

South Walton County Mosquito Control District

REGULAR BOARD MEETING

March 16, 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 March 16, 2021 at 9:35 a.m.

Commissioners attending the meeting:

Kriss Faulk, Donna Johns, Doug Liles

Staff attending the meeting:

Darrin Dunwald

Cammie Henderson

Mike Yawn

Public attending the meeting:

Ben Brewer

Scott Caraway

Administration:

Approval of the February 16, 2021 regular board meeting minutes. Commissioner Johns Motioned and Seconded by Commissioner Liles - Approved by all.

Financial Report – Cammie Henderson was introduced as new Office Coordinator. The monthly financial reports and expenditures for February were reviewed and a Donna Johns motioned to approve and Seconded by Commissioner Liles - Approved by all.

Board procedures and Public Record policies were presented by Laura Donaldson, attorney. Discussions in the past year and a half, decided that there was a need for policies. First resolution on Board Procedures will bring structure to how the meeting will be running and how public will be involved. Resolution was pulled from other districts and regulations. Wants the board to review the Chain of Command by next Board Meeting. Commissioner Liles questioned Laura on State Statute or Charter; we do not have a Charter. This policy will provide us guidelines.

Next resolution How is the District going to deal with Public Record Requests. This lays out how the district will handle public record requests. Any employee can receive a public records request at any time. Commissioner Liles questioned that not everyone

takes a record request, too much added responsibility. Regs does require them to notify (email, text) the records custodian. Commissioner Donna questioned that we would not need to contact Laura on every request once Cammie is trained on Public Record Request.

Other

FDAC has been notified that Darrin Dunwald has been placed as Interim Director. Attorney has submitted variance on 2/25/2021 to FDAC.

Fence quotes for the neighborhood on the South Side. Request from HOA to replace the fence. Approximately 20 years ago the District put a wood fence that is now rotten.

ADP has been tabled and SWCMCD will continue to do payroll ourselves. Commissioner Liles motioned to discontinue pursuit with ADP contract. Second by Commissioner Johns - Approved by all.

Requested to do sealed-bid auction again this year.

Received our 2 replacement cars for the cars that were flooded out last September.

Yellow Fly Sticky Traps are ready to roll April 1. We have concerns with having the manpower to get the kits ready. Possibility of using temporary workers. Commissioner Liles wants a cost analysis of buying small containers vs and buying large quantity and placing in a Ziploc. Commissioner Liles wants a scan code to be placed on information to get people to the You Tube video on how to apply glue.

Commissioner Faulk brough up that there is a Board Meeting on June 15th FACD Conference at the same time. Proposed to move Board Meeting to June 8th or 22nd. Commissioner Johns motioned to move it to June 22nd. Seconded by Commissioner Faulk - Approved by all.

Legal:

Presented legal invoice to approve for January. Motioned by Commissioner Johns Seconded by Commissioner Faulk - Approved by all.

Legislature in process to have Performance Review for Special Districts; not financial based.

Operations:

Activity report – did the first 2 adulticides spray missions of the year. Birds are out in the field; 96 total birds. Public Ben Brewer questioned herbicide we are using. Employee Mike Yawn stated we are using Rodeo; active ingredient is Glyphosate.

We have two employees with aquatic licenses.

Monday we will start storm drains treatments. We have approximately 10,000 storm drains.

We are having some discrepancies with weight on product not equally product packaging. We are having employee weigh product when it comes in. We are being able to maintain our product usage and state reporting.

We have high numbers of mosquito already and have started our night spray missions. Since we had a wet winter and spring, we are using more product than normal.

New arm for mowing will be here tomorrow. We should be able to get into the ditches and start getting things cleaned up. Beard really stepped up with discounts and got us up and running as quickly as he could. They put lights on the new arm which will help.

With the new developments our ditches are getting additional water runoff that are not made for them. We need to do workshop with the county and developers on storm water runoff.

Public Ben Brewer comment on the little road beside SWCMCD culvert is not big enough which was install by the county. This causes the water to back up and go around the culvert. The culvert was not made to handle a heavy storm. The culvert and the road being higher is both causing issues. Commissioner Liles asked if we had any pumps. We have a 3" pump we bought to pump product. We would need a hydrologist to tell us where to pump the water. We may need to contact the county about putting in another pipe maybe a little higher that will redirect the water to where it needs to go.

Public Ben Brewer comments about putting a concrete barrier/planters around the building to keep the water from coming in again. Then commented that you would need to step over it all the time and it could become a nuisance. Commissioner Liles tabled the discussion and stated it would need to be form and function.

Seat 1

Commissioner Liles discussed purchase authorization of the Director currently is at \$500 and that is too low to perform daily business. He states that it needs to go to \$5,000 if it's a budget item or received prior approved. Commissioner Johns reiterated that it needs all other due diligence such as quoting items, prior budgeted expense, etc. Public Ben Brewer questioned whether that was within the regulations to go that high. Commissioner Liles stated that it was check by our attorney and it is within regulations. Commissioner Johns motioned the change. Seconded by Commissioner Liles - Approved by all.

Public Ben Brewer questioned if that would be for maintenance too. Commissioner Lilies stated it was for any budget item.

Commissioner Liles brought up Auditing the books – stated that he was hearing that bills were not being paid on time and we could get decommissioned if bills went beyond 90-days. Employee Cammie Henderson indicated that bills were being processed and after the release of the checks today, we should be current. Balancing the February bank statement has been a challenge because of the use of ACH withdraws not matching Quickbooks. There were \$43,000 that were not matching with anything in Quickbooks. This is not included in the expenditures that we went over earlier.

NW FL State University – strategic alliances with Universities and others to help preserve water quality. Grant writer is starting a grant request on water testing. Nothing needs voted on; just a notice of some areas Commissioner Liles is looking into.

Seat 2

Commissioner Johns we need to begin the process of finding new accountants. Our current accountants have been with us for 10 years. She would like the process started as soon as possible.

Updated that there are still a few missing items from current audit.

Current positions and salaries – would like to see the current salaries, positions, and wage ranges. Then would like to look if there are any positions that need eliminated, added or reviewed. PT Sprayers are paid low. Would like to suggest that we increase them to \$20 per hour and a possible bonus system. Employee Cammie Henderson asked if we have done a salary survey. Commissioner Liles wanted to know about the surrounding Mosquito companies to see what they pay. Does their budget match ours? Let's get a salary survey done.

Administrative consultant available to get through some of the administrative things.
Motion

Ben Brewer comment congratulation to Darrin for being placed as Interim Director. Ben stated that Darrin was always a right-hand when he was here.

Ben Brewer stated that Beach Mosquito would be the only district comparable to us for salary survey.

Ben Brewer stated that the PT Sprayers need consistency in schedule.

Teahna Ratliff was promoted to Entomology.

Ben Brewer stated that Geraldine wants to do everything by paper. Commissioner Johns stated that it was more her understanding of the regulations and budgeting that we would be requesting her assistance.

Commissioner Johns Motion to retro and promoted to Entomologist. Approved by Liles Seconded by Commissioner Faulk – Approved by all.

Commissioner Johns Motion to authorized Geraldine Via to receive \$30 per hour to assist Accounting. Seconded by Commissioner Liles – Approved by all.

Seat 3

Chairman Faulk wants a vote regular board meeting to stop the \$150.00 monthly travel expense reimbursement and defer to the state's per diem rate. Commissioner Johns states that there is additional expenses, paper, travel, and time. No vote because they want to keep it as it is. Commissioner Liles agrees to leave it as is.

Old Business

Employee Handbook – needs attention. Commissioner Johns feels that it needs done as soon as possible. Legal stated they would help.

Approve January Minutes – Commissioner Johns Motion to approve Seconded by Commissioner Faulk – Approved by all.

Commissioner Johns requested to handle the 2017 vehicle auction fund issue with Walton County. There is \$15,000 of our vehicles were sold at the Walton County Auction but we were never paid.

Freezer has increased \$175 about the original cost. Johns Motion to Approve. Seconded by Commissioner Faulk – Approved by all.

Invoice for Frontier Precision – signed and approved by Harley and Shirley. Not using the system but it is installed. Mike Yawn has not been able to get training lined up.

Commissioner Liles motion to approve Frontier Precision billing. Commissioner Johns motioned for Approval. Seconded by Commissioner Liles – Approved by all.

Commissioner Faulk – question on the copier. Table it until the April meeting.

Commissioner Johns – Where are we with DAG? Need a DAG Workshop. Schedule for April 1, 2021 at 9:30 AM.

New Action Items

Order the Freezer

Fence Quote

Tree Removal

Vehicle Auction

Storm Water Meeting with County

Salary Survey

Coastal Connection with Darrin & Donna Johns

DAG Meeting Scheduled for April 1, 2021 @ 9:30AM

Motion to Adjourn – Seconded by Commissioner Johns – Meeting Adjourned at 11:50AM


Kriss Faulk, Chairman


Commissioner Donna Johns