEAR	GALS. 110.00	\$28.4100	\$3,125.10	6/13/22	CLARKE
DUET	GALS. 216.00	\$214.7300	\$46,381.68	8/24/21	CLARKE
DUET	GALS. 165.00	\$223.5300	\$36,882.45	12/6/22	CLARKE
MOSQUITOMIST TWO	GALS. 21.00	\$73.3400	\$1,540.14	11/17/20	CLARKE
MOSQUITOMIST TWO	GALS. 55.00	\$95.7700	\$5,267.35	12/6/22	CLARKE
NALED	GALS. 120.00	\$214.7300	\$25,767.60	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. 9,890.00	\$7.1000	\$70,219.00	7/12/22	ALLPRO
SUSTAIN MBG	LBS. 0.00	\$0.0000	\$0.00		ALLPRO
TALSTAR P	GALS. 0.00	\$54.9050	\$0.00	9/16/20	TARGET
TALSTAR P	GALS. 78.59	\$63.6400	\$5,001.47	9/13/22	VESERIS
VECTOBAC 12AS	GALS. 0.00	\$0.0000	\$0.00		ADAPCO
GASOLINE	GALS. 0.00	\$3.9800	\$0.00	9/28/22	L. V. HIERS
GASOLINE	GALS. 2,124.00	\$3.0479	\$6,473.74	10/31/22	L. V. HIERS
JET A	GALS. 0.00	\$2.5164	\$0.00	8/19/21	Avfuel
JET A	GALS. 3,855.00	\$3.9200	\$15,111.60	9/28/22	Avfuel
TOTAL	88,996.24	\$1,496.74	\$557,052.16		

Subtract Green first

PREPARED BY:  Wever DATE: 1/18/2023

COST FIGURES REVIEWED BY:  DATE: 1/19/23  
REVIEWED BY:  DATE: 1/24/23





# INVOICE

Page: 1(1)

www.clarke.com  
TOLL-FREE: 800-323-5727  
PHONE: 630-894-2000  
AR Email: accountsreceivable@clarke.com,  
AR Dept. Ext.: 3139

**Payment Instructions:** Clarke Mosquito Control Products, Inc.  
**ACH Banking:** Bank of America - Account: 8666607212 - Routing: 071000039  
**Payment Online:** Visit our website at <https://www.clarke.com/billpay>  
**Paper Check:** 16277 Collections Center Drive, Chicago, IL 60693

Customer #: A07800

Invoice #: 5103020  
Invoice Date: 12/06/22  
Terms: Net 37 Days  
Due Date: 01/12/23

B Anastasia Mosquito Control District  
I Dr. Rui-De Xue  
L 120 EOC Drive  
L  
T St Augustine, FL 32092  
O

S Anastasia Mosquito Control District  
H Dr. Rui-De Xue  
I 120 EOC Drive  
P  
T St Augustine, FL 32080-6531  
O

Your Order No. CHERRIEF/EMAIL

Order #	Order Date	Ship Date	Carrier	Consultant	
0000158566	12/05/22	12/06/22	Best Way	Cherrief Jackson	
Item #	Item Description	Qty Ordered	Qty Shipped	Unit price	Extended Price
11782	DUET 55GAL	3	3 drm	12,294.1500	36,882.45
11133	MOSQ. TWO 55GAL	5	1 drm	5,267.3500	5,267.35

W9's can be found on our website at [www.clarke.com](http://www.clarke.com)

Duet 165 gal. \$223.53

Order total: 42,149.80  
Invoice Total: 42,149.80

Clarke manufactured pesticide products referenced on this invoice meet the quality standards described in Title 40, Chapter I of the Code of Federal Regulations, Part 158, section 175. For a certificate of analysis for each production lot on this invoice, please call (630) 671-3123.

MMII 55 gal. \$95.77

Clarke Mosquito Control Products, Inc. is a Clarke Company

**\*\* Fraud Alert: Our banking details have not changed.**  
**Please call 800-323-5727 x3139 if you are asked to change banking information.**

Total: 42,149.80

Clarke will charge applicable sales taxes unless a valid exemption certificate is Emailed to: [accountsreceivable@clarke.com](mailto:accountsreceivable@clarke.com) or faxed to: 630-672-7439

\* A 15% restocking fee plus freight costs may be assessed to any returned items.  
Items must be returned within 120 days of shipment and in an acceptable condition.

Helping make communities around the world more livable, safe and comfortable.

# ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

## CHEMICAL & FUEL INVENTORY

MONTH OF DECEMBER 2022

120 EOC DRIVE (BASE STATION)  
DENIA AUTRY

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT
ESP	EA.	42,832.00			42,832.00	1748.00	41,084.00	41,084.00
REG	LBS.	1,755.00			1,755.00	0.00	1,755.00	1,755.00
REG	LBS.	27,000.00			27,000.00	560.00	26,440.00	26,440.00
KT	GALS.	260.47			260.47	22.46	238.01	238.01
20-20	GALS.	308.30			308.30	8.63	299.67	299.30
ES (Doughnuts)	EA.	3,418.00			3,418.00	80.00	3,338.00	3,338.00
REG	GALS.	140.36			140.36	0.02	140.34	140.34
	GALS.	259.00	165.00		424.00	44.75	379.25	381.00
MIST TWO	GALS.	77.75	55.00		132.75	53.00	79.75	76.00
KT	EA.	8,743.00			748.00	238.00	510.00	510.00
LETS	LBS.	44.00			8,743.00	0.00	8,743.00	8,743.00
BG	LBS.	9,920.00			44.00	0.00	44.00	44.00
12AS	GALS.	81.27			9,920.00	30.00	9,890.00	9,890.00
	GALS.	0.00			81.27	2.39	78.88	78.59
	GALS.	2,943.00			0.00	0.00	0.00	0.00
	GALS.	4,139.00			2,943.00	815.27	2,127.73	2,124.00
TOTALS		102,669.15	220.00	0.00	0.00	264.03	3,874.97	3,855.00
					102,889.15	3,866.54	99,022.61	98,996.24

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

Olivia

DESCRIPTION (gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER (UN
EA.	42,832.00				42,832.00	1,748.00	41,084.00	41,084.00	
EA.	1,755.00				1,755.00	0.00	1,755.00	1,755.00	
LBS.	27,000.00				27,000.00	560.00	26,440.00	26,440.00	
GALS.	260.47				260.47	22.46	238.01	238.01	
GALS.	308.30				308.30	8.63	299.67	299.30	
EA.	3,418.00				3,418.00	80.00	3,338.00	3,338.00	
GALS.	140.36				140.36	0.02	140.34	140.34	
GALS.	259.00	165.00			424.00	44.75	379.25	381.00	
GALS.	77.75	55.00			132.75	53.00	79.75	76.00	
GALS.	748.00				748.00	238.00	510.00	510.00	
EA.	8,743.00				8,743.00	0.00	8,743.00	8,743.00	
LBS.	44.00				44.00	0.00	44.00	44.00	
LBS.	9,920.00				9,920.00	30.00	9,890.00	9,890.00	
GALS.	81.27				81.27	2.39	78.88	78.59	
GALS.					0.00	0.00	0.00		
GALS.	2,943.00				2,943.00	815.27	2,127.73	2,124.00	
GALS.	4,139.00				4,139.00	264.03	3,874.97	3,855.00	
TOTALS	102,669.15	220.00	0.00	0.00	102,889.15	3,866.54	99,022.61	98,996.24	



## Treatment Summary

From Date : 12-01-2022

To Date : 12-31-2022

Zone : All

Material : All

Task : All

Printed on 2023-01-02 08:12:14 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

# AMCD

## Product Totals For Sites

Date Range From : 12/01/2022 12:00:00AM To : 12/31/2022 11:59:59PM

Pump - Hose		Transactions	Total Quantity
Product : 01	Unleaded		
Site Id : 003	Anasatisia Moquito Control		
01-1			
		Totals For Site :	71
		Totals For Product :	71
			815.271
Product : 02	Jet-A		
Site Id : 003	Anasatisia Moquito Control		
02-1			
		Totals For Site :	16
		Totals For Product :	16
			264.030

## MONTHLY VEHICLE CHEMICAL INVENTORY

VEHICLE	MILEAGE	EA. ALTOSID WSP	EA. ALTOSID XR	LBS. ALTOSID GRANULAR	GAL. AQUA BAC XT LIQUID BTI	GAL. AQUALUR LIQUID ADULTICIDE	EA SUMMIT BTI BRIQUETS	GAL. COCO BEAR	GAL. DUET	GAL. MOSQ MIST I	GAL. NALED	NATURAL DT	LBS. STRIKE PELLETS	LBS. SUSTAIN GRANULAR	OZ. TALSTAR P LIQUID
686	1,402														
934	898														
1018	869														
1109	572														
1132	79,580														
1133	89,572									10					
1173	89,000														
1195	95,317									10					
1196	108,127														
1197	76,756														
1198	77,302														
1199	60,082									10					
1200	82,111									10					
1201	79,000														
1202	44,468														
1203	73,145														
1223	741														
1273	0														
1342	108,216														
1343	87,363														
1366	186														
1367	178														
1410	118,709														
1422	170				640									80	
1425	73,486					3.2									
1426	101,733														
1462	68,155					3.2									
1463	78,839	384			640	3.2									
1479	65,000														
1484	66,486					3.2									
1485	68,745					3.2									
1493	57,849				241										
1494	59,680					3.2									
1536	227														
1544	68,328		15		400	3.2	38	108				19			
1546	52,705	150			320	3.2								30	
1548	43,763				256			256						20	
1550	66,726	150				3.2		128							
1611	15,330					3.2									
1613	29,887				128	3.2		256							
1615	18,994														
1630	8,420														
1633	10,557					3.2									
1666	171														
1692	5,031														
1708	5,879														
1718	3														
1719	6														
		684	15	0	2625	44.8	38	748	0	40	0	19	0	130	0
EOC		40400	1740	26440	27840	254.5	3300	134.5	381	36	510	8724	44	9760	78,593
		41,084.00	1,755.00	26,440.00	238.01	299.30	3,338.00	140.34	381.00	76.00	510.00	8,743	44.00	9,890.00	78,599

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

End Reading Last Month Used K800 used 815,271

Gas	120904.0	0.10.0		2124
=	120904.0	Total on hand from electronic meter (Gross Vol)		
End Reading	Last Month	Used	K800 used	264.03
12360.4	12096.0	264.4		
=		Total on hand from electronic meter (Gross Vol)		3855

December mileage 2022

NAME	VEHICLE	MILEAGE
Ford Tractor	686	1,402
ATV	934	898
Backhoe	1018	869
ATV	1109	572
Service (TF)	1132	79,580
Fog MM2	1133	89,572
Service (TF)	1173	89,000
Fog MM2	1195	95,317
Service	1196	108,127
Surveillance	1197	76,756
Service	1198	77,302
Fog MM2	1199	60,082
Fog MM2	1200	82,111
Service	1201	79,000
Service	1202	44,468
Service	1203	73,145
Gator	1223	741
ATV	1273	0
Service	1342	108,216
Service Truck	1343	87,363
Polaris 4 Wheeler	1366	186
ATV	1367	178
Surveillance (Air Boat)	1410	118,709
Air Boat	1422	170
Dena Autry	1425	73,486
Service	1426	101,733
Phil Vaughn	1462	68,155
Holly Usina	1463	78,839
Ford Explorer	1479	65,000
Spare Dual	1484	66,486
Spare Dual	1485	68,745
David Strickland	1493	57,849
Jennifer	1494	59,680
Fork Lift	1536	227
Jerry Iser	1544	68,328
Dazmond Hackney	1546	52,705
Kyle Arber	1548	43,763
Cathy Hendricks	1550	66,726
Mike Phillips	1611	15,330
Jeremy Wohforth	1613	29,887
Ruide Xue	1615	18,994
Service Expedition	1630	8,420
Dual Duty	1633	10,557
Gator	1666	171
Pending Dual Duty	1692	5,031
Maverick	1708	5,879
ATV	1718	3
ATV	1719	6





# 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

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



## DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, January 19, 2023

Next Meeting(s): Thursday, February 9, 2023 – 5:00 PM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, January 19, 2023, at 5:00 P.M.

Board members in attendance:

Mrs. Gayle Gardner, Chairperson  
Mrs. Trish Becker, Vice-Chairperson  
Mrs. Gina LeBlanc, Commissioner  
Mrs. Catherine Brandhorst, Commissioner  
Mrs. Martha Gleason, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director  
Mr. Wayne Flowers, Attorney  
Casey Woolsey, St. Johns County Judge

Vice-Chairperson Becker called the meeting to order.

Commissioner Brandhorst led the invocation and the Pledge of Allegiance to the flag.

**CEREMONY:** Oath of Office / Swearing in of Commissioners, Mrs. Trish Becker and Mrs. Martha Gleason ~ St. Johns County Judge Casey Woolsey

- Judge Woolsey administered the Oath of Office to returning commissioner, Mrs. Trish Becker and new commissioner, Mrs. Martha Gleason. Group pictures were then taken of the Board for the AMCD website and historical significance.

**ROLL CALL:** Vice-Chairperson Becker noted ~ All were present

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

**APPROVAL OF AGENDA:** Vice-Chairperson Becker called for approval of the Agenda.

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

- Motioned by: Commissioner Gleason
- Seconded by: Commissioner Brandhorst
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**



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

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

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

**Consent Items ~ APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, December 8, 2022 at 5:00 P.M.
5. Updated Employee Handbook (**Postponed till February 9, 2023 Board Meeting**)
6. Dr. Xue attending Clarke Mosquito Control Meeting, Chicago, Illinois, Feb. 13-16  
(**New memo on table**)
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:**

**Item 1:** Review of the Government-In-The-Sunshine Law & Ethics ~ *Mr. Wayne Flowers*

- Mr. Flowers gave an overview of the Government in the Sunshine Law and Ethics. The Open Meetings Law summary: all meetings are to be open to the public, meetings are to be noticed, and minutes recorded, which covers all meetings of elected officials; any Board business communications outside of the meetings are against the Sunshine Law; the knowing violation is a criminal fine up to 6 days in jail and a \$500 fine; an unknown violation is a civil fine of up to \$500; any communication between 2 or more Board members on public business that will later come before the Board would be a violation of the Sunshine Law; communications can also be via phone, email, texts, etc. The public records law has retention requirement; to maintain and make the records available to the public. He stated he would be teaching at the FMCA Dodd Short Course, Commissioner's Caucus and go into more detail on the Sunshine Law and Ethics then.

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

**Item 2:** Update about Center for Disease Control (CDC) Grant Application and Outline of Five (5) Year Work Plan ~ *Dr. Rui-De Xue*

- Dr. Xue explained after receiving the Board approval, AMCD staff have begun the application process for the five-year CDC grant. He continued stating AMCD has reached out to Lee County Mosquito Control District (LCMCD), each Department of Health (DOH) in FL., Georgia, North Carolina and South Carolina, so far, LCMCD, Georgia DOH and one industry have sent supporting letters. Dr. Xue mentioned the deadline is February 3<sup>rd</sup> and hopefully we receive more letters to support the application before the deadline. Dr. Xue reviewed the outline for discussion that included applying for the five year CDC grant, finish assisting the Board to complete district policy auditing, finish special district's accountability auditing, complete Department of Defense (DOD) grant, develop Assistant Director job title, organize and host the 18<sup>th</sup> Annual Workshop, hold the first meeting for adjunct professors and consultants (March 27<sup>th</sup>), finish all facility construction (Education Center and Sterile Insect Technology (SIT) building), continue analyzing operational

cost of the aerial program, start planning for operational cost of the Education Center and SIT building, continue to train college and high school interns (Ponte Vedra High School, CDC & ESA), and continue leadership services for AMCA.

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

## **NEW BUSINESS**

### **Item 1: NEW COMMISSIONER'S STATEMENT** ~ *Commissioner Martha Gleason*

- Commissioner Gleason thanked the St. Johns County Citizens for electing her and to her opponent for being supportive. She stated that tonight, as she was sworn in, she held a bible in her hand, which was the same one her husband's grandfather was given in 1904 and inside two little pieces of paper, the first being her birth certificate from Cuba and her Naturalization Certificate. She explained the reason for mentioning those things is due to how serious she takes her position. Mrs. Gleason stated she will always ask questions, look out for the tax payers, and ensure the Board is being fully transparent.

### **Item 2: ELECTION of OFFICERS (Chairperson, Vice-Chairperson, and Secretary/Treasurer)** ~ *Board of Commissioners*

- Vice-Chairperson Becker mentioned you must serve on the Board for one year to qualify for any officer positions and then asked if there were any nominations for the Chairperson and Commissioner Brandhorst nominated Commissioner Trish Becker.
  - A. **A motion was made to elect Commissioner Trish Becker as Chairperson.**
    - Motioned by: Commissioner Brandhorst
    - VOTE: ACCEPTED Commissioner Brandhorst and Becker
    - **MOTION FAILED 2:3**
- Commissioner LeBlanc nominated Commissioner Gayle Gardner as Chairperson.
  - B. **A motion was made to elect Commissioner Gayle Gardner as Chairperson.**
    - Motioned by: Commissioner LeBlanc
    - VOTE: ACCEPTED Commissioner LeBlanc, Gleason, and Gardner
    - **MOTION PASSED 3:2**
- Commissioner LeBlanc nominated Commissioner Becker as Vice-President.
  - C. **A motion was made to elect Commissioner Becker as Vice-Chairperson.**
    - Motioned by: Commissioner LeBlanc
    - VOTE: Accepted unanimously by all commissioners
    - **MOTION PASSED UNANIMOUSLY**
- Commissioner Becker nominated Commissioner Gina LeBlanc as Secretary/Treasurer.
  - D. **A motion was made to elect Commissioner Gina LeBlanc as Secretary/Treasurer.**
    - Motioned by: Commissioner Becker
    - VOTE: Accepted unanimously by all commissioners
    - **MOTION PASSED UNANIMOUSLY**

## **REPORTS:**

1. **Director** ~ Dr. Xue; the DOH announced St. Johns County was under mosquito-borne illness advisory from November 2, 2022 to January 2, 2023. Last year St. Johns County had one human case of WNV, one imported dengue fever case, two human imported malaria cases, one horse with

EEE, and one horse with WNV. The staff is preparing for the annual mandatory training, DODD short courses for employees who need to obtain their CEUs, staff is working with FEMA to reimburse AMCD for 75% of operational cost due to hurricane Ian and Nicole.

2. **Attorney** ~ Mr. Flowers; congratulated re-elected and newly elected officers and welcomed newly elected Commissioner Gleason. Mr. Flowers informed the Board he would be out of town for the February 9<sup>th</sup> Board meeting and requested he attend via phone; the Board came to a consensus to approve Mr. Flowers request.

#### **COMMISSIONER COMMENTS:**

**Commissioner LeBlanc** ~ thanked everyone for their continued work hard.

**Commissioner Brandhorst** ~ thanked Dr. Xue, Mr. Flowers and the staff for everything they do.

**Commissioner Gardner** ~ thanked everyone for all their hard work and appreciates being a part of it all.

**Commissioner Gleason** ~ Thanked Dr. Xue, Mr. Flowers and the staff for preparing her as quickly as possible. She mentioned AMCD has a top-notch group and is excited to work with everyone to continue improving the districts mission.

**Commissioner Becker** ~ wanted to mention that AMCD has traps collecting mosquitoes throughout St. Johns County and the report given to Commissioners from December shows inside those traps was a mosquito count over 16,000. She mentioned that is a high count for December and explained AMCD staff has to collect each trap, collect the mosquitoes inside and identify the species, gender and threat level. This year is the 101 year of Florida Mosquito Control Association (FMCA) and soon Commissioners will be attending DODD short course Commissioners Caucus to learn. She'd like to thank the citizens for reelecting her and mentioned being a little sad for not being elected chairperson but will continue to do the best she can in her current position.

#### **ATTACHMENTS: ~**

1. *None*

#### **ADJOURNMENT:**

Vice-Chairperson Becker adjourned the meeting at 6:20 P.M.

#### **ATTEST**

\_\_\_\_\_  
**Chairperson, Commissioner Gayle Gardner**

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

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





## AMCD Fiscal Year October 1, 2023 to September 30, 2024

### For Year End 2023 BUDGET CALENDAR

By Dr. Rui-De Xue

**Form DR-420** (certification of taxable value) will be provided by the St. Johns County Property Appraiser (**July 1**, at the latest). The District must complete and return the DR-420 to the Property Appraiser, including current year proposed millage rate and a rolled-back rate. A “proposed” millage rate must be presented to the Property Appraiser within the 35 days (Before **August 4**). Therefore, the District staff must have its budget completed no later than June 30<sup>th</sup> for the Board to provide final approval and determine the tentative millage rate at its regular **July 13, 2023** Board meeting.

DACS work plan budget deadline: **July 15, 2023**. Annual certified budget due: **September 30, 2023**.

### FY 2023/2024 BUDGET CALENDAR

<u>DATE</u>	<u>GUIDELINES FOR COMPLETING THE BUDGET</u>
Feb/Mar	<b>Board approves the budget calendar</b> & major work plan. Input from committees, commissioners, management, & staff regarding items needed for the budget year.
April	Board provides guidelines for raise (cost for living & merit raise) Prepare draft budget for operating expenses, aerial contracts and capital outlay items. Salary schedule & benefit information presented to the Board for input and approval.
May	Budget workshop if need. Board discussion/input on draft Budget & staff finalizes the Budget.
June	TRIM training/Board approves draft Budget and DACS work Plan Budget (draft)
July	District staff calculates revenue from DR-420 after receiving. The Board determines the proposed millage for filling DR-420 and budget and determines the date and time for the tentative budget hearing. Board meeting is <b>July 13, 2023</b> , <b>DACS Work Plan Budget is Due July 15, 2023</b> .
August	Return form DR-420 including proposed millage rate and rolled-back Rate before <b>August 2, 2023</b> .

September      The First Public Budget Hearing Date: **September 14, 2023 (5:30 P.M.)**, as it must be after 5:05 P.M. Not the same day as the School Board. The District will (1) amend & adopt the tentative budget, re-compute it's proposed millage rate, and publicly announce the percentage; (2) adopt a tentative millage & budget; and (3) keep the proposed millage rate for final rate. If any increase, the District has to notify each taxpayer by first class mail. If the District reduces the rate, no action is needed.

The Final Public Budget Hearing within 15 days: **Sept 21, 2023, 5:30 P.M.)**, as it must be after 5:05 P.M. The District shall advertise (St. Augustine Record) its intent to adopt a final millage rate and budget, and publish it on **September 16<sup>th</sup> or 17<sup>th</sup>, 2023 preferably, but no earlier than 5 days or no later than 2 days before the Final Public Hearing.**

Final Public Hearing to adopt a final millage rate & budget shall be held between 2-5 days after the day the advertisement is first published.

**September 30**      **Annual certified budget for DACS is due.**

**September 30**      Deliver the Resolution, adopting the final millage rate, to the County Property Appraiser, the Tax Collector and the Florida Department of Revenue (TRIM Division).

**September 30**      End of FY 2022-2023 Budget.

**October 1**      FY 2023-2024 Budget starts. Annual physical inventory.

**October 10**      Submit the completed TRIM package (Form DR-487) to Florida Department of Revenue, Property Tax Administration, TRIM Compliance Section, P.O. Box 3000, Tallahassee, FL 32315-3000.

**November**      District Auditing preparation and start.







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

**ARTHROPOD CONTROL BUDGET AMENDMENT**

NICOLE "NIKKI" FRIED  
COMMISSIONER

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

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

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

Amendment No. **2022-03**

Fiscal Year: **2022-2023**

Date: **2/9/2023**

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
\$ 16,705,380.35	\$ 5,791,636.05	\$ 16,705,380.35	\$ 23,670.52	\$ -	\$ 16,729,050.87

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	\$ 35,413.30	\$ 23,670.52	\$ -	\$ 59,083.82
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 7,744,896.30	\$ 23,670.52	\$ -	\$ 7,768,566.82
Beginning Fund Balance		\$ 8,960,484.05	\$ -	\$ -	\$ 8,960,484.05
Total Budgetary Receipts & Balances		\$ 16,705,380.35	\$ 23,670.52	\$ -	\$ 16,729,050.87

**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	\$ 4,670.52	\$ -	\$ 30,574.52
42	Freight Services	\$ 5,500.00		\$ -	\$ 5,500.00
43	Utility Service	\$ 39,000.00	\$ 19,000.00	\$ -	\$ 58,000.00
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	\$ 195,674.30		\$ -	\$ 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	\$ -		\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 10,913,744.30	\$ 23,670.52	\$ -	\$ 10,937,414.82
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
TOTAL RESERVES		\$ 5,791,636.05	\$ -	\$ -	\$ 5,791,636.05
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 16,705,380.35	\$ 23,670.52	\$ -	\$ 16,729,050.87
ENDING FUND BALANCE		\$ -	\$ -	\$ -	\$ -

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

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Mosquito Control Program

DATE: \_\_\_\_\_

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

BUDGET AMENDMENT NUMBER 2023-03

PAGE 1 OF 1

COMPUTATIONS

LOCAL FUND

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

Receipts:

Revenue: Interest Earnings

23,670.52

23,670.52

Expenditures:

Communication Services

(4,670.52)

Utility Service

(19,000.00)

Budget Amendment (Net Effect)

-

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

**LOCAL FUND BUDGET AMENDMENT NUMBER 2023-03**

PAGE 1 OF 1

JOURNAL ENTRIES:

**BUDGET AMENDMENT ADJUSTMENT ENTRIES:**

Dr) EXPENDITURES: Communication Services	\$	4,670.52	
EXPENDITURES: Utility Service	\$	19,000.00	
Cr) REVENUE: Interest Earned			\$ 23,670.52
	\$	23,670.52	\$ 23,670.52

# Unfinished Business #1

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO

### **BOARD OF COMMISSIONERS:**

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



### **DISTRICT DIRECTOR:**

*Dr. Rui-De Xue*

**TO:** Board of Commissioners

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

**CC:** Mrs. Martha Gleason, Commissioner

**DATE:** 2/2/2023

**RE:** Discussion and Approval of Updated Employee Handbook

The AMCD employee handbook was audited by Mrs. Jackie Small, HR Director, Lee County Mosquito Control District (LCMCD), last year based on the Board's direction. Mrs. Small provided several pages of recommendations to update and edit. The District appointed a committee, chaired by Dr. Whitney Qualls, to update the handbook and the District attorney Mr. Wayne Flowers gave recommendations as well. Commissioner Mrs. Gleason has some comments, suggestions and recommendations regarding the Equal Employment Opportunity (EEO) part (attached are her e-mail messages and Mr. Flowers response and suggestions). The other parts of the employee handbook are acceptable.

We have presented the whole handbook (including the original version, revised version, and a clean version the past two meetings). This meeting only the EEO part of the employee handbook was provided for the Board book.

Commissioner Gleason will lead the discussion regarding the EEO item (attached).

