



South Walton County Mosquito Control District  
2021-2022 Regular Board Meeting  
Thursday, November 11, 2021 – 10:00AM

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**Agenda**

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

October 27, 2021 Regular Board Meeting (motion)

PUBLIC COMMENT - NON-AGENDA ITEMS

ADMINISTRATION'S REPORT

Financial Report for September

Financial Report for Year-End

Financial Report for October

October Expenditures (motion)

Auditor Selection

Labor Report

Operations Manager (motion)

LEGAL

September Billing (motion)

OPERATIONS

October Summary

Appropriations Request (motion)

COMMISSIONERS

Seat – 1 Doug Liles

Seat – 2 Donna Johns

Seat – 3 Kristine Faulk

OLD BUSINESS

Update Travel Policy

Credit Card Policy

Update fence

Certified Letter to Palmetto HOA regarding fence – tabled until closer to installation date

Auditor Selection Information – Posted in papers & website in September - October

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774 North County Hwy 393  
Santa Rosa Beach, FL 32459  
(850) 267-2112 Office  
(850) 267-2712 Fax



South Walton County Mosquito Control District  
2021-2022 Regular Board Meeting  
Thursday, November 11, 2021 – 10:00AM

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NEW BUSINESS

COMMENTS BY COMMISSION AND PUBLIC

ADJOURNMENT

**Next Scheduled Meeting(s):**

Regular Board Meeting: December 16, 2021 – 10 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459

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Santa Rosa Beach, FL 32459  
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South Walton County Mosquito Control District  
2021-2022 Regular Board Meeting  
Wednesday, October 27, 2021 – 3:00 PM  
**Minutes of Meeting**

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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 October 27, 2021 @ 3:00 PM.

Commissioner Donna Johns called the meeting to order at 3:02 PM and opened with a Prayer and Pledge of Allegiance to the American Flag.

The Commissioners attending the meeting were, Doug Liles and Donna Johns and Kristine Faulk phoned in for the meeting. Laura Donaldson, attorney, attended in-person.

Staff Present:     Darrin Dunwald, Director  
                          Cammie Henderson, Office Manager

Public:             Amy Tracy, Dewberry - Hydro  
                          Julie Ogle

**APPROVAL OF MINUTES**

September 21, 2021 Regular Board Meeting Minutes motion to approve.

    Motioned by: Commissioner Doug Liles

                    Seconded by: Commissioner Kristine Faulk

    Motion approved: Unanimously

September 24, 2021 Final Budget Hearing Minutes motion to approve.

    Motioned by: Commissioner Doug Liles

                    Seconded by: Commissioner Kristine Faulk

    Motion approved: Unanimously

**Ratification of Emergency Meeting**

September 22, 2021 Tentative Budget Hearing Minutes motion to approve.

    Motioned by: Commissioner Doug Liles

                    Seconded by: Commissioner Kristine Faulk

    Motion approved: Unanimously

**PUBLIC COMMENT - NON-AGENDA ITEMS - None**

**ADMINISTRATION'S REPORT**

Financial Tentative Report for September 2021 discussion ensued.

Request for motion to approval September Expenditures as presented by Donna Johns.

    Motioned by: Commissioner Doug Liles

                    Seconded by: Commissioner Kristine Faulk

    Motion approved: Unanimously



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Performance Reviews discussion ensued.

Request motion to approve Revised Performance increases as presented by Donna Johns.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Cost of Living discussion ensued. Will move forward with the amount approved in the budget at 5%.

Director Performance Review discussion ensued. Motion to approve:

5% performance increase and 5% cost of living increase for the Director.

Approval for Laura Donaldson to complete an Amendment to Employment Agreement and Present for signatures by Chairman and Director. Increases effective 10/1/2021

Motioned requested by Donna Johns.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Labor Report discussion ensued on open Mechanic position.

#### LEGAL

September Billing

Request for motion to approval Legal expenditures as presented by Donna Johns.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

#### OPERATIONS

September Summary – Discussion ensued

Spray Missions Chart

Service Request Chart

Building Location – Discussion ensued. Building recommendations to build on the East side of the ditch to eliminate the need for a new bridge. Commissioner Liles requested weekly meeting is DAG.

Surface Water Model Development – Project Status Update by Amy Tracy. Discussion ensued after presentation.

#### COMMISSIONERS

Seat – 1 Doug Liles

Requested information about product availability. Was there any product not available?

Seat – 2 Donna Johns

Seat – 3 Kristine Faulk



South Walton County Mosquito Control District  
2021-2022 Regular Board Meeting  
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OLD BUSINESS

- Update Travel Policy – tabled until November 11<sup>th</sup> meeting
- Credit Card Policy – tabled until November 11<sup>th</sup> meeting
- Update fence– tabled until November 11<sup>th</sup> meeting
- Certified Letter to Palmetto HOA regarding fence– tabled until November 11<sup>th</sup> meeting
- Auditor Selection Information – Posted in papers & website in September - October

NEW BUSINESS

- Branding importance – Discussion ensued about developing a DBA. We will follow up next meeting.  
YES, Your Environmental Services – suggestion for DBA - Looking at a naming contest.

COMMENTS BY COMMISSION AND PUBLIC - None

Request for motion to Adjourn by Donna Johns.

- Motioned by: Commissioner Doug Liles
- Seconded by: Commissioner Kristine Faulk
- Motion approved: Unanimously

Adjourn meeting by Madam Commissioner Donna Johns at 5:03 PM.

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

Commissioner Doug Liles: \_\_\_\_\_

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

**Next Scheduled Meeting(s):**

Regular Board Meeting: November 11, 2021 – 10 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459



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Julie Ogle

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Motion approved: Unanimously

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Motion approved: Unanimously

#### Ratification of Emergency Meeting

September 22, 2021 Tentative Budget Hearing Minutes motion to approve.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

#### PUBLIC COMMENT - NON-AGENDA ITEMS - None

#### ADMINISTRATION'S REPORT

Financial Tentative Report for September 2021 discussion ensued.

Request for motion to approval September Expenditures as presented by Donna Johns.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

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

	Sep 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>311.000 · AD VALOREM</b>	
311.001 · Prior Year Taxes/Other	134.48
<b>Total 311.000 · AD VALOREM</b>	134.48
<b>402.001 · Interest income</b>	271.03
<b>Total Income</b>	405.51
<b>Expense</b>	
<b>10 · PERSONAL SERVICES</b>	
10.7 · AFLAC	-149.40
11 · Executive Salaries	1,661.58
12 · Regular Salaries and wages	78,599.26 3 Payroll Month
14 · Overtime	0.00
16 · Compensated annual leave	3,425.02
18 · Compensated Compensatory Leave	8,026.78 Paid out Comp Bank
10 · PERSONAL SERVICES - Other	724.52
<b>Total 10 · PERSONAL SERVICES</b>	92,287.76 46.23% increase over August 21
<b>20 · PERSONAL SERVICES BENEFITS</b>	29,177.64
21 · FICA Taxes	6,947.86
22 · Retirement contributions	
22.1 · Retirement paid by Employees	-232.50
22.2 · FRS paid by District	12,018.90
<b>Total 22 · Retirement contributions</b>	11,786.40
23 · Life and Health Insurance	
23.2 · Walton County Group Plan	18,415.75
23.4 · METLIFE	297.50
23.5 · Unum	1,906.96
23.6 · Guardian	0.00
23 · Life and Health Insurance - Other	72.00
<b>Total 23 · Life and Health Insurance</b>	20,692.21
24 · WORKERS COMP	76.00
25 · Unemployment Compensation	50.00
<b>Total 20 · PERSONAL SERVICES BENEFITS</b>	39,552.47
<b>30 · OPERATING EXPENSES</b>	
30.3 · Kristine Faulk	150.00
30.4 · Donna Johns	150.00
30.5 · J Doug Liles	150.00
31 · Professional Services	
31.2 · Tax Collector Fees	2.70
31.4 · Medical Services	76.00
<b>Total 31 · Professional Services</b>	78.70
34.00 · Other Services	
34.12 · Other services IT Hosting	5,660.22
<b>Total 34.00 · Other Services</b>	5,660.22
<b>Total 30 · OPERATING EXPENSES</b>	6,188.92
<b>34 · Other Contractual Services</b>	7,571.55

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

	<b>Sep 21</b>	
<b>40 · TRAVEL &amp; PER DIEM</b>		
40.1 · PER DIEM OR MEALS	273.45	
40.3 · PRIVATE VEHICLES	988.87	
40 · TRAVEL & PER DIEM - Other	1,591.41	
<b>Total 40 · TRAVEL &amp; PER DIEM</b>	<b>2,853.73</b>	
<b>41 · COMMUNICATION SERVICES</b>	2,546.34	
<b>42 · FREIGHT SERVICES</b>	135.99	
<b>43 · UTILITY SERVICES</b>		
43.04 · GARBAGE SOLID WASTE SERVICES	244.81	
43 · UTILITY SERVICES - Other	696.33	
<b>Total 43 · UTILITY SERVICES</b>	<b>941.14</b>	
<b>46 · REPAIR &amp; MAINTENANCE SERVICES</b>		
46.11 · Maint Bldg/Ground by others	820.00	
46.31 · Software Maintenance Office Eq	179.99	
46.5 · Maint of Build & Grounds by Dis	71.66	
46.6 · Maint of equipment by District	745.97	
<b>Total 46 · REPAIR &amp; MAINTENANCE SERVICES</b>	<b>1,817.62</b>	
<b>47 · PRINTING &amp; BINDING</b>	142.79	
<b>49 · OTHER CURRENT CHARGES</b>		
49.2 · advertising required by law	916.90	
49 · OTHER CURRENT CHARGES - Other	30.20	
<b>Total 49 · OTHER CURRENT CHARGES</b>	<b>947.10</b>	
<b>50 · SUPPLIES/MATERIALS</b>		
50.3 · Sunshine Committee	23.19	
51 · Office Supplies	654.94	
<b>Total 50 · SUPPLIES/MATERIALS</b>	<b>678.13</b>	
<b>52 · Operating Supplies</b>		
<b>52.1 · Gasoline Oil Lubricant</b>		
52.11 · Gasoline	3,549.62	
52.12 · Diesel	890.20	
<b>Total 52.1 · Gasoline Oil Lubricant</b>	<b>4,439.82</b>	
<b>52.4 · Misc Supplies &amp; Incidentals</b>		
52.42 · Mosquito	92.08	
52.44 · Safety	333.75	
52.47 · Chickens	530.00	
52.48 · Lab	2.70	
52.4 · Misc Supplies & Incidentals - Other	4.89	
<b>Total 52.4 · Misc Supplies &amp; Incidentals</b>	<b>963.42</b>	
52.5 · Tool and small implements	479.00	
<b>Total 52 · Operating Supplies</b>	<b>5,882.24</b>	
<b>54 · DUES &amp; SUBSCRIPTIONS</b>	426.40	
<b>55 · TRAINING</b>	2,322.90	
<b>Total Expense</b>	<b>164,295.08</b>	6.04% Decrease to August 21
<b>Net Ordinary Income</b>	<b>-163,889.57</b>	No Chemicals purchase
<b>Net Income</b>	<b>-163,889.57</b>	<b>(10,571.04)</b>



**South Walton County Mosquito Control District**  
**Profit & Loss**  
Year to Year

	Oct '19 - Sep 20	Oct '20 - Sep 21	
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
130.005 · Receivable - Insurance	-171,531.00		
311.000 · AD VALOREM			
311.001 · Prior Year Taxes/Other	57,992.58	91,431.50	
311.000 · AD VALOREM - Other	4,278,484.26	4,711,070.85	
<b>Total 311.000 · AD VALOREM</b>	4,336,476.84	4,802,502.35	
364.000 · Disposition of Fixed Assets		104,714.00	
380 · Other Sources	10,112.00	461.10	
402.001 · Interest income	45,482.65	6,250.41	
<b>Total Income</b>	4,220,540.49	4,913,927.86	16.43% Increase
<b>Expense</b>			
<b>10 · PERSONAL SERVICES</b>			
10.1 · FIT	-2,975.07		
10.3 · Medicare Company (District)	374.74		
10.4 · LIBERTY NATIONAL	263.05		
10.7 · AFLAC	2,277.41	904.85	
11 · Executive Salaries	14,064.51	14,584.96	
12 · Regular Salaries and wages	612,227.66	668,339.86	
13 · Other salaries and wages	2,135.60	3,328.39	
14 · Overtime	760.61	78,481.62	
16 · Compensated annual leave	52,883.95	10,462.51	
10 · PERSONAL SERVICES - Other	12,975.62	18,153.37	
<b>Total 10 · PERSONAL SERVICES</b>	694,988.08	794,255.56	14.28% Increase
<b>20 · PERSONAL SERVICES BENEFITS</b>			
21 · FICA Taxes	54,928.34	58,256.62	
21.2 · Medicare	13,558.34		
22 · Retirement contributions			
22.1 · Retirement paid by Employees	-1,670.69	-1,395.00	
22.2 · FRS paid by District	82,724.26	90,945.63	
22 · Retirement contributions - Other	-0.40		
<b>Total 22 · Retirement contributions</b>	81,053.17	89,550.63	
<b>23 · Life and Health Insurance</b>			
Supplement Insurance Program	3,014.16	4,227.28	
23.2 · Walton County Group Plan	231,523.63	203,375.61	
23.4 · METLIFE	3,936.73	3,287.50	
23.5 · Unum	9,900.72	12,165.98	
23.6 · Guardian	5,938.76	5,900.73	
23 · Life and Health Insurance - Other	362.60	612.00	
<b>Total 23 · Life and Health Insurance</b>	254,676.60	229,569.10	↓
24 · WORKERS COMP	8,881.25	12,426.08	↑
25 · Unemployment Compensation	3,625.00	8,120.70	↑
26 · Other postemployment benefits			

**South Walton County Mosquito Control District**  
**Profit & Loss**  
**Year to Year**

	Oct '19 - Sep 20	Oct '20 - Sep 21	
26.1 · Joann Gaines	-139.20		
26.2 · Jose Hernandez	1,485.60	1,730.20	
26.3 · Geraldine Via	1,377.20	1,597.60	
26 · Other postemployment benefits - Other		1,702.73	
<b>Total 26 · Other postemployment benefits</b>	<b>2,723.60</b>	<b>5,030.53</b>	
<b>20 · PERSONAL SERVICES BENEFITS - Other</b>	<b>911.73</b>	<b>-82.34</b>	
<b>Total 20 · PERSONAL SERVICES BENEFITS</b>	<b>420,358.03</b>	<b>402,871.32</b>	<b>-4.16% Decrease</b>
<b>30 · OPERATING EXPENSES</b>			
30.1 · Expense John Magee	2,408.79	300.00	
30.2 · Expense Tim Norris	900.00		
30.3 · Kristine Faulk	1,650.00	1,650.00	
30.4 · Donna Johns		1,350.00	
30.5 · J Doug Liles		1,350.00	
<b>31 · Professional Services</b>			
31.1 · Property Appraiser Fees	40,698.58	39,111.84	
31.2 · Tax Collector Fees		95,408.62	
31.4 · Medical Services	1,510.00	3,512.59	
31 · Professional Services - Other	300.00	7,217.88	
<b>Total 31 · Professional Services</b>	<b>42,508.58</b>	<b>145,250.93</b>	
31.3 · Legal and Engineering Service	72,377.50	84,211.61	
<b>32 · ACCOUNTING &amp; AUDITING</b>	<b>12,720.00</b>	<b>20,687.57</b>	
<b>34.00 · Other Services</b>			
34.12 · Other services IT Hosting			
34.125 · Cumulus	3,480.00	5,738.88	
34.12 · Other services IT Hosting - Other	9,061.51	15,294.20	
<b>Total 34.12 · Other services IT Hosting</b>	<b>12,541.51</b>	<b>21,033.08</b>	
34.20 · UNIFIRST	9,768.42	1,230.41	
34.31 · IFIXCOMPUTERS MONTHLY FEES	695.00	4,741.00	
34.32 · IFIX COMPUTERS	848.50	3,768.72	
34.00 · Other Services - Other	130.62	15,477.50	
<b>Total 34.00 · Other Services</b>	<b>23,984.05</b>	<b>46,250.71</b>	
<b>30 · OPERATING EXPENSES - Other</b>	<b>21,650.00</b>	<b>432.11</b>	
<b>Total 30 · OPERATING EXPENSES</b>	<b>178,198.92</b>	<b>301,482.93</b>	<b>69.18% Increase</b>
<b>34 · Other Contractual Services</b>		<b>7,759.18</b>	
<b>40 · TRAVEL &amp; PER DIEM</b>			
40.1 · PER DIEM OR MEALS	4,932.03	2,166.59	
40.2 · INCIDENTAL TRAVEL	3.00	170.10	
40.3 · PRIVIATE VEHICLES	1,402.86	2,669.72	
40 · TRAVEL & PER DIEM - Other	8,331.05	11,183.06	
<b>Total 40 · TRAVEL &amp; PER DIEM</b>	<b>14,668.94</b>	<b>16,189.47</b>	
<b>41 · COMMUNICATION SERVICES</b>	<b>20,361.97</b>	<b>20,603.42</b>	
<b>42 · FREIGHT SERVICES</b>	<b>1,350.34</b>	<b>2,462.63</b>	
<b>43 · UTILITY SERVICES</b>			

**South Walton County Mosquito Control District**  
**Profit & Loss**  
Year to Year

	Oct '19 - Sep 20	Oct '20 - Sep 21	
43.04 · GARBAGE SOLID WASTE SERVICES	757.73	1,070.85	
43 · UTILITY SERVICES - Other	6,460.17	7,515.03	
<b>Total 43 · UTILITY SERVICES</b>	<b>7,217.90</b>	<b>8,585.88</b>	
<b>44 · RENTALS &amp; LEASES</b>			
44.001 · LEASE OF KONICA COPIER	2,031.58	1,923.63	
44 · RENTALS & LEASES - Other	566.33	500.68	
<b>Total 44 · RENTALS &amp; LEASES</b>	<b>2,597.91</b>	<b>2,424.31</b>	
<b>45 · INSURANCE</b>			
45.2 · POLLUTION	12,948.33		
45.3 · FLOOD INSURANCE	4,124.00	4,581.00	
45.6 · General liability	10,509.25	27,364.17	
<b>Total 45 · INSURANCE</b>	<b>27,581.58</b>	<b>31,945.17</b>	
<b>46 · REPAIR &amp; MAINTENANCE SERVICES</b>			
46.11 · Maint Bldg/Ground by others	1,490.00	19,479.92	
46.2 · Maintenance of Automotive Equip	165.00	577.08	
46.3 · Maintenance of other equipment	3,366.81	3,441.46	
46.31 · Software Maintenance Office Eq	30,606.51	14,963.85	
46.5 · Maint of Build & Grounds by Dis	315.79	1,960.35	
46.6 · Maint of equipment by District	8,556.50	8,858.85	
46.61 · Maintenance material	848.86	1,025.89	
46 · REPAIR & MAINTENANCE SERVICES - Other	14,871.96	-14,816.00	
<b>Total 46 · REPAIR &amp; MAINTENANCE SERVICES</b>	<b>60,221.43</b>	<b>35,491.40</b>	
47 · PRINTING & BINDING	2,644.53	1,095.19	
48 · PROMOTIONAL ACTIVITIES	2,918.98	-304.67	
<b>49 · OTHER CURRENT CHARGES</b>			
49.1 · Other Government Agencies	1,823.24	973.01	
49.2 · advertising required by law	1,775.01	7,542.89	
49 · OTHER CURRENT CHARGES - Other	1,686.56	886.50	
<b>Total 49 · OTHER CURRENT CHARGES</b>	<b>5,284.81</b>	<b>9,402.40</b>	
<b>50 · SUPPLIES/MATERIALS</b>			
50.1 · Culligan	775.50	440.20	
50.3 · Sunshine Committee		735.44	
51 · Office Supplies	4,416.25	11,510.05	↑ Hurricane Sally
50 · SUPPLIES/MATERIALS - Other		248.48	
<b>Total 50 · SUPPLIES/MATERIALS</b>	<b>5,191.75</b>	<b>12,934.17</b>	<b>149.13% Increase</b>
<b>52 · Operating Supplies</b>			
50.2 · Food	2,045.19	592.39	
<b>52.1 · Gasoline Oil Lubricant</b>			
52.11 · Gasoline	12,391.01	19,504.62	
52.12 · Diesel			
52.121 · Diesel Exhaust Fluide DEF	129.05	3,719.55	
52.12 · Diesel - Other	3,807.30		
52.1 · Gasoline Oil Lubricant - Other	3,936.35	23.88	

**South Walton County Mosquito Control District**  
**Profit & Loss**  
Year to Year

	Oct '19 - Sep 20	Oct '20 - Sep 21	
52.1 · Gasoline Oil Lubricant - Other	365.87		
<b>Total 52.1 · Gasoline Oil Lubricant</b>	<b>16,693.23</b>	<b>23,248.05</b>	
<b>52.2 · Chemicals Solvents Additives</b>			
52.20 · VECTOLEX FG		40,133.00	
52.201 · PermaSease		24,094.00	
52.21 · Natular XRT Tablet	45,385.28	47,159.20	
52.22 · VLX VCTOLEX WDG	10,216.08	10,273.08	
52.23 · NatularG30 Clarke	51,935.33		
52.24 · ZENIVEX E4 RTU	5,118.00		
52.25 · Fourstar BTI CRG 35 lb	29,236.90	25,867.40	
52.26 · Altosid XR Slim	31,600.80	33,858.00	
52.27 · KONTROL 30-30	5,580.00		
52.28 · VectoBac WDG	2,520.00	3,547.00	
52.29 · MAXPAR OIL G260	1,925.00		
52.30 · COCO BEAR	2,064.52		
52.2 · Chemicals Solvents Additives - Other	0.00	40,051.79	
<b>Total 52.2 · Chemicals Solvents Additives</b>	<b>185,581.91</b>	<b>224,983.47</b>	
<b>52.3 · Clothing and Wearing Apparel</b>			
52.31 · uniforms	297.85	2,446.36	
52.32 · Boots		1,177.16	
52.3 · Clothing and Wearing Apparel - Other	6,917.55	4,018.10	
<b>Total 52.3 · Clothing and Wearing Apparel</b>	<b>7,215.40</b>	<b>7,641.62</b>	
<b>52.4 · Misc Supplies &amp; Incidentals</b>			
52.41 · Yellow Fly	7,159.11	3,485.50	
52.42 · Mosquito	2,200.56	8,141.72	
52.43 · DITCHES	1,834.93	806.77	
52.44 · Safety			
52.441 · COVID	1,023.05	311.06	
52.44 · Safety - Other	312.88	1,606.63	
<b>Total 52.44 · Safety</b>	<b>1,335.93</b>	<b>1,917.69</b>	
52.47 · Chickens	4,835.67	11,071.00	↑ 128.94%
52.48 · Lab	1,108.32	2,864.88	
52.49 · Fish	123.94	16.65	
52.4 · Misc Supplies & Incidentals - Other	6,077.61	784.59	
<b>Total 52.4 · Misc Supplies &amp; Incidentals</b>	<b>24,676.07</b>	<b>29,088.80</b>	
52.5 · Tool and small implements	1,846.09	2,221.61	
52 · Operating Supplies - Other	422.53	461.05	
<b>Total 52 · Operating Supplies</b>	<b>238,480.42</b>	<b>288,236.99</b>	20.86% Increase
54 · DUES & SUBSCRIPTIONS	9,633.13	13,541.08	
55 · TRAINING	5,732.35	19,193.42	
60 · CAPITAL OUTLAY			
60.1 · DAG	151,949.06	50,066.98	
60 · CAPITAL OUTLAY - Other	126,576.36	109,776.95	

**South Walton County Mosquito Control District**  
**Profit & Loss**  
Year to Year

	Oct '19 - Sep 20	Oct '20 - Sep 21	
Total 60 · CAPITAL OUTLAY	278,525.42	159,843.93 ↓	
66900 · Reconciliation Discrepancies	-0.58	-5,044.31	
<b>Total Expense</b>	<b>1,975,955.91</b>	<b>2,122,969.47</b>	7.44% Increase
<b>Net Ordinary Income</b>	<b>2,244,584.58</b>	<b>2,790,958.39</b>	
<b>Other Income</b>			
369 · Other Misc Revenues		131,688.52	
<b>Total Other Income</b>		<b>131,688.52</b>	
<b>Net Other Income</b>		<b>131,688.52</b>	
<b>Net Income</b>	<b>2,244,584.58</b>	<b>2,922,646.91</b>	

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

11/11/21

Accrual Basis

	Oct 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
311.000 · AD VALOREM	
311.001 · Prior Year Taxes/Other	275.02
311.000 · AD VALOREM - Other	37,023.96
<b>Total 311.000 · AD VALOREM</b>	<b>37,298.98</b>
402.001 · Interest income	831.12
<b>Total Income</b>	<b>38,130.10</b>
<b>Expense</b>	
<b>10 · PERSONAL SERVICES</b>	
10.7 · AFLAC	180.35
11 · Executive Salaries	1,107.72
12 · Regular Salaries and wages	54,540.66
14 · Overtime	347.25
16 · Compensated annual leave	1,913.12
18 · Compensated Compensatory Leave	400.44
10 · PERSONAL SERVICES - Other	4.59
<b>Total 10 · PERSONAL SERVICES</b>	<b>58,494.13</b>
<b>20 · PERSONAL SERVICES BENEFITS</b>	
21 · FICA Taxes	4,360.02
22 · Retirement contributions	
22.2 · FRS paid by District	7,602.84
<b>Total 22 · Retirement contributions</b>	<b>7,602.84</b>
23 · Life and Health Insurance	
23.2 · Walton County Group Plan	-517.80
23.4 · METLIFE	281.30
23.5 · Unum	1,713.89
23.6 · Guardian	0.00
23 · Life and Health Insurance - Other	48.00
<b>Total 23 · Life and Health Insurance</b>	<b>1,525.39</b>
24 · WORKERS COMP	3,194.25
25 · Unemployment Compensation	-3,195.26
<b>Total 20 · PERSONAL SERVICES BENEFITS</b>	<b>13,487.24</b>
<b>30 · OPERATING EXPENSES</b>	
30.3 · Kristine Faulk	150.00
30.4 · Donna Johns	150.00
30.5 · J Doug Liles	150.00
31 · Professional Services	
31.2 · Tax Collector Fees	5.49
31.4 · Medical Services	152.00
<b>Total 31 · Professional Services</b>	<b>157.49</b>
31.3 · Legal and Engineering Service	1,003.80
34.00 · Other Services	
34.12 · Other services IT Hosting	1,025.25
<b>Total 34.00 · Other Services</b>	<b>1,025.25</b>
<b>Total 30 · OPERATING EXPENSES</b>	<b>2,636.54</b>
34 · Other Contractual Services	1,165.97

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

11/11/21

Accrual Basis

	Oct 21
<b>40 · TRAVEL &amp; PER DIEM</b>	
40.1 · PER DIEM OR MEALS	412.50
40.3 · PRIVATE VEHICLES	642.88
40 · TRAVEL & PER DIEM - Other	1,454.58
<b>Total 40 · TRAVEL &amp; PER DIEM</b>	2,509.96
<b>41 · COMMUNICATION SERVICES</b>	952.61
<b>42 · FREIGHT SERVICES</b>	128.33
<b>43 · UTILITY SERVICES</b>	
43.04 · GARBAGE SOLID WASTE SERVICES	275.58
43 · UTILITY SERVICES - Other	736.41
<b>Total 43 · UTILITY SERVICES</b>	1,011.99
<b>45 · INSURANCE</b>	
45.6 · General liability	35,379.00
<b>Total 45 · INSURANCE</b>	35,379.00
<b>46 · REPAIR &amp; MAINTENANCE SERVICES</b>	
46.31 · Software Maintenance Office Eq	3,041.90
46.5 · Maint of Build & Grounds by Dis	132.98
46.6 · Maint of equipment by District	506.62
<b>Total 46 · REPAIR &amp; MAINTENANCE SERVICES</b>	3,681.50
<b>47 · PRINTING &amp; BINDING</b>	106.63
<b>49 · OTHER CURRENT CHARGES</b>	
49.1 · Other Government Agencies	175.00
49.2 · advertising required by law	250.71
<b>Total 49 · OTHER CURRENT CHARGES</b>	425.71
<b>50 · SUPPLIES/MATERIALS</b>	
50.1 · Culligan	55.10
51 · Office Supplies	482.06
50 · SUPPLIES/MATERIALS - Other	35.99
<b>Total 50 · SUPPLIES/MATERIALS</b>	573.15
<b>52 · Operating Supplies</b>	
52.1 · Gasoline Oil Lubricant	
52.11 · Gasoline	1,485.33
<b>Total 52.1 · Gasoline Oil Lubricant</b>	1,485.33
52.2 · Chemicals Solvents Additives	
52.22 · VLX VCTOLEX WDG	4,486.07
<b>Total 52.2 · Chemicals Solvents Additives</b>	4,486.07
52.3 · Clothing and Wearing Apparel	
52.32 · Boots	239.07
<b>Total 52.3 · Clothing and Wearing Apparel</b>	239.07
52.4 · Misc Supplies & Incidentals	
52.42 · Mosquito	147.84
52.47 · Chickens	438.52
52.48 · Lab	684.28
52.4 · Misc Supplies & Incidentals - Other	17.26
<b>Total 52.4 · Misc Supplies &amp; Incidentals</b>	1,287.90
<b>Total 52 · Operating Supplies</b>	7,498.37

8:12 AM

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

11/11/21

Accrual Basis

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	Oct 21
52.202 · Fyfanon	16,421.00
54 · DUES & SUBSCRIPTIONS	221.00
55 · TRAINING	1,693.69
<b>Total Expense</b>	<b>146,386.82</b>
<b>Net Ordinary Income</b>	<b>-108,256.72</b>
<b>Net Income</b>	<b>-108,256.72</b>

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## South Walton County Mosquito Control District

774 N. County Hwy 393, Santa Rosa Beach, FL 32459

P 850.267.2112 F 850.267.2712

[southwaltonmosquitocontrol.org](http://southwaltonmosquitocontrol.org)

### **Operations Manager**

#### **Job Description**

##### **Summary**

The Operations Managers has complete responsibility for the Mosquito Control and Arbovirus Surveillance program at SWCMCD. Directs and controls all elements of the mosquito control process, operating within the budget parameters. The Operations Manager works with the Environmental Operations Manager (EOM) to develop strategies and objectives to maximize productivity and succeed in the mission of SWCMCD. The Operations Manager will be under the guidance and direction of the Director.

##### **Duties and Performance Requirements:**

Forecast, plan and analyze operational activities for mosquito control and arbovirus surveillance program.

Review and evaluate cost effectiveness and quality/resistance of chemical usage in support with Entomologists.

Manage District projects with EOM.

Develop and monitor a five-year equipment plan in joint effort with EOM.

Oversee the part-time ULV adulticide spray operation.

Supervise the District's Safety Program and oversee safety in the workplace.

Direct and perform other duties and tasks necessary to meet the needs of the District.

Coach, mentor and develop staff, including overseeing new employee onboarding and providing career development planning and opportunities.

Plan and allocate resources to effectively staff and accomplish the work to meet departmental productivity and quality goals.

Perform administrative tasks to maintain records and files for the District.

##### **SUPERVISORY RESPONSIBILITIES**

Responsible for the direct and indirect supervision, evaluation and performance management of the Mechanic, Maintenance, Lead Mosquito Control Technician, Mosquito Control Technicians, and Part Time Mosquito Technicians.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in a biological science, business, engineering, or closely related field. **OR** Four (4) years of experience directing daily operations and Four (4) years of supervisory/management experience.

Obtain and maintain State certification in Public Health Pest Control.

Proficient knowledge of general vehicle and equipment mechanics and an ability to use and operate a variety of hand tools and diagnostic equipment.

Knowledge of mosquito biology, behavior, and sampling methods preferred.

Experience or knowledge of the principals and application of an Integrated Pest Management program.

Ability to coordinate events and work on a variety of committees.

Proven public speaking skills and must be comfortable speaking before crowds of any size.

Evidence of the ability to practice a high level of confidentiality.

Demonstrated ability to serve as a knowledgeable resource to the organization's management team that provides leadership and direction.

Demonstrated ability in creating promotional documents (news releases and handouts) and in presenting them publicly.

Strong computer skills including proficiency in Microsoft Office applications. Must include knowledge of Excel and PowerPoint.

## **WORK ENVIRONMENT/PHYSICAL REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Physical Requirements:** Light physical activity is required on an occasional basis including lifting up to fifty (50) pounds, reaching and pulling with arms, stooping, kneeling and bending, walking, standing and climbing stairs. Use fingers and hands to grip a mouse and type on a keyboard. Excellent vision, both close and distance, is frequently required.

**Work Environment:** The work environment is usually an office but occasionally could include outdoors and workshops. Occasional exposure to all types of weather is required when the position is working outside, exposed to sun, rain, mud, and insects. Noise level is usually low but occasional exposure to moderate noise levels. Working around chemicals, which are stored, handled, applied/used and disposed of according to exact labeling instructions, is required occasionally.

Job Category:	Exempt	Salary Range:	\$38,340 – \$69,011
Position Type:	Full-Time	Origination Date:	
Reports to:	Director	Revision Date:	11/10/2011



## South Walton County Mosquito Control District District Policy

### Credit Card Agreement

Cardholder: \_\_\_\_\_ Position: \_\_\_\_\_

I understand and agree that a South Walton County Mosquito Control District (District) credit card is issued to me on the express condition that I will at all times use the card in accordance with the District Credit Card, Travel, and Purchasing policies. Capitalized terms are defined in the applicable policy.

I agree to the following:

1. I will use the Individual Credit Card only for official District purposes and not for any private purposes.
2. I will account for my expenses by completing an Expense Report monthly, if applicable, in accordance with District policies.
3. I will submit all itemized receipts/invoices and other relevant documentation with an Expense Report. This includes itemized receipts for hotel, gas, meals, and such.
4. An Individual Credit Card is not to be used for the incidentals such as office supplies. Commissioners receive a monthly payment of \$150.00 for these supplies.
5. An Individual Credit Card may not be used to withdrawals cash.
6. I am aware that my Individual Credit Card transaction will be reviewed by District Director and the District Accounting department.
7. I have read the District Credit Card, Travel, and Purchasing policies and will adhere to them.
8. If Individual Credit Card is lost or stolen, I will report it immediately to the bank or credit card Provider and to the District Accounting department.

# South Walton County Mosquito Control District District Policy

## Credit Card Agreement (con't)

9. If I leave my employment at the District or my Commissioner term expires, I will return the Individual Credit Card to the District Accounting department with all outstanding expenditure on an Expense Report prior to departure.
10. I understand that billing statements and receipts associated with the use of an Individual Credit Card is a public record and a copy can be requested by any person at any time in accordance with Chapter 119, Florida Statutes.
11. An Individual Credit Card will be cancelled if:
  - a. Employment ends or a Commission term expires
  - b. There is a failure to timely submit Expense Reports, produce receipts, or documentation or respond to a request to submit an Expense Report, produce receipts, or documentation of expenditures.
  - c. The employee or Commissioner knowingly uses a District Credit Card for an unapproved or prohibited expenditure.

I have received an Individual Credit Card that has been issued in my name and accept full responsibility for the use of the card and the acquittal of the expenses incurred. I understand all items in policies and related to credit card usage and my responsibility with the Individual Credit Card.

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date

Resolution #	22-003
Effective Date	
Revision Dates	



## South Walton County Mosquito Control District District Policy

### Credit Card Use

**The purpose of the Credit Card Use Policy is to establish and maintain internal controls over the use of all District credit cards.**

1. Issuance of Credit Cards. All credit cards will be kept by the Office Manager in a secure, locked location at the District office, except for the District's Trustmark credit cards that are issued directly to an employee or Commissioner ("Individual Credit Card") or the District's Purchase Card Trustmark Visa ("P-Card").
2. P-Card.
  - A. The P-Card may be provided to and retained by employees authorized by the District Director, Operations Manager, or Office Manager. The P-Card may only be utilized for approved District purchases in accordance with this Policy and District Policy – Purchase Policy. Purchasing documents must be completed and signed by appropriate management prior to purchase.
  - B. An employee may not break up a purchase into smaller purchases to avoid the requirement to have a signed Purchase Request or Purchase Order. In addition, an expense report must be submitted by the employee on a monthly basis, including receipts ("Expense Report"), within 10 days following a month in which expenses were charged to the P-Card.
3. Individual Credit Card.
  - A. Individual Credits Cards are the responsibility of the cardholder to maintain.
  - B. An Individual Credit Card may only be used for travel purposes. Although hotel reservations may be made with the P-Card, the actual hotel charges for accommodations will be paid with either the P-Card or Individual Credit Card. Purchases associated with travel must be in compliance with District Policy – Travel. In addition, an Expense Report must be submitted by the employee or Commissioner within 10 days following a month in which travel expenses were charged to the Individual Credit Card. If receipts are not returned within 10 days, the employee will be responsible for the receipt amounts not accounted for by deduction from his or her paycheck, and the Commissioner will be responsible for the receipt amounts not accounted for or that exceed the amounts authorized in the District Policy – Travel, and will be requested to submit a check to the District within 10 days of notification. A Commissioner may elect not to use the Individual Credit Card for meals and mileage and shall be reimbursed in accordance with the District's per diem schedule.

# South Walton County Mosquito Control District District Policy

## Credit Card Use (con't)

- C. A Credit Card Agreement must be signed prior to receipt of an Individual Credit Card.
4. General Credit Card.
- A. All other District credit cards (i.e., Home Depot, Publix, Wal-Mart, etc.) (“General Credit Card”) will be signed out by the employee requesting use and must be used in accordance with a signed Purchase Request or Purchase Order that accompanies any request to use the General Credit Card if applicable (i.e., purchases over \$250.00 single transaction limit (See Policy #04-2015 – Purchasing Policy). An employee may not break up a purchase into smaller purchases to avoid the requirement to have a signed Purchase Request or Purchase Order.
- B. All General Credit Cards signed out by an employee will be returned, along with the receipt for the purchase, to the Office Manager immediately after completion of purchase. If receipts are not returned within 10 days, the employee will be responsible for the receipt amounts not accounted for by deduction from his or her paycheck.
5. District Use Only. All District credit cards are for District use only and expenditures must serve a District purpose. No personal use of a P-Card, Individual Credit Card, or General Credit Cards, is authorized, including but not limited to entertainment, alcohol, meals (except as provided for in Policy – [insert title for travel policy]), cash withdrawals, etc. No spouses or children may use them.
6. Approval. The Administrative Assistant will match all Expense Reports, Travel Forms, Purchase Requests, and Purchase Orders and accompanying receipts to the credit card statements, which will be reviewed and initialed by the Director and reviewed by the Board of Commissioners during monthly Board Meeting.
7. Successor Banks. If the District changes the bank that issues the District’s credit cards, references to “Trustmark” or a successor bank, this Policy shall automatically update to reflect the new bank name without further amendment to this Policy.

Resolution #	22-002
Effective Date	11/11/2021
Revision Dates	

# MANSON BOLVES DONALDSON VARN, P.A.

109 N. Brush Street, Suite 300  
Tampa, FL 33602  
EIN - 26-2553333

(813) 514-4700

Statement Date: November 11, 2021

South Walton Mosquito Control District  
Attn: Darrin Dunwald, Interim Director  
774 N. County Highway 393  
Santa Rosa Beach, FL 32459

Statement No. 11113

Account No. 439.02

Page: 1

RE: Legal Representation

## STATEMENT For Services Rendered 10/01/2021 Through 10/31/2021

### Fees

			Hours	
10/04/2021	LJD	Telephone conference with D. Dunwald; review statute; correspond with D. Dunwald.	1.00	250.00
10/11/2021	LJD	Review correspondence; correspond with D. Dunwald.	0.20	50.00
10/18/2021	LJD	Review correspondence; correspond with C. Henderson; review employment contract.	0.30	75.00
10/21/2021	LJD	Review correspondence; correspond with C. Henderson; telephone conference with D. Dunwald.	1.20	300.00
10/26/2021	LJD	Telephone conference with D. Dunwald; review correspondence; correspond with C. Henderson; review and revise Severance Agreement.	1.40	350.00
10/27/2021	LJD	Telephone conference with D. Liles; review Director Contract and Evaluation Policy; Board of Commissioners meeting; correspond with C. Henderson.	2.60	650.00
10/29/2021	LJD	Meetings with Board members, staff, and A. Tracy regarding appropriations; meeting with A. Tracy regarding contract.	1.20	300.00
		For Current Services Rendered	7.90	1,975.00
		Total Current Work		1,975.00
		Previous Balance		\$1,003.80

### Payments

11/01/2021		Payment Received, Thank You		-1,003.80
		Balance Due		<u>\$1,975.00</u>

Payment is due upon receipt.