

South Walton County Mosquito Control District

REGULAR BOARD MEETING

November 12, 2019

Agenda

Call to Order

Invocation and Pledge

Approval of Minutes (motion)

Administration Items

1. Financial Reports for October 2019
2. Approval of Expenditures for October 2019
3. Building update
4. Other

Legal

1. Improvement District

Operations

1. Activity Report
2. Drainage
3. Other

Announcements

Seat 1- Commissioner John Magee

Seat 2- Commissioner Tim Norris

Seat 3- Commissioner Kristine Faulk

Restate New Action Items

Public Comments

Adjourn

REGULAR BOARD MEETING

October 15, 2019

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 15, 2019 at 9:30 a.m.

Commissioner Norris called the meeting to order and opened with a prayer and pledge of allegiance to the American Flag.

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

Staff present: Harley Sampson Jr., Director
 Shirley Steele Office Manager
 Mike Yawn Operations Manager
 Hallie Oalde Public Relations Specialist

The Minutes for September 2019 Regular Board Meeting were reviewed, and one correction was suggested. Commissioner Norris requested a motion for approval. Motion made by Commissioner Faulk and approved unanimously.

Financial reports including expenditures for September 2019 presented for approval. Motion was made to approve financial reports with expenditures for September 2019 by Commissioner Norris and unanimously.

The new cell phone policy was reviewed and updated. The motion was made to update the cell phone policy by Commissioner Norris and approved unanimously.

Director Sampson presented the building update with the completion of Task Order III. The request was made for a projected timeline including the pre-application meetings and the estimated start date.

The Florida Association of Special District winter conference is scheduled for January 27 – 31, 2020 in Tallahassee. Director Sampson requested the opportunity to attend this conference and apply for the Certified District Manager training program. A motion was made by Commissioner Faulk to approve the District recommending Director Sampson and provide the application fee of \$1200 and accommodations to complete the Certified District Manager training program and approved unanimously.

The recommendation was made to host the Employee Recognition luncheon at the Blue Mabel for 2019. The holiday schedule was discussed, and a motion was made to give an additional day off on December 23, 2019. The motion was unanimously approved.

Invoice#7768 for \$10,048.97 from Manson Bolves Donaldson Varn, P.A. was submitted for services rendered for September 2019 was submitted for payment. A motion was made by Commissioner Faulk to approve Invoice#7768 for Attorney Donaldson for \$10,048.97 for payment. The motion was unanimously approved.

Invoice#275239 for \$2,231.41 from Hand Arendall Harrison Sale LLC. was submitted for services rendered for September 2019 was submitted for payment. A motion was made by Commissioner Faulk to approve Invoice#27539 for Attorney Donaldson for \$2,231.41 for payment. The motion was unanimously approved

Mike Yawn presented the Operations activity report for October 2019.

The FirstNet AT&T network for 1st responders is pending approval as a second-tier responder.

Hallie Oalde, Kenny Hobbs and Mike Yawn volunteered at the SWCMCD table at the Walton County Fair.

Announcements

FMCA November 16 – 20, 2019

FMCA Tallahassee Days January 21 & 22, 2020

FMCA Dodd February 3- 7th, 2020

A motion was made to adjourn the meeting by Commissioner Faulk. The meeting was adjourned at 10:14 a.m.

Tim Norris, Commissioners

Kristine Faulk, Secretary

South Walton County Mosquito Control District

October 2019

Local Funds

| Receipts | Yearly budget | Monthly | YTD Receipts | % of Budget |
|-----------------------------------|-----------------------|---------------------|---------------------|--------------|
| Ad Valorem | \$4,308,673.00 | \$393.52 | \$393.52 | 0% |
| | | | | |
| Receipts | Interest | | | |
| | Tax Collector misc. | \$6,418.33 | | |
| | Misc. | | | |
| | Other | \$28,995.41 | | |
| Total monthly receipts | | \$35,807.26 | | |
| | | | | |
| | | | | |
| Budget | \$6,843,696.00 | | | 0.52% |
| | | | | |
| Expenditures | \$6,603,696.00 | | | 3% |
| | | | | |
| Total monthly expenditures | | \$189,406.26 | \$189,406.26 | |
| | | | | |
| | | | | |

South Walton County Mosquito Control District

Balance Sheet

11/10/19

As of October 31, 2019

Accrual Basis

Oct 31, 19

ASSETS

Current Assets

Checking/Savings

FL CLASS

2,027,483.52

FL FIT

1,523,864.98

Local Fund Checking

169,681.26

Local Fund Savings

681,352.87

Total Checking/Savings

4,402,382.63

Other Current Assets

130001 · Due from other governments

18,738.47

Total Other Current Assets

18,738.47

Total Current Assets

4,421,121.10

Fixed Assets

161.03 · Land

500.00

162.03 · Building

399,879.00

163.03 · Building Improvement

142,423.00

166.03 · Equipment and Furniture

1,622,036.00

Total Fixed Assets

2,164,838.00

Other Assets

190 · Deferred Outflow

190.01 · Subsequent

15,915.00

190.02 · Assumptions

242,553.00

190.03 · NPL

49,949.00

190.04 · Investments

119.00

190.05 · Experience

57,974.00

Total 190 · Deferred Outflow

366,510.00

Total Other Assets

366,510.00

TOTAL ASSETS

6,952,469.10

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable

61,570.41

Total Accounts Payable

61,570.41

Credit Cards

100001 · FNBT Bank

422.12

100002 · Walmart

650.33

100003 · Publix

111.00

100004 · Blue Tarp

329.07

Total Credit Cards

1,512.52

Other Current Liabilities

2000001 · Accounts Payable¹

-523.89

210.03 · Accrued compensated absences

-45,842.00

211.03 · Accrued OPEB liability

-124,929.00

212.03 · Net person liability

-846,969.00

Total Other Current Liabilities

-1,018,263.89

Total Current Liabilities

-955,180.96

Total Liabilities

-955,180.96

South Walton County Mosquito Control District

Balance Sheet

As of October 31, 2019

| | Oct 31, 19 |
|---------------------------------------|----------------------------|
| Equity | |
| 30000 · Opening Balance Equity | 8,064,242.36 |
| 32000 · Retained Earnings | -10,348.21 |
| Net Income | -146,244.09 |
| Total Equity | 7,907,650.06 |
| TOTAL LIABILITIES & EQUITY | <u>6,952,469.10</u> |

MANSON BOLVES DONALDSON VARN, P.A.

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

(813) 514-4700

South Walton Mosquito Control District
Attn: Ben Brewer, Director
Post Office Box 1130
Santa Rosa Beach, FL 32459

Statement Date: November 7, 2019
Statement No. 7899
Account No. 439.01

Page: 1

RE: General

STATEMENT For Services Rendered 10/01/2019 Through 10/31/2019

Fees

| | | | Hours | |
|------------|-----|--|-------|--------|
| 10/07/2019 | LJD | Review correspondence; correspond with H. Sampson; revise bullets; correspond regarding bullets. | 1.20 | 300.00 |
| 10/08/2019 | LJD | Review correspondence; telephone conference with H. Sampson. | 0.20 | 50.00 |
| 10/10/2019 | LJD | Review correspondence; correspond with A. Tracy; telephone conference with H. Sampson and A. Tracy; draft support statement; correspond regarding draft support statement; review and revise cell phone policy. | 1.40 | 350.00 |
| 10/11/2019 | PS | Review and revise easement. | 0.60 | 120.00 |
| | LJD | Review correspondence; correspond with H. Sampson; correspond with A. Tracy; review powerpoint presentation; telephone conference with H. Sampson. | 1.90 | 475.00 |
| 10/14/2019 | LJD | Telephone conference with A. Tracy; review slides; correspond regarding slides; draft local bill certification and Representative Drake talking sheet. | 1.30 | 325.00 |
| 10/15/2019 | LJD | Revise talksheet and EIS; correspond with Representative Drake's office. | 0.30 | 75.00 |
| 10/16/2019 | LJD | Meeting with Representative Drake's office; meeting with B. Cyphers regarding Northwest Florida Water Management District assistance. | 1.30 | 325.00 |
| 10/17/2019 | LJD | Review public meeting questions; correspond with H. Sampson. | 0.20 | 50.00 |
| 10/22/2019 | CDV | Telephone conference with L. Donaldson and A. Tracy. | 1.00 | 250.00 |
| | LJD | Review correspondence; meeting with C. Varn; correspond with A. Tracy; telephone conference with A. Tracy and C. Varn; draft water control powers summary; correspond with H. Sampson; review public question responses. | 1.30 | 325.00 |
| 10/23/2019 | LJD | Revise public question responses; review correspondence; correspond with A. Tracy; research. | 2.10 | 525.00 |

South Walton Mosquito Control District
 Account No. 439.01
 RE: General

Statement Date: 11/07/2019
 Statement No. 7899
 Page No. 2

| | | | Hours | |
|-----------------|-----|---|-------------|--------------------------|
| 10/25/2019 | LJD | Review correspondence; correspond with H. Sampson. | 0.30 | 75.00 |
| 10/28/2019 | LJD | Telephone conference with A. Tracy | 0.30 | 75.00 |
| 10/29/2019 | LJD | Review correspondence; review boundary; telephone conference with S. Steele; correspond regarding boundary description. | <u>0.50</u> | <u>125.00</u> |
| | | For Current Services Rendered | 13.90 | 3,445.00 |
| | | Total Current Work | | 3,445.00 |
| | | Previous Balance | | \$17,506.37 |
| <u>Payments</u> | | | | |
| 11/07/2019 | | Payment Received, Thank You | | -7,450.40 |
| 11/07/2019 | | Payment Received, Thank You | | <u>-10,048.97</u> |
| | | Total Payments | | -17,499.37 |
| | | Balance Due | | <u><u>\$3,452.00</u></u> |

Payment is due upon receipt.

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South Walton Mosquito Control District
Attn: Ben Brewer, Director
Post Office Box 1130
Santa Rosa Beach, FL 32459

Statement Date: November 7, 2019
Statement No. 7900
Account No. 439.02

Page: 1

RE: Legal Representation

STATEMENT

For Services Rendered 10/01/2019 Through 10/31/2019

Fees

| | | | Hours | |
|------------|-----|---|-------|----------|
| 10/07/2019 | AWB | Review email correspondence from H. Sampson and L. Donaldson regarding Headquarters Task 3 agreement. | 0.10 | 25.00 |
| 10/08/2019 | AWB | Review Task 3 agreement. | 0.80 | 200.00 |
| 10/09/2019 | AWB | Meeting with L. Donaldson regarding Task 3 agreement; email correspond with H. Sampson and L. Donaldson regarding same; review email correspondence from H. Sampson regarding local bill. | 0.50 | 125.00 |
| | LJD | Meet with A. Brennan regarding Task 3 agreement; review correspondence; telephone conference with H. Sampson. | 0.60 | 150.00 |
| 10/10/2019 | AWB | Meeting with L. Donaldson regarding revised cell phone policy; review email correspondence from client regarding same; review and revise policy and correspond with L. Donaldson regarding same. | 0.90 | 225.00 |
| | LJD | Meeting with A. Brennan regarding revised cell phone policy. | 0.20 | 50.00 |
| | PS | Meetings with L. Donaldson regarding easement issues; review draft mosquito control easement and drainage easement from L. Donaldson; research; draft a combined mosquito control, stormwater, and drainage easement. | 2.50 | 625.00 |
| 10/11/2019 | LJD | Review revised Task 3 agreement. | 0.20 | 50.00 |
| | | For Current Services Rendered | 5.80 | 1,450.00 |

Expenses

| | | | | |
|------------|--|----------------------------------|--|----------|
| 10/31/2019 | | Photocopy/Laser Printing expense | | 0.80 |
| 10/31/2019 | | Scan Copy Expense. | | 0.80 |
| | | Total Expenses | | 1.60 |
| | | Total Current Work | | 1,451.60 |

South Walton Mosquito Control District
Account No. 439.02
RE: Legal Representation

Statement Date: 11/07/2019
Statement No. 7900
Page No. 2

Balance Due

\$1,451.60

Payment is due upon receipt.

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Attn: Ben Brewer, Director
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Statement Date: November 7, 2019
Statement No. 7900
Account No. 439.02

Page: 1

RE: Legal Representation

STATEMENT

For Services Rendered 10/01/2019 Through 10/31/2019

| | Balance |
|----------------------|-------------------|
| General | \$3,452.00 |
| Legal Representation | \$1,451.60 |
| | <u>\$4,903.60</u> |

Payment is due upon receipt.