

**Northwest Florida Water Management District
Governing Board Meeting Minutes
Thursday, November 18, 2021
Gulf County Courthouse Complex
1000 Cecil G. Costin Sr. Blvd.
Port St. Joe, FL 32456**

1. Opening Ceremonies

Called to order at 1:07 p.m.

Savannah Shell called the roll and a quorum was declared present.

Present: George Roberts, Chair; Jerry Pate, Vice Chair; Nick Patronis, Secretary-Treasurer; John Alter; Gus Andrews; Anna Upton

Absent: Kellie Ralston

2. Special Thanks and Recognition

None.

3. Changes to the Agenda

Removed: Item 10 and 11

4. Approval of the Minutes for October 14, 2021

MOTIONED BY JERRY PATE, SECONDED BY JOHN ALTER, THAT THE GOVERNING BOARD APPROVE THE MINUTES FROM October 14, 2021. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

5. Approval of the Financial Reports for the Month of September 2021

MOTIONED BY NICK PATRONIS, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORTS FOR THE MONTH OF SEPTEMBER 2021. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

6. Consideration of Resolution No. 898 Amending the Fiscal Year 2020-2021 Budget – Amendment No. 14

MOTIONED BY NICK PATRONIS, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD ADOPT RESOLUTION NO. 898 AMENDING THE FISCAL YEAR 2020-2021 BUDGET AND ALLOW STAFF TO REALIGN REVENUES AND RESERVES TO MAINTAIN THE PROPER BALANCE IN EACH FUND. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

7. Request for Release of Fiscal Year 2021-2022 State Appropriations and Authorization to Enter into Related Agreements

MOTIONED BY NICK PATRONIS, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD ADOPT RESOLUTION NO. 899 TO REQUEST THE SECRETARY OF THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (“DEP”) TO RELEASE FUNDS FROM THE STATE OF FLORIDA’S FY 2021-2022 GENERAL APPROPRIATIONS ACT TO THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT FROM THE LAND ACQUISITION TRUST FUND IN AN AMOUNT UP TO \$8,632,231 AND FROM THE

GENERAL REVENUE FUND IN AN AMOUNT UP TO \$21,291,820 AND AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENTS WITH DEP FOR THESE FUNDS. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

8. Consideration of RFP 22-001 for Prescribed Burning and Vegetation Management

MOTIONED BY JERRY PATE, SECONDED BY NICK PATRONIS, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS WITH THE TOP FOUR RANKED FIRMS AS SHOWN BELOW. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

Firm Name	Score	Ranking Order
Attack-One Fire Management Services, Inc.	287	1
Day's Branch, LLC	242	2
B & B Dugger, Inc.	240	3
Wildlands Service, Inc.	239	4
Native Ecosystem Services, LLC	204	5
Native Forest Management, LLC	157	6

9. Consideration of Grant Agreement with Arbor Day Foundation and Donation Longleaf Pine Seedlings and Tree Planting Services from The Nature Conservancy

MOTIONED BY ANNA UPTON, SECONDED BY NICK PATRONIS, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH ARBOR DAY FOUNDATION TO RECEIVE A REIMBURSABLE GRANT IN THE AMOUNT OF \$246,426.05 AND APPROVE A DONATION OF UP TO 69,000 LONGLEAF PINE SEEDLINGS AND UP TO \$13,000 FOR TREE PLANTING SERVICES FROM THE NATURE CONSERVANCY. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

10. Consideration of Authorization to Purchase Division of Asset Management Vehicles

REMOVED.

11. Consideration of Request for Authorization to Declare and Dispose of Property

REMOVED.

12. Consideration of Task Order for Well Construction and Testing Oversight for Gulf County Hydrogeologic Evaluation

MOTIONED BY JERRY PATE, SECONDED BY JOHN ALTER, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A TASK ORDER WITH CARDNO FOR WELL CONSTRUCTION AND TESTING OVERSIGHT SERVICES RELATED TO THE GULF COUNTY HYDROGEOLOGIC EVALUATION IN THE AMOUNT OF \$90,857. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

13. Consideration of Grant Agreement Extension for the North Bay Wastewater Reuse Project

MOTIONED BY JERRY PATE, SECONDED BY NICK PATRONIS, THAT THE GOVERNING BOARD APPROVE EXTENDING THE GRANT AGREEMENT FOR THE BAY COUNTY NORTH BAY WASTEWATER REUSE PROJECT TO JUNE 30, 2023, AND THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN AMENDMENT TO THE SCOPE OF WORK TO SUPPORT DEVELOPMENT OF A BENEFICIAL REUSE SYSTEM FOR THE COUNTY. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

14. St. Andrew and St. Joe Bay Estuary Program

Informational purposes only.

15. Update on Regional Flooding Issues

Informational purposes only.

16. Water Resource Development Act Proposals

Informational purposes only.

17. Grant Cycles for Springs and Alternative Water Supply Development

Informational purposes only.

18. Public Hearing on Consideration of Regulatory Matters

Called to order at 2:52 p.m.

A-1 Applicant: Steven W. Reecy, Florida Department of Corrections

App. No.: 2B-129-5168-5

Use: Institutional

MOTIONED BY JERRY PATE, SECONDED BY NICK PATRONIS, THAT THE GOVERNING BOARD APPROVE APPLICATION NO. 2B-129-5168-5, STEVEN W. REECY, FLORIDA DEPARTMENT OF CORRECTIONS, 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.

19. 2022 Legislative Overview

Informational purposes only.

20. Legal Counsel Report

Breck Brannen provided a status update on the case referenced below.

Northwest Florida Water Management District, Plaintiff, vs. GHD Construction Services, Inc., Defendant, Walton County Circuit Court Case No. 21CA137

Meeting was adjourned at 3:01 p.m.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending October 31, 2021

Balance Forward - Operating Funds \$45,152,482.16

Operating Funds Received in current month:

Revenue Receipts, Current	\$68,178.97	
Contracts Receivable	492,131.00	
Other Deposits/Refunds/Adjustments	55,626.07	
Transfers from Lands Accounts	0.00	
Total Deposits during month	615,936.04	615,936.04

Total Deposits and Balance Forward \$ 45,768,418.20

Disbursements:

Employee Salaries	445,151.11	
Employee Benefits	216,075.85	
Employee Flexible Spending Account	0.00	
Contractual Services (Professional)	1,035,572.09	
Operating Expenses - Services	120,046.79	
Operating Expenses - Commodities	64,261.70	
Operating Capital Outlay	169,827.95	
Grants and Aids	78,922.78	
Total Operating Expenses during month	2,129,858.27	2,129,858.27
Payables, Prior Year	0.00	
Other Disbursements or (Credits)	16,134.76	
Total Funds Disbursed by check during month	2,145,993.03	2,145,993.03
Bank Debits (Fees, Deposit Slips, etc.)	58.43	
Transfer to Land Acquisition Account	0.00	
Total Funds Disbursed	2,146,051.46	2,146,051.46

Cash Balance Operating Funds at month end \$ 43,622,366.74

Operating Depositories:

Petty Cash Fund	250.25	
Bank of America:		
General Fund Checking	650,030.68	
Payroll Account	6,000.00	
Passthrough (EFT) Account	0.00	
Investment Accounts:		
Fla. Board of Administration @ 0.09%		
General Fund	19,624,850.69	
Lands Fee Fund	4,709,196.25	
Ecosystem TF	71,981.32	
Water Prot. & Sust. Program TF	100,260.88	
Okaloosa Regional Reuse	2,509,398.61	
Mitigation Fund	15,950,398.06	

Total Operating Depositories at month end \$ 43,622,366.74

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending October 31, 2021

Land Acquisition Funds:

Fla. Board of Administration @ 0.09%	\$ 300,369.76	
Total Land Acquisition Funds		300,369.76

Restricted Management Funds:

Fla. Board of Administration Phipps Land Management Account @ 0.09%	45,192.46	
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Fla. Board of Administration Cypress Springs R&M Account @ 0.09%	<u>841,429.43</u>	
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Total Restricted Land Management Funds		<u>886,621.89</u>
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Total Land Acquisition, and Restricted Management Funds		<u>1,186,991.65</u>
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TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END		<u><u>\$ 3,333,043.11</u></u>
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Approved: _____
Chairman or Executive Director

Date: _____ December 9, 2021 _____

Northwest Florida Water Management District
Statement of Sources and Uses of Funds
For the Period ending October 31, 2021
(Unaudited)

	Current Budget	Actuals Through 10/31/2021	Variance (under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 3,687,899	\$ -	\$ (3,687,899)	0%
Intergovernmental Revenues	85,418,900	241,411	(85,177,489)	0%
Interest on Invested Funds	48,500	3,573	(44,927)	7%
License and Permit Fees	537,000	54,955	(482,045)	10%
Other	1,708,690	8,346	(1,700,344)	0%
Fund Balance	29,493,951		(29,493,951)	0%
Total Sources	\$ 120,894,940	\$ 308,285	\$ (120,586,655)	0%

	Current Budget	Expenditures	Encumbrances¹	Available Budget	%Expended	%Obligated²
Uses						
Water Resources Planning and Monitoring	\$ 6,850,917	\$ 87,869	\$ 307,600	\$ 6,455,448	1%	6%
Acquisition, Restoration and Public Works	74,787,432	186,042	23,378,936	51,222,454	0%	32%
Operation and Maintenance of Lands and Works	6,914,154	86,590	2,684,552	4,143,012	1%	40%
Regulation	3,988,739	134,108	190,426	3,664,205	3%	8%
Outreach	135,236	11,746	1,318	122,172	9%	10%
Management and Administration	2,146,403	76,817	84,147	1,985,438	4%	7%
Total Uses	\$ 94,822,881	\$ 583,172	\$ 26,646,980	\$ 67,592,729	1%	29%
Reserves	26,072,059			26,072,059	0%	0%
Total Uses and Reserves	\$ 120,894,940	\$ 583,172	\$ 26,646,980	\$ 93,664,788	0%	23%

¹ Encumbrances represent unexpended balances of open purchase orders and contracts.

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

This unaudited financial statement is prepared as of October 31, 2021, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

OCTOBER 2021

CHECKS	10/7/2021	\$	36,351.83
CHECKS	10/8/2021		304,387.87
AP EFT CHECKS	10/8/2021		99,353.61
AP EFT CHECKS	10/8/2021		128,998.10
DIRECT DISBURSEMENT	10/8/2021		59,296.50
CHECKS	10/14/2021		69,481.20
CHECKS	10/14/2021		164,704.67
AP EFT CHECKS	10/15/2021		317.99
AP EFT CHECKS	10/15/2021		309,069.04
CHECKS	10/21/2021		3,880.29
CHECKS	10/21/2021		113,634.38
AP EFT CHECKS	10/22/2021		588.43
AP EFT CHECKS	10/22/2021		227,689.78
DIRECT DISBURSEMENTS	10/22/2021		176.71
DIRECT DISBURSEMENTS	10/22/2021		10,880.55
CHECKS	10/28/2021		14,803.08
CHECKS	10/28/2021		7,100.71
AP EFT CHECKS	10/29/2021		2,081.49
AP EFT CHECKS	10/29/2021		3,387.64
DIRECT DISBURSEMENTS	10/29/2021		141,811.75
VOIDED CHECKS	10/29/2021		-67,659.20
RETIREMENT	10/29/2021		70,832.17

\$ 1,701,168.59

Chairman or Executive Director

December 9, 2021
Date

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
2701	FLORIDA MUNICIPAL INSURANCE TRUST	10/07/2021	24,969.75	FIRST INSTALLMENT FY 21/22
5610	OKALOOSA-WALTON SECURITY & SURVEILLANCE	10/07/2021	75.00	DFO SECURITY
5393	REPUBLIC PARKING SYSTEM TALLAHASSEE	10/07/2021	180.00	PARKING PASS FOR TWO SPACES AT
4832	SUN LIFE FINANCIAL	10/07/2021	80.10	EMPLOYEE DENTAL-PREPAID
4832	SUN LIFE FINANCIAL	10/07/2021	5,553.93	EMPLOYEE DENTAL-PPO
4834	SUN LIFE FINANCIAL	10/07/2021	2,558.07	VOL LIFE INSURANCE
4834	SUN LIFE FINANCIAL	10/07/2021	917.28	AD&D LIFE INSURANCE
4834	SUN LIFE FINANCIAL	10/07/2021	79.05	ACCT7 EAP
4833	SUN LIFE FINANCIAL	10/07/2021	963.87	VOL LTD INSURANCE
5250	SUN LIFE FINANCIAL - VISION	10/07/2021	610.68	VISION- ACCT 6
4626	WASTE PRO OF FLORIDA, INC	10/07/2021	164.10	SOLID WASTE-HQ
4626	WASTE PRO OF FLORIDA, INC	10/07/2021	200.00	DUMPSTER FOR ECONFINA OFFICE A
TOTAL CHECKS			<u>36,351.83</u>	
3293	ANGUS G. ANDREWS, JR.	10/08/2021	8,125.00	DFO LEASE AGREEMENT - CONTRACT
1617	CAPITAL HEALTH PLAN	10/08/2021	82,871.69	EMPLOYEE MEDICAL INSURANCE
97	THE DEFUNIAK HERALD	10/08/2021	39.88	LEGAL ADS- WATER USE PERMITS
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	10/08/2021	1,710.00	HQ MONITORING AND MAINTENANCE
76	LEON COUNTY PROPERTY APPRAISER	10/08/2021	2,307.04	1ST QTR FY 21-22
5016	LOBBYTOOLS, INC. TOTAL	10/08/2021	4,300.00	LOBBYTOOLS SUBSCRIPTION RENEWA
TOTAL ACH TRANSFERS			<u>99,353.61</u>	
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	10/08/2021	56,266.24	EMPLOYEE MEDICAL INSURANCE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	10/08/2021	630.20	RETIREE MEDICAL INSURANCE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	10/08/2021	2,400.06	RETIREE MEDICAL INSURANCE
TOTAL DIRECT DISBURSEMENTS			<u>59,296.50</u>	
TOTAL AP			<u><u>195,001.94</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
95	AT&T	10/07/2021	349.40	PHONE SERVICE - EFO
5689	WILLIAM D JONES	10/07/2021	871.00	DIAGNOSTIC/REPAIR TO RESTROOMS
4748	EAST MILTON WATER SYSTEM	10/07/2021	11.60	WATER MILTON OFFICE
3746	FL DEPT OF ENVIRONMENTAL PROTECTION	10/07/2021	4,200.00	FUNDING SUPPORT FOR FGS DYE TR
3193	INSURANCE INFORMATION EXCHANGE	10/07/2021	142.75	BACKGROUND SCREENING
4033	JOHNSTON TRUCKING, LLC	10/07/2021	2,340.00	ROAD REPAIR MATERIALS
2299	LIBERTY COUNTY SOLID WASTE	10/07/2021	30.08	SOLID WASTE DUMPSTER-FL RIVER
3266	LOWE'S COMPANIES INC.	10/07/2021	1,517.27	SHOP SUPPLIES AND TOOLS
5808	ONEDESK INC	10/07/2021	995.00	EMIST EPIX360 TRUELECTROSTATIC
5703	OTT HYDROMET CORPORATION RANDSTAD	10/07/2021	18,369.00	EQUIPMENT UPGRADE FOR LCTN STO
5251	NORTH AMERICA, INC. RANDSTAD NORTH	10/07/2021	10,175.00	RANDSTAD PROFESSIONAL STAFF AU
5251	AMERICA, INC. SCANTASTIK INC	10/07/2021	925.00	RANDSTAD PROFESSIONAL STAFF AU
5814	SOUTHEASTERN CHEMTREAT INC	10/07/2021	5,090.00	NEW SCANNER FOR GIS
5805	TALLAHASSEE DEMOCRAT	10/07/2021	248,220.00	TREATMENT OF EXOTICS ON 197 AC
105	WILLIAMS COMMUNICATIONS, INC.	10/07/2021	94.22	WATER USE PERMIT LEGAL AD
5081	YSI INCORPORATED	10/07/2021	70.00	GPS REINSTALL IN WMD-2414
2320		10/07/2021	10,987.55	FLOWTRACKER2 HANDHELD DISCHARG
TOTAL CHECKS			<u>304,387.87</u>	
5028	AQUATIC INFORMATICS INC	10/08/2021	35,100.00	AQUARIUS DATA MIGRATION
45	DMS	10/08/2021	12.07	AIRCARDS AND HOTSPOTS
45	DMS	10/08/2021	16.58	CONFERENCE CALLS
45	DMS	10/08/2021	1,969.80	DEFUNIAK ETHERNET AND LONG DISTANCE
45	DMS	10/08/2021	660.96	DEFUNIAK LOCAL PHONE
45	DMS	10/08/2021	8,709.94	HQ ETHERNET
45	DMS	10/08/2021	1,607.69	HQ LOCAL
45	DMS	10/08/2021	42.80	HQ LONG DISTANCE
45	DMS	10/08/2021	14.29	LAN PORTS AND INTRANET/INTERNET
45	DMS	10/08/2021	0.21	LAN PORTS AND INTRANET/INTERNET
45	DMS	10/08/2021	93.56	MILTON LOCAL
45	DMS	10/08/2021	0.70	MILTON LONG DISTANCE
4961	PETER FOLLAND	10/08/2021	110.00	TRAVEL REIMBURSEMENT

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
3942	A & W VENTURES, L.C.	10/08/2021	156.34	PORTABLE TOILET FOR PHIPPS PAR
5328	HSW CONSULTING LLC	10/08/2021	10,000.00	AS NEEDED HYDROLOGICAL, ECOLOG
5368	KOUNTRY RENTAL NWF, INC.	10/08/2021	207.50	CLEANING OF ECONFINA OFFICE AN
3813	PENNINGTON, P.A.	10/08/2021	18,565.00	LEGAL COUNSEL
3813	PENNINGTON, P.A.	10/08/2021	75.00	TITLE SEARCH OF BRANDON PROPER
4368	PROFESSIONAL HEALTH EXAMINERS	10/08/2021	50.00	LABORATORY TESTING
4826	DOUG REDDICK	10/08/2021	1,307.96	REIMBURSEMENT FOR TIRES WMD96272
5614	ZACHARY J. SELLERS	10/08/2021	826.87	DEFUNIAK OFFICE JANITORIAL
3851	SOUTHEASTERN SURVEYING & MAPPING CORP	10/08/2021	21,703.04	AS NEEDED PROFESSIONAL SURVEYI
5651	SGS TECHNOLOGIE, LLC	10/08/2021	373.33	HOSTINA AND MAINTAINING DISTRI
5651	SGS TECHNOLOGIE, LLC	10/08/2021	373.33	HOSTINA AND MAINTAINING DISTRI
4091	THE SHOE BOX	10/08/2021	409.70	DISTRICT CLOTHING-REG
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	10/08/2021	200.00	JANITORIAL SERVICES FOR MILTON
3696	URS CORPORATION	10/08/2021	1,956.00	85 BAY COUNTY DFIRM UPDATE
3696	URS CORPORATION	10/08/2021	9,264.63	109 PANHANDLE RISKMAP CONV
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	10/08/2021	13,300.80	LAW ENFORCEMENT AND SECURITY
5060	EXTREME LOGISTICS GULF COAST, LLC	10/08/2021	200.00	RENTAL & SERVICE OF PORTABLE T
5060	EXTREME LOGISTICS GULF COAST, LLC	10/08/2021	115.00	RENTAL & SERVICE OF PORTABLE T
5060	EXTREME LOGISTICS GULF COAST, LLC	10/08/2021	230.00	RENTAL & SERVICE OF PORTABLE T
5060	EXTREME LOGISTICS GULF COAST, LLC	10/08/2021	230.00	RENTAL & SERVICE OF PORTABLE T
5060	EXTREME LOGISTICS GULF COAST, LLC	10/08/2021	115.00	RENTAL & SERVICE OF PORTABLE T
5060	EXTREME LOGISTICS GULF COAST, LLC	10/08/2021	200.00	RENTAL & SERVICE OF PORTABLE T
5060	EXTREME LOGISTICS GULF COAST, LLC	10/08/2021	370.00	RENTAL & SERVICE OF PORTABLE T
5060	EXTREME LOGISTICS GULF COAST, LLC	10/08/2021	200.00	RENTAL & SERVICE OF PORTABLE T
5060	EXTREME LOGISTICS GULF COAST, LLC	10/08/2021	115.00	RENTAL & SERVICE OF PORTABLE T
5060	EXTREME LOGISTICS GULF COAST, LLC	10/08/2021	115.00	RENTAL & SERVICE OF PORTABLE T
TOTAL ACH TRANSFERS			<u>128,998.10</u>	
TOTAL AP			<u><u>433,385.97</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
1627	BAY COUNTY CLERK OF COURT	10/14/2021	44.00	RECORDING FEES
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	10/14/2021	53,938.00	EMPLOYEE MEDICAL INSURANCE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	10/14/2021	630.20	RETIREE MEDICAL INSURANCE
3399	FLORIDA STORMWATER ASSOC., INC.	10/14/2021	850.00	FSA MEMBERSHIP
5001	NORTHWEST FLORIDA LEAGUE OF CITIES, INC	10/14/2021	250.00	NWFLC ANNUAL MEMBERSHIP
5404	RIMINI STREET, INC.	10/14/2021	13,769.00	ORACLE TECHNOLOGY SUPPORT
TOTAL CHECKS			<u>69,481.20</u>	
4091	THE SHOE BOX	10/15/2021	120.00	BOOTS
2808	THAT BOOT STORE	10/15/2021	197.99	BOOTS FOR BENJAMIN FAURE - LAN
TOTAL ACH TRANSFERS			<u>317.99</u>	
TOTAL AP			<u><u>69,799.19</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4923	JOHN ALTER	10/14/2021	188.11	TRAVEL REIMBURSEMENT
5820	ANNA UPTON	10/14/2021	116.02	TRAVEL REIMBURSEMENT
5670	ASPEN SYSTEMS, INC	10/14/2021	11,938.65	HYDROLOGIC MODELING ENVIRONMEN
2992	BANK OF AMERICA	10/14/2021	440.72	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	10/14/2021	1,037.52	ACCOUNT ANALYSIS 092021
3158	BELL, GRIFFITH & ASSOCIATES, INC.	10/14/2021	4,675.00	APPRAISAL OF SINK CREEK PRESER
5792	BISHOP STRAW FARMS INC	10/14/2021	40,896.13	AG COST SHARE
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	10/14/2021	2,186.40	LABORATORY ANALYSIS - ECONFINA
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	10/14/2021	848.00	LABORATORY ANALYSIS - ECONFINA
5749	DUMPSTER SERVICES LLC	10/14/2021	800.00	ROLL OFF DUMPSTERS
5298	TED EVERETT	10/14/2021	66.75	TRAVEL REIMBURSEMENT
5638	GULF COAST STATE COLLEGE	10/14/2021	20.00	RENTAL FEE FOR MEETING ROOM
4033	JOHNSTON TRUCKING, LLC	10/14/2021	2,340.00	ROAD REPAIR MATERIALS
4033	JOHNSTON TRUCKING, LLC	10/14/2021	4,632.64	LIMEROCK FOR ROAD REPAIRS
5818	ODOM FORESTRY CO	10/14/2021	55,847.63	HERBICIDE APPLICATION ITB 21B-006
4849	NICK PATRONIS	10/14/2021	89.00	TRAVEL REIMBURSEMENT
5251	RANDSTAD NORTH AMERICA, INC.	10/14/2021	10,175.00	RANDSTAD PROFESSIONAL STAFF AU
5251	RANDSTAD NORTH AMERICA, INC.	10/14/2021	925.00	RANDSTAD PROFESSIONAL STAFF AU
105	TALLAHASSEE DEMOCRAT	10/14/2021	3,201.25	TRIM ADVERTISEMENT
110	TALQUIN ELECTRIC COOPERATIVE, INC.	10/14/2021	290.20	WATER
110	TALQUIN ELECTRIC COOPERATIVE, INC.	10/14/2021	89.20	LIGHTS
110	TALQUIN ELECTRIC COOPERATIVE, INC.	10/14/2021	3,451.20	ELECTRIC
5801	TALQUIN PORTABLE RESTROOMS, INC	10/14/2021	141.25	ADA PORTABLE TOILETS FOR REVEL
5737	TELECHECK SERVICES, INC.	10/14/2021	63.60	EPERMITTING FEES - TELECHECK
4618	WAKULLA COUNTY BOCC	10/14/2021	20,245.40	MAGNOLIA GARDEN SEWER SYSTEM E

TOTAL CHECKS

164,704.67

3293	ANGUS G. ANDREWS, JR.	10/15/2021	172.98	TRAVEL REIMBURSEMENT
4742	BRECK BRANNEN	10/15/2021	192.24	TRAVEL REIMBURSEMENT
5450	CAITLIN BRONGEL	10/15/2021	355.56	TRAVEL REIMBURSEMENT
5428	CARDNO, INC	10/15/2021	11,844.00	ENCUMBER 18-077-TO10 (DUTEX; 4
5428	CARDNO, INC	10/15/2021	40,165.00	ENCUMBER 18-077-TO9
4125	KATHLEEN COATES	10/15/2021	228.00	TRAVEL REIMBURSEMENT
3080	STEVEN COSTA	10/15/2021	110.00	TRAVEL REIMBURSEMENT
4944	BRETT CYPHERS	10/15/2021	97.01	TRAVEL REIMBURSEMENT

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
3126	DEWBERRY ENGINEERS, INC	10/15/2021	22,073.10	RISK MAP PROGRAM SUPPORT
3126	DEWBERRY ENGINEERS, INC	10/15/2021	15,451.17	RISK MAP PROGRAM SUPPORT
3126	DEWBERRY ENGINEERS, INC	10/15/2021	22,650.00	RISK MAP PROGRAM SUPPORT
3126	DEWBERRY ENGINEERS, INC	10/15/2021	11,036.55	RISK MAP PROGRAM SUPPORT
3126	DEWBERRY ENGINEERS, INC	10/15/2021	27,300.00	RISK MAP PROGRAM SUPPORT
3126	DEWBERRY ENGINEERS, INC	10/15/2021	22,500.00	RISK MAP PROGRAM SUPPORT
3126	DEWBERRY ENGINEERS, INC	10/15/2021	24,400.00	RISK MAP PROGRAM SUPPORT
3126	DEWBERRY ENGINEERS, INC	10/15/2021	30,000.00	RISK MAP PROGRAM SUPPORT
4855	ENVIRON SERVICES INCORPORATED	10/15/2021	2,583.34	JANITORIAL SERVICES, HEADQUART
4807	WEX BANK	10/15/2021	8,824.81	FUEL AND OTHER PURCHASES
4807	WEX BANK	10/15/2021	1,125.00	WEX TELEMATICS FLEET MANAGEMEN
4807	WEX BANK	10/15/2021	25.00	FLEET MANAGEMENT SYSTEM - LAND
4807	WEX BANK	10/15/2021	50.00	WEX TELEMATICS FLEET MANAGEMEN
4961	PETER FOLLAND	10/15/2021	110.00	TRAVEL REIMBURSEMENT
3337	FORESTECH CONSULTING	10/15/2021	1,012.50	SUPPORT, TRAINING AND HOSTING
2268	INNOVATIVE OFFICE SOLUTIONS, INC	10/15/2021	837.00	EMCUMBRANCE PO FOR PHONE SYSTE
5775	KELLIE RALSTON	10/15/2021	203.24	TRAVEL REIMBURSEMENT
5368	KOUNTRY RENTAL NWF, INC.	10/15/2021	9,210.00	PORTABLE & COMPOST TOILET SERV
5146	MICHAEL CORRIE MANNION	10/15/2021	8,793.40	STAFF AUGMENTATION FOR CUSTOM
4090	JERRY PATE	10/15/2021	245.07	TRAVEL REIMBURSEMENT
3960	GEORGE ROBERTS	10/15/2021	148.06	TRAVEL REIMBURSEMENT
3851	SOUTHEASTERN SURVEYING & MAPPING CORP	10/15/2021	27,996.08	AS NEEDED PROFESSIONAL SURVEYI
5517	SAVANNAH SHELL	10/15/2021	206.48	TRAVEL REIMBURSEMENT
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	10/15/2021	3,526.90	RECREATION SITE CLEANUP-CONTRA
5337	VANASSEE HANGEN BRUSTLIN, INC.	10/15/2021	7,770.00	AS NEEDED HYDROLOGICAL SERVICE
5337	VANASSEE HANGEN BRUSTLIN, INC.	10/15/2021	7,770.00	AS NEEDED HYDROLOGICAL SERVICE
5218	WAGEWORKS, INC.	10/15/2021	56.55	COBRA ADMINISTRATION
TOTAL ACH TRANSFERS			<u>309,069.04</u>	
TOTAL AP			<u><u>473,773.71</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
1205	OFFICE DEPOT, INC.	10/21/2021	80.89	FIELD SUPPLIES
5618	PRESSRELATIONS, INC.	10/21/2021	2,399.40	MEDIA CLIPS MONITORING SERVICE
5707	REFUND PAYEEZY	10/21/2021	1,400.00	CYNTHIA WRIGHT P301187 WITHDRA
TOTAL CHECKS			<u>3,880.29</u>	
5702	AUTO ALLEY INC	10/22/2021	92.41	MINOR REPAIRS FOR HQ REG VEHIC
2808	THAT BOOT STORE	10/22/2021	167.39	SAFETY BOOTS-PILCHER
5675	TONY KELLY HEATING & A/C	10/22/2021	328.63	MINOR AC REPAIRS AROUND HQ
TOTAL ACH TRANSFERS			<u>588.43</u>	
2967	BANK OF AMERICA	10/22/2021	27.72	DIGITAL NEWSPAPER SUBSCRIPTION
2967	BANK OF AMERICA	10/22/2021	148.99	DESK CHAIR-BETH PERISON:AMAZON
TOTAL DIRECT DISBURSEMENTS			<u>176.71</u>	
TOTAL AP			<u><u>4,645.43</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5028	AQUATIC INFORMATICS INC	10/21/2021	7,200.00	ADDITIONAL REPORT MODULE FOR A
5028	AQUATIC INFORMATICS INC	10/21/2021	2,400.00	AQUARIUS DATA MIGRATION
4676	CITY OF MILTON FLORIDA	10/21/2021	21.81	MILTON WATER
4676	CITY OF MILTON FLORIDA	10/21/2021	76.13	DUMPSTER SERVICE
3289	CITY OF TALLAHASSEE	10/21/2021	42.19	LAKESHORE AND I10
2241	DEPT. OF THE INTERIOR - USGS	10/21/2021	62,595.00	JOINT FUNDING ST JOE ASSESEMEN
3379	FL. DEPT. OF AGRICULTURE & CONSUMER SERVICES	10/21/2021	17,781.25	MOBILE IRRIGATION LAB
4479	FONDRIEST ENVIRONMENTAL	10/21/2021	8,362.76	PRODSS MULTIPARAMETER WATER QU
916	GULF POWER COMPANY	10/21/2021	558.22	MILTON ELECTRIC
4317	HHH CONSTRUCTION OF NWF, INC.	10/21/2021	8,790.67	CULVERT REPLACEMENT AND ROAD W
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	10/21/2021	232.97	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	10/21/2021	215.49	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	10/21/2021	108.25	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	10/21/2021	362.47	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	10/21/2021	106.16	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	10/21/2021	212.60	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	10/21/2021	195.92	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	10/21/2021	223.23	KONICA MINOLTA COPIER LEASE RE
62	PENSACOLA NEWS-JOURNAL	10/21/2021	2,088.78	TRIM ADVERTISEMENT
5011	SERVICE PLUS OFFICE MACHINES, INC.	10/21/2021	794.00	PLOTTER PAPER FOR GIS
4557	VERIZON WIRELESS	10/21/2021	1,205.52	CELL PHONES AND JET PACKS
4038	WINDSTREAM COMMUNICATIONS	10/21/2021	60.96	800 NUMBERS AND EFO LONG DISTANCE

TOTAL CHECKS

113,634.38

5340	APPLIED TECHNOLOGY AND MANAGEMENT, INC.	10/22/2021	34,533.65	AS NEEDED HYDROLOGICAL AND ECO
5089	ATKINS NORTH AMERICA, INC.	10/22/2021	13,135.16	RISK MAP PROGRAM SUPPORT
5089	ATKINS NORTH AMERICA, INC.	10/22/2021	18,597.89	RISK MAP PROGRAM SUPPORT
5089	ATKINS NORTH AMERICA, INC.	10/22/2021	13,653.90	RISK MAP PROGRAM SUPPORT
4845	CALHOUN COUNTY SHERIFF'S OFFICE	10/22/2021	1,664.00	LAW ENFORCEMENT - CONTRACT NO
5428	CARDNO, INC	10/22/2021	32,571.96	AS NEEDED ECOLOGICAL, HYROLOGI
3126	DEWBERRY ENGINEERS, INC	10/22/2021	15,402.00	RISK MAP PROGRAM SUPPORT
3126	DEWBERRY ENGINEERS, INC	10/22/2021	14,470.10	RISK MAP PROGRAM SUPPORT
2702	FISH AND WILDLIFE	10/22/2021	7,242.58	LAW ENFORCEMENT-CONTRACT NO. 1

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP

COMPUTER PAID/EFT CHECKS

2702	FISH AND WILDLIFE	10/22/2021	1,950.10	LAW ENFORCEMENT-CONTRACT NO. 1
5328	HSW CONSULTING LLC	10/22/2021	23,403.84	AS NEEDED HYDROLOGICAL, ECOLOG
2663	PATIENTS FIRST LAKE ELLA MEDICAL CENTER, P.A.	10/22/2021	147.00	LABORATORY TESTING
3813	PENNINGTON, P.A.	10/22/2021	7,660.00	LEGAL COUNSEL
3813	PENNINGTON, P.A.	10/22/2021	75.00	TITLE EXAM/SEARCH
3813	PENNINGTON, P.A.	10/22/2021	150.00	TITLE SEARCH/COMMITMENT
3813	PENNINGTON, P.A.	10/22/2021	150.00	TITLE EXAM OF FACIANE AND PEAC
5651	SGS TECHNOLOGIE, LLC	10/22/2021	22,120.00	HOSTING/ MAINT WEBSITE -ENCUMB
5337	VANASSEE HANGEN BRUSTLIN, INC.	10/22/2021	7,770.00	AS NEEDED HYDROLOGICAL SERVICE
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	10/22/2021	12,992.60	LAW ENFORCEMENT AND SECURITY

TOTAL ACH TRANSFERS

227,689.78

2967	BANK OF AMERICA	10/22/2021	50.00	REG SUNPASS
2967	BANK OF AMERICA	10/22/2021	1,188.00	DRONEDEPLOY SOFTWARE
2967	BANK OF AMERICA	10/22/2021	9.99	DIGITAL SUBSCRIPTION TO TALLAH
2967	BANK OF AMERICA	10/22/2021	15.96	DIGITAL NEWSPAPER SUBSCRIPTION
2967	BANK OF AMERICA	10/22/2021	9.99	DIGITAL NEWSPAPER SUBSCRIPTION
2967	BANK OF AMERICA	10/22/2021	9.99	DIGITAL NEWSPAPER SUBSCRIPTION
2967	BANK OF AMERICA	10/22/2021	9.99	DIGITAL SUBSCRIPTION TO THE GA
2967	BANK OF AMERICA	10/22/2021	740.18	YAMAHA KODIAK ATV R&M
2967	BANK OF AMERICA	10/22/2021	25.12	AMAZON - OFFICE SUPPLIES
2967	BANK OF AMERICA	10/22/2021	2,449.88	WILSON SIGNAL BOOSTER KITS WIT
2967	BANK OF AMERICA	10/22/2021	997.00	SAMSUNG 65" TV BUNDLE FOR DASH
2967	BANK OF AMERICA	10/22/2021	152.85	AIR FILTERS FOR MFO AND EFO
2967	BANK OF AMERICA	10/22/2021	316.93	REG HQ OFFICE & FIELD SUPPLIES
2967	BANK OF AMERICA	10/22/2021	290.24	REG DFO OFFICE SUPPLIES-AMAZON
2967	BANK OF AMERICA	10/22/2021	4,586.71	09/2021 P-CARD CHARGES
2967	BANK OF AMERICA	10/22/2021	27.72	DIGITAL NEWSPAPER SUBSCRIPTION

TOTAL DIRECT DISBURSEMENTS

10,880.55

TOTAL AP

352,204.71

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
3424	MIDTOWN PRINT CO.	10/28/2021	25.00	BUSINESS CARDS-PARTLOW
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	10/28/2021	28.56	FAR AD - RFP 22-001 - PRESCRIB
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	10/28/2021	30.80	LEGAL ADS FOR GOVERNING BOARD
624	MARPAN SUPPLY COMPANY, INC.	10/28/2021	142.95	AMERICAN AND STATE OF FLORIDA
5802	MURPHY CASSIDY DIESEL REPAIRS	10/28/2021	1,013.15	VEHICLE REPAIR 2414
5818	ODOM FORESTRY CO	10/28/2021	11,783.12	GROUND SITE PREP HERB TREATMEN
3213	SHI INTERNATIONAL CORP	10/28/2021	1,573.50	SYMANTEC ENDPOINT PROTECTION S
4626	WASTE PRO OF FLORIDA, INC	10/28/2021	206.00	DUMPSTER FOR ECONFINA OFFICE A
TOTAL CHECKS			<u>14,803.08</u>	
5702	AUTO ALLEY INC	10/29/2021	153.27	MINOR REPAIRS FOR POOL VEHICLE
4944	BRETT CYPHERS	10/29/2021	87.22	TRAVEL REIMBURSEMENT
45	DMS	10/29/2021	1,181.00	OFFSITE DATA STORAGE
4952	LAW, REDD, CRONA & MUNROE, P.A.	10/29/2021	660.00	INSPECTOR GENERAL SERVICES AGR
TOTAL ACH TRANSFERS			<u>2,081.49</u>	
4605	PENNINGTON LAW FIRM TRUST ACCOUNT	10/29/2021	141,811.75	ANDERSON AQUISITION CLOSING FUNDS
TOTAL DIRECT DISBURSEMENTS			<u>141,811.75</u>	
TOTAL AP			<u><u>158,696.32</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4180	BANK OF AMERICA	10/28/2021	29.95	MONTHLY TRANSACTION FEES
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	10/28/2021	29.26	INTEREST EARNINGS QE SEPT 2021
61	JACKSON COUNTY FLORIDAN	10/28/2021	78.25	WATER USE PERMIT LEGAL AD
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	10/28/2021	285.40	FAX CARD FOR COPIER
71	PETTY CASH	10/28/2021	65.85	PETTY CASH
5330	RESEARCH PLANNING, INC.	10/28/2021	6,612.00	ENCUMBER 18-075-TO3
TOTAL CHECKS			<u>7,100.71</u>	
4952	LAW, REDD, CRONA & MUNROE, P.A.	10/29/2021	1,309.00	INSPECTOR GENERAL SERVICES AGR
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	10/29/2021	2,078.64	PERFORMANCE BOND REFUND
TOTAL ACH TRANSFERS			<u>3,387.64</u>	
TOTAL AP			<u><u>10,488.35</u></u>	

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
THREE YEAR INTERNAL AUDIT PLAN
FOR THE FISCAL YEARS ENDING SEPTEMBER 30, 2022 THROUGH SEPTEMBER 30, 2024**

I. 2022

- A. Land Acquisition and Management – District policies and procedures for ensuring land is purchased, managed, and disposed of in an economic manner and in compliance with State laws, regulations, and funding requirements;
- B. Performance Measures and Standards – mission-related performance measurement and compliance with Department of Environmental Protection performance reporting requirements
- C. Follow-up on Unresolved Prior Audit Findings*

II. 2023

- A. Use of Restricted Funds – District policies and procedures for ensuring that restricted fund expenditures are properly accounted for and comply with fund restrictions.
- B. Emergency Management – District provisions for restoration of business operations during emergency conditions and compliance with legal and regulatory emergency management requirements (other than IT-related disaster recovery planning, which has been addressed in previous internal audits)
- C. Follow-up on Unresolved Prior Audit Findings*

III. 2024

- A. Purchasing Card Program – card issuance, management of spending limits, review and approval of card charges
- B. Cash Receipts – Online Payment Portal
- C. Follow-up on Unresolved Prior Audit Findings*

* includes prior internal audit findings and, when applicable, findings of the Auditor General

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
2022 INTERNAL AUDIT WORK PLAN**

Audit Area	Tentative Work Plan	Planned Start Date	Estimated Hours
Planning	<ul style="list-style-type: none"> – Meetings with District management – Make inquiries and perform other procedures as necessary to identify recent changes or events at the District, if any, relevant to the internal audit risk assessment – Identify areas of concern – Design specific audit procedures – Present audit plans to District Governing Board 	November 2021	20
Land Acquisition and Management	<ul style="list-style-type: none"> – Review District policies, procedures, and controls for ensuring that land is purchased in an economic manner and in compliance with State laws, regulations, and funding requirements – Review District policies, procedures, and controls for ensuring that District-owned land is managed in compliance with State laws, regulations, and funding requirements. – Review District surplus land designation and disposition policies, procedures, and controls for ensuring that land is identified for disposition for justified reasons and disposed of in an economic manner and in compliance with laws and regulations 	January 2022	80
Performance Measures and Standards	<p>Review the District's performance measures related to the achievement of its mission.</p> <ul style="list-style-type: none"> – Evaluate District compliance with DEP performance reporting requirements for water management districts – Compare District performance measures with measures reported by other water management districts – Review sources of information reports and District procedures for ensuring the reliability of reported information 	March 2022	60
Follow-up on Prior Internal Audit Findings	<ul style="list-style-type: none"> – Review status of District corrective actions toward observations and recommendations made in previous internal audit reports. 	May 2022	10
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 	January – September 2022	30
Reporting	<ul style="list-style-type: none"> – Preparation of internal audit reports – Presentation of draft reports to District Chief of Staff – Presentation of final audit reports to Governing Board – Presentation of Annual Report of IG Activities to Governing Board 	January – September 2022	100

Total Hours	300.00
Estimated Blended Hourly Rate	\$ 147.75
Estimated Fee	<u>\$44,325.00</u>

ESTIMATED BLENDED HOURLY RATE

	<u>Hourly Rate</u>	<u>Percent Utilized</u>	<u>Extension</u>
Inspector General	\$ 220.00	5%	\$ 11.00
Partner-in-Charge	\$ 220.00	15%	\$ 33.00
Audit Manager/IT Audit Manager (\$155-165 blended)	\$ 160.00	25%	\$ 40.00
Senior Auditor	\$ 125.00	35%	\$ 43.75
Staff Auditor	\$ 100.00	20%	\$ 20.00
Blended Rate			<u>\$ 147.75</u>

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director
Lyle Seigler, Chief of Staff

FROM: Wendy Dugan, Division of Administration Director

DATE: November 24, 2021

SUBJECTS: Consideration of Fiscal Year 2022-2023 Preliminary Budget

Recommendation

Staff recommends the Governing Board approve the Fiscal Year 2022-2023 Preliminary Budget as presented and allow staff to make changes based on collaboration with the Executive Office of the Governor (EOG) and Department of Environmental Protection (DEP) and submit the final document to the Legislature by January 15, 2022.

Background

Pursuant to Chapter 373, Florida Statutes, the District is to submit a Preliminary Budget for the next fiscal year to the Legislature annually by January 15. A draft copy is scheduled to be provided to the EOG and DEP for initial review. The Preliminary Budget will be the basis for preparing the District's Tentative Budget, which must be presented to the Governing Board no later than July 15, 2022, and submitted to the Governor and Legislature by August 1, 2022. The District can make changes to the Preliminary Budget, within statutory limits, prior to Tentative Budget completion.

The Fiscal Year (FY) 2022-2023 Preliminary Budget is \$119,266,815, which represents an increase of \$9,138,686 (8.3 percent) from the FY 2021-2022 Current-Amended Budget. The proposed budget includes new potential grant funding of \$10,000,000 for springs restoration and protection projects and \$3,000,000 for alternative water supply efforts, based on prior annual allocations from DEP. Offsetting these increases are reductions mainly from progress made on water resource development, watershed, and springs grant projects already underway as well as in contracted services for minimum flows and minimum water levels, mitigation, flood plain mapping, and prescribed burns.

The Preliminary Budget prioritizes funding on water quality projects that help maximize nutrient reductions, consistent with Executive Order 19-12. Additionally, this budget will provide adequate fiscal resources to effectively implement the District's core mission addressing water quality, water supply, natural systems, and flood protection, including:

- \$78.7 million for springs projects. This funding will enable the District to implement or continue restoration projects for Wakulla Spring, Jackson Blue Spring, and springs associated with the St. Marks River, Chipola River, Econfinia Creek, and Holmes Creek.
- \$11.7 million for alternative water supply development, water supply development assistance, and water resource development. Alternative water supply development funding includes support for cooperative, multijurisdictional efforts to expand reuse of reclaimed water in northwest Florida. Water resource development activities include water resources evaluations and hydrogeologic investigations, as well as continuing technical assistance for water use efficiency in the Jackson Blue Spring groundwater contribution area.
- \$6.5 million for watershed restoration. This funding will facilitate continued efforts to protect and restore water quality and aquatic habitats through cooperative water quality improvement projects and best management practices. Funded projects include stormwater retrofits and septic tank abatement benefitting St. Joseph Bay, Apalachicola Bay, and St. Andrew Bay; innovative technology to address harmful algal blooms and nutrient enrichment in the Wakulla Spring contribution area and St. Marks River watershed; and a dedicated assessment of water quality and freshwater inflow in St. Joseph Bay, Lake Wimico, and East Bay.
- \$5.2 million for Hurricane Michael recovery efforts and reforestation. This funding will continue debris clean-up on District lands with a focus on those areas deemed catastrophically or severely damaged, reforestation with prescribed burns and tree planting, and repairs and maintenance efforts for public access and recreational amenities on District lands.
- \$1.8 million for data collection and Minimum Flows and Minimum Water Levels technical assessments for Jackson Blue Spring; the Gainer Spring Group; Sylvan Spring Group; and Williford Spring Group.

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

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
FY 2022-2023 PRELIMINARY BUDGET COMPARISON
REVENUE CATEGORIES**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Preliminary O/(U)	
	Actuals	Est. Actuals	Amended	Preliminary	Adopted Budget	
Ad Valorem Tax	3,471,828	3,596,427	3,687,899	3,687,899	0	0.0%
Federal Revenue	2,023,531	943,811	2,978,493	2,821,279	(157,214)	-5.3%
State Revenue	14,509,276	14,374,589	94,167,986	103,768,294	9,600,308	10.2%
Local Revenue	116,195	16,029	155,086	146,992	(8,094)	-5.2%
Permit Fees	610,170	730,680	537,000	655,000	118,000	22.0%
Timber Sales	598,544	1,042,848	600,000	600,000	0	0.0%
Miscellaneous	1,006,109	310,641	4,579,773	4,746,910	167,137	3.6%
w/o Fund Balance	22,335,653	21,015,025	106,706,237	116,426,374	9,720,137	9.1%
Fund Balance	(1,344,618)	1,310,441	3,421,892	2,840,441	(581,451)	-17.0%
w/Fund Balance	20,991,034	22,325,466	110,128,129	119,266,815	9,138,686	8.3%

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
FY 2022-2023 PRELIMINARY BUDGET COMPARISON
EXPENSE CATEGORIES**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Preliminary O/(U)	
	Actuals	Est. Actuals	Amended	Preliminary	Adopted Budget	
Salaries & Benefits	8,097,697	8,319,529	9,257,708	9,447,403	189,695	2.0%
Other Personal Services	255,729	228,584	348,745	352,008	3,263	0.9%
Contracted Services	5,048,356	7,633,393	14,934,094	13,342,314	(1,591,780)	-10.7%
Operating Expense	2,063,467	2,257,693	2,869,496	2,918,738	49,242	1.7%
Operating Capital Outlay	514,945	293,438	553,837	506,504	(47,333)	-8.5%
Operating Categories	15,980,194	18,732,636	27,963,880	26,566,967	(1,396,913)	-5.0%
Fixed Capital Outlay	2,011,185	440,803	11,750,198	11,881,132	130,934	1.1%
Grants	2,999,655	3,152,027	70,414,051	80,818,716	10,404,665	14.8%
Non-Operating Categories	5,010,840	3,592,830	82,164,249	92,699,848	10,535,599	12.8%
GRAND TOTAL	20,991,034	22,325,466	110,128,129	119,266,815	9,138,686	8.3%

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
FY 2022-2023 PRELIMINARY BUDGET COMPARISON
PROGRAM LEVEL**

Program	FY 2019-20 Actuals	FY 2020-21 Est. Actuals	FY 2021-22 Amended	FY 2022-23 Preliminary	Preliminary O/(U) Adopted Budget	
1 Water Resource Plan & Monitoring	4,865,350	4,259,861	6,850,917	6,378,888	(472,029)	-6.9%
2 Land Acq, Restor- ation & Public Works	6,930,546	6,610,135	90,092,680	100,205,822	10,113,142	11.2%
3 Operation & Maint of Works & Lands	3,905,420	5,963,770	6,914,154	6,400,126	(514,028)	-7.4%
4 Regulation	3,218,817	3,425,819	3,988,739	4,012,136	23,397	0.6%
5 Outreach	123,948	128,045	135,236	138,769	3,533	2.6%
6 Management & Administration	1,946,954	1,937,835	2,146,403	2,131,074	(15,329)	-0.7%
GRAND TOTAL	20,991,034	22,325,466	110,128,129	119,266,815	9,138,686	8.3%

Combined Outreach and Management &
Administration as a Percent of Total Budget* 2,269,843
1.9%

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

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
FY 2022-2023 PRELIMINARY BUDGET COMPARISON
PROGRAM AND ACTIVITY LEVEL**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Preliminary O/(U)	
	Actuals	Est. Actuals	Amended	Preliminary	Adopted Budget	
1.0 Water Resources Planning and Monitoring						
1.1 - District Water Management Planning						
1.1.1 Water Supply Planning	114,284	94,843	230,887	250,601	19,714	8.5%
1.1.2 Minimum Flows & Levels	1,384,073	1,077,208	2,089,546	1,773,068	(316,478)	-15.1%
1.1.3 Other Water Resources Planning	556,738	540,016	573,590	552,308	(21,282)	-3.7%
1.2 - Rsch, Data Collec. /Analysis / Monitor.	710,496	666,468	1,328,006	1,306,861	(21,145)	-1.6%
1.3 - Technical Assistance	1,627,787	1,376,210	2,026,377	1,906,703	(119,674)	-5.9%
1.5 - Technology & Information Services	471,973	505,116	602,511	589,347	(13,164)	-2.2%
Total	4,865,350	4,259,861	6,850,917	6,378,888	(472,029)	-6.9%
2.0 Acquisition, Restoration and Public Works						
2.1 - Land Acquisition	1,224,850	425,396	10,538,172	10,674,908	136,736	1.3%
2.2 - Water Source Development						
2.2.1 Water Resource Development Projects	215,949	134,983	1,196,132	1,220,451	24,319	2.0%
2.2.2 Water Supply Development Assistance	198,589	1,517,949	9,382,388	10,500,225	1,117,837	11.9%
2.3 - Surface Water Projects	3,969,915	3,952,948	66,352,937	74,914,122	8,561,185	12.9%
2.5 - Facilities Constr. and Major Renov.	6,240	0	0	50,000	50,000	
2.6 - Other Acquisition and Restor. Activities	1,249,181	517,649	2,541,536	2,766,623	225,087	8.9%
2.7 - Technology & Information Services	65,822	61,209	81,515	79,493	(2,022)	-2.5%
Total	6,930,546	6,610,135	90,092,680	100,205,822	10,113,142	11.2%
3.0 Operation and Maintenance of Lands and Works						
3.1 - Land Management	3,136,953	5,208,586	5,826,337	5,396,566	(429,771)	-7.4%
3.2 - Works	2,896	690	106,195	16,274	(89,921)	-84.7%
3.3 - Facilities	339,950	361,313	378,815	399,457	20,642	5.4%
3.6 - Fleet Services	45,345	20,736	99,808	99,808	0	0.0%
3.7 - Technology & Information Services	380,275	372,445	502,999	488,021	(14,978)	-3.0%
Total	3,905,420	5,963,770	6,914,154	6,400,126	(514,028)	-7.4%

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
FY 2022-2023 PRELIMINARY BUDGET COMPARISON
PROGRAM AND ACTIVITY LEVEL (Continued)**

	FY 2019-20 Actuals	FY 2020-21 Est. Actuals	FY 2021-22 Amended	FY 2022-23 Preliminary	Preliminary O/(U) Adopted Budget	
4.0 Regulation						
4.1 - Consumptive Use Permitting	391,138	420,088	480,347	460,221	(20,126)	-4.2%
4.2 - Water Well Constr. Permitting and Contractor Licensing	884,823	899,792	983,996	992,720	8,724	0.9%
4.3 - Env. Resource and Surface Water Permitting	1,177,894	1,188,161	1,488,462	1,537,509	49,047	3.3%
4.4 - Other Reg. and Enforcement Activities	214,142	229,785	258,814	265,746	6,932	2.7%
4.5 - Technology & Information Services	550,819	687,994	777,120	755,940	(21,180)	-2.7%
Total	3,218,817	3,425,819	3,988,739	4,012,136	23,397	0.6%
5.0 Outreach						
5.2 - Public Information	119,548	123,570	126,386	129,544	3,158	2.5%
5.4 - Lobbying / Legis. & Cabinet Affairs	4,400	4,475	8,850	9,225	375	4.2%
Total	123,948	128,045	135,236	138,769	3,533	2.6%
6.0 District Management and Administration						
6.1 - Administrative and Operations Support						
6.1.1 - Executive Direction	682,467	664,957	689,750	710,087	20,337	2.9%
6.1.4 - Administrative Support	833,311	852,143	955,027	928,534	(26,493)	-2.8%
6.1.7 - Human Resources	113,108	120,722	134,988	137,823	2,835	2.1%
6.1.9 - Technology & Information Services	263,707	247,011	308,888	296,880	(12,008)	-3.9%
6.4 - Other (Tax Collector/Prop. Appr. Fees)	54,360	53,002	57,750	57,750	0	0.0%
Total	1,946,954	1,937,835	2,146,403	2,131,074	(15,329)	-0.7%
Total District Expenditure Budget	20,991,034	22,325,466	110,128,129	119,266,815	9,138,686	8.3%

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director
Lyle Seigler, Chief of Staff

FROM: Wendy Dugan, Division of Administration Director

DATE: November 24, 2021

SUBJECT: Consideration of Amendment No. 1 to the Fiscal Year 2021-2022 Budget

Recommendation

Staff recommends the Governing Board adopt Resolution No. 900 amending the Fiscal Year 2021-2022 budget and allow staff to realign revenues and reserves to maintain the proper balance in each fund.

