



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Tuesday, January 25, 2022 – 10:00AM

Agenda

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- December 16, 2021 Regular Board Meeting (motion)
- January 10, 2022 Special Board Meeting – Auditor Selection (motion)
- January 10, 2022 Special Board Meeting (motion)

PUBLIC COMMENT - NON-AGENDA ITEMS

ADMINISTRATION'S REPORT

- Financial Report for December
- Monthly Verification
- December Expenditures (motion)
- Labor Report
- Covid-19

LEGAL

- December Billing (motion)

OPERATIONS

- December Summary
- Albrecht Engineering Group LLC – Blanket Contract (motion)
- DAG Changes (motion)

COMMISSIONERS

- Seat – 1 Doug Liles
 - House bill 4011
 - November 2021 board minutes correction
 - Zoom meetings and more accurate board minutes for increased transparency
 - Consultant library

- Seat – 2 Donna Johns
 - Legal Representation
 - Commissioners

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
Tuesday, January 25, 2022 – 10:00AM

Seat – 3 Kristine Faulk

Vote For Chairman, Treasurer, Secretary (motion)

OLD BUSINESS

Consultant Library

Auditor Selection

NEW BUSINESS

COMMENTS BY COMMISSION AND PUBLIC

ADJOURNMENT

Next Scheduled Meeting(s):

Regular Board Meeting: February 17, 2022 – 10 AM – 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



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Thursday, December 16, 2021 – 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 December 16, 2021 @ 10:00 AM.

Madam Chairman Faulk called the meeting to order at 10:01 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: Geraldine Via
 Timothy Yandell
 Amy Myers

APPROVAL OF MINUTES

November 11, 2021 Regular Board Meeting Minutes motion to approve.
Motioned by: Commissioner Donna Johns
 Seconded by: Doug Liles
Motion approved: Unanimously

PUBLIC COMMENT - NON-AGENDA ITEMS

Timothy Reed Yandell – UAS Solutions
Presented information on his company and drone capabilities

ADMINISTRATION'S REPORT

Financial Report for Year-End
Budget Amendment #3 2020-2021 (motion)
Request for motion to approval Budget Amendment #3 as presented by Kristine Faulk.
Motioned by: Commissioner Donna Johns
Seconded by: Commissioner Doug Liles
Motion approved: Unanimously

Financial Report for October
October Expenditure (motion)
Request for motion to approval October expenditure as presented by Kristine Faulk.
Motioned by: Commissioner Donna Johns
Seconded by: Commissioner Doug Liles
Motion approved: Unanimously

Financial Report for November



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Thursday, December 16, 2021 – 10:00 AM

November Expenditures

Request for motion to approval November expenditure as presented by Kristine Faulk.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously

Budget Amendment #1 2021-2022

Capital Expenditures additions with carryover dollars

Request for motion to approval capital expenditure by Kristine Faulk.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

Labor Report

New Lead Mosquito Control Tech position, discussion ensued

Mechanic position, discussion ensued

PT to FT promotion for Mosquito Control Tech

Request for motion to approval promotion of Cameron Williams to Lead Mosquito Control Tech and Shad Farmer to Mechanic by Kristine Faulk.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

Resolution 2022-04 – Employee Recognition and Event Funding Policy (motion)

Request for motion to approval Employee Recognition & Event Funding Policy with change after January 1, 2022, must be held in South Walton County by Kristine Faulk.

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

End of the Year Holidays (motion)

Request for motion to approval 3 administrative day and to be closed December 23 – December 31 by Kristine Faulk.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously

LEGAL

November Billing

Request for motion to approval Legal expenditures as presented by Kristine Faulk.

Motioned by: Commissioner Doug Liles

Seconded by: Donna Johns

Motion approved: Unanimously

Leave donation policy change

Request for motion to revise policy to include donation during company shut down by Kristine Faulk.

Motioned by: Commissioner Doug Liles

Seconded by: Donna Johns

Motion approved: Unanimously



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Thursday, December 16, 2021 – 10:00 AM

OPERATIONS

November Summary – Discussion ensued

DAG Changes – Discussion ensued; new information tabled by Doug Liles until January meeting

COMMISSIONERS

Seat – 1 Doug Liles

Outsource new bookkeeper for fraud prevention, discussion ensued

Monthly review prior to board meeting

Suggested Geraldine Via could review, check signatures on checks, etc...

Preparation for future state performance audits, discussion ensued.

Where are we at in preparing for the audits – September 2023 audits start

Construction manager update – no construction documents, discussion ensued.

Move forward with RFP.

Library of Consultants – Laura to provide a draft contract to Darrin. Discussion ensued.

Update on 2021 board action items – running total of the year for the next year

Seat – 2 Donna Johns

Grant – appropriations were sent into Rep Drake and Senator Gainer

Updated on Auditor Selection

Monday, posting on Demand Star, NW FL Daily News, and DeFuniak Herald

Bid due January 24, 2022 @ 3:00 PM

Update on contract with the county (re: board attendance, etc.)

Discussion ensued – are we voting members? No

Disclaimer for Storm Water for TRC

Laura will send Darrin documentation

Laura will send Commissioner documentation about TRC voting

Seat – 3 Kristine Faulk

OLD BUSINESS

Update fence – Starts January 3, 2022

Certified Letter to Palmetto HOA regarding fence – mailed certified

DBA - tabled

IT – Still using Robert – tabled until next meeting.

Lumen – send contract to Laura

Engineering Group – These fall under library of consultants discussed earlier by Doug Liles

NEW BUSINESS

January Board Meeting Date – Moved to January 25 at 10AM.

Financial Manager Consultant

FDIC – protection for balance

Health of Bank

Contact FMCA about new fee structure

RFP Construction Manager

COMMENTS BY COMMISSION AND PUBLIC - None



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Thursday, December 16, 2021 – 10:00 AM

Request for motion to Adjourn by Commissioner Kristine Faulk

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously

Adjourn meeting by Madam Chairman Kristine Faulk at 12:53 PM.

Madam Chairman Kristine Faulk: _____

Commissioner Doug Liles: _____

Commissioner Donna Johns: _____

Next Scheduled Meeting(s):

Regular Board Meeting: January 25, 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, January 10, 2022 – 10:00 AM
Minutes of Meeting

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 January 10, 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, and Doug Liles. Donna Johns, Laura Donaldson, attorney, and Darrin Dunwald attended the meeting via Zoom.

Staff Present: Cammie Henderson, Office Manager

Public: Suzanne Harris

ROLL CALL TO CONFIRM A QUORUM

Confirms Commissioner Doug Liles and Kristine Faulk were physically present. Commissioner Donna Johns was present via Zoom.

REVIEW OF AUDITING SERVICES PROPOSALS – None we received

RANKING OF AUDITING SERVICES PROPOSALS – N/A

COMMENTS BY COMMISSION AND PUBLIC

Cammie Henderson reported on information received from Derek Noonan, Audit Manager, Auditor General Office. Discussion ensued.

Public Suzanne Harris asked to comment. Chairman Faulk allowed. Harris questioned the auditor process and the possible late reporting. Discussion ensued.

Laura Donaldson reported on Auditor Selection process. Discussion ensued.

Laura Donaldson advised to move this subject to Special Meeting later that day.

Public Suzanne Harris questioned if this was following regulations. Discussion ensued.

SELECTION OF TOP AUDITING SERVICES – N/A

ADJOURNMENT

Request for motion to Adjourn by Commissioner Kristine Faulk

Motioned by: Commissioner Donna Johns

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

Adjourn meeting by Madam Chairman Kristine Faulk at 10:23 AM.



South Walton County Mosquito Control District
2021-2022 Special Board Meeting
Auditor Selection Committee
Monday, January 10, 2022 – 10:00 AM

Madam Chairman Kristine Faulk: _____

Commissioner Doug Liles: _____

Commissioner Donna Johns: _____

Next Scheduled Meeting(s):

Special Board Meeting: January 10, 2022 – 10:30 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459

Regular Board Meeting: January 25, 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
Monday, January 10, 2022 – 10:30 AM
Minutes of Meeting

The Board of Commissioners of the South Walton County Mosquito Control District held its Special Board Meeting at the District Office at 774 North Highway 393, Santa Rosa Beach, Florida on January 10, 2022 @ 10:30 AM.

Madam Chairman Faulk called the meeting to order at 10:32 AM and opened with a Prayer and Pledge of Allegiance to the American Flag.

The Commissioners attending the meeting were Kristine Faulk and Doug Liles. Donna Johns, Darrin Dunwald and Laura Donaldson, attorney, attended via Zoom for the meeting.

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

Public: None

PUBLIC COMMENT - NON-AGENDA ITEMS - NONE

OPERATIONS

Albrecht Engineering Group LLC – Ditch elimination

Rich Mitchell opened the conversation requesting a \$20,000 blanket contract for engineering/hydrology services until Library of Consultants can be completed. Discussion ensued.

Commissioner Donna Johns motioned for approval.

No one 2nd the motion

Did not pass

Blanket contract was tabled until next regular board meeting. Commissioners requested additional information before approving.

LEGAL

Audit Selection

Laura Donaldson requested motion to add the Auditor Selection RFP process to Agenda as per 388-151, Notice section under 189, and Sunshine. Discussion ensued.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously

Motion to direct Cammie to contact auditing companies to understand if 1 vs 3 year(s) contract is more achievable. Based on this information adjust the RFP to appropriate year(s) and publish RFP.

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Donna Johns

Motion approved: Unanimously



South Walton County Mosquito Control District
2021-2022 Special Board Meeting
Monday, January 10, 2022 – 10:30 AM

2022 Legislative Appropriations

Laura Donaldson discussed the process of the Appropriation request from the November meeting. Noting that the Board did not approve the Appropriation request. December board meeting it was discussed that an Appropriation was submitted for the District. Discussion ensued. Commissioner Donna Johns explained her request from Representative Drake. Discussion ensued. Motion for Donna Johns to withdraw the Appropriation Request that was sent to Representative Drake.

Motioned by: Commissioner Donna Johns
Seconded by: Commissioner Doug Liles
Motion approved: Unanimously

COMMISSIONERS

Seat – 1 Doug Liles
House bill 4011
November 2021 board minutes correction
Zoom meetings and more accurate board minutes for increased transparency
Consultant Library

Commissioner Doug Liles tabled all items until Regular Board Meeting.

