MEMORANDUM

TO: Governing Board

FROM: Melanie Roberts, Director of Mission Support

THRU: David Still, Executive Director

DATE: February 11, 2010

RE: Approval of January Financial Report

RECOMMENDATION

Staff recommends that the Governing Board approve the January 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 January 31, 2010, total District expenditures were $6,109,452. This is equal to 11% of the $55,959,885 FY 2010 Budget, as approved by the Governing Board on September 22, 2009.

The District Budget of $55,959,885 contains $14,721,000 earmarked for acquisition and $17,825,931 earmarked for reserves. The District budget, exclusive of acquisition and reserves, is $23,412,954.

Year-to-date expenditures, exclusive of land purchases, total $4,378,293. This is equal to 19% of $23,412,954.

If you have any questions about this recommendation or if you would like any further information regarding the District's financial transactions before the March 9 Governing Board meeting, please contact me.

cc: Charlie Houder, Assistant Executive Director

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 1/31/10

Land Acquisition & Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	$1,310,378	$384,231	$453,592	85%
540 Other Personal Services	75,000	5,681	25,000	23%
580 Legal Services	127,500	18,073	42,500	43%
585 Audit Services	5,600	5,000	1,867	268%
586 Contractual Services	2,130,900	533,125	710,300	75%
590 Pmt. in Lieu of Taxes	200,000	0	66,667	0%
605 Printing & Binding	11,400	60	3,800	2%
606 Publication of Notices	3,000	265	1,000	27%
621 Meetings	1,500	0	500	0%
622 Registrations & Training	13,500	892	4,500	20%
626 Travel Expenses	8,000	992	2,667	37%
627 Utilities	21,000	989	7,000	14%
628 Communications	5,000	507	1,667	30%
629 Facilities Maintenance	7,000	894	2,333	38%
631 Equipment Maintenance	5,500	1,483	1,833	81%
701 Field Supplies	130,000	60,961	43,333	141%
702 Office Supplies	2,000	0	667	0%
703 Computer Supplies	5,500	0	1,833	0%
706 Books & Documents	1,500	110	500	22%
740 Office Support Equipment	3,000	0	1,000	0%
790 Other Commodities	1,000	0	333	0%
801 Computer Software	1,000	0	333	N/A
802 Equipment Rental	2,500	0	833	0%
805 Property & Casualty Insurance	9,000	616	3,000	1%
809 Fees & Permits	4,000	5,987	1,333	449%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 1/31/10

Land Acquisition & Management Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
903 Office Equipment	8,500	0	2,833	0%
905 Mobile Equipment	55,000	0	18,333	0%
906 Computer Equipment	6,000	0	2,000	0%
920 Acquisition	14,721,000	1,731,159	4,907,000	1%
922 Construction	0	147,160	0	N/A
924 Land Improvements	2,038,273	35,300	679,424	5%
930 Interagency Expenditures	345,000	21,717	115,000	19%
960 Reserves	8,617,512	0	2,872,504	0%
TOTAL	**$29,876,063**	**$2,955,202**	**$9,958,688**	**30%**
TOTAL W/O Acquisition/Reserves	**$6,537,551**	**$1,224,043**	**$2,179,184**	**56%**

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 1/31/10

Resource Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	$1,442,535	$499,827	$499,339	100%
540 Other Personal Services	105,000	14,508	35,000	41%
580 Legal Services	117,427	37,567	39,142	96%
586 Contractual Services	6,515,927	282,553	2,171,976	13%
605 Printing & Binding	2,250	0	750	0%
606 Publication of Notices	6,000	1,374	2,000	69%
622 Registrations & Training	23,000	2,965	7,667	39%
626 Travel Expenses	21,500	3,064	7,167	43%
690 Other Contractual Services	0	650	0	N/A
701 Field Supplies	2,100	357	700	51%
706 Books & Documents	700	500	233	214%
715 Photographic Supplies	1,500	0	500	0%
740 Office Support Equipment	1,000	274	333	82%
801 Computer Software	1,200	0	400	0%
809 Fees & Permits	300	44	100	44%
903 Office Equipment	1,500	0	500	0%
930 Interagency Expenditures	1,191,000	435,316	397,000	110%
TOTAL	**$9,432,939**	**$1,279,001**	**$3,144,313**	**41%**

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 1/31/10

Water Resources

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	$1,417,729	$460,131	$490,752	94%
540 Other Personal Services	0	1,887	0	N/A
580 Legal Services	4,700	1,272	1,567	81%
586 Contractual Services	1,558,350	195,381	519,450	38%
605 Printing & Binding	18,900	605	6,300	10%
606 Publication of Notices	2,000	97	667	15%
621 Meetings	800	0	267	0%
622 Registrations & Training	10,000	1,442	3,333	43%
626 Travel Expenses	12,800	705	4,267	17%
631 Equipment Maintenance	2,500	99	833	12%
701 Field Supplies	20,800	4,919	6,933	71%
702 Office Supplies	300	0	100	0%
703 Computer Supplies	100	0	33	0%
706 Books & Documents	1,500	0	500	0%
715 Photographic Supplies	650	0	217	0%
740 Office Support Equipment	500	194	167	117%
801 Computer Software	7,450	0	2,483	0%
802 Equipment Rental	2,250	0	750	0%
905 Mobile Equipment	24,000	0	8,000	0%
906 Computer Equipment	2,000	0	667	0%
907 Lab & Field Equipment	15,000	7,934	5,000	159%
930 Interagency Expenditures	446,000	13,750	148,667	9%
960 Reserves	2,762,114	0	920,705	0%
TOTAL	**$6,310,443**	**$688,417**	**$2,103,481**	**33%**
TOTAL W/O Acquisition/Reserves	**$3,548,329**	**$688,417**	**$1,182,776**	**58%**

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 1/31/10

Executive Office

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	$392,047	$102,116	$135,709	75%
580 Legal Services	19,500	16,965	6,500	261%
586 Contractual Services	10,000	7,687	3,333	231%
605 Printing & Binding	4,000	0	1,333	0%
621 Meetings	1,500	100	500	20%
622 Registrations & Training	7,500	1,527	2,500	61%
626 Travel Expenses	30,000	5,854	10,000	59%
650 Promotions	15,000	4,530	5,000	91%
706 Books & Documents	1,750	374	583	64%
715 Photographic Supplies	500	0	167	0%
740 Office Support Equipment	1,500	0	500	0%
930 Interagency Expenditures	7,000	3,750	2,333	161%
960 Reserves	6,446,305	0	2,148,768	0%
TOTAL	**$6,936,602**	**$142,903**	**$2,312,201**	**6%**
TOTAL W/O Acquisition/Reserves	**$490,297**	**$142,903**	**$163,432**	**87%**

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 1/31/10

Administration

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	$1,344,900	$421,834	$465,542	91%
580 Legal Services	7,000	1,851	2,333	79%
585 Audit Services	35,000	23,688	11,667	203%
586 Contractual Services	328,438	128,982	109,479	118%
550 Property Appriaser	210,000	96,084	70,000	137%
565 Tax Collector	125,000	52,281	41,667	125%
605 Printing & Binding	20,000	5,642	6,667	85%
606 Publication of Notices	23,500	2,301	7,833	29%
607 Postage	40,000	693	13,333	5%
621 Meetings	1,000	15	333	4%
622 Registrations & Training	29,000	2,797	9,667	29%
626 Travel Expenses	21,000	1,418	7,000	20%
627 Utilities	70,000	17,100	23,333	73%
628 Communications	150,000	43,019	50,000	86%
629 Facilities Maintenance	80,000	84,241	26,667	316%
630 Vehicle Maintenance	40,000	10,681	13,333	80%
631 Equipment Maintenance	27,500	590	9,167	6%
690 Other Contractual Services	3,500	252	1,167	22%
701 Field Supplies	7,000	1,734	2,333	74%
702 Office Supplies	55,000	13,009	18,333	71%
703 Computer Supplies	31,000	4,627	10,333	45%
704 Fuel & Lubricants	130,000	17,061	43,333	39%

MONTHLY STATUS OF FY 2008/2009 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 1/31/10

Administration Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
706 Books & Documents	8,000	582	2,667	22%
740 Office Support Equipment	7,000	510	2,333	22%
790 Other Commodities	8,000	130	2,667	5%
801 Computer Software	95,300	2,725	31,767	9%
802 Equipment Rental	57,700	12,938	19,233	67%
804 Workers Comp. Insurance	35,000	18,079	11,667	155%
805 Property & Casualty Insurance	75,000	52,731	25,000	211%
903 Office Equipment	10,000	65	3,333	2%
906 Computer Equipment	274,000	26,270	91,333	29%
907 Lab & Field Equipment	10,000	0	3,333	0%
930 Interagency Expenditures	45,000	0	15,000	0%
TOTAL	**$3,403,838**	**$1,043,930**	**$1,134,613**	**92%**
DISTRICT TOTAL	**$55,959,885**	**$6,109,452**	**$18,653,295**	**33%**
TOTAL W/0 Acquisition/Reserves	**$23,412,954**	**$4,378,293**	**$7,804,318**	**56%**

MEMORANDUM

TO: Governing Board

FROM: Melanie Roberts, Director of Mission Support

THRU: David Still, Executive Director

DATE: February 11, 2010

RE: Activity Report, Department of Mission Support

DATA MANAGEMENT:

Glenn Horvath, Technical Program Manager, reviewed agriculture water use permits and provided quality control assistance for water use assessment, developed agriculture water use projections for 2010-2030, spoke to a crop management school about the new water use permit rule, worked on a process analysis of water use permitting system, looked at the process associated with water resource data, prepared an NRCS Earmark Contract, proposed payments associated with NRCS Earmark contracts, and assisted with transfer of some of his responsibilities to other individuals.

Diane Bell, Records Manager, continues to purge old records that have met retention requirements. She also continues to assist staff and the public with records requests and subpoenas.

Paul Buchanan, GIS Program Coordinator, has been reviewing the latest LiDAR data and derived topography contours for Jefferson County. He has also been coordinating with the other water management districts, Florida Division of Emergency Management, and the USGS about possible LiDAR projects in Florida.

David Jenness, Programmer/Analyst, worked on business analysis of the Water Use Permitting System. He also rolled out changes to the Burn Database, the HR Database, and the Contracts Database. He also prepared the Action Register software, which allows the District to work on the annual budget, for Fiscal Year 2011.

Bebe Willis, GIS Analyst II, is reviewing the Levy County FEMA Map Modernization changes and, in an effort to assist the local government offices in their review of the changes to the Flood Insurance Rate Maps (FIRM's), has taken the digital data to Cedar Key, the Levy County Building Department, and

the City of Chiefland. Bebe is also assisting in the creation of the Potentiometric Maps for September 2009.

INFORMATION TECHNOLOGY:

Jon Wood, Network and Systems Coordinator, is working with IT staff to roll out new PC's. PC's that are still functional are re-distributed to other staff while those at the end of functional use are surplussed.

Lloyd Baldwin, Computer Systems Administrator, is working on a project to improve network access for staff located in the lab building. He is also working on the District's domain controller servers to improve security and ease of maintenance.

Vanessa Fultz, Business Resource Specialist III, spoke to the Lake City Rotary and Happy Homemakers of Suwannee County about the new landscape irrigation rule. She visited Platt Farm in Greenville for a feature story. She finalized the R. O. Ranch brochure. She also continued to write press releases, answer media calls, and keep track of news stories written about the District.

Deborah Parker, Web Developer/Desktop Publisher, completed the final draft of the 2010 Water Assessment Regional Network atlas and began work on two new brochures for Otter Springs Park & Campground. She wrote specifications for contracted graphic design work and added a new Water Supply Planning page to the website.

Rhonda Scott, Computer Systems Analyst, applied Microsoft updates to servers and continues to provide staff with support.

ADMINISTRATION:

Vern Roberts, Accounting Coordinator, along with other staff members, finished closing out the Fiscal Year which ended September 30. Our auditors, James Moore & Co., were in the District's office in mid November to work on the year end audit and Comprehensive Annual Financial Report. This report is scheduled to be presented to the board for its consideration in March, 2010.

Leah LaMontagne, Fiscal Assistant III, processed accounts payable and payroll. She is implementing the District realignment changes in the AccuFund payroll and purchasing approval process. She held the 2nd quarter safety meeting. She continues to help employees in using AccuFund for timesheets and various reports. She also assists employees with retirement, health, long term disability, workers compensation claims or any other employee related issues.

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 compiled and submitted the 1st quarter of FY 2010 One Florida Report to the Department of Environmental Protection. This report summarizes District expenditures with minority vendors.

Kristel Callahan, Business Resource Specialist II, continues to support the Records Manager in processing new ERP, WUP, Complaint, and Enforcement files. She continues to assist the Fiscal Coordinator with distribution of accounts payable checks and to assist the HR/Governing Board Coordinator with preparing Board materials and submitting advertisements of the upcoming Board meetings to the Florida Administrative Weekly and local newspapers. She also completed other administrative tasks as assigned.

Thank you for your attention to this monthly activity report. The mission of the Department of Mission Support 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 Mission Support 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 before the March 9, 2010, Governing Board Meeting.

cc: Charlie Houder, Assistant Executive Director