

# Anastasia Mosquito Control District

of St. Johns County  
[www.amcdsjc.org](http://www.amcdsjc.org)



District Board Meeting

**August 8, 2024**

Thursday at

**5:00 P.M**



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

**PROPOSED AGENDA**

**Thursday, August 8, 2024**

**5:00 P.M.**

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

**Consent Items: APPROVAL OF:**

1. Chemical Inventory
2. Minutes: Regular Board Meeting, July 11, 2024
3. Mr. Conner Kuppe as a Student Representative to Join the SOVE Meeting (He received \$500 Student Travel Fund from SOVE)
4. Dr. Rui-de Xue Elected as the Vice President of SOVE for 2025
5. AMCD's Three Symposia Proposals (Director/Manager by Dr. Xue, Surveillance by Dr. Peper, and Military Transition for Civic Service by Dr. Diclaro) for AMCA Annual Meeting, P.R. March 4<sup>th</sup>- 8<sup>th</sup>, 2025.
6. Board Members to Attend the FMCA Annual Meeting, Orlando FL, November 4<sup>th</sup>-7<sup>th</sup>, 2024 (Board Member, please let Dr. Xue know Whether you Plan to Join the FMCA Meeting)
7. FDACS MOU

**Unfinished Business:**

1. Auditor Engagement Letter for Renewal ~ Dr. Rui-De Xue & Mr. Scott Hanna (10min)
2. Financial report and budget amendment ~ Mr. Scott Hanna, C.F.O. (10 min)

**New Business:**

1. Planning and Operational Committee Meeting Report~ Dr. Rui-De Xue (10 min)
2. Discussion and Approval of Mutual Biotechnician Position Between AMCD & the DEP ~ Dr. Rui-De Xue & Dr. Whitney Qualls (15 min)

**Reports**

1. Director
2. Attorney

**Commissioner Comments:**

**Attachments:** DIRECTORS PERFORMANCE EVALUATION (POLICY & FORM)

# Consents

**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**  
**CHEMICAL & FUEL INVENTORY**  
 MONTH OF JUNE 2024

**DISTRICT TOTALS**

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	EA.	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT
D WSP	EA.	31,758.00				31,758.00	5270.00	26,488.00	26,488.00
D XR	LBS.	1,117.00				1,117.00	2.00	1,115.00	1,115.00
D XRG	LBS.	19,305.00	10,000.00			29,305.00	3455.00	25,850.00	25,450.00
DER 20-20	GALS.	208.80				208.80	0.00	208.80	208.80
RIQUETS (Dunks)	EA.	2,980.00				2,980.00	100.00	2,880.00	2,880.00
EAR	GALS.	108.56				108.56	0.67	107.89	107.89
CONCENTRATE (Naled)	GALS.	840.00				840.00	8.00	832.00	832.00
ATOMIST TWO	GALS.	252.00				252.00	0.00	252.00	252.00
DR DT	EA.	332.00				332.00	2.25	329.75	329.75
NNMBG	LBS.	8,373.00				8,373.00	5.00	8,368.00	8,368.00
RP	LBS.	34.00				34.00	34.00	0.00	0.00
BAC 12AS	GALS.	74.72				74.72	1.55	73.17	74.00
BAC G	GALS.	530.73				530.73	3.55	527.18	527.18
NE	LBS.	21,640.00				21,640.00	0.00	21,640.00	21,640.00
	GALS.	2,735.00	2,383.00			5,118.00	1810.42	3,307.58	3,287.00
	GALS.	2,370.00				2,370.00	398.58	1,971.42	1,966.00
<b>TOTALS</b>		<b>92,658.81</b>	<b>12383.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105,041.81</b>	<b>11,091.02</b>	<b>93,950.79</b>	<b>93,525.66</b>

RED BY: [Signature] DATE: 7/3/24  
 RED BY: [Signature] DATE: 7/8/24  
 RED BY: [Signature] DATE: 7/9/24

<b>BASE=</b>	93,525.66
<b>Total</b>	93,525.66

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY  
 CHEMICAL & FUEL INVENTORY  
 VALUE  
 MONTH OF JUNE 2024

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. 6,488.00	\$0.9600	\$6,228.48	11/15/23	VESSERIS
ALTOCID WSP	EA. 20,000.00	\$0.9900	\$19,800.00	5/30/24	VESSERIS
ALTOCID XR	LBS. 235.00	\$3.42	\$803.63	10/30/20	VESSERIS
ALTOCID XR	LBS. 880.00	\$3.45	\$3,036.00	12/18/21	VESSERIS
ALTOCID XRG	LBS. 15,050.00	\$9.7700	\$147,038.50	11/15/23	VESSERIS
ALTOCID XRG	LBS. 400.00	\$9.7700	\$3,908.00	1/4/24	VESSERIS
ALTOCID XRG	LBS. 10,000.00	\$10.0500	\$100,500.00	6/28/24	VESSERIS
ALTOCID XRG	LBS. 0.00	\$0.0000	\$0.00		VESSERIS
AQUALUER 20-20	GALS. 208.80	\$121.5400	\$25,377.55	8/9/22	ALLPRO
B. t. i. DUNKS (Doughnuts)	EA. 780.00	\$1.0510	\$819.78	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. 107.89	\$28.4100	\$3,065.15	6/13/22	CLARKE
COCO BEAR	GALS. 0.00	\$0.0000	\$0.00		CLARKE
DUET	GALS. 87.00	\$223.5300	\$19,447.11	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	11/13/23	CLARKE
MOSQUITOMIST TWO	GALS. 54.75	\$95.7700	\$5,243.41	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
NALED	GALS. 82.00	\$2.0000	\$164.00	10/19/21	Oseoble Co.
NALED	GALS. 750.00	\$264.2900	\$198,217.50	4/7/23	AZELIS
NATULAR DT	EA. 8,368.00	\$0.4168	\$3,487.78	9/9/16	CLARKE
SUSTAIN MBG	LBS. 0.00	\$7.1000	\$0.00	7/12/22	ALLPRO
TALSTAR P	GALS. 34.00	\$63.6400	\$2,163.76	9/13/22	VESSERIS
TALSTAR P	GALS. 40.00	\$63.0000	\$2,520.00	5/11/23	VESSERIS
VECTOBAC 12AS	GALS. 127.18	\$37.6900	\$4,793.41	8/21/23	AZELIS
VECTOBAC 12AS	GALS. 400.00	\$38.8350	\$15,534.00	5/6/24	AZELIS
VECTOBAC G	LBS. 1,640.00	\$1.7500	\$2,870.00	7/24/23	AZELIS
VECTOBAC G	LBS. 20,000.00	\$1.7519	\$35,038.00	11/7/23	AZELIS
GASOLINE	GALS. 904.00	\$3.2417	\$2,930.50	4/18/24	L. V. HIERS
GASOLINE	GALS. 2,383.00	\$3.0586	\$7,288.64	6/19/24	L. V. HIERS
JET A	GALS. 1,966.00	\$3.6395	\$7,156.26	10/25/23	Avfuel
JET A	GALS. 0.00	\$0.0000	\$0.00		Avfuel
TOTAL	93,525.62	\$1,711.17	\$690,973.37		

Subtract Green first

PREPARED BY:  DATE: 7/3/24

COST FIGURES REVIEWED BY:  DATE: 7/18/24

REVIEWED BY:  DATE: 7/19/24

**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**  
**CHEMICAL & FUEL INVENTORY**  
 MONTH OF JUNE 2024

BY: DENA OLIVA

CHEMICAL DESCRIPTION (Indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT
WSP	EA. 31,758.00				31,758.00	5270.00	26,488.00	26,488.00
XR	LBS. 1,117.00				1,117.00	2.00	1,115.00	1,115.00
XRG	LBS. 19,305.00	10,000.00			29,305.00	3455.00	25,850.00	25,450.00
ER 20-20	GALS. 208.80				208.80	0.00	208.80	208.80
RIQUETS (Dunks)	EA. 2,980.00				2,980.00	100.00	2,880.00	2,880.00
EAR	GALS. 108.56				108.56	0.67	107.89	107.89
CONCENTRATE (Naled	GALS. 840.00				840.00	8.00	832.00	832.00
	GALS. 252.00				252.00	0.00	252.00	252.00
TOMIST TWO	GALS. 332.00				332.00	2.25	329.75	329.75
RD	EA. 8,373.00				8,373.00	5.00	8,368.00	8,368.00
MBG	LBS. 34.00				34.00	34.00	0.00	0.00
RP	GALS. 74.72				74.72	1.55	73.17	74.00
AC 12AS	GALS. 530.73				530.73	3.55	527.18	527.18
AG	LBS. 21,640.00				21,640.00	0.00	21,640.00	21,640.00
NE	GALS. 2,735.00	2,383.00			5,118.00	1810.42	3,307.58	3,287.00
	GALS. 2,370.00				2,370.00	398.58	1,971.42	1,966.00
<b>TOTALS</b>	<b>92,658.81</b>	<b>12383.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105,041.81</b>	<b>11,091.02</b>	<b>93,950.79</b>	<b>93,525.60</b>



# Invoice

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

**Invoice Number: 0473026-IN**  
**Invoice Date: 6/19/2024**  
**Due Date: 6/19/2024**  
**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:**

\* Due to the ongoing rise in cost of basic goods and services, beginning May 1, 2024 we will implement a \$20.00 service fee on every delivery (except state/government entities). We appreciate your understanding. Please call our office with any questions.

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

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
E10UNL	GAL	2,383.00	2,383.00	0.00	2.6662	6,353.55
E10 Regular Unl. Gas 87 Octane			Whse: 000			
FL STATE EXCISE TAX					0.21000	500.43
FL POLLUTION TAX					0.02070	49.33
FET - L.U.S.T. Fee					0.00100	2.38
FL INSP FEE					0.00120	2.86
Federal Oil Spill Tax					0.00190	4.53
Federal Superfund Fee					0.00360	8.58
ST JOHNS LOCAL OPT TAX					0.15400	366.98
					<b>3.05860</b>	<b>7,288.64</b>

*\$ 3,058.64*

\* 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: 7,288.64  
 Less Discount: 0.00  
 Freight: 0.00  
 Sales Tax: 0.00  
**Invoice Total: 7,288.64**

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_





Corporate Office  
10800 Pecan Park Blvd., Suite 300  
Austin, 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](mailto:payments@veseris.com)

CUSTOMER NO.	400947	TERMS	NET30
INVOICE NO.	IN-4624079	DUE DATE	07/28/2024
INVOICE DATE	06/28/24	INVOICE AMOUNT	\$100,500.00 (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

0473000053 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-4624079	INVOICE DATE 06/28/24	ORDER NO. SO-100-1428416	CUSTOMER PO Dena Oliva	FREIGHT TERMS PP-SP
SHIP DATE	SALES REP Joseph Manna	ENTERED BY Nicole Hegeman	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  
Billor 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		250.00	250.00 0.00	\$402.00	\$100,500.00

MERCHANDISE TOTAL \$100,500.00

SUBTOTAL \$100,500.00  
OTHER CHARGES \$0.00  
INVOICE TOTAL \$100,500.00

Total Due \$100,500.00 (USD)

Other Charges may include state mandated mill tax.

*250x40lbs = 10,000*

*\$10.05 per pound*

**RECEIVED**  
JUL 02 2024

Returns must be initiated within 30 days from date of purchase/invoice/delivery  
- Product must be unused, in their original packaging, and in resalable condition  
- Private label or customized items are not eligible for return unless they arrive damaged or defective

Please call 1-800-888-4897 to speak to our customer service team with any questions.

Vesperis is the agent for the sale of any agency product. The seller name is identified on the product line of an agency invoice.

[www.Vesperis.com](http://www.Vesperis.com) | 800.888.4897

**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**  
**CHEMICAL & FUEL INVENTORY**  
 June 2024

ena Oliva

DESCRIPTION (lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OPENING (UNIT)
EA.	31,758.00				31,758.00	5,270.00	26,488.00	26,488.00	
EA.	1,117.00				1,117.00	2.00	1,115.00	1,115.00	
LBS.	19,305.00	10,000.00			29,305.00	3,455.00	25,850.00	25,450.00	
GALS.					0.00	0.00	0.00	0.00	
EA.	208.80				208.80	0.00	208.80	208.80	
EA.	2,980.00				2,980.00	100.00	2,880.00	2,880.00	
GALS.	108.56				108.56	0.67	107.89	107.89	
GALS.	252.00				252.00	0.00	252.00	252.00	
GALS.	332.00				332.00	2.25	329.75	329.75	
GALS.	840.00				840.00	8.00	832.00	832.00	
EA.	8,373.00				8,373.00	5.00	8,368.00	8,368.00	
LBS.					0.00	0.00	0.00	0.00	
LBS.	34.00				34.00	34.00	0.00	0.00	
GALS.	74.72				74.72	1.55	73.17	74.00	
GALS.	530.73				530.73	3.55	527.18	527.18	
LBS.	21,640.00				21,640.00	0.00	21,640.00	21,640.00	
GALS.	2,735.00				5,118.00	1,810.42	3,307.58	3,287.00	
GALS.	2,370.00	2,383.00			2,370.00	398.58	1,971.42	1,966.00	
TOTALS	92,658.81		0.00	0.00	105,041.81	11,091.02	93,950.79	93,525.62	

unaccounted for:

# Treatment Summary

-From Date : 06-01-2024

To Date : 06-30-2024

Zone : All

Material : All

Task : All

Printed on 2024-07-01 12:24:02 EST

Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	5270 ea	16.33 acre	322.69 ea / acre	38 times
Altosid XR	2 ea	0 acre	435.54 ea / acre	1 times
Altosid XRG	575 lb	95.83 acre	6 lb / acre	8 times
Altosid XRG Air	2880 lb	288 acre	10 lb / acre	2 times
B.t.i. Briquets	100 ea	0.23 acre	435.54 ea / acre	1 times
Cocobear	86 fl oz	0.22 acre	384.02 fl oz / acre	3 times
Dibrom Concentrate	1024 fl oz	1707.01 acre	0.6 fl oz / acre	1 times
Mosquitomist Two	288 fl oz	436.36 acre	0.66 fl oz / acre	1 times
Natular DT	5 ea	0 acre	6666.67 ea / acre	1 times
Sustain MBG	34 lb	4.53 acre	7.5 lb / acre	1 times
Talstar P	1.55 gal	4.6 acre	0.34 gal / acre	3 times
VectoBac 12AS	454 fl oz	28.38 acre	16 fl oz / acre	7 times

# AMCD

## Product Totals For Sites

Date Range From : 06/01/2024 12:00:00AM

To : 06/30/2024 11:59:59PM

Pump - Hose	Transactions	Total Quantity
<b>Product :</b> 01    Unleaded		
<b>Site Id :</b> 003    Anasatisia Moquito Control		
01-1	146	1810.422
<b>Totals For Site :</b>	<b>146</b>	<b>1810.422</b>
<b>Totals For Product :</b>	<b>146</b>	<b>1810.422</b>
<hr/>		
<b>Product :</b> 02    Jet-A		
<b>Site Id :</b> 003    Anasatisia Moquito Control		
02-1	19	398.580
<b>Totals For Site :</b>	<b>19</b>	<b>398.580</b>
<b>Totals For Product :</b>	<b>19</b>	<b>398.580</b>

June 2024 Mileage (2)

NAME	VEHICLE	MILEAGE
Ford Tractor (Surplus 24)	686	1,424
Backhoe	1018	876
TF Truck	1132	80,756
Fog MM2	1133	91,440
(Surplus 24)	1173	88,999
Fog MM2	1195	96,828
Surveillance	1197	83,727
Service	1198	84,321
Fog MM2	1199	61,933
Fog MM2	1200	83,713
TF Truck	1201	79,538
(Surplus 24)	1202	0
Service	1203	81,866
TF Truck	1342	113,775
Buffalo T	1343	89,523
(Surplus 24)ATV	1366	1,179
ATV(Surplus 24)	1367	1,803
Service Truck	1410	126,038
Air Boat	1422	209
Dual Duty	1425	82,418
Service Truck	1426	105,771
Dual Duty	1462	72,135
Dual Duty	1463	85,620
Ford Explorer	1479	74,019
Dual Duty	1484	74,528
Dual Duty	1485	72,054
Nicole Blackwelder	1493	69,357
Dual Duty	1494	75,120
Fork Lift	1536	293
Holly Usina	1544	84,327
Dazmond Hackney	1546	75,466
Kyle Arber	1548	61,671
Cathy Hendricks	1550	86,016
Kyle Graham	1611	30,831
Jeremy Wohlforth	1613	36,097
Ruide Xue	1615	27,305
Service Expedition	1630	21,453
Jerry Iser	1633	27,474
Gator	1666	361
Mechanics Truck	1692	8,479
Maverick	1708	27,776
ATV	1718	30
ATV	1719	32
ATV	1734	21
ATV	1735	11
Science Truck	1755	5,416
Science Truck	1756	8,805
UTV	1766	157
Science Truck	1789	2,887
Science Truck	1788	3,451
Aviation Truck	1790	820



# 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](http://www.amedsjc.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, July 11, 2024

Thursday, August 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, July 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 (Via Phone)

*Chairperson Gardner called the meeting to order.*

*Commissioner Brandhorst led the Invocation and the Pledge of Allegiance to the flag*

**ROLL CALL:** Chairperson Gardner noted ~ that all were present.

## **CITIZEN PARTICIPATION FOR ITEMS NOT ON THE AGENDA:**

- **Ed Slavin suggested the District look into internal controls to protect government money from fraud. AMCD should set the standard and learn from past experiences.**

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

### **A. A motion was made to approve the Consent Agenda with moving Consent Item #3 to New Business #3.**

- Motioned by: Becker
- Seconded by: Gleason
- VOTE: Accepted Unanimously by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

**Consent Items ~ APPROVAL OF:**

1. Chemical Inventory
2. Minutes: Regular Board Meeting, June 13, 2024
3. Auditor Renewal Letter (Moved to New Business #3)
4. Surplus items
5. DACS/IPM plan

**APPROVAL OF AGENDA: Chairperson Gardner called for approval of the agenda as presented.**

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

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

**UNFINISHED BUSINESS:**

**Item 1: Education and Applied Research Committee Reports~ Dr. Rui-De Xue**

- Dr. Xue outlined topics that were discussed in the education and applied research committee. Noting the committee members for the education committee; Commissioner Trish Becker, Dr. Joseph Diclaro, Dr. Steve Peper, Mrs. Tomomi Hirokawa, Ms. Genhsy Monzon, Mr. Edward Zeszutko, Dr. Rui-de Xue and Mr. Richard Weaver. During the education committee meeting the open house details were discussed, and reports about visitors to the Disease Vector Education Center (DVEC). The committee also discussed the hours of operation, ticket costs, and discounts, and extended the free period for the DVEC. The St. Johns County (SJC) School Board deputy superintendent also attended the committee meeting to discuss the possibility of training/education grants in collaboration with the St. Johns County School Board. The committee members for the applied research committee meeting were: Commissioner Gleason (absent), Dr. Whitney Qualls, Dr. Joseph Diclaro, Dr. Steve Peper, Dr. Muhammad Farooq, and Dr. Rui-de Xue attended the meeting. Dr. Lee from the University of Florida/FMEL, Vero Beach, and her graduate students joined the meeting. Visiting Scientist Dr. Neok gave a presentation about his ATSB impact on the benefit mosquito, *Tox. r. rutilus*. During this committee meeting the members discussed updates about current applied research projects and updates about collaboration projects.

- **NO MOTION PASSED ON THIS ITEM**

**Item 2: 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 overspending, however, the District earned more revenue than the budget originally anticipated. Mr. Hanna answered questions the Board of Commissioners asked.
- Former Commissioner Gary Howell pointed out it's against the Sunshine law for Commissioners to have private discussions during a public meeting.
- Commissioner Gleason asked about the status of the agreement with the District in New Orleans. It was stated there is no MOU yet. Commissioner Gleason noted it would be safe to assume that for the rest of this fiscal year, AMCD will probably have to pay for the DVEC Coordinator's salary.

- Commissioner Gleason asked what is remaining of the money that was approved to finish the DVEC. Mr. Hanna let her know that \$262,589.30 is left over and that includes the humidifier. He also noted AMCD staff is tracking that number closely to make sure they staff within budget.
- Commissioner Gleason noted AMCD keeps moving revenues that are made and create more spending, she asked if it's possible to not spend the money just because it's there. Mr. Hanna noted AMCD won't necessarily spend the money, it's just sitting in the budget, and at the end of the year, it will be part of the ending fund balance. Commissioner Gleason commented she doesn't want to give anybody the impression that they have that money to spend, just because you make money doesn't mean you spend it, the money belongs to St. Johns County residents. Mr. Hanna noted when looking at increased revenues, and matching increased expenditures, it's actually zeroing the number out. Commissioner Gleason mentioned your revenues are increasing because you're earning interest, by saying there is interest to spend and putting it into a spending account, that's why residents hate the government because they never get money back the government just spends it. Mr. Hanna noted the capital repairs and upgrades budget, which as AMCD builds more parts of the facility, you're going to see more things break down, for example, an air conditioner unit that needed to be replaced and so you've got big capital items that just need to be maintained. Commissioner Gleason asked if those dollars weren't moved into those accounts, where are those accounts right now as a percent of the budget and how much of those accounts have we spent? Mr. Hanna explained at the end of the year, the whole thing is just going to come out to whatever is not spent goes into reserves. Commissioner Gleason asked AMCD to set a budget last year and each account had a budget number, so, the only reason you would have to move money into those accounts is if you knew it was going to be overspent and would need funding. Mr. Hanna noted it's possible to move the excess money to future capital outlay, however, when that number starts getting too big the state starts looking at you. Commissioner Gleason commented that means AMCD is making too much money, the way taxpayers see it AMCD is spending excess funds instead of saving them for a rainy day.

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

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

**NEW BUSINESS:**

**Item 1: Discussion and Approval of Tentative Millage Rate Recommended by Financial Committee and Director~ Dr. Rui-De Xue**

- Dr. Xue reported that based on the St. Johns County taxable value, district budget needs and the financial committee recommendation, he would like to recommend the Board approve the tentative millage rate from 0.1800 for FY 23/24 to 0.1700 for FY24/25. Dr. Xue mentioned the Department of Agriculture and Consumer Services (DACS) work plan budget is due July 15, 2024, the first public hearing regarding the millage rate and budget is September 12, 2024 at 5:30 P.M. and the final public hearing regarding the final millage rate and budget is September 26, 2024 at 5:30 P.M. The Board of Commissioners

discussed the options and the majority agreed to set a millage rate of 0.1700 and revisit lowering it at the first public hearing on September 12, 2024 at 5:30 P.M.

- Commissioner Becker noted that the millage rate could be lowered after this meeting but once the millage rate is set it cannot be raised, only lowered.
- Commissioner Gleason commented that she appreciates the rollback rate, however, a better rollback rate would be 0.16 because right now that taxable base went up by 3.8 billion for the county, and revenues even at 0.17 are over a half million dollars, almost over \$600,000 more than AMCD brought in last year. She continued to explain this is not reducing taxes for taxpayers, it's basically pretending to reduce taxes.
- Commissioner Becker mentioned there are two budget meetings in September, setting the millage rate to .1700 is a promise to the taxpayers that AMCD will not go over that number, but the number can still be lowered later.
- Commissioner Gleason noted that AMCD is technically charging more money because we're charging them almost \$600,000 more than we did last year. Taxpayers are paying more because the taxable base went up, so AMCD is applying a smaller number to a higher base, so, basically, AMCD is not lowering the number but keeping it neutral.

**A. A motion was made to approve the tentative millage rate of 0.1700.**

- Motioned by: Commissioner Becker
- Seconded by: Commissioner LeBlanc
- VOTE: Accepted by: Commissioner LeBlanc, Becker, Gardner, and Brandhorst
- VOTE: Rejected by: Commissioner Gleason
- **MOTION PASSED 4:1**

**Item 2: Discussion and Approval of DACS Work Plan Budget (deadline is July 15<sup>th</sup>) ~ Dr. Rui-De Xue**

- Dr. Xue reported the DACS work plan budget deadline is July 15, 2024. The Board of Commissioners discussed the DACS work plan budget and the majority agreed to approve the work plan budget and submit it to DACS by July 15, 2024.
- Commissioner Gleason noted she voted no the tentative millage rate and can not vote yes for DACS work plan budget.

**A. A motion was made to approve the DACS work plan budget as presented to meet the July 15<sup>th</sup> deadline.**

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Brandhorst
- VOTE: Accepted by Commissioner Brandhorst, Becker, Gardner, and LeBlanc
- VOTE: Rejected by Commissioner Gleason
- **MOTION PASSED 4:1**

**Item 3: Auditor Renewal Letter**

- The Board discussed the auditor's renewal and Commissioner Gleason mentioned Ms. Julienne Klien never submitted her letter noting a statement she made in the May 2024 Board meeting was factually incorrect. After discussion, the Board of Commissioners decided to invite Ms. Klien to the August Board meeting and then make a decision about the renewal letter.

- Commissioner Gleason noted when the Board met in May to discuss the audit, Mrs. Klien made a statement in response to a question she asked that said if we were to show evidence that the procurement policy was not followed and the spending on the education center, would she have to amend the audit report? Mrs. Klien's answer to Commissioner Gleason in that meeting was yes, and Commissioner Gleason asked for a letter from Mrs. Klein correcting the record that would go to all commissioners, letting them know that the statement that she had made in the May meeting was factually incorrect. Commissioner Gleason noted she still has not seen that letter unless somebody else got it and she missed it. She continued to explain that is important for us to have because we have it in the public record, our auditor told us that if we did not follow procurement policies for the education center, she would have to amend the audit report. Commissioner Gleason noted that's what we ended up with, the resolution we did to make sure that we were following procurement policies and Mrs. Klien said that she misspoke. Commissioner Gleason asked, so where is the letter from Mrs. Klein?
- Dr. Whitney Qualls noted Mrs. Klien has an emergency and that may have distracted her from sending the letter but that is AMCD's fault for not following up and AMCD staff will reach out to follow up ASAP.
- Commissioner Gleason stated AMCD needs that official letter for the record, an audit report was submitted to the state, and she does not want them coming back if they ever did an audit on AMCD and found some deficiencies. Commissioner Gleason also asked it states the audit include an opinion on overall compliance, if Mrs. Klien doesn't know whether AMCD is complying with procurement policies, how is she supposed to render a clean opinion?
- Mr. Hanna noted that FDACS has the single audit act, which is separate guidelines and this is the state of Florida auditor general guidelines that Mrs. Klien is following. He continued to explain this is a generally accepted auditing standard for the state of Florida and that's what the audit is based on, it's the state of Florida law, and FDACS has its own set of audits.
- Commissioner Gleason mentioned she is talking about the state of Florida audit and the language states that the opinion must include no major deficiencies. She noted Mrs. Klien basically stated she wasn't auditing for compliance, then in the meeting in May, she said if showed AMCD she was not in compliance then the report would have to be amended.
- Mr. Hanna noted Mrs. Klien might have something more up-to-date than what Commissioner Gleason just read.
- Dr. Xue stated it would be a good idea to for Mrs. Klien to come to the next Board meeting and explain. He noted it's a time-sensitive issue and she definitely needs to explain this issue.
- Commissioner Gleason noted her issue is not with Mrs. Klien or the firm, she would just like to make sure AMCD is in compliance.
- Mr. Hanna mentioned the audits are supposed to be reasonable assurance, not 100% assurance.
- Commissioner Gleason stated she needs somebody to confirm the language and that Mrs. Klien is only auditing the financials, that she's not doing any opinion as the whether AMCD is abiding by our policies.

- Mr. Ed Slavin believes AMCD needs a new auditor if the current auditor will not take procedures and procurement policies into consideration during the annual audit. He also asked how long AMCD has had the same auditor and when he received the answer suggested AMCD find a new auditor.
- Commissioner Gleason stated she doesn't believe this is an issue with whether Mrs. Klien is an honest person but should the District be solely dependent on one individual for that long period? Two things have happened in the past two months, one a letter that should have been easy to write, still has not materialized and two I asked the same questions last year and never got a response to them.

A. **A motion was made to approve tabling this topic until the August 8, 2024**

**Board meeting.**

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

**REPORTS:**

**Director** ~ Dr. Xue reported two sentinel chickens tested positive for EEE and in some areas of SJC the mosquito population has increased due to the amount of rain received. Dr. Xue noted two interns finished their internships last week and AMCD continues to train high school interns until the end of July. He also mentioned last week AMCD started field testing pesticides and AMCD staff has picked three companies and will recommend one to the AMCD Board next month. He also noted AMCD had a planning committee recently and the report for that meeting will be presented at the August Board meeting and the operation committee meeting meets next week. Dr. Xue's final report was that AMCD was conducting an aerial treatment tonight.

**Attorney** ~ Mrs. Amy Myers had nothing to report.

**COMMISSIONER COMMENTS:**

**Commissioner Gardner** ~ Is happy to be here.

**Commissioner Brandhorst** ~ Is happy to be here.

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

**Commissioner Becker** ~ Pointed out the mosquito magazine called "Wingbeats," noting it features Salt Lake City District's 100-year anniversary and they're a very excellent District. A couple of months ago she requested a price on a tire shredding machine and noted AMCD should look into that before the budget is finalized, it would be nice for AMCD to shred the tires and donate the pieces to the SJC School Board for their playgrounds, it's a much safer option than mulch.

**Commissioner Gleason** ~ Thanked the staff for allowing her grandkids to visit recently. She also noted she ran into the chair of the Municipal Service District of Ponte Vedra and they would like an AMCD staff member to attend their next Board meeting and speak about the importance of bubblers in their ponds to prevent mosquitoes and other nuisance insects.

**ATTACHMENTS:** ~

1. None

**ADJOURNMENT:** Chairperson Gardner adjourned the meeting at 6:25 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 proc*

DRAFT



# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO 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 Commissioner**

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

**CC:**

**DATE: July 24, 2024**

**RE: Mr. Conner Kuppe as a Student Representative to Join the SOVE meeting, Ft. Collins,  
September 15<sup>th</sup>-19<sup>th</sup>, 2024**

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Mr. Kupper is a working graduate student (M.S.) at AMCD and UF/Department of Entomology and received \$500 student travel fund from the Society of Vector Ecology (attached e-mail message) and he will provide a poster presentation at the student session. He will use the \$500 to pay the student registration and partial per diem. The District will provide his airline tickets at about \$500 and 4-night hotels (share a room with Dr. Xue) and other partial per diem at about \$140. The total cost will be \$640-\$700. I would like to recommend the Board to approve his travel request.

Thanks for your support.

Hi Dr. Xue,

Please see below for the SOVE Travel Grant Email. Thank you very much and please let me know if anything else is needed.

Thank you,

Connor

---

**From:** Connor Kuppe <connor.r.kuppe@gmail.com>

**Sent:** Monday, July 22, 2024 12:32 PM

**To:** Connor Kuppe <ckuppe@amcdfi.org>

**Subject:** Fwd: SOVE Travel Grant

----- Forwarded message -----

From: Michelle Brown <[admin@sove.org](mailto:admin@sove.org)>

Date: Thu, Jul 18, 2024 at 1:55 PM

Subject: SOVE Travel Grant

To: <[connor.r.kuppe@gmail.com](mailto:connor.r.kuppe@gmail.com)>

Congratulations!

You have been selected as a recipient of the SOVE Student Travel Grant! This grant, in the amount of \$500, will be given to you in the form of a check at the conference.

You must register for the conference by August 2nd. Failure to register by this date is taken as a decline of the award.

Best Regards,

Michelle

--

Michelle Brown, PhD

Executive Director

Society for Vector Ecology



Dear Dr. Xue (Rui-De),

On behalf of SOVE leadership, let me be the first to congratulate you for being elected Vice President of the Society of Vector Ecology. Per our by-laws, "The term of office of president, president-elect, and vice-president will be one year each with service limited to only one term. At the completion of the term, the president moves to become the past-president. The president-elect ascends to succeed the president, and the vice-president succeeds the president-elect."

"Vice-President. The vice-president will establish a collaborative relationship with the chairpersons of standing and ad hoc committees in facilitating their duties and arranging for oral and written presentations at either annual or special meetings. Additional responsibilities include developing an active rapport and liaison between committee chairpersons and Society members. The vice-president also serves as the Chairperson of the Annual Conference Committee and is responsible for selecting scientific presentations. In the year of the SOVE International Congress, the vice-president shall not serve as the program chair for that year's international meeting (due to the high organizational demands requiring a longer preparatory phase compared to the standard annual conferences) but, instead, they will lead the scientific agenda of the succeeding international congress in the capacity of the past-president."

Elected officers also serve on the SOVE executive board.

We are very excited about working with you in this and the roles you will progress to in the term of your service. Please confirm that you accept this role, and we will share out the news with our members.

Congratulations and with advance thanks,  
Lyric

Lyric Bartholomay  
Director, Midwest Center of Excellence for Vector-Borne Diseases  
Department of Pathobiological Sciences  
School of Veterinary Medicine  
University of Wisconsin-Madison

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—oOO  
/|\

*president of the SOVE*



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## MEMO 2024

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*Trish Becker, Commissioner*



### **DISTRICT DIRECTOR:**

*Dr. Rui-De Xue*

**TO: Board of Commissioner**

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

**CC:**

**DATE: July 24, 2024**

**RE: AMCD's Three Symposia Proposals for AMCA Meeting**

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Dr. Xue submitted a symposium proposal about the Director/Manager's Roundtable. Dr. Peper submitted a symposium about Arbovirus Surveillance, and Dr. DiClaro submitted a symposium about military personnel transitioning to civic service. These symposia will share and exchange all information about program management, update arbovirus surveillance techniques, personal training, career development, and collaboration with each other. AMCD staff will learn from other programs through these symposia. I recommend the Board to support these proposals.



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## MEMO 2024

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*Catherine Brandhorst, Commissioner*  
*Trish Becker, Commissioner*



### DISTRICT DIRECTOR:

*Dr. Rui-De Xue*

**TO: Board of Commissioner**

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

**CC:**

**DATE: July 24, 2024**

**RE: Board Members to Attend the FMCA Annual Meeting in Orlando, FL November 4<sup>th</sup>-7<sup>th</sup>, 2024**

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The AMCD Board members to attend the FMCA meeting and will have opportunity to learn from other programs about mosquito surveillance and control, and meet/understand the industry about the new products/tools, and new technology. This will benefit the Board members to make the right decision based on the scientific evidence and to support /lead the district program.

Based on District policy, Board Commissioners' travel out of St. Johns County needs to be approved by the Board. AMCD budgeted three Commissioners to join the FMCA annual meeting. The cost /person is about \$ 1,530 (registration at \$500, 3-night hotel at \$600, Per diem at \$280 and around trip mileages at \$150. A total is \$4,590.





COMMISSIONER  
WILTON SIMPSON

Florida Department of Agriculture and Consumer Services  
**MOSQUITO CONTROL MEMORANDUM OF UNDERSTANDING**

This AGREEMENT, made and entered into on \_\_\_\_\_, by and between the FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, the DEPARTMENT, and **ANASTASIA MOSQUITO CONTROL**, the DISTRICT, acting on behalf of **ANASTASIA** County Mosquito Control.

TERM PERIOD: October 1, 2024, to September 30, 2025

**ARTICLE 1: SERVICES**

- 1.1 Scope of Work. The DISTRICT agrees to Comply with the requirements of Chapter 388, Florida Statutes, Section 215.97, Florida Statutes, and Chapter 5E-13, Florida Administrative Code to conduct arthropod/mosquito control.
- 1.2 Deliverables. The DISTRICT must provide the following quantifiable, measurable and verifiable units of deliverables which must be received and accepted in writing by the contract manager. These deliverables are directly related to the Scope of Work specifying minimum levels of service to be performed and criteria for evaluating the successful completion of each deliverable.

The DISTRICT agrees to provide mosquito management/control services as specified in the above scope of work. The DISTRICT must meet the below minimum levels of services:

- a. If the DISTRICT has state funds, they shall submit a monthly financial report to the DEPARTMENT on the form "Mosquito Control Monthly Report - State Funds" for State funds (FDACS-13650, Rev. 09/23) and supporting documentation (i.e. receipts, travel vouchers, invoices, purchase orders, expenditure reports, wage statements, account statements) no later than thirty days after the end of each month.
- b. Submit budget amendments on the form "Arthropod Control Budget Amendment" (FDACS-13613, Rev. 7/13) as needed. Budget amendments shall be prepared and submitted to the DEPARTMENT prior to over-expending funds in any account or expending funds in nonbudgeted accounts. Budget amendments must be explained by an accompanying request for approval of the changes to be made in the detailed budget. DEPARTMENT approval of the amendment(s) must be received before such expenditures are made.
- c. Submit a monthly pesticide activity report to the DEPARTMENT on the form "Mosquito Control Monthly Activity Report" (FDACS-13652, Rev. 02/23) no later than thirty days after the end of each month.

The DEPARTMENT agrees to report DISTRICT State Approved status to the legislature upon receipt of contract execution, not later than October 30, 2024.

**ARTICLE 2: PROPERTY**

- 2.1 Tangible Property. All equipment purchased pursuant to Chapter 388, Florida Statutes, with state funds made available directly to DISTRICT shall become the property of the DISTRICT unless otherwise provided, and may be traded in.
- 2.2 The DEPARTMENT, upon notifying the DISTRICT and obtaining its approval, is authorized to transfer equipment, materials, and personnel from one district to another in the event of an emergency brought about by an arthropod borne epidemic or other disaster requiring emergency control.
- 2.3 Surplus property shall be disposed of according to the provisions set forth in section 274.05, Florida Statutes, with the following exceptions: Serviceable equipment no longer needed by DISTRICT shall first be offered to any or all other counties or districts engaged in mosquito control at a price established by the board of commissioners owning the equipment. If no acceptable offer is received within two weeks, the equipment shall be offered to such other governmental units or private nonprofit agencies as provided in Section 274.05, Florida Statutes.

The alternative procedure for disposal of surplus property, as prescribed in Section 274.06, Florida Statutes, shall be followed if it has been determined no other county, district, governmental unit, or private nonprofit agency has need for the equipment. All proceeds from the sale of any real or tangible personal property owned by DISTRICT shall be deposited in the county or district mosquito control state fund account unless otherwise specifically designated by the DEPARTMENT.

### ARTICLE 3: TERMINATION

- 3.1 For Convenience. The DEPARTMENT may terminate this AGREEMENT in whole or in part for its convenience by giving at least fifteen (15) days written notice by electronic or registered mail to the DISTRICT, specifying the effective date of termination.
- 3.2 For Cause. The DEPARTMENT may terminate this AGREEMENT for cause; provided, however, no right of default shall accrue until thirty (30) days after the defaulting party is notified in writing of the reason(s) for termination and has failed to cure or give adequate assurances of performance within the thirty (30) day period after notice of termination. If, after termination, it is determined that the DISTRICT was not in default, or that the default was excusable or the termination for cause was in error, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the DEPARTMENT pursuant to Section 7.1. The rights and remedies of the DEPARTMENT in this clause are in addition to any other rights and remedies provided by law or under this Contract.
  - 3.2.1 For cause termination shall be defined as default, breach or failure of the DISTRICT to fulfill any of its obligations hereunder.
  - 3.2.2 Opportunity to cure. Prior to the exercise of any remedy provided for herein, the DEPARTMENT shall provide thirty (30) calendar days written notice of default and shall provide the DISTRICT the opportunity to cure such failure or default within said thirty (30) day period. Upon the failure or inability to cure, the DEPARTMENT shall have all rights and remedies provided at law or in equity, including without limitation the following: (1) temporarily withhold cash payments pending correction of the deficiency by the DISTRICT; (2) disallow all or part of the cost of the services not in compliance; and/or (3) wholly or partly suspend or terminate this contract.
- 3.3 Force Majeure. If either party fails to fulfill its obligations hereunder, when such failure is due to an act of God, or other circumstances beyond its reasonable control, including but not limited to fire, flood, civil

commotion, riot, war (declared and undeclared), revolution, or embargoes, then said failure shall be excused for the duration of such event and for such a time thereafter as is reasonable to enable the parties to resume performance under this AGREEMENT.

3.3.1 Upon occurrence of a Force Majeure Event, the nonperforming party shall promptly notify the other party of occurrence of that Force Majeure Event, its effect on performance and its anticipated duration.

#### **ARTICLE 4: GENERAL PROVISIONS**

4.1 Independent Contractor. The DISTRICT, and any of its employees, agents, or assigns, are independent contractors and are not employees or agents of the DEPARTMENT.

4.1.1 The DISTRICT shall not pledge the DEPARTMENT's credit or make the DEPARTMENT a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

4.2 Indemnification. The DISTRICT shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless the DEPARTMENT, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by the DISTRICT, its agent, employees, partners, or subcontractors, provided, however that the DISTRICT shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the DEPARTMENT.

4.2.1 The DISTRICT's obligations under this paragraph with respect to any legal action are contingent upon the State or Customer giving the contractor (1) written notice of any action or threatened action, (2) the opportunity to take over and settle or defend any such action at DISTRICT's sole expense, and (3) assistance in defending the action at DISTRICT's sole expense. The DISTRICT shall not be liable for any cost, expense, or compromise incurred or made by the DEPARTMENT in any legal action without the DISTRICT's prior written consent, which shall not be unreasonably withheld.

4.3 Liability. The DEPARTMENT shall not assume any liability for the acts, omissions to act or negligence of the DISTRICT, its agents, servants, and employees, nor shall the DISTRICT disclaim its own negligence to the DEPARTMENT or any third party.

4.3.1 The DISTRICT shall maintain, during the period of this AGREEMENT, liability insurance for the services to be rendered in accordance with industry standards as appropriate.

4.4 Amendments. Any changes must be mutually agreed upon and incorporated in written amendments to this AGREEMENT.

4.5 Entire AGREEMENT. The instrument, including any attachments or exhibits, embodies the entire AGREEMENT of the parties. This AGREEMENT supersedes all previous oral or written communications, representations, or agreements on this subject.

4.6 Applicable Law and Venue. This AGREEMENT shall be governed by the laws of the State of Florida with

venue in Leon County, Florida.

- 4.7 Severability. In the event that any one or more of the provisions of this AGREEMENT shall be determined to be void or unenforceable by a court of competent jurisdiction, or by law, such determination will not render this AGREEMENT invalid or unenforceable and the remaining provisions hereof shall remain in full force or effect. In the event that any clause or requirement of this AGREEMENT is contradictory to, or conflicts with the requirements of Florida law, including, but not limited to requirements regarding contracts with Florida's governmental agencies, the offending clause or requirement shall be without force and effect and the requirements of the Florida Statutes and rules promulgated thereunder on the same subject shall substitute for that clause or requirement and be binding on all parties to this contract.
- 4.8 Paragraph Headings. Paragraph headings contained in this AGREEMENT are for convenience or reference only. They shall not be deemed to modify, limit, define or describe in any respect the provisions of this AGREEMENT.
- 4.9 Compliance. DISTRICT shall, at its sole cost and expense, comply with all requirements of all Municipal, County, State and Federal rules and regulations, statutes and/or ordinances now in force, or which hereafter come into force, pertaining to the duties and obligations arising from this AGREEMENT.
- 4.10 No Subcontracting. DISTRICT agrees that all services to be performed hereunder shall be performed solely by the DISTRICT and may not be subcontracted for or assigned without the prior written consent of DEPARTMENT, which may be withheld by DEPARTMENT for any reason or granted subject to DISTRICT's compliance with one or more of the following: (1) DISTRICT purchasing, at its sole expense, a payment bond in a form and amount that DEPARTMENT determines to be adequate to protect suppliers of labor and material; (2) DEPARTMENT withholding, as retainage, 25% or the highest percent permitted by law, whichever is less, of all payments made to the DISTRICT until DISTRICT submits evidence satisfactory to DEPARTMENT that all subcontracts and outstanding indebtedness in connection with the services hereunder have been paid for by the DISTRICT; and (3) DISTRICT disclosing information satisfactory to DEPARTMENT regarding each subcontractor to perform services hereunder, including a description of the subcontractor's organization, ability to provide applicable services, cost to perform applicable services, previous work experience, and relationship to the DISTRICT.
- 4.11 Survival. The termination of this AGREEMENT (whether by expiry, completion, the exercise of a termination right hereunder, or otherwise) will not relieve either party of any obligation, nor impair the exercise of rights, accrued hereunder prior to such termination. Without limiting the foregoing, the terms of Sections 4.5, 6.1, 9.2, and 9.10 hereof and Article 8 hereof will survive the termination of this AGREEMENT.
- 4.12 This AGREEMENT may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. Each person signing this AGREEMENT warrants that he or she is duly authorized to do so and to bind the respective party to the AGREEMENT.
- 4.13 The delay or failure by the DEPARTMENT to exercise or enforce any of its rights under this AGREEMENT shall not constitute or be deemed a waiver of the DEPARTMENT's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.
- 4.14 Administration of AGREEMENT.

The contract manager for the DEPARTMENT is Shalinda Woods and is located at Division of Agricultural Environmental Services, 3125 Conner Boulevard, Suite E, Tallahassee, Florida 32399-1650, office number (850) 617-7933, email address: [Shalinda.Woods@FDACS.gov](mailto:Shalinda.Woods@FDACS.gov).

The contract manager for the DISTRICT is Dr. Rui-De Xue, Director and is located at ANASTASIA County Mosquito Control, 120 EOC Drive, St. Augustine, FL 32092.

Substitution of a contract manager by any party after execution of this AGREEMENT shall not require a formal amendment of this AGREEMENT; however, the other contract manager shall be informed in writing within seven (7) business days of the substitution.

- 4.15 Notices. Any notice required or permitted under this AGREEMENT shall be in writing and shall be sent via email to the contract manager and sent by a nationally recognized courier service which provides written proof of delivery (e.g., UPS, Federal Express) or mailed by registered or certified mail, postage prepaid, return receipt requested, addressed, in either event, to the contract manager set forth in Section 8.12 with a copy to:

DEPARTMENT: Florida Department of Agriculture and Consumer Services, Office of General Counsel, The Mayo Building, Suite 520, 407 S. Calhoun Street, Tallahassee, FL 32399, Attn: General Counsel

DISTRICT: \_\_\_\_\_

Signed by parties to this agreement:

FLORIDA DEPARTMENT OF AGRICULTURE  
AND CONSUMER SERVICES

DISTRICT

---

Signature

---

Signature

Director of Administration

---

Title

---

Title

---

Date

---

Date

DRAFT

# Unfinished Business #1

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO 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 Commissioner**

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

**CC: Scott Hanna, Amy Myers**

**DATE: July 24, 2024**

**RE: Auditor Engagement Letter for Renewal**

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Last year AMCD published the RFP for auditor recruits and the Board as the Auditor Selection Committee ranked all proposals, selected and awarded AMCD's FY 22/23 financial auditing to the Lombardo, Spradley & Klein firm and the contract between AMCD and the Auditor firm is renewable annually based on the mutual consent of both parties.

In the July 11<sup>th</sup> Board meeting, the item about the auditor engagement letter for renewal for FY 23/24 financial auditing was tabled/postponed to the August Board meeting for the Auditor to present/answer questions. However, the Auditor told us she could not make it for the August 8<sup>th</sup> Board meeting due to previous travel arrangements. She may call in to answer questions during her traveling if possible.

Attached is her engagement letter for renewal. I recommend that the Board votes/decides to renew or not renew her contract for FY23/24 auditing and give the staff direction for further process.

Also, the District Attorney Mrs. Myers will provide a draft policy about the auditor selection committee for September 12's Board meeting to discuss and approve.

Thanks!

# Lombardo Spradley Klein

Certified Public Accountants

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

It has come to my attention that there is some confusion regarding the audit services provided in a financial audit.

There are many types of audits and a few of them are listed below with the purpose of each.

- Financial audits: Ensure the accuracy and reliability of financial statements.
- Compliance audits: Ensure compliance with laws and regulations.
- Single audits: Audit financial statements and federal awards for non-federal entities to ensure award recipients are following program requirements.
- Operational audits: Ensure internal accounting controls are functioning as planned.
- Performance audits: Assess the efficiency and effectiveness of government agency programs and activities.

The District's contract is for an annual financial audit as required by the State of Florida. The objectives of the 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 an opinion about whether the 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 when considered in relation to the financial statements as a whole.

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*.

As part of an audit in accordance with *Generally Accepted Auditing Standards* and *Government Auditing Standards*, professional judgement is exercised, and professional skepticism is maintained throughout the audit.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because a detailed examination of all transactions is not performed, there is a risk that material misstatement may exist and not be detected. 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.

Tests performed are less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion is expressed on internal control pursuant to *Government Auditing Standards*

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards* are communicated to management and those charged with governance.

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* is issued.

In the planning stage of the audit the Commission and management are sent a fraud questionnaire, the planning letter to those charged with governance which includes the areas that we feel pose significant risk, and a note stating that if they think there are areas that may need additional attention during the audit to please share their concerns with the auditors and the audit plan can be modified as needed. The audit plan is developed by the auditors based on input received during the planning stage and the auditor's professional judgement. The Commission and management provide input only.

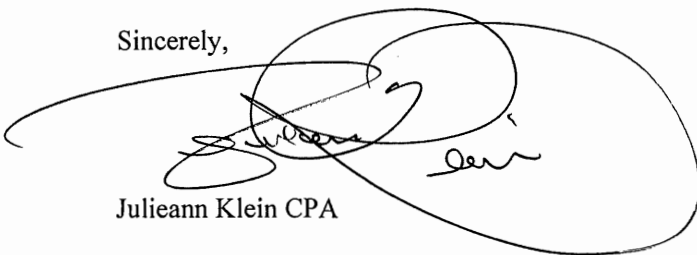
In the performance of the audit certain internal controls are tested by performing walkthroughs of selected transactions, compliance is also tested by reviewing selected transactions and related procedures. Audit procedures include reviewing supporting documentation for approval and agreement to the general ledger. The audit procedures are designed based on the assessed level of risk and materiality to the financial statements as a whole.

The focus of a financial audit is the presentation of the financial statements. Evaluating Internal Controls and compliance are part of the audit but in the context of whether they have a material effect on the financial statements. Matters that come to the auditor's attention during the audit are communicated with management and the Commission when material. Providing an opinion on internal controls and compliance is not part of a financial statement audit.

Moving forward the Commission and management need to communicate clearly with the auditors any concerns they have during the planning stage of the audit so that audit procedures can be modified when necessary.

