

**Northwest Florida Water Management District  
Governing Board Meeting Minutes  
June 25, 2020**

1. Opening Ceremonies

Called to order at 1:00 p.m.

Brett Cyphers called the roll and a quorum was declared present.

Present: George Roberts, Chair; Jerry Pate, Vice Chair; Jon Costello; Bo Spring

Absent: Ted Everett

2. Special Thanks and Recognition

None.

3. Changes to the Agenda

None.

4. Approval of the Minutes for May 28, 2020

MOTIONED BY JERRY PATE, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD APPROVE THE MAY 28, 2020, GOVERNING BOARD MEETING MINUTES. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

5. Approval of the Financial Reports for the Month of April 2020

MOTIONED BY BO SPRING, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORTS FOR THE MONTH OF APRIL 2020. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

6. Consideration of Fiscal Year 2020-2021 Tentative Budget, Millage Rate and Dates, Times, and Locations of Public Hearings on the Budget

MOTIONED BY JON COSTELLO, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD (1) SET THE AD VALOREM TAX MILLAGE FOR FISCAL YEAR 2020-2021 AT THE CURRENT YEAR AGGREGATE ROLLED-BACK RATE TO BE DETERMINED UPON RECEIPT OF THE CERTIFICATIONS OF TAXABLE VALUE FROM ALL 16 COUNTIES AND IS IN THE INTERIM 0.0327 AS PRESENTED (2) APPROVE THE FISCAL YEAR 2020-2021 TENTATIVE BUDGET AS PRESENTED, ALLOW STAFF TO MAKE RECOMMENDED ADJUSTMENTS AND

CORRECTIONS, AND SUBMIT THE STANDARD FORMAT TENTATIVE BUDGET TO THE GOVERNOR'S OFFICE AND LEGISLATURE BY AUGUST 1, 2020 (3) SCHEDULE THE PUBLIC HEARINGS ON THE BUDGET FOR THURSDAY, SEPTEMBER 10, 2020, AT 5:05 P.M. CT IN PANAMA CITY AND THURSDAY, SEPTEMBER 24, 2020, AT 5:05 P.M. ET AT DISTRICT HEADQUARTERS IN HAVANA. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

7. Consideration of Amendment No. 14 to the Fiscal Year 2019-2020 Budget

MOTIONED BY BO SPRING, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD ADOPT RESOLUTION NO. 869 AMENDING THE FISCAL YEAR 2019-2020 BUDGET AND ALLOW STAFF TO REALIGN REVENUES AND RESERVES TO MAINTAIN THE PROPER BALANCE IN EACH FUND. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

8. Consideration of Amendment No. 15 to the Fiscal Year 2019-2020 Budget

MOTIONED BY BO SPRING, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD ADOPT RESOLUTION NO. 870 AMENDING THE FISCAL YEAR 2019-2020 BUDGET AND ALLOW STAFF TO REALIGN REVENUES AND RESERVES TO MAINTAIN THE PROPER BALANCE IN EACH FUND, PENDING APPROVAL OF LINE ITEM 1608 IN THE FY 2020-2021 GENERAL APPROPRIATIONS ACT AND OF THE AMENDMENT BY THE EXECUTIVE OFFICE OF THE GOVERNOR. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

9. Request for Release of Fiscal Year 2020-2021 State Appropriation

MOTIONED BY JERRY PATE, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD ADOPT RESOLUTION NO. 871 TO REQUEST THE SECRETARY OF THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION TO RELEASE FUNDS FROM THE GENERAL REVENUE FUND IN THE AMOUNT OF \$2,134,480 FOR HURRICANE RECOVERY EFFORTS, PENDING APPROVAL OF LINE ITEM 1608 IN THE FY 2020-2021 GENERAL APPROPRIATIONS ACT. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

10. Approval of Resolution No. 872 to Department of Environmental Protection for Acquisition of the Revell Property; Wakulla County

MOTIONED BY JON COSTELLO, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD ADOPT RESOLUTION NO. 872 TO DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR THE REVELL ACQUISITION IN THE WAKULLA SPRINGS AND UPPER WAKULLA RIVER BASIN MANAGEMENT ACTION PLAN, PRIMARY FOCUS AREA II. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

11. Consideration of RFP 20-001 for Contractual Services for Pre-Qualified Vendor List for Recovery Efforts and Debris Reduction Clearance Services

MOTIONED BY JERRY PATE, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS WITH ALL FIRMS THAT SUBMITTED PROPOSALS DEEMED RESPONSIVE TO RFP 20-001 AND ALSO AUTHORIZE THE EXECUTIVE DIRECTOR TO ISSUE INDIVIDUAL OR CUMULATIVE TASK ORDERS

THAT EXCEED THE DELEGATED SPENDING AUTHORITY TO ANY CONTRACTOR DEEMED RESPONSIVE TO RFP 20-001 TO FACILITATE HURRICANE DEBRIS CLEANUP ON DISTRICT LANDS UP TO AN AMOUNT NOT TO EXCEED \$5,472,852. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

12. Consideration of the Adoption of the Land Management Plan - West Region

MOTIONED BY JERRY PATE, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD ADOPT THE LAND MANAGEMENT PLAN FOR THE WEST REGION. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

13. Consideration of ITB 20B-006 for Purchase of Longleaf Pine Tubelings

MOTIONED BY BO SPRING, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD APPROVE THE BID SUBMITTED BY PRT USA, INC. FOR LONGLEAF PINE TUBELINGS AT THE PRICE OF \$159.00 PER THOUSAND AND DELIVERY SERVICES AT THE PRICE OF \$500 PER DELIVERED LOAD AND \$55.00 PER DAY FOR REFRIGERATED TRAILER RENTAL TO BE APPLIED TO LONGLEAF PINE TUBELINGS AND DELIVERY SERVICES ORDERED IN FY 2020-2021, FY 2021-2022 AND FY 2022-2023 AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A THREE-YEAR AGREEMENT WITH PRT USA, INC. FOR THE PURCHASE AND DELIVERY OF 699,864 LONGLEAF PINE TUBELINGS AT A TOTAL ESTIMATED COST OF \$114,153.38, AND THE PURCHASE AND DELIVERY AT THE DISTRICT'S OPTION AND SUBJECT TO EXECUTIVE DIRECTOR APPROVAL OF ADDITIONAL LONGLEAF TUBELINGS AT THE SAME PRICE PER THOUSAND AND DELIVERY SERVICES UNIT COSTS, SUBJECT TO APPROVAL OF FUNDS FOR THE LONGLEAF TUBELINGS IN THE DISTRICT'S FY 2020-2021 BUDGET IN SEPTEMBER. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

14. Consideration of Contracted Services for Gulf County Hydrogeologic Evaluation

MOTIONED BY JERRY PATE, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENTS AND EXECUTE CONTRACTS NOT TO EXCEED \$500,000 FOR CONTRACTUAL SERVICES DURING FISCAL YEARS 2019-2020 AND 2020-2021 TO PERFORM A HYDROGEOLOGIC EVALUATION OF GROUNDWATER AVAILABILITY IN GULF COUNTY, SUBJECT TO LEGAL COUNSEL REVIEW AND GOVERNING BOARD APPROVAL OF THE FY 2020-2021 BUDGET. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

15. Consideration of Approval of Purchase Orders for Hydrologic and Water Quality Database Modernization

MOTIONED BY JON COSTELLO, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT OR PURCHASE ORDER WITH AQUATIC INFORMATICS IN AN AMOUNT NOT TO EXCEED \$41,000 IN THE CURRENT FISCAL YEAR IN ORDER TO DETERMINE REQUIREMENTS AND DEVELOP A PLAN FOR MODERNIZATION OF LEGACY HYDROLOGIC AND WATER QUALITY DATABASES TO FACILITATE THE TRANSFER OF DATA ONTO THE AQUARIUS CLOUD PLATFORM. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

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

MOTIONED BY JON COSTELLO, SECONDED BY JERRY PATE, 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 19-070 FOR THE CONTRACT PERIOD OF JULY 1, 2020, THROUGH JUNE 30, 2021. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

17. Public Hearing 1:05 p.m. – Consideration of Regulatory Matters

Called to order at 1:32 p.m.

A-1 APPLICANT: FLORIDA A&M UNIVERSITY  
APP. NO.: 2B-073-6453-3  
USE: INDUSTRIAL/COMMERCIAL

MOTIONED BY JERRY PATE, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD APPROVE APPLICATION NO. 2B-073-6453-3, FLORIDA A&M UNIVERSITY, 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.

18. Legal Counsel Report

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

Carmen Diaz, Petitioner, vs. Northwest Florida Water Management District, and Palafox, LLC, Respondents, State of Florida Division of Administrative Hearings (DOAH), Case No. 19-5831

19. Consideration of Final Order in DOAH Case No. 19-5831

Attorney Bill Horgan, recommended adoption of the final order to be executed by Chair Roberts.

MOTIONED BY JERRY PATE, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD ADOPT THE FINAL ORDER. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

Meeting was adjourned at 1:39.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
 Financial Report  
 Summary Statement of Receipts, Disbursements & Cash Balances  
 For Month Ending May 31, 2020

Balance Forward - Operating Funds	\$48,732,783.38	
Operating Funds Received in current month:		
Revenue Receipts, Current	\$307,904.87	
Contracts Receivable	70,209.13	
Other Deposits/Refunds/Adjustments	7,017.54	
Transfers from Lands Accounts	<u>0.00</u>	
Total Deposits during month	<u>385,131.54</u>	
Total Deposits and Balance Forward		\$ 49,117,914.92
Disbursements:		
Employee Salaries	411,521.64	
Employee Benefits	157,566.02	
Employee Flexible Spending Account	0.00	
Contractual Services (Professional)	332,372.24	
Operating Expenses - Services	157,540.75	
Operating Expenses - Commodities	21,313.91	
Operating Capital Outlay	51,324.34	
Grants and Aids	<u>0.00</u>	
Total Operating Expenses during month	1,131,638.90	
Payables, Prior Year	0.00	
Other Disbursements or (Credits)	<u>10,836.25</u>	
Total Funds Disbursed by check during month	1,142,475.15	
Bank Debits (Fees, Deposit Slips, etc.)	0.00	
Transfer to Land Acquisition Account	<u>0.00</u>	
Total Funds Disbursed		<u>1,142,475.15</u>
Cash Balance Operating Funds at month end		\$ 47,975,439.77
Operating Depositories:		
Petty Cash Fund	250.25	
General Fund Checking	847,452.01	
Payroll Account	6,325.76	
Passthrough (EFT) Account	3,765.45	
Investment Accounts @ 0.77%		
General Fund	23,015,327.69	
Lands Fee Fund	5,607,703.97	
SWIM Fund	91,369.45	
Springs Protection	58.11	
Okaloosa Regional Reuse	2,501,703.16	
Mitigation Fund	<u>15,901,483.92</u>	
Total Operating Depositories at month end	\$ 47,975,439.77	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
 Financial Report  
 Summary Statement of Receipts, Disbursements & Cash Balances  
 For Month Ending May 31, 2020

Land Acquisition Funds @ 0.77%	\$	299,448.55	
Total Land Acquisition Funds			299,448.55
Restricted Management Funds:			
Phipps Land Mgmt @ 0.77%		56,859.16	
Total Land Acquisition Funds			
Fla. Board of Administraton Cypress Springs R&M Account @ 0.77%		843,248.59	
Total Restricted Land Management Funds			<u>900,107.75</u>
Total Land Acquisition, and Restricted Management Funds			<u>1,199,556.30</u>
TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END			<u><u>\$ 49,174,996.07</u></u>

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

Date:     July 23, 2020

**Northwest Florida Water Management District**  
**Statement of Sources and Uses of Funds**  
**For the Period ending May 31, 2020**  
**(Unaudited)**

	<b>Current Budget</b>	<b>Actuals Through 5/31/2020</b>	<b>Variance (under)/Over Budget</b>	<b>Actuals As A % of Budget</b>
<b>Sources</b>				
Ad Valorem Property Taxes	\$ 3,529,580	\$ 3,250,476	\$ (279,104)	92%
Intergovernmental Revenues	64,016,918	12,012,707	(52,004,211)	19%
Interest on Invested Funds	265,000	419,092	154,092	158%
License and Permit Fees	355,642	399,715	44,073	112%
Other	5,416,697	612,216	(4,804,481)	11%
Fund Balance	28,941,076		(28,941,076)	0%
<b>Total Sources</b>	<b>\$ 102,524,913</b>	<b>\$ 16,694,206</b>	<b>\$ (85,830,707)</b>	<b>16%</b>

	<b>Current Budget</b>	<b>Expenditures</b>	<b>Encumbrances<sup>1</sup></b>	<b>Available Budget</b>	<b>%Expended</b>	<b>%Obligated<sup>2</sup></b>
<b>Uses</b>						
Water Resources Planning and Monitoring	\$ 7,168,011	\$ 2,145,236	\$ 1,805,963	\$ 3,216,812	30%	55%
Acquisition, Restoration and Public Works	61,474,260	2,422,696	16,825,051	42,226,512	4%	31%
Operation and Maintenance of Lands and Works	4,412,766	2,244,494	982,778	1,185,493	51%	73%
Regulation	3,928,337	2,054,972	136,912	1,736,453	52%	56%
Outreach	132,619	77,750	533	54,336	59%	59%
Management and Administration	2,025,816	1,187,614	79,498	758,704	59%	63%
<b>Total Uses</b>	<b>\$ 79,141,809</b>	<b>\$ 10,132,763</b>	<b>\$ 19,830,735</b>	<b>\$ 49,178,311</b>	<b>13%</b>	<b>38%</b>
Reserves	23,383,104			23,383,104	0%	0%
<b>Total Uses and Reserves</b>	<b>\$ 102,524,913</b>	<b>\$ 10,132,763</b>	<b>\$ 19,830,735</b>	<b>\$ 72,561,415</b>	<b>10%</b>	<b>29%</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 May 31, 2020, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

MAY 2020

CHECKS	5/6/2020	\$	96196.4
AP EFT CHECKS	5/8/2020		110,463.74
DIRECT DISBURSEMENT	5/8/2020		1,085.00
CHECKS	5/13/2020		95,243.06
AP EFT CHECKS	5/15/2020		4,692.00
CHECKS	5/20/2020		18,245.73
AP EFT CHECKS	5/22/2020		62,858.15
CHECKS	5/27/2020		146,133.24
AP EFT CHECKS	5/29/2020		112,746.00
RETIREMENT	5/29/2020		57,774.82
		\$	<u>705,438.14</u>

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Chairman or Executive Director

July 23, 2020

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>
5499	BCC WASTE SOLUTIONS, LLC	05/06/2020	224.00	DUMPSTER FOR ECONFINA OFFICE A
5072	COMPUTER DATA SOURCE, LLC	05/06/2020	3,600.00	DELL/EMC MAINTENCE AND RENEWAL
4855	ENVIRON SERVICES INCORPORATED	05/06/2020	2,583.34	JANITORIAL SERVICES, HEADQUART
2713	FL DEPT OF AG. & CONSUMER SERVICES	05/06/2020	150.00	PRESCRIBED BURN ASSISTANCE
5075	FREEDOM BEACON, LLC	05/06/2020	100.00	P291965 EPERMIT DISCOUNT REFUN
916	GULF POWER COMPANY	05/06/2020	350.80	ELECTRIC-DEFUNIAK OFFICE
5474	HATCHER PUBLISHING INC	05/06/2020	21.25	NOTICE OF INTENT TO ADOPT
3193	INSURANCE INFORMATION EXCHANGE	05/06/2020	50.80	BACKGROUND SCREENING
5653	L & R CONTRACTING, LLC	05/06/2020	50,208.34	ENCUMBER CONTRACT # 19-032
4081	POT-O-GOLD RENTALS, LLC	05/06/2020	3,000.00	18B-010 BID DEPOSIT REFUND
5632	PRAETORIAN GROUP, INC	05/06/2020	1,900.00	CONTINUING EDUCATION
3074	ST. JOHNS RIVER WATER MGMT DISTRICT	05/06/2020	18,720.00	DISTRICT E-PERMITTING SYSTEM
3941	TYLER TECHNOLOGIES, INC.	05/06/2020	15,287.87	MUNIS DISASTER RECOVERY CONTRA
<b>TOTAL CHECKS</b>			<b><u>96,196.40</u></b>	
3293	ANGUS G. ANDREWS, JR.	05/08/2020	8,125.00	ENCUMBER LEASE AGREEMENT - CON
5071	GASTON TREE DEBRIS RECYCLING, LLC	05/08/2020	87,100.00	HURRICANE DEBRIS MANAGEMENT-EF
3942	A & W VENTURES, L.C.	05/08/2020	156.34	PORTABLE TOILET FOR PHIPPS PAR
5368	KOUNTRY RENTAL NWF, INC.	05/08/2020	8,065.00	PORTABLE & COMPOST TOILET SERV
5368	KOUNTRY RENTAL NWF, INC.	05/08/2020	207.50	CLEANING OF ECONFINA OFFICE AN
5368	KOUNTRY RENTAL NWF, INC.	05/08/2020	400.00	5 PORTABLE TOILETS FOR EFO STA
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	05/08/2020	3,526.90	RECREATION SITE CLEANUP-CONTRA
3696	URS CORPORATION	05/08/2020	2,883.00	ENCUMBER CONTRACT 07-029 TO#74
<b>TOTAL ACH TRANSFER</b>			<b><u>110,463.74</u></b>	
5707	REFUND PAYEEZY	05/08/2020	320.00	JAMES SLONINA P292117 WITHDRAW
5707	REFUND PAYEEZY	05/08/2020	70.00	TUCKER DORSEY P292155-1 REFUND
5707	REFUND PAYEEZY	05/08/2020	400.00	REFUND WUP PERMIT 291756
5707	REFUND PAYEEZY	05/08/2020	60.00	REFUND WELL PERMIT 291933
5707	REFUND PAYEEZY	05/08/2020	50.00	REFUND WELL PERMIT 291567
5707	REFUND PAYEEZY	05/08/2020	35.00	REFUND WELL PERMIT 292215 STEV
5707	REFUND PAYEEZY	05/08/2020	150.00	REFUND WELL PERMIT 292312
<b>TOTAL DIRECT DISBURSEMENT</b>			<b><u>1,085.00</u></b>	
<b>TOTAL AP</b>			<b><u>207,745.14</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>
96	APALACHICOLA/CARRABELLE TIMES	05/13/2020	99.80	NOTICE OF INTENT TO ADOPT
2967	BANK OF AMERICA	05/13/2020	839.76	ADOBE CREATIVE SUITE FOR LANDS
2967	BANK OF AMERICA	05/13/2020	132.50	AMAZON ORDER FOR IT
2967	BANK OF AMERICA	05/13/2020	105.00	AGA MEMBER DUES FOR BRIGITTE S
2967	BANK OF AMERICA	05/13/2020	374.95	AMAZON ORDER FOR IT
2967	BANK OF AMERICA	05/13/2020	203.88	(1) ADOBE ACROBAT PRO YEARLY S
2967	BANK OF AMERICA	05/13/2020	384.00	SURVEYMONKEY SUBSCRIPTION RENE
2967	BANK OF AMERICA	05/13/2020	1,110.95	P-CARD CHARGES
2507	CALHOUN LIBERTY JOURNAL	05/13/2020	17.25	NOTICE OF INTENT TO ADOPT
5131	CITY OF DEFUNIAK SPRINGS	05/13/2020	191.11	WATER/SEWER DEFUNIAK SPRINGS
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	05/13/2020	719.30	LABORATORY ANALYSIS - ECONFINA
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	05/13/2020	6,806.85	LABORATORY ANALYSIS - GROUNDWA
2241	DEPT. OF THE INTERIOR - USGS	05/13/2020	21,074.25	JOINT FUNDING AGREEMENT 20MCJFA0002
4748	EAST MILTON WATER SYSTEM	05/13/2020	10.00	WATER - MILTON OFFICE
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	05/13/2020	36.82	FAR ADS FOR GB MEETINGS
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	05/13/2020	36.12	FAR AD FOR RFP 20-001
916	GULF POWER COMPANY	05/13/2020	690.05	ELECTRIC-MILTON OFFICE
5600	JUPITER'S CALL, LLC	05/13/2020	2,000.00	CONTRACTED SERVICES FOR ET DAT
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/13/2020	230.88	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/13/2020	177.88	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/13/2020	240.87	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/13/2020	188.98	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/13/2020	94.38	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/13/2020	121.24	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/13/2020	177.88	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	05/13/2020	196.41	KONICA MINOLTA COPIER LEASE RE
277	LIBERTY CO. PROPERTY APPRAISER	05/13/2020	229.28	3RD QTR FY19-20
2299	LIBERTY COUNTY SOLID WASTE	05/13/2020	32.00	SOLID WASTE DUMPSTER-FL RIVER
3266	LOWE'S COMPANIES INC.	05/13/2020	823.52	GENERAL SUPPLIES
63	NORTHWEST FLORIDA DAILY NEWS	05/13/2020	127.20	WATER USE PERMIT LEGAL AD
64	PANAMA CITY NEWS HERALD	05/13/2020	74.30	NOTICE OF INTENT TO ADOPT
62	PENSACOLA NEWS-JOURNAL	05/13/2020	107.94	NOTICE OF INTENT TO ADOPT
3074	ST. JOHNS RIVER WATER MGMT DISTRICT	05/13/2020	17,470.71	HURRICANE RECOVERY

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP**

**COMPUTER PAID/EFT CHECKS**

3074	ST. JOHNS RIVER WATER MGMT DISTRICT	05/13/2020	15,889.53	HURRICANE RECOVERY
3074	ST. JOHNS RIVER WATER MGMT DISTRICT	05/13/2020	8,079.63	HURRICANE RECOVERY
105	TALLAHASSEE DEMOCRAT	05/13/2020	59.24	NOTICE OF INTENT TO ADOPT
110	TALQUIN ELECTRIC COOPERATIVE, INC.	05/13/2020	263.44	WATER/SEWER - HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	05/13/2020	89.20	SECURITY LIGHTS - HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	05/13/2020	2,992.41	ELECTRIC - HQ
5218	WAGeworks, INC.	05/13/2020	59.15	COBRA ADMINISTRATION
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	05/13/2020	12,684.40	LAW ENFORCEMENT-CONTRACT NO. 1

**TOTAL CHECKS**

**95,243.06**

3337	FORESTECH CONSULTING	05/15/2020	1,512.50	SUPPORT AND HOSTING FOR LAND M
5701	GRICE & SON PORT A POTTI, LLC	05/15/2020	380.00	PORTABLE TOILETS
5504	ANDREW JOSLYN	05/15/2020	180.00	REIMBURSEMENT
5614	ZACHARY J. SELLERS	05/15/2020	787.50	DEFUNIAK OFFICE JANITORIAL
3696	URS CORPORATION	05/15/2020	1,832.00	ENCUMBER CONTRACT #02-029 TO#8

**TOTAL ACH TRANSFER**

**4,692.00**

**TOTAL AP**

**99,935.06**

**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>
5702	AUTO ALLEY	05/20/2020	115.87	MINOR REPAIRS FOR REG AND ERP
5068	FIRST DATA CORPORATION	05/20/2020	63.10	EPERMITTING FEES - TELECHECK
5041	FLATWOODS NATIVES, INC.	05/20/2020	14,000.00	ENCUMBER CONTRACT 19-036
4807	WEX BANK	05/20/2020	1,946.26	FUEL/REPAIR
4807	WEX BANK	05/20/2020	625.00	ENCUMBER CONTRACT # 14-057 - G
4807	WEX BANK	05/20/2020	425.00	WEX TELEMATICS FLEET MANAGEMEN
4807	WEX BANK	05/20/2020	25.00	ENCUMBER CONTRACT # 16-014 - G
4807	WEX BANK	05/20/2020	50.00	WEX TELEMATICS FLEET MANAGEMEN
391	GADSDEN COUNTY TAX COLLECTOR	05/20/2020	50.00	BOAT REGISTRATION RENEWAL-RMD
3583	HARRIS FARM SUPPLY	05/20/2020	540.00	GATE AND FENCE POSTS
4577	SOUTHERN TIRE MART, LLC	05/20/2020	405.50	REPLACEMENT UTV & TRAILER TIRE
<b>TOTAL CHECKS</b>			<b><u>18,245.73</u></b>	
4845	CALHOUN COUNTY SHERIFF'S OFFICE	05/22/2020	896.00	LAW ENFORCEMENT - CONTRACT NO
3904	DADE PAPER & BAG COMPANY	05/22/2020	1,875.36	SAFETY SUPPLIES
2702	FISH AND WILDLIFE	05/22/2020	20,281.79	ENCUMBER CONTRACT 14-070
3696	URS CORPORATION	05/22/2020	38,030.00	ENCUMBER CONTRACT #07-029 TO#
5060	EXTREME LOGISTICS GULF COAST, LLC	05/22/2020	1,775.00	RENTAL & SERVICE OF PORTABLE T
<b>TOTAL ACH TRANSFER</b>			<b><u>62,858.15</u></b>	
<b>TOTAL AP</b>			<b><u><u>81,103.88</u></u></b>	

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

<b>VENDOR</b>	<b>NAME</b>	<b>CHECK DATE</b>	<b>INVOICE NET</b>	<b>INVOICE DESCRIPTION</b>
3894	APPLIED AQUATIC MANAGEMENT, INC	05/27/2020	1,676.15	AQUATIC PLANT TREATMENT - PHIP
95	AT&T	05/27/2020	269.54	PHONE SERVICE - EFO
2992	BANK OF AMERICA	05/27/2020	335.12	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	05/27/2020	976.20	ACCOUNT ANALYSIS
767	CALHOUN COUNTY TAX COLLECTOR	05/27/2020	5,828.71	PAYMENTS IN LIEU OF TAXES
5689	WILLIAM D JONES	05/27/2020	215.26	REPAIR IT/MAIN BUILDING SINK
4676	CITY OF MILTON FLORIDA	05/27/2020	70.96	DUMPSTER SERVICE
4676	CITY OF MILTON FLORIDA	05/27/2020	20.33	SEWER MILTON FIELD OFFICE
3289	CITY OF TALLAHASSEE	05/27/2020	40.52	ELECTRIC DATA COLLECTION-LAKES
3424	DURRA-QUICK-PRINT INC.	05/27/2020	70.00	BUSINESS CARDS FOR NEW RMD EMP
5603	GRIFFIN SAND & CONCRETE CO., INC.	05/27/2020	1,116.00	BLUE SPRINGS WEATHER PAVILION
2291	GULF COAST ELECTRIC COOPERATIVE, INC	05/27/2020	215.55	ELECTRIC SERVICE EFO
247	HOLMES COUNTY TAX COLLECTOR	05/27/2020	1,997.13	PAYMENT IN LIEU OF TAXES
3179	JACKSON COUNTY TAX COLLECTOR	05/27/2020	9,281.89	PAYMEMTS IN LIEU OF TAXES
5294	KRONOS, INCORPORATED	05/27/2020	12.60	TIMESHEET PROGRAM
2293	LANE'S OUTDOOR EQUIPMENT, INC	05/27/2020	79.95	GRASSHOPPER MOWER BELT
4952	LAW, REDD, CRONA & MUNROE, P.A.	05/27/2020	632.50	ENCUMBER INSPECTOR GENERAL CON
5069	LEPPO, INC.	05/27/2020	488.07	BOBCAT T870 SERVICE
387	LIBERTY CO. TAX COLLECTOR	05/27/2020	7,533.05	PAYMENT IN LIEU OF TAXES
1205	OFFICE DEPOT, INC.	05/27/2020	50.13	PRINTER TONER
4799	STAPLES CONTRACT & COMMERCIAL, INC.	05/27/2020	71.40	OFFICE SUPPLIES - ECONFINA OFF
4799	STAPLES CONTRACT & COMMERCIAL, INC.	05/27/2020	96.14	OFFICE SUPPLIES - MILTON OFFIC
5336	TETRA TECH, INC	05/27/2020	50,496.50	ENCUMBER CONTRACT # 18-078
424	WALTON COUNTY TAX COLLECTOR	05/27/2020	19,370.92	PAYMENT IN LIEU OF TAXES
3180	WASHINGTON COUNTY TAX COLLECTOR	05/27/2020	41,615.07	PILT FOR 2019
4626	WASTE PRO OF FLORIDA, INC	05/27/2020	161.04	SOLID WASTE - HQ
3790	WILDLANDS SERVICE, INC.	05/27/2020	3,374.50	ENCUMBER CONTRACT #19-014 TO 2
4038	WINDSTREAM COMMUNICATIONS	05/27/2020	38.01	800 NUMBERS & EFO LONG DISTANCE
<b>TOTAL CHECKS</b>			<b><u>146,133.24</u></b>	
1617	CAPITAL HEALTH PLAN	05/29/2020	79,950.88	MEDICAL INSURANCE
2702	FISH AND WILDLIFE	05/29/2020	4,113.12	LAW ENFORCEMENT-CONTRACT NO. 1

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP**

**COMPUTER PAID/EFT CHECKS**

2268	INNOVATIVE OFFICE SOLUTIONS, INC	05/29/2020	837.00	ENCUMBRANCE PO FOR PHONE SYSTE
5641	MUNROE FOREST & WILDLIFE MANAGEMENT, INC	05/29/2020	27,545.00	PRESCRIBED BURNING
5060	EXTREME LOGISTICS GULF COAST, LLC	05/29/2020	300.00	3 REGULAR PORTABLE UNITS AND H
<b>TOTAL ACH TRANSFER</b>			<b><u>112,746.00</u></b>	
<b>TOTAL AP</b>			<b><u>258,879.24</u></b>	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

MAY 2020

DIRECT DEPOSIT	5/6/2020	\$	213,831.62
CHECKS	5/8/2020		2,223.59
FLEX SPENDING TRANSFER	5/8/2020		1,769.16
DIRECT DEPOSIT	5/21/2020		215,219.89
CHECKS	5/22/2020		2,223.59
FLEX SPENDING TRANSFER	5/22/2020		1,769.16
		\$	<u>437,037.01</u>

APPROVED:

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Chairman or Executive Director

July 23, 2020

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Date

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

**MEMORANDUM**

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director  
Lyle Seigler, Chief of Staff  
Carlos Herd, Director, Division of Resource Management

FROM: Paul Thorpe, Deputy Director, Division of Resource Management

DATE: July 7, 2020

SUBJECT: Consideration of Sub-Recipient Funding Agreement with the Florida Division of Emergency Management and Delegation of Authority

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**Recommendation**

Staff recommends the Governing Board authorize and delegate the Executive Director to:

1. Execute sub-recipient funding agreement, contract Z2228, and any amendments as designated authorized agent for the Northwest Florida Water Management District.
2. Sign project worksheets, request for reimbursements, and other documents for the Federal Emergency Management Agency/State of Florida, Division of Emergency Management (FEMA/FDEM) agreement.

**Background**

The District applied to the Federal Emergency Management Agency (FEMA) Public Assistance program for reimbursement of eligible expenses incurred as a result of the COVID-19 pandemic. Public Assistance funding is provided via a federal award agreement that recognizes the State of Florida, Division of Emergency Management (FDEM) as the pass-through entity and the District as a sub-recipient of FDEM. Given this, the District and FDEM must enter into a sub-recipient funding agreement (designated Z2228) prior to the receipt of any federal funding. FDEM identifies the Board Chairman as the authorized agent to execute the public assistance funding agreement but allows for the delegation of this authority to a District employee.

A federal major disaster declaration for the COVID-19 pandemic was issued March 25, 2020 (DR-4486), with the incident period beginning January 20, 2020 (and continuing). Public Assistance funding is being made available at a 75-percent federal cost share for emergency protective measures to control, reduce, and eliminate threats to public health and safety.



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

**MEMORANDUM**

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director  
Lyle Seigler, Chief of Staff  
Carlos Herd, Director, Division of Resource Management  
Jerrick Saquibal, Chief, Bureau of Resource Projects & Planning

FROM: John Crowe, Hydrologist IV

DATE: July 8, 2020

SUBJECT: Consideration of New FEMA Cooperating Technical Partner Funding for Fiscal Year 2020 – 2021

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**Recommendation**

Staff recommends the Governing Board authorize the Executive Director to amend the Cooperating Technical Partner (CTP) agreement with the Federal Emergency Management Agency (FEMA) to accept and authorize spending \$1,398,000 in new funding to develop tools to assist communities reduce flood risk.

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**Discussion**

Since 2004, the District has been a CTP with FEMA and received annual grant funding to improve and update flood hazard maps. This effort has been undertaken through FEMA's Map Modernization and Risk Mapping, Assessment, and Planning (Risk MAP) programs. Map Modernization is FEMA's program to update the nation's inventory of paper flood insurance rate maps and flood hazard data into a digital format. FEMA's Risk MAP program, started in Fiscal Year 2009, provides tools to help communities identify, assess, and reduce their flood risk. The tools and data developed are used to mitigate the risk and impact from flooding and communicate flood risk visually to residents and businesses.

The District has applied for grant funding for Fiscal Year 2020-2021 in the amount of \$1,398,000 to continue the Risk MAP work. This will include work to improve and update flood hazard maps in the Blackwater River Watershed. Funded activities also include Base Level Engineering (BLE) for the Lower Ochlockonee River watersheds, BLE pilot project, program management, and community outreach and mitigation strategies.

The District's match may include existing data and flood related services from the District, local, and state government sources. The final scope of work for this effort is detailed in

Mapping Activity Statement (MAS) 17, which will amend the District’s CTP agreement with FEMA.

**NWMWMD FEMA FY 2020 - 2021 FUNDING ALLOCATIONS**

<b>Activity</b>	<b>County/Watershed</b>	<b>Funding Plan</b>
Risk MAP Project to Improve and Update Flood Hazard Maps	Blackwater	\$780,000
Base Level Engineering (BLE)	Lower Ochlockonee	\$221,000
Pilot Project – BLE	All	\$250,000
CNMS NVUE Update	All	\$5,000
Project Management	All	\$100,000
Community Outreach and Mitigation Strategies	All	\$42,000
<b>Total Award</b>		<b>\$1,398,000</b>

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

**MEMORANDUM**

TO: Governing Board

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

FROM: Lennie Zeiler, Director, Division of Asset Management

DATE: July 8, 2020

SUBJECT: Consideration of Funding Agreement with Florida Department of Environmental Protection for Water Management District's Hurricane Recovery

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**Recommendation:**

Staff recommends the Governing Board authorize the Executive Director to enter into an agreement with the Florida Department of Environmental Protection (DEP) to accept funding of \$4,000,000 for hurricane recovery efforts in FYs 2019-20 and 2020-21, subject to budget approval and legal counsel review.

**Background:**

The Department of Environmental Protection submitted, and the Governor's Recommended Budget included, an issue for the Northwest Florida Water Management District's Hurricane Michael Recovery Effort. The legislature provided \$4,000,000 in the General Appropriation Act, LINE ITEM 1608 AID TO LOCAL GOVERNMENT GRANTS AND AIDS – WATER MANAGEMENT DISTRICTS HURRICANE RECOVERY. In order for the District to receive these funds, an agreement between the District and DEP will be needed. At this time, a draft agreement is not available for review. A standard funding agreement with the Department is anticipated.

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**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

**MEMORANDUM**

TO: Governing Board

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

FROM: Lennie Zeiler, Director  
Division of Asset Management

DATE: July 10, 2020

SUBJECT: Consideration of Grant of Access Easement for Revell Acquisition;  
Wakulla County

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**Recommendation:**

Staff recommends the Governing Board: (1) make a determination that the access easement will not interfere with planned District purposes, (2) approve the grant of an access easement to Mr. Revell, and (3) authorize the Executive Director to execute the access easement prepared by District legal counsel at closing.

**Background:**

On April 23, 2020, the Governing Board approved the Purchase and Sale Agreement to purchase 131.49 acres in fee simple and 124.73 acres for a conservation easement from Mr. E. Guy Revell, Jr.

In order to facilitate public access and assist in future land management, the District retained all frontage along Saddletree Trail in the purchase. Mr. Revell is requesting an easement to maintain current access to residential property in the southwest corner of Section 54 (the northern fee simple parcel on attached map).

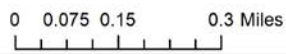
lz



Grant of Access Easement to E. Guy Revell, Jr.  
 Lots 53 and 60 of the Hartsfield Survey  
 Wakulla County, Florida



- Access Easement
- Revell Parcels
- District Lands



MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: July 16, 2020

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