

## Regular Board Meeting –Draft for Approval

Indian River Mosquito Control District  
January 14, 2025 @ 9:12 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on January 14, 2025, at the District Office.

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

**Visitors:** Terry McGinn, Paul Amos (Rossway Swan), Cherrief Jackson (Clarke)

**Staff:** Sherry Burroughs (Executive Director), Michael Hart (Director of Operations), Kyle Kosinski (Director of Science), Claudia Alvarado (Director of Finance), Tamar Rivera (Human Resource Generalist), Kevin Kinney (IT Manager), Johanna Avril (Community Relations Specialist), Melanie Pacot-Stansberry (Payroll Specialist), and Daniel Long (Aerial Specialist)

I. **Call to Order:** Commissioner Kirkland called the meeting to order at 9:12 AM.

II. **Pledge of Allegiance**

III. **Election of Officers**

The traditional rotation would be Commissioner Erpenbeck as Chair, Commissioner Broda as Vice-Chair and Commissioner Kirkland as Secretary/Treasurer.

**Commissioner Broda made the motion to follow the rotation of officers. The Board unanimously approved; motion passed.**

IV. **Approval of the Agenda**

**Commissioner Erpenbeck made the motion to change the order of the agenda under *Old Business* to reflect *Labor Relations and Employment Law Discussion* as the first item. The Board unanimously approved; motion passed.**

V. **Approval of Meeting Minutes – December 10<sup>th</sup>, 2024** (Attachment A)

Commissioner Broda requested to amend the minutes on page one to add the words “at the meeting” to the last sentence regarding Mr. Miklas’ engagement letter.

**Commissioner Kirkland made the motion to approve the minutes with the noted change. The Board unanimously approved; motion passed.**

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

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

VII. **Public Comment-** none

VIII. **Old Business**

**A. Labor Relations and Employment Law Discussion**

The Board discussed the current procurement policy as it requires an RFQ or RFP to procure services unless amended. Discussion ensued.

Afterwards, the Board discussed the revised procurement policy and the need to approve the

revised procurement policy before making procurement decisions. It was agreed to make a motion to change the agenda to address New Business, Item A.) Revised Procurement Policy ahead of Old Business items, prior to making other decisions.

**Commissioner Kirkland made the motion to change the agenda to address Item A.) Revised Procurement Policy ahead of Old Business items. The Board unanimously approved; motion passed.**

**IX. New Business**

**A. Revised Procurement Policy (Attachment F)**

Sherry provided a summary of changes to the procurement policy as recommended by Ms. Rustin, attorney with Lewis Longman & Walker.

Staff recommended approval of the revisions to the procurement policy as amended and submitted in the Board book.

**Commissioner Broda made the motion to approve the revised procurement policy as presented and look to make changes in the future. The Board unanimously approved; motion passed.**

**X. Old Business (continued)**

**A. Labor Relations and Employment Law Discussion**

The Board had no further discussion.

**Commissioner Kirkland made a motion to use David Miklas as a flat-rate service. The Board unanimously approved; motion passed.**

**B. Legal Services – Rossway Swan Representation Agreement (Attachment C)**

The agreement was reviewed by the current Legal Counsel, amended by Mr. Amos as appropriate and is included in the Board packet.

Staff recommended hiring an attorney on retainer for lobbying service to be utilized when needed and requested clear direction on how the Board wants to proceed.

**Commissioner Kirkland made the motion to approve Rossway Swan’s Representation Agreement. Discussion ensued. The Board unanimously approved; motion passed.**

**C. Employee Handbook Review (Attachment D)**

To comply with the procurement policy, staff provided quotes from three firms to review the employee handbook as suggested by Ms. Rustin.

Staff recommend the award to David Miklas, P.A., to review the employee handbook.

**Commissioner Kirkland made the motion to engage David Miklas, P.A., to review the employee handbook for \$750. The Board unanimously approved; motion passed.**

**XI. New Business (Continued)**

**B. Award ITB 2024-08: Larvicide and Adulticide Products (Attachment F)**

The bid was advertised on November 21<sup>st</sup> and closed on December 9<sup>th</sup> and received four responses.

Staff recommend the award of the adulticide and larvicide products as outlined in the memorandum within the Board packet, awarding all four depending on the product that is used.

**Commissioner Broda made the motion to approve the award of adulticide and larvicide to the four vendors. The Board unanimously approved; motion passed.**

**C. IRMCD 2023-2024 Annual Report (Attachment G)**

The annual report has been completed and posted on the website in December and was shared as part of the Board book.

**D. Strategic Plan Update – 2024/2025 Quarter 1 (Attachment H)**

Sherry provided a Strategic Plan update on the 1<sup>st</sup> quarter of the fiscal year and made some changes to increase transparency and efficiency.

**E. Community Relations Update – 2024/2025 Quarter 1**

Johanna provided an update for Communication Plan for quarter 1 of the fiscal year. The tasks of launching Facebook and transitioning to the new website vendor have been completed and are 100% ADA compliant. Next quarter will be pushing the 100-year centennial celebration, increasing press and social media presence.

**XII. Director's Report-**

Sherry provided an update of the monthly District operations, disease surveillance, and project updates, summarized below.

• **Mosquito Populations:**

- This month, the average number of mosquitoes trended lower or similar to the three-year average for both inland and coastal CDC traps, with the exception of the District's trap at Cypress Bend and 65<sup>th</sup> Street.
- the dominant mosquito species identified was *Culex nigripalpus*.

• **Arbovirus Activity:**

**District:**

- Confirmed chicken positive for West Nile 11/27 bleed date at the fairgrounds
- YTD 7 WNV and 1 SLEV positive chickens in the District
- Lower parity was reported in both Lockwood and Graves having less than 10% by the end of the month indicating a low risk level.

**Statewide:**

- West Nile Virus – 18 humans, 11 horses and 867 chickens YTD
- St. Louis encephalitis – 29 chickens YTD
- Eastern equine encephalitis – 22 horse, 59 chickens YTD
- Dengue – 944 imported YTD (highest in three years) and 87 local cases YTD

- Chikungunya – 11 imported YTD (travel related)
- Oropouche virus – 103 imported cases YTD
- Mosquito borne advisory: 19 counties – Alachua, Brevard, Broward, Citrus, Hernando, Holmes, Lake, Madison, Manatee, Martin, Nassau, Orange, Pinellas, Polk, Putnam, Sarasota, Seminole, Sumter, and Volusia.
- Mosquito borne alert: 17 counties under advisory and 9 counties under an alert YTD
  
- **Science:**  
Currently undergoing some restructuring and expansion. In the next month, trap locations are being adjusted and added to increase the efficiency of surveillance for ULV recommendations. Further changes will be noted in the next couple of months.
- **Operations:**
  - Heavy rains hit the southern area of the district mid-December causing heavy production resulting in aerial larvicide treatments and higher landing rates
  - 1 aerial mission of 2,243 acres on 12/19-12/21 and 1 non-completed mission due to unsafe weather conditions; 56% above the 36-year average
  - Inland crews treated 17.5 acres and collected 4 additional tires
  - 2 ULV missions totaling 19.0924 miles were conducted. For the month we received 4 service requests (1 spray request) below the 36-year average (28 requests). All inspection requests were responded to within 48 hours.
  - Permanent Control pulled two pumps located at N. Winter Beach 73<sup>rd</sup> and Orca 19<sup>th</sup> St both are at MWI.
  - Grant application submitted to the Indian River Lagoon Council on 12/13
  
- **HR:**
  - Kyle Kosinski was promoted to Director of Scientific Programs
  - Vivek Pokhrel was promoted to Research Entomologist
  - Morgan Kyzer was promoted to Arbovirus Entomologist
  - Layla Lockey was transferred from Coastal Inspector to Lab Assistant
  - Two Coastal Inspector vacancies
  - Tamar Rivera and Johanna completed the Certified District Administrative Professionals Program awarded in June.
  
- **Finance & Administration:**
  - Claudia Alvarado obtained health license
  - Reminder to file Form 1 by July 1<sup>st</sup> and Ethics Training Course
  - An amendment to the Water Quality Monitoring Services Agreement was executed due to a change in ownership.
  - Dodd packets were distributed
  
- **Contract Agreements**  
Clarification was needed for the contracts approved earlier. Both Rossway Swan and Miklas agreement to be effective on February 3, 2025. Communication regarding any legal issues with the District will come through the Executive Director. The Board is not expecting Mr.

Amos to attend all meetings until the Board requests his attendance.

**Commissioner Broda made the motion to sign and execute both the Miklas Labor Employment Law Contract and the Rossway Swan Legal Counsel Contract for an effective date of Monday, February 3, 2025. The Board unanimously approved; motion passed.**

XIII. Commissioner's Comments

**Commissioner Broda** – Received an email from a resident regarding an aerial treatment on December 21<sup>st</sup> at 7:30 am. Daniel explained that the aerial mission was limited to one plane and the mission was planned for Thursday and Friday. Aerial treatments are avoided on Sundays as much as possible.

**Commissioner Erpenbeck** – Discussed that initially a bill was written to have a 3<sup>rd</sup> party create goals and objectives for the District and through Director Burroughs advocacy and along many others, guidance and suggestions were provided on how this legislation could be amended to the benefit of the District and were incorporated into the final bill. Need to look at an approach for legal representation and advocacy for the Indian River Mosquito Control District.

**Commissioner Kirkland** – none

XIV. Upcoming Meetings and Events

- Outreach Event - Fellsmere Frog Leg Festival – January 16<sup>th</sup>-19<sup>th</sup>, 2025
- MLK, Jr. Holiday – January 20<sup>th</sup>, 2025
- DODD Short Courses – January 27<sup>th</sup>- 31<sup>st</sup>, 2025
- Regular Board Meeting – February 11<sup>th</sup>, 2025, at 9:00 AM
- Regular Board Meeting – March 11<sup>th</sup>, 2025, at 9:00 AM
- AMCA Annual Meeting, San Juan, PR – March 3<sup>rd</sup> – 7<sup>th</sup>, 2025

XV. Adjournment

**Commissioner Broda made the motion to adjourn. The Board unanimously approved; the meeting was adjourned at 10:36 AM.**

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