

# Anastasia Mosquito Control District of St. Johns County

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## 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, July 13, 2017

Next Meeting(s): Thursday, August 10, 2017 – 6:00 PM

## MINUTES

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

Board members in attendance:

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

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.

**CITIZEN PARTICIPATION:** For Items not on the Agenda ~

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

- Commissioner Brandhorst requested Cost of Living Raises to be added to the discussion with the Unfinished Business #1: Approval of Pay Plan and Pay Plan Modification.
- Commissioner Moeller asked the attorney about the SpringStar Agreement and he assured her it looked good with the additions he recommended.

**A. A motion was made to approve adding the Cost of Living Raise Approval to Unfinished Business #1; Approval of Pay Plan and Pay Plan Modification.**

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

**B. A motion was made to approve the Agenda as Amended.**

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

Due to technical errors with the audio/video equipment, a recess was taken at 6:04 P.M. The meeting resumed at 6:09 P.M.

**Consent Items ~ APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting of June 8, 2017 at 6:00 P.M.
5. DACS Work Plan Narrative
6. Public Hearing Dates (First Public Hearing, Thursday, September 14, 2017 at 5:30 P.M. and Final Public Hearing, Thursday, September 28, 2017 at 5:30 P.M.)
7. Revised Job Description for Mosquito Control Technician
8. AMCD & SpringStar Agreement for Field Trial against *Aedes* Mosquitoes
9. Budget Amendments ~ \$4,712.92 (Receipts-Grants to Expenditures-Personal Services and Benefits)

**UNFINISHED BUSINESS:**

**Item 1: Approval of Recommendation for Pay Plan and Pay Plan Modification ~ Dr. Rui-De Xue**

- Dr. Xue stated there have been problems with the new Pay Plan; some employees getting double raises, one for a step increase (years of service) and again for level promotions, such as the technician positions which have four levels. All other positions, such as, the Biological Technicians, Admin. Assistant, and others, have no levels and therefore don't have the same opportunity as the technicians. He recommended approval of the modifications to the pay plan.

**A. A Motion was made to approve the Pay Plan and Pay Plan Modification as Recommended.**

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

**Approval of Cost of Living Raises ~ Commissioner Brandhorst**

- Commissioner Brandhorst spoke on the Pay Plan where it states that the Cost of Living Increase will be decided by the Board at the July meeting and that the Bureau of Labor number came out at midnight and was 2.3%. She recommended a 2.3% Cost of Living raise be approved to begin October 1, 2017. Dr. Xue stated it was in the proposed budget at 2%.

**B. A Motion was made to approve the Cost of Living Increase be approved at 2.3% for all employees to begin October 1, 2017.**

- Motioned by: Commissioner Brandhorst
- Seconded by: Commissioner Rock
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**Item 2: AMCD and Navy Entomology Center for Excellence Collaboration Meeting Report ~ Commissioner Jeanne Moeller and Dr. Rui-De Xue**

- Commissioner Moeller sat in on the NECE meeting and what she learned was that the *Aedes aegypti* and *albopictus* are extremely hard to control without assistance from resident's and that the City of St. Augustine, City of St. Augustine Beach, St. Johns County, and the DOH are all slow to move on code enforcement for this matter.

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

**Item 3: AMCD and Department of Health Annual Collaboration Meeting Report and National Mosquito Control Awareness Week Activities ~ Dr. Rui-De Xue**

- Dr. Xue stated this collaboration has been going on for 10 years and they are dealing with human cases. In preparations for National Mosquito Control Awareness week, Mr. Christopher Bibbs, Biologist, and Ms. Molly Clark, Education Specialist were on TV., DOH agreed that a contract draft for International Scientist cooperation between China and AMCD was a good idea. There was also discussion on the Zika program on the Discovery channel.

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

**Item 4: Discussion and Authorization for Attorney to Draft Property Access Letter for the *Aedes aegypti* Eradication Project in Downtown St. Augustine, Florida (Florida Keys sample letter attached) ~ Commissioner Jeanne Moeller**

- Commissioner Moeller stated the St. Augustine Civic Association and other HOA's are having discussions on the Code Enforcement's slowness to react. She suggested inviting the Directors from the City of St. Augustine, City of St. Augustine Beach, St. Johns County, and the DOH Code Enforcement to a meeting and ask why we can't get them when the public complains about properties that have junk on their property and are not being cleaned up. Mr. Flowers stated that he can make modifications and draft a letter that he thinks would be an effective tool for those in the public who won't allow the technicians on their property to treat for mosquitoes.

**A. A motion was made to Authorize Mr. Flowers to Draft a Property Access Letter for the *Aedes aegypti* Eradication Project in Downtown St. Augustine, Florida and bring it back to the Board at the August 10, 2017 Board meeting.**

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

**NEW BUSINESS**

**Item 1: APPROVAL of DACS WORK PLAN BUDGET FY 17/18 (Deadline July 15<sup>th</sup>) ~ Dr. Rui-De Xue**

- Dr. Xue recommends approval of this and noted the deadline is July 15<sup>th</sup>.

**A. A motion was made to approve the DACS Work Plan Budget for Fiscal Year 2017/2018 as presented.**

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

**Item 2: Discussion and Approval of Recommendation of Tentative Millage Rate FY 17/18 ~**

*Dr. Rui-De Xue*

- Discussion included information on \$300,000 we should receive from FEMA from Hurricane Matthew, the possible sale of the Cartwheel Bay, North Station and the money we need to keep in Reserves.

**A. A motion was made to Approve the Tentative Millage Rate at 0.2150 for Fiscal Year 2017/2018.**

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

**Item 3: Authority to Update Bank of America Signature Cards with Current Board of Commissioners' Signatures. *(Item added to Final Agenda after Proposed Agenda sent out.)***

*Dr. Rui-De Xue*

- Commissioner Moeller was the only Commissioner on the signature cards, as this account was very seldom used. The bank doesn't give us interest on this account and they requested that the other current commissioners provide copies of personal driver's license, social security card, current personal address and phone number, and a current I.D. but specified it has to be a personal credit card. It was recommended that AMCD close this account and put the money in the SBA and other account at Wells Fargo that does give us interest.

**A. A motion was made to Approve Closing the Bank of America State 1 Fund Account and to Move the Money to the SBA and Other Account at Wells Fargo.**

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

**REPORTS:**

1. **Director** ~ Dr. Xue stated June had 671 Service Requests, last week there was 1 SLE positive sentinel chicken from County Road 214; there was increased mosquito activity since the 4<sup>th</sup> of July holiday, we still have 2 confirmed travel related Zika cases, and one more suspected case last week in Ponte Vedra, Employee Ken Daniel who had 12 years of service in with the District, retired July 5, 2017.
2. **Attorney** ~ Mr. Flowers had nothing further to add other than a thank you to the District employees who fogged near his home in Northwest St. Johns County.

**COMMISSIONER COMMENTS:**

**Commissioner Howell** ~ we work well in unity and thanked the commissioners, is going to Puerto Rico next week with Dr. Xue for the FES annual meeting; is happy with the millage rate and the people trust the AMCD Board with their money.

**Commissioner Moeller** ~ Commended Ms. Cathy Hendricks for her exceptional customer service, when she brought Board books, customers complaining of the mosquitoes and she assisted immediately and told others she would be back the next day to take care of them. Thanked the staff and is working on FMCA Commissioners Day, so please contact her ASAP with any input.

**Commissioner Brandhorst** ~ pleased with the budget and is researching more environmentally friendly pesticides.

**Commissioner LeBlanc** ~ thanked the staff for their hard work in combatting the mosquitoes.

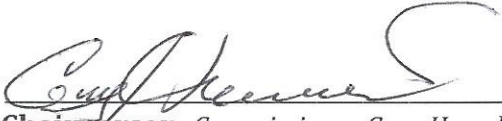
**Commissioner Rock** ~ attended community events June 30<sup>th</sup> and July 2<sup>nd</sup>, and the community is happy with AMCD on the education information they are getting, commended Mr. Patrick Kendrick for his assistance with education, Ms. Molly Clark put out video's and they've been shared many times.

**ATTACHMENTS: ~**

1. None

**ADJOURNMENT:**

Chairperson Howell adjourned the meeting at 7:48 P.M.

ATTEST   
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.*