

# 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  
Catherine Brandhorst, Vice-Chairperson  
Jeanne Moeller, Secretary/Treasurer  
Gina LeBlanc, Commissioner  
Jacqueline Rock, Commissioner



## DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, April 13, 2017

Next Meeting(s): Thursday, May 11, 2017 – 6:00 PM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, April 13, 2017, at 6:00 PM

### Board members in attendance:

Mr. Gary Howell, Chairperson  
Mrs. Jeanne Moeller, Secretary/Treasurer  
Gina LeBlanc, Commissioner  
Jacqueline Rock, Commissioner

### Absent:

Mrs. Catherine Brandhorst, Vice-Chairperson (*due to illness*)

### Also in attendance:

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

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 except Commissioner Brandhorst.

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

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

- Commissioner Moeller requested Consent Agenda Item #5: "Bid for Aerial Spraying (for small areas)" be pulled from the Consent Agenda and added to the regular Agenda under Unfinished Business #4.
- **The Board approved moving Consent Agenda, Item #5, to the Regular Agenda as Unfinished Business #4, by a consensus of all four Board members.**
  - A. **A motion was made to approve the Agenda as amended.**
    - Motioned by: Commissioner Moeller
    - Seconded by: Commissioner Rock
    - 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 amended.**

- 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 of March 9, 2017 at 6:00 P.M.
5. ~~Bid for Aerial Spraying (Small Areas)~~ (*moved to Unfinished Business #4*)
6. Contract for Aerial Spraying (Large Areas)
7. Surplus Vehicles
8. Contract for Annual Fire Safety Inspections

**UNFINISHED BUSINESS:**

**Item 1: PUBLIC RECORDS POLICY ~ *Mr. Wayne Flowers***

- Mr. Flowers stated this policy will replace the present policy and it has the same dollar amounts as the old one but this one defines the Board and staff's authority to spend time to do research and for charges for getting copies. He noted you can ask that they sign to pick up the documents but they don't have to. He also noted that Dr. Xue, as Director, has been the unofficial Custodian of Records.

**A. A Motion was made to accept the Public Records Policy as presented.**

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

**Item 2: FMCA TALLAHASSEE LEGISLATIVE MEETING REPORT ~ *Commissioners' Jeanne Moeller and Gary Howell***

- They saw Senator Hudson, the FMCA Lobbyist, Representatives' Stevenson, Rennar, and Byrd, and also did stop in visits and 11 drop-ins. Everyone seemed positive on the request for money, \$2.66 million. They did state that the budgets would be tight this year. The two bills that we were not supporting, funding came in and they will get their money \$250,000, along with state money of \$2.66 million. Dr. Xue stated FMCA held a press release on Zika, and he joined the DACS Commissioner session and they supported working together on Zika, with cooperation with the Department of Health and Department of Agriculture.

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

**Item 3: CONSTRUCTION PROJECT (8 Acre South Parcel) UPDATE ~ *Mr. Richard Weaver***

- The site plan contract was completed and closed February 2017, the contract for the Design Build was approved in March and we are in the design Phase which is scheduled to last 70 days. Harrell Construction Company's architect is working on specific plans for each building. They stated the site work should start before the contracted start date of September 25<sup>th</sup>, possibly to start in July. Mid July should be the final approval of the plans and staff is working on getting the numbers together for the new budget.

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

**Item 4: BID FOR AERIAL SPRAYING (SMALL AREAS) ~ Dr. Rui-De Xue (from Consent Agenda #5)**

**PUBLIC COMMENT:** Ms. Nicole Williams, 1412 NW 1<sup>st</sup> Terrace, Cape Coral, FL requested consideration for supplying aerial support for small areas to the District. She says she can offer turn-key operations specific to the District, licensing, maintenance, pilot, and report directly to the District every day. This is a premature program, and she is meeting with lawyers and drawing up contracts for it now.

- Dr. Xue stated that Application Dynamics submitted an RFP but did not conform to specifications and then again submitted a Bid and still did not qualify. They are basically the only company that submitted anything for small areas and Dr. Xue proposed we open a dialogue with them on how to deal with this and a price and bring it back to the Board in May. Mr. Flowers stated that policy requires a bid on \$10,000 or more unless this is a sole source and that the authority to negotiate this would be on the fact that we didn't get any other bids on this.

**A. A motion was made to give staff the authority to enter into negotiations with Application Dynamics, LLC for small area applications for aerial spraying and any proposed contract be brought back to the Board.**

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

**NEW BUSINESS**

**Item 1: FRS BENEFITS FOR COMMISSIONERS' GARY HOWELL AND GINA LEBLANC ~ Dr. Rui-De Xue (Item was deleted from FINAL AGENDA, per Commissioners' request.)**

**Item 2: Item 1: OPERATIONS COMMITTEE MEETING REPORT ~ Commissioner Gary Howell**

- Mr. Tom Columbus, new station Supervisor joined the Operations Committee, the committee discussed: four vehicles were surplus, two are being purchased for next budget year, along with a jeep, the needs for the new budget, 6 seasonal employees were hired, the surveillance program had already started, and the traps have been put out.

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

**Item 3: Item 2: BOARD GUIDELINES AND DIRECTION DISCUSSION FOR FY 17/18 BUDGET ~**

*Board Members and Dr. Rui-De Xue*

- Dr. Xue stated that the budget for Fiscal Year 17/18 would run from October 1, 2017 through September 30, 2018. The first budget draft will be delivered with the May Board books. He is collecting the needs list now in April and asked the Board to let him know what they think is necessary for the next year's budget and bring back in June. He requested keeping 27 full time positions because of Zika and noted that we would vote on the Tentative Millage and Budget at the July 11<sup>th</sup> meeting and hopefully keep the same millage as this year. He stated we wouldn't need a Budget Workshop this year.
- Commissioner Moeller requested the need for a part time PR person to work on the website and public relations, and if it's possible would like to do that in the current budget.

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

**REPORTS:**

1. **Director** ~ Dr. Xue stated 750 mosquitoes were collected in March and 24 of those were *Aedes aegypti*; there is still 1 imported, travel related Zika case; there were 176 registered participants for the 14<sup>th</sup> Annual Arbovirus and Mosquito Control Workshop and approximately \$9,000 in

registration fees collected. The DACS Deputy Commissioner and Chief Science Officer, Dr. Lisa Conti who is responsible for technology for DACS customer service, attended the Workshop and offered cooperation assistance. Grants received - \$12,500 MGK for new formulation insecticide testing, Zika Fund grant of \$26,500, and during the Workshop we signed two Confidential Agreements, 1 for natural oils for increased pesticide efficacy and Non-Disclosure for \$12,500, and another one with a trap company to test their trap and are planning on paying \$25,000. There were six (6) seasonal employees hired, 1 full time Mosquito Control Technician and 1 intern. AMCD is hosting the FCCMC meeting on May 9, 2017, at 10 AM here and the Department of Agriculture is in charge of it and all are welcome to join.

2. **Attorney** ~ Mr. Flowers stated he had nothing additional to add.

**COMMISSIONER COMMENTS:**

**Commissioner Moeller** ~ didn't attend the workshop due to illness, constituents are very supportive of Cathy Hendricks and she has received several calls from Flagler Estates, as they are seeing our trucks more. Staff is doing a good job.

**Commissioner Howell** ~ glad to serve with a fine group of Commissioners, thanked them for working on the various AMCD committees and thanked staff for all their help.

**Commissioner Brandhorst** ~ absent.

**Commissioner LeBlanc** ~ had nothing to add.

**Commissioner Rock** ~ was able to attend the workshop during the biology and ecology presentations by our staff, Dr. Daniel Dixon, Mr. Christopher Bibbs, and Mr. Richard Weaver. She stated she will be going on a drive-along on Wednesday, April 19<sup>th</sup> with Mr. Patrick Kendrick.

**ATTACHMENTS:** ~ *None*

**ADJOURNMENT:**

Chairperson Howell adjourned the meeting at 7:12 P.M.

**ATTEST**

  
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**Chairperson, Commissioner Gary Howell**

  
\_\_\_\_\_  
**Secretary/Treasurer, Commissioner Jeanne Moeller**

*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.*