

Anastasia Mosquito Control District

of St. Johns County

www.amedsjc.org



District Board Meeting

August 17, 2023

Thursday at

5:00 P.M

ANASTASIA MOSQUITO CONTROL DISTRICT ST. JOHNS COUNTY



PROPOSED AGENDA
Thursday, August 17, 2023
5:00 P.M.

Invocation and Pledge: *Commissioner*

Consent Items: APPROVAL OF:

1. Chemical Inventory
2. Minutes: Regular Board Meeting, July 13, 2023 at 5:00 P.M.
3. Auditor Selection Results and Contract
4. Physical Inventory/Surplus
5. Report about Approved Three Symposia from AMCD Staff for AMCA Annual Meeting
6. Approval of Vehicle Purchase Bid

Unfinished Business:

1. Florida PRIME Investment ~ Mr. Luke Raffa, CFA, Vice President, Institutional Bus Develop, Federated Hermes (15 min)
2. Update about Balmoral Group's Report ~ Dr. Rui-De Xue (15 min)
3. Monthly Treasurer's Report/Vouchers (Cancelled Checks) and Budget Amendment ~ Mr. Hanna (10 min)

New Business:

1. Update about the RFP's for Agent of Record for Health, Life and Dental Insurance ~ Mr. Richard Weaver (10 min)
2. Update about the RFP for District Attorney ~ Mr. Richard Weaver (10 min)
3. Board Members Attendance to the FMCA Annual Meeting, Port Charolette, November 13th-16th, 2023 and AMCA meeting, Dallas, March 4th-8th, 2024 ~ Dr. Rui-De Xue (10 min)

Reports

1. Director
2. Attorney

Commissioner Comments:

Attachments: FOR INFORMATION PURPOSES ONLY


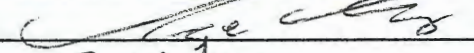

1. None

Consents

**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
MONTH OF JUNE 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
WSP	EA.	27,422.00				27,422.00	5207.00	22,215.00	22,215.00
XR	LBS.	1,652.00				1,652.00	62.00	1,590.00	1,590.00
XRG	LBS.	20,455.00	16,000.00			36,455.00	12020.00	24,435.00	24,435.00
C XT	GALS.	140.75				140.75	58.27	82.48	82.48
ER 20-20	GALS.	290.05				290.05	5.53	284.52	284.52
INKS (Doughnuts)	EA.	4,930.00				4,930.00	130.00	4,800.00	4,800.00
EAR	GALS.	128.12				128.12	2.26	125.86	125.86
	GALS.	456.75				456.75	37.50	419.25	419.75
TOMIST TWO	GALS.	375.50				375.50	42.75	332.75	331.50
	GALS.	1,260.00				1,260.00	0.00	1,260.00	1,260.00
R DT	EA.	8,676.00				8,676.00	56.00	8,620.00	8,620.00
PELLETS	LBS.	0.00				0.00	0.00	0.00	0.00
MBG	LBS.	8,390.00				8,390.00	1060.00	7,330.00	7,330.00
R P	GALS.	112.71				112.71	1.92	110.79	110.79
AC 12AS	GALS.	200.00				200.00	0.00	200.00	200.00
AC G	LBS.	8,760.00				8,760.00	2760.00	6,000.00	6,000.00
IE	GALS.	2,096.00	2,544.00			4,640.00	2043.68	2,596.32	2,611.00
	GALS.	2,694.00				2,694.00	567.18	2,126.82	2,129.00
TOTALS		88,038.88	18544.00	0.00	0.00	106,582.88	24,054.09	82,528.79	82,544.67

PREPARED BY: 
 CHECKED BY: 
 RECEIVED BY: 


DATE: 7/10/2023
 DATE: 7/10/22
 DATE: 7/11/23

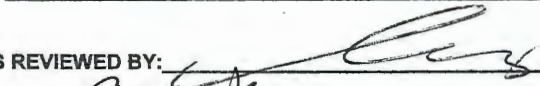
BASE=	82,544.67
Total	82,544.67

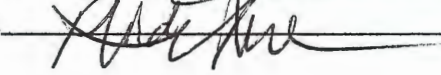
ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
 CHEMICAL & FUEL INVENTORY
 VALUE
 MONTH OF JUNE 2023

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOSID WSP	EA. 22,215.00	\$0.8800	\$19,549.20	12/16/21	VESERIS
ALTOSID WSP	EA. 0.00	\$0.0000	\$0.00		VESERIS
ALTOSID XR	LBS. 710.00	\$3.42	\$2,427.99	10/30/20	VESERIS
ALTOSID XR	LBS. 880.00	\$3.45	\$3,036.00	12/16/21	VESERIS
ALTOSID XRG	LBS. 8,435.00	\$9.0400	\$76,252.40	12/16/21	VESERIS
ALTOSID XRG	LBS. 18,000.00	\$9.7700	\$156,320.00	6/12/23	VESERIS
AQUABAC XT	GALS. 82.48	\$35.0000	\$2,886.80	1/31/22	VESERIS
AQUABAC XT	GALS. 0.00	\$0.0000	\$0.00		VESERIS
AQUALUER 20-20	GALS. 64.30	\$121.5400	\$7,815.02	5/10/21	ALLPRO
AQUALUER 20-20	GALS. 220.00	\$121.5400	\$26,738.80	8/9/22	ALLPRO
B. t. i. DUNKS (Doughnuts)	EA. 2,700.00	\$1.0510	\$2,837.70	9/1/22	TARGET
B. t. i. DUNKS (Doughnuts)	EA. 2,100.00	\$1.0100	\$2,121.00	4/5/23	TARGET
COCO BEAR	GALS. 15.86	\$20.4800	\$324.81	7/16/18	CLARKE
COCO BEAR	GALS. 110.00	\$28.4100	\$3,125.10	6/13/22	CLARKE
DUET	GALS. 144.75	\$214.7300	\$31,082.17	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. 1.50	\$95.7700	\$143.66	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
NALED	GALS. 120.00	\$214.7300	\$25,767.60	8/24/21	ADAPCO
NALED	GALS. 390.00	\$2.0000	\$780.00	10/19/21	Osceola Co.
NALED	GALS. 750.00	\$264.2900	\$198,217.50	4/7/23	AZELIS
NATULAR DT	EA. 8,620.00	\$0.4168	\$3,592.82	9/9/16	CLARKE
STRIKE PELLETS	LBS. 0.00	\$184.1500	\$0.00		ADAPCO
SUSTAIN MBG	LBS. 7,330.00	\$7.1000	\$52,043.00	7/12/22	ALLPRO
TALSTAR P	GALS. 70.78	\$63.6400	\$4,504.44	9/13/22	VESERIS
TALSTAR P	GALS. 40.00	\$63.0000	\$2,520.00	5/11/23	VESERIS
VECTOBAC 12AS	GALS. 200.00	\$37.5000	\$7,500.00	4/25/23	AZELIS
VECTOBAC G	LBS. 6,000.00	\$1.7500	\$10,500.00	4/25/23	AZELIS
GASOLINE	GALS. 67.00	\$3.1570	\$211.52	5/1/23	L. V. HIERS
GASOLINE	GALS. 2,544.00	\$3.0485	\$7,755.38	6/16/23	L. V. HIERS
JET A	GALS. 2,129.00	\$3.9200	\$8,345.68	9/28/22	Avfuel
JET A	GALS. 0.00	\$0.0000	\$0.00		Avfuel
TOTAL	82,644.67	\$2,177.70	\$752,244.33		

Subtract Green first

PREPARED BY:  DATE: 7/10/2023

COST FIGURES REVIEWED BY:  DATE: 7/10/23

REVIEWED BY:  DATE: 7/16/23

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

na Oliva

DESCRIPTION (s., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	O (U
EA.	27,422.00				27,422.00	5,207.00	22,215.00	22,215.00	
EA.	1,552.00				1,652.00	62.00	1,590.00	1,590.00	
LBS.	20,455.00	16,000.00			36,455.00	12,020.00	24,435.00	24,435.00	
GALS.	140.75				140.75	58.27	82.48	82.48	
GALS.	290.05				290.05	5.53	284.52	284.30	
EA.	4,930.00				4,930.00	130.00	4,800.00	4,800.00	
GALS.	128.12				128.12	2.26	125.86	125.86	
GALS.	456.75				456.75	37.50	419.25	419.75	
TWO	GALS.	375.50			375.50	42.75	332.75	331.50	
GALS.	1,260.00				1,260.00	0.00	1,260.00	1,260.00	
EA.	8,676.00				8,676.00	56.00	8,620.00	8,620.00	
LBS.	0.00				0.00	0.00	0.00		
LBS.	8,390.00				8,390.00	1,060.00	7,330.00	7,330.00	
GALS.	112.71				112.71	1.92	110.79	110.78	
GALS.	200.00				200.00	0.00	200.00	200.00	
LBS.	8,760.00				8,760.00	2,760.00	6,000.00	6,000.00	
OC DR.)	GALS.	2,096.00	2,544.00		4,640.00	2,043.68	2,596.32	2,611.00	
GALS.	2,694.00				2,694.00	567.18	2,126.82	2,129.00	
TOTALS	88,038.88	18,544.00	0.00	0.00	106,582.88	24,054.09	82,528.79	82,544.67	

Treatment Summary

From Date : 06-01-2023

To Date : 06-30-2023

Zone : All

Material : All

Task : All

Printed on 2023-07-05 07:45:43 EST

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	5207 ea	16.14 acre	322.68 ea / acre	77 times
Altosid XR	62 ea	0.14 acre	435.54 ea / acre	7 times
Altosid XRG	1300 lb	216.67 acre	6 lb / acre	18 times
Altosid XRG Air	10720 lb	1072 acre	10 lb / acre	14 times
Aquabac XT	7459 fl oz	467.69 acre	15.95 fl oz / acre	68 times
Aqualure 20-20 1:5	707.67 fl oz	2739.35 acre	0.26 fl oz / acre	6 times
B.t.i. Briquets	130 ea	0.3 acre	435.54 ea / acre	3 times
Cocobear	289 fl oz	0.75 acre	384.02 fl oz / acre	16 times
Duet 50%	4800 fl oz	3057.32 acre	1.57 fl oz / acre	10 times
Mosquitomist Two	5472 fl oz	8290.91 acre	0.66 fl oz / acre	11 times
Natular DT	56 ea	0.01 acre	6666.67 ea / acre	6 times
Sustain MBG	860 lb	114.67 acre	7.5 lb / acre	10 times
Sustain MBG Air	200 lb	20 acre	10 lb / acre	1 times
Talstar P	1.92 gal	5.7 acre	0.34 gal / acre	12 times
VectoBac G Air	2760 lb	276 acre	10 lb / acre	3 times



Invoice

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

Invoice Number: **0453191-IN**
 Invoice Date: 6/16/2023
 Due Date: 6/16/2023
 Order Number:
 Order Date
 Salesperson: AS
 Customer Number: ANAMOS

Sold To:
 Anastasia Mosquito Control
 District of St. John's County
 120 EOC Drive
 SAINT AUGUSTINE, FL 32092
 904.471.3107

Ship To:
 Anastasia Mos. Ctrl - EOC Dr.
 District of St. John's County
 120 EOC Drive
 ST. AUGUSTINE, FL 32080

Confirm To:

Customer P.O.	Ship VIA	BOL #	Terms
	STS		Due Immediately

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
E10UNL	GAL	2,544.00	2,544.00	0.00	2.6692	6,790.44
E10 Regular Unl. Gas 87 Octane		Whse: 000				
FL STATE EXCISE TAX					0.20200	513.89
FL POLLUTION TAX					0.02070	52.66
FET - L.U.S.T. Fee					0.00100	2.54
FL INSP FEE					0.00120	3.05
Federal Oil Spill Tax					0.00190	4.83
Federal Superfund Fee					0.00350	8.90
ST JOHNS LOCAL OPT TAX					0.14900	379.06
					3.04850	7,755.37

\$ 3,0485

* A CONVENIENCE FEE OF 3% MAY BE ADDED TO CREDIT CARD PAYMENTS.
 * A LATE FEE OF 1% OR \$30.00, THE GREATER OF WHICH, WILL BE CHARGED ON ALL PAST DUE INVOICES.

The undersigned Buyer grants to the Seller, L. V. Hiers, Inc. a Security Interest under the Uniform Commercial Code for the goods sold under this Invoice. If payment is not made as agreed then the Seller may peacefully repossess same and/or take legal action to recover such goods as well as to collect the amount due under this invoice together with reasonable attorney's fees, costs and out-of-pocket expenses.

Net Invoice: 7,755.37
 Less Discount: 0.00
 Freight: 0.00
 Sales Tax: 0.00
Invoice Total: 7,755.37

Signature: _____ Print Name: _____

VESERIS™

Office
 10000 Park Blvd., Suite 300
 Dallas, TX 78750

INVOICE

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



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

CUSTOMER NO.	400947	TERMS	NET30
INVOICE NO.	IN-4217971	DUE DATE	07/20/2023
INVOICE DATE	06/20/23	INVOICE AMOUNT	\$39,080.00 (USD)

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

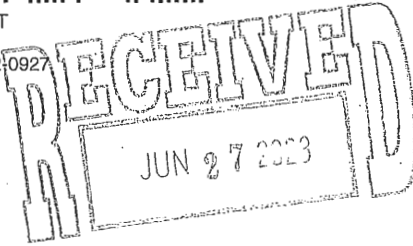
TAX EXEMPT NUMBER

RETURN SERVICE REQUESTED

3395000077 PRESORT PBPS001 <>



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



VESERIS
 PO BOX 7410137
 CHICAGO, IL 60674-0137

By: _____

PLEASE DETACH HERE AND RETURN TOP PORTION WITH YOUR PAYMENT

INVOICE NO. IN-4217971	INVOICE DATE 06/20/23	ORDER NO. SO-100-0968953	CUSTOMER PO DENA 6/7	FREIGHT TERMS PP-SP
SHIP DATE	SALES REP Joseph Manna	ENTERED BY Rebecca Martinez	WAREHOUSE LOC OR-DIRECT-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
714485 ALTOSID XR-G 40LB BAG WELLMARK MATL AGCY BG NA 2724-451		100.00	100.00 0.00	\$390.80	\$39,080.00

4000 lbs
 \$9.77 lb.

MERCHANDISE TOTAL	\$39,080.00
SUBTOTAL	\$39,080.00
OTHER CHARGES	\$0.00
INVOICE TOTAL	\$39,080.00

Other Charges may include state mandated mill tax.

Total Due \$39,080.00 (USD)

VESERIS™

Head Office
100 Pecan Park Blvd., Suite 300
Saint Augustine, TX 78750

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-4208924	DUE DATE	07/12/2023
INVOICE DATE	06/12/23	INVOICE AMOUNT	\$117,240.00 (USD)


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

TAX EXEMPT NUMBER

VESERIS
PO BOX 7410137
CHICAGO, IL 60674-0137

RETURN SERVICE REQUESTED

3352000068 PRESORT PBPS001 <>



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

PLEASE DETACH HERE AND RETURN TOP PORTION WITH YOUR PAYMENT

INVOICE NO. IN-4208924	INVOICE DATE 06/12/23	ORDER NO. SO-100-0968411	CUSTOMER PO DENA 6/7	FREIGHT TERMS PP-SP
SHIP DATE	SALES REP Joseph Manna	ENTERED BY Rebecca Martinez	WAREHOUSE LOC OR-ORLANDO	SHIP METHOD SEFL-SEFL

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

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

Enrollment Token: PK7XD8QF
Billor Code: 100

PRODUCT DESCRIPTION	TAX	QUANTITY ORDERED	QUANTITY SHIPPED/ B.O.	PRICE PER UNIT	EXTENDED AMOUNT
268160 FREIGHT EA		125.00	125.00	\$0.00	\$0.00
714485 ALTOSID XR-G 40LB BAG WELLMARK MATL AGCY BG NA 2724-451		300.00	300.00	\$390.80	\$117,240.00

12000 lbs
\$9.77/lb

MERCHANDISE TOTAL	\$117,240.00
SUBTOTAL	\$117,240.00
OTHER CHARGES	\$0.00
INVOICE TOTAL	\$117,240.00
Total Due	\$117,240.00 (USD)

Other Charges may include state mandated mill tax.

PACKING SLIP



CORPORATE ADDRESS:

Central Life Sciences
1501 E. Woodfield Rd Suite #200W
Schaumburg, IL 60173

SHIP FROM:

Wellmark International / Farnam Companies, Inc.
Central Life Sciences
12111 Ford Road
Dallas, TX 75234

SOLD TO:

ANASTASIA MOSQUITO CONTROL DIST
120 EOC DR
SAINT AUGUSTINE FL 32092

SHIP TO:

ANASTASIA MOSQUITO CONTROL DIST FL
120 EOC DR
SAINT AUGUSTINE FL 32092

Phone No: 888-528-8058 Fax No: 866-499-2419.

DELIVERY NO	CUST. NO	FREIGHT	INCO TERM	SHIPPED VIA			DATE
807090934	1127384	LTL	FOB Orgn / Freight Prepaid	FEDEX FREIGHT ECONOMY			06/12/2023
ITEM NUMBER	DESCRIPTION		UNIT	QTY ORD	QTY SHIP	QTY OPEN	WEIGHT
PO: PO-100-0051595-1-DIR 37330	ALTOSID XR-G 40LB Cust. Material No.: 714485 BATCH: 2303026378 (48.0 EA / 1,969.4 LB) BATCH: 2302276200 (15.0 EA / 615.5 LB) BATCH: 2211302074 (2.0 EA / 82.1 LB) BATCH: 2303016297 (35.0 EA / 1,436.1 LB) ** NO DELIVERIES ON FRIDAYS ** REFERENCE PO# PO-100-0051595-1 ** NO DELIVERIES ON FRIDAYS ** REFERENCE PO# PO-100-0051595-1		EA	100	100	0	4,103.0 LB
	Total Weight-Net		EA		100		4,103.0 L
	Total CA Weight-Gross					LB	1,861.1 K
	Total Load Weight-Gross					KG	4,253.0K
						LB	4,253.0K
						KG	1,929.1K

Equal Employment Opportunity Clause: Executive Order 11246, as amended, Sec. 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended, Sec. 503 of the Rehabilitation Act of 1973, as amended, and Sec. 61-250.5(a) and Public Law 95-507 contain required contract clauses relative to equal opportunity and are incorporated herein by specific reference at 41 CFR 60-1.4(a,d), 60-4.3, 60-250.5(a) and 60-741.5(a).

AMCD

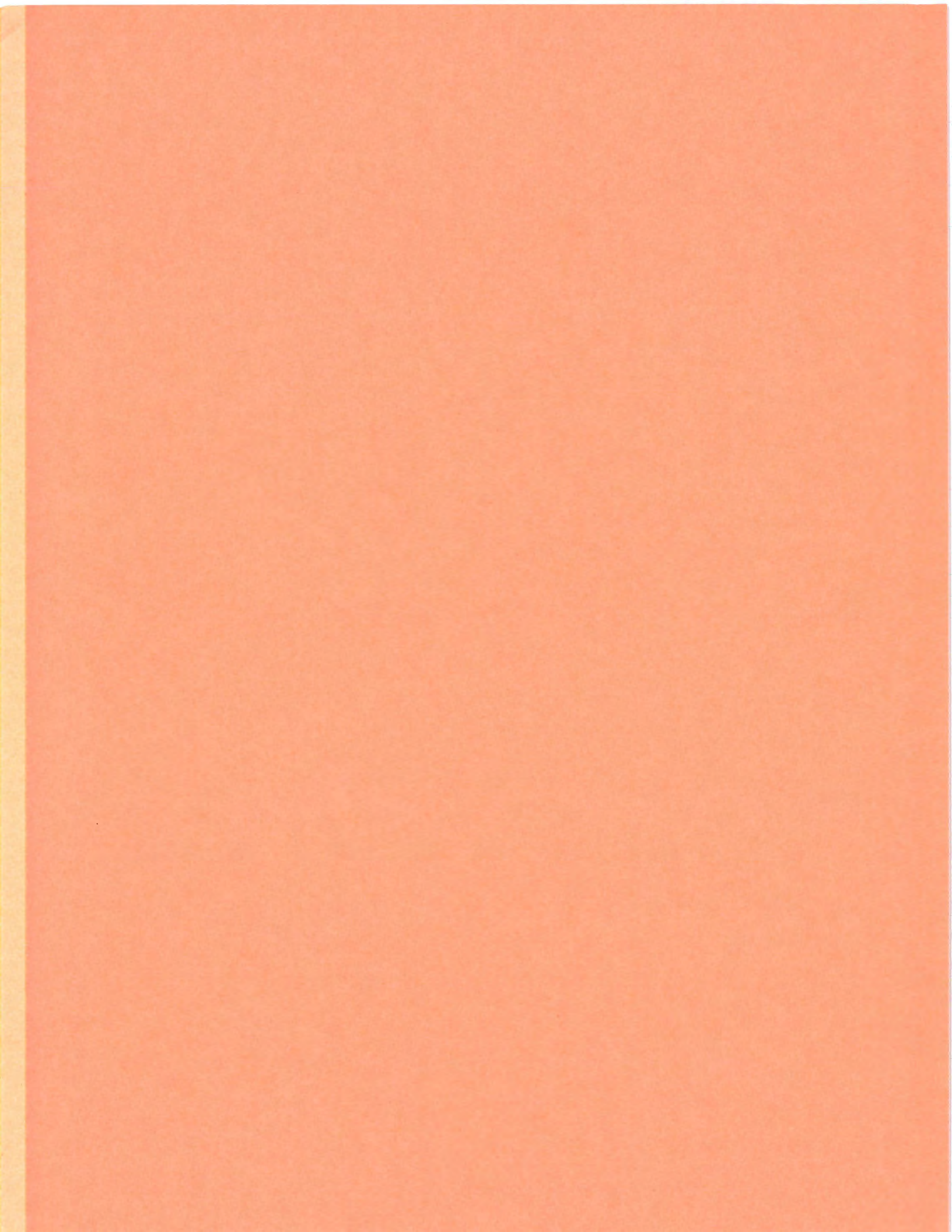
Product Totals For Sites

Date Range From : 06/01/2023 12:00:00AM To : 06/30/2023 11:59:59PM

Pump - Hose		Transactions	Total Quantity
Product :	01 Unleaded		
Site Id :	003 Anasatisia Moquito Control		
01-1		177	2043.680
	Totals For Site :	<u>177</u>	<u>2043.680</u>
	Totals For Product :	177	2043.680
<hr/>			
Product :	02 Jet-A		
Site Id :	003 Anasatisia Moquito Control		
02-1		40	567.180
	Totals For Site :	<u>40</u>	<u>567.180</u>
	Totals For Product :	40	567.180

June 2023 Mileage (2)

NAME	VEHICLE	MILEAGE
Ford Tractor	686	1,417
ATV Surplus 22/23	934	898
Backhoe	1018	871
ATV	1109	589
TF Truck	1132	79,630
Fog MM2	1133	90,179
TF Truck	1173	89,000
Fog MM2	1195	95,652
Service Surplus 22/23	1196	0
Surveillance	1197	78,978
Service	1198	80,328
Fog MM2	1199	60,412
Fog MM2	1200	82,198
Service	1201	78,485
Service	1202	46,006
Service	1203	76,385
Gator	1223	749
ATV Surplus 22/23	1273	0
TF Truck	1342	109,712
Buffalo T	1343	88,211
Polaris 4 Wheeler	1366	4
ATV	1367	14
Surveillance (Air Boat)	1410	122,399
Air Boat	1422	185
Blackwelder	1425	77,016
Service	1426	102,989
James Stokley	1462	69,217
S Dual Duty	1463	81,263
Ford Explorer	1479	67,755
Ken Daniel	1484	68,214
S Dual Duty	1485	68,979
Willis Owings	1493	61,429
Dazmond Hackney	1494	64,077
Fork Lift	1536	247
Holly Usina	1544	74,021
Phil Vaughn	1546	60,516
Kyle Arber	1548	49,729
Cathy Hendricks	1550	71,807
Kyle Graham	1611	20,744
Jeremy Wohlforth	1613	30,590
Ruide Xue	1615	22,647
Service Expedition	1630	11,729
Jerry Iser	1633	16,075
Gator	1666	219
Pending Dual Duty	1692	6,083
Maverick	1708	13,571
ATV	1718	13
ATV	1719	15
ATV	1734	10
ATV	1735	4



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.amedsjc.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, July 13, 2023

Next Meeting(s): Thursday, August 17, 2023 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, July 13, 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 at 5:13 P.M.)
Mrs. Martha Gleason, Commissioner (Attended Via Phone)

Also in attendance:

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

Chairperson Gardner called the meeting to order.

Commissioner Gardner led the Pledge of Allegiance to the flag.

ROLL CALL: Chairperson Gardner noted ~ All were present, except Commissioner Brandhorst and Commissioner Gleason would be attending via phone. The Board came to a consensus to allow Commissioner Gleason to attend this meeting via phone.

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 LeBlanc
- 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 as presented.

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

Consent Items ~ APPROVAL OF:

1. Chemical Inventory
2. Minutes: Regular Board Meeting, June 15, 2023 at 5:00 P.M.
3. DACS Work Plan Narrative
4. Helicopter Insurance
5. ~~Investment Policy (Moved to Unfinished Business #4)~~
6. Open House Report
7. Dates/Times for 1st Public Hearing (September 14th at 5:30 P.M.) and Final Public Hearing (September 28th at 5:30 P.M.)
8. August 10, 2023 Board Meeting Date Change to August 17, 2023 at 5:00 P.M.
9. Approval of the Drone Bid

UNFINISHED BUSINESS:

1. **Item 1: Open, Rank and Select Auditor by Board Members ~ Commissioners**
 - Mr. Flowers mentioned he spoke with Mr. Weaver and in order to complete the audit, which is due June 2024, the work has to be started on August 1, 2023. Mr. Flowers continued explaining in order to meet that deadline the contract for the auditor would need to be completed by August 1, 2023. Mr. Flowers stated as the body making selection, each board member does have to rank each firm. He continued explaining if each board member has not had time to rank each firm, then the board can make a vote to extend the deadline to submit their rankings to staff and authorize the chairperson to execute a contract to the highest-ranking firm. The Board discussed whether to extend the deadline for ranking submission or to discuss the topic now. Mr. Weaver mentioned as the Board should keep in mind that one of the requirements for the bid was to provide a clean hands document, proving the bid did not come in contact with a board member, and only one firm provided the clean hands document.
 - A. **A motion was made to approve giving the Board till July 24, 2023 by 5:00 P.M. to submit their rankings and authorize the chairperson to execute a contract to the highest-ranking firm.**
 - Motioned by: Commissioner LeBlanc
 - Seconded by: Commissioner Gardner
 - VOTE accepted by: Commissioner Leblanc, Gardner, Gleason and Brandhorst
 - VOTE rejected by: Commissioner Becker
 - **MOTION PASSED 4:1**
 - B. **A motion was made to permit the contractor, prior to any contract being signed, provide the clean hands document**
 - Motioned by: Commissioner Gleason
 - Seconded by: Commissioner Gardner
 - VOTE accepted by: Commissioner Gardner, Gleason and Brandhorst
 - VOTE rejected by: Commissioner Becker and LeBlanc
 - **MOTION PASSED 3:2**
2. **Item 2: Approval of Staff Recommendation for AMCD's Agent of Record for Property, Fleet, and workers Compensation ~ Mr. Richard Weaver**
 - Mr. Weaver began explaining a request for proposal was released by AMCD for an Agent of Record for Property, Fleet, Inland Marine and Workers Compensation Insurance June 5, 2023 and was open for four weeks. Copies of the RFP were sent to all AMCD insurance representatives, advertised in the legal section of the St. Augustine Record, placed on the Demandstar government bid site and placed on the AMCD web site. Three proposals were returned to AMCD from

Gallagher, Brown & Brown and Thompson Baker. The RFP packages were opened July 5, 2023 at 8:00 AM by the review committee, Richard Weaver, Dena Oliva, Dr. Whitney Qualls, Scott Hanna, Aye McKinney. Proposals were reviewed and ranked using criteria from the request package and information supplied by the proposers. The ranking was as followed: 1. Thompson Baker 100 points 2. Brown & Brown 85 3. Gallagher 68 points The Committee recommends that the AMCD Board of Commissioners retain Thompson Baker as the districts Agent of Record for Property, Fleet, Inland Marine and Workers Compensation Insurance.

A. A motion was made to accept Thompson Baker as AMCD's Agent of record for Property, Fleet, Inland Marines and workers compensation insurance.

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

3. Item 3: Monthly Treasurer's Report/Vouchers (Cancelled Checks) and Budget Amendment ~ Mr. Hanna

- Mr. Hanna reviewed the treasurer's report/vouchers with the Board of Commissioners. Mr. Hanna also 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**

4. Item 4: AMCD Investment Policy

- **Mr.** Hanna explained he reached out to people for advice to plug in the percentages in the AMCD investment policy. However, no one was willing to give out advice. Mr. Hanna mentioned a Luke Raffa from the Florida Prime SBA would be willing to come to a meeting and chat with the board of commissioners. The Board of Commissioners discussed in detail the next steps and decided to table the investment policy until January 2024. This will give staff more time to conduct more research and to have the investment policy reviewed by an experienced financial advisor.

A. A motion was made to table the investment policy until JANUARY 2024

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

NEW BUSINESS

1. Item 1: Discussion and Approval of Director's Recommendation for Tentative Millage Rate for FY23/24 ~ Dr. Rui-De Xue

- Dr. Xue stated based on District needs for FY 23/24 budget, property value increase in St. Johns County, more residents paying property taxes, and district reserve. He recommended the Board to consider reducing the millage rate from 0.19 in FY22/23 to 0.18 for the FY23/24

A. A motion was made to approve lowering the millage rate from .1900 to .1800

- Motion by: Commissioner Becker

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

2. **Item 2: Discussion and Approval of the DACS Work Plan Budget for FY23/24 ~ Dr. Rui-De Xue**

- Dr. Xue Dr. Xue requested the Board approve the DACS workplan budget as presented, the deadline for submission is July 15th. Dr. Xue stated the Board still has a couple of months to review and discuss the budget before final decision. The final certified budget deadline is September 30th.

A. A motion was made to approve the DACS workplan budget as it is presented with an added \$2,000 dollars for a financial advisor.

- Motion by: Commissioner Becker
- Seconded by: Commissioner Leblanc
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

REPORTS:

1. **Director** ~ Dr. Xue reported the Florida Department of Health (DOH) has issued an advisory regarding mosquito borne illness, due to the six locally acquired malaria cases in southern Florida. In Saint John’s County two horses tested positive for EEE, three chickens tested positive for EEE and one (locally acquired) human tested positive for EEE. AMCD’s grant application for the Center for Disease Control (CDC) five-year training and evaluation grant, was approved but with no funding. This year the CDC did not have the funds but next year they may have the resources to fund AMCD’s grant application. Also, AMCD hired a new full time A&P Mechanic, he started June 26th.
2. **Attorney** ~ Mr. Flowers had two things to report. The first subject, last month the Board briefly discussed the law that went into effect July 1st, that requires Board members of individual special districts to receive training in ethics, four hours annually. That requirement goes into effect starting January 2024, just something to keep in mind. The second subject, Mr. Flowers has decided to retire at the end of this year and presently his firm does not have a replacement. He continued explaining it would be beneficial to start looking for a replacement in September 2023.

COMMISSIONER COMMENTS:

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

Commissioner Brandhorst ~ No comments

Commissioner Gardner ~ No comments

Commissioner Gleason ~ Gave her comments on the Auditor proposal and pointed out her likes and dislikes. She also thanked the staff for all their hard work.

Commissioner Becker ~ mentioned she reviewed each proposal several times at home and gave her comments/concerns. July has already been busy; she gave three presentations last week and six while she was in Ohio. Commissioner Becker thanked the aerial team for all their hard work.

ATTACHMENTS: ~

1. *None*

ADJOURNMENT:

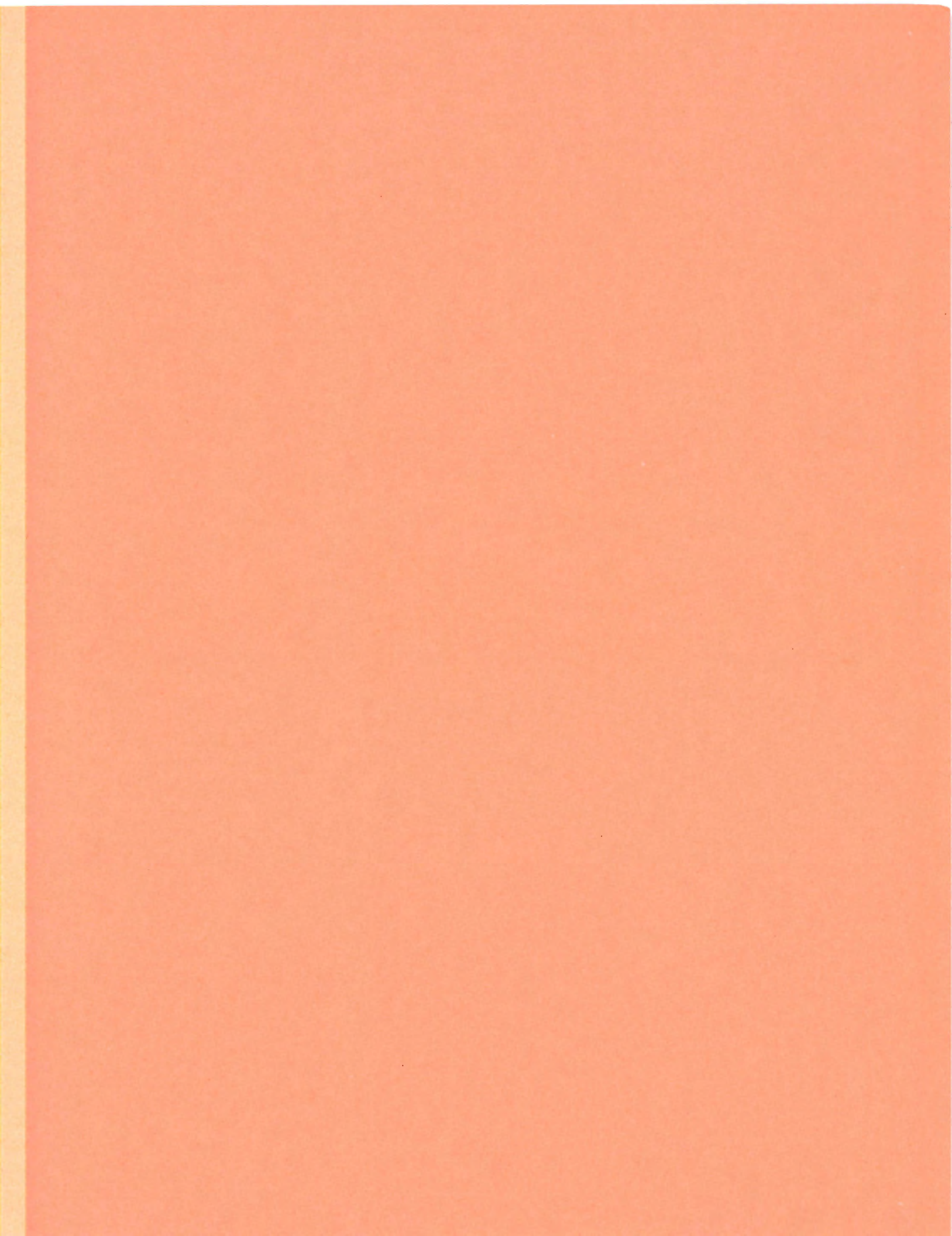
Chairperson Gardner adjourned the meeting at 6:22 P.M.

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.



Score Sheet for Auditor Selection Committee RFP 2022/2023-4

Board Member Name	James Moore & Co. Ranking	Lombardo, Spradley & Kline CPA Ranking	Keith E. Johnson CPA Ranking
sh Becker	83	96	50
atherine Brandhorst			
oyl e Gardner	84	92	48
artha Gleason	94	82	61
na LeBlanc	72	100	64
Average Score from Ranking Form	83	93	56

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

**REQUEST FOR PROPOSAL: SOLICITING PROPOSALS TO HIRE A QUALIFIED INDEPENDENT
CERTIFIED PUBLIC ACCOUNTING FIRM TO PERFORM A PROFESSIONAL FINANCIAL AUDIT
REQUIRED BY SECTION 218.39, FLORIDA STATUTES FOR FISCAL YEAR 2023/2024**

RFP # 22/23-4

RFP SOLICITATION START DATE: 8:00 A.M. June 20, 2023

RFP SOLICITATION END DATE: 4:00 P.M. July 5, 2023

NOTE: AMCD Offices will be closed July 4, 2023

RFP OPENING BY STAFF DATE: 8:00 A.M. July 6, 2023

RFP CONSIDERATION: Board of Commissioners' regular meeting July 13, 2023 5:00 PM.

SPECIFICATIONS

INTRODUCTION:

- Anastasia Mosquito Control District (AMCD) is a Florida Independent Special District providing mosquito control.
- Pursuant to Florida law and Auditor General Rule 10.551(3), all required audits of entities in Florida are to be performed in accordance with Government Auditing Standards promulgated by the comptroller General of the United States.
- Firm must be licensed in the State of Florida.
- Provide an engagement letter (contract) for services as part of the proposal.
- Firms will be considered by the Board of Commissioners (Auditor Selection Committee) July 13, 2023 starting at 5:00 pm.

SCOPE OF WORK

The District invites independent certified public accounting firms who are licensed to practice in the State of Florida and who are experienced in performing audits for governmental entities to submit Proposals for the performance of annual audit of the District's financial statements for the fiscal year beginning October 1, 2022 and ending September 30, 2023. The firm will express an opinion on the fair presentation of its financial statements as a whole in conformity with generally accepted accounting principles.

Auditing Standards Required

- Pursuant to Florida law and Auditor General Rule 10.551(3), all required financial audits of entities in Florida are to be performed in accordance with Government Auditing Standards promulgated by the Comptroller General of the United States, as well as the Florida Single Audit Act, the rules of the Auditor General Chapter 10.550, and any other applicable laws or standards.

Performance Requirements

- The audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and the provisions of Chapter 10.550, Rules of the Auditor General.
- The District will require ten (10) bound copies of the annual financial report and an electronic copy in PDF format so that they can be electronically inserted in the appropriate places within the Comprehensive Annual Financial Report (CAFR). The format of the report shall be consistent with the format of the CAFR.
- The audit year end fieldwork shall be completed no later than the end of February. The presentation of the annual report to the Board of Commissioners and to the public shall be presented by the selected firm no later than the Board of Commissioners meeting in May.
- To the extent that provision of auditing services involves access to confidential information, the selected firm agrees to comply with all applicable statutes, requirements and regulations.
- The performance of auditing services may not be subcontracted in whole or in part by the firm without prior written consent from the District.
- The District considers response to this RFP by competing firms as purely voluntary, and is under no financial obligation to said firms for the contents of their Proposal.
- The District assumes no liability for disclosure or use of any information or materials submitted in response to this RFP for any purpose, and considers that all Proposals are not submitted in confidence and are, therefore, releasable under any applicable Public Records Laws and the Freedom of Information Act, and also assumes no liability for compensation in any form relative to any firm's submittal. All proposals become the property of the District.

Report to be Issued

- A report on the fair presentation of the financial statements of the District as a whole. A report on compliance with applicable laws and regulations.
- All applicable reports of State and Federal financial assistance in association with the Single Audit Act of 1984 and amendments of 1996 and the Florida Single Audit Act if they apply.
- Management letters for the Board of Commissioners.
- A report on internal control based on the auditor's understanding of the control structure and assessment of control risk.
- A report on the fair presentation of the Government-wide Financial Statements, Fund

Financial Statements and related disclosures.

Communication with District

- Auditors shall assure that the District is informed of each of the following:
 - The auditor’s responsibility under generally accepted auditing standards.
 - Significant audit adjustments.
 - Difficulties encountered in performing the audit.
- In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

General Information/Conditions

- Anastasia Mosquito Control District is a Special Taxing District with a current budget of 7,394,483 of Local Funds. The District’s fiscal year begins on October 1 and ends on September 30.

Time Requirements

- An audit plan should be submitted to the District after awarding the contract. Each following year, this plan will need to be submitted prior to the beginning of interim audit procedures.

Legal Requirements

- Proposers are required to comply with all provisions of federal, state, county and local laws, ordinances, rules and regulations that are applicable to the services being offered in this RFP.

Public Records Law

- Florida law provides that the District records shall, at all times, be open for personal inspection by any person. Information and materials received by the District in connection with an RFP response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after Proposals opening, whichever occurs first. However, certain exceptions to the public records law are statutorily provided in Section 119.07, Florida Statutes. If the Proposer believes any of the information contained in its response is exempt from disclosure, then the Proposer must in its response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. Otherwise, the District will treat all materials received as public records.

Assistance Provided by AMCD staff

- The District will prepare summary trial balances, provide other information, documentation and explanations, as needed. All information provided will be in the format maintained by the District. Any additional or reformatted schedules will be the responsibility of the auditor.
- The District will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided access to telephones, photocopying facilities, the District computer system, and FAX machines.

- General Purpose Financial Statement preparation and editing shall be the responsibility of the auditor.

ATTACHEMENTS

- Ranking Form, Attachment 22/23-4-1, 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 subject of the RFP, date of the proposal, firms name, address, telephone number, and e-mail address of one contact to whom any correspondence should be directed.

TABLE OF CONTENTS: Table of contents for the proposal.

TRANSMITTAL LETTER: A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer to provide the services as outlined in this RFP.

DETAILED PROPOSAL: The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the District in conformity with the requirements of the RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet this RFP's requirements.

The technical proposal should address all the points outlined in this RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP. While additional data may be included, the following items are the prime criteria against which the proposals will be evaluated.

INDEPENDENCE: The firm should provide an affirmative statement that it is independent of the District as defined by generally accepted auditing standards and the U.S General Accounting Office's "Government Auditing Standards (1988)."

LICENSE TO PRACTICE IN FLORIDA: An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Florida.

BUSINESS ORGANIZATION: (Partner, Supervisory and Staff Qualifications) In this section, you should identify the principal supervisory and management staff, including engagement partner, manager, other supervisors and specialists, and the auditor-in-charge of field work, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Florida. The firm should provide information on the government auditing experience of each person.

FIRM EXPERIENCE / CAPABILITY: In this section, the proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement would be assured.

Provide a list of your firm's work experience dealing with local government, special districts and, if any, mosquito control districts.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the three (3) years with state regulatory bodies or professional organizations.

REFERENCES: (Similar Engagements with Other Government Entities) For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

PEER REVIEW: A copy of the firm's most recent two (2) external quality control reviews (peer reviews), which included a review of specific governmental engagements, must be provided in

the proposal.

COST SHEET: (Fees) The Proposal should include a total fee set based upon the District issuing an annual financial report in accordance with the Rules of the Florida Auditor General for the Period of Audit, October 1, 2022 through September 30, 2023. The total fee shall contain all direct and indirect costs, including all out-of-pocket expenses, for the year of Audit.

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 AND EXECUTION OF CONTRACT

The District will make the award to the responsible and responsive Proposer whose proposal is determined in writing to be the most advantageous to the District, taking into consideration price and the evaluation factors set forth in this Request For Proposals. Review of submittal will use a ranking form (attached).

The District reserves the right to reject any or all proposals, in whole or in part, and to delete items prior to making the award whenever it is deemed in the sole opinion of the District to be in its best interest.

Following the selection of a Proposer and the signing of a contract, the CFO will notify those Proposers whose proposals are not selected and of the name of the selected Proposer.

The proposal submitted by the selected Proposer and this RFP shall become attachments to the contract signed by the District and the selected Proposer. Price quotations and the time-dependent information contained in proposals should be valid for 90 days from the closing date of this RFP. The District may undertake negotiations with Proposers whose proposals show them to be qualified, responsible and capable of performing the work in accordance with the stated criteria. The District shall not be liable for any costs incurred by Proposers in connection with the preparation or submission of proposals and related materials or negotiations.

Upon notice of the award of a contract pursuant to this RFP, the successful Proposer shall sign the final contract document upon receipt thereof from the Finance Department, and furnish the insurance documents required by the terms of this Request For Proposals. The Proposer shall furnish the District with a signed contract and required insurance documents within 10 calendar days after the date of the notice of award or within such further time as the District may allow. Once the District has received the signed contract and insurance documents, the District's representative will sign the contract. Audit term will start August 1 2023.

The District reserves the right to extend the contract for additional fiscal year periods, providing all terms, conditions, and specifications remain the same or, both parties agree to the extension, and such extensions are approved by the District. Successful Proposer shall give written notice to the District within reasonable time, prior to the renewal date, and of any adjustment in the initial Contract amount. Contract renewal shall be based on satisfactory performance, mutual acceptance, and determination that the Contract is in the best interest of the District.

The above is in compliance with AMCD policies and procedures for: Request for Proposal to hire a qualified independent certified public accounting firm to perform a professional financial audit required by section 218.39, Florida Statutes for fiscal year 2023/2024.

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 FY22/23-4, **[your company name]**". For the REQUEST FOR PROPOSAL: SOLICITING PROPOSALS TO HIRE A QUALIFIED INDEPENDENT CERTIFIED PUBLIC ACCOUNTING FIRM TO PERFORM A PROFESSIONAL FINANCIAL AUDIT REQUIRED BY SECTION 218.39, FLORIDA STATUTES FOR FISCAL YEAR 2023/2024

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 4 PM July 5, 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)

RANKING FORM RFP 22/23-1

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 subject of the RFP, date of the proposal, firms name, address, telephone number, and e-mail address of one contact to whom any correspondence should be directed.

Award points on a scale of 1 to 5 with points awarded for providing a cover letter with all requested information

Points awarded _____

TRANSMITTAL LETTER:

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer to provide the services as outlined in this RFP.

Award points on a scale of 1 to 10 with points awarded for a proper and informative transmittal letter

Points awarded _____

DETAILED PROPOSAL:

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the District in conformity with the requirements of the RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet this RFP's requirements.

The technical proposal should address all the points outlined in this RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP. While additional data may be included, the following items are the prime criteria against which the proposals will be evaluated.

Award points on a scale of 1 to 15 with points awarded for a proper and detailed proposal with all required RFP details included

Points awarded _____

INDEPENDENCE:

The firm should provide an affirmative statement that it is independent of the District as defined by generally accepted auditing standards and the U.S. General Accounting Office's "Government Auditing Standards (1988)."

Award points on a scale of 1 to 5 with points awarded for providing an affirmative statement

Points awarded _____

LICENSE TO PRACTICE IN FLORIDA:

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Florida.

Award points on a scale of 1 to 5 with points awarded for staff being licensed to practice in the State of Florida

Points awarded _____

BUSINESS ORGANIZATION:

(Partner, Supervisory and Staff Qualifications) In this section, you should identify the principal supervisory and management staff, including engagement partner, manager, other supervisors and specialists, and the auditor-in-charge of field work, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Florida. The firm should provide information on the government auditing experience of each person.

Award points on a scale of 1 to 5 with points awarded for providing required information

Points awarded _____

FIRM EXPERIENCE / CAPABILITY:

In this section, the proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement would be assured.

Provide a list of your firm's work experience dealing with local government, special districts and, if any, mosquito control districts.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In

Award points on a scale of 1 to 20 with points awarded for providing requested information and quality of information

Points awarded _____

REFERENCES:

(Similar Engagements with Other Government Entities) For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

Award points on a scale of 1 to 5 with points awarded for providing positive references

Points awarded _____

PEER REVIEW:

A copy of the firm's most recent two (2) external quality control reviews (peer reviews), which included a review of specific governmental engagements, must be provided in the proposal.

Award points on a scale of 1 to 5 with points awarded for providing peer review documents

Points awarded _____

COST SHEET:

(Fees) The Proposal should include a total fee set based upon the District issuing an annual financial report in accordance with the Rules of the Florida Auditor General for the Period of Audit, October 1, 2022 through September 30, 2023. The total fee shall contain all direct and indirect costs, including all out-of-pocket expenses, for the year of Audit.

Award points on a scale of 1 to 20 with points awarded for cost

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 5 with points awarded for being a local firm

Points awarded _____

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

Total points _____

Ranking _____

Committee Members

PRINT NAME

SIGANATURE

PRINT NAME

SIGANATURE

PRINT NAME

SIGANATURE

PRINT NAME

SIGANATURE

PRINT NAME

SIGANATURE

RFP #22/23-4, CPA Auditing Services

**PROPOSAL TO
PROVIDE AUDIT SERVICES
for the
ANASTASIA MOSQUITO CONTROL DISTRICT
OF ST. JOHNS COUNTY**

July 5, 2023

Presented By:

Lombardo, Spradley & Klein
Certified Public Accountants, PA
111-A Executive Circle, Daytona Beach, FL 32114
(386) 258-3422

Contact Person
Julieann Klein, CPA
(386) 258-3422

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**Lombardo
Spradley Klein**
Certified Public Accountants

July 5, 2022

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

To the Auditor Selection Committee:

Thank you for the opportunity to submit this proposal to serve as independent auditors for Anastasia Mosquito Control District of St. Johns County, Florida.

We are fully qualified to provide the financial audit services requested and outlined in RFP# 22/23-4 for the Anastasia Mosquito Control District of St. Johns County for the year ending September 30, 2023, with possible extensions for additional fiscal years with mutual consent of both parties. We are properly licensed to practice public accounting in the State of Florida and meet all applicable requirements for performing governmental audits as established in *Government Auditing Standards*, promulgated by the Comptroller General of the United States and Rules of the Auditor General of the State of Florida.

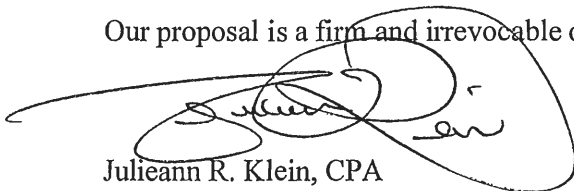
We have read the specifications for your Request for Proposal Number 22/23-4 and hereby represent that we meet all of the mandatory elements of the proposal.

We fully understand the work to be performed and hereby commit to meeting or exceeding all of the audit requirements within the anticipated time period.

Our group of highly qualified professionals can provide you with the technical expertise required and the individualized attention that you deserve.

We appreciate the opportunity to present to you the qualifications of our firm and look forward to hearing from you regarding our proposal.

Our proposal is a firm and irrevocable offer for sixty (60) days.



Julieann R. Klein, CPA
Lombardo, Spradley & Klein
Certified Public Accountants, PA

FIRM IDENTIFYING INFORMATION/OFFICE LOCATION

- Our name and address are as follows:
 - Lombardo, Spradley & Klein, Certified Public Accountants, PA
111-A Executive Circle
Daytona Beach, FL 32114
- The location of our office that relates to our performance under the terms of this RFP is the office described above. The Firm's principal contact person regarding all contractual matters relating to this RFP is: Julieann Klein, 111-A Executive Circle, Daytona Beach, Florida, 32114, julieann@lskcpas.com, (386) 258-3422 Phone, (386) 238-0878 Fax.
- We are a corporation formed in the State of Florida and have provided continuous CPA services for over forty years.
- The Firm's Federal Employer Identification Number is: 59-2295906.
- The Firm is financially stable and has the ability to perform the functions required by the RFP and to provide those services represented by the Firm in our response.
- The Firm and all assigned key professional staff are properly licensed to practice public accounting in the State of Florida.
- The firm is a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants.
- No disciplinary actions have been taken against the firm or any individual in the firm by the State of Florida Board of Accountancy.
- The Firm and our staff are independent of the Anastasia Mosquito Control District of St. Johns County, Florida.
- The firm has not had any federal or state desk reviews of its audits and there is no disciplinary action or pending disciplinary action against the firm.

ORGANIZATION PROFILE AND QUALIFICATIONS

The firm of Lombardo, Spradley & Klein CPAs, a small local firm located in Daytona Beach, takes pride in providing quality services and being responsive to the needs of our clients. Our employees have lived and worked in the Volusia and Flagler county area for over forty years. We genuinely care about our clients and make it a priority to be accessible to them.

Our firm possesses the knowledge, technical expertise, and ability to approach the engagement from a fresh yet knowledgeable perspective, based on performing the audit in prior years. We have the same skills and can provide the same level of service as the larger firms with more emphasis on availability and client contact.

As represented in the resume included in this proposal, the engagement partner has documented recent experience in governmental accounting and auditing.

Conducting the audit of the Anastasia Mosquito Control District of St. Johns County would be a priority for us. We have sufficient staff available and are fully capable of completing the audit in a timely fashion.

We pride ourselves on the fact that we have a continuity of staff on our audit engagements. Our clients see the same faces year after year, because we believe it creates efficiency in the audit as well as enables us to identify recommendations for improvement.

We feel that every successful audit is based on sound planning and an atmosphere of constructive involvement between the client and the auditor. We look forward to the chance to continue to forge that relationship with you.

Our staff consists of the following:

- 4 Certified Public Accountants
- 2 Senior Accountants
- 1 Bookkeeper
- 1 Office Manager

As a small firm we are very cognizant of our size and maintain a reasonable workload so that our engagements can be performed timely, efficiently and continue to uphold our standard of quality.

Julieann Klein, CPA is the engagement partner. She is the partner in charge of accounting and auditing for the firm. She will perform most of the audit procedures requested but may be assisted by other staff members as needed. Over the years she has developed professional relationships with many other CPAs in governmental auditing and accounting and reaches out to them as needed to discuss implementation of new accounting and auditing standards when needed. With the increased emphasis on auditor independence many smaller governmental entities are utilizing outside CPA firms to assist with year end closing and financial statement preparation. Ms. Klein assists several entities with accounting services and auditor assistance. We believe performing these services allows her to gain insight and understanding of the challenges faced by your accounting staff in the performance of their duties. Her professional resume follows.

Julieann R. Klein, CPA (CPA #18466)
Engagement Partner

Ms. Klein is a 1985 graduate of Stetson University with a Bachelor's Degree in Accounting. Ms. Klein has thirty-eight years of experience in public accounting and has been with the firm of Lombardo, Spradley, and Klein, CPAs since 1999. She has lived in the Volusia County area for over 40 years.

Ms. Klein has significant experience including preparation of tax returns, providing management advisory services and planning, coordinating and performing audits, reviews and compilations of financial statements for governmental, not-for-profit organizations, homeowners' associations, and a variety of small business clients.

Ms. Klein has served as the in-charge accountant for the annual audits of several governmental entities. She is currently involved in the accounting and auditing of the following governmental units:

East Flagler Mosquito Control District
Anastasia Mosquito Control District of St. Johns County
Florida Agricultural Museum, a direct support organization
South Seminole North Orange County Wastewater Transmission Authority – Finance Director Capacity
First Step Shelter, (a component unit of the City of Daytona Beach, FL) – Finance Director Capacity

During her career she has also worked with
City of Bunnell, FL
City of Lake Helen, FL
School District of Flagler County, FL

These engagements involve many facets of governmental accounting, including Single Audits, preparation of the CAFR, budget assistance, and internal control development.

For the past 24 years, Ms. Klein has devoted a significant amount of time becoming adept in governmental accounting. She attends the Florida Institute of Certified Public Accountants State and Local Government Accounting Conference annually, and she greatly exceeds the Yellow Book minimum requirement of 24 hours of governmental continuing professional education and the additional 56 hours of auditing related continuing professional education every two years.

Ms. Klein also has extensive computer experience and assists many clients with the implementation of new software.

Ms. Klein is a member of the following organizations:

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Florida Governmental Finance Officers Association (FGFOA)

FIRM REFERENCES

South Seminole & North Orange County Wastewater Transmission Authority

Ed Gil de Rubio
Executive Director
410 Lake Howell Road
Maitland, Florida 32110
(407) 628-3419

Julieann Klein serves as the finance director for the South Seminole & North Orange County Wastewater Transmission Authority, a special District. In this capacity she is responsible for recording all transactions, maintaining the general ledger on Quickbooks, preparing the financial statements and working closely with the auditor, preparing and providing workpapers for the audit. 400 Annual hours. 2013-Present

First Step Shelter, Inc.

Victoria Fahlberg
Executive Director
3889 West International Speedway Blvd.
Daytona Beach, Florida 32124
(386) 361-3800

Julieann Klein serves as the finance director for the First Step Shelter, a non-for profit that is a component unit for the City of Daytona Beach, FL so is subject to governmental accounting and auditing standards. In this capacity she is responsible for recording all transactions, maintaining the general ledger on Quickbooks, preparing the financial statements and working closely with the auditor, preparing and providing workpapers for the audit. 300 Annual hours. 2019-Present

East Flagler Mosquito Control District

Mark Positano
Executive Director
210 Fin Way
Palm Coast, Florida 32137
(386) 437-0002

Julieann Klein serves as the auditor for the East Flagler Mosquito Control District. We assist the client in preparing the financial statements from their trial balance in accordance with governmental accounting standards and perform an audit in accordance with governmental auditing standards. 150 Annual hours. 2011-Present

UNDERSTANDING OF PROJECT AND REQUIREMENTS

The purpose of an audit is to express an opinion that the financial statements present fairly in all material respects the financial position, and changes in financial position and cash flows of the governmental entity in conformity with accounting principles generally accepted in the United States of America. Government Auditing Standards also require that we issue a report on compliance and internal control over financial reporting based on our audit.

We will also issue a management letter describing any material findings and recommendations discovered during the performance of our audit procedures.

We clearly understand the scope of services to be provided and will design our audit to ensure compliance with all applicable standards, enabling us to provide you with high quality, efficient and effective audit services.

The Board is requesting preparation of and an audit of the financial statements for the Anastasia Mosquito Control District of St. Johns County, Florida, for the fiscal year ending September 30, 2023, in accordance with

- Generally Accepted Auditing Standards as prescribed by the American Institute of Certified Public Accountants.
- *Government Auditing Standards* issued by the Comptroller General of the United States (the “Yellow Book”).
- Applicable Florida Statutes and Chapter 10.700, Rules of the Auditor General of the State of Florida.
- Anastasia Mosquito Control District of St. Johns County Policies.

As a result of the audit, we will prepare reports on the following:

1. Financial Statements.
2. Internal Controls and Compliance.
3. Management Letter Required by 10.550 Rules of the Auditor General
4. Compliance with Florida Statutes 218.415-Investment of Public Funds

Our staff will be available to assist your Director of Finance, and bookkeepers throughout the year, as needed. We find that dealing with issues as they arise is much more efficient and effective.

Working Paper Retention

We will retain all working papers and reports for a minimum of five years at our expense. We will also allow the successor firm to review the working papers.

APPROACH AND METHOD

We will use a risk-based audit approach for the audit, which allows us to identify the areas of the financial statements where there is a higher risk of material misstatement and concentrate audit efforts in those areas. We will perform less extensive procedures in the areas identified as lower risk areas.

Based on our past experienced with the District we anticipate that our audit will focus on the following areas:

- Proper cut off at year end for receivables and payables
- Personal Services and Benefits
- Capital Asset Acquisitions and Dispositions
- Chemical Inventory and Annual Usage
- Aviation Program Costs and Parts Inventory
- Florida Retirement System Pension Calculations and Disclosures
- Surprise areas based on current year operations

Planning Phase (August-September)

Planning is the most crucial part of the audit. Gaining an understanding of the entity and the accounting procedures is crucial to performing an efficient audit. In the planning phase, we obtain the background information necessary to develop the audit plan. We will:

- Meet with your staff to refresh our knowledge and understanding of the administrative and operating characteristics. We will implement the provisions of AU-C 316, (SAS 99), *Consideration of Fraud in the Financial Statement Audit*, which will require that we make certain inquiries of management about fraud risks, and the newly issued SAS 145, *Understanding the Entity and its Environment and Assessing the Risk of Material Misstatement*, which enhances the auditor's procedures for obtaining an understanding of the entity's system of internal control and assessing control risk.
- Work with management to develop a detailed timetable of key dates and deadlines.
- Communicate the necessary information to those charged with governance.
- Refresh our knowledge and understanding of the legal and reporting requirements and the political and economic considerations.
- Obtain and review permanent file information such as organizational charts, procedural manuals, and the minutes of the boards' meetings.
- Perform preliminary analytical procedures of the current year-to-date in relation to the budget and prior years' information, and the last five years actual.

- Review our understanding of the computer system and applications used by the District.
- Obtain and document our understanding of the each of the following five components of internal control and assess control risk:
 - Control environment
 - Risk assessment
 - Information and communication
 - Monitoring
 - Control activities
- Identify controls to test, design, and perform tests to determine that key controls are functioning.

Based on our understanding of your control system and our assessment of control risk, we will then form conclusions regarding the appropriate audit strategy, including determination of the nature, timing, and extent of substantive tests for financial statement assertions

Planning, communication, and coordination is not done in a vacuum. For this reason, we would expect relatively frequent meetings in the early stages of the audit to ensure that all parties are knowledgeable of the plans, the timetable, the progress of the audit, and any special representations.

Interim Audit Phase (October-December)

- Based on the conclusions reached from performing the procedures in the planning phase we will prepare audit programs and work plans.
- Prepare financial statements and perform substantive testing and analytical procedures.
- Perform compliance audit procedures.

Final Audit Phase (January-March)

- Review minutes of board meetings and interim financial statements to determine if any events occurring after September 30 will require disclosure in the financial statements.
- Perform final substantive and analytical procedures.
- Prepare management letters.
- Meet with management to discuss audit findings.
- Obtain Management Representations
- Obtain Response from Attorney

- Prepare the Independent Auditors Report on the financial statements, the Report on Compliance and Internal Control Over Financial Reporting based on an audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, and the Report on Compliance with Florida Statutes 218.415-Investment of Public Funds.
- Deliver final product in accordance with your requirements.

EDP Software and Audit Procedures

We use computer-assisted audit techniques such as trial balance, audit program, research, spreadsheet, and word processing software on all of our auditing engagements. All of our auditors are equipped with laptop computers, helping facilitate efficient, timely performance.

Analytical Procedures

As required by generally accepted auditing standards, we will use analytical procedures in the planning and overall review stages of the audit. We also anticipate being able to use analytical procedures as part of our substantive testing to maximize the efficiency of the audit.

Internal Control

We will obtain and document our understanding of the components of internal control, including the effects of information technology. We plan to test the controls with the objective of limiting the nature and extent of substantive audit procedures to be performed.

Client Assistance

We pride ourselves in designing our engagements based on the individual client. In the planning stage of the audit, we will determine the nature of the items traditionally provided and the documents and schedules prepared. We will then coordinate with your staff for the preparation of the schedules needed. The staff of the Anastasia Mosquito Control District of St. Johns County are the individuals most familiar with the transaction detail and therefore usually the most efficient at preparing the supporting schedules. Many of the schedules that we will require are schedules that they prepare as part of their regular duties.

Quality Assurance

Our engagement team is committed to providing high-quality, professional personnel at all levels. We are fully qualified to render the required audit procedures over the term of our agreement. We will be governed by generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States, which require that staff members are technically qualified and independent, properly supervised, and use due professional care in the performance of their duties.

FEE SCHEDULE

The following schedule for audit fees assumes that we will assist in compiling the financial statements, disclosures and related schedules and perform an audit in accordance with *Government Auditing Standards*, promulgated by the Comptroller General of the United States and Rules of the Auditor General of the State of Florida. A Single Audit is not required as the District has not received sufficient federal and state grant funding.

Audit Services	\$9,000 - \$11,000
Assistance with Financial Statement Preparation	\$2,500 - \$ 3,500

OTHER INFORMATION

At Lombardo, Spradley, & Klein, CPAs, we pride ourselves in providing quality services in a timely fashion. In order to maintain this high level of service, we are very cognizant of maintaining a reasonable workload so that we have sufficient staff to perform the engagement. We are also very selective in choosing our clients.

We are more than capable of performing the services that you require, in a timely manner and we would love to have the opportunity to continue to perform the audit of the financial statements of the Anastasia Mosquito Control District of St. Johns County, Florida.

Our firm maintains a system of quality control in accordance with the Statements on Quality Control Standards issued by the American Institute of Certified Public Accountants. In accordance with our quality control system, we have another highly qualified CPA firm that provides an independent review of our governmental audit workpapers before issuance of the final audit report when required.

Following, you will find a copy of our two most recent peer review reports.



6815 Dairy Road
Zephyrhills, FL 33542

813.788.2155
BodinePerry.com

Report on the Firm's System of Quality Control

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

January 10, 2023

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, 2022. 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.

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, 2022, 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

Bodine Perry

(LOMBARDO_REPORT22)

BODINE PERRY

Certified Public Accountants • Business Analysis

Plan. Execute. Win.

Report on the Firm's System of Quality Control

To the Partners

January 24, 2020

Lombardo, Spradley & Klein, CPAs

and the Peer Review Committee of the Florida Institute of Certified Public Accountants

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 Tampa, PLLC

Bodine Perry Tampa, PLLC

6815 Dairy Road • Zephyrhills, FL 33542

P: 813.788.2155 | F: 813.782.8606

bodineperry.com

Offices in: Jacksonville, Naples, and Tampa, FL and Canfield, and Columbus, OH

CONFLICT OF INTREST & CLEAN HANDS DISCLOSURE FORM

I HEREBY CERTIFY that

1. I (printed name) JULIANN KLEIN am the (title) SECRETARY / TREASURER and the duly authorized representative of the firm of (firm name) LOMBARD SPRADLEY AND KLEIN CPAs whose address is 111 A EXECUTIVE CIRCLE DAYTONA BEACH, FL. 32114

, 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: [Handwritten Signature]

Printed Name: JULIANN KLEIN

Firm Name: LOMBARD SPRADLEY - KLEIN CPAs

Date: 6/28/2023

Sworn to and subscribed before me this 28th day of June 2023.

Personally known

OR Produced identification Notary Public-State of Florida

My Commission expires December 11, 2025

(Type of Identification) none

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

Ellen G Spradley





July 5, 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
July 5, 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
July 5, 2023
Page 3

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
July 5, 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
Page 5

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 2022 system review report accompanies this letter.

To the Honorable Board of Commissioners
Anastasia Mosquito Control District of St. Johns County
May 22, 2023
Page 7

Reporting

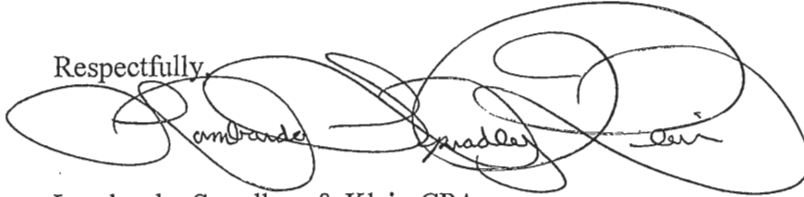
We will issue a written report upon completion of our audit of Anastasia Mosquito Control District of St Johns County's financial statements. Our report will be addresses to management and those charged with governance of Anastasia Mosquito Control District of St. Johns County. Circumstances may arise 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.

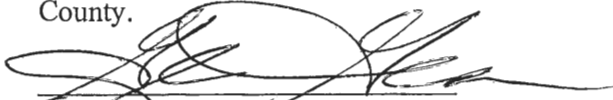
Respectfully,

A large, stylized handwritten signature in black ink, appearing to be a cursive representation of the firm name.

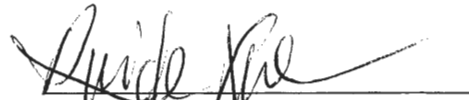
Lombardo, Spradley, & Klein CPAs

ACKNOWLEDGMENT:

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

A handwritten signature in black ink, appearing to be 'Gayle Gardner'.

Gayle Gardner, Chairperson

A handwritten signature in black ink, appearing to be 'Rui-De Xue'.

Rui-De Xue, Director



6815 Dairy Road
Zephyrhills, FL 33542

813.788.2155
BodinePerry.com

Report on the Firm's System of Quality Control

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

January 10, 2023

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, 2022. 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.

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, 2022, 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

(LOMBARDO_REPORT22)

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: August 17, 2023

RE: Approval of Surplus Property 2022-2023

Based on the District's policy and the supervisor's and mechanic's recommendations, we would like to recommend the Board approve the following items to be surplussed:

Please see attached spread sheet of items.

FY 2022/2023 Surplus Inventory

OFFICE EQUIPMENT

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
1427	\$0.00	2013	Dell computer, Optiflex 7010, bad hard drive POOR
N/A	\$0.00	unknown	Laser printer, HP LaserJet CP1025nw POOR
N/A	\$0.00	unknown	Epson Work Force 840 Printer Model C423A POOR
N/A	\$0.00	unknown	HP Officejet 5255 Printer, POOR
1437	\$25.00	2013	Dell computer, Optiflex 7010, FAIR
1392	\$25.00	2011	Dell computer, Optiplex 790, FAIR
1406	\$25.00	2012	Dell computer, Optiplex 790, FAIR
N/A	\$0.00	unknown	B & W HP LaserJet 1020 printer POOR
N/A	\$0.00	unknown	Xerox DocuMate 515 scanner POOR
N/A	\$0.00	unknown	HP OfficeJet Pro 8710 printer POOR
N/A	\$0.00	unknown	HP OfficeJet Pro 6978 Printer POOR
N/A	\$0.00	unknown	HP LaserJet P1006 Printer POOR
1477	\$25.00	2015	Dell Optiplex 7020 Computer (bad hard drive) POOR

LAB EQUIPMENT

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
835	\$50.00	1988	Compound Microscope GOOD
833	\$50.00	1988	Stereo Microscope (1X - 4X zoom) GOOD
1014	\$100.00	1998	Microscope GOOD
1225	\$50.00	2004	Dissecting Microscope GOOD
Stereo 2 of 4	\$25.00	2005	Stereo Microscope GOOD
Stereo 3 of 4	\$25.00	2005	Stereo Microscope GOOD
Stereo 4 of 4	\$25.00	2005	Stereo Microscope GOOD
Contour 1	\$25.00	2005	Compound Microscope GOOD

TIRES

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
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VEHICLES

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
1196	\$1,500.00	2004	2004 Chevy Colorado 4 X 4, no bed, POOR
934	\$585.00	1993	1993 ATV, Kawasaki KLF 300-CF FAIR
1109	\$1,000.00	2001	2001 6X4 Gator Utility vehicle FAIR
1273	\$1,000.00	2006	2006 ATV, Kawasaki Prairie FAIR

ULV/ LARVICIDING EQUIPMENT

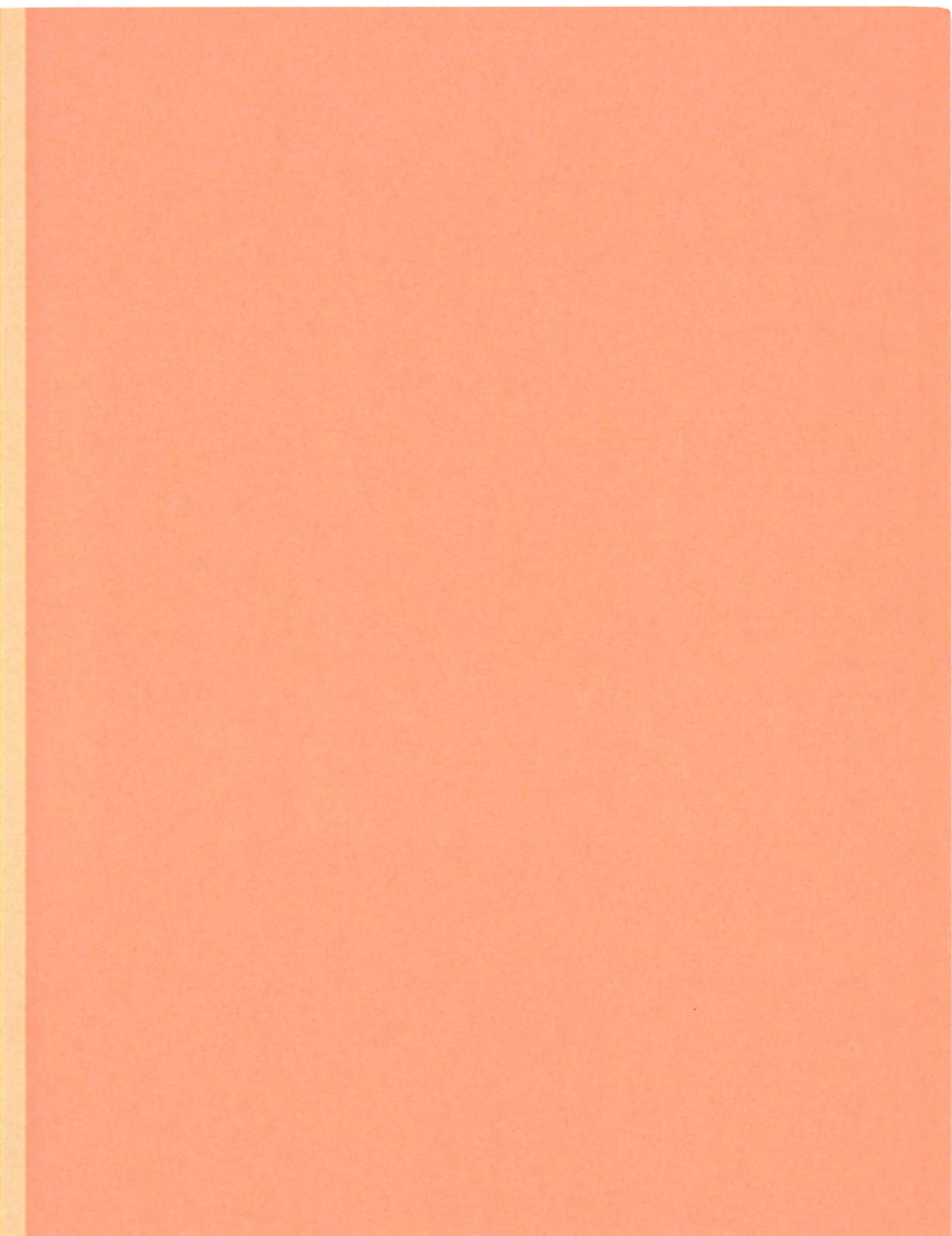
PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
1395	\$0.00	2011	Longray battery back pack ULV fogger POOR
1418	\$0.00	2012	Longray battery back pack ULV fogger POOR
1419	\$0.00	2012	Longray battery back pack ULV fogger POOR
1420	\$0.00	2012	Longray battery back pack ULV fogger POOR
1434	\$0.00	2013	Longray battery back pack ULV fogger POOR
1481	\$0.00	2015	Longray 3600B Hand Fogger POOR
1482	\$0.00	2015	Longray 3600E Hand Fogger POOR
1483	\$0.00	2015	Boston Fogger hand held POOR

EQUIPMENT & TOOLS

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
1217	\$500.00	2003	Western Hoist 2 post 9000 pound lift Model # Y2k90A GOOD

AVIATION

PROPERTY #	TODAY'S VALUE	YR	DESCRIPTION
N/A	scrap	unknown	Slab battery for Bell 206B did not pass CAP check POOR
N/A	scrap	unknown	Slab battery for Bell 206B did not pass CAP check POOR



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BOARD OF COMMISSIONERS:

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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: August 4, 2023

RE: Three symposium proposals from AMCD for coming AMCA annual meeting

AMCD staff submitted the following three symposium proposals for coming American Mosquito Control Association, Dallas, March 4-8, 2024. The purpose is to share /exchange information about collaborations between associations, organizations and update on current situation about mosquitoes and vector-borne diseases, training opportunity, fund resources, and new technology for surveillance of disease pathogens. These symposia are benefiting to AMCD's surveillance, education, and cooperation programs, reputations, and the professionals in the field of mosquito and vector biology and control nationwide. The AMCA has approved the three symposium proposals.

They are:

1. Professional Associations and Collaboration organized by Dr. Rui-De Xue
2. Intern student training and collaboration organized by Dr. Whitney Qualls
3. Arbovirus surveillance and detection organized by Dr. Steve Peper

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Catherine Brandhorst, Commissioner
Martha Gleason, Commissioner*

TO: Board of Commissioners

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

DATE: August 17, 2023

RE: Bid for 3 small trucks

Originally AMCD staff attempted to purchase the vehicles through the State Contract program, vehicles were unavailable.

Staff then decided to purchase using a local bid process with local car dealerships. The bid was out for three weeks and zero companies responded to the bid.

The bid was advertised in the St. Augustine Record, the Demandstar government bid web site and the AMCD web site. The bid solicitation was also sent to local dealers Atlantic Dodge Chrysler Jeep Ram, Coggin Honda of St. Augustine, Jack Hanania Chevrolet, Nissan of St. Augustine, Bever Toyota and Bozard Ford.

After speaking to the District Attorney, Mr. Wayne Flowers AMCD staff will now attempt to purchase the specified vehicles directly from a dealership, if vehicles are available.

Unfinished Business #1

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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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

DATE: August 4, 2023

RE: Florida PRIME Investment

Mr. Luke Raffa from Florida PRIME/ SBA will give a presentation

Unfinished Business #2



ANASTASIA MOSQUITO CONTROL DISTRICT REVIEW DRAFT REPORT

July 2023

Prepared for

The Florida Legislature

Prepared by

The Balmoral Group

165 Lincoln Avenue

Winter Park, FL 32789

Executive Summary

The Anastasia Mosquito Control District of St. Johns County (Anastasia MCD) is an independent special district that serves the entirety of St. Johns County, Florida, totaling 609 square miles. Anastasia MCD is among the larger MCDs in the state, serving a population of about 306,841 residents in Fiscal Year (FY) 2021-22 (October 1, 2021 through September 30, 2022).

St. Johns County boasts thousands of acres of federally and state-owned environmentally protected areas, which produce mosquitoes prolifically and have associated restrictions on Anastasia MCD operations. About 152,700 households paid ad valorem taxes to support Anastasia MCD operations in FY 2022-23. For this same year, the taxable value of real property parcels was about \$39.5 billion, plus \$1.4 billion in taxable value for about 9,600 tangible personal property accounts.

Due to geographic scale, coordination efforts with protected areas, and high tourist activity, mosquito control is very important to the quality of life for residents and visitors in Anastasia MCD. The district conducts comprehensive Integrated Pest Management methods, and operations largely focus on the prevention of mosquito infestation via surveillance, monitoring, larvicide, and targeted adulticide, along with applied research to improve the effectiveness and efficiency of Anastasia MCD's services. In recent years, Anastasia MCD has invested in helicopters for aerial spraying, along with mosquito traps to monitor mosquito populations and sentinel chickens to surveil disease. Anastasia MCD has made investments that provide efficiencies, such as its Sterile Insect Technology facility which will provide biological control of mosquitoes and reduce the need for chemical costs.

Anastasia MCD routinely works with industry, state and federal government, international non-governmental organizations, and the World Health Organization for research and product development and is an industry leader in applied research. Anastasia MCD is the only district in Florida with a dedicated educational center. The district places a heavy emphasis on research and education through its many collaborations with national and international researchers and extensive educational and training programs locally.

The Balmoral Group worked in consultation with a mosquito control expert in the course of this review and found that Anastasia MCD delivers a wide variety of mosquito control services effectively and efficiently within the scope of the MCD's charter and applicable laws and regulations. The district is managing its resources in an efficient and effective manner to achieve its goals and objectives. Anastasia MCD has engaged in a strategic planning process and has several clearly defined and measurable goals and objectives that adequately address the district's statutory purpose, provide sufficient direction to the district, and are achievable within budget; the district tracks

SCOPE

Section 189.0695, *Florida Statutes*, requires the conduct of performance reviews of Independent Mosquito Control Districts. The Balmoral Group was selected by the Office of Program Policy Analysis and Government Accountability to perform the review, which evaluates the district's programs, activities, and functions, including:

- evaluating the district board's primary function and governance;
- assessing service delivery and comparing similar services provided by municipal or county governments located within the district's boundaries;
- describing district purpose, goals, objectives, performance measures, and performance standards and evaluating the extent to which they are achieved;
- analyzing resources, revenues, and costs of programs and activities; and
- providing recommendations for statutory or budgetary changes to improve the special district's program operations, reduce costs, or reduce duplication.



its performance and has largely been meeting its performance standards. The district could establish additional performance metrics.

Based on its review, The Balmoral Group presents the following recommendations for the improvement of mosquito control services in the Anastasia MCD:

- The district currently engages in waste tire collection as tires collect water, creating problematic mosquito-producing habitats, and is required to pay tire disposal fees. The Legislature could consider amending s. 403.7095, *Florida Statutes*, to expand the Solid Waste Management Grant Program to allow MCDs to be eligible for funds specific to mosquito control through waste tire disposal.
- The district could formalize additional performance measures and standards that would allow the district to monitor and track progress toward all its goals and objectives.
- The Legislature could consider directing the Florida Coordinating Council on Mosquito Control to develop model goals, objectives, and performance measures and standards to assist this state's MCDs with performance monitoring.



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1. Background

District Description

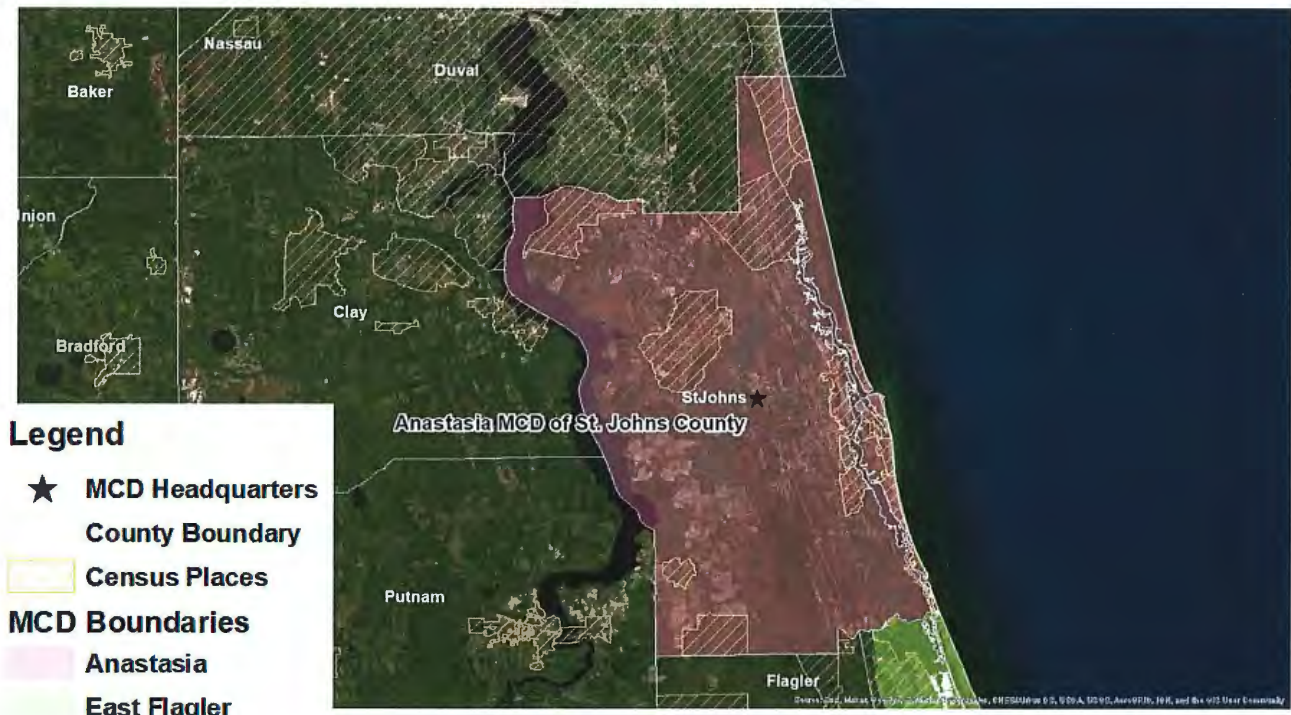
District Purpose

The purpose of the Anastasia Mosquito Control District of St. Johns County (Anastasia MCD) is to reduce the threat caused by both nuisance and disease-vectoring mosquitoes throughout the incorporated and unincorporated areas of St. Johns County, Florida. District representatives have reported that Anastasia MCD has worked since inception to provide a safe and fiscally responsible public health service to all residents of the district utilizing proven Integrated Pest Management methods that are efficient, effective, and environmentally sound in order to minimize the impact of both nuisance and disease-vectoring mosquitoes on the health and welfare of the community.

Service Area

Anastasia MCD serves the entirety of St. Johns County, Florida, totaling 609 square miles.¹ Anastasia MCD’s headquarters is located at 120 EOC Drive, St. Augustine, Florida 32092. **Figure 1** is a map of the Anastasia MCD boundary, with the county boundary and the MCD headquarters marked.

Figure 1. Anastasia MCD Map



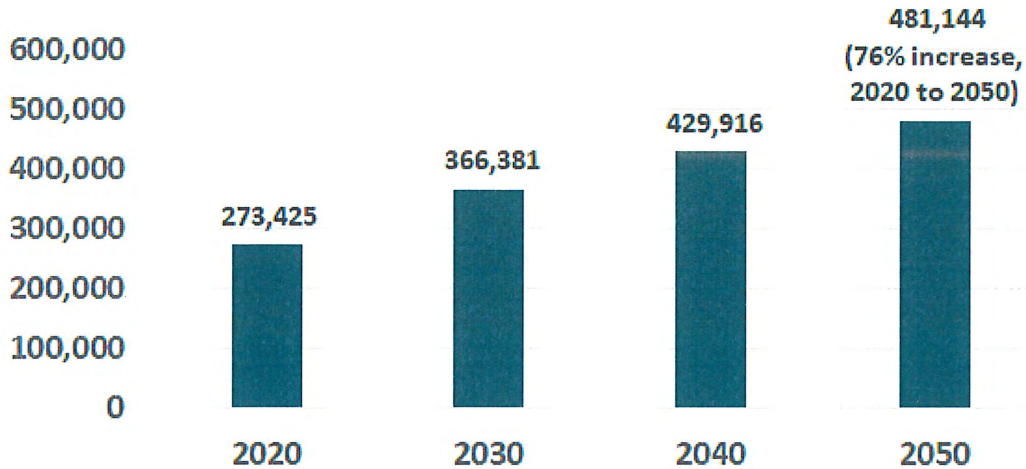
Source: The Balmoral Group (TBG) Work Product, ESRI, US Census, MCDs

¹ Anastasia MCD’s service area was expanded in 2003 from 17 square miles to address the entirety of St. Johns County.

Population

St. Johns County's population was estimated at 306,841 persons in 2022 according to the United States (U.S.) Census.² The Florida Legislature's Office of Economic and Demographic Research (EDR) projects St. Johns County's population to increase by 76% through 2050 to 481,144 residents compared to a 2020 baseline.³ **Figure 2** shows St. Johns County's projected population estimates calculated by EDR.

Figure 2. St. Johns County Population Projection



Source: TBG Work Product, EDR.

District Characteristics

Anastasia MCD comprises all of St. Johns County, which is located on the northeast coast of Florida, with approximately 42 miles of beaches along the Atlantic coast. Adjacent counties include Duval to the north, Flagler to the south, Putnam to the southwest, and Clay to the west. The average annual temperature is 71 degrees Fahrenheit and total rainfall is about 50 inches for the year. Anastasia Island, the namesake of the Anastasia MCD, is a large barrier island which supports a high population of seasonal tourists. The County has two incorporated cities: St. Augustine (where the district's headquarters are located) and St. Augustine Beach. Founded in 1565, St. Augustine is the oldest continuously inhabited European-established settlement in the United States, and consistently brings in significant numbers of tourists to the area.

Most of the population of St. Johns County is concentrated in its coastal region, with the majority of its land mass being rural land in the western regions. St. Johns County is also bordered to the west by the St. Johns River, separating it from Clay and Putnam Counties. The population has risen from about 30,000 in 1970 to just over 300,000 in 2022, a tenfold increase. Most of these residents live on or near Anastasia Island, with the challenge of controlling mosquito populations around the island with federal and state protections in place for natural lands posing a significant roadblock to the operations of Anastasia MCD. Trends of rapid urban and residential development in the eastern part of the county are predicted to continue, making the need to control mosquito

² Population Estimates, July 1, 2022, retrieved from [U.S. Census Bureau QuickFacts: United States](#).

³ Based on 2021 Estimates, Population: 1970-2050, County projections retrieved from [Population and Demographic Data - Florida Products \(state.fl.us\)](#).

populations and aquatic larval habitats important to the quality of life in the county. In addition, there are several state parks and aquatic preserves throughout the county, including the Guana Tolomato Matanzas National Estuarine Research Reserve, which is jointly operated by the Florida Department of Environmental Protection (DEP) and the National Oceanic and Atmospheric Administration and covers over 76,000 acres of conservation lands that include coastal and estuarine ecosystems and salt marshes.

Meteorology is the primary driving force for producing mosquitoes with heavy rainfall events creating standing pools of water that serve as breeding grounds for mosquito species capable of transmitting several arboviruses. Changing water levels through tidal events can also produce such pools. Humans contribute to the problem by allowing water to stand in waste containers, garden pots, tires, and other vessels. The characteristics of the large natural aquatic and estuarine areas of the district, combined with continued rapid development in the coastal areas of the district and the meteorological conditions described above, create an environment conducive to extensive mosquito habitats that require constant mosquito control efforts. The services needed to control mosquitoes include routine surveillance of mosquito-producing habitats and numbers of adult mosquitoes, source reduction, aerial and/or ground treatments using pesticides to treat areas known to have large larval or adult mosquito populations, and regular testing for disease transmission in animals. Other services are described in greater detail later in the report.

Real Property Data

Anastasia MCD receives ad valorem taxes to fund district operations. The total taxable value of properties within Anastasia MCD was almost \$41 billion in the most recent fiscal year under a millage rate of 0.1900 (Error! Reference source not found). Real property parcels subject to district millage exceeded 152,000 parcels in FY 2022-23, an increase of 11% since FY 2019-20 (Error! Reference source not found). Taxable value of real property parcels increased 44% in FY 2022-23 compared to FY 2019-20, following changes in property values.

Table 1. Millage Rates and Total Taxable Value of Properties Subject to Anastasia MCD Millage

Anastasia MCD	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Millage Rate	0.2100	0.2050	0.2000	0.1900
Taxable Value of Parcels (\$Mil.)	\$27,524	\$30,587	\$33,493	\$39,527
Taxable Value of Accounts (\$Mil.)	\$1,046	\$1,178	\$1,266	\$1,418
Taxable Value of Centrally Assessed Property (\$Mil.)¹	\$38	\$37	\$38	\$41
Total Taxable Value (\$Mil.)	\$28,608	\$31,802	\$34,798	\$40,987

Source: Florida Department of Revenue (FDOR).

¹ Centrally assessed property includes railroad and private carline company assessments as defined in Rule 12D-2.011, F.A.C.

Table 2. Real Property Parcels Subject to Anastasia MCD Millage

Anastasia MCD	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Just Value of Parcels (\$Mil.)	\$38,331	\$42,722	\$46,920	\$64,228
Real Property Parcels Subject to Millage	138,126	142,296	147,342	152,760
Taxable Value of Parcels (\$Mil.)	\$27,524	\$30,587	\$33,493	\$39,527

Source: FDOR.



Tangible Property Data

In addition to real property, 9,599 tangible personal property accounts were subject to Anastasia MCD millage in FY 2022-23, slightly up since FY 2019-20 (**Table 3**). The just value of tangible personal property accounts increased 28% in FY 2022-23 compared to FY 2019-20, while the taxable value of tangible property accounts increased 36% over the same period.

Table 3. Tangible Personal Property Accounts Subject to Anastasia MCD Millage

Anastasia MCD	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Just Value of Accounts (\$Mil.)	\$1,400	\$1,544	\$1,634	\$1,790
Tangible Personal Property Accounts Subject to Millage	9,568	9,569	9,559	9,599
Taxable Value of Accounts (\$Mil.)	\$1,046	\$1,178	\$1,266	\$1,418

Source: FDOR.

History and Composition

Anastasia MCD was established in 1948 pursuant to Chapter 390, *Laws of Florida* (1941), and continued by the Florida Legislature in Chapter 99-449, *Laws of Florida*, which is the most recent legislative enactment governing the district. The board originally consisted of three members but was expanded to five members in 1961 pursuant to Chapter 61-2745, *Laws of Florida* (1961). The board currently has no vacancies. In 2003, the boundaries of the Anastasia MCD were expanded to include all of St. Johns County.

Anastasia MCD is also subject to Chapter 189, *Florida Statutes*, given its status as an independent special district; Chapter 388, *Florida Statutes*, setting forth the requirements for creating and operating MCDs in this state; and Chapter 5E-13, *Florida Administrative Code*, setting forth rules adopted by the Department of Agriculture and Consumer Services (DACs) for mosquito control program administration.

Members of the board of commissioners are required to be registered electors residing within the district. Chapter 99-449, s. 6, *Laws of Florida*, states “District powers. -- The provisions of chapter 388, Florida Statutes (1997), entitled ‘Mosquito Control,’ . . . shall govern the functions of the Anastasia Mosquito Control District of St. Johns County, except where the same is inconsistent with the provisions of this act.” The board’s duties are not further addressed in the chapter law and the district reported that the board members’ duties do not expand beyond those specified in Chapter 388, *Florida Statutes*.

Section 388.151, *Florida Statutes*, requires the board of commissioners to hold regular monthly meetings. The board met six times during the seven months between October 1, 2022 and April 30, 2023. Anastasia MCD staff reported that the meeting in November 2022 was canceled due to the annual Florida Mosquito Control Association meeting occurring at that time. In the current and past three fiscal years, the board has not held a November meeting, and the board did not meet in April 2020 due to COVID-19 concerns. **Table 4** summarizes meeting counts by fiscal year, including special meetings, which are public budget hearings.

Table 4. Anastasia MCD Commissioner Meeting Counts

Commissioner Meetings	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 ¹
Monthly Meetings	10	11	11	6
Special Meetings	2	2	2	0

Source: TBG Work Product, MCD.

¹2023 YTD through April.

The board’s meetings are open to the public and noticed and conducted in accordance with s. 189.015, *Florida Statutes*. Each Board member serves one of five committees (Financial & Auditor, operation, education, applied research, and planning) as the committee chair. Each committee held at least 2-3 meetings in the calendar year.

Intergovernmental Interactions

Anastasia MCD interacts with state and federal entities through the district’s applied research and education program. In FY 2020-21, Anastasia MCD reported in its financial statements \$781,457 in grants from the Department of Defense (DOD) for research. It has also received grants from agencies such as the U.S. Department of Agriculture (USDA), the DOD, the Center for Disease Control and Prevention (CDC), Florida Department of Health (DOH) and DACS. Per Anastasia MCD staff, collaboration with these agencies is for training and applied research. The district also collaborates with the Navy Center for Excellence in Entomology for training and applied research, such as equipment demonstration and tick population surveillance. The district also coordinates with the DOH for public education and FEMA for hurricane reimbursement. In addition, Anastasia MCD has a recognized laboratory per the U.S. Environmental Protection Agency (EPA) and CDC requirements and is recognized by the U.S. EPA for Good Laboratory Practices for evaluation of public health insecticides. It is uncommon among other MCDs to have an U.S. EPA-recognized laboratory.

Anastasia MCD provides emergency assistance to county fire rescue programs using the district’s aerial equipment/facilities and cooperates with the St. John’s County Health Department to evaluate suspected human cases of mosquito-borne diseases.

Anastasia MCD’s boundaries are located in close proximity to Guana Tolomato Matanzas National Estuarine Research Reserve, Matanzas State Forest, and Anastasia State Park, each of which have their own regulations and policies regarding mosquito control treatments, which necessitates coordination between the district and the state and federal entities that oversee these natural areas in order to conduct mosquito control activities there. This process requires district staff time to conduct coordination and communication with the federal entities managing the reserve, DACS, and DEP regarding any treatments for these lands, which can be time-consuming.

Anastasia MCD also partners with the University of Florida, the University of Miami, the University of North Florida, and other academic institutions (both nationally and internationally) for research evaluating the efficacy of existing and new mosquito control methods that may reduce operational costs. For example, researchers with the district have collaborated with scientists at the University of Science, Techniques, and Technology of Bamako, Mali to conduct research on natural repellents against vector mosquitoes. The district hosted 12 visitors from the Pan African Mosquito Control Association to discuss possible collaborations and training opportunities. District researchers are regularly invited to speak at international conferences and events such as the International Congress of Entomology, International Congress of Mosquito Biology and Control, and vector ecology. The district participates in a collaborative

effort with the University of Florida and DEP



on saltmarsh management at Fish Island and works with the University of North Florida’s College of Public Health to provide training for students and instruction for the Department of Biology.

Resources for Fiscal Year 2021-22

The published FY 2021-22 millage rate established by Anastasia MCD was 0.2000. The district received \$7.2 million in revenues and spent \$8.07 million in FY 2021-22. Expenditures were higher than revenues due to the construction of the education building and Sterile Insect Technique building. Additionally, Anastasia MCD had \$2.5 million in fund reserves for the fiscal year. Anastasia MCD had 41 paid staff (five commissioners, 26 full-time, four grant-contracted, four part-time, and two contracted) and owned 48 vehicles, numerous equipment, and one facility with 10 buildings and three outdoor enclosures (Table 5).

Table 5. Anastasia MCD Resources for FY 2021-22

Resource Item	FY 2021-22 Amount
Millage Rate	0.2000
Revenues	\$7.21 million
Expenditures	\$8.07million
Number of Paid Staff	41
Vehicles	3 helicopters, 2 boats, 35 trucks, 10 utility vehicles
Equipment	Field equipment: 333 items Lab equipment: 68 items Office equipment: 115 items Surveillance equipment: 151 traps, 9 coops, 54 chickens
Facilities	1 facility with 10 buildings and 3 outdoor enclosures

Source: TBG Work Product, FDOR, Anastasia MCD.

2. Findings

Service Delivery

Anastasia MCD delivers a wide variety of mosquito control services effectively and efficiently within the scope of the MCD’s charter and applicable laws and regulations.

To assess the delivery of services in the district, The Balmoral Group (TBG) requested information on the geographic characteristics of the district; other local governments to which the district provides services or with which it coordinates efforts; the services provided by the district; similar services provided by other entities; district studies or evaluations of alternative service delivery methods including consolidation of services with other government entities; unique contributions from the district relative to the county or municipalities; local stakeholder perceptions of the relative value of the district’s services. In addition, TBG requested information from representatives of the Board of County Commissioners, local health department, and local parks and recreation department on their perceptions of the district’s service delivery and efficiency.

Overview of Services

Most mosquito control programs use an Integrated Pest Management (IPM) approach to control mosquito populations, which targets the different stages of a mosquito's life cycle with various prevention and control measures. IPM addresses eight areas. Surveillance of mosquito populations is an essential component of all IPM programs with chemical treatments based on the surveillance findings. IPM can also include source reduction (e.g., container disposal, water/impoundment management), larviciding and adulticiding (using ground and/or aerial treatments), biological and alternative control, and disease surveillance. Research and education are also important components of IPM programs. See attachment titled, "Integrated Pest Management" for more information. Anastasia MCD conducts activities in each of the eight areas of IPM.

The district's **mosquito surveillance** activities include ground and aerial surveillance to determine areas within the district that warrant treatment due to larval and mosquito populations exceeding established thresholds. Surveillance methods include conducting weekly mosquito trap collection and analysis of the number and species of mosquitoes collected through the surveillance methods used. The Anastasia MCD sets traps on Mondays and collects the traps after 24 hours in the field. If the number of mosquitoes in the trap meets a certain threshold, treatment is initiated in the area. Monitoring the general population and types of mosquitoes in the area helps direct resources and appropriate treatment options on an ongoing basis. In addition, the district conducts daily larval surveys and determines larval counts in flooded areas as needed. In addition, larval mosquito populations are monitored at known and reported sites. Depending on the size of the treatment area and location in the county, field inspectors may employ backpack sprayers on foot or by truck, or request the aerial department treat the area via helicopter. The adult mosquito population is monitored by 41 CDC light traps baited with octenol. From April to November 2022, a total of 14,156 mosquitoes, 28 species were collected. Twelve Biogents (BG) Sentinel traps baited with BG Lure and CO2 were used for *Aedes albopictus* and *Aedes aegypti* surveillance for a total of 7,506 collected from January to December 2022. A total of 49,022 mosquitoes from 32 species were collected with BG trapping. A total of 63,178 mosquitoes were trapped by both methods.

The district conducts **disease surveillance** by obtaining blood samples from sentinel chickens to **confirm tested in house firstly**, then send samples **and sending them** to the DOH laboratory in Tampa where they are tested for antibodies to certain arboviruses. If a chicken has antibodies against one of the viruses, the district knows that virus is circulating in the local mosquito population and that treatment is needed to reduce the number of mosquitoes. **Also, AMCD conduct mosquito pool testing at weekly from January to December every year.**

Source reduction activities include routine collection of waste tires abandoned around the county as they are a prime habitat for several mosquito species. Currently, local landfill fees must be paid for waste tires picked up by Anastasia MCD. District staff also empties containers in and near residential yards.

The district conducts **larviciding** using **ground equipment and** helicopter platforms to reach coastal marshes and rural inland areas to apply **granular/liquid material** targeting mosquito larvae.

Adulticiding activities include ground spraying of ultra-low volume (ULV) insecticide as well as aerial applications. Nighttime aerial adulticide activities using helicopter platforms are conducted to deliver ULV sprays during the hours when adult mosquitoes are most active. Aerial spraying tends to be the most effective treatment method where trucks cannot easily access or where the spray may not reach mosquito populations. However, truck or backpack spraying is most often used. Typical sprayings will result in reductions

Biological and alternative control methods are also employed. The district provides the public with Gambusia fish that eat mosquito larvae for use in retention ponds and ditches. In addition, the district implements the Sterile Insect Technique, which is the deployment of male insects sterilized via **radiation treatment** to prevent viable offspring. After mating, the female insects' eggs do not hatch.

District staff conduct numerous ongoing research activities and collaborate with a number of different local, state, national, and international entities on **mosquito control research**. As described in the "Intergovernmental Interactions" section above, the district engages in collaborative activities with universities in Florida and around the world and conducts applied research on mosquito control techniques and technologies. For example, the district is currently conducting a research project to evaluate a new larvicide and another project that investigates the influence of water quality on the distribution of a particular species of mosquito, to better understand the factors that influence its distribution. The district conducts research in a number of different areas to develop new methods and technologies to improve mosquito control efficiency and effectiveness, including mosquito behavioral responses to various treatment approaches; evaluation of new control methods, tools and equipment; and evaluation of surveillance methods and insecticide resistance. District staff reported that the collaborations with international researchers have benefited their disease surveillance and mosquito control efforts through new ideas, grants, technology, tools, techniques, and equipment that the international mosquito control professionals have brought to the district.

The district conducts a number of **educational, training, and outreach activities** related to mosquito control. The district educates and informs the public about mosquito control through coordination with the St. Johns County School Board for school-based education programs, on-site tours and field trips, science fair project assistance, community service hours, and **paid/volunteer** internships for high school students. In addition, Anastasia MCD coordinates education for the public through outreach programs and presentations to local civic groups and tours of district headquarters. The district provides annual mandatory training for its full-time employees and new hires and partners with various local educational institutions to provide internship training to high school and university students. In addition, the district has organized the Annual Arbovirus Surveillance and Mosquito Control Workshop since 2004, which attracts over 200 participants from Florida and other states and countries and includes presentations on research and findings for new and innovative mosquito control technologies. This workshop also provides 20 continuing education credits for district employees as well as other professional workshop participants who hold public health pest control licenses.

Anastasia MCD recently constructed the Disease Vector Education Center, which is dedicated to mosquito control education and training activities. The education center is the only center of its size and scope among MCDs in this state. The center is designed to provide hands-on training about surveillance, prevention, and control of mosquitoes and mosquito-borne diseases for the general public, mosquito control professionals, and students of all ages and educational levels. District staff report that the center will provide training to young professionals working in or interested in mosquito control and will provide education to the general public on mosquito prevention techniques including mosquito biology and behaviors and control of vector-borne diseases. The district reports that it plans to continue to provide the types of training symposia and workshops at the education center that it has historically hosted which have attracted state, national, and international participants for many years.

The district constructed the Disease Vector Education Center at a total cost of \$3.1 million as of September 30, 2022. The district held a building dedication ceremony on December 8, 2022, but has not opened the center to the public yet (at the time of this writing). As of June 2023, district staff reported that approximately 60% of the educational displays inside the center are complete and they expect the center to be ready to open to the public by December 2023. The center has been open by appointment only since October 2022, and since that time, district representatives report that tours of the facility have been provided to over 700 people. TBG requested information on any cost-benefit analyses that were conducted prior to the construction of the center, and district staff provided general information that cited costs from other studies that estimated the economic cost of adult illness due to West Nile virus or dengue fever to be approximately \$24,000 per person due to time lost from work and medical care costs.

The district indicates that the center is intended to serve as a source of revenue in the future but will remain available for school groups at no cost. Revenues will continue to be generated through fees for the annual workshop that the district hosts, which district staff report has historically generated from \$8,000 to \$10,000 annually in profits after accounting for expenses for district supplies, materials, and other costs. District staff reported that the anticipated costs to run the center will be approximately \$70,000 per year, which includes one part-time receptionist and maintenance fees. The district anticipates that these costs will be covered through a combination of entry fees, workshop registration fees, donations, volunteers, and grants.

A summary of the eight areas of IPM in which the district conducts activities is set forth in (Table 6).

Table 6. Anastasia MCD Services Overview

Integrated Pest Management Service	Anastasia MCD Services Provided
Mosquito Surveillance	Weekly ground and aerial surveillance using trap collection and analysis
Source Reduction	Routine waste tire collection and disposal at local landfills
Larviciding	Application of larvicides in coastal marsh areas from the ground and using helicopters
Adulticiding	Nighttime delivery of ultra-low volume (ULV) insecticide with trucks and aerial ULV adulticiding using helicopters
Biological and Alternative Control	Use of the Sterile Insect Technique and distribution of mosquito fish
Disease Surveillance	Regular blood sample collection from sentinel chickens and mosquito pool testing in house , and submittal of samples to the state laboratory in Tampa for confirmation
Mosquito Control Research	Ongoing research efforts to identify new methods and technologies to improve treatment efficiency
Outreach and Education	Numerous education programs and outreach efforts coordinated with the county; a newly constructed education center; ongoing employee training

Source: TBG Work Product, Anastasia MCD.

Analysis of Delivery of Services

Anastasia MCD delivers several mosquito control services across all main areas of IPM that are within the scope of its charter and purposes outlined in applicable laws and regulations. Anastasia MCD provides services in all eight areas of IPM as described above, and all district services are directed toward the abatement and control of mosquitoes. No services were noted that fall outside the district’s charter or applicable laws and regulations. As described above, Anastasia MCD covers a unique service area that includes rapidly developing residential and commercial areas adjacent to extensive aquatic natural areas capable of producing mosquitoes. Anastasia MCD conducts source control, including removal of containers such as tires that can create larval habitat. Tires create problematic mosquito-producing habitats that are difficult to manage through routine chemical applications but can be managed through proper disposal. In Florida, DEP regulates the disposal of waste tires by creating requirements for the collection and disposal of waste tires at solid waste management facilities and waste tire processing facilities across the state.⁴ These facilities typically charge fees for the disposal of waste tires, which most MCDs are required to pay if they choose to collect and dispose of waste tires. These facilities may not be able to waive the fees they charge due to bond requirements for their facilities. Anastasia MCD budgeted \$5,000 in its FY 2022-23 DACS budget for waste tire disposal activities. While the extent to which waste tires are collected in the district is currently unknown, Anastasia MCD could benefit from additional sources of funding to help incentivize continued collection of waste tires in the county.

Comparison to Other Services

Anastasia MCD operations compare favorably to other publicly provided services; similar services are not provided by municipalities within the district or St. Johns County. TBG interviewed staff and reviewed documents available online to establish if services could be or are redundant to or overlapping with county and municipal government services. Anastasia MCD coordinates with and trains staff of other MCDs as well as directors of county-run programs. According to several professional organizations and agencies, the district is considered a leader in the industry, with an international reputation for training, education, and research contributions. For example, Anastasia MCD has been recognized nationally for its educational offerings as the MCD is a host for mosquito control training and certification programs for organizations like the American Mosquito Control Association, National Association of County and City Health Officials, CDC Southeastern Center for Excellence in Vector-borne Disease, Entomological Society of America, and the CDC-funded Public Health Entomology for All program. Anastasia MCD operations are fairly sophisticated, and other local governments are likely not equipped to deliver the services that the district oversees and administers. TBG did not identify other entities in the county that provide similar services.

The mosquito control expert retained by TBG for this review did not identify any alternative methods for providing the district’s services that would reduce the district’s costs or improve the district’s performance.

TBG requested information from representatives of the Board of County Commissioners, local health department, and local parks and recreation department on their perceptions of the district’s service delivery and efficiency but did not receive any stakeholder responses after multiple contacts, **except County DOH and School Board.**

⁴ Sections [403.717](#) and [403.718](#), F.S. and Ch. 62-711, F.A.C.

Considerations for Consolidations

Consolidation of operations is not recommended for Anastasia MCD based on the findings of this review. Anastasia MCD operates throughout the entirety of St. Johns County and no other comparable service has been identified for consolidation.

Resource Management

Anastasia MCD is managing its resources in an efficient and effective manner to achieve its goals and objectives.

To assess the district's resource management, TBG analyzed information on revenue sources, revenue and expenditure trends and their possible causes; analyzed staffing trends and their possible causes; requested data on services delivered by district staff vs third-party contractors for the last three fiscal years; analyzed equipment inventory and capital investment trends; reviewed the activities the district conducts to manage costs and to plan for its personnel; requested but did not receive information on resident feedback survey data related to finances and spending by the district; reviewed audits; and interviewed district staff and board members.

Current and Historic Revenues and Expenditures

Revenues and expenditures have steadily increased during the review period and revenues exceeded expenditures in two of the past three full fiscal years. The district's funding is primarily comprised of ad valorem taxes but the district also receives funds from other sources including grants, interest earnings, rents and royalties, sales of equipment and other assets, and miscellaneous revenues including proceeds from the district's Annual Arbovirus Surveillance and Mosquito Control Workshop. The St. Johns County Property Appraiser, with approval from the Florida Department of Revenue (FDOR), certifies the county's tax roll each year, and the county collects the monies for the district. Millage rates are set each year by the district's board of commissioners.

To review current and historic revenues and expenditures of the Anastasia MCD, TBG requested and received information from the district for FY 2019-20 through FY 2022-23. In addition, TBG interviewed Anastasia MCD staff and reviewed documentation both online and as provided from Anastasia MCD's accounting and operation systems. Revenues increased by over \$1 million during the review period, from \$6.52 million in FY 2019-20 to \$7.88 million in FY 2022-23 (Table 7).

Expenditures increased from \$4.85 million in FY 2019-20 to \$8.07 million in FY 2021-22. Expenditures in FY 2022-23 were \$6 million through May. The increased expenditures in FY 2021-22 were attributable to the construction of the Disease Vector Education Center and **contracted grant-funded positions**. The district is also in the process of constructing a Sterile Insect Technique (SIT) building. As of September 30, 2022, the district's total expenditures for the education center and the SIT building were \$3.1 million and \$1.04 million, respectively. Additionally, the district had around \$550 thousand in other costs related to non-cash depreciation.

Table 7. Revenues and Expenditures

Revenues and Expenditures (in \$Mil.)	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 ¹
Revenues	\$6.52	\$7.10	\$7.21	\$7.88
Ad Valorem	\$5.81	\$6.28	\$6.70	\$7.39
Other Sources	\$0.71	\$0.81	\$0.51	\$0.49
Expenditures	\$4.85	\$5.97	\$8.07	\$6.00
Administrative Costs²	\$0.75	\$0.93	\$1.30	\$1.03
Direct Program and Activity Costs	\$3.58	\$4.48	\$6.22	\$4.96
Other Expenditures	\$0.53	\$0.55	\$0.55	\$0.00

Source: TBG Work Product, MCD.

¹ 2023 YTD through May.

² Categorization of administrative costs was completed by Anastasia MCD based on an outline provided by TBG to ensure consistency across reports.

Anastasia MCD revenues exceeded expenditures during two of past three full fiscal years. The excess revenues have been used to steadily repay debt associated with the Disease Vector Education Center, and while expenditures exceeded revenues by \$0.86 million in FY 2021-22, this was due to the district’s continued efforts to cover the costs of the capital outlay for the education center as well as the SIT center. District staff reported that as of June 2023, the district has no debt associated with the education center. Even though the millage rate decreased from 0.2100 in FY 2019-20 to 0.1900 in FY 2022-23, **0.18 in FY 2023-24**, revenues collected by the Anastasia MCD during the current and previous three fiscal years continued to increase, largely due to continued development in the region and rising property values. The increasing revenues have helped the district manage costs of new facilities and pay off the debt associated with the construction of the education center. The district will continue to generate revenues from visitors to the education center and proceeds from its annual workshop, and **education related grants**. Thus far in FY 2022-23, revenues have exceeded expenditures by \$1.88 million. These trends suggest the district’s financial stability will continue into the future.

Administrative Costs

Expenditures on administrative staff and other costs increased substantially from FY 2019-20 through FY 2021-22 mostly due to construction costs. Anastasia MCD provided a breakdown of total expenditures by administrative and other program costs.

Table 8 summarizes the detailed administrative cost data provided by the district. Administrative Personal Services expenditures marginally increased from \$297,829 in FY 2019-20 to \$343,426 in FY 2021-22, and Personal Service Benefits also increased during the same period, **due to an increase in grant funded management**. Costs for Land and Buildings increased substantially from \$150,020 in FY 2019-20 to \$551,190 in 2021-22, which is largely attributable to the construction costs associated with the new education center and the SIT Building.

Table 8. Administrative and Other Cost Data

Expenditure Category ¹	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 ²
Personal Services	\$297,829	\$330,398	\$343,426	\$233,916
Personal Service Benefits	\$137,755	\$164,093	\$182,253	\$144,816
Operating Expenses	\$37,402	\$46,603	\$49,359	\$55,854
Travel, Utilities, Repair, & Maintenance	\$43,327	\$57,767	\$69,589	\$65,961
Supplies and Materials	\$79,061	\$98,658	\$101,432	\$92,317
Land and Buildings	\$150,020	\$237,397	\$551,190	\$441,759
Total	\$745,394	\$934,916	\$1,297,249	\$1,034,622

Source: TBG Work Product, MCD.

¹ Categorization of administrative costs was completed by Anastasia MCD based on an outline provided by TBG to ensure consistency across reports.

² 2023 YTD through May.

Direct Program Costs

Expenditures on direct program costs increased substantially from FY 2019-20 through FY 2021-22 mostly due to construction costs as well. Anastasia MCD provided a breakdown of total expenditures by direct program costs, which are summarized in Table 9. Direct Personal Service expenditures increased from \$1.43 million in FY 2019-20 to \$1.65 million in FY 2021-22 and direct Personal Service Benefits increased as well during the same period, due to an increase of the grant-funded management. Another large direct expenditure category, Supplies and Materials, saw cost increases in FY 2021-22 compared to the prior two fiscal years. Total direct costs increased between FY 2019-20 and FY 2021-22 by 74%. Capital Outlay costs more than tripled from FY 2019-20 to FY 2021-22, largely attributable to the construction of the Disease Vector Education Center and the SIT Center and the increase of personnel for grant fund management.

Table 9. Direct Program Cost Data

Expenditure Category ¹	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 ²
Personal Services	\$1,428,553	\$1,584,772	\$1,647,262	\$1,121,988
Personal Service Benefits	\$660,747	\$787,080	\$874,184	\$694,618
Operating Expenses	\$179,402	\$223,534	\$236,754	\$267,904
Travel, Utilities, Repair, & Maintenance	\$207,822	\$277,084	\$333,786	\$316,385
Supplies and Materials	\$379,220	\$473,217	\$486,526	\$442,803
Capital Outlay	\$719,580	\$1,138,688	\$2,643,814	\$2,118,923
Total	\$3,575,324	\$4,484,375	\$6,222,327	\$4,962,622

Source: TBG Work Product, MCD.

¹ Categorization of direct program costs was completed by Anastasia MCD based on an outline provided by TBG to ensure consistency across reports.

² 2023 YTD through May 2023.

Contracts for Services

Anastasia MCD contracts for legal and engineering services, accounting and auditing, and other services; contracted service costs were relatively consistent during the review period, except for FY 2021-22 when previously outsourced aerial operations changed. To understand the operations of the district, TBG interviewed Anastasia MCD staff to review the details of their operations. Costs for legal and engineering services and accounting and auditing services have remained fairly constant through the review period while other contractual

services have fluctuated slightly over the review period. The district established and enhanced in-house aerial operations with the purchase of two military surplus helicopters in January 2021. Anastasia MCD maintains an annual contract for aerial emergency support with fixed-wing aircraft for \$300,000, but due to the district's current aerial capability and emphasis on aerial larvicide and treatment of hot spots following heavy rainfall events, the district has not needed to use an aerial emergency contractor for adulticiding in the past several years, thus saving the district \$300,000 annually. **Table 10** summarizes contracted services activity by the Anastasia MCD for the period of review.

Table 10. Summary of Contracted Services

Expenditure Category ¹	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 ²
Professional Services	\$0	\$0	\$0	\$0
Legal & Engineering Services	\$16,762	\$18,653	\$21,362	\$8,734
Accounting & Auditing	\$12,000	\$11,500	\$12,500	\$13,300
Other Contractual Services	\$51,478	\$94,919	\$99,338	\$66,630
Total	\$80,240	\$125,072	\$133,200	\$88,664

Source: TBG Work Product, MCD.

¹ Categorization of administrative costs was completed by Anastasia MCD based on an outline provided by TBG to ensure consistency across reports.

² 2023 YTD through May 2023.

Staff

Anastasia MCD had 26 full-time paid in-house staff and four contracted and four seasonal part-time staff in FY 2021-22. TBG examined detailed staffing information provided by Anastasia MCD, as well as documentation available online and through DACS reporting and audits. In FY 2012-22, Anastasia MCD had 26 full-time, four grant-contracted, and four seasonal part-time staff. In addition, Anastasia MCD had 14 volunteers (seven college interns, four high school interns, and three adjunct professors). Anastasia MCD employs staff across a number of different administrative and technical positions requiring a variety of skills and expertise. Staff positions are reported in **Table 11**.

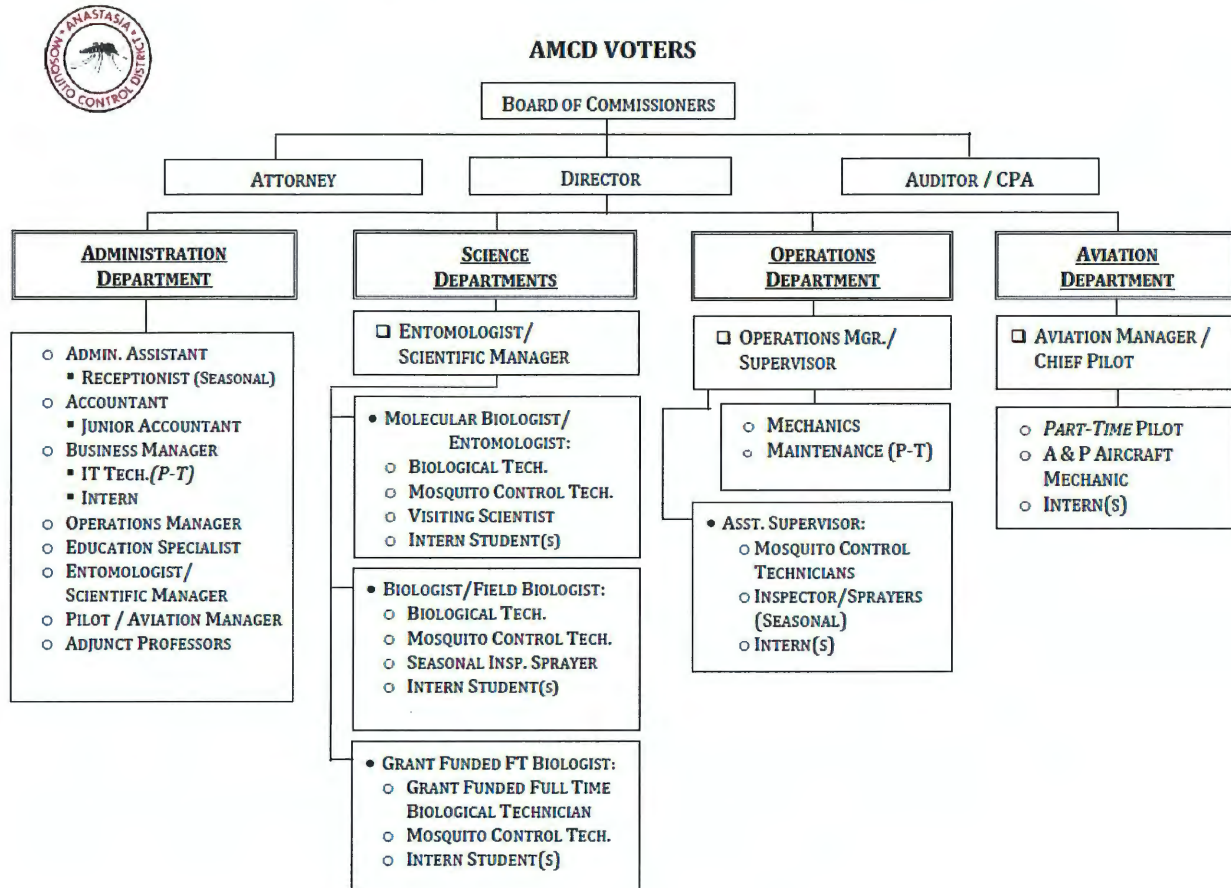
Table 11. Anastasia MCD Staff Positions

<ul style="list-style-type: none"> • Accountant/ Bookkeeper • Biologist • Bio Tech • Business Manager • Chief Financial Officer • Director • Education Specialist • Entomologist/ Scientific Mgr. 	<ul style="list-style-type: none"> • Field Biologist • Helicopter Mechanic • IT Specialist • Mechanic • Molecular Biologist • Mosquito Control Tech • Operations Manger 	<ul style="list-style-type: none"> • Pilot • Supervisor • Inspector Sprayer Seasonal • Public Relation Assistant • Seasonal Maintenance • Interns, Special Projects
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Source: TBG Work Product, Anastasia MCD.

An organizational chart is provided in .

Figure 3. Anastasia MCD Organizational Chart



Source: Anastasia MCD.

Analysis of Program Staffing Levels

Anastasia MCD had a stable number of commissioners and employees over the review period and is appropriately staffed for the scale and scope of its operations compared to other similarly sized MCDs in Florida. Data provided by the district shows successful recruitment of qualified staff and achievement of high levels of retention for the current FY and three previous FYs. Full-time employees have been 25 or 26 every year, with only one or two vacancies open (Table 12). In addition, Anastasia MCD routinely employs several part-time, grant-funded, and contracted workers. A dozen or more volunteers assist Anastasia MCD each year as well. Staff turnover rate has been low all four fiscal years, with the rate being 2% or lower every year. For FY 2022-23, Anastasia MCD has the same number of full-time positions and increased part-time staff by two and volunteers by three. Grant-contracted staff decreased by two positions. Upward mobility is common as well, with some staff having started out of high school and college and rising to higher positions over their years of service. However, higher turnover is experienced with many of Anastasia’s interns and those in the educational specialist roles because Anastasia MCD serves as a facility for training others in the industry. The higher turnover is expected and not seen as problematic. Long-term staff have access to training, continuing education, and operational research

opportunities to better serve the residents of St. Johns County. Anastasia MCD’s staffing practices, positions, and organization are appropriate for the scale and scope of its operations compared to other similarly sized MCDs in the state, such as Citrus MCD and Manatee MCD that had 26 and 29 full-time staff in FY 2022-23, respectively.

Table 12. Anastasia MCD Staff Counts

Employee Counts	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 ¹
Commissioners	5	5	5	5
Full Time	26	25	26	26
Part Time	5	3	4	6
Grant Funded	2	3	4	2
Contracted	2	2	2	2
Volunteers	16	11	14	17
Vacancies	1	2	1	1
Total	57	51	56	59
Turnover Rate	2%	2%	2%	1%

Source: TBG Work Product, FDOR, MCD.

¹ 2023 YTD through April.

Anastasia MCD staff reported that new positions will be needed to implement its strategic plan for areas of operational expansion including future drone operations and administration and maintenance of the new Disease Vector Education Center. District staff reported that the district plans to hire one additional administrative staff and one maintenance staff position for the education center.

Equipment and Facilities

Anastasia MCD has a higher number of equipment and vehicles relative to other similarly sized districts, which can be partially attributed to its more extensive research and educational activities as compared to other similar districts; the facility and buildings are sufficient to meet district needs and continue to expand. Anastasia MCD owns three Bell 206B3 helicopters (two 1995 models and one 2003 model); one Landau boat (1979 make); one Alumitech air boat (2012 make); 35 trucks/cars; and 10 all-terrain vehicles and utility task vehicles. The Bell 206B3 helicopters were purchased for \$184,832 each in 2021 from military surplus for a fraction of what the helicopters would have cost on the open market. In addition, Anastasia MCD owns one facility site with 10 buildings and three outdoor enclosures as of FY 2022-23. Buildings are designated for different purposes, including laboratory testing, greenhouses, and research facilities.

Anastasia MCD owns sufficient equipment to maintain operations, including 333 pieces of field equipment, 68 lab items, and 115 pieces of office equipment. Anastasia MCD staff indicated that assessments for new equipment haven’t been done for FY 2022-23. A summary of the number of vehicles, equipment, and facilities owned by Anastasia MCD is provided. **The** district has a higher number of vehicles and equipment compared to similarly staffed districts like Citrus and Manatee MCDs. In FY2022-23, Citrus MCD had 38 vehicles and 87 equipment and Manatee MCD had 33 vehicles and 153 pieces of equipment.

Table 13 Error! Not a valid bookmark self-reference.and a summary of surveillance equipment is in **Table 14**. The district has a higher number of vehicles and equipment compared to similarly staffed districts like Citrus and



Manatee MCDs. In FY2022-23, Citrus MCD had 38 vehicles and 87 pieces of equipment and Manatee MCD had 33 vehicles and 153 pieces of equipment.

Table 13. District Vehicles, Equipment, and Facilities

Category	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 ¹
Vehicles	47	48	50	50
Helicopters	0	3	3	3
Boats	2	2	2	2
Trucks and Vans	37	35	35	35
ATVs and Utility Vehicles	8	9	10	10
Equipment	451	403	516	516
Field Equipment	302	247	333	333
Lab Equipment	71	57	68	68
Office Equipment	78	99	115	115
Facilities	1	1	1	1
Buildings	11	11	11	13

Source: TBG Work Product, Anastasia MCD.

¹ 2023 YTD through April.

Table 14. Surveillance Equipment

Category	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 ¹
Mosquito Traps	151	151	151	151
CDC Light Traps	54	54	54	54
CDC Gravid Traps	12	12	12	12
Biogents Traps	24	24	24	24
Ovitrap	24	24	24	24
Sentinel Chicken Coops	10	10	9	9
Sentinel Chickens	60	60	54	54

Source: TBG Work Product, Anastasia MCD.

¹ 2023 YTD through April.

In FY 2018-19, Anastasia MCD’s capital outlay was \$2.2 million, primarily for building construction activities. In FY 2019-20, the amount of budgeted capital outlay dropped as there was a smaller share dedicated to buildings, but this trend increased for the next two fiscal years, with the majority of capital outlay for buildings in FY 20-21 (\$1.2 million). For FY 2021-22, Anastasia MCD expended \$3.2 million in capital outlay, which included \$2.5 million for buildings and \$369,000 for the purchase of **two additional Bell 206B helicopters** and one 206B helicopter in FY 2020-21. These purchases and investments increased the district’s facility’s inventory of buildings and equipment since FY 2019-20 to 13 buildings, three outdoor enclosures, 45 vehicles, two vessels, and three helicopters in FY 2022-23. Building expenditures have primarily been for the Disease Vector Education Center and the SIT building. The education building’s interior displays are under development and expected to SIT building project is also estimated to be completed by late 2023 and the district plans to fully operate the SIT Building in Spring 2024.

District's Strategic or Other Future Plans

Anastasia MCD has created a strategic plan outlining its objectives for 2021-2025, including plans to standardize and continue to improve services, tools, and methods. Anastasia MCD developed a five-year strategic plan for 2021 through 2025 that establishes five objectives to expand and improve mosquito control operations in St. Johns County. The objectives include standardization of certain operating procedures and surveillance methods, improvements to arbovirus surveillance, promoting good laboratory practices, and promoting education and evaluation of public outreach tools.

The strategic plan outlines several steps in the district's work plan that it plans to accomplish each year. Such steps include continuing to provide training and certification for vector-borne disease professionals from other states, continuing to review and update arthropod control plans with related agencies, and exploring and implementing a drone operation program which would include the purchase of several drones for surveillance, larviciding, and the release of sterilized male mosquitoes and mapping, among many other uses. Additionally, Anastasia MCD staff indicated that a meeting was held in March 2023 about the development of the next five-year strategic plan.

Review of Previous Performance Reviews, Financial Audit Findings, and Results of Resident Feedback Surveys

Anastasia MCD audits report no material findings nor weakness in internal controls and no performance reviews have been conducted; the district conducts customer satisfaction surveys. Analysis of Anastasia MCD's financial audits was conducted by reviewing financial audits provided by the district. Review of the Independent Auditors' Reports from the last three fiscal years (FY 2019-20 through FY 2021-22) showed no findings or issues. Auditors report that the statements fairly represent Anastasia MCD's financial position. Anastasia MCD's revenues routinely cover costs, and the district's financial position is sound indicating financial stability and accountability.

Anastasia MCD has a number of forums through which resident feedback is received. The district routinely presents to community groups/civic associations and runs school-based education programs to teach about mosquito control. Residents have several direct ways to contact the Anastasia MCD, including by phone, apps, social media, email, and at monthly commissioner meetings. Anastasia MCD conducts regular customer satisfaction surveys for its services. In its 2022 Annual Report, the district reports that almost 90% of respondents strongly agree that the district's staff are professional and informative, and slightly more than 90% of respondents strongly agree that the district responds to service requests within 1 to 2 business days. The report does not specify how the survey is distributed or the total number of survey respondents. Per district representatives, no performance reviews have been conducted in the past five years. **AMCD planned to have a program review in April of 2020, but it was canceled and postponed due to the Covid-19 pandemic.**

Analysis of Management Reports/Data and Performance Information

Anastasia MCD actively manages performance success or failure of its operations and administration against goals, and has effective reporting mechanisms in place to measure results on a timely basis. To assess management reporting and performance information, TBG reviewed documentation provided by Anastasia MCD, including the five-year strategic plan and annual reports. The audited financial statements, annual reports, and board packets reviewed reflect regular monitoring of performance, identification of issues as they arise and discussion of opportunities to improve efficiency and effectiveness. For example, at board meetings, board members discussed the progress of the construction of the education center, staffing updates,

grant-funded research being pursued by staff to evaluate effectiveness of various mosquito control practices, and other items.

Evaluation of Cost, Timing, and Quality of Current Program Efforts

Anastasia MCD manages program costs and quality effectively and efficiently. To assess cost, timing, and quality of program efforts, TBG reviewed documentation provided by Anastasia MCD, publicly available data and reports, interviewed Anastasia MCD staff, and visited the district’s facilities. Current program efforts include continuous monitoring of programs for effectiveness, including monitoring of insect resistance to specific chemicals as well as product-efficacy testing for the EPA and CDC, and in-house building and maintenance of equipment to improve the efficiency of operations and reduce costs. The district purchased two helicopters in the past several years, reducing their reliance on contracted costs of \$300,000 annually for aerial treatment services. The district runs an extensive research and education program with numerous collaborators among agencies, professional organizations, and academic institutions worldwide to continually learn about and work on new techniques and technologies to improve effectiveness of mosquito control programs and reduce costs.

While most MCDs in Florida do not have their own labs, the Anastasia MCD has in-house lab testing of sentinel chicken blood, and **mosquito pool** which can reduce the time to receive results for the analysis of disease-bearing mosquitoes. As a result, necessary missions to treat mosquito populations can be carried out quickly after detecting that disease-carrying mosquitoes are present. With mosquitoes able to multiply rapidly, and in a highly populated and tourism-dependent area, the ability to rapidly react is valuable and effective. In addition, the district will have a space dedicated to sterilized insect operations to advance mosquito control efforts in the near future. The Sterilized Insect Technique is a biological control practice that could reduce costs by reducing reliance on chemicals and continued research into its effectiveness is an effort the district is currently undertaking.

Anastasia MCD has noted that statutory purchasing requirements add delays for the procurement of equipment for aircraft maintenance. Pursuant to s. 287.057, *Florida Statutes*, commodities and services in excess of \$35,000 must be procured through a competitive solicitation process that requires time for advertisement, review, and award, as well as time to address challenges to the solicitation process if filed. According to district representatives, parts for aircraft maintenance routinely exceed \$35,000, requiring 90 to 120 days for the solicitation process. This process delays the conduct of aircraft maintenance and prevents MCDs from making quick repairs and operating efficiently.

Goals, Objectives, Performance Measures and Standards⁵

Anastasia MCD has three general goals and several measurable objectives that adequately address the district’s statutory purpose, provide direction to the district, and are achievable within budget; the district tracks performance and has been meeting standards for some measures but could establish additional performance metrics.

⁵ Information on the Anastasia MCD’s goals, objectives, problems or needs addressed, expected benefits, and performance measures and standards is available at the district level only.

To assess the district's goals, objectives, and performance measures and standards, TBG requested and reviewed the district's charter; requested and reviewed the district's strategic plan and the last three years of annual reports; requested and received information on performance measures and standards and records of current and previous three fiscal years' measures, standards, and records of success or failure to meet the standards and evaluated the district's actual performance in meeting its goals and objectives. TBG assessed whether performance measures and standards are relevant, useful, and sufficient to evaluate the performance and costs of the programs and activities, whether they are being met, and whether they need to be revised. TBG requested and reviewed previous performance reviews and audits; requested district assessments of why (if applicable) the district failed to meet performance measures and standards and/or goals and objectives; and requested information from the district on actions taken to address and prevent such failures in the future. In addition, TBG interviewed district staff and relevant local government entities about district performance and requested any available results of district-generated resident feedback surveys conducted during the current and previous three fiscal years.

Goals

Anastasia MCD has established the following three overarching goals at the district level:

- Protecting the public from the nuisance of mosquitoes and mosquito-borne diseases in St. Johns County;
- Educating the populace on the importance of mosquito control; and
- Researching, and providing training on, new practices in mosquito control.

To address its goals, Anastasia MCD focuses on surveillance and ground and aerial operations. The district has multiple programs including inspections, arbovirus, mosquito population and environmental surveillance, larviciding, and adulticiding. Ground operations divide the county in 13 zones to inspect potential areas with large mosquito populations. Aerial operations are used for spraying pesticide in needed areas. Beyond field operations, Anastasia MCD also has education, research, and customer service programs.

Objectives

The district's 2021-2025 Strategic Plan establishes the following objectives to assist the district in achieving its goals and improving the district's performance:

1. Standardize the district's customer services, develop standard operating procedures (SOPs), and analyze the last five to eight years of service request data to continue to improve customer services.
2. Standardize all surveillance tools and methods, develop SOPs, and conduct a feasibility study/analysis of the in-house capability for arbovirus surveillance (mosquito pooling for virus detection, sentinel chickens, and new detection methods).
3. Develop SOPs for ground and aerial applications of larvicides and adulticides and analyze ground and aerial operations to improve their efficiencies.
4. Promote the Good Laboratory Practices Program (GLPP) through applied research and evaluation and develop collaboration with the CDC, World Health Organization (WHO), and Innovation Vector Control Consortium for the Collaboration Center of Evaluation for Prevention and Control of Vector-borne Diseases. As discussed previously in this report, the district is currently constructing a new building to

conduct Sterilized Insect Technique testing, and with this objective, aims to provide sterilized male mosquitoes to other counties in Northeastern Florida who are interested in this technique.

5. Promote public education and evaluate/justify the effectiveness and impact of tools used in public outreach. Develop the collaboration center to provide training to staff from the CDC, WHO, and mosquito control professionals from African nations.

These goals and objectives address several problems. Anastasia MCD was founded to combat nuisance and disease-carrying mosquitoes within the county boundary. As human development disturbed larval habitats and the county built a reputation for coastal tourism, the Anastasia MCD has been called upon to reduce the threat caused by mosquito populations in those locations. In addition, chemicals used by the Anastasia MCD do not pose unreasonable risks to human health according to the EPA. Expected benefits of these goals and objectives include reduction in mosquito-borne disease and reducing the nuisance of mosquitoes. Anastasia MCD also tracks disease prevalence in the county, using the Florida Department of Health (DOH) disease incidence reports published on DOH's website weekly.⁶ Education and research have a large presence in Anastasia MCD as well. A more active and educated populace as well as a center of research for international mosquito control science has been developed at Anastasia MCD.

Performance Measures and Standards

Anastasia MCD has not established formal performance measures and standards tied to each district goal and objective but does maintain and track performance over time for responses to service calls and prevalence of human-borne arbovirus in the district; it also tracks its research and education activities in its annual report. The district does not have formally established performance measures and standards associated with each district goal and objective but has monitored service calls and responses and disease prevalence for the current and past three fiscal years. The following is a summary of the district's current performance measures and standards.

1. Standard: Address citizen requests for mosquito control efforts in a timely manner.
Measure: Number of service requests received and addressed with improved average response times.
2. Standard: Zero human cases or deaths related to arboviruses acquired in Florida and detected in St. Johns County.
Measures: Counts of arboviruses disease cases in humans as reported by DOH. TBG's review of counts for the past four calendar years identified one domestic case in St. Johns County. Anastasia MCD conducts weekly arbovirus surveillance, submits sentinel chicken blood samples for disease detection, and analyzes DOH reports to measure the success of their disease prevention efforts. Through both the DOH Laboratory and in-house capabilities, Anastasia MCD monitors West Nile virus (WNV), eastern equine encephalitis virus (EEEV), Saint Louis encephalitis virus (SLEV), Highland James virus (HJV), and California Group virus, using nine sentinel chicken sites around St. Johns County.
3. Standard: To be a state, national, and global leader in mosquito control through active efforts for the advancement of applied research and education.

⁶ [Mosquito-Borne Disease Surveillance | Florida Department of Health \(floridahealth.gov\)](https://www.floridahealth.gov/diseases-and-conditions/mosquito-borne-disease-surveillance/)

Measures: Number of publications, amount of research grant funds, reputation among professional organizations and agencies, and professional activities such as hosting workshops and providing training for professionals and students.

Analysis of Goals, Objectives, and Performance Measures

For the current and past three fiscal years, Anastasia MCD shows favorable performance with respect to responses to service calls, maintaining a very low incidence of human arbovirus cases acquired in Florida, and demonstrating leadership in mosquito control research and education. While the district does not have formally established performance measures and standards for each district goal and objective, the district monitors service calls and responses and disease prevalence. In addition, the district has established a performance standard to be known as a leader in mosquito control research and education.

Anastasia MCD has responded to all service calls placed in the current and past three fiscal years. Anastasia MCD staff reported that in FY 2021-22, district staff responded to 4,364 requests with an average response time of 1.4 days. Service requests are received via phone, email, website, and phone app, with more than 75% of service requests coming in through the phone app and web interface. While the district reported in its strategic plan that it aims to track data on average response time and improve average response times to service calls, **the District checked /analyzed the data about the time to respond to service requests in the past 4 years. The time has been reduced from 2 days to within 1 day, at averaged 1.4 days.**

Disease tracking is provided through coordination with the county health department to monitor for mosquito borne diseases, as well as through the in-house laboratory capabilities. These efforts help determine where surveillance should be conducted and determine where further cases may arise, as well as which types of mosquitoes to monitor and treat. As of this writing, there have been no arbovirus-related deaths in St. Johns County. The only Florida-acquired human case detected in St. Johns County that has been recorded in the last 19 years occurred in 2022.

The district is clearly demonstrating its leadership in mosquito control research through the wide variety of research activities and collaborations it continually conducts, numerous educational activities provided through its annual training workshop and internship opportunities, and the educational events it has regularly conducted with local partners for the current and past three fiscal years. The district has over 200 publications evaluating spatial repellents/topical repellents, repellent devices, different formulations of larvicides and adulticides, surveillance tools, spray devices, and novel technologies and has received over \$2 million in grant funds from the Department of Defense, CDC, USDA, State of Florida, and industry through collaborative research. The district has also recently been recognized as a GLPP-capable testing facility, which provides the district with opportunities to continue advancing research in the disease vector research space on behalf of the EPA and CDC. Anastasia MCD also organizes the Annual Arbovirus Surveillance and Mosquito Control Workshop, which has recently completed its 18th year. Collectively, these continuing education efforts have resulted in the certification of over 100 professional mosquito control educators and professionals nationwide, training for college-level students, over 80 internships, and more than 360 CEU credits for vector control professionals.

The district should continue monitoring these three performance standards; these measures indicate that the district is making progress toward its three overarching goals of protecting and educating the public and conducting research activities to advance mosquito control methods. In addition, Anastasia MCD has completed the purchase of additional helicopters to expand operations and provide additional services and capacity to maintain mosquito control and has constructed new facilities to improve operational and educational capacity. The district’s goals and objectives are consistent with the district’s activities to date and appear achievable within the district’s budget. While the district is generally demonstrating progress towards the achievement of its goals and objectives, it could develop more specific programmatic goals and objectives and develop performance measures and standards that would improve its ability to track future progress.

Table 15 reports service delivery metrics and disease prevalence within the Anastasia MCD for the current and past three fiscal years. **Table 16** summarizes performance measures and standards assessment.

Table 15. Performance Measures for Anastasia MCD

Performance Measure	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 ¹
Service Calls	1,540	2,560	4,364	2,300
Service Responses	1,540	2,560	4,364	2,300
	CY 2020	CY 2021	CY 2022	CY 2023 ¹
Arbovirus Cases (Florida)	0	0	1	0
Arbovirus Cases (Travel)	0	1	3	0
Arbovirus Deaths	0	0	0	0

Source: TBG Work Product, MCD, DOH.

¹ 2023 YTD through April.

Table 16. Assessment of Performance Measures and Standards for Anastasia MCD

Performance Measure	Performance Standard	Assessment
Number of service requests received and addressed with improved average response times	Address citizen requests for mosquito control efforts in a timely manner	responded time reduced from about 2 days to about 1.4 days. Standard upheld in CYs 2020 and 2021 and through April of CY 2023; not upheld in CY 2022
Counts of arboviruses disease cases in humans as reported by DOH	Zero human cases or deaths from arboviruses acquired in Florida and detected in St. Johns County.	
Evidence of professional activities including publications, research grant funds, reputation among professional organizations, hosting workshops and providing training for professionals and students.	To be a state, national, and global leader in mosquito control through active efforts for the advancement of applied research and education	Professional /peer survey number of grants number of collaboration (MoU, Contract, MTA/ NDA) Number of publication and citation Number of student trained

Source: TBG Work Product, based on review of information provided by Anastasia MCD.



Perception of District's Performance

Perceptions of the Anastasia MCD's performance by stakeholders appear to be mostly positive; some negative feedback was received regarding the costs to construct the Disease Vector Education Center. As discussed above, Anastasia MCD conducts resident surveys and has received positive feedback via emails, public events, and through commissioner meetings. The district has also shown the Disease Vector Education Center to 700 visitors, who included representatives of the DOH, the school board, state and federal agencies, and local community organizations. Most expressed positive feedback as well as support for the programs and the new center. District staff also report receiving some negative feedback from individuals who felt the cost of the center was too high. TBG requested information from representatives of the Board of County Commissioners, local health department, and local parks and recreation department on their perceptions of the district's service delivery and efficiency but did not receive any stakeholder responses after multiple contacts, **DOH, School Board, DEP, and State Park said they did positive responses.**

3. Recommendations

TBG analyzed findings by fiscal year to determine if revisions to district organization or administration can improve the efficiency, effectiveness, and/or economical operation of the district and presents three recommendations. TBG recommends a statutory change to allow MCDs to access solid waste management grant funds from DEP that could help improve the efficiency of the district's operations by reducing costs for the important and never-ceasing source reduction activity of waste tire collection and disposal. TBG also determined the district could develop additional performance measures and standards. Finally, TBG determined that the Legislature may wish to consider directing the Florida Coordinating Council on Mosquito Control to develop model goals, objectives, and performance measures and standards to assist MCDs in this state.

Waste Tire Collection and Disposal Fees: Tires create problematic mosquito-producing habitats that are difficult to manage through routine chemical applications but can be managed through proper disposal. In Florida, DEP regulates the disposal of waste tires by creating requirements for the collection and disposal of waste tires at solid waste management facilities and waste tire processing facilities across the state.⁷ These facilities typically charge fees for the disposal of waste tires, which MCDs are required to pay if they choose to collect and dispose of waste tires. These facilities, however, may not be able to waive the fees due to bond requirements for their facilities. The state currently collects a waste tire fee of \$1 per each new tire sold at retail.⁸ These funds are in turn allocated in different amounts defined in statute to various activities related to solid waste management in the state, including DEP's Solid Waste Management Grant Program for which only counties with populations of fewer than 110,000 people can qualify. Under this program, a small county may apply for grant funding for purposes that include waste tire abatement.⁹ Anastasia MCD could benefit from access to such funds to help support waste tire collection and disposal fees but would not qualify as it is an independent special district rather than a county.

Performance Standards and Measures: Anastasia MCD has developed a formal strategic plan with clear goals and objectives but has not developed formal performance measures and standards tied to each district goal and objective. The district could establish clearly defined performance measures and standards with which to assess its progress towards achieving its goals and objectives.

⁷ Sections [403.717](#) and [403.718](#), F.S. and Rule Chapter [62-711](#), F.A.C.

⁸ Section [403.718](#), F.S.

⁹ Section [403.7095](#), F.S.

Florida Coordinating Council on Mosquito Control: During TBG’s review of the 15 independent MCDs, TBG found that most districts have not developed sufficient goals, objectives, or performance measures and standards. The Florida Coordinating Council on Mosquito Control was established by the Legislature to foster maximum efficient use of existing resources and to assist entities involved in mosquito control with best management practices. Membership on the council includes the agency heads for DACS, DEP, and the Fish and Wildlife Conservation Commission, the State Surgeon General, as well as representatives of federal agencies, the University of Florida’s Florida Medical Entomology Laboratory, Florida MCDs, and others. The Legislature could direct the council to form a subcommittee to develop model MCD goals, objectives, and performance measures and standards to assist MCDs with performance monitoring.¹⁰

Recommendations

A summary of TBG’s recommendations to improve operations, reduce costs or reduce duplication is provided in Table 17.

Table 17. Recommendations with Associated Considerations

Recommendation	Considerations
The Legislature could consider amending s. 403.7095, <i>Florida Statutes</i>, to expand the Solid Waste Management Grant Program to allow MCDs to be eligible for funds specific to mosquito control through waste tire disposal.	<ul style="list-style-type: none"> • This recommendation would require a statutory change. • If the current DEP grant program were expanded to MCDs, it could result in fewer funds available to smaller counties unless additional funds are identified to supplement the grant program for use with MCD tire collection activities.
The district could formalize additional performance measures and standards that would allow the district to monitor and track progress toward all its goals and objectives. Such performance information would facilitate the district in consistently monitoring its progress.	<ul style="list-style-type: none"> • This recommendation would require additional staff time and may result in additional administrative costs to the district.
The Legislature could consider amending s. 388.46, <i>Florida Statutes</i>, to direct the Florida Coordinating Council on Mosquito Control to develop model goals, objectives, and performance measures and standards to assist MCDs with performance monitoring.	<ul style="list-style-type: none"> • This recommendation would require a statutory change. • This recommendation would impose additional workload on council members and staff. • The council’s membership consists of a broad range of expertise that is ideal for the development of such model performance information. • While this guidance will assist all MCDs, it will be of particular benefit to MCDs that lack staff resources for the development of such performance information.

Source: TBG Work Product, based on review of information provided by Anastasia MCD.

¹⁰ Section [388.46](#), F.S.

4. District Response (If Received)

Not applicable at this time.

Unfinished Business #3

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

July 2023 Reconcile

Report for August 2023 Meeting

Cash Balances Ending: 7/31/23

Local Fund	\$	974,499.65	
S.B.A. Investment Fund	\$	8,814,722.57	
Bank of America	\$	189,074.33	(E-Pay Account)
Total Funds as of 07/31/23	\$	9,978,296.55	

Source of Income Local/ SBA Fund: 7/31/23

Local Fund- Taxes	\$	1,370.37	(Gross before Commission),
SBA Fund- Ret. On Invest.	\$	40,192.83	
Local Fund - Interest	\$	1,001.40	
Grant Money	\$	70,121.13	Dept. of Defense \$64,121, ESA Interns \$6,000
Salvage Sale	\$	-	
Dormatory Rent	\$	206.40	Pro-rated, first month
Total Deposits by 07/31/23	\$	112,892.13	

CHEMICAL & INSECTICIDE INVENTORY

Report for August 2023 Meeting

Summary

VOUCHERS PRESENTED

Report for August 2023 Meeting

Local Fund Several

Anastasia Mosquito Control District

VOUCHERS (Electronic Bill Pay & Canceled Checks)

From 07/01/2023 through 07/31/2023

Date	Num	Name	Memo	Clr	Amount	Balance
110 - Wells Fargo Bank - Local						1,302,631.01
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						10,227,009.33
07/03/2023	9-#429	Veseris (Formerl...	Veseris, Bill.com Returned. Too large am...	X	156,683.78	10,383,693.11
07/03/2023	Direct Dep	Catherine Brand...	July 2023, Commissioner Supplies	X	-100.00	10,383,593.11
07/03/2023	Direct Dep	Martha Gleason	July 2023, Commissioner Supplies	X	-100.00	10,383,493.11
07/03/2023	Direct Dep	Gayle Gardner	July 2023, Commissioner Supplies	X	-100.00	10,383,393.11
07/03/2023	Direct Dep	Gina LeBlanc	July 2023, Commissioner Supplies	X	-100.00	10,383,293.11
07/03/2023	Direct Dep	Panagiota Becker	July 2023, Commissioner Supplies	X	-100.00	10,383,193.11
07/04/2023	8394	Veseris (Formerl...	Reissued Returned Bill.com as a Check	X	-156,320.00	10,226,873.11
07/05/2023	9-#422	Payroll	Taxes Withheld	X	-22,351.44	10,204,521.67
07/05/2023	9-#422	Payroll	Bank Account, Other	X	-1,537.00	10,202,984.67
07/05/2023	9-#422	Payroll	Credit Union	X	-1,500.00	10,201,484.67
07/05/2023	9-#422	Payroll	Net Pay to Bank	X	-68,304.68	10,133,179.99
07/06/2023	8395	Color Reflections	Invoice #520220	X	-100.00	10,133,079.99
07/06/2023	8396	Ann Simpson	Invoice #AR-1025	X	-450.00	10,132,629.99
07/06/2023	8397	Aslyn Baringer ...	Invoice #1730	X	-8,300.00	10,124,329.99
07/06/2023	Bill.com	The Home Depot	https://app01.us.bill.com/BillPay?id=blp01...	X	-3,525.14	10,120,804.85
07/06/2023	Bill.com	St. Johns Count...	https://app01.us.bill.com/BillPay?id=blp01...	X	-21.82	10,120,783.03
07/06/2023	Bill.com	Augustine Alarm...	https://app01.us.bill.com/BillPay?id=blp01...	X	-174.96	10,120,608.07
07/06/2023	Bill.com	MSC Industrial ...	https://app01.us.bill.com/BillPay?id=blp01...	X	-2,221.92	10,118,386.15
07/06/2023	Bill.com	FPL - EDU CEN...	https://app01.us.bill.com/BillPay?id=blp01...	X	-434.69	10,117,951.46
07/06/2023	9-#419	Holly Usina	Out of Pocket, Postage for Attorney's boar...	X	-17.75	10,117,933.71
07/06/2023	9-#422	Wells Fargo	Bill Manager 07/06/23 Payables Funding	X	6,378.53	10,124,312.24
07/06/2023	9-#422	Wells Fargo	Bill Manager 07/06/23 Payables Funding	X	-6,378.53	10,117,933.71
07/10/2023	8398	NLINDAHL Desi...	Invoice #2306	X	-5,318.34	10,112,615.37
07/11/2023	8399	Festhaus	Invoice #AMM010	X	-5,400.00	10,107,215.37
07/11/2023	ACH Debit	Paypal	Email Memory	X	-1.99	10,107,213.38
07/11/2023		Wells Fargo	Deposit	X	1,001.40	10,108,214.78
07/12/2023	9-#420	Entom. Soc. of ...	3 Interns Reimbursement of Facility Expe...	X	6,000.00	10,114,214.78
07/12/2023	9-#476R	Defense Dept	Grant Money 01/01/23 thru 01/31/23, Inv#...	X	23,072.01	10,137,286.79
07/12/2023	9-#476R	Defense Dept	Grant Money 04/01/23 thru 04/30/23, Inv#...	X	22,006.11	10,159,292.90
07/12/2023	Direct Dep	Dana Smith	Airboat Reimb.	X	-50.00	10,159,242.90
07/13/2023	8400	Oklahoma Centr...	Remittance ID000638664001	X	-124.06	10,159,118.84
07/13/2023	Bill.com	Guardian Fuelin...	https://app01.us.bill.com/BillPay?id=blp01...	X	-512.50	10,158,606.34
07/13/2023	Bill.com	Florida Janitor &...	https://app01.us.bill.com/BillPay?id=blp01...	X	-103.78	10,158,502.56
07/13/2023	Bill.com	FPL - EOC DR -...	https://app01.us.bill.com/BillPay?id=blp01...	X	-1,682.57	10,156,819.99
07/13/2023	Bill.com	Oklahoma Centr...	https://app01.us.bill.com/BillPay?id=blp01...	X	-248.13	10,156,571.86
07/13/2023	Bill.com	WM Waste Man...	https://app01.us.bill.com/BillPay?id=blp01...	X	-745.83	10,155,826.03
07/13/2023	Bill.com	Feedin' Time	https://app01.us.bill.com/BillPay?id=blp01...	X	-1,000.00	10,154,826.03
07/13/2023	Bill.com	CINTAS- 120 E...	https://app01.us.bill.com/BillPay?id=blp01...	X	-337.52	10,154,488.51
07/13/2023	Bill.com	Lewis Longman ...	https://app01.us.bill.com/BillPay?id=blp01...	X	-1,500.00	10,152,988.51
07/13/2023	Bill.com	Ring Power Cor...	https://app01.us.bill.com/BillPay?id=blp01...	X	-1,797.60	10,151,190.91
07/13/2023	Bill.com	FPL - EOC DR-...	https://app01.us.bill.com/BillPay?id=blp01...	X	-1,997.45	10,149,193.46
07/13/2023	Bill.com	Tractor Supply ...	https://app01.us.bill.com/BillPay?id=blp01...	X	-209.96	10,148,983.50
07/13/2023	Bill.com	Advance Auto P...	https://app01.us.bill.com/BillPay?id=blp01...	X	-301.32	10,148,682.18
07/13/2023	Bill.com	AFLAC	https://app01.us.bill.com/BillPay?id=blp01...	X	-104.16	10,148,578.02
07/13/2023	9-#436	Wells Fargo	Bill Manager 07/13/23 Payables Funding	X	10,540.82	10,159,118.84
07/13/2023	9-#436	Wells Fargo	Bill Manager 07/13/23 Payables Funding	X	-10,540.82	10,148,578.02
07/13/2023	Phone Pay	Bank of America	4356 2200 0207 4579	X	-22,585.81	10,125,992.21
07/14/2023	9-#430	Dennis Hollings...	Delinquent Distrib. #3	X	1,342.96	10,127,335.17
07/14/2023	9-#421	MISC.	Out of Pocket Reimb.	X	-273.83	10,127,061.34
07/17/2023	Direct Dep	Steven Peper	Out of Pocket Reimb., SRM Concrete San...	X	-50.00	10,127,011.34
07/17/2023	9-#476R	Defense Dept	Grant Money 03/01/23 thru 03/31/23, Inv#...	X	20,996.31	10,148,007.65
07/18/2023	8401	Ann Simpson	Cleaning Service	X	-600.00	10,147,407.65
07/19/2023	8402	Creative Graphi...	Invoice #071723-1	X	-4,075.00	10,143,332.65
07/20/2023	9-#435	Payroll	Taxes Withheld	X	-21,466.04	10,121,866.61
07/20/2023	9-#435	Payroll	Bank Account, Other	X	-2,087.00	10,119,779.61
07/20/2023	9-#435	Payroll	Credit Union	X	-1,350.00	10,118,429.61
07/20/2023	9-#435	Payroll	Net Pay to Bank	X	-63,724.15	10,054,705.46
07/20/2023	Bill.com	COMCAST TV-I...	https://app01.us.bill.com/BillPay?id=blp01...	X	-394.44	10,054,311.02
07/20/2023	Bill.com	American Cross...	https://app01.us.bill.com/BillPay?id=blp01...	X	-12.00	10,054,299.02
07/20/2023	Bill.com	Comcast Busine...	https://app01.us.bill.com/BillPay?id=blp01...	X	-387.91	10,053,911.11
07/20/2023	Bill.com	Turner Ace Hard...	https://app01.us.bill.com/BillPay?id=blp01...	X	-41.97	10,053,869.14
07/20/2023	Bill.com	United Concordia	https://app01.us.bill.com/BillPay?id=blp01...	X	-2,297.29	10,051,571.85
07/20/2023	Bill.com	LOCALIQ	https://app01.us.bill.com/BillPay?id=blp01...	X	-46.24	10,051,525.61
07/20/2023	Bill.com	LOCALIQ Florida	https://app01.us.bill.com/BillPay?id=blp01...	X	-191.52	10,051,334.09

