

**Regular Meeting Minutes**  
Indian River Mosquito Control District  
5655 41<sup>st</sup> Street, Vero Beach FL 32967

**January 12, 2021 @ 9:05 AM**

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on January 12, 2021 at the District Office as well as via virtual meeting.

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

**Staff:** Director Sherry Burroughs, Johanna Avril, Melanie Pacot-Stansbury, Dave Pelley and Michael Hudon

**Visitors:** none

***Participants via Zoom:***

**Staff:** Diane Richards, Paul Baffino, Luina Ribera,

**Visitors:** Chris Lyons (LLW), Doug Carlson, Alan Curtis, Judy Avril, Terry McGinn, Bob Bruce, Larry Reisman and Pat Blackburn

**I. Call to Order**

Chairman Lowther called the meeting to order at 9:09 AM.

**II. Roll Call**

Chairman Lowther called roll and all three commissioners were in attendance.

**III. Election of Officers**

Chairman Lowther stated if the Board stayed true to what has been done in the past, Commissioner Broda would be Chair, Commissioner Erpenbeck Vice-Chair and himself as Secretary/Treasurer. All were in favor. Chairman Lowther requested a motion for elections. **Commissioner Broda moved to continue with the traditional rotation of officers. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.**

Commissioner Lowther turned the meeting over to the new Chair. Chair Broda provided opening comments, thanking the voters for their support and defining her expectations moving forward.

**IV. Approval of Minutes (Attachment A)**

Chair Broda requested Board approval for the December 12<sup>th</sup>, 2020 meeting minutes. **Commissioner Erpenbeck moved to approve the minutes from the December 12<sup>th</sup> meeting. Commissioner Lowther seconded the motion. The Board unanimously approved; motion passed.**

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

Sherry read the financial report into the record. Chair Broda requested motion to file the financial report for audit. **Commissioner Lowther moved to file the financial report for audit. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.**

**VI. Public Comment**

No comments were provided from the public.

**VII. Old Business**

**A. Public Records Request Policy (Attachment C)**

Sherry reported that Janice Rustin, LLW, had reviewed and prepared a revised draft of the Public Records Request Policy for the Board's consideration. Chair Broda requested motion from the Board.

**Commissioner Lowther moved to adopt the policy. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.**

**B. Enterprise Database – Third Party Repository/Escrow Agreement**

Sherry reported that staff has researched escrow agreements, including coordination with potential third-party repository vendors and sought legal counsel on the matter. Based upon Janice's (LLW) review, at a minimum, the District needs to modify the agreement with LEA to include the public records provisions. Staff coordinated with one of the vendors, Praxis, who provided a cost estimate of \$4,250 for the first year and \$3,000 for recurring years. Staff sought Board decision whether to proceed with the third-party software agreement for the Leading Edge database. Board was comfortable with deferring the decision for now.

**Action Item:** *Staff to contact Leading Edge Associates to obtain a ballpark estimate of the market value for the source code and inquire if a separate agreement would be needed if we proceed with obtaining an escrow account or would it be handled in an amendment to the existing contract.*

**C. Local Bill to Increase Board Members**

Sherry reported that Chris Lyons (LLW) prepared the draft local bill language and was available on the phone to respond to any questions. The Local Delegation Meeting is scheduled for January 21, 2021 from 11 am to 2 pm and will be a virtual format. Staff submitted the ad to the Press Journal for notice requirements.

**Commissioner Erpenbeck made a motion to rescind the motion approved at the November 10<sup>th</sup>, 2020 meeting to expand the Board to five members and keep it at three. Seconded by Janice Broda. There was discussion among the Board members regarding the needs for the increase. Chair Broda called for the vote. Chair Broda and Commissioner Erpenbeck voted in favor; Commissioner Lowther voted in opposition; the motion passed 2:1.**

**Action Item:** *Staff to contact the legislative aides for Representative Grall and Senator Mayfield letting them know of the Board's action, draft letter formalizing the decision today and send the letter via certified mail to ensure receipt and subsequently meet with counsel to discuss the existing contract.*

**D. Policies and Procedures for the Board (Attachment D)**

There has been a lot of discussion with regards to Board's process and procedures. Staff sought direction from the Board as to how they wished to proceed with the effort. Commissioner Broda stated she was comfortable allowing the public comment as has been done in the past while we work on procedures. Board offered some guidance with concerns and items to be placed into a policy. All three Board members agreed that public input is welcomed, a desire for an orderly meeting and there would be no time limit and no requirement of a comment card.

**Action Item:** *Staff to prepare draft public comment procedure for the Board's review.*

**VIII. New Business**

**A. Contract Renewal for Auditor (1 year)**

Staff requested approval to extend the contract with the auditor (CRI) for an additional year due to transitional changes. **Commissioner Lowther made motion to proceed with the current auditor for another year. Commissioner Erpenbeck seconded the motion. Chair Broda asked if it would be contingent upon keeping the price the same as current year. Both Commissioners agreed, stating if not, the item would be brought back to the Board for decision. The Board unanimously approved; motion passed.**

**Action Item:** Staff to coordinate with CRI to ensure contract cost would remain the same. If there is an increase, schedule the item for review and approval at the next Board meeting.

**B. Consideration of District Observed Holidays for 2021 (Attachment E)**

Staff requested consideration of inclusion of Martin Luther King, Jr. Day into the District's holiday schedule and recommended changing the policy language to list the observed holidays, instead of the number of days. The policy would also include documenting the existing procedure of observing holidays that fall on the weekend. If the holiday falls on a Saturday, then it is observed on a Friday. If the holiday falls on a Sunday, then it is observed on a Monday. **Commissioner Lowther made the motion for approval. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; the motion passed.**

**Action Item:** Staff to update the policy to reflect the changes to the holiday schedule, defining the holidays observed and the method of which days are observed.

**C. Approval of Surplus/Auction Items (Attachment F)**

Staff submitted a list of items for auction for the Board's consideration and approval. **Commissioner Lowther made the motion for approval. Chair Broda seconded the motion. The Board unanimously approved; the motion passed.**

**Action Item:** Staff to coordinate with FDACS to provide notice of surplus items and offer to other mosquito control programs, per statutory requirements.

**IX. Director's Report**

- **Operational Report**
  - Adulthooding: We received 14 service requests for the month of December, which is below average of 26.
  - Larviciding: No aerial larviciding was conducted for the month. The notice of intent to aerially larvicide was published as part of the congested aerial plan application.
  - Impoundments: Staff completed dike repair work at Vista Royale, and is currently working on repairs to pump station fencing and with the contractor to schedule electrical work at Vista/ORCA, Sand Point & Oyster Bar pump stations.
  - Arbovirus – Dave reported we have 32 chickens test positive for West Nile as of December 31<sup>st</sup>. One chicken tested positive for St. Louis encephalitis the past week, which will be reported in January. Mosquito populations are low due to cold temperatures and lack of rain.
- The Board provided authorization for Sherry to apply to the Florida Association of Special District's Certified District Manager Program.
- Examples of director evaluations have been previously provided. The item will be placed on the agenda for next month for discussion.
- Staff will draft a resolution documenting the long-standing procedure of providing health insurance benefits to Commissioners for the Board's consideration and approval at the next meeting.
- The Board was notified that Diane Richards and Michael Hudon had submitted their letters of resignation. Their last day is February 5<sup>th</sup>.
- The Board agreed to continue with offering the meetings via Zoom.

**X. Commissioner's Comments**

- **Commissioner Lowther** – Expressed that he wanted to move forward with a unified Board and added that “we are the best of the best”.
- **Commissioner Erpenbeck** – Expressed his gratitude to the voters and stated that he is very excited about the opportunity to serve. He felt that it was a very good organization and wanted to be a part of it. He agreed with the sentiments of Commissioner Lowther and added that Board members will disagree on issues but hoped it would not be personal or political.
- **Commissioner Broda** – Welcomed Commissioner Erpenbeck to the Board.

**XI. Upcoming Meetings and Events**

A. Regular Board Meetings

- February 9<sup>th</sup>, 2021
- March 9<sup>th</sup>, 2021

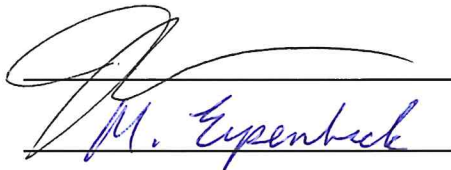
B. Events

- Dodd Short Courses (Virtual) – February 1<sup>st</sup> - 5<sup>th</sup>, 2021
- AMCA Virtual Conference – March 1<sup>st</sup> - 5<sup>th</sup>, 2021

**XII. Adjournment**

**Commissioner Lowther made a motion to adjourn. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed. Meeting was adjourned at 10:53 AM.**

Attest:



A handwritten signature in blue ink, appearing to read "M. Erpenbeck", is written over a horizontal line. The signature is stylized and cursive.