

South Walton County Mosquito Control District

REGULAR BOARD MEETING

September 17, 2019

Agenda

Call to Order

Invocation and Pledge

Introduction of New Employees

Approval of Minutes (motion)

Administration Items

1. Financial Reports for August 2019
2. Approval of Expenditures for August 2019
3. Manual and Policy Updates
4. Building update
5. Other

Legal

1. Attorney's Report/Approval of Invoice (**motion**)
2. Improvement District

Operations

1. Activity Report
2. Drainage
3. Other

Announcements

Seat 1- Commissioner John Magee

Seat 2- Commissioner Tim Norris

Seat 3- Commissioner Kristine Faulk

Restate New Action Items

Public Comments

Adjourn

REGULAR BOARD MEETING

August 20, 2019

The Board of Commissioners of the South Walton County Mosquito Control District held its Regular Board Meeting in the District Office at 774 North Highway 393, Santa Rosa Beach, Florida at 9:31 a.m. on August 20, 2019.

The Commissioners attending the meeting were Chairman John J. Magee, Kristine Faulk, and Tim Norris. Staff present: Director Harley Sampson Jr. and Office Manager Shirley Steele. Legal: Attorney Laura Donaldson and Holly Dincman.

The meeting opened with a Prayer and Pledge of Allegiance to the American Flag.

National Mosquito Day August 20, 2019

Minutes for July 9, 2019 Regular Board Meeting approved by Commissioner Faulk. Seconded by Commissioner Norris. The Board unanimously approved.

Minutes for July 10, 2019 Special Meeting-Budget Workshop approved by Commissioner Norris. Seconded by Commissioner Faulk. The motion was unanimously approved.

Administration

Financial reports including expenditures for July 2019 presented for approval. Motion was made to approve financial reports with expenditures for July 2019 by Commissioner Faulk. Seconded by Commissioner Norris. The motion was unanimously approved.

Building update- Task order II was signed and delivered to DAG. Task order III was initiated. A final floorplan was viewed and approved. We continue to be on schedule to break ground in December or January 2020.

AT&T vs Verizon- AT&T offers a dedicated platform for 1st responders AT&T First Net. Three local customers for First Net recommended the platform. Suggestion was made to run a trial with our programs to see how it works. That trial run will determine if we should move forward with this transition.

Commissioner Magee will be out of town for the October 15th meeting. November 12, 2019 Regular Board is a change date for the Regular Board Meeting.

Manson Bolves Donaldson Varn invoice 7515 for legal services received for \$3800.00 was submitted for payment. A motion was made by Commissioner Faulk to approve Invoice 7515 for Manson Bolves Donaldson Varn for \$3800.00. Seconded by Commissioner Norris. The motion was unanimously approved.

- Establish boundaries and education for the new Improvement District
- Place article in SoWal Live
- Resolution for the District from 1964
- Photos of the current ditches
- Contact the vendor to discuss FirstNet

A motion was made by Commissioner Norris, seconded by Commissioner Faulk to adjourn the meeting at 12:47 PM. Motion was unanimously approved.

John J Magee, Chairman

Kristine Faulk, Secretary

SPECIAL BOARD MEETING

September 4, 2019

A Special Meeting of the Board of Commissioners of the South Walton County Mosquito Control District was held at the headquarters office in Santa Rosa Beach, Florida at 5:05 p.m. The purpose of this meeting was to give all property owners subject to taxes within the District, the opportunity to appear before the Board, examine the Fiscal Year 2019-2020 Detailed Work Plan Budget, and to voice their objections, if any, to the adoption of a tentative millage rate and budget. This budget hearing is held pursuant to Chapter 388 and 200.065, Florida Statutes.

The Commissioners attending the meeting were John Magee, Timothy Norris and Kristine Faulk. Also attending were Director Harley Sampson, Jr and Office Coordinator Shirley Steele.

Chairman Magee stated that the proposed tentative millage rate is \$0.2400 per \$1,000 valuation, which is necessary to fund the local part of the budget. This millage rate is 6.24% greater than the rolled-back rate of 0.2259. The specific purpose for the increase over the rolled back rate is increased operational costs and future building construction.

A motion was made by Commissioner Faulk, second by Commissioner Norris to adopt the Tentative Millage Levy Resolution #2019-01, adopting a tentative millage rate of 0.2400 mills for fiscal year 2019-2020, which is 6.24% greater than the rolled-back rate of 0.2259. Motion passed unanimously. The time adopted was 5:06 p.m.

A motion was made by Commissioner Faulk, second by Commissioner Norris, to adopt the Tentative Budget Resolution #2019-02, adopting a tentative budget of \$6,701,575 for fiscal year 2019-2020. Motion passed unanimously. The time adopted was 5:07 p.m.

The Final Budget Hearing is scheduled for September 16, 2019 at 5:15 p.m., at the South Walton County Mosquito Control District Headquarters, to adopt a final millage rate and budget as required by Chapter 200.065, Florida Statutes.

Motion was made by Commissioner Norris, second by Commissioner Faulk to adjourn. Motion passed unanimously. Meeting adjourned at 5:09 p.m.

John Magee, Chairman

Kristine Faulk, Secretary

As of August 31, 2019

91.7%

		Local		
Receipts	Amt budgeted	Mthly Amt received	YTD received	% received
Ad valorem	\$3,921,332.00	\$249.12	\$3,931,413.52	100%
Misc. receipts	Interest	\$7,016.43	\$55,009.17	
	Tax Collector misc.		\$0.00	
	Misc	\$1,779.78	\$7,528.60	
	Total misc.	\$8,796.21	\$62,537.77	
	Total monthly receipts	\$9,045.33		
		YTD Total receipts	\$4,047,692.85	
Expenditures	Amount budgeted less Reserves	Mthly Amt expended	YTD expended	% expended
	\$2,665,073.72	\$97,955.46	\$1,805,830.19	68%

		State		
Receipts	Amount budgeted	Mthly Amt received	YTD received	% received
	Misc receipts		\$0.00	
	Interest	\$0.05	\$0.55	
	Misc. refunds		\$0.00	
	Total misc.	\$0.05	\$0.55	
	Total monthly receipts	\$0.05		
		YTD Total receipts	\$0.60	
Expenditures	Amount budgeted	Mthly Amt expended	YTD expended	% expended
	\$1,197.40		\$0.00	0%



Florida Department of Agriculture and Consumer Services
Division of Agricultural Environmental Services

MOSQUITO CONTROL MONTHLY REPORT

ADAM H. PUTNAM
COMMISSIONER

Section 388.341 F.S., Rule 5E-13.027, F.A.C.
Telephone: (850) 617-7995; Fax (850) 617-7969

Submit to:
Mosquito Control
3125 Conner Blvd, Bldg 6
Tallahassee, FL 32399-1650

COUNTY/ DISTRICT South Walton County

FISCAL YEAR: 2018-2019

MONTH: August

LOCAL FUNDS RECEIPTS AND BALANCES

ACCT NO	DESCRIPTION	Budgeted Receipts	Monthly Receipts	Receipts Year to Date	Balance to Be Collected
311	Ad Valorem (Current/Delinquent)	\$ 3,921,332.00	\$ 249.12	\$ 3,507,686.11	\$ 413,645.89
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ 4,000.00	\$ 7,016.43	\$ 40,297.61	\$ (36,297.61)
364	Equipment and/or Other Sales	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
369	Misc./Refunds (prior yr expenditures)	\$ 2,500.00	\$ -	\$ 5,748.82	\$ (3,248.82)
380	Other Sources	\$ 6,000.00	\$ 371.70	\$ 3,083.29	\$ 2,916.71
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 3,943,832.00	\$ 7,637.25	\$ 3,556,815.83	\$ 387,016.17
BEGINNING FUND BALANCE		\$ 2,409,044.99	\$ -	\$ -	\$ 2,409,044.99
Total Receipts & Balance		\$ 6,352,876.99	\$ 7,637.25	\$ 3,556,815.83	\$ 2,796,061.16

LOCAL FUNDS EXPENDITURES AND BALANCES

ACCT NO	Uniform Accounting System Transaction Code	Budgeted Expenditures	Monthly Expenditures	Expenditures Year to Date	Balance to Be Expended
10	Personal Services	\$ 853,645.82	\$ 81,258.71	\$ 626,145.56	\$ 227,500.26
20	Personal Service Benefits	\$ 512,869.27	\$ 1,779.78	\$ 247,818.48	\$ 265,050.79
30	Operating Expense	\$ 547,950.00	\$ 21,461.03	\$ 90,510.52	\$ 457,439.48
40	Travel & Per Diem	\$ 19,500.00	\$ 3,072.33	\$ 18,914.39	\$ 585.61
41	Communication Services	\$ 14,000.00	\$ 1,234.88	\$ 10,887.83	\$ 3,112.17
42	Freight Services	\$ 4,000.00	\$ 271.76	\$ 1,890.84	\$ 2,109.16
43	Utility Service	\$ 13,000.00	\$ 245.96	\$ 7,276.11	\$ 5,723.89
44	Rentals & Leases	\$ 53,450.00	\$ 275.61	\$ 1,868.66	\$ 51,581.34
45	Insurance	\$ 45,000.00	\$ -	\$ 39,454.99	\$ 5,545.01
46	Repairs & Maintenance	\$ 61,700.00	\$ 2,599.60	\$ 27,128.14	\$ 34,571.86
47	Printing and Binding	\$ 500.00	\$ -	\$ -	\$ 500.00
48	Promotional Activities	\$ 9,000.00	\$ -	\$ 3,435.13	\$ 5,564.87
49	Other Charges	\$ 5,275.00	\$ 183.60	\$ 3,087.66	\$ 2,187.34
51	Office Supplies	\$ 5,000.00	\$ 474.87	\$ 2,824.69	\$ 2,175.31
52.1	Gasoline/Oil/Lube	\$ 29,000.00	\$ 2,911.96	\$ 17,290.11	\$ 11,709.89
52.2	Chemicals	\$ 280,000.00	\$ 35,155.49	\$ 155,441.58	\$ 124,558.42
52.3	Protective Clothing	\$ 6,500.00	\$ -	\$ 979.82	\$ 5,520.18
52.4	Misc. Supplies	\$ 47,500.00	\$ 2,516.43	\$ 26,327.24	\$ 21,172.76
52.5	Tools & Implements	\$ 9,000.00	\$ -	\$ 1,500.06	\$ 7,499.94
54	Publications & Dues	\$ 8,000.00	\$ 450.00	\$ 4,312.61	\$ 3,687.39
55	Training	\$ 12,000.00	\$ -	\$ 3,404.00	\$ 8,596.00
60	Capital Outlay	\$ 2,982,671.00	\$ -	\$ 100,833.48	\$ 2,881,837.52
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 483,215.90	\$ -	\$ -	\$ 483,215.90
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 6,002,776.99	\$ 153,892.01	\$ 1,391,331.90	\$ 4,611,445.09
0.001	Reserves - Future Capital Outlay	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
0.002	Reserves - Self-Insurance	\$ 235,100.00	\$ -	\$ -	\$ 235,100.00
0.003	Reserves - Cash Balance to be Carried Forward	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00
0.004	Reserves - Sick and Annual Leave	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
TOTAL RESERVES ENDING BALANCE		\$ 350,100.00	\$ -	\$ -	\$ 350,100.00
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 6,352,876.99	\$ 153,892.01	\$ 1,391,331.90	\$ 4,961,545.09
ENDING FUND BALANCE		\$ -	\$ (146,254.76)	\$ 2,165,483.93	\$ (2,165,483.93)

By submission of this monthly report of receipts, expenditures, and balances, I attest it is true and correct.



Florida Department of Agriculture and Consumer Services
Division of Agricultural Environmental Services

MOSQUITO CONTROL MONTHLY REPORT

Submit to:
Mosquito Control
3125 Conner Blvd, Bldg 6
Tallahassee, FL 32399-1650

ADAM H. PUTNAM
COMMISSIONER

Section 388.341 F.S., Rule 5E-13.027, F.A.C.
Telephone: (850) 617-7995; Fax (850) 617-7969

COUNTY/ DISTRICT South Walton County

FISCAL YEAR: 2018-2019

MONTH: August

STATE FUNDS RECEIPTS AND BALANCES

ACCT NO	DESCRIPTION	Budgeted Receipts	Monthly Receipts	Receipts Year to Date	Balance to Be Collected
311	Ad Valorem (Current/Delinquent)	\$ -	\$ -	\$ -	\$ -
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ 2.00	\$ 0.05	\$ 0.29	\$ 1.71
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ -	\$ -	\$ -	\$ -
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 2.00	\$ 0.05	\$ 0.29	\$ 1.71
BEGINNING FUND BALANCE		\$ 1,195.40	\$ -	\$ -	\$ 1,195.40
Total Receipts & Balance		\$ 1,197.40	\$ 0.05	\$ 0.29	\$ 1,197.11

STATE FUNDS EXPENDITURES AND BALANCES

ACCT NO	Uniform Accounting System Transaction Code	Budgeted Expenditures	Monthly Expenditures	Expenditures Year to Date	Balance to Be Expended
10	Personal Services	\$ -	\$ -	\$ -	\$ -
20	Personal Service Benefits	\$ -	\$ -	\$ -	\$ -
30	Operating Expense	\$ -	\$ -	\$ -	\$ -
40	Travel & Per Diem	\$ -	\$ -	\$ -	\$ -
41	Communication Services	\$ -	\$ -	\$ -	\$ -
42	Freight Services	\$ -	\$ -	\$ -	\$ -
43	Utility Service	\$ -	\$ -	\$ -	\$ -
44	Rentals & Leases	\$ -	\$ -	\$ -	\$ -
45	Insurance	\$ -	\$ -	\$ -	\$ -
46	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -
47	Printing and Binding	\$ -	\$ -	\$ -	\$ -
48	Promotional Activities	\$ -	\$ -	\$ -	\$ -
49	Other Charges	\$ 25.00	\$ -	\$ -	\$ 25.00
51	Office Supplies	\$ -	\$ -	\$ -	\$ -
52.1	Gasoline/Oil/Lube	\$ -	\$ -	\$ -	\$ -
52.2	Chemicals	\$ -	\$ -	\$ -	\$ -
52.3	Protective Clothing	\$ -	\$ -	\$ -	\$ -
52.4	Misc. Supplies	\$ -	\$ -	\$ -	\$ -
52.5	Tools & Implements	\$ -	\$ -	\$ -	\$ -
54	Publications & Dues	\$ -	\$ -	\$ -	\$ -
55	Training	\$ 1,172.40	\$ -	\$ -	\$ 1,172.40
60	Capital Outlay	\$ -	\$ -	\$ -	\$ -
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ -	\$ -	\$ -	\$ -
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 1,197.40	\$ -	\$ -	\$ 1,197.40
0.001	Reserves - Future Capital Outlay	\$ -	\$ -	\$ -	\$ -
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ -	\$ -	\$ -	\$ -
0.004	Reserves - Sick and Annual Leave	\$ -	\$ -	\$ -	\$ -
TOTAL RESERVES ENDING BALANCE		\$ -	\$ -	\$ -	\$ -
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 1,197.40	\$ -	\$ -	\$ 1,197.40
ENDING FUND BALANCE		\$ -	\$ 0.05	\$ 0.29	\$ (0.29)

By submission of this monthly report of receipts, expenditures, and balances, I attest it is true and correct.

**South Walton County Mosquito Cont. Dis
Check Register**

For the Period From Aug 1, 2019 to Aug 31, 2019

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Acct	Amount
EFT	8/1/19	First Bankcard Services	102001	2,130.90
EFT	8/1/19	Florida Department of Revenue	102001	6,078.63
EFT	8/1/19	Trustmark	102001	23.60
EFT	8/2/19	American Family Life Assurance Company	102001	639.06
5192	8/6/19	Waste Management of NW Florida	102001	43.85
5191	8/6/19	Target Specialty Products	102001	7,677.00
5190	8/6/19	Retif Oil & Fuel LLC	102001	945.27
5189	8/6/19	Regional Utilities of Walton County	102001	65.61
5188	8/6/19	Publix Super Market, Inc.	102001	214.83
5187	8/6/19	Pro Health	102001	80.00
5186	8/6/19	Mediacom	102001	291.89
5185	8/6/19	MCES, LLC	102001	24.00
5184	8/6/19	Liberty National Life Insurance Company	102001	269.74
5183	8/6/19	Great Lake IPM	102001	127.08
5182	8/6/19	FedEx	102001	216.73
5181	8/6/19	Culligan Water Services	102001	142.15
5180	8/6/19	Coastal Equip Rental of South Walton	102001	281.70
5179	8/6/19	CenturyLink	102001	340.65
EFT	8/6/19	American Family Life Assurance Company	102001	639.06
EFT	8/6/19	American Family Life Assurance Company	102001	639.06
Direct deposit	8/7/19	Payroll 24	102001	20,137.61
EFT	8/8/19	Internal Revenue Service	102001	5,945.00
EFT	8/8/19	Florida Department of Revenue	102001	498.85
EFT	8/20/19	Blue Tarp Financial, Inc.	102001	196.39
Direct deposit	8/21/19	Payroll #25	102001	21,652.88
EFT	8/23/19	Florida Department of Revenue	102001	498.85
EFT	8/26/19	First Bankcard Services	102001	3,072.33
5195	8/27/19	Airgas	102001	122.48
5196	8/27/19	Amerigas - Crestview	102001	85.00
5197	8/27/19	Chad's Truck Repair, Inc.	102001	1,562.47
5198	8/27/19	Choctawhatchee Electric Cooperative	102001	27.04
5199	8/27/19	Clarke Mosquito Control Products, Inc.	102001	35,155.49
5200	8/27/19	Coastal Equip Rental of South Walton	102001	249.95
5201	8/27/19	DEX Imaging	102001	109.33
5202	8/27/19	Digital Maps	102001	15,000.00
5203	8/27/19	Employers Association Forum, Inc.	102001	450.00
5204	8/27/19	Fisher Scientific Company, LLC	102001	1,407.86
5205	8/27/19	Great America Financial Services	102001	153.13
5206	8/27/19	Guardian	102001	817.92
5207	8/27/19	Hand Arendall Harrison Sale LLC	102001	360.00
5208	8/27/19	Hydro Solutions Consulting, LLC	102001	265.38
5209	8/27/19	I Fix Computers	102001	92.50
5210	8/27/19	Liberty National Life Insurance Company	102001	269.74
5211	8/27/19	Manson Bolves Donaldson Varn, PA	102001	3,800.00
5212	8/27/19	Melhorn's Mini Market	102001	229.80
5213	8/27/19	Met Life Insurance Company	102001	217.67
5214	8/27/19	Quill Corporation	102001	474.87
5215	8/27/19	Retif Oil & Fuel LLC	102001	804.59
5216	8/27/19	South Walton Life	102001	320.00
5217	8/27/19	UniFirst Corporation	102001	465.04
5218	8/27/19	UNUM	102001	734.08
5219	8/27/19	Verizon Wireless	102001	605.28
5220	8/27/19	Walton County Board of Commissioners	102001	16,839.53
EFT	8/27/19	Internal Revenue Service	102001	6,975.56
EFT	8/29/19	John J. Magee	102001	450.00

**South Walton County Mosquito Cont. Dis
Check Register**

For the Period From Aug 1, 2019 to Aug 31, 2019

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Acct	Amount
EFT	8/29/19	Kristine Faulk	102001	450.00
EFT	8/29/19	Michael T. Norris	102001	450.00
Total				<u>161,817.43</u>