

Regular Board Meeting Minutes - APPROVED

Indian River Mosquito Control District
November 13, 2025 @ 3:00 PM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on November 13th, 2025, at the District Office.

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

Visitors: Terry McGinn & Michael Hudon

Staff: Sherry Burroughs (Executive Director), Claudia Alvarado (Chief Financial Officer), Kevin Kinney (Director of IT and Maintenance), Kyle Kosinski (Director of Science), Tamar Rivera (HR Director), Brandon Chadwick (Ecologist), Todd Hingle (Coastal Supervisor), and Luina Rivera (Admin Clerk).

Legal Counsel: Paul Amos (Rossway Swan) and David Miklas (Law Office of David Miklas, P.A.)

- I. **Call to Order:** Commissioner Erpenbeck called the meeting to order at 3:00 PM.
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda**

Commissioner Broda made the motion to approve the agenda. The Board unanimously approved; motion passed.
- IV. **Approval of Meeting Minutes (Attachment A)**

Commissioner Broda made the motion to approve October 10th, 2025, special meeting minutes. The Board unanimously approved; motion passed.

Commissioner Broda made the motion to approve October 14th, 2025, regular meeting minutes. The Board unanimously approved; motion passed.
- V. **Financial Report (Attachment B)**

Commissioner Kirkland made the motion to accept and file the financial report for the month ending October 31st for audit. The Board unanimously approved; motion passed.
- VI. **Public Comment**

Terry McGinn and Michael Hudon provided comments.
- VII. **Old Business**
 - A. **Requesting Attorney General Opinion (Attachment C)**

Chairman Erpenbeck requested the Board consider seeking the Attorney General's Opinion (AGO) regarding whether to vote taken at a meeting where the Chair was unavailable, would be considered a legal or illegal vote, as the enabling legislation requires both the Chair and Vice Chair to vote at each meeting. Discussion ensued.

Commissioner Erpenbeck made the motion to request the Board to instruct the District Attorney to prepare a submission requesting an AGO opinion on the question previously stated and the Board will approve a draft for submission and the Board will accept the opinion of the AGO. Motion died for lack of second.

B. Executive Director Employment Contract (Attachment D)

Legal counsel prepared a draft employment contract for the Board's review. There was discussion regarding the length of contract. It was agreed that the contract that is being discussed would be utilized moving forward. Discussion ensued regarding the terms. Below is the summary of the actions taken.

- **Item I.A Employment Duties**
Commissioner Broda noted that the Key Performance Indicators needs to be reviewed and scrutinized at a separate meeting. Discussed whether the KPIs should be included in the contract or referenced, in the event the KPIs are/need to be modified. It was agreed that the KPIs would remain in the contract.
- **Item I.B(2) Board Notification of Personnel Actions**
Discussion of notice "promptly". Change from the Board Chair to reflect the "Board" and remove the word "promptly" and replace with "within five business days".
- **Item I.B(3) Employee Appeals to the Board**
After a lengthy discussion on the process, **Commissioner Kirkland made the motion to remove Section (3) from the draft contract. Commissioner Erpenbeck seconded the motion.** Opened for public comment. Terry McGinn provided his input. Further discussion ensued. The vote was called. **Commissioner Kirkland and Commissioner Erpenbeck approved; Commissioner Broda opposed; motion passed 2:1.**
- **Item I.B(4) Limitation of Authority**
After a lengthy discussion of the necessity of number 4, having struck number 3, **Commissioner Broda made the motion to that number (4), Limitation of Authority, be amended so that the word "employment" says "policy" and at the very end of the paragraph is says "at the next scheduled Board meeting" and then that would become part of number (2). Commissioner Kirkland seconded.** Opened for public comment. Terry McGinn provided his input. The vote was called. **The Board unanimously approved; motion passed.**
- **Item I.C. Individual District Commissioners**
Commissioner Broda made the motion that under C. Individual District Commissioners, we replace the semicolon with a period and strike the rest of that sentence "provided, however, the Executive Director, shall in a timely manner, keep the District Board advised of all disciplinary actions involving significant personnel issues and all terminations of District employees which are involuntary." The Board unanimously approved; motion passed.
- **Item I.D. Introductory Period**
Commissioner Broda made the motion to that the sentences "This is an opportunity for the District to evaluate the employee's performance. It also is an opportunity for employees to decide whether they are happy being employed by the District" and

“Completion of the introductory period does not alter the employee’s at-will status.” be stricken from the document. The Board unanimously approved; motion passed.

The changes were restated for clarification and the Board agreed to replace the “first 90 days” in the last sentence, with “introductory period”.

Commissioner Broda made a motion that item D. Introductory Period reads “The first 90 days of employees’ employment is an introductory period. The District may extend the introductory period if it desires. In the event the District decides to terminate the employee during the introductory period, no advance notice and no severance will be required by the District.” The Board unanimously approved; motion passed.

- **Item I.E. Residency Requirement**

After brief discussion, Commissioner Broda made the motion for E. Residency Requirement, which now will read “The Employee is expected to reside within Indian River County, Florida.”, the rest of the paragraph would be removed, [continuing with] “The Board may approve an exception to this requirement upon a showing of good cause” and the rest would continue as is. Commissioner Kirkland and Commissioner Broda approved; Commissioner Erpenbeck opposed; motion passed 2:1.

- **Item II. Term**

After discussion, Commissioner Broda made the motion that the term of the contract be one year. Commissioner Kirkland and Commissioner Broda approved; Commissioner Erpenbeck opposed; motion passed 2:1.

Commissioner Broda made the motion that “Thereafter, this Agreement shall renew for periods of one year if both the Employee and the Board approve.” Commissioner Kirkland seconded. Legal counsel suggested the timeframe be included. Discussion ensued.

The motion was restated “Thereafter, this Agreement shall renew for periods of one year upon approval of both parties, with no less than 60 days of its intention”.

- **Item III. A. Compensation and Benefits**

After discussion, Commissioner Kirkland asked that the District Director salary be added for discussion at the next meeting.

- **Item III. B. Compensation and Benefits**

After discussion, “on or before October 15” was added to the last sentence.

- **Item III. C. Compensation and Benefits**

No change.

- **Item IV. 4(A) Fringe Benefits- Generally**

There was a lengthy discussion of paid time off (PTO) versus accrual of leave. Commissioner Broda made the motion to accept 4(A) as written. Motion failed for lack of a second.

Discussion continued.

Commissioner Broda made a motion that Tamar [HR] provide the Board with existing policy as far as carry overs or accrual and buy out and the Board come back to this discussion when we better understand the policy. The Board unanimously approved; motion passed.

- **Item IV. 4(B), (C), (D), (E), and (F) Fringe Benefits**

No changes.

- **Item V. Extent of Services and Hours of Work**

Legal counsel noted that if the Board abandons PTO in the previous section, they will need to do so in this section as well.

- **VI. Director's and Officer's Liability Insurance (D&O) and Cooperation**

No changes.

- **VII. A. Voluntary Termination**

After discussion, Commissioner Broda made the motion to change 90 days to 60 days notice in Section A Voluntary Termination with the caveat that the PTO needs to come back for consideration. Commissioner Kirkland and Commissioner Broda approved; Commissioner Erpenbeck opposed; motion passed 2:1.

- **VII. B(1) Involuntary Termination**

After discussion, Commissioner Broda made the motion to change 90 days to 60 days notice. Commissioner Kirkland and Commissioner Broda approved; Commissioner Erpenbeck opposed; motion passed 2:1.

Commissioner Broda made the motion to adopt B(1) as written with the change from 90 days to 60 days written notice. Commissioner Kirkland and Commissioner Broda approved; Commissioner Erpenbeck opposed; motion passed 2:1.

- **VII. B(2)(a) Involuntary Termination**

After discussion, the Board decided the amount of severance will be postponed pending decision on PTO.

- **VIII. Notice and Consent**

No change.

- **IX. Miscellaneous**
No change.
- **X. Waiver of Jury Trial**
No change.
- **XI. Duty to Read**
No change.
- **Exhibit A. Key Performance Indicators**
Legal counsel prepared the KPIs for the Board's review. The Board decided to table the discussion of the KPIs until the next Board meeting. There was discussion regarding timing of contract changes and scheduling follow-up meetings due to holidays.

It was agreed that the KPIs and PTO would be discussed at the next meeting, which would be scheduled for December 11, 2025 at 1:00 pm.

Invitation to Solicit Qualifications for the Executive Director Position

A draft solicitation for the Executive Director position along with the job description was provided at the request of the Board. There was a discussion of using a Request for Qualifications versus the job posting, since the job position is not open. Commissioner Broda provided a draft advertisement for consideration. Discussion ensued regarding the job description, specifically requirements for licensure as public health applicators.

Commissioner Broda made the motion to ask Tamar to post draft solicitation on letterhead and place on our website, FMCA website, AMCA website and FASD website. Commissioner Kirkland requested to amend the motion to include the "ability to obtain" the Florida Public Health license be added. Further discussion ensued. **Motion failed for lack of a second.**

Commissioner Broda made a motion to place the draft solicitation that Tamar produced, be placed on letterhead, and we use the old job description, dated 2/9/2023, so that applicants who do not have a Florida Public Health License can apply. Commissioner Kirkland seconded for discussion. Discussion continued, with Commissioner Kirkland stressing the importance that it be noted as an "RFQ" and not be posted as an open job position.

Commissioner Broda made a motion to take the draft solicitation, place it on District letterhead, make it clear it is a request for qualifications, with bold heading, with the 10/20/2025 position description, amended under licenses and certification to allow for the 2023 verbiage. Commissioner Kirkland seconded. Commissioner Erpenbeck requested motion be restated.

Commissioner Broda restated the motion. "The draft solicitation, placed on letterhead, request for qualifications in bold letters, followed with the 10/20/2025 Executive Director position description, with the licenses and certifications portion changed to what was in the 2/9/2023 position description, which allows for "possession of/or ability to obtain a valid

public health license from FDACS within two months of employment. Going back to that verbiage would allow applicants who have a lot of knowledge on mosquito control but don't hold a Florida public health applicator license. Commissioner Kirkland seconded the motion.

Commissioner Erpenbeck questioned if separate motion would be required if they are modifying the Executive Director's job description. Legal concurred. Further discussion ensued.

Commissioner Broda withdrew the motion.

Commissioner Kirkland made a motion to take the Executive Director job description from 10/20/2025 and amend the licenses and certification three bullet points and utilize the three bullet points from the 2/9/2023 job description. Commissioner Kirkland and Commissioner Broda approved; Commissioner Erpenbeck opposed; motion passed 2:1.

Commissioner Broda made the motion to take the draft solicitation in our Board Book to put it on District letterhead to make it absolutely clear that it is a request for qualifications, with a big bold heading, and to include the revised, new Executive Director position description, to place that on our website, and to see if it can be placed on the Florida Mosquito Control Association and American Mosquito Control Association websites. Commissioner Kirkland seconded for discussion. Commissioner Kirkland stressed that it not be placed on their websites as an open position. Legal counsel suggested it be constructed within two separate motions.

Commissioner Broda withdrew the motion.

Commissioner Broda made the motion to on our own website, place the draft solicitation, which will be on letterhead and clearly marked as a request for qualifications, along with the new Indian River Mosquito Control District Executive Director position description that was just revised today. Commissioner Kirkland and Commissioner Broda approved; Commissioner Erpenbeck opposed; motion passed 2:1.

Commissioner Broda made the motion that the same solicitation, on letterhead, clearly demarcated as a request for qualifications, and if allowed, placed on the Florida Mosquito Control Association and American Mosquito Control Association websites, as an RFQ. Commissioner Kirkland and Commissioner Broda approved; Commissioner Erpenbeck opposed; motion passed 2:1.

David Miklas left the meeting.

VIII. New Business

A. Budget Amendment – Cash Balance Forward (Attachment E)

Claudia presented the first budget amendment for FY2025-2026, reflecting a decrease in total overall local budget of \$22k. Budgeted receipts were amended to reflect an actual fund balance of \$4.5M and the IRC Excess Commission and Fees true-up for Fiscal Year 2024-2025. Budgeted expenditures were reallocated to reflect the following, a reduction of \$45K in Personal Services, a reduction of \$49K in Personal Services Benefits, a reduction of \$35K in Operating Expense, a reduction of \$1,500 in Training, and a reduction of \$500 in Miscellaneous supplies. On the contrary, expenditures reflect an increase of \$100K in Capital, and an increase of \$9K in Communication Services.

Staff recommended approval of Resolution No. 2025-008 - Fiscal Year 2025-2026 Budget Amendment No. 1.

Commissioner Broda made the motion to approve Resolution No. 2025-008 and thanked Claudia for being closer than anyone else ever on the numbers. The Board unanimously approved; motion passed.

B. Consideration of 2026 Meeting Dates (Attachment F)

A list of meeting dates is provided for the 2026 calendar year. The dates will be advertised in the local newspaper.

Staff requested Board approval of the proposed meeting dates.

Commissioner Broda made the motion to accept the 2026 proposed meeting dates, noting the January 20th meeting was moved to January 8, 2026 at 9 a.m. The Board unanimously approved; motion passed.

C. Reconsideration of Video Recordings

Commissioner Broda requested to add the item be placed on the agenda.

Commissioner Broda made the motion to make our meetings available via Zoom, for now without the ability for members of the public to comment, so solely for viewing and we get the second camera operating so that when people are seeing videos of the meeting, they can see the people who are speaking.

Commissioner Broda decided to break it into separate motions. **Commissioner Broda made a motion [#1] to stream our meetings on Zoom without the ability for the public to comment in the interest of transparency. Commissioner Kirkland seconded for discussion. Discussion ensued.**

Commissioner Broda made motion [#2] to utilize the two cameras we have so that the speakers can be seen on the videos of the meetings. Commissioner Broda and Commissioner Kirkland approved; Commissioner Erpenbeck opposed; motion passed 2:1.

Discussion of the video cameras capabilities and the use of Zoom.

Commissioner Broda made motion that staff find some way to ensure that the person speaking can be seen on the video. Commissioner Erpenbeck suggested staff investigate the options due to cost. Discussion ensued. **Motion died for lack of a second.**

D. Surplus Property (Attachment G)

Staff sought authorization to declare all equipment and vehicles listed as surplus property in Attachment G. The items will be actioned. Any items that are not sold at auction will be disposed of.

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

IX. Director's Report

A copy of the Board Report and the operational data spreadsheet were provided to each Commissioner. Sherry provided a broad overview of the monthly report.

- *Over 4,156 acres were called in; 5 no go flights due to weather (1681 acres); 3 missions were completed, treated 2,457 acres aurally; historic average is 1,141 acres*
- *Treated 124 acres by drone treatments of both shrimp farm and Medical Center field, Garden Grove and Golf View; some areas were missed, causing increase in adults at Garden Grove, Medical Center Field and Golf View; shrimp farm was completed*
- *Performed 34 ULV missions, totaling 464.83 miles; historic average of 934 miles*
- *Received 83 service requests, historic average of 96 (2 via email, 47 via web, 33 by phone and 1 by text)*
- *Mosquito populations were similar of almost doubled compared to the three-year average*
- *One positive WNV bird at Fairgrounds from 10/16 bleed date; statewide still seeing an increase in travel cases of dengue and chikungunya*
- *A new mosquito species was identified for our area at Island Drive. Staff are increasing surveillance to collect more specimens and are working with FMEL to possibly publish the new finding in the FMCA Journal.*
- *Staff are continuing work on the attractant project, malathion resistance gene screening and hazard ration permethrin analysis.*
- *Staff are working with the Land Trust regarding the pump station at Water Tower and conducted the first in-house water quality testing.*
- *Attended 10 community events, added 67 new subscribers to the website, increased social media followers by 8.9% and interactions are up by 91.8% over last month.*
- *Conducted interviews for six positions; filled 4, 1 pending and another is scheduled to be readvertised.*

X. Commissioner's Comments

Commissioner Broda – none

Commissioner Erpenbeck – none

Commissioner Kirkland – none

XI. Upcoming Meetings

- FMCA Annual Meeting, Charlotte Harbor - November 17th – 20th, 2025
- Regular Board Meeting – December 11, 2025, at 1:00 PM

- OPEB & Regular Meeting – January 8, 2026, at 9:00 AM

XII. Adjournment

Commissioner Broda made the motion to adjourn. The Board unanimously approved; the meeting was adjourned at 7:03 PM.

Attest: M. Espinal

Paul Killae