

# Anastasia Mosquito Control District of St. Johns County

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## **BOARD OF COMMISSIONERS**

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



## **DISTRICT DIRECTOR**

Dr. Rui-de Xue



Thursday, February 13, 2020

Next Meeting(s): Thursday, March 12, 2020 – 5:00 PM

## **MINUTES**

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, February 13, 2020, at 5:00 P.M.

Board members in attendance:

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

Also in attendance:

Dr. Rui-De Xue, Director  
Mr. Wayne Flowers, Attorney

Chairperson Moeller called the meeting to order.

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

- He agreed to also do so at the March Board meeting. Commissioner Moeller then stated they would discuss this in April but if no other commissioners wanted to do the invocation, they would eliminate it.

**ROLL CALL:** Chairperson Moeller noted ~ All were present

**CITIZEN PARTICIPATION:** For Items not on the Agenda ~ None

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

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

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

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

- Commissioner Becker asked a question of Mr. Weaver on the database renewals that were on the Consent Agenda, was this for two different companies? He answered that it was; Mobisoft was to host and maintain the database and employee phone application and the MGIS was for the Geomosquito mapping solution and public service phone application.
  - A. **A motion was made to approve the Consent Agenda as presented.**
    - Motioned by: Commissioner Howell
    - 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: January 16, 2020 at 5:00 PM
5. Contract Approval for Vector Disease Education Center Building
6. Commissioners' Moeller and Becker and Dr. Xue to attend AMCA Washington DC Legislation meeting (May 12 – 14, 2020)
7. Approval of Contract Database Renewal
8. Budget Calendar 2020/2021
9. Budget Amendments ~ \$9,153.00 from Receipts-Misc. Refunds to Expenditures-Capital Outlay

**UNFINISHED BUSINESS:**

**Item 1: Aerial Program Update Report ~ Mr. Ralph Bruner & Dr. Rui-De Xue**

- Dr. Xue stated we have been developing aerial capability since 2003; most committee's recommended the Bell 206 helicopter which we purchased in September 2018 and then all the equipment; the first pilot was hired October 2018 who then resigned August 2019 to go back to Volusia County Mosquito Control; August 2019 we hired a part time pilot from East Flagler Mosquito Control who worked 1 day per week through Dec. 2019; the hangar was completed in September 2019 and our helicopter was moved into it; we larvicided approximately 1,000 acres with the helicopter in July and October 2019; the annual maintenance of the helicopter was done September 2019 and then moved from September to February each year; the future plan is to have a Chief Pilot, 1 full time A&P Mechanic and 2 part time pilots, two helicopters, 1-2 drones and continue the contract service for emergency and large area spraying, develop Standard Operating Procedures, policies, and switching from FAA Part 137 to Public use, purchase a nurse truck and lease a part of the hangar space to another agency. We hired a part time pilot, Mr. Michael Phillips who will be a full time employee beginning February 24, 2019, 20 hours a week as a part time Pilot and 20 hours a week as a Mosquito Control Technician.
- Mr. Ralph Bruner, A & P Aircraft Mechanic, gave an overview of his experience, he went to helicopter school at Fort Rutgers while in the military, he has been working on aircraft for over 30 plus years, obtained his A&P license in 2000 from the FAA and in 2004 became an inspector and received his inspector authorization; he talked about what we have done in

the past year – we obtained FAA Part 137 certification June 10, 2019 under former Pilot, Mr. Paul Leone’s direction; then he worked with Mr. Kevin Card, our part time pilot who wrote the new Congested Area Program for the FAA which was approved. Mr. Bruner outlined what has been done to the helicopter, the aerial program budget needs, and his suggestions for the program. He also stated that the main rotor head is in Louisiana at this time being overhauled and suggested we need to have a bi-annual inspection every two years for pilot training; he will also be working in collaboration with Mr. Eddie O., mechanic of the St. Johns County Sheriff’s office and Mr. Kevin Card also volunteered to help out if we need him. The Board asked Mr. Brad Gunn, retired Pilot from Beach Mosquito Control (who was in the audience), if he were interested in coming out of retirement and he stated he was not but is more than willing to help as he can.

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

**Item 2: Solar Power Study Report ~ Mr. Richard Weaver**

- Mr. Weaver reviewed the quotes and how solar power works; the system would have solar panels put on the roof of four of our buildings and would provide electricity to power all the buildings during the day and then we could sell the excess power back to FPL, we would then buy power from FPL for cloudy days and night times. The cost from Power Production Management was \$194,250 (REC panels) and \$210,450 (Sun power solar panels), for 16-17 years of Return on Investment (ROA), with a 25 year warranty. The numbers provided are based on 30 year life of solar panels. The company suggested not doing solar fields, but to utilize putting the panels on the roof, to save land usage space. Commissioner Moeller mentioned that FPL is building their solar fields at State Road 207 and County Road 305, so they wouldn’t be likely to need or buy back our solar power. The Board further discussed this and noted that we have too many projects going on now that need completed before we take on another project.

**A. A motion was made to postpone this item to the fiscal year 2021/2022 and relook at it at that time.**

- Motioned by: Commissioner Howell
- Seconded by: Commissioner Moeller
- VOTE: Accepted by Commissioners’ Moeller, Howell, Girvan, and LeBlanc
- VOTE: Opposed by Commissioner Becker
- **MOTION PASSED 4:1**

**NEW BUSINESS**

**Item 1: Dodd Short Course Report (February 3-7, 2020) ~ Commissioners**

- Commissioner Girvan stated that he was directed into the wrong class and heard speaker, Dr. Carlton Lane, EPA Pesticide Chief for the Southeastern U.S., who taught subjects relative to GLP, with key points on requirements on restricted use labels and 2<sup>nd</sup> level safety testing by medical labs. Commissioner LeBlanc commended Commissioner Moeller on organizing the Commissioner Caucus which held great presentations. Commissioner Howell stated that other Districts need to hear this; we had a poor showing of Commissioners at the Commissioner Caucus and believes that Commissioners really should have a certain amount of training each year.

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

**Item 2: FMCA Tallahassee Legislation Meeting Report** (January 21-22, 2020) ~ *Commissioner Moeller*

- Commissioner Moeller stated that when she went, Representative Renner was not in, Senator Hutson was out (as he and his wife had a baby the night before), and Representative Cyndi Stevenson was too busy to see her, however Commissioner Moeller was able to catch her in her office and she was interested in hearing more about looking at appropriation funds for the SIT lab; we are in the Governor's budget for \$2.66 million.
  - **THERE WAS NO MOTION ON THIS ITEM**

**Item 3: Approval for the attorney and staff to finalize the revised employee handbook for approval in March or April 2020.** ~ *Dr. Rui-De Xue*

- Dr. Xue stated that this was brought to the Board last year and postponed and that the staff has updated the employee manual with new policy updates and would like the attorney and staff to work together to finalize it for approval in April 2020.
  - A. **There was a consensus of all five Board members to approve the attorney and staff to work together on the Employee Handbook and bring it back in April 2020.**

**Item 4: Discussion on AMCD's Dress Code Policy** ~ *Commissioner Trish Becker*

- Commissioner Becker mentioned that she would like to include in the policy for headwear to be allowed to be worn, to include it for religious and or medical reasons. She also stated that she would like to see Commissioners have dress uniform shirts with the AMCD logo and their names on them as many people in meetings don't recognize them without it; she also suggested it would be beneficial for technicians to have a dress shirt (one long sleeve and one short sleeve) for when they need to attend meetings, rather than wearing their field shirts which tend to be rather hot.
  - A. **A motion was made to approve each Mosquito Control Technician to receive two (2) dress shirts and any Commissioner or Supervisor that wants them.**
    - Motioned by: Commissioner Becker
    - Seconded by: NO SECOND
    - **MOTION FAILED for lack of a second**
  - B. **A motion was made to approve attorney, Mr. Wayne Flowers and Commissioner Trish Becker to update the general guidelines rules on head coverings in the Dress Code Policy and bring it back.**
    - Motioned by: Commissioner Becker
    - Seconded by: Commissioner Moeller
    - VOTE: Accepted unanimously by all commissioners
    - **MOTION PASSED UNANIMOUSLY**

**REPORTS:**

1. **Director** ~ Dr. Xue; The Annual Program Report was included as an attachment in the Board book with lots of information, if the Board has any corrections, please let him know; the 17<sup>th</sup> annual Workshop is March 30<sup>th</sup> to April 1, 2020, there are 67 presentations; will put the workshop agenda as an attachment in the March Board book; Feb. 24<sup>th</sup> there is a committee meeting on the Vector Disease Education Center building, which was published in the

newspaper and on our website so all commissioners are welcome to attend; there are committee meetings in March through May to discuss budget needs; March is the Education Committee, April is the Applied Research and Operations Committee, then May is the Planning Committee and Financial Committee.

2. **Attorney** ~ Mr. Flowers; had nothing further to add

#### **COMMISSIONER COMMENTS:**

**Commissioner Becker** ~ February is Black History month and wants to acknowledge our first AMCD employee, Mr. George Pitts who worked from 1950 through 1966; Yesterday was International Women in Science Day and she gave a shout out to all the women working at AMCD; she stated she would like to get more women involved in science and public health; Happy Valentine's day to all and she requested everyone reach out and do something kind for someone.

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

**Commissioner Moeller** ~ several of our staff have finished their Business Administration Course at Flagler College and an instructor there asked her to ask our attorney if he would teach on the Sunshine Laws, as she heard he was extremely good at it. (Mr. Flowers stated he would be happy to do that in the future); she thanked all staff for their hard work.

**Commissioner Girvan** ~ we've made a lot of progress and appreciates all the hard work.

**Commissioner Howell** ~ requested Commissioner Becker look at brochures for Commissioner clothing and bring it back to the Board at a later time, along with costs; thanked Commissioner Becker for her exciting attitude while checking things out at the Dodd Short Course; thanked all commissioners for their outstanding jobs there as well; stated AMCD is moving forward and we will be number one; thanked all AMCD, staff, and Commissioners for all they do; thanked Commissioner Moeller on the Commissioner Caucus for the Dodd Short Course and being brave enough to become the Chairperson.

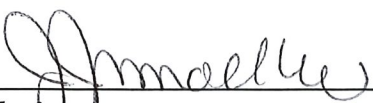
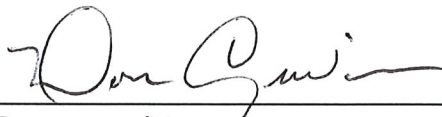
#### **ATTACHMENTS: ~**

1. *None*

#### **ADJOURNMENT:**

Chairperson Moeller adjourned the meeting at 7:09 P.M.

ATTEST

  
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**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.*