

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, March 12, 2020

Next Meeting(s): Thursday, April 23, 2020 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, March 12, 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
Mr. Jason Harrell, Vice-President, Harrell Construction Co., Inc.

Chairperson Moeller called the meeting to order.

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

ROLL CALL: Chairperson Moeller noted ~ All were present

CEREMONY: Commissioner Moeller presented a plaque honoring AMCD's first employee, Mr. George Pitts (11-1-1950 to 5-13-1966) to Mr. Floyd Phillips, with the Lincolnville Museum. Pictures were also taken.

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 Girvan
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

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

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: February 13, 2020 at 5:00 PM
5. Resolution 2020-01 for 2020 Elections
6. AMCD's GLP Chart
7. Visiting Scientist (Intern) and Biology (Intern) Job Descriptions required by GLP
8. Budget Amendments ~ \$175,153.12 from Receipts (FEMA, Workshop, & Dorm Rentals) to Expenditures

UNFINISHED BUSINESS:

Item 1: Construction Project Update ~ Mr. Jason Harrell, Vice-President, Harrell Construction Co., Inc.

- Mr. Harrell gave an update; they are doing the road and the test pools which is part of the main expansion portion of the project; the change order for the screen room is waiting on permits from St. Johns County which should be ready soon; the hanger door is complete, as is the gate valve on 500; next week they will have the civil design on the education center and it should go to permitting next week and has an approved basic floor plan ready for the committee meeting. Mr. Weaver noted that the old hanger door is up for sale and is advertised in Trade-A-Plane.

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

Item 2: Disease Vector Education Center Committee Meeting Report ~ Mr. Richard Weaver

- They have had three meetings so far, February 5th, 6th, and 24th; they didn't get many new ideas from the last meeting but everyone is excited about being part of this; they did talk about having outdoor and picnic areas, there is 400-600 square feet for each section and the classroom is an open area. Layouts will be further defined after further meetings with Dr. Xue. Commissioner Howell mentioned his concern on security with the Education Center. Dr. Xue stated that he has meetings with the military in the next couple of weeks and will get suggestions from them also.

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

Item 3: 17th Annual Arbovirus Surveillance and Mosquito Control Workshop Updates ~ Dr. Rui-De Xue

- Dr. Xue stated that the AMCA cancelled their annual meeting this month due to concerns of the COVID-19 (Coronavirus), therefore the AMCD annual Workshop was also cancelled due to the same concerns; he stated several speakers would like to see it rescheduled and if possible he would like to reschedule the Workshop later in the year, but if not, he will combine the 17th and 18th annual workshop next year in 2021.

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

NEW BUSINESS

Item 1: Financial Auditor Report Update ~ Mr. Scott Hanna

- Mr. Hanna stated he typically gets the FRS Disclosures in late January, which is the GASB 68 schedule; the draft of the Financial Auditor Report was submitted to our C.P.A., Ms. Julieann Klein and it should be ready for presentation at the April 23, 2020 Board meeting.
 - **THERE WAS NO MOTION ON THIS ITEM**

Item 2: WHO Droplet Size Consultant Meeting Report (Feb. 17-21, 2020) ~ Dr. Muhammad Farooq

- At the WHO “Consultation to Finalize WHO Aircraft Disinsection Methods and Procedures” meeting held February 19-21, 2020 in Geneva, Switzerland, they discussed 4 methods of spraying pesticides inside airline cabins and the procedures to do so in order to keep insects and mosquitoes from being carried from one country to another; he also talked with members of WHO about future collaborations with AMCD.
 - **THERE WAS NO MOTION ON THIS ITEM**

Item 3: GLP Progress Update ~ Dr. Whitney Qualls

- AMCD established an internal GLP committee and has meetings two times per week, they’ve so far tracked 176 hours in moving toward GLP compliance. They had an EPA inspection today and it was a good learning experience and it identified some things that will help them move forward. The EPA inspector told them there is no actual Certificate given to show GLP Compliance however, Dr. Xue stated that the Gates Foundation IVCC may give AMCD a plaque showing we are GLP Compliant. Dr. Qualls noted that Dr. Malamud-Roam has provided a lot of information that we have used to develop good standard operating procedures for us to follow and he stated that we have exceeded his expectations; she also stated we have to be E.P.A compliant for international studies, which means we also have to follow procedures that the E.P.A. requires. We have 51 Standard Operating Procedures at this time.
 - **THERE WAS NO MOTION ON THIS ITEM**

REPORTS:

1. **Director** ~ Dr. Xue; we received information today that the DACS/DOH Tampa Lab has been shut down for several weeks, therefore we are not getting the sentinel chickens yet even though they were already ordered; Dr. Peper can test the chicken blood in house when he begins; the CDC/DOH SIT collaboration project has begun with the first release the first week in March and will be done 2 times each week; all performance evaluations were completed by the end of February; is working with UF and the USDA on two CDC Grants, for the Smart Cage and for the SIT for West Nile Virus *Culex* mosquitoes; also working on the State Grant for the Department of Agriculture in cooperation with the UF to apply for a grant to study larvicide BTI and IGR and how it affects the honey bee and the mosquito fish.
2. **Attorney** ~ Mr. Flowers; the Governor has entered two executive orders related to the Coronavirus emergency; last week a law firm that represents a large number of municipalities has sent a letter to the governor requesting him to include in the emergency order to allow some suspension of certain requirements of the Sunshine law. The request was that the entire board be able to do meetings via web based, televised, etc. communications rather than having to have a physical quorum present, which for us would be three Commissioners needing to physically be present in a meeting; nothing has been done with this at this time.

COMMISSIONER COMMENTS:

Commissioner Girvan ~ AMCD, the county and the finance sector have grown, he has had talks about succession planning and made a motion to draw up a job description for a Junior Accountant. Dr. Xue stated that we don't need a Junior Accountant at this time but long term we will need one and at that time will need to set it up in the Budget, after the Board approves a job description.

A. A motion was made to have staff draw up a job description for a Junior B.S. Accountant and bring it back to the Board at a later meeting.

- Motioned by: Commissioner Girvan
- Seconded by: Commissioner Moeller
- VOTE accepted by Commissioners' Girvan, Moeller, LeBlanc, and Becker
- VOTE opposed by Commissioner Howell
- **MOTION PASSED 4:1**

Commissioner Becker ~ requested the Board approve a date change for the April Board meeting; asked that everyone be aware of their neighbors who may not have the means and ability to get to the store for items they need and help them out; also please visit the Lincolnville Museum as it is filled with relics and knowledge and it is a great place to go and learn.

A. A motion was made to change the April 9, 2020 Board meeting to Thursday, April 23, 2020 at 5:00 P.M.

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

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

Commissioner Howell ~ we so need to help people out for what they need; appreciates not going to Portland, Oregon; thankful to Dr. Xue and the team in putting together good training programs; appreciates being on the Board for mosquito control and hears everywhere that we are doing a good job; thanked Mr. Phillips for being here to accept the plaque for Mr. Pitts and glad the plaque will be in the Lincolnville museum.

Commissioner Moeller ~ the Homeless Coalition is offering an anti-abduction/rape prevention workshop for self-defense techniques at Moultrie Baptist Church, on April 2, 2020, at \$25 per person or \$45 for two people. Mr. Ken Durling, a TKD instructor is donating his time for this and 100% of the profits go to the Homeless Coalition; thanked the staff for all the hard work.

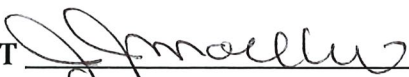
ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 6:28 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.