

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, May 11, 2023

Next Meeting(s): Thursday, June 15, 2023 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, May 11, 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 late 5:12 P.M.)
Mrs. Martha Gleason, Commissioner

Also in attendance:

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

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 5:12 P.M.

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 Gleason
 - Seconded by: Commissioner Gardner
 - 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 modifications to Item #4.**
- Motioned by: Commissioner LeBlanc
 - Seconded by: Commissioner Becker
 - 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, April 13, 2023 at 5:00 P.M.
5. SIT Working Group Meeting and National Mosquito Control Awareness Week and Open House June 22nd

UNFINISHED BUSINESS:

1. **Item 1: Annual Auditor Report for FY21/22 Ppt. ~ Julieanne Klein**

- 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 around \$2 million dollars. The statement of activities shows an overview of the expenditures, personal services are up due to salaries, and operating expenses are up, mostly due to the aviation program.

A. A motion was made to approve the annual auditor report as presented.

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Gardner
- VOTE Accepted by: ALL Commissioners
- **MOTION PASSED UNANIMOUSLY**

1. **Item 2: Aviation Insurance ~ Mr. Smith & Mr. Weaver**

- Mr. Weaver read from the memo and pointed out important details. The RFP packages were opened May 1, 2023 at 8:00 A.M. by the review committee, Richard weaver, Dena Oliva, Scott Hanna, Dr. Whitney Qualls, and Dana Smith. Proposals were reviewed and ranked using criteria from the request package and information supplied by the proposers. The ranking was as followed:

1. *Gallagher 94 points*
2. *Brown & Brown 84.4 points*
3. *Herbie Wiles 59.3 points*

A. A motion was made for the approval of the review committee's recommendation to proceed with Gallagher as AMCD's agent of record for helicopter insurance.

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

2. **Item 3: Monthly Budget Analysis ~ Mr. Hanna**

- Mr. Hanna reviewed the monthly budget analysis with the Commissioners.
- **THERE WAS NO MOTION ON THIS ITEM**

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: Discussion and Approval of District Investment Policy ~ Dr. Xue**

- Dr. Xue stated the financial committee called other mosquito control districts, Saint Johns County, and City of Saint Augustine for a copy of their investment policy and they did not have one. He mentioned Saint Johns County and City of Saint Augustine refer to the state of Florida's investment policy. Dr. Xue suggested the Board approve the new proposed policy.
- The AMCD Board of Commissioners came to a consensus to table this item until the June 15th board meeting. The Board of Commissioners would like to see the investment policy be formatted to resemble the St. Johns River Water Management District's investment policy.

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

2. **Item 2: AMCA's DC Legislation Update & Talking Points ~ Dr. Xue and Commissioner Becker**

- Dr. Xue and Commissioner Becker shared past experiences and outlined important details of what to expect at the AMCA's DC legislation meeting.

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

REPORTS:

1. **Director** ~ Dr. Xue reported a salt marsh mosquito outbreak in late April, and AMCD will meet with the department manager of Anastasia Island to discuss how to prevent the outbreak in the future. Dr. Xue mentioned one chicken is suspected for WNV, all interns and seasonal employees have started, and June 22nd is the AMCD open house.
2. **Attorney** ~ Mr. Flowers reported the legislature finally adjourned last week. At this point, I don't know of anything that would directly affect AMCD. The information will be coming in over the next couple of weeks in terms of what passed and of course, stuff will be going to the governor as well. So, I'll be in a better position next month if there's anything that we need to be aware of or concerned about. Thank you.

COMMISSIONER COMMENTS:

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

Commissioner Brandhorst ~ Apologized for being late and thanked the staff for all their hard work

Commissioner Gardner ~ Thanked everyone for their hard work.

Commissioner Gleason ~ I met with the research committee just before coming to the board. I want to thank everyone. It was very exciting to hear about all the good stuff we have going and all the hard work that the team is putting in to getting some of these grants done. Really, really proud.

Commissioner Becker ~ June is the month that we celebrate LGBTQ pride and last year I was able to give out a proclamation and I'd like to do that again this year. The Legislation that's been passed is making a lot of people worried and nervous, especially for our children. So, I would like the board to allow me to make a proclamation and present it again at the June 15th Board meeting.

B. A motion was made to approve Commissioner Becker to give a proclamation to the LGBTQ community at the June meeting.

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

ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Gardner adjourned the meeting at 6:35 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.