

# 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, June 9, 2016

Next Meeting(s): Regular Board Meeting, Thursday, July 14, 2016 – 6:00 PM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, June 9, 2016 at 6:00 P.M.

### Board members in attendance:

Mr. Gary Howell, Chairperson  
Ms. Vivian Browning, Vice-Chairperson  
Mrs. Catherine Brandhorst, Secretary/Treasurer (6:03 P.M.)  
Mrs. Jeanne Moeller, Commissioner

### Also in attendance:

Dr. Rui-De Xue, Director  
Mr. Wayne E. Flowers, Attorney (6:12 P.M.)

### Absent:

Ms. Janice Bequette, Commissioner (out of town on business)

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 Bequette

**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 Moeller
- Seconded by: Commissioner Browning
- 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 Moeller
- Seconded by: Commissioner Brandhorst
- 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 May 19, 2016 at 6:00 P.M.
  - Workshop of June 2, 2016 at 10:00 A.M.
5. ~~Approval of Pay Plan from 6-2-16 Workshop~~ (Moved to Unfinished Business #3)
6. Approval of DropVision Agreement Between Leading Edge and AMCD
7. Budget Amendments ~
  - Budget Line Transfer Receipts Interest \$13, Receipts Misc. Income/Surplus Sales \$8,495
  - Local Fund Interest Income \$10,000 (Expenses – Travel and Per Diem \$5,000, Liability Ins. \$4,800 and Rentals and Leases \$200)

**UNFINISHED BUSINESS:**

**Item 1: 500 OLD BEACH ROAD PROPERTY DISPOSAL UPDATE ~ *Mr. Wayne Flowers* (15 min)**

- A. A Motion was made to hold this item until Mr. Flowers arrives.** (held up by traffic)
- Motioned by: Commissioner Moeller
  - Seconded by: Commissioner Browning
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

**Item 2: DISCUSSION ON AMCD OPEN HOUSE, NATIONAL MOSQUITO CONTROL AWARENESS WEEK'S ACTIVITIES, AND APPRECIATION OF HARRELL CONSTRUCTION COMPANY ~ *Dr. Rui-De Xue***

- Dr. Xue stated the Open House is set for June 30, 2016 from 5 P.M. to 7:30 P.M., we will have a ribbon cutting and will present a plaque to Harrell Construction for all their hard work on the Base Station Complex; the last week in June is Mosquito Control Awareness week and we will set duties, etc. for the Open House at the Education Committee meeting on June 16, 2016. Dr. Xue requested input from the Board as to who they would like invited: Town of Hastings, Secretary of Agriculture, FMCA, AMCA, Senator Hutson, Representative Renner, Representative Stevenson, Representative DeSantis, St. Johns County Commissioners, Anastasia Mosquito Control's present and prior Commissioners and Directors, Anastasia Mosquito Control and St. Johns County candidates that aren't in office yet, EOC, Gun Range, Agricultural Center, Mayor and Vice Mayor of the City of St. Augustine and the City of St. Augustine Beach, City of St. Augustine Beach Manager- Mr. Royle, and City of St. Augustine Manager – Mr. Regan, Department of Health, and the School Board.
  - **THERE WAS NO MOTION on this item**

Mr. Flowers arrived and the Board returned to Unfinished Business #1:

**Item 1: 500 OLD BEACH ROAD PROPERTY DISPOSAL UPDATE ~ Mr. Wayne Flowers (15 min)**

- Mr. Flowers stated that he met with the City of St. Augustine Attorney to see what their intentions are, they stated they are interested in future discussions with us pertaining to this, however, the City of St. Augustine Manager, Mr. Regan has been away the last few weeks and will return June 20, 2016. Mr. Flowers will set up a meeting for discussion with him, the City of St. Augustine attorney, our Director Dr. Xue, and himself, then bring the information back to the July 14, 2016 Board meeting.
- A. **A Motion was made to put this on the July 14, 2016 Agenda and have further discussions with the City of St. Augustine attorney, Isabelle Lopez, our AMCD Chair, Commissioner Howell, our Director, Dr. Xue and our attorney, Mr. Flowers.**
  - Motioned by: Commissioner Browning
  - Seconded by: Commissioner Brandhorst
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

**PUBLIC COMMENT:** City of St. Augustine Beach Manager, Mr. Max Royle, 2200 St. Augustine Beach, FL

- Mr. Royle stated he and the Public Works Director are interested in what will happen with the 500 Old Beach Road property and they will be back for our July 14, 2016 Board meeting.

**Item 3: APPROVAL OF PAY PALN STRUCTURE FROM 6-2-16 WORKSHOP DISCUSSION ~**

*Dr. Rui-De Xue*

- Dr. Xue stated that based on the discussion from the June 2, 2016 Pay Plan Workshop, he would like to recommend the Board approve the 10 Grade/10 Step Pay Plan structure and the Board's authority for him, Mr. Flowers, and Susan Merris, Director of Lee County Human Resource, work on the policy for the Pay Plan and bring it back to the Board July 14, 2016.
- A. **A motion was made to approve the 10 grade/10 step Pay Plan structure.**
  - Motioned by: Commissioner Moeller
  - Seconded by: Commissioner Browning
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

**NEW BUSINESS**

**Item 1: APPROVAL OF ASSISTANCE TO VISITING SCIENTISTS FOR HOUSING RENTAL ~**

*Dr. Rui-De Xue*

- Dr. Xue stated that from August through October, we will have two (2) visiting scientists from India and China, here at AMCD. The institute and/or university will pay for their airline tickets, health insurance, and some apartment rental expenses. Research has been done on pricing of housing and there is nothing in the area under \$500. He recommended approval to use grant money and workshop money of approximately \$3,000 to assist them in housing rental.
- A. **A motion was made to approve \$3,000 in expenditures for the visiting scientists housing rentals.**
  - Motioned by: Commissioner Moeller
  - Seconded by: Commissioner Brandhorst
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

**Item 2: FY16/17 BUDGET DISCUSSION UPDATE AND DRAFT BUDGET BOOK ~ Dr. Rui-De Xue**

- Dr. Xue stated the budget book they received is a DRAFT and requested the commissioners' contact him with any changes to the budget, the budget draft is over last year's budget by \$280,000 due to the Zika virus situation, the need to increase and train 2 full time employees because 2 existing full time employees are in DROP, one retiring this year and one next year, and the 2% COLA. Commissioners' statements: FMCA wants to ask the State Department for more money to fight the Zika virus, our project for the Research property still needs finished, and we don't need to reduce the millage, possibly increase it slightly.
  - **THERE WAS NO MOTION ON THIS ITEM**

**REPORTS:**

1. **Director** ~ Dr. Xue stated we have had 5 inches of rain and more service requests, there are still only 2 imported Zika cases in St. Johns County, Tuesday, June 7<sup>th</sup> we hosted 79 registered Master Gardeners with the University of Florida and it was very successful, MGK grant money confirmed and the money was transferred to the University of Florida for people to work here at AMCD to test pesticides, Mr. Christopher Bibbs obtained an \$83,000 DACS grant for researching repellents and insecticides through the University of Florida, Mosquito Control Technician Mr. Jerry Iser had heart bypass surgery and is doing well, some of our employees will donate needed sick time to him, seasonal and intern employee training started and going well. The annual Department of Health and AMCD cooperation meeting will be held June 22, 2016 at 10:00 AM here at AMCD and it will be advertised since a couple of Commissioners showed interest in coming.
2. **Attorney** ~ Mr. Flowers stated he had nothing additional to add.

**COMMISSIONER COMMENTS:**

**Commissioner Browning** ~ Will have a Planning Committee meeting after the July 14<sup>th</sup> Board meeting pertaining to the Research property.

**Commissioner Bequette** ~ *(not present)*

**Commissioner Moeller** ~ thanked Mr. Christopher Bibbs on the Bromeliad information article, stated that we should follow policy in referring the media to Director, Dr. Xue.

**Commissioner Howell** ~ stated he wants to do what is best for the St. Johns County tax payers.

**Commissioner Brandhorst** ~ stated she will be working with staff on the Budget.

**ATTACHMENTS: ~**

1. *Budget Draft*

**ADJOURNMENT:**

Chairperson Howell adjourned the meeting at 7:00 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.*

**Item 2: FY16/17 BUDGET DISCUSSION UPDATE AND DRAFT BUDGET BOOK ~ Dr. Rui-De Xue**

- Dr. Xue stated the budget book they received is a DRAFT and requested the commissioners' contact him with any changes to the budget, the budget draft is over last year's budget by \$280,000 due to the Zika virus situation, the need to increase and train 2 full time employees because 2 existing full time employees are in DROP, one retiring this year and one next year, and the 2% COLA. Commissioners' statements: FMCA wants to ask the State Department for more money to fight the Zika virus, our project for the Research property still needs finished, and we don't need to reduce the millage, possibly increase it slightly.

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

**REPORTS:**

1. **Director** ~ Dr. Xue stated we have had 5 inches of rain and more service requests, there are still only 2 imported Zika cases in St. Johns County, Tuesday, June 7<sup>th</sup> we hosted 79 registered Master Gardeners with the University of Florida and it was very successful, MGK grant money confirmed and the money was transferred to the University of Florida for people to work here at AMCD to test pesticides, Mr. Christopher Bibbs obtained an \$83,000 DACS grant for researching repellents and insecticides through the University of Florida, Mosquito Control Technician Mr. Jerry Iser had heart bypass surgery and is doing well, some of our employees will donate needed sick time to him, seasonal and intern employee training started and going well. The annual Department of Health and AMCD cooperation meeting will be held June 22, 2016 at 10:00 AM here at AMCD and it will be advertised since a couple of Commissioners showed interest in coming.
2. **Attorney** ~ Mr. Flowers stated he had nothing additional to add.

**COMMISSIONER COMMENTS:**

**Commissioner Browning** ~ Will have a Planning Committee meeting after the July 14<sup>th</sup> Board meeting pertaining to the Research property.

**Commissioner Bequette** ~ *(not present)*

**Commissioner Moeller** ~ thanked Mr. Christopher Bibbs on the Bromeliad information article, stated that we should follow policy in referring the media to Director, Dr. Xue.

**Commissioner Howell** ~ stated he wants to do what is best for the St. Johns County tax payers.


**Commissioner Brandhorst** ~ stated she will be working with staff on the Budget.

**ATTACHMENTS: ~**

1. *Budget Draft*

**ADJOURNMENT:**

Chairperson Howell adjourned the meeting at 7:00 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.*