

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



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, April 14, 2022

Next Meeting(s): Thursday, May 5, 2022 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, April 14, 2022, at 5:00 P.M.

Board members in attendance:

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

Also in attendance:

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

Chairperson Moeller called the meeting to order.

Commissioner LeBlanc led the Pledge of Allegiance to the flag

ROLL CALL: Chairperson Moeller noted ~ All were present except for Commissioner Brandhorst, she arrived at 5:02 P.M. via phone call and requested to attend the meeting. The Board came to a consensus to allow Commissioner Brandhorst to attend the meeting via phone call.

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 (Commissioner Brandhorst was not a part of the vote)
- **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, March 10, 2022 at 5:00 P.M.
5. September Board Meeting and Public Hearing Dates:
 - A. Regular Meeting, Thursday, September 15, 2022 at 5:00 P.M.
 - B. First Public Hearing, Thursday, September 15, 2022 at 5:30 P.M.
 - C. Final Public Hearing, Thursday, September 29, 2022 at 5:30 P.M.
6. 17th Annual Workshop Summary Report
7. MOU between AMCD and i2L company about sharing GLP study
8. Laboratory Manager job description
9. Budget Amendments (No Documents Attached)

UNFINISHED BUSINESS:

Item 1: Discuss and review Commissioner's absence from Board meetings

Mr. Wayne Flowers

- Mr. Flowers stated he was asked to pull up the Board's Policy, "Commissioner Attendance at Board Meetings." According to the policy, with the Board's approval, when a certain number of absences are met a letter must be sent notifying the Board member. Mr. Flowers also mentions the policy does allow Board members to attend meetings via phone call. However, it should only be under extraordinary circumstances and the Commissioner making the request should communicate with the Board beforehand. He went on to explain the Board decides what is considered an extraordinary circumstance. Currently the policy has no existing language on what is considered an extraordinary circumstance. Mr. Flowers stated the policy doesn't give the Board authority to terminate, suspend, or dock pay from another Board member. Only the Senator/Governor can terminate/suspend an elected official from office. If the Board chooses to take action, an agreement must be made to write a letter to the Senator/Governor regarding their concerns.
- Commissioner Moeller began the discussion noting she asked Mr. Flower's to bring the policy to the Board because she is concerned about Commissioner Brandhorst's consecutive absences at Board meetings. She mentioned it's rare for Commissioner's to be absent to meetings and/or to attend meetings via phone call. Commissioner Moeller continued explaining the Board tries to accommodate for life events, when communication is provided. She is concerned that Commissioner Brandhorst's health or other issues are affecting her ability to carry out her judicial duties. Commissioner Moeller mentioned the policy may need to be revised, to provide more detailed language.

- The Board, Mr. Flowers and Dr. Xue continued discussing how to approach the issue. Two options were presented, allow Commissioner Brandhorst another opportunity to attend meetings in- person, regularly, or have a letter sent to the Senator/Governor requesting her termination/suspension. It was mentioned by multiple commissioners that as elected officials they have a responsibility to Anastasia Mosquito Control District (AMCD) and the tax payers of Saint Johns County. After discussing the subject in detail, the Board agreed to give Commissioner Brandhorst till May 5th to decide if she is capable of finishing her term on the Board.

A. A motion was made to write a letter to the Governor, in the event Commissioner Brandhorst is absent from another Board meeting without communication and refuses to resign.

- Motioned by: Commissioner Jeanne Moeller
- Seconded by: Commissioner Gayle Gardner
- VOTE: Accepted by Commissioner Moeller, LeBlanc, and Gardner
- VOTE: Opposed by: Commissioner Becker and Brandhorst
- **MOTION PASSED 3:2**

Item 2: Helicopter Insurance Summary Report

Mr. Dana Smith

- Mr. Dana Smith started his report stating the aircraft N874M is finished being repaired and the total cost of the helicopter repairs were \$216,000.00. After the deductible of \$20,000 was met and \$120,000 for blades was reimbursed, the insurance company is issuing a final payment of \$106,083.88. Mr. Smith mentioned for in house repairs the insurance company allowed \$26,000.00 paid hours, which is where AMCD saved the most money. The helicopter repairs are complete and the final payment is in transit.

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

Item 3: 2021 collaborative project report

Dr. Whitney Qualls

- Dr. Qualls began her presentation by thanking the Commissioners for their continued support in the Applied Research Program. Through the Board's direction and Dr. Xue's leadership, Dr. Qualls and her team have been able to put together a great group that embodies teamwork. She explained over the last five years they have been able to increase funds to support public health pesticide research, which directly contributes to the field they work in. Not only is her team doing applied research, they also work closely with operations to help maintain the chicken and surveillance program. She mentioned AMCD had 25 projects in 2021(not including grant funded projects), 9/25 were internal projects, 12 publications from grant/sponsored related projects and four grant/sponsored related projects published in 2022. Dr. Qualls continued presenting some of the grant funded projects that have been in progress. First, The Armed Forces Pest Management Board/Department of Defense (DOD), grant funded project, is to determine key variables for predicting optimal initiation of mosquito control using AMCD historical records and climate change data, optimizing a proactive and generalizable action threshold for controlling mosquitoes. However, Dr. Qualls and her team found that there is no accurate way to predict that, given all the different variables involved. Second, Center for Disease Control (CDC) Broad Agency Announcement (BAA), grant funded project, is a collaboration with University of Florida (UF), to develop a smart sensor that can indicate whether it's the environmental

conditions or the product that is not killing the mosquitoes. A two-year CDC/DACS grant about SIT operation control in cooperation with UF and USDA/CMAVE just ended in July 2021. Lastly, Florida Department of Agriculture (FDACS), grant funded project, collaboration with UF, Department of Entomology. This grant supports Mr. Kai Blore's Ph.D. work, it's a two-year grant. The main objective was to evaluate *Aedes aegypti* population suppression using SIT, and this laid the ground work to incorporate SIT into AMCD's Applied Research Program. Dr. Qualls finished her presentation reviewing AMCD's first Good Laboratory Practices (GLP) study. Noting it's the pathway to becoming a GLP accredited lab. As of right now, the team is waiting for temperatures to reach a low of 60-70 degrees before the final piece of the study begins, hopefully in May 2022.

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

NEW BUSINESS

Item 1: Discussion and approval of COL raise for FY 22/23 budget

Mr. Scott Hana

- Mr. Hana stated that he used the Consumer Price Index (CPI) ending in February 2022, which showed 7.9%, and recommends using the CPI index for the cost of living in the FY 22/23 budget. Mr. Hana recommended an 8% Cost of Living increase be added to the FY 22/23 budget after he found the CPI of 8.5% in March 2022.

A. A motion was made to approve a COLA rate of 10% for the FY 22/23

- Motioned by: Commissioner Trish Becker
- Seconded by: Commissioner Catherine Brandhorst
- VOTE: Accepted by Commissioner Becker & Brandhorst
- VOTE: Opposed by Commissioner Moeller, LeBlanc and Gardner
- **MOTION FAILED 2:3**

B. A motion was made to approve a COLA rate of 8% for the FY 22/23

- Motioned by: Commissioner Gina LeBlanc
- Seconded by: Commissioner Gayle Gardner
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

- Dr. Xue proposed the Board approve a monthly payment of \$250 for six months (April-September 2022) to help AMCD employees with the increased cost of living, until they receive the 8% COLA raise in October 2022.
- The Board began discussing the best approach to Dr. Xue's proposal. Two options were presented for discussion, issuing monthly payments for six months for instant relief or reevaluate and adjust salaries now to compensate for the current cost of living increase. After discussing the proposal in detail, the Board agreed to issue temporary relief payments. Considering, salary adjustments take time and could cause budget issues with the already approved 8% COLA raise in October.

A. A motion was made to approve a \$250 monthly stimulus payment to AMCD staff for six months, from April 2022-September 2022

- Motioned by: Commissioner Gayle Gardner
- Seconded by: Commissioner Gina LeBlanc

- VOTE: Accepted by Commissioner Gardner, LeBlanc, Brandhorst, and Moeller
- VOTE: Opposed by Commissioner Becker
- **MOTION PASSED 4:1**

Item 2: Budget Direction Discussion, Board’s Input FY 22/23

Dr. Rui- De Xue

- Dr. Xue requested the Board members give him any suggestions for items needed for the FY 22/23 budget; the draft budget and millage rate will be discussed in the July Board meeting. He mentioned updating the pay plan for the FY 22/23 and proposed the Board consider adding board room expansion to the FY 22/23 budget. Dr. Xue believes it would be beneficial when hosting AMCD annual workshops, to accommodate all employees and visitors, as well as increase revenue.

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

REPORTS:

1. **Director** ~ Dr. Xue began his report by thanking the board for approving the 8% raise and the \$250 monthly stimulus payment for six months. Due to warm weather and the amount of rain, AMCD has received more than 500 service requests since the annual workshop. He continued stating employees are fogging late in the evening and early in the morning, along with starting the aerial and surveillance program. The District hired four seasonal employees and two interns. One intern is being funded by UF and one intern is studying Public Health for their Master degree and is being funded by the CDC/SECEVD. AMCD has been having mandatory all employee training every Wednesday morning this month. Dr. Xue ended his report thanking the staff for their hard work and cooperation.
2. **Attorney** ~ Mr. Flower stated he did not have anything to report this meeting.

COMMISSIONER COMMENTS:

Commissioner Gardner ~ Thank you Mr. Richard Weaver for a tour of the Education building.

Commissioner Becker ~ The City of Saint Augustine awarded AMCD with a proclamation recognizing April 18-24, 2022 as “Anastasia Mosquito Control Awareness Week.” I wrote an article about women in science for the *Loving our Town* magazine under the “What Does a Scientist Look Like” column. I am attending the American Mosquito Control Association (AMCA) Washington D.C. conference with Mr. Weaver next month. Lastly, I have been in contact with a group called the Ninety-Nine, it’s a non-profit organization of all female pilots. The group would like to visit AMCD for a tour on a Saturday at the end of June, if the Board approves of the visit?

- The Board came to a consensus, approving Commissioner Becker’s request to have the group Ninety-Nine come visit on a Saturday at the end of June 2022

Commissioner LeBlanc ~ Thank you to the staff for all their hard work.

Commissioner Brandhorst ~ No comments.

Commissioner Moeller ~ I'm very glad Commissioner Becker could get the Proclamation from the city and would like to know next time, so, I can possibly join you. Since, we were speaking of the cost of rent in the area, I just wanted to point out that now in order to be approved for a rental, you need first month's rent, last month's rent, a security deposit and make three times the monthly rent. Most of our employees don't reach that requirement, I would keep that in mind as you adjust the pay scale. Thank you to the staff for all of their hard work. Our next meeting is May 5th, we changed the date for Commissioner Becker due to a scheduling conflict. Does Commissioner LeBlanc need the Board meeting on June 9th moved?

- Commissioner LeBlanc noted she did have a schedule conflict that day and would need it changed to the following week, June 16, 2022, with the Board's approval.
- The Board came to a consensus to move the Board meeting on June 9, 2022 to June 16, 2022.

ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Moeller adjourned the meeting at **7:12 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.