

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, July 9, 2020

Next Meeting(s): Thursday, August 13, 2020 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, July 9, 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. Glen Harrell, 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

NOTICE FROM CHAIRPERSON: An email from a former employee had been sent to all of us. It was full of lies and mistruths and was very discourteous to all of our AMCD staff. This letter will not be talked about and no comments will be allowed. We have contacted our attorney and will let all know, in the future, how we handle this letter. This former employee was an extremely angry person and did not state any facts. The entire Board is saddened that one of our past employees would be so vile in writing this letter.

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 LeBlanc
- 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: June 11, 2020 at 5:00 PM
5. DACS Work Plan Narrative
6. Fish Island Arthropod Control Plan
7. Approval of Amended Contract and Cost for Payroll Module
8. Public Hearing Dates:
 - a. First Public Hearing, Thursday, September 10, 2020 at 5:30 P.M.
 - b. Final Public Hearing, Thursday, September 24, 2020 at 5:30 P.M.
9. Aircraft Hull and Liability Insurance Renewal
10. Quarterly Budget Analysis
11. Budget Amendments ~ NONE

UNFINISHED BUSINESS:

Item 1: Construction Project Update Report ~ Mr. Glen Harrell, President, Harrell Construction Company, Inc.

- Mr. Harrell gave an update on the contract to complete the Civil Design of the Education Center: what remains to be done is to complete the utility extensions and permanent security fencing; and then to complete that, the second part which is the Civil Construction of the Education Center (architectural, structural, electrical and plumbing) which is close to being complete. He showed slides of the exterior design and a video of a virtual walk through of the inside. They are ready to submit the architectural design to the county for permitting. He stated there would be advantages for AMCD to present a change order to Harrell Construction at this time, to do the vertical construction of the building, which would give AMCD many cost savings, rather than having to put out RFP's for the construction of the building. Also there will be a new version of the building codes (fire, mechanical, electrical, and plumbing) coming in January 2021. Mr. Flowers noted a change order is basically a no-bid contract and that we need to look at our policies where any project over \$10,000 requires a competitive bid and any exception to the bid being required on savings exceeding those from competitive bids needs evidence to prove that. He advised that if the Board decides to do the exception, rather than the bid, to get the evidence that the exception applies. Mr. Harrell stated he would bring figures of the substantial savings on this to the August Board meeting.

A. A motion was made to TABLE the discussion on this until the August 13, 2020 Board meeting where Mr. Harrell will present an updated contract with possible bids for the Board to look at to continue moving forward.

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

Item 2: Approval of the Revised Employee Handbook ~ Mr. Wayne Flowers

- Mr. Flowers noted that this project started with the committee who came up with a draft of the Employee Manual and he went through this draft and made suggestions and edits that were to clarify to make sure we said what we meant; he didn't find any policies that we needed to get rid of completely or any new wholesale policies to put in; the committee requested that he look further at the Drug Free Policy and the FMLA policy and try to reduce them in size to be more user friendly. He suggested if the Board had any comments, to call him or Ms. Charolette M. Hall, Administrative Assistant, within the next month, and then the final draft will come back to the Board at the August 13, 2020 Board meeting.

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

Item 3: 2019 Collaborative Projects and Visiting Scientists Reports (Ppt) ~ Dr. Rui-De Xue

- Dr. Xue detailed the visiting scientists and their projects from 2019: Dr. Gunter Muller, Adjunct Senior Vector Ecologist – “Field evaluation of ATSB stations against *Aedes albopictus* in Elkton, Florida”; Dr. Hussein Sanchez-Arroyo – “Adulticides and its impact on honey bees”; Dr. Emad Khater – “Field evaluation of AGO and In2Care traps”; Mr. Clay Huddleston – “Field release of Wolbachia-infected male mosquitoes”; Dr. Vindhya Aryaprema – “ATSB station against *Aedes* mosquitoes”; Dr. Mohammad Miah – “A new larvicide evaluation”; Dr. Shougang Zhang – “A new larvicide evaluation (persistence)”; He stated that in the next two years we will receive a million dollars in grant money and that the benefits of these projects were the exchange of knowledge, funding, labor, materials, work habits, and reputation.

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

NEW BUSINESS

Item 1: Discussion and Approval of Recommendation of the Tentative Millage Rate for Fiscal Year 2020/2021 ~ Dr. Rui-De Xue

- Discussion included keeping the millage the same as last year, lowering it, the possibility of excessive amounts of the reserves (it was noted that the excess is earmarked for future capital outlay contingency), we can only have 11% of our budget in reserves, we can't borrow, bond or go into debt, and the fact that DACS doesn't have oversight on the budget as we don't receive State Funds.

PUBLIC COMMENT: Mrs. Catherine Brandhorst asked the Board what last year's millage was (0.2100) and the year before (0.2200) and then she reminded the Board that in 2011 we didn't have an emergency fund. Commissioner Moeller, AMCD Chairperson, corrected that statement saying that we have always had an emergency fund with a minimum of \$2 million in reserves.

A. A motion was made to approve the Tentative Millage Rate for Fiscal Year 2020/2021 at 0.2100 and discuss possibly lowering it in September.

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

Item 2: Discussion and Approval of the DACS Work Plan Budget FY 2020/2021 (Deadline July 15th) ~ Dr. Rui-De Xue

- Mr. Scott Hanna, CPA stated that the DACS Work Plan Budget will be changed because of the millage rate that was just approved, which will change it to \$6,340,006.00 and he will change that

right away and present the corrected copy to the Board to sign.

A. A motion was made to approve the DACS Work Plan Budget for Fiscal Year 2020/2021 as changed to reflect the approved millage.

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

REPORTS:

1. **Director** ~ Dr. Xue; with recent rains, the salt marsh mosquitoes and flood water mosquitoes, were handled with ground applications and a little aerial spraying; next week and this week there will probably be more larvae so we plan to use the helicopter and use granular larvicide; last month there were more than 500 service requests, the in-house sentinel chickens all tested negative; and he thanked the Board.
2. **Attorney** ~ Mr. Flowers; had nothing to report this month.

COMMISSIONER COMMENTS:

Commissioner Becker ~ noted that our eighth resident has passed away due to COVID-19; St. Johns County Commissioner, Mr. Paul Waldron failed to pass the mask ordinance and now he has contracted COVID-19 and is having many serious health issues with this and we all need to keep him in our thoughts and prayers; the Health Department had given her 1500 masks that she has given out and utilized giving education to the people on mosquitoes at the same time; she also has sewn many masks and made one for all commissioners and employees and handed them out tonight; thanked the staff for all they do; she also mentioned that we do not endorse anyone and that the signs of those running for the Board this year, that hold our logo, were not authorized by us to use the logo.

Commissioner LeBlanc ~ thanked the staff for everything they do.

Commissioner Moeller ~ there is no staff that we have on board that doesn't give us 100 percent; wants Mr. Flowers to check on copyrighting our logo. Mr. Flowers stated it will be difficult for a public agency to have their logo copyrighted but that he will continue checking on it. She stated that Susan, who worked for Lee County, has in the past reviewed our HR policies and Commissioner Moeller requested that Dr. Xue see if, whoever took over her position, would contract with us to review the policies in case the laws have changed and be sure our policies are current with any new laws; she wants a letter to go to the sender (former employee) to suspend them from sending any further information to AMCD, as the information they sent was not factual; she thanked the staff for all that they do and she was sorry for the embarrassment to the staff because of this letter. Dr. Xue requested whether an HR lawyer at Lewis Longman and Walker could do the HR review and Mr. Flowers stated that an HR professional, such as the lady in Lee County, would be better suited to do this but that it would be advantageous to have the HR Lawyer also review it.

- **Consensus of the Board** – Have Dr. Xue begin looking at this and have the HR Lawyer begin immediately and see about having the HR professional from Lee County coming up as soon as possible to review the AMCD policies.

Commissioner Girvan ~ Proud of everything the staff does, went through 2 very arduous, carefully done audits and we came through with flying colors because staff did a wonderful job, thanked the staff for all the hard work.

Commissioner Howell ~ he received copy of the letter on the SIT program and thanked Commissioner Moeller for her hard work on putting that in motion and trying to get us the \$890,000.00 for that. Thanked Dr. Xue for working on all the grants and getting the visiting scientists here; thanked the citizens of St. Johns County; he is in suspended motion about the former employee letter and thanked Commissioner Becker for getting with our attorney on that; our employees are impeccable and always do due diligence to get the job done, as well as our attorney does also; thanked the commissioners for being a great Board and thanked the public for attending our meeting tonight.

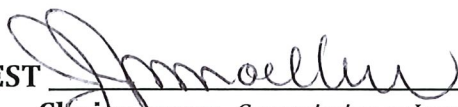
ATTACHMENTS: ~


1. None

ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 6:46 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.