

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



Thursday, September 12, 2019

Thursday, September 26, 2019 – 5:30 PM ~ Final Public Hearing

Thursday, October 10, 2019 at 5:00 PM ~ Regular Meeting

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 12, 2019, at 5:00 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. John Wallace, Attorney, Lewis Longman and Walker ~
(Standing in for Mr. Wayne Flowers who is out of town)
Dr. Karl Malamud-Roam, Vector Control Consultants

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.

A. A motion was made to approve the Consent Agenda as presented.

- 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, August 7, 2019 at 4:00 PM
5. No November 14, 2019 Board Meeting (due to preparations for FMCA Annual Meeting and OPEN HOUSE (Nov. 17-20, 2019)
6. Cintas Uniform Contract Renewal
7. Tank Guard Liability Insurance Renewal
8. Board Members and Dr. Xue to attend WHO Vector Control Group Meeting, Geneva, November 11-13, 2019
9. Budget Amendments ~ \$51,129.97 from Receipts to Expenditures

UNFINISHED BUSINESS:

Item 1: Approval of Fleet/Liability and Workers Compensation Insurance Renewals ~ Mr.

Matt Baker, Thompson Baker Insurance Company

- Mr. Baker gave a handout of two pages that reflected a change since the proposal in the Board book; Page 9: which showed coverage of the hanger at \$1.1 million, once it was completed (after the Board Books went out) the corrected number then became \$1.5 million; Page 16: the price increase was due to more infrastructure and more vehicles. He answered commissioners' questions about the hurricane deductible versus the flat rate deductibles, as well as government actions and also recommended to the Board that they look at electing the 2 year rate guarantee because of property exposure.

This meeting was stopped at this time, at precisely 5:30 P.M., to hold the First Public Hearing which was advertised for 5:30 P.M.

At 5:32 P.M. this meeting was brought back to order to resume.

- Mr. Baker stated he nothing further to add.
 - A. **A motion was made to approve the proposal for the Fleet, Liability, and Workers Compensation Insurance package from the Thompson Baker Agency for \$129,129 for FY 19/20.**
 - Motioned by: Commissioner Moeller
 - Seconded by: Commissioner LeBlanc
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

- B. A motion was made to accept the proposal as presented, accepting the offer of the 24 month rate guarantee for the Fleet, Liability, and Workers Compensation Insurance package from the Thompson Baker Agency for FY 19/20.**
- Motioned by: Commissioner Moeller
 - Seconded by: Commissioner Girvan
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Item 2: Updated and Divided Commissioner's Handbook Revision to Commissioner's Policy Manual and Commissioner's Reference Book ~ Dr. Rui-De Xue and AMCD Board of Commissioners

- Dr. Xue stated, at Commissioner Moeller's suggestion, updates were made to the Commissioners Handbook. Staff separated the Handbook into two manuals, the Commissioners Handbook which holds the Commissioners' policies' and the Reference Manual that holds information only items.
- Commissioner Moeller stated she would like everything put back into one manual, but with tabs after the Policy section for the Reference manual, the attachments and the job descriptions. She also noted that the Mosquito Control Districts directories need updated with current information, addresses and phone numbers.

A. A motion was made to approve the Commissioner's Handbook, with suggested changes.

- Motioned by: Commissioner Moeller

Commissioner Howell stated he would like to wait until it is completed and have this brought back to the Board when it is completed

- **Commissioner Moeller withdrew her motion**
- **There was a consensus of the Board that directed Ms. Hall to make the suggested changes and bring this back to the Board when it is completed.**

B. A motion was made to move the Organizational Chart and Molecular Biologist Job Description, from Unfinished Business #2 to Unfinished Business #3.

