

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Resource Management Committee

THROUGH: Brett Cyphers, Executive Director
Guy Gowens, Assistant Executive Director
Nick Wooten, Director, Resource Management Division

FROM: Paul Thorpe, Chief, Bureau of Environmental and Resource Planning

DATE: July 27, 2016

SUBJECT: Consideration of Fiscal Year 2016-2017 Contractual Services to Support Surface Water Improvement and Management Plan Development

Recommendation

Staff recommends the Governing Board authorize the Executive Director to execute task orders not to exceed \$502,828 for fiscal year (FY) 2016-2017 for contractual services provided by Ecology and Environment, Inc., and the Apalachee Regional Planning Council to support development of Surface Water Improvement and Management plans, contingent upon approval of the District's FY 2016-2017 budget.

Activities Planned for Fiscal Year 2016-2017

The primary objective for FY 2016-2017 is completion of final Surface Water Improvement and Management (SWIM) plans for each of the District's seven major watersheds. As in the past, it is anticipated that these plans will provide a valuable resource for years to come. Accomplishing this objective will require the following:

- Continued coordination with local governments, state and federal resource agencies, and other public and private stakeholders;
- Development of implementation strategies and criteria with which to evaluate and prioritize projects;
- Identification of project priorities;
- Public outreach and engagement to ensure the public has the opportunity to provide input in plan development; and
- Completion of draft SWIM plans.

As in the current year, District staff plan to engage contractual services to ensure the work is accomplished in a timely manner. Contractual services will be important for each of the activities listed above, including the drafting of SWIM plans and supporting the District's efforts to fully engage watershed stakeholders.

Fiscal Year 2015-2016 Accomplishments

In the past year, the District initiated the plan update process for each watershed. Activities conducted to date include the following.

- Watershed-specific technical advisory committees were established to provide a venue for participation by local governments, state and federal resource agencies, and private watershed initiatives. Meetings were held for six of the District's watersheds from April-May 2016.
- Watershed characterizations, describing in detail resources and current conditions and challenges, are in progress for each of the District's watersheds. Six will be complete by September. The information developed in these characterizations is expected to comprise substantial portions of the final plans.

Given the ambitious objective to simultaneously complete planning for seven major watersheds, the District engaged consultant services to augment District staff. District consultants have performed significant work over the past year, including developing draft watershed characterizations and providing technical advisory committee support.

Ecology and Environment, Inc., was one of three top-ranked firms evaluated pursuant to the District's Request for Qualifications 13Q-002. Ecology and Environment is supporting District staff in development of current SWIM plans for six watersheds across the District. Additionally, and as approved by the Governing Board in June 2016, the Apalachee Regional Planning Council is helping the District update the Apalachicola River and Bay SWIM plan.

District staff performed associated activities, including working with the Florida Fish and Wildlife Conservation Commission and Department of Environmental Protection on the State's Gulf of Mexico restoration strategy and maintaining coordination with local governments as they develop local project priorities for Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act (RESTORE Act) funding.

Background

Since the late 1980s, the District developed SWIM plans to guide and support watershed protection and restoration across northwest Florida. These plans, developed pursuant to sections 373.451-459, Florida Statutes, describe resource conditions and challenges together with implementation strategies and priority projects. These plans continue to be an important resource for the District and for local governments and state agencies. They provide the foundation for many of the District's priority projects, including those that address stormwater treatment, wetland and aquatic habitat restoration, and spring restoration.

In 2015, the District was awarded \$695,000 from the National Fish and Wildlife Foundation (NFWF) to develop updated and current SWIM plans for each of northwest Florida's major riverine-estuarine watersheds. With this assistance, the District has initiated development of current SWIM plans for northwest Florida's seven major watersheds:

- Perdido River and Bay
- Pensacola Bay System
- Choctawhatchee River and Bay

- St. Andrew Bay
- Apalachicola River and Bay
- Ochlockonee River and Bay
- St. Marks River and Apalachee Bay

The completed plans will reflect current conditions and challenges and support State and regional priorities for watershed resource protection and restoration. The SWIM plans will continue to be applicable to funding from multiple, complementary sources, including the Florida Legislature, Florida Forever, local governments, NFWF, and RESTORE.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Resource Management Committee

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Assistant Executive Director
Nick Wooten, Director, Division of Resource Management

FROM: Angela Chelette, Hydrogeologist IV, Water Resource Evaluation Bureau

DATE: June 28, 2016

SUBJECT: Consideration of Grant Agreement with the West Florida Resource Conservation and Development Council for Northwest Florida Mobile Irrigation Lab Services for FY 2016-2017

Recommendation:

Staff recommends the Governing Board authorize the Executive Director to enter into an agreement with the West Florida Resource Conservation & Development Council (WFRCDC) to provide up to \$71,125 in District grant funding for Northwest Florida Mobile Irrigation Lab services for Fiscal Year 2016-2017.

Discussion:

The Northwest Florida Mobile Irrigation Lab (NWFMIL) is to begin its thirteenth year of providing irrigation efficiency evaluations and related services within the District. This is an ongoing joint effort between the District, the Natural Resources Conservation Service (NRCS) and the Florida Department of Agriculture and Consumer Services (FDACS). The NWFMIL is a free and voluntary service that helps the agricultural community increase irrigation efficiency, conserve water resources, prevent runoff, and reduce nutrient leaching while reducing operating costs. The NWFMIL provides assistance across all 16 counties in the District with priority given to systems within delineated spring recharge basins in Jackson County and within the Water Resource Caution Area in Gadsden County. The NWFMIL is also providing support for the District's agricultural best management practices cost-share program. Since the NWFMIL's inception in northwest Florida, team members have completed 777 evaluations, covering an irrigated area of nearly 57,937 acres. The average total water savings estimated by NWFMIL personnel equal approximately 9.25 million gallons of water per day.

The NWFMIL services are provided through the WFRCDC and are funded through the District (\$71,125), FDACS (\$82,3640 through a separate agreement), and the NRCS (\$61,450), who will provide in-kind budget expenses including office space, a vehicle, equipment and supplies. The total annual cost for the NWFMIL services is approximately \$215,214. The District will receive quarterly reports summarizing all evaluations performed along with actual and potential water savings. The WFRCDC will also provide the District detailed documentation of project expenditures sufficient for audit purposes.

Attachment: Proposed Grant Agreement

GRANT AGREEMENT

BETWEEN

THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

AND

THE WEST FLORIDA RESOURCE CONSERVATION & DEVELOPMENT COUNCIL

FOR

IMPLEMENTATION OF THE NORTHWEST FLORIDA MOBILE IRRIGATION LAB

THROUGHOUT FISCAL YEAR 2016-2017

NFWFMD CONTRACT NUMBER 16-XXX

THIS AGREEMENT is made and entered into by and between the NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT, a public entity created by Chapter 373, Florida Statutes, as amended, hereinafter referred to as the "DISTRICT," and the West Florida Resource Conservation & Development Council, a Florida non-profit organization hereinafter referred to as the "GRANTEE."

WITNESSETH:

WHEREAS, the DISTRICT and the GRANTEE, participating with the United States Department of Agriculture Natural Resource Conservation Service (NRCS) and the Florida Department of Agriculture and Consumer Services (FDACS), recognize the common objective of helping to bring about conservation, development, and wise use of land, water, and related resources; and

WHEREAS, Mobile Irrigation Labs have been recognized as leaders in effecting and quantifying water conservation efforts in agricultural and urban settings; and

WHEREAS, the participating agencies previously developed a "Working Agreement" which established, in October 2004, a Northwest Florida Mobile Irrigation Lab (NWFMI) that has been operating successfully for the past eleven years within the boundary of the DISTRICT; and

WHEREAS, the participating agencies recognize the mutual benefit of having entered into such an agreement and desire to perpetuate this agreement for another year; and

WHEREAS, the DISTRICT has budgeted funding, subject to Governing Board approval, for the purpose of providing assistance to agricultural producers within the DISTRICT; and

WHEREAS, the implementation, operation, and administration of the NWFMI is described in the Scope of Work, attached hereto as ATTACHMENT 1 and by this reference incorporated herein.

NOW, THEREFORE, in consideration of services to be performed for the public benefit hereunder, the DISTRICT and GRANTEE agree as follows:

1. The DISTRICT agrees:

- A. To provide funding not to exceed seventy-one thousand one hundred twenty-five dollars and NO/100 (\$71,125.00) for approved expenses in support of the NWFMIL operation, as described in ATTACHMENT 1.
- B. To provide payment of the funds indicated in Paragraph 1.A. for work satisfactorily completed, within 30 days of the DISTRICT's receipt and approval of invoices from the GRANTEE.
- C. To provide payment for services provided in accordance with this AGREEMENT through the end date of the contract period. No costs incurred prior to the execution of the AGREEMENT will be approved.
- D. To provide the GRANTEE copies of maps, documents, and digital geographic information it has available to recognize agricultural land use, Water Resource Caution Area boundaries, and spring recharge basin boundaries, as requested.

2. The GRANTEE agrees:

- A. To fully complete activities described in ATTACHMENT 1.
- B. To oversee the NWFMIL and provide technically trained personnel and any equipment necessary for the NWFMIL to carry out its annual work plan within the guidelines of the NRCS/FDACS Mobile Irrigation Lab Handbook - January 2015 (Handbook).
- C. To provide training, in cooperation with the NRCS, to ensure that NWFMIL activities are in accordance with NRCS standards and procedures.
- D. To provide office facilities, supplies, personal computers, vehicles, and field equipment (to include flow meter), in cooperation with the NRCS.
- E. To seek cost share funding from the DISTRICT, the NRCS and FDACS to implement BMP tools and measures associated with the recommendations of the NWFMIL evaluation.
- F. To invoice the DISTRICT for work satisfactorily completed in support of the NWFMIL operation, as described in ATTACHMENT 1. Invoices may be submitted no more frequently than quarterly and must be submitted with supporting documentation and with sufficient detail for the proper pre-audit and post-audit thereof.
- G. To provide to the DISTRICT all deliverables specified in ATTACHMENT 1. Deliverables will be provided to DISTRICT staff during project implementation.
- H. To use funds obtained from the DISTRICT pursuant to this AGREEMENT solely for the purposes of the NWFMIL operation, as described in ATTACHMENT 1.
- I. To comply with all applicable federal, state and local rules and regulations in providing services under this AGREEMENT. The GRANTEE acknowledges that

this requirement includes compliance with all applicable federal, state, and local health and safety rules and regulations.

- J. To maintain books, records, and documents directly pertinent to performance under this AGREEMENT in accordance with generally accepted accounting principles consistently applied. The DISTRICT, the State of Florida, or their authorized representatives shall have access to such records for auditing purposes during the term of this AGREEMENT and for three years following project completion.
3. It is mutually understood and agreed that:
- A. This AGREEMENT shall remain in effect for a period (the “contract period”) of October 1, 2016 through September 30, 2017, unless extended by mutual written consent. Implementation of the project and all deliverables described in ATTACHMENT 1 must be completed on or before the end of the contract period.
 - B. The DISTRICT shall have no liability or responsibility to the GRANTEE, its contractors, any governmental entity, or the employees, agents, representatives, licensees, invitees, and guests of the GRANTEE and its contractors or any other person or entity associated with the project, and the GRANTEE shall and hereby agrees to release, indemnify and hold harmless the DISTRICT against any and all injury, loss, liability, claim, damage and expense whatsoever (including all expenses reasonably incurred in investigating, preparing or defending against any claim whatsoever) including reasonable attorney’s fees and expenses, arising out of, based upon or resulting from the GRANTEE’s use of DISTRICT funds, representative, employee, contractor, invitee, permittee, customer or client of the GRANTEE, the negligence of another or any other third party, or the negligence of the DISTRICT.
 - C. This AGREEMENT may be terminated by either of the parties upon at least 30 days prior written notice.
 - D. The DISTRICT may unilaterally cancel this AGREEMENT for refusal by the GRANTEE to allow access to any and all documents, papers, letters, or other material made or received by the GRANTEE in conjunction with this AGREEMENT.
 - E. This AGREEMENT is subject to the availability of budgeted funds anticipated at the time of execution. Should funding be discontinued or reduced, this AGREEMENT will be terminated or amended, as appropriate in the sole discretion of the DISTRICT. In such an event, the GRANTEE shall be compensated for work or services satisfactorily completed prior to termination or amendment of the AGREEMENT.
 - F. In accordance with Section 215.971(1)(c), F.S., ATTACHMENT 1 identifies the level of service and financial consequences for nonperformance. If GRANTEE fails to produce the deliverables as specified within ATTACHMENT 1, the DISTRICT shall apply the financial consequences identified therein.
 - G. This AGREEMENT constitutes the entire agreement between the DISTRICT and

the GRANTEE and may be amended or extended only in writing, signed by both the DISTRICT and the GRANTEE.

