

Anastasia Mosquito Control District of St. Johns County

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BOARD OF COMMISSIONERS

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



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, April 11, 2019

Next Meeting(s): Thursday, May 9, 2019 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, April 11, 2019, at 5:00 P.M.

Board members in attendance:

Mr. Gary Howell, Chairperson
Mrs. Gina LeBlanc, Vice-Chairperson
Mrs. Jeanne Moeller, Commissioner (*arrived 5:21 P.M. due to traffic jam due to an accident*)
Mr. Don Girvan, Commissioner
Mrs. Trish Becker, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney
Mr. Bill Youker, V.P., Harrell Construction Co., Inc.
Ms. Julieann Klein, Lombardo Spradley & Klein, CPA's

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

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

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

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

- Motioned by: Commissioner Girvan
- Seconded by: Commissioner LeBlanc
- 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 presented.

- Motioned by: Commissioner Becker
- 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 – March 14, 2019 at 5:00 PM
5. Waiver of Mr. Christopher Bibb's one year obligation per Continuing Education Policy
6. 16th Annual Workshop Summary Report
7. Contract Position
8. Quarterly Budget Analysis
9. Budget Amendments ~ \$35,637.85 from Receipts (interest earnings and grant money) to Expenditures (personal services, benefits, and operating expenses)

UNFINISHED BUSINESS:

Item 1: CONSTRUCTION PROJECT UPDATE ~ Mr. Bill Youker, V.P., Harrell Construction Co., Inc.

- Mr. Youker stated - building 700 (Chicken House) is complete and chickens are in; 800 (chemical warehouse) is close to being done and they are doing the last inspections; they just got the last permit on Monday with fire systems for 900 (hangar); crane will be done today; they are working on the electrical for the fuel station and commissioning the tank; 500 (insectary and greenhouses) are being formed; test pools area is also being formed up and the plumber will be out next week to work on them; he approximates 60 days for completion of the full project.

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

Item 2: FINANCIAL AUDITOR REPORT (Ppt) ~ Ms. Julieann Klein, Lombardo Spradley & Klein, CPA's

- Ms. Klein stated this is for the year ending September 30, 2018. There were no issues in the audit procedures; for the gain and loss – there was a FEMA grant, we sold two properties and there was not an aerial spray in FY17/18, which offset what happened in 2017. The implementation of the aerial program this year will bring a new group of budget line items. She cautioned that AMCD needs to continue to maintain a healthy fund balance.

Commissioner Moeller came in at this time - 5:21 P.M.

A. A motion was made to accept and approve the Financial Auditor's Report for Fiscal Year ending September 30, 2018, as presented.

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

Item 3: FMCA Tallahassee Legislative Meeting Report (March 18-19, 2019) ~ Commissioners' Jeanne Moeller and Trish Becker

- Commissioner Moeller – they met three people, Representative Rennar, Senator Hudson (who had issues with Flagler Mosquito Control and their mistake in their budget), and Representative Stevenson's aide. Representative Byrd couldn't meet them because their appointment wasn't placed on his calendar. Commissioner Moeller requested approval to send a copy of our audit to Senator Hudson and Representative Rennar and to send written invitations for our Open House to both representatives, Senator Hudson, and to the Commissioners' of St. Johns County, the City of St. Augustine, and St. Augustine Beach. The senate approved 3.8 million dollars to support IFAS and both the house and senate approved 2.66 million dollars.
- Commissioner Becker – it was interesting meeting the different mosquito control programs that were there and invited them to our Open House.

A. A motion was made to give Commissioner Moeller the authority to send our Financial Auditor's Report for year ending September 30, 2018 to Senator Hudson and Representative Rennar, and to send a written OPEN HOUSE invitation to them, Representative Stevenson, and the Commissioners' of St. Johns County, City of St. Augustine, and St. Augustine Beach.

- Motioned by: Commissioner Howell
- Seconded by: Commissioner Girvan
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

NEW BUSINESS

Item 1: APPLIED RESEARCH COMMITTEE & COLLABORATION MEETING REPORT ~ Commissioner Jeanne Moeller

- Commissioner Moeller stated that everyone that was invited showed up for the meeting and several of our staff were there. They talked about bees and the protection of the bees.
 - **THERE WAS NO MOTION ON THIS ITEM**

Item 2: COST OF LIVING FOR FY 19/20 BUDGET YEAR ~ Mr. Scott Hanna

- Mr. Hanna stated that he used the CPI Index ending in February 2019 which showed 2.1%, which is the one without food and energy figured in; recommended using the CPI index for the cost of living in the FY 19/20 budget. Dr. Xue recommended 2% Cost of Living increase be added to the FY 19/20 budget. The estimated cost of that would be \$40,000.
 - A. A motion was made to approve a 2% Cost of Living increase be added to the FY 19/20 Budget for all employees.**
 - Motioned by: Commissioner Moeller
 - Seconded by: Commissioner LeBlanc
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Item 3: BUDGET DIRECTION DISCUSSION, BOARD's INPUT for FY 19/20 ~ Dr. Rui-De Xue

- Dr. Xue requested that the Board members give him any suggestions for items needed for the FY 19/20 budget; the draft budget will be given to them in May;
- Commissioner Moeller requested the cost of a one day seminar titled “Women in Science” be put in the budget to cover a light lunch and that there be no fee to the attendees.
- Commissioner Becker requested another seminar be put in the budget for students and another one for Ph.D.’s; she also requested the costs be put in for the Vector Museum, a cleaning crew to relieve the technicians from having to do it, an employee appreciation program, and an annual company picnic to be held in the summer each year that will include families of the employees also.

REPORTS:

1. **Director** ~ Dr. Xue; the surveillance program has started; we hired our 6 month seasonal employees, four of which are returning seasonal employees of 4, 3, 2, and 1 year; thanked Mrs. Gaines, Mr. Weaver, and Mr. Hanna on working on the FEMA funding; will receive \$190,000 by the end of this month in grants from USDA, UF, and the CDC; in June we should receive \$186,000 for SIT, which starts July 1st and will use some of the money to hire a Biologist and Biological Technician; Education Specialist Molly Clark left and we hired Mr. Edward Zeszutko who will begin May 13th; Dr. Xue will be at NAACHO meeting in Pittsburg, PA, next week where he will talk about the sustainable program.
2. **Attorney** ~ Mr. Flowers; told a cautionary tale on the Sunshine Law and Public Records where a commissioner was being charged in violation of the Public Records Law and he cautioned the Board to bear in mind the importance of maintaining public records and the necessity for them to be produced when asked for.

COMMISSIONER COMMENTS:

Commissioner Becker ~ the workshop was fantastic, she will be at an Environmental event at Genungs Fish Camp in Crescent Beach on Sunday with some of our employees and where AMCD is an educational partner with the Litter Gitter, a boat which takes people out to collect trash from our water ways. She invited all to attend this event.

Commissioner LeBlanc ~ thanked the staff for all they do.

Commissioner Moeller ~ the workshop did well and due to family issues she couldn’t attend as much as she wanted to, we had 9 international scientists speak at the workshop and staff will be very busy with the season and being back on five day weeks.

Commissioner Girvan ~ learned a lot at the workshop and met some great people, spent a lot of time with the accountant, Mr. Hanna; with addition of the aerial program all workloads will be impacted and he wants to add an accounting intern – wants a job description – he spoke with Dr. Jaeger at UF, as well as, Paula Hollanchock at Flagler College and UNF who was receptive to having an accounting intern work here at AMCD. He made the following motion.

- A. **A motion was made to bring in the first accounting intern this summer season at \$12 per hour.**
 - Motioned by: Commissioner Girvan
 - Seconded by: Commissioner Moeller
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

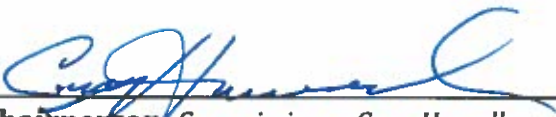
Commissioner Howell ~ AMCD is on its 70th year journey, our employees are good people and he has seen the excited atmosphere here, thanked all the Commissioners, Dr. Xue, Mr. Weaver, Mr. Hanna, and Mrs. Gaines for all they do, as well as our attorney, Mr. Flowers.


ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Howell adjourned the meeting at 6:37 P.M.

ATTEST 
Chairperson, Commissioner Gary Howell


Secretary/Treasurer, Commissioner Gina LeBlanc

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.