

Anastasia Mosquito Control District of St. Johns County

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BOARD OF COMMISSIONERS

Gary Howell, Chairperson
Jeanne Moeller, Vice-Chairperson
Gina LeBlanc, Secretary/Treasurer
Don Girvan, Commissioner
Trish Becker, Commissioner



DISTRICT DIRECTOR

Dr. Rui-De Xue



Thursday, January 16, 2020

Next Meeting(s): Thursday, February 13, 2020 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, January 16, 2020, at 5:00 P.M.

Board members in attendance:

Mr. Gary Howell, Chairperson
Mrs. Jeanne Moeller, Vice-Chairperson
Mrs. Gina LeBlanc, Secretary/Treasurer
Mr. Don Girvan, Commissioner
Mrs. Trish Becker, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney
Mr. Bill Youker, V.P., Harrell Construction Co., Inc.

Chairperson Howell called the meeting to order.

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

ROLL CALL: Chairperson Howell noted ~ All were present

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

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

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

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Girvan
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

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

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

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

Consent Items ~ APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting: December 12, 2019 at 5:00 PM
5. 2020 Committee Member List
6. Final Revision of Commissioner's Handbook
7. Safety Manual
8. Change Order for Building Outdoor Screened Cage Enclosure
9. Approval of Dr. Stephen Dobson as Adjunct Senior Entomologist
10. Non-Funded MOU Collaboration between AMCD and IMAAC (Malta)
11. Quarterly Budget Analysis (Oct. - Dec. 2019)
12. Budget Amendments ~ \$142,546.00 (From Misc. Supplies & Capital Outlay (Field Cage Enclosure and Hangar Door) to Capital Outlay (Contingency))

UNFINISHED BUSINESS:

Item 1: RFP Award for Site Plan, Permits & Design of the Disease Vector Education Center ~ *Mr. Richard Weaver*

- Mr. Weaver explained the questions that had been asked by the Board at the December 12, 2019 Board meeting (on the memo in the Board book). It was stated that Dr. Xue, staff, Board members, and the current contractor collaborated on how to write the RFP to attract builders. After discussion, they decided to do a design and build on the site and a design on the building and interior, which allows the project to be completed in two (2) steps. At the October 10, 2019 Board meeting, the Board voted to allow the RFP to be advertised. In the current RFP, there are 3 design elements and one build element, at a cost of \$412,245.00 with a 5% cost overrun, which had it coming in under the \$500,000.00 budgeted amount. The cost estimate for the actual build was \$850,000 for a 6,000 square foot building. The cost would be \$1.5 million after displays and furniture were added over two fiscal year periods. Commissioners also asked Mr. Youker some questions on permitting, infrastructure and the building.

A. A motion was made to approve the award of the RFP for the site plan, permits, and design of the Disease Vector Education Center to Harrell Construction Company for \$412,245.00.

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

Item 2: DOD/CDC Grant Proposal Update ~ Dr. Whitney Qualls

- The Department of Defense Armed Forces Pest Management Board requested AMCD to submit a full proposal, which will be approximately February 25, 2020. The pre-proposal was already submitted. It is for \$225,000.00 per year for a 3 year period. We submitted three proposals to the CDC. The research is to support operational sterile insect technique for innovative West Nile virus control in two hotspot areas in St. Johns County, Florida. If the CDC accepts the proposal, AMCD can negotiate at that time.

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

NEW BUSINESS

Item 1: Review of the Government-in-the-Sunshine Law & Ethics ~ Mr. Wayne Flowers

- Mr. Flowers gave an overview of the Government-in-the-Sunshine Law and Ethics, essentially: meetings are to be open to the public, reasonable notice must be given of the meetings, and minutes of the meetings must be taken and promptly recorded. He also went over public records, Chapter 119 of the Florida Statutes, all documents (in any format) that an elected official or agency receives or sends, connected with official business, is a public record and public records must be retained. Violation of this could be a civil offense, 1st degree misdemeanor and a fine.
 - **THERE WAS NO MOTION ON THIS ITEM**

Item 2: Election of Officers (Chairperson, Vice-Chairperson, and Secretary/Treasurer)

- Commissioner Gary Howell nominated Commissioner Jeanne Moeller as Chairperson. There were no other nominations.
 - A. **A motion was made to approve Commissioner Moeller as Chairperson for 2020.**
 - Motioned by: Commissioner Howell
 - Seconded by: Commissioner Girvan
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Mr. Flowers informed the Board that it is not necessary to have a second when they nominate officers.

- Commissioner Jeanne Moeller nominated Commissioner Trish Becker as Vice-Chairperson. There were no other nominations.
 - B. **A motion was made to approve Commissioner Trish Becker as Vice-Chairperson.**
 - Motioned by: Commissioner Moeller
 - **Accepted unanimously by a Consensus of all commissioners**
- Commissioner Jeanne Moeller nominated Commissioner Don Girvan as Secretary/Treasurer, as he is already the Financial Committee Chairperson. There were no other nominations.
 - C. **A motion was made to approve Commissioner Don Girvan as Secretary/Treasurer.**
 - Motioned by: Commissioner Moeller
 - **Accepted unanimously by a Consensus of all commissioners**

Commissioner Moeller requested Commissioner Howell finish directing the meeting.

Item 3: Recognition of the 2019 Chairperson's Service ~ Commissioner Moeller

- Commissioner Moeller, newly elected Chairperson, presented a plaque to Commissioner Howell for appreciation of his serving as Chairperson in 2019. Pictures were then taken of him and the Board. Commissioner Howell then thanked all and stated it was his pleasure to serve and then he called his wife, Mrs. Cheryl Howell to stand by him as pictures were taken and thanked her and Mrs. Moeller for always assisting him. He also thanked Dr. Xue, Ms. Hall and all other Commissioners for helping him keep things straight through the four years he served as Chairperson.
 - **THERE WAS NO MOTION ON THIS ITEM**

REPORTS:

1. **Director** ~ Dr. Xue; one horse tested positive for WNV and EEE; 8 sentinel chickens tested positive for EEE and 54 for WNV; there were no locally acquired human cases of mosquito-borne diseases in St. Johns County in 2019. The DOH took off their mosquito-borne illness advisory from St. Johns County. He thanked the Board.
2. **Attorney** ~ Mr. Flowers; had nothing further to add.

COMMISSIONER COMMENTS:

Commissioner Becker ~ not having any human cases of mosquito-borne diseases is a huge accomplishment; our neighboring counties are not as lucky; she is proud to be here and to be nominated as the Vice-Chairperson; we did a lot in 2019 and she suggested we implement incentives such as; "Casual Fridays", where staff can wear jeans and mosquito control t-shirts.

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

Commissioner Moeller ~ handed out the talking points for the Tallahassee Legislative Meeting; with three meetings with Representatives' Stevenson, Renner, and Hudson; there are no new commissioners this year for the Dodd Short Courses so there will not be any Sunshine training this year; she, along with Dr. Xue, Mr. Bruner, Mr. Weaver, Mr. Duett, and Mr. Smoleroff, went to Lee County for the Fly in Class and a demonstration on drones; Mr. Morgan Duett, Mosquito Control Technician, Surveillance Department, is licensed as a drone operator; we need to ask for money this year out of the appropriations budget for the SIT lab to be built; we were the first elected District to have a Whistle Blower policy, a policy on public speakers not needing to give their address if they didn't wish to, and making \$15 per hour the minimum wage for employees.

Commissioner Girvan ~ suggested that we look at separating aerial and ground operations into two Committees.

Commissioner Howell ~ he liked the information on the drones; thanked all employees; likes when community members call him about mosquitoes as our employees get right out there and get it done; he stated that our Board is tremendous.

ATTACHMENTS: ~

1. *None*

ADJOURNMENT:

2019 Chairperson, Commissioner Howell adjourned the meeting at 6:49 P.M.

ATTEST 

Chairperson, Commissioner Jeanne Moeller



Secretary/Treasurer, Commissioner Don Girvan

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