

Suwannee River Water Management District

Governing Board Materials

Mission Support

The following materials have been reviewed and approved for distribution to the Governing Board and the public.

Director of Mission Support

Assistant Executive Director

Executive Director

MEMORANDUM

TO: Governing Board
FROM: Melanie Roberts, Director of Mission Support
DATE: October 19, 2010
RE: Approval of September Financial Report

RECOMMENDATION

Staff recommends that the Governing Board approve the September 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 September 30, 2010, total District expenditures were \$21,070,341. This is equal to 38% 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 \$15,055,379. This is equal to 64% 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, please contact me.

MR/kc

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 9/30/10

Land Acquisition & Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,310,378	\$1,025,780	\$1,310,378	78%
540 Other Personal Services	75,000	18,958	75,000	25%
580 Legal Services	127,500	77,560	127,500	61%
585 Audit Services	5,600	5,000	5,600	89%
586 Contractual Services	2,130,900	1,999,183	2,130,900	94%
590 Pmt. in Lieu of Taxes	200,000	326,284	200,000	163%
605 Printing & Binding	11,400	3,388	11,400	30%
606 Publication of Notices	3,000	1,791	3,000	60%
621 Meetings	1,500	550	1,500	37%
622 Registrations & Training	13,500	3,349	13,500	25%
626 Travel Expenses	8,000	4,801	8,000	60%
627 Utilities	21,000	3,613	21,000	17%
628 Communications	5,000	1,678	5,000	34%
629 Facilities Maintenance	7,000	2,936	7,000	42%
631 Equipment Maintenance	5,500	1,873	5,500	34%
701 Field Supplies	130,000	141,682	130,000	109%
702 Office Supplies	2,000	0	2,000	0%
703 Computer Supplies	5,500	1,471	5,500	27%
706 Books & Documents	1,500	350	1,500	23%
740 Office Support Equipment	3,000	10,161	3,000	339%
790 Other Commodities	1,000	521.87	1,000	52%
801 Computer Software	1,000	0	1,000	0%
802 Equipment Rental	2,500	0	2,500	0%
805 Property & Casualty Insurance	9,000	4,417	9,000	49%
809 Fees & Permits	4,000	17,332	4,000	433%

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 9/30/10

Land Acquisition & Management Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
903 Office Equipment	8,500	4,712	8,500	55%
905 Mobile Equipment	55,000	0	55,000	0%
906 Computer Equipment	6,000	0	6,000	0%
920 Acquisition	14,721,000	6,014,962	14,721,000	41%
922 Construction	0	619,121	0	N/A
924 Land Improvements	2,038,273	189,916	2,038,273	9%
930 Interagency Expenditures	345,000	460,844	345,000	134%
960 Reserves	8,617,512	0	8,617,512	0%
TOTAL	\$29,876,063	\$10,942,237	\$29,876,063	37%
TOTAL W/O Acquisition/Reserves	\$6,537,551	\$4,927,274	\$6,537,551	75%

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 9/30/10

Resource Management

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,442,535	\$1,405,446	\$1,442,535	97%
540 Other Personal Services	105,000	49,190	105,000	47%
580 Legal Services	117,427	172,901	117,427	147%
586 Contractual Services	6,515,927	534,150	6,515,927	8%
605 Printing & Binding	2,250	2,175	2,250	97%
606 Publication of Notices	6,000	3,383	6,000	56%
622 Registrations & Training	23,000	11,908	23,000	52%
626 Travel Expenses	21,500	12,038	21,500	56%
690 Other Contractual Services	0	3,730	0	N/A
701 Field Supplies	2,100	630	2,100	30%
706 Books & Documents	700	700	700	100%
715 Photographic Supplies	1,500	0	1,500	0%
740 Office Support Equipment	1,000	274	1,000	27%
801 Computer Software	1,200	613	1,200	51%
809 Fees & Permits	300	1,286	300	429%
903 Office Equipment	1,500	0	1,500	0%
930 Interagency Expenditures	1,191,000	1,651,161	1,191,000	139%
TOTAL	\$9,432,939	\$3,849,584	\$9,432,939	41%

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 9/30/10

Water Resources

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,417,729	\$1,264,265	\$1,417,729	89%
540 Other Personal Services	0	3,274	0	N/A
580 Legal Services	4,700	5,919	4,700	126%
586 Contractual Services	1,558,350	1,420,618	1,558,350	91%
605 Printing & Binding	18,900	5,960	18,900	32%
606 Publication of Notices	2,000	185	2,000	9%
621 Meetings	800	0	800	0%
622 Registrations & Training	10,000	3,417	10,000	34%
626 Travel Expenses	12,800	3,588	12,800	28%
631 Equipment Maintenance	2,500	236	2,500	9%
701 Field Supplies	20,800	13,621	20,800	65%
702 Office Supplies	300	0	300	0%
703 Computer Supplies	100	0	100	0%
706 Books & Documents	1,500	121	1,500	8%
715 Photographic Supplies	650	0	650	0%
740 Office Support Equipment	500	194	500	39%
801 Computer Software	7,450	314	7,450	4%
802 Equipment Rental	2,250	720	2,250	32%
905 Mobile Equipment	24,000	0	24,000	0%
906 Computer Equipment	2,000	0	2,000	0%
907 Lab & Field Equipment	15,000	7,934	15,000	53%
930 Interagency Expenditures	446,000	341,301	446,000	77%
960 Reserves	2,762,114	0	2,762,114	0%
TOTAL	\$6,310,443	\$3,071,667	\$6,310,443	49%
TOTAL W/O Acquisition/Reserves	\$3,548,329	\$3,071,667	\$3,548,329	87%

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 9/30/10

Executive Office

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$392,047	\$334,657	\$392,047	85%
580 Legal Services	19,500	42,470	19,500	218%
586 Contractual Services	10,000	15,853	10,000	159%
605 Printing & Binding	4,000	0	4,000	0%
621 Meetings	1,500	110	1,500	7%
622 Registrations & Training	7,500	6,499	7,500	87%
626 Travel Expenses	30,000	25,604	30,000	85%
650 Promotions	15,000	12,272	15,000	82%
690 Other Contractual Services	0	45	0	N/A
706 Books & Documents	1,750	1,969	1,750	113%
715 Photographic Supplies	500	0	500	0%
740 Office Support Equipment	1,500	0	1,500	0%
930 Interagency Expenditures	7,000	3,750	7,000	54%
960 Reserves	6,446,305	0	6,446,305	0%
TOTAL	\$6,936,602	\$443,229	\$6,936,602	6%
TOTAL W/O Acquisition/Reserves	\$490,297	\$443,229	\$490,297	90%

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 9/30/10

Administration

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
516 Salaries & Benefits	\$1,344,900	\$1,285,205	\$1,344,900	96%
540 Other Personal Services	0	11	0	N/A
580 Legal Services	7,000	7,731	7,000	110%
585 Audit Services	35,000	35,611	35,000	102%
586 Contractual Services	328,438	343,177	328,438	104%
550 Property Appriaser	210,000	180,801	210,000	86%
565 Tax Collector	125,000	96,714	125,000	77%
605 Printing & Binding	20,000	7,128	20,000	36%
606 Publication of Notices	23,500	7,624	23,500	32%
607 Postage	40,000	18,422	40,000	46%
621 Meetings	1,000	66	1,000	7%
622 Registrations & Training	29,000	20,907	29,000	72%
626 Travel Expenses	21,000	9,858	21,000	47%
627 Utilities	70,000	62,456	70,000	89%
628 Communications	150,000	149,267	150,000	100%
629 Facilities Maintenance	80,000	174,083	80,000	218%
630 Vehicle Maintenance	40,000	33,379	40,000	83%
631 Equipment Maintenance	27,500	3,716	27,500	14%
690 Other Contractual Services	3,500	770	3,500	22%
701 Field Supplies	7,000	3,626	7,000	52%
702 Office Supplies	55,000	35,976	55,000	65%
703 Computer Supplies	31,000	14,682	31,000	47%
704 Fuel & Lubricants	130,000	71,051	130,000	55%
706 Books & Documents	8,000	3,172	8,000	40%
740 Office Support Equipment	7,000	2,766	7,000	40%
790 Other Commodities	8,000	1,008	8,000	13%

MONTHLY STATUS OF FY 2009/2010 BUDGET EXPENDITURES BY DEPARTMENT
THROUGH 9/30/10

Administration Continued

Description	Budgeted	Expenditures to Date	Expected Expenditures	% Expected Expenditures Used
801 Computer Software	95,300	14,052	95,300	15%
802 Equipment Rental	57,700	35,216	57,700	61%
804 Workers Comp. Insurance	35,000	18,079	35,000	52%
805 Property & Casualty Insurance	75,000	52,143	75,000	70%
809 Fees & Permits	0	115	0	N/A
903 Office Equipment	10,000	2,547	10,000	25%
906 Computer Equipment	274,000	59,923	274,000	22%
907 Lab & Field Equipment	10,000	2,345	10,000	23%
930 Interagency Expenditures	45,000	10,000	45,000	22%
TOTAL	\$3,403,838	\$2,763,623	\$3,403,838	81%
DISTRICT TOTAL	\$55,959,885	\$21,070,341	\$55,959,885	38%
TOTAL W/O Acquisition/Reserves	\$23,412,954	\$15,055,379	\$23,412,954	64%

MEMORANDUM

TO: Governing Board

FROM: Melanie Roberts, Director of Mission Support

DATE: October 19, 2010

RE: Activity Report, Department of Mission Support

DATA MANAGEMENT:

- The District was recently notified that we received a grant to receive Light Detection And Ranging (LiDAR) data for the Withlacoochee River Basin, Alapaha River Basin and Upper Suwannee River Basin and central Columbia County. This data will be used to assist in surveys, floodplain mapping, and Minimum Flows and Levels (MFLs) by providing ground elevations. This acquisition of the data will be done by the United States Geological Survey at no cost to the District.
- On a daily basis, staff responds to requests from other District staff to assist them with finding records, making changes to databases and associated processes, and accessing and displaying spatial data. Similar requests also come from consultants, agencies and the public.

INFORMATION TECHNOLOGY:

- Communications staff developed graphic displays for use by District staff at Water Use Assessment public meetings.
- IT staff completed the PC rollout plan for FY11 and finalized all software and hardware maintenance renewals.
- Staff from the Department of Environmental Protection (DEP), Office of Environmental Education, facilitated three field-experience days at Alligator Lake as part of the Learning in Florida's Environment (LIFE) program. The District, through The Ichetucknee Partnership (TIP), provides funding for the program.
- TIP and DEP's Ichetucknee Springs Working Group held a joint quarterly meeting on September 15 at 9 a.m. in the Council Chambers, City Hall, Lake City. The groups will continue to coordinate education, outreach, and public awareness efforts in the Ichetucknee springshed.
- Staff was notified that TIP's grant proposal to receive Fish & Wildlife Commission funding (from Springs license tags) for design and construction of an interpretive kiosk at Alligator Lake has been approved. SRWMD and Lake

City Rotary are providing funding matches; Columbia County will provide in-kind services.

- TIP will have a double booth at the Columbia County Fair, October 29 – November 6. Displays will center on water supply, water conservation and springs protection, while at the same time incorporating the fair's theme, "Roots of America: A Tribute to the American Indians."
- Staff attended "Buddy Up" Day, where students from Fort White Middle School teamed up with kindergarten students at Fort White Elementary School to complete activities and lessons in the *Learning About Our Springs and Farms Activity Book*, which was co-produced by the SRWMD and the Santa Fe Soil and Water Conservation District.
- Staff made presentations regarding TIP and the District's landscape irrigation rule to the Suwannee Chapter of the Florida Trails Association, Live Oak Altrusa, and the Perry Garden Club.
- Staff continues to update TIP's Facebook page, which as of October 11 had 355 "fans." Staff is working on a redesign of TIP's web site.
- Staff is coordinating TIP's sponsorship of a special Water Issues and Solutions category at the Columbia County Science Fair in January 2011. TIP will present awards to the top middle- and high-school projects.
- Staff is working on revising and updating the TIP Action Plan, with emphasis on education and outreach activities. TIP's efforts are expected to serve as the basis for achieving the education and outreach goals of DEP's Basin Map Action Plans (BMAP) or the Santa Fe Basin (still under development).

ADMINISTRATION:

- Staff continued work on the 2010 budget and notified counties of the District's intention to maintain its millage at 0.4399 mills. Staff continued booking Fixed Assets, Receivables and Payables and worked on the annual Fixed Asset Inventory. Staff continued preparation of schedules and financial reports for Fiscal Year 2010 close out and audit. Staff held meetings with employees concerning new health insurance, coordinated sign up activities for new health insurance between employees and the insurance company, and updated all employees deduction authorization in payroll.

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.

MR/kc