

# 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](http://www.amcdsjc.org)

## BOARD OF COMMISSIONERS

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



## DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, December 14, 2017

Next Meeting(s): Thursday, January 11, 2018 – 5:00 PM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, December 14, 2017, at 6:00 PM.

Board members in attendance:

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

Also in attendance:

Dr. Rui-De Xue, Director  
Mr. Wayne E. Flowers, Attorney  
Mr. Don Lohr, Herbie Wiles, Insurance  
Mr. Bill Youker, V.P., Harrell Construction Company, Inc.  
Mr. Ryan Shadel, AFLAC

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 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

- Commissioner Brandhorst requested Consent Agenda Item #6: Service Request Phone App be moved from the Consent Agenda to New Business #4.

**B. The motion was restated and made to approve the Consent Agenda as Amended.**

- 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 – October 12, 2017 at 6:00 PM
5. Annual Physical Inventory Report
6. ~~Service Request Phone App~~ (This Item was moved to New Business #4)
7. Exchange of Visitors between AMCD and Wuxi CDC (China)
8. Harrell Construction Contract Agreement Correction
9. Approval of Dr. Xue to Attend the WHO Vector Control Meeting (Switzerland, Feb. 8-10, 2018)
10. Quarterly Budget Analysis
11. Budget Amendments ~ Receipts (\$15,044.00)/Expenditures (-\$15,044.00)  
~ Beginning Fund Balance increase \$641,681.00

**UNFINISHED BUSINESS:**

**Item 1: APPROVAL OF COMMITTEE RECOMMENDATION FOR HEALTH, DENTAL, LIFE INSURANCE**

~ *Mr. Don Lohr, Herbie Wiles Insurance*

- Mr. Lohr gave an overview of the current plans and stated that the Health Insurance cost only went up 3% from last year and the Dental and Life Insurance cost did not change and agreed with the Committee to recommend renewing the current Health, Dental and Life Insurances as presented.

**A. A Motion was made to approve the Health, Dental and Life insurance as presented.**

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

**Item 2: DISCUSSION AND APPROVAL OF RECOMMENDATION CONCERNING AN INSURANCE PREMIUM ONLY PLAN (POP) ~ *Mr. Don Lohr, Herbie Wiles Insurance/Mr. Scott Hanna***

- Mr. Lohr explained what an Insurance Premium Only plan was and Mr. Hanna explained the tax benefits to both the District (FICA portion) and the employees (FICA and tax rate savings on their W2) as pretax premiums. Mr. Shadel, our Representative with AFLAC, affirmed this and is the one setting up the document for AMCD free of charge.

- A. **A motion was made to approve the recommendation for an Insurance Premium Only Plan (POP) which is to begin with the first payroll in January 2018.**
- Motioned by: Commissioner LeBlanc
  - Seconded by: Commissioner Moeller
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

**Item 3: DISCUSSION AND APPROVAL OF RECOMMENDATION CONCERNING THE RFP FOR ENGAGING THE SERVICE OF A REAL ESTATE SALES ORGANIZATION FOR THE SALE OF THE 10150 CARTWHEEL BAY AVENUE, ST. JOHNS, FL PROPERTY ~ *Mr. Richard Weaver***

- Dr. Xue explained that only two companies requested a packet but none were returned. One company stated it was because the property would need rezoned. Dr. Xue stated rezoning would be very costly, possibly \$50-60 thousand dollars and suggested that the District, with the assistance of the attorney, handle the sale of the property utilizing signs on the gate and publishing in the newspaper and Land and Homes publication.
- A. **A motion was made to authorize staff, with the assistance of the attorney, to sell the property within the realm of the appraisal price.**
- Motioned by: Commissioner Brandhorst
  - Seconded by: Commissioner LeBlanc
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

**Item 4: DISCUSSION AND APPROVAL OF DIRECTOR'S SALARY AND PROPOSED POLICY AMENDMENT FOR DIRECTORS EVALUATION PROCESS AND POLICY ~ *Dr. Rui-De Xue***

