

Regular Board Meeting Minutes

Indian River Mosquito Control District

August 8, 2023 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on August 8th, 2023 at the District Office.

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

Staff: Sherry Burroughs (Executive Director), Lisa Ridley (Director of Finance & Administrative Support Services), Johanna Avril (Human Resource Generalist), Michael Hart (Director of Operations), Peter Jiang (Director of Scientific Programs), and Melanie Pacot-Stansberry (Payroll Specialist).

Visitors: Wade Sansbury (Mauldin & Jenkins), Daniel Anderson (Mauldin & Jenkins), Christine Noll-Rahn (CRI), David Knowlton (CRI), Todd Thompson, Racquel McIntosh (Grau & Associates)

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

II. **Pledge of Allegiance**

III. **Approval of Meeting Minutes for July 11th, 2023 (Attachment A)**

Commissioner Kirkland made the motion to approve the minutes. The Board unanimously approved; motion passed.

IV. **Financial Report (Attachment B)**

Commissioner Kirkland made the motion to accept and file the financial report for audit. The Board unanimously approved; motion passed.

V. **Public Comment- None**

VI. **Old Business**

A. OPPAGA Performance Review

We received a copy of the draft report from the Balmoral Group on July 28th requesting feedback on the accuracy and completeness of the key findings and recommendations. The report was forwarded to the Board members for comment as well. Staff submitted our edits by the deadline of August 2nd. The final report is anticipated to be August 23rd. If the District chooses to submit a response letter to the final report, it is due by August 25th.

B. Audit Committee – Firm Presentations

The audit committee will listen to presentations from the top three ranked firms based on their technical score. The audit committee will need to rank the firms based on their presentations from one to a three, one being the best presentation and three being the least desired presentation. Three points will be added to the firm with the best presentation score, two points will be added to the second and so on. This will break the tie from the last meeting. Presentations were heard from Carr, Riggs & Ingram, Mauldin & Jenkins, and Grau and Associates. The committee ranked the presentations in the following order:

1. Mauldin & Jenkins

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 Finance Director at 772-562-2393 at least 48 hours in advance of the meeting.

2. Grau & Associates
3. Carr, Riggs & Ingram

The total score for the firms is 84 for Mauldin & Jenkins, 85 for Grau & Associates, and 80 for Carr, Riggs & Ingram. The committee directed Lisa Ridley to enter negotiations with the top ranked firm, Grau & Associates.

Commissioner Kirkland made the motion to enter negotiations. The Board unanimously approved; motion passed.

C. Aerial Services Program Review – Mark Latham

On July 24th and 25th, Mark visited the District to review data and speak with staff regarding aerial applications and procedures. He also conducted a field site visit to some of the impoundment areas. We are awaiting his report.

VII. New Business

A. Local Budget Amendment and Resolution (Attachment C)

Lisa Ridley presented Local Budget Amendment #1 and Resolution 2023-002 to increase account code 51 (office supplies) by \$20K; and reduce account code 89 (contingency) by \$20K to cover expenditures for boardroom audio visual upgrades and furniture procurement for the science department.

Commissioner Kirkland made the motion to approve Amendment #1 and Resolution 2023-002. The Board unanimously approved; motion passed.

B. Travel & Training – Policy Addendum (Attachment D)

Johanna provided an addendum to the travel & training policy. This addendum states that eligible employees covered under the executive travel insurance policy must have immediate supervisor, and Executive Director approval to request travel authorization for non-routine travel from the Board of Commissioners.

Commissioner Kirkland made the motion to amend the Travel & Training policy. The Board unanimously approved; motion passed.

Sherry reported that she and Peter have been invited to speak at the 8th Annual International Forum for Surveillance and Control of Mosquitoes and Vector Borne Diseases in Beijing, China from October 23rd through 27th. In addition, we have been invited to speak at the Taiwan Environmental Pest Management Workshop on October 20, 2023. The Taiwan workshop includes two nights of hotel accommodations, registration fee, meals during the workshop and a \$200 honorarium (for speaking and write-up of presentations). Staff are seeking approval for international travel.

Commissioner Erpenbeck made the motion to approve international travel. Motion dies from lack of a second.

C. UAS Aerial Application Services Bid Award

Staff has submitted for approval the sole respondent for ITB 2023- 04 Leading Edge Aerial Technologies Inc. The District will enter contract negotiations with the vendor with Board approval.

Commissioner Kirkland made the motion to approve the UAS Aerial Application Services Bid and enter contract negotiations. The Board unanimously approved; motion passed.

D. Surplus Property Request

Staff requests authorization to surplus Truck #261 (2011 Ford F150 4x4 Crew Cab with 160,998 miles). The vehicle is in poor condition and has heavy rust to the frame, suspension, and body. Staff also requests to surplus Midland BR200 Business Band Two-Way Radio bundle pack, as staff were unable to obtain the required FCC license.

Commissioner Erpenbeck made the motion to authorize the surplus items. The Board unanimously approved; motion passed.

VIII. Director's Report

- **Monthly Board Report:** Staff are available to answer questions from the monthly Board report submitted with the Board packet.
- **FDACS Inspection:** August 9th at 8:30 am
- **Truck #255 (Larvicide Truck) was involved in an accident.** The insurance company has totaled the vehicle for \$5,000 and a \$500 deductible. The Maintenance Supervisor has requested to pay \$225 to the insurance company to keep the vehicle for parts.
- **Michael Hart** presented the new fencing at Schlitt's Impoundment to help secure the discharge side of the impoundment. Commissioner Erpenbeck inquired about communications with Land Trust, and the signage for impoundments that are utilized by the public.
- **Lidar Update:** The District is continuing to work with FMEL on this project.

IX. Commissioner's Comments-

Commissioner Broda addressed Commissioner's earlier comments about signage and stated she has been appointed to the Environmental Lands Acquisition Panel. She will do her best to see that there are signs placed in the future.

X. Upcoming Meetings and Events

- OPEB & Regular Board Meeting – September 5th, 2023 @ 9:00 AM
- Tentative Budget Hearing – September 12th, 2023 @ 5:01 PM
- Final Budget Hearing – September 21st, 2023 at 5:01 PM
- Regular Board Meeting – October 10th 2023 at 9:00 AM
- FASD Quarterly Meeting, Ft. Lauderdale – October 12-13th, 2023
- Regular Board Meeting – November 6th, 2023
- FMCA Annual Meeting, Port Charlotte – November 13th -16th, 2023
- Regular Board Meeting – December 12th 2023 at 9:00 AM

XI. Adjournment

Commissioner Erpenbeck made the motion to adjourn. The Board unanimously approved; the meeting was adjourned at 10:53 AM.

Attest:



