

Regular Board Meeting Minutes

Indian River Mosquito Control District
October 15th, 2024 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on October 15th, 2024, at the District Office.

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

Visitors: Paul Amos (Rossway Swan), Terry McGinn and Tom Lowther

Staff: Sherry Burroughs (Executive Director), Michael Hart (Director of Operations), Dr. Peter Jiang (Director of Science), Claudia Alvarado (Director of Finance), Tamar Rivera (Human Resource Generalist), Kevin Kinney (IT Manager), Johanna Avril (Community Relations Specialist), Dr. Vivek Pokhrel (Arbovirus Entomologist), Todd Hingle (Inland Supervisor), Morel Jules (Larvicide Supervisor), and Kyle Kosinski (Research Entomologist)

I. Call to Order: Commissioner Kirkland called the meeting to order at 9:00 AM.

II. Pledge of Allegiance

III. Approval of the Agenda

Staff requested to modify the agenda by including Human Resources, Labor Relations and Employment Law RFP discussion to Old Business, as Item A.

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

IV. Approval of Meeting Minutes – September 10th, 13th, and 24th, 2024 (Attachment A)

Commissioner Broda made the motion to approve the September 10th, 2024, meeting minutes. The Board unanimously approved; motion passed.

Commissioner Broda made the motion to approve the September 13th, 2024, Tentative Budget Hearing meeting minutes. The Board unanimously approved; motion passed.

Commissioner Broda made the motion to approve the September 24th, 2024, Final budget Hearing meeting minutes. The Board unanimously approved; motion passed.

V. Financial Report (Attachment B)

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

VI. Public Comment- None

VII. Old Business

A. Human Resources, Labor Relations and Employment Law RFP Discussion

The Human Resources, Labor Relations, and Employment Law RFP was advertised on September 13th and closed on October 11th with no responses. The changes to the employee handbook were approved by the Board on August 13th, 2024, and was to be reviewed as part of this RFP. Staff are seeking Board direction how to proceed.

Action Item: Staff request quotes specifically for legal review of the employee handbook.

Commissioner Broda made the motion to request quotes for legal review of the employee handbook. Commissioner Kirkland and Commissioner Broda approved. Commissioner Erpenbeck opposed; motion passed.

B. Legal Services RFQ 2024-01 Responses (Attachment C)

The Legal Services RFQ was advertised on August 16th and closed on September 16th. Although 17 companies accessed the RFP, only two responses were received. Their responses to the required information were summarized and provided as Attachment C. Commissioner Broda recognized Paul Amos from Rossway Swan in attendance. The next step would be to schedule interviews/presentations if the Board so desires. There was discussion regarding the consideration of cost in the evaluation criteria, as cost was the reason to advertise for the legal services.

After a lengthy discussion, **Commissioner Erpenbeck made a motion to amend the evaluation criteria to include cost as a component and go back out to bid. Commissioner Kirkland seconded the motion. Commissioner Erpenbeck and Kirkland approved. Commissioner Broda opposed due to the RFQ process does not have a cost factor and is based on qualifications. Motion passed.**

Sherry requested clarification of the breakdown for the evaluation criteria to ensure consistency moving forward. Commissioner Kirkland suggested the scoring as follows:

- Geographic location & accessibility – 15
- References – 10
- Cost - 10
- Evidence of respondent's expertise and experience with independent special districts and general law – 20
- Key Personnel: Qualifications, past record, experience to perform the required services - 25
- Response time – 20

Commissioner Erpenbeck made a motion to approve the weighting of the evaluation criteria as presented by the Board Chair. Commissioner Erpenbeck and Commissioner Kirkland approved; Commissioner Broda opposed. Motion passed.

C. Strategic Objectives and Performance Measures – Quarterly Update (Attachment D)

Staff have completed the strategic objectives and performance measures for FY2023-2024. In summary, all the objectives for each of the goals have been completed, with the exception of Goal 3- Objectives 1 and 2. Staff will be preparing an annual report that outlines these shortfalls in accordance with the new statutory requirements.

VIII. New Business

A. In-house Arbovirus Testing

Kyle Kosinski (Research Entomologist) provided a presentation on in-house testing.

Commissioner Kirkland asked to revisit the Legal Services RFQ 2024-01 agenda item "Old Business"- Item B.

B. Legal Services RFQ 2024-01 Responses (Attachment C)

Commissioner Kirkland was presented with a copy the Procurement Policy which states "the District will not consider compensation or price during the qualification rankings although the respondents willingness to meet a defined budget requirement, for the project, will be considered." As such, **Commissioner Erpenbeck rescinded his previous motions.**

Commissioner Broda made the motion to schedule the interviews with the two firms. Commissioner Broda and Commissioner Kirkland approved. Commissioner Erpenbeck opposed; motion passed.

VIII. New Business (Continued)

B. Inland Program Quarterly Update

Todd Hingle (Inland Supervisor) provided a presentation on the progress of the new inland program. Mr. McGinn complimented the outstanding presentation and feels it should be shared with all IR county residents.

C. Centennial Events Discussion & Quarter 4 Outreach Update

Johanna Avril (Community Relations Specialist) provided an update on the upcoming centennial events forthcoming, the District having an Open House in April 2025, and an update on community outreach for the last quarter of FY 2023-2024.

D. Authorization to Participate in the Frog Leg Festival

Johanna Avril (Community Relations Specialist) is seeking Board approval to participate in the Frog Leg Festival in January 2025.

Commissioner Broda made the motion to participate in the Frog Leg Festival. The Board unanimously approved; motion passed.

IX. Director's Report-

Sherry provided an update of the monthly District operations, disease surveillance, Hurricane Milton procedures, and project updates. Mr. Hart gave an update regarding an email received regarding the ULV spray that was received.

X. Commissioner's Comments

Commissioner Broda – none
Commissioner Erpenbeck – none
Commissioner Kirkland – none

XI. Upcoming Meetings

- FASD Quarterly Meeting – October 24-25th, 2024
- FMCA Annual Meeting – November 4th- 7th, 2024
- Regular Board Meeting – November 12th, 2024 @ 9:00 AM

XII. Adjournment

Commissioner Erpenbeck made the motion to adjourn. The Board unanimously approved; the meeting was adjourned at 10:27 AM.

Attest: M. Erpenbeck

Anna J. Niblow