

SWMD BOARD PACKET



PREPARED FOR
Board of Commissioners
PREPARED BY
Cammie Henderson



South Walton Mosquito District

Regular Board Meeting Agenda



Thursday, October 15, 2026 — 10:00 AM



SWCMCD Headquarters

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

Call to Order

- Chair to state the time.

Invocation & Pledge of Allegiance

Approval of Minutes

- Sept 24, 2026 — Regular Board Meeting (*Motion*) – Page 6

Public Comment (Non-Agenda Items)

Departmental Updates:

Construction Update – Page 11

- Administration Building — status report
- Phase II — status report

Administration Report – Page 19

- Director Review – Page 20
 - This will be due October 26. I will compile it for the November meeting.

Legal – Page 29

- Invoice Sept (*Motion*) – Page

Operations – Page 31

- Summary & Lab Report — updates from field and lab
-

Commissioner Report

- **Seat 1:** Doug Liles
 - **Seat 2:** Steve Young
 - **Seat 3:** Kristine Faulk
-

Current Action Items

Opened	Item	Action	Due Date	Close Date
04/2026	AI Policy Review	Create policy		Oct 2026
9/2026	Write a letter that the storm water ponds have not been approved by anyone.	Darrin Dunwald		10/2026
9/2026	Contact O'Connell to get documents (link) to Doug Liles Commissioner	Darrin Dunwald		10/2026
9/2026	Doug Liles to meet w/construction group	Doug Liles		10/2026

Future Action Items

Opened	Item	Action	Due Date	Close Date
02/2026	Financial Process – Financial Review Quarterly	Demo Springbrook Oct/Nov		Nov 2026

04/2026	Payroll Outsource	Look for alternatives	Nov 2026
9/2026	Can Walton County update the GIS w/SWMD mapping (drone deploy)		Dec 2026
11/2025	Joint-Use Agreement for Emergency Use		Jan 2027
		Held first meeting with James Moore (Noah) 10/5	
08/2026	25-26 Audit by May 15 th .	Interim Tasks Due 11/16 Fieldwork Task submitted 4/1 Final Draft 5/6 Audit Presentation 5/20 with backup date of 6/10.	Jan 2027
04/2026	Brand	Create a brand to show public health, environmental stewardship, and fiscal responsibility – Wants to see this on website and annual report	Jan 2027
		Research what other districts are using.	
04/2026	Accounting Software	Provided research information at the June Meeting.	Nov 2026
7/2026	One-page summary on abandoning ditches	Amy Myers provided a summary and resolution for Commissioner review 9-2026 Provide priority list	Nov 2026
10/2025	Resolution on Website	Kellyanne is updating the website. Debbie is scanning and organizing.	Nov 2026

New Action Items

Opened	Item	Action	Due Date	Close Date
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Comments by Commission and Public

Adjournment

- Request Motion to adjourn (*state time*)
-

Next Scheduled Meeting

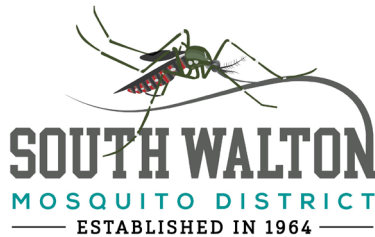


Thursday, Nov 19, 2026 — 10:00 AM

Regular Board Meeting



SWCMCD Headquarters



South Walton County Mosquito Control District
2025-2026 Regular Board Meeting
Thursday, September 24, 2026 – 10:00 AM
Minutes of Meeting

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 September 24, 2026, at 10:00 AM.

Chairman Doug Liles called the meeting to order on September 24th at 10:03 AM and opened with a Prayer and the Pledge of Allegiance to the American Flag.

The Commissioners attending the meeting were Doug Liles, Steve Young, and Kristine Faulk. Attorney Amy Myers participated in the meeting.

Staff Present: Darrin Dunwald, Director
Cammie Henderson, Finance & HR Manager

APPROVAL OF MINUTES

August 20, 2026, Regular Board Meeting

Request a motion to approve the minutes of the August Regular Board Meeting Minutes with corrections.

Motion by: Commissioner Kriss Faulk

Second by: Commissioner Steve Young

Motion approved: 3-0

September 8, 2026, TRIM #1

Request a motion to approve the minutes of the TRIM #1.

Motion by: Commissioner Steve Young

Second by: Commissioner Kriss Faulk

Motion approved: 3-0

September 22, 2026, TRIM #2

Request a motion to approve the minutes of the TRIM #2.

Motion by: Commissioner Kriss Faulk

Second by: Commissioner Steve Young

Motion approved: 3-0

PUBLIC COMMENT - NON-AGENDA ITEMS – None

CONSTRUCTION UPDATE

Phase I

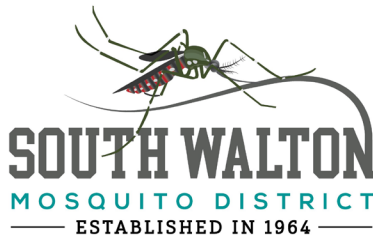
Discussion ensued.

Phase II

Issues with construction design in front of the fleet maintenance bldg. Discussion ensued.

ADMINISTRATIONS REPORT

Financial Report for August - Discussion ensued.



South Walton County Mosquito Control District
2025-2026 Regular Board Meeting
Thursday, September 24, 2026 – 10:00 AM

Expenditures to be received and forwarded to CPA for review. (Motion)

Request a motion to receive and forward the expenditures.

Motion by: Commissioner Steve Young

Second by: Commissioner Kriss Faulk

Motion approved: 3-0

Holiday Calendar 26-27

Motion to approve Holiday Calendar for 26-27. (Motion)

Request a motion to approve the Holiday Calendar for 26-27.

Motion by: Commissioner Kriss Faulk

Second by: Commissioner Steve Young

Motion approved: 3-0

Holiday Policy Update

Motion to approve Holiday Policy Update as provided. (Motion)

Request a motion to approve the Holiday Policy Update as provided.

Motion by: Commissioner Steve Young

Second by: Commissioner Kriss Faulk

Motion approved: 3-0

PTO Policy Update

Motion to approve PTO Policy Update as provided. (Motion)

Request a motion to approve PTO Policy Update as provided.

Motion by: Commissioner Steve Young

Second by: Commissioner Kriss Faulk

Motion approved: 3-0

Wage Increases

Motion to approve Wage Increases as provided. (Motion)

Request a motion to approve Wage Increases as provided for October 1, 2026.

Motion by: Commissioner Kriss Faulk

Second by: Commissioner Steve Young

Motion approved: 3-0

LEGAL

August Invoices (Motion)

Request a motion to approve legal expenditure for August in the amount of \$3,305.00, as presented.

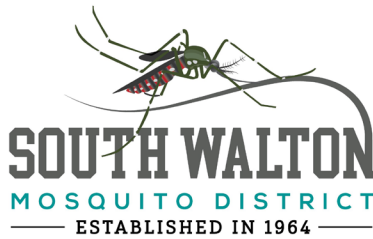
Motion by: Commissioner Steve Young

Second by: Commissioner Kriss Faulk

Motion approved: 3-0

OPERATIONS

August Summary with Lab Report – Discussion ensued



South Walton County Mosquito Control District

2025-2026 Regular Board Meeting

Thursday, September 24, 2026 – 10:00 AM

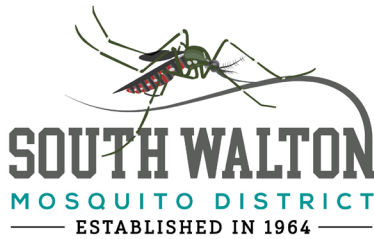
COMMISSIONERS

- Seat – 1 Doug Liles – None
- Seat – 2 Steve Young – None
- Seat – 3 Kristine Faulk – None

ADDITIONAL NON-AGENDA ITEMS

Current Action Items

Opened	Item	Action	Due Date	Close Date
11/2025	Evaluate sidewalk – stormwater	Chairman Doug Liles – Increased impermeable area may increase flooding.	Aug 2026	Sept 2026
04/2026	Brand	Create a brand to show public health, environmental stewardship, and fiscal responsibility – Wants to see this on website and annual report	Jan 2027	
04/2026	Payroll Outsource	Look for alternatives	Nov 2026	
04/2026	Accounting Software	Research what other districts are using. Provided research information at the June Meeting.	Nov 2026	
7/2026	One-page summary on abandoning ditches	Amy Myers provided a summary and resolution for Commissioner review 9-2026 Provide list	Nov 2026	
10/2025	Resolution on Website	Kellyanne is updating the website.	Jan 2027	



South Walton County Mosquito Control District
2025-2026 Regular Board Meeting
Thursday, September 24, 2026 – 10:00 AM

Opened	Item	Action	Due Date	Close Date
04/2026	AI Policy Review	Create policy	Oct 2026	
08/2026	Surge Suppressors for Fire System		Sept 2026	Sept 2026

Future Action Items

Opened	Item	Action	Due Date	Close Date
02/2026	Financial Process – Financial Review Quarterly		Oct 2026	
11/2025	Joint-Use Agreement for Emergency Use		Jan 2027	
08/2026	25-26 Audit by May 15 th .		Jan 2027	

New Business

Opened	Item	Action	Due Date	Close Date
9/2026	Write a letter that the storm water ponds have not been approved by anyone.	Darrin Dunwald	10/2026	
9/2026	Contact O’Connell to get documents (link) to Doug Liles Commissioner	Darrin Dunwald	10/2026	



South Walton County Mosquito Control District
2025-2026 Regular Board Meeting
Thursday, September 24, 2026 – 10:00 AM

9/2026	Doug Liles to meet w/construction group	Doug Liles	10/2026
9/2026	Can Walton County update the GIS w/SWMD mapping (drone deploy)		12/2026

COMMENTS BY COMMISSION AND PUBLIC - None

Request for motion to Adjourn by Chairperson Doug Liles

Motion by: Commissioner Kristine Faulk

Second by: Commissioner Steve Young

Motion approved: 3-0

Chairperson Doug Liles adjourned the meeting at 12:14 PM.

Chairperson Doug Liles: _____

Commissioner Kristine Faulk: _____

Commissioner Steve Young: _____

CONSTRUCTION

UPDATE





SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT

Phase 2 –Fleet Maintenance

24-189

OAC Meeting #26 Minutes

10/6/26

Next OAC Meeting will be Tuesday, October 20th @10:00 AM

Safety/Security:

- No safety incidents/ accidents since (16 days)
- Equipment Operations
- Fall Protection

Schedule Updates:

Fleet Maintenance:

- 360 Fire – FP sprinkler head install is near complete.
- Bright Future – Elec./ FA overhead rough-in is near complete. Perm. power is on.
- Herrington – ACT ceiling grid install is near complete.
- H&T – Aprons and sidewalk FRP concrete is in-progress.
- Kent – Installing metal roofing on canopies.
- SS&E – HVAC controls and air device install is in-progress.
- Universal – Ceiling paint is in-progress. Int./ext. coatings are near complete.
- Wilson – Epoxy floor install is in-progress.

Submittals

- NA

RFIs:

- 140 – FM - Gas Riser/ Meter & Sidewalk Confirmation – Received 10/6 – Hole cover by WSI or **Owner?**

Design & Permitting:

- **Material Lift towards end of project.**

Project Financials:

- Pay Application #17 for September – Sent to DAG 9/21.
- CO #13 for ODP is in draft.

Open Discussion/New Business:

- OFOI Network switch and WAP



ATTENDEES:

NAME	COMPANY	EMAIL	Call-in (C) / Present (P)
Darrin Dunwald	SWCMCD – Director	ddunwald@swcmcd.org	P
Cammie Henderson	SWCMCD – Office Manager	chenderson@swcmcd.org	C
Pat Ballasch	DAG - Architect	pballasch@dagarchitects.com	
Steven Nicholson	DAG – Architect PM	snicholson@dagarchitects.com	P
Keith Johnson	Watford – Mechanical EOR	keith@whatfordengineering.com	
Ian Bernander	Watford – Mechanical Designer	ianb@watford-engineering.com	
Jon Nash	O’Connell – Civil EOR	jon@oconnellengineers.com	
Alex London	O’Connell – Civil Project Engineer	alex@oconnellengineers.com	
Michael Ekblad	O’Connell – VP Landscaping	Michael@oconnellengineers.com	
Jason Albano	Wharton-Smith – Project Executive	jalbano@whartonsmith.com	
Langley Dickeson	Wharton-Smith – Project Manager	ldickeson@whartonsmith.com	P
Daniel McCutcheon	Wharton-Smith – Asst. Project Manager	dmccutcheon@whartonsmith.com	P
Phil Ward	Wharton-Smith – Superintendent	gward@whartonsmith.com	P
Kelley Royball	Wharton-Smith – Superintendent	kroyball@whartonsmith.com	P
Cameron Pastorius	HG – Project Engineer	cpastorius@hngineers.com	
Tyson Sanders	O’Connell – Project Engineer	tyson@oconnellengineers.com	
Rick Engle	HG – Electrical EOR	rengle@hngineers.com	

24-189 - SWCMCD HQ PH2 - Fleet Maintenance - North & South Elevation



24-189 - SWCMCD HQ PH2 - Fleet Maintenance - East Elevation



24-189 - SWCMCD HQ PH2 - Fleet Maintenance - West Elevation



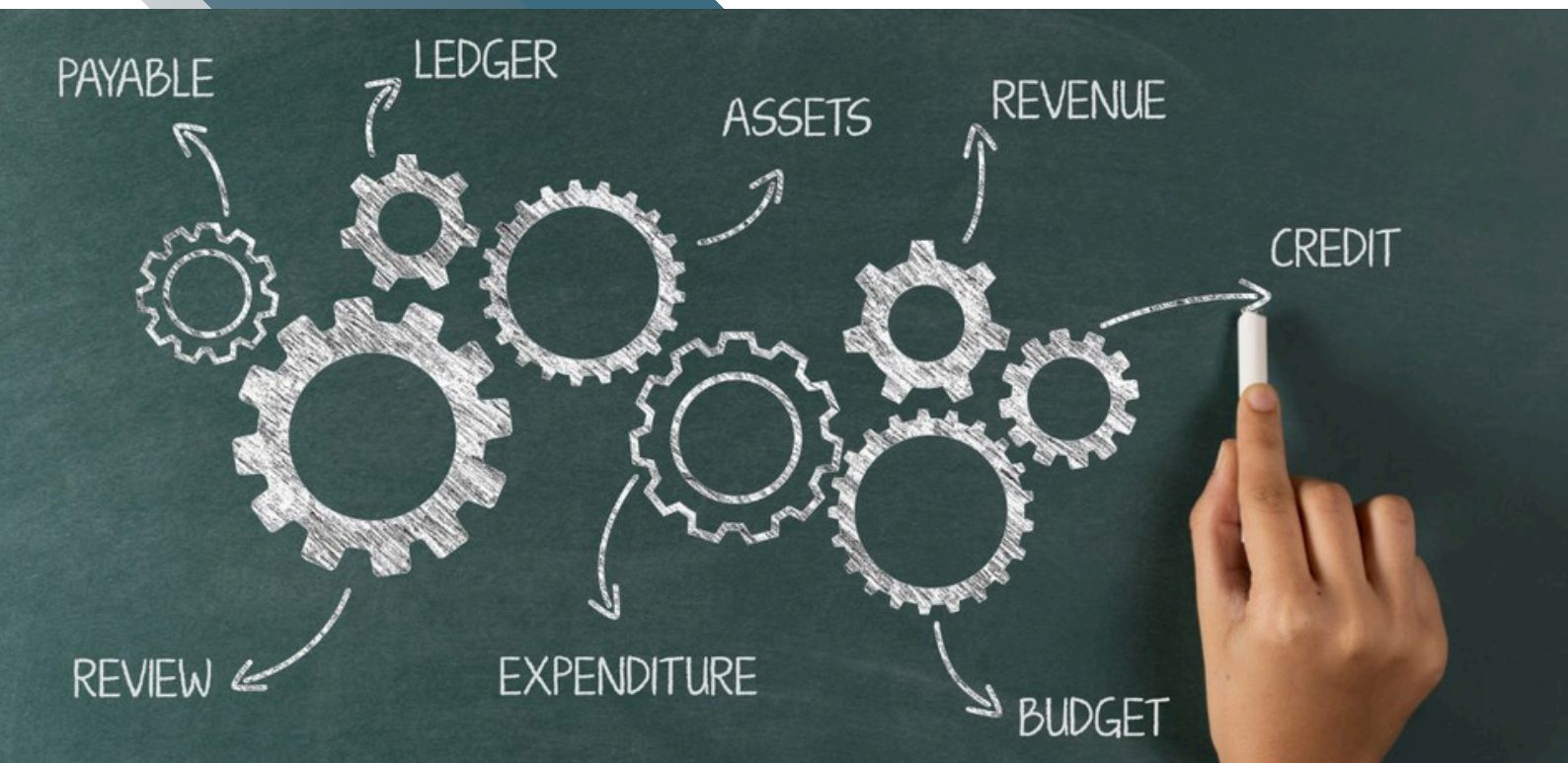
24-189 - SWCMCD HQ PH2 - Fleet Maintenance - Mechanical Bay



24-189 - SWCMCD HQ PH2 - Fleet Maintenance - Mezzanine



ADMINISTRATIVE REPORT





Memo

TO: Commissioners

FROM: Cammie Henderson, Finance & HR Manager

SUBJECT: Director Evaluation

Attached is the Director's evaluation form. Please complete and return it to me by October 26, 2026.

I will consolidate the responses into one evaluation for the Board to review at its October meeting. During the meeting, the Board will also establish goals and expectations for the 2026–2027 fiscal year. Following the Board's review, the Chairman will meet individually with Darrin to discuss the evaluation. Darrin and the Chairman must sign the final evaluation before placing it in Darrin's personnel file.

Please include any goals you would like Darrin and/or the District to achieve during the next fiscal year.

Thank you for taking the time to complete the evaluation. If you have any questions, please contact me.



South Walton County Mosquito Control District Board Policy EMPLOYEE EVALUATIONS OF THE DIRECTOR

I. STATEMENT OF POLICY

The Board directly employs a Director pursuant to Chapter 388, Florida Statutes (F.S.). The Board recognizes that the Director should receive an evaluation against which his/her performance can be evaluated to ensure the objectives of the Board are carried out effectively.

II. OBJECTIVE

To establish a Board process for periodically reviewing the performance of the District's Director.

III. IMPLEMENTATION

1. The Board's established Director evaluation process shall allow for the following:
 - a. The setting of goals for the Director against which achievements and areas for improvement can be measured;
 - b. Periodic performance reporting from and feedback to the Director to assess progress with respect to each identified performance objective;
 - c. Input from the incumbent Director regarding his/her achievements for the year;
 - d. Employee evaluation provided by the Board Chair, which is subsequently approved by the Board;
 - e. At least one written employee evaluation per fiscal year, which shall be conducted in a manner consistent with the District's established annual employee evaluation process and placed in the Director's respective personnel record; and
 - f. Merit-based pay increases based upon the Board's approved evaluation of the Director's performance for the year.
2. The Director reports directly to the Board as the agency head and serves to ensure the policy direction of the Board is carried out in a manner consistent with the Board's expectations. The Director's functions as the Chief Executive Officer of the District in carrying out its charge of the control and elimination of all species of mosquitos and other arthropods and public health impacts; has daily operating responsibility for the District's employees, budget, and assets; and functions as the principal agent of the Board in recommending and implementing policies the Board adopts to fully effect its charge as prescribed by Chapter 388, F.S., and other applicable laws.

IV. PROCEDURE

1. At the September Board meeting, the Director shall present to the Board a statement of accomplishments and the Director's goals for the current fiscal year.
2. Immediately following the September Board meeting, the Office Manager, or designee, shall provide the Board members the Director's current fiscal year goals, statement of accomplishments and performance input forms, which shall be modeled upon the current evaluation form used to evaluate all regular District employees.
3. Each Board member shall independently complete a performance input form for the Director reflecting that Board member's assessment of the Director's performance for the year, including the Director's goals and statement of accomplishments. This shall include a rating for each performance category established by the current District Personnel Guideline(s) governing employee performance appraisals.
4. The Office Manager, or designee, shall compile a Performance Evaluation Summary of all timely received performance input forms for the Director, which shall be distributed with the October Board meeting packet. The Performance Evaluation Summary shall also include a copy of all timely received performance input forms for the Director.
5. Following distribution of the Performance Evaluation Summary, the Board Chair shall draft the performance employee evaluation for the Director based on the Performance Evaluation summary.
6. At the October Board meeting, the draft Director evaluation shall be presented to the Board for discussion, consideration, editing, and approval. The Director shall also submit to the Board his/her respective proposed goals for the current fiscal year. The Board shall review the Director's proposed goals and provide feedback for the purpose of setting goals for the fiscal year.
7. Once approved, on behalf of the Board, the employee evaluation shall be signed by the Board Chair.
8. Once executed, the employee evaluation shall be provided to the Director for his/her signature.
9. Once executed by the Director, the employee evaluation shall be forwarded to the Office Manager, which shall:
 - a. Calculate and apply the appropriate merit increase to the Director's salary, either (at the discretion of the Board):
 - (1) in accordance with the guidelines established for all District employees; or
 - (2) at a different rate of merit increase and/or on different effective date if such difference is determined by the Board to be appropriate.

- b. Include the employee evaluation in the Director's personnel record.
 - c. Provide an official copy to the Director.
10. Notwithstanding this Policy, the Board is not limited in its authority to modify the Director's employment contract.

REFERENCE: Chapter 388, Florida Statutes

Employee: Darrin Dunwald

Review Period: October 1, 2025 – September 30, 2026

Board Member: _____

Ratings: Top Performer (TP), Strong Performer (SP), Solid Performer (S), Needs Improvement (NI), Unacceptable (U)

CORE COMPETENCIES	Rating
Service Excellence – Solution-oriented, committed to achieving results and efficiently meeting the needs of the public and mosquito control.	
Teamwork & Collaboration – Communicates and work effectively as part of the district team to achieve common goals.	
Self-Management – Sets challenging goals for personal achievement and holds himself/herself responsible for the results.	
Professional Integrity – Operates transparently and applies District processes, rules, and regulations in a consistent manner.	
Leadership Excellence – Sets a positive vision and strategic direction for the future that motivates District staff to high achievement.	
Management Excellence – Manages the people, processes, and resources of the district to achieve operational goals and create stakeholder value.	

2025-2026 GOALS	Rating
Public Health, Environment and Safety - Health & Environment: - Publish district Human cases of mosquito-borne diseases and compare them to Gulf Coast regions - Publish calibration of adulticide application equipment - Publish proactive mosquito control with larvicide to minimize the use of adulticide - Safety: - Hold one safety committee meeting and 10 compliance inspections monthly - Document and investigate near misses and recordable incidents Community - Build strategic relationships with HOA's, County Planning, and Government agencies - Complete service requests within one business day of receiving a request Finance - Create and implement a Strategic Plan - Publish a high-quality annual report - Budget - Submit a certified budget to FDACS by Sept 30 - Deliver Phase 2 building on time and within budget - Demonstrate compliance with budget monthly 3rd-party compliance audit yearly and address all action items - Document value, benefit & cost, created from innovation Better Communication	

SIGNATURE	DATE
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PERFORMANCE EVALUATION SUMMARY

Employee: Darrin Dunwald

Review Period: October 1, 2025 – September 30, 2026

Ratings: Top Performer (TP), Strong Performer (SP), Solid Performer (S), Needs Improvement (NI), Unacceptable (U)

	Service Excellence	Teamwork & Collaboration	Self- Management	Professional Integrity	Leadership Excellence	Management Excellence	Goals & Accomplishments
Doug Liles							
Kristine Faulk							
Steve Young							

BOARD PERFORMANCE EVALUATION

Page 2 of 2

Employee: Darrin Dunwald

Review Period: October 1, 2025 – September 30, 2026

Delivered By: _____

Ratings: Top Performer (TP), Strong Performer (SP), Solid Performer (S), Needs Improvement (NI), Unacceptable (U)

EMPLOYEE COMMENTS *(optional)*

SIGNATURES

		Title	Date
Commissioner:		Chair	
Employee:		Director	

LEGAL REPORT



OPERATIONS REPORT





Operational Report

September 2026

1. Adulticiding

The South Walton Mosquito District (SWMD) reported **54 nighttime adulticide spray missions** during August, treating a total of **42,390 acres** with three products.

