

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
Jeanne Moeller, Vice-Chairperson
Gina LeBlanc, Secretary/Treasurer
Don Girvan, Commissioner
Trish Becker, Commissioner



DISTRICT DIRECTOR

Dr. Rui-de Xue



Wednesday, August 7, 2019

Next Meeting(s): Thursday, September 12, 2019 – 5:00 PM
Thursday, September 12, 2019 – 5:30 PM ~ First Public Hearing
Thursday, September 26, 2019 – 5:30 PM ~ Final Public Hearing

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Wednesday, August 7, 2019, at 4:00 P.M.

Board members in attendance:

Mr. Gary Howell, Chairperson
Mrs. Jeanne Moeller, Vice-Chairperson
Mrs. Gina LeBlanc, Secretary/Treasurer
Mr. Don Girvan, Commissioner
Mrs. Trish Becker, Commissioner

Also in attendance:

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

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 ~ 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 Becker
- 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.

- Commissioner Moeller requested that Consent Agenda Item #7 “updated Organizational Chart” be pulled and tabled and put on the September 12, 2019 Agenda.
 - A. **A motion was made to pull Consent Agenda Item #7: “Updated Organizational Chart” and Table it to the September 12, 2019 Agenda for discussion.**
 - Motioned by: Commissioner Moeller
 - Seconded by: Commissioner Girvan
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**
 - B. **A motion was made to approve the Consent Agenda as amended.**
 - Motioned by: Commissioner Moeller
 - 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 – July 11, 2019 at 5:00 PM
5. Attendance for FMCA Annual Meeting, St. Augustine Beach Oceanfront Resort, Florida, November 17-20, 2019
6. Dr. Xue’s Attendance to Present at ACS Symposium, Aug. 28, 2019, San Diego, CA.
7. ~~Updated Organizational Chart (Item added after Proposed Agenda Sent)~~ (*Item Pulled from the Consent Agenda during the meeting and Tabled to Sept. 12, 2019 Board Meeting*)
8. Budget Amendments ~ \$50,722.42 from Receipts to Expenditures

UNFINISHED BUSINESS:

Item 1: Construction Project Update ~ Mr. Bill Youker, Harrell Construction Co., Inc.

- Mr. Youker noted that building 900 is fully inspected and all that remains is the “as built drawings” which are with the county and waiting for their final review to have the Certificate of Occupancy (CO) issued. The hangar floor is being sanded and redone because of the issue with dirt and bugs getting into the paint before it dried. Building 500, green houses, were delivered Monday and installers arrived yesterday to start installing them. They should be complete next week and the electricians will top out all next week also, dry wall is done.
 - **THERE WAS NO MOTION ON THIS ITEM**

Item 2: Aerial Program Workshop Discussions ~ Mr. Peter Paul Leone

- Mr. Leone showed four PowerPoints and described the importance of FAA Part 137 which is a higher standard, close to accreditation, and it requires more inspections than just having a Public Use designation. He described leadership and job satisfaction as important to a successful program, he went over equipment, aerial applications, NVG night operations, and training. He then concluded with the considerations of AMCD purchasing a second helicopter with fixed wing capability and the types of helicopters that would give us that. Commissioners and Dr. Xue asked questions: what is needed to finish ULV system?-an aerial mechanic; can the annual maintenance inspection be postponed to a later date that doesn’t

interfere with the active season?-NO, but it can be done earlier; can we convert a truck to be a “nurse truck”?-yes but the best type would be a flat-bed truck.; Can our hangar hold more than one helicopter?-yes (i.e.; possible hurricane threat where other mosquito control counties need to house their helicopter away from the area). Dr. Xue then described the map of the county showing conservation lands, where we can’t do anything but use BTI for larviciding, and also showing the hot spots in the county. Dr. Xue then presented a certificate of appreciation to Mr. Leone for his creating the AMCD aerial program.

A. A motion was made to authorize staff and the attorney to contact Volusia and East Flagler County Mosquito Controls to develop a Memorandum of Understanding (MOU) for collaborations in the Aerial Program, and then bring this back to the Board for further discussion and decision.

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

NEW BUSINESS

Item 1: Discussion and Approval for Staff and the Attorney to Update the Employee Handbook ~ Dr. Rui-De Xue

- Dr. Xue stated that due to policy changes and procedures and the fact that the last revision of the Employee Handbook was in 2011 (with a reprint in Dec. 2016) we need to update the employee handbook and bring it back to the Board for approval. Commissioner comments included that if we are going to look at updating the Probation policy and the Sick and Annual leave policies for health insurance and other benefits, we need to talk about that before updating the Employee Handbook.
 - **There was a consensus with the five Board members to continue working on this but to Table this item at this time and bring it back to the Board at a later date.**

Item 2: Discussion and Approval of Policy Revision on Health Insurance and Benefits beginning date (also where it affects the Annual leave, Sick leave & Probation Policies)~ Dr. Rui-De Xue

- Commissioner comments included questions: is there added cost in the budget for this?; is this change acceptable with BlueCross? Is it ok to do this right away? Do we need to get with Don Lohr on this first? Mr. Hanna had spoken to Mr. Lohr about this and stated that the insurance renewal date is January 1st and all changes should be done to be effective January 1, 2020.
 - **There was a consensus with the five Board members to continue working on this but to Table this item at this time and bring it back to the Board at a later date.**

REPORTS:

1. **Director** ~ Dr. Xue; we have had 6 sentinel chickens that tested positive for EEE and four for WNV, mosquito populations have increased this week and we started the ULV spraying and the night time ground spraying; we have conducted education and training, the pilot, Mr. Peter Paul Leone resigned full time employment as of August 1, 2019 and will be part-time as of August 2, 2019; we received 22 applications for a full time pilot and 11 applications for a full time aircraft mechanic.
2. **Attorney** ~ Mr. Flowers; had nothing further to add.

COMMISSIONER COMMENTS:

Commissioner Becker ~ Thanked Mr. Leone for his amazing work and our awesome staff that have helped him.

Commissioner LeBlanc ~ thanked Mr. Leone for his presentation and what's he's done for our aerial program and all that he has done and thanked the staff for all they do.

Commissioner Moeller ~ asked if the phone app is working correctly as she has received service requests from the public and they said the app is not working. Mr. Weaver stated that the app is functioning, however there is a glitch in the mapping that the Canadian subcontractor is working on, as they have a fee that needs paid by them to google maps before the mapping function is corrected (it shows it is "under development") however, all else on the app for entering service requests, checking fogging, etc. is working properly. He is negotiating with Mobisoft (the Indian Company) to take over the mapping for the app. Commissioner Moeller read a letter for her to have sent to the St. Augustine Record for the "Letter to the Editor" section, about the jump in mosquito populations and suggestions and websites to assist the public, including our free app for entering service requests.

Commissioner Girvan ~ the Board should consider continuing the accounting intern program and we should consider hiring a full time junior accountant to provide backup and continuity as things are more complicated now, including our having the aviation program.

Commissioner Howell, at this time, introduced a member in the audience who was Mr. Kevin Card, a pilot with the East Flagler County Mosquito Control.

Commissioner Howell ~ the St. Augustine Record contacted him about doing an article on the Aerial Program and he referred that over to Dr. Xue so he could give the accurate information on the aerial program and it was a good article. We all work together and are team players and we appreciate the tax payers.

ATTACHMENTS: ~

1. *Commissioner's Handbook Revision and Separated Reference Manual.*

ADJOURNMENT:

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

ATTEST

Chairperson, Commissioner Gary Howell

Secretary/Treasurer, Commissioner Gina LeBlanc

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