



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Tuesday, September 21, 2021 – 10:00 AM

Agenda

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

August 17, 2021 Regular Board Meeting

September 10, 2021 Tentative Budget Hearing

PUBLIC COMMENT - NON-AGENDA ITEMS

ADMINISTRATION'S REPORT

Financial Report for August 2021

Approval of August Expenditures (motion)

Labor Report

Credit Card Policy (motion)

Board Meeting Schedule for 2021-2022 (motion)

LEGAL

August Billing

Director Review Procedure (motion)

OPERATIONS

August Summary

COMMISSIONERS

Seat – 1 Doug Liles

Seat – 2 Donna Johns

Invoice Walton County BOCC \$60 for Attorney's Time

Status of Forensic Audit

Seat – 3 Kristine Faulk

OLD BUSINESS

Update Travel Policy

Reach out to Becky on forensic audit.

Update fence quote on chain link and wood

Certified Letter to Palmetto HOA regarding fence

Order London Fog upgrade

Create Job Description for Environmental Operations Manager

Post Auditor Selection Information

FAQ's on Website

PR – 30A TV, radio, podcasts

Public Health threshold for an alert

NEW BUSINESS

COMMENTS BY COMMISSION AND PUBLIC

ADJOURNMENT

South Walton County Mosquito Control District

REGULAR BOARD MEETING

August 17, 2021

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 August 17, 2021 @ 2:00 PM.

Madam Chairman Faulk called the meeting to order at 2:07 PM 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
 Mike Yawn, Operations Manager

Public: Alex Gacic, DAG (by phone)

Approval of Minutes

July 13, 2021 - Regular Board Meeting motion to approve.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

July 13, 2021 – Budget Workshop motion to approve.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

Administration

Financial Reports for July 2021

Discussion ensued and reports reviewed.

Motion to approve expenditures as presented.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously

Preliminary Budget for 2021-2022 was approved by FDACS.

Audit Committee – Selection Process RFP

Review the RFP and advertising. Will be posted in the paper.

Educational Assistance Policy

Reviewed new policy.

Motion to Approve Educational Assistance Policy as written.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously

Budget Amendment

Reviewed Budget Amendment

Motion to Approve Budget Amendment as written.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Meeting Schedule for 2021-2022 fiscal year

Tabled for motion until next month.

Changing meetings to 3rd Thursday at 10:00 AM.

Ditch Development Manager

Create new position – reviewed job description and discussion ensued.

Position will start with new fiscal year.

Other

Travel Reimbursement – Discussion ensued. Will create new policy & procedures

Credit Card Receipts – Discussion ensued. Everyone needs to turn in their receipts.

Old Phone System – Will offer to FDAC group. If no one wants, will give to charity.

Legal

Invoice June & July

Discussion ensued and reviewed.

Motion to approve legal expenditures as presented.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously

Other - None

Operations

Activity Report – Discussion ensued

Spray Missions Chart

Service Request Chart

London-fog Upgrade GPS Flow Control

Spray truck upgrade to work with Frontier Precision

Motion to approve London-fog Upgrade as presented on quote.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

(Alex Gacic joined meeting via phone)

Service Order #6 – Vehicle Bridge – Discussion ensued. Service Order #6 placed on hold until Sept 21st meeting.

New Building

Discussion ensued and reviewed.

Motion to approve Building design as prior one-story building with change to concrete and metal framing, as presented.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

Alex Gacic with provide Letter of Intent to be signed.

(Alex Gacic left meeting)

Other – Electronic Gate was hit by lighting again. Replacing asap.

Seat 1 – Commissioner Doug Liles

Should any stormwater be discharged into mosquito control ditches?

Discussion ensued. Had a very productive meeting with the County earlier in the month. Continue to monitor ditches and work with County to improve.

Seat 2 – Commissioner Donna Johns

Audit – checking to see what a forensic audit would cost and how effective will it be. Discuss ensued.

Seat 3 – Madam Chairman Kristine Faulk

Old Business

Vehicle Auction 2017 Update – Donna still working on.

Exterior Cameras Update – new camera is up and new software in process.

Fence Update – Sending certified letter to notify of intent.

Drywall – done

Investigation – in process. Has been moved from police to investigation.

Public Comment

Only Alex Gacic phoned in for Building info.

No other public attended.

New Action Items:

1. Update Travel Policy
2. Reach out to Becky on forensic audit.
3. Update fence quote on chain link and wood
4. Certified Letter to Palmetto HOA regarding fence
5. Order London Fog upgrade
6. Create Job Description for Environmental Operations Manager
7. Post Auditor Selection Information
8. FAQ's on Website
9. PR – 30A TV, radio, podcasts
10. Public Health threshold for an alert

Motion to adjourn meeting by Madam Chairman Kristine Faulk. Seconded by Commissioner Donna Johns. Approved Unanimously

Adjourn meeting by Madam Chairman Kristine Faulk at 4:37 PM.

Madam Chairman Kristine Faulk: _____

Commissioner Doug Liles: _____

Commissioner Donna Johns: _____



South Walton County Mosquito Control District
2021-2022 Tentative Budget Hearing
Friday, September 10, 2021 – 5:05PM

Minute of Budget Hearing

The Board of Commissioners of the South Walton County Mosquito Control District held its Tentative Budget Hearing at the District Office at 774 North Highway 393, Santa Rosa Beach, Florida on August 17, 2021 @ 5:05 PM.

Madam Chairman Faulk called the meeting to order at 5:05 PM 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.

Staff Present: Darrin Dunwald, Director
 Cammie Henderson, Office Manager
 Mike Yawn, Operations Manager

Public: Mark Bacon

Greet Public and Public Comment Statement

- Public comment statement was read by Madam Chairman.
- Mark Bacon stated he wants assistance with a ditch that runs through his property. He is told its not a Mosquito Control ditch and the County says its not theirs. Conversation ensued. Outcome: Mosquito Control will meet him at his property on Monday to review.

Proof of Publication

- Property Appraiser TRIM Notice DR-420

Roll Call / Establish a Quorum

- All 3 commissioners present

Public Hearing – 2021 – 2022 Tentative Budget

- Discussion of Rolled Back Rate Necessary to Fund Budget and Purpose for Which Ad Valorem Revenue May be Increased
- Public Comment - None

Review of General Fund Tentative Budget

- Public Comment - None

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 Tentative Budget Hearing
Friday, September 10, 2021 – 5:05PM

Adoption of Tentative Millage Rate by Resolution 2021 – 05

- Public Comment - None
- Motion to approve Resolution 2021-05 as presented.
Motioned by: Commissioner Doug Liles
Seconded by: Commissioner Donna Johns
Motion approved: Unanimously

Adoption of Tentative General Fund Budget by Resolution 2021 – 06

- Public Comment - None
- Motion to approve Resolution 2021-06 as presented.
Motioned by: Commissioner Doug Liles
Seconded by: Commissioner Donna Johns
Motion approved: Unanimously

Announce Date of Final Budget Hearing: September 24, 2021, at 5:05PM

Commissioners Comments – None

General Public Overall Comment – None

Adjourn Meeting at 5:29 PM

- Motion to adjourn Tentative Budget Hearing.
Motioned by: Commissioner Doug Liles
Seconded by: Commissioner Donna Johns
Motion approved: Unanimously

Madam Chairman Kristine Faulk: _____

Commissioner Doug Liles: _____

Commissioner Donna Johns: _____

Next Scheduled Meeting(s):

Regular Board Meeting: September 21, 2021 – 10AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459

Final Budget Hearing: September 24, 2021 – 5:05PM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459

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



SEPTEMBER 2021

TO: BOARD OF COMMISSIONERS

FROM: CAMMIE HENDERSON, OFFICE MANAGER

SUBJECT: FINANCIAL REPORT FOR THE PERIOD ENDED 8-31-2021

CC: DARRIN DUNWALD, DIRECTOR

Attached for your review are the financial statement and bank reconciliation for the period ended June 30, 2021. The following is a summary of those reports:

| | Actual 8/31/2021 | Budget 2020-2021 | YTD Balance | Over (Under) Budget | Percentage of Budget |
|---------------------------------|---------------------|----------------------|---------------------|------------------------|-------------------------|
| Total Revenue | 635.95 | 4,741,796.00 | 4,910,476.10 | 168,680.10 | 103.56% |
| Total Personnel Expenses | 92,645.54 | 1,508,400.00 | 892,342.31 | -616,057.69 | 59.16% |
| Total Operating Expenses | 80,996.23 | 877,025.00 | 554,802.45 | -322,222.55 | 63.26% |
| Total Capital Expenses | 0.00 | 8,432,959.00 | 198,417.93 | -8,234,541.07 | 2.35% |
| Total Budget and Charges | 173,641.77 | 10,818,384.00 | 1,645,562.69 | -9,172,821.31 | 15.21% |

**South Walton County Mosquito Control District
Reconciliation Summary**

102.001 · Local Fund Checking, Period Ending 08/31/2021

| | Aug 31, 21 |
|--|-------------|
| Beginning Balance | 166,081.67 |
| Cleared Transactions | |
| Checks and Payments - 93 items | -165,514.24 |
| Deposits and Credits - 5 items | 444.36 |
| Total Cleared Transactions | -165,069.88 |
| Cleared Balance | 1,011.79 |
| Uncleared Transactions | |
| Checks and Payments - 15 items | -12,655.91 |
| Deposits and Credits - 2 items | 137.52 |
| Total Uncleared Transactions | -12,518.39 |
| Register Balance as of 08/31/2021 | -11,506.60 |
| New Transactions | |
| Checks and Payments - 67 items | -164,877.40 |
| Deposits and Credits - 1 item | 100,000.00 |
| Total New Transactions | -64,877.40 |
| Ending Balance | -76,384.00 |

**South Walton County Mosquito Control District
Reconciliation Summary**

102.002 · Local Fund Savings, Period Ending 08/31/2021

| | Aug 31, 21 |
|--|--------------|
| Beginning Balance | 6,446,869.17 |
| Cleared Transactions | |
| Deposits and Credits - 1 item | 415.61 |
| Total Cleared Transactions | 415.61 |
| Cleared Balance | 6,447,284.78 |
| Register Balance as of 08/31/2021 | 6,447,284.78 |
| New Transactions | |
| Checks and Payments - 1 item | -100,000.00 |
| Total New Transactions | -100,000.00 |
| Ending Balance | 6,347,284.78 |

I've included the complete P&L report, checking and saving detail report with this memo.

South Walton County Mosquito Control District

9/17/2021 2:39 PM

Register: 102.001 - Local Fund Checking

From 08/01/2021 through 08/31/2021

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|--------------------|----------------------------|-----------------|-----------|---|---------|------------|
| 08/01/2021 | ACH | AFLAC | 10 · PERSONAL SER... | | 1,058.85 | X | | 151,225.29 |
| 08/01/2021 | ACH | UNUM | 20 · PERSONAL SER... | 0298361-001 | 1,408.26 | X | | 149,817.03 |
| 08/02/2021 | ACH | CREATIVE WEB S... | 30 · OPERATING EX... | Inv# 11157 | 99.00 | X | | 149,718.03 |
| 08/02/2021 | ACH | Kristine Faulk | 30 · OPERATING EX... | | 150.00 | X | | 149,568.03 |
| 08/02/2021 | ACH | Donna Johns | 30 · OPERATING EX... | | 150.00 | X | | 149,418.03 |
| 08/02/2021 | ACH | Doug Liles | 30 · OPERATING EX... | | 150.00 | X | | 149,268.03 |
| 08/02/2021 | ACH | METLIFE | 20 · PERSONAL SER... | tm0556200000... | 248.90 | X | | 149,019.13 |
| 08/03/2021 | ACH | CENTRYLINK | 41 · COMMUNICATI... | 311800522 | 686.61 | | | 148,332.52 |
| 08/03/2021 | ACH | FEDEX | 42 · FREIGHT SERVI... | 187759331 | 58.28 | X | | 148,274.24 |
| 08/04/2021 | ACH | FL DOR | 208.000 · Payroll Liabi... | | 9,744.40 | X | | 138,529.84 |
| 08/04/2021 | 6690 | Northside Creative | 202.000 · Accounts Pa... | | 1,425.00 | X | | 137,104.84 |
| 08/04/2021 | | Arnold Joe Deel | -split- | | 1,510.31 | X | | 135,594.53 |
| 08/04/2021 | | Bernadette K Canut | -split- | | 1,312.72 | X | | 134,281.81 |
| 08/04/2021 | | Christopher Kelly | -split- | | 180.54 | X | | 134,101.27 |
| 08/04/2021 | | David L Krika | -split- | | 408.19 | X | | 133,693.08 |
| 08/04/2021 | | Gerald Williams | -split- | | 1,504.57 | X | | 132,188.51 |
| 08/04/2021 | | Joseph Wallace | -split- | | 1,277.49 | X | | 130,911.02 |
| 08/04/2021 | | Kenneth Hobbs | -split- | | 1,376.46 | X | | 129,534.56 |
| 08/04/2021 | | Kenneth M McDaniel | -split- | | 806.56 | X | | 128,728.00 |
| 08/04/2021 | | Lindsey M Ashman | -split- | | 1,257.14 | X | | 127,470.86 |
| 08/04/2021 | | Norman E Pruett | -split- | | 1,373.78 | X | | 126,097.08 |
| 08/04/2021 | | Shad A Farmer | -split- | | 1,275.38 | X | | 124,821.70 |
| 08/04/2021 | | Teahna Ratliff | -split- | | 1,500.76 | X | | 123,320.94 |
| 08/04/2021 | | Thomas Hilaman | -split- | | 1,215.38 | X | | 122,105.56 |
| 08/04/2021 | | Thomas Mahn | -split- | | 440.56 | X | | 121,665.00 |
| 08/04/2021 | | Cameron L Williams | -split- | | 1,209.09 | X | | 120,455.91 |
| 08/04/2021 | | Cammie L Henderson | -split- | | 1,890.05 | X | | 118,565.86 |
| 08/04/2021 | | Donna Johns | -split- | | 164.96 | X | | 118,400.90 |
| 08/04/2021 | | Doug Liles | -split- | | 164.96 | X | | 118,235.94 |
| 08/04/2021 | | Kristine A Faulk | -split- | | 161.96 | X | | 118,073.98 |
| 08/04/2021 | | Michael Yawn | -split- | | 1,581.54 | X | | 116,492.44 |
| 08/04/2021 | | Darrin E Dunwald | -split- | | 2,283.47 | X | | 114,208.97 |
| 08/04/2021 | | Richard Mitchell | -split- | | 2,262.64 | X | | 111,946.33 |
| 08/05/2021 | 6691 | Geraldine C Via | 202.000 · Accounts Pa... | | 442.50 | | | 111,503.83 |
| 08/05/2021 | 6692 | WALTON COUNTY... | 202.000 · Accounts Pa... | | 16,055.05 | X | | 95,448.78 |
| 08/05/2021 | 6693 | ADAPCO | 202.000 · Accounts Pa... | | 28,049.44 | X | | 67,399.34 |
| 08/06/2021 | ACH | FL DOR | 208.000 · Payroll Liabi... | | 301.85 | X | | 67,097.49 |
| 08/06/2021 | 6698 | BLUETARP | 202.000 · Accounts Pa... | | 108.74 | X | | 66,988.75 |
| 08/06/2021 | 6699 | CDW-G | 202.000 · Accounts Pa... | | 578.85 | X | | 66,409.90 |
| 08/06/2021 | 6700 | CLARKE | 202.000 · Accounts Pa... | S01461 | 27,680.40 | X | | 38,729.50 |

