Anastasia Mosquito Control District of St. Johns County

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BOARD OF COMMISSIONERS
Gayle Gardner, Chair Person
T.J. Mazzotta, Vice-Chairperson
Tim Burton, Secretary/Treasurer
Anthony Timis, Commissioner
Gina LeBlanc, Commissioner

DISTRICT DIRECTOR
Dr. Rui-De Xue

Thursday, September 11, 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, September 11th, 2025, at 5:00 P.M.

Board members in attendance:
- Mr. Anthony Timis
- Ms. Gayle Gardner, Chair
- Mrs. Gina LeBlanc, Commissioner
- Mr. Tim Burton, Secretary/Treasurer

Also in attendance:
- Dr. Rui-De Xue, Director
- Ms. Lawsikia Hodges, District Attorney

Chairperson Gardner called the meeting to order.
Commissioner LeBlanc led the invocation honoring the victims of September 11th followed by the Pledge of Allegiance.

ROLL CALL: Chairperson Gardner noted all were present apart from Mr. Mazzotta, Commissioners agreed to start the meeting without Mr. Mazzotta

CEREMONY: New Commissioner Mr. Anthony Timis was sworn in by Judge Casey Woolsey of St. Johns County and Judge James Nealis of Duval County.

PARTICIPATION FOR ITEMS NOT ON THE AGENDA:
- One member of the public expressed concern about rising property taxes and requested a line-item budget for transparency. The board clarified that AMCD is an independent taxing district and does not oversee county or school board budgets. Dr. Qualls provided the speaker with AMCD's line-item budget.

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

Consent Items ~ APPROVAL OF:

1. Chemical Purchase and Inventory
2. Minutes: August 14, 2025, Regular Board Meeting Minutes
3. Updated job descriptions (Assistant Supervisor, Operation Manager, Molecular Biologist)
4. Approval of the new fire inspection service contract
5. Approval for Dr. Xue to attend AMCA Interim Board Meeting (Portland, OR, Nov 12–15, 2025) with AMCA covering hotel stay
6. Approval of the contract extension with Mobisoft for database service
7. Treasure's Report and Cancelled Checks

UNFINISHED BUSINESS:

1. **Item 1: County Property value assessment and millage rate…. Mr. Eddie Creamer, County Property Appraiser (15 min)**
    - **Cancelled due to sickness**

2. **Item 2: Fleet, Liability, and Worker Compensation Insurance ~ Mr. Matt Baker**

   Mr. Baker presented an overview of insurance renewals, highlighting an increase in staff and payroll that raised workers' comp calculations.
    - The district has excellent workers' comp performance with a 0.74 experience modification factor, indicating strong safety and loss control. Coverage includes commercial package insurance, workers' compensation, drone insurance, and storage tank liability.
    - Despite growth, there was an overall year-over-year premium decrease. Liability for unpaid interns and documentation for student intern coverage were also discussed.

   A. **A motion was made to approve the contract**
    - Motioned by: Commissioner Burton
    - Seconded by: Commissioner Timis
    - VOTE: Accepted 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 presented the final budget amendment to ensure all accounts balance before fiscal year-end. Adjustments included:
  - $90,000 for payroll
  - $70,000 for benefits
  - $6,000 for travel per diem
  - $30,000 for repairs/maintenance, capital outlay (aviation)
  - Total transfer: $215,000, covered primarily by contingency funds

  A. **A motion was made to approve the budget amendment as is**
    - Motioned by: Commissioner Burton
    - Seconded by: Commissioner LeBlanc

- VOTE: Accepted by all Commissioners
- **MOTION PASSED UNANIMOUSLY**

<u>NEW BUSINESS:</u>

1. **<u>Item 1:</u> New Commissioner Introduction ~ Mr. Anthony Timis**
   - Commissioner Timis introduced himself and shared his background
     - Lifelong resident of St. Augustine, FL
     - Graduated from Pedro Menendez High School
     - Professional background includes being a former math teacher, former prosecutor, and currently a private practice attorney
   - Expressed his commitment to transparency, accountability, and fiscal responsibility.

   A. No motion was made

2. **<u>Item 2:</u> Legislative Lobby Contract Amendment ~ Mr. Robert Hawkens**
   - Mr. Hawkens updated the board on the upcoming legislative session starting January 13, 2026, with a focus on property tax reform.
   - FMCA Days at the Capitol are scheduled for February 2026
   - Discussion focused on procurement compliance for his contract renewal. The board has decided to extend the contract for six months under an emergency designation while staff prepares for a proper RFP.

   A. A motion was made to approve a six-month emergency extension and direct staff to draft an RFP
     - Motioned by: Commissioner Timis
     - Seconded by: Commissioner Burton
     - VOTE: Accepted unanimously by all Commissioners
     - **MOTION PASSED UNANIMOUSLY**

3. **<u>Item 3:</u> Discussion and Approval of updated public records comments policy ~ Mrs. Shelia Rivera, HR Generalist**
   - Ms. Rivera presented a revised public comment policy to align with Florida Statute Chapter 286.
   - Key changes include:
     - Three designated public comment periods
     - Defined speaking limits for individuals and groups
   - Attorney Hodges recommended removing certain language to comply with First Amendment case law.
   - The revised policy will be reviewed and presented at the next board meeting.

   A. No vote was taken pending attorney review

<u>REPORTS:</u>

Director ~ Dr. Xue
- Dr. Xue reported increase mosquito populations following recent rains, especially in the salt marsh areas.
- Three confirmed West Nile cases were reported in chickens.
- Emphasized collaboration with other agencies
- Introduced a new staff member to assist with board preparation and operations.

Attorney ~ Ms. Hodges had no report.

<u>COMMISSIONER COMMENTS</u>:

Commissioner Gardner ~ No Comments

Commissioner Timmis ~ No Comments

Commissioner LeBlanc ~ Thanked staff for their hard work during heavy rains and increased hatch-offs.

Commissioner Burton ~ No Comments

ADJOURNMENT: Chairperson Gardner adjourned the meeting at 6:07 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.