

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Asset Management Committee

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

FROM: Lennie Zeiler, Director, Division of Asset Management

DATE: June 28, 2018

SUBJECT: Presentation of Modeling Regimes and Approval of Strategic Forest Planning

Recommendation

Staff recommends the Governing Board approve the sole source purchase from F4 Tech for Strategic Forest Planning in the amount of \$39,510.

Background

The District began working with F4 Tech in 2013 to develop a timber management database to improve management of timber resources on District lands. In 2016, F4 Tech ran strategic forest planning models using the Phase I and II pine forest inventory data collected since 2013. The primary reason for running the models was to provide the Governing Board and management with accurate pine timber revenue projections. Although the models provided useful information regarding projected timber revenues, several issues were identified since the completion of the project to improve results of future models. Issues of note include excluding forest stands with no access or poor access from future revenue projections; identifying and providing appropriate values for sand pine stands with poor growth and including forest management cost factors for net revenue evaluation.

Staff is scheduled to complete Phase III of the timber inventory for the western region in mid-July, which will complete the baseline pine forest inventory data collection for the entire District. After integrating this information and running the model, the District will possess a more complete portrayal of future revenues and costs associated with managing the timber resource providing the Governing Board and upper management with a financial review of current land management efforts and possible future decision points.

F4 Tech provided District staff with a proposal to conduct Strategic Forest Planning which includes:

- a. Conduct scoping session to determine model objective, operational constraints, silvicultural actions, desired outputs, and simulation scenarios.

- b. Create yield tables for use in the model based on removals/increased growth for silvicultural actions available in the model.
- c. Prepare all GIS data for the modeling effort.
- d. Code the model – set up model for long term (20-30 year) strategic run including multiple scenario analysis that compare different constraints/actions.
- e. Run model and publish results to SilvAssist Ownership Dashboard.
- f. Run up to two “what-if” scenarios (baseline plus one alternate management regime), based on the agreed upon parameters in scoping sessions.
- g. Develop model design and documentation to record the items outlined above in the scoping sessions as well as processes used and model assumptions.
- h. Prepare all results and presentation of deliverables, including documentation.
- i. Attend board meeting at District Headquarters to assist in answering questions about the model results.

To prepare the Strategic Forest Planning listed above, F4 Tech submitted a quote of \$39,510.

Note: This expenditure would be subject to approval of a cost neutral budget amendment in August to the FY 2017/18 budget. The District has adequate funds in the Land Management budget to pay for this service.

LZ/cb

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Asset Management Committee

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

FROM: Scott Sutterfield, Chief, Bureau of Information Technology

DATE: June 27, 2018

SUBJECT: Consideration of RFP 18-004 for Contractual Services

Recommendation

Staff recommends the Governing Board approve the selection committee’s rankings provided in Table 1 and authorize the Executive Director to enter into a three-year agreement with the highest-ranked firm, Mannion Geosystems, LLC.

Background

On June 22, 2018, the District received proposals from firms in response to the District’s Request for Proposals (RFP 18-004) for “Contractual Services – Staff Augmentation for Custom Application Development.” This RFP was issued to determine if these services could be procured at a cost lower than the current contract. The procurement will provide technical services in support of GIS, Database and Application Design. Four proposals were received.

The proposals were evaluated by a selection committee using predefined criteria. The committee’s scores are provided below in Table 1. The selection of the highest ranked firm will result in a reduction in cost of \$24 per hour compared to the current contract with Randstad.

Table 1 - Consultant Selection Scores- RFP 18-004

Firm Name	Total Score	Highest Ranked
Mannion Geosystems, LLC	277	1
BuzzClan LLC	261	2
SoftHQ, Inc.	255	3
The Evolvers Group, L.P.	252	4

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Asset Management Committee

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

FROM: Scott Sutterfield, Chief, Information Technology Bureau

DATE: July 12, 2018

SUBJECT: Consideration of Fiscal Year 2018-2019 Information Technology Purchases

Recommendation

Staff recommends the Governing Board approve the Information Technology Bureau to procure the following for Fiscal Year 2018-2019, contingent upon approval of the District's Fiscal Year 2018-2019 budget.

- Department of Management Services (DMS) competitively procured purchase of Internet access, telephony circuits, and security services for District headquarters, field offices, and connections to partner water management districts for DMS in the amount not to exceed \$90,000.
- Sole source purchase of annual support and licensing for Tyler Technologies Munis support in an amount not to exceed \$90,000.
- Sole source purchase of Geographic Information Systems (GIS) ARC GIS and ARC Online licensing, training, support, and consulting for ESRI in an amount not to exceed \$168,000.
- State of Florida contract purchase of Microsoft licensing for Microsoft Server and Workstation operating systems and software, SQL Database Server, SharePoint Server, Office 365 to Microsoft through an approved partner in an amount not to exceed \$125,000.

Background

The District's policies and procedures manual requires all purchases over \$65,000 to have been approved by the Governing Board. This includes, "multiple purchases with the same vendor for the same purpose, or within the same scope of work, each under \$65,000, but cumulatively is anticipated to exceed \$65,000 within the same fiscal year or across fiscal years." In addition to competitively procured purchases, the approval threshold was also made applicable to state term contracts.

The Information Technology Bureau has the following anticipated purchases which will require Governing Board approval:

- Internet access, telephony circuits, and security services from the Department of Management Services (DMS) SUNCOM Network. SUNCOM is established within DMS as the state enterprise telecommunications system. DMS competitively procures these services from multiple vendors i.e. AT&T, CenturyLink, Verizon to provide Internet access, telephony circuits, and security services for District headquarters, field offices, and connections to partner water management districts.
- Enterprise Resource Planning/Financial software named Munis from Tyler Technologies. Munis is the district's core business software for accounting, budget, general ledger, employee self-service, project accounting, purchase orders, requisitions, and administrative reporting. This solution was originally a competitive procurement. Ongoing support, maintenance, and updates are purchased annually as a sole source through Tyler Technologies.
- Geographic Information Systems (GIS), training and consulting from Environmental Systems Research Institute, Inc. (ESRI), including ARC GIS, ARC Online, ARC Collector to provide geospatial data, maps, and applications to District staff and the public. ESRI has announced an intention to raise rates and will require the addition of a workflow module in order to use functionality for new mobile technologies. In addition, the District plans to maintain the level of participation in the ESRI Enterprise Advantage Program (EEAP) for maintenance and updates to meet anticipated needs at a reduced cost per unit.
- Microsoft licensing for Microsoft server and workstation operating systems and software including SQL database server, SharePoint Server, and Office 365 from the lowest price authorized reseller.

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

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

**Thursday
June 14, 2018**

Governing Board Members Present
George Roberts, Chair
John Alter, Secretary-Treasurer
Gus Andrews
Jon Costello
Ted Everett*

Governing Board Members Absent
Jerry Pate, Vice Chair
Marc Dunbar
Nick Patronis
Bo Spring

*via phone

1. Opening Ceremonies

Governing Board Chairman George Roberts called the meeting to order at 1:29 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 May 10, 2018

MOTIONED BY JON COSTELLO, SECONDED BY GUS ANDREWS, THAT THE GOVERNING BOARD APPROVE THE MINUTES FOR MAY 10, 2018. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

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

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

6. Committee Reports and Recommendations for Board Action

Audit Committee:

Consideration of Procedures for Selecting an Auditor to Conduct Annual Financial Audits

MOTIONED BY JOHN ALTER, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD APPROVE THE TIMELINE AND FACTORS FOR EVALUATING AUDIT SERVICES INCLUDED IN THE REQUEST FOR PROPOSALS FOR INDEPENDENT AUDITING SERVICES, AUTHORIZE THE DISTRICT TO RELEASE THE RFP, AND AUTHORIZE THE AUDIT COMMITTEE TO EVALUATE THE PROPOSALS IN RESPONSE TO THIS RFP, 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. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

Resource Management Committee:

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

MOTIONED BY GUS ANDREWS, SECONDED BY JOHN ALTER, THAT THE GOVERNING BOARD APPROVE THE EXTENSION OF THE HOSFORD WATER SYSTEM UPGRADES PROJECT TO DECEMBER 31, 2018. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

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

MOTIONED BY GUS ANDREWS, SECONDED BY JON COSTELLO, THAT 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. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

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

MOTIONED BY JOHN ALTER, SECONDED BY JON COSTELLO, THAT 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. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

8. Lakes Appreciation Month

MOTIONED BY JOHN ALTER, SECONDED BY GUS ANDREWS, THAT THE GOVERNING BOARD APPROVE RESOLUTION NO. 835 DECLARING JULY 2018 AS LAKES APPRECIATION MONTH. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

9. Legal Counsel Report

MOTIONED BY JOHN ALTER, SECONDED BY GUS ANDREWS, THAT THE GOVERNING BOARD APPROVE THE ENTRY OF A FINAL ORDER IN DOAH CASE NO. 16-4691 ORDERING THE ISSUANCE OF ENVIRONMENTAL RESOURCE PERMIT NO. IND-005-17167-2, AS TO BASIN 1 THEREOF, TO THE FLORIDA DEPARTMENT OF TRANSPORTATION. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

Meeting was adjourned at 1:43 p.m.

Chair

Date

Executive Director

Agency Clerk

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending May 31, 2018

Balance Forward - Operating Funds	\$43,304,417.25	
Operating Funds Received in current month:		
Revenue Receipts, Current	\$251,920.21	
Contracts Receivable	1,149,930.25	
Other Deposits/Refunds/Adjustments	21,391.72	
Transfers from Lands Accounts	<u>0.00</u>	
Total Deposits during month	<u>1,423,242.18</u>	
Total Deposits and Balance Forward		\$ 44,727,659.43
Disbursements:		
Employee Salaries	398,339.34	
Employee Benefits	134,080.19	
Employee Flexible Spending Account	0.00	
Contractual Services (Professional)	418,431.73	
Operating Expenses - Services	146,232.11	
Operating Expenses - Commodities	43,274.46	
Operating Capital Outlay	634,183.60	
Grants and Aids	<u>193,457.64</u>	
Total Operating Expenses during month	1,967,999.07	
Payables, Prior Year	0.00	
Other Disbursements or (Credits)	<u>121,809.31</u>	
Total Funds Disbursed by check during month	2,089,808.38	
Bank Debits (Fees, Deposit Slips, etc.)	200.40	
Transfer to Land Acquisition Account	<u>0.00</u>	
Total Funds Disbursed		<u>2,090,008.78</u>
Cash Balance Operating Funds at month end		\$ 42,637,650.65
Operating Depositories:		
Petty Cash Fund	250.25	
General Fund Checking	687,063.69	
Payroll Account	6,400.74	
Investment Accounts @ 2.03%		
General Fund	19,644,070.74	
Lands Fee Fund	6,166,842.76	
SWIM Fund	105,162.71	
Springs Protection	55.61	
Mitigation Fund	<u>16,027,804.15</u>	
Total Operating Depositories at month end	\$ 42,637,650.65	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending May 31, 2018

Land Acquisition Funds @ 2.03%	\$ 286,708.78	
Total Land Acquisition Funds		286,708.78
Restricted Management Funds:		
Phipps Land Mgmt @ 2.03%	66,630.45	
Total Land Acquisition Funds		66,630.45
Total Land Acquisition, and Restricted Management Funds		<u>353,339.23</u>
TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END		<u><u>\$ 42,990,989.88</u></u>

Approved: _____
 Chairman or Executive Director

Date: July 12, 2018

Northwest Florida Water Management District
Statement of Sources and Uses of Funds
For the Period ending May 31, 2018
(Unaudited)

	Current Budget	Actuals Through 5/31/2018	Variance (under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 3,395,217	\$ 3,203,556	\$ (191,661)	94%
Intergovernmental Revenues	51,623,478	12,914,797	(38,708,681)	25%
Interest on Invested Funds	99,266	436,286	337,020	440%
License and Permit Fees	384,569	309,350	(75,219)	80%
Other	2,392,917	1,727,031	(665,886)	72%
Fund Balance	26,487,338		(26,487,338)	0%
Total Sources	\$ 84,382,785	\$ 18,591,020	\$ (65,791,765)	22%