I would like to recommend the Board to accept the updated employee handbook, with or without Commissioner Gleason's modifications/additions.

Thank you.

[Print](#)[Close](#)

**From:** Martha Gleason (martha.g.gleason@gmail.com)  
**To:** Wayne Flowers  
**Cc:** Rui-de Xue  
**Subject:** Re: January Board meeting questions  
**Attachments:** image001.jpg, image002.jpg

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**Date:** Tue, 17 Jan 2023 18:25:18 -0500

Dear Mr. Flowers,

Thank you for your quick response to my questions. Please note, it is not my intent to exclude any protected classes, but to ensure language used is consistent and inclusive of other recognized classes. To that end, I have provided examples from the EEOC and UF that I would be ready to support.

Please note that it is my believe that this topic, inclusive of the other questions I had regarding the employee hand book, is a topic that should not be part of a consent agenda if we truly want transparency in the AMCD.

I am meeting with Dr. Xue tomorrow but it is my intent, at the moment, to pull the employee handbook topic out of the consent agenda portion of the meeting to give the commissioners an opportunity to review alternative language and to consider the other questions.

Again, thank you for your quick response.

Looking forward to working with you.

Best Regards,  
Martha

On Tue, Jan 17, 2023 at 4:53 PM Wayne Flowers <[wflowers@llw-law.com](mailto:wflowers@llw-law.com)> wrote:

Commissioner Gleason and Dr. Xue: I have reviewed Commissioner Gleason's questions and will attempt to provide answers regarding the proposed amendments to the District's "Equal Opportunity Employer" and "Harassment" policies to include "gender Identity" (not just "gender") as protected categories under those policies. I do not know who suggested including this new group for inclusion, however, please consider the following:

- Irrespective of Federal or State legal requirements related to discrimination, the District has a certain amount of discretion to expand the categories of persons, groups or things it commits to protect from discrimination, provided the expansion in and of itself does not discriminate against other classes specifically protected by applicable Federal or State anti-discrimination laws. An example is the fact that Florida's civil rights statutes prohibit discrimination against individuals based on marital status, while this protection is not provided under Federal civil rights laws. Commission Gleason has suggested adding political opinions or affiliations to the list of things to be included in the policy which is perfectly legitimate if the Board desires to do so.
- The 2020 U.S. Supreme Court decision in *Bostock v. Clayton County, Georgia*, held that discrimination based on sexual orientation or transgender status are prohibited by the U.S. Civil Rights Act. The logic in the case would seem to apply also to gender identity (as a protected class) since transgender status was specifically determined to be a protected class. Hence, inclusion of gender identity by the District in its policies as a class protected from discrimination would seem to be consistent with the *Bostock* case.
- Commissioner Gleason asked about Sec. 110.112, Florida Statutes, which requires, among other things, for executive agencies of the state to develop affirmative action plans. I think her question (as I interpreted it) concerns the extent to which the AMCD is under the control of the state's Department of Agriculture and Consumer Services (DACS) as it relates to discrimination policies implemented by independent mosquito control districts, such as the AMCD. In my opinion, DACS does not exercise any control over AMCD in this regard, either as a consequence of Chapter 110, or 388, Florida Statutes. Independent special districts are not state agencies (Chapter 110 only applies to executive agencies of the state, which does not include special districts). Although there are some reporting requirements in Chapter 388 from AMCD to DACS; provisions for of funding by DACS of certain mosquito control activities of districts; provisions for intergovernmental programs; and authority for the Commissioner of DACS to make appointments to fill Commissioner vacancies on independent mosquito control boards, there is no general supervisory authority for DACS over independent mosquito control districts in Chapter 388. Special districts are generally regulated under Chapter 189, Florida Statutes and additionally by any special acts of the

Legislature creating a special district (AMCD's special act is codified at Chapter 99-449, Laws of Florida). There are no provisions in any of these statutes requiring AMCD to adhere to anti-discrimination plans or policies adopted by DACS that I could find.

Please let me know if you have any questions regarding my comments above or if you would like to discuss them further or if I failed to answer any questions that you have.

Wayne E. Flowers

(904) 353-6410

**From:** Dr. Rui-De Xue <[rxue@amcdfi.org](mailto:rxue@amcdfi.org)>

**Sent:** Tuesday, January 17, 2023 8:02 AM

**To:** Wayne Flowers <[wflowers@llw-law.com](mailto:wflowers@llw-law.com)>

**Cc:** [wqualls@amcdfi.org](mailto:wqualls@amcdfi.org); [rweaver@amcdfi.org](mailto:rweaver@amcdfi.org); [shanna@amcdfi.org](mailto:shanna@amcdfi.org); [hkeating@amcdfi.org](mailto:hkeating@amcdfi.org)

**Subject:** FW: January Board meeting questions

External Email

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----- Original Message -----

**From:** Martha Gleason [<mailto:martha.g.gleason@gmail.com>]

**To:** "Rui-de Xue" <[xueamcd@gmail.com](mailto:xueamcd@gmail.com)>

**Sent:** Mon, 16 Jan 2023 09:25:55 -0500

**Subject:** Re: January Board meeting questions

Rui-De,

Here are two policy EO statements. The first is from the Federal Government's EEOC and the second from UF. I would be comfortable with either, but especially with UF's which also calls out "political opinion" and "political affiliation".

Talk on Wednesday.

Martha



[Home](#) » Overview



# Overview

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy and related conditions, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

Most employers with at least 15 employees are covered by EEOC laws (20 employees in age discrimination cases). Most labor unions and employment agencies are also covered.





for conduct that go above and beyond the minimum requirements of the law. For example, the UF Regulation identifying protected classes addresses those who may not be protected by applicable state and federal law.

Protected classes are generally described as groups of people who have historically faced discrimination and harassment. In a university context, the focus is typically on such treatment in employment and education settings. UF Regulation 1.006 expressly prohibits discrimination on the basis of: race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

## **COMPLAINTS OR CONCERNS ABOUT DISCRIMINATORY OR HARASSING BEHAVIOR**

All UF employees are expected to report misconduct, irrespective of whether they are the target of the misconduct or just a witness.

On Sun, Jan 15, 2023 at 9:02 PM Martha Gleason <[martha.g.gleason@gmail.com](mailto:martha.g.gleason@gmail.com)> wrote:

Hi Rui-De,

I trust you had a wonderful holiday season. I'm reaching out as I received the Board book and have a few questions/comments regarding the consent agenda that I would like to address before Thursday's Board meeting:

1) Employee Handbook revisions:

- Where did the language "gender IDENTITY" come from? I have reviewed several Federal, State, and local government EOE statements and the following is typically how it's worded: "...Sex, Sexual Preference" or "...gender or sexual preference". I am not looking to make a big deal of this, but I also do not want to get over our skis on this topic.

- Do we have internal communication systems that record customer calls and monitor customer call metrics such as average call time, call drop rate, etc. if the answer is no, it's ok, but we are asking folks to adhere to something we are not measuring.

- How many AMCD provided cells phones have been issued? How often are we auditing to ensure employees are complying with usage guidelines?

2) Aerial Mosquito Control Services contract renewal:

- what is the estimated total cost of this program? The pricing in the Board book only has the cost per mile.

- What line in the budget does this cost captured?

- When was this contract last put up for bid?

3) Clarke February meeting

- I'm in agreement that you should attend, however, Clarke is a private entity that has offered to pick up your airfare. I believe they should pickup your airfare and it should not come from AMCD. That has been my position in private practice as well. If a company has requested the attendance of me or one of my employees at one of their meetings because of our expertise, the company has covered travel and expenses.

4) Financials

- Can we add "[month] budget" and [month] variance to the financial report? As a recovering accountant, I like to see my month and YTD variances.

5) CDC Grant application

- What is the total value of the grant?

- What are the terms and conditions?

Warmest Regards,

Martha

# 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

# Unfinished Business #2



# ***Strategical Plan***

(2021-2025)

Anastasia Mosquito Control District of St. Johns County,  
Florida



120 EOC Drive

St. Augustine, FL 32092

904/471-3107

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

## Our Mission, Vision, Value, and Program

# Anastasia Mosquito Control District

*of St. Johns County*

## Mission

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



*We have a vision that AMCD of St. Johns County will be among the leading Districts for mosquito control, and the people in St. Johns County will be the Healthiest in the nation- a well served community enjoyed by all, and supported by all partners.*

We serve you with programs in  
**Customer Service, Operations**  
(including Surveillance and Control by ground and aerial application),  
**Education, and Applied Research.**

## Values

*Justified*  
*Accountable*  
*Service driven*  
*Scientific based*  
*Sustainable excellence*  
*Environmentally friendly*  
*Professional*  
*Collaborative*  
*Compassionate*

# History

The Anastasia Mosquito Control District (AMCD) started its humble beginnings in 1948. The District was formed from the desire of the people of Anastasia Island to live mosquito free deciding to tax themselves to provide funds for a mosquito control program. In 1949, AMCD began to take action against the mosquitoes that inhabited the Anastasia Island. In the beginning, AMCD controlled mosquitoes only on a small portion of Anastasia Island (17 square miles), and now AMCD provides services to the entire 609 square miles of St. Johns County.

When AMCD first started controlling mosquitoes in 1949, operations took place out of a leased facility near the lighthouse under the guidance of three elected Board members. Eleven years passed and AMCD expanded its District borders south to the county line. It also started providing services to Vilano Beach, Palm Valley, and Ponte Vedra. Other areas included a small section of the intercoastal waterway, State Road 210 west to the county line at Snowden Bay, and up to the north Duval County line, making the total area covered approximately 91 square miles.

In response to St. Johns County growth, it became necessary for AMCD to expand county leadership representation, so in 1961 two more seats were added to the Board of Commissioners making the total number five. In 1964, 3 acres of land in Ponte Vedra was purchased to build an AMCD substation, which was finished in 1968. In the same year, the City of St. Augustine joined the District making the total square miles covered 106.

In 1974, AMCD built a base station on Anastasia Island and vacated the leased facility near the lighthouse. Fourteen years passed, and by the end of 1988, AMCD had added more land to the District including St. Augustine South, St. Augustine Shores, North U.S. 1 to Nine Mile Road, west to I-95, north to State Road 210, and west to the new Shands Bridge, making the total area of land covered 311 square miles. Then in 1989, AMCD built a North West substation on Cartwheel Bay Avenue. For the next 14 years, AMCD continued to expand until 2003, when the whole county was included in AMCD's District for a total of 609 square miles.



From 1989 to 2005, AMCD worked out of four stations spaced throughout the county. In 2005, the decision was made to centralize operations. AMCD bought a large plot of land (25 acres) off of Agricultural Center Drive located in the center of the county with easy access to I-95. A parcel of 7 acres of this plot of land was given to the County for building the Emergency Operations Center (EOC) in 2008 and the rest of 18 acres was to be the sole station for all of the District's operations. The first step was taken to centralize AMCD in 2006 when the Ponte Vedra substation was merged into the Northwest station at Cartwheel Bay. Construction of the new facility off of Agricultural Center Drive started in 2013. In 2015, the South Station merged into the Base Station on Anastasia Island, continuing the centralization of the District's facilities. Finally, in 2016, all operations moved to the current facility on EOC Drive.

Over the last seventy plus years, AMCD has gone from servicing only 17 square miles of Anastasia Island, out of a small leased building using basic mosquito control methods, to servicing the whole 609 square miles of St. Johns County on an 18-acre plot of land utilizing the most modern technology including an aerial program, applied research, and a whole team of certified or licensed technicians and staff ready to serve the people of this county. In 2020 the District approved to build an Education Center to teach people about mosquito control and vector-borne diseases. In 2018, District purchased a used helicopter from Lee County Mosquito Control District and decided to build a helicopter hangar, and a multipurpose laboratory. In 2020-2021, Board decided to purchased 2 additional helicopters from military surplus at \$180,000 each. In 2021, the Board decided to build the sterile insect technique (SIT) mass rearing facility for species specific operational control.

## **Programs & Experience**

1. **Customer & professional service**: AMCD provides and answers about 5,000 service requests per year. The service request through online submission has been increased due to the development of an APP. This software development led to the District receiving an award from the AT&T governmental technology's special district in 2021. The citizens in St. Johns County have been free of any local-acquired mosquito-borne diseases from year 2004 to year 2021.

2. **Surveillance of diseases and mosquito populations:** AMCD built in-house capability to detect arboviruses by using sentinel chickens and mosquito testing. Same day arbovirus detection results in immediate action for control. AMCD has also provided evaluations and modification of traps used for mosquito population surveillances.
3. **Operation control by ground and aerial applications:** AMCD built dual duty (adulticiding and larviciding) equipment to reduce the number of vehicles in their fleet. The District also built aerial capability for surveillance, adulticiding, and larviciding.
4. **Applied research:** AMCD has over 200 publications evaluating spatial repellents/topical repellents, repellent devices, different formulations of larvicides & adulticides, surveillance tools, spray devices and novel technologies. The District received about \$2 million funds from the Department of Defense, CDC, USDA, State, and industry through collaboration research. AMCD has also recently been recognized as a GLP capable testing facility.
5. **Education:** AMCD has been nationally recognized as a host site for mosquito control training and certification by the American Mosquito Control Association (2017 & 2018), National Association of County and City Health Officials (2019 & 2020), CDC Southeastern Center for Excellence in Vector-borne Diseases (2017-current) and the Entomological Society of America and CDC funded Public Health Entomology for All program. Additionally, since 2004 AMCD has organized the Annual Arbovirus Surveillance and Mosquito Control Workshop. Collectively, these have resulted in certification of 108 professional mosquito control educators nationwide, training for 8 college level students, 83 internships and more than 360 CEU credits for vector control professionals.

