

# **NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

## **MEMORANDUM**

TO: Audit Committee

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

FROM: Wendy Dugan, Division of Administration Director

DATE: May 30, 2018

SUBJECT: Consideration of Procedures for Selecting an Auditor to Conduct the Annual Financial Audit

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### **Recommendation**

Staff recommends the Audit Committee request approval from the Governing Board to authorize the District to release a Request for Proposals (RFP) for Independent Auditing services with the assistance of the Audit Committee to be comprised of Mr. Alter (Chair), Mr. Pate (Vice Chair), and Mr. Patronis. Staff also recommends the Governing Board accepts the Audit Committee's recommendation to:

1. Approve the factors for evaluating audit services included in this memo;
2. Approve the RFP timeline provided in this memo, which includes posting the RFP and important dates; and

Authorize the Audit Committee to:

1. Evaluate proposals in response to this RFP; and
2. Rank and recommend in order of preference to the full Governing Board the respondents deemed to be the most highly qualified to perform the required services.

### **Background**

Section 218.39, Florida Statutes, requires the District to have a financial audit of its accounts and records conducted annually by an independent certified public accountant retained by the District. The last time the District competitively procured these services was in 2013. The term of the contract was initially for the Fiscal Year (FY) ending September 30, 2013 with the option to renew for four additional one-year periods. The District just completed its fourth annual renewal and is ready to retain these services again.

Statute<sup>1</sup> further specifies the procedures for selecting an auditor, starting with the requirement that the governing body establish an audit committee whose primary purpose is to assist in the selection of the auditor. The audit committee must:

1. Establish factors to use for the evaluation of audit services to include but not be limited to: ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee.
2. Publicly announce requests for proposals.
3. Provide interested firms with a request for proposal.
4. Evaluate proposals provided by qualified firms. If compensation is a factor, it shall not be the sole or predominant factor.
5. Rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified after consideration of the established factors. (If fewer than three firms respond, the committee shall recommend such firms as it deems to be the most highly qualified.)

In addition to the statutory requirements, the State Auditor General in its operational audit of the District (Report No. 2016-016), recommended the District also follow the Government Finance Officers Association (GFOA) guidance with respect to selecting a financial auditor. Specifically, the Auditor General referred to GFOA's best practices related to the composition of an audit committee assigned to select an auditor<sup>2</sup>:

1. No members should have financial management responsibilities within the local governmental entity.
2. All members should possess or obtain a basic understanding of governmental financial reporting and auditing.
3. The actual audit committee membership should be comprised of the local government's governing body or a subset of the governing board.
4. The minimum membership of the committee should be no fewer than three (3) members.
5. The committee should have access to the services of at least one financial expert, either a committee member or an outside party engaged by the committee for this purpose.

The Board Audit Committee is comprised of Mr. Alter (Chair), Mr. Pate (Vice Chair), and Mr. Patronis, which addresses the first four of the best practices. With respect to the fifth best practice, the Florida Department of Environmental Protection's Inspector General, Ms. Candie Fuller, has agreed to fill the role of financial expert for the Committee through this selection process.

Finally, the Governing Board shall select the highest ranked qualified firm from those recommended or must document in the minutes the reason for not selecting the highest-ranked qualified firm. The Governing Board may allow a designee to conduct negotiations on its behalf.<sup>3</sup>

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<sup>1</sup> Section 218.391, Florida Statutes, Auditor Selection Procedures

<sup>2</sup> Florida Government Finance Officers Association, "Basic Government Resource Manual," page 4

<sup>3</sup> Section 218.391(4), Florida Statutes

Below are evaluation criteria factors for consideration to be included in the RFP. Each Audit Committee member will be asked to complete a separate evaluation form for each proposal and independently evaluate and assign points to the criteria. Each criterion is weighted so that the points given for a criterion will be multiplied by the assigned weight. The total weighted scores from each member for a proposal will be averaged and will become the score for that proposal. Proposals will be ranked from highest to lowest scores.

An evaluation scale for determining points will be provided to assist the Audit Committee.

More than adequate .....8 to 10 points

Adequate .....5 to 7 points

Less than adequate .....1 to 4 points

Not addressed/no response.....0 points

	Criteria	Weight	Points	Weight x Points
1	Firm Qualifications and Experience	30	Max points = 10	Max weighted points = 300
2	Personnel Qualifications and Experience	20	Max points = 10	Max weighted points = 200
3	Technical Proposal	20	Max points = 10	Max weighted points = 200
4	Schedule of Costs	30	Max points = 10	Max weighted points = 300
		100		Max weighted score = 1,000
A proposal's score for ranking purposes will be the average of the three Audit Committee's total weighted scores for that proposal. For example, if a proposal received weighted scores of 730, 790, and 820, the proposal's average weighted score for ranking purposes would be 780.				

The proposed timeline for the RFP is:

<u>Date/Time</u>	<u>Action</u>
June 18, 2018	District issues Request for Proposals
June 27, 2018, 2:00 PM	Deadline for written inquiries
July 16, 2:00 PM*	Opening of sealed Proposals
August 9, 2018, 12:00 PM*	Audit Committee meets to finalize and announce rankings
August 9, 2018, 1:00 PM*	Governing Board considers award to the top ranked firm from the Audit Committee's ranked recommendations
Contract date	As soon as practicable

\*Denotes a public meeting. All times denote Eastern Time.

Based on financial auditor selection guidelines for local government on the State of Florida Auditor General's website<sup>4</sup>, it is recommended that governmental entities enter into multiyear agreements of at least five years in duration. To be consistent with these guidelines, the District plans to include in this RFP an agreement for independent auditing services with a base term of five (5) years with options to renew the agreement for three (3) additional one-year terms subject to the mutual agreement of both parties and pending available funding.

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<sup>4</sup> Auditor Selection Guidelines, 2007, page 21, website link to document is:  
[https://flauditor.gov/pages/pdf\\_files/auditor%20selection%20guidelines.pdf](https://flauditor.gov/pages/pdf_files/auditor%20selection%20guidelines.pdf)

## NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

### MEMORANDUM

TO: Resource Management Committee

THROUGH: Brett J. Cyphers, Executive Director  
Guy Gowens, Chief of Staff  
Carlos Herd, Director, Division of Resource Management

FROM: Paul Thorpe, Chief, Bureau of Environmental and Resource Planning

DATE: June 1, 2018

SUBJECT: Consideration of Proposed Grant Agreement Extension for the Hosford Water System Upgrades Project

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#### Recommendation

Staff recommends the Governing Board approve the proposed extension of the Hosford Water System upgrades project, as requested by Liberty County.

#### Discussion

In November 2014, the Governing Board awarded grant funding to Liberty County for the Hosford Water System upgrades project. The grant agreement provides for up to \$295,527 to allow the county to complete a Floridan aquifer test well, with conversion of that well to a production well following satisfactory test results. The project scope of work also includes connection to the water system, modification of the electrical system and well controls, installation of other appurtenant components, and procurement and connection of an emergency electrical generator. Completion of this project will provide needed improvements to the capacity and dependability of the Hosford water system and provide reliable fire protection.

The project is under construction and nearing completion. Liberty County has installed a Floridan aquifer test well and, based on successful testing, is in the process of converting the well to a production well. Because delivery of a control panel for the submersible well pump has been delayed, Liberty County has requested an extension of the District's grant agreement to ensure successful completion of the project.

Since initiation of the District's water supply development grant program in 2013, 70 separate projects serving 58 communities across northwest Florida have been approved by the Governing Board. The program has been very successful, with 51 projects thus far completed and \$17.9 million in grant funding expended to date. As is not uncommon with multi-year projects, implementation timelines occasionally must be adjusted given challenges inherent in contracting, permitting, and construction. To provide for continued Board direction and oversight, staff will bring requests for extension of projects exceeding four years from the date of initial approval to the Governing Board for consideration.

## NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

### MEMORANDUM

TO: Resource Management Committee

THROUGH: Brett J. Cyphers, Executive Director  
Guy Gowens, Chief of Staff  
Carlos Herd, Director, Division of Resource Management  
Jerrick Saquibal, Chief, Bureau of Hydrology and Engineering

FROM: Edward Chelette, Program Manager, Hydrologic Data Services Section

DATE: May 29, 2018

SUBJECT: Consideration of Amendment to Extend the Revenue Contract with the Florida Department of Environmental Protection for Water Resource Monitoring

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#### **Recommendation**

Staff recommends the Governing Board approve continued participation in the Integrated Water Resources Monitoring program and authorize the Executive Director to execute an amendment to extend the revenue contract 17-070 for the contract period of July 1, 2018, through June 30, 2019. The Florida Department of Environmental Protection will compensate the District up to \$129,250 on a fee schedule/cost reimbursement basis.

#### **Background**

The Florida Department of Environmental Protection (DEP) created the Integrated Water Resources Monitoring program in 1996 as a multi-resource, comprehensive, integrated program to monitor surface water and groundwater quality. The District has participated in the program since its inception. The large volume of water quality data produced has supported timely, accurate assessment of the quality of the District's water resources. This data is available to the public through DEP's water quality databases.

This contract consists of two projects for the collection of surface water and groundwater quality data from sites across the District.

- The Water Quality Status Project consists of the annual collection of 85 samples from five resource types: confined aquifers, rivers, large lakes, streams, and unconfined aquifers. A new set of random sample sites are selected for each resource every year.
- The Groundwater Quality Temporal Variability Project involves monthly sampling of seven wells and two first magnitude springs at six fixed monitoring locations and is designed to track water quality changes over time.

## NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

### MEMORANDUM

TO: Resource Management Committee

THROUGH: Brett Cyphers, Executive Director  
Guy Gowens, Chief of Staff  
Carlos Herd, Director, Resource Management Division  
Paul Thorpe, Chief, Bureau of Environmental and Resource Planning

FROM: Christina Coger, Resource Planning Program Manager

DATE: May 30, 2018

SUBJECT: 2018 Water Supply Assessment Update

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#### Summary

Florida Statutes require water management districts to evaluate needs for regional water supply planning every five years. To support this evaluation, an update to the districtwide water supply assessment (WSA) is prepared. This informational item provides an overview of recent WSA planning activities, background, and next steps for completion.

#### Background

Section 373.036(2), Florida Statutes (F.S.), requires governing boards to develop a district water management plan that includes a districtwide water supply assessment. Water supply assessments provide the technical data and analysis in support of recommendations to the District's Governing Board regarding the need for water supply plans in specific planning regions.

In regions where existing and reasonably anticipated sources of water and conservation efforts are not adequate for future needs and related natural systems, governing boards shall conduct water supply planning. The determination of whether a regional water supply plan (RWSP) is needed is required every five years. For regions requiring water supply planning, these plans should be updated every five years.

The District established seven water supply planning regions and completed its first WSA in 1998, determining that Region II (Santa Rosa, Okaloosa and Walton counties) required a RWSP. The WSA was previously updated in 2003, 2008 and 2013.

In 2006, the Governing Board determined that a RWSP was needed for Region V (Franklin and Gulf counties), and in 2008, the Governing Board authorized development of a RWSP for

Region III (Bay County). Continuation and updating of the Region II RWSP occurred in 2006 and 2012. Most recent Governing Board WSA-RWSP actions are:

- March 13, 2014. Governing Board approved update to the Region III RWSP.
- February 13, 2014. Governing Board approved the 2013 WSA Update, continuation of the Region II and III RWSPs, and discontinuation of the Region V RWSP.
- February 23, 2012. Governing Board approved update to the Region II RWSP.

Regional water supply plans are ongoing in Region II and Region III.

#### Current Efforts and Next Steps

The 2018 Water Supply Assessment is the District's fourth update. The 2018 WSA includes water use estimates 2015 and water demand projections 2020-2040, and regional resource assessments. Methodologies for estimates and projections were updated and refined.

The next phase of the WSA update involves public education and outreach to local governments, regional water supply authorities, government- and privately-owned water and wastewater utilities, multijurisdictional water supply entities, self-suppliers, reuse utilities, the Department of Environmental Protection, FDACS, and other affected and interested parties (section 373.709(1), F.S.). The purpose of the public outreach workshops, tentatively scheduled for July 2018, is to actively engage and seek input from interested parties.

The final 2018 WSA Update, incorporating feedback from utilities and stakeholders, is scheduled to be presented to the Governing Board in September 2018.



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

**Apalachicola National Research Reserve  
108 Island Drive  
Eastpoint, Florida 32328**

**Thursday  
May 10, 2018**

Governing Board Members Present

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

Governing Board Members Absent

Marc Dunbar

1. Opening Ceremonies

Governing Board Chairman George Roberts called the meeting to order at 1:03 p.m. Brett Cyphers called the roll and a quorum was declared present.

2. Additions, Deletions and Changes to the Agenda

None.

3. Special Thanks and Recognition

None.

4. Approval of the Minutes for April 12, 2018

MOTIONED BY JOHN ALTER, SECONDED BY TED EVERETT, THAT THE GOVERNING BOARD APPROVE THE MINUTES FOR APRIL 12, 2018. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

5. Approval of the Financial Reports for the Month of March 2018

MOTIONED BY NICK PATRONIS, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORTS FOR THE MONTH OF MARCH 2018. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

6. Consideration of Inspector General's Long Term and Annual Audit Work Plans

MOTIONED BY TED EVERETT, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD APPROVE THE INSPECTOR GENERAL'S THREE-YEAR AUDIT WORK PLAN FOR FISCAL YEARS 2017-18 THROUGH 2019-20 AND AN ANNUAL AUDIT WORK PLAN FOR 2017-18. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

7. Consideration of Acceptance of the Audited Financial Statements for Fiscal Year 2016-2017

MOTIONED BY GUS ANDREWS, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD ACCEPT THE DISTRICT'S SEPTEMBER 30, 2017 AUDITED FINANCIAL STATEMENTS AS PRESENTED. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

8. Consideration of Amendment No. 5 to the Fiscal Year 2017-18 Budget Adjusting Beginning Fund Balances

MOTIONED BY JOHN ALTER, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD APPROVE AMENDMENT NO. 5 TO THE FISCAL YEAR 2017-18 BUDGET ADJUSTING FUND BALANCES. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

9. Consideration of First Right of Refusal on the Syfrett Conservation Easement; Econfina Creek Water Management Area

MOTIONED BY JON COSTELLO, SECONDED BY JOHN ALTER, THAT THE GOVERNING BOARD NOT EXERCISE ITS FIRST RIGHT OF REFUSAL ON THE SYFRETT CONSERVATION EASEMENT. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

10. Consideration of Amendment No. 1 to Agreement No. 15-077 with Sign Pro of North Florida, Inc.

MOTIONED BY JOHN ALTER, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT NO. 1 TO EXTEND THE TERM OF AGREEMENT NO. 15-077 WITH SIGN PRO OF NORTH FLORIDA, INC. THROUGH MAY 15, 2021. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

11. Wildlife Conservation Commission Annual Work Plan and Budget for the Sand Hill Lakes Mitigation Bank Cooperative Management Agreement

MOTIONED BY TED EVERETT, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD APPROVE THE FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION FISCAL YEAR 2018-2019 WORK PLAN AND BUDGET FOR THE SAND HILL LAKES MITIGATION BANK COOPERATIVE MANAGEMENT AGREEMENT, SUBJECT TO APPROVAL OF THE DISTRICT'S FISCAL YEAR 2018-2019 BUDGET IN SEPTEMBER 2018. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

12. Consideration of Amendment No. 8 to Agreement No. 13-021 for Purchase of Longleaf Pine Tubelings

MOTIONED BY TED EVERETT, SECONDED BY NICK PATRONIS, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN AMENDMENT TO AGREEMENT NO. 13-021 WITH BLANTON'S LONGLEAF CONTAINER NURSERY TO PURCHASE 1,403,328 LONGLEAF PINE TUBELINGS AT A COST OF \$204,184.22 SUBJECT TO APPROVAL OF FUNDS FOR THE LONGLEAF TUBELINGS IN THE DISTRICT'S FISCAL YEAR 2018-2019 BUDGET IN SEPTEMBER 2018. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

13. Consideration of Invitation to Bid 18B-006; 2018 Econfina Creek Sand Pine Timber Sale

MOTIONED BY JOHN ALTER, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD APPROVE THE BIDS SUBMITTED IN RESPONSE TO INVITATION TO BID 18B-006 AND

AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT FOR THIS TIMBER SALE WITH THE HIGH BIDDER DEERPOINT TIMBER PRODUCTS, INC. AT THE BID PRICE OF \$13.00 PER TON FOR PINE PULPWOOD. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

14. Consideration of Funding for the Santa Rosa County Indian Bayou Water Quality Improvement Project

MOTIONED BY JOHN ALTER, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD APPROVE FUNDING IN THE AMOUNT OF \$75,000 FOR THE SANTA ROSA COUNTY INDIAN BAYOU WATER QUALITY IMPROVEMENT PROJECT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A GRANT FUNDING AGREEMENT WITH THE COUNTY FOR THIS PURPOSE. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

15. Consideration of FY 2018-2019 Springs Restoration Funding Requests

MOTIONED BY NICK PATRONIS, SECONDED BY JOHN ALTER, THAT THE GOVERNING BOARD APPROVE THE PROJECTS INCLUDED IN TABLE 2 TOTALING \$21,868,239; APPROVE SUBMITTAL OF THE PROJECTS TO THE DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR FUNDING CONSIDERATION; AND AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENTS WITH DEP TO RECEIVE UP TO THE AMOUNT REQUESTED ABOVE AND WITH COOPERATORS TO IMPLEMENT SPRINGS RESTORATION PROJECTS AS DESCRIBED, SUBJECT TO BUDGET AUTHORITY AND LEGAL COUNSEL REVIEW. PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

16. Water Reuse Week

MOTIONED BY JON COSTELLO, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD APPROVE RESOLUTION NO. 834 DECLARING MAY 13-19, 2018 AS WATER REUSE WEEK. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

17. Legal Counsel Report

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

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

Meeting was adjourned at 2:48 p.m.

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**Chair**

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**Date**

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**Executive Director**

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**Agency Clerk**

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
Financial Report  
Summary Statement of Receipts, Disbursements & Cash Balances  
For Month Ending April 30, 2018

Balance Forward - Operating Funds		\$45,290,283.73	
Operating Funds Received in current month:			
Revenue Receipts, Current	\$494,965.97		
Contracts Receivable	242,636.60		
Other Deposits/Refunds/Adjustments	51,318.98		
Transfers from Lands Accounts	<u>0.00</u>		
Total Deposits during month		<u>788,921.55</u>	
Total Deposits and Balance Forward			\$ 46,079,205.28
Disbursements:			
Employee Salaries	427,263.20		
Employee Benefits	295,550.75		
Employee Flexible Spending Account	0.00		
Contractual Services (Professional)	86,644.75		
Operating Expenses - Services	83,053.93		
Operating Expenses - Commodities	32,916.47		
Operating Capital Outlay	101.54		
Grants and Aids	<u>1,755,473.27</u>		
Total Operating Expenses during month		2,681,003.91	
Payables, Prior Year	0.00		
Other Disbursements or (Credits)	<u>93,494.67</u>		
Total Funds Disbursed by check during month		2,774,498.58	
Bank Debits (Fees, Deposit Slips, etc.)	289.45		
Transfer to Land Acquisition Account	<u>0.00</u>		
Total Funds Disbursed			<u>2,774,788.03</u>
Cash Balance Operating Funds at month end			\$ 43,304,417.25
Operating Depositories:			
Petty Cash Fund	250.25		
General Fund Checking	326,750.71		
Payroll Account	6,400.74		
Investment Accounts @ 1.97%			
General Fund	20,709,544.08		
Lands Fee Fund	6,156,225.29		
SWIM Fund	104,981.66		
Springs Protection	55.52		
Mitigation Fund	<u>16,000,209.00</u>		
Total Operating Depositories at month end		\$ 43,304,417.25	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
Financial Report  
Summary Statement of Receipts, Disbursements & Cash Balances  
For Month Ending April 30, 2018

Land Acquisition Funds @ 1.97%	\$	286,215.16	
Total Land Acquisition Funds			286,215.16
Restricted Land Management Funds:			
Phipps Land Mgmt @ 1.97%		66,515.74	
Total Land Management Funds			66,515.74
Total Land Acquisition and Restricted Land Management Funds			<u>352,730.90</u>
TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END			<u><u>\$ 43,657,148.15</u></u>

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

Date: June 14, 2018

**Northwest Florida Water Management District**  
**Statement of Sources and Uses of Funds**  
**For the Period ending April 30, 2018**  
**(Unaudited)**

	<b>Current Budget</b>	<b>Actuals Through 4/30/2018</b>	<b>Variance (under)/Over Budget</b>	<b>Actuals As A % of Budget</b>
<b>Sources</b>				
Ad Valorem Property Taxes	\$ 3,395,217	\$ 3,136,165	\$ (259,052)	92%
Intergovernmental Revenues	51,623,478	9,586,022	(42,037,456)	19%
Interest on Invested Funds	99,266	364,194	264,928	367%
License and Permit Fees	384,569	261,095	(123,474)	68%
Other	2,392,917	1,643,707	(749,210)	69%
Fund Balance	24,244,620		(24,244,620)	0%
<b>Total Sources</b>	<b>\$ 82,140,067</b>	<b>\$ 14,991,182</b>	<b>\$ (67,148,885)</b>	<b>18%</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	\$ 6,987,078	\$ 1,964,200	\$ 179,130	\$ 4,843,748	28%	31%
Acquisition, Restoration and Public Works	48,448,578	5,275,212	197,053	42,976,314	11%	11%
Operation and Maintenance of Lands and Works	3,909,865	1,476,068	352,465	2,081,332	38%	47%
Regulation	3,890,615	1,793,798	84,775	2,012,043	46%	48%
Outreach	178,215	73,199	1,200	103,816	41%	42%
Management and Administration	1,991,908	1,038,796	28,012	925,100	52%	54%
<b>Total Uses</b>	<b>\$ 65,406,259</b>	<b>\$ 11,621,272</b>	<b>\$ 842,635</b>	<b>\$ 52,942,353</b>	<b>18%</b>	<b>19%</b>
Reserves	16,733,808			16,733,808	0%	0%
<b>Total Uses and Reserves</b>	<b>\$ 82,140,067</b>	<b>\$ 11,621,272</b>	<b>\$ 842,635</b>	<b>\$ 69,676,161</b>	<b>14%</b>	<b>15%</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 April 30, 2018, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

APRIL 2018

CHECKS	4/5/2018	\$	369,246.68
AP EFT CHECKS	4/6/2018		14,573.57
CHECKS	4/12/2018		129,578.52
AP EFT CHECKS	4/13/2018		2,664.00
CHECKS	4/19/2018		148,472.64
AP EFT CHECKS	4/20/2018		2,094.88
CHECKS	4/26/2018		1,601,219.32
AP EFT CHECKS	4/27/2018		1,468.00
VOIDED CHECK	4/12/2018		-100.00
RETIREMENT	4/30/2018		78,914.40
		\$	<u><u>2,348,132.01</u></u>

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Chairman or Executive Director

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June 14, 2018  
Date

**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>
96	APALACHICOLA/CARRABELLE TIMES	04/05/2018	99.80	NOTICE OF INTENT TO ADOPT
4180	BA MERCHANT SERVICES	04/05/2018	138.51	TRANSACTION FEES FOR E-PERMIT
5499	BCC WASTE SOLUTIONS, LLC	04/05/2018	217.00	DUMPSTER FOR ECONFINA OFFICE A
1617	CAPITAL HEALTH PLAN	04/05/2018	76,880.09	EMPLOYEE HEALTH INSURANCE
5530	CAPITAL TRUCK INC	04/05/2018	257.87	MACK DIAGNOSTIC FEE
5372	CITY OF MARY ESTHER	04/05/2018	63,620.00	RECLAIMED WATER FEASABILITY
45	DMS	04/05/2018	22.92	AIR CARDS/ HOTSPOTS
45	DMS	04/05/2018	4.39	AUDIO & WEB CONFERENCING
45	DMS	04/05/2018	43.78	CRESTVIEW LONG DISTANCE
45	DMS	04/05/2018	715.01	PHONES- CRESTVIEW FIELD OFFICE
45	DMS	04/05/2018	2.93	MILTON LONG DISTANCE
45	DMS	04/05/2018	69.08	LOCAL PHONES- MILTON FIELD OFFICE
45	DMS	04/05/2018	1,909.36	ST JOHNS ETHERNET CONNECTION
45	DMS	04/05/2018	8,143.60	ETHER/INTERNET ALL
45	DMS	04/05/2018	2.33	AUDIO WEB CONFERENCING
45	DMS	04/05/2018	3.50	LAN PORTS & INTRA/TINTERNET
5512	CECIL EDWIN DURDEN	04/05/2018	3,000.00	AGRICULTURAL BMP COST SHARE AG
4518	ENGINEERED COOLING SERVICES, INC.	04/05/2018	225.00	REPAIR A/C UNIT 10, HQ
4855	ENVIRON SERVICES INCORPORATED	04/05/2018	2,127.00	JANITORIAL SERVICES, HEADQUART
3685	ENVIRONMENTAL & GEOTECHNICAL SPECIALISTS	04/05/2018	250.00	P# 18438 REFUND TRANSFER TO DE
3662	FL DEPT OF ENVIRONMENTAL PROTECTION	04/05/2018	330.00	FDEP PERMIT MOD FEE
2713	FL DEPT OF AG. & CONSUMER SERVICES	04/05/2018	326.00	FIRE LINE INSTALLATION SERVICE
5514	WILLIAM B. FLOYD, JR.	04/05/2018	31,683.75	AGRICULTURAL BMP COST SHARE AG
3492	GEOTECH ENVIRONMENTAL EQUIP, INC.	04/05/2018	459.46	0.45 MICRON FILTERS
3282	W.W. GRAINGER, INC.	04/05/2018	221.40	GLOVES FOR SAMPLING
5342	JANICKI ENVIRONMENTAL, INC.	04/05/2018	2,500.00	WATER RESOURCE EVALUATIONS
5342	JANICKI ENVIRONMENTAL, INC.	04/05/2018	1,150.00	WATER RESOURCE EVALUATIONS
5342	JANICKI ENVIRONMENTAL, INC.	04/05/2018	5,157.04	WATER RESOURCE EVALUATIONS
5342	JANICKI ENVIRONMENTAL, INC.	04/05/2018	3,900.00	WATER RESOURCE EVALUATIONS
5342	JANICKI ENVIRONMENTAL, INC.	04/05/2018	6,300.00	WATER RESOURCE EVALUATIONS
5120	JOHNSON'S AUTO REPAIR, INC.	04/05/2018	45.00	OPEN PURCHASE ORDER FOR POOL V
5159	L & R TRACTOR INC.	04/05/2018	550.00	PITT SPRING FLOATING DOCK REPA
76	LEON COUNTY PROPERTY APPRAISER	04/05/2018	2,423.00	3RD QTR FY 17-18
5355	TOWN OF MALONE	04/05/2018	71,361.60	MALONE HS PUBLIC SANITARY SEWE
63	NORTHWEST FLORIDA DAILY NEWS	04/05/2018	267.66	NOTICE OF INTENT TO ADOPT



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

64	PANAMA CITY NEWS HERALD	04/05/2018	169.00	NOTICE OF INTENT TO ADOPT
64	PANAMA CITY NEWS HERALD	04/05/2018	209.08	LEGAL ADS
62	PENSACOLA NEWS-JOURNAL	04/05/2018	328.56	NOTICE OF INTENT TO ADOPT
4715	PINE ENVIRONMENTAL SERVICES, INC.	04/05/2018	877.50	RENTAL - SOLINST LEVELLOGGER LT
4081	POT-O-GOLD RENTALS, LLC	04/05/2018	1,932.60	PORTABLE TOILETS
5510	WILLIS CLINTON POWELL, SR.	04/05/2018	24,570.02	AGRICULTURAL BMP COST SHARE AG
5558	SMITTY'S CLEANING & LAWN SERVICE	04/05/2018	150.00	LAWN SERVICE AT HEADQUARTERS
4799	STAPLES CONTRACT & COMMERCIAL, INC.	04/05/2018	59.55	OFFICE SUPPLIES
4799	STAPLES CONTRACT & COMMERCIAL, INC.	04/05/2018	35.80	OFFICE SUPPLIES / GREEN FILE F
4832	SUN LIFE FINANCIAL	04/05/2018	159.30	PREPAID DENTAL ACCT 5
4832	SUN LIFE FINANCIAL	04/05/2018	4,844.22	REGULAR DENTAL ACCT 4
4834	SUN LIFE FINANCIAL	04/05/2018	963.48	EMPLOYEE LIFE INSURANCE ACCT 1
4833	SUN LIFE FINANCIAL	04/05/2018	1,260.43	EMPLOYEE VOL LTD
5336	TETRA TECH, INC	04/05/2018	8,854.87	WATER RESOURCE EVALUATIONS: GR
5139	TOWN OF NOMA	04/05/2018	37,600.00	WATERLINE REPLACEMENT PHASE II
3941	TYLER TECHNOLOGIES, INC.	04/05/2018	1,200.00	MUNIS USER CONFERENCE REGISTRA
4774	JOHN T WILLIAMSON	04/05/2018	175.00	JANITORIAL SERVICES FOR MILTON
2320	YSI INCORPORATED	04/05/2018	1,450.19	ACCESSORIES PARTS FOR YSI 600X
<b>TOTAL CHECKS</b>			<b><u>369,246.68</u></b>	
4944	BRETT CYPHERS	04/06/2018	72.09	TRAVEL REIMBURSEMENT
3942	A & W VENTURES, L.C.	04/06/2018	156.34	PORTABLE TOILET FOR PHIPPS PAR
5504	ANDREW JOSLYN	04/06/2018	190.00	TRAVEL REIMBURSEMENT
5368	KOUNTRY RENTAL NWF, INC.	04/06/2018	207.50	CLEANING OF ECONFINA OFFICE AN
5368	KOUNTRY RENTAL NWF, INC.	04/06/2018	7,360.00	RENTAL AND SERVICE OF PORTABLE
1095	TYLER MACMILLAN	04/06/2018	110.00	TRAVEL REIMBURSEMENT
4305	DANA PALERMO	04/06/2018	125.80	TRAVEL REIMBURSEMENT
3813	PENNINGTON, P.A.	04/06/2018	6,120.00	LEGAL COUNSEL
3823	KENNETH ANDREW ROACH	04/06/2018	7.50	EMPLOYEE REIMBURSEMENT
3823	KENNETH ANDREW ROACH	04/06/2018	126.00	TRAVEL REIMBURSEMENT
4534	JANET STRUTZEL	04/06/2018	98.34	TRAVEL REIMBURSEMENT
<b>TOTAL ACH TRANSFER</b>			<b><u>14,573.57</u></b>	
<b>TOTAL AP</b>			<b><u>383,820.25</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>
4522	AECOM TECHNICAL SERVICES, INC	04/12/2018	100.00	REFUND - OVERPAYMENT OF ERP FE
2967	BANK OF AMERICA	04/12/2018	5,281.44	P-CARD PURCHASES
5530	CAPITAL TRUCK INC	04/12/2018	653.22	REPAIR OF MACK CHU613 SEMI WMD
5530	CAPITAL TRUCK INC	04/12/2018	1,005.34	REPAIR OF MACK CHU613 SEMI WMD
5462	CHLOETA FIRE, LLC	04/12/2018	12,832.00	PRESCRIBED BURNING SERVICES -
5462	CHLOETA FIRE, LLC	04/12/2018	4,160.00	PRESCRIBED BURNING SERVICES -
3886	DEER POINT TIMBER PRODUCTS	04/12/2018	51,131.96	PERFORMANCE BOND REFUND
97	THE DEFUNIAK HERALD	04/12/2018	13.50	LEGAL AD ERP PERMIT #44-131-18
45	DMS	04/12/2018	1,276.00	LOCAL PHONES- HQ
45	DMS	04/12/2018	197.62	LONG DISTANCE- HQ
4748	EAST MILTON WATER SYSTEM	04/12/2018	13.07	WATER-MILTON FIELD OFFICE
4103	EDDIE ENGLISH COMPANY, INC.	04/12/2018	285.76	TIRES FOR TRI-AXLE TRAILER
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	04/12/2018	19.18	FAR AD FOR RFP 18-002
839	FORESTRY SUPPLIERS, INC.	04/12/2018	198.35	CHEST WADERS
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	04/12/2018	1,157.84	MAINTENANCE/MONITORING, HQ&CFO
916	GULF POWER COMPANY	04/12/2018	567.39	ELECTRIC- MILTON FIELD OFFICE
5519	HARTLEY ENTERPRISES, LLC	04/12/2018	3,800.00	REPAIR SHOP ROOF AND WALLS
61	JACKSON COUNTY FLORIDAN	04/12/2018	100.00	NOTICE OF INTENT TO ADOPT
61	JACKSON COUNTY FLORIDAN	04/12/2018	166.25	LEGAL ADS
4033	JOHNSTON TRUCKING, LLC	04/12/2018	1,460.00	ROAD AND BRIDGE REPAIR MATERIA
2299	LIBERTY COUNTY SOLID WASTE	04/12/2018	32.00	SOLID WASTE- FL RIVER
288	OKALOOSA CO. PROPERTY APPRAISER	04/12/2018	1,921.51	3RD QTR FY 17-18
5214	PANACEA AREA WATER SYSTEM, INC.	04/12/2018	27,642.40	WATER SUPPLY INTERCONNECT
71	PETTY CASH	04/12/2018	121.00	PETTY CASH REIMBURSEMENT
110	TALQUIN ELECTRIC COOPERATIVE, INC.	04/12/2018	268.30	WATER/SEWER- HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	04/12/2018	87.17	SECURITY LIGHTS- HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	04/12/2018	3,669.26	ELECTRIC- HQ
5478	TOWN OF CARYVILLE	04/12/2018	4,000.00	WATER SYSTEM IMPROVEMENTS
3696	URS CORPORATION	04/12/2018	1,000.00	117 RISK MAP PROJECT FOR APALA
3696	URS CORPORATION	04/12/2018	3,971.00	LOWER OCHLOCKONEE WATERSHED
4557	VERIZON WIRELESS	04/12/2018	883.33	JETPACK/AIRCARDS
75	WALTON COUNTY PROPERTY APPRAISER	04/12/2018	1,563.63	3RD QTR FY 17-18
<b>TOTAL AP</b>			<b><u>129,578.52</u></b>	
3405	JOHN B. CROWE	04/13/2018	126.00	TRAVEL REIMBURSEMENT
3337	FORESTECH CONSULTING	04/13/2018	2,128.50	SUPPORT AND HOSTING FOR LAND M
5397	SHAWN HALPHEN	04/13/2018	126.00	TRAVEL REIMBURSEMENT
2434	JERRICK SAQUIBAL	04/13/2018	126.00	TRAVEL REIMBURSEMENT
1918	PAUL J. THORPE	04/13/2018	157.50	EMPLOYEE REIMBURSEMENT
<b>TOTAL ACH TRANSFER</b>			<b><u>2,664.00</u></b>	
<b>TOTAL AP</b>			<b><u>132,242.52</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>
4923	JOHN ALTER	04/19/2018	61.41	GOVERNING BOARD MEETING
3293	ANGUS ANDREWS	04/19/2018	107.69	GOVERNING BOARD MEETING
2992	BANK OF AMERICA	04/19/2018	275.76	PAYMENT PORTEL FOR E-PERMITTIN
2992	BANK OF AMERICA	04/19/2018	345.39	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	04/19/2018	978.45	ACCOUNT ANALYSIS
325	BAY CO. PROPERTY APPRAISER	04/19/2018	2,149.55	3RD QTR FY 17-18
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	04/19/2018	1,502.18	RETIREE INSURANCE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	04/19/2018	53,460.00	EMPLOYEE MEDICAL INSURANCE
735	CARLTON APPRAISAL COMPANY	04/19/2018	2,872.00	APPRAISALS OF DISTRICT/PORTER
3269	CDW GOVERNMENT, INC.	04/19/2018	16,072.65	DELL EMC 9.2 DATA PROTECTION S
4686	MCCASKILL - QUIGLEY FORD, INC	04/19/2018	866.46	VEHICLE REPAIR - WMD0970, EFO
3524	CITY OF CRESTVIEW	04/19/2018	42.40	WATER/SEWER CRESTVIEW
4676	CITY OF MILTON FLORIDA	04/19/2018	65.83	DUMPSTER SERVICE
4676	CITY OF MILTON FLORIDA	04/19/2018	19.36	SEWER-MILTON FIELD OFFICE
3289	CITY OF TALLAHASSEE	04/19/2018	38.83	LAKESHORE
5298	TED EVERETT	04/19/2018	65.86	GOVERNING BOARD MEETING
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	04/19/2018	36.68	FAR AD FOR 4/12/2018 GB MEETIN
4652	GULF COAST TRUCK & EQUIPMENT CO., INC.	04/19/2018	2,018.68	REPAIR VEH. WMD2438, EFO
666	JEFFERSON COUNTY PROPERTY APPRAISER	04/19/2018	220.11	3RD QTR FY 17-18
5120	JOHNSON'S AUTO REPAIR, INC.	04/19/2018	45.20	OPEN PURCHASE ORDER FOR POOL V
1395	KETCHAM APPRAISAL GROUP, P. A.,INC.	04/19/2018	1,550.00	REVIEW APPRAISAL OF DISTRICT/P
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/19/2018	250.73	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/19/2018	253.44	NEW COPIER LEASE FOR ADMIN/RMD
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/19/2018	179.38	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/19/2018	230.93	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/19/2018	1,128.48	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/19/2018	400.19	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/19/2018	1,011.26	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/19/2018	153.15	COPIER LEASE RENEWALS
4986	PATRICIA LUJAN	04/19/2018	7,895.37	CRESTVIEW LEASE
5414	OFFICE BUSINESS SYSTEMS, INC.	04/19/2018	3.92	COPIER MAINTENANCE RENEWAL
5414	OFFICE BUSINESS SYSTEMS, INC.	04/19/2018	13.61	COPIER MAINTENANCE RENEWAL
5414	OFFICE BUSINESS SYSTEMS, INC.	04/19/2018	21.85	COPIER MAINTENANCE RENEWAL

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

**AP COMPUTER PAID/EFT CHECKS**

5414	OFFICE BUSINESS SYSTEMS, INC.	04/19/2018	46.77	COPIER MAINTENANCE RENEWAL
5414	OFFICE BUSINESS SYSTEMS, INC.	04/19/2018	25.91	COPIER MAINTENANCE RENEWAL
5414	OFFICE BUSINESS SYSTEMS, INC.	04/19/2018	15.47	COPIER MAINTENANCE RENEWAL
4322	PANHANDLE FORESTRY SERVICES, INC.	04/19/2018	30,256.92	PERFORMANCE BOND REFUND
4849	NICK PATRONIS	04/19/2018	81.88	GOVERNING BOARD MEETING
5483	DALLAS QUADRICK RICHARDSON	04/19/2018	75.00	SECURITY FOR 4/12/2018 BOARD M
3960	GEORGE ROBERTS	04/19/2018	81.88	GOVERNING BOARD MEETING
3482	SANTA ROSA COUNTY LANDFILL	04/19/2018	27.64	SOLID WASTE
4629	SINGLEY ENVIRONMENTAL	04/19/2018	10.00	WELL PERMITTING FEE REFUND
4967	SAMUEL SPRING	04/19/2018	85.44	GOVERNING BOARD MEETING
4799	STAPLES CONTRACT & COMMERCIAL, INC.	04/19/2018	11.34	LAMINATING POUCHES
105	TALLAHASSEE DEMOCRAT	04/19/2018	500.00	NOTICE OF INTENT TO ADOPT
105	TALLAHASSEE DEMOCRAT	04/19/2018	217.16	LEGAL ADS
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	04/19/2018	3,801.60	PUBLIC RECREATION SITE CLEAN U
5336	TETRA TECH, INC	04/19/2018	175.14	WATER RESOURCE EVALUATIONS: GR
5478	TOWN OF CARYVILLE	04/19/2018	5,600.00	WATER SYSTEM IMPROVEMENTS
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	04/19/2018	12,328.00	LAW ENFORCEMENT AND SECURITY
4038	WINDSTREAM COMMUNICATIONS	04/19/2018	65.85	800 #S & EFO LOND DISTANCE
4651	PANAMA CITY CYCLES, INC	04/19/2018	729.84	SUZUKI KING QUAD REPAIR AND MA

**TOTAL CHECKS**

**148,472.64**

4845	CALHOUN COUNTY SHERIFF'S OFFICE	04/20/2018	835.96	11-045 CALHOUN CO. LAW ENF. AG
4961	PETER FOLLAND	04/20/2018	200.00	TRAVEL REIMBURSEMENT
4479	FONDRIEST ENVIRONMENTAL	04/20/2018	441.92	FIELD LOGS AND PAPER
4607	MAIL FINANCE INC	04/20/2018	482.00	MAILING SYSTEMS FOR HQ, CRESTV
5500	RYAN REGA	04/20/2018	135.00	TRAVEL REIMBURSEMENT

**TOTAL ACH TRANSFER**

**2,094.88**

**TOTAL AP**

**150,567.52**

**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>
2967	BANK OF AMERICA	04/26/2018	113.75	COMPUTER SUPPLIES - INSPECTOR
2967	BANK OF AMERICA	04/26/2018	234.99	NEW PRINTER FOR PAUL - AMAZON
2967	BANK OF AMERICA	04/26/2018	318.94	HP 87X(CF287X) TONER CARTRIDGE
1617	CAPITAL HEALTH PLAN	04/26/2018	89,330.62	EMPLOYEE MEDICAL INSURANCE
5554	COMCAST	04/26/2018	141.97	INTERNET-MARIANNA FIELD OFFICE
3904	DADE PAPER & BAG COMPANY	04/26/2018	1,117.02	GENERAL SUPPLIES
97	THE DEFUNIAK HERALD	04/26/2018	30.38	LEGAL ADS
1709	DIVISION OF ADMINISTRATIVE HEARINGS	04/26/2018	302.00	DOAH-COX CASE
4807	WEX BANK	04/26/2018	7,778.71	FUEL
4807	WEX BANK	04/26/2018	1,125.00	WEX TELEMATICS FLEET MANAGEMEN
4807	WEX BANK	04/26/2018	25.00	FLEET MANAGEMENT SYSTEM - LAND
4807	WEX BANK	04/26/2018	50.00	WEX TELEMATICS FLEET MANAGEMEN
2291	GULF COAST ELECTRIC COOPERATIVE,INC	04/26/2018	329.51	ELECTRIC- ECONFINA FIELD OFFICE
5560	HAZARDOUS OPERATIONS, INC.	04/26/2018	470.00	REGISTRATION FEE
5159	L & R TRACTOR INC.	04/26/2018	2,425.00	FIRELINE MAINTENANCE
5443	LINKEDIN CORPORATION	04/26/2018	1,750.00	CONTINUING EDUGATION FOR EMPLO
4873	MAIN STREET AUTOMOTIVE, INC.	04/26/2018	52.15	OPEN PURCHASE ORDER FOR ERP-CF
4715	PINE ENVIRONMENTAL SERVICES, INC.	04/26/2018	657.90	COMMUNICATION HARDWARE, IN-SIT
1180	PRIDE ENTERPRISES	04/26/2018	1,132.75	LOAD TICKETS
4971	ROBERT "MIKE" SEEDERS PLUMBING, INC.	04/26/2018	138.50	CLEAR MAIN SEWER DRAIN IN IT B
4720	SOUTHWOOD SHARED RESOURCE CENTER	04/26/2018	1,315.48	OFFSITE DATA STORAGE
5242	MARSIGLIO & MURPHY DESIGN GROUP, INC.	04/26/2018	4,000.00	RESERVATION SYSTEM, CMS HOSTIN
5242	MARSIGLIO & MURPHY DESIGN GROUP, INC.	04/26/2018	770.00	RESERVATION SYSTEM, CMS HOSTIN
5242	MARSIGLIO & MURPHY DESIGN GROUP, INC.	04/26/2018	1,155.00	RESERVATION SYSTEM, CMS HOSTIN
5218	WAGeworks, INC.	04/26/2018	59.15	COBRA ADMINISTRATION
4618	WAKULLA COUNTY BOCC	04/26/2018	1,486,395.50	MAGNOLIA GARDENS AND WAKULLA G

**TOTAL CHECKS**

**1,601,219.32**

4944	BRETT CYPHERS	04/27/2018	99.00	TRAVEL REIMBURSEMENT
4961	PETER FOLLAND	04/27/2018	140.00	TRAVEL REIMBURSEMENT
2268	INNOVATIVE OFFICE SOLUTIONS, INC	04/27/2018	837.00	PHONE MAINTENANCE
5421	JAVIER MONTIEL	04/27/2018	126.00	TRAVEL REIMBURSEMENT
4305	DANA PALERMO	04/27/2018	126.00	TRAVEL REIMBURSEMENT
3823	KENNETH ANDREW ROACH	04/27/2018	140.00	TRAVEL REIMBURSEMENT

**TOTAL ACH TRANSFER**

**1,468.00**

**TOTAL AP**

**1,602,687.32**

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

APRIL 2018

DIRECT DEPOSIT	4/13/2018	211,066.89
CHECKS	4/13/2018	3,246.52
FLEX SPENDING EFT	TF0037	1,604.31
DIRECT DEPOSIT	4/27/2018	206,534.30
CHECKS	4/27/2018	2,310.24
FLEX SPENDING EFT	TF0040	1,604.31
		<u><u>426,366.57</u></u>

APPROVED:

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

June 14, 2018  
Date

## NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

### MEMORANDUM

TO: Governing Board

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

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

DATE: May 29, 2018

SUBJECT: Consideration of ITB 18B-007 for 2018 Sand Pine and Hardwood Tree  
Eradication Services

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#### **Recommendation**

Staff recommends the Governing Board approve the bids for the 2018 Sand Pine and Hardwood Tree Eradication Services project and authorize the Executive Director to execute an agreement with Express Forestry Service, LLC, in the amount of \$88,444.00 to facilitate this work.

#### **Background**

On April 25, 2018, the District issued an Invitation to Bid to prospective contractors to conduct sand pine and hardwood tree eradication services on District lands located within the Choctawhatchee River, Econfina Creek, and Perdido River Water Management Areas (see attached location maps).

As part of the District's ongoing efforts to improve planted longleaf pine stands, 628 acres will receive treatment to eradicate sand pine competition. In addition, stands totaling 186 acres will be treated to eliminate shrub and hardwood intrusion within wetland mitigation project areas.

The most viable and lowest-cost eradication option to eliminate these undesirable trees is to utilize hand labor crews with grass trimmer/blades, brush cutters, clearing saws, machetes, bush hooks, or chain saws. The contractor will be required to fell the trees in place, while taking care to avoid damage to existing desirable pine seedlings and saplings. The hardwood and shrub eradication stands will also require cut stump treatment with herbicide, and all herbicide must be provided by the contractor. The location and number of acres per treatment stand are listed below.

On May 24, 2018, at 2:30 p.m. EDT, the District received three sealed bids in response to this Invitation to Bid. The bids received are listed below for your consideration.

COMPANY	TOTAL BID
A + Environmental Restoration, LLC	\$ 511,897.00
Garcia Forest Service, LLC	\$ 120,511.70
<b>Express Forestry Service, LLC</b>	<b>\$ 88,444.00</b>

Express Forestry Service, LLC submitted the lowest bid to conduct the specified services, and there are adequate funds available in the District's Fiscal Year 2017-2018 budget for these services.

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**2018 Sand Pine and Hardwood Tree Eradication Services  
Stand Locations and Acreage**

County	Stand #	Section	Township	Range	Acres
Washington	1	19 & 20	1N	13W	247
Washington	2	20	1N	13W	161
Washington	3	20 & 29	1N	13W	185
Washington	4	19	1N	13W	25
Washington	5	26	1N	13W	10
Washington (Wetland Mitigation)	6	8	3N	14W	68
Escambia (Wetland Mitigation)	7	10, 11, & 14	1S	32W	49
Escambia (Wetland Mitigation)	8	36 & 41	1S	31W	69
<b>PINE AND HARDWOOD/SHRUB TREE ERADICATION TREATMENT ACREAGE</b>					<b>814</b>