- H. The DISTRICT and the GRANTEE may, by written amendment to this AGREEMENT, agree that additional work shall be undertaken within the general scope of this AGREEMENT.
- I. To the extent required by law, each contractor shall be required to secure and maintain such insurance as will protect it from claims under the Workers' Compensation Act and from claims for bodily injury, death, or property damage which may arise from the performance of its services under this AGREEMENT.
- J. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid or contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. The convicted vendor list is maintained by the Florida Department of Management Services and may be accessed from the agency web site at www.dms.myflorida.com.
- K. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity. The discriminatory vendor list is maintained by the Florida Department of Management Services and may be accessed from the agency web site at www.dms.myflorida.com.
- L. As provided under Section 216.347, Florida Statutes, expenditure of DISTRICT grant funds for purposes of lobbying, including of the Legislature, judicial branch, or any state agency, is prohibited.
- M. Notices provided for in this AGREEMENT shall be delivered to the GRANTEE by delivery to the GRANTEE's Project Manager and to the DISTRICT by delivery to the DISTRICT Project Manager. The Project Managers are:

**NORTHWEST FLORIDA WATER
MANAGEMENT DISTRICT**

Angela Chelette, PG, Hydrogeologist IV
Resource Management Division
81 Water Management Drive
Havana, Florida 32333
(850) 539-5999
Angela.Chelette@nwfwater.com

**WEST FLORIDA RESOURCE CONSERVATION
& DEVELOPMENT COUNCIL**

Steve Johnson, President

4155 Hollis Drive
Marianna, FL 32448
(850) 482-0388
wflrkd@gmail.com

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day and year last below written.

**NORTHWEST FLORIDA WATER
MANAGEMENT DISTRICT**

**WEST FLORIDA RESOURCE
CONSERVATION & DEVELOPMENT
COUNCIL**

By: _____
Brett J. Cyphers, Executive Director

By: _____
Steve Johnson, President

Date: _____

Date: _____

ATTACHMENT 1 – SCOPE OF WORK

GRANT AGREEMENT BETWEEN THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

AND

THE WEST FLORIDA RESOURCE CONSERVATION & DEVELOPMENT COUNCIL

FOR

IMPLEMENTATION OF THE NORTHWEST FLORIDA MOBILE IRRIGATION LAB

THROUGHOUT FISCAL YEAR 2016-2017

Project Description

The West Florida Resource Conservation and Development Council oversees the Northwest Florida Mobile Irrigation Lab (NWFMIL) that operates within the boundary of the DISTRICT. Fiscal Year 2016-2017 represents the thirteenth year that the NWFMIL will provide irrigation efficiency evaluations and related services within the District. This is an ongoing joint effort between the District, the National Resource Conservation Service (NRCS) and the Florida Department of Agriculture and Consumer Services (FDACS) to provide assistance to agricultural producers to increase irrigation efficiency, conserve water resources, prevent runoff, and reduce nutrient leaching while reducing operating costs. The NWFMIL is a free and voluntary service that helps the agricultural community.

The work of the NWFMIL supports the water conservation goals of the DISTRICT, specifically those related to agriculture irrigation. The NWFMIL primarily targets agricultural irrigators utilizing piped irrigation systems within delineated spring recharge basins in Jackson County and within the Water Resource Caution Area in Gadsden County. The Floridan aquifer and surface water streams are the main water sources for agriculture irrigation in these areas. Secondary priority will be given to operations that are outside these areas and have submitted a Notice of Intent to FDACS to implement Best Management Practices.

Benefits of NWFMIL work to the DISTRICT regarding conservative and efficient water use include: promotion of actual and potential agriculture irrigation water savings that are quantified; public education and outreach regarding conservative and efficient water use; flow rate verification for metered and non-metered systems resulting in improved accuracy of reported use amounts; provision of Irrigation Water Management Plans to irrigators; establishment of an effective, efficient cooperative work agreement with FDACS and NRCS; and support for producers applying to the District's agricultural best management practices cost-share program by verifying eligibility and recommending efficiency improvement measures.

Tasks

1. The NWFMIL will assist agricultural irrigators utilizing piped irrigation systems by evaluating individual irrigation systems and providing recommendations for the purpose of water conservation. The NWFMIL will give priority to systems within delineated

spring recharge basins in Jackson County and within the Water Resource Caution Area in Gadsden County.

Successful completion of this Task will be measured by performance of at least 20 irrigation system evaluations in each quarter and a total of 100 irrigation system evaluations throughout the DISTRICT during the contract period. In accordance with 287.058(1)(h), F.S., requiring financial consequences for nonperformance, failure to complete this task will result in reduction of payment of the contract by \$250 per evaluation less than the required number of evaluations.

2. The NWFMIL will also provide Irrigation Water Management Plans to the facilities receiving follow-up evaluations. These conservation-oriented plans include: an irrigation schedule, a soil moisture measurement method, an irrigation adjustment method to compensate for infiltration rate changes, an irrigation uniformity evaluation method, an irrigation application rate measurement method, a soil erosion evaluation method, a chemical application irrigation schedule, and a method for recognizing excess runoff.

Successful completion of this Task will be measured by providing Plans to at least 30 producers.

3. The NWFMIL shall promote water conservation education and publicize the availability of the NWFMIL services. Such public outreach can include, but is not limited to, participation in community-based fairs and workshops, seminars or classes provided by educational facilities or by commercial entities, programs provided by governmental agencies, public speaking engagements to civic organizations and clubs, and participation in public affairs broadcasting programs.

Successful completion of this Task will be measured by NWFMIL participation in at least five separate activities every six months with a total of 10 activities during the contract period.

Anticipated Schedule

The NWFMIL provides ongoing services which will continue through the contract period indicated in Paragraph 3A.

Anticipated Project Cost and Funding

The total cost of the NWFMIL operation is estimated at \$215,214. Grant funding through this AGREEMENT will not exceed \$71,125.00 and is available for costs to complete the project. The DISTRICT, after receipt of an invoice from the GRANTEE, shall provide the GRANTEE one payment each quarter of \$17,781.25. Per Section 3.F of this agreement, failure to complete the grant project as described in this Scope of Work and provide the required deliverables will result in partial reduction of grant funds not yet expended on the project.

Grant funding may not be applied to costs incurred prior to the execution of this contract.

Deliverables

The GRANTEE shall complete the project as described above. The GRANTEE shall complete and provide invoice and status documentation and quarterly progress reports as indicated below. All deliverables must be provided in electronic format.

1. The GRANTEE shall, within 15 working days of the end of each quarter (October-December 2016, January-March 2017, April-June 2017, and July-September 2017), have the NWFMIL complete and submit to the DISTRICT:
 - a. Quarterly reports described in Appendix A of the Handbook or equivalent; and
 - b. A brief description of completed public outreach activities; and
 - c. A copy of all individual farm evaluation reports conducted during the quarter; and
 - d. A spreadsheet which tallies the number of initial and follow-up evaluations and actual and potential water savings, for each quarter since program inception and as a running total. Each individual farm evaluation report will be assigned a numeric identifier that will allow each farm evaluation report to be cross-referenced to the quarterly reports without identifying the farmer.
2. The following shall be provided with each invoice:
 - a. A numbered and dated invoice requesting funds from the DISTRICT; and
 - b. A description of activities completed during the invoice period and to which the invoices apply; and
 - c. Cost backup documentation, in sufficient detail for proper pre-audit and post-audit, such as copies of invoices to other participating funding entities (FDACS), estimates of in-kind contributions by NRCS, etc.
3. Within fourteen (14) days of the end of this contract period, the GRANTEE shall provide to the DISTRICT detailed documentation of project expenditures sufficient for proper pre-audit and post-audit purposes.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Resource Management Committee

THROUGH: Brett J. Cyphers, Executive Director
W. Guy Gowens, Assistant Executive Director
Nick Wooten, Director, Resource Management Division
Paul Thorpe, Chief, Bureau of Environmental and Resource Planning

FROM: David Clayton, Environmental Scientist IV

DATE: July 25, 2016

SUBJECT: Consideration of Fiscal Year 2016-2017 Contractual Services to Support the District's Regional Wetland Mitigation Program

Recommendation

Staff recommends the Governing Board authorize the Executive Director to spend up to \$699,900 for contractual ecological and restoration services for fiscal year (FY) 2016-2017, contingent upon approval of the District's FY 2016-2017 budget.

Restoration Activities Planned for Fiscal Year 2016-2017

The District, pursuant to Section 373.4137, Florida Statutes supports the Florida Department of Transportation (FDOT) by providing wetland mitigation for FDOT transportation projects in northwest Florida when no private mitigation banks are available. During the FY 2016-2017, restoration activities will be focused at the Dutex, Yellow River Ranch, and Lafayette Creek mitigation sites and at the Sand Hill Lakes Mitigation Bank. While most restoration activities are conducted by District Lands Division staff, private contractual services are also engaged to help ensure timely and effective implementation of the District's mitigation program.

Planned ecological and land management services include vegetation management and restoration for approximately 200 acres of hardwoods and target shrubs at the Dutex property; prescribed contract burning on 550 acres across several sites; invasive plant eradication on 150 acres; re-establishment of native species on 45 acres; and hydrologic restoration on at least two sites, as well as other habitat management services, monitoring, and reporting as required to implement approved mitigation plans and meet specific permit conditions. For FY 2016-2017, expenditures for ecological services and restoration management activities are not anticipated to exceed \$699,900. This represents a reduction in budgeted funding of approximately 17 percent from the current year.. The difference reflects the variability from year to year in planned restoration and maintenance activity, e.g., number of acres of prescribed fires scheduled.

Fiscal Year 2015-2016 Accomplishments

Restoration activities conducted during FY 2015-2016 included prescribed fire, shrub reduction, native species planting, exotic species eradication, and annual monitoring.

Specific restoration projects were conducted at Dutex (Escambia County), Lafayette Creek (Walton County), Plum Creek (Washington County), the Sand Hill Lakes Mitigation Bank (Washington County), Ward Creek West (Bay County), and Yellow River Ranch (Santa Rosa County).

Prescribed fire is a prominent component of District mitigation and land management programs, because many of the natural communities within the Florida Panhandle depend on frequent fires for optimal development. Since hardwoods and fire-intolerant shrub species outcompete and replace desirable native vegetation in the absence of fire, reintroduction of fire is critical to restoration success. A total of 1,514 acres of mitigation lands were burned during FY 2015-2016, including wet prairie, hydric pine flatwood, and sand hill habitats.

Mechanical nuisance shrub and hardwood reduction is also an important component of the mitigation program, often complementing prescribed fire. Shrub reduction activities were completed on 158 acres during the current fiscal year. Where appropriate conditions have been achieved, replanting is conducted to reestablish desirable species. During the current fiscal year, slash pine, cypress, and herbaceous species were planted on 138 acres of cypress slough, hydric pine flatwoods, and sand hills. In addition, exotic grasses were eradicated from 85 acres at the SHLMB.

Program Background

The District only provides mitigation services for FDOT projects where private wetland mitigation banks are unavailable. These mitigation services meet both the State and Federal wetland permitting requirements and are critical to the success of state priority roadway improvements. Approximately two-thirds of the District's jurisdiction is presently outside the service area of any private mitigation bank. The District's regional wetland mitigation program includes the Sand Hill Lakes Mitigation Bank, as well as ten mitigation sites and mitigation projects tied to past FDOT projects.

Since its inception, the District has implemented 22 wetland mitigation projects that have compensated for 293 acres of direct wetland impacts associated with state road projects. Among the many FDOT transportation projects made possible with District support have been the widening of U.S. Highway 98, U.S. Highway 331 roadway and bridge improvements, St. George Island Bridge replacement, U.S. Highway 319 improvements, and widening projects for State Road 77 and State Road 79.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Lands Committee

THROUGH: Brett Cyphers, Executive Director
Guy Gowens, Assistant Executive Director
William O. Cleckley, Director, Division of Land Management and Acquisition

FROM: Tyler L. Macmillan, Chief, Bureau of Land Management Operations

DATE: July 15, 2016

SUBJECT: Consideration of Memorandum of Understanding with USDA Forest Service, National Forests in Florida for the Florida National Scenic Trail

Recommendation:

Staff recommends the Governing Board authorize the Executive Director to execute a Memorandum of Understanding with the USDA Forest Service, National Forests in Florida concerning management of the Florida National Scenic Trail on District lands.

Background:

The Florida National Scenic Trail (FNST) was designated by Congress as part of the National Trails System in 1983 by amendment to the 1968 National Trails System Act. In this amendment the U.S. Forest Service, and later the National Forests in Florida, was delegated authority to build, maintain, manage, and protect the Florida National Scenic Trail. The FNST traverses the lands of nearly 30 different federal, state, public, and private interests and is supported by a myriad of public and private interest and user groups.

The FNST traverses District property within the Chipola River, Econfina Creek, Choctawhatchee River, and Yellow River Water Management Areas (WMAs). In accordance with Section 260.012(6), Florida Statutes (see attachment), the District has worked with the U.S. Forest Service and the Florida Trail Association over the years to facilitate the construction and maintenance of the FNST, and has entered into Memorandums of Understanding (MOUs) to formalize the relationships between the parties involved with this popular recreational resource.

The MOU is a nonbinding agreement that does not commit funds of either entity, but rather explains the overall concept of the trail and formalizes the process for development, maintenance and management of trail segments and associated capital structures such as bridges, backcountry campsites, etc., within District-owned properties.

Although the current MOU has over 10 years remaining in its term, it also includes provisions for periodic reviews. Changes to the FNST program that have occurred over the past few years prompted the U.S. Forest Service to develop updated MOU's with their partners throughout the state.

The revised MOU is very similar to the current MOU, but it has been updated to reflect new plans and publications associated with the FNST, including the FNST 2015 "State of the Trail Report;" revised trail standards and guidelines, and updated volunteer service agreements. Also included in the update are new standard language requirements for federal contracts, and a change of the term from 25 years to 10 years.

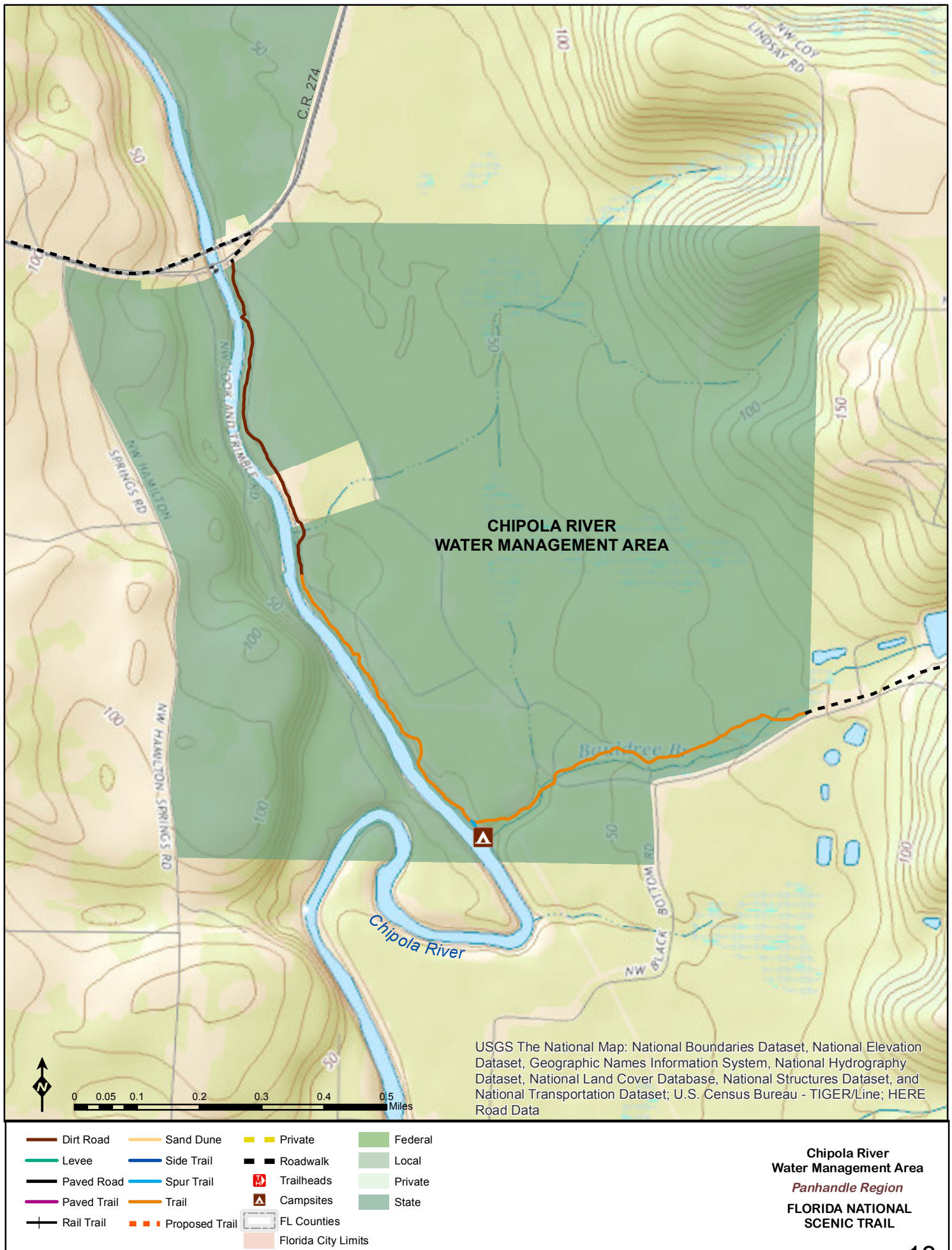
District Staff and FNST representatives will provide a presentation during the Lands Committee Meeting to further inform committee members about the FNST and the proposed MOU revision.

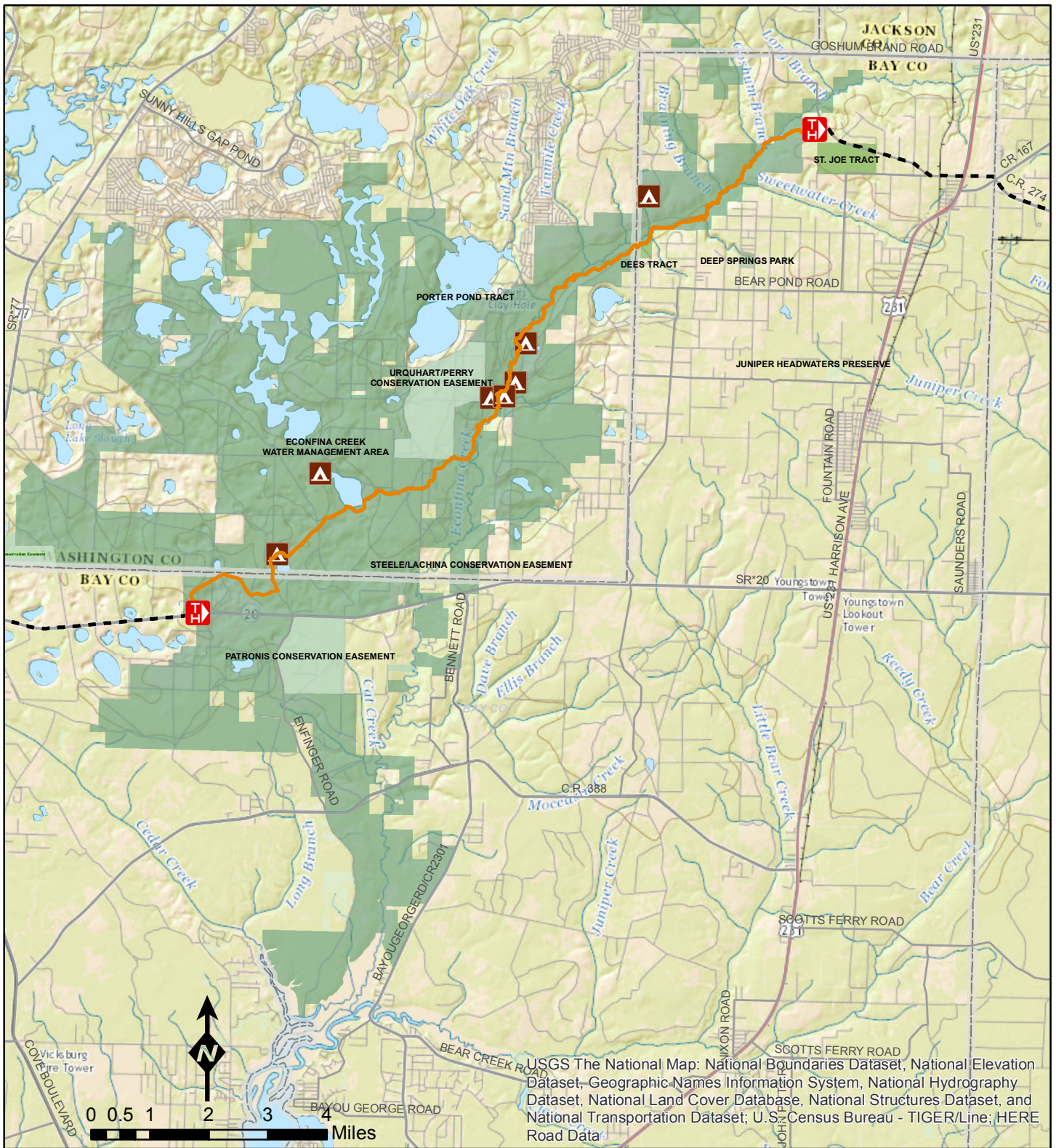
**Florida Statutes Reference:
Florida National Scenic Trail**

Section 260.012(6), Florida Statutes:

It is the intent of the Legislature to officially recognize the Florida National Scenic Trail as Florida's official statewide nonmotorized trail from the Florida Panhandle to the Everglades and the Florida Keys, an approximate length of more than 1,400 miles. The Legislature recognizes the major contributions made in furtherance of the establishment of the Florida National Scenic Trail by the United States Government, including significant funding, and the efforts of private landowners, state government, and not-for-profit entities such as the Florida Trail Association. The Legislature also recognizes the significant economic benefit of nature-based recreation and the contributions to the state's economy that arise from the creation and completion of the trail. In order to further its commitment to the residents of this state and the United States Government to complete the establishment of the trail in a permanent location, it is further the intent of the Legislature to:

- (a) Encourage all state, regional, and local agencies that acquire lands to include in their land-buying efforts the acquisition of sufficient legal interest in the lands over which the trail passes to ensure its continued existence in a permanent location.
- (b) Officially recognize the route of the trail for establishment and acquisition purposes as determined by the U.S.D.A. Forest Service, assisted by the Florida Trail Association, in the publication entitled "Preferred Routing for the Florida National Scenic Trail."
- (c) With the assistance of the Florida Trail Association and the Office of Greenways and Trails, encourage state land-buying agencies to consider the trail a single project with multiple phases for the purpose of listing and acquisition.
- (d) Give positive consideration to the inclusion of private funds used to supplement the state's contribution in its efforts to acquire fee or less-than-fee interests in lands that contain designated portions of the trail.
- (e) Encourage private landowners to continue to allow the use of private property for trail purposes through existing and future incentives and liability protection.
- (f) Encourage state and local agencies with economic and ecotourism development responsibilities to recognize the importance of the trail in bringing nature-based tourism to local communities along the trail route and to support acquisition and development activities for completion of the trail in a permanent location.