	Current Budget	Expenditures	Encumbrances¹	Available Budget	%Expended	%Obligated²
Uses						
Water Resources Planning and Monitoring	\$ 6,987,078	\$ 2,400,698	\$ 146,457	\$ 4,439,923	34%	36%
Acquisition, Restoration and Public Works	48,448,578	6,214,712	146,969	42,086,897	13%	13%
Operation and Maintenance of Lands and Works	3,909,865	1,718,939	339,555	1,851,371	44%	53%
Regulation	3,890,615	2,065,018	44,086	1,781,511	53%	54%
Outreach	178,215	83,847	862	93,506	47%	48%
Management and Administration	1,991,908	1,184,043	19,691	788,174	59%	60%
Total Uses	\$ 65,406,259	\$ 13,667,257	\$ 697,620	\$ 51,041,382	21%	22%
Reserves	18,976,526			18,976,526	0%	0%
Total Uses and Reserves	\$ 84,382,785	\$ 13,667,257	\$ 697,620	\$ 70,017,908	16%	17%

¹ Encumbrances represent unexpended balances of open purchase orders.

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

This unaudited financial statement is prepared as of May 31, 2018, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

MAY 2018

VOIDED CHECK	5/1/2018	\$	621.49
CHECKS	5/3/2018		308,546.94
AP EFT CHECKS	5/4/2018		16,280.94
CHECKS	5/10/2018		206,689.66
AP EFT CHECKS	5/11/2018		11,013.73
CHECKS	5/17/2018		240,078.03
AP EFT CHECKS	5/18/2018		2,828.64
AP EFT CHECKS	5/18/2018		577,953.70
CHECKS	5/24/2018		249,787.35
AP EFT CHECKS	5/25/2018		4,975.22
RETIREMENT	5/31/2018		52,519.98
UNEMPLOYMENT EFT	5/31/2018		2,352.02
		\$	<u><u>1,673,647.70</u></u>

Chairman or Executive Director

July 12, 2018
Date

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5028	AQUATIC INFORMATICS INC	05/03/2018	18,750.00	AQUARIUS LICENSE
5089	ATKINS NORTH AMERICA, INC.	05/03/2018	4,333.89	RISK MAP PROGRAM SUPPORT
4180	BA MERCHANT SERVICES	05/03/2018	230.55	TRANSACTION FEES FOR E-PERMIT
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	05/03/2018	1,502.18	RETIREE MEDICAL INSURANCE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	05/03/2018	53,460.00	EMPLOYEE MEDICAL INSURANCE
3269	CDW GOVERNMENT, INC.	05/03/2018	9,566.80	DELL EMC 9.2 DATA PROTECTION S
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	05/03/2018	392.70	LABORATORY ANALYSIS - WAKULLA
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	05/03/2018	7,105.80	LABORATORY ANALYSIS - GROUNDWA
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	05/03/2018	378.00	LABORATORY ANALYSIS - ECONFINA
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	05/03/2018	501.53	DEP INTEREST
744	DEPT. OF THE INTERIOR - USGS	05/03/2018	19,887.25	JOINT FUNDING AGREEMENT
3126	DEWBERRY ENGINEERS, INC	05/03/2018	29,947.50	RISK MAP PROGRAM SUPPORT
3126	DEWBERRY ENGINEERS, INC	05/03/2018	59,895.00	RISK MAP PROGRAM SUPPORT
3126	DEWBERRY ENGINEERS, INC	05/03/2018	28,950.00	RISK MAP PROGRAM SUPPORT
3424	DURRA-QUICK-PRINT INC.	05/03/2018	15.00	BUSINESS CARDS FOR CAITLIN BRO
3424	DURRA-QUICK-PRINT INC.	05/03/2018	45.00	BUSINESS CARDS RMD STAFF
3424	DURRA-QUICK-PRINT INC.	05/03/2018	15.00	BUSINESS CARDS-GRAY
4045	ECONFINA CREEK CANOE LIVERY, LLC	05/03/2018	621.49	RENTAL OF KAYAKS FOR PADDLING
4045	ECONFINA CREEK CANOE LIVERY, LLC	05/03/2018	588.78	PADDLING TOUR
4518	ENGINEERED COOLING SERVICES, INC.	05/03/2018	1,063.58	REPAIR A-C UNIT #4 LOBBY,
1292	FISHER SCIENTIFIC	05/03/2018	561.78	PH BUFFER SOLUTION FOR METER C
4273	ROBERT T. MIXON	05/03/2018	164.95	FIRE BOOTS (CAROLINA CA7002) -
4273	ROBERT T. MIXON	05/03/2018	196.00	FIRE BOOTS (CAROLINA CA904) -
3662	FL DEPT OF ENVIRONMENTAL PROTECTION	05/03/2018	100.00	FDEP PERMIT FEE
2702	FISH AND WILDLIFE	05/03/2018	3,918.12	LAW ENFORCEMENT/SECURITY SERVI
2701	FLORIDA MUNICIPAL INSURANCE TRUST	05/03/2018	1,081.00	WC DEDUCTIBLE
5561	FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS	05/03/2018	200.00	REFUND ERP PERMIT 18486-1
391	GADSDEN COUNTY TAX COLLECTOR	05/03/2018	51.00	BOAT REGISTRATION RENEWAL
391	GADSDEN COUNTY TAX COLLECTOR	05/03/2018	119.55	TAG & TITLE REGISTRATION FOR W
5563	GECI & ASSOCIATES ENGINEERS, INC.	05/03/2018	100.00	P18451 REFUND EPERMIT DISCOUNT
5150	TOWN OF JAY	05/03/2018	400.00	WUP REFUND OF PERMITTING FEES
5564	THE SCHOOL BOARD OF LEON COUNTY FLORIDA	05/03/2018	100.00	P#18452 EPERMIT REDUCED FEE RE
5409	MARTIN ENVIRONMENTAL SERVICES, INC	05/03/2018	65.00	PORTABLE TOILETS
5409	MARTIN ENVIRONMENTAL SERVICES, INC	05/03/2018	140.00	PORTABLE TOILETS
5550	NORTHSTAR CONTRACTING GROUP, INC.	05/03/2018	3,837.00	BASELINE REPORT AND PHASE I ES
1205	OFFICE DEPOT, INC.	05/03/2018	92.94	OFFICE SUPPLIES
4715	PINE ENVIRONMENTAL SERVICES, INC.	05/03/2018	877.50	RENTAL - SOLINST LEVELLOGGER LT

