



South Walton County Mosquito Control District

774 N County Road 393

Santa Rosa Beach, Florida 32459

District 850-267-2112

Fax 850-267-2712

administration@SWCMCD.org

Commissioners

**John J. Magee
Kristine A Faulk
M Tim Norris**

Director

Harley Sampson Jr

Serving our community since 1964

South Walton County Mosquito Control District
REGULAR BOARD MEETING
July 14, 2020
Agenda

Call to Order

Invocation and Pledge

Approval of Minutes (motion)

Administration

1. COVID-19
2. Financial Reports for June 2020
3. Approval of Expenditures for June 2020 **(motion)**
4. Public Relations
5. Budget
6. Building
7. Other

Legal

1. Invoice **(motion)**
2. Other

Operations

1. Activity Report
2. Other

Announcements

Seat 1- Commissioner John Magee

Seat 2- Commissioner Tim Norris

Seat 3- Chairman Kristine Faulk

New Action Items

Public Comments

Adjourn

South Walton County Mosquito Control District

REGULAR BOARD MEETING

June 23, 2020

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 June 23, 2020 @ 9:31 am.

Madam Chairman Faulk called the meeting to order and opened with a prayer and Pledge of Allegiance to the American Flag.

The Commissioners attending the meeting were Kristine Faulk, Tim Norris and John Magee.

Staff Present: Harley Sampson, Jr., Director
 Shirley Steele, Office Coordinator
 Hallie Oalde, Public Relations Specialist
 Mike Yawn, Operations Manager

The Minutes for May 19, 2020 Regular Board Meeting were reviewed. A motion was made to approve the minutes for May 19, 2020 by Commissioner Magee. Commissioner Norris seconded the motion. Motion approved unanimously.

Administration

We continue to comply with the CDC guidelines for COVID-19. The District administration building remains closed to the public.

The monthly financial reports and expenditures for May 2020 were reviewed and a move to approve was made by Commissioner Magee. Commissioner Norris seconded the motion. Motion approved unanimously.

Public Relations Report:

- Our YouTube channel has 6 subscribers. We are currently working on a new video, *A day in the Life at SWCMCD*.
- In the last 28 days, Facebook was visited 183 times, with 16 new page likes. Total people that like our page is 567 up 39 since May 19, 2020.
- Instagram has 162 followers since the creation in November 2019.
- National Mosquito Awareness Week June 21-27, 2020. We have a booth with educational and promotional items scheduled at the TDC, Culver's and Seaside. Rich Clark will be on the electric bicycle handing out material at Topsail Hill Preserve State Park.
- Continued planning for the virtual Panhandle Mosquito Control Workshop on September 22, 2020.
- Participation in the Grayton Beach July 4th parade.
- Creating a newsletter for HOA's

Building update:

Service Order 4 contains the proposal to build the Headquarters building. This Service Order is contingent on approval of current legislative changes on July 1, 2020 to the Consultants Competitive Negotiation Act. Commissioner Norris made a motion to approve Service Order 4 to approve the Headquarters building at \$4,000,000 with the signed legislation for the Consultants Competitive Negotiation Act. Commissioner Norris seconded the motion. Motion approved unanimously.

Service Order 5 contains the submittal of District ERP and Corps NW Permit applications and other permits necessary to process applications.

The On-site sealed bid auction for the approved vehicles and equipment will be rescheduled for August or September 2020 due to COVID-19.

In November 2017 the District partnered with Walton County to auction vehicles. The proceeds from the auction continue to be outstanding. Several attempts have been made to collect these funds. A motion was made by Commissioner Norris to invoice the county for the total amount of funds paid totaling \$15,865.00 paid by Midway Machinery to Walton County Comptroller on 11/28/2017. Commissioner Magee seconded the motion. Motion approved unanimously.

Legal

Manson Bolves Donaldson Varn, PA presented invoice# 8840 for May 2020 in the amount of \$3,410.46. A motion was made by Commissioner Magee to approve Invoice#8840 from Manson Bolves Donaldson Varn, PA for legal services for May 2020 in the amount of \$3,410.46. Commissioner Norris seconded the motion. Motion approved unanimously.

Operations

Mr. Yawn presented the Operations activity report for May 2020. The Sentinel Chickens have returned to the field. Currently working to replace all the old mosquito traps with solar traps.

Old Action Items

- Heaviest equipment weight 80,000 pounds each way
- Contacted prior attorney for records
- New easement letters with guidelines for implementation
- Water testing report

Budget Workshop

CODE	EXPENDITURES:	APPROVED
10	Personal Services	965,000
20	Personal Services Benefits	513,000
30	Operating Expense	235,000
40	Travel and Per Diem	29,000
41	Communication Services	24,500
42	Freight Services	3,000
43	Utility Services	10,600
44	Rentals and Leases	27,250
45	Insurance	45,000
46	Repair and Maintenance Service	45,000
47	Printing and Binding	2,500
48	Promotional Activities	35,000
49	Other Current Charges & Obligations	4,675
51	Office Supplies and Materials	5,000
52.1	Gasoline, Oil and Lubricants	25,000
52.2	Chemicals, Solvents and Additives	225,000
52.3	Clothing and Wearing Apparel	13,000
52.4	Miscellaneous Supplies & Incidental	30,000
52.5	Tools and Small Implements	3,000
54	Books, Publications, Subscriptions, Memberships	15,000
55	Training	14,000
60	Capital Outlay/Equipment/Land/Improvements	5,102,400
89	Contingency	490,000
TOTAL EXPENDITURES		7,861,925

No public comments.

Motion was made to adjourn the meeting by Commissioner Norris, seconded by Commissioner Magee.

The meeting adjourned at 2:37 p.m.

Chairman Kristine Faulk: _____

Commissioner: John J. Magee: _____

South Walton County Mosquito Control District

JUNE 2020

2019-2020 Budget		\$6,846,696.00	Local Funds		
Receipts	Yearly budget	Monthly	YTD	% of Budget	
Ad Valorem	\$4,308,673.00	\$102,861.36	\$4,171,379.98	96.81%	
Receipts	Interest	\$2,136.09	\$39,364.48		
	Tax Collector misc.	\$28,228.93	\$29,671.91		
	Misc.				
	Other		\$256.00		
Total monthly receipts		\$133,226.38	\$4,240,672.37	61.94%	
Expenditures		\$6,603,696.00	\$180,144.64	\$1,534,088.53	23.23%

South Walton County Mosquito Control District
Profit & Loss
 June 2020

	Jun 20
Income	
Interest income	2,136.09
311 · AD VALOREM	
311.1 · Prior Year Taxes/Other	28,228.93
311 · AD VALOREM - Other	102,861.36
Total 311 · AD VALOREM	131,090.29
Total Income	133,226.38
Gross Profit	133,226.38
Expense	
10 · PERSONAL SERVICES	
10.4 · LIBERTY NATIONAL	0.00
10.7 · AFLAC	128.09
11 · Executive Salaries	1,107.72
12 · Regular Salaries and wages	50,857.68
14 · Overtime	25.38
16 · Compensated annual leave	4,977.22
10 · PERSONAL SERVICES - Other	175.09
Total 10 · PERSONAL SERVICES	57,271.18
20 · PERSONAL SERVICES BENEFITS	
21 · FICA Taxes	4,230.55
22 · Retirement contributions	
22.2 · FRS paid by District	18,409.29
Total 22 · Retirement contributions	18,409.29
23 · Life and Health Insurance	
23.2 · Walton County Group Plan	-1,338.24
23.4 · METLIFE	1,479.20
23.6 · Guardian	-169.06
23 · Life and Health Insurance - Other	48.00
Total 23 · Life and Health Insurance	19.90
25 · Unemployment Compensation	50.00
26 · Other postemployment benefits	
26.2 · Jose Hernandez	-244.60
26.3 · Geraldine Via	-220.40
Total 26 · Other postemployment benefits	-465.00
Total 20 · PERSONAL SERVICES BENEFITS	22,244.74
30 · OPERATING EXPENSES	
31 · Professional Services	
31.1 · Property Appraiser Fees	10,174.63
31 · Professional Services - Other	300.00
Total 31 · Professional Services	10,474.63
31.3 · Legal and Engineering Service	3,410.46
3400 · Other Services	
03412 · Other services IT Hosting	177.90
34.20 · UNIFIRST	973.96
Total 3400 · Other Services	1,151.86
30 · OPERATING EXPENSES - Other	150.00
Total 30 · OPERATING EXPENSES	15,186.95
40 · TRAVEL & PER DIEM	
40.1 · PER DIEM OR MEALS	-980.00
Total 40 · TRAVEL & PER DIEM	-980.00

South Walton County Mosquito Control District
Profit & Loss
 June 2020

	Jun 20
41 · COMMUNICATION SERVICES	1,321.57
43 · UTILITY SERVICES	451.59
44 · RENTALS & LEASES	
4400.1 · LEASE OF KONICA COPIER	153.13
44 · RENTALS & LEASES - Other	88.00
Total 44 · RENTALS & LEASES	241.13
45 · INSURANCE	
45.6 · General liability	6,370.75
Total 45 · INSURANCE	6,370.75
46 · REPAIR & MAINTENANCE SERVICES	
46.3 · Maintenance of other equipment	95.00
46.6 · Construction & Maint by District	69.49
4612 · Software Maintenance	3,452.00
Total 46 · REPAIR & MAINTENANCE SERVICES	3,616.49
47 · PRINTING & BINDING	298.27
48 · PROMOTIONAL ACTIVITIES	699.86
49 · OTHER CURRENT CHARGES	30.20
50 · SUPPLIES/MATERIALS	
51 · Office Supplies	332.69
Total 50 · SUPPLIES/MATERIALS	332.69
52 · Operating Supplies	
52.1 · Gasoline Oil Lubricant	
52.11 · Gasoline	1,400.23
Total 52.1 · Gasoline Oil Lubricant	1,400.23
52.2 · Chemicals Solvents Additives	
52.23 · NatularG30 Clarke	26,834.24
Total 52.2 · Chemicals Solvents Additives	26,834.24
52.3 · Clothing and Wearing Apparel	389.52
52.4 · Misc Supplies & Incidentals	
52.42 · Mosquito	513.85
52.45 · Food	43.32
52.46 · Culligan	74.95
52.47 · Chickens	247.99
52.48 · Lab	4.87
Total 52.4 · Misc Supplies & Incidentals	884.98
52 · Operating Supplies - Other	31.18
Total 52 · Operating Supplies	29,540.15
60 · CAPITAL OUTLAY	
60.1 · DAG	7,622.00
Total 60 · CAPITAL OUTLAY	7,622.00
Total Expense	144,247.57
Net Income	-11,021.19

South Walton County Mosquito Control District
Check Detail
June 2020

Num	Date	Name	Account	Original Amount
ACH	06/01/2020	Trustmark	49 · OTHER CURRENT CHARGES	30.20
ACH	06/11/2020	FL DOR	10.5 · Garnishments	498.85
ACH	06/25/2020	FL DOR	10.5 · Garnishments	498.85
DD	06/10/2020	Payroll	10	22,067.74
DD	06/24/2020	Payroll	10	21,722.36
EFT	06/01/2020	METLIFE	23.4 · METLIFE	284.66
EFT	06/02/2020	Guardian	23 Guardian	1,207.00
EFT	06/03/2020	KRISTINE FAULK	30 · OPERATING EXPENSES	150.00
EFT	06/03/2020	MAGEE	31 · Professional Services	150.00
EFT	06/03/2020	NORRIS	31 · Professional Services	150.00
EFT	06/03/2020	AFLAC	10.7 · AFLAC	584.85
EFT	06/05/2020	AT&T	41 · COMMUNICATION SERVICES	684.96
EFT	06/09/2020	CHELCO	43 · UTILITY SERVICES	465.95
EFT	06/09/2020	Quill	51 · Office Supplies	187.93
EFT	06/10/2020	FRS Employee FLDOR	22.2 · FRS paid by District	12,171.66
EFT	06/12/2020	IFIXCOMPUTERS	03412 · Other services IT Hosting	53.20
EFT	06/15/2020	IFIXCOMPUTERS	03412 · Other services IT Hosting	86.45
EFT	06/15/2020	IFIXCOMPUTERS	03412 · Other services IT Hosting	38.25
EFT	06/16/2020	FL UC FUND	25 · Unemployment Compensation	50.00
E-pay	06/10/2020	United States Treasury	10.9 · Federal Withholding	6,409.30
E-pay	06/26/2020	United States Treasury	10.10 · FICA	9.10
E-pay	06/26/2020	United States Treasury	10.9 · Federal Withholding	6,349.80
6049	06/23/2020	RETIF	52.12 · Diesel	1,768.52
6258	06/01/2020	WALTON COUNTY BOC	23.2 · Walton County Group Plan	21,224.70
6259	06/01/2020	UNIFIRST	34.20 · UNIFIRST	371.68
6260	06/01/2020	MCMASTER CARR	52.47 · Chickens	71.95
6260	06/01/2020	TARGET SPECIALTY PRODU	52.26 · Altosid XR Slim	31,600.80
6262	06/01/2020	BEACHBALLS.COM	52.401 · Yellow Fly	2,852.00
6263	06/01/2020	AIRGAS	52.401 · Yellow Fly	98.10
6264	06/23/2020	AIRGAS	52.47 · Chickens	383.41
6265	06/23/2020	AMERIGAS	44 · RENTALS & LEASES	88.00
6266	06/23/2020	CENTRYLINK	41 · COMMUNICATION SERVICES	432.22
6267	06/23/2020	CLARKE	52.23 · NatularG30 Clarke	26,834.24
6268	06/23/2020	CULLIGAN	52.46 · Culligan	179.95
6269	06/23/2020	DAG	60.1 · DAG	4,916.25
6270	06/23/2020	DEX	47 · PRINTING & BINDING	162.27
6271	06/23/2020	FREEPOR METAL	52.47 · Chickens	47.20
6272	06/23/2020	GREAT AMERICA	4400.1 · LEASE OF KONICA COPIER	153.13
6273	06/23/2020	MBDV	31.3 · Legal and Engineering Service	3,410.46
6274	06/23/2020	MEDIACOM	41 · COMMUNICATION SERVICES	299.39
6275	06/23/2020	MEDLEY PRINTING	47 · PRINTING & BINDING	136.00
6276	06/23/2020	PGIT	45.6 · General liability	2,674.75
6277	06/23/2020	Publix	52.42 · Mosquito	383.69
6278	06/23/2020	Regional Utilities	43 · UTILITY SERVICES	65.61
6279	06/23/2020	RETIF	52.11 · Gasoline	566.21
6280	06/23/2020	SOUTH WALTON LIFE	48 · PROMOTIONAL ACTIVITIES	140.80
6281	06/23/2020	Thompson CAT	46.6 · Construction & Maint by District	69.49
6282	06/23/2020	UNIFIRST	34.20 · UNIFIRST	973.96
6283	06/23/2020	COASTAL EQUIPMENT	46.6 · Construction & Maint by District	18.00
123401	06/12/2020	ACENTRIA	45.6 · General liability	6,370.75
TOTAL EXPENDITURES				180,144.64

Public Relations Update July 14, 2020

- Instagram has 173 followers since the creation in November 2019, up by 11 since last board meeting on June 23, 2020
- Facebook followers is up by 10 since last board meeting on June 23, 2020.
- Rich Clark drove the SWCMCD Buffalo Turbine in the Grayton Parade on July 4, 2020.
- Continued planning for the virtual Panhandle Mosquito Control Workshop on September 22, 2020.
- Working on new YouTube video. "A day in the Life at SWCMCD." (Issues with PowerDirector and laptop).
- Ordered 5 D's of Protection cards in Spanish for South Walton Residents.
- Cami created a door knocker with information about midges versus mosquitoes
- Cami submitted an article for SoWal Life on midges versus mosquitoes.
- Working on completing application for Leadership Walton 2020-2021 Class.
- "Buzzwords" submission on May/June 2020 SWCMCD operations.

SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT

Operations Report June 2020

MONTHLY VALUES

ON HAND

ADULTICIDE

CHEMICAL	MONTHLY OUTPUT	UNIT	UNIT VALUE	MONTHLY \$ VALUE	MONTHLY INVENTORY	INVENTORY \$\$
ML KONTROL 30-30	16	GAL	54.5	\$872.00	28	\$1,526.00
DELTAGARD ULV	2	GAL	173.67	\$347.34	128	\$22,229.76
DUET	20	OZ	1.5		556	\$834.00
ZENIVEX E4 RTU	29	GAL	85	\$2,465.00	18	\$1,530.00
ZENIVEX E20	0	GAL	85		2.5	SAMPLE
TOTAL				\$3,684.34	TOTAL	\$26,119.76

LARVICIDE

CHEMICAL	MONTHLY OUTPUT	UNIT	UNIT VALUE	MONTHLY \$ VALUE	MONTHLY INVENTORY	INVENTORY \$\$
ABATE WDG	0	POUND	10.61		132	\$1,400.52
ALTOSID XR	16	EACH	3.42	\$55.04	9366	\$32,031.72
ALTOSID SBG	13	POUND	3.06	\$39.78	336.5	\$1,029.69
VECTOBAC WDG	2.75	POUND	35	\$96.25	28.75	\$1,006.25
COCO BEAR	15	OUNCE	0.1527	\$2.29	5888	\$899.10
VECTOLEX WDG	16.5	POUND	60.81	\$1,003.37	42.5	\$2,584.43
FOURSTAR BTI CRG	662	POUND	11.93	\$7,897.66	623	\$7,432.39
BACTIMOS	0	EACH	0.57	\$0.00	0	\$0.00
NATULAR G30	218.5	POUND	15.83	\$3,458.86	1307.5	
NATULAR XRT	12	EACH	4.63	\$55.56	919	\$4,254.97
	0	EACH		SAMPLE		
	0	EACH		SAMPLE		
TOTAL			TOTAL	\$12,608.80	TOTAL	\$49,238.54

HERBICIDE

Cornerstone	0	OZ	0.10	\$16.00	1152	\$115.20
SURF AC	0	OZ	0.10		5504	\$550.40
LESCO 3WY	0	OZ	.09		150	\$13.50
TOTAL				\$16.00	TOTAL	\$679.10
TOTAL				\$16,309.14	TOTAL	\$76,037.40

OTHER SERVICES

SERVICE REQUEST	I&T 58	FOG 16	Ditch 3	YFST 3	Total 80
SPRAY ROUTES	16	TRAINING	2		

SENTINEL CHICKENS

1 new bird at county line EEE 1 N/B at Haven House bad wing 1 bird stolen at Big Redfish

Rt.4/3 times Rt.1A,5,6,9,12 Twice & R.t 3,7,8,11 once

North Walton has not deployed their flock at this time.

COMMENTS

New Tractor recived on 6/10/2020 It has the front impliment attachment at no charge \$5000.00

Larvicide mission from 6/9-6/12 all four zones 4" Rain event 6/6/2020

There has been 1374 online request for YFST, 13 for public areas and 150 drive up's.

MANSON BOLVES DONALDSON VARN, P.A.

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

(813) 514-4700

South Walton Mosquito Control District
Attn: Harley Sampson, Director
Post Office Box 1130
Santa Rosa Beach, FL 32459

Statement Date: July 1, 2020
Statement No. 8949
Account No. 439.02

Page: 1

RE: Legal Representation

STATEMENT

For Services Rendered 06/01/2020 Through 06/30/2020

Fees

			Hours	
06/04/2020	LJD	Review correspondence; correspond with H. Sampson; research intellectual property issue.	0.80	200.00
06/07/2020	SRM	Research and draft purposed short form versions of easement agreements; review and revise Ditch Agreement.	1.30	325.00
06/08/2020	LJD	Review correspondence; correspond with S. Steele; review revised easements for existing ditches.	0.60	150.00
	AWB	Draft Site Access Agreement for mosquito surveillance activities; conduct research regarding access agreements; review correspondence from L. Donaldson regarding same.	3.90	975.00
	SRM	Draft and revise proposed easements and agreement; correspond with L. Donaldson.	0.60	150.00
06/09/2020	LJD	Review and revise Drainage Maintenance Agreement; review and revise easements; revise Site Access Agreement for mosquito surveillance activities; correspond with H. Sampson regarding easements; correspond with H. Sampson regarding Site Access Agreement; review article; telephone conference with S. Steele; correspond with A. Brennan regarding work order; correspond with H. Sampson regarding article.	3.30	825.00
	AWB	Complete first draft of Site Access Agreement for mosquito surveillance activities; meeting and correspond with L. Donaldson regarding same; research; review sample intellectual property policies; draft Intellectual Property Policy.	2.10	525.00
06/10/2020	LJD	Review correspondence; correspond with H. Sampson regarding article.	0.10	25.00
	AWB	Review work order and comment on same; correspond with L. Donaldson regarding same; draft Intellectual Property Policy.	2.60	650.00
06/11/2020	AWB	Draft Intellectual Property Policy.	2.20	550.00
06/12/2020	AWB	Draft Intellectual Property Policy.	2.90	725.00

Hours

06/15/2020	AWB	Draft Intellectual Property Policy.	0.90	225.00
06/16/2020	LJD	Review correspondence; meeting with A. Brennan regarding Intellectual Property Policy.	0.40	100.00
	AWB	Draft Intellectual Property Policy.	2.10	525.00
06/17/2020	LJD	Review work order; correspond with H. Sampson regarding work order; correspond regarding request regarding paving road; review and revise draft Intellectual Property Policy.	2.50	625.00
	AWB	Telephone conference and correspond with L. Donaldson regarding Intellectual Property Policy.	0.20	50.00
06/18/2020	LJD	Review correspondence; correspond with H. Sampson regarding procurement.	0.10	25.00
06/22/2020	LJD	Telephone conference with H. Sampson; review correspondence; correspond regarding public records; correspond regarding contracts; correspond regarding public statement; review building documents; review Sunshine Law Statute.	1.30	325.00
06/23/2020	LJD	Review Master Agreement; correspond with H. Sampson; correspond with H. Sampson.	0.20	50.00
06/24/2020	LJD	Telephone conference with H. Rand; review correspondence.	0.30	75.00
06/25/2020	LJD	Review and revise statement; correspond with H. Sampson.	0.30	75.00
06/26/2020	LJD	Review correspondence; review letters to editor; correspond with H. Sampson.	0.10	25.00
06/29/2020	LJD	Telephone conference with H. Sampson; review correspondence; review policies; correspond with H. Sampson.	1.40	350.00
06/30/2020	LJD	Correspond with H. Sampson regarding House Bill 441 approval.	0.10	25.00
		For Current Services Rendered	<u>30.30</u>	<u>7,575.00</u>

Expenses

06/30/2020	Consultant Fee.	437.50
	Total Expenses	<u>437.50</u>
	Total Current Work	8,012.50
	Previous Balance	\$3,410.46

Payments

07/01/2020	Payment Received, Thank You	-3,410.46
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South Walton Mosquito Control District
Account No. 439.02
RE: Legal Representation

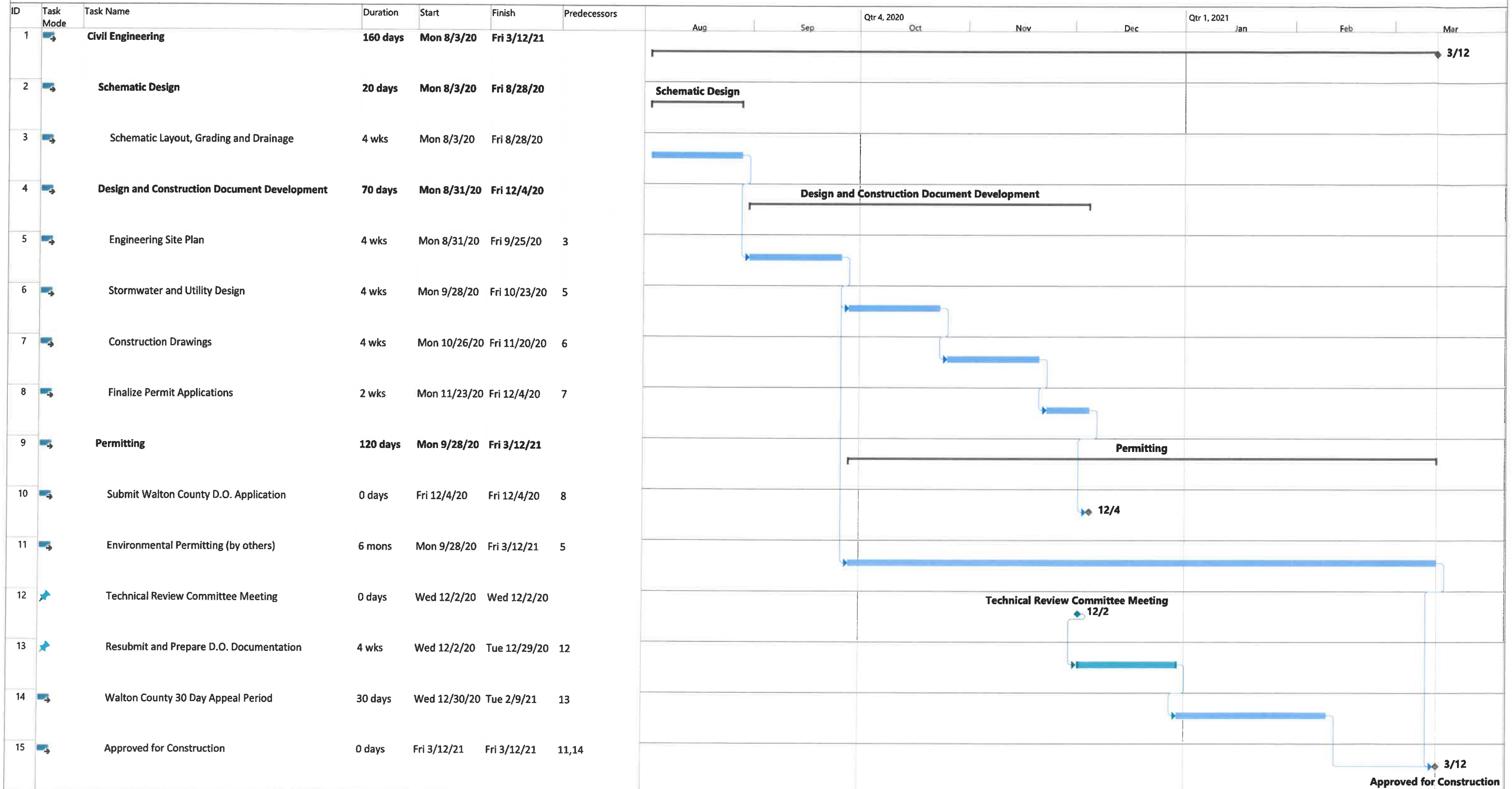
Statement Date: 07/01/2020
Statement No. 8949
Page No. 3

Balance Due

\$8,012.50

Payment is due upon receipt.

South Walton Mosquito Control District - Admin Buildign
Civil Engineering Schedule
 July 8, 2020



Project: Project Schedule - SWM
 Date: Wed 7/8/20

Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline			
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			

