

# 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, December 09, 2021

Next Meeting(s): Regular Meeting.; Thursday, January 13, 2022 – 5:00 PM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, December 09, 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

Board member absent:

Mrs. Catherine Brandhorst, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director  
Mr. Wayne Flowers, Attorney

Chairperson Moeller called the meeting to order.

Chairperson Becker Led the Pledge of Allegiance to the flag.

**ROLL CALL:** Chairperson Moeller noted ~ Commissioner 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 Gina LeBlanc
- Seconded by: Commissioner Gayle Gardner
- VOTE accepted unanimously by all commissioner's present
- **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 Gayle Gardner
- Seconded by: Commissioner Gina LeBlanc
- VOTE: Accepted unanimously by all Commissioners present
- **MOTION PASSED UNANIMOUSLY**

**Consent Items ~ APPROVAL OF:**

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, October 14, 2021 at 5:00 P.M.
5. Christmas bonus
6. Agreement between AMCD and DACS about report
7. Board members attend FMCA Dodd Short Course (4 Commissioners) in Gainesville, FL January 31- February 2, 2022, and Legislation Meeting (3 Commissioners) in Tallahassee FL, January 18 – 19, 2022
8. Dr. Xue's travel request to Sacramento, CA to give a presentation about AMCD at the MVCCA, February 7 – 9, 2022
9. Appointment of Dr. Donald Barnard as Adjunct Senior Vector Biologist (volunteer)
10. FY2020/2021 surplus items
11. Quarterly budget analysis
12. Budget Amendments

**UNFINISHED BUSINESS:**

**Item 1: Update about education building progress... ~ Compass Group, Mr. *Grayson Mathewson***

- Mr. Mathewson described the current progress based on the written report submitted to the Board to include: Major accomplishments, permitting and design, subcontractors on site, percentage of St. Johns County sub-contractors, current tax savings, deliverables, and milestone dates. Commissioner Becker commented that she has walked the site and it looks good, she also asked, on the list of subcontractors (on the Board report) how many St. Johns County sub-contractors, Mr. Mathewson responded that five were.

Commissioner Becker then asked to get permission to represent the Board, going with Richard, to go to different businesses to ask for donations. Chairperson Moeller asked Mr. Weaver what kind of donations we were going to ask for. Mr. Weaver explained that he has been looking for donations from the beginning, and for example, was asking for donations at the FMCA Annual Meeting, Mr. Weaver said he thought that Commissioner Becker was looking for donations of items and money from local people and that he had been concentrating on technical support for displays. Dr. Xue asked Mr. Flowers if it was legal to ask for donations. Mr. Flowers responded that there was nothing illegal but we (AMCD) should be sensitive that these are businesses that we (AMCD) provide services to and need to make sure the solicitation of a donation is not in any way connected to the delivery of service by AMCD. Dr. Xue asked Commissioner Becker if she was going to ask for \$10,000.00 for example. Commissioner Becker responded that there was the bat house and bricks out front that would give an opportunity for businesses to donate but if that will be seen as a pay to play, she doesn't want to do that. Mr. Flowers explained that that is not what he was suggesting but that it is something to be sensitive to. Mr. Weaver explained that all

donations to date have been items, not cash, but we would welcome cash. Mr. Flowers again said that we can accept cash donations but Mr. Hanna would need to account for the donations. Mr. Weaver said that the district is recognizing contributions and some businesses are taking tax deductions. Chairperson Moeller said she has worked with many non-profits and that if you ask for a cash donation as opposed to a donation of an item you are more likely to get the item donated. Chairperson Moeller asked Commissioner Becker to come back to the Board with a plan.

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

**Item 2: Discussion and renewal of health, life, and dental insurances...** ~ Herbie Wiles Insurance

*Mr. Don Lohr*

- Mr. Lohr reported on the annual insurance review conducted by AMCD staff and himself. He reported that it was decided to stay with the same plan. Mr. Lohr asked if there were any questions. Commissioner Becker commented she thought the increase was going to be larger. Chairperson Moeller commented the insurance was under budget.

**A. A motion was made to approve the insurance renewal recommended by the committee**

- Motioned by: Commissioner Gayle Gardner
- Seconded by: Commissioner Gina LeBlanc
- VOTE: Accepted unanimously by all commissioner's present
- **MOTION PASSED UNANIMOUSLY**

**NEW BUSINESS**

**Item 1: 2021 intern student training report** ~ *Dr. Whitney Qualls*

- Dr. Qualls reported on the status of the intern program for the years of 2020 and 2021. Commissioner Becker asked if the high school students that were here in their junior year will be able to come back in their senior year? Dr. Qualls said she wasn't sure but some had shown interest in working. Dr. Qualls and Dr. Peper will reach out to them in the spring, will also reach out to the academy about this year and that this year the science department will be better prepared for the students. Commissioner Becker asked if we could hire the students during the summer break. Dr. Qualls and Dr. Xue explained that because of their age and the work that AMCD preforms there are restrictions on the work they can do.

Chairperson Moeller wanted everyone know that Dr. Qualls did well on the public records audit that was preformed by a citizen at AMCD. Commissioner LeBlanc asked for clarification, Chairperson Moeller and Dr. Qualls explained that a local gentleman has a blog where he goes to government agencies and asks for documents and rates the response. Dr. Qualls explained she just did what she was taught, to respond to the request and provide the information.

Commissioner LeBlanc commented on how professional the intern program is being run.

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

**Item 2: Update about AMCD's purchase policy to increase the limitation of the dollar amounts** ~

*Dr. Rui-De Xue*

- Dr. Xue reported the need for the updated policy which has not been updated since he started in 2003. Because of price increases, time constraints on employees and the new aviation program the district needs to be able to purchase items in a timely manner. Dr Xue explained that even the State statutes had been updated and that the updated policy was following State statutes. Dr. Xue then explained that staff, himself and the auditor have been having discussions about the need for the change for about two and a half years, Dr. Xue then went through the changes line by line. Commissioner Becker asked if the change was just for the aerial program, Dr. Xue responded that the change was for the whole district. Chairperson Moeller commented that the change started with the aerial program but was needed district wide and would save staff time. Chairperson Moeller also pointed out that the district also uses State contracts for items like fuel and vehicles. Mr. Wayne Flowers commented, that the language for purchases of \$5,000.00 through \$9,999.99 “When approval at this level is sought, written documentation including the date of the quote, a contact name and all notes from any discussions with the vender representative be kept on file” be added to the subsequent sections of the policy.

**A. A motion was made to approve the policy change with the language change suggested by Mr. Flowers.**

- Motioned by: Commissioner Gayle Gardner
- Seconded by: Commissioner Trish Becker
- VOTE: Accepted unanimously by all commissioner’s present
- **MOTION PASSED UNANIMOUSLY**

**REPORTS:**

1. **Director** ~ Dr. Xue: Reported to the Board that nine chickens reported positive for EEE and eight WNV in 2021. Reported on AMCD’s participation in the FMCA Annual meeting and that Ms. Gaines received the Merit Award and Mr. Weaver was elected Vice President. Dr. Xue then reported on the plan for the FMCA Fly-in class to be held at AMCD in January, which will include military training before the Fly-in, the Florida Coordinating Council will also hold a meeting during this week and there will be a flying demonstration at the local airport. Dr. Xue reported on the plans for the legislative meeting during the FMCA Tallahassee days, the Dodd short course and the AMCA to be held in Jacksonville next year. Dr. Xue then reported on the plans for the AMCD annual workshop, the employee evaluations, the annual report and the annual training.
2. **Attorney** ~ Mr. Flowers; The 2022 Florida legislative sessions start on January 22, 2022, will run for 60 days, there is nothing now about Special District but he will report if that changes.

**COMMISSIONER COMMENTS:**

**Commissioner Gardner** ~ Enjoyed the FMCA Annual meeting.

**Commissioner Becker** ~ She stated that the FMCA Annual Meeting was amazing and that she is the new secretary of the FMCA Commissioners, her internship at AMCD went well and thanked the science staff for their help, she will be presenting at the AMCA student competition. Next month we will be the voting on the committee chair selections and she stated she would like to remain on the education committee. Commissioner Becker then wanted to clarify a policy, she does not like the language in the policy and already has had someone do a tour that should not have, so she would like to clarify the policy to reflect that. Commissioner Becker then read a portion of the policy about notifications and said that the policy needed to be updated and narrowed down. Chairperson Moeller then stated that she did a tour

with candidates that are running for mosquito control who called her and asked for a tour and she did not want to deny the tour thus causing an issue, she also stated that Mr. Weaver gave the tour. Commissioner Becker said that she doesn't think the tour was arranged maliciously but that is why the policy needs to be updated. Chairperson Moeller responded that if the Board wants to update the policy that is fine, she is not in favor of that and was trying to avoid a political issue with the candidates. Chairperson Moeller did meet with them and explained to them that AMCD did a lot of science and education and that this was important.

**Commissioner LeBlanc** ~ Enjoyed the FMCA Annual Meeting, thanks to staff.

**Commissioner Moeller** ~ Reported that December 21, 2021 there will be a meeting about proposed changes to 5E-13, explained that the changes have been a long time coming. Chairperson Moeller then explained about the items that will be talked about at the FMCA Tallahassee days. She will be team leader again and asked Commissioner Becker to be a co-leader with her. Commissioner Becker asked Mr. Flowers if that was okey and he felt that it was. Dr. Xue and Chairperson Moeller discussed hotel reservations. Chairperson Moeller closed her comments and thanking staff.

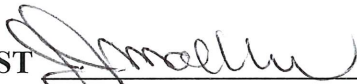
**ATTACHMENTS:** ~

1. None

**ADJOURNMENT:**

Chairperson Moeller adjourned the meeting at 6:09 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.*