Adulticide Product	Missions	Volume Applied (Gallons)
Duovex	45	122.1
PermaSease 3-15	6	60
ReMoa Tri	3	12
Listed product totals	54	194.1

Resistance Study and Product Changes

Effective August 11, 2026, the District discontinued use of Fyfanon ULV (malathion) following the resistance study conducted by Aero Labs in conjunction with East Carolina University. Duovex was introduced on the same date in response to the study. ReMOa Tri has also been introduced beginning September 22nd due to the same reasons.

2. Larviciding

Ground crews and unmanned aircraft systems (UAS/drone) operations applied methoprene and Bti products across a combined **665 acres**. UAS/drone operations completed **112 sorties (flights)**.

Application Method	Product Applied (Pounds)
Ground operations	2,598.5
UAS/drone operations	4,050.00
Total larvicide applied	6,648.5

September Laboratory Update

September has been a busy and productive month for the lab, with continued West Nile virus activity, unusually high mosquito counts, and significant progress in launching our insecticide resistance testing program.

The high rate of infected chickens observed in August continued into September (Figure 1). This trend is consistent with activity being seen throughout the state and aligns with predictions from experts, including Dr. Day. Based on current activity, we expect October to remain a busy month for West Nile virus surveillance.

Mosquito counts have also been unusually high this year. Overall numbers, particularly *Culex*, have been elevated primarily by a few collection sites, such as Eden and Origins (Figures 2–4). Origins has undergone substantial changes due to ongoing construction. One of our initial population peaks occurred in 2024, when construction activity began increasing significantly in the area. At Eden, we are continuing inspections to identify the sources contributing to the influx of *Culex* mosquitoes.

A significant area of progress has been the launch of the insectary and the first stages of our insecticide resistance testing program. We have begun testing adult *Culex quinquefasciatus* and *Culex nigripalpus* mosquitoes from major collection sites against a ranked set of insecticides, as mosquito numbers and insecticide availability allow. Our initial findings were reviewed and verified by the CDC to confirm that the testing procedures were being conducted correctly.

We are already seeing some variation in insecticide susceptibility among collection sites. This information should help us refine our mosquito control strategies and better target treatments based on local resistance patterns.

In 2027, we plan to expand the program by adding additional collection sites, repeating resistance tests to establish trends over time, incorporating larvicide testing, and investigating the biological mechanisms underlying pesticide resistance in areas where knockdown resistance (KDR) is identified. The extent of this expansion will depend on available personnel, time, and resources.

We anticipate having an initial report of our findings to date available next month.

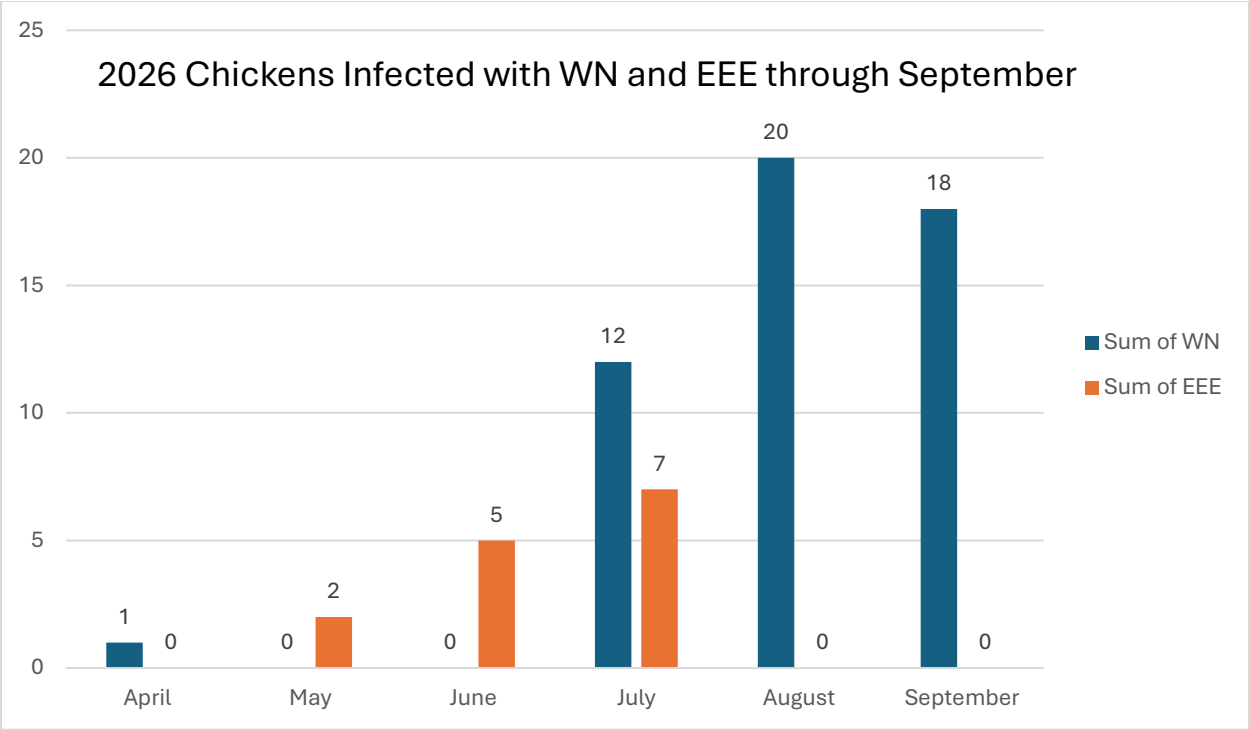


Figure 1.

