

Anastasia Mosquito Control District

of St. Johns County

www.amedsjc.org



District Board Meeting

June 15, 2023

Thursday at

5:00 P.M

ANASTASIA MOSQUITO CONTROL DISTRICT ST. JOHNS COUNTY



PROPOSED AGENDA
Thursday, June 15, 2023
5:00 P.M.

Invocation and Pledge: *Commissioner*

Consent Items: APPROVAL OF:

1. Chemical Inventory
2. Minutes: Regular Board Meeting, May 11, 2023 at 5:00 P.M.
3. Renewal of Auditor Contract FY22/23
4. Bid For Helicopter 3rd Stage Turbine Wheel
5. Training Agreement between Whirly-Girls International & AMCD
6. Dr. Xue attends 10th Congress of Dipterology, Reno July 17th-20th
7. Three Staff Members (Dr. Qualls, Dr. Peper & Dr. Xue) to Attend SOVE Annual Meeting, Charleston SC, September 18th-21st

Unfinished Business:

1. AMCD Investment Policy ~ Mr. Wayne Flowers (15 min)
2. Monthly Treasurer's Report/Vouchers (Cancelled Checks) ~ Mr. Hanna (10 min)
3. Budget Amendment ~Mr. Hanna (5 min)

New Business:

1. AMCA's DC Legislation Meeting Report ~ Commissioners (15 min)
2. Update about Progress of AMCD's Agent of Record for Property, Fleet, and Workers Compensation ~ Mr. Richard Weaver (10 min)
3. FY23/24 Draft Budget Inputs **(Please Bring Your Proposed Draft Budget FY23/24 Book)** ~ Dr. Rui-De Xue (15 Min)

Reports

1. Director
2. Attorney

Commissioner Comments:

Attachments: FOR INFORMATION PURPOSES ONLY

1. None

Consents

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
 MONTH OF APRIL 2023

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
D WSP	EA. 34,360.00				34,360.00	2104.00	32,256.00	32,256.00
D XR	LBS. 1,751.00				1,751.00	17.00	1,734.00	1,734.00
D XRG	LBS. 26,330.00				26,330.00	570.00	25,760.00	25,760.00
AC XT	GALS. 208.88				208.88	31.94	176.94	176.94
JER 20-20	GALS. 299.30				299.30	9.08	290.22	290.22
UNKS (Doughnuts)	EA. 3,238.00	2,100.00			5,338.00	90.00	5,248.00	5,248.00
BEAR	GALS. 134.99				134.99	2.54	132.45	132.45
ATOMIST TWO	GALS. 381.00	110.00			491.00	19.38	471.63	471.63
AR DT	GALS. 296.00	110.00			406.00	30.51	375.49	375.49
PELLETS	EA. 510.00	750.00			1,260.00	0.00	1,260.00	1,260.00
N MBG	LBS. 8,740.00				8,740.00	16.00	8,724.00	8,724.00
R P	LBS. 44.00				44.00	0.00	44.00	44.00
BAC 12AS	LBS. 9,660.00				9,660.00	810.00	8,850.00	8,850.00
BAC G	GALS. 78.38	40.00			118.38	3.36	115.02	115.02
INE	GALS. 0.00	200.00			200.00	0.00	200.00	200.00
TOTALS	GALS. 2,182.00	10,000.00			10,000.00	0.00	10,000.00	10,000.00
	GALS. 3,183.00				2,182.00	1,177.88	1,004.12	1,001.12
					3,183.00	86.77	3,096.23	3,129.00
		13310.00		0.00	104,706.55	4,968.45	99,738.10	99,767.4


REWED BY:  DATE: 5/4/2023
 REWED BY:  DATE: 5/14/23
 REWED BY:  DATE: 5/14/23


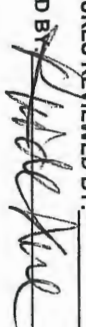
BASE=
 Total 99,767.4

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
 CHEMICAL & FUEL INVENTORY
 VALUE
 MONTH OF APRIL 2023

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOCID WSP	EA. 8,286.00	\$0.8600	\$7,100.16	10/30/20	VESERIS
ALTOCID WSP	EA. 24,000.00	\$0.8800	\$21,120.00	12/16/21	VESERIS
ALTOCID XR	LBS. 654.00	\$3.42	\$2,920.42	10/30/20	VESERIS
ALTOCID XR	LBS. 880.00	\$3.45	\$3,036.00	12/16/21	VESERIS
ALTOCID XRG	LBS. 9,760.00	\$8.9500	\$87,352.00	10/30/20	VESERIS
ALTOCID XRG	LBS. 16,000.00	\$9.0400	\$144,640.00	12/16/21	VESERIS
AQUABAC XT	GALS. 176.94	\$35.0000	\$6,192.90	1/31/22	VESERIS
AQUABAC XT	GALS. 0.00	\$0.0000	\$0.00		VESERIS
AQUALUER 20-20	GALS. 70.05	\$121.5400	\$8,513.88	5/10/21	ALLPRO
AQUALUER 20-20	GALS. 220.00	\$121.5400	\$26,738.80	8/9/22	ALLPRO
B. t. l. DUNKS (Doughnuts)	EA. 3,148.00	\$1.0510	\$3,308.55	9/1/22	TARGET
B. t. l. DUNKS (Doughnuts)	EA. 2,100.00	\$1.0100	\$2,121.00	4/5/23	TARGET
COCO BEAR	GALS. 22.45	\$20.4800	\$459.78	7/18/18	CLARKE
COCO BEAR	GALS. 110.00	\$28.4100	\$3,125.10	6/13/22	CLARKE
DUET	GALS. 186.50	\$214.7300	\$42,194.45	8/24/21	CLARKE
DUET	GALS. 165.00	\$223.5300	\$36,882.45	12/6/22	CLARKE
DUET	GALS. 110.00	\$232.7600	\$25,603.60	3/31.2023	CLARKE
MOSQUITOMIST TWO	GALS. 0.00	\$73.3400	\$0.00	11/17/20	CLARKE
MOSQUITOMIST TWO	GALS. 45.50	\$95.7700	\$4,357.54	12/6/22	CLARKE
MOSQUITOMIST TWO	GALS. 220.00	\$95.7700	\$21,069.40	1/4/23	CLARKE
MOSQUITOMIST TWO	GALS. 110.00	\$111.7300	\$12,290.30	3/31/23	CLARKE
MOSQUITOMIST TWO	GALS. 120.00	\$214.7300	\$25,767.60	8/24/21	ADARPC
NALED	GALS. 380.00	\$2.0000	\$780.00	10/19/21	Oseola Co.
NALED	GALS. 750.00	\$264.2900	\$198,217.50	4/7/23	AZELIS
NATULAR DT	EA. 8,724.00	\$0.4168	\$3,636.16	9/9/16	CLARKE
STRIKE PELLETS	LBS. 44.00	\$184.1500	\$8,102.60	5/10/10	ADARPC
SUSTAIN MBG	LBS. 8,860.00	\$7.1000	\$62,835.00	7/12/22	ALLPRO
TALSTAR P	GALS. 75.00	\$63.6400	\$4,773.00	9/13/22	VESERIS
TALSTAR P	GALS. 40.00	\$63.0000	\$2,520.00	5/11/23	VESERIS
VECTOBAC 12AS	LBS. 200.00	\$37.5000	\$7,500.00	4/25/23	AZELIS
VECTOBAC G	LBS. 10,000.00	\$1.7500	\$17,500.00	4/25/23	AZELIS
GASOLINE	GALS. 1,001.00	\$3.2699	\$3,273.17	1/19/23	L. V. HIERS
GASOLINE	GALS. 0.00	\$0.0000	\$0.00		L. V. HIERS
JET A	GALS. 3,129.00	\$3.9200	\$12,265.68	9/29/22	Avfuel
JET A	GALS. 0.00	\$0.0000	\$0.00		Avfuel
TOTAL	88767.44	\$2,247.29	\$806,197.03		

Subtract Green first

PREPARED BY:  W. Weaver DATE: 5/1/2023

COST FIGURES REVIEWED BY:  C. S. Middle DATE: 5/14/23
 REVIEWED BY:  C. S. Middle DATE: 5/14/23

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
 MONTH OF APRIL 2023

DRIVE
 BY: DENA OLIVA

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT
WSP	EA. 34,360.00				34,360.00	2104.00	32,256.00	32,256.00
XR	LBS. 1,751.00				1,751.00	17.00	1,734.00	1,734.00
XRG	LBS. 26,330.00				26,330.00	570.00	25,760.00	25,760.00
C XT	GALS. 208.88				208.88	31.94	176.94	176.94
ER 20-20	GALS. 299.30				299.30	9.08	290.22	290.00
INKS (Doughnuts)	EA. 3,238.00	2,100.00			5,338.00	90.00	5,248.00	5,248.00
EAR	GALS. 134.99				134.99	2.54	132.45	132.45
TOMIST TWO	GALS. 381.00	110.00			491.00	19.38	471.63	471.53
	GALS. 296.00	110.00			406.00	30.51	375.49	375.55
	GALS. 510.00	750.00			1,260.00	0.00	1,260.00	1,260.00
R DT	EA. 8,740.00				8,740.00	16.00	8,724.00	8,724.00
PELLETS	LBS. 44.00				44.00	0.00	44.00	44.00
IMBG	LBS. 9,660.00				9,660.00	810.00	8,850.00	8,850.00
RP	GALS. 78.38	40.00			118.38	3.36	115.02	115.00
AC 12AS	GALS. 0.00	200.00			200.00	0.00	200.00	200.00
AC G	LBS. 0.00	10,000.00			10,000.00	0.00	10,000.00	10,000.00
NE	GALS. 2,182.00				2,182.00	1177.88	1,004.12	1,001.00
	GALS. 3,183.00				3,183.00	86.77	3,096.23	3,129.00
TOTALS	91,396.55	13310.00	0.00	0.00	104,706.55	4,968.45	99,738.10	99,767.45

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
 April 2023

ina Oliva

DESCRIPTION (s., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	QTY (U
EA.	34,360.00				34,360.00	2,104.00	32,256.00	32,256.00	
EA.	1,751.00				1,751.00	17.00	1,734.00	1,734.00	
LBS.	26,330.00				26,330.00	570.00	25,760.00	25,760.00	
GALS.	208.88				208.88	31.94	176.94	176.94	
GALS.	299.30				299.30	9.08	290.22	290.05	
EA.	3,238.00	2,100.00			5,338.00	90.00	5,248.00	5,248.00	
GALS.	134.99				134.99	2.54	132.45	132.45	
GALS.	381.00	110.00			491.00	19.38	471.63	471.58	
GALS.	296.00	110.00			406.00	30.51	375.49	375.50	
GALS.	510.00	750.00			1,260.00	0.00	1,260.00	1,260.00	
EA.	8,740.00				8,740.00	16.00	8,724.00	8,724.00	
LBS.	44.00				44.00	0.00	44.00	44.00	
LBS.	9,660.00				9,660.00	810.00	8,850.00	8,850.00	
GALS.	78.38	40.00			118.38	3.36	115.02	115.00	
GALS.	200.00	200.00			200.00	0.00	200.00	200.00	
LBS.	2,182.00	10,000.00			10,000.00	0.00	10,000.00	10,000.00	
GALS.	3,183.00				3,183.00	1,177.88	1,004.12	1,001.00	
GALS.						86.77	3,096.23	3,129.00	
TOTALS	91,396.55	13,310.00	0.00	0.00	104,706.55	4,968.45	99,738.10	99,767.44	

Treatment Summary

From Date : 04-01-2023

To Date : 04-30-2023

Zone : All

Material : All

Task : All

Printed on 2023-05-01 10:51:58 EST

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	2104 ea	6.52 acre	322.68 ea / acre	26 times
Altosid XR	17 ea	0.04 acre	435.54 ea / acre	5 times
Altosid XRG	570 lb	95 acre	6 lb / acre	12 times
Aquabac XT	4088 fl oz	253.5 acre	16.13 fl oz / acre	40 times
Aqualure 20-20 1:5	1162.67 fl oz	4500.64 acre	0.26 fl oz / acre	9 times
B.t.i. Briquets	90 ea	0.21 acre	435.54 ea / acre	1 times
Cocobear	325 fl oz	0.85 acre	384.02 fl oz / acre	6 times
Duet 50%	2480 fl oz	1579.62 acre	1.57 fl oz / acre	3 times
Mosquitomist Two	3905 fl oz	5916.66 acre	0.66 fl oz / acre	8 times
Natular DT	16 ea	0 acre	6666.67 ea / acre	1 times
Sustain MBG	810 lb	108 acre	7.5 lb / acre	14 times
Talstar P	3.36 gal	9.95 acre	0.34 gal / acre	5 times

AMCD

Product Totals For Sites

Date Range From : 04/01/2023 12:00:00AM To : 04/30/2023 11:59:59PM

Pump - Hose	Transactions	Total Quantity
Product : 01 Unleaded		
Site Id : 003 Anasatisia Moquito Control		
01-1	91	1177.878
	<u>91</u>	<u>1177.878</u>
	Totals For Site :	1177.878
	<u>91</u>	<u>1177.878</u>
	Totals For Product :	1177.878
<hr/>		
Product : 02 Jet-A		
Site Id : 003 Anasatisia Moquito Control		
02-1	4	86.770
	<u>4</u>	<u>86.770</u>
	Totals For Site :	86.770
	<u>4</u>	<u>86.770</u>
	Totals For Product :	86.770

April 2023 Mileage (2)

NAME	VEHICLE	MILEAGE
Ford Tractor	686	1,407
ATV	934	898
Backhoe	1018	870
ATV	1109	577
Service (TF)	1132	79,586
Fog MM2	1133	89,729
Service (TF)	1173	89,000
Fog MM2	1195	95,373
Service	1196	0
Surveillance	1197	78,285
Service	1198	78,628
Fog MM2	1199	60,352
Fog MM2	1200	82,113
Service	1201	78,483
Service	1202	45,166
Service	1203	75,065
Gator	1223	745
ATV	1273	0
Sevice	1342	108,548
Service Truck	1343	87,763
Polaris 4 Wheeler	1366	74
ATV	1367	53
Surveillance (Air Boat)	1410	121,037
Air Boat	1422	174
Dena Autry	1425	73,587
Service	1426	102,068
Phil Vaughn	1462	68,156
Holly Usina	1463	79,192
Ford Explorer	1479	66,595
Spare Dual	1484	66,497
Spare Dual	1485	68,746
David Strickland	1493	59,514
Jennifer	1494	60,760
Fork Lift	1536	241
Jerry Iser	1544	71,991
Dazmond Hackney	1546	57,583
Kyle Arber	1548	47,264
Cathy Hendricks	1550	70,420
Mike Phillips	1611	18,266
Jeremy Wohlforth	1613	29,890
Ruide Xue	1615	21,720
Service Expedition	1630	10,434
Dual Duty	1633	13,386
Gator	1666	204
Pending Dual Duty	1692	5,652
Maverick	1708	9,993
ATV	1718	12
ATV	1719	5
ATV	1734	0
ATV	1735	0



TARGET

SPECIALTY PRODUCTS www.target-specialty.com

SALES INVOICE

Bill Customer ID: 5013424
To: Anastasa Mosquito Control
District of St Johns County
Marcia Gaines
120 EOC Drive
St. Augustine, FL 32092

Invoice Number: INVP501099007
P.O. Number: DEANA-UPS
Location: NORCROSS
Page: 2

Ship Anastasa Mosquito Control
To: 120 Eoc Drive
St. Augustine, FL 32092
United States of America

Terms: Net 30 Days
Due Date: 5/5/2023
Shipment Date: 4/5/2023
Shipment Method: UPS - UPS Ground

Invoice Date: 4/5/2023
Sales Order No.: ORD100085623
SalesPerson: Sean Heylek
Created By: Mireya Ortiz



Remit to Address: Target Specialty Products, P.O. BOX 14084, READING, PA 19612-4084 Phone: (248) 574-4653

Amount Subject to Sales Tax: 0.00
Amount Exempt from Sales Tax: 2,123.10

Subtotal: 2,123.10
Invoice Discount:
Total Sales Tax:

Total: 2,123.10
Balance Due: 2,123.10

*RT.
B.F. 7. \$ 1.01*

.....
Please return this section with your payment.

Bill To:
Anastasa Mosquito Control
120 Eoc Drive
Marcia Gaines
120 EOC Drive
St. Augustine, FL 32092

Customer ID: 5013424
Invoice Number: INVP501099007
Invoice Date: 04/05/23
Due Date: 05/05/23
Terms: Net 30 Days

Remit To:
Target Specialty Products
P.O. BOX 14084
READING, PA 19612-4084

Subtotal: 2,123.10
Invoice Discount:
Total Sales Tax:

Total: 2,123.10
Balance Due: 2,123.10

Standard Terms and conditions can be viewed at this link - <https://www.target-specialty.com/terms-and-conditions>

Disclaimer required: **Keep pesticides locked up, read and follow label instructions. No recommendation has been made concerning the use of the products on this invoice. Safety Data Sheets are available upon request.**



INVOICE

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 #: 5103849
 Invoice Date: 03/31/23
 Terms: Net 37 Days
 Due Date: 05/08/23

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 Andrea McKinney
 I 120 EOC Drive
 P
 T St Augustine, FL 32080-6531
 O

Your Order No.

Order #	Order Date	Ship Date	Carrier	Consultant	
0000159923	03/31/23	03/31/23	Best Way	Cherrief Jackson	
Item #	Item Description	Qty Ordered	Qty Shipped	Unit price	Extended Price
11133	MOSQ. TWO 55GAL	2	2 drn	6,468.5500	12,290.24
** Extended Price reflects a discount of: 646.86					
11782	DUET 55GAL	2	2 drn	13,475.5500	25,603.54
** Extended Price reflects a discount of: 1,347.56					

W9's can be found on our website at www.clarke.com

Order total: 37,893.78
 Invoice Total: 37,893.78

MMII \$111.73

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.

Duet \$232.76

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:	37,893.78
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Clarke will charge applicable sales taxes unless a valid exemption certificate is Emailed to: 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.

Azelis A&ES

Invoice	133842
Date	4/7/2023
Page:	1

Remit To:
ADAPCO
PO Box 931574
Atlanta, GA 31193-1574

Headquarters:
 100 Colonial Center Pkwy, Ste 170
 Lake Mary, FL 32746
 FEI: 59-2574523

Orders:
 (800) 367-0659
 www.AzelisAES-US.com

I-SalesRep email

Bill To:

Ship To:

ANASTASIA MOSQ CTRL DIST ACCOUNTS PAYABLE 120 EOC DR ST AUGUSTINE FL 32092 (904) 484-7334 Ext. a/p0 shannaamcd@gmail.com	ANASTASIA MOSQ CTRL DIST 120 EOC DR *** DELIVERY 8:00AM - 2:00P *** ** NO FRIDAY DLEIVERY ** SAINT AUGUSTINE FL 32092 (904) 471-3107 Ext. 0000 K. GAINES
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Cust#	Payment Terms	Purchase Order No.	Shipping Method	Territory	Salesperson
1010	NET 30 DAYS	VERBAL RUDIE	COM CARRIER	EAST	COP-FL

Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext. Price
25.00	25.00	0.00	DIB-30RR	DIBROM RR CLOSED SYSTEM 30GL DR PAI CW	\$7,928.70	\$198,217.50
1.00	1.00	0.00	ELS	ENVIRONMENTAL LIABILITY SURCHARGE 0	\$0.00	\$0.00

$25 \times 30 = 750 \text{ gal}$

 $\$264.29$

Subtotal	\$198,217.50
Discount	\$0.00
Shipping	\$0.00
Handling	\$0.00
Tax	\$0.00
Less Payments	\$0.00
Total Due	\$198,217.50

Contact: RUI-DE XUE / SCOTT HANNA x201

Tax Info:

License: PH0457

Exp Date: 04/30/2024

Restricted Product Users: It is the purchasers responsibility to notify us of License changes/updates.



Anastasia Mosquito Control District
 120 EOC Drive
 St. Augustine, FL 32092

PURCHASE ORDER

Date / P.O. NUMBER
 4/5/2023

VENDOR: _____ Account # _____

Azelis

PURCHASE REQUESTED by: Dena Oliva

P.O. Entered & Funds Availability Checked (Yes)

By : [Signature] Date: 04/05/2023

Budget Account #	Description	QTY.	Class/ GRANT, Other Notation	Per Unit Price	Total Cost
745	Dibrom RR Closed System 30 glk	25		\$8,044.20	\$ 201,105.00
	Environmental surcharge	1		\$ 38.00	\$ 38.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				TOTAL	\$201,143.00

Reviewed by Accountant: _____ Date: _____

FUNDS AUTHORIZED and BILL APPROVED for PAYMENT by:

_____ Date: _____

(Director)

FORM 101A: Version 2/18/2010; Update 11-13-13, 2-3-14. The main purpose of this form is to provide the Director's approval of all Purchases and Bill Payments. The form also provides for the Accountant's verification of the availability of budget funds prior to purchase and bill payment.



Created Date 4/5/2023
Quote Number 00018649
Expiration Date 12/29/2023

ADAPCO, LLC d/b/a Azelis Agricultural & Environmental Solutions is pleased to provide the following quotation to:

Contact Name Dena Oliva
Customer ANASTASIA MOSQ CTRL DIST

Product	Quantity	Unit of Packaging	Sales Price	Subtotal
DIBROM RR CLOSED SYSTEM 30GL DR PAL haz	25.00	30 GL DR	USD 8,044.2000	USD 201,105.0000
ENVIRONMENTAL LIABILITY SURCHARGE	1.00	1 EA	USD 38.0000	USD 38.0000
Total Amount				USD 201,143.0000

Shipping and handling is prepaid on Domestic Orders over \$10,000. Orders totaling less than \$10,000 will be subject to Azelis A&ES standard shipping and handling terms. Terms Net 30 days, full Terms and Conditions can be found on our website, <https://azelisaes-us.com/terms-and-conditions/>. All invoices subject to a \$38 Environmental Liability Surcharge. Please feel free to visit our website at www.azelisaes-us.com to view labels and get product information.

Should you have any questions or immediate needs, please contact me at the number below or contact Customer Service at 800-367-0659. We appreciate the opportunity to offer this quote and look forward to hearing from you soon.

Regards,
Chris Pederson
Technical Sales Representative
Azelis A&ES
chris.pederson@azelis.com
(352) 636-5000



Corporate Office
70800 Pecan Park Blvd., Suite 300
Austin, TX 78750

INVOICE

REMITTANCE	
ACH/EFT	CHECK
Account Name: ES OPCO USA LLC	ES OPCO USA LLC
Account #: 334037180288	PO Box 7410137
ACH ABA Routing #: 061000052	Chicago, IL 60674-0137



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

CUSTOMER NO. 400947 TERMS NET30
 INVOICE NO. IN-4133477 DUE DATE 05/11/2023
 INVOICE DATE 04/11/23 INVOICE AMOUNT \$2,683.80 (USD)
SHIP TO TAX EXEMPT NUMBER
 ANASTASIA MOSQUITO DIS
 120 Eoc Dr
 Saint Augustine, FL 32092-0927

RETURN SERVICE REQUESTED

5818000094 PRESORT PBPS001 <>



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

VESERIS
PO BOX 7410137
CHICAGO, IL 60674-0137

PLEASE DETACH HERE AND RETURN TOP PORTION WITH YOUR PAYMENT

INVOICE NO. IN-4133477	INVOICE DATE 04/11/23	ORDER NO. SO-100-0880785	CUSTOMER PO 040523dena	FREIGHT TERMS PP-SP
SHIP DATE 04/10/23	SALES REP Joseph Manna	ENTERED BY Sharon Adams	WAREHOUSE LOC OR-ORLANDO	SHIP METHOD VWR5-VWR5

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

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

Enrollment Token: PK7XD8QF
 Biller Code: 100

PRODUCT DESCRIPTION	TAX	QUANTITY ORDERED	QUANTITY SHIPPED/ B.O.	PRICE PER UNIT	EXTENDED AMOUNT
754966 TALSTAR PRO INSECTICIDE 1GL JUG 4/CASE 11008459 JG NA 279-3206	Y	40.00	40.00 0.00	\$63.00	\$2,520.00

Gallon

MERCHANDISE TOTAL	\$2,520.00
SUBTOTAL	\$2,520.00
OTHER CHARGES	\$0.00
TAX	\$163.80
INVOICE TOTAL	\$2,683.80

Other Charges may include state mandated mill tax.

Total Due \$2,683.80 (USD)

Tax exempt

Azelis A&ES

Invoice	133846CC
Date	4/25/2023
Page:	1

Remit To:
ADAPCO
PO Box 931574
Atlanta, GA 31193-1574

Headquarters:
 100 Colonial Center Pkwy, Ste 170
 Lake Mary, FL 32746
 FEI: 59-2574523

Orders:
 (800) 367-0659
 www.AzelisAES-US.com

I-SalesRep email

Bill To:

Ship To:

ANASTASIA MOSQ CTRL DIST ACCOUNTS PAYABLE 120 EOC DR ST AUGUSTINE FL 32092 (904) 484-7334 Ext. a/p0 shannaamcd@gmail.com	ANASTASIA MOSQ CTRL DIST 120 EOC DR *** DELIVERY 8:00AM - 2:00P *** ** NO FRIDAY DLEIVERY ** SAINT AUGUSTINE FL 32092 (904) 471-3107 Ext. 0000 K. GAINES
--	---

Cust#	Payment Terms	Purchase Order No.	Shipping Method	Territory	Salesperson
1010	NET 30 DAYS	VERBAL RUDIE	COM CARRIER	EAST	COP-FL

Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext. Price
40.00	40.00	0.00	VEC12AS-5	VECTOBAC 12AS (2X2.5 GL CS) S#/Lot# 338653N930 QTY 40.00	\$187.50	\$7,500.00
80.00	80.00	0.00	VECG-40	VECTOBAC G*5/8 (40 LB BG)	\$70.00	\$5,600.00
1.00	1.00	0.00	ELS	ENVIRONMENTAL LIABILITY SURCHARGE	\$38.00	\$38.00
170.00	170.00	0.00	VECG-40	VECTOBAC G*5/8 (40 LB BG)	\$70.00	\$11,900.00

*Vectobac 12AS
 200 sallows \$37.50 a sallow*

*Vectobac G
 10,000 pounds \$1.25 pound*

Subtotal	\$25,038.00
Discount	\$0.00
Shipping	\$0.00
Handling	\$0.00
Tax	\$0.00
Less Payments	\$0.00
Total Due	\$25,038.00

Contact: RUI-DE XUE / SCOTT HANNA x201

Tax Info:

License: PH0457

Exp Date: 04/30/2024

Restricted Product Users: It is the purchasers responsibility to notify us of License changes/updates.

Anastasia Mosquito Control District of St. Johns County

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

BOARD OF COMMISSIONERS

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



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, May 11, 2023

Next Meeting(s): Thursday, June 15, 2023 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, May 11, 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 (Arrived late 5:12 P.M.)
Mrs. Martha Gleason, Commissioner

Also in attendance:

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

Chairperson Gardner called the meeting to order.

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

ROLL CALL: Chairperson Gardner noted ~ All were present, except Commissioner Brandhorst, she arrived late at 5:12 P.M.

CITIZEN PARTICIPATION: For Items not on the Agenda ~ NONE

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

- A. A motion was made to approve the Agenda as presented.
- Motioned by: Commissioner Gleason
 - Seconded by: Commissioner Gardner
 - VOTE accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

APPROVAL OF CONSENT AGENDA: Chairperson Gardner called for approval of the Consent Agenda as presented.

- A. A motion was made to approve the Consent Agenda with modifications to Item #4.
- Motioned by: Commissioner LeBlanc
 - Seconded by: Commissioner Becker
 - 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, April 13, 2023 at 5:00 P.M.
5. SIT Working Group Meeting and National Mosquito Control Awareness Week and Open House June 22nd

UNFINISHED BUSINESS:

1. **Item 1: Annual Auditor Report for FY21/22 Ppt. ~ Julieanne Klein**

- Ms. Klein reviewed the full Financial Auditor's Report; AMCD had an unmodified opinion, meaning financial statements present fairly, in all material aspects. AMCD had no significant audit findings or issues that needed attention or reporting, no compliance violations discovered, no significant deficiencies or material weaknesses discovered, and no significant control deficiencies. The net position increased by a little around \$2 million dollars. The statement of activities shows an overview of the expenditures, personal services are up due to salaries, and operating expenses are up, mostly due to the aviation program.

A. A motion was made to approve the annual auditor report as presented.

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Gardner
- VOTE Accepted by: ALL Commissioners
- **MOTION PASSED UNANIMOUSLY**

1. **Item 2: Aviation Insurance ~ Mr. Smith & Mr. Weaver**

- Mr. Weaver read from the memo and pointed out important details. The RFP packages were opened May 1, 2023 at 8:00 A.M. by the review committee, Richard weaver, Dena Oliva, Scott Hanna, Dr. Whitney Qualls, and Dana Smith. Proposals were reviewed and ranked using criteria from the request package and information supplied by the proposers. The ranking was as followed:

1. *Gallagher 94 points*
2. *Brown & Brown 84.4 points*
3. *Herbie Wiles 59.3 points*

A. A motion was made for the approval of the review committee's recommendation to proceed with Gallagher as AMCD's agent of record for helicopter insurance.

- Motioned by: Commissioner Gleason
- Seconded by: Commissioner LeBlanc
- VOTE Accepted by: ALL Commissioners
- **MOTION PASSED UNANIMOUSLY**

2. **Item 3: Monthly Budget Analysis ~ Mr. Hanna**

- Mr. Hanna reviewed the monthly budget analysis with the Commissioners.
- **THERE WAS NO MOTION ON THIS ITEM**

3. **Item 4: Budget Amendment ~Mr. Scott Hanna C.F.O/ Accountant**

- Mr. Hanna explained usually budget amendments are to amend over spending, however, the District earned more revenue than the budget originally anticipated.

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

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Gleason
- VOTE accepted by: ALL Commissioners
- **MOTION PASSED UNANIMOUSLY**

NEW BUSINESS

1. Item 1: Discussion and Approval of District Investment Policy ~ Dr. Xue

- Dr. Xue stated the financial committee called other mosquito control districts, Saint Johns County, and City of Saint Augustine for a copy of their investment policy and they did not have one. He mentioned Saint Johns County and City of Saint Augustine refer to the state of Florida's investment policy. Dr. Xue suggested the Board approve the new proposed policy.
- The AMCD Board of Commissioners came to a consensus to table this item until the June 15th board meeting. The Board of Commissioners would like to see the investment policy be formatted to resemble the St. Johns River Water Management District's investment policy.

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

2. Item 2: AMCA's DC Legislation Update & Talking Points ~ Dr. Xue and Commissioner Becker

- Dr. Xue and Commissioner Becker shared past experiences and outlined important details of what to expect at the AMCA's DC legislation meeting.

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

REPORTS:

1. **Director** ~ Dr. Xue reported a salt marsh mosquito outbreak in late April, and AMCD will meet with the department manager of Anastasia Island to discuss how to prevent the outbreak in the future. Dr. Xue mentioned one chicken is suspected for WNV, all interns and seasonal employees have started, and June 22nd is the AMCD open house.
2. **Attorney** ~ Mr. Flowers reported the legislature finally adjourned last week. At this point, I don't know of anything that would directly affect AMCD. The information will be coming in over the next couple of weeks in terms of what passed and of course, stuff will be going to the governor as well. So, I'll be in a better position next month if there's anything that we need to be aware of or concerned about. Thank you.

COMMISSIONER COMMENTS:

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

Commissioner Brandhorst ~ Apologized for being late and thanked the staff for all their hard work

Commissioner Gardner ~ Thanked everyone for their hard work.

Commissioner Gleason ~ I met with the research committee just before coming to the board. I want to thank everyone. It was very exciting to hear about all the good stuff we have going and all the hard work that the team is putting in to getting some of these grants done. Really, really proud.

Commissioner Becker ~ June is the month that we celebrate LGBTQ pride and last year I was able to give out a proclamation and I'd like to do that again this year. The Legislation that's been passed is making a lot of people worried and nervous, especially for our children. So, I would like the board to allow me to make a proclamation and present it again at the June 15th Board meeting.

B. A motion was made to approve Commissioner Becker to give a proclamation to the LGBTQ community at the June meeting.

- Motioned by: Commissioner Becker
- **MOTION FAILED DUE TO LACK OF SECOND**

ATTACHMENTS: ~

I. None

ADJOURNMENT:

Chairperson Gardner adjourned the meeting at **6:35 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.



May 22, 2023

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
St. Augustine, Florida

We are pleased to confirm our understanding of the services we are to provide for Anastasia Mosquito Control District of St. Johns County, (the District), for the year ended September 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities and each major fund, which collectively comprise the basic financial statements, of Anastasia Mosquito Control District of St. Johns County as of and for the year ended September 30, 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis to supplement Anastasia Mosquito Control District of St. Johns County basic financial statements. Such information although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Anastasia Mosquito Control District of St. Johns County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtain during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

1. Management's Discussion and Analysis.
2. Budget to Actual Comparison - General Fund
3. Supplemental Schedules - Pension

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
St. Augustine, Florida
May 22, 2023
Page 2

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with *Generally Accepted Auditing Standards* and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Anastasia Mosquito Control District of St. Johns County and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with *Generally Accepted Auditing Standards* and *Government Auditing Standards*, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
St. Augustine, Florida
May 22, 2023
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Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatement may exist and not be detected by us. Even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

As part of the audit we are required to assess risks. Significant risks are risks that inherently, without regard to internal controls, may result in a material misstatement in the financial statements. According to generally accepted auditing standards, significant risks include management override of controls, and generally accepted auditing standards presumes revenue recognition is a significant risk. The other anticipated areas of significant risk are cash disbursements, proper cutoff and pension liability and disclosures.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures-Internal Controls

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to assess the risks of material misstatement of the financial statements and to design and perform audit procedures responsive to those risks and to obtain evidence that is sufficient and appropriate to provide a basis for our opinion. Test of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
St. Augustine, Florida
May 22, 2023
Page 4

the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged

with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with certain provisions of applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

The management of Anastasia Mosquito Control District of St. Johns County is responsible for designing, implementing, establishing, and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (a) management (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations, and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
May 22, 2023
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Management is responsible for the financial statements and the accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it is necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by *Generally Accepted Auditing Standards* and *Government Auditing Standards*

We will advise you about appropriate accounting principles and their application, and we will advise you in the preparation of your financial statements, but the responsibility for the financial statements remains with you. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report in any document that contains the supplementary information. Your responsibilities include acknowledging to us in a written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for the changes); and (4) you have disclosed any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are responsible for providing managements views on our current findings, conclusions,

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
May 22, 2023
Page 6

and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

Engagement Administration, Fees and Other

We will provide copies of our reports to Anastasia Mosquito Control District of St. Johns County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lombardo, Spradley, & Klein CPAs and constitutes confidential information. However, we may be requested to make audit documentation available to various federal and state governmental offices and/or agencies (i.e. Auditor General of the State of Florida, Comptroller General of the United States or duly authorized representatives, Specific Cognizant or Grantor Agencies) pursuant to authority given by law or regulation. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lombardo, Spradley, & Klein CPAs' personnel. Furthermore, upon request, we may provide photocopies of selected work papers to the various governmental offices and agencies. They may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date.

We expect to begin our audit in August and to issue our report no later than May. Julieann Klein is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will range between \$9,000 - \$11,000. This fee is based on anticipated cooperation from your personnel, and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur additional costs.

If during the course of our engagement, we are requested by District personnel to render additional services unrelated to our above-described audit of your financial statements, charges for such services shall be itemized and rendered to the District based on actual time at our standard hourly rates.

This contract is renewable annually based on the mutual consent of both parties.

Government Auditing Standards require that we provide you with a copy of our most recent system review report. Our 2019 system review report accompanies this letter.

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
May 22, 2023
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Reporting

We will issue a written report upon completion of our audit of Anastasia Mosquito Control District of St Johns County's financial statements. Our report will be addresses to management and those charged with governance of Anastasia Mosquito Control District of St. Johns County. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue report, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, the results of that testing, and not to provide opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Anastasia Mosquito Control District of St. Johns County is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate with management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
May 22, 2023
Page 8

We appreciate the opportunity to be of service to Anastasia Mosquito Control District of St. Johns County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Respectfully,

Lombardo, Spradley, & Klein CPAs

ACKNOWLEDGMENT:

This letter correctly sets forth the understanding of Anastasia Mosquito Control District of St. Johns County.

Gayle Gardner, Chairperson

Rui-De Xue, Director

BODINE PERRY

Certified Public Accountants & Business Analysts

Plan. Execute. Win.

Report on the Firm's System of Quality Control

To the Partners
Lombardo, Spradley & Klein, CPAs
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

January 24, 2020

We have reviewed the system of quality control for the accounting and auditing practice of Lombardo, Spradley & Klein, CPAs (the firm), in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Lombardo, Spradley & Klein, CPAs in effect for the year ended June 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Lombardo, Spradley & Klein, CPAs has received a peer review rating of *pass*.

Bodine Perry Tarrpa, PLLC

Bodine Perry Tarrpa, PLLC

6815 Dairy Road • Zephyrhills, FL 33542

P: 813.788.2155 | F: 813.782.8606

bodineperry.com

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

2023 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

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

TO: Board of Commissioners

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

DATE: June 15, 2023

RE: Approval of the recommendation to purchase the 3rd stage turbine wheel

AMCD requested bids for the replacement of the 3rd stage turbine wheel in the spare Rolls Royce engine. AMCD staff advertised the bid request and sent the bid request to four known repair stations. AMCD received two responses. The bids submitted were:

- Arrow Aviation \$17,142.39
- Keystone Turbine Services \$37,321.78

Staff has concerns with the low bid from Arrow Aviation for \$17,142.39 for the following reasons:

- Arrow Aviation costs (both labor and parts) are extremely low compared to the other bid.
- The expected bid cost was in the \$35,000.00 range.
- Keystone Turbine Services are offering a one-year/500-hour warranty (not requested in bid package).

Staff recommends that the Board approves to purchase the low bid, Arrow Aviation for \$17,142.39. AMCD has had work done by Arrow Aviation in the past and the work done has been of a high quality.

RANKING FORM - BID 22/23-2

Firm Name	Cost of Overhaul	Other Costs	Note
Arrow Aviation	\$17,142.39		
Keystone Turbine Services	\$37,321.78		

Were there any exceptions to the Bid document?

Firm Name & Exception: Arrow Aviation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Firm Name & Exception: Keystone Turbine Services	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Committee Members

<p><u>Richard Weaver</u></p> <p>PRINT NAME</p>	<p><u></u></p> <p>SIGANATURE</p>
<p><u>Dena Oliva</u></p> <p>PRINT NAME</p>	<p><u></u></p> <p>SIGANATURE</p>
<p><u>Scott Hannan</u></p> <p>PRINT NAME</p>	<p><u></u></p> <p>SIGANATURE</p>
<p><u>DANA Smith</u></p> <p>PRINT NAME</p>	<p><u></u></p> <p>SIGANATURE</p>
<p><u>Heather Keating</u></p> <p>PRINT NAME</p>	<p><u></u></p> <p>SIGANATURE</p>



1318 Smede Hwy (Hwy 92)
Broussard, Louisiana 70518
(337) 364-4357 Fax (337) 364-4186
www.arrowaviationco.com

May 9, 2023

Anastasia Mosquito Control District of St. Johns County
1203 EOC Drive
St. Augustine FL 32092

Ref Bid # 22/23-2

To whom it may concern:

Arrow Aviation is an authorized Rolls Royce AMROC (Authorized Maintenance, Repair, and Overhaul Center). This approval enables Arrow Aviation to provide service as well as the parts that Anastasia Mosquito Control District requires at a discount from Rolls Royce list price. We also have a fully correlated engine test cell.

Sincerely,

Fred Stokes
Sales Manager

CONFLICT OF INTEREST & CLEAN HANDS DISCLOSURE FORM

I HEREBY CERTIFY that

- 1. I (*printed name*) FRED STOKES am the (*title*) SALES MANAGER and the duly authorized representative of the firm of (*firm name*) ARROW AVIATION CO LLC whose address is 1318 SMEDE HWY, BROUSSARD LA 70518

_____, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,

- 2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,
- 3. Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Anastasia Mosquito Control District nor has any outstanding past due debt to the Anastasia Mosquito Control District; and
- 4. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

Signature: _____

Printed Name: FRED STOKES

Firm Name: ARROW AVIATION CO LLC

Date: 05/09/2023

Sworn to and subscribed before me this 09 day of MAY 2023.

Personally known _____

OR Produced identification LA DL 006263089 Notary Public-State of LOUISIANA

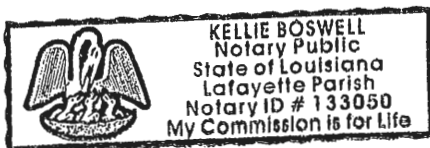
My Commission expires death

*JF MARTIN
Parish*

(Type of Identification)

Kellie Boswell #133050

(Printed, typed or stamped commissioned name of Notary Public)



UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number Y3AR527Y

This certificate is issued to

Arrow Aviation Company, LLC

whose business address is

**1318 Smede Highway
Broussard, LA 70518**

*upon finding that its organization complies in all respects
with the requirements of the Federal Aviation Regulations
relating to the establishment of an Air Agency, and is
empowered to operate an approved repair station*

with the following ratings:

**Limited Airframe (01/16/06)
Limited Engines (01/16/06)
Limited Instruments (07/28/06)
Limited Radio (07/28/06)
Limited Accessories (07/19/02)
Limited Nondestructive Inspection, Testing, and Processing (07/19/02)
Limited Specialized Services (08/04/10)**

*This certificate, unless canceled, suspended, or revoked,
shall continue in effect indefinitely.*

Date issued:

**July 25, 2000
Amended April 24, 2020**

By direction of the Administrator

**RICHARD R
EBERT**

Manager, AFG-500 SW-03

Digitally signed by RICHARD R
EBERT
Date: 2020.04.27 08:33:44
-05'00'

**This Certificate is not Transferable, AND ANY MAJOR CHANGE IN THE BASIC FACILITIES, OR IN THE LOCATION THEREOF,
SHALL BE IMMEDIATELY REPORTED TO THE APPROPRIATE REGIONAL OFFICE OF THE FEDERAL AVIATION ADMINISTRATION**

Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both

Certificate of Authority

This is to certify that

ARROW AVIATION LLC

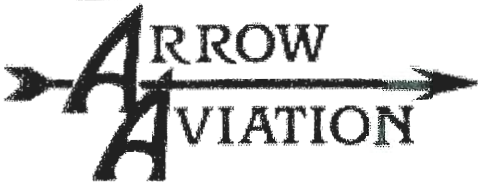
Is a Rolls-Royce M250 Authorized Maintenance, Repair & Overhaul Center (AMROC) and has met the Qualifications to perform maintenance repair and overhaul on the M250 engines as detailed in the Arrow Aviation AMROC Agreement. This certification is valid through December 2026.

issued by

Michael Greer, Through Life Service & MRO Executive

signed by





1318 Smede Hwy
 Broussard LA 70518
 Ph: 337-364-4357 Fax: 337-364-4186
 www.arrowaviationco.com

Quotation

Quote #: Q30034
 Date: 5/9/2023
 Time: 9:14:30 AM
 # of Items: 6
 Page: 1
 Prepared By: Fred Stokes

To:
 ATTN: DANA SMITH
 ANASTASIA MOSQUITO CONTROL DISTRICT
 120 EOC DRIVE
 ST AUGUSTINE, FL 32092
 USA

Ship To:
 ATTN: DANA SMITH
 ANASTASIA MOSQUITO CONTROL DISTRICT
 120 EOC DRIVE
 ST AUGUSTINE, FL 32092
 USA

Quote Date: 5/9/2023 Ref #: BID 22/23-2 Phone #: 904-471-3107 EXT Fax #:
 Code: AMCD1 Site: Contact: DANA SMITH
 Cust Ref #: Terms: NET 30 Email: bruneramcd@gmail.com

The following is in response to your Request For Quote

Item	Part Number/Description	CD	Qty	Unit Price	Line Amt
1	M250-10473 WHEEL, TURBINE 3RD STAGE Delivery Terms: _ SPECIAL PRICE DUE TO BULLETIN	NE	1.00	9,366.72PC	9,366.72
2	6898764 SEAL ASSY, OIL BELLOWS Delivery Terms: _	NE	1.00	1,044.64PC	1,044.64
3	6875491 SEAL, MATING RING ROTATING Delivery Terms: _	NE	1.00	249.03PC	249.03
4	ENGINE SEAL KIT		1.00	532.00	532.00
5	LABOR CHARGES REPLACE #3 WHEEL DUE TO AD 2022-10-06		1.00	2,400.00	2,400.00
6	FUNCTION CHECK		1.00	3,550.00	3,550.00

Sub Total: 17,142.39

Misc Charge: 0.00

Freight: 0.00

Total: 17,142.39

Authorized Signature:

US DOLLARS



Date: May 23, 2023

To: Anastasia Mosquito Control District of St. Johns County
120 EOC Drive
St. Augustine, FL 32092

Subject: Introduction/Cover Letter

Re: “REQUEST FOR BIDS 22/23-2 (Keystone Turbine Services)” Replacement of the 3rd Stage Turbine Wheel.

Keystone Turbine Services, LLC (KTS), a Precision Aviation Group (PAG) company and located in Coatesville, Pennsylvania, has been providing forty-seven (47) years of complete gas turbine engine maintenance, repair and overhaul (MRO) services and support to operators of the Rolls-Royce Corporation (RRC) Model 250® and RR300® series of gas turbine engines, modules, accessories and related components.

As your best value, low risk, total solution provider for gas turbine engine MRO services, we value our pivotal role within the synergistic alliance between our customers, Rolls-Royce, our suppliers and ourselves. The outcome of this alliance ensures the highest quality product is provided to every customer in a timely manner at a competitive price on a consistent basis, backed by the finest in world-class service and after-market support.

The advantages of selecting KTS as your vendor of choice includes:

1. Primary business focus and expertise with the Rolls-Royce M250 and RR300 family of gas turbine engines.
2. FAA certificated 14 CFR Part 145 Repair Station (8MHR895B)
3. OEM certified by Rolls-Royce and Honeywell
4. Quality Management Systems – Requirements for Aviation Maintenance Organizations - AS9110C certified.
5. Highly experienced, technically proficient, long-tenured, non-union work force.
6. Two all-digital, fully correlated and certified engine test cells configured and approved for testing of all model M250 and RR300 series engines.
7. Own and operate a dedicated turbine nozzle flow test bench and related equipment.
8. On site Machine Shop including pre- and finish machining; paint; plasma spray and welding capabilities.
9. Certificated Honeywell Authorized Warranty and Repair Station (AWARS) for M250 and RR300 Fuel Control Unit (FCU) and Power Turbine Governor (PTG).
10. Geographically positioned in the Eastern United States near major international airports.

All work will be performed IAW the following:

1. Rolls-Royce M250-C20 series manuals and publications:
 - a. Overhaul Manual 10W3.

KTS

KEYSTONE TURBINE SERVICES

A *PAG* Company

- b. Operations & Maintenance Manual 10W2.
 - c. Illustrated Parts Catalog 10W4.
 - d. Commercial Engine Bulletin CEB250C20.
 - e. Commercial Service Letter CSL250C20.
 - f. Component Maintenance Manual CSP24009.
 - g. Published FAA Airworthiness Directives.
2. KTS embodies only genuine Rolls-Royce new, overhauled, serviceable and/or repairable material with proper FAA and/or RRC or Honeywell certifications and traceability.
 3. A final full performance module test will be conducted in one of our two fully RRC certified and correlated all-digital engine test cells. A copy of the test cell certificate will be included with the returned logbook.
 4. All removed material will be tagged with final condition/disposition and returned to AMCD.
 5. Warranty. Full warranty support is outlined per the enclosed Warranty Program document.

In conclusion, KTS is a company fully dedicated to total customer satisfaction and support, focused specifically on the Rolls-Royce M250 and RR300 family of engines. We look forward to applying our knowledge, experience and expertise to support AMCD for this repair effort.

With best regards,



Chuck Hurdleston
Vice President, Engine Services
(O) +1 610.268.6200, X3201
(M) +1 610.909.6846
(E/M) churdleston@kts-aero.com

Encl.

***WINNERS OF THE 2023, 2022 & 2021 ROLLS-ROYCE
FIRST NETWORK "BEST IN CLASS" AWARD***

an authorized
Rolls-Royce
maintenance, repair
& overhaul center



KEYSTONE TURBINE SERVICES
A PAG Company

INITIAL SERVICE PROPOSAL

1. CUSTOMER INFORMATION

CUSTOMER:	Anastasia Mosquito Control District Bid #22/23-2	QUOTE NUMBER:	KTS-33840
UNIT:	Engine	SERIES:	M250-C20J
		SERIAL #:	CAE 272815
REASON FOR REMOVAL:	Replace #3 Turbine Wheel to comply with AD 2022-10-06 & CEB A-1428 only		

2. WORKSHEET

1. BASIC LABOR: Disassemble the Engine and Turbine module to the extent needed to expose and replace the #3 T. Wheel; reassemble Turbine and Engine; conduct final test and preserve for shipping / update logbook records.	\$ 14,732.00
2. ESTIMATED NEW PARTS:	\$ 24,629.78
3. ESTIMATED RESTORATION/EXCHANGE SERVICES:	TBD
4. TURBINE MODULE ASSEMBLY & INSTALLATION KITS:	\$ 3,075.00
5. FULL PERFORMANCE TEST (Includes labor, test cell use fee & fuel and oil consumed)	\$ 3,750.00
6. MISCELLANEOUS	
Credit from Rolls-Royce for embodiment of new #3 T. Wheel P/N M250-10473	(\$8,865)
Shipping	TBD
TOTAL BID PROPOSAL AMOUNT:	\$ 37,321.78

3. PROPOSAL APPROVAL

(THIS PROPOSAL MUST BE SIGNED, DATED & RETURNED ALONG WITH COMPLETED TAB #6 - END USER CERTIFICATE - BEFORE WORK WILL BEGIN)

NAME:	APPROVAL DATE:
--------------	-----------------------

This sale is subject to Keystone Turbines LLC Terms of Sale effective on the date a purchase order/contract is received. The TERMS OF SALE are available upon request. Keystone Turbines LLC limits acceptance to the Terms of Sale shown, and objects to any additional or different terms in the purchaser's purchase order or acceptance. By accepting this quotation, through signature below or issuance of a Purchase Order, I confirm that I have read and I accept the conditions stated herein and I am authorized to enter into a contract on behalf of the customer.

Statement of Compliance with U.S. Export Laws and Regulations. The customer (stated herein), by accepting this proposal and purchasing the services provided by KTS, agrees to fully comply with all statutes, laws, ordinances, rules, regulations and any other governmental authority in connection with its operation, sale, or distribution of this Rolls-Royce gas turbine engine, module or component, including, but not limited to, obtaining export licenses and other authorizations in accordance with the United States Arms Control Export Act of 1978, as amended, 22 U.S.C. §§ 2278 et seq., and the Importation of Arms, Ammunition and Implements of War regulations promulgated there under 27 C.F.R Part 47, the International Trafficking in Arms Regulation (ITAR) and the Export Administration Regulations (EAR) to export any engine, module or component from the United States. Customer further acknowledges that the Customer has ultimate responsibility for ensuring that it complies with all United States export control laws and regulations.

Prepared by:	Chuck Hurdleston	Quote Date:	5/23/2023	Valid until:	6/22/2023
---------------------	------------------	--------------------	-----------	---------------------	-----------



QUOTE NUMBER:		KTS-33840		REVISION:		Original		SERIAL NUMBER:		CAE 272815			
TURBINE NEW M250® PARTS													
DESCRIPTION		CURRENT PART NO.		SERIAL NO.		DISCREPANCY		DISPOSITION		PRICE			
#3 Turbine Wheel*		23065818		TBD		CEB A-1428		Replace with new p/n M250-10473		\$ 24,629.78			
* Denotes Mandatory Replacement Item		TOTAL ESTIMATED NEW PARTS:										\$ 24,629.78	

TURBINE RESTORATION/EXCHANGE SERVICES											
DESCRIPTION		PART NO.		SERIAL NO.		DISCREPANCY		DISPOSITION		PRICE	
TOTAL ESTIMATED RESTORATION/EXCHANGE PARTS:										TBD	
Parts listed for EXCHANGE are subject to additional billing if not repairable.											



Rolls-Royce

Certificate of Authority

This is to certify that

Keystone Turbine Services

Is a Rolls-Royce M250 Authorized Maintenance, Repair & Overhaul Center (AMROC) and has met the Qualifications to perform maintenance, repair and overhaul on the M250 engines as detailed in the Keystone Turbine Services, LLC AMROC Agreement. This certification is valid through 31 December 2026.

issued by

Gerald Sheldon, Helicopters Service Executive

signed



ROLLS-ROYCE

Certificate of Authority

Test Facility	Keystone Turbine Services
Location	Coatesville, PA
Test Cell	M250 Test Cell # 1
Approval Status	APPROVED

Date of Certification Re-Approval	Sept 22, 2020	Engine Type	M250 Lo
Approval Expiration Date	Sept 22, 2023	Engine Series	I, II, III
Re-Approval Report	M250_01295	Exhaust Type	Up Extr
Test Facility Configuration Report	CNA0849-TLW-09-2020		
Data Reduction Program Software	EDR19750		
Restrictions	Any changes to the facility configuration, test procedures or data acquisition and reduction software/hardware may invalidate the certificate.		

issued by
Helicopter Customer Support

signed



ROLLS-ROYCE

Certificate of Authority

Test Facility	Keystone Turbine Services
Location	Coatesville, PA
Test Cell	M250 Test Cell # 2
Approval Status	APPROVED

Date of Certification Re-Approval	Feb 11, 2021	Engine Type	M250 Lo
Approval Expiration Date	Feb 11, 2024	Engine Series	I, II, III
Re-Approval Report	M250_01309	Exhaust Type	Up Extr
Test Facility Configuration Report	CNA0142-TLW-02-2021		
Data Reduction Program Software	EDR19750		
Restrictions	Any changes to the facility configuration, test procedures or data acquisition and reduction software/hardware may invalidate this certificate.		

issued by

Helicopter Customer Support

signed

GT 11894-H

CONFLICT OF INTEREST & CLEAN HANDS DISCLOSURE FORM

I HEREBY CERTIFY that

- I (*printed name*) Charles H. Hurdleston III am the (*title*) Vice President, Sales and the duly authorized representative of the firm of (*firm name*) Keystone Turbine Services, LLC whose address is 885 Fox Chase, Suite 111, Coatesville, PA 19320, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,
- Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,
- Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Anastasia Mosquito Control District nor has any outstanding past due debt to the Anastasia Mosquito Control District; and
- This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

Signature: 

Printed Name: Charles H. Hurdleston III

Firm Name: Keystone Turbine Services, LLC

Date: 22 May 23

Sworn to and subscribed before me this 22 day of May 2023.

Personally known _____

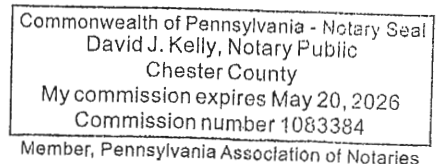
OR Produced identification Notary Public-State of PA

My Commission expires 5/20/26

(Type of Identification)
D. License



(Printed, typed or stamped commissioned name of Notary Public)





KEYSTONE TURBINE SERVICES

A **PAG** Company

WARRANTY POLICY

ENGINE, MODULE, ACCESSORY AND/OR COMPONENT ("UNIT") SERVICES

- A. Purpose. Keystone Turbine Services, LLC ("KTS") warrants that for the periods shown in paragraph "C" (below), each Unit processed by KTS will be free from defects in workmanship. KTS's obligation is limited to repair of the Unit which failed due to defects in KTS's workmanship. The remaining warranty period for any such repair will then be the unexpired portion of the original warranty. No warranty is given with respect to any Unit which was not manufactured or repaired by KTS, however KTS will pass through to the Customer any applicable warranty of the Original Equipment Manufacturer ("OEM") or repairer of record for the respective Unit. This warranty is exclusive, and in lieu of, all other warranties including warranties of merchantability and fitness for a particular purpose. This warranty is not assignable without KTS's written consent and is applicable only if the Unit (a) has been transported, stored, installed, operated and maintained in accordance with the then-current recommendations of the OEM as stated in its published airworthiness manuals as well as Service Bulletins or written instructions plus KTS's service recommendations; (b) has not been altered, modified or repaired by anyone other than KTS; and (c) has not been subjected to accident, misuse, abuse, improper maintenance or neglect.
- B. Scope. This warranty covers both Rolls-Royce M250 & RR300 and Pratt & Whitney Canada PT6A and PT6T Honeywell accessory Units processed by KTS only.
- C. Levels of Coverage. The following is afforded to all customers concerning parts and services:
 - 1. **NEW PARTS.** KTS will pass through to Customer any available OEM or Third-Party warranties and will use commercially reasonable efforts to assist Customer with such warranty claims.
 - 2. **KTS WORKMANSHIP.** For Customer's in receipt of a Unit overhauled and/or repaired by KTS, the Unit will be free from defects in workmanship based upon the requirements of the OEM and USA Federal Aviation Administration regulations as per criteria shown in the table below:

Category of Service	Operating Hours	Time after Date of Shipment of Customer Unit from KTS
Overhaul	1,000 hours	1 year
Repair*	500 hours	1 year

** Coverage applicable only to the specific service previously accomplished.*

- 3. **THIRD-PARTY REPAIRS.** Units repaired by third-party vendors will carry only the warranties as provided by said third-party vendor.



KEYSTONE TURBINE SERVICES

A **PAG** Company

WARRANTY POLICY

HOW TO OBTAIN WARRANTY SERVICES

- A. Customer must send KTS written notice of a warranty claim within 10 days after the alleged defect is discovered, or in the exercise of ordinary diligence, should have been discovered. Notification can either be electronic or sent with the Unit delivered to the following address:

Keystone Turbine Services, LLC
ATTN: Warranty Program
885 Fox Chase, Suite 111
Coatesville, Pennsylvania 19320 (USA)
Phone: +1 610.268.6200 • Fax +1 484.786.8680

- B. The Customer will then be contacted with shipping instructions and points of contact for processing of the warranty claim. The customer should not disassemble or clean the item without prior approval from KTS.
- C. KTS must receive the Unit along with applicable log cards and/or other airworthiness documentation, within 30 days after notification was received by KTS. KTS will investigate and render a decision, in its sole discretion, whether there is a defect covered by this warranty. The customer has the option to be present during conduct of the investigation.
- D. In the event KTS determines that the warranty claim is valid, KTS shall conduct the replacement or repair at a location it chooses and reimburse the Customer for reasonable freight charges. In no event shall any warranty allowances exceed the fair market value of the Unit or the defective part.
- E. In the event a warranty claim is denied, the Customer can accept the Unit "as is" or submit a Purchase Order for KTS to replace or repair the Unit. If the Customer chooses to not proceed with repairs or replacement, the Customer is responsible for any costs KTS has incurred to-date (including rental usage and recertification fees) as well as all packaging, freight, and export documentation charges

ADDITIONAL TERMS AND CONDITIONS

- A. This warranty is valid only if, following redelivery, the Unit (a) is transported, stored, installed, operated, handled, maintained, and repaired in accordance with Airworthiness Directives and the then-current recommendations of the Unit manufacturer as stated in its OEM manuals, service bulletins or written instructions; (b) was not altered, modified, or repaired by anyone other than KTS; and (c) was not subjected to accident, misuse, abuse, operator error or neglect. It may not be assigned to any other party without KTS's written agreement.
- B. IT IS EXPRESSLY AGREED AND UNDERSTOOD THAT THERE ARE NO OTHER WARRANTIES, WHETHER EXPRESSED, IMPLIED OR STATUTORY, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AFFIRMATIONS OF FACT, GUARANTEES, REPRESENTATIONS, COMMITMENTS OR PROMISES BY KTS WITH REFERENCE TO THE WORKMANSHIP PERFORMED AND MATERIALS USED. IN NO EVENT

KTS

KEYSTONE TURBINE SERVICES

A ***PAG*** Company

WARRANTY POLICY

SHALL KTS BE LIABLE, WHETHER IN CONTRACT, TORT, OR OTHERWISE FOR SPECIAL, CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES ARISING OUT OF OR RELATED TO IN ANY WAY THE WORKMANSHIP PERFORMED OR MATERIAL SUPPLIED BY KTS IN THE OVERHAUL OR REPAIR, INCLUDING BUT NOT LIMITED TO LOSS OF EITHER REVENUES OR PROFITS, LOSS OF USE OF THE UNIT OR ANY AIRCRAFT, DAMAGE TO OTHER PROPERTY OR COST OF SUBSTITUTE EQUIPMENT. NO AGREEMENT OR UNDERSTANDING VARYING OR EXTENDING THE TERMS OF THIS WARRANTY SHALL BE BINDING UNLESS APPROVED BY KTS IN WRITING.

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number 8MHR895B

This certificate is issued to

Keystone Turbine Services, LLC

whose business address is

**885 Fox Chase, Suite 111
Highlands Office Park
Coatesville, PA 19320**

*upon finding that its organization complies in all respects
with the requirements of the Federal Aviation Regulations
relating to the establishment of an Air Agency, and is
empowered to operate an approved* **Repair Station.**

with the following ratings:

**Limited Powerplant
Limited Accessories - Mechanical
Nondestructive Testing**

*This certificate, unless canceled, suspended, or revoked,
shall continue in effect* **indefinitely.**

Date issued:

May 1, 2012

By direction of the Administrator


Joseph A. Kain

Manager, Philadelphia FSDO-17

**This Certificate is not Transferable, AND ANY MAJOR CHANGE IN THE BASIC FACILITIES, OR IN THE LOCATION THEREOF,
SHALL BE IMMEDIATELY REPORTED TO THE APPROPRIATE REGIONAL OFFICE OF THE FEDERAL AVIATION ADMINISTRATION**

Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both

Table of Contents

Part A

	HQ CONTROL DATE	EFFECTIVE DATE	AMENDMENT NUMBER
001 Issuance and Applicability	02/11/2016	03/22/2016	2
002 Definitions and Abbreviations	12/14/2017	12/13/2018	2
003 Ratings and Limitations	04/03/2017	10/16/2017	3
004 Summary of Special Authorizations and Limitations	09/23/1998	05/01/2012	0
007 Designated Persons	09/08/2021	10/25/2021	6
025 Electronic/Digital Recordkeeping System, Electronic/Digital Signature, and Electronic Media	04/03/2017	04/27/2017	1
449 Drug and Alcohol Testing Program	08/30/2021	10/25/2021	2

Geographic Authorization	Authorization provided to a repair station located outside the United States to perform maintenance support under contract for a U.S. air carrier (or an operator of U.S.- registered aircraft under 14 CFR Part 129) at a location other than the repair station's main facility. A geographic authorization is issued by the FAA to respond to a U.S. air carrier's or Part 129 foreign operator's need for maintenance at a station where the frequency and scope of that maintenance does not warrant permanently staffing and equipping the station for its accomplishment.
Limited Rating	A rating issued to repair stations for the performance of maintenance on particular makes and models of airframes, powerplants, propellers, radios, instruments, accessories, and/or parts.
Limited Ratings - Specialized Services	Rating issued for a special maintenance function when the function is performed in accordance with a specification approved by the Administrator.
Line Maintenance	Any unscheduled maintenance resulting from unforeseen events, or scheduled checks where certain servicing and/or inspections do not require specialized training, equipment, or facilities.
MAG	The Maintenance Annex Guidance (MAG) defines the process that the FAA and EASA undertake in the inspection, findings of compliance certification, and monitoring of repair stations, as well as their joint cooperation in quality assurance and standardization activities in support of the EASA Agreement, Annex 2, Maintenance. The term Maintenance Agreement Guidance (MAG) defines the processes and activities applicable to a specific country under an MIP, and is not associated with the EASA Agreement.
Maintenance	The inspection, overhaul, repair, preservation, and replacement of parts, but excludes preventive maintenance.
U.S./EU Aviation Safety Agreement, Annex 2, Maintenance	Annex 2 covers the reciprocal acceptance of findings of compliance, approvals, documentation and technical assistance regarding approvals and the monitoring of repair stations/maintenance organizations.
MIP	Maintenance Implementation Procedures (MIP) are procedures for implementing the provisions of a BASA that apply to maintenance performed under 14 CFR Part 145, Section 145.53(b).
MOE	A maintenance organization exposition (MOE) pertains to procedural manuals used by maintenance organizations certificated by a foreign country. The MOE along with the FAA Supplement, sets forth the structure and procedures of the repair station to meet the requirements of 14 CFR Part 145 under a MIP.

A003 . Ratings and Limitations

HQ Control: 04/03/2017

HQ Revision: 01a

The certificate holder is authorized the following Ratings and/or Limitations:

Class Ratings

None authorized

Limited Ratings

<u>Rating</u>	<u>Manufacturer</u>	<u>Make/Model</u>	<u>Limitations</u>
Engines	Rolls-Royce	M250 Series	All maintenance including testing of complete powerplant.
Engines	Turbomeca	Arriel: 1B, 1C series, 1D Series, 1E2, 1K1, 1S Series, 2B Series, 2C Series, 2S Series	All maintenance, excluding overhaul and testing.
Accessories	Honeywell	Fuel Control: DP-S1, DP-S4, DP-U1, DP-F2, FD-AA 1 Power Turbine Governor: AL-AB1, AL-N1, P-319 Temperature Compensator: TS-Y1, TS-Y2, TS-E2, TS-E3 Airflow Modulator Actuator: AV-P1 Overspeed Limiter: AL-AK2 Torque Controller: AL-T3, P-302 Torque Limiter- P-317, P-504, P-505 Minimum Pressurizing Valve, H-503 (3244708)	Limited to Mechanical Accessories
Nondestructive Testing, Inspection and Processing	Liquid Penetrant		In accordance with ASTM-E-1417 as revised.
Nondestructive Testing, Inspection and Processing	Magnetic Particle		In accordance with ASTM-E-1444 as revised.

Limited Ratings - Specialized Services

<u>Rating</u>	<u>Specifications</u>	<u>Limitations</u>
None Authorized		

A004 . Summary of Special Authorizations and Limitations

HQ Control: 09/23/1998

HQ Revision: 010

a. The certificate holder, in accordance with the reference paragraphs, is authorized to:

	Reference Paragraphs
Use an approved electronic recordkeeping system, electronic/digital signature, and/or electronic media.	A025
Conduct operations choosing to have an antidrug and alcohol misuse prevention program.	A449
Perform work, excluding continuous operations, at additional locations other than at its primary Fixed Location.	D100

b. The certificate holder is *not authorized* and *shall not*:

	Reference Paragraphs
Use Exemptions.	A005
Perform maintenance with NAA ratings where the scope of work is authorized by a BASA/MIP.	A060
Perform work, including continuous operations, at additional locations other than at its primary fixed location.	A101
Perform maintenance in accordance with foreign repair station geographic authorizations.	B050
Perform line maintenance for cert. holders conducting operations under Parts 121 and 135 and for foreign carriers/persons operating U.S. registered aircraft in common carriage under Part 129, apart from D100 which authorizes that work away from station.	D107

A007 . Designated Persons

HQ Control: 09/08/2021

HQ Revision: 03a

a. The personnel listed in the following table are designated to officially apply for and receive operations specifications for the certificate holder indicated below.

Table 1 – Designated Persons to Apply for and Receive Authorizations

Title	Name	Parts Authorized	Email Address
FAA Accountable Manager, 145 / General Manager	Fraser, John	A,D	jfraser@kts-aero.com
Director of Quality Assurance / Quality Manager	Evans, Keith	A,D	kevans@kts-aero.com

b. The following personnel listed in Table 2 are designated by the certificate holder to receive Information for Operators (InFO) messages for the certificate holder as indicated below. A receipt for the information by an operator or person is not required.

Table 2 – Designated to Receive InFO Messages

Name	Email Address	Telephone No.	Type of Information to Receive
John Fraser	jfraser@kts-aero.com	610-268-6200x3103	ALL
Keith Evans	kevans@kts-aero.com	610-268-6200x3507	ALL

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Sven Ostrowski on behalf of Michael Bauer, Principal
Maintenance Inspector (EA17)
[1] EFFECTIVE DATE: 10/25/2021, [2] AMENDMENT #: 6
DATE: 2021.10.25 10:50:58 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.



Keith Evans, Quality Manager

10/25/2021

Date

A449 . Drug and Alcohol Testing Program

HQ Control: 08/30/2021

HQ Revision: 00b

- a. The 14 CFR Part 145 repair station certificate holder has implemented a drug and alcohol testing program because the certificate holder performs safety-sensitive functions for a 14 CFR Part 121, 121/135, and/or 135 certificate holder, and/or for a 14 CFR Part 91 operator conducting operations under § 91.147.
- b. The certificate holder certifies that it will comply with the requirements of 14 CFR Part 120 and 49 CFR Part 40 for its drug and alcohol testing program.
- c. Drug and alcohol testing program records are maintained and available for inspection by the FAA's Drug Abatement Compliance and Enforcement Inspectors at the location listed in Table 1 below:

Table 1

Location & Telephone of Drug and Alcohol Testing Program Records	
Telephone Number:	A1 610-268-6200
Address:	885 Fox Chase, Suite 111
Address:	Highlands Office Park
City:	Coatesville
State:	PA
Zip code:	19320

d. Limitations and Provisions.

(1) The FAA's Drug Abatement Division is responsible for oversight and enforcement of the DOT/FAA-mandated drug and alcohol testing program. Questions regarding the program requirements or regulations must be directed to the Drug Abatement Division at 202-267-8442 or drugabatement@faa.gov.

(2) The certificate holder is responsible for updating this operations specification when any of the following changes occur:

(a) Phone number and address where the drug and alcohol testing program records are kept.

(b) If the certificate holder's number of safety-sensitive employees goes to 50 and above, or falls below 50 safety-sensitive employees.

(3) The certificate holder with 50 or more employees performing a safety-sensitive function on January 1 of the calendar year must submit an annual report to the Drug Abatement Division of the FAA.

(4) The certificate holder with fewer than 50 employees performing a safety-sensitive function

on January 1 of any calendar year must submit an annual report upon request of the Administrator.

e. The certificate holder has fewer than 50 safety-sensitive employees.

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Sven Ostrowski on behalf of Michael Bauer, Principal
Maintenance Inspector (EA17)
[1] EFFECTIVE DATE: 10/25/2021, [2] AMENDMENT #: 2
DATE: 2021.10.25 10:52:25 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

A handwritten signature in black ink, appearing to read "KEE", written over a horizontal line.

Keith Evans, Quality Manager

10/25/2021

Date

U.S. Department
of Transportation
Federal Aviation
Administration

Operations Specifications

1. Issued by the Federal Aviation Administration .
2. Support information reference:
3. These Operations Specifications are approved by direction of the Administrator.



2012.04.27 07:01:18 Central Daylight Time
Location: WebOPSS
Digitally signed by John Penzone,
Principal Maintenance Inspector (EA17)

4. Date Approval is effective: 05/01/2012 Amendment Number: 0
5. I hereby accept and receive the Operations Specifications in this paragraph.

Fraser, John, General Manager

A handwritten signature in cursive script that reads "John Fraser".

Date: 05/01/2012

Business Associates Agreement

This agreement is entered into between the Whirly-Girls International (www.whirlygirls.org) which is a non-profit, charitable and educational organization that aims to advance women in helicopter aviation, headquarters at Palm Harbor, FL, U.S. and Anastasia Mosquito Control District (AMCD) of St. Johns County, St. Augustine, Florida, U.S. The parties have entered into this agreement for the purpose of training women pilots for helicopter flight and effective from February 1, 2024 to November 30, 2026. Either party can terminate the agreement and requires a written notice one (1) month in advance.

Whirly-Girls International LLC, agrees to provide:

- One vetted scholarship recipient by agreed upon date with access to application materials
- Inform the responsibility of the scholarship recipient as required by AMCD
- Recommend the potential student to contact AMCD Chief Pilot to arrange the interview & site visit
- Marketing/PR for scholarship to external audiences through print and social media
- Two invitations to and recognition at the annual awards reception
- Sponsorship recognition with logo(s) and hyperlinks to Anastasia Mosquito Control District's website on the Whirly-Girl's website

Anastasia Mosquito Control District agrees to provide:

- AMCD Chief Pilot will select and pick up the potential student after they have received the scholarship and interest the training for aerial spraying for control of mosquitoes and vectors.
- AMCD will provide an offer letter for the training after the interview and background check
- One (1) four-day, Mosquito Spraying Integration Flight Course including 5-10 hours of flight training in the 206B3. Maneuvers included are outlined in Part 137 FAR and flight profile will be at treetop level or 300 AGL. (Monday through Thursday)
- Course will be completed at the Anastasia Mosquito Control Headquarters in Saint Augustine, FL in each calendar year (February to November)
- Housing will be provided for the student who receives the scholarship and is selected by AMCD, at the on-campus dorm facility during the duration of training
- Joint PR/marketing as appropriate

The scholarship recipient is responsible for:

- Schedule the interview with AMCD's Chief Pilot & provide necessary identification and paperwork for the background check.
- Fill and sign the AMCD volunteer form after accepting the offer letter for a short training period
- Travel to and from course
- Expenses while training will include meals and local transportation
- FAA Rotor craft license/ Class 2 or higher current Medical/Driver's license/ and the ability to speak, read and write in English fluently upon arrival

Signatures

For Whirly-Girls International

Name:

Title:

Date:

Signature:

For AMCD

Name:

Title:

Date:

Signature:



10TH INTERNATIONAL CONGRESS OF DIPTEROLOGY

RENO, USA
16-21
JULY, 2023

19 May 2023

Rui-de Xue
Anastasia Mosquito Control District
120 EOC Drive
St. Augustine, FL 92092

Dear Rui-de,

On behalf of the Council for International Congresses of Dipterology, the ICDX Organizing Committee and the North American Dipterists Society, we cordially invite you to attend the 10th International Congress of Dipterology (ICDX) to be held in Reno, Nevada, USA, from 16–21 July 2023. We look forward to your talk in the symposium “Biology, Ecology and Development of Management Strategies for Biting Flies”.

Kindly note that this letter does not represent an offer of funding to participate, and delegates will be expected to cover their own associated costs.

Sincerely,

Stephen D. Gaimari
ICDX Co-Chair

cc: Shaun Winterton (ICDX Co-Chair)





10TH INTERNATIONAL CONGRESS OF DIPTEROLOGY

RENO, USA
16-21
JULY, 2023

Please fill in all blue shaded fields. Multiple lines in a field will automatically wrap to display all lines.
The Abstract text can be a maximum of 300 words.

Presenting Author

Last name Xue
Email xueamcd@gmail.com
Authorization code 08242G:Y

General Information

Presentation type Oral
 Poster
Suggested symposium Biology, Ecology and Development of Management
 Strategies for Biting Flies

Abstract

Abstract title Population increase and its management of
 container-inhabiting mosquitoes (Diptera: Culicidae)
 in Northeastern Florida
Keywords mosquitoes, habitat, ecology, disease vector, control
Author name(s) Rui-de Xue
Author address(es) Anastasia Mosquito Control District, 120 EOC Drive,
 St. Augustine, FL 32092, USA
Abstract text Due to fast growth of population and development in
 St. John's County, Northeastern Florida in the past
 decades, populations of the container-inhabiting
 Aedes mosquitoes have been growing and
 increasing, especially *Aedes aegypti* and *Aedes*
 albopictus, major vectors of dengue fever, Zika,
 yellow fever, and other viruses. Also, West Nile virus
 vector, *Culex quinquefasciatus*, another contain-
 breeding mosquito population has been increased.
 Due to the increases of the disease vector mosquito
 populations and their speed development of
 resistance to insecticides, the control and
 management of the vector mosquitoes have met and
 faced many new challenges and difficulties.
 Anastasia Mosquito Control District has redirected



the budget emphasis and increased and enhanced the surveillance of mosquito populations and adopted several new technologies to control and manage the situation and prevent the potential public health threats caused by the increased populations of container-inhabited vector mosquitoes, such as, increasing numbers of BG sentinel traps, mass deployment of autocidal gravid traps for control, release of SIT radiated male mosquitoes and *Wolbachia*-infected male mosquitoes for control of natural population. Due to many efforts and promotion of the best management practices, the District has been successfully preventing from further spreading and possible outbreak of mosquito-borne diseases after several imported cases presented in our area.

cost is about \$1600.

Rudie Mc

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

2023 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Gayle Gardner, Chairperson

Trish Becker, Vice-Chairperson

Gina LeBlanc, Secretary/Treasurer

Catherine Brandhorst, Commissioner

Martha Gleason, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

DATE: June 5, 2023

RE: Three Staff (Drs. Qualls, Peper & Xue) attend Society of Vector Ecology meeting, Charleston, SC, September 18-21, 2023

Dr. Whitney Qualls, Dr. Steve Peper, and Dr. Rui-De Xue (SOVE Board member) plan to join the SOVE annual meeting, Charleston, SC, September 18-21, 2023. This scientific meeting benefits AMCD surveillance and applied research programs. Dr. Xue is the SOVE Southeastern Regional Director/Representative. The cost includes \$475 registration fee/person, \$199/room/night for hotel (3 room for 3-4 nights), then per diem (\$62/day for 4 days/person). We plan to drive the District vehicles (car pool) to join the meeting. Cost is about \$1,330 per person x 3 = \$3,990 in total.

Thanks for your support.

SOVE 2023 Meeting will be held
in Charleston, SC.

September 18 - 21, 2023.

Register today
at [https://www.sove.org/event-
details/2023-annual-sove-
meeting](https://www.sove.org/event-details/2023-annual-sove-meeting).

CONTACT US

SOVE HEADQUARTERS
1295 EAST LOCUST STREET
ONTARIO, CALIFORNIA 91761
USA
+1 (909)635-0307
ADMIN@SOVE.ORG



out Meetings Publications Membership International SOVE

Venue: Charleston Marriott, at 170 Lockwood Boulevard, Charleston, SC.

Date: September 18 - 21, 2023

Room rate: \$199/night

Reservations can be made by using the link below or calling 1-800-649-9375. All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card.

[Book your group rate for Society for Vector Ecology 2023 Conference here](#)

Reservations must be completed by **August 25, 2023**, to receive the discounted room rate.

Parking: Overnight Valet parking - \$20/day, Overnight Self parking - \$14/day
Event Valet parking - \$10/day, Event Self parking - \$3/day

CONTACT US

**SOVE HEADQUARTERS
1295 EAST LOCUST STREET
ONTARIO, CALIFORNIA 91761
USA
+1 (909)635-0307
ADMIN@SOVE.ORG**



Unfinished Business #1

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO

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

DATE: 7/8/2023

RE: AMCD Investment Policy

The AMCD Investment Policy will be placed on the table at the June 15, 2023 Board Meeting.

Thank you

Unfinished Business #2

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

May 2023 Reconcile

Report for June 2023 Meeting

Cash Balances Ending:

5/31/23

Local Fund	\$	2,026,539.78	
S.B.A. Investment Fund	\$	8,736,259.66	
Bank of America	\$	281,202.41	(E-Pay Account)
Total Funds as of 05/31/23	\$	11,044,001.85	

Source of Income Local/ SBA Fund:

5/31/23

Local Fund- Taxes	\$	301,059.07	(Gross before Commission),
SBA Fund- Ret. On Invest.	\$	38,627.95	
Local Fund - Interest	\$	2,225.92	
Post Workshop Receipts	\$	100.00	
Dormatory Rent	\$	1,032.26	
Total Deposits by 05/31/23	\$	343,045.20	

CHEMICAL & INSECTICIDE INVENTORY

Report for June 2023 Meeting

Summary

VOUCHERS PRESENTED

Report for June 2023 Meeting

Local Fund

Several

Anastasia Mosquito Control District
VOUCHERS (Electronic Bill Pay & Canceled Checks)
 From 05/01/2023 through 05/31/23

Date	Num	Name	Memo	Clr	Amount	Balance
110 - Wells Fargo Bank - Local						3,022,668.97
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						11,947,047.29
05/01/2023	8359	Compass Group Inc.		X	-8,215.00	11,938,832.29
05/01/2023	8360	Creative Graphic D...	Invoice #042823-1	X	-6,050.00	11,932,782.29
05/01/2023	8361	Sunbelt Rentals	Invoice #13072647...	X	-806.92	11,931,975.37
05/01/2023	Direct D...	Panagiota Becker	May 2023, Commis...	X	-100.00	11,931,875.37
05/01/2023	Direct D...	Catherine Brandho...	May 2023, Commis...	X	-100.00	11,931,775.37
05/01/2023	Direct D...	Gayle Gardner	May 2023, Commis...	X	-100.00	11,931,675.37
05/01/2023	Direct D...	Martha Gleason	May 2023, Commis...	X	-100.00	11,931,575.37
05/01/2023	Direct D...	Gina LeBlanc	May 2023, Commis...	X	-100.00	11,931,475.37
05/02/2023	8362	Faye Goolrick	Service received in:...	X	-3,420.00	11,928,055.37
05/02/2023	9-#429	Dana Smith	Expense Reimb., B...	X	-199.95	11,927,855.42
05/03/2023	9-#425		Workshop Admissi...	X	301.48	11,928,156.90
05/04/2023	8363	Harrell Constructio...	AMCD Complex	X	-155,411.56	11,772,745.34
05/04/2023	Bill.com	Rays Tire & Srvc C...	https://app01.us.bill...	X	-1,276.36	11,771,468.98
05/04/2023	Bill.com	Partridge Well Drilli...	https://app01.us.bill...	X	-2,440.00	11,769,028.98
05/04/2023	Bill.com	Turner Ace Hardw...	https://app01.us.bill...	X	-65.56	11,768,963.42
05/04/2023	Bill.com	Augustine Alarm, F...	https://app01.us.bill...	X	-174.96	11,768,788.46
05/04/2023	Bill.com	Florida Mosquito C...	https://app01.us.bill...	X	-2,173.50	11,766,614.96
05/04/2023	Bill.com	Legal Shield	https://app01.us.bill...	X	-31.90	11,766,583.06
05/04/2023	Bill.com	Hagan Ace Mgmt. ...	https://app01.us.bill...	X	-68.87	11,766,514.19
05/04/2023	Bill.com	WM Waste Manag...	https://app01.us.bill...	X	-472.83	11,766,041.36
05/04/2023	Bill.com	Turner Ace Hardw...	https://app01.us.bill...	X	-77.24	11,765,964.12
05/04/2023	9-#427	Wells Fargo	Bill Manager 05/04/...	X	240,123.22	12,006,087.34
05/04/2023	9-#427	Wells Fargo	Bill Manager 05/04/...	X	-240,123.22	11,765,964.12
05/05/2023	Bill.com	FPL - EDU CENTER	https://app01.us.bill...	X	-570.62	11,765,393.50
05/05/2023	Bill.com	Lewis Longman & ...	https://app01.us.bill...	X	-1,500.00	11,763,893.50
05/05/2023	Bill.com	The Home Depot	https://app01.us.bill...	X	-1,636.27	11,762,257.23
05/05/2023	Bill.com	Guardian Fueling T...	https://app01.us.bill...	X	-8,940.03	11,753,317.20
05/05/2023	9-#440	Wells Fargo	Bill Manager 05/05/...	X	12,646.92	11,765,964.12
05/05/2023	9-#440	Wells Fargo	Bill Manager 05/05/...	X	-12,646.92	11,753,317.20
05/05/2023	9-#430	Steven Peper	Reimb., Hotel, Qual...	X	-253.35	11,753,063.85
05/05/2023	9-#419	Dennis Hollingsworth	Distrib. #9 YE 2023	X	295,037.89	12,048,101.74
05/05/2023	9-#431	Dr. Vindhya Aryapr...	Lunch Per Diems, ...	X	-42.00	12,048,059.74
05/08/2023	9-#428	Wells Fargo	Bill Manager 05/04/...	X	600.00	12,048,659.74
05/08/2023	9-#428	Wells Fargo	Bill Manager 05/04/...	X	-600.00	12,048,059.74
05/08/2023	9-#429	Wells Fargo	Bill Manager 05/04/...	X	2,440.00	12,050,499.74
05/08/2023	9-#429	Wells Fargo	Bill Manager 05/04/...	X	-2,440.00	12,048,059.74
05/08/2023	9-#430	Wells Fargo	Bill Manager 05/04/...	X	68.87	12,048,128.61
05/08/2023	9-#430	Wells Fargo	Bill Manager 05/04/...	X	-68.87	12,048,059.74
05/08/2023	9-#431	Wells Fargo	Bill Manager 05/04/...	X	174.96	12,048,234.70
05/08/2023	9-#431	Wells Fargo	Bill Manager 05/04/...	X	-174.96	12,048,059.74
05/08/2023	9-#432	Wells Fargo	Bill Manager 05/04/...	X	31.90	12,048,091.64
05/08/2023	9-#432	Wells Fargo	Bill Manager 05/04/...	X	-31.90	12,048,059.74
05/08/2023	9-#433	Wells Fargo	Bill Manager 05/04/...	X	2,173.50	12,050,233.24
05/08/2023	9-#433	Wells Fargo	Bill Manager 05/04/...	X	-2,173.50	12,048,059.74
05/08/2023	9-#434	Wells Fargo	Bill Manager 05/04/...	X	65.56	12,048,125.30
05/08/2023	9-#434	Wells Fargo	Bill Manager 05/04/...	X	-65.56	12,048,059.74
05/08/2023	9-#435	Wells Fargo	Bill Manager 05/04/...	X	472.83	12,048,532.57
05/08/2023	9-#435	Wells Fargo	Bill Manager 05/04/...	X	-472.83	12,048,059.74
05/08/2023	9-#436	Wells Fargo	Bill Manager 05/04/...	X	77.24	12,048,136.98
05/08/2023	9-#436	Wells Fargo	Bill Manager 05/04/...	X	-77.24	12,048,059.74
05/08/2023	9-#437	Wells Fargo	Bill Manager 05/04/...	X	1,276.36	12,049,336.10
05/08/2023	9-#437	Wells Fargo	Bill Manager 05/04/...	X	-1,276.36	12,048,059.74
05/08/2023	9-#438	Wells Fargo	Bill Manager 05/04/...	X	223,255.50	12,271,315.24
05/08/2023	9-#438	Wells Fargo	Bill Manager 05/04/...	X	-223,255.50	12,048,059.74
05/08/2023	9-#439	Wells Fargo	Bill Manager 05/04/...	X	9,486.50	12,057,546.24
05/08/2023	9-#439	Wells Fargo	Bill Manager 05/04/...	X	-9,486.50	12,048,059.74
05/08/2023	Phone ...	Bank of America	4356 2200 0207 45...	X	-25,504.50	12,022,555.24
05/08/2023		Wells Fargo	Deposit	X	2,225.92	12,024,781.16
05/09/2023	8364	Adapco, Inc.	1010	X	-223,255.50	11,801,525.66
05/09/2023	8365	Ann Simpson	Cleaning	X	-600.00	11,800,925.66
05/09/2023	8366	L.V. Hiern, Inc.	Cust#ANAMOS	X	-9,486.50	11,791,439.16
05/09/2023	8367	Laboratory Builder...	Invoice #323202377	X	-27,680.00	11,763,759.16
05/09/2023	9-#443	Wells Fargo	Bill Manager 05/09/...	X	6,781.22	11,770,540.38

Anastasia Mosquito Control District
VOUCHERS (Electronic Bill Pay & Canceled Checks)
From 05/01/2023 through 05/31/23

Date	Num	Name	Memo	Clr	Amount	Balance
05/09/2023	9-#443	Wells Fargo	Bill Manager 05/09/...	X	-6,781.22	11,763,759.16
05/10/2023	9-#432	Dana Smith	Walmart Entomol. ...	X	-155.14	11,763,604.02
05/11/2023	9-#441	Payroll	Taxes Withheld	X	-20,545.86	11,743,058.16
05/11/2023	9-#441	Payroll	Bank Account, Other	X	-1,537.00	11,741,521.16
05/11/2023	9-#441	Payroll	Credit Union	X	-1,330.00	11,740,191.16
05/11/2023	9-#441	Payroll	Net Pay to Bank	X	-61,915.11	11,678,276.05
05/11/2023	8368	Kristopher Arheart	D.O.D. Grant Scien...	X	-4,061.25	11,674,214.80
05/11/2023	9-#442	Tomomi Hirokawa	Tomomi Hirokawa ...	X	-400.00	11,673,814.80
05/11/2023	9-#427	World Electric Sup...	Erroneous OverPay...	X	1,121.13	11,674,935.93
05/11/2023	ACH De...	Paypal	Office Exp.	X	-1.99	11,674,933.94
05/12/2023	Bill.com	FPL - EOC DR - R...	https://app01.us.bill...	X	-1,192.46	11,673,741.48
05/12/2023	Bill.com	Lombardo, Spradle...	https://app01.us.bill...	X	-8,800.00	11,664,941.48
05/12/2023	Bill.com	AFLAC	https://app01.us.bill...	X	-52.08	11,664,889.40
05/12/2023	Bill.com	24/7 Mobile Glass	https://app01.us.bill...	X	-950.00	11,663,939.40
05/12/2023	Bill.com	Cintas Fire Protecti...	https://app01.us.bill...	X	-1,157.00	11,662,782.40
05/12/2023	Bill.com	Florida Janitor & P...	https://app01.us.bill...	X	-101.80	11,662,680.60
05/12/2023	Bill.com	Arnett AC, Plumbin...	https://app01.us.bill...	X	-2,770.00	11,659,910.60
05/12/2023	Bill.com	TPH The Parts Ho...	https://app01.us.bill...	X	-892.61	11,659,017.99
05/12/2023	Bill.com	United Concordia	https://app01.us.bill...	X	-1,997.23	11,657,020.76
05/12/2023	Bill.com	Clarke Mosquito Pr...	https://app01.us.bill...	X	-156.36	11,656,864.40
05/12/2023	Bill.com	FPL - EOC DR-Mai...	https://app01.us.bill...	X	-1,658.64	11,655,205.76
05/12/2023	9-#444	Wells Fargo	Bill Manager 05/12/...	X	19,728.18	11,674,933.94
05/12/2023	9-#444	Wells Fargo	Bill Manager 05/12/...	X	-19,728.18	11,655,205.76
05/12/2023	9-#433	Connor, Kupe	Education Exp. Rei...	X	-20.01	11,655,185.75
05/15/2023	WIRE	Guangzhou Shand...	Contract #SD20230...	X	-311,780.00	11,343,405.75
05/15/2023	9-#426	Tomomi Hirokawa	May Dormatory Rent	X	385.55	11,343,791.30
05/16/2023	Bill.com	Walmart Community	https://app01.us.bill...	X	-81.84	11,343,709.46
05/16/2023	9-#445	Wells Fargo	Bill Manager 05/16/...	X	81.84	11,343,791.30
05/16/2023	9-#445	Wells Fargo	Bill Manager 05/16/...	X	-81.84	11,343,709.46
05/17/2023	8369	Arnett AC, Plumbin...	Invoice #111955172	X	-2,627.00	11,341,082.46
05/17/2023	8370	Color Reflections	Invoice #519905, #...	X	-753.00	11,340,329.46
05/17/2023	8371	Fisher Scientific	ACCT#869579-001	X	-1,031.92	11,339,297.54
05/17/2023	8372	n8 Creative Studios	Invoice #18673	X	-4,400.00	11,334,897.54
05/18/2023	Bill.com	UHS Premium Billing	https://app01.us.bill...	X	-225.81	11,334,671.73
05/18/2023	Bill.com	American Crossroa...	https://app01.us.bill...	X	-1,340.00	11,333,331.73
05/18/2023	Bill.com	LOCALiQ	https://app01.us.bill...	X	-36.72	11,333,295.01
05/18/2023	Bill.com	Comcast Business ...	https://app01.us.bill...	X	-504.04	11,332,790.97
05/18/2023	Bill.com	Turner Ace Hardw...	https://app01.us.bill...	X	-48.28	11,332,742.69
05/18/2023	Bill.com	Florida Janitor & P...	https://app01.us.bill...	X	-437.10	11,332,305.59
05/18/2023	Bill.com	Advance Auto Parts	https://app01.us.bill...	X	-148.89	11,332,156.70
05/18/2023	Bill.com	COMCAST TV-Inte...	https://app01.us.bill...	X	-251.32	11,331,905.38
05/18/2023	Bill.com	LOCALiQ Florida	https://app01.us.bill...	X	-47.60	11,331,857.78
05/18/2023	9-#425	Wells Fargo	Bill Manager 05/18/...	X	3,039.76	11,334,897.54
05/18/2023	9-#425	Wells Fargo	Bill Manager 05/18/...	X	-3,039.76	11,331,857.78
05/22/2023	8373	Terra Universal, Inc.	Invoice #309130	X	-118,921.08	11,212,936.70
05/22/2023	8374	Recognition Plus &...	Invoice #111862	X	-170.00	11,212,766.70
05/22/2023	9-#434		D.C. Trav. Gardner,...	X	-1,675.24	11,211,091.46
05/23/2023	8375	Thomas Haller	Invoice #320	X	-910.00	11,210,181.46
05/24/2023	Bill.com	Staples Credit Plan	https://app01.us.bill...	X	-1,093.44	11,209,088.02
05/24/2023	Bill.com	Ezekiel D Williams	https://app01.us.bill...	X	-150.00	11,208,938.02
05/24/2023	Bill.com	Ann Simpson	https://app01.us.bill...	X	-680.00	11,208,258.02
05/24/2023	Bill.com	Florida Janitor & P...	https://app01.us.bill...	X	-175.05	11,208,082.97
05/24/2023	Bill.com	Verizon Wireless C...	https://app01.us.bill...	X	-1,105.55	11,206,977.42
05/24/2023	Phone ...	Bank of America	4356 2200 0207 45...	X	-10,070.95	11,196,906.47
05/24/2023	9-#426	Decyo McDuffie	Security Deposit, P...	X	-133.20	11,196,773.27
05/24/2023	9-#426	Julio Silva	The Home Depot, o...	X	-67.27	11,196,706.00
05/24/2023	9-#419	Panagiota Becker	AMCA, Reno, NV, ...	X	-330.28	11,196,375.72
05/24/2023	Direct D...	Wells Fargo	Bill Manager 05/24/...	X	3,204.04	11,199,579.76
05/24/2023	Direct D...	Wells Fargo	Bill Manager 05/24/...	X	-3,204.04	11,196,375.72
05/25/2023	9-#446	Payroll	Taxes Withheld	X	-21,032.94	11,175,342.78
05/25/2023	9-#446	Payroll	Bank Account, Other	X	-2,087.00	11,173,255.78
05/25/2023	9-#446	Payroll	Credit Union	X	-1,400.00	11,171,855.78
05/25/2023	9-#446	Payroll	Net Pay to Bank	X	-62,513.66	11,109,342.12
05/25/2023	Bill.com	Guardian	https://app01.us.bill...	X	-363.78	11,108,978.34
05/25/2023	WIRE	Bank of America	For Bill Pay	X	-100,000.00	11,008,978.34
05/25/2023	8376	CustomAquarium.c...	Invoice #2790	X	-2,790.00	11,006,188.34
05/25/2023	9-#420	EBAY	Aviation Chemical ...	X	-71.90	11,006,116.44
05/25/2023	Direct D...	Wells Fargo	Bill Manager 05/25/...	X	363.78	11,006,480.22

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06/01/23

Accrual Basis

Anastasia Mosquito Control District
VOUCHERS (Electronic Bill Pay & Canceled Checks)
 From 05/01/2023 through 05/31/23

Date	Num	Name	Memo	Clr	Amount	Balance
05/25/2023	Direct D...	Wells Fargo	Bill Manager 05/25/...	X	-363.78	11,006,116.44
05/25/2023	9-#417	Florida Retirement ...	FRS May 2023, Em...	X	-26,183.76	10,979,932.68
05/26/2023	9-#424	Redya Naik B	Visiting Scientist R...	X	-2,100.00	10,977,832.68
05/30/2023	9-#428	Decyo McDuffie	May Dormatory Re...	X	223.66	10,978,056.34
05/30/2023	8377	NLINDAHL Design ...	Invoice #2304		-6,390.83	10,971,665.51
05/31/2023	8378	Arnett AC, Plumbin...	Invoice #111955172		-15,794.91	10,955,870.60
05/31/2023	ACH De...	Entovate, LLC	Entomology Supplies		-4,914.00	10,950,956.60
05/31/2023	9-#432	Dana Smith	Distilled Water Airc...	X	-38.50	10,950,918.10
Total 110 · Wells Fargo Bank - Local - Other					-996,129.19	10,950,918.10
Total 110 · Wells Fargo Bank - Local					-996,129.19	2,026,539.78
TOTAL					-996,129.19	2,026,539.78

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06/06/23

Anastasia Mosquito Control District
Reconciliation Summary
110 · Wells Fargo Bank - Local, Period Ending 05/31/2023

	<u>May 31, 23</u>
Beginning Balance	3,055,658.93
Cleared Transactions	
Checks and Payments - 114 items	-1,838,814.63
Deposits and Credits - 27 items	840,665.22
Total Cleared Transactions	<u>-998,149.41</u>
Cleared Balance	<u>2,057,509.52</u>
Uncleared Transactions	
Checks and Payments - 6 items	<u>-30,969.74</u>
Total Uncleared Transactions	<u>-30,969.74</u>
Register Balance as of 05/31/2023	<u>2,026,539.78</u>
New Transactions	
Checks and Payments - 20 items	-113,389.22
Deposits and Credits - 2 items	4,032.96
Total New Transactions	<u>-109,356.26</u>
Ending Balance	<u>1,917,183.52</u>

Anastasia Mosquito Control District Reconciliation Detail

110 · Wells Fargo Bank - Local, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,055,658.93
Cleared Transactions						
Checks and Payments - 114 items						
Bill Pmt -Check	04/24/2023	8354	Compass Group Inc.	X	-18,222.36	-18,222.36
Bill Pmt -Check	04/24/2023	8353	Compass Group Inc.	X	-1,745.40	-19,967.76
Bill Pmt -Check	04/26/2023	8356	Carrier Enterprise, L...	X	-6,785.00	-26,752.76
Bill Pmt -Check	04/26/2023	8357	Communication Sol...	X	-2,902.72	-29,655.48
Bill Pmt -Check	04/26/2023	8355	Burchfield Electric, I...	X	-1,700.00	-31,355.48
Bill Pmt -Check	04/27/2023	8358	ULINE	X	-1,634.48	-32,989.96
General Journal	04/28/2023	9-#426	Wells Fargo	X	-15,277.41	-48,267.37
Bill Pmt -Check	05/01/2023	8359	Compass Group Inc.	X	-8,215.00	-56,482.37
Bill Pmt -Check	05/01/2023	8360	Creative Graphic De...	X	-6,050.00	-62,532.37
Bill Pmt -Check	05/01/2023	8361	Sunbelt Rentals	X	-806.92	-63,339.29
General Journal	05/01/2023	Direct ...	Panagiota Becker	X	-100.00	-63,439.29
General Journal	05/01/2023	Direct ...	Catherine Brandhorst	X	-100.00	-63,539.29
General Journal	05/01/2023	Direct ...	Gina LeBlanc	X	-100.00	-63,639.29
General Journal	05/01/2023	Direct ...	Gayle Gardner	X	-100.00	-63,739.29
General Journal	05/01/2023	Direct ...	Martha Gleason	X	-100.00	-63,839.29
Bill Pmt -Check	05/02/2023	8362	Faye Goolrick	X	-3,420.00	-67,259.29
General Journal	05/02/2023	9-#429	Dana Smith	X	-199.95	-67,459.24
General Journal	05/04/2023	9-#427	Wells Fargo	X	-240,123.22	-307,582.46
Bill Pmt -Check	05/04/2023	8363	Harrell Construction ...	X	-155,411.56	-462,994.02
Bill Pmt -Check	05/04/2023	Bill.com	Partridge Well Drillin...	X	-2,440.00	-465,434.02
Bill Pmt -Check	05/04/2023	Bill.com	Florida Mosquito Co...	X	-2,173.50	-467,607.52
Bill Pmt -Check	05/04/2023	Bill.com	Rays Tire & Srvc Ctr...	X	-1,276.36	-468,883.88
Bill Pmt -Check	05/04/2023	Bill.com	WM Waste Manage...	X	-472.83	-469,356.71
Bill Pmt -Check	05/04/2023	Bill.com	Augustine Alarm, Fir...	X	-174.96	-469,531.67
Bill Pmt -Check	05/04/2023	Bill.com	Turner Ace Hardwar...	X	-77.24	-469,608.91
Bill Pmt -Check	05/04/2023	Bill.com	Hagan Ace Mgmt. C...	X	-68.87	-469,677.78
Bill Pmt -Check	05/04/2023	Bill.com	Turner Ace Hardwar...	X	-65.56	-469,743.34
Bill Pmt -Check	05/04/2023	Bill.com	Legal Shield	X	-31.90	-469,775.24
General Journal	05/05/2023	9-#440	Wells Fargo	X	-12,646.92	-482,422.16
Bill Pmt -Check	05/05/2023	Bill.com	Guardian Fueling Te...	X	-8,940.03	-491,362.19
Bill Pmt -Check	05/05/2023	Bill.com	The Home Depot	X	-1,636.27	-492,998.46
Bill Pmt -Check	05/05/2023	Bill.com	Lewis Longman & ...	X	-1,500.00	-494,498.46
Bill Pmt -Check	05/05/2023	Bill.com	FPL - EDU CENTER	X	-570.62	-495,069.08
General Journal	05/05/2023	9-#430	Steven Peper	X	-253.35	-495,322.43
General Journal	05/05/2023	9-#431	Dr. Vindhya Aryapre...	X	-42.00	-495,364.43
General Journal	05/08/2023	9-#438	Wells Fargo	X	-223,255.50	-718,619.93
Bill Pmt -Check	05/08/2023	Phone...	Bank of America	X	-25,504.50	-744,124.43
General Journal	05/08/2023	9-#439	Wells Fargo	X	-9,486.50	-753,610.93
General Journal	05/08/2023	9-#429	Wells Fargo	X	-2,440.00	-756,050.93
General Journal	05/08/2023	9-#433	Wells Fargo	X	-2,173.50	-758,224.43
General Journal	05/08/2023	9-#437	Wells Fargo	X	-1,276.36	-759,500.79
General Journal	05/08/2023	9-#428	Wells Fargo	X	-600.00	-760,100.79
General Journal	05/08/2023	9-#435	Wells Fargo	X	-472.83	-760,573.62
General Journal	05/08/2023	9-#431	Wells Fargo	X	-174.96	-760,748.58
General Journal	05/08/2023	9-#436	Wells Fargo	X	-77.24	-760,825.82
General Journal	05/08/2023	9-#430	Wells Fargo	X	-68.87	-760,894.69
General Journal	05/08/2023	9-#434	Wells Fargo	X	-65.56	-760,960.25
General Journal	05/08/2023	9-#432	Wells Fargo	X	-31.90	-760,992.15
Bill Pmt -Check	05/09/2023	8364	Adapco, Inc.	X	-223,255.50	-984,247.65
Bill Pmt -Check	05/09/2023	8367	Laboratory Builders,...	X	-27,680.00	-1,011,927.65
Bill Pmt -Check	05/09/2023	8366	L.V. Hiers, Inc.	X	-9,486.50	-1,021,414.15
General Journal	05/09/2023	9-#443	Wells Fargo	X	-6,781.22	-1,028,195.37
Bill Pmt -Check	05/09/2023	8365	Ann Simpson	X	-600.00	-1,028,795.37
General Journal	05/10/2023	9-#432	Dana Smith	X	-155.14	-1,028,950.51
General Journal	05/11/2023	9-#441	Payroll	X	-61,915.11	-1,090,865.62
General Journal	05/11/2023	9-#441	Payroll	X	-20,545.86	-1,111,411.48
Bill Pmt -Check	05/11/2023	8368	Kristopher Arheart	X	-4,061.25	-1,115,472.73
General Journal	05/11/2023	9-#441	Payroll	X	-1,537.00	-1,117,009.73
General Journal	05/11/2023	9-#441	Payroll	X	-1,330.00	-1,118,339.73
General Journal	05/11/2023	9-#442	Tomomi Hirokawa	X	-400.00	-1,118,739.73
Bill Pmt -Check	05/11/2023	ACH ...	Paypal	X	-1.99	-1,118,741.72
General Journal	05/12/2023	9-#444	Wells Fargo	X	-19,728.18	-1,138,469.90
Bill Pmt -Check	05/12/2023	Bill.com	Lombardo, Spradley...	X	-8,800.00	-1,147,269.90
Bill Pmt -Check	05/12/2023	Bill.com	Arnett AC, Plumbing...	X	-2,770.00	-1,150,039.90
Bill Pmt -Check	05/12/2023	Bill.com	United Concordia	X	-1,997.23	-1,152,037.13

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	05/12/2023	Bill.com	FPL - EOC DR-Main...	X	-1,658.64	-1,153,695.77
Bill Pmt -Check	05/12/2023	Bill.com	FPL - EOC DR - Re...	X	-1,192.46	-1,154,888.23
Bill Pmt -Check	05/12/2023	Bill.com	Cintas Fire Protection	X	-1,157.00	-1,156,045.23
Bill Pmt -Check	05/12/2023	Bill.com	24/7 Mobile Glass	X	-950.00	-1,156,995.23
Bill Pmt -Check	05/12/2023	Bill.com	TPH The Parts House	X	-892.61	-1,157,887.84
Bill Pmt -Check	05/12/2023	Bill.com	Clarke Mosquito Pro...	X	-156.36	-1,158,044.20
Bill Pmt -Check	05/12/2023	Bill.com	Florida Janitor & Pa...	X	-101.80	-1,158,146.00
Bill Pmt -Check	05/12/2023	Bill.com	AFLAC	X	-52.08	-1,158,198.08
General Journal	05/12/2023	9-#433	Connor, Kupe	X	-20.01	-1,158,218.09
Bill Pmt -Check	05/15/2023	WIRE	Guangzhou Shanda ...	X	-311,780.00	-1,469,998.09
General Journal	05/16/2023	9-#445	Wells Fargo	X	-81.84	-1,470,079.93
Bill Pmt -Check	05/16/2023	Bill.com	Walmart Community	X	-81.84	-1,470,161.77
Bill Pmt -Check	05/17/2023	8372	n8 Creative Studios	X	-4,400.00	-1,474,561.77
Bill Pmt -Check	05/17/2023	8369	Arnett AC, Plumbing...	X	-2,627.00	-1,477,188.77
Bill Pmt -Check	05/17/2023	8371	Fisher Scientific	X	-1,031.92	-1,478,220.69
Bill Pmt -Check	05/17/2023	8370	Color Reflections	X	-753.00	-1,478,973.69
General Journal	05/18/2023	9-#425	Wells Fargo	X	-3,039.76	-1,482,013.45
Bill Pmt -Check	05/18/2023	Bill.com	American Crossroad...	X	-1,340.00	-1,483,353.45
Bill Pmt -Check	05/18/2023	Bill.com	Comcast Business -...	X	-504.04	-1,483,857.49
Bill Pmt -Check	05/18/2023	Bill.com	Florida Janitor & Pa...	X	-437.10	-1,484,294.59
Bill Pmt -Check	05/18/2023	Bill.com	COMCAST TV-Inter...	X	-251.32	-1,484,545.91
Bill Pmt -Check	05/18/2023	Bill.com	UHS Premium Billing	X	-225.81	-1,484,771.72
Bill Pmt -Check	05/18/2023	Bill.com	Advance Auto Parts	X	-148.89	-1,484,920.61
Bill Pmt -Check	05/18/2023	Bill.com	Turner Ace Hardwar...	X	-48.28	-1,484,968.89
Bill Pmt -Check	05/18/2023	Bill.com	LOCALiQ Florida	X	-47.60	-1,485,016.49
Bill Pmt -Check	05/18/2023	Bill.com	LOCALiQ	X	-36.72	-1,485,053.21
Bill Pmt -Check	05/22/2023	8373	Terra Universal, Inc.	X	-118,921.08	-1,603,974.29
General Journal	05/22/2023	9-#434		X	-1,675.24	-1,605,649.53
Bill Pmt -Check	05/24/2023	Phone...	Bank of America	X	-10,070.95	-1,615,720.48
General Journal	05/24/2023	Direct ...	Wells Fargo	X	-3,204.04	-1,618,924.52
Bill Pmt -Check	05/24/2023	Bill.com	Verizon Wireless Ce...	X	-1,105.55	-1,620,030.07
Bill Pmt -Check	05/24/2023	Bill.com	Staples Credit Plan	X	-1,093.44	-1,621,123.51
Bill Pmt -Check	05/24/2023	Bill.com	Ann Simpson	X	-680.00	-1,621,803.51
General Journal	05/24/2023	9-#419	Panagiota Becker	X	-330.28	-1,622,133.79
Bill Pmt -Check	05/24/2023	Bill.com	Florida Janitor & Pa...	X	-175.05	-1,622,308.84
Bill Pmt -Check	05/24/2023	Bill.com	Ezekiel D Williams	X	-150.00	-1,622,458.84
General Journal	05/24/2023	9-#426	Decyo McDuffie	X	-133.20	-1,622,592.04
General Journal	05/24/2023	9-#426	Julio Silva	X	-67.27	-1,622,659.31
Check	05/25/2023	WIRE	Bank of America	X	-100,000.00	-1,722,659.31
General Journal	05/25/2023	9-#446	Payroll	X	-62,513.66	-1,785,172.97
General Journal	05/25/2023	9-#417	Florida Retirement S...	X	-26,183.76	-1,811,356.73
General Journal	05/25/2023	9-#446	Payroll	X	-21,032.94	-1,832,389.67
General Journal	05/25/2023	9-#446	Payroll	X	-2,087.00	-1,834,476.67
General Journal	05/25/2023	9-#446	Payroll	X	-1,400.00	-1,835,876.67
General Journal	05/25/2023	Direct ...	Wells Fargo	X	-363.78	-1,836,240.45
Bill Pmt -Check	05/25/2023	Bill.com	Guardian	X	-363.78	-1,836,604.23
General Journal	05/25/2023	9-#420	EBAY	X	-71.90	-1,836,676.13
General Journal	05/26/2023	9-#424	Redya Naik B	X	-2,100.00	-1,838,776.13
General Journal	05/31/2023	9-#432	Dana Smith	X	-38.50	-1,838,814.63

Total Checks and Payments

-1,838,814.63

-1,838,814.63

Deposits and Credits - 27 items

General Journal	04/28/2023	9-#426	Wells Fargo	X	15,277.41	15,277.41
General Journal	05/03/2023	9-#425		X	301.48	15,578.89
General Journal	05/04/2023	9-#427	Wells Fargo	X	240,123.22	255,702.11
General Journal	05/05/2023	9-#440	Wells Fargo	X	12,646.92	268,349.03
General Journal	05/05/2023	9-#419	Dennis Hollingsworth	X	295,037.89	563,386.92
General Journal	05/08/2023	9-#432	Wells Fargo	X	31.90	563,418.82
General Journal	05/08/2023	9-#434	Wells Fargo	X	65.56	563,484.38
General Journal	05/08/2023	9-#430	Wells Fargo	X	68.87	563,553.25
General Journal	05/08/2023	9-#436	Wells Fargo	X	77.24	563,630.49
General Journal	05/08/2023	9-#431	Wells Fargo	X	174.96	563,805.45
General Journal	05/08/2023	9-#435	Wells Fargo	X	472.83	564,278.28
General Journal	05/08/2023	9-#428	Wells Fargo	X	600.00	564,878.28
General Journal	05/08/2023	9-#437	Wells Fargo	X	1,276.36	566,154.64
General Journal	05/08/2023	9-#433	Wells Fargo	X	2,173.50	568,328.14
Deposit	05/08/2023		Wells Fargo	X	2,225.92	570,554.06
General Journal	05/08/2023	9-#429	Wells Fargo	X	2,440.00	572,994.06

Type	Date	Num	Name	Clr	Amount	Balance
General Journal	05/08/2023	9-#439	Wells Fargo	X	9,486.50	582,480.56
General Journal	05/08/2023	9-#438	Wells Fargo	X	223,255.50	805,736.06
General Journal	05/09/2023	9-#443	Wells Fargo	X	6,781.22	812,517.28
General Journal	05/11/2023	9-#427	World Electric Suppl...	X	1,121.13	813,638.41
General Journal	05/12/2023	9-#444	Wells Fargo	X	19,728.18	833,366.59
General Journal	05/15/2023	9-#426	Tomomi Hirokawa	X	385.55	833,752.14
General Journal	05/16/2023	9-#445	Wells Fargo	X	81.84	833,833.98
General Journal	05/18/2023	9-#425	Wells Fargo	X	3,039.76	836,873.74
General Journal	05/24/2023	Direct ...	Wells Fargo	X	3,204.04	840,077.78
General Journal	05/25/2023	Direct ...	Wells Fargo	X	363.78	840,441.56
General Journal	05/30/2023	9-#428	Decyo McDuffie	X	223.66	840,665.22
Total Deposits and Credits					840,665.22	840,665.22
Total Cleared Transactions					-998,149.41	-998,149.41
Cleared Balance					-998,149.41	2,057,509.52
Uncleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	05/22/2023	8374	Recognition Plus & ...		-170.00	-170.00
Bill Pmt -Check	05/23/2023	8375	Thomas Haller		-910.00	-1,080.00
Bill Pmt -Check	05/25/2023	8376	CustomAquarium.com		-2,790.00	-3,870.00
Bill Pmt -Check	05/30/2023	8377	NLINDAHL Design L...		-6,390.83	-10,260.83
Bill Pmt -Check	05/31/2023	8378	Arnett AC, Plumbing...		-15,794.91	-26,055.74
Bill Pmt -Check	05/31/2023	ACH ...	Entovate, LLC		-4,914.00	-30,969.74
Total Checks and Payments					-30,969.74	-30,969.74
Total Uncleared Transactions					-30,969.74	-30,969.74
Register Balance as of 05/31/2023					-1,029,119.15	2,026,539.78
New Transactions						
Checks and Payments - 20 items						
Bill Pmt -Check	06/01/2023	8380	Faye Goolrick		-2,880.00	-2,880.00
Bill Pmt -Check	06/01/2023	8381	Noland Company		-1,759.20	-4,639.20
Bill Pmt -Check	06/01/2023	8379	Arnett AC, Plumbing...		-595.00	-5,234.20
General Journal	06/02/2023	9-#433	Wells Fargo		-3,356.10	-8,590.30
Bill Pmt -Check	06/02/2023	Bill.com	Feedin' Time		-800.00	-9,390.30
Bill Pmt -Check	06/02/2023	Bill.com	MSC Industrial Supp...		-656.87	-10,047.17
Bill Pmt -Check	06/02/2023	Bill.com	St. Johns County Uti...		-493.73	-10,540.90
Bill Pmt -Check	06/02/2023	Bill.com	Walmart Community		-440.58	-10,981.48
Bill Pmt -Check	06/02/2023	Bill.com	COPYFAX		-414.21	-11,395.69
Bill Pmt -Check	06/02/2023	Bill.com	Partridge Well Drillin...		-250.00	-11,645.69
Bill Pmt -Check	06/02/2023	Bill.com	WM Waste Manage...		-199.83	-11,845.52
Bill Pmt -Check	06/02/2023	Bill.com	Florida Pest Control		-68.98	-11,914.50
Bill Pmt -Check	06/02/2023	Bill.com	Legal Shield		-31.90	-11,946.40
Bill Pmt -Check	06/05/2023	8384	CPR Contracting, LLC		-5,500.00	-17,446.40
Bill Pmt -Check	06/05/2023	8383	Noland Company		-4,932.00	-22,378.40
Bill Pmt -Check	06/05/2023	8382	Festhaus		-2,200.00	-24,578.40
General Journal	06/08/2023	9-#434	Payroll		-64,733.06	-89,311.46
General Journal	06/08/2023	9-#434	Payroll		-21,240.76	-110,552.22
General Journal	06/08/2023	9-#434	Payroll		-1,537.00	-112,089.22
General Journal	06/08/2023	9-#434	Payroll		-1,300.00	-113,389.22
Total Checks and Payments					-113,389.22	-113,389.22
Deposits and Credits - 2 items						
General Journal	06/02/2023	9-#433	Wells Fargo		3,356.10	3,356.10
General Journal	06/05/2023	9-#435			676.86	4,032.96
Total Deposits and Credits					4,032.96	4,032.96
Total New Transactions					-109,356.26	-109,356.26
Ending Balance					-1,138,475.41	1,917,183.52

10:43 AM

06/06/23

Anastasia Mosquito Control District
Reconciliation Summary
115 · SBA, Period Ending 05/31/2023

	<u>May 31, 23</u>
Beginning Balance	8,697,631.71
Cleared Transactions	
Deposits and Credits - 1 item	<u>38,627.95</u>
Total Cleared Transactions	<u>38,627.95</u>
Cleared Balance	<u>8,736,259.66</u>
Register Balance as of 05/31/2023	8,736,259.66
Ending Balance	8,736,259.66

10:43 AM

06/06/23

Anastasia Mosquito Control District
Reconciliation Detail
115 · SBA, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,697,631.71
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	05/31/2023			X	38,627.95	38,627.95
Total Deposits and Credits					38,627.95	38,627.95
Total Cleared Transactions					38,627.95	38,627.95
Cleared Balance					38,627.95	8,736,259.66
Register Balance as of 05/31/2023					38,627.95	8,736,259.66
Ending Balance					<u>38,627.95</u>	<u>8,736,259.66</u>



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

AGENCY ACCOUNT 101071
 05/01/2023 - 05/31/2023

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

Participant Return 05/31/2023 : 5.23 %

<u>Date</u>	<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
05/01/2023	BEGINNING BALANCE			8,697,631.71
05/31/2023	EARNED INCOME	INTEREST	38,627.95	8,736,259.66
	Totals:		<u>38,627.95</u>	<u>8,736,259.66</u>

10:52 AM

06/06/23

Anastasia Mosquito Control District
Reconciliation Summary
112 · Bank of America, Period Ending 05/31/2023

	<u>May 31, 23</u>
Beginning Balance	226,250.41
Cleared Transactions	
Checks and Payments - 4 items	-45,048.00
Deposits and Credits - 1 item	100,000.00
Total Cleared Transactions	<u>54,952.00</u>
Cleared Balance	<u>281,202.41</u>
Register Balance as of 05/31/2023	281,202.41
New Transactions	
Checks and Payments - 1 item	-2,231.00
Total New Transactions	<u>-2,231.00</u>
Ending Balance	<u><u>278,971.41</u></u>




Anastasia Mosquito Control District
Reconciliation Detail
112 - Bank of America, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						226,250.41
Cleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	05/11/2023	E-Pay	Nationwide Retirem...	X	-2,231.00	-2,231.00
Check	05/15/2023		Bank of America	X	-271.51	-2,502.51
Bill Pmt -Check	05/23/2023	Phone...	Blue Cross Blue Shi...	X	-40,314.49	-42,817.00
Bill Pmt -Check	05/25/2023	E-Pay	Nationwide Retirem...	X	-2,231.00	-45,048.00
Total Checks and Payments					-45,048.00	-45,048.00
Deposits and Credits - 1 item						
Check	05/25/2023	WIRE	Bank of America	X	100,000.00	100,000.00
Total Deposits and Credits					100,000.00	100,000.00
Total Cleared Transactions					54,952.00	54,952.00
Cleared Balance					54,952.00	281,202.41
Register Balance as of 05/31/2023					54,952.00	281,202.41
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	06/08/2023	E-Pay	Nationwide Retirem...		-2,231.00	-2,231.00
Total Checks and Payments					-2,231.00	-2,231.00
Total New Transactions					-2,231.00	-2,231.00
Ending Balance					52,721.00	278,971.41



P.O. Box 15284
Wilmington, DE 19850

Customer service information

-  Customer service: 1.888.400.9009
-  [bankofamerica.com](https://www.bankofamerica.com)
-  Bank of America, N.A.
P.O. Box 25118
Tampa, Florida 33622-5118

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

Your Full Analysis Business Checking

for May 1, 2023 to May 31, 2023

Account number: 8981 0275 2170

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY LOCAL GOVERNMENT

Account summary

Beginning balance on May 1, 2023	\$226,250.41
Deposits and other credits	100,000.00
Withdrawals and other debits	-44,776.49
Checks	-0.00
Service fees	-271.51
Ending balance on May 31, 2023	\$281,202.41

of deposits/credits: 1
 # of withdrawals/debits: 5
 # of days in cycle: 31
 Average ledger balance: \$239,561.10

Unfinished Business #3



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

ARTHROPOD CONTROL BUDGET AMENDMENT

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

NICOLE "NIKKI" FRIED
COMMISSIONER

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

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

Amendment No. **2023-07**

Fiscal Year: **2022-2023**

Date: **6/15/2023**

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
\$ 16,854,290.61	\$ 5,791,636.05	\$ 16,854,290.61	\$ 124,384.71	\$ 151,000.00	\$ 16,827,675.32

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	\$ 184,323.56	\$ 40,853.87	\$ -	\$ 225,177.43
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ 25,000.00	\$ 83,530.84	\$ -	\$ 108,530.84
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 7,893,806.56	\$ 124,384.71	\$ -	\$ 8,018,191.27
Beginning Fund Balance		\$ 8,960,484.05	\$ -	\$ -	\$ 8,960,484.05
Total Budgetary Receipts & Balances		\$ 16,854,290.61	\$ 124,384.71	\$ -	\$ 16,978,675.32

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	\$ 75,000.00	\$ -	\$ 2,465,263.00
20	Personal Service Benefits	\$ 1,291,192.00	\$ 10,384.71	\$ -	\$ 1,301,576.71
30	Operating Expense	\$ 563,708.91	\$ 5,000.00	\$ -	\$ 568,708.91
40	Travel & Per Diem	\$ 78,723.00	\$ 8,000.00	\$ -	\$ 86,723.00
41	Communication Services	\$ 30,574.52	\$ -	\$ -	\$ 30,574.52
42	Freight Services	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00
43	Utility Service	\$ 76,216.13	\$ -	\$ -	\$ 76,216.13
44	Rentals & Leases	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
45	Insurance	\$ 222,668.78	\$ 10,000.00	\$ -	\$ 232,668.78
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	\$ 24,500.00	\$ 4,500.00	\$ -	\$ 29,000.00
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	\$ 35,240.00	\$ 4,000.00	\$ -	\$ 39,240.00
55	Training	\$ 56,790.92	\$ 7,500.00	\$ -	\$ 64,290.92
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	\$ -	\$ 151,000.00	\$ 927,776.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 11,062,654.56	\$ 124,384.71	\$ 151,000.00	\$ 11,036,039.27
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		\$ 16,854,290.61	\$ 124,384.71	\$ 151,000.00	\$ 16,827,675.32
ENDING FUND BALANCE		\$ -	\$ -	\$ (151,000.00)	\$ 151,000.00

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

DATE _____

APPROVED: _____

DATE _____

COMPUTATIONS

LOCAL FUND

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

Receipts:

Revenue: Interest Earnings		40,853.87
Revenue: Misc./Refunds	(FEMA Reimb., Dorm Rents)	83,530.84

124,384.71

Expenditures:

Personal Services	(75,000.00)
Personal Services Benfits	(10,384.71)
Operating Expenses	(5,000.00)
Travel & Per Diem	(8,000.00)
Insurance	(10,000.00)
Office Supplies	(4,500.00)
Publications & Dues	(4,000.00)
Training	(7,500.00)

Budget Amendment (Net Effect)

-

New Business

#1



LEGISLATIVE PRIORITIES

WHO AND WHAT IS THE AMCA?

The American Mosquito Control Association is a non-profit scientific and educational professional association. Although the majority of our members are in the United States, our members and subscribers to our publications work in more than 50 countries. Our mission is to enhance health and quality of life through the suppression of vector-transmitted diseases and the reduction of mosquitoes and other public health pests by providing leadership, information, collaboration, tools, and education. The AMCA membership is composed of students, researchers, professors, regulators, public, and industry personnel, mosquito control district managers, staff, commissioners, and their trustees.

The Nation's mosquito control professionals that make up the AMCA are responsible for protecting humans and wildlife from diseases transmitted by the world's most dangerous animal – the mosquito. According to the Centers for Disease Control and Prevention (CDC), improved mosquito control capability is needed to prevent the increasing emergence and spread of exotic vector-borne diseases such as Zika and West Nile Virus.



AMCA supports the need for pesticide preemption in the 2023 Farm Bill to maintain state and federal level regulation of a pesticide's use in mosquito control applications.

We recognize that the EPA and state agencies must determine whether pesticide use can adversely affect people and the environment and must regulate pesticide use. Recently, there have been actions from localities and municipalities that directly and unjustifiably contradict EPA's scientific findings on pesticide safety. These actions risk creating an unworkable, inconsistent patchwork of state and municipal labels and regulations that can quickly disrupt our ability to prevent VBD outbreaks that occur over large geographies because mosquitoes do not respect local political boundaries.

Pesticide preemption means that only the designated state lead agency or the U.S. EPA can regulate the sale and use of pesticides, preempting localities and municipalities from banning pesticides used within that locality's borders or establishing a different set of regulations for all pesticide applications. If an applicator, whether it be mosquito control technician or farmer, uses a pesticide that was banned in a locality, the applicator may not even know about the ban or may have already purchased a product for the season. The regulatory certainty that comes from a state lead agency being the coregulator with EPA benefits all users of pesticides, no matter the industry.

AMCA supports efforts to enhance the role of USDA's Office of Pest Management Policy in the 2023 Farm Bill to improve data collection,

dairy cows? Disease-carrying mosquitoes can also negatively impact recreational activities and tourism which causes health and economic losses throughout the U.S.

The Nation's Vector Control Professionals need your support of the reauthorization of bills that directly affect our ability to protect the public's health, namely the Strengthening Mosquito Abatement for Safety and Health (SMASH) Act, the Pandemic and All-Hazards Preparedness (PAPHA) Act, and the Kay Hagan Tick Act.

AMCA supports the following funding measures for FY24:

Request for Agriculture Appropriations Bill - Agricultural Research Service – Support Administration request for \$376,000,000 for Environmental Stewardship with direction to include \$5 million for pesticide spray drift model development applicable to the unique needs of mosquito control.

If allocated, the funding would be instrumental in the development of pesticide spray drift modeling for mosquito control applications. The Agricultural Research Services' Aerial Application Technology Research Unit has been working with mosquito control officials to identify weaknesses in pesticide spray drift models that focus primarily on agricultural and forestry applications and negatively impact the availability of mosquito control pesticides as a result. Improved spray drift modeling would allow the EPA to update its pesticide review methodology for mosquito control applications.

Request for Labor, HHS, Education Appropriations Bill - \$698,272,000 for Emerging and Zoonotic Infectious Diseases Account (\$50 million for Epidemiology and Lab Capacity, of which \$10 million is requested for data modernization. This represents a total plus-up of \$10 million from the enacted FY23 omnibus.

We urge the CDC to direct funding from within the Epidemiology and Laboratory Capacity (ELC) budget to coordinate with states, mosquito control districts, universities, and other federal partners to enhance capacity for mosquito control activities and to expand nationwide surveillance of vector-borne disease through an internet-based program called VectorSurv. This funding will support state, local, tribal, and territorial agencies allowing for coordinated surveillance and abatement activities as authorized through SMASH Act provisions, included as section 607 of the Pandemic and All-Hazards Preparedness and Advancing Innovation Act of 2019 (P.L. 116-22).

AMCA supports the use of Integrated Mosquito Management on or near cannabis, hemp, and organic farms.

The growth of organic farming over the years, along with the recent expansion of both cannabis and hemp production across the United States, has presented a new challenge to Vector Control Districts. With very few products labeled for mosquito control use in these farming practices, there is a greater concern with increasing pesticide resistance in mosquito populations. Furthermore, the lack of pesticides that are registered to control mosquitoes on cannabis, hemp, and



AMERICA NEEDS MOSQUITO CONTROL

Issue: Mosquitoes kill hundreds of thousands of people each year around the world, and with global travel, pathogens such as the Zika virus are transported to the United States each year. As our population grows and people inhabit new locations, interactions between humans, animals, and mosquitoes increase the risk of exotic disease transmission.

Background: In 2020, the Centers for Disease Control and Prevention (CDC) outlined a National Public Health Framework for the Control and Prevention of Vector-Borne Diseases (VBDs). As mandated by the Kay Hagan Tick Act, the Department of Health and Human Services (HHS) is working with CDC to lead an interagency effort in developing a National Strategy to address Vector-borne Diseases carried by ticks, mosquitoes, and other blood-feeding vectors. An integral part of the National Strategy will be identifying strategic goals to prevent and control the Nation's VBDs.

Discussion: As outlined in the National Public Health Framework, climate change is increasing the habitat of mosquitoes, ticks, and the disease-causing pathogens they transmit. As a result, invasive mosquito species capable of transmitting West Nile virus, chikungunya, dengue, and Zika virus have taken up residence and established growing populations in the United States. In addition, the number of tick-borne pathogens is increasing at an alarming rate. In addition to Lyme disease, ticks can carry at least 15 other pathogens in the U.S., and invasive species are linked to a new disease in cattle.

Mosquitoes and other vectors of public health importance are attributed to a lower quality of life due to the annoyance and pain caused by the sheer number of biting individuals. With mosquito landing rates of over 100 mosquitoes per minute reported in areas without mosquito control, it's easy to understand that annoyance is an understatement. There are documented cases of livestock being exsanguinated and/or asphyxiated from mosquitoes after hurricanes. Agitation from biting mosquitoes significantly lowers weight gain in beef cattle and milk production in dairy cows.

Protected and Endangered bird and mammal species are highly susceptible to mosquito-transmitted diseases. Two species of forest birds in Hawaii will become extinct due to avian malaria in the next few years if the mosquito vectors are not controlled. The animals in your own home may be affected, with over 100,000 cases of dog heartworm diagnosed annually in the U.S.

Mosquitoes, ticks, and other vectors of public health importance have devastating impacts on local economies throughout the U.S. by negatively impacting recreational activities and tourism. For example, uncontrolled mosquito numbers reduce attendance at outdoor events, sporting events, campgrounds, car races, picnics, reunions, concerts, parades, graduations, wedding ceremonies, and theme parks.

NEEDED ACTION: Support the Reauthorization and Appropriations needed by the Nation's Vector Control Professionals, namely the Strengthening Mosquito Abatement for Safety and Health (SMASH) Act, the Pandemic and All-Hazards Preparedness (PAPHA) Act, and the Kay Hagan Tick Act.



FUNDING THE SMASH ACT AND A NATIONWIDE DATABASE FOR VECTOR SURVEILLANCE

ISSUE: The emergence and spread of West Nile virus and Zika virus highlighted our nation's insufficient preparation for responding to mosquito-borne diseases. Ongoing responses to these and future diseases requires renewed funding to support research, modernization, and evaluation of the tools we use. The nation's vector management programs must be upgraded to mitigate the impacts of current and future exotic vector-borne diseases.

Background: The Strengthening Mosquito Abatement for Safety and Health (SMASH) Act, included as section 607 of the Pandemic and All-Hazards Preparedness and Advancing Innovation Act of 2019 (P.L. 116-22) reauthorized Centers for Disease Control and Prevention (CDC) resources to be used to address emerging infectious mosquito-borne disease and improve existing control programs for the protection of public health in our nation. The measure expands and extends authorization for \$100 million in annual grants for mosquito prevention, control, and response programs. Funding for projects and programs authorized under the SMASH Act is the American Mosquito Control Association's highest priority.

Discussion: It is necessary to improve mosquito surveillance and control activities by local agencies as authorized by the SMASH Act and appropriated through existing line items such as CDC's divisions of Vector-Borne Diseases and Epidemiology and Laboratory Capacity (ELC) grants. **An additional \$10 Million in FY'24** funding for ELC grants is requested to enhance capacity for mosquito abatement programs and to expand nation-wide surveillance of vector-borne disease through development of a national database (VectorSurv). A national database will support state, local, tribal and territorial agencies allowing for coordinated surveillance and abatement activities as authorized through the SMASH Act.

VectorSurv is a web-based platform for data management and analysis that is currently used by vector control and public health agencies in the U.S. The system was initiated in 2006 as a partnership of the Mosquito and Vector Control Association of California, the California Department of Public Health, and the Davis Arbovirus Research and Training (DART) Lab at the University of California, Davis. VectorSurv has since expanded to include other states, and the system now serves a growing number of U.S. states and US-Affiliated Pacific Islands (AZ, CDC, CA, HI, NE, NC, ND, NJ, SD, TN, UT, WA, US-Affiliated Pacific Islands).

AMCA is also requesting an **allocation of \$5,000,000** from within the President's request for the USDA Agricultural Research Service (ARS) Environmental Stewardship program to identify weaknesses in pesticide spray drift models that were developed for agricultural and forestry applications and are used to determine the fate of mosquito control applications. Using these models negatively impacts the availability of mosquito control pesticides. There is a critical need to address these weaknesses through research focused on optimizing aerial spray technologies for on-target deposition and drift mitigation, and to work cooperatively with AMCA and the Environmental Protection Agency to update their pesticide review methodology.

NEEDED ACTIONS:

Support public health efforts by funding the Strengthening Mosquito Abatement for Safety and Health (SMASH) Act, including \$10 Million increase in funding available for the Centers for Disease Control (CDC) Divisions of Vector-Borne Diseases and Epidemiology and Laboratory Capacity to support mosquito surveillance and control activities; and \$5 Million allocated from within USDA funding for spray drift modeling.



THE FARM BILLS IMPACT ON VECTOR-BORNE DISEASE PREVENTION

ISSUE: Language within the Farm Bill improving the pesticide registration and review process will support the Nation's response to Vector-borne Disease threats.

Background: The 2018 Farm Bill established the Interagency Working Group (IWG) for FIFRA and the Endangered Species Act (ESA). Since then, the American Mosquito Control Association (AMCA) has been working to address data gaps and concerns regarding pesticides used in public health programs. The USDA Office of Pest Management Policy (OPMP) was created in 1998 to coordinate USDA policy on pest management and pesticides. OPMP provides interagency coordination with EPA as well as with state regulators and industry stakeholders.

State agencies, often housed in State Departments of Agriculture, have been the primary leads since the 1970's along with the U.S. EPA to administer FIFRA laws and support the development of scientifically-based pesticide labels that can be clearly read and safely administered by applicators. A handful of states allow county and municipal governments to impose additional pesticide regulations without the benefit of expert review.

Discussion: To carry out their review of pesticides, the EPA must use the best available data and develop appropriate methodology that reliably assesses the potential risk to the species. The USDA OPMP can assist by quantifying the benefits of public health pesticides, including the negative impacts of intense mosquito bites and arboviruses on livestock and other animals. AMCA, along with the pesticide policy coalition, supports efforts in the 2023 farm bill to provide USDA a greater role in all actions affecting the sale, distribution and use of pesticides; including actions taken under the Endangered Species Act.

In recent years we have seen actions from localities that directly and unjustifiably contradict EPA's scientific findings on pesticide safety. These actions risk creating an unworkable, inconsistent patchwork of state or municipal labels and regulations that can quickly disrupt our ability to prevent VBD outbreaks by restricting access to these much-needed tools. Ensuring that pesticides are properly regulated is imperative for our health and safety. Since the 1970s, state lead agencies have worked with the EPA through cooperative agreements to administer and enforce FIFRA laws and support the development of science-based pesticide labels.

Support for state-level pesticide preemption language within the Farm Bill will ensure that those with expertise at State agencies and EPA can determine pesticide usage regulations and continue to provide consistent pesticide registration and oversight.

NEEDED ACTION:

Support language within the Farm Bill that would: reauthorize the Interagency Working Group on FIFRA/ESA; support an enhanced role for USDA's Office of Pest Management Policy in federal pesticide regulation; and provide pesticide preemption language preventing localities from regulating pesticides and maintain oversight by each state's lead agency and the U.S. Environmental Protection Agency.

New Business

#2

ANASTASIA MOSQUITO CONTROL DISTRICT
OF ST. JOHNS COUNTY
120 EOC DRIVE, ST. AUGUSTINE, FLORIDA 32092
TELEPHONE: 904-471-3107

**REQUEST FOR PROPOSAL FOR AN INSURANCE AGENCY THAT WILL BECOME AMCD'S AGENT
OF RECORD FOR, AND PROVIDE: PROPERTY, FLEET, INLAND MARINE (commercial package),
WORKERS COMPENSATION, STORAGE TANK LIABILITY INSURANCE**

RFP # 22/23-2

RFP SOLICITATION START DATE: 8:00 A.M. June 5, 2023

RFP SOLICITATION END DATE: 4:00 P.M. June 30, 2023

RFP OPENING BY STAFF DATE: 8:00 A.M. July 5, 2023

RFP CONSIDERATION: Board of Commissioners' regular meeting July 14, 2023 5:00 PM.

SPECIFICATIONS

INTRODUCTION:

- Anastasia Mosquito Control District (AMCD) is seeking an insurance agency to provide insurance coverage for:
 - AMCD's property, vehicles, equipment (inland marine), Liability. A commercial package.
 - Workers Compensation insurance (for a government agency).
 - Storage Tank Liability.
- Advise the Board of Commissioner (5 elected members), District Director, and staff with insurance, companies, rates and deductible options.
- Process claims in a professional and timely manner and assist AMCD staff with this process.
- Agency must be licensed in the State of Florida.

SCOPE OF WORK

- Provide quotes on an annual basis for the insurance listed above, under Introduction.
- Insurance policy runs on a fiscal year starting October 1 and ends September 30.
- Provide recommendations on specific plans, based on quotes.
- AMCD is a government special district (public entity) and insurance requirements differ from typical commercial policies.

- Administer the policies and plan's chosen by the AMCD Board of Commissioners', and provide help and information to the Board members, Director, staff and employees as required.
- Administer any claims in a quick professional manner and help AMCD staff with said claims.
- Insurance coverage will be based on the following insurance requirements listed below (note values are based on FY 22/23 insurance requirements and are subject to change):

Commercial Package:

Property

• Building 100 (administrative/labs)	\$2,700,00.00
• Building 100 contents	\$500,000.00
• Building 200 (vehicle storage/maintenance)	\$1,750,000.00
• Building 200 contents	\$530,000.00
• Building 300 (chemical)	\$238,895.00
• Building 300 contents	\$500,000.00
• Building 200C (carport)	\$1,795.00
• Building 200C contents (carport)	\$9,600.00
• Building 200B (small shed)	\$1,631.00
• Building 200B contents (small shed)	\$6,700.00
• Building 200A (large shed)	\$1,631.00
• Building 200A contents (large shed)	\$32,000.00
• Building 400 (dormitory)	\$302,234.00
• Building 400 contents	\$10,000.00
• Building 500 (greenhouse lab)	\$267,777.00
• Building 500 contents (need to add contents this year)	No value set
• Buildings 600A, 600B, 600C (screened labs)	\$196,311.00
• Building 700 (chicken house)	\$261,136.00
• Building 700 contents	\$20,000.00
• Building 800 (warehouse/labs)	\$647,310.00
• Building 800 contents	\$1,100.00
• Building 900 (hangar)	\$1,156,000.00
• Building 900 contents	\$15,000.00
• Building 450 (new building this year) (education center)	\$2,000,000.00
• Building 450 contents (new building this year)	\$TBD
• Building SIT (new building this year)	\$TBD
• Building SIT contents (new building this year)	\$TBD

Equipment Floater (inland marine)

• Blanket unscheduled (\$5,000.00 deductible)	\$400,000.00
• 1998 Backhoe (\$5,000.00 deductible)	\$43,848.00
• Generator 1 (\$5,000.00 deductible)	\$26,881.00
• Generator 2 (\$5,000.00 deductible)	\$77,180.00
• Car wash system (\$5,000.00 deductible)	\$29,380.00
• Forklift (\$5,000.00 deductible)	\$19,094.00
• 2012 Airboat (\$5,000.00 deductible)	\$38,610.00
• Electronic processing equipment (\$5,000.00 deductible)	\$70,000.00
• Rented, borrowed, leased equipment (\$5,000.00 deductible)	\$70,000.00
• Valuable papers (\$5,000.00 deductible)	\$90,000.00
• Laser machine (\$5,000.00 deductible)	\$77,911.00
• Articulating boom lift (\$5,000.00 deductible) New this year	\$60,000.00

Crime

• Employee dishonesty (1,000.00 deductible)	\$50,000.00
• Forgery or alteration (\$1,000.00 deductible)	\$25,000.00
• Theft of money and securities, inside premises (1,000.00 deductible)	\$25,000.00
• Computer fraud (\$1,000.00 deductible)	\$25,000.00

General Liability (limits)

• Each occurrence	\$2,000,000.00
• Medical expense (any one person)	\$2,500.00
• Personal/advertising injury	(included)
• Products/completed operations	(included)
• Property damage legal liability	(included)
• Sewer backup & water damage limit	\$10,000.00/\$200,000.00
• Employee benefits liability limit, per person	\$2,000,000.00
• Herbicide & pesticide aggregate limit	\$1,000,000.00

Public Officials Liability (limits)

• Public officials, each occurrence	\$2,000,000.00
• Public officials, annual aggregate	\$2,000,000.00
• Deductible	\$5,000.00

Employee Practices Liability (limits)

• Employment practices liability, each occurrence	\$2,000,000.00
• Employment practices liability, Aggregate	\$2,000,000.00

- Deductible \$5,000.00

Cyber Liability (limits)

- Cyber liability, each claim \$2,000,000.00
- Cyber liability, annual aggregate \$2,000,000.00
- Social engineering sublimit \$250,000.00
- PCI sublimit) \$250,000.00

Business Auto (limits & deductibles)

- Combined single limit \$3,000,000.00
- Personal injury protection (included)
- Medical payments \$5,000.00
- Uninsured motorists, each accident \$100,000.00
- Comprehensive deductible \$1,000.00
- Collision deductible \$1,000.00
- Hired/borrowed auto liability (included)
- Non-owned auto liability (included)

Vehicles

- AMCD has approximately 35 units purchased in years 2004 to 2022

Workers Compensation:

Description (limits of Liability)

- Employer liability each accident \$1,000,000.00
- Employer liability disease policy limit \$1,000,000.00
- Employer liability disease each person \$1,000,000.00

Exposure Basis (payroll FY22/23)

- Irrigation works (class code 0251) \$1,167,493.00
- Clerical office employee (class code 8810) \$1,070,158.00
- Aviation, helicopters, flying crew (class code 7425) \$152,612.00

Coverage Census (payroll FY22/23)

- Irrigation works (class code 0251) 18 employees
- Clerical office employee (class code 8810) 17 employees (including 5 Commissioners)
- Aviation, helicopters, flying crew (class code 7425) 2 employees
- FY 22/23 Total employee count = 37

Storage Tank Liability:

Description (limits of Liability)

- Limit of liability each incident \$1,000,000.00
- Annual aggregate \$1,000,000.00
- Deductible \$5,000.00

Exposure Basis

- All tanks are located at 120 EOC drive on AMCD complex
- 5,200 gallons, gasoline, 3/22/2016
- 1,500 gallons, diesel, 5/2/2016
- 5,100 gallons, Jet A, 6/27/2019
- 1,245 gallons, diesel, 8/20/2019
- 865 gallons, diesel, will come on line this year

ATTACHEMENTS

Ranking form 22/23-2-1 for reference

FORMAT AND ORDER OF RESPONSES TO THE RFP

All proposals will be presented as 8 1/2 X 11 either stapled, bound or in notebook.

INTRODUCTION/COVER LETTER: Provide no more than a 1-page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, but at the least, this section should include the name, address, telephone number, and e-mail address of one contact to whom any correspondence should be directed. Show proof that your firm is licensed in Florida.

BUSINESS ORGANIZATION: In this section, you should describe your business organization and who will serve as AMCD’s agent of record. Please provide a detailed resume or CV for the person or persons who will be primarily responsible for representation of the district.

FIRM EXPERIENCE / CAPABILITY: In this section, please provide a list of your firm’s work experience dealing with local government, special districts and, if any, mosquito control districts. Experience with the types of insurance coverage requested.

REFERENCES: Please provide three names of professional reference, including contact information.

CLAIM RESPONSE: Please provide description of the normal claim process and who will be responsible for working with AMCD staff for each insurance plan. You may also present any other information about claims or the claim process in this section.

LOCAL FIRM: The district tries to hire local business to provide services to the district. Please state if you are a St. Johns County based business and if not the city/county and state that the office that will be servicing AMCD is located and the city/county and state that the home office is located.

MISCELLANEOUS: This section provides an opportunity for you to provide other information that your agency considers relevant. Be specific.

The above is in compliance with AMCD policies and procedures for: Request for Proposal for an insurance agency that will become AMCD's agent of record for, and provide: Property, fleet, inland marine (commercial package), workers compensation, storage tank liability insurance

PREPOSERS INSURANCE REQUIREMENTS

The insurance agency shall not commence work under this contract until they have provided certificates to AMCD for amounts of insurance as follows:

1. Public Liability and Property Damage Insurance including Independent Contractor's Liability, Owner's Protection Insurance, Contractual Liability and Completed Operations Insurance as follows:
 - a. One person in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
 - b. Two or more persons in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
 - c. Property Damage in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
2. Automobile Liability Insurance (including coverage for Contractors Automotive equipment; owned, hired and non-owned);
 - a. One Person in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
 - b. Two or More persons in any one accident, amount – Five Hundred Thousand Dollars (\$500,000.00)
 - c. Property Damage in any one accident amount, amount – Five Hundred Thousand Dollars (\$500,000.00) with aggregate Property Damage in the amount of – Five Hundred Thousand Dollars (\$500,000.00)
3. Workmen's Compensation Insurance – Florida Statutory and any required by Maritime Law.

All insurance shall be maintained in force during term of contract or agreement and shall include an endorsement requiring ten (10) days prior written notice to the District (AMCD) before any change or cancellation is made effective.

SUBMITTAL PROCEDURE

A particular procedure for submitting an RFP to Our District is necessary, following the District's Policies and Procedures.

Your assigned RFP number will be: "REQUEST FOR PROPOSAL FY22/23-2, **(your company name)**". For the REQUEST FOR PROPOSAL FOR AN INSURANCE AGENCY THAT WILL BECOME AMCD'S AGENT OF RECORD FOR, AND PROVIDE: PROPERTY, FLEET, INLAND MARINE (commercial package), WORKERS COMPENSATION, STORAGE TANK LIABILITY INSURANCE

Original RFP shall be submitted **with eight (8) copies for a total of 9**, in a sealed envelope or box, and are to be identified in the **lower, left-hand corner** of the envelope or box with **your assigned RFP number** (see above).

Hand delivery, US Postal service, Parcel services (UPS or Fed Express) and couriers are acceptable methods of delivering your RFP.

As per the advertisement, no REQUESTS FOR PROPOSAL will be accepted after 4PM June 30, 2023. Do not be late. You must be in compliance with the above procedure. Proposers seeking clarifications shall direct all communications in writing to Richard Weaver at Anastasia Mosquito Control District, 120 EOC DRIVE, St. Augustine Florida 32092. Fax 904-471-3189 or e-mail rweaver@amcdf.org, clarifications or modifications of this RFP document will be by addendum only. Addenda and other documents will be delivered by mail, e-mail or messenger to RFP document holders of record at the mailing address, e-mail address or location provided by RFP document holders. The district may amend the RFP, as it sees fit, at any time, and may cancel the Request for Proposal at any time.

The District may reject any submittals in whole or part with or without cause.

Dr. Rui-De Xue
Director

CONFLICT OF INTREST & CLEAN HANDS DISCLOSURE FORM

I HEREBY CERTIFY that

1. I (*printed name*) _____ am the
(*title*) _____ and the duly authorized representative of the firm of
(*firm name*) _____ whose address is

_____, and that I
possess the legal authority to make this affidavit on behalf of myself and the firm for
which I am acting; and,
2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of
interest, real or apparent, due to ownership, other clients, contracts, or interests associated
with this project; and,
3. Neither the business nor any authorized representative or significant stakeholder of the
business has been determined by judicial or administrative board action to be in
noncompliance with or in violation of any provision of the Anastasia Mosquito Control
District nor has any outstanding past due debt to the Anastasia Mosquito Control District;
and
4. This proposal is made without prior understanding, agreement, or connection with any
corporation, firm, or person submitting a proposal for the same services, and is in all
respects fair and without collusion or fraud.

Signature: _____

Printed Name: _____

Firm Name: _____

Date: _____

Sworn to and subscribed before me this _____ day of _____ 20____.

Personally known _____

OR Produced identification _____ Notary Public-State of _____

My Commission expires _____

(Type of Identification) _____

(Printed, typed or stamped commissioned name of Notary Public)

Attachment 22/23-2-1 RANKING FORM (RFP 22/23-2)

Firm Name _____ Date _____

Introduction/Cover Letter

Provide no more than a 1-page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, but at the least, this section should include the name, address, telephone number, and e-mail address of one contact to whom any correspondence should be directed.

Agency chosen must be licensed in the State of Florida.

Award points on a scale of 1 to 10 with 5 points awarded for full and correct information provided and 5 points for being a licensed agent in the state of Florida. Points awarded _____

Business Organization

In this section, you should describe your business organization and who will serve as AMCD's agent of record. Please provide a detailed resume or CV for the person or persons who will be primarily responsible for representation of the district.

Award points on a scale of 1 to 10 with points awarded for full and correct information provided Points awarded _____

Firm Experience / Capability

In this section, please provide a list of your firm's work experience dealing with local government, special districts and, if any, mosquito control districts. Experience with the types of insurance coverage requested.

Award points on a scale of 1 to 25 with 10 points awarded for firms overall experience and 10 points for experience working with local government and special districts and 5 points for working with mosquito control districts Points awarded _____

References

Please provide three names of professional reference, including contact information.

Award points on a scale of 1 to 20 with points awarded for providing positive references Points awarded _____

Claim Response

Please provide description of the normal claim process and who will be responsible for working with AMCD staff for each insurance plan. You may also present any other information about claims or the claim process in this section.

Award points on a scale of 1 to 15 with points awarded for quality of claim performance Points awarded _____

Local Firm

The district tries to hire local business to provide services to the district. Please state if you are a St. Johns County based business and if not the city/county and state that the office that will be servicing AMCD is located and the city/county and state that the home office is located.

Award points on a scale of 1 to 20 with points 10 awarded for St. Johns County business and 10 points for in state business Points awarded _____

Were there any exceptions to the RFP document? **Yes No** (if Yes list below) Total points _____

Ranking _____

Committee Members

PRINT NAME SIGNATURE

PRINT NAME SIGNATURE

PRINT NAME SIGNATURE

PRINT NAME SIGNATURE

PRINT NAME SIGNATURE

New Business

#3

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

2023 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Gayle Gardner, Chairperson

Trish Becker, Vice-Chairperson

Gina LeBlanc, Secretary/Treasurer

Catherine Brandhorst, Commissioner

Martha Gleason, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

DATE: June 5, 2023

RE: FY23/24 draft budget discussion

Staff distributed the FY 23/24 draft budget books during May 11's Board meeting. Based on the new budget schedule, the Board members will discuss and give inputs about the draft budget during June Board meeting. We still have three more months for discussion, changes and modification for the draft budget. If you have any more comments, questions, and inputs about the new budget. Please let me and Mr. Scott Hanna, C.F.O. know anytime. The tentative millage rate will be decided at July 13, 2023 board meeting based on the draft budget proposal and the DR-420 (certificated taxable value) from the county. The 1st public hearing about budget and millage rate is September 14 at 5:30pm, 2023 and the final public hearing is September 28 at 5:30pm, 2023. The DACS certified budget deadline is September 30, 2023. Our FY for budget is from October 1 to September 30.

Thank you for your support.

Reports

Director report (May 2023)

Program Management: Customer & professional service and service request process: AMCD answered 156 service requests in May. Scientists reviewed 6 manuscripts for different journals. Dr. Xue attended AMCA monthly Board zoom meetings. Four Commissioners (Gardner, Becker, Gleason, Brandhorst) and Director attended AMCA DC legislation meeting. AMCD hosted two large events from local civic agency and county library.

Surveillance: Sentinel chickens have been bled at weekly without any positive of virus except for 1 suspect WNV and wait for State confirm. BG sentinel traps with BG lures and dry ice for surveillance of mosquitoes and arbovirus are continued. The 1,354 *Culex*, 158 *Aedes aegypti*, and 247 *Aedes taeniorhynchus* adult mosquitoes were caught by BG traps baited with dry ice. The 243 adult mosquitoes (*Anopheles*, *Aedes*, and *Culex*) were caught by CDC light traps baited with octenol.

Ground and aerial operation: Positive larval dips (438) were founded from many sites and MC Technicians treated larvae for 177 times for 594 acres when they found. District did 6 times ground ULV to have treated 1,264 acres. Also, District did 17 times barrier spraying for 9 acres, and hand adulticided for 46 times. Aerial larviciding has conducted for 10times to treat 528 acres.

Applied research: Applied research committee was held on May 11 to update about research project and grant application. AMCD continued the DoD grant for the final year by the end of July. A DACS collaboration grant with UF about non-targets (fish and honey bee) has been done and the Ph.D. student's DACS grant is under process. This is the 2nd year of the grant. The Lamp Farmer did semi-field test at AMCD for two weeks and paid \$24,000 to AMCD. The Italy misting system project has been done and AMCD submitted the final report. All other research projects have been continued. Three papers from AMCD staff and visitors have been submitted to JAMCA.

Education: Four Commissioners and Director attended AMCA DC legislation meeting. All seasonal employees and intern students received mandatory training at AMCD. A Visiting Scientist from Mali received 2 weeks training at AMCD. A visiting scientist from India joined AMCD for 3 months. AMCD hosted St. Johns Library staff (90 people) meeting and tour of AMCD facility and St. Augustine Civic Space rocket show (26 students and parents) visited hangar and education center. The staff gave about 8 people tour of our facility. Face book, twitter, and website have been updated at weekly.

Business Management & Administration: Serve to the Board of Commissioners: Staff prepared for May 11's Board meeting, Board meeting minutes, proposed and final agenda, assisted Board members for the Applied Research committee meeting and AMCA's DC legislation meeting (4 Commissioners attended), May 15-18.

Budget and Auditor: Board approved annual auditor report and staff submitted final report to the State Auditor General, and continued to assist the Balmoral Company for documents to audit the Special District accountability.

Insurance: Board approved the helicopter insurance. The RFP for agent of record for fleet, property and workers comp has been published and update to the Board.

Contract: SIT building has been delayed for several months due to equipment shipping problem. Education building interior project is still under progress, but does not affect our open house and show.

HR & Policy: Three students from FAMU have been interviewed and hired by CDC/ESA for internship at AMCD for 2 months and start from June 12. Six P.V. High Scholl students have been interviewed and hired or volunteers at AMCD and start from late May or early June for 2 months. Two master degree intern student (one from UF College of public Health and one from UF Department of Entomology and Nematology paid by CDC/SECEVD & DACS grant)

left in middle of May after 4-5 months intern training at AMCD. Both found the fulltime jobs. The A & P helicopter mechanic selected from 6 applications has been interviewed.

Meeting: May 1. 8am. Welcome all new employees (seasonal and intern). 10am. Met State Park Manager about permit for collection of mosquitoes.

May 2. Met St. Johns Library staff about training on Wed at AMCD.

May 3. Hosted more than 90 library staff training at Board room and they visited AMCD education center in pm.

May 4. 7:30am. Attended intern student presentation and held all employee meeting. 2pm. Met Commissioner Brandhorst about proposed agenda and DC meeting.

May 5. Reviewed a manuscript for the Acta Tropic at the Editor's request.

May 8. Submitted application about permit for collection of mosquitoes from state park. Reviewed a manuscript for Insects.

May 9. Held a group meeting about seasonal employee and intern management.

May 10. Met Commissioner Ms. Gardner about investment policy and auditor report.

May 11. Attended AMCA Executive Committee zooming meeting. 3pm. Attended Applied Research Committee meeting with Commissioner Mrs. Gleason. 5pm. Attended Board meeting.

May 12. Met Dr. Dan Kline at USDA/CAMVE about collaboration projects.

May 15-18. Attended AMCA Washington DC legislation meeting with Commissioners Ms. Gardner, Mrs. Becker, Mrs. Brandhorst, and Mrs. Gleason.

May 19. Reviewed an article for Acta Tropic.

May 22. Reviewed a manuscript for Insects in AM. Aerial group meeting about Tuesday St. Augustine Civic space project.

May 23. 5:00pm. Hosted St. Augustine Civic Space rocket competition and they (26 people) visited AMCD hangar and education center. Five employees attended this event. Reviewed a manuscript for Frontiers in Public Health

May 24. 8am. Attended A. & P. Mechanic interview. 1pm. Met the Owner of New Mountain about collaboration.

May 25. 7:30am. Attended Kiwanis Club meeting. 10am. Met insurance agent. 12. Attended AMCA Executive Committee zooming meeting.

May 26. Met two visiting scientists about their projects.

May 30. Worked with Aviation Unit about aerial larviciding and other items. Met/visited SIT Construction site supervisor about progress for open house on June 22.

May 31. Met/visited with Artists about their plans and progress for education center and open house item.



DEPARTMENT OF THE NAVY
NAVY ENTOMOLOGY CENTER OF EXCELLENCE
P. O. BOX 43, NAVAL AIR STATION
JACKSONVILLE, FL 32212

1650
Ser 00/018
19 Apr 23

From: CDR Ian Sutherland, Officer in Charge, Navy Entomology Center of Excellence
To: Dr. Rui-De Xue, Director, Anastasia Mosquito Control District, St. Augustine FL

Subj: LETTER OF APPRECIATION

1. On behalf of the Navy Entomology Center of Excellence (NECE) Jacksonville, I would like to take this opportunity to express our sincere appreciation for the warm welcome and support you extended to our staff during the 18th Arbovirus Surveillance and Mosquito Control Workshop.
2. You enabled 16 NECE personnel to attend your international workshop and allowed us to deliver three NECE presentations during your robust arbovirus symposia. Your team also graciously provided our staff tours of your newly opened Disease Vector Education Center, a truly impressive outreach facility that demonstrates your dedication to medical entomology. We very much look forward to supporting expansion of the Center by providing information on the history of military entomology.
3. Your kindness to our staff and your commitment to the prevention of vector borne diseases is inspirational. Our attendance at your workshop was an invaluable experience for our staff, and we look forward to participating in future workshops at AMCD. We also look forward to many future collaborations between our two organizations. My deepest gratitude!

A handwritten signature in black ink, appearing to read "I. W. Sutherland", is written over three horizontal lines.

I. W. SUTHERLAND

Treatment Summary

From Date : 05-01-2023

To Date : 05-31-2023

Zone : All

Material : All

Task : All

Printed on 2023-06-01 09:45:19 EST

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	4834 ea	14.98 acre	322.68 ea / acre	59 times
Altosid XR	82 ea	0.19 acre	435.54 ea / acre	8 times
Altosid XRG	1225 lb	204.17 acre	6 lb / acre	19 times
Altosid XRG Air	4080 lb	408 acre	10 lb / acre	6 times
Aquabac XT	4952 fl oz	309.5 acre	16 fl oz / acre	54 times
B.t.i. Briquets	318 ea	0.73 acre	435.54 ea / acre	3 times
Cocobear	555 fl oz	1.45 acre	384.02 fl oz / acre	20 times
Duet 50%	1984 fl oz	1263.69 acre	1.57 fl oz / acre	6 times
Natular DT	48 ea	0.01 acre	6666.67 ea / acre	6 times
Strike Pellets	44 lb	4.4 acre	10 lb / acre	1 times
Sustain MBG	300 lb	40 acre	7.5 lb / acre	5 times
Sustain MBG Air	80 lb	8 acre	10 lb / acre	1 times
Talstar P	3.01 gal	8.92 acre	0.34 gal / acre	17 times
VectoBac G	120 lb	18.46 acre	6.5 lb / acre	2 times
VectoBac G Air	1200 lb	120 acre	10 lb / acre	4 times

Task Time Summary

From Date : 05-01-2023

To Date : 05-31-2023

Zone : All

Employee Name : All

Printed on 2023-06-01 09:44:50 EST

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	1071:31 hrs	184	
Aerial Ground Crew	18:30 hrs	7	
Aerial Larvicide	20:30 hrs	11	
Aerial Maint	247:50 hrs	64	
Aerial Survey	11:00 hrs	5	
AM Briefing	39:36 hrs	90	
Assist	295:53 hrs	96	
Building & Grounds Work	426:17 hrs	217	
Chicken Program	173:06 hrs	76	
Computer Repair	155:45 hrs	20	
Daily Paperwork	105:24 hrs	169	
Field Experiment	150:12 hrs	38	
Fish Program	24:00 hrs	14	
Fog Mission Serv Req	07:18 hrs	18	
Ground Adulticide	21:00 hrs	17	
Ground Larvicide	289:33 hrs	177	
Ground Site Inspection	631:09 hrs	452	
Hand Adulticide	31:44 hrs	46	
Holiday	430:00 hrs	43	
Insectary	475:15 hrs	89	
Inventory	05:00 hrs	1	
Lab Experiment	200:45 hrs	49	
Mechanics Time	306:01 hrs	37	
Meeting	118:10 hrs	63	6991:50 hrs
Molecular Lab Work	338:30 hrs	40	
Mosquito Trap BG	44:15 hrs	8	
Mosquito Trap CDC Oc	133:01 hrs	218	
Mosquito Trap ID	22:15 hrs	12	
Mosquito Trap OV	20:15 hrs	4	
Mosquito Traps Misc	03:38 hrs	4	
Personal Fogger	01:25 hrs	2	
Produce Papers & Programs	166:30 hrs	37	
Project Research	07:30 hrs	2	
Public Relations	26:15 hrs	6	
Public School Program	03:00 hrs	1	
Rain Gauges	07:01 hrs	25	
Resupplying Trucks	86:41 hrs	136	
Source Reduction (tires)	03:15 hrs	2	
Supervisory	51:15 hrs	14	
Training Classroom	131:25 hrs	30	
Training Field	272:57 hrs	56	
Travel	41:53 hrs	7	
Trim Trails	01:00 hrs	1	
Vehicle Maintenance	44:50 hrs	37	
Annual Leave	124:15 hrs	30	
Leave Without Pay	96:45 hrs	13	

Attachments

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

	Apr 23	Oct - Apr 23	Budget	\$ Over/(Under) Budget
Income				
360 · Taxes	7,797	7,084,782	7,394,483	(309,701)
386 · Interest Earned	36,564	184,324	147,760	36,564
390 · Grants				
391.2 · Grant Money, Other	24,000	156,326	290,000	(133,674)
Total 390 · Grants	24,000	156,326	290,000	(133,674)
392 · Miscellaneous				
392.1 · Workshops	242	11,939		11,939
392.3 · Salvage		13	8,000	(7,987)
392.5 · Other				
392.6 · Dormatory Rent	1,456	4,075	12,000	(7,925)
392.5 · Other - Other	81,267	91,342	5,000	86,342
Total 392.5 · Other	82,722	95,416	17,000	78,416
Total 392 · Miscellaneous	82,964	107,368	25,000	82,368
Total Income	\$ 151,324	\$ 7,532,799	\$ 7,857,243	\$ (324,444)

Expenditures

405 · Personal Services				
410 · Executive Salaries	2,000	15,399	24,000	(8,601)
412 · Full-Time Employees				
414 · Salaries & Wages	128,356	873,196	1,750,926	(877,730)
415 · Full-Time Admini. Leave		26,525		26,525
416 · Overtime	1,842	12,851	10,000	2,851
418 · Sick Leave	5,737	50,785	98,487	(47,702)
420 · Annual Leave	3,333	68,707	125,347	(56,640)
421 · Holiday Pay	9,028	92,255	111,917	(19,662)
423 · Annual Leave/ SL Payout			25,000	(25,000)
424 · Reserves for Promo/Oth.			20,000	(20,000)
425 · Internal Recognition		7	1,500	(1,493)
Total 412 · Full-Time Employees	148,297	1,124,326	2,143,177	(1,018,851)
426 · Seasonal Employees				
428 · Salaries & Wages	3,935	35,188	223,086	(187,898)
428.4 · Seasonal Annual Leave		240		240
429 · Seasonal Holiday Pay				
429.1 · Seasonal Admin. Leave		2,295		
429 · Seasonal Holiday Pay - Other	549	2,115		2,115
Total 429 · Seasonal Holiday Pay	549	4,410		4,410
430 · Overtime	55	2,678		2,678
Total 426 · Seasonal Employees	4,538	42,516	223,086	(180,570)
Total 405 · Personal Services	154,835	1,182,241	2,390,263	(1,208,022)
445 · Personal Service Benefits				
448 · FICA	11,459	86,372	182,855	(96,483)
450 · Retirement	21,584	167,570	256,072	(88,502)

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

	Apr 23	Oct - Apr 23	Budget	\$ Over/(Under) Budget
452 · Life/Health/Dental	40,553	466,364	744,345	(277,981)
454 · Workers' Comp Ins		43,706	67,920	(24,214)
455 · Employee Education	3,159	3,264	30,000	(26,736)
456 · Unemployment Comp			10,000	(10,000)
Total 445 · Personal Service Benefits	76,754	767,275	1,291,192	(523,917)
461 · Operating Expenses				
462 · Property Appraiser		85,629	60,000	25,629
464 · Tax Collector	45	142,245	95,000	47,245
466 · Attorney		7,234	24,000	(16,766)
468 · Medical Exams				
468.1 · Pre-Employment Admin.	40	299		299
468 · Medical Exams - Other	290	880	1,300	(420)
Total 468 · Medical Exams	330	1,179	1,300	(121)
470 · Audit		4,500	9,000	(4,500)
474 · Other Contract Svs				
478 · Cleaning Service	900	9,410	15,000	(5,590)
482.1 · CopyFax (prev. Aztec)	320	1,938	2,000	(62)
488 · Data Hosting			5,400	(5,400)
489 · MACTEC Engineering	360	360		360
489.0 · Software Subscriptions		2,297	18,000	(15,703)
489.3 · Towing Services			1,000	(1,000)
489.4 · Pest Control	54	428	2,000	(1,572)
489.5 · Good Laboratory Practice (GLP)			12,000	(12,000)
489.6 · Adjunct Positions, 4 @ \$5,000	10,093	11,749	25,000	(13,251)
489.7 · District Program Review			12,000	(12,000)
490.5 · Database Maint./ Upgrades				
490.55 · Drone/ Mapping Software Maint.			10,000	(10,000)
490.5 · Database Maint./ Upgrades - Other		12,000	20,000	(8,000)
Total 490.5 · Database Maint./ Upgrades		12,000	30,000	(18,000)
494 · Website Maintenance			6,000	(6,000)
556 · Uniform Service	1,761	8,448	20,000	(11,552)
560 · Bottled Water	48	76	1,700	(1,624)
562 · Waste Tires		92	5,000	(4,908)
474 · Other Contract Svs - Other		11,693	16,245	(4,552)
Total 474 · Other Contract Svs	13,535	58,491	171,345	(112,854)
564 · Aerial OPS			200,000	(200,000)
461 · Operating Expenses - Other		239		239
Total 461 · Operating Expenses	13,909	299,517	560,645	(261,128)
572 · Travel & Per Diem				
573 · SOVE Meetings		2,341	5,868	(3,527)
574 · AMCA - Meetings	(2,423)	11,500	19,715	(8,215)
575 · AMCD Events		643	2,000	(1,357)
576 · FMCA - Meetings	1,881	17,357	10,140	7,217

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

	Apr 23	Oct - Apr 23	Budget	\$ Over/(Under) Budget
578 · Training, Other		1,089	8,000	(6,911)
579 · Travel Associated w/ Training		5,219	15,000	(9,781)
572 · Travel & Per Diem - Other	953	4,182	10,000	(5,818)
Total 572 · Travel & Per Diem	411	42,331	70,723	(28,392)
580 · Telephone/Commun	1,723	12,093	30,575	(18,482)
582 · Freight Service	484	1,551	5,500	(3,949)
584 · Utility Service	5,646	30,503	76,216	(45,713)
586 · Rentals/Leases			1,000	(1,000)
588 · Fleet/Prop/Liab Insurance				
592 · Above Ground Tank Ins		997	1,000	(3)
593 · Aerial Insurance		44,619	72,000	(27,381)
588 · Fleet/Prop/Liab Insurance - Other		155,046	139,669	15,377
Total 588 · Fleet/Prop/Liab Insurance		200,662	212,669	(12,007)
605 · Repairs & Maintenance				
606 · Outside Maintenance				
608 · Buildings/Grounds	3,784	12,867	16,000	(3,133)
610 · Trucks	61	1,643	3,000	(1,357)
614 · Misc. Equipment	91	536	1,500	(964)
616 · Boats	9	221	250	(29)
618 · Heavy Equipment		484	250	234
620 · Office Equipment			1,000	(1,000)
622 · Computers			5,000	(5,000)
624 · Telephones		489	1,000	(511)
626 · Other	42	42	1,000	(958)
606 · Outside Maintenance - Other		213		
Total 606 · Outside Maintenance	3,986	16,495	29,000	(12,505)
627 · Aerial Maintenance Costs				
627.2 · Avionics Repair (radios)			5,000	(5,000)
627.3 · Aircraft Supplies/ Parts		2,295	5,000	(2,705)
627.4 · Aircraft Spray System Maint.		450	3,000	(2,550)
627.7 · Night Vision Goggles (semi-annu		416		416
627.8 · Misc. Aerial Tools & Equipment	271	461		461
627 · Aerial Maintenance Costs - Other	7,047	31,527	99,150	(67,623)
Total 627 · Aerial Maintenance Costs	7,317	35,149	112,150	(77,001)
635 · Inside Maintenance				
636 · Maintenance of Equipment- Other	1,689	5,691	10,000	(4,309)
638 · Trucks	99	397	10,000	(9,603)
642 · Boats		324	500	(176)
644 · Heavy Equipment		60	5,000	(4,940)
648 · Batteries	149	418	3,000	(2,582)
650 · Tires	1,276	1,276	5,000	(3,724)
652 · Welding Supplies		1,205	1,000	205
654 · Cleaning Supplies	42	2,121	1,500	621

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

	Apr 23	Oct - Apr 23	Budget	\$ Over/(Under) Budget
655 · Minor Structural Improv & Maint			10,000	(10,000)
657 · Materials for Const. & Maint.	633	633	6,000	(5,367)
658 · Inside Maintenance- Other			4,000	(4,000)
659 · Computers		834	3,000	(2,166)
635 · Inside Maintenance - Other	155	1,324		1,324
Total 635 · Inside Maintenance	4,043	14,286	59,000	(44,714)
605 · Repairs & Maintenance - Other		(118)		
Total 605 · Repairs & Maintenance	15,347	65,811	200,150	(134,339)
663 · Printing/ Reproduction				
664 · Printing			500	(500)
663 · Printing/ Reproduction - Other		164		
Total 663 · Printing/ Reproduction		164	500	(336)
667 · Public Promotional Expense				
668 · Avertising/ Education				
668.1b · Atlas Pen & Pencil		512		
668 · Avertising/ Education - Other	87	2,452	20,000	(17,548)
Total 668 · Avertising/ Education	87	2,964	20,000	(17,036)
667 · Public Promotional Expense - Other		342		342
Total 667 · Public Promotional Expense	87	3,306	20,000	(16,694)
673 · Other Current Charges				
66900 · Reconciliation Discrepancies	1	1		1
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)
676 · Advertising, Other - Other		60		60
Total 676 · Advertising, Other		60	4,000	(3,940)
677 · Bank Charges	291	2,626	1,500	1,126
678 · Registration/Tags			250	(250)
680 · State Community Service Fee			300	(300)
682 · Tank Registrations			275	(275)
Total 673 · Other Current Charges	292	2,687	6,325	(3,638)
693 · Office Supplies				
694 · Office Supplies & Expense				
694.1 · Software		495	3,000	(2,505)
694 · Office Supplies & Expense - Other	1,142	8,926	13,000	(4,074)
Total 694 · Office Supplies & Expense	1,142	9,421	16,000	(6,579)
695 · Commissioner Supplies	500	3,500	6,000	(2,500)
693 · Office Supplies - Other	60	816		816
Total 693 · Office Supplies	1,702	13,737	22,000	(8,263)
696 · Protective Clothing		536	2,500	(1,964)
698 · Misc. Supplies				

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

	Apr 23	Oct - Apr 23	Budget	\$ Over/(Under) Budget
698.2 · Phones			1,500	(1,500)
698.3 · Phones, Parts & Repairs			1,000	(1,000)
698.4 · Sunshine Fund	(30)	(179)	500	(679)
699 · Other Misc. Supplies		364	2,400	(2,036)
700 · Chicken/ Surveillance Supplies	1,211	5,125	8,000	(2,875)
702 · Entomology Supplies				
702.2 · Molecular Lab	819	25,633	56,540	(30,907)
702 · Entomology Supplies - Other	11,567	36,229	96,806	(60,577)
Total 702 · Entomology Supplies	12,386	61,862	153,346	(91,484)
704 · Safety Equip/Supplies/Checks				
704.1 · Safety Inspect (Fire, Alarm, Em	2,175	3,425		3,425
704.2 · FDEP Annual Fuel System Check			1,025	(1,025)
704.3 · FDEP Annual Generator Tank Chck			1,175	(1,175)
704.4 · FDEP Fuel Syst. Repairs			4,100	(4,100)
704 · Safety Equip/Supplies/Checks - OI	1,516	8,256	18,500	(10,244)
Total 704 · Safety Equip/Supplies/Checks	3,691	11,681	24,800	(13,119)
698 · Misc. Supplies - Other	72	252		252
Total 698 · Misc. Supplies	17,330	79,105	191,546	(112,441)
708 · Tools/Implements				
708.3 · Hand Tools (Foggers, etc.)	105	204	4,129	(3,925)
708 · Tools/Implements - Other	485	1,079	5,000	(3,921)
Total 708 · Tools/Implements	590	1,283	9,129	(7,846)
709 · Publications & Dues				
710 · Books/Pub/Sub/Mem		2,159	22,500	(20,341)
712 · FMCA Corp Dues		7,500	6,000	1,500
714 · FMCA Emp Dues			1,225	(1,225)
716 · AMCA Dues		3,205	1,560	1,645
717 · FICPA Dues			275	(275)
718 · AHMP/ACHMM Dues			100	(100)
719 · SOVE Dues		500	580	(80)
709 · Publications & Dues - Other	75	3,240		3,240
Total 709 · Publications & Dues	75	16,604	32,240	(15,636)
720 · Training				
720.1 · Specified Purpose -Training		149		
720 · Training - Other	5,330	31,169	46,791	(15,622)
Total 720 · Training	5,330	31,318	46,791	(15,473)
723 · Gas, Oil & Lube				
724 · Gasoline	36	16,023	108,000	(91,977)
726 · Hydraulic Oil			500	(500)
728 · Transmission Fluid			120	(120)
730 · Diesel Fuel		27	500	(473)
731 · Aerial Fuel (Jet A)		454	25,000	(24,546)
732 · Motor Oil			2,880	(2,880)

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

	Apr 23	Oct - Apr 23	Budget	\$ Over/(Under) Budget
723 · Gas, Oil & Lube - Other		8		8
Total 723 · Gas, Oil & Lube	36	16,512	137,000	(120,488)
741 · Chemicals/Solvents				
744 · Adulticide Products				
758 · Aqualeur 20-20			62,500	(62,500)
744 · Adulticide Products - Other	40,414	103,633	106,080	(2,447)
Total 744 · Adulticide Products	40,414	103,633	168,580	(64,947)
745 · NALED	198,218	198,218	166,320	31,898
746 · BTI Granules	2,123	2,123	3,125	(1,002)
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)
759 · Natular DT			420	(420)
760 · Sustain MGB			96,000	(96,000)
741 · Chemicals/Solvents - Other	25,038	24,788		
Total 741 · Chemicals/Solvents	265,792	328,762	739,505	(410,743)
900 · Capital Outlay				
914.07 · Scanner/Card Reader/ Computers		2,318	14,512	(12,194)
924.07 · Laptop w/ docking capabil.			8,000	(8,000)
945 · LAND & FACILITY				
945.005 · SIT Building				
945.051 · SIT Bldg.- Pupae Sep. Mach. (2)			120,000	(120,000)
945.052 · SIT Bldg._Larval Feeding Mach.			45,000	(45,000)
945.053 · SIT Bldg.-Larval Rearing Set(2)			80,000	(80,000)
945.110 · SIT Bldg., Plan Design(Bldg.1)	146,123	1,262,697	2,535,118	(1,272,421)
Total 945.005 · SIT Building	146,123	1,262,697	2,780,118	(1,517,421)
945.007 · Capital Replacements/ Upgrac	21,141	21,141	30,000	(8,859)
945.010 · Construct. EDU Cntr (Bldg. 1000				
945.016 · Construct EDU Exter. (Bldg 1000		840		840
945.010 · Construct. EDU Cntr (Bldg.1)	54,023	475,131		475,131
Total 945.010 · Construct. EDU Cntr (Bldg.1)	54,023	475,971		475,971
945.015 · Construct EDU Display(Bldg.1)	341	113,270	200,000	(86,730)
945.800 · BUILDING 800				
945.10 · Pesticide & Larv. Making facil.		5,761		
Total 945.800 · BUILDING 800		5,761		
947.09 · Facility SR16 (& change orders)		2,844		2,844
945 · LAND & FACILITY - Other			365,000	(365,000)
Total 945 · LAND & FACILITY	221,628	1,881,684	3,375,118	(1,493,434)
950 · Machinery and Equipment				

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

	Apr 23	Oct - Apr 23	Budget	\$ Over/(Under) Budget
938 · I-Pads/ Computers				
938.1 · 3-D Printer	2,265	2,265	2,500	(235)
938.2 · 3-D Sonic Anemometer			4,000	(4,000)
Total 938 · I-Pads/ Computers	2,265	2,265	6,500	(4,235)
938.3 · Self-Propelled Articulat. Boom	55,030	55,030	80,000	(24,970)
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 Adulticide			20,000	(20,000)
949.094 · Atomizer			6,000	(6,000)
949.095 · Vortex Airboat Granular Sprayer			5,000	(5,000)
949.096 · Ka Flex driveshaft Overhaul			16,000	(16,000)
949.07 · AVIATION - Other		19,854		19,854
Total 949.07 · AVIATION		19,854	206,000	(186,146)
950.005 · ATV/ UTV		12,528	20,000	(7,472)
950.01 · Droplet Mach/ Fluorr Drop Visio			26,317	(26,317)
950.011 · Blower/ Motor (2 @ \$3,000)			6,000	(6,000)
950.017 · Grant Funded- Equip./ Software			5,000	(5,000)
950.04 · Vehicle Lift Base	1,920	8,720	10,000	(1,280)
950.34 · Computers			10,000	(10,000)
950.35 · Twister Backpack Sprayers (2)		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 - Other		14,671		14,671
Total 950 · Machinery and Equipment	59,215	116,624	403,217	(286,593)
955 · Vehicles				
955.11 · Pickup Truck 4 x4 1/2 Ton-Base			100,000	(100,000)
Total 955 · Vehicles			100,000	(100,000)
Total 900 · Capital Outlay	280,843	2,000,626	3,900,847	(1,900,221)
Total Expenditures	\$ 841,185	\$ 5,096,623	\$ 9,947,315	\$ (4,850,692)
Surplus/ (Deficit)	\$ (689,861)	\$ 2,436,176	\$ (2,090,072)	\$ 4,526,248

St. Johns County
BOARD OF COUNTY COMMISSIONERS
INVESTMENT POLICY

Prepared by:
Brandon J. Patty
Clerk of the Circuit Court and Comptroller

Approved: November 2, 2021

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ATTACHMENT A: Glossary of Cash and Investment Management Terms

ATTACHMENT B: Investment Pool/Fund Questionnaire

**ST. JOHNS COUNTY
BOARD OF COUNTY COMMISSIONERS
INVESTMENT POLICY**

I. PURPOSE

The purpose of this Investment Policy (hereafter “policy”) is to set forth the investment objectives and parameters for the management of public funds of St. Johns County Board of County Commissioners (hereinafter “Board”). This policy is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

II. SCOPE

In accordance with Section 218.415, Florida Statutes, this policy applies to all financial assets, of the Board with the exception of Pension Funds and funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds. Funds held by state agencies (e.g., Department of Revenue) are not subject to the provisions of this policy. Additionally, the policy does not include any financial assets under the direct control of any of the Constitutional Officers of St. Johns County, and this policy becomes applicable at such time as direct control of the funds passes to the Board.

III. INVESTMENT OBJECTIVES

Safety of Principal The foremost objective of this investment program is the safety of the principal of those funds within the portfolio. Investment transactions shall seek to be consistent with the other investment objectives, which are to keep capital losses at a minimum, whether they are from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Maintenance of Liquidity The portfolio shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. Periodic cash flow analyses will be completed in order to ensure that the portfolio is positioned to provide sufficient liquidity.

Return on Investment The portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. However, return is attempted through active management where the Investment Advisor utilizes a total return strategy (which includes both realized and unrealized gains and losses in the portfolio). This total return strategy seeks to increase the value of the portfolio through reinvestment of income and capital gains. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Despite this, an Investment Advisor may trade to recognize a loss from time to time to achieve a perceived relative value based on its potential to enhance the total return of the portfolio.

IV. DELEGATION OF AUTHORITY

Responsibility for the investment program is vested with the Clerk of the Circuit Court and Comptroller (“Clerk”). Responsibility for the administration of the investment program is hereby delegated by the Clerk to the Chief Financial Clerk, who shall maintain an Investment Procedures and Internal Controls Manual based on this policy. The Chief Financial Clerk shall be responsible for monitoring internal controls, administrative controls and to regulate the activities of the Clerk’s staff involved with the investment program. The Authorized Staff is limited to the following positions:

- Clerk
- Chief Financial Clerk
- Deputy Chief Financial Clerk
- BOCC Finance Director
- Director of the Office of Management and Budget

V. STANDARDS OF PRUDENCE

The standard of prudence to be used by the Authorized Staff shall be the “Prudent Person” standard and shall be applied in the context of managing an overall portfolio. Authorized Staff acting in accordance with written procedures and this policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectation are reported in a timely fashion to the Clerk and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The “Prudent Person” rule states the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

While the standard of prudence to be used by Authorized Staff who are officers or employees is the “Prudent Person” standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of “Prudent Expert”. The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the Investment Advisor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

VI. ETHICS AND CONFLICTS OF INTEREST

Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Also, employees involved in the investment process shall disclose to the Clerk and the Board any material financial interests in financial institutions that conduct business with the Board, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the Board’s portfolio.

VII. INTERNAL CONTROLS AND INVESTMENT PROCEDURES

The Chief Financial Clerk shall establish a system of internal controls and operational procedures to protect the Board's assets and ensure proper accounting and reporting of the transactions related thereto. No person may engage in an investment transaction except as authorized under the terms of this policy. Independent auditors shall conduct a review of the system of internal controls as a normal part of the annual financial audit to the Board. Such internal controls shall include, but not limited to, the following:

Separation of functions:

By separating the person who authorizes or performs the transaction from the person or persons who record or otherwise account for the transaction, a proper separation of duties is achieved.

Custodial safekeeping:

Securities purchased from any bank or dealer, including appropriate collateral, shall be placed into a third party bank for custodial safekeeping.

Clear delegation of authority to subordinate staff members:

Subordinate staff must have a clear understanding of their authority and responsibilities to avoid any improper actions. Clear delegation of authority also preserves the internal control structure that is built around the various staff positions and their respective responsibilities.

Written confirmation of electronically initiated transactions for investments and wire transfers:

Due to the potential for error and improprieties arising from telephone or other electronically initiated transactions, all such transactions should be supported by written communications and approved by an individual other than the individual initiating said transaction. Repetitive wires do not require a secondary approval; however, all non-repetitive wires shall have secondary approval.

Documentation of transactions and strategies:

All transactions and the strategies that were used to develop said transactions should be documented in writing and approved by the appropriate person.

VIII. CONTINUING EDUCATION

The Chief Financial Clerk and appropriate Authorized Staff shall annually complete 8 hours of continuing education in subjects or courses of study related to investment practices and products.

IX. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

Authorized Staff shall only purchase securities from financial institutions, which are qualified as public depositories by the Treasurer, or Chief Financial Officer of the State of Florida, "Primary Dealers" as designated by the Federal Reserve Bank of New York, or from direct issuers of commercial paper and bankers' acceptances.

The Board's Investment Advisor shall utilize and maintain its own list of approved primary and non-primary dealers.

Authorized Staff shall only enter into Repurchase agreements with “Primary Dealers” as designated by the Federal Reserve Bank of New York and financial institutions that are state qualified public depositories.

X. MATURITY AND LIQUIDITY REQUIREMENTS

To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Investments of current operating funds shall have maturities of no longer than twenty-four (24) months. Investments of bond reserves, construction funds, and other non-operating funds (“core funds”) shall have a term appropriate to the need for funds and in accordance with debt covenants. The purchase of investments for core funds with maturities longer than five and one-half (5.50) years requires the Clerks approval prior to purchase. The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Master Repurchase Agreements.

XI. RISK AND DIVERSIFICATION

Assets held shall be diversified to control risks resulting from over concentration of assets in a specific maturity, issuer, instruments, dealer, or bank through which these instruments are bought and sold. The Clerk shall determine diversification strategies within the established guidelines.

XII. MASTER REPURCHASE AGREEMENT

The Clerk will require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the Master Repurchase Agreement. All repurchase agreement transactions will adhere to requirements of the Master Repurchase Agreement.

XIII. DERIVATIVES AND REVERSE REPURCHASE AGREEMENTS

Investment in any derivative products or the use of reverse repurchase agreements is specifically prohibited by this policy, unless permitted in Section XV of this policy. A “derivative” is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values.

XIV. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

After the Investment Advisor or the Chief Financial Clerk has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of three (3) reputable, qualified, and financially sound banks and/or dealers must be contacted and asked to provide bids on securities in questions. Bids will be held in confidence until the highest bid is determined and awarded.

However, on an exception basis, securities may be purchased utilizing the comparison to current market price method. Acceptable current market price providers include, but are not limited to:

- A. Tradeweb,
- B. Bloomberg Information Systems,
- C. The Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing,

D. Daily market pricing provided by the Clerk's custody agents or their correspondent institutions.

Selection by comparison to a current market price, as indicated above, shall only be utilized when, in judgment of the investment advisor, the Clerk, or Chief Financial Clerk, competitive bidding would inhibit the selection process.

Examples of when this method may be used include:

- A. When time constraints due to unusual circumstances preclude the use of the competitive bidding process.
- B. When no active market exists for the issue being traded due to the age or depth of the issue.
- C. When a security is unique to a single dealer, for example, a private placement.
- D. When the transaction involves new issues or issues in the "when issued" market.

Overnight sweep repurchase agreements will not be bid but may be placed with the depository bank relating to the demand account for which the repurchase agreement was purchased.

XV. AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION

Investments should be made subject to the cash flow needs and such cash flows are subject to revisions as market conditions and the Board's needs change. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, Authorized Staff may sell the investment at the then-prevailing market price and place the proceeds into the proper account at the Board's custodian.

The following are the guidelines for investments and limits on security types, issuers, and maturities as established by the Board. The Clerk or the Chief Financial Clerk shall have the option to further restrict investment percentages from time to time based on market conditions. The percentage allocations requirements for investment types and issuers are calculated based on the original cost of each investment, at the time of purchase. Investments not listed in this policy are prohibited.

Permitted Investments

Sector	Sector Maximum (%)	Per Issuer Maximum (%)	Minimum Ratings Requirement ¹	Maximum Maturity
U.S. Treasury	100%	100%	N/A	5.50 Years (5.50 Years avg. life ⁴ for GNMA)
GNMA		40%		
Other U.S. Government Guaranteed (e.g. AID, GTC)		10%		
Federal Agency/GSE: FNMA, FHLMC, FHLB, FFCB*	80%	40% ³	N/A	5.50 Years
Federal Agency/GSE other than those above		10%		
Supranationals where U.S. is a shareholder and voting member	25%	5%	Highest ST or Highest LT Rating Categories (A-1/P-1, AAA/Aaa, or equivalent)	5.50 Years
Corporates	50% ²	5%	Highest ST or Three Highest LT Rating Categories (A-1/P-1, A-/A3 or equivalent)	5.50 Years
Municipals	25%	5%	Highest ST or Three Highest LT Rating Categories (SP-1/MIG 1, A-/A3, or equivalent)	5.50 Years
Agency Mortgage-Backed Securities (MBS)	25%	40% ³	N/A	5.50 Years Avg. Life ⁴
Asset-Backed Securities (ABS)	25%	5%	Highest ST or LT Rating (A-1+/P-1, AAA/Aaa, or equivalent)	5.50 Years Avg. Life ⁴
Non-Negotiable Collateralized Bank Deposits or Savings Accounts	50%	25%	None, if fully collateralized.	2 Years
Commercial Paper (CP)	50% ²	5%	Highest ST Rating Category (A-1/P-1, or equivalent)	270 Days
Bankers' Acceptances (BAs)	10% ²	5%	Highest ST Rating Category (A-1/P-1, or equivalent)	180 Days
Repurchase Agreements (Repo or RP)	50%	25%	Counterparty (or if the counterparty is not rated by an NRSRO, then the counterparty's parent) must be rated in the Highest ST Rating Category (A-1/P-1, or equivalent) If the counterparty is a Federal Reserve Bank, no rating is required	1 Year
Money Market Funds (MMFs)	50%	25%	Highest Fund Rating by all NRSROs who rate the fund (AAA/m/Aaa-mf, or equivalent)	N/A
Intergovernmental Pools (LGIPs)	50%	25%	Highest Fund Quality and Volatility Rating Categories by all NRSROs who rate the LGIP, (AAA/m/AAAf, S1, or equivalent)	N/A
Florida Local Government Surplus Funds Trust Funds ("Florida Prime")	75%	N/A	Highest Fund Rating by all NRSROs who rate the fund (AAA/m/Aaa-mf, or equivalent)	N/A

Notes:

¹ Rating by at least one SEC-registered Nationally Recognized Statistical Rating Organization ("NRSRO"), unless otherwise noted. ST=Short-term; LT=Long-term.

² Maximum allocation to all corporate and bank credit instruments is 50% combined.

³ Maximum exposure to any one Federal agency, including the combined holdings of Agency debt and Agency MBS, is 40%.

⁴ The maturity limit for MBS and ABS is based on the expected average life at time of settlement, measured using Bloomberg or other industry standard methods.

* Federal National Mortgage Association (FNMA); Federal Home Loan Mortgage Corporation (FHLMC); Federal Home Loan Bank or its District banks (FHLB); Federal Farm Credit Bank (FFCB).

- 1) **U.S. Treasury & Government Guaranteed** - U.S. Treasury obligations, and obligations the principal and interest of which are backed or guaranteed by the full faith and credit of the U.S. Government.
- 2) **Federal Agency/GSE** - Debt obligations, participations or other instruments issued or fully guaranteed by any U.S. Federal agency, instrumentality or government-sponsored enterprise (GSE).
- 3) **Supranationals** – U.S. dollar denominated debt obligations of a multilateral organization of governments where U.S. is a shareholder and voting member.
- 4) **Corporates** – U.S. dollar denominated corporate notes, bonds or other debt obligations issued or guaranteed by a domestic or foreign corporation, financial institution, non-profit, or other entity.
- 5) **Municipals** – Obligations, including both taxable and tax-exempt, issued or guaranteed by any State, territory or possession of the United States, political subdivision, public corporation, authority, agency board, instrumentality or other unit of local government of any State or territory.
- 6) **Agency Mortgage Backed Securities** - Mortgage-backed securities (MBS), backed by residential, multi-family or commercial mortgages, that are issued or fully guaranteed as to principal and interest by a U.S. Federal agency or government sponsored enterprise, including but not limited to pass-throughs, collateralized mortgage obligations (CMOs) and REMICs.
- 7) **Asset-Backed Securities** - Asset-backed securities (ABS) whose underlying collateral consists of loans, leases or receivables, including but not limited to auto loans/leases, credit card receivables, student loans, equipment loans/leases, or home-equity loans.
- 8) **Non-Negotiable Certificate of Deposit and Savings Accounts** - Non-negotiable interest bearing time certificates of deposit, or savings accounts in banks organized under the laws of this state or in national banks organized under the laws of the United States and doing business in this state, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.
- 9) **Commercial Paper** – U.S. dollar denominated commercial paper issued or guaranteed by a domestic or foreign corporation, company, financial institution, trust or other entity, only unsecured debt permitted.
- 10) **Bankers' Acceptances** - Bankers' acceptances issued, drawn on, or guaranteed by a U.S. bank or U.S. branch of a foreign bank.
- 11) **Repurchase Agreements** - Repurchase agreements (Repo or RP) that meet the following requirements:
 - a. Must be governed by a written SIFMA Master Repurchase Agreement which specifies securities eligible for purchase and resale, and which provides the unconditional right to liquidate the underlying securities should the Counterparty default or fail to provide full timely repayment.
 - b. Counterparty must be a Federal Reserve Bank, a Primary Dealer as designated by the Federal Reserve Bank of New York, or a nationally chartered commercial bank.
 - c. Securities underlying repurchase agreements must be delivered to a third party custodian under a written custodial agreement and may be of deliverable or tri-party form. Securities must be held in the Board's custodial account or in a separate account in the name of the Board.
 - d. Acceptable underlying securities include only securities that are direct obligations of, or that are fully guaranteed by, the United States or any agency of the United States, or U.S. Agency-backed mortgage related securities.
 - e. Underlying securities must have an aggregate current market value of at least 102% (or 100% if the counterparty is a Federal Reserve Bank) of the purchase price plus current accrued price differential at the close of each business day.

f. Final term of the agreement must be 1 year or less.

- 12) **Money Market Funds** - Shares in open-end and no-load money market mutual funds, provided such funds are registered under the Investment Company Act of 1940 and operate in accordance with Rule 2a- 7.

A thorough investigation of any money market fund is required prior to investing. Attachment B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

- 13) **Local Government Investment Pools** – State, local government or privately-sponsored investment pools that are authorized pursuant to state law.

A thorough investigation of any intergovernmental investment pool is required prior to investing. Attachment B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

- 14) **The Florida Local Government Surplus Funds Trust Funds (“Florida Prime”)** A thorough investigation of the Florida Prime is required prior to investing. Attachment B is a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus or portfolio report must be obtained.

General Investment and Portfolio Limits

1. General investment limitations:

- a. Investments must be denominated in U.S. dollars and issued for legal sale in U.S. markets.
- b. Minimum ratings are based on the highest rating by any one Nationally Recognized Statistical Ratings Organization (“NRSRO”), unless otherwise specified.
- c. All limits and rating requirements apply at time of purchase.
- d. Should a security fall below the minimum credit rating requirement for purchase, the Investment Advisor will notify the Chief Financial Clerk.
- e. The maximum maturity (or average life for MBS/ABS) of any investment is 5.50 years. Maturity and average life are measured from settlement date. The final maturity date can be based on any mandatory call, put, pre-refunding date, or other mandatory redemption date.

2. General portfolio limitations:

- a. The maximum effective duration of the aggregate portfolio is 3 years.
- b. Maximum exposure to issuers in any non-U.S. country cannot exceed 10 percent per country.

3. Investment in the following are permitted, provided they meet all other policy requirements:

- a. Callable, step-up callable, called, pre-refunded, puttable and extendable securities, as long as the effective final maturity meets the maturity limits for the sector
- b. Variable-rate and floating-rate securities
- c. Subordinated, secured and covered debt, if it meets the ratings requirements for the sector
- d. Zero coupon issues and strips, excluding agency mortgage-backed Interest-only structures (I/Os)
- e. Treasury TIPS

4. The following are **NOT PERMITTED** investments, unless specifically authorized by statute and with prior approval of the governing body:

- a. Trading for speculation

- b. Derivatives (other than callables and traditional floating or variable-rate instruments)
- c. Mortgage-backed interest-only structures (I/Os)
- d. Inverse or leveraged floating-rate and variable-rate instruments
- e. Currency, equity, index and event-linked notes (e.g. range notes), or other structures that could return less than par at maturity
- f. Private placements and direct loans, except as may be legally permitted by Rule 144A or commercial paper issued under a 4(2) exemption from registration
- g. Convertible, high yield, and non-U.S. dollar denominated debt
- h. Short sales
- i. Use of leverage
- j. Futures and options
- k. Mutual funds
- l. Equities, commodities, currencies and hard assets
- m. Any investments in stocks, securities, or other obligations of the companies deemed as prohibited investments pursuant to Section XIX of this policy

XVI. PERFORMANCE MEASUREMENTS

In order to assist in the evaluation of the portfolio's performance, the Clerk will use performance benchmarks. The use of benchmarks will allow the Clerk to measure its returns against other investors in the same markets.

- A. Investment performance of funds designated as short-term funds and other funds that must maintain a high degree of liquidity will be compared to the return of the S&P Rated GIP Index Government 30-Day Gross of Fees Yield. Investments of current operating funds shall have maturities of no longer than twenty-four (24) months.
- B. Investment performance of funds designated as core funds and other non-operating funds that have a longer-term investment horizon will be compared to the BofA Merrill Lynch 1-3 Year U.S. Treasury Note Index or the BofA Merrill Lynch 1-5 Year U.S. Treasury/Agency Note Index. The portfolios' total rate of returns will be compared to these benchmarks. The appropriate index will have a duration and asset mix that approximates the portfolios and will be utilized as a benchmark to be compared to the portfolios' total rate of return. Investments of bond reserves, construction funds, and other non-operating funds ("core funds") shall have a term appropriate to the need for funds and in accordance with debt covenants, but in no event shall exceed five and one-half (5.50) years.

XVII. REPORTING

The Chief Financial Clerk and/or Investment Advisor shall provide the Clerk with quarterly investment reports. Schedules in the quarterly report should include the following:

- A. A listing of individual securities held at the end of the reporting period
- B. Percentage of available funds represented by each investment type
- C. Coupon, discount or rate of return
- D. Average life or duration and final maturity of all investments
- E. Par value, and market value

On an annual basis, the Clerk or designee shall prepare and submit to the Board a written report on all invested funds. The annual report shall provide all, but not limited to, the following: a complete list of all invested funds, name or type of security in which the funds are invested, the amount invested, the maturity date, earned income, the book value, the market value and the yield on each investment.

The annual report will show performance on both a book value and total rate of return basis and will compare the results to the above-stated performance benchmarks. All investments shall be reported at fair value per GASB standards. Investment reports shall be available to the public.

XVIII. THIRD-PARTY CUSTODIAL AGREEMENTS

All securities, with the exception of certificates of deposits, shall be held with a third-party custodian; and all securities purchased by, and all collateral obtained by; the Board should be properly designated as an asset of the Board. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida as defined in Section 658.12, Florida Statutes, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

The Clerk will execute on behalf of the Board, third party custodial agreement(s) with its bank(s) and depository institution(s). Such agreements may include letters of authority from the Clerk, details as to the responsibilities of each party, method of notification of security purchases, sales, delivery, procedures related to repurchase agreements and wire transfers, safekeeping and transaction costs, procedures in case of wire failure or other unforeseen mishaps and describing the liability of each party.

The custodian shall accept transaction instructions only from those persons who have been duly authorized by the Clerk and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, shall be permitted unless by such a duly authorized person.

The custodian shall provide the Clerk with safekeeping receipts that provide detail information on the securities held by the custodian. Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Securities held as collateral shall be held free and clear of any liens.

XIX. SCRUTINIZED COMPANIES AND SPECIALLY DESIGNATED NATIONALS LIST

The Clerk will at least annually obtain the following lists and publish or confirm to contain the companies deemed as prohibited investments and these investments will not be purchased by, or on behalf of, the County, consistent with the referenced state or federal law.

1. Pursuant to Section 215.473, Florida Statutes, Divestiture by the State Board of Administration; Sudan; Iran;
2. Pursuant to Section 215.4725, Florida Statutes, Prohibited investments by the State Board of Administration; companies that boycott Israel;
3. Pursuant to Section 215.472, Florida Statutes, Prohibited investments (Cuba, Venezuela);
4. Pursuant to Section 215.471, Florida Statutes, Divestiture by the State Board of Administration; reporting requirements (Cuba, Venezuela, Syria); and
5. Specially Designated Nationals (SDN) List which is maintained by Office of Foreign Assets Control U.S. Department of the Treasury.

XX. INVESTMENT POLICY ADOPTION

The policy shall be adopted by the Board. The Clerk shall review the policy annually and, if necessary, present modifications to the Board for approval.

Duly adopted this 2nd day of November, 2021.

**BOARD OF COUNTY COMMISSIONERS
St. JOHNS COUNTY, FLORIDA**

Attachment A
Glossary of Cash and Investment Management Terms

The following is a glossary of key investing terms, many of which appear in the St. Johns County Board of County Commissioners' investment policy. This glossary clarifies the meaning of investment terms generally used in cash and investment management. This glossary has been adapted from the GFOA Sample Investment Policy and the Association of Public Treasurers of the United States and Canada's Model Investment Policy.

Accrued Interest. Interest earned but which has not yet been paid or received.

Agency. See "Federal Agency Securities."

Ask Price. Price at which a broker/dealer offers to sell a security to an investor. Also known as "offered price."

Asset Backed Securities (ABS). A fixed-income security backed by notes or receivables against assets other than real estate. Generally issued by special purpose companies that "own" the assets and issue the ABS. Examples include securities backed by auto loans, credit card receivables, home equity loans, manufactured housing loans, farm equipment loans, and aircraft leases.

Average Life. The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

Bankers' Acceptance (BA's). A draft or bill of exchange drawn upon and accepted by a bank. Frequently used to finance shipping of international goods. Used as a short-term credit instrument, bankers' acceptances are traded at a discount from face value as a money market instrument in the secondary market on the basis of the credit quality of the guaranteeing bank.

Basis Point. One hundredth of one percent, or 0.01%. Thus 1% equals 100 basis points.

Bearer Security. A security whose ownership is determined by the holder of the physical security. Typically, there is no registration on the issuer's books. Title to bearer securities is transferred by delivery of the physical security or certificate. Also known as "physical securities."

Benchmark Bills: In November 1999, FNMA introduced its Benchmark Bills program, a short-term debt securities issuance program to supplement its existing discount note program. The program includes a schedule of larger, weekly issues in three- and six-month maturities and biweekly issues in one-year for Benchmark Bills. Each issue is brought to market via a Dutch (single price) auction. FNMA conducts a weekly auction for each Benchmark Bill maturity and accepts both competitive and non-competitive bids through a web-based auction system. This program is in addition to the variety of other discount note maturities, with rates posted on a daily basis, which FNMA offers. FNMA's Benchmark Bills are unsecured general obligations that are issued in book-entry form through the Federal Reserve Banks. There are no periodic payments of interest on Benchmark Bills, which are sold at a discount from the principal amount and payable at par at maturity. Issues under the Benchmark program constitute the same credit standing as other FNMA discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

Benchmark Notes/Bonds: Benchmark Notes and Bonds are a series of FNMA "bullet" maturities (non-callable) issued according to a pre-announced calendar. Under its Benchmark Notes/Bonds program, 2, 3, 5, 10, and 30-year maturities are issued each quarter. Each Benchmark Notes new issue has a minimum size of \$4 billion, 30-year new issues having a minimum size of \$1 billion, with re-openings based on investor demand to further enhance liquidity. The amount of non-callable issuance has allowed FNMA to build a yield curve in Benchmark Notes and Bonds in maturities ranging from 2 to 30 years. The liquidity emanating from these large size issues has facilitated favorable financing opportunities through the development of a liquid overnight and term repo market. Issues under the Benchmark program constitute the same credit standing as other FNMA issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Benchmark. A market index used as a comparative basis for measuring the performance of an investment portfolio. A performance benchmark should represent a close correlation to investment guidelines, risk tolerance, and duration of the actual portfolio's investments.

Bid Price. Price at which a broker/dealer offers to purchase a security from an investor.

Bond. Financial obligation for which the issuer promises to pay the bondholder (the purchaser or owner of the bond) a specified stream of future cash-flows, including periodic interest payments and a principal repayment.

Book Entry Securities. Securities that are recorded in a customer's account electronically through one of the financial markets electronic delivery and custody systems, such as the Fed Securities wire, DTC, and PTC

(as opposed to bearer or physical securities). The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. The vast majority of securities are now book entry securities.

Book Value. The value at which a debt security is reflected on the holder's records at any point in time. Book value is also called "amortized cost" as it represents the original cost of an investment adjusted for amortization of premium or accretion of discount. Also called "carrying value." Book value can vary over time as an investment approaches maturity and differs from "market value" in that it is not affected by changes in market interest rates.

Broker/Dealer. A person or firm transacting securities business with customers. A "broker" acts as an agent between buyers and sellers and receives a commission for these services. A "dealer" buys and sells financial assets from its own portfolio. A dealer takes risk by owning inventory of securities, whereas a broker merely matches up buyers and sellers. See also "Primary Dealer."

Bullet Notes/Bonds. Notes or bonds that have a single maturity date and are non-callable.

Call Date. Date at which a call option may be or is exercised.

Call Option. The right, but not the obligation, of an issuer of a security to redeem a security at a specified value and at a specified date or dates prior to its stated maturity date. Most fixed-income calls are at par but can be at any previously established price. Securities issued with a call provision typically carry a higher yield than similar securities issued without a call feature. There are three primary types of call options (1) European - one-time calls, (2) Bermudan - periodically on a predetermined schedule (quarterly, semi-annual, annual), and (3) American - continuously callable at any time on or after the call date. There is usually a notice period of at least 5 business days prior to a call date.

Callable Bonds/Notes. Securities which contain an imbedded call option giving the issuer the right to redeem the securities prior to maturity at a predetermined price and time.

Certificate of Deposit (CD). Bank obligation issued by a financial institution generally offering a fixed rate of return (coupon) for a specified period of time (maturity). Can be as long as 10 years to maturity, but most CDs purchased by public agencies are one year and under.

Collateral. Investment securities or other property that a borrower pledges to secure repayment of a loan, secure deposits of public monies, or provide security for a repurchase agreement.

Collateralization. Process by which a borrower pledges securities, property, or other deposits for securing the repayment of a loan and/or security.

Collateralized Mortgage Obligation (CMO). A security that pools together mortgages and separates them into short, medium, and long-term positions (called tranches). Tranches are set up to pay different rates of interest depending upon their maturity. Interest payments are usually paid monthly. In "plain vanilla" CMOs, principal is

not paid on a tranche until all shorter tranches have been paid off. This system provides interest and principal in a more predictable manner. A single pool of mortgages can be carved up into numerous tranches each with its own payment and risk characteristics.

Commercial Paper. Short term unsecured promissory note issued by a company or financial institution. Issued at a discount and matures for par or face value. Usually a maximum maturity of 270 days and given a short-term debt rating by one or more NRSROs.

Convexity. A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

Corporate Note. A debt instrument issued by a corporation with a maturity of greater than one year and less than ten years.

Counterparty. The other party in a two-party financial transaction. "Counterparty risk" refers to the risk that the other party to a transaction will fail in its related obligations. For example, the bank or broker/dealer in a repurchase agreement.

Coupon Rate. Annual rate of interest on a debt security, expressed as a percentage of the bond's face value.

Current Yield. Annual rate of return on a bond based on its price. Calculated as (coupon rate / price) but does not accurately reflect a bond's true yield level.

Custody. Safekeeping services offered by a bank, financial institution, or trust company, referred to as the "custodian." Service normally includes the holding and reporting of the customer's securities, the collection and disbursement of income, securities settlement, and market values.

Dealer. A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

Delivery Versus Payment (DVP). Settlement procedure in which securities are delivered versus payment of cash, but only after cash has been received. Most security transactions, including those through the Fed Securities Wire system and DTC, are done DVP as a protection for both the buyer and seller of securities.

Depository Trust Company (DTC). A firm through which members can use a computer to arrange for securities to be delivered to other members without physical delivery of certificates. A member of the Federal Reserve System and owned mostly by the New York Stock Exchange, the Depository Trust Company uses computerized debit and credit entries. Most corporate securities, commercial paper, CDs, and BAs clear through DTC.

Derivatives. (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities, or commodities). For hedging purposes, common derivatives are options, futures, interest rate swaps, and swaptions.

Derivative Security. Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

Designated Bond. FFCB's regularly issued, liquid, non-callable securities that generally have a 2 or 3 year original maturity. New issues of Designated Bonds are \$1 billion or larger. Re-openings of existing Designated Bond issues are generally a minimum of \$100 million. Designated Bonds are offered through a syndicate of two to six dealers. Twice each month the Funding Corporation announces its intention to issue a new Designated Bond, reopen an existing issue, or to not issue or reopen a Designated Bond. Issues under the Designated Bond

program constitute the same credit standing as other FFCB issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Discount Notes. Unsecured general obligations issued by Federal Agencies at a discount. Discount notes mature at par and can range in maturity from overnight to one year. Very large primary (new issue) and secondary markets exist.

Discount Rate. Rate charged by the system of Federal Reserve Banks on overnight loans to member banks. Changes to this rate are administered by the Federal Reserve and closely mirror changes to the "fed funds rate."

Discount Securities. Non-interest-bearing money market instruments that are issued at discount and redeemed at maturity for full face value. Examples include: U.S. Treasury Bills, Federal Agency Discount Notes, Bankers' Acceptances, and Commercial Paper.

Discount. The amount by which a bond or other financial instrument sells below its face value. See also "Premium."

Diversification. Dividing investment funds among a variety of security types, maturities, industries, and issuers offering potentially independent returns.

Dollar Price. A bond's cost expressed as a percentage of its face value. For example, a bond quoted at a dollar price of 95 ½, would have a principal cost of \$955 per \$1,000 of face value.

Duff & Phelps. One of several NRSROs that provide credit ratings on corporate and bank debt issues.

Duration. The weighted average maturity of a security's or portfolio's cash-flows, where the present values of the cash-flows serve as the weights. The greater the duration of a security/portfolio, the greater its percentage price volatility with respect to changes in interest rates. Used as a measure of risk and a key tool for managing a portfolio versus a benchmark and for hedging risk. There are also different kinds of duration used for different purposes (e.g. MacAuley Duration, Modified Duration).

Fannie Mae. See "Federal National Mortgage Association."

Fed Money Wire. A computerized communications system that connects the Federal Reserve System with its member banks, certain U. S. Treasury offices, and the Washington D.C. office of the Commodity Credit Corporation. The Fed Money Wire is the book entry system used to transfer cash balances between banks for themselves and for customer accounts.

Fed Securities Wire. A computerized communications system that facilitates book entry transfer of securities between banks, brokers and customer accounts, used primarily for settlement of U.S. Treasury and Federal Agency securities.

Fed. See "Federal Reserve System."

Federal Agency Security. A debt instrument issued by one of the Federal Agencies. Federal Agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

Federal Agency. Government sponsored/owned entity created by the U.S. Congress, generally for the purpose of acting as a financial intermediary by borrowing in the marketplace and directing proceeds to specific areas of the economy considered to otherwise have restricted access to credit markets. The largest Federal Agencies are GNMA, FNMA, FHLMC, FHLB, FFCB, SLMA, and TVA.

Federal Deposit Insurance Corporation (FDIC). Federal agency that insures deposits at commercial banks, currently to a limit of \$250,000 per depositor per bank.

Federal Farm Credit Bank (FFCB). One of the large Federal Agencies. A government sponsored enterprise (GSE) system that is a network of cooperatively owned lending institutions that provides credit services to farmers, agricultural cooperatives and rural utilities. The FFCBs act as financial intermediaries that borrow money in the capital markets and use the proceeds to make loans and provide other assistance to farmers and farm-affiliated businesses. Consists of the consolidated operations of the Banks for Cooperatives, Federal Intermediate Credit Banks, and Federal Land Banks. Frequent issuer of discount notes, agency notes and callable agency securities. FFCB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and agricultural industry. The FFCB also issues notes under its “designated note” program.

Federal Funds (Fed Funds). Funds placed in Federal Reserve Banks by depository institutions in excess of current reserve requirements, and frequently loaned or borrowed on an overnight basis between depository institutions.

Federal Funds Rate (Fed Funds Rate). The interest rate charged by a depository institution lending Federal Funds to another depository institution. The Federal Reserve influences this rate by establishing a "target" Fed Funds rate associated with the Fed's management of monetary policy.

Federal Home Loan Bank System (FHLB). One of the large Federal Agencies. A government sponsored enterprise (GSE) system, consisting of wholesale banks (currently twelve district banks) owned by their member banks, which provides correspondent banking services and credit to various financial institutions, financed by the issuance of securities. The principal purpose of the FHLB is to add liquidity to the mortgage markets. Although FHLB does not directly fund mortgages, it provides a stable supply of credit to thrift institutions that make new mortgage loans. FHLB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes and callable agency securities. The FHLB also issues notes under its “global note” and “TAP” programs.

Federal Home Loan Mortgage Corporation (FHLMC or "Freddie Mac"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides stability and assistance to the secondary market for home mortgages by purchasing first mortgages and participation interests financed by the sale of debt and guaranteed mortgage backed securities. FHLMC debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities, and MBS. The FHLMC also issues notes under its “reference note” program.

Federal National Mortgage Association (FNMA or "Fannie Mae"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides liquidity to the residential mortgage market by purchasing mortgage loans from lenders, financed by the issuance of debt securities and MBS (pools of mortgages packaged together as a security). FNMA debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. The FNMA also issues notes under its “benchmark note” program.

Federal Reserve Bank. One of the 12 distinct banks of the Federal Reserve System.

Federal Reserve System (the Fed). The independent central bank system of the United States that establishes and conducts the nation's monetary policy. This is accomplished in three major ways: (1) raising or lowering bank reserve requirements, (2) raising or lowering the target Fed Funds Rate and Discount Rate, and (3) in open market operations by buying and selling government securities. The Federal Reserve System is made up of twelve Federal Reserve District Banks, their branches, and many national and state banks throughout the nation. It is headed by the seven-member Board of Governors known as the “Federal Reserve Board” and headed by its Chairman.

Financial Industry Regulatory Authority, Inc. (FINRA). A private corporation that acts as a self-regulatory organization (SRO). FINRA is the successor to the National Association of Securities Dealers, Inc. (NASD). Though sometimes mistaken for a government agency, it is a non-governmental organization that performs financial regulation of member brokerage firms and exchange markets. The government also has a regulatory arm for investments, the Securities and Exchange Commission (SEC).

Fiscal Agent/Paying Agent. A bank or trust company that acts, under a trust agreement with a corporation or municipality, in the capacity of general treasurer. The agent performs such duties as making coupon payments, paying rents, redeeming bonds, and handling taxes relating to the issuance of bonds.

Fitch Investors Service, Inc. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

Floating Rate Security (FRN or "floater"). A bond with an interest rate that is adjusted according to changes in an interest rate or index. Differs from variable-rate debt in that the changes to the rate take place immediately when the index changes, rather than on a predetermined schedule. See also "Variable Rate Security."

Freddie Mac. See "Federal Home Loan Mortgage Corporation."

Ginnie Mae. See "Government National Mortgage Association."

Global Notes: Notes designed to qualify for immediate trading in both the domestic U.S. capital market and in foreign markets around the globe. Usually large issues that are sold to investors worldwide and therefore have excellent liquidity. Despite their global sales, global notes sold in the U.S. are typically denominated in U.S. dollars.

Government National Mortgage Association (GNMA or "Ginnie Mae"). One of the large Federal Agencies. Government-owned Federal Agency that acquires, packages, and resells mortgages and mortgage purchase commitments in the form of mortgage-backed securities. Largest issuer of mortgage pass-through securities. GNMA debt is guaranteed by the full faith and credit of the U.S. government (one of the few agencies that are actually full faith and credit of the U.S. government).

Government Securities. An obligation of the U.S. government backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, Bonds, and SLGS."

Government Sponsored Enterprise (GSE). Privately owned entity subject to federal regulation and supervision, created by the U.S. Congress to reduce the cost of capital for certain borrowing sectors of the economy such as students, farmers, and homeowners. GSEs carry the implicit backing of the U.S. government, but they are not direct obligations of the U.S. government. For this reason, these securities will offer a yield premium over U.S. Treasuries. Examples of GSEs include: FHLB, FHLMC, FNMA, and SLMA.

Government Sponsored Enterprise Security. A security issued by a Government Sponsored Enterprise. Considered Federal Agency Securities.

Index. A compilation of statistical data that tracks changes in the economy or in financial markets.

Interest-Only (IO) STRIP. A security based solely on the interest payments from the bond. After the principal has been repaid, interest payments stop and the value of the security falls to nothing. Therefore, IOs are considered risky investments. Usually associated with mortgage-backed securities.

Internal Controls. An internal control structure ensures that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely

to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. **Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. **Separation of transaction authority from accounting and record keeping** - A separation of duties is achieved by separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction.
3. **Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. **Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. **Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. **Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. **Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

Inverse Floater. A floating rate security structured in such a way that it reacts inversely to the direction of interest rates. Considered risky as their value moves in the opposite direction of normal fixed-income investments and whose interest rate can fall to zero.

Investment Advisor. A company that provides professional advice managing portfolios, investment recommendations, and/or research in exchange for a management fee.

Investment Adviser Act of 1940. Federal legislation that sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

Investment Grade. Bonds considered suitable for preservation of invested capital, including bonds rated a minimum of Baa3 by Moody's, BBB- by Standard & Poor's, or BBB- by Fitch. Although "BBB" rated bonds are considered investment grade, most public agencies cannot invest in securities rated below "A."

Liquidity. Relative ease of converting an asset into cash without significant loss of value. Also, a relative measure of cash and near-cash items in a portfolio of assets. Additionally, it is a term describing the marketability of a money market security correlating to the narrowness of the spread between the bid and ask prices.

Local Government Investment Pool (LGIP). An investment by local governments in which their money is pooled as a method for managing local funds, (e.g., Florida State Board of Administration's Florida Prime Fund).

Long-Term Core Investment Program. Funds that are not needed within a one-year period.

Market Value. The fair market value of a security or commodity. The price at which a willing buyer and seller would pay for a security.

Mark-to-market. Adjusting the value of an asset to its market value, reflecting in the process unrealized gains or losses.

Master Repurchase Agreement. A widely accepted standard agreement form published by the Securities Industry and Financial Markets Association (SIFMA) that is used to govern and document Repurchase Agreements and protect the interest of parties in a repo transaction.

Maturity Date. Date on which principal payment of a financial obligation is to be paid.

Medium Term Notes (MTN's). Used frequently to refer to corporate notes of medium maturity (5-years and under). Technically, any debt security issued by a corporate or depository institution with a maturity from 1 to 10 years and issued under an MTN shelf registration. Usually issued in smaller issues with varying coupons and maturities and underwritten by a variety of broker/dealers (as opposed to large corporate deals issued and underwritten all at once in large size and with a fixed coupon and maturity).

Money Market. The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

Money Market Mutual Fund (MMF). A type of mutual fund that invests solely in money market instruments, such as: U.S. Treasury bills, commercial paper, bankers' acceptances, and repurchase agreements. Money market mutual funds are registered with the SEC under the Investment Company Act of 1940 and are subject to "rule 2a-7" which significantly limits average maturity and credit quality of holdings. MMF's are managed to maintain a stable net asset value (NAV) of \$1.00. Many MMFs carry ratings by a NRSRO.

Moody's Investors Service. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

Mortgage Backed Securities (MBS). Mortgage-backed securities represent an ownership interest in a pool of mortgage loans made by financial institutions, such as savings and loans, commercial banks, or mortgage companies, to finance the borrower's purchase of a home or other real estate. The majority of MBS are issued and/or guaranteed by GNMA, FNMA, and FHLMC. There are a variety of MBS structures with varying levels of risk and complexity. All MBS have reinvestment risk as actual principal and interest payments are dependent on the payment of the underlying mortgages which can be prepaid by mortgage holders to refinance and lower rates or simply because the underlying property was sold.

Mortgage Pass-Through Securities. A pool of residential mortgage loans with the monthly interest and principal distributed to investors on a pro-rata basis. The largest issuer is GNMA.

Municipal Note/Bond. A debt instrument issued by a state or local government unit or public agency. The vast majority of municipals are exempt from state and federal income tax, although some non-qualified issues are taxable.

Mutual Fund. Portfolio of securities professionally managed by a registered investment company that issues shares to investors. Many different types of mutual funds exist (e.g., bond, equity, and money market funds); all except money market funds operate on a variable net asset value (NAV).

Negotiable Certificate of Deposit (Negotiable CD). Large denomination CDs (\$100,000 and larger) that are issued in bearer form and can be traded in the secondary market.

Net Asset Value. The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets including securities, cash, and any accrued earnings, then subtracting the total assets from the fund's liabilities, and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)

$$[(\text{Total assets}) - (\text{Liabilities})]/(\text{Number of shares outstanding})$$

NRSRO. A "Nationally Recognized Statistical Rating Organization" (NRSRO) is a designated rating organization that the SEC has deemed a strong national presence in the U.S. NRSROs provide credit ratings on corporate and bank debt issues. Only ratings of a NRSRO may be used for the regulatory purposes of rating. Includes Moody's, S&P, Fitch, and Duff & Phelps.

Offered Price. See also "Ask Price."

Open Market Operations. A Federal Reserve monetary policy tactic entailing the purchase or sale of government securities in the open market by the Federal Reserve System from and to primary dealers in order to influence the money supply, credit conditions, and interest rates.

Par Value. The face value, stated value, or maturity value of a security.

Physical Delivery. Delivery of readily available underlying assets at contract maturity.

Portfolio. Collection of securities and investments held by an investor.

Premium. The amount by which a bond or other financial instrument sells above its face value. See also "Discount."

Primary Dealer. A designation given to certain government securities dealer by the Federal Reserve Bank of New York. Primary dealers can buy and sell government securities directly with the Fed. Primary dealers also submit daily reports of market activity and security positions held to the Fed and are subject to its informal oversight. Primary dealers are the largest buyers and sellers by volume in the U.S. Treasury securities market.

Prime Paper. Commercial paper of high quality. Highest rated paper is A-1+/A-1 by S&P and P-1 by Moody's.

Principal. Face value of a financial instrument on which interest accrues. May be less than par value if some principal has been repaid or retired. For a transaction, principal is par value times price and includes any premium or discount.

Prudent Expert Rule. Standard that requires that a fiduciary manage a portfolio with the care, skill, prudence, and diligence, under the circumstances then prevailing, that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. This statement differs from the "prudent person" rule in that familiarity with such matters suggests a higher standard than simple prudence.

Prudent Investor Standard. Standard that requires that when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. More stringent than the "prudent person" standard as it implies a level of knowledge commensurate with the responsibility at hand.

Qualified Public Depository - Per Subsection 280.02(26), F.S., “qualified public depository” means any bank, savings bank, or savings association that:

1. Is organized and exists under the laws of the United States, the laws of this state or any other state or territory of the United States.
2. Has its principal place of business in this state or has a branch office in this state which is authorized under the laws of this state or of the United States to receive deposits in this state.
3. Has deposit insurance under the provision of the Federal Deposit Insurance Act, as amended, 12 U.S.C. ss.1811 et seq.
4. Has procedures and practices for accurate identification, classification, reporting, and collateralization of public deposits.
5. Meets all requirements of Chapter 280, F.S.
6. Has been designated by the Chief Financial Officer as a qualified public depository.

Range Note. A type of structured note that accrues interest daily at a set coupon rate that is tied to an index. Most range notes have two coupon levels; a higher accrual rate for the period the index is within a designated range, the lower accrual rate for the period that the index falls outside the designated range. This lower rate may be zero and may result in zero earnings.

Rate of Return. Amount of income received from an investment, expressed as a percentage of the amount invested.

Realized Gains (Losses). The difference between the sale price of an investment and its book value. Gains/losses are “realized” when the security is actually sold, as compared to “unrealized” gains/losses which are based on current market value. See “Unrealized Gains (Losses).”

Reference Bills: FHLMC’s short-term debt program created to supplement its existing discount note program by offering issues from one month through one year, auctioned on a weekly or on an alternating four-week basis (depending upon maturity) offered in sizeable volumes (\$1 billion and up) on a cycle of regular, standardized issuance. Globally sponsored and distributed, Reference Bill issues are intended to encourage active trading and market-making and facilitate the development of a term repo market. The program was designed to offer predictable supply, pricing transparency, and liquidity, thereby providing alternatives to U.S. Treasury bills. FHLMC’s Reference Bills are unsecured general corporate obligations. This program supplements the corporation’s existing discount note program. Issues under the Reference program constitute the same credit standing as other FHLMC discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

Reference Notes: FHLMC’s intermediate-term debt program with issuances of 2, 3, 5, 10, and 30-year maturities. Initial issuances range from \$2 - \$6 billion with re-openings ranging \$1 - \$4 billion.

The notes are high-quality bullet structures securities that pay interest semiannually. Issues under the Reference program constitute the same credit standing as other FHLMC notes; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Repurchase Agreement (Repo). A short-term investment vehicle where an investor agrees to buy securities from a counterparty and simultaneously agrees to resell the securities back to the counterparty at an agreed upon time and for an agreed upon price. The difference between the purchase price and the sale price represents interest earned on the agreement. In effect, it represents a collateralized loan to the investor, where the securities are the collateral. Can be DVP, where securities are delivered to the investor’s custodial bank, or “tri-party” where the

securities are delivered to a third-party intermediary. Any type of security can be used as “collateral,” but only some types provide the investor with special bankruptcy protection under the law. Repos should be undertaken only when an appropriate Securities Industry and Financial Markets Association (SIFMA) approved master repurchase agreement is in place.

Reverse Repurchase Agreement (Reverse Repo). A repo from the point of view of the original seller of securities. Used by dealers to finance their inventory of securities by essentially borrowing at short-term rates. Can also be used to leverage a portfolio and in this sense, can be considered risky if used improperly.

Safekeeping. Service offered for a fee, usually by financial institutions, for the holding of securities and other valuables. Safekeeping is a component of custody services.

Secondary Market. Markets for the purchase and sale of any previously issued financial instrument.

Securities Industry and Financial Markets Association (SIFMA). The bond market trade association representing the largest securities markets in the world. In addition to publishing a Master Repurchase Agreement, widely accepted as the industry standard document for Repurchase Agreements, the SIFMA also recommends bond market closures and early closes due to holidays.

Securities Lending. An arrangement between an investor and a custody bank that allows the custody bank to “loan” the investor’s investment holdings, reinvest the proceeds in permitted investments, and share any profits with the investor. Should be governed by a securities lending agreement. Can increase the risk of a portfolio in that the investor takes on the default risk on the reinvestment at the discretion of the custodian.

Sinking Fund. A separate accumulation of cash or investments (including earnings on investments) in a fund in accordance with the terms of a trust agreement or indenture, funded by periodic deposits by the issuer (or other entity responsible for debt service), for the purpose of assuring timely availability of moneys for payment of debt service. Usually used in connection with term bonds.

Spread. The difference between the price of a security and similar maturity U.S. Treasury investments, expressed in percentage terms or basis points. A spread can also be the absolute difference in yield between two securities. The securities can be in different markets or within the same securities market between different credits, sectors, or other relevant factors.

Standard & Poor's. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

STRIPS (Separate Trading of Registered Interest and Principal of Securities). Acronym applied to U.S. Treasury securities that have had their coupons and principal repayments separated into individual zero-coupon Treasury securities. The same technique and “strips” description can be applied to non-Treasury securities (e.g., FNMA strips).

Structured Notes. Notes that have imbedded into their structure options such as step-up coupons or derivative-based returns.

Supranational. Supranational organizations are international financial institutions that are generally established by agreements among nations, with member nations contributing capital and participating in management. These agreements provide for limited immunity from the laws of member countries. Bonds issued by these institutions are part of the broader class of Supranational, Sovereign, and Non-U.S. Agency (SSA) sector bonds. Supranational bonds finance economic and infrastructure development and support environmental protection, poverty reduction, and renewable energy around the globe. For example, the World Bank, International Finance Corporation (IFC), and African Development Bank (AfDB) have “green bond” programs specifically designed for energy resource conservation and management. Supranational bonds, which are issued by multi-national organizations that transcend national boundaries. Examples include the World Bank, African Development Bank, and European Investment Bank.

Swap. Trading one asset for another.

TAP Notes: Federal Agency notes issued under the FHLB TAP program. Launched in 6/99 as a refinement to the FHLB bullet bond auction process. In a break from the FHLB's traditional practice of bringing numerous small issues to market with similar maturities, the TAP Issue Program uses the four most common maturities and reopens them up regularly through a competitive auction. These maturities (2, 3, 5, and 10 year) will remain open for the calendar quarter, after which they will be closed and a new series of TAP issues will be opened to replace them. This reduces the number of separate bullet bonds issued but generates enhanced awareness and liquidity in the marketplace through increased issue size and secondary market volume.

Tennessee Valley Authority (TVA). One of the large Federal Agencies. A wholly owned corporation of the United States government that was established in 1933 to develop the resources of the Tennessee Valley region in order to strengthen the regional and national economy and the national defense. Power operations are separated from non-power operations. TVA securities represent obligations of TVA, payable solely from TVA's net power proceeds, and are neither obligations of nor guaranteed by the United States. TVA is currently authorized to issue debt up to \$30 billion. Under this authorization, TVA may also obtain advances from the U.S. Treasury of up to \$150 million. Frequent issuer of discount notes, agency notes, and callable agency securities.

Total Return. Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return includes, therefore, any market value appreciation/depreciation on investments held at period end.

Treasuries. Collective term used to describe debt instruments backed by the U.S. government and issued through the U.S. Department of the Treasury. Includes Treasury bills, Treasury notes, and Treasury bonds. Also a benchmark term used as a basis by which the yields of non-Treasury securities are compared (e.g., "trading at 50 basis points over Treasuries").

Treasury Bills (T-Bills). Short-term direct obligations of the United States government issued with an original term of one year or less. Treasury bills are sold at a discount from face value and do not pay interest before maturity. The difference between the purchase price of the bill and the maturity value is the interest earned on the bill. Currently, the U.S. Treasury issues 4-week, 13-week, and 26-week T-Bills.

Treasury Bonds. Long-term interest-bearing debt securities backed by the U.S. government and issued with maturities of ten years and longer by the U.S. Department of the Treasury.

Treasury Notes. Intermediate interest-bearing debt securities backed by the U.S. government and issued with maturities ranging from one to ten years by the U.S. Department of the Treasury. The Treasury currently issues 2-year, 3-year, 5-year, and 10-year Treasury Notes.

Trustee. A bank designated by an issuer of securities as the custodian of funds and official representative of bondholders. Trustees are appointed to insure compliance with the bond documents and to represent bondholders in enforcing their contract with the issuer.

Uniform Net Capital Rule. SEC Rule 15c3-1 that outlines the minimum net capital ratio (ratio of indebtedness to net liquid capital) of member firms and non-member broker/dealers.

Unrealized Gains (Losses). The difference between the market value of an investment and its book value. Gains/losses are "realized" when the security is actually sold, as compared to "unrealized" gains/losses which are based on current market value. See also "Realized Gains (Losses)."

Variable-Rate Security. A bond that bears interest at a rate that varies over time based on a specified schedule of adjustment (e.g., daily, weekly, monthly, semi-annually, or annually). See also "Floating Rate Note."

Weighted Average Maturity (or just "Average Maturity"). The average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by

its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. A simple measure of risk of a fixed-income portfolio.

Weighted Average Maturity to Call. The average maturity of all securities and investments of a portfolio, adjusted to substitute the first call date per security for maturity date for those securities with call provisions.

Yield Curve. A graphic depiction of yields on like securities in relation to remaining maturities spread over a time line. The traditional yield curve depicts yields on U.S. Treasuries, although yield curves exist for Federal Agencies and various credit quality corporates as well. Yield curves can be positively sloped (normal) where longer-term investments have higher yields, or "inverted" (uncommon) where longer-term investments have lower yields than shorter ones.

Yield to Call (YTC). Same as "Yield to Maturity," except the return is measured to the first call date rather than the maturity date. Yield to call can be significantly higher or lower than a security's yield to maturity.

Yield to Maturity (YTM). Calculated return on an investment, assuming all cash-flows from the security are reinvested at the same original yield. Can be higher or lower than the coupon rate depending on market rates and whether the security was purchased at a premium or discount. There are different conventions for calculating YTM for various types of securities.

Yield. There are numerous methods of yield determination. In this glossary, see also "Current Yield," "Yield Curve," "Yield to Call," and "Yield to Maturity."

Attachment B
Investment Pool/Fund Questionnaire

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. Does the pool/fund have a floating or stable net asset value?
4. What are the liquidity gates and fees?
5. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
6. What is the current credit rating on the pool/fund?
7. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
8. A schedule for receiving statements and portfolio listings.
9. Are reserves, retained earnings, etc. utilized by the pool/fund?
10. A fee schedule, and when and how is it assessed.
11. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?