Seat – 2 Donna Johns

Seat – 3 Kristine Faulk

COMMENTS BY COMMISSION AND PUBLIC – None

Request for motion to Adjourn by Commissioner Kristine Faulk

Motioned by: Commissioner Doug Liles
Seconded by: Commissioner Donna Johns
Motion approved: Unanimously

Adjourn meeting by Madam Chairman Kristine Faulk at 11:01 AM.

Madam Chairman Kristine Faulk: _____

Commissioner Doug Liles: _____

Commissioner Donna Johns: _____

Next Scheduled Meeting(s):

Regular Board Meeting: January 25, 2022 – 10 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459



DECEMBER 2021-2022

TO: BOARD OF COMMISSIONERS

FROM: CAMMIE HENDERSON, OFFICE MANAGER

SUBJECT: DECEMBER REVIEW

CC: DARRIN DUNWALD, DIRECTOR

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

As we close our first quarter of the fiscal year, we have received almost \$4.4 million, or 82.12%, of Ad Valorem revenue. Last year we had received just under \$4 million in Ad Valorem revenue (or 85%), so our collection rate is slightly behind last year.

Expenses total \$272,311.09 or 15% of budgeted expenses for the first quarter.

The breakdown of December expenses by category is as follows:

Category	December 2021	
	Amount	YTD % of Budget Used
Personnel	\$99,221.27	16.38%
Operating	\$77,991.52	14.91%
Capital	\$10,068.75	2.6%
Total Expenses	\$187,281.54	6.16%

We have processed budget amendment number 1 to rollover the remaining dollars from the previous year. The 2021-2022 budget above reflects the changes.

General Fund cash balances as of 12-31-2021:

Trustmark Checking	\$ 48,823.66
Trustmark Savings	\$ 9,673,004.25
FL FIT Investment	\$ 1,543,196.39
FL Class Investment	\$ 2,054,433.52



Florida Department of Agriculture and Consumer Services
Division of Agricultural Environmental Services

Submit to:
Mosquito Control Program
3125 Conner Blvd, Suite E

MOSQUITO CONTROL MONTHLY REPORT

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: December

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	\$ 1,690,284.40	\$ 4,411,460.20	\$ 924,857.80
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ 20,000.00	\$ 1,235.77	\$ 2,540.55	\$ 17,459.45
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	\$ 470.47	\$ 470.47	\$ 1,529.53
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 5,374,818.00	\$ 1,691,990.64	\$ 4,414,471.22	\$ 960,346.78
BEGINNING FUND BALANCE		\$ 9,623,094.09	\$ -	\$ -	\$ 9,623,094.09
Total Receipts & Balance		\$ 14,997,912.09	\$ 1,691,990.64	\$ 4,414,471.22	\$ 10,583,440.87

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	\$ 61,443.44	\$ 190,424.13	\$ 1,036,706.22
20	Personal Services Benefits	\$ 596,279.00	\$ 37,777.83	\$ 108,178.33	\$ 488,100.67
30	Operating Expense	\$ 420,000.00	\$ 38,425.53	\$ 134,327.91	\$ 285,672.09
40	Travel & Per Diem	\$ 78,000.00	\$ 1,010.08	\$ 11,687.30	\$ 66,312.70
41	Communication Services	\$ 24,500.00	\$ 1,435.27	\$ 5,319.40	\$ 19,180.60
42	Freight Services	\$ 3,000.00	\$ 498.33	\$ 773.78	\$ 2,226.22
43	Utility Service	\$ 10,600.00	\$ 666.50	\$ 2,300.31	\$ 8,299.69
44	Rentals & Leases	\$ 52,310.00	\$ 371.28	\$ 371.28	\$ 51,938.72
45	Insurance	\$ 95,000.00	\$ -	\$ 35,379.00	\$ 59,621.00
46	Repairs & Maintenance	\$ 77,710.00	\$ 6,137.52	\$ 14,335.47	\$ 63,374.53
47	Printing and Binding	\$ 2,500.00	\$ -	\$ 239.37	\$ 2,260.63
48	Promotional Activities	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
49	Other Charges	\$ 7,975.00	\$ 89.88	\$ 1,147.01	\$ 6,827.99
51	Office Supplies	\$ 40,000.00	\$ 2,072.85	\$ 3,879.61	\$ 36,120.39
52.1	Gasoline/Oil/Lube	\$ 52,000.00	\$ 944.14	\$ 5,288.40	\$ 46,711.60
52.2	Chemicals	\$ 625,167.00	\$ 16,200.45	\$ 37,107.52	\$ 588,059.48
52.3	Protective Clothing	\$ 16,500.00	\$ 225.17	\$ 751.46	\$ 15,748.54
52.4	Misc. Supplies	\$ 171,000.00	\$ 1,595.53	\$ 3,509.59	\$ 167,490.41
52.5	Tools & Implements	\$ 28,000.00	\$ 18.99	\$ 18.99	\$ 27,981.01
54	Publications & Dues	\$ 21,781.40	\$ -	\$ 4,221.00	\$ 17,560.40
55	Training	\$ 80,000.00	\$ 8,300.00	\$ 11,653.69	\$ 68,346.31
60	Capital Outlay	\$ 9,718,459.34	\$ 10,068.75	\$ 253,130.51	\$ 9,465,328.83
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	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 13,967,912.09	\$ 187,281.54	\$ 824,044.06	\$ 13,143,868.03
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
TOTAL RESERVES ENDING BALANCE		\$ 1,030,000.00	\$ -	\$ -	\$ 1,030,000.00
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 14,997,912.09	\$ 187,281.54	\$ 824,044.06	\$ 14,173,868.03
ENDING FUND BALANCE		\$ -	\$ 1,504,709.10	\$ 3,590,427.16	\$ (3,590,427.16)

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

 1/19/22
Director Signature Date

South Walton County Mosquito Control District

1/20/2022 10:41 AM

Register: 102.001 · Local Fund Checking

From 12/01/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/01/2021		WALTON COUNTY...	202.000 · Accounts Pa...	QuickBooks ge...		X		67,330.36
12/01/2021		ACENTRIA	202.000 · Accounts Pa...	QuickBooks ge...		X		67,330.36
12/01/2021		DAG	202.000 · Accounts Pa...	QuickBooks ge...		X		67,330.36
12/01/2021		GO DADDY	202.000 · Accounts Pa...	QuickBooks ge...		X		67,330.36
12/01/2021		GUARDIAN	202.000 · Accounts Pa...	QuickBooks ge...		X		67,330.36
12/01/2021		IFIXCOMPUTERS	202.000 · Accounts Pa...	QuickBooks ge...		X		67,330.36
12/01/2021		MELHORNS	202.000 · Accounts Pa...	QuickBooks ge...		X		67,330.36
12/01/2021		SIGMA CONSULTI...	202.000 · Accounts Pa...	QuickBooks ge...		X		67,330.36
12/01/2021		UNUM	202.000 · Accounts Pa...	QuickBooks ge...		X		67,330.36
12/01/2021		NW FL DAILY NE...	202.000 · Accounts Pa...	QuickBooks ge...		X		67,330.36
12/01/2021	ach	NATIONWIDE	235.900 · Net pension l...	11/26 PR	550.00			66,780.36
12/01/2021	ACH	Kristine A Faulk	30 · OPERATING EX...	December Exp...	150.00	X		66,630.36
12/01/2021	ACH	Donna Johns	30 · OPERATING EX...	December Exp...	150.00	X		66,480.36
12/01/2021	ACH	Doug Liles	30 · OPERATING EX...	December Exp...	150.00	X		66,330.36
12/01/2021	ACH	AFLAC	10 · PERSONAL SER...	INV# 148881	1,035.38	X		65,294.98
12/01/2021	ACH	UNUM	-split-	0298361-001	1,453.27	X		63,841.71
12/01/2021	ACH	AT&T	41 · COMMUNICATI...	287297285865	567.31	X		63,274.40
12/01/2021	ACH	METLIFE	20 · PERSONAL SER...	tm0556200000...	248.90	X		63,025.50
12/01/2021	6799	WALTON COUNTY...	202.000 · Accounts Pa...	VOID:		X		63,025.50
12/01/2021	6800	WALTON COUNTY...	202.000 · Accounts Pa...		21,291.59	X		41,733.91
12/02/2021	6801	AIRGAS	202.000 · Accounts Pa...		283.00			41,450.91
12/02/2021	6802	BEARD	202.000 · Accounts Pa...	88002-26803	48,756.64	X		-7,305.73
12/02/2021	6803	Capital One Walmart	202.000 · Accounts Pa...		24.06	X		-7,329.79
12/02/2021	6804	CLARKE	202.000 · Accounts Pa...	S01461	16,200.45	X		-23,530.24
12/02/2021	6805	CONSOLIDATED A...	202.000 · Accounts Pa...		84.10	X		-23,614.34
12/02/2021	6806	CULLIGAN	202.000 · Accounts Pa...		60.00	X		-23,674.34
12/02/2021	6807	CUMULUS	202.000 · Accounts Pa...		1,770.00	X		-25,444.34
12/02/2021	6808	DAG	202.000 · Accounts Pa...		10,068.75			-35,513.09
12/02/2021	6809	DEFUNIAK HERALD	202.000 · Accounts Pa...		5.50	X		-35,518.59
12/02/2021	6810	FISHER SCIENTIFIC	202.000 · Accounts Pa...	389057-001	177.31	X		-35,695.90
12/02/2021	6811	FRONTIER PRECIS...	202.000 · Accounts Pa...		4,819.53	X		-40,515.43
12/02/2021	6812	MBDV	202.000 · Accounts Pa...	439.01	4,000.00	X		-44,515.43
12/02/2021	6813	MELHORNS	202.000 · Accounts Pa...		249.84			-44,765.27
12/02/2021	6814	QUILL	202.000 · Accounts Pa...		102.61			-44,867.88
12/02/2021	6815	REGIONAL UTILIT...	202.000 · Accounts Pa...		65.61	X		-44,933.49
12/02/2021	6816	smarsh Inc	202.000 · Accounts Pa...		1,348.26	X		-46,281.75
12/02/2021	6817	Thompson CAT	202.000 · Accounts Pa...	7274500	194,355.00	X		-240,636.75
12/02/2021	6818	UNIFIRST	202.000 · Accounts Pa...	331036	304.52	X		-240,941.27
12/02/2021	6819	XEROX CORPOPR...	202.000 · Accounts Pa...		49.46			-240,990.73
12/06/2021			49 · OTHER CURREN...	Deposit		X	31.00	-240,959.73

South Walton County Mosquito Control District

1/20/2022 10:41 AM

Register: 102.001 · Local Fund Checking

From 12/01/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/06/2021	ACH	Trustmark Credit Card	204.000 · Trustmark C...	October 2021	1,500.94	X		-242,460.67
12/07/2021			-split-	Deposit		X	232.50	-242,228.17
12/07/2021	ACH	FEDEX	42 · FREIGHT SERVI...	187759331	29.13	X		-242,257.30
12/08/2021	E-pay	United States Treasury	-split-	59-1089665 Q...	6,821.70	X		-249,079.00
12/08/2021		Bernadette K Canut	-split-		1,326.03	X		-250,405.03
12/08/2021		Teahna Ratliff	-split-		1,406.14	X		-251,811.17
12/08/2021		Thomas Hilaman	-split-		1,132.54	X		-252,943.71
12/08/2021		Richard Mitchell	-split-		1,512.95	X		-254,456.66
12/08/2021		Kenneth Hobbs	-split-		1,290.78	X		-255,747.44
12/08/2021		Darrin E Dunwald	-split-		2,550.18	X		-258,297.62
12/08/2021		Alejandro F Rodriguez	-split-		251.19	X		-258,548.81
12/08/2021		Arnold Joe Deel	-split-		1,527.71	X		-260,076.52
12/08/2021		Cameron L Williams	-split-		1,270.67	X		-261,347.19
12/08/2021		Cammie L Henderson	-split-		2,011.85	X		-263,359.04
12/08/2021		Donna Johns	-split-		164.96	X		-263,524.00
12/08/2021		Doug Liles	-split-		164.96	X		-263,688.96
12/08/2021		Gerald Williams	-split-		1,654.83	X		-265,343.79
12/08/2021		Joseph Wallace	-split-		1,198.72	X		-266,542.51
12/08/2021		Kenneth M McDaniel	-split-		638.83	X		-267,181.34
12/08/2021		Kristine A Faulk	-split-		161.96	X		-267,343.30
12/08/2021		Lindsey M Ashman	-split-		1,356.20	X		-268,699.50
12/08/2021		Norman E Pruet	-split-		1,486.44	X		-270,185.94
12/08/2021		Shad A Farmer	-split-		1,302.05	X		-271,487.99
12/09/2021			102.002 · Local Fund ...	Deposit		X	300,000.00	28,512.01
12/10/2021	ACH	RETIF	202.000 · Accounts Pa...		994.14	X		27,517.87
12/10/2021	ACH	NATIONWIDE	235.900 · Net pension l...	12/10 Payroll	550.00	X		26,967.87
12/10/2021	ACH	FL DOR	208.000 · Payroll Liabi...		301.85	X		26,666.02
12/12/2021	ACH	Lumen	41 · COMMUNICATI...	250733696	867.96	X		25,798.06
12/13/2021			369.000 · Other Misc ...	Deposit		X	153.61	25,951.67
12/14/2021			55 · TRAINING:55.2 · ...	Deposit		X	300.00	26,251.67
12/14/2021	6820	IFIXCOMPUTERS	202.000 · Accounts Pa...		1,025.25	X		25,226.42
12/14/2021	6821	Capital One BLUE T...	202.000 · Accounts Pa...		133.76			25,092.66
12/14/2021	6822	CDW-G	202.000 · Accounts Pa...		186.32			24,906.34
12/14/2021	6823	COASTAL EQUIPM...	202.000 · Accounts Pa...		142.84			24,763.50
12/14/2021	6824	EQUITABLE FINA...	202.000 · Accounts Pa...	567316141	2,230.00			22,533.50
12/14/2021	6825	Ireland Trailer Sales	202.000 · Accounts Pa...		8,159.35			14,374.15
12/14/2021	6826	MASSMUTUAL	202.000 · Accounts Pa...		2,492.80			11,881.35
12/14/2021	6827	OREILLY	202.000 · Accounts Pa...	300737	101.64			11,779.71
12/14/2021	6828	PGIT	202.000 · Accounts Pa...		3,034.25			8,745.46
12/14/2021	6829	Shoreline	202.000 · Accounts Pa...	47717	18.75			8,726.71

South Walton County Mosquito Control District

1/20/2022 10:41 AM

Register: 102.001 · Local Fund Checking

From 12/01/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/14/2021	6830	UNIFIRST	202.000 · Accounts Pa...	VOID: 331036		X		8,726.71
12/14/2021	6831	WALTON COUNTY...	202.000 · Accounts Pa...		20,512.59			-11,785.88
12/20/2021	ACH	Trustmark Credit Card	204.000 · Trustmark C...		3,399.90	X		-15,185.78
12/21/2021		Richard Mitchell	-split-		1,503.32	X		-16,689.10
12/22/2021			102.002 · Local Fund ...	Deposit		X	100,000.00	83,310.90
12/22/2021		Richard Mitchell	-split-	VOID:		X		83,310.90
12/22/2021	E-pay	United States Treasury	-split-	59-1089665 Q...	7,178.70	X		76,132.20
12/22/2021		Arnold Joe Deel	-split-		1,581.48	X		74,550.72
12/22/2021		Bernadette K Canut	-split-		1,342.06	X		73,208.66
12/22/2021		Cameron L Williams	-split-		1,314.89	X		71,893.77
12/22/2021		Alejandro F Rodriguez	-split-		1,315.43	X		70,578.34
12/22/2021		Joseph Wallace	-split-		1,198.70	X		69,379.64
12/22/2021		Kenneth Hobbs	-split-		1,115.80	X		68,263.84
12/22/2021		Lindsey M Ashman	-split-		1,421.01	X		66,842.83
12/22/2021		Norman E Pruett	-split-		1,572.03	X		65,270.80
12/22/2021		Shad A Farmer	-split-		1,302.05	X		63,968.75
12/22/2021		Teahna Ratliff	-split-		1,406.13	X		62,562.62
12/22/2021		Cammie L Henderson	-split-		2,011.86	X		60,550.76
12/22/2021		Darrin E Dunwald	-split-		2,517.49	X		58,033.27
12/22/2021		David L Krika	-split-		107.15	X		57,926.12
12/22/2021		Donna Johns	-split-		164.95	X		57,761.17
12/22/2021		Doug Liles	-split-		164.95	X		57,596.22
12/22/2021		Gerald Williams	-split-		1,654.82	X		55,941.40
12/22/2021		Kenneth M McDaniel	-split-		691.22	X		55,250.18
12/22/2021		Kristine A Faulk	-split-		161.95	X		55,088.23
12/22/2021		Thomas Hilaman	-split-		1,008.74	X		54,079.49
12/23/2021	ACH	WASTE MANAGE...	43 · UTILITY SERVI...		90.58	X		53,988.91
12/23/2021	ACH	CHELCO	43 · UTILITY SERVI...	28988458	436.36	X		53,552.55
12/23/2021	ACH	CREATIVE WEB S...	30 · OPERATING EX...		99.00	X		53,453.55
12/24/2021	ACH	FL DOR	208.000 · Payroll Liabi...		301.85	X		53,151.70
12/27/2021	ACH	FNBT	108001 · FNBT Bank		3,135.92	X		50,015.78
12/29/2021	6836	UNIFIRST	202.000 · Accounts Pa...	331036	613.24			49,402.54
12/30/2021	ACH	NATIONWIDE	235.900 · Net pension l...		550.00			48,852.54
12/31/2021			402.001 · Interest inco...	Interest		X	8.12	48,860.66
12/31/2021			49 · OTHER CURREN...	Service Charge	37.00	X		48,823.66

South Walton County Mosquito Control District

1/20/2022 10:42 AM

Register: 102.002 · Local Fund Savings

From 12/01/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/09/2021		Trustmark	102.001 · Local Fund ...	Transfer	300,000.00	X		8,115,645.98
12/17/2021			-split-	Deposit		X	1,415,285.31	9,530,931.29
12/22/2021		Trustmark	102.001 · Local Fund ...	Transfer from s...	100,000.00	X		9,430,931.29
12/30/2021			-split-	Deposit		X	425.24	9,431,356.53
12/30/2021			-split-	Deposit		X	240,768.18	9,672,124.71
12/31/2021			402.001 · Interest inco...	Interest		X	879.54	9,673,004.25

South Walton County Mosquito Control District

1/20/2022 10:42 AM

Register: 104.001 · FL CLASS

From 12/01/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/31/2021			402.001 · Interest inco...	Interest	X	174.34	2,054,433.52

South Walton County Mosquito Control District

1/20/2022 10:42 AM

Register: 104.002 · FL FIT

From 12/01/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/31/2021			402.001 · Interest inco...	Interest	X		173.77	1,543,196.39



Labor Report

Mosquito Control Technician

Candidate: Karl Balder

Karl's Info:

Date of Hire: 1/6/2022

Current Wage: \$17.50

POSITION AND WAGE SCALE

Mosquito Control Technician

\$17.00 - \$28.00

Open Position

Mosquito Control Technician

Received resignation from

Joe Wallace on Tuesday, January 18th.



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: _____

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

MANSON BOLVES DONALDSON VARN, P.A.