**Major Work Plan for Each Program**  
**from Year 2021 to Year 2025**

1. Standardize District's customer services, develop standard operating procedures (SOPs), and analyze the last five to eight years of service request data, and continue to improve the customer services.
2. Standardize all surveillance tools/methods, develop SOPs, and feasibility study/analysis of in-house capability for arbovirus surveillance (mosquito pooling, sentinel chickens, and new detection methods).
3. Develop all SOPs for ground and aerial applications and analysis of ground and aerial operations to improve their efficiencies.
4. Promote Good Laboratory Practices Program (GLP) through applied research/evaluation and develop the collaboration with the CDC, World Health Organization, and Innovation Vector Control Consortium (IVCC) for the Collaboration Center of Evaluation for Prevention and Control of Vector-borne Diseases and be able to provide SIT male mosquitoes for other counties in Northeastern Florida.
5. Promote public education and evaluate/ justify the effectiveness and impact of tools used in public outreach. Develop the collaboration center for training with the CDC, WHO, and African Mosquito Control Organizations.

### **Outline of Major Work Plan for Each Year**

#### **Year 2021:**

1. Installation of all spraying equipment for the 2 used helicopters (purchased from military surplus in January) and make sure all three helicopters are operational during the mosquito seasons.
2. Continue GLP process and conduct one to two GLP studies.
3. Design and start to build the Disease Vector Education Center.
4. Continue the 1st year of the CDC/University of Florida's smart cage grant.
5. Search for SIT building fund and finish design by the end of 2021 and ground break in 2022 and complete finish by the end of 2023.
6. Consider about possible expansion of mosquito control service to partial Putnam county in 2024-2025.
7. Finish the 1<sup>st</sup> year's task of the DoD's control action threshold grant.
8. Continue organize annual Arbovirus Surveillance and Mosquito Control Workshop and collaboration with NECE for equipment demo.
9. Organize annual open house in April and national mosquito control awareness week in last week of June.

10. Continue to train interns from CDC Southeastern Center for Excellence in Vector-borne Diseases.
11. Back/return to FMCA annual meeting in person in November.
12. Continue collaborations with Federal, State, University, and Industry for applied research.
13. Build an additional (1) outdoor screened enclosure.

#### **Year 2022:**

1. Assist the Board to update AMCD policy including the employee handbook & pay plan policy.
2. Start to analyze labor needs after building aerial capability and facility increase.
3. Continue the construction for the education center project and hold the dedication ceremony for public education and relation in December.
4. Start construction of the ITT facility for mass rearing (SIT/Wolbachia).
5. Extend and finish the CDC/UF collaboration grant about smart cages.
6. Continue and finish the goals and objectives of the 2<sup>nd</sup> year of the DoD grant.
7. Organize and hold 17<sup>th</sup> Arbovirus Surveillance and Mosquito Control Workshop in conjunction with NECE equipment demo.
8. Organize annual open house in last week of June.
9. Organize and host the SIT group meeting in December.
10. Conduct GLP study for a new formulation of larvicide.
11. Continue to train interns from CDC Southeastern Center for Excellence in Vector-borne Disease.
12. Host 4 high school intern training from St. John County School Board's Academies.
13. Host the Florida Mosquito Control Association's Fly In class in middle of January.
14. Explore drone project.
15. Start to serve as the leadership for AMCA (Dr. Xue) and FMCA (Mr. Weaver) as elected offices.

#### **Year 2023:**

1. Assist to the Board to finish the District policy audited by 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 an Assistant Director and fill the position in middle of the 2023.
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 to review programs on March 27.
7. Finish all Education Center interior projects and plan to open to public in April.
8. Organize annual open house in last week of June.
9. Start to analyze the cost for labor, utilities, and others for the Education Center.
10. Finish the SIT construction and install all equipment.
11. Remodel quarantine insectary and introduce the African malaria vector in late 2023. Accept visiting scientists and intern students from African countries.

12. Start to analyze the needs of labors and cost for the SIT project and organize/host the SIT group meeting in June before our SIT program starts.
13. Continue to collect and analyze the cost and efficiency of the aerial program operation (this is the 2<sup>nd</sup> year in full operation).
14. Continue to train interns from CDC Southeastern Center for Excellence in Vector-borne Disease.
15. Accept/host/provide the intern training (college and high school students) from CDC/ESA.
16. Continue to host 4-6 high school students as summer interns from P.V. High School.
17. Continue the leadership services for AMCA (Dr. Xue as the President-Elect) and FMCA (Mr. Weaver as the President-Elect).
18. Apply CDC's 5-year grant for Southeastern Collaboration Center in training and evaluation for prevention and control of vector-borne disease.

#### **Year 2024**

1. Reorganize the organization chart.
2. Rework/update on the pay plan policy and update about pay grade and step.
3. Labor study and solve the man power for all programs.
4. Organize the 19<sup>th</sup> annual workshop in late March, 2024.
5. Organize the annual open house in the last week of June.
6. Feasible/cost study about the instructors and working hrs needed for the education center.
7. Feasible/labor cost study for the SIT project and mass rearing and release.
8. Hire a Scientist who is a specialist in the biology and control of ticks.
9. Conduct the 3<sup>rd</sup> year aerial application analysis for cost efficiency
10. Continue CDC Southeastern Center for Excellence's and other university and organization's intern student training.
11. Continue the GLP Program to study and evaluate commercial products and bring more revenue from Federal, State, and Industry.
12. Provide the training and certification for vector-borne disease professionals from other states if AMCD receives the CDC fund in late 2023.
13. Provide the evaluation and certification for public health pesticides and equipment for the USA.
14. Explore SIT for control of WNV mosquitoes.
15. Purchase 1-2 drones for surveillance, larviciding, and release of male mosquitoes.
16. Continue leadership in the FMCA and AMCA.
17. Consider the expansion of the district to provide service to other surrounding counties.
18. Consider the extension of the board room for holding more people for annual meetings/workshops.

#### **Year 2025**

1. Analyze all service request data and publish an article about the study based on the past eight-ten years' worth of data.
2. Explore possibility to test mosquitoes for arboviruses for other programs.

3. Explore and start to supply SIT male mosquitoes for other North Florida programs.
4. Update all MoUs for training and evaluation.
5. Continue to organize the 20<sup>th</sup> annual workshop.
6. Organize annual open house in last week of June.
7. Provide the training for vector control professionals from Florida, Georgia, Alabama, and South Carolina.
8. Continue intern trainings for CDC Southeastern Center for Excellence and ESA, and local college and high school students.
9. Start the project for surveillance and control of vector ticks.
10. Continue the leadership in the FMCA and AMCA.
11. Explore SIT for control of salt marsh mosquitoes.
12. Evaluate the effectiveness of drone program for surveillance and control.
13. Start to the Build 100 Board room extension project.
14. Develop the SOP for drone operation.
15. Contact WHO/IVCC for the establishment of the WHO or IVCC's GLP/Collaboration Center.
16. Provide the evaluation and certification of public health pesticides and equipment for the world.



# New Business

## #1

Dr. Xue,

As a followup to our initial phone conversation and the communication you received from Tina White at Balmoral Group will be reviewing online documents to get up to speed on your district and we will be reaching out over the coming weeks to schedule an interview with you. We intend to use public records research and information during interviews to assess and refine our initial assumptions and preliminary analysis. The list of questions required to address in the review is attached.

If you think any of your district Commissioners may have interest in this project, we can make ourselves available to answer questions. Please let me know and we could potentially introduce ourselves at the end of an upcoming board meeting. We will leave this up to you, but would need some advance notice (at least two weeks preferred) should we take that route.

If you have any additional questions, please feel free to reach out to me at 850-201-7165 or my direct line at 850-201-0065.

Thank you for your time, we look forward to working with you.

*CJD*

**Craig Diamond**  
**Regional Manager, Economics**



**The Balmoral Group**  
113 S. Monroe Street | Tallahassee, FL 32301  
Phone: 850-201-7165 | Fax: 850-201-7101  
Visit our [website](#) for more information!

## Research Tasks

1. **Background and descriptive data for the district.** Tasks related to the examination of this issue must include, but are not limited to, the following for each mosquito control district (district) identified in this Contract.
  - 1.1. The Contractor will provide data on the district's service area (i.e., the areas within the district's boundaries) to include:
    - 1.1.1. Size (square mileage) of the district
    - 1.1.2. Map of the district, that includes marked boundaries for counties and municipalities that are within and that overlap the district's boundaries
    - 1.1.3. Population based, as applicable, on: a) July 1, 2022, population estimates from the United States Census Bureau (USCB) for a county or city, the entirety of which is included within the district boundaries; and b) 2020 census tract, block group, or block data from the USCB, as necessary, for a district with boundaries that include portions of a county or city
    - 1.1.4. Identification of district characteristics, such as demographic, environmental, and geographic factors, that impact the types of mosquito control services needed in the district with a description of the impact that each characteristic has on that need
    - 1.1.5. For real property that is subject to the millage levied by the district, the number of parcels, total just value of such parcels, and total taxable value of such parcels for the current tax year and three prior tax years, as determined by the relevant county property appraiser
    - 1.1.6. For tangible personal property that is subject to the millage levied by the district, the number of tangible personal property accounts, the total just value of those accounts, and the total taxable value of those accounts for the current tax year and three prior tax years, as determined by the relevant county property appraiser
  - 1.2. The Contractor will provide data on the district's creation, governance, and responsibilities to include:
    - 1.2.1. A history of the district's creation and governance including the initial effective date of the district, citation to the legal authority initially creating the district (e.g., a special act of the Florida Legislature or a local ordinance), a timeline for and description of substantive changes to that legal authority since its enactment, and a description of and an electronic link to, or an electronic copy of, the current legal authority governing the district
    - 1.2.2. For the current district board of commissioners (board), identification of the qualifications required to be a commissioner; the number of commissioners; the fill/vacancy rate for the board; and the duties of the commissioners
    - 1.2.3. Assessment of whether the board's current composition is in accordance with s. 388.101, *Florida Statutes*, and other legal authority governing the board
    - 1.2.4. Assessment of whether the commissioners have met during the current fiscal year (Fiscal Year 2023: 10/1/2022 – 9/30/2023) and the previous three fiscal years in accordance with ss. 189.015 and 388.151, *Florida Statutes*, and other legal authority governing the district

- 1.2.5. Summary of applicable federal and state statutes, federal regulations, Florida Administrative Code rules, and local regulations or laws related to district governance and operations
    - 1.3. The Contractor will provide data (to include means, methods, frequency, and purpose of coordination and communication) for the following governmental entities with which the district interacts:
      - 1.3.1. Federal and state agencies
      - 1.3.2. Counties
      - 1.3.3. Municipalities
    - 1.4. The Contractor will provide data on the district's resources for Fiscal Year 2022 (10/1/2021 – 9/30/2022) to include:
      - 1.4.1. Millage rates
      - 1.4.2. Current revenues and most recent fiscal year's expenditures
      - 1.4.3. Number of paid staff
      - 1.4.4. Major equipment and facilities owned, leased, and/or rented
  2. **District's purpose, goals, and objectives.** The Contractor's examination of these issues must include, but is not limited to, addressing the following research tasks and answering the specified research questions listed under each task.
    - 2.1. Examination of the district's purpose(s), goal(s) and district programs and activities, including:
      - 2.1.1. What is/are the district purpose(s) in the charter or other legal authority establishing the district?
      - 2.1.2. What is/are the district goal(s) in the charter or other legal authority establishing the district?
      - 2.1.3. For each district program and activity, what is/are the
        - goal(s)?
        - objective(s)?
        - problem(s) or need(s) that the program or activity was designed to address?
        - expected benefits?
        - performance measures and standards used by the district to determine if the program or activity achieves the district's goals and objectives?
    - 2.2. Methodology. The Contractor will answer the research questions specified in section 2.1 using, at minimum, the following methods:
      - 2.2.1. Request and review the district's charter
      - 2.2.2. Request and review the district's strategic plan and the last three years of annual reports, if available
      - 2.2.3. Request and review previous performance reviews and/or audits
      - 2.2.4. Request information from the district on its goals, objectives, expected benefits, and performance measures and standards for each program and activity

3. **How well is the district performing relative to goals and objectives?** The Contractor's examination of this issue must include, but is not limited to, addressing the following research tasks and answering the specified research questions listed under each task.
- 3.1. Assessment of the extent to which the district's goals and objectives have been achieved, including whether the goals and objectives are clearly stated, are measurable, adequately address the statutory purpose of the district, provide sufficient direction for the district's programs and activities, and may be achieved within the district's adopted budget
- 3.1.1. Are district goals and objectives clearly stated and measurable? If not, why not?
- 3.1.2. Do district goals and objectives adequately address the district's statutory purpose? If not, why not?
- 3.1.3. Do district goals and objectives provide sufficient direction for programs and activities? If not, why not?
- 3.1.4. Can district goals and objectives be achieved within its adopted budget? If not, why not?
- 3.1.5. To what extent have district goals and objectives been achieved?
- 3.1.6. If the district is making progress toward achieving its goals and objectives, what are the contributing factors?
- 3.1.7. If the district is failing to achieve goals, objectives, and/or performance standards, what are the contributing factors?
- 3.1.8. What plans does the district have to prevent a future failure to achieve goals, objectives, and/or performance standards, if applicable?
- 3.2. Assessment of performance measures and standards for the district's programs and activities using data from the current fiscal year (Fiscal Year 2023: 10/1/2022 – 9/30/2023) and the previous three fiscal years
- 3.2.1. Are any of the previous three fiscal years' performance measures and standards different than those for the current fiscal year? If yes, answer the questions in 3.2.2 and 3.2.3 for the different measures.
- 3.2.2. Are the current fiscal year performance measures and different performance measures in the previous three fiscal years relevant to the district's programs and activities, useful, and sufficient to evaluate costs? If not, why not?
- 3.2.3. Are the current year performance standards and different performance standards in the previous three fiscal years relevant to the performance measures, useful, and sufficient to evaluate costs? If not, why not?
- 3.3. Are the current and three previous years' performance standards being met? If not, why not? What are the factors contributing to failure to meet current performance standards, if applicable?
- 3.3.1. Should the current year performance measures and standards be revised? If so, why and how?
- 3.4. How do other government agencies, internal staff, and/or local residents perceive the district's performance?



- 3.5. Methodology. The Contractor will answer the research questions specified in sections 3.1 – 3.4 using, at minimum, the following methods:
  - 3.5.1. Obtain copies of measurements of district goal and objective achievement (performance measures and standards) and records of current and previous three fiscal years' measures, standards, and records of success or failure to meet the standards; evaluate the district's actual performance in meeting its goals and objectives
  - 3.5.2. Assess whether performance measures and standards:
    - 3.5.2.1. Are relevant, useful, and sufficient to evaluate the performance and costs of the programs and activities
    - 3.5.2.2. Are being met
    - 3.5.2.3. Need to be revised
  - 3.5.3. Request and review previous performance reviews/audits
  - 3.5.4. Request district assessments of why (if applicable) the district failed to meet performance measures and standards and/or goals and objectives
  - 3.5.5. Request information from the district on actions taken to address and prevent such failures in the future
  - 3.5.6. Interview district staff and relevant local government entities about district performance and request, if available, the results of district-generated resident feedback surveys conducted during the current and previous three fiscal years
4. **How well does the district manage its resources?** The Contractor's examination of this issue must include, but is not limited to, addressing the following research tasks and answering the specified research questions listed under each task.
  - 4.1. Determination of the revenues by source and expenditures of district programs and activities, using data from the current fiscal year (Fiscal Year 2023: 10/1/2022 – 9/30/2023) and the previous three fiscal years.
    - 4.1.1. What are the categories and amounts of administrative costs? For purposes of Schedules A and B, the term "administrative costs" means expenditures to support the operation of the district that are not directly related to a district program or activity. Such expenditures include, but are not limited to, salaries for staff who do not actively engage in district programs or activities and expenditures for bookkeeping, financial reporting, audits, office supplies, and data programming and processing that are not directly related to a district program or activity.
    - 4.1.2. What are the categories and amounts of direct program and activity costs – i.e., expenses tied to implementing the district's services?
    - 4.1.3. What are trends in revenues for the current and three prior fiscal years and how sustainable are the district's revenue streams?
    - 4.1.4. What are trends in expenditures for the current and three prior fiscal years and major categories of expenditures?
    - 4.1.5. What are the implications of revenue and expenditure trends, if any?
    - 4.1.6. What steps, if any, has the district taken within the last three years to reduce costs?

- 4.1.7. For what services has the district contracted and at what total costs over the current and prior three fiscal years?
- 4.2. Identify the total number and type of staff (volunteer/paid, contractor/in-house) for the current and three previous fiscal years
  - 4.2.1. What staffing trends are observable for the current and three prior fiscal years?
    - 4.2.1.1. Include data such as salary costs and historic fill, vacancy, and turnover rates
    - 4.2.1.2. Include data on contracted Full-Time Equivalent (FTE) employees
  - 4.2.2. Are the number and types of staff meeting the district's needs?
- 4.3. Identify the district's equipment and facilities purchases for the current and three previous fiscal years
  - 4.3.1. What are trends in the number and types of vehicles/major equipment owned or leased by the district for the current and three prior fiscal years and is the current level and current condition of these vehicles/major equipment meeting the district's needs?
  - 4.3.2. How many and what type of facilities does the district own or lease and do the current number, location, and condition of these facilities meet the district's needs?
- 4.4. Identify the district's strategic or other future plans (e.g., proposed budgets)
  - 4.4.1. What steps has the district taken to plan for its future?
  - 4.4.2. What is known about district planning for the future that would affect performance and costs, e.g., future service changes, growth, FTE, equipment, acquisition, and construction?
- 4.5. Review previous performance review and financial audit findings and, if available, review the results of resident feedback surveys conducted during the current and previous three fiscal years
  - 4.5.1. What is the financial position of the district?
    - 4.5.1.1. Is the district covering costs or running a deficit?
    - 4.5.1.2. What do audit findings suggest about stability and accountability?
    - 4.5.1.3. How do leadership (staff, board) and residents perceive its stability?
- 4.6. Methodology. The Contractor will answer the research questions specified in sections 4.1 – 4.5 using, at minimum, the following methods:
  - 4.6.1. Analyze revenue sources
  - 4.6.2. Analyze revenue trends and expenditure trends and causes of trends
  - 4.6.3. Analyze staffing trends and causes of trends
  - 4.6.4. Analyze equipment inventory/capital investment trends
  - 4.6.5. Describe activities the district conducts to manage costs and personnel planning
  - 4.6.6. Analyze the results of district-generated resident feedback survey data, if available, related to finances and spending by the district

- 4.6.7. Review/analyze performance reviews and audits (see also 2.2.3)
- 4.6.8. Interview an appropriate sample of district leaders, e.g., staff and board members

**5. How does the district deliver services and are other similar services available in the district's service area?** The Contractor's examination of these issues must include, but is not limited to, addressing the following research tasks and answering the specified research questions listed under each task.

- 5.1. Review the delivery of services by the district, including alternative methods of providing those services that would reduce costs and improve performance and determine whether revisions to the organization or administration would improve the efficiency, effectiveness, or economical operation of the district; also, determine whether the district conducts activities outside the scope of its charter or purposes as outlined in applicable federal and state statutes, federal regulations, Florida Administrative Code rules, and local regulations or laws related to district governance and operations.
  - 5.1.1. What is/are the service(s) delivered by the district?
  - 5.1.2. Is/are there alternate method(s) to deliver services at reduced costs? If so, what alternate method(s) and how would it/they reduce costs?
  - 5.1.3. Is/are there alternate method(s) to deliver services to improve performance or efficiency? If so, what alternate method(s) and how would it/they improve performance?
- 5.2. Conduct a comparison of similar services provided by the county and municipal governments located wholly or partially within the district's boundaries, including similarities and differences in service area boundaries, services, relative costs and efficiencies, and possible service consolidations
  - 5.2.1. Are similar or related services provided by the county or municipal governments and, if so, what are they and how much are these local government entities spending on these activities
  - 5.2.2. Are the county or municipal governments providing services more efficiently and, if so, by what mechanisms are they doing so? (Compare relative costs and known operational efficiencies of similar services provided by the county or municipal governments.)
  - 5.2.3. Whether the district is or is not the more efficient entity? Do any relative cost and operational efficiencies warrant consideration of possible service consolidations with the county or municipal governments? If so, what consolidations?
- 5.3. Methodology. The Contractor will answer the research questions specified in sections 5.1 – 5.2 using, at minimum, the following methods:
  - 5.3.1. Request a map of the district's service area boundaries and a list of all counties and municipalities in the service area to determine the overlap with those counties and municipalities.
  - 5.3.2. Request a list of counties and municipalities outside the service area that the district also assists (if any)
  - 5.3.3. Request a list of services provided by the district for the last three fiscal years that includes the extent of services provided (e.g., number and type of service requests

from the public, number of larvicide application events completed, and square acreage or mileage of areas treated) to determine the extent of overlap with other counties and municipalities.

- 5.3.4. Request information on coordination, notably, formal or informal agreements that currently exist between the district and county or municipalities relating to the provision of mosquito control services
- 5.3.5. Request information or conduct interviews with the district and other local governments about similar services provided and cost of services
- 5.3.6. Compare similarities and differences between services provided by the district and other entities
- 5.3.7. Request data on services delivered by district staff vs third-party contractors for the last three fiscal years including number of contracts, services provided, and dollar value
- 5.3.8. Request analyses or reports on outsourcing that was considered but not implemented
- 5.3.9. Assess district studies or evaluations of alternative service delivery methods including consolidation of services with other government entities
- 5.3.10. Request documentation of unique contributions from the district relative to the county or municipalities.
- 5.3.11. Interview local stakeholders on their perceptions of the relative value of the district's services; such stakeholders must include, but are not limited to, representatives of the local health departments and of the local government units which address the operations of and capital projects for public parks and recreational spaces in the district.

6. **Recommendations.** The Contractor's development of recommendations must include, but is not limited, to the following. For each specific recommendation, present the condition/problem, criteria that specifies how an activity or program should operate, and cause of the problem that the recommendation is addressing and an analysis of potential benefits and adverse consequences, detailed in a table. If recommendations are not made, this should be stated and a rationale presented.

- 6.1. What statutory, budgetary, and program changes would improve operations, reduce costs, and reduce duplication?
  - 6.1.1. Statutory recommendations should be posed as options, specifically, "The Legislature could consider...." Statutory recommendations should only be posed if the law presents a particular performance barrier and must include a specific section of statute that would need to be amended.
  - 6.1.2. Budgetary recommendations should be posed as follows "The district could consider...." Subsequent text must describe how cost savings would be achieved and provide an estimate of the savings amount.
  - 6.1.3. Program recommendations should be posed as follows "The special district could consider...." Subsequent text must describe how these changes could be achieved, any efficiencies that would result, and, if applicable, an estimate of related cost savings.

- 6.2. For each recommendation identified in section 6.1, what are the potential benefits to be achieved and the potential adverse consequences of the proposed changes?
- 6.3. Methodology. The Contractor will answer the research questions specified in sections 6.1 – 6.2 using, at minimum, the following methods:
  - 6.3.1. Analyze findings by fiscal year to determine if revisions to district organization or administration can improve the efficiency, effectiveness, and/or economical operation of the district? If so, what revisions should the district consider and how would the changes improve operations?
  - 6.3.2. Identify changes that would improve program operations, reduce costs, or reduce duplication
  - 6.3.3. Request district assessments of feasibility, potential benefits, and/or adverse consequences, and other implications of statutory, budgetary or program changes, and assess the district's capacity to implement any of the changes and what support would be needed
  - 6.3.4. Interview and request information from other local government entities (e.g. water management districts) on feasibility, benefits, adverse consequences, and other implications of statutory, budgetary, or program changes
7. **District Profile Data.** The Contractor will submit an Excel spreadsheet in a file separate from the report that contains the following data elements listed in section 7.1 – 7.6 for each district (see attached *EXAMPLE "DISTRICT PROFILE DATA" SPREADSHEET* for additional guidance):
  - 7.1. District Background
    - 7.1.1. Citation of and link(s) to the district's current charter or other legal authority establishing the district (e.g., a special act of the Florida Legislature or a local ordinance), including any amendments to that authority since its enactment so that a full version of the currently applicable charter or other legal authority is provided
    - 7.1.2. Link to the district's website
    - 7.1.3. Email address for the district's point of contact
    - 7.1.4. Address of district headquarters
    - 7.1.5. County or counties in which the district resides
    - 7.1.6. Size of the district in square miles
    - 7.1.7. A link to a map of the district
    - 7.1.8. Brief description of the district's purpose and goals
    - 7.1.9. List of services provided (e.g., habitat removal, the establishment of structural barriers, surveillance, larvacide, adulticide, or education)
    - 7.1.10. List of counties, municipalities, and regional governmental agencies outside the district's service area that the district also assists (if any)
  - 7.2. District Administration and Governance
    - 7.2.1. Number of district board commissioners (board)
    - 7.2.2. Number of current vacancies on the board
    - 7.2.3. Whether the board met at least once per month in Fiscal Year 2022 (10/1/2021 – 9/30/22)



7.3. District Revenues – Fiscal Year (FY) 2022 (10/1/2021 – 9/30/22)

- 7.3.1. Millage rate(s) for Tax Year 2022
- 7.3.2. For property subject to the millage levied by the district:
  - 7.3.2.1. Number of real property parcels in the district and the taxable value of such parcels for Tax Year 2022
  - 7.3.2.2. Number of tangible personal property accounts in the district and the taxable value of such accounts for Tax Year 2022
- 7.3.3. Amount of revenue from millage for FY 2022
- 7.3.4. Amount of revenue from other sources for FY 2022
- 7.3.5. Total revenue from all sources for FY 2022

7.4. District Expenditures – FY 2022

- 7.4.1. Amount of administrative costs for FY 2022
- 7.4.2. Amount of direct program and activity costs (i.e., expenses tied to implementing the district's services) for FY 2022
- 7.4.3. Amount of other expenditures
- 7.4.4. Amount of long-term debt
- 7.4.5. Total amount of expenditures for FY 2022

7.5. District Resources – Current Year

- 7.5.1. Number of paid, in-house staff
- 7.5.2. Number of contracted staff
- 7.5.3. Number of volunteers
- 7.5.4. Number of major equipment/vehicles owned, leased, and/or rented
- 7.5.5. Number of facilities owned, leased, and/or rented

7.6. District Performance Information

- 7.6.1. Whether the district has performance measures and standards for its programs and activities (yes or no)
- 7.6.2. For a district that has performance measures and standards, include a link to those measures and standards
- 7.6.3. For arbovirus,<sup>1</sup> provide the following data for the county or counties in which the district resides for the current calendar year and the three previous calendar years with citation(s) and a link(s) to the source(s) of the data:
  - the total number of arbovirus cases in humans that were acquired in Florida; and
  - if available, the number of human deaths attributable to arbovirus if acquired in Florida for each type of arbovirus

<sup>1</sup> As used in section 7.6.3, the term “arbovirus” means West Nile virus, eastern equine encephalitis virus, St. Louis encephalitis virus, dengue virus, chikungunya virus, Zika virus, California encephalitis group viruses, and malaria.

