

South Walton County Mosquito Control District

REGULAR BOARD MEETING

December 19, 2017

Agenda

Call to Order

Invocation and Pledge

Administration Items

1. Financial Reports for Nov 2017
2. Approval of Expenditures for Nov 2017 **(motion)**
3. Engineering Consultants
4. Election of Officers **(motion)**
5. Other

Operations

1. Activity Report
2. Other

Announcements

1. 2018 Dodd Short Courses Jan 22-26 in Altamonte Springs
2. Other

Seat 1- Commissioner John Magee

Seat 2- Commissioner Tim Norris

Seat 3- Commissioner Ronnie Faulk

Restate New Action Items

Public Comments

Adjourn

REGULAR BOARD MEETING

November 21, 2017

The Board of Commissioners of the South Walton County Mosquito Control District held its Regular Board Meeting at the District Office at 774 North Highway 393, Santa Rosa Beach, Florida at 9:30 a.m.

The Commissioners attending the meeting were Timothy Norris, Ronald Faulk and John J. Magee. Also attending were Director Ben Brewer, Office Coordinator Geraldine Via and Hayward Dykes with Conerly, Bowman & Dykes, LLP.

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

A motion was made by Commissioner Magee seconded by Commissioner Faulk to approve the minutes of the Final Budget Hearing on September 18th and September 23rd 2017 Regular Board Meeting. Motion passed unanimously. A motion was made by Commissioner Magee seconded by Commissioner Faulk to approve the minutes of the October 17, 2017 Regular Board Meeting. Motion passed unanimously.

Director Brewer stated administrative items will include a phone call from Robert Neal Bluewater Wealth Strategies this morning regarding employee life insurance and also Mr. Hayward Dykes representing Conerly, Bowman & Dykes, LLP is available for any questions regarding his attorney application.

Mr. Dykes, from Conerly, Bowman & Dykes, LLP, stated he was present to answer any questions the Board may have. He had quoted a four hour flat rate of \$650 and approximately \$170 per hour thereafter. Director Brewer inquired about their experience with human resource issues. He also asked about issues with drainage and property owner right of way. Mr. Dykes stated his firm has experience in both areas. The Board thanked Mr. Dykes for his time and he left the meeting.

Director Brewer stated he has four attorney applications. The Board agreed to consider the attorney applicants and discuss at the next meeting.

Director Brewer suggested calling Mr. Robert Neale, Financial Professional, Registered Representative with Bluewater Wealth Strategies, LLC so he can explain the life insurance options he has available. At this time the District carries life insurance on employees in the amount \$40,000 and after 20 years of service the eligible employee will have the same amount of life insurance after retirement. After a certain age the available amount life insurance coverage decreases. Commissioner Magee asked if a comparison can be made with other districts on the

amount of life insurance policy for employees. Met Life has quoted a \$40,000 life insurance policy and it would cost \$14,000.

Director Brewer conference called Mr. Neale so he could speak to the Board and give some options for life insurance policies. He gave a history on his company. He explained the cash value on life insurance policies for employees. He recommends the District being the owner of the insurance policy. He explained the three parts of a life insurance policy, the owner (the employee or the district), the insured (employee) and the beneficiary. Next, he stated there is also flexible premium policy such as overfunding and building up cash value. For example for a younger employee with a policy with face amount of \$40,000, over funding means an over payment from paying increased premium. This will become cash value. He recommends paying life insurance policies off in a shorter period of time, such as a ten year pay policy. The coverage would then continue until death. Other scenarios included the ten pay permanent policy on all employees and a scenario for instance \$17,700 paid annual life policy all at one time. His company does not issue \$40,000 policies. The minimum policy amount is \$50,000. He suggested the District be listed as beneficiary for \$10,000 and the \$40,000 for the employee beneficiary. It would be like a premium return amount. The Board decided to go ahead and get the life insurance policy on Office Coordinator Geraldine Via and further discuss the options for the other employees.

Director Brewer asked Mr. Neale to go over the options for the policies for Geraldine Via. **A motion was made by Commissioner Magee seconded by Commissioner Faulk to approve the purchase of a ten year single pay \$50,000 life insurance policy for Office Coordinator Geraldine Via with annual payment to be paid in full next year. Motion passed unanimously.**

The Financial Report for October 2017 was presented.

Commissioner Norris asked for approval of the October 2017 expenditures. **A motion was made by Commissioner Magee seconded by Commissioner Faulk to approve the monthly expenditures list for October 2017 as presented. Motion passed unanimously.**

Director Brewer presented revised Local Budget Amendment #10, Account 311 Ad Valorem is increased by \$20.87 and Account 380 Other Sources increased by \$515.60 for a total increase of \$536.47. These monies will be placed in Account #49 Other Charges. **A motion was made by Commissioner Magee seconded by Commissioner Faulk to approve revised Local Budget Amendment #10 as presented. Motion passed unanimously.**

Director Brewer presented State Budget Amendment #3, increasing Account 369 Misc./Refunds (prior yr. expenditures) by \$3,188.20. These monies will be placed in Account #55 Training. **A motion was made by Commissioner Magee seconded by Commissioner Faulk to approve State Budget Amendment #3 as presented. Motion passed unanimously.**

Director Brewer presented State Budget Amendment #4, transferring \$5,000 from Capital Outlay to Account #41 Communication Services to be used for purchase of phones, cases and ipads/tablets for new system. **A motion was made by Commissioner Magee seconded by Commissioner Faulk to approve State Budget Amendment #4 as presented. Motion passed unanimously.**

Director Brewer suggested having the Employee Appreciation Luncheon at Marie's Bistro, Tuesday, December 19, 2017 at 12:00p.m. The Board agreed to do so.

Director Brewer asked for approval for two extra administrative days off for the upcoming holidays. After discussion, the Board approved the additional time off and decided upon December 22nd and December 29th. **A motion was made by Commissioner Magee seconded by Commissioner Faulk to approve the administrative days for December 22nd and 29th, 2017. Motion passed unanimously.**

Director Brewer presented the Activity Report for the month of October 2017. He stated the storm drains are finished and there were four positive chickens for West Nile and one positive Eastern Equine Encephalitis.

Director Brewer stated there has been approximately fifty three hours of roadside mowing this month. The goal is to have a much mowed as possible to help the Walton County Road Department catch up and also be ready to herbicide.

Director Brewer shared pictures of a bridge and some of the drainage work that has been done at the Stonegate subdivision.

Director Brewer explained a GovClarity clicker option that may be available for the technicians to use.

Director Brewer mentioned a local offer he had received for the purchase of a drone including the training. He showed a video to the Board.

Director Brewer showed a video and explained the use of a rake on the excavator for cleaning out the ditches instead of using the bucket with holes in it. It saves time not having to wait for the water to drain out of the bucket. He stated a new rake costs \$16,000 to purchase. It is something he is looking into.

Director Brewer stated he has no evidence that any of the chemical being used is working. He will continue with the resistance studies. He recommends doing more testing and possibly changing to Malathion, Duet or Zenivex in the future. He will also have all the trucks tested to see if they are spraying equally.

Director Brewer stated Entomologist Peter Brabant attended the Northwest Florida State College Career Fair and met a student there interested in future internship. He stated there is already a volunteer that has started working.

Director Brewer announced the Florida Mosquito Control Association 2018 Dodd Short Courses January 21-26, Altamonte Springs, Florida. He stated some applications have been done for scholarships to attend. Commissioner Magee and Commissioner Norris will be attending.

Director Brewer restated his action items, he will do a survey of other districts employee life insurance and he will make sure the technicians are well trained on the new phones and equipment.

A motion was made by Commissioner Magee, seconded by Commissioner Faulk to adjourn. Motion passed unanimously. Meeting adjourned at 12:25p.m.

Ronald Faulk, Secretary

Timothy Norris, Chairman



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: 2017-2018

MONTH: November

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)	\$ 2,409,532.00	\$ 605,854.33	\$ 621,450.72	\$ 1,788,081.28
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ 2,000.00	\$ 4.85	\$ 8.84	\$ 1,991.16
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
380	Other Sources	\$ 4,500.00	\$ 358.43	\$ 624.73	\$ 3,875.27
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 2,417,032.00	\$ 606,217.61	\$ 622,084.29	\$ 1,794,947.71
BEGINNING FUND BALANCE		\$ 1,685,370.72	\$ -	\$ -	\$ 1,685,370.72
Total Receipts & Balance		\$ 4,102,402.72	\$ 606,217.61	\$ 622,084.29	\$ 3,480,318.43

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	\$ 808,770.25	\$ 77,929.58	\$ 135,582.65	\$ 673,187.60
20	Personal Services Benefits	\$ 423,146.31	\$ 30,907.52	\$ 76,033.50	\$ 347,112.81
30	Operating Expense	\$ 134,830.00	\$ 1,873.23	\$ 10,394.89	\$ 124,435.11
40	Travel & Per Diem	\$ 19,500.00	\$ 1,237.06	\$ 1,237.06	\$ 18,262.94
41	Communication Services	\$ 19,500.00	\$ 1,490.97	\$ 2,513.24	\$ 16,986.76
42	Freight Services	\$ 2,900.00	\$ 217.89	\$ 217.89	\$ 2,682.11
43	Utility Service	\$ 10,650.00	\$ 894.15	\$ 1,494.74	\$ 9,155.26
44	Rentals & Leases	\$ 53,250.00	\$ 306.26	\$ 306.26	\$ 52,943.74
45	Insurance	\$ 45,000.00	\$ 17,335.50	\$ 28,497.12	\$ 16,502.88
46	Repairs & Maintenance	\$ 63,200.00	\$ 2,306.53	\$ 2,869.76	\$ 60,330.24
47	Printing and Binding	\$ 500.00	\$ -	\$ -	\$ 500.00
48	Promotional Activities	\$ 9,000.00	\$ 255.00	\$ 255.00	\$ 8,745.00
49	Other Charges	\$ 6,500.00	\$ 859.57	\$ 1,178.17	\$ 5,321.83
51	Office Supplies	\$ 5,000.00	\$ 794.56	\$ 966.69	\$ 4,033.31
52.1	Gasoline/Oil/Lube	\$ 27,250.00	\$ 2,768.46	\$ 2,768.46	\$ 24,481.54
52.2	Chemicals	\$ 175,699.54	\$ -	\$ -	\$ 175,699.54
52.3	Protective Clothing	\$ 6,500.00	\$ 846.87	\$ 946.87	\$ 5,553.13
52.4	Misc. Supplies	\$ 37,500.00	\$ 5,970.04	\$ 6,324.37	\$ 31,175.63
52.5	Tools & Implements	\$ 9,000.00	\$ 107.93	\$ 107.93	\$ 8,892.07
54	Publications & Dues	\$ 9,085.00	\$ 645.99	\$ 1,851.52	\$ 7,233.48
55	Training	\$ 11,995.00	\$ 1,055.00	\$ 1,055.00	\$ 10,940.00
60	Capital Outlay	\$ 501,897.62	\$ 999.99	\$ 999.99	\$ 500,897.63
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 240,000.00	\$ -	\$ -	\$ 240,000.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 2,620,673.72	\$ 148,802.10	\$ 275,601.11	\$ 2,345,072.61
0.001	Reserves - Future Capital Outlay	\$ 1,176,729.00	\$ -	\$ -	\$ 1,176,729.00
0.002	Reserves - Self-Insurance	\$ 222,600.00	\$ -	\$ -	\$ 222,600.00
0.003	Reserves - Cash Balance to be Carried Forward	\$ 52,400.00	\$ -	\$ -	\$ 52,400.00
0.004	Reserves - Sick and Annual Leave	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
TOTAL RESERVES ENDING BALANCE		\$ 1,481,729.00	\$ -	\$ -	\$ 1,481,729.00
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 4,102,402.72	\$ 148,802.10	\$ 275,601.11	\$ 3,826,801.61
ENDING FUND BALANCE		\$ -	\$ 457,415.51	\$ 346,483.18	\$ (346,483.18)

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: 2017-2018

MONTH: November

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	\$ 5.00	\$ 0.20	\$ 0.33	\$ 4.67
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc/Refunds (prior yr expenditures)	\$ 5,188.20	\$ 3,188.20	\$ 3,188.20	\$ 2,000.00
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 5,193.20	\$ 3,188.40	\$ 3,188.53	\$ 2,004.67
BEGINNING FUND BALANCE		\$ 3,031.12	\$ -	\$ -	\$ 3,031.12
Total Receipts & Balance		\$ 8,224.32	\$ 3,188.40	\$ 3,188.53	\$ 5,035.79

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 Services 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	\$ 8,199.32	\$ -	\$ -	\$ 8,199.32
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		\$ 8,224.32	\$ -	\$ -	\$ 8,224.32
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		\$ 8,224.32	\$ -	\$ -	\$ 8,224.32
ENDING FUND BALANCE		\$ -	\$ 3,188.40	\$ 3,188.53	\$ (3,188.53)

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 Nov 1, 2017 to Nov 30, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Acct	Amount
Direct Deposit	11/1/17	Payroll # 3	102001	19,391.43
EFT	11/1/17	Internal Revenue Service	102001	6,302.43
EFT	11/1/17	Nationwide	102001	670.00
EFT	11/1/17	State of Florida Disbursement Unit	102001	498.85
EFT	11/1/17	Trustmark	102001	20.60
EFT	11/1/17	Trustmark	102001	10.00
4121	11/2/17	Guardian	102001	1,016.49
4122	11/2/17	UNUM	102001	557.93
4123	11/2/17	Liberty National Life Insurance Company	102001	263.55
4124	11/2/17	Met Life Insurance Company	102001	283.37
4125	11/2/17	Creative Web Solutions, LLC	102001	224.25
4126	11/2/17	Great America Financial Services	102001	153.13
4127	11/2/17	Airgas	102001	385.51
4128	11/2/17	Wal Mart Community	102001	115.43
4129	11/2/17	MCES, LLC	102001	60.20
4130	11/2/17	UniFirst Corporation	102001	648.83
4131	11/2/17	Waste Management of NW Florida	102001	41.33
4132	11/2/17	Terry's AC/Heating and Appliance Repair	102001	210.00
4133	11/2/17	Quill Corporation	102001	167.88
4134	11/2/17	Mediacom	102001	205.90
4135	11/2/17	FedEx	102001	154.59
4136	11/2/17	CenturyLink	102001	260.31
4137	11/2/17	Ace Hardware of South Walton	102001	154.76
4138	11/2/17	Blue Tarp Financial, Inc.	102001	370.64
4139	11/2/17	GateHouse Media	102001	789.97
4140	11/13/17	Peter Brabant	102001	158.00
Direct Deposit	11/15/17	Payroll # 4	102001	19,314.37
EFT	11/15/17	Internal Revenue Service	102001	6,339.08
EFT	11/15/17	Nationwide	102001	670.00
EFT	11/15/17	State of Florida Disbursement Unit	102001	498.85
4141	11/16/17	Choctawhatchee Electric Cooperative	102001	594.31
4142	11/16/17	Home Depot Credit Services	102001	641.07
4143	11/16/17	Regional Utilities of Walton County	102001	73.18
4144	11/16/17	Powerplan (Beard Equipment Co.)	102001	11.00
4145	11/16/17	Publix Super Market, Inc.	102001	276.93
4146	11/16/17	Benjamin A. Brewer	102001	74.00
4147	11/16/17	I Fix Computers	102001	623.38
4148	11/16/17	The DeFuniak Springs Herald Breeze, Inc	102001	44.00
4149	11/16/17	Carquest Auto Parts	102001	45.49
4150	11/16/17	Retif Oil & Fuel LLC	102001	2,768.46
4151	11/16/17	Verizon Wireless	102001	556.08
4152	11/16/17	John W. Hock Company	102001	484.83
4153	11/16/17	Copy Systems Business Center, Inc.	102001	255.00
4154	11/16/17	American Family Life Assurance Company	102001	960.53
4155	11/16/17	O'Reilly Automotive, Inc.	102001	314.82
4156	11/16/17	DEX Imaging	102001	50.36
4157	11/16/17	Acentria, Inc.	102001	23,919.50
4158	11/16/17	First Bankcard Services	102001	5,130.77
Direct Deposit	11/29/17	Payroll # 5	102001	19,521.59
EFT	11/30/17	Internal Revenue Service	102001	6,368.01
EFT	11/30/17	Nationwide	102001	670.00
4159	11/30/17	Walton County Board of Commissioners	102001	16,750.37
4160	11/30/17	Bankers Security Life Insurance	102001	70.42
4161	11/30/17	Met Life Insurance Company	102001	304.57
4162	11/30/17	Guardian	102001	1,120.41

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

For the Period From Nov 1, 2017 to Nov 30, 2017

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Acct	Amount
4163	11/30/17	UNUM	102001	680.85
4164	11/30/17	Progressive Business Publications	102001	299.00
4165	11/30/17	Creative Web Solutions, LLC	102001	49.00
4166	11/30/17	Quill Corporation	102001	57.56
4167	11/30/17	Wal Mart Community	102001	208.38
4168	11/30/17	Town & Country	102001	2,794.15
4169	11/30/17	Murphy Heavy Duty	102001	54.42
4170	11/30/17	Melhorn's Mini Market	102001	248.89
4171	11/30/17	Great America Financial Services	102001	153.13
4172	11/30/17	Ferguson Enterprises, Inc.	102001	951.72
4173	11/30/17	Waste Management of NW Florida	102001	41.33
4174	11/30/17	NW Florida Daily News	102001	211.00
4175	11/30/17	Chad's Truck Repair, Inc.	102001	200.28
4176	11/30/17	McMaster-Carr	102001	145.36
4177	11/30/17	Mediacom	102001	205.90
4178	11/30/17	Cynthia Dye	102001	11.70
4179	11/30/17	CenturyLink	102001	262.78
4180	11/30/17	UniFirst Corporation	102001	676.59
Total				<u>148,818.80</u>

