

South Walton County Mosquito Control District

REGULAR BOARD MEETING

January 19, 2021

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 January 19, 2021 @ 9:30 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, Doug Liles and Donna Johns.

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

Public: Jack Baker- DAG
 Alex Gacic- DAG
 Neil O'Connell-O'Connell & Associates
 Kevin Kussro- Acentria Insurance

The Minutes for December 15, 2020 Regular Board Meeting were reviewed. A motion was made to approve the minutes for December 15, 2020 by Commissioner Johns. Commissioner Liles seconded the motion. Motion approved unanimously.

Administration

A recommendation was made by Commissioner Johns to open the District Headquarters building to the public. Commissioner John's recommended the administration building return to regular business with office hours from 7:30 – 4:00, Monday through Friday. We recommend compliance with CDC guidelines for COVID-19 with social distancing and facial mask.

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

Mr. Kevin Kussro, from Acentria Insurance, presented a short presentation regarding our current coverage for our General Liability, Flood, Workman's Compensation, and Pollution policies with coverage limits. A discussion was opened for further questions. Mr. Kussro will follow up with the Board for the current building appraisal and a log in for each member of the Board for Preferred. The District currently has a Safety Committee, the Board would like to review the minutes from this meeting monthly. Preferred Governmental Insurance Trust (PGIT) also offers a quarterly safety seminar that could be informative to the District and that information will be shared. A review of our current coverage with limits and optional coverage with limits was requested. Commissioner Liles requested a review of the exclusion for inverse condemnation claims to be reviewed and he would like to see and increase in coverage limits for 2 million. A request was also made for the current map coverage of the Mosquito Ditches. Mr. Kussro closed the presentation and question session

with contact information.

Mr. Jack Baker from DAG Architects introduced the firm and gave a short history to the Request for Proposal initiated in 2018. Mr. Baker introduced the lead architect on the project Mr. Alex Gacic and the consulting engineer Neil O'Connell. Currently the contract has 5 Service task orders and is in the final stages of preparing the final design for review. Please see the links below to the presentation. A Public workshop with a virtual link will be scheduled for information on the building project. A motion was made to purchase a license for Zoom to host public meetings, webinars, and other workshops for public attendance by Chairman Faulk. Commissioner Liles seconded the motion. Motion approved unanimously.



SWCMCD
Commissioner Review

Two (2) fleet vehicles were damaged in the September 2020 flood and disposed to salvage. The insurance paid \$21,704.00 for the 2020 Equinox and \$18,158.00 for the 2018. The total funds paid for the damaged vehicle \$39,862.00. The current quote to replace the vehicles is \$22,376 each for a total of \$44,752. A motion was made to approve an additional \$4,890 to the settled damaged vehicle loss of \$39,862 to purchase two (2) new 2021 Chevy Equinox vehicles by Commissioner Liles. Commissioner Johns seconded the motion. Motion approved unanimously.

The outstanding balance due from Walton County for auctioned vehicles sold on May 19, 2017 for \$15,865.00 was discussed. Midway Machinery hosted a county wide auction on May 19, 2017 @ 9:00 a.m. The District sent four (4) vehicles and the Walton County contact was Ernie Montgomery (850-951-1022). Vehicles sent to the county auction included Property Record 301,326, 305, and 327. It was recommended that an invoice with a list of vehicles and payment transfer be submitted to Walton County for payment. The subject was tabled for further research.

The recommendation was made to research outsourcing duties to streamline in house procedures. Several suggestions were made to include payroll, Human Resources, and bookkeeping. Three quotes were presented to outsource payroll as follows.

- a. ADP presented two biweekly quotes for Enhanced Payroll with and without Human Resource coverage. Enhanced payroll was \$167.75 for 25 employees bi-weekly with a promotion for 3 months of Human Resources services. The ADP HR Pro was \$231.52.
- b. Simply HR presented a quote for 1.46% of bi-weekly payroll. With a reduced discount to 1.32%.
- c. Warren Averett also quoted for bookkeeping and payroll.

These quotes were reviewed, and a motion was made to outsource payroll to ADP for the bi-weekly amount of \$167.75 by Commissioner Johns. Commissioner Liles seconded the motion. Motion approved unanimously.

Commissioner Liles recommended a public tracking system for service request. Several options were discussed. Our new software application Frontier Precision has a package that includes this service. Mr. Yawn will send a link to review the product. A question was presented to Lisa @ Creative Web Solutions to see if a live dashboard could be placed on our website. The discussion was tabled for further research.

Public Relations Report:

- Continued social media presence, including Facebook, Instagram & Twitter.
- First Podcast was recorded and editing the first two episodes.
- Community Service Beach Clean-up was held at Topsail Hill Preserve State Park on January 4, 2021.
- Attended Walton Area Chamber of Commerce Power Luncheon on January 13, 2021
- Reviewing changes and additions to new website update with Creative Web Solutions.
- Email to outreach for spring classroom visits sent.
- Creating PPT presentation for Dodd class for Dodd Short Courses Virtual Conference (Feb. 1-5, 2021)
- Attended Dodd Committee webinar meeting regarding upcoming Dodd Short Courses and Intro. to Mosquito Control set for (Feb. 22-26, 2020)
- Attended virtual training from Florida Department of Agriculture and Consumer Services (FDACS) for Continuing Education Units (CEU's). Classes included Mosquito ID & Proper label procedures.
- Meeting set up with Crystal Steele from Walton County Florida Department of Health to discuss partnership and outreach opportunities.
- Registered for the Florida Public Relations Association (FPRA) Northwest Florida Chapter, "Communications Summit" February 26 & 27, 2021.
- Coordinating a "Spring Fling" mini virtual workshop hosted by SWCMCD in March.

Legal

Manson Bolves Donaldson Varn, PA presented invoice#9819 for December 2020 in the amount of \$5,750.00. A motion was made by Commissioner Liles to approve Invoice#9819 from Manson Bolves Donaldson Varn, PA for legal services for December 2020 in the amount of \$5,750.00. Commissioner Johns seconded the motion. Motion approved unanimously.

Operations

Mr. Yawn presented the Operations activity report for December 2020. A recommendation was made to place a United States Postal Service Mailbox at our current location and close the Post Office Box to reduce the time spent retrieving the mail. Activities for the next few months include implementation of the Frontier Precision software for mosquito control and creating a surplus list for FDACS.

Seat 1- Commissioner Doug Liles

Seat 2- - Commissioner Donna Johns inquired about the Headquarters security system and GPS for all vehicles. We do have a security system in place with audio and camera surveillance. Vehicles that have Stellar units have GPS capability. Fleet vehicles for administration and equipment do not have GPS capability.

A recommendation was made to obtain employee manuals from several mosquito districts and counties to be reviewed by each Commissioner prior to Employee Handbook updates.

Seat 3- Chairman Kristine Faulk

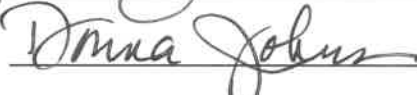
Public Comments open for non-agenda Items- NONE

Announcements- FASD scheduled for this week.

New Action Items

Motion was made to adjourn the meeting by Commissioner Johns. Commissioner Liles seconded the motion. The meeting adjourned at 12:35 p.m.

Chairman Kristine Faulk:  _____

Commissioner: Donna Johns:  _____