

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

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

**Thursday
February 12, 2015**

Governing Board Members Present

George Roberts, Chair
Jerry Pate, Vice Chair
John Alter, Secretary-Treasurer
Gus Andrews
Gary Clark
Jon Costello
Nick Patronis
Bo Spring

Governing Board Members Absent

Marc Dunbar

1. Call to Order and Roll Call

Chair Roberts called the meeting to order at 1:02 p.m. ET. Mr. Cyphers called the roll and a quorum was declared present.

2. Invocation

Vice Chair 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

Ms. White stated that there were no changes to the agenda.

5. Approval of Minutes for January 8, 2015

MOTIONED BY MR. ALTER, SECONDED BY MR. PATRONIS, THAT THE GOVERNING BOARD APPROVE THE JANUARY 8, 2015, GOVERNING BOARD MEETING MINUTES. MOTION CARRIED.

6. Approval of Financial Report for December 2014

MOTIONED BY MR. ALTER, SECONDED BY VICE CHAIR PATE, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORT FOR THE MONTH OF DECEMBER 2014. MOTION CARRIED.

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

MOTIONED BY VICE CHAIR PATE, SECONDED BY MR. COSTELLO, THAT THE GOVERNING BOARD APPROVE THE RENEWAL OF THE EMPLOYEE HEALTH AND LIFE INSURANCE POLICIES FOR THE YEAR BEGINNING APRIL 1, 2015, AND ENDING MARCH 31, 2016. MOTION CARRIED.

7. B. Consideration of Resolution No. 795 Amending the Fiscal Year 2014-2015 Budget – Amendment No. 4

MOTIONED BY MR. COSTELLO, SECONDED BY MR. ANDREWS, THAT THE GOVERNING BOARD APPROVE RESOLUTION NO. 795 AMENDING THE FISCAL YEAR 2014-2015 BUDGET AND ALLOW STAFF TO REALIGN REVENUES AND RESERVES TO MAINTAIN THE PROPER BALANCE IN EACH FUND. MOTION CARRIED.

7. C. Consideration of Resolution No. 796 to DEP for Surplus of Approximately 2.6 Acres; Econfina Creek

MOTIONED BY MR. ALTER, SECONDED BY MR. SPRING, THAT THE GOVERNING BOARD APPROVE RESOLUTION NO. 796 FOR THE SURPLUS OF APPROXIMATELY 2.6 ACRES IN THE ECONFINA CREEK WATER MANAGEMENT AREA AND DECLARE THAT THE PARCEL IS NO LONGER NEEDED FOR CONSERVATION PURPOSES. MOTION CARRIED.

8. A. Consideration of Florida Forever 2015 Five-Year Work Plan for Land Acquisition

Chair Roberts called the Public Hearing to order at 1:10 p.m. ET.

MOTIONED BY MR. CLARK, SECONDED BY MR. ANDREWS, THAT THE GOVERNING BOARD APPROVE THE 2015 FLORIDA FOREVER FIVE-YEAR WORK PLAN FOR LAND ACQUISITION. MOTION CARRIED.

9. A. Proposed District Policies and Procedures

Informational purposes only.

9. B. District Lands Recreation Program

Informational purposes only.

10. Legal Counsel Report

Mr. Breck Brannen stated that he had no legal matters to discuss.

Meeting was adjourned at 2:17 p.m. ET.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending January 31, 2015

Balance Forward - Operating Funds	\$59,329,373.51
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Operating Funds Received in current month:

Revenue Receipts, Current	\$672,828.68	
Contracts Receivable	4,046.05	
Other Deposits/Refunds/Adjustments	5,014.48	
Transfers from Lands Accounts	0.00	
Total Deposits during month	681,889.21	681,889.21

Total Deposits and Balance Forward	\$ 60,011,262.72
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Disbursements:

Employee Salaries	449,836.44	
Employee Benefits	186,150.73	
Employee Flexible Spending Account	0.00	
Contractual Services (Professional)	156,382.14	
Operating Expenses - Services	115,200.53	
Operating Expenses - Commodities	21,231.58	
Operating Capital Outlay	62,282.71	
Grants and Aids	151,204.18	
Total Operating Expenses during month	1,142,288.31	
Payables, Prior Year	0.00	
Other Disbursements or (Credits)	11,240.38	
Total Funds Disbursed by check during month	1,153,528.69	
Bank Debits (Fees, Deposit Slips, etc.)	29.00	
Transfer to Land Acquisition Account	0.00	
Total Funds Disbursed	1,153,557.69	1,153,557.69

Cash Balance Operating Funds at month end	\$ 58,857,705.03
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Operating Depositories:

Petty Cash Fund	250.25	
Bank of America:		
General Fund Checking @ 0.2%	979,662.26	
Payroll Account @ 0.0%	6,092.97	
Pensacola Account	0.00	
Investment Accounts:		
Fla. Board of Administration @0.17%		
General Fund	26,565,709.61	
Lands Fee Fund	8,941,286.89	
SWIM Fund	5,120,813.28	
ETDM	3,273.53	
Water Prot. & Sust. TF	5,254.99	
Springs Protection	500,148.46	
Mitigation Fund	16,735,212.79	

Total Operating Depositories at month end	\$ 58,857,705.03
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NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending January 31, 2015

Land Acquisition Funds:

Fla. Board of Administration @ 0.17%	\$ 662,212.13	
Total Land Acquisition Funds		662,212.13

Restricted Land Management Funds:

Fla. Board of Administration Phipps Land Management Account @ 0.17%	207,165.13	
Total Restricted Land Management Funds		<u>207,165.13</u>

Total Land Acquisition, and Restricted Management Funds		<u>869,377.26</u>
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TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END		<u><u>\$ 59,727,082.29</u></u>
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Approved: _____
Chairman or Executive Director

Date: March 12, 2015

Northwest Florida Water Management District
Statement of Sources and Uses of Funds
For the Period ending January 31, 2015
(Unaudited)

	Current Budget	Actuals Through 1/31/2015	Variance (under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 3,381,733	\$ 2,531,601	\$ (850,132)	75%
Intergovernmental Revenues	27,297,868		(27,297,868)	0%
Interest on Invested Funds	135,330	30,591	(104,739)	23%
License and Permit Fees	360,250	116,375	(243,875)	32%
Other	1,823,302	1,158,202	(665,100)	64%
Fund Balance	39,026,376		(39,026,376)	0%
Total Sources	\$ 72,024,859	\$ 3,836,769	\$ (68,188,090)	5%

	Current Budget	Expenditures	Encumbrances¹	Available Budget	%Expended	%Obligated²
Uses						
Water Resources Planning and Monitoring	\$ 8,740,167	\$ 1,020,269	\$ 164,324	\$ 7,555,574	12%	14%
Acquisition, Restoration and Public Works	34,319,465	1,603,799	89,275	32,626,391	5%	5%
Operation and Maintenance of Lands and Works	3,865,522	722,475	177,721	2,965,325	19%	23%
Regulation	4,162,288	1,152,155	146,059	2,864,075	28%	31%
Outreach	164,284	53,748	50	110,486	33%	33%
Management and Administration	2,120,026	689,827	49,017	1,381,182	33%	35%
Total Uses	\$ 53,371,752	\$ 5,242,273	\$ 626,446	\$ 47,503,033	10%	11%
Reserves	18,653,107			18,653,107	0%	0%
Total Uses and Reserves	\$ 72,024,859	\$ 5,242,273	\$ 626,446	\$ 66,156,140	7%	8%

¹ Encumbrances represent unexpended balances of open purchase orders.

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

This unaudited financial statement is prepared as of January 31, 2015, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

JANUARY 2015

CHECKS	01/02/2015	782.98
CHECKS	01/08/2015	148,881.14
AP EFT CHECKS	01/09/2015	253.00
CHECKS	01/14/2015	121,037.99
AP EFT CHECKS	01/16/2015	1,823.93
CHECKS	01/22/2015	208,917.00
CHECKS	01/29/2015	149,526.63
EFT CHECKS	01/30/2015	400.00
RETIREMENT EFT	01/30/2015	52,406.62

\$ 684,029.29

Chairman or Executive Director

Date

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
2030	ANGELA CHELETTE	01/02/2015	270.88	EMPLOYEE TRAINING
4966	DAVID REED CHERRY	01/02/2015	110.00	EMPLOYEE TRAVEL
3080	STEVEN COSTA	01/02/2015	110.10	EMPLOYEE TRAVEL
4961	PETER FOLLAND	01/02/2015	146.00	EMPLOYEE TRAVEL
3823	KENNETH ANDREW ROACH	01/02/2015	146.00	EMPLOYEE TRAVEL
TOTAL ACH TRANSFER			<u>782.98</u>	

NORTHWEST FLORIDA WATER MANAGEMENT
AP COMPUTER PAID/EFT CHECKS

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4812	ALL AMERICAN RENTALS, INC.	01/08/2015	140.00	PORTABLE TOILETS
4812	ALL AMERICAN RENTALS, INC.	01/08/2015	140.00	PORTABLE TOILETS
2992	BANK OF AMERICA	01/08/2015	477.90	PAYMENT PORTAL FOR WELL PERMIT
2992	BANK OF AMERICA	01/08/2015	129.09	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	01/08/2015	795.48	ACCOUNT ANALYSIS
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	01/08/2015	696.72	MEDICARE-BRIGHT
5095	CITY OF MONTICELLO	01/08/2015	12,200.00	U HWY 19 WATER LINE EXTENSION
319	THE COUNTY RECORD	01/08/2015	21.00	2015 GOVERNING BOARD MEETING S
4754	CUMMINS POWER SOUTH	01/08/2015	720.32	EMERGENCY GENERATOR ANNUAL SER
45	DMS	01/08/2015	1,249.23	PHONES-CARR
45	DMS	01/08/2015	1,457.87	HQ PHONE
45	DMS	01/08/2015	71.38	MILTON PHONE
45	DMS	01/08/2015	3.29	MILTON,MARIANNA,CARR-LD
45	DMS	01/08/2015	1,312.39	CRESTVIEW PHONE
45	DMS	01/08/2015	7,330.37	ETHERNET-ALL LOCATIONS
45	DMS	01/08/2015	112.55	MARIANNA PHONES
4748	EAST MILTON WATER SYSTEM	01/08/2015	25.93	WATER-MILTON
2453	ESCAMBIA COUNTY PROPERTY APPRAISER	01/08/2015	3,345.12	PROPERTY APPRAISER
4116	FLORIDA RETIREMENT SYSTEM	01/08/2015	721.88	CHECK TO CORRECT DEC FRS AFTER
839	FORESTRY SUPPLIERS, INC.	01/08/2015	61.78	SUNSCREEN FOR FIELD STAFF
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	01/08/2015	30.00	MONITORING FOR CRESTVIEW
5180	GK HOLDINGS, INC	01/08/2015	1,495.00	ONLINE ORACLE DATABASE TRAININ
5180	GK HOLDINGS, INC	01/08/2015	995.00	ONLINE ORACLE DATABASE TRAININ
5180	GK HOLDINGS, INC	01/08/2015	995.00	ONLINE ORACLE DATABASE TRAININ
3003	HAVANA FORD, INC.	01/08/2015	35.65	OPEN PURCHASE ORDER FOR REG
2268	INNOVATIVE OFFICE SOLUTIONS, INC	01/08/2015	918.00	PHONE MAINTENANCE
4921	JACKSON COUNTY UTILITIES	01/08/2015	26.10	WATER-MARIANNA
61	JACKSON COUNTY FLORIDAN	01/08/2015	96.70	LEGAL AD
61	JACKSON COUNTY FLORIDAN	01/08/2015	85.00	40A-2 RULE AMENDMENTS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	01/08/2015	210.79	COPIER LEASE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	01/08/2015	85.66	COPIER LEASE FOR ECONFINA OFFI
3921	KOUNTRY RENTAL, INC.	01/08/2015	4,118.00	RENTAL AND SERVICE OF PORTABLE
2299	LIBERTY COUNTY SOLID WASTE	01/08/2015	28.00	SOLID WASTE-FL RIVER

NORTHWEST FLORIDA WATER MANAGEMENT
AP COMPUTER PAID/EFT CHECKS

4695	LINDL'S ELECTRIC MOTOR SERVICE, INC.	01/08/2015	51.58	FUEL TRANSFER PUMP REPAIRS
1205	OFFICE DEPOT, INC.	01/08/2015	7.98	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	01/08/2015	69.67	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	01/08/2015	117.84	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	01/08/2015	66.49	DESKTOP CALCULATOR
1205	OFFICE DEPOT, INC.	01/08/2015	4.59	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	01/08/2015	13.92	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	01/08/2015	5.99	OFFICE SUPPLIES
4081	POT-O-GOLD RENTALS, LLC	01/08/2015	1,275.00	PORTABLE TOILETS
1398	PRECISION COMMUNICATIONS, INC	01/08/2015	47.00	FIRE RADIO REPAIRS
4136	RICOH AMERICAS CORPORATION	01/08/2015	362.79	RICOH COPIER LEASE FOR REGULAT
5183	ROBERT J YOUNG COMPANY, INC	01/08/2015	42.37	COPIER LEASE FOR FACILITIES
5183	ROBERT J YOUNG COMPANY, INC	01/08/2015	157.04	ANNUAL MAINTENANCE AGREEMENTS
4799	STAPLES CONTRACT & COMMERCIAL, INC.	01/08/2015	644.24	OFFICE SUPPLIES/CONF ROOM TV A
105	TALLAHASSEE DEMOCRAT	01/08/2015	131.60	LEGAL AD
110	TALQUIN ELECTRIC COOPERATIVE, INC.	01/08/2015	3,507.45	ELECTRIC-HQ
5140	TOWN OF GREENWOOD	01/08/2015	101,277.18	GREENWOOD/MARIANNA INTERCONNEC
4289	TRI STATE EMPLOYMENT SERVICE, INC.	01/08/2015	550.00	TEMP SERVICES
4557	VERIZON WIRELESS	01/08/2015	222.77	CELL PHONES
1305	WASTE MANAGEMENT - LEON COUNTY, INC	01/08/2015	54.44	DUMPSTER SERVICE-MARIANNA
3462	WASTE MANAGEMENT OF PANAMA CITY	01/08/2015	140.00	DUMPSTER FOR ECONFINA OFFICE A
TOTAL CHECKS			<u>148,881.14</u>	
5032	WILLIAM HUNKAPILLER	01/09/2015	253.00	EMPLOYEE TRAINING
TOTAL ACH TRANSFER			<u>253.00</u>	
TOTAL AP			<u><u>149,134.14</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5101	JAMES F AKERS	01/14/2015	2,700.00	NWFWMD WEB SITE MAINTENANCE
4923	JOHN ALTER	01/14/2015	61.41	BOARD TRAVEL
2967	BANK OF AMERICA	01/14/2015	2,581.48	P-CARD PURCHASES
4180	BA MERCHANT SERVICES	01/14/2015	184.32	TRANSACTION FEES FOR E-PERMITT
3269	CDW GOVERNMENT, INC.	01/14/2015	54.23	JOHN CHAP VIDEO CARD
4201	CITY OF CHIPLEY	01/14/2015	6,345.00	HWY 77/I-10 INFRASTRUCTURE IMP
771	CITY OF MARIANNA	01/14/2015	32.92	SEWER-MARIANNA
4991	GARY CLARK	01/14/2015	65.86	BOARD TRAVEL
3212	DLT SOLUTIONS, LLC	01/14/2015	669.78	AUTOCAD MAINTENANCE
45	DMS	01/14/2015	5.46	AUDIO & WEB CONFERENCING
45	DMS	01/14/2015	112.55	MARIANNA PHONES
45	DMS	01/14/2015	1,289.98	CRESTVIEW PHONES
45	DMS	01/14/2015	1,406.35	HQ-PHONES
45	DMS	01/14/2015	4.87	LAN PORTS/INTERNET
45	DMS	01/14/2015	144.00	LAN PORTS/INTERNET
45	DMS	01/14/2015	71.28	MILTON-PHONES
4855	ENVIRON SERVICES INCORPORATED	01/14/2015	1,552.00	JANITORIAL SERVICE - HQ
4855	ENVIRON SERVICES INCORPORATED	01/14/2015	275.00	JANITORIAL SERVICE MARIANNA
4807	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	01/14/2015	6,925.12	FUEL-NOVEMBER
4807	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	01/14/2015	1,764.99	WEX TELEMATICS FLEET MANAGEMEN
4261	FLORIDA ENGINEERING SOCIETY	01/14/2015	199.00	REGISTRATION FOR 1ST ANNUAL WI
3337	FORESTECH CONSULTING	01/14/2015	552.50	F4 TECH FOR LAND MANAGEMENT DA
4042	GGI, LLC, DBA GENESIS GROUP	01/14/2015	9,350.06	TASK 15
5189	DEXTER GILBERT	01/14/2015	19,500.00	AG COST SHARE AGREEMENT
916	GULF POWER COMPANY	01/14/2015	470.92	ELECTRIC-MILTON
916	GULF POWER COMPANY	01/14/2015	500.30	ELECTRIC CRESTVIEW
4607	MAIL FINANCE INC	01/14/2015	126.00	MAILING SYSTEM LEASE FOR CARR,
3003	HAVANA FORD, INC.	01/14/2015	64.87	OPEN PURCHASE ORDER FOR RMD
3193	INSURANCE INFORMATION EXCHANGE	01/14/2015	48.80	BACKGROUND INVESTIGATIONS
61	JACKSON COUNTY FLORIDAN	01/14/2015	124.00	LEGAL AD
61	JACKSON COUNTY FLORIDAN	01/14/2015	96.70	LEGAL AD
1717	JACKSON COUNTY PROPERTY APPRAISER	01/14/2015	590.29	2ND QTR FY 14-15
5120	JOHNSON'S AUTO REPAIR, INC.	01/14/2015	42.75	OPEN PURCHASE ORDER FOR POOL V
5120	JOHNSON'S AUTO REPAIR, INC.	01/14/2015	54.34	OPEN PURCHASE ORDER FOR POOL V
5120	JOHNSON'S AUTO REPAIR, INC.	01/14/2015	50.87	OPEN PURCHASE ORDER FOR POOL V

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID EFT/CHECKS

5120	JOHNSON'S AUTO REPAIR, INC.	01/14/2015	44.89	OPEN PURCHASE ORDER FOR POOL V
76	LEON COUNTY PROPERTY APPRAISER	01/14/2015	2,460.94	2ND QTR FY 14-15
277	LIBERTY CO. PROPERTY APPRAISER	01/14/2015	307.60	2ND QTR FY 14-15
252	MONTICELLO NEWS	01/14/2015	54.00	2015 GOVERNING BOARD MEETING S
63	NORTHWEST FLORIDA DAILY NEWS	01/14/2015	189.44	LEGAL AD
5157	NU INFO SYSTEMS, INC	01/14/2015	9,792.00	CONTRACT SERVICES FOR ENABLING
1205	OFFICE DEPOT, INC.	01/14/2015	135.51	OFFICE SUPPLIES
288	OKALOOSA CO. PROPERTY APPRAISER	01/14/2015	2,306.07	2ND QTR FY 14-15
4849	NICK PATRONIS	01/14/2015	81.88	BOARD TRAVEL
3813	PENNINGTON, P.A.	01/14/2015	8,697.75	LEGAL COUNSEL
906	PURVIS, GRAY AND COMPANY	01/14/2015	19,250.00	AUDITORS
3960	GEORGE ROBERTS	01/14/2015	81.88	BOARD TRAVEL
4967	SAMUEL SPRING	01/14/2015	85.44	BOARD TRAVEL
110	TALQUIN ELECTRIC COOPERATIVE, INC.	01/14/2015	115.40	WATER-HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	01/14/2015	87.17	SECURITY LIGHTS-HQ
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	01/14/2015	3,680.00	PUBLIC RECREATION SITE CLEAN U
4289	TRI STATE EMPLOYMENT SERVICE, INC.	01/14/2015	319.69	TEMP SERVICES
4289	TRI STATE EMPLOYMENT SERVICE, INC.	01/14/2015	505.31	TEMP SERVICES
3711	US POSTAL SERVICE-HASLER	01/14/2015	600.00	POSTAGE FOR CARR OFFICE
3711	US POSTAL SERVICE-HASLER	01/14/2015	800.00	POSTAGE FOR CRESTVIEW OFFICE
4557	VERIZON WIRELESS	01/14/2015	938.16	CELL PHONES
385	WAKULLA NEWS	01/14/2015	89.00	2015 GOVERNING BOARD MEETING S
424	WALTON COUNTY TAX COLLECTOR	01/14/2015	51.37	1052015
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	01/14/2015	12,019.80	LAW ENFORCEMENT/SECURITY
4626	WASTE PRO OF FLORIDA, INC	01/14/2015	156.69	SOLID WASTE-HQ
4774	JOHN T WILLIAMSON	01/14/2015	170.00	JANITORIAL SERVICES FOR THE WF

TOTAL CHECKS

121,037.99

3405	JOHN B. CROWE	01/16/2015	1,823.93	TUITION REIMBURSEMENT
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TOTAL ACH TRANSFER

1,823.93

TOTAL AP

122,861.92

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5228	ASSOCIATION OF GOVERNMENT ACCOUNTANTS	01/22/2015	95.00	NEW MEMBER DUES FOR RAGINA FLE
5089	ATKINS NORTH AMERICA, INC.	01/22/2015	46,914.00	MINIMUM FLOWS AND LEVELS DEVEL
2967	BANK OF AMERICA	01/22/2015	106.85	FINANCE FEE
2992	BANK OF AMERICA	01/22/2015	904.68	ACCOUNT ANALYSIS
2992	BANK OF AMERICA	01/22/2015	476.10	PAYMENT PORTAL FOR WELL PERMIT
2992	BANK OF AMERICA	01/22/2015	124.96	ONLINE ACCESS TO BANK ACCOUNT
13	BEN MEADOWS COMPANY, INC.	01/22/2015	848.74	ELECTRONIC WATER LEVEL INDICAT
4216	BURKETT & SONS WELL SERVICE, LLC	01/22/2015	85.00	WELL PERMITTING FEE REFUND-28813227
4845	CALHOUN COUNTY SHERIFF'S OFFICE	01/22/2015	790.72	CALHOUN CO SHERIFF-LAW ENFCMT/
3524	CITY OF CRESTVIEW	01/22/2015	40.85	WATER/SEWER-CRESTVIEW
4676	CITY OF MILTON FLORIDA	01/22/2015	35.50	DUMPSTER SERVICE
4676	CITY OF MILTON FLORIDA	01/22/2015	47.54	SEWER-MILTON
5229	BRANDON CREASY	01/22/2015	150.00	WELL PERMITTING FEE REFUND-284712171
672	DAVIS TROPHIES	01/22/2015	71.45	EMPLOYEE RECOGNITION
2241	DEPT. OF THE INTERIOR - USGS	01/22/2015	42,725.00	STREAM AND RIVER GAUGING
4103	EDDIE ENGLISH COMPANY, INC.	01/22/2015	1,849.59	TRI-AXLE TRAILER REPAIRS/IMPRO
4807	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	01/22/2015	7,428.76	FUEL
4807	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	01/22/2015	1,764.99	WEX TELEMATICS FLEET MANAGEMEN
2702	FISH AND WILDLIFE	01/22/2015	4,296.17	LAW ENFORCEMENT/SECURITY SERVI
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	01/22/2015	57.96	LEGAL/FAR AD GBM JANUARY 8, 20
4479	FONDRIEST ENVIRONMENTAL	01/22/2015	494.85	IN-SITU DATALOGGER INTERFACE
5172	FREDDIE WILBON	01/22/2015	750.00	JANITORIAL SERVICE CRESTVIEW F
3420	GREASE PRO EXPRESS LUBE	01/22/2015	24.95	WMD 0043 TIRE PATCH
2291	GULF COAST ELECTRIC COOPERATIVE, INC	01/22/2015	355.66	ELECTRIC-EFO
4607	MAIL FINANCE INC	01/22/2015	126.00	MAILING SYSTEM LEASE FOR CARR-CARR
3003	HAVANA FORD, INC.	01/22/2015	35.65	OPEN PURCHASE ORDER FOR REG
3003	HAVANA FORD, INC.	01/22/2015	52.98	OIL CHANGE AND ROTATE TIRES
3298	HOLLEY, INC.	01/22/2015	162.28	CONSTRUCTION MATERIALS FOR ST
3298	HOLLEY, INC.	01/22/2015	426.00	CONSTRUCTION MATERIALS FOR ST
3942	A & W VENTURES, L.C.	01/22/2015	151.34	PORTABLE TOILET FOR PHIPPS PAR
4946	ULYSSES D. JENKINS	01/22/2015	75.00	SECURITY FOR GOVERNING BOARD M
5120	JOHNSON'S AUTO REPAIR, INC.	01/22/2015	57.49	OPEN PURCHASE ORDER FOR ERP-CA
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	01/22/2015	154.45	COPIER LEASE FOR ECONFINA OFFI
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	01/22/2015	210.79	COPIER LEASE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	01/22/2015	481.41	COPIER LEASE
3921	KOUNTRY RENTAL, INC.	01/22/2015	207.50	CLEANING OF BOTH ECONFINA OFFI

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

AP COMPUTER PAID/EFT CHECKS

3266	LOWE'S COMPANIES INC.	01/22/2015	290.41	GENERAL SUPPLIES
4986	PATRICIA LUJAN	01/22/2015	7,374.16	CRESTVIEW LEASE
624	MARPAN SUPPLY COMPANY, INC.	01/22/2015	58.20	FLAGS FOR HQ.
4600	MYTHICS, INC.	01/22/2015	20,950.17	ORACLE COMPONENTS RENEWAL FOR
1205	OFFICE DEPOT, INC.	01/22/2015	412.43	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	01/22/2015	42.01	OFFICE SUPPLIES
5226	PANHANDLE PALMS, LLC	01/22/2015	400.00	REPLACEMENT PALMS FOR PITT SPR
71	PETTY CASH	01/22/2015	87.00	PETTY CASH
5183	ROBERT J YOUNG COMPANY, INC	01/22/2015	185.37	ANNUAL MAINTENANCE AGREEMENTS
3475	SHRUG, INC.	01/22/2015	110.00	SHRUG GIS WORKSHOP 2014
3213	SHI INTERNATIONAL CORP	01/22/2015	9,795.00	MICROSOFT SHAREPOINT ENTERPRIS
3213	SHI INTERNATIONAL CORP	01/22/2015	1,020.22	SYMANTEC BACKUP EXEC RENEWAL
5156	SPERRY & ASSOCIATES, INC.	01/22/2015	52,747.67	ECONFINA SPRINGS COMPLEX-SPRIN
4289	TRI STATE EMPLOYMENT SERVICE, INC.	01/22/2015	440.00	TEMP SERVICES
4289	TRI STATE EMPLOYMENT SERVICE, INC.	01/22/2015	326.56	TEMP SERVICES
3941	TYLER TECHNOLOGIES, INC.	01/22/2015	264.39	TAX FORMS FOR 2014
5218	WAGeworks, INC.	01/22/2015	125.00	ADMIN FEE FOR FSA
75	WALTON COUNTY PROPERTY APPRAISER	01/22/2015	1,664.69	AD VALOREM TAXES
4038	WINDSTREAM COMMUNICATIONS	01/22/2015	43.51	800 NUMBERS& EFO LONG DISTANCE

TOTAL CHECKS

208,917.00

TOTAL AP

208,917.00

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4832	ASSURANT EMPLOYEE BENEFITS	01/29/2015	200.72	PREPAID DENTAL
4832	ASSURANT EMPLOYEE BENEFITS	01/29/2015	4,269.55	REGULAR DENTAL
4834	ASSURANT EMPLOYEE BENEFITS	01/29/2015	672.60	EMPLOYEE LIFE INSURANCE
4833	ASSURANT EMPLOYEE BENEFITS	01/29/2015	1,293.35	EMPLOYEE LTD
4180	BA MERCHANT SERVICES	01/29/2015	122.66	TRANSACTION FEES FOR E-PERMITT
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	01/29/2015	45,264.07	EMPLOYEE HEALTH INSURANCE
1617	CAPITAL HEALTH PLAN	01/29/2015	70,109.26	EMPLOYEE HEALTH INSURANCE
4559	CITY OF CARRABELLE	01/29/2015	11,882.00	MARINE ST STORMWATER RETROFIT
3289	CITY OF TALLAHASSEE	01/29/2015	37.58	LAKESHORE
45	DMS	01/29/2015	1,249.41	CARR-PHONES
45	DMS	01/29/2015	7,330.37	ETHERNET-ALL
3424	DURRA-QUICK-PRINT INC.	01/29/2015	15.00	BUSINESS CARDS FOR GUY GOWENS
3424	DURRA-QUICK-PRINT INC.	01/29/2015	15.00	BUSINESS CARDS FOR BRETT J. CY
24	FLORIDA PUBLIC UTILITIES COMPANY	01/29/2015	523.08	ELECTRIC-MARIANNA
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	01/29/2015	1,235.09	FIRE AND SECURITY MONITORING,H
4607	MAIL FINANCE INC	01/29/2015	259.00	MAILING SYSTEM LEASE FOR HQ
2029	HILLER SYSTEMS, INC	01/29/2015	159.20	INSPECTIONS FOR FIRE EXTINGUIS
5120	JOHNSON'S AUTO REPAIR, INC.	01/29/2015	63.38	OPEN PURCHASE ORDER FOR POOL V
3266	LOWE'S COMPANIES INC.	01/29/2015	35.94	GENERAL SUPPLIES
1463	ORACLE CORPORATION	01/29/2015	2,336.00	ANNUAL SUPPORT FOR ORACLE PROD
2663	PATIENTS FIRST APPELYARD, INC	01/29/2015	49.00	LABORATORY TESTING
4971	ROBERT "MIKE" SEEDERS PLUMBING, INC.	01/29/2015	645.00	REPLACE WATER HEATER & REPAIR
4799	STAPLES CONTRACT & COMMERCIAL, INC.	01/29/2015	542.65	INK FOR HP PRINTER CRESTVIEW F
4799	STAPLES CONTRACT & COMMERCIAL, INC.	01/29/2015	142.26	TONER FOR EXECUTIVE OFFICE PRI
4799	STAPLES CONTRACT & COMMERCIAL, INC.	01/29/2015	81.36	PAPER
4799	STAPLES CONTRACT & COMMERCIAL, INC.	01/29/2015	263.90	1TB PORTABLE USB EXTERNAL HARD
5126	SUPERIOR TREES, INC	01/29/2015	729.20	REPLACEMENT LANDSCAPE PLANTS A
TOTAL CHECKS			<u>149,526.63</u>	
4966	DAVID REED CHERRY	01/30/2015	110.00	EMPLOYEE TRAVEL
3080	STEVEN COSTA	01/30/2015	110.00	EMPLOYEE TRAVEL
4339	KATHARINE PRICE	01/30/2015	90.00	EMPLOYEE TRAVEL
5158	CORIE WHITE	01/30/2015	90.00	EMPLOYEE TRAVEL
TOTAL ACH TRANSFER			<u>400.00</u>	
TOTAL AP			<u><u>149,926.63</u></u>	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

JANUARY 2015

DIRECT DEPOSIT	01/09/2015	202,330.62
CHECKS	01/09/2015	8,457.96
FLEX SPENDING EFT	TF0028	1,562.58
DIRECT DEPOSIT	01/23/2015	245,107.02
CHECKS	01/23/2015	10,478.64
FLEX SPENDING EFT	TF0030	1,562.58

\$ 469,499.40

APPROVED:

Chairman or Executive Director

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

DATE: February 25, 2015

SUBJECT: Consideration of Inspector General's Report #14-02 and the Audit Work Plan for
Fiscal Year 2014-2015

The Fiscal Year (FY) 2013-2014 Inspector General's internal audit reports included a review of the District's information technology controls presented at the Governing Board meeting on November 13, 2014, and a review of the District's grant contract management and monitoring processes. The latter is provided to the Board as a separate document titled "Report on Internal Audit of Grant/Contractual Monitoring and Compliance Report #14-02."

The proposed FY 2014-2015 Internal Audit Work Plan is attached for your review and consideration.

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
2015 INTERNAL AUDIT WORK PLAN**

Audit Area	Tentative Work Plan	Planned Start Date	Estimated Hours
Planning	<ul style="list-style-type: none"> – Meetings with District Director of Administration and External Auditor – Identify areas of concern – Design of Specific Audit Procedures – Presentation of Audit Plan to District Governing Board 	February/March 2015	30
Regulatory Permitting	<ul style="list-style-type: none"> – Review Internal control procedures over the collection of all types of fees paid in district and central offices – Test sample of reconciliations of permits issued and fees collected, deposited, and posted to general ledger – Test transition of information from old permitting system to new permitting system – Test cutoff at time of transition – Test controls and procedures surrounding the new permitting system implemented during the current fiscal year 	June/July 2015	70
Purchasing Cards (P-Cards)	<ul style="list-style-type: none"> – Review internal control procedures over P-card transactions through review of policies and procedures and inquiry of personnel – Test sample of P-card holders for completed P-card Cardholder Agreement, approval of documentation, transaction limits documented, etc. – Test sample of terminated employees, if any, to ensure that appropriate procedures are followed to terminate P-cards after employee termination – Test a sample of P-card disbursements for documentation, approval, transaction limits, etc. 	April 2015	50
Performance Measures	<ul style="list-style-type: none"> – Review performance measures required by DEP – Review NFWMD performance measures reported in comparison with other water management districts – Review source of information reported for reliability – Review performance measures for relevance to the District's function and activities 	March/April 2015	40
Discretionary	<ul style="list-style-type: none"> – Reserved for procedures to be performed at the discretion of the inspector general without the prior knowledge of management – Perform additional procedures as deemed necessary as a result of other procedures performed or at the request of the District's Governing Board, management and/or external auditor 	March – December 2015	40
Reporting	<ul style="list-style-type: none"> – Preparation of Internal Audit Reports – Presentation of Draft Report to District Director of Administration – Presentation of Final Audit Report to Governing Board – Presentation to External Auditor and provide copies of work papers 	November/December 2015	60
Total Hours			290.00
Estimated Blended Hourly Rate			\$ 142.00
Estimated Fee			<u>\$41,180.00</u>

ESTIMATED BLENDED HOURLY RATE

	<u>Hourly Rate</u>	<u>Percent Utilized</u>	<u>Extension</u>
Partner	\$220	20%	\$ 44.00
Manager	\$120	30%	36.00
Senior IT Auditor	\$140	30%	42.00
Staff Auditor	\$100	20%	<u>20.00</u>
	Blended Rate		<u><u>\$ 142.00</u></u>

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director

FROM: Wendy Dugan, Director
Division of Administration

DATE: February 25, 2015

SUBJECT: Consideration of Resolution No. 797 Amending the Fiscal Year 2014-2015 Budget - Amendment No. 5 and No. 6

Amendments No. 5 and No. 6 to the Fiscal Year (FY) 2014-2015 District Budget realign the budget within and across funds, activities, categories, and projects. These amendments do not increase or decrease the total operating expenditure budget.

Amendment No. 5 recognizes additional funding for the following by increasing Miscellaneous Revenue Receipts and decreasing the use of fund balance under general land management administration.

- \$30,000 from an Arbor Day Foundation grant to purchase and plant 20,000 longleaf pine seedlings;
- \$15,000 from a Nature Conservancy grant to purchase and plant 10,000 longleaf pine seedlings; and
- \$70,000 from a Florida Fish and Wildlife Conservation Commission (FWC) cooperative program to implement habitat restoration improvements, including sediment removal, streambank protection, and streambank revegetation. These improvements were scheduled to be performed in FY 2013-2014, but were rescheduled for FY 2014-2015. Funding is provided from the FY 2014-2015 General Appropriations Act, Line Item 1813 from the Land Acquisition Trust Fund.

Amendment No. 6 realigns \$14,504 in Salaries and Benefits by increasing budget for pre-acquisition of land activities and decreasing the use of fund balance under general land management administration. The FY 2014-2015 Adopted Budget for pre-acquisition land activities consisted of 140 hours in staff time plus benefits and overhead. This amendment is equivalent to an additional 200 hours.

Recommendation

Staff recommends that the Governing Board approve Resolution No. 797 amending the Fiscal Year 2014-2015 Budget with amendments 5 and 6, and allow staff to realign revenues and reserves to maintain the proper balance in each fund.

RESOLUTION NO. 797

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AMENDING THE FISCAL YEAR 2014-2015 BUDGET**

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

WHEREAS, by Resolution No. 791, after a public hearing on September 25, 2014, the Governing Board of the District adopted a final budget for the District covering its proposed operations and other requirements for the ensuing fiscal year, beginning October 1, 2014 through September 30, 2015; and

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

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

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

NOW THEREFORE, be it resolved by the Governing Board of the District, that:
The Budget is hereby amended as summarized in the memorandum dated February 23, 2015 requesting Amendments No. 5 and No. 6 to the Fiscal Year 2014-2015 budget. These amendments do not increase or decrease the total operating expenditure budget.

Amendment No. 5 recognizes additional funding of \$30,000 from an Arbor Day Foundation grant, \$15,000 from a Nature Conservancy grant, and \$70,000 from a Florida Fish and Wildlife Conservation

Commission (FWC) cooperative program, offset by a decrease in the use of fund balance under general land management administration.

Amendment No. 6 realigns \$14,504 in Salaries and Benefits by increasing budget for pre-acquisition of land activities and decreasing the use of fund balance under general land management administration.

PASSED AND ADOPTED this 12th day of March, 2015, A.D.

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

George Roberts, Chair

ATTEST:

John W. Alter, Secretary-Treasurer

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director

FROM: Wendy Dugan, Director
Division of Administration

DATE: February 25, 2015

SUBJECT: Consideration of Proposed District Policies and Procedures

The proposed District policies and procedures manual was provided for review at the February 12, 2015, Governing Board meeting. Staff reported a couple changes were to be incorporated into the draft that included a revision to the ethics policy and to the leveraging of competitively procured contracts known as “piggybacking.” Board member comments will be compiled and addressed at the March 12, 2015, Governing Board meeting.

District Gift Policy

Chapter 1 - Public Information and Ethics, Section 10 - Ethics, was reorganized and amended to be specific that Governing Board members, employees, and attorneys hired to represent the District are prohibited from soliciting or accepting gifts. Prior text prohibited gifts of value in excess of \$25. The role of an Ethics Officer was also added to be held by the Assistant Executive Director.

Contract Piggybacking

Chapter 6 – Procurement of Commodities and Services, Section 3.9 – Piggybacking, was amended to extend the District’s contract piggybacking policy from just local government to state, federal, or political subdivision competitively procured contracts. Requirements to leverage these contracts were also provided.

Recommendation

Staff recommends Governing Board members approve the revised internal policies and procedures manual, and continue to delegate authority to the Executive Director to approve future changes to the manual, exclusive of changes which are clearly outside the Executive Director’s authority.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director

FROM: Guy Gowens, Assistant Executive Director

DATE: March 3, 2015

SUBJECT: Information Item: Donation of Marianna Field Office to Jackson County Board of County Commissioners and Modifications to the Econfinia Field Office Facilities

Background:

The District, over the last two years, initiated a number of cost-saving and efficiency evaluations, including the use and staffing of field offices. In 2014, staff determined that the consolidation of the Marianna Field Office (FO) with the Econfinia FO would be in the best interest of the taxpayers and the efficiency of the District's Lands Division. The Fiscal Year 2014-2015 adopted budget provides funds for the scheduled modification of the Econfinia FO to accommodate the additional staff, equipment and vehicles from the Marianna FO, as well as to address several existing on-site needs.

The Marianna FO, located on Pelt Street, was historically staffed by up to six personnel supporting the Divisions of Regulatory Services (three) and Lands Management and Acquisitions (three). Over the recent past, the use of the facility has been greatly reduced. The facility is now only used by the three Lands Division staff and to store Lands equipment and vehicles. The Division of Regulatory Services discontinued its use of the facility in 2013 with the relocation of its staff, all without any loss of service to the public.

Status - Marianna Field Office:

The District's legal counsel is drafting the necessary documents to donate the Marianna FO building to the Jackson County Board of County Commissioners. The District owns the building, but Jackson County owns the property. Jackson County staff has stated a desire to accept the building and has agreed in principle, upon approval of the County Commissioners, to provide the District at no cost, dedicated office and parking space to support periodic land management needs in the area.

The consolidations of the two field office will accrue considerable benefits to the District; as well as to Jackson County. Jackson County will receive a building immediately adjacent to other Jackson County facilities and of the type and design needed for common county operations. The District will eliminate known recurring costs of at least \$11,000 per year for insurance, utilities, internet, janitorial services, and waste management. The District will also eliminate annual costs to maintain the facility; a facility located on property not owned by the District. Presently, the facility is in need of electrical work and the installation of a fence and gate at an estimated cost of over \$12,000. Additionally, the District is confident it will be able to accrue these benefits while being able to maintain a presence in the Jackson County area at no cost.

Status - Econfinia Field Office:

The Econfinia FO, a District-owned property, located in Youngstown, is strategically situated as a base of operations in the Central and Eastern Land Management Regions. A modest expansion of the facility is underway to accommodate the relocation of the Marianna FO staff, vehicles, and equipment, and to relocate Econfinia FO - Forestry Operations staff from a 20-year old, on-site, dilapidated modular building. The modifications include the addition of 1,200 square-feet of office and internal storage space to the existing Econfinia FO Land Management Operations building, modifications of the restroom facility, the removal of the modular building, and the addition of a concrete pad under an existing pole barn for vehicle, equipment, and material storage.

Schedule:

The modifications to the Econfinia facility will be advertised as an Invitation to Bid (ITB) for Design/Build services. The recommended bid is expected to be ready for Governing Board consideration in April. Completion of the project is anticipated by the end of September. The transfer of the Marianna FO to the Jackson County Board of County Commissioners will be coordinated with the completion of the modifications to the Econfinia FO.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director

FROM: Guy Gowens, Assistant Executive Director

DATE: March 03, 2015

SUBJECT: Information Item: Overview of the District's Recreation Program Cost

During the March Governing Board meeting, staff will provide an overview of the District's recreation program cost. Related topics will also be discussed. To facilitate the discussion, background and relevant information is provided below.

