

## Regular Meeting Minutes

Indian River Mosquito Control District

April 13, 2021 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on April 13, 2021 at the District Office. The meeting was also held virtually via Zoom.

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

**Staff:** Director Sherry Burroughs and Dave Pelley

**Visitors:** Jeff Andros

### ***Participants via Zoom:***

**Staff:** Luina Ribera & Paul Baffino

**Visitors:** Cherrief Jackson, Judy Avril & Terry McGinn

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

**II. Pledge of Allegiance**

**III. Roll Call** – Chair Broda called roll and all three commissioners were present.

### **IV. Approval of Agenda**

The agenda was amended to include the re-approval of the February meeting minutes, due to a clerical issue found. Chair Broda requested a motion to approve the revised agenda. **Commissioner Lowther made the motion to approve the agenda. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.**

**V. Consent Agenda** *(All items as Consent Agenda items are considered routine and non-controversial by the Board and will be approved in a single motion. There will be no separate discussion of these items. Prior to this meeting, Board members have had the opportunity to review each of these items and may request that any item be moved to an Action Item for individual consideration.)*

A. Approval of Minutes (Attachment A)

B. Financial Report (Attachment B)

Chair Broda requested a change to the minutes from the March meeting, specifically to Section VII. Old Business, D. Public Participation Policy. She requested that the verbiage be changed to clarify that her intent was to allow the public to comment on items which action was to be taken, as does Indian River County and the cities of Vero Beach and Sebastian. Not to allow public comment at any time. Chair Broda asked for motion for approval of the clarification. **Commissioner Erpenbeck made motion to approve the accept the clarification. Chair Broda seconded the motion. Commissioner Erpenbeck and Chair Broda voted to approve, Commissioner Lowther voted in opposition; motion passed.**

**Commissioner Lowther made a motion to approve the consent agenda. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.**

### **VI. Public Comment**

Jeff Andros reported that he is still waiting on public records requests and answers from Commissioner Broda and Commissioner Erpenbeck on questions regarding sunshine law violations. He also read an excerpt from

*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 Office Manager at 772-562-2393 at least 48 hours in advance of the meeting.*

an article in the Pensacola News Journal by Jim Little titled Federal Court Judge Rules Commissioner Underhill's Facebook Pages are Public Record, as he wanted to give the Board notice of the federal action.

## VII. Old Business

### A. Aerial Larvicide Bid Award (Attachment C)

Sherry provided an overview of the analysis of the costs and projected the budgetary impact over the next three years based upon the rates provided in the bid. Staff contacted Mr. Summersill and he is willing to delay the price increase until the start of the new fiscal year on October 1, 2021. Staff recommended awarding contract to Thomas Summersill and indicated that the budget would need to be increased for the next fiscal year in order to provide the same level of service to those areas we currently provide and recommended conducting a feasibility study and explore alternative options, such as drones and helicopters, to treat the small areas in the future. Commissioner Lowther suggested it may be time for us to consider providing services on our own.

**Commissioner Lowther made the motion to award the bid to Summersill with the caveat that Dave will talk with Summersill to see if he can sharpen his pencil on years 2 and years 3. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.**

### B. Aerial Adulticide Bid Award (Attachment D)

Staff recommends awarding the bid to both respondents. In prior years, scheduling aerial service contractors post hurricane or storm event has been challenging due to the high demand from programs across the state. Since the unit pricing is similar, awarding the bid to both contractors would provide flexibility to staff to choose either contractor to ensure their availability within the desired schedule for the mission. Commissioner Erpenbeck asked if the bid specifications allowed for award to more than one vendor.

*Action Item: Staff will review the bid and determine if the bid specifications allow the District to award to multiple vendors.*

**Commissioner Erpenbeck made the motion to table the aerial adulticiding bid award to determine how the bid was structured. Commissioner Lowther seconded the motion. The Board unanimously approved; motion passed.**

### C. Public Participation Policy (Attachment E)

This item was tabled at the previous Board meeting to allow time for additional research of the County's procedures. Commissioner Erpenbeck provided a copy of the County's ordinance (2013-015) regarding the public's opportunity to comment. There was continued discussion regarding the timing of public comment. **Commissioner Erpenbeck made motion to adopt Indian River County's public comment policy. Commissioner Lowther seconded the motion. The Board unanimously approved; motion passed.**

## VIII. New Business

A. None

## IX. Director's Report

- **Finance Director position** – Position was advertised through FMCA, FASD and Indeed and closed on April 2<sup>nd</sup>; Committee reviewed 13 resumes, selected two to interview, individual accepted offer, begins May 5 contingent on completion of employee screening.

- **Senior Entomologist position** – Position has been advertised through FMCA, FASD and Indeed and closes on April 16<sup>th</sup>. Position posting on IRMCD website as well. Committee is reviewing applications and is planning on setting up interviews beginning next week.
- **Project Updates:**
  - **Permitting culverts** – 7 replacement culverts to be permitted through ACOE under NWP#3; 2 new internal culverts will be permitted through SJRWMD.
  - **Security project** – Staff met to review the plans provided by the architect. Staff committee agreed to proceed with fencing the perimeter and installing a camera at the entrance gate, increase the lighting around the complex for safety purposes and require proximity cards to access the main building and the ready room. Staff is finalizing the desired layout/configuration of the fencing to be submitted to the architect to request a revised cost estimate. This item is currently budgeted as a capital expense in the amount of \$116,500.
  - **Pump Station electrical work** – Working with Courtney Electric to complete necessary safety repairs to Vista Royale/ORCA-19 as well as immediate repairs to the Oyster Bar electrical panel as a result from an opossum.
- **Generator** – The procurement of the generator has been postponed, as we do have a method of powering the building post storm events as has been done in prior years and the priority of other projects and bids at this time. Staff will be meeting within the next two weeks to discuss, review and re-address the generator purchase.
- **Excavator** – The excavator should be delivered today.
- **Map Vision database** – The application has been completed. A total of 11 tablets have been received for field data entry and ULV applications. Training on new database application is anticipated to begin this week.
- **ULV application** – Vendor is waiting on receipt of four computer boards that are on back order. We anticipate having the ULV system up and running within the 30 days or so.
- **Legislative Update** – HB1103/SB1624 passed through second House committee with revisions to clarify performance review criteria. It includes items such as the goals and objectives of the district per Charter, goals and objectives, problems and needs, performance measures and standards, revenues and costs for each program area and activity.
- **Certified District Manager Program** – Sherry reported that she has completed the training portion of the CDM program and must select a project to complete to receive her certification. She presented three project ideas: salary survey, procurement/purchasing policy and strategic plan, and sought Board's input as to their priority. She asked the Board to be thinking of their goals and objectives they want to obtain through the salary study.
  - Commissioner Erpenbeck prioritized in the following order: 1) purchasing policy, 2) strategic plan, 3) salary survey.
  - Chair Broda prioritized in the following order: 1) salary survey, 2) purchasing policy, 3) strategic plan. She also added that there is a substantial need to update the personnel policy manual, specifically addressing the compensatory policy for exempt employees. She stated that the salary survey and employee policy manual go together and added that she hoped that the board would receive an update to the compensatory policy prior to hiring another exempt employee.

- Commissioner Lowther prioritized in the following order: 1) salary survey, 2) purchasing policy, 3) strategic plan.
- **Ethics Training** –The Board was asked how they felt about staff organizing a training on ethics, public records and sunshine law. Commissioner Lowther was in support of training.

Dave provided the operational report.

- Rainfall - In contrast to February, March was very dry. We received 0.93 inches of rainfall for the month, compared to the historic average of 3.17 inches.
- Arbovirus surveillance – no activity within the District and low activity statewide. Brevard had an EEE positive chicken.
- Mosquito populations – overall counts are low.
- Aerial Larviciding – treated 652 acres, down monthly average of 1,032 acres.
- Adulticiding – treated 90 miles, down from historic monthly average of 260 miles.
- Service Requests – received 40, above historic average of 32, number of these requests were due to presence of biting midges.
- Permanent Control is preparing for pump up, cleaning and closing culverts this week and expect to begin pumping next week. Permanent Control and Larviciding worked together to develop a set of written protocols for pumping up the impoundments.

Chair Broda asked for an update on the website, Fellsmere shrimp farm and Lambeth Groves property. Sherry reported that Johanna is providing additional formatting comments to Revize. Dave reported that are no problems reported in those areas. Staff has two traps in the Fellsmere area and staff are monitoring the mosquito activity. If the numbers of mosquitoes increase, then they will take a greater look into that area.

**X. Commissioner's Comments**

Commissioner Erpenbeck, no comment. Commissioner Lowther wanted to mention the legislative issue going on and was intrigued by the committee's discussion of human resources and IT, which are items we are moving forward on. He added that he thought we would not be impacted as much since OPAGGA is performing the audit and he stated that Senator Mayfield was on top of the issue. Chair Broda, no comment.

**XI. Upcoming Meetings and Events**

A. Regular Board Meetings

- June 8<sup>th</sup>, 2021
- July 13<sup>th</sup>, 2021

B. Events

- AMCA Virtual Washington Conference, May 10<sup>th</sup>-14<sup>th</sup>

**XII. Adjournment**

**Commissioner Lowther made the motion to adjourn. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed. The meeting was adjourned at 10:34 AM.**

Attest:



M. Erpenbeck