



South Walton County Mosquito Control District
2024-2025 Regular Board Meeting
Thursday, October 16, 2025 – 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 September 24, 2025, at 10:00 AM.

Chairman Steve Young called the meeting to order on October 16th at 10:01 AM and opened with a Prayer and Pledge of Allegiance to the American Flag.

The Commissioners attending the meeting were Doug Liles, Steve Young, and Kristine Faulk.

Staff Present: Darrin Dunwald, Director
Cammie Henderson, Finance & HR Manager
Gerry Williams, Operations Manager

APPROVAL OF MINUTES

September 25, 2025, Regular Board Meeting

Add to Legal "Maintenance (setback)" to Affidavit.

Request a motion to approve the September Regular Board Meeting Minutes with the above correction.

Motion by: Commissioner Doug Liles

Second by: Commissioner Kristine Faulk

Motion approved: Unanimously

PUBLIC COMMENT - NON-AGENDA ITEMS – None

CONSTRUCTION UPDATE

Phase I

Pretty much the same as last month.

Frustration about progress. Planning meetings this month.

Discussion ensued.

The percentage of completion per contract 86% and \$211,000 is in retainage.

Water service must be rerouted to the shop, adding to the new main line.

Phase II

Walls are being built and moving to the floor next.

Discussion ensued.

ADMINISTRATION'S REPORT

Financial Report for September

Discussion ensued.

Chairman Steve Young requested that we get a hard drive copy of our data.



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Expenditures for September

Request a motion to receive the September expenditure as presented for CPA review.

Motion by: Commissioner Kriss Faulk

Second by: Commissioner Doug Liles

Motion approved: 3-0

Budget Amendment #2

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

Motion by: Commissioner Kriss Faulk

Second by: Commissioner Doug Liles

Motion approved: 3-0

Calendar of Holidays 2025-2026

Request a motion to approve the 2025-2026 Holiday calendar.

Motion by: Commissioner Doug Liles

Second by: Commissioner Kriss Faulk

Motion approved: 3-0

Wage Review & Approval

Commissioner Doug Liles reiterated that we have a performance review process that evaluates every employee, addresses cost-of-living changes, and includes a final review by management.

Request a motion to approve the wage increase for October 1, 2025.

Motion by: Commissioner Doug Liles

Second by: Commissioner Kriss Faulk

Motion approved: 3-0

5 Minute Recess was called at 11:03 AM and reconvened at 11:08 AM.

Director Review

Need by the end of next week. It will allow me to prepare it for the November Board Meeting.

Darrin reviewed the 2024-2025 fiscal year.

Thanked the commissioners for their support throughout the year.

Discussed ensued.

LEGAL

September Invoice

Request a motion to approve the September invoice.

Motion by: Commissioner Kristine Faulk

Second by: Commissioner Doug Liles

Motion approved: 3-0

OPERATIONS

September Summary with Lab Report – Discussion ensued



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COMMISSIONERS

Seat – 1 Doug Liles – None

Seat – 2 Steve Young – Request an action item added for review of the travel policy.

FMCA Conference in November

Request motion to approve all three commissioners to attend the FMCA conference.

Motion by: Commissioner Kristine Faulk

Second by: Commissioner Doug Liles

Motion approved: 3-0

Seat – 3 Kristine Faulk – None

ADDITIONAL NON-AGENDA ITEMS

CURRENT ACTION ITEMS

Opened	Item	Action	Due Date	Closed
08/2025	Amy Myers to update the Board Procedures & Responsibilities.	Board is reviewing	Oct 2025	
08/2025	Commissioner travel expenses over the last 2+ years.		Nov 2025	
08/2025	Business Plan	Create an executive summary on construction projects	Nov 2025	
08/2025	Travel Policy – Review with Amy and bring back to board for any changes.		Nov 2025	
6/2025	Update the new standards letter and give it to the planning director.	Darrin has given them updated information.	Nov 2025	

PRIOR ACTION ITEMS

Opened	Item	Action	Due Date	Closed
07/10/2025	Development that built a house within the 25' land development code. How can we hold developers accountable? Osprey Lane	Darrin will get with Amy. Update waiting on additional communication with Planning. Update: how do they correct afterwards?	October 2025	October 2025
7/10/2025	Determine whose responsibility it is for the MS4 for Mosquito Control Ditches. Open a project with all required parties.	Darrin met with NWWM on July 23rd. ICPR may share with the county. (interlocal). With the County to handle.	Feb 2026	October 2025



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9/2024	Commissioner Doug Liles asked about the realistic cost of a claim for drone liability.		Oct 2025	October 2025
08/2025	New Google Earth – is it more precise than what we currently use	It is still outdated compared to the current map.	Oct 2025	October 2025

FUTURE ACTION ITEMS

Opened	Item	Action	Due Date	Closed
11/2024	Financial Advisor	Create a project.	Dec 2025	
08/2025	Water Sound Origins larvicide vs adulticide – any savings		Dec 2025	
08/2026	Populate the affidavit with ditch maintenance information and record it.		Dec 2025	
7/10/2025	Commissioner Doug Liles wants a QR code on the trucks that would direct taxpayers to a site where they can review our products and learn about what we do.	Darrin will get with Bernadette (PIO) Update to have one landing page for the QR Code.	Feb 2026	

NEW ACTION ITEMS

Oct 2025	Commissioner Steve Young wants to add Resolutions to our website.	Wait for new PIO	Jan 2026	
Oct 2025	Travel by Commissioners – covered by Commercial	Check with Egis	Nov 2025	

COMMENTS BY COMMISSION AND PUBLIC – None

Request for motion to Adjourn by Chairperson Steve Young

Motion by: Commissioner Doug Liles

Second by: Commissioner Kristine Faulk

Motion approved: Unanimously

Chairperson Steve Young adjourned the meeting at 12:08 PM.

Chairperson Steve Young: 

Commissioner Kristine Faulk: 

Commissioner Doug Liles: 