

## Regular Board Meeting Minutes

Indian River Mosquito Control District

December 13, 2022 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on December 13, 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 (Director of Finance & Support Services), Johanna Avril (Human Resource Generalist), Michael Hart (Director of Operations), Sarah McInnis (Senior Entomologist) and Melanie Pacot-Stansberry (Payroll Specialist)

**Visitors:** Judy Avril, Cherrief Jackson (Clarke), John Plate, Terry McGinn, and Scott Artman (Veseris)

I. **Call to Order** – Chairman Erpenbeck 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 for November 8th, 2022 (Attachment A)

B. Financial Report (Attachment B)

**Commissioner Lowther made the motion to approve the Consent Agenda with the requested amendment to the minutes after discussion. The Board unanimously approved; motion passed.**

IV. **Public Comment- None**

V. **Old Business**

A. **Strategic Planning**

Staff reminded the Board of the workshop being held Thursday (12/15) and Friday (12/16). A total of 27 participants confirmed attendance.

B. **Compensation Study (Attachment C)**

The advertisement for the compensation study request for proposals closed on November 18, 2022. Two proposals were received. *Staff reviewed the proposals and are recommending award to Rehmann.*

**Commissioner Lowther made the motion to award the compensation study to Rehman. After some discussion, the Board unanimously approved; motion passed.**

*Action Item: Staff to include language in award contract for comparison to other Florida Mosquito Control Programs and local organizations with similar job descriptions.*

## VI. New Business

### A. Policy Review – (Attachment D)

Staff reviewed and updated Chapter 8 Benefits. Chapter 7 Leaves of Absence was amended to include an administrative leave category. The recommended changes to be incorporated into the Employee Policy Manual.

*Staff recommends approval of Chapter 8 Benefits, and Chapter 7 Leaves of Absence as amended.*

**Commissioner Broda made the motion to approve Chapter 8 Benefits and Chapter 7 Leave of Absence as amended. The Board unanimously approved; motion passed.**

### B. Commissioners Handbook

Staff prepared a handbook for commissioners to serve as a reference document of statutory, regulatory, and procedural documents. A copy was provided to each Commissioner, and one was provided for the incoming Commissioner, Anna Kirkland.

### C. Chemical Bid Award (Attachment E)

Staff reviewed the chemical bid packages per Board direction. Larvicide item #2 single brood Bti was not awarded. This item has been re-advertised with the bid scheduled to close on December 28<sup>th</sup>, 2022.

*Staff is recommending award per the presented bid tabulation sheet.*

**Commissioner Broda made the motion to award per the bid tabulation sheet. The Board unanimously approved; motion passed.**

### D. Fleet Management Review Plan (Attachment F)

Staff created a fleet management review plan to be utilized by maintenance and administrative staff. This document establishes standard operating procedures for maintenance operations. The document provides guidance on vehicle replacement, maintenance, and documentation procedures and is being submitted for informational purposes.

**Commissioner Broda made the motion to approve the Fleet Management Review Plan. The Board unanimously approved; motion passed.**

### E. Bank Signatory Authority – Addition (Kirkland), Removal (Lowther)

Staff is seeking Board approval in the form of a motion to proceed with authorization to add Anna Kirkland to the Seacoast Bank accounts as a signee effective January 3, 2023 and remove Tom Lowther effective December 31, 2022.

**Commissioner Lowther made the motion to add Anna Kirkland to the bank account and remove Thomas Lowther. The Board unanimously approved; motion passed.**

## VII. Director's Report

- Legislative
  - DMS provided notice of proposed rule for drone usage. FMCA working group has a meeting scheduled on December 21<sup>st</sup> to discuss the rule.
  - December 6<sup>th</sup> staff met with Representative Brackett, hosting a tour, and providing a presentation of the legislative issues for the District.

- Shrimp Farm Update- FDACS issued a second complaint, staff toured the site, it was mowed but still had standing water, the site did have signs of improvement.
- Hurricane Nicole – damage – presentation provided
- Second interviews have been conducted for the Director of Scientific Programs.
- Staff acknowledgement to Commissioner Thomas Lowther for his 8 years of service. Commissioner Lowther expressed his gratitude.

Hart provided the following Operations Report.

- **Permanent Control/Impoundments**
  - Operators: Performed a full assessment of all impoundments, dikes, islands and pump stations for damage or power outages due to Hurricane Nicole. All before and after pictures and GPS recorded damage sites were downloaded into the data base. Surveying of these locations will take place after the project's approval
  - Mowing and Dike trimming: Crews in Larvicide and Permanent Control are continuing cleanup on the mainland, barrier islands and islands.
  - ASV/Skid Steer: New attachment has arrived and ready to enter line-up for trimming. (Chopzilla)
- **Larvicide**
  - Maximum tide was 36+” on the 14<sup>th</sup> at St. Christ, maximum daily rainfall 4.5” on 11/28, monthly maximum rainfall reported 9.5” at Hole-In-The-Wall Island
  - Maximum adult numbers 30+, **1) North Barrier Island and Islands:** Inlet Imp., Roosevelt Island, Paul's Island. **2) Central Mainland:** Bush Field, Winter Beach Triangle, North and South Knights. **3) Central Barrier Island and Islands:** Sandpoint Imp., HITW Island, Fretwell Island, Duck Head Island. **4) Southern Barrier Island:** Countyline Imp., Oyster Bar Imp., Dunmore.
  - Aerial Mission- Fixed wing: 1 aerial mission totaling 196 acres, treated using Summit BTI granules
  - Drone Mission: 2 Drone missions totaling 140 acres, treated with Altosid XRG granule on 11/7 and 11/28 Natular G30 granule both treatments were for the same areas. (Garden Grove Woods, Medical Center Field, and Golf View).
- **Adulticide**
  - 16 mission zones, totaling 236.3694 miles were treated
- **Service Requests**
  - Received 183 service requests: (72 phone calls, 106 by the website and 5 emails)  
Note: The office was closed for Hurricane Nicole 11/9 through 11/14 and Veteran's Day 11/11 and Thanksgiving 11/24 and 11/25.
- **Entomology**
  - Arbovirus Surveillance
    - District: no activity
    - Statewide:
      - WNV: 44 sentinels (353 YTD), 2 human (4 YTD), 1 horse (5 YTD) 0 mosquito pools (4 YTD)
      - SLE: 10 sentinels (18 YTD)
      - EEE: 6 sentinels (68 YTD), 0 horses (11 YTD)
      - Flavivirus: 0 sentinels (13 YTD)
      - DEN: 68 travel related (707 YTD), 12 local, (48 YTD)
    - Bay, Charlotte, Collier, Hillsborough, Lee, Osceola, Martin, Palm Beach, Pinellas, St. John's, Sarasota, and Walton are under a mosquito borne illness advisory
    - Broward, Miami-Dade, and Volusia are under a mosquito borne illness alert
  - Mosquito Surveillance

- Graves aspirator
    - Total of 58 Cx. nigripalpus, 5 species, total population of 119
  - Lockwood aspirator
    - 115 Total Cx. nigripalpus, 1 species, total population of 115
  - The November average of Cx. nigripalpus decreased compared to the October average among all sentinel trap sites.
  - Non-culex numbers also decreased from the October average except for Ryall.
  - For average total mosquito populations per sentinel site, the November average is greater than the September average except for Fellsmere\_J, Graves, Landfill, and Youth Ranch. The November average for total mosquito populations per sentinel site decreased from October to November.
  - Compared to the October and September averages, the November average mosquito population per inland trap sites have increased except for Fellsmere\_FS.
  - Compared to September, the November average mosquito population per coastal trap site has increased except for Island Drive.
  - Compared to October, the November average mosquito population per coastal trap site has increased.
- **Education & Outreach-** Senior Staff will be participating at the Family and Community Engagement Series with the School District of IR County at Sebastian Elementary on December 14th

**VIII. Commissioner's Comments- None**

**IX. Upcoming Meetings and Events**

- Strategic Planning Workshop – December 15<sup>th</sup> & 16<sup>th</sup>, from 8:00 AM to 5:00 PM
- OPEB Trust Meeting January 10<sup>th</sup> at 9:00 AM
- Regular Board Meeting – January 10<sup>th</sup> at 9:05 AM
- FMCA Annual Fly-In January 11<sup>th</sup>-13<sup>th</sup> 2023
- FASD Quarterly Meeting – January 12<sup>th</sup> -13<sup>th</sup> 2023
- FMCA Dodd Short Courses – January 29<sup>th</sup> – February 2<sup>nd</sup>, 2023
- AMCA Annual Meeting – February 27<sup>th</sup> – March 3<sup>rd</sup>, 2023
- FASD Special Districts Day – March 9, 2023
- FMCA Tallahassee Days – March 20<sup>th</sup>-21<sup>st</sup> 2023

**X. Adjournment**

Commissioner Broda made the motion to adjourn. The Board unanimously approved; meeting was adjourned at 9:50 AM.

Attest:

  
