

## Regular Board Meeting Minutes

Indian River Mosquito Control District

December 12, 2023 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on December 12<sup>th</sup>, 2023, at the District Office.

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

**Staff:** Sherry Burroughs (Executive Director), Lisa Ridley (Director of Finance and Support Services), Johanna Avril (Community Relations Specialist), Michael Hart (Director of Operations), Peter Jiang (Director of Scientific Programs), Abdullah Alomar (Research Entomologist), Melanie Pacot-Stansberry (Payroll Specialist), and Kevin Kinney (IT Specialist).

**Visitors:** Terry McGinn, Cherriff Jackson (Clarke), Tom Lowther, Richard Kirkland, and Sarah McInnis

I. **Call to Order-** Chair Broda called the meeting to order at 9:00 AM.

II. **Pledge of Allegiance**

III. **Approval of Meeting Minutes (Attachment A)**

**Commissioner Erpenbeck made the motion to approve the minutes. The Board unanimously approved; motion passed.**

IV. **Financial Report (Attachment B)**

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

V. **Public Comment-** Sarah McInnis, a former employee of the District, addressed the Board regarding past harassment claims towards the Executive Director that she stated were not investigated properly by Human Resources. Ms. McInnis asked the Board of Commissioners to investigate the three separate harassment claims to seek a resolution.

VI. **Old Business**

**A. Indian River Board of County Commissioners Resolution - Update**

The Indian River County Board of County Commissioners voted unanimously to approve the resolution, supporting, and recommending retention of the current independent status of the District. Sherry emailed the District Board the resolution and copied them on an email to Senator Grall and Representative Brackett notifying them of such approval and thanking them for their continued support.

VII. **New Business**

**A. Communications Update- Johanna Avril**

Johanna provided an overview of the Community Relations activities. Johanna presented website and mobile application options that the District is looking into for future community engagement.

*This is a Public Meeting. Should any interested party seek to appeal any decision made by the Board of Commissioners with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings and that, for such purpose he may need to ensure that a record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based. Anyone who needs a special accommodation for this meeting may contact the Finance Director at 772-562-2393 at least 48 hours in advance of the meeting.*

**B. Science Program Update- Peter Jiang & Abdullah Alomar**

Peter updated the Board members on the status of ongoing research projects. Abdullah presented the collaborative project with the Florida Medical Entomology Laboratory (FMEL).

**C. Authorization for disposal of surplus property (Attachment C)**

Staff have established procedures to process surplus property, specifically as it relates to timing and seeking Board authorization to ensure assets are handled properly. Staff will generate a list of items, along with photographs, for surplus consideration twice a year, in the spring and fall. All surplus items will be presented to the Board for authorization to dispose of surplus property. As per statutory requirements, all serviceable items will be offered to other mosquito control programs first. Remaining items will then be sold at public auction.

*Staff recommends disposal of the assets provided on the surplus list provided as Attachment C.*

**Commissioner Kirkland made the motion to approve the disposition of surplus property. The Board unanimously approved; motion passed.**

**D. Chemical Bid Award (Attachment D)**

The chemical bid was advertised on November 9<sup>th</sup>, 2023, for the 2024 calendar year. Staff analyzed the bid responses and recommended the awards for each product as indicated on the memorandum provided in Attachment D. Cherriff Jackson from Clarke was available to answer any questions regarding the bid that was submitted from Clarke.

*Staff recommends award of the chemicals in accordance with the bid tabulation sheet and associated memorandum in Attachment D.*

**Commissioner Kirkland made the motion to accept the chemical bid award document. The Board unanimously approved; motion passed.**

**VIII. Director's Report**

- Legislative Activity
  - The Local Administration, Federal Affairs & Special Districts Subcommittee in the House filed a bill (PCB LFS 24-02) on December 6 outlining several changes to provisions relating to special districts, including the following.
    - Creating 12-year term limits for elected governing board members
    - Requiring MCDs to meet requirements of state program participation (FDACS), if fail to do so, will declare special district inactive
    - Requiring adoption of goals and objectives, as well as performance measures and standards, with annual reporting provided by October 1 of each year
    - Requiring continuation referendum for special districts exercising ad valorem tax authority whereby voters asked if the district should be continued for another 10 years. If approved, must provide a referendum every 10 years thereafter. If voters do not approve, then within 90 days of the referendum, the district must adopt a dissolution plan that includes provisions for liquidating all of the district's assets, satisfying all of the district's obligations and indebtedness, ensuring the continuity of public services

- provided by the district and providing a date on which the district will terminate its operations.
- The bill is to be discussed at the Local Administration, Federal Affairs & Special Districts Subcommittee tomorrow, December 13<sup>th</sup> at 8:00 am. There is currently no companion bill that has been filed in the Senate.
- A copy of the bill was forwarded via email to each commissioner yesterday afternoon.
- There are rumors that additional requirements are forthcoming to further restrict special districts.
- Commissioner Broda stated there has been a lot of rainfall in Fellsmere and Vero Lake Estates and requested an update for the Board. The Director of Operations updated the Board Members as requested.
- Commissioner Kirkland inquired if staff received a water quality monitoring as of yet. Sherry stated that she had reviewed the document and requested future updates to the reporting data to include maps. Commissioner Broda asked if the water quality data will be integrated into MapVision Database. Sherry stated there are no plans for that at this time.
- Commissioner Kirkland requested the location of the drone mission completed in November. Michael stated the mission was conducted east of US1 at Garden Grove, Medical Centerfield and Golf View. Commissioner Broda requested insights on drone efficacy and was provided with an update by Michael.

**IX. Commissioners Comments-**

- Commissioner Broda discussed concerns regarding the personnel policy issue, confidence in the District's legal team as they recently reviewed the employee handbook, as well as the sum of the legal bills for employee matters and suggested an RFQ/RFP be advertised for legal services. Commissioner Kirkland stated that the District should either go out to bid for a new attorney or bring in an outside of the county employee labor law attorney to audit. Commissioner Erpenbeck was not prepared to take action on this item because it was not properly added to the agenda as a new business item. Commissioner Erpenbeck also stated that votes should not be taken for items in commissioners comments because the public does not have the opportunity to comment on those items. Commissioner Broda understood the concerns of Commissioner Erpenbeck but believed that moving this matter along was very important and that the public would have an opportunity to comment when this was on the agenda at the January 9<sup>th</sup> meeting. Sherry clarified that the employee handbook was not reviewed by the District attorney (Lewis, Longman & Walker), but was reviewed by Sniffen & Spellman.

**Commissioner Kirkland made the motion to develop an RFQ for an outside labor law attorney. Commissioner Erpenbeck seconded for discussion. After further discussion, Commissioners Broda and Kirkland approved; Commissioner Erpenbeck opposed; motion passed.**

**Action Item: Staff to develop an RFQ/RFP for outside District attorney services to review the employee handbook.**

**X. Upcoming Meetings and Events**

- OPEB Meeting – January 9<sup>th</sup>, 2024, at 9:00 am
- Regular Meeting – January 9<sup>th</sup>, 2024, at 9:05 am

- FMCA Fly-In – January 9<sup>th</sup> -11<sup>th</sup>, 2024 at Manatee MCD
- FASD Legislative Forum – January 22<sup>nd</sup> – 26<sup>th</sup>, 2024
- FMCA Tallahassee Days– January 22<sup>nd</sup> – 23<sup>rd</sup>, 2024
- FMCA DODD Short Courses- January 29<sup>th</sup>- February 2<sup>nd</sup>, 2024
- Regular Meeting – February 13<sup>th</sup> at 9:00 am
- AMCA Annual Meeting – March 4<sup>th</sup> – March 8<sup>th</sup>, 2024
- Regular Meeting – March 12<sup>th</sup> at 9:00 am

**XI. Adjournment**

Commissioner Kirkland made the motion to adjourn. The Board unanimously approved; the meeting was adjourned at 10:30 AM.

Attest:

