

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

BOARD OF COMMISSIONERS

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



DIRECTOR

DISTRICT

Dr. Rui-de Xue



Thursday, January 13, 2022

Next Meeting(s): Regular Meeting.; Thursday, February 10, 2022 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, January 13, 2022, 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 Moeller 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 Trish Becker
- VOTE accepted unanimously by all commissioners' 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 Trish Becker

- 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, December 09, 2021 at 5:00 P.M.

UNFINISHED BUSINESS:

Item 1: Update about SIT building progress... ~ Harrell Construction, Mr. Jason Harrell

- Mr. Harrell described the current progress based on the written report submitted to the Board to include: Finishing up civil design and moving into permitting in next two weeks, design of the structural building is also being completed and should go to permitting in the next couple of weeks. Long lead item, the building, will be here Monday, Commissioner Becker asked if the building will need a separate permit, Mr. Harrell responded no, this will be included in the permits already being worked on. Mr. Harrell then said the other long lead item, the generator, is slightly ahead of schedule and closed his report. No further questions from the Board.

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

Item 2: Discussion and approval of Radiator machine purchase for SIT... ~ Mr. Richard Weaver

- Mr. Weaver explained that because the SIT building timeline was being moved forward that the order for the purchase of the irradiator should also be moved up. Mr. weaver also explained that Rad-Source had offered 2021 pricing if AMCD ordered the machine now. Mr. Weaver asked permission to purchase the machine and to purchase sole source, Mr. Weaver explained the reason for the sole source purchase and gave the cost of the machine at \$248,000.00. Commissioner Moeller asked if this was the same model that Lee County purchased, Mr. Weaver responded yes and also the University of Florida. Commissioner Becker asked Mr. Flowers if the district was okay to purchase sole source. Mr. Flowers responded that the purchase was consistent with Board policy, yes.

A. A motion was made to approve the purchase from Rad-Source sole source

- 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: Sunshine law and ethical training ~ Mr. Wayne Flowers

- Mr. Flowers conducted training using PowerPoint and reported on the following topics: First subject was, Meetings and Sunshine Law (Section 286.011 Florida Statutes), what is a meeting, meetings open to public, communication, notices, exceptions, violations (gave real time example). Next subject was Public Records (Section 119.011(12) Florida Statutes), what is a public record, retention, violations. Next subject was Ethics (Section 112.311(1) Florida Statutes), public trust, list of conduct by public officials, gifts, doing business with government agency,

contractual relationships, misuse of public position, conflicts of interest. Mr. Flowers closed by asking if Board members had any question, there were none.

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

Item 2: Officer election (Chair person, Vice Chairperson, and Secretary)... ~ Chairperson Moeller

- Chairperson Moeller opened the floor for nominations. Commissioner LeBlanc nominated Commissioner Moeller for Chairperson, Chairperson Moeller asked for a second. Commissioner Becker seconded the motion. Attorney Mr. Flowers pointed out that under Roberts Rules of Order that a second in not needed for this process. Chairperson Moeller called the question.

A. A motion was made to nominate Jeanne Moeller for Chairperson

- Motioned by: Commissioner Gina LeBlanc
- Seconded by: Commissioner Trish Becker (not necessary)
- VOTE: Accepted unanimously by all commissioners' present

MOTION PASSED UNANIMOUSLY

- Chairperson Moeller opened the floor for nominations of Vice-Chair and nominated Vice-Chair Becker. Chairperson Moeller then asked if anyone else was interested in the Vice-Chair position, Commissioner LeBlanc commented that she was good with anyone.

B. A motion was made to nominate Trish Becker for Vice-Chair

- Motioned by: Commissioner Jeanne Moeller
- Seconded by: (not necessary)
- VOTE: Accepted unanimously by all commissioners' present

MOTION PASSED UNANIMOUSLY

- Chairperson Moeller opened the floor for nominations of Secretary. Commissioner LeBlanc nominated Commissioner Gayle Gardner. Commissioner Becker asked if that was okey because Commissioner Gardner had not been on the Board for a year, Chairperson Moeller pointed out that she has been on the Board a year.

C. A motion was made to nominate Gayle Gardner for Secretary

- Motioned by: Commissioner Gina LeBlanc
- Seconded by: (not necessary)
- VOTE: Accepted unanimously by all commissioners' present

MOTION PASSED UNANIMOUSLY

Item 3: Recognition and appreciation of the year Chairperson service in 2021... ~ Chairperson Moeller

- Chairperson Moeller thanked the Board for their trust. Commissioner Becker read the award.

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

Item 4: Discussion about outline of major work plan for 2022... ~ Dr. Rui-De Xue

- Dr. Xue gave a report on the 2022 work plan which included: Update AMCD policies with input from Lee County HR to include job descriptions, employee handbook, commissioner hand book, pay plan and policy to conform with new laws, analyze labor needs now that AMCD has an aviation unit and new facilities coming on line, finish the education building project and hope to use the opening of the education center for celebration of national mosquito control awareness

week, finish construction of SIT building, finish or extend the CDC/UF collaboration with Smart Cages, continue with the second year of the DoD grant, hold 17th annual workshop with a field day. Dr. Xue concluded by saying that this will be a busy year and did Commissioners have any suggestions or comments. Chairperson Moeller asked if there were any questions then asked the Director to continue into his report.

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

1. **Director** ~ Dr. Xue continued to report: It was very busy over the holidays, employees worked while sick and had four public records requests to include payroll requests, lawsuit from auto accident, request about the aircraft accident. Dr. Xue also reported that the FMCA fly-in class to include military training and FCCMC meeting was a success, the fly-in was bigger than expected with over 160 guests, staff moved the meeting to the hangar, guests were very impressed with the AMCD facility and staff performance.
2. **Attorney** ~ Mr. Flowers; No report this month.

COMMISSIONER COMMENTS:

Commissioner LeBlanc ~ Thanks to staff.

Commissioner Becker ~ Thanked staff, the fly-in was amazing, Tuesday was will done with all the employees doing many jobs and the A/V equipment worked great, she was very happy.

Commissioner Gardner ~ She agreed with Commissioner Becker comments.

Commissioner Moeller ~ Gave an update on FMCA registration for Tallahassee Days which has been canceled due to Covid, there will be a virtual meeting by phone and will include Commissioner Becker and herself. She then talked about drone legislation and what will need to be discussed and explained to legislators and what the legislation was. Commissioner Moeller than asked attorney Mr. Flowers about Commissioner Brandhorst missing a second meeting in a row and a number of meetings last year and asked him to write Commissioner Brandhorst a letter she then asked the Board's opinion. Commissioner Gardner asked what exactly this would be, Commissioner Moeller responded that the letter would remind Commissioner Brandhorst what the policy is and the consequences are for missing meetings and the possibility of calling in to attend meetings. Commissioner Moeller then congratulated Commissioner Becker for being elected Secretary for the Commissioner section this year. Commissioner Moeller also reported that Dr. Qualls did a Zoom presentation for the St. Augustine Democratic club that was very well received. She than thanked the staff and moved for adjournment.

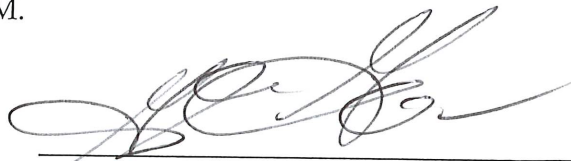
ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 6:17 P.M.

ATTEST



Chairperson, Commissioner Jeanne Moeller



Secretary/Treasurer, Commissioner Gayle Gardner

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.

RESOLUTION NO. 2022-01

A RESOLUTION OF THE ANASTASIA MOSQUITO CONTROL DISTRICT, ST. JOHNS COUNTY, LISTING CURRENT OCCUPANTS OF SEATS 1-5 ON THE BOARD OF COMMISSIONERS WITH RELATED INFORMATION REQUESTED BY THE ST. JOHNS COUNTY SUPERVISOR OF ELECTIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, in accordance with Chapter 390 (1941), Laws of Florida, and as amended by Chapter 99-449, Laws of Florida, commencing with the election held in 2000, the odd numbered seats on the Board of Commissioners (“Board”) of the Anastasia Mosquito Control District (“AMCD”), Seats 1, 3, and 5, were elected for four (4) year terms; and

WHEREAS, the even numbered seats on the AMCD Board, Seats 2, and 4, were elected for four (4) year terms in commencing with the election held in 2002, the even numbered seats on the Board of the AMCD, Seats 2 and 4, were elected for four (4) year terms; and

WHEREAS, based on the stagger for election of Commissioner seats on the Board established by the AMCD’s enabling legislation, the even numbered seats (2 and 4) will stand for election in 2022; and

WHEREAS, the Supervisor of Elections for St. Johns County, Florida has requested that the AMCD Board adopt a Resolution listing the current incumbents for the five seats on the Board, together with information concerning the commencement and end date of their terms.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the AMCD as follows:

Section 1. The current incumbent Commissioners and the Board and seats they were elected to are as follows:

Seat 1 Catherine Brandhorst
220 Whispering Woods Lane, Apt. 12
St. Augustine, FL 32084
Term Expires 2024

Seat 2 Jeanne Moeller
245 Wildwood Drive, #79
St. Augustine, FL 32086
Term Expires 2022

Seat 3 Gina LeBlanc
P.O. Box 2
Elkton, FL 32033
Term Expires 2024

Seat 4 Trish Becker
 120 Stokes Landing Road
 St. Augustine, FL 32095
 Term Expires 2022

Seat 5 Gayle Gardner
 5105 Porter Road
 St. Augustine, FL 32095
 Term Expires 2024

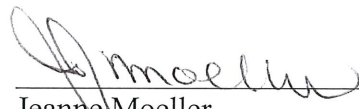
Section 2. The term of office for Seats 1, 3, and 5, are four-year terms that commenced per Section 388.101(1), Florida Statutes, on the first Tuesday after the first Monday in January 2021 (January 5, 2021) and the term of office for Seats 1, 3, and 5 will end on the first Tuesday after the first Monday in 2025.

Section 3. The term of office for Seats 2 and 4 are four-year terms that commenced, per Section 388.101(1), Florida Statutes, on the first Tuesday after the first Monday in January 2019 (January 9, 2019) and the term of office for Seats 2 and 4 will end on the first Tuesday after the first Monday in 2023.

Section 3. The Seats on the AMCD Board that are to be elected at the 2022 election are Seats 2 and 4.


Section 4. This Resolution shall be effective immediately.

PASSED AND ADOPTED this ____ day of February 2022.



Jeanne Moeller
Board Chair

Attest:



-Secretary