South Walton County Mosquito Control District

9/17/2021 2:39 PM

Register: 102.001 - Local Fund Checking

From 08/01/2021 through 08/31/2021

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|------------------------|--------------------------|-----------------|----------|---|---------|-----------|
| 08/06/2021 | 6701 | COASTAL EQUIPM... | 202.000 · Accounts Pa... | | 23.88 | X | | 38,705.62 |
| 08/06/2021 | 6702 | CULLIGAN | 202.000 · Accounts Pa... | | 55.10 | X | | 38,650.52 |
| 08/06/2021 | 6703 | FEDEX | 202.000 · Accounts Pa... | VOID: 187759... | | X | | 38,650.52 |
| 08/06/2021 | 6704 | FISHER SCIENTIFIC | 202.000 · Accounts Pa... | 389057-001 | 851.84 | X | | 37,798.68 |
| 08/06/2021 | 6705 | HYDRO SOLUTIONS | 202.000 · Accounts Pa... | | 665.38 | X | | 37,133.30 |
| 08/06/2021 | 6706 | IFIXCOMPUTERS | 202.000 · Accounts Pa... | | 1,202.75 | X | | 35,930.55 |
| 08/06/2021 | 6707 | PROHEALTH | 202.000 · Accounts Pa... | | 96.00 | X | | 35,834.55 |
| 08/06/2021 | 6708 | PUBLIX | 202.000 · Accounts Pa... | 2003130 | 296.11 | X | | 35,538.44 |
| 08/06/2021 | 6709 | QUILL | 202.000 · Accounts Pa... | | 228.63 | X | | 35,309.81 |
| 08/06/2021 | 6710 | REGIONAL UTILIT... | 202.000 · Accounts Pa... | | 134.41 | X | | 35,175.40 |
| 08/06/2021 | 6711 | RETIF | 202.000 · Accounts Pa... | | 983.34 | X | | 34,192.06 |
| 08/06/2021 | 6712 | SiteOne Landscape S... | 202.000 · Accounts Pa... | | 43.91 | X | | 34,148.15 |
| 08/06/2021 | 6713 | smarsh Inc | 202.000 · Accounts Pa... | | 322.20 | X | | 33,825.95 |
| 08/06/2021 | 6714 | SPRAYER DEPO | 202.000 · Accounts Pa... | | 93.63 | X | | 33,732.32 |
| 08/06/2021 | 6715 | Walmart | 202.000 · Accounts Pa... | | 129.49 | X | | 33,602.83 |
| 08/06/2021 | 6716 | WARREN AVERETT | 202.000 · Accounts Pa... | | 8,250.00 | X | | 25,352.83 |
| 08/06/2021 | 6717 | XEROX CORPOPR... | 202.000 · Accounts Pa... | | 76.82 | X | | 25,276.01 |
| 08/09/2021 | | | 49 · OTHER CURREN... | Deposit | | X | 29.80 | 25,305.81 |
| 08/09/2021 | 6694 | IFIXCOMPUTERS | 202.000 · Accounts Pa... | | 38.25 | X | | 25,267.56 |
| 08/10/2021 | ACH | FEDEX | 42 · FREIGHT SERVI... | 187759331 | 32.15 | X | | 25,235.41 |
| 08/11/2021 | | | -split- | Deposit | | X | 440.40 | 25,675.81 |
| 08/12/2021 | ACH | CENTRYLINK | 41 · COMMUNICATI... | 311800522 | 774.14 | | | 24,901.67 |
| 08/12/2021 | ACH | WASTE MANAGE... | 43 · UTILITY SERVI... | | 45.28 | X | | 24,856.39 |
| 08/17/2021 | ACH | FEDEX | 42 · FREIGHT SERVI... | 187759331 | 46.31 | X | | 24,810.08 |
| 08/18/2021 | | Arnold Joe Deel | -split- | | 1,487.86 | X | | 23,322.22 |
| 08/18/2021 | | Bernadette K Canut | -split- | | 1,204.22 | X | | 22,118.00 |
| 08/18/2021 | | Cameron L Williams | -split- | | 1,176.41 | X | | 20,941.59 |
| 08/18/2021 | | David L Krika | -split- | | 255.12 | X | | 20,686.47 |
| 08/18/2021 | | Gerald Williams | -split- | | 1,504.57 | X | | 19,181.90 |
| 08/18/2021 | | Joseph Wallace | -split- | | 1,170.98 | X | | 18,010.92 |
| 08/18/2021 | | Kenneth Hobbs | -split- | | 1,247.62 | X | | 16,763.30 |
| 08/18/2021 | | Kenneth M McDaniel | -split- | | 1,052.21 | X | | 15,711.09 |
| 08/18/2021 | | Lindsey M Ashman | -split- | | 1,310.70 | X | | 14,400.39 |
| 08/18/2021 | | Norman E Pruett | -split- | | 1,634.82 | X | | 12,765.57 |
| 08/18/2021 | | Richard Mitchell | -split- | | 1,577.61 | X | | 11,187.96 |
| 08/18/2021 | | Shad A Farmer | -split- | | 1,353.16 | X | | 9,834.80 |
| 08/18/2021 | | Teahna Ratliff | -split- | | 1,500.75 | X | | 8,334.05 |
| 08/18/2021 | | Thomas Hilaman | -split- | | 1,219.53 | X | | 7,114.52 |
| 08/18/2021 | | Thomas Mahn | -split- | | 142.85 | X | | 6,971.67 |
| 08/18/2021 | | Cammie L Henderson | -split- | | 1,890.06 | X | | 5,081.61 |

South Walton County Mosquito Control District

9/17/2021 2:39 PM

Register: 102.001 - Local Fund Checking

From 08/01/2021 through 08/31/2021

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|------------------|----------------------------|----------------|----------|---|---------|------------|
| 08/18/2021 | | Darrin E Dunwald | -split- | | 2,283.47 | X | | 2,798.14 |
| 08/18/2021 | | Donna Johns | -split- | | 164.95 | X | | 2,633.19 |
| 08/18/2021 | | Doug Liles | -split- | | 164.95 | X | | 2,468.24 |
| 08/18/2021 | | Kristine A Faulk | -split- | | 161.95 | X | | 2,306.29 |
| 08/18/2021 | | Michael Yawn | -split- | | 1,670.65 | X | | 635.64 |
| 08/20/2021 | ACH | FL DOR | 208.000 · Payroll Liabi... | | 301.85 | X | | 333.79 |
| 08/23/2021 | ACH | CHELCO | 43 · UTILITY SERVI... | 700109304 | 630.96 | X | | -297.17 |
| 08/24/2021 | ACH | WASTE MANAGE... | 43 · UTILITY SERVI... | | 244.81 | | | -541.98 |
| 08/24/2021 | ACH | FEDEX | 42 · FREIGHT SERVI... | 187759331 | 31.97 | X | | -573.95 |
| 08/24/2021 | 6719 | Teahna | 202.000 · Accounts Pa... | | 3,648.00 | X | | -4,221.95 |
| 08/25/2021 | ACH | FNBT | 108001 · FNBT Bank | | 7,220.24 | X | | -11,442.19 |
| 08/30/2021 | | | 49 · OTHER CURREN... | Service Charge | 36.40 | X | | -11,478.59 |
| 08/31/2021 | | | 402.001 · Interest inco... | Interest | | X | 3.96 | -11,474.63 |
| 08/31/2021 | ACH | FEDEX | 42 · FREIGHT SERVI... | 187759331 | 31.97 | | | -11,506.60 |
| 08/31/2021 | ACH | INDEED | 49 · OTHER CURREN... | | 402.06 | | | -11,908.66 |

South Walton County Mosquito Control District

9/17/2021 2:40 PM

Register: 102.002 - Local Fund Savings

From 08/01/2021 through 08/31/2021

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|-------------|---------------|--------------|----------------|-------------|----------------|----------|----------------|----------------|
| 08/28/2021 | | | -split- | Deposit | | X | 415.61 | 6,445,612.58 |

South Walton County Mosquito Control District
Profit & Loss
August 2021

09/21/21

Accrual Basis

| | Aug 21 |
|--|------------------|
| Ordinary Income/Expense | |
| Income | |
| 311.000 · AD VALOREM | |
| 311.001 · Prior Year Taxes/Other | 424.09 |
| Total 311.000 · AD VALOREM | 424.09 |
| 380 · Other Sources | 207.90 |
| 402.001 · Interest income | 3.96 |
| Total Income | 635.95 |
| Expense | |
| 10 · PERSONAL SERVICES | |
| 10.4 · LIBERTY NATIONAL | 0.00 |
| 10.7 · AFLAC | 215.63 |
| 11 · Executive Salaries | 1,107.72 |
| 12 · Regular Salaries and wages | 57,994.01 |
| 14 · Overtime | 210.94 |
| 16 · Compensated annual leave | 2,401.77 |
| 18 · Compensated Compensatory Leave | 881.00 |
| 10 · PERSONAL SERVICES - Other | 299.05 |
| Total 10 · PERSONAL SERVICES | 63,110.12 |
| 20 · PERSONAL SERVICES BENEFITS | |
| 21 · FICA Taxes | 4,728.77 |
| 22 · Retirement contributions | |
| 22.1 · Retirement paid by Employees | -232.50 |
| 22.2 · FRS paid by District | 8,066.58 |
| Total 22 · Retirement contributions | 7,834.08 |
| 23 · Life and Health Insurance | |
| 23.2 · Walton County Group Plan | 15,263.18 |
| 23.4 · METLIFE | 238.90 |
| 23.5 · Unum | 1,408.26 |
| 23.6 · Guardian | 0.00 |
| 23 · Life and Health Insurance - Other | 48.00 |
| Total 23 · Life and Health Insurance | 16,958.34 |
| 24 · WORKERS COMP | 14.23 |
| Total 20 · PERSONAL SERVICES BENEFITS | 29,535.42 |
| 30 · OPERATING EXPENSES | |
| 30.3 · Kristine Faulk | 150.00 |
| 30.4 · Donna Johns | 150.00 |
| 30.5 · J Doug Liles | 150.00 |
| 31 · Professional Services | |
| 31.2 · Tax Collector Fees | 8.48 |
| Total 31 · Professional Services | 8.48 |
| 31.3 · Legal and Engineering Service | 4,022.04 |
| 34.00 · Other Services | |
| 34.12 · Other services IT Hosting | 1,446.87 |
| 34.32 · IFIX COMPUTERS | 896.75 |
| 34.00 · Other Services - Other | 442.50 |
| Total 34.00 · Other Services | 2,786.12 |
| 30 · OPERATING EXPENSES - Other | 32.58 |
| Total 30 · OPERATING EXPENSES | 7,299.22 |
| 34 · Other Contractual Services | 76.82 |

South Walton County Mosquito Control District

Profit & Loss

August 2021

09/21/21

Accrual Basis

| | Aug 21 |
|---|-----------|
| 40 · TRAVEL & PER DIEM | |
| 40.1 · PER DIEM OR MEALS | 252.00 |
| 40.3 · PRIVATE VEHICLES | 447.12 |
| 40 · TRAVEL & PER DIEM - Other | 1,012.00 |
| Total 40 · TRAVEL & PER DIEM | 1,711.12 |
| 41 · COMMUNICATION SERVICES | 1,460.75 |
| 42 · FREIGHT SERVICES | 200.68 |
| 43 · UTILITY SERVICES | |
| 43.04 · GARBAGE SOLID WASTE SERVICES | 290.09 |
| 43 · UTILITY SERVICES - Other | 866.82 |
| Total 43 · UTILITY SERVICES | 1,156.91 |
| 44 · RENTALS & LEASES | 140.04 |
| 46 · REPAIR & MAINTENANCE SERVICES | |
| 46.11 · Maint Bldg/Ground by others | 1,717.50 |
| 46.31 · Software Maintenance Office Eq | 1,200.00 |
| 46.5 · Maint of Build & Grounds by Dis | 479.00 |
| 46.6 · Maint of equipment by District | 2,170.55 |
| Total 46 · REPAIR & MAINTENANCE SERVICES | 5,567.05 |
| 47 · PRINTING & BINDING | 123.84 |
| 48 · PROMOTIONAL ACTIVITIES | 49.00 |
| 49 · OTHER CURRENT CHARGES | |
| 49.2 · advertising required by law | 410.31 |
| 49 · OTHER CURRENT CHARGES - Other | 26.60 |
| Total 49 · OTHER CURRENT CHARGES | 436.91 |
| 50 · SUPPLIES/MATERIALS | |
| 50.1 · Culligan | 63.50 |
| 50.3 · Sunshine Committee | 71.85 |
| 51 · Office Supplies | 609.39 |
| 50 · SUPPLIES/MATERIALS - Other | 137.93 |
| Total 50 · SUPPLIES/MATERIALS | 882.67 |
| 52 · Operating Supplies | |
| 52.1 · Gasoline Oil Lubricant | |
| 52.11 · Gasoline | 1,702.10 |
| 52.12 · Diesel | 867.94 |
| 52.1 · Gasoline Oil Lubricant - Other | 23.88 |
| Total 52.1 · Gasoline Oil Lubricant | 2,593.92 |
| 52.2 · Chemicals Solvents Additives | |
| 52.20 · VECTOLEX FG | 10,019.00 |
| 52.201 · PermaSease | 24,094.00 |
| 52.21 · Natular XRT Tablet | 19,478.80 |
| Total 52.2 · Chemicals Solvents Additives | 53,591.80 |
| 52.3 · Clothing and Wearing Apparel | |
| 52.32 · Boots | 420.11 |
| Total 52.3 · Clothing and Wearing Apparel | 420.11 |
| 52.4 · Misc Supplies & Incidentals | |
| 52.42 · Mosquito | 163.05 |
| 52.44 · Safety | |
| 52.441 · COVID | 48.81 |
| 52.44 · Safety - Other | 499.69 |
| Total 52.44 · Safety | 548.50 |

8:06 AM

South Walton County Mosquito Control District

09/21/21

Profit & Loss

Accrual Basis

August 2021

| | <u>Aug 21</u> |
|---|---------------------------|
| 52.47 · Chickens | 10.99 |
| 52.48 · Lab | 129.37 |
| 52.4 · Misc Supplies & Incidentals - Other | <u>67.48</u> |
| Total 52.4 · Misc Supplies & Incidentals | 919.39 |
| 52.5 · Tool and small implements | <u>99.00</u> |
| Total 52 · Operating Supplies | 57,624.22 |
| 55 · TRAINING | <u>4,267.00</u> |
| Total Expense | 173,641.77 |
| Net Ordinary Income | <u>-173,005.82</u> |
| Net Income | <u>-173,005.82</u> |



South Walton County Mosquito Control District District Policy

Credit Card Use

The purpose of the Credit Card Use Policy is to establish and maintain internal controls over the use of all District credit cards.

1. Issuance of Credit Cards. All credit cards will be kept by the Office Manager in a secure, locked location at the District office, except for the District's Trustmark credit cards that are issued directly to an employee or Commissioner ("Individual Credit Card") or the District's Purchase Card Trustmark Visa ("P-Card").
2. P-Card.
 - A. The P-Card may be provided to and retained by employees authorized by the District Director, Operations Manager, or Office Manager. The P-Card may only be utilized for approved District purchases in accordance with this Policy and District Policy – Purchase Policy. Purchasing documents must be completed and signed by appropriate management prior to purchase.
 - B. An employee may not break up a purchase into smaller purchases to avoid the requirement to have a signed Purchase Request or Purchase Order. In addition, an expense report must be submitted by the employee on a monthly basis, including receipts ("Expense Report"), within 10 days following a month in which expenses were charged to the P-Card.
3. Individual Credit Card.
 - A. Individual Credits Cards are the responsibility of the cardholder to maintain.
 - B. An Individual Credit Card may only be used for travel purposes. Although hotel reservations may be made with the P-Card, the actual hotel charges for accommodations will be paid with either the P-Card or Individual Credit Card. Purchases associated with travel must be in compliance with District Policy – Travel. In addition, an Expense Report must be submitted by the employee or Commissioner within 10 days following a month in which travel expenses were charged to the Individual Credit Card. If receipts are not returned within 10 days, the employee will be responsible for the receipt amounts not accounted for by deduction from his or her paycheck, and the Commissioner will be responsible for the receipt amounts not accounted for or that exceed the amounts authorized in the District Policy – Travel, and will be requested to submit a check to the District within 10 days of notification. A Commissioner may elect not to use the Individual Credit Card for meals and mileage and shall be reimbursed in accordance with the District's per diem schedule.

South Walton County Mosquito Control District District Policy

Credit Card Use (con't)

- C. A Credit Card Agreement must be signed prior to receipt of an Individual Credit Card.
4. General Credit Card.
- A. All other District credit cards (i.e., Home Depot, Publix, Wal-Mart, etc.) (“General Credit Card”) will be signed out by the employee requesting use and must be used in accordance with a signed Purchase Request or Purchase Order that accompanies any request to use the General Credit Card if applicable (i.e., purchases over \$250.00 single transaction limit (See Policy #04-2015 – Purchasing Policy). An employee may not break up a purchase into smaller purchases to avoid the requirement to have a signed Purchase Request or Purchase Order.
- B. All General Credit Cards signed out by an employee will be returned, along with the receipt for the purchase, to the Office Manager immediately after completion of purchase. If receipts are not returned within 10 days, the employee will be responsible for the receipt amounts not accounted for by deduction from his or her paycheck.
5. District Use Only. All District credit cards are for District use only and expenditures must serve a District purpose. No personal use of a P-Card, Individual Credit Card, or General Credit Cards, is authorized, including but not limited to entertainment, alcohol, meals (except as provided for in Policy – [insert title for travel policy]), cash withdrawals, etc. No spouses or children may use them.
6. Approval. The Administrative Assistant will match all Expense Reports, Travel Forms, Purchase Requests, and Purchase Orders and accompanying receipts to the credit card statements, which will be reviewed and initialed by the Director and reviewed by the Board of Commissioners during monthly Board Meeting.
7. Successor Banks. If the District changes the bank that issues the District’s credit cards, references to “Trustmark” or a successor bank, this Policy shall automatically update to reflect the new bank name without further amendment to this Policy.

| | |
|----------------|-------|
| Resolution # | 21- 7 |
| Effective Date | |
| Revision Dates | |



South Walton County Mosquito Control District District Policy

Credit Card Agreement

Cardholder: _____ Position: _____

I understand and agree that a South Walton County Mosquito Control District (District) credit card is issued to me on the express condition that I will at all times use the card in accordance with the District Credit Card, Travel, and Purchasing policies. Capitalized terms are defined in the applicable policy.

I agree to the following:

1. I will use the Individual Credit Card only for official District purposes and not for any private purposes.
2. I will account for my expenses by completing an Expense Report monthly, if applicable, in accordance with District policies.
3. I will submit all itemized receipts/invoices and other relevant documentation with an Expense Report. This includes itemized receipts for hotel, gas, meals, and such.
4. An Individual Credit Card is not to be used for the incidentals such as office supplies. Commissioners receive a monthly payment of \$150.00 for these supplies.
5. An Individual Credit Card may not be used to withdrawals cash.
6. I am aware that my Individual Credit Card transaction will be reviewed by District Director and the District Accounting department.
7. I have read the District Credit Card, Travel, and Purchasing policies and will adhere to them.
8. If Individual Credit Card is lost or stolen, I will report it immediately to the bank or credit card Provider and to the District Accounting department.

South Walton County Mosquito Control District District Policy

Credit Card Agreement (con't)

9. If I leave my employment at the District or my Commissioner term expires, I will return the Individual Credit Card to the District Accounting department with all outstanding expenditure on an Expense Report prior to departure.
10. I understand that billing statements and receipts associated with the use of an Individual Credit Card is a public record and a copy can be requested by any person at any time in accordance with Chapter 119, Florida Statutes.
11. An Individual Credit Card will be cancelled if:
 - a. Employment ends or a Commission term expires
 - b. There is a failure to timely submit Expense Reports, produce receipts, or documentation or respond to a request to submit an Expense Report, produce receipts, or documentation of expenditures.
 - c. The employee or Commissioner knowingly uses a District Credit Card for an unapproved or prohibited expenditure.

I have received an Individual Credit Card that has been issued in my name and accept full responsibility for the use of the card and the acquittal of the expenses incurred. I understand all items in policies and related to credit card usage and my responsibility with the Individual Credit Card.

Signature of Cardholder

Date

| | |
|----------------|-------|
| Resolution # | 21- 8 |
| Effective Date | |
| Revision Dates | |

2021

| SEPTEMBER | | | | | | |
|-----------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

| OCTOBER | | | | | | |
|---------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

| NOVEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |

| DECEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

2022

| January | | | | | | |
|---------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

| February | | | | | | |
|----------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 1 | 2 | 3 | 4 | 5 | 6 |

| March | | | | | | |
|-------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 28 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |

| April | | | | | | |
|-------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |

| May | | | | | | |
|-----|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

| June | | | | | | |
|------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |

| July | | | | | | |
|------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |

| October | | | | | | |
|---------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

Dates in Yellow are Regular Scheduled Board Meeting which will be scheduled for 10:00 AM.

September TRIM MEETING AT 5:05 PM

FGFOA Training - Daytona Beach - Governmental Finance

October - FASD Meeting in Sandestin

November FMCA Annual Conference

February DODD Training at Gainesville

March AMCA 88th Annual Meeting at Jacksonville, FL (2023 Mtg in Reno, NV & 2024 Mtg in Dallas, TX)

June FMCA Annual Conference - no date confirmed yet

June Mosquito Awareness Week

July 12th Meeting will have a Budget Hearing before the regular scheduled board meeting. 9AM?

July Florida Environmental Network Marco Island Environmental Summer School

Other Workshops not scheduled yet:
 Florida Public Relation Association
 Anastasia Workshop
 Beach Mosquito Workshop
 Panhandle Workshop
 FDAC Director Meeting



South Walton County Mosquito Control District

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

P 850.267.2112 F 850.267.2712

southwaltonmosquitocontrol.org

Environmental Operations Management

Job Description

Summary

This position is responsible for inspecting construction projects for compliance with the approved sediment and stormwater management plans. Monitors stormwater conditions using district software and field inspection data, to include flooding, physical stream changes, bank erosion, and stream characterization. Analyzes effects, trends, recommends actions and time frames. Performs root cause analysis for existing problems and proactive process improvements. Provides information and technical assistance to property owners, contractors, and officials regarding mosquito control ditches.

Duties and Performance Requirements:

Organize, direct, coordinate, and evaluate all ditch maintenance and operator performance.

Inspects sediment, stormwater management work, and site grading in residential and commercial developments to ensure compliance with mosquito control ditch requirement, approved plans, and specifications.

Inspects sediment and stormwater management of mosquito control ditches, channels, pipes, and drainage structures to ensure compliance with approved plans and specifications.

Consult with contractors, builders, and engineers concerning construction planning, execution, and issues that may affect mosquito control ditches.

Maintain a daily log in an accurate, clear, and comprehensive manner of all work inspected.

Reports unsatisfactory work or conditions which interfere with the performance of mosquito control ditch construction and/or implementation of approved sediment and stormwater management plans.

Investigates and respond to ditch complaints, construction concerns, and violations of drainage into mosquito control ditches.

Attend preconstruction and TRC meetings and reviews the sequence of construction and approved plan that affect mosquito control ditches.

Coordinates and communicates with other government agencies.

Maintains project photos of construction sites that affect mosquito control ditches.



South Walton County Mosquito Control District

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

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Build database for X-filtration system in our district.

Inspect mosquito control ditch for new discharge and maintenance requirements.

Schedule mosquito control ditch maintenance and repairs.

Prepare daily schedule for equipment operators.

Maintain record for all mosquito control ditch activities including repairs and maintenance.

Oversee mosquito control ditch repair and maintenance projects.

Operate heavy equipment as needed.

Performance Requirements

Proficient in reading and interpreting building and construction plans, site plans, parcel maps and legal descriptions.

Ability to establish and maintain effective working relationships with other employees, contractors, developers, county employees, and the public.

Physical ability to perform the essential function of the job include:

Frequently required to walk over uneven terrain;

Frequently lift objects up to 75 pounds;

Frequently communicate verbally;

Frequently operate a computer and read a computer screen or printed page;

Occasionally squat, crawl, stoop, and bend in close spaces to perform inspections;

Correctible visual clarity, hearing, and manual dexterity sufficient to operate a motor vehicle.

Working Environment

Work is performed in an office setting and outdoors, exposing employee to inclement weather, noise, fumes, construction environments, slippery or uneven surfaces and traffic hazards. Employees are required to use appropriate safety equipment and follow standard safety practices.



South Walton County Mosquito Control District

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

P 850.267.2112 F 850.267.2712

southwaltonmosquitocontrol.org

Experience and Training Requirements

Experience in stormwater related field work preferred

Additional coursework or experience in geographic information systems (GIS), preferred.

An equivalent combination of education and experience that provides the required knowledge, skills, and abilities will be considered.

Necessary Special Requirement

Valid Florida driver's license and good driving record. A three-year driving record will be requested at time of hire.

Certified Florida Stormwater, Erosion and Sedimentation Control Inspector Certification required within 12-months of hire.

This document does not create an employment contract, implied or otherwise.

| | | | |
|----------------|-----------|-------------------|---------------------|
| Job Category: | Exempt | Salary Range: | \$38,340 – \$69,011 |
| Position Type: | Full-Time | Origination Date: | 9/13/2021 |
| Reports to: | Director | Revision Date: | |

Becky Bronsdon
4990 Cherry Wood Drive
Naples, FL 34119
Beckybronsdon073@gmail.com

September 16, 2021

Darrin Dunwald, Director
Cammie Henderson, Office Manager

Sent via email to supervisor@swcmcd.org and administration@swcmcd.org

Dear Darrin and Cammie,

You have asked for my input regarding the possible engagement of a forensic auditor.

First, I would like to summarize my experience. I have more than 40 years of experience consisting of 9 years as a staff accountant for 3 private CPA firms, 11 years as Finance Director for a non-profit organization, more than 20 years as a Chief Financial Officer ("CFO") for an independent fire district in the State of Florida. I served as the Chief Financial Officer for one of the largest independent fire districts in the State of Florida for 18 of those 20 years, and now am semi-retired working as CFO for a smaller fire district. I am a Florida State Certified Firefighter, have a Bachelor of Science degree in Business Administration and a Master's degree in Public Administration. I am a Florida Association of Special District ("FASD") Certified District Manager, and served on the Board of Directors of FASD as Treasurer for 4 years.

During the first year of my employment with the large fire district, the Board engaged a forensic auditor to attempt to identify any major weaknesses or potential liabilities within the financial reporting processes. This engagement was in addition to the annual independent audit required by state statute.

My experience with that forensic audit was:

- It was costly – 20 years ago the cost was in excess of \$25,000.
- It was staff time-consuming, much more so than the annual audit.
- Nothing was identified that was not discovered in the course of the annual independent audit.

As to your District, as confirmed by the most recent audit, my observation is that the deficiencies you have had from a financial reporting standpoint are a direct result of the

previous staff lacking the knowledge and skills to fulfill the required duties (see Audit Finding 2020-001). I believe you have rectified this issue by hiring the Office Manager, who possesses the knowledge, skills and commitment to perform the financial functions of the position.

It is also my opinion that many of your financial reporting issues are a result of the lack of adequate financial policies and procedures. At a minimum, financial policies adopted by the Board should include:

- Auditor Selection
- Bidding
- Purchasing
- Fixed Asset Accounting and Control
- Cash Management
- Credit Card
- Payroll
- Fund Balance and Reserve
- Engagement of Independent Contractors
- Credit Card Use Policy
- Travel & Per Diem
- Education Reimbursement

It is my understanding that you are in the process of selecting a new audit firm. My observation, based on review of previous audits, is that the engagement of a firm who will perform a more comprehensive audit will satisfy the Board's concerns that might be intended to be addressed by a forensic audit.

The independent auditor you engage should include minimally review:

- Fixed Assets, including an on-site spot check of labeled fixed assets to confirm location and identification of District fixed assets (this is a requirement of the Auditor General)
- Validation of travel expenses utilizing the state required Travel & Per Diem form
- Compliance with annual budget, facility report and audit filing requirements
- Confirmation of all District asset schedules, including ad valorem revenue, all bank accounts, prepaid expenses, due from other governments and any accounts receivable
- Confirmation of District liability schedules, including accounts payable, payroll payable and accrued expenses
- Confirmation of reconciliation of wages to federal payroll tax returns.
- Confirmation of all employee benefit expenses, including retirement and employee insurance
- Confirmation of budget and budget amendments
- Verification of employee accrued time balances

Most importantly, your audit should be completed and presented to the Board in compliance with statutory regulations (June 30 following the September 30 year end). In the past, the new fiscal year was almost completed by the time the prior year audit was presented, making it extremely difficult to remedy any problems identified in a timely manner.

If the firm you engage to perform your required independent annual audit conducts a comprehensive audit, and your staff continues to address any financial policy deficits, with the continued efforts of the financial staff in place, you should be able to address any financial reporting concerns. Please remember that this process takes time. You may want to consider foregoing consideration of a forensic audit for a year to allow your staff and auditor changes to have an impact.

If I can be of further assistance, please don't hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Becky Bronsdon".

BECKY BRONSDON

MANSON BOLVES DONALDSON VARN, P.A.

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

(813) 514-4700

Statement Date: September 15, 2021

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

Statement No. 10806
Account No. 439.02

Page: 1

RE: Legal Representation

STATEMENT For Services Rendered 08/01/2021 Through 08/31/2021

Fees

| | | | Hours | |
|------------|-----|--|-------|----------|
| 08/03/2021 | LJD | Review correspondence; correspond with C. Adkinson's office. | 0.30 | 75.00 |
| 08/04/2021 | LJD | Review memorandum; correspond with D. Wiles regarding authority to fine. | 0.10 | 25.00 |
| 08/05/2021 | LJD | Prepare for and telephone conference with C. Adkinson; telephone conference with D. Johns. | 1.10 | 275.00 |
| 08/08/2021 | LJD | Review correspondence; correspond with C. Henderson; research County's public records custodian; correspond with D. Johns; correspond with C. Adkinson. | 0.60 | 150.00 |
| 08/12/2021 | LJD | Review correspondence; telephone conference with D. Dunwald; correspond with D. Dunwald; correspond with D. Johns. | 0.50 | 125.00 |
| 08/17/2021 | LJD | Review Board Packet; review procurement documents; Board meeting. | 3.10 | 775.00 |
| 08/18/2021 | LJD | Review audit procurement documents; correspond with C. Henderson. | 0.70 | 175.00 |
| 08/19/2021 | LJD | Review purchasing policy; correspond with C. Henderson; revise procurement document; review correspondence. | 0.80 | 200.00 |
| 08/20/2021 | LJD | Telephone conference with D. Liles; correspond with D. Johns; review correspondence. | 0.30 | 75.00 |
| 08/25/2021 | LJD | Telephone conference with D. Johns; review article. | 0.90 | 225.00 |
| 08/26/2021 | LJD | Telephone conference with D. Dunwald. | 0.80 | 200.00 |
| 08/30/2021 | LJD | Review correspondence; correspond with C. Varn regarding discharge standards. | 0.10 | 25.00 |
| 08/31/2021 | CDV | Review proposed discharge standards; meeting with L. Donaldson regarding same. | 0.50 | 125.00 |
| | LJD | Meeting with C. Varn regarding discharge standards; correspond with D. Dunwald; review correspondence; review and revise credit card policy; review purchasing policy. | 1.60 | 400.00 |
| | | For Current Services Rendered | 11.40 | 2,850.00 |

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

Statement Date: 09/15/2021
Statement No. 10806
Page No. 2

Expenses

| | | |
|------------|----------------------------------|--------------------|
| 08/01/2021 | Photocopy/Laser Printing expense | 3.80 |
| | Total Expenses | 3.80 |
| | Total Current Work | 2,853.80 |
| | Previous Balance | \$9,587.50 |
| | Balance Due | <u>\$12,441.30</u> |

Payment is due upon receipt.



South Walton County Mosquito Control District

Board Policy

EMPLOYEE EVALUATIONS OF THE DIRECTOR

I. STATEMENT OF POLICY

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

II. OBJECTIVE

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

III. IMPLEMENTATION

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

IV. PROCEDURE

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

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

REFERENCE: Chapter 388, Florida Statutes

Employee: _____

Review Period: _____

Board Member: _____

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

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

| 2021 GOALS AND ACCOMPLISHMENTS | Rating |
|---|--------|
| Achieved 2021 goals (recognizing that Director was appointed mid-fiscal year): continue to find efficiencies in policies and business management protocols; continue to improve employee morale through increased internal communications, continue to improve District mosquito control execution and efficiency; [insert other goals Darrin had once appointed – e.g., fill important positions such as the Office Manager; address financial and audit issues] | |

| SIGNATURE | DATE |
|-----------|------|
| | |

PERFORMANCE EVALUATION SUMMARY

Employee: _____

Review Period: _____

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

| | Service Excellence | Teamwork & Collaboration | Self-Management | Professional Integrity | Leadership Excellence | Management Excellence | 2021 Goals & Accomplishments |
|----------------|---------------------------|-------------------------------------|------------------------|-------------------------------|------------------------------|------------------------------|---|
| Doug Liles | | | | | | | |
| Donna Johns | | | | | | | |
| Kristine Faulk | | | | | | | |

BOARD PERFORMANCE EVALUATION

Page 1 of 2

Employee: _____

Review Period: _____

Delivered By: _____

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

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

| 2021 GOALS AND ACCOMPLISHMENTS | Rating |
|--|--------|
| Achieved 2021 goals (recognizing that Director was appointed mid-fiscal year): continue to find efficiencies in policies and business management protocols; continue to improve employee morale through increased internal communications, continue to improve District mosquito control execution and efficiency; [insert other goals Darrin had once appointed – e.g., fill important positions such as the Office Manager; address financial and audit issues]. | |

| Board Member Comments and Feedback (Optional): |
|--|
| |

BOARD PERFORMANCE EVALUATION

Page 2 of 2

Employee: _____

Review Period: _____

Delivered By: _____

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

EMPLOYEE COMMENTS (optional)

Large empty rectangular box for employee comments.

