

## Special Board Meeting Minutes –Draft for Approval

Indian River Mosquito Control District  
May 19, 2026 @ 9:00 am

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

**Present:** Janice Broda (Chair), Anna Kirkland (Vice Chair), Thomas Lowther (Secretary/Treasurer)

**Visitors:** Jon Pine, Micheal Hart, Richard Kirkland, and Isik Unlu (via phone)

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

**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. **Recognition of Governor’s Appointment**  
Thomas Lowther was recognized as Commissioner appointed by the Governor.
- IV. **Approval of the Agenda**  
**Commissioner Kirkland made the motion to approve the agenda. The Board unanimously approved; motion passed.**
- V. **Approval of Meeting Minutes (Attachment A)**  
**Commissioner Kirkland made the motion to approve April 2, 2026, special meeting minutes with the last name correction. The Board unanimously approved; motion passed.**  
**Commissioner Kirkland made the motion to approve April 14, 2026, regular meeting minutes. The Board unanimously approved; motion passed.**
- VI. **Financial Report (Attachment B)**  
**Commissioner Kirkland made the motion to accept and file the financial report for the month ending April 30, 2026 for audit. The Board unanimously approved; motion passed.**
- VII. **Public Comment - none**
- VIII. **Old Business**
  - A. **Executive Director Employment Contract (Attachment C)**  
Executive Director candidate, Isik Unlu, participated via phone and provided the signed contract previously via email to Attorney Miklas. FDACS was notified and requested a letter of recommendation, resume, and three references to be considered the program director. Commissioner Lowther questioned legal counsel whether he was able to move or postpone the agenda item to review the contract and meet Isik since he was appointed May 8<sup>th</sup> and the contract was finalized on May 5<sup>th</sup>. Attorney Amos explained that the contract is executed and no changes were being voted on today.
  - B. **Award RFP 2026-01 HR: Compensation Study (Attachment D)**  
Tamar read the memo provided to the Board into the record and recommended awarding Synergized HR, LLC. Discussion ensued regarding Staff concerns on the compensation study completed by Rehmann in 2022. Synergized HR, LLC proposed a fee of \$6,500 and Tamar requested the full budgeted amount.

**Commissioner Kirkland made a motion to approve Staff's recommendation on the compensation study to award Synergized HR, LLC.** Commissioner Broda would like to add not to exceed the budget amount of \$8,000. **Commissioner Kirkland amended her motion to add "not to exceed \$8,000". The Board unanimously approved; motion passed.**

**C. Merit Increase Approval for Senior Staff (Attachment E)**

Claudia presented the Board with merit increase recommendations for Senior Staff retroactive to April 1<sup>st</sup>. Commissioner Lowther questioned the variance of the merit increase numbers. Claudia explained that the numbers are based on evaluations. At the previous Board Meeting, the Board directed Claudia to provide merit recommendations for up to 3% since the past Executive Director used forms that did not calculate merit percentages.

**Commissioner Lowther made a motion to accept the merit increase recommendations as presented. The Board unanimously approved; motion passed.**

**VIII. New Business**

**A. April 2026 Bank Reconciliation (Attachment F)**

**Commissioner Lowther made a motion to accept the April 2026 Bank Reconciliation as presented. The Board unanimously approved; motion passed.**

**B. ADA Doc Access (Attachment G)**

Johanna presented the Board with Doc Access software plans to continue posting ADA compliant documents on the district website since the current plan is maxed out on credits and only allows for 5% additional pages each month. Attorney Amos suggested the Board find out if the insurance provider covers law and ordinance under the General Liability policy and whether it includes cost of defense. The Board discussed options and requested Johanna to present other vendor options at the July 14<sup>th</sup> Board meeting.

**Commissioner Broda made a motion to ask Staff to investigate the matter further and provide more information at the next Board meeting. Commissioner Lowther seconded.**

Claudia reminded the Board that the next meeting will be in two weeks and perhaps it would be best to provide at the July 14<sup>th</sup> meeting. Commissioner Lowther indicated that he will be participating virtually at the June 5<sup>th</sup> Board meeting. **Commissioner Broda amended the motion to state "at the July Board Meeting". The Board unanimously approved; motion passed.**

**C. Surplus Property (Attachment H)**

Claudia presented a list of IRMCD assets deemed to be in poor condition or obsolete and is seeking authorization to declare the assets surplus property.

**Commissioner Lowther made a motion to accept Staff's recommendation. The Board unanimously approved; motion passed.**

**IX. Director's Report**

A copy of the Board Report was provided to each Commissioner. Claudia provided an overview of the monthly report.