# New Business

## #2

[Summary](#)[Fees](#)[Hotel](#)[Register Now](#)

# 2023 FMCA Tallahassee Days

## What is Tallahassee Days?

Each year, FMCA members like you come together in Tallahassee to remind lawmakers of the critical role we play in the state's health, economy, and quality of life. It gives us an opportunity to advocate on behalf of our profession and to educate both our elected leaders and the public about the role we play keeping Floridians healthy and safe.

FMCA schedules meetings for you with state legislators and regulatory officials. We also provide you with talking points and position papers, which offers consistent, unified messaging to educate these officials about our work and explain how their support and investment truly impacts their constituents.

This year, we will highlight the role FMCA members have played in defending public health in the State of Florida for the past 100 years. We will discuss key issues impacting mosquito control, which may include:

- **Continued investment of \$2.66 million dollars for mosquito control programs.** This includes the funding request to support individual programs per Chapter 388 FS, \$500,000 for competitive research grants administered by DACS, and \$230,000 to support research positions at the Florida Medical Entomology Laboratory who are working on subjects relevant to mosquito control.
- **Elevate interest, awareness, and support for mosquito control special districts among state legislators.** With the current OPPAGA evaluations for mosquito control special districts, we must educate and demonstrate our value to state legislators and regulatory officials. This means highlighting our ongoing commitment to the taxpayers, the effectiveness of our control programs, our innovative and science-based approach to

mosquito management, and the collaborative partnerships shared between mosquito control agencies of all kinds throughout the state.

- **Request support for mosquito control activities on public lands.** The State of Florida has the responsibility to ensure our public lands are not a threat to the economy, tourism and the public's health or welfare. We are asking land managers to recognize that mosquitoes produced on public lands are a public health/welfare concern and that local mosquito control agencies are crucial partners in that effort.

## Why Should You Participate?

Your voice and presence truly impact decision making in Tallahassee. Lawmakers appreciate direct and sincere conversations with constituents and local groups. This event provides the incredibly valuable opportunity to speak with lawmakers and share our successes and challenges while they are making critical decisions about the state budget and proposed legislation.

## Tallahassee Days Schedule

Team assignments and meeting times will be based upon those FMCA members participating. Additional details will be provided as we near this important opportunity. Registration is free for FMCA members and \$50 for non-members, registration includes dinner on Monday night. Preliminary program includes:

### **Monday, March 20, 2023**

5 pm – 9:30 pm Dinner to Discuss Key Talking Points

### **Tuesday March 21, 2023**

8:30 am – 5 pm Meetings with state legislators and regulatory officials

**Register Now**

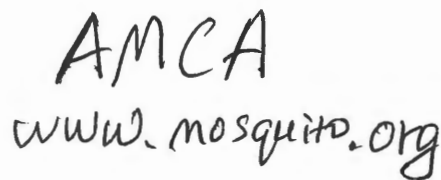
[Already registered?](#)

**Contact Us**

# New Business

## #3





- Meetings/Events
- »Washington Conference

## THE 25<sup>th</sup> ANNUAL WASHINGTON CONFERENCE

SAVE THE DATE!

MONDAY, MAY 15<sup>TH</sup> – WEDNESDAY, MAY 17<sup>TH</sup>, 2023

AT THE HILTON ALEXANDRIA OLD TOWN  
WASHINGTON, DC

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### SCHEDULE

~~Full schedule coming soon!~~

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### 2023 MENTORING PROGRAM

If you have been participating in the conference for a few years and are willing to share your knowledge and consider volunteering to mentor to a new attendee.

AS A MENTOR YOU WILL:

- Help set up Congressional appointments
- Participate in informational sessions
- Guide your mentee to the Hill (if needed)
- Join your mentee for at least the first couple of Congressional office visits

New members requesting assistance and potential mentors — contact Angela Beehler via email [angela@mca.org](mailto:angela@mca.org) call 509-967-2414 to be paired up today!

## **REGISTRATION RATES**

- Member Rate: \$125
- Non-member Rate: \$175
- Guest Tickets: \$50 each

*Guests will be able to attend any meal functions included in the attendee ticket.*

**REGISTRATION IS NOW OPEN!!!**

**CLICK HERE TO REGISTER ONLINE**

*(<https://www.mosquito.org/events/EventDetails.aspx?id=1716125&group=>)*

*Credit card payments only for online registration*

**CLICK HERE FOR PRINTABLE REGISTRATION FORM**

*([/resource/resmgr/docs/meetings\\_events/washington\\_conference/2023/2023\\_wash\\_conf\\_paper\\_reg\\_for.pdf](/resource/resmgr/docs/meetings_events/washington_conference/2023/2023_wash_conf_paper_reg_for.pdf))*

## **GEARING UP FOR WASHINGTON – INFORMATIONAL CALL**

If you'd like to participate at the 2022 Washington Conference but are apprehensive about meeting with congressional offices, the AMCA will be hosting a conference call to answer questions and prepare you for a meaningful visit to D.C.

**THE CALL WILL TAKE PLACE ON WEDNESDAY, MARCH 15 AT 11:00 AM PACIFIC TIME**

**CLICK HERE TO SIGN UP TODAY**

*(<https://us02web.zoom.us/join/91012020000>)*

## **TENTATIVE SCHEDULE**

***View full Schedule here ([/resource/resmgr/docs/meetings\\_events/washington\\_conference/2023/preliminary\\_agenda\\_2023.pdf](/resource/resmgr/docs/meetings_events/washington_conference/2023/preliminary_agenda_2023.pdf))***

### **Monday, 5/15:**

4:00 pm	Registration
5:30 pm	Welcome Reception

### **Tuesday, 5/16:**

8:00 am	Breakfast
9:00 am	Introductions
	Updates from Federal Agencies
12:00pm	Break for Lunch
1:00pm	Preparation for Capitol Hill Visits
5:30pm	Reception

### **Tuesday, 5/17:**

7:00am	Breakfast
	Capitol Hill Visits: Pre-Schedule Meetings with your Representatives.

## **2023 MENTORING PROGRAM**

If you have been participating in the conference for a few years and are willing to share your knowledge and experience, please consider volunteering to mentor to a new attendee.

### **AS A MENTOR YOU WILL:**

- Help set up Congressional appointments.
- Guide your mentee to the Hill.
- Join your mentee for at least the first couple of Hill visits.

New members requesting assistance and potential mentors -- contact Angela Beehler via email [angela@mosquitocontrol.org](mailto:angela@mosquitocontrol.org) (mailto:angela@mosquitocontrol.org) or call 509-967-2414 to be paired up today!

## **HOTEL RESERVATIONS**



A special block of rooms has been secured for the AMCA Washington Conference attendees at The Hilton Alexandria Old Town Hotel, AMCA's official headquarter hotel for the conference.

AMCA is pleased to offer the following AMCA room block discounted hotel rates for our attendees: Single/Double occupancy: \$249.00 per room, per night

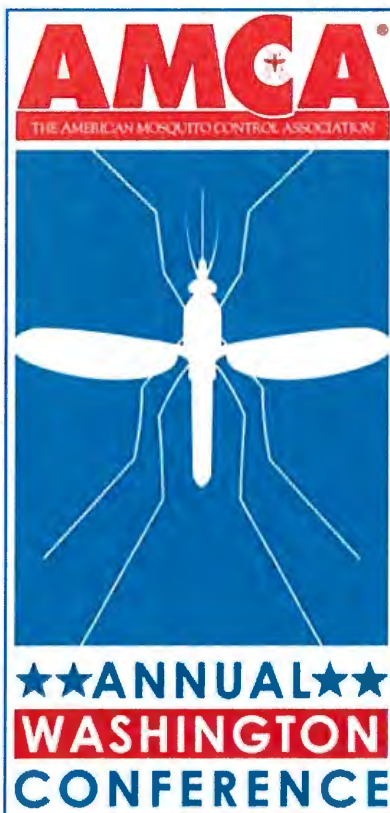
**HOUSING IS NOW AVAILABLE!!**

**CLICK HERE TO RESERVE A ROOM TODAY!**

***(<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=DCAOTHF&groupCode=AMCA23&arrivaldate=2023-05-15&departuredate=2023-05-18&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>)***

*Room rates are in USD(\$) and DOES NOT include the state and hotel tax of 14.5% (subject to change).*

**The housing deadline is April 23, 2023.** Please note that your reservation may be modified or cancelled up to 72 hours prior to arrival. If you would like to extend your stay outside of May 14-18 please contact the hotel directly.



# CENTRAL LIFE SCIENCES FELLOWSHIP TRAVEL STIPENDS:

APPLICATIONS FOR TRAVEL STIPENDS ARE NOW BEING ACCEPTED!

[CLICK HERE TO APPLY](https://docs.google.com/forms/d/e/1FAIpQLSfXLLxmM_XcrzjezmD9k4F99ZhHTk8P00yfinnttyV0cm9RA/viewform?usp=sf_link)

([https://docs.google.com/forms/d/e/1FAIpQLSfXLLxmM\\_XcrzjezmD9k4F99ZhHTk8P00yfinnttyV0cm9RA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfXLLxmM_XcrzjezmD9k4F99ZhHTk8P00yfinnttyV0cm9RA/viewform?usp=sf_link))

**DEADLINE TO APPLY IS MARCH 31, 2023**

**RECIPIENTS WILL BE NOTIFIED NO LATER THAN APRIL 7, 2023.**

## WHO IS ELIGIBLE?

The intended use of the Central Life Sciences Fellowship travel stipends is to encourage the attendance of AMCA members who have never participated in this meeting before, particularly members from states or Congressional districts that have lacked such representation in the past. AMCA awards a limited amount of Central Life Sciences Fellowship travel stipends to attendees who meet these two criteria:

- AMCA member in good standing
- Attending the 2023 Annual Washington Conference for the first time

## HOW ARE RECIPIENTS SELECTED?

The final determination of which applicants receive the Central Life Sciences Fellowships is made by the AMCA Washington Conference Chair in conference with the AMCA Legislative and Regulatory Committee Chair. In addition to the criteria above, special consideration is made for members from states or Congressional districts that have Senators or Representatives holding key committee positions affecting our mosquito control issues. If the pool of travel funds permits, AMCA may also provide limited support to members who have attended in the past but now face budget restrictions that prevent them from attending on their own.

## WHAT DOES THE FELLOWSHIP COVER?

Central Life Sciences Fellows are reimbursed for eligible travel expenses up to one thousand dollars (\$1,000.00). Eligible travel expenses are defined as follows:

- **Airfare:** We reimburse the cost (full or partial) of roundtrip coach-class airfare from your home airport to the Washington, DC area (Dulles, Reagan, or BWI).
- **Airport parking:** If you must leave a vehicle at your home airport, AMCA will reimburse up to \$10.00/day, up to a maximum of \$40.00 for 4 days.
- **Driving:** If you drive to Washington, DC from your home city/town, AMCA will reimburse you at the rate of \$.545/mile (gas receipts are not reimbursed in addition to mileage reimbursement).
- **Hotel:** The AMCA group rate at the Hilton Alexandria Old Town Hotel is \$249/night (plus applicable city, state and local taxes).
- **Meals:** You can request reimbursement for the following meals up to the following limits:

Mon lunch - \$10

Mon dinner - \$20

Tue breakfast - included in registration

Tue lunch - \$15

Tue dinner - \$25

Wed breakfast - included in registration

Wed lunch - \$15

Wed dinner - \$25

- **Meeting registration:** Registration is \$125 for AMCA Members and \$175 for non-members

## WHAT TO DO IF YOU ARE AWARDED A FELLOWSHIP

You must make your own hotel reservation and travel arrangements. After the meeting, you will send all receipts and your reimbursement request form to AMCA Headquarters. Maximum reimbursement is \$1,000; therefore some expenses may only be reimbursed in part, depending on your total expenses.

**THANK YOU TO CENTRAL LIFE SCIENCES FOR GRACIOUSLY SPONSORING THESE TRAVEL STIPENDS.**

## AMCA'S POSITIONS



## Legislation and Regulation Update

The Legislative and Regulatory Committee is actively working on the following:

- Comments to the Environmental Protection Agency (EPA) on the Proposed Interim Decision (PID) for the registration of etofenprox. The PID decisions are likely workable, but we would like to hear from you.
- Comments to the EPA on their Endangered Species Act (ESA) Workplan. Comments were originally due by January 30, but the Agency extended the comment deadline to February 14. AMCA worked to ensure the mitigation measures were feasible for operational mosquito control, but we have some concerns about the implementation process that necessitate comments.
- Several funding opportunities from the Centers for Disease Control and Prevention are available to enhance vector control capacity in the United States. Thank you to those who attended the Washington Conference and advocated for federal funding to make this possible.
- Putting together a fantastic symposium at the AMCA Annual Meeting where you will learn everything you need to know about complying with the Endangered Species Act – significant changes are coming in August 2023. This is an extremely important year to attend the L&R Session in Reno.
- Rolling out new advocacy tools during the Plenary Session at the Annual Meeting, building up to the 25th Washington Conference in May. We will introduce an exciting L&R benefit to our members; AMCA has acquired a quick and easy method for you to communicate with your local, state, and federal officials!

Issues we are following:

- The EPA and the U.S. Army Corps of Engineers finalized their definition of Waters of the United States (WOTUS). It may be an excellent time to review the definition and your NPDES Permit if you have one.
- Maryland PFAS legislation and what it could mean for manufacturers and end-users of mosquito control products.

**WINS!**

- AMCA and the Virginia Mosquito Control Association (VMCA) commented on Virginia state legislation calling for a 7-days' notice for the aerial applications of pesticides. Thanks to the efforts of Randy Buchanan, the VMCA, the AMCA Technical Advisor, Dan Markowski, and other advocates the bill did not progress. Thank you for your hard work and dedication.



# Reports

Director report (January 2023)

**Program Management: Customer & professional service and service request process:** AMCD answered 18 service requests in January. Scientists reviewed 4 manuscripts. Dr. Xue attended AMCA monthly Board zoom meeting, and NACCHO vector working group zoom 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:** St. Johns County left the mosquito-borne illness advisory from January 2. BG sentinel traps with BG lures and dry ice for mosquitoes and arbovirus surveillance were continued at once a week. The Culex and Anopheles adult mosquitoes (915) were caught by BG traps baited with dry ice.

**Ground and aerial operation:** Positive larval dips were 56 and MC Technicians treated larvae for 21 times for 80 acres. Conducted barrier spraying 1 time for 0.1 acre. Hand on for adulticide for 8 times.

**Applied research:** District is working on the CDC's 5-year grant application and plan to submit it by the end of January. All research projects have been restarted soon. Commissioner Mrs. Gleason will be the new Chairperson for the Applied Research Committee. Annual program report about applied research part has been worked out.

**Education:** Four employees attended the FMCA Fly In class in Savannah. District hosted Kiwanis Club meeting and their 15 members' tour. District hosted the FCCMC meeting and tours (18 people statewide and one EPA member from Georgia). Annual workshop program has been updated and employees' CEU's credits have been updated. Face book, twitter, and website have been updated at weekly.

**Business Management & Administration:**

**Serve to the Board of Commissioners:** Staff prepared for January 19's Board meeting, Board meeting minutes, proposed and final agenda, new Board member documentation and orientation, assisted Board members for the Dodd short course.

**Budget and Auditor:** Auditor has started collecting financial data and prepares for annual auditor report. FY23/24 budget calendar has been worked out for the Board books.

**Contract:** Quarantine insectary has been remodeled. Aerial emerging spraying contract has been submitted after the Board's approval in January 19 meeting.

**Insurance:** The health, dental, and life insurance have been renewed and effective from January 1, 2023.

**HR & Policy:** Employee handbook has been updated for the Board discussion and approval. Assistant Director job descriptions have been collected from 4 Districts for reference. One intern student has been interviewed and started from January 23. Two intern students (one funded by CDC Excellent Center) started from January 9. All three intern students are from UF (2 for their master degrees and one just graduate with BS degree in Entomology). The employee annual performance evaluation and mandatory training have been scheduled in Feb.

**Meeting:**

Jan 2. Work on proposed agenda.

Jan 3. Work on Board books.

Jan 4. 9am. Met a Representative from Israel company about SIT project. 10am. Interviewed an intern student from UF/Entomology.

Jan 5. 7:30am. Hosted Kiwanis club meeting and showed them the AMCD facility. 3pm. Attended Zooming meeting with DOH about partnership for CDC grant application.

Jan 6. 9am. Attended zooming meeting. 11:45am. Met Former Commissioner Mrs. Moeller about message for Annual Program Report. Met Commissioner Ms. Gardner about financial auditor.

Jan 9. Met Commissioner Mrs. Becker about proposed agenda.

Jan 10. 3pm. Attended CDC virtual meeting about grant application. 4pm. Held a group meeting about application for CDC grant.

Jan 11-13. Attended the FMCA Fly In class and gave a talking about 18's year efforts to establish aerial program.

Jan 17. Held a group meeting about grant and board meeting items.

Jan 18. 2pm. Met Commissioner Mrs. Gleason about proposed agenda.

Jan 19. 7:30am. Attended Kiwanis Club meeting about student of the month. 9am. Attended P.V. High School Academic Career Day. Noon. Attended AMCA's EC Board meeting by virtually. 5pm. Attended Board meeting.

Jan 20. Processed the items approved by the Board.

Jan 23. Reviewed 2 manuscripts about mosquito biology and control (Insects & JME).

Jan 24. Hosted/attended the FCCMC meeting. 9:30am. Met new Chairperson Ms. Gardner about proposed agenda.

Jan 25. 9am. Held staff meeting. 11am. Attended NACCHO zooming meeting. 12-3pm. Attended CDC vector Days (zooming meeting).

Jan 26. 7:30am. Attended Kiwanis club meeting about high school interns from black community.

Jan 27. Worked on CDC proposal & Annual Program Report.

Jan 30. Worked on Board books & JFMCA.

Jan 31. Hosted CDC Scientist visiting in pm. 2pm. Attended NACCHO virtual meeting about vector control.

DIVISION OF AGRICULTURAL  
ENVIRONMENTAL SERVICES  
BUREAU OF SCIENTIFIC EVALUATION  
AND TECHNICAL ASSISTANCE  
(850) 617-7917  
(850) 617-7949 Fax



THE CONNER BUILDING, No. 6  
3125 CONNER BOULEVARD  
TALLAHASSEE, FLORIDA 32399-1650

## FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES


COMMISSIONER WILTON SIMPSON

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### MEMORANDUM

**Date:** January 30, 2023

**To:** All Mosquito Control Program Directors

**From:** Marah Clark, Environmental Administrator 

**Subject:** Arthropod Control Plans for Environmentally Sensitive and Biologically Highly Productive Lands

Section 388.4111, Florida Statutes, (F.S) sets forth the requirements for Arthropod Control Plans (ACPs) for certain environmentally sensitive and biologically highly productive lands owned by the state or any political subdivision thereof where arthropods (e.g., mosquitoes) incubate, hatch, or occur so as to constitute a public health or nuisance problem. To fulfill the requirements set forth in statute, the Florida Department Agriculture and Consumer Services (FDACS) is contacting state land management agencies, reminding them of the notification requirements set out in s. 5E-13.042(3)(b), Florida Administrative Code (F.A.C.). As a part of this process, you may be contacted by land managers to work with them to either review existing ACPs or create new plans. To prepare, take the opportunity to do the following:

- Be familiar with the procedures and criteria established in sections 388.4111, F.S. and 5E-13.042(4), F.A.C. about developing ACPs.
- Review any established ACPs to determine if updates are needed.
- If revisions are necessary, work with the appropriate state land manager to update the existing plan(s).
- Confirm whether any existing, completed plan(s) are on file with FDACS and submit the completed plan(s) if not, as required by 5E-13.042(8), F.A.C.

If you are not sure if there are any arthropod control plans filed for your area or have questions about the process, please do not hesitate to email me, [Marah.Clark@FDACS.gov](mailto:Marah.Clark@FDACS.gov) or call (850) 617-7918.

# Certificate of Occupancy

**By**  
**The St. Johns County Building**  
**Department, Florida**

**Permit #** 12110980

**Description of work:**

318 6,000 sf Museum Building

**Site Address:**

120 EOC DR BLDG 450, Saint Augustine FL 32092

**Owner's Name and Address:**

ANASTASIA MOSQUITO DISTRICT  
120 EOC DR SAINT AUGUSTINE FL 32092

**Code Edition:** 6 th Edition FBC (2017)

**Construction Type:** V-B

**Use & Occupancy Classification:** Assembly-Groups: A - 3

**Occupant Load:**

**Fire Sprinklers:** Not Required

Permitted work has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.

The Building Code Inspection Services for this structure have been performed by a Private Provider.  
UNIVERSAL ENGINEERING SCIENCES INC - KUSHNER, RICHARD G

**H. T. White**

Howard T. White, Building Official

**January 25, 2023**

Date

Authentication Code T22F00W



## Treatment Summary

**From Date :** 01-01-2023**To Date :** 01-30-2023**Zone :** All**Material :** All**Task :** All

Printed on 2023-01-30 10:45:34 EST

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Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	1134 ea	3.51 acre	322.68 ea / acre	8 times
Aquabac XT	1217 fl oz	76.06 acre	16 fl oz / acre	9 times
Cocobear	172 fl oz	0.45 acre	384.02 fl oz / acre	4 times
Talstar P	0.03 gal	0.09 acre	0.34 gal / acre	1 times

# Task Time Summary

From Date : 01-01-2023

To Date : 01-30-2023

Zone : All

Employee Name : All

Printed on 2023-01-30 10:48:25 EST

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	1083:00 hrs	157	4921:00 hrs
Aerial Maint	273:45 hrs	53	
Aerial Survey	17:30 hrs	6	
AM Briefing	15:46 hrs	34	
Assist	67:40 hrs	13	
Building & Grounds Work	426:11 hrs	148	
Chicken Program	11:15 hrs	8	
Computer Repair	147:15 hrs	17	
Daily Paperwork	62:30 hrs	82	
Field Experiment	48:00 hrs	6	
Fish Program	05:00 hrs	6	
Ground Adulticide	02:00 hrs	1	
Ground Larvicide	46:01 hrs	21	
Ground Site Inspection	308:58 hrs	146	
Hand Adulticide	06:05 hrs	8	
Holiday	290:00 hrs	29	
Insectary	386:00 hrs	60	
Inventory	15:30 hrs	3	
Lab Experiment	05:00 hrs	3	
Mechanics Time	155:00 hrs	18	
Meeting	102:27 hrs	48	
Molecular Lab Work	397:00 hrs	44	
Mosquito Trap BG	31:30 hrs	8	
Mosquito Trap ID	02:00 hrs	1	
Produce Papers & Programs	314:00 hrs	62	
Project Research	20:00 hrs	2	
Public Relations	03:30 hrs	2	
Resupplying Trucks	05:50 hrs	16	
Source Reduction (tires)	03:14 hrs	2	
Supervisory	75:23 hrs	19	
Training Classroom	61:30 hrs	7	
Travel	06:30 hrs	4	
Trim Trails	01:00 hrs	2	
Vehicle Maintenance	34:25 hrs	12	
Annual Leave	222:15 hrs	36	
Sick Bereavement	20:00 hrs	2	
Sick Leave	248:00 hrs	32	

<b>BG Traps</b>					
<b>1/1/2023</b>					
<b>To :</b>					
<b>1/30/2023</b>					
<b>Trap Type :</b>					
<b>BG</b>					
	2023 01				
Species Name	5	12	19	25	Species Total
Ae aegypti	0	3	1	2	6
Ae albopictus	7	0	2	2	11
Ae atlanticus	0	0	3	4	7
Ae canadensis	0	0	0	0	0
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	2	4	0	0	6
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	0	0
Ae taeniorhynchus	6	0	0	0	6
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	2	22	24	46	94
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	0	0	0	0	0
Cx coronator	0	4	0	0	4
Cx eraticus	0	0	0	0	0
Cx nigripalpus	10	15	16	108	149
Cx quinquefasciatus	9	227	233	203	672
Cx restuans	0	0	0	1	1
Cx salinarius	0	20	8	36	64
Cx territans	0	0	0	0	0
Ma dyari	0	0	0	0	0
Ma titillans	0	0	0	0	0
Or signifera	0	0	0	0	0
Ps ciliata	0	0	0	0	0
Ps columbiae	0	0	0	0	0
Ps cyanescens	0	0	0	0	0
Ps ferox	0	0	0	0	0
Ps howardii	0	0	0	0	0
Tx rutilus	0	0	0	0	0
Ur lowii	0	0	0	0	0
Ur sapphirina	0	0	0	0	0
Wy Mitchellii	0	0	0	0	0
<b>Daily Total</b>	<b>36</b>	<b>296</b>	<b>288</b>	<b>402</b>	<b>1022</b>

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

# Attachments

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

	Dec 22	Oct - Dec 22	Budget	\$ Over/(Under ) Budget
<b>Income</b>				
360 · Taxes	2,478,042	3,531,639	7,394,483	(3,862,844)
386 · Interest Earned	24,601	59,084	15,629	43,455
390 · Grants				
391.2 · Grant Money, Other	3,946	32,825	290,000	(257,175)
Total 390 · Grants	3,946	32,825	290,000	(257,175)
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	5,000	2,490
Total 392.5 · Other	-	7,490	17,000	(9,510)
Total 392 · Miscellaneous	-	7,490	25,000	(17,510)
<b>Total Income</b>	<b>\$ 2,506,589</b>	<b>\$ 3,631,038</b>	<b>\$ 7,725,112</b>	<b>\$ (4,094,074)</b>
<b>Expenditure</b>				
405 · Personal Services				
410 · Executive Salaries	3,399	7,399	24,000	(16,601)
412 · Full-Time Employees	-	-		
414 · Salaries & Wages	134,246	348,473	1,750,926	(1,402,453)
415 · Full-Time Admin. Leave	-	17,214		17,214
416 · Overtime	3,344	7,311	10,000	(2,689)
418 · Sick Leave	23,680	33,047	98,487	(65,440)
420 · Annual Leave	16,435	34,919	125,347	(90,428)
421 · Holiday Pay	9,310	18,620	111,917	(93,297)
423 · Annual Leave/ SL Payout	-	-	25,000	(25,000)
424 · Reserves for Promo /Other	-	-	20,000	(20,000)
425 · Internal Recognition	-	7	1,500	(1,493)
Total 412 · Full-Time Employees	187,015	459,592	2,143,177	(1,683,585)
426 · Seasonal Employees	-	-		
428 · Salaries & Wages	3,945	24,832	223,086	(198,254)
428.4 · Seasonal Annual Leave	-	240		240
429 · Seasonal Holiday Pay	-	-		-
429.1 · Seasonal Admin. Leave	-	2,145		
429 · Seasonal Holiday Pay - O	150	300		300
Total 429 · Seasonal Holiday Pay	150	2,445		2,445
430 · Overtime	62	2,033		2,033
Total 426 · Seasonal Employees	4,157	29,550	223,086	(193,536)
Total 405 · Personal Services	194,571	496,541	2,390,263	(1,893,722)
445 · Personal Service Benefits	-	-		
448 · FICA	13,590	35,683	182,855	(147,172)
450 · Retirement	25,289	71,345	256,072	(184,727)
452 · Life/Health/Dental	38,292	126,254	744,345	(618,091)



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

	Dec 22	Oct - Dec 22	Budget	\$ Over/(Under ) Budget
454 · Workers' Comp Ins	-	(160)	67,920	(68,080)
455 · Employee Education	-	-	30,000	(30,000)
456 · Unemployment Comp	-	-	10,000	(10,000)
<b>Total 445 · Personal Service Benefits</b>	<b>77,171</b>	<b>233,122</b>	<b>1,291,192</b>	<b>(1,058,070)</b>
461 · Operating Expenses	-	-		
462 · Property Appraiser	-	-	60,000	(60,000)
464 · Tax Collector	50,222	71,479	95,000	(23,521)
466 · Attorney	250	2,734	24,000	(21,266)
468 · Medical Exams	-	-		
468.1 · Pre-Employment Admin.	20	20		
468 · Medical Exams - Other	-	450	1,300	(850)
<b>Total 468 · Medical Exams</b>	<b>20</b>	<b>470</b>	<b>1,300</b>	<b>(830)</b>
470 · Audit	-	4,500	9,000	(4,500)
474 · Other Contract Svs	-	-		
478 · Cleaning Service	1,200	2,110	15,000	(12,890)
482.1 · CopyFax (prev. Aztec)	-	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	2,000	(1,893)
489.5 · Good Laboratory Practice (C	-	-	12,000	(12,000)
489.6 · Adjunct Positions, 4 @ \$5,00	637	637	25,000	(24,363)
489.7 · District Program Review	-	-	12,000	(12,000)
490.5 · Database Maint./ Upgrades	-	-		
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./ Upgr.</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	1,106	3,700	20,000	(16,300)
560 · Bottled Water	-	28	1,700	(1,672)
562 · Waste Tires	-	5	5,000	(4,995)
474 · Other Contract Svs - Other	1,528	4,236	16,245	(12,009)
<b>Total 474 · Other Contract Svs</b>	<b>4,471</b>	<b>23,123</b>	<b>171,345</b>	<b>(148,222)</b>
564 · Aerial OPS	-	-	200,000	(200,000)
461 · Operating Expenses - Other	10	10		
<b>Total 461 · Operating Expenses</b>	<b>54,973</b>	<b>102,316</b>	<b>560,645</b>	<b>(458,329)</b>
572 · Travel & Per Diem	-	-		
573 · SOVE Meetings	-	2,341	5,868	(3,527)
574 · AMCA - Meetings	593	593	19,715	(19,122)
575 · AMCD Events	643	643	2,000	(1,357)
576 · FMCA - Meetings	600	6,100	10,140	(4,040)
578 · Training, Other	-	975		975
579 · Travel Associated w/ Training	-	-	15,000	(15,000)

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

	Dec 22	Oct - Dec 22	Budget	\$ Over/(Under ) Budget
572 · Travel & Per Diem - Other	-	192		192
<b>Total 572 · Travel &amp; Per Diem</b>	<b>1,837</b>	<b>10,845</b>	<b>52,723</b>	<b>(41,878)</b>
580 · Telephone/Commun	1,709	5,230	25,904	(20,674)
582 · Freight Service	25	636	5,500	(4,864)
584 · Utility Service	6,051	11,691	39,000	(27,309)
586 · Rentals\Leases	-	-	1,000	(1,000)
588 · Fleet/Prop/Liab Insurance	-	-		
592 · Above Ground Tank Ins	-	-	1,000	(1,000)
593 · Aerial Insurance	-	(40,881)	60,000	(100,881)
588 · Fleet/Prop/Liab Insurance - Other	-	-	109,000	(109,000)
<b>Total 588 · Fleet/Prop/Liab Insurance</b>	<b>-</b>	<b>(40,881)</b>	<b>170,000</b>	<b>(210,881)</b>
605 · Repairs & Maintenance	-	-		
606 · Outside Maintenance	-	-		
608 · Buildings/Grounds	1,401	2,007	16,000	(13,993)
610 · Trucks	489	940	3,000	(2,060)
614 · Misc. Equipment	-	445	1,500	(1,055)
616 · Boats	88	88	250	(162)
618 · Heavy Equipment	161	323	250	73
620 · Office Equipment	-	-	1,000	(1,000)
622 · Computers	-	-	5,000	(5,000)
624 · Telephones	-	489	1,000	(511)
626 · Other	-	-	1,000	(1,000)
606 · Outside Maintenance - Other	-	168		
<b>Total 606 · Outside Maintenance</b>	<b>2,140</b>	<b>4,459</b>	<b>29,000</b>	<b>(24,541)</b>
627 · Aerial Maintenance Costs	-	-		
627.2 · Avionics Repair (radios)	-	-	5,000	(5,000)
627.3 · Aircraft Supplies/ Parts	-	1,057	5,000	(3,943)
627.4 · Aircraft Spray System Maint	-	-	3,000	(3,000)
627.8 · Misc. Aerial Tools & Equipmr	68	68		68
627 · Aerial Maintenance Costs - Ot	982	5,239	99,150	(93,911)
<b>Total 627 · Aerial Maintenance Costs</b>	<b>1,050</b>	<b>6,363</b>	<b>112,150</b>	<b>(105,787)</b>
635 · Inside Maintenance	-	-		
636 · Maintenance of Equipment- O	573	3,732	10,000	(6,268)
638 · Trucks	-	153	10,000	(9,847)
642 · Boats	188	324	500	(176)
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	181	1,071	1,500	(429)
655 · Minor Structural Improv & Ma	-	-	10,000	(10,000)
657 · Materials for Const. & Maint.	-	-	6,000	(6,000)
658 · Inside Maintenance- Other	-	-	4,000	(4,000)

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

	Dec 22	Oct - Dec 22	Budget	\$ Over/(Under ) Budget
659 · Computers	-	-	3,000	(3,000)
635 · Inside Maintenance - Other	152	225		
Total 635 · Inside Maintenance	1,095	5,774	59,000	(53,226)
Total 605 · Repairs & Maintenance	4,285	16,597	200,150	(183,553)
663 · Printing/ Reproduction	-	-		
664 · Printing	-	-	500	(500)
Total 663 · Printing/ Reproduction	-	-	500	(500)
667 · Public Promotional Expense	-	-		
668 · Avertising/ Education	449	1,845	20,000	(18,155)
667 · Public Promotional Expense - Oth	-	79		79
Total 667 · Public Promotional Expense	449	1,924	20,000	(18,076)
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	286	1,078	1,500	(422)
678 · Registration/Tags	-	-	250	(250)
680 · State Community Service Fee	-	-	300	(300)
682 · Tank Registrations	-	-	275	(275)
Total 673 · Other Current Charges	286	1,078	6,325	(5,247)
693 · Office Supplies	-	-		
694 · Office Supplies & Expense	-	-		
694.1 · Software	-	348	3,000	(2,652)
694 · Office Supplies & Expense - C	23	2,533	13,000	(10,467)
Total 694 · Office Supplies & Expense	23	2,881	16,000	(13,119)
695 · Commissioner Supplies	500	1,500	6,000	(4,500)
693 · Office Supplies - Other	77	376		376
Total 693 · Office Supplies	600	4,757	22,000	(17,243)
696 · Protective Clothing	-	325	2,500	(2,175)
698 · Misc. Supplies	-	-		
698.2 · Phones	-	-	1,500	(1,500)
698.3 · Phones, Parts & Repairs	-	-	1,000	(1,000)
698.4 · Sunshine Fund	(32)	(42)	500	(542)
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 - Other	2,708	12,787	77,021	(64,234)
Total 702 · Entomology Supplies	2,708	16,527	133,561	(117,034)
704 · Safety Equip/Supplies/Checks	-	-		
704.1 · Safety Inspect (Fire, Alarm, l	-	625		

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

	Dec 22	Oct - Dec 22	Budget	\$ Over/(Under ) Budget
704.2 · FDEP Annual Fuel System C	-	-	1,025	(1,025)
704.3 · FDEP Annual Generator Tan	-	-	1,175	(1,175)
704.4 · FDEP Fuel Syst. Repairs	-	-	4,100	(4,100)
704 · Safety Equip/Supplies/Checks	-	3,007	18,500	(15,493)
Total 704 · Safety Equip/Supplies/Check	-	3,632	24,800	(21,168)
698 · Misc. Supplies - Other	24	24		
Total 698 · Misc. Supplies	2,700	20,968	171,761	(150,793)
708 · Tools/Implements	-	-		
708.3 · Hand Tools (Foggers, etc.)	-	-	4,129	(4,129)
708 · Tools/Implements - Other	84	370	5,000	(4,630)
Total 708 · Tools/Implements	84	370	9,129	(8,759)
709 · Publications & Dues	-	-		
710 · Books/Pub/Sub/Mem	120	2,159	20,500	(18,341)
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	120	2,159	30,240	(28,081)
720 · Training	-	480	39,000	(38,520)
723 · Gas, Oil & Lube	-	-		
724 · Gasoline	36	7,619	108,000	(100,381)
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	36	7,646	137,000	(129,354)
741 · Chemicals/Solvents	-	-		
744 · Adulticide Products	-	-		
758 · Aqualeur 20-20	-	-	62,500	(62,500)
744 · Adulticide Products - Other	-	-	106,080	(106,080)
Total 744 · Adulticide Products	-	-	168,580	(168,580)
745 · NALED	-	-	166,320	(166,320)
746 · BTI Granules	-	-	3,125	(3,125)
753 · Altosid WSP	-	-	30,000	(30,000)
754 · Altosid Xrg Granules	-	-		
754.1 · Altosid XR	-	-	3,500	(3,500)
754 · Altosid Xrg Granules - Other	-	-	230,000	(230,000)
Total 754 · Altosid Xrg Granules	-	-	233,500	(233,500)
755 · Oil (Coco Bear)	-	-	5,060	(5,060)
757 · Vectobac 12AS	-	-	36,500	(36,500)

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

	Dec 22	Oct - Dec 22	Budget	\$ Over/(Under ) Budget
759 · Natular DT	-	-	420	(420)
760 · Sustain MGB	-	-	96,000	(96,000)
Total 741 · Chemicals/Solvents	-	-	739,505	(739,505)
900 · Capital Outlay	-	-		
914.07 · Scanner/Card Reader/ Compute	-	-	14,512	(14,512)
924.07 · Laptop w/ docking capabil.	-	-	8,000	(8,000)
945 · LAND & FACILITY	-	-		
945.005 · SIT Building	-	-		
945.051 · SIT Bldg.- Pupae Sep	-	-	120,000	(120,000)
945.052 · SIT Bldg._Larval Fee	-	-	45,000	(45,000)
945.053 · SIT Bldg.-Larval Rear	-	-	80,000	(80,000)
945.110 · SIT Bldg., Plan Desig	44,802	431,330		431,330
945.005 · SIT Building - Other	-	-	2,535,118	(2,535,118)
Total 945.005 · SIT Building	44,802	431,330	2,780,118	(2,348,788)
945.007 · Capital Replacements/ Up	-	-	30,000	(30,000)
945.010 · Construct. EDU Cntr (Bldg	75,536	146,994		146,994
945.015 · Construct EDU Display(BI	626	1,565	200,000	(198,435)
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	120,964	585,649	3,375,118	(2,789,469)
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. Boc	-	-	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	12,051	19,854		19,854
Total 949.07 · AVIATION	12,051	19,854	206,000	(186,146)
950.005 · ATV/ UTV	-	12,528	20,000	(7,472)
950.01 · Droplet Mach/ Fluorr Drop	-	-	26,317	(26,317)
950.011 · Blower/ Motor (2 @ \$3,000	-	-	6,000	(6,000)
950.017 · Grant Funded- Equip./ So	-	-	5,000	(5,000)
950.04 · Vehicle Lift Base	-	-	10,000	(10,000)



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

	Dec 22	Oct - Dec 22	Budget	\$ Over/(Under ) Budget
950.34 · Computers	-	-	10,000	(10,000)
950.35 · Twister Backpack Sprayers	-	3,556	5,400	(1,844)
950.36 · Handheld Foggers (4 @ \$2,000)	-	-	8,000	(8,000)
950.411 · Monitor V (2 @ \$10,000)	-	-	20,000	(20,000)
950 · Machinery and Equipment - O	10,100	14,671		14,671
Total 950 · Machinery and Equipment	22,151	50,609	403,217	(352,608)
955 · Vehicles	-	-		
955.11 · Pickup Truck 4 x4 1/2 Ton-	-	-	100,000	(100,000)
Total 955 · Vehicles	-	-	100,000	(100,000)
Total 900 · Capital Outlay	143,115	636,258	3,900,847	(3,264,589)
Total Expenditure	\$ 488,011	\$ 1,512,062	\$ 9,815,184	\$ (8,303,122)
Surplus/(Deficit)	\$ 2,018,578	\$ 2,118,976	\$ (2,090,072)	\$ 4,209,048