

Regular Board Meeting Minutes

Indian River Mosquito Control District

September 6, 2022 @ 6:05 PM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on September 6, 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), Michael Hart (Director of Operations), and Melanie Pacot-Stansberry (Payroll Specialist)

Visitors: Judy Avril, Ana Kirkland, Lawrence Kyzer

I. Call to Order - Chairman Erpenbeck called the meeting to order at 6:05 PM

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 after discussion. The Board unanimously approved; motion passed.

Action Item: Commissioner Broda suggested staff to research the use of LESCO Prosecutor Herbicide (Round-Up) other municipalities have discontinued using this product.

IV. Public Comment- none

V. Old Business –

A. Compensation Study

At the last meeting staff reported concerns with submitting draft RFP documents to the Board for comment due to a recommendation against such action during a recent ethics training course. Sherry reminded the Board that a draft scope of services was presented and discussed at the Board meeting on June 8, 2021 and there were no comments. Staff consulted with legal counsel regarding the concerns, counsel reported that it is not common practice to submit the draft RFP for Board comment prior to publication, however there is no prohibition of such in the Florida Ethics Code. If the Board does review the draft RFP, legal counsel advises that they [elected officials] should refrain from making recommendations that would unnecessarily restrict competition. They also recommended that the District consider adopting a cone of silence policy to ensure full and open competition. Such a policy prohibits interested vendors from contacting and/or lobbying elected officials from the time that the RFP is published until the Board awards the contract.

Staff recommends amending the Procurement Policy, Section 8, Purchases Requiring Competitive Selection to include the cone of silence provision. The draft policy revision will be submitted to the Board for approval at the next meeting for approval.

Staff is seeking direction regarding advertising the RFP.

There was a lengthy discussion regarding compensation studies past, present, and those conducted by other entities. Commissioner Erpenbeck was impressed with the study that was provided to Citrus County Mosquito Control. Commissioner Broda mentioned that the scope of work should include local agencies and industries for comparisons of job positions and salary ranges.

Commissioner Lowther made the motion to proceed with the RFP that staff has prepared. Commissioner Erpenbeck seconded, and Commissioner Broda opposed; motion passed.

B. Strategic Planning (Attachment C)

The contract for strategic planning services has been prepared for signature by the Chair. Sherry reported that emails were sent to the Board members regarding availability for scheduling the two-day strategic planning workshop. Concerns have been expressed about the difficulty of scheduling back-to-back days and scheduling the workshop between different weeks. The consultant recommends that the best results are obtained when the workshop is scheduled on consecutive days. The workshop can be scheduled separately but the momentum gained from the first day of SWOT analysis will be lessened if we do not return the following day.

Staff is recommending the two-day workshop be scheduled for Thursday, November 17th and Friday, November 18th or Thursday, December 1st and Friday, December 2nd.

Staff is also recommending holding a "town hall meeting" to solicit public comments regarding strategic planning at least one week before the workshop to ensure the community has an opportunity to be involved and their comments considered at the workshop.

Commissioner Lowther made the motion to set up a "town hall meeting" in November for public comments and to schedule the two-day workshop for December 1st and December 2nd, 2022. The Board unanimously approved; motion passed.

VI. New Business

A. Approval of Section 125 Annual Premium Change (Attachment D)

Johanna presented the Section 125 Annual Premium to be applied on October 1st for Board approval.

Staff recommended approval of the Section 125 rates.

Commissioner Broda made the motion to approve the Section 125 annual premium rates. The Board unanimously approved; motion passed.

B. Approval of FY 2022-2023 Tentative Budget (Attachment E)

Lisa reviewed the budget memorandum, outlining the budgetary changes since the July meeting. Three options were submitted for the Board's consideration.

Staff recommended budget Option 1 with a millage rate of 0.2500.

Commissioner Lowther made the motion to approve budget Option 1 with the millage rate of 0.2500. The Board unanimously approved; motion passed.

Action Item: Commissioner Broda requested additional information to support an increase in the application rate of Permethrin.

C. Aerial Larviciding Contract Renewal (Attachment F)

The aerial larviciding contract is being submitted for renewal with no changes.

Staff recommends approval of the renewal of the aerial larviciding contract.

Commissioner Broda made the motion to renew the aerial larviciding contract. The Board unanimously approved; motion passed.

D. Policy Review – Chapter 1 Staff Requirements & Chapter 3 Employee Rights & Responsibilities (Attachment G)

Chapters 1 and 3 of the employee handbook were reviewed and revised as necessary.

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.

E. Consideration of 2023 Board Meeting Dates (Attachment H)

Lisa presented the proposed meeting dates for Board consideration and approval. Staff is seeking decision on whether to continue with alternating meeting times or not.

Action Item: Staff to agenda evening Board meetings at the November 2022 meeting. Meeting dates are all approved by Board.

VII. Director's Report

- Shrimp Farm Update - Meeting today with City, Health Department, Fellsmere JV and Shrimp Company to discuss issues and develop solutions
- Map Vision Reporting Features – shared video from LEA overview of reporting features
- Grant Funding NEP - Submitted cost estimates for pump station and additional culverts at Water Tower totaling \$324K

Hart provided the following Operations Report.

- **Permanent Control/Impoundments**
 - MWI portable pump back at Water Tower
 - Bill's pump is being repaired
 - Draw down completed on 8/30/22 and early opening is tentatively scheduled for September, depending upon tidal conditions
 - Due to extreme heat and dry weather, the District has concerns to avoid any further fish casualties, such as Bill's impoundment

- LiDAR work is completed, and files downloaded to server. IT department is compiling the data to give a full report at the next Board meeting
- Skid Steer has been repaired and is back in operation.

- **Larvicide**

- Maximum tide was 23", maximum daily rainfall 1.5", monthly maximum rainfall reported 2.5" at 6th Avenue on 8/29/2022
- Maximum adult numbers 30+ at Schlitts, Vista Gardens and Vista Marsh; most areas in the county are between 0-5 per minute
- Aerial - Fixed wing: 2 aerial missions totaling 462 acres were completed on 8/19/2022 with Censor G
- Aerial - Drone work: 70 acres with XRG at Garden Grove, Medical Center Field, and Golf View on 8/26/2022

- **Adulticide**

- 7 zones, totaling 101 miles were treated, this is below the historical average of 1469 from August

- **Service Requests**

- Received 14 service requests; this is below the historical average of 162 for August
- 4 requests submitted through website, 10 requests by phone (in July, 15 were through website, 26 by phone)

Action Item: Commissioner Broda suggested that the after hours phone message should mention that a service request for mosquito treatment can be made on the website.

Sarah provided the following report for Entomology.

- **Entomology**

- Arbovirus Surveillance
 - District: no activity
 - Statewide:
 - WNV: 81 sentinels, (97 YTD) and 1 mosquito pool, (2 YTD)
 - SLE: 1 sentinel, (2 YTD)
 - EEE: 15 sentinels, (55 YTD), 1 horse, (9 YTD)
 - FLAVIVIRUS: 4 sentinels, (6 YTD)
 - DEN: 150 travel related, (250 YTD), 6 local, (8 YTD)
 - Bay, Charlotte, Collier, Osceola, Pinellas, Sarasota and Volusia are under a mosquito borne illness advisory
 - Miami-Dade is under a mosquito borne illness alert
- Mosquito Surveillance
 - Graves aspirator
 - Total of 2 *Cx. nigripalpus*, parity is 36%, comprised of 2 species
 - Lockwood aspirator
 - 535 Total *Cx. nigripalpus*, 25 were non-bloodfed, comprised of 4 species, insufficient numbers for dissection
 - The average populations for both *Cx. nigripalpus* and non-*Culex* species have decreased for the month of August for the sentinel sites.

- Average mosquito populations per sentinel site decreased for the month of August.
- Average mosquito populations for coastal and inland trap sites have decreased for the month of August.

Lisa provided the following updates.

- **Security & Fencing Project**
 - The total project is approximately 80% complete. The electrician is 100% complete, the security is approximately 90% complete and the fencing company is approximately 80% complete.
- **Generator Project**
 - The generator installation was completed on 8/30/2022 and was tested for proper operation.

Johanna provided the following report for Outreach.

- **Education & Outreach**
 - **On 8/30/22, Executive Director- Sherry Burroughs was a guest speaker for the Sebastian Exchange Club and Director of Operations, Michael Hart, also attended. There was a lot of positive feed-back and an article was published in the Sebastian Daily.**

VIII. Commissioner's Comments

Commissioner Broda: none

Commissioner Lowther: none

Commissioner Erpenbeck: none

IX. Upcoming Meetings and Events

- 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 Broda made the motion to adjourn. The Board unanimously approved; meeting was adjourned at 7:27 PM.

Attest:



M. Erpenbeck