

# Anastasia Mosquito Control District of St. Johns County

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## BOARD OF COMMISSIONERS

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



## DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, March 9, 2023

Next Meeting(s): Thursday, April 13, 2023 – 5:00 PM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, March 9, 2023, at 5:00 P.M.

Board members in attendance:

Mrs. Gayle Gardner, Chairperson (Arrived Via Phone at 5:09 P.M.)  
Mrs. Trish Becker, Vice-Chairperson  
Mrs. Gina LeBlanc, Commissioner  
Mrs. Catherine Brandhorst, Commissioner  
Mrs. Martha Gleason, Commissioner

Also in attendance:

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

Vice-Chairperson Becker called the meeting to order.

Commissioner Brandhorst led the invocation and the Pledge of Allegiance to the flag.

**ROLL CALL:** Vice-Chairperson Becker noted ~ All were present, minus Chairperson Gardner who has requested to attend via phone. The Board came to a consensus to allow Commissioner Gardner to attend the meeting via phone.

**CITIZEN PARTICIPATION:** For Items not on the Agenda ~ **NONE**

**APPROVAL OF AGENDA: Vice-Chairperson Becker called for approval of the Agenda.**

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

- Motioned by: Commissioner LeBlanc
- Seconded by: Commissioner Brandhorst
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

**APPROVAL OF CONSENT AGENDA: Vice-Chairperson Becker called for approval of the Consent Agenda with the removal of consent item #4 and adding it to Unfinished Business #5.**

**A. A motion was made to approve the Consent Agenda with the changes stated above.**

- Motioned by: Commissioner Gleason
- Seconded by: Commissioner LeBlanc

- 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, February 9, 2023 at 5:00 P.M.
5. Commissioner Mrs. Gleason's visit to Lee CMCD & Collier CMCD Aerial Workshop (April 17<sup>th</sup> – 20<sup>th</sup>)
6. Updated Job Description of Assistant Director

**UNFINISHED BUSINESS:**

1. **Item 1:** SIT Building Project Update ~ *Mr. Glenn Harrell, President of the Harrell Construction Company (10 min)*
  - Mr. Harrell started by notifying the Board that the SIT building is experiencing some delays. He explained the delay is caused by late deliveries of the internal organs to the electrical panel and the cleaning doors for the lab. Mr. Harrell assured the Board these delays have not caused issues with the budget.
    - **THERE WAS NO MOTION ON THIS ITEM**
  
2. **Item 2:** Financial Monthly Report ~ *Mr. Scott Hanna, C.F.O (10 min)*
  - Mr. Scott Hanna explained the summary page is bank reconciliation summary for the month of February and pointed out local fund, the SBA fund and Bank of America that are check register balances that have been reconciled. Mr. Hanna mentioned all the details for that summary are located on the next page and the other half is the revenue breakdown for the month of February.
    - **THERE WAS NO MOTION ON THIS ITEM**
  
3. **Item 3:** Reviewing Related Policy from Commissioners Handbook ~ *Mrs. Martha Gleason, Commissioner*
  - Mrs. Martha Gleason started by mentioning her intentions are not to overturn any vote but in February the AMCD Board voted for officers and the interpretation was that you must serve on the Board for at least a year to be elected as an officer. Mrs. Gleason continued explaining the policy actually states you must serve on the AMCD board for one year to be elected as Chairperson and she is trying to prevent the mistake from happening again in the future.
    - **THERE WAS NO MOTION ON THIS ITEM**
  
4. **Item 4:** Budget Amendment ~*Mr. Scott Hanna C.F.O/ Accountant*
  - Mr. Hanna explained usually budget amendments are to amend over spending, however, the District earned more revenue than the budget originally anticipated.
    - A. **A motion was made to approve the budget amendment as presented.**
      - Motioned by: Commissioner Branhorst
      - Seconded by: Commissioner Gardner
      - VOTE accepted by: ALL Commissioners
      - **MOTION PASSED UNANIMOUSLY**
  
5. **Item 5:** February 9, 2023 Board Meeting Minutes

- Mrs. Gleason stated one item on the February Board minutes needed to be adjusted to say “St. Johns County Republican Women Federated.”

**B. A motion was made to approve the February 9, 2023 Board Minutes with the revision stated above.**

- Motioned by: Commissioner Branhorst
- Seconded by: Commissioner Gardner
- VOTE accepted by: ALL Commissioners
- **MOTION PASSED UNANIMOUSLY**

**NEW BUSINESS**

1. **Item 1:** AMCA Annual Report Meeting Reports, Commissioner & Legislation Sessions, and Other Reports ~ *Mrs. Trish Becker, Commissioner & Dr. Rui-De Xue, Director (10 min)*
  - Dr. Xue started by reporting a successful AMCA meeting in Reno, Nevada. He mentioned 919 registered, 50 sessions and Dr. Qualls, Dr. Farooq, and Dr. Peper gave presentations. Dr. Xue also mentioned a lot of people showed interest in AMCD.
  - Mrs. Becker reported the AMCA meeting was incredible, other than the snow that kept everyone indoors for a few days. She explained Commissioners and Trustee day had 13 topics discussing items such as district financing, operations, administration management, ect. Mrs. Becker mentioned there were 14 speakers, including herself, and she spoke about the sunshine law. She also wanted to recognize Dr. Xue and his wife for how smooth the AMCA meeting went.
    - **THERE WAS NO MOTION ON THIS ITEM**
2. **Item 2:** Update about Special District Accountability Audit, Preparations & Progress ~ *Dr. Rui-De Xue (10 min)*
  - Dr. Xue stated he spoke with the auditor, Mr. Craig, on the phone and they reviewed online documents and were able to pull about 70-80% of the information needed from our website. Dr. Xue explained the next step in the audit is for the auditor to visit the District and speak with related staff/Commissioners, please let him know if you would like to meet with the auditor.
    - **THERE WAS NO MOTION ON THIS ITEM**
3. **Item 3:** Update about Annual Program Report & 18<sup>th</sup> Arbovirus Workshop ~ *Dr. Rui-De Xue (10 min)*
  - Dr. Xue reported related staff worked together to complete the Annual Program Report and hopes to start printing by Monday. Dr. Xue also mentioned a few items have changed on the workshop Agenda.
    - **THERE WAS NO MOTION ON THIS ITEM**

**REPORTS:**

1. **Director** ~ Dr. Xue reported the annual employee performance evaluations and annual mandatory training have been completed. He also reported staff is now working on the annual workshop and hiring seasonal employees/ intern students.
2. **Attorney** ~ Mr. Flowers had nothing to report.
  - C. **A motion was made to approve Commissioner Becker to contact legislation to schedule appointments for Washington D.C.**
    - Motioned by: Commissioner Becker
    - Seconded by: Commissioner Gleason

- VOTE accepted by: ALL Commissioners
- **MOTION PASSED UNANIMOUSLY**

**COMMISSIONER COMMENTS:**

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

**Commissioner Brandhorst** ~ Thanked the staff for all their hard work.

**Commissioner Gardner** ~ No Comment.

**Commissioner Gleason** ~ I spoke for about an hour at the St. Johns County Republican Women's Federated about AMCD and what we do here, they showed a lot of interest. Also, I request staff make the AMCD app more accessible on the District's website for St. Johns County residents.

**Commissioner Becker** ~ My class Government Policy Program has an assignment for students to reach out to people above them in their programs and since I can not do that, he suggested I evaluate a neighboring program. So, I thought it might be cool to reach out the Jacksonville Mosquito Control and compare special districts vs. city owned districts. I was also speaking with the President of the Commissioner's Caucus and he mentioned the Florida Keys mosquito control district invited their county Commissioner's to tour their facility and write a letter of support. I am proposing AMCD also reach out to our County Commissioners, I can give a presentation, invite them to tour our facility and write a letter of support.

**D. A motion was made to approve Commissioner Becker to give St. Johns County Commissioners a presentation and invite them to AMCD for a tour and to write a letter of support.**

- Motioned by: Commissioner Becker
- **MOTION FAILED DUE TO LACK OF SECOND**

**ATTACHMENTS: ~**

1. None

**ADJOURNMENT:**

Vice-Chairperson Becker adjourned the meeting at 6:13 P.M.

ATTEST

  
Chairperson, Commissioner Gayle Gardner

  
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.*