- Dr. Xue stated he contacted the Dept. of Agriculture, Mrs. Stacy Reese, about other similar sized, county wide District's current Director's salaries, Florida Keys newly hired Director and Miami Dade. The second part of this proposal, is an amendment to the policy for proposal. Commissioner's comments included, Dr. Xue has gotten considerable raises in the past few years, he doesn't want a company vehicle to drive home so he should be given a raise of \$7,500 to bring him up to \$139,873 per year, and he has been the President of the state's FMCA and this puts him at higher standards of the state.
- A. **A motion was made to approve awarding Dr. Xue a \$7,500 per year raise.**
- Motioned by: Commissioner Moeller
  - Seconded by: Commissioner Rock
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**
- Dr. Xue stated that the form, as amended, takes out the portion that is never used and allows new commissioners to get to know the Director before having to do an evaluation by doing them every two years instead of every year and this includes raising the percentage from 80 to 90% overall positive performance scores before the Director is given a raise.
- B. **A motion was made to approve the amended Performance Evaluation Process Policy and Form for the Director, as presented.**
- Motioned by: Commissioner Moeller
  - Seconded by: Commissioner Brandhorst
  - VOTE: Accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

## **NEW BUSINESS**

### **Item 1: DISCUSSION ON THE AMCD AERIAL PROGRAM DEVELOPMENT ~ *Dr. Rui-De Xue***

- Dr. Xue stated that in the past couple of years, the contracted companies have not been able to come and spray hotspots after the hurricanes (Matthew-2016 and Irma-2017) and that the outbreak of mosquitoes could not be controlled because of it. Therefore, in order to protect the St. Johns County citizens, he requests the Board's approval of the recommendation of appointing an Aerial Committee consisting of Mr. Peter Paul Leon, Chief Pilot from Volusia Mosquito Control District and Mr. Brad Gunn, retired pilot of Beach Mosquito Control District and he is also a St. Johns County resident, as AMCD's Aerial Committee members, along with staff to assist and consult in doing an analysis of the used helicopter surplus from Lee County Mosquito Control District and other suitable used helicopters in the market and recommend it to the Board for purchase in 2018, based on availability and to pay them \$30 per hour for their travel and work in checking and test flying interested helicopters. Dr. Xue stated we have \$5,000 in the Operations Budget for this.

**PUBLIC COMMENT:** Mr. Peter Paul Leone, 2801 C.H. Arnold Road, St. Augustine, FL, stated he is a formal military aviator and has been a mosquito control professional for 15 years and is in support of the aerial asset to the AMCD program. (He further answered questions from the Board on the workings of helicopters for mosquito control, mechanics, pilots, and the Lee County helicopters that are being sold.)

- **A. A motion was made to approve Dr. Xue's recommendation to hire Mr. Peter Paul Leon, Chief Pilot from Volusia Mosquito Control District and Mr. Brad Gunn, retired pilot of Beach Mosquito Control District, as AMCD's Aerial Committee members, to make recommendations on aircraft selection, the scope of an aerial program, and to guide us through the process for a rate of \$30 per hour.**
  - Motioned by: Commissioner Brandhorst
  - Motion Seconded by: Commissioner LeBlanc
  - VOTE accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**

### **Item 2: COMMUNITY COMMUNICATION COLLABORATION MEETING REPORT**

~ *Commissioner Jacqueline Rock*

- Commissioner Rock stated that the Education Committee held a collaboration meeting with the St. Johns County Health Department and related St. Johns County staff, on November 13, 2017 on how to improve community communication, share information on mosquito situations and mosquito-borne diseases. There are plans on having a local forum with local residents to educate them on aerial spraying information, education, and on the use of Dibrom and Naled, possibly in April or May 2018. County Assistant Administrator, Ms. Joy Andrew stated that the county would like to assist AMCD in distributing information about mosquito situations and aerial spraying. The State Parks Agency and AMCD agreed to update the Arthropod Control Agreement and will bring it to the Board for approval once amended.
  - **THERE WAS NO MOTION ON THIS ITEM.**

### **Item 3: DISCUSSION AND APPROVAL OF THE BOARD MEETING DATE AND TIME**

~ Commissioner Gary Howell

- The Board discussed a possible change in the date and time for the meetings that would benefit all commissioners. The final outcome was the only change to be made was to begin one hour earlier on the second Thursday of the month, at 5:00 P.M. and this would begin with the January 11, 2018 Board meeting.

#### **A. A motion was made to continue having the monthly Board meetings on the second Thursday of each month but at 5:00 P.M. and for it to begin with the January 11, 2018 Board meeting.**

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

### **Item 4: SERVICE REQUEST PHONE APP** ~ Dr. Rui-De Xue (*This item was moved from Consent Agenda, Item #6*)

- Dr. Xue stated that based on the October Board meeting discussion and approval to bring this item back to this meeting after negotiations with Mobisoft, the attorney has reviewed this proposal and we recommend to the Board to approve the recommendation on this contract. The price is the same but they added more work in this for this price. They have done other work for us and have proven their ability to do the job.

#### **A. A motion was made to approve the contract as presented and approved by our attorney, for the data alternate build by Mobisoft to implement the Service Request Phone App at \$30,000.**

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

### **REPORTS:**

1. **Director** ~ Dr. Xue stated the mosquito season is over and it was a hard year, we provided over 5,000 service requests and it was the worst year for mosquitoes, thanked the Board and employees for their support, we finished the AMCA/CDC training for trainers and provided the training for over 260 people in April, 105 people in July, August and October and gave certificates to 98 people, including three of our own AMCD commissioners. AMCA reimbursed us \$22,000 for this which was a 50% profit for us. At the FMCA annual meeting, Dr. Xue received an outstanding service award as president, and for the first time in their history, Commissioner Moeller received the FMCA Presidential Citation Award for her contribution in outstanding service for the FMCA and AMCD applied research, legislation and education programs and Mr. Christopher Bibbs received a scholarship. At the USDA/FMCA Collaboration meeting, they discussed the campaign for downtown *Aedes aegypti* mosquito eradication program and next year in May would like to release the new radiated colony of mosquitoes into the downtown area of St. Augustine. The Annual Program Report is approximately 80% complete and will be presented on the table at the January 11, 2018 Board meeting, which is a month early due to the early Tallahassee Legislation meeting being held February 5-6, 2018.
2. **Attorney** ~ Mr. Flowers stated one bill in the legislation meetings this coming year is a bill that eliminates the provisions in Chapter 119 that makes Trade Secrets exempt from the Public Records Act and we need to watch that as it may affect us in agreements that companies make with us.

**COMMISSIONER COMMENTS:**

**Commissioner Moeller** ~ thanked staff and particularly Mr. Richard Weaver, Data Manager, on highlighting the mosquitoes that carry diseases that are reported on each month in the Board Books; would like to work with the attorney on updating our Harassment Policy and we need to keep up with FEMA on receiving the money from Hurricane Matthew.

**Commissioner Howell** ~ commented on it being a pleasure to serve on the Board as Chairperson again this past year and how everyone has made it easy with all their support, we are here to get the job done, have a safe holiday.

**Commissioner Brandhorst** ~ met with Dr. Xue on ULV fogging with trucks and they are going to do some testing in the spring.

**Commissioner LeBlanc** ~ thanked the staff for all they do.

**Commissioner Rock** ~ felt the holiday party went really well and thanked everyone and it was an honor to meet three past commissioners, Mrs. Mary Willis, Mrs. Emily Hummel, and Ms. Linda Wampler. As Education Committee Chairperson, listened to Intern Presentations and honored to give them their certificates of appreciation. Attended the staff meeting and the first time pilot AMCA/CDC training and received her certificate and learned a lot, and commented on it being an amazing year.

**ATTACHMENTS: ~**

1. None

**ADJOURNMENT:**

Chairperson Howell adjourned the meeting at 7:57 P.M.

ATTEST

  
\_\_\_\_\_  
Chairperson, Commissioner Gary Howell

  
\_\_\_\_\_  
Secretary/Treasurer, Commissioner Jeanne Moeller

*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.*