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

(813) 514-4700

Statement Date: January 13, 2022

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

Statement No. 11434
Account No. 439.02

Page: 1

RE: Legal Representation

STATEMENT For Services Rendered 12/01/2021 Through 12/31/2021

Fees

			Hours	
12/06/2021	LSO	Telephone conference with L. Donaldson regarding fence letter.	0.10	22.50
	LJD	Review Florida Administrative Register; correspond with D. Dunwald reregarding FDACS rule making; revise employee recognition resolution and policy; correspond with C. Henderson; telephone conference with L. Scala-Olympia; review correspondence.	1.60	400.00
12/07/2021	LSO	Review correspondence between C. Henderson and L. Donaldson; draft and revise fence letter; revise letter; correspond with L. Donaldson and provide same.	1.50	337.50
12/09/2021	LJD	Review and revise fence letter; correspond with C. Henderson; review correspondence; review agreement amendment; correspond with D. Dunwald.	0.70	175.00
12/10/2021	LJD	Review correspondence; correspond w. D. Dunwald; correspond with C. Henderson.	0.40	100.00
12/15/2021	LJD	Review correspondence; correspond with D. Liles; telephone conference with D. Liles.	0.50	125.00
12/16/2021	LJD	Board of Commissioners meeting; review meeting agenda; correspond with D. Dunwald; revise policy; correspond.	3.20	800.00
12/17/2021	LJD	Draft and revise CCNA procurement documents; review correspondence.	1.00	250.00
12/20/2021	LJD	Draft and revise CCNA procurement documents; telephone conference with D. Dunwald.	1.80	450.00
12/21/2021	LJD	Review correspondence; correspond with C. Henderson; review auditor RFP; telephone conference with D. Dunwald; review auditor contract; draft and revise CCNA procurement documents; telephone conference with D. Liles; correspond with D. Dunwald; draft RFP addendum.	3.60	900.00
12/22/2021	LJD	Meeting with P. Heeter regarding research on permitting question.	0.10	25.00
	PSH	Discussion with L. Donaldson regarding mosquito control district authority to require permitting and charge impact fees.	0.20	50.00
12/27/2021	PSH	Research regarding authority to require permitting and change impact fees.	2.50	625.00

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

Statement Date: 01/13/2022
Statement No. 11434
Page No. 2

			Hours	
12/28/2021	LJD	Review correspondence; correspond with C. Henderson.	0.10	25.00
	PSH	Research; correspond with L. Donaldson regarding research gathered on mosquito control district's power to assess fees or require permits.	1.50	375.00
		For Current Services Rendered	18.80	4,660.00
		Total Current Work		4,660.00
		Previous Balance		\$4,000.00
<u>Payments</u>				
12/22/2021		Payment Received, Thank You		-4,000.00
		Balance Due		<u>\$4,660.00</u>

Payment is due upon receipt.



ALBRECHT
ENGINEERING
GROUP, LLC

January 7, 2022

South Walton County Mosquito Control District (SWCMCD)
Rich Mitchell
Environmental Operations Manager
774 North County Highway 393
Santa Rosa Beach, FL 32459

**RE: PROPOSAL FOR AS-NEEDED STORMWATER ENGINEERING SUPPORT
SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT (SWCMCD)**

Dear Mr. Mitchell:

We are pleased to provide this letter proposal to support the South Walton County Mosquito Control District with with as-needed stormwater engineering support services. Under this proposal, we will be available to provide a variety of stormwater engineering support services including but not limited to hydrologic and hydraulic analysis, improvement concept planning and design, and permit reviews. The following section further defines our scope of services, schedule, task amounts, and method of compensation for our professional services.

Task 1 – As-Needed Stormwater Engineering Support Services

Under this proposal, we will be available to provide a variety of stormwater engineering support services including but not limited to hydrologic and hydraulic analysis, improvement concept planning and design, and permit/design reviews. Upon request for services from the District, we will work with District staff to develop a task specific scope of services and budget prior to proceeding.

SCHEDULE:

Upon receipt of a duly executed copy of this proposal, we will perform our services in a mutually agreed upon schedule.

SERVICES NOT INCLUDED:

1. Verification of information provided by others; and
2. Any other item not expressly stated in the Scope-of-Services herein.

COMPENSATION:

Compensation for the services listed above shall be based on an hourly rate of \$90/hour and will not exceed \$20,000. We shall submit monthly invoices for services rendered during the preceding month(s).

We sincerely appreciate this opportunity to provide professional services for this project. Do not hesitate to contact me if you have any questions concerning this proposal.

Respectfully Submitted,

Kevin K. Albrecht, PE
Principal

Accepted this _____ day of _____, 2022

By: _____
Signature

Name Printed or Typed



Destin
Tallahassee
Pensacola
Panama City
Panama City Beach
Atlanta

South Walton Mosquito Control District
Darrin Dunwald
774 N. County Hwy 393
Santa Rosa Beach, FL 32549

Invoice number 18106_1221
Date 12/31/2021

Project 18106 SOUTH WALTON COUNTY
MOSQUITO CONTROL DISTRICT NEW
HEADQUARTERS

Professional Architectural Services

\$ 5,675.00 DAG and consultant time and services under existing approved Service Orders which were being held until we got approval to move forward with invoicing

\$14,231.25 Additional services by Architect and Civil Engineer over the last year due to building revisions, site relocations, and bridge design beyond scope of original agreement

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Service Order #1 - Initial Surveys and Assessments					
Update Boundary and Topo Survey	1,200.00	100.00	1,200.00	1,200.00	0.00
Site and Facilities Assessment	23,584.00	100.00	23,584.00	23,584.00	0.00
Environmental Assessment	2,820.00	100.00	2,820.00	2,820.00	0.00
Subtotal	27,604.00	100.00	27,604.00	27,604.00	0.00
Service Order #2 - Schematic Design Admin Building					
Architectural and Structural Schematic Design	30,800.00	100.00	30,800.00	30,800.00	0.00
Civil Engineering Schematic Design	45,100.00	68.10	30,712.00	30,712.00	0.00
Subtotal	75,900.00	81.04	61,512.00	61,512.00	0.00
Service Order #3 - Programming and Schematic Design - Maintenance Building					
Architectural, Str, MEP PG & Schematic Design	46,620.00	15.14	6,856.25	7,056.25	200.00
Civil Engineering PG & Schematic Design	23,640.00	51.98	12,138.00	12,288.00	150.00
Subtotal	70,260.00	27.53	18,994.25	19,344.25	350.00
Service Order #4 - Admin Bldg Construction Documents, Bidding, CA					
Design Development	71,507.00	100.00	71,507.00	71,507.00	0.00
Construction Documents	95,342.00	26.88	20,781.25	25,631.25	4,850.00
Bidding and Negotiations	11,918.00	0.00	0.00	0.00	0.00
Construction Administration	59,589.00	0.00	0.00	0.00	0.00
Subtotal	238,356.00	40.75	92,288.25	97,138.25	4,850.00
Service Order #4 Additional Services					
Civil Engineering	24,870.00	7.60	1,415.68	1,890.68	475.00
Landscape Design	15,941.00	0.00	0.00	0.00	0.00
Drainage Ditch Cover Design	25,507.00	7.88	2,008.69	2,008.69	0.00
FL Energy Calculations	1,595.00	0.00	0.00	0.00	0.00
Backup Generator Design	7,014.00	24.00	1,683.36	1,683.36	0.00
Site Lighting Design	2,295.00	24.00	550.80	550.80	0.00
Lightning Protection Design	1,530.00	24.00	367.20	367.20	0.00
Telcom Design	7,014.00	24.00	1,683.36	1,683.36	0.00
Security and Access	4,209.00	24.00	1,010.16	1,010.16	0.00



Destin
Tallahassee
Pensacola
Panama City
Panama City Beach
Atlanta

South Walton Mosquito Control District

Project 18106 SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT NEW HEADQUARTERS

Invoice number 18106_1221

Date 12/31/2021

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Service Order #4 Additional Services					
Audio Video	7,015.00	24.00	1,683.60	1,683.60	0.00
HVAC Commissioning	4,560.00	0.00	0.00	0.00	0.00
Subtotal	101,550.00	10.71	10,402.85	10,877.85	475.00
Service Order #5 - Environmental Permitting					
	21,600.00	78.06	16,860.00	16,860.00	0.00
Total	535,270.00	43.59	227,661.35	233,336.35	5,675.00

Additional Services - Building and Site Revisions / Civil Bridge Design

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jack D. Baker	20.50	200.00	4,100.00
Project Manager			
Alex F. Gacic	60.50	125.00	7,562.50
Jamie L. Stephens	0.75	125.00	93.75
Subtotal	61.25		7,656.25

Consultant

	Units	Rate	Billed Amount
Civil Engineer			2,475.00
Phase subtotal			14,231.25

Invoice total **19,906.25**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
18106_0321	03/31/2021	371.31					371.31
18106_1221	12/31/2021	19,906.25	19,906.25				
Total		20,277.56	19,906.25	0.00	0.00	0.00	371.31

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Gail at 850.337.6443 or gennis@dagarchitects.com.

18106 South Walton County Mosquito Control District New Headquarters						
Date	Phase ID & Description	Employee	Units/Hours	Billed Rate	Billed Amount	Notes
8/23/2021	Service Order #3 - Programming and Schematic Design - Maintenance Building Architectural, Str, MEP PG & Schematic Design	Jack Baker	1.00	200.00	200.00	re-kickoff mtg with Pat B, Brooklyn B and Alex G.
18106 South Walton County Mosquito Control District New Headquarters						
Date	Phase ID & Description	Employee	Units/Hours	Billed Rate	Billed Amount	Notes
8/23/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Alex Gacic	3.00	125.00	375.00	Review scope of work with Pat and jack. Floor plan changes
8/24/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Brookelyn Bolin	1.75	100.00	175.00	review potential concepts for interior design of Mosquito Control District
8/23/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Brookelyn Bolin	1.00	100.00	100.00	meeting with Pat, Jack, and Alex about interior involvement in Mosquito Control
8/24/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Alex Gacic	2.00	125.00	250.00	Exterior wall design and follow up with CE on geo tech requirements and structural framing
8/25/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Alex Gacic	4.00	125.00	500.00	Follow up on structural wall requirements, civil and structural design, type of drainage ditch bridge options
8/26/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Alex Gacic	3.00	125.00	375.00	Review of scope of work requiremetns
8/27/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Alex Gacic	2.00	125.00	250.00	Finish Floor and ADA grade review
8/30/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Alex Gacic	3.00	125.00	375.00	Floor plan updates and follow up on cvil issues
9/7/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Alex Gacic	1.00	125.00	125.00	Review scope of work requirements for service orders 4 & 6
9/8/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Grayson Levitch	1.00	75.00	75.00	Schematic Design Plan Review- Met with Brookelyn to form questions about mosquito control plan so we can move forward with the design.
9/9/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Alex Gacic	1.50	125.00	187.50	Floor plan comments and reviews.
9/8/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Brookelyn Bolin	0.50	100.00	50.00	begin review for mosquito control
9/9/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Brookelyn Bolin	2.50	100.00	250.00	review and questions for mosquito control talk to Alex about it
9/9/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Grayson Levitch	2.00	75.00	150.00	Formed questions about the floor plan.
9/9/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Jack Baker	2.00	200.00	400.00	discuss project with Alex and Brooklyn
10/8/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Jack Baker	2.00	200.00	400.00	meeting w client on revised scope of work
11/23/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Alex Gacic	2.50	125.00	312.50	Follow up on direction from district and review updated Biome wetland arrangement
11/24/2021	Service Order #4 - Admin Bldg Construction Documents, Bidding, CA Construction Documents	Alex Gacic	4.00	125.00	500.00	Options for relocating building to east side and draft email to district to recoup additional services and summary of service order statuses
Total Billed Amount					4,850.00	

18106 South Walton County Mosquito Control District New Headquarters						
Date	Phase ID & Description	Employee	Units/Hours	Billed Rate	Billed Amount	Notes
4/7/2021	Service Order #4 Additional Services Civil Engineering	Gail Ennis	0.50	50.00	25.00	review with PM/PIC, project coordination and correspondence, invoice, update project data
18106 South Walton County Mosquito Control District New Headquarters						
Date	Phase ID & Description	Employee	Units/Hours	Billed Rate	Billed Amount	Notes
1/11/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	2.00	125.00	250.00	Commissioner Report preparation
1/12/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	2.00	125.00	250.00	Assemble printed packets for commissioners.
1/14/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	0.50	125.00	62.50	Review commissioner packet with director
1/18/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.00	125.00	125.00	Follow up on board meeting information
1/19/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Jack Baker	2.00	200.00	400.00	attend board meeting to meet new commissioners and let them know where we are on the
1/25/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.00	125.00	125.00	Follow up on workshop requirements
2/1/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.00	125.00	125.00	Follow up on meeting time change and CD check set for review
2/4/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	2.00	125.00	250.00	Follow up on fees and education change
2/5/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.00	125.00	125.00	Follow up on education area options
2/8/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.00	125.00	125.00	Follow up on environmental submittal and approval time estimates
2/9/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Jamie Stephens	0.25	125.00	31.25	Review of Educational Space needs shared by Alex/ Hallie Oalde --Lee County Mosquito Control Example & Tablet learning coupled with physical space
4/1/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	3.00	125.00	375.00	Review scope change and new task order requirements at board meeting
4/1/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.50	125.00	187.50	Travel Time
4/1/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Jamie Stephens	0.50	125.00	62.50	Attending Board call for current state of the county/direction for future Admin building.
4/6/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.00	125.00	125.00	Review space needs and request updates
4/1/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Jack Baker	3.00	200.00	600.00	Board meeting to start over with a metal building
4/13/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	2.00	125.00	250.00	Prep for scope meeting
4/14/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	2.00	125.00	250.00	Program review meeting
5/7/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Jack Baker	3.50	200.00	700.00	meeting w client to convert project to metal building.
5/7/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	2.00	125.00	250.00	Scope review meeting
5/7/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.50	125.00	187.50	Travel time
5/10/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	3.00	125.00	375.00	Update floor plan and roof plan
5/11/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	2.00	125.00	250.00	Metal building options
5/12/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	2.00	125.00	250.00	Metal building options
5/14/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	2.00	125.00	250.00	Metal building review and budget
5/17/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.00	125.00	125.00	Submit CM request for qualifications doc example
6/8/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Jack Baker	1.00	200.00	200.00	revised floor plan layout to square building off for Pre engineered building
6/9/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Jack Baker	2.00	200.00	400.00	revise existing approved floor plan to create rectangular building to fit PEB programs
6/11/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Jack Baker	5.00	200.00	1,000.00	revise floor plan to fit PEB shape/sizes
6/22/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.50	125.00	187.50	travel time
6/22/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	4.00	125.00	500.00	Board Meeting and follow up with civil for new task ordre for the bridge
6/23/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.00	125.00	125.00	Civil Engineering proposal follow up
6/22/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Jack Baker	4.00	200.00	800.00	board meeting and discuss moving forward with project
6/29/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	4.00	125.00	500.00	Bridge Proposal
11/4/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.00	125.00	125.00	Conference call to review wetlands and building reloation
12/1/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.00	125.00	125.00	Service Order adjustments summary to district for review and approval
12/3/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	2.00	125.00	250.00	Follow up on service order changes and building lcoation confirmation
12/6/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	3.00	125.00	375.00	Write up service order amendments and follow up on Lab equipment and layout and front enty camopy size
12/7/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	2.50	125.00	312.50	Amendments to consulatant service order no. 4 and prepare AIA forms from consultant and owner amendments
12/8/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	3.00	125.00	375.00	Service order no final changes and Jack's signature
12/9/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.00	125.00	125.00	AIA forms
12/10/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.00	125.00	125.00	Follow up on district questions on service order changes
12/15/2021	Additional Services - Building and Site Revisions / Civil Bridge Design	Alex Gacic	1.00	125.00	125.00	Additional follow up to O'Connell invoices
Total Labor Amount					11,756.25	



Destin
Tallahassee
Pensacola
Panama City
Panama City Beach
Atlanta

South Walton Mosquito Control District
Darrin Dunwald
774 N. County Hwy 393
Santa Rosa Beach, FL 32549

Invoice number 18106_1221
Date 12/31/2021

Project 18106 SOUTH WALTON COUNTY
MOSQUITO CONTROL DISTRICT NEW
HEADQUARTERS

Professional Architectural Services

\$ 5,675.00 DAG and consultant time and services under existing approved Service Orders which were being held until we got approval to move forward with invoicing

\$14,231.25 Additional services by Architect and Civil Engineer over the last year due to building revisions, site relocations, and bridge design beyond scope of original agreement

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Service Order #1 - Initial Surveys and Assessments					
Update Boundary and Topo Survey	1,200.00	100.00	1,200.00	1,200.00	0.00
Site and Facilities Assessment	23,584.00	100.00	23,584.00	23,584.00	0.00
Environmental Assessment	2,820.00	100.00	2,820.00	2,820.00	0.00
Subtotal	27,604.00	100.00	27,604.00	27,604.00	0.00
Service Order #2 - Schematic Design Admin Building					
Architectural and Structural Schematic Design	30,800.00	100.00	30,800.00	30,800.00	0.00
Civil Engineering Schematic Design	45,100.00	68.10	30,712.00	30,712.00	0.00
Subtotal	75,900.00	81.04	61,512.00	61,512.00	0.00
Service Order #3 - Programming and Schematic Design - Maintenance Building					
Architectural, Str, MEP PG & Schematic Design	46,620.00	15.14	6,856.25	7,056.25	200.00
Civil Engineering PG & Schematic Design	23,640.00	51.98	12,138.00	12,288.00	150.00
Subtotal	70,260.00	27.53	18,994.25	19,344.25	350.00
Service Order #4 - Admin Bldg Construction Documents, Bidding, CA					
Design Development	71,507.00	100.00	71,507.00	71,507.00	0.00
Construction Documents	95,342.00	26.88	20,781.25	25,631.25	4,850.00
Bidding and Negotiations	11,918.00	0.00	0.00	0.00	0.00
Construction Administration	59,589.00	0.00	0.00	0.00	0.00
Subtotal	238,356.00	40.75	92,288.25	97,138.25	4,850.00
Service Order #4 Additional Services					
Civil Engineering	24,870.00	7.60	1,415.68	1,890.68	475.00
Landscape Design	15,941.00	0.00	0.00	0.00	0.00
Drainage Ditch Cover Design	25,507.00	7.88	2,008.69	2,008.69	0.00
FL Energy Calculations	1,595.00	0.00	0.00	0.00	0.00
Backup Generator Design	7,014.00	24.00	1,683.36	1,683.36	0.00
Site Lighting Design	2,295.00	24.00	550.80	550.80	0.00
Lightning Protection Design	1,530.00	24.00	367.20	367.20	0.00
Telcom Design	7,014.00	24.00	1,683.36	1,683.36	0.00
Security and Access	4,209.00	24.00	1,010.16	1,010.16	0.00



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Panama City
Panama City Beach
Atlanta

South Walton Mosquito Control District

Project 18106 SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT NEW HEADQUARTERS

Invoice number 18106_1221

Date 12/31/2021

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Service Order #4 Additional Services					
Audio Video	7,015.00	24.00	1,683.60	1,683.60	0.00
HVAC Commissioning	4,560.00	0.00	0.00	0.00	0.00
Subtotal	101,550.00	10.71	10,402.85	10,877.85	475.00
Service Order #5 - Environmental Permitting					
	21,600.00	78.06	16,860.00	16,860.00	0.00
Total	535,270.00	43.59	227,661.35	233,336.35	5,675.00

Additional Services - Building and Site Revisions / Civil Bridge Design

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jack D. Baker	20.50	200.00	4,100.00
Project Manager			
Alex F. Gacic	60.50	125.00	7,562.50
Jamie L. Stephens	0.75	125.00	93.75
Subtotal	61.25		7,656.25

Consultant

	Units	Rate	Billed Amount
Civil Engineer			2,475.00
Phase subtotal			14,231.25

Invoice total **19,906.25**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
18106_0321	03/31/2021	371.31					371.31
18106_1221	12/31/2021	19,906.25	19,906.25				
Total		20,277.56	19,906.25	0.00	0.00	0.00	371.31

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INVOICE

BILL TO

Alex Gacic
DAG Architects,
1223 Airport Rd.
Destin, FL 32541

Date Apr 05, 2021
 Invoice # 21226
 Project Name So Walton Mosquito Control-Master Plan
 Project No 18178
 Please Remit By May 05, 2021
 Payment Terms 30(days)
 Balance Due: **\$150.00**

Project Description: So Walton Mosquito Control-Master Plan

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase completed	Amount Billed	% complete current inv	Value of Completed	Amount remaining
Service Order #2-Phase 1-Prelim Admin	33.07%	\$50,000.00	52.33%	\$26,165.00	0.00%	\$0.00	\$23,835.00
Civil-Task Order #2-Ph 1	23.81%	\$36,000.00	67.57%	\$24,325.00	0.00%	\$0.00	\$11,675.00
Structural-Task Order #2-Ph 1	5.95%	\$9,000.00	15.00%	\$1,350.00	0.00%	\$0.00	\$7,650.00
Meetings-Task Order #2-Ph 1	3.31%	\$5,000.00	9.80%	\$490.00	0.00%	\$0.00	\$4,510.00
Service Order #3 Phase II-SD	16.34%	\$24,700.00	40.95%	\$10,115.00	0.00%	\$0.00	\$14,585.00
Civil-Task Order #3-Ph II	13.03%	\$19,700.00	51.35%	\$10,115.00	0.00%	\$0.00	\$9,585.00
Structural-Task Order #3-Ph II	3.31%	\$5,000.00	0.00%	\$0.00	0.00%	\$0.00	\$5,000.00
Service Order #4-Phase I-DD-CD	39.02%	\$59,000.00	4.55%	\$2,685.00	4.81%	\$150.00	\$56,165.00
Civil-Task Order #4-DD-Ph 1	3.31%	\$5,000.00	22.20%	\$1,110.00	25.20%	\$150.00	\$3,740.00
Civil-Task Order #4-CD-Ph 1	9.59%	\$14,500.00	0.00%	\$0.00	0.00%	\$0.00	\$14,500.00
Structural-Task Order #4-DD-Ph 1	6.61%	\$10,000.00	15.75%	\$1,575.00	0.00%	\$0.00	\$8,425.00
Structural-Task Order #4-CD-Ph 1	6.61%	\$10,000.00	0.00%	\$0.00	0.00%	\$0.00	\$10,000.00
Bid Documents-Task Order #4-Ph 1	3.31%	\$5,000.00	0.00%	\$0.00	0.00%	\$0.00	\$5,000.00
Contract Admin-Task Order #4	9.59%	\$14,500.00	0.00%	\$0.00	0.00%	\$0.00	\$14,500.00
Service Order #5-Phase II-Dredge & Fill	7.94%	\$12,000.00	87.08%	\$10,450.00	0.00%	\$0.00	\$1,550.00
Task Order #5-Stormwater, Grading & Drainage-	6.61%	\$10,000.00	100.00%	\$10,000.00	0.00%	\$0.00	\$0.00
Task Order #5-Meetings	1.32%	\$2,000.00	22.50%	\$450.00	0.00%	\$0.00	\$1,550.00
	96.36%	\$145,700.00	33.92%	\$49,415.00	0.10%	\$150.00	\$96,135.00



INVOICE

Date Apr 05, 2021
Invoice # 21226
Project Name So Walton Mosquito Control-Master Plan
Project No 18178
Please Remit By May 05, 2021
Payment Terms 30(days)

Balance Due: **\$150.00**

Project Description: So Walton Mosquito Control-Master Plan

(Continued ...)

Invoice Total: \$150.00

Please make payments to O'Connell & Associates Consulting Engineers, LLC. Late payments are subject to penalty fees.



INVOICE

BILL TO

**Alex Gacic
DAG Architects,
1223 Airport Rd.
Destin, FL 32541**

Date May 05, 2021
Invoice # 21311
Project Name So Walton Mosquito Control-Master Plan
Project No 18178
Please Remit By Jun 04, 2021
Payment Terms 30(days)

Balance Due: \$300.00

Project Description: So Walton Mosquito Control-Master Plan

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase completed	Amount Billed	% complete current inv	Value of Completed	Amount remaining
Service Order #2-Phase 1-Prelim Admin	33.07%	\$50,000.00	52.33%	\$26,165.00	0.00%	\$0.00	\$23,835.00
Civil-Task Order #2-Ph 1	23.81%	\$36,000.00	67.57%	\$24,325.00	0.00%	\$0.00	\$11,675.00
Structural-Task Order #2-Ph 1	5.95%	\$9,000.00	15.00%	\$1,350.00	0.00%	\$0.00	\$7,650.00
Meetings-Task Order #2-Ph 1	3.31%	\$5,000.00	9.80%	\$490.00	0.00%	\$0.00	\$4,510.00
Service Order #3 Phase II-SD	16.34%	\$24,700.00	40.95%	\$10,115.00	0.00%	\$0.00	\$14,585.00
Civil-Task Order #3-Ph II	13.03%	\$19,700.00	51.35%	\$10,115.00	0.00%	\$0.00	\$9,585.00
Structural-Task Order #3-Ph II	3.31%	\$5,000.00	0.00%	\$0.00	0.00%	\$0.00	\$5,000.00
Service Order #4-Phase I-DD-CD	39.02%	\$59,000.00	4.81%	\$2,835.00	5.31%	\$300.00	\$55,865.00
Civil-Task Order #4-DD-Ph 1	3.31%	\$5,000.00	25.20%	\$1,260.00	31.20%	\$300.00	\$3,440.00
Civil-Task Order #4-CD-Ph 1	9.59%	\$14,500.00	0.00%	\$0.00	0.00%	\$0.00	\$14,500.00
Structural-Task Order #4-DD-Ph 1	6.61%	\$10,000.00	15.75%	\$1,575.00	0.00%	\$0.00	\$8,425.00
Structural-Task Order #4-CD-Ph 1	6.61%	\$10,000.00	0.00%	\$0.00	0.00%	\$0.00	\$10,000.00
Bid Documents-Task Order #4-Ph 1	3.31%	\$5,000.00	0.00%	\$0.00	0.00%	\$0.00	\$5,000.00
Contract Admin-Task Order #4	9.59%	\$14,500.00	0.00%	\$0.00	0.00%	\$0.00	\$14,500.00
Service Order #5-Phase II-Dredge & Fill	7.94%	\$12,000.00	87.08%	\$10,450.00	0.00%	\$0.00	\$1,550.00
Task Order #5-Stormwater, Grading & Drainage-	6.61%	\$10,000.00	100.00%	\$10,000.00	0.00%	\$0.00	\$0.00
Task Order #5-Meetings	1.32%	\$2,000.00	22.50%	\$450.00	0.00%	\$0.00	\$1,550.00
	96.36%	\$145,700.00	34.02%	\$49,565.00	0.21%	\$300.00	\$95,835.00



INVOICE

Date May 05, 2021
Invoice # 21311
Project Name So Walton Mosquito Control-Master Plan
Project No 18178
Please Remit By Jun 04, 2021
Payment Terms 30(days)

Balance Due: \$300.00

Project Description: So Walton Mosquito Control-Master Plan

(Continued ...)

Invoice Total: \$300.00

Please make payments to O'Connell & Associates Consulting Engineers, LLC. Late payments are subject to penalty fees.



INVOICE

BILL TO

Alex Gacic
DAG Architects,
1223 Airport Rd.
Destin, FL 32541

Date Sep 03, 2021
 Invoice # 21641
 Project Name So Walton Mosquito Control-Master Plan
 Project No 18178
 Please Remit By Oct 03, 2021
 Payment Terms 30(days)
 Balance Due: **\$2,025.00**

Project Description: So Walton Mosquito Control-Master Plan

Services

<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>	
<i>Service Order #6-Bridge Design</i>						
<i>Neill O'Connell</i>						
6/28/2021	NO	Document Review	research	1.00	\$150.00	\$150.00
7/1/2021	NO	Document Review	research/review scope and exhibit	2.00	\$150.00	\$300.00
7/2/2021	NO	General Engineering	contact bridge company in Troy to review design/follow up with Alex	1.50	\$150.00	\$225.00
7/6/2021	NO	Document Review	email correspondence w/ Conecuh bridge/Aled DAG	2.00	\$150.00	\$300.00
8/16/2021	NO	Document Review	review email from Alex/phone call/ review design scenarios	1.00	\$150.00	\$150.00
8/25/2021	NO	Document Review	review/revise scope for box clverts	1.00	\$150.00	\$150.00
8/27/2021	NO	Document Review	review contract scope w/ DAG/research revised plan/bldg materials	3.00	\$150.00	\$450.00
8/27/2021	NO	Document Review	review updated scope from DAG/review geotech	1.00	\$150.00	\$150.00
8/31/2021	NO	Document Review	review scope/details w/ DAG	1.00	\$150.00	\$150.00
Service Order #6-Bridge Design Total:			13.50		\$2,025.00	
Services Sub Total:			13.50		\$2,025.00	

Invoice Total: \$2,025.00

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INVOICE

BILL TO

Alex Gacic
DAG Architects,
1223 Airport Rd.
Destin, FL 32541

Date Oct 04, 2021
Invoice # 21730
Project Name So Walton Mosquito Control-Master Plan
Project No 18178
Please Remit By Nov 03, 2021
Payment Terms 30(days)

Balance Due: \$300.00

Project Description: So Walton Mosquito Control-Master Plan

Services

<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Service Order #6-Bridge Design					
<i>Neill O'Connell</i>					
9/1/2021	NO	Permitting	RFQ for Wetland Permitting Quote	1.00	\$150.00 \$150.00
9/20/2021	NO	Document Review	review permitting requirements for culvert / correspond w/ DAG	1.00	\$150.00 \$150.00
			Service Order #6-Bridge Design Total:	2.00	\$300.00
			Services Sub Total:	2.00	\$300.00
				Invoice Total:	\$300.00

Please make payments to O'Connell & Associates Consulting Engineers, LLC. Late payments are subject to penalty fees.



INVOICE

BILL TO

Alex Gacic
DAG Architects,
1223 Airport Rd.
Destin, FL 32541

Date Nov 03, 2021
 Invoice # 21821
 Project Name So Walton Mosquito Control-Master Plan
 Project No 18178
 Please Remit By Dec 03, 2021
 Payment Terms 30(days)
 Balance Due: **\$150.00**

Project Description: So Walton Mosquito Control-Master Plan

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase completed	Amount Billed	% complete current inv	Value of Completed	Amount remaining
Service Order #2-Phase 1-Prelim Admin	33.07%	\$50,000.00	52.33%	\$26,165.00	0.00%	\$0.00	\$23,835.00
Civil-Task Order #2-Ph 1	23.81%	\$36,000.00	67.57%	\$24,325.00	0.00%	\$0.00	\$11,675.00
Structural-Task Order #2-Ph 1	5.95%	\$9,000.00	15.00%	\$1,350.00	0.00%	\$0.00	\$7,650.00
Meetings-Task Order #2-Ph 1	3.31%	\$5,000.00	9.80%	\$490.00	0.00%	\$0.00	\$4,510.00
Service Order #3 Phase II-SD	16.34%	\$24,700.00	40.95%	\$10,115.00	41.56%	\$150.00	\$14,435.00
Civil-Task Order #3-Ph II	13.03%	\$19,700.00	51.35%	\$10,115.00	52.11%	\$150.00	\$9,435.00
Structural-Task Order #3-Ph II	3.31%	\$5,000.00	0.00%	\$0.00	0.00%	\$0.00	\$5,000.00
Service Order #4-Phase I-DD-CD	39.02%	\$59,000.00	5.31%	\$3,135.00	0.00%	\$0.00	\$55,865.00
Civil-Task Order #4-DD-Ph 1	3.31%	\$5,000.00	31.20%	\$1,560.00	0.00%	\$0.00	\$3,440.00
Civil-Task Order #4-CD-Ph 1	9.59%	\$14,500.00	0.00%	\$0.00	0.00%	\$0.00	\$14,500.00
Structural-Task Order #4-DD-Ph 1	6.61%	\$10,000.00	15.75%	\$1,575.00	0.00%	\$0.00	\$8,425.00
Structural-Task Order #4-CD-Ph 1	6.61%	\$10,000.00	0.00%	\$0.00	0.00%	\$0.00	\$10,000.00
Bid Documents-Task Order #4-Ph 1	3.31%	\$5,000.00	0.00%	\$0.00	0.00%	\$0.00	\$5,000.00
Contract Admin-Task Order #4	9.59%	\$14,500.00	0.00%	\$0.00	0.00%	\$0.00	\$14,500.00
Service Order #5-Phase II-Dredge & Fill	7.94%	\$12,000.00	87.08%	\$10,450.00	0.00%	\$0.00	\$1,550.00
Task Order #5-Stormwater, Grading & Drainage-	6.61%	\$10,000.00	100.00%	\$10,000.00	0.00%	\$0.00	\$0.00
Task Order #5-Meetings	1.32%	\$2,000.00	22.50%	\$450.00	0.00%	\$0.00	\$1,550.00
Service Order #6-Bridge Design	0.00%	\$0.00	0.00%	\$2,325.00	0.00%	\$0.00	-\$2,325.00
	96.36%	\$145,700.00	35.82%	\$52,190.00	0.10%	\$150.00	\$93,360.00



INVOICE

Date Nov 03, 2021
Invoice # 21821
Project Name So Walton Mosquito Control-Master Plan
Project No 18178
Please Remit By Dec 03, 2021
Payment Terms 30(days)

Balance Due: **\$150.00**

Project Description: So Walton Mosquito Control-Master Plan

(Continued ...)

Invoice Total: \$150.00

Please make payments to O'Connell & Associates Consulting Engineers, LLC. Late payments are subject to penalty fees.



INVOICE

BILL TO

Alex Gacic
DAG Architects,
1223 Airport Rd.
Destin, FL 32541

Date Dec 02, 2021

Invoice # 21910

Project Name So Walton Mosquito Control-Master Plan

Project No 18178

Please Remit By Jan 01, 2022

Payment Terms 30(days)

Balance Due: \$150.00

Project Description: So Walton Mosquito Control-Master Plan

Additional Services

<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
<i>Civil-Task Order #3-Ph II</i>					
<i>Neill O'Connell</i>					
11/29/2021	NO	Additional Services	revised plan review / correspond w/ Alex	1.00	\$150.00
			Civil-Task Order #3-Ph II Total:	1.00	\$150.00
			Additional Services Sub Total:	1.00	\$150.00
Invoice Total:					\$150.00

Please make payments to O'Connell & Associates Consulting Engineers, LLC. Late payments are subject to penalty fees.



AIA[®] Document G802™ – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*

South Walton County Mosquito Control
Headquarters

AGREEMENT INFORMATION:

Date: May 12, 2020

AMENDMENT INFORMATION:

Amendment Number: 001

Date: December 8, 2021

OWNER: *(name and address)*

South Walton County Mosquito Control
District Headquarters

ARCHITECT: *(name and address)*

DAG Architects, Inc.

1223 Airport Road
Destin, Florida 32541

The Owner and Architect amend the Agreement as follows:
See Service Order No. 4 Amendment #1, Exhibits "a" & "B".

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

\$6,000.00 for structural changes for new location and wall types \$31,800.00 for civil design at new building location.

Schedule Adjustment:

N/A

SIGNATURES:

DAG Architects, Inc.

South Walton County Mosquito
Control District Headquarters

ARCHITECT *(Firm name)*

OWNER *(Firm name)*

SIGNATURE

Jack D. Baker, AIA, FCP
President

SIGNATURE

Darrin Dunwald
District Director

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

12/8/2021

DATE

DATE

SERVICE ORDER number Four made as of the Twelfth day of May in the year Two Thousand Twenty

Between: South Walton County Mosquito Control District and DAG Architects Inc.

EXHIBIT "A"
SERVICE ORDER NO. FOUR
SCOPE OF ADDITIONAL SERVICES
AMENDMENT #1

1. Design Development

- Refinement of the schematic design approved by the owner, including design of details and selection of materials.
- Develop a stormwater management report and corresponding exhibits for review and approval by the Walton County planning staff and their engineering consultants. Report shall include, Introduction and Methodology, Existing Conditions Discussion, Proposed Conditions Discussion, Hydrologic/Hydraulic Modeling Discussion, Conclusions/Recommendations.
- Develop a traffic trip generation and distribution report for review and approval by the Walton County planning staff and their engineering consultants.
- Develop a complete Major Development order application and corresponding notifications and submit the application to the Walton County Planning and Development Services Department for review.
- Attend one (1) Technical Review Committee meeting with the Walton County Planning and Development Services Department and their consultants, one (1) Walton County Planning Commission Meeting and one (1) Walton County Board of County Commissioners meeting.
- Prepare the applicable mail and sign notifications for each of the County public meetings listed above.
- Site plan: Site development requirements, property lines, elevations, pavement and sidewalks, walls and curbs, landscaping, utilities, typical site details.
- Floor plans: Rooms, corridors, and other spaces; windows and doors; fire ratings and compartments; expansion joints; reflected ceilings; structural grid; major dimensions.
- Building elevations: Materials and features, major dimensions and elevations, typical windows and doors.
- Building sections: Materials, fire ratings and compartments, expansion joints, major dimensions and elevations, outline specifications.
- Typical wall sections: Partition types, fire-rated assemblies.
- Integrated sections/plans: Architectural, structural, mechanical, electrical, and plumbing systems depicted on the same drawings to show how they fit together.
- Schedules: Room finishes, doors, windows.
- Furniture/Buildouts: Plans, schedules, materials.
- Structural: Foundation plan, floor framing, roof framing, typical notes and details, outline specifications.
- Mechanical: Equipment rooms and distribution zones, riser diagrams, equipment rooms, outline specifications.
- Electrical: Equipment rooms and distribution zones, riser diagrams, equipment schedule, outline specifications.
- Plumbing: Equipment rooms and distribution zones, riser diagrams, equipment rooms, outline specifications.
- Fire Protection: Sprinkler zones, riser diagrams, outline specifications.
- Telecon, access controls, security, A/V: Floorplans, equipment schedule, outline specifications.
- Outline specifications: Brief description of the project, architectural materials and systems, engineering specifications.
- Landscape and Irrigation: Site planting plans, preliminary irrigation plans, typical planting details, preliminary hardscape plans.
- Visualization: Models, mockups, material samples, renderings, computer models, animations, sketches, lighting studies.
- Design Development Construction Cost Opinion.

SERVICE ORDER number Four made as of the Twelfth day of May in the year Two Thousand Twenty

Between: South Walton County Mosquito Control District and DAG Architects Inc.

EXHIBIT "A"
SERVICE ORDER NO. FOUR
SCOPE OF ADDITIONAL SERVICES
AMENDMENT #1

2. Construction Documents

Architectural

- Site Plan: Layout the property lines, improvements adjacent to the site, limits of the work, building footprint, parking lot, driveways, sidewalks and other paved areas. _ Locate screen walls, retaining walls, fences and gates.
- Demolition Plan: All structures and facilities that are to be demolished
- Floor Plan: Dimensioned walls and room layout, windows, storefronts, borrow lights, and other openings, countertops, shelves, built-in casework, vanities, lockers, plumbing fixtures, drinking fountains, fire extinguishers/cabinets, wet standpipe, floor materials, floor patterns, room names, room numbers, door numbers, window types, and partition.
- Roof Plan: Roof slopes, materials, gutters, downspouts.
- Reflected Ceiling Plan: Legend and notes, soffits, ceiling heights, light fixtures, speakers, smoke detectors, HVAC, fire sprinklers, access panels.
- Building Elevations: Walls, finishes, storefronts, doors, louvers, windows, elevations for grade, floor lines, roof lines, top of walls, top of windows.
- Building Sections: Foundations, floors, walls, ceilings, roofs.
- Wall Sections: Types, materials, fire and sound ratings.
- Enlarged Plans: Plans that need of more detail than is shown on small scale plan.
- Interior Elevations: Finish materials for interior walls, tile patterns, doors and windows, wall mounted fixtures and devices, casework and furnishings, plumbing fixtures and bathroom accessories, ceiling height changes and soffits viewed in elevation.
- Schedules: doors, windows, louvers, room finishes, partition types.
- Details: exterior wall, storefront, entrances, louvers, waterproofing, roof details, ceilings, soffits, trim, millwork, casework, signage.

Project Manual

- Bidding requirements.
- Contract forms
- Contract conditions
- Technical specifications

Structural (*AMENDMENT #1 Structural changes for new location and wall types \$6,000*)

- General and structural notes
- General structural details
- Foundation plans
- Foundation details and schedules
- Wall framing plans
- Roof framing plans
- Truss elevations
- Shear wall plans and elevations
- Column schedules and details
- Beam schedules and details
- Structural sections and details

Mechanical

- Legend and general notes
- Mechanical schedules
- Mechanical site plan

SERVICE ORDER number Four made as of the Twelfth day of May in the year Two Thousand Twenty

Between: South Walton County Mosquito Control District and DAG Architects Inc.

EXHIBIT "A"
SERVICE ORDER NO. FOUR
SCOPE OF ADDITIONAL SERVICES
AMENDMENT #1

- Mechanical plans
- Piping and ductwork plans
- Heating and air conditioning riser diagrams
- Exhaust riser diagrams
- Outside air riser diagram
- Enlarged mechanical plans
- Mechanical details

Plumbing

- Legend and general notes
- Plumbing equipment and fixture schedules
- Plumbing plans
- Water distribution diagrams
- Sanitary risers diagrams
- Gas piping riser diagrams
- Enlarged plumbing plans
- Plumbing details

Fire Protection

- Legend and general notes
- Fire protection site plan
- Fire protection plans
- Fire protection details

Electrical

- Legend and general notes
- Electrical site plan
- Lighting plans
- Power plans
- Enlarged electrical plans
- Enlarged electrical room plans
- Electrical riser diagrams
- Fire alarm riser diagrams
- Equipment and panel schedules
- Electrical details

Civil (incorrectly attributed to basic services and should have been included in additional services)

- ~~Coordinate with environmental specialist to assist in preparing the necessary Environmental Resource Permits (ERP) applications for stormwater management systems regulated by the Northwest Florida Water Management District (NWFWM) and the Florida Department of Environmental Protection (FDEP).~~
- ~~Develop the necessary FDEP potable water and wastewater permit applications for review and approval by the local utility service provider and FDEP. The work associated with this item is based on our understanding that public water and sewer service is available from the local utility service provider and the corresponding public infrastructure has sufficient capacity to service the proposed development and it is located directly adjacent to the subject parcel.~~
- ~~Existing conditions plan~~
- ~~Erosion control plan~~

SERVICE ORDER number Four made as of the Twelfth day of May in the year Two Thousand Twenty

Between: South Walton County Mosquito Control District and DAG Architects Inc.

EXHIBIT "A"
SERVICE ORDER NO. FOUR
SCOPE OF ADDITIONAL SERVICES
AMENDMENT #1

- Site layout plan
- Grading and drainage plan
- Utility plan
- Drainage details
- Sewer details
- Water details
- Paving and striping plans and details
- Drain line profiles
- Sewer line profiles
- Water line profiles
- Miscellaneous details

Cost Estimate

- Final estimate of probable construction cost

Bidding

- Update Project Schedule
- Prepare advertisement and bid forms
- Review bidder qualifications
- Conduct Prebid conference
- Review and address bid questions
- Issue bid addenda's as needed
- Review bids and make bid award recommendations

Construction Administration

- Conduct Preconstruction conference
- Review contractor contract submittals
- Review construction schedule and schedule of values
- Review product submittals and shop drawings
- Address Requests for Information
- Prepare addenda's or change orders as required
- Perform Site Observations as required
- Conduct substantial completion inspection
- Conduct final completion inspection
- Review contractor closeout documentation and as-built plans

ASSUMPTIONS AND EXCLUSIONS

- Land surveying services, including construction and post-construction services, are excluded.
- Environmental engineering services are excluded.
- Permit application and regulatory review fees are excluded.
- Fees for all required mailings, public notices, and signage are excluded and shall be billed as a reimbursable expense.
- Wetland delineation / jurisdictional determination services are excluded.
- FDEP and/or ACOE jurisdictional wetland dredge and fill permitting services are excluded.
- Wetland mitigation fees are excluded.
- Future Land Use / Zoning amendments are excluded.

SERVICE ORDER number Four made as of the Twelfth day of May in the year Two Thousand Twenty

Between: South Walton County Mosquito Control District and DAG Architects Inc.

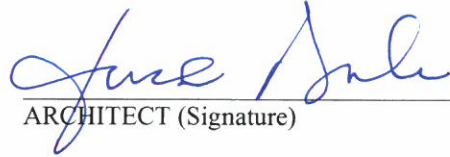
EXHIBIT "A"
SERVICE ORDER NO. FOUR
SCOPE OF ADDITIONAL SERVICES
AMENDMENT #1

- Scope for retaining/privacy wall design will be limited to planar dimensions and surrounding grades. Structural wall design is excluded.
- Design and/or permitting of offsite roadway, roadway connection and/or utility work is excluded.
- Traffic engineering services are excluded.
- All matters related to State of Florida or U.S. Fish & Wildlife are excluded.
- Services other than those specifically outlined within this proposal are excluded.

OWNER (Signature)

Darrin Dunwald, District Director

Date: _____



ARCHITECT (Signature)

Jack D. Baker, AIA, FCP, President

Date: 12/8/2021

SERVICE ORDER number Four made as of the Twelfth day of May in the year Two Thousand Twenty

Between: South Walton County Mosquito Control District and DAG Architects Inc.

EXHIBIT "B"
SERVICE ORDER NO. FOUR
SCOPE OF ADDITIONAL SERVICES
AMENDMENT #1

1. Florida Energy Calculations and Forms
2. Drainage Ditch Cover Design
3. Backup Generator Design
4. Site Lighting Design
5. Landscaping/Irrigation Design
6. Lightning Protection Design
7. Telecon Design
8. Security & Access Control Design
9. Audio/Video Design
10. HVAC Commissioning

ASSUMPTIONS AND EXCLUSIONS

- Land surveying services, including construction and post-construction services, are excluded.
- Environmental engineering services are excluded.
- Permit application and regulatory review fees are excluded.
- Fees for all required mailings, public notices, and signage are excluded and shall be billed as a reimbursable expense.
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- Traffic engineering services are excluded.
- All matters related to State of Florida or U.S. Fish & Wildlife are excluded.
- Services other than those specifically outlined within this proposal are excluded.

AMENDMENT #1
\$31,800.00

Civil (*incorrectly attributed to basic services and should have been included in additional services*)

- Coordinate with environmental specialist to assist in preparing the necessary Environmental Resource Permits (ERP) applications for stormwater management systems regulated by the Northwest Florida Water Management District (NWFWM) and the Florida Department of Environmental Protection (FDEP).
- Develop the necessary FDEP potable water and wastewater permit applications for review and approval by the local utility service provider and FDEP. The work associated with this item is based on our understanding that public water and sewer service is available from the local utility service provider and the corresponding public infrastructure has sufficient capacity to service the proposed development and it is located directly adjacent to the subject parcel.
- Existing conditions plan
- Erosion control plan
- Site layout plan

SERVICE ORDER number Four made as of the Twelfth day of May in the year Two Thousand Twenty

Between: South Walton County Mosquito Control District and DAG Architects Inc.

EXHIBIT "B"
SERVICE ORDER NO. FOUR
SCOPE OF ADDITIONAL SERVICES
AMENDMENT #1

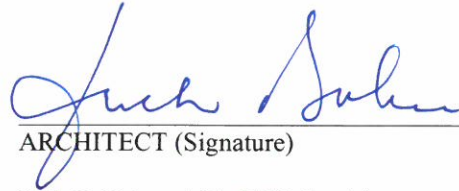
- Grading and drainage plan
- Utility plan
- Drainage details
- Sewer details
- Water details
- Paving and striping plans and details
- Drain line profiles
- Sewer line profiles
- Water line profiles

Miscellaneous details

OWNER (Signature)

Darrin Dunwald, District Director

Date: _____


ARCHITECT (Signature)

Jack D. Baker, AIA, FCP, President

Date: 12/8/2021



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Thursday, November 11, 2021 – 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 November 11, 2021 @ 10:00 AM.

Madam Chairman Faulk called the meeting to order at 10:01 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

Public: None

APPROVAL OF MINUTES

October 27, 2021 Regular Board Meeting Minutes motion to approve.

Motioned by: Commissioner Donna Johns

Seconded by: Doug Liles

Motion approved: Unanimously

PUBLIC COMMENT - NON-AGENDA ITEMS - None

ADMINISTRATION'S REPORT

Financial Report for September 2021 discussion ensued.

Financial Tentative Report for Year-End discussion ensued.

Financial Tentative Report for October 2021 discussion ensued.

Auditor Selection – discussion ensued – decision to reject due to only have 1 submission.

Labor Report

Operations Manager (motion) discussion ensued

Request for motion to approval promotion of Gerry Williams to Operations Mgr by Kristine Faulk.

Motioned by: Commissioner Donna Johns

Seconded by: Doug Liles

Motion approved: Unanimously

Lead Mosquito Tech discussion ensued

Mechanic discussion ensued

LEGAL

October Billing

Request for motion to approval Legal expenditures as presented by Kristine Faulk.

Motioned by: Commissioner Doug Liles

Seconded by: Donna Johns

Motion approved: Unanimously

Consultant Library – discussion ensued. Continuing Contract



South Walton County Mosquito Control District
2021-2022 Regular Board Meeting
Thursday, November 11, 2021 – 10:00 AM

OPERATIONS

October Summary – Discussion ensued
Appropriations Request – Discussion ensued

COMMISSIONERS

Seat – 1 Doug Liles
Rain to recertify the wetlands delineation on Friday, November 12, 2021.
IT Contracts
Internet Service/Phone Service
Engineering Consultants
Seat – 2 Donna Johns
Seat – 3 Kristine Faulk

OLD BUSINESS

Update Travel Policy – tabled until December meeting.
Credit Card Policy – completed – discussion ensued
Update fence – Paid half and fence is on the property. Installation in January.
Certified Letter to Palmetto HOA regarding fence – will send letter closer to installation date.
DBA Company Name Contest – Will announce winner at Christmas Party

NEW BUSINESS

New Business Sign – get a quote to get one completed. It will need a sign permit from the county.

COMMENTS BY COMMISSION AND PUBLIC - None

Request for motion to Adjourn by Kristine Faulk.

Motioned by: Commissioner Doug Liles
Seconded by: Commissioner Donna Johns
Motion approved: Unanimously

Adjourn meeting by Madam Chairman Kristine Faulk at 12:08 PM.

Madam Chairman Kristine Faulk: *Kristine Faulk*

Commissioner Doug Liles: *Doug Liles*

Commissioner Donna Johns: *Donna Johns*

Next Scheduled Meeting(s):

Regular Board Meeting: December 16, 2021 – 10 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459