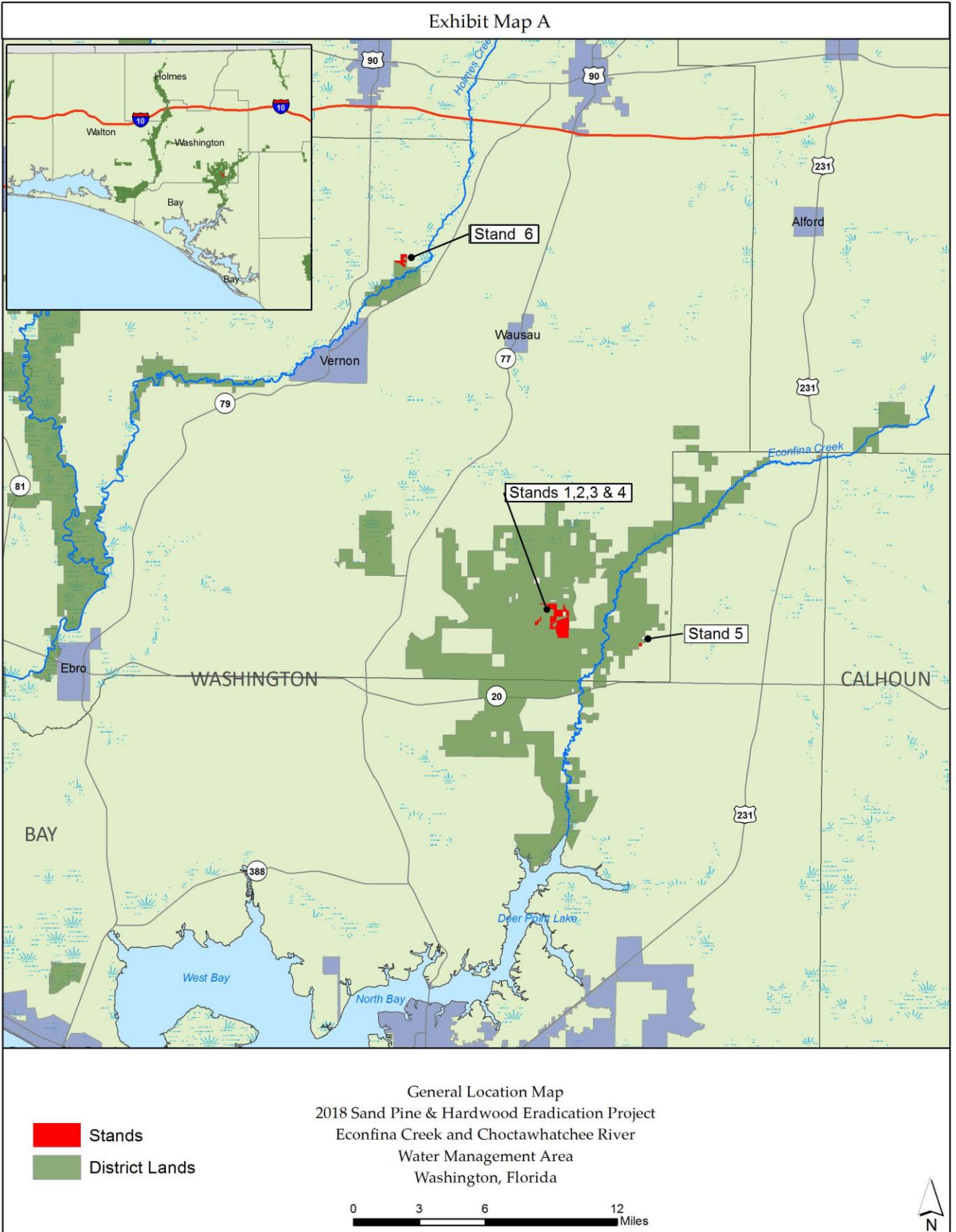
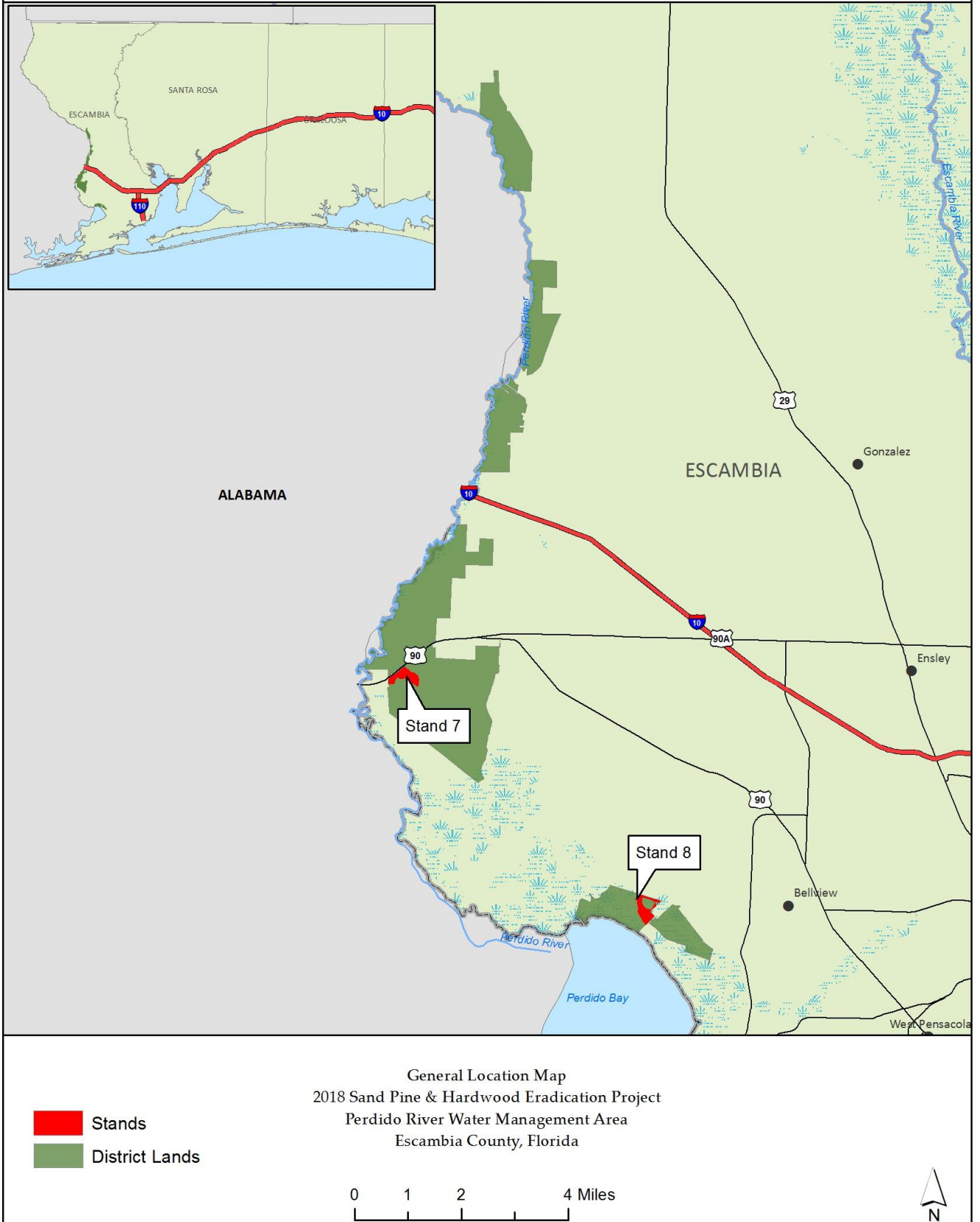


Exhibit Map B



MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: May 31, 2018

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

The Petitioners moved for voluntary dismissal with prejudice because of their settlement with FDOT. On May 30, 2018, DOAH issued its Order Closing File and Relinquishing Jurisdiction, which dismissed and concluded the case and allows the District to issue the permit to FDOT.

There are no other pending cases in which the District is a party.