

Regular Board Meeting Minutes

Indian River Mosquito Control District

August 9, 2022 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on August 9, 2022 at the District Office.

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

Staff: Sherry Burroughs (Executive Director), Lisa Ridley (Finance Director), Johanna Avril (Human Resource Generalist), Josh Reilly (IT Specialist), Michael Hart (Director of Operations), Morel Jules (Larvicide Supervisor) and Melanie Pacot-Stansberry (Payroll Specialist)

Visitors: None

I. Call to Order - Chairman Erpenbeck called the meeting to order at 9:00 AM.

II. Pledge of Allegiance

III. 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)

Commissioner Broda made the motion to approve the Consent Agenda. The Board unanimously approved; motion passed.

IV. Public Comment- None

V. Old Business - None

VI. New Business

A. State Budget Amendment and Resolution (Attachment C)

Staff presented a budget amendment to account for additional revenue obtained from the sale of surplus equipment in the amount of \$9,112.88.

Staff recommended approval of Budget Amendment 2022-005 and the corresponding Resolution 2022-004.

Commissioner Lowther made the motion to approve Budget Amendment 2022-005 and Resolution 2022-004. The Board unanimously approved; motion passed.

B. Policy Review – Personal Responsibilities/Standards of Conduct (Attachment D)

The personal responsibilities/standards of conduct policies were reviewed and updated to combine into Chapter 2 of the new employee handbook. The Chairman discussed with staff the final legal review of the entire Policy and Procedure document. Commissioner Broda expressed concern over language under the appearance section of the new document.

Staff recommended approval of the policies as amended.

Commissioner Lowther made the motion to approve the policy as amended. The Board unanimously approved; motion passed.

C. Strategic Plan – Request for Proposal (Attachment E)

The District received three responses from the re-advertisement of the RFP for the strategic plan preparation. Commissioner Broda feels there is a missed opportunity to look at the education institutions in the state for proposals to facilitate the strategic plan.

Staff recommends award of the contract to C4 Strategies, LLC, based upon price, experience, and references provided.

Commissioner Lowther made the motion to award contract to C4 Strategies in the amount of \$13,000. Commissioner Broda seconded for discussion. After discussion, Commissioner Erpenbeck and Commissioner Lowther approved, Commissioner Broda opposed; motion passed.

D. Procurement Policy Update (Attachment F)

Staff is recommending removing the requirement of obtaining bids or written quotes for Category 2: From \$500 to \$4,999, as they are already conducting price comparisons and benchmarking and the requirement of such documents is excessive and laborious for the level of expenditure.

Staff recommends removing requirement of obtaining bids or quotes for purchases for Category 2: from \$500 to \$4,999.

Staff Action Item: Commissioner Broda requested to have backup documentation for agenda items in advance of the meeting.

Commissioner Lowther made the motion to remove the requirement of obtaining bids or quotes for purchases from \$500 to \$4,999. The Board unanimously approved; motion passed.

VII. Director's Report

Sherry provided the following updates.

- **Shade Meeting Requirements**
 - Attorney stated that minutes and transcription are required for a shade meeting
 - Minutes/transcription will only be shared with law enforcement and will not be public record
 - Shade meeting would be a separate meeting and does not require advertisement of the meeting
- **Cyber Security**
 - Staff members attended the FASD Quarterly meeting presentation on Cyber Security
 - Staff members will be attending the FMIT Cyber security symposium on 8/10/2022
 - Training and reporting requirements in CS/HB 7055 do not apply to Special Districts
- **Legislative Update**
 - **Drones**
 - FMCA submitted letter to DMS requesting inclusion of additional drone manufacturers
 - Drone Working Group met with staff from DMS on Monday, August 3rd
 - Fact sheet provided outlining how our industry utilizes drones
 - DMS anticipates having new standards list out by January 2023

- **Compensation Study**

- Draft RFP is being reviewed with anticipated advertisement in September
- Clarify Board's intent to only cover salary/pay grades and wage compression, not benefits
- Commissioners have requested to have benefits included in the RFP and to look into the compensation study of Citrus and Lee County Mosquito Control to utilize their model for pay structure
- Tabled for agenda discussion at September 2022 meeting

Staff Action Item: Commissioner Broda requested to review the draft RFP prior to advertisement. Staff will review this request with legal for ethical compliance.

- **Security & Fencing Project**

- Gate motors were installed last week, the electrician has finished wiring for gate motors and security access, Security 101 will be working on access control with an anticipated completion date of 8/23/2022.

- **Generator Project**

- Generator Pad installation completed on August 8, 2022. Target completion date for generator installation is August 31, 2022.

Hart provided the following Operations Report.

- **Permanent Control/Impoundments**

- Lagoon water levels are extremely low; unable to pump in numerous areas
- MWI portable pump is still down; waiting on radiator to be repaired
- Performed drawdown at South Bills Impoundment on July 18th and subsequently closed and began repumping the next day due to fish kill
- Postponed second drawdown of Water Tower Impoundment due to low water levels and lack of adequate rainfall.
- LiDAR work completed in June, however needed to re-fly the Sand Pointe Impoundment which has delayed receipt of the data.
- Skid steer has been inoperable and at Kelly Tractor for repairs (warranty work) and is back in operation.

- **Larvicide**

- Maximum tide 19.75;" rainfall 4", maximum rainfall daily reported was 4" on July 19th
- Maximum adult numbers 30+
- 3 aerial missions totaling 1,828 acres were completed on July 10th, 19th, and 20th with Censor G and Vectobac
- Drone work: 65 acres with Natular G30 at Medical Center Field, Golf View, Garden Grove Woods.

- **Adulticide**

- 49 zones, totaling 861 miles were treated, this is below the historical average of 1,599 for July
- Received 105 service requests; this is below the historical average of 174.

- **Service Requests**

- Service request for the Victor Hart football complex was attributed to no-see-ums by staff

- Coastal complaints and landing rates were discussed. Commissioner Broda asked to see the landing rates for all 200 sites. Executive Director is seeking direction on compilation of this report as it is not in report format currently.
- There was discussion of protocol for contacting staff members directly by Board Members, the Executive Director has asked to be copied on all communication to staff members

Sarah provided the following report for Entomology.

- **Entomology**

- Arbovirus Surveillance
 - District: no arbovirus activity to date
 - Statewide:
 - WNV: 11 sentinel chickens tested positive in July; 16 year-to-date and one positive mosquito pool
 - SLE: no activity in June; 1 sentinel year-to-date
 - EEE: 10 positive sentinels; year-to-date 40; 2 horses positive this month with year to date of 8
 - DEN: 2 locally acquired dengue cases in Miami; total of 62 travel related cases of dengue in July; year-to-date is 100
 - Osceola is under a mosquito borne illness advisory
 - Miami-Dade is under a mosquito borne illness alert
- Mosquito Surveillance
 - Average mosquito populations have increased from the prior month at sentinel sites, the July average of *Cx. nigripalpus* was 2.22 times higher than June
 - Average mosquito populations also increased in the coastal trap sites in July
 - Lockwood aspirator collected 93 *Cx. nigripalpus*; 14 were NBF and 2.5% were gravid
 - Graves aspirator collected 63 *Cx. nigripalpus*; 14 were non-blood fed and 3.7% were gravid
 - Parity at Graves is at 42%

Johanna provided the following report for Outreach.

- **Education & Outreach**

- August 5th City of Sebastian Police “Back to School” event
- August 31st Sebastian Exchange Club presentation
- Commissioner Erpenbeck discussed the article in the Indian River Press Journal about the yellow plane causing a buzz in Vero Beach.

VIII. Commissioner’s Comments

Commissioner Broda: requested a demo of Leading Edge reporting capabilities and how many service requests come by phone and how many come via the website.

Commissioner Lowther: has 14 days to go

Commissioner Erpenbeck:

IX. Upcoming Meetings and Events

- OPEB Meeting - September 6th at 6:00 PM

- Regular Board Meeting – September 6th at 6:05 PM
- Tentative Budget Hearing – September 13th at 5:01 PM
- Final Budget Hearing – September 20th at 5:01 PM
- Regular Board Meeting – October 11th at 9:00 AM
- Regular Board Meeting – November 8th at 6:00 PM
- FMCA Annual Meeting – November 14th – 17th
- AMCA Annual Meeting – February 27th – March 3rd, 2023

X. Adjournment

Commissioner Lowther made the motion to adjourn. The Board unanimously approved; meeting was adjourned at 10:00 AM.

Attest:


