

Anastasia Mosquito Control District of St. Johns County

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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, October 10, 2019

Next Meeting(s): Thursday, December 12, 2019 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, October 10, 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. Wayne 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 ~ None

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

- Commissioner Moeller requested discussion on the Winter Work Hours, Consent Item 8. She requested that administrative leave, during such times as when it is utilized during the two week shut down holiday in December and January (per the Winter Work Hours memo) be added to the Administrative Leave policy and be brought back on the December Agenda.

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

- 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 with the understanding that the Administrative Leave policy will be revised and brought back in December.**
- Motioned by: Commissioner Moeller
 - Seconded by: Commissioner LeBlanc
 - 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:
 - a. Regular Board Meeting, September 12, 2019 at 5:00 PM
 - b. First Public Hearing, September 12, 2019 at 5:30 PM
 - c. Final Public Hearing, September 26, 2019 at 5:30 PM
5. AMCA Annual Meeting (2 Commissioners), Portland, OR (March 16-20, 2020); FMCA Dodd Short Courses (all 5 Commissioners), Gainesville, FL, (Feb. 3-7, 2020)
6. Commissioner Girvan to visit MosquitoMate in October – November 2019
7. Change Title, Mr. Scott Hanna, from Accountant to Chief Financial Officer (C.F.O.)
8. Winter Work Hours
9. Christmas Bonus Checks
10. MOU (#25491) Renewal between FDACS and AMCD (10-1-19 to 9-30-20)
11. Policy Revisions; Probation (from 6 months to 1 year) and Licensed Interns (holiday pay and annual leave) (leave computation from calendar to Fiscal year)
12. Annual Physical Inventory Report
13. Quarterly Budget Analysis
14. Budget Amendments ~ NONE

UNFINISHED BUSINESS:

Item 1: CONSTRUCTION PROJECT SUMMARY REPORT ~ Mr. Bill Youker, V.P., Harrell Construction Co., Inc.

- Mr. Youker stated that the project is complete with minor exceptions; hydro-seeding needs completed as well as the separator tank. All buildings received inspections as of the end of September 2019. They are waiting on the intake louver for the fan for the chicken house and the electrician will wire the fan next week, they are waiting on the door sensor for the 800 labs. Dr. Xue noted the larvacide pools are not completely draining 100% and Mr. Youker said they would look at that.

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

Item 2: DISCUSSION AND INPUT ON DISEASE VECTOR EDUCATION CENTER ~ Dr. Rui-De Xue and Board Members

- Dr. Xue stated that the committee discussed the name and agreed that it should be changed from Museum to Disease Vector Education Center. It will have an AMCD History section, Urban Pest Section, Vector-borne Disease section, Tick Vector Section, and a past, current, and future Mosquito Control technology activity room. He requested the commissioners to

give their input. It will be brought back to the Board once RFP submittals are received. The commissioners discussed this and wanted the 6,000 square foot, rather than 4,000; they discussed going with a second story and Mr. Youker stated that will generate a need for additional parking, elevators, 2 stairways, larger pipes than what is there now. They also discussed making sure we go “green” with it also.

- **There was NO MOTION with this item.**

NEW BUSINESS

Item 1: RFP FOR SITE PLAN, PERMITS, AND DESIGN FOR THE DISEASE VECTOR EDUCATION CENTER BUILDING ~ *Dr. Rui-De Xue*

- Dr. Xue explained this will be done over two budget years for \$843,297 for a 6,000 square foot building. Mr. Flowers explained that this RFP would generate people that do design and build, to present to us a design and be prepared to permit and build it and the prices for all that. After we hire them, then we could restrict the contract to the design phase only and then do another RFP for the building part. They discussed possibly doing a workshop on this and then decided to go forward with the RFP. It was requested the building have the correct video equipment in the building. It was noted to change the word “Museum” in the document to Education Center.

A. A motion was made to approve the RFP for the Site Plan, Permits, and Design of the Disease Vector Education Center Building.

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

Item 2: DISCUSSION AND AUTHORITY FOR STAFF FOR FEASIBILITY STUDY ON SOLAR SYSTEM FOR AMCD FACILITIES ~ *Commissioner Gary Howell*

- Mr. Howell stated he and another commissioner have been on many trips and seen many buildings and we need to go “green” and utilize solar energy in our buildings. Mr. Youker confirmed that all the lights in our complex are LCD lights. Dr. Xue stated the Disease Vector Education Center should also include solar systems.

A. A motion was made to approve and authorize staff to do a feasibility study for a solar system for the AMCD Facilities and to include the cost, payback periods, and future maintenance concerns.

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

REPORTS:

1. **Director** ~ Dr. Xue; we have 1 horse with two viruses, WNV and EEE; one horse with WNV, 9 sentinel chickens with EEE and 28 with WNV. The Health Department has put out a Mosquito-borne Disease Advisory for St. Johns County and we put it on our website, this has also been on Channel 4 and Channel 20 news. It is still dry and the mosquito population is low, yesterday we did an aerial spray, larvaciding, for hot spot areas to control WNV. Next week we will register for the FMCA meeting and Open House, the meeting is November 18th

to the 20th and November 19th is Commissioner Day. Please let Dr. Xue know which day(2) each commissioner is available and wants to join the meeting and Commissioner's day. Lunch will be provided by the FMCA. Sunday, November 17th is the AMCD Open House for the FMCA participants.

2. **Attorney** ~ Mr. Flowers; Nothing to report.

COMMISSIONER COMMENTS:

Commissioner Becker ~ December 7th from 10 AM to 2 PM, the Education Specialist, Eddie Zeszutko, Dr. Xue, and she will be at the main branch library to do a meet and greet for Anastasia Mosquito Control Program Day. The library is doing a big book sale day and expect more than 800 people there. They will have 2 PowerPoints and answer questions and there will be a mosquito related book display, where the library has a lot of mosquito control books for children. She also stated what an incredible job Mr. Zeszutko is doing, he reaches out to so many groups, schools and family events, and does a lot of social media for us. They did Flagler College Career day on October 2nd, along with Courtney Cunningham, who is a Flagler College graduate. October is also Breast Cancer Awareness month and she tabled with Eddie and our intern Caroline Blunck and they handed out mosquito wipes and had the host of the event talk on the mike and recommend everyone wear mosquito repellent during the 5k event the next day; she also took a moment to thank Ms. Charolette Hall who is a breast cancer survivor and inspires and gives back to others and stated we are lucky to have her here; she asked that everyone be vigilant and continue to be tested. She also mentioned that Friday at 6 P.M. Eddie will be participating in the Vilano Beach Pier Cleanup. Also October 19th, she will distribute mosquito spray and first aid kits (that AMCD donated) to the St. Johns Housing partnership for low income and elderly assistance.

Commissioner LeBlanc ~ our education specialist, Eddie, is doing a great job, she sees on Facebook all the comments and how he engages the public, which is great, she thanked the staff for all they do.

Commissioner Moeller ~ we need to update the probationary period in the Employee Handbook now that we approved the new probationary period timeframe; the seasonal pay plan also needs updated now that we have gone to \$15.00 per hour for them; on the hospitalization for grant contract employees, the grant must include full payment for their benefits and must be one year or longer; she then thanked the staff.

Commissioner Girvan ~ have Commissioner Becker contact Jessica Clark with First Coast News, to do an in depth TV program on various viruses that we protect against. The attorney stated we did not need a motion and vote to let her do this. He thanked the Board for approving the change in job title for Mr. Scott Hanna and thanked him and all the staff for what they do.

Commissioner Howell ~ thanked the voters and taxpayers for allowing him to serve them and thanked the Board for electing him as chairperson for 4 years in a row; encourages the junior commissioners to step up to the plate for the chairperson's job; thanked the Board for allowing him to bring solar power to the forefront and thanked the Staff and Dr. Xue for always supporting him to do what needs done; he also asked for prayers for his future for what he does politically and for his success in that. Thanked the Commissioners for what they do and being involved in our community.

ATTACHMENTS: ~

1. *None*

ADJOURNMENT:

Chairperson Howell adjourned the meeting at 6:39 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.

ATTACHMENTS: ~

1. *None*

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Chairperson, *Commissioner Gary Howell*



Secretary/Treasurer, *Commissioner Gina LeBlanc*

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