

Regular Board Meeting Minutes

Indian River Mosquito Control District

February 14, 2023 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on February 14, 2023, at the District Office.

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

Staff: Sherry Burroughs (Executive Director), Michael Hart (Director of Operations), Peter Jiang (Director of Scientific Programs), Johanna Avril (Human Resource Generalist), Lisa Ridley (Director of Finance & Administrative Support Services), Sarah McInnis (Senior Entomologist), Melanie Pacot-Stansberry (Payroll Specialist), Josh Reilly (IT Specialist), Heather Whitehead (Lab Tech), Todd Hingle (Larvicide Foreman), Daniel Long (Aerial Coordinator), Paul Baffino (Maintenance Supervisor), John Thomas (Coastal Inspector), Tim Adams (Marine Inspector), Frank Cuccurese (Surveillance Coordinator)

Visitors: Terry McGinn, Dave Fuss (IR Land Trust), Charles Chapman (C4 Strategies), Rey Neville (City of Vero Beach)

I. **Call to Order-** Chair Broda called the meeting to order at 9:00 AM.

II. **Pledge of Allegiance**

III. **Approval of Meeting Minutes for January 10, 2023 (Attachment A)**

Commissioner Erpenbeck made the motion to approve the minutes. The Board unanimously approved; motion passed.

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

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

V. **Public Comment- None**

VI. **Old Business**

A. Strategic Planning- Draft Approval (Attachment C)

At the January meeting, the Board approved the mission, vision, and strategic goals. Subsequently, staff developed four to five objectives for each goal that are planned to be accomplished within the first year of implementation of the plan. The objectives were included into the draft strategic plan document and submitted for the Board's review and approval.

Commissioner Broda requested clarification regarding the responsibility of Goal 3, Objective 1. Sherry clarified that surveillance falls under the Director of Scientific Programs.

Commissioner Broda had concerns regarding Goal 3, Objectives 2 and 3 not including bottle bioassay testing. Sherry reported the objective would include bottle bioassays as

well as other testing methods but was written in general terms to not restrict those alternatives.

Commissioner Broda expressed concerns about timing for Goal 3, Objective 4 (implement western larvicide) will be a tall order to fill with all the duties that the Director of Operations has on his plate.

Commissioner Erpenbeck expressed his concerns for meeting Goal 6, Objective 2 deadlines. The District may have its hands tied due to collaboration with others and it may be difficult to complete this objective by a certain date.

Commissioner Broda had a significant concern regarding Goal 6, Objective 1, specifically the use of glyphosate applications in the impoundments. Staff indicated that glyphosate is not applied to the impoundments. Commissioner Broda suggested that we establish a policy about the use of glyphosate and stated we need better cost figures on training and licensing. She was concerned not all staff needed to be licensed.

After discussion and clarification from the strategic plan consultant, it was decided the objective will remain and staff will research the financial impacts of training and licensure for personnel and a policy will be discussed by the Board for use of herbicides on the impoundments.

Commissioner Erpenbeck made a motion to ask staff, before the implementation of Goal 6, Objective 1, to review the policy on herbicide applications on impoundments and schedule as a discussion item at next month's Board meeting to define policy parameters. The Board unanimously approved; motion passed.

Commissioner Erpenbeck made the motion to approve the final strategic plan document. The Board unanimously approved; motion passed.

B. Compensation Study

Johanna reported that the compensation study consultant, Rehman, was completing phase 1 and 2 of the project by gathering data from IRMCD and other organizations. They anticipated to be complete with those phases by the end of February and subsequently proceed to Phase 3. Once the study is completed, a copy will be provided to the Board.

C. Policy & Procedure Manual

Johanna reported that the Employee Policy Manual is being reviewed by legal counsel. It is anticipated to be completed and submitted for Board review and approval at the March 14th meeting. The cost to review is a flat rate of \$2,000.

VII. New Business

A. OPPAGA Performance Review

Sherry reported that FMCA held a District Accountability Workshop at the Dodd Short Courses on February 1st. Representatives from the Balmoral Group have made initial contact with us and other districts, but our appointment date has not been set yet.

Sherry indicated our contact Craig Diamond (Balmoral Group) may be attending the next Board meeting to introduce himself and answer any questions commissioners may have.

B. Property Surplus Request

A list of equipment to be decommissioned (Attachment D) was submitted for review and approval. Staff recommended approval of the list and for the Board to declare such as surplus.

Commissioner Erpenbeck made the motion to approve decommissioning equipment. The Board unanimously approved; motion passed.

C. IT GAP Assessment

Staff recommended approval of the service proposal from TPX Communications to perform the IT GAP assessment, penetration, and vulnerability scan in the amount of \$6,562.15. The vendor will evaluate our existing system, network capabilities, and recommend any changes necessary to maintain regulatory compliance and was recommended by Lee County Mosquito Control. Commissioner Erpenbeck questioned if the District had ever completed this type of assessment? The Executive Director clarified that this type of assessment had not been completed.

Commissioner Erpenbeck made the motion to approve the proposal from TPX Communications to perform the IT GAP assessment, penetration scan, and vulnerability scan. The Board unanimously approved; motion passed.

VIII. Director's Report

- Introduction of Peter Jiang, the new Director of Scientific Programs
- The claim has been processed for the Northwestern Mutual Life Insurance Policy for Mr. John Beidler. The benefit issued was in the amount of \$33,373.57.
- Florida Shrimp Farm update – Hart and Sarah attended the Environmental Control Board Hearing with the Department of Health on February 2nd. A site inspection was made on January 27th and staff reported the fields had been mowed and culverts were removed. Peter and Hart will be working on a study of the area for salt marsh mosquito production over time.
- Operations and Scientific Reports are submitted as part of the Board packet.
- 3,500 acres were treated aerially with larvicide on the coastal environments due to the heavy amount of rainfall last week.
- Shop is researching a new vehicle maintenance software, Fleetio, with an estimated yearly cost of \$3,000.
- The draft audit will be presented at the March Board meeting.
- Sherry has invited Eva from FMEL to come and do a presentation for the Commissioners to give them a better understanding of the research they are performing and how IRMCD collaborates with them.
- The aerial adulticide bid will be issued in March with hopes to award at the April 2023 Board meeting.
- Johanna provided an update on outreach events:
 - Staff participated in the Family Fun Fest on Feb 4th; the event was successful.

- Peter and his staff will be attending St. Helen middle school educational visit in March.
- UP Community Resource Fair is being held on March 10th with over 80 vendors showcasing assistance with community needs.
- IRMCD will participate at the Pelican Island Anniversary Celebration being held on March 11th.
- Environmental Learning Center Lagoon Fest is being held on April 1st and staff is coordinating participation.
- City of Sebastian Earth Day is being held on April 22nd and staff is coordinating participation.
- Hart will be a guest speaker at the Grove Isle homeowner association meeting on April 11th.

IX. Commissioner's Comments-

- Commissioner Erpenbeck –
 - Thanked staff for the expansion of the District's outreach program and all the hard work.
 - Requested that Dave Fuss from IR Land Trust allow sign inclusion for mosquito control at the Oyster Bar impoundment.
- Commissioner Kirkland- None
- Commissioner Broda presented a list of items she would like to address for consideration:
 - Ways to Improve Transparency/Public Outreach

1. Evening Meetings/Televised Meetings

Consideration of evening meetings to increase public attendance, televised meetings to increase transparency and website improvements. Commissioner Kirkland added that she had received requests from the community to bring back the evening meeting schedule. Commissioner Erpenbeck discussed the evening meeting schedule not having traction. He is open to something different and would like to see a better product for televised meetings. Terry McGinn was recognized by the Chair. He stated he would like to see more information available on the website. He would like to see televised meetings and has been in contact with the City of Sebastian audio visual team. Terry McGinn stated the City of Sebastian cost for televised meeting equipment was insignificant. Commissioner Kirkland stated that the meetings should be recorded.

Commissioner Broda made a motion to direct staff to meet with the City of Sebastian to provide technical information about alternatives for televising the meetings in a way that produces a higher quality product. The Board unanimously approved; motion passed.

After a lengthy discussion regarding evening meeting scheduling, **Commissioner Broda made a motion that beginning next month the District will go back to trying the alternating evening meeting schedule; Commissioner Erpenbeck seconded the motion for discussion.** After discussion, Commissioner Erpenbeck recommended that the decision be tabled until the next Board meeting. Motion failed. Item will be added to the agenda for the next meeting.

Commissioner Broda amended her motion to direct staff to investigate outreach opportunities with existing resources for the purposes of advertising. The Board unanimously approved; motion passed.

2. Website Improvements

Commissioner Broda expressed concerns for high landing rate counts and was glad to see that treatments did occur, however was concerned the website was not updated to reflect those treatment areas. She also requested to have the MapVision legend colors updated to eliminate potential confusion.

- Reports for Commissioners from Database
Commissioner Broda stated it is difficult to make recommendations to the Director on reporting capabilities from MapVision without knowing the functionality of the database. She added that more detailed reports will assist the Commissioners in answering questions from the community about biting. Commissioner Erpenbeck stated he is hesitant to have software updates completed due to additional coding and financial impacts. Commissioner Broda feels hesitant due to the costs associated with such changes and would like to have staff provide more detail on what is available.
- Organizational Chart
Commissioner Broda Requested updated organizational chart whenever the structure of the organization changes. If possible, would like inclusion of employee names and vacancies and wanted it to be placed on the website along with job postings. Commissioner Erpenbeck expressed concerns of overloading the website with information. He stated that items like the employee handbook can be obtained by the public upon request. Commissioner Kirkland stated that the county does include organizational charts on their website.
- Meeting Rules
Commissioner Broda inquired of the ability of the Chair to make a motion. Commissioner Erpenbeck discussed the ability of the Chair to make a motion, and that Roberts Rules is a tool to assist in running the meetings and internal policies supersede the guidelines. It was decided that a Board approved motion is not required to allow the Chair to make a motion.
- Science Program
Commissioner Broda Expressed disappointment of the science program not being as robust as in the past, and employees not presenting at professional organizations such as the prior FMCA meeting and no publications to share information. She would like to see more emphasis on the focus of good science and increasing efficacy using new techniques. She also suggested that we should support staff participation as invited speakers. Commissioner Broda stated the previous practice was staff were able to

attend professional conferences if they were committee members or gave presentations. She would like to see an appropriate policy for meeting attendance.

X. Upcoming Meetings and Events

- AMCA Annual Meeting, Reno, NV – February 27th – March 3rd, 2023
- Board Meeting – March 14th, 2023
- FASD Special District’s Day, Tallahassee – March 9th, 2023
- FMCA Tallahassee Days – March 20th-21st, 2023
- UF Aquatics Short Courses, Orlando – May 15th – 18th, 2023
- AMCA Washington Conference – May 17th- 18th, 2023
- FASD Annual Meeting, Orlando – June 12th-15th, 2023
- FMCA Annual Meeting, Port Charlotte – November 13th -16th, 2023

XI. Adjournment

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

Attest: _____



_____ M. Epenbach

IRMCD Commissioner Comments: *Janice Broda*
2-14-2023

Ways to Improve transparency/public outreach

- Evening meetings?
- Televised meetings: Zoom?
- Website improvements

Reports for Commissioners from Database

- Existing report: Larvicide, adulticide, service requests
- Report "Maps" Landing rate/trap data, treatments
- Rainfall, tides?

Organizational Chart (whenever changed)

- Employee names, vacancies

Website

- Job postings
- Organizational chart
- Treatment page (timely updates, speed, green in leg)

Meeting Rules

- Ability of chair to make a motion