

## Regular Meeting Minutes

Indian River Mosquito Control District

February 9, 2021 @ 9:05 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on February 9, 2021 at the District Office. The meeting was also offered virtually via Zoom.

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

**Staff:** Director Sherry Burroughs, Johanna Avril, and Dave Pelley

**Visitors:** Jeff Andros

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

**Staff:** Melanie Pacot-Stansbury, Paul Baffino, and Tim Adams

**Visitors:** Doug Carlson and Judy Avril

**I. Call to Order** - Chair Broda called the meeting to order at 9:12 AM.

**II. Pledge of Allegiance**

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

**IV. Approval of Agenda**

Chair Broda requested a motion to approve the 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

B. Financial Report

Chair Broda asked for motion for approval of consent agenda. Commissioner Lowther requested an item be pulled prior to approval of the consent agenda, which was Check #13243 to Kelly Tractor. Sherry reported that the check to Kelly Tractor was for the purchase of the DW60, compact articulating dumper, which was approved as a capital purchase in the budget. **Commissioner Lowther made 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 had sent emails to Commissioner Broda and Commissioner Erpenbeck without receiving any response. He also reported that he was being discriminated against with regards to records requests and read his January 29<sup>th</sup> email into record, placing the District on a 5-day notice of filing civil action to compel release of public records.

**VII. Old Business**

A. Public Records Retention Policy

At the last meeting, the Board approved the public records request policy. Staff presented a companion document prepared by LLW for the Board's consideration with respect to adopting

policy regarding retention of records, specifically use of emails, text messages and other technologies, ensuring preservation of public communication. Chair Broda asked if there was a motion to adopt the public records retention policy. **Commissioner Lowther made the motion to approve the policy. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.**

B. Draft Public Comment Procedure for Consideration

After conversations at the last meeting, staff developed a draft document for review based upon the School Board's public participation policy for the Board's discussion. The Board discussed the timing of public comments, whether to allow comments only during public comment period or at each agenda item where a vote would be taken. **Commissioner Lowther made the motion to allow public to speak under public comment on any item on the agenda, as long as the agenda is on the website a week ahead of time and remove the quasi-judicial references. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.**

**Action Item: Staff will make the modifications to the document.**

C. Enterprise Database – Third Party Repository

Reviewed three options if Leading Edge & Associations goes insolvent; (1) no escrow agreement and purchase new software, (2) no escrow agreement and purchase source code through bankruptcy court, or (3) purchase escrow agreement (\$3,000/year). **Commissioners agreed to proceed without an escrow agreement and revisit it again in a year (February 2022).**

**Action Item: Staff will bring this item back to the Board in February 2022.**

VIII. New Business

A. Health Insurance

Staff was seeking Board approval of Resolution 2020-001 to memorialize the long-standing policy of providing health insurance benefits to all District employees and elected members of the District Board of Commissioners. Staff were unable to locate the resolution exercising authority to provide these benefits in accordance with Section 14 of the Enabling Legislation. **Commissioner Lowther made the motion to approve Resolution 2020-001. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.**

B. Authorization to bid Aerial Larviciding & Aerial Adulticiding Services

Staff seeking Board approval to bid the aerial larviciding and adulticiding services. **The Board directed staff to proceed with the bid process.**

**Action Item: Staff will proceed with submitting bid documents for aerial services.**

C. Director Evaluation Criteria

Several examples of evaluations were provided to decide on the evaluation format for the Director. There was discussion regarding formats and questions of the examples provided. Jeff Andros inquired as to the procedure for handling the public's complaints against the Director. **Commissioner Lowther made the motion to utilize the questions from the Pasco County Mosquito Control District Director evaluation and use the rating scale from the Lee County Mosquito Control District Director evaluation for the first year and re-evaluate after the first year. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.**

**Action Item: Staff directed to investigate how accolades and/or complaints on the Director are handled, specifically ensuring documentation is filed in the Director's personnel file. Staff will modify the evaluation form to incorporate the Board's comments.**

**IX. Director's Report**

- Dave reported that there was no sentinel activity last month. Statewide, there were two chickens that tested positive for West Nile virus, one horse tested positive for Eastern equine encephalitis and there were three imported cases of Dengue. The CDC traps at the sentinel sites were high numbers, in comparison to the inland and coastal CDC sites.
- No aerial larviciding was conducted in January.
- 248 miles of ground adulticiding was provided, which is consistent with prior year.
- There were 13 service requests, which is just below the annual average of 15.
- Received 45 public records requests to date; 19 were for emails and 3 were for personnel files which take over 30 minutes of staff time to compile; requiring 50% deposit per policy.
- CRI agreed to offer next year's audit at same cost (\$18,000).
- We have received the draft audit report from CRI and it will be presented to Board next month.
- The contract has been cancelled with LLW for local legislation. We have paid \$2,500 for the December invoice and expect to receive an invoice in January for \$2,500.
- We are looking at possible re-organization of office responsibilities, and consulting with previous employee to assist with the effort.
- Staff need to review all job descriptions and ensure accurate prior to salary survey. However, staff will be investigating potential companies that may be responsive to salary survey RFP prior to preparation of the RFP.

**X. Commissioner's Comments**

Commissioner Lowther stated he liked the new agenda format and the addition of the flags in the Board room. Commissioner Erpenbeck had no comments. Chair Broda stated it is unwise to comment or respond back to someone who is threatening the District.

**XI. Upcoming Meetings and Events**

- Regular Board Meetings - March 9<sup>th</sup>, 2021 and April 13<sup>th</sup>, 2021
- Events - AMCA Virtual Conference – March 1<sup>st</sup> - 5<sup>th</sup>, 2021

**XII. Adjournment**

**Commissioner Lowther made motion to adjourn. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed. The meeting was adjourned at 10:18 AM.**

Attest: \_\_\_\_\_

  
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