

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
Vivian Browning, Vice-Chairperson
Catherine Brandhorst, Secretary/Treasurer
Janice Bequette, Commissioner
Jeanne Moeller, Commissioner



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, September 8, 2016

Next Meeting(s):
Final Public Hearing, Thursday, September 22, 2016 – 5:30 PM
Regular Meeting, Thursday, October 20, 2016 – 6:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 8, 2016, and began at 5:38 P.M., immediately following the First Public Hearing which was held at 5:30 PM.

Board members in attendance:

Mr. Gary Howell, Chairperson
Ms. Vivian Browning, Vice-Chairperson
Mrs. Catherine Brandhorst, Secretary/Treasurer (*Arrived at 5:45 PM due to Dr. Appointment*)
Ms. Janice Bequette, Commissioner
Mrs. Jeanne Moeller, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne E. Flowers, Attorney
Mr. Matt Baker, Thompson Baker Insurance

Chairperson Howell called the meeting to order.

(The Pledge of Allegiance and Invocation were given at the First Public Hearing, just prior to this regular meeting.)

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.

- Commissioner Browning requested New Business #1: Proposed Policies on 'Public Comment' and 'Promoting Decorum and Civility in Public Meetings' be moved up in front of Unfinished Business #1 for use at this meeting forward.
 - A. **A motion was made to move Unfinished Business #1: "Proposed Policies on 'Public Comment and Promoting Decorum' and 'Civility in Public Meetings' up in front of Unfinished Business #1.**
 - Motioned by: Commissioner Browning
 - Seconded by: Commissioner Howell
 - VOTE accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

B. A motion was made to move Unfinished Business #2 “500 Old Beach Road Property Disposal RFP Approval” to #11 on the Consent Agenda.

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

C. A motion was made to approve the Agenda as Amended.

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Bequette
- 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 Amended.

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Browning
- 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 of August 11, 2016 at 6:00 P.M.
5. Cintas Uniform Contract Renewal
6. Tank Guard Liability Ins. Renewal
7. Move October 13, 2016 Board Meeting to Thursday, October 20, 2016 at 6:00 P.M.
8. No November 10, 2016 Board Meeting (*Due to FMCA Meeting*)
9. Annual Renewal of FDACS Mosquito Control Memorandum of Understanding
10. Budget Amendments ~ \$500 Freight; \$1000 Publications & Dues; \$2,500 Office Supplies
11. 500 Old Beach Road Property Disposal RFP Approval (*Moved from Unfinished Business #2*)

NEW BUSINESS

Item 1: PROPOSED POLICIES ON ‘PUBLIC COMMENT’ AND ‘PROMOTING DECORUM AND CIVILITY IN PUBLIC MEETINGS’ ~ Mr. Wayne Flowers

- Mr. Flowers went over the two proposed policies (as shown in the Board Book), the Promoting Decorum and Civility policy addresses how the Board speaks to one another and how the public speaks to the Board, it states the general purpose of the board is to conduct meetings in a manner that preserves order and decorum and recognizes the authority of the chair to insure decorum and civility is maintained in the meeting. The Public Comment policy addresses providing comments for items not on the agenda and the time limit for comment and allows the chair to extend the time as needed. It was requested by members of the Board to have the last sentence “A Commissioner, in speaking on any matter shall confine him/herself to the question, or matter before the Boardother officials, staff or the public.”, in #2 of the Board Policy on Decorum and Civility, be duplicated and added as the last sentence in #IV of the Board Policy on Public Comment and replace the word “Commissioner” with the words “Members of the Public”.

- A. **A motion was made to approve the “Public Comment” and “Promoting Decorum and Civility in Public Meetings” policies as amended.**
 - Motioned by: Commissioner Bequette
 - Seconded by: Commissioner Browning
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**
- **At this point there was a consensus from the Board to allow Public Comment on the Consent Agenda item #11 “500 Old Beach Road Property Disposal RFP Approval” that was approved on the Consent Agenda.**

PUBLIC COMMENT

- Mr. Pat McCormack, attorney for the St. Johns County Board of County Commissioners, 500 San Sebastian View, St. Augustine, FL: congratulated the Board and staff on the construction and management of the new facility, congratulated the Board on issuing the RFP for the 500 Old Beach Road property, commented that the time frame on the RFP is tight in getting it submitted back to us, requested direction on questions for procedures and information.
- Mr. Max Royle, City Manager for the City of St. Augustine Beach, 2200 A1A South, St. Augustine, FL 32080: also commented that the time frame for submittal is tight especially due to their 2017 budget year timeline.
- Discussion by the Board: some wanted to stay on the present time schedule for the RFP, others requested extending it as this would enhance the RFP submittals; noted that the appraisal for \$750 thousand was based on public or private sale, rather than the present RFP for government use only. Mr. McCormack stated they only needed a few extra weeks and that it would improve the quality of the submissions, Mr. Weaver stated that if we moved the RFP deadline to November 18, 2016, we could submit this back to the Board at the December 8, 2016 Board meeting for Board award.