Background

Amendment 1 involves budgeting unanticipated revenue. Per Section 373.536(4)(c), Florida Statutes, this amendment has been reviewed and approved by the Executive Office of the Governor. Amendment 1 recognizes \$15,305,248 in unanticipated state grant funding to implement septic-to-central sewer conversion projects in Wakulla and Jackson counties and a stormwater management project in Jackson County. This amount consists of \$12,737,368 in new springs restoration funding as announced by Gov. Ron DeSantis on November 9, 2021, and \$2,567,880 in additional funding identified by the Florida Department of Environmental Protection to meet unanticipated costs for construction of a previously approved project (Wakulla County, Magnolia Gardens septic-to-sewer, Phase III). This amount will increase the District's FY 2021-22 budget from \$94,822,881 to \$110,128,129.

Summary of Fund Impact to Expense Budget:

<u>Fund Source</u>	<u>Increase</u>	<u>Decrease</u>	<u>Impact</u>
General Fund	0	(0)	0
Land Acquisition Fund	0	(0)	0
Projects Fund	15,305,248	(0)	15,305,248
Lands Management Fund	0	(0)	0
Regulation Fund	0	(0)	0
Mitigation Fund	0	(0)	0
	<u>15,305,248</u>	<u>(0)</u>	<u>15,305,248</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. 900 AMENDMENT NUMBER 1 TO FISCAL YEAR 2021-2022 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. 897, after a public hearing on September 23, 2021, 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, 2021 through September 30, 2022; 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 November 24, 2021, requesting Amendment No. 1 to the Fiscal Year 2021-2022 budget.

Amendment 1 increases spending authority and revenue by \$15,305,248 in state grant funding to implement septic-to-central sewer conversion projects in Wakulla and Jackson counties and a stormwater management project in Jackson County. This amount consists of \$12,737,368 in new springs restoration funding as announced by Gov. Ron DeSantis on November 9, 2021, and \$2,567,880 in additional funding identified by the Florida Department of Environmental Protection to meet unanticipated costs for construction of a previously approved project (Wakulla County, Magnolia Gardens septic-to-sewer, Phase III).

This amendment is to properly reflect activities to be performed and accurately assign costs with an increase to the total District budget.

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

NICK PATRONIS
Secretary
Panama City

JOHN W. ALTER
Malone

GUS ANDREWS
DeFuniak Springs

KELLIE RALSTON
Tallahassee

ANNA UPTON
Tallahassee

ADOPTED AND APPROVED this 9th day of December 2021, A.D.

ATTEST:

Chair

Secretary-Treasurer

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Lyle Seigler, Chief of Staff

FROM: Frank Powell, Director, Division of Asset Management

DATE: November 29, 2021

SUBJECT: Approval of the Land Management Plan for Central Region

Recommendation:

Staff recommends the Governing Board approve and adopt the land management plan for the Central Region.

Background:

Pursuant to Chapter 373.591 and 371.1391, F.S., lands titled to the governing boards of the districts 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. The District manages its lands utilizing a 10-year management plan. District lands are divided into three separate regions (West, Central, and East). This living document will be reviewed throughout the 10-year cycle and updates will be made as needed.

East Region (Chipola River, Apalachicola River, St. Marks/Wakulla Rivers and Elinor Klapp-Phipps Park). The East Region Land Management Plan was adopted by the Governing Board on September 26, 2019.

West Region (Perdido River, Escambia River, Blackwater River, Yellow River and Garcon Point). The West Region Land Management Plan was adopted by the Governing Board on June 25, 2020.

Central Region (Econfina Creek and Choctawhatchee River/Holmes Creek). Two public hearings were conducted on November 8, 2021, in Panama City and November 10, 2021, in Chipley. The Central Region land management plan has been posted on the District's website since October 20, 2021, for agency and public comment. No comments have been received.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Lyle Seigler, Chief of Staff

FROM: Frank Powell, Director, Division of Asset Management

DATE: November 29, 2021

SUBJECT: Consideration of Delegation of Spending Authority for Prescribed Burning and Vegetation Management Services Task Orders

Recommendation:

Staff recommends the Executive Director be authorized by the Governing Board to issue individual or cumulative task orders that exceed the delegated spending authority to Attack-One Fire Management Services, Inc., Day's Branch, LLC, B&B Dugger, Inc, and Wildlands Service, Inc. for Prescribed Burning and Vegetation Management Services procured through RFP 22-001, subject to Governing Board approval of the annual budgets during the term of the agreement with each contractor.

Background

The District recently solicited proposals for new three-year contracts with prescribed burn and vegetation management contractors and received approval from the Governing Board to execute contracts with Attack-One Fire Management Services, Inc., Day's Branch, LLC, B&B Dugger, Inc, and Wildlands Service, Inc. The contracts with these companies utilize a competitive quote and task order system to assign the work activities by the Division of Asset Management and Resource Management.

It is anticipated the contractors will each be awarded work on an individual or cumulative basis that exceeds the \$65,000 spending threshold under the Executive Director's authority. Because these are routine work orders that are issued at various times throughout the year, staff is requesting the Governing Board authorize the Executive Director to issue task orders for prescribed burning and vegetation management that exceed the cumulative and individual thresholds under his standard spending authority. Work would only be assigned up to the amount budgeted for these services in a given fiscal year.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Lyle Seigler, Chief of Staff

FROM: Frank Powell, Director, Division of Asset Management

DATE: December 1, 2021

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

Recommendation:

Staff recommends the Governing Board approve to declare property item numbers 2485, 2651 and 2711 as surplus, authorize staff to dispose of the items in accordance with established procedures, and remove them from the District's property records.

Background:

As inventory wears out, breaks, becomes obsolete, or has no further value to the District, staff determines whether it is fiscally prudent to spend funds to keep these items in service or dispose of them. These high mileage vehicles are no longer dependable and require substantial repairs to keep in reliable service. Due to the age, mileage and poor condition of these items, it is not cost effective to continue to maintain.

Vehicle property ID#'s 2485 and 2651 will be donated to the ARGYLE FIRE DISTRICT.

Vehicle property ID# 2711 will be sold by the FLORIDA AUCTION NETWORK LLC.

Property ID#	Vin Number	Year/Make/Model	Mileage	Book Value
2485	1FTPX14577FB08807	07/FORD/F150 X-CAB, 4X4	182,781	\$3,000
2651	3B6MF366XXM540755	99/DODGE/3500, 4X4	71,672	\$3,000
2711	1J8GR48K47C581408	07/GRAND CHEROKEE JEEP, 4X4	154,030	\$3,000

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: December 2, 2021

Northwest Florida Water Management District, Petitioner, vs. GHD Construction Services, Inc., Defendant, Walton County Circuit Court Case No. 21CA137

The District has filed and served a Petition for Enforcement against GHD Construction Services, Inc. (“GHD”), stemming from GHD’s violation of a Consent Order and of District statutes and rules. The District is seeking an injunction against GHD to require its compliance with the Consent Order and to cease violating statutes and rules. The District is also seeking the statutory monetary penalties associated with such violations.

GHD is the holder of an environmental resource permit known as a “10/2 Self-Certification” for the development and construction of residential units in DeFuniak Springs. In February 2020, the District determined that GHD was not complying with its permit and was violating District statutes and rules by adversely impacting wetlands. The District and GHD entered into a Consent Order in February 2020, whereby GHD agreed to pay a penalty and remediate the impacted wetlands. GHD eventually paid the penalty, but it never began the required remediation. After many failed attempts to motivate GHD to perform the required mediation, the District was forced to file the Petition for Enforcement.

The District has served discovery requests upon GHD and responses have been received. We are in the process of scheduling the deposition of GHD’s principal and reviewing GHD’s documents. The District’s motion to recover fees from GHD’s prior default is set to be heard on January 4, 2022 (first available hearing date). We have noticed the case for trial and expect a case management conference in mid-January with the Court to set deadlines.