

# ***South Walton County Mosquito Control District***

## **REGULAR BOARD MEETING**

November 20, 2018

### **Agenda**

#### **Call to Order**

#### **Invocation and Pledge**

#### **Approval of Minutes (motion)**

#### **Administration Items**

1. Financial Reports for October 2018
2. Approval of Expenditures for October 2018
3. Other

#### **Legal**

1. Attorney's Report/Approval of Invoice **(motion)**

#### **Operations**

1. Activity Report
2. Other

**Seat 1- Commissioner John Magee**

**Seat 2- Commissioner Tim Norris**

**Seat 3- Commissioner Kristine Faulk**

**Restate New Action Items**

**Public Comments**

**Adjourn**

## REGULAR BOARD MEETING

October 16, 2018

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 at 9:30 a.m.

The Commissioners attending the meeting were Timothy Norris, John J. Magee and Kristine Faulk. Also attending were Director Ben Brewer, Operations Manager Harley Sampson, Office Manager Geraldine Via, and Office Manager Shirley Steele.

The meeting opened with a Prayer and Pledge of Allegiance to the American Flag.

Attorney Amy Myers joined the meeting on conference call. Director Brewer has asked her opinion on going outside the District to assist with the hurricane damaged areas and possibly assist with Bay County Mosquito Control. Attorney Myers made a general statement in relation to emergency management. It is her opinion that the District is authorized to assist and provide disaster relief services in these areas under the Statute 252. She suggested contacting Emergency Operations Center or City Managers in advance and keep complete records.

The Board discussed the damage and devastation due to the hurricane and how we can assist. Several recommendations were discussed including working with other mosquito districts and employees, city administrators and Emergency Managers. Commissioner Magee mentioned there are counties that do not have mosquito control programs and will be in need. Commissioner Norris asked if District employees were willing to deploy to Bay County. Director Brewer stated they are willing and ready to do so. After discussion the Board agreed to have District employees assist neighboring Counties/Mosquito Control. Commissioner Magee suggested paying for straight time only.

**A motion was made by Commissioner Norris, seconded by Commissioner Faulk to approve the minutes of the September 18, 2018 Regular Board Meeting. Motion passed unanimously.**

**A motion was made by Commissioner Norris, seconded by Commissioner Faulk to approve the minutes of the September 06, 2018 Tentative Budget Hearing. Motion passed unanimously.**

**A motion was made by Commissioner Faulk, seconded by Commissioner Norris to approve the minutes of the September 17, 2018 of the Final Budget Hearing, which was recessed and reconvened. Motion passed unanimously.**

**A motion was made by Commissioner Norris, seconded by Commissioner Faulk to**

**approve the minutes of the September 22, 2018 Final Budget Hearing. Motion passed unanimously.**

The Financial Report for September 2018 was presented.

The Board reviewed the September Expenditures. **A motion was made by Commissioner Faulk, seconded by Commissioner Norris to approve the September Expenditures. Motion passed unanimously.**

The Board was presented, for approval, Local Budget Amendment #1 in the amount of \$302,465.90 in carry over funds to be placed in Account #41 Communication Services \$300, #42 Freight Services \$1,000, #43 Utility Service \$1,550, #52.2 Chemicals \$13,638, #55 Training \$762, #89 Contingency \$285,215.90. **A motion was made by Commissioner Faulk, seconded by Commissioner Norris to approve Local Budget Amendment #1 as presented. Motion passed unanimously.**

The Board was presented, for approval, State Budget Amendment #2 in the amount of \$1,172.40 which was placed in Account #55 Training. **A motion was made by Commissioner Norris, seconded by Commissioner Faulk to approve State Budget Amendment #2 as presented. Motion passed unanimously.**

Director Brewer introduced Ms. Lourdes Reynafarje, with Kiara Designs Company, based in Seacrest Beach. She stated she wanted to give her qualifications and present her portfolio for the Request for Qualifications for the new building. She plans to come back for the 9:00a.m. meeting on Thursday, October 18, 2018.

The Board recessed at 10:47a.m. and the meeting reconvened at 10:55a.m.

The Activity Report for the month of September 2018 was presented. There were twenty-eight chickens that tested positive for West Nile. Storm drains are being done and are almost finished.

Director Brewer informed the Board that Michael Midgett with Unmanned Ingenuity, LLC, is unable to attend meeting to demonstrate the drone today. Director Brewer shared some videos of the drone in operation.

Office Manager Shirley Steele asked for clarification for the employees volunteering or being paid for cleanup. First, is this retroactive for last week, second, what do we allow, such as assistance for other mosquito control programs. The Board suggested establishing the needs of other mosquito agencies and employees to offer assistance after the needs of the District are met.

Office Manager Shirley Steele informed the Board of the revision in the advertisement of the Request for Qualifications. She stated the timeline has January 20<sup>th</sup> as the Notice to Proceed.

Commissioner Magee announced the FMCA 90th Annual Meeting November 4-7, in St. Petersburg, Florida. Commissioner Magee and Director Brewer will be attending the meeting.

Director Brewer restated his action items. He will look into purchasing new hand held radios and he plans to drive over to see Beach Mosquito Control and Bay County Mosquito Control to offer assistance.

**A motion was made by Commissioner Norris, seconded by Commissioner Faulk to adjourn. Motion passed unanimously. Meeting adjourned at 11:30 a.m.**

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Tim Norris, Secretary

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John Magee, Chairman



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

**MOSQUITO CONTROL MONTHLY REPORT**

Submit to:  
Mosquito Control  
3125 Conner Blvd, Bldg E  
Tallahassee, FL 32399-1650

ADAM H. PUTNAM  
COMMISSIONER

Section 388.341 F.S., Rule 6E-13.027, F.A.C.  
Telephone: (850) 617-7995; Fax (850) 617-7969

COUNTY/ DISTRICT South Walton County

FISCAL YEAR: 2018-2019

MONTH: October

**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)	\$ 3,921,332.00	\$ 16,026.50	\$ 16,026.50	\$ 3,905,305.50
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ 4,000.00	\$ 5.15	\$ 5.15	\$ 3,994.85
364	Equipment and/or Other Sales	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
369	Misc./Refunds (prior yr expenditures)	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
380	Other Sources	\$ 6,000.00	\$ 139.20	\$ 139.20	\$ 5,860.80
389	Loans	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>		<b>\$ 3,943,832.00</b>	<b>\$ 16,170.85</b>	<b>\$ 16,170.85</b>	<b>\$ 3,927,661.15</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 2,409,044.99</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,409,044.99</b>
<b>Total Receipts &amp; Balance</b>		<b>\$ 6,352,876.99</b>	<b>\$ 16,170.85</b>	<b>\$ 16,170.85</b>	<b>\$ 6,336,706.14</b>

**LOCAL FUNDS EXPENDITURES AND BALANCES**

ACCT NO	Uniform Accounting System Transaction Code	Budgeted Expenditures	Monthly Expenditures	Expenditures Year to Date	Balance to Be Expended
10	Personal Services	\$ 853,645.82	\$ 93,094.32	\$ 93,094.32	\$ 760,551.50
20	Personal Services Benefits	\$ 512,869.27	\$ 29,147.25	\$ 29,147.25	\$ 483,722.02
30	Operating Expense	\$ 547,950.00	\$ -	\$ -	\$ 547,950.00
40	Travel & Per Diem	\$ 19,500.00	\$ 180.00	\$ 180.00	\$ 19,320.00
41	Communication Services	\$ 14,000.00	\$ 499.42	\$ 499.42	\$ 13,500.58
42	Freight Services	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
43	Utility Service	\$ 13,000.00	\$ 757.48	\$ 757.48	\$ 12,242.52
44	Rentals & Leases	\$ 53,450.00	\$ -	\$ -	\$ 53,450.00
45	Insurance	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00
46	Repairs & Maintenance	\$ 61,700.00	\$ 33.05	\$ 33.05	\$ 61,666.95
47	Printing and Binding	\$ 500.00	\$ -	\$ -	\$ 500.00
48	Promotional Activities	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00
49	Other Charges	\$ 5,275.00	\$ 189.60	\$ 189.60	\$ 5,085.40
51	Office Supplies	\$ 5,000.00	\$ 147.84	\$ 147.84	\$ 4,852.16
52.1	Gasoline/Oil/Lube	\$ 29,000.00	\$ -	\$ -	\$ 29,000.00
52.2	Chemicals	\$ 280,000.00	\$ -	\$ -	\$ 280,000.00
52.3	Protective Clothing	\$ 6,500.00	\$ 87.60	\$ 87.60	\$ 6,412.40
52.4	Misc. Supplies	\$ 47,500.00	\$ 1,145.06	\$ 1,145.06	\$ 46,354.94
52.5	Tools & Implements	\$ 9,000.00	\$ 26.99	\$ 26.99	\$ 8,973.01
54	Publications & Dues	\$ 8,000.00	\$ 2,850.16	\$ 2,850.16	\$ 5,149.84
55	Training	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00
60	Capital Outlay	\$ 2,982,671.00	\$ 52,133.51	\$ 52,133.51	\$ 2,930,537.49
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ 483,215.90	\$ -	\$ -	\$ 483,215.90
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET AND CHARGES</b>		<b>\$ 6,002,776.99</b>	<b>\$ 180,292.28</b>	<b>\$ 180,292.28</b>	<b>\$ 5,822,484.71</b>
0.001	Reserves - Future Capital Outlay	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
0.002	Reserves - Self-Insurance	\$ 235,100.00	\$ -	\$ -	\$ 235,100.00
0.003	Reserves -Cash Balance to be Carried Forward	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00
0.004	Reserves - Sick and Annual Leave	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
<b>TOTAL RESERVES ENDING BALANCE</b>		<b>\$ 350,100.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,100.00</b>
<b>TOTAL BUDGETARY EXPENDITURES and BALANCES</b>		<b>\$ 6,352,876.99</b>	<b>\$ 180,292.28</b>	<b>\$ 180,292.28</b>	<b>\$ 6,172,584.71</b>
<b>ENDING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ (164,121.43)</b>	<b>\$ (164,121.43)</b>	<b>\$ 164,121.43</b>

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



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

**MOSQUITO CONTROL MONTHLY REPORT**

Submit to:  
Mosquito Control  
3125 Conner Blvd, Bldg E  
Tallahassee, FL 32399-1650

ADAM H. PUTNAM  
COMMISSIONER

Section 388.341 F.S., Rule 5E-13.027, F.A.C.  
Telephone: (850) 617-7995; Fax (850) 617-7969

COUNTY/ DISTRICT South Walton County

FISCAL YEAR: 2018-2019

MONTH: October

**STATE FUNDS RECEIPTS AND BALANCES**

ACCT NO	DESCRIPTION	Budgeted Receipts	Monthly Receipts	Receipts Year to Date	Balance to Be Collected
311	Ad Valorem (Current/Delinquent)	\$ -	\$ -	\$ -	\$ -
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ 2.00	\$ 0.06	\$ 0.06	\$ 1.94
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ -	\$ -	\$ -	\$ -
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>		\$ 2.00	\$ 0.06	\$ 0.06	\$ 1.94
<b>BEGINNING FUND BALANCE</b>		\$ 1,195.40	\$ -	\$ -	\$ 1,195.40
<b>Total Receipts &amp; Balance</b>		\$ 1,197.40	\$ 0.06	\$ 0.06	\$ 1,197.34

**STATE 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	\$ -	\$ -	\$ -	\$ -
20	Personal Services Benefits	\$ -	\$ -	\$ -	\$ -
30	Operating Expense	\$ -	\$ -	\$ -	\$ -
40	Travel & Per Diem	\$ -	\$ -	\$ -	\$ -
41	Communication Services	\$ -	\$ -	\$ -	\$ -
42	Freight Services	\$ -	\$ -	\$ -	\$ -
43	Utility Service	\$ -	\$ -	\$ -	\$ -
44	Rentals & Leases	\$ -	\$ -	\$ -	\$ -
45	Insurance	\$ -	\$ -	\$ -	\$ -
46	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -
47	Printing and Binding	\$ -	\$ -	\$ -	\$ -
48	Promotional Activities	\$ -	\$ -	\$ -	\$ -
49	Other Charges	\$ 25.00	\$ -	\$ -	\$ 25.00
51	Office Supplies	\$ -	\$ -	\$ -	\$ -
52.1	Gasoline/Oil/Lube	\$ -	\$ -	\$ -	\$ -
52.2	Chemicals	\$ -	\$ -	\$ -	\$ -
52.3	Protective Clothing	\$ -	\$ -	\$ -	\$ -
52.4	Misc. Supplies	\$ -	\$ -	\$ -	\$ -
52.5	Tools & Implements	\$ -	\$ -	\$ -	\$ -
54	Publications & Dues	\$ -	\$ -	\$ -	\$ -
55	Training	\$ 1,172.40	\$ -	\$ -	\$ 1,172.40
60	Capital Outlay	\$ -	\$ -	\$ -	\$ -
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ -	\$ -	\$ -	\$ -
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET AND CHARGES</b>		\$ 1,197.40	\$ -	\$ -	\$ 1,197.40
0.001	Reserves - Future Capital Outlay	\$ -	\$ -	\$ -	\$ -
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ -	\$ -	\$ -	\$ -
0.004	Reserves - Sick and Annual Leave	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RESERVES ENDING BALANCE</b>		\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGETARY EXPENDITURES and BALANCES</b>		\$ 1,197.40	\$ -	\$ -	\$ 1,197.40
<b>ENDING FUND BALANCE</b>		\$ -	\$ 0.06	\$ 0.06	\$ (0.06)

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

**South Walton County Mosquito Cont. Dis  
Check Register**

**For the Period From Oct 1, 2018 to Oct 31, 2018**

Filter Criteria includes: Report order is by Date.

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Cash Account</b>	<b>Amount</b>
EFT	10/1/18	Trustmark	102001	24.60
Direct Deposit	10/3/18	Payroll#1	102001	24,795.20
EFT	10/4/18	Internal Revenue Service	102001	7,372.15
EFT	10/4/18	State of Florida Disbursement Unit	102001	498.85
EFT	10/5/18	Nationwide	102001	670.00
4693	10/16/18	UNUM	102001	910.73
4694	10/16/18	Met Life Insurance Company	102001	363.49
4695	10/16/18	Constitution Life Insurance Company	102001	994.79
4696	10/16/18	American Family Life Assurance Company	102001	960.53
4697	10/16/18	Liberty National Life Insurance Company	102001	379.49
4698	10/16/18	Guardian	102001	1,432.39
4699	10/16/18	CenturyLink	102001	293.52
4700	10/16/18	Mediacom	102001	205.90
4701	10/16/18	Choctawhatchee Electric Cooperative	102001	676.57
4702	10/16/18	Regional Utilities of Walton County	102001	80.91
4703	10/16/18	Fisher Scientific Company, LLC	102001	1,142.92
4704	10/16/18	Coastal Machinery Company	102001	52,133.51
4705	10/16/18	Florida Association of Special District	102001	2,850.16
4706	10/16/18	Florida Dept of Economic Opportunity	102001	175.00
4707	10/16/18	Airgas	102001	87.60
4708	10/16/18	Quill Corporation	102001	147.84
4709	10/16/18	Walton County Board of Commissioners	102001	20,379.98
4710	10/16/18	Bankers Security Life Insurance	102001	70.42
4711	10/16/18	Kenneth McDaniel	102001	85.17
4712	10/16/18	Lowe's	102001	62.18
Direct Deposit	10/17/18	Payroll#2	102001	22,823.56
EFT	10/17/18	Internal Revenue Service	102001	6,938.72
EFT	10/17/18	State of Florida Disbursement Unit	102001	498.85
EFT	10/17/18	Nationwide	102001	720.00
Direct Deposit	10/31/18	Payroll#3	102001	24,843.46
4713	10/31/18	Peter Brabant	102001	180.00
EFT	10/31/18	Internal Revenue Service	102001	7,503.79
<b>Total</b>				<b><u>180,302.28</u></b>