SIGNATURES

| | | Title | Date |
|----------------------|--|--------------|-------------|
| Commissioner: | | Chair | |
| Employee: | | Director | |

SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT

Operations Report August 2021

MONTHLY VALUES

ON HAND

ADULTICIDE

| CHEMICAL | MONTHLY OUTPUT | UNIT | UNIT VALUE | MONTHLY \$ VALUE | MONTHLY INVENTORY | INVENTORY \$\$ |
|------------------|----------------|------|------------|--------------------|--------------------------|----------------|
| ML KONTROL 30-30 | 0 | GAL | 54.5 | \$0.00 | 0 | \$0.00 |
| DELTAGARD ULV | 0 | GAL | 173.67 | \$0.00 | 37.75 | \$6,556.04 |
| DUET | 0 | OZ | 1.5 | \$0.00 | 528 | \$792.00 |
| PERMASEASE 3-15 | 316.5 | GAL | 45 | \$14,242.50 | 650 | \$29,250.00 |
| ZENIVEX E20 | 0 | GAL | SAMPLE | \$0.00 | 2.5 | SAMPLE |
| TOTAL | | | | \$14,242.50 | TOTAL \$36,598.04 | |

LARVICIDE

| CHEMICAL | MONTHLY OUTPUT | UNIT | UNIT VALUE | MONTHLY \$ VALUE | MONTHLY INVENTORY | INVENTORY \$\$ |
|------------------|----------------|-------|--------------|-------------------|--------------------------|----------------|
| ABATE WDG | 0 | POUND | 10.61 | | 132 | \$1,400.52 |
| ALTOSID XR | 0 | EACH | 3.42 | \$0.00 | 1114 | \$3,809.88 |
| ALTOSID SBG | 0 | POUND | 3.06 | \$0.00 | 287 | \$878.22 |
| VECTOBAC WDG | 4 | POUND | 35 | \$140.00 | 83.5 | \$2,922.50 |
| Vectolex FG | 511 | POUND | 6.26 | \$3,198.86 | 2247 | \$14,066.22 |
| COCO BEAR | 466 | OUNCE | 0.1527 | \$71.16 | 14,267 | \$2,178.57 |
| VECTOLEX WDG | 20.5 | POUND | 60.81 | \$1,246.61 | 51.5 | \$3,131.72 |
| FOURSTAR BTI CRG | 0 | POUND | 11.93 | \$0.00 | 0 | \$0.00 |
| BACTIMOS | 0 | EACH | 0.57 | \$0.00 | 0 | \$0.00 |
| NATULAR G30 | 0 | POUND | 15.83 | \$0.00 | 0 | \$0.00 |
| NATULAR XRT | 0 | EACH | 4.63 | \$0.00 | 10227 | \$47,351.01 |
| Vectolex wsp | 0 | EACH | | SAMPLE | 14 | SAMPLE |
| Altosid Liquid | 0 | GAL | | SAMPLE | 1 gal | SAMPLE |
| TOTAL | | | TOTAL | \$4,656.62 | TOTAL \$74,338.12 | |

HERBICIDE

| | | | | | | |
|--------------|---|----|------|--------------------|---------------------------|----------|
| Cornerstone | 0 | OZ | 0.10 | \$0.00 | 1085 | \$108.50 |
| SURF AC | 0 | OZ | 0.10 | | 5488 | \$548.80 |
| LESCO 3WY | 0 | OZ | .09 | | 150 | \$13.50 |
| TOTAL | | | | \$0.00 | TOTAL \$670.80 | |
| TOTAL | | | | \$18,899.12 | TOTAL \$111,606.96 | |

OTHER SERVICES

| | | | | | | |
|-----------------|----|--|--|--|----------------------|--|
| SERVICE REQUEST | 13 | | | | 8/2020---28 requests | |
| SPRAY MISSIONS | 40 | | | | 8/2020---12 missions | |

19 positive birds in 8/2021.

8 positive in 8/2020.

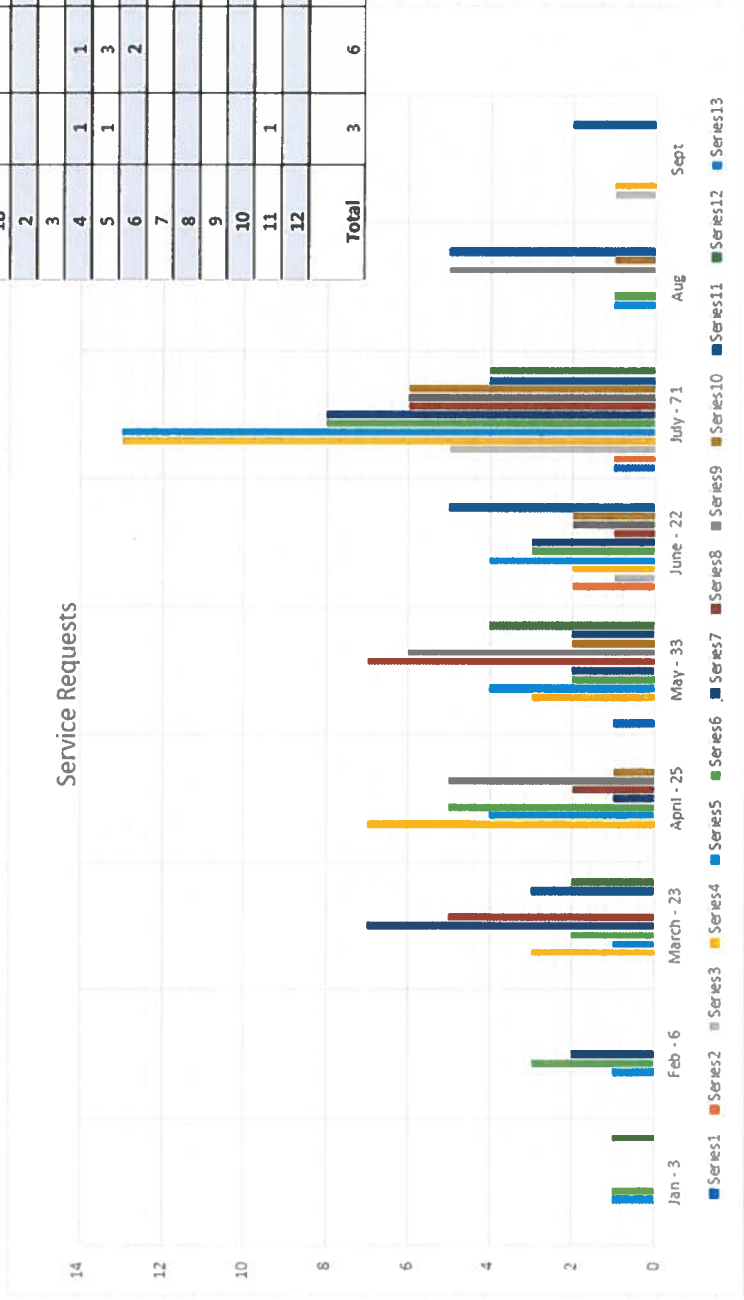
COMMENTS

Two larvicide missions in August 2021.

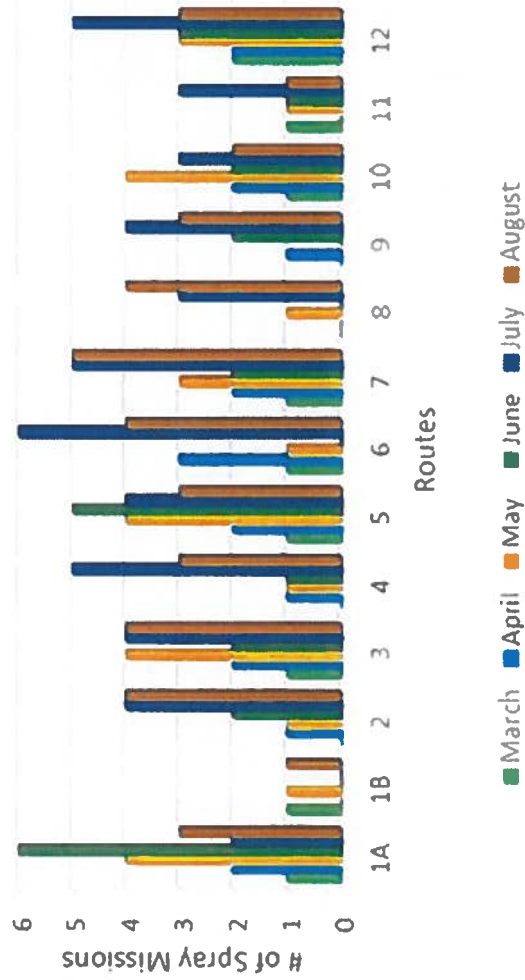
Data for larvicide missions were not compiled before this administration.

Service Request By Route

| Routes | Jan - 3 | Feb - 6 | March - 23 | April - 25 | May - 33 | June - 22 | July - 71 | Aug | Sept | Total |
|--------------|----------|----------|------------|------------|-----------|-----------|-----------|-----------|----------|------------|
| 1A | | | | | 1 | | 1 | | | 2 |
| 1B | | | | | | 2 | 1 | | | 3 |
| 2 | | | | | | 1 | 5 | | 1 | 7 |
| 3 | | | 3 | 7 | 3 | 2 | 13 | | 1 | 29 |
| 4 | 1 | 1 | 1 | 4 | 4 | 4 | 13 | 1 | | 29 |
| 5 | 1 | 3 | 2 | 5 | 2 | 3 | 8 | 1 | | 25 |
| 6 | | 2 | 7 | 1 | 2 | 3 | 8 | | | 23 |
| 7 | | | 5 | 2 | 7 | 1 | 6 | | | 21 |
| 8 | | | | 5 | 6 | 2 | 6 | 5 | | 24 |
| 9 | | | | 1 | 2 | 2 | 6 | 1 | | 12 |
| 10 | | | | 3 | 2 | 5 | 4 | 5 | 2 | 21 |
| 11 | 1 | | 2 | | 4 | | 4 | | | 11 |
| 12 | | | | | | | | | | 0 |
| Total | 3 | 6 | 23 | 25 | 33 | 25 | 75 | 13 | 4 | 198 |



Spray Missions by Routes



| | March | April | May | June | July | August | Total |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|---------------------|
| 1A | 1 | 2 | 4 | 6 | 2 | 3 | 18 |
| 1B | 1 | 0 | 1 | 0 | 0 | 1 | 3 |
| 2 | 0 | 1 | 1 | 2 | 4 | 4 | 12 |
| 3 | 1 | 2 | 4 | 2 | 4 | 4 | 17 |
| 4 | 0 | 1 | 1 | 1 | 5 | 3 | 11 |
| 5 | 1 | 2 | 4 | 5 | 4 | 3 | 19 |
| 6 | 1 | 3 | 1 | 0 | 6 | 4 | 15 |
| 7 | 1 | 2 | 3 | 2 | 5 | 5 | 18 |
| 8 | 0 | 0 | 1 | 0 | 3 | 4 | 8 |
| 9 | 0 | 1 | 0 | 2 | 4 | 3 | 10 |
| 10 | 1 | 2 | 4 | 2 | 3 | 2 | 14 |
| 11 | 1 | 0 | 1 | 1 | 3 | 1 | 7 |
| 12 | 2 | 2 | 3 | 3 | 5 | 3 | 18 |
| Total Spray Missions | 10 | 18 | 28 | 26 | 48 | 40 | 170 for year |

Created By Teahna Ratliff





Pcfenceanddecks LLC

17611 Rollohome rd

Fountain Fl 32438

☎ +18506300687

☎ 8506300687

pcfenceanddecks@gmail.com

ESTIMATE

1133

DATE

04/16/2021

TOTAL

USD \$20,475.00

TO

Southwalton County mosquito

774 hwy 393n

Fort Walton fl

8505178840

operations@swcmcd.org

| DESCRIPTION | RATE | QTY | AMOUNT |
|--|-------------|-----|-------------|
| To install 1,250 of 6' chainlink fence with no gates plus take down old fence and haul off | \$20,475.00 | 1 | \$20,475.00 |

TOTAL

USD \$20,475.00

Require half down payment of \$10,237.50 and the other half when job completed.

DATE SIGNED

08/26/2021

Thanks for your business!



Pcfenceanddecks LLC

17611 Rollohome rd

Fountain Fl 32438

☎ +18506300687

☎ 8506300687

pcfenceanddecks@gmail.com

ESTIMATE

1172

DATE

09/21/2021

TOTAL

USD \$28,500.00

TO

Southwalton County mosquito

774 hwy 393n

Fort Walton fl

8505178840

operations@swcmcd.org

| DESCRIPTION | RATE | QTY | AMOUNT |
|--|-------------|-----|------------------------|
| To install 1,250 feet of stockade fence and take down old and haul off | \$28,500.00 | 1 | \$28,500.00 |
| TOTAL | | | USD \$28,500.00 |

Require half down payment of \$14,25.00 and the other half when job completed.

DATE SIGNED

09/21/2021

Thanks for your business!



South Walton County Mosquito Control District

Board Policy

EMPLOYEE EVALUATIONS OF THE DIRECTOR

I. STATEMENT OF POLICY

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

II. OBJECTIVE

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

III. IMPLEMENTATION

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

IV. PROCEDURE

1. At the September Board meeting, the Director shall present to the Board a statement of accomplishments and the Director's goals for the current fiscal year.
2. Immediately following the September Board meeting, the Office Manager, or designee, shall provide the Board members the Director's current fiscal year goals, statement of accomplishments and performance input forms, which shall be modeled upon the current evaluation form used to evaluate all regular District employees.
3. Each Board member shall independently complete a performance input form for the Director reflecting that Board member's assessment of the Director's performance for the year, including the Director's goals and statement of accomplishments. This shall include a rating for each performance category established by the current District Personnel Guideline(s) governing employee performance appraisals.
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7. Once approved, on behalf of the Board, the employee evaluation shall be signed by the Board Chair.
8. Once executed, the employee evaluation shall be provided to the Director for his/her signature.
9. Once executed by the Director, the employee evaluation shall be forwarded to the Office Manager, which shall:
 - a. Calculate and apply the appropriate merit increase to the Director's salary, either (at the discretion of the Board):
 - (1) in accordance with the guidelines established for all District employees; or
 - (2) at a different rate of merit increase and/or on different effective date if such difference is determined by the Board to be appropriate.

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

REFERENCE: Chapter 388, Florida Statutes

Employee: _____

Review Period: _____

Board Member: _____

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

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

| 2021 GOALS AND ACCOMPLISHMENTS | Rating |
|--|--------|
| Achieved 2021 goals (recognizing that Director was appointed mid-fiscal year): <ul style="list-style-type: none">• Restructure the organization• FDAC – Correcting & maintain up-to-date reporting• Improve stormwater discharge processes in Mosquito Control Ditches• Active member of TRC• Continue to find efficiencies in policies and business management protocols• Continue to improve employee morale through increased internal communications• Continue to improve District mosquito control execution and efficiency• Address financial concerns• Manage new office building | |

| | |
|-----------|------|
| SIGNATURE | DATE |
|-----------|------|

PERFORMANCE EVALUATION SUMMARY

Employee: _____

Review Period: _____

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

| | Service Excellence | Teamwork & Collaboration | Self-Management | Professional Integrity | Leadership Excellence | Management Excellence | 2021 Goals & Accomplishments |
|----------------|---------------------------|-------------------------------------|------------------------|-------------------------------|------------------------------|------------------------------|---|
| Doug Liles | | | | | | | |
| Donna Johns | | | | | | | |
| Kristine Faulk | | | | | | | |

BOARD PERFORMANCE EVALUATION

Page 1 of 2

Employee: _____

Review Period: _____

Delivered By: _____

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

| CORE COMPETENCIES | Rating |
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| 2021 GOALS AND ACCOMPLISHMENTS | Rating |
|--|--------|
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| |
|---|
| Board Member Comments and Feedback (Optional): |
| |

BOARD PERFORMANCE EVALUATION

Page 2 of 2

Employee: _____

Review Period: _____

Delivered By: _____

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

EMPLOYEE COMMENTS *(optional)*

SIGNATURES

| | | Title | Date |
|----------------------|--|--------------|-------------|
| Commissioner: | | Chair | |
| Employee: | | Director | |