

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, August 17, 2023

Next Meeting(s): Regular Meeting Thursday, September 14, 2023 – 5:00 PM

First Public Hearing Thursday, September 14, 2023 – 5:30 PM

Final Public Hearing Thursday, September 28, 2023 – 5:30 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, August 17, 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
Mrs. Martha Gleason, Commissioner

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,

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 Brandhorst
- Seconded by: Commissioner Gleason
- 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 Brandhorst

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

Consent Items ~ APPROVAL OF:

1. Chemical Inventory
2. Minutes: Regular Board Meeting, July 13, 2023 at 5:00 P.M.
3. Auditor Selection Results and Contract
4. Physical Inventory/Surplus
5. Report about Approved Three Symposia from AMCD Staff for AMCA Annual Meeting
6. Approval of Vehicle Purchase Bid

UNFINISHED BUSINESS:

1. Item 1: Florida PRIME Investment ~ Mr. Luke Raffa, CFA, Vice President, Institutional Bus Develop, Federated Hermes

- Mr. Luke Raffa began by thanking the Board and introducing himself. He continued explaining he works for federated Hermes which is the investment manager for Florida Primes local government investment pool. Mr. Raffa continued explaining Florida Prime has been around since 1977, it was introduced by a piece of legislation, so it's actually state law that it's a permissible investment vehicle for all public entities across Florida. He continued explaining an investment vehicle meaning that all of the local government entities through the state of Florida have the ability to contribute money towards the pool, there are several benefits to doing so, all tied into economies of scale, so it allows for professional management of the pool, it allows for lower cost, it allows each participant (no matter the size of the investment) they all get the same benefit and they all get the same rate of return for their entity. So, currently the rate of return is 5.66% and over 750 participants inside of the pool. The State Board of Administration (SBA) is the one that oversees everything, including the investment policy and the operational components of Florida Prime. Federated's role is the investment manager, they do all the analysis of the securities, purchase of the pool, portfolio constructions, deciding what makes it in and what does not, and Federated reports to the state daily. Mr. Raffa explained they have had a contract with the state since 2008.
- Mrs. Gleason asked if Federated had a contract with the state due to the incident in 2007?
- Mr. Raffa explained in 2007 there were bad securities in the pool, Federated helped the state sort out the situation and isolate the bad securities, in the wake of the whole situation the state was very satisfied with the job and decided to hire them for a long term contract.
- Mrs. Gleason asked if there are any mortgage back securities on the portfolio?
- Mr. Raffa answered, there are not mortgage-backed securities, there's only money market securities in the pool. So, money market securities have to have a term of one year or less and there's not traditional mortgage-backed securities.
- Mrs. Gleason asked if there have been more deposits than withdrawals right now?
- Mr. Raffa explained the fund is about three billion dollars higher than it was this time last year.
- Mrs. Gleason asked on average, of the 750 participants in the pool, what would you say the average percent of their investment in put into the pool?
- Mr. Raffa asked if he could do some research and answer that question later.
- Dr. Xue asked what is the relationship between the government and legislation, why can the Government freeze funds?

- Mr. Raffa explained the Chief Investment Officer for the Florida SBA, Mark Taylor, has the ultimate authority.
- Mrs. Becker asked if Florida Prime was its own thing before Federated took over?
- Mr. Raffa explained we took it over in 2008 and before that it was referred to as SBA.
- Mrs. Becker asked what does Federated do?
- Mr. Raffa explained Federated manages about 700 billion dollars in total assets, 600 billion dollars of that is in liquidity or fixed income products, so, similar to what we have here, we manage the state pools in five or six different states.
- Mrs. Becker asked if it was all public agencies in the SBA or could she personally invest?
- Mr. Raffa answered no, it is all public agencies.
- Mrs. Becker asked what investments are made with the SBA money?
- Mr. Raffa explained it is a range of money market securities.

