



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

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**Agenda**

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

January 25, 2022 Regular Board Meeting (motion)

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

February 17, 2022 Regular Board Meeting (motion)

PUBLIC COMMENT - NON-AGENDA ITEMS

ADMINISTRATION'S REPORT

Financial Report for February

Monthly Verification

February Expenditures (motion)

Capital Outlay Budget (motion)

Labor Report (motion)

Covid-19 (motion)

Travel Policy (motion)

Purchasing Procedures (motion)

Purchasing Policy (motion)

FASD Meeting April 21 (Tampa) – Same day as next Board Meeting, possibly move meeting to April 28<sup>th</sup>?

Stipend for employees

LEGAL

January Billing (motion)

OPERATIONS

January Summary

COMMISSIONERS

Seat – 1 Doug Liles

Performance Audit

Seat – 2 Donna Johns

Seat – 3 Kristine Faulk

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



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

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OLD BUSINESS

Construction Manger RFP

NEW BUSINESS

COMMENTS BY COMMISSION AND PUBLIC

ADJOURNMENT (motion)

**Next Scheduled Meeting(s):**

Regular Board Meeting: April 21, 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



South Walton County Mosquito Control District  
2021-2022 Regular Board Meeting  
Thursday, January 25, 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 January 25, 2022 @ 10:00 AM.

Madam Chairman Faulk called the meeting to order at 10:00 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  
                      Rich Mitchell, Environmental Ops Manager

Public:             Suzanne Harris                     Beth Norris  
                      Bonnie McQuiston                Connie Hansen  
                      Alan Osborne                     Susan Bland  
                      Kevin Howard                    Mona Howard

#### APPROVAL OF MINUTES

December 16, 2021 Regular Board Meeting Minutes motion to approve.

Motioned by: Commissioner Donna Johns

Seconded by: Doug Liles

Motion approved: Unanimously

January 10, 2022 Special Board Meeting – Auditor Selection Minutes motion to approve.

Motioned by: Commissioner Donna Johns

Seconded by: Doug Liles

Motion approved: Unanimously

January 10, 2022 Special Board Meeting Minutes motion to approve.

Motioned by: Commissioner Doug Liles

Seconded by: Donna Johns

Motion approved: Unanimously

Chairman Kristine Faulk moved to nominations of new Chairman of Board, Treasurer, and Secretary for current year.

Chairman Faulk motioned to nominated Donna Johns for Chairman.

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

Chairman Faulk motioned to nominated Doug Liles for Secretary.

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously

Commissioner Donna Johns motioned to nominated Kristine Faulk for Treasurer.

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously



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Former Chairman Kristine Faulk passed the gavel to the new Chairman Donna Johns.

**PUBLIC COMMENT - NON-AGENDA ITEMS**

Alan Osborne – Formerly went to Bob Hudson that agreed to the standard deemed by Dr. Harper. Standard 6” retain water in ditches. Asking Mosquito Control to require a standard in our ditches. Dr. Harper set a standard from a report he did years previously. Discussion ensued.

Motion to request permission for Donna Johns, Rich Mitchell, & Darrin Dunwald to meet with Alan Osborne to review information regarding retaining of water in ditches.

Motion by Commissioner Doug Liles

Seconded by Commissioner Kristine Faulk

Motion approved: Unanimously

Suzanne Harris questions the reference of “good relations” with the county made by the attorney. The county has owed you all money for a long time and they have refused to pay SWCMCD. Suzanne Harris asked what the attorney has done about this? Discussion ensued.

Bonnie McQuiston in the forum for the grant \$250,000 that Doug Liles and was asking for clarification. Doug Liles responded. Discussion ensued.

Kevin Howard 39 homes of HOA Palmetto asking us to reconsider our vote from last year regarding the fence between the properties. Discussion ensued.

Mona Howard for the HOA Palmetto stated there are 6 ladies that have come down with breast cancer and doesn’t know if the chemicals are causing it. Discussion ensued.

Sue Bland for the HOA Palmetto property borders SWCMCD. Doesn’t care for the chain link. Concern about openness and chemical. Asking for a barrier. Discussion ensued.

Suzanne Harris stated that Edgewater faced the same issue and as long as it on their property they can do it.

Recess Break – at 11:23 AM - Come back at 11:35

Back in Session - at 11:35

**ADMINISTRATION’S REPORT**

Financial Report for December – discussion ensued

Monthly Verification – discussion ensued

December Expenditures

Request for motion to approve December Expenditures as presented by Chairman Donna Johns.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Labor Report

New Lead Mosquito Control Tech position, discussion ensued

Covid-19 Policy – Tabled until February meeting



South Walton County Mosquito Control District  
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LEGAL

December Billing

Request for motion to approve Legal expenditures as presented by Chairman Donna Johns.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

OPERATIONS

December Summary – Discussion ensued

Educational Sessions – Teahna Ratliff has started school education programs

Doug Liles questioned the Performance Evaluation and matrix for the upcoming audit.

Discussion ensued

Albrecht Engineering Group LLC – Blanket Contract - Discussion ensued

Motion to approve the Albrecht Engineering contract for 90-days.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

Additional discussion ensued.

Through further discussion we are changing the prior motion for Albrecht Engineering to state:

Motion for Director Darrin Dunwald to enter into a contract for impact to the district's mosquito control with Albrecht Engineering contract for no more than \$20,000.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

DAG Changes

Discussion ensued regarding billing and change orders.

Tabled the changes orders after additional information collected. Director is to get additional information and/or have DAG attend the next meeting through Zoom. Why move Civil Engineering out of service order?

Motion to approve the December invoice for \$10,068.75 for prior services rendered and for DAG to attend next meeting.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Recess – 1:16 PM

Back in Session – 1:20 PM

COMMISSIONERS

Seat – 1 Doug Liles

House bill 4011 – this was discussed prior in the meeting. Writing a letter to Darrin about what happened so it will be there for public record.

November 2021 board minutes correction – no corrections needed. Hydro Solution payments done, are we still working with them? Rich stated we are no longer working with Hydro Solutions.



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Zoom meetings and more accurate board minutes for increased transparency.

We have decided to record the meeting this point forward.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Consultant library – in process

Signers of the bank account – wants access to online bank. Doug wants to see the back side of the check. We will provide the access for commissioners to have online access.

Doug wants a report that shows who has signed into the account and when.

Seat – 2 Donna Johns

Legal Representation – discussion ensued about a day-to-day attorney and let Laura handle the major items. Commissioner Doug Liles disagreed with the discussion.

Motion to Darrin Dunwald to sign an engagement letter seeking an attorney as needed not to exceed \$200 per hour.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Commissioners – all being on the same page. Discussion ensued.

Seat – 3 Kristine Faulk

Vote For Chairman, Treasurer, Secretary

Moved to the beginning of the meeting.

OLD BUSINESS

Consultant Library – Discussed above

Auditor Selection – Have received phone calls and emails requesting additional information. Auditor Selection meeting is scheduled for 9AM February 17<sup>th</sup> meeting.

NEW BUSINESS – None

COMMENTS BY COMMISSION AND PUBLIC – None

Adjourn meeting by Madam Chairman Donna Johns at 2:10 PM.

Madam Chairman Kristine Faulk: \_\_\_\_\_

Commissioner Doug Liles: \_\_\_\_\_

Commissioner Donna Johns: \_\_\_\_\_



South Walton County Mosquito Control District  
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**Next Scheduled Meeting(s):**

Special Board Meeting – Auditor Selection: February 17, 2022 – 9 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459

Regular Board Meeting: February 17, 2022 – 10 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459



South Walton County Mosquito Control District  
2021-2022 Special Board Meeting  
Auditor Selection Committee  
Monday, February 17, 2022 – 9:00 AM  
**Minutes of Meeting**

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The Board of Commissioners of the South Walton County Mosquito Control District held a Special Board Meeting on Auditor Selection at the District Office at 774 North Highway 393, Santa Rosa Beach, Florida on February 17, 2022 @ 9:00 AM.

Madam Chairman Donna Johns called the meeting to order at 9:00 AM and opened with Invocation and Pledge of Allegiance to the American Flag.

The Commissioners attending the meeting were Kristine Faulk, and Donna Johns. Doug Liles attended the meeting via Teams Meeting on phone.

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

Public: None

#### ROLL CALL TO CONFIRM A QUORUM

Confirm Commissioner Donna Johns and Kristine Faulk were physically present. Commissioner Doug Liles was present via Teams Meeting on phone.

#### REVIEW OF AUDITING SERVICES PROPOSALS

Received 2 packets with all mandatory information completed.

James Moore out of Tallahassee – Purposing for 2021, 2022, & 2023

Experience: Independent Special Districts & Other Government

Discussion ensued. Audit fees for 2021 is \$12,500 and up in \$500 increments each year.

Discussion ensued on items covered throughout the year under fee.

Carr Riggs & Ingram- Purposing for 2021, 2022, 2023

Experience: Independent Special Districts (Including Mosquito Dist.) & Other Government

Discussion ensued. Audit fees for 2021 is \$21,500, 2022 is \$22,500, 2023 is \$23,750,

2024 is \$25,000. Discussion ensued on items covered throughout the year under fee.

Discussion ensued on clients served.

#### RANKING OF AUDITING SERVICES PROPOSALS

Mandatory Elements: All information completed to requirements.

Technical Elements: Reviewed prior experience.

Cost Elements: Reviewed pricing difference and additional services and costs.

References: Reviewed prior customer feedback and types of industry.

Discussion ensued. Balanced elements between the two.

CRI bigger firm with additional costs.

JM smaller firm without additional costs.

#### COMMENTS BY COMMISSION AND PUBLIC

None





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Auditor Selection Committee  
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SELECTION OF TOP AUDITING SERVICES

Request for Motion to Accept James Moore proposal by Madam Chairman Donna Johns

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Negotiation with James Moore on current price.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

ADJOURNMENT

Adjourn meeting by Madam Chairman Donna Johns at 9:22 AM.

Madam Chairman Kristine Faulk: \_\_\_\_\_

Commissioner Doug Liles: \_\_\_\_\_

Commissioner Donna Johns: \_\_\_\_\_

**Next Scheduled Meeting(s):**

Regular Board Meeting: March 17, 2022 – 10 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459



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Madam Chairman Johns called the meeting to order at 10:00 AM and opened with a Prayer and Pledge of Allegiance to the American Flag.

The Commissioners attending the meeting were Kristine Faulk, and Donna Johns. Doug Liles phoned in for the meeting through Teams.

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

Public: None

#### APPROVAL OF MINUTES

January 17, 2022 Regular Board Meeting Minutes motion to approve.  
Correction needs to be made. Continued until February Board Meeting

#### PUBLIC COMMENT - NON-AGENDA ITEMS

None

#### ADMINISTRATION'S REPORT

Financial Report for January – discussion ensued

Monthly Verification – by Geraldine Via, discussion ensued

Doug Liles asked if we had anything skewed due to the additional time off after Christmas.

January Expenditures

Request for motion to approve January Expenditures as presented by Chairman Donna Johns.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Commissioner Donna Johns questioned OT compared to prior year. Discussion ensued.

Commissioner Doug Liles asked about Long-Term Disability. Discussion ensued.

Medical Reimbursement plan – discussion on whether board approval in past. Discussion ensued.

Employee Deduction on Employee Health – not done as the County states. Discussion ensued.

Commissioner Doug Liles suggested looking at Health Insurance with stop-gap (self insured). Feels this may be a dollar savings for the District. Continued in future meeting.

Waiting on Trustmark for the report on “who’s logged into account”

Labor Report

Mosquito Control Tech position, discussion ensued

Background checks – formerly done by Attorney. Checking into other avenues for backgrounds.

Undated Mosquito Control Tech job descriptions.

Covid-19 Policy – Continued until March meeting



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Travel Policy – Continued until March meeting  
Purchasing Procedures – Continued until March meeting  
Purchasing Policy – Continued until March meeting

#### LEGAL

January Billing – Have not received  
New Counsel – discussion ensued  
Amy Myers is the interim attorney. (month to month) Amy currently works for Walton County.  
Advertise for attorney credentials. Darrin reached out to the fire department to see who they use.  
Reach out to Beach Mosquito regarding performance and if she handled the building issues at Beach.  
We can check certifications at [Floridabar.org](http://Floridabar.org)

#### OPERATIONS

January Summary – Discussion ensued  
Entomologist is presenting at schools. New powerpoint and getting great reviews.  
One larvicide mission due to saturated ground and warmer temperatures.  
Replaced culvert and doing ditch cleaning with the AVR.  
Received new JD zero turn mower, service truck and UAV van.  
Waiting on changes from Legislature on UAV.  
New weather station.  
New Biogents traps. Discussion ensued.  
Attended Fly-in with Gerry Williams and Cameron Williams.  
Met with Leading Edge demo on UAV and Picked up Service Truck and Van.  
Chicken coops are up and ready to go. 2022 will have less chicken and in better areas.  
We are hosting the HazMat training with other mosquito district/county today.

#### DAG Changes

Discussion ensued regarding billing and change orders.  
Motion to approve the remaining December invoice for \$9,837.50 for prior services rendered.  
Motioned by: Commissioner Doug Liles  
Seconded by: Commissioner Kristine Faulk  
Motion approved: Unanimously  
Motion to allow Darrin Dunwald to sign the Change Order for Service Order #4 amendment.  
No cost to the change.  
Motioned by: Commissioner Kristine Faulk  
Seconded by: Commissioner Doug Liles  
Motion approved: Unanimously  
Construction Manager RFP  
Approval for Cammie Henderson to complete RFP for Construction Manager.  
Motioned by: Commissioner Kristine Faulk  
Seconded by: Commissioner Doug Liles  
Motion approved: Unanimously



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

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COMMISSIONERS

Seat – 1 Doug Liles

Seat – 2 Donna Johns

Travel and Expense – Continued to March Meeting

Seat – 3 Kristine Faulk

Review Credit Card, Time, and Travel Policies

Credit Card Policy was not motioned originally. Everyone signed it but it was not approved.

Discussion ensued.

Motion to approve credit card policy as presented.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Time and Travel policy July 9, 2019 – Defining the purpose of the monthly \$150 expense check and not using the credit card on expenses covered by the monthly payment. Additionally, supplies can be picked up in the office where it's purchased in bulk.

OLD BUSINESS – None

NEW BUSINESS – None

COMMENTS BY COMMISSION AND PUBLIC – None

Request for motion to Adjourn by Chairman Donna Johns

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously

Adjourn meeting by Madam Chairman Donna Johns at 10:56 AM.

Madam Chairman Donna Johns: \_\_\_\_\_

Commissioner Doug Liles: \_\_\_\_\_

Commissioner Kristine Faulk: \_\_\_\_\_

**Next Scheduled Meeting(s):**

Regular Board Meeting: March 17, 2022 – 10 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459



## FEBRUARY 2021-2022

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**TO:** BOARD OF COMMISSIONERS

**FROM:** CAMMIE HENDERSON, OFFICE MANAGER

**SUBJECT:** FEBRUARY REVIEW

**CC:** DARRIN DUNWALD, DIRECTOR

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Attached for your review are the financial statement for February. The following is a summary of those reports:

At the close of February, we have received \$4.8 million, or 90.38%, of Ad Valorem revenue.

The breakdown of February expenses by category is as follows:

| Category       | February Expenses | YTD            |                 |               |
|----------------|-------------------|----------------|-----------------|---------------|
|                |                   | Total Expenses | Budget          | % Budget Used |
| Personnel      | \$99,386.44       | \$503,113.56   | \$1,823,409.35  | 27.6%         |
| Operating      | \$45,926.66       | \$359,832.94   | \$2,425,590.65  | 14.8%         |
| Capital        | \$220,870.37      | \$568,974.99   | \$9,718,459.34  | 5.86%         |
| Total Expenses | \$366,183.47      | \$1,431,921.49 | \$13,967,912.09 | 10.25%        |

General Fund cash balances as of 2-28-2022:

| Accts               | January 31, 2022 | February 28, 2022 |
|---------------------|------------------|-------------------|
| Trustmark Checking  | \$ 166,888.94    | \$ 210,930.67     |
| Trustmark Savings   | \$ 9,543,525.67  | \$ 9,376,603.94   |
| FL FIT Investment   | \$ 1,543,397.68  | \$ 1,543,583.43   |
| FL Class Investment | \$ 2,054,604.51  | \$ 2,054,781.81   |

## South Walton County Mosquito Control District Profit & Loss Prev Year Comparison October 2021 through February 2022

|                                              | Oct '21 - Feb 22    | Oct '20 - Feb 21    | \$ Change         | % Change       |
|----------------------------------------------|---------------------|---------------------|-------------------|----------------|
| <b>Income</b>                                |                     |                     |                   |                |
| 311.000 · AD VALOREM                         |                     |                     |                   |                |
| 311.001 · Prior Year Taxes/Other             | 10,915.14           | 404.26              | 10,510.88         | 2,600.03%      |
| 311.000 · AD VALOREM - Other                 | 4,812,021.68        | 4,412,236.93        | 399,784.75        | 9.06%          |
| <b>Total 311.000 · AD VALOREM</b>            | <b>4,822,936.82</b> | <b>4,412,641.19</b> | <b>410,295.63</b> | <b>9.3%</b>    |
| 364.000 · Disposition of Fixed Assets        | 0.00                | 39,862.00           | -39,862.00        | -100.0%        |
| 369.000 · Other Misc Revenues                | 518.87              | 131,688.52          | -131,169.65       | -99.61%        |
| 380 · Other Sources                          | 0.00                | 253.20              | -253.20           | -100.0%        |
| 402.001 · Interest income                    | 2,809.13            | 3,611.96            | -802.83           | -22.23%        |
| <b>Total Income</b>                          | <b>4,826,264.82</b> | <b>4,588,056.87</b> | <b>238,207.95</b> | <b>5.19%</b>   |
| <b>Gross Profit</b>                          | <b>4,826,264.82</b> | <b>4,588,056.87</b> | <b>238,207.95</b> | <b>5.19%</b>   |
| <b>Expense</b>                               |                     |                     |                   |                |
| <b>10 · PERSONAL SERVICES</b>                |                     |                     |                   |                |
| 10.4 · LIBERTY NATIONAL                      | 0.00                | 0.00                | 0.00              | 0.0%           |
| 11 · Commissioner Salaries                   | 5,538.60            | 5,538.58            | 0.02              | 0.0%           |
| <b>12 · Regular Salaries and wages</b>       |                     |                     |                   |                |
| 16 · Compensated annual leave                | 22,533.57           | 37,429.86           | -14,896.29        | -39.8%         |
| 12 · Regular Salaries and wages - Other      | 285,626.18          | 246,319.06          | 39,307.12         | 15.96%         |
| <b>Total 12 · Regular Salaries and wages</b> | <b>308,159.75</b>   | <b>283,748.92</b>   | <b>24,410.83</b>  | <b>8.6%</b>    |
| <b>14 · Overtime</b>                         |                     |                     |                   |                |
| 18 · Compensated Compensatory Leave          | 3,338.88            | 479.22              | 2,859.66          | 596.73%        |
| 14 · Overtime - Other                        | 467.63              | 91.19               | 376.44            | 412.81%        |
| <b>Total 14 · Overtime</b>                   | <b>3,806.51</b>     | <b>570.41</b>       | <b>3,236.10</b>   | <b>567.33%</b> |
| 10 · PERSONAL SERVICES - Other               | 0.00                | 0.00                | 0.00              | 0.0%           |
| <b>Total 10 · PERSONAL SERVICES</b>          | <b>317,504.86</b>   | <b>289,857.91</b>   | <b>27,646.95</b>  | <b>9.54%</b>   |
| <b>20 · PERSONAL SERVICES BENEFITS</b>       |                     |                     |                   |                |
| 21 · FICA Taxes                              | 23,514.27           | 21,910.38           | 1,603.89          | 7.32%          |
| 21.3 · Federal Unemployment                  | 1,210.03            | 6.49                | 1,203.54          | 18,544.53%     |
| <b>22 · Retirement contributions</b>         |                     |                     |                   |                |
| 22.2 · FRS paid by District                  | 40,476.13           | 33,534.56           | 6,941.57          | 20.7%          |
| <b>Total 22 · Retirement contributions</b>   | <b>40,476.13</b>    | <b>33,534.56</b>    | <b>6,941.57</b>   | <b>20.7%</b>   |

TOTAL OT:  
2022 - \$3,806.51 2021  
- \$570.41  
In 2022 we were still  
doing night missions in  
October creating  
additional OT.

## South Walton County Mosquito Control District Profit & Loss Prev Year Comparison October 2021 through February 2022

|                                                 | Oct '21 - Feb 22  | Oct '20 - Feb 21  | \$ Change        | % Change      |
|-------------------------------------------------|-------------------|-------------------|------------------|---------------|
| <b>23 · Life and Health Insurance</b>           |                   |                   |                  |               |
| 23.1 · AFLAC                                    | 605.34            | 724.30            | -118.96          | -16.42%       |
| 23.2 · Walton County Group Medical              | 89,543.51         | 86,231.64         | 3,311.87         | 3.84%         |
| 23.3 · Walton County Vision                     | 189.26            | 751.76            | -562.50          | -74.82%       |
| 23.35 · Walton County Life (OCHS)               | -146.98           | 0.00              | -146.98          | -100.0%       |
| 23.4 · METLIFE                                  | 1,342.90          | 3,086.30          | -1,743.40        | -56.49%       |
| 23.5 · Unum                                     | 5,559.33          | 3,850.77          | 1,708.56         | 44.37%        |
| 23.55 · Unum Dental                             | 2,796.61          | 0.00              | 2,796.61         | 100.0%        |
| 23.6 · Guardian                                 | 0.00              | 5,660.29          | -5,660.29        | -100.0%       |
| 23.7 · Supplement Insurance Program             | 1,234.00          | 3,607.21          | -2,373.21        | -65.79%       |
| 23 · Life and Health Insurance - Other          | 0.00              | 1,209.00          | -1,209.00        | -100.0%       |
| <b>Total 23 · Life and Health Insurance</b>     | <b>101,123.97</b> | <b>105,121.27</b> | <b>-3,997.30</b> | <b>-3.8%</b>  |
| <b>24 · WORKERS COMP</b>                        | 5,494.50          | 5,997.50          | -503.00          | -8.39%        |
| <b>25 · Unemployment Compensation</b>           | -1,472.35         | 1,975.16          | -3,447.51        | -174.54%      |
| <b>26 · Other postemployment benefits</b>       |                   |                   |                  |               |
| 26.2 · Jose Hernandez                           | 8,938.20          | 6,100.20          | 2,838.00         | 46.52%        |
| 26.3 · Geraldine Via                            | 6,323.95          | 5,973.75          | 350.20           | 5.86%         |
| <b>Total 26 · Other postemployment benefits</b> | <b>15,262.15</b>  | <b>12,073.95</b>  | <b>3,188.20</b>  | <b>26.41%</b> |
| <b>20 · PERSONAL SERVICES BENEFITS - Other</b>  | 0.00              | 14,702.30         | -14,702.30       | -100.0%       |
| <b>Total 20 · PERSONAL SERVICES BENEFITS</b>    | <b>185,608.70</b> | <b>195,321.61</b> | <b>-9,712.91</b> | <b>-4.97%</b> |
| <b>30 · OPERATING EXPENSES</b>                  |                   |                   |                  |               |
| 30.1 · Expense John Magee                       | 0.00              | 300.00            | -300.00          | -100.0%       |
| 30.3 · Kristine Faulk                           | 750.00            | 600.00            | 150.00           | 25.0%         |
| 30.4 · Donna Johns                              | 750.00            | 300.00            | 450.00           | 150.0%        |
| 30.5 · J Doug Liles                             | 750.00            | 300.00            | 450.00           | 150.0%        |
| <b>31 · Professional Services</b>               |                   |                   |                  |               |
| 31.1 · Property Appraiser Fees                  | 32,998.30         | 19,555.92         | 13,442.38        | 68.74%        |
| 31.2 · Tax Collector Fees                       | 96,095.05         | 87,718.26         | 8,376.79         | 9.55%         |
| 31.4 · Medical Services                         | 501.00            | 205.00            | 296.00           | 144.39%       |
| <b>Total 31 · Professional Services</b>         | <b>129,594.35</b> | <b>107,479.18</b> | <b>22,115.17</b> | <b>20.58%</b> |
| <b>31.3 · Legal and Engineering Service</b>     |                   |                   |                  |               |
| 31.5 · Hydro Engineering Services               | 15,160.00         | 9,067.69          | 6,092.31         | 67.19%        |
| 31.6 · Legal Services                           | 13,238.80         | 22,200.00         | -8,961.20        | -40.37%       |

Property Appraiser Fees: Difference is on timing of payments.

Engineer Service Other Hydro billing January for

Have not received legal bill from Amy Myers for February.

## South Walton County Mosquito Control District Profit & Loss Prev Year Comparison October 2021 through February 2022

|                                                   | Oct '21 - Feb 22 | Oct '20 - Feb 21 | \$ Change | % Change    |
|---------------------------------------------------|------------------|------------------|-----------|-------------|
| <b>Total 31.3 · Legal and Engineering Service</b> | 28,398.80        | 31,267.69        | -2,868.89 | -9.18%      |
| <b>32 · ACCOUNTING &amp; AUDITING</b>             | 8.70             | 1,200.00         | -1,191.30 | -99.28%     |
| <b>34.00 · Other Services</b>                     |                  |                  |           |             |
| <b>34.12 · Other services IT Hosting</b>          |                  |                  |           |             |
| <b>34.125 · Cumulus</b>                           | 1,811.48         | 0.00             | 1,811.48  | 100.0%      |
| <b>34.12 · Other services IT Hosting - Other</b>  | 438.34           | 147.00           | 291.34    | 198.19%     |
| <b>Total 34.12 · Other services IT Hosting</b>    | 2,249.82         | 147.00           | 2,102.82  | 1,430.49%   |
| <b>34.20 · UNIFIRST</b>                           | 2,129.29         | 1,230.41         | 898.88    | 73.06%      |
| <b>34.31 · IFIXCOMPUTERS MONTHLY FEES</b>         | 4,101.00         | 3,505.00         | 596.00    | 17.0%       |
| <b>34.32 · IFIX COMPUTERS</b>                     | 1,514.24         | 2,585.71         | -1,071.47 | -41.44%     |
| <b>34.33 · Other Contractual Services</b>         | 279.29           | 0.00             | 279.29    | 100.0%      |
| <b>34.00 · Other Services - Other</b>             | 585.00           | 0.00             | 585.00    | 100.0%      |
| <b>Total 34.00 · Other Services</b>               | 10,858.64        | 7,468.12         | 3,390.52  | 45.4%       |
| <b>Total 30 · OPERATING EXPENSES</b>              | 171,110.49       | 148,914.99       | 22,195.50 | 14.91%      |
| <b>40 · TRAVEL &amp; PER DIEM</b>                 |                  |                  |           |             |
| <b>40.1 · PER DIEM OR MEALS</b>                   | 4,621.49         | 3.56             | 4,617.93  | 129,717.14% |
| <b>40.2 · INCIDENTAL TRAVEL</b>                   | 496.14           | 113.00           | 383.14    | 339.06%     |
| <b>40.3 · PRIVIATE VEHICLES</b>                   | 4,944.08         | 0.00             | 4,944.08  | 100.0%      |
| <b>40.4 · Hotel</b>                               | 11,405.08        | 2,346.29         | 9,058.79  | 386.09%     |
| <b>40.5 · Air Lines</b>                           | 817.32           | 0.00             | 817.32    | 100.0%      |
| <b>40 · TRAVEL &amp; PER DIEM - Other</b>         | 66.65            | 0.00             | 66.65     | 100.0%      |
| <b>Total 40 · TRAVEL &amp; PER DIEM</b>           | 22,350.76        | 2,462.85         | 19,887.91 | 807.52%     |
| <b>41 · COMMUNICATION SERVICES</b>                |                  |                  |           |             |
| <b>41.1 · Cellular Service</b>                    | 4,589.04         | 3,522.84         | 1,066.20  | 30.27%      |
| <b>41.2 · Office Phone &amp; Internet</b>         | 4,168.10         | 2,315.57         | 1,852.53  | 80.0%       |
| <b>Total 41 · COMMUNICATION SERVICES</b>          | 8,757.14         | 5,838.41         | 2,918.73  | 49.99%      |
| <b>42 · FREIGHT SERVICES</b>                      | 848.92           | 970.12           | -121.20   | -12.49%     |
| <b>43 · UTILITY SERVICES</b>                      |                  |                  |           |             |
| <b>43.02 · Water/Sewer</b>                        | 679.73           | 0.00             | 679.73    | 100.0%      |
| <b>43.03 · Electrical</b>                         | 2,597.75         | 0.00             | 2,597.75  | 100.0%      |
| <b>43.04 · GARBAGE SOLID WASTE SERVICES</b>       | 637.90           | 296.58           | 341.32    | 115.09%     |
| <b>43 · UTILITY SERVICES - Other</b>              | 0.00             | 2,873.76         | -2,873.76 | -100.0%     |
| <b>Total 43 · UTILITY SERVICES</b>                | 3,915.38         | 3,170.34         | 745.04    | 23.5%       |

Other Service - Other  
Geraldine Via worked  
performed.



## South Walton County Mosquito Control District Profit & Loss Prev Year Comparison October 2021 through February 2022

|                                                     | Oct '21 - Feb 22 | Oct '20 - Feb 21 | \$ Change  | % Change  |
|-----------------------------------------------------|------------------|------------------|------------|-----------|
| <b>44 · RENTALS &amp; LEASES</b>                    |                  |                  |            |           |
| 44.001 · LEASE OF KONICA COPIER                     | 0.00             | 961.12           | -961.12    | -100.0%   |
| 44 · RENTALS & LEASES - Other                       | 601.65           | 19.02            | 582.63     | 3,063.25% |
| <b>Total 44 · RENTALS &amp; LEASES</b>              | 601.65           | 980.14           | -378.49    | -38.62%   |
| <b>45 · INSURANCE</b>                               |                  |                  |            |           |
| 45.3 · FLOOD INSURANCE                              | 0.00             | 4,581.00         | -4,581.00  | -100.0%   |
| 45.6 · General liability                            | 35,379.00        | 22,763.67        | 12,615.33  | 55.42%    |
| <b>Total 45 · INSURANCE</b>                         | 35,379.00        | 27,344.67        | 8,034.33   | 29.38%    |
| <b>46 · REPAIR &amp; MAINTENANCE SERVICES</b>       |                  |                  |            |           |
| 46.11 · Maint Bldg/Ground by others                 | 1,112.00         | 15,367.42        | -14,255.42 | -92.76%   |
| 46.2 · Maintenance of Automotive Equip              | 0.00             | 557.08           | -557.08    | -100.0%   |
| 46.3 · Maintenance of other equipment               | 2,268.25         | 1,436.73         | 831.52     | 57.88%    |
| 46.31 · Software Maintenance Office Eq              | 11,016.39        | 14,254.93        | -3,238.54  | -22.72%   |
| 46.5 · Maint of Build & Grounds by Dis              | 539.12           | 756.40           | -217.28    | -28.73%   |
| 46.6 · Maint of equipment by District               | 2,779.51         | 3,541.51         | -762.00    | -21.52%   |
| 46.61 · Maintenance material                        | 0.00             | 1,072.74         | -1,072.74  | -100.0%   |
| 46 · REPAIR & MAINTENANCE SERVICES - Other          | 0.00             | -14,816.00       | 14,816.00  | 100.0%    |
| <b>Total 46 · REPAIR &amp; MAINTENANCE SERVICES</b> | 17,715.27        | 22,170.81        | -4,455.54  | -20.1%    |
| <b>47 · PRINTING &amp; BINDING</b>                  | 293.93           | 391.17           | -97.24     | -24.86%   |
| <b>48 · PROMOTIONAL ACTIVITIES</b>                  | 0.00             | -2,046.37        | 2,046.37   | 100.0%    |
| <b>49 · OTHER CURRENT CHARGES</b>                   |                  |                  |            |           |
| 49.1 · Other Government Agencies                    | 675.00           | 175.00           | 500.00     | 285.71%   |
| 49.2 · advertising required by law                  | 915.11           | 2,251.31         | -1,336.20  | -59.35%   |
| 49 · OTHER CURRENT CHARGES - Other                  | 157.50           | 60.85            | 96.65      | 158.83%   |
| <b>Total 49 · OTHER CURRENT CHARGES</b>             | 1,747.61         | 2,487.16         | -739.55    | -29.74%   |
| <b>50 · SUPPLIES/MATERIALS</b>                      |                  |                  |            |           |
| 50.1 · Culligan                                     | 227.00           | 38.10            | 188.90     | 495.8%    |
| 50.3 · Sunshine Committee                           | 1,579.33         | 628.37           | 950.96     | 151.34%   |
| 51 · Office Supplies                                | 3,153.86         | 5,709.47         | -2,555.61  | -44.76%   |
| 50 · SUPPLIES/MATERIALS - Other                     | 21.96            | 0.00             | 21.96      | 100.0%    |
| <b>Total 50 · SUPPLIES/MATERIALS</b>                | 4,982.15         | 6,375.94         | -1,393.79  | -21.86%   |
| <b>52 · Operating Supplies</b>                      |                  |                  |            |           |
| 52.1 · Gasoline Oil Lubricant                       |                  |                  |            |           |

Flood insurance renews in April 2022 - have not received invoice.

