

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, September 14, 2023

Thursday, October 12, 2023 – 5:00 PM~ Regular Meeting

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, September 14, 2023, at 5:00 P.M.

Board members in attendance:

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

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney (arrived late via phone at 5:55 P.M.)
Mr. Matthew Baker, President of Baker Thomas Insurance
Mr. Donald Lohr
Douglas Law Firm
St. Augustine Law Group

Chairperson Gardner called the meeting to order.

Commissioner Brandhorst led the Invocation and the Pledge of Allegiance to the flag

ROLL CALL: Chairperson Gardner noted ~ all were present.

CITIZEN PARTICIPATION: For Items not on the Agenda

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

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

- A. A motion was made to approve the Consent Agenda with removing consent item #2 and tabling the item until the October 12, 2023 Board meeting.**
- Motioned by: Commissioner Gleason
 - Seconded by: Commissioner Becker
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Consent Items ~ APPROVAL OF:

1. Chemical inventory
2. Minutes of August 17th Board meeting
3. No November 9th Board Meeting Due to the FMCA Meeting
4. Mr. Weaver gives a presentation about AMCD Disease Vector Education Center at Georgia Mosquito Control Association, October 18th-20th, 2023
5. Count Dr. Xue working hours to give presentations about ATSB at 8th IFSCMVD, Beijing, October 23rd-27th, 2023 and Asian-Pacific Mosquitoes and Vector Control, Thailand, November 27th-30th, 2023.
6. Cintas Uniform Contract Renewal

UNFINISHED BUSINESS:

Item 1: Discussion and Approval of Fleet/Liability and Workers Compensation Insurance ~ Mr. Matt Baker

- Mr. Baker thanked the Board for their time and for choosing Thompson Baker for Fleet/Liability and Workers Compensation Insurance. He began 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 noted the Florida property market is in a difficult state due to factors that have been in place for a couple of years, such as storm activity, but they're hopeful with recent legislative fixes geared towards the property market will start to alleviate these pressures. Mr. Baker also mentioned when looking at the workers compensation premium it has decreased by a significant percentage because of reduction in the experience modification factor, which is a three-year rolling history of the District's workers compensation loss.

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

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

Item 2: Discussion and Approval of Staff Recommendation's Agent of Record for Health, Life, and Dental Insurance ~ Dr. Rui-De Xue

- Dr. Xue gave an overview of the RFP, a request for proposal was released by AMCD for an Agent of Record for Health, Life, Dental & Vision Insurance August 1, 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. Two proposals were returned to AMCD from Herbie Wiles and Brown & Brown. The RFP packages were opened August 28, 2023 at 8:00 AM by the review committee, Richard Weaver, Dr. Whitney Qualls, Scott Hanna, Aye McKinney and Rick Stockley. The ranking was as followed: 1. Herbie Wiles 99.2 2. Brown & Brown 84.0 The Committee recommends that the AMCD Board of Commissioners retain Herbie Wiles as the districts Agent of Record for Health, Life Dental and Vision.

A. A motion was made to approve the renewal of Herbie Wiles as AMCD Agent of record for Health, Dental and Life Insurance.

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

Item 3: Financial Report and Budget Amendment ~ Mr. Scott Hanna, C.F.O.

- 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.

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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 5:45 P.M. this meeting was brought back to order to resume.

A. A motion was made to approve the budget amendment as presented.

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

NEW BUSINESS:

1. Item 1: Report about the District Attorney Applicator's Rank by Board Members and Call the Top Three to be Interviewed by the Board (if not done on September 14th, 2023, it will be a Special Meeting after the Final Public Hearing on September 28th, 2023 at 5:30pm)

Mr. Richard Weaver & Mr. Wayne Flowers

- Mr. Weaver gave an overview of the RFP for a new District Attorney, a request for proposal (RFP) was released by AMCD to hire a qualified attorney/firm to represent AMCD on August 1, 2023 and was opened on August 28, 2023, by staff and distributed to the Board of Commissioners for ranking on August 28th, 2023. The Board of Commissioners were responsible for scoring/ranking, interviewing and choosing a qualified attorney/firm. Two firms, St. Augustine Law Group and Douglas Law Firm, gave overviews of their firms and interviewed with the Board of Commissioners. After interviews were conducted the Board spoke among themselves and majority ultimately decided it would be in the District's best interest if the RFP for District Attorney was re-submitted to give more firms a little more time to submit and it would give the district a chance to have more candidates to choose from. The Board made a motion to submit a new RFP for District Attorney on September 28th, 2023, the RFP will close on December 1st, it will be opened by staff December 1st and

distributed to Commissioners and brought back for a vote on December 14th. Both firms present agreed to re-submit a proposal when the new RFP was released.

A. A motion was made to submit a new RFP for District Attorney September 28th, 2023 and close the RFP on December 1st, staff will open the RFP and distribute to the board on December 4th and bring it back to the Board December 14th, 2023 for a vote.

- Motioned by: Commissioner LeBlanc
- Seconded by: Commissioner Gardner
- VOTE: Accepted by Commissioner, LeBlanc, Gardner, Brandhorst, Gleason
- VOTE: Rejected by Commissioner Becker
- **Motion Passed 4:1**

REPORTS:

Director ~ Dr. Xue reported Saint Johns County (SJC) is still under mosquito borne-illness advisory. He also explained that SJC has had one human EEE case, two horse EEE cases, one travel related dengue fever case, five sentinel chicken EEE cases and 21 sentinel chickens WNV, however the mosquito population has been low the past two weeks. Dr. Xue mentioned Mr. Hanna and himself had a meeting with Wells Fargo and hopefully they will come in December or January to give the Board a presentation and the Board can make a decision regarding the investment policy. He also mentioned the applied research program is doing really well, over the last two months AMCD has received eighty thousand dollars. Dr. Xue explained one intern from UNF started this month, currently AMCD has two intern students from University of North Florida (UNF) working at AMCD for four to five months and are paid by UNF. He mentioned the Centers for Disease Control and Prevention (CDC) Southeastern Excellence Center has an opportunity for AMCD to train two interns for six months. Dr. Xue also congratulated Dr. Whitney Qualls for receiving the promotion as Assistant Director of AMCD, effective October 1st.

Attorney ~ Mr. Flowers reported Dr. Xue, Mr. Weaver and himself met with representatives from St. Johns County (SJC) Utilities department earlier this month. He continued to explain SJC utilities department is requesting AMCD consider granting them an easement for a reclaimed water pipeline, that they're constructing to run from north to south of AMCD property. Mr. Flowers mentioned this will probably come back to the Board of Commissioners for discussion at the October 12th Board meeting.

COMMISSIONER COMMENTS:

Commissioner Gardner ~ No comment.

Commissioner Brandhorst ~ Thanked the staff for their hard work and the two attorney firms for their interviews.

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

Commissioner Becker ~ Last month myself and some AMCD staff gave congressman Rutherford a tour of the Education Center and the Sterile Insect Technique (SIT) building, he loved it so much he did not want to leave. He also would like AMCD staff to provide him with a paper so he can ask the CDC to fund our grant. I gave a big presentation at the fuller wood association recently and I was disappointed when over 50 people came to tell me they have submitted service request and technicians have been responding by suggesting they go to the store and buy their own supplies to treat for mosquitoes, Dr. Xue and myself have spoken about the issue and it has been resolved. On Saturday I'll

be speaking at the Master Gardener Club. I would like to give a tour of the Education Center to John Delaney, president of Flagler College, and any other professor that would like to join and I need the Board's permission to do so. The Board came to a consensus to allow Commissioner Becker to give a tour of the Education Center to John Delaney and other professor from Flagler College. Congratulations to Dr. Whitney Qualls on becoming AMCD's new Assistant Director, I was really confident in her reputation and knowledge that she has, I believe it will bring the district to a new level and show everyone women can be in science. Last meeting Commissioner Gleason mentioned possibly giving AMCD staff a bonus for recent inflation, where did we land with that?

- Mr. Hanna mentioned he and Dr. Xue discussed the matter and it was decided the bonus would be added to this year's Christmas bonus, whether staff gets it now or later is something the Board and the Director will need to come to a consensus on.
- Dr. Xue mentioned it will be in the October 12th agenda
- Commissioner Becker asked if it would come out of the new budget?
- Dr. Xue confirmed it would come from the 2023/2024 budget
- Commissioner Becker asked if more money would need to be added to accommodate the Christmas bonus
- Dr. Xue reassured her the budget has already been adjusted for the Christmas bonus, he planned to look at what other Districts were doing and then they would come up with a final number.
- Commissioner Becker thanked Dr. Xue for explaining

Commissioner Gleason ~ Thanked the staff for all their hard work, thanked everyone that attended the meeting and thanked the two firms for their interviews. Friendly reminder to Mr. Hanna to provide me with those numbers from the SBA, via email.

ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Gardner adjourned the meeting at 7:21 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.