

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, April 13, 2023

Next Meeting(s): Thursday, May 11, 2023 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, April 13, 2023, at 5:00 P.M.

Board members in attendance:

Mrs. Gayle Gardner, Chairperson
Mrs. Trish Becker, Vice-Chairperson
Mrs. Gina LeBlanc, Commissioner
Mrs. Catherine Brandhorst, Commissioner (Arrived at 5:38 P.M.)
Mrs. Martha Gleason, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney (Attended Via Phone)

Chairperson Gardner called the meeting to order.

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

ROLL CALL: Chairperson Gardner noted ~ All were present, except Commissioner Brandhorst, she arrived late at 5:38 P.M. and Mr. Flowers who attended via phone.

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

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

- A. A motion was made to approve the Agenda as presented.
- Motioned by: Commissioner LeBlanc
 - Seconded by: Commissioner Becker
 - VOTE accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

APPROVAL OF CONSENT AGENDA: Chairperson Gardner called for approval of the Consent Agenda as presented.

- A. A motion was made to approve the Consent Agenda with the removal of Consent Item #5 and moving it to New Business #4 and approve the remaining Consent Agenda as presented.
- Motioned by: Commissioner Becker
 - Seconded by: Commissioner Gleason
 - 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 9, 2023 at 5:00 P.M.
5. Approval of Bid for Articulating Boom
6. Comcast Proposal

UNFINISHED BUSINESS:

1. **Item 1:** FMCA Tallahassee Legislation Meeting Reports ~ Commissioner Mrs. Gardner & Mrs. Gleason
 - Commissioner Gleason reported that Commissioner /Gardner and herself had a dinner with the FMCA committee the night before FMCA to review the agenda for the next day and get on the same page. She also mentioned that Senator Hudson briefly discussed drones and where they were at in legislation, noting it effects other programs beside mosquito control programs. Commissioner Gleason noted it was a nice time.
 - Dr. Xue requested the Board approve Commissioner Gleason to contact local Legislation and invite them to visit the District when they have time.
 - A. **A motion was made to approve Commissioner Gleason contact local legislation and invite them to the District's open house on June 22nd.**
 - Motioned by: Commissioner Gardner
 - Seconded by: Commissioner Becker
 - VOTE Accepted by: ALL Commissioners
 - MOTION PASSED UNANIMOUSLY
1. **Item 2:** 18th workshop & The Balmoral Group's Visiting (April 6th) Reports ~ Dr. Xue
 - Dr. Xue reported the 18th Arbovirus Surveillance Workshop was organized and held at AMCD on March 28th – 30th, 2023. He continued reporting the workshop had more than 80 presentations, including ten from staff and students. Dr. Xue also mentioned this was the first-year sessions were held in the hangar and the board room, due to a large number of presentation submissions. He continued explaining the workshop provided 20 CEU's for the Florida Public Health License holders and attracted more than 300 people from all over the world. Dr. Xue thanked everyone for their help making the 18th workshop very successful. Dr. Xue reported the first adjunct/consulting meeting was held on March 27th at 3 P.M., the purpose of the meeting was to update and gain input about AMCD's major five-year work plan. Dr. Xue also reported two people from the Balmoral group visited the District on April 6th and met with the management team.
 - **THERE WAS NO MOTION ON THIS ITEM**
2. **Item 3:** Monthly Budget Analysis ~ Mr. Hanna
 - Mr. Hanna reviewed the monthly budget analysis with the Commissioners.
 - Commissioner Gleason mentioned it would be beneficial for the District to adopt an investment policy for District funds.
 - A. **A motion was made for the approval of the financial committee to develop an investment policy for District funds.**
 - Motioned by: Commissioner Gleason
 - Seconded by: Commissioner Becker
 - VOTE Accepted by: ALL Commissioners
 - MOTION PASSED UNANIMOUSLY

3. **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 Becker
 - Seconded by: Commissioner Gleason
 - VOTE accepted by: ALL Commissioners
 - **MOTION PASSED UNANIMOUSLY**

NEW BUSINESS

1. **Item 1:** COL Raise for New Budget Development (FY23/24) ~ Dr. Xue and Mr. Hanna
 - Mr. Hana stated that he used the Consumer Price Index (CPI) ending in February 2023, which showed the all-items index increased by 6%, and recommends using the CPI index for the cost of living in the FY 23/24 budget. Mr. Hana recommended a 6% Cost of Living increase be added to the FY 23/24 budget.
 - A. **A motion was made to approve a 6% COL raise for the FY23/24.**
 - B. **A motion was made to amend the 6% COL raise for the FY23/24 to 8%.**
 - Motioned by: Commissioner Becker
 - **MOTION FAILED DUE TO LACK OF SECOND**
 - C. **A motion was made to approve a 6% COL raise for the FY23/24.**
 - Motioned by: Commissioner Gleason
 - Seconded by: Commissioner LeBlanc
 - VOTE accepted by: Commissioner Gleason, LeBlanc, and Gardner
 - VOTE rejected by: Commissioner Becker
 - **MOTION PASSED 3:1**
2. **Item 2:** FY23/24 Budget Instruction, Guidelines & Major Items for New Budget Development ~ Dr. Xue
 - Dr. Xue reviewed a number of important items and deadlines for new budget development. Dr. Xue requested Commissioners let him know if they have any suggestions for the FY23/24 budget.
 - **THERE WAS NO MOTION ON THIS ITEM**
3. **Item 3:** Helicopter Insurance ~ Dr. Xue
 - Dr. Xue stated according to the purchasing policy the helicopter insurance needs to be presented to the Board for approval. Mr. Dana Smith explained aviation insurance and aviation agents of records. Mr. Smith explained in the U.S. only around 15 companies are qualified to issue aviation insurance and insurance brokers are allowed to contact three insurance companies for quotes. He continued explaining our current aviation broker has already contacted CHUBB our current insurance company for a quote, meaning if AMCD chooses another insurance broker they cannot contact CHUBB. Mr. Smith mentioned in his opinion CHUBB responded really well after the helicopter crash in 2022 and AMCD should considering keeping Gallagher as the agent of records for aviation insurance.
 - **THERE WAS NO MOTION ON THIS ITEM**
4. **Item 4:** Bid for Articulating Boom~ Richard Weaver
 - Mr. Weaver explained the articulating boom is needed to reach tops and sides of buildings for in house maintenance and cleaning. He mentioned it is a much safer option than using a ladder. Mr. Weaver continued explaining due to supply issues he has had trouble finding a good piece of equipment through the bid process.

A. **A motion was made to approve Richard Weaver to purchase an articulating boom, not exceeding \$60,000, without going through the bid process.**

- Motioned by: Commissioner LeBlanc
- Seconded by: Commissioner Gleason
- VOTE accepted by: ALL Commissioners
- **MOTION PASSED UNANIMOUSLY**

REPORTS:

1. **Director** ~ Dr. Xue reported the mosquito season has already started. He continued explaining the Surveillance Program, CDC traps, and Sentinel Chicken Program have all started. Dr. Xue mentioned Dr. Dale, visiting scientist has left and Dr. Naik, visiting scientist is here for three months. Dr. Xue stated all seasonal employees have been interviewed and hired, they will start May 1st for paperwork and training. Dr. Xue also mentioned the high school interns will be interviewed soon.
2. **Attorney** ~ Mr. Flowers reported that hopefully by the end of June the OPPAGGA audit will be complete.

COMMISSIONER COMMENTS:

Commissioner LeBlanc ~ Thanked the staff for all their hard work. Also, requested the June Board meeting be moved from June 8th to June 15th. The Board came to a consensus to move the June Board meeting from June 8th to June 15th.

A. **A motion was made to approve moving the June 8th Board meeting to June 15th at 5 P.M.**

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Gleason
- VOTE accepted by: ALL Commissioners
- **MOTION PASSED UNANIMOUSLY**

Commissioner Brandhorst ~ Thanked the staff for all their hard work and apologized for her consistent absence over the past year and then gave an explanation.

Commissioner Gardner ~ Thanked everyone for their patience while she learns how to run the Board meetings.

Commissioner Gleason ~ Apologized for not being able to attend the annual workshop, she really missed not being at the District. She also received a text from a local business owner thanking AMCD staff for all the help with their request.

Commissioner Becker ~ The Annual workshop was a huge success and I'd like to thank all the staff. The county library for Taylor and I to go read a fun mosquito book to the kids and hopefully I'm taking my tour of the Jacksonville Mosquito Control next week. I'd also like to remind Commissioners it is against the sunshine law to during presentations to each other and we should try not to do that.

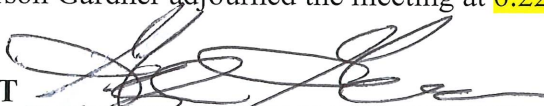
ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Gardner adjourned the meeting at 6:22 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.