

# 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**

Jeanne Moeller, Chairperson  
Trish Becker, Vice-Chairperson  
Gina LeBlanc, Secretary/Treasurer  
Catherine Brandhorst, Commissioner  
Gayle Gardner, Commissioner



## **DISTRICT DIRECTOR**

Dr. Rui-de Xue



Thursday, May 13, 2021

Next Meeting(s): Thursday, June 17, 2021 – 5:00 PM

## **MINUTES**

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, May 13, 2021, at 5:00 P.M.

Board members in attendance:

Mrs. Jeanne Moeller, Chairperson  
Mrs. Trish Becker, Vice-Chairperson  
Mrs. Gina LeBlanc, Secretary/Treasurer  
Ms. Gayle Gardner, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director  
Mr. Wayne Flowers, Attorney  
Ms. Julieann Klein, CPA  
Mr. Greg Bowles, Compass Group

Chairperson Moeller called the meeting to order.

Commissioner Becker led the Pledge of Allegiance to the flag.

**ROLL CALL:** Chairperson Moeller noted ~ Mrs. Brandhorst was absent.

**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 Gayle Gardner
- Seconded by: Commissioner Gina Leblanc
- 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 Trish Becker
- Seconded by: Commissioner Gayle Gardner
- 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, Thursday, April 8, 2021 at 5:00 PM
5. Renewal of helicopter insurance
6. MOU between AMCD and Flagler County Board of Commissioners for Mosquito Control Service
7. Authority of staff to conduct the RFP for SIT mass rearing facility design, site plan, permit, and construction, then bring back to the Board for discussion and approval
8. Approval of the contract between UF/FMEL & AMCD for collection of mosquitoes in NE region
9. Approval Mrs. Moeller and Dr. Xue use the airline tickets credits to visit the Salt Lake City Mosquito Control District's new research facility in June
10. Approval of renewal of the agreement between AMCD & DOH of St. Johns County
11. Budget Amendments
12. Summer Internship Partnership between Career Academies & AMCD

**UNFINISHED BUSINESS:**

**Item 1: Update for Education Building Progress**

*Mr. Greg Bowles, Compass Group*

- Mr. Bowles stated that several activities occurred between the dates of 3/15/2021-5/1/2021. Mr. Bowles had a site meeting with FPL for new transformer installation, he also had a first review of the proposed Metal building design. As well as, a survey to confirm the layout of building corners and elevations, installed batter boards which has allowed the electrician to run underground service. In addition, a site meeting at the Florida Museum of Natural History, and the structural engineer has completed their design of the foundation for the proposed Pre-Engineered Metal Building. Mr. Bowles also mentioned some design and permit items, a few subcontractors on site (such as: Vilano Electric, Lifetime Steel buildings and Geomatic Corporation) all of which were local Saint John's County contractors. He mentioned the percentage of Saint John's County residents/businesses involved and the percentage of taxes being saved. Mr. Bowles's closing statement mentioned a list of milestone dates ahead of us.

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

**Item 2: Approval of the Financial Auditor's Report (Ppt) ~ Ms. Julieann Klein, Lombardo Spradley & Klein, CPA's**

- Ms. Klein reviewed the full Financial Auditor's Report; AMCD had an unmodified opinion, meaning financial statements present fairly, in all material aspects. AMCD had no significant audit findings or issues that needed attention or reporting, no compliance violations discovered, no significant deficiencies or material weaknesses discovered, and no significant control deficiencies. The net position increased by a little under \$3 million dollars due to facility additions and equipment. The three-year period on the statement of activities shows an overview of the expenditures of the District, revenues are up because of the millage rate and grant funds. Personal services and benefits are up because the number of grant funded staff and having a full-time aviation team. Chemicals are up, travel is down due to covid and repairs/ maintenance are up mostly due to helicopter maintenance. Ms. Klein suggested the District may want to update the capitalization policy to address an increase in capitalization costs due to helicopter maintenance and operation; 2021 will be the first year the new



helicopters will be utilized. Mrs. Klein also mentioned over half the budget is personal services and benefits, it's normal considering the staff is out there providing the services being offered by AMCD. Capital outlay is only twenty percent but as the new buildings are completed the percentage will shift from capital outlay to maintenance and operation and it's something that should be kept in mind during the planning process moving forward.

