

Anastasia Mosquito Control District

of St. Johns County



ADHOC COMMITTEE MEETING

May 8, 2025

Thursday

4:00 P.M.



Anastasia Mosquito Control District of St. Johns County



ADHOC COMMITTEE MEETING PROPOSED AGENDA

**Thursday, May 8, 2025
4:00 P.M. - 4:30 P.M.**

ITEM 1:

Review Draft Travel Policy and make Recommendations to the Board for Discussion and Approval

ITEM 2:

Report Progress of Public Record Request Policy from other Districts and Review the Updated Draft

ITEM 3:

Open Discussion Regarding Reviewing other Policies for Updates

Comments & Reports:



Anastasia Mosquito Control District Travel Policy

Purpose:

The purpose of this travel policy is to establish guidelines for staff and board members of the Anastasia Mosquito Control District for the authorization of work travel and the disbursement and reimbursement of funds to cover reasonable and necessary expenses incurred during approved work-related travel. This policy aims to ensure that all travel is conducted in a cost-effective and efficient manner while adhering to ethical standards and promoting transparency. In the context of this policy the word "travel" refers only to authorized work related travel, by staff and board members on behalf of Anastasia Mosquito Control District, and does not include the daily local travel performed by staff in the completion of their regular duties.

Authorization:

AMCD Staff: All travel must be authorized in advance by the AMCD Director or authorized designee. Any unauthorized travel expenses will not be reimbursed.

AMCD Director: All travel must be authorized in advance by the AMCD Board of Commissioners during a regularly scheduled Board meeting. Any unauthorized travel expenses will not be reimbursed. Emergency travel not previously authorized by the Board must be authorized by the Chair of the Board and reported by the Chair at the next scheduled board meeting.

AMCD Board: All official travel outside of St. Johns County paid with AMCD funds requires approval by a majority of the Board. The request must be presented and approved at a Board meeting prior to travel taking place. Any unauthorized travel expenses will not be reimbursed.

Travel Arrangements:

All travel arrangements, including transportation, accommodation, and registration fees, must be made through AMCD designated staff or the sponsoring agency vendor. Designated hotels with discount group rates and lowest available airfare, car rentals, etc. that meets the business travel needs shall be utilized unless otherwise approved by the District Director or oversight board chair.

Based on the approved budget for the specific travel, the number of staff that travel should be limited. The director or his designee may authorize two employees to share a hotel room in order to allow more staff to participate in the travel without exceeding the allocated budget. Such arrangement should only be made as agreed to by the travelers. The director holds the authority to limit the number of staff that will travel.

When traveling for official business, staff should use agency vehicles. Personal vehicles may only be used for authorized travel if a District vehicle is unavailable. Use of District vehicles by Board members is not authorized; however, commissioners may accompany District personnel in AMCD vehicles.

Travel Expenses & Per Diem

The District Director or their designated representative has the power and authority to make advance payments to any authorized traveler for mileage, travel, and/or convention/seminar costs and fees that have been approved by the Board of Commissioners and not directly prepaid to vendors.

Pursuant to FS 112.061 board members shall be allowed reimbursement for travel expenses related to official AMCD business. AMCD utilizes the simplified "High Low Method" rates set by the IRS. Travel expenses must be approved in advance by a majority of the Board before incurring the expenses. In-county travel expenses incurred by Board members will not be reimbursed.

In the event that it is necessary for an employee; to utilize their private vehicle, they may be compensated at the standard IRS mileage rate for all miles driven. Employees will also be reimbursed for tolls, and parking expenses if personal automobile is used. Accurate records will be necessary for reimbursement and must be supported by receipts.

In accordance with FS 112.061 meals will be reimbursed for same day travel. If the traveler departs the office or District before 6:00 am, breakfast should be included, and if the traveler returns back to the office or District after 6:00 pm dinner should be included.

Travel Insurance:

All staff and board members are covered by the district's workers compensation insurance and any other insurance for which they are enrolled in when traveling for official business. It is the responsibility of the traveler to familiarize themselves with the policies coverage and procedures in the event of an emergency.

Travel Restrictions:

Unless officially invited by a recognized agency or institution, international travel will not be authorized. No travel will be approved to countries that the US Department of State has deemed "do not travel" countries. AMCD staff international travel should be funded by the agency or institution extending the invitation, or related sponsoring organizations except in special cases where grant funds may be applied. The AMCD Board may approve up to \$1,000 to cover incidental travel expenses not covered by the sponsoring agency or institution. No board members will be authorized to travel internationally at taxpayer expense. International travel must be self-funded or funded through alternative means.

