

Regular Meeting Minutes

Indian River Mosquito Control District

August 10, 2021 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on August 10, 2021, at the District Office.

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

Staff: Sherry Burroughs (Executive Director), Sarah McInnis (Operations Director) and Lisa Ridley (Finance Director)

Visitors: Judy Avril

I. Call to Order – Chair Broda 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 Lowther made the motion to approve the meeting 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

None.

V. Old Business

None.

VI. New Business

A. Discussion of Board Expectations Regarding Agenda Items

Sherry asked the Board to provide clarification with regards to their expectations on agenda items. Sherry reported that there was a question of whether the Board could vote on an item that was not specially listed on the agenda if it was not an emergency item. She added that the attorney reported that the Sunshine Law does not require boards to consider only those matters on a published agenda, does not prohibit a board from addition topics to the agenda of a regularly noticed meeting and the Board can consider and vote on an item not listed on agenda. However, the Attorney General advises to postpone formal action on any added items that may seem controversial.

There was discussion regarding the decision to cease the Zoom meetings and no action was taken on that matter. There was also discussion regarding the distinction of the roles and responsibilities of the Board versus the Executive Director. **Commissioner Lowther made a motion that the Chairman stay out of the business of the Executive Director. Motion failed for lack of a second.** Further discussion ensued.

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 Office Manager at 772-562-2393 at least 48 hours in advance of the meeting.

After further discussion specific to the agenda, no consensus was reached, and Sherry stated that she would continue to handle agenda items as have been previously done. Every item that requires a motion from the Board will be listed on the agenda, which has been the procedure to date.

B. Discussion of Capital Thresholds

Lisa addressed the Board to seek direction regarding increasing the current threshold for capital assets from \$1,500 to \$5,000 to be consistent with other agencies, including FDACS. There is no documentation to memorialize the Board's decision on the existing \$1,500 limit. She added that it would not impact the financials nor procurement, as the purchasing thresholds were set in policy already. This would be an adjustment to those items on inventory deemed to be capital for auditing purposes.

Commissioner Lowther made the motion to increase the capital threshold from \$1,500 to \$5,000. The Board unanimously approved; motion passed.

VII. Director's Report – Sherry provided the following report.

- **Impoundment Easement** – Staff will be meeting with Bob McNelly regarding an easement at Grove Place tomorrow.
- **Pump Maintenance** – Staff will be meeting today with MWI to identify maintenance protocol on pumps. Staff met with Scott Snowden (R&S) on Thursday to discuss developing protocols for pump maintenance and improvements to pumps & pump stations.
- **Impoundment drawdowns** – The Land Trust wants to conduct drawdowns of Water Tower, South Knights and South Bills. Staff is working with IRLT to coordinate the efforts. Water Tower has been tentatively scheduled for next week. Staff will be developing/documenting a plan for the drawdown for each site. IRLT wants to do drawdown of all three once this year and then twice next year. Staff needs to coordinate logistics for Knights and South Bills.
- **Censor Order** – Delay in delivery is causing concern for larvicide treatments and especially with drawdowns pending. Staff is in communication with Clarke to determine an ETA on the ordered product.
- **MapVision – database** – Larvicide staff have been using application for four weeks now. Training to be provided to Admin staff for customer service entries this week.
- **MapVision – ULV application** – One truck has been utilized as the test. It appears to be working now that the internet connection problem has been resolved. Two staff have been trained on the test truck.
- **Website** – Revize staff working on site map and expect to have a draft this week. Current site map has best practice standards, Jason will look for ways to improve our site map and add or simplify any pages. Changes will most likely be minor and in combining information to a single page. IRMCD will have the chance to review map and links, adjusting as needed. Once approved migration of content will begin taking place.
- **Purchasing Cards** - Lisa is auditing the credit card program and will be developing card holder guidelines for staff.
- **Attendance Policy** - Johie is working on a revision to the attendance policy, tentatively scheduled for next Board meeting
- **COVID Protocols** - Staff are continuing to follow CDC guidelines, maintaining social distance and wearing masks when distances cannot be attained. Staff meetings continue to be held outdoors and small group meetings may be held internally in the Board room where social distance can be achieved.
- **Vehicle Accident** – An employee was cited in a vehicle accident in a spray truck on July 23, 2021.
- **Citizen complaint (in-person)** – complained was sprayed the prior evening, threatened lawsuit, notified the Board members immediately.
- **Citizen complaint (via email)** – individual was sprayed while walking his dog, staff is investigating and will communicate back with the individual.

- **Security and Fencing Improvements** – Staff is coordinating with the architect to seek direction whether to separate fencing from the security portion of the project for quotation or keep it combined; anticipate bring quotes to Board for decision at next meeting.
- **Generator** – Staff seeking three quotes for the generator and will bring back before the Board for decision and approval at the next meeting.
- **SOMM Funds** - The remaining SOMM funds (\$326.58) have been sent via check to Ed Foley at Lee County, who is one of the new co-chairs for the subcommittee.

Lisa discussed the travel arrangements for the FMCA Meeting in Hawk's Cay. She reported that staff was unable to book individual rooms as the block rate was filled and had made preliminary reservations for villas with the cost was anticipated to be around \$13,000. Staff would look into rectifying this but wanted to notify the Board of the potential cost increase.

Sarah provided the operational report. The monthly rainfall totaled 4.68 inches. We had one sentinel test positive for EEE at the Ryall location from the July 22, 2021 bleed date. Mosquito numbers are increasing, mainly floodwater species due to the increased rainfall. We aerial larvicided 2,618 acres with fixed wing and treated Medical Center Field by drone. We received 146 total complaints for the month (50 via email and 96 via phone) compared to 105 last July and treated 1,081 by ground adulticiding. Several missions were successfully completed with new Map Vision system. The impoundments are all pumped up and the ORCA 19 pump has been re-installed. Staff are performing routine maintenance on the pumps and checking the pump stations to ensure the fencing is secure.

There was a discussion of how citizens/residents make a service request and how the service requests are being handled in the new system.

Chair Broda stated that Board policy does not provide for larviciding west of US 1 and suggested that the idea of expanding larviciding west of US 1 needs to come before the Board. Sherry clarified that she is interested in the "concept" of larviciding west of US 1 and developing a pilot study, but that she would not implement a western larviciding program without Board direction/approval. Since it is still a concept, staff has nothing to present to the Board currently. Once staff has a draft plan prepared, it will be presented to the Board. Sherry also indicated she was not aware that any such policy exists that prohibits larviciding west of US1 but was aware that there was a practice of not performing aerial larvicide applications west of US 1.

Chair Broda also addressed questions that she had asked of Dave after the last Board meeting. She suggested that staff reach out to property owners near Antilles to seek permission to larvicide those areas. She added that she continues to receive many complaints from citizens that there are more mosquitoes than ever in the county. Commissioners were asked to have citizens contact our office with any service requests or complaints.

VIII. Commissioner's Comments

Commissioner Erpenbeck acknowledged the passing of Coach Bobby Bowden and stated how he hoped to exemplify Bowden's humility, respect and decency.

IX. Upcoming Meetings and Events

- OPEB Meeting – September 7th, 2021
- Regular Board Meeting - September 7th, 2021
- Tentative Budget Hearing – September 14th, 2021
- Final Budget Hearing – September 21st, 2021
- FMCA Annual Conference - November 15th- 18th, 2021

X. **Adjournment**

Commissioner Lowther made the motion to adjourn. The Board unanimously approved. The meeting was adjourned at 11:01 AM.

Attest:




