

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

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

**Thursday  
April 14, 2016**

Governing Board Members Present

George Roberts, Chair  
Jerry Pate, Vice Chair  
John W. Alter, Secretary-Treasurer  
Gus Andrews  
Jon Costello  
Marc Dunbar  
Nick Patronis

Governing Board Members Absent

Bo Spring  
Ted Everett

1. Opening Ceremonies

Chair Roberts called the meeting to order at 1:00 p.m. ET. Mr. Cyphers called the roll and a quorum was declared present.

2. Additions, Deletions or Changes to the Agenda

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

3. Approval of the Minutes for March 10, 2016

MOTIONED BY VICE CHAIR PATE, SECONDED BY MR. PATRONIS, THAT THE GOVERNING BOARD APPROVE THE MARCH 10, 2016, GOVERNING BOARD MEETING MINUTES. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

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

MOTIONED BY VICE CHAIR PATE, SECONDED BY MR. ALTER, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORTS FOR THE MONTH OF FEBRUARY 2016. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

5. Committee Reports and Recommendations for Board Action

Administration, Budget and Finance Committee:

Consideration of Resolution No. 810 Committing Fund Balances for the Fiscal Year Ending September 30, 2015, as Required by GASB Statement. No. 54

MOTIONED BY MR. ALTER, SECONDED BY MR. DUNBAR, THAT THE GOVERNING BOARD REPLACE RESOLUTION NO. 803 WITH RESOLUTION NO. 810 TO COMMIT ACTUAL CASH BALANCE AMOUNTS FOR FISCAL YEAR 2014-2015 AS FOLLOWS:

- COMMIT \$14,753,827 FROM THE GENERAL FUND BALANCE FOR WATER SUPPLY DEVELOPMENT ASSISTANCE GRANTS UNDER CONTRACT,
- COMMIT \$5,406,669, THE TOTAL ENDING FUND BALANCE IN THE LANDS MANAGEMENT FUND, FOR LAND MANAGEMENT OF DISTRICT-OWNED LANDS,
- COMMIT \$3,387,180 FROM THE GENERAL FUND BALANCE FOR AN ECONOMIC STABILIZATION FUND,
- COMMIT \$482,143, THE TOTAL ENDING FUND BALANCE IN THE CAPITAL IMPROVEMENT & LAND ACQUISITION FUND, FOR LAND ACQUISITION AND CAPITAL CONSTRUCTION AND IMPROVEMENT ON DISTRICT-OWNED LANDS.

NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

6. Consideration of Approval for Backup Internet Connection to Headquarters

MOTIONED BY VICE CHAIR PATE, SECONDED BY MR. ANDREWS, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT FOR THE ADDITION OF A SECONDARY INTERNET ACCESS CIRCUIT PROVIDED THROUGH THE STATE OF FLORIDA'S AGENCY FOR STATE TECHNOLOGY. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

7. Consideration of Proposed Changes to Emerald Coast Utilities Authority Reclaimed Water Projects

MOTIONED BY MR. PATRONIS, SECONDED BY MR. ANDREWS, THAT THE GOVERNING BOARD APPROVE THE REALLOCATION OF \$522,000 IN WATER SUPPLY DEVELOPMENT GRANT FUNDING FROM THE EMERALD COAST UTILITIES AUTHORITY CENTRAL WATER RECLAMATION FACILITY RECLAIMED WATER EXPANSION PROJECT TO THE EMERALD COAST UTILITIES AUTHORITY PENSACOLA BEACH RECLAIMED WATER SYSTEM EXPANSION PROJECT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO AMEND THE EXISTING GRANT AGREEMENTS ACCORDINGLY. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

8. Public Hearing on Regulatory Matters

Chair Roberts called the public hearing to order at 1:12 p.m. ET.

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

9. Legislative Update

Informational purposes only.

10. Resolution Delegating Duties

MOTIONED BY MR. PATRONIS, SECONDED BY VICE CHAIR PATE, THAT THE GOVERNING BOARD APPROVE THE RESOLUTION AND ENTER IT INTO THE RECORDS OF THE DISTRICT. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

11. Legal Counsel Report

No legal matters to discuss.

Meeting was adjourned at 1:25 p.m. ET.

---

Chair

---

May 12, 2016

Date

---

Executive Director

---

Agency Clerk

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
Financial Report  
Summary Statement of Receipts, Disbursements & Cash Balances  
For Month Ending March 31, 2016

Balance Forward - Operating Funds		\$46,721,255.79	
Operating Funds Received in current month:			
Revenue Receipts, Current	\$223,995.19		
Contracts Receivable	8,118,943.61		
Other Deposits/Refunds/Adjustments	10,023.52		
Transfers from Lands Accounts	0.00		
Total Deposits during month		<u>8,352,962.32</u>	
Total Deposits and Balance Forward			\$ 55,074,218.11
Disbursements:			
Employee Salaries	411,090.52		
Employee Benefits	157,144.99		
Employee Flexible Spending Account	0.00		
Contractual Services (Professional)	541,033.45		
Operating Expenses - Services	137,540.49		
Operating Expenses - Commodities	64,795.19		
Operating Capital Outlay	73,475.45		
Grants and Aids	1,099,228.17		
Total Operating Expenses during month		<u>2,484,308.26</u>	
Payables, Prior Year	0.00		
Other Disbursements or (Credits)	8,003.47		
Total Funds Disbursed by check during month		<u>2,492,311.73</u>	
Bank Debits (Fees, Deposit Slips, etc.)	108.40		
Transfer to Land Acquisition Account	0.00		
Total Funds Disbursed			<u>2,492,420.13</u>
Cash Balance Operating Funds at month end			\$ 52,581,797.98
Operating Depositories:			
Petty Cash Fund	250.25		
Bank of America:			
General Fund Checking @ 0.2%	1,171,886.27		
Payroll Account	219,381.32		
Pensacola Account	0.00		
Investment Accounts:			
Fla. Board of Administration @ 0.57%			
General Fund	26,728,906.34		
Lands Fee Fund	5,805,986.58		
SWIM Fund	2,442,042.45		
Springs Protection	54.26		
Mitigation Fund	16,213,290.51		
Total Operating Depositories at month end		\$ 52,581,797.98	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
Financial Report  
Summary Statement of Receipts, Disbursements & Cash Balances  
For Month Ending March 31, 2016

Land Acquisition Funds:

Fla. Board of Administration @ 0.57%	\$	483,357.48	
Total Land Acquisition Funds			483,357.48

Restricted Management Funds:

Fla. Board of Administration Phipps Land Management Account @ 0.57%		152,127.34	
Total Land Acquisition Funds			152,127.34

Total Land Acquisition, and Restricted Management Funds			<u>635,484.82</u>
--	--	--	-------------------

TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END			<u><u>\$ 53,217,282.80</u></u>
---	--	--	--------------------------------

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

Date: May 12, 2016

**Northwest Florida Water Management District**  
**Statement of Sources and Uses of Funds**  
**For the Period ending March 31, 2016**  
**(Unaudited)**

	<b>Current Budget</b>	<b>Actuals Through 3/31/2016</b>	<b>Variance (under)/Over Budget</b>	<b>Actuals As A % of Budget</b>
<b>Sources</b>				
Ad Valorem Property Taxes	\$ 3,433,785	\$ 2,893,671	\$ (540,114)	84%
Intergovernmental Revenues	34,132,058	7,885,027	(26,247,031)	23%
Interest on Invested Funds	42,650	90,778	48,128	213%
License and Permit Fees	332,500	228,115	(104,385)	69%
Other	2,248,652	431,040	(1,817,612)	19%
Fund Balance	35,736,267		(35,736,267)	0%
<b>Total Sources</b>	<b>\$ 75,925,912</b>	<b>\$ 11,528,630</b>	<b>\$ (64,397,282)</b>	<b>15%</b>

	<b>Current Budget</b>	<b>Expenditures</b>	<b>Encumbrances<sup>1</sup></b>	<b>Available Budget</b>	<b>%Expended</b>	<b>%Obligated<sup>2</sup></b>
<b>Uses</b>						
Water Resources Planning and Monitoring	\$ 7,097,878	\$ 1,800,761	\$ 118,023	\$ 5,179,094	25%	27%
Acquisition, Restoration and Public Works	38,668,135	4,476,230	99,042	34,092,863	12%	12%
Operation and Maintenance of Lands and Works	3,921,175	1,269,866	229,548	2,421,761	32%	38%
Regulation	3,882,130	1,530,453	59,620	2,292,057	39%	41%
Outreach	180,324	78,123	-	102,202	43%	43%
Management and Administration	2,025,482	884,594	18,433	1,122,455	44%	45%
<b>Total Uses</b>	<b>\$ 55,775,124</b>	<b>\$ 10,040,027</b>	<b>\$ 524,666</b>	<b>\$ 45,210,431</b>	<b>18%</b>	<b>19%</b>
Reserves	20,150,788			20,150,788	0%	0%
<b>Total Uses and Reserves</b>	<b>\$ 75,925,912</b>	<b>\$ 10,040,027</b>	<b>\$ 524,666</b>	<b>\$ 65,361,219</b>	<b>13%</b>	<b>14%</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.

This unaudited financial statement is prepared as of March 31, 2016, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

MARCH 2016

CHECKS	03/04/2016	\$	226,438.59
AP EFT CHECKS	03/04/2016		11,152.50
CHECKS	03/10/2016		717,289.18
AP EFT CHECKS	03/11/2016		8,481.92
CHECKS	03/17/2016		719,848.74
AP EFT CHECKS	03/16/2016		686.34
CHECKS	03/24/2016		159,449.70
AP EFT CHECKS	03/25/2016		918.36
CHECKS	03/31/2016		168,426.02
AP EFT CHECKS	03/31/2016		1,491.61
RETIREMENT EFT	03/31/2016		50,841.72
RETIREMENT EFT	03/31/2016		199.48
			<hr/>
		\$	<u><u>2,065,224.16</u></u>

---

Chairman or Executive Director

---

May 12, 2016

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

<b>VENDOR</b>	<b>NAME</b>	<b>CHECK DATE</b>	<b>INVOICE NET</b>	<b>INVOICE DESCRIPTION</b>
95	AT&T	03/04/2016	399.54	PHONES-EFO
2417	BEARD EQUIPMENT COMPANY, INC.	03/04/2016	777.22	EQUIPMENT REPAIR AND MAINTENAN
5177	CAPITAL CITY AUTOMOTIVE, LLC	03/04/2016	47.85	OPEN PURCHASE ORDER FOR REG-CA
5177	CAPITAL CITY AUTOMOTIVE, LLC	03/04/2016	53.00	TIRE REPAIR
3269	CDW GOVERNMENT, INC.	03/04/2016	72,521.09	VMWARE RENEWAL, PURCHASE, AND
3538	CITY OF APALACHICOLA	03/04/2016	2,000.00	APALACHICOLA BAY WATER QUALITY
5254	CITY OF COTTONDALE	03/04/2016	102,135.60	WATER IMPROVEMENTS PROJECT
4539	JOHN KILEYS CYCLE WORLD, INC.	03/04/2016	1,012.31	DIAGNOSTIC OF 2009 SUZUKI ATV
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	03/04/2016	4,500.00	2016 MOA
45	DMS	03/04/2016	16,265.17	CARR LEASE
5030	F.I. MOTORS LLC	03/04/2016	37.75	OPEN PURCHASE ORDER FOR REG-EF
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	03/04/2016	29.82	FAR ADS FY 2016 BOARD MEETINGS
5172	FREDDIE WILBON	03/04/2016	750.00	JANITORIAL SERVICE FOR CRESTVI
3282	W.W. GRAINGER, INC.	03/04/2016	352.61	FIELD SUPPLIES
2941	HACH COMPANY	03/04/2016	223.49	REPAIR FOR OTT ADC DISCHARGE M
3003	HAVANA FORD, INC.	03/04/2016	35.65	OPEN PURCHASE ORDER FOR REG
4488	JEHLE-HALSTEAD, INC	03/04/2016	100.00	REFUND FOR EPERMITTING OVERPAY
5227	MAC'S AUTO SERVICE	03/04/2016	3,848.04	COMPLETE BRAKE JOB - 2008 FORD
3030	MARIANNA GLASS, INC.	03/04/2016	946.62	REPLACED WINDSHIELD ON WMD-242
1205	OFFICE DEPOT, INC.	03/04/2016	1,227.12	OFFICE SUPPLIES
71	PETTY CASH	03/04/2016	72.23	PETTY CASH
4081	POT-O-GOLD RENTALS, LLC	03/04/2016	1,275.00	PORTABLE TOILETS
4799	STAPLES CONTRACT & COMMERCIAL, INC.	03/04/2016	67.37	OFFICE SUPPLIES
4799	STAPLES CONTRACT & COMMERCIAL, INC.	03/04/2016	4.55	OFFICE SUPPLIES
4799	STAPLES CONTRACT & COMMERCIAL, INC.	03/04/2016	16.03	OFFICE SUPPLIES
4799	STAPLES CONTRACT & COMMERCIAL, INC.	03/04/2016	277.06	FIBER CABLES FOR SERVER
5242	MARSIGLIO & MURPHY DESIGN GROUP, INC.	03/04/2016	10,226.00	SUNRISE SOFTWARE PURCHASE FOR
5242	MARSIGLIO & MURPHY DESIGN GROUP, INC.	03/04/2016	4,450.00	CONSULTING SERVICES FOR RESERV
3941	TYLER TECHNOLOGIES, INC.	03/04/2016	800.00	MUNIS USER CONFERENCE REGISTRA
3454	USDA, APHIS, WILDLIFE SERVICES	03/04/2016	1,682.93	COOPERATIVE SERVICES AGREEMENT
4557	VERIZON WIRELESS	03/04/2016	147.85	CELL PHONES
4626	WASTE PRO OF FLORIDA, INC	03/04/2016	156.69	SOLID WASTE-HQ

**TOTAL CHECKS**

**226,438.59**



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

3080	STEVEN COSTA	03/04/2016	110.00	TRAVEL REIMBURSEMENT
3813	PENNINGTON, P.A.	03/04/2016	11,042.50	LEGAL COUNSEL
<b>TOTAL ACH TRANSFER</b>			<b><u>11,152.50</u></b>	
<b>TOTAL AP</b>			<b><u>237,591.09</u></b>	

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

<b>VENDOR</b>	<b>NAME</b>	<b>CHECK DATE</b>	<b>INVOICE NET</b>	<b>INVOICE DESCRIPTION</b>
5101	JAMES F AKERS	03/10/2016	2,500.00	WEBSITE SYSTEM SUPPORT
4812	ALL AMERICAN RENTALS, INC.	03/10/2016	140.00	PORTABLE TOILETS
4812	ALL AMERICAN RENTALS, INC.	03/10/2016	140.00	PORTABLE TOILETS
5089	ATKINS NORTH AMERICA, INC.	03/10/2016	1,430.50	MINIMUM FLOWS AND LEVELS DEVEL
4180	BA MERCHANT SERVICES	03/10/2016	171.39	TRANSACTION FEES FOR E-PERMITT
5177	CAPITAL CITY AUTOMOTIVE, LLC	03/10/2016	30.90	OPEN PURCHASE ORDER FOR POOL V
5177	CAPITAL CITY AUTOMOTIVE, LLC	03/10/2016	203.91	REPAIR TO VEHICLE WMD2435 AT C
5253	CITY OF GRACEVILLE	03/10/2016	44,627.00	WATER SYSTEM IMPROVEMENTS
5131	CITY OF DEFUNIAK SPRINGS	03/10/2016	67,605.05	WATER MAIN REPLACEMENT
45	DMS	03/10/2016	5.34	LAN PORTS
45	DMS	03/10/2016	1,909.36	ST JOHNS RIVER ETHERNET
45	DMS	03/10/2016	6,870.90	ETHERNET-ALL
45	DMS	03/10/2016	1,449.70	PHONES-HQ
45	DMS	03/10/2016	73.56	PHONES-MILTON
4748	EAST MILTON WATER SYSTEM	03/10/2016	10.00	WATER-MILTON
3685	ENVIRONMENTAL & GEOTECHNICAL SPECIALISTS	03/10/2016	250.00	REFUND FOR WITHDRAWN EPERMIT 1
4807	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	03/10/2016	25.00	FLEET MANAGEMENT SYSTEM - LAND
4807	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	03/10/2016	1,676.63	WEX TELEMATICS FLEET MANAGEMEN
4807	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	03/10/2016	6,284.78	FLEET FUEL
4273	ROBERT T. MIXON	03/10/2016	140.00	FIRE BOOTS - STEVE BROWN
4648	FRED PRYOR SEMINARS	03/10/2016	209.95	FRONT DESK TRAINING CD-ROMS
2804	H & S TRUCK REPAIR, INC.	03/10/2016	910.50	WMD 1256 REPAIRS
5246	HOLLEY-NAVARRE WATER SYSTEM, INC.	03/10/2016	295,000.00	GOLF COURSE REUSE LINE REPLACE
3435	HOLT WATER WORKS, INC.	03/10/2016	8,700.00	HOLT - BAKER INTERCONNECTION
3193	INSURANCE INFORMATION EXCHANGE	03/10/2016	104.10	BACKGROUND INVESTIGATIONS
5120	JOHNSON'S AUTO REPAIR, INC.	03/10/2016	43.84	OPEN PURCHASE ORDER FOR POOL V
2299	LIBERTY COUNTY SOLID WASTE	03/10/2016	28.00	FL RIVER SOLID WASTE
3266	LOWE'S COMPANIES INC.	03/10/2016	37.94	AMDRO ANT POISON FOR PHIPPS PA
4986	PATRICIA LUJAN	03/10/2016	7,374.16	CRESTVIEW LEASE
1205	OFFICE DEPOT, INC.	03/10/2016	75.34	USB CHARGERS, USB CABLES, SURF
1205	OFFICE DEPOT, INC.	03/10/2016	39.15	USB CHARGERS, USB CABLES, SURF
1205	OFFICE DEPOT, INC.	03/10/2016	24.06	OFFICE SUPPLIES
2663	PATIENTS FIRST APPELYARD, INC	03/10/2016	49.00	LABORATORY TESTING
4114	CITY OF PORT ST. JOE	03/10/2016	243,350.00	LIME FEED SYSTEM AND WATER LIN
4128	ROLLSRITE TRAILERS, INC	03/10/2016	150.00	ATV RAMPS FOR TRAILER WMD96217
5153	ALZO SLADE	03/10/2016	750.00	REPAIR SIDEWALK FOR HEADQUARTE
3213	SHI INTERNATIONAL CORP	03/10/2016	2,147.25	GFI PRODUCTS

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

4799	STAPLES CONTRACT & COMMERCIAL, INC.	03/10/2016	20.50	FIBER CABLES FOR SERVER
4799	STAPLES CONTRACT & COMMERCIAL, INC.	03/10/2016	14.21	TABS FOR DEPOSITION BINDER
4799	STAPLES CONTRACT & COMMERCIAL, INC.	03/10/2016	18.80	TABS FOR DEPOSITION BINDER
4799	STAPLES CONTRACT & COMMERCIAL, INC.	03/10/2016	1,249.79	PRINTER INK FOR HP COLOR LASER
3183	STEEL CITY INC.	03/10/2016	40.80	FESCO HARROW REPAIR MATERIALS
3783	SUTRON CORPORATION	03/10/2016	795.00	TEMPEST ANNUAL MAINTENANCE
110	TALQUIN ELECTRIC COOPERATIVE, INC.	03/10/2016	87.17	SECURITY LIGHTS-HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	03/10/2016	3,621.85	ELECTRIC-HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	03/10/2016	255.15	WATER/SEWER-HQ
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	03/10/2016	3,801.60	PUBLIC RECREATION SITE CLEAN U
3839	TOWN OF CAMPBELLTON	03/10/2016	10,146.00	WATER IMPROVEMENT PROJECT
5218	WAGEWORKS, INC.	03/10/2016	127.50	ADMIN FEE FOR FSA
3462	WASTE MANAGEMENT OF PANAMA CITY	03/10/2016	155.00	DUMPSTER FOR ECONFINA OFFICE A
5271	ANDY WELLS	03/10/2016	2,248.50	AGRICULTURAL BMP COST SHARE AG
4774	JOHN T WILLIAMSON	03/10/2016	170.00	JANITORIAL SERVICES FOR THE WF

**TOTAL CHECKS**

**717,289.18**

4966	DAVID REED CHERRY	03/11/2016	110.00	TRAVEL REIMBURSEMENT
4961	PETER FOLLAND	03/11/2016	126.00	TRAVEL REIMBURSEMENT
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	03/11/2016	160.27	REPAIR FIRE ALARM SYSTEM AT MAINT
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	03/11/2016	160.27	REPAIR FIRE ALARM SYSTEM AT LAB
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	03/11/2016	160.27	REPAIR FIRE ALARM SYSTEM AT MAIN HQ
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	03/11/2016	160.27	REPAIR FIRE ALARM SYSTEM AT SWIM
3942	A & W VENTURES, L.C.	03/11/2016	151.34	PORTABLE TOILET FOR PHIPPS PAR
2268	INNOVATIVE OFFICE SOLUTIONS, INC	03/11/2016	836.00	PHONE MAINTENANCE
3921	KOUNTRY RENTAL, INC.	03/11/2016	207.50	CLEANING OF ECONFINA OFFICE
3921	KOUNTRY RENTAL, INC.	03/11/2016	5,985.00	RENTAL, LEASE, AND SERVICE OF
1095	TYLER MACMILLAN	03/11/2016	99.00	TRAVEL REIMBURSEMENT
3823	KENNETH ANDREW ROACH	03/11/2016	126.00	TRAVEL REIMBURSEMENT
4642	COAKLEY TAYLOR	03/11/2016	110.00	TRAVEL REIMBURSEMENT
2630	ERIC TOOLE	03/11/2016	90.00	EMPLOYEE TRAVEL