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08/03/23

Accrual Basis

Anastasia Mosquito Control District
VOUCHERS (Electronic Bill Pay & Canceled Checks)
 From 07/01/2023 through 07/31/2023

Date	Num	Name	Memo	Clr	Amount	Balance
07/20/2023	Bill.com	Cintas Fire Prot...	https://app01.us.bill.com/BillPay?id=blp01...	X	-625.00	10,050,709.09
07/20/2023	Bill.com	Turner Ace Hard...	https://app01.us.bill.com/BillPay?id=blp01...	X	-87.74	10,050,621.35
07/20/2023	Bill.com	Strate Welding ...	https://app01.us.bill.com/BillPay?id=blp01...	X	-516.29	10,050,105.06
07/20/2023	Bill.com	UHS Premium B...	https://app01.us.bill.com/BillPay?id=blp01...	X	-262.62	10,049,842.44
07/20/2023	9-#427	Wells Fargo	Bill Manager 07/20/23 Payables Funding	X	4,863.02	10,054,705.46
07/20/2023	9-#427	Wells Fargo	Bill Manager 07/20/23 Payables Funding	X	-4,863.02	10,049,842.44
07/20/2023	ACH Debit	Jasmic, LLC	Thermal Fogger Repair Parts	X	-1,110.00	10,048,732.44
07/21/2023	9-#421	Kai Blore	OUT OF POCKET REIMBRUSE. Entomol...	X	-33.70	10,048,698.74
07/21/2023	9-#417	Florida Retireme...	FRS July 2023, Employer Contrib.	X	-28,862.58	10,019,836.16
07/24/2023	Phone Pay	Bank of America	4356 2200 0207 4579	X	-1,357.65	10,018,478.51
07/24/2023	9-#426	Kaitlyn Gualillo	Dorm Rent, Security Deposit	X	584.75	10,019,063.26
07/25/2023	9-#418	Travel Per Diem...	Travel Misc. Per Diems	X	-434.30	10,018,628.96
07/25/2023	WIRE	Arthur J. Gallag...	ANASMOS-01	X	-59,218.65	9,959,410.31
07/26/2023	8403	Fisher Scientific	ACCT#869579-001		-16,311.31	9,943,099.00
07/27/2023	8404	Harrell Construc...	AMCD Complex		-21,667.92	9,921,431.08
07/27/2023	Bill.com	Taylor & Francis...	https://app01.us.bill.com/BillPay?id=blp01...	X	-1,131.97	9,920,299.11
07/27/2023	Bill.com	St. Johns Count...	https://app01.us.bill.com/BillPay?id=blp01...	X	-441.58	9,919,857.53
07/27/2023	Bill.com	Verizon Wireles...	https://app01.us.bill.com/BillPay?id=blp01...	X	-1,126.36	9,918,731.17
07/27/2023	Bill.com	Florida Pest Co...	https://app01.us.bill.com/BillPay?id=blp01...	X	-68.98	9,918,662.19
07/27/2023	Bill.com	Dell Marketing	https://app01.us.bill.com/BillPay?id=blp01...	X	-8,719.38	9,909,942.81
07/27/2023	Bill.com	COPYFAX	https://app01.us.bill.com/BillPay?id=blp01...	X	-172.51	9,909,770.30
07/27/2023	Bill.com	Xtreme IT, Inc.	https://app01.us.bill.com/BillPay?id=blp01...	X	-1,450.00	9,908,320.30
07/27/2023	Bill.com	L.V. Hiers, Inc.	https://app01.us.bill.com/BillPay?id=blp01...	X	-9,134.34	9,899,185.96
07/27/2023	Bill.com	Florida Janitor &...	https://app01.us.bill.com/BillPay?id=blp01...	X	-239.01	9,898,946.95
07/27/2023	Bill.com	Florida Pest Co...	https://app01.us.bill.com/BillPay?id=blp01...	X	-68.98	9,898,877.97
07/27/2023	9-#419	Wells Fargo	Bill Manager 07/27/23 Payables Funding		22,553.11	9,921,431.08
07/27/2023	9-#419	Wells Fargo	Bill Manager 07/27/23 Payables Funding		-22,553.11	9,898,877.97
Total 110 · Wells Fargo Bank - Local - Other					-328,131.36	9,898,877.97
Total 110 · Wells Fargo Bank - Local					-328,131.36	974,499.65
TOTAL					-328,131.36	974,499.65

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08/02/23

Anastasia Mosquito Control District
Reconciliation Summary
110 · Wells Fargo Bank - Local, Period Ending 07/31/2023

	<u>Jul 31, 23</u>
Beginning Balance	1,383,336.86
Cleared Transactions	
Checks and Payments - 81 items	-603,032.76
Deposits and Credits - 11 items	253,469.69
Total Cleared Transactions	<u>-349,563.07</u>
Cleared Balance	<u><u>1,033,773.79</u></u>
Uncleared Transactions	
Checks and Payments - 4 items	-59,274.14
Total Uncleared Transactions	<u>-59,274.14</u>
Register Balance as of 07/31/2023	<u><u>974,499.65</u></u>
New Transactions	
Checks and Payments - 7 items	-98,955.20
Total New Transactions	<u>-98,955.20</u>
Ending Balance	<u><u>875,544.45</u></u>

Anastasia Mosquito Control District
Reconciliation Detail
110 - Wells Fargo Bank - Local, Period Ending 07/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,383,336.86
Cleared Transactions						
Checks and Payments - 81 items						
Bill Pmt -Check	06/08/2023	8393	Faye Goolrick	X	-2,970.00	-2,970.00
Bill Pmt -Check	06/26/2023	8389	Creative Graphic De...	X	-3,462.50	-6,432.50
Bill Pmt -Check	06/26/2023	8388	Color Reflections	X	-2,469.00	-8,901.50
Bill Pmt -Check	06/27/2023	8391	n8 Creative Studios	X	-1,444.00	-10,345.50
Bill Pmt -Check	06/28/2023	8392	Artistic Contractors, ...	X	-49,065.44	-59,410.94
General Journal	07/03/2023	Direct ...	Catherine Brandhorst	X	-100.00	-59,510.94
General Journal	07/03/2023	Direct ...	Martha Gleason	X	-100.00	-59,610.94
General Journal	07/03/2023	Direct ...	Gina LeBlanc	X	-100.00	-59,710.94
General Journal	07/03/2023	Direct ...	Gayle Gardner	X	-100.00	-59,810.94
General Journal	07/03/2023	Direct ...	Panagiota Becker	X	-100.00	-59,910.94
General Journal	07/04/2023	8394	Veseris (Formerly U...	X	-156,320.00	-216,230.94
General Journal	07/05/2023	9-#422	Payroll	X	-68,304.68	-284,535.62
General Journal	07/05/2023	9-#422	Payroll	X	-22,351.44	-306,887.06
General Journal	07/05/2023	9-#422	Payroll	X	-1,537.00	-308,424.06
General Journal	07/05/2023	9-#422	Payroll	X	-1,500.00	-309,924.06
Bill Pmt -Check	07/06/2023	8397	Aslyn Baringer Prod...	X	-8,300.00	-318,224.06
General Journal	07/06/2023	9-#422	Wells Fargo	X	-6,378.53	-324,602.59
Bill Pmt -Check	07/06/2023	Bill.com	The Home Depot	X	-3,525.14	-328,127.73
Bill Pmt -Check	07/06/2023	Bill.com	MSC Industrial Supp...	X	-2,221.92	-330,349.65
Bill Pmt -Check	07/06/2023	8396	Ann Simpson	X	-450.00	-330,799.65
Bill Pmt -Check	07/06/2023	Bill.com	FPL - EDU CENTER	X	-434.69	-331,234.34
Bill Pmt -Check	07/06/2023	Bill.com	Augustine Alarm, Fir...	X	-174.96	-331,409.30
Bill Pmt -Check	07/06/2023	8395	Color Reflections	X	-100.00	-331,509.30
Bill Pmt -Check	07/06/2023	Bill.com	St. Johns County So...	X	-21.82	-331,531.12
General Journal	07/06/2023	9-#419	Holly Usina	X	-17.75	-331,548.87
Bill Pmt -Check	07/10/2023	8398	NLINDAHL Design L...	X	-5,318.34	-336,867.21
Bill Pmt -Check	07/11/2023	8399	Festhaus	X	-5,400.00	-342,267.21
Bill Pmt -Check	07/11/2023	ACH ...	Paypal	X	-1.99	-342,269.20
General Journal	07/12/2023	Direct ...	Dana Smith	X	-50.00	-342,319.20
Bill Pmt -Check	07/13/2023	Phone...	Bank of America	X	-22,585.81	-364,905.01
General Journal	07/13/2023	9-#436	Wells Fargo	X	-10,540.82	-375,445.83
Bill Pmt -Check	07/13/2023	Bill.com	FPL - EOC DR-Main...	X	-1,997.45	-377,443.28
Bill Pmt -Check	07/13/2023	Bill.com	Ring Power Corpora...	X	-1,797.60	-379,240.88
Bill Pmt -Check	07/13/2023	Bill.com	FPL - EOC DR - Re...	X	-1,682.57	-380,923.45
Bill Pmt -Check	07/13/2023	Bill.com	Lewis Longman & ...	X	-1,500.00	-382,423.45
Bill Pmt -Check	07/13/2023	Bill.com	Feedin' Time	X	-1,000.00	-383,423.45
Bill Pmt -Check	07/13/2023	Bill.com	WM Waste Manage...	X	-745.83	-384,169.28
Bill Pmt -Check	07/13/2023	Bill.com	Guardian Fueling Te...	X	-512.50	-384,681.78
Bill Pmt -Check	07/13/2023	Bill.com	CINTAS- 120 EOC- ...	X	-337.52	-385,019.30
Bill Pmt -Check	07/13/2023	Bill.com	Advance Auto Parts	X	-301.32	-385,320.62
Bill Pmt -Check	07/13/2023	Bill.com	Oklahoma Centraliz...	X	-248.13	-385,568.75
Bill Pmt -Check	07/13/2023	Bill.com	Tractor Supply Credi...	X	-209.96	-385,778.71
Bill Pmt -Check	07/13/2023	8400	Oklahoma Centraliz...	X	-124.06	-385,902.77
Bill Pmt -Check	07/13/2023	Bill.com	AFLAC	X	-104.16	-386,006.93
Bill Pmt -Check	07/13/2023	Bill.com	Florida Janitor & Pa...	X	-103.78	-386,110.71
General Journal	07/14/2023	9-#421	MISC.	X	-273.83	-386,384.54
General Journal	07/17/2023	Direct ...	Steven Peper	X	-50.00	-386,434.54
Bill Pmt -Check	07/18/2023	8401	Ann Simpson	X	-600.00	-387,034.54
Bill Pmt -Check	07/19/2023	8402	Creative Graphic De...	X	-4,075.00	-391,109.54
General Journal	07/20/2023	9-#435	Payroll	X	-63,724.15	-454,833.69
General Journal	07/20/2023	9-#435	Payroll	X	-21,466.04	-476,299.73
General Journal	07/20/2023	9-#427	Wells Fargo	X	-4,863.02	-481,162.75
Bill Pmt -Check	07/20/2023	Bill.com	United Concordia	X	-2,297.29	-483,460.04
General Journal	07/20/2023	9-#435	Payroll	X	-2,087.00	-485,547.04
General Journal	07/20/2023	9-#435	Payroll	X	-1,350.00	-486,897.04
Bill Pmt -Check	07/20/2023	ACH ...	Jasmic, LLC	X	-1,110.00	-488,007.04
Bill Pmt -Check	07/20/2023	Bill.com	Cintas Fire Protection	X	-625.00	-488,632.04
Bill Pmt -Check	07/20/2023	Bill.com	Strate Welding Sup...	X	-516.29	-489,148.33
Bill Pmt -Check	07/20/2023	Bill.com	COMCAST TV-Inter...	X	-394.44	-489,542.77
Bill Pmt -Check	07/20/2023	Bill.com	Comcast Business -...	X	-387.91	-489,930.68
Bill Pmt -Check	07/20/2023	Bill.com	UHS Premium Billing	X	-262.62	-490,193.30
Bill Pmt -Check	07/20/2023	Bill.com	LOCALiQ Florida	X	-191.52	-490,384.82
Bill Pmt -Check	07/20/2023	Bill.com	Turner Ace Hardwar...	X	-87.74	-490,472.56
Bill Pmt -Check	07/20/2023	Bill.com	LOCALiQ	X	-46.24	-490,518.80
Bill Pmt -Check	07/20/2023	Bill.com	Turner Ace Hardwar...	X	-41.97	-490,560.77

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	07/20/2023	Bill.com	American Crossroad...	X	-12.00	-490,572.77
General Journal	07/21/2023	9-#417	Florida Retirement S...	X	-28,862.58	-519,435.35
General Journal	07/21/2023	9-#421	Kai Blore	X	-33.70	-519,469.05
Bill Pmt -Check	07/24/2023	Phone...	Bank of America	X	-1,357.65	-520,826.70
Bill Pmt -Check	07/25/2023	WIRE	Arthur J. Gallagher ...	X	-59,218.65	-580,045.35
General Journal	07/25/2023	9-#418	Travel Per Diem/ Re...	X	-434.30	-580,479.65
Bill Pmt -Check	07/27/2023	Bill.com	L.V. Hiers, Inc.	X	-9,134.34	-589,613.99
Bill Pmt -Check	07/27/2023	Bill.com	Dell Marketing	X	-8,719.38	-598,333.37
Bill Pmt -Check	07/27/2023	Bill.com	Xtreme IT, Inc.	X	-1,450.00	-599,783.37
Bill Pmt -Check	07/27/2023	Bill.com	Taylor & Francis Gr...	X	-1,131.97	-600,915.34
Bill Pmt -Check	07/27/2023	Bill.com	Verizon Wireless Ce...	X	-1,126.36	-602,041.70
Bill Pmt -Check	07/27/2023	Bill.com	St. Johns County Uti...	X	-441.58	-602,483.28
Bill Pmt -Check	07/27/2023	Bill.com	Florida Janitor & Pa...	X	-239.01	-602,722.29
Bill Pmt -Check	07/27/2023	Bill.com	COPYFAX	X	-172.51	-602,894.80
Bill Pmt -Check	07/27/2023	Bill.com	Florida Pest Control	X	-68.98	-602,963.78
Bill Pmt -Check	07/27/2023	Bill.com	Florida Pest Control	X	-68.98	-603,032.76
Total Checks and Payments					-603,032.76	-603,032.76
Deposits and Credits - 11 items						
General Journal	07/03/2023	9-#429	Veseris (Formerly U...	X	156,683.78	156,683.78
General Journal	07/06/2023	9-#422	Wells Fargo	X	6,378.53	163,062.31
Deposit	07/11/2023		Wells Fargo	X	1,001.40	164,063.71
General Journal	07/12/2023	9-#420	Entom. Soc. of Ame...	X	6,000.00	170,063.71
General Journal	07/12/2023	9-#476R	Defense Dept	X	22,006.11	192,069.82
General Journal	07/12/2023	9-#476R	Defense Dept	X	23,072.01	215,141.83
General Journal	07/13/2023	9-#436	Wells Fargo	X	10,540.82	225,682.65
General Journal	07/14/2023	9-#430	Dennis Hollingsworth	X	1,342.96	227,025.61
General Journal	07/17/2023	9-#476R	Defense Dept	X	20,996.31	248,021.92
General Journal	07/20/2023	9-#427	Wells Fargo	X	4,863.02	252,884.94
General Journal	07/24/2023	9-#426	Kaitlyn Gualillo	X	584.75	253,469.69
Total Deposits and Credits					253,469.69	253,469.69
Total Cleared Transactions					-349,563.07	-349,563.07
Cleared Balance					-349,563.07	1,033,773.79
Uncleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	05/31/2023	8378	Arnett AC, Plumbing...		-15,794.91	-15,794.91
Bill Pmt -Check	06/05/2023	8384	CPR Contracting, LLC		-5,500.00	-21,294.91
Bill Pmt -Check	07/26/2023	8403	Fisher Scientific		-16,311.31	-37,606.22
Bill Pmt -Check	07/27/2023	8404	Harrell Construction ...		-21,667.92	-59,274.14
Total Checks and Payments					-59,274.14	-59,274.14
Total Uncleared Transactions					-59,274.14	-59,274.14
Register Balance as of 07/31/2023					-408,837.21	974,499.65
New Transactions						
Checks and Payments - 7 items						
Bill Pmt -Check	08/01/2023	8405	NLINDAHL Design L...		-4,625.00	-4,625.00
General Journal	08/03/2023	9-#428	Payroll		-67,040.88	-71,665.88
General Journal	08/03/2023	9-#428	Payroll		-22,176.34	-93,842.22
Bill Pmt -Check	08/03/2023	E-Pay	Nationwide Retirem...		-2,231.00	-96,073.22
General Journal	08/03/2023	9-#428	Payroll		-1,537.00	-97,610.22
General Journal	08/03/2023	9-#428	Payroll		-1,300.00	-98,910.22
General Journal	08/03/2023	Direct ...	Morgan Duett		-44.98	-98,955.20
Total Checks and Payments					-98,955.20	-98,955.20
Total New Transactions					-98,955.20	-98,955.20
Ending Balance					-507,792.41	875,544.45

3:36 PM
08/03/23

Anastasia Mosquito Control District
Reconciliation Summary
115 · SBA, Period Ending 07/31/2023

	<u>Jul 31, 23</u>
Beginning Balance	8,774,529.74
Cleared Transactions	
Deposits and Credits - 1 item	<u>40,192.83</u>
Total Cleared Transactions	<u>40,192.83</u>
Cleared Balance	<u>8,814,722.57</u>
Register Balance as of 07/31/2023	8,814,722.57
Ending Balance	8,814,722.57

3:36 PM
08/03/23

Anastasia Mosquito Control District
Reconciliation Detail
115 · SBA, Period Ending 07/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,774,529.74
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	07/31/2023			X	40,192.83	40,192.83
Total Deposits and Credits					40,192.83	40,192.83
Total Cleared Transactions					40,192.83	40,192.83
Cleared Balance					40,192.83	8,814,722.57
Register Balance as of 07/31/2023					40,192.83	8,814,722.57
Ending Balance					40,192.83	8,814,722.57



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

AGENCY ACCOUNT 101071
 07/01/2023 - 07/31/2023

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

Participant Return 07/31/2023 : 5.39 %

<u>Date</u>	<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
07/01/2023	BEGINNING BALANCE			8,774,529.74
07/31/2023	EARNED INCOME	INTEREST	40,192.83	8,814,722.57
	Totals:		<u>40,192.83</u>	<u>8,814,722.57</u>

3:49 PM
08/03/23

Anastasia Mosquito Control District
Reconciliation Summary
112 · Bank of America, Period Ending 07/31/2023

	<u>Jul 31, 23</u>
Beginning Balance	238,027.56
Cleared Transactions	
Checks and Payments - 4 items	<u>-48,953.23</u>
Total Cleared Transactions	<u>-48,953.23</u>
Cleared Balance	<u>189,074.33</u>
Register Balance as of 07/31/2023	189,074.33
Ending Balance	189,074.33

3:49 PM
08/03/23

Anastasia Mosquito Control District
Reconciliation Detail
112 · Bank of America, Period Ending 07/31/2023


Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						238,027.56
Cleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	07/05/2023	E-Pay	Nationwide Retirem...	X	-2,231.00	-2,231.00
Check	07/17/2023		Bank of America	X	-222.04	-2,453.04
Bill Pmt -Check	07/19/2023	Phone...	Blue Cross Blue Shi...	X	-44,269.19	-46,722.23
Bill Pmt -Check	07/20/2023	E-Pay	Nationwide Retirem...	X	-2,231.00	-48,953.23
Total Checks and Payments					<u>-48,953.23</u>	<u>-48,953.23</u>
Total Cleared Transactions					<u>-48,953.23</u>	<u>-48,953.23</u>
Cleared Balance					<u>-48,953.23</u>	<u>189,074.33</u>
Register Balance as of 07/31/2023					<u>-48,953.23</u>	<u>189,074.33</u>
Ending Balance					<u><u>-48,953.23</u></u>	<u><u>189,074.33</u></u>



P.O. Box 15284
Wilmington, DE 19850

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

Customer service information

-  Customer service: 1.888.400.9009
-  bankofamerica.com
-  Bank of America, N.A.
P.O. Box 25118
Tampa, Florida 33622-5118

Your Full Analysis Business Checking

for July 1, 2023 to July 31, 2023

Account number: 8981 0275 2170

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY LOCAL GOVERNMENT

Account summary

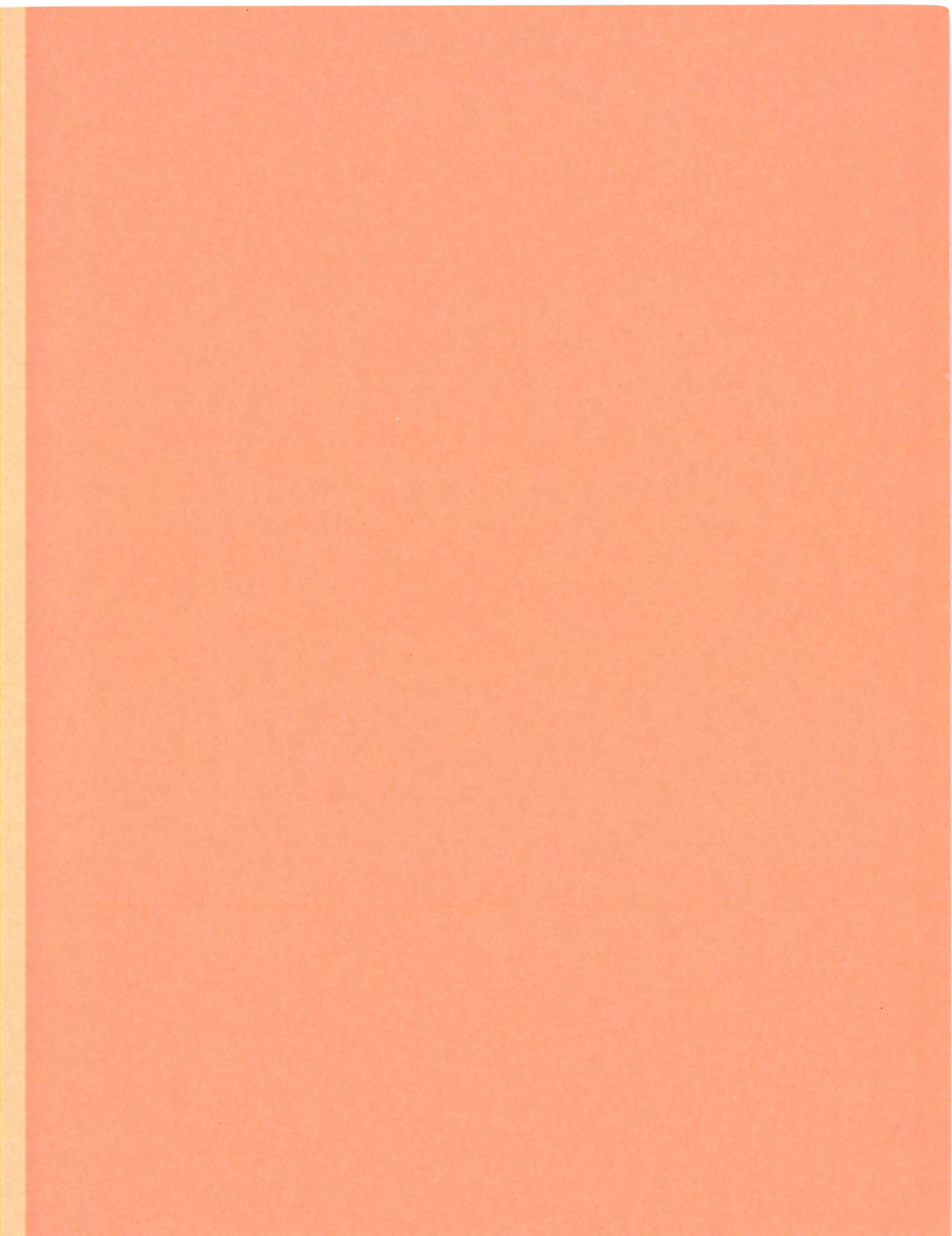
Beginning balance on July 1, 2023	\$238,027.56
Deposits and other credits	0.00
Withdrawals and other debits	-48,731.19
Checks	-0.00
Service fees	-222.04
Ending balance on July 31, 2023	\$189,074.33

of deposits/credits: 0

of withdrawals/debits: 5

of days in cycle: 31

Average ledger balance: \$218,048.88



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 & Dr. Rui-De Xue, Director

FROM: Scott Hanna, CPA

DATE: August 17, 2023

RE: 3rd Quarter Budget Update

The *3rd Quarter, Detail, Budget vs. Actual* is attached, following this Memo. With three quarters of the year concluded, there are several budgeted expenditures that exceed the 75% mark. The ones that are *atypical in nature, material in amount and/ or significant* are discussed below. The Financial Summary Report follows this narrative.

- 1) Line Item 360 - Taxes 101.0%
Through the third quarter of the year, we have received an additional 1.0%, of our budgeted revenue from the Tax Collector's Office, yielding an additional \$77,363 in Funds. Per TRIM Legislation, we are required to Budget no more than 95% of the amount we Levy, utilizing the accounting principles of conservatism in Revenue Recognition. That 5% margin is utilized to reflect realistic potential of uncollectible Tax Levies. However, historically, we receive an additional 1% to 2% above that budgeted threshold. At this juncture we are coming in at 101.0% of Budget or (95% x 101.0%) or approximately 96.0% of the amount levied.
- 2) Line 386 Interest Earned – 117.7% collected due to higher than anticipated return on SBA Investment, where long-term operating funds are housed. The returns averaged 4.56%, on an annualized basis for the first three quarters, totaling \$225,177 year to date. This can be attributed to Federal Reserve rate increases this year.
- 3) Line Item 588 Fleet/Prop/Liability Insurance- 86.2%
Commercial Insurance policies are paid in full for the whole Policy Year during the first month of the new policy. Property, Liability & Workers Comp. commences on October 1st, and the Aerial Insurance commences on August 1st.

Thank You

**Anastasia Mosquito Control District
Budget vs. Actual
3rd Quarter 22/23**

	Oct '22 - Jun 23	Budget	\$ Over/ (Under) Budget	% of Budget
Income				
360 · Taxes	7,471,846	7,394,483	77,363	101.0%
386 · Interest Earned	265,026	225,177	39,848	117.7%
390 · Grants	160,326	290,000	(129,674)	55.3%
392 · Miscellaneous	108,931	108,531	400	100.4%
Total Income	\$ 8,006,129	\$ 8,018,191	\$ (12,062)	99.9%
Expense				
405 · Personal Services	1,535,506	2,465,263	(929,757)	62.3%
445 · Personal Service Benefits	913,351	1,301,577	(388,226)	70.2%
461 · Operating Expenses	364,559	568,709	(204,150)	64.1%
572 · Travel & Per Diem	51,003	86,723	(35,720)	58.8%
580 · Telephone/Commun	14,940	30,575	(15,635)	48.9%
582 · Freight Service	2,303	5,500	(3,197)	41.9%
584 · Utility Service	39,487	76,216	(36,729)	51.8%
586 · Rentals\Leases	-	1,000	(1,000)	0.0%
588 · Fleet/Prop/Liab Insurance	200,662	232,669	(32,007)	86.2%
605 · Repairs & Maintenance	83,962	200,150	(116,188)	41.9%
663 · Printing/ Reproduction	164	500	(336)	32.8%
667 · Public Promotional Expense	4,099	20,000	(15,901)	20.5%
673 · Other Current Charges	3,802	6,325	(2,523)	60.1%
693 · Office Supplies	20,523	29,000	(8,477)	70.8%
696 · Protective Clothing	1,885	2,500	(615)	75.4%
698 · Misc. Supplies	125,387	191,546	(66,158)	65.5%
708 · Tools/Implements	1,799	9,129	(7,329)	19.7%
709 · Publications & Dues	25,625	39,240	(13,615)	65.3%
720 · Training	37,493	64,291	(26,798)	58.3%
723 · Gas, Oil & Lube	34,127	137,000	(102,873)	24.9%
741 · Chemicals/Solvents	485,238	739,505	(254,267)	65.6%
900 · Capital Outlay	2,903,802	3,900,847	(997,045)	74.4%
Total Expense	\$ 6,849,717	\$ 10,108,263	\$ (3,258,546)	67.8%
Surplus/ (Deficit)	\$ 1,156,412	\$ (2,090,072)	\$ 3,246,484	-55.3%

with Monthly Variances

Latest 3 Months Broken Down	APRIL			MAY			JUNE			3RD QUARTER TOTALS (9 Months)			
	1/12th of Year		VARIANCE	1/12th of Year		VARIANCE	1/12th of Year		VARIANCE	Oct - Jun '23 YTD Actual	Oct - Jun '23 YTD Budget As Amended	VARIANCE	% of Budget
	Apr 23 Current Period Budget	Apr 23 Actual	\$ Over/ (Under)	May 23 Current Period Budget	May 23 Actual	\$ Over/ (Under)	June 23 Current Period Budget	June 23 Actual	\$ Over/ (Under)			\$ Over/ (Under)	
NOTE: Oct. '22 thru March '23 Individ. Months Displayed in 1st & 2nd Quarter Reports													
Income													
360 · Taxes	7,797	616,207	(608,410)	301,059	616,207	(315,148)	86,005	616,207	(530,202)	7,471,846	7,394,483	77,363	101.0%
386 · Interest Earned	36,564	18,765	17,799	40,854	18,765	22,089	39,848	18,765	21,083	265,025	225,177	39,848	117.7%
390 · Grants	24,000	24,167	(167)	-	24,167	(24,167)	4,000	24,167	(20,167)	160,326	290,000	(129,674)	55.3%
392 · Miscellaneous	82,964	9,044	73,920	1,132	9,044	(7,912)	431	9,044	(8,613)	108,931	108,531	400	100.4%
Total Income	\$ 151,324	\$ 668,183	\$ (516,858)	343,045	\$ 668,183	\$ (325,137)	130,284	\$ 668,183	\$ (537,899)	\$ 8,006,128	\$ 8,018,191	\$ (12,063)	99.9%
Expenditures													
405 · Personal Services	154,835	205,439	(50,604)	173,662	205,439	(31,776)	179,602	205,439	(25,836)	1,535,506	2,465,263	(929,757)	62.3%
445 · Personal Service Ben	76,754	108,465	(31,710)	72,159	108,465	(36,306)	73,916	108,465	(34,548)	913,351	1,301,577	(388,226)	70.2%
461 · Operating Expenses	13,860	47,392	(33,532)	24,738	47,392	(22,655)	40,352	47,392	(7,040)	364,559	568,709	(204,150)	64.1%
572 · Travel & Per Diem	411	7,227	(6,816)	8,302	7,227	1,075	370	7,227	(6,857)	51,003	86,723	(35,720)	58.8%
580 · Telephone/Commun	1,723	2,548	(825)	1,357	2,548	(1,191)	1,490	2,548	(1,058)	14,940	30,575	(15,635)	48.9%
582 · Freight Service	484	458	25	217	458	(242)	535	458	77	2,303	5,500	(3,197)	41.9%
584 · Utility Service	5,646	6,351	(705)	4,619	6,351	(1,732)	4,365	6,351	(1,986)	39,487	76,216	(36,729)	51.8%
586 · Rentals/Leases		83	(83)		83	(83)		83	(83)	-	1,000	(1,000)	0.0%
588 · Fleet/Prop/Liab Insura	15,347	19,389	(4,043)		19,389	(19,389)	9,552	19,389	(9,837)	200,662	232,669	(32,007)	86.2%
605 · Repairs & Maintenance		16,679	(16,679)	8,599	16,679	(8,081)	-	16,679	(16,679)	83,962	200,150	(116,188)	41.9%
663 · Printing/ Reproductio	87	42	45		42	(42)		42	(42)	164	500	(336)	32.8%
667 · Public Promotional Ex	292	1,667	(1,374)	104	1,667	(1,562)	689	1,667	(978)	4,099	20,000	(15,901)	20.5%
673 · Other Current Charge	1,702	527	1,174	396	527	(131)	718	527	191	3,802	6,325	(2,523)	60.1%
693 · Office Supplies		2,417	(2,417)	3,447	2,417	1,030	3,340	2,417	923	20,523	29,000	(8,477)	70.8%
696 · Protective Clothing		208	(208)	1,007	208	799	343	208	134	1,885	2,500	(615)	75.4%
698 · Misc. Supplies	17,330	15,962	1,368	29,824	15,962	13,862	16,458	15,962	496	125,387	191,546	(66,158)	65.5%
708 · Tools/Implements	590	761	(170)	337	761	(423)	179	761	(582)	1,799	9,129	(7,329)	19.7%
709 · Publications & Dues	75	3,270	(3,195)	2,174	3,270	(1,097)	6,848	3,270	3,578	25,625	39,240	(13,615)	65.3%
720 · Training	5,330	5,358	(28)	2,655	5,358	(2,702)	3,520	5,358	(1,838)	37,493	64,291	(26,798)	58.3%
723 · Gas, Oil & Lube	36	11,417	(11,381)	9,594	11,417	(1,823)	8,021	11,417	(3,395)	34,127	137,000	(102,873)	24.9%
741 · Chemicals/Solvents	265,792	61,625	204,167	156	61,625	(61,469)	156,320	61,625	94,695	485,238	739,505	(254,267)	65.6%
900 · Capital Outlay	280,843	325,071	(44,228)	763,032	325,071	437,962	140,144	325,071	(184,927)	2,903,802	3,900,847	(997,045)	74.4%
Total Expenditures	\$ 841,137	\$ 842,355	\$ (1,218)	1,106,380	\$ 842,355	\$ 264,024	\$ 646,763	\$ 842,355	\$ (195,592)	\$ 6,849,717	\$ 10,108,263	\$ (3,258,546)	67.8%
Surplus/ (Deficit)	\$ (689,813)	\$ (174,173)	\$ (515,640)	(763,334)	\$ (174,173)	\$ (589,162)	\$ (516,479)	\$ (174,173)	\$ (342,306)	\$ 1,156,411	\$ (2,090,072)	\$ 3,246,483	-55.3%



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

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

ARTHROPOD CONTROL BUDGET AMENDMENT

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. 2023-09 Fiscal Year: 2022-2023 Date: 8/17/2023

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
\$ 17,018,923.77	\$ 5,791,636.05	\$ 17,018,923.77	\$ 168,007.25	\$ -	\$ 17,186,931.02

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	\$ 126,606.62	\$ -	\$ 7,521,089.62
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ 290,000.00	\$ -	\$ -	\$ 290,000.00
361	Interest Earnings	\$ 265,025.88	\$ 41,194.23	\$ -	\$ 306,220.11
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ 108,930.84	\$ 206.40	\$ -	\$ 109,137.24
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 8,058,439.72	\$ 168,007.25	\$ -	\$ 8,226,446.97
Beginning Fund Balance		\$ 8,960,484.05	\$ -	\$ -	\$ 8,960,484.05
Total Budgetary Receipts & Balances		\$ 17,018,923.77	\$ 168,007.25	\$ -	\$ 17,186,931.02

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	\$ 2,486,263.00	\$ 20,000.00	\$ -	\$ 2,506,263.00
20	Personal Service Benefits	\$ 1,302,825.16	\$ 1,171.95	\$ -	\$ 1,303,997.11
30	Operating Expense	\$ 568,708.91	\$ -	\$ -	\$ 568,708.91
40	Travel & Per Diem	\$ 86,723.00	\$ -	\$ -	\$ 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	\$ 232,668.78	\$ -	\$ -	\$ 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	\$ 29,000.00	\$ 6,000.00	\$ -	\$ 35,000.00
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	\$ 1,000.00	\$ -	\$ 3,500.00
52.4	Misc. Supplies	\$ 213,674.30	\$ -	\$ -	\$ 213,674.30
52.5	Tools & Implements	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
54	Publications & Dues	\$ 39,240.00	\$ -	\$ -	\$ 39,240.00
55	Training	\$ 64,290.92	\$ -	\$ -	\$ 64,290.92
60	Capital Outlay	\$ 3,900,847.00	\$ 139,835.30	\$ -	\$ 4,040,682.30
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 1,078,776.00	\$ -	\$ -	\$ 1,078,776.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 11,227,287.72	\$ 168,007.25	\$ -	\$ 11,395,294.97
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		\$ 17,018,923.77	\$ 168,007.25	\$ -	\$ 17,186,931.02
ENDING FUND BALANCE		\$ -	\$ -	\$ -	\$ -

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

DATE _____

APPROVED: _____
Mosquito Control Program

DATE _____

COMPUTATIONS

LOCAL FUND

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

Receipts:

Revenue: Ad Valorem Taxes	126,606.62
Revenue: Interest Earnings	41,194.23
Revenue: Misc./Refunds	206.40

168,007.25

Expenditures:

Personal Services	(20,000.00)
Personal Services Benefits	(1,171.95)
Office Supplies	(6,000.00)
Protective Clothing	(1,000.00)
Capital Outlay	(139,835.30)

Budget Amendment (Net Effect)

-

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

LOCAL FUND BUDGET AMENDMENT NUMBER 2023-09

PAGE 1 OF 1

JOURNAL ENTRIES:

BUDGET AMENDMENT ADJUSTMENT ENTRIES:

Dr) EXPENDITURES: Personal Services	\$	20,000.00	
EXPENDITURES: Personal Services Benefits	\$	1,171.95	
EXPENDITURES: Office Supplies	\$	6,000.00	
EXPENDITURES: Protective Clothing	\$	1,000.00	
EXPENDITURES: Capital Outlay	\$	139,835.30	
Cr) REVENUE: Ad Valorem Taxes			\$ 126,606.62
REVENUE: Interests Earnings			\$ 41,194.23
REVENUE: Misc./Refunds (Dormatory Rent)			\$ 206.40

\$ 168,007.25	\$ 168,007.25
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New Business

#1

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: HEALTH, LIFE, DENTAL AND OPTIONAL VISION INSURANCE**

RFP # 22/23-5

RFP SOLICITATION START DATE: 8:00 A.M. August 1, 2023

RFP SOLICITATION END DATE: 4:00 P.M. August 25, 2023

RFP OPENING BY STAFF DATE: 8:00 A.M. August 28, 2023

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

SPECIFICATIONS

INTRODUCTION:

- Anastasia Mosquito Control District (AMCD) is seeking an insurance agency to provide insurance coverage for:
 - Group health insurance.
 - Group life insurance.
 - Group dental insurance.
 - Optional optical (eye care) insurance.
- 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.
- Provide recommendations on specific plans, based on quotes.
- 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.
- AMCD has had a high deductible Health Savings Account (HAS) with Florida Blue and will require that the agent of record will be able to quote Florida Blue plans.
- Insurance coverage will be based on the following insurance requirements listed below (note values are based on calendar year 2023 insurance requirements and are subject to change):

Health Insurance:

2023 Coverage

• Deductible, single	\$3,500.00
• Deductible, family	\$7,000.00
• Deductible included in OOP max	Yes
• Coinsurance: Carrier% / Member %	100% / 0 %
• Out of pocket max, single	\$3,500.00
• Out of pocket max, family	\$7,000.00
• Preventive servicer (wellness)	\$0.00
• Physician services (PCP/Spec)	Deductible then 0%
• Urgent care services	Deductible then 0%
• Prescription drugs (T1/T2/T3)	Deductible then 0%
• Specialty meds (T1/T2/T3)	Deductible then 0%
• Inpatient hospital services	Deductible then 0%
• Outpatient diagnostic lab & x-ray	Deductible then 0%
• Outpatient advanced imaging (MRI, Ct, Pet)	Deductible then 0%
• Outpatient surgery	Deductible then 0%
• Emergency health services	Deductible then 0%

2023 Coverage Census

• Employee only	9
• Employee & spouse	9
• Employee & Child(ren)	2
• Family	9
• Total	29

Life Insurance:

2023 Coverage

• Life benefit amount	\$30,000.00
• AD & D amount	\$30,000.00

• Life volume (covers 26 employees)	\$868,500.00
• Benefit reduction age chart age 65	35%
• Benefit reduction age chart age 70	60%
• Benefit reduction age chart age 75	75%
• Benefit reduction age chart age 80	85%
• Conversion privilege included	Yes
• Dependent life amount (spouse)	\$5,000.00
• Dependent life amount (child)	\$2,500.00
• Dependent life amount (family)	\$7,500.00
• Life volume (covers 15 family units)	\$105,000.00

2023 Coverage Census

• Employee	9
• Employee & spouse	7
• Employee & Child(ren)	2
• Family	13
• Total	31

Dental Insurance:

2023 Coverage

• Deductible, single	\$50.00
• Deductible, family	\$150.00
• Deductible waived for preventive	Yes
• Preventive	100%
• Basic	100%
• Major	50%
• Percentile of UCR	negotiated fee
• Annual maximum benefits	\$2,000.00
• Bridges, crowns, root canals	under Major
• Child orthodontia	not covered
• Endo/Perio tier	under Basic
• Child age limit	19/25
• Rollover benefit	Yes
• True open enrollment	Yes
• Waiting period	No

2023 Coverage Census

• Employee	9
------------	---

- Employee & spouse 7
- Employee & Child(ren) 2
- Family 13
- Total 31

Optional Vision:

2023 Coverage

- Basic vision exam (every 12 months) copay \$10.00
- Lenses (for Basic lenses) Frequency (every 12 months)
 - Single vision copay \$25.00
 - Bifocal copay \$25.00
 - Trifocal copay \$25.00
 - Lenticular copay \$25.00
 - Contacts negotiated fee
- Medically necessary (every 12 months) copay \$25.00
- Elective (every 12 months) allowance \$105.00
- Frames (every 24 months) copay/allowance \$25.00/\$130.00

2023 Coverage Census

- Employee 7
- Employee & spouse 4
- Employee & Child(ren) 2
- Family 9
- Total 22

ATTACHEMENTS

Ranking form 22/23-5-1 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.

CONFLICT OF INTEREST FORM: Proposers and any corporate shareholder (if a corporation), its members (if a joint venture) and its partners (if a partnership or limited liability company) shall submit a completed Potential Conflict of Interest form (included in bid package) and indicate that they are unaware of any actual or potential conflicts of interest or identify and describe, in detail, actual or potential conflicts of interest. For purposes of this certification, the Commission includes, but is not limited to, its commissioners, employees and representatives. Proposers shall refrain from contracting, either directly or indirectly, staff or District commissioners about the bid, selection process or anything related thereto. The Conflict-of-Interest Form can be presented under **Miscellaneous** in your bid proposal.

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: Health, Life, Dental and optional Vision 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 FY22/23-5, (**your company name**)". For the REQUEST FOR PROPOSAL FOR AN INSURANCE AGENCY THAT WILL BECOME AMCD'S AGENT OF RECORD FOR, AND PROVIDE: HEALTH, LIFE, DENTAL AND OPTIONAL VISION 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 4 PM August 25, 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 22/23-5-1 RANKING FORM (RFP 22/23-5)

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

#2

Anastasia Mosquito Control District of St. Johns County

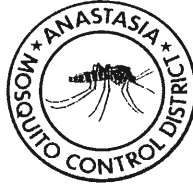
120 EOC Drive, St. Augustine, Florida 32092

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

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: August 10, 2023

RE: Instructions to the Board of Commissioners (Attorney Selection Committee), Attorney RFP

A request for proposal (RFP) was released by AMCD to hire a qualified attorney/firm to represent AMCD on August 1, 2023 and is open until August 25, 2023. The Board of Commissioners will be responsible for scoring/ranking, interviewing and choosing a qualified attorney/firm. Below are instructions for the Board to approve and or modify to be used by staff and the commissioners to facilitate the hiring process.

The RFP packages will be opened August 28, 2023 at 9:00 AM by AMCD staff, Richard Weaver and Scott Hanna. It is recommended that staff confirm all proposers are qualified and that the proposals are collated, ranking forms are attached and the proposals are sent to commissioners.

AMCD staff cannot review or rank the submissions, this must be done by the AMCD Commissioners, staff proposes that commissioners review the proposals and rank the attorneys/firms and return the ranking forms to AMCD staff (Richard Weaver) by Thursday September 7, 2023 by 4:00 pm. Staff will then transfer the ranking form totals onto a score sheet and invite the top 3 firms to the September 14, 2023 board meeting for the Board of Commissioners to interview.

The Board of Commissioners, at the September 14, 2023 meeting will use the proposals, ranking forms, score sheet and interview notes to chose the new attorney/firm to represent the district.

The firm chosen must start on January 1, 2023 to be able to represent the district. If a final contract cannot be finalized at the September meeting the Chairperson and staff should be authorized to conduct final negotiations and return a final contract to the Board at the December 14, 2023 meeting for final approval by the Board.

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

**REQUEST FOR PROPOSAL: SOLICITING PROPOSALS TO HIRE A QUALIFIED ATTORNEY AND/OR
FIRM TO PROVIDE LEGAL SERVICES**

RFP # 22/23-6

RFP SOLICITATION START DATE: 8:00 A.M. August 1, 2023

RFP SOLICITATION END DATE: 4:00 P.M. August 25, 2023

RFP OPENING BY STAFF DATE: 9:00 A.M. August 28, 2023

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

QUALIFICATIONS

INTRODUCTION:

- Anastasia Mosquito Control District (AMCD) is seeking a governmental affair Attorney (part time) to advise the Board of Commissioners (5 elected members), the District Director and designated staff.
- The firm selected will be expected to assume the duties of District Attorney as of January 1, 2024 after a contract/agreement has been approved by the AMCD Board.
- The firm selected may want to consult with the retiring attorney before assuming the duties of District Attorney on January 1, 2024.
- Matters of advice will be primarily on issues which face Local Government and Special Districts but proposers should also be versed in environmental and human resource law.
- A Florida Law License is required.
- Proposers (attorney or firm representative) may be asked to appear for an interview before the Board of Commissioner at the September 14, 2023 Board meeting. Be prepared to appear if invited.

SCOPE OF WORK

- Required to attend regular and special meetings of the AMCD Board of Commissioners and in the event of scheduling conflicts or conflicts of interest, will be prepared to designate a substitute Attorney who can be called upon if necessary.

- Normally, the AMCD Board of Commissioners has one regular meeting on the second Thursday of every month. This meeting begins at 5:00 p.m. and takes about 1-2 hours. The Commission sometimes may have a special meeting on other days of the month.
- Attend other meetings when requested or when deemed appropriate by the Board of Commissioners and Director.
- Advise on and/or review of agreements, contracts or similar documents as requested.
- Respond by telephone, e-mail or regular mail to requests for advice from the Chairperson, Commissioners, Director and designated staff regarding legal issues.
- When requested by the Board of Commissioners, perform investigations that may require interviewing witnesses, taking testimony, review of reports and legal research.
- Contract will be a three (3) contract (calendar years 2024, 2025, 2026) and will be reviewed and renewed every three years thereafter.
- May need to provide legal services for such matters which do not involve items covered in the above bulleted items, but which necessitate legal advice or use of the Districts Attorney's office, as determined by the Board of Commissioners. These matters which might be difficult to qualify, but may include attendance at meetings between AMCD District officials and officials or representatives of other business entities or governmental entities, or attendance at mediation.
- Defend the District in lawsuits which are not defended by legal services provided by the district's insurers.

FEE STRUCTURE AND PAYMENT

- Explain if you charge by monthly retainer or by the hour?
- How much do you charge for monthly retainer?
- How much do you charge by the hour?
- List any other charges that may be levied for implantation of the services.

REQUIRED INFORMATION

Any responses to the Request for Proposals are a public record and subject to public inspection. The district is an Equal Employment Opportunity Employer.

- Please provide proposed contractual language.
- Please provide a detailed resume or CV for the person to be primarily responsible for representation of the district.
- Please provide three names of professional reference, including contact information.
- Please provide the experience dealt with in local government, special districts, environmental and human resource issues.

OTHER REQUIRED INFORMATION

- Please provide detailed contact information, such as, phone number, e-mail address, and physical mailing address.
- Please provide information for any past involvement in litigation with AMCD (only if you have had any).
- Please provide information of legal services provided for any other public agencies in St. Johns County, or in other north Florida Counties, if any.
- Please provide any other information which you think will help the AMCD Commissioners to evaluate your qualifications.

ATTACHEMENTS

- Ranking Form, Attachment 22/23-6-1, 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 subject of the RFP, date of the proposal, firms name, address, telephone number, and e-mail address of one contact to whom any correspondence should be directed.

TABLE OF CONTENTS: Table of contents for the proposal.

DETAILED PROPOSAL: The purpose of the detailed proposal is to demonstrate the qualifications, competence and capacity of the attorneys/firms seeking to represent the district in conformity with the requirements of the RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the attorneys/firms assigned to this engagement.

The detailed proposal should address all the points outlined in this RFP under Qualifications. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP.

LICENSE TO PRACTICE IN FLORIDA: An affirmative statement should be included indicating that the attorney(s) and all assigned key professional staff are properly licensed to practice in Florida.

BUSINESS ORGANIZATION: In this section, you should identify the principal attorney, other attorneys and staff, including partners, managers, other supervisors and specialists.

ATTORNEY/FIRM EXPERIENCE / CAPABILITY: In this section, the proposal should state the size of the firm, the size of the firm's governmental, special district, environmental and human resource experience and capability. Also provide the location of the office from which the work on this engagement is to be performed.

REFERENCES: (Similar Engagements with Other Government Entities) For the attorneys/firms office that will be assigned responsibility for the service, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. Indicate the scope of work, date, engagement partners, and the name and telephone number of the principal client contact.

FEE STRUCTURE AND PAYMENT: The Proposal should include a total fee set based upon the Fee Structure and Payment section under the above Qualifications.

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.

CONFLICT OF INTEREST FORM: Proposers and any corporate shareholder (if a corporation), its members (if a joint venture) and its partners (if a partnership or limited liability company) shall submit a completed Potential Conflict of Interest form (included in bid package) and indicate that they are unaware of any actual or potential conflicts of interest or identify and describe, in detail, actual or potential conflicts of interest. For purposes of this certification, the Commission includes, but is not limited to, its commissioners, employees and representatives. Proposers shall refrain from contracting, either directly or indirectly, staff or District commissioners about the bid, selection process or anything related thereto. The Conflict-of-Interest Form can be presented under **Miscellaneous** in your bid proposal.

AWARD AND EXECUTION OF CONTRACT

The Commissioners will make the award to the responsible and responsive Proposer whose proposal is determined in writing to be the most advantageous to the district, taking into consideration price and the evaluation factors set forth in this Request for Proposals, and after an interview process of the top ranked Proposers. Review by Commissioners of Proposer's submittals will be done using a ranking form (attached).

The district reserves the right to reject any or all proposals, in whole or in part, and to delete

items prior to making the award whenever it is deemed in the sole opinion of the district to be in its best interest.

If the selection of a Proposer is not completed in a Board of Commissioners meeting, staff will notify those Proposers whose proposals are not selected and the selected Proposer.

The proposal submitted by the selected Proposer and this RFP shall become attachments to the contract signed by the district and the selected Proposer. Price quotations and the time-dependent information contained in proposals should be valid for 90 days from the closing date of this RFP. The district may undertake negotiations with Proposers whose proposals show them to be qualified, responsible and capable of performing the work in accordance with the stated criteria. The district shall not be liable for any costs incurred by Proposers in connection with the preparation or submission of proposals and related materials or negotiations.

Upon notice of the award of a contract pursuant to this RFP, the successful Proposer shall sign the final contract document upon receipt thereof from AMCD staff, and furnish the insurance documents required by the terms of this Request for Proposals. The Proposer shall furnish the district with a signed contract and required insurance documents within 10 calendar days after the date of the notice of award or within such further time as the district may allow. Once the District has received the signed contract and insurance documents, the district's Chairperson will sign the contract. Contract term will start January 1 2024.

The district reserves the right to extend the contract for additional one year periods, providing all terms, conditions, and specifications remain the same or, both parties agree to the extension, and such extensions are approved by the District. Successful Proposer shall give written notice to the district within reasonable time, prior to the renewal date, and of any adjustment in the initial Contract amount. Contract renewal shall be based on satisfactory performance, mutual acceptance, and determination that the Contract is in the best interest of the district.

The above is in compliance with AMCD policies and procedures for: Request for Proposal to hire a qualified attorney and/or firm to provide legal services.

PREPOSERS INSURANCE REQUIREMENTS

The attorney/firm 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 FY22/23-6, **(your company name)**, for the **REQUEST FOR PROPOSAL: SOLICITING PROPOSALS TO HIRE A QUALIFIED ATTORNEY AND/OR FIRM TO PROVIDE LEGAL SERVICES”**.

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 4 PM August 25, 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)

RANKING FORM RFP 22/23-6-1

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 subject of the RFP, date of the proposal, firms name, address, telephone number, and e-mail address of one contact to whom any correspondence should be directed.

Award points on a scale of 1 to 5 with points awarded for providing a cover letter with all requested information

Points awarded _____

DETAILED PROPOSAL:

The purpose of the detailed proposal is to demonstrate the qualifications, competence and capacity of the attorneys/firms seeking to represent the district in conformity with the requirements of the RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the attorneys/firms assigned to this engagement.

The detailed proposal should address all the points outlined in this RFP under Qualifications. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP.

Award points on a scale of 1 to 20 with points awarded for a proper and detailed proposal with all required RFP details included and quality of the qualifications, competence and capacity of the attorneys/firms

Points awarded _____

LICENSE TO PRACTICE IN FLORIDA:

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Florida.

Award points on a scale of 1 to 5 with points awarded for being licensed to practice in the State of Florida

Points awarded _____

BUSINESS ORGANIZATION:

In this section, you should identify the principal attorney, other attorneys and staff, including partners, managers, other supervisors and specialists.

Award points on a scale of 1 to 5 with points awarded for providing required information

Points awarded _____

ATTORNEY/FIRM EXPERIENCE / CAPABILITY:

In this section, the proposal should state the size of the firm, the size of the firm's governmental, special district, environmental and human resource experience and capability. Also provide the location of the office from which the work on this engagement is to be performed.

Award points on a scale of 1 to 20 with points awarded for providing requested information and quality of information

Points awarded _____

REFERENCES:

(Similar Engagements with Other Government Entities) For the attorneys/firms office that will be assigned responsibility for the service, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. Indicate the scope of work, date, engagement partners, and the name and telephone number of the principal client contact.

Award points on a scale of 1 to 10 with points awarded for providing positive references

Points awarded _____

FEE STRUCTURE AND PAYMENT:

The Proposal should include a total fee set based upon the Fee Structure and Payment section under the above Qualifications.

Award points on a scale of 1 to 20 with points awarded for cost

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 5 with 5 points awarded for being a local firm and 5 points for being a state firm

Points awarded _____

MISCELLANEOUS:

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

Award points on a scale of 1 to 5 with points awarded for pertinent additional information

Points awarded _____

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

Total points _____

Ranking _____

Committee Member Ranking this Attorney/Firm

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: August 4, 2023

RE: Discussion and approval of Board members to attend the FMCA and AMCA meetings

The Florida Mosquito Control Association's annual meeting will be held at Port Charolette, FL, November 13-16. The District will pay for the registration (\$390/person), 3 day hotel rooms (\$600/person), around mileage rates (\$360), and three day per diem (\$195/person). A total cost for one person is about \$1,600.

The American Mosquito Control Association's annual meeting will be held in Dallas, March 4-8, 2024. Registration is \$570/person, Hotel room is about \$900, Airline tickets is about \$400, per diem is about \$270. A total of cost per person is about \$2,200.

Please let me know if you plan to join one or two meetings by 6 September, 2023.

FMCA Annual Meeting

November 13 - November 16, 2023

[Add to calendar](#)

DETAILS

Start:

November 13 (*Monday*)

End:

November 16 (*Thursday*)

VENUE

Sun Seeker Resort

4949 Tamiami Trail

Port Charlotte, FL 33980 United States + [Google Map](#)

Phone:

(833) 914-7300

[View Venue Website](#)

American Mosquito Control Association
Annual meeting
Dallas, TX
March 4-8, 2024

AMCA's 90th Annual Meeting: March 4-8, 2024 Dallas, Texas. The AMCA Annual Meeting is the premier education and networking event for researchers, educators, vector control professionals, industry representatives, and students in mosquito control.

For more information about the meeting, visit AMCA's website at www.mosquito.org



2024 Preliminary Program

Subject to change – Please continue to check the Annual Meeting website for updates.

Sunday, March 3, 2024

7:30 am – 5:00 pm Board of Directors Meeting

Monday, March 4, 2024

1:00 pm – 5:00 pm Committee Meetings
5:00 pm – 8:00 pm Grand Opening of the Exhibit Hall & Welcome Reception

Tuesday, March 5, 2024

8:00 am – 12:00 pm Plenary Session
10:00 am – 10:30 am Break
12:00 pm – 1:45 pm Exhibits Open
1:45 pm – 3:15 pm Afternoon Sessions
3:15 pm – 4:00 pm Ice Cream Social & Break in Exhibit Hall
4:00 pm – 5:30 pm Afternoon Sessions

Wednesday, March 6, 2024

7:15 am – 8:15 am Welcome Networking Breakfast
Hosted by the Diversity and Inclusivity Subcommittee
8:00 am – 3:00 pm Education Day
8:00 am – 5:00 pm Trustee/Commissioner Tour
(Off-Site Event - Ticket Required)
8:30 am – 10:00 am Morning Sessions
10:00 am – 10:45 am Break in Exhibit Hall
10:45 am – 12:15 pm Morning Sessions

12:15 pm - 1:45 pm	Poster Session & Lunch
12:15 pm- 1:45 pm	Exhibits Open
1:45 pm – 3:15 pm	Afternoon Sessions
3:15 pm - 4:00 pm	Donut Social & Break in Exhibit Hall
4:00 pm - 5:30 pm	Afternoon Sessions
4:00 pm- 5:00 pm	Vendor Meeting
5:30 pm - 6:30 pm	Young Professionals Social (Invitation Only Event)
6:30 pm – 7:30 pm	Past Presidents' Reception (Invitation Only Event)

Thursday, March 7, 2024

8:30 am – 10:00 am	Morning Sessions
10:00 am – 10:45 am	Break in Exhibit Hall
10:45 am – 12:15 pm	Morning Sessions
12:15 pm - 1:45 pm	Lunch on Own
1:45 pm – 3:15 pm	Afternoon Sessions
3:15 pm – 3:45 pm	Break
3:45 pm – 5:15 pm	Afternoon Sessions
6:00 pm – 7:00 pm	Pre-Banquet Social
7:00 pm – 9:30 pm	Banquet (RSVP or Ticket Required)

Friday, March 8, 2024

8:30 am – 9:30 am	AMCA Annual Members Meeting
9:30 am - 12:10 pm	Board of Directors Meeting
12:00 pm	Meeting adjourns

See you in Puerto Rico in 2025!

