

## Special Board Meeting Minutes –Draft for Approval

Indian River Mosquito Control District  
April 14, 2026 @ 9:00 am

The Indian River Mosquito Control District Board of Commissioners held a special board meeting on April 14, 2026, at the District Office.

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

**Visitors:** Margaret Kubicek, Terry McGinn, Judy Avril, K. Strawderman, and Isik Unlu (via phone)

**Staff:** Claudia Alvarado (Chief Financial Officer), Kevin Kinney (Director of IT and Maintenance), Kyle Kosinski (Director of Science), Todd Hingle (Coastal Supervisor), Daniel Long (Aerial Supervisor), Bruce Stevens (UAS Pilot), Mel Pacot-Stansberry (Communications Coordinator), Johanna Avril (Community Relations Director), Brandon Chadwick (Ecologist), and Morel Jules (Education Specialist)

**Legal Counsel:** Paul Amos (Lowndes Law) 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**

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

**Commissioner Kirkland made the motion to approve February 19, 2026, special meeting minutes. Commissioner Broda seconded; motion passed.**

**Commissioner Kirkland made the motion to approve March 5, 2026, special meeting minutes. Commissioner Broda seconded; motion passed.**

**Commissioner Kirkland made the motion to approve March 10, 2026, regular meeting minutes. Commissioner Broda seconded; motion passed.**

**Commissioner Kirkland made the motion to approve March 23, 2026, special 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 March 31, 2026 for audit. Commissioner Broda seconded; motion passed.**
- VI. **Public Comment - none**
- VII. **Old Business**
  - A. **Executive Director Employment Contract**

Candidate for Executive Director, Isik Unlu, participated via phone and provided contract comments previously via Email to Attorney Miklas; the Board discussed the following comments:

    - Requested two-year contract; Board agreed.
    - Requested same or similar: paid time off to carryover, capped at 480; once the cap is met, the overage is paid out; Attorney Miklas explained that with a two-year contract it would naturally be capped. Board agreed.
    - Requested involuntary termination subject to unanimous vote; Board declined and kept as majority vote.

The Board proceeded to discuss Isik's written request to provide her with a year to assess potential improvements, get to know the team and program dynamics in order to accomplish the KPIs. Attorney Amos indicated that the KPIs are not goals to meet but are used to assess the Executive Director's performance. The Board explained that they would be understanding if under circumstances beyond their control would result on some KPIs not being met even though the Executive Director did a great job, for example a hurricane.

Isik requested to change submittal of the performance reports to the Board from quarterly to yearly. Board agreed with the understanding that there is a lot to learn in the first year. Isik thanked the Board for understanding. Attorney Miklas suggested adding to the contract that the report is due within nine months during the first contract year; and 6 months after the commencement of the second contract year.

Commissioner Borda suggested making a motion regarding the contract before reviewing all KPI's.

**Commissioner Broda made a motion to amend the contract for 2 years, remove language about PTO "does not carryover; use it or lose it", maintain involuntary termination as majority vote not unanimous.** Attorney Miklas requested a start date and whether Isik would commence remotely. Isik is available to start May 18, 2026 ending the contract on May 18, 2028.

**Commissioner Broda amended the motion to add May 18, 2026 as the start date and May 18, 2028 as the end date. Commissioner Kirkland seconded; motion passed.**

Attorney Miklas questioned whether the start date is in-person or virtual and if so, requested when she would start physically to add to the contract. The Board requested Isik to be physically present as soon as possible no later than July 15, 2026.

The Board continued and negotiated the salary. Isik explained that she researched Florida mosquito districts and is requesting an annual salary of \$170,000. The previous Executive Director earned a salary of \$156,234 and the salary range for the advertised position was \$112,840 to \$197,849. The Board recognizes that Isik has extensive experience in operational mosquito control, a PHD, and demonstrated leadership in the mosquito control community. A compensation study will be done later in the year and would consider an adjustment if the midpoint salary is out of sync. The current salary in the budget of \$156,234 will be entered in the contract for Isik to consider.

**Commissioner Broda made a motion to offer the existing Executive Director salary of \$156,234. Commissioner Kirkland seconded; motion passed.**

The Board proceeded to review Isik's written comments regarding KPI's . The Board agreed to make the following changes addressing Isik's comments:

- Change "quarterly" performance report to the Board to "annual"; the first year in nine months and the second year in six months
- Remove "Budget Management" Category – "Budget variance" KPI
- Change "Budget Management" title to "Insurance Management"
- Remove "average resolution ≤ 60 days" from Insurance Claims – Timely Reporting and resolution of insurance claims
- Change "monitored" to "serviced" for Service Coverage – Percent of district area
- Change "efficiency" to "gallons used" for Fleet Management – Fuel efficiency compared to prior year -

- Remove “annually” from Grants & Funding – Number of external grants secured

**Commissioner Broda made a motion to ask Attorney Miklas to update the KPI’s to reflect the changes discussed. Commissioner Kirkland seconded; motion passed.**

## VIII. New Business

### A. **March 2026 Bank Reconciliation** (Attachment C)

**Commissioner Broda made a motion to accept the March 2026 Bank Reconciliation as presented. Commissioner Kirkland seconded; motion passed.**

### B. **Fixed Wing Larviciding Services Agreement Amendment** (Attachment D)

Jeff Summersill reached out to the district indicating that he is being charged a daily airport use fee and requested an amendment to the Fixed Wing Larviciding Services Agreement to add an airport fee of \$395 plus county surtax fee, applied only when services are rendered to Indian River Mosquito Control District.

