

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Asset Management Committee

THROUGH: Brett Cyphers, Executive Director
Guy Gowens, Chief of Staff
Lennie Zeiler, Director, Division of Asset Management

FROM: Carol L. Bert, Asset Management Administrator

DATE: December 26, 2017

SUBJECT: Consideration of Request from Escambia County for Access and Temporary Construction Work Space; Perdido River WMA

Recommendation

Staff recommends approval of the request from Escambia County for Access and Temporary Construction Work Space within the Perdido River WMA and authorizes the Executive Director to execute the License Agreement between the District and Escambia County.

Background

District staff recently received a request from Escambia County for Access and Temporary Construction Work Space on District property located south of Perdido River along Muscogee Road (see attached map) for roadway improvements.

The County will utilize three areas, approximately 20' x 20', within the temporary construction workspace (shown on the attached map) to conduct roadway improvements to Muscogee Road. District property would be utilized for access, equipment and material staging for a term of 18 months from the date construction begins at the site. The County would be responsible for making improvements to the existing roadways and staging areas needed to complete this project, subject to approval by the District. Upon completion of the project, the County will restore the access road and workspace areas to pre-existing conditions to the satisfaction of the District.

/cb



Muscogee Road Access and Temporary Construction
Workspace License Agreement
Perdido River Water Management Area
Section 13, Township 1North, Range 13West
Escambia County, Florida

 District Lands

 Temporary Construction Workspace

0 250 500 1,000 Feet



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Asset Management Committee

THROUGH: Brett Cyphers, Executive Director
Guy Gowens, Chief of Staff
Lennie Zeiler, Director, Division of Asset Management

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

DATE: December 28, 2017

SUBJECT: Consideration of Invitation to Bid 18B-003; Choctawhatchee River Harris Chapel 2018 Thinning Timber Sale

Recommendation:

Staff recommends the Governing Board approve the bids submitted in response to Invitation to Bid 18B-003, and authorize the Executive Director to enter into an agreement for this timber sale with the high bidder, Panhandle Forestry Services, Inc., at the bid prices of \$13.59 per ton for Pine Pulpwood; \$21.00 per ton for Pine Chip-N-Saw; and \$29.00 per ton for Pine Sawtimber.

Background:

On December 4, 2017, the District posted Invitation to Bid No. 18B-003 for the Choctawhatchee River Harris Chapel 2018 Thinning Timber Sale on the State's Vendor Bid System and the District's website. Notices were also sent to a number of companies that have previously expressed an interest in District timber sales.

This timber sale will result in the harvest of an estimated 16,362 tons of pine timber products from 358 acres in Holmes County, as described below. These stands are also delineated on the attached General Location Map.

Stand No.	Database Stand Number	County	Acres	Section	Township	Range
1	105050	Holmes	32	6	5 North	16 West
2	105003	Holmes	168	6, 7	5 North	16 West
3	105010	Holmes	158	7, 8, 17	5 North	16 West
TOTAL			358			

On December 20, 2017, at 2:45 p.m. EST, the District opened two sealed bids for the purchase of the designated timber products. The bids received and a detailed breakdown of the bids with prices for each timber product are listed below for your consideration.

Bids Received

NWFWMD ITB 18B-003

Choctawhatchee River Harris Chapel 2018 Thinning Timber Sale

Company	Total Estimated Sale Value*
Cedar Creek Timber Co., Inc	\$ 239,910.00
Panhandle Forestry Services, Inc.	\$ 251,499.00

**These figures are to be used for bid evaluation and comparison purposes only. Payments to the District will be made on a measured per ton basis.*

Bid Prices with Product Detail

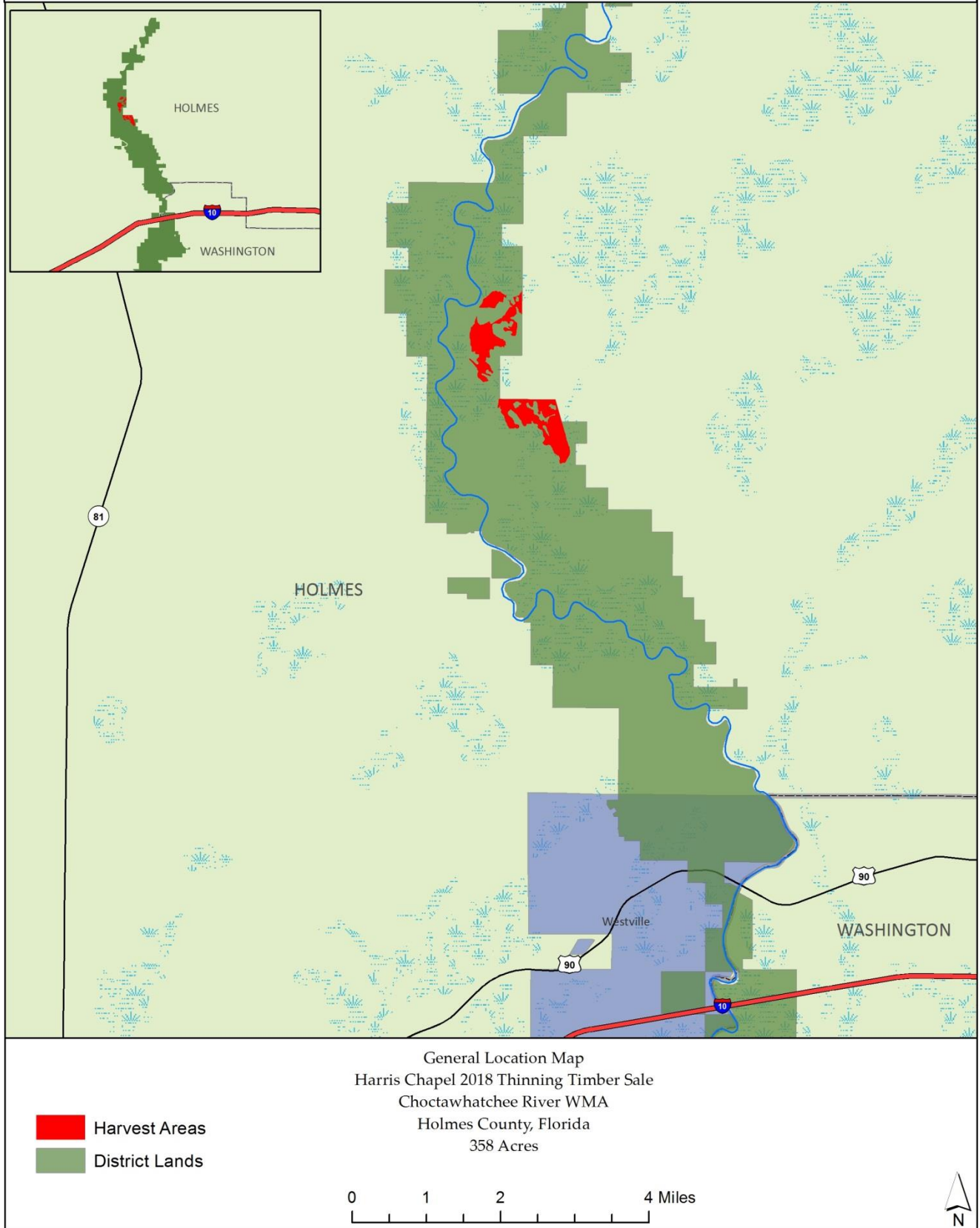
NWFWMD ITB 18B-003

Choctawhatchee River Harris Chapel 2018 Thinning Timber Sale

Product	Estimated Total Tons*	Cedar Creek Timber Company, Inc.		Panhandle Forestry Services, Inc.	
		Bid Price/Ton	Total For Bid Comparison*	Bid Price/Ton	Total For Bid Comparison*
Pine Pulpwood	13,900	\$ 12.50	\$ 173,750.00	\$ 13.59	\$ 188,901.00
Pine Chip-N-Saw	1,100	\$ 23.00	\$ 25,300.00	\$ 21.00	\$ 23,100.00
Pine Saw Timber	1,362	\$ 30.00	\$ 40,860.00	\$ 29.00	\$ 39,498.00
Estimated Sale Value*		\$ 239,910.00		\$ 251,499.00	

**These figures are to be used for bid evaluation and comparison purposes only. Payments to the District will be made on a measured per ton basis.*

Exhibit Map A



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Asset Management Committee

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Chief of Staff

FROM: Lennie Zeiler, Director, Division of Asset Management

DATE: December 27, 2017

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

Recommendation

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

Background

As assets age, property items wear out, break, become obsolete, or have no further value or use to the District. Periodically staff determines whether it is fiscally prudent to spend funds to maintain the operational condition of a property item or dispose of it. Recent revisions to Chapter 7 – District Property of the Policies and Procedure Manual -- require the Governing Board's approval to declare certain property items surplus and authorize staff to dispose of the surplus property. In addition, certain property items that are discovered lost, missing, or stolen require Governing Board approval.

The following three tables of assets are presented to the Governing Board to be declared surplus and approved to be removed from the District's property records.

Vehicles and motorized equipment no longer needed (Table 1)

Year/Make/Model	VIN or Serial Number	Tag/Item	Reason for surplus
2008 Ford F250	1FTXS21588EE48799	WMD0068	Engine Failure / Obsolete
2009 Ford F150	1FTRX14W59KC51945	WMD2427	High Mileage / Unreliable
2005 Ford F150	1FTPX14525NB31026	WMD0015	High Mileage / Unreliable
1991 Ford 445C Tractor/Loader	A413892	2201	Excessive Repairs

Assets discovered missing, destroyed or stolen at the conclusion of annual inventory (Table 2)

Property Item	Serial Number	Tag/Item	Reason to Delete from Property Records
GOES Datalogger H522 S655	1668	2785	Destroyed (lighting strike)
OTT Orpheus Mini Data Logger -S781	262687	2893	Destroyed (lighting strike)
KPSI 500S SDI-12 Pressure Sensor 50'- Site 19	1107843	3170	Destroyed (high-water weather event)
OTT PLS SDI-12 Water Level Sensor w/10m		3187	Destroyed (lighting strike)
Orpheus Mini Data Logger S728	245447	2953	Misplaced (inoperable; removed from the field 2015)
OTT PLS Level Sensor w/100 ft cable-S545	262442	3147	Misplaced (inoperable; removed from the field 2016)
A Model S210	9080690	00969	Obsolete (cannibized for parts)
Level TROLL Pressure Sensor	113327	3134	Misplaced (obsolete; removed from the field 2016)
OTT PLS Transducer 0-15 PSI SDI-12- Site 10	249964	3139	Misplaced (declared surplus in 2012)
H500XL High Level Data logger-S656	2924	2807	Stolen 2017 - Case #17-9695
Solinst LTC Levellogger JR, Model 3001	121071438	3396	Stolen 2017 - Case#WCS017FF001022

Item surplusd to Goodwill during renovations to Headquarters (Table 3)

Property Item	Serial Number	Tag/Item	Reason to Delete from Property Records
HP OmniBook NoteBook Computer	TW0050369	2845	Surplused to Goodwill
Panasonic Toughbook	CF-52GGNBX2B	2896	Surplused to Goodwill
Dell Smart UPS	SAS1349121305	2137	Surplused to Goodwill
Dell Switch		2256	Surplused to Goodwill
HP OmniBook NoteBook Computer	TW0050369	2845	Surplused to Goodwill
Latitude E6510 Notebook		9904031	Surplused to Goodwill
Optiplex GX270	2CYY441	9903316	Surplused to Goodwill
Panasonic Toughbook	CF-52GGNBX2B	2896	Surplused to Goodwill
Polycom CX5000 Video Conferencing		2741	Surplused to Goodwill
Power Vault 124T Auto Loader Tape Drive	3MW6Z91	01101	Surplused to Goodwill
APC Smart UPS	S3S1516X00977	2071	Surplused to Goodwill
APC Smart UPS	S3S1516X01009	2120	Surplused to Goodwill
APC UPS - RMD Vacant Office		1462	Surplused to Goodwill

Color Laser Jet Printer HP5550	SJPEC53Z02T	1886	Surplused to Goodwill
Dell Monitor		00757	Surplused to Goodwill
Dell Monitor		00817	Surplused to Goodwill
Dell Monitor		1326	Surplused to Goodwill
Dell Monitor		1536	Surplused to Goodwill
Dell 24" Monitor		2264	Surplused to Goodwill
Dell Docking Station	2.2472700E+12	1328	Surplused to Goodwill
Dell Latitude XT	CQCNMJ1	9903854	Surplused to Goodwill
Dell Monitor- IT Spare	MX-0G283H- 74262-931-IN9S	01163	Surplused to Goodwill
Dell Monitor		00113	Surplused to Goodwill
Dell Monitor		00518	Surplused to Goodwill
Dell Monitor		00868	Surplused to Goodwill
Dell Monitor		00869	Surplused to Goodwill
Dell Monitor		1173	Surplused to Goodwill
Dell Monitor	14WS	01225	Surplused to Goodwill
Dell Monitor		01272	Surplused to Goodwill
Dell Monitor		1296	Surplused to Goodwill
Dell Monitor		00756	Surplused to Goodwill
Dell Monitor		1464	Surplused to Goodwill
Samsung Monitor	HU24HCGP7011 38V	01071	Surplused to Goodwill
Samsung Monitor		01267	Surplused to Goodwill
Samsung Monitor		1535	Surplused to Goodwill

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

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

**Thursday
December 14, 2017**

Governing Board Members Present

George Roberts, Chair
John Alter, Secretary-Treasurer
Gus Andrews
Jon Costello
Marc Dunbar
Nick Patronis
Bo Spring

Governing Board Members Absent

Jerry Pate, Vice Chair
Ted Everett

1. Opening Ceremonies

Governing Board Chairman George Roberts called the meeting to order at 1:07 p.m.
Brett Cyphers called the roll and a quorum was declared present.

2. Additions, Deletions or Changes to the Agenda

None.

3. Approval of the Minutes for November 9, 2017

MOTIONED BY MARC DUNBAR, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD APPROVE THE MINUTES FOR NOVEMBER 9, 2017. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

4. Approval of the Financial Reports for the Month of October 2017

MOTIONED BY NICK PATRONIS, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORTS FOR THE MONTH OF OCTOBER 2017. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

5. Approval of the Amended 2018 Governing Board Meeting Schedule

MOTIONED BY NICK PATRONIS, SECONDED BY JOHN ALTER, THAT THE GOVERNING BOARD APPROVE THE AMENDED 2018 GOVERNING BOARD MEETING SCHEDULE. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

6. Consideration of Acceptance of Audit Reports Presented by Law, Redd, Crona, & Munroe, PA

MOTIONED BY BO SPRING, SECONDED BY GUS ANDREWS, THAT THE GOVERNING BOARD ACCEPT REPORTS #17-01, #17-02, AND #17-03. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

7. Consideration of Authorizing the Use of Intergovernmental Cooperative Purchases

MOTIONED BY JOHN ALTER, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD AUTHORIZE THE DISTRICT TO HAVE THE OPTION TO PURCHASE COMMODITIES AND CONTRACTUAL SERVICES FROM PURCHASING AGREEMENTS OF ANOTHER ENTITY USING THEIR SOLICITATION AND CONTRACT TERMS, IF THE OTHER ENTITY IS A GOVERNMENTAL UNIT OR ENTITY ACTING ON BEHALF OF GOVERNMENTAL UNITS, AND TO INCORPORATE INTO THE DISTRICT'S INTERNAL POLICIES AND PROCEDURES MANUAL. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

8. Consideration of Tracked Skid Loader and Implements Purchase

MOTIONED BY JOHN ALTER, SECONDED BY GUS ANDREWS, THAT THE GOVERNING BOARD APPROVE THE PURCHASE OF A COMPACT TRACK LOADER AND IMPLEMENTS THROUGH AN APPROVED GOVERNMENT PURCHASING PROGRAM IN AN AMOUNT NOT TO EXCEED \$145,000. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

9. Consideration of Cooperative Agreement with the Florida Department of Agriculture and Consumer Services for Northwest Florida Mobile Irrigation Lab Services

MOTIONED BY JOHN ALTER, SECONDED BY GUS ANDREWS, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES TO PROVIDE NORTHWEST FLORIDA MOBILE IRRIGATION LAB SERVICES WITHIN THE DISTRICT FOR FY 2017-18, FY 2018-19, AND FY 2019-20 WITH A MAXIMUM TOTAL COMPENSATION AMOUNT NOT TO EXCEED \$213,375 OR AN ESTIMATED ANNUAL AMOUNT OF \$71,125 EACH FISCAL YEAR, SUBJECT TO APPROVAL AND ADOPTION OF THE BUDGET FOR EACH FISCAL YEAR. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

10. Public Hearing on Consideration of Regulatory Matters

Governing Board Chairman George Roberts called the meeting to order at 1:25 p.m.

MOTIONED BY JOHN ALTER, SECONDED BY MARC DUNBAR, 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.

11. Executive Director's Performance Evaluation

MOTIONED BY GUS ANDREWS, SECONDED BY NICK PATRONIS, THAT THE GOVERNING BOARD ACCEPT THE EVALUATIONS AND CONTINUE BRETT CYPHERS EMPLOYMENT ON HIS CURRENT TERMS. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

12. Overview of the Proposed District/Porter Exchange, Econfina Creek Water Management Area

Informational purposes only.

13. 2018 Operation Outdoor Freedom Wounded Veterans Hunt

Informational purposes only.

14. 2018 Legislative Update

Informational purposes only.

15. Legal Counsel Report

Breck Brannen provided a status report on the cases referenced below.

CGUPS, LLC, Steven Cox, and Claudia Cox, Petitioners v. Northwest Florida Water Management District and Florida Department of Transportation, Respondents, DOAH Case No. 16-4691

Robert C. Yon v. Harold Pickron, et al, Fourteenth Judicial Circuit Court Case No. 11000088CAAXMX

Meeting was adjourned at 2:03 p.m.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending November 30, 2017

Balance Forward - Operating Funds \$39,819,286.69

Operating Funds Received in current month:

Revenue Receipts, Current	\$448,665.06	
Contracts Receivable	0.00	
Other Deposits/Refunds/Adjustments	46,600.90	
Transfers from Lands Accounts	0.00	
Total Deposits during month	495,265.96	

Total Deposits and Balance Forward \$ 40,314,552.65

Disbursements:

Employee Salaries	552,043.91	
Employee Benefits	207,104.32	
Employee Flexible Spending Account	0.00	
Contractual Services (Professional)	240,774.85	
Operating Expenses - Services	131,470.34	
Operating Expenses - Commodities	19,043.22	
Operating Capital Outlay	27,414.00	
Grants and Aids	112,372.62	
Total Operating Expenses during month	1,290,223.26	
Payables, Prior Year	3,091,993.44	
Other Disbursements or (Credits)	16,237.23	
Total Funds Disbursed by check during month	4,398,453.93	
Bank Debits (Fees, Deposit Slips, etc.)	146.25	
Transfer to Land Acquisition Account	0.00	
Total Funds Disbursed	4,398,600.18	

Cash Balance Operating Funds at month end \$ 35,915,952.47

Operating Depositories:

Petty Cash Fund	250.25	
Bank of America:		
General Fund Checking	335,004.68	
Payroll Account	6,400.74	
Pensacola Account	0.00	
Investment Accounts:		
Fla. Board of Administration @ 1.36%		
General Fund	13,314,363.72	
Lands Fee Fund	5,902,147.07	
SWIM Fund	125,366.43	
Springs Protection	55.13	
Mitigation Fund	16,232,364.45	

Total Operating Depositories at month end \$ 35,915,952.47

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending November 30, 2017

Land Acquisition Funds:

Fla. Board of Administration @ 1.36%	\$	439,592.93	
Total Land Acquisition Funds			439,592.93

Restricted Management Funds:

Fla. Board of Administration Phipps Land Management Account @ 1.36%	\$	129,656.29	
Total Land Acquisition Funds			129,656.29

Total Land Acquisition, and Restricted Management Funds			<u>569,249.22</u>
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TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END			<u><u>\$ 36,485,201.69</u></u>
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Approved: _____
Chairman or Executive Director

Date: January 11, 2018

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

NOVEMBER 2017

CHECKS	11/2/2017	\$	257,004.11
AP EFT CHECKS	11/3/2017		6,277.00
CHECKS	11/9/2017		1,789,536.96
AP EFT CHECKS	11/9/2017		9,608.73
CHECKS	11/16/2017		1,417,073.85
AP EFT CHECKS	11/17/2017		1,128.97
AP CHECKS	11/30/2017		281,098.85
AP EFT CHECKS	11/30/2017		14,547.16
VOIDED CHECK	11/30/2017		-60.00
RETIREMENT EFT	11/30/2017		52,944.80
		\$	<u><u>3,829,160.43</u></u>

Chairman or Executive Director

January 11, 2018

Date

Northwest Florida Water Management District
Statement of Sources and Uses of Funds
For the Period ending November 30, 2017
(Unaudited)

	Current Budget	Actuals Through 11/30/2017	Variance (under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 3,395,217	\$ 321,921	\$ (3,073,296)	9%
Intergovernmental Revenues	51,522,478	8,632,231	(42,890,247)	17%
Interest on Invested Funds	99,266	87,196	(12,070)	88%
License and Permit Fees	384,569	61,620	(322,949)	16%
Other	2,338,304	129,583	(2,208,721)	6%
Fund Balance	24,244,620		(24,244,620)	0%
Total Sources	\$ 81,984,454	\$ 9,232,552	\$ (72,751,902)	11%

	Current Budget	Expenditures	Encumbrances ¹	Available Budget	%Expended	%Obligated ²
Uses						
Water Resources Planning and Monitoring	\$ 7,016,078	\$ 454,589	\$ 86,317	\$ 6,475,172	6%	8%
Acquisition, Restoration and Public Works	48,233,077	321,413	81,702	47,829,961	1%	1%
Operation and Maintenance of Lands and Works	3,927,952	360,451	188,293	3,379,208	9%	14%
Regulation	3,891,085	558,746	73,736	3,258,603	14%	16%
Outreach	178,215	25,223	1,012	151,980	14%	15%
Management and Administration	2,004,239	301,242	28,271	1,674,726	15%	16%
Total Uses	\$ 65,250,646	\$ 2,021,665	\$ 459,331	\$ 62,769,650	3%	4%
Reserves	16,733,808			16,733,808	0%	0%
Total Uses and Reserves	\$ 81,984,454	\$ 2,021,665	\$ 459,331	\$ 79,503,458	2%	3%

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 November 30, 2017, and covers the interim period since the most recent audited financial statements.

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4935	AMERIGAS PROPANE LP	11/02/2017	1,036.77	FILL PROPANE TANK AT HQ
5028	AQUATIC INFORMATICS INC	11/02/2017	12,500.00	AQUARIUS LICENSE
95	AT&T	11/02/2017	432.86	PHONES ECONFINA OFFICE
1023	CAPITAL HITCH SERVICE, INC	11/02/2017	111.50	VEH. 96272,BED MAT. EFO
1023	CAPITAL HITCH SERVICE, INC	11/02/2017	319.90	TOOL BOX FOR WMD96272, EFO
5095	CITY OF MONTICELLO	11/02/2017	69,065.93	WATER MAIN IMPROVEMENT
3424	DURRA-QUICK-PRINT INC.	11/02/2017	15.00	BUSINESS CARDS-SCOTT
3424	DURRA-QUICK-PRINT INC.	11/02/2017	40.00	BUSINESS CARDS
2171	ESRI, INCORPORATED	11/02/2017	61,500.00	ESRI LICENSE AND MAINTENANCE
2171	ESRI, INCORPORATED	11/02/2017	83,000.00	ESRI ENTERPRISE ADVANTAGE PROG
5030	F.I. MOTORS LLC	11/02/2017	37.75	OPEN PURCHASE ORDER FOR REG-EF
2702	FISH AND WILDLIFE	11/02/2017	13,463.52	COOPERATIVE MANAGEMENT SAND HI
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	11/02/2017	37.10	FAR AD FOR OCTOBER 12, 2017 GB
5016	LOBBYTOOLS, INC.	11/02/2017	5,225.00	LOBBYTOOLS ANNUAL RENEWAL
1205	OFFICE DEPOT, INC.	11/02/2017	265.75	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	11/02/2017	3.22	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	11/02/2017	13.44	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	11/02/2017	442.09	OFFICE SUPPLIES & TONER
1205	OFFICE DEPOT, INC.	11/02/2017	46.32	OFFICE SUPPLIES & TONER
5393	REPUBLIC PARKING SYSTEM TALLAHASSEE	11/02/2017	1,786.08	PARKING PASS FOR TWO SPACES AT
5505	RGB DEVELOPMENT, INC.	11/02/2017	100.00	P18167-1 REFUND EPERMIT DISCOU
4799	STAPLES CONTRACT & COMMERCIAL, INC.	11/02/2017	40.02	OFFICE SUPPLIES
4799	STAPLES CONTRACT & COMMERCIAL, INC.	11/02/2017	40.59	OFFICE SUPPLIES
4832	SUN LIFE FINANCIAL	11/02/2017	159.30	PREPAID DENTAL- ACCT 5
4832	SUN LIFE FINANCIAL	11/02/2017	4,730.30	REGULAR DENTAL- ACCT 4
4834	SUN LIFE FINANCIAL	11/02/2017	993.24	AD&D LIFE INSURANCE-ACCT 1
4833	SUN LIFE FINANCIAL	11/02/2017	1,243.45	VOL LTD INSURANCE
3537	W & L TIRE & WHEEL CO.	11/02/2017	60.59	REPLACEMENT SPARE TIRES FOR TR
5218	WAGeworks, INC.	11/02/2017	137.70	FLEXIBLE SPENDING ACCOUNT ADMI
4626	WASTE PRO OF FLORIDA, INC	11/02/2017	156.69	SOLID WASTE-HQ
TOTAL CHECKS			<u>257,004.11</u>	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS

5225	WENDY DUGAN	11/03/2017	105.00	TRAVEL REIMBURSEMENT
4961	PETER FOLLAND	11/03/2017	110.00	TRAVEL REIMBUREMENT
5172	FREDDIE WILBON	11/03/2017	750.00	JANITORIAL SERVICES FOR CFO
4607	MAIL FINANCE INC	11/03/2017	482.00	MAILING SYSTEMS FOR HQ, CRESTV
3813	PENNINGTON, P.A.	11/03/2017	4,720.00	LEGAL COUNSEL
5158	CORIE WHITE	11/03/2017	110.00	TRAVEL REIMBURSMENT

TOTAL ACH TRANSFER			<u>6,277.00</u>	
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TOTAL AP			<u><u>263,281.11</u></u>	
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**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
3289	CITY OF TALLAHASSEE	11/09/2017	38.83	LAKESHORE
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	11/09/2017	464.43	DEP INTEREST
45	DMS	11/09/2017	201.43	LONG DISTANCE- HQ
45	DMS	11/09/2017	1,909.36	ST JOHNS CONNECTION
45	DMS	11/09/2017	3.06	WEB SERVER
45	DMS	11/09/2017	9,561.52	ETHERNET-ALL
45	DMS	11/09/2017	47.88	LONG DISTANCE- CRV
45	DMS	11/09/2017	1,212.52	PHONES-HQ
4748	EAST MILTON WATER SYSTEM	11/09/2017	10.23	WATER- MILTON FIELD OFFICE
5495	ESCAMBIA RIVER ELECTRIC COOPERATIVE, INC	11/09/2017	31,780.96	INTERCONNECTION OF WALNUT HILL
2713	FL DEPT OF AG. & CONSUMER SERVICES	11/09/2017	1,620.00	FIRE LINE INSTALLATION SERVICE
2701	FLORIDA MUNICIPAL INSURANCE TRUST	11/09/2017	401.16	WC DEDUCTIBLE
5002	FORESTREE NETWORK SERVICES, LLC	11/09/2017	12,012.00	STAND #16 PINE & HARDWOOD
3193	INSURANCE INFORMATION EXCHANGE	11/09/2017	78.75	BACKGROUND SCREENING
5342	JANICKI ENVIRONMENTAL, INC.	11/09/2017	5,390.00	WATER RESOURCE EVALUATIONS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	11/09/2017	223.79	COPIER LEASE CARR BLDG
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	11/09/2017	958.22	COPIER LEASE RMD
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	11/09/2017	300.83	LEASE FOR COPIER OUTSIDE ACCOUNTING
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	11/09/2017	137.56	NEW COPIER LEASE- HR
3700	LEON COUNTY BCC	11/09/2017	250.00	REFUND ERP PERMIT 18185
2299	LIBERTY COUNTY SOLID WASTE	11/09/2017	32.00	SOLID WASTE- FL RIVER
4986	PATRICIA LUJAN	11/09/2017	7,374.16	CRESTVIEW LEASE
5338	CLYDE R MONEYHAM, JR.	11/09/2017	24,806.69	BMP CERTIFICATION COST-SHARE PAYMENT
110	TALQUIN ELECTRIC COOPERATIVE, INC.	11/09/2017	87.17	SECURITY LIGHTS- HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	11/09/2017	3,321.39	ELECTRIC- HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	11/09/2017	244.86	WATER/SEWER- HQ
5242	MARSIGLIO & MURPHY DESIGN GROUP, INC.	11/09/2017	6,000.00	RESERVATION SYSTEM, CMS HOSTIN
5218	WAGeworks, INC.	11/09/2017	254.75	FLEXIBLE SPENDING ACCOUNT ADMI
4618	WAKULLA COUNTY BOCC	11/09/2017	744,996.19	MAGNOLIA GARDENS AND WAKULLA G
4618	WAKULLA COUNTY BOCC	11/09/2017	935,817.22	MAGNOLIA GARDENS AND WAKULLA G

