

Anastasia Mosquito Control District of St. Johns County

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BOARD OF COMMISSIONERS

Trish Becker, Chairperson
Martha Gleason, Vice-Chairperson
T.J. Mazzotta, Secretary/Treasurer
Gayle Gardner, Commissioner
Gina LeBlanc, Commissioner



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, February 13, 2025

Thursday, March 13, 2025 – 5:00 PM~ Regular Meeting

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, February 13, 2025, at 5:00 P.M.

Board members in attendance:

Mrs. Trish Becker, Chairperson
Mrs. Martha Gleason, Vice-Chairperson (VIA PHONE)
Mr. T.J. Mazzotta, Secretary/Treasurer
Mrs. Gayle Gardner, Commissioner
Mrs. Gina LeBlanc, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mrs. Lawsikia J. Hodges, Attorney

Chairperson Statement: Commissioner Becker

Chairperson Becker called the meeting to order.

Commissioner LeBlanc led the invocation and pledge of allegiance.

ROLL CALL: Chairperson Gardner noted ~ that all were present, and Commissioner Gleason was present via phone.

Chairperson Statement: Commissioner Becker reviewed the commissioner's duties and responsibilities, highlighting the mission, vision, values, and operational aspects of AMCD.

CITIZEN PARTICIPATION FOR ITEMS NOT ON THE AGENDA:

- Mr. Ed Slavin expressed concerns regarding the rule of law, access to government documents, cost overruns on the Mosquito Museum Educational Center, staff accountability, illegal bonuses, and open records law violations. Mr. Slavin requested a vote on mediation by Ms. Pat Gleason in the state AG's office.
- Dr. Xue responded that a spreadsheet of requested records was provided, but Mr. Slavin stated he had not received the documents.
- Mrs. Becker requested Mr. Slavin to provide a list of the documents he has not received.

APPROVAL OF AGENDA: Chairperson Becker called for approval of the agenda as presented.

- Commissioner Gleason requested the removal of the travel policy discussion from the agenda, citing the need for further review and input from the insurance broker and attorney.
- Commissioner LeBlanc expressed a desire to provide comments on the travel policy before it was tabled.
- The board agreed to keep the travel policy on the agenda for discussion but not for a vote.

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

- Motioned by: Commissioner Gleason
- Seconded by: Commissioner Gardner
- VOTE: Accepted Unanimously by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

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

- Commissioner Gleason requested confirmation of the final version of the consent agenda items.
- The board discussed the additional funds for Mr. Connor, who received a scholarship from the American Mosquito Control Association.

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

- Motioned by: Gardner
- Seconded by: Gleason
- VOTE: Accepted Unanimously by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

Consent Items ~ APPROVAL OF:

1. Chemical Inventory
2. Minutes: January 15, 2025, Regular Board Meeting Minutes
3. Additional funds for Mr. Connor Kuppe, who received a scholarship to join the AMCA meeting

UNFINISHED BUSINESS:

Item 1: Approval of the contract between AMCD and Frontier Precision to replace the AMCD database, mapping, and phone app software ~ Dr. Xue

- The Board came to a consensus to table this item until the next Board meeting.

A. A motion was made to postpone the approval of the Contract between AMCD and Frontier Precision to replace the AMCD database mapping and phone app software until the next Board meeting.

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

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Item 2: Approval of the contract between AMCD and Gruhn May, inc. to develop a site, permitting, and construct/repair the NE property drainage ~ Dr. Xue

- The Board came to a consensus to table this item until the next Board meeting.
 - A. **A motion was made to postpone the approval of the contract between AMCD and Gruen May, Inc. to develop a site for mining and construct repair the northeast property drainage until the next meeting.**
 - Motioned by: Commissioner Mazzotta
 - Seconded by: Commissioner Gleason
 - VOTE: Accepted unanimously by all Commissioners
 - **MOTION PASSED UNANIMOUSLY**

Item 3: Approval of the contract between AMCD & the MGT/HR firm for AMCD's HR consulting~ Dr. Xue

- Mary Jacobs from MGT Impact Solutions LLC was present via phone.
- Mrs. Hodges explained the updated service agreement, including a more specific task scope of work and an increased dollar amount of \$30,000.
- Commissioner Mazzotta inquired about the special committee, which was clarified as a separate new business item.
- Commissioner Gardner questioned the price, which was addressed by Mrs. Becker and Mrs. Hodges.
- Commissioner Gleason commended Mrs. Hodges for her work on the contract and requested that the assessment report be provided to the board, director, and attorney for review.
- Mrs. Jacobs confirmed that the report would be provided and that it would include confidential input from employees.
- Commissioner Gleason asked for a recommendation on whether to slow the pace of hiring the HR generalist until the assessment is completed.
- Mrs. Jacobs offered to consult with the executive director on the job description.
- Dr. Xue requested that the contract be changed to reflect Mrs. Becker's name as the chairperson.
 - A. **A motion was made to award, authorize, and approve a services agreement in the form presented by the district attorney between the Anastasia Mosquito Control District and MGT Impact Solutions LLC for human resource consulting services in an amount not to exceed \$30,000.**
 - Motioned by: Commissioner Mazzotta
 - Seconded by: Commissioner Gardner
 - VOTE: Accepted Unanimously by all Commissioners
 - **MOTION PASSED UNANIMOUSLY**

Item 4: Financial Report and Budget Amendment ~ Aye McKinney, Accountant

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- Mrs. Aye McKinney presented the monthly financial report for January. Wells Fargo: \$1.79 million, Wells Fargo Investment: Almost \$5 million (4.26% ROI), Flora Prime investment firm: A little bit over \$6 million (4.57% ROI), Bank of America (EAP account): \$373,667, Total available fund: \$13 million
- Mrs. Becker inquired about the potential impact of federal spending freezes on grants.
- Dr. Xue confirmed that all federal grant money has already been received.
- There were no budget amendments this month.
 - **NO MOTION WAS MADE FOR THIS ITEM**

NEW BUSINESS:

Item 1: Auditor Selection Committee Member Nomination ~ Commissioner Gleason

- Commissioner Gleason provided background on the committee and the need to appoint a board member to chair the committee.

A. A motion was made to nominate Commissioner Gleason as Chair Committee.

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Gardner
- VOTE: Accepted Unanimously by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

- Commissioner Gleason discussed the difficulty in finding qualified candidates.
- Mrs. Becker suggested amending the resolution to include people with legal backgrounds.
- Mrs. Becker suggested amending the resolution to say between 3 and 5 members.
- Dr. Xue asked if board members could serve on the committee.
- Mrs. Hodges clarified that board members are prohibited by law from serving on the committee. Mrs. Hodges presented the proposed language for amending the resolution and the handbook.
- Mr. Slavin suggested dispensing with the requirement that committee members be residents of Saint John's County.
- The board discussed opening up the membership to Northeast Florida.

B. A motion was made to amend section five memberships of the resolution creating an auditor selection committee adopted by Anastasia Mosquito Control district on October 24th, 2024, as presented.

- Motioned by: Commissioner Mazzotta
- Seconded by: Commissioner Gleason
- VOTE: Accepted Unanimously by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

C. A motion was made to amend the auditor's selection procedures in the district handbook to be consistent with the amendments to section five, memberships of the resolution creating an auditor selection committee adopted by the Mosquito Control District on February 13th, 2025.

- Motioned by: Commissioner Gardner

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- Seconded by: Commissioner Mazzotta
- VOTE: Accepted Unanimously by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

Item 2: Discussion and Direction of Amending and Developing AMCD's Travel Policy ~ Dr. Xue

- Commissioner Gleason provided background on the travel policy discussion, clarifying that the board supported the revision of the policy.
- Commissioner Gleason stated that there was a general agreement that the travel policy did not need to be discussed at this board meeting.
- Commissioner LeBlanc commented on the requirement for commissioners and staff to write a report after attending conferences, stating that it should be optional.
- Mr. Slavin suggested requiring a trip report.
- Commissioner Gleason suggested that the travel policy be incorporated into the policy ADHOC committee review.

- **NO MOTION WAS MADE FOR THIS ITEM**

Item 3: Discussion and Approval to Introduce a New ADHOC Policy Committee ~ Commissioner Becker

- Mrs. Becker proposed creating an ADHOC committee to review and update district policies and procedures.
- Commissioner Mazzotta expressed enthusiasm for the committee.
- Commissioner LeBlanc questioned the need for the committee, given the hiring of an HR company.
- Commissioner Gleason supported the committee, noting the difference between HR policies and other types of policies. Commissioner Gleason also questioned the December 31st deadline.
- Mrs. Hodges stated that the timeline was tracking the term of the chair and that as a committee, they can certainly meet more frequently than **quarterly**.

A. A motion was made to accept the special committee to review Anastasia Mosquito Control District and develop district policies and procedures.

- Motioned by: Commissioner Gleason
- Seconded by: Commissioner Mazzotta
- VOTE: Accepted by: Commissioner Becker, Gleason, and Mazzotta
- VOTE: Rejected by: Commissioner Leblanc and Gardner
- **MOTION PASSED 3:1**

Item 4: Public Record Request Training (Ppt) and Board Authority to Update AMCD's Public Record Request Policy ~ Mrs. Hodges

- Mrs. Hodges gave a training presentation regarding public records requests, highlighting important details for employees and Board members to keep in mind while communicating about District **business**.

- **NO MOTION WAS MADE FOR THIS ITEM**

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Item 5: FMCA's DODD Short Course & Dr. Xue's Travel Report ~ Dr. Xue & Board of Commissioners

- Dr. Xue reported on the FMCA short course, noting that four board members and 17 employees attended. Dr. Xue also reported on his trip to India and the potential for future visits from scientists.
- Commissioner Mazzotta shared his experience at DODD short course, highlighting the development of the drone technology, and that the drones will begin being utilized in the field in the near future, which could affect how mosquito control districts perform, especially in cooperation with aerial operations.
- Mrs. Becker shared that the commissioners were all very excited to engage with each other and learn and that they focused on procedural and operational issues.

○ NO MOTION WAS MADE FOR THIS ITEM

REPORTS:

Director ~ Dr. Xue reported on winter training, the pest control company training certification, the surveillance program, the hiring of a new HR employee, the 2025 workshop program, the annual program report, and the employee performance evaluation.

Attorney ~ Mrs. Hodges reminded the board of the attorney contact policy. Mrs. Hodges provided updates on the drainage and database contracts, noting the need to create a baseline form contract. Mrs. Hodges also noted that the HR Attorney from Smith Gambrell and Russell LLP. will be working in tandem, with the HR firm that AMCD hired. Mrs. Hodges suggested using a streamlined agenda template.

COMMISSIONER COMMENTS:

Commissioner Gardner ~ No Comments.

Commissioner Mazzotta ~ suggested disseminating information about the education center to schools and limiting public comment to three spots per meeting.


Commissioner LeBlanc ~ No Comments.

Commissioner Becker ~ discussed the need to renew the lobbyist contract and provided copies of a SWOT analysis

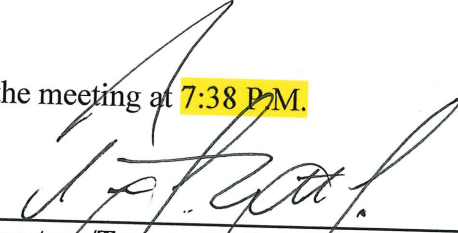
Commissioner Gleason ~ thanked everyone.

ADJOURNMENT: Chairperson Becker adjourned the meeting at 7:38 PM.

ATTEST



Chairperson, Commissioner Trish Becker



Secretary/Treasurer, Commissioner T.J. Mazzotta

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.