Compliance:

Failure to comply with this travel policy may result in disciplinary action, including the denial of future travel requests and reimbursement for expenses incurred.

All other provisions of **FLORIDA STATUTES, CHAPTER 112.061**, shall be followed by all staff and board members.



Anastasia Mosquito Control District Public Records Policy

Purpose:

The purpose of this public records policy is to establish guidelines for staff and board members of the Anastasia Mosquito Control District to ensure that all public records requests are handled in a manner that adheres to the law while promoting transparency of AMCD business.

Authority:

Florida's Public Records Act, Chapter 119 Public Records.
Florida Constitution, Article I, Section 24(a).

Policy:

It is the policy of the district to maintain public records and to make such records available to the public upon request in accordance with Chapter 119 Florida Statutes, and all other applicable public records laws. This policy applies to all AMCD personnel. The District shall provide exceptional customer service to the public, acknowledge, and respond to public records request in a reasonably timely manner.

A request may be submitted by anyone to the District, in writing, via email, in person or via telephone. Personnel shall not require the requestor to identify themselves, provide their contact information, require the request to be submitted in writing, or refuse to acknowledge the request. Personnel may ask questions and take notes to clarify what records are being requested and may provide the requestor with contact information to follow up. In order to streamline requests, they may be submitted via email to publicrecordsrequests@amcdfi.org, or over the telephone at (904)- 471-3107.

The District may charge the requestor a fee duplication of a record not to exceed the amounts described in F.S. 119.07 (4) as well as a special service charge when the nature and volume of the public records to be inspected is such as to require extensive use of information technology resources, or extensive clerical and/or supervisory assistance. All applicable fees must be paid in full prior to the fulfillment of the request.

Personnel are not required to answer questions about the public records or create new records in order to fulfill the request. Public records that are exempt from disclosure by law shall not be made available. Public records requests must be made on or after the record becomes public, the District does not accept standing requests.

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: www.amcdsjc.org

MEMO 2025

BOARD OF COMMISSIONERS:

Trish Becker, Chairperson

Vice-Chairperson

T.J. Mazzotta, Secretary/Treasurer

Gayle Gardner, Commissioner

Gina LeBlanc, Commissioner



DISTRICT DIRECTOR:

Dr. Rui-De Xue

TO: ADHOC Committee Members

FROM: Dr. Rui-De Xue, Director

CC: Heather Keating, Administrative Assistant

DATE: April 30, 2025

RE: ADHOC Committee Open Discussion

This part of the ADHOC committee meeting will be open for discussion regarding reviewing other policies for possible updates/revisions.

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120 EOC Drive, St. Augustine, FL 32092

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Gayle Gardner, Chairperson

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T.J. Mazzotta, Secretary/Treasurer

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Gina LeBlanc, Commissioner

DISTRICT DIRECTOR:

Dr. Rui- De Xue

ADHOC Policy Committee Meeting

Date and Time Thursday, March 13, 2025 4:00 P.M.

MEETING ATTENDEES

- Chairperson Becker
- Secretary/Treasurer Mazzotta
- Attorney, Mrs. Hodges
- Director, Dr. Rui-De Xue
- Assistant Director, Dr. Whitney Qualls
- Business Manager, Richard Weaver
- Human Resources, Sheila Rivera
- Administrative Assistant, Heather Keating

OPEN ISSUES

- Draft formal language for the travel policy to be discussed at the next meeting.
- Ensure a public records request feature is available on the website and clarify structure of fees.
- Develop Ethics Code of Conduct.

UPDATES AND ANNOUNCEMENTS

- The ADHOC Policy Committee will meet quarterly.
- Next meeting will be held Thursday, May 8, 2025 at 4:00 P.M., located at AMCD
- Deadline to submit suggested changes to the Board, December 31, 2025.

NEW BUSINESS

- Review Travel Policy
- Finalize the travel policy as discussed and communicate it to board members.
- Review Public Records Policy
- Develop a framework for public records management.
- Develop Ethics Code of Conduct
- Initiate the drafting process for the ethics code.
- Discuss future meetings and deadlines

NEW BUSINESS FOR NEXT MEETING

- The primary objective is to review existing district policies, rules, and procedures, and to identify areas needing improvement. The committee is tasked with researching, drafting, and making recommendations regarding any new or amended policies, rules, or procedures for final review and approval by the district board.

ADJOURNMENT

Chairperson Becker Adjourned the meeting at 4:49 P.M.