Recent History – District Legislative Funding:

The District, in June of 2012, concurrently worked with the Governor's Office and the Department of Environmental Protection (DEP) to identify funds for a modest, but workable, recurring budget. The governor, starting with the Fiscal Year (FY) 2012-2013 budget, identified funds for a portion of the District's recurring expenses, but the legislature purposefully omitted the funds from its budget. The omission was due to lingering dissatisfaction with the District's large and growing fund balance of \$46.8 million (Oct. 1, 2012) and the lack of progress spending those funds as intended by the legislature and the Executive Office of the Governor. The District, for over three decades, had relied on an annual legislative appropriation to help fund its operations.

In direct response to the concerns of the governor and legislature, the District created and implemented a five-year spend-down plan. By October 2015, the plan will have reduced the District's fund balance to \$24.4 million, a reduction of \$22.4 million or 47.9 percent. An additional \$10 million of the remaining \$24.4 million has been budgeted in FY 2015-2016, further reducing available fund balance to \$14.4 million at the start of FY 2016-2017.

The drawdown of the fund balance is supporting a highly successful Water Supply Grant Program with more than 50 projects, Surface Water Improvement and Management (SWIM) projects to protect the St. Andrew and Apalachicola Bays, and the restoration of Williford Spring. The funds are also supporting operational needs, including the initiation of a statutorily required Minimal Flows and Levels program and for land management requirements, including non-recurring facility and IT improvements.

Last year, as a direct result of the District's demonstrated commitment to fiscal responsibility, the governor again identified recurring funds for a portion of the District's operational needs, and the legislature subsequently approved the proposal. In January 2015, the governor identified the remaining dollars for the District's recurring expenses.

Discussion - Land Management Budget and Recreation Program:

The District's average budget, for related categories, over the last five years (FY 2010-2014) is \$53.8 million. The average budget for lands management for the same period was \$5.2 million or 9.75 percent of the District's total budget. The Land Management program, for many years, relied on funds from the Water Management Lands Trust Fund (WMLTF), administered by the DEP. In FY 2012-2013, only \$950,000 was available from the WMLTF for land management. Currently, the only recurring source of funds for the Lands Management program is almost exclusively timber sale proceeds.

The FY 2014-2015 budget for Land Management (excluding any capital projects) is \$3,494,444; 57 percent of which is for Operating Expenses and Contractual Services. Contractual services include security services, recreation site cleanup, janitorial services for field offices, sign construction services, tree planting, beaver control, aerial herbicide, etc. Operating expenses include such items as repair and maintenance categories for offices, equipment and grounds, rentals and leases for equipment to conduct certain land management activities, portable toilet and dumpster services, telephones, on-line data services, utilities, and payments in lieu of taxes. Within the Contractual Services and Operating Expense Categories are reoccurring recreation management and maintenance expenses for such activities as hunting, fishing, camping, hiking, canoeing/kayaking, birding, etc.

District land, per section 373.1391, Florida Statutes, "shall be managed and maintained, to the extent practicable, in such a way as to ensure a balance between public access, general public recreational purposes, and restoration and protection of their natural state and condition." It is the principle of *providing access and compatible recreation* which guides the District's decisions of how much and what type of recreation opportunities to provide and thus fund. As a reference, 99 percent of District lands are open for hunting and there are 28 geographically distinct recreation locations within six Water Management Areas. Camping is allowed at all locations. The number of individual campsites at each of the 28 locations varies from one to eight.

Last fiscal year, 30 of the existing campsites were added to a web-based reservation system (Phase I). By the end of this fiscal year, an additional 63 existing campsites will be added to the reservation system, for a total of 93 individual campsites (Phase II). Of note, all 93 campsites were already accessible for public use. The District is simply adding them to the online reservation system.

The District has both improved and primitive campsites. Improved campsites generally include a parking area, picnic table, pedestal grill, fire ring, and availability to a portable toilet. Many of the locations also have boat ramps, canoe/kayak launches, and RV sites. In addition, there are four primitive campsites located on the Econfina Creek Water Management Area (WMA) and one located on the Chipola River WMA (Altha Tract). Primitive campsites typically have a parking area, picnic table, and fire ring. Lastly, the public can truly camp primitive with no amenities on the Apalachicola, Choctawhatchee, Escambia, Holmes Creek, and Yellow River WMA floodplains and essentially all accessible uplands without a reservation. Total estimated non-recurring cost, including signage, to implement both phases over the two fiscal years is \$88,000.

The costs for the District's Recreation Program are included within the Lands Division's management and maintenance costs. The actual cost for Lands management and maintenance for the last five years (excluding major capital projects), has been reduced from \$3,598,300 to \$2,841,856; a reduction of 21 percent. Recreation program expenditures that can be specifically tracked include, percentages of staff salaries devoted to public access and recreation operations, Public Works Inmate Crew Supervisor (salary and benefits), contractual recreation site cleanup (West Region only), contractual sign construction (FY 2014 only), site security, other professional services, laboratory services (Econfina swimming areas), repairs and maintenance for recreation (portable toilets and dumpsters), landscape trees and shrubs, other

operating supplies, and road and bridge repair supplies for public access. Of interest, five local governments (Holmes, Jackson, Liberty, Santa Rosa, and Walton counties) assist the District in the management and maintenance of various District recreation sites at little to no cost to the District (materials only).

Excluding staff salaries and benefits, estimated recurring and non-recurring expenditures for the District's recreation program averaged \$585,000 for the last two years. Estimated access and recreation program expenditures averaged 24 percent of the Lands Division's actual expenditure budget during the same period. Even with the notable improvements to the public's ability to become aware and access recreation opportunities on District property, the recurring recreation budget is expected to remain relatively stable for the next five years. Looking forward, monitoring protocols will be developed to track the management and maintenance of the recreation sites and impacts to natural resources as a result of enhancing the public's knowledge of and access to the existing recreation sites.

At the March Governing Board meeting, the discussion will be expanded to include a comparison of the recreation opportunities and costs associated with the District's program as compared to those offered by the Division of Recreation and Parks (State Park system), administered by the DEP and the Florida Forestry Service. Also, current and future challenges of the program will be highlighted. Finally, direction will be sought from the Governing Board on how they may wish to modify the program going forward.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: District Lands Committee
Governing Board

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

FROM: William O. Cleckley, Director
Division of Land Management and Acquisition

DATE: March 2, 2015

SUBJECT: Proposed Appraisal of the Syfrett Tract; Econfina Creek WMA

Mr. Troy Syfrett has proposed to sell the District a 160-acre inholding in the Econfina Creek Water Management Area (WMA) (see attached maps). The property is located one and one-half miles north of Highway 20 in Washington County. Detailed below is a brief description of the property's water resource protection significance, habitat, public access and recreation opportunities, and land management implications, followed by a discussion of the seller's asking price, estimated appraisal costs, and acquisition funding.

Water Resource Protection Significance

Acquisition of this tract would enhance the protection of the Econfina Recharge Area. Based on a 1997 Econfina Recharge Area Water Resources Report, the Syfrett tract, at 35 to 40 inches per year, provides the highest groundwater recharges rates to the Floridan Aquifer within the Econfina Creek WMA.

Habitat

The Syfrett property consists of xeric sandhill habitat (natural longleaf pine, turkey oak and wiregrass). Lack of prescribed fire over the past several decades has allowed the encroachment of upland hardwoods and some offsite sand pine to colonize the property, especially along the western and northern property boundaries.

During a brief tour of the tract, an active gopher tortoise burrow was also observed.

Public Access and Recreational Opportunities

Currently, the property has no legal access, but the southwest corner abuts the District's Mabel Porter Road, so public access would be available if the property were acquired by the District.

Potential public recreational opportunities primarily include hunting, hiking (a segment of the Florida National Scenic Trail could be re-routed through the tract), and nature appreciation. The property is also an excellent example of the type of habitat the District is striving to achieve under its habitat restoration program for the Econfina Creek WMA, subject to the reintroduction of prescribed fire.

Land Management Implications

As shown in the attached map, the parcel is surrounded by District land and corners on an 80-acre out parcel that is subdivided into multiple owners. Initial land management activities and operations to enhance the xeric sandhill habitat include:

- Conduct a fuel wood harvest of the upland hardwoods and offsite sand pine. The estimated cost of a fuel wood harvest would be $\leq \$5$ per acre \times 160 acres = \$800 (maximum). Subject to the volume of upland hardwood and sand pine on the tract, the potential exists to generate a small amount of harvest revenue from the fuel wood timber depending on the market.
- Conduct a dormant season, fuel reduction, prescribed burn on the tract approximately six to 12 months after the fuel wood harvest.
- Manage the tract as a wiregrass donor site for District groundcover habitat restoration purposes or for bulk wiregrass seed sales for potential revenue generation.
- Primary land management activity would involve prescribed burning every three to five years at an estimated in-house staff cost of $\leq \$20$ per acre = $\$3,200 \div 3$ years = \$1,067 per year.
- Erosion Gully – A small erosion gully was observed at the northwest corner of the property. Staff estimates that the gully could be stabilized using in-house staff and geotechnical bags for an estimated cost of $\leq \$2,500$.

Seller's Asking Price

Mr. Syfrett's initial asking price for the property was \$2,000 per acre. This price is not supported based on a limited search of two recent sales, i.e. \$2,187.50 (legal access, wetlands) and \$1,045 (no legal access and wetlands) in the vicinity in Washington County. Staff estimates the property will appraise for around \$1,250 per acre or \$200,000, subject to appraisal. Mr. Syfrett, upon further discussions with staff, has stated a willingness to negotiate with the District and has so indicated on his land acquisition application.

Estimated Appraisal Costs

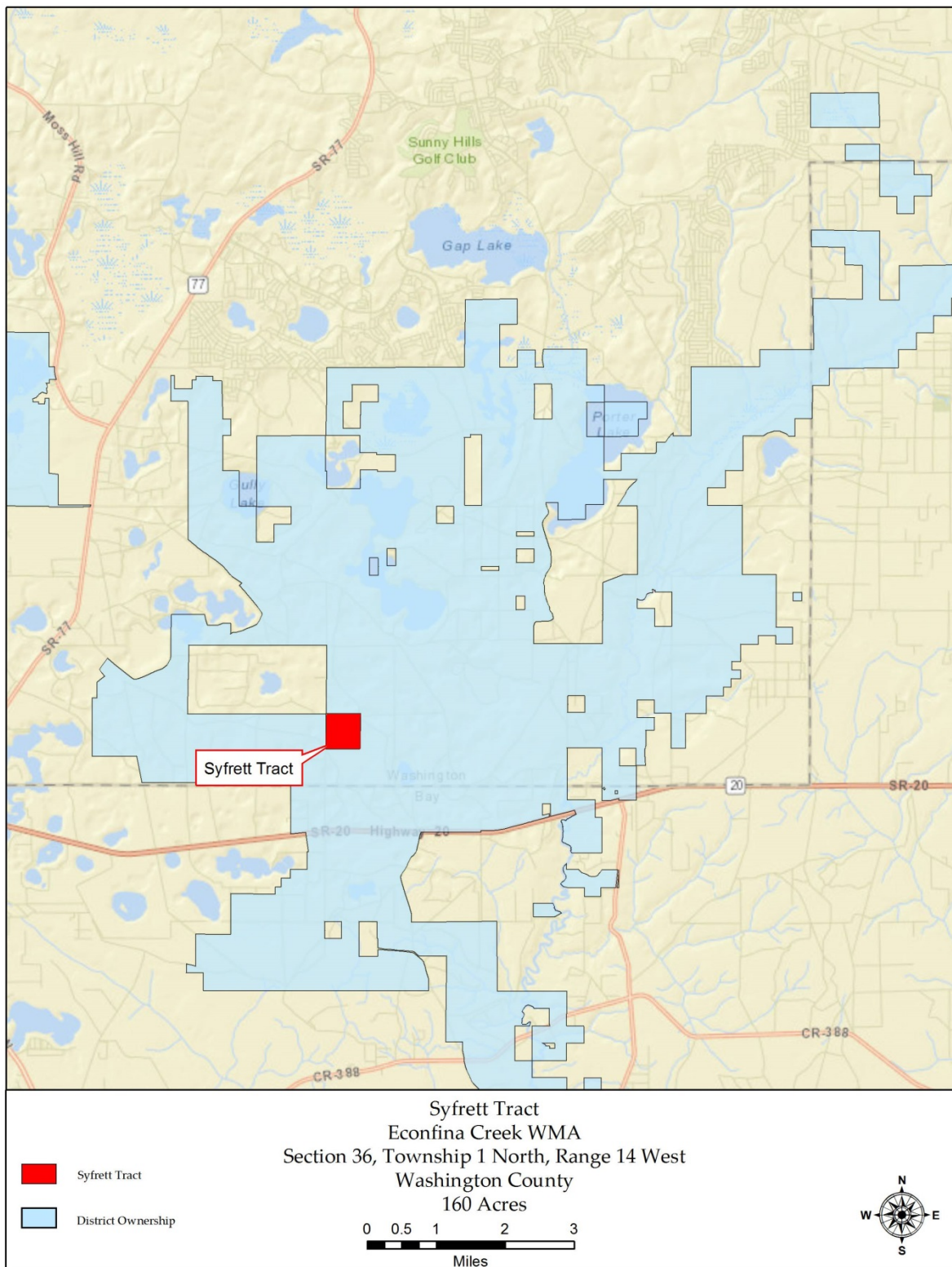
In total, appraisal costs are estimated at \$4,000; \$2,500 for one appraisal and approximately \$1,500 for a field review appraisal.

Acquisition Funding

The District currently has \$662,114 in its Land Acquisition Fund. If the District elects to pursue the acquisition, the current budget will need to be amended to purchase the property at a future meeting.

Intended Action

It is staff's intention to proceed with the appraisal of the property.





MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: March 3, 2015

Perez, et al v. Northwest Florida Water Management District, Petition for Formal Administrative Hearing filed with the District.

This is a petition for formal administrative hearing which seeks the District to refer to the Division of Administrative Hearings (DOAH) the Petitioners' challenge to the District's proposed issuance of General Environmental Resource Permits Nos. 1190 and 1674 to the Florida Department of Transportation for road construction on Natural Bridge Road over the St. Marks River. We are investigating the allegations made in the petition and providing appropriate defense thereof.