

MEMORANDUM

TO: Governing Board
FROM: Joe Flanagan, Deputy Executive Director 
THRU: David Still, Executive Director 
DATE: August 27, 2009
RE: Approval of July Financial Report

RECOMMENDATION

Staff recommends that the Governing Board approve the July 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 July 31, 2009, total District expenditures were \$16,083,645. This is equal to 23% 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 \$12,710,141. This is equal to 37% 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 September 8 Governing Board meeting, please contact me.

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 7/31/09

Land Acquisition & Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,387,574	\$1,007,000	\$1,156,312	87%
540 Other Personal Services	100,000	63,139	83,333	76%
580 Legal Services	151,000	81,602	125,833	65%
585 Audit Services	4,000	4,746	3,333	142%
586 Contractual Services	3,907,361	1,457,930	3,256,134	45%
590 Pmt. in Lieu of Taxes	175,000	177,012	145,833	121%
605 Printing & Binding	48,400	2,015	40,333	5%
606 Publication of Notices	3,000	7,805	2,500	312%
621 Meetings	6,000	0	5,000	0%
622 Registrations & Training	27,000	6,074	22,500	27%
626 Travel Expenses	20,000	6,392	16,667	38%
627 Utilities	9,000	12,650	7,500	169%
628 Communications	4,000	4,180	3,333	125%
629 Facilities Maintenance	2,500	3,321	2,083	159%
631 Equipment Maintenance	7,500	2,434	6,250	39%
701 Field Supplies	316,444	126,607	263,703	48%
702 Office Supplies	2,000	25	1,667	1%
703 Computer Supplies	5,500	0	4,583	0%
706 Books & Documents	3,000	738	2,500	30%
715 Photographic Supplies	2,000	0	1,667	0%
740 Office Support Equipment	1,000	520	833	62%
790 Other Commodities	5,000	0	4,167	0%
801 Computer Software	0	619	0	N/A
802 Equipment Rental	5,500	157	4,583	3%
805 Property & Casualty Insurance	9,000	4,681	7,500	1%
809 Fees & Permits	5,000	3,311	4,167	79%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 7/31/09

Land Acquisition & Management Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
903 Office Equipment	3,000	0	2,500	0%
905 Mobile Equipment	55,000	0	45,833	0%
920 Acquisition	23,071,000	3,373,504	19,225,833	1%
922 Construction	0	614,967	0	N/A
924 Land Improvements	5,340,872	142,932	4,450,727	3%
930 Interagency Expenditures	373,500	48,666	311,250	16%
960 Reserves	8,929,895	0	7,441,579	0%
TOTAL	\$43,980,046	\$7,153,026	\$36,650,038	20%
TOTAL W/O Acquisition/Reserves	\$11,979,151	\$3,779,523	\$9,982,626	38%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 7/31/09

Resource Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,453,001	\$1,011,824	\$1,210,834	84%
540 Other Personal Services	130,000	43,166	108,333	40%
580 Legal Services	119,000	135,379	99,167	137%
586 Contractual Services	1,671,620	494,232	1,393,017	35%
605 Printing & Binding	8,500	1,143	7,083	16%
606 Publication of Notices	15,000	2,846	12,500	23%
621 Meetings	4,200	0	3,500	0%
622 Registrations & Training	31,850	7,433	26,542	28%
626 Travel Expenses	22,979	12,525	19,149	65%
631 Equipment Maintenance	1,900	365	1,583	23%
690 Other Contractual Services	8,400	3,541	7,000	51%
701 Field Supplies	6,500	2,592	5,417	48%
703 Computer Supplies	2,400	0	2,000	0%
705 Maps & Aerials	2,500	0	2,083	0%
706 Books & Documents	2,500	232	2,083	11%
715 Photographic Supplies	2,400	663	2,000	33%
740 Office Support Equipment	5,000	168	4,167	4%
790 Other Commodities	1,600	0	1,333	0%
801 Computer Software	6,500	0	5,417	0%
802 Equipment Rental	3,000	0	2,500	0%
809 Fees & Permits	3,000	171	2,500	7%
903 Office Equipment	6,000	0	5,000	0%
905 Mobile Equipment	25,000	0	20,833	0%
907 Lab & Field Equipment	8,000	0	6,667	0%
930 Interagency Expenditures	8,387,500	1,405,686	6,989,583	20%
TOTAL	\$11,928,350	\$3,121,966	\$9,940,292	31%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 7/31/09

Water Resources

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,136,414	\$917,501	\$947,012	97%
540 Other Personal Services	150,900	68,139	125,750	54%
580 Legal Services	23,500	1,463	19,583	7%
586 Contractual Services	3,933,977	1,437,157	3,278,314	44%
605 Printing & Binding	43,000	18,340	35,833	51%
606 Publication of Notices	2,700	1,408	2,250	63%
621 Meetings	1,500	200	1,250	16%
622 Registrations & Training	29,100	3,002	24,250	12%
626 Travel Expenses	17,700	2,840	14,750	19%
631 Equipment Maintenance	15,500	238	12,917	2%
690 Other Contractual Services	17,600	2,718	14,667	19%
701 Field Supplies	58,200	8,466	48,500	17%
702 Office Supplies	1,100	0	917	0%
703 Computer Supplies	2,000	0	1,667	0%
705 Maps & Aerials	5,000	0	4,167	0%
706 Books & Documents	2,500	470	2,083	23%
715 Photographic Supplies	3,000	52	2,500	2%
720 Graphic Arts Supplies	250	0	208	0%
740 Office Support Equipment	2,900	0	2,417	0%
801 Computer Software	8,500	908	7,083	13%
802 Equipment Rental	8,000	1,560	6,667	23%
903 Office Equipment	2,500	0	2,083	0%
905 Mobile Equipment	60,000	1,830	50,000	4%
906 Computer Equipment	14,000	0	11,667	0%
907 Lab & Field Equipment	51,300	13,413	42,750	31%
930 Interagency Expenditures	618,315	254,805	515,263	49%
TOTAL	\$6,209,456	\$2,734,509	\$5,174,547	53%

**MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 7/31/09**

Executive Office

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$392,047	\$265,721	\$326,706	81%
580 Legal Services	36,000	13,103	30,000	44%
586 Contractual Services	25,000	2,853	20,833	14%
605 Printing & Binding	13,000	2,388	10,833	22%
621 Meetings	3,000	0	2,500	0%
622 Registrations & Training	10,000	3,176	8,333	38%
626 Travel Expenses	50,500	8,954	42,083	21%
650 Promotions	15,000	8,073	12,500	65%
690 Other Contractual Services	5,000	0	4,167	0%
706 Books & Documents	3,000	2,359	2,500	94%
715 Photographic Supplies	500	334	417	80%
740 Office Support Equipment	1,500	0	1,250	0%
903 Office Equipment	1,500	0	1,250	0%
930 Interagency Expenditures	12,500	6,613	10,417	63%
960 Reserves	3,800,971	0	3,167,476	0%
TOTAL	\$4,369,518	\$313,574	\$3,641,265	9%
TOTAL W/O Acquisition/Reserves	\$568,547	\$313,574	\$473,789	66%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 7/31/09

Administration

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,300,636	\$1,378,190	\$1,083,863	127%
540 Other Personal Services	60,000	19,625	50,000	39%
580 Legal Services	5,000	2,640	4,167	63%
585 Audit Services	35,000	35,000	29,167	120%
586 Contractual Services	218,438	137,574	182,032	76%
550 Property Appriaser	200,000	201,501	166,667	121%
565 Tax Collector	110,000	93,081	91,667	102%
605 Printing & Binding	20,000	11,621	16,667	70%
606 Publication of Notices	18,000	929	15,000	6%
607 Postage	45,000	18,612	37,500	50%
621 Meetings	1,000	637	833	76%
622 Registrations & Training	29,000	20,270	24,167	84%
626 Travel Expenses	24,500	18,130	20,417	89%
627 Utilities	90,000	48,448	75,000	65%
628 Communications	140,000	120,040	116,667	103%
629 Facilities Maintenance	150,000	139,508	125,000	112%
630 Vehicle Maintenance	40,000	28,421	33,333	85%
631 Equipment Maintenance	44,800	15,819	37,333	42%
690 Other Contractual Services	2,000	653	1,667	39%
701 Field Supplies	12,000	5,155	10,000	52%
702 Office Supplies	60,000	30,995	50,000	62%
703 Computer Supplies	46,000	49,593	38,333	129%
704 Fuel & Lubricants	150,000	50,224	125,000	40%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 7/31/09

Administration Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
705 Maps & Aerials	2,000	101	1,667	6%
706 Books & Documents	8,000	2,496	6,667	37%
740 Office Support Equipment	11,000	9,523	9,167	104%
790 Other Commodities	8,000	0	6,667	0%
801 Computer Software	82,500	64,464	68,750	94%
802 Equipment Rental	42,000	30,572	35,000	87%
804 Workers Comp. Insurance	35,000	21,905	29,167	75%
805 Property & Casualty Insurance	75,000	45,449	62,500	73%
903 Office Equipment	10,000	0	8,333	0%
906 Computer Equipment	169,000	159,393	140,833	113%
907 Lab & Field Equipment	10,000	0	8,333	0%
930 Interagency Expenditures	45,000	0	37,500	0%
TOTAL	\$3,298,874	\$2,760,570	\$2,749,062	100%
DISTRICT TOTAL	\$69,786,244	\$16,083,645	\$58,155,203	28%
TOTAL W/0 Acquisition/Reserves	\$33,984,378	\$12,710,141	\$28,320,315	45%

MEMORANDUM

TO: Governing Board

FROM: Linda R. Smith, Procurement Coordinator
Vern Roberts, Accounting Coordinator

THRU: David Still, Executive Director
Joe Flanagan, Deputy Executive Director

DATE: August 27, 2009

RE: Procurement of Office Supplies

RECOMMENDATION

Staff recommends that the Governing Board authorize the Executive Director to purchase office supplies and equipment from Office Depot at prices established by the U.S. Communities national cooperative purchase contract #42595, Office Supplies, for a total not to exceed \$55,000, pending final approval of the FY 2010 budget.

BACKGROUND

In previous years the District "piggybacked" off the State of Florida contract #618-001-07-ACS. Effective January 29, 2007, the State of Florida adopted the U.S. Communities National Cooperative Contract No. 42595 as its alternate contract source for office and classroom supplies. This alternate contract source offers deeper discounts, additional savings and rebates above what the previous contract offered.

The U.S. Communities contract is a multiple state \$475 million dollar national cooperative contract, the largest national cooperative contract in the United States.

By "piggybacking" on the U.S. Communities national cooperative purchase contract, the District can avoid the cost of conducting its own bid process and can realize up to 70% discount off catalog prices offered by the approved vendor to government agencies.

Therefore, staff recommends the District purchase office supplies and equipment from the U.S. Communities contract at the discounted price schedule in lieu of conducting an independent bid process.

If you have any questions before the September 8 Governing Board meeting, please contact Linda Smith, Vern Roberts or Joe Flanagan.

MEMORANDUM

TO: Governing Board

FROM: Vern Roberts, Accounting Coordinator 

THRU: David Still, Executive Director  for
Joe Flanagan, Deputy Executive Director 

DATE: August 27, 2009

RE: Authorization to Enter into an Agreement with First Federal Savings Bank of Florida for Banking Services

RECOMMENDATION

Staff recommends that the Governing Board authorize the Executive Director to enter into in an agreement with First Federal Savings Bank of Florida for Banking Services for Fiscal Year 2010 through Fiscal Year 2014.

BACKGROUND

In June 2009, the District conducted a Request for Proposals (RFP) for Banking Services. The District received and opened two proposals from the following financial institutions:

- First Federal Savings Bank of Florida
- Mercantile Bank

Based on review of the proposals received which included the factors of minimum compensating balances and rate of return on funds on deposit, staff recommends the Governing Board authorize the Executive Director to enter into agreement with First Federal Savings Bank of Florida.

If you have any questions about this recommendation or would like additional information prior to the September 8 Governing Board meeting, please feel free to contact me.

MEMORANDUM

TO: Governing Board

FROM: Vern Roberts, Accounting Coordinator *VR*

THRU: David Still, Executive Director *DS*
Joe Flanagan, Deputy Executive Director *JF*

DATE: August 27, 2009

RE: Authorization to Enter into Contract with Johnson Controls, Inc., for Heating, Ventilation, and Air Conditioning (HVAC) Maintenance and Repair

RECOMMENDATION

Staff recommends that the Governing Board authorize the Executive Director to enter into contract with Johnson Controls, Inc., for HVAC maintenance and repair for Fiscal Year 2010 through Fiscal Year 2012 for a not-to-exceed annual cost of \$18,000.

BACKGROUND

In July 2009, the District conducted an Invitation to Bid (ITB) for HVAC repair and maintenance. The District received and opened four bids as follows:

Company	Annual Maintenance	Labor Rate	Material Cost
Johnson Controls, Inc.	\$2,400.00	\$54.00/Hour	25%
Glenn I. Jones, Inc.	\$2,884.00	\$68.00/Hour	50%
BRAE, Inc.	\$3,030.00	\$50.00/Hour	40%
Comfort Systems Southeast	\$3,000.00	\$65.00/Hour	40%

Based on review of the bids received, staff recommends the Governing Board authorize the Executive Director to enter into contract with the lowest bidder, Johnson Controls, Inc.

If you have any questions about this recommendation or would like additional information prior to the September 8 Governing Board meeting, please feel free to contact me.

MEMORANDUM

TO: Governing Board
FROM: Joe Flanagan, Deputy Executive Director *JF*
THRU: David Still, Executive Director *DS*
DATE: August 27, 2009
RE: Authorization to Enter into Contract with Len Duncan, d/b/a Duncan Tire & Auto, for Vehicle Maintenance

RECOMMENDATION

Staff recommends that the Governing Board authorize the Executive Director to enter into contract with Len Duncan, d/b/a Duncan Tire & Auto, for vehicle maintenance for Fiscal Year 2010 through Fiscal Year 2012 for a not-to-exceed annual cost of \$40,000.

BACKGROUND

In July 2009, the District conducted an Invitation to Bid (ITB) for vehicle maintenance. The District received one bid, from Duncan Tire & Auto, as follows:

Company	Maintenance Price	Labor Cost/Hour	Material Cost As %
Duncan Tire & Auto	\$41.35	\$48.00/Hour	35%

These bid rates remain unchanged from Duncan Tire & Auto's current contract with the District.

Due to Duncan Tire and Auto being the sole bidder, their bid rates remaining the same as their current contract, and the outstanding service received from Duncan Tire and Auto in the past, staff recommends the Governing Board authorize staff to enter into contract with Len Duncan, d/b/a Duncan Tire & Auto for a not-to-exceed cost of \$40,000.

If you have questions about this recommendation or would like additional information prior to the September 8 Governing Board meeting, please feel free to contact me.

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director *JF*
Jon Wood, Network & Systems Coordinator *JW*

THRU: David Still, Executive Director *DAF*

DATE: August 27, 2009

RE: Authorization to Renew Software License and Maintenance Contracts

RECOMMENDATION

Staff recommends that the Governing Board authorize the Executive Director to renew software license and maintenance contracts during Fiscal Year 2010 for a total amount not to exceed \$101,000, pending final approval of the Fiscal Year 2010 Budget.

BACKGROUND

Software programs are essential to the mission of the District. The following licensed software programs continue to be the backbone of the District and can be renewed individually at the costs shown below.

Software:	Supplier:	Renewal Cost:
Oracle Database	Oracle, Inc.	\$15,000
GIS Arc/Info and Arc/View	ESRI, Inc.	\$47,000
Symantec Backup Exec	Symantec Corporation	\$15,000
VMware	VMware, Inc.	\$16,000
Enterasys	Isocorp, Inc.	\$8,000
Total:		\$101,000

As the District's databases have matured and the software and computing resources have advanced, District staff has made more use of the data. The Oracle Database software, provided by Oracle, Inc., and GIS Arc/Info and ArcView, provided by Environmental Systems Research Institute, Inc., (ESRI), have become essential tools used by the District for planning, inventorying, querying or analyzing data in an effort to resolve problems in a timely manner.

Symantec Backup Exec is the primary software source of all server backups performed at the District. VMware software, combined with disk space available on the District's storage area network, has drastically reduced the number of individual servers required to run applications used by staff. This has resulted in considerable savings on hardware maintenance and streamlined management of the servers. Enterasys software allows for management and maintenance of the District's computer network.

If you have any questions before the September 8 Governing Board meeting, please feel free to contact Jon Wood or Joe Flanagan.

MEMORANDUM

TO: Governing Board

FROM: Rhonda Scott, Computer Systems Analyst *RS*

THRU: David Still, Executive Director *DAF*
Joe Flanagan, Deputy Executive Director *JF*
Jon Wood, Network and Systems Coordinator *JW*

DATE: August 27, 2009

RE: Authorization to Purchase Replacement Personal Computers (PCs)

RECOMMENDATION

Staff recommends that the Governing Board authorize the Executive Director to enter into a contract with a State of Florida contract minority vendor to replace 24 existing desktop computers with 24 new PCs for a not-to-exceed cost of \$48,000.

BACKGROUND

The effective use of technology is one of the many tools that the District has employed in meeting the ever-increasing need to provide water resource protection and management services to the public within existing staff levels.

Each District staff member is currently equipped with a personal computer. However, many of these computers are functionally obsolete in that they do not fully support the current demands being placed upon them, such as the development of PowerPoint presentations, the use of ArcView mapping software, or the running of simulation models. In addition, many of the existing computers are out of the 3-year warranty period, and they would be costly to repair.

By replacing existing computers, staff will be able to minimize compatibility and connectivity issues between the existing computers and the new computers. Therefore, staff recommends a contract with a minority vendor who is authorized by Dell and the State of Florida to sell at State of Florida Contract prices, thus allowing staff to avoid the cost of independent bidding.

If you have any questions before the September 8 Governing Board meeting, please feel free to contact Rhonda Scott, Jon Wood or Joe Flanagan.

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director 

THRU: David Still, Executive Director 

DATE: September 4, 2009

RE: Recommended Health Insurance Provider

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to procure health insurance coverage from Blue Cross and Blue Shield for an aggregate premium cost of \$499,000.

BACKGROUND

In the course of May Governing Board Workshop the Governing Board instructed staff to obtain the services of an Insurance Broker. Staff used the selection criteria of 287.055 and selected the Erwin Agency.

The Erwin Agency has obtained a Blue Cross Blue Shield Health Plan (August 31, 2009 supporting memo attached) that has an aggregate premium cost that is \$22,250 less than the current premium of \$521,250 and \$188,750 less than the premium renewal quote of \$687,750.

Thank for your attention to this. Please feel free to contact me with questions or comments prior to the September 8 Governing Board meeting.

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan 

DATE: August 31, 2009

RE: Health Insurance Brokerage Services Summary

The Erwin Insurance Agency has secured a new cost effective Blue Cross/Blue Shield health insurance plan for the District relative to the existing Blue Cross/Blue Shield Plan and the proposed renewal of the current plan as follows:

Plan	Total Annual Cost	Governing Board Funded	Staff Funded
Current Plan provided by Blue Cross/Blue Shield	\$695,000	\$521,250	\$173,750
Proposed Blue Cross/Blue Shield Renewal of Plan	\$917,000	\$687,750	\$229,250
New Blue Cross/Blue Shield Plan Obtained by Erwin Agency	\$499,000	\$499,000	\$0

Due to the considerable change in the nature of the new Plan relative to the existing plan, staff feels that the Governing Board should be provided with specific information prior to the September 8 Governing Board meeting. The new Plan has higher annual deductibles than the existing plan (\$1,500 employee/\$4,500 family vs. \$200 employee/\$600 family) but also provides for dental and vision coverage which the existing plan does not. The new Plan also allows staff members to voluntarily “buy up” to alternate plans which have lower deductibles, but higher premiums with staff paying the difference in premiums.

In summary, the plan obtained by the Erwin Agency has resulted in:

- Cost savings for both the Governing Board and staff
- Dental and vision coverage
- Greater flexibility for staff to exercise decision making

The Blue Cross/Blue Shield 3900 plan is the new plan obtained by the Erwin Agency on behalf of the District, with the Board providing the premium. This 3900 plan has annual deductibles of \$1,500 per individual employee and \$4,500 per family with maximum annual out of pocket costs for both deductibles and co-pays capped at \$10,000 per individual employee and \$10,000 per family.

There are also two voluntary staff buy up plans, providing the staff with the ability to voluntarily pay additional premiums in exchange for reducing annual deductibles and maximum annual out of pocket costs for both deductibles and co-pays as follows:

3360 Plan: Deductibles of \$1,500 per individual and \$4,500 per family with a maximum annual out of pocket cost for both deductibles and co-pays of \$3,000 per individual employee and \$6,000 per family. Monthly premiums paid voluntarily by staff would be \$104 for individual employee, \$134 for individual employee and child, \$148 for individual employee and spouse, and \$227 for individual employee and family.

3766 Plan: Deductibles of \$0 per individual and \$0 per family with a maximum annual out of pocket cost for co-pays of \$2,500 per individual employee and \$5,000 per family. Monthly premiums paid voluntarily by staff would be \$220 for individual employee, \$285 for individual employee and child, \$314 for individual employee and spouse, and \$482 for individual employee and family.

Premium payments made by the Governing Board and the staff under the current plan, the Blue Cross/Blue Shield proposed renewal of the current plan and the 3 new proposed plans obtained by Erwin on behalf of the district are summarized as follows:

Plan	Individual Employee GB Premium/ Staff Premium	Individual Employee and Child GB Premium/Staff Premium	Individual Employee and Spouse GB Premium/Staff Premium	Individual Employee and Family GB Premium/Staff Premium
101 Current	\$334/\$111	\$812/\$271	\$812/\$271	\$812/271
101 Renewal	\$463/\$154	\$600/\$200	\$661/\$220	\$1,013/\$337
3900 New Base	\$339/\$0	\$439/\$0	\$483/\$0	\$741/\$0
3360 Buy Up	\$339/\$104	\$439/\$134	\$483/\$148	\$741/\$227
3766 Buy Up	\$339/\$220	\$439/\$285	\$483/\$314	\$741/\$482

MEMORANDUM

TO: Governing Board
FROM: Joe Flanagan, Deputy Executive Director 
THRU: David Still, Executive Director 
DATE: September 4, 2009
RE: Recommended Property and Casualty Insurance Providers

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to procure insurance coverage's from the most cost-effective providers at an aggregate premium cost of \$70,942.

BACKGROUND

In order to achieve sufficient insurance coverage at competitive rates, the District uses a competitive selection process every third year. Property and Casualty providers were evaluated in 2008 with proposed premiums as follows:

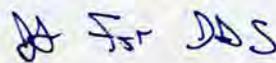
<u>COVERAGE</u>	<u>CARRIER</u>	<u>09</u> <u>PREMIUM</u>	<u>10</u> <u>PREMIUM</u>	<u>INCREASE</u> <u>(DECREASE)</u>
Liability (CGL)	PGIT	\$12,338	\$15,829	\$3,491
Workers Comp	PGIT	\$19,026	\$16,192	(\$2,834)
Auto	PGIT	\$6,201	\$5,068	(\$1,133)
Property	PGIT	\$27,828	\$33,064	\$5,236
Gov. Board Travel	Standard	\$789	\$789	\$0
TOTAL		\$66,182	\$70,942	\$4,760

If you have any questions prior to the September 8 Governing Board meeting, please feel free to contact me.

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director 
Vern Roberts, Accounting Coordinator 

THRU: David Still, Executive Director  For  DAS

DATE: September 4, 2009

RE: Consideration of Contract Agreement with Thomas W. Brown for
Legal Services

RECOMMENDATION

Based on both performance and the proposed fee, staff recommends that the Governing Board enter into contract with Thomas W. Brown of Brannon, Brown, Haley, & Bullock, P.A., pending final approval of the FY2010 budget.

BACKGROUND

The Governing Board directly employs the Executive Director, Attorney, and Auditor. Therefore, the staff cannot enter into a contract for legal services, but can only make a recommendation to the board based on the staff's evaluation of performance.

Staff has found the firm of Brannon, Brown, Haley, & Bullock, P.A. to be competent and cost effective. We feel that the Board would be well advised to retain the services of this firm.

If you have any questions regarding this enclosed contract before the Governing Board meeting on September 8 Governing Board meeting, please feel free to contact me.

Fiscal Year 2010
Proposed Rates
for
Brannon, Brown, Haley & Bullock, P.A.

Title	Rate per hour
Shareholders	\$175
Associates over 3 years	\$155
Associates 1 to 3 years	\$140
Associates less than 1 year	\$130
Law Clerks	\$ 80
Paralegals	\$ 70
Clerks	\$ 35

MEMORANDUM

TO: Governing Board

FROM: Joe Flanagan, Deputy Executive Director 

THRU: David Still, Executive Director 

DATE: August 27, 2009

RE: Activity Report, Department of Administration

GEOGRAPHIC INFORMATION SYSTEMS:

Paul Buchanan, GIS Program Coordinator, has been reviewing new GIS road data from the Florida Department of Transportation. This road data is created by NAVTEQ. He is setting and configuring two new mapping level accuracy GPS units. One unit will be used primarily for water well inspection; the other unit will be available to all staff for field use.

Bebe Willis, GIS Analyst II, has been working with District spring and property ownership data and with county parcel data to determine the number of publicly owned springs within the District. She is also helping Columbia County with GIS data and analysis for their application to the FEMA Community Rating System. A lower rating score will reduce flood insurance rates for the people of Columbia County.

INFORMATION TECHNOLOGY:

David Jenness, Programmer/Analyst, continued working on improvements to the Water Use Reporting System. He deployed the new Halogen Appraisal Server for our first "live" appraisals". He continues to work on the Location ID system that he will deploy in September.

Lloyd Baldwin, Computer Systems Administrator, converted older servers to the set of new blade servers recently installed in the computer room. He also worked with the state's My Florida Network to improve network access from R. O. Ranch to District headquarters.

Rhonda Scott, Computer Systems Analyst, recently completed graduate school at the University of North Alabama where she received a Masters Degree in Business Administration with a concentration in Information Systems. She also continues to provide staff with support.

Jon Wood, Network and Systems Coordinator, is working on setting up a SharePoint website for IT project management. He is also working on the Location ID project and the Governing Board meeting materials project.

Deborah Parker, Web Developer and Desktop Publisher, continued to serve as project manager for the electronic Governing Board meeting materials project, researching collaborative solutions. She created a poster version of the newly revised boat ramp and canoe launch map. She also created a flyer for TIP's quarterly meeting and open house and added new content to the TIP website.

FINANCE:

Leah LaMontagne, Fiscal Assistant III, processed accounts payable and payroll. We are moving on to the second phase of electronic timesheets where employees enter their timesheets online and submit timesheets to Department Directors for online approvals. With that process several challenges arose that she worked on until the problems were solved. She is still refining various reports. She is assisting all departments and employees in learning how to use and produce various reports from the new accounting system that will help them keep track of expenditures versus budgets. She is exploring new applications and capabilities of the new accounting software. She also assisted employees with health insurance, disability insurance, life insurance, and retirement. She prepared an insurance memo which compared current premiums with renewal premiums for Commercial General Liability, Property, Auto and Workers Compensation insurance renewals for October 1, 2009, for Governing Board approval. She worked with Erwin Agency on various insurance applications, so they could shop the District employee health insurance coverage for October 1, 2009. She is preparing a working trial balance report for the District auditors, James Moore & Company, who will be here September 8-9, 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, Accounts Payable and Paperless Electronic Timesheets. Leah Lamontagne has done an excellent job with the payroll transition to AccuFund, and Linda Smith has also done an outstanding job transitioning Purchase Requisitions and Purchase Order processing 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. Linda met with the Verizon Wireless Government managers to discuss District's wireless

service transition from Alltel to Verizon. She submitted the District's supplier diversity information to the Department of Environmental Protection. Linda is coordinating with the other water management districts regarding the participation in the Department of Management Services Office of Supply Diversity Matchmaker event. This event is held annually in November to help minority, women, and service-disabled veteran enterprises connect with state government purchasing staff.

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 writing material for the TIP website. She completed a project that included gathering and framing photos of Governor Bob Martinez' visits to the District in 1987 and 1990. She attended a field trip to R. O. Ranch with LAM staff to view future plans of the park and to prepare for an upcoming press release. She also attended a low impact development (LID) workshop and tour at UF/IFAS in Gainesville and an Ichetucknee Trace tour.

Kristel Callahan, Business Resource Specialist II, assisted the Records Manager in processing new ERP, WUP, Complaint, and Enforcement files; assisted the Executive Office Coordinator with contracts; 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 September 8, 2009, Governing Board Meeting.