

Anastasia Mosquito Control District of St. Johns County

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BOARD OF COMMISSIONERS

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



DIRECTOR

DISTRICT

Dr. Rui-de Xue



Thursday, July 15, 2021

Next Meeting(s): Thursday, August 12, 2021 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, July 15, 2021, at 5:00 P.M.

Board members in attendance:

Mrs. Jeanne Moeller, Chairperson
Mrs. Trish Becker, Vice-Chairperson (via phone call)
Mrs. Gina LeBlanc, Secretary/Treasurer
Mrs. Catherine Brandhorst, Commissioner
Ms. Gayle Gardner, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney
Mr. Ron Flick, Compass Group

Chairperson Moeller called the meeting to order.

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

Approval of Commissioner Becker Joining the Meeting Via Phone

A. A motion was made to approve Commissioner Becker's attendance via Phone

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

ROLL CALL: Chairperson Moeller noted ~ All Commissioners were present, except Commissioner Becker, she was present via phone with the approval of the board.

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

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

Note: A change in the Agenda, New Business one and two were switched because you cannot approve a Millage Rate before you approve a budget.

A. A motion was made to approve the Agenda with the New Business order change.

- 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 Catherine Brandhorst
- Seconded by: Commissioner Gina 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: Regular Board Meeting, June 17, 2021 at 5:00 p.m.
5. DACS Work Plan Narrative
6. Public hearing Dates: 1st hearing, Thursday, September 9, 2021 at 5:30 P.M. and final hearing, Thursday, September 23, 2021 at 5:30 P.M.
7. Board members to attend the FMCA annual meeting, Duck Key, November 15-18, 2021
8. Update about policy of military leave
9. Budget amendments

UNFINISHED BUSINESS:

Item 1: Education Center Construction Update

Mr. Ron Flick, Compass Group

- Mr. Flick started his update discussing some significant items that have occurred which include, the completion of phase one of all set development and design meetings here with the center. He continued to explain that some advancements have been made, such as, critical flow patterns to confirm the flow is efficient, 3D modeling that helps in the decision-making cycle, backdrop and photography decisions have been made as of July 8th. Mr. flick stated that a building permit has been obtained with a little back and forth between Compass Group and Saint John's County. Florida Power and Light (FPL) has installed a transformer, site mobilization was initiated immediately after the permit was obtained and all utilities are in place, which is a requirement for the construction to be coordinated and completed. Mr. Flick continued discussing site mobilization items, such as, trailer set up, and installation of several things like the foundation boards and the underground water distribution piping has been installed, completed, inspected and passed. He mentioned they've committed \$423,000 dollars to Saint Johns County vendors as part of their commitment to select as many local providers as possible. Mr. Flick also discussed tax savings to date, amounting to \$2,700 dollars and \$5,500 dollars in process.
- **THERE WAS NO MOTION ON THIS ITEM**

Item 2: Update About GLP

- Dr. Qualls started the update explaining AMCD had a Good Laboratory Practice (GLP) facilities inspection by consultant Dr. Karl Malamud-Roam. She continued explaining in 2019 AMCD started the process of moving towards Good Laboratory Practices compliance, so the district can

serve as an efficacy testing laboratory for Environmental Protection Agency (EPA). Products that go through registration need to be certified as Good Laboratory Practices or implementing GLP. Dr. Qualls mentioned Dr. Malamud-Roam came back after 2020, because there was not much travel in 2020, and during that period of time the staff did a lot of work on recommendations that he gave to the AMCD board to bring AMCD to compliance. She continued, AMCD formed a committee and the committee spent a lot of hours bringing up our standard operating procedures. Dr. Qualls stated a lot of additional environmental monitoring was done as well, which means any type of incubator, insectary or chemical storage, specific for GLP studies is monitored, this was something Dr. Malamud-Roam really focused on because you have to be able to demonstrate that everything was conducted at the correct environmental conditions. She continued explaining that in order to become fully compliant they had to designate personnel for all different aspects of GLP, including Quality Assurance (QA), and the designated personnel have all developed documents. Dr. Qualls explained with Dr. Malamud-Roam's visit one of the processes was for him to walk through our facility as an EPA Inspector, which included providing him with an inventory of every piece of equipment and room that would serve as a potential place where GLP studies would be conducted. This took a lot of time for our QA group to be trained because EPA is going to be interested in assuring that the protocols we have set, are followed. Dr. Qualls confirmed it was a good visit and Dr. Malamud-Roam confirmed AMCD will be ready to do GLP studies by December 2021. The only hold back is having a sponsor that is interested in doing a GLP study, so, the next step is to identify a sponsor that needs a GLP study done, and to submit their product through registration. She continued explaining AMCD could do a GLP like study and submit that to the EPA, they will not give the district a certification but they will tell us whether the study was done to GLP standards or not, if it was done to GLP standards successfully and a company calls needing a facility, the EPA can recommend AMCD and confirm that AMCD has been inspected and is GLP compliant.

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

NEW BUSINESS

Item 1: Discussion and Approval of DACS Work Plan Budget for FY2021/2022

- Dr. Xue opened the discussion mentioning that not much has changed with the DACS budget since the last board meeting and we have received the form DR- 420 from the county appraiser. He stated an adjustment was made to the revenue but no adjustment needed to be made to expenditures. He continued to explain staff transferred the draft budget items to the Department of Agriculture request form and the DACS budget has to be approved today due to the fact the deadline for that form is July 15, 2021. Dr. Xue mentioned that there are two months before the final budget needs to be approved, so, changes need to be made before the Final Public Hearing on September 24, 2021 because the Department of Agriculture request's that a certified budget is due September 30, 2021.
 - Commissioner Becker had a question regarding page three, section 13 under other salaries and wages, she noticed that Public Relation (PR) is listed twice and wondering if it was a typo.
 - Dr. Xue and Commissioner Moeller confirmed it was a typo, that would be fixed.
- A. **A motion was made to approve the DACS work plan budget with the condition that the typo on page three section 13 under other salaries and wages will be fixed.**
- Motioned by: Commissioner Gayle Gardner
 - Seconded by: Commissioner Gina LeBlanc
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Item 2: Discussion and Approval of Recommendation of Tentative Millage Rate for FY21/22

- Commissioner Moeller opened the discussion stating that we are looking to lower the millage rate to .2 thousand. She mentioned you can continue to lower the millage rate but once the millage rate has been lowered and set at .2 thousand you cannot raise it. Commissioner Moeller continued to explain the amount of taxes have gone up 8.9% because of all the houses that have gone up, which means we are bringing in more money.
- A. **A motion was made to lower the Tentative Millage Rate to .2 thousand and approve the Tentative Millage Rate with that adjustment.**
 - Motioned by: Commissioner Gayle Gardner
 - Seconded by: Commissioner Gina Leblanc
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

REPORTS:

1. **Director** ~ Dr. Xue reported that eight sentinel chickens have tested positive for eastern equine encephalitis (EEE), the mosquito population in some areas has increased a lot and the service request have also increased a lot. He stated the field technicians have started ground adulticiding at night and early in the morning, our helicopters are in operation and will be doing a barrier treatment around the neighborhood vegetation in World Golf Village, St. Johns golf course and Flagler Estates.
2. **Attorney** ~ Mr. Flowers mentioned he hopes everyone got their financial disclosures filed before July 1st and had no further comments.

COMMISSIONER COMMENTS:

Commissioner Becker ~ was supposed to lobby last year, however because of COVID the flight was cancelled and was given until the end of 2020 to use the credit, due to the fact COVID was still rampant, they gave us until the end of August 2021. The Board approved a trip to either New Jersey's Universities or Puerto Rico's Vector Center, however neither of those places are allowing visitors, so I am in Washington DC and going to be touring the different museums. The difficulty is that you cannot go into some of the facilities without a pass and I was hoping to see the Insect Zoology Center at the Smithsonian National History Museum, but that was closed to the public. I talked to a couple of people there through email, they were not allowed to give me a tour. Capitol Hill is closed, so, I can't meet with any of the representatives to discuss the SMASH ACT. I'll be here taking pictures and trying to find out about any cool displays we could have.

Commissioner Gardner ~ no comment.

Commissioner LeBlanc ~ just wanted to thank the staff, they are doing an amazing job with everything. I appreciate your hard work from administration all the way to the field work.

Commissioner Brandhorst ~ apologized for being absent and tardy earlier in the year, explaining her husband is not doing well and asked for prayers.

Commissioner Moeller ~ I had the privilege of talking to our Florida Mosquito Control Association (FMCA) Executive Director, Karen Crawford, because there were a few things I just wanted to make sure I heard correctly and she did inform me of several changes that might be made. She was looking at having a meeting in Duck Key in November, they have not set their registration forms yet but they are looking to do that, non-members can attend, however they will probably pay somewhere between 25%-40% more of a higher rate than those that are members. January 18, 2022 and January 19, 2022 are lobby

days in Tallahassee, we are looking at a hotel room, so get that on your calendar if you want to go, however please know sometimes lobby meetings can start at 8 in the morning and end as late as after 5 in the evening. The other interesting thing I was told is they are seriously looking at a flat rate, which means they will not charge for individual members, the flat rate will include all employed by AMCD. Also, the FMCA was sending us about 37 Wing Beats Magazines for the quarter, they are going to stop sending so many out, but will continue to give them out at FMCA meetings, and would like to know how many AMCD would like to receive. I saw mosquito control in my area twice, so, I thank you for that and I really appreciate all your hard work

ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 5:45 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.