

Anastasia Mosquito Control District

of St. Johns County

www.amcdsjc.org



District Board Meeting

February 8, 2024

Thursday at

5:00 P.M



**ANASTASIA MOSQUITO CONTROL DISTRICT
ST. JOHNS COUNTY**

PROPOSED AGENDA

**Thursday, February 8, 2024
5:00 P.M.**

Invocation and Pledge: *Commissioner Brandhorst*

Consent Items: APPROVAL OF:

1. Chemical inventory
2. Minutes: Regular Board Meeting, January 11, 2024
3. Resolution for 2024 Officer Election Required by Supervisor of Election Office
4. Grant Agreement for Mentoring, Awarded by NACCHO
5. AMCD & FMCA Co-Sponsorship Agreement for Annual Workshop
6. Budget Calendar FY24/25

Unfinished Business:

1. FMCA Tallahassee legislation meeting report ~ Commissioners (5 min)
2. Public Relations Firm Report, Update, & Future Plans ~ Mr. Robert Hawken (10 min)
3. Financial Report and Budget Amendment ~ Mr. Scott Hanna, C.F.O. (10 min)

New Business:

1. RFP for Building, Vehicles & Equipment Storage~ Mr. Richard Weaver (10 min)
2. Discussion & Approval to Remove "Museum" from Side Sign ~ Commissioner Gleason (10 min)
3. Discussion & Approval of AMCD to be a Subregional Collaboration Center of the Gulf South Training & Evaluation for Control of Vector-Borne Diseases~ Dr. Rui-De Xue (10 min)
4. Education Center Operation Plan Update ~ Dr. Rui-De Xue (10 min)

Reports

1. Director
2. Attorney

Commissioner Comments:




Attachments: FOR INFORMATION PURPOSES ONLY

Consents

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

DISTRICT TOTALS

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT
D WSP	EA. 33,335.00				33,335.00	2940.00	30,395.00	30,395.00
D XR	LBS. 1,349.00				1,349.00	0.00	1,349.00	1,349.00
D XRG	LBS. 35,915.00				35,915.00	1440.00	34,475.00	34,475.00
DAC XT	GALS. 0.00				0.00	0.00	0.00	0.00
UER 20-20	GALS. 208.80				208.80	0.00	208.80	208.80
UNKS (Doughnuts)	EA. 3,800.00				3,800.00	0.00	3,800.00	3,800.00
BEAR	GALS. 117.61				117.61	0.31	117.30	117.30
ITOMIST TWO	GALS. 255.00				255.00	0.00	255.00	255.00
AR DT	GALS. 332.00				332.00	0.00	332.00	332.00
PELLETS	EA. 840.00				840.00	0.00	840.00	840.00
IN MBG	LBS. 8,388.00				8,388.00	0.00	8,388.00	8,388.00
AR P	LBS. 0.00				0.00	0.00	0.00	0.00
BAC 12AS	LBS. 1,040.00				1,040.00	20.00	1,020.00	1,020.00
BAC G	GALS. 90.55				90.55	0.03	90.52	90.52
INE	GALS. 181.00				181.00	1.56	179.44	179.44
TOTALS	LBS. 22,600.00				22,600.00	0.00	22,600.00	22,600.00
	GALS. 2,586.00				2,586.00	575.09	2,010.91	2,010.91
	GALS. 4,101.00				4,101.00	64.99	4,036.01	4,036.01
	115,138.96	0.00	0.00	0.00	115,138.96	5,041.98	110,096.98	110,090.00

PREPARED BY: 
 REVIEWED BY: 
 APPROVED BY: 

DATE: 1/5/2024
 DATE: 1/5/24
 DATE: 1/12/24

BASE=	110,090.00
Total	110,090.00

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

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOCID WSP	EA. 795.00	\$0.8900	\$699.60	12/6/21	VESERIS
ALTOCID WSP	EA. 29,600.00	\$0.9600	\$28,416.00	11/15/23	VESERIS
ALTOCID XR	LBS. 469.00	\$3.42	\$1,603.84	10/30/20	VESERIS
ALTOCID XR	LBS. 880.00	\$3.45	\$3,036.00	12/16/21	VESERIS
ALTOCID XRG	LBS. 4,075.00	\$9.7700	\$39,812.75	6/12/23	VESERIS
ALTOCID XRG	LBS. 8,000.00	\$9.7700	\$78,160.00	6/22/23	VESERIS
ALTOCID XRG	LBS. 2,000.00	\$9.7700	\$19,540.00	9/15/23	VESERIS
ALTOCID XRG	LBS. 20,000.00	\$9.7700	\$195,400.00	11/15/23	VESERIS
ALTOCID XRG	LBS. 400.00	\$9.7700	\$3,908.00		VESERIS
AQUABAC XT	GALS. 0.00	\$35.0000	\$0.00		VESERIS
AQUABAC XT	GALS. 0.00	\$0.0000	\$0.00		VESERIS
AQUALUER 20-20	GALS. 208.80	\$121.5400	\$25,377.55	6/9/22	ALLPRO
B. t. i. DUNKS (Doughnuts)	EA. 1,700.00	\$1.0510	\$1,786.70	9/11/22	TARGET
B. t. i. DUNKS (Doughnuts)	EA. 2,100.00	\$1.0100	\$2,121.00	4/6/23	TARGET
COCO BEAR	GALS. 7.30	\$20.4800	\$149.50	7/16/18	CLARKE
COCO BEAR	GALS. 110.00	\$28.4100	\$3,125.10	6/13/22	CLARKE
DUET	GALS. 90.00	\$223.5300	\$20,117.70	12/6/22	CLARKE
DUET	GALS. 110.00	\$232.7600	\$25,603.60	3/31,2023	CLARKE
DUET	GALS. 55.00	\$245.0100	\$13,475.55	11/13/22	CLARKE
MOSQUITOMIST TWO	GALS. 57.00	\$95.7700	\$5,458.89	1/4/23	CLARKE
MOSQUITOMIST TWO	GALS. 165.00	\$117.6100	\$19,405.65	9/6/23	CLARKE
MOSQUITOMIST TWO	GALS. 110.00	\$117.6100	\$12,937.10	11/13/23	CLARKE
MALED	GALS. 90.00	\$2.0000	\$180.00	10/19/21	Oscelia Co.
MALED	GALS. 750.00	\$264.2900	\$198,217.50	4/7/23	AZEUS
NATURAL DT	EA. 8,388.00	\$0.4168	\$3,496.12	9/9/16	CLARKE
STRIKE PELLETS	LBS. 0.00	\$184.1500	\$0.00		ADAPCO
SUSTAIN MBG	LBS. 1,020.00	\$7.1000	\$7,242.00	7/12/22	ALLPRO
TALSTAR P	GALS. 50.52	\$63.6400	\$3,215.09	9/13/22	VESERIS
TALSTAR P	GALS. 40.00	\$63.0000	\$2,520.00	6/11/23	VESERIS
VECTOBAC 12AS	GALS. 179.44	\$37.6900	\$6,763.08	8/21/23	AZEUS
VECTOBAC 12AS	GALS. 0.00	\$0.0000	\$0.00		AZEUS
VECTOBAC G	LBS. 2,600.00	\$1.7500	\$4,550.00	7/24/23	AZEUS
VECTOBAC G	LBS. 20,000.00	\$1.7519	\$35,038.00	11/7/23	AZEUS
GASOLINE	GALS. 2,010.00	\$2.9146	\$5,858.35	10/28/23	L. V. HERS
GASOLINE	GALS. 0.00	\$0.0000	\$0.00		L. V. HERS
JET A	GALS. 66.00	\$3.9200	\$258.72	9/28/22	Avfuel
JET A	GALS. 3,964.00	\$3.6395	\$14,426.98	10/25/23	Avfuel
TOTAL	110,090.06	\$1,928.12	\$781,900.38		

Subtract Green first

PREPARED BY:  DATE: 1/5/2024

COST FIGURES REVIEWED BY:  DATE: 1/5/24

REVIEWED BY:  DATE: 1/12/24

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

C DRIVE
BY: DENA OLIVA

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT
D WSP	EA. 33,335.00				33,335.00	2940.00	30,395.00	30,395.00
D XR	LBS. 1,349.00				1,349.00	0.00	1,349.00	1,349.00
D XRG	LBS. 35,915.00				35,915.00	1440.00	34,475.00	34,475.00
CAC XT	GALS. 0.00				0.00	0.00	0.00	0.00
JER 20-20	GALS. 208.80				208.80	0.00	208.80	208.80
UNKS (Doughnuts)	EA. 3,800.00				3,800.00	0.00	3,800.00	3,800.00
PEAR	GALS. 117.61				117.61	0.31	117.30	117.30
ITOMIST TWO	GALS. 255.00				255.00	0.00	255.00	255.00
	GALS. 332.00				332.00	0.00	332.00	332.00
AR DT	EA. 840.00				840.00	0.00	840.00	840.00
PELLETS	LBS. 8,388.00				8,388.00	0.00	8,388.00	8,388.00
N MBG	LBS. 0.00				0.00	0.00	0.00	0.00
RR P	LBS. 1,040.00				1,040.00	20.00	1,020.00	1,020.00
BAC 12AS	GALS. 90.55				90.55	0.03	90.52	90.52
BAC G	LBS. 181.00				181.00	1.56	179.44	179.44
INE	GALS. 22,600.00				22,600.00	0.00	22,600.00	22,600.00
	GALS. 2,586.00				2,586.00	575.09	2,010.91	2,010.91
	GALS. 4,101.00				4,101.00	64.99	4,036.01	4,036.01
TOTALS	115,138.96	0.00	0.00	0.00	115,138.96	5,041.98	110,096.98	110,090.00

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

Dena Oliva

ITEM DESCRIPTION (lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT
EA.	33,335.00				33,335.00	2,940.00	30,395.00	30,395.00
EA.	1,349.00				1,349.00	0.00	1,349.00	1,349.00
LBS.	35,915.00				35,915.00	1,440.00	34,475.00	34,475.00
GALS.					0.00	0.00	0.00	
20 GALS.	208.80				208.80	0.00	208.80	208.80
TS	3,800.00				3,800.00	0.00	3,800.00	3,800.00
GALS.	117.61				117.61	0.31	117.30	117.30
GALS.	255.00				255.00	0.00	255.00	255.00
TWO GALS.	332.00				332.00	0.00	332.00	332.00
GALS.	840.00				840.00	0.00	840.00	840.00
EA.	8,388.00				8,388.00	0.00	8,388.00	8,388.00
LBS.					0.00	0.00	0.00	
LBS.	1,040.00				1,040.00	20.00	1,020.00	1,020.00
GALS.	90.55				90.55	0.03	90.52	90.52
GALS.	181.00				181.00	1.56	179.44	179.44
LBS.	22,600.00				22,600.00	0.00	22,600.00	22,600.00
GALS.	2,586.00				2,586.00	575.09	2,010.91	2,010.91
GALS.	4,101.00				4,101.00	64.99	4,036.01	4,030.00
TOTALS	115,138.96		0.00	0.00	115,138.96	5,041.98	110,096.98	110,090.06

Treatment Summary

From Date : 12-01-2023

To Date : 12-31-2023

Zone : All

Material : All

Task : All

Printed on 2024-01-02 07:53:33 EST

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	2940 ea	9.11 acre	322.67 ea / acre	16 times
Altosid XRG	1440 lb	240 acre	6 lb / acre	14 times
Cocobear	40 fl oz	0.1 acre	384.02 fl oz / acre	2 times
Sustain MBG	20 lb	2.67 acre	7.5 lb / acre	1 times
Talstar P	0.03 gal	0.09 acre	0.34 gal / acre	1 times
VectoBac 12AS	200 fl oz	12.5 acre	16 fl oz / acre	4 times

AMCD

Product Totals For Sites

Date Range From : 12/01/2023 12:00:00AM To : 12/31/2023 11:59:59PM

Pump - Hose	Transactions	Total Quantity
Product : 01 Unleaded		
Site Id : 003 Anasatisia Moquito Control		
01-1	44	575.087
	<u>44</u>	<u>575.087</u>
	Totals For Site :	575.087
	Totals For Product :	575.087
<hr/>		
Product : 02 Jet-A		
Site Id : 003 Anasatisia Moquito Control		
02-1	2	64.990
	<u>2</u>	<u>64.990</u>
	Totals For Site :	64.990
	Totals For Product :	64.990

Inventory Log - 900

Date/time	Tank Name	Tank ID	Prod. Hght	Prod. Gr	Prod. Net	Water Hght	Prod. Temp.	Prod. Type	90% Ullage	% Vol
1/1/2024 1:00 AM	Jet A	01	69.9	4032	4041	0.0	55.3		620	77.9
2/31/2023 1:00 AM	Jet A	01	70.0	4036	4043	0.0	56.1		616	78.0
2/30/2023 1:00 AM	Jet A	01	70.0	4041	4045	0.0	57.7		611	78.1
2/29/2023 1:00 AM	Jet A	01	70.1	4044	4042	0.0	61.1		608	78.2
2/28/2023 1:00 AM	Jet A	01	70.1	4044	4039	0.0	62.8		608	78.2
2/27/2023 1:00 AM	Jet A	01	70.1	4044	4038	0.0	63.3		608	78.2
2/26/2023 1:00 AM	Jet A	01	70.5	4072	4069	0.0	61.4		580	78.7
2/25/2023 1:00 AM	Jet A	01	70.5	4069	4069	0.0	60.1		583	78.7
2/24/2023 1:00 AM	Jet A	01	70.5	4067	4069	0.0	58.9		585	78.6
2/23/2023 1:00 AM	Jet A	01	70.4	4065	4069	0.0	57.7		587	78.6
2/22/2023 1:00 AM	Jet A	01	70.4	4065	4070	0.0	57.1		587	78.6
2/21/2023 1:00 AM	Jet A	01	70.5	4066	4074	0.0	56.0		586	78.6
2/20/2023 1:00 AM	Jet A	01	70.5	4071	4077	0.0	56.8		581	78.7
2/19/2023 1:00 AM	Jet A	01	70.6	4076	4073	0.0	61.6		576	78.8
2/18/2023 1:00 AM	Jet A	01	70.6	4076	4071	0.0	62.7		576	78.8
2/17/2023 1:00 AM	Jet A	01	70.6	4075	4069	0.0	62.9		577	78.8
2/16/2023 1:00 AM	Jet A	01	70.6	4074	4070	0.0	62.4		578	78.8
2/15/2023 1:00 AM	Jet A	01	70.5	4072	4068	0.0	61.7		580	78.7
2/14/2023 1:00 AM	Jet A	01	70.6	4075	4074	0.0	60.4		577	78.8
2/13/2023 1:00 AM	Jet A	01	70.6	4075	4075	0.0	59.9		577	78.8
2/12/2023 1:00 AM	Jet A	01	70.7	4082	4083	0.0	59.7		570	78.9
2/11/2023 1:00 AM	Jet A	01	70.7	4083	4075	0.0	63.8		569	78.9
2/10/2023 1:00 AM	Jet A	01	70.7	4078	4075	0.0	62.0		574	78.8
2/9/2023 1:00 AM	Jet A	01	70.6	4076	4075	0.0	60.2		576	78.8
2/8/2023 1:00 AM	Jet A	01	70.6	4077	4077	0.0	59.9		575	78.8
2/7/2023 1:00 AM	Jet A	01	70.7	4081	4079	0.0	61.1		571	78.9
2/6/2023 1:00 AM	Jet A	01	71.3	4116	4108	0.0	64.0		536	79.6
2/5/2023 1:00 AM	Jet A	01	71.3	4117	4107	0.0	65.2		535	79.6
2/4/2023 1:00 AM	Jet A	01	71.3	4115	4106	0.0	64.6		537	79.5
2/3/2023 1:00 AM	Jet A	01	71.2	4111	4106	0.0	62.4		541	79.5
2/2/2023 1:00 AM	Jet A	01	71.1	4105	4105	0.0	59.9		547	79.4
2/1/2023 1:00 AM	Jet A	01	71.0	4101	4105	0.0	58.3		551	79.3
1/30/2023 8:31 PM	Jet A	01	71.0	4101	4104	0.0	58.2		551	79.3
1/30/2023 1:00 AM	Jet A	01	71.9	4152	4157	0.0	57.7		500	80.3
1/29/2023 1:00 AM	Jet A	01	72.0	4160	4162	0.0	59.0		492	80.4
1/28/2023 1:00 AM	Jet A	01	72.1	4162	4157	0.0	62.4		490	80.5
1/27/2023 9:59 AM	Jet A	01	72.1	4162	4154	0.0	63.8		490	80.5
1/27/2023 1:00 AM	Jet A	01	72.1	4166	4158	0.0	64.4		486	80.5
1/26/2023 1:00 AM	Jet A	01	72.1	4166	4158	0.0	63.9		486	80.5

December 2023 Mileage(2)

NAME	VEHICLE	MILEAGE
Ford Tractor	686	1,424
Backhoe	1018	874
TF Truck	1132	80,557
Fog MM2	1133	91,446
TF Truck	1173	89,000
Fog MM2	1195	96,827
Surveillance	1197	82,764
Service	1198	83,226
Fog MM2	1199	61,931
Fog MM2	1200	83,644
Service	1201	78,513
Service	1202	47,511
Service	1203	80,172
Gator	1223	764
TF Truck	1342	113,224
Buffalo T	1343	89,267
Polaris 4 Wheeler	1366	168
ATV	1367	169
Surveillance (Air Boat)	1410	124,267
Air Boat	1422	200
Blackwelder	1425	81,011
Service	1426	104,045
James Stokley	1462	71,890
S Dual Duty	1463	82,919
Ford Explorer	1479	72,444
Ken Daniel	1484	73,610
S Dual Duty	1485	69,304
Willis Owings	1493	66,663
Dazmond Hackney	1494	72,074
Fork Lift	1536	275
Holly Usina	1544	79,747
Phil Vaughn	1546	68,762
Kyle Arber	1548	56,333
Cathy Hendricks	1550	79,171
Kyle Graham	1611	26,394
Jeremy Wohlforth	1613	33,509
Ruide Xue	1615	25,338
Service Expedition	1630	14,286
Jerry Iser	1633	21,877
Gator	1666	288
Pending Dual Duty	1692	7,194
Maverick	1708	21,626
ATV	1718	13
ATV	1719	60
ATV	1734	16
ATV	1735	4
Science Truck	1755	2,088
Science Truck	1756	3,044

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

Telephone: (904)-471-3107 * Fax (904) 471-3189 * Web: www.amcdsjc.org

BOARD OF COMMISSIONERS

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



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, January 11, 2024

Thursday, February 8, 2024 – 5:00 PM~ Regular Meeting

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, January 11, 2024, at 5:00 P.M.

Board members in attendance:

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

Also in attendance:

Dr. Rui-De Xue, Director
Mrs. Amy Myers, 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, who arrived at 5:27 P.M.

CITIZEN PARTICIPATION: For Items not on the Agenda

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

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

- Motioned by: Commissioner Gleason
- Seconded by: Commissioner Leblanc
- VOTE: Accepted unanimously by all presented commissioners
- **MOTION PASSED UNANIMOUSLY (4:0)**

APPROVAL OF AGENDA: Chairperson Gardner called for approval of the agenda with the change of moving unfinished business #1 to new business #5.