Reports

Director report (July 2023)

Program Management: Customer & professional service and service request process: AMCD answered 485 service requests in July. Scientists reviewed 2 manuscripts for different journals. Dr. Xue attended AMCA monthly Board zoom meetings. Dr. Peper served the Wing Beats as Director of Adv for soliciting adv. AMCD hosted ESA/CDC site visiting for intern training and a couple of industry (ThermCell and others) visiting.

Surveillance: The Florida state is under mosquito-borne illness advisory due to malaria outbreak. St. Johns county has been under mosquito-borne illness advisory due to EEE case. One EEE human case and 2 EEE horses have been confirmed. Three sentinel chickens tested positive of EEE virus and WNV. BG sentinel traps with BG lures and dry ice for surveillance of mosquitoes and arbovirus are continued. The 551 *Aedes albopictus*, and 303 *Culex* adult mosquitoes were caught by BG traps baited with dry ice. The 3,126 adult mosquitoes (*Aedes* 2,810, *Anopheles crucians* 225, and 91 *Culex*) were caught by CDC light traps baited with octenol.

Ground and aerial operation: Positive larval dips (517) were founded from many sites and MC Technicians treated larvae for 160 times for 734 acres when they found. District did 58 times ground ULV to have treated 34,844 acres. Also, District did 11 times barrier spraying for 3.7 acres, and hand adulticided for 137 times. Aerial larviciding has conducted for 3 times to treat 216 acres and aerial adulticiding for 4 times to treat 19,200 acres.

Applied research: July is the last month of the DoD grant. A DACS collaboration grant with UF about honey bee impact has been collaborated and planned. A repellent field testing for Thermacell and a flower attraction project with University of Washington have been planned and coordinated in St. Augustine. Ph.D. student's DACS grant's final month and report are under process. All other research projects have been continued. Several NDA/MTA have been worked on renewal or extension. Three papers from AMCD have been accepted after revisions.

Education: Dr. Xue attended the 10th International Congress of Dipterology and gave a presentation at the invited symposium and contacted/invited several potential speakers for 19th workshop. Several employees joined the DACS and Clarke zoom training. AMCD hosted and provided 2 events and tours for more than 40 students and visitors in July. AMCD attended the touch-a -truck organized by County and displayed our helicopter and a ULV truck on July 22. Dr. Qualls and Mr. Steve S. were interviewed by local radio station about our fish program. Face book, twitter, and website have been updated at weekly and for the spraying zones at daily.

Business Management & Administration: Serve to the Board of Commissioners: Staff prepared for July 13's Board meeting, Board meeting minutes, proposed and final agenda, tentative millage rate, and assisted Board member for the auditor selection.

Budget and Auditor: DACS work plan budget and work plan outline have been approved, submitted on time, and the Board reduced millage rate from 0.19 to 0.18. Staff submitted the TRIM to county property appraiser and tax collection office. Staff continued to assist the Balmoral Company for documents to audit the Special District accountability and received the draft report on July 28. The current Auditor contract has been selected by the Board members (3:1).

Insurance: The helicopter insurance has been renewed after the Board approval and effect from August 1. The RFPs for agent of record for health, life, dental insurances have been published.

Contract: SIT building and education building interior project contract are still under progress. The Drone project has been processed after the Board approval of the bidding. The RFP for attorney has been published. The bidding for trucks received 0 submission after deadline.

HR & Policy: A total of 7 high school summer interns from P.V. high school have done their training at AMCD and 3 UNF intern will finish their summer intern at AMCD in August. Three top applicators for Assistant Director were interviewed in late July. A part time & seasonal education assistant has been interviewed and she will start from Aug 2. Two biological technicians passed their 1-year probation. Investment policy has been postponed to January and \$2,000 budget for the help/consulting for the district investment approved by the Board.

Meeting:

July 5. Prepared and reviewed board books.

July 6. Field check and met customer who complained no spray.

July 7. Attended zoom meeting about Mali malaria project.

July 10. 9am. Attended DACS role zoom meeting. 2pm. Held aerial group meeting.

July 11. 10am. Interviewed part time education assistant. 11am. Visited and met the residents in Downtown about barrier spraying. 2pm. Attended AMCA legislation meeting by zooming.

July 12. 9am. Attended the FDEP workshop at Guana Education Center.

July 13. 7am. Attended 2 IT intern (high school from P.V. High School) presentations. 9am. Attended WHO Vector control zoom meeting. 5pm. Attended Board meeting.

July 14. Visited SW chicken sites. Met former supervisor Mr. Taylor about chicken site at his yard and visited fairground and met Manager Joe about events and mosquito control. Met Manager (Ben) of the county solid waster manager about tire collection. Reviewed a manuscript about ATSB for JME.

July 17. 11am. Held aerial group meeting for aerial spraying plan.

July 18. Am. Checked the aerial droplet testing. Pm. Left for Dipterology meeting.

July 19-21. Attended the 10th International Congress of Dipterology, Reno and gave a presentation about container-inhabiting mosquito management in St. Augustine, met several speakers about possibility to give their presentation at our 19th workshop and other potential collaboration about SIT and control of biting flies.

July 24. 8am. Held Dr. Qualls' interview for Assistant Director. 11am. Met Mr. Floyd Philips and intern students (funded by CDC/ESA) at AMCD from FAMU about diversity.

July 25. 10:30am. AMCD hosted several people from DEP visiting and tour.

July 26. 8am. Held Dr. James Dunford (Assistant Manager at Navy) interview for Assistant Director.

July 27. Met Four Professors at UF about USDA grant applications, honey bee display, and collaboration for graduate student training.

July 28. Zoom interview with a Ph.D. student from New York University about insecticides. Received the Auditor draft report and distribution of the report for inputs.

July 31. 8am. Held Dr. Isik Unlu (Acting Director, Miami-Dade County Mosquito Control Division) interview for Assistant Director. PM. Attended the Florida Entomology Society meeting.

Treatment Summary

From Date : 07-01-2023

To Date : 07-31-2023

Zone : All

Material : All

Task : All

Printed on 2023-08-01 17:06:45 EST

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	3485 ea	10.8 acre	322.68 ea / acre	28 times
Altosid XR	28 ea	0.06 acre	435.54 ea / acre	5 times
Altosid XRG	1320 lb	220 acre	6 lb / acre	13 times
Altosid XRG Air	960 lb	96 acre	10 lb / acre	2 times
Aquabac XT	7025 fl oz	437.06 acre	16.07 fl oz / acre	79 times
Aqualure 20-20 1:5	2908.5 fl oz	11258.7 acre	0.26 fl oz / acre	22 times
B.t.i. Briquets	154 ea	0.35 acre	435.54 ea / acre	4 times
Cocobear	531 fl oz	1.38 acre	384.02 fl oz / acre	15 times
Dibrom Concentrate	11520 fl oz	19199.99 acre	0.6 fl oz / acre	4 times
Duet 50%	6720 fl oz	4280.25 acre	1.57 fl oz / acre	12 times
Mosquitomist Two	12768 fl oz	19345.45 acre	0.66 fl oz / acre	24 times
Natular DT	100 ea	0.01 acre	6666.67 ea / acre	3 times
Sustain MBG	280 lb	37.32 acre	7.5 lb / acre	10 times
Talstar P	1.23 gal	3.7 acre	0.33 gal / acre	11 times
VectoBac 12AS	432 fl oz	27 acre	16 fl oz / acre	3 times
VectoBac G Air	1200 lb	120 acre	10 lb / acre	1 times

Task Time Summary

From Date : 07-01-2023

To Date : 07-31-2023

Zone : All

Employee Name : All

Printed on 2023-08-01 17:07:17 EST

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	960:08 hrs	144	
Aerial Adulticide	11:08 hrs	4	
Aerial Ground Crew	32:46 hrs	8	
Aerial Larvicide	05:45 hrs	3	
Aerial Maint	291:38 hrs	79	
Aerial Survey	09:00 hrs	3	
AM Briefing	34:43 hrs	94	
Assist	135:46 hrs	39	
Building & Grounds Work	226:39 hrs	132	
Chicken Program	280:43 hrs	91	
Computer Repair	143:55 hrs	17	
Daily Paperwork	122:12 hrs	188	
Field Experiment	179:32 hrs	41	
Fish Placement	05:25 hrs	4	
Fish Program	37:00 hrs	17	
Fog Mission Serv Req	23:24 hrs	82	
Ground Adulticide	201:43 hrs	57	
Ground Larvicide	266:23 hrs	160	
Ground Site Inspection	581:46 hrs	616	
Hand Adulticide	92:47 hrs	137	
Holiday	400:00 hrs	40	
Insectary	392:30 hrs	89	
Inventory	06:28 hrs	5	
Lab Experiment	197:30 hrs	36	6671:08 hrs
Mechanics Time	251:39 hrs	33	
Meeting	59:00 hrs	48	
Molecular Lab Work	467:15 hrs	58	
Mosquito Trap BG	61:00 hrs	10	
Mosquito Trap CDC CO2	17:30 hrs	3	
Mosquito Trap CDC Oc	126:49 hrs	195	
Mosquito Trap Gravid	26:00 hrs	4	
Mosquito Trap ID	25:00 hrs	12	
Mosquito Trap OV	03:00 hrs	1	
Mosquito Traps Misc	10:00 hrs	2	
Produce Papers & Programs	127:30 hrs	28	
Project Research	96:15 hrs	22	
Public Relations	13:00 hrs	4	
Public School Program	03:00 hrs	1	
Rain Gauges	10:51 hrs	28	
Resupplying Trucks	108:29 hrs	153	
Source Reduction (tires)	06:49 hrs	4	
Supervisory	60:05 hrs	12	
Training Classroom	47:33 hrs	10	
Training Field	56:35 hrs	13	
Travel	00:42 hrs	1	
Vehicle Maintenance	32:45 hrs	28	

Task Time Summary

Task	Total Time	Total Timesheets	Total Time
XCL Fog min pay 2 hr.	06:30 hrs	2	
Annual Leave	260:45 hrs	34	
Leave Without Pay	68:00 hrs	8	
Sick Leave	78:15 hrs	13	
Sick Personal Leave	08:00 hrs	1	

BG					
7/1/2023					
To :					
7/31/2023					
Trap Type :					
BG					
	2023 07				
Species Name	6	11	18	25	Species Total
Ae aegypti	23	22	49	61	155
Ae albopictus	69	16	57	117	259
Ae atlanticus	10	35	172	75	292
Ae canadensis	0	0	0	0	0
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	0	0	1	1
Ae infirmatus	56	78	39	45	218
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	0	0
Ae taeniorhynchus	116	0	17	16	149
Ae triseriatus	0	0	0	2	2
Ae vexans	1	0	0	0	1
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	8	0	10	0	18
An perplexens	0	0	0	0	0
An punctipennis	0	0	0	0	0
An quadrimaculatus	0	0	1	0	1
An walkeri	0	0	0	0	0
Cq perturbans	0	0	0	1	1
Cs inornata	0	0	1	0	1
Cs melanura	0	0	0	0	0
Cx coronator	0	0	0	8	8
Cx erraticus	1	0	1	16	18
Cx nigripalpus	7	1	19	276	303
Cx quinquefasciatus	33	16	5	6	60
Cx restuans	0	0	0	0	0
Cx salinarius	0	0	0	1	1
Cx territans	0	0	0	0	0
Ma dyari	0	0	0	0	0
Ma titillans	0	0	0	1	1
Or signifera	0	0	0	0	0
Ps ciliata	0	0	0	0	0
Ps columbiae	1	0	1	2	4
Ps cyanescens	0	0	0	0	0
Ps ferox	18	6	85	39	148
Ps howardii	0	0	0	0	0
Tx rutilus	2	0	0	1	3
Ur lowii	0	0	0	0	0
Ur sapphirina	0	0	0	0	0
Wy Mitchellii	1	1	4	7	13
Daily Total	346	175	461	675	1657

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

CDC Octenol					
7/1/2023					
To :					
7/31/2023					
Trap Type :					
CDC Octenol					
	2023 07				
Species Name	6	11	18	25	Species Total
Ae aegypti	0	0	0	1	1
Ae albopictus	1	3	2	1	7
Ae atlanticus	999	307	714	790	2810
Ae canadensis	0	0	0	0	0
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	42	2	29	13	86
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	1	3	2	6
Ae taeniorhynchus	14	2	18	27	61
Ae triseriatus	0	0	0	0	0
Ae vexans	1	0	0	0	1
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	70	51	56	48	225
An perplexens	0	0	0	0	0
An punctipennis	0	0	0	0	0
An quadrimaculatus	4	2	12	0	18
An walkeri	0	0	0	0	0
Cq perturbans	0	1	0	2	3
Cs inornata	0	0	0	0	0
Cs melanura	1	2	10	8	21
Cx coronator	0	0	0	0	0
Cx erraticus	16	29	19	15	79
Cx nigripalpus	15	2	50	24	91
Cx quinquefasciatus	4	1	0	1	6
Cx restuans	0	0	0	0	0
Cx salinarius	0	0	0	0	0
Cx territans	0	0	0	0	0
Ma dyari	0	2	0	0	2
Ma titillans	0	0	1	1	2
Or signifera	0	0	0	1	1
Ps ciliata	0	0	1	1	2
Ps columbiae	0	1	41	36	78
Ps cyanescens	0	0	0	0	0
Ps ferox	4	1	0	0	5
Ps howardii	1	0	0	0	1
Tx rutilus	0	0	0	0	0
Ur lowii	0	0	0	0	0
Ur sapphirina	3	0	0	0	3
Wy Mitchellii	0	0	0	0	0
Daily Total	1175	407	956	971	3509

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

Attachments

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

	Jun 23	Oct '22 - Jun 23	Budget	\$ Over/(Under) Budget
Income				
360 · Taxes	86,005	7,471,846	7,394,483	77,363
386 · Interest Earned	39,848	265,026	225,177	39,848
390 · Grants				
391.2 · Grant Money, Other	4,000	160,326	290,000	(129,674)
Total 390 · Grants	4,000	160,326	290,000	(129,674)
392 · Miscellaneous				
392.1 · Workshops	-	12,039		12,039
392.3 · Salvage	31	44	8,000	(7,956)
392.5 · Other	-			
392.6 · Dormatory Rent	400	5,507	12,000	(6,493)
392.5 · Other - Other	-	91,342	88,531	2,811
Total 392.5 · Other	400	96,849	100,531	(3,682)
Total 392 · Miscellaneous	431	108,931	108,531	400
Total Income	\$ 130,285	\$ 8,006,129	\$ 8,018,191	\$ (12,062)

Expenditure

405 · Personal Services				
410 · Executive Salaries	2,000	19,399	24,000	(4,601)
412 · Full-Time Employees				
414 · Salaries & Wages	124,961	1,140,417	1,750,926	(610,509)
415 · Full-Time Admin. Leave	-	26,525		26,525
416 · Overtime	1,018	17,670	10,000	7,670
418 · Sick Leave	1,519	54,641	98,487	(43,846)
420 · Annual Leave	6,477	78,447	125,347	(46,900)
421 · Holiday Pay	8,873	101,128	111,917	(10,789)
423 · Annual Leave/ SL Payout	-		25,000	(25,000)
424 · Reserves for Promos/Other	-		20,000	(20,000)
425 · Internal Recognition	-	7	1,500	(1,493)
Total 412 · Full-Time Employees	142,848	1,418,836	2,143,177	(724,341)
426 · Seasonal Employees				
428 · Salaries & Wages	31,881	86,946	223,086	(136,140)
428.4 · Seasonal Annual Leave	77	318		318
429 · Seasonal Holiday Pay	-	-		-
429.1 · Seasonal Admin. Leave	-	2,295		
429 · Seasonal Holiday Pay - Other	2,206	4,321		4,321
Total 429 · Seasonal Holiday Pay	2,206	6,616		6,616
430 · Overtime	590	3,392		3,392
Total 426 · Seasonal Employees	34,754	97,271	223,086	(125,815)
405 · Personal Services - Other	-	-	75,000	(75,000)
Total 405 · Personal Services	179,602	1,535,506	2,465,263	(929,757)
445 · Personal Service Benefits	-	-		
448 · FICA	13,362	112,632	182,855	(70,223)

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

	Jun 23	Oct '22 - Jun 23	Budget	\$ Over/(Under) Budget
450 · Retirement	21,215	210,639	256,072	(45,433)
452 · Life/Health/Dental	39,339	543,110	744,345	(201,235)
454 · Workers' Comp Ins	-	43,706	67,920	(24,214)
455 · Employee Education	-	3,264	30,000	(26,736)
456 · Unemployment Comp	-	-	10,000	(10,000)
445 · Personal Service Benefits - Other	-	-	10,385	(10,385)
Total 445 · Personal Service Benefits	73,916	913,351	1,301,577	(388,226)
461 · Operating Expenses	-	-		
462 · Property Appraiser	28,543	114,172	60,000	54,172
464 · Tax Collector	1,720	149,986	95,000	54,986
466 · Attorney	1,500	10,234	24,000	(13,766)
468 · Medical Exams	-	-		
468.1 · Pre-Employment Admin.	20	339		339
468 · Medical Exams - Other	-	880	1,300	(420)
Total 468 · Medical Exams	20	1,219	1,300	(81)
470 · Audit	-	13,300	9,000	4,300
474 · Other Contract Svs	-	-		
478 · Cleaning Service	-	10,090	15,000	(4,910)
482.1 · CopyFax (prev. Aztec)	309	2,661	2,000	661
488 · Data Hosting	-	-	5,400	(5,400)
489 · MACTEC Engineering	-	360		360
489.0 · Software Subscriptions	3,700	6,277	18,000	(11,723)
489.3 · Towing Services	-	-	1,000	(1,000)
489.4 · Pest Control	-	497	2,000	(1,503)
489.5 · Good Laboratory Practice (GLP)	-	-	12,000	(12,000)
489.6 · Adjunct Positions, 4 @ \$5,000	-	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 M	-	-	10,000	(10,000)
490.5 · Database Maint./ Upgrades -	-	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	3,697	14,678	20,000	(5,322)
560 · Bottled Water	68	96	1,700	(1,604)
562 · Waste Tires	22	163	5,000	(4,837)
474 · Other Contract Svs - Other	-	15,754	16,245	(491)
Total 474 · Other Contract Svs	7,795	74,325	171,345	(97,020)
564 · Aerial OPS	-	-	200,000	(200,000)
461 · Operating Expenses - Other	774	1,322	8,064	(6,742)
Total 461 · Operating Expenses	40,352	364,559	568,709	(204,150)
572 · Travel & Per Diem	-	-		
573 · SOVE Meetings	-	2,341	5,868	(3,527)
574 · AMCA - Meetings	48	18,234	19,715	(1,481)

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

	Jun 23	Oct '22 - Jun 23	Budget	\$ Over/(Under) Budget
575 · AMCD Events	159	1,271	2,000	(729)
576 · FMCA - Meetings	-	17,610	10,140	7,470
578 · Training, Other	-	1,419	8,000	(6,581)
579 · Travel Associated w/ Training	62	5,281	15,000	(9,719)
572 · Travel & Per Diem - Other	101	4,846	26,000	(21,154)
Total 572 · Travel & Per Diem	370	51,003	86,723	(35,720)
580 · Telephone/Commun	1,490	14,940	30,575	(15,635)
582 · Freight Service	535	2,303	5,500	(3,197)
584 · Utility Service	4,365	39,487	76,216	(36,729)
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	159,669	(4,623)
Total 588 · Fleet/Prop/Liab Insurance	-	200,662	232,669	(32,007)
605 · Repairs & Maintenance	-	-		
606 · Outside Maintenance	-	-		
608 · Buildings/Grounds	8,270	25,565	16,000	9,565
610 · Trucks	603	3,355	3,000	355
614 · Misc. Equipment	-	674	1,500	(826)
616 · Boats	-	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	1,000	(958)
606 · Outside Maintenance - Other	-	213		
Total 606 · Outside Maintenance	8,873	31,043	29,000	2,043
627 · Aerial Maintenance Costs	-	-		
627.2 · Avionics Repair (radios)	-	-	5,000	(5,000)
627.3 · Aircraft Supplies/ Parts	-	2,495	5,000	(2,505)
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	-	461		461
627 · Aerial Maintenance Costs - Other	(913)	31,499	99,150	(67,651)
Total 627 · Aerial Maintenance Costs	(913)	35,320	112,150	(76,830)
635 · Inside Maintenance	-	-		
636 · Maintenance of Equipment- Other	402	6,139	10,000	(3,861)
638 · Trucks	506	1,283	10,000	(8,717)
642 · Boats	-	324	500	(176)
644 · Heavy Equipment	-	60	5,000	(4,940)
646 · Misc. Equipment	240	307		307
648 · Batteries	-	418	3,000	(2,582)

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

	Jun 23	Oct '22 - Jun 23	Budget	\$ Over/(Under) Budget
650 · Tires	-	1,276	5,000	(3,724)
652 · Welding Supplies	-	1,205	1,000	205
654 · Cleaning Supplies	346	3,258	1,500	1,758
655 · Minor Structural Improv & Maint	-	-	10,000	(10,000)
657 · Materials for Const. & Maint.	-	911	6,000	(5,089)
658 · Inside Maintenance- Other	99	119	4,000	(3,881)
659 · Computers	-	834	3,000	(2,166)
635 · Inside Maintenance - Other	-	1,477		1,477
Total 635 · Inside Maintenance	1,592	17,610	59,000	(41,390)
605 · Repairs & Maintenance - Other	-	(11)		
Total 605 · Repairs & Maintenance	9,552	83,962	200,150	(116,188)
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	689	3,245	20,000	(16,755)
Total 668 · Avertising/ Education	689	3,757	20,000	(16,243)
667 · Public Promotional Expense - Other	-	342		342
Total 667 · Public Promotional Expense	689	4,099	20,000	(15,901)
673 · Other Current Charges	-	-		
66900 · Reconciliation Discrepancies	-	1		1
676 · Advertising, Other	-	-		
676.1 · Legal Notices	56	56	2,000	(1,944)
676.2 · Public Notices	-	-	1,000	(1,000)
676.3 · Position Openings	-	100	1,000	(900)
676 · Advertising, Other - Other	-	60		60
Total 676 · Advertising, Other	56	216	4,000	(3,784)
677 · Bank Charges	412	3,335	1,500	1,835
678 · Registration/Tags	-	-	250	(250)
680 · State Community Service Fee	-	-	300	(300)
682 · Tank Registrations	250	250	275	(25)
Total 673 · Other Current Charges	718	3,802	6,325	(2,523)
693 · Office Supplies	-	-		
694 · Office Supplies & Expense	-	-		
694.1 · Software	630	1,374	3,000	(1,626)
694 · Office Supplies & Expense - Other	1,912	13,486	15,500	(2,014)
Total 694 · Office Supplies & Expense	2,542	14,859	18,500	(3,641)
695 · Commissioner Supplies	500	4,500	6,000	(1,500)
693 · Office Supplies - Other	298	1,164	4,500	(3,336)
Total 693 · Office Supplies	3,340	20,523	29,000	(8,477)

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

	Jun 23	Oct '22 - Jun 23	Budget	\$ Over/(Under) Budget
696 · Protective Clothing	343	1,885	2,500	(615)
698 · Misc. Supplies	-	-		
698.2 · Phones	-	-	1,500	(1,500)
698.3 · Phones, Parts & Repairs	-	-	1,000	(1,000)
698.4 · Sunshine Fund	(33)	(244)	500	(744)
699 · Other Misc. Supplies	-	707	2,400	(1,693)
700 · Chicken/ Surveillance Supplies	89	6,753	8,000	(1,247)
702 · Entomology Supplies	-	-		
702.2 · Molecular Lab	1,902	32,353	56,540	(24,187)
702 · Entomology Supplies - Other	10,307	67,573	96,806	(29,233)
Total 702 · Entomology Supplies	12,209	99,925	153,346	(53,420)
704 · Safety Equip/Supplies/Checks	-	-		
704.1 · Safety Inspect (Fire, Alarm, Em	1,327	5,909		5,909
704.2 · FDEP Annual Fuel System Check	-	-	1,025	(1,025)
704.3 · FDEP Annual Generator Tank Ch	-	-	1,175	(1,175)
704.4 · FDEP Fuel Syst. Repairs	-	-	4,100	(4,100)
704 · Safety Equip/Supplies/Checks - Otl	2,222	11,135	18,500	(7,365)
Total 704 · Safety Equip/Supplies/Checks	3,549	17,044	24,800	(7,756)
698 · Misc. Supplies - Other	645	1,202		1,202
Total 698 · Misc. Supplies	16,458	125,387	191,546	(66,158)
708 · Tools/Implements	-	-		
708.3 · Hand Tools (Foggers, etc.)	-	204	4,129	(3,925)
708 · Tools/Implements - Other	179	1,596	5,000	(3,404)
Total 708 · Tools/Implements	179	1,799	9,129	(7,329)
709 · Publications & Dues	-	-		
710 · Books/Pub/Sub/Mem	1,015	3,174	22,500	(19,326)
712 · FMCA Corp Dues	-	7,500	6,000	1,500
714 · FMCA Emp Dues	-	-	1,225	(1,225)
716 · AMCA Dues	5,250	8,455	1,560	6,895
717 · FICPA Dues	-	-	275	(275)
718 · AHMP/ACHMM Dues	-	-	100	(100)
719 · SOVE Dues	-	500	580	(80)
709 · Publications & Dues - Other	583	5,996	7,000	(1,004)
Total 709 · Publications & Dues	6,848	25,625	39,240	(13,615)
720 · Training	-	-		
720.1 · Specified Purpose -Training	-	149		
720 · Training - Other	3,520	37,344	64,291	(26,947)
Total 720 · Training	3,520	37,493	64,291	(26,798)
723 · Gas, Oil & Lube	-	-		
724 · Gasoline	7,870	33,488	108,000	(74,512)
726 · Hydraulic Oil	-	-	500	(500)
728 · Transmission Fluid	-	-	120	(120)
730 · Diesel Fuel	71	98	500	(402)

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

	Jun 23	Oct '22 - Jun 23	Budget	\$ Over/(Under) Budget
731 · Aerial Fuel (Jet A)	-	454	25,000	(24,546)
732 · Motor Oil	-	-	2,880	(2,880)
723 · Gas, Oil & Lube - Other	80	88		88
Total 723 · Gas, Oil & Lube	8,021	34,127	137,000	(102,873)
741 · Chemicals/Solvents	-	-		
744 · Adulticide Products	-	-		
758 · Aqualeur 20-20	-	-	62,500	(62,500)
744 · Adulticide Products - Other	-	103,633	106,080	(2,447)
Total 744 · Adulticide Products	-	103,633	168,580	(64,947)
745 · NALED	-	198,218	166,320	31,898
746 · BTI Granules	-	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	156,320	156,320	230,000	(73,680)
Total 754 · Altosid Xrg Granules	156,320	156,320	233,500	(77,180)
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	-	24,944		
Total 741 · Chemicals/Solvents	156,320	485,238	739,505	(254,267)
900 · Capital Outlay	-	-		
914.07 · Scanner/Card Reader/ Computers	-	11,258	14,512	(3,254)
924.07 · Laptop w/ docking capabil.	-	-	8,000	(8,000)
945 · LAND & FACILITY	-	-		
945.005 · SIT Building	-	-		
945.051 · SIT Bldg.- Pupae Sep. Mac	-	114,415	120,000	(5,585)
945.052 · SIT Bldg._Larval Feeding F	-	8,365	45,000	(36,635)
945.053 · SIT Bldg.-Larval Rearing S	-	189,000	80,000	109,000
945.110 · SIT Bldg., Plan Design(Bld	26,783	1,684,495	2,535,118	(850,623)
Total 945.005 · SIT Building	26,783	1,996,275	2,780,118	(783,843)
945.007 · Capital Replacements/ Upgrad	-	23,911	30,000	(6,089)
945.010 · Construct. EDU Cntr (Bldg. 100	-	-		
945.016 · Construct EDU Exter. (Bld	-	840		840
945.010 · Construct. EDU Cntr (Bldg	76,195	584,584		584,584
Total 945.010 · Construct. EDU Cntr (Bld	76,195	585,424		585,424
945.015 · Construct EDU Display(Bldg.10	1,117	118,694	200,000	(81,306)
945.800 · BUILDING 800	-	-		
945.10 · Pesticide & Larv. Making fa	-	5,761		
945.800 · BUILDING 800 - Other	1,759	1,759		
Total 945.800 · BUILDING 800	1,759	7,520		
947.09 · Facility SR16 (& change orders)	-	2,844		2,844

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

	Jun 23	Oct '22 - Jun 23	Budget	\$ Over/(Under) Budget
945 · LAND & FACILITY - Other	-	-	365,000	(365,000)
Total 945 · LAND & FACILITY	105,854	2,734,668	3,375,118	(640,450)
950 · Machinery and Equipment	-	-		
938 · I-Pads/ Computers	-	-		
938.1 · 3-D Printer	-	2,265	2,500	(235)
938.2 · 3-D Sonic Anemometer	-	-	4,000	(4,000)
Total 938 · I-Pads/ Computers	-	2,265	6,500	(4,235)
938.3 · Self-Propelled Articulat. Boom	-	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 Adult	-	-	20,000	(20,000)
949.094 · Atomizer	-	-	6,000	(6,000)
949.095 · Vortex Airboat Granular S	-	-	5,000	(5,000)
949.096 · Ka Flex driveshaft Overha	-	-	16,000	(16,000)
949.07 · AVIATION - Other	34,290	54,144		54,144
Total 949.07 · AVIATION	34,290	54,144	206,000	(151,856)
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./ Softwar	-	-	5,000	(5,000)
950.04 · Vehicle Lift Base	-	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)	-	6,962	8,000	(1,038)
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	34,290	157,876	403,217	(245,341)
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	140,144	2,903,802	3,900,847	(997,045)
Total Expenditure	\$ 646,763	\$ 6,849,717	\$ 10,108,263	\$ (3,258,546)
Surplus/(Deficit)	\$ (516,478)	\$ 1,156,412	\$ (2,090,072)	\$ 3,246,484