



South Walton County Mosquito Control District  
2021-2022 Special Board Meeting  
Monday, January 10, 2022 – 10:30AM

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**Agenda**

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - NON-AGENDA ITEMS

OPERATIONS

Albrecht Engineering Group LLC – Ditch elimination

LEGAL

2022 Legislative Appropriations

COMMISSIONERS

Seat – 1 Doug Liles

House bill 4011

November 2021 board minutes correction

Zoom meetings and more accurate board minutes for increased transparency

Consultant library

Seat – 2 Donna Johns

Seat – 3 Kristine Faulk

COMMENTS BY COMMISSION AND PUBLIC

ADJOURNMENT

**Next Scheduled Meeting(s):**

Regular Board Meeting: January 25, 2022 – 10 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459

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



ALBRECHT  
ENGINEERING  
GROUP, LLC

January 7, 2022

South Walton County Mosquito Control District (SWCMCD)  
Rich Mitchell  
Environmental Operations Manager  
774 North County Highway 393  
Santa Rosa Beach, FL 32459

**RE: PROPOSAL FOR AS-NEEDED STORMWATER ENGINEERING SUPPORT  
SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT (SWCMCD)**

Dear Mr. Mitchell:

We are pleased to provide this letter proposal to support the South Walton County Mosquito Control District with with as-needed stormwater engineering support services. Under this proposal, we will be available to provide a variety of stormwater engineering support services including but not limited to hydrologic and hydraulic analysis, improvement concept planning and design, and permit reviews. The following section further defines our scope of services, schedule, task amounts, and method of compensation for our professional services.

**Task 1 – As-Needed Stormwater Engineering Support Services**

Under this proposal, we will be available to provide a variety of stormwater engineering support services including but not limited to hydrologic and hydraulic analysis, improvement concept planning and design, and permit/design reviews. Upon request for services from the District, we will work with District staff to develop a task specific scope of services and budget prior to proceeding.

**SCHEDULE:**

Upon receipt of a duly executed copy of this proposal, we will perform our services in a mutually agreed upon schedule.

**SERVICES NOT INCLUDED:**

1. Verification of information provided by others; and
2. Any other item not expressly stated in the Scope-of-Services herein.

**COMPENSATION:**

Compensation for the services listed above shall be based on an hourly rate of \$90/hour and will not exceed \$20,000. We shall submit monthly invoices for services rendered during the preceding month(s).

We sincerely appreciate this opportunity to provide professional services for this project. Do not hesitate to contact me if you have any questions concerning this proposal.

Respectfully Submitted,

Kevin K. Albrecht, PE  
Principal

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed or Typed



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

Madam Chairman Faulk called the meeting to order at 10:01 AM 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. Laura Donaldson, attorney, phoned in for the meeting.

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

Public: None

#### APPROVAL OF MINUTES

October 27, 2021 Regular Board Meeting Minutes motion to approve.

Motioned by: Commissioner Donna Johns

Seconded by: Doug Liles

Motion approved: Unanimously

PUBLIC COMMENT - NON-AGENDA ITEMS - None

#### ADMINISTRATION'S REPORT

Financial Report for September 2021 discussion ensued.

Financial Tentative Report for Year-End discussion ensued.

Financial Tentative Report for October 2021 discussion ensued.

Auditor Selection – discussion ensued – decision to reject due to only have 1 submission.

Labor Report

Operations Manager (motion) discussion ensued

Request for motion to approval promotion of Gerry Williams to Operations Mgr by Kristine Faulk.

Motioned by: Commissioner Donna Johns

Seconded by: Doug Liles

Motion approved: Unanimously

Lead Mosquito Tech discussion ensued

Mechanic discussion ensued

#### LEGAL

October Billing

Request for motion to approval Legal expenditures as presented by Kristine Faulk.

Motioned by: Commissioner Doug Liles

Seconded by: Donna Johns

Motion approved: Unanimously

Consultant Library – discussion ensued. Continuing Contract



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

OPERATIONS

October Summary – Discussion ensued  
Appropriations Request – Discussion ensued

COMMISSIONERS

Seat – 1 Doug Liles  
Rain to recertify the wetlands delineation on Friday, November 12, 2021.  
IT Contracts  
Internet Service/Phone Service  
Engineering Consultants  
Seat – 2 Donna Johns  
Seat – 3 Kristine Faulk

OLD BUSINESS

Update Travel Policy – tabled until December meeting.  
Credit Card Policy – completed – discussion ensued  
Update fence – Paid half and fence is on the property. Installation in January.  
Certified Letter to Palmetto HOA regarding fence – will send letter closer to installation date.  
DBA Company Name Contest – Will announce winner at Christmas Party

NEW BUSINESS

New Business Sign – get a quote to get one completed. It will need a sign permit from the county.

COMMENTS BY COMMISSION AND PUBLIC - None

Request for motion to Adjourn by Kristine Faulk.

Motioned by: Commissioner Doug Liles  
Seconded by: Commissioner Donna Johns  
Motion approved: Unanimously

Adjourn meeting by Madam Chairman Kristine Faulk at 12:08 PM.

Madam Chairman Kristine Faulk: *Kristine Faulk*

Commissioner Doug Liles: *Doug Liles*

Commissioner Donna Johns: *Donna Johns*

**Next Scheduled Meeting(s):**

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