A. A motion was made to approve the Agenda with the changes mentioned above.

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Gleason
- VOTE: Accepted unanimously by all presented commissioners
- **MOTION PASSED UNANIMOUSLY (4:0)**

Consent Items ~ APPROVAL OF:

1. Chemical inventory
2. Minutes: Regular Board Meeting, December 14, 2023
3. New Attorney Contract
4. Request for Proposal (RFP) for Mosquito Adulticide Supply

UNFINISHED BUSINESS:

Item 1: Discussion and Approval to Propose Hiring a Public Relations Firm to Support AMCD with Government Relations ~ Dr. Rui De Xue

- The Board of Commissioners came to a consensus to allow staff to hire a government public relations firm, immediately and authorize the appropriate staff of AMCD to negotiate and execute an agreement on behalf of the District, in an amount not to exceed \$100,000 dollars.
- A. **A motion was made to approve staff to hire a government public relations firm, immediately and authorize the appropriate staff of the District to negotiate and execute an agreement on behalf of the District, in an amount not to exceed \$100,000 dollars.**
- Motioned by: Commissioner Gardner
 - Seconded by: Commissioner Leblanc
 - VOTE: Accepted unanimously by all present commissioners
 - **MOTION PASSED UNANIMOUSLY (4:0)**

Item 2: Investment Policy ~ Dr. Rui De Xue

- Commissioner Gleason thanked Mr. Hanna for the improvement of the investment policy and suggested Mr. Hanna change a line on page three under the Primary Investment Vehicle. Commissioner Gleason suggest changing it from “on a continual basis” to “on an annual basis.”
 - Commissioner Becker suggested Mr. Hanna redefine a prudent person to C.F.O and/or Director with oversight from the Board of Commissioners.
- A. **A motion was made to approve the investment policy with the suggestions mentioned by Commissioner Gleason and Commissioner Becker.**
- Motioned by: Commissioner Gleason
 - Seconded by: Commissioner Becker
 - VOTE: Accepted unanimously by all present commissioners
 - **MOTION PASSED UNANIMOUSLY (4:0)**

Item 3: Financial Report and Budget Amendment ~ Mr. Scott Hanna, C.F.O.

- 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 Gleason
- Seconded by: Commissioner Gardner
- VOTE: Accepted unanimously by all present commissioners
- **MOTION PASSED UNANIMOUSLY (4:0)**

NEW BUSINESS:

1. Item 1: Office Election (Chair, Vice Chair, & Secretary) ~ Mrs. Amy Myers

A. A motion was made to elect Commissioner Gardner as Chairperson for 2024.

- Motioned by: Commissioner Gleason
- Seconded by: Commissioner LeBlanc
- VOTE: Accepted by Commissioner Gardner, LeBlanc, and Gleason
- OPPOSED: Rejected by Commissioner Becker
- **MOTION PASSED 3:1**

B. A motion was made to elect Commissioner Gleason as Vice-Chairperson for 2024.

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Gardner
- VOTE: Accepted unanimously by all present commissioners
- **MOTION PASSED UNANIMOUSLY (4:0)**

C. A motion was made to elect Commissioner LeBlanc as Secretary/Treasurer for 2024.

- Motioned by: Commissioner Gardner
- Seconded by: Commissioner Gleason
- VOTE: Accepted unanimously by all present commissioners
- **MOTION PASSED UNANIMOUSLY (4:0)**

2. Item 2: New Chairperson Presents Plaque for Appreciation of Former Chairperson's Service in the Past Year

- Commissioner Gardner presented herself with an appreciation plaque for Chairperson of 2023.

3. Item 3: Sunshine Law Update ~ Mrs. Amy Myers

- Attorney, Mrs. Amy Myers reviewed the sunshine law with the Board of Commissioners.
- Commissioner Brandhorst arrived at 5:27 P.M.

4. Item 4: Report AMCD's 2023 Intern Training ~ Dr. Whitney Qualls

- Dr. Whitney Qualls noted that since 2005 AMCD has had 103 interns and in 2023 alone AMCD had 22 interns work at the District. Dr. Whitney Qualls mentioned these interns came from University of Florida, University of North Florida, Florida Atlantic Mechanical University, and local St. Johns County High Schools. She also provided a training list, an example of a weekly schedule and pictures of the interns working at AMCD for the Board of Commissioners to review. Dr. Qualls also pointed out that many of these interns are funded by collaborators like Center for Disease Control (CDC), Entomological Society of America (ESA), and other

agencies. Dr. Qualls thanked the Board of Commissioners, collaborators, funding agencies and AMCD staff for their continued support of the intern program.

5. **Item 5: Present Plaque to Celebrate Mr. Wayne Flowers retirement and 13 Years of Service ~ Mrs. Gayle Gardner**

- Mr. Wayne Flowers did not attend the meeting on January 11, 2024. Commissioner Gardner read the appreciation plaque out loud and noted it will be mailed to Mr. Flowers for his thirteen years as AMCD's attorney.

REPORTS:

Director ~ Dr. Xue reported AMCD will be hosting the Florida Coordinating Council on Mosquito Control (FCCMC) meeting on January 18, 2024 and AMCD will have a dedication ceremony for the SIT building on the same day. He also noted January 31st – February 2nd all Commissioners and some AMCD staff will be attending the Florida Mosquito Control Association (FMCA) DODD short course. Dr. Xue mentioned ten people will be attending the American Mosquito Control Association (AMCA) 90th annual meeting in Dallas, Texas March 4th – March 8th, three Commissioners and seven AMCD employees. He also mentioned the District is preparing for the 19th Annual Arbovirus Workshop March 26th-28th, and on March 26th will be the grand opening of the Disease Vector Education Center and the SIT rearing facility. Dr. Xue informed the Board that the District is currently working on three items, the annual program report, the annual employee performance evaluations, and mandatory training for all staff.

Attorney ~ Mrs. Amy Myers had nothing to report

COMMISSIONER COMMENTS:

Commissioner Gardner ~ No comments.

Commissioner Brandhorst ~ Thanked Dr. Qualls for her hard work on the intern program.

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

Commissioner Becker ~ No comments.

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

ATTACHMENTS: ~

1. None

ADJOURNMENT: Chairperson Gardner adjourned the meeting at 6:00 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 v

RESOLUTION NO. 2024-01

A RESOLUTION OF THE ANASTASIA MOSQUITO CONTROL DISTRICT, ST. JOHNS COUNTY, LISTING CURRENT OCCUPANTS OF SEATS 1-5 ON THE BOARD OF COMMISSIONERS WITH RELATED INFORMATION REQUESTED BY THE ST. JOHNS COUNTY SUPERVISOR OF ELECTIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, in accordance with Chapter 390 (1941), Laws of Florida, and as amended by Chapter 99-449, Laws of Florida, commencing with the election held in 2000, the odd numbered seats on the Board of Commissioners ("Board") of the Anastasia Mosquito Control District ("AMCD"), Seats 1, 3, and 5, were elected for four (4) year terms; and

WHEREAS, the even numbered seats on the AMCD Board, Seats 2, and 4, were elected for four (4) year terms in commencing with the election held in 2002, the even numbered seats on the Board of the AMCD, Seats 2 and 4, were elected for four (4) year terms; and

WHEREAS, based on the stagger for election of Commissioner seats on the Board established by the AMCD's enabling legislation, the even numbered seats (1, 3, and 5) will stand for election in 2024; and

WHEREAS, the Supervisor of Elections for St. Johns County, Florida has requested that the AMCD Board to adopt a Resolution listing the current incumbents for the five seats on the Board, together with information concerning the commencement and end date of their terms.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the AMCD as follows:

Section 1. The current incumbent Commissioners and the Board and seats they were elected to are as follows:

Seat 1 Catherine Brandhorst
220 Whispering Woods Lane, Apt. 12
St. Augustine, FL 32084
Term Expires 2024

Seat 2 Martha Gleason
6552 Burnham Circle
Ponte Vedra Fl, 32082
Term Expires 2026

Seat 3 Gina LeBlanc
P.O. Box 2
Elkton, FL 32033
Term Expires 2024

Seat 4 Trish Becker
120 Stokes Landing Road
St. Augustine, FL 32095
Term Expires 2026

Seat 5 Gayle Gardner
5105 Porter Road
St. Augustine, FL 32095
Term Expires 2024

Section 2. The term of office for Seats 1, 3, and 5, are four-year terms that commenced per Section 388.101(1), Florida Statutes, on the first Tuesday after the first Monday in January 2021 and the term of office for Seats 1, 3, and 5 will end on the first Tuesday after the first Monday in 2025.

Section 3. The term of office for Seats 2 and 4 are four-year terms that commenced, per Section 388.101(1), Florida Statutes, on the first Tuesday after the first Monday in January 2022 (January 14, 2022) and the term of office for Seats 2 and 4 will end on the first Tuesday after the first Monday in 2026.

Section 3. The Seats on the AMCD Board that are to be elected at the 2024 election are Seats 1, 3 and 5.

Section 4. This Resolution shall be effective immediately.

PASSED AND ADOPTED this ___ day of February 2024.


Gayle Gardner
Board
Chairperson

Attest:

Gina LeBlanc
Secretary/Treasury

MEMORANDUM

TO: Dr. Rui-De Xue, Executive Director
Anastasia Mosquito Control District of St. Johns County

FROM: Vicky Oakes 
Supervisor of Elections

DATE: January 18, 2024

RE: Request for Update of Elections Records / 2024 Qualifying Information

We have already begun preparing for the 2024 elections. Qualifying for state and local candidates will occur between Noon: June 10th and Noon: June 14th. Please have any interested candidates contact our office for qualifying information. Legal advertising must be done in the 30 days prior to qualifying for the seats which will appear on the General Election Ballot.

2024 Election Dates

Presidential Preference Primary Election – March 19, 2024

Primary Election – August 20, 2024

General Election – November 5, 2024

The Supervisor of Elections Office is pleased to continue the working relationship with your district, and will continue to conduct your districts' election in accordance with section 189.04, F.S.

At this time, we would like to update your districts' election records on file with this office, and request the district adopt a resolution for the 2024 election year at your next meeting. Once the resolution is adopted, please file a copy with our office in order to update your records.

The following information must be included in the resolution in order to provide direction for this office to proceed with the required legal advertising prior to qualifying candidates for the district:

- 1) Current Board Members, addresses and terms of office (including expiration date)
- 2) Seats scheduled for election
- 3) Terms of office for each elected position
- 4) Date new Board Members assume office

In accordance with Florida Statutes 100.011(4)(a), the district's proportionate share of the regular election cost shall be paid out of the district's treasury. Following the General Election, the district will receive an invoice from this office for their proportionate share of the election costs.

We look forward to receiving the resolution for our records which will allow us to proceed with the districts' election. Thank you for your cooperation, and please call me if you have any questions.

CONTRACTOR AGREEMENT

This Contractor Agreement is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as “NACCHO”), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and **Anastasia Mosquito Control District of St. Johns County** (hereinafter referred to as “Contractor”), with its principal place of business at 120 Eoc DR., Saint Augustine, FL 32092-0927.

WHEREAS, NACCHO wishes to hire Contractor to provide certain goods and/or services to NACCHO;

WHEREAS, Contractor wishes to provide such goods and/or services to NACCHO;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

ARTICLE I: SPECIAL PROVISIONS

1. PURPOSE OF AGREEMENT: Contractor agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of CDC GRANT # 6NU38OT000306-05-05, CFDA # 93.421, as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Contractor shall act at all times in a professional manner consistent with the standards of the industry.
2. TERM OF AGREEMENT: The term of the Agreement shall begin on January 01, 2024, and shall continue in effect until June 30, 2024, unless earlier terminated in accordance with the terms herein. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.
3. PAYMENT FOR SERVICES: In consideration for professional services to be performed, NACCHO agrees to pay Contractor an amount not to exceed \$15,000.00. All payments will be made within 30 days of receipt of invoice(s) from Contractor and following approval by NACCHO for approved services, as outlined on Attachment I. Two invoices must be submitted as follows:

Invoice No.	Amount	Deliverable	Due date
Invoice I	\$10,625.00	1. Participate in the NACCHO FY2024 Vector Control Collaborative kick-off call . Attendance recorded by NACCHO (\$1,000). 2. Submit updated action plan (\$750).	May 15, 2024

		<ol style="list-style-type: none"> 3. Participate in at least 1 cohort call with NACCHO & CDC. Attendance recorded by NACCHO. (\$1,000). 4. Schedule and host at least one in-person site visit with mentees. Submit proof of the meeting(s) held such as agenda, attendee list, and notes. Mentors are to submit all relevant documents that were shared during the site visit (i.e., resources and tools) (\$5,875). 5. Submit progress report for invoice period (e.g., activities completed, log of calls with mentees, etc.) (\$2,000). 	
Invoice II	\$4,375.00	<ol style="list-style-type: none"> 6. Participate in at least 1 cohort call with NACCHO & CDC. Attendance recorded by NACCHO (\$1,000). 7. Submit progress report for invoice period (e.g., activities completed, log of calls with mentees, etc.) (\$1,000) 8. Submit a summary of experience (e.g., NACCHO Story from the Field) (\$1,200). 9. Complete a post-program evaluation to identify successes, challenges, and opportunities for program improvement (\$1,175). 	July 15, 2024

NACCHO Contract number must be included on all invoices. Unless otherwise expressly stated in this Agreement, all amounts specified in, and all payments to be made under, this Agreement shall be in United States Dollars. The parties agree that payment method shall be made by check, via postage-paid first-class mail, at the address for the giving of notices as set forth in Section 25 of this Agreement. Any changes of payment method would require a modification signed by both parties. The final invoice must be received by NACCHO no later than 15 days after the end date of the Agreement. Contractor will be given an opportunity to revise as needed but the final revised invoice must be received no later than 30 days after the end date of the Agreement. NACCHO will not accept any invoices past 30 days of the end date of the Agreement.

ARTICLE II: GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR: Contractor shall act as an independent contractor, and Contractor shall not be entitled to any benefits to which NACCHO employees may be entitled.
2. PAYMENT OF TAXES AND OTHER LEVIES: Contractor shall be exclusively responsible for reporting and payment of all income tax payments, unemployment insurance, worker's compensation insurance, social security obligations, and similar taxes and levies.

3. LIABILITY: All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this agreement shall be the responsibility of the Contractor, and not the responsibility of NACCHO, if the liability, loss, or damage is caused by, or arises out of, the actions of failure to act on the part of the Contractor, any subcontractor, anyone directly or indirectly employed by the Contractor.

All liability to third parties, loss, or damage as result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by NACCHO in the performance of this agreement shall be the responsibility of NACCHO, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any NACCHO employee.

In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Contractor and NACCHO in relation to each party's responsibilities under these joint activities.

4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
5. ASSIGNMENT: Without prior written consent of NACCHO, Contractor may not assign this Agreement nor delegate any duties herein.
6. CONTINGENCY CLAUSE: This Agreement is subject to the terms of any agreement between NACCHO and its Primary Funder and in particular may be terminated by NACCHO without penalty or further obligation if the Primary Funder terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of NACCHO under this Agreement are subject to the timely fulfillment by the Primary Funder of its funding obligations to NACCHO.
7. INTERFERING CONDITIONS: Contractor shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Contractor's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Contractor of said duties and responsibilities under this Agreement.
8. OWNERSHIP OF MATERIALS: Contractor hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Contractor pursuant to this Agreement, including, without limitation, reports, summaries, articles, pictures and art (collectively, the "Materials") (subject to any licensed third-party rights retained therein). Contractor shall inform NACCHO in writing of any third-party rights retained within the Materials and the terms of all license agreements to use any materials

owned by others. Contractor understands and agrees that Contractor shall retain no rights to the Materials and shall assist NACCHO, upon reasonable request, with respect to the protection and/or registrability of the Materials. Contractor represents and warrants that, unless otherwise stated to NACCHO in writing, the Materials shall be original works and shall not infringe or violate the rights of any third party or violate any law. The obligations of this paragraph are subject to any applicable requirements of the Federal funding agency. Acceptance of grant funds obligates recipients to comply with the standard patent rights clause in 37 CFR Part 401.14.

9. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Contractor, the Chief Executive Officer of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Contractor and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.
10. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Contractor for services rendered through the date of termination.
11. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties regarding the subject matter hereof and supersedes and replaces any and all previous understandings, commitments, or agreements, whether oral or written, regarding such subject matter.
12. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, such part, term or provision shall be restated in accordance with applicable law to best reflect the intentions of the parties and the remaining portions or provisions shall remain in full force and effect and shall not be affected.
13. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law's provisions).
14. ADDITIONAL FUNDING: Unless prior written authorization is received from NACCHO, no additional funds will be allocated to this project for work performed beyond the scope specified

or time frame cited in this Agreement.

15. REMEDIES FOR MISTAKES: If work that is prepared by the Contractor contains errors or misinformation, the Contractor will correct error(s) within five business days. The Contractor will not charge NACCHO for the time it takes to rectify the situation.
16. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Contractor's use of funds under this Agreement is subject to the directives of and full compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards), and 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards), It is the Contractor's responsibility to understand and comply with all requirements set forth therein.
17. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D, Contractor will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
18. DEBARRED OR SUSPENDED CONTRACTORS: Pursuant to Executive Order 12549 and Executive Order 12689 entitled "Debarment and Suspension" and 2 CFR 180, Contractor hereby certifies to the best of its knowledge that it is not presently debarred or suspended and will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs.
19. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Contractor hereby certifies to NACCHO that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
20. SALARY LIMITATION: Pursuant to CDC Additional Requirement – 32: Appropriation Act, General Provisions, cap on Salaries (Division H, Title II, General Provisions, Sec. 202): None of the funds appropriated in this Agreement shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II. Note: The salary rate limitation does not restrict the salary that an organization may pay an individual working under an HHS contract or order; it merely limits the portion of that salary that may be paid with federal funds.
21. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F, Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water

Pollution Control Act as amended (33 U.S.C. 1251 et seq.).

22. WHISTLEBLOWER PROTECTION: Pursuant to 41 U.S.C. 4712 employees of a contractor, subcontractor, or subrecipient will not be discharged, demoted, or otherwise discriminated against as reprisal for “whistleblowing.”
23. Domestic Preferences for Procurement - Maximizing Use of American-Made Goods, Products, and Materials (E.O. 13881): Executive Order 13881 promotes the Buy American Act, 41 U.S.C. §§ 8301-8305, proposing the policy of the United States to buy American and to maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. The proposed rule revives heightened restrictions for commercially available-off-the-shelf (“COTS”) products. The Buy American Act (“BAA”) restricts the country of origin of goods bought by the U.S. government, requiring the purchase of “manufactured articles, materials, and supplies that have been manufactured in the United States substantially all from articles, materials, or supplies, mined, produced, or manufactured, in the United States.” 41 U.S.C. § 8302(a).

Under the current FAR rules (particularly Subparts 25.1, 25.2, and 25.5), a domestic end product is one where: (1) the end-product is manufactured in the United States, and (2) more than 50 percent of the cost of all component parts are manufactured in the United States. FAR 25.101. The agencies anticipated to be impacted by this executive order include the Departments of Defense and Commerce, the National Aeronautics and Space Administration, the General Services Administration (GSA), and the Executive Office of the President. Consistent with this Order, Contractors shall insert the substance of this clause, including this paragraph (c), in all subcontracts.

Pursuant to §200.322, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products which means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber).

24. EXECUTION AND DELIVERY: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all Ancillary Documents may be executed and delivered by facsimile or electronic mail by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or electronic mail as if the original had been received.
25. NOTICE: All notices, including invoices, required to be delivered to the other party pursuant to this Agreement shall be in writing and shall be sent via email, facsimile, with a copy sent via US mail, postage prepaid, to the parties at the addresses set forth below. Either party may send a notice to the other party, pursuant to this provision, to change the address to which notices shall

be sent.

FOR NACCHO:

National Association of County and City
Health Officials
Attn: Lema Mansoury
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 471-1205
Fax (202) 783-1583
Email: lmansoury@naccho.org

With a copy to:

National Association of County and City
Health Officials
Attn: Ade Hutapea, LL.M., CFCM, CCCM
Senior Director, Grant & Contracts
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 507-4272
Fax (202) 783-1583
Email: ahutapea@naccho.org

FOR CONTRACTOR:

Anastasia Mosquito Control District of St.
Johns County
Attn.: Dr. Whitney Qualls
Assistant Director
120 Eoc DR.,
Saint Augustine, FL 32092-0927
Tel. (904) 484-7337
Fax (904) 471-3189
Email: wqualls@amcdfi.org

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IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

NACCHO:

CONTRACTOR:

By : _____

Name : Jerome Chester

Title : Chief Financial Officer

Date : _____

By : 

Name : Gayle Gardner

Title : Chairperson, Board Commissioners

Date : Jan, 22, 2024

Federal Tax ID No.: 59-6002334
UEID.: W9LHFNHC8F47
DUNS: 026129775

**NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS
CONTRACTOR AGREEMENT – ATTACHMENT I
SCOPE OF WORK**

**Vector Control Collaborative – Hurricane Crisis
Mentorship Program (2024 Cohort)**

**Scope of Work
January 1, 2024 – June 30, 2024**

- Work with mentor/mentee to finalize **action plan** (template provided) by February 15, 2024. Mentor and mentee should work together to identify the mentee’s jurisdictional needs.
- Participate in an all-participants **program kick-off** in January 2024. The call will introduce program contacts from the National Association of County and City Health Officials (NACCHO), Centers for Disease Control and Prevention (CDC), and cohort members, and discuss program expectations and requirements.
- Participate in **two (2) cohort calls** with NACCHO and CDC. These calls are designed for mentors and mentees to share lessons learned, describe any challenges they may be facing, and work with program staff to re-focus efforts as appropriate.
- Site Visits
 - o Mentor: Schedule and host at least **one in-person site visit** with mentees. NACCHO strongly recommends that site visits be scheduled jointly and early in the project period. Mentors and mentees are expected to work together to identify areas of interest in advance of the site visit and focus on the tools, resources, and processes entailed in meeting those Vector Control and Surveillance Capabilities.
 - o Mentees: Attend and participate in at least **one in-person site visit** with mentor.
- Conference Calls
 - o Mentor: Schedule and host regular conference calls with mentees. These can be joint calls or individual calls.
 - o Mentees: Participate in regular conference calls and other electronic communications with mentor.
- Communicate specific questions and learning objectives to mentor in a clear and concise manner.
- Submit **progress reports** (template provided) for each invoice period to include a brief description of the activities completed within each period, log of calls with mentor/mentee, and progress towards work plan goals. *A template will be provided.*
- Mentees: Complete **pre- and post-assessment** to measure progress through the period of performance. Pre-assessment is included in the Application and measures baseline capacity. Post assessment will be administered by NACCHO to identify capacity improvements.
- Communicate progress and any major changes to the program’s statement of work to NACCHO.
- Participate in **post-program evaluation** to identify successes, challenges, and opportunities for program improvement.
- Document and share lessons learned, tools, and resources that were helpful for the project (e.g., NACCHO Story from the Field). Serve as a resource for future vector control programs who are interested in participating in the Vector Control Collaborative.
- Complete all project deliverables by June 30, 2024.
- Submit invoices and deliverables by NACCHO deadlines:

Invoice	Mentor	
	Project Deliverables	Amount
Invoice #1 due 5/15/2024 Invoice period: 1/1/2024 - 4/30/2024	1. Participate in the NACCHO FY2024_Vector Control Collaborative kick-off call . Attendance recorded by NACCHO (\$1,000).	\$1,000
	2. Submit updated action plan (\$750).	\$750
	3. Participate in at least 1 cohort call with NACCHO & CDC. Attendance recorded by NACCHO. (\$1,000).	\$1,000
	4. Schedule and host at least one in-person site visit with mentees. Submit proof of the meeting(s) held such as agenda, attendee list, and notes. Mentors are to submit all relevant documents that were shared during the site visit (i.e., resources and tools) (\$5,875).	\$5,875
	5. Submit progress report for invoice period (e.g., activities completed, log of calls with mentees, etc.) (\$2,000).	\$2,000
Invoice 1 Amount		\$10,625

Invoice #2 due 7/15/2024	6. Participate in at least 1 cohort call with NACCHO & CDC. Attendance recorded by NACCHO (\$1,000).	\$1,000
Invoice period: 5/1/2024 - 6/30/2024	7. Submit progress report for invoice period (e.g., activities completed, log of calls with mentees, etc.) (\$1,000).	\$1,000
	8. Submit a summary of experience (e.g., NACCHO Story from the Field) (\$1,200).	\$1,200
	9. Complete a post-program evaluation to identify successes, challenges, and opportunities for program improvement (\$1,175).	\$1,175
Invoice 2 Total		\$4,375
Award Total		\$15,000

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

Memorandum of Understanding

BOARD OF COMMISSIONERS:

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



DISTRICT DIRECTOR:

Dr. Rui-De Xue

Annual Arbovirus Surveillance and Mosquito Control Workshop AMCD/FMCA Cosponsor Agreement

Background & Purpose:

Annual Arbovirus Surveillance and Mosquito Control Workshop has been organized and sponsored by Anastasia Mosquito Control District (AMCD) and USDA/Center for Medical, Agriculture, Veterinary Entomology (CMAVE), Gainesville, Florida since 2004. Also, the workshop was cosponsored by USDA/The NE 1443 Regional Project from 2015 to 2020. The purposes is to provide an additional avenue/bridge to transfer new technology from academic institutions/universities to operational programs and industries in the field of biology and control of mosquitoes. Also providing the training for mosquito control professionals with continuing education credits including the Florida Mosquito Control Association's members who hold public health pest control licenses, and to promote professional networks worldwide. The workshop has grown quickly and has become one of the leading international conferences in the field of biology and control of mosquitoes.

Objective & Benefit:

- Further promoting FMCA's & AMCD's reputation
- Increase collaboration between AMCD and FMCA in preparation of the annual workshop
- Benefit the FMCA in membership recruiting
- Benefit the FMCA members and AMCD employees, providing high caliber training
- Bring more business to St. Johns County, Florida

Responsibilities:

When and where

- Held at the AMCD District headquarters
- Workshop will take place in March, timed around other events like the AMCA annual conference
- Workshop will be held for two and a half days, Tuesday through Thursday

AMCD responsibilities:

- AMCD will develop the program agenda
- AMCD will print agenda for workshop
- AMCD provide the facilities (rooms, chairs, tables, parking) at no cost
- AMCD will arrange all meals: breakfast, lunch, AM & PM snacks (3 days) and banquet dinner (1 day)

- AMCD will order all sundries (utensils, condiments, paper product, cleaning supplies, etc.)
- AMCD will provide labor and provide all coordination of the event needs to include breakfast prep, snack prep, set up and break down, parking, cleaning
- AMCD will supply signage for parking, bathroom locations and event locations
- AMCD will provide limited shuttle service to and from hotels
- AMCD will arrange temporary HVAC system and temporary bathrooms as needed
- AMCD Education Specialist will handle the application of continuing education credits
- AMCD will provide annual workshop report to the FMCA Board or at FMCA annual meeting
- AMCD will provide liability insurance for workshop participants

FMCA responsibilities:

- FMCA, as one of AMCD's sponsors, allows AMCD to use FMCA logo for advertising and promotion of the workshop, logo placement on agenda, name tags, etc. (both AMCD & FMCA logos will be used), and in the application for continuing education credits
- FMCA will allow promotion of the workshop on the FMCA web site and social media accounts
- FMCA President or designated person will join the workshop program committee (AMCD, CMAVE, FMCA, and NECE)

AMCD & FMCA shared responsibilities and benefits

- Agreement on the dates of each year's events, not conflicting each other
- Agreement on sharing program information on both FMCA and AMCD websites
- Cooperation on application for DACS's CUE's credits

Memorandum will auto renew every year. Either party may opt out at any time with a 30-day written notice.

Karen Crawford, Director
Florida Mosquito Control Association

Rui-De Xue, Director
Anastasia Mosquito Control District

AMCD Fiscal Year October 1, 2024 to September 30, 2025

For Year End 2024 BUDGET CALENDAR

By Dr. Rui-De Xue

Form DR-420 (certification of taxable value) will be provided by the St. Johns County Property Appraiser (**July 1**, at the latest). The District must complete and return the DR-420 to the Property Appraiser, including current year proposed millage rate and a rolled-back rate. A "proposed" millage rate must be presented to the Property Appraiser within the 35 days (Before **August 4**). Therefore, the District staff must have its budget completed no later than June 30th for the Board to provide final approval and determine the tentative millage rate at its regular **July 11, 2024** Board meeting.

