

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, September 12, 2024

Thursday, October 10, 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, September 12, 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 Meyers, Attorney
Mr. Matthew Baker, President of Baker Thomas Insurance
Dr. Whitney Qualls, Assistant Director

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

- Ed Slavin requested the Board remove Consent Item #3 to discuss why AMCD will not be holding a Board meeting for November 14, 2024.

APPROVAL OF AGENDA: Chairperson Gardner called for approval of the Agenda with Unfinished Business #3 to be removed and tabled until October 10, 2024, moving Consent Item #4 to Unfinished Business #3, moving Consent Item #3 to New Business #4, and adding the discussion of “Employee Pay” to New Business #5.

A. A motion was made to approve the Agenda as presented.

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Gleason
- VOTE: Accepted by Commissioner Gardner, Leblanc, Gleason, and Becker
- VOTE: Rejected by Commissioner Brandhorst
- **MOTION PASSED 4:1**

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

A. A motion was made to approve the Consent Agenda with the revisions mentioned above.

- 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 8, 2024 Board meeting
3. ~~No November 14th Board Meeting Due to the FMCA Meeting~~ (Moved to New Business #4)
4. ~~FY 24/25 Program Goals and Performance Measures for Website~~ (Moved to Unfinished Business #3)
5. Helicopter Engine Repair Cost at \$35,440

UNFINISHED BUSINESS:

Item 2: Financial Report and Budget Amendment ~ Mr. Scott Hanna, C.F.O.

- Mr. Hanna began to explained the ending fund balance for Wells Fargo operating account by the end of August 31st is 1.4 million dollars, Wells Fargo sweep account is \$3,355,000, Florida Prime is 5.9 million dollars, Bank of America is \$330,000. He continued to explain AMCD collected \$54,110 in total from, Sumitomo Chemical Company, and in surplus sales (items that are obsolete but salvageable) AMCD had \$3,280. Mr. Hanna noted the DVEC donation box \$113, and concessions \$740.
- Commissioner Gleason asked if the DVEC project will be completed by the September 30, 2024 deadline?
- Mr. Hanna noted that Mr. Weaver is trying to meet the deadline but there is still about \$160,000 to spend but it does look like AMCD will stay within budget. He also stated he would reach out to Mr. Weaver with a completion update to present to the Board.
- Mr. Hanna continued to explain additional revenues, \$99,455.00, on the budget amendment were plugged into capital outlay, these additional revenues were from grants, donations and interest returns.
- Commissioner Gleason asked why the excess funds were being placed into capital outlay and not being placed into cash balance?
- Mr. Hanna explained that FDACS will not allow AMCD to have recurring capital outlay budget with no plans to utilize it, however he predicts AMCD's operation cost will increase next fiscal year due to the increase in facilities.
- Commissioner Becker asked if the grants received were recurring or not?
- Dr. Qualls stated those were final payments made from FDACS and Sumitomo from fiscal year 23/24, however the Board will be presented with a new grant opportunity in the Board book for fiscal year 24/25.

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

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

Item 3: Discussion and Decision about DVEC Admission Fee ~ Dr. Rui De Xue

- This item was tabled for discussion until the October 10, 2024 Board meeting. The change was motioned, seconded and approved above under "Approval of Agenda."

Item 3: FY 24/25 Program Goals and Performance Measures for Website ~ Dr. Rui-De Xue

- Dr. Xue explained there is a new law that requires special districts to set up goal objectives each year and outline outcome measures. Dr. Xue continued to explain AMCD will update regarding the goals and objectives achieved by the District, as well as performance measures and standard used by the District to make the determination, as well as any goals or objectives the District fails to achieve.
 - Commissioner Gleason clarified that the legislative session passed a law requiring mosquito control districts to have measurable metrics posted on their website for the public and asked if AMCD has the technology to track and report these metrics?
 - Dr. Qualls mentioned regarding service performance, every time AMCD goes to a service request, residents are provided with feedback, and AMCD has also structured a QR code, so it automatically updates, and every year in our annual program report AMCD reports on staff performance and customer service. She also mentioned the Education and Research Program Manager is developing a method to provide monthly reports regarding those topics.
- A. **A motion was made to approve the program goals and performance measures for website as presented.**
- Motioned by: Commissioner Gleason
 - Seconded by: Commissioner Becker
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

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 property insurance, 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 this is starting to mitigate and we're actually seeing some rate stabilization and minor decreases in some cases. Mr. Baker also mentioned when you compare the year by year the property insurance has actually decreased, however the overall premium has increased due to amount of coverage needed has gone up.
- ***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 6:28 P.M. this meeting was brought back to order to resume.***
- Commissioner Gleason noted she asked Mr. Baker multiple question before the meeting, including workers compensation, specifically while traveling for work. The question was "is the workers compensation coverage going to extend to overseas travel?" and Mr. Bakers response was yes there will be coverage for employees working overseas, but only if injury or death occurs in the scope of individual's employment while temporarily not permanently working outside of the U.S., i.e. workers compensation coverage will not be provided for someone injured while visiting a tourist attraction. Commissioner Gleason asked will it included repatriation back to the U.S.?
- Mr. Baker confirmed it will not and explained coverage is provided for in course work activities overseas, however that is subject to Florida Law.
- Commissioner Gleason asked whether commissioners are covered by that policy?
- Mr. Baker responded that commissioners are subjected to the same limitations.

- Commissioner Gleason expressed her concern that some scientist visits countries that are on the no-fly list due frequent abductions.
- Mr. Baker clarified that is called kidnap and ransom and is a separate element.
- Commissioner Gleason requested the Board of Commissioners consider adopting a travel policy and a broker of record to potentially add coverage to our policy, in case AMCD continues to send people overseas, to adequately cover them.

A. A motion was made to approve the Fleet/Liability and Workers Compensation Insurance Renewal with caveat that the crime coverage will be increased and AMCD staff will pick which coverage is the best option and discuss options about a foreign policy coverage.

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

NEW BUSINESS:

Item 1: Discussion and Approval of Attorney Contract Renewal ~ Mrs. Amy Meyers

- Mrs. Meyers explained she originally asked Dr. Xue to put this item on the agenda because AMCD policy requires 90 days in advance for contract renewals and request that the Board terminate her contract at the end of this year.

A. A motion was made to terminate the attorney contract as of December 31, 2024.

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

B. A motion was made to submit a new attorney RFP with input from current attorney, Mrs. Amy Meyers with stipulations discussed at this meeting; clear understanding of pay scale, job duties and include advertisement on the Florida Bar Journal.

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

Item 2: Discussion and Direction about Collaboration Between AMCD SIT Project with Mosquito Mate ~ Dr. Rui-de Xue

- Dr. Xue began to explain the Enviromental of Protection Agency (EPA) has registered the MosquitoMate's Wolbachia-infected male mosquitoes as a biopesticide for control of the *Aedes aegypti*, which is one of the most effective and environmentally friendly SIT/tools for control of the important vector mosquitoes. He continued to explain in the past AMCD has had a good experience collaborating with MosquitoMate about the SIT project and now MosquitoMate is searching for a product site to produce the new biopesticide and they're interest in AMCD's SIT facility. Dr. Xue mentioned MosquitoMate is interested is possibly leasing part of AMCD's facility for their production and AMCD will purchase their products for use or they can provide AMCD with a certain amount of their product four AMCD's operation release for trade. He continued to explain AMCD needs to make a motion to give direction for a lease or trade with MosquitoMate about their new biopesticide and then AMCD will began discussing/negotiating to develop a mutual benefit collaboration agreement and bring it back to the Board for further discussion and approval.

- A. **A motion was made to approve Dr. Xue to continue discussing with MosquitoMate on how this collaboration would work and include a cost benefit analysis on either option and a contract.**
- Motioned by: Commissioner Gleason
 - Seconded by: Commissioner Gardner
 - VOTE: Accepted by All
 - **Motion Passed Unanimously**

Item 3: Employee Appreciation Day ~ Commissioner Becker

- Commissioner Becker explained she would like to introduce an employee team building day to help make an effective team and improve employee morale. She continued to explain team building is an activity designed to help build connections between all members of the District, create lasting bonds, and enable better team working practices as a way to reconnect all of our employees. She mentioned team building activities might include running team games, holding discussions, hosting away events or doing things together as a team, this is designed to bring the together in a fun and engaging way.
- **NO MOTION ON THIS ITEM**

Item 4: No November 14th Board Meeting Due to FMCA Meeting ~ Dr. Rui-de Xue

- Dr. Xue explained usually FMCA meetings are during our board meeting, this year is different, they moved the weekend up one week. He continued to explain based on this situation it shouldn't be an issue to add a November Board meeting.

A. **A motion was made to hold a November Board meeting on November 14, 2024 at 5:00 P.M.**

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Gleason
- VOTE: Accepted by All
- **Motion Passed Unanimously**

Item 5: Employee Pay ~ Commissioner Becker

- Commissioner Becker explained since she has been on the Board (2019) the number one issue AMCD has had is HR related issues and she believes the lack of a strong HR representative leaves employees in the District in void. She continued to explain some of AMCD's employees were promoted in May and have not received compensation for these employees. Commissioner Becker is asking Dr. Xue to back pay these employees immediately and ask the Board to approve a motion to allow staff to analyze HR companies for the Districts HR related duties (pay plan, policies, etc.).

A. **A motion was for AMCD staff to generate an RFP to get an HR company to review HR related items within the District and bring back results to the December Board meeting.**

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Gleason
- VOTE: Accepted by All
- **Motion Passed Unanimously**

REPORTS:

Director ~ Dr. Xue reported AMCD employees have been working hard due the recent mosquito outbreak in St. Johns County and he appreciates all their hard work. He also mentioned he attended the 27th International Congress of Entomology during the last week of August and he organized and held a symposium about container-inhabiting mosquito surveillance and control. Dr. Xue also reported Dr.

Kumar from India's National Institute of Malaria came as a visiting scientist for two months and AMCD has received around 300,000 thousand dollars in grants from the CDC and FDACS.

Attorney ~ Mrs. Meyers reported she has corresponded and commented on the procurement policies that former attorney, Mr. Wayne Flowers, was developing, has revised the audit selection committee resolution, responded to public records request, reviewed the FDACS MOU and made revisions to it.

COMMISSIONER COMMENTS:

Commissioner Gardner ~ No comment.

Commissioner Brandhorst ~ Thanked the Mr. Hanna for all of his hard work.

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

Commissioner Becker ~ Thanked staff for all their hard work and wanted to bring up the new virus in Florida called Oropouche that spreads from biting midges, five cases have been reported in the U.S. and Cuba is experiencing a big outbreak. AMCD should educate residents to wear bug spray and look towards the CDC for level of threats.

Commissioner Gleason ~ The Ponte Vedra MSD meeting has been moved to December, due to issues with the garbage company that took precedence. Also gave Dr. Xue a book that is meant for all public elected officials and is about financial controls, Dr. Xue will make copies and provide them to the Board. It's important every Board member is educated on the financial management responsibilities.

ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Gardner adjourned the meeting at 8:05 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.