**TOTAL ACH TRANSFER**

**8,481.92**

**TOTAL AP**

**725,771.10**

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

<b>VENDOR</b>	<b>NAME</b>	<b>CHECK DATE</b>	<b>INVOICE NET</b>	<b>INVOICE DESCRIPTION</b>
5228	ASSOCIATION OF GOVERNMENT ACCOUNTANTS	03/17/2016	105.00	MEMBER DUES FOR RAGINA FLENNIK
4923	JOHN ALTER	03/17/2016	61.41	BOARD TRAVEL
2905	ALTHA FARMERS COOPERATIVE	03/17/2016	517.60	FENCE REPAIR SUPPLES
3293	ANGUS ANDREWS	03/17/2016	107.69	BOARD TRAVEL
2197	A J TROPHIES & AWARDS INC	03/17/2016	472.98	PHOTO PLAQUES FOR GOVERNOR AND
2967	BANK OF AMERICA	03/17/2016	3,049.74	P-CARD PURCHASES
2967	BANK OF AMERICA	03/17/2016	599.88	SUBSCRIPTION FOR ADOBE CREATIV
4096	BAY COUNTY SOLID WASTE DEPARTMENT	03/17/2016	57.38	SOLID WASTE
3524	CITY OF CRESTVIEW	03/17/2016	40.85	WATER/SEWER-CRESTVIEW
5125	CITY OF PARKER	03/17/2016	1,653.04	STORMWATER IMPROVEMENT PROJECT
97	THE DEFUNIAK HERALD	03/17/2016	24.75	LEGAL ADS
4945	MARCUS A. DIXON	03/17/2016	75.00	SECURITY DETAIL FOR MARCH 10,
45	DMS	03/17/2016	33.49	AUDIO CONFERENCING/GO TO MEETING
45	DMS	03/17/2016	1,261.48	PHONES-CARR
45	DMS	03/17/2016	1,308.29	PHONES-CRESTVIEW
3424	DURRA-QUICK-PRINT INC.	03/17/2016	40.00	BUSINESS CARDS-POTTS & HUTTO
3424	DURRA-QUICK-PRINT INC.	03/17/2016	70.00	REG BUSINESS CARDS
5290	ECOLOGY AND ENVIRONMENT, INC.	03/17/2016	26,370.00	WATER RESOURCE ASSESSMENT, DES
4855	ENVIRON SERVICES INCORPORATED	03/17/2016	2,127.00	JANITORIAL SERVICES, HEADQUART
5298	TED EVERETT	03/17/2016	65.86	BOARD TRAVEL
4075	FLORIDA COMMUNITY SERVICES CORP	03/17/2016	145,252.96	US HIGHWAY 98 WATER LINE EXTEN
2702	FISH AND WILDLIFE	03/17/2016	3,978.29	LAW ENFORCEMENT/SECURITY SERVI
2701	FLORIDA MUNICIPAL INSURANCE TRUST	03/17/2016	28,445.58	3RD INSTALLMENT FY 15-16
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	03/17/2016	36.82	FAR LEGAL AD FOR ITB16B-003
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	03/17/2016	31.08	FAR ADS FY 2016 BOARD MEETINGS
839	FORESTRY SUPPLIERS, INC.	03/17/2016	89.00	FIELD SUPPLIES-ERP
916	GULF POWER COMPANY	03/17/2016	359.41	ELECTRIC-MILTON
916	GULF POWER COMPANY	03/17/2016	634.04	ELECTRIC-CRESTVIEW
3003	HAVANA FORD, INC.	03/17/2016	77.65	OPEN PURCHASE ORDER FOR RMD
3003	HAVANA FORD, INC.	03/17/2016	55.19	OPEN PURCHASE ORDER FOR REG
5120	JOHNSON'S AUTO REPAIR, INC.	03/17/2016	433.10	REPAIR VEHICLE WMD1774, POOL
4174	MIKE SPIVA	03/17/2016	35.00	WELL PERMITTING FEES REFUND
63	NORTHWEST FLORIDA DAILY NEWS	03/17/2016	129.02	LEGAL ADS
4090	JERRY PATE	03/17/2016	162.87	BOARD TRAVEL
4849	NICK PATRONIS	03/17/2016	81.88	BOARD TRAVEL

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

3960	GEORGE ROBERTS	03/17/2016	81.88	BOARD TRAVEL
523	SANTA ROSA PRESS GAZETTE	03/17/2016	104.22	LEGAL ADS
3482	SANTA ROSA COUNTY LANDFILL	03/17/2016	24.30	SOLID WASTE
5334	MARK SANTARELLI	03/17/2016	180.00	WELL PERMITTING FEES REFUND
3213	SHI INTERNATIONAL CORP	03/17/2016	1,681.50	EXCHANGE CAL LICENSES
4720	SOUTHWOOD SHARED RESOURCE CENTER	03/17/2016	2,078.54	OFFSITE DATA STORAGE
4967	SAMUEL SPRING	03/17/2016	85.44	BOARD TRAVEL
3783	SUTRON CORPORATION	03/17/2016	1,650.00	GOES READY DATA LOGGER
2718	T & TRS, INC.	03/17/2016	421.63	REFRIGERATED TRAILER RENTAL
5242	MARSIGLIO & MURPHY DESIGN GROUP, INC.	03/17/2016	8,520.00	ENTERPRISE CMS HOSTING, SUPPOR
5247	TOWN OF SNEADS	03/17/2016	66,044.98	WATER IMPROVEMENT PROJECT
3696	URS CORPORATION	03/17/2016	232,234.47	121 PERDIDO RIVER AND BAY RISK
3696	URS CORPORATION	03/17/2016	166,164.63	122 PENSACOLA BAY RISK MAP
4557	VERIZON WIRELESS	03/17/2016	1.11	MACHINE TO MACHINE
4557	VERIZON WIRELESS	03/17/2016	838.31	JETPACKS
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	03/17/2016	11,403.40	LAW ENFORCEMENT/SECURITY SERVI
382	WASHINGTON COUNTY NEWS	03/17/2016	81.00	LEGAL ADS
3048	YATES CONTRACTING, INC.	03/17/2016	490.00	FILL DIRT FOR POLE BARN APRON
3048	YATES CONTRACTING, INC.	03/17/2016	2,170.00	EARTHEN FILL DIRT
3048	YATES CONTRACTING, INC.	03/17/2016	7,750.00	EXCAVATOR WITH OPERATOR SERVIC

**TOTAL CHECKS**

**719,848.74**

4961	PETER FOLLAND	03/16/2016	146.00	TRAVEL REIMBURSEMENT
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	03/16/2016	30.00	MONITORING FOR CRESTVIEW
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	03/16/2016	35.00	MONITORING FOR IT
4607	MAIL FINANCE INC	03/16/2016	126.00	MAILING SYSTEM LEASE FOR CRV
2516	HAINES J. LAYFIELD JR.	03/16/2016	218.00	TRAVEL REIMBURSEMENT
5249	ALLYSON MCKEE	03/16/2016	5.34	TRAVEL REIMBURSEMENT
3823	KENNETH ANDREW ROACH	03/16/2016	126.00	TRAVEL REIMBURSEMENT

**TOTAL ACH TRANSFER**

**686.34**

**TOTAL AP**

**720,535.08**

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

<b>VENDOR</b>	<b>NAME</b>	<b>CHECK DATE</b>	<b>INVOICE NET</b>	<b>INVOICE DESCRIPTION</b>
2992	BANK OF AMERICA	03/24/2016	486.54	PAYMENT PORTEL FOR E-PERMITTIN
2992	BANK OF AMERICA	03/24/2016	287.59	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	03/24/2016	1,424.44	ACCOUNT ANALYSIS
4655	CITY OF GRETNA	03/24/2016	3,675.00	WATER SYSTEM UPGRADES
4655	CITY OF GRETNA	03/24/2016	7,375.00	WATER SYSTEM UPGRADES
3289	CITY OF TALLAHASSEE	03/24/2016	37.58	LAKESHORE
4264	DELL SECUREWORKS	03/24/2016	1,799.00	QUALYSGUARD EXPRESS
4508	CARDNO ENTRIX	03/24/2016	11,302.50	MINIMUM FLOW AND LEVELS DEVELO
4508	CARDNO ENTRIX	03/24/2016	9,315.00	MINIMUM FLOW AND LEVELS DEVELO
2453	ESCAMBIA COUNTY PROPERTY APPRAISER	03/24/2016	3,324.14	3RD QTR FY 15-16
2291	GULF COAST ELECTRIC COOPERATIVE,INC	03/24/2016	358.27	ELECTRIC-ECONFINA
5287	JON HICKS	03/24/2016	285.00	RECHARGE A/C SYSTEM FOR LAB B
2969	INTEROCEAN SYSTEMS, INC.	03/24/2016	1,401.50	INTEROCEAN S4 METER MAINTENANC
5150	TOWN OF JAY	03/24/2016	6,127.00	ASBESTOS WATERMAIN REPLACEMENT
5150	TOWN OF JAY	03/24/2016	47,889.56	ASBESTOS WATERMAIN REPLACEMENT
5270	MATTHEW LAND	03/24/2016	24,750.00	AGRICULTURAL BMP COST SHARE AG
4952	LAW, REDD, CRONA & MUNROE, P.A.	03/24/2016	3,042.00	INSPECTOR GENERAL SERVICES ENG
5227	MAC'S AUTO SERVICE	03/24/2016	448.92	BRAKE JOB FOR 2009 FORD (WMD-2
1205	OFFICE DEPOT, INC.	03/24/2016	634.71	OFFICE SUPPLIES
3023	PANAMERICAN CONSULTANTS, INC.	03/24/2016	5,250.50	PHASE I ARCHAEOLOGICAL SURVEY
4081	POT-O-GOLD RENTALS, LLC	03/24/2016	1,275.00	PORTABLE TOILETS
906	PURVIS, GRAY AND COMPANY, LLP	03/24/2016	19,750.00	FINANCIAL AUDIT SERVICES
3213	SHI INTERNATIONAL CORP	03/24/2016	341.00	ADOBE PHOTOSHOP FOR MADDY LESS
4799	STAPLES CONTRACT & COMMERCIAL, INC.	03/24/2016	100.26	RMD OFFICE SUPPLIES
4799	STAPLES CONTRACT & COMMERCIAL, INC.	03/24/2016	16.00	RMD OFFICE SUPPLIES
107	TALLAHASSEE STAMP CO.	03/24/2016	52.50	DATE STAMP
4804	TOWN OF WAUSAU	03/24/2016	4,040.00	BOOSTER PUMP INSTALLATION
4804	TOWN OF WAUSAU	03/24/2016	1,900.00	BOOSTER PUMP INSTALLATION
5343	TRANSMISSION MANAGEMENT SOLUTIONS LLC	03/24/2016	2,291.00	WMD-0014 TRANSMISSION REPAIR
4038	WINDSTREAM COMMUNICATIONS	03/24/2016	57.94	LONG DISTANCE AND 800#
4651	PANAMA CITY CYCLES, INC	03/24/2016	411.75	REPAIR & SERVICE YAMAHA 700 GR

**TOTAL CHECKS**

**159,449.70**

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

4845	CALHOUN COUNTY SHERIFF'S OFFICE	03/25/2016	561.36	CALHOUN CO SHERIFF-LAW ENFCMT/
4961	PETER FOLLAND	03/25/2016	146.00	TRAVEL REIMBURSEMENT
4607	MAIL FINANCE INC	03/25/2016	126.00	MAILING SYSTEM LEASE FOR CARR,
1918	PAUL J. THORPE	03/25/2016	85.00	REGISTRATION REIMBURSEMENT
<b>TOTAL ACH TRANSFER</b>			<b><u>918.36</u></b>	
<b>TOTAL AP</b>			<b><u><u>160,368.06</u></u></b>	

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

<b>VENDOR</b>	<b>NAME</b>	<b>CHECK DATE</b>	<b>INVOICE NET</b>	<b>INVOICE DESCRIPTION</b>
4832	ASSURANT EMPLOYEE BENEFITS	03/31/2016	170.12	PREPAID DENTAL
4832	ASSURANT EMPLOYEE BENEFITS	03/31/2016	4,476.80	REGULAR DENTAL
4834	ASSURANT EMPLOYEE BENEFITS	03/31/2016	878.42	LIFE AD&D
4833	ASSURANT EMPLOYEE BENEFITS	03/31/2016	1,094.18	VOLUNTARY LTD
95	AT&T	03/31/2016	398.74	PHONES-ECONFINA
5089	ATKINS NORTH AMERICA, INC.	03/31/2016	899.00	MINIMUM FLOWS AND LEVELS DEVEL
3113	RAY GLASS' BATTERIES, INC.	03/31/2016	279.92	VEHICLE BATTERY CHARGERS
4682	BCL CIVIL CONTRACTORS, INC.	03/31/2016	25,000.00	SHORELINE RESTORATION AT WALSI
4778	BENSON'S HEATING AND AIR CONDITIONING, INC.	03/31/2016	294.94	INSPECT AND REPAIR A/C SERVER
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	03/31/2016	205.32	MEDICARE INSURANCE
2507	CALHOUN LIBERTY JOURNAL	03/31/2016	27.00	LEGAL ADS
1617	CAPITAL HEALTH PLAN	03/31/2016	79,796.56	EMPLOYEE INSURANCE
3485	CDM SMITH, INC.	03/31/2016	7,215.00	WATER RESOURCE ASSESSMENT, DES-TO-2
4676	CITY OF MILTON FLORIDA	03/31/2016	35.50	DUMPSTER SERVICE
4676	CITY OF MILTON FLORIDA	03/31/2016	28.54	SEWER-MILTON
5131	CITY OF DEFUNIAK SPRINGS	03/31/2016	14,708.48	WATER MAIN REPLACEMENT
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	03/31/2016	500.00	PERMIT APP. FEE-DEVIL'S HOLE &
45	DMS	03/31/2016	2.84	SUNCOM
45	DMS	03/31/2016	1,461.15	PHONES-HQ
1292	FISHER SCIENTIFIC	03/31/2016	33.40	LAB SUPPLIES FOR FIELD SERVICE
5339	FLORIDA FENCE AND DECK, INC.	03/31/2016	1,487.00	LAKE JACKSON FACILITY FENCE RE
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	03/31/2016	23.94	FAR AD
5172	FREDDIE WILBON	03/31/2016	750.00	JANITORIAL SERVICE FOR CRESTVI
3492	GEOTECH ENVIRONMENTAL EQUIP, INC.	03/31/2016	443.27	.45 MICRON FILTERS
3420	GREASE PRO EXPRESS LUBE	03/31/2016	244.00	WMD 0932 REPAIRS
410	GULF COUNTY TAX COLLECTOR	03/31/2016	3.12	TAX REFUND DUE
4187	INTERA, INC.	03/31/2016	5,800.00	MINIMUM FLOWS AND LEVELS
61	JACKSON COUNTY FLORIDAN	03/31/2016	344.70	LEGAL ADS
5120	JOHNSON'S AUTO REPAIR, INC.	03/31/2016	159.95	VEHICLE #WMD96202 REAR BRAKES
5120	JOHNSON'S AUTO REPAIR, INC.	03/31/2016	83.74	OPEN PURCHASE ORDER FOR RMD
2293	LANE'S OUTDOOR EQUIPMENT, INC	03/31/2016	83.96	EQUIPMENT REPAIR AND MAINTENAN
2293	LANE'S OUTDOOR EQUIPMENT, INC	03/31/2016	145.46	EQUIPMENT REPAIR AND MAINTENAN
5297	M RUGGED MOBILE TECHNOLOGY	03/31/2016	3,395.00	RUGGED LAPTOP FOR CORIE WHITE
5227	MAC'S AUTO SERVICE	03/31/2016	275.42	REPLACE BRAKE CALIPERS ON FORD
4873	MAIN STREET AUTOMOTIVE, INC.	03/31/2016	44.96	OPEN PURCHASE ORDER FOR ERP CF
63	NORTHWEST FLORIDA DAILY NEWS	03/31/2016	168.77	LEGAL ADS



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

**AP COMPUTER PAID/EFT CHECKS**

5344	PARKER SERVICES, INC.	03/31/2016	301.00	INSPECT A/C UNIT 10 AT HQ
2663	PATIENTS FIRST APPELYARD, INC	03/31/2016	49.00	LABORATORY TESTING-NASO
2663	PATIENTS FIRST APPELYARD, INC	03/31/2016	49.00	LABORATORY TESTING
62	PENSACOLA NEWS-JOURNAL	03/31/2016	139.32	LEGAL ADS
5017	AGFA CORPORATION	03/31/2016	264.52	STICKY BACKED COMPUTER PAPER
5251	RANDSTAD NORTH AMERICA, INC.	03/31/2016	2,187.14	STAFF AUG SERVICES
3851	SOUTHEASTERN SURVEYING & MAPPING CORP	03/31/2016	1,950.00	AGREEMENT FOR PROFESSIONAL SER
4091	THE SHOE BOX	03/31/2016	170.99	SAFETY BOOTS-HUTTO
3213	SHI INTERNATIONAL CORP	03/31/2016	341.00	ADOBE PHOTOSHOP FOR MADDY LESS
4799	STAPLES CONTRACT & COMMERCIAL, INC.	03/31/2016	195.04	FOAM BOARD FOR TAC MEETINGS
4793	SYMANTEC CORPORATION	03/31/2016	995.00	EPERMITTING SSL CERTIFICATE
5100	TECHNISOURCE, INC	03/31/2016	10,240.00	EXCHANGE 2013
3568	THOMPSON TRACTOR CO., INC.	03/31/2016	150.12	HYDRAULIC HOSE/ LINE
2305	TROY FAIN INSURANCE COMPANY, INC	03/31/2016	123.00	NOTARY APPLICATION FEES
3462	WASTE MANAGEMENT OF PANAMA CITY	03/31/2016	155.00	DUMPSTER FOR ECONFINA OFFICE A
4626	WASTE PRO OF FLORIDA, INC	03/31/2016	156.69	SOLID WASTE-HQ

**TOTAL CHECKS**

**168,426.02**

4277	LEIGH BROOKS	03/31/2016	32.00	EMPLOYEE REIMBURSEMENT
4966	DAVID REED CHERRY	03/31/2016	110.00	TRAVEL REIMBURSEMENT
3455	DAVID CLAYTON	03/31/2016	50.04	OVERPAYMENT FOR ICMA LOAN
3080	STEVEN COSTA	03/31/2016	110.00	TRAVEL REIMBURSEMENT
4961	PETER FOLLAND	03/31/2016	146.00	TRAVEL REIMBURSEMENT
4607	MAIL FINANCE INC	03/31/2016	259.00	MAILING SYSTEM LEASE FOR HQ
5124	CHRISTOPHER MICHAEL KENT	03/31/2016	160.00	TRAVEL REIMBURSEMENT
5249	ALLYSON MCKEE	03/31/2016	11.57	TRAVEL REIMBURSEMENT
3185	YAMILA POSEY	03/31/2016	218.00	TRAVEL REIMBURSEMENT
3823	KENNETH ANDREW ROACH	03/31/2016	146.00	TRAVEL REIMBURSEMENT
3823	KENNETH ANDREW ROACH	03/31/2016	146.00	TRAVEL REIMBURSEMENT
5240	BRUCE WILSON	03/31/2016	103.00	TRAVEL REIMBURSEMENT

**TOTAL ACH TRANSFER**

**1,491.61**

**TOTAL AP**

**169,917.63**

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

MARCH 2016

DIRECT DEPOSIT	03/04/2016	\$	211,053.25
CHECKS	03/04/2016		2,238.29
FLEX SPENDING EFT	TF0047		1,419.60
DIRECT DEPOSIT	03/18/2016		209,325.14
CHECKS	03/18/2016		1,632.09
FLEX SPENDING EFT	TF0052		1,419.20

\$ 427,087.57

APPROVED:

\_\_\_\_\_  
Chairman or Executive Director

May 12, 2016

\_\_\_\_\_  
Date

# NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

## MEMORANDUM

TO: Governing Board

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

FROM: Wendy Dugan, Division of Administration Director

DATE: April 27, 2016

SUBJECT: Consideration of Acceptance of the Audited Financial Statements for Fiscal Year 2014-2015

---

### Background

Mr. Ryan Tucker, C.P.A., a Partner with the District's independent audit firm, Purvis, Gray & Company, will present the results of its audit of the District's financial statements for the 2014-2015 fiscal year.

The Financial Report is provided as a separate document for your review and consideration.

### Recommendation

Staff recommends the Governing Board accept the District's September 30, 2015, audited financial statements as presented.

## NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

### **MEMORANDUM**

TO: Administration, Budget and Finance Committee

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

FROM: Wendy Dugan, Division of Administration Director

DATE: April 27, 2016

SUBJECT: Consideration of Resolution No. 812 Amending the Fiscal Year  
2015-2016 Budget - Amendment No. 2 - Realignment of Budget

---

#### **Recommendation**

Staff recommends the Governing Board adopt Resolution No. 812 amending the Fiscal Year 2015-2016 Budget and allow staff to realign revenues and reserves to maintain the proper balance in each fund.

#### **Background**

Amendment No. 2 to the Fiscal Year (FY) 2015-2016 Budget realigns budget within and across programs, funds, projects, and categories. This amendment does not increase or decrease the total District budget.

A review of the District's latest expenditures indicates this action is required to properly reflect budgetary needs with associated year-to-date costs. Budget realignments include:

- \$62,278 in personnel budget transfers across programs and projects to accurately reflect where staff time and payments are being charged.
- \$20,000 in contractual service transfers that include \$15,000 from internal audit to Governing Board legal budget and \$5,000 from pre-land acquisition to special review and services for the Devil's Hole spring and Cotton Landing streambank restoration projects.
- \$112,798 in transfers from the operating expense category within the Information Technology (IT) Bureau to provide:
  - \$57,798 in capital outlay for servers originally budgeted incorrectly as operating expenses;

- \$25,000 in contractual services to update to the Office 365 Email Exchange; and
- \$30,000 in contractual services for infrastructure assessment and remediation plans of the District's network, servers, and other hardware.
- \$12,900 in a revenue transfer back to fund balance, due to a donation from the Nature Conservancy for reforestation in the Econfinia Creek Water Management Area.

Summary of Fund Impact to Expense Budget:

<b><u>Fund Source</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>	<b><u>Impact</u></b>
General Fund	13,000	(1,000)	(12,000)
Projects Fund	28,321	(28,321)	0
Mitigation Fund	7,107	(3,107)	4,000
Lands Management Fund	19,060	(35,060)	(16,000)
Land Acquisition Fund	5,000	(5,000)	0
Regulation Fund	83,409	(83,409)	0
	<u>195,076</u>	<u>(195,076)</u>	<u>0</u>



Brett J. Cyphers  
Executive Director

## Northwest Florida Water Management District

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

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

### RESOLUTION NO. 812

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

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

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

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

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

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

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

The Budget is hereby amended as summarized in the memorandum dated April 27, 2016, requesting Amendment No. 2 to the Fiscal Year 2015-2016 budget. Amendment No. 2 reallocates budget authority across programs, funds, projects, and budget categories to properly reflect activities performed and accurately assign actual costs with no increase to the total District budget.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of May, 2016, A.D.

GEORGE ROBERTS  
Chair  
Panama City

JERRY PATE  
Vice Chair  
Pensacola

JOHN W. ALTER  
Secretary-Treasurer  
Malone

GUS ANDREWS  
DeFuniak Springs

JON COSTELLO  
Tallahassee

MARC DUNBAR  
Tallahassee

TED EVERETT  
Chipley

NICK PATRONIS  
Panama City Beach

BO SPRING  
Port St. Joe

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

---

George Roberts, Chair

**ATTEST:**

---

John W. Alter, Secretary-Treasurer

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

**MEMORANDUM**

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director  
Guy Gowens, Assistant Executive Director  
Wendy Dugan, Division of Administration Director

FROM: Grace Adams, Human Resources Administrator

DATE: April 27, 2016

SUBJECT: Information Item - Open Government Overview

---

Ms. Pat Gleason, Special Counsel for Open Government for Attorney General Pam Bondi, will present an overview of Florida's Government in the Sunshine Law and the Public Records Act. A summary of the Law and Act is attached.



## **2016 Open Government Overview**

Patricia R. Gleason  
Special Counsel for Open Government  
Attorney General Pam Bondi

### **SUNSHINE LAW**

#### **A. Scope of the Sunshine Law**

- Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels. The law is equally applicable to elected and appointed boards and has been applied to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. Members-elect are subject to the Sunshine Law, even though they have not yet taken office.
- There are three basic requirements
  - 1) Meetings of public boards or commissions must be open to the public;
  - 2) Reasonable notice of such meetings must be given; and
  - 3) Minutes of the meetings must be taken, promptly recorded, and open to public inspection.
- Advisory boards created pursuant to law or ordinance or otherwise established by public agencies may be subject to the Sunshine Law, even though their recommendations are not binding upon the agencies that create them.
- Generally, the Sunshine Law does not apply to private organizations providing services to a state or local government unless the private entity has been created by a public entity, there has been a delegation of the public entity's governmental functions, or the private organization plays an integral part in the decision-making process of the public entity.
- Meetings of staff are not ordinarily subject to the Sunshine Law. However, a staff committee can be subject to the Sunshine Law if the committee is delegated "decision-making authority" as opposed to mere information gathering or fact-finding. For example, a staff committee which was given the authority to screen applications for a university position and to reject some applicants from further consideration was found to be subject to the Sunshine Law.
- Only the Legislature can create an exemption to the Sunshine Law (by a 2/3 vote) and allow a board to close a meeting.
- Board members may not use the telephone, Facebook, email, or text messages to conduct a private discussion about board business. Board members may send a "one-way" communication to a board member as long as the communication is kept as a public record and there is no response to the communication except at an open public meeting. Accordingly, any "one-way" communications (for example one board member wants to forward an article to the board members for information) should be distributed by the board office so that they can be preserved as public records and ensure that any

response to the communication is made only at a public meeting.

- While a board member is not prohibited from discussing board business with staff or a non-board member, these individuals cannot be used as a liaison to communicate information between board members. For example, a board member cannot ask staff to poll the other board members to determine their views on a board issue.

#### B. Board meetings

- Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, the name of the person who voted, and his or her selection is written on the ballot, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act.
- While boards may adopt reasonable rules and policies to ensure orderly conduct of meetings, the Sunshine Law does not allow boards to ban non-disruptive videotaping, tape recording, or photography at public meetings.
- Board meetings should be held in buildings that are open to the public. This means that meetings should not be held in private homes.
- The phrase "open to the public" means open to all who choose to attend. Boards are not authorized to exclude some members of the public (i.e. employees or vendors) from public meetings.
- Section 286.0114, F.S., provides, subject to listed exceptions, that boards must allow an opportunity for the public to be heard before the board takes official action on a proposition. The statute does not prohibit boards from "maintaining orderly conduct or proper decorum in a public meeting." Boards are authorized to adopt specified rules or policies that govern the opportunity to be heard, such as time limits for speakers.

#### C. Penalties

- Any member of a board or commission or of any state agency or authority of a county, municipal corporation, or political subdivision who *knowingly* violates the Sunshine Law is guilty of a misdemeanor of the second degree. An unintentional violation may be prosecuted as a noncriminal infraction resulting in a civil penalty up to \$500.
- The Sunshine Law provides that no resolution, rule, regulation or formal action shall be considered binding except as taken or made at an open meeting.
- Recognizing that the Sunshine Law should be construed so as to frustrate all evasive devices, the courts have held that action taken in violation of the law was void *ab initio*.
- Where, however, a public board or commission does not merely perfunctorily ratify or ceremoniously accept at a later open meeting those decisions which were made at an earlier secret meeting but rather takes "independent final action in the sunshine," the board's decision may stand.

## PUBLIC RECORDS

### A. Scope of Public Records Law

- Section 119.011(12), Florida Statutes, defines "public records" to include:

all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.
- The Florida Supreme Court has interpreted this definition to encompass all materials made or received by an agency in connection with official business which are used to perpetuate, communicate, or formalize knowledge.
- All such materials, regardless of whether they are in final form, are open for public inspection unless the Legislature has exempted them from disclosure.
- There is no "unfinished business" exception to the public inspection and copying requirements of the Public Records Act. If the purpose of a document prepared in connection with the official business of a public agency is to perpetuate, communicate, or formalize knowledge, then it is a public record regardless of whether it is in final form or the ultimate product of an agency.
- Although a right of access exists under the Constitution to all three branches of government, the Public Records Act, as a legislative enactment, does not apply to the Legislature or the judiciary.
- A "public or private agency, person, partnership, corporation, or business entity acting on behalf of any public agency" is also subject to the requirements of the Public Records Act.
- E-mail messages, text messages, and other electronic communications made or received by public officers or employees in connection with official business are public records and subject to disclosure in the absence of a statutory exemption from public inspection. As with other public records, the retention period for these records is governed by schedules adopted by the Department of State which make it clear that it is the content of the communication -- not its location or the type of technology used to send the message — that determines how long it must be retained.

### B. Providing public records

- The Public Records Act requires no showing of purpose or "special interest" as a condition of access to public records.
- The custodian is not authorized to deny a request to inspect and/or copy public records because of a lack of specifics in the request.
- A custodian of public records and his or her designee must acknowledge requests to inspect or copy records promptly and respond to such requests in good faith.
- The Public Records Act does not contain a specific time limit (such as 24 hours or 10

days) for compliance with public records requests. The Florida Supreme Court has stated that the only delay in producing records permitted under Chapter 119, Florida Statutes, is the reasonable time allowed the custodian to retrieve the record and redact those portions of the record the custodian asserts are exempt.

- An agency is not authorized to establish an arbitrary time period during which records may or may not be inspected.
- Nothing in Chapter 119, Florida Statutes, requires that a requesting party make a demand for public records in person or in writing.
- A custodian is not required to give out *information* from the records of his or her office. The Public Records Act does not require a town to produce an employee, such as the financial officer, to answer questions regarding the financial records of the town.
- The fact that a particular record is also maintained by another agency does not relieve the custodian of the obligation to permit inspection and copying in the absence of an applicable statutory exemption.
- An agency may not refuse to allow public records made or received in the normal course of business to be inspected or copied if requested to do so by the maker or sender of the document.
- A custodian of a public record who contends that a record or part of a record is exempt from inspection must state the basis for the exemption, including the statutory citation to the exemption. Additionally, upon request, the custodian must state in writing and with particularity the reasons for the conclusion that the record is exempt from inspection.
- There is a difference between records the Legislature has determined to be exempt from the Public Records Act and those which the Legislature has determined to be exempt from the Act and confidential. If information is made confidential in the statutes, the information is not subject to inspection by the public and may be released only to those persons and entities designated in the statute. On the other hand, if the records are not made confidential but are simply exempt from the mandatory disclosure requirements in section 119.07(1)(a), Florida Statutes, the agency is not prohibited from disclosing the documents in all circumstances.
- The general rule is that records which would otherwise be public under state law are unavailable for public inspection only when there is an absolute conflict between federal and state law relating to confidentiality of records. If a federal statute requires particular records to be closed and the state is clearly subject to the provisions of such statute, then pursuant to the Supremacy Clause of the United States Constitution, Article VI, section 2, United States Constitution, the state must keep the records confidential.

#### C. Fees

- Providing access to public records is a statutory duty imposed by the Legislature upon all record custodians and should not be considered a profit-making or revenue-generating operation. Thus, public information must be open for inspection without charge unless otherwise expressly provided by law.
- Section 119.07(4)(d), Florida Statutes, authorizes the imposition of a special service charge to inspect or copy public records when the nature or volume of public records to

be inspected is such as to require extensive use of information technology resources, or extensive clerical or supervisory assistance, or both. The charge must be reasonable and based on the labor or computer costs actually incurred by the agency.

- If no fee is prescribed elsewhere in the statutes, section 119.07(4)(a)1., Florida Statutes, authorizes the custodian to charge a fee of up to 15 cents per one-sided copy for copies that are 14 inches by 8 ½ inches or less. An agency may charge no more than an additional 5 cents for each two-sided duplicated copy.
- The courts have upheld an agency's requirement of a reasonable deposit or advance payment of the applicable statutory fees in cases where a large number of records have been requested. In such cases, the fee should be communicated to the requestor before the work is undertaken.

#### D. Penalties

- A person who has been denied the right to inspect and/or copy public records under the Public Records Act may bring a civil action against the agency to enforce the terms of Ch. 119. In the event the court finds that the agency violated Ch. 119, F.S., the court shall award attorney fees to the prevailing party.
- In addition to judicial remedies, section 119.10(1)(b), Florida Statutes, provides that a public officer who knowingly violates the provisions of section 119.07(1), Florida Statutes, is subject to suspension and removal or impeachment and is guilty of a misdemeanor of the first degree, punishable by possible criminal penalties of one year in prison, or \$1,000 fine, or both.

## NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

### **MEMORANDUM**

TO: Governing Board

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

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

DATE: April 25, 2016

SUBJECT: Consideration of Florida Fish and Wildlife Conservation Commission Annual Work Plan and Budget for the Sand Hill Lakes Mitigation Bank Cooperative Management Agreement

---

#### **Recommendation**

Staff recommends the Governing Board approve the Florida Fish and Wildlife Conservation Commission Fiscal Year 2016-2017 Work Plan and Budget for the Sand Hill Lakes Mitigation Bank Cooperative Management Agreement, subject to approval of the District's Fiscal Year 2016-2017 budget in September 2016.

#### **Background**

Since 2005, the District has contracted with the Florida Fish and Wildlife Conservation Commission (FWC) to assist with the protection and management of the Sand Hill Lakes Mitigation Bank (Fitzhugh Carter) property in Washington County, consistent with conditions of the state and federal mitigation bank permits.

Under this agreement, the FWC provides comprehensive assessments of the property's fish and wildlife resources as they relate to managing the property's allowable public recreation opportunities and fulfilling the permit requirements. This includes, but is not limited to: operation of the fish and wildlife check station; regulation of public access and use; enhanced law enforcement for natural resource and general property protection; and ongoing fish and wildlife studies and assessments, with particular emphasis on rare, threatened, and endangered species and species of special concern. Additionally, FWC staff can undertake the management of nuisance species such as feral hogs.

The property has been open to limited public hunting since 2005 and was opened to limited public fishing in 2007. Recreational activities on this property are highly regulated because the mitigation bank permit allows for public access to the property only through a check station system.

The current five-year agreement, executed in 2014, provides for an annual assessment of FWC's activities and development of a Work Plan and Budget for the upcoming fiscal year. Coordinating with District staff, the FWC developed the attached Work Plan and Budget for FWC Fiscal Year 2016-2017, which begins on July 1, 2016. District staff routinely assesses FWC's work plan progress, and FWC has consistently implemented all activities specified in the Work Plan.

The proposed budget for the upcoming agreement period is \$121,913, an increase of \$2,373 from the previous year's budget of \$119,540. The increase is comprised of \$181 for additional days of check station operation (due to annual calendar fluctuation) and a \$2,192 increase in the cost of insurance coverage for the OPS Fish and Wildlife Technician.

Attachment: Work Plan/Budget

**FITZHUGH CARTER TRACT/SHLMB WORK PLAN AND BUDGET  
2016 – 2017  
(Hunting and Fishing Programs)**

<u>Service/Product</u>	<u>Description</u>	<u>District Costs/Expenditures</u>
FTE Fish and Wildlife Biologist (Biological Scientist III)	Develop and implement comprehensive fisheries and wildlife management program for the SHLMB. Duties include, but are not limited to, the collection of wildlife and fisheries data, preparation of annual reports, supervision of OPS Fish and Wildlife Technician and OPS Check Station Operators, feral hog management and control, coordination of volunteer program, and coordinate and conduct fish and wildlife surveys. Fish surveys include fyke nets, electroshocking, and Wegener rings. Wildlife surveys include deer, quail, gopher tortoise, amphibians and reptiles, small mammals, breeding and migratory birds, wading birds and waterfowl.	Biologist Salary.....\$ 37,868 Benefits (30.3%).....\$ 11,474  <b><u>\$ 49,342</u></b>
OPS Fish and Wildlife Technician	Assist FTE Fish and Wildlife Biologist with multiple aspects of area management including, but not limited to, conducting fish and wildlife population surveys, feral hog management and control, maintenance of boats and boat ramps, coordination with visiting educational groups, and relieving check station operator(s) as needed.	Technician Pay (2080 hrs @ \$13.22/hr + FICA)....\$ 29,602 <u>Insurance coverage....\$ 9,290</u>  <b><u>\$ 38,892</u></b>
OPS Check Station Operators	Man Check Station during scouting, hunting, and fishing days. Duties include providing education and assistance to hunters and anglers checking into and out of check station (customer service/area public relations), collection of biological data from harvested game and fish, monitoring hunter/fisherman pressure (creel surveys and quota hunt use), issuance of angler provisions (boats, oars, PFD's, creel kits), and adherence to fisherman quotas and pond allocation limits.	3037 hrs @ \$8.62/hr  <b><u>\$ 26,179</u></b>
Estimated Operational Expenses	Boat operation costs during fish surveys, work and safety apparel, continuing education and training, fish and wildlife scientific survey materials, and equipment and supplies.	   <b><u>\$ 7,500</u></b>
<b>Total</b>		<b>\$ 121,913</b>



## NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

### **MEMORANDUM**

TO: Governing Board

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

FROM: Jim Lamar, Director of Communications

DATE: April 27, 2016

SUBJECT: Proclamation for May's 'Water Reuse Week'

---

#### **Recommendation**

Staff recommends the Governing Board proclaim May 15-21 as Water Reuse Week and allow staff to read a proclamation at the May 12 Governing Board meeting.

#### **Background**

The state of Florida has established the encouragement and promotion of water reuse as state objectives in Chapters 373 and 403, Florida Statutes. The District, over the years, has played an important part in the state's growth in water reuse. There are 26 reuse systems in the District reusing nearly 28 million gallons per day of reclaimed water. There are an additional 76 million gallons per day of potentially reusable water within the District. To help further promote and encourage water reuse throughout the state, the District wishes to join the other water management districts, the Florida Department of Environmental Protection, and many municipalities in recognizing Water Reuse Week as May 15-21.

## NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

### MEMORANDUM

TO: Governing Board

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

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

DATE: April 22, 2016

SUBJECT: Information Item: Overview of Walsingham Park Shoreline Restoration and Protection  
Project: Econfina Creek WMA

---

In 2015, the District received funding from the Florida Fish and Wildlife Commission's Aquatic Habitat Restoration and Enhancement Section (AHRH Section) to conduct shoreline restoration and protection construction at the Walsingham Park canoe and kayak launch area located on Econfina Creek.

Although the canoe and kayak launch area is protected by a sheet pile bulkhead wall, extensive shoreline erosion has occurred immediately downstream of the wall. If left unchecked, the shoreline erosion could lead to partial failure of the sheet pile wall, compromise the recreation area, and release large amounts of sediment into the creek impacting water quality and aquatic species, especially to listed mussel species. In addition, recreational users have thrown several cubic yards of rip-rap rock utilized to stabilize the backside of the wall into the creek channel and used some to form a groin or underwater jetty-like structure creating channel scourer and impacts to aquatic species.

During the late fall of 2015 and early spring of 2016, staff in cooperation with the U. S. Fish & Wildlife Service (USF&WS) conducted non-structural shoreline restoration and protection measures utilizing root wads, stop logs, and geotechnical materials to stabilize the shoreline, remove the rip-rap rock, install fill dirt and sod, and landscape the area with native plant species. Since the March 23 completion date, the site has undergone several significant flooding events and is functioning as intended.

To date, the total project cost is \$48,491.13 (AHRH Section funds), but one or two loads of fill dirt still need to be purchased and delivered to fill in settling voids along the backside of sheet pile wall and in the shoreline restoration area. The District contributed project administration, supervision and provided our public works inmate crew labor as in-kind services for the project. The USF&WS contributed technical assistance and an equipment operator (Chris Metcalf).

At the May meeting, staff will provide an overview of the project to the Committee in the form of a PowerPoint presentation.

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: April 26, 2016

---

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