DACS work plan budget deadline: **July 15, 2024**. Annual certified budget due: **September 30, 2024**.

FY 2024/2025 BUDGET CALENDAR

DATE

GUIDELINES FOR COMPLETING THE BUDGET

February/March	Board approves the budget calendar & major work plan. Input from committees, commissioners, management, & staff regarding items needed for the budget year
April	Board provides guidelines for raise (cost for living & merit raise) Prepare draft budget for operating expenses, aerial contracts and capital outlay items. Salary schedule & benefit information presented to the Board for input and approval.
May	Budget workshop Board discussion/input on draft Budget & staff finalizes the Budget
June	TRIM training/Board approves draft Budget and DACS work Plan Budget (draft)
July	District staff calculates revenue from DR-420 after receiving. The Board determines the proposed millage for filling DR-420 and budget and determines the date and time for the tentative budget hearing. Board meeting is July 11, 2024, DACS Work Plan Budget is Due July 15, 2024 .
August	Return form DR-420 including proposed millage rate and rolled-back Rate before August 2, 2024 .

September

The First Public Budget Hearing Date: **September 12, 2024 (5:30 P.M.)**, as it must be after 5:05 P.M. Not the same day as the School Board. The District will (1) amend & adopt the tentative budget, re-compute it's proposed millage rate, and publicly announce the percentage; (2) adopt a tentative millage & budget; and (3) keep the proposed millage rate for final rate. If any increase, the District has to notify each taxpayer by first class mail. If the District reduces the rate, no action is needed.

The Final Public Budget Hearing within 15 days: **September 26th, 5:30 P.M.**, as it must be after 5:05 P.M. The District shall advertise (St. Augustine Record) its intent to adopt a final millage rate and budget, and publish it on **September 20th or 21st, 2024 preferably, but no earlier than 5 days or no later than 2 days before the Final Public Hearing.**

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

September 30

Annual certified budget for DACS is due.

September 30

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

September 30

End of FY 2023-2024 Budget

October 1

FY 2024-2025 Budget starts.

October 10

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

Unfinished Business #1

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO 2024

BOARD OF COMMISSIONERS:

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



DISTRICT DIRECTOR:

Dr. Rui-De Xue

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Chairperson, Gayle Gardner & Vice-chairperson, Martha Gleason

DATE: 1/29/2024

RE: FMCA Tallahassee Legislation Meeting Report

Chairperson, Gayle Gardner and Vice-Chairperson, Martha Gleason will give a report of the FMCA Tallahassee Legislation meetings.



Florida Mosquito Control Association

FMCA serves its members and the public need by:

- Promoting effective and environmentally sound control of disease-transmitting mosquitoes and other arthropods of public health importance.
- Increasing public interest, awareness, and support for the control of mosquitoes.
- Scientific advancement through training and education.

On the Frontlines of a Healthy Florida

- There are more than 80 species of mosquitoes in Florida, many of which pose a public health risk.
- Mosquitoes transmit several diseases that can cause great harm – including West Nile virus, malaria, and dengue fever.
- Protecting the health of Florida's residents and visitors is one of FMCA's top priorities.
- Florida's thriving economy would not be possible without mosquito control professionals.



Boosting Florida's Economy

- Mosquito control promotes Florida's economy by protecting the state's tourism and livestock industries. The control of mosquitoes keeps workers, residents, and visitors healthy and able to participate in Florida's growing economy.
- The control of nuisance mosquitoes allows our residents and visitors to enjoy Florida's natural wonders and enhances their quality of life in Florida.



Scientific Experts

- Successful mosquito control requires cutting-edge scientific knowledge from many fields, including public health, biology, chemistry, entomology, chemical engineering, physics, genetics, and geography.
- Highly trained scientists, pilots and technicians control mosquitoes using various tools including laboratory research, mosquito traps, planes, helicopters, drones, trucks, off road vehicles and more.



"World's Deadliest Animal"

- In 2023, malaria was found in Florida for the first time in 20 years. Mosquito control was successful in containing the outbreak before it could spread across the state.
- Also in 2023, 185 cases of locally acquired dengue were reported to the Florida Department of Health. This is up from 65 in 2022. This trend suggests that dengue may now be endemic to Florida.



Public Servants

- There are 15 independent mosquito control districts and 42 county/municipal programs in Florida.
- All independent mosquito control districts completed state-mandated performance evaluations, demonstrating effective management of resources and prudent stewardship of taxpayer dollars.
- Due to Florida's sub-tropical and tropical climates, ranging from the panhandle to the Florida Keys, mosquito control programs work all year long.

Florida Mosquito Control Association 2024 Legislative Priorities



DACS Budget – Increased Funding for Mosquito Control

Due to the rising threat of mosquito-transmitted diseases like dengue virus and malaria, the FMCA urges increased funding for the Mosquito Control Program at the Florida Department of Agriculture and Consumer Services (DACS). Historically, the allocation has been \$2.66 million per Chapter 388 FS, supporting vital components of the program, including individual mosquito control programs, research grants, and research positions at the Florida Medical Entomology Laboratory. The Solid Waste Management Trust Fund (SWMTF), sustained by a \$1 tire fee, designates up to 14% to supplement DACS Mosquito Control funding. FMCA estimates that current funding is 10% of the SWMTF. Despite the SWMTF's growth, mosquito control funding has remained stagnant since 2013, jeopardizing our ability to serve growing communities amid population growth, inflation, and rising mosquito control costs. Increased funding is crucial to strengthen defenses against mosquito-borne diseases and safeguard the well-being of Floridians. FMCA appreciates the Governor, who has recognized this deficiency, and recommended a \$500,000 increase to \$3.16 million, roughly 12% of the SWMTF.

The FMCA requests an increased allocation to DACS Mosquito Control Programs, restoring it to the 14% threshold of the SWMTF.

Special Districts – HB 7013 (Persons-Mulicka)/SB 1058 (Hutson)

While these bills pertain to all special districts, they appear to have a specific focus on mosquito control districts with four provisions specifically targeted to mosquito control despite recent OPPAGA evaluations indicating sound fiscal responsibility for most mosquito control districts.

The FMCA particularly advocates for removing the provision that mandates the Florida Coordinating Council on Mosquito Control (FCCMC) to establish model goals, objectives, and performance measures for mosquito control. The bill allows every other type of special district to establish their own goals, objectives and performance measures and mosquito control districts should be allowed the same flexibility.

Further, the FMCA firmly believes that the vital nature of mosquito control demands a stable workforce and uninterrupted long-term planning. The association appreciates Representative Persons-Mulicka for listening to our concerns and removing the voter reauthorization section from the bill.

FMCA opposes HB 7013/SB 1058 in its current form.

Unfinished Business #2

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO 2024

BOARD OF COMMISSIONERS:

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



DISTRICT DIRECTOR:

Dr. Rui-De Xue

TO: Board of Commissioners

January 29, 2024

FROM: Dr. Rui-De Xue, Director

CC: Mr. Robert Hawken, Mrs. Amy Meyers, Dr. Qualls, & Mr. Weaver

RE: Public Relations Firm Report, Update & Future Plans

Based on January 11's Board meeting authority for appropriate staff of the District to negotiate and execute an agreement on behalf of the District, in an amount not to exceed \$100,000 to hire a governmental public relation firm immediately. District Attorney Mrs. Myers, Assist Director Dr. Qualls, Buss Manager Mr. Weaver, and Director Dr. Xue had a zooming meeting with the Governmental Specialist, Mr. Robert Hawker recommended by the FMCA legislation lawyer who joined the meeting on Friday (January 12) to discuss and negotiate the work scope and cost. The cost was reduced from \$125K to \$100K. During the weekend Attorney and the Firm Mr. Hawken worked out the engagement agreement. I signed the letter on Monday (attached). Mr. Hawken quickly started his work during weekend. On January 17, Mr. Weaver and I met Mr. Hawken in Tallahassee before committee meeting. He updated his lobby work during weekend and we discussed the payment and made the agreement to pay him \$20K per month through month budget amendment for 5 months.

Mr. Robert Hawkin will give a summary report and update to the Board via phone.

Leath Consulting

Robert Hawken

January 12, 2024

Dr. Rui-De Xue
Executive Director, Anastasia Mosquito Control District
120 EOC Drive
St. Augustine, FL 32092

Re: Engagement Agreement

Dear Dr. Xue:

This correspondence confirms the consulting agreement between Robert Hawken at Leath Consulting and the Anastasia Mosquito Control District beginning January 12, 2024 through July 1, 2024.

Scope

The basic scope of our work is to provide representation before the Florida Legislature relating to HB 7013 and SB 1058, regarding special districts, as well as any other legislative matters as directed by the Anastasia Mosquito Control District.

Fee

The fee for such services is \$100,000, due upon signing of this agreement. This agreement may be terminated by either party with 30 days written notice.

Public Records

Leath Consulting will keep and maintain public records required by you to perform the service. However, the parties agree that the nature of the retention contemplated herein does not render Leath Consulting a "public agency" within the meaning of the term in Chapter 119, Florida Statutes.

Upon request by your custodian of public records, as identified in the next section, Leath Consulting will provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

For public records requests that require significant administrative time or the use of technology to fulfill, Leath Consulting will prepare an estimate of the cost of fulfilling the public records request and provide same to you in writing. If you have a policy regarding the manner of calculating charges for significant administrative time or the use of technology, Leath Consulting will follow the policy in developing the cost estimate. The policy will be attached

Leath Consulting

Robert Hawken

hereto upon execution by you. If you do not have a specific policy for calculating charges for significant administrative time or the use of technology, Leath Consulting shall develop the estimate based on Leath Consulting's actual cost. Significant administrative time will be considered time in excess of 30 minutes. Labor costs shall be estimated based on 1.25 x the hourly rate of the lowest paid Leath Consulting member capable of performing the work. The cost of technology shall be estimated based on actual cost, with no mark-up.

