

# 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, July 13, 2023

Next Meeting(s): Thursday, August 17, 2023 – 5:00 PM

## MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, July 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 late at 5:13 P.M.)  
Mrs. Martha Gleason, Commissioner (Attended Via Phone)

Also in attendance:

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

Chairperson Gardner called the meeting to order.

Commissioner Gardner led the Pledge of Allegiance to the flag.

**ROLL CALL:** Chairperson Gardner noted ~ All were present, except Commissioner Brandhorst and Commissioner Gleason would be attending via phone. The Board came to a consensus to allow Commissioner Gleason to attend this meeting 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 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 as presented.

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

### Consent Items ~ APPROVAL OF:

1. Chemical Inventory
2. Minutes: Regular Board Meeting, June 15, 2023 at 5:00 P.M.
3. DACS Work Plan Narrative
4. Helicopter Insurance
5. ~~Investment Policy (Moved to Unfinished Business #4)~~
6. Open House Report
7. Dates/Times for 1<sup>st</sup> Public Hearing (September 14<sup>th</sup> at 5:30 P.M.) and Final Public Hearing (September 28<sup>th</sup> at 5:30 P.M.)
8. August 10, 2023 Board Meeting Date Change to August 17, 2023 at 5:00 P.M.
9. Approval of the Drone Bid

### UNFINISHED BUSINESS:

#### 1. **Item 1: Open, Rank and Select Auditor by Board Members ~ Commissioners**

- Mr. Flowers mentioned he spoke with Mr. Weaver and in order to complete the audit, which is due June 2024, the work has to be started on August 1, 2023. Mr. Flowers continued explaining in order to meet that deadline the contract for the auditor would need to be completed by August 1, 2023. Mr. Flowers stated as the body making selection, each board member does have to rank each firm. He continued explaining if each board member has not had time to rank each firm, then the board can make a vote to extend the deadline to submit their rankings to staff and authorize the chairperson to execute a contract to the highest-ranking firm. The Board discussed whether to extend the deadline for ranking submission or to discuss the topic now. Mr. Weaver mentioned as the Board should keep in mind that one of the requirements for the bid was to provide a clean hands document, proving the bid did not come in contact with a board member, and only one firm provided the clean hands document.

#### A. **A motion was made to approve giving the Board till July 24, 2023 by 5:00 P.M. to submit their rankings and authorize the chairperson to execute a contract to the highest-ranking firm.**

- Motioned by: Commissioner LeBlanc
- Seconded by: Commissioner Gardner
- VOTE accepted by: Commissioner Leblanc, Gardner, Gleason and Brandhorst
- VOTE rejected by: Commissioner Becker
- **MOTION PASSED 4:1**

#### B. **A motion was made to permit the contractor, prior to any contract being signed, provide the clean hands document**

- Motioned by: Commissioner Gleason
- Seconded by: Commissioner Gardner
- VOTE accepted by: Commissioner Gardner, Gleason and Brandhorst
- VOTE rejected by: Commissioner Becker and LeBlanc
- **MOTION PASSED 3:2**

#### 2. **Item 2: Approval of Staff Recommendation for AMCD's Agent of Record for Property, Fleet, and workers Compensation ~ Mr. Richard Weaver**

- Mr. Weaver began explaining a request for proposal was released by AMCD for an Agent of Record for Property, Fleet, Inland Marine and Workers Compensation Insurance June 5, 2023 and was open for four weeks. Copies of the RFP were sent to all AMCD insurance representatives, advertised in the legal section of the St. Augustine Record, placed on the Demandstar government bid site and placed on the AMCD web site. Three proposals were returned to AMCD from

Gallagher, Brown & Brown and Thompson Baker. The RFP packages were opened July 5, 2023 at 8:00 AM by the review committee, Richard Weaver, Dena Oliva, Dr. Whitney Qualls, Scott Hanna, Aye McKinney. Proposals were reviewed and ranked using criteria from the request package and information supplied by the proposers. The ranking was as followed: 1. Thompson Baker 100 points 2. Brown & Brown 85 3. Gallagher 68 points The Committee recommends that the AMCD Board of Commissioners retain Thompson Baker as the districts Agent of Record for Property, Fleet, Inland Marine and Workers Compensation Insurance.

**A. A motion was made to accept Thompson Baker as AMCD's Agent of record for Property, Fleet, Inland Marines and workers compensation insurance.**

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

**3. Item 3: Monthly Treasurer's Report/Vouchers (Cancelled Checks) and Budget Amendment ~ Mr. Hanna**

- Mr. Hanna reviewed the treasurer's report/vouchers with the Board of Commissioners. Mr. Hanna also 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**

**4. Item 4: AMCD Investment Policy**

- **Mr.** Hanna explained he reached out to people for advice to plug in the percentages in the AMCD investment policy. However, no one was willing to give out advice. Mr. Hanna mentioned a Luke Raffa from the Florida Prime SBA would be willing to come to a meeting and chat with the board of commissioners. The Board of Commissioners discussed in detail the next steps and decided to table the investment policy until January 2024. This will give staff more time to conduct more research and to have the investment policy reviewed by an experienced financial advisor.

**A. A motion was made to table the investment policy until JANUARY 2024**

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

**NEW BUSINESS**

**1. Item 1: Discussion and Approval of Director's Recommendation for Tentative Millage Rate for FY23/24 ~ Dr. Rui-De Xue**

- Dr. Xue stated based on District needs for FY 23/24 budget, property value increase in St. Johns County, more residents paying property taxes, and district reserve. He recommended the Board to consider reducing the millage rate from 0.19 in FY22/23 to 0.18 for the FY23/24

**A. A motion was made to approve lowering the millage rate from .1900 to .1800**

- Motion by: Commissioner Becker

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

2. **Item 2: Discussion and Approval of the DACS Work Plan Budget for FY23/24 ~ Dr. Rui-De Xue**

- Dr. Xue Dr. Xue requested the Board approve the DACS workplan budget as presented, the deadline for submission is July 15<sup>th</sup>. Dr. Xue stated the Board still has a couple of months to review and discuss the budget before final decision. The final certified budget deadline is September 30<sup>th</sup>.

**A. A motion was made to approve the DACS workplan budget as it is presented with an added \$2,000 dollars for a financial advisor.**

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

**REPORTS:**

1. **Director** ~ Dr. Xue reported the Florida Department of Health (DOH) has issued an advisory regarding mosquito borne illness, due to the six locally acquired malaria cases in southern Florida. In Saint John’s County two horses tested positive for EEE, three chickens tested positive for EEE and one (locally acquired) human tested positive for EEE. AMCD’s grant application for the Center for Disease Control (CDC) five-year training and evaluation grant, was approved but with no funding. This year the CDC did not have the funds but next year they may have the resources to fund AMCD’s grant application. Also, AMCD hired a new full time A&P Mechanic, he started June 26<sup>th</sup>.
2. **Attorney** ~ Mr. Flowers had two things to report. The first subject, last month the Board briefly discussed the law that went into effect July 1<sup>st</sup>, that requires Board members of individual special districts to receive training in ethics, four hours annually. That requirement goes into effect starting January 2024, just something to keep in mind. The second subject, Mr. Flowers has decided to retire at the end of this year and presently his firm does not have a replacement. He continued explaining it would be beneficial to start looking for a replacement in September 2023.

**COMMISSIONER COMMENTS:**

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

**Commissioner Brandhorst** ~ No comments

**Commissioner Gardner** ~ No comments

**Commissioner Gleason** ~ Gave her comments on the Auditor proposal and pointed out her likes and dislikes. She also thanked the staff for all their hard work.

**Commissioner Becker** ~ mentioned she reviewed each proposal several times at home and gave her comments/concerns. July has already been busy; she gave three presentations last week and six while she was in Ohio. Commissioner Becker thanked the aerial team for all their hard work.

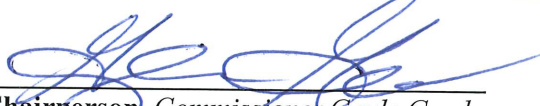
**ATTACHMENTS: ~**

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.*