

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, September 15, 2022

Next Meeting(s): Thursday, September 29, 2022 – 5:30 PM ~ Final Public Hearing
Thursday, October 13, 2022 – 5:30 PM ~ Regular Meeting

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 15, 2022, at 5:00 P.M.

Board members in attendance:

Mrs. Jeanne Moeller, Chairperson
Mrs. Trish Becker, Vice-Chairperson
Ms. Gayle Gardner, Secretary/Treasurer
Mrs. Gina LeBlanc, Commissioner

Absent:

Mrs. Catherine Brandhorst, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney (arrived late via phone at 5:55 P.M.)
Mr. Taylor Thompson, Harrell Construction Company
Mr. Matthew Baker, President of Baker Thomas Insurance
Mr. Ron Flick, President of Compass Group

Chairperson Moeller called the meeting to order.

Gary Howell led the Invocation and the Pledge of Allegiance to the flag

ROLL CALL: Chairperson Moeller noted ~ attorney Mr. Flower will be arriving late, via phone (due to business) and Commissioner Brandhorst is absent with no communication.

CITIZEN PARTICIPATION: For Items not on the Agenda

- Mr. Ed Slavin asked the Board to discuss Consent Item #6 (Cintas Uniform Contract), and Commissioner Mrs. Moeller asked for moving this item to New Business #3 for discussion.
- Mr. Ron Flick (President of Compass Group) stated he was seeking solutions from the AMCD Board of Commissioners regarding AMCD staff hindering Compass Groups effort to

complete the contracted project (Disease Vector Education Center). Mr. Flick then listed off three examples in detail and requested the Board intervene. Commissioner Moeller noted the Attorney, Mr. Flowers, is not present and advised the Board to not make any decisions or comments that could affect the District without Mr. Flowers present.

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

- A. **A motion was made to approve the Consent Agenda with the requested change (moving Consent Item #6 to New Business #3).**
- 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. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, August 11, 2022 (5:00 P.M.)
5. Annual Physical Inventory
6. Cintas Uniform Contract Renewal (**Moved to New Business #3 as requested**)
7. Opening Celebration of Disease Vector Education Center, December 8, 2022 at 4:00 P.M.
8. No November 10, 2022 Board Meeting (Due to Annual FMCA Meeting)
9. Budget Amendments

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

UNFINISHED BUSINESS:

Item 1: SIT Building Update

- Thompson Taylor notified the Board he would be giving the SIT building update; Mr. Glenn Harrell apologizes for not being able to attend. Mr. Taylor began reporting the building is framed up, the roof is on, and insulation in the roof. Mr. Thompson continued explaining the electrical, plumbing and fire protection are being installed in the roof now and they will be back to start on the exterior walls at the beginning of next week. He mentioned some setbacks due to weather but not due to supplies not being delivered on time. Mr. Thompson explained the group ordered big items with long wait times first and waited to order smaller items that didn't have long wait times, so, everything is delivered when it's needed.

- Commissioner Becker noted with previous construction projects there were setbacks with the rising steel cost and production time, do you foresee any of those issues happening?
- Mr. Thompson reassured Commissioner Becker they purchased what they needed ahead of time, anticipating the increase in steel prices and so far the cost of building has not increased.
- Commissioner Beker asked if they were having difficulty working with our staff?
- Mr. Thompson reassured Commissioner Becker him nor the staff at Harrell and Harrell construction have had no issues.
- Commissioner Moeller mentioned she has been on the Board since the very beginning of this building and when the millage rate was raised 100%. Since then the District has reduced the millage rate every year and I have watched the whole process of the SIT building construction and Harrell Construction has done an excellent job and it has been a pleasure working with you all.
- Mr. Thompson thanked the Board for their time.

○ **No Motion Was Made On This Item**

- Ed Slavin thanked the Board and AMCD staff for all their hard work. Mr. Slavin noted he's thankful for the District's SIT (Sterile Insect Technology) building and the technology involved. He mentioned his father had contracted malaria from a mosquito and was never the same again.

Item 2: Discussion and Approval of Fleet/Liability and Workers Compensation Insurance Renewal

Mr. M. Baker, President of the Baker Thomas Insurance Company

- Mr. Baker thanked the Board for their time and noted he would begin with a brief overview of the insurance renewal, beginning October 1st. Mr. Baker explained the first page of the insurance proposal is a summary document, to compare premiums year by year. Mr. Baker pointed out the prices have increased due to district expansion, additional inland marine coverage and an increase in payroll. Mr. Baker also pointed out a modest decrease in prices due to an experience mod of .96 and per individual class code the District has.
- Commissioner Becker asked if workers compensation is structured to cover employee medical leave in an event like COVID-19?
- Mr. Baker notified Commissioner Becker up until recently Covid-19 was covered as a loss for public entities with a proper claim process.
- Commissioner Becker asked if the Education Center will have cyber coverage?
- Mr. Baker confirmed The Disease Vector Education Center is Covered under the \$2 million cyber liability coverage.

This meeting was stopped at this time, at 5:30 P.M., to hold the First Public Hearing which was advertised for 5:30 P.M.

At 5:55 P.M. this meeting was brought back to order to resume.

A. A motion was made to approve the Fleet/Liability and Workers Compensation Insurance Renewal as presented.

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

NEW BUSINESS:

Item 1: FRS Auditing Update and Report

Scott Hanna, C.F.O./Accountant

- Mr. Hanna began reporting on July 18th Dr. Xue received an email from FRS (Florida Retirement System) Compliance Audit Unit within the Department of Management Services, that AMCD is receiving a compliance audit for the Florida Retirement System Plan that we participate in. Mr. Hanna explained it was basically a questionnaire and deep analysis of one month of payroll with details on each employee involved in that month of payroll. He mentioned all material requested was delivered in a timely manner, there were some gaps in responses but the whole process took about two months. Mr. Hanna noted this audit has no relationship to the special districts audit, the FRS audit is either done periodically or due to any red flags in reporting. Overall, the auditor was satisfied with the findings.

- **No Motion Was Made On This Item**

Item 2: Report about Auditing and Updating AMCD Job Descriptions by Ms. Jackie Small,

Dr. Xue, Director

- Commissioner Moeller mentioned Jackie Small will be visiting again, or at least sending new job descriptions. Mrs. Moeller explained Ms. Small has interviewed related staff, reviewed all policies/ procedures, and reviewed our pay plan. Commissioner Moeller noted Mrs. Small's main focus is cleaning up language within our policies and hopefully the Board can vote on that in the October Board meeting.
- Dr. Xue mentioned Ms. Small worked on updating the pay policy the last couple of months and she still has a few items to review/audit, AMCD should anticipate her visiting maybe two more times to finish those items.
- Commissioner Moeller recommended Dr. Xue review the list of Exempt and Non-Exempt job descriptions to confirm they are in compliance.

- **No Motion Was Made On This Item**

Item 3: Discussion about Cintas Uniform Contract Renewal

- Ed Slavin asked the Board to turn their attention to paragraph 13 on the Cintas uniform renewal contract regarding the arbitration clause. Mr. Slavin requested the Board have staff and the Attorney contact Cintas to have that paragraph deleted. Mr. Slavin explained AMCD is a government agency and should not agree to waive their rights to a jury trial.

- The Board discussed Mr. Slavin's request and with related staff's input, the Board came to a consensus to have Mr. Flowers review paragraph 13, Mrs. Gaines will contact Cintas about removing paragraph 13 and the Cintas Uniform Renewal Contract will return to the Board for a vote at the October Board meeting.

REPORTS:

Director ~ Dr. Xue reported in our county four chickens tested positive for West Nile virus, one horse tested positive for EEE (eastern equine encephalitis), and one positive malaria case. Dr. Xue added, due to an increase in rainfall the staff is working very hard. AMCD is doing an air application study for a grant which the CDC purchased/provided equipment to AMCD.

Attorney ~ Mr. Flowers reported Commissioner Brandhorst reached out to him and claimed her doctor diagnosed her with a new medical condition that is the main causes of her brain fog and that she may be having surgery, the day of the September 15th Regular Board Meeting and First Public Hearing. Mr. Flowers stated Commissioner Brandhorst requested the letter written to the governor about her suspension from office be retracted. Mr. Flowers also mentioned a response has not been received regarding the letter sent to the governor and asked the Board if they would like to take further action by sending an additional letter or phone call to follow up on the matter. The Board discussed the subject in detail and came to a consensus, since Commissioner Brandhorst missed another meeting with no communication, Mr. Flowers will proceed with a follow up call to the Governor's office, regarding the letter to have Commissioner Brandhorst suspended from office.

COMMISSIONER COMMENTS:

Commissioner Gardner ~ No comment.

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

Commissioner Becker ~ I really enjoyed tonight's meeting, a lot of people came to speak, a lot of people that would love to sit in that seat. I've been speaking with teachers and staff at various schools about field trips to AMCD and the Education Center and they loved the idea but they mentioned field trips have been hard to organize due to the lack of school bus drivers in Saint Johns County. So, we discussed possibly doing a fly-in from AMCD helicopters and having the pilots/aviation mechanic/education specialist and/or other relevant staff to do like an outdoor field trip to learn about mosquitoes. Commissioner Moeller mentioned she didn't see an issue with Commissioner Becker's request as long as it complies with the MOU between AMCD and the County. The Board came to a consensus for Commissioner Becker to organize fly-ins at local schools for education purposes.

Commissioner Moeller ~ I appreciate all of you coming to our meeting and having comments, it's always nice when the public is interested in what we do, how we do it, and, more importantly, how we spend their money. So, I want to thank all the staff for their hard work, and I will see the board back here and hopefully all of you on September the 29th at 5:30 P.M. for the final budget hearing.

ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 6:45 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.