I hope this helps you gain some understanding of the financial audit process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Julieann Klein', is written over a large, loopy scribble. The signature is positioned above the printed name 'Julieann Klein CPA'.

Julieann Klein CPA

July 29, 2024

**Lombardo  
Spradley Klein**  
Certified Public Accountants

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

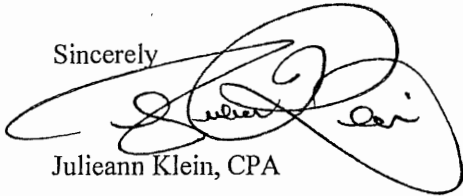
It has been requested that I clarify my comments regarding the September 30, 2023 audit presented at the May 9, 2024 Board meeting.

At the end of my presentation of the Annual Financial Report there were some comments regarding costs and procedures relating to the construction of the Disease Vector Education Center and potential changes to the audited financial report as presented.

My response was that if it was deemed necessary, based on my professional auditing standards and the circumstances, I would update the reports on internal control and findings.

Under the circumstances I do not feel that any changes are required.

Sincerely



Julieann Klein, CPA

June 25, 2024



July 1, 2024

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, 2024.

#### **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, 2024. 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 1, 2024  
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 1, 2024  
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 1, 2024  
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  
July 1, 2024  
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  
July 1, 2024  
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  
July 1, 2024  
Page 7

## **Reporting**

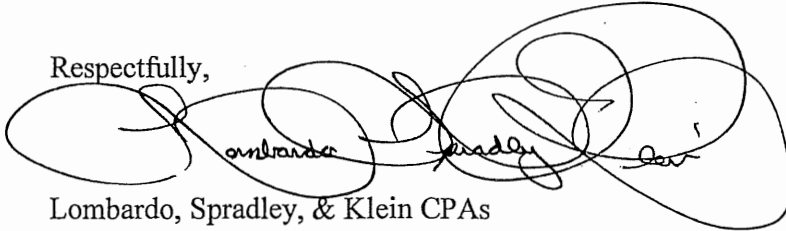
We will issue a written report upon completion of our audit of Anastasia Mosquito Control District of St Johns County's financial statements. Our report will be addresses to management and those charged with governance of Anastasia Mosquito Control District of St. Johns County. Circumstances may arise 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  
July 1, 2024  
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'. The signature is written over a horizontal line.

Lombardo, Spradley, & Klein CPAs

ACKNOWLEDGMENT:

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

---

Gayle Gardner, Chairperson

---

Rui-De Xue, Director



6815 Dairy Road  
Zephyrhills, FL 33542

813.788.2155  
[BodinePerry.com](http://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](http://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)



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities of Anastasia Mosquito Control District of St. Johns County, as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents and have issued our report thereon dated April 22, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit, we considered Anastasia Mosquito Control District of St. Johns County's internal control over financial reporting (internal control) To determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in the internal control over financial reporting that might be deficiencies, significant deficiencies, or material weakness. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

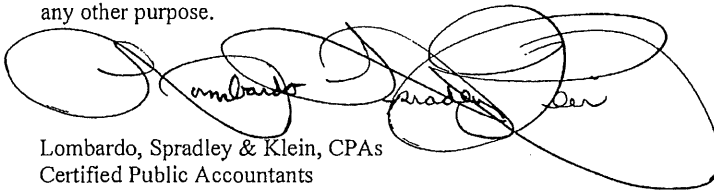
**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Anastasia Mosquito Control District of St. Johns County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

To the Honorable Board of Commissioners  
Anastasia Mosquito Control District of St. Johns County  
April 22, 2024  
Page 2

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Districts' internal control or compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Handwritten signatures of three individuals, likely the auditors, in cursive script. The signatures are overlapping and somewhat illegible due to the cursive style.

Lombardo, Spradley & Klein, CPAs  
Certified Public Accountants  
April 22, 2024

## **1.0 GENERAL**

The purchasing function begins with a need by a using entity. Each requestor of a good or service is expected to plan their purchases as far in advance as possible. Additionally, each purchase must be thoroughly reviewed as to the type of purchasing process that will best facilitate the delivery of the commodity or service required. It is recommended that requesters review the adopted budget at the beginning of each fiscal year to plan purchasing strategy and timeframe. The approved budget is the foundation for annual budget expenditures. The various methods of purchasing goods and services include, but are not limited to, purchase orders, purchasing cards, invoices, cash or bids and each of these methods is discussed below.

## **2.0 PURCHASE ORDERS**

A purchase order (PO) is used to verify that the purchase of a good or service has taken place and that it is authorized. A purchase order will be used for most District purchases, and is generally required to be filled out by the requestor.

### **2.1 Attachments to Purchase Orders**

2.1.1 Packing Slips - This paperwork comes from the Vendor and is usually packed in the shipment or attached to the package. The employee verifying the shipment will check the packing slip with the contents of the package, initial the item(s) received and attach the packing slip, indicating received items, to the Purchase Order. If the Purchase Order has already been submitted to Accounting, the packing slip may be submitted separately.

2.1.2 Pickup Tickets - This paperwork is generally received from the Vendor providing service and most common in the case of automotive or equipment repair. Pickup tickets must be signed by the employee receiving the item(s) and attached to the Purchase order or forwarded by itself directly to Accounting.

2.1.3 Receipts - Received when purchasing merchandise. Receipts must also be signed by the requestor and attached to the Purchase Order or forwarded individually to Accounting.

### **2.2 Purchase Order Threshold Limits**

Purchases above certain dollar limits require approval by signature of the Director prior to making the purchase. Limits are as follows:

2.2.1 Supervisors - Purchases above \$1500.00 require the pre- approval and signature of the Director.

2.2.2 Administrative Staff- Purchases above \$750.00 require pre-approval and signature of the Director.

2.2.3 Non-Administrative Staff - Purchases are subject to the corresponding supervisor's limit and discretion.

### **3.0 PURCHASING CARDS**

The purchasing cards are normally used for small purchases. Purchasing cards are issued in an employee's name with preset spending controls and limits. Purchasing cards are only issued upon approval from the Director. The Purchasing cards are intended only for small value, non-recurring needs, usually from local sources. Examples of these issuing vendors are Walmart, OfficeMax, Home Depot and Dollar General.

#### **3.1 Receipts**

Receipts verify purchasing card purchases. They must be signed by the employee making the purchase and forwarded to the Accounting Department with the employee's signature, subject to the employee's supervisor's approval. (Note: Threshold limits in Section 6.0 "Competitive Solicitations" will apply).

### **4.0 INVOICES AND STATEMENTS**

Invoices and statements are usually received for routine transactions. They often will occur on a monthly basis and include electric, telephone, cable, garbage, rent, etc. The receipt of an Invoice or Statement verifies that the purchase or service is valid and is usually received by the Accountant via U.S. Mail. The Board of Commissioners will be supplied with a monthly report detailing these expenses and their distribution.

### **5.0 CASH**

Infrequently, it is necessary to pay for a good or service with cash. Employees who pay cash for an item may be reimbursed by check upon timely submittal of a valid receipt.

### **6.0 COMPETITIVE SOLICITATIONS**

"Competitive sealed bids," "competitive sealed proposals," or "competitive sealed replies" means the process of receiving two or more sealed bids, proposals, or replies submitted by responsive vendors and includes bids, proposals, or replies transmitted by electronic means in lieu of or in addition to written bids, proposals, or replies.

"Competitive solicitation" or "solicitation" means an invitation to bid, a request for proposals, or an invitation to negotiate.

"Responsible vendor" means a vendor who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

"Responsive bid," "responsive proposal," or "responsive reply" means a bid, or proposal, or reply submitted by a responsive and responsible vendor that conforms in all material respects to the solicitation.

"Responsive vendor" means a vendor that has submitted a bid, proposal, or reply that conforms in all material respects to the solicitation.

*Good Morning!*

*See my answers below.*

*Please share as needed.*

*Have a wonderful day!!*

**Julieann**

**Julieann Klein, CPA  
Lombardo Spradley & Klein, CPAs  
111-A Executive Circle  
Daytona Beach, FL 32114  
(386) 258-3423 ext 318**

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---

**From:** Dr. Rui-De Xue <rxue@amcdf.org>  
**Sent:** Wednesday, July 31, 2024 8:28 AM  
**To:** Julieann Klein <julieann@lskcpas.com>  
**Subject:** FW: Response to Audit Services inquiries

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

**From:** Martha Gleason [<mailto:mgleason@amcdf.org>]  
**To:** <rxue@amcdf.org>  
**Cc:** ggardner@amcdf.org, tbecker@amcdf.org, ginaleblanc492@yahoo.com, cbrandhorst@amcdf.org, amckinney@amcdf.org, hkeating@amcdf.org  
**Sent:** Tue, 30 Jul 2024 20:15:21 -0400  
**Subject:** Re: Response to Audit Services inquiries

Commissioners Please Do Not Respond

Dear Rudi,

I hope this message finds you well. I would like to address the questions I previously raised in my previous email, as they were not fully answered by Ms. Klein. I appreciate your time and attention to this matter. The following points remain unresolved:

1) Could Ms. Klein confirm if our audit was conducted in compliance with the guidelines outlined by the State Auditor General? I had attached the guidance

provided by the State for your review.

**I do not see the attachment however the audit was conducted in compliance with the rules of the auditor general.**

2) I am still in need of a copy of the audit plan and details of who authorized it.

***You do not approve the audit plan. I am an external independent auditor not an internal auditor. You would only approve an internal audit plan.***

3) Is there an audit committee in place? If so, I would appreciate information on the members of this committee.

***In the Districts case, as in many small governmental units the Commission served as the audit committee and is tasked solely with auditor selection.***

4) Lastly, I am eager to know the specific tests that were carried out to ensure that the financials audited met the required financial controls.

***A sample of transactions were selected and the related supporting documents were reviewed for proper authorization.***

***The auditor generals auditor selection and auditor selection committee guidance contains a lot of best practice suggestions that are suggestions only and are not required by statute. It also makes references to the internal audit function which is a process separate from and different than an external audit.***

I understand the complexity of these inquiries and appreciate your assistance in addressing them before the August Board meeting. In light of the response that was received from Ms. Klein, I am also in the process of seeking clarification directly from the state to ensure our compliance with the state's annual financial independent audit requirement.

Thank you for your attention to these matters. I look forward to your response.

Respectfully,  
Commissioner Gleason

On Jul 30, 2024, at 9:18 AM, Dr. Rui-De Xue <rxue@amcdf.org> wrote:

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

From: Julieann Klein [<mailto:julieann@lskcpas.com>]

To: "Rui-de Xue" <xueamcd@gmail.com>, "mgleason@amcdf.org" <mgleason@amcdf.org>

Cc: "shanna@amcdf.org" <shanna@amcdf.org>, "wqualls@amcdf.org" <wqualls@amcdf.org>, "amyers@handfirm.com" <amyers@handfirm.com>

Sent: Tue, 30 Jul 2024 12:28:34 +0000

Subject: Response to Audit Services inquiries

**Good Morning!**

***There seems to be some confusion regarding the annual financial audit services.***

*I have attached a letter that I hope makes it clearer.*

*The purpose of the annual financial audit is to render an opinion on the financial statements only. Although procedures are performed testing internal controls no opinion is rendered on their effectiveness. The audit includes compliance testing also but again as part of the financial audit not to render an opinion on overall compliance. We are required to report material items that come to our attention in these areas during our performance of the financial audit.*

*Professional auditing standards state that the primary responsibility for the prevention and detection of fraud rests with both those charges with governance of the entity and management. The auditors responsibility is to obtain reasonable assurance that the financial statements as a whole are free from material misstatement, whether caused by fraud or error. We are not searching for fraud in a financial statement audit.*

*Again I hope this clarifies the questions.*

*Please share with the Commission and as always feel free to contact me if you have any questions.*

*Have a wonderful day!!*

**Julieann**

**Julieann Klein, CPA  
Lombardo Spradley & Klein, CPAs  
111-A Executive Circle  
Daytona Beach, FL 32114  
(386) 258-3423 ext 318**

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<AMCD Response Audit Services.pdf>

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# Unfinished Business #2

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO 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: July 29, 2024**

**RE: Financial Report and Budget Amendment**

---

The treasurer's report, budget amendment and quarterly budget will be on the table at the August 8<sup>th</sup>

Board meeting, due to the fact that the statements will not be ready at the time of Board book delivery.

# New Business

#1

Print

Close

**From:** Dr. Rui-De Xue (rxue@amcdf.org) **Date:** Tue, 25 Jun 2024 11:44:52 -0400  
**To:** ginaleblanc492@yahoo.com, ggardner@amcdf.org, mgleason@amcdf.org, tbecker@amcdf.org, cbrandhorst@amcdf.org  
**Cc:** wqualls@amcdf.org, rweaver@amcdf.org, shanna@amcdf.org, jdiclaro@amcdf.org, speper@amcdf.org, doliva@amcdf.org, dsmith@amcdf.org, kblore@amcdf.org, ssmolero@amcdf.org, mfarooq@amcdf.org, varyaprema@amcdf.org, ezeszutko@amcdf.org, osypes@amcdf.org, ckuppe@amcdf.org, hkeating@amcdf.org, amckinney@amcdf.org, rstockley@amcdf.org, jwynn@amcdf.org, mduett@amcdf.org, rbruner@amcdf.org, gmonzon@amcdf.org, thirokawa@amcdf.org  
**Subject:** Announcement of Planning Committee Meeting, July 8 at 8:30am

---

Dear Commissioner/Planning Committee Chair Mrs. LeBlanc:

Planning Committee meeting has been scheduled on July 8 at 8:30am. The following items will be listed for the proposed agenda. If you have any inputs about the proposed agenda, please let me know.

Thanks,

Rudy Xue, Ph.D.  
Director

Planning Committee Meeting  
July 8 at 8:30am  
Proposed agenda

1. Discussion about the plan for Program Goals and Performance Measures (deadline for DACS is October 1, 2024 based on the new law for special district, other items are ok with us)
2. Discussion about update on the storage with carport based on last Board meeting discussion and Board member inputs. Change/redo the plan and RFP other years.
3. Redo the RFP for Drainage after October 1, 2024.
4. Discussion about providing/expending services for Putnam and Clay counties.
5. Update plan for WHO /GLP/Collaboration center.

Planning Committee Members:  
Chair: Commissioner Mrs. LeBlanc  
Director: Dr. Rui-De Xue  
Assist Director: Dr. Whitney Qualls  
C.F.O. Mr. Scott Hanna  
Aviation Manager: Dana Smith  
Surveillance /SIT Manager: Dr. Steve Peper  
Education/Research Manager: Dr. Joseph Diclaro  
Operation Supervisor: Mrs. Dena Oliva

## MINUTES

The Planning committee meeting for the Anastasia Mosquito Control District of St. Johns County was held on Monday, July 8, 2024, at 8:30 A.M.

Planning Committee Members Attended:

Chair: Commissioner Mrs. LeBlanc

Director: Dr. Rui-De Xue

Assist Director: Dr. Whitney Qualls

C.F.O. Mr. Scott Hanna (absent)

Aviation Manager: Dana Smith

Surveillance /SIT Manager: Dr. Steve Peper

Education/Research Manager: Dr. Joseph Diclaro

Operation Supervisor: Mrs. Dena Oliva

*Chairperson LeBlanc called the meeting to order.*

### AGENDA ITEMS:

1. Discussion about the plan for Program Goals and Performance Measures (deadline for DACS is October 1, 2024, based on the new law for special districts, other items are ok with us)
2. Discussion about an update on the storage with the carport based on the last Board meeting discussion and Board member inputs. Change/redo the plan and RFP for other years.
3. Redo the RFP for Drainage after October 1, 2024.
4. Discussion about providing/expanding services for Putnam and Clay counties.
5. Update plan for WHO /GLP/Collaboration center.

- The committee discussed/reviewed the items on the new law for special districts, and planned for program goals, objectives, and performance evaluation. Dr. Xue said so far the FDACS has not published any guidelines. This is an annual update and process and is required to be published on our website by October 1. The annual report and other items have been followed already. Our millage rate at 0.17 is much less than 1 mill. Dr. Qualls mentioned that Collier MCD and Florida Keys MCD have their goals/objectives and measures already. We will contact them for a copy for reference.
- Dr. Xue reported that the storage building has been postponed to FY 25/26 from the proposed budget. He would like to limit our budget to under \$10 million. Other members agreed with it and mentioned possible budget amendments if the Board decides to do it next year at any time and if necessary. We do have a large amount of reserved funds for this project.
- Every member agreed to keep the drainage project and reconduct the RFP after October 1. This project will take about 8 months to 1 year. It may increase the cost due to the separated RFP from the storage building and the inflation.
- Currently, Putnam County contracted with the VDCI for their surveillance and control of mosquitoes. Dr. Xue mentioned Putnam County Administrator, the Director of their County Department of Health, and the Director of Budget/Operations came over to AMCD asking for possible service to their county several years ago. The item was tabled due to the COVID-19 pandemic and other issues. The committee discussed and suggested contacting them to figure

out the procedures and the possibility of expanding our service to a partial of Putnam County, like Flagler Estate, and SR 13. This will take about 2-3 years to expand to a multicounty.

- Dr. Diclaro reported about the WHO workshop about the GLP prequalify application, it was not about the WHO collaboration center, however, he contacted with CDC and African organizations to have a training center for West African public health entomologists at AMCD in the future. Dr. Xue updated us about the WHO/IVCC's GLP distribution and hopes to contact the IVCC and WHO for the GLP process.
- The meeting adjourned at 9:50 am.
- *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.*

Print

Close

**From:** Dr. Rui-De Xue (rxue@amcdf.org) **Date:** Fri, 12 Jul 2024 09:41:10 -0400  
**To:** cbrandhorst@amcdf.org, doliva@amcdf.org, wqualls@amcdf.org, rweaver@amcdf.org, shanna@amcdf.org, speper@amcdf.org, mfarooq@amcdf.org, varyaprema@amcdf.org, kblore@amcdf.org, ssmoleroff@amcdf.org, hkeating@amcdf.org, rstockley@amcdf.org, ezeszutko@amcdf.org, ckuppe@amcdf.org, osypes@amcdf.org, dsmith@amcdf.org, mduett@amcdf.org, jwynn@amcdf.org  
**Cc:** cbrandhorst@amcdf.org, ggardner@amcdf.org, mgleason@amcdf.org, ginaleblanc492@yahoo.com, tbecker@amcdf.org, amyers@handfirm.com  
**Subject:** Announcement of the Operation Committee Meeting, July 18 at 10am

---

Dear Commissioner /Operation Committee Chairperson Mrs. Brandhorst,

The operation committee meeting has been scheduled on July 18 at 10 am. The following items will be listed on the proposed agenda for discussion and implement. If you have any inputs, please let me know.

Thanks,

Rudy Xue, Ph. D.  
Director

Operation Committee Meeting (Board room)  
July 18 at 10am  
Proposed agenda

1. Ground operation

- a. Arbovirus surveillance report (Dr. Peper)
- b. Mosquito population report (Mr. Smoleroff)
- c. Service requests, service answers, and database & phone app (Mrs. Oliva, Mr. Weaver)
- d. Source reduction/biocontrol/larvicide (Mrs. Oliva)
- e. ULV, Barrier and thermal fogging (Mr. Oliva)
- f. equipment & ground maintenance (Mr. Wynn & Mr. Weaver)

2. Aerial operation

- a. surveillance included airboat operation (Mr. Smith & Mr. Duet)
- b. drone/ GIS with county cooperation (Mr. Smith, Mr. Duet, & Dr. Qualls)
- c. larviciding (Mr. Smith)
- d. adulticiding (Mr. Smith)
- e. Maintenance (Mr. Smith/Mr. Bruner)

3. Other Items

- a. Pesticide comparison test & recommendation (Dr. Qualls, Dr. Diclaro, & Dr. M. Farooq)
- b. DEP grant & AMCD cooperated biotechnician position for salt marsh management and mosquito surveillance and control (Dr. Qualls & Dr. Xue)

Operation Committee Members

Chair: Commissioner Mrs. Brandhorst

Members:

Director: Dr. Rui-De Xue

Assistant Director: Dr. Whitney Qualls

Operation Supervisor: Mrs. Dena Oliva

Aviation Manager: Mr. Dana Smith

Surveillance Manager: Dr. Steve Peper

Field Biologist: Steven Smoleroff

## MINUTES

The operations committee meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, July 18, 2024, at 10:00 A.M.

Operation Committee Members Attended:

Chair: Commissioner Mrs. Brandhorst (absent)

Director: Dr. Rui-De Xue

Assist Director: Dr. Whitney Qualls (absent)

Aviation Manager: Dana Smith

Surveillance /SIT Manager: Dr. Steve Peper

Operation Supervisor: Mrs. Dena Oliva

Field Biologist: Mr. Steven Smoleroff

Other attendances: Business Manager: Mr. Richard Weaver, Aerial Surveillance Tech: Mr. Morgan Duet, Senior A & P Mechanic: Mr. Ralph Bruner

AGENDA ITEMS (attached):

Dr. Peper reported there were two positive sentinel chickens with EEE. One travel-related malaria case. Dr. Xue asked to correct based on the DOH website about the malaria case that has been listed to another county due to not St. Johns resident. Also, Dr. Peper reported about mosquito pools. Dr. Xue suggests that his technician may give a presentation about vector mosquito population dynamics based on mosquito pool data at the FMCA meeting.

Mr. Smoleroff gave a report and a couple of sheets about mosquito populations detected by CDC traps and BG traps. Especially he and Dr. Xue discussed a large number of collections from the Hasting site after ground ULV and aerial sprayings. Dr. Xue reported that he visited the sites last week, and planned to fly with Mr. Smith to check the site again to make the necessary larviciding plan.

Mrs. Oliva reported there were 159 service requests, mostly eye gnats. Mr. Weaver discussed the database and customer service software update & APP budget and possible schedule. Our current MobiSoft company does not provide a good and updated service. After the Board approval of the new budget, we will conduct the RFP about this. Dr. Xue suggested this should be down during the slowing seasons.

Mrs. Oliva reported the tire collection and fish distribution situation. Dr. Xue mentioned that Commissioner Mrs. Becker asked for a used tire grinding machine for the new budget. Mrs. Oliva said it does not work that way due to the many metals in the tire materials. There are special agencies that can handle this. Also, Oliva reported about ULV spraying two times so far. They did many small barriers and thermal fogging. So far, all equipment works fine, and plan to have an annual physical inventory soon.

Mr. Duet reported about airboat use and checked Guana salt March mosquitoes and made treatment after finding several spots with positive larvae. Mr. Smith reported that the drone, collaboration progress with county GIS, and the new trailer (FDACS funded) have been prepared and should be ready for use next month. He reported about acreages of aerial larviciding and adulticiding recently. Mr. Bruner updated us about three helicopter maintenance items.

Dr. DiClaro reported about the adulticide evaluation situation, two times have been done, and planned to have another test on July 30. Based on the results, the team will give the recommendation to the Board for next year's purchase of new adulticides.

Dr. Xue gave an update about the mutual position between the DEP and AMCD which we had from 2009 to 2013. Now there is a three-year grant to bring this kind of collaboration position back. Currently, we are working on more details.

The meeting adjourned at 11:45 am.

*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.*

**New Business**

**#2**

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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

## MEMO 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 Commissioner**

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

**CC: Whitney Qualls, Scott Hanna**

**DATE: July 31, 2024**

**RE: Discussion and approval of a mutual position between AMCD and the DEP**

---

AMCD and the Department of Environmental Protection (DEP) had a mutual position (biological technician) to coordinate the salt marsh restoration and its impact on salt marsh mosquitoes in St. Johns County from 2009-2013 through a DEP grant. The DEP grant paid the salary and AMCD provided the benefits to the Biotechnician. Recently the salt marsh mosquitoes caused more nuisance problems to the residents around the marsh areas due to ocean climate and tide wetland changes.

To enhance the surveillance and management of salt marsh mosquitoes, AMCD would like to collaborate with the DEP to bring the mutual position (biotechnician: three-year contracted position) back through a DEP collaboration grant at **\$30,500/year** (provided by DEP). The salary of the position is **\$45,760** (AMCD pays \$15,260) and the full benefit cost is **\$35,727.34/year** provided by AMCD. The total cost for the position is **\$81,487.34/year**. AMCD pays a total of **\$50,987.34/year**. The person will work at the AMCD facility and conduct the mutual benefit project on Mosquito Population Impacts of Tidal Wetland Changes.

Attached are the DEP grant work plan, budget, and job description with a scope of work.

I recommend that the Board approves the grant work plan to have the mutual biological technician position and effect from October 1, 2024, to September 30, 2027.

**STATE OF FLORIDA**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**GRANT WORK PLAN**  
**DEP AGREEMENT NO.:** Agreement No.

**ATTACHMENT 3**

**PROJECT TITLE:** Mosquito Population Impacts of Tidal Wetland Changes.

**PROJECT LOCATION:** The Project will be located within the St. Johns County portion of the Guana Tolomato Matanzas National Estuarine Research Reserve (GTM NERR), which is located in Florida. See Figure 1 for a location [map\[s1\]](#).

**PROJECT BACKGROUND:** Over the past decade, multiple research projects within the GTM NERR boundary that assess tidal wetland vulnerability and the potential for marshes to migrate upland using models like Sea Level Rise Affecting Marshes Model (SLAMM). However, these projects do not incorporate edge factors along undeveloped lands that may impact migration potential, nor have they considered the impacts to mosquito populations that may result from shifts in tidal wetlands. In 2024, GTM NERR received funding under the Inflation Reduction Act through the National Oceanic and Atmospheric Administration's (NOAA) to assess these factors and impacts.

**PROJECT DESCRIPTION:** The Grantee shall develop and implement a research and monitoring plan to investigate ecological factors of tidal wetlands that may impact mosquito populations at selected sites within the project area, including upland edges where wetlands are likely to migrate. The goal of this research and monitoring is to inform management actions regarding the facilitation of migrating marshes and other habitat management activities like thin layer placement.

**TASKS and DELIVERABLES:**

**Task 1: Develop Research and Monitoring Plan**

**Task Description:** The Grantee will prepare, submit, and receive approval on a Research and Monitoring Plan (RMP) prior to commencement of any new data collection associated with the project. The RMP shall be developed in collaboration with the GTM NERR Research Coordinator and Stewardship Coordinator, at a minimum through at least two meetings prior to the submittal of the first draft. A Quality Assurance Project Plan (QAPP) shall be included with the RMP. The QAPP shall include the relevant information detailed in Exhibit D NOAA OCM Data Management and Sharing Plan Review Guidance.

**Deliverable 1a:** Draft RMP including draft QAPP and sign-in sheets from collaboration meetings submitted electronically in Word format to the Department's Grant Manager. The draft will be returned to the Grantee with comments no later than December 12, 2024.

**Performance Standard:** The Department's Grant Manager will ensure review of the draft RMP and QAPP for compliance with this Agreement and the quality assurance requirements, to ensure sufficient monitoring is planned to measure project effectiveness, and provide comments to the Grantee as needed prior to Final RMP and QAPP submittal.

**Deliverable 1b:** Final Department-approved RMP and QAPP submitted electronically in Word format to the Department's Grant Manager. Upon request, the Grantee will provide a paper copy of the Final RMP and QAPP to the Department's Grant Manager.

**Performance Standard:** The Department's Grant manager will review the Final RMP and QAPP to ensure that draft comments have been incorporated and the Final RMP and QAPP is in compliance with this Agreement and the quality assurance requirements. Upon review and written approval by the Department's Grant Manager of the Final RMP and QAPP, the Grantee may proceed with payment request submittal.

**Payment Request Schedule:** Grantee may submit a payment request for cost reimbursement upon completion of the task and Department approval of all associated task deliverables.

**Deliverable 1a Due Date:** December 6, 2024

**Deliverable 1b Due Date:** [December 31, 2024][SL2]

**Task Cost:** \$7,250

### **Task 2: Implement Research and Monitoring Plan**

**Task Description:** The Grantee shall implement the Department-approved RMP and QAPP (see Attachment 3, Task 1) and attend quarterly meetings with the GTM NERR Research Coordinator and/or Stewardship Coordinator to discuss the research and monitoring process and determine if any adjustments to the plan are necessary. Changes to the RMP and QAPP must be approved in writing by the Department's Grant Manager before implemented.

**Deliverable 2:** A summary of completed monitoring activities activities (dates completed, sampling conducted and any not conducted and why), data as defined in the RMP and QAPP, and a summary of meetings with the GTM NERR and any changes made to the RMP and QAPP.

**Performance Standard:** The Department's Grant Manager will review the monitoring results for completion and compliance with the RMP and QAPP.

**Payment Request Schedule:** Grantee may submit a payment request for this task no more frequently than once per quarter. Deliverables must be submitted a minimum of 5 days prior to each payment request. The outlined Deliverable must have been submitted and accepted in writing by the Department's Grant Manager prior to payment request submittal.

**Task Budget:** \$7,250 per quarter of monitoring activities. Cost may not exceed \$72,500.00

**Task Start and End Dates:** January 1, 2025 to June 30, 2027

### **Task 2: Outreach**

**Task Description:** At least once per year, the Grantee shall present on this project's progress and any results at an advisory group meeting or research symposium held by the GTM NERR.

**Deliverable 2:** A copy of the outreach presentation given to the advisory group or at the research symposium submitted electronically to the Department's Grant Manager.

**Performance Standard:** The Department's Grant Manager will review the outreach presentation to verify that it meets the specifications in the Grant Work Plan and this task description

**Payment Request Schedule:** Grantee may submit a payment request for this task no more frequently than once per year. Deliverables must be submitted a minimum of 5 days prior to each payment request. The

outlined Deliverable must have been submitted and accepted in writing by the Department's Grant Manager prior to payment request submittal.

**Task Budget:** \$1,500 per outreach presentation. No more than one outreach presentation per year may be submitted. Cost may not exceed \$4,500.00

**Task Start and End Dates:** January 1, 2025 to September 30, 2027

#### **Task 4: Final Report**

**Task Description:** The Grantee will prepare a Final Report summarizing the results of the project, including all tasks in the Grant Work Plan. The Final Report must include at a minimum:

- Project location and background, project description and timeline, grant award amount and anticipated benefits.
- Discussion of project schedule versus actual completion, including changes required to the schedule, unexpected site conditions and adjustments, significant unexpected delays and corrections, and/or other significant deviations from the original project plan.
- Summary of activities completed as well as those not completed and why, as well as a brief summary of any additional phases yet to be completed.
- Appropriate figures (site location, site plan[s]. etc.), appropriate tables summarizing data/information relevant to Grant Work Plan tasks, and appropriate attachments relevant to the project.
- Explanation of data analysis and results incorporating data from the entire project period, including any lessons learned and suggestions of future research to improve upon results.
- Responses to questions and/or comments provided by the Department's Grant Manager following the submission of the Draft Report (Deliverable 4a).

**Deliverable 4a:** A draft of the final report in Word format submitted electronically to the Department's Grant Manager. The draft will be returned to the Grantee with any comments by August 20, 2027.

**Performance Standard:** The Department's Grant Manager will review the draft report to verify that it meets the specifications in the Grant Work Plan and this task description and provide comments and questions to be addressed in the Final version.

**Deliverable 4b:** The final version of the final report in PDF format submitted electronically to the Department's Grant Manager. This deliverable must be submitted 5 days prior to the payment request.

**Performance Standard:** The Department's Grant Manager will review the report to verify that it meets the specifications in the Grant Work Plan and this task description

**Payment Request Schedule:** Grantee may submit a payment request for cost reimbursement upon completion of the task and Department approval of all associated task deliverables.

**Deliverable 4a Due Date:** August 12, 2027

**Deliverable 4b Due Date:** September 30, 2027

**PROJECT TIMELINE:** The tasks must be completed by the corresponding task end date and all deliverables must be received by the designated due date.

<b>Task/ Deliverable No.</b>	<b>Task or Deliverable Title</b>	<b>Task Start Date</b>	<b>Task End Date</b>	<b>Deliverable Due Date/ Frequency</b>
1a	<b>Draft RMP &amp; QAPP</b>	10/1/2024	12/6/2024	12/6/2024
1b	<b>Final RMP &amp; QAPP</b>	12/12/2024	12/31/2024	12/31/2024
2	<b>Research &amp; Monitoring Implementation</b>	1/1/2025	6/30/2027	Quarterly
3	<b>Outreach</b>	1/1/2025	9/30/2027	Annually
4a	<b>Draft Final Report</b>	7/1/2027	8/12/2027	8/12/2027
4b	<b>Final Report</b>	8/20/2027	9/30/2027	9/30/2027

	12/31/2024	3/31/2025	6/30/2025	9/30/2025	
	Y1-Q1	Y1-Q2	Y1-Q3	Y1-Q4	Total Yr 1
Task 1: RMP	\$ 7,250.00				\$ 7,250.00
Task 2: Research & Monitoring		\$ 7,250.00	\$ 7,250.00	\$ 7,250.00	\$ 21,750.00
Task 3: Outreach				\$ 1,500.00	\$ 1,500.00
Task 4: Final Report					\$ -
<b>Total Above</b>	<b>\$ 7,250.00</b>	<b>\$ 7,250.00</b>	<b>\$ 7,250.00</b>	<b>\$ 8,750.00</b>	<b>\$ 30,500.00</b>

12/31/2025	3/31/2026	6/30/2026	9/30/2026		12/31/2026
Y2-Q1	Y2-Q2	Y2-Q3	Y2-Q4	Total Yr 2	Y3-Q1
				\$ -	
\$ 7,250.00	\$ 7,250.00	\$ 7,250.00	\$ 7,250.00	\$ 29,000.00	\$ 7,250.00
			\$ 1,500.00	\$ 1,500.00	
				\$ -	
\$ 7,250.00	\$ 7,250.00	\$ 7,250.00	\$ 8,750.00	\$ 30,500.00	\$ 7,250.00

3/31/2027      6/30/2027      9/30/2027

Y3-Q2	Y3-Q3	Y3-Q4	Total Yr 3	Total ALL
			\$ -	\$ 7,250.00
\$ 7,250.00	\$ 7,250.00		\$ 21,750.00	\$ 72,500.00
		\$ 1,500.00	\$ 1,500.00	\$ 4,500.00
		\$ 7,250.00	\$ 7,250.00	\$ 7,250.00
\$ 7,250.00	\$ 7,250.00	\$ 8,750.00	\$ 30,500.00	\$ 91,500.00

**Job Title:** Salt Marsh Project Contract Position (3 years)

**Location:** Anastasia Mosquito Control District, St. Johns County, Florida

**Department:** Education and Research

**Reports To:** Education and Research Manager

**Job Overview:**

The Salt Marsh Project Contract Position will be responsible for managing and executing a research project focused on assessing the impacts of tidal wetland changes on mosquito populations. This role includes developing and implementing research and monitoring plans, coordinating with research partners, ensuring compliance with grant requirements, and providing regular updates and final reports to the Florida Department of Environmental Protection and Management.

**Key Responsibilities:**

**1. Develop Research and Monitoring Plan (RMP)**

- Collaborate with the GTM NERR Research and Stewardship Coordinators to create a comprehensive RMP and Quality Assurance Project Plan (QAPP).
- Submit draft and final versions of the RMP and QAPP by specified deadlines.
- Ensure the RMP and QAPP meet all compliance and quality assurance standards.

**2. Implement Research and Monitoring Plan**

- Execute the approved RMP and QAPP, conducting monitoring activities as outlined.
- Attend quarterly meetings with GTM NERR and AMCD Management to discuss progress and any necessary adjustments.
- Document and report all monitoring activities and any modifications to the RMP and QAPP.

**3. Outreach and Reporting**

- Present project progress and findings at least once annually to advisory groups or at research symposiums.
- Prepare and submit outreach presentation materials and documentation.
- Develop a comprehensive final report summarizing all project activities, data analysis, and findings, incorporating feedback from the Department's Grant Manager.

**Qualifications:**

- **Education:** Bachelor's degree in Environmental Science, Ecology, Biology, or a related field.
- **Experience:** Minimum of 1-3 years of experience in environmental research, preferably involving wetland ecosystems and mosquito populations.

- **Skills:**

- Strong organizational skills.
- Excellent written and verbal communication abilities.
- Proficiency in data collection, analysis, and reporting.
- Ability to collaborate effectively with multiple stakeholders and research partners.

**Performance Standards:**

- Timely submission of all deliverables, including the draft and final RMP and QAPP, quarterly monitoring reports, outreach presentations, and final project report.
- Compliance with all grant requirements and quality assurance protocols.
- Effective collaboration with GTM NERR coordinators and other stakeholders to ensure successful project execution.

**Compensation:**

Salary range: \$42,349-\$45,760 annually with full benefits. This is a three-year term contract position and annual renewal based on the performance evaluation.

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This job description outlines the primary responsibilities and qualifications for the contract position, ensuring the successful execution of the grant project focused on mosquito population management and the impacts of tidal wetland changes.

# Reports

Director Report (July 2024)

**Program Management: Customer and professional service and service request process:** AMCD answered 236 service requests. Dr. Qualls (1), Dr. Peper (1), and Dr. Xue (3) reviewed 5 manuscripts (1 for JAMCA, 1 for Acta Tropica, and 3 for Insects) in July. Dr. Qualls reviewed 9 preproposals for AMCA research funding.

**Surveillance:** In July, no positive sentinel chicken (two EEE positive in June) was detected. The CDC light traps & BG traps for adult mosquito population surveillance collected 3,002 adult mosquitoes (mostly *Aedes aegypti*, *Culex quinquefasciatus*, and *Anopheles crucians*). The inspectors continued to survey larvae and treat any larvae found in breeding sites. Hot spots, Guana River, and islands have been regularly visited and checked by airboats and helicopters.

**Ground and aerial operation:** AMCD has used the ULV spray for adult mosquito control 11 times and treated 4,739 acres. Conducted the barrier treatment 14 times for 12 acres and hand adulticide application 43 times. MCTs treated 1,041 acres for larvae control 154 times. Aerial larvicides were conducted 1 time and treated 96 acres and aerial adulticiding 2 times and treated 6,150 acres.

**Applied research:** The district conducted the adulticide evaluation in the field on July 10 and July 31 nights. The NDA with a company from New York has been signed for a possible collaboration for a new repellent device. The final Sumitomo repellent testing report with the \$27,000 invoice has been submitted. The DEP grant proposal with a 3-year grant fund at \$30,500/year and mutual position have been worked out for the Board to approve. A couple of manuscripts have been submitted and revised. One article about resistance has been published in the JAMCA. The SynVector and MosquitoMate collaboration projects have been further discussed. The outdoor large cages have been repaired and the grand vegetation has been replaced.

**Education:** AMCD's DVEC has hosted 1,318 visitors (608 adults and 710 children) and tours in July. The education team organized and hosted 3 Homeschools' field trips on July 10, July 15, and July 18, GTM research summer camp field trip on July 19. Two new employees (a seasonal helper and a volunteer) have been trained. Seven intern student trainings have been done and most of them gave their presentations. AMCD did adv. about personal protection/prevention and DVEC open hours on the website and social media.

**Business Management & Administration: Serve to the Board of Commissioners:** Staff prepared for July 11's Board meeting, board books, meeting minutes, and proposed agenda for August 8's Board meeting, planning committee meeting, and operation committee meeting. Staff and I searched and provided all documentation to the Commissioners, candidates & related people as requested.

**Budget and Auditor:** The DACS work plan budget for FY24/25, tentative millage rate, and IMM work plan were approved by the Board on July 11 and all have been submitted to related agencies (TRIM, DACS, and County) on time.

**Insurance:** The Agent for property, fleet, and work comp insurance has been contacted for preparation for the September 12's Board meeting.

**Contract:** The interior projects for the education buildings are still in progress. The SIT building's sinks and water have been done, and the cold room construction has been started after the permit from the county. The DEP grant contract/MOU has been worked out for the Board to discuss and approve. The draft contract with MosquitoMate about SIT collaboration and building usage is under discussion and process.

**HR & Policy:** Three intern students from UNF have been interviewed and one will start in late August. Seven intern students finished their internship by the end of July and most interns gave their presentations. One seasonal helper for the DVEC was hired for 6 months after the interview. One volunteer has been interviewed and started to work in the middle of July. One UNF intern paid by CDC/SECEVD through UF/EPI has been extended at AMCD for 2 months. One seasonal employee was terminated due to a lack of responsibility, and one received a verbal warning due to being too late or missing work.

**Meeting:**

July 1. 10 am. Attended the financial committee meeting with Commissioner Ms. Gayle Gardner about millage rate and draft budget. 2 pm. Held a group meeting about pesticide inventory.

July 2. 9:30 am. Attended an intern student interview. 10:10 am. Met Commissioner Mrs. Martha Gleason about applied research and visited the DVEC.

July 3-5. Attended Kiwanis Conference about children's education promotion and grant funding opportunities.

July 8. 8:30 am. Attended planning committee meeting with Commissioner Mrs. Gina LeBlanc about goals, objectives, and performance measures for FY 24/25, budget for the drainage, and postponing the storage and carport. I reviewed a manuscript for the Acta Tropic.

July 9. 8 am. Phone conversation with Mr. Robert Hawk about the HB 7013 law implementation. To whom should we send the FY24/25 goals, objectives, and performance measures? (It is only published on our website before October 1). 2 pm. Met two intern students about their interests and the possibility of 2-3 years contracted technician positions after October 1 with Ms. Dena Oliva. 3 pm. Attended a Zoom meeting to discuss a new repellent device and possible collaboration with industry (Dr. Joseph Weisberg) in New York.

July 10. 9:30 am. Attended an intern student interview from UNF. 8 pm. Visited and attended partial field adulticiding testing.

July 11. 7:30 am. Attended Kiwanis Club meeting about the local election. 9:00 am. Hosted former Commissioner and candidate Mr. Gary Howell and his wife's tour. 11 am. Attended a seasonal employee interview. 2 pm. Attended AMCA YP advisor interview via Zoom. 5 pm. Attended the Board meeting.

July 12. 11 am. Met Dena Oliva and others about the termination of a seasonal employee due to lack of responsibility and unreliable.

July 16. 9 am. Attended the MosquitoMate Zoom meeting. 11 am. Hosted 3 adults with 5 children visiting the DVEC.

July 17. 8 am. Met and gave a tour to a candidate (T.J.M.) who is running for the AMCD Board. 9 am. Attended the DVEC volunteer interview.

July 18. 10 am. Held the operation committee meeting. 2 pm. Flight with Chief Pilot to Hastings area to check the hot spots.

July 19. Reviewed a manuscript for the Insects.

July 22. Collected and worked out the proposed agenda.

July 23-24. Worked on the JFMCA manuscripts & District FY24/25 goals, objects, and measures.

July 25. 11 am. Attended Mali malaria project meeting via Zoom.

July 26. 10 am. Met former Attorney Mr. Wayne Flowers about help to update policy. Review another manuscript for Insects.

July 29. Met Harrel Construction about the sink/cold room progress.

July 30. 11 am. Met Mr. Kai Blore about his PH.D. project progress and qualification examination. 2 pm. Attended one intern student presentation. 3 pm. Met the Education Specialist about her outreach and heartworm project.

July 31. 1 pm. Attended the Website development meeting via Zoom. 2 pm. Attended 4 intern student presentations. 8 pm. Visited the field testing for adulticides.

# Treatment Summary

**From Date :** 07-01-2024

**To Date :** 07-31-2024

**Zone :** All

**Material :** All

**Task :** All

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Material	Amount	Area Treated	Application Rate	Times
Altosid WSP	6787 ea	21.03 acre	322.68 ea / acre	45 times
Altosid XR	53 ea	0.12 acre	435.54 ea / acre	6 times
Altosid XRG	4320 lb	720 acre	6 lb / acre	31 times
Altosid XRG Air	960 lb	96 acre	10 lb / acre	1 times
Aqualure 20-20 1:5	750 fl oz	2903.22 acre	0.26 fl oz / acre	5 times
B.t.i. Briquets	121 ea	0.28 acre	435.54 ea / acre	9 times
Cocobear	27 fl oz	0.07 acre	384.02 fl oz / acre	2 times
Dibrom 1.0 oz	4416 fl oz	4416 acre	1 fl oz / acre	1 times
Dibrom Concentrate	2240 fl oz	3734.08 acre	0.6 fl oz / acre	1 times
Duet 50%	1664 fl oz	1059.87 acre	1.57 fl oz / acre	5 times
Mosquitomist Two	512 fl oz	775.76 acre	0.66 fl oz / acre	1 times
Natular DT	2 ea	0 acre	6666.67 ea / acre	1 times
Talstar P	4.18 gal	12.39 acre	0.34 gal / acre	14 times
VectoBac 12AS	4551 fl oz	284.44 acre	16 fl oz / acre	56 times
VectoBac G	100 lb	15.4 acre	6.49 lb / acre	4 times

# Task Time Summary

**From Date :** 07-01-2024

**To Date :** 07-31-2024

**Zone :** All

**Employee Name :** All

Printed on 2024-08-01 07:08:41 EST

Task Time Summary			
Task	Total Time	Total Timesheets	Total Time
Administrative	1321:04 hrs	218	
Aerial Adulticide	04:25 hrs	2	
Aerial Ground Crew	36:03 hrs	7	
Aerial Larvicide	02:30 hrs	1	
Aerial Maint	234:40 hrs	93	
Aerial Site Inspection	01:00 hrs	1	
Aerial Survey	22:40 hrs	15	
AM Briefing	38:04 hrs	102	
Assist	371:15 hrs	98	
Building & Grounds Work	436:15 hrs	219	
Chicken Program	183:10 hrs	31	
Computer Repair	179:00 hrs	28	
Daily Paperwork	123:10 hrs	206	
DVEC	618:15 hrs	97	
Field Experiment	281:01 hrs	55	
Fish Program	34:30 hrs	11	
Fog Mission Serv Req	00:45 hrs	3	
Ground Adulticide	53:34 hrs	20	
Ground Larvicide	298:54 hrs	154	
Ground Site Inspection	1074:42 hrs	633	
Hand Adulticide	44:46 hrs	43	
Holiday	510:00 hrs	51	
Insectary	747:35 hrs	172	
Inventory	13:38 hrs	8	9493:25 hrs
Lab Experiment	222:15 hrs	29	
Mechanics Time	240:00 hrs	39	
Meeting	63:00 hrs	54	
Molecular Lab Work	331:10 hrs	45	
Mosquito Trap BG	140:45 hrs	25	
Mosquito Trap CDC CO2	07:30 hrs	2	
Mosquito Trap CDC Oc	45:02 hrs	7	
Mosquito Trap Gravid	04:45 hrs	2	
Mosquito Trap ID	32:15 hrs	14	
Mosquito Trap OV	06:00 hrs	3	
Mosquito Traps Misc	45:45 hrs	11	
Produce Papers & Programs	266:30 hrs	38	
Project Research	245:30 hrs	37	
Public Relations	24:45 hrs	5	
Public School Program	09:00 hrs	2	
Resupplying Trucks	79:07 hrs	156	
Source Reduction (tires)	19:30 hrs	7	
Supervisory	101:30 hrs	32	
Training Classroom	179:55 hrs	51	
Training Field	96:00 hrs	12	
Travel	01:15 hrs	2	
Vehicle Maintenance	96:15 hrs	42	

## Task Time Summary

Task	Total Time	Total Timesheets	Total Time
Annual Leave	270:45 hrs	44	
Leave Without Pay	254:00 hrs	40	
Sick Leave	80:00 hrs	14	

<b>BG Trap</b>					
<b>7/1/2024</b>					
<b>To :</b>					
<b>7/31/2024</b>					
<b>Trap Type :</b>					
<b>BG</b>					
<b>2024 07</b>					
<b>Species Name</b>	<b>8</b>	<b>15</b>	<b>22</b>	<b>29</b>	<b>Species Total</b>
Ae aegypti	180	187	240	29	636
Ae albopictus	80	66	131	92	369
Ae atlanticus	0	0	18	0	18
Ae canadensis	0	0	0	0	0
Ae dupreei	0	0	0	0	0
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	274	204	2	36	516
Ae mathesoni	0	0	0	0	0
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	0	0
Ae taeniorhynchus	25	4	26	130	185
Ae tormentor	0	0	0	0	0
Ae triseriatus	0	1	0	0	1
Ae vexans	0	1	0	0	1
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	186	1225	54	37	1502
An perplexens	0	0	0	0	0
An punctipennis	0	0	0	0	0
An quadrimaculatus	2	1	3	0	6
An walkeri	0	0	0	0	0
Cq perturbans	0	0	0	0	0
Cs inornata	0	0	0	0	0
Cs melanura	0	0	0	0	0
Cx coronator	0	0	0	0	0
Cx erraticus	2	12	9	0	23
Cx nigripalpus	5	199	303	8	515
Cx peccator	0	0	0	0	0
Cx pilosus	0	0	0	0	0
Cx quinquefasciatus	471	82	86	14	653
Cx restuans	0	1	0	0	1
Cx salinarius	0	0	0	0	0
Cx territans	0	0	0	0	0
De cancer	0	0	0	0	0
Ma dyari	0	0	0	0	0
Ma titillans	1	1	0	0	2
Or alba	0	0	0	0	0
Or signifera	0	0	0	0	0
Ps ciliata	0	0	0	0	0
Ps columbiae	0	40	1	2	43
Ps cyanescens	0	0	0	0	0
Ps ferox	0	0	0	0	0
Ps howardii	0	0	0	0	0
Tx rutilus	0	0	0	0	0
Ur lowii	0	0	0	0	0
Ur sapphirina	0	0	0	0	0
Wy Mitchelli	0	0	0	0	0
<b>Daily Total</b>	<b>1226</b>	<b>2024</b>	<b>873</b>	<b>348</b>	<b>4471</b>

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

CDC Light Trap					
7/1/2024					
To :					
7/31/2024					
Trap Type :					
CDC Octenol					
2024 07					
Species Name	8	15	22	29	Species Total
Ae aegypti	0	0	2	0	2
Ae albopictus	0	7	2	3	12
Ae atlanticus	0	0	3	7	10
Ae canadensis	0	0	0	0	0
Ae dupreei	0	0	0	0	0
Ae eggs	0	0	0	0	0
Ae fulvus pallens	0	0	0	0	0
Ae infirmatus	0	1	7	11	19
Ae mathesoni	0	0	0	0	0
Ae mitchellae	0	0	0	0	0
Ae signifera	0	0	0	0	0
Ae sollicitans	0	0	0	0	0
Ae taeniorhynchus	2	0	20	6	28
Ae tormentor	0	0	0	0	0
Ae triseriatus	0	0	0	0	0
Ae vexans	0	1	0	0	1
An atropos	0	0	0	0	0
An bradleyi	0	0	0	0	0
An crucians	11	9	4	7	31
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	1	0	0	1
Cs inornata	0	0	0	0	0
Cs melanura	1	0	0	0	1
Cx coronator	0	0	0	0	0
Cx eraticus	4	6	22	19	51
Cx nigripalpus	17	6	55	51	129
Cx peccator	0	0	0	0	0
Cx pilosus	0	0	0	0	0
Cx quinquefasciatus	2	2	0	11	15
Cx restuans	0	0	0	0	0
Cx salinarius	0	0	0	0	0
Cx territans	0	0	0	0	0
De cancer	0	0	0	0	0
Ma dyari	4	0	0	0	4
Ma titillans	1	0	0	4	5
Or alba	0	0	0	0	0
Or signifera	0	0	0	0	0
Ps ciliata	0	0	0	0	0
Ps columbiae	0	1	0	8	9
Ps cyanescens	0	0	0	0	0
Ps ferox	0	0	0	0	0
Ps howardii	0	0	0	0	0
Tx rutilus	0	0	0	0	0
Ur lowii	0	0	0	0	0
Ur sapphirina	0	0	0	0	0
Wy Mitchellii	0	0	0	0	0
<b>Daily Total</b>	<b>42</b>	<b>34</b>	<b>116</b>	<b>127</b>	<b>319</b>

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

# Attachments

PERFORMANCE EVALUATION PROCESS POLICY  
(For Evaluation of Director)

1. Chair directs staff to provide copies of the Evaluation Form to each Board Member in the August Board Book in every other even years (beginning in August 2018 for FY 18/19 {Oct 1, 2018 through Sept. 30, 2019).
2. Each Board Member completes evaluation form and discusses any concerns with each employee being evaluated by the September 10<sup>th</sup>. Employee signs form and has an opportunity to respond in writing by September 25<sup>th</sup>. Copies of all Evaluation Forms, with any written responses, are sent electronically to the Attorney.
3. The Attorney will prepare a numerical grid and a letter for the Chair to read at the October Board Meeting (in every even year). The reading of this letter, written by the Attorney and read by the Chair, will be the only public comment. Based on the budget for pay increases, and if the numerical number is 90% or higher, a motion to authorize a pay increase or merit raise can be made. The Director should also receive any annual COLA raise that is given to other District employees. The effective date should coincide with the budget calendar year.
4. All original evaluations will be placed in the Employee's personnel file.
5. The attached Performance Evaluation form (4 pages) will be used for evaluations beginning in budget year 2018-2019.

# ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

500 Old Beach Road, St. Augustine, FL 32092



## PERFORMANCE EVALUATION

(DIRECTOR) ~ EXEMPT POSITION

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Title: \_\_\_\_\_ Time in Position: \_\_\_\_\_

Date of Last Review: \_\_\_\_\_ Scheduled Review Date: \_\_\_\_\_

Type of Review:     Initial six (6) months     Annual     Promotion     Merit / Performance  
                                   Unsatisfactory Performance     Other: \_\_\_\_\_

**INSTRUCTIONS:**

1) Review the Evaluation Form in detail. 2) Carefully evaluate the employee's work performance in relation to the essential functions of the position for the entire rating period. 3) assign and circle points for each rating within the scale that best describes the employee's ability for each factor and write that number in the corresponding points box. 4) Any rating of O (Outstanding Performance) or U (Unsatisfactory Performance) requires justification in Section VI. "Major Strengths" and Section VII. "Areas Needing Improvement". 5) Review with employee. A section is available for employee comments.

**DEFINITIONS OF PERFORMANCE RATINGS:**

- O – Outstanding** – Performance is exceptional in all areas and is recognizable as being far superior to others.
- V – Very Good** – Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.
- G – Good** – Competent and dependable level of performance. Meets the performance standards of the position.
- I – Improvement Needed** – Performance is deficient in certain areas. Improvement is necessary.
- U – Unsatisfactory** – Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.
- N/A – Not Applicable** – Does not apply.

**I. PERFORMANCE FACTORS:**

**A. PROFESSIONAL SKILLS:**

**1. Job Skills & Knowledge:** Possesses working knowledge of all phases of the position and various techniques and skills necessary for efficient completion of tasks. Remains up-to-date on changes/trends in technical knowledge related to the job. Expands knowledge of the job and district products/services as it relates to other positions.

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Points
<b>O</b> 100-90	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
<b>V</b> 89-80	
<b>G</b> 79-70	
<b>I</b> 69-60	
<b>U</b> Below 60	

**2. Initiative & Judgment:** Ability to think and act without being instructed in great detail. Ability to make sound and proper decisions by drawing on professional expertise with minimal negative effects on employee relations, and/or district goals and achievements. Willingness to assume and implement the responsibilities of these decisions and the position and to do so in a timely manner.

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Points
<b>O</b> 100-90	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
<b>V</b> 89-80	
<b>G</b> 79-70	
<b>I</b> 69-60	
<b>U</b> Below 60	

**3. Quality & Management of Workload:** Ability to meet deadlines and prioritize workload. Produces the required amount of work with accuracy, neatness and thoroughness to meet the needs of the district.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<b>Points</b>
<b>O</b> 100-90	<input style="width: 50px; height: 50px;" type="text"/>
<b>V</b> 89-80	
<b>G</b> 79-70	
<b>I</b> 69-60	
<b>U</b> Below 60	

**B. INTERACTIVE SKILLS:**

**1. Interpersonal Relationships:** Demonstrates willingness and ability to cooperate, work, and communicate with colleagues and subordinates or outside contacts in a collective effort to accomplish district goals and objectives.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<b>Points</b>
<b>O</b> 100-90	<input style="width: 50px; height: 50px;" type="text"/>
<b>V</b> 89-80	
<b>G</b> 79-70	
<b>I</b> 69-60	
<b>U</b> Below 60	

**2. Communication:** Effectiveness of expression in individual and group situations. Ability to convey ideas clearly and concisely. Uses proper oral and written language.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<b>Points</b>
<b>O</b> 100-90	<input style="width: 50px; height: 50px;" type="text"/>
<b>V</b> 89-80	
<b>G</b> 79-70	
<b>I</b> 69-60	
<b>U</b> Below 60	

**3. PUBLIC RELATIONS:** Ability to communicate effectively with the public to a degree to which employee is able to project a courteous and helpful image.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<b>Points</b>
<b>O</b> 100-90	<input style="width: 50px; height: 50px;" type="text"/>
<b>V</b> 89-80	
<b>G</b> 79-70	
<b>I</b> 69-60	
<b>U</b> Below 60	

**C. ADMINISTRATIVE SKILLS:**

**1. Coordination & Adaptability:** Ability to work with others as a team and still express individual viewpoints while considering and learning from the input of others. The ability to accept change and adapt to a variety of assignments.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<b>Points</b>
<b>O</b> 100-90	<input style="width: 50px; height: 50px;" type="text"/>
<b>V</b> 89-80	
<b>G</b> 79-70	
<b>I</b> 69-60	
<b>U</b> Below 60	

**2. Planning & Organization:** Establishes objectives and sets goals for self and subordinates to accomplish district goals; makes proper assignments of personnel and appropriate use of resources. Analyzes the needs of the district accurately and sets realistic target dates. Develops programs to improve the effectiveness & overall operation of the district.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<b>Points</b>
<b>O</b> 100-90	<input style="width: 50px; height: 50px;" type="text"/>
<b>V</b> 89-80	
<b>G</b> 79-70	
<b>I</b> 69-60	
<b>U</b> Below 60	

**3. Adheres to Policies & Procedures:** Properly interprets and applies district polices and procedures to job responsibilities.

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

**4. Orientation Towards Results:** Ability to initiate projects, anticipate changes or needs, set new priorities, follow through and meet deadlines, and achieve measurable results.

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

**5. Attendance & Availability:** Conforms to established work schedule. Is available to perform responsibilities and provide administrative support.

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

**6. PERSONAL CHARACTERISTICS:** Displays a high degree of honesty, loyalty, integrity and reliability to the district, associates and subordinates.

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

**7. SUPERVISORY SKILLS:** Provides direction and motivates employees to perform at their highest level. Able to responsibly evaluate the work of employees and take appropriate action when necessary. Enforces district policies and regulations in a positive manner.

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

**8. BUDGET MANAGEMENT:** Prepares timely and accurate projections of district financial requirements and manages allocated financial resources.

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

**9. DIRECTS & IMPLEMENTS TRAINING & SAFETY PROGRAM:** Implements Safety Program and proper training and preparation of both for the district, management and subordinates.

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

		Points
O	100-90	
V	89-80	
G	79-70	
I	69-60	
U	Below 60	

**II. RATE OVERALL PERFORMANCE:**

Total Points:  -:- Number of Factors Rated  = **OVERALL RATING**

		Points
Outstanding	100-90	
Very Good	89-80	
Good	79-70	
Improvement Needed	69-60	
Unsatisfactory	Below 60	

**III. MAJOR STRENGTHS:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**IV. AREAS NEEDING IMPROVEMENT:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**V. TRAINING AND DEVELOPMENT:**

What training or development activities should be considered during the next review period?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Discussed with employee on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Follow-Up Requested:  YES  NO Follow-Up Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Date) (Date)

\_\_\_\_\_  
**COMMISSIONER SIGNATURE:** \_\_\_\_\_  
**DATE**

**EMPLOYEE COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have reviewed a completed copy of this form and have had the opportunity to discuss it with the Commissioner. My signature does not necessarily reflect agreement with the evaluation.

\_\_\_\_\_  
**EMPLOYEE SIGNATURE** \_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHAIRPERSON SIGNATURE** \_\_\_\_\_  
**DATE**



**Anastasia Mosquito Control District**  
**Consolidated Financial Statement-Local June-YTD 2023-2024**

	Jun 24	Oct '23 - Jun 24	Budget	Over/(Under) Budget
<b>Income</b>				
360 · Taxes	476,709	8,316,574	8,160,303	156,271
386 · Interest Earned	48,211	366,524	318,314	48,211
390 · Grants				
391.2 · Grant Money, Other	18,255	210,235	191,980	18,255
<b>Total 390 · Grants</b>	<b>18,255</b>	<b>210,235</b>	<b>191,980</b>	<b>18,255</b>
392 · Miscellaneous				
392.1 · Workshops	-	20,987	21,083	(96)
392.2 · Recycling	-	15		
392.3 · Salvage	-	3,975	16,000	(12,025)
392.5 · Other				
392.6 · Dormatory Rent	-	6,202	8,000	(1,798)
392.5 · Other - Other	-	109,549	90,266	19,283
<b>Total 392.5 · Other</b>	<b>-</b>	<b>115,751</b>	<b>98,266</b>	<b>17,485</b>
392 · Miscellaneous - Other	-	-	5,359	(5,359)
<b>Total 392 · Miscellaneous</b>	<b>-</b>	<b>140,729</b>	<b>140,708</b>	<b>20</b>
393 · EDU Center Sales	1,480	2,760	1,261	1,499
<b>Total Income</b>	<b>\$ 544,655</b>	<b>\$ 9,036,822</b>	<b>\$ 8,812,566</b>	<b>\$ 224,256</b>
<b>Expenditure</b>				
405 · Personal Services				
410 · Executive Salaries	2,000	16,000	24,000	(8,000)
412 · Full-Time Employees				
414 · Salaries & Wages	152,226	1,276,924	1,966,394	(689,469)
415 · Full-Time Administrative Leave	-	9,978		9,978
416 · Overtime	2,504	22,389	10,000	12,389
418 · Sick Leave	2,657	70,814	106,645	(35,831)
420 · Annual Leave	8,400	85,128	135,730	(50,602)
421 · Holiday Pay	10,855	111,741	121,188	(9,447)
423 · Annual Leave/ Sick Leave Payout	-	-	40,000	(40,000)
424 · Reserves for Promotions/Other	-	31,250	45,817	(14,567)
425 · Internal Recognition	-	3,650	5,150	(1,500)
<b>Total 412 · Full-Time Employees</b>	<b>176,641</b>	<b>1,611,873</b>	<b>2,430,924</b>	<b>(819,051)</b>
426 · Seasonal Employees				
428 · Salaries & Wages	40,133	164,313	191,839	(27,526)
428.4 · Seasonal Annual Leave	155	1,222		1,222
429 · Seasonal Holiday Pay				
429.1 · Seasonal Administrative Leave	-	183		183
429 · Seasonal Holiday Pay - Other	2,400	7,720		7,720
<b>Total 429 · Seasonal Holiday Pay</b>	<b>2,400</b>	<b>7,903</b>		<b>7,903</b>
430 · Overtime	535	1,784	2,000	(216)
<b>Total 426 · Seasonal Employees</b>	<b>43,223</b>	<b>175,222</b>	<b>193,839</b>	<b>(18,617)</b>
<b>Total 405 · Personal Services</b>	<b>221,864</b>	<b>1,803,095</b>	<b>2,648,762</b>	<b>(845,668)</b>

**Anastasia Mosquito Control District**  
**Consolidated Financial Statement-Local June-YTD 2023-2024**

	Jun 24	Oct '23 - Jun 24	Budget	Over/(Under) Budget
<b>445 · Personal Service Benefits</b>				
448 · FICA	16,528	133,120	202,630	(69,509)
450 · Retirement	28,930	263,932	327,625	(63,693)
452 · Life/Health/Dental	42,225	565,735	732,388	(166,653)
454 · Workers' Comp Ins	-	25,579	50,850	(25,271)
455 · Employee Education	2,786	17,637	30,000	(12,363)
456 · Unemployment Comp	-	1,919	10,000	(8,081)
<b>Total 445 · Personal Service Benefits</b>	<b>90,470</b>	<b>1,007,923</b>	<b>1,353,493</b>	<b>(345,570)</b>
<b>461 · Operating Expenses</b>				
462 · Property Appraiser	25,046	100,183	60,000	40,183
464 · Tax Collector	9,537	172,502	95,000	77,502
466 · Attorney	4,675	27,935	24,000	3,935
468 · Medical Exams				
468.1 · Pre-Employment Admin.	40	599	300	299
468 · Medical Exams - Other	-	165	1,000	(835)
<b>Total 468 · Medical Exams</b>	<b>40</b>	<b>764</b>	<b>1,300</b>	<b>(536)</b>
470 · Audit	-	12,500	9,000	3,500
474 · Other Contract Svs				
478 · Cleaning Service	760	10,750	20,000	(9,250)
482.1 · CopyFax (prev. Aztec)	496	3,119	2,000	1,119
488 · Data Hosting	-	-	5,400	(5,400)
489 · MACTEC Engineering	-	359	-	359
489.0 · Software Subscriptions	4,000	9,318	18,500	(9,182)
489.3 · Towing Services	-	-	1,000	(1,000)
489.4 · Pest Control	95	715	2,000	(1,285)
489.5 · Good Laboratory Practice (GLP)	-	-	12,000	(12,000)
489.6 · Adjunct Positions, 4 @ \$5,000	-	7,293	25,000	(17,707)
489.7 · District Program Review	-	-	12,000	(12,000)
490.5 · Database Maint./ Upgrades				
490.55 · Drone/ Mapping Software Maint.	-	-	10,000	(10,000)
490.5 · Database Maint./ Upgrades - Other	2,880	14,880	50,000	(35,120)
<b>Total 490.5 · Database Maint./ Upgrades</b>	<b>2,880</b>	<b>14,880</b>	<b>60,000</b>	<b>(45,120)</b>
494 · Website Maintenance	-	-	6,000	(6,000)
556 · Uniform Service	593	13,937	18,000	(4,063)
560 · Bottled Water	12	644	1,700	(1,056)
562 · Waste Tires	-	352	5,000	(4,648)
571 · Other Professional Services	16,500	89,980	53,617	36,363
474 · Other Contract Svs - Other	37,168	45,097	18,245	26,852
<b>Total 474 · Other Contract Svs</b>	<b>62,504</b>	<b>196,444</b>	<b>260,462</b>	<b>(64,018)</b>
564 · Aerial OPS	-	-	200,000	(200,000)
461 · Operating Expenses - Other	-	(1,272)	-	(1,272)
<b>Total 461 · Operating Expenses</b>	<b>101,801</b>	<b>509,056</b>	<b>649,762</b>	<b>(140,706)</b>
572 · Travel & Per Diem				

**Anastasia Mosquito Control District**  
**Consolidated Financial Statement-Local June-YTD 2023-2024**

	Jun 24	Oct '23 - Jun 24	Budget	Over/(Under) Budget
573 · SOVE Meetings	-	1,089	5,868	(4,779)
574 · AMCA - Meetings	-	26,440	19,715	6,725
575 · AMCD Events	552	552	2,000	(1,448)
576 · FMCA - Meetings	-	19,692	11,060	8,632
578 · Training, Other	-	916	15,000	(14,084)
579 · Travel Associated w/ Training	-	3,233		3,233
572 · Travel & Per Diem - Other	-	2,040	7,650	(5,610)
<b>Total 572 · Travel &amp; Per Diem</b>	<b>552</b>	<b>53,962</b>	<b>61,293</b>	<b>(7,331)</b>
580 · Telephone/Commun	1,517	14,616	25,904	(11,288)
582 · Freight Service	170	4,295	8,500	(4,205)
584 · Utility Service	5,366	39,832	60,000	(20,168)
586 · Rentals/Leases		1,000	1,000	
588 · Fleet/Prop/Liab Insurance				
592 · Above Ground Tank Ins	-	984	984	(0)
593 · Aerial Insurance	-	49,349	60,000	(10,651)
588 · Fleet/Prop/Liab Insurance - Other	-	238,355	283,608	(45,253)
<b>Total 588 · Fleet/Prop/Liab Insurance</b>	<b>-</b>	<b>288,688</b>	<b>344,592</b>	<b>(55,904)</b>
605 · Repairs & Maintenance				
606 · Outside Maintenance				
608 · Buildings/Grounds	3,817	17,032	16,000	1,032
610 · Trucks	60	935	3,000	(2,065)
614 · Misc. Equipment	991	3,162	3,000	162
616 · Boats	-	-	250	(250)
618 · Heavy Equipment	-	-	250	(250)
620 · Office Equipment	-	862	1,000	(138)
622 · Computers	-	190	5,000	(4,810)
624 · Telephones	-	-	1,000	(1,000)
625 · Helicopter Maintenance	-	72		
626 · Other	-	22	1,000	(978)
<b>Total 606 · Outside Maintenance</b>	<b>4,867</b>	<b>22,276</b>	<b>30,500</b>	<b>(8,224)</b>
627 · Aerial Maintenance Costs				
627.2 · Avionics Repair (radios)	-	3,375	5,000	(1,625)
627.8 · Misc. Aerial Tools & Equipment	-	3,206	5,000	(1,794)
627 · Aerial Maintenance Costs - Other	(19)	63,403	101,450	(38,047)
<b>Total 627 · Aerial Maintenance Costs</b>	<b>(19)</b>	<b>69,983</b>	<b>111,450</b>	<b>(41,467)</b>
635 · Inside Maintenance				
636 · Maintenance of Equipment- Other	131	2,247	10,000	(7,753)
638 · Trucks	630	3,460	10,000	(6,540)
642 · Boats	-	9	500	(491)
644 · Heavy Equipment	-	231	2,500	(2,269)
646 · Misc. Equipment	739	2,856	2,500	356
648 · Batteries	21	21	3,000	(2,979)
650 · Tires	-	1,322	5,000	(3,678)

**Anastasia Mosquito Control District**  
**Consolidated Financial Statement-Local June-YTD 2023-2024**

	Jun 24	Oct '23 - Jun 24	Budget	Over/(Under) Budget
652 · Welding Supplies	-	-	1,000	(1,000)
654 · Cleaning Supplies	780	3,951	1,500	2,451
655 · Minor Structural Improv & Maint	-	3,228	10,000	(6,772)
657 · Materials for Const. & Maint.	-	-	6,000	(6,000)
658 · Inside Maintenance- Other	662	2,402	4,000	(1,598)
659 · Computers	-	-	3,000	(3,000)
635 · Inside Maintenance - Other	58	58		58
<b>Total 635 · Inside Maintenance</b>	<b>3,021</b>	<b>19,785</b>	<b>59,000</b>	<b>(39,215)</b>
605 · Repairs & Maintenance - Other	-	8		8
<b>Total 605 · Repairs &amp; Maintenance</b>	<b>7,869</b>	<b>112,052</b>	<b>200,950</b>	<b>(88,898)</b>
663 · Printing/ Reproduction				
664 · Printing	-	-	500	(500)
<b>Total 663 · Printing/ Reproduction</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>(500)</b>
667 · Public Promotional Expense				
668 · Avertising/ Education				
668.2 · Parades	-	41	-	-
668 · Avertising/ Education - Other	1,604	14,770	20,000	(5,230)
<b>Total 668 · Avertising/ Education</b>	<b>1,604</b>	<b>14,810</b>	<b>20,000</b>	<b>(5,190)</b>
667 · Public Promotional Expense - Other	-	2,972		2,972
<b>Total 667 · Public Promotional Expense</b>	<b>1,604</b>	<b>17,782</b>	<b>20,000</b>	<b>(2,218)</b>
673 · Other Current Charges				
66900 · Reconciliation Discrepancies	-	(1,750)	-	(1,750)
676 · Advertising, Other				
676.1 · Legal Notices	196	682	2,000	(1,318)
676.2 · Public Notices	-	-	1,000	(1,000)
676.3 · Position Openings	47	77	1,000	(923)
<b>Total 676 · Advertising, Other</b>	<b>243</b>	<b>760</b>	<b>4,000</b>	<b>(3,240)</b>
677 · Bank Charges	319	2,697	1,500	1,197
678 · Registration/Tags	-	361	250	111
680 · State Community Service Fee	-	-	300	(300)
682 · Tank Registrations	-	-	275	(275)
673 · Other Current Charges - Other	11	366	6,154	(5,787)
<b>Total 673 · Other Current Charges</b>	<b>572</b>	<b>2,434</b>	<b>12,479</b>	<b>(10,044)</b>
693 · Office Supplies				
694 · Office Supplies & Expense				
694.1 · Software	31	1,460	3,000	(1,540)
694 · Office Supplies & Expense - Other	2,697	19,075	17,874	1,200
<b>Total 694 · Office Supplies &amp; Expense</b>	<b>2,728</b>	<b>20,534</b>	<b>20,874</b>	<b>(340)</b>
695 · Commissioner Supplies	500	9,500	6,000	3,500
<b>Total 693 · Office Supplies</b>	<b>3,228</b>	<b>30,034</b>	<b>26,874</b>	<b>3,160</b>
696 · Protective Clothing	-	694	2,500	(1,806)
698 · Misc. Supplies				
698.2 · Phones	-	750	1,500	(750)

**Anastasia Mosquito Control District  
Consolidated Financial Statement-Local June-YTD 2023-2024**

	Jun 24	Oct '23 - Jun 24	Budget	Over/(Under) Budget
698.3 · Phones, Parts & Repairs	-	941	1,000	(59)
698.4 · Sunshine Fund	(44)	(46)	500	(546)
699 · Other Misc. Supplies	97	384	2,400	(2,016)
700 · Chicken/ Surveillance Supplies	1,921	10,845	8,000	2,845
<b>701 · DVEC</b>				
701.1 · Supplies	138	979	-	-
701.2 · Inventory	1,178	9,566	-	-
701.3 · Electric	372	3,286	-	-
701.4 · Maintenance	1,277	8,668	-	-
701.5 · Display's Maintenance	478	2,723	-	-
701.6 · Advertising	475	475	-	-
701.7 · Other Contract Services	170	170	-	-
<b>Total 701 · DVEC</b>	<b>4,088</b>	<b>25,867</b>	<b>-</b>	<b>-</b>
<b>702 · Entomology Supplies</b>				
702.2 · Molecular Lab	-	17,066	56,540	(39,474)
702.3 · Insectary	-	347	12,021	(11,674)
702 · Entomology Supplies - Other	4,382	32,889	65,000	(32,111)
<b>Total 702 · Entomology Supplies</b>	<b>4,382</b>	<b>50,302</b>	<b>133,561</b>	<b>(83,259)</b>
<b>704 · Safety Equip/Supplies/Checks</b>				
704.1 · Safety Inspect (Fire, Alarm, Em	-	2,024	-	2,024
704.2 · FDEP Annual Fuel System Check	-	-	2,500	(2,500)
704.3 · FDEP Annual Generator Tank Chck	-	-	2,000	(2,000)
704.4 · FDEP Fuel Syst. Repairs	-	-	5,000	(5,000)
704.5 · Crain Inspection, Annual	-	2,098	1,500	598
704 · Safety Equip/Supplies/Checks - Other	9,292	21,674	18,500	3,174
<b>Total 704 · Safety Equip/Supplies/Checks</b>	<b>9,292</b>	<b>25,796</b>	<b>29,500</b>	<b>(3,704)</b>
705 · Hazardous Waste Disposal	-	2,336	3,000	(664)
698 · Misc. Supplies - Other	-	908	500	408
<b>Total 698 · Misc. Supplies</b>	<b>19,736</b>	<b>118,083</b>	<b>179,961</b>	<b>(61,878)</b>
708 · Tools/Implements		1,949	5,000	(3,051)
<b>709 · Publications &amp; Dues</b>				
710 · Books/Pub/Sub/Mem	1,000	5,236	20,500	(15,264)
712 · FMCA Corp Dues	-	7,500	7,000	500
714 · FMCA Emp Dues	-	-	1,225	(1,225)
716 · AMCA Dues	-	500	1,560	(1,060)
717 · FICPA Dues	-	-	275	(275)
718 · AHMP/ACHMM Dues	-	-	100	(100)
719 · SOVE Dues	-	500	780	(280)
<b>Total 709 · Publications &amp; Dues</b>	<b>1,000</b>	<b>13,736</b>	<b>31,440</b>	<b>(17,704)</b>
720 · Training	980	42,475	41,670	804
<b>723 · Gas, Oil &amp; Lube</b>				
724 · Gasoline	7,289	33,166	108,000	(74,834)
726 · Hydraulic Oil	-	-	500	(500)

**Anastasia Mosquito Control District  
Consolidated Financial Statement-Local June-YTD 2023-2024**

	Jun 24	Oct '23 - Jun 24	Budget	Over/(Under) Budget
728 · Transmission Fluid	-	-	120	(120)
730 · Diesel Fuel	-	133	500	(367)
731 · Aerial Fuel (Jet A)	-	14,427	31,280	(16,853)
732 · Motor Oil	-	1,320	2,880	(1,560)
723 · Gas, Oil & Lube - Other	163	201		201
<b>Total 723 · Gas, Oil &amp; Lube</b>	<b>7,451</b>	<b>49,246</b>	<b>143,280</b>	<b>(94,034)</b>
<b>741 · Chemicals/Solvents</b>				
<b>744 · Adulticide Products</b>				
758 · Aqualeur 20-20	-	-	70,000	(70,000)
744 · Adulticide Products - Other	-	26,413	124,000	(97,587)
<b>Total 744 · Adulticide Products</b>	<b>-</b>	<b>26,413</b>	<b>194,000</b>	<b>(167,587)</b>
745 · NALED	100,500	100,500	225,000	(124,500)
746 · BTI Granules	-	-	3,500	(3,500)
753 · Altosid WSP	-	19,311	33,000	(13,689)
754 · Altosid Xrg Granules				
754.1 · Altosid XR	-	-	3,850	(3,850)
754 · Altosid Xrg Granules - Other	-	195,400	200,000	(4,600)
<b>Total 754 · Altosid Xrg Granules</b>	<b>-</b>	<b>195,400</b>	<b>203,850</b>	<b>(8,450)</b>
755 · Oil (Coco Bear)	-	-	5,060	(5,060)
756 · Chemicals/ Solvents- Other	-	-		
757 · Vectobac 12AS	-	50,572	40,000	10,572
759 · Natular DT	-	-	420	(420)
760 · Sustain MGB	-	-	50,000	(50,000)
741 · Chemicals/Solvents - Other	-	(450)		(450)
<b>Total 741 · Chemicals/Solvents</b>	<b>100,500</b>	<b>391,746</b>	<b>754,830</b>	<b>(363,084)</b>
<b>900 · Capital Outlay</b>				
922 · Computer (4 @ \$2,500)	833	4,944	15,000	(10,056)
924 · Microflurescent Scope	-	70,814	117,862	(47,048)
924.07 · Laptop w/ docking capab. (3)	-	4,470	8,000	(3,530)
924.08 · Laptops, Tech Room	-	887	1,000	(113)
<b>945 · LAND &amp; FACILITY</b>				
<b>945.005 · SIT Building/Misc.</b>				
945.053 · SIT Bldg.-Larval Rearing Equip.	-	-	135,000	(135,000)
945.054 · SIT Bldg.-Mosq. Ad Male/FemSort	-	-	110,800	(110,800)
945.055 · SIT Bldg.-Mosquito Mate softwar	-	42,675	60,000	(17,325)
945.110 · SIT Bldg./ Equip.(Bld1000)	-	104,316		104,316
945.005 · SIT Building/Misc. - Other	-	-	240,000	(240,000)
<b>Total 945.005 · SIT Building/Misc.</b>	<b>-</b>	<b>146,991</b>	<b>545,800</b>	<b>(398,809)</b>
945.007 · Capital Replacements/ Upgrades	-	18,713	20,000	(1,287)
945.008 · Board Room Expansion	-	-	625,000	(625,000)
945.010 · Construct. EDU Cntr (Bldg. 450)	25,627	388,342	616,571	(228,229)
945.011 · Change Order, D.P.	-	22		
945.015 · Construct EDU Display(Bldg.450)	1,503	12,837		12,837

**Anastasia Mosquito Control District  
Consolidated Financial Statement-Local June-YTD 2023-2024**

	Jun 24	Oct '23 - Jun 24	Budget	Over/(Under) Budget
<b>945.600 · BUILDING 600</b>				
945.01 · Screened Enclosures (\$25k x 4)	2,160	2,160	115,000	(112,840)
<b>Total 945.600 · BUILDING 600</b>	<b>2,160</b>	<b>2,160</b>	<b>115,000</b>	<b>(112,840)</b>
<b>945.800 · BUILDING 800</b>				
945.10 · Pesticide & Larv. Making facil.	-	190		
945.11 · Vehicle Eqipt storage	-	-	214,500	(214,500)
<b>Total 945.800 · BUILDING 800</b>	<b>-</b>	<b>190</b>	<b>214,500</b>	<b>(214,310)</b>
<b>Total 945 · LAND &amp; FACILITY</b>	<b>29,290</b>	<b>569,255</b>	<b>2,136,871</b>	<b>(1,567,616)</b>
<b>950 · Machinery and Equipment</b>				
<b>949.07 · AVIATION</b>				
949.076 · Radar Altim. Upgrd, 569,442 (2)	-	-	20,000	(20,000)
949.081 · TT Straps	-	8,788	15,000	(6,212)
949.07 · AVIATION - Other	3,290	19,210		19,210
<b>Total 949.07 · AVIATION</b>	<b>3,290</b>	<b>27,998</b>	<b>35,000</b>	<b>(7,002)</b>
949.10 · AVIATION STOCK	-	20,061		
950.005 · ATV/ UTV	-	12,426	15,000	(2,574)
950.01 · DropVision AG & Fluorescence...	-	24,272	26,500	(2,228)
950.35 · Twister Backpack Sprayers (2)	-	2,369	5,400	(3,031)
950.36 · Handheld Foggers (4 @ \$2,000)	-	2,453		2,453
950.38 · Lawn Mower	-	15,219	15,000	219
950 · Machinery and Equipment - Other	10,656	93,448		93,448
<b>Total 950 · Machinery and Equipment</b>	<b>13,946</b>	<b>198,246</b>	<b>96,900</b>	<b>101,346</b>
<b>951 · Software/ Hardware</b>				
951.01 · Upgrading Mapping Software	-	-	100,000	(100,000)
951.03 · Grant ADP Funded Software	-	-	5,000	(5,000)
951.07 · Server (NAS)	620	5,566	10,000	(4,434)
951.10 · Robot/ AI Receptionist EDU Cntr	-	-	13,000	(13,000)
951.11 · Educations Center Website Build	-	-	20,000	(20,000)
<b>Total 951 · Software/ Hardware</b>	<b>620</b>	<b>5,566</b>	<b>148,000</b>	<b>(142,434)</b>
<b>952 · Furniture &amp; Fixtures</b>				
952.2 · Tables (60)/ 5 Dolys	-	7,504	7,500	4
<b>Total 952 · Furniture &amp; Fixtures</b>	<b>-</b>	<b>7,504</b>	<b>7,500</b>	<b>4</b>
<b>955 · Vehicles</b>				
955.02 · Pickup Trucks 4 x 4 1/2 Ton (2)	-	107,653	110,000	(2,348)
955.11 · Pickup Truck 4 x4 1/2 Ton-Base	-	-		
<b>Total 955 · Vehicles</b>	<b>-</b>	<b>107,653</b>	<b>110,000</b>	<b>(2,348)</b>
<b>900 · Capital Outlay - Other</b>	<b>-</b>	<b>1,875</b>		
<b>Total 900 · Capital Outlay</b>	<b>44,689</b>	<b>971,213</b>	<b>2,641,133</b>	<b>(1,669,919)</b>
<b>Total Expenditure</b>	<b>609,370</b>	<b>5,473,910</b>	<b>9,213,923</b>	<b>(3,740,013)</b>
<b>Surplus/(Deficit)</b>	<b>(64,715)</b>	<b>3,562,912</b>	<b>(401,357)</b>	<b>3,964,269</b>