**Commissioner Kirkland made a motion to approve Staff’s recommendation to approve the Fixed Wing Larviciding Services Agreement Amendment. Commissioner Broda seconded; motion passed.**

### C. **Oyster Bar/Beachside Subdivision Easement Discussion** (Attachment E)

Project manager, Margie Kubicek, from Florida Land Consulting presented the request for easement modification to Lot 17 at the Oyster Bar/Beachside Subdivision and provided the plat map to Attorney Amos and the Board. Brandon Chadwick, Ecologist, indicated that IRMCD’s easement is located southwest side of a cold de sac. The boundary line pointed out by Margie is a wetland boundary line determined by the U.S. Army Corps and not IRMCD. Attorney Amos stated that more information is required; specifically, a certified survey of the plot. The surveyor would be able to indicate where all the easement lines are on the property. Attorney Amos indicated that the district does not have jurisdiction over the U.S. Army Corp wetland determinations.

### D. **Employee Handbook Policy Review** (Attachment F)

Tamar presented changes and additions to the Employee Policy Manual.

#### 1. **Public Health License Cost (add section)**

**Commissioner Broda made a motion to accept the changes to the Public Health License policy. Commissioner Kirkland seconded; motion passed.**

#### 2. **Compensatory Time (update section)**

**Commissioner Broda made a motion to accept the changes to the Compensatory Time Policy. Commissioner Kirkland seconded; motion passed.**

#### 3. **Sick Leave Donation (add section)**

**Commissioner Kirkland made a motion to approve Staff’s recommendation to implement the Sick Leave Donation policy. Commissioner Broda seconded; motion passed.**

### E. **Award RFP 2026-01 HR: Compensation Study** (Attachment G)

Tamar presented the results of the compensation study, listing seven bids received: Cody & Associates, Ironwood Business Consulting, JER HR Group, McGrath HR Group, Monarch HR Solutions, Rehmann, and Synergized HR, LLC. Staff’s recommendation is to award Cody &

Associate's. Commissioner Broda indicated that Cody & Associate's previously conducted two separate salary surveys. Once when Doug Carlson was the Executive Director and a second study when Sherry Burroughs was the Executive Director. The Board was not happy with Cody & Associates, and neither was Sherry with the supplementary update. Commissioner Broda does not want to use Cody & Associates again given the Board's experience. She noted that there was a large variance in cost, three bids came in at around eight thousand dollars and the others ranged from \$25-50 plus thousand dollars. Judy Avril, public member, indicated she was employed by the district when the first Cody survey was done and had to collate all their information and produce her own documents. Tamar indicated she received feedback from staff indicating they did not like Rehmann's salary structure. The Board requested to see all the proposals and a memo of staff's concerns about using Rehmann.

**F. Merit Increase for Senior Staff (Attachment H)**

All Staff received merit increases effective April 1st after concluding the evaluation period except for Senior Staff. Prior to the departure of the Executive Director, the merit policy had not yet been approved by the Board and the new evaluation form had not been implemented. Three Senior Staff employees received completed evaluations using the prior form-without merit calculations. The remaining four received summary evaluations. The evaluations did not indicate whether the Senior Staff would receive a merit increase. Tamar is seeking direction from the Board on how to proceed with merit increases; should staff wait for the new director to receive a merit or based on the work done in the absence of the Executive Director would the Board would oversee the merit. Claudia evaluated Senior Staff for the time period she has been Acting Executive Director. She is the only one without an evaluation within that period. Commissioner Broda stated that since Claudia has been doing a good job serving as Acting Executive Director and has been closely working with the Board, she recommended giving the full 3% merit increase.

**Commissioner Broda made a motion to give Claudia the full 3% merit increase.**

**Commissioner Kirkland seconded; motion passed.**

Commissioner Broda stated that it was very hard to know for other Senior Staff members, since very few contact is made. She questioned if it would be appropriate to work with Claudia to review what paperwork is present and if they qualify for that merit raise for that to be given to them retroactively. Attorney Miklas stated it would be appropriate so staff would not be punished for not having standardized evaluations. Claudia confirmed whether she would be comparing both the evaluations submitted by the previous Executive Director and her evaluations to come up with a merit percentage to recommend to the Board. Board agreed.

**Commissioner Broda made a motion that Claudia review the prior and current documentation regarding the Senior Staff employees and make a decision about merit increases for Board approval with the recognition that those would be retroactive.**

**Commissioner Kirkland seconded; motion passed.**

**G. Feasibility Study (Attachment I)**

Claudia presented the Feasibility Study prepared by EDB Architects providing a 10-year lookout. Senior Staff meet to review the results and created a recommended modification to the Administrative Building, on a PDF provided to the Board, to meet current needs and

build sooner than the 10 years given the current situation of overlap in offices. She indicated that a decision on a path forward, but that cost would be included in the CIP plan either as reserve or construction cost. Claudia recommended pushing the CIP Plan presentation to the Board to June instead of May for the incoming Executive Director to have an opportunity to review. The Board thanked Staff for working on the plan and design.

**H. Strategic Plan Quarter 2 Update (Attachment J)**

Claudia presented the Strategic Plan Quarter 2 update. Portions highlighted in yellow are changes that Staff made that better reflects actual results or goals.

**I. Community Relations Quarter 2 Update**

Johanna presented the Community Relations Quarter 2 update.

- Implemented and completed age-appropriate lesson plans for second grade students
- Facebook gained 125 new followers; top post continued to be treatment notifications and educational materials. YouTube stated steady with 23 subscribers.
- Provided a list of Outreach Programs staff attended.
- The district website reached 157,000 page views. Engagement time averaged 21 seconds for active users.
- Streamline provided details on ADA compliance. The current package allows for 4,000 pages for transcription and increases every month by 5%. Staff were unable to remove pages to make room for new ones since each page is treated as a unit and once transcribed for ADA that page created is considered a credit used. At the next Board meeting, an agenda item will be added to discuss options on how to proceed. The current Board packet was not uploaded to the website due to the ADA document page capacity.

**J. Science Quarter 2 Update**

Kyle Kosinski, Director of Science, presented the Science Quarter 2 update.

- Collaborating with FMEL on three research papers; submitted two grants; provided five letters of support.
- Chicken coupes and labs have been updated.
- Staff is participating in various committees; Shawna -Young Professionals Committee, Tyler- Endangered Species Act Committee, and Kyle – Clean Water Act Committee
- Baseline linked across the county for resistance; paper is in the works.
- New product testing in the next quarter: Nature-Cide and Remo Tri.
- Jasmine attractant research paper is under review.
- Sewer traps were placed underground at Beachside and Inland areas.
- Working on 3D printed trap.
- ULV conducted truck trail testing with Kontrol 30-30 showed similar resistance results as Permethrin bottles.
- Surveillance traps have been reduced some.
- Science team reported mosquito issues at New Shrimp Farm – SyAqua; salinity levels tested at 5%.

**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.

- Fixed Wing: Two missions were conducted treating 2,475 acres on March 2-3rd and 2,443 acres on March 21st. Historic average is 1,120 acres.
- No drone treatment scheduled.
- Max Tide: 28.5 in. at St. Christopher on 3/30
- Max Monthly Rainfall: 5.2 in. at Oyster Bar Impoundment
- Airport Rainfall: 1.77 in.
- Landing Rates: 20-30 at Vicker's Marsh and Inland Impoundment. Below 10 at all other locations.
- ULV: Conducted 3 missions, totaling 154 miles. Historic average is 189 miles
- Service Requests: 24 received (1 email, 10 website, and 13 phone); 18 spray requests and 6 inspections; all responded within 2 business days. Historic average is 27.
- Sebastian Inlet is the next impoundment scheduled for improvements; pump converted to water lube and electrical equipment is scheduled to be relocated.
- Due to permitting challenges Living Shoreline has been postponed.
- Impoundment Operator position remains open.

**X. Commissioner's Comments**

Commissioner Kirkland – Requested to change the June Regular and OPEB Board Meeting to June 5<sup>th</sup> at 9 am and thanked all staff.

Commissioner Broda – Thanked the staff for their hard work and indicated that the Ethics Commission complaint filed by Commissioner Erpenbeck was dismissed when it was reviewed at their March meeting.

A Special Board meeting will be advertised for either May 4<sup>th</sup> or May 7<sup>th</sup> at 1:30 pm, depending on Isik's availability to finalize contract negotiations.

**XI. Upcoming Meetings**

- AMCA Annual Washington Conference – May 12<sup>th</sup>-13<sup>th</sup>, 2026
- Regular Board Meeting – May 19, 2026 at 9 am
- Regular and OPEB Meeting – June 5, 2026 at 9 am
- FASD Annual Conference – Orlando, FL – June 7-11, 2026
- FGFOA Annual Conference – Orlando, FL – June 13-17, 2026

**XII. Adjournment**

Commissioner Kirkland made the motion to adjourn. Commissioner Broda seconded; the meeting was adjourned at 11:43 am.

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