**A. A motion was made to approve the Financial Auditor's Report for the fiscal year ending September 30, 2020 as presented.**

- Motioned by: Commissioner Gayle Gardner
  - Seconded by: Commissioner Gina Leblanc
  - VOTE accepted unanimously by all commissioners
  - **MOTION PASSED UNANIMOUSLY**
- Commissioner Moeller made a statement that current legislature passed a house and senate bill that will affect the Audit and Financial report. Mrs. Klein will be receiving information from the state, Mrs. Moeller suggested Mrs. Klein look into it in case Mr. Hanna needs to change anything. This Bill will be effective October 1, 2021.

**NEW BUSINESS**

**Item 1: Discussion and Approval of a Public Relation Firm**

- Commissioner Becker opened the discussion with her statement that a Public Relations Firm (PR Firm) can specialize in specific things. For example: every few months they can do a public announcement to attract positive media and get the public more involved, or in the instance something comes up the PR Firm can be the spokesperson to present our case as a united front. Mrs. Becker also mentioned the budget allocates fifteen thousand for PR Firm and we only need around eight thousand.
- Commissioner LeBlanc mentioned that the board has looked into a PR Firm in the past, negative media does not happen often enough and declared it was not necessary. Mrs. LeBlanc stated the staff holds the knowledge of what happens within the district and the staff handles any negative media that comes up.
- Commissioner Gardner mentioned she agrees with Mrs. LeBlanc, if a critical issue came up it could be useful, however it's not currently needed.
- Commissioner Moeller asked Attorney Wayne Flowers if he had received the public information that was requested, regarding the construction of the education building.
- Mr. Flowers confirmed he did receive the information and all of what was obtained was broad in nature. Mr. Flowers stated he received a hundred to two hundred emails and letters of back-and-forth communication between county commissioners and their staff questioning proper zoning and the involvement of the county itself. Not a lot of substance was received, just a lot of repeats. Only two of the emails received were complaints from the community and one email received was a complaint from a local museum under development (TAG).
- Commissioner Moeller stated she does not think TAG will be an issue, Dr. Xue and herself met with the Executive Director of TAG Museum on April 19<sup>th</sup>, they were invited to participate in the

museum's phase one of opening, the Director even suggested AMCD bring staff to provide some workshops for the children. Mrs. Moeller mentioned that if AMCD needed help from a PR Firm, it could be beneficial to reach out to the Key's Mosquito Control, considering they recently faced public backlash. Mrs. Moeller does not believe a PR Firm is necessary right now, bringing someone in would require training them and it's best to send someone within our facility, an employee that is already educated with all of AMCD's information, to a PR class and save money.

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

**Item 2: Discussion and Approval for an update to employee dress code**

- Commissioner Becker opened the discussion stating she would like to update the policy manual to add a new paragraph allowing all employees presenting in meetings or conferences to dress in business casual (button down shirts, slacks/chinos, dresses, pants/dress suits, polos with no large logos) including Entomology related prints or district uniforms.
- Commissioner Leblanc mentioned it's not the commissioner's domain to make that decision and any changes made to the dress code policy should be left up to Dr. Xue.
- Commissioner Moeller stated that in her opinion it would be more professional for everyone to dress in AMCD uniform, employees are sent to represent our district and the best way to accomplish that is for them to be wearing the AMCD logo. Mrs. Moeller also mentioned a budget of nearly twenty- thousand is spent on providing uniforms and laundry for employees and when they are on the clock, they should be representing our district with these uniforms. Mrs. Moeller also stated she would like to see commissioners in an AMCD shirt at conferences, so commissioners can properly represent the district as well.

○ **NO MOTION WAS MADE ON THIS ITEM**

- Commissioner Moeller would like to add a motion.
  - A. **A motion was made for the staff to look into providing three shirts with the AMCD logo and commissioners name for each commissioner that would want the shirts.**
    - Motioned by: Commissioner Moeller
    - Seconded by: Commissioner Becker
    - VOTE: Accepted by Commissioner Moeller, Becker, and Gardner
    - VOTE: Opposed by Commissioner LeBlanc
    - **MOTION PASSED 3:1**

**Item 3: Review and Discussion about the policy for commissioners' responsibilities, duty and Authority**

- Commissioner Moeller stated in the commissioner's handbook, it states that the chairperson is the spokesperson, if we're going to be speakers or write a letter, we need to get the consensus of the board. Mrs. Moeller also mentioned an intergovernmental committee no longer exists and needs to be removed from the Commissioner's handbook. Mrs. Moeller presented that each Commissioner is a chair for a certain committee, five



Commissioners equals five different committees, it would be interesting if each person could sit down to discuss what they believe the Board's responsibilities are, to add it to the future Commissioner's handbook. Mrs. Moeller's final statement on the matter, suggest each commissioner take a look at the handbook, make suggestions and changes, to submit as a rough draft to Dr. Xue. Dr. Xue will then put together a draft of the commissioner's handbook to be reviewed at a later date.

○ **NO MOTION WAS MADE ON THIS ITEM**

**REPORTS:**

1. **Director** ~ Dr. Xue stated AMCD started the sentinel chicken program and mosquito pooling, five chickens tested positive for Eastern Equine Encephalitis (EEE). The mosquito population has increased, we have started ground and ariel inspections. Two former seasonal employees and three intern students have started working with us. We have started the budget for next year, something we will go over during the next meeting. Dr. Xue mentioned the CDC announced if you are vaccinated you no longer need to wear your mask inside or outside, it's something that should be discussed, therefore we can take action in June and hopefully make an announcement. Dr. Xue suggested some time be spent in the June 17, 2021 Board meeting discussing and reviewing the budget for next year.
2. **Attorney** ~ Mr. Flowers began his report reminding the Board that the Florida House Bill 1103 had been passed through legislature and anticipated to become law on October 1, 2021, assuming the bill is signed. Mr. Flowers mentioned a few important details that should be kept in mind, Office of Program Policy and Analysis (OPPAGA), an agency of legislature within the legislature, requires them to do a performance review of all Mosquito Control Districts and the agency has to have it completed by September 30, 2023. Mr. Flowers suggested the Board and Dr. Xue make time to discuss and review what the performance review will entail to be prepared to lead them towards answers that are consistent with the way AMCD would view them, to show OPPAGA that this district does their job efficiently and with purpose.

**COMMISSIONER COMMENTS:**

**Commissioner Becker** ~ After a few scheduling conflicts, Commissioner Becker and Dr. Qualls recently spoke with the Saint John's County Civic Round Table and gave a presentation about our programs and new mosquitos species in South Florida. All during the week Mrs. Becker attended AMCA Washington Days program, it was a great experience, there is an interesting new voucher program that could be beneficial to our District, it's called the vector expedited review voucher. It is a congressional action to reduce the significant domestic and global security risk of mosquito and vector-borne diseases. Mrs. Becker explained that the purpose of the program is to give out grants to focus on new incentives to get away from the economic barriers for new innovation. She thinks this would be beneficial to our district. This week the (American Mosquito Control Association) AMCA, lobbied for the (Strengthening Mosquito Abatement for Safety and Health Act) SMASH Act, a bill that was passed years ago but has not received the funding, they continue to ask for funding of around one hundred million dollars for the CDC in hopes that it could help smaller Mosquito Control Districts. The Endangered Species Act was also mentioned, in places like Key West where they can't spray because of these species, although our chemicals do not harm the endangered species, the goal is to amend this act to help those districts facing this problem. Mrs.

Becker also visited education day at the local colleges, where she discussed with the staff about the academies and possibly getting them more involved with our district. It was discussed to have more tours for these schools to inspire students and provide more opportunity for internships for these students in the future. Mrs. Becker also mentioned she hoped that our district could join the Business Chamber of Commerce for three hundred dollars a year, she believes it would be a great thing to get involved with.

**Commissioner LeBlanc** ~ Thanked the staff for all their hard work.

**Commissioner Moeller** ~ Dr. Xue and herself will be visiting the Flagler County Board of Commissioners the following Monday to discuss doing some mosquito control surveillance and treatment for them that they requested, the MOU for that was approved at this meeting. Mrs. Moeller stated she will put the results of this visit in the June report to keep everyone updated. She mentioned that the westside of Flagler County is developing quickly and they have no mosquito control services, in the past the eastside has handled some of the services, however there has been no discussion about how it will be handled this summer. She thanked the staff for all their hard work and the hard work they have ahead of them with the development of the new building, knowing it's nothing the staff can't handle. Mrs. Moeller reminded everyone of the next meeting on June 17, 2021 at 5:00pm.

**Commissioner Brandhorst** ~ Absent

**Commissioner Gardner** ~ No comments.

**ATTACHMENTS: ~**

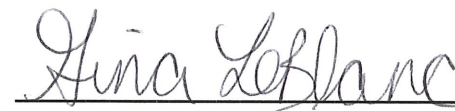
1. *None*

**ADJOURNMENT:**

Chairperson Moeller adjourned the meeting at 7:04 P.M.

**ATTEST**

  
**Chairperson, Commissioner Jeanne Moeller**

  
**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.*