

Anastasia Mosquito Control District of St. Johns County

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BOARD OF COMMISSIONERS

Gayle Gardner, Chairperson
T.J. Mazzotta, Vice-Chairperson
Tim Burton, Secretary/Treasurer
Vacant, Commissioner
Gina LeBlanc, Commissioner



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, August 14th, 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, August 14th, 2025, at 5:00 P.M.

Board members in attendance:

Mr. T.J. Mazzotta, Vice Chair
Ms. Gayle Gardner, Chair
Mrs. Gina LeBlanc, Commissioner, (Via Phone)
Mr. Tim Burton, Secretary/Treasurer

Also in attendance:

Dr. Rui-De Xue, Director
Ms. Lawiskia Hodges, District Attorney

Chairperson Gardner called the meeting to order.

Commissioner Mazzotta led the invocation and pledge of allegiance.

The Board approved Commissioner LeBlanc to join remotely

ROLL CALL: Chairperson Gardner noted ~ that all were present and that Commissioner LeBlanc joined remotely.

PARTICIPATION FOR ITEMS NOT ON THE AGENDA:

- One public comment to thank the Board, Dr. Xue, and staff for their service; no action requested.

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

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

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

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: Mazzotta

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

Consent Items ~ APPROVAL OF:

1. Chemical Purchase and Inventory
2. Minutes: July 10, 2025, Regular Board Meeting Minutes
3. Board members to attend the FMCA annual meeting, Charlotte Harbor, November 17-20, 2025
4. Update of the organization chart
5. Organize the 21st annual workshop and host the FMCA Fly in Class, March 2-5, 2026.
6. Treasure's Report and Cancelled Checks

UNFINISHED BUSINESS:

1. Item 1: Drainage Repair Update, ~ Mr. Otta Gruhn, Gruhn Company

- Contractor update that the project was completed.
- Key items included:
 - Playground: ~50 ft perforated pipe installed with filter wrap and sand; added a second drain; switched to rubber 'PlaySafe' mulch.
 - Garden Pond: new drainage, regarded mulch along building, automatic water fill with filtration.
 - Education building: downspouts tied into upgraded 6" pipe; main entrance drainage run under roadway to redirect flow west from playground.
- Commissioners discussed adding concrete pads/screens or mesh to prevent mulch/debris from clogging; contractor will assess south-end garden drain and a potential swale.

A. No motion was made

2. Item 2: Approval of the auditor contract, ~ Dr. Rui-de Xue, Director

Board approved contract with Malden & Jenkins, CPAs, consisting of two engagement letters plus the attorney's addendum

A. A motion was made to approve the auditor contract between AMCD and Malden & Jenkins, CPAs, including the 2 engagement letters and the addendum

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

3. Item 3: FY24/25 budget update, financial analysis, and budget amendment ~ Mr. Scott Hanna, CFO

- CFO Scott Hanna reported on Q3 (Apr–Jun) interest earnings exceeding budget
 - travel/per diem higher due to early-year trainings that occur during the slow mosquito season
 - shipping category is increasing due to sending out with aviation parts for repairs
- Preliminary July update
 - ad valorem receipts at ~101.6% of budget (+\$134,884).
- Budget amendment approved to recognize additional revenues and fund:
 - personnel/benefits,
 - building 200 A/C,
 - copier replacement,
 - and other machinery/equipment.

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

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

NEW BUSINESS:

1. Item 1: The AMCD programs & approval of the program goals, objectives, and performance measures for FY25/26 ~ Dr. Rui-de Xue, Director

- Dr. Xue presented statutory annual goals/objectives across Operations, Science & Education, and Administration, with performance metrics (e.g., response times, surveillance indices, citizen science tools).
- Public comment urged integrating climate change into development review and formal intergovernmental consultation (e.g., MOU with St. Johns County) to address flooding/mosquito implications.

A. A motion was made to approve the program goals, objectives and performance measures

- Motioned by: Commissioner Burton
- Second by: Commissioner Mazzotta
- VOTE: Accepted unanimously by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

2. Item 2: Discussion and Approval of updated public records request policy ~ Mrs. Shelia Rivera, HR Generalist

- HR Generalist Mrs. Rivera presented a comprehensive update aligning with Florida Constitution (Art. I) and Ch. 119.
- Key points:
 - a. multiple request channels.
 - b. coordination via Records Custodian.
 - c. confidentiality review flow.
 - d. fee schedule incl. special service charges for extensive work.
 - e. no special charge for ≤15 minutes; accepted payments: cash, money order, cashier's check.
- Public comment discussion included staff training on public records request, linking the Sunshine Manual reference, Florida General Council mediation on current open public records request, card-payment inquiry, and creating a 'reading room' for the public to go through records.

A. A motion was made to adopt the public record request policy.

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

REPORTS:

Director ~ Dr. Xue, all ULV vehicles have been calibrated and are ready for the season; new A&P mechanic started August 4th; and staff has interviewed for the receptionist position.

Attorney ~ Ms. Hodges had no report.

COMMISSIONER COMMENTS:

Commissioner Gardner ~ had no report.

Commissioner Mazzotta ~ thanked staff.

Commissioner LeBlanc ~ thanked staff.

Commissioner Burton ~ thanked staff.

ADJOURNMENT: Chairperson Gardner adjourned the meeting at 6:23 PM

ATTEST


Chairperson, Commissioner Gayle Gardner, Secretary/Treasurer, Commissioner Tim Burton

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.