- A. **A Motion was made to change and set the deadline for the RFP to November 18, 2016 and to provide it back to the Board for awarding, at the December 8, 2016 Board Meeting.**
 - Motioned by: Commissioner Browning
 - Seconded by: Commissioner Moeller
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

PUBLIC COMMENT:

- Mr. Peter Royal, 345 Hefferon Drive, St. Augustine, FL; Commissioner Candidate for Seat 3, we can do other things with the property than just transferring it or selling it.
- B. **The Motion was amended to change and set the deadline for the RFP to 4:00 P.M. on November 18, 2016 and to provide it back to the Board for awarding, at the December 8, 2016 Board Meeting.**
 - Motioned by: Commissioner Browning
 - Seconded by: Commissioner Brandhorst
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

UNFINISHED BUSINESS:

Item 1: APPROVAL OF FLEET/LIABILITY AND WORKERS COMPENSATION INSURANCE RENEWALS ~

Mr. Matt Baker, Thompson Baker Insurance

- Mr. Baker gave a brief overview of the policies; this will be the second year of the approved 2 year rate guarantee, the total insured value of building and contents coverage is going from 1.9 to 5.6 million dollars, the 30% increase on premium is because of this increase in value however, the rates overall are still the same.

A. A Motion was made to approve the Fleet/Liability and Workers Compensation Insurance Renewals as presented.

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

Item 2: ~~500 OLD BEACH ROAD PROPERTY DISPOSAL RFP APPROVAL~~ (Moved to Consent Agenda #11)

Item 3: RESPONSE TO MR. STEVE KLOEBLEN ON MILLAGE INCREASE ~ Dr. Rui-De Xue

- Dr. Xue received an email from Mr. Kloeblen on the millage increase and he responded back in answer to all the questions and feels Mr. Kloeblen was satisfied as he never responded back.
 - **THERE WAS NO MOTION ON THIS ITEM**

NEW BUSINESS

Item 2: 2016 INTERN STUDENTS (3) REPORT ~ Mr. Christopher Bibbs

- Mr. Bibbs gave a PowerPoint presentation outlining the applied research program and the interns' projects and contributions. It was noted the program has attracted interns from other states, internationally, as well as all over Florida; of special note was that this year our high school intern, Mr. Jeremy Wholforth and our education intern, Ms. Jesse Crossier both tested, passed, and received their public health pest control license, which is unusual as most interns don't opt to obtain their pest control license; the benefits to AMCD are the supporting of AMCD's mission, training future mosquito control professionals, outside funding, additional equipment and materials and the benefits to the applied research program.
 - **THERE WAS NO MOTION ON THIS ITEM**

REPORTS:

1. **Director** ~ Dr. Xue; 4 imported Zika cases, 11 EEE positive sentinel chickens, all counties are under a EEE advisory, found *Aedes aegypti* in the Lighthouse area, we began efforts with 1 mosquito control technician and 1 Department of Health official there every Wednesday to campaign and inspect and clean up; we received 1 check for research \$25,000, Department of Agriculture Grant of \$86,000, Zika Funding \$26,000 for a total of \$160,000 this year in grant money. There was also grant money to University of Miami of \$30,000 for interns to work here at AMCD and Mosquito research foundation \$50,000. We have a visiting scientist, Dr. Wang Fei, from Shanghai CDC for three months
2. **Attorney** ~ Mr. Flowers introduced Mr. John Wallace, an attorney from their firm, Lewis Longman and Walker who accompanied him today; he also requested permission to work on a new proposed Public Records Request policy, as the AMCD policy is outdated.

A. A Motion was made to approve Mr. Flowers, AMCD attorney, to work on a proposed updated "Public Records Request" policy and bring it back to the Board at the December 8, 2016 Board meeting for approval.

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

COMMISSIONER COMMENTS:

Commissioner Browning ~ thanked staff for a job well done going door to door and what's being done to keep awareness going out to the public.

Commissioner Bequette ~ no comment

Commissioner Moeller ~ thanked the staff for all their work and reminded Commissioners she will be in Alaska next week.

Commissioner Howell ~ AMCD is #1 in the state of Florida, thanked all, appreciates the job our people do, he then asked the commissioner candidates in the audience to stand, Ms. Jackie Ross, seat 3 candidate, Mr. Peter Royal, Mrs. Gina LeBlanc, candidate seat 1.

Commissioner Brandhorst ~ apologized for being absent from the First Public Hearing due to her doctor's appointment running late, she sees problems with the budget and cola and will get with staff to go over the budget, prior to the Final Public Hearing.

ATTACHMENTS: ~

1. Additional copy included of the Director's Evaluation Form and Process which is due back by September 10, 2016.

ADJOURNMENT:

Chairperson Howell adjourned the meeting at 7:12 P.M.

ATTEST 
Chairperson, Commissioner Gary Howell


Secretary/Treasurer, Comm. Catherine Brandhorst

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