

Anastasia Mosquito Control District of St. Johns County

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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, May 5, 2022

Next Meeting(s): Thursday, June 16, 2022 – 5:00 PM

MINUTES

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

Board members in attendance:

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

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney
Ms. Julieann Klein, CPA
Dr. Dawn Allicock, Director/Health Officer

Chairperson Moeller called the meeting to order.

Commissioner Brandhorst led Invocation and the Pledge of Allegiance to the flag

ROLL CALL: Chairperson Moeller noted ~ All were present, except Commissioner Gardner. Commissioner Gardner arrived at 5:15 P.M. via phone, due to a last-minute family emergency.

Awards: The Board presented a plaque to Dr. Dawn Allicock, Director/ Health Officer of Florida Department of Health (DOH) in Saint Johns County, for her support and collaboration with Anastasia Mosquito Control District (AMCD) for the past 18 years.

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

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

(Commissioner Gardner was absent for this motion)

A. A motion was made to approve the Agenda as presented.

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Brandhorst
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

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

(Commissioner Gardner was absent for this motion)

A. A motion was made to approve the Consent Agenda as presented.

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

Consent Items ~ APPROVAL OF:

1. Treasurer report
2. Cancelled checks
3. Chemical inventory
4. Minutes of April 14 board meeting
5. Agreement (Non-disclosure) between Scenico and AMCD about SIT equipment
6. 2nd Quarter Budget Analysis
7. Budget amendment (**NONE**)

UNFINISHED BUSINESS:

1. Item 1: Financial Auditor Report for FY 21/22 (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, the main change is an increase of cash due to budgeting for construction projects that have not been completed yet. The statement of activities shows an overview of the expenditures, revenues are up because of property taxes and grant activity, personal services are up due to salaries, and operating expenses are up, mostly due to the aviation program. Personnel benefits are down due to FRS adjustment. Ms. Klein suggested as the District reaches the final phases of starting the aerial program and finishing the construction of the new buildings, the focus should shift from capital outlay to maintenance and operational cost.

~ Commissioner Gardner arrived at 5:15 P.M. via phone call (due to a last-minute family emergency) requesting to attend the meeting. The Board came to a consensus to allow Commissioner Gardner to attend via phone due to an extraordinary circumstance.

A. A motion was made to approve the Financial Auditor's Report for the fiscal year ending September 30, 2021 as presented.

- Motioned by: Commissioner Brandhorst
- Seconded by: Commissioner Becker
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

Item 2: Discussion and Review of Policy Revision for Commissioners Participation in Meetings Via Communications Media Technology

Mr. Wayne Flowers

- Mr. Flowers stated last month the Board discussed the existing policy "*Participation in Meetings of the Board of Commissioners Via Communications Media Technology.*" It was noted the policy was never intended to be used for convenience, it should only be used in extraordinary circumstances. Mr. Flowers suggested the Board limit the number of times a Board member attends meetings, via media technology, in a consecutive 12-month period. Mr. Flowers mentioned a draft amending the existing policy, for the Boards consideration.
- The Board discussed in detail policy revisions that are reasonable. It was noted in the past only a few Commissioners have utilized this policy and only under extraordinary circumstances. The Board agreed that if a Commissioner's case falls under hospitalization, injury or illness, or Death of an immediate family member, they are allowed three meetings via media technology in a 12 month consecutive period. The Board also agreed if a Board member becomes temporarily physically disabled while in office, they may attend six meetings via media technology in a 12-month consecutive period. After an extensive discussion, the Board agreed if a Commissioner were to become permanently disabled while in office it should be handled case by case and the policy should provide more detailed language on the subject. The Board's final decision was to address the revised policy at the June 16th meeting, after Mr. Flowers has made the changes previously mentioned.

○ **No Motion Was Made On This Item**

NEW BUSINESS:

Item 1: Discussion and Approval of Pay Plan Policy Revisions

Dr. Rui-De Xue

- Dr. Xue began explaining the current Pay Plan Policy was developed by the former HR Director of Lee County Mosquito Control District (LCMD) in 2015 and was accepted/adopted by the Board in 2016. He presented two options to update the Pay Plan

Policy. Based on population growth, increased service request and inflation, in Saint Johns County, Dr. Xue recommended the Board approve the updated Pay Plan with an 8% COL raise plus 3,000/year.

- The Board discussed thoroughly a fair update to the current Pay Plan Policy. The majority of the Board agreed and supported Dr. Xue's recommendation, 8% COL raise plus 3,000/year. It was mentioned the surrounding Mosquito Control Districts are offering a higher starting salary and the Board should consider increasing the COL percentage, to give current and potential employees incentive to work at AMCD. Others mentioned not only is 8% plus 3,000/year fair, AMCD also offers great benefits. By the end of the discussion, majority of the Board agreed to support the updated Pay Plan Policy with an 8% COL raise plus 3,000/year.

A. A motion was made to approve the updated Pay Plan with an 8% COL raise plus 3,000/year

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

- Commissioner Becker asked if AMCD still had a policy on merit raises, in addition to the Pay Plan Policy. So, employees have the opportunity to increase their salary based on performance.
- Dr. Xue stated a Merit Raise Policy was active before the Board adopted the Pay Plan Policy with salary ranges and steps for each position. Dr. Xue went on to explain the Pay Plan Policy was designed to be fair to all employees and ensure raises and promotion based on experience and positive performance evaluations.
- Commissioner Moeller stated in the past the Merit Raise policy created trouble within the district, some deemed it as unfair which created low morale. She also stated Dr. Xue is the only one that should decide if a Merit Raise Policy should be reinstated and if he chooses to reinstate a Merit Raise Policy it should include specific information.

A. A motion was made to adopt a Merit Raise Policy

- Motion by: Commissioner Becker
- Seconded by: NO SECOND
- **MOTION FAILED**

Item 2: Discussion and Approval of Manpower Numbers for FY 22/23 Budget

Dr. Rui-De Xue

- Dr. Xue recommends the Board approve increasing the number of full-time employees from 27 to 32 for the budget FY 22/23. This recommendation is based on population growth in Saint Johns County, an increase in service request, the completion of the SIT building and education center.

B. A motion was made to approve the hire of up to five additional full-time employees

~ Commissioner Moeller requested to amend the motion “to approve the hire of five additional full-time employees,” made by Commissioner LeBlanc, and change it to say “to approve up to five additional full-time employees.” Commissioner LeBlanc amended her motion.

- Motion by: Commissioner LeBlanc
- Seconded by: Commissioner Moeller
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

REPORTS:

1. **Director** ~ Dr. Xue began his report stating the District has started surveillance and thanked the staff for all their hard work. He mentioned four seasonal employees started this week, one lab technician assistant started last week and four interns are starting in June. Last year AMCD had four volunteer interns from Ponte Vedra High School and this year four students have applied. Dr. Xue mentioned they will be interviewed to work this summer and Dr. Pepper and Dr. Qualls will be training them. He thanked the Board for approving the updated Pay Plan. Dr. Xue stated himself and Mr. Hanna will start working on the budget and the Board should contact him with any changes that may be needed. He also mentioned when working on the budget to consider the District is trying to lower the millage rate from 0.2 to around 0.195.
2. **Attorney** ~ Mr. Flower stated he did not have anything to report this meeting.

COMMISSIONER COMMENTS:

Commissioner Gardner ~ No comments.

Commissioner Becker ~ asked the Board for approval to appear on the show “*Breakroom*,” requested by the City of Saint Augustine, on May 26th and would like Mrs. Autry or Mrs. Gaines to accompany her. She mentioned she is graduating with honors tomorrow and has started volunteering in the kitchen at the St. Francis House Homeless Shelter, since they are open again. Lastly, she thanked the staff for all their hard work.

- **The Board came to a consensus to approve Commissioner Becker’s request to speak on the show “*Breakroom*” with Mrs. Autry or Mrs. Gaines of May 26th**

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

Commissioner Brandhorst ~ No comments.

Commissioner Moeller ~ Thanked her fellow Commissioners for a civil meeting.


ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 7:02 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.