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

2. **Item 2: Update about Balmoral Group's Report ~ Dr. Rui-De Xue**

- Dr. Xue began by explaining the report looked very good, AMCD made some corrections. He continued explaining during the process AMCD had sent many documents and information for the report. Dr. Xue also mentioned Balmoral Group visited AMCD, met with staff and visited the hangar. He mentioned the final report will be available in September. Dr. Xue explained they gave AMCD three recommendations and next year AMCD will perform a program review, after the Education Center is finished and running.
- Commissioner Becker and Gleason congratulated staff on an excellent report and thanked them for all their hard work.

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

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**

NEW BUSINESS

1. **Item 1: Update about the RFP's for Agent of Record for Health, Life and Dental Insurance ~ Mr. Richard Weaver**

- Mr. Weaver explained the Request for Proposal (RFP) will be come back to the Board of Commissioners in September with staff recommendations.

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

2. **Item 2: Update about the RFP for District Attorney ~ Mr. Richard Weaver**

➤ Mr. Weaver explained the board will be responsible for scoring, ranking and interviewing a qualified attorney. He continued explaining the RFP packages are going to be opened on the 28th, they'll close on the 25th, the same as the insurance. Mr. Weaver continued explaining that staff will open them to make sure that they're qualified and then they will send them to the board. He continued explaining staff will need the ranking forms by Thursday, September 7th at 4:00 pm and then staff will transfer the ranking forms to a score sheet. Mr. Weaver mentioned the memo sets some rules and the Board can either agree to these rules or change them.

A. A motion was made to have the Board presented with the RFP on August 28th, send score sheets in by September 7th and have the top three candidates return to the September board meeting to present.

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

3. **Item 3: Board Members Attendance to the FMCA Annual Meeting, Port Charlette, November 13th- 16th, 2023 and AMCA meeting, Dallas, March 4th-8th, 2024 ~ Dr. Rui-De Xue**

➤ Dr. Xue mentioned the Florida Mosquito Control Association's annual meeting will be held at Port Charolette, FL, November 13-16. The District will pay for the registration (\$390/person), 3 day hotel rooms (\$600/person), around mileage rates (\$360), and three day per diem (\$195/person). He continued explaining a total cost for one person is about \$1,600 and the American Mosquito Control Association's annual meeting will be held in Dallas, March 4-8, 2024. Registration is \$570/person, Hotel room is about \$900, Airline tickets is about \$400, per diem is about \$270. A total of cost per person is about \$2,200. Dr. asked the Board of Commissioners to let him know if they plan to join one or two meetings by 6 September, 2023.

REPORTS:

1. **Director** ~ Dr. Xue reported so far this year, two EEE horse and one human case. He mentioned last week, AMCD had one travel related to dengue fever and last week St. Johns County had a big mosquito outbreak, especially the saltmarsh mosquito. Dr. Xue continued explaining last week AMCD received 500 service requests within a few days but since AMCD has ground and aerial sprayed that number has reduced significantly. He mentioned recently interviews for the Assistant Director position were held, nine applications were received and the top three were interviewed. Dr. Xue also mentioned interviews were held for the Education Specialist position the top ranked person turned the position down and the second ranked person (former intern Tomomi Hirokawa) was offered the position starting October 9th, 2023.

2. **Attorney** ~ Mr. Flowers had nothing to report

COMMISSIONER COMMENTS:

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

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

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

Commissioner Gleason ~ Thanks to staff again, great job on the Balmoral report. Political season is once again upon us and I was contacted by Kim Kendall, who's running for Cindy Stevenson seat. Cindy Stevenson is term limited, so Kim is running. She would like to come to our next board meeting, so, what I was thinking is maybe giving them a tour of the education center and sit building before the board meeting so that they can understand what we actually do before they leave here. If the Board is okay with it, I'll just reach out to her and invite her to come in maybe at 3:00 P.M.

Commissioner Becker ~ Next week we'll be having the congressman Rutherford come and that's on August 24th at 1:30 P.M. If any of the other Commissioners would like to come visit, we should make an announcement on the website. Recently we had the American League of University Women take a tour and they had a great time. They have a women and girls in Stem academy and it's like this event to try to get more girls into Stem related fields and they would like to see if it's possible to host it here at AMCD.

ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Gardner adjourned the meeting at 6:20 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.