

Regular Meeting Minutes

Indian River Mosquito Control District

February 8, 2022 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on February 8th, 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 (Finance Director), Melanie Pacot-Stansberry (Payroll Coordinator)

Visitors: Lawrence Kyzer

I. **Call to Order** – Chairman Erpenbeck called the meeting to order at 9:01 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)

Sherry requested that the approval of the meeting minutes be tabled until the next meeting.

Commissioner Lowther made the motion to approve the financial report. The Board unanimously approved; motion passed.

IV. **Public Comment-** none

V. **Old Business**

A. **Grove Place Easement** (Attachment C)

At the September Board meeting, the Board approved moving forward with allowing the property owner to construct a retaining wall within the existing easement, contingent upon review and approval of a final site plan and easement document. An easement agreement was prepared along with a final site plan. The agreement was prepared by legal counsel and Mr. McNally has the document on behalf of the property owner.

Staff recommended approval of the Access Easement and Encroachment Agreement.

Commissioner Lowther made the motion to accept staff's recommendation, approving the Access Easement and Encroachment Agreement. Commissioner Broda seconded the motion for discussion. After discussion, the Board unanimously approved; motion passed.

B. **McCuller's Point aka Sand Point Mitigation Project** (Attachment D)

At the November meeting, staff presented a draft reimbursement agreement for the installation of culverts and an associated cost estimate for the work for Sand Point. Consistent with the Board direction at that meeting, the cost estimate was prepared to account for all costs as it is a mitigation project. The agreement and cost estimate were submitted to Indian River Lagoon Restoration and Enhancement, LLC and has been approved.

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.

Staff recommended approval of the Reimbursement Agreement for the McCuller's Point Mitigation project.

Commissioner Lowther made the motion to accept staff's recommendation, approving the Reimbursement Agreement. Commissioner Broda seconded the motion for discussion. After discussion, the Board unanimously approved; motion passed.

C. Security and Fencing Project (Attachment E)

The security and fencing project involves the construction of a concrete island for the automated gate entrance. Staff requested cost estimates starting on November 9, 2021 and only one response was received out of 13 vendors.

Staff recommended awarding the contract to Cathco, Inc. in the amount of \$15,645.

Commissioner Lowther made the motion to award the construction contract for the security and fencing project to Cathco, Inc. in the amount of \$15,645. The Board unanimously approved; motion passed.

D. Website Update (Revize)

Staff will be providing notice to Revize on Monday, February 14th to launch the website and it should be live within 48 hours of the notice. The website content is the same, but the formatting is new and will be available in mobile formats. Also new is the ability to post alerts, such as notifications of aerial larvicide treatments and the ability to enter a service request on the website and it be entered into the enterprise database for staff to evaluate. Staff is planning to provide a demonstration of the enterprise database and how surveillance is using the system at the March meeting, including the use of the service request option from the website. Commissioners are asked to contact Johie with any questions or comments regarding the website.

Action Item: *Staff to email the Commissioners when the website is live.*

E. Enterprise Database – Third Party Repository

In February of 2021, the Board decided to proceed without an escrow agreement for the enterprise database and revisit the item again a year later.

Staff is recommending we continue without the need of the agreement.

Action Item: *Board to revisit the idea of the escrow agreement again in another year.*

F. Procurement – ULV Replacement Vehicle Sourcewell Contract

When proceeding with the replacement of the ULV vehicle, it was determined that neither the State Term Contract or the Sheriff's Association Contract had a vehicle to purchase. Staff found that the vehicle was available under another contract, known as the Sourcewell Contract, however this contract was not defined in the Procurement Policy. The price quote for the vehicle was \$32,254 which is below the reimbursement of \$33,115 received from the insurance company. Individually, each of the Board members provided verbal authorization to proceed with utilizing the Sourcewell contract.

Staff recommended the Board provide formal approval through a motion to 1.) utilize Sourcewell to purchase the vehicle and 2.) amend the procurement policy to include Sourcewell as a contract alternative for vehicle and equipment purchases.

Commissioner Broda made the motion to formalize the procurement of the ULV replacement vehicle from the Sourcewell contract and add the Sourcewell provider to the list of accepted vehicle sources in the Procurement Policy. The Board unanimously approved; motion passed.

VI. New Business

A. Policy Review – Solicitation and Distribution on IRMCD Property (Attachment F)

Staff is submitting the solicitation and distribution on District property for the Board's review and approval.

There have not been any changes to this policy and staff recommends approval of the policy as written.

Commissioner Broda made the motion to approve the policy as written. The Board unanimously approved; motion passed.

B. Legislative Update

Sherry reported that she and Commissioner Erpenbeck participated in Florida Association of Special District's Legislative Forum two weeks ago, where we met with Senator Mayfield and Representative Grall. There were two legislative issues that were of concern. The first was the implementation of House Bill 1103 Special District Accountability, passed during 2021 legislative session. Based upon feedback in Tallahassee, staff will be preparing for the performance review. The second legislative concern relates to drones. Florida Statute 934.50 specifies that governmental entities can only use drones from the federal list (limited to four manufacturers). This affects anyone who is using or contracting the use of drones and prohibits the use beyond the end of the calendar year. Recently, Senate Bill 2512 relating to aircraft, Section 2 will allow some flexibility for manufacturers to be able to get on the list.

C. Audit Timeline (Attachment G)

Lisa stated that the current contract with the auditor can be renewed through fiscal year ending in 2023. If the Board were to decide not to renew the agreement, then staff would need to proceed with the timeline to select an auditing firm to ensure compliance with the start of the FY2021-2022 audit.

Staff recommended renewing the contract agreement with CRI for another year.

Commissioner Lowther made a motion to approve staff recommendation. Motion failed for lack of a second. There was some discussion on the issue. Commissioner Broda indicated that the prior Board decided to change auditor's every three years and noted that last year the Board agreed to extend the contract another year due to staff changes. After discussion, Commissioner Broda made a motion to proceed with the RFQ for audit services. Motion failed for lack of a second. After further discussion, Commissioner Lowther made a motion to accept staff's recommendation and continue with CRI for another year, then next year proceed with the RFQ. Commissioners Lowther and Erpenbeck approved; Commissioner Broda was opposed; motion carried.

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

• Impoundments

- Staff replaced cross-culverts at Morgan's, cross-culvert at ORCA-19 and culvert #5 at ORCA-19
- This week, replacing culvert at Schlitts.

• Arbovirus Surveillance

- All sentinels have tested negative this past month
- 3 EEE chickens in Citrus County
- Report shows 2021 & 2022 due to totals still coming in from 2021

- **Mosquito Surveillance**
 - Sentinel trap sites dramatically reduced, whereas coastal traps were higher in the last week of the month and the inland increased almost double the prior week, in weeks 2 and 4.
- **ULV**
 - 20 service requests received: 17 via phone, 3 emails (majority are one/zone, with Zone 10 having 35 over three-week period and Zone 31 having 3 in one week followed by two the following week.
 - No ULV treatment for the month of January
- **Larvicide**
 - Maximum tide 30"; max rainfall 1.5", with monthly total rainfall of 2.25"
 - Two aerial missions were conducted; one for 343 acres on 1/14 with Censor G and 355 acres on 1/15 with Vectobac GS; second mission was 343 acres on 1/19 with Vectobac GS.
 - ATV calibration training for coastal inspectors on 1/19
 - New coastal inspector started training on 1/18.
 - Larvicide staff members have been working with permanent control

VIII. Commissioner's Comments –

- Commissioner Lowther – Suggested that the Board consider holding evening meetings, at least on an every other month basis.

After some discussion, **Commissioner Lowther made a motion to hold evening meetings, starting at 6:00 p.m. beginning in March and every other month thereafter until the end of the calendar year. The Board unanimously approved; motion carried.**

Action Item: Staff to revise meeting schedule pursuant to Board direction and publicly advertise as such.

- Commissioner Broda – Suggested that IT concerns need to be addressed; suggested staff place the topic on the agenda for the next meeting.

Action Item: Place the IT topic on the Board meeting agenda for March.

- Commissioner Erpenbeck – No comments.

IX. Upcoming Meetings and Events

- AMCA Annual Meeting - February 28th – March 4th, 2022
- Board Meeting – March 8th, 2022 & April 12th, 2022

X. Adjournment

Commissioner Erpenbeck made the motion to adjourn. The Board unanimously approved. The meeting was adjourned at 10:21 AM.

Attest: 
