

# Anastasia Mosquito Control District of St. Johns County

500 Old Beach Road, St. Augustine, FL 32080  
Telephone: (904)-471-3107 \* Fax (904) 471-3189 \* Web: [www.amcdsjc.org](http://www.amcdsjc.org)

## BOARD OF COMMISSIONERS

Gary Howell, Chairperson  
Vivian Browning, Vice-Chairperson  
Catherine Brandhorst, Secretary/Treasurer  
Janice Bequette, Commissioner  
Jeanne Moeller, Commissioner



## DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, March 10, 2016

Next Meeting(s): Thursday, April 14, 2016 – 6:00 PM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, March 10, 2016 at 6:00 P.M.

Board members in attendance:

Mr. Gary Howell, Chairperson  
Ms. Vivian Browning, Vice-Chairperson  
Mrs. Catherine Brandhorst, Secretary/Treasurer  
Mrs. Jeanne Moeller, Commissioner  
Ms. Janice Bequette, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director  
Ms. Brenna Durden, Lewis, Longman, & Walker (*Standing in for Mr. Wayne Flowers, arrived 6:30 PM*)  
Mr. Glen Harrell, President, Harrell Construction Company  
Mr. Bill Youker, Vice-President, Harrell Construction Company

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 Commissioners were present.

**CITIZEN PARTICIPATION:** For Items not on the Agenda ~ Dr. Eddie Fleming, 3015 Aqua Vista Lane, #121, St. Augustine, FL; he commented on the new construction and recommended a raise or bonus to employees who had an influence in communication with Harrell Construction and AMCD on the new complex.

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

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

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Bequette
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

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

- Commissioner Bequette requested Consent Agenda Item #6 “Approval for Dr. Rui-De Xue to give a presentation to New Jersey Mosquito Control Association meeting, March 2-4, 2016” be pulled and placed as New Business Number 4 and Commissioner Moeller requested Consent Agenda Items 8 “Approval of Job Description for Supply Manager” and 9 “Salary Adjustments for Mr. Richard Weaver and Mr. Christopher Bibbs” be pulled and put on New Business 5 and 6 respectively.
  - A. **A motion was made to approve the Consent Agenda as Amended above.**
    - Motioned by: Commissioner Moeller
    - Seconded by: Commissioner Bequette
    - 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 of January 14, 2016 at 6:00 P.M.  
(*There was no Board meeting February due to AMCA Annual Meeting held that week, Feb. 7-11, 2016*)
5. Approval for Commissioner Jeanne Moeller and Dr. Rui-De Xue to attend SOVE meeting, Sept. 11-15, 2016.
6. ~~Approval for Dr. Rui-De Xue to give Presentation to New Jersey Mosquito Control Association meeting, March 2-4, 2016~~ (*Moved to New Business #4*)
7. Authority for Staff to search/obtain an Architect Engineer for 8 acres on EOC Drive
8. ~~Approval of Job Description for Supply Manager~~ (*Moved to New Business #5*)
9. ~~Salary Adjustments for Mr. Richard Weaver and Mr. Christopher Bibbs~~ (*Moved to New Business #6*)
10. Fire Alarm and Burglar Alarm Monitoring Contracts for 120 EOC Drive Complex
11. Budget Calendar FY 16/17
12. Quarterly Budget Analysis
13. Budget Amendments ~ Fleet Liability \$704

**UNFINISHED BUSINESS:**

**Item 1: 120 EOC DRIVE COMPLEX CONSTRUCTION UPDATE ~ Mr. Glen Harrell, President and Mr. Bill Youker, Vice-President, Harrell Construction**

- Mr. Youker stated they are finishing up flooring as we speak, installing irrigation, will bring in trees next week, cabinets, board desk, break and copy room, reception area and lockers are done, lift station is in and working, the lab areas will be cordoned off until the epoxy tops come in, which should be late March, and the paving is done and just needs striped. He also stated the Superintendent from Harrell Construction will stay there for a while after construction is completed, for anything that may come up.
- Per Dr. Xue’s question on suggestions for an Architect Engineer for the additional 8 acres, Mr. Harrell responded that he suggests they do a change order for Harrell’s Contract, as they are already working for us and would be best to serve AMCD also because of their familiarity with the process, agencies, architects, etc. and where pipes are, etc. to hook into, and this will save us time and money.
  - A. **A Motion was made to approve continuing with Harrell Construction and do a change order to their contract for the architectural engineering for the additional 8 acres.**
    - Motioned by: Commissioner Brandhorst
    - Seconded by: Commissioner Browning

- B. The Motion was amended to approve continuing with Harrell Construction and do a change order to their contract for the architectural engineering for the additional 8 acres, subject to review and approval with our attorney.**
- Motioned by: Commissioner Brandhorst
  - Seconded by: Commissioner Browning
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

## **NEW BUSINESS**

### **Item 1: PLANNING COMMITTEE MEETING REPORT ~ Commissioner Vivian Browning**

- Commissioner Browning stated that the county brought up that they make the rezoning of our additional 8 acres Public Use and it was approved; she wants to verify all paperwork will be for full service public use, which means no restrictions. The site plan for the 8 acres is for research. The Planning Committee voted, agreed, and recommended merging the North station into the Base Station. The Appraisals for both properties will be on the April Agenda.
  - **THERE WAS NO MOTION ON THIS ITEM**

### **Item 2: FMCA TALLAHASSEE LEGISLATIVE MEETING REPORT ~ Commissioner Jeanne Moeller**

- Commissioner Jeanne Moeller made original meeting times with 8 of the NE Legislators, personally met with Representative Renner and Hutson. She followed up with thank you notes for all the staff for meeting with them and followed up with a note and a phone call to Representative Renner pertaining to the \$500,000 for additional appropriations money, thinks they are looking at supporting educational money permanently so the extra \$500,000 will go to mosquito control. In all, they met with approximately 80 elected officials, including Commissioner Putnam. Dr. Xue stated they met with Representative Stevenson, Renner, and VanZant.
  - **THERE WAS NO MOTION ON THIS ITEM**

Attorney, Brenna Durden came at this time (6:30 P.M.) and apologized for being late, as driving time was longer than projected through Mapquest.

### **Item 3: APPROVAL OF DIRECTOR AND PLANNING COMMITTEE'S RECOMMENDATION TO MERGE THE NORTH STATION INTO THE NEW BASE STATION COMPLEX ~ Dr. Rui-De Xue**

- Dr. Xue stated that we closed the North Station the first of November for the winter months and the full time employees worked here at the Base Station, with the new Base Station Complex we can have everyone work from there and this will help save us money and will be more useful for arranging jobs for the technicians and less duplication of equipment. This would save approximately \$23,000 per year, not including gas. Dr. Xue and the planning Committee agreed and made this recommendation.

#### **A. A Motion was made to approve merging the North Station with the Base Station to be the county wide facility.**

- Motioned by: Commissioner Browning
- Seconded by: Commissioner Brandhorst
- VOTE: Accepted by Commissioners Browning and Brandhorst
- VOTE: Opposed by Commissioners Bequette, Howell, and Moeller
- **MOTION FAILED 3:2**

**Item 4: APPROVAL FOR DR. RUI-DE XUE TO GIVE PRESENTATION TO NEW JERSEY MOSQUITO CONTROL ASSOCIATION MEETING, MARCH 2-4, 2016** *(Moved from Consent Agenda Item #6) ~ Commissioner Janice Bequette*

- Commissioner Bequette stated we passed something a few months ago where the Board doesn't need to give Dr. Xue permission to attend these meetings. Dr. Xue stated that was only if there was no cost to the District. Ms. Hall pulled the December 10, 2015 meeting Minutes and read the motion which read "A Motion was made to approve the Board, to grant to the Chairperson, the authority to authorize the Director to count his time as work hours when he is invited outside the District to speak or do a professional presentation regarding mosquito control business and the travel and hotel, etc. is paid for by the inviting entity, at no cost to the District, up to three (3) weeks per calendar year" and the vote was unanimous. They then discussed that the amount in the travel budget can be used by the Director for travel for these meetings, without the Board's approval.

**A. A Motion was made to approve a budget amendment to increase the travel associated with training budget to \$3,000.**

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

**Item 5: APPROVAL OF JOB DESCRIPTION FOR SUPPLY MANAGER** *(Moved from Consent Agenda Item # 8) ~ Commissioner Jeanne Moeller*

- Commissioner Moeller stated she isn't opposed to this but more information is needed before making a decision. She requested that the starting salary be included, as well as start date, whether this is internal or external hire, and where is the money coming from, as it is not in the budget. It was requested this be continued to the April 14, 2016 Board meeting Agenda.

**A. A motion was made by a consensus of the Board for this to be Continued to the April 14, 2016 Board Meeting Agenda.**

**Item 6: SALARY ADJUSTMENT FOR MR. RICHARD WEAVER AND MR. CHRISTOPHER BIBBS** *(Moved from Consent Agenda Item #9) ~ Commissioner Jeanne Moeller*

- Commissioners' statements included: Mr. Richard Weaver and Mr. Christopher Bibbs have done a great job but there will be morale issues with other employees if we give the raises, we may want to give them a bonus instead, we have a lot invested in Mr. Bibbs and he has been offered a position with the University of Florida, we don't want to lose him, Mr. Weaver deserved more than a 5% raise as he has done a lot and not been recognized for it, Mr. Bibbs raise would be 11% if we gave him this raise, the Board would like to see comps and what other Districts and averages are, Mr. Weaver did a job in house that would have cost a lot more if we had done it with an outside vendor, Mr. Bibbs should be recognized as young talent, the Round Table was even impressed with him, he wants to get his doctorate and he's been offered three jobs and we need to negotiate to keep him, It was determined that Dr. Xue can give them merit raises out of the budget for promotions line item. The Board discussed the need to further discuss the information that all Exempt people by Federal Law will be required to make \$50,000 due July first. Dr. Xue stated next month we will present the Susan Merris Pay Grade and Step plan.

**A. The general consensus of the Board was that Dr. Xue has money in the budget to give these two employees a salary adjustment.**

## REPORTS:

1. **Director** ~ Dr. Xue stated that by February 5, there was 1 imported Zika case, on February 12<sup>th</sup>, the DOH called all county agencies related to public health and any county with imported cases need to take action. Commissioner Browning and Dr. Xue attended the meeting and it went well. Polk County confirmed today that there was a sexual transmission of the Zika Virus, the Brazil CDC and the Department of Agriculture and AMCA are having a meeting in Brazil on how to deal with this situation. It was stated that we have an action plan and will bring information from the Brazil meeting in late April, early May. We will have an official ceremony for the new complex opening in June.
2. **Attorney** ~ Ms. Durden stated that Mr. Flowers requested that he review, for compliance with State Statutes, the Architect Engineer information, per Consent Agenda #7 "Authority for Staff to search/obtain and Architect Engineer for the 8 acres on EOC Drive". It was stated that was part of the motion that was made under Unfinished Business #1 above.

## COMMISSIONER COMMENTS ~

**Commissioner Browning** ~ would like the attorney to check into the zoning paperwork that full Public use means with no restrictions, enjoyed AMCA meeting, made key points at the DOH meeting on behalf of the District that we have all in place to protect citizens with the Zika virus, we are helping all understand that we are ready and can react to these viruses, appreciates all.

**Commissioner Bequette** ~ positions are not budgeted for that are on the Organizational Chart, job titles need to match what is budgeted, thanked the staff and we have to react swiftly to the Zika virus.

**Commissioner Moeller** ~ has nothing additional to report.

**Commissioner Howell** ~ thanked Dr. Xue on a great job, and Harrell Construction on the great job with the new complex as it looks great, we are part of history, people are afraid of Zika, we need to educate them and let them know we are here.

**Commissioner Brandhorst** ~ has nothing additional.

## ATTACHMENTS: ~

1. *2015 Annual Program Report*
2. *13<sup>th</sup> Arbovirus Surveillance and Mosquito Control Workshop Program Agenda*
3. *Organizational Chart Update*

## ADJOURNMENT:

Chairperson Howell adjourned the meeting at 7:51 P.M.

## ATTEST

\_\_\_\_\_  
**Chairperson, Commissioner Gary Howell**

\_\_\_\_\_  
**Secretary/Treasurer, Comm. Catherine Brandhorst**

*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.*

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