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

TOTAL CHECKS			<u>1,789,536.96</u>	
4944	BRETT CYPHERS	11/09/2017	251.87	TRAVEL REIMBURSEMENT
3660	RAGINA FLENNIKEN	11/09/2017	20.08	FUEL REIMBURSEMENT
4961	PETER FOLLAND	11/09/2017	110.00	TRAVEL REIMBURSEMENT
5170	GREENWOOD, KENNETH	11/09/2017	358.08	TRAVEL REIMBURSEMENT
5358	ROSS HUTTO	11/09/2017	2.68	TRAVEL REIMBURSEMENT
2268	INNOVATIVE OFFICE SOLUTIONS, INC	11/09/2017	846.00	PHONE MAINTENANCE
5368	KOUNTRY RENTAL NWF, INC.	11/09/2017	207.50	CLEANING OF ECONFINA OFFICE AN
5368	KOUNTRY RENTAL NWF, INC.	11/09/2017	7,360.00	RENTAL AND SERVICE OF PORTABLE
2794	RONALD POTTS	11/09/2017	342.52	TRAVEL REIMBURSEMENT
3823	KENNETH ANDREW ROACH	11/09/2017	110.00	TRAVEL REIMBURSEMENT
TOTAL ACH TRANSFER			<u>9,608.73</u>	
TOTAL AP			<u>1,799,145.69</u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4923	JOHN ALTER	11/16/2017	89.32	GOVERNING BOARD MEETING
3293	ANGUS ANDREWS	11/16/2017	75.08	GOVERNING BOARD MEETING
5384	APPLIED DRILLING ENGINEERING, INC.	11/16/2017	8,800.00	WELL CONSTRUCTION AND EXPLORIT
2967	BANK OF AMERICA	11/16/2017	4,435.00	P-CARD PURCHASES
4180	BA MERCHANT SERVICES	11/16/2017	132.51	TRANSACTION FEES FOR E-PERMITTING
5463	BERRYDALE WATER SYSTEM, INC.	11/16/2017	13,750.00	DIXONVILLE AREA PRELIMINARY EN
2507	CALHOUN LIBERTY JOURNAL	11/16/2017	105.00	NOTICE OF RULE DEVELOPMENT
5428	CARDNO, INC	11/16/2017	340.00	TASK ORDER 4 CHIPOLA RIVER DISCHARGE
4227	CHARLES GARNER	11/16/2017	217.50	TRACTOR SPRAYER REPAIRS
5253	CITY OF GRACEVILLE	11/16/2017	201,252.45	CONTRACT 15-053
5426	DIVERSIFIED PROFESSIONAL SERVICES CORP	11/16/2017	26,250.00	COTTON LANDING/DEVILS HOLE SPR
45	DMS	11/16/2017	38.77	CONFERENCE CALL/GO TO MEETING
45	DMS	11/16/2017	0.11	LONG DISTANCE
45	DMS	11/16/2017	3.62	CONFERENCE CALL
45	DMS	11/16/2017	2.10	SUNCOM
45	DMS	11/16/2017	34.99	AUDIO CONFERENCE/GO TO MEETING
45	DMS	11/16/2017	1.40	CONFERENCE CALL
45	DMS	11/16/2017	9.50	CONFERENCE CALL
45	DMS	11/16/2017	63.72	PHONES-MILTON
5306	MARC DUNBAR	11/16/2017	99.11	GOVERNING BOARD MEETING
4855	ENVIRON SERVICES INCORPORATED	11/16/2017	2,127.00	JANITORIAL SERVICES, HEADQUART
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	11/16/2017	84.00	RULEMAKING NOTICES
3399	FLORIDA STORMWATER ASSOC., INC.	11/16/2017	598.00	REGISTRATION FEE
5002	FORESTREE NETWORK SERVICES, LLC	11/16/2017	1,092.00	STAND #13
5002	FORESTREE NETWORK SERVICES, LLC	11/16/2017	624.00	STAND #14
5002	FORESTREE NETWORK SERVICES, LLC	11/16/2017	1,248.00	STAND #15
916	GULF POWER COMPANY	11/16/2017	771.16	CRESTVIEW ELECTRIC
916	GULF POWER COMPANY	11/16/2017	580.18	ELECTRIC-MILTON
5509	STEVEN H. HATFIELD	11/16/2017	554.40	ERECT POLE BARN
4163	HUSS DRILLING, INC.	11/16/2017	80,600.00	WELL CONSTRUCTION AND TESTING
1717	JACKSON COUNTY PROPERTY APPRAISER	11/16/2017	581.06	1ST QTR FY 17-18
5294	KRONOS, INCORPORATED	11/16/2017	5,040.00	TIMESHEET PROGRAM
4598	LANDMARK SPATIAL SOLUTIONS, LLC	11/16/2017	25.00	JUNO T41 RETURN SHIPPING
4952	LAW, REDD, CRONA & MUNROE, P.A.	11/16/2017	870.00	INSPECTOR GENERAL SERVICES ENG
5409	MARTIN ENVIRONMENTAL SERVICES, INC	11/16/2017	140.00	PORTABLE TOILETS
5409	MARTIN ENVIRONMENTAL SERVICES, INC	11/16/2017	140.00	PORTABLE TOILETS
1205	OFFICE DEPOT, INC.	11/16/2017	36.90	OFFICE SUPPLIES
5145	OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS	11/16/2017	1,057,627.30	MID COUNTY TANK #4

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

3407	PAPPADAKIS CHRYSLER DODGE JEEP RAM	11/16/2017	760.00	REPLACE DOOR PANELS ON WMD0010
2663	PATIENTS FIRST LAKE ELLA MEDICAL CENTER, P.A.	11/16/2017	49.00	LABORATORY TESTING
4849	NICK PATRONIS	11/16/2017	51.94	GOVERNING BOARD MEETING
5393	REPUBLIC PARKING SYSTEM TALLAHASSEE	11/16/2017	1,339.56	PARKING PASS FOR KLEMAN PLAZA
3960	GEORGE ROBERTS	11/16/2017	51.94	GOVERNING BOARD MEETING
4720	SOUTHWOOD SHARED RESOURCE CENTER	11/16/2017	1,315.48	OFFSITE DATA STORAGE
4967	SAMUEL SPRING	11/16/2017	11.00	GOVERNING BOARD MEETING
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	11/16/2017	3,801.60	PUBLIC RECREATION SITE CLEAN U
4557	VERIZON WIRELESS	11/16/2017	896.29	JETPACKS
5218	WAGEWORKS, INC.	11/16/2017	59.15	COBRA ADMINISTRATION
4038	WINDSTREAM COMMUNICATIONS	11/16/2017	61.50	800"S & EFO LONG DISTANCE
5516	JAMES LAMAR	11/16/2017	79.00	TRAVEL REIMBURSEMENT
5517	SAVANNAH WHITE	11/16/2017	158.21	TRAVEL REIMBURSEMENT

TOTAL CHECKS

1,417,073.85

3978	CHRISTINA COGER	11/17/2017	290.41	TRAVEL REIMBURSEMENT
3405	JOHN B. CROWE	11/17/2017	273.25	TRAVEL REIMBURSEMENT
4944	BRETT CYPHERS	11/17/2017	167.11	TRAVEL REIMBURSEMENT
3904	DADE PAPER & BAG COMPANY	11/17/2017	99.20	PAPER TOWELS
4961	PETER FOLLAND	11/17/2017	110.00	TRAVEL REIMBURSEMENT
3823	KENNETH ANDREW ROACH	11/17/2017	110.00	TRAVEL REIMBURSEMENT
5442	LEONARD ZEILER	11/17/2017	79.00	TRAVEL REIMBURSEMENT

TOTAL ACH TRANSFER

1,128.97

TOTAL AP

1,418,202.82

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5382	APACHEE ROOFING, INC	11/30/2017	975.00	REPAIR HQ ROOF LEAK
2967	BANK OF AMERICA	11/30/2017	19.99	ADOBE EXPORTPDF
2967	BANK OF AMERICA	11/30/2017	249.00	WILDCARD SSL CERTIFICATE
2967	BANK OF AMERICA	11/30/2017	64.32	REG SUNPASS TRANSPONDERS
2967	BANK OF AMERICA	11/30/2017	50.00	REG SUNPASS FUNDS
2992	BANK OF AMERICA	11/30/2017	263.34	PAYMENT PORTEL FOR E-PERMITTIN
2992	BANK OF AMERICA	11/30/2017	291.88	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	11/30/2017	952.66	ACCOUNT ANALYSIS
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	11/30/2017	1,424.06	RETIREE MEDICAL INSURANCE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	11/30/2017	58,454.09	EMPLOYEE MEDICAL INSURANCE
4742	BRECK BRANNEN	11/30/2017	167.11	TRAVEL REIMBURSEMENT
1617	CAPITAL HEALTH PLAN	11/30/2017	72,988.79	EMPLOYEE MEDICAL INSURANCE
3524	CITY OF CRESTVIEW	11/30/2017	56.60	WATER/SEWER CRESTVIEW
4726	CITY OF LYNN HAVEN	11/30/2017	49,825.00	9th STREET WATERMAIN REPLACEME
4676	CITY OF MILTON FLORIDA	11/30/2017	65.83	DUMPSTER SERVICE
4676	CITY OF MILTON FLORIDA	11/30/2017	19.36	SEWER- MILTON FIELD OFFICE
3289	CITY OF TALLAHASSEE	11/30/2017	38.83	LAKESHORE
409	DAVIS SAFE & LOCK, INC	11/30/2017	255.00	REPAIR FRONT DOOR LOCK, HEADQU
4673	DEWBERRY CONSULTANTS LLC	11/30/2017	11,494.62	RISK MAP PROGRAM SUPPORT
1709	DIVISION OF ADMINISTRATIVE HEARINGS	11/30/2017	37.25	DOAH-COX CASE
3212	DLT SOLUTIONS, LLC	11/30/2017	693.57	AUTOCAD MAINTENANCE
45	DMS	11/30/2017	(40.91)	AIRCARDS/HOTSPOTS CREDIT
45	DMS	11/30/2017	57.21	CARR & CRESTVIEW LONG DISTANCE
45	DMS	11/30/2017	713.51	CRESTVIEW LOCAL PHONES
45	DMS	11/30/2017	656.05	CARR LOCAL PHONES
3872	EASTPOINT WATER AND SEWER DISTRICT	11/30/2017	31,659.30	GRANT FOR WATER SUPPLY IMPROVE
4807	WEX BANK	11/30/2017	207.52	GPS INSTALL FOR LANDS VEHICLE
4807	WEX BANK	11/30/2017	8,048.22	FUEL
4807	WEX BANK	11/30/2017	25.00	FLEET MANAGEMENT SYSTEM - LAND
4807	WEX BANK	11/30/2017	50.00	WEX TELEMATICS FLEET MANAGEMEN
4807	WEX BANK	11/30/2017	1,125.00	WEX TELEMATICS FLEET MANAGEMEN
2702	FISH AND WILDLIFE	11/30/2017	3,857.85	LAW ENFORCEMENT/SECURITY SERVI
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	11/30/2017	37.24	NOTICE OF MEETING/WORKSHOP HEA
5002	FORESTREE NETWORK SERVICES, LLC	11/30/2017	1,872.00	PINE & HARDWOOD STAND 10
5002	FORESTREE NETWORK SERVICES, LLC	11/30/2017	1,404.00	PINE & HARDEWOOD STAND 11
5002	FORESTREE NETWORK SERVICES, LLC	11/30/2017	2,496.00	PINE & HARDWOOD STAND 12
5002	FORESTREE NETWORK SERVICES, LLC	11/30/2017	3,276.00	PINE & HARDWOOD STAND 9

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

5002	FORESTREE NETWORK SERVICES, LLC	11/30/2017	4,528.87	PERFORMANCE BOND REFUND
5518	DUSTIN GAINOUS	11/30/2017	50.00	WELL PERMITTING FEE REFUND
5410	GUARDIAN AUTOMOTIVE	11/30/2017	247.81	REPAIRS TO WMD 2421
2291	GULF COAST ELECTRIC COOPERATIVE, INC.	11/30/2017	329.89	ELECTRIC- ECONFINA FIELD OFFICE
2029	HILLER SYSTEMS, INC	11/30/2017	214.00	FIRE EXTINGUISHER INSPECTION-M
2029	HILLER SYSTEMS, INC	11/30/2017	123.00	FIRE EXTINGUISHER INSPECTION-M
5327	KINGLINE EQUIPMENT, INC.	11/30/2017	564.81	NEW HOLLAND TRACTOR - MUFFLER
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	11/30/2017	120.02	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	11/30/2017	257.91	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	11/30/2017	206.01	COPIER LEASE RENEWALS
5294	KRONOS, INCORPORATED	11/30/2017	10.50	TIMESHEET PROGRAM
3257	MARIANNA AUTO PARTS	11/30/2017	99.54	ATV TORCH AND TRAILER REPAIR P
1205	OFFICE DEPOT, INC.	11/30/2017	101.12	OFFICE SUPPLIES & CALENDARS
1205	OFFICE DEPOT, INC.	11/30/2017	12.58	OFFICE SUPPLIES & CALENDARS
1205	OFFICE DEPOT, INC.	11/30/2017	(13.44)	RETURN CREDIT
1205	OFFICE DEPOT, INC.	11/30/2017	12.01	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	11/30/2017	7.44	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	11/30/2017	50.77	OFFICE SUPPLIES
288	OKALOOSA CO. PROPERTY APPRAISER	11/30/2017	1,921.51	1ST QTR FY 17-18
4854	PANHANDLE STUMP & TREE SERVICE, INC.	11/30/2017	950.00	HAZARDOUS TREE REMOVAL - CROOM
4715	PINE ENVIRONMENTAL SERVICES, INC.	11/30/2017	877.50	RENTAL - SOLINST LEVELLOGGER LT
5434	PRESIDIO NETWORKED SOLUTIONS LLC	11/30/2017	1,006.96	DATA MIGRATION SERVICES
4368	PROFESSIONAL HEALTH EXAMINERS	11/30/2017	50.00	LABORATORY TESTING
5251	RANDSTAD NORTH AMERICA, INC.	11/30/2017	262.46	STAFF AUG SERVICES
3851	SOUTHEASTERN SURVEYING & MAPPING CORP	11/30/2017	1,164.00	PROFESSIONAL SURVEYING SERVICE
4720	SOUTHWOOD SHARED RESOURCE CENTER	11/30/2017	1,315.48	OFFSITE DATA STORAGE
4832	SUN LIFE FINANCIAL	11/30/2017	159.30	PREPAID DENTAL ACCT 5
4832	SUN LIFE FINANCIAL	11/30/2017	4,874.67	REGULAR DENTAL ACCT 4
4834	SUN LIFE FINANCIAL	11/30/2017	994.98	AD&D LIFE INSURANCE
4833	SUN LIFE FINANCIAL	11/30/2017	1,243.45	VOL LTD INSURANCE
2919	SUWANNEE RIVER WATER MGMT. DISTRICT	11/30/2017	174.00	CARLOS HERD SESSION 3 LEADERSHIP TRAINING
105	TALLAHASSEE DEMOCRAT	11/30/2017	111.76	LEGAL ADS
5139	TOWN OF NOMA	11/30/2017	4,750.00	WATERLINE REPLACEMENT PHASE II
3941	TYLER TECHNOLOGIES, INC.	11/30/2017	314.65	TAX FORMS FOR 2017
4774	JOHN T WILLIAMSON	11/30/2017	175.00	JANITORIAL SERVICES FOR MILTON

TOTAL CHECKS

281,098.85

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

5450	CAITLIN BRONGEL	11/30/2017	167.11	TRAVEL REIMBURSEMENT
4944	BRETT CYPHERS	11/30/2017	40.05	TRAVEL REIMBURSEMENT
4961	PETER FOLLAND	11/30/2017	110.00	TRAVEL REIMBURSEMENT
4961	PETER FOLLAND	11/30/2017	90.00	TRAVEL REIMBURSEMENT
4607	MAIL FINANCE INC	11/30/2017	482.00	MAILING SYSTEMS FOR HQ, CRESTV
3813	PENNINGTON, P.A.	11/30/2017	13,458.00	LEGAL COUNSEL
3823	KENNETH ANDREW ROACH	11/30/2017	110.00	TRAVEL REIMBURSEMENT
3823	KENNETH ANDREW ROACH	11/30/2017	90.00	TRAVEL REIMBURSEMENT

TOTAL ACH TRANSFER	<u>14,547.16</u>
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TOTAL AP	<u>295,646.01</u>
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NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

NOVEMBER 2017

DIRECT DEPOSIT	11/09/2017	\$	212,827.13
CHECKS	11/09/2017		2,459.13
FLEX SPENDING EFT	TF0011		1,355.11
DIRECT DEPOSIT	11/17/2017		134,481.87
DIRECT DEPOSIT	11/22/2017		214,822.82
CHECKS	11/22/2017		1,992.33
FLEX SPENDING EFT	TF0013		1,355.11
		\$	<u><u>569,293.50</u></u>

APPROVED:

Chairman or Executive Director

January 11, 2018

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Chief of Staff

FROM: Wendy Dugan, Division of Administration Director

DATE: December 27, 2017

SUBJECTS: Consideration of Fiscal Year 2018-2019 Preliminary Budget

Recommendation

Staff recommends the Governing Board approve the Fiscal Year 2018-2019 Preliminary Budget as presented and allow staff to make changes based on collaboration with DEP and EOG and submit the final document to the Legislature by January 15, 2018.

Background

Pursuant to Chapter 373, Florida Statutes, the District is to submit a Preliminary Budget for the next fiscal year to the Legislature by January 15 of each year. A draft copy was provided to the Executive Office of the Governor (EOG) and Department of Environmental Protection (DEP) for initial review. The Preliminary Budget will be the basis for preparing the District's Tentative Budget, which must be presented to the Governing Board by July 12 and submitted to the Governor and Legislature by August 1. The District can make changes to the Preliminary Budget, within statutory limits, prior to Tentative Budget completion.

The Fiscal Year (FY) 2018-2019 Preliminary Budget is \$70,319,976, which represents an increase of \$5,069,330 (7.8 percent) from the FY 2017-2018 Adopted Budget. Included is \$15,000,000 in potential new grant funding for springs restoration and protection projects, based on prior annual allocations from DEP. Without this added funding, the proposed budget would be about \$10 million lower than the current year's budget. Fixed Capital Outlay (FCO) makes up the majority of this reduction (\$8,048,563) and is primarily due to the planned completion of fee simple and/or conservation easement acquisitions in FY 2017-18 for the Gainer Spring Group along Econfina Creek and Cypress Spring along Holmes Creek. The net increase in Grants of \$13,470,276 is a combination of the potential new springs funding and rollover budget from prior year springs projects offset by reductions from progress made on water supply development assistance grants and other springs projects.

The Preliminary Budget continues funding priority projects and activities that are vital to support the District's core mission of water supply, water quality, natural systems, and flood protections, including:

- \$48.9 million for Springs Projects. This funding will enable the District to implement springs restoration projects for Wakulla Spring; Jackson Blue Spring; and springs associated with the St. Marks River, Econfinia Creek, and Holmes Creek.
- \$1.9 million for Watershed Restoration. This funding will facilitate continued efforts to protect and restore water quality and estuarine habitats in the Apalachicola River and Bay system through the implementation of cooperative water quality improvement projects and best management practices. This funding will also support stormwater retrofit activities within the St. Andrew Bay watershed.
- \$1.8 million for monitoring and technical assessments to develop MFLs for the St. Marks River Rise; Wakulla Spring; Sally Ward Spring; Jackson Blue Spring; the Floridan aquifer in coastal Okaloosa, Santa Rosa, and Walton counties; the Shoal River system; and the Econfinia Creek and Spring system.
- \$1.5 million for Water Supply Development Assistance and Water Resource Development to continue support for cooperative grant projects across northwest Florida. This funding also supports the North Bay Wastewater Reuse Project in Bay County.

The following charts summarize the budget by revenue, expenditure, program, and activity with prior year figures for comparison purposes. A comprehensive document with significant detail supporting the Preliminary Budget is provided separately in the Board packet.

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
FY 2018-2019 PRELIMINARY BUDGET COMPARISON
REVENUE CATEGORIES**

	FY 2015-16 Actuals	FY 2016-17 Est. Actuals	FY 2017-18 Adopted Budget	FY 2018-19 Preliminary	Preliminary O/(U) Adopted Budget	Percent Change
Ad Valorem Tax	3,280,708	3,317,303	3,395,217	3,395,217	0	0.0%
Federal	1,897,779	645,346	2,993,734	3,108,317	114,583	3.8%
State	11,493,010	10,439,297	47,450,012	57,731,659	10,281,647	21.7%
Mitigation	436,774	67,245	950,523	1,038,145	87,622	9.2%
Local Revenues	174,475	19,961	128,209	124,107	(4,102)	-3.2%
Permit Fees	419,135	444,810	384,569	396,438	11,869	3.1%
Timber Sales	747,246	1,470,602	2,000,000	2,000,000	0	0.0%
Miscellaneous	638,580	842,505	437,570	459,530	21,960	5.0%
w/o Fund Balance	19,087,707	17,247,069	57,739,834	68,253,413	10,513,579	18.2%
Fund Balance	4,594,098	3,871,013	7,510,812	2,066,563	(5,444,249)	-72.5%
w/Fund Balance	23,681,805	21,118,082	65,250,646	70,319,976	5,069,330	7.8%

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
FY 2018-2019 PRELIMINARY BUDGET COMPARISON
EXPENSE CATEGORIES**

	FY 2015-16 Actuals	FY 2016-17 Est. Actuals	FY 2017-18 Adopted Budget	FY 2018-19 Preliminary	Preliminary O/(U) Adopted Budget	Percent Change
Salaries & Benefits	7,705,242	7,627,791	8,511,397	8,543,876	32,479	0.4%
Other Personal Services	238,650	241,574	343,417	347,350	3,933	1.1%
Contracted Services	4,076,026	4,365,485	7,464,343	7,046,776	(417,567)	-5.6%
Operating Expense	1,877,913	1,977,307	2,495,270	2,732,522	237,252	9.5%
Operating Capital Outlay	414,624	314,938	816,432	607,952	(208,480)	-25.5%
Operating Categories	14,312,455	14,527,095	19,630,859	19,278,476	(352,383)	-1.8%
Fixed Capital Outlay	379,053	467,644	12,179,053	4,130,490	(8,048,563)	-66.1%
Grants	8,990,297	6,123,343	33,440,734	46,911,010	13,470,276	40.3%
Non-Operating Categories	9,369,350	6,590,987	45,619,787	51,041,500	5,421,713	11.9%
GRAND TOTAL	23,681,805	21,118,082	65,250,646	70,319,976	5,069,330	7.8%

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
FY 2018-2019 PRELIMINARY BUDGET COMPARISON
PROGRAM LEVEL**

Program	FY 2015-16 Actuals	FY 2016-17 Est. Actuals	FY 2017-18 Adopted Budget	FY 2018-19 Preliminary	Preliminary O/(U) Adopted Budget	Percent Change
1 Water Resource Plan/Monitoring	4,599,880	4,733,734	7,016,078	6,747,040	(269,038)	-3.8%
2 Acq/Restoration/ Public Works	10,671,587	7,892,140	48,233,077	54,066,009	5,832,932	12.1%
3 Operations & Maint Land & Works	3,107,125	3,273,632	3,927,952	3,555,529	(372,423)	-9.5%
4 Regulation	3,278,593	3,333,704	3,891,085	3,857,407	(33,678)	-0.9%
5 Outreach	162,555	155,461	178,215	133,722	(44,493)	-25.0%
6 District Management & Admin	1,862,065	1,729,411	2,004,239	1,960,269	(43,970)	-2.2%
GRAND TOTAL	23,681,805	21,118,082	65,250,646	70,319,976	5,069,330	7.8%

Combined Outreach and Management &
Administration as a Percent of Total Budget* 2,093,991
3.0%

* The Legislative Budget Commission may reject the District's budget proposals in these two programs that exceed 15% of the total budget.

