

Regular Board Meeting Minutes

Indian River Mosquito Control District

April 15th, 2025 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on April 15th, 2025, at the District Office.

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

Visitors: Paul Amos (Rossway & Swan), Wilfred Hart and Terry McGinn

Staff: Sherry Burroughs (Executive Director), Michael Hart (Director of Operations), Claudia Alvarado (Director of Finance), Kyle Kosinski (Director of Science), Kevin Kinney (IT Manager), Johanna Avril (Community Relations Specialist), Daniel Long (Aerial Specialist), Todd Hingle (Inland Supervisor), Brandon Chadwick (Ecologist), and Melanie Pacot-Stansberry (Payroll Specialist)

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

II. **Pledge of Allegiance**

III. **Approval of the Agenda**

Commissioner Broda made a motion to approve the agenda. The Board unanimously approved; motion passed.

IV. **Approval of Meeting Minutes (Attachment A)**

Commissioner Broda requested to amend the March 11th, 2025 minutes to reflect the Fellsmere Shrimp Farm Chronology request under the Director's Report rather than the Commissioners' Comments.

Commissioner Kirkland made a motion to approve the amended March 11th, 2025, Regular Board 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. **Community Relations Update – 2024/2025 Quarter 2**

Johanna Avril, Community Relations Specialist, provided the second quarter update and provided Commissioners with information regarding the Open House on April 26th.

B. **Strategic Plan Update 2024/2025 Quarter 2**

The performance measures for Quarter 2 are provided as a handout. A few items were delayed within this quarter. Goal 1 - The CIP budget has been delayed as the costs of the Feasibility Study Improvements have not been determined. Goal 3 – staff monitoring of pre and post aerial treatments due to limited applications and training of new staff. Goal 4 – tracking CEUs has been slowed due to the process of entering them all into Bamboo HR.

C. **Employee Manual – Revision to Section 125 Plan Document (Attachment C)**

Effective May 1st, 2025, new employees will be eligible for employee health benefits in the first month after 30 days of service, versus 60 days. As such, the Section 125 Plan document needs to be amended to reflect the change.

Staff recommend approval of the amendment to the Section 125 Plan consistent with the Employee Handbook as approved by the Board on March 11th, 2025.

Commissioner Broda made the motion to approve the revision to the Section 125 Plan Document consistent with the Employee Handbook regarding date of commencement of new employee benefits. The Board unanimously approved; motion passed.

VIII. New Business

A. ITB 2025-01: Aerial Adulthood Services Award (Attachment D)

Staff advertised the bid for aerial adulthood as the current contract with VDCI expires on April 30th. Clarke was the only respondent to the bid.

Staff recommend award of the aerial adulthood services contract to Clarke.

Commissioner Kirkland made a motion to award the aerial adulthood contract to Clarke. The Board unanimously approved; motion passed.

B. Authorization to Declare and Dispose of Surplus Property (Attachment E)

Staff is seeking Board authorization to declare the equipment and vehicles listed in Attachment E as surplus property. Proceeds from the sale of the surplus vehicles and equipment will be deposited in the local fund account.

Commissioner Broda made a motion to declare the vehicles and equipment listed in Attachment E as surplus. The Board unanimously approved; motion passed.

C. Approval of Volunteer Waiver (Attachment F)

Staff are seeking Board authorization for the Volunteer Waiver prepared by David Miklas. This will be utilized for any non-District employee working on behalf of the District, such as living shoreline installation, outreach events, and parades.

Staff recommend approval of the volunteer waiver.

Commissioner Kirkland made a motion to approve the Volunteer Waiver. The Board unanimously approved; motion passed.

D. Discussion of Website Content & Legal Requirements

By April 2027, all documentation on the website will be required to be ADA accessible. Our content is already required to be compliant, but this goes further into ensuring any documentation is too.

Mr. Amos was contacted to seek his counsel and review a Copy Right payment request and associated settlement agreement that was presented to the District. Mr. Amos updated the Board with his findings and recommendations on moving forward with the settlement agreement and future adjustments recommended to our website, content, and presentations.

Commissioner Broda made a motion to authorize the Executive Director and Districts Attorney to enter into an agreement to settle the unauthorized settlement agreement not to exceed \$1500.00. The Board unanimously approved; motion passed.

After a lengthy discussion, the Board directed staff to review all photos, contents, and presentations to make sure that all materials were created by IRMCD, to remove all YouTube videos published on the website and to

screen and republish them as soon as possible. In addition, the Board requested a policy to prevent publishing copyright material.

Commissioner Erpenbeck made a motion to direct staff to review all photos and webpage content, remove all YouTube videos from the website, screen, and republish as soon as possible, develop a plan to review PowerPoint presentations on the website, and develop a policy to prevent publishing copyright material. The Board unanimously approved; motion passed.

E. Research Projects Update

Kyle Kosinski, Director of Science, provided a brief update on the various research projects that are underway which include Sterile Male Mosquitos, Toxic Sugar Bait, and Culex quinquefasciatus Resistance Testing.

F. Living Shoreline Project Update

Brandon Chadwick, Ecologist, provided a brief presentation on the living shoreline project implementation at Bill's impoundment and provided Board with a volunteer opportunity on May 3rd, 2025, to assist with planting.

G. IT Policy Introduction (Attachment G)

Kevin Kinney introduced the executive overview of the cybersecurity program to the Board for review as Phase 1. Phase 2 is 158 pages that includes the policies, controls, standards and guidelines which will be brought to the Board for approval. The District does have a cybersecurity program and the technology. Commissioner Erpenbeck inquired if these policies will have legal review, and the Executive Director stated staff will work with Mr. Amos and Mr. Miklas to determine if needed.

IX. Director's Report

A copy of the Board Report was provided to each Commissioner. Sherry provided a broad overview of the March report.

• Mosquito Populations:

- Inland mosquito populations were similar to the 3-year averages. Whereas coastal sites exhibited a 50% or greater reduction in populations as compared to the 3-year averages.

• Arbovirus Activity:

District:

- No positive or presumptive positives
- Parity levels started around 60% but ended the month around 20-25%

Statewide:

- Eastern equine encephalitis – 1 chicken
- Dengue – 15 imported and 1 local case

• Operations:

Note: The operational data spreadsheet has been emailed to each commissioner, as requested.

- Rainfall ranged 1.47 inches
- No aerial missions in March; historic average is 1,022 acres
- ULV: 6 missions totaling 80 miles; historic average is 190 miles
- 34 service requests; all responded to within 2 business days
- Pictures showing the safety fencing, signage and repaired bridge at Morgan's pump station along with photos of the new retaining wall that blocks our easement to the impoundment from Harbor Isle development

- **Shrimp Farm Update:**

- The timeline of the shrimp farm activities has been provided, as requested at the previous meeting.
- Todd Hingle, Inland Program Supervisor, will discuss the potential options for control measures. No board action will be required at this point. If the Board is interested in staff moving forward on any of these options, staff will place this item on the agenda for the next Board meeting.

- **HR:**

- Hired two new coastal inspectors
- In process of completing the hiring process for a third coastal inspector
- Hired new part-time surveillance aide: Bruce Stevens
- Still recruiting for Maintenance Technician; seeking partnership with IRSC

X. Commissioner's Comments

Commissioner Broda: None

Commissioner Erpenbeck: None

Commissioner Kirkland: None

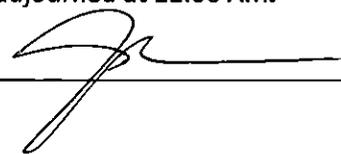
XI. Upcoming Meetings and Events

- Treasure Coast HR's Legal Conference – April 17th
- IRMCD Open House – April 26th
- AMCA 27th Annual Washington Conference – May 12th- 14th, 2025
- Aquatic Weed Short Course, Orlando – May 19th – 22nd, 2025
- Treasure Coast HR's Supervisor Training – May 15th
- Regular Board Meeting - May 20, 2025, at 9 AM
- OPEB and Regular Board Meeting – June 10, 2025, at 9 AM
- FASD Annual Conference, Charlotte Harbor – June 15th – 19th

XII. Adjournment

Commissioner Kirkland made the motion to adjourn. The Board unanimously approved; the meeting was adjourned at 11:06 AM.

Attest: _____



Attest: _____

