

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, June 11, 2020

Next Meeting(s): Thursday, July 9, 2020 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, June 11, 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

Also in attendance:

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

Absent:

Mrs. Gina LeBlanc, Commissioner (*date conflict due to a family event*)

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 except Commissioner Gina LeBlanc.

CITIZEN PARTICIPATION: For Items not on the Agenda ~

- Mr. Howard McGaffney, 162 South Prairie Lakes Drive, St. Augustine, FL 32084. Mr. McGaffney introduced himself; he is a Special District's Manager that manages many special Districts throughout Florida; he is also a candidate for Seat 3 Commissioner for the Anastasia Mosquito Control District and was a coach at St. Augustine High School up until last year. He stated he appreciates what the Board and staff do for the public.

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

- Commissioner Becker commented on Consent Item 5: "Reopen Bank of America Account". She questioned whether they would be a good bank as they didn't seem to care about the people, but after considerable investigation and phone calls with all banks on the list, she realized Bank of America was the best choice for us; they also had 24 hour customer service ability.

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 Girvan
- 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: May 14, 2020 at 5:00 PM
5. Reopen Bank of America Account
6. National Fish & Wildlife Foundation (NFWF), National Coastal Resilience Fund (CRF) Collaborative Grant Submission
7. FY2019/2020 Surplus
8. Purchase approval for Real Time PCR Machine for Emergent Situations (\$38,500)
9. Budget Amendments ~ \$1,361.20 from Receipts (Misc. Refunds {Prior Year Expenditures}) to Expenditures (Capital Outlay: Machinery & Equipment)

UNFINISHED BUSINESS:

Item 1: Approval of the Revised Dress Code Policy ~ Mr. Wayne Flowers

- Mr. Flowers stated that based on the May Board meeting comments, he added the last part of the General Guidelines on the Dress Code policy to include wearing head coverings for situations not defined in the policy and recommends approval of the revised policy.

A. A motion was made to approve the Revised Dress Code Policy as presented.

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

Item 2: Extension for the Approval of the Revised Employee Handbook to the July Agenda ~ Mr. Wayne Flowers

- Mr. Flowers stated he would like additional time to work on this and bring it back to the July Board meeting.

There was a consensus of the Board for the extension of the Revised Employee Handbook to the July Agenda.

Item 3: 2019 Intern Projects Report (Ppt) ~ Dr. Rui-De Xue

- Dr. Xue stated there were 60 interns trained here at AMCD since 2005 and that this program enhances our mosquito control program through education and applied research, as well as, new technologies being evaluated and developed to benefit our employees and mosquito control. In 2019, 8 interns were trained, 6 funded by grants and 2 funded by AMCD. The 2019 interns were: Mandi Pearson, W. Univ. of N. Carolina, Toxic Sugar Bait against *Aedes aegypti* and Keystone Virus Survey, along with EEE/WNV Project; Lea Bangonan, W. Univ. of N. Carolina, EEE/WNV Project and Keystone Virus Survey; Courtney Cunningham, Flagler College, (now promoted to a full time AMCD Mosquito Control Technician) SIT in St. Augustine, FL Project; Jacob Dilla, Univ. of N. FL, Evaluation of 3 modified (AGO, BG Bowl, CDC Gravid Traps) baited with BG Lure for collecting *Aedes* mosquitoes; Nicholas Acevedo, Univ. of N. FL, Dyna Trap and CDC Light Trap Comparison and Infusion Water and *Culex quinquefasciatus*; Caroline Blunck, Flagler College, Continuation of Evaluation of Wolbachia Infected Male Mosquito Release; Catherine Whippen, Univ. of N. FL, Behavior & Repellents; and Aye McKinney, Univ. of N. FL, Accounting Intern.

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

NEW BUSINESS

Item 1: Discussion and Approval of the Renewal of the Auditor's Contract ~ Commissioner Don Girvan, Committee Chairperson

- Commissioner Girvan stated how well Ms. Klein and her firm have done with the audit in a highly professional manner and that she is holding her fee to the same as last years. He recommended approval of the renewal of the contract.
- A. **A motion was made to approve the Renewal of the Auditor's Contract with Ms. Julieann Klein, of Lombardo Spradley & Klein, CPA's.**
 - Motioned by: Commissioner Girvan
 - Seconded by: Commissioner Becker
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Item 2: FY2020/2021 Draft Budget Discussion ~ Board Members and Dr. Rui-De Xue

- Dr. Xue stated this is the first draft of the budget for fiscal year 2020/2021 and would like input from the Board and then in July staff will present a new draft budget. July 9th Board meeting is where the work plan budget and tentative millage rate will need approved. The Final Public hearing is September 24th where the final vote will be for the Millage rate and budget. Some commissioners raised reservations on continuing with the Education Center at this time due to the COVID-19 virus and economic situation and possibly reducing the millage rate this year. However, one commissioner stated people are listening more to scientists now because of the virus and is in favor of moving forward with it. They also talked about Dues and Memberships with the Florida Mosquito Control Association as many entities including Lee County and incoming FMCA president, as well as others are not paying sustaining dues to FMCA because they want an audit done first to find out where the money is being utilized and that AMCD should follow suit in not paying the sustaining dues or the memberships for all 32 employees, just pay the membership for the five Board members and Dr. Xue this year, until an audit is done.

A. A motion was made to approve suspending AMCD's 2020 sustaining dues to the Florida Mosquito Control Association and the need to have them provide an audit before we pay the following year's sustaining dues.

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

PUBLIC COMMENT: Mr. McGaffney asked about monthly Budget Amendments and requested getting with Dr. Xue and the CFO to understand the AMCD financials. He was assured he was welcome to contact Dr. Xue to do so.

REPORTS:

1. **Director** ~ Dr. Xue; we are doing in-house testing and all chicken surveillance was negative; he has frozen all full time hiring; is requiring all expenditures over \$500 to be approved by him first; Grants: DOD Project Grant will provide \$750,000 and MGK may give us an additional \$100,000 for a grant project.
2. **Attorney** ~ Mr. Flowers; had nothing further to add.

COMMISSIONER COMMENTS:

Commissioner Becker ~ thanked Dr. Xue and the District staff for giving her family a tour of the facility; has been organizing Black Life Matters Peace protests in town as an elected official in general and stated it is important to use our voices for safety and the well-being of the public.

Commissioner LeBlanc ~ absent

Commissioner Moeller ~ glad that we approved Consent Item #6 as that is the collaboration with GTMNERR, which is our federal lands, to get a grant and we need to work with Dr. Shirley on this; Listened to an FMCA Zoom meeting and the FMCA Board wanted to eliminate the Co-Chair (Sue Bartlett from Volusia County) but Commissioner Moeller motioned that the Chair and Co-Chair stay in until November when the New Chair comes in - 19 of 20 members supported the motion. She asked AMCD Commissioners to become more involved in FMCA; she is considering running for the N.E. Regional Chair position in place of Mr. Peter Jiang. Lee County is not doing the FLY-In class next year - the cost is high, as they also provide breakfast and lunches and it was suggested AMCD host it, however, we don't have the staff or the space to do so. Thanked the staff for all they do.

Commissioner Girvan ~ the work that went into the budget preparation was extensive, all key members of staff did a fine job; suggested that the 2 years of experience needed for the Junior Accountant job description, that was already approved, include intern experience; we should include major universities and schools in Georgia in our intern programs; thanked the staff for all they have done.

Commissioner Howell ~ we serve and protect the people, that's our mission and our job; our website needs to be ADA compliant; commented on a service request done by Mike Phillips and that he did a wonderful job; AMCD is the #1 mosquito control; and thanked all the commissioners.

PUBLIC COMMENT: Mr. McGaffney stated special districts are being sued for their websites not being ADA compliant and it appears AMCD's website is not ADA compliant. Ms. Hall assured him that the staff are in the process of a new website design and Mr. Weaver and Mr. Zeszutko are working closely with the company doing the new website design and this has been discussed and is being worked on for the new website to be ADA compliant.

ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 6:47 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.