

South Walton County Mosquito Control District

REGULAR BOARD MEETING

December 17, 2019

Agenda

Call to Order

Invocation and Pledge

Approval of Minutes (motion)

Administration Items

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

Legal

1. Improvement District
2. Other

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

South Walton County Mosquito Control District

REGULAR BOARD MEETING

November 12, 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 November 12, 2019 at 9:30 a.m.

Commissioner John Magee called the meeting to order and opened with a prayer and Pledge of Allegiance to the American Flag.

The Commissioners attending the meeting were John Magee, Tim Norris and Kristine Faulk

Staff present: Harley Sampson, Jr., Director
 Mike Yawn, Operations Manager
 Hallie Oalde, Public Relations Specialist
 Shirley Steele, Office Manager (Calling in on speaker phone)

The Minutes for October 2019 Regular Board Meeting were reviewed, two corrections were suggested. Commissioner Faulk requested a motion for approval. Motion made was approved unanimously.

Administration Items

Financial reports including expenditures for October 2019 presented for approval. New reports were created on Quickbooks for new FY. It was suggested by Commissioners that a summary report be created. Motion was made by Commissioner Norris to approve financial reports with expenditures for October 2019 and approved unanimously.

Commissioners were presented with three new building options for review from DAG. Discussion regarding Mosquito Tech room without individual desk space for employees. It was suggested by Commissioner Norris to make sure employees are okay without cubicles. Suggestions from Commissioner Magee that all employees are able to review building options for their input as well. After review of building plans, recommendation was made by Commissioner Norris for building option 3 and unanimously approved.

Public Relations Specialist, Hallie Oalde presented on outreach items including, attendance with an educational booth at the Explore the Outdoors Festival on November 2, 2019 in Freeport. Creation of a new 5 D's card for Mosquito Techs to hand out to constituents. Entomologist, Cami Adams has

written her first article for submission to newspaper, Socal Life in hopes that it will become a monthly or quarterly addition to the paper. Commissioner Magee suggested a 10-15 PowerPoint presentation regarding SWCMCD history and operations be created to present to local area groups.

Legal

Improvement District timeline updates discussed. Attorney, Laura Donaldson sent an email inquiring if the District had received a letter of support from the Walton County Board of County Commissioner to present to Representative Drake as the bill goes through the legislative process. After review of the Walton County Board of County Commissioner's meeting on October 8, 2019 and the Public Workshop held on October 15, 2019 at SWCMCD Headquarters it was recommended by Commissioner's Norris and Magee, that an outline of the new district and a simple budget be sent to each Walton County Commissioner individually as well as emailed to the participants at the Public Workshop.

Review of Doug Liles Settlement Agreement. No recommended changes to agreement. Motion was made to approve the agreement as written by Commissioner Faulk and approved unanimously.

Operations

Mike Yawn presented the Operations activity report for October 2019.

Kenny Hobbs has been creating budget for culvert and ditch repair. This information can be used for Special District future needs.

State Arthropod Management Plan being updated.

Commissioner Norris requested a map overlay of county ditches and mosquito control ditches in South Walton County.

Reminder of the Employee Appreciation Luncheon on December 17, 2019. Employee of the Year award will be handed out at luncheon. Hallie is creating a nomination form for employees to vote.

No public comments

A motion was made to adjourn the meeting. The meeting adjourned at 11:10 a.m.

South Walton County Mosquito Control District

November 2019

Local Funds				
Receipts	Yearly budget	Monthly	YTD Receipts	% of Budget
Ad Valorem	\$4,308,673.00	\$1,599,813.48	\$1,600,207.00	37%
Receipts	Interest	\$5,731.47		
	Tax Collector misc.			
	Misc.			
	Other			
Total monthly receipts		\$1,605,544.95	\$1,641,352.21	
Budget	\$6,603,696.00			4.69%
Expenditures	6,603,696.00	\$120,491.20	\$309,897.46	



Florida Department of Agriculture and Consumer Services
 Division of Agricultural Environmental Services
MOSQUITO CONTROL MONTHLY REPORT - LOCAL FUNDS

Submit to:
 Mosquito Control Program
 3125 Conner Blvd, Suite E
 Tallahassee, FL 32399-1650

NICOLE "NIKKI" FRIED
 COMMISSIONER

Rule 5E-13.027, F.A.C.
 Telephone: (850) 617-7911; Fax (850) 617-7939

COUNTY/ DISTRICT South Walton Mosquito Control FISCAL YEAR: 2019-2020 MONTH: November

LOCAL FUNDS RECEIPTS AND BALANCES

ACCT NO	DESCRIPTION	Budgeted Receipts	Monthly Receipts	Receipts Year to Date	Balance to Be Collected
311	Ad Valorem (Current/Delinquent)	\$ 4,308,673.00	\$ 1,599,813.48	\$ 1,600,207.00	\$ 2,708,466.00
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ 87,000.00	\$ 5,731.47	\$ 12,149.80	\$ 74,850.20
364	Equipment and/or Other Sales	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
369	Misc./Refunds (prior yr expenditures)	\$ 1,500.00	\$ -	\$ 28,995.41	\$ (27,495.41)
380	Other Sources	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 4,499,173.00	\$ 1,605,544.95	\$ 1,641,352.21	\$ 2,857,820.79
BEGINNING FUND BALANCE		\$ 2,344,523.00	\$ -	\$ -	\$ 2,344,523.00
Total Receipts & Balance		\$ 6,843,696.00	\$ 1,605,544.95	\$ 1,641,352.21	\$ 5,202,343.79

LOCAL FUNDS EXPENDITURES AND BALANCES

ACCT NO	Uniform Accounting System Transaction Code	Budgeted Expenditures	Monthly Expenditures	Expenditures Year to Date	Balance to Be Expended
10	Personal Services	\$ 935,000.00	\$ 46,767.08	\$ 132,490.60	\$ 802,509.40
20	Personal Services Benefits	\$ 474,000.00	\$ 19,228.27	\$ 69,077.91	\$ 404,922.09
30	Operating Expense	\$ 162,200.00	\$ 29,107.84	\$ 35,989.21	\$ 126,210.79
40	Travel & Per Diem	\$ 21,500.00	\$ 3,224.36	\$ 3,224.36	\$ 18,275.64
41	Communication Services	\$ 18,000.00	\$ 606.12	\$ 1,872.03	\$ 16,127.97
42	Freight Services	\$ 3,000.00	\$ 55.00	\$ 290.14	\$ 2,709.86
43	Utility Service	\$ 10,600.00	\$ 631.22	\$ 1,438.58	\$ 9,161.42
44	Rentals & Leases	\$ 33,250.00	\$ -	\$ 153.13	\$ 33,096.87
45	Insurance	\$ 45,000.00	\$ -	\$ 20,438.08	\$ 24,561.92
46	Repairs & Maintenance	\$ 50,050.00	\$ 15,684.82	\$ 19,337.89	\$ 30,712.11
47	Printing and Binding	\$ 1,500.00	\$ 259.32	\$ 514.37	\$ 985.63
48	Promotional Activities	\$ 35,000.00	\$ -	\$ 63.13	\$ 34,936.87
49	Other Charges	\$ 4,675.00	\$ 669.75	\$ 1,793.27	\$ 2,881.73
51	Office Supplies	\$ 5,000.00	\$ 671.32	\$ 1,329.75	\$ 3,670.25
52.1	Gasoline/Oil/Lube	\$ 27,250.00	\$ 846.56	\$ 3,425.19	\$ 23,824.81
52.2	Chemicals	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00
52.3	Protective Clothing	\$ 5,000.00	\$ 240.00	\$ 1,001.45	\$ 3,998.55
52.4	Misc. Supplies	\$ 47,500.00	\$ 1,608.94	\$ 7,391.61	\$ 40,108.39
52.5	Tools & Implements	\$ 3,000.00	\$ -	\$ 742.06	\$ 2,257.94
54	Publications & Dues	\$ 11,000.00	\$ 142.33	\$ 7,066.43	\$ 3,933.57
55	Training	\$ 14,000.00	\$ 285.00	\$ 1,795.00	\$ 12,205.00
60	Capital Outlay	\$ 4,147,171.00	\$ -	\$ -	\$ 4,147,171.00
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 350,000.00	\$ -	\$ -	\$ 350,000.00
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 6,603,696.00	\$ 120,027.93	\$ 309,434.19	\$ 6,294,261.81
0.001	Reserves - Future Capital Outlay	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ 160,000.00	\$ -	\$ -	\$ 160,000.00
0.004	Reserves - Sick and Annual Leave	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
TOTAL RESERVES ENDING BALANCE		\$ 240,000.00	\$ -	\$ -	\$ 240,000.00
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 6,843,696.00	\$ 120,027.93	\$ 309,434.19	\$ 6,534,261.81
ENDING FUND BALANCE		\$ -	\$ 1,485,517.02	\$ 1,331,918.02	\$ (1,331,918.02)

By submission of this monthly report of receipts, expenditures, and balances, I attest it is true and correct.

South Walton County Mosquito Control District

12/16/19

Profit & Loss

Accrual Basis

November 2019

	Nov 19
Income	
Interest income	5,731.47
311 · AD VALOREM	
311.1 · Prior Year Taxes/Other	112.83
311 · AD VALOREM - Other	1,599,700.65
Total 311 · AD VALOREM	1,599,813.48
Total Income	1,605,544.95
Gross Profit	1,605,544.95
Expense	
10 · Payroll Expenses	
10.4 · LIBERTY NATIONAL	107.07
10.5 · Garnishments	1,496.55
10.7 · AFLAC	1,249.26
11 · Executive Salaries	733.75
12 · Regular Salaries and wages	41,689.11
13 · Other salaries and wages	205.60
Total 10 · Payroll Expenses	45,481.34
20 · PERSONAL SERVICES BENEFITS	
22 · Retirement contributions	
22.1 · Retirement paid by Employees	2,554.87
22.2 · FRS paid by District	13,374.00
Total 22 · Retirement contributions	15,928.87
25 · Unemployment Compensation	3,300.00
Total 20 · PERSONAL SERVICES BENEFITS	19,228.87
30 · OPERATING EXPENSES	
31.3 · Legal and Engineering Service	25,294.92
3400 · Other Services	
03412 · Other services IT Hosting	
03412.5 · Cumulus	3,480.00
Total 03412 · Other services IT Hosting	3,480.00
34.20 · UNIFIRST	332.72
Total 3400 · Other Services	3,812.72
Total 30 · OPERATING EXPENSES	29,107.64
40 · TRAVEL & PER DIEM	
40.1 · PER DIEM OR MEALS	2,864.36
Total 40 · TRAVEL & PER DIEM	2,864.36
41 · COMMUNICATION SERVICES	606.12
43 · UTILITY SERVICES	
4304 · GARBAGE SOLID WASTE SERVICES	43.85
43 · UTILITY SERVICES - Other	587.37
Total 43 · UTILITY SERVICES	631.22
46 · REPAIR & MAINTENANCE SERVICES	
46.6 · Construction & Maint by District	563.59
46.11 · Maint Bldg/Ground by others	96.25
4612 · Software Maintenance	15,000.00
Total 46 · REPAIR & MAINTENANCE SERVICES	15,659.84
46.5 · Materials for maint of building	24.98
47 · PRINTING & BINDING	259.32
49 · OTHER CURRENT CHARGES	
49.1 · Other Government Agencies	55.00

South Walton County Mosquito Control District

12/16/19

Profit & Loss

Accrual Basis

November 2019

	Nov 19
49.2 · advertising required by law	416.72
49 · OTHER CURRENT CHARGES - Other	178.93
Total 49 · OTHER CURRENT CHARGES	650.65
50 · SUPPLIES/MATERIALS	
51 · Office Supplies	20.99
50 · SUPPLIES/MATERIALS - Other	650.33
Total 50 · SUPPLIES/MATERIALS	671.32
52 · Operating Supplies	
52.1 · Gasoline Oil Lubricant	
52.11 · Gasoline	324.99
52.12 · Diesel	521.57
Total 52.1 · Gasoline Oil Lubricant	846.56
52.3 · Clothing and Wearing Apparel	240.00
52.4 · Misc Supplies & Incidentals	
52.45 · Publix	388.81
52.46 · Culligan	86.90
52.47 · Chickens	3.67
52.48 · Lab	43.00
52.4 · Misc Supplies & Incidentals - Other	7,543.77
Total 52.4 · Misc Supplies & Incidentals	8,066.15
Total 52 · Operating Supplies	9,152.71
54 · DUES & SUBSCRIPTIONS	36.33
55 · TRAINING	391.00
66900 · Reconciliation Discrepancies	-75.74
Total Expense	124,689.96
Net Income	1,480,854.99

South Walton County Mosquito Control District Expenses by Vendor Summary

12/16/19

November 2019

Accrual Basis

	Nov 19
A to Z	96.25
ACE HARDWARE	55.70
AFLAC	1,249.26
AMAZON	200.64
CHELCO	587.37
CREATIVE THREADS	150.00
Culligan	86.90
Cumulus	3,480.00
DEX	259.32
DIGITAL MAPS	15,000.00
EMBASSY SUITES	2,864.36
FL DOR	15,928.87
FL UC FUND	3,300.00
FMCA	285.00
FNBT	7,543.77
HAND	2,231.41
Hydro Solutions	660.54
IFAS EXTENSION	106.00
INDEED	416.72
INTUIT	159.98
Kauffman	2,661.48
LIBERTY NATIONAL	107.07
MBDV	22,402.97
Publix	435.48
RACETRACK	37.50
RETIF	809.06
RHONDA SKIPPER	-112.83
Thompson CAT	389.55
Trustmark	-74.10
UNIFIRST	332.72
USDMV	18.95
USPS	55.00
Verizon	606.12
Walmart	650.33
WASTE MANAGEMENT	43.85
TOTAL	83,025.24

**SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT
ACTIVITY REPORT -NOV 2019**

ADULTICIDE

CHEMICAL	TOTAL OUTPUT	UNIT	UNIT VALUE	DOLLAR VALUE		
ML KONTROL 30-30	1	GAL	54.5	\$54.50		
DELTAGARD ULV	0	GAL	173.63	\$0.00		
DUET	0	OZ				
ZENIVEX E20	0	GR	SAMPLE			
ZENIVEX E4 RTU	31	GAL	85	\$2,635.00		
TOTAL				\$2,689.50		

LARVICIDE

CHEMICAL	TOTAL OUTPUT	UNIT	UNIT VALUE	DOLLAR VALUE		
ALTOSID XR	0	UNIT	3.44	\$0.00		
ALTOSID SBG	0	POUND				
VECTOBAC WDG	1.5		35	\$52.50		
COCO BEAR	0	OUNCE	0.1527	\$0.00		
VECTOLEX WDG	6	POUND	59.85	\$359.10		
FOURSTAR BTI CRG	0	POUND	11.31	\$0.00		
BACTIMOS	26	EACH	0.57	\$14.82		
NATULAR G30	162.5	POUND	15.83	\$2,572.38		
NATULAR XRT	3443	EACH	4.47	\$15,390.21		
NATULARG30WSP	0	EACH		SAMPLE		
NATULAR T30	0	EACH				
VECTOMAX WSP	0	EACH		SAMPLE		
TOTAL				\$18,389.01		

HERBICIDE

Cornerstone	0	OZ	12.66/.10	\$16.00		
SURF AC	0	OZ	13.95/0.10	\$0.80		
LESCO 3WY	0	OZ	12.66/0.09	\$14.40		
TOTAL				\$31.20		

SERVICE REQUEST					OTHER	SPRAY ROUTES

SENTINEL CHICKENS

Six positive birds. One EEE at Big Redfish, Five WN two at 393 South, two WN at Chat Holley, and one WN at Walton Way.

OUTREACH

SWCMCD Participated at the Walton County fair Oct. 7-12th 2019. Four employees Mike Yawn, Rich Clark, Kenny Hobbs and Hallie Oalde Made themselves available to man the booth