

## Special Board Meeting Minutes –Draft for Approval

Indian River Mosquito Control District  
February 19, 2026 @ 1:30 pm

The Indian River Mosquito Control District Board of Commissioners held a special board meeting on February 19, 2026, at the District Office.

**Present:** Janice Broda (Chair) and Anna Kirkland (Vice Chair)

**Visitors:** Doug Carlson, Terry McGinn, and Michael Hudon

**Staff:** Claudia Alvarado (Chief Financial Officer), Kevin Kinney (Director of IT and Maintenance), Todd Hingle (Coastal Supervisor), Daniel Long (Aerial Supervisor), Bruce Stevens (UAS Pilot), Luina Ribera (Administrative Assistant), Kyle Kosinski (Director of Science) and Johanna Avril (Community Relations Director)

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

I. **Call to Order:** Commissioner Broda called the meeting to order at 1:30 pm.

II. **Pledge of Allegiance**

III. **Approval of the Agenda**

**Commissioner Kirkland made the motion to approve the agenda. Commissioner Broda approved; motion passed.**

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

Commissioner Broda requested a change on page 1, second paragraph, last sentence: change “for” to “by” on the December 22, 2025 meeting minutes.

**Commissioner Kirkland made the motion to approve December 22<sup>nd</sup>, 2025, special meeting minutes as recommended by Broda. Commissioner Broda seconded; motion passed.**

**Commissioner Kirkland made the motion to approve January 8<sup>th</sup>, 2026, regular meeting minutes. Commissioner Broda seconded; motion passed.**

V. **Financial Report** (Attachment B)

**Commissioner Kirkland made the motion to accept and file the financial report for the month ending January 31, 2026 for audit. Commissioner Broda seconded; motion passed.**

VI. **Public Comment** - Terry McGinn provided comments regarding social media posts and newspaper articles referencing IRMCD; praised all staff and expressed his approval of using an employment search committee to hire the next Executive Director.

VII. **Old Business**

**A. Executive Director Employment Contract**

Commissioner Broda recommended to appoint Finance Director, Claudia Alvarado, as the Acting Executive Director. Commissioner Kirkland asked Claudia if she would agree. Claudia thanked the Board for the opportunity and stated that due to budget season fast approaching she would be willing to assume the role for two months and wanted to be transparent that she does not meet the minimum qualifications to be Executive Director in terms of education, experience, and certifications and will be heavily relying on other Directors and Supervisors in any operational matters. Claudia expressed that if it was the Board’s final decision, internal controls must be revised such as check signing and bank reconciliation process in order to avoid compromising financial oversight. Commissioner Kirkland agreed if Claudia felt comfortable. Commissioner

Broda stated that the existing Personnel Policy provides Claudia with a ten percent increase to current salary as a result of the increased responsibilities.

**Commissioner Broda made a motion to appoint, Finance Director, Claudia Alvarado to be the Acting Executive Director for two months. Commissioner Kirkland seconded; motion passed.**

Commissioner Broda stated that next on her list is a motion to authorize the Acting Executive Director to have check signing privileges with appropriate internal control measures in place. Claudia explained that the bank would require minutes as Board authorization to assign check signing privileges since she is only a point of contact. Commissioner Broda requested Claudia to explain the Bank Reconciliation process moving forward. Claudia explained that both Commissioners would review and approve the bank reconciliation; moving forward an agenda item would be added for each monthly bank reconciliation.

**Commissioner Broda made a motion to authorize the Acting Executive Director check signing privileges with appropriate internal control measures in place. Commissioner Kirkland seconded; motion passed.**

Commissioner Broda asked for the amount of resumes received for the Executive Director position. Tamar, HR Director, stated that a total of 27 were received but only 13 are qualified candidates. Commissioner Broda indicated that one of the candidates is an internal applicant, Kyle Kosinski, Director of Science, and a decision must be made whether to handle the candidate separately or together with external candidates. HR Director and Attorney Miklas recommended the internal candidate be considered together with external candidates.

