

Anastasia Mosquito Control District

of St. Johns County

www.amedsjc.org



District Board Meeting

October 8, 2026

Thursday at

5:30 P.M

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

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

BOARD OF COMMISSIONERS

Gayle Gardner, Chairperson
Tim Burton, Vice Chairperson
Anthony Timis, Secretary/Treasurer
Johnny Counts, Commissioner
Gina LeBlanc, Commissioner



DISTRICT DIRECTOR

Dr. Rui-De Xue



THURSDAY, October 8, 2026

5:30 P.M.

PROPOSED AGENDA

- 1. CALL TO ORDER**
- 2. INVOCATION** ~ *Commissioner Mrs. LeBlanc*
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL**
- 5. FIRST PUBLIC COMMENT SPEAKING PERIOD** (Members of the public shall have an opportunity to speak for five (5) minutes on any Consent Agenda item during this public comment speaking period. Members of the public wishing to speak must fill out a public comment speaker card.)
- 6. APPROVAL OF THE AGENDA: ADDITIONS, CORRECTIONS, OR DELETIONS**
- 7. APPROVAL OF THE CONSENT AGENDA:** Items on the Consent Agenda are defined as routine in nature, not warranting detailed discussion or individual action by the Board; therefore, all items on the Consent Agenda shall be approved and adopted by a single motion, second, and vote by the Board. Items on the Consent Agenda are not subject to discussion. Any member of the Board may remove any item from the Consent Agenda simply by verbal request at the Board meeting. Removing an item from the Consent Agenda does not require a motion, second, or vote; it would simply be a unilateral request of an individual Board member. This item would then be added as the last item under New Business.
 1. Board meeting minutes (1st public hearing, September 9th at 5:30pm & regular board meeting on September 9th after public hearing).
 2. No Board meeting in November due to host the FMCA annual meeting and all Commissioner session/visiting and tour from Nov 9 to 12, 2026.
 3. Holiday work hours
 4. Approval of staff to attend AMCA annual meeting, St. Louis, March 1-5, 2027
 5. Count staff work hours and allow them to present about AMCD programs: **A.** Dr. Joe Diclaro will give a presentation about repellent and AMCD programs at multi-national Corporation Group meeting, Washington DC, November 17th, 2026, which will be fully funded by the meeting organizer. **B.** Mrs. Dena Oliva will give a presentation about AMCD operation at George Mosquito Control Association annual meeting, Jekyll Island, Georgia, October 21-23, 2026. Their Association will waive her registration and provide a hotel room. District will all her to drive District vehicle and pay her per diem.

- 8. SECOND PUBLIC COMMENT SPEAKING PERIOD** (Members of the public shall have the opportunity to speak for five (5) minutes on any agenda item (e.g., Unfinished Business, New Business, and Reports) except for Consent Agenda items during this public comment speaking period. Members of the public wishing to speak must fill out a public comment speaker card.)
- 9. UNFINISHED BUSINESS:**
1. Approval or disapproval of legislation lobby contract ... Dr. Xue (10 min)
 2. Director performance evaluation report... Ms. Hodges (10 min)
- 10. NEW BUSINESS:**
1. Update and report about droplet size, wind tunnel, and olfactometer laboratory ... MC Engineer Dr. Farooq (15 min)
 2. Discussion and approval of Board members who are able/interest and plan to attend AMCA annual meeting, St. Louis, March 1-5, 2027 ... (5 min)
- 11. FINAL PUBLIC COMMENT SPEAKING PERIOD** (Members of the public may speak for five (5) minutes on non-agenda items during this public comment speaking period. Members of the public wishing to speak must fill out a public comment speaker card.)
- 12. REPORTS**
1. Director
 2. Attorney
- 13. COMMISSIONER COMMENTS:**
- 14. ATTACHEMENTS**
1. Treasurer Report
 2. Chemical Inventory
 3. Annual physical inventory
- 15. ANNOUNCEMENTS/UPCOMING MEETINGS IN 2026**
- November 9-12, 2026: FMCA annual meeting, Ponte Vedra, St. Johns County, FL.
 - January 25-29, 2027: FMCA Dodd Short Course, Gainesville, FL (Commissioner course usually on Thursday, January 28, 2027)
 - March 1-5, 2027: AMCD annual meeting, St. Louis
 - March 7-8, 2027: FMCA Tallahassee Legislation meeting, Tallahassee, FL
 - March 22-25, 2027: 22nd arbovirus surveillance and mosquito control workshop, AMCD, St. Augustine, FL.

NOTE: Pursuant to Section 286.0150, Florida Statutes, if an individual decides to appeal any decision made by the District Board with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. Such a person must provide a method for recording the proceedings.

NOTE: By the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact Brandy Huber at (904) 471-3107 before the meeting to request such assistance.
A Proposed Agenda and a complete copy of the materials for this Agenda are available on AMCD's website (www.amcdsjc.org) or at the District office.

Consents

CONSENT ITEM

#1

Anastasia Mosquito Control District of St. Johns County
120 EOC Drive, St. Augustine, FL 32092
Telephone: (904)-471-3107 * Fax (904) 471-3189 * Web: www.amcdsjc.org

BOARD OF COMMISSIONERS

Gayle Gardner, Chairperson
Tim Burton, Vice Chair
Anthony Timis, Secretary / Treasurer
Johnny Counts, Commissioner
Gina LeBlanc, Commissioner



DISTRICT DIRECTOR

Dr. Rui-De Xue

Wednesday, September 9, 2026 - 5:55 PM ~ Regular Meeting

MINUTES

The **regular Board meeting** for the Anastasia Mosquito Control District of St. Johns County was held on Wednesday, September 9, 2026, at 5:55 P.M. after the 1st public hearing on the millage rate and budget.

Board members in attendance:

Mr. Tim Burton, Vice Chair
Mr. Johnny Counts, Commissioner
Mrs. Gina LeBlanc, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Ms. Sabrina Smith, Attorney

Vice-Chairperson Burton called the meeting to order.

ROLL CALL: Three Commissioners were present, constituting a quorum.

PUBLIC COMMENTS:

➤ No Public Comments

APPROVAL OF AGENDA:

A. A motion was made to approve the Agenda

- Motioned by: Commissioner LeBlanc
- Seconded by: Commissioner Burton
- VOTE: Accepted by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

APPROVAL OF CONSENT AGENDA:

A. A motion was made to approve the Consent Agenda with the exception of Item #2

- Motioned by: Commissioner LeBlanc
- Seconded by: Commissioner Counts
- VOTE: Accepted by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

CONSENT ITEMS ~ APPROVAL OF:

1. Board meeting minutes (August 13, 2026, at 5:30pm)
2. ~~Contract between AMCD and Floridian Partners (6 months)~~ - moved to New Business #3
3. DVEC Coordinator job description update - Contract to Full-Time; Education Specialist job description update
4. MOU between Johns Hopkins University and AMCD for VETCAM test

PUBLIC COMMENTS:

- No Public Comments

UNFINISHED BUSINESS:

Item 1: Discussion and approval of district package insurance (property, fleet, workers comp, and tanks) ... Baker Insurance Agency, Mr. Matt Baker

- Mr. Baker reviewed the District's insurance renewal and reported an approximate 4% overall decrease despite increases in payroll and insured equipment. The Board discussed current coverage, market conditions, and the option of a two-year rate guarantee before approving the one-year insurance package.

A. A motion was made to approve the district package insurance for a one-year period

- Motioned by: Commissioner LeBlanc
- Seconded by: Commissioner Counts
- VOTE: Accepted by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

Item 2: Budget amendment ... C.F.O, Mr. Scott Hanna

- Mr. Hanna presented the final FY 2025/2026 Budget Amendment and explained that revenues exceeded budget, including approximately \$160,000 in additional tax revenue. The amendment was primarily needed to balance revenues and expenditures to meet FDACS budget-compliance requirements.

A. A motion was made to approve the budget amendment

- Motioned by: Commissioner LeBlanc
- Seconded by: Commissioner Counts
- VOTE: Accepted by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

NEW BUSINESS:

Item 1: Database update and customer service request and service procedures ... Operations

Manager, Ms. Dena Oliva

- Ms. Oliva gave a presentation and provided an update on the District's transition to the Field Seeker/Frontier Precision database system, which consolidates several programs into one cloud-based platform and provides real-time access to service requests, treatment records, storm drains, ULV tracking, restricted areas, and other field data. The project has spent about \$191,000 of the \$211,000 approved, and the new system is expected to save about \$5,000 annually.

- **NO MOTION WAS MADE**

Item 2: Arbovirus report and molecular laboratory condition/capabilities ... Molecular Biologist, Dr. Sarah McComic

- Dr. McComic presented an overview of the District's arbovirus surveillance program, including Sentinel chicken and mosquito testing, and reported two Sentinel chickens positive for Eastern Equine Encephalitis and three mosquito pools positive for West Nile virus during the year. She also discussed current laboratory projects, increased testing capabilities, equipment needs, and future research opportunities.

- **NO MOTION WAS MADE**

PUBLIC COMMENTS:

- A member of the public asked a question about mosquito control and our operations. Dr. Qualls addressed the questions and concerns raised.

Item 3: Discussion of Floridian Partners Legislative Lobby Contract; item moved from Consent Agenda #2

- The Board discussed the proposed six-month contract with Floridian Partners, including the scope of services, legislative representation, property-tax issues, and possible future District expansion. Legal counsel clarified that the previous Board action awarded the RFP and that the Board must approve the contract.

A. A motion was made to postpone the contract with Floridian Partners until the next meeting

- Motioned by: Commissioner Burton
- Seconded by: Commissioner LeBlanc
- VOTE: Accepted by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

REPORTS:

Director ~ Dr. Xue provided updates on recent District outreach and activities, including World Mosquito Day, visits from Congressman Mr. Randy Fein and National Geographic, CDC research collaborations, and upcoming meetings. He also reminded the Board of the upcoming Director evaluation. He also reminded them to turn in the performance evaluation form after Board members fill it out, and he is available to meet Board members the following week if any members want to.

Attorney ~ No Report

COMMISSIONER COMMENTS:

Commissioner LeBlanc ~ No Comments

Commissioner Burton ~ No Comments

Commissioner Counts ~ No Comments

ADJOURNMENT: Vice-Chairperson Burton adjourned the meeting at 7:24pm.

ATTEST

Chairperson, *Commissioner Gayle Gardner*

Secretary/Treasurer, *Commissioner Anthony Timis*

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

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DISTRICT DIRECTOR

Dr. Rui-De Xue

Wednesday, September 9, 2026 - 5:40 PM ~ First Public Hearing

MINUTES

The **First Public Hearing** for the Anastasia Mosquito Control District of St. Johns County was held on Wednesday, September 9, 2026, at 5:43 P.M.

Board members in attendance:

Mr. Tim Burton, Vice Chair
Mr. Johnny Counts, Commissioner
Mrs. Gina LeBlanc, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Ms. Sabrina Smith, Attorney

Vice-Chairperson Burton called the meeting to order.

Commissioner LeBlanc led the invocation, followed by the Pledge of Allegiance.

ROLL CALL: Three Commissioners were present, constituting a quorum.

BUSINESS:

Item 1: Public Comment on the Tentative Millage Rate and Proposed Budget for FY26/27

- No public comments.

- **NO MOTION WAS MADE**

Item 2: Board Discussion on the Tentative Millage Rate and Proposed Budget for FY26/27

Adoption of Tentative Millage Rate

- The Board considered the tentative millage rate of 0.1553 mills, which represents the rollback rate and a 0% increase over the rollback rate.
- Staff explained that although the district is using the rollback rate, it is projected to receive additional property-

tax revenue due to growth in taxable property values and the addition of taxable property within the District.

A. A motion was made to adopt the tentative millage rate of 0.1553 mills for FY26/27

- Motioned by: Commissioner Counts
- Seconded by: Commissioner Burton
- VOTE: Accepted by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

Tentative Budget for FY26/27

- The Board reviewed and discussed the proposed FY 2026/2027 budget. Discussion included the increase in taxable property values, anticipated property-tax revenue, operating expenses, fuel costs, and reserve funds.
- Staff reported that proposed budget expenditures are approximately \$962,484 less than the current fiscal year budget
- The Board discussed fuel expenses and whether sufficient funding had been included to account for possible price increases. Staff explained that fuel expenditures have historically remained below budget and that the upcoming fiscal year budget includes about \$14,000 more for fuel.
- Staff further explained that unspent funds at the end of the fiscal year return to reserves and that expenditures not completed during the fiscal year may be re-budgeted in the following year when appropriate.

B. A motion was made to adopt the proposed budget for FY26/27

- Motioned by: Commissioner LeBlanc
- Seconded by: Commissioner Counts
- VOTE: Accepted by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

For the record, the District's C.F.O. stated that the rollback rate is 0.1553 mills and the tentative millage rate is 0.1553 mills, representing a 0% increase over the rollback rate.

ADJOURNMENT: Vice-Chairperson Burton adjourned the meeting at 5:54pm.

ATTEST

Chairperson, Commissioner Gayle Gardner

Secretary/Treasurer, Commissioner Anthony Timis

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DISTRICT DIRECTOR

Dr. Rui-De Xue

Thursday, September 24, 2026 – 5:30 PM ~ Final Public Hearing

MINUTES

The Final Public Hearing for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 24, 2026, at 5:30.

Board members in attendance:

Ms. Gayle Gardner Chair
Mr. Tim Burton, Vice Chair
Mr. Johnny Counts, Commissioner
Mrs. Gina LeBlanc, Commissioner

Chairperson Gardner called the meeting to order.

Commissioner LeBlanc led the invocation, followed by the Pledge of Allegiance.

ROLL CALL: Four Commissioners were present and constituted a quorum.

BUSINESS:

Item 1: Public comment on final millage at 0.1553 and budget for FY26/27

➤ No Public Comments

A. No Motion was made.

Item 2: Approval of Resolution 2026-02 with final millage rate at 0.1553 for FY26/27

➤ CFO, Mr. Scott Hanna, read aloud the public statement pursuant to Section 200.065, F.S.

A. A Motion was made to adopt the millage rate at 0.1553 for FY26/27

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

PUBLIC COMMENT:

➤ No Public Comments

Item 3: Approval of Resolution 2026-03

- A. A Motion was made to approve the certified budget for FY26/27**
- Motioned by: Commissioner Burton
 - Seconded by: Commissioner Gardner
 - VOTE: Accepted by all Commissioners
 - **MOTION PASSED UNANIMOUSLY**

ADJOURNMENT: Chairperson Gardner adjourned the meeting at 5:34 pm.

ATTEST

Chairperson, Commissioner Gayle Gardner

Secretary/Treasurer, Commissioner Anthony Timis

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CONSENT ITEM

#2

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

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BOARD OF COMMISSIONERS:

Gayle Gardner, Chair Person

Tim Burton, Vice-Chairperson

Anthony Timis, Secretary/Treasurer

Johnny Counts, Commissioner

Gina LeBlanc, Commissioner



DISTRICT DIRECTOR:

Dr. Rui-De Xue

rxue@amcdfl.org

October 1, 2026

TO: Board of Commissioners

FROM: DR. Rui-De Xue, Director

RE: No Board meeting in November due to hosting the FMCA annual meeting and all Commissioner session/visiting and tours from November 9 to 12, 2026

AMCD will host the FMCA annual meeting in P.V./Sawgrass, St. Johns County, November 9-12, 2026. All commissioners from other special districts/programs will also hold their sessions and meetings at the AMCD facility. Dr. Xue will present an overview of AMCD programs. They will visit and tour the AMCD facility.

Usually, there is no November meeting because the Board holds 3 meetings in September each year.

Hosting the FMCA meeting and the commissioner meeting, and visiting activities, supports information exchange, learning opportunities, and professional networking, and contributes to AMCD employee knowledge/intelligence, program promotion, reputation, improvement, and operational efficiency. These activities will also bring more business and revenue to local communities.

Thanks for your support.

CONSENT ITEM

#3

Holiday Dates 2026

2 Week Closing (Week 1)

Date	Holiday Name or Leave Needed	AMCD Public Access	DVEC Public Access
Monday, December 21, 2026	Administrative Leave (8 hrs.)	Closed	Closed
Tuesday, December 22, 2026	Administrative Leave (8 hrs.)	Closed	OPEN
Wednesday, December 23, 2026	Annual Leave (8 hrs.)	Closed	OPEN
Thursday, December 24, 2026	Christmas Eve (8 hrs.)	Closed	Closed
Friday, December 25, 2026	Christmas Day (8 hrs.)	Closed	Closed
Saturday, December 26, 2026	N/A	Closed	Closed
Sunday, December 27, 2026	N/A	Closed	Closed

2 Week Closing (Week 2)

Day of Week	Holiday Name or Leave Needed	AMCD Public Access	DVEC Public Access
Monday, December 28, 2026	Administrative Leave (8 hrs.)	Closed	Closed
Tuesday, December 29, 2026	Annual Leave (8 hrs.)	Closed	OPEN
Wednesday, December 30, 2026	Annual Leave (8 hrs.)	Closed	OPEN
Thursday, December 31, 2026	New Years Eve (8 hrs.)	Closed	Closed
Friday, January 1, 2027	New Years Day (8 hrs.)	Closed	Closed
Saturday, January 2, 2027	N/A	Closed	Closed
Sunday, January 3, 2027	N/A	Closed	Closed

Closed from Saturday, December 19, 2026 to Sunday, January 3, 2027.
Return to work Monday, January 4, 2027.

**Doors locked, phones set to
closed mode**

**Closed: Doors locked,
main gate closed**

If Annual Leave is not available for an employee they may work during this closure with prior approval

CONSENT ITEM

#4

Anastasia Mosquito Control District of St. Johns County

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BOARD OF COMMISSIONERS:

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Johnny Counts, Commissioner

Gina LeBlanc, Commissioner



DISTRICT DIRECTOR:

Dr. Rui-De Xue

rxue@amcdfi.org

October 1, 2026

TO: Board of Commissioners

FROM: DR. Rui-De Xue, Director

RE: Approval of Staff to attend and present at the AMCA annual meeting, St. Louis, March 1-5, 2027

-
- A.** Dr. Xue has organized/moderated a symposium about non-mosquito flies and their management at the annual meeting.
 - B.** Dr. Qualls has been invited by other symposium organizers to give presentations and has been elected as a regional director for the next 2 years.
 - C.** Dr. Joe Diclaro has been invited by a symposium organizer to give a presentation.
 - D.** Mr. Connor Kuppe, a Biotech/M.S. student, will join the AMCA for a student competition and has been invited to give a presentation about resistance by a symposium organizer.

These have been approved in the budget. These activities support information exchange, learning opportunities, and professional networking, and contribute to AMCD key staff knowledge/intelligence, program promotion, reputation, improvement, and operational efficiency.

Thanks for your support.

CONSENT ITEM

#5

Anastasia Mosquito Control District of St. Johns County

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DISTRICT DIRECTOR:

Dr. Rui-De Xue

rxue@amcdfl.org

October 1, 2026

TO: Board of Commissioners

FROM: DR. Rui-De Xue, Director

RE: Count staff work hours and allow them to present about AMCD programs

A. Dr. Joe Diclaro, Manager of the Science and Education Department, has been invited to give a presentation about repellent and the AMCD program at a multinational corporation group meeting, Washington, DC, November 17th, 2026, which will be fully funded by the meeting organizer. The district will count its travel hours for this meeting.

B. Mrs. Dena Oliva, Operations Manager of the Operations Department, has been invited to give a presentation about AMCD operations at the George Mosquito Control Association annual meeting, Jekyll Island, Georgia, October 21-23, 2026. Their Association will waive her registration and provide a hotel room. District will allow her to drive a District vehicle, count her working hours, and pay her per diem.

These activities benefit from program changes and contribute to AMCD program promotion, reputation, improvement, and operational efficiency.

Thanks for your support.

Unfinished Business #1

Anastasia Mosquito Control District of St. Johns County

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Johnny Counts, Commissioner

Gina LeBlanc, Commissioner



DISTRICT DIRECTOR:

Dr. Rui-De Xue

rxue@amcdfi.org

October 1, 2026

TO: Board of Commissioners

FROM: DR. Rui-De Xue, Director

RE: Postpone legislation lobbying item to 2027 February Board meeting

The legislation lobbying contract item has been tabled from September 9's Board meeting to October 8's Board meeting, 2026. Because the state legislative session has been postponed to March 2027 and the mid-term election is in November 2026, I recommend postponing this item to the February 2027 Board meeting. Also, I recommend listing the potential expansion of service to partial areas of other counties, as suggested/requested by the legislator and local agents, for discussion and approval at the January 2027 Board meeting. After the board approves, the district can update the scope of work with the legislative lobbying firm.

Thanks for your support.

SERVICES AGREEMENT
(Florida Legislature Lobbying)

THIS SERVICES AGREEMENT (“Agreement” or “Contract”), made and entered into this day of October 1, 2026 (the “Effective Date”), by and between **ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY**, a special district and body politic and corporate existing under the laws of the State of Florida (the “District” or “AMCD” or “Buyer”), and **FLORIDIAN PARTNERS, LLC**, a Florida limited liability company (“Contractor”) authorized to transact business in Florida (individually, “Party” or collectively, “Parties”).

WHEREAS, the District, pursuant to a request for proposal awarded a contract to Contractor to perform lobbying services with the Florida Legislature on the District’s behalf as described on **Exhibit A** attached hereto (the “Services”); and

WHEREAS, Contractor agrees to perform the Services, subject to the terms and conditions provided herein.

NOW THEREFORE, in consideration of the premises and the mutual covenants contained below, the parties agree as follows:

1. **Performance of Services.** The Services will be performed by Contractor as specified in this Agreement.
2. **Compensation.** Contractor will be paid by the District for the Services in accordance with the monthly rates attached here to as **Exhibit B**.
3. **Maximum Indebtedness.** The District’s maximum indebtedness for the Services under this Agreement shall be a fixed monetary amount not-to-exceed twenty-four thousand and 00/100 (\$24,000.00). Any increase to the maximum indebtedness amount in this Section 3 shall require approval by the District Board of Commissioners.
4. **Term.** The initial term of this Agreement shall commence on the Effective Date and shall expire on March 31, 2027, unless sooner terminated by either party in accordance with the terms of this Agreement.
5. **Agreement Documents.** This Agreement consists of the following documents which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have priority in the order listed:
 - i. This document, including exhibit attachments, as modified by any subsequent signed amendments;
 - ii. Any amendments to the RFP;
 - iii. The RFP; and
 - iv. The Response, provided that any terms in the Response that are prohibited under the RFP shall not be included in this Agreement.

6. **Notices.** All notices under this Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

As to the District: Anastasia Mosquito Control District
120 EOC Drive
St. Augustine, FL 32092
Attn: Business Manager

With a copy to: Anastasia Mosquito Control District
120 EOC Drive
St. Augustine, FL 32092
Attn: District Attorney

As to Contractor: Floridian Partners, LLC
P.O. Box 1698
Tallahassee, FL 32302
Attn: Robert Hawken

7. **Contract Managers.** Each Party will designate a Contract Manager during the term of this Agreement whose responsibility shall be to oversee the Party's performance of its duties and obligations pursuant to the terms of this Agreement. As of the Effective Date, District's Agreement Manager is Dr. Rui-De Xue, Executive Director, and the Contractor's Contract Manager is Robert Hawken. Each party shall provide prompt written notice to the other Party of any changes to the Party's Agreement Manager or his or her contact information; provided, such changes shall not be deemed Agreement amendments and may be provided via email.

8. **Required Affidavit.** Contemporaneously with the execution of this Agreement, and as a condition precedent to the enforceability of this Agreement including the District's obligations hereunder, the Contractor shall deliver to the District an executed Human Trafficking Affidavit and Entities of Foreign Countries of Concern Affidavit in the forms attached hereto as **Exhibit C-1** and **Exhibit C-2**, respectively.

9. **Insurance and Indemnification.** Contractor shall adhere to the insurance and indemnification requirements contained on **Exhibit D** attached hereto.

10. **Miscellaneous Required Contract Provisions.** Contractor shall adhere to the additional required contract provisions set forth on **Exhibit E** attached hereto.

11. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties hereto for the Services to be performed and furnished by the Contractor. No statement, representation, writing, understanding, agreement, course of action or course of conduct, made by either party or any representative of either party, which is not expressed herein shall be binding. Contractor may not unilaterally modify the terms of this Agreement by including such terms on a purchase order or payment document. Contractor acknowledges that it is entering into this Agreement for its own purposes and not for the benefit of any third party.

12. Amendments. All changes to, additions to, modifications of, or amendment to this Agreement, or any of the terms, provisions and conditions hereof, shall be binding only when in writing and signed by the authorized officer, agent or representative of each of the parties hereto.

13. Counterparts. This Agreement, and all amendments thereto, may be executed electronically and in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

[The remainder of this page was intentionally left blank by the parties.]

IN WITNESS WHEREOF, the parties have hereunto set their hands and affixed their seals as of the day and year set forth above.

DISTRICT:

ANASTASIA MOSQUITO CONTROL DISTRICT, a special district and body politic and corporate existing under the laws of the State of Florida

Gayle Gardner, Chair

CONTRACTOR:

FLORIDIAN PARTNERS, LLC, a Florida limited liability company

Print Name: _____
Title: _____

Exhibit A

Services

The Contractor shall provide the following Services:

- Represent AMCD before the Florida Legislature, including bill tracking and direct advocacy, this may include District bills, amendments, applications, and proposals (when applicable);
- Monitor and report on legislation affecting special districts, mosquito control operations, environmental law, public health issues, and related regulatory matters;
- Report to the Board Director and AMCD staff any developments from the Florida Senate, Florida House of Representatives, Governor's Office, and state agencies including the Florida Department of Agriculture & Consumer Services, and how developments may affect AMCD;
- Serve as liaison between AMCD and state legislative delegations;
- Assist AMCD with arranging legislative meetings, district facility tours, and Florida Mosquito Control Association Tallahassee Days;
- Coordinate with the Florida Mosquito Control Association in support of AMCD's legislative agenda;
- Advise AMCD on legislative strategies and recommend actions as appropriate;
- Advocate for AMCD needs, budget priorities, and state-level policy interests;
- Meet with legislative leaders throughout the year as needed to advance AMCD interests; and
- Any other tasks as reasonably requested by AMCD.

Exhibit B

Approved Monthly Fees

The approved monthly fee is \$4,000 per month. Invoices shall be submitted in accordance with the Agreement terms.

District shall not be responsible to pay Contractor any fees related to the Services performed under this Agreement other than the monthly fee above.

Exhibit C-1

Human Trafficking Affidavit

(Section 787.06, F.S.)

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.
2. I currently serve as _____ of _____, a Florida _____
_____ (the "Company").
3. The Company does not use coercion for labor or services, as those terms are defined in Florida Statute 787.06.
4. This declaration is made pursuant to Florida Statute 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties. Therefore, under penalties of perjury, I declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated herein are true.

Further Affiant sayeth naught.

Executed to be effective as of _____, 2025.

Print Name: _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was sworn and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2025, by _____ as _____ of _____, a _____, on behalf of said _____. Said individual ☐ is personally known to me or ☐ has produced _____ as identification.

(SEAL)

Name: _____

NOTARY PUBLIC, State of Florida

Serial Number (if any) _____

My Commission Expires: _____

Exhibit C-2

Entities of Foreign Countries of Concern Affidavit

(Section 287.138, Florida Statutes)

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.
2. I currently serve as _____ of _____, a Florida _____
_____ (the "Entity").
3. The Entity is not owned by the government of a foreign country of concern.
4. The government of a foreign country of concern does not have a controlling interest in the Entity.
5. The Entity is not organized under the laws of or has its principal place of business in a foreign country of concern.
6. This declaration is made pursuant to Florida Statute 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties. Therefore, under penalties of perjury, I declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated herein are true.

Further Affiant sayeth naught.

Executed to be effective as of _____, 2025.

Print Name: _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was sworn and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2025, by _____ as _____ of _____, a _____, on behalf of said _____. Said individual ☐ is personally known to me or ☐ has produced _____ as identification.

(SEAL)

Name: _____

NOTARY PUBLIC, State of Florida

Serial Number (if any) _____

My Commission Expires: _____

Exhibit D

Insurance and Indemnification Requirements

Without limiting its liability under this Contract, Contractor shall at all times during the term of this Contract procure prior to commencement of work and maintain at its sole expense during the life of this Contract (and Contractor shall require its, subcontractors, laborers, materialmen and suppliers to provide, as applicable), insurance of the types and limits not less than amounts stated below:

Insurance Coverages

Schedule/Limits

Worker's Compensation	Florida Statutory Coverage	
General Commercial Liability	\$1,000,000	General Aggregate
	\$1,000,000	Each Occurrence
	\$50,000	Fire Damage
	\$5,000	Medical Expenses

Such insurance shall be no more restrictive than that provided by the most recent version of the standard Commercial General Liability Form (ISO Form CG 00 01) as filed for use in the State of Florida without any restrictive endorsements other than those reasonably required by the District. An Excess Liability policy or Umbrella policy can be used to satisfy the above limits.

Additional Insurance Provisions

- A. Contractor's Insurance Primary. The insurance provided by the Contractor shall apply on a primary basis to, and shall not require contribution from, any other insurance or self-insurance maintained by the District or any District members, officials, officers, employees and agents.
- B. Deductible or Self-Insured Retention Provisions. All deductibles and self-insured retentions associated with coverages required for compliance with this Contract shall remain the sole and exclusive responsibility of the named insured Contractor. Under no circumstances will the District and its members, officers, directors, employees, representatives, and agents be responsible for paying any deductible or self-insured retentions related to this Contract.
- C. Certificates of Insurance. Contractor shall provide the District Certificates of Insurance at Contract execution. The certificates of insurance shall be mailed to the Anastasia Mosquito Control District (Attention: Chief Financial Officer), 120 EOC Drive, St. Augustine, Florida 32092.
- D. Carrier Qualifications. The above insurance shall be written by an insurer holding a current certificate of authority pursuant to Chapter 624, Florida Statutes, or a company that is

declared as an approved Surplus Lines carrier under Chapter 626, Florida Statutes. Such Insurance shall be written by an insurer with an A.M. Best Rating of A- VII or better.

- E. Notice. The Contractor shall provide an endorsement issued by the insurer to provide the District thirty (30) days prior written notice of any change in the above insurance coverage limits or cancellation, including expiration or non-renewal. If such endorsement is not available by the insurer, then the Contractor shall provide said thirty (30) days written notice of any change in the above coverages or limits, coverage being suspended, voided, cancelled, including expiration or non-renewal.
- F. Survival. Anything to the contrary notwithstanding, the liabilities of the Contractor under this Contract shall survive and not be terminated, reduced or otherwise limited by any expiration or termination of insurance coverage.
- G. Special Provisions. Prior to executing this Agreement, Contractor shall present this Contract, including this Exhibit D, to its insurance agent (“Agent”) affirming: 1) that the Agent has personally reviewed the insurance requirements of the Contract Documents, and (2) that the Agent is capable (has proper market access) to provide the coverages and limits of liability required on behalf of Contractor.

Indemnification

Contractor and its subcontractors (the “Indemnifying Party”) shall hold harmless, indemnify, and defend the District and their respective members, officers, officials, employees and agents (collectively the “Indemnified Parties”) from and against, without limitation, any and all claims, suits, actions, losses, damages, injuries, liabilities, fines, penalties, costs and expenses of whatsoever kind or nature, which may be incurred by, charged to or recovered from any of the foregoing Indemnified Parties for:

1. General Tort Liability, for any negligent act, error or omission, recklessness or intentionally wrongful conduct on the part of the Indemnifying Party that causes injury (whether mental or corporeal) to persons (including death) or damage to property, whether arising out of or incidental to the Indemnifying Party’s performance of the Agreement, operations, services or work performed hereunder; and

2. Environmental Liability, to the extent this Agreement contemplates environmental exposures, arising from or in connection with any environmental, health and safety liabilities, claims, citations, clean-up or damages whether arising out of or relating to the operation or other activities performed in connection with the Agreement; and

3. Intellectual Property Liability, to the extent this Agreement contemplates intellectual property exposures, arising directly or indirectly out of any allegation that the Services provided under this Agreement (the “Service(s)”), any product generated by the Services, or any part of the Services as contemplated in this Agreement, constitutes an infringement of any copyright, patent, trade secret or any other intellectual property right. If in any suit or proceeding, the Services, or any product generated by the Services, is held to constitute an infringement and its use is permanently enjoined, the Indemnifying Party shall, immediately, make every reasonable effort to secure within sixty (60) days, for the Indemnified Parties, a license, authorizing the continued use of the Service or product. If the Indemnifying Party fails to secure such a license for the Indemnified Parties, then the Indemnifying Party shall replace the Service or product with a non-infringing Service or product or modify such Service or product in a way satisfactory to the District, so that the Service or product is non-infringing.

If an Indemnified Party exercises its right under this Agreement, the Indemnified Party will (1) provide reasonable notice to the Indemnifying Party of the applicable claim or liability, and (2) allow Indemnifying Party, at its own expense, to participate in the litigation of such claim or liability to protect its interests. **The scope and terms of the indemnity obligations herein described are separate and apart from, and shall not be limited by, any insurance provided pursuant to the Agreement or otherwise. Such terms of indemnity shall survive the expiration or termination of the Agreement.**

In the event that any portion of the scope or terms of this indemnity is in derogation of Section 725.06 or 725.08 of the Florida Statutes, all other terms of this indemnity shall remain in full force and effect. Further, any term which offends Section 725.06 or 725.08 of the Florida Statutes will be modified to comply with said statutes.

Exhibit E

Additional Required Contract Provisions

E.1. Provision of Services. Contractor shall provide Buyer with all of the agreed upon services and deliverables described in this Agreement (collectively, the “Services”). If any services, functions or responsibilities are not specifically described in this Agreement but are necessary for the proper performance and provision of the Services, they shall be deemed to be implied by and included within the scope of the Services to the same extent and in the same manner as if specifically described herein.

E.2. Relationship of the Parties. In performance of the Services, Contractor shall be acting in the capacity of an independent contractor and not as an agent, employee, partner, joint venture or associate of Buyer. Contractor shall be solely responsible for the labor, supplies, materials, means, methods, techniques, sequences and procedures utilized to perform the Services in accordance with the Contract.

E.3. Buyer’s Right to Make Changes. Buyer may unilaterally require, by written order, changes altering, adding to, or deducting from the Services (“Changes”), provided that such Changes are within the general scope of the Contract. Buyer will make an equitable adjustment in the Contract price or delivery date if the Change materially affects the cost or time of performance. Such equitable adjustments require the written consent of Contractor, which shall not be unreasonably withheld. The Parties will cooperate with each other in good faith in discussing the scope and nature of the Change, the availability of Contractor personnel, the expertise and resources to provide such Change, and the time period in which such Change will be implemented.

E.4. Service Warranties. Contractor warrants that the Services shall be performed and delivered in a professional, first-class manner in accordance with the Contract and the standards prevailing in the industry.

E.5. Buyer Will Assist Contractor. At Contractor’s request, Buyer will provide reasonable assistance and cooperation to Contractor, including the supply of any data and information necessary for Contractor to provide the Services. Buyer will also designate a Contract Manager who will, on behalf of Buyer, work with Contractor and administer the Contract in accordance with its terms.

E.6. Location Requirements for Services. The majority of the Services shall be performed in the State of Florida, including the City of Tallahassee and St. Johns County. No Services will be performed outside of the United States. When requested, Contractor will provide services on-site at the District offices. These restrictions may be modified in writing if Buyer determines, in its sole discretion, that the restrictions impose an undue burden on Contractor’s ability to perform the Services as contemplated in the Contract.

E.7. Use of Subcontractors; Flow-Down Provisions. Except to the extent the use of subcontractors is consented to in writing by Buyer, Contractor shall not be allowed to subcontract or assign any of its duties and obligations hereunder.

E.8. Meetings and Reports. Contractor must attend all meetings and public hearings relative to the Services where its presence is determined to be necessary and requested by Buyer and Contractor can reasonably schedule its appearance. Contractor shall provide other periodic reports respecting the Services as Buyer reasonably requests.

E.9. Ownership of Works.

(a) As used in Sections E.9 and E.10, the term "Work" shall mean each deliverable, drawing, design, specification, rendering, notebook, tracing, photograph, reference book, equipment, expendable equipment and material, negative, report, finding, recommendation, data and memorandum of every description, shared with or delivered to Buyer pursuant to the Contract.

(b) With the exception of Contractor's pre-existing intellectual capital and third-party intellectual capital as described in Section E.10 below, Buyer shall own all right, title and interest, including ownership of copyright (limited to the extent permitted by the terms of any governing licenses), in and to each Work including, but not limited to, software, source code, reports, deliverable, or work product developed by Contractor specifically for Buyer in connection with the Contract, and derivative works relating to the foregoing. The use of these Works in any manner by Buyer shall not support any claim by Contractor for additional compensation.

(c) Each Work, and any portion thereof, shall be a "work made for hire" for Buyer pursuant to federal copyright laws. Any software, report, deliverable, or work product as used in connection with the Work, but previously developed by Contractor specifically for other customers of Contractor or for the purpose of providing substantially similar services to other Contractor customers, generally shall not be considered "work made for hire", so long as the foregoing are not first conceived or reduced to practice as part of the Work. To the extent any of the Works are not deemed works made for hire by operation of law, Contractor hereby irrevocably assigns, transfers, and conveys to Buyer, or its designee, without further consideration all of its right, title and interest in such Work, including all rights of patent, copyright, trade secret, trademark or other proprietary rights in such materials. Except as provided in the foregoing sentences, Contractor acknowledges that Buyer shall have the right to obtain and hold in its own name any intellectual property right in and to the Work. Contractor agrees to execute any documents or take any other actions as may reasonably be necessary, or as Buyer may reasonably request, to perfect or evidence Buyer's ownership of the Work.

E.10. Intellectual Property.

(a) Contractor grants to Buyer an irrevocable, perpetual, royalty free and fully paid-up right to use (and such right includes, without limitation, a right to copy, modify and create derivative works from the subject matter of the grant and the right to sublicense all, or any portion of, the foregoing

rights to an affiliate or a third party who provides service to Buyer) Contractor's intellectual property (including, without limitation, all trade secrets, patents, copyright and know-how) that is contained or embedded in, required for the use of, that was used in the production of or is required for the reproduction, modification, maintenance, servicing, improvement or continued operation of any applicable unit of Work.

(b) If the Work contains, has embedded in, or requires for the use of, any third-party intellectual property, or if the third party intellectual property is required for the reproduction, modification, maintenance, servicing, improvement or continued operation of the Work, Contractor shall secure for Buyer an irrevocable, perpetual, royalty free and fully paid-up right to use all third party intellectual property. Contractor shall secure such right at its expense and prior to incorporating any third party intellectual property (including, without limitation, all trade secrets, patents, copyright and know-how) into any Work, including, without limitation, all drawings or data provided under the Contract, and such right must include, without limitation, a right to copy, modify and create derivative works from the subject matter of the grant of the right and a right to sublicense all or any portion of the foregoing rights to an affiliate or a third party service provider. This subparagraph does not apply to standard office software (e.g., Microsoft Office).

(c) Should Buyer, or any third party obtaining such Work through Buyer, use the Work or any part thereof for any purpose other than that which is specified in the Contract, it shall be at Buyer's and such third party's sole risk.

E.11. Software Development Processes and Standards. To the extent any software is developed, modified, or otherwise procured under the Contract, Contractor will use commercially accepted software development and documentation processes and standards.

E.12. Limitation of Warranty for Buyer-Furnished Software. In lieu of any other warranty expressed or implied herein Buyer warrants that any programming aids and software packages supplied for Contractor use as Buyer-furnished property shall be suitable for their intended use on the system(s) for which designed. In the case of programming aids and software packages acquired by Buyer from a commercial source, such warranty is limited to that set forth in the contractual document covering the product(s). Should Buyer furnish Contractor with any programming aids or software packages that are found not to be suitable for their intended use on the system(s) for which designed, Contractor shall notify Buyer and supply documentation regarding any defects and their effect on progress on the Contract. Buyer will consider equitably adjusting the delivery performance dates or compensation, or both, and any other contractual provision affected by the Buyer-furnished property in accordance with the procedures provided for in Section E.3 above ("Buyer's Right to Make Changes").

E.13. Loss of Data. If any Buyer data or record is lost or corrupted due to the negligence of Contractor or any of its subcontractors or agents, Contractor shall be responsible for correcting and recreating all production, test, acceptance and training files or databases affected which are used in the provision of services, at no additional cost to the Customer in the manner and on the

schedule set by Buyer. This remedy shall be in addition to any other remedy Buyer may be entitled to by law or the Contract.

E.14. Intentionally deleted.

E.15. Intentionally deleted.

E.16. Invoicing and Payment.

(a) Payment to Contractor for Services shall be made on a monthly basis for the Services provided by Contractor for the preceding month. Invoices shall contain the Contract number, purchase order number if applicable, and the appropriate vendor identification number. Buyer may require any other information from Contractor that Buyer deems necessary to verify its obligation to pay under the Contract. Payments will be made to Contractor approximately forty-five (45) days after receipt and acceptance of a proper invoice. Buyer does not pay service charges, interest or late fees unless required by law.

(b) To the extent Contractor's fees include reimbursement for travel or travel-related expenses, such travel and travel-related expenses shall be subject to and governed by the District's approved travel policy and applicable Florida laws.

(c) Buyer's obligations to make payment are contingent upon availability of lawfully appropriated funds for the Services.

E.17. Taxes. Buyer is generally exempt from any taxes imposed by the State of Florida or the Federal Government. Exemption certificates will be provided upon request. Contractor shall not include any state, local and federal taxes in any prices quoted to Buyer.

E.18. Right of Setoff. Buyer may, in addition to other remedies available at law or equity and upon notice to Contractor, retain such monies from amounts due Contractor as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted in good faith by Buyer (or any other local government entity or authority located in St. Johns County, Florida) against Contractor.

E.19. Retention of Records / Audits.

(a) Contractor must establish and maintain books, records, contracts, sub-contracts, papers, financial records, supporting documents, statistical records and all other documents pertaining to the Contract (collectively, the "Records"), in whatsoever form or format (including electronic storage media) is reasonable, safe and sufficient.

(b) Contractor must retain all Records for a minimum period of three (3) years after the final payment is made under the Contract. If an audit has been initiated and audit findings have not been resolved at the end of the three (3) year period, the Records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of the Contract, at no additional

cost to Buyer. Records shall be retained for longer periods when the retention period exceeds the time frames required by law or ordinance.

(c) At all reasonable times for as long as the Records are maintained, Contractor must allow persons duly authorized by Buyer (including Buyer's auditor and inspector general offices), and to have full access to and the right to examine, copy or audit any of the Records, regardless of the form in which kept. Contractor will not charge Buyer for any setup, supervision or space in connection with the examination and audit. Photocopying charges will not exceed the actual and reasonable cost of the copies to Contractor, and Buyer shall be permitted to bring his photocopying equipment if Buyer so desires.

(d) Consultant must comply with and cooperate in any audits or reports requested by Buyer and must ensure that all related party transactions are disclosed to the auditor.

(e) Consultant must permit Buyer to interview any of Consultant's employees, subcontractors and subcontractor employees to assure Buyer of the satisfactory performance of the terms and conditions of the Contract. Unless the parties agree otherwise or Buyer is willing to pay for the employee's reasonable travel expenses, the interviews will be conducted at the employee's primary place of work. Contractor will not charge Buyer for any employee time unless the interview time for that employee exceeds eight (8) hours in a calendar year.

(f) Following any audit or review, if performance of Consultant's, in the opinion of Buyer, deficient, Buyer will deliver to Contractor a written report of the deficiencies and request for development by Contractor of a corrective action plan. Contractor hereby agrees to prepare and submit, to Buyer, said corrective plan within ten (10) days of receiving Buyer's written report. Thereafter, Contractor must correct all deficiencies in the corrective action plan within a reasonable time after Buyer's receipt of the corrective action plan.

(g) All reports and other information provided by Contractor pursuant to this Section shall be submitted under penalties of perjury, under Section 837.06, Florida Statutes.

(h) Contractor must include the aforementioned audit, inspection, investigation and record-keeping requirements in all subcontracts and Contract assignments.

(i) Contractor agrees to reimburse Buyer for the reasonable costs of investigation incurred by Buyer for audits, inspections and investigations that uncover a material violation of the Contract. Such costs shall include the salaries of investigators, including overtime, travel and lodging expenses, and expert witness and documentary fees. Contractor shall not be responsible for any costs of investigations that do not uncover a material violation of the Contract.

E.20. Indemnification. See Exhibit D.

E.21. Insurance. See Exhibit D.

E.22. Buyer's Right to Suspend Work. Buyer may in its sole discretion suspend any or all activities under the Contract by providing a written notice to Contractor at least five (5) days in advance that outlines the particulars of suspension. Within ninety (90) days of providing such notice, or within any longer period agreed to by Contractor, Buyer shall either (1) authorize the resumption of work, at which time activity shall resume, or (2) terminate the Contract in accordance with the applicable termination provisions. Suspension of work shall not entitle Contractor to any additional compensation. The parties will reasonably amend any schedules relating to performance of the Services to reflect the suspension of work hereunder. Contractor shall not be entitled to receive compensation for any work it performs after being excused from providing it hereunder.

E.23. Buyer's Right to Terminate for Convenience. Buyer reserves the right to terminate the Contract at any time and for any reason by giving written notice to Contractor. If the Contract is terminated for convenience as provided herein, Buyer will be relieved of all further obligations other than payment for that amount of Services actually performed to the date of termination. Access to any and all work papers will be provided to Buyer after the termination of the Contract. The parties understand and agree that Contractor shall not have a reciprocal right to terminate the Contract for convenience; it being understood that Buyer's payment for Services forms the consideration for Contractor not having this right. In the event of Buyer's termination of the Contract, Buyer (in its sole discretion) may also require Contractor to provide the Transition Services as set forth in Section E.26 below.

E.24. Buyer's Remedies Upon Contractor Default. Any one or more of the following events, if not cured within ten (10) calendar days after Contractor's receipt of written notice thereof, shall constitute an "Event of Default" on the part of Contractor: (1) Contractor fails to perform the Services within the time specified in the Contract or any extension, (2) Contractor fails to maintain adequate progress, thus endangering performance of the Contract, (3) Contractor fails to honor any other material term of the Contract, or (4) Contractor fails to abide by any statutory, regulatory, or licensing requirement. Buyer may extend the 10-day cure period in its discretion.

In addition, the following shall constitute an immediate Event of Default with no right cure: (i) Contractor is found to have made a false representation or certification in this Agreement, or (ii) Contractor has been placed on the list maintained under Section 287.135, Florida Statutes, of companies with activities in Sudan or in Iran Petroleum Energy Sector. Upon an "Event of Default" on the part of Contractor, Buyer will be entitled to terminate the Contract and pursue such other remedies available at law or equity, including the recovery of any re-procurement costs and delay damages. The rights and remedies available to Buyer under the Contract are distinct, separate and cumulative remedies, and no one of them, whether or not exercised by a party, shall be deemed to be in exclusion of any other. If, after termination, it is determined that Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience.

E.25. Contractor Remedies Upon Buyer Default. Buyer shall be in default if Buyer fails to honor any material term of the Contract, and such failure is not cured within forty-five (45) calendar days after receipt of written notice thereof from Contractor. In the event of Buyer's default, Contractor will be entitled to terminate the Contract and pursue such other remedies available at law or equity as it deems appropriate. Except as expressly provided elsewhere in the Contract, Contractor will not be entitled to recover any lost profits or consequential damages. The rights and remedies available to Contractor under the Contract are distinct, separate and cumulative remedies, and no one of them shall be deemed to be in exclusion of any other.

E.26. Transition Services. At any time prior to the date the Contract expires or terminates for any reason (the "Termination Date"), Buyer may direct Contractor to provide reasonable transition assistance services ("Transition Assistance"). Contractor shall provide such Transition Assistance until such time as Buyer notifies Contractor that Buyer no longer requires such Transition Assistance, but in no event for more than 180 days following the Termination Date. Transition Assistance shall mean any services, functions or responsibilities that are ordinarily or customarily provided to a purchaser to ensure that the services provided to that purchaser by a contractor are fully transitioned in a smooth and efficient manner to a new service provider (either Buyer itself or a third-party contractor). Transition Assistance includes the development and implementation of a detailed transition plan. To the extent that Transition Assistance will involve third parties hired by Buyer, those third parties shall cooperate with Contractor in its provision of Transition Assistance and sign any reasonable non-disclosure agreements required by Contractor. Transition Assistance rendered before the Termination Date shall be provided at no additional cost to Buyer. Transition Assistance rendered after the Termination Date shall be provided at the rates negotiated by the parties prior to the rendering of such service, which rates shall not exceed the standard market rates that Contractor charges to government entities for comparable services; provided however, that if Buyer terminates the Contract because of a breach by Contractor, then (i) the Transition Assistance shall be provided at no cost to Buyer, and (ii) Buyer will be entitled to any other remedies available to it under law. Contractor may withhold Transition Assistance after the Termination Date if Buyer does not provide reasonable assurance that the charges for such Transition Assistance will be paid to Contractor in accordance with the invoicing and payment provisions of the Contract.

E.27. Force Majeure, Notice of Delay, and No Damages for Delay. Neither party shall be responsible for delays in performance if the delay was beyond that party's control (or the control of its employees, subcontractors or agents). Contractor shall notify Buyer in writing of any such delay or potential delay and describe the cause of the delay either (1) within ten (10) calendar days after the cause that creates or will create the delay first arose, if Contractor could reasonably foresee that a delay could occur as a result, or (2) if delay is not reasonably foreseeable, within five (5) calendar days after the date Contractor first had reason to believe that a delay could result. Based upon such notice, Buyer will give Contractor a reasonable extension of time to perform; provided, however, that Buyer may elect to terminate the Contract in whole or in part if Buyer

determines, in its sole judgment, that such a delay will significantly impair the value of the Contract to Buyer. Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. THE FOREGOING SHALL CONSTITUTE CONTRACTOR'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY. No claim for damages, other than for an extension of time, shall be asserted against Buyer. Contractor shall not be entitled to an increase in the Contract price or payment of any kind from Buyer for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency arising because of delay, disruption, interference, or hindrance from any cause whatsoever.

E.28. No Waiver. The delay or failure by a party to exercise or enforce any of its rights under the Contract shall not constitute or be deemed a waiver of that party'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. Unless otherwise agreed in writing, Buyer's payment for the Services shall not release Contractor of its obligations under the Contract and shall not be deemed a waiver of Buyer's right to insist upon strict performance hereof.

E.29. Qualification of Contractor Employees, Subcontractors, and Agents. All Contractor employees, subcontractors and agents performing work under the Contract shall be properly trained and qualified. Upon request, Contractor shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors and agents performing work under the Contract must comply with all reasonable administrative requirements of Buyer and with all controlling laws and regulations relevant to the services they are providing under the Contract. Buyer may conduct, and Contractor shall cooperate in, a security background check or other assessment of any employee, subcontractor or agent furnished by Contractor. Buyer may refuse access to, or require replacement of, any personnel for reasonable cause. Contractor shall take all actions necessary to ensure that Contractor's employees, subcontractors and agents are not considered employees of Buyer. Such actions include, but are not limited to, ensuring that Contractor's employees, subcontractors and agents receive payment and any legally mandated insurance (e.g., workers' compensation and unemployment compensation) from an employer other than Buyer. As a condition to providing services to Buyer, Contractor (and any subcontractor) will enroll and participate in the federal E-Verify Program within thirty days of the effective date of the Contract. Proof of enrollment and participation will be made available to Buyer upon request.

E.30. Security Procedures. Contractor and its employees, subcontractors and agents shall comply fully with all generally applicable security procedures of the United States, the State of Florida and Buyer in performance of the Contract. Buyer agrees that any security procedures imposed by Buyer specifically for the Contract will be reasonable and will not impose any unreasonable costs or hardships.

E.31. Restrictions on the Use or Disclosure of Buyer's Information. Contractor shall not use, copy or disclose to third parties, except in connection with performing the Services, any information obtained by Contractor or its agents, subcontractors or employees in the course of

performing the Services, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of Buyer. At Buyer's request, all information furnished by Buyer will be returned to Buyer upon completion of the Services. Contractor shall not be required to keep confidential any information that has already been made publicly available through no fault of Contractor or that Contractor developed independently without relying on Buyer's information. To ensure confidentiality, Contractor shall take appropriate steps as to its employees, agents, and subcontractors, including the insertion of these restrictions in any subcontract agreement. The warranties of this paragraph shall survive the Contract.

E.32. Protection of Contractor's Trade Secrets and Other Confidential Information. All documents received by Buyer in connection with this Agreement are subject to Chapter 119, Florida Statutes (the "Florida Public Records Law"). Any specific information that Contractor claims to be a trade secret or otherwise exempt from the Florida Public Records Law must be clearly identified as such by Contractor on all copies furnished to Buyer. Buyer agrees to notify Contractor of any third-party request to view such information, but it is Contractor's obligation to obtain a court order enjoining disclosure. If Contractor fails to obtain a court order enjoining disclosure within five (5) business days of Contractor's receiving notice of the request, Buyer may release the requested information. Such release shall be deemed for purposes of the Contract to be made with Contractor's consent and will not be deemed to be a violation of law, including but not limited to laws concerning trade secrets, copy right or other intellectual property.

E.33. Assignment. Each party binds itself and its respective successors and assigns in all respects to all of the terms, conditions, covenants and provisions of the Contract. Contractor shall not sell, assign or transfer any of its rights (including rights to payment), duties or obligations under the Contract without the prior written consent of Buyer. In the event of any assignment, Contractor shall remain liable for performance of the Contract unless Buyer expressly waives such liability. Buyer may assign the Contract with prior written notice to Contractor of its intent to do so. Nothing herein shall be construed as creating any personal liability on the part of any officer, employee or agent of Buyer.

E.34. Notice and Approval of Changes in Ownership. Because the award of the Contract may have been predicated upon Contractor's ownership structure, Contractor agrees that any transfer of a substantial interest in Contractor by any of its owners shall require Buyer's prior written approval, which approval shall not be unreasonably withheld or unreasonably delayed. By execution of the Contract, Contractor represents that it has no knowledge of any intent to transfer a substantial interest in Contractor. A substantial interest shall mean at least 25% of the voting shares in Contractor. This section shall not apply to (i) transfers occurring upon the incapacitation or death of an owner; (ii) transfers associated with an initial public offering on the NYSE or NASDAQ markets; or (iii) transfers to a company whose stock is publicly traded on the NYSE or NASDAQ markets.

E.35. Assignment of Antitrust Claims. Contractor and Buyer recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by Buyer. Therefore, Contractor hereby assigns to Buyer any and all claims under the antitrust laws of Florida or the United States for overcharges of goods, materials or services purchased in connection with the Contract.

E.36. Equal Employment Opportunity. The Equal Opportunity clause in Title 41, Part 60-1.4 of the Code of Federal Regulations (Paragraphs 1 through 7 of President's Executive Order 11246), the provisions of the Equal Opportunity for Individuals with Disabilities Act in 42 U.S.C. Section 12112, the Listing of Employment Openings for Veterans Clause in Title 41, Part 50-260.2 of the Code of Federal Regulations and the Disabled Veterans and Veterans of the Vietnam era Clause in Title 41, Part 60-250.5 of the Code of Federal Regulations, are incorporated herein by reference if and to the extent applicable. If Contractor is exempt from any of the above cited terms, written evidence of such exempt status must be provided to Buyer.

E.37. Other Non-Discrimination Provisions. Contractor represents that it has adopted and will maintain throughout the term of this contract a policy of nondiscrimination or harassment against any person with regard to race, color, sex (including pregnancy), sexual orientation, gender identity or expression, religion, national origin, disability, age, marital status, or any other impermissible factor in recruitment, hiring, compensation, training, placement, promotion, discipline, demotion, transfers, layoff, recall, termination, working conditions and related terms and conditions of employment. Contractor agrees that, on written request, it will permit reasonable access to its records of employment, employment advertisement, application forms and other pertinent data and records by the District for the purpose of investigation to ascertain compliance with the non-discrimination provisions of the Contract; provided however, that Contractor shall not be required to produce, for inspection, records covering periods of time more than one (1) year prior to the effective date of the Contract. Contractor agrees that, if any of the products or Services to be provided pursuant to the Contract are to be provided by a subcontractor, the provisions of this Section shall be incorporated into and become a part of the subcontract.

E.38. Prompt Payment to Subcontractors and Suppliers. The District shall adhere to applicable Local Government Prompt Pay Act provisions in Chapter 218, Part VII, Florida Statutes, as may be amended.

E.39. Conflicts of Interest. Contractor acknowledges that pursuant to Chapter 112, Part III, Florida Statutes, a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract, including but not limited to the public official's name, public office or position held, bid or proposal number, and the position or relationship of the public official with the bidder or contractor.

E.40. Contingent Fees Prohibited. Pursuant to Section 287.055, Florida Statutes, as applicable, Contractor warrants that it has not employed or retained any company or person, other than a bona

fide employee working solely for Contractor, to solicit or secure the Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona-fide employee working solely for Contractor, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of the Contract. For the breach or violation of these provisions, Buyer shall have the right to terminate the Contract without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

E.41. Truth in Negotiation Certificate. Pursuant to Section 287.055, Florida Statutes, as applicable, the execution of the Contract by Contractor shall be deemed to be a simultaneous execution of a Truth In-Negotiation Certificate, whereby Contractor states that the wage rates and other factual unit costs supporting the compensation hereunder are accurate, complete and current at the time of contracting. Further Contractor agrees that the compensation hereunder shall be adjusted to exclude any significant sums where Buyer determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs, provided that any and all such adjustments shall be made within one (1) year following the completion date of the Contract.

E.42. Compliance with Applicable Laws. Contractor (and any subcontractors) must comply with all applicable federal, state and local laws, rules and regulations as the same exist and as may be amended from time to time, including, but not limited to:

- a. Chapter 119, Florida Statutes (the Florida Public Records Law);
- b. Section 286.011, Florida Statutes (the Florida Sunshine Law);
- c. District Procurement Policy, as applicable; and
- d. All licensing and certification requirements applicable to performing the Services.

E.43. Cooperative Purchasing. Pursuant to their own governing laws, and subject to the agreement of Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. These purchases are independent of the agreement between Buyer and Contractor, and Buyer shall not be a party to such transactions.

E.44. Warranty of Ability to Perform. Contractor warrants that (i) it is ready, willing and able to perform its obligations under the Contract, and (ii) to the best of Contractor's knowledge, there are no pending or threatened actions, proceedings, investigations or any other legal or financial conditions that would in any way prohibit, restrain, or diminish Contractor's ability to satisfy its Contract obligations. Contractor shall immediately notify Buyer in writing if its ability to perform is compromised in any manner during the term of the Contract.

E.45. Warranty of Authority to Sign Contract. Each person signing the Contract warrants that he or she is duly authorized to do so and to bind the respective party to the Contract.

E.46. Governing State Law/Severability/Venue. The rights, obligations and remedies of the parties as specified under the Contract shall be interpreted and governed in all aspects by the laws

of the State of Florida. Should any provision of the Contract be determined by the courts to be illegal, unenforceable or in conflict with any applicable law, the validity of the remaining provisions shall not be impaired. Venue for litigation of the Contract shall be exclusively in courts of competent jurisdiction located in St. Johns County, Florida.

E.47. Construction. Both parties acknowledge that they have had the opportunity to provide meaningful input into the terms and conditions contained in the Contract. Therefore, any doubtful or ambiguous provisions contained herein shall not be construed against the party who physically prepared the Contract. Article headings appearing herein are inserted for convenience or reference only and shall in no way be construed to be interpretations of text.

E.48. Inspector General. The State Auditor Inspector General's authority includes but is not limited to the power to: review past, present, and proposed District contracts, transactions, accounts, and records; require the production of records; and, audit, investigate, monitor, and inspect the activities of the District, its officials, employees, contractors, their subcontractors and lower tier subcontractors, and other parties doing business with the District and/or receiving District funds in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the State Auditor Inspector General or interfering with or impeding any investigation shall be a violation of the Contract and applicable laws.

E.49. Ethics Provisions for Vendors/Suppliers. The bidder, by affixing its signature to the proposal form, and/or the acceptance of a purchase order, represents that it has reviewed the provisions of the District's procurement and ethics policies.

E.50. Employment Eligibility. The employment of unauthorized aliens by any respondent is considered a violation of Section 274A(e) of the Immigration and Nationality Act. In accordance with Chapter 2020-149, Laws of Florida, the Contractor confirms that it does not currently, and will not in the future, employ, contract with, or subcontract with unauthorized aliens and that it has registered accordingly with the E-Verify platform. Contractor acknowledges that any violation with the aforementioned will result in a default to the Agreement and the City shall be entitled to any and all relief available, including but not limited to, consequential damages, rebate of fees, costs and expenses, etc., resulting from the voiding of this Agreement.

E.51. Prohibition against Considering Social, Political or Ideological Interests in Government Contracting. Pursuant to Section 287.05701, Florida Statutes, as amended, Contractor is hereby notified that City in awarding contracts to vendors may not: (a) Request documentation or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor; and (b) Give preference to a vendor based on the vendor's social, political, or ideological interests.

E.52. Scrutinized Vendors. Pursuant to Section 287.135(2), Florida Statutes, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local government entity for goods or services of:

i. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the Contractor is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

ii. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the Contractor:

(1) Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes; or

(2) Is engaged in business operations in Cuba or Syria.

iii. Pursuant to Section 287.135(3)(a)4, Florida Statutes, the District may terminate this Agreement at the District's option if the Agreement is for goods or services in an amount of one million dollars or more and the Contractor:

(1) Is found to have submitted a false certification under Section 287.135(5), Florida Statutes;

(2) Has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes; and

(3) Is engaged in business operations in Cuba or Syria.

iv. Pursuant to Section 287.135(3)(b), Florida Statutes, the District may terminate this Agreement at the District's option if the Agreement is for goods and services of any amount and the Contractor:

(1) Is found to have been placed on the Scrutinized Companies that Boycott Israel List;
or

(2) Is engaged in a boycott of Israel.

E.53. Convicted Vendor List. A person or affiliate placed on the State of Florida convicted vendor list pursuant to Section 287.133, Florida Statutes, following a conviction for a public entity crime may not do any of the following for a period of thirty-six (36) months from the date of being placed on the convicted vendor list:

- submit a bid on a Agreement to provide any goods or services to a public entity;
- submit a bid on a Agreement with a public entity for the construction or repair of a public building or public work;
- submit bids on leases of real property to a public entity;
- be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a Agreement with any public entity; and
- transact business with any public entity in excess of the Category Two threshold amount provided in Section 287.017, Florida Statutes.

E.54. Discriminatory Vendor List. An entity or affiliate placed on the State of Florida discriminatory vendor list pursuant to Section 287.134, Florida Statutes, may not:

- submit a bid on a Agreement to provide any goods or services to a public entity;
- submit a bid on a Agreement with a public entity for the construction or repair of a public building or public work;
- submit bids on leases of real property to a public entity;
- be awarded or perform work as a Contractor, supplier, sub-Contractor, or consultant under a Agreement with any public entity; or
- transact business with any public entity.

E.55. Public Records. The District is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

- a) Keep and maintain public records required by the District in order to perform the service.
- b) Upon request from the District's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the District.
- d) Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Contractor, or keep and maintain public records required by the District to perform the service. If the Contractor transfers all public records to the District upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records in a format that is compatible with the information technology systems of the District.
- e) It is the Firm's practice to retain files for any concluded matter in electronic format and reserve the right to destroy all documents after they have been maintained for seven years, absent a written client request for such documents to be returned. By execution of this agreement, the District is requesting that all Firm files be returned and provided to the District to circumvent destruction of the files.
- f) During the term of the Agreement, the Contractor shall maintain all books, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this Agreement. The form of all records and reports shall be subject to the approval

of the District's Director. The Contractor agrees to make available to the District's Director, during normal business hours and in St. Johns County, all books of account, reports and records relating to this Agreement.

g) Public Records Custodian

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**PUBLIC RECORDS
120 EOC Drive
ST. AUGUSTINE, FL 32092
(904) 471-3107
PublicRecords@amcdf.org**

THE CONTRACTOR ACKNOWLEDGES THAT THE DISTRICT CANNOT AND WILL NOT PROVIDE LEGAL ADVICE OR BUSINESS ADVICE TO CONTRACTOR WITH RESPECT TO ITS OBLIGATIONS PURSUANT TO THIS SECTION RELATED TO PUBLIC RECORDS. THE CONTRACTOR FURTHER ACKNOWLEDGES THAT IT WILL NOT RELY ON THE DISTRICT OR ITS DISTRICT ATTORNEY TO PROVIDE SUCH BUSINESS OR LEGAL ADVICE, AND THAT CONTRACTOR HAS BEEN ADVISED TO SEEK PROFESSIONAL ADVICE WITH REGARD TO PUBLIC RECORDS MATTERS ADDRESSED BY THIS AGREEMENT. THE CONTRACTOR ACKNOWLEDGES THAT FAILURE TO COMPLY WITH FLORIDA LAW AND THIS AGREEMENT WITH RESPECT TO PUBLIC RECORDS SHALL CONSTITUTE A MATERIAL BREACH OF THIS AGREEMENT AND GROUNDS FOR TERMINATION PURSUANT TO THIS AGREEMENT.

Unfinished Business #2

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 10th. Employee signs form and has an opportunity to respond in writing by September 25th. 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.

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ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

500 Old Beach Road, St. Augustine, FL 32092



PERFORMANCE EVALUATION

(DIRECTOR) ~ EXEMPT POSITION

Name: DR XUE Date of Hire: 3/4/03
 Title: DIRECTOR Time in Position: 6/2/05
 Date of Last Review: 9/1/24 Scheduled Review Date: 9/1/28
 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
O 100-90	95
V 89-80	
G 79-70	
I 69-60	
U 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
O 100-90	90
V 89-80	
G 79-70	
I 69-60	
U 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: _____

	Points
O 100-90	95
V 89-80	
G 79-70	
I 69-60	
U 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: _____

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

	Points
O 100-90	85
V 89-80	
G 79-70	
I 69-60	
U 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: _____

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

	Points
O 100-90	85
V 89-80	
G 79-70	
I 69-60	
U 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: _____

	Points
O 100-90	85
V 89-80	
G 79-70	
I 69-60	
U Below 60	

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

Comments: _____

	Points
☒ O 100-90	95
☐ 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	95
☐ 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	100
☐ 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	100
☐ 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	95
☐ 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	85
☐ 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	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. DR XUE DOES A GREAT JOB LEADING AMCP
2. _____
3. _____

IV. AREAS NEEDING IMPROVEMENT:

1. SUCCESSION PLANNING
2. COMMUNICATION WITH THE STAFF - MAKING THEM
3. FEEL THEIR INPUT MATTERS

V. TRAINING AND DEVELOPMENT:

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

1. _____
2. _____
3. _____

Discussed with employee on: / /
(Date)

Follow-Up Requested: ☐ YES ☐ NO

Follow-Up Date: / /
(Date)



COMMISSIONER SIGNATURE:

10/1/26
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 OF ST. JOHNS COUNTY

500 Old Beach Road, St. Augustine, FL 32092



PERFORMANCE EVALUATION

(DIRECTOR) ~ EXEMPT POSITION

Name: RUI-DE XUE Date of Hire: 03/04/03
 Title: Director Time in Position: 06/02/05
 Date of Last Review: 09/01/2024 Scheduled Review Date: 09/01/2028
 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
O 100-90	100
V 89-80	
G 79-70	
I 69-60	
U 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
O 100-90	100
V 89-80	
G 79-70	
I 69-60	
U 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: _____

		Points
<u>O</u>	100-90	100
V	89-80	
G	79-70	
I	69-60	
U	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: _____

		Points
<u>O</u>	100-90	100
V	89-80	
G	79-70	
I	69-60	
U	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: DR. XUE CAN BE DIFFICULT TO
UNDERSTAND WHEN HE TALKS FAST OR
IS EXCITED ABOUT WHAT HE IS SAYING.

		Points
<u>O</u>	100-90	95
V	89-80	
G	79-70	
I	69-60	
U	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: SAME AS ABOVE

		Points
<u>O</u>	100-90	95
V	89-80	
G	79-70	
I	69-60	
U	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: _____

		Points
<u>O</u>	100-90	100
V	89-80	
G	79-70	
I	69-60	
U	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: _____

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

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

Comments: _____

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

II. RATE OVERALL PERFORMANCE:

Total Points:

1490

-:- 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:

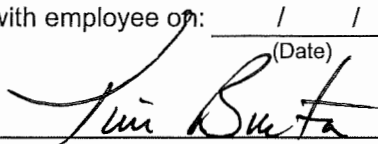
What training or development activities should be considered during the next review period?

1. _____
2. _____
3. _____

Discussed with employee on: ____/____/____
(Date)

Follow-Up Requested: ☐ YES ☐ NO

Follow-Up Date: ____/____/____
(Date)



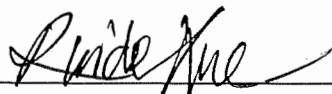
COMMISSIONER SIGNATURE:

9/15/26
DATE

EMPLOYEE COMMENTS:

Thanks!

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

9/16/2026

DATE

CHAIRPERSON SIGNATURE

DATE

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

500 Old Beach Road, St. Augustine, FL 32092



PERFORMANCE EVALUATION

(DIRECTOR) ~ EXEMPT POSITION

Name: Rui-De Xue Date of Hire: 03/04/03

Title: Director Time in Position: 06/02/05

Date of Last Review: 09/01/24 Scheduled Review Date: 09/01/2028

Type of Review: ☐ Initial six (6) months ☐ Annual ☐ Promotion ☐ Merit / Performance
☐ Unsatisfactory Performance ☐ Other: Every other year

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	
O	100-90
V	89-80
G	79-70
I	69-60
U	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	
O	100-90
V	89-80
G	79-70
I	69-60
U	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: _____

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

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

		Points
O	100-90	98
V	89-80	
G	79-70	
I	69-60	
U	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: _____

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

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

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

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

Comments: _____

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

II. RATE OVERALL PERFORMANCE:

Total Points: 1498 :- Number of Factors Rated 15 = OVERALL RATING

	Points
Outstanding 100-90	99.8
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: ____/____/____
(Date)

Follow-Up Requested: ☐ YES ☐ NO

Follow-Up Date: ____/____/____
(Date)

Lina LeBlanc
COMMISSIONER SIGNATURE:

DATE

EMPLOYEE COMMENTS:

Thanks!

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.

R. Wade Hume
EMPLOYEE SIGNATURE

9/16/26
DATE

CHAIRPERSON SIGNATURE

DATE

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

500 Old Beach Road, St. Augustine, FL 32092



PERFORMANCE EVALUATION

(DIRECTOR) ~ EXEMPT POSITION

Name: Rui-de Xue Date of Hire: 3/4/03

Title: Director Time in Position: 6/2/05

Date of Last Review: 9/1/2024 Scheduled Review Date: 9/1/2028

Type of Review: ☐ Initial six (6) months ☐ Annual ☐ Promotion ☐ Merit / Performance
☐ Unsatisfactory Performance ☒ Other: every other year

INSTRUCTIONS:

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Comments: _____

	Points
O 100-90	
<u>V</u> 89-80	
G 79-70	
I 69-60	
U 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
O 100-90	
<u>V</u> 89-80	
G 79-70	
I 69-60	
U 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: _____

	Points
☒ O	100-90
☐ V	89-80
☐ G	79-70
☐ I	69-60
☐ U	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: _____

	Points
☒ O	100-90
☐ V	89-80
☐ G	79-70
☐ I	69-60
☐ U	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: _____

	Points
☐ O	100-90
☐ V	89-80
☒ G	79-70
☐ I	69-60
☐ U	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: _____

	Points
☒ O	100-90
☐ V	89-80
☐ G	79-70
☐ I	69-60
☐ U	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: _____

	Points
☐ O	100-90
☒ V	89-80
☐ G	79-70
☐ I	69-60
☐ U	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: _____

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

3. **Adheres to Policies & Procedures:** Properly interprets and applies district policies 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. EXPERIENCE & KNOWLEDGE OF THE SPECIAL NATURE OF INTENSITY
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: 9/17/26
(Date)

Follow-Up Requested: ☐ YES ☒ NO

Follow-Up Date: / /
(Date)


COMMISSIONER SIGNATURE:

9/17/26
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

9/17/26
DATE

CHAIRPERSON SIGNATURE

DATE

New Business

#1

Update Report on Droplet Size, Wind Tunnel/Olfactometer Laboratory



MUHAMMAD FAROOQ, PH.D.
MOSQUITO CONTROL ENGINEER

1

Equipment and Purpose of the Laboratory

Equipment: Laser droplet measurement system, wind tunnel, olfactometer

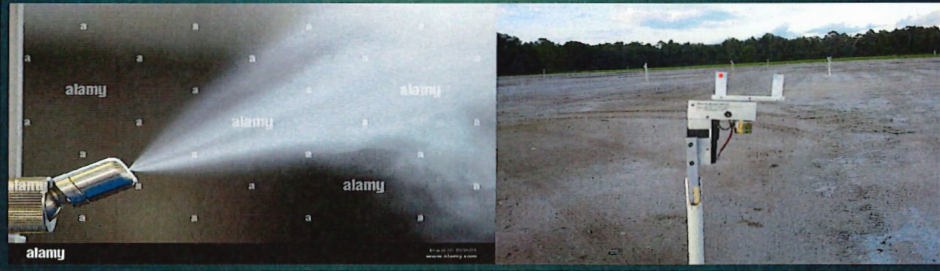
Function:

- ▶ Testing & evaluation of droplet size, attraction, and repellency of different formulations of insecticides and compounds
- ▶ Evaluation of the efficacy of insecticides, attractants, and repellents
- ▶ Test & calibrate all kinds of equipment and spraying nozzles for compliance with all regulatory and legal requirements
- ▶ Assist GLP and related projects and collaborations
- ▶ Provide training and education

2

What is a Droplet?

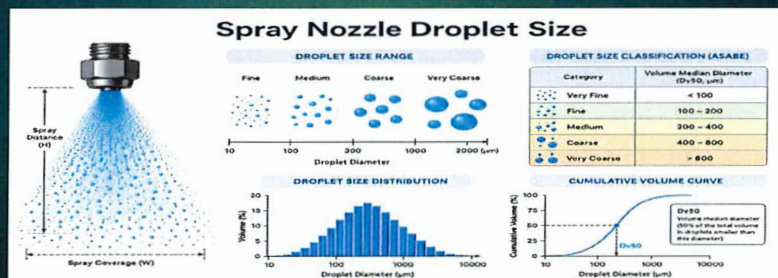
- ▶ Basic term: Particle size of an insecticide droplet after spraying.
- ▶ All equipment nozzles included: aircraft, truck-mounted sprayers, and all backpack and hand sprayers.
- ▶ Test methods/tools.
- ▶ Range of sizes: 0.5 -150 μm ; 1.0 – 600 μm .



3

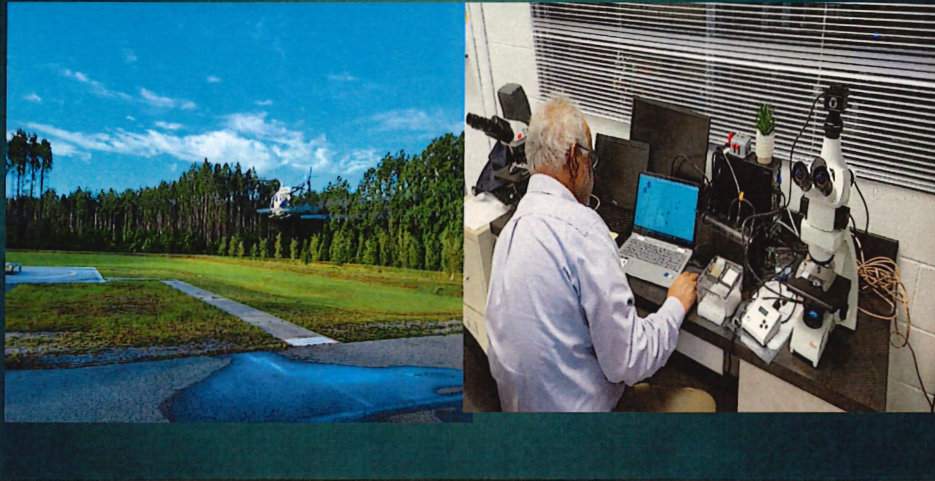
Importance of Droplet Size Measurements

- ▶ Legal Aspects.
- ▶ Amount of active ingredient in a droplet.
- ▶ Nature and location of target.
- ▶ Droplet Impingement or deposit on the target.
- ▶ Droplet Dynamics.



4

Helicopter sprays adu'ticides in a test field and droplet size calibration



5

Importance of Droplet Size Measurements (Legal) (Aqualure 20+20)

Ground Application: Spray equipment must be adjusted so the **volume median diameter or mass median diameter is less than 30 microns** ($Dv\ 0.5 < 30\ \mu m$) and that **90% of the spray is contained in droplets smaller than 48 microns** ($Dv\ 0.9 < 48\ \mu m$).

Aerial Application: Spray equipment must be adjusted so the **volume median diameter produced is less than 60 microns** and that **90% of the spray is contained in droplets smaller than 115 microns**.

6

Droplet Size Requirements for Different Targets

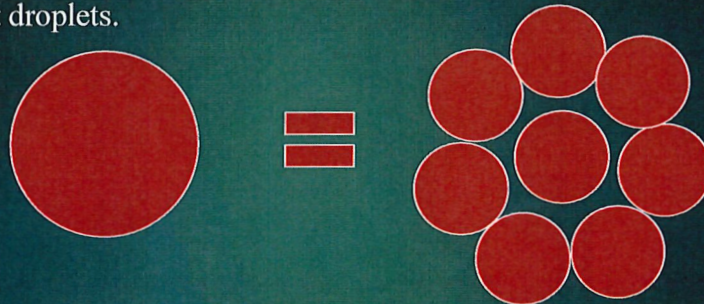
- ▶ Flying insects in an open area.
- ▶ Insects resting inside dwellings.
- ▶ Insects hiding under buildings and plants.
- ▶ Vegetation for barrier applications.
- ▶ Water sources while larviciding.
- ▶ Tree holes and other small water holding containers.



7

Importance of Droplet Size (Droplet Dynamics)

One droplet broken into droplets of half the size, results in eight droplets.



Mosquitoes flying into smaller droplets have a much higher probability of getting a droplet.

BUT smaller droplets have less chance of impinging on a mosquito.

8

Air and droplet interaction with small and large objects. There are many influencing factors



9

Importance of Droplet Size (Droplet Impingement)

Mosquitoes flying into smaller droplets have a much higher probability of getting a droplet

BUT smaller droplets have less chance of impinging on a mosquito.

Higher wind speed will cause more droplets to impinge

BUT Spray will stay in the field for a short duration and fly away.

Small droplets will stay floating: useful for flying insects

BUT they move easily with the wind and pass by a mosquito without hitting it.

10

Facilities Development

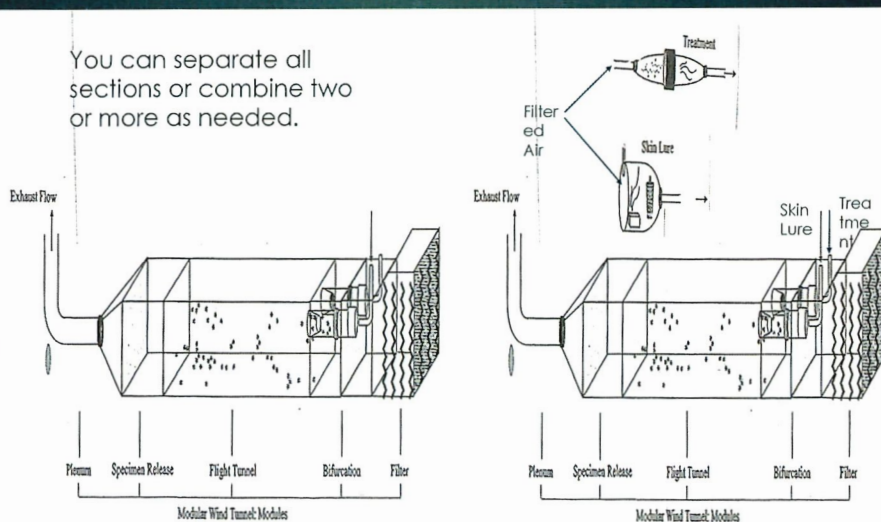
- Laser System for Droplet characterization, acquisition, and set-up/training.
- Replaced the DropVision system with one capable of measuring fluorescent droplets.
- Acquired and set up of a deposition measurement system for spray evaluation.
- Set up and made the olfactometer usable for assessment of attraction and repellency of the products.
- A wind tunnel used as an olfactometer configured for evaluating minute volumes of pesticides and other activities.
- Acquired and set up different-level weather stations for screen enclosures, field spray evaluation, and aerial spray evaluation.

Each of the above is not only a physical object but a complete system, including the necessary accessories and the procedures and guidelines for use to produce meaningful, acceptable data.

11

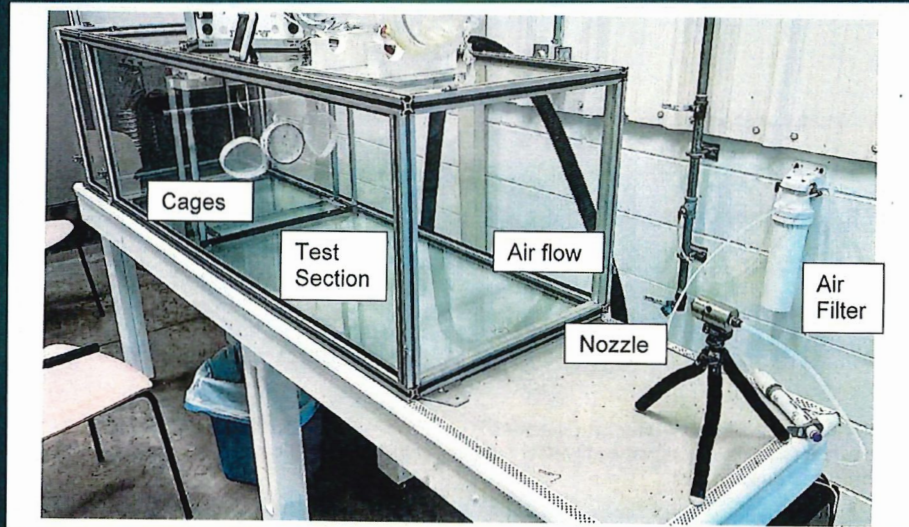
Major Equipment: Modular Wind Tunnel, also as Olfactometer

You can separate all sections or combine two or more as needed.



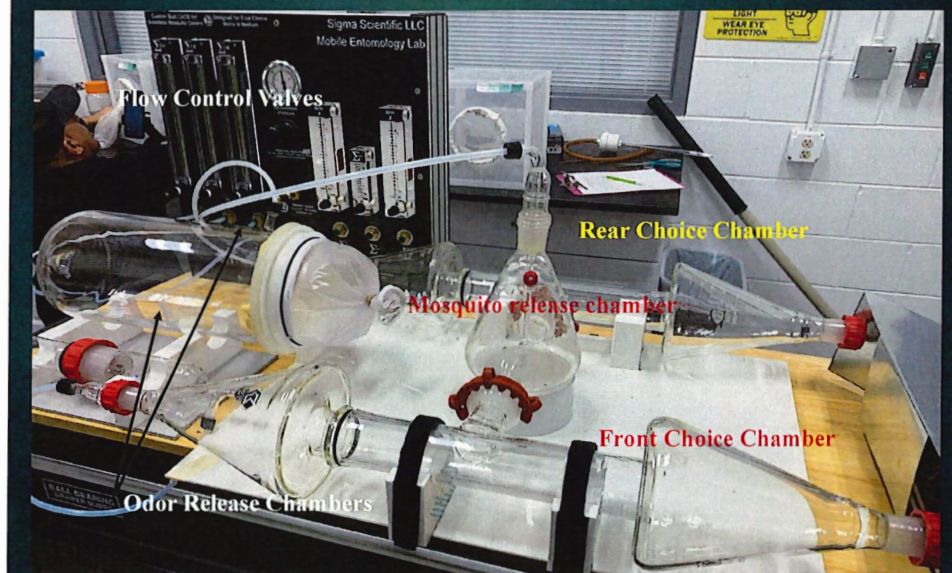
12

Wind Tunnel for evaluation of Adulticides sprayed by a Nozzle



13

Olfactometer for attractant & repellent evaluation



14

Summary of Studies in the Past Years

Studies in the wind tunnel as olfactometer:	3
Adulticide tests in the wind tunnel:	9
Mosquito flight activity in the wind tunnel:	1
Studies using olfactometer:	8
Studies in screened enclosures:	8
Field studies:	18
Laboratory studies:	10
Other:	3

Externally funded:	27
AMCD funded:	33

15

Other Tasks: Training, Presentations and Publications

- Training: Intern students, visiting scientists, NECE staff/technicians, AMCD technicians.
- Teach: Class and field training for participants of the aerial workshop and the FMCA's Dodd course on Droplet Characterization of Equipment for Ground and Aerial Applications.
- Presentation: AMCA, FMCA, and AMCD workshops.
- Publication: book chapters, research articles

16

Collaboration Projects

- Lamplight
- University of Florida, Many faculty members
- City of Gainesville
- US Navy Entomology Center of Excellence
- USDA.
- Walent Biosciences.

International Contributions

- Worked with 6 visiting scientists and 4 intern students
- Attended a consultation meeting of WHO as a selected expert for the finalization of a guidance document on disinfection of commercial passenger aircraft on international flights at WHO Headquarters in 1999.
- Reviewed the second edition of the document in 2022.
- Assisted & visited the malaria control project in Mali, 2024

17

Acknowledgements

Thank the Board of Commissioners, the District Administration, and all employees for their support.

E-mail: mfarooq@amcdfl.org

18

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

BOARD OF COMMISSIONERS:

Gayle Gardner, Chair Person

Tim Burton, Vice-Chairperson

Anthony Timis, Secretary/Treasurer

Johnny Counts, Commissioner

Gina LeBlanc, Commissioner



DISTRICT DIRECTOR:

Dr. Rui-De Xue

rxue@amcdfl.org

October 1, 2026

TO: Board of Commissioners

FROM: DR. Rui-De Xue, Director

RE: Discussion and approval of Board members attending AMCA annual meeting, St. Louis, March 1-5, 2027

The district budgeted and approved 2 Board members to attend the AMCA annual meeting, St. Louis, March 1-5, 2027. Because registration and hotel reservations are due in November, I would like to know who is interested and available to attend. The meeting includes a commissioner/trustee's session/day for meetings and visits.

Participants will learn more about mosquito biology and control, meet commissioners from across the country, and join the commissioner network to exchange information. This will support promotion, reputation, and collaboration in mosquito control and AMCD program and financial management.

Thanks for your support.

Reports

Director Report (September 2026)

Program Management:

1. **Customer and professional service, as well as the service request process:** About 205 service requests have been received and provided. Scientists reviewed 4 manuscripts at the editors' invitation. Dr. Qualls has been elected AMCA regional director, and Dr. Xue has been promoted to President of the SOVE.
2. **Surveillance:** There is a travel-related dengue case in St. Johns County reported by the Florida State DOH. Two chickens have tested positive for EEE and 1 for WNV so far. Mosquito pools tested WNV-positive in a couple of species and received DOH confirmation. CDC and other traps collected 6,285 adult mosquitoes. Technicians and inspectors continued to survey and treat larvae when they were found.
3. **Ground and aerial operations:** The MC technicians conducted ULV spraying 16 times for 22,109 acres based on the justification. Hand fogging included 14 barrier sprayings to treat 1,484 acres. Ground larviciding was 570 acres. Drone larviciding was 20 acres, and helicopter larviciding was 905 acres.
4. **Applied research:** IIT release has been done for 2026. SIT male mosquito release project has started evaluation. Larvicide resistance (IGRs) and barrier spraying, wind tunnel, and other projects are continuing. The USF smart trap, VectorScan, and VectorCam projects are ongoing. NIH, DOD, and NOAA projects are under process. A collaborative DACS project with UCF has been completed.
5. **Education:** DVEC hosted 1,260 visitors (685 children) with 57% of visitors who were 1st time. 98 school students attended the field trip to DVEC. Social media releases public education materials, news, and events weekly. About 6,000 people reviewed the materials.

Management & Administration:

6. **Serve the Board of Commissioners:** Staff prepared for the 3 Board meetings (1 regular and 2 public hearings), board books, and meeting minutes.
7. **Budget and Auditor:** Board approved the final millage rate at 0.1553 and the FY26/27 budget. Submitted 2 resolutions and certified the budget on time.
8. **Insurance, Inventory & Policy:** Chemical inventory & report have been done on time & updated. The Board approved the commercial package insurance, and we processed it with the agent.
9. **Contract/RFP:** Johns Hopkins University and AMCD MOU have been approved.
10. **HR:** One seasonal employee ended his 5-month service. An intern from the University of Miami transferred to AMCD after CDC/SECEVD funding ended. IT specialist was terminated on September 30.

Meeting:

September 1. Field and hotspot visits and checks.

September 2. 10 am. Met FDACS Inspectors for annual inspections. AMCD passed their inspections.

September 3. 10 am. Met Chairperson about agenda. FSU/UF group students visited AMCD and DVEC. Noon. Met Vice Chair about agenda.

September 4. 8 am. Met Professor Dr. Dobson about continuing the Wolbachia-infected mosquito project.

Director Report (September 2026)

Program Management:

1. **Customer and professional service, as well as the service request process:** About 205 service requests have been received and provided. Scientists reviewed 4 manuscripts at the editors' invitation. Dr. Qualls has been elected AMCA regional director, and Dr. Xue has been promoted to President of the SOVE.
2. **Surveillance:** There is a travel-related dengue case in St. Johns County reported by the Florida State DOH. Two chickens have tested positive for EEE and 1 for WNV so far. Mosquito pools tested WNV-positive in a couple of species and received DOH confirmation. CDC and other traps collected 6,285 adult mosquitoes. Technicians and inspectors continued to survey and treat larvae when they were found.
3. **Ground and aerial operations:** The MC technicians conducted ULV spraying 16 times for 22,109 acres based on the justification. Hand fogging included 14 barrier sprayings to treat 1,484 acres. Ground larviciding was 570 acres. Drone larviciding was 20 acres, and helicopter larviciding was 905 acres.
4. **Applied research:** IIT release has been done for 2026. SIT male mosquito release project has started evaluation. Larvicide resistance (IGRs) and barrier spraying, wind tunnel, and other projects are continuing. The USF smart trap, VectorScan, and VectorCam projects are ongoing. NIH, DOD, and NOAA projects are under process. A collaborative DACS project with UCF has been completed.
5. **Education:** DVEC hosted 1,260 visitors (685 children) with 57% of visitors who were 1st time. 98 school students attended the field trip to DVEC. Social media releases public education materials, news, and events weekly. About 6,000 people reviewed the materials.

Management & Administration:

6. **Serve the Board of Commissioners:** Staff prepared for the 3 Board meetings (1 regular and 2 public hearings), board books, and meeting minutes.
7. **Budget and Auditor:** Board approved the final millage rate at 0.1553 and the FY26/27 budget. Submitted 2 resolutions and certified the budget on time.
8. **Insurance, Inventory & Policy:** Chemical inventory & report have been done on time & updated. The Board approved the commercial package insurance, and we processed it with the agent.
9. **Contract/RFP:** Johns Hopkins University and AMCD MOU have been approved.
10. **HR:** One seasonal employee ended his 5-month service. An intern from the University of Miami transferred to AMCD after CDC/SECEVD funding ended. IT specialist was terminated on September 30.

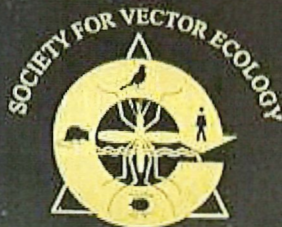
Meeting:

September 1. Field and hotspot visits and checks.

September 2. 10 am. Met FDACS Inspectors for annual inspections. AMCD passed their inspections.

September 3. 10 am. Met Chairperson about agenda. FSU/UF group students visited AMCD and DVEC. Noon. Met Vice Chair about agenda.

September 4. 8 am. Met Professor Dr. Dobson about continuing the Wolbachia-infected mosquito project.



DISTINGUISHED ACHIEVEMENT AWARD

Presented To

RUI-DE XUE Ph.D.

**FOR YOUR DEDICATION AND OUTSTANDING
ACHIEVEMENT TO THE
SOCIETY FOR VECTOR ECOLOGY**

2026

Attachments

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
 MONTH OF AUGUST 2026

120 EOC DRIVE
 TAKEN 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	OVER / (UNDER)
ALTOSID WSP	EA.	32,909.00				32,909.00	14891.00	18,018.00	18,018.00	0.00
FOURSTAR BRIQUETS	EA.	1,828.00				1,828.00	328.00	1,500.00	1,500.00	0.00
Sumilarv WSP	EA.	2,264.00				2,264.00	0.00	2,264.00	2,264.00	0.00
ALTOSID XR	LBS.	1,738.00				1,738.00	405.00	1,333.00	1,333.00	0.00
ALTOSID XRG	LBS.	30,840.00				30,840.00	2000.00	28,840.00	28,840.00	0.00
AQUAKONTROL 30-30	GALS.	220.30				220.30	2.24	218.06	221.00	2.94
B. t. i. BRIQUETS (Dunks)	EA.	3,835.00				3,835.00	423.00	3,412.00	3,412.00	0.00
COCO BEAR	GALS.	93.77				93.77	0.94	92.83	92.83	0.00
DUET	GALS.	138.00				138.00	11.25	126.75	126.75	0.00
MOSQUITOMIST TWO	GALS.	447.00				447.00	5.19	441.81	442.25	0.44
DIBROM CONCENTRATE (Naled)	GALS.	1,194.00				1,194.00	16.00	1,178.00	1,178.00	0.00
NATULAR DT	EA.	8,311.00				8,311.00	12.00	8,299.00	8,299.00	0.00
TALSTAR P	GALS.	40.73				40.73	1.58	39.15	39.16	0.01
VECTOBAC 12AS	GALS.	241.65				241.65	22.07	219.58	219.58	0.00
NatularXRT	Ea.	135.00				135.00	0.00	135.00	135.00	0.00
VECTOBAC G	LBS.	11,753.00				11,753.00	224.00	11,529.00	11,529.00	0.00
VECTOBAC Gs	LBS.	7,720.00				7,720.00	860.00	6,860.00	6,860.00	0.00
GASOLINE	GALS.	1,470.00	3,500.00			4,970.00	2145.95	2,824.05	2,806.00	-18.05
JET A	GALS.	3,446.00				3,446.00	367.00	3,079.00	3,072.00	-7.00
TOTALS		108,624.45	3500.00	0.00	0.00	112,124.45	21,715.22	90,409.23	90,387.57	-21.66

Prepared by Dr. Whitney Qualls: Whitney Qualls
 Reviewed by Aye McKinney: Aye McKinney
 Reviewed & Approved by Dr. Rui-De Xue: Rui-De Xue

Date: 9/03/2026
 Date: 9/3/26
 Date: 9/3/26

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
VALUE
MONTH OF AUGUST 2026

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOSID WSP	EA.	\$1.0000	\$0.00	10/29/25	VESERIS
ALTOSID WSP	EA.	18,018.00	\$18,018.00	12/17/25	VESERIS
FOURSTAR BRIQUETS	EA.	1,500.00	\$4,700.00	12/12/25	CLARKE
FOURSTAR BRIQUETS	EA.	0.00	\$0.0000		CLARKE
SumiLarv	EA.	2,264.00	\$1,647.5	1/9/26	Target
SumiLarv	EA.	0.00	\$0.0000		
ALTOSID XR	LBS.	0.00	\$3.83	11/12/24	VESERIS
ALTOSID XR	LBS.	1,333.00	\$3.94	10/29/25	VESERIS
ALTOSID XRG	LBS.	0.00	\$10.0500	6/28/24	VESERIS
ALTOSID XRG	LBS.	1,640.00	\$10.0500	10/1/2024	VESERIS
ALTOSID XRG	LBS.	11,200.00	\$10.3000	8/22/25	VESERIS
ALTOSID XRG	LBS.	16,000.00	\$10.3000	12/17/25	VESERIS
AQUAKONTROL 30-30	GALS.	131.00	\$110.1000	11/13/24	VESERIS
AQUAKONTROL 30-30	GALS.	90.00	\$110.1000	11/19/24	VESERIS
AQUAKONTROL 30-30	GALS.	0.00	\$0.0000		VESERIS
B. t. i. DUNKS (Doughnuts)	EA.	3,412.00	\$0.8500	4/15/25	TARGET
B. t. i. DUNKS (Doughnuts)	EA.	0.00	\$0.0000		TARGET
COCO BEAR	GALS.	92.83	\$28.4100	6/13/22	CLARKE
COCO BEAR	GALS.	0.00	\$0.0000		CLARKE
DUET	GALS.	126.75	\$245.0100	11/14/24	CLARKE
DUET	GALS.	0.00	\$0.0000		CLARKE
MOSQUITOMIST TWO	GALS.	0.00	\$126.0100	10/30/24	CLARKE
MOSQUITOMIST TWO	GALS.	277.25	\$126.0100	11/6/24	CLARKE
MOSQUITOMIST TWO	GALS.	165.00	\$125.8080	2/10/25	CLARKE
MOSQUITOMIST TWO	GALS.	0.00	\$0.0000		CLARKE
NALED	GALS.	308.00	\$277.5940	9/18/24	AZELIS
NALED	GALS.	360.00	\$277.5100	11/15/24	AZELIS
NALED	GALS.	510.00	\$285.7000	5/23/25	AZELIS
NATULAR DT	EA.	8,299.00	\$0.4168	9/9/16	CLARKE
TALSTAR P	GALS.	0.00	\$63.0000	5/11/23	VESERIS
TALSTAR P	GALS.	39.16	\$64.9900	1/28/25	TARGET
VECTOBAC 12AS	GALS.	4.58	\$40.2800	8/5/25	AZELIS
VECTOBAC 12AS	GALS.	215.00	\$39.9000	10/14/25	AZELIS
VECTOBAC 12AS	GALS.		\$0.0000		AZELIS
Natular XRT	EA.	135.00	\$5.8900	2/24/26	CLARKE
Natular XRT	EA.	0.00	\$0.0000		CLARKE
VECTOBAC G	LBS.	1,609.00	\$1.7519	11/7/23	AZELIS
VECTOBAC G	LBS.	9,920.00	\$1.9400		AZELIS
VECTOBAC GS	LBS.	6,860.00	\$1.9400		
GASOLINE	GALS.	0.00	\$2.6303	11/4/25	L. V. HIERS
GASOLINE	GALS.	0.00	\$3.4481		
GASOLINE	GALS.	2,806.00	\$3.4583		
JET A	GALS.	0.00	\$2.8065	9/26/24	Avfuel
JET A	GALS.	3,072.00	\$4.2679		
TOTAL		90,387.57	\$2,006.64		\$852,169.87

Subtract Green first

Prepared by Dr. Whitney Qualls:

Reviewed by Aye McKinney:

Reviewed & Approved by Dr. Rui-De Xue:

Date:

Date:

Date:

9/03/2026
9/13/26
9/13/26

August 2026 Mileage (2)

Backhoe	1018	885
Fog MM2 (26)	1199	66,953
Fog MM2 (26)	1200	86,394
TF Truck	1201	86,771
Vortex Gran.	1203	84,126
Air Boat	1422	231
Seasonal	1462	83,999
Ford Explorer	1479	77,903
Buffalo Turbine	1484	90,488
TF Truck	1485	79,691
MM2 Fog Truck	1493	82,323
MM2 Fog Truck	1494	83,943
Fork Lift	1536	384
Seasonal Dual	1544	96,761
Michelle	1548	83,817
Kyle Graham	1611	42,818
Cameron Clark	1613	58,218
Ruide Xue	1615	35,961
Service Expedition	1630	32,718
Seasonal Dual	1633	52,807
Gator	1666	585
Michelle Hairston	1692	18,758
Maverick Science	1708	43,791
ATV	1718	237
ATV	1719	330
ATV	1734	671
ATV	1735	766
Science Truck	1755	23,125
Science Truck	1756	28,485
UTV	1766	319
Science Truck	1789	31,765
Science Truck	1788	27,000
Gator	1223	819
Aviation Truck	1790	10,841
Science Van	1859	8,655
Cathy Hendricks	1860	16,994
Mads Morris	1861	18,649
Nicole Blacwelder	1862	11,737
James Stokley	1863	6,703
Red Honda	1866	407
F150 Science	1894	8,401
F150 Science	1895	8,930
Mechanics	1940	2,399
F250	1945	4,292
F250	1946	3,332
Science Truck	1994	7,897
Jeremy Wohlforth	1995	2,393
Holly Usina	1996	4,384
UTV	1993	255
BobCat	2020	30

AMCD

Product Totals For Sites

Date Range From : 08/01/2026 12:00:00AM

To : 08/31/2026 11:59:59PM

Pump - Hose

Transactions

Total Quantity

Product : 01 Unleaded

Site Id : 003 Anasatisia Moquito Control

01-1	167	2145.948
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Totals For Site :	167	2145.948
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Totals For Product :	167	2145.948
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Product : 02 Jet-A

Site Id : 003 Anasatisia Moquito Control

02-1	15	367.000
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Totals For Site :	15	367.000
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Totals For Product :	15	367.000
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Based on AMCD policy established on September 9, 2004 which is in accordance with F.S. 388.323 and F.S. 274.05

1. "Serviceable Equipment no longer needed by the Board shall be first offered to any or all other counties or districts engaged in arthropod control at a price established by the board of commissioners owning the equipment." F.S. 388.323 (exception to F.S. 274.05)
2. Mosquito Control Districts- All in the state are notified and have first option to bid.
3. Governmental Units or Private Nonprofit agencies- Are given second tier, right to bid.
4. If no other county, district, governmental unit or private nonprofit agency has the need for the equipment, alternate procedure under F.S. 274.06 should be followed.
5. Alternate procedure under F.S. 274.06- "Having consideration for the best interests of the county or district..."(this phrasing most likely input as a deterrent to eliminate self dealing), any obsolete or inefficient equipment may be offered to any person for value, to any government unit for no value, or if determined to have no commercial value, may be donated, destroyed or abandoned.

The following pages exemplify AMCD's proper implementation of this process.

PHYSICAL INVENTORY 26/27		
ITEM TO BE REMOVED FROM ASSET KEEPER		
AMCD \$1000 AND ABOVE SEPTEMBER 2026		
PROPERTY #	ITEM	REASON
No Number	Database Mobisoft	No Longer Use
No Number	Datbase Mobisoft Maint Reclass	No Longer Use
No Number	AMCD Service Request Phone App	No Longer Use
No Number	Payroll Database Mobisoft	No Longer Use
No Number	Drop Vision FI Upgrade for Drone	No Longer Use
No Number	Benchmark Tables	Gone surplus
1157	Adulticidng Unit	Gone surplus
1195	2004 Chevy Compact truck	Gone surplus
1197	2004 Chevy Compact truck	Gone surplus
1198	2004 Chevy Compact truck	Gone surplus
1325	Monitor IV	Gone surplus
1326	Monitor IV	Gone surplus
1342	2009 Ford Truck 1/2 ton	Gone surplus
1343	2009 Ford Truck 1/2 ton	Gone surplus
1350	Monitor IV	Gone surplus
1351	Monitor IV	Gone surplus
1352	Monitor IV	Gone surplus
1353	Monitor IV	Gone surplus
1354	Monitor IV	Gone surplus
1355	Monitor IV	Gone surplus
1372	Monitor IV	Gone surplus
1373	Monitor IV	Gone surplus
1374	Monitor IV	Gone surplus
1375	Monitor IV	Gone surplus
1376	Monitor IV	Gone surplus
1377	Monitor IV	Gone surplus
1378	Monitor IV	Gone surplus
1379	Monitor IV	Gone surplus
1384	Monitor IV	Gone surplus
1385	Monitor IV	Gone surplus
1386	Monitor IV	Gone surplus
1388	Monitor IV	Gone surplus
1389	Monitor IV	Gone surplus
1426	Ford F150 Truck 2013	Gone surplus
1430	Dell Optiplex 9010 Computer	Gone surplus
1456	Dell Latitude E5430	Gone surplus
1468	Dell Computer Desktop	Gone surplus
1475	Dell Optiplex 9020 Desktop	Gone surplus
1476	Dell Optiplex 9020 Desktop	Gone surplus
1492	Dell Optiplex 9020 Desktop	Gone surplus
1507	File Server	Gone surplus
1523	Adulticidng Unit	Gone surplus
1523B	Adulticidng Unit	Gone surplus
1531	Optiplex 5050	Gone surplus
1532	Optiplex 5050	Gone surplus
1533	Optiplex Desktop	Gone surplus
1534	Optiplex 5050	Gone surplus
1535	Dell Latitude Laptop	Gone surplus
1546	Ford F250	Gone surplus
1547	Service body for Truck 1546	Gone surplus
1550	Ford F250	Gone surplus
1551	Service body for Truck 1546	Gone surplus
1563	Tire Changer, Ranger	Gone surplus
1564	Tire Balancer, Ranger	Gone surplus
1587	Optiplex 5050	Gone surplus
1588	Optiplex 5050	Gone surplus
1589	Optiplex 5050	Gone surplus
1590	Optiplex 5050	Gone surplus
1591	Optiplex 5050	Gone surplus
1629	Aircraft TUG	Gone surplus
1659	Scotsman Icemaker	Gone surplus
AMCD UNDER 1000 SEPTEMBER 2026		
PROPERTY #	ITEM	REASON
1447	Isotemp Freezer	Gone surplus
1478	Dell Optiplex 7020	Gone surplus
1572	Monitor IV	Gone surplus
1573	Monitor IV	Gone surplus
1574	Monitor IV	Gone surplus
1575	Monitor IV	Gone surplus
1576	Monitor IV	Gone surplus
1577	Monitor IV	Gone surplus
1578	Monitor IV	Gone surplus
1579	Monitor IV	Gone surplus
1580	Monitor IV	Gone surplus
1581	Monitor IV	Gone surplus
1582	Monitor IV	Gone surplus
1583	Monitor IV	Gone surplus
1584	Monitor IV	Gone surplus
1585	Monitor IV	Gone surplus

Dena Oliva

SIGNATURE

DATE

Aye McKinney

SIGNATURE

DATE

James Wynn

SIGNATURE

DATE

PHYSICAL INVENTORY 26/27
CHANGES/TRANSFERS TO BE DONE IN ASSEST KEEPER Page 1

AMCD \$1000 AND ABOVE SEPTEMBER 2026

#	PROPERTY #	ITEM	ADD / CHANGE TO
1	No Number	8 ea. Truck Bed Liners	CHANGE TO: 3
2	1143	Larviciding Unit	Truck #1863
3	1147	Larviciding Unit	Truck #1995
4	1402	Larviciding Unit	Warehouse BLDG 800
5	1460	ID Maker Evolis Zenius	Surplus 2026/2027
6	1609	Optiplex 7060 Desktop	Stock IT
7	1638	Dell Latitude Laptop 5310	Surplus 2026/2027
8	1660	Fog Unit two Components	Surplus 2026/2027
9	1661	Fog Unit	Surplus 2026/2027
10	1663	Optiplex 5080 SFF 32 GB	Stock IT
11	1676	Stereo Microscope W Camera	BLDG 800
12	1697	Monitor Flex	Stock BLDG 200
13	1698	Monitor Flex	Stock BLDG 200
14	1710	Swingfog Truck Mount TF	Truck #1485
15	1723	Dell Optiplex 700 SFF	Stock IT
16	1763	Dell Precision Laptop	Change to Joe BLDG 100
17	1792	SN50 PE Swing Fogger	Fogger Shed
18	1838	Monitor Flex W/Qterm	Truck #1996
19	1841	Monitor Flex W/Qterm	Stock, BLDG 200
20	1845	Guardian 95G4 Variable Flow Sprayer	Truck # 1995
21	1867	Dell Latitude/ Docking Power Supply	Jaslyn, BLDG 800
22	1868	Dell Latitude/ Docking Power Supply	Lauren, BLDG 800
23	1873	Dell Latitude 3550 + Power Supply	Stock, IT
24	1886	Percival Incubatory 36VL	BLDG 800
25	1887	Percival Incubatory 36VL	BLDG 800
26	1933	Dell Pro Slim QCS1250	BLDG 200, Freddie
27	1950	Monitor Flex W/Qterm	Truck #1995
28	1952	Under Counter Ice Maker	Arbo Lab BLDG 1000
29	1968	Dell Pro Micro QCM1250	SIT Conference Room
30	1969	Dell Pro Tower Plus XE5 QBT1250	BLDG 100, Brandy
31	1971	Dell Pro Tower Plus XE5 QBT1250	BLDG 100, Avery
32	1972	Dell Pro Slim Plus QBS1250	BLDG 1000, Farooq
33	1973	Dell Pro Slim Plus QBS1250	BLDG 100 , IT STOCK
34	1975	Dell Pro 14 PC14250	BLDG 1000, Sarah
35	1976	Dell Pro 14 PC14250	BLDG 900, Brandon
36	1977	Monitor Flex W/O Qterm	Stock, BLDG 200
37	1978	Monitor Flex W/O Qterm	Stock, BLDG 200
38	1979	Monitor Flex W/O Qterm	Stock, BLDG 200
39	1982	Monitor Flex W/O Qterm	Stock, BLDG 200
40	1983	Monitor Flex W/O Qterm	Stock, BLDG 200
41	1986	Heavy Duty Steele Shelving	Building 900
42	1987	Modular Drawer Cabinet 11 DRW	Building 900
43	1988	Modular Drawer Cabinet 11 DRW	Building 900
44	1991	Dell Pro 14 Plus PB14250	BLDG 900, Dazmond
45	1992	Dell Pro 14 Plus PB14250	BLDG 450, DVEC
46	1997	Guardian 95G4 Variable Flow Sprayer	Truck #1996
47	1998	Guardian 95G4 Variable Flow Sprayer	Truck # 1494
48	1999	Guardian 95G4 Variable Flow Sprayer	Truck #1493
49	2000	Guardian 95G4 Variable Flow Sprayer	STOCK, BLDG 800
50	2001	Dell Pro 14 Plus PB14250	BLDG 1000, Eddie
51	2002	Dell Pro 14 Plus PB14250	BLDG 100, Brandy
52	2024	APC200 Larval Counter	BLDG 100, Bioassay Lab
53	2025	APC200 Larval Counter	Bioassay Lab, BLDG 100
54	2026	Dell Pro Max Tower TX FCT2250	BLDG 800
55	2032	ID Maker Infinity 1 Sided ID Card	BLDG 100, Brandy

PHYSICAL INVENTORY 26/27
CHANGES/TRANSFERS TO BE DONE IN ASSEST KEEPER Page 2

AMCDBELOW \$1000 SEPTEMBER 2026 continued

#	PROPERTY #	ITEM	ADD / CHANGE TO
56	NA	2 Each Contour Biol Microscopes	#4, #2
57	808	DP Tool Box	BLDG 800
58	1239	Larviciding Unit	Truck #1996
59	1247	Larviciding Unit	Surplus 2026/2027
60	1279	Larv Unit	Truck #1633
61	1291	Larv Unit	BLDG 800. Stock
62	1298	Larv Unit	Truck #1946
63	1556	London Fog ULV	Surplus 2026/2027
64	1593	Samsung Galazy Tablet	Surplus 2026/2027
65	1595	HP Laptop 14" Screen	Surplus 2026/2027
66	1637	Dell Laptop	Surplus 2026/2027
67	1696A	Samsung Tablet	BLDG 450, DVEC
68	1796	Dell Latitude 3450	BLDG 100, Cathy
69	1897	Dell Latitude 3450	BLDG 100, Jeremy

Dena Oliva

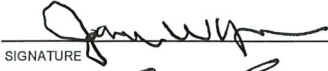


SIGNATURE

9/29/26

DATE

James Wynn

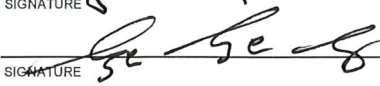


SIGNATURE

9/29/26

DATE

Aye McKinney



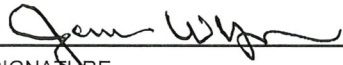
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9/29/26

DATE

PHYSICAL INVENTORY 26/27	
ADD ITEMS TO ASSEST KEEPER	
AMCD \$1000 AND ABOVE SEPTEMBER 2026	
PROPERTY #	ITEM
1827	Pallet Scale Bldg 800 Chem Rm
2036	GuideBot, Robot Lab INC, DVEC
AMCD UNDER \$1000 SEPTEMBER 2026	
PROPERTY #	ITEM
1669	Choice Chamber
2023	Dymo Label Maker, Brandy

Dena Oliva  9/29/26
SIGNATURE DATE

James Wynn  9/29/26
SIGNATURE DATE

Aye McKinney  9/29/26
SIGNATURE DATE

DVEC SALE ITEMS				
	Name	Inventory	Count	Adjustment
1	3D Puzzle Mosquito	596.00	596	0
2	Insect Eraser (various types)	69.00	67	-2
3	Gel Pen (Green Grass Bug, Light Green)	115.00	110	-5
4	Mini Pocket Microscope	536.00	537	1
5	Flip Flop Elephant S	2.00	2	0
6	Flip Flop Crab M	2.00	2	0
7	Flip Flop Blue Whale S	3.00	2	-1
8	Flip Flop Blue Whale M	0.00	0	0
9	Flip Flop Dolphin S	1.00	1	0
10	Flip Flop Dolphin M	-1.00	0	1
11	Flip Flop Lab Dog M	2.00	2	0
12	Flip Flop Turtle S	4.00	4	0
13	Flip Flop Turtle M	1.00	1	0
14	Flip Flop Key Chain Handcrafted	1.00	1	0
15	Flip Flop Key Chain Die Cut	0.00	0	0
16	Flip Flop Shark M	2.00	2	0
17	Flip Flop Shark S	5.00	5	0
18	Honey	23.00	22	-1
19	Flip Flop Frog M	0.00	0	0
20	Magic Marble Teleidoscope	59.00	59	0
21	Gel Pen (Bugs on a Leaf, Dark Green)	0.00	0	0
22	Flip Flop Hippo S	0.00	0	0
23	Flip Flop Giraffe S	0.00	0	0
24	Flip Flop Manta Ray M	1.00	1	0
25	Flip Flop Reef Fish S	4.00	4	0
26	Flip Flop Alligator M	0.00	0	0
27	Bee Shoe Charm	222.00	221	-1
28	Spike & Skeeta Shoe Charm	214.00	214	0
29	Cricket & Millipede Shoe Charm	247.00	247	0
30	Eggs Larva Pupa Shoe Charm	261.00	261	0
31	Bug Nets	1.00	0	-1
32	Bug Builder	217.00	216	-1
33	Bobble Magnet Lady Bug	0.00	0	0
34	Sparkly Key Chain- Lady Bug	34.00	35	1
35	Amazing Mosquitoes (ENG, PAPERBACK)	23.00	22	-1

36	Mosquitos Asombrosos (SPA, PAPERBACK)	12.00	12	0
37	My Mosquito Biology Coloring Book	26.00	25	-1
38	Sparkly Key Chain- Butterfly	51.00	50	-1
39	Plush- Brown Tarantula	4.00	0	-4
40	Gel Pen (Butterfly)	70.00	68	-2
41	Big Butterfly Kaleidoscopes	54.00	53	-1
42	Flip Flop Lion S	4.00	4	0
43	Flip Flop Manta Ray S	4.00	4	0
44	Flip Flop Shark Phone Holder	0.00	0	0
45	Flip Flop Triceratops S	0.00	0	0
46	Flip Flop Manatee M	0.00	0	0
47	Flip Flop T-Rex S	6.00	4	-2
48	Plush- Lyme Keychain	37.00	37	0
49	Plush- Tick Keychain	36.00	36	0
50	Plush- Culex Mosquito	3.00	3	0
51	Plush- WNV	42.00	42	0
52	Glow in the Dark- Insect Bug Pendant Necklaces	59.00	57	-2
53	Amber Keychains	113.00	111	-2
54	Metal Earth- Dragonfly	2.00	1	-1
	Name	Reason	Adjustment	
1	Gel Pen (Butterfly)	Damaged	-3	
2	Bug Nets	Damaged	-1	
3	Amber Keychains	Damaged	-1	

Dena Oliva



SIGNATURE

9/29/26

DATE

Aye McKinney

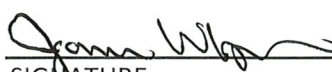


SIGNATURE

9/29/26

DATE

James Wynn



SIGNATURE

9/29/26

DATE

PHYSICAL INVENTORY 26/27
CONSUMED ITEMS
AMCD SEPTEMBER 2026

PROPERTY #

ITEM

CONSUMED ITEMS

None

Dena Oliva



9/29/26

SIGNATURE

DATE

Aye McKinney

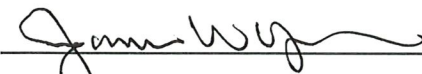


9/29/26

SIGNATURE

DATE

James Wynn



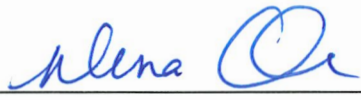
9/29/26

SIGNATURE

DATE

PHYSICAL INVENTORY 26/27
MISSING ITEMS THAT WERE TAKEN OFF OF ASSEST KEEPER
AMCD SEPTEMBER 2026

PROPERTY #	ITEM	COMMENTS
None		

Dena Oliva  9/29/26
SIGNATURE DATE

Aye McKinney _____
SIGNATURE DATE

James Wynn _____
SIGNATURE DATE