

Regular Meeting Minutes

Indian River Mosquito Control District

May 11, 2021 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on May 11, 2021, at the District Office. The meeting was also held virtually via Zoom.

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

Staff: Director Sherry Burroughs, Dave Pelley and Johanna Avril

Visitors: none

Participants via Zoom:

Staff: Melanie Pacot-Stansbury, Luina Ribera & Paul Baffino

Visitors: Judy Avril & Terry McGinn

- I. **Call to Order** – Chair Broda called the meeting to order at 9:00 AM.
- II. **Pledge of Allegiance**
- III. **Roll Call** – Chair Broda called roll and all three commissioners were present.
- IV. **Approval of Agenda**
Chair Broda requested a motion to approve the revised agenda. **Commissioner Erpenbeck made the motion to approve the agenda. Commissioner Lowther seconded the motion. The Board unanimously approved; motion passed.**
- V. **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)

Chair Broda asked for motion for approval. **Commissioner Lowther made motion to approve and accept the clarification. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.**
- VI. **Public Comment**
No comments were received.
- VII. **Old Business**
 - A. **Aerial Larvicide Bid Award (Attachment C)**
The motion to award the bid to Summersill at the previous Board meeting was contingent upon the vendor “sharpening his pencil” for years two and three. Since the vendor did not adjust the pricing, it came back before the Board for approval.

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.

Commissioner Lowther made the motion to award the bid to Summersill. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.

B. Aerial Adulticide Bid Award (Attachment D)

This item was tabled at the last Board meeting to determine if the district could award to more than one vendor. Legal counsel confirmed that the bid specifications allow the District to award to multiple vendors. There was discussion regarding pros and cons to awarding to more than one vendor.

Commissioner Lowther made the motion to award the bid to both VDCI and Clarke for aerial adulticiding. Commissioner Erpenbeck seconded the motion. Commissioner Erpenbeck and Commissioner Lowther voted to approve; Chair Broda voted in opposition. The motion passed.

C. Public Participation Policy (Attachment E)

This item was brought back to the Board to approve the final draft. There was continued discussion regarding timing of public comments. **Commissioner Lowther made motion to adopt the public comment policy with the removal of the time limits. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.**

D. Website Update

Johanna provided an update on the website.

VIII. New Business

A. Discussion of CD (Local Fund)

The CD has matured and the funds were transferred into the local account. Staff is seeking direction as to whether the Board wants to place funds back into a CD or remain in the local account. This CD is different than the one established with OPEB funds. **Commissioner Erpenbeck made the motion to leave the funds in the local account and have staff monitor interest rates on an ongoing basis. Commissioner Lowther seconded the motion. The Board unanimously approved; motion passed.**

B. Renewal of General Insurance and Health Insurance

Staff seeking approval to renew the general insurance and health insurance policies with FMIT. **Commissioner Lowther made the motion to pursue renewals of the insurance policies with FMIT. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed.**

C. Compensatory Time Policy (Attachment F)

Staff prepared a revision of the policy for the Board's consideration. The policy removes any applicability of comp time for exempt employees. **Commissioner Erpenbeck made the motion to approve the amended policy. Commissioner Lowther seconded the motion. The Board unanimously approved; motion passed.**

D. Discussion of Salary Study

Seeking Board direction with defining Board's goals and objectives with regards to the request for a salary study in order to be able to prepare a scope of work. Would like to know the expected timeframe for the study to be conducted/completed. After much discussion, staff was asked to prepare a draft scope of services to conduct a salary and benefits study to be reviewed at the next Board meeting.

E. Draft Purchasing Policy (Attachment G)

Purpose of policy is to establish clear instructions and guidance for staff to govern procurement of goods and services which are consistent with applicable statutory requirements in an effort to reduce uncertainty, inconsistency and confusion while increasing efficiency and ensuring accountability. It

defines purchasing thresholds and defines types of purchases that require competitive selection and those that are exempt from competitive selection. Staff would like to utilize Vendor Registry/BidNet for advertisement for bids. It is a free service to both the District and potential vendors, increases the exposure of bid documents, streamlines the bid process, including addendums, and notifies registered vendors of bids. Chair Broda asked for inclusion of local preference within the document and indicated there were clerical items to be addressed. Commissioner Erpenbeck suggested staff make the clerical changes and schedule this item high on the agenda for the next Board meeting.

IX. Director's Report

Dave provided the operational report.

- Rainfall totaled 3.73" with average rainfall for April is 2.72".
- Arbovirus surveillance – four birds tested positive for EEE in April. Two birds were confirmed from two separate flock on the April 8 bleed date and two additional birds were confirmed, each from the same two flocks, from an April 22 bleed date.
- Aerial Larviciding – treated 4,959 acres, slightly above last year's total of 4,196, likely due to the increased rainfall received.
- Adulticiding – treated 126 miles, on par with last year's 144 miles for April and below the historic monthly average of 443 miles.
- Service Requests –20 received, significantly lower than last year's monthly April total of 96, and lower than historic average of 58.
- All impoundments are pumped up with the exception of Pine Island, which should be full by the end of the week.
- **Legislative Update** – HB1103 (Special District Accountability) passed through both House and Senate and goes before the governor for approval.
- **Surplus Property** – Staff requested approval to surplus two vehicles, SUV #202 and Ranger #252. The Board agreed.
- **Finance Director position** – Position was re-advertised through FMCA, FASD, GFOA and Indeed and closed on May 6th. Interviews scheduled this week.
- **Senior Entomologist position** – Sarah McInnis has accepted the Senior Entomologist position and will be starting on June 7th.
- **Project Updates:**
 - **Security project** – Staff is coordinating with John Binkley to obtain final plan and revised cost estimate.
 - **Generator** – Staff reviewed the bid specifications. Based on engineer's estimate, we would have to bid the generator purchase again. If we choose to re-address the engineer's estimate, additional funds may need to be spent to consider whether a smaller unit or a residential unit could be procured.
 - **Map Vision database & ULV application** – The projected "go-live" date is May 20th, but it might be delayed for any last-minute necessary adjustments. The mobile version for the ULV program should "go-live" shortly thereafter.

X. Commissioner's Comments

Commissioner Erpenbeck had no comments. Commissioner Lowther had no comments. Chair Broda reported that the FMCA Annual Conference is going to be live and is scheduled to begin on November 16th.

XI. Upcoming Meetings and Events

A. Regular Board Meetings

- June 8th, 2021 (as well as an OPEB Trust meeting)
- July 13th, 2021

B. Events

- AMCA Virtual Washington Conference, May 10th-14th

XII. Adjournment

Commissioner Lowther made the motion to adjourn. Commissioner Erpenbeck seconded the motion. The Board unanimously approved; motion passed. The meeting was adjourned at 11:47 AM.

Attest:


