

Regular Board Meeting Minutes

Indian River Mosquito Control District

March 14, 2023 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on March 14th, 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), Josh Reilly (IT Specialist) and Melanie Pacot-Stansberry (Payroll Specialist)

Visitors: David Knowlton (CRI), Christine Noll-Rahn (CRI), Eva Buckner (FMEL), Terry McGinn

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 February 14, 2023 (Attachment A)

Commissioner Erpenbeck made the motion to approve the minutes. Commissioner Broda seconded for discussion and requested corrections; the Board unanimously approved the minutes with requested amendments; 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- Terry McGinn asked to reserve his comments for Item D: New Business

VI. Old Business

A. Update on Compensation Study

Johanna reported there is nothing new to report, there is a meeting scheduled with Rehman on March 27th.

B. Approval of the Final Draft of the Employee Policy Manual (Attachment C)

Johanna reported there were no revisions recommended from legal. Staff requested a few revisions to Chapter 8; Benefits. There are also some formatting and clerical corrections needed. Staff is requesting approval of Final Draft of the Employee Manual with revisions.

Commissioner Erpenbeck made the motion to approve the Final Draft of the Employee Manual. The Board unanimously approved; motion passed.

C. Update on OPPAGA Performance Review

Sherry introduced Craig Diamond, consultant, with the Balmoral Group. Mr. Diamond reviewed the process and expectations needed to perform the review and answered Commissioners questions. A

conference call is scheduled for noon today to discuss and gather the information to start the review process for the District.

VII. New Business

A. Florida Medical Entomology Laboratory Presentation – Eva Buckner

Eva Buckner gave a presentation on behalf of UF/IFAS Florida Medical Entomology Lab. Ms. Buckner updated Commissioners on personnel, research, and lab operations.

B. Financial Audit (Attachment D)

Christine E. Noll-Rhan and David Knowlton presented the audited financial statements for fiscal year ending September 30, 2022. Christine reviewed financial highlights, Terry McGinn questioned a 62% historical decrease. Matt Erpenbeck, addressed Mr. McGinn's concern, Lisa Ridley stated there was a reduction in expenditures due to a dryer "mosquito season" with less chemical usage than the previous fiscal year.

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

C. Establishment of Parameters for Herbicide Use Policy

After discussion, it was decided that staff will gather information to develop a policy for the use of herbicides on the dikes, research environmental concerns for the use of glyphosate, estimate costs associated with usage, licensing and continuing education of staff to apply herbicides, and which herbicides are effective and available for use on the impoundments.

D. Methods to Increase Public Accessibility to District Board Meetings

Staff met with Barbara Brooke-Reese, Gary Vickars, and Terry McGinn at the City of Sebastian on February 21, 2023. On Monday February 27, 2023 Barbara and Gary met with IT Staff at the District office to view the Board room and make audio visual recommendations. The audio-visual proposal includes recommendations received from the audio-visual team at the City of Sebastian. The recommended improvements total \$10,474.06.

Action Item: Staff to research cost associated with the additional storage costs for video files

Commissioner Kirkland made the motion to approve the purchase of the audio-visual equipment proposal. The Board unanimously approved; motion passed.

E. Establishment of Day and Times of Future District Board Meetings

After a lengthy discussion, the April, May and June 2023 Board meetings will be held at the District's office at 6:00 PM to allow the IT department to install the necessary equipment to televise future board meetings.

Action Item: Staff to publish update to the time changes in the newspaper for April, May and June 2023.

Commissioner Broda made the motion to change the meeting times for April, May, and June 2023 to 6:00 PM. Commissioner Kirkland seconded; Commissioner Erpenbeck opposed; motion passed.

VIII. Director's Report

- The Director's report is being redesigned to better encompass all aspects of operations, outreach, training, job postings, arbovirus activity, etc. This is a hybrid of the existing reports and will be included in the board packet in the future. Any questions from Commissioners may be directed to the appropriate department for answers or clarification.

- Sherry mentioned that she and Commissioner Erpenbeck attended the FASD Legislative Forum and met with Senator Mayfield, although Ms. Mayfield is no longer our representative, she is still supportive of IRMCD and we can still count on her if needed. Sherry and Commissioner Erpenbeck also met with Senator Grall's new administrative aide to establish contact. Commissioner Erpenbeck felt the meetings were all very positive and receptive.
- FMCA will hold a press conference at Tallahassee Days on March 21st highlighting the 100th year of mosquito control efforts
- Commissioner Broda inquired if an application to FEMA regarding Hurricane Nicole is underway and would like a monthly update anytime the District is requesting reimbursements from FEMA.
- Commissioner Broda expressed her concern for having a new piece of equipment (Chopzilla) in the shop. Staff updated the equipment is still under warranty and being troubleshooted at the manufacturer to solve issues.
- Commissioner Broda requested an update on LiDar work and asked that updates be included in the monthly Director's report. Due to legislation grounding drones at this time and the inability to process data from the GIS software there are no updates to report. Staff is working with other entities to gather information to analyze data collected to determine if the LiDar will be a valuable tool for the District to use.
- Commissioner Broda was excited to see the aerial treatment on the website but was unsure why it was not loaded prior to the treatment. Staff attested the information was submitted prior to treatment. Commissioner Broda expressed concerns about 30 plus landing rates included in the Director's report and hopes that this will not be the case in the future.

IX. Commissioner's Comments-

- Commissioner Kirkland acknowledged staff's response to an email inquiry from a citizen regarding the aerial contractor.
- Commissioner Broda inquired about the status of tire collection and would like an updated collection report.
- Commissioner Erpenbeck – None

X. Upcoming Meetings and Events

- FASD Special District's Day, Tallahassee – March 9th, 2023
- FMCA Tallahassee Days – March 20th-21st, 2023
- Regular Board Meeting – April 11th, 2023
- Regular Board Meeting – May 9th, 2023
- UF Aquatics Short Courses, Orlando – May 15th – 18th, 2023
- AMCA Washington Conference – May 17th- 18th, 2023
- OPEB & Regular Board Meeting – June 6th, 2023
- FASD Annual Meeting, Orlando – June 12th-15th, 2023
- FMCA Annual Meeting, Port Charlotte – November 13th -16th, 2023

XI. Adjournment

Commissioner Erpenbeck made the motion to adjourn. The Board unanimously approved; meeting was adjourned at 11:01 AM.

Attest: _____


