

Anastasia Mosquito Control District of St. Johns County
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BOARD OF COMMISSIONERS

Gayle Gardner, Chairperson
Tim Burton, Vice Chair
Anthony Timis, Secretary / Treasurer
Johnny Counts, Commissioner
Gina LeBlanc, Commissioner

DISTRICT DIRECTOR

Dr. Rui-De Xue

Thursday, May 21, 2026 - 5:30 PM ~ Regular Meeting

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, May 21, 2026, at 5:30 P.M. The meeting was briefly delayed and start from 6:00pm, ensuring that enough Commissioners were present to establish a quorum.

Board members in attendance:

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

Also in attendance:

Dr. Rui-De Xue, Director
Ms. Lawsikia Hodges, Attorney

Vice-Chairperson Burton as acting chair called the meeting to order.

Commissioner LeBlanc led the invocation followed by the Pledge of Allegiance.

- A. A motion was made to allow Commissioner Gardner to attend meeting via phone as she was ill.**
- Motioned by: Commissioner Burton
 - Seconded by: Commissioner Timis
 - VOTE: Accepted by all Commissioners
 - **MOTION PASSED UNANIMOUSLY**

ROLL CALL: Commissioners LeBlanc, Burton, and Timis were physically present and constituted a quorum.

PUBLIC COMMENTS:

- No Public Comments

APPROVAL OF AGENDA:

- A. A motion was made to approve the Agenda with New Business Items 1 & 2 postponed to the July meeting.**
- Motioned by: Commissioner LeBlanc
 - Seconded by: Commissioner Timis
 - VOTE: Accepted by all Commissioners
 - **MOTION PASSED UNANIMOUSLY**

APPROVAL OF CONSENT AGENDA:

- A. A motion was made to approve the Consent Agenda, moving Item 4 to New Business #1**
 - Motioned by: Commissioner Timis
 - Seconded by: Commissioner Burton
 - VOTE: Accepted by all Commissioners
 - **MOTION PASSED UNANIMOUSLY**

CONSENT ITEMS ~ APPROVAL OF:

1. Board meeting minutes (April 9 at 5:30pm, 2025).
2. Collaborative MoU for federal grant application and training between AMCD and Culmen company.
3. Two SOPs (radiation for SIT and drone) for safety handbook.
4. ~~Count Dr. Xue work hours to join 2nd AMV meeting and give a presentation about trap, Thailand, August 3-7, 2026- (the conferenee provides travel fund).~~ Item moved to New Business #1

PUBLIC COMMENTS:

- No Public Comments

UNFINISHED BUSINESS:

Item 1: Presentation of FY 2025 Audit Report ... Ms. Stacia Deitrich representing Mauldin & Jenkins (20 min)

- Ms. Deitrich from Mauldin & Jenkins presented the annual audit report. The District received an unmodified (clean) opinion with no findings, deficiencies, or compliance issues reported.

A. A motion was made to accept the FY 2025 Auditor Report

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

Item 2: Discussion of FY26/27 Cost of Living Adjustment (COLA) ... CFO, Mr. Scott Hanna (15 min)

- Mr. Hanna presented inflation data and recommended a 4% COLA. Commissioners discussed budget impacts and compensation considerations. A 3% COLA was approved for budget planning purposes, with additional review to continue during the budget process.

A. A motion was made to approve a 3% COLA

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

Notice: Commissioner Ms. Gardner's phone disconnected after her vote for this item.

NEW BUSINESS:

Item 1: Discussion and approval to count Dr. Xue for workhours to travel to Thailand for an international meeting ... Director, Dr. Rui-De Xue (15 min)

- Dr. Xue provided information regarding an invitation to present AMCD's mosquito control research and participate in an international professional meeting (mosquito and vector control) in Thailand, and the meeting organization & committee will provide the travel fund included waive of registration, provide a hotel room, and provide the cost for around airline tickets (economic seat). Dr. Xue asked to count on his travel for working hours. Commissioners discussed the benefits of international collaboration and travel policy requirements.

A. A motion was made to approve the travel request and the associated work hours

- Motioned by: Commissioner Burton
- Seconded by: Commissioner LeBlanc
- VOTE:
 - YES: Commissioners Burton, LeBlanc
 - NO: Commissioner Timis
- **MOTION PASSED (2-1)**

PUBLIC COMMENTS:

- No public comments

REPORTS:

Director ~ Dr. Xue reported on mosquito surveillance activities, recent EEE-positive sentinel chicken findings, budget planning efforts, employee training initiatives, and updates from AMCA Washington Legislation Summit.

Attorney ~ Attorney Hodges reminded Commissioners of upcoming annual ethics filing requirements and introduced Attorney Sabrina Smith, who will attend the June meeting in her absence.

COMMISSIONER COMMENTS:

Commissioner LeBlanc ~ Thanked staff for all their hard work.

Commissioner Burton ~ Thanked staff and shared observations from the recent Washington, D.C. legislative meetings.

Commissioner Timis ~ Encourage everyone to stay healthy.

ADJOURNMENT: Vice-Chairperson Burton adjourned the meeting at 7:12 pm.

ATTEST


Chairperson, Commissioner Gayle Gardner


Secretary/Treasurer, Commissioner Anthony Timis

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.