

## Regular Board Meeting Minutes – Approved

Indian River Mosquito Control District  
March 10, 2026 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on March 10, 2026, at the District Office.

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

**Visitors:** Terry McGinn, Daniel Anderson (Mauldin & Jenkins)

**Staff:** Claudia Alvarado (CFO/Acting Executive Director), Tamar Rivera (HR Director), Kevin Kinney (Director of IT and Maintenance), Todd Hingle (Coastal Supervisor), 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 9:00 AM.
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda**
- IV. **Approval of Meeting Minutes (Attachment A)**

Commissioner Broda requested the addition of “Salary” to the deal-breakers on the last page of February 6, 2026 special call meeting minutes.

**Commissioner Kirkland made the motion to approve February 6, 2026, special call meeting minutes as amended. Commissioner Broda seconded; motion passed.**

**Commissioner Broda made the motion to approve February 10, 2026, regular meeting minutes. Commissioner Kirkland seconded; motion passed.**
- V. **Financial Report (Attachment B)**

**Commissioner Kirkland made the motion to accept and file the financial report for the month ending February 28, 2026 for audit. Commissioner Broda seconded; motion passed.**
- VI. **Public Comment** - Terry McGinn questioned if Executive Director resumes are publicly available.
- V. **Old Business**
  - A. **Merit Policy Revision (Attachment C)**

Tamar, HR Director, requested to amend *Eligibility Criteria, 1.) Disciplinary Status* of the merit policy, indicating that verbal warnings are a corrective action not disciplinary. Staff would like employees to have an opportunity to correct a verbal warning.

**Commissioner Kirkland made the motion to approve the merit policy revision as proposed. Commissioner Broda seconded; motion passed.**
- VI. **New Business**
  - A. **Financial Audit FY 2024-2025 (Attachment D)**

Daniel Anderson, Mauldin & Jenkins auditing firm, presented the Audited Financial Statements for Fiscal Year 2024-2025. The audit resulted in an unmodified opinion with no findings noted. There were no unrecorded or passed audit adjustments.

**Commissioner Kirkland made the motion to accept the Mauldin & Jenkins Financial Audit ending September 2025. Commissioner Broda seconded; motion passed.**
  - B. **January 2026 Bank Reconciliation (Attachment E)**

Claudia presented the bank reconciliation for January 2026, as a temporary internal control measure.

**Commissioner Broda made the motion to approve January 2026 Bank Reconciliation as presented. Commissioner Kirkland seconded; motion passed.**

**C. February 2026 Bank Reconciliation and Monthly State Reports (Attachment F)**

Claudia presented the bank reconciliation for February 2026. Monthly State Reports were reviewed and accepted under *Financial Report* item.

**Commissioner Kirkland made the motion to accept February 2026 Bank Reconciliation. Commissioner Broda seconded; motion passed.**

**D. Aerial Larviciding Contract Renewal (Attachment G)**

Claudia presented the aerial larviciding contract renewal for fixed-wing aerial larviciding application services, which reflects a less than 5% increase. Staff recommends the approval of the one-year renewal option.

**Commissioner Kirkland made the motion to approve the renewal of the aerial larvicide contract, starting May 1, 2026 through April 30, 2027. Commissioner Broda seconded; motion passed.**

**E. Aerial Adulticiding Contract Renewal (Attachment H)**

Claudia presented the aerial adulticiding one-year contract renewal, for aerial adulticiding product application services, commencing May 1, 2026 through April 30, 2027. Proposed charge increase is no more than 4.3%. This contract is used for emergency services only.

**Commissioner Kirkland made the motion to approve the renewal of the aerial adulticiding contract, starting May 1, 2026 through April 30, 2027. Commissioner Broda seconded; motion passed.**

**F. Local and State Budget Amendment, Resolution No. 2026-002 & 2026-003 (Attachment I)**

Claudia presented Local Budget Amendment #2 and Resolution No. 2026-002 reflecting a transfer of \$45,000 from contingency to operating expense line to cover legal fees and a transfer of \$9,584 from repair and maintenance to capital expense line to capitalize an emergency repair. The amendment does not change the bottom line.

**Commissioner Broda made a motion to approve Local Budget Amendment #2 and Resolution No. 2026-002. Commissioner Kirkland seconded; motion passed.**

Claudia presented State Budget Amendment #1 and Resolution No. 2026-003 reflecting a transfer of \$738 from contingency to chemical expense line. Staff recommend closing the State bank account once the funds are exhausted since the account is no longer needed and to avoid \$50 monthly fee.

**Commissioner Kirkland made the motion to accept State Budget Amendment #2, Resolution No. 2026-003, as staff recommends. Commissioner Broda seconded; motion passed.**

**G. ADA Discussion**

Commissioner Broda thanked staff for adding verbiage to the district's website on how to request board books and videos, which helps with transparency concerns. Commissioner Broda asked legal counsel what the impediments are to make the board books and videos available on the district website. Attorney Amos referenced the Web Content Accessibility Guidelines (WCAG), under the ADA and suggested using the website [Section508.gov](https://www.section508.gov), which has tools to implement the WCAG requirements; each individual type of formatting needs to

be analyzed; there is no objection in complying and does not want to make global determination to publish documents; videos need to be independently analyzed. Johanna, Community Relations Director, explained that Doc Access on Streamline software will create the ADA format and assist in any type of document adjustment or ADA help. The software will change the format once loaded. The service covers 10,000 pages per month. Commissioner Broda requested uploading Board Books starting next month. Attorney Amos recommended uploading documents if the content passes and there is sufficient time to screen before the next meeting.

**Commissioner Broda made a motion requesting future Board Books be posted on the website as long as Doc Access creates ADA compliant files and staff have available time to review.** Attorney Amos requested that if content does not pass the software, content should be omitted and noted on the website that content is available upon request. **Commissioner Broda amended the motion to post future Board Books on website using software ensuring ADA accessibility, if staff have time, and if content cannot be posted include verbiage that explains the omission and how the viewer can request documents.** Commissioner Kirkland seconded; motion passed.

H. **Executive Director Interview Questions (Attachment J)**

Tamar, HR Director, requested the Board to schedule a Special Call meeting on March 23<sup>rd</sup> to present finalized rubrics submitted by the Employment Selection Committee and select candidates to interview on March 30<sup>th</sup>-31<sup>st</sup>. This would allow time to background screen candidates prior to interviews.

Board set Special Call Meeting along with Employment Selection Committee on March 23, 2026 at 1:30 PM. Agenda items are as follows:

- Review and Selection of Executive Director Candidates for Interview
- Employment Selection Committee Comments
- Interview Questions Review
- Hiring Analysis Discussion

Tamar handed out copies of interview questions that were submitted by Staff, Board, and Employment Selection Committee. Tamar and Attorney Miklas previously reviewed the interview questions. Attorney Miklas recommended that the same questions are asked to all candidates for consistency. Commissioner Broda added an interview question "How would you recommend the district respond to an emergency outbreak of a mosquito transmitted disease?"

Attorney Miklas suggested adding point values to score each interview question. Each applicant's response to a question will be graded between 1 and 10 points. Tamar will be adding a column for grading and a section to add notes for each question.

Legal Counsel provided guidance on how to handle an interview question answered with a question. Todd, Coastal Supervisor, indicated that interview question number 10 and 26 were the same. Question 10 will be stricken. Discussion ensued in regard to adding an emergency outbreak interview question.

Tamar questioned whether candidates can be interviewed through an online platform. Kevin, IT Director, indicates that the district is signed up Microsoft Teams, but Zoom may be used. Claudia questioned whether the interview ad needed to be reposted to include the use of an

online platform. Attorney Amos indicated that it is not necessary to advertise the use of an online platform, only the agenda must be advertised.

Attorney Miklas suggested adding a time limit on some of the interview questions. Tamar will be scheduling interviews in 1.5-hour increments. Discussion ensued regarding the addition of a salary interview question. Commissioner Broda requested to add an additional question: "When are you able to start?"

Terry, member of the public, questioned whether negotiations with candidates would be public. Legal Counsel indicated that negotiations will be made public either through public meeting or making negotiation documents available upon request. Discussion ensued regarding negotiation methods.

Commissioner Broda requested that the Board be informed, via email, of any public records request made.

#### **IX. Director's Report**

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

- No fixed wing or drone missions were scheduled.
- No ULV missions were scheduled.
- Experiencing drought throughout the State. Rainfall was less than half an inch.
- Landing rates 0-1 on all locations.
- Received 3 service requests all by phone, historic average is 11; all responded to within two business days.
- Inland continues to train inspectors.
- Ecology/Permanent Control have been working on installing new culverts; working with Indian River Land Trust, supplied 50 loads of coquina fill to support two culverts installations at Water Tower. Crew will be installing a culvert at North Bills.
- Community Relations engaged in four different events, with four coming up in March.
- Facebook followers are now at 338; YouTube subscribers increased to 23 subscribers; top post was regarding taxpayer funding posted on Facebook on February 12<sup>th</sup>; District Website had 57,520 page views; 78 subscribers to new monthly email list; held one education event; working on releasing a newsletter starting April 1st.
- Human Resources – one open position (Impoundment Operator); new hire resigned; participated at the Treasure Coast Legal Update on February 19<sup>th</sup>.
- Science- No arbovirus activity for the district; Statewide two chickens reported for West Nile Virus; 10 travel-related Dengue cases; Fellsmere Jules area had an increase in *Culex salinarius* species due to cold weather. Research/Projects: developed a new 3D printed trap for mosquito saliva collection. Sewer underground trapping continued, *Culex quinquefasciatus*, gravid females reported on the East and wider diversity moving West but mostly *Culex nigripalpus* in VLE. Resistance testing – truck trial testing completed with Kontrol 30-30 using four *Culex quinquefasciatus*, mixed mortality, more testing needed. Submitted publication, if accepted will be published in the AMCA journal.

#### **X. Commissioner's Comments**

Commissioner Broda – Thank all Staff for all the extra effort, appreciates the patience with this transition

Commissioner Kirkland – Thanked Staff

**XI. Upcoming Meetings**

- AMCA Annual Meeting – March 22<sup>nd</sup>- 27<sup>th</sup>, 2026
- Special Board Meeting – March 30<sup>th</sup>, 2026 at 9 AM
- Special Board Meeting – March 31<sup>st</sup>, 2026 at 9 AM
- Regular Board Meeting – April 14<sup>th</sup>, 2026 at 9 AM

**XII. Adjournment**

Commissioner Kirkland made the motion to adjourn. Commissioner Broda seconded; the meeting was adjourned at 10:46 AM.

Attest:  