

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director *Off For J.F.*

THRU: David Still, Executive Director *DS*

DATE: July 29, 2009

RE: Approval of June Financial Report

RECOMMENDATION

Staff recommends that the Governing Board approve the June Financial Report and confirm the expenditures of the District.

BACKGROUND

Chapter 373.553(1), F.S., authorizes the delegation of authority by the Governing Board to the Executive Director to disburse District funds, providing certification is made to the Board at the next regular meeting that such disbursement is proper, in order, and within budgetary limits. In compliance with the statutory provisions in Chapter 373, the Governing Board of the Suwannee River Water Management District has directed staff to prepare a Financial Report in the manner presented.

As of June 30, 2009, total District expenditures were \$14,033,514. This is equal to 20% of the \$69,786,244 FY 2009 Budget, as approved by the Governing Board on September 23, 2008.

**The District Budget of \$69,786,244 contains \$23,071,000 earmarked for acquisition and \$12,730,866 earmarked for reserves. The District budget, exclusive of acquisition and reserves, is \$33,984,378.**

**Year-to-date expenditures, exclusive of land purchases, total \$10,660,011. This is equal to 31% of \$33,984,378.**

If you have any questions about this recommendation or if you would like any further information regarding the District's financial transactions before the August 11 Governing Board meeting, please contact me.

jf

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT  
THROUGH 6/30/09

Land Acquisition & Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,387,574	\$924,812	\$1,040,681	89%
540 Other Personal Services	100,000	58,077	75,000	77%
580 Legal Services	151,000	70,307	113,250	62%
585 Audit Services	4,000	4,746	3,000	158%
586 Contractual Services	3,907,361	1,305,908	2,930,521	45%
590 Pmt. in Lieu of Taxes	175,000	0	131,250	0%
605 Printing & Binding	48,400	1,985	36,300	5%
606 Publication of Notices	3,000	7,724	2,250	343%
621 Meetings	6,000	0	4,500	0%
622 Registrations & Training	27,000	6,074	20,250	30%
626 Travel Expenses	20,000	6,392	15,000	43%
627 Utilities	9,000	12,252	6,750	182%
628 Communications	4,000	2,912	3,000	97%
629 Facilities Maintenance	2,500	2,897	1,875	154%
631 Equipment Maintenance	7,500	1,782	5,625	32%
701 Field Supplies	316,444	113,571	237,333	48%
702 Office Supplies	2,000	25	1,500	2%
703 Computer Supplies	5,500	0	4,125	0%
706 Books & Documents	3,000	738	2,250	33%
715 Photographic Supplies	2,000	0	1,500	0%
740 Office Support Equipment	1,000	520	750	69%
790 Other Commodities	5,000	0	3,750	0%
801 Computer Software	0	619	0	N/A
802 Equipment Rental	5,500	157	4,125	4%
805 Property & Casualty Insurance	9,000	4,681	6,750	1%
809 Fees & Permits	5,000	2,811	3,750	75%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT  
THROUGH 6/30/09

Land Acquisition & Management Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
903 Office Equipment	3,000	0	2,250	0%
905 Mobile Equipment	55,000	0	41,250	0%
920 Acquisition	23,071,000	3,373,504	17,303,250	1%
922 Construction	0	545,743	0	N/A
924 Land Improvements	5,340,872	142,932	4,005,654	4%
930 Interagency Expenditures	373,500	38,994	280,125	14%
960 Reserves	8,929,895	0	6,697,421	0%
<b>TOTAL</b>	<b>\$43,980,046</b>	<b>\$6,630,163</b>	<b>\$32,985,035</b>	<b>20%</b>
<b>TOTAL W/O Acquisition/Reserves</b>	<b>\$11,979,151</b>	<b>\$3,256,659</b>	<b>\$8,984,363</b>	<b>36%</b>

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT  
THROUGH 6/30/09

Resource Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,453,001	\$916,805	\$1,089,751	84%
540 Other Personal Services	130,000	39,619	97,500	41%
580 Legal Services	119,000	106,683	89,250	120%
586 Contractual Services	1,671,620	367,702	1,253,715	29%
605 Printing & Binding	8,500	1,143	6,375	18%
606 Publication of Notices	15,000	2,436	11,250	22%
621 Meetings	4,200	0	3,150	0%
622 Registrations & Training	31,850	6,345	23,888	27%
626 Travel Expenses	22,979	11,638	17,234	68%
631 Equipment Maintenance	1,900	365	1,425	26%
690 Other Contractual Services	8,400	0	6,300	0%
701 Field Supplies	6,500	1,993	4,875	41%
703 Computer Supplies	2,400	0	1,800	0%
705 Maps & Aerials	2,500	0	1,875	0%
706 Books & Documents	2,500	232	1,875	12%
715 Photographic Supplies	2,400	642	1,800	36%
740 Office Support Equipment	5,000	168	3,750	4%
790 Other Commodities	1,600	0	1,200	0%
801 Computer Software	6,500	0	4,875	0%
802 Equipment Rental	3,000	0	2,250	0%
809 Fees & Permits	3,000	171	2,250	8%
903 Office Equipment	6,000	0	4,500	0%
905 Mobile Equipment	25,000	0	18,750	0%
907 Lab & Field Equipment	8,000	0	6,000	0%
930 Interagency Expenditures	8,387,500	850,346	6,290,625	14%
<b>TOTAL</b>	<b>\$11,928,350</b>	<b>\$2,306,288</b>	<b>\$8,946,263</b>	<b>26%</b>

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT  
THROUGH 6/30/09

Water Resources

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,136,414	\$833,781	\$852,311	98%
540 Other Personal Services	150,900	66,908	113,175	59%
580 Legal Services	23,500	987	17,625	6%
586 Contractual Services	3,933,977	1,296,367	2,950,483	44%
605 Printing & Binding	43,000	17,208	32,250	53%
606 Publication of Notices	2,700	1,408	2,025	70%
621 Meetings	1,500	100	1,125	9%
622 Registrations & Training	29,100	1,002	21,825	5%
626 Travel Expenses	17,700	2,840	13,275	21%
631 Equipment Maintenance	15,500	238	11,625	2%
690 Other Contractual Services	17,600	2,718	13,200	21%
701 Field Supplies	58,200	6,752	43,650	15%
702 Office Supplies	1,100	0	825	0%
703 Computer Supplies	2,000	0	1,500	0%
705 Maps & Aerials	5,000	0	3,750	0%
706 Books & Documents	2,500	470	1,875	25%
715 Photographic Supplies	3,000	52	2,250	2%
720 Graphic Arts Supplies	250	0	188	0%
740 Office Support Equipment	2,900	0	2,175	0%
801 Computer Software	8,500	908	6,375	14%
802 Equipment Rental	8,000	1,560	6,000	26%
903 Office Equipment	2,500	0	1,875	0%
905 Mobile Equipment	60,000	1,830	45,000	4%
906 Computer Equipment	14,000	0	10,500	0%
907 Lab & Field Equipment	51,300	13,413	38,475	35%
930 Interagency Expenditures	618,315	128,270	463,736	28%
<b>TOTAL</b>	<b>\$6,209,456</b>	<b>\$2,376,810</b>	<b>\$4,657,092</b>	<b>51%</b>

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT  
THROUGH 6/30/09

Executive Office

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$392,047	\$246,815	\$294,035	84%
580 Legal Services	36,000	9,142	27,000	34%
586 Contractual Services	25,000	2,853	18,750	15%
605 Printing & Binding	13,000	2,388	9,750	24%
621 Meetings	3,000	0	2,250	0%
622 Registrations & Training	10,000	2,181	7,500	29%
626 Travel Expenses	50,500	8,015	37,875	21%
650 Promotions	15,000	7,696	11,250	68%
690 Other Contractual Services	5,000	0	3,750	0%
706 Books & Documents	3,000	2,247	2,250	100%
715 Photographic Supplies	500	334	375	89%
740 Office Support Equipment	1,500	0	1,125	0%
903 Office Equipment	1,500	0	1,125	0%
930 Interagency Expenditures	12,500	5,863	9,375	63%
960 Reserves	3,800,971	0	2,850,728	0%
<b>TOTAL</b>	<b>\$4,369,518</b>	<b>\$287,533</b>	<b>\$3,277,139</b>	<b>9%</b>
<b>TOTAL W/O Acquisition/Reserves</b>	<b>\$568,547</b>	<b>\$287,533</b>	<b>\$426,410</b>	<b>67%</b>

