

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

BOARD OF COMMISSIONERS

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



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, July 12, 2018

Next Meeting(s): Thursday, August 30, 2018 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, July 12, 2018, at 5:00 PM.

Board members in attendance:

Mr. Gary Howell, Chairperson
Mrs. Gina LeBlanc, Vice-Chairperson
Mrs. Catherine Brandhorst, Commissioner
Mrs. Jeanne Moeller, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney
Mr. Bill Youker, V.P., Harrell Construction Co., Inc.

Absent:

Mrs. Jacqueline Rock, Secretary/Treasurer (Out of the Country through August 24th)

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 with the exception of Commissioner Rock.

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 Brandhorst
- 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 – June 14, 2018 at 5:00 PM
5. DACS Work Plan Narrative
6. Public Hearing Dates (First Public Hearing, Thursday, September 13, 2018 at 5:30 PM, and Final Public Hearing, Thursday, September 27, 2018 at 5:30 PM)
7. ~~Contract for Helicopter Purchase from Lee County Mosquito Control District~~
(*Moved to Unfinished Business #2, due to Contract Update at Aerial Committee Mtg.*)
7. ~~8.~~ Approve an Agent of Record from RFP for Aviation Insurance
8. ~~9.~~ Revised Comcast Business Service Order Agreement (Static IP for Database)
9. ~~10.~~ Budget Amendments ~ \$88,342.16 (Receipts: current year taxes, interest earning, prior year tax distributions, salvage) (Expenditures: training, chemicals)

UNFINISHED BUSINESS:

Item 1: 8 ACRE SOUTH PARCEL & RESEARCH PROPERTY CONSTRUCTION PROJECT UPDATE REPORT ~ Mr. Bill Youker, V.P., Harrell Construction Co., Inc.

- Mr. Youker gave a report on the progress of the construction: building 800 is under construction now, the slab will be poured this week and the metal building will go up shortly after. The two screen enclosures, 600 is also under construction, they will also be poured next week. We are now on the final design of the hanger 900, the building should ship on August 10th, fuel station tank scheduled for their vendor who will fit it for our need and should be here on site in about one month.
 - **THERE WAS NO MOTION ON THIS ITEM**

Item 2: APPROVAL OF CONTRACT FOR SURPLUS HELICOPTER FROM LEE COUNTY MOSQUITO CONTROL DISTRICT RECOMMENDED BY AERIAL COMMITTEE (7-10-18) ~ Mr. Richard Weaver
(*moved and combined from Consent Agenda Item #7*)

- Mr. Weaver, Mr. Peter Paul Leone (pilot), Mr. Greg Dorsey, (mechanic with Volusia County doing an independent check of the helicopter), and Commissioner Howell went to Lee County Mosquito Control; Mr. Leone did a test flight which showed that it was in excellent flight condition, Mr. Dorsey found the annual maintenance was due August 2018, the Servo needed rebuilt, the navigation radio needed repair and the seatbelts needed legible TSO's (Technical Standard Orders - minimum performance standards); they were assured this would be fixed before the sale; surplus value of the helicopter by Lee County, was \$593,000, the Isolair larviciding unit was \$36,990, the estimated cost of the annual maintenance and Servo repair was \$7,500 (total \$637,500); the committee (7-10-18) voted to approve the purchase of the helicopter and Isolair larvicide unit at the best negotiated price possible; they also reviewed the construction project, progress on the Florida Department of Transportation (DOT) permit for

the heliport, and the aviation budget. After negotiations with Lee County Mosquito Control, the final price was \$610,000.00 which included all things fixed and was a reduction of \$68,945 over retail cost and \$27,490 over the surplus asking price.

- After questions by Commissioners, it was noted that the Isolair liquid unit and adulticide units would be about \$65,000 new and were budgeted in the 2018/2019 budget.

PUBLIC COMMENT: Mrs. Cheryl Howell, 170 Harvest Lane, St. Augustine, FL; has seen other mosquito control programs and was impressed by them, going forward with the purchase of the helicopter was a good idea and we need to purchase the helicopter for the safety of all of our citizens.

A. A motion was made to approve the contract as presented for the purchase of the surplus helicopter from Lee County Mosquito Control District at \$610,000.00.

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

By Consensus by the Board, as long as the items were in the budget now, staff could purchase the other items needed for the helicopter and move forward.

Item 3: DISCUSSION AND APPROVAL OF POLICY FOR “HOW MANY ABSENCES A BOARD MEMBER CAN BE ABSENT FROM BOARD MEETINGS” ~ Mr. Wayne Flowers, AMCD Attorney

- Mr. Flowers stated that without an amendment to the Charter, there is no authority for the Board to sanction a board member for being absent from board meetings. It is within the Boards ability to adopt guidelines but the Board would have no authority to do anything if a board member didn't follow policy. He mentioned his suggestions for a policy (as stated in his memo from the board book), noting any benchmark adopted by the board would be a guideline.

A. A motion was made to have our District attorney, Mr. Flowers, draw up a policy that limits board members to missing no more than three (3) unexcused meetings in a year (twelve (12) month period and not consecutive twelve months).

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

NEW BUSINESS

Item 1: APPROVAL OF DACS WORK PLAN BUDGET FY 18/19 (DEADLINE JULY 15TH) ~ Dr. Rui-De Xue

- Dr. Xue stated he and staff have worked on the budget since April, in May the Board received the draft budget, there was discussion by the Board at the June meeting, and now the deadline for the DACS Work Plan Budget is July 15th. There are two months yet to make changes to the budget which will be adopted in September. By the end of August, staff will have more detail on the helicopter costs and construction costs for adjusting the budget.

PUBLIC COMMENT: Julia Heckendorn, 105 Loyola Road, St. Augustine, FL, would like to see the millage rate increased so AMCD can continue to take care of the mosquitoes and doing what they do, so they can continue taking care of the citizens of St. Johns County.

- At this time the Board decided to discuss and approve the tentative millage rate prior to approving the DACS Work Plan budget for FY 18/19, as the DACS Work Plan budget was based on the proposed millage rate.

Item 2: DISCUSSION AND APPROVAL OF RECOMMENDATION OF THE TENTATIVE MILLAGE RATE FY 18/19 ~

Dr. Rui-De Xue

- Dr. Xue recommended a tentative millage rate of 0.2200 for the fiscal year 18/19 which will bring in approximately \$400,000 more. This is an increase from 0.2150 from FY 17/18. There was discussion by the Board that items on the ballot this year will affect the budget, the additional \$25,000 homestead exemption and the permanent 10% cap on annual non-homestead parcel assessment increases.

A. A motion was made to approve the increased millage rate of 0.2200 for FY 18/19.

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

- The Board at this time went back to New Business, Item #1, to approve the DACS Work Plan Budget for FY 18/19.

Item 1: APPROVAL OF DACS WORK PLAN BUDGET FY 18/19 (DEADLINE JULY 15TH) ~ Dr. Rui-De Xue

A. A motion was made to approve the DACS Work Plan Budget for FY 18/19 as presented.

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

REPORTS:

1. **Director** ~ thanked the Board for approving the budget and millage rate; 35 sentinel chickens and two horses have tested positive for EEE this year but as of last week the numbers appear to be going down; thanked the employees for their hard work; June 25-29 was National Mosquito Control Awareness week, we did a Media Open House (June 26, 2018) and invited local TV, newspaper, and radio stations, we emphasized three big projects, AGO trap, Wolbachia infected mosquito release, and SAT; AMCA's, Joe Conlon came to the event and the event was very successful giving us positive feedback; we had one seasonal inspector/sprayer resign early, one visiting scientist finished her term, two interns finished their term and returned to school, and we hired two new interns for the AGO trap and the Wolbachia infected mosquito project; next week we have one visiting scientist coming for three months and then a post doctorate, a professor of Entomology from Mexico, is coming to join us through the University of Florida grant and will work here for one year.
2. **Attorney** ~ Mr. Flowers; there has been activity in the private sector on issues for the websites, pertaining to the Americans with Disabilities Act and ADA compliance. There are elements to make the website ADA compliant and we need to check that our website is in compliance. Mr. Flowers stated he will give that information to Dr. Xue.

COMMISSIONER COMMENTS:

Commissioner Moeller ~ concerning the letter from Mr. Wanchick, St. Johns County Administrator, (in Dr. Xue's report) asking if we had any input for the St. Johns County Legislative Action Plan for 2019, do we need to ask FMCA if we want St. Johns County's back up as an agency, as we aren't authorized, it has to come from FMCA. The deadline to respond to St. Johns County is July 27th. She also requested Mr. Weaver check to see if we could find out how many people have downloaded the Phone App for AMCD service requests.

Commissioner Howell ~ appreciates the positive input from the public and those in the audience; as commissioners, they always try to strive to do their best for the public; our employees are doing a great job for our public, we get good positive feedback; appreciates working with the other commissioners, appreciates Mr. Flowers and Dr. Xue who works well with the commissioners and educates them.

Commissioner Rock ~ N/A

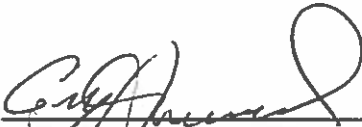
Dr. Xue also reminded everyone that the Florida Entomological Society's (FES) annual meeting is July 22nd through 26th which is being held in World Golf Village (WGV), St. Augustine this year.

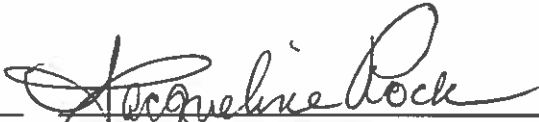
ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Howell adjourned the meeting at 6:20 P.M.

ATTEST 
Chairperson, Commissioner Gary Howell


Secretary/Treasurer, Commissioner Jaqueline Rock

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.