



South Walton County Mosquito Control District  
2021-2022 Regular Board Meeting  
Thursday, March 17, 2022 – 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 March 17, 2022, at 10:00 AM.

Madam Chairman Donna Johns called the meeting to order at 10:04 AM and opened with a Prayer and Pledge of Allegiance to the American Flag.

The Commissioners attending the meeting were Doug Liles, Kristine Faulk, and Donna Johns.

Staff Present:     Darrin Dunwald, Director  
                      Cammie Henderson, Office Manager  
                      Rich Mitchell, Environmental Ops Manager

Public:             None

#### APPROVAL OF MINUTES

January 25, 2022 Regular Board Meeting (motion)

Motion to approve January 25, 2022 Regular Board Meeting Minutes as presented.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

February 17, 2022 Special Board Meeting Auditor Selection (motion)

Motion to approve February 17, 2022 Special Board Meeting Auditor Selection Minutes as presented.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

February 17, 2022 Regular Board Meeting (motion)

Motion to approve February 17, 2022 Regular Board Meeting Minutes as presented.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

#### PUBLIC COMMENT - NON-AGENDA ITEMS

None

#### ADMINISTRATION'S REPORT

Financial Report for February – discussion ensued

Chairman Johns had questioned the OT – OT was accumulated from October's rainy weather and we were still under the State Advisory. Commissioner Liles questioned training the PT on the new system. Training is scheduled for next week for those that can come in during the day. We will hold a nighttime training for the others. Discussion ensued.



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Commissioner Doug Liles asked why Personal Services (10) went up 9.54% and Retirement Contributions (22) went up 20.7% from previous year. Will provide additional documentation next meeting.

Chairman Donna Johns questioned the Per Diem increase from prior year. Discussion ensued. Chairman Donna Johns questioned ifixcomputers monthly fees. Commissioners would like us to get additional bids. (\$4,101/5 month = \$820.20 per/month)

Commissioner Doug Liles would like a breakdown from the bank report on logins by the number of different IP addresses.

Commissioner Doug Liles wants to move forward with a standalone computer to run QuickBooks. Discussion ensued.

#### February Expenditures

Request for motion to approve February Expenditures as presented.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

#### Capital Outlay

Commissioner Doug Liles asked if we could use the iPads for some of our computer workstation needs. Add keyboards and use in place of new workstations.

Commissioner Doug Liles questioned the server replacements. We will provide additional information next meeting.

Request for motion to approve Capital Outlay 2021-2022 amendment #1 additional equipment purchases as presented by Chairman Donna Johns.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

#### Labor Report

Mosquito Control Tech position, discussion ensued

Entomologist, Teahna Ratliff pay raise. Discussion ensued.

Request for motion to approve Teahna Ratliff, Entomologist pay increase.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Administrative Assistant, Bernadette Canut pay raise. Discussion ensued.

Request for motion to approve Bernadette Canut, Administrative Assistant pay increase.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Environmental Ops Manager, Rich Mitchell pay raise. Discussion ensued.

Request for motion to approve Rich Mitchell, EO Manager pay increase.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously



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Reviewed spreadsheet about increased gas prices. Discussion ensued.  
Covid-19 Policy – Discussion ensued. Commissioner request to see what other districts are using. They want to shorten the policy.  
Travel Policy – Discussion ensued. Commissioner requested to have policy condensed.  
Commissioner Doug Liles requested Bernadette to create expense reports for Commissioners.  
Group agreed to let Bernadette complete expense reports, make reservations, etc...  
Commissioner Doug Liles requested for ID Cards for tax exempt and connection to SWCMCD. There were others at the last conference, and it assisted the check in at hotels.  
Purchasing Procedures – Commissioner requested to have policy condensed.  
Purchasing Policy – Commissioner requested to have policy condensed.  
Monthly Verification – by Geraldine Via  
Move April meeting to the 28<sup>th</sup> due to FASD in Tampa.  
Request for motion to change April meeting to the 28th.  
Motioned by: Commissioner Doug Liles  
Seconded by: Commissioner Kristine Faulk  
Motion approved: Unanimously

New FASD website – Grant tracking and assisted grant writing.

#### LEGAL

January Billing – discussion ensued.  
Request for motion to approve January legal billing.  
Motioned by: Commissioner Kristine Faulk  
Seconded by: Commissioner Doug Liles  
Motion approved: Unanimously

#### OPERATIONS

February Summary – Discussion ensued  
Drone Update  
Larvicide – 65.5 acres  
Moved Sentinel sites – reduced the number of sites and placed them more strategically across the area.  
Hosted HazMat class level 1 training – 36 people attend from here and surrounding areas  
Completed Field Seekers training with all employees.  
Major water leak on the property is fixed. Request sewer refund.  
Received 2 additional tablets for the Lab and Ops Manager for Field Seeker  
ULV's are up to date  
Reconfigured the night spray mission routes – areas were getting too large to get done effectively.  
New chemical for storm drains.  
Ditches are 75% completed on cleaning.  
Ditch maintenance is in process.  
Yellow Fly product is on-hand and ready to go  
Presentation at Beach Mosquito and this fall at FASD  
X-filtration systems



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COMMISSIONERS

Seat – 1 Doug Liles  
Performance Audit

Seat – 2 Donna Johns

Seat – 3 Kristine Faulk  
Background checks –found a company to handle anyone that is from out-of-state in the last 3 years.  
New Attorney – meeting with Amy Myers last week for specifics. Will advertise in NW Daily News  
and DeFuniak paper the next few weeks.

OLD BUSINESS

Construction Manager – DAG responsibility to do RFP.

NEW BUSINESS – None

COMMENTS BY COMMISSION AND PUBLIC – None

Request for motion to Adjourn by Chairman Donna Johns

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Adjourn meeting by Madam Chairman Donna Johns at 1:14 PM.

Madam Chairman Donna Johns:

*Donna Johns*

Commissioner Doug Liles:

*Doug Liles*

Commissioner Kristine Faulk:

*Kristine Faulk*

**Next Scheduled Meeting(s):**

Regular Board Meeting: April 28, 2022 – 10 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL  
32459