

South Walton County Mosquito Control District
REGULAR BOARD MEETING
October 20, 2020
Agenda

Call to Order

Invocation and Pledge

Approval of Minutes (motion)

Administration

1. State of the District
2. Covid 19 update
3. Financial Reports for September 2020
4. Approval of Expenditures for September 2020 **(motion)**
5. Public Information & Outreach
6. Building
7. Other

Legal

1. Invoice **(motion)**
2. Other

Operations

1. Activity Report
2. Other

Announcements

Seat 1- Commissioner John Magee

Seat 2- Commissioner Tim Norris

Seat 3- Chairman Kristine Faulk

New Action Items

Public Comments

Adjourn

South Walton County Mosquito Control District

REGULAR BOARD MEETING

September 15, 2020

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 on September 15, 2020 @ 9:36 a.m.

Madam Chairman Faulk called the meeting to order and opened with a prayer and Pledge of Allegiance to the American Flag.

The Commissioners attending the meeting were Kristine Faulk, Tim Norris and John Magee.

Staff Present: Harley Sampson, Jr., Director
 Shirley Steele, Office Coordinator
 Hallie Oalde, Public Information & Outreach Coordinator
 Mike Yawn, Operations Manager

Public: Kevin Bowyer, Warren Averett
 Doug Liles
 Donna Johns

The Minutes for August 18, 2020 Regular Board Meeting were reviewed. A motion was made to approve the minutes for August 18, 2020 by Commissioner Norris. Commissioner Magee seconded the motion. Motion approved unanimously.

Administration

Welcome to our new team member, Cameron Williams. Cameron is filling the maintenance position with a start date of August 31, 2020.

We continue to comply with the CDC guidelines for COVID-19. The District administration building remains closed to the public.

The monthly financial reports and expenditures for August 2020 were reviewed and a motion to approve the expenditures was made by Commissioner Magee. Commissioner Norris seconded the motion. Motion approved unanimously.

Public Information and Outreach:

- Instagram has 185 followers since the creation in November 2019, up by 4 since last board meeting on August 18, 2020
- Facebook- "Boosting" (paid promotion) posts related to the workshop to generate more interest in both the workshop and our FB page and hopefully other social media platforms as well.
- New video created for YouTube Channel series, "A Day in the Life" first episode features our Heavy Equipment Operators installing a new coop surveillance site.
- Panhandle Mosquito Control Virtual Workshop registration link created for website homepage, in hopes that this will drive more traffic to webpage
- Coordinating with IT and presenters to ensure a successful virtual workshop via Zoom.
- Registration form for Workshop created. Emails being sent out to various groups and organizations. So far, we have about 50-75 participants that have registered.
- July/August article submission to Buzzwords.
- Research, planning and coordination into upcoming podcast "Aedes Ladies"

Annual financial audit report: Kevin Bowyer with Warren Averett CPA presented the Annual Financial Audit for Fiscal Year 2018-2019. The audit was delayed due to the transition of accounting software and COVID-19. South Walton County Mosquito Control District cash position is solid and fiscally sound primarily to an increase in Ad Valorem. Expenditures stayed flat which allowed 1.4 million to be placed in the building fund. 1.2 million for post-employment, pension benefits, and OPEB. Standard accounting adjustments include \$80,000 cash adjustment due to software change, \$30,000 reconcile Fund Balance, \$35,000 Accrued payroll liabilities, and \$33,000 adjustment to account payables. One (1) internal control recommendation to reconcile bank statement in a timely manner. The delay for reconciliation was due to accounting software transition.

Building update: Currently we are working with DAG for small design items for the final drafts to prepare for construction. Timeline for the final design is March 2021 and currently we are on target.

A proposed language change for the Employee Handbook – Exercise Period will allow for flexibility. The proposed change allows for employees to utilize this benefit anytime as the mission allows. A motion was made by Commissioner Norris to approve the Exercise Period language to encourage utilization of this benefit anytime as the mission allows. Commissioner Magee seconded the motion. Motion approved unanimously.

Frontier Precision business references were contacted, and the program was highly recommended. A motion was made by Commissioner Magee to purchase Frontier Precision software for \$15,500. Commissioner Norris seconded the motion. Motion approved unanimously.

The FY2020- 2021 budget approved at the July Regular Board Meeting has changes to the following accounts:

Personal Services	Increase to \$968,400
Personal Services Benefits	Increase to \$540,000
Operating Expense	Increase to \$278,000
Rentals and Leases	Decrease to \$27,250
Repair and Maintenance	Increase to \$71,000
Miscellaneous Supplies & Incidental	Increase to \$41,500
Books, Publications, Memberships	Increase to \$20,000
Capital	Increase to \$7,942,959

The Invitation to Bid was completed and 4 items sold. The remaining items will go back up for auction in the next Invitation to Bid. The sealed bid auction raised \$9,600.

Operations

Mr. Yawn presented the Operations activity report for August 2020. We completed 11 spray missions and 28 service requests. The current Sentinel Chicken flock will retire this year a new flock is on the way. Our ditch maintenance includes removing obstructions and trash monthly.

Public Comments

Doug Liles would like to recommend the Water Testing Information be added to the website or Board Meeting information. He would also like to recommend the water testing be sent to the same laboratory as the Health Department.

Doug Liles discussed the budget and inquired about the capital outlay.

Donna Johns inquired about the Florida Retirement System. Ms. Johns also gave Chairman Faulk a public records request for salary and benefit information for the commissioners.

Donna Johns requested a print-out of all the Mosquito Ditches in South Walton County.

Doug Liles questioned a confidential complaint filed by the Board of Commissioners. Chairman Faulk answered the question presented; Did the Board of Commissioners file an ethics complaint? The answer was No.

Announcements

September 15th, 2020 @ 5:01- Tentative Public Budget Hearing

September 21st, 2020 @ 5:15- Final Public Budget Hearing

Motion was made to adjourn the meeting by Commissioner Norris, seconded by Commissioner Magee.

The meeting adjourned at 10:50 a.m.

Chairman Kristine Faulk:

Commissioner: John J. Magee:

South Walton County Mosquito Control District

SEPTEMBER 2020

2019-2020 Budget		\$6,846,696.00	Local Funds	
Receipts	Yearly budget	Monthly	YTD	% of Budget
Ad Valorem	\$4,308,673.00	\$1,235.92	\$4,333,545.55	100.58%
Receipts	Interest	\$1,391.83	\$45,457.89	
	Tax Collector misc.		\$29,671.91	
	Misc.			
	Other		\$9,856.00	
Total monthly receipts		\$2,627.75	\$4,418,531.35	64.54%
Expenditures	\$6,603,696.00	\$129,518.38	\$1,758,390.78	26.63%

South Walton County Mosquito Control District

10/15/20

Profit & Loss

Accrual Basis

September 2020

	Sep 20
Income	
311 · AD VALOREM	1,235.92
402001 · Interest income	1,391.83
Total Income	2,627.75
Expense	
10 · PERSONAL SERVICES	
10.4 · LIBERTY NATIONAL	0.00
10.7 · AFLAC	-238.50
11 · Executive Salaries	1,661.58
12 · Regular Salaries and wages	77,102.24
14 · Overtime	103.05
16 · Compensated annual leave	6,773.00
10 · PERSONAL SERVICES - Other	1.41
Total 10 · PERSONAL SERVICES	85,402.78
20 · PERSONAL SERVICES BENEFITS	
21 · FICA Taxes	6,328.01
22 · Retirement contributions	
22.2 · FRS paid by District	9,509.60
22 · Retirement contributions - Other	8,910.24
Total 22 · Retirement contributions	18,419.84
23 · Life and Health Insurance	
Supplement Insurance Program	647.52
23.2 · Walton County Group Plan	-1,994.07
23.4 · METLIFE	329.57
23.5 · Unum	812.04
23.6 · Guardian	662.16
23 · Life and Health Insurance - Other	72.00
Total 23 · Life and Health Insurance	529.22
26 · Other postemployment benefits	
26.2 · Jose Hernandez	-127.10
26.3 · Geraldine Via	-105.40
Total 26 · Other postemployment benefits	-232.50
Total 20 · PERSONAL SERVICES BENEFITS	25,044.57
30 · OPERATING EXPENSES	
30.1 · Expense John Magee	1,058.79
31 · Professional Services	
31.4 · Medical Services	215.00
Total 31 · Professional Services	215.00
31.3 · Legal and Engineering Service	2,188.89
3400 · Other Services	
03412 · Other services IT Hosting	842.00
34.20 · UNIFIRST	767.75
Total 3400 · Other Services	1,609.75
Total 30 · OPERATING EXPENSES	5,072.43
41 · COMMUNICATION SERVICES	1,852.59
42 · FREIGHT SERVICES	1,351.40
43 · UTILITY SERVICES	
4304 · GARBAGE SOLID WASTE SERVICES	88.61
43 · UTILITY SERVICES - Other	611.47
Total 43 · UTILITY SERVICES	700.08

South Walton County Mosquito Control District

10/15/20

Profit & Loss

Accrual Basis

September 2020

	Sep 20
44 · RENTALS & LEASES	
4400.1 · LEASE OF KONICA COPIER	153.13
Total 44 · RENTALS & LEASES	153.13
46 · REPAIR & MAINTENANCE SERVICES	
46.11 · Maint Bldg/Ground by others	265.00
46.2 · Maintenance of Automotive Equip	149.99
46.3 · Maintenance of other equipment	480.00
46.6 · Contruction & Maint by District	454.38
4612 · Software Maintenance	959.60
4613 · Maintenance material	356.94
Total 46 · REPAIR & MAINTENANCE SERVICES	2,665.91
47 · PRINTING & BINDING	148.19
48 · PROMOTIONAL ACTIVITIES	-1,888.77
49 · OTHER CURRENT CHARGES	
49.1 · Other Government Agencies	6.95
49.2 · advertising required by law	73.95
49 · OTHER CURRENT CHARGES - Other	359.76
Total 49 · OTHER CURRENT CHARGES	440.66
50 · SUPPLIES/MATERIALS	
51 · Office Supplies	739.21
Total 50 · SUPPLIES/MATERIALS	739.21
52 · Operating Supplies	
52.1 · Gasoline Oil Lubricant	
52.11 · Gasoline	1,121.85
52.12 · Diesel	488.70
Total 52.1 · Gasoline Oil Lubricant	1,610.55
52.2 · Chemicals Solvents Additives	
52.22 · VLX VCTOLEX WDG	2,918.88
52.28 · VectoBac WDG	1,680.00
Total 52.2 · Chemicals Solvents Additives	4,598.88
52.3 · Clothing and Wearing Apparel	
52.31 · uniforms	421.36
52.3 · Clothing and Wearing Apparel - Other	-151.00
Total 52.3 · Clothing and Wearing Apparel	270.36
52.4 · Misc Supplies & Incidentals	
52.42 · Mosquito	612.14
52.45 · Food	154.92
52.46 · Culligan	82.25
52.47 · Chickens	457.10
Total 52.4 · Misc Supplies & Incidentals	1,306.41
Total 52 · Operating Supplies	7,786.20
54 · DUES & SUBSCRIPTIONS	50.00
Total Expense	129,518.38
Net Income	-126,890.63

South Walton County Mosquito Control District Check Detail September 2020

Type	Date	Name	Original Amount
ACH	09/16/2020	Service Fee	28.67
ACH	09/18/2020	FL DOR	498.85
ACH	09/30/2020	Trustmark	29.80
Direct Deposit	09/02/2020	Payroll	21,401.00
Direct Deposit	09/16/2020	Payroll	21,777.37
Direct Deposit	09/30/2020	Payroll	22,197.10
EFT	09/01/2020	CREATIVE WEB SOLUTIONS	147.00
EFT	09/01/2020	METLIFE	348.26
EFT	09/03/2020	AT&T	1,852.59
EFT	09/03/2020	AFLAC	584.85
EFT	09/04/2020	FRS Employee FLDOR	8,910.24
EFT	09/04/2020	IFIXCOMPUTERS	695.00
EFT	09/04/2020	FL DOR	498.85
EFT	09/04/2020		116.36
EFT	09/08/2020	CREATIVE WEB SOLUTIONS	959.60
EFT	09/09/2020	Quill	608.81
EFT	09/10/2020		531.16
EFT	09/10/2020	Guardian	1,082.19
EFT	09/15/2020	WASTE MANAGEMENT	44.76
EFT	09/22/2020	FNBT	2,595.02
EFT	09/25/2020	CHELCO	545.04
EFT	09/28/2020	FNBT	2,595.02
EFT	09/28/2020	Employee Expenses	1,058.79
EFT	09/28/2020	INTUIT	164.98
EFT	09/30/2020	FEDEX	318.46
EFT	09/30/2020	FEDEX	724.05
E-pay	09/02/2020	United States Treasury	6,292.92
E-pay	09/18/2020	United States Treasury	6,421.62
E-pay	09/30/2020	United States Treasury	6,523.48
6347	09/24/2020	ADVANCE AUTO PARTS	54.60
6348	09/24/2020	AIRGAS	126.18
6349	09/24/2020	ARCHIVESOCIAL	2,388.00
6350	09/24/2020	BEARD	110.78
6351	09/24/2020	CENTRYLINK	717.34
6352	09/24/2020	COASTAL EQUIPMENT	215.39
6353	09/24/2020	COPYSYSTEMS	14.00
6354	09/24/2020	CULLIGAN	45.55
6355	09/24/2020	DAG	19,688.06
6356	09/24/2020	DEFUNIAK HERALD	144.38
6357	09/24/2020	GRAINGER	208.75
6358	09/24/2020	HEALTHMARK OF WALTON	70.00
6359	09/24/2020	Hydro Solutions	1,962.69
6360	09/24/2020	MBDV	1,676.20
6361	09/24/2020	MEDIACOM	591.28
6362	09/24/2020	MELHORNS	457.10
6363	09/24/2020	PROHEALTH	50.00

South Walton County Mosquito Control District
Check Detail
September 2020

6364	09/24/2020	Publix	446.74
6365	09/24/2020	Regional Utilities	66.43
6366	09/24/2020	RETIF	1,610.55
6367	09/24/2020	TERRYS AC	265.00
6368	09/24/2020	UNIFIRST	921.10
6369	09/24/2020	WARREN AVERETT	1,000.00

Public Information Update October 20, 2020

- Instagram has 199 followers since the creation in November 2019, up by 14 since last board meeting on September 15, 2020.
- New videos filmed and edited for YouTube Channel regarding SWCMCD's mission and vision statement, building program, equipment and district operations. These videos along with now posting treatment missions has increased our Facebook page engagement.
- Panhandle Mosquito Control Virtual Workshop scheduled for September 22, 2020 postponed due to Hurricane Sally. All presenters and participants were contacted for new rescheduled date on October 28, 2020. With registration still open there are approximately 160 participants.
- Continued to process new registrations for Panhandle Mosquito Control Virtual Workshop.
- Coordinating with IT and presenters to ensure a successful virtual workshop via Zoom.
- Attended Dodd Committee virtual meeting to discuss online platform options for February 2021 classes.
- Creating new door hanger for Mosquito Technicians to include additional information for residents
- Coordinating with 30A Learning Academy for multiple classroom visits.
- Planning for November's Annual Chili Cook-off. December's Employee Appreciation Luncheon and creating an employee "Year in Review" video.

SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT

Operations Report September 2020

MONTHLY VALUES

ON HAND

ADULTICIDE

CHEMICAL	MONTHLY OUTPUT	UNIT	UNIT VALUE	MONTHLY \$ VALUE	MONTHLY INVENTORY	INVENTORY \$\$
ML KONTROL 30-30	15	GAL	54.5	\$817.50	80	\$4,360.00
DELTAGARD ULV	6	GAL	173.67	\$1,042.02	110	\$19,103.70
DUET	0	OZ	1.5	\$0.00	544	\$816.00
ZENIVEX E4 RTU	0	GAL	85	\$0.00	0	\$0.00
ZENIVEX E20	0	GAL	SAMPLE		2.5	SAMPLE
TOTAL				\$1,859.52	TOTAL \$24,279.70	

LARVICIDE

CHEMICAL	MONTHLY OUTPUT	UNIT	UNIT VALUE	MONTHLY \$ VALUE	MONTHLY INVENTORY	INVENTORY \$\$
ABATE WDG	0	POUND	10.61		132	\$1,400.52
ALTOSID XR	7	EACH	3.42	\$24.08	9346	\$31,963.32
ALTOSID SBG	0	POUND	3.06	\$0.00	336.5	\$1,029.69
VECTOBAC WDG	23	POUND	35	\$805.00	69.75	\$2,441.25
COCO BEAR	92	OUNCE	0.1527	\$14.05	12,708	\$1,940.51
VECTOLEX WDG	52.5	POUND	60.81	\$3,192.53	26	\$1,581.06
FOURSTAR BTI CRG	431	POUND	11.93	\$5,141.83	1286	\$15,341.98
BACTIMOS	0	EACH	0.57	\$0.00	0	\$0.00
NATULAR G30	22	POUND	15.83	\$348.26	0	\$0.00
NATULAR XRT		EACH	4.63	\$0.00	912	\$4,222.56
Vectolex wsp	0	EACH		SAMPLE	14	Sample
altosid liquid	0	EACH		SAMPLE	1 gal	Sample
TOTAL			TOTAL	\$9,525.74	TOTAL \$58,520.37	

HERBICIDE

Cornerstone	0	OZ	0.10	\$16.00	1152	\$115.20
SURF AC	0	OZ	0.10		5504	\$550.40
LESCO 3WY	0	OZ	.09		150	\$13.50
TOTAL				\$16.00	TOTAL \$679.10	
TOTAL				\$11,401.26	TOTAL \$83,479.17	

OTHER SERVICES

SERVICE REQUEST	34 I&T	36 FOG	2 DITCH	1 FISH 2 INFO	75 total
SPRAY MISSIONS	17	TRAINING	6		

SENTINEL CHICKENS

Total of positive birds. 4 Walton Way WNv Substaion EEE D 5 EEE Camel Club WNv

Big Redfish WNv

North Walton no conversions due to no testing

COMMENTS

Rt.5 four times Rt.7 three times Rt. 12 three times Rt. 3 two times Rt's. 1A, 1B, 4, 6 & 10 one time