

Regular Meeting Minutes

Indian River Mosquito Control District

July 13, 2021 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on July 13, 2021, at the District Office. The meeting was also held virtually via Zoom.

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

Staff: Sherry Burroughs (Executive Director), Sarah McInnis (Operations Director), Lisa Ridley (Finance Director), Dave Pelley (Sr. Entomologist), and Johanna Avril (HR)

Visitors: None

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

A. Draft Procurement Policy (Attachment C)

The document was revised for clerical errors outlined at the previous meeting and was submitted for Board decision. After discussion, **Commissioner Lowther made the motion to approve the policy. The Board unanimously approved; motion passed.**

VI. New Business

A. Draft Budget for FY2021-2022 (Attachment D)

Sherry read the budget memorandum into the record. After discussion, **Commissioner Erpenbeck made the motion to approve the tentative budget at the 0.2515 mileage rate. The Board unanimously approved; motion passed.**

B. VAB Adjustment Amendment and Resolution (Attachment D)

The amendment was presented to account for increased revenue from the tax collector. **Commissioner Lowther made the motion to approve. The Board unanimously approved; motion passed.**

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.

C. Employee Salary Incentives

Johanna provided a presentation of the existing employee salary incentives.

VII. Director's Report

- Dave provided the operational report. Training on the database is planned for this coming week. We are still waiting on technical issues to be resolved with the ULV application.
- Johanna provided an update on the website, indicating that the templates for the website should be ready by the end of the week.
- Sherry reported that the staff received the revised cost estimate for the security improvement project. The new cost estimate is \$181,250 and there is only \$116,500 budgeted. She requested Board direction to proceed with procuring services since it exceeded the budgeted amount.

Commissioner Lowther made the motion to proceed with the procurement of the security and fencing project. Commissioner Lowther and Erpenbeck approved; Commissioner Broda opposed; motion passed.

- Sherry asked if the Board wanted to continue offering the meetings via Zoom due to the lack of public participation over the last three months. **Commissioner Lowther made the motion to cease Zoom meetings. Commissioner Lowther and Erpenbeck approved; Commissioner Broda opposed; motion passed.**

VIII. Commissioner's Comments - None

IX. Upcoming Meetings and Events

- Regular Board Meeting - August 10th, 2021
- 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 10:35 AM.

Attest: 