

MEMORANDUM

TO: Governing Board
FROM: Melanie Roberts, Director of Mission Support *ml*
THRU: David Still, Executive Director *DS*
DATE: March 18, 2010
RE: Approval of February Financial Report

RECOMMENDATION

Staff recommends that the Governing Board approve the February 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 February 28, 2010, total District expenditures were \$6,972,080. This is equal to 12% 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 \$5,240,920. This is equal to 22% 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 April 13 Governing Board meeting, please contact me.

cc: Charlie Houser, Assistant Executive Director

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 2/28/10

Land Acquisition & Management

| Description | Budgeted | Expenditures to Date | Expected Expenditures | % Expected Expenditures Used |
|-----------------------------------|-------------|----------------------|-----------------------|------------------------------|
| 516 Salaries & Benefits | \$1,310,378 | \$459,994 | \$554,391 | 83% |
| 540 Other Personal Services | 75,000 | 6,783 | 31,250 | 22% |
| 580 Legal Services | 127,500 | 18,595 | 53,125 | 35% |
| 585 Audit Services | 5,600 | 5,000 | 2,333 | 214% |
| 586 Contractual Services | 2,130,900 | 864,241 | 887,875 | 97% |
| 590 Pmt. in Lieu of Taxes | 200,000 | 0 | 83,333 | 0% |
| 605 Printing & Binding | 11,400 | 83 | 4,750 | 2% |
| 606 Publication of Notices | 3,000 | 438 | 1,250 | 35% |
| 621 Meetings | 1,500 | 250 | 625 | 40% |
| 622 Registrations & Training | 13,500 | 1,294 | 5,625 | 23% |
| 626 Travel Expenses | 8,000 | 1,299 | 3,333 | 39% |
| 627 Utilities | 21,000 | 1,532 | 8,750 | 18% |
| 628 Communications | 5,000 | 850 | 2,083 | 41% |
| 629 Facilities Maintenance | 7,000 | 1,238 | 2,917 | 42% |
| 631 Equipment Maintenance | 5,500 | 1,678 | 2,292 | 73% |
| 701 Field Supplies | 130,000 | 68,632 | 54,167 | 127% |
| 702 Office Supplies | 2,000 | 0 | 833 | 0% |
| 703 Computer Supplies | 5,500 | 0 | 2,292 | 0% |
| 706 Books & Documents | 1,500 | 160 | 625 | 26% |
| 740 Office Support Equipment | 3,000 | 0 | 1,250 | 0% |
| 790 Other Commodities | 1,000 | 0 | 417 | 0% |
| 801 Computer Software | 1,000 | 0 | 417 | N/A |
| 802 Equipment Rental | 2,500 | 0 | 1,042 | 0% |
| 805 Property & Casualty Insurance | 9,000 | 616 | 3,750 | 1% |
| 809 Fees & Permits | 4,000 | 5,987 | 1,667 | 359% |

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 2/28/10

Land Acquisition & Management Continued

| Description | Budgeted | Expenditures to Date | Expected Expenditures | % Expected Expenditures Used |
|---------------------------------------|---------------------|-------------------------|--------------------------|---------------------------------|
| 903 Office Equipment | 8,500 | 0 | 3,542 | 0% |
| 905 Mobile Equipment | 55,000 | 0 | 22,917 | 0% |
| 906 Computer Equipment | 6,000 | 0 | 2,500 | 0% |
| 920 Acquisition | 14,721,000 | 1,731,159 | 6,133,750 | 1% |
| 922 Construction | 0 | 175,656 | 0 | N/A |
| 924 Land Improvements | 2,038,273 | 35,300 | 849,280 | 4% |
| 930 Interagency Expenditures | 345,000 | 30,923 | 143,750 | 22% |
| 960 Reserves | 8,617,512 | 0 | 3,590,630 | 0% |
| TOTAL | \$29,876,063 | \$3,411,707 | \$12,448,360 | 27% |
| TOTAL W/O Acquisition/Reserves | \$6,537,551 | \$1,680,548 | \$2,723,980 | 62% |

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 2/28/10

Resource Management

| Description | Budgeted | Expenditures to Date | Expected Expenditures | % Expected Expenditures Used |
|--------------------------------|--------------------|-------------------------|--------------------------|---------------------------------|
| 516 Salaries & Benefits | \$1,442,535 | \$605,871 | \$610,303 | 99% |
| 540 Other Personal Services | 105,000 | 18,003 | 43,750 | 41% |
| 580 Legal Services | 117,427 | 41,330 | 48,928 | 84% |
| 586 Contractual Services | 6,515,927 | 142,994 | 2,714,970 | 5% |
| 605 Printing & Binding | 2,250 | 75 | 938 | 8% |
| 606 Publication of Notices | 6,000 | 1,784 | 2,500 | 71% |
| 622 Registrations & Training | 23,000 | 5,239 | 9,583 | 55% |
| 626 Travel Expenses | 21,500 | 3,502 | 8,958 | 39% |
| 690 Other Contractual Services | 0 | 650 | 0 | N/A |
| 701 Field Supplies | 2,100 | 474 | 875 | 54% |
| 706 Books & Documents | 700 | 500 | 292 | 171% |
| 715 Photographic Supplies | 1,500 | 0 | 625 | 0% |
| 740 Office Support Equipment | 1,000 | 274 | 417 | 66% |
| 801 Computer Software | 1,200 | 0 | 500 | 0% |
| 809 Fees & Permits | 300 | 44 | 125 | 35% |
| 903 Office Equipment | 1,500 | 0 | 625 | 0% |
| 930 Interagency Expenditures | 1,191,000 | 195,231 | 496,250 | 39% |
| TOTAL | \$9,432,939 | \$1,015,972 | \$3,930,391 | 26% |

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 2/28/10

Water Resources

| Description | Budgeted | Expenditures to Date | Expected Expenditures | % Expected Expenditures Used |
|---------------------------------------|--------------------|-------------------------|--------------------------|---------------------------------|
| 516 Salaries & Benefits | \$1,417,729 | \$562,159 | \$599,808 | 94% |
| 540 Other Personal Services | 0 | 1,887 | 0 | N/A |
| 580 Legal Services | 4,700 | 2,026 | 1,958 | 103% |
| 586 Contractual Services | 1,558,350 | 462,103 | 649,313 | 71% |
| 605 Printing & Binding | 18,900 | 605 | 7,875 | 8% |
| 606 Publication of Notices | 2,000 | 97 | 833 | 12% |
| 621 Meetings | 800 | 0 | 333 | 0% |
| 622 Registrations & Training | 10,000 | 2,192 | 4,167 | 53% |
| 626 Travel Expenses | 12,800 | 788 | 5,333 | 15% |
| 631 Equipment Maintenance | 2,500 | 99 | 1,042 | 9% |
| 701 Field Supplies | 20,800 | 4,928 | 8,667 | 57% |
| 702 Office Supplies | 300 | 0 | 125 | 0% |
| 703 Computer Supplies | 100 | 0 | 42 | 0% |
| 706 Books & Documents | 1,500 | 0 | 625 | 0% |
| 715 Photographic Supplies | 650 | 0 | 271 | 0% |
| 740 Office Support Equipment | 500 | 194 | 208 | 93% |
| 801 Computer Software | 7,450 | 0 | 3,104 | 0% |
| 802 Equipment Rental | 2,250 | 0 | 938 | 0% |
| 905 Mobile Equipment | 24,000 | 0 | 10,000 | 0% |
| 906 Computer Equipment | 2,000 | 0 | 833 | 0% |
| 907 Lab & Field Equipment | 15,000 | 7,934 | 6,250 | 127% |
| 930 Interagency Expenditures | 446,000 | 41,436 | 185,833 | 22% |
| 960 Reserves | 2,762,114 | 0 | 1,150,881 | 0% |
| TOTAL | \$6,310,443 | \$1,086,449 | \$2,629,351 | 41% |
| TOTAL W/O Acquisition/Reserves | \$3,548,329 | \$1,086,449 | \$1,478,470 | 73% |

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 2/28/10

Executive Office

| Description | Budgeted | Expenditures to Date | Expected Expenditures | % Expected Expenditures Used |
|---------------------------------------|--------------------|-------------------------|--------------------------|---------------------------------|
| 516 Salaries & Benefits | \$392,047 | \$129,428 | \$165,866 | 78% |
| 580 Legal Services | 19,500 | 20,195 | 8,125 | 249% |
| 586 Contractual Services | 10,000 | 7,687 | 4,167 | 184% |
| 605 Printing & Binding | 4,000 | 0 | 1,667 | 0% |
| 621 Meetings | 1,500 | 100 | 625 | 16% |
| 622 Registrations & Training | 7,500 | 1,960 | 3,125 | 63% |
| 626 Travel Expenses | 30,000 | 7,523 | 12,500 | 60% |
| 650 Promotions | 15,000 | 5,225 | 6,250 | 84% |
| 706 Books & Documents | 1,750 | 423 | 729 | 58% |
| 715 Photographic Supplies | 500 | 0 | 208 | 0% |
| 740 Office Support Equipment | 1,500 | 0 | 625 | 0% |
| 930 Interagency Expenditures | 7,000 | 3,750 | 2,917 | 129% |
| 960 Reserves | 6,446,305 | 0 | 2,685,960 | 0% |
| TOTAL | \$6,936,602 | \$176,291 | \$2,890,251 | 6% |
| TOTAL W/O Acquisition/Reserves | \$490,297 | \$176,291 | \$204,290 | 86% |

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 2/28/10

Administration

| Description | Budgeted | Expenditures to Date | Expected Expenditures | % Expected Expenditures Used |
|--------------------------------|-------------|----------------------|-----------------------|------------------------------|
| 516 Salaries & Benefits | \$1,344,900 | \$513,729 | \$568,996 | 90% |
| 580 Legal Services | 7,000 | 1,226 | 2,917 | 42% |
| 585 Audit Services | 35,000 | 35,611 | 14,583 | 244% |
| 586 Contractual Services | 328,438 | 155,411 | 136,849 | 114% |
| 550 Property Appriaser | 210,000 | 96,084 | 87,500 | 110% |
| 565 Tax Collector | 125,000 | 55,207 | 52,083 | 106% |
| 605 Printing & Binding | 20,000 | 5,680 | 8,333 | 68% |
| 606 Publication of Notices | 23,500 | 2,392 | 9,792 | 24% |
| 607 Postage | 40,000 | 6,846 | 16,667 | 41% |
| 621 Meetings | 1,000 | 15 | 417 | 4% |
| 622 Registrations & Training | 29,000 | 3,649 | 12,083 | 30% |
| 626 Travel Expenses | 21,000 | 2,677 | 8,750 | 31% |
| 627 Utilities | 70,000 | 23,667 | 29,167 | 81% |
| 628 Communications | 150,000 | 56,042 | 62,500 | 90% |
| 629 Facilities Maintenance | 80,000 | 127,758 | 33,333 | 383% |
| 630 Vehicle Maintenance | 40,000 | 15,896 | 16,667 | 95% |
| 631 Equipment Maintenance | 27,500 | 1,084 | 11,458 | 9% |
| 690 Other Contractual Services | 3,500 | 252 | 1,458 | 17% |
| 701 Field Supplies | 7,000 | 2,708 | 2,917 | 93% |
| 702 Office Supplies | 55,000 | 17,104 | 22,917 | 75% |
| 703 Computer Supplies | 31,000 | 7,343 | 12,917 | 57% |
| 704 Fuel & Lubricants | 130,000 | 22,095 | 54,167 | 41% |

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 2/28/10

Administration Continued

| Description | Budgeted | Expenditures to Date | Expected Expenditures | % Expected Expenditures Used |
|---------------------------------------|---------------------|-------------------------|--------------------------|---------------------------------|
| 706 Books & Documents | 8,000 | 637 | 3,333 | 19% |
| 740 Office Support Equipment | 7,000 | 510 | 2,917 | 17% |
| 790 Other Commodities | 8,000 | 130 | 3,333 | 4% |
| 801 Computer Software | 95,300 | 4,420 | 39,708 | 11% |
| 802 Equipment Rental | 57,700 | 15,079 | 24,042 | 63% |
| 804 Workers Comp. Insurance | 35,000 | 18,079 | 14,583 | 124% |
| 805 Property & Casualty Insurance | 75,000 | 52,731 | 31,250 | 169% |
| 903 Office Equipment | 10,000 | 0 | 4,167 | 0% |
| 906 Computer Equipment | 274,000 | 37,601 | 114,167 | 33% |
| 907 Lab & Field Equipment | 10,000 | 0 | 4,167 | 0% |
| 930 Interagency Expenditures | 45,000 | 0 | 18,750 | 0% |
| TOTAL | \$3,403,838 | \$1,281,661 | \$1,418,266 | 90% |
| DISTRICT TOTAL | \$55,959,885 | \$6,972,080 | \$23,316,619 | 30% |
| TOTAL W/O Acquisition/Reserves | \$23,412,954 | \$5,240,920 | \$9,755,398 | 54% |

MEMORANDUM

TO: Governing Board

FROM: Cindy Johnson, Ichetucknee Partnership Coordinator

THRU: David Still, Executive Director *DS*
Melanie Roberts, Director of Mission Support *me*

DATE: March 18, 2010

RE: Water Conservation Month Proclamation

RECOMMENDATION

Staff recommends the Governing Board declare April 2010 as Water Conservation Month.

BACKGROUND

Florida's Governor and Cabinet have formally recognized April as Water Conservation Month for the past 12 years. Almost 200 local governments, water management districts and other entities adopt proclamations each year prior to the formal adoption by the Governor.

Suwannee and Columbia county commissions and the Lake City city council recently issued such proclamations and other county commissions within our District are considering doing likewise.

This designation of April 2010 as Water Conservation Month offers the opportunity to increase public awareness of the importance of water conservation and of following the District's newly adopted landscape irrigation rule. It will encourage water users to take appropriate actions to conserve and protect our state and local water resources.

Proclamation

Suwannee River Water Management District

Live Oak, Florida

WHEREAS, clean, safe and sustainable water resources are vital to North Florida's residents, visitors, economy, and environment; and

WHEREAS, droughts, development, and population growth serve as reminders that Florida's groundwater and surfacewater resources, including rivers and springs, are finite and fragile; and

WHEREAS, the Suwannee River Water Management District encourages and supports water conservation through public awareness efforts; and

WHEREAS, water conservation will continue to play a crucial role in the future protection and preservation of Florida's rivers and natural springs; and

WHEREAS, every business, industry, school, resident and visitor can help by conserving water and thus promote a healthy economy and community.

WHEREAS, for 12 consecutive years, the Governor and Cabinet of the State of Florida have designated April as Water Conservation Month,

NOW THEREFORE, the Governing Board of the Suwannee River Water Management District hereby proclaims April 2010 as

Water Conservation Month

The Suwannee River Water Management District is calling upon each resident, visitor and business to help protect our precious resource by practicing water conservation measures and becoming more aware of the need to conserve water.

PASSED AND ADOPTED this 13th day of April, A.D., 2010.

ATTEST:

SUWANNEE RIVER WATER
MANAGEMENT DISTRICT

By: _____
(Printed) _____

Title: _____

Date: _____

MEMORANDUM

TO: Governing Board

FROM: Melanie Roberts, Director of Mission Support *MR*

THRU: David Still, Executive Director *DS*

DATE: March 18, 2010

RE: Activity Report, Department of Mission Support

DATA MANAGEMENT:

- Identifying and developing the business process for water use permitting with the eventual outcome being a new database.
- Reviewing LiDAR (light detecting and ranging) data for Jefferson County. LiDAR uses a laser pulse to collect dense and accurate elevation values. To date, LiDAR data has been collected along our entire coast, all of Jefferson and Alachua Counties, Mallory Swamp, City of Live Oak, and in the Suwannee River floodplain to the confluence of the Suwannee and Santa Fe rivers and along the Santa Fe River to where the river enters Gilchrist County. A proposal for a USGS LiDAR grant has been submitted for funds to finish collecting the rest of the Suwannee River Floodplain.
- Providing assistance in presenting the updated Flood Insurance Rate Maps (FIRM's), to the Levy County, Cedar Key, Bronson and Chiefland residents and officials.
- Developing a new storage area for older records such as ERP designs and specifications, financial records and land acquisition files.

INFORMATION TECHNOLOGY:

- An upgrade of the District's main file server was completed successfully. Most of the District's GIS databases and user project files reside on the server. It was converted from a physical to a virtual server to provide better management and recovery from failure. Another benefit of virtualization is that the number of physical devices is decreased, which saves money on hardware maintenance. Using the SAN and the District's blade servers, the transition was accomplished with no disruption to staff.

- Backup software was upgraded to current standards. Backups should be more efficient and faster with the new version.

ADMINISTRATION:

- Presented the 2009 Comprehensive Annual Financial Report to the Governing Board.
- Headquarters building was hooked up to city water and sewer.
- Began work on 2011 budget.

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 April 13, 2010, Governing Board Meeting.

cc: Charlie Houser, Assistant Executive Director