

Regular Board Meeting –Draft for Approval

Indian River Mosquito Control District
December 10th, 2024 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on December 10th, 2024, at the District Office.

Present: Anna Kirkland (Chair), Matt Erpenbeck (Vice-Chair), and Janice Broda (Secretary/Treasurer)

Visitors: Paul Amos (Rossway Swan) and Terry McGinn

Staff: Sherry Burroughs (Executive Director), Michael Hart (Director of Operations), Kyle Kosinski (Director of Science), Claudia Alvarado (Director of Finance), Tamar Rivera (Human Resource Generalist), Kevin Kinney (IT Manager), Johanna Avril (Community Relations Specialist), and Melanie Pacot-Stansberry (Payroll Specialist)

I. Call to Order: Commissioner Kirkland called the meeting to order at 9:00 AM.

II. Pledge of Allegiance

III. Approval of the Agenda

Commissioner Erpenbeck made the motion to approve the December 10, 2024, agenda. The Board unanimously approved; motion passed.

IV. Approval of Meeting Minutes – November 12th, 2024 (Attachment A)

Commissioner Broda made the motion to approve the November 12th, 2024, meeting minutes. The Board unanimously approved; motion passed.

V. Financial Report (Attachment B)

Commissioner Broda made the motion to accept the financial report and file for the audit. The Board unanimously approved; motion passed.

VI. Public Comment- none

VII. Old Business

A. Legal Services RFQ 2024-01 Discussion

Sherry summarized negotiations with Paul Amos of Rossway Swan for legal services. Mr. Amos agreed to lower the hourly rate from \$410 to \$400 for the first year. The agreement allows for rate adjustments from time to time (to be reflected on the invoices) and charges for out-of-pocket expenses, such as photocopies, facsimile transmissions, long distance phone calls and travel expenses. It was also noted that Rossway Swan does not offer labor/employment law or lobbying services, which are provided by current counsel.

Staff recommended if the Board desires to engage Mr. Amos for legal services, that they enter into separate contracts for employment law and lobbying services, which are not provided by Rossway Swan. In addition, staff recommended having the agreement reviewed by current legal counsel before Board approval.

Sherry also noted that Mr. Amos recommended Mr. David Miklas for employment law. Mr. Miklas uses a flat fee or subscription model, and his engagement letter was provided for Board

review. No lobbying firms have been contacted yet, though one firm expressed interest. Staff sought Board direction on how to proceed with the legal services award.

Commissioner Broda requested more time to review HR services and believes a lobbying firm is unnecessary. Commissioner Kirkland also requested more time to review the documents and suggested relying on the Florida Mosquito Control Association for lobbying services. Commissioner Erpenbeck noted the \$400 rate is higher than current costs, which was a factor in pursuing new options.

After discussion, **Commissioner Broda made the motion to contact current legal services to review Rossway Swan's Legal Representation Agreement; Commissioner Kirkland and Broda approved; Commissioner Erpenbeck opposed; motion passed.**

B. Employee Handbook Review Bid Award (Attachment C)

Tamar indicated that the District only received one bid response from Gray Robinson, which was provided in the Board packet. She stated that she also previously emailed the memo that summarizes what the bid entails. Gray Robinson's bid was \$5,000 to \$10,000 for them to review the handbook. Staff sought Board decision whether to accept or reject the bid.

It is noted that a quote was provided to the Board from Mr. Miklas to review the handbook for a fee of \$750.

Commissioner Broda suggested discussing the legal approach and whether an RFQ process for employment law services is needed. Commissioner Erpenbeck inquired about rejecting the previous bid and issuing an RFP, noting RFQs do not prioritize cost. Sherry clarified the Commissioners must either accept or reject the bid.

After discussion, **Commissioner Broda made the motion to reject the single bid received. The Board unanimously approved; motion passed.**

Sherry requested direction of how to proceed with legal review of the employee handbook that was approved by the Board in August. After discussion, **Commissioner Erpenbeck made the motion for Staff to contact current legal counsel to confirm Staff can engage with David Miklas, P.A. regarding the employee handbook. The Board unanimously approved; motion passed.**

VIII. New Business

A. Budget Amendment – Cash Balance Forward (Attachment D)

Claudia presented the budget amendment, indicating the beginning fund balance was amended to reflect the actual fund balance of \$4.1M. The increase in revenue of \$369,000 was allocated as indicated in the budget amendment memorandum provided in the Board Book.

Staff recommended Board approval of Fiscal Year 2024-2025 Budget Amendment #1 and the adoption of Resolution No. 2024-009.

Commissioner Erpenbeck made the motion to approve Budget Amendment #1 for FY 2024-2025 and adopt Resolution 2024-009. The Board unanimously approved; motion passed.

IX. Director's Report-

Sherry provided an update of the monthly District operations, disease surveillance, and project updates, summarized below.

• **Mosquito Populations:**

- This month, the average number of mosquitoes trended higher than the three-year average for both inland and coastal CDC traps.
- Notably, some trap locations, such as Regency Park, Vista Royale and Highlands had populations more than double the 3-year average due to increased rainfall.
- The dominant mosquito species identified was *Culex nigripalpus*.

• **Arbovirus Activity:**

District:

- Confirmed chicken positive for West Nile 11/07 bleed date at Cypress Bend
- YTD 6 WNV and 1 SLEV positive chickens in the District
- Parity increased in the beginning of the month compared to October but remained below 30% indicating a lower risk of transmission.

Statewide:

- West Nile Virus – 12 humans (YTD 4), 0 horses and 224 chickens (YTD 622)
- St. Louis encephalitis – 0 chickens
- Eastern equine encephalitis – 1 horse, 1 chicken (YTD 55)
- Dengue – 137 imported and 15 local cases; (YTD 687 travel-associated cases & 55 local cases)
- Oropouche virus – 2 imported cases, YTD 88
- Mosquito borne advisory: 19 counties – Alachua, Brevard, Broward, Citrus, Hernando, Holmes, Lake, Madison, Manatee, Martin, Nassau, Orange, Pinellas, Polk, Putnam, Sarasota, Seminole, Sumter, and Volusia.
- Mosquito borne alert: 9 counties – Bay, Duval, Hillsborough, Marion, Miami-Dade, Monroe, Palm Beach, Pasco and Walton County

• **Research:**

- Collections for the ELC project occurred in November, but this project will be additionally halted under warmer conditions.
- Another project with the Florida Medical Entomology Laboratory that is projected to start in December with work on toxic sugar bait. This project is expected to be two years in length.
- The ELC project funded by CDC, in collaboration with the Florida Medical Entomology Lab, has been initiated, and results will be reported next month.

• **Operations:**

- 1 aerial mission of 658 acres on 11/15 and 1 non-completed mission of 667 acres due to unsafe weather conditions; consistent with the 36-year average (658 acres)
- Following October's heavy rains and hurricane, the month of November had just a few spotty showers and areas have begun to dry up.

- Inland crews treated 55.36 acres and expanded our search for catch basins within the downtown areas and collected 7 tires
- 6 ULV missions totaling 106.815 miles were conducted on 11/14 in response to positive chickens and service requests; 268% below the 36-year average (390 miles)
- For the month we received 23 service requests (12 spray requests, 2 special events and 9 inspections; 103% below the 36-year average (47 requests). All inspection requests were responded to within 48 hours.
- Spill team training was conducted on 11/22
- Permanent Control staff are mowing, hedging and grinding the impoundments.
- Continuing discussions with Leading Edge regarding reporting requirements

- **Community Relations Update**

- Pineapple Party at the Historical Society – 11/02
- FMCA Staff presentations – 11/04 – 11/08
- Community Health Workshop – 11/06 & 12/04
- Vero Beach Christmas Parade – 12/07 (photos presented)

- **Upcoming**

- Coffee with the Mayor (Vero Beach) – 12/13

- **OTHER ACTIVITIES**

- Launched District's Facebook page 11/14, posts once a week
- Website go live is 12/13

X. **Commissioner's Comments**

Commissioner Broda – no comments

Commissioner Erpenbeck – Thanked staff for the big undertaking of the Christmas Parade float. He commended Frank on his response to a service request as the customer stated he very impressed with his professionalism, his communication and felt he received exceptional information that helped him understand mosquito control.

Commissioner Kirkland – Thanked everybody that participated in the Christmas Parade and mentioned that it was good interaction with the public.

XI. **Upcoming Meetings**

- FASD Quarterly Meeting - January 9-10th, 2025
- OPEB Board Meeting – January 14th, 2025 at 9:00 AM
- Regular Board Meeting – January 14th, 2025 at 9:05 AM
- DODD Short Courses – January 27th- 31st, 2025
- Regular Board Meeting – February 11th, 2025, at 9:00 AM

XII. **Adjournment**

Commissioner Erpenbeck made the motion to adjourn. The Board unanimously approved; the meeting was adjourned at 9:41 AM.

Attest: _____