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT  
THROUGH 6/30/09

Administration

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,300,636	\$1,249,248	\$975,477	128%
540 Other Personal Services	60,000	19,625	45,000	44%
580 Legal Services	5,000	1,919	3,750	51%
585 Audit Services	35,000	35,000	26,250	133%
586 Contractual Services	218,438	120,770	163,829	74%
550 Property Appriaser	200,000	155,633	150,000	104%
565 Tax Collector	110,000	85,094	82,500	103%
605 Printing & Binding	20,000	11,583	15,000	77%
606 Publication of Notices	18,000	461	13,500	3%
607 Postage	45,000	18,154	33,750	54%
621 Meetings	1,000	637	750	85%
622 Registrations & Training	29,000	19,250	21,750	89%
626 Travel Expenses	24,500	13,673	18,375	74%
627 Utilities	90,000	38,130	67,500	56%
628 Communications	140,000	101,158	105,000	96%
629 Facilities Maintenance	150,000	115,035	112,500	102%
630 Vehicle Maintenance	40,000	24,822	30,000	83%
631 Equipment Maintenance	44,800	15,787	33,600	47%
690 Other Contractual Services	2,000	653	1,500	44%
701 Field Supplies	12,000	5,155	9,000	57%
702 Office Supplies	60,000	27,316	45,000	61%
703 Computer Supplies	46,000	47,392	34,500	137%
704 Fuel & Lubricants	150,000	43,543	112,500	39%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT  
THROUGH 6/30/09

Administration Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
705 Maps & Aerials	2,000	101	1,500	7%
706 Books & Documents	8,000	2,429	6,000	40%
740 Office Support Equipment	11,000	8,923	8,250	108%
790 Other Commodities	8,000	0	6,000	0%
801 Computer Software	82,500	62,384	61,875	101%
802 Equipment Rental	42,000	25,109	31,500	80%
804 Workers Comp. Insurance	35,000	21,905	26,250	83%
805 Property & Casualty Insurance	75,000	45,449	56,250	81%
903 Office Equipment	10,000	0	7,500	0%
906 Computer Equipment	169,000	116,382	126,750	92%
907 Lab & Field Equipment	10,000	0	7,500	0%
930 Interagency Expenditures	45,000	0	33,750	0%
<b>TOTAL</b>	<b>\$3,298,874</b>	<b>\$2,432,720</b>	<b>\$2,474,156</b>	<b>98%</b>
<b>DISTRICT TOTAL</b>	<b>\$69,786,244</b>	<b>\$14,033,514</b>	<b>\$52,339,683</b>	<b>27%</b>
<b>TOTAL W/O Acquisition/Reserves</b>	<b>\$33,984,378</b>	<b>\$10,660,011</b>	<b>\$25,488,284</b>	<b>42%</b>

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director 

THRU: David Still, Executive Director 

DATE: August 7, 2009

RE: Authorization for the Executive Director to Enter into a Contract with the Lowest Qualified Bidder for Water and Sewer System Improvements

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to enter into a contract with the lowest qualified bidder, Florida Fill & Grading, Inc., for construction of improvements to the water and sewer system at District headquarters in Suwannee County for an amount not to exceed \$120,000. The requested contract value of \$120,000 includes the low bid plus a contingency of approximately 20 percent.

BACKGROUND

The City of Live Oak has provided the Florida Department of Corrections with wastewater and potable water services to Suwannee Correctional Institution on U.S. 90 east of the District. With the District being located between the the City of Live Oak and the correctional institution, the water and wastewater lines are adjacent to District property.

The District advertised an Invitation to Bid on the District website for construction of water and sewer system improvements. Bids were opened on August 6, 2009, at 4:00 PM. Ten bids were received. The bids listed below are calculated with the base bid price and alternatives one and five.

<u>Company</u>	<u>Bid Amount</u>
Florida Fill & Grading, Inc.	\$ 99,495.00
Worth Construction & Development, Inc.	\$111,653.16
R. E. Arnold Construction, Inc.	\$114,081.04
Commerical Industrial Corporation	\$117,180.15
Blue Rok, Inc.	\$126,356.57
Curt's Construction, Inc.	\$139,671.27
Coastal Utility Constructors, Inc.	\$149,212.20

Kirby Development, Inc.	\$157,505.01
Tim-Prep, Inc.	No Bid
Lake City Management Group, Inc.	No Bid

Funds for this project are budgeted in the facilities maintenance account code 01-3-629-2-3300-19-00-000.

JF/kc

## MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director *JF For JF*

THRU: David Still, Executive Director *DS*

DATE: July 28, 2009

RE: Activity Report, Department of Administration

### GEOGRAPHIC INFORMATION SYSTEMS:

Paul Buchanan, GIS Program Coordinator, has updated the GIS soil data from the Natural Resources Conservation Service (NRCS) for all the counties in the District. He is now working with the soil data in preparation for use in the District's groundwater models. Paul has also been creating custom GPS data dictionary templates for use in collection of water use permitting technical well data and agricultural water use data.

Bebe Willis, GIS Analyst II, is updating the District's GIS software maintenance contract and is preparing it for our annual renewal beginning in October. She is also working with Megan Wetherington and a contractor to produce a spreadsheet of the river miles and special flood hazard elevations for the Alapaha, Santa Fe, Suwannee, and Withlacoochee Rivers. Bebe sent Madison County a copy of the imagery that captured the flooding event this spring along the Withlacoochee River.

### INFORMATION TECHNOLOGY:

David Jenness, Programmer/Analyst, continued working on improvements to the Water Use Reporting System. He set up two servers for this system (a Spatial Database and an ArcGIS Server). He assisted in the training of the Halogen Employee Appraisal software to all staff.

Lloyd Baldwin, Computer Systems Administrator, installed an upgrade for the District's blade servers to improve speed and capacity for the District's core computing activities. He is currently working on configuring the new servers and converting from older servers. He is also working with the state's My Florida Network to provide network access from R. O. Ranch to District headquarters.

Rhonda Scott, Computer Systems Analyst, has been working on a conversion to use Outlook Calendar in place of Meeting Maker for staff use in scheduling meetings. She conducted two training sessions with District staff to encourage use

of the new calendar software, and assisted with the deployment of financial software. She also continues to provide staff with support.

Jon Wood, Network and Systems Coordinator, continues to work with staff on the Governing Board meeting materials project. He is working on the Location ID project and researching using SharePoint for IT project management.

Deborah Parker, Web Developer and Desktop Publisher, served as project manager for the electronic Governing Board meeting materials project; the July board meeting was the first held following major process changes. She sent a completely revised and updated boat ramp and canoe launch map to print, and created the first draft of a trail map for the Florida Sheriffs Boys Ranch. She also added new content to the TIP website.

#### FINANCE:

Leah LaMontagne, Fiscal Assistant III, processed accounts payable and payroll; worked with Tony Thompson on the AccuFund payroll conversion and setup for electronic timesheets that begin July 11, 2009. She is also working with Accufund and IT staff to work out email notification issues with the new online purchase requisitions. She is assisting all departments in learning how to use and produce various reports from the new accounting system. She is always working on improvements to the new accounting system. She also assisted employees with insurance and retirement. She completed renewal applications for Commercial General Liability, Property, Auto and Workers Compensation insurance renewals for October 1, 2009. She also provided Erwin Agency with employee census and health insurance information so they could shop the District employee health insurance coverage for October 1, 2009.

Vern Roberts, Accounting Coordinator, along with other staff members, worked with Tony Thompson on the installation of the Financial Software System upgrade to AccuFund. We have installed General Ledger and Accounts Payable and are in the middle of installing Payroll including Electronic Timesheets. Leah Lamontagne has done an excellent job with the payroll transition to Accufund. We have processed the TRIM documents, notifying the property appraisers of our intended millage levy and issued a Request for Proposals for Banking Services and Invitations to Bid for Vehicle Maintenance and Heating, Ventilation and Air Conditioning Repair & Maintenance.

Linda Smith, Procurement Coordinator, prepared requests for bids and purchase orders, purchased office supplies and equipment, coded District invoices, and performed administrative duties for the District Procurement Card Program. She is working with the new AccuFund purchase requisition and purchase order system.

She worked with A1 Assets regarding auctioning and recycling services for the District's surplus property items.

#### ADMINISTRATION:

Diane Bell, Records Manager, continues to prep records for imaging in addition to daily responsibilities. She also continues to assist staff and the public with records requests and subpoenas.

Vanessa Fultz, Business Resource Specialist III, has been fulfilling communications requests from staff and is continuing to write material for the TIP website. She sent thank you letters and 8x10 photos to farmers that attended the CARES dinner. She attended training in Gainesville to learn InDesign CS4, which will be used to design the District's Riverfronts newsletter and other publications. She also attended a field trip to the Alapaha River with Megan Wetherington to learn about river levels, flooding, and rainfall data.

Kristel Callahan, Business Resource Specialist II, assisted the Records Manager process new ERP, WUP, Complaint, and Enforcement files; assisted the Executive Office Coordinator with contract extensions and closures; assisted the Fiscal Coordinator with distribution of accounts payable checks; assisted the HR/Governing board Coordinator with preparing Board materials; and completed other administrative tasks as assigned.

Thank you for your attention to this monthly activity report. The mission of the Department of Administration is to provide both the facilities and the processes that enhance the productivity of the District. This report attempts to highlight both the ongoing and non-routine activities of the Department of Administration that contribute to the overall mission of the District. If you would like any additional information or specifics on any of the above, please feel free to contact me prior to the August 11, 2009, Governing Board Meeting.