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
FY 2018-2019 PRELIMINARY BUDGET COMPARISON
PROGRAM AND ACTIVITY LEVEL**

	FY 2015-16 Actuals	FY 2016-17 Est. Actuals	FY 2017-18 Adopted Budget	FY 2018-19 Preliminary	Preliminary O/(U) Adopted Budget	Percent Change
1.0 Water Resources Planning and Monitoring						
1.1 - District Water Management Planning						
1.1.1 Water Supply Planning	75,793	110,979	212,681	190,960	(21,721)	-10.2%
1.1.2 Minimum Flows and Levels	849,396	1,605,164	1,925,123	1,819,822	(105,301)	-5.5%
1.1.3 Other Water Resources Planning	633,722	621,203	695,168	545,851	(149,317)	-21.5%
1.2 - Rsch, Data Collec. /Analysis / Monitor.	928,067	1,036,579	934,550	969,489	34,939	3.7%
1.3 - Technical Assistance	1,700,571	1,003,545	2,730,507	2,708,152	(22,355)	-0.8%
1.5 - Technology & Information Services	412,331	356,264	518,049	512,766	(5,283)	-1.0%
Total	4,599,880	4,733,734	7,016,078	6,747,040	(269,038)	-3.8%
2.0 Acquisition, Restoration and Public Works						
2.1 - Land Acquisition	90,687	15,741	11,261,834	3,471,815	(7,790,019)	-69.2%
2.2 - Water Source Development						
2.2.1 Water Resource Development Projects	305,183	245,357	1,037,331	1,004,971	(32,360)	-3.1%
2.2.2 Water Supply Development Assistance	5,604,998	3,924,305	6,685,747	1,026,509	(5,659,238)	-84.6%
2.3 - Surface Water Projects	4,287,083	3,228,844	27,778,403	46,887,917	19,109,514	68.8%
2.5 - Facilities Constr. and Major Renov.	98,901	63,319	85,000	100,000	15,000	17.6%
2.6 - Other Acquisition and Restor. Activities	222,068	345,995	1,313,910	1,503,312	189,402	14.4%
2.7 - Technology & Information Service	62,666	68,580	70,852	71,485	633	0.9%
Total	10,671,587	7,892,140	48,233,077	54,066,009	5,832,932	12.1%
3.0 Operation and Maintenance of Lands and Works						
3.1 - Land Management	2,317,235	2,628,916	3,009,253	2,578,101	(431,152)	-14.3%
3.2 - Works	4,538	501	8,754	18,795	10,041	114.7%
3.3 - Facilities	296,777	262,020	412,972	387,549	(25,423)	-6.2%
3.6 - Fleet Services	33,394	20,421	32,254	56,258	24,004	74.4%
3.7 - Technology & Information Services	455,180	361,774	464,719	514,826	50,107	10.8%
Total	3,107,125	3,273,632	3,927,952	3,555,529	(372,423)	-9.5%

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
FY 2018-2019 PRELIMINARY BUDGET COMPARISON
PROGRAM AND ACTIVITY LEVEL (continued)**

	FY 2015-16 Actuals	FY 2016-17 Est. Actuals	FY 2017-18 Adopted Budget	FY 2018-19 Preliminary	Preliminary O/(U) Adopted Budget	Percent Change
4.0 Regulation						
4.1 - Consumptive Use Permitting	489,272	501,053	590,868	627,981	37,113	6.3%
4.2 - Water Well Constr. Permitting and Contractor Licensing	690,381	688,922	803,711	805,657	1,946	0.2%
4.3 - Env. Resource and Surface Water Permitting	1,167,499	1,201,822	1,418,398	1,430,290	11,892	0.8%
4.4 - Other Reg. and Enforcement Activities	283,034	435,170	383,540	304,016	(79,524)	-20.7%
4.5 - Technology & Information Services	648,407	506,736	694,568	689,463	(5,105)	-0.7%
Total	3,278,593	3,333,704	3,891,085	3,857,407	(33,678)	-0.9%
5.0 Outreach						
5.2 - Public Information	152,635	145,586	167,940	123,447	(44,493)	-26.5%
5.4 - Lobbying / Legis. & Cabinet Affairs	9,920	9,875	10,275	10,275	-	0.0%
Total	162,555	155,461	178,215	133,722	(44,493)	-25.0%
6.0 District Management and Administration						
6.1 - Administrative and Operations Support						
6.1.1 - Executive Direction	605,497	572,394	680,496	635,127	(45,369)	-6.7%
6.1.4 - Administrative Support	815,818	812,294	909,372	907,907	(1,465)	-0.2%
6.1.7 - Human Resources	103,658	108,095	119,074	119,862	788	0.7%
6.1.9 - Technology & Information Services	337,091	236,627	295,297	297,373	2,076	0.7%
Total	1,862,065	1,729,411	2,004,239	1,960,269	(43,970)	-2.2%
Total District Expenditure Budget	23,681,805	21,118,082	65,250,646	70,319,976	5,069,330	7.8%

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Chief of Staff

FROM: Wendy Dugan, Division of Administration Director

DATE: December 27, 2017

SUBJECT: Consideration of Resolution No. 827 Amending the Fiscal Year
2017-2018 Budget - Amendments No. 1 through 3

Recommendation

Staff recommends the Governing Board adopt Resolution No. 827 amending the Fiscal Year 2017-2018 budget and allow staff to realign revenues and reserves to maintain the proper balance in each fund.

Background

These amendments realign budget within and across programs, funds, projects, and categories. Amendments No. 1 and 2 involve budgeting unanticipated revenue and increase the District's total budget. Per s. 373.536(4)(c), F.S., they were submitted to the Executive Office of the Governor (EOG) for approval on December 19, 2017, and approved by EOG on December 20, 2017. Amendment No. 3 consists of transfers within existing expense and revenue budget, with no increase or decrease to the District's total budget.

Below are explanations for each of the three amendments:

1. \$101,000 in budget funded with carryover funds from the State General Revenue Fund to cover remaining expenditures for completion of the Claiborne Aquifer Investigation spring restoration project by May 2018.
2. \$54,613 in budget funded with Arbor Day Foundation Grant funds for the purchase of at least 375,342 pine tubelings for reforestation efforts on District lands. Pine tubelings are to be planted within FY 2017-18.

3. Transfers for the following:

- a. \$69,612 in Activity 310 Land Management to move Operating Expenses budget from Econfina Creek Water Management Area (WMA) for tubelings and seedlings to Chipola River WMA for road/bridge repair supplies.
- b. \$130,000 in Activity 112 Minimum Flows and Minimum Levels (MFLs) to move Contracted Services budget for management consulting services from Jackson Blue Spring and Coastal Region II to St. Marks River Rise for MFL establishment and Wakulla Spring MFL for hydrologic modeling.
- c. \$12,331 in Activity 614 Administrative Support to move Other Personal Services (OPS) budget to Activity 230 Surface Water Projects so that additional personnel support is provided for the Agricultural Best Management Practices cost-share program. Included is the transfer of the actual actual half-time OPS position associated with the budget.

Summary of Fund Impact to Expense Budget:

<u>Fund Source</u>	<u>Increase</u>	<u>Decrease</u>	<u>Impact</u>
General Fund	12,331	(24,662)	(12,331)
Land Acquisition Fund	70	(70)	0
Projects Fund	245,387	(132,056)	113,331
Lands Management Fund	126,671	(72,058)	54,613
Regulation Fund	7,191	(7,191)	0
Mitigation Fund	568	(568)	0
	392,218	(236,605)	155,613



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. 827

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AMENDING THE FISCAL YEAR 2017-2018 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. 825, after a public hearing on September 28, 2017, 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, 2017 through September 30, 2018; 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 December 27, 2017, requesting Amendments No. 1 through No. 3 to the Fiscal Year 2017-2018 budget. These amendments recognize new revenue, the use of reserves, and reallocation of budget authority across programs, funds, projects, and budget categories to properly reflect activities performed and accurately assign actual costs with an increase to the total District budget.

PASSED AND ADOPTED this 11th day of January, 2018, A.D.

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

ATTEST:

George Roberts, Chair

John Alter, Secretary-Treasurer or
Brett Cyphers, Acting Secretary-Treasurer

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JOHN 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

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: January 2, 2018

CGUPS, LLC, Steven Cox, and Claudia Cox, Petitioners v. Northwest Florida Water Management District and Florida Department of Transportation, Respondents, DOAH Case No. 16-4691

This is a case brought by the Petitioners challenging the proposed issuance by the District of an environmental resource permit to FDOT in Basin 1 of FDOT's project for widening of State Road 390 in Panama City, Florida.

FDOT has filed a modification of its application for an ERP for work in Basin 1 of the overall State Road 390 project. The modified application has been approved and the permit, subject to the Petitioners' challenge, has been issued.

The Administrative Law Judge ordered that the Petitioners file an amended petition and, thereafter, a final hearing will be set. The Petitioners complied with this order. The final hearing has been set for May 8 – 11, 2018, in Panama City, Florida.

The discovery phase of the litigation is ongoing and the District continues to vigorously defend its decision to issue the ERP.