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

5017	AGFA CORPORATION	05/03/2018	529.05	INKJET PERMANENT ADHESIVE BACK
4799	STAPLES CONTRACT & COMMERCIAL, INC.	05/03/2018	381.56	OFFICE SUPPLIES
4799	STAPLES CONTRACT & COMMERCIAL, INC.	05/03/2018	(190.78)	OFFICE SUPPLIES
4832	SUN LIFE FINANCIAL	05/03/2018	5,479.21	REGULAR DENTAL INSURANCE ACCT 4
4834	SUN LIFE FINANCIAL	05/03/2018	935.34	EMPLOYEE LIFE INSURANCE ACCT 1
4833	SUN LIFE FINANCIAL	05/03/2018	1,260.43	VOL LTD
5161	TEN-8 FIRE EQUIPMENT, INC.	05/03/2018	7,470.00	UTV FIRE SUPPRESSION SKID UNIT
5242	MARSIGLIO & MURPHY DESIGN GROUP, INC.	05/03/2018	16,920.00	DISTRICT WEBSITE HOSTING
5242	MARSIGLIO & MURPHY DESIGN GROUP, INC.	05/03/2018	9,000.00	DISTRICT WEBSITE HOSTING
5242	MARSIGLIO & MURPHY DESIGN GROUP, INC.	05/03/2018	1,200.00	DISTRICT WEBSITE HOSTING
3711	US POSTAL SERVICE-HASLER	05/03/2018	800.00	POSTAGE FOR CRESTVIEW MAIL MAC
4557	VERIZON WIRELESS	05/03/2018	107.31	CELL PHONES
4557	VERIZON WIRELESS	05/03/2018	99.23	IPHONE FOR COAKLEY TAYLOR
5218	WAGEWORKS, INC.	05/03/2018	142.80	FLEXIBLE SPENDING ACCOUNT ADMI
5218	WAGEWORKS, INC.	05/03/2018	147.90	FLEXIBLE SPENDING ACCOUNT ADMI
4968	WANTMAN GROUP, INC.	05/03/2018	14,800.00	PROFESSIONAL SURVEYING SERVICE
5015	WESTON TRAWICK, INC.	05/03/2018	210.00	REPAIR EXHAUST FAN IN SHOP

TOTAL CHECKS

308,546.94

4076	EDWARD CHELETTE	05/04/2018	99.00	TRAVEL REIMBURSEMENT
4961	PETER FOLLAND	05/04/2018	135.00	TRAVEL REIMBURSEMENT
5172	FREDDIE WILBON	05/04/2018	750.00	JANITORIAL SERVICES FOR CFO
5489	CARLOS HERD	05/04/2018	99.00	EMPLOYEE REIMBURSEMENT
5368	KOUNTRY RENTAL NWF, INC.	05/04/2018	7,360.00	RENTAL AND SERVICE OF PORTABLE
5516	JAMES LAMAR	05/04/2018	103.94	EMPLOYEE REIMBURSEMENT
3823	KENNETH ANDREW ROACH	05/04/2018	135.00	TRAVEL REIMBURSEMENT
5475	LYLE SEIGLER	05/04/2018	99.00	TRAVEL REIMBURSEMENT
4270	VIEUX & ASSOCIATES, INC.	05/04/2018	7,500.00	GAUGE ADJUSTED RADAR RAINFALL

TOTAL ACH TRANSFER

16,280.94

TOTAL AP

324,827.88

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5499	BCC WASTE SOLUTIONS, LLC	05/10/2018	217.00	DUMPSTER FOR ECONFINA OFFICE A
5463	BERRYDALE WATER SYSTEM, INC.	05/10/2018	12,197.00	DIXONVILLE AREA PRELIMINARY EN
2507	CALHOUN LIBERTY JOURNAL	05/10/2018	28.75	LEGAL ADS
4455	CITY OF BLOUNTSTOWN	05/10/2018	20,750.18	WATERLINE REPLACEMENT
4201	CITY OF CHIPLEY	05/10/2018	5,977.30	HWY 77/I-10 INFRASTRUCTURE IMP
45	DMS	05/10/2018	1,271.02	HQ LOCAL PHONES
45	DMS	05/10/2018	1,939.81	ST JOHNS CONNECTION- ETHERNET CONNECTION
45	DMS	05/10/2018	181.77	HQ LONG DISTANCE
45	DMS	05/10/2018	69.08	MILTON LOCAL PHONES
45	DMS	05/10/2018	1.30	LONG DISTANCE- MILTON FIELD OFFICE
45	DMS	05/10/2018	8,143.60	ETHERNET-ALL
45	DMS	05/10/2018	3.54	LAN PORTS INTRA/INTERNET WEB SERVER
45	DMS	05/10/2018	34.23	AIR CARDS & HOTSPOTS
45	DMS	05/10/2018	24.88	CONFERENCE CALLS
45	DMS	05/10/2018	715.01	LOCAL PHONES-CRESTVIEW
45	DMS	05/10/2018	41.31	CRESTVIEW LONG DISTANCE
5495	ESCAMBIA RIVER ELECTRIC COOPERATIVE, INC	05/10/2018	37,382.51	INTERCONNECTION OF WALNUT HILL
839	FORESTRY SUPPLIERS, INC.	05/10/2018	620.13	FIELD SUPPLIES FOR MILTON
3333	GARBER CHEVROLET BUICK GMC, INC.	05/10/2018	25,088.00	HALF-TON PICKUP TRUCK - REG
2282	GULF ICE SYSTEMS, INC	05/10/2018	78.00	SERVICE/REPAIR OF ICE MACHINE
916	GULF POWER COMPANY	05/10/2018	518.50	ELECTRIC- MILTON FIELD OFFICE
916	GULF POWER COMPANY	05/10/2018	397.73	ELECTRIC-CRESTVIEW FIELD OFFICE
1717	JACKSON COUNTY PROPERTY APPRAISER	05/10/2018	581.06	3RD QTR FY 17-18
5361	RODNEY G. PINKSTON	05/10/2018	50.00	JAEGERPROSERVICES
4986	PATRICIA LUJAN	05/10/2018	7,895.37	CRESTVIEW LEASE
63	NORTHWEST FLORIDA DAILY NEWS	05/10/2018	273.48	LEGAL ADS
64	PANAMA CITY NEWS HERALD	05/10/2018	103.28	LEGAL ADS
4322	PANHANDLE FORESTRY SERVICES, INC.	05/10/2018	43,548.08	PERFORMANCE BOND REFUND
4322	PANHANDLE FORESTRY SERVICES, INC.	05/10/2018	33,687.80	PERFORMANCE BOND RETURN
110	TALQUIN ELECTRIC COOPERATIVE, INC.	05/10/2018	336.46	WATER- HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	05/10/2018	3,012.81	ELECTRIC- HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	05/10/2018	87.17	SECURITY LIGHTS- HQ
4557	VERIZON WIRELESS	05/10/2018	840.10	JETPACKS/ AIR CARDS
4626	WASTE PRO OF FLORIDA, INC	05/10/2018	152.32	SOLID WASTE- HQ
5570	MATTHEW CELESTINO	05/10/2018	220.54	TRAVEL REIMBURSEMENT
5571	CRAIG FREEMAN	05/10/2018	220.54	TRAVEL REIMBURSEMENT