Overall Count Averages for All Sites

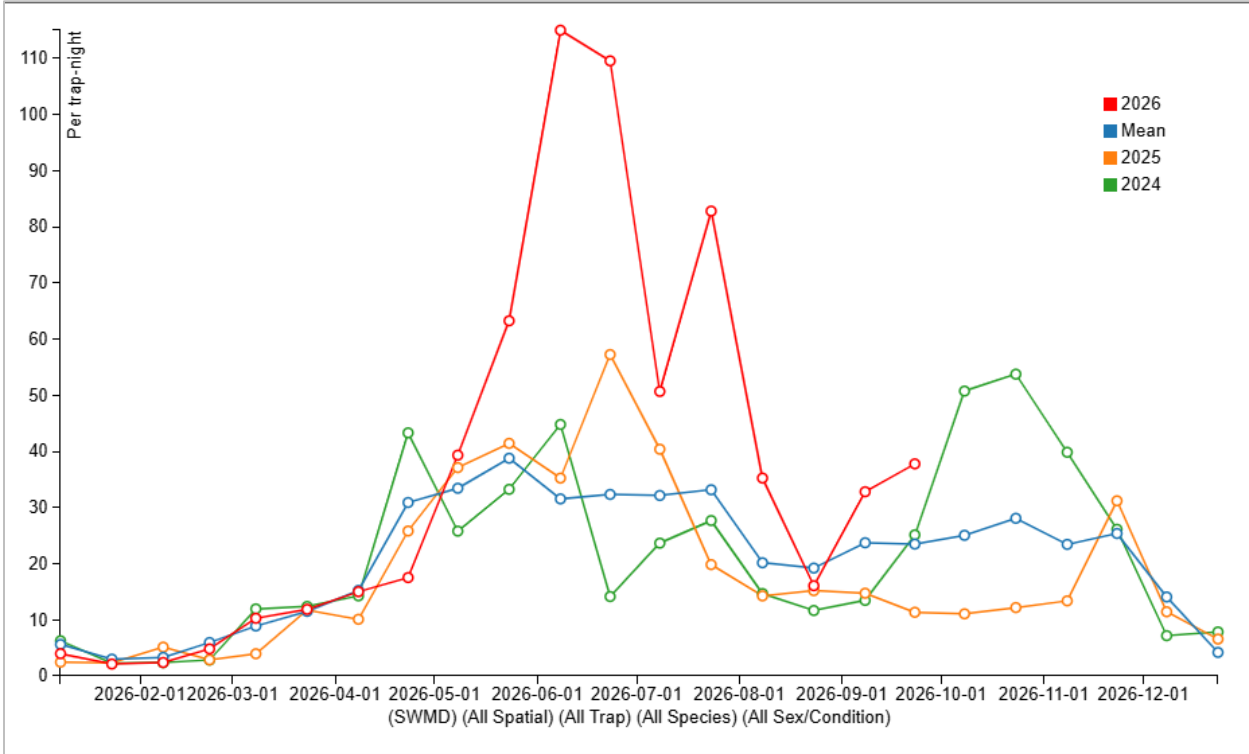


Figure 2.

Count Averages at Origins

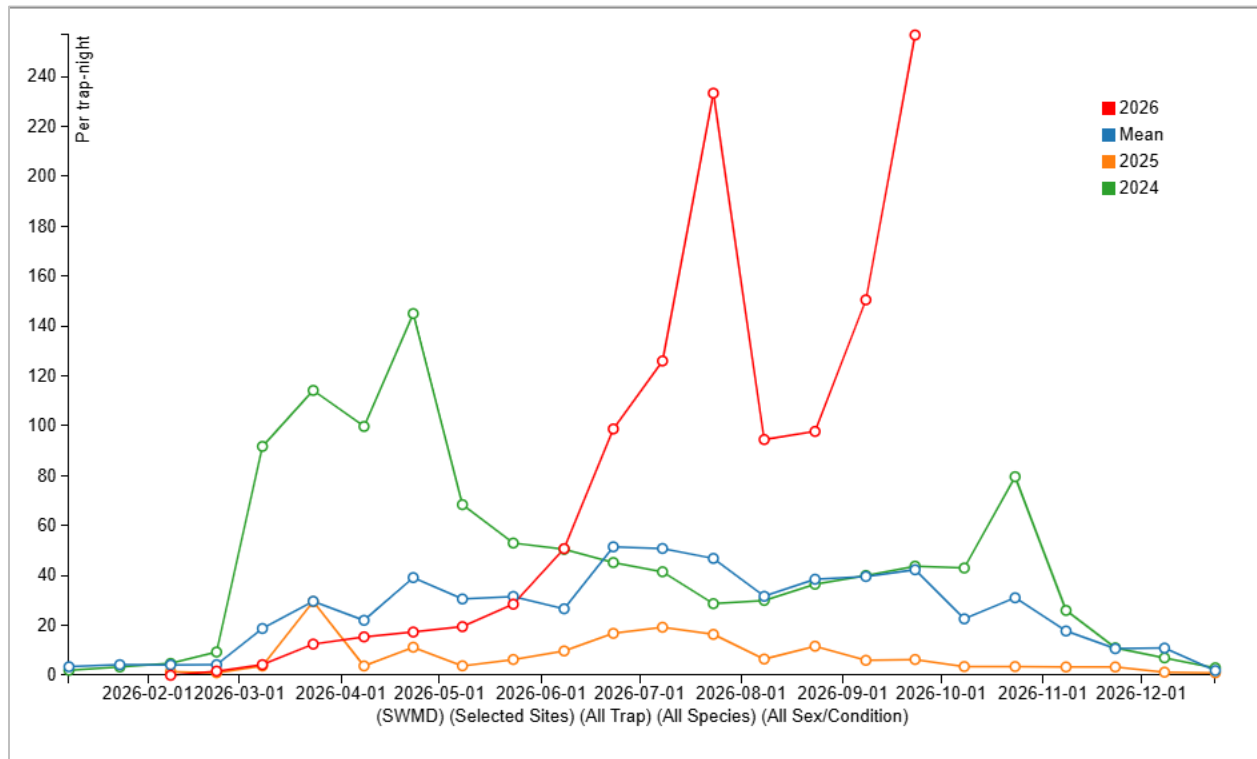


Figure 3.

Count Averages at Eden

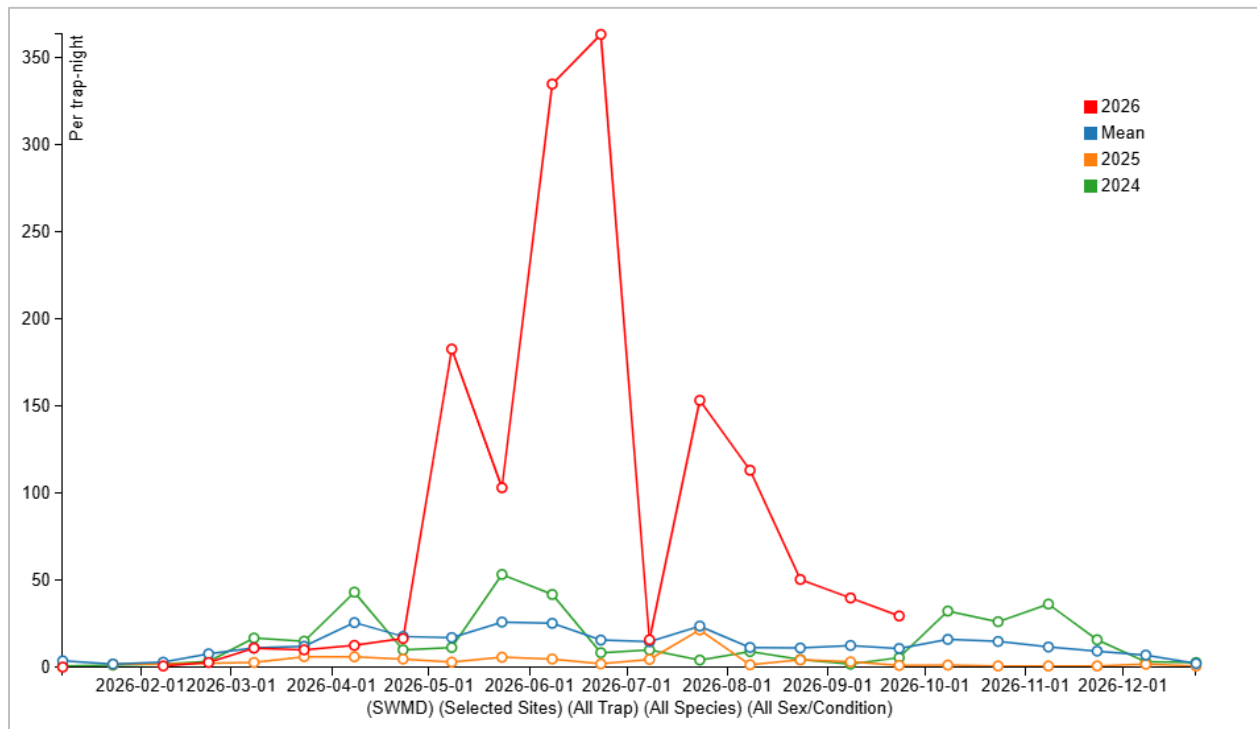


Figure 4.

NEW BUSINESS UPDATE



ACTION ITEMS

UPDATE





South Walton County Mosquito Control District

Director
Darrin Dunwald

Commissioners
Seat 1 – Doug Liles
Seat 2 – Steve Young
Seat 3 – Kristine Faulk

Board Meeting Action Items

Item	Assigned to: