

**South Walton County Mosquito Control District**  
**REGULAR BOARD MEETING**  
**July 13, 2021**  
**Agenda**

**Call to Order**

**Invocation and Pledge**

**Approval of Minutes**

1. June 22, 2021 Regular Board Meeting (**motion**)

**Administration**

1. Financial Reports for May 2021
2. Approval of Expenditures for May 2021 (**motion**)
3. Audit
4. Budget 2021-2022
5. Audit Committee – Selection Process (**motion**)
6. Education Reimbursement (**motion**)
7. Credit Card change from FNBT to Trustmark (**motion**)
8. Other

**Legal**

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

**Operations**

1. Activity Report
2. Service Order #6 for vehicle bridge (**motion**)
3. Other

**Seat 1- Commissioner Doug Liles**

**Seat 2- Commissioner Donna Johns**

**Seat 3- Chairman Kristine Faulk**

**Old Business**

1. New Office Building Update
2. Remodel – replace sheetrock.
3. Vehicle Auction 2017 update
4. Exterior Cameras
5. Fence Update

**Announcements**

**New Action Items**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Public Comments open for non-agenda items**

**Adjourn**

# *South Walton County Mosquito Control District*

## REGULAR BOARD MEETING

June 22, 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 May 18, 2021 @ 9:30 a.m.

Madam Chairman Faulk called the meeting to order at 9:34AM 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:       Darrin Dunwald, Director  
                          Cammie Henderson, Office Manager  
                          Mike Yawn, Operations Manager

Public:                Alex Gacic, DAG  
                          Jack Baker, DAG

### **Approval of Minutes**

May 18, 2021 - Regular Board Meeting motion to approve.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

May 18,2021 - Executive Session Meeting motion to approve.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

### **Administration**

Financial Reports for May 2021

Discussion ensued and reports reviewed.

Motion to approve expenditures. Madam Chairman Kristine Faulk

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously

Mechanic Position Hired – Joe Deel moved from part-time mosquito tech to fulltime mechanic. Accolades were given.

Tommy Hilaman, maintenance, passed his Public Health Applicator License. Accolades were given.

Field Service Supervisor will be offered to Gerry Williams. The position will be an Exempt position. Accolades were given. Discussion ensued.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

Audit 2019-2020 – Warren Averett in process. Discussion ensued.

Budget 2021-2022 – Big picture review. Discussion ensued. Budget Workshop will be held July 13<sup>th</sup> at 1:00pm.

July Regular Board Meeting moved to July 13.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

Other

Educational Assistance Policy – Teahna Ratliff completing her Masters. Update policy. Discuss ensued.

TIP Grant – In process of completing the grant information.

Recording of the Board Meeting.

Recommendation by Laura Donaldson, Attorney: there are no requirement in the regulations to record board meeting or have verbatim minutes. According to the FASD Conference information we have decided to no longer record the board meeting and no longer have verbatim minutes.

### **Public Comment**

Procurement process – discussion lead by DAG

Update on building process with updated building cost due to change in economy.

Discussion lead by DAG.

Metal building discussed and increased design fees will be charged. Discuss lead by DAG.

Discussion ensued from all.

DRA-Bridge move forward with plan; over \$300,000. Breakout and define bridge scope.

Bridge decision tabled until July 13<sup>th</sup> Board Meeting.

Building decision tabled until August 17<sup>th</sup> Board Meeting.

### **Legal**

Invoice – Two months \$1,775.00 May and \$10,975.00 April. Motion to approve a total of \$12,750.00 legal expenditure.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

Director's Contract – Discussion ensued. Motion to approve contract.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously

Settlement - Kayla Scarpone by phone. Discuss ensued. Motion to approve settlement.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

Notification to FDAC on Audit. Motion to send letter to FDAC regarding the changes in processes and procedures to better meet the guidelines required by the State (FDAC) since missing the original submission date again.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously

Other - None

### **Operations**

Activity Report – Discuss ensued

New Equipment – JD 333 Hi-flow – Trade in and monies from auction will cover cost. Motion to purchase.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously

Other - None

### **Seat 1 – Commissioner Doug Liles**

South Walton Citizen Advisory Board – 8 geographical locations with a 9<sup>th</sup> member at-large. Eliminate standing water and reduce mosquitos – permeable pavers.

Discussion ensued.

Tabled pending outcome for Doug Liles and Darrin Dunwald to meet with individual County Commissioners to discuss a pilot program.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

### **Seat 2 – Commissioner Donna Johns**

2017 Vehicle Auction – talk to Board of County Commissioners individually and possible board meeting.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Update on Exterior Camera – adding camera around the building and area in process.

**Seat 3 – Madam Chairman Kristine Faulk**

**Old Business**

New Office Building – see Public Comment above.

Remodel – replace sheetrock; not having any luck.

Fence – still in process.

**New Action Items:**

1. Pricing on temporary ditch crossing.
2. Director work with Doug on meeting with Board of County Commissioners.
3. Order Skid Steer JD 333G

**Public Comments:** Moved up earlier in meeting.

Adjourn the meeting by Madam Chairman Kristine Faulk. The meeting adjourned at 12:03 PM.

Chairman Kristine Faulk: \_\_\_\_\_

Commissioner Donna Johns: \_\_\_\_\_



JULY 2021

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**TO:** BOARD OF COMMISSIONERS

**FROM:** CAMMIE HENDERSON, OFFICE MANAGER

**SUBJECT:** FINANCIAL REPORT FOR THE PERIOD ENDED 6-30-2021

**CC:** DARRIN DUNWALD, DIRECTOR

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Attached for your review are the financial statement and bank reconciliation for the period ended June 30, 2021. The following is a summary of those reports:

|                          | Actual<br>6/30/2021 | Budget<br>2020-2021 | YTD<br>Balance | Over<br>(Under) Budget | Percentage of<br>Budget |
|--------------------------|---------------------|---------------------|----------------|------------------------|-------------------------|
| Total Revenue            | 147,760.63          | 4,741,796.00        | 4,910,476.10   | 168,680.10             | 103.56%                 |
| Total Personnel Expenses | 107,339.87          | 1,508,400.00        | 892,342.31     | -616,057.69            | 59.16%                  |
| Total Operating Expenses | 51,156.85           | 877,025.00          | 554,802.45     | -322,222.55            | 63.26%                  |
| Total Capital Expenses   | 6,523.00            | 8,432,959.00        | 198,417.93     | -8,234,541.07          | 2.35%                   |
| Total Budget and Charges | 165,019.72          | 10,818,384.00       | 1,645,562.69   | -9,172,821.31          | 15.21%                  |

We continue to work with Warren Averett to get it completed as soon as possible.

**South Walton County Mosquito Control District  
Reconciliation Summary  
102001 · Local Fund Checking, Period Ending 06/30/2021**

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|  | Jun 30, 21  |
|--|-------------|
| <b>Beginning Balance</b>                 | 79,968.10   |
| <b>Cleared Transactions</b>              |             |
| Checks and Payments - 89 Items           | -170,785.24 |
| Deposits and Credits - 26 Items          | 158,199.68  |
| <b>Total Cleared Transactions</b>        | -12,585.56  |
| <b>Cleared Balance</b>                   | 67,382.54   |
| <b>Uncleared Transactions</b>            |             |
| Checks and Payments - 48 Items           | -95,356.02  |
| Deposits and Credits - 1 Item            | 132.50      |
| <b>Total Uncleared Transactions</b>      | -95,223.52  |
| <b>Register Balance as of 06/30/2021</b> | -27,840.98  |
| <b>New Transactions</b>                  |             |
| Checks and Payments - 34 items           | -39,058.82  |
| <b>Total New Transactions</b>            | -39,058.82  |
| <b>Ending Balance</b>                    | -66,899.80  |

**South Walton County Mosquito Control District  
Reconciliation Summary  
105001 · Local Fund Savings, Period Ending 06/30/2021**

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|  | Jun 30, 21   |
|--|--------------|
| <b>Beginning Balance</b>                 | 6,757,358.40 |
| <b>Cleared Transactions</b>              |              |
| Checks and Payments - 1 item             | -100,000.00  |
| Deposits and Credits - 6 Items           | 89,205.79    |
| <b>Total Cleared Transactions</b>        | -10,794.21   |
| <b>Cleared Balance</b>                   | 6,746,564.19 |
| <b>Register Balance as of 06/30/2021</b> | 6,746,564.19 |
| <b>Ending Balance</b>                    | 6,746,564.19 |

We are getting a better picture of the actual banking information with minimal outstanding items.

I've included the complete P&L report, checking and saving detail report with this memo.



**South Walton County Mosquito Control District**  
**Profit & Loss**  
 June 2021

07/12/21

Accrual Basis

|   | Jun 21            |
|---|-------------------|
| <b>Ordinary Income/Expense</b>                  |                   |
| <b>Income</b>                                   |                   |
| 311 · AD VALOREM                                |                   |
| 311.1 · Prior Year Taxes/Other                  | 90,153.61         |
| <b>Total 311 · AD VALOREM</b>                   | <b>90,153.61</b>  |
| 364.000 · Disposition of Fixed Assets           | 57,602.00         |
| 402001 · Interest income                        | 5.02              |
| <b>Total Income</b>                             | <b>147,760.63</b> |
| <b>Expense</b>                                  |                   |
| 10 · PERSONAL SERVICES                          |                   |
| 10.4 · LIBERTY NATIONAL                         | 0.00              |
| 10.7 · AFLAC                                    | -412.72           |
| 11 · Executive Salaries                         | 1,107.72          |
| 12 · Regular Salaries and wages                 | 56,779.12         |
| 14 · Overtime                                   | 341.22            |
| 16 · Compensated annual leave                   | 3,828.08          |
| 18 · Compensated Compensatory Leave             | 553.01            |
| 10 · PERSONAL SERVICES - Other                  | 900.57            |
| <b>Total 10 · PERSONAL SERVICES</b>             | <b>63,097.00</b>  |
| 20 · PERSONAL SERVICES BENEFITS                 |                   |
| 21 · FICA Taxes                                 | 4,737.89          |
| 22 · Retirement contributions                   |                   |
| 22.2 · FRS paid by District                     | 7,366.55          |
| <b>Total 22 · Retirement contributions</b>      | <b>7,366.55</b>   |
| 23 · Life and Health Insurance                  |                   |
| 23.2 · Walton County Group Plan                 | 30,560.00         |
| 23.4 · METLIFE                                  | 236.30            |
| 23.5 · Unum                                     | 1,156.41          |
| 23.6 · Guardian                                 | 285.60            |
| 23 · Life and Health Insurance - Other          | 48.00             |
| <b>Total 23 · Life and Health Insurance</b>     | <b>32,286.31</b>  |
| 24 · WORKERS COMP                               | 84.62             |
| 26 · Other postemployment benefits              |                   |
| 26.2 · Jose Hernandez                           | -127.10           |
| 26.3 · Geraldine Via                            | -105.40           |
| <b>Total 26 · Other postemployment benefits</b> | <b>-232.50</b>    |
| <b>Total 20 · PERSONAL SERVICES BENEFITS</b>    | <b>44,242.87</b>  |
| 30 · OPERATING EXPENSES                         |                   |
| 30.3 · Kristine Faulk                           | 150.00            |
| 31 · Professional Services                      |                   |
| 31.2 · Tax Collector Fees                       | 1,788.90          |
| 31.4 · Medical Services                         | 250.00            |
| <b>Total 31 · Professional Services</b>         | <b>2,038.90</b>   |
| 31.3 · Legal and Engineering Service            | 14,874.00         |
| 32 · ACCOUNTING & AUDITING                      | 3,000.00          |
| 3400 · Other Services                           |                   |
| 03412 · Other services IT Hosting               | 1,252.25          |
| 3400 · Other Services - Other                   | 307.50            |
| <b>Total 3400 · Other Services</b>              | <b>1,559.75</b>   |

## South Walton County Mosquito Control District

07/12/21

## Profit &amp; Loss

Accrual Basis

June 2021

|   | <u>Jun 21</u>    |
|---|------------------|
| 30 · OPERATING EXPENSES - Other                     | 23.99            |
| <b>Total 30 · OPERATING EXPENSES</b>                | <b>21,646.64</b> |
| 30.4 · Donna Johns                                  | 150.00           |
| 30.5 · J Doug Liles                                 | 150.00           |
| 34 · Other Contractual Services                     | 41.58            |
| 40 · TRAVEL & PER DIEM                              | 66.02            |
| 41 · COMMUNICATION SERVICES                         | 782.58           |
| 42 · FREIGHT SERVICES                               | 182.50           |
| 43 · UTILITY SERVICES                               |                  |
| 4304 · GARBAGE SOLID WASTE SERVICES                 | 45.28            |
| 43 · UTILITY SERVICES - Other                       | 602.60           |
| <b>Total 43 · UTILITY SERVICES</b>                  | <b>647.88</b>    |
| 45 · INSURANCE                                      |                  |
| 45.6 · General liability                            | 1,078.50         |
| <b>Total 45 · INSURANCE</b>                         | <b>1,078.50</b>  |
| 46 · REPAIR & MAINTENANCE SERVICES                  |                  |
| 46.3 · Maintenance of other equipment               | 2,001.73         |
| 46.31 · Software Maintenance Office Eq              | 2,952.00         |
| 46.5 · Maint of Build & Grounds by Dis              | 164.27           |
| 46.6 · Maint of equipment by District               | 1,266.30         |
| <b>Total 46 · REPAIR &amp; MAINTENANCE SERVICES</b> | <b>6,384.30</b>  |
| 47 · PRINTING & BINDING                             | 16.00            |
| 49 · OTHER CURRENT CHARGES                          |                  |
| 49.2 · advertising required by law                  | 322.89           |
| 49 · OTHER CURRENT CHARGES - Other                  | 29.80            |
| <b>Total 49 · OTHER CURRENT CHARGES</b>             | <b>352.69</b>    |
| 50 · SUPPLIES/MATERIALS                             |                  |
| 51 · Office Supplies                                | 506.42           |
| 50 · SUPPLIES/MATERIALS - Other                     | 99.29            |
| <b>Total 50 · SUPPLIES/MATERIALS</b>                | <b>605.71</b>    |
| 52 · Operating Supplies                             |                  |
| 52.1 · Gasoline Oil Lubricant                       |                  |
| 52.11 · Gasoline                                    | 4,111.35         |
| 52.12 · Diesel                                      | 898.72           |
| <b>Total 52.1 · Gasoline Oil Lubricant</b>          | <b>5,010.07</b>  |
| 52.2 · Chemicals Solvents Additives                 |                  |
| 52.20 · VECTOLEX FG                                 | 10,038.00        |
| <b>Total 52.2 · Chemicals Solvents Additives</b>    | <b>10,038.00</b> |
| 52.3 · Clothing and Wearing Apparel                 |                  |
| 52.31 · uniforms                                    | 203.90           |
| 52.3 · Clothing and Wearing Apparel - Other         | 290.98           |
| <b>Total 52.3 · Clothing and Wearing Apparel</b>    | <b>494.88</b>    |

## South Walton County Mosquito Control District

07/12/21

## Profit &amp; Loss

Accrual Basis

June 2021

|   | <u>Jun 21</u>            |
|---|--------------------------|
| <b>52.4 · Misc Supplies &amp; Incidentals</b>       |                          |
| 52.401 · Yellow Fly                                 | 93.52                    |
| 52.403 · COVID                                      | 180.35                   |
| 52.42 · Mosquito                                    | 1,481.46                 |
| 52.46 · Culligan                                    | 44.70                    |
| 52.47 · Chickens                                    | 145.07                   |
| 52.48 · Lab   | 149.48                   |
| 52404 · Sunshine Committee                          | 62.42                    |
| <b>Total 52.4 · Misc Supplies &amp; Incidentals</b> | <u>2,157.00</u>          |
| <b>52.5 · Tool and small implements</b>             | 341.38                   |
| <b>52 · Operating Supplies - Other</b>              | <u>234.96</u>            |
| <b>Total 52 · Operating Supplies</b>                | 18,276.29                |
| <b>54 · DUES &amp; SUBSCRIPTIONS</b>                | 403.60                   |
| <b>55 · TRAINING</b>                                | 372.56                   |
| <b>60 · CAPITAL OUTLAY</b>                          | 6,523.00                 |
| <b>66900 · Reconciliation Discrepancies</b>         | <u>-360.16</u>           |
| <b>Total Expense</b>                                | <u>164,659.56</u>        |
| <b>Net Ordinary Income</b>                          | <u>-16,898.93</u>        |
| <b>Net Income</b>                                   | <u><u>-16,898.93</u></u> |

South Walton County Mosquito Control District

7/12/2021 5:36 PM

Register: 105001 · Local Fund Savings

From 06/01/2021 through 06/30/2021

Sorted by: Date, Type, Number/Ref

| <b>Date</b> | <b>Number</b> | <b>Payee</b> | <b>Account</b>           | <b>Memo</b> | <b>Payment</b> | <b>C</b> | <b>Deposit</b> | <b>Balance</b> |
|-------------|---------------|--------------|--------------------------|-------------|----------------|----------|----------------|----------------|
| 06/02/2021  | ACH           | Trustmark    | 102001 · Local Fund C... |             | 100,000.00     | X        |                | 6,656,527.28   |
| 06/04/2021  |               |              | 311 · AD VALOREM:...     | Deposit     |                | X        | 295.84         | 6,656,823.12   |
| 06/10/2021  |               |              | 311 · AD VALOREM:...     | Deposit     |                | X        | 412.56         | 6,657,235.68   |
| 06/18/2021  |               |              | -split-                  | Deposit     |                | X        | 71,191.39      | 6,728,427.07   |
| 06/21/2021  |               |              | -split-                  | Deposit     |                | X        | 16,461.20      | 6,744,888.27   |
| 06/30/2021  |               |              | -split-                  | Deposit     |                | X        | 3.72           | 6,744,891.99   |

South Walton County Mosquito Control District

7/12/2021 4:54 PM

Register: 102001 · Local Fund Checking

From 06/01/2021 through 06/30/2021

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee             | Account                  | Memo             | Payment  | C | Deposit    | Balance    |
|------------|--------|-------------------|--------------------------|------------------|----------|---|------------|------------|
| 06/01/2021 | ACH    | AFLAC             | 10 · PERSONAL SER...     | 776685           | 554.18   | X |            | -32,759.37 |
| 06/01/2021 | ACH    | UNUM              | 20 · PERSONAL SER...     | 0298361-001      | 1,156.41 | X |            | -33,915.78 |
| 06/01/2021 | ACH    | METLIFE           | 20 · PERSONAL SER...     | tm0556200000...  | 248.90   | X |            | -34,164.68 |
| 06/01/2021 | ACH    | J Doug Liles      | 30.5 · J Doug Liles      |                  | 150.00   | X |            | -34,314.68 |
| 06/01/2021 | ACH    | Donna G Johns     | 30.4 · Donna Johns       |                  | 150.00   | X |            | -34,464.68 |
| 06/01/2021 | ACH    | Kristine Faulk    | 30 · OPERATING EX...     |                  | 150.00   | X |            | -34,614.68 |
| 06/02/2021 |        |                   | 105001 · Local Fund S... | Deposit          |          | X | 100,000.00 | 65,385.32  |
| 06/02/2021 |        | BEARD             | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 65,385.32  |
| 06/02/2021 |        | BLUETARP          | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 65,385.32  |
| 06/02/2021 |        | FEDEX             | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 65,385.32  |
| 06/02/2021 |        | GO DADDY          | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 65,385.32  |
| 06/02/2021 |        | GUARDIAN          | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 65,385.32  |
| 06/02/2021 | ACH    | GUARDIAN          | 20 · PERSONAL SER...     |                  | 285.60   | X |            | 65,099.72  |
| 06/02/2021 | ACH    | CREATIVE WEB S... | 30 · OPERATING EX...     |                  | 99.00    | X |            | 65,000.72  |
| 06/02/2021 | 6639   | FEDEX             | 2000 · Accounts Payable  | VOID: 187759...  |          | X |            | 65,000.72  |
| 06/03/2021 |        |                   | -split-                  | Deposit          |          | X | 30,315.00  | 95,315.72  |
| 06/03/2021 |        | IFIXCOMPUTERS     | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 |        | IFIXCOMPUTERS     | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 |        | IFIXCOMPUTERS     | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 |        | INTUIT            | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 |        | IRS               | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 |        | METLIFE           | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 |        | NATIONWIDE        | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 |        | NATUREWATCH       | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 |        | OREILLY           | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 |        | PUBLIX            | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 |        | MCES              | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 |        | RETIF             | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 |        | UNUM              | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 |        | WASTE MANAGE...   | 2000 · Accounts Payable  | QuickBooks ge... |          | X |            | 95,315.72  |
| 06/03/2021 | 6622   | XEROX CORPOPR...  | 2000 · Accounts Payable  |                  | 5,381.00 | X |            | 89,934.72  |
| 06/03/2021 | 6623   | Walmart           | 2000 · Accounts Payable  |                  | 180.23   | X |            | 89,754.49  |
| 06/03/2021 | 6624   | RETIF             | 2000 · Accounts Payable  |                  | 1,893.06 | X |            | 87,861.43  |
| 06/03/2021 | 6625   | QUILL             | 2000 · Accounts Payable  |                  | 246.50   | X |            | 87,614.93  |
| 06/03/2021 | 6626   | PUBLIX            | 2000 · Accounts Payable  | 2003130          | 185.74   | X |            | 87,429.19  |
| 06/03/2021 | 6627   | PROHEALTH         | 2000 · Accounts Payable  |                  | 128.00   | X |            | 87,301.19  |
| 06/03/2021 | 6628   | Lindsey Ashman    | 2000 · Accounts Payable  |                  | 203.90   | X |            | 87,097.29  |
| 06/03/2021 | 6629   | IFIXCOMPUTERS     | 2000 · Accounts Payable  |                  | 897.37   | X |            | 86,199.92  |
| 06/03/2021 | 6630   | FISHER SCIENTIFIC | 2000 · Accounts Payable  | 389057-001       | 580.83   | X |            | 85,619.09  |
| 06/03/2021 | 6631   | DUNWALD           | 2000 · Accounts Payable  | Employee coul... | 9.70     | X |            | 85,609.39  |

South Walton County Mosquito Control District

7/12/2021 4:54 PM

Register: 102001 - Local Fund Checking

From 06/01/2021 through 06/30/2021

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                   | Account                     | Memo               | Payment   | C | Deposit   | Balance   |
|------------|--------|-------------------------|-----------------------------|--------------------|-----------|---|-----------|-----------|
| 06/03/2021 | 6632   | DEFUNIAK HERALD         | 2000 · Accounts Payable     |                    | 160.88    | X |           | 85,448.51 |
| 06/03/2021 | 6633   | CULLIGAN                | 2000 · Accounts Payable     |                    | 110.80    | X |           | 85,337.71 |
| 06/03/2021 | 6634   | CREATIVE THREA...       | 2000 · Accounts Payable     |                    | 163.55    | X |           | 85,174.16 |
| 06/03/2021 | 6635   | BEARD                   | 2000 · Accounts Payable     | 88002-26803        | 221.12    | X |           | 84,953.04 |
| 06/03/2021 | 6636   | Beach Repro & Copy...   | 2000 · Accounts Payable     |                    | 163.00    | X |           | 84,790.04 |
| 06/03/2021 | 6637   | ADVANCE AUTO P...       | 2000 · Accounts Payable     | 1870734804         | 52.17     | X |           | 84,737.87 |
| 06/03/2021 | 6638   | ADAPCO                  | 2000 · Accounts Payable     |                    | 15,369.88 | X |           | 69,367.99 |
| 06/04/2021 |        |                         | -split-                     | Deposit            |           | X | 27,287.00 | 96,654.99 |
| 06/04/2021 | ACH    | Deluxe Business Syst... | 52 · Operating Supplies     | Office Deposit ... | 87.26     | X |           | 96,567.73 |
| 06/04/2021 | ACH    | FL DOR                  | 24000 · Payroll Liabilit... | Garnishment P...   | 301.85    | X |           | 96,265.88 |
| 06/08/2021 |        |                         | -split-                     | Deposit            |           | X | 232.50    | 96,498.38 |
| 06/08/2021 | ACH    | FEDEX                   | 42 · FREIGHT SERVI...       | 739658810          | 57.79     | X |           | 96,440.59 |
| 06/08/2021 | 6640   | WALTON COUNTY...        | 2000 · Accounts Payable     |                    | 16,422.66 | X |           | 80,017.93 |
| 06/08/2021 | 6641   | Geraldine C Via         | 2000 · Accounts Payable     |                    | 307.50    | X |           | 79,710.43 |
| 06/08/2021 | 6642   | ACENTRIA                | 2000 · Accounts Payable     |                    | 1,078.50  | X |           | 78,631.93 |
| 06/09/2021 | ACH    | Anthony Kauffman        | -split-                     |                    | 1,387.24  | X |           | 77,244.69 |
| 06/09/2021 | ACH    | Bernadette K Canut      | -split-                     |                    | 1,328.47  | X |           | 75,916.22 |
| 06/09/2021 | ACH    | Cameron L Williams      | -split-                     |                    | 1,216.48  | X |           | 74,699.74 |
| 06/09/2021 | ACH    | Gerald Williams         | -split-                     |                    | 1,520.89  | X |           | 73,178.85 |
| 06/09/2021 | ACH    | James M Richards        | -split-                     |                    | 137.38    | X |           | 73,041.47 |
| 06/09/2021 | ACH    | Joseph Wallace          | -split-                     |                    | 1,069.75  | X |           | 71,971.72 |
| 06/09/2021 | ACH    | Kenneth Hobbs           | -split-                     |                    | 1,428.83  | X |           | 70,542.89 |
| 06/09/2021 | ACH    | Kenneth M McDaniel      | -split-                     |                    | 724.86    | X |           | 69,818.03 |
| 06/09/2021 | ACH    | Norman E Pruett         | -split-                     |                    | 1,373.78  | X |           | 68,444.25 |
| 06/09/2021 | ACH    | Richard Mitchell        | -split-                     |                    | 1,563.52  | X |           | 66,880.73 |
| 06/09/2021 | ACH    | Teahna Ratliff          | -split-                     |                    | 1,500.76  | X |           | 65,379.97 |
| 06/09/2021 | ACH    | Thomas Hilaman          | -split-                     |                    | 1,122.16  | X |           | 64,257.81 |
| 06/09/2021 | ACH    | Thomas Mahn             | -split-                     |                    | 259.75    | X |           | 63,998.06 |
| 06/09/2021 | ACH    | Cammie L Henderson      | -split-                     |                    | 1,890.06  | X |           | 62,108.00 |
| 06/09/2021 | ACH    | Darrin E Dunwald        | -split-                     |                    | 2,176.14  | X |           | 59,931.86 |
| 06/09/2021 | ACH    | David Henniger          | -split-                     |                    | 152.08    | X |           | 59,779.78 |
| 06/09/2021 | ACH    | Donna Johns             | -split-                     |                    | 164.96    | X |           | 59,614.82 |
| 06/09/2021 | ACH    | Doug Liles              | -split-                     |                    | 164.96    | X |           | 59,449.86 |
| 06/09/2021 | ACH    | Kristine A Faulk        | -split-                     |                    | 161.96    | X |           | 59,287.90 |
| 06/09/2021 | ACH    | Lindsey M Ashman        | -split-                     |                    | 1,350.37  | X |           | 57,937.53 |
| 06/09/2021 | ACH    | Matthew B Borah         | -split-                     |                    | 1,213.77  | X |           | 56,723.76 |
| 06/09/2021 | ACH    | Michael Yawn            | -split-                     |                    | 1,581.55  | X |           | 55,142.21 |
| 06/09/2021 | ACH    | Richard Mitchell        | -split-                     |                    | 268.20    | X |           | 54,874.01 |
| 06/09/2021 | 6662   | Arnold Joe Deel         | -split-                     |                    | 360.16    | X |           | 54,513.85 |
| 06/10/2021 | ACH    | Gerald Williams         | -split-                     |                    | 139.85    | X |           | 54,374.00 |

South Walton County Mosquito Control District

7/12/2021 4:54 PM

Register: 102001 - Local Fund Checking

From 06/01/2021 through 06/30/2021

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee              | Account                     | Memo             | Payment   | C | Deposit | Balance   |
|------------|--------|--------------------|-----------------------------|------------------|-----------|---|---------|-----------|
| 06/15/2021 | ACH    | FEDEX              | 42 · FREIGHT SERVI...       | 740482966        | 73.65     | X |         | 54,300.35 |
| 06/22/2021 | ACH    | AT&T               | 41 · COMMUNICATI...         | 287297285865     | 782.58    | X |         | 53,517.77 |
| 06/23/2021 | ACH    | WASTE MANAGE...    | 43 · UTILITY SERVI...       | 9150596-4814-6   | 45.28     | X |         | 53,472.49 |
| 06/23/2021 |        | Anthony Kauffman   | -split-                     |                  | 1,387.26  | X |         | 52,085.23 |
| 06/23/2021 |        | Bernadette K Canut | -split-                     |                  | 1,307.12  | X |         | 50,778.11 |
| 06/23/2021 |        | Cameron L Williams | -split-                     |                  | 1,209.09  | X |         | 49,569.02 |
| 06/23/2021 |        | David L Krika      | -split-                     |                  | 156.99    | X |         | 49,412.03 |
| 06/23/2021 |        | Gerald Williams    | -split-                     |                  | 1,682.97  | X |         | 47,729.06 |
| 06/23/2021 |        | James M Richards   | -split-                     |                  | 62.79     | X |         | 47,666.27 |
| 06/23/2021 |        | Joseph Wallace     | -split-                     |                  | 1,108.33  | X |         | 46,557.94 |
| 06/23/2021 |        | Kenneth Hobbs      | -split-                     |                  | 1,278.79  | X |         | 45,279.15 |
| 06/23/2021 |        | Kenneth M McDaniel | -split-                     |                  | 644.51    | X |         | 44,634.64 |
| 06/23/2021 |        | Lindsey M Ashman   | -split-                     |                  | 1,350.37  | X |         | 43,284.27 |
| 06/23/2021 |        | Matthew B Borah    | -split-                     |                  | 1,176.38  | X |         | 42,107.89 |
| 06/23/2021 |        | Norman E Pruet     | -split-                     |                  | 1,373.78  | X |         | 40,734.11 |
| 06/23/2021 |        | Richard Mitchell   | -split-                     |                  | 1,563.52  | X |         | 39,170.59 |
| 06/23/2021 |        | Teahna Ratliff     | -split-                     |                  | 1,500.75  | X |         | 37,669.84 |
| 06/23/2021 |        | Thomas Hilaman     | -split-                     |                  | 1,122.16  | X |         | 36,547.68 |
| 06/23/2021 |        | Thomas Mahn        | -split-                     |                  | 363.62    | X |         | 36,184.06 |
| 06/23/2021 |        | Cammie L Henderson | -split-                     |                  | 1,890.05  | X |         | 34,294.01 |
| 06/23/2021 |        | Darrin E Dunwald   | -split-                     |                  | 2,176.13  | X |         | 32,117.88 |
| 06/23/2021 |        | Donna Johns        | -split-                     |                  | 164.96    | X |         | 31,952.92 |
| 06/23/2021 |        | Doug Liles         | -split-                     |                  | 164.96    | X |         | 31,787.96 |
| 06/23/2021 |        | Kristine A Faulk   | -split-                     |                  | 161.96    | X |         | 31,626.00 |
| 06/23/2021 |        | Michael Yawn       | -split-                     |                  | 1,581.55  | X |         | 30,044.45 |
| 06/23/2021 | 6660   | Arnold Joe Deel    | -split-                     |                  | 1,649.91  | X |         | 28,394.54 |
| 06/25/2021 | ach    | FNBT               | 108001 · FNBT Bank          |                  | 6,799.27  | X |         | 21,595.27 |
| 06/25/2021 | ach    | CHELCO             | 43 · UTILITY SERVI...       | 700109304        | 509.09    | X |         | 21,086.18 |
| 06/25/2021 | ach    | FEDEX              | 42 · FREIGHT SERVI...       | 187759331        | 51.06     | X |         | 21,035.12 |
| 06/25/2021 | ACH    | FL DOR             | 24000 · Payroll Liabilit... | Garnishment p... | 301.85    | X |         | 20,733.27 |
| 06/25/2021 | 6643   | XEROX CORPOPR...   | 2000 · Accounts Payable     |                  | 301.58    |   |         | 20,431.69 |
| 06/25/2021 | 6644   | BEARD              | 2000 · Accounts Payable     | 88002-26803      | 464.13    |   |         | 19,967.56 |
| 06/25/2021 | 6645   | DEFUNIAK HERALD    | 2000 · Accounts Payable     |                  | 11.00     |   |         | 19,956.56 |
| 06/25/2021 | 6646   | FOSTER & FOSTER    | 2000 · Accounts Payable     |                  | 3,000.00  |   |         | 16,956.56 |
| 06/25/2021 | 6647   | HYDRO SOLUTIONS    | 2000 · Accounts Payable     |                  | 2,124.00  |   |         | 14,832.56 |
| 06/25/2021 | 6648   | IFIXCOMPUTERS      | 2000 · Accounts Payable     |                  | 351.50    |   |         | 14,481.06 |
| 06/25/2021 | 6649   | MBDV               | 2000 · Accounts Payable     | 439.01           | 12,750.00 |   |         | 1,731.06  |
| 06/25/2021 | 6650   | MELHORNS           | 2000 · Accounts Payable     |                  | 81.25     |   |         | 1,649.81  |
| 06/25/2021 | 6651   | OREILLY            | 2000 · Accounts Payable     | 300737           | 25.52     |   |         | 1,624.29  |
| 06/25/2021 | 6652   | PUBLIX             | 2000 · Accounts Payable     | 2003130          | 248.24    |   |         | 1,376.05  |

South Walton County Mosquito Control District

7/12/2021 4:54 PM

Register: 102001 · Local Fund Checking

From 06/01/2021 through 06/30/2021

Sorted by: Date, Type, Number/Ref

| <b>Date</b> | <b>Number</b> | <b>Payee</b>       | <b>Account</b>             | <b>Memo</b>       | <b>Payment</b> | <b>C</b> | <b>Deposit</b> | <b>Balance</b> |
|-------------|---------------|--------------------|----------------------------|-------------------|----------------|----------|----------------|----------------|
| 06/25/2021  | 6653          | QUILL              | 2000 · Accounts Payable    |                   | 597.32         |          |                | 778.73         |
| 06/25/2021  | 6654          | REGIONAL UTILIT... | 2000 · Accounts Payable    |                   | 93.51          |          |                | 685.22         |
| 06/25/2021  | 6655          | RETIF              | 2000 · Accounts Payable    |                   | 2,703.70       |          |                | -2,018.48      |
| 06/25/2021  | 6656          | Walmart            | 2000 · Accounts Payable    |                   | 53.49          |          |                | -2,071.97      |
| 06/25/2021  | 6657          | WARREN AVERETT     | 2000 · Accounts Payable    |                   | 7,970.00       |          |                | -10,041.97     |
| 06/25/2021  | 6658          | AMERIGAS           | 2000 · Accounts Payable    | 201596642         | 95.00          |          |                | -10,136.97     |
| 06/25/2021  | To Print      | BLUETARP           | 2000 · Accounts Payable    |                   | 229.28         |          |                | -10,366.25     |
| 06/26/2021  |               |                    | 49 · OTHER CURREN...       | Service Charge    | 29.80          | X        |                | -10,396.05     |
| 06/28/2021  | 6659          | PGIT               | 2000 · Accounts Payable    |                   | 2,918.75       |          |                | -13,314.80     |
| 06/30/2021  |               |                    | 402001 · Interest income   | Interest          |                | X        | 5.02           | -13,309.78     |
| 06/30/2021  | 6661          | WALTON COUNTY...   | 2000 · Accounts Payable    |                   | 14,846.08      |          |                | -28,155.86     |
| 06/30/2021  | 22            |                    | 66900 · Reconciliation ... | Balance Adjust... |                | X        | 360.16         | -27,795.70     |



## SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT

### Operations Report June 2021

#### MONTHLY VALUES

#### ON HAND

#### ADULTICIDE

| CHEMICAL         | MONTHLY OUTPUT | UNIT | UNIT VALUE | MONTHLY \$ VALUE  | MONTHLY INVENTORY | INVENTORY \$\$    |
|------------------|----------------|------|------------|-------------------|-------------------|-------------------|
| ML KONTROL 30-30 | 8              | GAL  | 54.5       | \$436.00          | 12.5              | \$681.25          |
| DELTAGARD ULV    | 11             | GAL  | 173.67     | \$1,910.37        | 41.5              | \$7,207.31        |
| DUET             | 0              | OZ   | 1.5        | \$0.00            | 528               | \$792.00          |
| ZENIVEX E4 RTU   | 0              | GAL  | 85         | \$0.00            | 0                 | \$0.00            |
| ZENIVEX E20      | 0              | GAL  | SAMPLE     | \$0.00            | 2.5               | SAMPLE            |
| <b>TOTAL</b>     |                |      |            | <b>\$2,346.37</b> | <b>TOTAL</b>      | <b>\$8,680.56</b> |

#### LARVICIDE

| CHEMICAL         | MONTHLY OUTPUT | UNIT  | UNIT VALUE   | MONTHLY \$ VALUE  | MONTHLY INVENTORY | INVENTORY \$\$     |
|------------------|----------------|-------|--------------|-------------------|-------------------|--------------------|
| ABATE WDG        | 0              | POUND | 10.61        |                   | 132               | \$1,400.52         |
| ALTOSID XR       | 15             | EACH  | 3.42         | \$51.60           | 1115              | \$3,813.30         |
| ALTOSID SBG      | 0              | POUND | 3.06         | \$0.00            | 287               | \$878.22           |
| VECTOBAC WDG     | 0              | POUND | 35           | \$0.00            | 50                | \$1,750.00         |
| Vectolex FG      | 65             | POUND | 6.26         | \$406.90          | 1600              | \$10,016.00        |
| COCO BEAR        | 9              | OUNCE | 0.1527       | \$1.37            | 14,903            | \$2,275.69         |
| VECTOLEX WDG     | 27             | POUND | 60.81        | \$1,641.87        | 27                | \$1,641.87         |
| FOURSTAR BTI CRG | 0              | POUND | 11.93        | \$0.00            | 1143              | \$13,635.99        |
| BACTIMOS         | 0              | EACH  | 0.57         | \$0.00            | 0                 | \$0.00             |
| NATULAR G30      | 0              | POUND | 15.83        | \$0.00            | 0                 | \$0.00             |
| NATULAR XRT      | 1              | EACH  | 4.63         | \$4.63            | 107               | \$495.41           |
| Vectolex wsp     | 0              | EACH  |              | SAMPLE            | 14                | SAMPLE             |
| Altosid Liquid   | 0              | GAL   |              | SAMPLE            | 1 gal             | SAMPLE             |
| <b>TOTAL</b>     |                |       | <b>TOTAL</b> | <b>\$2,106.37</b> | <b>TOTAL</b>      | <b>\$34,506.48</b> |

#### HERBICIDE

|              |   |    |      |                   |              |                    |
|--------------|---|----|------|-------------------|--------------|--------------------|
| Cornerstone  | 0 | OZ | 0.10 | \$0.00            | 1085         | \$108.50           |
| SURF AC      | 0 | OZ | 0.10 |                   | 5488         | \$548.80           |
| LESCO 3WY    | 0 | OZ | .09  |                   | 150          | \$13.50            |
| <b>TOTAL</b> |   |    |      | <b>\$0.00</b>     | <b>TOTAL</b> | <b>\$670.80</b>    |
| <b>TOTAL</b> |   |    |      | <b>\$4,452.74</b> | <b>TOTAL</b> | <b>\$43,857.83</b> |

#### OTHER SERVICES

|                 |    |  |  |  |                      |
|-----------------|----|--|--|--|----------------------|
| SERVICE REQUEST | 26 |  |  |  | 6/2020---80 requests |
| SPRAY MISSIONS  | 27 |  |  |  | 6/2020---16 missions |

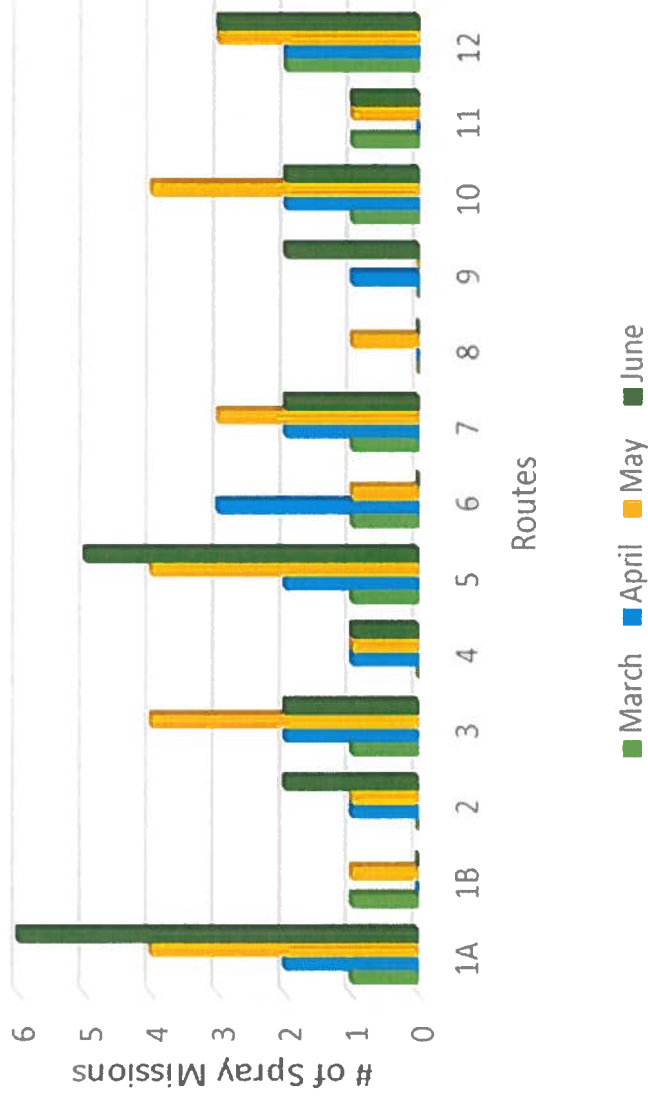
20 positive birds in June 2021 at 11 different sites.

2 positive in June of 2020

#### COMMENTS

One larvicide mission in June

## Spray Missions by Routes



|                             | March     | April     | May       | June      | Total     |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|
| 1A                          | 1         | 2         | 4         | 6         | 13        |
| 1B                          | 1         | 0         | 1         | 0         | 2         |
| 2                           | 0         | 1         | 1         | 2         | 4         |
| 3                           | 1         | 2         | 4         | 2         | 9         |
| 4                           | 0         | 1         | 1         | 1         | 3         |
| 5                           | 1         | 2         | 4         | 5         | 12        |
| 6                           | 1         | 3         | 1         | 0         | 5         |
| 7                           | 1         | 2         | 3         | 2         | 8         |
| 8                           | 0         | 0         | 1         | 0         | 1         |
| 9                           | 0         | 1         | 0         | 2         | 3         |
| 10                          | 1         | 2         | 4         | 2         | 9         |
| 11                          | 1         | 0         | 1         | 1         | 3         |
| 12                          | 2         | 2         | 3         | 3         | 10        |
| <b>Total Spray Missions</b> | <b>10</b> | <b>18</b> | <b>28</b> | <b>26</b> | <b>82</b> |

This Year

Created By Teahna Ratliff



# AIA<sup>®</sup> Document B221<sup>™</sup> – 2018

## **Service Order for use with Master Agreement Between Owner and Architect**

**SERVICE ORDER** number Six made as of the Thirteenth day of July in the year Two Thousand Twenty One  
*(In words, indicate day, month, and year.)*

**BETWEEN** the Owner:  
*(Name, legal status, address, and other information)*

South Walton County Mosquito Control District  
774 N. County Hwy 393  
Santa Rosa Beach, Florida 32459

and the Architect:  
*(Name, legal status, address, and other information)*

DAG Architects Inc. A Sub-Chapter S Corporation  
1223 Airport Road  
Destin, Florida 32541

for the following **PROJECT**:  
*(Name, location, and detailed description)*

Vehicle Bridge

### **THE SERVICE AGREEMENT**

This Service Order, together with the Master Agreement between Owner and Architect dated the second day of January in the year Two Thousand Nineteen  
*(In words, indicate day, month, and year.)*

form a Service Agreement.

The Owner and Architect agree as follows.  
Architect and consulting engineers shall provide design services as outlined in Exhibit "A".

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121<sup>™</sup>-2018, Standard Form of Master Agreement Between Owner and Architect

## TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SERVICES UNDER THIS SERVICE ORDER
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 COMPENSATION
- 5 INSURANCE
- 6 PARTY REPRESENTATIVES
- 7 ATTACHMENTS AND EXHIBITS

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

*(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)*

See EXHIBIT "A"

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

### ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

#### § 2.1.1 Basic Services

*(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

see EXHIBIT "A"

#### § 2.1.2 Additional Services

*(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

.2 Substantial Completion date:

Int.

**ARTICLE 4 COMPENSATION**

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum  
(Insert amount)  
  
\$29,680.00
- .2 Percentage Basis  
(Insert percentage value)  
  
( ) % of the Owner’s budget for the Cost of the Work, as calculated in accordance with Section 4.4.
- .3 Other  
(Describe the method of compensation)

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:  
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect’s Services document, list the exhibit below.)

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:  
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect’s Services document, list the exhibit below.)

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner’s most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner’s budget for the Cost of the Work.

**ARTICLE 5 INSURANCE**

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:  
(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.  
(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage

Limits

**ARTICLE 6 PARTY REPRESENTATIVES**

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:  
*(List name, address, and other information.)*

Darrin Dunwald / District Director  
South Walton County Mosquito Control District  
774 N. County Hwy 393  
Santa Rosa Beach, Florida 32549

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:  
*(List name, address, and other information.)*

Alex Gacic  
DAG Architects Inc.  
1223 Airport Road  
Destin, Florida 32541

**ARTICLE 7 ATTACHMENTS AND EXHIBITS**

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:  
*(Clearly identify any other exhibits incorporated into this Agreement.)*

EXHIBIT "A"

- .3 Other documents:  
*(List other documents, if any, including additional scopes of service forming part of this Service Order.)*

This Service Order entered into as of the day and year first written above.

\_\_\_\_\_  
**OWNER** *(Signature)*

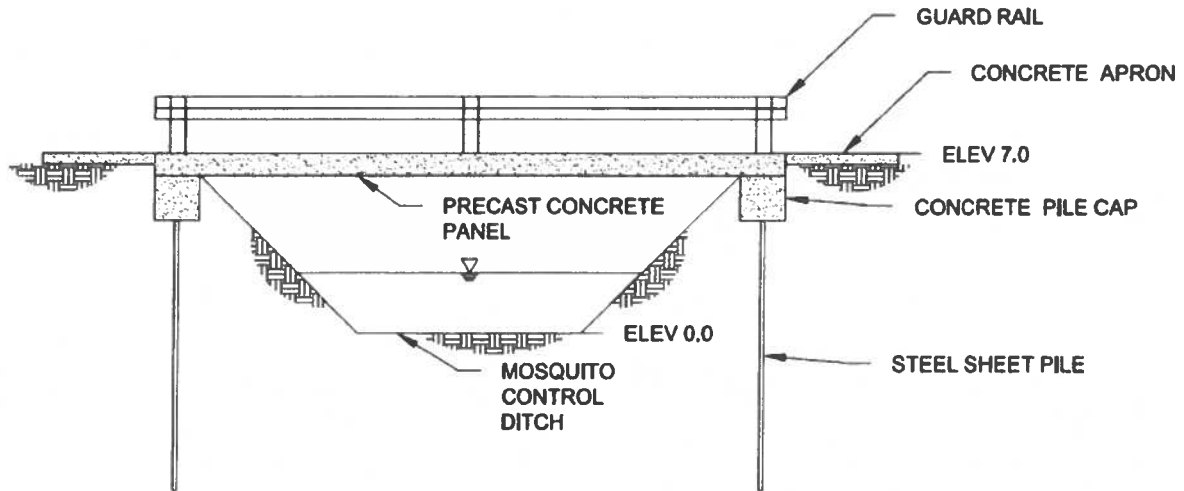
Darrin Dunwald District Director  
\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
**ARCHITECT** *(Signature)*

Jack D. Baker, AIA, FCP, President  
\_\_\_\_\_  
*(Printed name, title, and license number, if required)*

**EXHIBIT "A"**  
**SERVICE ORDER NO. SIX**  
**SCOPE OF SERVICES**

Vehicle Bridge to replace existing bridge spanning over existing north-south drainage ditch. Bridge shall be 24 feet wide, constructed with steel sheet piles, concrete pile caps, precast concrete decking, guard rails and aprons as shown in Vehicle Bridge Exhibit below (*for illustration purposes only and subject to change*). Bridge shall be capable of supporting an axle load of 32,000 lbs.



**VEHICLE BRIDGE EXHIBIT**

**Design**

- Provide Civil and Structural Plans and Specifications required for permitting, bidding and construction.
- Provide Opinion of probable construction cost.
- Provide project schedule.

**Bidding**

- Prepare bid advertisement and bid forms.
- Review bidder qualifications.
- Conduct Prebid conference.
- Review and address bid questions.
- Issue bid addenda's as needed.
- Review bids and provide award recommendations.

**Construction Administration**

- Conduct Preconstruction conference
- Support Permitting and Approval requirements
- Review contractor contract submittals
- Review construction schedule and schedule of values
- Review product submittals and shop drawings
- Address Requests for Information
- Prepare addenda's or change orders as required
- Perform Site Observations as required
- Conduct substantial completion inspection
- Conduct final completion inspection
- Review contractor closeout documentation and as-built plans

**EXHIBIT "A"**  
**SERVICE ORDER NO. SIX**  
**SCOPE OF SERVICES**

**Meetings**

- Meetings as required with client, consultants, regulatory agencies, including Walton County Planning and Development Department, Northwest Florida Water Management District, and Florida Department of Environmental Protection.

**Assumptions and Exclusions**

- Land surveying services are excluded.
- Geotechnical engineering services are excluded. Anticipate needing at least (4) 50 ft Standard Penetration Borings (SPT). Budget \$6,000.
- Land planning services and/or developing site layouts (coordinate geometry) are excluded.
- Engineering services related to the existing building(s) and improvements are excluded.
- FDEP and/or ACOE jurisdictional wetland dredge and fill permitting services are excluded.
- Wetland mitigation / jurisdictional determination services and fees are excluded.
- Permit application and regulatory review fees are excluded.
- All required mailings, public notices, and signage are excluded and shall be billed as a reimbursable expense.
- All matters related to State of Florida or U.S. Fish & Wildlife are excluded.
- Services other than those specifically outlined within this proposal are excluded.





Destin  
Tallahassee  
Pensacola  
Panama City  
Panama City Beach  
Atlanta

South Walton Mosquito Control District  
Darrin Dunwald  
774 N. County Hwy 393  
Santa Rosa Beach, FL 32549

Invoice number 18106\_0221  
Date 02/28/2021

Project 18106 SOUTH WALTON COUNTY  
MOSQUITO CONTROL DISTRICT NEW  
HEADQUARTERS

Professional Architectural Services

| Description   | Contract Amount | Percent Complete | Prior Billed | Total Billed | Current Billed |
|---|-----------------|------------------|--------------|--------------|----------------|
| <b>Service Order #1 - Initial Surveys and Assessments</b>                         |                 |                  |              |              |                |
| Update Boundary and Topo Survey   | 1,200.00        | 100.00           | 1,200.00     | 1,200.00     | 0.00           |
| Site and Facilities Assessment  | 23,584.00       | 100.00           | 23,584.00    | 23,584.00    | 0.00           |
| Environmental Assessment  | 2,820.00        | 100.00           | 2,820.00     | 2,820.00     | 0.00           |
| Subtotal  | 27,604.00       | 100.00           | 27,604.00    | 27,604.00    | 0.00           |
| <b>Service Order #2 - Schematic Design Admin Building</b>                         |                 |                  |              |              |                |
| Architectural and Structural Schematic Design                                     | 30,800.00       | 100.00           | 30,800.00    | 30,800.00    | 0.00           |
| Civil Engineering Schematic Design  | 45,100.00       | 68.10            | 30,712.00    | 30,712.00    | 0.00           |
| Subtotal  | 75,900.00       | 81.04            | 61,512.00    | 61,512.00    | 0.00           |
| <b>Service Order #3 - Programming and Schematic Design - Maintenance Building</b> |                 |                  |              |              |                |
| Architectural, Str, MEP PG & Schematic Design                                     | 46,620.00       | 14.71            | 6,856.25     | 6,856.25     | 0.00           |
| Civil Engineering PG & Schematic Design   | 23,640.00       | 51.35            | 12,102.00    | 12,138.00    | 36.00          |
| Subtotal  | 70,260.00       | 27.03            | 18,958.25    | 18,994.25    | 36.00          |
| <b>Service Order #4 - Admin Bldg Construction Documents, Bidding, CA</b>          |                 |                  |              |              |                |
| Design Development  | 71,507.00       | 100.00           | 71,507.00    | 71,507.00    | 0.00           |
| Construction Documents  | 95,342.00       | 21.80            | 20,781.25    | 20,781.25    | 0.00           |
| Bidding and Negotiations  | 11,918.00       | 0.00             | 0.00         | 0.00         | 0.00           |
| Construction Administration   | 59,589.00       | 0.00             | 0.00         | 0.00         | 0.00           |
| Subtotal  | 238,356.00      | 38.72            | 92,288.25    | 92,288.25    | 0.00           |
| <b>Service Order #4 Additional Services</b>                                       |                 |                  |              |              |                |
| Civil Engineering   | 24,870.00       | 4.92             | 1,128.72     | 1,224.37     | 95.65          |
| Landscape Design  | 15,941.00       | 0.00             | 0.00         | 0.00         | 0.00           |
| Drainage Ditch Cover Design   | 25,507.00       | 7.88             | 2,008.69     | 2,008.69     | 0.00           |
| FL Energy Calculations  | 1,595.00        | 0.00             | 0.00         | 0.00         | 0.00           |
| Backup Generator Design   | 7,014.00        | 24.00            | 1,683.36     | 1,683.36     | 0.00           |
| Site Lighting Design  | 2,295.00        | 24.00            | 550.80       | 550.80       | 0.00           |
| Lightning Protection Design   | 1,530.00        | 24.00            | 367.20       | 367.20       | 0.00           |
| Telcom Design   | 7,014.00        | 24.00            | 1,683.36     | 1,683.36     | 0.00           |
| Security and Access   | 4,209.00        | 24.00            | 1,010.16     | 1,010.16     | 0.00           |
| Audio Video   | 7,015.00        | 24.00            | 1,683.60     | 1,683.60     | 0.00           |
| HVAC Commissioning  | 4,560.00        | 0.00             | 0.00         | 0.00         | 0.00           |
| Subtotal  | 101,550.00      | 10.06            | 10,115.89    | 10,211.54    | 95.65          |



Destin  
Tallahassee  
Pensacola  
Panama City  
Panama City Beach  
Atlanta

ARCHITECTS

South Walton Mosquito Control District

Project 18106 SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT NEW HEADQUARTERS

Invoice number 18106\_0221

Date 02/28/2021

| Description  | Contract Amount   | Percent Complete | Prior Billed      | Total Billed      | Current Billed |
|--|-------------------|------------------|-------------------|-------------------|----------------|
| <b>Service Order #5 - Environmental Permitting</b> | 21,600.00         | 77.22            | 16,500.00         | 16,680.00         | 180.00         |
| <b>Total</b>                                       | <b>535,270.00</b> | <b>42.46</b>     | <b>226,978.39</b> | <b>227,290.04</b> | <b>311.65</b>  |

Invoice total **311.65**

**Aging Summary**

| Invoice Number | Invoice Date | Outstanding   | Current       | Over 30     | Over 60     | Over 90     | Over 120    |
|----------------|--------------|---------------|---------------|-------------|-------------|-------------|-------------|
| 18106_0221     | 02/28/2021   | 311.65        | 311.65        |             |             |             |             |
|                | <b>Total</b> | <b>311.65</b> | <b>311.65</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |

*We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Gail at 850.337.6443 or gennis@dagarchitects.com.*