Advertising - we have not needed to advertise on Indeed.

Sunshine Committee - (Ee Appreciation) Holiday Party (\$1,464.89).

**South Walton County Mosquito Control District  
Profit & Loss Prev Year Comparison  
October 2021 through February 2022**

|                                                     | <u>Oct '21 - Feb 22</u> | <u>Oct '20 - Feb 21</u> | <u>\$ Change</u>  | <u>% Change</u> |
|-----------------------------------------------------|-------------------------|-------------------------|-------------------|-----------------|
| 52.11 · Gasoline                                    | 7,555.06                | 2,676.11                | 4,878.95          | 182.32%         |
| 52.12 · Diesel                                      | 2,301.10                | 0.00                    | 2,301.10          | 100.0%          |
| <b>Total 52.1 · Gasoline Oil Lubricant</b>          | <b>9,856.16</b>         | <b>2,676.11</b>         | <b>7,180.05</b>   | <b>268.3%</b>   |
| <b>52.2 · Chemicals Solvents Additives</b>          |                         |                         |                   |                 |
| 52.20 · VECTOLEX FG                                 | 0.00                    | 20,076.00               | -20,076.00        | -100.0%         |
| 52.202 · Fyfanon                                    | 16,421.00               | 0.00                    | 16,421.00         | 100.0%          |
| 52.22 · VLX VCTOLEX WDG                             | 4,486.07                | 5,875.76                | -1,389.69         | -23.65%         |
| 52.25 · Fourstar BTI CRG 35 lb                      | 16,200.45               | 8,353.40                | 7,847.05          | 93.94%          |
| 52.26 · Altosid XR Slim                             | 0.00                    | 33,858.00               | -33,858.00        | -100.0%         |
| 52.28 · VectoBac WDG                                | 0.00                    | 1,764.00                | -1,764.00         | -100.0%         |
| <b>Total 52.2 · Chemicals Solvents Additives</b>    | <b>37,107.52</b>        | <b>69,927.16</b>        | <b>-32,819.64</b> | <b>-46.93%</b>  |
| <b>52.3 · Clothing and Wearing Apparel</b>          |                         |                         |                   |                 |
| 52.31 · uniforms                                    | 0.00                    | 1,328.51                | -1,328.51         | -100.0%         |
| 52.32 · Boots                                       | 931.45                  | 868.52                  | 62.93             | 7.25%           |
| 52.33 · Misc. clothing                              | 20.71                   | 225.92                  | -205.21           | -90.83%         |
| <b>Total 52.3 · Clothing and Wearing Apparel</b>    | <b>952.16</b>           | <b>2,422.95</b>         | <b>-1,470.79</b>  | <b>-60.7%</b>   |
| <b>52.4 · Misc Supplies &amp; Incidentals</b>       |                         |                         |                   |                 |
| 52.42 · Mosquito                                    | 288.22                  | 2,648.91                | -2,360.69         | -89.12%         |
| 52.43 · DITCHES                                     | 0.00                    | 747.04                  | -747.04           | -100.0%         |
| 52.44 · Safety                                      |                         |                         |                   |                 |
| 52.441 · COVID                                      | 265.92                  | 81.90                   | 184.02            | 224.69%         |
| 52.44 · Safety - Other                              | 857.42                  | 270.75                  | 586.67            | 216.68%         |
| <b>Total 52.44 · Safety</b>                         | <b>1,123.34</b>         | <b>352.65</b>           | <b>770.69</b>     | <b>218.54%</b>  |
| 52.45 · Shop                                        | 1,799.86                | 265.44                  | 1,534.42          | 578.07%         |
| 52.47 · Chickens                                    | 1,954.48                | 6,118.32                | -4,163.84         | -68.06%         |
| 52.48 · Lab                                         | 7,599.46                | 2,362.81                | 5,236.65          | 221.63%         |
| 52.49 · Fish                                        | 121.29                  | 16.65                   | 104.64            | 628.47%         |
| 52.4 · Misc Supplies & Incidentals - Other          | 522.67                  | 0.00                    | 522.67            | 100.0%          |
| <b>Total 52.4 · Misc Supplies &amp; Incidentals</b> | <b>13,409.32</b>        | <b>12,511.82</b>        | <b>897.50</b>     | <b>7.17%</b>    |
| 52.5 · Tool and small implements                    | 4,272.54                | 1,302.23                | 2,970.31          | 228.09%         |
| 52 · Operating Supplies - Other                     | 225.05                  | 0.00                    | 225.05            | 100.0%          |
| <b>Total 52 · Operating Supplies</b>                | <b>65,822.75</b>        | <b>88,840.27</b>        | <b>-23,017.52</b> | <b>-25.91%</b>  |
| 54 · BOOKS, DUES & SUBSCRIPTIONS                    | 11,156.32               | 12,801.52               | -1,645.20         | -12.85%         |

Vectolex FG rotated with Fourstar BTI  
Fyfanon new rotation product for PermaSease  
Altosid XR rotated with Metalarv (new product)  
VectoBac surplus from

Uniforms are with Unifirst for 2022. See 34.20 account.

Lab new traps

## South Walton County Mosquito Control District Profit & Loss Prev Year Comparison

October 2021 through February 2022

|                                             | Oct '21 - Feb 22    | Oct '20 - Feb 21    | \$ Change          | % Change       |
|---------------------------------------------|---------------------|---------------------|--------------------|----------------|
| <b>55 · TRAINING</b>                        |                     |                     |                    |                |
| 55.1 · Conferences                          | 6,778.69            | 0.00                | 6,778.69           | 100.0%         |
| 55.2 · Classroom Education                  | 8,372.88            | 0.00                | 8,372.88           | 100.0%         |
| 55 · TRAINING - Other                       | 0.00                | 5,179.65            | -5,179.65          | -100.0%        |
| <b>Total 55 · TRAINING</b>                  | <b>15,151.57</b>    | <b>5,179.65</b>     | <b>9,971.92</b>    | <b>192.52%</b> |
| <b>60 · CAPITAL OUTLAY</b>                  |                     |                     |                    |                |
| 60.1 · DAG                                  | 19,906.25           | 50,066.98           | -30,160.73         | -60.24%        |
| 60 · CAPITAL OUTLAY - Other                 | 549,068.74          | 80,031.83           | 469,036.91         | 586.06%        |
| <b>Total 60 · CAPITAL OUTLAY</b>            | <b>568,974.99</b>   | <b>130,098.81</b>   | <b>438,876.18</b>  | <b>337.34%</b> |
| <b>66900 · Reconciliation Discrepancies</b> | <b>0.00</b>         | <b>-5,044.28</b>    | <b>5,044.28</b>    | <b>100.0%</b>  |
| <b>Total Expense</b>                        | <b>1,431,921.49</b> | <b>936,115.72</b>   | <b>495,805.77</b>  | <b>52.96%</b>  |
| <b>Net Income</b>                           | <b>3,394,343.33</b> | <b>3,651,941.15</b> | <b>-257,597.82</b> | <b>-7.05%</b>  |

### October 2021 through February 2022

|                                  | Date       | Num         | Name                   | Memo                                 | Debit             |
|----------------------------------|------------|-------------|------------------------|--------------------------------------|-------------------|
| <b>60 · CAPITAL OUTLAY</b>       |            |             |                        |                                      |                   |
|                                  | 11/02/2021 | 0077        | Pc Fence and Decks LLC | Half payment for chainlink fence     | 10,400.00         |
|                                  | 11/24/2021 | 23801       | BEARD                  | #520 JD 333G Compact Track Loader    | 48,706.76         |
|                                  | 11/30/2021 | SPI00983729 | Thompson CAT           | #521 CAT 317GC                       | 194,355.00        |
|                                  | 01/04/2022 | 22-10       | Ireland Trailer Sales  | 1/2 of Trailer                       | 8,159.35          |
|                                  | 01/04/2022 | PO # 22-08  | VATLAND                | # 522 RAM 3500                       | 32,280.00         |
|                                  | 01/04/2022 | PO # 22.07  | VATLAND                | #523 Cargo VAN                       | 32,271.00         |
|                                  | 01/18/2022 | 0244480-IN  | Nielsen-Kellerman      | weather station mount and KestrelMet | 1,463.76          |
|                                  | 01/28/2022 | 0077 2/2    | Pc Fence and Decks LLC | final payment chainlink fence #527   | 10,400.00         |
|                                  | 02/15/2022 | 32/1/23     | ENERGREEN AMERICA      | #526 Energreen Aspen                 | 193,767.05        |
|                                  | 02/21/2022 | 117269899   | Deere & Company        | #524 Ztrack                          | 17,265.82         |
| <b>Total 60 · CAPITAL OUTLAY</b> |            |             |                        |                                      | <b>549,068.74</b> |

**South Walton County Mosquito Control District  
Profit & Loss Budget vs. Actual  
October 2021 through February 2022**

|                                              | <u>Oct '21 - Feb 22</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|----------------------------------------------|-------------------------|---------------|-----------------------|--------------------|
| <b>Income</b>                                |                         |               |                       |                    |
| <b>311.000 · AD VALOREM</b>                  |                         |               |                       |                    |
| 311.001 · Prior Year Taxes/Other             | 10,915.14               |               |                       |                    |
| <b>311.000 · AD VALOREM - Other</b>          | 4,812,021.68            | 5,336,318.00  | -524,296.32           | 90.18%             |
| <b>Total 311.000 · AD VALOREM</b>            | 4,822,936.82            | 5,336,318.00  | -513,381.18           | 90.38%             |
| <b>364.000 · Disposition of Fixed Assets</b> | 0.00                    | 15,000.00     | -15,000.00            | 0.0%               |
| <b>369.000 · Other Misc Revenues</b>         | 518.87                  | 1,500.00      | -981.13               | 34.59%             |
| <b>380 · Other Sources</b>                   | 0.00                    | 2,000.00      | -2,000.00             | 0.0%               |
| <b>402.001 · Interest income</b>             | 2,809.13                | 20,000.00     | -17,190.87            | 14.05%             |
| <b>Total Income</b>                          | 4,826,264.82            | 5,374,818.00  | -548,553.18           | 89.79%             |
| <b>Gross Profit</b>                          | 4,826,264.82            | 5,374,818.00  | -548,553.18           | 89.79%             |
| <b>Expense</b>                               |                         |               |                       |                    |
| <b>10 · PERSONAL SERVICES</b>                |                         |               |                       |                    |
| 11 · Commissioner Salaries                   | 5,538.60                | 14,400.00     | -8,861.40             | 38.46%             |
| 12 · Regular Salaries and wages              |                         |               |                       |                    |
| 16 · Compensated annual leave                | 22,533.57               |               |                       |                    |
| 12 · Regular Salaries and wages - Other      | 285,626.18              | 1,196,930.35  | -911,304.17           | 23.86%             |
| <b>Total 12 · Regular Salaries and wages</b> | 308,159.75              | 1,196,930.35  | -888,770.60           | 25.75%             |
| 13 · Other salaries and wages                | 0.00                    | 5,000.00      | -5,000.00             | 0.0%               |
| 14 · Overtime                                |                         |               |                       |                    |
| 18 · Compensated Compensatory Leave          | 3,338.88                |               |                       |                    |
| 14 · Overtime - Other                        | 467.63                  | 10,800.00     | -10,332.37            | 4.33%              |
| <b>Total 14 · Overtime</b>                   | 3,806.51                | 10,800.00     | -6,993.49             | 35.25%             |
| 10 · PERSONAL SERVICES - Other               | 0.00                    |               |                       |                    |
| <b>Total 10 · PERSONAL SERVICES</b>          | 317,504.86              | 1,227,130.35  | -909,625.49           | 25.87%             |
| <b>20 · PERSONAL SERVICES BENEFITS</b>       |                         |               |                       |                    |
| 21 · FICA Taxes                              | 23,514.27               | 82,500.00     | -58,985.73            | 28.5%              |
| 21.3 · Federal Unemployment                  | 1,210.03                |               |                       |                    |
| 22 · Retirement contributions                |                         |               |                       |                    |
| 22.2 · FRS paid by District                  | 40,476.13               |               |                       |                    |
| 22 · Retirement contributions - Other        | 0.00                    | 131,979.00    | -131,979.00           | 0.0%               |
| <b>Total 22 · Retirement contributions</b>   | 40,476.13               | 131,979.00    | -91,502.87            | 30.67%             |

**South Walton County Mosquito Control District**  
**Profit & Loss Budget vs. Actual**  
**October 2021 through February 2022**

|                                                 | <u>Oct '21 - Feb 22</u> | <u>Budget</u>     | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|-------------------------------------------------|-------------------------|-------------------|-----------------------|--------------------|
| <b>23 · Life and Health Insurance</b>           |                         |                   |                       |                    |
| 23.1 · AFLAC                                    | 605.34                  |                   |                       |                    |
| 23.2 · Walton County Group Medical              | 89,543.51               |                   |                       |                    |
| 23.3 · Walton County Vision                     | 189.26                  |                   |                       |                    |
| 23.35 · Walton County Life (OCHS)               | -146.98                 |                   |                       |                    |
| 23.4 · METLIFE                                  | 1,342.90                |                   |                       |                    |
| 23.5 · Unum                                     | 5,559.33                |                   |                       |                    |
| 23.55 · Unum Dental                             | 2,796.61                |                   |                       |                    |
| 23.6 · Guardian                                 | 0.00                    |                   |                       |                    |
| 23.7 · Supplement Insurance Program             | 1,234.00                |                   |                       |                    |
| 23 · Life and Health Insurance - Other          | 0.00                    | 352,000.00        | -352,000.00           | 0.0%               |
| <b>Total 23 · Life and Health Insurance</b>     | <b>101,123.97</b>       | <b>352,000.00</b> | <b>-250,876.03</b>    | <b>28.73%</b>      |
| <b>24 · WORKERS COMP</b>                        | 5,494.50                | 19,800.00         | -14,305.50            | 27.75%             |
| <b>25 · Unemployment Compensation</b>           | -1,472.35               | 10,000.00         | -11,472.35            | -14.72%            |
| <b>26 · Other postemployment benefits</b>       |                         |                   |                       |                    |
| 26.2 · Jose Hernandez                           | 8,938.20                |                   |                       |                    |
| 26.3 · Geraldine Via                            | 6,323.95                |                   |                       |                    |
| <b>Total 26 · Other postemployment benefits</b> | <b>15,262.15</b>        |                   |                       |                    |
| <b>Total 20 · PERSONAL SERVICES BENEFITS</b>    | <b>185,608.70</b>       | <b>596,279.00</b> | <b>-410,670.30</b>    | <b>31.13%</b>      |
| <b>30 · OPERATING EXPENSES</b>                  |                         |                   |                       |                    |
| 30.3 · Kristine Faulk                           | 750.00                  | 1,800.00          | -1,050.00             | 41.67%             |
| 30.4 · Donna Johns                              | 750.00                  | 1,800.00          | -1,050.00             | 41.67%             |
| 30.5 · J Doug Liles                             | 750.00                  | 1,800.00          | -1,050.00             | 41.67%             |
| <b>31 · Professional Services</b>               |                         |                   |                       |                    |
| 31.1 · Property Appraiser Fees                  | 32,998.30               | 50,000.00         | -17,001.70            | 66.0%              |
| 31.2 · Tax Collector Fees                       | 96,095.05               | 80,000.00         | 16,095.05             | 120.12%            |
| 31.4 · Medical Services                         | 501.00                  | 5,000.00          | -4,499.00             | 10.02%             |
| <b>Total 31 · Professional Services</b>         | <b>129,594.35</b>       | <b>135,000.00</b> | <b>-5,405.65</b>      | <b>96.0%</b>       |
| <b>31.3 · Legal and Engineering Service</b>     |                         |                   |                       |                    |
| 31.5 · Hydro Engineering Services               | 15,160.00               | 50,000.00         | -34,840.00            | 30.32%             |
| 31.6 · Legal Services                           | 13,238.80               |                   |                       |                    |
| 31.7 · Grant Professional                       | 0.00                    | 120,000.00        | -120,000.00           | 0.0%               |

**South Walton County Mosquito Control District**  
**Profit & Loss Budget vs. Actual**  
**October 2021 through February 2022**

|                                                   | Oct '21 - Feb 22  | Budget            | \$ Over Budget     | % of Budget   |
|---------------------------------------------------|-------------------|-------------------|--------------------|---------------|
| 31.3 · Legal and Engineering Service - Other      | 0.00              | 70,000.00         | -70,000.00         | 0.0%          |
| <b>Total 31.3 · Legal and Engineering Service</b> | <b>28,398.80</b>  | <b>240,000.00</b> | <b>-211,601.20</b> | <b>11.83%</b> |
| <b>32 · ACCOUNTING &amp; AUDITING</b>             | <b>8.70</b>       | <b>20,000.00</b>  | <b>-19,991.30</b>  | <b>0.04%</b>  |
| <b>34.00 · Other Services</b>                     |                   |                   |                    |               |
| <b>34.12 · Other services IT Hosting</b>          |                   |                   |                    |               |
| 34.125 · Cumulus                                  | 1,811.48          | 5,000.00          | -3,188.52          | 36.23%        |
| 34.12 · Other services IT Hosting - Other         | 438.34            | 1,600.00          | -1,161.66          | 27.4%         |
| <b>Total 34.12 · Other services IT Hosting</b>    | <b>2,249.82</b>   | <b>6,600.00</b>   | <b>-4,350.18</b>   | <b>34.09%</b> |
| <b>34.20 · UNIFIRST</b>                           | <b>2,129.29</b>   | <b>10,000.00</b>  | <b>-7,870.71</b>   | <b>21.29%</b> |
| <b>34.31 · IFIXCOMPUTERS MONTHLY FEES</b>         | <b>4,101.00</b>   |                   |                    |               |
| <b>34.32 · IFIX COMPUTERS</b>                     | <b>1,514.24</b>   |                   |                    |               |
| <b>34.33 · Other Contractual Services</b>         | <b>279.29</b>     |                   |                    |               |
| <b>34.00 · Other Services - Other</b>             | <b>585.00</b>     | <b>3,000.00</b>   | <b>-2,415.00</b>   | <b>19.5%</b>  |
| <b>Total 34.00 · Other Services</b>               | <b>10,858.64</b>  | <b>19,600.00</b>  | <b>-8,741.36</b>   | <b>55.4%</b>  |
| <b>Total 30 · OPERATING EXPENSES</b>              | <b>171,110.49</b> | <b>420,000.00</b> | <b>-248,889.51</b> | <b>40.74%</b> |
| <b>40 · TRAVEL &amp; PER DIEM</b>                 |                   |                   |                    |               |
| 40.1 · PER DIEM OR MEALS                          | 4,621.49          | 20,000.00         | -15,378.51         | 23.11%        |
| 40.2 · INCIDENTAL TRAVEL                          | 496.14            | 3,000.00          | -2,503.86          | 16.54%        |
| 40.3 · PRIVIATE VEHICLES                          | 4,944.08          | 20,000.00         | -15,055.92         | 24.72%        |
| 40.4 · Hotel                                      | 11,405.08         | 35,000.00         | -23,594.92         | 32.59%        |
| 40.5 · Air Lines                                  | 817.32            |                   |                    |               |
| 40 · TRAVEL & PER DIEM - Other                    | 66.65             |                   |                    |               |
| <b>Total 40 · TRAVEL &amp; PER DIEM</b>           | <b>22,350.76</b>  | <b>78,000.00</b>  | <b>-55,649.24</b>  | <b>28.66%</b> |
| <b>41 · COMMUNICATION SERVICES</b>                |                   |                   |                    |               |
| 41.1 · Cellular Service                           | 4,589.04          |                   |                    |               |
| 41.2 · Office Phone & Internet                    | 4,168.10          |                   |                    |               |
| 41 · COMMUNICATION SERVICES - Other               | 0.00              | 24,500.00         | -24,500.00         | 0.0%          |
| <b>Total 41 · COMMUNICATION SERVICES</b>          | <b>8,757.14</b>   | <b>24,500.00</b>  | <b>-15,742.86</b>  | <b>35.74%</b> |
| <b>42 · FREIGHT SERVICES</b>                      | <b>848.92</b>     | <b>3,000.00</b>   | <b>-2,151.08</b>   | <b>28.3%</b>  |
| <b>43 · UTILITY SERVICES</b>                      |                   |                   |                    |               |
| 43.02 · Water/Sewer                               | 679.73            |                   |                    |               |
| 43.03 · Electrical                                | 2,597.75          |                   |                    |               |

**South Walton County Mosquito Control District  
Profit & Loss Budget vs. Actual  
October 2021 through February 2022**

|                                                     | <u>Oct '21 - Feb 22</u> | <u>Budget</u>    | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|-----------------------------------------------------|-------------------------|------------------|-----------------------|--------------------|
| 43.04 · GARBAGE SOLID WASTE SERVICES                | 637.90                  |                  |                       |                    |
| 43 · UTILITY SERVICES - Other                       | 0.00                    | 10,600.00        | -10,600.00            | 0.0%               |
| <b>Total 43 · UTILITY SERVICES</b>                  | <b>3,915.38</b>         | <b>10,600.00</b> | <b>-6,684.62</b>      | <b>36.94%</b>      |
| 44 · RENTALS & LEASES                               | 601.65                  | 52,310.00        | -51,708.35            | 1.15%              |
| 45 · INSURANCE                                      |                         |                  |                       |                    |
| 45.6 · General liability                            | 35,379.00               |                  |                       |                    |
| 45 · INSURANCE - Other                              | 0.00                    | 95,000.00        | -95,000.00            | 0.0%               |
| <b>Total 45 · INSURANCE</b>                         | <b>35,379.00</b>        | <b>95,000.00</b> | <b>-59,621.00</b>     | <b>37.24%</b>      |
| 46 · REPAIR & MAINTENANCE SERVICES                  |                         |                  |                       |                    |
| 46.11 · Maint Bldg/Ground by others                 | 1,112.00                | 10,000.00        | -8,888.00             | 11.12%             |
| 46.2 · Maintenance of Automotive Equip              | 0.00                    | 3,000.00         | -3,000.00             | 0.0%               |
| 46.3 · Maintenance of other equipment               | 2,268.25                | 2,000.00         | 268.25                | 113.41%            |
| 46.31 · Software Maintenance Office Eq              | 11,016.39               | 31,000.00        | -19,983.61            | 35.54%             |
| 46.4 · Maint Other Equipment by others              | 0.00                    | 5,450.00         | -5,450.00             | 0.0%               |
| 46.5 · Maint of Build & Grounds by Dis              | 539.12                  | 10,000.00        | -9,460.88             | 5.39%              |
| 46.6 · Maint of equipment by DIdistrict             | 2,779.51                | 15,060.00        | -12,280.49            | 18.46%             |
| 46.61 · Maintenance material                        | 0.00                    | 1,200.00         | -1,200.00             | 0.0%               |
| <b>Total 46 · REPAIR &amp; MAINTENANCE SERVICES</b> | <b>17,715.27</b>        | <b>77,710.00</b> | <b>-59,994.73</b>     | <b>22.8%</b>       |
| 47 · PRINTING & BINDING                             | 293.93                  | 2,500.00         | -2,206.07             | 11.76%             |
| 48 · PROMOTIONAL ACTIVITIES                         | 0.00                    | 20,000.00        | -20,000.00            | 0.0%               |
| 49 · OTHER CURRENT CHARGES                          |                         |                  |                       |                    |
| 49.1 · Other Government Agencies                    | 675.00                  | 1,675.00         | -1,000.00             | 40.3%              |
| 49.2 · advertising required by law                  | 915.11                  | 6,000.00         | -5,084.89             | 15.25%             |
| 49 · OTHER CURRENT CHARGES - Other                  | 157.50                  | 300.00           | -142.50               | 52.5%              |
| <b>Total 49 · OTHER CURRENT CHARGES</b>             | <b>1,747.61</b>         | <b>7,975.00</b>  | <b>-6,227.39</b>      | <b>21.91%</b>      |
| 50 · SUPPLIES/MATERIALS                             |                         |                  |                       |                    |
| 50.1 · Culligan                                     | 227.00                  |                  |                       |                    |
| 50.3 · Sunshine Committee                           | 1,579.33                |                  |                       |                    |
| 51 · Office Supplies                                | 3,153.86                | 40,000.00        | -36,846.14            | 7.89%              |
| 50 · SUPPLIES/MATERIALS - Other                     | 21.96                   |                  |                       |                    |
| <b>Total 50 · SUPPLIES/MATERIALS</b>                | <b>4,982.15</b>         | <b>40,000.00</b> | <b>-35,017.85</b>     | <b>12.46%</b>      |
| 52 · Operating Supplies                             |                         |                  |                       |                    |

**South Walton County Mosquito Control District  
Profit & Loss Budget vs. Actual  
October 2021 through February 2022**

|                                                  | <u>Oct '21 - Feb 22</u> | <u>Budget</u>     | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--------------------------------------------------|-------------------------|-------------------|-----------------------|--------------------|
| 50.2 · Food                                      | 0.00                    | 0.00              | 0.00                  | 0.0%               |
| 52.1 · Gasoline Oil Lubricant                    |                         |                   |                       |                    |
| 52.11 · Gasoline                                 | 7,555.06                |                   |                       |                    |
| 52.12 · Diesel                                   | 2,301.10                |                   |                       |                    |
| 52.1 · Gasoline Oil Lubricant - Other            | 0.00                    | 52,000.00         | -52,000.00            | 0.0%               |
| <b>Total 52.1 · Gasoline Oil Lubricant</b>       | <b>9,856.16</b>         | <b>52,000.00</b>  | <b>-42,143.84</b>     | <b>18.95%</b>      |
| 52.2 · Chemicals Solvents Additives              |                         |                   |                       |                    |
| 52.20 · VECTOLEX FG                              | 0.00                    | 50,190.00         | -50,190.00            | 0.0%               |
| 52.201 · PermaSease                              | 0.00                    | 61,875.00         | -61,875.00            | 0.0%               |
| 52.202 · Fyfanon                                 | 16,421.00               | 35,202.30         | -18,781.30            | 46.65%             |
| 52.21 · Natular XRT Tablet                       | 0.00                    | 0.00              | 0.00                  | 0.0%               |
| 52.22 · VLX VCTOLEX WDG                          | 4,486.07                | 17,969.70         | -13,483.63            | 24.97%             |
| 52.23 · NatularG30 Clarke                        | 0.00                    | 48,000.00         | -48,000.00            | 0.0%               |
| 52.25 · Fourstar BTI CRG 35 lb                   | 16,200.45               | 87,570.00         | -71,369.55            | 18.5%              |
| 52.26 · Altosid XR Slim                          | 0.00                    | 40,000.00         | -40,000.00            | 0.0%               |
| 52.28 · VectoBac WDG                             | 0.00                    | 7,360.00          | -7,360.00             | 0.0%               |
| 52.2 · Chemicals Solvents Additives - Other      | 0.00                    | 277,000.00        | -277,000.00           | 0.0%               |
| <b>Total 52.2 · Chemicals Solvents Additives</b> | <b>37,107.52</b>        | <b>625,167.00</b> | <b>-588,059.48</b>    | <b>5.94%</b>       |
| 52.3 · Clothing and Wearing Apparel              |                         |                   |                       |                    |
| 52.32 · Boots                                    | 931.45                  |                   |                       |                    |
| 52.33 · Misc. clothing                           | 20.71                   |                   |                       |                    |
| 52.3 · Clothing and Wearing Apparel - Other      | 0.00                    | 16,500.00         | -16,500.00            | 0.0%               |
| <b>Total 52.3 · Clothing and Wearing Apparel</b> | <b>952.16</b>           | <b>16,500.00</b>  | <b>-15,547.84</b>     | <b>5.77%</b>       |
| 52.4 · Misc Supplies & Incidentals               |                         |                   |                       |                    |
| 52.42 · Mosquito                                 | 288.22                  |                   |                       |                    |
| 52.44 · Safety                                   |                         |                   |                       |                    |
| 52.441 · COVID                                   | 265.92                  |                   |                       |                    |
| 52.44 · Safety - Other                           | 857.42                  |                   |                       |                    |
| <b>Total 52.44 · Safety</b>                      | <b>1,123.34</b>         |                   |                       |                    |
| 52.45 · Shop                                     | 1,799.86                |                   |                       |                    |
| 52.47 · Chickens                                 | 1,954.48                | 0.00              | 1,954.48              | 100.0%             |
| 52.48 · Lab                                      | 7,599.46                |                   |                       |                    |



**South Walton County Mosquito Control District**  
**Profit & Loss Budget vs. Actual**  
**October 2021 through February 2022**

|                                                     | <u>Oct '21 - Feb 22</u> | <u>Budget</u>        | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|-----------------------------------------------------|-------------------------|----------------------|-----------------------|--------------------|
| 52.49 · Fish                                        | 121.29                  |                      |                       |                    |
| 52.4 · Misc Supplies & Incidentals - Other          | 522.67                  | 171,000.00           | -170,477.33           | 0.31%              |
| <b>Total 52.4 · Misc Supplies &amp; Incidentals</b> | <b>13,409.32</b>        | <b>171,000.00</b>    | <b>-157,590.68</b>    | <b>7.84%</b>       |
| 52.5 · Tool and small implements                    | 4,272.54                | 28,000.00            | -23,727.46            | 15.26%             |
| 52 · Operating Supplies - Other                     | 225.05                  |                      |                       |                    |
| <b>Total 52 · Operating Supplies</b>                | <b>65,822.75</b>        | <b>892,667.00</b>    | <b>-826,844.25</b>    | <b>7.37%</b>       |
| <b>54 · BOOKS, DUES &amp; SUBSCRIPTIONS</b>         | <b>11,156.32</b>        | <b>21,781.40</b>     | <b>-10,625.08</b>     | <b>51.22%</b>      |
| <b>55 · TRAINING</b>                                |                         |                      |                       |                    |
| 55.1 · Conferences                                  | 6,778.69                |                      |                       |                    |
| 55.2 · Classroom Education                          | 8,372.88                |                      |                       |                    |
| 55 · TRAINING - Other                               | 0.00                    | 80,000.00            | -80,000.00            | 0.0%               |
| <b>Total 55 · TRAINING</b>                          | <b>15,151.57</b>        | <b>80,000.00</b>     | <b>-64,848.43</b>     | <b>18.94%</b>      |
| <b>60 · CAPITAL OUTLAY</b>                          |                         |                      |                       |                    |
| 60.1 · DAG                                          | 19,906.25               | 75,000.00            | -55,093.75            | 26.54%             |
| 60 · CAPITAL OUTLAY - Other                         | 549,068.74              | 9,643,459.34         | -9,094,390.60         | 5.69%              |
| <b>Total 60 · CAPITAL OUTLAY</b>                    | <b>568,974.99</b>       | <b>9,718,459.34</b>  | <b>-9,149,484.35</b>  | <b>5.86%</b>       |
| <b>89 · CONTINQENCY</b>                             | <b>0.00</b>             | <b>600,000.00</b>    | <b>-600,000.00</b>    | <b>0.0%</b>        |
| <b>Total Expense</b>                                | <b>1,431,921.49</b>     | <b>13,967,912.09</b> | <b>-12,535,990.60</b> | <b>10.25%</b>      |
| <b>Net Income</b>                                   | <b>3,394,343.33</b>     | <b>-8,593,094.09</b> | <b>11,987,437.42</b>  | <b>-39.5%</b>      |



**Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services  
MOSQUITO CONTROL MONTHLY REPORT**

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

**NICOLE "NIKKI" FRIED  
COMMISSIONER**

Section 388.341 F.S., Rule 5E-13.027, F.A.C.  
Telephone: (850) 617-7911; Fax (850) 617-7939

COUNTY/ DISTRICT South Walton County Mosquito

FISCAL YEAR: 2021-2022

MONTH: February

**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)       | \$ 5,336,318.00         | \$ 135,794.16        | \$ 4,822,936.82        | \$ 513,381.18           |
| 334.1                               | State Grant                           | \$ -                    | \$ -                 | \$ -                   | \$ -                    |
| 362                                 | Equipment Rentals                     | \$ -                    | \$ -                 | \$ -                   | \$ -                    |
| 337                                 | Grants and Donations                  | \$ -                    | \$ -                 | \$ -                   | \$ -                    |
| 361                                 | Interest Earnings                     | \$ 20,000.00            | \$ 368.03            | \$ 3,640.25            | \$ 16,359.75            |
| 364                                 | Equipment and/or Other Sales          | \$ 15,000.00            | \$ -                 | \$ -                   | \$ 15,000.00            |
| 369                                 | Misc./Refunds (prior yr expenditures) | \$ 1,500.00             | \$ -                 | \$ -                   | \$ 1,500.00             |
| 380                                 | Other Sources                         | \$ 2,000.00             | \$ 16.97             | \$ 518.87              | \$ 1,481.13             |
| 389                                 | Loans                                 | \$ -                    | \$ -                 | \$ -                   | \$ -                    |
| <b>TOTAL RECEIPTS</b>               |                                       | <b>\$ 5,374,818.00</b>  | <b>\$ 136,179.16</b> | <b>\$ 4,827,095.94</b> | <b>\$ 547,722.06</b>    |
| <b>BEGINNING FUND BALANCE</b>       |                                       | <b>\$ 9,623,094.09</b>  | <b>\$ -</b>          | <b>\$ -</b>            | <b>\$ 9,623,094.09</b>  |
| <b>Total Receipts &amp; Balance</b> |                                       | <b>\$ 14,997,912.09</b> | <b>\$ 136,179.16</b> | <b>\$ 4,827,095.94</b> | <b>\$ 10,170,816.15</b> |

**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                             | \$ 1,227,130.35         | \$ 63,492.99           | \$ 317,982.04             | \$ 909,148.31            |
| 20                                               | Personal Services Benefits                    | \$ 596,279.00           | \$ 35,893.45           | \$ 185,131.52             | \$ 411,147.48            |
| 30                                               | Operating Expense                             | \$ 420,000.00           | \$ 19,425.69           | \$ 181,532.93             | \$ 238,467.07            |
| 40                                               | Travel & Per Diem                             | \$ 78,000.00            | \$ 6,474.55            | \$ 21,494.36              | \$ 56,505.64             |
| 41                                               | Communication Services                        | \$ 24,500.00            | \$ 1,807.68            | \$ 9,614.29               | \$ 14,885.71             |
| 42                                               | Freight Services                              | \$ 3,000.00             | \$ 51.01               | \$ 848.92                 | \$ 2,151.08              |
| 43                                               | Utility Service                               | \$ 10,600.00            | \$ 913.42              | \$ 3,915.38               | \$ 6,684.62              |
| 44                                               | Rentals & Leases                              | \$ 52,310.00            | \$ 230.37              | \$ 601.65                 | \$ 51,708.35             |
| 45                                               | Insurance                                     | \$ 95,000.00            | \$ -                   | \$ 35,379.00              | \$ 59,621.00             |
| 46                                               | Repairs & Maintenance                         | \$ 77,710.00            | \$ 2,298.42            | \$ 17,717.57              | \$ 59,992.43             |
| 47                                               | Printing and Binding                          | \$ 2,500.00             | \$ -                   | \$ 293.93                 | \$ 2,206.07              |
| 48                                               | Promotional Activities                        | \$ 20,000.00            | \$ 990.00              | \$ -                      | \$ 20,000.00             |
| 49                                               | Other Charges                                 | \$ 7,975.00             | \$ 523.25              | \$ 1,711.11               | \$ 6,263.89              |
| 51                                               | Office Supplies                               | \$ 40,000.00            | \$ 863.90              | \$ 4,982.15               | \$ 35,017.85             |
| 52.1                                             | Gasoline/Oil/Lube                             | \$ 52,000.00            | \$ 2,147.56            | \$ 9,856.16               | \$ 42,143.84             |
| 52.2                                             | Chemicals                                     | \$ 625,167.00           | \$ -                   | \$ 43,540.69              | \$ 581,626.31            |
| 52.3                                             | Protective Clothing                           | \$ 16,500.00            | \$ 179.99              | \$ 952.16                 | \$ 15,547.84             |
| 52.4                                             | Misc. Supplies                                | \$ 171,000.00           | \$ 1,126.62            | \$ 7,201.20               | \$ 163,798.80            |
| 52.5                                             | Tools & Implements                            | \$ 28,000.00            | \$ -                   | \$ 4,272.54               | \$ 23,727.46             |
| 54                                               | Publications & Dues                           | \$ 21,781.40            | \$ 7,001.32            | \$ 11,222.32              | \$ 10,559.08             |
| 55                                               | Training                                      | \$ 80,000.00            | \$ 1,892.88            | \$ 15,151.57              | \$ 64,848.43             |
| 60                                               | Capital Outlay                                | \$ 9,718,459.34         | \$ 220,870.37          | \$ 558,574.99             | \$ 9,159,884.35          |
| 71                                               | Principal                                     | \$ -                    | \$ -                   | \$ -                      | \$ -                     |
| 72                                               | Interest                                      | \$ -                    | \$ -                   | \$ -                      | \$ -                     |
| 81                                               | Aids to Government Agencies                   | \$ -                    | \$ -                   | \$ -                      | \$ -                     |
| 83                                               | Other Grants and Aids                         | \$ -                    | \$ -                   | \$ -                      | \$ -                     |
| 89                                               | Contingency (Current Year)                    | \$ 600,000.00           | \$ -                   | \$ -                      | \$ 600,000.00            |
| 99                                               | Payment of Prior Year Accounts                | \$ -                    | \$ -                   | \$ -                      | \$ -                     |
| <b>TOTAL BUDGET AND CHARGES</b>                  |                                               | <b>\$ 13,967,912.09</b> | <b>\$ 366,183.47</b>   | <b>\$ 1,431,976.48</b>    | <b>\$ 12,535,935.61</b>  |
| 0.001                                            | Reserves - Future Capital Outlay              | \$ 700,000.00           | \$ -                   | \$ -                      | \$ 700,000.00            |
| 0.002                                            | Reserves - Self-Insurance                     | \$ -                    | \$ -                   | \$ -                      | \$ -                     |
| 0.003                                            | Reserves - Cash Balance to be Carried Forward | \$ 300,000.00           | \$ -                   | \$ -                      | \$ 300,000.00            |
| 0.004                                            | Reserves - Sick and Annual Leave              | \$ 30,000.00            | \$ -                   | \$ -                      | \$ 30,000.00             |
| <b>TOTAL RESERVES ENDING BALANCE</b>             |                                               | <b>\$ 1,030,000.00</b>  | <b>\$ -</b>            | <b>\$ -</b>               | <b>\$ 1,030,000.00</b>   |
| <b>TOTAL BUDGETARY EXPENDITURES and BALANCES</b> |                                               | <b>\$ 14,997,912.09</b> | <b>\$ 366,183.47</b>   | <b>\$ 1,431,976.48</b>    | <b>\$ 13,565,935.61</b>  |
| <b>ENDING FUND BALANCE</b>                       |                                               | <b>\$ -</b>             | <b>\$ (230,004.31)</b> | <b>\$ 3,395,119.46</b>    | <b>\$ (3,395,119.46)</b> |

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

  
 Director Signature Date 3/14/22

South Walton County Mosquito Control District

3/14/2022 11:10 AM

Register: 102.001 · Local Fund Checking

From 02/01/2022 through 02/28/2022

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                   | Account                  | Memo             | Payment    | C | Deposit  | Balance    |
|------------|--------|-------------------------|--------------------------|------------------|------------|---|----------|------------|
| 02/01/2022 |        |                         | 55 · TRAINING:55.2 · ... | Deposit          |            | X | 550.00   | 210,747.41 |
| 02/01/2022 |        |                         | -split-                  | Deposit          |            | X | 1,650.00 | 212,397.41 |
| 02/01/2022 | ACH    | AFLAC                   | 20 · PERSONAL SER...     | Inv# 928432      | 1,035.38   | X |          | 211,362.03 |
| 02/01/2022 | ACH    | METLIFE                 | 20 · PERSONAL SER...     | tm055620000001   | 291.30     | X |          | 211,070.73 |
| 02/01/2022 | ACH    | UNUM                    | -split-                  | 0298361-001      | 1,735.54   | X |          | 209,335.19 |
| 02/01/2022 | CCADJ  |                         | 55 · TRAINING:55.2 · ... | Batch Fee ID=... | 48.35      | X |          | 209,286.84 |
| 02/01/2022 | 6864   | ACE HARDWARE            | 202.000 · Accounts Pa... | 166              | 33.58      | X |          | 209,253.26 |
| 02/01/2022 | 6865   | CDW-G                   | 202.000 · Accounts Pa... |                  | 4,143.70   |   |          | 205,109.56 |
| 02/01/2022 | 6866   | CULLIGAN                | 202.000 · Accounts Pa... |                  | 35.10      | X |          | 205,074.46 |
| 02/01/2022 | 6867   | DEFUNIAK HERALD         | 202.000 · Accounts Pa... |                  | 11.00      |   |          | 205,063.46 |
| 02/01/2022 | 6868   | ENERGREEN AME...        | 202.000 · Accounts Pa... |                  | 193,767.05 | X |          | 11,296.41  |
| 02/01/2022 | 6869   | FMCA                    | 202.000 · Accounts Pa... |                  | 5,000.00   | X |          | 6,296.41   |
| 02/01/2022 | 6870   | IFIXCOMPUTERS           | 202.000 · Accounts Pa... |                  | 1,025.25   | X |          | 5,271.16   |
| 02/01/2022 | 6871   | MURPHY HEAVY ...        | 202.000 · Accounts Pa... |                  | 68.69      | X |          | 5,202.47   |
| 02/01/2022 | 6872   | OREILLY                 | 202.000 · Accounts Pa... | 300737           | 38.18      | X |          | 5,164.29   |
| 02/01/2022 | 6873   | PROHEALTH               | 202.000 · Accounts Pa... |                  | 48.00      | X |          | 5,116.29   |
| 02/01/2022 | 6874   | QUILL                   | 202.000 · Accounts Pa... |                  | 320.54     |   |          | 4,795.75   |
| 02/01/2022 | 6875   | REGIONAL UTILIT...      | 202.000 · Accounts Pa... |                  | 123.88     | X |          | 4,671.87   |
| 02/01/2022 | 6876   | SIGMA CONSULTI...       | 202.000 · Accounts Pa... |                  | 3,515.00   | X |          | 1,156.87   |
| 02/01/2022 | 6877   | Thompson CAT            | 202.000 · Accounts Pa... | 7274500          | 1,065.50   | X |          | 91.37      |
| 02/01/2022 | 6878   | UNIFIRST                | 202.000 · Accounts Pa... | 331036           | 428.03     | X |          | -336.66    |
| 02/01/2022 | 6879   | Walton Area Chamb...    | 202.000 · Accounts Pa... |                  | 395.00     | X |          | -731.66    |
| 02/01/2022 | 6880   | XEROX CORPOPR...        | 202.000 · Accounts Pa... |                  | 56.98      |   |          | -788.64    |
| 02/01/2022 | 6884   | CA Florida Holdings,... | 202.000 · Accounts Pa... |                  | 473.25     |   |          | -1,261.89  |
| 02/01/2022 | 6885   | MCES                    | 202.000 · Accounts Pa... |                  | 1,851.25   |   |          | -3,113.14  |
| 02/01/2022 | 6886   | PUBLIX                  | 202.000 · Accounts Pa... | 2003130          | 307.09     |   |          | -3,420.23  |
| 02/02/2022 | ach    | Joseph Wallace          | 20 · PERSONAL SER...     |                  | 100.00     | X |          | -3,520.23  |
| 02/02/2022 | ach    | Lindsey Ashman          | 20 · PERSONAL SER...     |                  | 200.00     | X |          | -3,720.23  |
| 02/02/2022 | ach    | Teahna Ratliff          | 20 · PERSONAL SER...     |                  | 300.00     | X |          | -4,020.23  |
| 02/02/2022 | ACH    | CREATIVE WEB S...       | 30 · OPERATING EX...     | Inv# 11567       | 99.00      | X |          | -4,119.23  |
| 02/02/2022 | ACH    | Cameron L Williams      | 20 · PERSONAL SER...     |                  | 100.00     | X |          | -4,219.23  |
| 02/02/2022 | E-pay  | United States Treasury  | -split-                  | 59-1089665 Q...  | 7,130.84   | X |          | -11,350.07 |
| 02/02/2022 | ACH    | Cameron L Williams      | -split-                  |                  | 1,371.26   | X |          | -12,721.33 |
| 02/02/2022 | ACH    | Karl R Balder           | -split-                  |                  | 829.63     | X |          | -13,550.96 |
| 02/02/2022 | ACH    | Kenneth Hobbs           | -split-                  |                  | 1,201.08   | X |          | -14,752.04 |
| 02/02/2022 | ACH    | Norman E Pruett         | -split-                  |                  | 1,488.44   | X |          | -16,240.48 |
| 02/02/2022 | ACH    | Shad A Farmer           | -split-                  |                  | 1,405.26   | X |          | -17,645.74 |
| 02/02/2022 | ACH    | Teahna Ratliff          | -split-                  |                  | 1,579.56   | X |          | -19,225.30 |
| 02/02/2022 | ACH    | Thomas Hilaman          | -split-                  |                  | 1,259.37   | X |          | -20,484.67 |
| 02/02/2022 | ACH    | Thomas Mahn             | -split-                  |                  | 108.53     | X |          | -20,593.20 |

South Walton County Mosquito Control District

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Register: 102.001 · Local Fund Checking

From 02/01/2022 through 02/28/2022

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                  | Account                    | Memo              | Payment   | C | Deposit | Balance    |
|------------|--------|------------------------|----------------------------|-------------------|-----------|---|---------|------------|
| 02/02/2022 | ACH    | Alejandro F Rodriguez  | -split-                    |                   | 1,176.91  | X |         | -21,770.11 |
| 02/02/2022 | ACH    | Arnold Joe Deel        | -split-                    |                   | 1,583.48  | X |         | -23,353.59 |
| 02/02/2022 | ACH    | Bernadette K Canut     | -split-                    |                   | 1,070.38  | X |         | -24,423.97 |
| 02/02/2022 | ACH    | Joseph Wallace         | -split-                    |                   | 792.66    | X |         | -25,216.63 |
| 02/02/2022 | ACH    | Kenneth M McDaniel     | -split-                    |                   | 680.12    | X |         | -25,896.75 |
| 02/02/2022 | ACH    | Lindsey M Ashman       | -split-                    |                   | 1,345.59  | X |         | -27,242.34 |
| 02/02/2022 | ACH    | Cammie L Henderson     | -split-                    |                   | 2,020.87  | X |         | -29,263.21 |
| 02/02/2022 | ACH    | Darrin E Dunwald       | -split-                    |                   | 2,522.49  | X |         | -31,785.70 |
| 02/02/2022 | ACH    | Donna Johns            | -split-                    |                   | 164.95    | X |         | -31,950.65 |
| 02/02/2022 | ACH    | Doug Liles             | -split-                    |                   | 164.95    | X |         | -32,115.60 |
| 02/02/2022 | ACH    | Gerald Williams        | -split-                    |                   | 1,662.82  | X |         | -33,778.42 |
| 02/02/2022 | ACH    | Kristine A Faulk       | -split-                    |                   | 163.95    | X |         | -33,942.37 |
| 02/02/2022 | ACH    | Richard Mitchell       | -split-                    |                   | 1,507.34  | X |         | -35,449.71 |
| 02/03/2022 |        |                        | 20 · PERSONAL SER...       | Deposit           |           | X | 50.00   | -35,399.71 |
| 02/04/2022 | ACH    | NATIONWIDE             | 235.900 · Net pension l... |                   | 550.00    | X |         | -35,949.71 |
| 02/04/2022 | ACH    | FL DOR                 | 208.000 · Payroll Liabi... |                   | 301.85    | X |         | -36,251.56 |
| 02/04/2022 | ACH    | Donna Johns            | 30 · OPERATING EX...       |                   | 150.00    | X |         | -36,401.56 |
| 02/04/2022 | ACH    | Doug Liles             | 30 · OPERATING EX...       |                   | 150.00    | X |         | -36,551.56 |
| 02/04/2022 | ACH    | Kristine A Faulk       | 30 · OPERATING EX...       |                   | 150.00    | X |         | -36,701.56 |
| 02/07/2022 |        | SOUTH BAY LUM...       | 205.000 · Capital One -... | Paid Over Phone   | 273.40    | X |         | -36,974.96 |
| 02/08/2022 | ACH    | FEDEX                  | 42 · FREIGHT SERVI...      | 7-653-51357       | 27.43     | X |         | -37,002.39 |
| 02/10/2022 | ACH    | Darrin E Dunwald       | 20 · PERSONAL SER...       | Supplemental I... | 1,106.00  | X |         | -38,108.39 |
| 02/11/2022 | ACH    | Trustmark Credit Card  | 204.000 · Trustmark C...   | Paymeny Conf...   | 3,361.76  | X |         | -41,470.15 |
| 02/12/2022 | ACH    | Lumen                  | 41 · COMMUNICATI...        | 311800522         | 857.15    | X |         | -42,327.30 |
| 02/14/2022 | ACH    | Richard Mitchell       | -split-                    |                   | 276.25    | X |         | -42,603.55 |
| 02/14/2022 | ACH    | Lindsey M Ashman       | -split-                    |                   | 292.39    | X |         | -42,895.94 |
| 02/14/2022 | 6881   | UNIFIRST               | 202.000 · Accounts Pa...   | 331036            | 30.26     | X |         | -42,926.20 |
| 02/15/2022 |        |                        | -split-                    | Deposit           |           | X | 232.50  | -42,693.70 |
| 02/15/2022 | ACH    | Donna Johns            | 40 · TRAVEL & PER ...      | FASD Legislati... | 81.00     | X |         | -42,774.70 |
| 02/15/2022 | ACH    | Darrin E Dunwald       | -split-                    | FMCA DODD ...     | 753.29    | X |         | -43,527.99 |
| 02/16/2022 | ACH    | Arnold Joe Deel        | -split-                    | VOID:             |           | X |         | -43,527.99 |
| 02/16/2022 | ACH    | Kenneth Hobbs          | -split-                    | VOID:             |           | X |         | -43,527.99 |
| 02/16/2022 | ACH    | Thomas Hilaman         | -split-                    | VOID:             |           | X |         | -43,527.99 |
| 02/16/2022 | ACH    | FRS Employee FLD...    | -split-                    |                   | 10,250.63 | X |         | -53,778.62 |
| 02/16/2022 | E-pay  | United States Treasury | -split-                    | 59-1089665 Q...   | 7,139.68  | X |         | -60,918.30 |
| 02/16/2022 | ACH    | Alejandro F Rodriguez  | -split-                    |                   | 1,173.83  | X |         | -62,092.13 |
| 02/16/2022 | ACH    | Bernadette K Canut     | -split-                    |                   | 1,321.12  | X |         | -63,413.25 |
| 02/16/2022 | ACH    | Cameron L Williams     | -split-                    |                   | 1,384.01  | X |         | -64,797.26 |
| 02/16/2022 | ACH    | Karl R Balder          | -split-                    |                   | 1,160.75  | X |         | -65,958.01 |
| 02/16/2022 | ACH    | Kenneth M McDaniel     | -split-                    |                   | 789.28    | X |         | -66,747.29 |

South Walton County Mosquito Control District

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Register: 102.001 · Local Fund Checking

From 02/01/2022 through 02/28/2022

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee              | Account                    | Memo              | Payment   | C | Deposit    | Balance     |
|------------|--------|--------------------|----------------------------|-------------------|-----------|---|------------|-------------|
| 02/16/2022 | ACH    | Lindsey M Ashman   | -split-                    |                   | 1,362.08  | X |            | -68,109.37  |
| 02/16/2022 | ACH    | Norman E Pruett    | -split-                    |                   | 1,492.87  | X |            | -69,602.24  |
| 02/16/2022 | ACH    | Shad A Farmer      | -split-                    |                   | 1,405.28  | X |            | -71,007.52  |
| 02/16/2022 | ACH    | Teahna Ratliff     | -split-                    |                   | 1,579.55  | X |            | -72,587.07  |
| 02/16/2022 | ACH    | Thomas Mahn        | -split-                    |                   | 66.06     | X |            | -72,653.13  |
| 02/16/2022 | ACH    | Cammie L Henderson | -split-                    |                   | 2,020.85  | X |            | -74,673.98  |
| 02/16/2022 | ACH    | Darrin E Dunwald   | -split-                    |                   | 2,522.48  | X |            | -77,196.46  |
| 02/16/2022 | ACH    | Donna Johns        | -split-                    |                   | 164.95    | X |            | -77,361.41  |
| 02/16/2022 | ACH    | Doug Liles         | -split-                    |                   | 164.95    | X |            | -77,526.36  |
| 02/16/2022 | ACH    | Gerald Williams    | -split-                    |                   | 1,662.82  | X |            | -79,189.18  |
| 02/16/2022 | ACH    | Kristine A Faulk   | -split-                    |                   | 163.95    | X |            | -79,353.13  |
| 02/16/2022 | ACH    | Richard Mitchell   | -split-                    |                   | 1,507.34  | X |            | -80,860.47  |
| 02/16/2022 | ACH    | Arnold Joe Deel    | -split-                    |                   | 1,563.48  | X |            | -82,423.95  |
| 02/16/2022 | ACH    | Kenneth Hobbs      | -split-                    |                   | 1,181.07  | X |            | -83,605.02  |
| 02/16/2022 | ACH    | Thomas Hilaman     | -split-                    |                   | 1,223.53  | X |            | -84,828.55  |
| 02/17/2022 | ACH    | NATIONWIDE         | 235.900 · Net pension l... |                   | 600.00    | X |            | -85,428.55  |
| 02/17/2022 | ACH    | Cameron L Williams | 40 · TRAVEL & PER ...      | DODD              | 223.47    | X |            | -85,652.02  |
| 02/17/2022 | 6882   | DAG                | 202.000 · Accounts Pa...   |                   | 9,837.50  | X |            | -95,489.52  |
| 02/17/2022 | 6883   | WALTON COUNT...    | 202.000 · Accounts Pa...   |                   | 21,454.80 |   |            | -116,944.32 |
| 02/18/2022 | ACH    | FL DOR             | 208.000 · Payroll Liabi... |                   | 301.85    | X |            | -117,246.17 |
| 02/21/2022 | ACH    | AT&T               | 41 · COMMUNICATI...        | 287297285865...   | 950.53    | X |            | -118,196.70 |
| 02/23/2022 |        |                    | 102.002 · Local Fund S...  | Deposit           |           | X | 300,000.00 | 181,803.30  |
| 02/23/2022 | ACH    | CHELCO             | 43 · UTILITY SERVI...      | 29262623          | 580.37    | X |            | 181,222.93  |
| 02/23/2022 | 6887   | AIRGAS             | 202.000 · Accounts Pa...   |                   | 230.37    |   |            | 180,992.56  |
| 02/23/2022 | 6888   | Geraldine C Via    | 202.000 · Accounts Pa...   | JAN 12 & 23 F...  | 135.00    |   |            | 180,857.56  |
| 02/23/2022 | 6889   | IFIXCOMPUTERS      | 202.000 · Accounts Pa...   |                   | 1,405.23  |   |            | 179,452.33  |
| 02/23/2022 | 6890   | MELHORNS           | 202.000 · Accounts Pa...   |                   | 586.00    |   |            | 178,866.33  |
| 02/23/2022 | 6891   | MURPHY HEAVY ...   | 202.000 · Accounts Pa...   |                   | 147.51    |   |            | 178,718.82  |
| 02/23/2022 | 6892   | OREILLY            | 202.000 · Accounts Pa...   | 300737            | 36.40     |   |            | 178,682.42  |
| 02/23/2022 | 6893   | PUBLIX             | 202.000 · Accounts Pa...   | 2003130           | 63.27     |   |            | 178,619.15  |
| 02/23/2022 | 6894   | UNIFIRST           | 202.000 · Accounts Pa...   | 331036            | 288.55    |   |            | 178,330.60  |
| 02/24/2022 | ACH    | INTUIT             | 50 · SUPPLIES/MATE...      | CHECKS            | 119.99    | X |            | 178,210.61  |
| 02/25/2022 | ACH    | WASTE MANAGE...    | 43 · UTILITY SERVI...      |                   | 90.58     | X |            | 178,120.03  |
| 02/25/2022 | ACH    | FNBT               | 108001 · FNBT Bank         | January CC Sta... | 829.43    | X |            | 177,290.60  |
| 02/25/2022 | ACH    | Teahna Ratliff     | 40 · TRAVEL & PER ...      | Advance for A...  | 210.00    | X |            | 177,080.60  |
| 02/28/2022 |        |                    | 402.001 · Interest inco... | Interest          |           | X | 4.98       | 177,085.58  |
| 02/28/2022 |        |                    | 49 · OTHER CURREN...       | Service Charge    | 39.00     | X |            | 177,046.58  |

South Walton County Mosquito Control District

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Register: 102.002 · Local Fund Savings

From 02/01/2022 through 02/28/2022

Sorted by: Date, Type, Number/Ref

| <b>Date</b> | <b>Number</b> | <b>Payee</b> | <b>Account</b>           | <b>Memo</b>       | <b>Payment</b> | <b>C</b> | <b>Deposit</b> | <b>Balance</b> |
|-------------|---------------|--------------|--------------------------|-------------------|----------------|----------|----------------|----------------|
| 02/23/2022  |               | Trustmark    | 102.001 · Local Fund ... | Transfer from ... | 300,000.00     | X        |                | 9,243,525.67   |
| 02/25/2022  |               |              | -split-                  | Deposit           |                | X        | 9,985.13       | 9,253,510.80   |
| 02/28/2022  |               |              | -split-                  | Deposit           |                | X        | 123,093.14     | 9,376,603.94   |

South Walton County Mosquito Control District

3/14/2022 11:11 AM

Register: 104.001 · FL CLASS

From 02/01/2022 through 02/28/2022

Sorted by: Date, Type, Number/Ref

| <b>Date</b> | <b>Number</b> | <b>Payee</b> | <b>Account</b>             | <b>Memo</b> | <b>Payment</b> | <b>C</b> | <b>Deposit</b> | <b>Balance</b> |
|-------------|---------------|--------------|----------------------------|-------------|----------------|----------|----------------|----------------|
| 02/28/2022  |               |              | 402.001 · Interest inco... | Interest    |                | X        | 177.30         | 2,054,781.81   |

South Walton County Mosquito Control District

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Register: 104.002 · FL FIT

From 02/01/2022 through 02/28/2022

Sorted by: Date, Type, Number/Ref

| <b>Date</b> | <b>Number</b> | <b>Payee</b> | <b>Account</b>             | <b>Memo</b> | <b>Payment</b> | <b>C</b> | <b>Deposit</b> | <b>Balance</b> |
|-------------|---------------|--------------|----------------------------|-------------|----------------|----------|----------------|----------------|
| 02/28/2022  |               |              | 402.001 · Interest inco... | Interest    |                | X        | 185.75         | 1,543,583.43   |



**Capital Outlay - 2021-2022 Budget**

|                                     | Budget<br>\$ 860,365.25 | Adjustments     | Purchases      | Amendment #1<br>\$ 8,858,094.09 | PO                                                             |
|-------------------------------------|-------------------------|-----------------|----------------|---------------------------------|----------------------------------------------------------------|
| Building - DAG                      | \$ 75,000.00            |                 |                | \$ 7,787,606.16                 |                                                                |
| <b>Subtotal</b>                     |                         |                 |                | \$ 1,070,487.93                 |                                                                |
| Skid Steer                          |                         |                 |                | \$ 91,206.76                    | 22-03 This was approve 2020-2021 Budget: included in rollover. |
| Trade In #472 and 472A              |                         |                 |                | \$ (42,500.00)                  |                                                                |
| Excavator                           | \$ 207,917.64           |                 | \$ 194,355.00  |                                 | 22-05                                                          |
| Backhoe Loader                      | \$ 103,513.16           | \$ (103,513.16) |                | \$ 103,513.16                   | 22-06                                                          |
| 51 Ton Hydraulic Trailer            | \$ 53,500.00            |                 |                |                                 |                                                                |
| Peterbilt 386                       | \$ 67,500.00            | \$ (67,500.00)  |                | \$ 67,500.00                    |                                                                |
| Ram 3500 4X4                        | \$ 42,000.00            |                 | \$ 70,280.00   |                                 | 22-08                                                          |
| Trade In #468                       |                         |                 | \$ (38,000.00) |                                 |                                                                |
| Service Bed for RAM 3500            | \$ 12,574.00            |                 | \$ (12,574.00) |                                 | Pickup came with service bed                                   |
| Commercial Ztrak Mower              | \$ 16,360.45            |                 | \$ 17,265.82   |                                 | 22-11                                                          |
| Skid Steer Trailer                  | \$ 13,000.00            |                 | \$ 16,318.70   |                                 | 22-10 *Paid 1/2 Deposit (\$8,159.35)                           |
| Dodge 1500 (2)                      | \$ 50,000.00            |                 |                |                                 |                                                                |
| Computer workstations (5)           | \$ 6,250.00             |                 |                |                                 |                                                                |
| Containment Cabinet                 | \$ 12,000.00            |                 |                |                                 |                                                                |
| qPCR Machine                        | \$ 8,000.00             |                 |                |                                 |                                                                |
| Server Replacement                  | \$ 2,750.00             |                 |                |                                 |                                                                |
| UAV (2)                             | \$ 160,000.00           |                 |                |                                 |                                                                |
| UAV Operations                      | \$ 30,000.00            |                 | \$ 32,271.00   |                                 | 22-07                                                          |
| <b>Additions to original budget</b> |                         |                 |                |                                 |                                                                |
| Energreen                           |                         | \$ 212,977.55   | \$ 212,977.55  |                                 | 22-02                                                          |
| Trade In #424 #495 #510             |                         | \$ (76,500.00)  | \$ (76,500.00) |                                 |                                                                |
| Dodge 1500 (6)                      |                         |                 |                | \$ 155,000.00                   |                                                                |
| Commercial Truck Lab                |                         |                 |                | \$ 3,100.00                     |                                                                |
| ATV w/cab enclosed                  |                         |                 |                | \$ 25,000.00                    | 22-09                                                          |
|                                     | \$ 860,365.25           | \$ (34,535.61)  | \$ 416,394.07  | \$ 402,819.92                   |                                                                |

Motion in March Board Meeting



### POSITION AND WAGE SCALE

Mosquito Control Technician

\$17.00 - \$28.00

Entomologist

\$15.87 – \$28.57

Administrative Assistant

\$13.80 - \$24.84

EOM

\$38,340 - \$69,011

## Labor Report

### Open Position

Mosquito Control Technician

Received resignation from

Joe Wallace on Tuesday, January 18<sup>th</sup>.

### Wage Reviews

Teahna Ratliff

Received Master Degree

Current Wage \$25.16

New Rate \$27.00

% of Increase 7.3%

Bernadette Canut, Admin Asst

Performance Review – Solid Performer

Current Wage \$19.94

New Wage \$21.00

% of Increase 5.3%

Rich Mitchell, EOM

Performance Review – Top Performer

Current Wage \$55,440.00

New Wage \$60,000.00

% of Increase 8.2%



## South Walton County Mosquito Control District District Policy **Workplace Policy - COVID-19 Restrictions**

### **General Principles:**

1. **Working at home:** All work that can feasibly be completed at home should be. Only physically come to work for work that cannot be successfully accomplished at home.
2. **Certificate of Compliance:** Before returning to work after possible COVID-19 illness, each employee must sign a Certificate of Compliance acknowledging:
  - a. They have not tested positive for COVID-19, AND
  - b. No symptoms of the virus.
3. **Social Distancing:** All employees are instructed to maintain at least six feet distance from each other and any third parties, except when required to accept or deliver goods or services, or as otherwise necessary. Employees who need to sneeze or cough should use a cloth or tissue or, if not available, into their elbow. Do not shake hands or engage in any unnecessary physical contact with any other individuals at the work site.

### **Assessing Health Risk:**

4. **Pre-existing conditions or circumstances:** We strongly encourage all employees to consider if they are at high risk of severe illness or living with individuals who are at high risk of severe illness. Employees who self-identify as being at higher risk are encouraged to practice an abundance of caution and to consider working from home when possible. You should work with your supervisor to develop the appropriate plan for you. The CDC defines high risk people as follows:
  - People aged 65 years and older
  - People who live in a nursing home or long-term care facility
  - Other high-risk conditions could include:
    - People with **chronic lung disease** or **moderate to severe asthma**
    - People who have **serious heart conditions**
    - People who are **immunocompromised including cancer treatment**
    - People of any age with **severe obesity** (body mass index or BMI >40) or certain underlying medical conditions, particularly if not well controlled, such as those with **diabetes, renal failure, or liver disease** might also be at risk.
  - People who are **pregnant** should be monitored since they are known to be at risk with severe viral illness, however, to date data on COVID-19 has not shown increased risk.

- Many conditions can cause a person to be **immunocompromised**, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
5. **Known or potential COVID-19 infection:** Any employee with a temperature of greater than 100°F, or who would exhibit such fever in the absence of fever reducing drugs and/or with symptoms of cough or difficulty breathing, should inform their supervisor and stay home. (See Procedure for Employees with COVID-19 Symptoms)
  6. **Known contacts with COVID-19 positive or high-risk individuals:** Any employee who has had recent contact with an individual known to have tested positive for coronavirus, or any employee that has been exposed to a recent high-risk situation, such as national or international airline travel to a known virus “hot spot” or who has had contact with an individual from a high-risk area, should inform their manager and stay at home. (See Procedure for Employees with COVID-19 Symptoms)
  7. **Safety Training:** All employees should read these guidelines prior to coming into work for the first time. If you do not understand the guidance or have questions, contact your supervisor.
  8. **Daily home temperature testing and symptom check:** All employees that plan to work must assess for potential signs and symptoms of coronavirus each day prior to coming to work. This assessment must at a minimum include:
    - Check temperature. If you do not have a thermometer at home, there is one for immediate use by the employee entrance.
    - Assess for presence of cough or shortness of breath
    - Assess for any other new or unexplained physical symptoms of illness (including flu-like symptoms).
      - See CDC website for typical symptoms of COVID-19:  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

#### **Safety Procedures:**

9. **Masks:** Employees are encouraged to use a N95 or KN95 masks while in the office, and especially in common areas. SWCMCD provides N95/KN95 masks for all employees.
10. **Handwashing:** Should be performed at regular intervals using soap and water and/or hand sanitizers and should be performed before and after entering communal spaces.
11. **Food:** Employee must only handle their items. Please do not move/remove any food items that does not belong to them. Keep any mugs or re-usable service items from home at your desk. Food should be eaten in break area or at your desk. Disposable utensils only should be used and paper cups when possible. Each employee should disinfect their table before and after each use.
12. **Bathroom use:** Where possible, employees should aim to use the bathroom facilities one at a time.

13. **Meetings:** Face-to-face meetings should only be convened if they are business critical. Meeting attendee numbers should be kept to a bare minimum and social distancing rules should be enforced in all meeting rooms.

14. **Cleaning of the facility:** Will be ongoing, including high touch surfaces. Employees should disinfect their desk area and work vehicle nightly.

#### **Procedure for Employees with COVID-19 Symptoms**

15. **COVID-19 Positive Diagnosis:** In the event that an individual is diagnosed with COVID-19, they should immediately inform their supervisor or HR and self-quarantine for a mandatory 5-days (per CDC Guidelines) or until symptom free for 72 hours.

16. **COVID-19 Symptoms:** Employees with symptoms of COVID-19 should self-quarantine and consult with their physicians. If they subsequently test negative for COVID-19, they may return to onsite working with their doctor's permission. If they subsequently test positive for COVID-19, they should follow the instructions above for positive diagnosis.

**(a) If no test has been performed to determine whether you are contagious:**

- At least 5 days have passed since symptoms first appeared. AND
- No fever during the last 72 hours (3 full days of no fever without fever reducing medicine) AND
- Other symptoms improved (for example cough or shortness of breath)

17. **Managing Close Contacts:** If an employee is diagnosed or suspected of being COVID-19 positive, close contacts will be identified and the employee asked to self-quarantine for 5-days or receive a negative test and/or symptom free for 72 hours. Such cases should be reported to HR and your supervisor.

18. **Return to Work After Positive COVID-19 Diagnosis:** Individuals diagnosed with COVID-19 may return to onsite working with guidance from their healthcare provider that it is safe for them to return to work and once the following conditions have been met ([CDC guidelines](#)):

**(a) If no test has been performed to determine whether you are still contagious:**

- At least 5 days have passed since symptoms first appeared AND
- No fever during the last 72 hours (3 full days of no fever without fever reducing medicine) AND
- Other symptoms improved (for example cough or shortness of breath)

**(b) If tested positive, to determine whether you are still contagious:**

- Two negative tests in a row, 24 hours apart. AND
- No fever during the last 72 hours (3 full days of no fever without fever reducing medicine) AND
- Other symptoms improved (for example cough or shortness of breath)

## Onsite Logistics

19. **Arrival and departure:** Employees should adhere to pre-scheduled times and depart as soon as their work is finished.

20. **Office space:** No more than two employees should be in an office at any one time, and social distancing (six feet separation) should be maintained.

21. **Employees Not Observing Guidelines:** Employees are encouraged to speak up and let colleagues know if they are not adequately following the safety guidelines.

22. **Employees Must Knock Before Entering:** Employees are recommended to knock before entering an office. Employee in the office is recommended to don a mask prior to employee entering. When possible, employee should not go beyond doorway to communicate.

23. **Employees Must Travel Separately:** When working in pairs travel in separate vehicles when possible. If more than 1 person in vehicle, we highly encourage employees to use N95/KN95 masks.

24. **Business Travel:** Employees traveling (more than 1 person in vehicle) are highly encouraged to use N95/KN95 mask.

|                |                       |
|----------------|-----------------------|
| Policy         | Covid-19 Restrictions |
| Effective Date | 01/19/2022            |
| Revision Dates |                       |



# South Walton County Mosquito Control District

Director  
Darrin Dunwald

Commissioners  
Seat 1 – Doug Liles  
Seat 2 – Donna Johns  
Seat 3 – Kristine Faulk

---

## Certificate of Compliance

I, \_\_\_\_\_, attest to the following:

I tested positive for COVID-19.     Yes     No    Date: \_\_\_\_\_     N/A

I tested negative for COVID-19.     Yes     No    Date: \_\_\_\_\_     N/A

If not test:

I have been fever-free for at least 72 hours without taking medication to reduce fever.

Yes     No

My symptoms have improved.     Yes     No

Date symptoms began improving: \_\_\_\_\_ (write N/A if no symptoms present)

It's been at least five days have passed since my fever and/or respiratory symptoms began.

Yes     No

Date fever and/or symptoms began: \_\_\_\_\_

Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Today's date: \_\_\_\_\_

Date returned to work: \_\_\_\_\_

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







## South Walton County Mosquito Control District District Policy

### Travel Policy

The District shall comply with the following travel and per diem reimbursement requirements, as well as all other reimbursement requirements set forth in general or special law and specifically Section 112.061 Florida Statute, as may be amended:

- A. All travelers require advance approval shall originate the *Permission to Travel Form* requesting approval which shall include such items as the name of the traveler, the dates and purpose of travel, and estimated cost. The Director must authorize this form for all employees. Travel approval for the Director shall be authorized by the Board of Commissioners. Travel approval for a Commissioner shall be authorized by the Board of Commissioners.
- B. For reimbursement, the traveler must prepare a *Travel Expense Form* itemizing all expenses incurred, attach to it all required receipts, and submit to the Director or his designee for approval. Approval for the Director's reimbursement shall be authorized by the Board of Commissioners if reimbursement exceeds \$500.00 in any given month. If reimbursement is less than \$500.00 in any given month, authorization shall be given by the Chairman or Treasurer of the Board of Commissioners. There will be no reimbursement of expenses without the travel expense form. The District reimburses the traveler for any travel expenses incurred not included in an advance. If the travel expense form exceeds any advance, the traveler must return the excess to the District.
- C. The type of travel to be incurred governs the rates of travel reimbursement. If the travel requires overnight stay, the traveler is allowed a per diem allowance or subsistence allowance plus lodging; if the travel does not require overnight stay, only subsistence for meals allowed shall be reimbursed. Other expenses to be reimbursed include convention fees, transportation costs (taxi, bus fare, etc.), tolls, parking, and mileage (if traveler is using privately owned vehicle)

### DEFINITIONS

- A. Traveler: A District officer, District employee, or authorized person, when performing authorized travel.
- B. Travel expense, traveling expenses, necessary expenses while traveling or actual expenses while traveling: The usual ordinary and incidental expenditures necessarily incurred by a traveler.
- C. Common carrier: Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
- D. Travel day: A period of 24 hours consisting of four quarters of 6 hours each.
- E. Travel period: A period of time between the time of departure and time of return.
- F. Official headquarters: The official headquarters, or immediate vicinity, of the District shall be the city or town in which the office is located.



## South Walton County Mosquito Control District District Policy

### **AUTHORIZATION PROCESS**

- A. Travel Requiring Authorization: The following travel must be authorized and approved by the Director or his or her designated representative for all employees; authorization and approval for the Director's travel shall be obtained from the Board of Commissioners:
- 1) Continuous travel of 24 hours or more away from official headquarters.
  - 2) Continuous travel of less than 24 hours which involves overnight absence from official headquarters.
  - 3) Travel for short or day trips where the traveler is not away from his or her official headquarters overnight but involving travel for such items as conventions, seminars, continuing education, meetings, and testing.
- B. Permission to Travel Form: All District officials and employees and authorized persons shall use an authorization form to request approval for the performance of travel. This form shall include the name of each traveler, the purpose of travel, the period of travel, complete name of convention, association or meeting, place of travel, and estimated cost to the District. A copy of the program or agenda of the convention or conference, itemizing registration fees and any meals or lodging included in the registration fee, shall be attached to and filed with, the copy of the travel authorization request form on file with the District. The form shall be signed by the traveler and by the traveler's supervisor stating that the travel is to be incurred in connection with official business of the District. The Director or his or her designated representative shall not authorize or approve such request in the absence of the appropriate signatures. A copy of the travel authorization form shall be attached to, and become a part of, the support of the District's copy of the travel expense form.
- C. Limitations: Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the District and must be within the limitations prescribed by this Section.

### **REIMBURSEMENT PROCESS**

- A. Travel time reimbursement: Time eligible for reimbursement shall be computed in accordance with the following:
- 1) If the travel requires overnight stay regardless of the time spent, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period. This travel includes any assignment on official business outside of regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.



## South Walton County Mosquito Control District District Policy

- 2) A traveler shall not be reimbursed on a per diem basis for short day trips requiring no overnight stay but shall receive subsistence as provided in this Section. Allowance for meals shall be based on the following schedule:
- Breakfast—When travel begins before 6 a.m. and extends beyond 8 a.m.
  - Lunch—When travel begins before 12 noon and extends beyond 2 p.m.
  - Dinner—When travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to special assignment.

No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity; except assignments of official business outside the traveler's regular place of employment if travel expenses are approved.

- B. Rates of per diem and subsistence allowance: For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances shall be computed in accordance with the following.

- 1) All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide District business, which convention, conference, or business serves a direct and lawful purpose with relation to the District, either of the following for each day of such travel at the option of the traveler.
- Forty-two dollars per diem; or
  - If actual expenses exceed \$42, the amounts permitted in paragraph 2 for meals, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefore.

When lodging or meals are provided, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this Subsection.

- 2) All travelers shall be allowed the following amounts for subsistence while on official business as provided in paragraph A (2) above:
- Breakfast       \$8
  - Lunch             \$12
  - Dinner            \$22
- 3) No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the District. It is the



## South Walton County Mosquito Control District District Policy

traveler's responsibility to make every reasonable effort to identify which meals are included in a convention or conference fee paid by the District, and to identify any meals provided with lodging accommodations.

### C. Travel Route and Means

- 1) All travel must be by a usually traveled route. The Director or his designee shall designate the most economical method of travel for each trip, keeping in mind the nature of the business, the most efficient and economical means of travel (considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required), and the number of persons making the trip and amount of equipment or material to be transported.
- 2) Transportation by common carrier when traveling on official business and paid for personally by the traveler shall be substantiated by a receipt therefor. Federal tax shall not be reimbursable to the traveler. In the event transportation other than the most economical class as approved by the Director is provided by a common carrier on a flight check or credit card, the charges in excess of the most economical class shall be refunded by the traveler to the District charged with the transportation provided in this manner.
- 3) Use of Personal Vehicle--Mileage reimbursement for personal vehicle use when traveling on official business for the District shall be computed in accordance with the following:
  - a) The Director may authorize the use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers when a District vehicle is unavailable or whether otherwise deemed appropriate at the discretion of the Director. Whenever travel is by privately owned vehicle, the traveler shall be entitled to a mileage allowance at the rate established by the Internal Revenue Service as the business mileage reimbursement rate per mile or the common carrier fare for such travel, as determined by the Director or his designee. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on District business and reimbursement is made pursuant to this paragraph, except as provided in Subsection D.
  - b) All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the travel expense form.

- ### D. Other expenses: Reimbursement for expenses for traveling on official business for the District shall be computed in accordance with the following.



## South Walton County Mosquito Control District District Policy

The following incidental travel expenses of the traveler may be reimbursed:

- 1) Taxi fare;
  - 2) Ferry fares; and bridge, road, and tunnel tolls;
  - 3) Storage or parking fees;
  - 4) Communication expense;
  - 5) Convention registration fee while attending a convention or conference which will serve a direct public purpose with relation to the District. A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the District in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary.
- E. Advance payments: Notwithstanding any of the foregoing restrictions and limitations, the Director or his or her designated representative may make, or authorize the making of, advances to cover anticipated costs of travel to travelers. Such advancements may include the costs of conference registration fees, and of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his or her duties.
- F. Travel Expense Forms:
- 1) All District officers and employees and authorized persons shall use a travel expense form when submitting travel expense statements for approval and payment. No travel expense statement shall be approved for payment unless made on the form prescribed and furnished by the District.
  - 2) The travel expense form shall include the name of the traveler, the dates of travel, the place and purpose of the travel, and a certification or affirmation, to be signed by the traveler, indicating the truth and correctness of the claim in every material matter, that the travel expenses were actually incurred by the traveler as necessary in the performance of official duties, that per diem claimed has been appropriately reduced for any meals or lodging included in the convention or conference registration fees claimed by the traveler, and that the travel expense form conforms in every respect with the requirements of this Section. It shall also include an itemization of meals and lodging to be reimbursed, of travel by personal vehicle or common carrier, and of any other expenses incurred. Any advances made shall be deducted from amount requested; total expenses shall not exceed maximum authorized.



## South Walton County Mosquito Control District District Policy

- 3) The traveler should attach receipts to the form for all expenses incurred except for mileage, tips, taxi, parking, or tolls. The receipts must be originals and not copies.

### **FRAUDULENT CLAIMS**

- A. Claims submitted pursuant to this Section shall not be required to be sworn to before a notary public or other officer authorized to administer oaths, but any claim authorized or required to be made under any provision of this Section shall contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties and shall be verified by a written declaration that it is true and correct as to every material matter. Any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in or procures, counsels, or advises the preparation or presentation under the provisions of this Section of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree, punishable as provided in Section 775.082 or Section 775.083, F.S. Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

| <b>TITLE</b>               | <b>Travel and Per Diem</b> |
|----------------------------|----------------------------|
| <b>Board Adoption Date</b> |                            |
| <b>Resolution #</b>        |                            |
| <b>Effective Date</b>      |                            |
| <b>Revision Date</b>       |                            |



## PERMISSION TO TRAVEL

|               |  |
|---------------|--|
| Employee Name |  |
| Position      |  |
| Destination   |  |

|                |  |
|----------------|--|
| Departure Date |  |
| Return Date    |  |

**Business Purpose**     Conference         Training         Legislator         Meeting  
 General/Other: \_\_\_\_\_

Explanation of Travel (attached Agenda if available)

| Expense                             | Payment Method                                                                                                      | Estimated Cost |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------|
| Airfare                             | <input type="checkbox"/> Employee Reimb<br><input type="checkbox"/> Prepaid<br><input type="checkbox"/> Credit Card |                |
| Mileage ( <i>Personal Vehicle</i> ) | <input type="checkbox"/> Employee Reimb<br><input type="checkbox"/> Prepaid<br><input type="checkbox"/> Credit Card |                |
| Rental Vehicle                      | <input type="checkbox"/> Employee Reimb<br><input type="checkbox"/> Prepaid<br><input type="checkbox"/> Credit Card |                |
| Other (uber, etc)                   | <input type="checkbox"/> Employee Reimb<br><input type="checkbox"/> Prepaid<br><input type="checkbox"/> Credit Card |                |

| Expense                      | Payment Method                                                                                                      | Estimated Cost |
|------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------|
| Lodging                      | <input type="checkbox"/> Employee Reimb<br><input type="checkbox"/> Prepaid<br><input type="checkbox"/> Credit Card |                |
| Meals                        | <input type="checkbox"/> Employee Reimb<br><input type="checkbox"/> Prepaid<br><input type="checkbox"/> Credit Card |                |
| Registration Fee             | <input type="checkbox"/> Employee Reimb<br><input type="checkbox"/> Prepaid<br><input type="checkbox"/> Credit Card |                |
| Other Expenses               | <input type="checkbox"/> Employee Reimb<br><input type="checkbox"/> Prepaid<br><input type="checkbox"/> Credit Card |                |
| <b>Total Estimated Costs</b> |                                                                                                                     |                |

**Employee/Commissioner Certification**

By signing below, I certify the requested travel is appropriate and necessary for conducting official SWCMCD business, and agree to comply with the District's Travel Policy.

\_\_\_\_\_  
 Signature \_\_\_\_\_  
Date

**Director/Board Authorization**

APPROVE                       DISAPPROVE

Printed Name & Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## South Walton County Mosquito Control District Purchasing Procedure

In accordance with Chapter 287, Florida Statutes, and the District’s Purchasing Policy, this procedure sets forth the process by which the District Commissioners and employees (collectively, “District employees”) will purchase good and services for the performance of the District.

### PURPOSE

To outline the actions to be taken for (1) the procurement of product, supplies and capital, (2) the continuous analysis of product usage and balances in order to minimize the over purchasing or lack of availability, and (3) the completion of related documentation.

### SCOPE

This procedure applies to the purchase of all products, supplies, and capital property.

### OVERVIEW

|                                             | < \$500 | Between \$500 & \$999                      | Between \$1,000 & \$5,000 | > \$5,000 but below \$35,000 | \$35,000 + |
|---------------------------------------------|---------|--------------------------------------------|---------------------------|------------------------------|------------|
| Require Purchase Request?                   | No      | Yes<br><small>*Unless exempt item.</small> | Yes                       | Yes                          | Yes        |
| Require PO?                                 | No      | No                                         | Yes                       | Yes                          | Yes        |
| Bid Process Required?                       | No      | No                                         | No                        | Written                      | RFP        |
| Minimum # of Bids                           | N/A     | N/A                                        | N/A                       | 3                            | 3          |
| Submit bid documentation to Office Manager? | No      | No                                         | No                        | Yes                          | Yes        |

### RESPONSIBILITIES

All Employees that require a product or service must complete Purchase Requests specifying items for purchase and obtain required approvals as indicated in the District Purchasing Policy.

The Managers are responsible for using good purchasing methods, optimizing price savings, quality or value of product, vendor working relationships, assuring quality of product through inspection, maintaining product inventories, placing orders with approved suppliers, negotiating pricing with suppliers, and forwarding all paperwork to the Administrative Assistant for processing.

Operation Managers or designee are responsible for receiving, inspecting materials, and forwarding all paperwork to the Administrative Assistant.





## South Walton County Mosquito Control District Purchasing Procedure

The Administrative Assistant is responsible for verifying all paperwork is completed appropriately and input all invoices into the accounting system.

The Office Manager is responsible for processing all payment of invoices only after satisfactory completion or delivery of goods or services has been made. Office Manager must sign all purchase orders.

The Director is responsible for signing all checks and final approval of all purchases and purchase orders.

Chairman of the Board must sign purchase orders over \$5,000.

|                       |                              |
|-----------------------|------------------------------|
| <b>TITLE</b>          | <b>Purchasing Procedures</b> |
| <b>Adoption Date</b>  |                              |
| <b>Effective Date</b> |                              |
| <b>Revision Date</b>  |                              |



# South Walton County Mosquito Control District District Policy

## PURCHASING POLICY

**PURPOSE:** To establish internal control over purchases, delegate purchasing responsibility and authority, and encourage competitive bidding, as well as to streamline purchasing of approved budgeted items by not requiring double approvals.

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### GENERAL

All vendors shall be subject to the public records requirements of Chapter 119 of the Florida Statutes. The District retains the right to request and obtain any and all documents pertaining to purchases and services provided. It is the District's policy to require that the following language be included in any and all contracts or agreements:

*"Vendor acknowledges and agrees, pursuant to Chapter 119 of the Florida Statutes, that he/she shall comply with all terms and provisions of Chapter 119, the Public Records Act."*

### TYPES OF PURCHASES

After payroll costs, the next largest portion of expenditures is represented by purchases of supplies and equipment. There are six types of purchases made by the District:

- A. Petty Credit Card Purchases – This type encompasses all small purchases of materials, goods, or supplies purchased by a District employee that needs to be reconciled by the District's credit card process. These purchases are limited to \$500.
- B. Exempt Purchases – Certain other purchases are exempted from formal purchasing procedures because of the kind of expense. These include expenses which are under contract or are contractual in nature (consultant fees, rental expense) reimbursements subject to the District's Education Reimbursement Policy or ordinary, routine, unavoidable expenditures (payroll, utility, vehicle parts, repair and maintenance, etc.). While such purchases are exempt from formal purchasing procedures (i.e., submission of Purchase Request and Receipt of Purchase Order), these purchases are subject to the approval process as identified in District procedure. The Director and Office Manager or designee, where applicable, must approve these purchases prior to disbursement of funds.
- C. Purchases requiring a Purchase Request – ALL PURCHASES, except for exempt purchases, require a purchase request; it serves as the purchaser's approval to make the purchase.
- D. Purchases requiring a Purchase Order – All other purchases of goods or services in excess of \$1,000.00 require a Purchase Order.



## South Walton County Mosquito Control District District Policy

- E. Purchases requiring Board Approval – All purchases in excess of \$5,000 require Board approval at a Public Meeting.
- F. Emergency Purchases – Emergency purchases are those which must be incurred by the District because of an unforeseen emergency, exceed the dollar limit that the Director has the authority to approve, and have not received prior Board approval. There is a limit of \$25,000 on this type of expense. The Director must approve the purchase prior to disbursement and must inform the Board of Commissioners at their next meeting of any disbursement of funds for emergency purchases. Construction services must be bid by statute. If an emergency purchase exceeds the limit of \$25,000, the Director may obtain verbal approval by a majority of the Board for the expenditure prior to disbursement, and then the Director must inform the Board of Commissioners of such a disbursement at their next meeting.
- G. Purchases Required During a Declared Emergency – In the event a state of emergency is declared by the Board of County Commissioners for Walton County, the Governor for the State of Florida, or the President of the United States, the Director is authorized to approve, via purchase order, the necessary purchase of goods or services, up to a maximum of \$50,000 for each purchase. This provision acknowledges that circumstances may arise which make it impossible to contact members of the Board for verbal approval. This provision does not provide the Director with the authority to sign District checks. The Director must inform the Board of Commissioners of any and all purchases under this provision at the next Board of Commissioners' meeting.
- H. Blanket Purchase Orders – Blanket purchase orders may be used for the purchase of commodities or services on an as needed basis without having to obligate the District to a total contract amount, as long as the monthly blanket purchase order does not exceed \$5,000, or when the Board has approved a fixed unit price or other predetermined pricing method.
- I. Leases, Contracts and Other Legal Documents – The Chairman, upon majority vote of the Board in open session, shall be the only authority to execute contracts or other legal documents having a binding effect upon the District; the Director may also execute contracts and legal documents when such action has been authorized by the Board in open session.



## South Walton County Mosquito Control District District Policy

### ACQUISITION OF PROFESSIONAL SERVICES

The District follows the guidelines established in Section 287.055, Florida Statutes, for the acquisition of professional services.

*In addition, the District has established additional internal procedures for purchases as identified in the District's Purchase Procedures.*

The purchase request and the purchase order are the instruments used to initiate and control purchases. All purchases must be initiated by an approved Purchase Request. If the purchase is in excess of \$1,000, the Purchase Request generates the processing of a Purchase Order. All purchases in excess of \$1,000 must have an approved Purchase Request and Purchase Order completed prior to initiation of the purchase so that effective managerial control over resources is continually maintained. The purpose of the system is to ensure that only those items needed by the District are purchased.

All capital purchases or purchases of materials, supplies, and services are coordinated through the Office Manager or designee who will oversee bid solicitation and sign purchase orders. Approval of the Board of Commissioners will be obtained for purchases in excess of \$5,000, by approval during the course of a Board Meeting. Approval of the Board of Commissioners will be obtained for items under \$5,000 by approval during Public Meeting or signature on the check or Purchase Order.

|                            |                          |
|----------------------------|--------------------------|
| <b>TITLE</b>               | <b>Purchasing Policy</b> |
| <b>Board Adoption Date</b> |                          |
| <b>Resolution #</b>        |                          |
| <b>Effective Date</b>      |                          |
| <b>Revision Date</b>       |                          |

# MANSON BOLVES DONALDSON VARN, P.A.

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

(813) 514-4700

Statement Date: March 4, 2022

South Walton Mosquito Control District  
Attn: Darrin Dunwald, Interim Director  
774 N. County Highway 393  
Santa Rosa Beach, FL 32459

Statement No. 11645  
Account No. 439.02

Page: 1

RE: Legal Representation

## STATEMENT For Services Rendered 01/01/2022 Through 01/31/2022

### Fees

|            |     |                                                                                                                                    | Hours |            |
|------------|-----|------------------------------------------------------------------------------------------------------------------------------------|-------|------------|
| 01/03/2022 | LJD | Review correspondence; correspond with C. Henderson; correspond with D. Dunwald; telephone conference with D. Liles                | 1.30  | 325.00     |
| 01/04/2022 | LJD | Review correspondence; correspond with C. Henderson; review report; telephone conference with D. Johns.                            | 2.50  | 625.00     |
| 01/05/2022 | LJD | Review correspondence; correspond with D. Dunwald; telephone conference with D. Liles.                                             | 0.70  | 175.00     |
| 01/06/2022 | LJD | Review correspondence; correspond with D. Dunwald.                                                                                 | 0.30  | 75.00      |
| 01/07/2022 | LJD | Telephone conference with D. Dunwald and staff; review correspondence.                                                             | 1.00  | 250.00     |
| 01/10/2022 | LJD | Review correspondence; Audit Selection Committee meeting; Special Board meeting; review statute.                                   | 1.10  | 275.00     |
| 01/12/2022 | LJD | Telephone conference with D. Liles.                                                                                                | 0.60  | 150.00     |
| 01/14/2022 | LJD | Telephone conferences regarding fence; review correspondence; review letter; correspond with D. Dunwald.                           | 1.60  | 400.00     |
| 01/18/2022 | LJD | Review correspondence; correspond with C. Henderson.                                                                               | 0.20  | 50.00      |
| 01/19/2022 | LJD | Review correspondence; telephone conference with D. Dunwald.                                                                       | 0.40  | 100.00     |
| 01/20/2022 | LJD | Correspond with C. Henderson.                                                                                                      | 0.10  | 25.00      |
| 01/25/2022 | LJD | Review Board meeting packet; Board meeting; telephone conference with D. Liles; correspond with D. Dunwald; review correspondence. | 4.50  | 1,125.00   |
|            |     | For Current Services Rendered                                                                                                      | 14.30 | 3,575.00   |
|            |     | Total Current Work                                                                                                                 |       | 3,575.00   |
|            |     | Previous Balance                                                                                                                   |       | \$4,660.00 |

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

Statement Date: 03/04/2022  
Statement No. 11645  
Page No. 2

Payments

|            |                             |                   |
|------------|-----------------------------|-------------------|
| 01/26/2022 | Payment Received, Thank You | -4,660.00         |
|            | Balance Due                 | <u>\$3,575.00</u> |

Payment is due upon receipt.