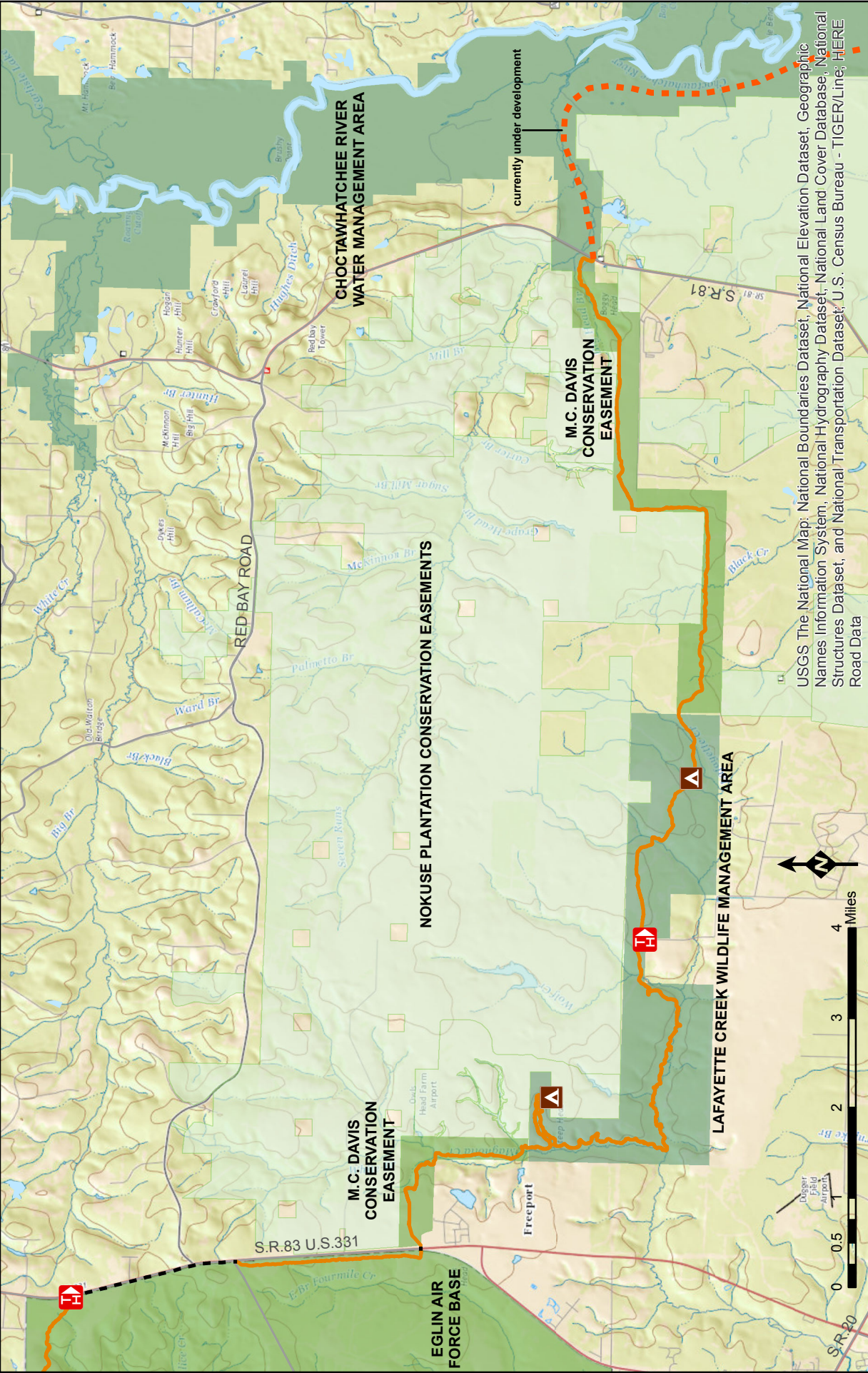


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|---------------|------------------|---------------------|-----------|
| — Dirt Road | — Sand Dune | — Private | — Federal |
| — Levee | — Side Trail | — Roadwalk | — Local |
| — Paved Road | — Spur Trail | Trailheads | — Private |
| — Paved Trail | — Trail | Campsites | — State |
| — Rail Trail | — Proposed Trail | FL Counties | |
| | | Florida City Limits | |

Econfina Creek Water Management Area

Panhandle Region

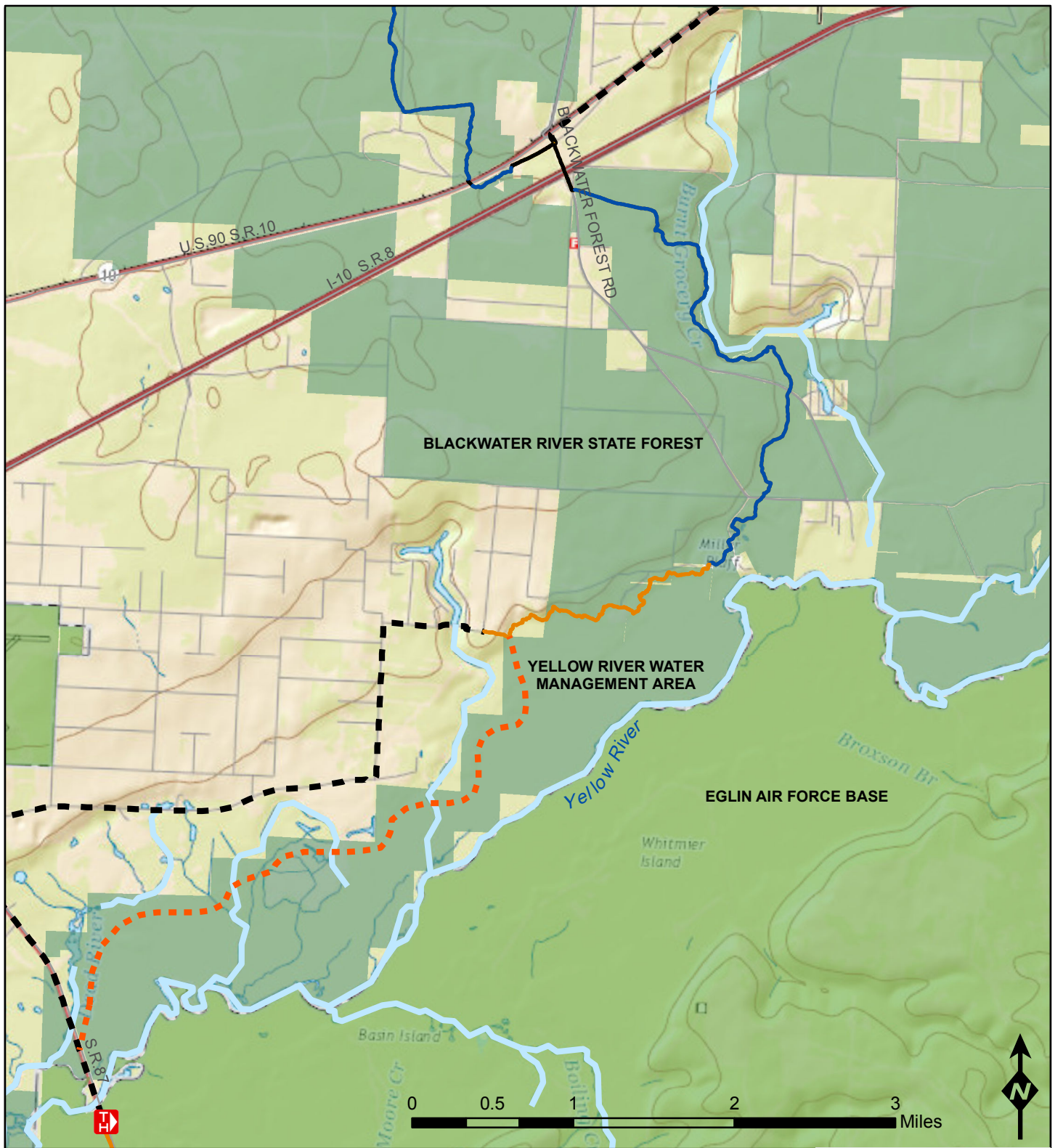
FLORIDA NATIONAL SCENIC TRAIL



USGS The National Map: National Boundaries Dataset, National Elevation Dataset, Geographic Names Information System, National Hydrography Dataset, National Land Cover Database, National Structures Dataset, and National Transportation Dataset; U.S. Census Bureau - TIGER/Line; HERE Road Data

**Nokuse Plantation &
Choctawhatchee River
Water Management Area**
Panhandle Region
**FLORIDA NATIONAL
SCENIC TRAIL**

- | | | | | | | | |
|--|-------------|--|---------------|--|---------------------|--|---------|
| | Dirt Road | | Sand Dune | | Private | | Federal |
| | Levee | | Side Trail | | Roadwalk | | Local |
| | Paved Road | | Spur Trail | | Trailheads | | Private |
| | Paved Trail | | Trail | | Campsites | | State |
| | Rail Trail | | Amended Trail | | FL Counties | | |
| | | | | | Florida City Limits | | |



- | | | | |
|-------------|----------------|---------------------|---------|
| Dirt Road | Sand Dune | Trailheads | Federal |
| Levee | Side Trail | Campsites | Local |
| Paved Road | Spur Trail | FL Counties | Private |
| Paved Trail | Trail | Florida City Limits | State |
| Rail Trail | Private | | |
| | Roadwalk | | |
| | Proposed Trail | | |

**Yellow River
Water Management Area**
Panhandle Region
**FLORIDA NATIONAL
SCENIC TRAIL**

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
GOVERNING BOARD MEETING MINUTES**

**District Headquarters
81 Water Management Drive
Havana, FL 32333**

**Thursday
July 14, 2016**

Governing Board Members Present

John W. Alter, Secretary-Treasurer
Gus Andrews
Jon Costello
Marc Dunbar
Ted Everett
Nick Patronis
Bo Spring

Governing Board Members Absent

George Roberts, Chairman
Jerry Pate, Vice Chairman

1. Opening Ceremonies

Governing Board Acting Chairman John W. Alter called the meeting to order at 1:03 p.m. ET.
Brett Cyphers called the roll and a quorum was declared present.

2. Additions, Deletions or Changes to the Agenda

There were no additions, deletions or changes to the agenda.

3. Approval of the Minutes for June 9, 2016

MOTIONED BY MARC DUNBAR, SECONDED BY TED EVERETT, THAT THE GOVERNING BOARD APPROVE THE MINUTES FOR JUNE 9, 2016. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

4. Approval of the Financial Reports for the Month of May 2016

MOTIONED BY BO SPRING, SECONDED BY MARC DUNBAR, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORTS FOR THE MONTH OF MAY 2016. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

5. Committee Reports and Recommendations for Board Action

Lands Committee:

Consideration of Invitation to Bid 16B-011; Econfinia Creek 2016 Sand Pine Timber Sale

MOTIONED BY NICK PATRONIS, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD APPROVE THE BIDS SUBMITTED IN RESPONSE TO INVITATION TO BID 16B-011, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT FOR THIS TIMBER SALE WITH THE HIGH BIDDER, WESTROCK, LLC AT THE BID PRICE OF \$15.75 PER TON. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

Consideration of Request from Escambia County for Access and Temporary Construction Work Space: Quintette Landing

MOTIONED BY NICK PATRONIS, SECONDED BY MARC DUNBAR, THAT THE GOVERNING BOARD APPROVE THE REQUEST FROM ESCAMBIA COUNTY FOR ACCESS AND TEMPORARY CONSTRUCTION WORK SPACE AT QUINTETTE LANDING AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE LICENSE AGREEMENT BETWEEN THE DISTRICT AND ESCAMBIA COUNTY, AND TO EXECUTE A SEPARATE LICENSE AGREEMENT WITH THE CONTRACTOR, ONCE SELECTED, SUBJECT TO LEGAL COUNSEL REVIEW AND APPROVAL. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

Consideration of F4 Tech's Strategic Forest Planning Proposal

MOTIONED BY NICK PATRONIS, SECONDED BY TED EVERETT, THAT THE GOVERNING BOARD APPROVE F4 TECH'S STRATEGIC FOREST PLANNING PROPOSAL OF \$35,750 TO DETERMINE THE FUTURE LONG-TERM GROWTH AND YIELD OF THE DISTRICT'S PINE FOREST RESOURCES AND PREDICT FUTURE REVENUE GENERATION AT VARIOUS FOREST MANAGEMENT SCENARIOS. BASED ON DISTRICT POLICY AND PROCEDURES AND STATUTORY REQUIREMENTS FOR SOLE SOURCE PURCHASES OVER \$35,000, THE DISTRICT WILL ADVERTISE THE FEE QUOTE ON THE DISTRICT'S WEBSITE AND ON THE VENDOR BID SYSTEM FOR A 7-DAY PERIOD AND ISSUE A PURCHASE ORDER 72 HOURS AFTER THE 7-DAY PERIOD ENDS, SUBJECT TO ANY SOLE SOURCE CHALLENGE. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED WITH 6 VOTES IN THE AFFIRMATIVE AND 1 IN OPPOSITION.

Consideration of Proposed Grisset Pond and Wolf Pond Cattle Grazing Area Specifications

MOTIONED BY NICK PATRONIS, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD AUTHORIZE STAFF TO PREPARE AND ADVERTISE AN INVITATION TO BID PACKAGE FOR CATTLE GRAZING LEASE CONSIDERATION ON THE GRISSET POND AND WOLF POND TRACTS. PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

Committee of the Whole:

Consideration of Fiscal Year 2016-2017 Tentative Budget, Millage Rate and Dates, Times, and Locations of Public Hearings on the Budget

MOTIONED BY JON COSTELLO, SECONDED BY MARC DUNBAR, THAT THE GOVERNING BOARD SET THE AD VALOREM TAX MILLAGE FOR FISCAL YEAR 2016-2017 AT THE ROLL BACK RATE, WHICH AS OF JULY 14 IS 0.0366. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

MOTIONED BY JON COSTELLO, SECONDED BY MARC DUNBAR, THAT THE GOVERNING BOARD APPROVE THE FISCAL YEAR 2016-2017 TENTATIVE BUDGET AS PRESENTED, ALLOW STAFF TO MAKE RECOMMENDED ADJUSTMENTS AND CORRECTIONS, INCLUDING THE ADDITION OF SPRINGS-RESTORATION AND PROTECTION FUNDING, AND SUBMIT THE STANDARD FORMAT TENTATIVE BUDGET TO THE GOVERNOR'S OFFICE AND LEGISLATURE BY AUGUST 1, 2016. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

MOTIONED BY JON COSTELLO, SECONDED BY TED EVERETT, THAT THE GOVERNING BOARD SCHEDULE THE PUBLIC HEARINGS ON THE BUDGET FOR THURSDAY, SEPTEMBER 8, 2016, AT 5:05 P.M., ET, AT THE DISTRICT'S HEADQUARTERS IN MIDWAY AND THURSDAY, SEPTEMBER 22, 2016, AT 5:05 P.M., CT, IN PANAMA CITY. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

6. Consideration of Acceptance of the Information Technology Follow-Up Audit Presented by Law, Redd, Crona, & Munroe

MOTIONED BY GUS ANDREWS, SECONDED BY NICK PATRONIS, THAT THE GOVERNING BOARD ACCEPT REPORT #16-01 AS PRESENTED. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

7. Consideration of Reimbursement Agreement for Apalachicola-Chattahoochee-Flint (ACF) Support Services

MOTIONED BY JON COSTELLO, SECONDED BY GUS ANDREWS, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR REIMBURSEMENT OF DISTRICT STAFF COSTS, NOT TO EXCEED \$158,000, ASSOCIATED WITH PERFORMING ACF SUPPORT SERVICES. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

8. Public Hearing on Regulatory Matters

MOTIONED BY MARC DUNBAR, SECONDED BY NICK PATRONIS, THAT THE GOVERNING BOARD APPROVE THE CONSENT AGENDA PER THE RECOMMENDATIONS AND CONDITIONS OF THE STAFF REPORTS AND PER THE TERMS AND CONDITIONS OF THE PERMIT DOCUMENTS. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

9. Legal Counsel Report

No legal matters to discuss.

Meeting was adjourned at 1:31 p.m. ET.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending June 30, 2016

Balance Forward - Operating Funds	\$49,652,614.16
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Operating Funds Received in current month:

Revenue Receipts, Current	\$183,763.69	
Contracts Receivable	618,559.46	
Other Deposits/Refunds/Adjustments	84,515.81	
Transfers from Lands Accounts	0.00	
Total Deposits during month	886,838.96	

Total Deposits and Balance Forward	\$ 50,539,453.12
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Disbursements:

Employee Salaries	434,768.20	
Employee Benefits	210,766.99	
Employee Flexible Spending Account	0.00	
Contractual Services (Professional)	221,301.88	
Operating Expenses - Services	111,409.02	
Operating Expenses - Commodities	25,902.21	
Operating Capital Outlay	49,743.74	
Grants and Aids	305,981.47	
Total Operating Expenses during month	1,359,873.51	
Payables, Prior Year	2,985.00	
Other Disbursements or (Credits)	11,244.16	
Total Funds Disbursed by check during month	1,374,102.67	
Bank Debits (Fees, Deposit Slips, etc.)	58.75	
Transfer to Land Acquisition Account	0.00	

Total Funds Disbursed	1,374,161.42
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Cash Balance Operating Funds at month end	\$ 49,165,291.70
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Operating Depositories:

Petty Cash Fund	250.25	
General Fund Checking @0.2%	391,116.30	
Payroll Account	6,092.97	
Pensacola Account	0.00	
Investment Accounts @ 0.67%		
General Fund	25,641,109.62	
Lands Fee Fund	5,814,979.86	
SWIM Fund	1,073,283.94	
Springs Protection	54.35	
Mitigation Fund	16,238,404.41	

Total Operating Depositories at month end	\$ 49,165,291.70
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NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending June 30, 2016

Land Acquisition Funds @ 0.67%	\$	484,106.19	
Total Land Acquisition Funds			484,106.19
Restricted Management Funds:			
Phipps Land Mgmt @ 0.67%		152,362.99	
Total Land Acquisition Funds			152,362.99
Total Land Acquisition, and Restricted Management Funds			<u>636,469.18</u>
TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END			<u><u>\$ 49,801,760.88</u></u>

Approved: _____
Chairman or Executive Director

Date: August 11, 2016

Northwest Florida Water Management District
Statement of Sources and Uses of Funds
For the Period ending June 30, 2016
(Unaudited)

	Current Budget	Actuals Through 6/30/2016	Variance (under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 3,433,785	\$ 3,233,787	\$ (199,998)	94%
Intergovernmental Revenues	34,148,300	10,362,728	(23,785,572)	30%
Interest on Invested Funds	42,650	162,192	119,542	380%
License and Permit Fees	332,500	324,935	(7,565)	98%
Other	2,248,652	498,990	(1,749,662)	22%
Fund Balance	34,344,035		(34,344,035)	0%
Total Sources	\$ 74,549,922	\$ 14,582,632	\$ (59,967,290)	20%

	Current Budget	Expenditures	Encumbrances¹	Available Budget	%Expended	%Obligated²
Uses						
Water Resources Planning and Monitoring	\$ 7,097,878	\$ 2,601,412	\$ 199,447	\$ 4,297,020	37%	39%
Acquisition, Restoration and Public Works	38,672,135	6,579,040	92,641	32,000,455	17%	17%
Operation and Maintenance of Lands and Works	3,905,175	2,051,571	247,694	1,605,911	53%	59%
Regulation	3,882,130	2,450,061	64,637	1,367,432	63%	65%
Outreach	180,324	120,873	-	59,451	67%	67%
Management and Administration	2,037,482	1,417,822	21,916	597,744	70%	71%
Total Uses	\$ 55,775,124	\$ 15,220,777	\$ 626,334	\$ 39,928,013	27%	28%
Reserves	18,774,798			18,774,798	0%	0%
Total Uses and Reserves	\$ 74,549,922	\$ 15,220,777	\$ 626,334	\$ 58,702,811	20%	21%

¹ Encumbrances represent unexpended balances of open purchase orders.

² Represents the sum of expenditures and encumbrances as a percentage of the available budget.

This unaudited financial statement is prepared as of June 30, 2016, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

JUNE 2016

CHECKS	6/2/2016	\$	107,878.41
AP EFT CHECKS	6/3/2016		11,981.49
CHECKS	6/9/2016		21,541.35
AP EFT CHECKS	6/10/2016		6,863.47
CHECKS	6/16/2016		198,380.16
AP EFT CHECKS	6/17/2016		1,371.10
CHECKS	6/23/2016		225,293.05
AP EFT CHECKS	6/24/2016		2,245.68
CHECKS	6/30/2016		295,090.43
AP EFT CHECKS	6/30/2016		1,550.86
RETIREMENT			57,616.22
		\$	<u><u>\$929,812.22</u></u>

Chairman or Executive Director

August 11, 2016

Date

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4832	ASSURANT EMPLOYEE BENEFITS	06/02/2016	217.56	ACCT 5 PREPAID DENTAL
4832	ASSURANT EMPLOYEE BENEFITS	06/02/2016	4,432.31	ACCT 4-PPO DENTAL
4834	ASSURANT EMPLOYEE BENEFITS	06/02/2016	905.92	BASE LIFE- ACCCT 1
4833	ASSURANT EMPLOYEE BENEFITS	06/02/2016	1,169.96	VOL LTD
95	AT&T	06/02/2016	398.46	PHONES-ECONFINA
2417	BEARD EQUIPMENT COMPANY, INC.	06/02/2016	1,082.33	REPAIRS TO JD 650 DOZER
2417	BEARD EQUIPMENT COMPANY, INC.	06/02/2016	331.94	DIAGNOSE NEEDED REPAIRS TO JD
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	06/02/2016	331.59	MEDICARE INSUR
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	06/02/2016	250.00	PERMIT APPLICATION FEE FOR THE
45	DMS	06/02/2016	16,265.17	CARR LEASE 4TH QTR
45	DMS	06/02/2016	2.73	PHONES-MILTON
45	DMS	06/02/2016	1,462.36	PHONES-HQ
839	FORESTRY SUPPLIERS, INC.	06/02/2016	404.62	SUPPLIES
839	FORESTRY SUPPLIERS, INC.	06/02/2016	2,293.41	FOX FIRE TRAILBLAZER ATV DRIP
5172	FREDDIE WILBON	06/02/2016	750.00	JANITORIAL SERVICE FOR CRESTVI
1090	HR DIRECT	06/02/2016	69.99	REQUIRED FEDERAL & STATE LABOR
1090	HR DIRECT	06/02/2016	69.99	REQUIRED FEDERAL & STATE LABOR
1090	HR DIRECT	06/02/2016	69.99	REQUIRED FEDERAL & STATE LABOR
1090	HR DIRECT	06/02/2016	69.99	REQUIRED FEDERAL & STATE LABOR
1090	HR DIRECT	06/02/2016	69.99	REQUIRED FEDERAL & STATE LABOR
4664	RBM AUTO & TRUCK PARTS, INC	06/02/2016	278.86	REPLACEMENT BATTERIES WMD0004
4897	SIGN PRO OF NORTH FLORIDA, INC.	06/02/2016	582.38	HQ DIRECTIONAL ROAD SIGNS
4897	SIGN PRO OF NORTH FLORIDA, INC.	06/02/2016	27,074.50	PITT/SYLVAN SPRINGS SIGN DESIG
4793	SYMANTEC CORPORATION	06/02/2016	995.00	SSL CERTIFICATES FOR REMOTE AN
2808	THAT BOOT STORE	06/02/2016	180.00	WORK BOOTS DANA & AMALIA
5244	TOWN OF GREENSBORO	06/02/2016	1,732.00	ASBESTOS CEMENT PIPE REPLACEME
5247	TOWN OF SNEADS	06/02/2016	40,031.78	WATER IMPROVEMENT PROJECT
3711	US POSTAL SERVICE-HASLER	06/02/2016	3,000.00	REPLENISH HEADQUARTERS POSTAGE
4557	VERIZON WIRELESS	06/02/2016	140.58	CELL PHONES
5365	AARON WAITS	06/02/2016	140.00	TRAVEL REIMBURSEMENT
5015	WESTON TRAWICK, INC.	06/02/2016	3,075.00	NEW 2"CONDUIT FOR FIBER OPTIC
TOTAL CHECKS			<u>107,878.41</u>	

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

611	CAROL L. BERT	06/03/2016	90.00	TRAVEL REIMBURSEMENT
4966	DAVID REED CHERRY	06/03/2016	110.00	TRAVEL REIMBURSEMENT
982	WILLIAM O. CLECKLEY	06/03/2016	90.00	TRAVEL REIMBURSEMENT
3080	STEVEN COSTA	06/03/2016	110.00	TRAVEL REIMBURSEMENT
4944	BRETT CYPHERS	06/03/2016	165.49	TRAVEL REIMBURSEMENT
4961	PETER FOLLAND	06/03/2016	146.00	TRAVEL REIMBURSEMENT
4607	MAIL FINANCE INC	06/03/2016	259.00	MAILING SYSTEM LEASE FOR HQ
5124	CHRISTOPHER MICHAEL KENT	06/03/2016	140.00	TRAVEL REIMBURSEMENT
3813	PENNINGTON, P.A.	06/03/2016	10,745.00	LEGAL COUNSEL
3823	KENNETH ANDREW ROACH	06/03/2016	126.00	TRAVEL REIMBURSEMENT
TOTAL ACH TRANSFER			<u>11,981.49</u>	
TOTAL AP			<u>119,859.90</u>	

**NORTHEWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4812	ALL AMERICAN RENTALS, INC.	06/09/2016	140.00	PORTABLE TOILETS
4812	ALL AMERICAN RENTALS, INC.	06/09/2016	140.00	PORTABLE TOILETS
4180	BA MERCHANT SERVICES	06/09/2016	251.23	TRANSACTION FEES FOR E-PERMITT
2417	BEARD EQUIPMENT COMPANY, INC.	06/09/2016	22.22	PARTS FOR JOHN DEERE GATOR, DI
4778	BENSON'S HEATING AND AIR CONDITIONING, INC.	06/09/2016	500.00	ANNUAL MAINTENANCE LIEBERT A/C
3904	DADE PAPER & BAG COMPANY	06/09/2016	537.37	RECREATION AND OFFICE SUPPLIES
45	DMS	06/09/2016	75.91	PHONES-MILTON
4748	EAST MILTON WATER SYSTEM	06/09/2016	16.67	WATER-MILTON
3773	FLORIDA DEPT OF STATE	06/09/2016	40.32	FAR NOTICE OF REVISED ITB OPEN
5354	FLORIDA FERAL HOG CONTROL INC.	06/09/2016	5,080.00	HOG CONTROL SYSTEM
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	06/09/2016	35.56	FAR NOTICE FOR ITB 16-010 WAKU
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	06/09/2016	23.94	FAR AD
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	06/09/2016	36.54	FAR AD FOR ITB MFL DEEP WELL D
65	GADSDEN COUNTY TIMES	06/09/2016	52.73	LEGAL ADS
410	GULF COUNTY TAX COLLECTOR	06/09/2016	7.50	2014 TAX ERROR REFUND
4488	JEHLE-HALSTEAD, INC	06/09/2016	100.00	REFUND EPERMIT #17387 OVERPAYM
5294	KRONOS, INCORPORATED	06/09/2016	35.00	TIMESHEET PROGRAM
2299	LIBERTY COUNTY SOLID WASTE	06/09/2016	28.00	SOLID WASTE-FL
5364	GERALD W. MCGUIRE	06/09/2016	50.00	REFUND FOR OVERPAYMENT P17388
71	PETTY CASH	06/09/2016	77.00	PETTY CASH
4766	PHOTO SCIENCE, INC.	06/09/2016	7,161.00	STANDARDIZED PARCEL DATA ACQUI
4091	THE SHOE BOX	06/09/2016	170.99	SAFETY SUPPLIES
4091	THE SHOE BOX	06/09/2016	134.99	SAFETY BOOTS-LUTTERBACH
110	TALQUIN ELECTRIC COOPERATIVE, INC.	06/09/2016	87.17	SECURITY LIGHTS-HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	06/09/2016	3,875.75	ELECTRIC-HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	06/09/2016	267.97	WATER/SEWER- HQ
3711	US POSTAL SERVICE-HASLER	06/09/2016	800.00	POSTAGE FOR CRESTVIEW OFFICE
4557	VERIZON WIRELESS	06/09/2016	851.46	JETPACKS
4372	VERMEER SOUTHEAST SALES AND SERVICE, INC.	06/09/2016	654.43	SERVICE TO VERMEER CHIPPER
5218	WAGeworks, INC.	06/09/2016	132.60	ADMIN FEE FOR FSA
3462	WASTE MANAGEMENT OF PANAMA CITY	06/09/2016	155.00	DUMPSTER FOR ECONFINA OFFICE A
TOTAL CHECKS			<u>21,541.35</u>	

**NORTHEWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	06/10/2016	35.00	MONITORING FOR CRESTVIEW & IT
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	06/10/2016	30.00	MONITORING FOR CRESTVIEW & IT
3942	A & W VENTURES, L.C.	06/10/2016	151.34	PORTABLE TOILET FOR PHIPPS PAR
3340	KAREN KEBART	06/10/2016	185.29	TRAVEL REIMBURSEMENT
3921	KOUNTRY RENTAL, INC.	06/10/2016	207.50	CLEANING OF ECONFINA OFFICE
3921	KOUNTRY RENTAL, INC.	06/10/2016	5,985.00	RENTAL, LEASE, AND SERVICE OF
1095	TYLER MACMILLAN	06/10/2016	91.50	TRAVEL REIMBURSEMENT
1042	NICHOLAS D. R. WOOTEN	06/10/2016	177.84	TRAVEL REIMBURSEMENT

TOTAL ACH TRANSFER			<u>6,863.47</u>	
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TOTAL AP			<u><u>28,404.82</u></u>	
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**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5363	ALLMAN TREE SERVICE	06/16/2016	475.00	HAZARDOUS TREE REMOVAL
4923	JOHN ALTER	06/16/2016	61.41	TRAVEL REIMBURSEMENT
3293	ANGUS ANDREWS	06/16/2016	107.69	BOARD TRAVEL
2967	BANK OF AMERICA	06/16/2016	6,430.56	P-CARD PURCHASES
2803	COASTAL AIR SERVICE, INC.	06/16/2016	6,102.81	AERIAL HERBICIDE APPLICATION F
2803	COASTAL AIR SERVICE, INC.	06/16/2016	33,941.60	AERIAL HERBICIDE APPLICATION F
4945	MARCUS A. DIXON	06/16/2016	75.00	SECURITY DETAIL FOR BOARD DAY
45	DMS	06/16/2016	1,264.28	PHONES-CARR
5290	ECOLOGY AND ENVIRONMENT, INC.	06/16/2016	99,758.40	WATER RESOURCE ASSESSMENT, DES
4045	ECONFINA CREEK CANOE LIVERY, LLC	06/16/2016	637.83	CANOE AND KAYAK RENTALS FOR EC
2972	EDWARDS FIRE PROTECTION, INC.	06/16/2016	527.37	ANNUAL MAINTERNANCE OF FIRE EX
3685	ENVIRONMENTAL & GEOTECHNICAL SPECIALISTS	06/16/2016	250.00	REFUND FOR P 17410
2701	FLORIDA MUNICIPAL INSURANCE TRUST	06/16/2016	28,445.59	4TH INSTALLMENT FY 15-16
916	GULF POWER COMPANY	06/16/2016	513.20	ELECTRIC-MILTON
916	GULF POWER COMPANY	06/16/2016	646.10	ELECTRIC-CRESTVIEW
3193	INSURANCE INFORMATION EXCHANGE	06/16/2016	135.40	BACKGROUND INVESTIGATIONS
61	JACKSON COUNTY FLORIDAN	06/16/2016	75.25	LEGAL ADS
4600	MYTHICS, INC.	06/16/2016	5,394.70	ORACLE COMPONENTS RENEWAL FOR
4090	JERRY PATE	06/16/2016	162.87	TRAVEL REIMBURSEMENT
2663	PATIENTS FIRST APPELYARD, INC	06/16/2016	49.00	LABORATORY TESTING
3482	SANTA ROSA COUNTY LANDFILL	06/16/2016	35.64	SOLID WASTE
3104	SOUTHERN WATER SERVICES	06/16/2016	300.00	ANNUAL DRINKING WATER SURVEY C
4967	SAMUEL SPRING	06/16/2016	85.44	TRAVEL REIMBURSEMENT
4799	STAPLES CONTRACT & COMMERCIAL, INC.	06/16/2016	78.36	OFFICE SUPPLIES
105	TALLAHASSEE DEMOCRAT	06/16/2016	190.46	LEGAL ADS
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	06/16/2016	12,636.20	LAW ENFORCEMENT/SECURITY SERVI
TOTAL CHECKS			<u>198,380.16</u>	

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

4944	BRETT CYPHERS	06/17/2016	83.66	TRAVEL REIMBURSEMENT
4944	BRETT CYPHERS	06/17/2016	85.44	TRAVEL REIMBURSEMENT
4961	PETER FOLLAND	06/17/2016	115.00	TRAVEL REIMBURSEMENT
4607	MAIL FINANCE INC	06/17/2016	126.00	MAILING SYSTEM LEASE FOR CRESTVIEW
2268	INNOVATIVE OFFICE SOLUTIONS, INC	06/17/2016	846.00	PHONE MAINTENANCE
3823	KENNETH ANDREW ROACH	06/17/2016	115.00	TRAVEL REIMBURSEMENT
TOTAL ACH TRANSFER			<u>1,371.10</u>	
TOTAL AP			<u><u>199,751.26</u></u>	

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
1023	CAPITAL HITCH SERVICE	06/23/2016	389.90	REPLACE CAP DOOR WMD2437 LAB
5128	CITY OF BONIFAY	06/23/2016	2,985.00	PLANNING FOR REUSE OF RECLAME
3524	CITY OF CRESTVIEW	06/23/2016	41.65	CRESTVIEW WATER & SEWER
3722	CITY OF SPRINGFIELD	06/23/2016	132,087.24	WATER SYSTEM IMPROVEMENTS
3289	CITY OF TALLAHASSEE	06/23/2016	37.58	LAKESHORE
45	DMS	06/23/2016	1,909.36	ST JOHNS ETHERNET
45	DMS	06/23/2016	44.96	GO TO MEETING/AUDIO CONFERENCE
45	DMS	06/23/2016	467.98	PHONES-CRESTVIEW
45	DMS	06/23/2016	2.00	DEDICATED LONG DISTANCE
4855	ENVIRON SERVICES INCORPORATED	06/23/2016	2,127.00	JANITORIAL SERVICES, HEADQUART
3309	FAST SIGNS	06/23/2016	74.00	NAME PLATES
4807	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	06/23/2016	9,007.83	FUEL
3662	FL DEPT OF ENVIRONMENTAL PROTECTION	06/23/2016	100.00	FDEP ERP PERMIT EXEMPTION FEE
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	06/23/2016	59.64	FAR ADS FY 2016 BOARD MEETINGS
4042	GGI, LLC, DBA GENESIS GROUP	06/23/2016	100.00	APPLICATION #17431 FEE OVERPAY
3420	GREASE PRO EXPRESS LUBE	06/23/2016	288.00	WMD 0932 REPAIRS
2291	GULF COAST ELECTRIC COOPERATIVE, INC	06/23/2016	308.79	ELECTRIC-ECONFINA
5288	A.W. HATCHER FARMS, INC.	06/23/2016	17,694.00	AGRICULTURAL BMP COST SHARE AG
1391	INSIGHT PUBLIC SECTOR, INC.	06/23/2016	13,843.92	CITRIX PORTAL REPLACEMENT
1391	INSIGHT PUBLIC SECTOR, INC.	06/23/2016	14,327.40	CITRIX PORTAL REPLACEMENT
5294	KRONOS, INCORPORATED	06/23/2016	35.00	TIMESHEET PROGRAM
4986	PATRICIA LUJAN	06/23/2016	7,374.16	CRESTVIEW LEASE
1205	OFFICE DEPOT, INC.	06/23/2016	190.64	CAMERAS FOR ERP STAFF
4854	PANHANDLE STUMP & TREE SERVICE, INC.	06/23/2016	1,125.00	HAZARDOUS TREE REMOVAL
2663	PATIENTS FIRST APPELYARD, INC	06/23/2016	49.00	LABORATORY TESTING
5251	RANDSTAD NORTH AMERICA, INC.	06/23/2016	3,280.71	STAFF AUG SERVICES
5330	RESEARCH PLANNING, INC.	06/23/2016	8,634.48	WATER RESOURCE EVALUATIONS
3960	GEORGE ROBERTS	06/23/2016	81.88	BOARD TRAVEL
3104	SOUTHERN WATER SERVICES	06/23/2016	250.00	QUARTERLY WATER SAMPLING AT EC
4799	STAPLES CONTRACT & COMMERCIAL, INC.	06/23/2016	44.24	OFFICE SUPPLIES
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	06/23/2016	4,059.00	PUBLIC RECREATION SITE CLEAN U
5245	TOWN OF WESTVILLE	06/23/2016	4,050.00	WATER MAIN REPLACEMENT PROJECT
4774	JOHN T WILLIAMSON	06/23/2016	170.00	JANITORIAL SERVICES FOR THE WF
4038	WINDSTREAM COMMUNICATIONS	06/23/2016	52.69	800#'S & EFO LONG DISTANCE
TOTAL CHECKS			<u>225,293.05</u>	

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

4845	CALHOUN COUNTY SHERIFF'S OFFICE	06/24/2016	1,555.68	CALHOUN CO SHERIFF-LAW ENFCMT/
4944	BRETT CYPHERS	06/24/2016	344.00	TRAVEL REIMURSEMENT
4961	PETER FOLLAND	06/24/2016	110.00	TRAVEL REIMBURSEMENT
4607	MAIL FINANCE INC	06/24/2016	126.00	MAILING SYSTEM LEASE FOR CARR,
3823	KENNETH ANDREW ROACH	06/24/2016	110.00	TRAVEL REIMBURSEMENT

TOTAL ACH TRANSFER			<u>2,245.68</u>	
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TOTAL AP			<u>227,538.73</u>	
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NORTHWEST FLORIDA WATER MANAGMENT DISTICT
AP COMPUTER PAID/EFT CHECKS

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5341	AMEC FOSTER WHEELER, INC.	06/30/2016	2,940.00	WATER RESOURCE EVALUATIONS
96	APALACHICOLA/CARRABELLE TIMES	06/30/2016	74.70	LEGAL AD
4832	ASSURANT EMPLOYEE BENEFITS	06/30/2016	217.56	PREPAID DENTAL
4832	ASSURANT EMPLOYEE BENEFITS	06/30/2016	4,286.29	REGULAR DENTAL
4834	ASSURANT EMPLOYEE BENEFITS	06/30/2016	928.34	LIFE INSURANCE
4833	ASSURANT EMPLOYEE BENEFITS	06/30/2016	1,160.08	VOL LTD
95	AT&T	06/30/2016	398.62	PHONES-EFO
2992	BANK OF AMERICA	06/30/2016	492.30	PAYMENT PORTEL FOR E-PERMITTIN
2992	BANK OF AMERICA	06/30/2016	291.23	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	06/30/2016	1,352.36	ACCOUNT ANALYSIS
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	06/30/2016	331.59	RETIREE INSURANCE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	06/30/2016	51,004.42	EMPLOYEE MEDICAL
5177	CAPITAL CITY AUTOMOTIVE, LLC	06/30/2016	30.90	OPEN PURCHASE ORDER FOR POOL V
1617	CAPITAL HEALTH PLAN	06/30/2016	78,583.95	EMPLOYEE MEDICAL
5128	CITY OF BONIFAY	06/30/2016	67,915.74	WATERLINE REPLACEMENT PROJECT
5128	CITY OF BONIFAY	06/30/2016	20,475.00	PLANNING FOR REUSE OF RECLAME
4676	CITY OF MILTON FLORIDA	06/30/2016	35.50	DUMPSTER SERVICE
4676	CITY OF MILTON FLORIDA	06/30/2016	39.22	WATER/SEWER MILTON
5374	CONRAD DESIGN & LANDSCAPE, INC.	06/30/2016	144.00	WILLIFORD SPRING REPLACEMENT P
97	THE DEFUNIAK HERALD	06/30/2016	25.88	LEGAL ADS
1948	DELL MARKETING L.P.	06/30/2016	1,976.56	WIRELESS FOR CARR
4264	DELL SECUREWORKS	06/30/2016	1,799.00	QUALYSGUARD EXPRESS
45	DMS	06/30/2016	4.45	SUNCOM
45	DMS	06/30/2016	6,883.51	EHTERNET-ALL
2453	ESCAMBIA COUNTY PROPERTY APPRAISER	06/30/2016	3,324.14	4TH QTR FY 15-16
3309	FAST SIGNS	06/30/2016	46.00	NAME PLATES
1292	FISHER SCIENTIFIC	06/30/2016	174.06	CALIBRATION SUPPLIES
3782	FLORIDA FORESTRY ASSOCIATION	06/30/2016	125.00	REGISTRATION FEE FL. FORESTRY
3782	FLORIDA FORESTRY ASSOCIATION	06/30/2016	125.00	FLORIDA FORESTRY ASSOCIATION 2
65	GADSDEN COUNTY TIMES	06/30/2016	41.12	LEGAL ADS
65	GADSDEN COUNTY TIMES	06/30/2016	41.12	LEGAL ADS
391	GADSDEN COUNTY TAX COLLECTOR	06/30/2016	51.00	BOAT REGISTRATION RENEWAL - 20
3737	GULF COAST UTILITY CONTRACTORS, LLC	06/30/2016	2,250.00	ECONFINA ROAD REPAIR MATERIALS

NORTHWEST FLORIDA WATER MANAGMENT DISTICT

AP COMPUTER PAID/EFT CHECKS

5150	TOWN OF JAY	06/30/2016	1,510.70	WATERLINE LOOP SYSTEM PROJECT
5120	JOHNSON'S AUTO REPAIR, INC.	06/30/2016	57.80	OPEN PURCHASE ORDER FOR RMD
5270	MATTHEW LAND	06/30/2016	9,187.50	AGRICULTURAL BMP COST SHARE AG
4859	LIBERTY COUNTY	06/30/2016	3,472.51	STANDBY GENERATOR FOR HOSFORD
5356	MOLINO UTILITIES, INCORPORATED	06/30/2016	7,825.00	WATERMAIN UPGRADE
252	MONTICELLO NEWS	06/30/2016	31.50	LEGAL AD FOR PERMIT #17364 & 1
63	NORTHWEST FLORIDA DAILY NEWS	06/30/2016	256.45	NEWSPAPER AD FOR ITB MFL DEEP
4081	POT-O-GOLD RENTALS, LLC	06/30/2016	1,275.00	PORTABLE TOILETS
5330	RESEARCH PLANNING, INC.	06/30/2016	3,586.79	WATER RESOURCE EVALUATIONS
5330	RESEARCH PLANNING, INC.	06/30/2016	8,297.18	WATER RESOURCE EVALUATIONS
5183	ROBERT J YOUNG COMPANY, INC	06/30/2016	249.50	ANNUAL MAINTENANCE AGREEMENTS
523	SANTA ROSA PRESS GAZETTE	06/30/2016	46.90	LEGAL AD FOR ERP PERMIT #17366
4091	THE SHOE BOX	06/30/2016	179.99	SAFETY BOOTS-SHEPARD
3213	SHI INTERNATIONAL CORP	06/30/2016	7,164.00	MICROSOFT EXCHANGE ONLINE
4720	SOUTHWOOD SHARED RESOURCE CENTER	06/30/2016	1,548.96	OFFSITE DATA STORAGE
4557	VERIZON WIRELESS	06/30/2016	165.32	CELL PHONES
4626	WASTE PRO OF FLORIDA, INC	06/30/2016	156.69	SOLID WASTE- HQ
3048	YATES CONTRACTING, INC.	06/30/2016	2,240.00	LAFAYETTE ROAD REPAIR MATERIAL
2320	YSI INCORPORATED	06/30/2016	270.00	YSI 600 XL PH PROBE

TOTAL CHECKS

295,090.43

4369	JOHN M. BATEMAN	06/30/2016	434.58	TRAVEL REIMBURSEMENT
4966	DAVID REED CHERRY	06/30/2016	110.00	TRAVEL REIMBURSEMENT
3080	STEVEN COSTA	06/30/2016	110.00	TRAVEL REIMBURSEMENT
4607	MAIL FINANCE INC	06/30/2016	259.00	MAILING SYSTEM LEASE FOR HQ
4305	DANA PALERMO	06/30/2016	442.28	TRAVEL REIMBURSEMENT
3185	YAMILA POSEY	06/30/2016	195.00	TRAVEL REIMBURSEMENT

TOTAL ACH TRANSFER

1,550.86

TOTAL AP

296,641.29

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

JUNE 2016

DIRECT DEPOSIT	6/3/2016	\$	224,972.25
CHECKS	6/3/2016		2,269.40
FLEX SPENDING TRANSFER	TF0074		1,596.02
DIRECT DEPOSIT	6/27/2016		210,887.93
CHECKS	6/24/2016		2,968.83
FLEX SPENDING TRANSFER	TF0077		1,596.02

\$ 444,290.45

APPROVED:

Chairman or Executive Director

August 11, 2016

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Guy Gowens, Assistant Executive Director

FROM: Wendy Dugan, Division of Administration Director

DATE: August 11, 2016

SUBJECT: Consideration of RFP 16-002 for District Insurance Coverage

Recommendation

Staff recommends the Governing Board award a five-year contract to Florida League of Cities using Pat Thomas and Associates as the agent to provide the District's property, casualty, liability, automobile, watercraft, workers compensation, and performance bond insurance coverage beginning October 1, 2016.

Background

The District's insurance coverage ends September 30, 2016. To continue coverage without lapsing, staff issued a Request for Proposal (RFP 16-002) on June 17, 2016 to obtain insurance coverage for the next five years, starting October 1, 2016. On July 8, 2016, two proposals were received. The criteria below were included in the RFP and used to evaluate and score the proposals. The first four were each scored from a minimum of zero points to a maximum of 10 points; the fifth criteria was scored from zero points to five points; and the sixth criteria was scored one point per reference, up to three points.

1. Quoted premiums including discounts, refunds, and additional fees
2. Compliance with specifications, extent of coverage
3. Location and/or accessibility of agent/broker for providing information
4. Experience of agent/broker
5. Availability of loss prevention and risk control programs
6. References

The evaluation team consisted of three District staff so the maximum number of points possible was 144 (48 per team member). The sum of the scores results in Florida League of Cities having the highest ranking.

Firm Name	Score	Ranking Order
Florida League of Cities/ Pat Thomas & Associates	134	1
Public Risk Insurance Agency/ Brown & Brown	120	2

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Guy Gowens, Assistant Executive Director
Wendy Dugan, Director of Administration
Amanda Bedenbaugh, Chief, Bureau of Finance & Accounting

FROM: Brigitte Sanford, Property Administrator

DATE: August 11, 2016

SUBJECT: Consideration of Request for Authorization to Declare and Dispose of Surplus Property

Recommendation

Staff recommends the Governing Board approve to declare the property items as surplus, authorize staff to dispose of the items in accordance with established procedures, and remove them from the District's property records.

Background

The vehicle and equipment in the table below have been identified as being in poor or damaged condition and having no further value to the District. Due to the vehicle's age, high mileage and non-working condition, it is not cost effective to continue to maintain this vehicle. The two ATVs and torch tank are nonoperational and/or were destroyed from fire damage.

Tag	Vehicle Identification Number	Year/Make & Model	Mileage	Purchase Price	Disposal Method	Condition
2187/3322	1HTSCAAM2 XH232427	1999 International Rollback Wrecker	209,962	\$18,000.00	Auction/ bid	Poor-Engine service needed
2382/3430	JK1AFCJ11585 02677	2005 Kawasaki 4x4 ATV		\$9,909.00	Auction/ bid	Engine Failure- Nonoperational
2197/3806	5SAAR441A0871 14496	2008 Suzuki 750 ATV		\$8,895.57	Salvage yard	Burned in a fire- Nonoperational
9062		ATV Mounted Torch Tank		\$1,800.00	Salvage yard	Burned in a fire- Nonoperational

Approved : _____

Date: _____

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Guy Gowens, Assistant Executive Director

FROM: Wendy Dugan, Division of Administration Director

DATE: August 11, 2016

SUBJECT: Consideration of Resolution No. 813 Requesting Release of Fiscal Year 2016-2017 State Appropriations

Recommendation

Staff recommends the Governing Board adopt Resolution No. 813 to request the Secretary of the Department of Environmental Protection release funds from the General Revenue Fund in the amount of \$5,211,231 and from the Land Acquisition Trust Fund in the amount of \$18,448,200.

Background

Resolution No. 813 requests the release of funds from the Department of Environmental Protection that were appropriated from the General Revenue Fund and Land Acquisition Trust Fund in the State of Florida's 2016-2017 General Appropriations Act.

These funds have been included in the District's Fiscal Year 2016-2017 Tentative Budget and provide a total of \$23,659,431. The General Revenue Fund appropriations consist of \$1,851,231 for the environmental resource permitting program and \$3,360,000 for district operations. The Land Acquisition Trust Fund appropriations are comprised of \$1,610,000 for district land management, \$1,500,000 for minimum flows and levels activities, and \$15,338,200 for spring restoration and protection efforts.



Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

81 Water Management Drive, Havana, Florida 32333-4712
(U.S. Highway 90, 10 miles west of Tallahassee)

Phone: (850) 539-5999 • Fax: (850) 539-2777

RESOLUTION NO. 813

REQUEST FOR FISCAL YEAR 2016-2017 MONIES FOR NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT FROM THE GENERAL REVENUE FUND AND LAND ACQUISITION TRUST FUND

WHEREAS, the Legislature provided funds to the Northwest Florida Water Management District in the Fiscal Year 2016-2017 General Appropriations Act from the General Revenue Fund specific line items No. 1575 for the environmental resource permitting program and No. 1576 for operations of the District, as well as from the Land Acquisition Trust Fund specific line items No. 1580 to support land management, No. 1581 to establish minimum flows and levels (MFLs), and No. 1600 for springs restoration; and

WHEREAS, the monies available to the District in these line items and from the Department of Environmental Protection are included in the District's Fiscal Year 2016-2017 Tentative Budget in the amounts of \$1,851,231 for environmental resource permitting, \$3,360,000 for operations of the District, \$1,610,000 for land management, \$1,500,000 for MFLs, and \$15,338,200 for springs restoration; and

WHEREAS, the District understands that the funds provided are available and will invoice the Department of Environmental Protection to obtain these funds in a manner agreed to by the Department; and

NOW THEREFORE BE IT RESOLVED that the Governing Board of the Northwest Florida Water Management District hereby requests that the Secretary of the Department of Environmental Protection release from the General Revenue Fund the amount of \$5,211,231 and from the Land Acquisition Trust Fund the amount of \$18,448,200; and

BE IT FURTHER RESOLVED that this resolution be transmitted to the Secretary of the Department of Environmental Protection; and

BE IT FURTHER RESOLVED that the Chairman of the Governing Board is authorized to affix his signature to this resolution on behalf of the Board and attested by its Secretary-Treasurer.

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JOHN W. ALTER
Secretary-Treasurer
Malone

GUS ANDREWS
DeFuniak Springs

JON COSTELLO
Tallahassee

MARC DUNBAR
Tallahassee

TED EVERETT
Chipley

NICK PATRONIS
Panama City Beach

BO SPRING
Port St. Joe

PASSED AND ADOPTED this 11th day of August, 2016, A.D.

The Governing Board of the
**NORTHWEST FLORIDA WATER
MANAGEMENT DISTRICT**

George Roberts, Chair

ATTEST:

John W. Alter, Secretary-Treasurer

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Assistant Executive Director

FROM: Wendy Dugan, Division of Administration Director

DATE: August 11, 2016

SUBJECT: Consideration of Resolution No. 814 Amending the Fiscal Year
2015-2016 Budget - Amendment No. 4 - Realignment of Budget

Recommendation

Staff recommends the Governing Board adopt Resolution No. 814 amending the Fiscal Year 2015-2016 Budget and allow staff to realign revenues and reserves to maintain the proper balance in each fund.

Background

Amendment No. 4 to the Fiscal Year (FY) 2015-2016 Budget realigns budget within and across programs, funds, projects, and categories. This amendment does not increase or decrease the total District budget.

A review of year-to-date and projected expenditures indicates this action is required to properly reflect budgetary needs with associated costs. Budget realignments include:

- \$82,116 in personnel budget transfers across programs and projects:
 - \$76,616 within the Division of Resource Management to accurately reflect where staff time is being charged across projects.
 - \$5,500 from Administration to Human Resources to address a salary adjustment.
- \$67,000 in contractual service and operating expenses transfers within the Information Technology (IT) Bureau to conduct an assessment of the District's IT infrastructure, migrate District data from Oracle to ArcGIS online in the cloud, and purchase Environmental Systems Research Institute, Inc., (ESRI) services for technical assistance and training.

- \$58,544 in transfers within the Division of Land Management to provide:
 - \$35,750 from operating expenses and other capital outlay to consulting services for a strategic forest planning model regarding future timber management.
 - \$22,794 from operating expenses to fixed capital outlay for sign purchase and installation at Williford Spring.
- \$50,000 in a fixed capital outlay transfer from the Division of Resource Management to the Division of Land Management to reflect the long term maintenance and protection costs associated with the James Tract restoration project.
- \$12,100 in transfers from operating expenses to other capital outlay in the IT Bureau to provide budget for desktop and server hardware.
- \$11,100 in contractual services transfers within the Division of Regulatory Services for legal expenses related to the Environmental Resource Permitting Program.
- \$10,712 in transfers from contractual services to other capital outlay and operating expenses within the Division of Resource Management for hog control gates at the Dutex and Sand Hill Lakes Mitigation Banks, road and bridge repair at Lafayette Creek, and fence repair at the Lake Jackson facility.
- \$7,500 in operating expenses transfers from the Division of Administration to the IT Bureau for the purchase of new inventory software and equipment to replace the current inventory system.
- \$75,000 in a revenue transfer from miscellaneous revenue to State revenue to correct coding initially assigned to the Walsingham Park project.

Summary of Fund Impact to Expense Budget:

<u>Fund Source</u>	<u>Increase</u>	<u>Decrease</u>	<u>Impact</u>
General Fund	32,780	(64,380)	(31,600)
Land Acquisition Fund	72,794	(50,000)	22,794
Projects Fund	86,931	(47,316)	39,615
Land Management Fund	46,750	(77,944)	(31,194)
Regulation Fund	46,000	(46,000)	0
Mitigation Fund	13,817	(13,432)	385
	299,072	(299,072)	0



Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

81 Water Management Drive, Havana, Florida 32333-4712
(U.S. Highway 90, 10 miles west of Tallahassee)

Phone: (850) 539-5999 • Fax: (850) 539-2777

RESOLUTION NO. 814

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AMENDING THE FISCAL YEAR 2015-2016 BUDGET

WHEREAS, chapters 200 and 373, Florida Statutes, require the Governing Board of the Northwest Florida Water Management District (District) to adopt a final budget for each fiscal year; and

WHEREAS, by Resolution No. 806, after a public hearing on September 24, 2015, the Governing Board of the District adopted a final budget for the District covering its proposed operations and other requirements for the ensuing fiscal year, beginning October 1, 2015 through September 30, 2016; and

WHEREAS, in accordance with section 189.016(7), Florida Statutes, the District will post the adopted amendment on its official website within five days after its adoption; and

WHEREAS, a budget amendment involves an action that transfers, increases, or decreases to total appropriated Fund amounts in the budget; and

WHEREAS, pursuant to section 120.525, Florida Statutes, the District has provided notice of its intention to amend the Budget in the published notification of the Governing Board meeting at which the amendment will be considered; and

NOW THEREFORE BE IT RESOLVED by the Governing Board of the Northwest Florida Water Management District, that:

The Budget is hereby amended as summarized in the memorandum dated August 11, 2016, requesting Amendment No. 4 to the Fiscal Year 2015-2016 budget. Amendment No. 4 reallocates budget authority across programs, funds, projects, and budget categories to properly reflect activities performed and accurately assign actual costs with no increase to the total District budget.

PASSED AND ADOPTED this 11th day of August, 2016, A.D.

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JOHN W. ALTER
Secretary-Treasurer
Malone

GUS ANDREWS
DeFuniak Springs

JON COSTELLO
Tallahassee

MARC DUNBAR
Tallahassee

TED EVERETT
Chipley

NICK PATRONIS
Panama City Beach

BO SPRING
Port St. Joe

The Governing Board of the
**NORTHWEST FLORIDA WATER
MANAGEMENT DISTRICT**

George Roberts, Chair

ATTEST:

John W. Alter, Secretary-Treasurer

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Guy Gowens, Assistant Executive Director

FROM: Michael Edgar, Director of Regulatory Services

DATE: July 27, 2016

SUBJECT: Request for Authorization to Undergo Rulemaking on Chapter 40A-44, F.A.C.

Recommendation

Staff recommends the Governing Board approve proceeding with rulemaking on Chapter 40A-44, F.A.C., during the next twelve (12) months and including the following proposed rule clarifications in the 2016-2017 Annual Regulatory Plan pursuant to Section 120.74, F.A.C.

Background

Sections 120.55(1)(a)4 and 5, F.S., require all forms be incorporated into the rules. Upon review of Chapter 40A-44, F.A.C., District staff identified a form which was not incorporated in the rule and rule references that need updating. The list of rules for which the agency intends to begin rulemaking is shown below.

<u>Rule</u>	<u>Clarification for Rulemaking</u>
40A-44.051(2)	Chapter 40A-4, F.A.C., was repealed and the reference should be replaced with Chapter 62-330, F.A.C.
40A-44.052(5)	Chapter 40A-4, F.A.C., was repealed and the reference should be replaced with Chapter 62-330, F.A.C.
40A-44.091(2)	Update rule for consistency with Section 373.079(4)(a), F.S.
40A-44.101(1)(g)	Update rule reference since Section 68A-27.004, F.A.C., has been repealed.
40A-44.331(2)(b)6	Correct rule reference.
40A-44.341(2)	Chapter 40A-4, F.A.C., was repealed and the reference should be replaced with Chapter 62-330, F.A.C.
40A-44.351(3)	Incorporate form as required by Sections 120.55(1)(a)4 and 5, F.S.

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: July 28, 2016

There are no matters currently pending in court in which the District is a party.