



South Walton County Mosquito Control District  
2022-2023 Regular Board Meeting  
Thursday, August 17, 2023 – 10:00 AM  
**Minutes of Meeting**

The Board of Commissioners of the South Walton County Mosquito Control District held its Regular Board Meeting at the District Office at 774 North Highway 393, Santa Rosa Beach, Florida on August 17, 2023, at 10:00 AM.

Chairman Doug Liles called the meeting to order August 17<sup>th</sup> at 10:00 AM and opened with a Prayer and Pledge of Allegiance to the American Flag.

The Commissioners attending the meeting, Doug Liles, Steve Young, and Kristine Faulk, were present. SWCMCD attorney, Amy Myers, was present.

Staff Present: Darrin Dunwald, Director  
Cammie Henderson, Office Manager  
Gerry Williams, Operations Manager  
Joe Deel, Ditch Operations

Public: Adrienne Campbell  
Kaylor Timmons, FBBI Insurance  
Ben Clark, James Moore (present through Teams)

#### APPROVAL OF MINUTES

July 13, 2023, Regular Board Meeting (motion)

Motion to approve June 13<sup>th</sup> Regular Board Meeting Minutes as presented.

Motioned by: Commissioner Steve Young

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously.

PUBLIC COMMENT - NON-AGENDA ITEMS - None

#### ADMINISTRATION'S REPORT

James Moore Presentation – Audit 2021-2022 By Ben Clark – Discussion ensued.

Findings: One material weakness: Audit Adjustments

Fund Balances: Policy decision for building fund causes a larger balance at year end.

Questions:

Doug Liles – Level of detail for building fund.

How do we handle expenses for the building project?

Have you used block chain – or has anyone use it?

Ben Clark answered:

Never heard of anyone using it.

Suggest using a separate account to take expenses.

Doesn't suggest using a separate checking account.

Doug will send his recommendations in an email?

Ben will send recommendations on account allocations.



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### Medical Insurance (motion)

Review the cost sheet. Kaylor Timmons was present to answer questions regarding the plans.

Discussion Ensued.

Request for motion to approve moving to FBBI for 23-24 insurance for employees.

Motioned by: Commissioner Steve Young

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously.

### Financial Report for July – Discussion Ensued.

Approximately \$200,000 short on Ad Valorem from budgeted.

Increase in software cost from prior year.

Rise in Chemical costs from prior year.

### July Expenditures – Discussion Ensued.

Request for motion to approve July Expenditures as presented.

Motioned by: Commissioner Steve Young

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously.

### Budget Amendment #2 – Discussion Ensued.

Increasing the budgeted items for 2022-2023:

Communication Services \$2,000,

Freight Services \$3,000,

Promotional Activities \$5,000,

Other Charges \$2,000 and

Chemicals \$75,000.

Request for motion to approve Budget Amendment #2 as presented.

Motioned by: Commissioner Steve Young

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously.

### Storage Unit Purchase – Discussion Ensued.

Request for motion to approve 4 storage units to purchase during current fiscal year.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Steve Young

Motion approved: Unanimously

### Ameris Approval – Discussion Ensued.

Request for motion move funds from FL-FIT and FL-Class to Ameris.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Steve Young

Motion approved: Unanimously



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### LEGAL

July Billing (motion) – Discussion Ensued.

Billing does not include the ditch, but Amy has started on it.

It will appear on next months billing.

Request for motion to approve July Legal Invoice as presented.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Steve Young

Motion approved: Unanimously.

### OPERATIONS

July Summary – Discussion Ensued.

Discussed rainfall and that the facility was flooded at the east end in August.

Chairman Doug Liles questioned how do we know to treat when there is a predicted rainfall coming?

Darrin stated that they look at weather daily. Techs will pre-treat areas that they know will hold water. Gerry indicated that they would use a cheaper product when they have back-to-back rainfall predicted.

Rain gauges are checked twice a week.

Commissioner Steve Young uses a Tempest rain gauge on his dock, and it works well. He will send information by email to Darrin.

Chairman Doug Liles questioned the Frontier tablets. MVP – Minimal viable product. Can we have Frontier trim the software on the tablets to MVP and remove features we don't use. Gerry Williams indicated that they have applied a couple patches and tablets are working better.

Chairman Doug Liles asked if we could contact RM, Environmental Operations Manager for work related issues. He is on LTD. Amy Myers stated that we assume liability if we contact without doctor release. RM must be released by doctor before any communication about work related items.

DAG – Update – Discussion Ensued.

Approved through TRC conditionally. Pre-submittal meeting is Monday at 9 AM.

Construction Manager review group includes Steve Young, Doug Liles, Darrin Dunwald, Joe Deel, and Gerry Williams.

Meeting with Mac Carpenter along with Joe Deel & Kenny Hobbs, on the ditches to add information to the building plans.

Request Chairman Doug Liles to participate in meetings regarding ditches and property owners.

Doug asked that Amy Myers, attorney, be included with this issue.

### COMMISSIONERS

Seat – 1 Doug Liles

Seat – 2 Steve Young

Seat – 3 Kristine Faulk



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OLD BUSINESS

T-mobile provided tester phones. There will be a future meeting with T-Mobile.

SUMMARY OF ACTION ITEMS FROM PRIOR MEETING

1. Commissioner Young asked that the design requirements for our ditches be added to the website. – **In Process**
2. Email county on 5 worse ditches and asked for mowing schedule. - **Sent to County.**
3. Commissioner Young wants to know if we have an interlocal agreement with the County?
4. Construction Manager – move forward on acquiring. **Pre-submittal meeting Monday 8/21.**
5. Website – YouTube video explaining ditches and FAQs on ditches.
6. Amy Myers was requested to develop protocol on ditches. – **In Process**

NEW BUSINESS

SUMMARY OF NEW ACTION ITEMS

1. Star link
2. Open Enrollment August 31<sup>st</sup>.

COMMENTS BY COMMISSION AND PUBLIC - None

Request for motion to Adjourn by Chairman Doug Liles

Motioned by: Commissioner Steve Young

Seconded by: Chairman Kristine Faulk

Motion approved: Unanimously.

Adjourn meeting by Chairman Doug Liles at 11:59 AM.

Chairman Doug Liles:

Commissioner Kristine Faulk:

Commissioner Steve Young: