

Regular Meeting Minutes

Indian River Mosquito Control District

March 8, 2022 @ 6:00 PM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on March 8th, 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 (HR Generalist), Sarah McInnis (Senior Entomologist)

Visitors: Judy Avril, Terrance McGinn, Anna Kirkland, David Knowlton (CRI), and Christine Noll-Rhan (CRI)

I. **Call to Order-** Chairman Erpenbeck called the meeting to order at 6:00 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)

- January 10th Regular Meeting
- February 8th Regular Meeting

B. Financial Report (Attachment B)

Commissioner Lowther made the motion to approve the amended January and February 2022 minutes. The Board unanimously approved; motion passed.

Commissioner Lowther made the motion to approve the financial report. The Board unanimously approved; motion passed.

IV. **Public Comment**

Anna Kirkland stated how much she liked the District's new website and that it looks nice.

Commissioner Broda made the motion to move the Audit Report up in the agenda, right after public comment. The Board unanimously approved; motion passed.

V. **Audit Report** (Attachment D)

Christine Noll-Rhan, of Carr, Riggs & Ingram (CRI), presented the audited financial statement for fiscal year ending 2021.

Commissioner Broda made the motion to approve the audit report. The Board unanimously approved; motion passed.

VI. **Old Business**

A. **Security & Fencing Project / Security System Procurement** (Attachment C)

The fencing portion of the project has been permitted and the contract for the concrete island was awarded to Cathco, Inc. at the last meeting. The security component of this project includes the access controls for the gates, entry into the administration building and ready room, as well as identification badges, printer, and gate intercom station. Security 101 is the only vendor providing the gate intercom system and the identification card printing system to allow the District to create badges as needed.

Staff recommended awarding the contract to Security 101 in the amount of \$42,488.76 for the security improvements, specifically the access control and identification badge system.

Commissioner Lowther made the motion to accept staff's recommendation. Commissioner Broda seconded reluctantly due to the cost. The Board unanimously approved; motion passed.

B. Revize Website Demo

Johanna provided an update on the new website and reviewed the process for entering service requests through the website. Requests from the Board were addressed including, the alert button for notifying the public, and ADA compliance measures. Staff is working on updating and creating more pages to educate the public. Sherry mentioned at the next meeting, staff will provide a demonstration on how service requests from the website are addressed within MapVision. Commissioner Broda recommended adding the agenda attachments to the website. Mr. McGinn suggested the organization chart and contact information for department heads be added as well. Commissioner Erpenbeck mentioned that he was asked why the Governing Board pictures were removed.

VII. New Business

A. Policy Review - Educational Fund (Attachment E)

The Educational Fund policy allows for employees to apply for funding assistance for educational opportunities for higher education or certification programs. The policy has been amended to include requirements for participation, funding limits and requirements for reimbursement.

Staff recommended approval of the Education Fund Policy as amended.

After discussion by Commissioners, they agreed to make the following changes:

- remove bullet #8, employees may be asked to make a presentation
- modify bullet #9 to reflect that the final grade must be a 2.5 or higher versus 2.0,
- modify bullet #10 to remove "if the course is not certified" and replace with "if documentation is not provided", and
- modify bullet# 12, to change reimbursement amount from 50% to 100%.

Commissioner Lowther made the motion to remove bullet #8. The Board unanimously approved; motion passed.

Commissioner Lowther made the motion to change bullet #9, indicating the final grade must be "2.5 or higher". The Board unanimously approved; motion passed.

Commissioner Broda made the motion to change bullet #12, changing the reimbursement amount from 50% to 100%. The Board unanimously approved; motion passed.

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

Action Item: *Staff to revise the educational fund policy reflect the above changes consistent with Board direction.*

B. IT Discussion

Commissioner Broda has concerns which arose two years ago from the auditors when they met with each Commissioner individually. She suggested to have a "shade meeting" rather than in the "sunshine" due to

the sensitivity, fishing schemes and a suspicious call made to an employee. She added that this should be addressed promptly and noted she was disappointed that the auditors did not bring this up this year.

Action Item: Staff to reach out to the attorney to inquire about holding “shade meeting” to discuss IT.

VIII. Director’s Report

Sherry provided the following Director’s report.

- **Permanent Control/Impoundments**
 - Staff is working on McCullers Point Mitigation Project (aka Sand Point Impoundment); five new culverts were installed and two existing culverts were replaced
 - Experienced some mechanical problems with DW60 and the skid steer, which slowed construction progress.
 - Golf Course pump being repaired by MWI at cost of \$17,789
- **Larvicide**
 - Maximum tide 27”; only rainfall reported was 1.5” at Birds Impoundment
 - Maximum adult numbers less than 5 countywide
 - No aerial missions were conducted in February; Coastal & Marine Inspectors treated area by ATV and backpack.
 - Larvicide staff have been working with permanent control and updating calibration sheets
- **Special Projects/Capital Equipment Purchases:**
 - Generator –still in the permitting phase of project and generator is on backorder
 - Received three ATVs ordered in August
 - Still waiting on bush hog mower

Sarah provided the following Surveillance and ULV report.

- **Arbovirus Surveillance**
 - New chickens were placed in the field the last week of February
 - District: no positive birds in the month of February
 - Statewide: 1 WNV position sentinel: year-to-date 1 WNV & 4 EEE sentinels
 - Avian influenza strain has been reported in the state as well as Indian River County; biosecurity measures are in place to protect the chickens and reduce contamination between flocks.
- **Mosquito Surveillance**
 - Average populations for sentinel sites were 34 in January and 68 in February, inland sites remained consistent 26 and 27, and coastal sites declined from 62 in January to 36 in February.
- **ULV**
 - 9 service requests received; compared to historical average of 11.
 - No ULV treatment for the month of February

Sherry provided report on outreach/community events:

- February 26th - provided a presentation to the book club at ELC

Upcoming events:

- March 9th – scheduled to present at the Taxpayer’s Association

- March 23rd – home school visit
- March 30th - home school visit (80-100 people)
- April 23rd – Earth Day at Sebastian Riverfront (City of Sebastian)
- May 21st – ELC Lagoon Fest (however charge for attendance, per policy will not be participating)

IX. Commissioner's Comments-

- Commissioner Broda requested an update on the status of the position vacated by Mark Kartzinel. Sherry reported she is working on recruitment of this position.
- Mr. McGinn asked if COVID funding could be utilized for projects. Johanna indicated that the District has not received any funding for COVID. Mr. McGinn also asked what the District will be doing about fuel impacts. Commissioner Erpenbeck stated that there is contingency in the budget for unexpected changes. Sherry added that we anticipate seeing a lot more changes in expenses due to all the supply cost increases.

X. Upcoming Meetings and Events

- Board Meeting – April 12th, 2022 at 9:00 a.m.
- Board Meeting – May 10th, 2022 at 6:00 p.m.

XI. Adjournment

Commissioner Broda made the motion to adjourn. The Board unanimously approved. The meeting was adjourned at 7:37 PM.

Attest:  _____