

# 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](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, April 14, 2016

Next Meeting(s): Thursday, May 19, 2016 – 6:00 PM  
Workshop and Meeting: June 2, 2016 – 10:00 AM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, April 14, 2016 at 6:00 P.M.

### Board members in attendance:

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

### Also in attendance:

Dr. Rui-De Xue, Director  
Mr. Wayne E. Flowers, Attorney  
Ms. Susan Merris, Human Resource Director, Lee County Mosquito Control District  
Mr. Harrell, President, Harrell Construction Company  
Mr. Michael Roy, Lampe, Roy & Associates  
Mr. James Long, Lampe, Roy & Associates

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.

~ Mr. Richard Weaver, AMCD Data Manager, briefed the Board on the Audio Visual System.

**CITIZEN PARTICIPATION:** For Items not on the Agenda ~ Mr. Merrill Roland, 6281 Old Dixie Drive, St. Augustine, FL 32095, stated that the Zika virus is on everybody's mind and here we are prepared for the worst. He thanked Dr. Xue, Commissioners, and AMCD staff. He also stated that the CDC has confirmed that the rash of birth defects we are experiencing are from the Zika virus. His mosquito control bill on his taxes was only \$4.35 and thanked AMCD for all they do for such a small amount that he has to pay.

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

- Commissioner Moeller requested that Consent Item #5 “Approval of Revised Job Description for Supply Manager” be pulled and added to New Business #4 and Commissioner Brandhorst requested that Consent Item #8 “Property Appraisal Reports by Lampe, Roy & Associates” be pulled and added to Unfinished Business #2.
  - A. **A motion was made to approve the Agenda as amended above.**
    - Motioned by: Commissioner Moeller
    - Seconded by: Commissioner Browning
    - VOTE accepted by Commissioners Moeller, Browning, Bequette, and Howell
    - VOTE opposed by Commissioner Brandhorst
    - **MOTION PASSED 4:1**

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

- 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 March 10, 2016 at 6:00 P.M.
5. ~~Approval of revised Job Description for Supply Manager (Item moved to NB #4)~~
6. Approval of Commissioner Bequette and Dr. Xue to attend AMCA Washington D.C. Legislative Meeting, May 9-11, 2016.
7. Republic Services Waste Contract for 120 EOC Drive
8. ~~Property Appraisal Reports by Lampe, Roy & Associates (Old Base and North Stations) (Item moved to UF #2)~~
9. Budget Amendments ~ Miscellaneous Entomology Supplies, \$15,000

**UNFINISHED BUSINESS:**

**Item 1: PAY PLAN DEVELOPMENT PROGRESS SUMMARY REPORT ~ Ms. Susan Merris, Human Resource Director, Lee County Mosquito Control District**

- Ms. Merris explained that last year she did a review and updated the AMCD job descriptions, to do a pay survey based on accurate job descriptions. She compared 11 AMCD positions with 76 comparison positions with 11 comparison sources. We need to determine the goal of our Pay Plan before the pay ranges are determined, narrow down criteria for the increases (structured or merit based), then set the pay plan with adjusted ranges (looking at the comparison market), make sure internal positions are lined up with each other, finalize the structure of the pay plan, then implement it and decide how to put current employees in it. The FLSA (Fair Labor Standards Act) has implementations on changes to exemption status, and it should be finalized in the next couple of months. We will need to comply with those changes. If using the step increases on a three year basis, the budget would need to be adjusted for this during those years. Communication to the employees on understanding the pay plan once it is implemented is key. She explained briefly the pay plan that Lee County has (step increases every three years on each employee’s anniversary dates, which is a combination of merit and length of service increases) and that it works well for them.

- A. **A motion was made to change the regular May Board meeting from Thursday, May 12, 2016 to Thursday, May 19, 2016 at 6:00 P.M.**
  - Motioned by: Commissioner Browning
  - Seconded by: Commissioner Moeller
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**
  
- B. **A motion was made to set up a Workshop to discuss the Pay Plan for Thursday, June 2, 2016 at 10:00 A.M.**
  - Motioned by: Commissioner Moeller
  - VOTE: taken by a show of hands and accepted unanimously by all commissioners
  - **This MOTION PASSED UNANIMOUSLY as a consensus of the Board**

**Item 2: APPRAISAL ON 500 OLD BEACH ROAD (BASE STATION) AND 10150 CARTWHEEL BAY AVENUE (NORTH STATION) PROPERTIES UPDATE ~ Dr. Rui-De Xue**

- Dr. Xue reported the appraisal values from Lampe, Roy and Associates for 500 Old Beach Road, \$743,400 and for 10150 Cartwheel Bay, \$404,200.
- Mr. Michael Roy stated that the values of the properties were based on selling the properties as they sit today. Both are zoned OR and will most likely need to be rezoned. Unique things to 500 Old Beach Road; the depth would not be good for a commercial property, there would need to be a buffer for residential property, it would probably need to change from septic to city water, and the elevation change would need to be cut down level because of drainage issues. The best use would not be commercial but most likely a service oriented company. The Board consensus was this would be best being sold and to an end user.

- A. **A Motion was made to approve acceptance of the appraisal reports from Lampe, Roy and Associates as presented.**
  - Motioned by: Commissioner Moeller
  - Seconded by: Commissioner Browning
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

**Item 3: Zika Update & Aedes aegypti Eradication Plan in Downtown St. Augustine ~ Dr. Rui-De Xue**

- Dr. Xue stated that last Monday the Board and employees started working together and went to the County Board meeting, made a presentation on the Zika situation, published an article written by Dr. Xue in the Sunday newspaper, had a telephone conference with the DOH, State, and the Governor. In 1991 the yellow fever mosquito disappeared and reappeared in the last couple of years near Jacksonville, Florida. The imported Zika virus reappeared here in St. Johns County and we also found the *Aedes aegypti* mosquito in downtown St. Augustine in February 2016, so we started the eradication program. We had one mosquito control technician and one biologist technician inspecting and educating residents. Last Thursday the City Manager came for a meeting and Monday, Education Specialist, Mr. Christopher Bibbs and Dr. Rui-De Xue did a presentation. Tuesday, Channel 4 did a Public Forum and yesterday they walked with the City manager. Every Wednesday from 7:30 AM to 11:30 AM each employee is going door to door on their routes for inspections and requesting the public's help on dumping containers and flushing plants and bird baths. We are also working in collaboration with the Department of the Navy and USDA to see where it is coming from and the statistics.
  - **THERE WAS NO MOTION ON THIS ITEM**

**Item 4: Discussion on 500 Old Beach Road Property Disposal ~ Dr. Rui-De Xue**

- Dr. Xue stated that we moved approximately 80% to the new complex on EOC Drive. Within a couple of weeks we should be able to move completely. He recommended that we receive the authority to market the 500 Old Beach Road property and bring it back to the Board. The Board discussed how an abandoned property creates problems, critters, homeless, vandals, etc. Mr. Flowers noted that it sounded as if we've determined that we no longer need the property, we don't need to offer it first to any government, can proceed to sell the property now and can choose how we want to do that. There was discussion on whether to use a realtor to market the property or to do an RFP. The attorney mentioned the June 2<sup>nd</sup> Workshop could be noticed as a meeting so that voting on the RFP could be done.
  
- A. **A motion was made to have the RFP done in May and brought back to the Board at the June 2, 2016 Pay Plan Workshop, having it noticed as a meeting as suggested by the attorney, and modify the RFP that we used for the Ponte Vedra property but make it for sale to an end user, not a lease.**
  - Motioned by: Commissioner Moeller
  - Seconded by: Commissioner Browning
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

**NEW BUSINESS**

**Item 1: Education Committee Meeting Report and Open House Meeting June 30, 2016 ~**

*Commissioner Jeanne Moeller*

- Commissioner Moeller stated that among other things discussed (as per the agenda that is in the Board book) we will be hosting an Open House here at 120 EOC Drive on June 30, 2016 from 5 – 7:30 PM. This will be during Mosquito Control Awareness Week and it will be similar to the 2015 Open House that we did at 500 Old Beach Road.
  - **THERE WAS NO MOTION ON THIS ITEM**

**Item 2: Operations Committee Meeting Report ~ Commissioner Gary Howell**

- Commissioner Howell stated they met with the city mayor on the Zika virus; we are planning to surplus 4 old vehicles that have a lot of mileage on them; we have 100 chickens coming in that will be bled; we have 16 routes that we cover in our process with 11 technicians and 5-6 seasonal inspector sprayers to get our job done; we are also moving and doing cleanup; and there was discussion on surveillance, the organizational chart, and the budget. He thanked all for a job well done.
  - **THERE WAS NO MOTION ON THIS ITEM**

**Item 3: Board Guidelines and Direction Discussion for FY 16/17 Budget ~ Board Members and**

*Dr. Rui-De Xue.*

- Dr. Xue stated that every year in April we start the new budget procedure. He requested the Board give him any input they would like on proceeding with next year's budget and at the end of May the budget draft will be prepared and presented to them no later than the June Board Meeting, due to the June 2<sup>nd</sup> Workshop and Meeting. It was mentioned by Commissioner Browning that more reserves may be needed due to the Zika Virus.
  - **THERE WAS NO MOTION ON THIS ITEM**

**Item 4: Approval of Revised Job Description for Supply Manager ~ Commissioner Moeller**

- Commissioner Moeller requested if this person would take over doing the RFP's instead of Mr. Weaver and Dr. Xue assured them this person and Mr. Weaver would work together on RFP's. Also asked, pertaining to number 10 and 11 of the job description duties, was this being taken from Education Specialist, Mr. Christopher Bibbs responsibilities as he does an excellent job with this. Dr. Xue stated that these duties would be reducing the overload from Mr. Weaver and Mr. Bibbs and would be dealing with DOH having to do with our chickens, etc. and that there would be cooperation together and with Mr. Bibbs being so busy, this person would be the main contact. Dr. Xue stated that this position would begin October 1, 2016 for the FY2016/2017 budget at \$50,000.

**A. A motion was made to accept the job description for Supply Manager as presented.**

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

**REPORTS:**

1. **Director** ~ Dr. Xue stated there are 85 imported human cases of Zika in Florida, 6 imported human cases of Chikungunya, and 24 imported human cases of Dengue Fever and no locally acquired cases. Our 13<sup>th</sup> Annual Workshop was successful with 174 people registered, plus our employees and commissioners. This was the first time using our new facility and everyone was very impressed. There were 8 people from other countries that gave a talk at the Workshop, we emphasized surveillance, we had cooperation with the NE and they want to come back next year again to include their meeting with our Workshop. The total registration fees collected were \$9,400 and we spent \$4,800, which left us with approximately \$5,000. The only problems we had were technical with the new equipment and one lunch, plans for next year will eliminate these problems. Staff are working on grant proposals and have submitted four; 1 with the Department of Defense, 2 with the University of Florida for the Department of Agriculture and 1 Virus Technical with the University of Florida. The Employee Team Leader of the North Station, Mr. Vincent Price, retired as of last Friday, after 17 years, and our Entomologist, Mrs. Lisa Drake resigned as of Friday, April 15<sup>th</sup>, to move back to New Mexico for family reasons.
2. **Attorney** ~ Mr. Flowers gave an update on the legislation affecting Special Districts. There was one on the requirements for the website that would affect us, Agendas have to be on the website 7 days prior to the meeting, along with any back up materials, and this would go into effect October 1, 2016. There are also a few items that have to be kept on the website a specified period of time and he will give that information to Dr. Xue.

**COMMISSIONER COMMENTS:**

**Commissioner Browning** ~ stated that with our new facility, it enables staff to be able to handle what comes at us, such as the Zika threat. Our staff have stepped up to bat and are doing a good job.

**Commissioner Bequette** ~ stated she has nothing further.

**Commissioner Moeller** ~ stated that the Hastings Democratic Club has identified four different places where there are a lot of different tires that have been abandoned and they called Mr. Chris Benjamin with the St. Johns County Solid Waste Department, and he and volunteers will help them get rid of the tires. She thanked staff for a job well done.

**Commissioner Howell** ~ thanked everyone, the Commissioners, Dr. Xue, Mr. Flowers, and staff and stated we need to keep moving forward.

**Commissioner Brandhorst** ~ stated she is looking at the budget and with our new facility, she is trying to identify any additional expenses that we haven't budgeted in the past that we may need to include in the new budget..

**ATTACHMENTS: ~**

1. *None*

**ADJOURNMENT:**

Chairperson Howell adjourned the meeting at 8:05 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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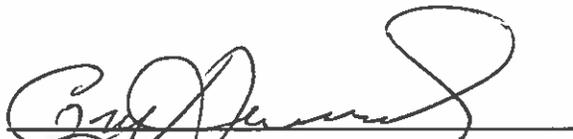
**ATTACHMENTS: ~**

1. None

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Chairperson, Commissioner Gary Howell

  
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