

Anastasia Mosquito Control District of St. Johns County

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BOARD OF COMMISSIONERS

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



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, January 11, 2024

Thursday, February 8, 2024 – 5:00 PM~ Regular Meeting

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, January 11, 2024, at 5:00 P.M.

Board members in attendance:

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

Also in attendance:

Dr. Rui-De Xue, Director
Mrs. Amy Myers, 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, who arrived at 5:27 P.M.

CITIZEN PARTICIPATION: For Items not on the Agenda

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

- A. A motion was made to approve the Consent Agenda as presented.
- Motioned by: Commissioner Gleason
 - Seconded by: Commissioner Leblanc
 - VOTE: Accepted unanimously by all presented commissioners
 - **MOTION PASSED UNANIMOUSLY (4:0)**

APPROVAL OF AGENDA: Chairperson Gardner called for approval of the agenda with the change of moving unfinished business #1 to new business #5.

- A. A motion was made to approve the Agenda with the changes mentioned above.

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Gleason
- VOTE: Accepted unanimously by all presented commissioners
- **MOTION PASSED UNANIMOUSLY (4:0)**

Consent Items ~ APPROVAL OF:

1. Chemical inventory
2. Minutes: Regular Board Meeting, December 14, 2023
3. New Attorney Contract
4. Request for Proposal (RFP) for Mosquito Adulticide Supply

UNFINISHED BUSINESS:

Item 1: Discussion and Approval to Propose Hiring a Public Relations Firm to Support AMCD with Government Relations ~ Dr. Rui De Xue

- The Board of Commissioners came to a consensus to allow staff to hire a government public relations firm, immediately and authorize the appropriate staff of AMCD to negotiate and execute an agreement on behalf of the District, in an amount not to exceed \$100,000 dollars.

- A. **A motion was made to approve staff to hire a government public relations firm, immediately and authorize the appropriate staff of the District to negotiate and execute an agreement on behalf of the District, in an amount not to exceed \$100,000 dollars.**

- Motioned by: Commissioner Gardner
- Seconded by: Commissioner Leblanc
- VOTE: Accepted unanimously by all present commissioners
- **MOTION PASSED UNANIMOUSLY (4:0)**

Item 2: Investment Policy ~ Dr. Rui De Xue

- Commissioner Gleason thanked Mr. Hanna for the improvement of the investment policy and suggested Mr. Hanna change a line on page three under the Primary Investment Vehicle. Commissioner Gleason suggest changing it from “on a continual basis” to “on an annual basis.”
- Commissioner Becker suggested Mr. Hanna redefine a prudent person to C.F.O and/or Director with oversight from the Board of Commissioners.

- A. **A motion was made to approve the investment policy with the suggestions mentioned by Commissioner Gleason and Commissioner Becker.**

- Motioned by: Commissioner Gleason
- Seconded by: Commissioner Becker
- VOTE: Accepted unanimously by all present commissioners
- **MOTION PASSED UNANIMOUSLY (4:0)**

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.

- A. **A motion was made to approve the budget amendment as presented.**
- Motioned by: Commissioner Gleason
 - Seconded by: Commissioner Gardner
 - VOTE: Accepted unanimously by all present commissioners
 - **MOTION PASSED UNANIMOUSLY (4:0)**

NEW BUSINESS:

1. **Item 1: Office Election (Chair, Vice Chair, & Secretary) ~ Mrs. Amy Myers**
- A. **A motion was made to elect Commissioner Gardner as Chairperson for 2024.**
- Motioned by: Commissioner Gleason
 - Seconded by: Commissioner LeBlanc
 - VOTE: Accepted by Commissioner Gardner, LeBlanc, and Gleason
 - OPPOSED: Rejected by Commissioner Becker
 - **MOTION PASSED 3:1**
- B. **A motion was made to elect Commissioner Gleason as Vice-Chairperson for 2024.**
- Motioned by: Commissioner Becker
 - Seconded by: Commissioner Gardner
 - VOTE: Accepted unanimously by all present commissioners
 - **MOTION PASSED UNANIMOUSLY (4:0)**
- C. **A motion was made to elect Commissioner LeBlanc as Secretary/Treasurer for 2024.**
- Motioned by: Commissioner Gardner
 - Seconded by: Commissioner Gleason
 - VOTE: Accepted unanimously by all present commissioners
 - **MOTION PASSED UNANIMOUSLY (4:0)**
2. **Item 2: New Chairperson Presents Plaque for Appreciation of Former Chairperson's Service in the Past Year**
- Commissioner Gardner presented herself with an appreciation plaque for Chairperson of 2023.
3. **Item 3: Sunshine Law Update ~ Mrs. Amy Myers**
- Attorney, Mrs. Amy Myers reviewed the sunshine law with the Board of Commissioners.
 - Commissioner Brandhorst arrived at 5:27 P.M.
4. **Item 4: Report AMCD's 2023 Intern Training ~ Dr. Whitney Qualls**
- Dr. Whitney Qualls noted that since 2005 AMCD has had 103 interns and in 2023 alone AMCD had 22 interns work at the District. Dr. Whitney Qualls mentioned these interns came from University of Florida, University of North Florida, Florida Atlantic Mechanical University, and local St. Johns County High Schools. She also provided a training list, an example of a weekly schedule and pictures of the interns working at AMCD for the Board of Commissioners to review. Dr. Qualls also pointed out that many of these interns are funded by collaborators like Center for Disease Control (CDC), Entomological Society of America (ESA), and other

agencies. Dr. Qualls thanked the Board of Commissioners, collaborators, funding agencies and AMCD staff for their continued support of the intern program.

5. **Item 5: Present Plaque to Celebrate Mr. Wayne Flowers retirement and 13 Years of Service ~ Mrs. Gayle Gardner**

- Mr. Wayne Flowers did not attend the meeting on January 11, 2024. Commissioner Gardner read the appreciation plaque out loud and noted it will be mailed to Mr. Flowers for his thirteen years as AMCD's attorney.

REPORTS:

Director ~ Dr. Xue reported AMCD will be hosting the Florida Coordinating Council on Mosquito Control (FCCMC) meeting on January 18, 2024 and AMCD will have a dedication ceremony for the SIT building on the same day. He also noted January 31st – February 2nd all Commissioners and some AMCD staff will be attending the Florida Mosquito Control Association (FMCA) DODD short course. Dr. Xue mentioned ten people will be attending the American Mosquito Control Association (AMCA) 90th annual meeting in Dallas, Texas March 4th – March 8th, three Commissioners and seven AMCD employees. He also mentioned the District is preparing for the 19th Annual Arbovirus Workshop March 26th-28th, and on March 26th will be the grand opening of the Disease Vector Education Center and the SIT rearing facility. Dr. Xue informed the Board that the District is currently working on three items, the annual program report, the annual employee performance evaluations, and mandatory training for all staff.

Attorney ~ Mrs. Amy Myers had nothing to report

COMMISSIONER COMMENTS:

Commissioner Gardner ~ No comments.

Commissioner Brandhorst ~ Thanked Dr. Qualls for her hard work on the intern program.

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

Commissioner Becker ~ No comments.

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


ATTACHMENTS: ~

1. None

ADJOURNMENT: Chairperson Gardner adjourned the meeting at 6:00 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 v