

Anastasia Mosquito Control District of St. Johns County

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BOARD OF COMMISSIONERS

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



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, August 13, 2020

Next Meeting(s): Regular Mtg.; Thursday, September 10, 2020 – 5:00 PM
First Public Hearing; Thursday, September 10, 2020 – 5:30 PM (and
(then continuation of the regular meeting)
Final Public Hearing; Thursday, September 24, 2020 – 5:30 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, August 13, 2020, at 5:00 P.M.

Board members in attendance:

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

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney
Mr. Jason Harrell, Harrell Construction Co., Inc.

Chairperson Moeller called the meeting to order.

Commissioner Howell led the invocation and the Pledge of Allegiance to the flag.

ROLL CALL: Chairperson Moeller noted ~ All were present

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

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

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

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Howell
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

APPROVAL OF CONSENT AGENDA: Chairperson Moeller called for approval of the Consent Agenda.

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

- Motioned by: Commissioner LeBlanc
- 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 9, 2020 at 5:00 PM
5. Mosquito Abatement Research Collaboration Agreement with MosquitoMate, Inc.
6. AIG TankGuard Insurance Renewal
7. Budget Amendments ~ \$Receipts (\$212,694.27) to Expenditures (\$212,694.27)

UNFINISHED BUSINESS:

Item 1: Discussion and Approval of Education Center Construction Project Building Change Order Proposal ~ Mr. Jason Harrell, Harrell Construction Co., Inc.

- Mr. Harrell stated the change proposal was to provide a goal in saving project time and cost savings for the construction of the Education Center Building; time savings would be, being ready to go into permitting by the end of September; cost savings would include inflation costs, vendor discounts, and building code changes, using a 3.5 percent guess for inflation. Mr. Flowers cautioned the Board that if they do a change order, they need to determine that the savings of an estimated \$53,000, substantially exceeds the cost they would get from a competitive bid and suggested that it be put in the motion as such. Commissioner discussion included delaying this.

A. A motion was made to approve delaying the Education Center Building Construction Contract for six (6) months.

- Motioned by: Commissioner Girvan
- **MOTION FAILED for a LACK of a SECOND**

B. A motion was made to approve drawing up plans for the Education Center Building and put it out for a Competitive Bid.

- Motioned by: Commissioner Howell
- Seconded by: Commissioner Girvan

- Mr. Weaver said a bid could be ready in 3-4 months; Commissioners discussed an RFP would be good and it be for completion of the exterior and interior; the gardens and playground, etc. can be done at a later date; Dr. Xue suggested a motion be made to authorize the attorney and staff to prepare an RFP for the complete project and bring it back to the Board.

C. The motion was amended to approve an RFP be prepared for competitive bid for the complete project, including the interior and exterior and bring it back to the Board on or before the December Board Meeting.

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

PUBLIC COMMENT:

- Mr. Frank Malle, The Malle Company, Inc., 115 Spoonbill Point Ct., St. Augustine, FL 32080; noted that he was also a contractor in St. Johns County for over 20 years and glad that the Board made the decision that they have on putting this out for a competitive bid.
- Mr. Howard McGaffney, 162 Prairie Lakes Drive, St. Augustine, FL 32084; commended the Board for doing an RFP. He also asked about when the Board does a motion on an Agenda item, does the audience get a chance to speak on that item at that time? Commissioner Moeller stated that the Board always allows the public to discuss any item on our Agenda and the public can fill out a comment card when they come into the meeting and the Chairperson will call on them before the Board discusses the item.
- Mr. Kevin Owens, a 30 plus year resident of St. Johns County; mosquito control has done some good things and sometimes have rushed into some things too quickly but he is pleased to hear that a project of this magnitude will be put out for competitive bid on an RFP for full exposure and thanked the Board for doing so.

Item 2: Approval of the Final Draft of the Revised Employee Manual ~ Mr. Wayne Flowers

- Mr. Flowers stated that he made changes to the FMLA and Drug Free Workplace policies, which are the main things changed on the Employee Handbook since the version the Board received last month. There were no other comments by the Board.
 - A. **A motion was made to approve the Revised Employee Manual as presented.**
 - Motioned by: Commissioner Howell
 - Seconded by: Commissioner LeBlanc
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

NEW BUSINESS

Item 1: Social Media Activities and Website Progress Update ~ Mr. Edward Zeszutko

- Mr. Zeszutko stated that he has used the “live” function on Facebook, the “story” function on Instagram, and the “polls” function on twitter to do online outreach education, he also created a YouTube account and did five videos there and is reaching out to teachers to do virtual presentations for their science classes. He also designed shirts for this year based on biological control; is assisting in a lot of the research projects, assisting in the surveillance program and is working on setting up the green house. He stated that he is working with the team on the new website and they pick through the old one, he writes up things that need to be on the new website and the team then collaborates with what changes need made and he then sends it to the website designer and they implement the changes. Our new website will be accessible, easily navigated, simplistic, and organized; he showed slides of the new layout, which will have new pictures and some updates in wording, every page includes the service request button, an accessibility tool icon and social media icons, and all pages can be found straight from the main menu.
 - **THERE WAS NO MOTION ON THIS ITEM**

Item 2: Approval of Construction Change Order for \$29,141.00, (St. Johns County wants AMCD to put in an additional Fire Hydrant, Fire Department Connection, and line.)

- Mr. Weaver stated that St. Johns County wants AMCD to put in another fire hydrant and relocate a planned fire department connection between buildings 400 and 500 and that’s where they would hook the hose and run the sprinklers to the building which would be fed off a fire hydrant that would go between building 500 and the screened cages, building 600 A & B; the fire department connection was already in the plans but the fire hydrant was not; and the cost for that is \$29,141.00.

- A. **A motion was made to approve the Construction Change Order for \$29,141.00.**
- Motioned by: Commissioner LeBlanc
 - Seconded by: Commissioner Girvan
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Item 3: SIT Building Project and Documentation for Legislators Update

- Dr. Xue stated that we received support letters from an International organization, a National Mosquito Control Association, a Federal laboratory, local universities, local mosquito control programs, and industries, all in support of the idea of obtaining matching funds to build the SIT building for mosquito sterilization; we will go to the County's local legislation meeting, in September or October and then give the proposal to the local legislation, and hopefully in January 2021, we can go to Tallahassee and lobby to apply for matching grant funds of \$890,000 to build the SIT building. Commissioner Moeller stated that the \$890,000 will come out of the appropriations funds if granted and that when built, the building would be a regional lab, so that everyone from north of Daytona to the Flagler line will be able to interact with us to get sterilized mosquitoes. Also, for the last 4 or 5 years, \$750,000 comes out of the Public Health Departments egg budget to support mosquito control in the panhandle and we should be able to put forth to our local elected officials for this at the next legislative delegation meeting at the courthouse. She has attempted to set up appointments with our two representatives and Senator Hudson.
- **THERE WAS NO MOTION ON THIS ITEM**

REPORTS:

1. **Director** ~ Dr. Xue; there are no mosquito-borne viruses or diseases in our county but human cases of Dengue Fever and West Nile virus have been reported in South Florida; we test our sentinel chickens and do mosquito pooling every week, so far no positives have been found; we received \$127,000 for SIT on the CDC contract; Mrs. Moeller signed the DOD contract for 3 years research at \$789,000; we are currently waiting on a sub-contract with UF for \$290,000 for 2 years research and from January until the end of the year, we will receive about 1 million dollars in grant money; thanked the Board for their support; recent rainfall caused mosquito populations to increase so we started ULV spraying and did an air spray for larviciding of over 110 acres; we had two people with COVID-19 symptoms that tested positive; we then cooperated with the Department of Health and found two people without symptoms that tested positive and they are all now back to work. CDC and DOH requested that after 10 days with no symptoms, employees can return to work, so we requested everyone to wear masks and keep social distancing.
2. **Attorney** ~ Mr. Flowers; the Governor entered two orders extending prior orders to extend to the end of September, that all meetings, including the final budget hearing, can be done virtually if the need is there and that we need to notice it to the public in advance.

COMMISSIONER COMMENTS:

Commissioner Becker ~ thanks to the St. Johns County Health Department, she gave out almost ten thousand masks; has a function on her website to click on for masks and she will deliver them with pamphlets that Eddie made; did two Farmshare, Feeding Florida Families Programs, at the Ponce de Leon Mall and St. Augustine Lighthouse and Lincolnville Museum giving out 32,000 pounds of food; gave out 600 backpacks of school supplies and food that the commissioners assisted with; also did one in Armstrong, Flagler Estates, Hastings, and Elkton area with 500

backpacks; since COVID started, she has donated almost all of her salaries and other monies to local things to help others; thanked everyone that works here and she is proud of all employees; sent an email to Mr. Flowers and Dr. Xue about the turmoil in the FMCA, the Commissioner Chairperson there says that since they are all elected officials, talking about FMCA to each other comes under the Sunshine Law. Mr. Flowers stated that it's not covered in the Sunshine Law because they are members of different bodies, so it is not a violation of the Sunshine Law.

Commissioner LeBlanc ~ thanked the staff for all their hard work.

Commissioner Moeller ~ is very active in the FMCA and received an email that the Fly-In community is looking to not do the Fly-In this year; received an email from the Dodd Short Course that they are doing virtual classes; they want to reduce the Commissioners Caucus to one hour and wants all Commissioners to let Dr. Xue know if anyone wants to do a one hour virtual Commissioner's Caucus class and then she will get with Dr. Xue and then let Rebecca, with the Dodd Short Courses, know how many are interested; we truly appreciate our staff and thankful for all their hard work; there will not be an FMCA meeting in November this year.

Commissioner Girvan ~ thanked Commissioner Becker for helping one of the charities that he supports in Jacksonville, Seniors Automation; we need to start recruiting for the Junior Accounting position due to the complexity of all the grants and the testing and additional accounting requirements that we have now.

Commissioner Howell ~ thanked Commissioner Moeller who sits here with patience and understanding; thankful Mr. Richard Weaver survived the auto accident he had and his due diligence on AMCD projects; stated that all our employees are dedicated; thanked Mr. Flowers for always being on target; Dr. Xue who works hard; Ms. Charolette Hall who does well in helping keep him straight on the meetings and Mr. Eddie Zeszutko on his good presentation and working on the website; stated that mosquito control is unique and we are an important District; glad to hear that we are going into the sterile mosquito business and thanked the public, voters and commissioners .

ATTACHMENTS: ~

1. Director's Performance Evaluation Process Form and Policy *(to be completed and submitted back by September 10, 2020)*

ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 6:38 P.M.

ATTEST

Chairperson, Commissioner Jeanne Moeller

Secretary/Treasurer, Commissioner Don Girvan

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.