Leath Consulting will ensure that public records maintained or created in connection with this representation that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement term and following completion of the representation if LEATH CONSULTING does not transfer the records to you.

If you receive a public records request for materials the record copies of which are maintained by Leath Consulting, you shall immediately notify Leath Consulting of the request in writing. Leath Consulting will provide the records to you, or allow the records to be inspected or copied within a reasonable time, as directed by you. If you desire for Leath Consulting to review the records for responsiveness and/or exemption/privilege, you shall advise Leath Consulting of its desire in writing and Leath Consulting shall provide the service at the rates provided herein. If you seek for Leath Consulting to "certify" a public record, you should provide Leath Consulting with direction on the desired format of such certification along with the records request.

If Leath Consulting has questions regarding the application of Chapter 119, Florida Statutes, to Leath Consulting's duty provide public records relating to this agreement, Leath Consulting will contact the Custodian of Public Records at:

Telephone Number

Mailing Address

E-mail Address

Please indicate your agreement with the provisions of this engagement letter by signing on the line provided below and returning a signed copy to me.

Leath Consulting

Robert Hawken

I look forward to our continued collaboration.

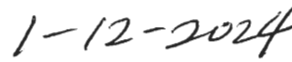
Very Truly Yours,



I agree to the terms and conditions in the foregoing letter of Engagement.



Dr. Dr. Rui-De Xue
Executive Director
Anastasia Mosquito Control District



Date

Unfinished Business #3

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO 2024

BOARD OF COMMISSIONERS:

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



DISTRICT DIRECTOR:

Dr. Rui-De Xue

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Mr. Scott Hanna, C.F.O

DATE: 1/30/2024

RE: Financial Report & Budget Amendment

The financial report and budget amendment will not be available until February 2, 2024. Due to this, AMCD staff will email and place the financial report and budget amendment on the table at the February 8, 2024 board meeting.

New Business

#1

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO 2024

BOARD OF COMMISSIONERS:

Gayle Gardner, Chairperson
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Catherine Brandhorst, Commissioner
Trish Becker, Commissioner



DISTRICT DIRECTOR:

Dr. Rui-De Xue

TO: Board of Commissioners

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

DATE: February 8, 2024

RE: RFP for the development of site plans (2), building plan, permitting and construction of the AMCD equipment storage building and north east property drainage

A request for proposal (RFP) was released by AMCD on January 8, 2024 to develop a site plans (2), building plan, permitting and construction of the AMCD equipment storage building and north east property drainage. As of January 30, 2024 AMCD has received 14 requests for the RFP documents. There will be a mandatory pre-bid meeting on Tuesday February 6, 2024. The RFP closes on February 23, 2024. The RFP is opened by staff February 27, 2024 and the Board will get staff recommendations at the regular board meeting on March 14, 2024.

The request for work entails:

1. Building a 4,000 SF (40' X 100' foot print), 14' eave single story pre-engineered metal building (PEMB) that will house vehicles and equipment. This building will be located at 120 EOC Drive St. Augustine, FL 32092 west of existing Bldg. 200.
2. Repairing drainage issues in the northeast quarter of the property located at 120 EOC Drive St. Augustine, FL 32092.

New Business

#2

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO 2024

BOARD OF COMMISSIONERS:

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



DISTRICT DIRECTOR:

Dr. Rui-De Xue

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Vice-Chairperson, Martha Gleason

DATE: 1/29/2024

RE: Discussion & Approval to Remove "Museum" word from the sign & official communications

The purposes of building the Disease Vector Education Center (DVEC): To educate people how to prevent mosquitoes and other vectors from transmission of dangers mosquito/vector-borne diseases through biting and save people's lives: To educate public, especially children to understand where mosquito & vector breed, their life cycle, their risks to humans/animals, and how to prevent and control of them; And To let residences know whom we are and what we are doing. The DVEC building is a type of Museum and a part of the AMCD complex. The side sign with small letter of "Museum" and use of the term of "museum" in AMCD communication and social medias are still causing some conflicts, complaints, and major legislation issue with consuming Board members' and staff times and District's money for this. Now we need the Board's direction/guideline (vote) regarding whether removing the "Museum" from the side sign and stopping using "museum" in all AMCD's documentations and social medias to avoid future unnecessary legislation issue and costs related to the term. If the Board's majority votes to remove the "museum" word from the side sign and ban to use the "museum" in all AMCD documentations and communications immediately, we will use the "Center" to replace "Museum" and add "Education" under the disease vectors: Center of Disease Vectors Education on the side sign and stop using this term for all communications and social medias.

Print

Close

From: Rui-de Xue (xueamcd@gmail.com)
To: Rui-De Xue
Subject: Side sign
Attachments: IMG_5402.jpg

Date: Fri, 26 Jan 2024 16:25:40 -0500



If Board approve change, the
New sign: Center of
Disease Vectors
Education

New Business

#3

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO 2024

BOARD OF COMMISSIONERS:

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



DISTRICT DIRECTOR:

Dr. Rui-De Xue

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Heather Keating, Administrative Assistant

DATE: 1/29/2024

RE: Discussion & Approval of AMCD to be a Subregional Collaboration Center of the Gulf South Training & Evaluation for Control of Vector Borne Diseases

AMCD applied CDC's 5-year grant for Collaboration Center for Training and Evaluation of Prevention and Control Methods for Vector-borne Diseases last year. The CDC approved our application, but fund was not available. The applications effects for 2 years. However, New Orleans Mosquitoes and Vector Control Division is the only one local operation program who received the CDC grant fund for 5 years. The new collaboration center is Gulf South Collaboration Center for Training and Evaluation of Prevention and Control Methods/Tools for Vector-borne Diseases under the New Orleans MVCD. Recently the Center Director Dr. Claudia Riegel visited our District and met our staff about the possibility to have our district as a subregional center of the Gulf South Center to provide training and evaluation. The Center may provide scholarships to fund people to join our annual workshop, other training activity, and match-fund to create a contract position who works at AMCD Education Center to coordinate the subregional program and assists to AMCD education center program.

This will benefit to AMCD Education and Applied Research Programs; I would like to recommend the Board to authorize staff to further discuss and develop a detail MoU with them for the Board to discuss and approve later.



CITY OF NEW ORLEANS

NEW ORLEANS MOSQUITO, TERMITE & RODENT CONTROL BOARD

*LATOYA CANTRELL, MAYOR
GILBERT MONTAÑO, CAO*

*CLAUDIA RIEGEL, PH.D., DIRECTOR
CARRIE COTTONE, PH.D., ASST. DIRECTOR*

January 31, 2024

Dr. Rui-De Xue
Executive Director - Anastasia Mosquito Control District
120 EOC Drive
St. Augustine, FL 32092

RE: Gulf South VECTOR Operational Center of Excellence

Dear Dr. Xue,

Thank you for meeting with me on January 19, 2024 and allowing me to meet your staff and visit your facility and training center at Anastasia Mosquito Control District to discuss becoming a CDC Gulf South VECTOR Operation Center of Excellence for Florida. In 2023, the City of New Orleans was awarded a grant from the Centers for Disease Control and Prevention. This 5-year project will focus on **coordinated training and evaluation of pest management, vector control districts, public health, sanitary, animal health professionals and pre-service students in these fields to achieve an integrated workforce to mitigate community vector-borne disease risk in the Gulf Coast region.** The short and long-term goals of the collaborative are to address critical gaps in information exchange, resources, infrastructure, evaluation methods, and training standards in a region that is highly vulnerable to emerging and reoccurring vector-borne disease threats, the Gulf Coast. The strategies will address these gaps by creating infrastructure that fosters interagency, cross-sector information and resource sharing, increased dialogue, and coordinated training efforts for improvement of vector-borne disease preparedness and response capacity.

A project outcome will be to establish regional, sub-state governmental organizations that will serve as **“Operational Center of Excellence (OCE)”** that will provide educational support to vector surveillance and control programs. OCEs will provide regional best-practices training for interprofessional vector management and training for students and professionals across occupational categories. Through the needs assessment, one agency will be selected from each state to strongly invest in training activities and operational expertise. These agencies will provide the template for communication and networking, encourage dialogue, manage collaborations, and provide expertise in their subject matter area and region. It is critical to fully understand the risks and to encourage perspectives across a diverse group of stakeholders. These centers will encourage communication and collaboration among government, private industry, and universities to train current and future public health professionals, equipping them with the tools to effectively combat vectors and reduce the risk of VBD on a regional scale. A framework for designing this program

Page 1 of 2

will be established by setting programmatic goals and continued mentoring of the selected VBD district. A five-year plan will be designed for the selected district to become the OCE in their area.

As project Principal Investigator, I would like to extend the invitation to participate as an OCE in Florida. Participation is subject to the establishment of goals and attaining milestones that will align with other OCE in the Gulf South.

Please let me know if you are interested in future discussion about participating in the Gulf South OCE and join other elite districts across the Gulf South States.

Sincerely,



Claudia Riegel

Director – New Orleans Mosquito, Termite & Rodent Control Board

PI – Gulf South VECTOR



New Business

#4

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

MEMO 2024

BOARD OF COMMISSIONERS:

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



DISTRICT DIRECTOR:

Dr. Rui-De Xue

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Mr. Richard Weaver, Business Manager

DATE: 1/29/2024

RE: Education Center Operation Plan Update

Due to several unexpected reasons, the Disease Vector Education Center has been postponed for about 1.5-2 years. We plan to have a grand opening on March 26, 2024 before the 19th annual arbovirus surveillance and mosquito control workshop if everything is going smoothly next couple of months.

Based on Commissioner Mrs. Gleason's request and Chairperson's agree, I give an update report about the operation plan after March. Detail plan information will be presented to the education committee for more inputs in middle of March.

1. Initial hours of operations: Open hours: 10:00am -4:30pm, Tuesday to Saturday. Monday is based on appointment. Sunday closes.
2. Facility staff: one full time position (5- year contract). Currently, Education Specialist and 1-2 specific Education Interns will assist the operation until AMCD hired the full-time position next few months. We will hire a full time Entomologist (fill Dr. Qualls's former position) to charge the Research and Education program including the center soon.
3. Facility maintenance plan: Annual inspection and monthly maintenance through professional contract service, display content update at least every 5 years except adding any important new emerging diseases and vectors at any time.
4. Communication and PR plan: We are creating center website and social medias for PR and in conjunction with our website and link it to all local and state professional website and local tourist information agencies.

5. Revenue generation approach: We plan to apply for grant funds from multiple Federal, State, and local governmental agencies, industries, and donation. No sale tickets at the moments due to tax funded center except for donation box collection like Florida DEP's Guana Environmental Education Center. After operation for 2-3 years, we may consider whether we need to sale tickets or not based on visiting situation, cost, and progress.
6. Have attendance record by using signing sheet and auto record machine. Collects visitor satisfaction through feedback cards at site and website.
7. Grant update. Current several grants related to the center: NACCHO's mentorship, CDC/NACCHO workshop in later April, CDC/ESA's internship, ESA high school training, Gulf South Center's subregional training center under process, CDC collaboration center on fund waiting list, WHO/TDR collaboration center and DoD collaboration center for training under consideration.

The cost and expenditures for the Education Center building will be prepared by the end of March 2024.

Print

Close

From: Gayle Gardner (equs6@aol.com) **Date:** Fri, 26 Jan 2024 16:52:18 +0000 (UTC)
To: Martha Gleason, rxue@amcdf.org
Cc: ggardner@amcdf.org, tbecker4amcd@protonmail.com, ginaleblanc492@yahoo.com, cbrandhorst@amcdf.org, amyers@handfirm.com, rweaver@amcdf.org, wqualls@amcdf.org, shanna@amcdf.org, doliva@amcdf.org, dsmith@amcdf.org, hkeating@amcdf.org, amckinney@amcdf.org, rstockley@amcdf.org
Subject: Re: Proposed agenda for Feb 8's Board meeting

Sounds good to me!

[Sent from the all new AOL app for iOS](#)

On Wednesday, January 24, 2024, 1:46 AM, Martha Gleason <mgleason@amcdf.org> wrote:

Rudy

I would like to request that under new business we add following under new business:

* **Status Update on Education Center Going Live.** Given that March 26th is around the corner I would like the update to include:

- initial Hours of operations
- Facility staffing
- Facility Maintenance plan
- Communications & PR plan
- Revenue generation approach
- Data capture approach for collecting attendance and visitor satisfaction data

* **Grant funding update**

Thank you,
Commissioner Gleason

Sent from my iPhone

On Jan 23, 2024, at 8:14AM, Dr. Rui-De Xue <rxue@amcdf.org> wrote:

Dear Commissioner Chairperson Ms. Gardner:

Following collected items are proposed for the Feb 8 at 5pm Board meeting to discuss and approve. If you and other Board members have any correction and inputs, please let me know. Due to travelling to Dodd short course next week, we have to start collecting the documents to prepare for the Board books early. We plan to delivery & publish the Board books on Feb 1 at noon.

Best regards,

Rudy Xue, Ph.D.
Director

Regular Board meeting

Feb 8 at 5:00pm
Proposed Agenda

Invocation by Commissioner

Consent Items:

1. Chemical inventory
2. Minutes of January 11 Board meeting
3. Resolution for 2024 officer election required by Supervisor of Election Office
4. Grant agreement for mentoring awarded by NACCHO
5. SOVE meeting attendances, Ft. Collins, middle of September

Unfinished Business

1. FMCA Tallahassee legislation meeting report ... Commissioners (5 min)
2. Public relation firm's report, update, and next step/further plan Mr. Robert Hawken (10 min)
3. Monthly financial report and budget amendment ... Mr. Scott Hanna (10 min)

New Business:

1. RFP for building vehicles and equipment storage ... Mr. Richard Weaver (10 min)
2. Discussion and approval to remove "museum" from side sign .. Commissioner Mrs. Gleason (5 min)
3. Discussion and approval of AMCD to be a subregional collaboration center of the Golf South training and evaluation of control of vector-borne disease .. Dr. Xue (10 min)

Reports:

Director
Attorney

Commissioners' report and comments



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Reports

Director report (January 2024)

Program Management: Customer & professional service and service request process: AMCD answered several service requests. Dr. Qualls (for Insects) & Dr. Xue (for Insects & Pest Management Sci) reviewed 5 manuscripts. Dr. Xue attended AMCA Executive Board meeting. Mr. Weaver organized and held the FMCA Board meeting. Dr. Qualls joined the FMCA legislation meeting. Dr. Xue attended the local resource for health collaboration meeting. AMCD hosted the FCCMC meeting.

Surveillance: The sentinel chickens have been ordered and all traps have been inspected and repaired for the coming season. Due to cold weather and less rain fall, mosquito population were very low. The inspectors continued to survey larvae and make necessary treatment if they find any larvae from breeding sites.

Ground and aerial operation: MC Technicians treated larvae for several times. Checked AGO traps in some areas. Many ground/building maintenances and repairs have been done in January.

Applied research: Colony of mosquitoes get back to rearing after holidays. A new repellent funded by Sumitomo has been tested for other 2 times in January. All other research projects have been continued. Collaborator UF/EEE with AMCD's DoD grant application has been rejected. Three papers (2 in JAMCA & 1 in Annual Review of Entomology) with authors or coauthors from AMCD have been published in January.

Education: AMCD hosted more than 20 visitors from other counties and Tallahassee, and 11 local citizens' tours. Education Specialist organized and hosted school projects and field trips at Education Center for 2-3 times in January. Annual program report has been started.

Business Management & Administration: Serve to the Board of Commissioners: Staff prepared for January 11's Board meeting, board books, and meeting minutes, and proposed agenda for Feb 8's Board meeting. Searched and provided all documentations and contracts to Commissioners at requests. Booked hotels for Board members for FMCA Tallahassee and Gainesville events.

Budget and Auditor: C.F.O and Accountant submitted the draft of FY 22-23 documentations to Auditor.

Insurance: The health, life, and dental insurances have been implemented from January 1.

Contract: SIT and education building's interior project contracts are still under progress. AMCD and NACCHO's agreement about mentorship fund and host CDC/NACCHO workshop agreement have been approved and signed, and the new legislation firm contract has been signed and implemented.

HR & Policy: Four UNF interns have been hired back for 4-6 months. A full-time senior volunteer (intern in microbiologist) started at Education Center Building for 6 months. Annual employee performance evaluations have been started. Two potential volunteers have been interviewed. Investment policy has been approved.

Meeting:

January 2-4. Held related staff/group meetings for preparation of board books.

Jan 8. Interviewed a high school student for summer voluntary intern in Am. 2pm. Held all employee meeting.

Jan. 9-10. Attended FMCA Fly In class in Manatee CMCD new facility. Commissioner Ms. Gardner, Mr. Weaver, Mr. Smith, Mr. Duet and I joined the meeting and took a tour of their new facility during meeting. Mr. Smith gave two presentations.

Jan. 11. Am. Zooming call from the FMCA lobby lawyer regarding AMCD as target by the legislators. Noon. Attended NACCHO zooming meeting about workshop. 2-3pm. Phone call with Board members about legislation items. 5pm. Attended Board meeting.

Jan. 12. Attended Zooming meeting with District Attorney and lobby firm Mr. Hawken. Mr. Weaver and Dr. Qualls attended the meeting.

Jan 16.-17. Mr. Weaver and I went to Tallahassee to meet Mr. Hawken about the lobby issue and payment. Attended the House committee meeting on Jan 17. Dr. Qualls attended the NACCHO zooming meeting about mentorship.

Jan. 18. 10 am. Hosted the FCCMC meeting and gave an overview of AMCD programs, Commissioner Mrs. Gleason attended the meeting. At noon. Held the SIT dedication ceremony. Commissioner Mrs. Gleason and Mrs. Brandhorst attended the event. Mrs. Gleason gave a speech. Former Commissioner Mrs. Moeller and Mr. Girvan, and former Director Mr. Betts, and other more than 30 people attended the event.

Jan. 19. Met CDC's Gulf South new center Director and discussed the possibility for subregional training and evaluation center.

Jan. 22-23. AMCD's Commissioner Ms. Gardner, Mrs. Gleason, Staff Dr. Qualls and Mr. Weaver, plus 2 Biotechnicians attended the FMCA legislation meeting in Tallahassee.

Jan. 24. Attended repellent testing in AM. 2pm. Attended zooming meeting with SynVector Company about collaboration project for SIT.

Jan. 25. Noon. Attended AMCA's Board zooming meeting. 3:45pm. Teleconference with Mr. Hawken about lobby progress. Dr. Qualls and Mr. Weave attended the meeting.

Jan. 26. 9am. Attended UF health resource meeting at DOH facility.

Jan. 29. 2pm. Met Chairperson Ms. Gardner about agenda, financial auditor, budget, and legislation...

Jan. 30-31. Prepared for Board books. Jan. 31 in PM, Went to Gainesville for Dood course on Feb 1.

Attachments