- Aerial: Fixed Wing: four missions were conducted treating 5,632 acres. Historic average is 1,838 acres. No drone treatment scheduled.
- Max Tide: 36.25 in. at St. Christopher on 4/09
- Max Monthly Rainfall: 9.15 in. at S. Knights; Airport Rainfall: 8.13 in.

- Landing Rates: 30 at Oyster Bar and the Moorings, 20 County line, Fritz Island and Inlet impoundment, 10 at Sandpoint impoundment, Fretwell Island, and Vero Shores impoundment.
- Tires Collected: 2
- ULV: Conducted 30 missions, totaling 424 miles. Historic average is 394 miles
- Service Requests: 63 received (1 email, 35 website, and 27 phone); 57 spray requests and 6 inspections; all responded within 2 business days. Historic average is 70.
- Permanent Control: Sebastian Inlet's pump was converted to water lube, and electrical equipment has been relocated. Sand Point pump had an emergency repair after the discharge pipe refused to seal and as a result lost 8 inches of water level overnight; repaired April 20<sup>th</sup>. April 2026 water quality testing event 30 was successful and marked the first wet season testing for this season.
- Community Relations attended 8 events and have 3 upcoming. Facebook has 473 followers; the top post was the aerial notification on April 23<sup>rd</sup>. In April, the website had 53,040 page views which is an increase from the prior month, and 85 subscribers are on the email lists. The breakdown on viewers by city are as follows:
  - Top 10 cities
  - 1. Vero Beach, FL 24.9%
  - 2. Florida Ridge, FL 12.5%
  - 3. Sebastian, FL 12.1%
  - 4. Gifford, FL 7.4%
  - 5. Fellsmere, FL 3.4%
  - 6. Vero Lake Estates, FL 3.4%
  - 7. Port Saint Lucie, FL 3%
  - 8. Winter Beach, FL 2.3%
  - 9. Lakewood Park, FL 1.7%
  - 10. Wabasso Beach, FL 1.3%
- HR invited Management Staff to attend the Treasure Coast ½ Day Legal Conference and attended Payroll Law Training. There were three open position in the month of April. Currently, two offers have been made to Impoundment Operator applicants.
- Science – No arbovirus activity in the District; Statewide: 2 sentinels reported with WNV, 4 sentinels and 1 horse with EEE, 8 travel related DNV, 7 travel related CHIKV. Inland traps – The Highlands and district traps were similar to 3-year average. All other inland traps were doubled or more than average. Coastal traps – Vero Shores traps were similar to the 3-year average all other traps were higher with Regency being 2.5 times higher. Resistance testing continues. Malathion Resistant Gene Project revealed Vero Shores traps were similar to the 3-year average and all other traps were higher with Regency being 2.5 times higher. The Heartworm Grant Project was not awarded.

**X. Commissioner's Comments**

Commissioner Lowther – Reminded the Board that Isik requested reimbursement for travel and lodging expenses related to her first week of employment. Commissioner Broda recommended reimbursing travel to meet individually with Board Commissioners on the budget. Claudia indicated that Isik agreed to travel the week of June 21<sup>st</sup>. The Board indicated they would like to meet with Isik individually during her first week of employment as well.

**Commissioner Lowther made a motion to authorize Staff to book flights and hotel for Isik's travel. The Board unanimously approved; motion passed.**

Commissioner Lowther was impressed to have legal counsel present at the Board meeting allowing for legal recommendations to move items forward. Attorney Amos thanked Commissioner Lowther for his recognition.

Commissioner Lowther stated he received a phone call from Sheriff Flowers informing him that he had provided contact information to Mr. Dennis Lynch. Mr. Lynch reached out to Commissioner Lowther regarding low flying aircraft concerns. Commissioner Lowther responded requesting a phone call, but Mr. Lynch has not responded. He believes that Daniel Long, Aerial Specialist, is the best contact person at the district to respond to his concerns.

Commissioner Kirkland – Thanked Staff for going above and beyond and congratulated Science for their publication. Kyle indicated that there are more publications coming.

Commissioner Broda – Thanked Staff for being proactive. She has noticed the plane and ULV spray maps in response to tide and rain events.

**XI. Upcoming Meetings**

- Regular Board 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
- Regular Board Meeting – July 14, 2026 at 9 am

**XII. Adjournment**

Commissioner Lowther made the motion to adjourn. Commissioner Kirkland seconded; the meeting was adjourned at 9:42 am.

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