**Commissioner Kirkland made a motion to conduct interviews of both internal and external candidates for Executive Director position at the same time, not separate. Commissioner Broda seconded; motion passed.**

Setting a timetable to move forward was discussed next. Commissioner Broda spoke to HR Director and Attorney Miklas on determining the best method to move forward with the search process. Commissioner Broda suggested establishing an independent evaluation committee that would review the resumes, rank the candidates, and recommend which candidates to interview. The Board decided who will be on the evaluation committee. Commissioner Broda provided three recommendations: Doug Carlson- former IRMCD Executive Director, Dr. Roxanne Connelly – former FMEL Extension Entomologist and recently retired CDC Senior Entomologist, and Dennis Moore- retired Pasco Mosquito Control's Executive Director and current editor of AMCA Wing Beats magazine. Attorney Amos stated that there is no statutory requirement that requires Mosquito Control to establish a committee to hire an Executive Director; the Attorney General Office has found that when the Board delegates its authority to a third party, such as a selection committee, the committee is subject to Florida Sunshine and Public Records Law. Meaning, the selection committee may only communicate with each other and meet in a public meeting; the committee may not vote if participating virtually; any records created by the selection committee are considered a public record. Commissioner Kirkland agreed to establish an employment selection committee since it was recommended by staff and attorneys.

The Board proceeded to review the Executive Director selection committee grading rubric. The Board agreed to make the following changes to the Executive Director Selection Process Rubric handout, created and handed out by Tamar.

- Remove "Strategic Planning Experience" Category

- Score for each Category changed from (1-5) to (1-10)
- Change “Average Score” column to “Total Score”
- Decrease Weight (%) for the “Governance/Board Relations Experience” Category from 15 to 10
- Increase Weight (%) for the “Operational Management Experience” Category from 15 to 25
- Change “Operational Management Experience” Category to “Operational Management Experience in Entomology”
- Remove “(Public Health License, FDACS Director License)” from the “Education & Professional Credentials” Category
- Change “Education & Professional Credentials” Category to “Education & Professional Leadership Credentials”
- Change “Knowledge of Salt Marsh Mosquitos” Category to “Experience with Salt Marsh Mosquito Control”; decrease Weight (%) from 10 to 9
- Add “Experience with Impoundment Management” Category; Weight (%) as 1

The Employment Selection Committee will be given a goal to select three qualified candidates. A Special Meeting will be held on March 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> at 1:30 pm to appoint and provide direction to the Employment Selection Committee. An advertisement will be published for all three days to meet advertisement requirements. Once a date is solidified, the other two meeting dates will be cancelled. The committee will submit their grading rubric to Tamar, HR Director, by noon on March 13<sup>th</sup>. Interviews will be scheduled on March 30<sup>th</sup>-31<sup>st</sup>, starting at 9 am, advertised as both IRMCD Board and IRMCD Employment Selection Committee in attendance.

Commissioner Broda requested that an agenda item be added to the March 10<sup>th</sup> Regular Board Meeting to discuss interview questions submitted by Staff, Board, Committee Members, and the public. Interview questions may be submitted to Tamar.

The Executive Director job post will be amended to reflect March 4<sup>th</sup>, at noon, as the resume acceptance deadline.

## VIII. New Business

### A. Merit Policy (Attachment C)

Commissioner Broda read the policy into the record. Attorney Miklas reviewed the new merit policy and indicated that the policy is clear, gives discretion to the Board in case there is not adequate funding, and the factors listed are relevant; potential downside is that there may be more complaints, during the next year, being directed at managers and HR because they are the ones gatekeeping.

**Commissioner Kirkland made a motion to adopt the merit policy. Commissioner Broda seconded; motion passed.**

### B. RFP Compensation Study Approval (Attachment D)

Tamar is requesting the Board to clarify if they would like a study on all the benefits, compensation, and step plan that is currently in place or compensation alone. Attorney Miklas indicated that the study would be more costly for an entire study as compared to salary alone. Tamar indicated vendors have mentioned that current benefits reflect the best deductibles throughout the state and holidays are comparable to other similar sized districts. Commissioner Broda would like to limit the scope to compensation in order to save taxpayers money.

Commissioner Kirkland agreed. The RFP would be released through Bidnet. Commissioner Broda would like to consider other ways to post RFPs since less bids for a variety of projects have been received through Bidnet. The Board reviewed the document and agreed to the following changes:

- Change Scope of Services, third sentence, “comparable organizations” to “similarly sized”.
- Change milestone date March 10, “2025” to “2026”
- Shift milestone dates
- Request electronic Excel spreadsheets; not just printed copies
- Change Evaluation Maximum Rating points for “Geographic location and accessibility” from 15 to 5 points.
- Remove “Evidence of respondent’s expertise and experience with compensation study” Evaluation criteria
- Change “Past experience with similar assignments” to “Past experience with compensation studies with similar assignments”; change Evaluation Maximum Rating points from 30 to 40 points.
- Change Total Possible points from 120 to 100 points

**Commissioner Broda made a motion to ask staff to request bids on the RFP Compensation Study with the discussed changes. Commissioner Kirkland seconded; motion passed.**

Attorney Miklas was excused for the remainder of the meeting

### C. UAS Program Update

Daniel Long, Aerial Supervisor, and Bruce Stevens, UAS Pilot presented an update on the UAS program, naming the drone “Murphy”. FDACS registration has been completed and pending an assigned N-Number from the FAA. Certificate of Authorization has been approved by the FAA recognizing the program as public operating program. Concept of Operations manual has been established. Monthly flight log spreadsheets ready to include data. Training has been completed with Hyllo representative on the AG230 system. The low altitude hover test was completed to check flight readiness. Ground Control Station has been connected and systems checked. Created training modules for staff who help as visual observers to maintain line of sight. Coordinated with Community Relations to determine an aerial notification process. Completed mapping of potential treatment areas. Lift is operational, generators checked and functional. Program van has been ordered. Tested communication radio that listens to FAA tower and created maintenance spreadsheets. Drone videos and photos were presented. An inspection drone is needed in the future to provide the ability to identify small production areas and provide precise treatment.

## IX. Director’s Report

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

- On fixed wing mission was conducted on January 7<sup>th</sup> treating 871 acres; historic average is 625 acres.
- No drone treatment scheduled.
- Performed 1 ULV mission, totaling 13.64 miles; historic average of 90 miles.

- Received 10 service requests, historic average of 15 (1 via email, 7 via web, 2 by phone); last received January 12<sup>th</sup>.
- No local arbovirus activity reported for the month and Statewide is very low.
- Science working on 3 ongoing research projects; with 1 being completed and 1 with potential funding from the American Heartworm Society.

**X. Commissioner’s Comments**

Commissioner Kirkland – Asked what is being done about the empty Commissioner seat. Claudia explained that Commissioner’s Erpenbeck’s resignation was forwarded to FDACS and Governor’s office. FDACS communicated that the team reviewed the district’s bylaws and advised us to communicate with Erpenbeck requesting him to submit a resignation letter directly to the Governor’s office. No response from the Governor’s office as of today.

Commissioner Broda – Learned at the Dodd mosquito control education class in January that the deadline for independent special district to comply with new ADA website requirements is April 26, 2027 not April 2026. Board books and meeting videos were removed from the district website prematurely in an effort to protect the taxpayers and district from ADA lawsuits. Attorney Amos recommended a phased approach to reloading material onto the website. Commissioner Broda requests that the district’s website reflect a message stating that meeting videos or any material not ADA compliant are available upon request. The matter should be considered further at the next board meeting.

**XI. Upcoming Meetings**

- Regular Board Meeting – March 10<sup>th</sup>, 2026
- AMCA Annual Meeting – March 22-27<sup>th</sup>, 2026

**XII. Adjournment**

Commissioner Kirkland made the motion to adjourn. Commissioner Broda seconded; the meeting was adjourned at 3:52 pm.

Attest: \_\_\_\_\_