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

TOTAL CHECKS			<u>206,689.66</u>	
3228	AMANDA BEDENBAUGH	05/11/2018	186.21	TRAVEL REIMBURSEMENT
3978	CHRISTINA COGER	05/11/2018	1,384.76	TRAVEL REIMBURSEMENT
3080	STEVEN COSTA	05/11/2018	110.00	TRAVEL REIMBURSEMENT
3813	PENNINGTON, P.A.	05/11/2018	9,020.00	LEGAL COUNSEL
3813	PENNINGTON, P.A.	05/11/2018	7.76	CONFERENCE CALL-COX CASE
4642	COAKLEY TAYLOR	05/11/2018	195.00	TRAVEL REIMBURSEMENT
5158	CORIE WHITE	05/11/2018	110.00	TRAVEL REIMBURSEMENT
TOTAL ACH TRANSFER			<u>11,013.73</u>	
TOTAL AP			<u><u>217,703.39</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5340	APPLIED TECHNOLOGY AND MANAGEMENT, INC.	05/17/2018	25,951.25	WATER RESOURCE EVALUATIONS
2967	BANK OF AMERICA	05/17/2018	6,924.72	P-CARD PURCHASES
3269	CDW GOVERNMENT, INC.	05/17/2018	281.68	TONER FOR PLOTTER
3524	CITY OF CRESTVIEW	05/17/2018	42.40	WATER/SEWER CRV
2820	CONTINENTAL MILANO IMAGING PRODUCTS	05/17/2018	490.00	PLOTTER PAPER FOR DISTRICT
4264	DELL SECUREWORKS	05/17/2018	1,799.00	QUALYSGUARD EXPRESS
3126	DEWBERRY ENGINEERS, INC	05/17/2018	19,800.00	WATER RESOURCES PROJECT SUPPOR
4748	EAST MILTON WATER SYSTEM	05/17/2018	12.30	WATER- MILTON FIELD OFFICE
4963	ECOLOGICAL RESOURCE CONSULTANTS, INC.	05/17/2018	7,182.00	PROFESSIONAL ECOLOGICAL SERVIC
2972	EDWARDS FIRE PROTECTION, INC.	05/17/2018	899.50	FIRE EXTINGUISHER INSPECTION,
4855	ENVIRON SERVICES INCORPORATED	05/17/2018	2,127.00	JANITORIAL SERVICES, HEADQUART
4807	WEX BANK	05/17/2018	6,985.79	FUEL
4807	WEX BANK	05/17/2018	1,100.00	WEX TELEMATICS FLEET MANAGEMEN
4807	WEX BANK	05/17/2018	25.00	FLEET MANAGEMENT SYSTEM - LAND
4807	WEX BANK	05/17/2018	50.00	WEX TELEMATICS FLEET MANAGEMEN
2713	FL DEPT OF AG. & CONSUMER SERVICES	05/17/2018	648.00	FIRE LINE INSTALLATION SERVICE
2702	FISH AND WILDLIFE	05/17/2018	29,759.72	COOPERATIVE MANAGEMENT SAND HI
65	GADSDEN COUNTY TIMES	05/17/2018	41.12	LEGAL ADS
5410	GUARDIAN AUTOMOTIVE	05/17/2018	30.00	OPEN PURCHASE ORDER FOR RMD.
4652	GULF COAST TRUCK & EQUIPMENT CO., INC.	05/17/2018	650.00	TOWING CHARGE FOR VEH. WMD2438
5342	JANICKI ENVIRONMENTAL, INC.	05/17/2018	11,096.80	WATER RESOURCE EVALUATIONS
5342	JANICKI ENVIRONMENTAL, INC.	05/17/2018	8,148.00	WATER RESOURCE EVALUATIONS
5342	JANICKI ENVIRONMENTAL, INC.	05/17/2018	15,362.55	WATER RESOURCE EVALUATIONS
5342	JANICKI ENVIRONMENTAL, INC.	05/17/2018	10,745.00	WATER RESOURCE EVALUATIONS
5120	JOHNSON'S AUTO REPAIR, INC.	05/17/2018	153.39	VEHICLE REPAIR FOR WMD1774
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/17/2018	296.23	NEW COPIER LEASE FOR ADMIN/RMD
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/17/2018	228.73	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/17/2018	253.98	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/17/2018	179.38	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/17/2018	113.52	COPIER LEASE RENEWALS
5159	L & R TRACTOR INC.	05/17/2018	852.50	FIRELINE MAINTENANCE
2299	LIBERTY COUNTY SOLID WASTE	05/17/2018	32.00	SOLID WASTE- FL RIVER
5227	MAC'S AUTO SERVICE	05/17/2018	396.42	SERVICE AND REPAIRS TO WMD 195
5227	MAC'S AUTO SERVICE	05/17/2018	242.31	SERVICE/BATTERY TO PONY MOTOR

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

624	MARPAN SUPPLY COMPANY, INC.	05/17/2018	178.95	LIGHT BULBS
5409	MARTIN ENVIRONMENTAL SERVICES, INC	05/17/2018	140.00	PORTABLE TOILETS
5414	OFFICE BUSINESS SYSTEMS, INC.	05/17/2018	47.02	COPIER MAINTENANCE RENEWAL
1205	OFFICE DEPOT, INC.	05/17/2018	8.98	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	05/17/2018	38.58	OFFICE SUPPLIES
5434	PRESIDIO NETWORKED SOLUTIONS LLC	05/17/2018	13,015.54	PC/LAPTOP REPLACEMENTS
5434	PRESIDIO NETWORKED SOLUTIONS LLC	05/17/2018	17,020.34	PC/LAPTOP REPLACEMENTS
4091	THE SHOE BOX	05/17/2018	200.00	WORK BOOTS REQUISITION
4720	SOUTHWOOD SHARED RESOURCE CENTER	05/17/2018	1,315.48	OFFSITE DATA STORAGE
105	TALLAHASSEE DEMOCRAT	05/17/2018	108.58	LEGAL ADS
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	05/17/2018	4,059.00	PUBLIC RECREATION SITE CLEAN U
2808	THAT BOOT STORE	05/17/2018	154.79	SAFETY BOOTS FOR DOUG REDDICK
3941	TYLER TECHNOLOGIES, INC.	05/17/2018	13,866.55	DISASTER RECOVERY CONTRACT
3454	USDA, APHIS, WILDLIFE SERVICES	05/17/2018	13,621.48	18-002 AGREEMENT WITH USDA APH
5218	WAGeworks, INC.	05/17/2018	59.15	COBRA ADMINISTRATION
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	05/17/2018	12,019.80	LAW ENFORCEMENT AND SECURITY
4774	JOHN T WILLIAMSON	05/17/2018	175.00	JANITORIAL SERVICES FOR MILTON
4952	LAW, REDD, CRONA & MUNROE, P.A.	05/17/2018	11,148.50	INSPECTOR GENERAL SERVICES ENG
TOTAL CHECKS			<u>240,078.03</u>	
4605	PENNINGTON LAW FIRM TRUST ACCOUNT	05/15/2018	577,953.70	LAND PURCHASE-HODSON
TOTAL DIRECT DISBURSEMENT			<u>577,953.70</u>	
2268	INNOVATIVE OFFICE SOLUTIONS, INC	05/18/2018	837.00	PHONE MAINTENANCE
5124	CHRISTOPHER MICHAEL KENT	05/18/2018	200.00	TRAVEL REIMBURSEMENT
5368	KOUNTRY RENTAL NWF, INC.	05/18/2018	207.50	CLEANING OF ECONFINA OFFICE AN
3185	YAMILA POSEY	05/18/2018	1,584.14	TRAVEL REIMBURSEMENT
TOTAL ACH TRANSFER			<u>2,828.64</u>	
TOTAL AP			<u><u>820,860.37</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4923	JOHN ALTER	05/24/2018	100.00	GOVERNING BOARD MEETING
3293	ANGUS ANDREWS	05/24/2018	104.45	GOVERNING BOARD MEETING
3586	ATTACK-ONE FIRE MANAGEMENT SVCS, INC	05/24/2018	33,405.00	WCW SHRUB REDUCTION
2197	A J TROPHIES & AWARDS INC	05/24/2018	418.85	AWARDS
2967	BANK OF AMERICA	05/24/2018	25.99	REPLACEMENT MIRROR GLASS FOR W
2967	BANK OF AMERICA	05/24/2018	34.84	COMPUTER SUPPLIES - INSPECTOR
2967	BANK OF AMERICA	05/24/2018	100.00	REG SUNPASS FUNDS
2967	BANK OF AMERICA	05/24/2018	215.32	MICR TONER FOR CHECK PRINTER
2967	BANK OF AMERICA	05/24/2018	299.00	ESRI CONFERENCE REGISTRATION
2967	BANK OF AMERICA	05/24/2018	360.00	SURVEY MONKEY RENEWAL - REPLAC
2967	BANK OF AMERICA	05/24/2018	1,319.52	ADOBE SUBSCRIPTIONS
2992	BANK OF AMERICA	05/24/2018	341.10	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	05/24/2018	266.94	PAYMENT PORTEL FOR E-PERMITTIN
2992	BANK OF AMERICA	05/24/2018	934.72	ACCOUNT ANALYSIS
4180	BA MERCHANT SERVICES	05/24/2018	219.17	TRANSACTION FEES FOR E-PERMITT
735	CARLTON APPRAISAL COMPANY	05/24/2018	4,389.00	APPRAISAL OF CYPRESS SPRING
5462	CHLOETA FIRE, LLC	05/24/2018	6,272.00	PRESCRIBED BURNING SERVICES -
5462	CHLOETA FIRE, LLC	05/24/2018	7,872.00	PRESCRIBED BURNING SERVICES -
3902	CITRIX SYSTEMS, INC.	05/24/2018	3,940.00	CITRIX SOFTWARE AND HARDWARE R
4676	CITY OF MILTON FLORIDA	05/24/2018	65.83	DUMPSTER SERVICE
4676	CITY OF MILTON FLORIDA	05/24/2018	19.36	SEWER- MILTON FIELD OFFICE
4255	CITY OF PENSACOLA	05/24/2018	100.00	P17682 REFUND FOR OVERPAYMENT
3289	CITY OF TALLAHASSEE	05/24/2018	39.02	LAKESHORE
3157	COAST MACHINERY, INC.	05/24/2018	12,615.12	DIAGNOSE, REPAIR AND SERVICE M
4324	CEDAR CREEK TIMBER CO., INC.	05/24/2018	34,462.89	PERFORMANCE BOND REFUND
5554	COMCAST	05/24/2018	144.64	INTERNET MARIANNA FIELD OFFICE
5033	JON COSTELLO	05/24/2018	70.63	GOVERNING BOARD MEETING
97	THE DEFUNIAK HERALD	05/24/2018	41.63	LEGAL ADS
5573	DEMPSEY MAYO, LLC	05/24/2018	100.00	REFUND ERP PERMIT #18074-1
5298	TED EVERETT	05/24/2018	106.23	GOVERNING BOARD MEETING
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	05/24/2018	22.68	FAR AD FOR RFP 18-003
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	05/24/2018	24.08	FAR AD
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	05/24/2018	34.02	FAR AD FOR 5/10/2018 GB MEETIN

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

AP COMPUTER PAID/EFT CHECKS

26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	05/24/2018	24.36	FAR AD
349	GADSDEN COUNTY PROPERTY APPRAISER	05/24/2018	422.10	3RD QTR FY 17-18
5562	GRASSY POINT HARDWARE, INC.	05/24/2018	31.79	GRASS SEED FOR EROSION CONTROL
2291	GULF COAST ELECTRIC COOPERATIVE,INC	05/24/2018	253.89	ELECTRIC- EFO
5412	HAMMOND ENGINEERING, INC.	05/24/2018	4,100.00	P18458 OVERPAYMENT REFUND
61	JACKSON COUNTY FLORIDAN	05/24/2018	477.30	LEGAL ADS
5536	JEFFREY P. KAUTTU	05/24/2018	4,500.00	APPRAISAL OF CYPRESS SPRING
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/24/2018	104.71	KONICA TONER K CARTRIDGE
5355	TOWN OF MALONE	05/24/2018	105,443.42	MALONE HS PUBLIC SANITARY SEWE
5409	MARTIN ENVIRONMENTAL SERVICES, INC	05/24/2018	140.00	PORTABLE TOILETS
5409	MARTIN ENVIRONMENTAL SERVICES, INC	05/24/2018	75.00	PORTABLE TOILETS
4090	JERRY PATE	05/24/2018	164.08	GOVERNING BOARD MEETING
4849	NICK PATRONIS	05/24/2018	51.94	GOVERNING BOARD MEETING
4081	POT-O-GOLD RENTALS, LLC	05/24/2018	1,932.60	PORTABLE TOILETS
3960	GEORGE ROBERTS	05/24/2018	80.42	GOVERNING BOARD MEETING
523	SANTA ROSA PRESS GAZETTE	05/24/2018	207.14	LEGAL ADS
4577	SOUTHERN TIRE MART, LLC	05/24/2018	298.48	ATV TRAILER REPAIR
4967	SAMUEL SPRING	05/24/2018	39.48	GOVERNING BOARD MEETING
4799	STAPLES CONTRACT & COMMERCIAL, INC.	05/24/2018	109.47	RMD OFFICE SUPPLIES
2003	TALLAHASSEE FORD LINCOLN MERCURY	05/24/2018	1,395.48	REPAIR VEHICLE WMD2421
5336	TETRA TECH, INC	05/24/2018	9,700.00	WATER RESOURCE EVALUATIONS: GR
5478	TOWN OF CARYVILLE	05/24/2018	3,428.00	WATER SYSTEM IMPROVEMENTS
2855	UNIVERSITY OF FLORIDA	05/24/2018	8,279.23	BMP SOD BASED CROP ROTATION
4038	WINDSTREAM COMMUNICATIONS	05/24/2018	64.43	800#S AND EFO LONG DISTANCE

TOTAL CHECKS

249,787.35

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

AP COMPUTER PAID/EFT CHECKS

3506	THOMAS E. BROWN	05/25/2018	180.00	TRAVEL REIMBURSEMENT
4845	CALHOUN COUNTY SHERIFF'S OFFICE	05/25/2018	479.60	11-045 CALHOUN CO. LAW ENF. AG
4966	DAVID REED CHERRY	05/25/2018	99.00	TRAVEL REIMBURSEMENT
3080	STEVEN COSTA	05/25/2018	99.00	TRAVEL REIMBURSEMENT
3337	FORESTECH CONSULTING	05/25/2018	2,856.62	SUPPORT AND HOSTING FOR LAND M
4607	MAIL FINANCE INC	05/25/2018	482.00	MAILING SYSTEMS FOR HQ, CRESTV
5500	RYAN REGA	05/25/2018	110.00	TRAVEL REIMBURSEMENT
5500	RYAN REGA	05/25/2018	99.00	TRAVEL REIMBURSEMENT
5299	KAYLEE RIVERA	05/25/2018	154.00	TRAVEL REIMBURSEMENT
5116	LYN SHIVER	05/25/2018	171.00	TRAVEL REIMBURSEMENT
5158	CORIE WHITE	05/25/2018	146.00	TRAVEL REIMBURSEMENT
5158	CORIE WHITE	05/25/2018	99.00	TRAVEL REIMBURSEMENT
TOTAL ACH TRANSFER			<u>4,975.22</u>	
TOTAL AP			<u>254,762.57</u>	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

MAY 2018

DIRECT DEPOSIT	5/11/2018	\$	205,878.01
CHECKS	5/11/2018		2,326.90
FLEX SPENDING TRANSFER	TF0044		1,604.31
DIRECT DEPOSIT	5/25/2018		203,663.23
CHECKS	5/25/2018		2,326.90
FLEX SPENDING TRANSFER	TF0048		1,604.31
		\$	<u>417,403.66</u>

APPROVED:

Chairman or Executive Director

July 12, 2018

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

FROM: Wendy Dugan, Director, Division of Administration

DATE: June 27, 2018

SUBJECT: Consideration of Fiscal Year 2018-2019 Tentative Budget, Millage Rate and Dates, Times, and Locations of Public Hearings on the Budget

In July of each year, property appraisers certify the taxable value for each taxing authority from which the District's millage rate is calculated for budgeting purposes. Within 35 days of the certification, the District must inform property appraisers of the proposed millage rate, the rolled-back rate if different from the proposed millage rate, and the date, time, and meeting place of the budget public hearings.

To provide sufficient time to receive all certifications and calculate the proposed millage rate, a supplement will be provided at the July 12, 2018, meeting for Governing Board approval of the Fiscal Year 2018-2019 Tentative Budget, millage rate, and related public hearing schedule. The millage rate that will be incorporated into the FY 2018-2019 Tentative Budget will be the rolled-back rate.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

FROM: Kathleen Coates, Chief, Water Resource Evaluation Bureau

DATE: June 27, 2018

SUBJECT: Consideration of RFP 18-003 for Hydrological, Ecological and Hydrogeological Services

Recommendation

Staff recommends the Governing Board approve the selection committee’s results provided in Tables 1 through 5 and authorize the Executive Director to execute agreements with the highest-ranked firms to provide as-needed services in each of the following categories: (1) hydrologic and water quality data collection, (2) ecological services, (3) analysis of freshwater and estuarine systems, (4) groundwater flow and transport modeling, and (5) hydrogeologic services.

Background

On May 17, 2018, the District received proposals from firms in response to the District’s Request for Proposals (RFP 18-008) for “Hydrological, Ecological and Hydrogeological Services.” This RFP was issued to provide as-needed technical services in the following five categories: (1) hydrologic and water quality data collection, (2) ecological services, (3) analysis of freshwater and estuarine systems, (4) groundwater flow and transport modeling, and (5) hydrogeologic services. Work to be performed will support District programs and activities related to hydrologic data collection; development of minimum flows and minimum water levels (MFLs); watershed planning; habitat restoration; modeling of surface water and groundwater systems; and other hydrological and ecological evaluations.

A total of 48 qualified proposals were received among the five categories. The proposals were evaluated using predefined criteria by selection committees established for each category. All firms were ranked according to evaluation criteria examining the firms experience and qualifications, availability, and costs. The committees’ scores are provided below in Tables 1 through 5. If approved, a Notice of Final Agency Action will be published and staff will negotiate contracts with the highest ranked firms in each category. Work under each contract will be assigned by task order on an as-needed basis.

Table 1 - Consultant Selection Scores- Hydrologic and Water Quality Data Collection

Firm	Average Score	Ranking
*Vanasse Hangen Brustlin, Inc.	41.33	1
*Wetland Solutions, Inc.	39.33	2
*Applied Technology & Management, Inc.	39.00	3
*Jim Stidam & Associates, Inc.	39.00	4
Wood Environmental & Infrastructure Solutions, Inc.	37.00	5
Nutter & Associates, Inc.	36.00	6
Cardno, Inc.	35.33	7
Environmental Consulting & Technology, Inc.	34.33	8
Aptim Environmental & Infrastructure, Inc.	33.67	9

***Highest Ranked Firms**

Table 2 - Consultant Selection Scores- Ecologic Assessment

Firm	Average Score	Ranking
*Ecological Resource Consultants, Inc.	41.00	1
*Research Planning, Inc.	39.67	2
*Cardno, Inc.	39.33	3
HSW Engineering, Inc.	38.67	4
Vanasse Hangen Brustlin, Inc.	37.00	5
Earthology, LLC	36.33	6
Aptim Environmental & Infrastructure, Inc.	36.00	7
Nutter & Associates, Inc.	34.67	8
Wetland Solutions, Inc.	34.33	9

***Highest Ranked Firms**

Table 3 - Consultant Selection Scores- Modeling and Analysis of Freshwater and Estuarine Systems

Firm	Average Score	Ranking
*Applied Technology & Management, Inc.	44.33	1
*HSW Engineering, Inc.	43.67	2
Intera Geoscience & Engineering Solutions	42.67	3
Cardno, Inc.	40.67	4
Tetra Tech, Inc.	37.33	5
DHI Water & Environment, Inc.	35.00	6
Aptim Environmental & Infrastructure, Inc.	34.67	7
Environmental Consulting & Technology, Inc.	32.33	8
Ecological Resource Consultants, Inc.	31.67	9
Nutter & Associates, Inc.	31.33	10
Wetland Solutions, Inc.	29.33	11

***Highest Ranked Firms**

Table 4 - Consultant Selection Scores- Groundwater Flow and Transport Modeling

Firm	Average Score	Ranking
*Environmental Simulations, Inc.	42.67	1
*Cardno, Inc.	41.67	2
*Tetra Tech, Inc.	41.67	3
Wood Environmental & Infrastructure Solutions, Inc.	40.00	4
HSW Engineering, Inc.	39.67	5
Intera Geoscience & Engineering Solutions	37.33	6
Taylor Engineering, Inc.	36.67	7
Earthfx, Inc.	35.33	8
Nutter & Associates, Inc.	34.33	9
Environmental Consulting & Technology, Inc.	30.67	10
Aptim Environmental & Infrastructure, Inc.	29.33	11

***Highest Ranked Firms**

Table 5 - Consultant Selection Scores- Hydrogeological Services

Firm	Average Score	Ranking
*HSW Engineering, Inc.	40.33	1
*Cardno, Inc.	39.67	2
*Jim Stidam & Associates, Inc.	39.67	3
Tetra Tech, Inc.	37.33	4
Nutter & Associates, Inc.	32.33	5
Aptim Environmental & Infrastructure, Inc.	30.00	6
RM Baker LLC	27.33	7
PGC Geophysical, LLC	23.33	8

***Highest Ranked Firms**

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Chief of Staff
Carlos Herd, Director, Division of Resource Management
Paul Thorpe, Chief, Bureau of Environmental and Resource Planning
Christina Coger, Resource Planning Program Manager

FROM: Karen Kebart, Senior Water Resource Planner

DATE: June 27, 2018

SUBJECT: Consideration of Proposed Grant Agreement Extension for the Chipola River Protection and Stormwater Reuse Project

Recommendation

Staff recommends the Governing Board approve the proposed extension of the Chipola River Protection and Stormwater Reuse project, as requested by the City of Mariana.

Discussion

In February 2014, the Governing Board awarded grant funding to the City of Marianna for the Chipola River Protection and Stormwater Reuse project. The grant agreement provides for up to \$671,340 to allow the City to develop a stormwater reuse system that will serve as a demonstration of rainwater harvesting at Chipola College. The project will also improve water quality and flood protection for a 192-acre basin that drains to the Chipola River, an Outstanding Florida Water.

Early in the design phase of this project, it became apparent that additional funding would be needed to complete this project as envisioned. As such the city has acquired two additional grants from the Federal Emergency Management Agency (FEMA) to make up for the budget shortfall. The project has been bid and awarded, with construction implementation pending. The City of Marianna is requesting a one-year time 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 multiyear projects, implementation timelines occasionally must be adjusted given challenges inherent in contracting, permitting, and construction. To provide for continued Board direction and oversight, staff brings requests for extension of projects exceeding four years from the date of initial approval to the Governing Board for consideration.

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: July 2, 2018

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