

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

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

**Thursday  
February 14, 2013**

Governing Board Members Present

George Roberts, Chair  
Jerry Pate, Vice Chair  
Joyce Estes, Secretary/Treasurer  
John Alter  
Angus Andrews  
Stephanie Bloyd  
Jon Costello  
Bo Spring

Governing Board Members Absent

Nick Patronis

1. Call to Order and Roll Call

Chair Roberts called the meeting to order at 1:01p.m., ET. Mr. Steverson called the roll and a quorum was declared present.

2. Invocation

Mr. Jerry Pate offered the invocation.

3. Pledge of Allegiance to the Flag

Chair Roberts led the meeting in the Pledge of Allegiance to the Flag.

4. Additions, Deletions or Changes to the Agenda

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

5. Approval of Minutes for January 10, 2013

MOTIONED BY MR. PATE, SECONDED BY MR. ANDREWS, THAT THE GOVERNING BOARD APPROVE THE JANUARY 10, 2013, GOVERNING BOARD MEETING MINUTES. MOTION CARRIED.

6. Public Hearing on Consideration of Land Acquisition Matters

Chair Roberts called the public hearing to order at 1:16 p.m., ET.

6. A. Consideration of Florida Forever 2013 Five-Year Plan for Land Acquisition

Ms. Carol Bert reminded the board that in 2005, the Legislature passed House Bill 727 which requires each water management district to present a consolidated water management district annual report by March 1 of

each year. She explained that the Florida Forever Five-Year Work Plan is now part of the consolidated annual report; however, Section 373.139, Florida Statutes, also requires that the District adopt, in a public hearing, a Five-Year Work Plan for land acquisition.

Ms. Bert stated that in this work plan the District certifies to the Department of Environmental Protection that each property being purchased is consistent with the District's adopted Five-Year Work plan. She informed the board that this year's work plan differs from last year's plan due to the addition of a section on the proposed surplus of five tracts of District land which total 188.4 acres. Ms. Bert submitted the document for the official record and opened the floor for public comment. With no public comment, Ms. Bert voiced staff recommendation that the Governing Board approve the 2013 Florida Forever Five-Year Work Plan.

MOTIONED BY MR. PATE, SECONDED BY MR. SPRING, THAT THE GOVERNING BOARD APPROVE THE 2013 FLORIDA FOREVER FIVE-YEAR WORK PLAN. MOTION CARRIED.

7. A. Consent Business Agenda

Ms. Jean Whitten presented the Financial Report and Schedule of Disbursements for the month of December 2012.

MOTIONED BY MS. BLOYD, SECONDED BY MS. ESTES, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORT AND SCHEDULE OF DISBURSEMENTS FOR THE MONTH OF DECEMBER 2012. MOTION CARRIED.

7. B. Consideration of Resolution 771 to Amend the Fiscal Year 2012-2013 Budget-Amendment #2

Ms. Whitten stated that the Resource Management Division has identified additional operating budget needs for Fiscal Year 2012-2013 including the following:

- Meginnis Arm Stormwater Facility (\$5,000)
- Hydrologic Monitoring and Data Services for MFLs (\$263,537)
- Deepwater Horizon Moex Restoration (\$24,300)
- Ground Water Monitoring and Assessment and Cooperative Restoration Projects (\$168,950)
- DOT Mitigation (\$305,000)

Ms. Whitten stated that the net effect of the changes is an increase of \$766,787, \$401,863 to be funded from General Fund Reserves, \$329,300 from state revenues and \$35,624 from Federal grants. Ms. Whitten voiced staff recommendation that the Governing Board approve Resolution 771 amending the Fiscal Year 2012-2013 Budget.

MOTIONED BY MS. ESTES, SECONDED BY MR. ANDREWS, THAT THE GOVERNING BOARD APPROVE RESOLUTION 771 AMENDING THE ADOPTED FISCAL YEAR 2012-2013 BUDGET. MOTION CARRIED.

7. C. Consideration of Resolution 772 to Amend the Fiscal Year 2012-2013 Budget-Amendment #3

Ms. Whitten stated that the Resource Management Division has identified additional Interagency Expenditures budget needs for Fiscal Year 2012-2013 including the following:

- Apalachicola River Watershed Restoration (\$181,500)
- Blueprint 2000 Cascades Park Stormwater Enhancements (\$300,000)

Ms. Whitten stated that the net effect of the changes is an increase of \$481,500 to be funded from state revenues previously appropriated to the District. Ms. Whitten voiced staff recommendation that the Governing Board approve Resolution 772 amending the Fiscal Year 2012-2013 Budget.

MOTIONED BY MS. BLOYD, SECONDED BY MR. COSTELLO, THAT THE GOVERNING BOARD APPROVE RESOLUTION 772 AMENDING THE ADOPTED FISCAL YEAR 2012-2013 BUDGET. MOTION CARRIED.

7. D. Consideration of Renewal of Employee Health and Life Insurance

Ms. Whitten stated that the District's employee health coverage will expire on March 31, 2013. She informed the board that in order to maintain the same level of coverage for District employees the premiums will increase by 5.3% from the current rate. Ms. Whitten further stated that the employee life, dental and long-term disability insurance policies will also expire on March 31, 2013. She reminded the board as discussed at the October Governing Board meeting, changes required to align the District's employee benefits with those of state employees include reducing the amount of life insurance provided by the District to \$25,000 per employee and eliminating the contributions for dental and long-term disability insurance.

Ms. Whitten stated that the open-enrollment period is scheduled for early March to allow employees to discuss coverage details with the company representatives. Ms. Whitten voiced staff recommendation to approve the renewal of the Employee Health and Life insurance policies for the year beginning April 1, 2013, and ending March 31, 2014.

MOTIONED BY MS. ESTES, SECONDED BY MR. PATE, THAT THE GOVERNING BOARD APPROVE THE RENEWAL OF THE EMPLOYEE HEALTH AND LIFE INSURANCE POLICIES FOR THE YEAR BEGINNING APRIL 1, 2013, AND ENDING MARCH 31, 2014. MOTION CARRIED.

7. E. Consideration of Grant Agreement with the City of Apalachicola for the Battery Park Basin Stormwater Improvements Project

Mr. Paul Thorpe stated that the proposed agreement with the City of Apalachicola would provide District grant funding for development of a stormwater treatment facility and improvements to the conveyance system within the Battery Park Basin. He explained that by implementing this project, the city will retrofit the existing drainage system to improve stormwater quality prior to its discharge into Apalachicola Bay.

Mr. Thorpe stated that this project, as proposed by the City of Apalachicola, includes two primary components: a treatment train in the upper reaches of the basin and a wet detention facility at its terminus, prior to the discharge of stormwater into the bay. He further stated that the grant agreement, as proposed, will provide funding sufficient for the engineering, design, surveying, and permitting of the stormwater retrofit improvements. He further noted that, assuming satisfactory completion of project designs, it is anticipated that a contract amendment will be proposed in the future to provide the additional funding and time extension required for construction. He informed the board that the project will be funded by the Ecosystem Management and Restoration Trust Fund, pursuant to a Legislative Appropriation for the Apalachicola Bay SWIM Program.

Mr. Thorpe voiced staff recommendation that the Governing Board authorize the Executive Director to enter into agreement with the City of Apalachicola to provide up to \$71,500 in District grant funding for the Battery Park Basin Stormwater Improvements Project.

MOTIONED BY MS. ESTES, SECONDED BY MS. BLOYD, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENT WITH THE CITY OF APALACHICOLA TO PROVIDE UP TO \$71,500 IN DISTRICT FUNDING FOR THE BATTERY PARK BASIN STORMWATER IMPROVEMENTS PROJECT. MOTION CARRIED.

7. F. Consideration of Memorandum of Agreement with the Deputy Secretary of the Air Force for Installations for Expanded Training Opportunities on District Lands

Mr. Bill Cleckley informed the board that the Gulf Regional Airspace Strategic Initiative is looking to expand regional military capability in northwest Florida and would like to enter into a Memorandum of Agreement (MOA) with the District to allow such operations on District lands. He reported that the Department of Agriculture and Consumer Services and the Department of Environmental Protection have entered into a similar MOA and Florida Fish and Wildlife Conservation Commission will soon consider a similar agreement.

Mr. Cleckley introduced Mr. Greg Kesler, Sr., Military Planner. Mr. Kesler gave a detailed presentation about the Gulf Regional Air Space Initiative and expressed his appreciation to the board for their consideration. Mr. Cleckley voiced staff recommendation that the Governing Board approve the Memorandum of Agreement between Office of the Assistant Secretary of the Air Force Installations, Pentagon, Washington D.C. and the Northwest Florida Water Management District for the Provision of Military Training on District Lands.

MOTIONED BY MS. ESTES, SECONDED BY MR. ALTER, THAT THE GOVERNING BOARD APPROVE THE MEMORANDUM OF AGREEMENT BETWEEN OFFICE OF THE ASSISTANT SECRETARY OF THE AIR FORCE INSTALLATIONS, PENTAGON, WASHINGTON D.C. AND THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT FOR THE PROVISION OF MILITARY TRAINING ON DISTRICT LANDS. MOTION CARRIED.

7. G Consideration of Resolution Nos. 766, 767, 768, 769 and 770 to Declare Five Tracts of District Land for Surplus; Escambia, Blackwater, Yellow and Choctawhatchee River WMA's

Ms. Carol Bert stated that during the Lands Committee meeting on January 10, 2013, staff provided the Committee with an overview of five parcels which have been proposed by staff for surplus. Ms. Bert voiced staff recommendation that the Governing Board approve Resolution No. 766 for the surplus of 110.5 acres in the Escambia River WMA, Resolution No. 767 for the surplus of 0.4 acres in the Blackwater River WMA, Resolution No. 768 for the surplus of 1.5 acres in the Yellow River WMA, Resolution No. 769 for the surplus of 38 acres (along Sandy Creek Landing Road) in the Choctawhatchee River WMA and Resolution No. 770 for the surplus of 38 acres near Sandy Creek in the Choctawhatchee River WMA. In addition, staff further recommended that the Governing Board make a determination that the parcels are no longer needed for conservation purposes and that the 0.4 acres recommended for surplus in Resolution No. 767 and the 1.5 acres recommended for surplus in the Resolution No. 768 were acquired for conservation purposes.

MOTIONED BY MR. ALTER, SECONDED BY MR. PATE, THAT THE GOVERNING BOARD APPROVE RESOLUTION NUMBER 766 FOR THE SURPLUS OF 110.5 ACRES IN THE ESCAMBIA RIVER WMA, RESOLUTION NUMBER 767 FOR THE SURPLUS OF 0.4 ACRES IN THE BLACKWATER CREEK WMA, RESOLUTION NUMBER 768 FOR THE SURPLUS OF 1.5 ACRES IN THE YELLOW RIVER WMA, RESOLUTION NUMBER 769 FOR THE SURPLUS OF 38 ACRES (ALONG SANDY CREEK LANDING ROAD) IN THE CHOCTAWHATCHEE RIVER WMA,

RESOLUTION NUMBER 770 FOR THE SURPLUS OF 38 ACRES NEAR SANDY CREEK IN THE CHOCTAWHATCHEE RIVER WMA AND DECLARE THAT THE PARCELS ARE NO LONGER NEEDED FOR CONSERVATION PURPOSES AND DECLARE THAT THE 0.4 ACRES IN RESOLUTION NUMBER 767 AND 1.5 ACRES IN RESOLUTION NUMBER 768 WERE ACQUIRED FOR CONSERVATION PURPOSES. MOTION CARRIED.

7. H. Consideration of ITB 13B-003 for Purchase of Longleaf Pine Tubelings

Mr. Tyler Macmillan stated that in fiscal year 2013-2014, staff anticipates restoring (reforesting) over 1,295 acres of cutover and/or distributed longleaf pine habitat within the Econfinia Creek WMA. He reported that the District will need to purchase approximately 940,000 longleaf pine tubelings, to meet the planting needs for the 2013-2014 season. Mr. Macmillan indicated that the District has found a cost-effective method that locks in a lower price for procuring the trees that we need on an annual basis by requesting a price that would be honored by the nursery for three consecutive years. He explained that under the proposed multi-year agreement, the District will annually amend the agreement to place the order for the upcoming planting season.

Mr. Macmillan voiced staff recommendation to approve the bid submitted by Blanton's Longleaf Container Nursery for 940,000 longleaf pine tubelings in FY 2013-2014 at a total cost of \$141,000; and the price of \$150.00 per thousand for any additional tubelings ordered in FY 2013-2014, as well as for future longleaf pine tubelings orders in FY 2014-2015 and FY 2015-2016. In addition, staff further recommends that the Governing Board authorize the executive director to execute an agreement with Blanton's Longleaf Container Nursery for the purchase of 940,000 longleaf pine tubelings and the purchase (at the District's option and subject to Executive Director approval) of additional longleaf pine tubelings at the same price per thousand, subject to approval of funds for the longleaf tubelings in the District's FY 2013-2014 budget in September.

MOTIONED BY MR. PATE, SECONDED BY MR. SPRING, THAT THE GOVERNING BOARD APPROVE ITB 13B-003 SUBMITTED BY BLANTON'S LONGLEAF CONTAINER NURSERY FOR 940,000 LONGLEAF PINE TUBELINGS IN FY 2013-2014 AT A TOTAL COST OF \$141,000; AND THE PRICE OF \$150.00 PER THOUSAND FOR ANY ADDITIONAL TUBELINGS ORDERED IN FY 2013-2014, AS WELL AS FOR FUTURE LONGLEAF PINE TUBELING ORDERS IN FY 2014-2015 AND FY 2015-2016; AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH BLANTON'S LONGLEAF CONTAINER NURSERY FOR THE PURCHASE OF 940,000 LONGLEAF PINE TUBELINGS AND THE PURCHASE (AT THE DISTRICT'S OPTION AND SUBJECT TO EXECUTIVE DIRECTOR APPROVAL) OF ADDITIONAL LONGLEAF TUBELINGS AT THE SAME PRICE PER THOUSAND, SUBJECT TO APPROVAL OF FUNDS FOR THE LONGLEAF TUBELINGS IN THE DISTRICT'S FY 2013-2014 BUDGET IN SEPTEMBER. MOTION CARRIED.

7. I. Consideration of Consultant Selections to provide Continuing Services for Miscellaneous Economic Analysis

Ms. Angela Chelette notified the board that the District received five responses to the District's Request for Qualifications for Miscellaneous Economic Analysis. She stated that all five consultants were certified as qualified to provide the requested services by a District staff certification/selection committee. Ms. Chelette voiced staff recommendation that the Governing Board authorize the Executive Director to enter into an agreement with the highest ranked firm and sequentially ranked firms, as needed.

MOTIONED BY MR. PATE, SECONDED BY MR. ALTER THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH THE HIGHEST RANKED FIRM AND SEQUENTIALLY RANKED FIRMS, AS NEEDED. MOTION CARRIED.

8. A. Information Item- Rulemaking Update for SWERP, MSSW and CUPCon

Mr. Michael Edgar and staff presented the Rulemaking Update for Statewide Environmental Resource Permitting, Management and Storage of Surface Waters and Consumptive Use Permitting Consistency. Mr. Edgar informed the board that the material was provided for informational purposes only.

8. B. Information Item- Regulatory Quarterly Report

Mr. Edgar presented the Regulatory Quarterly Report and informed the board that the material was provided for informational purposes only.

8. C. Information Item- Wounded Warrior Hunt

Mr. Macmillan gave a detailed overview of the 2013 Wounded Warrior Hunt, hosted by the District at the Econfina Creek WMA. He stated that the gratitude shown by the hunters was incredible and how honored he is to give back to a group of folks who have given so much for us. Mr. Macmillan expressed his appreciation to all who participated in making this special event a reality.

9. Legal Counsel Report

Mr. Kevin Crowley stated that Mrs. Crenshaw filed an amended petition for an administrative hearing challenging the issuance of a surface water management permit to Vista of Fort Walton Beach/James Busby for a construction project in Defuniak Springs. He reported that Administrative Law Judge D.R. Alexander has been assigned to the case and the final hearing took place on January 22, 2013. Mr. Crowley stated that the parties' proposed recommended orders are due on March 6, 2013.

Public Comment

Mr. Steverson introduced Mr. Rance Ellis, Florida Department of Agriculture and Consumer Services. Mr. Ellis gave a brief update on Florida Department of Agriculture and Consumer Services Best Management Cost-Share Programs.

Meeting was adjourned at 2:50 p.m., ET.

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Chair

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Date

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Executive Director

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Agency Clerk

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
Financial Report  
Summary Statement of Receipts, Disbursements & Cash Balances  
For Period Ending January 31, 2013

|                                   |                 |
|-----------------------------------|-----------------|
| Balance Forward - Operating Funds | \$71,524,109.92 |
|-----------------------------------|-----------------|

Operating Funds Received in current month:

|                                    |              |  |
|------------------------------------|--------------|--|
| Revenue Receipts, Current          | \$823,676.52 |  |
| Contracts Receivable               | 402,355.98   |  |
| Other Deposits/Refunds/Adjustments | 10,805.24    |  |
| Transfers from Lands Accounts      | 0.00         |  |
| Total Deposits during month        | 1,236,837.74 |  |

|                                    |                  |
|------------------------------------|------------------|
| Total Deposits and Balance Forward | \$ 72,760,947.66 |
|------------------------------------|------------------|

Disbursements:

|   |              |  |
|---|--------------|--|
| Employee Salaries                           | 415,096.17   |  |
| Employee Benefits                           | 256,737.29   |  |
| Employee Flexible Spending Account          | 0.00         |  |
| Contractual Services (Professional)         | 103,422.33   |  |
| Operating Expenses - Services               | 103,995.95   |  |
| Operating Expenses - Commodities            | 45,120.51    |  |
| Operating Capital Outlay                    | 13,380.84    |  |
| Grants and Aids                             | 0.00         |  |
| Total Operating Expenses during month       | 937,753.09   |  |
| Payables, Prior Year                        | 31,456.25    |  |
| Other Disbursements or (Credits)            | 48,985.82    |  |
| Total Funds Disbursed by check during month | 1,018,195.16 |  |
| Bank Debits (Fees, Deposit Slips, etc.)     | 240.38       |  |
| Transfer to Land Acquisition Account        | 0.00         |  |
| Total Funds Disbursed                       | 1,018,435.54 |  |

|   |                  |
|---|------------------|
| Cash Balance Operating Funds at month end | \$ 71,742,512.12 |
|---|------------------|

Operating Depositories:

|                                     |               |  |
|-------------------------------------|---------------|--|
| Petty Cash Fund                     | 250.25        |  |
| Bank of America:                    |               |  |
| General Fund Checking @ 0.19%       | 2,984,351.15  |  |
| Payroll Account @ 0.0%              | 3,965.45      |  |
| Pensacola Account                   | 0.00          |  |
| Wells Fargo @ 0.15%                 | 38,194.10     |  |
| Investment Accounts:                |               |  |
| Fla. Board of Administration @0.22% |               |  |
| General Fund                        | 31,833,956.32 |  |
| Lands Fee Fund                      | 8,840,488.83  |  |
| SWIM Fund                           | 5,975,369.81  |  |
| ETDM                                | 1,299.65      |  |
| Water Prot. & Sust. TF              | 5,436,071.33  |  |
| Mitigation Fund                     | 15,711,691.79 |  |
| Fund B Deposits Frozen by SBA       | 916,873.44    |  |

|   |                  |
|---|------------------|
| Total Operating Depositories at month end | \$ 71,742,512.12 |
|---|------------------|

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
Financial Report  
Summary Statement of Receipts, Disbursements & Cash Balances  
For Period Ending January 31, 2013

Land Acquisition Funds:

|                                      |                  |            |
|--------------------------------------|------------------|------------|
| Fla. Board of Administration @ 0.22% | \$ 607,531.02    |            |
| Fund B Deposits Frozen by SBA        | <u>52,445.81</u> |            |
| Total Land Acquisition Funds         |                  | 659,976.83 |

Restricted Land Management Funds:

|  |                 |                   |
|--|-----------------|-------------------|
| Fla. Board of Administration Phipps Land<br>Management Account @ 0.22% | 290,912.94      |                   |
| Fund B Deposits Frozen by SBA  | <u>6,565.29</u> |                   |
| Total Restricted Land Management Funds                                 |                 | <u>297,478.23</u> |

|  |  |                   |
|--|--|-------------------|
| Total Land Acquisition, and Restricted<br>Management Funds |  | <u>957,455.06</u> |
|--|--|-------------------|

|   |  |                                |
|---|--|--------------------------------|
| TOTAL OPERATING, LAND ACQUISITION,<br>& RESTRICTED FUNDS AT MONTH END |  | <u><u>\$ 72,699,967.18</u></u> |
|---|--|--------------------------------|

Approved: \_\_\_\_\_  
Chairman or Executive Director

Date: March 14, 2013



**Northwest Florida Water Management District**  
**Statement of Sources and Uses of Funds**  
**For the Month ending January 31, 2013**  
**(Unaudited)**

| <b>Sources</b>             | <b>Current<br/>Budget</b> | <b>Actuals<br/>Through<br/>1/31/2013</b> | <b>Variance<br/>(under)/Over<br/>Budget</b> | <b>Actuals As A<br/>% of Budget</b> |
|----------------------------|---------------------------|--|---|-------------------------------------|
| Ad Valorem Property Taxes  | \$ 3,287,425              | \$ 2,431,681                             | \$ (855,744)                                | 74%                                 |
| Intergovernmental Revenues | 15,269,115                | 226,393                                  | (15,042,722)                                | 1%                                  |
| Interest on Invested Funds | 166,147                   | 58,737                                   | (107,410)                                   | 35%                                 |
| License and Permit Fees    | 358,500                   | 78,130                                   | (280,370)                                   | 22%                                 |
| Other                      | 2,200,957                 | 1,364,210                                | (836,747)                                   | 62%                                 |
| Fund Balance               | 64,846,222                |  | (64,846,222)                                | 0%                                  |
| <b>Total Sources</b>       | <b>\$ 86,128,366</b>      | <b>\$ 4,159,151</b>                      | <b>\$ (81,969,215)</b>                      | <b>5%</b>                           |

| <b>Uses</b>                                  | <b>Current<br/>Budget</b> | <b>Expenditures</b> | <b>Encumbrances <sup>1</sup></b> | <b>Available<br/>Budget</b> | <b>%Expended</b> | <b>%Obligated <sup>2</sup></b> |
|--|---------------------------|---------------------|----------------------------------|-----------------------------|------------------|--------------------------------|
| Water Resources Planning and Monitoring      | \$ 4,440,755              | \$ 601,430          | \$ 4,533                         | \$ 3,834,793                | 14%              | 14%                            |
| Acquisition, Restoration and Public Works    | 13,395,157                | 566,391             | 104,349                          | 12,724,417                  | 4%               | 5%                             |
| Operation and Maintenance of Lands and Works | 4,015,869                 | 687,432             | 141,121                          | 3,187,316                   | 17%              | 21%                            |
| Regulation                                   | 3,285,410                 | 991,843             | 40,154                           | 2,253,412                   | 30%              | 31%                            |
| Outreach                                     | 172,085                   | 45,989              | -                                | 126,096                     | 27%              | 27%                            |
| Management and Administration                | 2,593,315                 | 662,889             | 25,501                           | 1,904,926                   | 26%              | 27%                            |
| <b>Total Uses</b>                            | <b>\$ 27,902,591</b>      | <b>\$ 3,555,973</b> | <b>\$ 315,657</b>                | <b>\$ 24,030,960</b>        | <b>13%</b>       | <b>14%</b>                     |
| Reserves                                     | 58,225,775                |                     |                                  | 58,225,775                  | 0%               | 0%                             |
| <b>Total Uses and Reserves</b>               | <b>\$ 86,128,366</b>      | <b>\$ 3,555,973</b> | <b>\$ 315,657</b>                | <b>\$ 82,256,735</b>        | <b>4%</b>        | <b>4%</b>                      |

<sup>1</sup> Encumbrances represent unexpended balances of open purchase orders.

<sup>2</sup> Represents the sum of expenditures and encumbrances as a percentage of the available budget.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

JANUARY 2013

|                  |           |                             |
|------------------|-----------|-----------------------------|
| CHECKS           | 1/2/2013  | 156,912.89                  |
| AP EFT CHECKS    | 1/4/2013  | 765.60                      |
| CHECKS           | 1/9/2013  | 45,707.91                   |
| AP EFT CHECKS    | 1/11/2013 | 1,191.42                    |
| CHECKS           | 1/16/2013 | 110,374.96                  |
| AP EFT CHECKS    | 1/18/2013 | 2,190.36                    |
| CHECKS           | 1/23/2013 | 60,063.41                   |
| AP EFT CHECKS    | 1/25/2013 | 829.48                      |
| CHECKS           | 1/29/2013 | 186,513.13                  |
| EFT CHECKS       | 2/1/2013  | 395.43                      |
| VOIDED CHECK     | 1/22/2013 | -85.44                      |
| RETIREMENT EFT   |           | 55,301.25                   |
| UNEMPLOYMENT EFT |           | 6,325.00                    |
|                  |           | \$ <u><u>626,485.40</u></u> |

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Chairman or Executive Director

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March 14, 2013  
Date

## NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP

## COMPUTER PAID/EFT CHECK REGISTER

| VENDOR | NAME                                  | INVOICE NET | CHECK DATE | INVOICE DESCRIPTION            |
|--------|---------------------------------------|-------------|------------|--------------------------------|
| 4832   | ASSURANT EMPLOYEE BENEFITS            | 5,816.79    | 01/02/2013 | EMPLOYEE DENTAL INS            |
| 4834   | ASSURANT EMPLOYEE BENEFITS            | 1,375.92    | 01/02/2013 | EMPLOYEE ADD INS               |
| 4833   | ASSURANT EMPLOYEE BENEFITS            | 2,119.70    | 01/02/2013 | EMPLOYEE LTD INS               |
| 95     | AT&T                                  | 264.86      | 01/02/2013 | EFO PHONE                      |
| 2992   | BANK OF AMERICA                       | 127.48      | 01/02/2013 | ONLINE ACCESS TO BANK ACCOUNT  |
| 2992   | BANK OF AMERICA                       | 477.72      | 01/02/2013 | PAYMENT PORTAL FOR WELL PERMIT |
| 2992   | BANK OF AMERICA                       | 703.68      | 01/02/2013 | ACCOUNT ANALYSIS               |
| 1616   | BLUE CROSS/BLUE SHIELD OF FLORIDA     | 33,563.68   | 01/02/2013 | EMPLOYEE HLTH INS              |
| 1617   | CAPITAL HEALTH PLAN                   | 72,964.82   | 01/02/2013 | EMPLOYEE HLTH INS              |
| 3269   | CDW GOVERNMENT, INC.                  | 2,205.00    | 01/02/2013 | ACRONIS BACKUP AND RECOVERY SE |
| 4655   | CITY OF GRETNA                        | 18,656.25   | 01/02/2013 | CONTRACT 10-023                |
| 3289   | CITY OF TALLAHASSEE                   | 31.73       | 01/02/2013 | LAKE JACKSON                   |
| 4061   | BRIAN WILLIAM TAYLOR                  | 80.00       | 01/02/2013 | LAWN SERVICE FOR MARIANNA      |
| 4964   | FENCESCREEN INC.                      | 132.42      | 01/02/2013 | FENCE SCREEN                   |
| 1292   | FISHER SCIENTIFIC                     | 333.93      | 01/02/2013 | SAMPLING SUPPLIES              |
| 24     | FLORIDA PUBLIC UTILITIES COMPANY      | 530.42      | 01/02/2013 | MFO UTILITIES                  |
| 3078   | GEORGIA-FLORIDA BURGLAR ALARM CO, INC | 763.53      | 01/02/2013 | FIRE AND SECURITY SERVICES     |
| 3492   | GEOTECH ENVIRONMENTAL EQUIP, INC.     | 90.73       | 01/02/2013 | FIELD SUPPLIES                 |
| 2941   | HACH COMPANY                          | 9,186.75    | 01/02/2013 | SUBMERSIBLE WATER LEVEL SENSOR |
| 3298   | HOLLEY, INC.                          | 514.50      | 01/02/2013 | LOCKS                          |
| 3942   | A & W VENTURES, L.C.                  | 151.34      | 01/02/2013 | PORTABLE TOILET                |
| 4650   | MASTERS FARM SUPPLY                   | 460.00      | 01/02/2013 | DISC BLADES                    |
| 1210   | MOORE WALLACE                         | 156.19      | 01/02/2013 | TAX FORMS/CALENDAR YEAR 2012   |
| 4664   | RBM AUTO & TRUCK PARTS, INC           | 208.00      | 01/02/2013 | WMD 0004 BATTERIES             |
| 1205   | OFFICE DEPOT, INC.                    | 246.39      | 01/02/2013 | OFFICE SUPPLIES                |
| 4960   | PARKWAY CAR CARE CENTER, INC.         | 731.25      | 01/02/2013 | WATERCRAFT MAINTENANCE AND REP |
| 4081   | TSWS, INC.                            | 1,435.00    | 01/02/2013 | PORTABLE TOILETS               |
| 4973   | RAO, REDDY, ALBIBI & FINLAW,          | 1,140.00    | 01/02/2013 | REFUND FOR A# 2036             |
| 4136   | RICOH AMERICAS CORPORATION            | 336.20      | 01/02/2013 | RICOH COPIER                   |
| 3568   | THOMPSON TRACTOR CO., INC.            | 563.25      | 01/02/2013 | AIR FILTERS FOR D-5 CAT        |
| 4968   | WANTMAN GROUP, INC.                   | 250.00      | 01/02/2013 | PLOT TWO LEGAL DESCRIPTIONS    |
| 4774   | JOHN T WILLIAMSON                     | 655.68      | 01/02/2013 | GENERAL LABOR SERVICES         |
| 4651   | PANAMA CITY CYCLES, INC               | 639.68      | 01/02/2013 | SERVICE AND REPAIR FOR BOMBARD |

## TOTAL CHECKS

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156,912.89

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP

COMPUTER PAID/EFT CHECK REGISTER

|                           |                 |                   |            |                 |
|---------------------------|-----------------|-------------------|------------|-----------------|
| 4076                      | EDWARD CHELETTE | 264.68            | 01/04/2013 | EMPLOYEE TRAVEL |
| 3080                      | STEVEN COSTA    | 189.27            | 01/04/2013 | EMPLOYEE TRAVEL |
| 4961                      | PETER FOLLAND   | 189.27            | 01/04/2013 | EMPLOYEE TRAVEL |
| 4934                      | JON STEVERSON   | 122.38            | 01/04/2013 | MILEAGE         |
| <b>TOTAL ACH TRANSFER</b> |                 | <b>765.60</b>     |            |                 |
| <b>TOTAL AP</b>           |                 | <b>157,678.49</b> |            |                 |

## NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP

## COMPUTER PAID/EFT CHECK REGISTER

| VENDOR | NAME                                     | INVOICE NET | CHECK DATE | INVOICE DESCRIPTION            |
|--------|--|-------------|------------|--------------------------------|
| 4812   | ALL AMERICAN RENTALS, INC.               | 280.00      | 01/09/2013 | PORTABLE TOILETS               |
| 4445   | JUSTIN G. MCLEAN                         | 4,302.10    | 01/09/2013 | CLEAN UP AND MAINTENANCE SERVI |
| 771    | CITY OF MARIANNA                         | 33.42       | 01/09/2013 | MFO SEWER                      |
| 2820   | CONTINENTAL MILANO IMAGING PRODUCTS      | 460.00      | 01/09/2013 | PLOTTER PAPER                  |
| 3461   | DANIELS JANITORIAL SERVICE               | 1,300.00    | 01/09/2013 | MONTH TO MONTH JANITORIAL SVS. |
| 97     | THE DEFUNIAK HERALD                      | 27.00       | 01/09/2013 | LEGAL AD                       |
| 45     | DMS                                      | 0.18        | 01/09/2013 | CONFERENCE CALLS               |
| 45     | DMS                                      | 13.68       | 01/09/2013 | CONFERENCE CALLS               |
| 45     | DMS                                      | 8.19        | 01/09/2013 | LONG DISTANCE                  |
| 45     | DMS                                      | 30.50       | 01/09/2013 | WEB SERVER                     |
| 45     | DMS                                      | 1,500.63    | 01/09/2013 | HQ PHONE SERVICE               |
| 45     | DMS                                      | 4,865.91    | 01/09/2013 | DEDICATED CHARGES              |
| 45     | DMS                                      | 144.00      | 01/09/2013 | NETWORK                        |
| 45     | DMS                                      | 786.46      | 01/09/2013 | CFO PHONE CHARGES              |
| 4748   | EAST MILTON WATER SYSTEM                 | 11.42       | 01/09/2013 | MILTON H2O                     |
| 4855   | ENVIRON SERVICES INCORPORATED            | 1,552.00    | 01/09/2013 | ENVIRON SERVICES-HQ JANITORIAL |
| 2453   | ESCAMBIA COUNTY PROPERTY APPRAISER       | 3,138.00    | 01/09/2013 | 2ND QTR FY 12-13               |
| 648    | FEDERAL EXPRESS CORPORATION              | 39.73       | 01/09/2013 | SHIPPING INTEROCEAN S4ADWI MET |
| 4975   | FLORIDA DEPARTMENT OF FINANCIAL SERVICES | 100.00      | 01/09/2013 | FIRE MARSHALL FEE FOR CARR REN |
| 349    | GADSDEN COUNTY PROPERTY APPRAISER        | 403.00      | 01/09/2013 | 2ND QTR FY 12-13               |
| 4851   | GEOCUE CORPORATION                       | 3,000.00    | 01/09/2013 | LP360 ADVANCED UPGRADE AND MA  |
| 4724   | IDW LLC                                  | 209.57      | 01/09/2013 | OFFICE SUPPLIES - ID BADGES    |
| 2268   | INNOVATIVE OFFICE SOLUTIONS, INC         | 300.00      | 01/09/2013 | CONNECT VIDEO CONFERENCING EQU |
| 2268   | INNOVATIVE OFFICE SOLUTIONS, INC         | 814.00      | 01/09/2013 | CONTRACT 07-037                |
| 3193   | INSURANCE INFORMATION EXCHANGE           | 55.57       | 01/09/2013 | MVR                            |
| 4921   | JACKSON COUNTY UTILITIES                 | 29.00       | 01/09/2013 | MFO H2O                        |
| 1717   | JACKSON COUNTY PROPERTY APPRAISER        | 562.76      | 01/09/2013 | 1ST QTR FY 12-13               |
| 3921   | KOUNTRY RENTAL, INC.                     | 4,163.00    | 01/09/2013 | RENTAL AND SERVICE OF PORTABLE |
| 4976   | LAURA D LAYERD                           | 150.00      | 01/09/2013 | PERMIT FEE REFUND              |
| 277    | LIBERTY CO. PROPERTY APPRAISER           | 271.36      | 01/09/2013 | 2ND QTR FY 12-13               |
| 3266   | LOWE'S COMPANIES INC.                    | 70.70       | 01/09/2013 | PARTS AND SUPPLIES             |
| 3813   | PENNINGTON, MOORE, WILKINSON, BELL       | 7,350.00    | 01/09/2013 | COUNSEL                        |
| 62     | PENSACOLA NEWS-JOURNAL                   | 133.62      | 01/09/2013 | LEGAL AD -- RULE DEVELOPMENT W |
| 3768   | SMITH TRACTOR CO, INC                    | 337.50      | 01/09/2013 | DIAGNOSIS OF JOHN DEERE GATOR  |
| 107    | TALLAHASSEE STAMP CO.                    | 28.55       | 01/09/2013 | BANK STAMP FOR BACK OF DEPOSIT |

| NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP |                                       | COMPUTER PAID/EFT CHECK REGISTER |            |
|--|---------------------------------------|----------------------------------|------------|
| 110  | TALQUIN ELECTRIC COOPERATIVE, INC.    | 72.00                            | 01/09/2013 |
| 110  | TALQUIN ELECTRIC COOPERATIVE, INC.    | 112.42                           | 01/09/2013 |
| 110  | TALQUIN ELECTRIC COOPERATIVE, INC.    | 3,293.42                         | 01/09/2013 |
| 4955   | TERRY'S HOME & LAWN MAINTENANCE, INC. | 3,850.00                         | 01/09/2013 |
| 2305   | TROY FAIN INSURANCE COMPANY, INC      | 105.52                           | 01/09/2013 |
| 4557   | VERIZON WIRELESS                      | 351.31                           | 01/09/2013 |
| 1305   | WASTE MANAGEMENT - LEON COUNTY, INC   | 31.14                            | 01/09/2013 |
| 4626   | WASTE PRO OF FLORIDA, INC             | 148.79                           | 01/09/2013 |
| 4774   | JOHN T WILLIAMSON                     | 1,106.46                         | 01/09/2013 |
| 4774   | JOHN T WILLIAMSON                     | 165.00                           | 01/09/2013 |
| <b>TOTAL CHECKS</b>                            |                                       | <b>45,707.91</b>                 |            |
| 273  | W. G. GOWENS                          | 328.78                           | 01/11/2013 |
| 1310   | F. GRAHAM LEWIS                       | 328.78                           | 01/11/2013 |
| 4339   | KATHARINE PRICE                       | 313.86                           | 01/11/2013 |
| 3823   | KENNETH ANDREW ROACH                  | 220.00                           | 01/11/2013 |
| <b>TOTAL ACH TRANSFER</b>                      |                                       | <b>1,191.42</b>                  |            |
| <b>TOTAL AP</b>                                |                                       | <b>46,899.33</b>                 |            |

## NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP

## COMPUTER PAID/EFT CHECK REGISTER

| VENDOR | NAME  | INVOICE NET | CHECK DATE | INVOICE DESCRIPTION            |
|--------|---|-------------|------------|--------------------------------|
| 4923   | JOHN ALTER                                    | 61.41       | 01/16/2013 | BOARD TRAVEL                   |
| 4923   | JOHN ALTER                                    | 110.00      | 01/16/2013 | BOARD TRAVEL                   |
| 3293   | ANGUS ANDREWS                                 | 96.12       | 01/16/2013 | BOARD TRAVEL                   |
| 4453   | B&D CONTRACTORS, INC.                         | 6,100.00    | 01/16/2013 | WARD CREEK LWC'S               |
| 4414   | LESTER BASFORD                                | 50.00       | 01/16/2013 | WELL PERMITTING FEE REFUND     |
| 3113   | RAY GLASS' BATTERIES, INC.                    | 14.95       | 01/16/2013 | BATTERY FOR EMERGENCY LIGHT FO |
| 325    | BAY CO. PROPERTY APPRAISER                    | 4,053.00    | 01/16/2013 | 1ST&2ND QTR FY 12-13           |
| 2417   | BEARD EQUIPMENT COMPANY, INC.                 | 3,490.00    | 01/16/2013 | RENTAL OF CRAWLER TRACTOR/DOZE |
| 4927   | BEN WITHERS, INC.                             | 6,505.20    | 01/16/2013 | HYDROLOGIC RESTORATION PROJECT |
| 2874   | BLOUNTSTOWN SMALL ENGINE, INC.                | 400.00      | 01/16/2013 | DIAGNOSTIC FEE FOR REPAIR OF M |
| 3164   | STEPHANIE BLOYD                               | 77.43       | 01/16/2013 | BOARD TRAVEL                   |
| 1616   | BLUE CROSS/BLUE SHIELD OF FLORIDA             | 390.78      | 01/16/2013 | RETIREE MEDICARE               |
| 4845   | CALHOUN COUNTY SHERIFF'S OFFICE               | 1,072.68    | 01/16/2013 | CALHOUN CO SHERIFF-LAW ENFCMT/ |
| 2902   | CANAL WOOD CORP.                              | 10,000.00   | 01/16/2013 | RETURN PERF BOND 12B-006       |
| 4710   | CROP PRODUCTION SERVICES                      | 1,035.00    | 01/16/2013 | ANNUAL RYE GRASS               |
| 3873   | KEVIN X. CROWLEY                              | 150.41      | 01/16/2013 | MILEAGE REIMBURSEMENT          |
| 1859   | FL DEPT. OF ENVIRONMENTAL PROTECTION          | 235.60      | 01/16/2013 | LABORATORY SERVICES            |
| 1859   | FL DEPT. OF ENVIRONMENTAL PROTECTION          | 1,299.45    | 01/16/2013 | LABORATORY ANALYSIS            |
| 4945   | MARCUS A. DIXON                               | 75.00       | 01/16/2013 | SECURITY FOR GOVERNING BOARD M |
| 4508   | CARDNO ENTRIX                                 | 300.00      | 01/16/2013 | WEBSITE HOSTING AND SUPPORT    |
| 4855   | ENVIRON SERVICES INCORPORATED                 | 275.00      | 01/16/2013 | JANITORIAL SERVICES FOR MARIAN |
| 2787   | JOYCE S. ESTES                                | 77.43       | 01/16/2013 | BOARD TRAVEL                   |
| 4931   | E.B.L.R.T.F.                                  | 50.00       | 01/16/2013 | 2013 LOBBYIST REGISTRATION FEE |
| 4807   | WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION | 11,697.88   | 01/16/2013 | DECEMBER FUEL                  |
| 839    | FORESTRY SUPPLIERS, INC.                      | 222.24      | 01/16/2013 | FIELD NOTEBOOKS                |
| 839    | FORESTRY SUPPLIERS, INC.                      | 54.64       | 01/16/2013 | REQUISITION FOR OPERATING SUPP |
| 916    | GULF POWER COMPANY                            | 460.30      | 01/16/2013 | MILTON FO ELEC.                |
| 916    | GULF POWER COMPANY                            | 805.37      | 01/16/2013 | CFO ELEC                       |
| 2941   | HACH COMPANY                                  | 1,346.31    | 01/16/2013 | SUMBERSIBLE WATER LEVEL SENSOR |
| 4607   | MAIL FINANCE INC                              | 205.00      | 01/16/2013 | POSTAGE METER LEASE AGREEMENT- |
| 4607   | MAIL FINANCE INC                              | 126.00      | 01/16/2013 | POSTAGE METER LEASE AGREEMENT- |
| 4607   | MAIL FINANCE INC                              | 378.00      | 01/16/2013 | LEASE FOR CRESTVIEW MAIL MACHI |
| 3003   | HAVANA FORD, INC.                             | 32.65       | 01/16/2013 | OPEN PURCHASE ORDER FOR RMD VE |
| 4952   | LAW, REDD, CRONA & MUNROE, P.A.               | 3,692.00    | 01/16/2013 | INTERNAL AUDIT                 |
| 76     | LEON COUNTY PROPERTY APPRAISER                | 2,245.73    | 01/16/2013 | 2ND QTR FY 12-13               |

**COMPUTER PAID/EFT CHECK REGISTER**

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP**

|      |                                       |           |            |                                |
|------|---------------------------------------|-----------|------------|--------------------------------|
| 4974 | MICHAEL LITTLETON                     | 90.00     | 01/16/2013 | WELL PERMITTING FEE REFUND     |
| 4970 | MERRITT GLASS COMPANY, INC.           | 225.00    | 01/16/2013 | REAR WINDOW GLASS FOR FORD L90 |
| 3725 | MODULAR MAILING SYST INC              | 249.99    | 01/16/2013 | POSTAGE METER SUPPLIES - HEADQ |
| 1205 | OFFICE DEPOT, INC.                    | 7.54      | 01/16/2013 | OFFICE SUPPLIES/CALENDERS 2013 |
| 1205 | OFFICE DEPOT, INC.                    | 112.37    | 01/16/2013 | OFFICE SUPPLIES/CALENDERS 2013 |
| 1205 | OFFICE DEPOT, INC.                    | 6.12      | 01/16/2013 | OFFICE SUPPLIES/CALENDERS 2013 |
| 1205 | OFFICE DEPOT, INC.                    | 4.96      | 01/16/2013 | OFFICE DEPOT CALENDAR ORDER    |
| 1205 | OFFICE DEPOT, INC.                    | 6.90      | 01/16/2013 | OFFICE DEPOT CALENDAR ORDER    |
| 1205 | OFFICE DEPOT, INC.                    | 33.66     | 01/16/2013 | OFFICE SUPPLIES MARKERS CALEND |
| 1205 | OFFICE DEPOT, INC.                    | 185.72    | 01/16/2013 | OFFICE SUPPLIES                |
| 288  | OKALOOSA CO. PROPERTY APPRAISER       | 2,002.79  | 01/16/2013 | 2ND QTR FY 12-13               |
| 64   | PANAMA CITY NEWS HERALD               | 102.02    | 01/16/2013 | LEGAL AD                       |
| 3630 | VEOLIA ES SOLID WASTE SOUTHEAST, INC. | 124.00    | 01/16/2013 | DUMPSTERS FOR ECONFINA & CANOE |
| 4090 | JERRY PATE                            | 162.87    | 01/16/2013 | BOARD TRAVEL                   |
| 4589 | RALPH RISH                            | 85.44     | 01/16/2013 | BOARD TRAVEL                   |
| 3960 | GEORGE ROBERTS                        | 81.88     | 01/16/2013 | BOARD TRAVEL                   |
| 3668 | S & K COMMUNICATIONS                  | 1,160.00  | 01/16/2013 | VHF HAND-HELD RADIOS - FOR USE |
| 3213 | SHI INTERNATIONAL CORP                | 4,721.15  | 01/16/2013 | SYMANTEC RENEWALS              |
| 4799 | STAPLES CONTRACT & COMMERCIAL, INC.   | 3.07      | 01/16/2013 | OFFICE SUPPLIES                |
| 3711 | US POSTAL SERVICE-HASLER              | 3,000.00  | 01/16/2013 | REPLENISH POSTAGE METER        |
| 3454 | USDA, APHIS, WILDLIFE SERVICES        | 12,800.00 | 01/16/2013 | FERAL SWINE REMOVAL            |
| 4557 | VERIZON WIRELESS                      | 1,011.90  | 01/16/2013 | BB AND AIR CARDS               |
| 3012 | WAKULLA COUNTY PROPERTY APPRAISER     | 428.00    | 01/16/2013 | 2ND QTR FY 12-13               |
| 75   | WALTON COUNTY PROPERTY APPRAISER      | 1,584.00  | 01/16/2013 | 2ND QTR FY 12-13               |
| 4145 | WHITFIELD TIMBER COMPANY              | 25,000.00 | 01/16/2013 | RETURN PERF BOND 10B-011       |

**TOTAL CHECKS**

**110,374.96**

|      |               |          |            |                       |
|------|---------------|----------|------------|-----------------------|
| 3405 | JOHN B. CROWE | 1,731.81 | 01/18/2013 | TUITION REIMBURSEMENT |
| 4944 | BRETT CYPHERS | 428.33   | 01/18/2013 | EMPLOYEE TRAVEL       |
| 3305 | MARIA JORDAN  | 30.22    | 01/18/2013 | MILEAGE REIMBURSEMENT |

**TOTAL ACH TRANSFER**

**2,190.36**

**TOTAL AP**

**112,565.32**



## NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP

## COMPUTER PAID/EFT CHECK REGISTER

| VENDOR | NAME                                     | INVOICE NET | CHECK DATE | NVOICE DESCRIPTION             |
|--------|--|-------------|------------|--------------------------------|
| 3586   | ATTACK-ONE FIRE MANAGEMENT SVCS          | 2,313.00    | 01/23/2013 | ATTACK ONE FIRE MGT-PRESCRIBED |
| 3586   | ATTACK-ONE FIRE MANAGEMENT SVCS          | 6,836.20    | 01/23/2013 | ATTACK ONE FIRE MGT-PRESCRIBED |
| 2197   | A J TROPHIES & AWARDS INC                | 39.80       | 01/23/2013 | MAGNETIC NAME TAGS             |
| 2967   | BANK OF AMERICA                          | 69.95       | 01/23/2013 | STARTER FOR JOHN DEERE GATOR ( |
| 2967   | BANK OF AMERICA                          | 45.00       | 01/23/2013 | ANNUAL MEMBERSHIP FEE          |
| 4450   | GREGORY MONROE BARRY                     | 94.45       | 01/23/2013 | BATTERY FOR KAWASAKI MULE 3010 |
| 4654   | CERIDIAN BENEFITS SERVICES, INC          | 140.00      | 01/23/2013 | ADMIN FEES FOR FSA             |
| 4676   | CITY OF MILTON FLORIDA                   | 13.36       | 01/23/2013 | MILTON OFFICE SEWER            |
| 4676   | CITY OF MILTON FLORIDA                   | 35.50       | 01/23/2013 | DUMPSTER SERVICE               |
| 3289   | CITY OF TALLAHASSEE                      | 31.73       | 01/23/2013 | LAKESHORE AND I-10             |
| 45     | DMS                                      | 198.00      | 01/23/2013 | CONTRACT 13-019                |
| 4963   | ECOLOGICAL RESOURCE CONSULTANTS, INC.    | 4,447.40    | 01/23/2013 | PROFESSIONAL ECOLOGICAL SERVIC |
| 4963   | ECOLOGICAL RESOURCE CONSULTANTS, INC.    | 6,979.60    | 01/23/2013 | PROFESSIONAL ECOLOGICAL SERVIC |
| 4969   | ERB ROBERTS TILLAGE LLC                  | 1,275.00    | 01/23/2013 | GREASE TYPE BEARING ASSEMBLY - |
| 3747   | FLORIDA STATE UNIVERSITY                 | 17,531.00   | 01/23/2013 | MITIGATION SITE MONITORING     |
| 2702   | FISH AND WILDLIFE                        | 3,525.21    | 01/23/2013 | LAW ENFORCEMENT/SECURITY SERVI |
| 1546   | THE FLORIDA LEGISLATURE                  | 100.00      | 01/23/2013 | LOBBYIST REGISTRATION          |
| 2701   | FLORIDA MUNICIPAL INSURANCE TRUST        | 343.31      | 01/23/2013 | WC DEDUCTIBLE                  |
| 26     | FL. SECRETARY OF STATE DIV OF ADMIN SERV | 48.26       | 01/23/2013 | FAR AD FOR JANUARY 2013        |
| 2411   | FLUID POWER SALES, INC                   | 191.16      | 01/23/2013 | HYDRAULIC HOSES/FITTINGS FESCO |
| 3492   | GEOTECH ENVIRONMENTAL EQUIP, INC.        | 2,649.78    | 01/23/2013 | WATER LEVEL, CONDUCTIVITY, PRE |
| 2291   | GULF COAST ELECTRIC COOPERATIVE, INC     | 440.97      | 01/23/2013 | EFO ELEC                       |
| 2804   | H & S TRUCK REPAIR, INC.                 | 205.50      | 01/23/2013 | DIAGNOSTICS FEE                |
| 666    | JEFFERSON COUNTY PROPERTY APPRAISER      | 340.72      | 01/23/2013 | 1ST&2ND QTR FY 12-13           |
| 3135   | JOHN JONES A/C, HEATING & REFR, INC      | 1,072.00    | 01/23/2013 | TROUBLESHOOT/REPAIR AIR HANDLE |
| 4873   | MAIN STREET AUTOMOTIVE, INC.             | 32.36       | 01/23/2013 | OPEN PURCHASE ORDER FOR ERP-CR |
| 4873   | MAIN STREET AUTOMOTIVE, INC.             | 29.66       | 01/23/2013 | OPEN PURCHASE ORDER FOR ERP-CR |
| 63     | NORTHWEST FLORIDA DAILY NEWS             | 129.02      | 01/23/2013 | LEGAL AD                       |
| 4345   | PRIDE ENTERPRISES FORESTRY               | 5,313.69    | 01/23/2013 | DEAD RIVER LANDING PARK FURNIT |
| 4136   | RICOH AMERICAS CORPORATION               | 58.00       | 01/23/2013 | EFO#2 COPIER SUPPLIES          |
| 523    | SANTA ROSA PRESS GAZETTE                 | 101.61      | 01/23/2013 | LEGAL AD -- RULE DEVELOPMENT W |
| 4577   | SOUTHERN TIRE MART, LLC                  | 2,194.84    | 01/23/2013 | TIRES FOR WMD 0004 FORD F-550  |
| 4967   | SAMUEL SPRING                            | 85.44       | 01/23/2013 | BOARD TRAVEL                   |
| 342    | THE STAR                                 | 69.60       | 01/23/2013 | LEGAL AD                       |
| 342    | THE STAR                                 | 69.60       | 01/23/2013 | LEGAL AD                       |

| NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP |                             | COMPUTER PAID/EFT CHECK REGISTER |            |                                |
|--|-----------------------------|----------------------------------|------------|--------------------------------|
| 3783   | SUTRON CORPORATION          | 300.00                           | 01/23/2013 | IRIDIUM TELEMETRY S661         |
| 105  | TALLAHASSEE DEMOCRAT        | 153.20                           | 01/23/2013 | LEGAL AD -- RFQ #13Q-001 DISTR |
| 4819   | DANIEL S. MILLER            | 1,800.00                         | 01/23/2013 | MOUNTAIN LAUREL AND FLORIDA AZ |
| 424  | WALTON COUNTY TAX COLLECTOR | 1.36                             | 01/23/2013 | TAX REFUND                     |
| 4774   | JOHN T WILLIAMSON           | 758.13                           | 01/23/2013 | GENERAL LABOR SERVICES         |
| TOTAL CHECKS                                   |                             | 60,063.41                        |            |                                |
| 4369   | JOHN M. BATEMAN             | 183.16                           | 01/25/2013 | EMPLOYEE TRAVEL                |
| 2030   | ANGELA CHELETTE             | 183.16                           | 01/25/2013 | EMPLOYEE TRAVEL                |
| 4949   | MICHAEL EDGAR               | 183.16                           | 01/25/2013 | EMPLOYEE TRAVEL                |
| 4961   | PETER FOLLAND               | 140.00                           | 01/25/2013 | EMPLOYEE TRAVEL                |
| 3823   | KENNETH ANDREW ROACH        | 140.00                           | 01/25/2013 | EMPLOYEE TRAVEL                |
| TOTAL ACH TRANSFER                             |                             | 829.48                           |            |                                |
| TOTAL AP                                       |                             | 60,892.89                        |            |                                |

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP COMPUTER PAID/EFT CHECK REGISTER

| VENDOR | NAME                              | INVOICE NET | CHECK DATE | INVOICE DESCRIPTION            |
|--------|-----------------------------------|-------------|------------|--------------------------------|
| 4832   | ASSURANT EMPLOYEE BENEFITS        | 5,940.71    | 01/29/2013 | EMP DENTAL                     |
| 4834   | ASSURANT EMPLOYEE BENEFITS        | 1,370.72    | 01/29/2013 | EMP AD&D                       |
| 4833   | ASSURANT EMPLOYEE BENEFITS        | 2,111.22    | 01/29/2013 | EMP LTD                        |
| 95     | AT&T                              | 280.86      | 01/29/2013 | EFO PHONE SERVICE              |
| 3586   | ATTACK-ONE FIRE MANAGEMENT SVCS   | 8,044.10    | 01/29/2013 | ATTACK ONE FIRE MGT-PRESCRIBED |
| 3586   | ATTACK-ONE FIRE MANAGEMENT SVCS   | 2,878.40    | 01/29/2013 | ATTACK ONE FIRE MGT-PRESCRIBED |
| 2992   | BANK OF AMERICA                   | 132.97      | 01/29/2013 | ONLINE ACCESS TO BANK ACCOUNT  |
| 2992   | BANK OF AMERICA                   | 471.42      | 01/29/2013 | PAYMENT PORTAL FOR WELL PERMIT |
| 2992   | BANK OF AMERICA                   | 820.97      | 01/29/2013 | ONLINE BANKING                 |
| 2417   | BEARD EQUIPMENT COMPANY, INC.     | 900.96      | 01/29/2013 | TS 100 TRACTOR PARTS           |
| 1616   | BLUE CROSS/BLUE SHIELD OF FLORIDA | 390.78      | 01/29/2013 | RETIREE MEDICARE               |
| 1616   | BLUE CROSS/BLUE SHIELD OF FLORIDA | 35,648.64   | 01/29/2013 | EMP HLTH INS                   |
| 1617   | CAPITAL HEALTH PLAN               | 67,490.19   | 01/29/2013 | EMP HLTH INS                   |
| 3182   | CARQUEST AUTO PARTS               | 97.42       | 01/29/2013 | BATTERY FOR WMD 2424, 2008 FOR |
| 4208   | CLASSIC VENTURES, LLC             | 16,053.33   | 01/29/2013 | CRESTVIEW JANUARY RENT         |
| 4061   | BRIAN WILLIAM TAYLOR              | 80.00       | 01/29/2013 | LAWN SERVICE FOR MARIANNA      |
| 3873   | KEVIN X. CROWLEY                  | 117.48      | 01/29/2013 | MILEAGE REIMBURSEMENT          |
| 2241   | DEPT. OF THE INTERIOR - USGS      | 8,125.00    | 01/29/2013 | APALACHICOLA RIVER GAUGING     |
| 45     | DMS                               | 8,975.63    | 01/29/2013 | DEDICATED CHARGES              |
| 45     | DMS                               | 69.60       | 01/29/2013 | MILTON DEDICATED CHARGES       |
| 45     | DMS                               | 112.60      | 01/29/2013 | MARIANNA PHONE                 |
| 45     | DMS                               | 9.16        | 01/29/2013 | MFO LONG DISTANCE              |
| 45     | DMS                               | 40.17       | 01/29/2013 | SSRC WEBSERVER                 |
| 45     | DMS                               | 144.00      | 01/29/2013 | NETWORK                        |
| 45     | DMS                               | 761.90      | 01/29/2013 | CRESTVIEW PHONE                |
| 45     | DMS                               | 689.84      | 01/29/2013 | CARR BLDG PHONE                |
| 24     | FLORIDA PUBLIC UTILITIES COMPANY  | 684.46      | 01/29/2013 | MFO UTILITIES                  |
| 4977   | GHC SPECIALTY BRANDS, LLC         | 34.20       | 01/29/2013 | FIELD PROTECTION               |
| 2969   | INTEROCEAN SYSTEMS, INC.          | 750.00      | 01/29/2013 | SERVICE AND CALIBRATION OF WAK |
| 2969   | INTEROCEAN SYSTEMS, INC.          | 472.50      | 01/29/2013 | WATER VELOCITY METER REPAIR    |
| 1205   | OFFICE DEPOT, INC.                | 12.71       | 01/29/2013 | CALENDARS                      |
| 1205   | OFFICE DEPOT, INC.                | 35.23       | 01/29/2013 | SUPPLIES FOR ADMIN, PUBLIC INF |
| 1463   | ORACLE CORPORATION                | 2,201.91    | 01/29/2013 | ORACLE DATABASE STANDARD EDITI |

| NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP |                                      | COMPUTER PAID/EFT CHECK REGISTER |            |                                |
|--|--------------------------------------|----------------------------------|------------|--------------------------------|
| 4932   | ORNAMENTAL PLANTS AND TREES, INC.    | 10,700.00                        | 01/29/2013 | TUBELINGS                      |
| 4971   | ROBERT "MIKE" SEEDERS PLUMBING, INC. | 8,238.00                         | 01/29/2013 | UPGRADE BATHROOM FIXTURES-HQ   |
| 4577   | SOUTHERN TIRE MART, LLC              | 984.32                           | 01/29/2013 | TIRE AND TUBE                  |
| 4720   | SOUTHWOOD SHARED RESOURCE CENTER     | 328.90                           | 01/29/2013 | NETWORK                        |
| 4358   | UNIVERSITY OF FLORIDA (IFAS)         | 275.00                           | 01/29/2013 | REGISTRATION FEE FOR NATA COUR |
| 4038   | WINDSTREAM COMMUNICATIONS            | 37.83                            | 01/29/2013 | EFO AND 800 #'S                |
| TOTAL CHECKS                                   |                                      | 186,513.13                       |            |                                |
| 4966   | DAVID REED CHERRY                    | 197.34                           | 02/01/2013 | EMPLOYEE TRAVEL                |
| 3080   | STEVEN COSTA                         | 198.09                           | 02/01/2013 | EMPLOYEE TRAVEL                |
| TOTAL ACH TRANSFER                             |                                      | 395.43                           |            |                                |
| TOTAL AP                                       |                                      | 186,908.56                       |            |                                |

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

JANUARY 2013

|                   |            |            |
|-------------------|------------|------------|
| DIRECT DEPOSIT    | 01/11/2013 | 195,393.00 |
| CHECKS            | 01/11/2013 | 8,085.06   |
| FLEX SPENDING EFT | TF046      | 1,887.42   |
| DIRECT DEPOSIT    | 01/25/2013 | 198,515.87 |
| CHECKS            | 01/25/2013 | 8,085.06   |
| FLEX SPENDING EFT | TF048      | 1,887.42   |

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\$ 413,853.83

APPROVED:

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Chairman or Executive Director

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March 14, 2013

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
ANTI-FRAUD POLICY (Whistleblower's Act)

Purpose

The District fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the Northwest Florida Water Management District (District). The purpose of the policy is to prohibit dishonest acts; advise employees, managers and governing board members of their responsibility to report suspected fraudulent activity, and to identify reporting procedures.

Scope of Policy

This policy applies to any fraud, or suspected fraud, involving employees, governing board members as well as consultants, vendors, contractors, and/or any other parties having a business relationship with the District.

Policy

- Fraud is defined in this policy as the intentional untrue representation or concealment of a material fact, misappropriation, and other fiscal wrongdoings that cause the District to suffer a monetary loss or a loss of property
- Frauds are perpetrated to obtain money, property, or services; to avoid payment or loss of services; or to secure personal or business advantage
- All levels of management are responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct
- Any fraud that is detected or suspected must be reported immediately

Actions Constituting Fraud

The terms intentional untrue representation, concealment of material fact, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act
- Forgery or alteration of any document or account belonging to the District
- Forgery or alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the District
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment
- Authorizing or receiving compensation for hours not worked
- An intentional act that results in a material misstatement in financial statements facilitated by the creation, falsification, alteration, or other manipulation of accounting records or source documents. However, there are types of fraud that may not result in the financial statements being materially misstated for any individual period, but may be perceived to be material, especially if the amounts involved accumulate over time.
- Any similar or related inappropriate conduct

Other Inappropriate Conduct

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct should be resolved by the division director, executive management and/or the Inspector General and Governing Board. If there is any question as to whether an action constitutes fraud the Inspector General should be contacted for guidance.

Reporting Procedures

Any employee of the NFWFMD who has a reasonable basis for believing a fraudulent act has occurred, or is occurring, has a responsibility to promptly make a signed written notification to their supervisor, or division director. If the employee feels they cannot go through their supervisors they should notify executive management or the Inspector General.

Supervisors and division directors have a responsibility to immediately notify executive management and/or the Inspector General of fraudulent activity reported to them by employees.

### Investigation Responsibilities

The Inspector General has the primary responsibility for the investigation of all suspected fraudulent acts as defined in this policy. If the investigation substantiates that fraudulent activities have occurred the Inspector General will issue reports to executive management and the Governing Board as appropriate.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with executive management, legal counsel and the Governing Board, as will final decisions on disposition of the case.

### Confidentiality

All levels of management and the Inspector General, when receiving a report of suspected fraud, will treat all information received confidentially. Any employee who suspects dishonest or fraudulent activity will follow the notification process immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the District from potential civil liability.

### Non-Retaliation

No person who has acted in accordance with the requirements of this policy shall be:

- Dismissed, or threatened with dismissal
- Disciplined, suspended, or threatened with discipline or suspension
- Penalized
- Intimidated or coerced.

### False Allegations

It shall also be a violation of this policy for any informant to make a baseless allegation of fraudulent activity that is made with reckless disregard for truth and that is intended to be disruptive or to cause harm to another individual. Any violation of this section will result in appropriate action up to and including dismissal.

### Authorization for Investigating Suspected Fraud

The investigating authority will have

- Free and unrestricted access to all District records and premises, whether owned or rented; and
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of their investigation.

In the instances where the investigation indicates possible criminal activity, the investigation will be turned over to the appropriate law enforcement agency.

### Reporting Procedures

Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects fraudulent activity will follow the reporting procedures. The employee or other complainant may remain anonymous. No information concerning the status of an investigation will be given out.

The reporting individual should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Inspector General.

### Termination

If an investigation results in a recommendation to terminate an individual, the recommendation will be

reviewed for approval by the designated representatives from Human Resources, the Executive Director, and legal counsel before any such action is taken. The Inspector General does not have the authority to terminate an employee. The decision to terminate an employee is made by executive management. Should the Inspector General believe the management decision inappropriate for the facts presented, the facts will be presented to the Governing Board for a decision.

### Sanctions

#### Employees and Administrators

- Employees suspected of participating in fraudulent activity may be suspended without pay during the course of the investigation, in accordance with policies set by Human Resources.
- Employees found to have participated in fraudulent activity will be subject to disciplinary action up to and including termination from employment and probable criminal prosecution or civil action.
- Employees found to have knowledge of fraudulent activity and who knowingly failed to report the activity will be subject to disciplinary action up to and including termination from employment.
- If disciplinary action is warranted, such action will be taken after consultation between the Executive Director, Human Resources, and legal counsel.

Consultants, vendors, contractors, outside agencies, and/or any other parties having a business relationship with the District

- The relationship of individuals or entities associated with the District found to have participated in fraudulent activity as defined by this policy will be subject to review, with the possible consequence of modification or termination of the relationship.
- The appropriate law enforcement agency will be notified if warranted.
- Criminal or civil action may be taken against such individuals or entities.

### Whistle-blower's Act

In 1986, the Legislature enacted a "Whistle-blower's Act" to prevent agencies or independent contractors from taking retaliatory action against an employee who reports to an appropriate agency violations of law on the part of a public employer or independent contractor that create a substantial and specific danger to the public's health, safety, or welfare. It is further the intent of the Legislature to prevent agencies or independent contractors from taking retaliatory action against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of an agency, public officer, or employee.

A District employee who has disclosed information alleging improper conduct governed by this law and who may suffer adverse consequences as a result may within 60 days of the alleged adverse employment action file a Complaint and Request for Hearing, in writing pursuant to s. [120.65](#), to the District's Human Resources Administrator.

Any other person protected by this section may, after exhausting all available contractual or administrative remedies, bring a civil action in any court of competent jurisdiction within 180 days after the action prohibited by this section.

### Governing Statutory Citations

Chapter 112 Florida Statutes:

Section 112.312 - Definitions

Section 112.313 - Standards of Conduct

Section 112.3187-112.31895 - Whistleblower's Act

Chapter 119 Florida Statutes

Section 119.0713 – Local Government Agency Exemptions from Inspection of Public Records

Adopted by the Governing Board of the Northwest Florida Water Management District:

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Chair

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Date



## **NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT INTERNAL AUDIT ACTIVITY CHARTER**

### **INTRODUCTION:**

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the Northwest Florida Water Management District. It assists the Northwest Florida Water Management District in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, control, and governance processes.

### **ROLE:**

The internal audit activity is established by the Governing Board (Board). The internal audit activity's responsibilities are defined by the Board as part of their oversight role.

### **AUTHORITY:**

Pursuant to the provisions of s. 373.079(4)(b), Florida Statutes, the Governing Board must employ an Inspector General who meets the required qualifications and performs the applicable duties of a state agency inspector general as provided in s. 20.055, Florida Statutes.

The law requires that audits be conducted in accordance with current International Standards for the Professional Practice of Internal Auditing as published by the Institute of Internal Auditors, Inc., or where appropriate, in accordance with generally accepted government auditing standards. The Inspector General must comply with the General Principles and Standards for Offices of Inspector General as published and revised by the Association of Inspectors General.

The internal auditors, with strict accountability for confidentiality and safeguarding records and information, are authorized free and unrestricted access to any and all of the Northwest Florida Water Management District's records, physical properties, and personnel pertinent to carrying out any engagement. All employees are required to assist the internal audit activity in fulfilling its roles and responsibilities. The internal audit activity will also have free and unrestricted access to the Board.

### **ORGANIZATION:**

The Inspector General will report functionally to the Board and administratively (i.e. day to day operations) to the Executive Director.

The Board will approve the internal audit charter and the risk based internal audit plan. It will also approve all decisions regarding the performance evaluation, appointment, or removal of the Inspector General as well as the Inspector General's annual compensation. The Inspector General will communicate and interact directly with the Board as appropriate.

### **INDEPENDENCE AND OBJECTIVITY:**

The internal audit activity will remain free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair internal auditor's judgment.

Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

The Inspector General will confirm to the board, at least annually, the organizational independence of the internal audit activity.

### **RESPONSIBILITY:**

The scope of internal auditing encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of the organization's governance, risk management, and internal process as well as the quality of performance in carrying out assigned responsibilities to achieve the organization's stated goals and objectives. This includes:

- Evaluating the reliability and integrity of information and the means used to identify, measure, classify, and report such information.
- Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on the organization.
- Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets.
- Evaluating the effectiveness and efficiency with which resources are employed.
- Monitoring and evaluating governance processes.
- Monitoring and evaluating the effectiveness of the organization's risk management processes.
- Evaluating the quality of performance of external auditors and the degree of coordination with internal audit.
- Performing consulting and advisory services related to governance, risk management and control as appropriate for the organization.
- Reporting periodically on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan.
- Reporting significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by the Board.
- Evaluating specific operations at the request of the Board or management, as appropriate.

### **INTERNAL AUDIT PLAN:**

At least annually, the Inspector General will submit to senior management and the Board an internal audit plan for review and approval. The internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal/calendar year. The Inspector General will communicate the impact of resource limitations and significant interim changes to senior management and the Board.

The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the board. Any significant deviation from the approved internal audit plan will be communicated to senior management and the Board through periodic activity reports.

**REPORTING AND MONITORING:**

A written report will be prepared and issued by the Inspector General or designee following the conclusion of each internal audit engagement and will be distributed as appropriate. Internal audit results will also be communicated to the Board.

The internal audit report may include management’s response and corrective action taken or to be taken in regard to the specific findings and recommendations. Management's response, whether included within the original audit report or provided thereafter (i.e. within thirty days) by management of the audited area should include a timetable for anticipated completion of action to be taken and an explanation for any corrective action that will not be implemented.

The internal audit activity will be responsible for appropriate follow-up on engagement findings and recommendations. All significant findings will remain in an open issues file until cleared.

**PERIODIC ASSESSMENT:**

The Inspector General will periodically report to senior management and the Board on the internal audit activity’s purpose, authority, and responsibility, as well as performance relative to its plan. Reporting will also include significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by senior management and the board.

In addition, the Inspector General will communicate to senior management and the Board on the internal audit activity’s quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five years.

**Internal Audit Activity Charter**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Inspector General

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Chair, Governing Board

\_\_\_\_\_  
Chair, Administration, Budget & Finance Committee

# **NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

## **MEMORANDUM**

TO: Governing Board

FROM: Richard Law  
Law, Redd, Crona and Monroe, P.A.  
District Inspector General

DATE: February 26, 2013

SUBJECT: Consideration of Inspector General's Report for Fiscal Year 2011-2012  
And Audit Work Plan for Fiscal Year 2012-2013

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The Inspector General's internal audit reports for the period ending September 30, 2012 are provided to the Board as separate documents titled "Report on Internal Audit of Competitive Selection Procurement Process Report # 12-01" and "Report on Internal Audit of Cost Allocation Plan Report # 12-02".

As a result of the audit procedures performed, we noted an exception that we feel warrants disclosure to management and the Governing Board. The exception, noted recommendation and management's response are detailed in our report. Following a brief verbal presentation, we invite any general or specific questions from the Board regarding the audit.

The proposed Fiscal Year 2012-2013 Internal Audit Work Plan, developed in consultation with the District's External Auditor and District Director of Administration, is provided for your review and consideration.

The Inspector General's Office requests that the Governing Board approve the Internal Audit Reports for Fiscal Year 2011-2012 and the Audit Work Plan Fiscal Year 2012-13, as presented.

# NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

## MEMORANDUM

TO: Governing Board

THROUGH: Jonathan P. Steverson, Executive Director  
Brett Cyphers, Assistant Executive Director  
William O. Cleckley, Director, Division of Land Management and Acquisition

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

DATE: February 27, 2013

SUBJECT: Consideration of Invitation to Bid 13B-004; Phipps Park 2013 Timber Sale

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On February 13, 2013, the District posted Invitation to Bid No. 13B-004 for the “*Phipps Park 2013 Timber Sale*” on the State’s Vendor Bid System and the District’s web site. The sale was advertised in the *Tallahassee Democrat* and notices were sent to a number of companies that have previously expressed an interest in District timber sales.

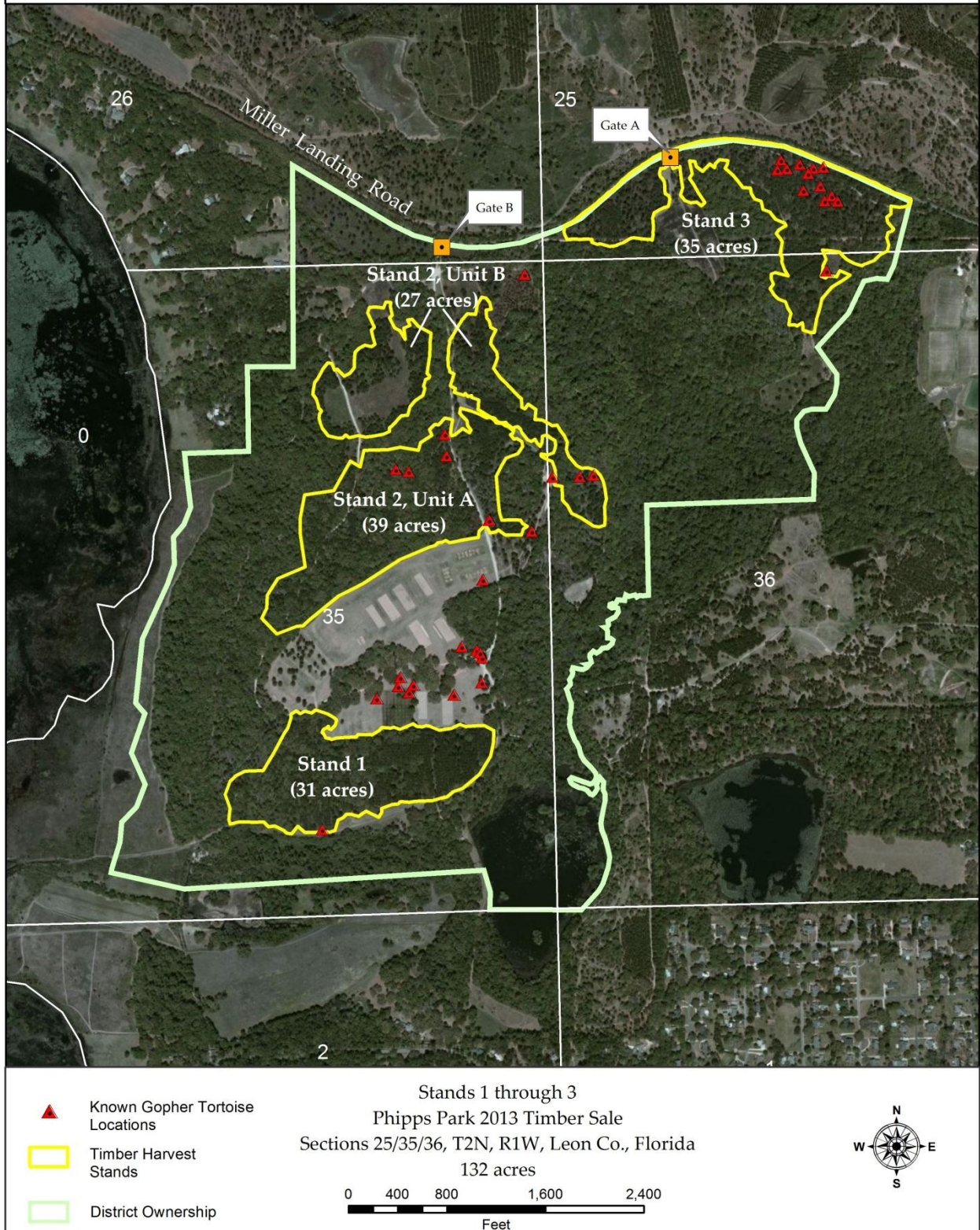
This timber sale will result in the harvest of an estimated 2,220 tons of pine timber products from 132 acres comprised of three stands in Leon County, as described below. These stands are also delineated on the attached Exhibit Map 1.

| Stand Name            | Harvest Method | Acres | Pine Species         | Age                                  |
|-----------------------|----------------|-------|----------------------|--------------------------------------|
| Phipps Park - Stand 1 | Thinning       | 31    | Loblolly & Shortleaf | 35<br>(Plantation)                   |
| Phipps Park - Stand 2 | Thinning       | 66    | Loblolly & Shortleaf | Various<br>(Natural<br>Regeneration) |
| Phipps Park - Stand 3 | Thinning       | 35    | Loblolly & Shortleaf | Various<br>(Natural<br>Regeneration) |
| TOTAL ACRES           |                | 132   |                      |                                      |

On March 12, 2013, at 2:00 p.m. EDT, the District will conduct the bid opening for the Phipps Park 2013 Timber Sale. The results of the bid opening will be provided in a supplement for the Governing Board at the March 14, 2013, meeting.

/tlm

# Exhibit Map 1



## NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

### MEMORANDUM

TO: Governing Board

FROM: Resource Management Division

DATE: March 4, 2013

SUBJECT: Informational Item  
Apalachicola River and Bay Retrofit and Restoration Project Development

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#### Preface

The Resource Management Division is engaged in an effort to prioritize and select retrofit and restoration projects that will have definitive, positive benefits for the Apalachicola River and Bay watershed. This involves a two phase process. First, staff will identify priority resource improvement and protection needs for the watershed, and secondly, the District will contract with consultant(s) to define and design specific projects focused on the needs identified in the first phase. The initiation of this work was unrelated to the federal RESTORE Act, enacted in 2012 to ensure the long-term restoration and recovery of the Gulf Coast region. When completed, however, these activities may complement efforts to select projects to receive RESTORE Act funding in the Apalachicola River and Bay watershed.

#### Discussion

Attached is a project description with a scope of work entitled *Evaluation of Watershed Characteristics, Pollutant Sources, and Impacts in Support of Retrofit and Restoration Project Development*. These activities are being conducted in support of the Apalachicola River and Bay Management Plan, approved by the District in 1996 under the auspices of the Surface Water Improvement and Management (SWIM) program. The objective of the effort is to develop a current set of retrofit and restoration project priorities and goals to reflect current water resource needs. A synopsis of the scope of work is provided below, describing phases and tasks associated with this important effort to enhance and protect the valuable water resources of Apalachicola River and Bay. Additional details are provided in the attachment.

#### **Phase I – Data Collection, Analysis, and Request for Qualifications**

##### ***Task No. 1: Collection and Evaluation of Existing Data***

Deliverable: Brief technical memorandum to include descriptions and citations of available data and document and identify critical resources.

Deliverable Target Date: March 2013



## **Apalachicola River and Bay Retrofit and Restoration Project Development**

### ***Task No. 2: Restoration Options Analysis***

Deliverable: Technical memorandum to include:

- Sub-basin level non-point source (NPS) pollutant loading analysis;
- Ranking criteria; and
- Description and ranking of conceptual water quality and habitat restoration projects.

Deliverable Target Date: April 2013

### ***Task No. 3: Identify Services for Issuing Request for Qualifications (RFQ)***

Deliverables: (1) Proposed scope of services for project design and management of project construction activities; (2) Issuance of RFQ to request contractor proposals.

Deliverable Target Date: April 2013

## **Phase II – RFQ Ranking and Award**

Deliverables: (1) RFQ proposal evaluations; (2) Recommendations to the Governing Board for contract execution with the most qualified respondent(s) to design, permit and implement the highest priority projects

Deliverable Target Dates: RFQ Evaluations and Ranking – April 2013  
Recommendation to the Governing Board, Contract Award and Execution – May 2013

Attachment: Evaluation of Watershed Characteristics, Pollutant Sources, Impacts in Support of Retrofit and Restoration Project Development



# **Evaluation of Watershed Characteristics, Pollutant Sources, and Impacts in Support of Retrofit and Restoration Project Development**

**March 4, 2012**

Objective: Development of a current set of project priorities and goals, with focus on those that will have definitive, positive benefits for the Apalachicola River and Bay. A two phase process is envisioned: (1) Northwest Florida Water Management District (NFWFMD) staff identify appropriate resource improvement/protection needs for a given area, and (2) the NFWFMD contracts with private consultant(s) to identify and design specific projects focused on the resource improvement/protection needs identified by NFWFMD for a given area.

## **I. Introduction**

The following scope of work is outlined in support of the Apalachicola River and Bay Management Plan, with the objective of developing a current set of project priorities and goals. The Apalachicola River and Bay Management Plan, developed under the auspices of the Surface Water Improvement and Management (SWIM) program, was most recently updated in 1996 as a comprehensive plan for watershed resource protection and restoration. Specific project descriptions and goals, however, are among the plan components in need of an update.

Apalachicola River and Bay are part of the encompassing Apalachicola, Chattahoochee, and Flint (ACF) basin, which drains 21,794 square miles within Alabama, Georgia, and Florida. The Apalachicola River and Bay System has been considered the District's highest priority under the SWIM program since the development of the first SWIM priority list in 1988. The system has been recognized as a resource of state, federal, and international importance. The river and the bay have been designated as Outstanding Florida Waters. The bay includes a State Aquatic Preserve has been recognized as an International Biosphere Reserve. It also includes the Apalachicola Bay National Estuarine Research Reserve and the St. Vincent National Wildlife Refuge. State and federal agencies, as well as the NFWFMD, have made extensive investments in acquiring and protecting lands along both the river and the bay and in implementing retrofit and restoration activities.

Tasks described below accomplish a basinwide screening of pollutant sources, impacts, and retrofit and restoration project needs. It is intended to be completed during FY 2012-2013 and to provide a basis for near-term project prioritization and funding.

## **II. Phase I - Data Collection, Analysis, and Request for Qualifications**

The following paragraphs list and define respective tasks.

### ***Task No. 1: Collection and Evaluation of Existing Data***

Data collection, compilation, and analysis will include but are not limited to the following.

1. Topographic data from Light Detection and Ranging (LiDAR) and aerial photogrammetric techniques will be applied to define hydrologic units and produce a Geographic Information Systems (GIS) database.
2. Soils data will be used to characterize maximum and minimum infiltration rates and total soil storage, and the potential for sediment transport.

3. Aerial photography will be analyzed for historic time periods as available to identify development trends related to water quality and the implementation of Best Management Practices (BMPs) in the watershed.
4. Existing and future (build-out) land use data will be compiled as available in geographic information system (GIS) format. Wetlands will be determined based on the available National Wetlands Inventory and Florida Land Use and Cover Classification System (FLUCCS) data.
5. Available data indicating septic tank locations and sanitary sewer service areas will be evaluated to identify regions of potential retrofit needs. Among potential sources are local governments, the departments of Environmental Protection, Revenue, and Health.
6. Recent water quality data will be compiled from existing databases and documentary sources.

Deliverable: Brief technical memorandum to include descriptions and citations of available data and document and identify critical resources.

Deliverable Target Date: March 2013

### ***Task No. 2: Restoration Options Analysis***

Site specific, conceptual options will be developed to address identified problems within the basin. This task is expected to include the following:

1. Develop a sub-basin level assessment of non-point source (NPS) pollutant loading throughout the Apalachicola River and Bay watershed. Subtasks may include:
  - a) Mapping current sub-basin delineations;
  - b) Developing pollutant loading estimates at the sub-basin level, evaluating land use and land cover, wetlands, and topography; and
  - c) Identifying priority sub-basins, based on NPS pollutant loading estimates.
2. Evaluate other point and nonpoint pollution sources, including but not limited to sediment from unpaved roadways, septic tank concentrations, eroding or impacted shorelines, and impacted tributary stream systems.
3. Evaluate water quality data from existing databases and reports; identify areas of elevated pollutant concentrations and loading.
4. Evaluate project needs identified by local governments, including within capital improvement plans, stormwater master plans, and other documentation.
5. Identify screening criteria for initial ranking.
6. Describe and rank conceptual water quality and habitat restoration projects. Describe project sites, existing impacts and conditions, project objectives, and conceptual project tasks. Objectives should be quantifiable and as specific as possible to guide detailed design activities to follow.

Deliverable: Technical memorandum to include:

- Sub-basin level NPS pollutant loading analysis;
- Ranking Criteria; and
- Description and ranking of conceptual water quality and habitat restoration projects.

Deliverable Target Date: April 2013

***Task No. 3: Identify Services for Issuing Request for Qualifications (RFQ)***

A proposed scope of services for project selection and design will be prepared in a format to support issuance of an RFQ. It will identify potential projects and include specific and quantifiable targets for project development. For example, water quality improvement projects will identify specific target parameters to guide project design. Restoration projects will identify habitat types, area extent, and restoration goals.

Deliverables: (1) Proposed scope of services for project design and management of project construction activities, and (2) Issuance of RFQ to request contractor proposals.

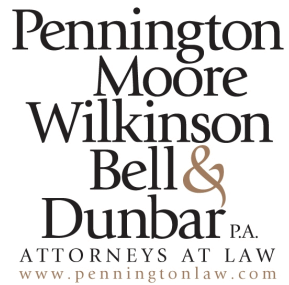
Deliverable Target Date: April 2013

**III. Phase II Scope of Work – RFQ Ranking and Award**

Review and ranking of RFQ submittals will result in a recommendation to the NFWFMD Governing Board for award to one or more of the highest ranking respondents.

Deliverables: (1) RFQ proposal evaluations, and (2) Recommendations to the Governing Board for contract execution with the most qualified respondent(s) to design, permit, and implement the highest priority projects.

Deliverable Target Date: RFQ Ranking – April 2013  
Recommendation, Contract Award and Execution – May 2013



**To:** Northwest Florida Water Management District Governing Board

**From:** Kevin X. Crowley, General Counsel

**Date:** February 26, 2013

**Re:** Legal Counsel Report

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Helen J. Crenshaw v. Vista of Fort Walton Beach and Northwest Florida Water Management District, DOAH Case No. 12-3280. This is an administrative action in which Mrs. Crenshaw filed an amended petition for an administrative hearing challenging the issuance of a surface water management permit to Vista of Fort Walton Beach/James Busby for a construction project in Defuniak Springs. Administrative Law Judge D.R. Alexander has been assigned to the case. The final hearing took place on January 22, 2013. The parties' proposed recommended orders are due on March 6, 2013.