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

Item 3: Revised Probationary Period Policy and Full Benefits Policies to begin on date of hire (includes Insurances, as well as Sick and Annual Leave) ~ Dr. Rui-De Xue

- Dr. Xue stated the updated Organizational chart and Job description is needed because we are doing more applied research and receiving more grant money. The Commissioners stated it is unnecessary to have additional extensions if we have a one year probation, some did not want a full year probation, they didn't vote on interns receiving annual leave or holidays, and contract positions needs a policy to clarify those positions. There was also discussion on the information giving full time employees benefits from date of hire and it was noted that come January 1st that can be part of the package when we renew the health insurance, but if we go to Blue Cross now, we need to petition for it and it isn't guaranteed we could get it this late in the year.
- **There was a consensus of the Board of Commissioners for staff to bring this back to the Board in December with the health insurance renewal for coverage that begins**

January 1, 2020, to have benefits begin from date of hire. Also, Scott Hanna is to petition through our agent, Don Lohr, to see if it's possible to do this before then.

- A. A motion was made to approve the revised Organizational Chart and the Molecular Biologist job description as presented.**
 - Motioned by: Commissioner Becker
 - Seconded by: Commissioner Moeller
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**
- **There was a consensus of the Board of Commissioners to table the items for “full benefits from date of hire” and the “1 year probation period”.**

NEW BUSINESS

Item 1: Discussion and Approval for Proposal for GLP Consulting to Certify AMCD Lab and Facilities ~ Dr. Rui-De Xue, Director and Dr. Karl Malamud-Roam

- Mr. Karl Malamud-Roam, Vector Control Consultants, stated we have a great lab but it needs work to become GLP certified. He outlined what it takes to be GLP certified: 1) GLP equals a Quality Management system for product testing and evaluation labs & global standard data quality for chemical product safety and efficacy; 2) Adopting GLP will give us better Vector Control tools, efficacy, data and becoming an accredited contract testing lab; 3) the meaning of GLP for AMCD is, EPA would recognize us as a GLP compliant testing facility and we could certify GLP studies and the ability to charge more for testing and evaluation; 4) GLP is right because it would enhance existing surveillance and research and would allow higher quality testing and evaluation; 5) to be certified we would need documentation of procedures, validation of equipment and procedures, and improved monitoring and record keeping; 6) the Proposed action plan is to focus on training, improve archives and validation timeline for 18-24 months. This will bring in more dollars to the AMCD and increase our reputation. The cost would be \$45-50 thousand dollars over two years.

- A. A motion was made to approve GLP Vector Control Consultants to certify AMCD as a GLP Facility.**
 - Motioned by: Commissioner LeBlanc
 - Seconded by: Commissioner Moeller
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**
- B. A motion was made to approve the initial contract proposal for \$10,000 for GLP Vector Control Consultants as recommended.**
 - Motioned by: Commissioner Moeller
 - Seconded by: Commissioner LeBlanc
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**
- C. A motion was made to authorize Commissioner Howell to execute a contract with GLP Vector Consulting Services.**
 - Motioned by: Commissioner Moeller
 - Seconded by: Commissioner Becker
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Item 2: Open House for FMCA Participants (Nov. 17, 2019 from 2 to 5 PM) ~ Dr. Rui-De Xue

- Dr. Xue recommended AMCD host an Open House for FMCA participants and to have it on Sunday, November 17, 2019 from 2:00 PM to 5:00 PM. He stated there would be approximately 80-100 people to attend and he requested \$600.00 to provide finger food and beverages.
 - A. **A motion was made to approve AMCD to have an Open House for FMCA participants on Sunday, February 17, 2019 from 2 to 5 P.M. and approve \$600 for food and beverages.**
 - Motioned by: Commissioner Becker
 - Seconded by: Commissioner Moeller
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Item 3: Approval for Commissioner Becker to speak on behalf of AMCD Board to ask St. Johns County BOCC for a Proclamation for AMCD Mosquito Day, December 8, 2019 ~ Commissioner Trish Becker

- Commissioner Becker gave the Board a handout that outlined her proposal to the St. Johns County Board of County Commissioners for them to do a proclamation for a Mosquito Control Awareness Day, December 8, 2019. She stated she needs to submit it to them no less than one month prior to when it is needed. She also requested the attorney look it over to clean up the wording. It was suggested to have it approved by the St. Johns County Board of County Commissioners by their last meeting in November.
 - **There was a consensus of the Board to have the attorney and Commissioner Becker work on cleaning up the Document for her to present it for approval to the St. Johns County Board of County Commissioners and for the Proclamation to be done by their last November Board meeting.**

Item 4: Hurricane Dorian Response Report ~ Mrs. Kay Gaines and Mr. Richard Weaver

- Mr. Weaver and Mrs. Gaines gave a report on the Hurricane Dorian Response: Aug. 28th, the EOC asked them to attend a meeting as the hurricane was expected to come up the coast of Florida, affecting both Flagler and St. Johns County. The Disaster Preparedness Manual was reviewed with employees, vehicles were gassed up and checked for flashlights; Guana contacted AMCD to ask to allow their vehicles and equipment to be stored here and they did do so on Friday, Aug. 30th. At the Search and Rescue meeting, AMCD was asked to provide use of our airboat and one of our airboat operators, Mr. Morgan Duett, to help them, along with some of our vehicles; there were updates 3 times every day; Mrs. Gaines and Mr. Weaver, attended the meetings at various times each day, along with Mr. Edward Zeszutko and Mr. Morgan Duett at some of the meetings, then on Tuesday, Sept. 3rd, Search and Rescue requested bunking at our facility, this also included the National Guard, Sheriff's office and Station 4 Fire Personnel. They also used our helipad on Thursday to take people up to do assessment on any damage; everyone was impressed with our facility and staff; they thanked us for the use of everything. Mr. Weaver also worked with the construction crew who were able to get the generator commissioned. The St. Johns County Sheriff's office stored their big boat in the hangar. Thursday, Sept. 5th AMCD remained closed but Mr. Weaver, Mrs. Gaines, Mr. Hanna, Ms. Hall and Dr. Xue, all came in to complete payroll and Board Books. Full staff returned to work on Friday, Sept. 6, 2019. Dr. Xue presented a certificate to Mr. Weaver and Ms. Gaines at Commissioner Moeller's suggestion.
 - **THERE WAS NO MOTION ON THIS ITEM**

REPORTS:

- 1. **Director** ~ Dr. Xue; there was not much rain with Hurricane Dorian, 1-2" inland and coastal flooding, there was a salt marsh mosquito outbreak which is being taken care of. There were 8 sentinel chickens positive for EEE and 19 positive for WNV. The last building will be finished by the end of this month, we hired an aircraft mechanic, and pilot Mr. Card started in-house inspections and should be completed in approximately one week.
- 2. **Attorney** ~ Mr. Wallace; No report

COMMISSIONER COMMENTS:

Commissioner Becker ~ each year there are more hurricanes and they are becoming more dangerous, we get more flooding and more mosquitoes and we have a great team to work on this; thanked everyone for all they do.

Commissioner LeBlanc ~ appreciates the staff who are working hard and thanked them for all they do.

Commissioner Moeller ~ because of the GLP certification, two commissioners' Mrs. Moeller and Mr. Howell will not attend the WHO meeting in Switzerland in November and will wait and talk to the people later in the year. The New Vector museum was approved in the budget and she would like to get the bid process started after the Final Public hearing, which is September 26, 2019 or have Harrell Construction do it, if that can be done. Thanked the staff for all their hard work.

Commissioner Girvan ~ is proud of all the growth we have made and staff are doing a good job and proud of the progress, appreciates working with the Board.


Commissioner Howell ~ announced the final public hearing will be on September 26, 2019 at 5:30 P.M.; stated that when you have good people that support you, you are proud to work here; really enjoy working with people that appreciate us and appreciates all the hard work and dedication.

ATTACHMENTS: ~

- 1. *None*

ADJOURNMENT:

Chairperson Howell adjourned the meeting at 7:45 P.M.

ATTEST 
 Chairperson, Commissioner Gary Howell


 Secretary/Treasurer, Commissioner Gina LeBlanc

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.