

**Finance & Budget  
Committee Meeting  
January 16, 2015**

**PRELIMINARY AGENDA**

**FLORIDA INLAND NAVIGATION DISTRICT  
Finance and Budget Committee Meeting**

**8:30 a.m., Friday, January 16, 2015**

**The DoubleTree by Hilton  
116 San Marco Avenue  
St. Augustine, FL 32084-3262  
(St. Johns County, Florida)**

**Committee Members**

**Treasurer Cuozzo – Committee Chair, Vice-Chair Blow,  
Commissioners Aaron Bowman, Susanne McCabe and Jerry Sansom**

**Item 1.      Call to Order.**

Committee Chair Cuozzo will call the meeting to order.

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**Item 2.      Roll Call.**

Assistant Executive Director Janet Zimmerman will call the roll.

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**Item 3.      Additions or Deletions.**

Any additions or deletions to the committee meeting agenda will be announced.

RECOMMEND:      Approval of a final agenda.

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**Item 4.      Public Comments.**

The public is invited to provide comments on issues that are NOT on today's agenda. All comments regarding a specific agenda item will be considered following the Committee's discussion of that agenda item. *Please note: Individuals who have comments concerning a specific agenda item should make an effort to fill out a speaker card or communicate with staff prior to that agenda item.*

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**Item 5.        Financial Statements for November 2014.**

The financial statements for November 2014 are presented for Committee approval. These schedules include the Balance Sheet, Status of Funds, Interests & Terms, Budget vs. Actual Revenues, Statement of Revenues, Expenditures and Changes in Fund Balance, Cash Receipts Journal, and the Purchase Journal.

(Please see back up pages 4 - 23)

RECOMMEND:        Approval of a recommendation to the full Board of the financial statements for November 2014.

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**Item 6.        November 2014 Budget Summary and Project Status Expenditure Reports.**

The Budget Summary and the Project Status Expenditure Report for November 2014 are presented for Board review.

(Please see back up pages 24 - 30)

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**Item 7.        Review and Update of the District's Cash Management and Investment Policy.**

The District's Cash Management and Investment Policy has not been reviewed or updated for over 10 years. Staff has reviewed and updated the policy and added a new section for Automated Clearing House (ACH), or electronic payments (Attachment B).

These revisions are presented to the Committee for review and input. The changes, once approved by the full board, will be incorporated and become the established District's policy.

(Please see back up pages 31 - 43)

RECOMMEND:        Approval of a recommendation to the full Board to adopt Resolution 2015-02, the revised District Cash Management and Investment Policy and Attachments.

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**Item 8.        Delegation of Authority Report.**

Staff has prepared a report on Delegation of Authority actions that the Executive Director has made from December 3, 2014 through January 5, 2015 for Committee information.

(Please see back up page 44)

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**Item 9.        Additional Agenda Items or Staff Comments.**

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**Item 10.       Additional Commissioners Comments.**

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**Item 11.       Adjournment.**

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

FL INLAND NAVIGATION DISTRICT  
BALANCE SHEET  
At November 30, 2014

ASSETS

BB&TChecking	\$	171,558.37
Petty Cash		300.00
Port Everglades/Dania Deposit		2,500,000.00
Due from other Governments		50,299.41
SBA Fund "A"		78,955.87
T.D. Bank MMA		14,711,299.28
National City PNC MMA		124,322.71
Suntrust Savings		781,201.39
FirstAtlantic CD 1/19/16		3,002,095.66
BankUnited CD 4/30/15		15,087,906.55
BankUnited MMA		10,096,452.31
BankUnited CD 11/25/16		5,067,295.95
TD CD 2/20/16		5,009,477.64
Gateway MMA		5,010,159.76
Seacoast National CD 5/24/15		5,004,871.71
Seacoast National Collections		3,876,344.38

SUBTOTAL OF ASSETS

70,572,540.99

Unrealized loss/gain Fund "B"

19,302.16

FUND "B" Net of unrealized loss

19,302.16

TOTAL ASSETS

\$ 70,591,843.15

LIABILITIES

Accounts Payable	\$	295,985.12
Retainage Payable - Grants		123,640.28
Retainage Payable - Contracts		258,863.81

TOTAL LIABILITY

678,489.21

FUND EQUITY

Reserve for Port Everglades	2,500,000.00
Reserv for Sub Yr Expenditure	64,778,381.79
Current Year Fund Balance	2,634,972.15

TOTAL FUND EQUITY

69,913,353.94

TOTAL LIABILITY & FUND EQUITY

\$ 70,591,843.15

FL INLAND NAVIGATION DISTRICT  
STATUS OF FUNDS  
November 30, 2014

GENERAL ACCOUNTS

Petty Cash	\$	300.00	
BB&T Checking		<u>171,558.37</u>	
			171,858.37

SAVINGS ACCOUNTS

Gateway MMA	5,010,159.76	
National City PNC MMA	124,322.71	
T.D. Bank MMA	14,711,299.28	
Suntrust Savings	781,201.39	
BankUnited MMA	10,096,452.31	
Seacoast National Collections	<u>3,876,344.38</u>	
		34,599,779.83

CERTIFICATES OF DEPOSITS

FirstAtlantic CD 1/19/16	3,002,095.66	
BankUnited CD 4/30/15	15,087,906.55	
BankUnited CD 11/25/16	5,067,295.95	
Seacoast National CD 5/24/15	5,004,871.71	
TD CD 2/20/16	<u>5,009,477.64</u>	
		33,171,647.51

STATE BOARD OF ADMINISTRATION

Unrealized loss/gain Fund "B"	19,302.16	
SBA Fund "A"	<u>78,955.87</u>	
		98,258.03

TOTAL	\$	<u><u>68,041,543.74</u></u>
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**FL INLAND NAVIGATION DISTRICT**  
**Interest and Term of FUNDS**  
**November 30, 2014**

Account	Balance	Rate	Estimated Annual Int.	Bauer Rating	Term
Petty Cash	\$300.00	N/A			N/A
Suntrust Savings	\$781,201.39	0.07%	\$546.84	****	On Demand
PNC	\$124,322.71	0.05%	\$62.16	****	On Demand
TD Bank	\$14,711,299.28	0.23%	\$33,835.99	****	On Demand
BBT Checking	\$171,558.37	0.00%	\$0.00	*****	On Demand
BBT Zero Balance	\$0.00	0.00%	\$0.00	*****	On Demand
FirstAtlantic Bank CD	\$3,002,095.66	0.35%	\$10,507.33	****	1/19/2016
SBA Fund "B"	\$19,302.16	0.00%	\$0.00		Paper Gain /closed
SBA Fund "A"	\$78,955.87	0.16%	\$126.33		On demand
TD Bank	\$5,009,477.64	0.30%	\$15,028.43	****	2/20/2016
Seacoast National	\$5,004,871.71	0.27%	\$13,513.15	*****	5/24/2015
Seacoast National	\$3,876,344.38	0.16%	\$6,202.15		On Demand
Gateway	\$5,010,159.76	0.30%	\$15,030.48	*****	On Demand
BankUnited CD	\$15,087,906.55	0.50%	\$75,439.53	*****	4/30/2015
BankUnited CD	\$5,067,295.95	0.51%	\$25,843.21	*****	5/25/2016
BankUnited MMA	\$10,096,452.31	0.30%	\$30,289.36	*****	On Demand
<b>TOTAL Deposits</b>	<b>\$68,041,543.74</b>		<b>\$226,424.97</b>	Est. Annual Interest	
Estimated Annual Effective Yield		<b>0.33%</b>			
Benchmark S.B.A.		0.16%			

**SBA Fund "B"**

\$19,302.16    Unrealized Gain

**FL INLAND NAVIGATION DISTRICT**  
**Budget vs. Actual Revenues with Variance Amounts**  
**For the Month Ending**  
**November 30, 2014**

ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount (Under)/Over
3101	Ad Valorem Taxes - Brevard	937,236	137,269	(799,967)
3102	Ad Valorem Taxes - Broward	4,690,969	450,819	(4,240,150)
3103	Ad Valorem Taxes - Dade	7,041,827	1,568,441	(5,473,386)
3104	Ad Valorem Taxes - Duval	1,651,380	288,088	(1,363,292)
3105	Ad Valorem Taxes - Flagler	221,472	645	(220,827)
3106	Ad Valorem Taxes - Indian Riv.	446,977	131,074	(315,903)
3107	Ad Valorem Taxes - Martin	588,071	110,697	(477,374)
3108	Ad Valorem Taxes - Palm Beach	4,638,623	1,046,300	(3,592,323)
3109	Ad Valorem Taxes - St. Johns	619,514	125,918	(493,596)
3110	Ad Valorem Taxes - St. Lucie	523,097	128,329	(394,768)
3111	Ad Valorem Taxes - Volusia	864,093	220,691	(643,402)
3112	Ad Valorem Taxes-Nassau	215,860	31,449	(184,411)
3611	Interest Income	250,000	14,068	(235,932)
3612	Interest SBA		0	
3613	Interest from Tax Collectors	0	62	62
3699	Other Misc. Revenue	0	15	15
3415	Due from other govts	2,500,000	0	(2,500,000)
TOTALS		25,189,119	4,253,865	(20,935,254)

Status of FUNDS 11/30/14	68,041,544	
Expected Remaining Rev	20,935,254	Expected Remaining Revenue
Cash/Funding 14/15	88,976,798	

Less Payables -678,489

Status of Funds	88,298,309	88,298,309
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Current Budget 90,676,655

Current Expenses YTD -1,618,895

Remaining Cash Expenses 14/15	89,057,760	89,057,760
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Expected Funding Over Expenses Current Budget	(759,451)
Total Expected Over/(Under)	(759,451)

Grants expended in prior year  
that are in current budget.

Will be amended out of  
budget in first amendment



FL INLAND NAVIGATION DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
For the Two Months Ending November 30, 2014

REVENUES	Current Month	Year to Date
Ad Valorem Taxes - Brevard	137,110.58	137,268.87
Ad Valorem Taxes - Broward	450,819.37	450,819.37
Ad Valorem Taxes - Dade	1,568,440.91	1,568,440.91
Ad Valorem Taxes - Duval	286,743.21	288,087.84
Ad Valorem Taxes - Flagler	0.00	645.15
Ad Valorem Taxes - Indian Ri	131,004.45	131,073.52
Ad Valorem Taxes - Martin	106,036.89	110,696.72
Ad Valorem Taxes - Palm Bea	1,046,299.67	1,046,299.67
Ad Valorem Taxes - St. Johns	125,576.88	125,917.61
Ad Valorem Taxes - St. Lucie	128,207.59	128,329.24
Ad Valorem Taxes - Volusia	220,420.96	220,690.51
Ad Valorem Taxes- Nassau	31,449.30	31,449.30
Interest Income	6,665.04	14,068.32
Interest from Tax Collectors	0.00	61.69
Other Misc. Revenue	0.00	15.00
<b>TOTAL REVENUES</b>	<b>4,238,774.85</b>	<b>4,253,863.72</b>

## EXPENDITURES

## ADMINISTRATION

Salaries & Wages	43,378.30	86,756.60
P/R Tax Expense FICA & ME	3,318.42	6,636.84
Retirement Contribution	4,545.27	9,090.54
Health Insurance	6,644.29	13,288.58
Legal Expense	2,500.00	14,000.00
Bank Charges	335.99	568.35
Travel & Per Diem	5,091.80	9,361.56
Utility Service	396.24	1,077.19
Insurance and Bonds	4,660.25	5,173.19
Repairs & Maintenance Svc.	284.30	487.86
Office Supplies	906.28	1,695.21
Dues & Subscriptions	2,050.00	4,725.00
Govt Relations	8,523.63	17,035.97
Staff Training	0.00	300.00
<b>TOTAL ADMINISTRATION</b>	<b>82,634.77</b>	<b>170,196.89</b>

## OPERATIONS

Waterway Inspections	933.15	933.15
DMMA Mgmt & Maint.	56,761.52	81,265.02
Spoil Isl. Enh. & Rest.	7,360.24	7,360.24
Waterway Cleanup	9,755.85	9,755.85
Boating Event Sponsorship	500.00	3,250.00
ICW Dredging General	32,995.00	37,720.00
IWW Deepening Broward	59,763.84	87,730.84
IWW Deepening PBCO	3,182.50	5,117.50
IWW Dredging St. Lucie Reac	1,842.50	5,257.50
Operations Equipment	76.25	76.25
<b>TOTAL OPERATIONS</b>	<b>173,170.85</b>	<b>238,466.35</b>

## CAPITAL OUTLAY

Unaudited - For Management Purposes Only

FL INLAND NAVIGATION DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
For the Two Months Ending November 30, 2014

	Current Month	Year to Date
DMMA NA-1 Contruction	1,381.35	1,381.35
SJ-14 Restoration	2,308.00	5,000.95
DMMA FL-3 Construction	5,306.35	8,350.85
BV-4B Construction	58,061.01	71,507.52
DU-8	0.00	1,376.25
DU-9	1,218.50	1,218.50
SJ20A	11,553.25	21,698.69
MSA726	742.51	6,694.75
<b>TOTAL CAPITAL OUTLAY</b>	<b>80,570.97</b>	<b>117,228.86</b>
<b>WATERWAY STUDIES</b>		
Mitigation Plans	2,131.25	2,596.25
<b>TOTAL WATERWAY STUD</b>	<b>2,131.25</b>	<b>2,596.25</b>
<b>INTERLOCALS</b>		
<b>TOTAL INTERLOCALS</b>	<b>0.00</b>	<b>0.00</b>
<b>WATERWAYS ASSISTANCE PROGRAM</b>		
Ft. Pierce Moores Creek Dred	0.00	45,000.00
Mimi-dade co. Pelican Hrbor	0.00	728,068.61
Jorgensen's Boat Rmp Rplcmn	0.00	9,315.00
FLPD Marine Motors Rplcmn	30,000.00	30,000.00
Longs Landing Estuary Ph 2	167,843.00	167,843.00
<b>TOTAL WATERWAYS ASSI</b>	<b>197,843.00</b>	<b>980,226.61</b>
<b>COOPERATIVE ASSISTANCE PROGRAMS</b>		
<b>TOTAL COOPERATIVE AS</b>	<b>0.00</b>	<b>0.00</b>
<b>PUBLIC INFORMATION</b>		
Communications	871.63	1,323.93
Public Information	770.24	1,473.30
Legal Advertising	601.71	644.69
Records Management	600.00	600.00
Outreach Events	940.20	940.20
<b>TOTAL PUBLIC INFORMA</b>	<b>3,783.78</b>	<b>4,982.12</b>
<b>DISASTER RELIEF ACCOUNT</b>		
<b>TOTAL DISASTER RELEIF</b>	<b>0.00</b>	<b>0.00</b>

Unaudited - For Management Purposes Only

FL INLAND NAVIGATION DISTRICT  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
 For the Two Months Ending November 30, 2014

	Current Month	Year to Date
TAX COLLEC. & PROPERTY APPR. COMMISSIONS		
Prop. Appraiser's Commission	(121.01)	36,008.62
Tax Collector's Commissions	69,054.74	69,185.87
TOTAL TAX COLLEC. & PR	68,933.73	105,194.49
TOTAL EXPENDITURES	609,068.35	1,618,891.57
REVENUES OVER (UNDER) EXPENDITURES	\$ 3,629,706.50	\$ 2,634,972.15
CHANGES in FUND BALANCE		
Reserv for Sub Yr Expenditure	\$	(64,778,381.79)
		(2,634,972.15)
FUND BALANCE- ENDING		(67,413,353.94)

1/5/15 at 15:20:09.34

**FL INLAND NAVIGATION DISTRICT****Cash Receipts Journal**

For the Period From Nov 1, 2014 to Nov 30, 2014

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account I	Transacti	Line Descriptio	Debit Amnt	Credit Amnt	Receipt Number
11/1/14	3103	E111414	Current Taxes		68.51	
	5321		Less Comm	0.68		
	1623		Metro Dade County	67.83		
11/1/14	3112	E112114	Current Taxes		3,478.01	
	5321		Less Comm	86.84		
	1623		Nassau County Tax Collector	3,391.17		
11/1/14	3106	E111314	Current taxes		24,181.32	
	5321		Less Comm	483.64		
	1623		Indian River Cty. Tax Collect	23,697.68		
11/1/14	3101	E11/14/14	Current Taxes		88.79	
	5321		Less Comm	1.76		
	1610		Brevard County Tax Collector	87.03		
11/4/14	3102	E112114	Current taxes		450,819.37	
	5321		Less Comm	9,016.38		
	1623		Broward County Tax Collector	441,802.99		
11/6/14	3110	E11414	Current Taxes		189.42	
	5321		Less Comm.	3.78		
	1623		St. Lucie County Tax Collector	185.64		
11/6/14	3106	E11/06/14	Current Taxes		24.82	
	5321		Less Comm.	0.49		
	1623		Indian River Cty. Tax Collect	24.33		
11/6/14	3104	E110614	Current Taxes		675.51	
	5321		Less Comm	13.51		
	1623		City of Jacksonville	662.00		
11/6/14	3111	E110614	Current Taxes		8,865.49	
	5321		Less Comm.	194.55		
	1610		Volusia County Tax Collector	8,670.94		
11/6/14	3106	E111214	Current Taxes		7,310.58	
	5321		Less Comm	163.46		
	1623		Indian River Cty. Tax Collect	7,147.12		
11/6/14	3110	E1110201	Current Taxes		15,586.96	
	5321		Less Comm	311.72		
	1623		St. Lucie County Tax Collector	15,275.24		
11/6/14	3110	E110514	Current Taxes		4,183.05	
	5321		Less Comm	100.91		
	1623		St. Lucie County Tax Collector	4,082.14		

1/5/15 at 15:20:09.36

## FL INLAND NAVIGATION DISTRICT

## Cash Receipts Journal

For the Period From Nov 1, 2014 to Nov 30, 2014

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account I	Transacti	Line Descriptio	Debit Amnt	Credit Amnt	Receipt Number
			Tax Collector			
11/6/14	3104	E	Current Taxes		37,398.20	
	5321		Less Comm	747.96		
	1623		City of Jacksonville	36,650.24		
11/7/14	3110	E111714	Current Taxes		24,362.34	
	5321		Less Comm.	487.30		
	1623		St. Lucie County Tax Collector	23,875.04		
11/7/14	3106	E112014	Current Taxes		50,647.39	
	5321		Less Comm.	1,012.89		
	1623		Indian River Cty. Tax Collect	49,634.50		
11/7/14	3107	E112014	Current taxes		50,588.86	
	5321		Less Comm.	1,011.77		
	1623		Martin County Tax Collector	49,577.09		
11/10/1	3107	E111014	Current Taxes		15,402.00	
	5321		Less Comm.	308.05		
	1623		Martin County Tax Collector	15,093.95		
11/10/1	3101	E11/08/14	Current Taxes		9,683.35	
	5321		Less Comm	210.92		
	1610		Brevard County Tax Collector	9,472.43		
11/10/1	3108	09073220	Current taxes		67,596.92	
	5321		Less Comm	1,351.93		
	1623		Palm Beach County Tax Collect	66,244.99		
11/10/1	1330	E11/10/14	Excess Fees		1,283.91	
	1623		Flagler County Tax Collector	1,283.91		
11/10/1	1330	6783	Excess Fees		48,316.50	
	1623		Palm Beach County Tax Collect	48,316.50		
11/10/1	1330	23622	Excess Fees		17.08	
	1623		Brevard County Prop. Appraiser	17.08		
11/10/1	5311	41970	Excess Fees		3,327.41	
	1623		Palm Beach Co. Prop. Appraiser	3,327.41		
11/14/1	3111	E11/13/14	Current taxes		25,884.87	
	5321		Less Comm.	517.74		
	1610		Volusia County	25,367.13		

1/5/15 at 15:20:09.36

**FL INLAND NAVIGATION DISTRICT**

## Cash Receipts Journal

For the Period From Nov 1, 2014 to Nov 30, 2014

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account I	Transacti	Line Descriptio	Debit Amnt	Credit Amnt	Receipt Number
			Tax Collector			
11/14/1	3111	E11/14/14	Current taxes		312.50	
	5321		Less Comm	3.31		
	1610		Volusia County Tax Collector	309.19		
11/14/1	3103	E111914	Current taxes		335,297.78	
	5321		Less Comm	3,352.97		
	1623		Metro Dade County	331,944.81		
11/14/1	3103	E112814	Current taxes		1,233,074.62	
	5321		Less Comm	12,330.74		
	1623		Metro Dade County	1,220,743.88		
11/14/1	3107	E111714	Current Taxes		40,046.03	
	5321		Less Comm	800.93		
	1623		Martin County Tax Collector	39,245.10		
11/14/1	3112	E11/03/14	Current taxes		140.73	
	1610		Nassau County Tax Collector	140.73		
11/14/1	3110	11/14/14	Current Taxes		4.47	
	5321		Less Comm	0.10		
	1623		St. Lucie County Tax Collector	4.37		
11/14/1	3109	E110514	Current taxes		7,839.31	
	5321		Less Comm	174.04		
	1623		St. Johns County Tax Collector	7,665.27		
11/20/1	3109	E112014	Current Taxes		117,737.57	
	5321		Less Comm.	2,354.63		
	1623		St. Johns County Tax Collector	115,382.94		
11/20/1	3111	E112014	Current Taxes		62,028.78	
	5321		Less Comm	1,240.54		
	1610		Volusia County Tax Collector	60,788.24		
11/24/1	3104	E112414	Current Taxes		248,669.50	
	5321		Less Comm	4,973.39		
	1623		City of Jacksonville	243,696.11		
11/24/1	3108	E112514	Current Taxes		978,702.75	
	5321		Less Comm	19,574.14		
	1623		Palm Beach County Tax Collect	959,128.61		
11/25/1	3106	E112514	Current Taxes		48,840.34	

1/5/15 at 15:20:09.38

**FL INLAND NAVIGATION DISTRICT**

## Cash Receipts Journal

For the Period From Nov 1, 2014 to Nov 30, 2014

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account I	Transacti	Line Descriptio	Debit Amnt	Credit Amnt	Receipt Number
	5321		Less Comm.	976.87		
	1623		Indian River Cty. Tax Collect	47,863.47		
11/25/1	3101	E112514	Current taxes		127,338.44	
	5321		Less Comm	2,546.77		
	1610		Brevard County Tax Collector	124,791.67		
11/25/1	3110	E11/25/14	Current taxes		83,881.35	
	5321		Less Comm	1,677.55		
	1623		St. Lucie County Tax Collector	82,203.80		
11/26/1	3112	E111614	Current taxes		34.83	
	1623		Nassau County Tax Collector	34.83		
11/28/1	3112	E11/25/14	Current Taxes		27,795.73	
	5321		Less Comm.	555.89		
	1623		Nassau County Tax Collector	27,239.84		
11/28/1	3111	11/23/14	Current taxes		123,329.32	
	5321		Less Comm.	2,466.59		
	1610		Volusia County Tax Collector	120,862.73		
				<u>4,285,054.71</u>	<u>4,285,054.71</u>	

1/5/15 at 15:20:19.17

## FL INLAND NAVIGATION DISTRICT

## Purchase Journal

For the Period From Nov 1, 2014 to Nov 30, 2014

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
11/1/14	5450 Insurance and Bonds 2020 Accounts Payable	1/1/14	General, Auto, Property, Workers Comp Florida Municipal Insurance Tr	4,660.25	4,660.25
11/1/14	5552.94 Waterway Cleanup 2020 Accounts Payable	11/4/14	1st and final Jax 2014 cleanup City of Jacksonville	4,755.85	4,755.85
11/1/14	5220 Retirement Contribution 2020 Accounts Payable	110414	Retirement Contributions ER Florida Retirement System	4,545.27	4,545.27
11/1/14	5490 Legal Advertising 2020 Accounts Payable	501607	Public notice rule change  Department of State	428.12	428.12
11/5/14	5510 Office Supplies 2020 Accounts Payable	103044	Copier maint.  Delta/Omni Business Solutions	141.98	141.98
11/5/14	5400 Travel & Per Diem 2020 Accounts Payable	11/4/14	October Travel  Mark Tamblyn	512.00	512.00
11/5/14	5552.93 Spoil Isl. Enh. & Rest. 2020 Accounts Payable	11/4/14	1st and final SI-FDEP-13-01 Spoil Island FL Dept. Env. Protection	7,360.24	7,360.24
11/5/14	5551 Waterway Inspections 2020 Accounts Payable	11/4/14	Waterway inspection tour  Lynn Williams	528.17	528.17
11/5/14	5460 Repairs & Maintenance Svc. 2020 Accounts Payable	175007880	Pest Control FIND Headquarters Truly Nolen, Inc.	126.00	126.00
11/5/14	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	5-112014	Landscape maint. Duval/St Johns Geomill LLC	14,465.00	14,465.00
11/5/14	5510 Office Supplies 2020 Accounts Payable	7440711	Office supplies  Quill, Corp.	13.12	13.12
11/5/14	5510 Office Supplies	7459432	Office Supplies	125.21	



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## FL INLAND NAVIGATION DISTRICT

## Purchase Journal

For the Period From Nov 1, 2014 to Nov 30, 2014

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
	2020 Accounts Payable		Quill, Corp.		125.21
11/5/14	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	87940	2nd payment for Gopher Tortoise FL-3 Environmental Services, Inc.	27,858.86	27,858.86
11/5/14	5310 Legal Expense 2020 Accounts Payable	937	State representation October 14 Moyle Law Firm, P.A.	2,500.00	2,500.00
11/5/14	7131 FLPD Marine Motors Rplemnt 2020 Accounts Payable	FL-13-106	1st and final BR-FL-13-106 Marine Motors City of Ft. Lauderdale	30,000.00	30,000.00
11/6/14	5460 Repairs & Maintenance Svc. 2020 Accounts Payable	10/28/14	Cleaning Services-October Jupiter Carpet Care	150.00	150.00
11/6/14	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	1021996-1	Landfill fee IR-2 Indian River County Tax Collec	79.94	79.94
11/6/14	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	11/04/14	Sugarcane Lease Palm Beach Cty. Tax Collector	1,113.76	1,113.76
11/6/14	5311 Prop. Appraiser's Commissions 2020 Accounts Payable	110614	Commissions due Indian River Cty Property Appr	1,549.65	1,549.65
11/6/14	5510 Office Supplies 2020 Accounts Payable	1361a	Office Supplies Delta/Omni Business Solutions	10.63	10.63
11/6/14	5410 Communications 2020 Accounts Payable	2-826-3792	Courier Services 9/19-10/15/14 Federal Express	72.52	72.52
11/6/14	5480 Public Information 2020 Accounts Payable	V268MF-1	Tag FIND Ford Truck Palm Beach Cty. Tax Collector	99.85	99.85
11/10/1	5490 Legal Advertising 2020 Accounts Payable	001614580	Public Notice FIND Meeting Sun-Sentinel Newspaper	126.55	126.55

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## FL INLAND NAVIGATION DISTRICT

## Purchase Journal

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Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
11/10/1	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	100560492	Alarm Service FIND headquarters Protection One Alarm Monitoring	70.00	70.00
11/10/1	5642 Records Management 2020 Accounts Payable	11/06/14	Database Conversion  Avanti Technologies, Inc.	600.00	600.00
11/10/1	5400 Travel & Per Diem 2020 Accounts Payable	11/10/14	October Board Meeting  Paul Dritenbas	310.39	310.39
11/10/1	5312 Govt Relations 2020 Accounts Payable	24360	November Retainer  Alcalde & Fay	8,523.63	8,523.63
11/10/1	5410 Communications 2020 Accounts Payable	R1021817	Postage Meter Rental 10/14/14-1/13/15 FP Mailing Solutions	98.85	98.85
11/12/1	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	15898	General Consulting  Taylor Engineering	802.00	802.00
11/12/1	5552.9512 IWW Deepening Broward 2022 Retainage Payable - Contracts 2020 Accounts Payable	15900	Broward Deepening  Less Ret.  Taylor Engineering	50,213.84	2,510.69 47,703.15
11/12/1	5552.976 IWW Deepening PBCO 2022 Retainage Payable - Contracts 2020 Accounts Payable	15902	Peanut Island  Less ret.  Taylor Engineering	1,192.50	59.63 1,132.87
11/12/1	5552.9695 DMMA FL-3 Construction 2022 Retainage Payable - Contracts 2020 Accounts Payable	15903	Fl-3 Construction  Less ret.  Taylor Engineering	5,306.35	265.32 5,041.03
11/12/1	5552.95 ICW Dredging General 2022 Retainage Payable - Contracts 2020	15905	Phase 2 OWW Martin County Less Ret.  Taylor Engineering	4,275.00	213.75 4,061.25

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## FL INLAND NAVIGATION DISTRICT

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Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
	Accounts Payable				
11/12/1	5552.9696 BV-4B Construction 2022 Retainage Payable - Contracts 2020 Accounts Payable	15911	BV-4B  Less ret.  Taylor Engineering	58,061.01	  2,903.05  55,157.96
11/12/1	5552.952 IWW Dredging St. Lucie Reac 2022 Retainage Payable - Contracts 2020 Accounts Payable	15912	St. Lucie Dredge Reach one  less retainage  Taylor Engineering	1,842.50	  92.13  1,750.37
11/12/1	5552.9699 MSA726 2022 Retainage Payable - Contracts 2020 Accounts Payable	15913	Clearing and grubbing MSA 726 Less Ret.  Taylor Engineering	742.51	  37.13  705.38
11/12/1	5319.67 Mitigation Plans 2022 Retainage Payable - Contracts 2020 Accounts Payable	15914	Seagrass Mitigation St. Lucie Less ret.  Taylor Engineering	1,511.25	  75.56  1,435.69
11/12/1	5319.67 Mitigation Plans 2022 Retainage Payable - Contracts 2020 Accounts Payable	15915	Palm Beach County Mitigation Area Less Retainage  Taylor Engineering	620.00	  31.00  589.00
11/12/1	5552.957 SJ-14 Restoration 2022 Retainage Payable - Contracts 2020 Accounts Payable	15916	SJ-14 salinity monitoring  Less Ret.  Taylor Engineering	2,308.00	  115.40  2,192.60
11/12/1	5552.96971 DU-9 2022 Retainage Payable - Contracts 2020 Accounts Payable	15920	DU-9 Permitting  Less ret.  Taylor Engineering	1,218.50	  60.93  1,157.57
11/12/1	5552.967 DMMA NA-1 Contruction 2022 Retainage Payable - Contracts 2020 Accounts Payable	15922	NA-1 Construction  Less retainage  Taylor Engineering	1,381.35	  69.07  1,312.28

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## FL INLAND NAVIGATION DISTRICT

## Purchase Journal

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Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
11/12/1	5552.9698 SJ20A 2022 Retainage Payable - Contracts 2020 Accounts Payable	15924	SJ-20A Permitting Final Design Less Ret.  Taylor Engineering	11,553.25	  577.66  10,975.59
11/12/1	5480 Public Information 2020 Accounts Payable	KWT2130	Files storage  Iron Mountain, Inc.	265.39	  265.39
11/12/1	2022 Retainage Payable - Contracts 2020 Accounts Payable	SOR C200	Payment of retainage NA-1  Taylor Engineering	1,198.54	  1,198.54
11/13/1	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	10/30/14	DU-2 gate locking, NA-1 tree removal David Barton	1,025.00	  1,025.00
11/13/1	5540 Dues & Subscriptions 2020 Accounts Payable	111414	PEPIE Report  Glenn Scambler	250.00	  250.00
11/13/1	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	1238	Landscape maint. FIND Headquarters World Class Landscaping	120.00	  120.00
11/13/1	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	1389	Landscape maint. Sept.  World Class Landscaping	120.00	  120.00
11/13/1	5552.976 IWW Deepening PBCO 2022 Retainage Payable - Contracts 2020 Accounts Payable	15829	Palm Beach County Deepening Less ret.  Taylor Engineering	1,990.00	  99.50  1,890.50
11/13/1	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	419037-75	Stormwater Fee FL-12  City of Palm Coast Utility Dept.	585.76	  585.76
11/13/1	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	419037763	FL-12  City of Palm Coast Utility Dept.	141.20	  141.20
11/13/1	5490 Legal Advertising	501442	Rule Change	47.04	

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## FL INLAND NAVIGATION DISTRICT

## Purchase Journal

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Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
	2020 Accounts Payable		Department of State		47.04
11/13/1	5552.9512 IWW Deepening Broward 2020 Accounts Payable	9288	Addl Survey Broward County ICW Deepening Arc Surveying & Mapping, Inc.	9,550.00	9,550.00
11/14/1	5430 Utility Service 2020 Accounts Payable	11/14/14	Water Service FIND Headquarters 9/25-10/27/14 Town of Jupiter	115.62	115.62
11/14/1	5410 Communications 5510 Office Supplies 2020 Accounts Payable	111414BC	Verio Webhosting  Toners, Office Supplies  BB&T Financial FSB	163.94  615.34	779.28
11/14/1	5402 Outreach Events 5400 Travel & Per Diem 5551 Waterway Inspections 2020 Accounts Payable	111414JZ	FIND outreach  FIND Board Meeting  Waterway Inspection Trip  BB&T Financial FSB	940.20  120.99  404.98	1,466.17
11/14/1	5400 Travel & Per Diem 5641 Operations Equipment 2020 Accounts Payable	111414MC	FIND Board meetings  Fuel  BB&T Financial FSB	1,533.73  76.25	1,609.98
11/14/1	5400 Travel & Per Diem 5400 Travel & Per Diem 2020 Accounts Payable	111414MT	Site Inspection, Staff Training Fuel Supplies  BB&T Financial FSB	581.00  972.79	1,553.79
11/14/1	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	13-158-08	Groundwater Sampling St.Lucie Bonn Environmental Services & Tech	1,000.00	1,000.00
11/14/1	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	14-174-04	Groundwater Sampling Volusia County Bonn Environmental Services & Tech	1,775.00	1,775.00
11/14/1	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	14173-04	Groundwater Sampling Areas Brevard County Bonn Environmental Services & Tech	2,775.00	2,775.00

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## FL INLAND NAVIGATION DISTRICT

## Purchase Journal

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Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
11/14/1	5552.95 ICW Dredging General 2020 Accounts Payable	17907	Benthic Survey  Scheda Ecological Associates	19,720.00	19,720.00
11/14/1	5552.95 ICW Dredging General 2020 Accounts Payable	17908	St. Lucie Hard Bottom Survey Scheda Ecological Associates	9,000.00	9,000.00
11/20/1	5552.94 Waterway Cleanup 2020 Accounts Payable	11/17/14	Waterway Cleanup I.R.C. 2014 Keep Indian River Beautiful	5,000.00	5,000.00
11/20/1	5410 Communications 2020 Accounts Payable	11/18/14	Cell phone Services 10/07-11/06/14 Sprint	436.44	436.44
11/20/1	5552.941 Boating Event Sponsorship 2020 Accounts Payable	11/6/14	Boating sponsorship  Palm Coast Yacht Club	500.00	500.00
11/20/1	5460 Repairs & Maintenance Svc. 2020 Accounts Payable	11405018	Copier Estudio  Toshiba	8.30	8.30
11/20/1	5480 Public Information 2020 Accounts Payable	4146	FIND storage rental December Safeway Storage & Warehouses,	405.00	405.00
11/20/1	7146 Longs Landing Estuary Ph 2 2020 Accounts Payable	FL-PC-13-	1st and final FL-PC-13-21 longs Landing Estuary Ph2 City of Palm Coast	167,843.00	167,843.00
11/21/1	5410 Communications 2020 Accounts Payable	285549272	Courier Services 10/30-11/20/14 Federal Express	62.60	62.60
11/21/1	5410 Communications 2020 Accounts Payable	E58474	Courier Services 10/29-11/22 United Parcel Service	30.58	30.58
11/25/1	5311 Prop. Appraiser's Commissions 2020 Accounts Payable	112514	Commissions Due 2nd quarter Martin County Prop. Appraiser	1,656.75	1,656.75
11/26/1	5230	11/14/14	Disability Insurance-Jan.	146.59	

## FL INLAND NAVIGATION DISTRICT

## Purchase Journal

For the Period From Nov 1, 2014 to Nov 30, 2014

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Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
	Health Insurance 2020 Accounts Payable		State of Florida Employees Ins		146.59
11/26/1	5430 Utility Service 2020 Accounts Payable	11/24/14f	BV-2C electric Services 10/01-11/14 Florida Power & Light	16.22	16.22
11/26/1	5430 Utility Service 2020 Accounts Payable	11/26/14	Electric Service 10/09-11/10/14 MSA 541 Florida Power & Light	9.71	9.71
11/26/1	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	11/26/14	Landscape maint. Martin and Palm Beach County A Quality Bushog Services, Inc.	3,210.00	3,210.00
11/26/1	5230 Health Insurance 2020 Accounts Payable	11/28/14H	Health Insurance Jan.  State of Florida Employees Ins	6,314.22	6,314.22
11/26/1	5230 Health Insurance 2020 Accounts Payable	11/28/14L	Life Insurance-Jan  State of Florida Employees Ins	183.48	183.48
11/26/1	5430 Utility Service 2020 Accounts Payable	11/28/14b	Electric Service 10/17-11/17/14 FIND Headquarters Florida Power & Light	230.80	230.80
11/26/1	5430 Utility Service 2020 Accounts Payable	11/28/14c	MSA 617-C 10/10/14-11/11/14 Florida Power & Light	8.12	8.12
11/26/1	5430 Utility Service 2020 Accounts Payable	11/28/14d	Electric Service BV-52 10/21-11/19/14 Florida Power & Light	8.12	8.12
11/26/1	5430 Utility Service 2020 Accounts Payable	11/28/14e	Electric Service FL-12 10/14-11/17/14 Florida Power & Light	7.65	7.65
11/26/1	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	14-175-04	Water Sampling Palm Beach County-November Bonn Environmental Services & Tech	1,300.00	1,300.00
11/26/1	5552.08 DMMA Mgmt & Maint.	1732	Landscape maint. November	120.00	

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## FL INLAND NAVIGATION DISTRICT

## Purchase Journal

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Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
	2020 Accounts Payable		World Class Landscaping		120.00
11/26/1	5540 Dues & Subscriptions 2020 Accounts Payable	2011154	Annual Dues  Port Everglades Assoc. Inc	1,800.00	1,800.00
11/26/1	5410 Communications 2020 Accounts Payable	333E5843	Courier Services 10/04/14-10/25/14 United Parcel Service	6.70	6.70
11/27/1	5400 Travel & Per Diem 2020 Accounts Payable	120314	To replenish Petty Cash  Petty Cash/Glenn Scambler	241.90	241.90
11/28/1	5400 Travel & Per Diem 2020 Accounts Payable	11/28/14	Travel June thru October FIND Travel Mark Crosley	819.00	819.00
11/28/1	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	2014-2158	Landscape maint. November MSA 617C Artistic Palms Landscaping	200.00	200.00
				497,506.85	497,506.85



FL INLAND NAVIGATION DISTRICT  
 CONDENSED BUDGET SUMMARY  
 For the Current Fiscal Year - Two Months Ending November 30, 2014

	Budget Annual	Actual To-Date	Difference
EXPENSES			
Administration	1,172,766	170,198	1,002,568
Operations	30,171,446	238,467	29,932,979
Capital Program	21,046,430	117,230	20,929,200
Waterway Studies	1,702,025	2,596	1,699,429
Interlocals	727,119	0	727,119
Waterways Assistance Program	32,745,273	980,227	31,765,046
Cooperative Assistance Program	1,275,000	0	1,275,000
Public Information	136,596	4,982	131,614
Disaster Relief Account	1,000,000	0	1,000,000
Tax Collec.& Property Appr.Com	700,000	105,195	594,805
Total	\$ <u>90,676,655</u>	\$ <u>1,618,895</u>	<u>89,057,760</u>

FL INLAND NAVIGATION DISTRICT  
Project Status Expenditure Report - Budget vs. Actual  
For the Two Months Ending November 30, 2014

ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount Under/<Over>	Project Status
<b>Administration</b>					
5120	Salaries & Wages	\$ 539,266	\$ 86,757	452,509	
5121	Compensated Absences	5,000	0	5,000	
5122	Temporary Help	5,000	0	5,000	
5210	P/R Tax Expense FICA & MED	40,000	6,637	33,363	
5220	Retirement Contribution	50,000	9,091	40,909	
5230	Health Insurance	85,000	13,289	71,711	
5310	Legal Expense	100,000	14,000	86,000	
5312	Govt Relations	135,000	17,036	117,964	
5320	Annual Audit	28,000	0	28,000	
5322	Bank Charges	3,500	568	2,932	
5400	Travel & Per Diem	80,000	9,362	70,638	
5430	Utility Service	10,000	1,077	8,923	
5450	Insurance and Bonds	24,000	5,173	18,827	
5460	Repairs & Maintenance Svc.	15,000	488	14,512	
5510	Office Supplies	20,000	1,695	18,305	
5512	Staff Training	3,000	300	2,700	
5540	Dues & Subscriptions	30,000	4,725	25,275	
	Total Administration	1,172,766	170,198	1,002,568	
<b>Operations Equipment</b>					
5551	Waterway Inspections	20,000	933	19,067	
5552.08	DMMA Mgmt & Maint.	615,770	81,265	534,505	
5552.93	Spoil Isl. Enh. & Rest.	50,000	7,360	42,640	IRL AP spoil islands
5552.94	Waterway Cleanup	100,000	9,756	90,244	Duval and Brevard
5552.941	Boating Event Sponsorship	5,000	3,250	1,750	Boat parades
5552.95	ICW Dredging General	4,787,512	37,720	4,749,792	
5552.9512	IWW Deepening Broward	19,926,700	87,731	19,838,969	Permit received, P&S initiating
5552.952	IWW Dredging St. Lucie Reach 1	478,493	5,258	473,235	Engineering initiated
5552.953	IRCO Reach One	150,000	0	150,000	Construction start 01/15
5552.971	OWWD	146,338	0	146,338	
5552.972	Sawpit Dredging*	0	0	0	Project completed
5552.973	IWW PB Reach 2 & 4 Dredg	422,440	0	422,440	Permitting ongoing
5552.974	Crossroads Dredging *	0	0	0	Project completed
5552.975	IWW Vicinity Ponce Inlet *	0	0	0	Project completed
5552.976	IWW Deepening PBCO	3,227,217	5,118	3,222,099	Permits received, P & S initiated
5553.25	Broward Co. ICW Dania	121,976			Project monitoring
5641	Operations Equipment	20,000	76	19,924	
5644	Sm Scale Derlct Vessl Rmvl	100,000	0	100,000	
	Total Operations	30,171,446	238,467	29,932,979	

FL INLAND NAVIGATION DISTRICT  
Project Status Expenditure Report - Budget vs. Actual  
For the Two Months Ending November 30, 2014

ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount Under/<Over>	Project Status
<b>Capital</b>					
5552.951	DMMA Development	3,595,495	0	3,595,495	
5552.957	DMMA SJ-14 Restoration	246,517	5,001	241,516	Mitg. Contract Executed
5552.965	MSA 614B Mit/Boaters Prk	60,000	0	60,000	
5552.967	DMMA NA-1 Construction *	76,669	1,381	75,288	Project monitoring
5552.968	DMMA O-7 Construction *	3,075,133	0	3,075,133	Existing CFA adequate
5552.9695	DMMA FL-3 Construction	4,499,993	8,351	4,491,642	Construction initiated
5552.9696	DMMA BV-4B Construction	3,473,350	71,508	3,401,842	Engineering initiated
5552.9697	DMMA DU-8	148,021	1,376	146,645	Construction pending
5552.96971	DMMA DU-9		1,219		Permitting initiated
5552.9698	DMMA SJ-20A	3,448,605	21,699	3,426,906	Engineering initiated
5552.9699	DMMA MSA-726	936,232	6,695	929,537	Clear/Landscape initiated
5610	Land - General	1,355,902	0	1,355,902	
5614	Lt 13	80,513	0	80,513	
5640	Furn., Fix. & Equip. -Capital	50,000	0	50,000	Acquisition pending
	Total Capital	21,046,430	117,230	20,929,200	
<b>Waterway Studies</b>					
5319.46	GIS Project	47,298	0	47,298	Aquired Google Earth Pro, convert data
5319.64	Waterway Plans	428,625	0	428,625	MC/SLC MMP Draft plan
5319.65	Channel Surveys	365,166	0	365,166	Centerline survey completing
5319.66	Seagrass Survey	359,972	0	359,972	Season ended
5319.67	Mitigation Plans	250,964	2,596	248,368	Brevard, IRC underway, PBC initiated
5319.68	DMMP Updates	250,000	0	250,000	SJC/Flagler Underway
	Total Waterways	1,702,025	2,596	1,699,429	
<b>Interlocal</b>					
7132	Bahia Mar Marina Drdg ph 1A	206,543	0	206,543	Draft scope for CCNA
7133	Las Olas Marina & Aquatic Ph1	258,898	0	258,898	Draft scope for CCNA
7120	PBCO S. Lake Worth ICW Chnl	261,678	0	261,678	Project underway at 88%
	Total Interlocal	727,119	0	727,119	
<b>WAP</b>					
7021	Miami Woman's Club Baywalk Ph	20,286	0	20,286	2010 grant exp, lack of construct contract
7028	Jax Ortega River Mooring	100,000	0	100,000	Markers done, DEP wont permit Mooring
7029	Jax Trout River Mooring Fld	323,000	0	323,000	Awaiting closeout paperwork
7045	P.B.C. Bert Winters Rmp	90,000	0	90,000	RAI from ACOE responded to
7056	Miami Kennedy Prk ShrlIne Stab	75,000	0	75,000	Complete pd Oct 8
7066	Atlantic Beach Marsh Presrve	17,000	0	17,000	98% , recd ACOE permit
7067	Jax Mayport Boat Ramp	401,675	0	401,675	Project 50%
7068	Jax Pottsburg Creek Dredge ph1	125,000	0	125,000	Project 95%
7073	Flagler Co Bings Landing Imp	64,040	0	64,040	Project complete
7082	Melbourne Hrse Creek Bt Inch	30,000	0	30,000	100% Complete Ph I
7083	Melbrne Harbor Chnl Drge Ph 1	40,000	0	40,000	100% Complete Ph I
7084	Palm Bay Waterfront	58,875	0	58,875	Facilities 25% need partner to complete

FL INLAND NAVIGATION DISTRICT  
Project Status Expenditure Report - Budget vs. Actual  
For the Two Months Ending November 30, 2014

ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount Under/<Over>	Project Status
7085	IRCO Lagoon Greenway Ph B-2	156,000	0	156,000	Project at 70%
7086	Ft. Pierce Moores Creek Dredg	47,726	45,000	2,726	Project complete
7091	PBCO Burt Reynolds Park ph1	50,000	0	50,000	WMD permit recd
7092	PBCO Fullerton Island Rest prj	794,030	0	794,030	Project underway 50%
7093	Town of Palm bch Waterway ph1	40,000	0	40,000	Ph I 100% complete
7094	Riviera Bch Bicentennial Prk 1	50,000	0	50,000	Design 100%
7095	Riviera Bch Marina Const.	1,000,000	0	1,000,000	Project at 99% Complete
7096	WPB Currie Prk Boat Accss Ph 1	25,000	0	25,000	85% Complete
7097	WPB Currie Prk Fishing pier	394,000	0	394,000	10% Complete
7098	Dania Bch Marina Renovation	1,382,505	0	1,382,505	Completing punch list
7099	Sullivan Park Exp Ph1	307,500	0	307,500	12% Complete
7100	Ft. Lauderdale SE 15th st Rmp	876,906	0	876,906	20% complete
7101	Hallandale Bch City Marina	75,000	0	75,000	Project Complete 12-2013
7103	Pompano Bch Alsdorf Prk Imp	91,757	0	91,757	Design 100% Complete
7104	Bal Harbor Village Sand Bypass	50,000	0	50,000	Interlocal applied by City
7105	Miami Little River Park Aq B	183,750	0	183,750	Awaiting State Cabininet Review
7106	Miami Manatee Bend	38,500	0	38,500	95% Complete permits
7107	Miami Marine Stadium Marina 2	785,000	0	785,000	42% Permits Complete
7108	Miami Pallot Prk Shoreline ph 1	30,000	0	30,000	95% Complete
7109	Miami Wagner Creek Dredge Ph I	700,000	0	700,000	Seeking additional funds )% complete
7110	Miami Spoil Isl Dock Ph 2	57,500	0	57,500	Floating dock delivered
7111	Miami Bch South Pte Per ph2	98,600	0	98,600	100% Complete
7113	Mimi-Dade Co. Pelican Hrbor	1,200,000	728,069	471,931	75% Complete
7114	Mimi Dade Vizcaya Shoreline	134,000	0	134,000	98% complete
7115	N. Bay Village Baywalk Plza 1	50,250	0	50,250	Awarded contract 15%
7121	Griffis Blue Crab Cove Ph B	394,000	0	394,000	3% bid docs complete
7122	Jorgensen's Boat Rmp Rplcmnt	9,400	9,315	85	Project Complete
7123	POW/MIAPark Chnl Dredge Ph1	35,000	0	35,000	Respond to RAI SJRWMD
7124	Lee Wenner Renovation Ph1	75,000	0	75,000	98% Complete
7125	Cocoa Beach Spoil Site Ph2	175,433	0	175,433	60% Complete
7126	Anne Kolb Nature Center	250,000	0	250,000	Working on exhibit specs 20%
7127	Deerfield Island Brdwalk replc	50,000	0	50,000	7% complete
7128	Deerfield Island shleter rplcm	75,000	0	75,000	10% complete
7129	South Fork New River Ph2	60,000	0	60,000	Bid awarded 0%
7130	Dania Bch Municipal Marina	1,000,000	0	1,000,000	Working on punch list
7131	FLPD Marine Motors Rplcmnt	30,000	30,000	0	Project complete
7134	Arlington Lions Brdwlk ph1	40,420	0	40,420	Project complete
7135	Charles Reese Fishing Pier Ph1	44,250	0	44,250	Revised concept plan 30%
7136	County Dock Boat Rmp Ph1	46,260	0	46,260	Waiting on ACOE permit 95%
7137	Exchange Island Ph1	57,880	0	57,880	Project complete
7138	Fishing Creek Dredge Ph2	225,000	0	225,000	Contractor selected 15%
7139	Half Moon Boat Rmp Ph 1	25,100	0	25,100	Survey underway 30%
7140	Half Moon Kayak Launch Ph1	45,100	0	45,100	Survey underway 30%
7141	City Jax lighting 2 Boat Ramps	143,930	0	143,930	50% complete
7142	Northbank River Walk Ph1	40,000	0	40,000	Waiting on ACOE permit 90%
7143	Northshore Kayak launch Ph1	29,350	0	29,350	30% complete
7144	Ortega Channel Markers Ph2	16,800	0	16,800	Complete pd Oct 8
7145	Sisters Creek Dock Rdesign Ph1	35,380	0	35,380	DEP and ACOE permit pending 90%

FL INLAND NAVIGATION DISTRICT  
Project Status Expenditure Report - Budget vs. Actual  
For the Two Months Ending November 30, 2014

ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount Under/<Over>	Project Status
7146	Longs Landing Estuary Ph2	167,843	167,843	0	Project complete
7147	Sebastian Wrking Waterfrnt	157,350	0	157,350	5% complete
7148	Jones Pier Wtrfrnt Improvmnt	15,000	0	15,000	30% Complete
7149	City of Sturt Riverwalk Expans	40,000	0	40,000	25% complete
7152	Miami Marine Stadium Structurl	157,900	0	157,900	35% Complete
7153	Miami Womans Club Baywalk	150,000	0	150,000	Design change replacing seawall
7154	Sebold Canal Wagner Creek Drdg	1,000,000	0	1,000,000	Seeking additional funds
7155	Virginia Key Seawall Launch	37,500	0	37,500	Work order complete 25%
7156	Curtis Park Boat Rmp	190,050	0	190,050	Agreement Executed
7157	Lummus Landing Riverwalk	570,000	0	570,000	Need easement from DEP
7158	Manatee Bend Seawll & dock	325,000	0	325,000	12% complete
7159	Indian Creek Prk Seawall Ph I	160,000	0	160,000	100% complete
7160	Parks Bluewaya Master Plan	40,000	0	40,000	2nd pub meeting held 50% Complete
7161	North Bayshore Lehman Park	300,000	0	300,000	35% Complete
7162	Crandon Marina Boat Ramp	70,000	0	70,000	Design phase 50%
7163	Matheson Hammock Boat Rmp	74,000	0	74,000	Design phase 50%
7164	Miami River Greenway	500,000	0	500,000	Working on notice to proceed
7165	Surfside Seawall Replacement	494,445	0	494,445	Value engineering added, bid too high
7166	Breakwater Dock Improvement	81,000	0	81,000	30% Complete
7167	Hillsboro Canal Maint. Dredge	75,000	0	75,000	40% Complete
7168	Municipal Marina Constr Ph b	750,000	0	750,000	99% complete
7169	Bert Winters park Aquistrn	250,000	0	250,000	Recording restrictive covenant
7170	Highland Bch Mangrv Shrline	258,037	0	258,037	Construction awarded 5%
7171	Juno Dunes Shrline Rstrtn	280,725	0	280,725	Construction awarded 5%
7172	Ocean inlet Design Permit	75,000	0	75,000	Expanded scope to explore one building
7173	Waterway Park Development	1,420,396	0	1,420,396	Placed out to bid, bids high
7174	Lake Park Harbor Marina	249,115	0	249,115	Project withdrawn, lack match \$\$
7175	North Lake Park	104,000	0	104,000	3% complete
7176	Salt Run Dredge Ph 4	210,000	0	210,000	Project Bid Awarded
7177	Dredging San Sebastian Ph4	19,777	0	19,777	Project complete
7178	Barge Navigation Chanl Mnt	100,000	0	100,000	Agreement Executed
7179	Barge Navigation Rmp Repair	25,000	0	25,000	Structural Assess Underway 60%
7180	Fishing Pier Cleaning Station	100,000	0	100,000	80% Complete
7181	Canal Park Boat Ramp	302,426	0	302,426	Site cleared 50% complete
7182	North Causway Boat Launch	407,400	0	407,400	Design 95% complete
7184	Riverwalk Launch Boardwalk Ph1	40,000	0	40,000	90% Complete
7185	Highbridge Park Expansion Ph1	15,000	0	15,000	Site Survey Complete 30%
7188	FB Marina Ramp Dredge	141,948	0	141,948	2014 grant project
7189	FB Marina Welcome Deck	20,275	0	20,275	2014 grant project
7190	FB Mooring Field Ph1	10,275	0	10,275	2014 grant project
7191	AB Marsh Preserves Launch	150,000	0	150,000	2014 grant project
7192	Arlington Lions Club	105,750	0	105,750	2014 grant project
7193	Exchange Club Island	113,250	0	113,250	2014 grant project
7194	North bank Jax Riverwalk	71,400	0	71,400	2014 grant project
7195	Salt Run Navigation Dredging	170,000	0	170,000	2014 grant project
7196	Lighthouse Park Ramp	25,000	0	25,000	2014 grant project
7197	Vilano Beach Pier	300,000	0	300,000	2014 grant project
7198	Long Creek Nature Preserve	10,000	0	10,000	2014 grant project

FL INLAND NAVIGATION DISTRICT  
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 For the Two Months Ending November 30, 2014

ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount Under/<Over>	Project Status
7199	FCSO Vessel	30,000	0	30,000	2014 grant project
7200	Marineland Phase B	136,983	0	136,983	2014 grant project
7201	George Kennedy Park Seawall	20,000	0	20,000	2014 grant project
7202	Root Canal Bridge	225,000	0	225,000	2014 grant project
7203	Halifax River Trail	52,864	0	52,864	2014 grant project
7204	Sunrise Park South Dredge	32,650	0	32,650	2014 grant project
7205	New Smyrna Beach Wtrfrnt	60,000	0	60,000	2014 grant project
7206	Riverwalk P2 launch North A	200,000	0	200,000	2014 grant project
7207	Riverwalk P3 North B	100,000	0	100,000	2014 grant project
7208	Banana River Park	62,167	0	62,167	2014 grant project
7209	Cocoa Riverfornt Mooring	25,000	0	25,000	2014 grant project
7210	Marina Towers	358,930	0	358,930	2014 grant project
7211	MariMlbrne Harbor Dredge	143,582	0	143,582	2014 grant project
7212	Restroom Addition Rivehouse	7,500	0	7,500	2014 grant project
7213	Head Island	35,750	0	35,750	2014 grant project
7214	Melody Lane Ph 2 A	212,500	0	212,500	2014 grant project
7215	Stuart Riverwalk	232,334	0	232,334	2014 grant project
7216	St. Lucie Inlet	237,605	0	237,605	2014 grant project
7217	N Marina Basin Dock	434,000	0	434,000	2014 grant project
7218	Pavillion Lake Ramp	32,500	0	32,500	2014 grant project
7219	Burt Reynolds Park West	750,000	0	750,000	2014 grant project
7220	Waterway Park Ph2b	1,254,604	0	1,254,604	2014 grant project
7221	Old Bridge Park	251,875	0	251,875	2014 grant project
7222	Torry Island Reef	118,150	0	118,150	2014 grant project
7223	Peanut Island Erosion Control	166,800	0	166,800	2014 grant project
7224	Riviera Beach Marina B	75,000	0	75,000	2014 grant project
7225	Dania Bch Municipal Marina 2C	617,495	0	617,495	2014 grant project
7226	FLPF Marine Motors 2	30,000	0	30,000	2014 grant project
7227	Intracoastal Water Taxi	17,500	0	17,500	2014 grant project
7228	Als Dorf Park Improvements	646,915	0	646,915	2014 grant project
7229	Seybold Canal & Wagner Ph D	1,000,000	0	1,000,000	2014 grant project
7230	Dinner Key Marina	75,000	0	75,000	2014 grant project
7231	Baywalk Boat Hoists	20,000	0	20,000	2014 grant project
7232	Virginia Key Park Tiki	16,930	0	16,930	2014 grant project
7233	Virginia Key Bch Education	9,400	0	9,400	2014 grant project
7234	Normandy Shores Park	225,478	0	225,478	2014 grant project
7235	Indian Creek Park Seawall	692,502	0	692,502	2014 grant project
7236	Black point marina	349,170	0	349,170	2014 grant project
7237	Pelican Marina Wet Slip	256,470	0	256,470	2014 grant project
7238	Pelican Isl Day Dock	37,296	0	37,296	2014 grant project
7239	Pelican Marina Boat Ramp	60,000	0	60,000	2014 grant project
7240	Matheson Marina Floating Dock	239,258	0	239,258	2014 grant project
		32,745,273	980,227	31,765,046	

FL INLAND NAVIGATION DISTRICT  
 Project Status Expenditure Report - Budget vs. Actual  
 For the Two Months Ending November 30, 2014

ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount Under/<Over>	Project Status
<b>CAP</b>					
7117	FDEP FL Clean Marina Pgm	150,000	0	150,000	15% complete
7118	FDEP Florida Clean Vessel Act	150,000	0	150,000	48% complete 2 projects const.
7119	SJRWMD - Eau Gallie Ph 1	150,000	0	150,000	Draft feasibility submitted 50%
7186	Hugh Taylor Birch State Park	75,000	0	75,000	Agreement Executed
7187	SJRWMD - E. Gallie Drdge Ph1B	750,000	0	750,000	Agreement Executed
		1,275,000	0	1,275,000	
<b>Public Information</b>					
5402	Outreach Events	25,000	940	24,060	
5410	Communications	15,000	1,324	13,676	
5480	Public Information	30,000	1,473	28,527	
5490	Legal Advertising	27,000	645	26,355	
5554.13	Manatee Zone Brochures	12,155	0	12,155	
5560.01	Boaters Guides	7,441	0	7,441	
5642	Records Management	20,000	600	19,400	
		136,596	4,982	131,614	
5643	Disaster Relief Account	1,000,000	0	1,000,000	
	Total Disaster	1,000,000	0	1,000,000	
5311	Prop. Appraiser's Commissions	200,000	36,009	163,991	
5321	Tax Collector's Commissions	500,000	69,186	430,814	
		700,000	105,195	594,805	
<b>TOTALS</b>		90,676,655	1,618,895	89,057,760	

## RESOLUTION NO. 2015-02

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF FLORIDA INLAND NAVIGATION DISTRICT, REVISING THE DISTRICT'S CASH MANAGEMENT AND INVESTMENT POLICY

**WHEREAS**, on May 23, 1997, the Florida Inland Navigation District (the District) adopted a Cash Management and Investment Policy ("Investment Policy"); and

**WHEREAS**, the 2000 Legislature revised s. 218.415, Florida Statutes, requiring changes in the Investment Policy; and

**WHEREAS**, on November 4, 2000, the District adopted a revised Investment Policy; and

**WHEREAS**, the District desires to further revise the Investment Policy to comply with current operations, procedures, rules and statutes.

**NOW, THEREFORE**, be it resolved by the Board of Commissioners of the Florida Inland Navigation District:

Section 1. The Board hereby adopts the revised Cash Management and Investment Policy attached hereto as Exhibit "A".

Section 2. This Resolution shall become effective upon adoption.

Upon motion by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_, the Board approved the Resolution as follows:

Lynn Williams	_____
Aaron L. Bowman	_____
J. Carl Blow	_____
Jon Netts	_____
Susanne McCabe	_____
Jerry H. Sansom	_____
Paul U. Dritenbas	_____
Gail Kavanagh	_____
Donald Cuzzo	_____
Charles C. Isiminger	_____
Tyler Chappell	_____
Spencer T. Crowley III	_____



The Chair thereupon declared the resolution duly passed and adopted this 16<sup>th</sup> day of January, 2015.

**FLORIDA INLAND NAVIGATION  
DISTRICT**

By:

\_\_\_\_\_

Tyler Chappell, Chair

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: \_\_\_\_\_

Peter L. Breton, Esq.  
General Counsel

# FLORIDA INLAND NAVIGATION DISTRICT

## CASH MANAGEMENT AND INVESTMENT POLICY (January 2015)

### I. PURPOSE

To establish guidelines for the management of funds necessary to meet current expenses, and the investment of public funds that are in excess of the amounts needed to meet current expenses. Current expenses is defined in Florida Law as expenses to meet known cash needs and anticipated cash-flow requirements for the short-term, where the short-term is defined as a maximum of six months of operation.

### II. SCOPE

This policy applies to all cash management and investment activity of the Florida Inland Navigation District (District), unless specifically exempt by the Board of Commissioners (Board). This policy does not apply to pension funds, or funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds.

### III. INTERNAL CONTROLS

The Executive Director is designated as the Cash Management and Investment Officer of the District and is responsible for cash management and investment decisions and activities under the direction of this policy, the Treasurer and the Board. The day-to-day administration of the cash management program is handled by the ~~Accountant~~ Finance Director, under the supervision of the Executive Director.

The Executive Director will establish a system of internal controls, approved by the Board as General Internal Controls (Attachment A) and Automated Clearing House (ACH) Payments (Attachment B) to this policy, which will detail the cash management and investment procedures and administration of the District. These internal controls will be designed to detect and prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of entity.

Any cash management decision or investment not completely in conformance with this policy must be reviewed and approved by the Board prior to implementation. The Board's oversight of the District's cash management and investment activities will include, as a minimum, a presentation of the District's current financial statements including investment status at each monthly meeting of the Board for its review and approval.

#### IV. CASH MANAGEMENT OBJECTIVES

The District's cash management policy shall be managed in a manner to provide cash funds available for the current expenses, as well as, the short-term cash needs and cash-flow requirements of the District. A market rate of return shall be sought on the accounts at the Qualified Public Depository wherein funds for expenses are held.

#### V. INVESTMENT OBJECTIVES

The District's investment policy shall be managed in a manner to attain a market rate of return throughout budgetary and economic cycles while preserving and protecting capital in the overall portfolio. Investments shall be made upon statutory constraints and subject to the available designated staffing capabilities.

All financial assets held or controlled by the District, not otherwise classified as restricted assets requiring separate investing, shall be identified as "general operating funds" of the District for the purpose of this policy, and shall be invested under the guidelines as herein set forth.

The standard of prudence to be applied by the Executive Director shall be the "Prudent Person" rule which states: "Investments should be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment." The "Prudent Person" rule shall be applied in the context of managing the overall portfolio.

##### A. Safety of Investment Funds

Safety of principal is the primary objective of the District. Each investment transaction shall be executed to insure that capital (principal) losses are avoided, whether from market value fluctuations or credit erosion. Qualified Public Depositories, (QPD) must initially have a minimum of at least a three star Bauer rating. Subsequently if the QPD attains a reduced Bauer rating, "or downgrading", the Executive Director has the right to close the CD in an effort to preserve the principal amount on deposit with the QPD. If the QPD's Bauer rating is subsequently reduced or downgraded, the Executive Director is authorized to liquidate the CD or account if he/she deems it necessary to preserve the principal on deposit. -

The Executive Director and staff, when acting in accordance with the District's written procedures, and if they are exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported to the Board immediately upon becoming aware of such deviations and that appropriate action is taken to control these adverse developments.

## B. Liquidity

The District seeks to optimize return on investments within the constraints of safety and liquidity. The District's portfolio must always encompass the ability for quick conversion to cash without loss of principal to meet cash flow requirements.

## C. Investment Income

In investing public funds, the District will strive to maximize the return on the portfolio and to preserve the purchasing power but will avoid assuming unreasonable investment risk. The investment portfolio shall be designed with the annual objective of meeting or exceeding the weighted average return earned on investments held by the State Board of Administration (SBA).

## D. Diversification

Assets held shall be diversified to control the risk of loss resulting from over-concentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which these instruments are bought and sold. Diversification strategies within the established guidelines shall be reviewed and revised periodically as necessary by the appropriate management staff and by the Commissioners.

## E. Maturity and Liquidity Requirements

The District's investment portfolio shall be structured to provide that sufficient funds from investments are available every month to meet the District's anticipated cash needs. To meet the day to day operating needs of the District and to provide ready cash to meet unforeseen temporary cash requirements, the District shall maintain enough cash to cover all checks and wire transfers in liquid investments defined as repurchase agreements purchased under the terms of the District's depository contract, open repurchase agreements, negotiable certificates of deposit, banker's acceptances, commercial paper, U.S. Treasury direct and agency obligations all having a maturity of 90 days or less, and the SBA Local Government Pool, all as purchased under the ~~dictates requirements~~ of this policy.

## VI. AUTHORIZED INVESTMENTS

The District is authorized under Florida Statutes to undertake investments in the following authorized investments: allowable investments as described in Section ~~218.345 (1)(a) through (1)(e); 218.415 (5); and 218.415 (15)(a) through (f) and (h),~~ Florida Statutes as shown on Attachment BC.

## VII. QUALIFICATIONS OF BROKERS, DEALERS AND FINANCIAL INSTITUTIONS

The District shall only purchase securities from financial institutions which are qualified as public depositories by the Treasurer of the State of Florida or from primary securities dealers (or their agents) as designated by the Federal Reserve Bank of New York.

Repurchase agreements shall only be entered into with primary securities dealers and financial institutions which are state qualified public depositories.

## VIII. BID REQUIREMENTS

As set forth in Attachment A, purchases and sales of securities initiated by the District should generally be by Request for Proposals (RFP), or accompanied by price quotes from three (3) separate broker/dealers. ~~P~~-purchases and sales of securities initiated by the District should generally be accompanied by price quotes from three (3) separate broker/dealers to ensure the acquisition of market based prices. Documentation will be retained for all quotes, with the winning quote clearly identified.

## IX. REPORTING

The ~~Accountant~~ Finance Director shall provide the Executive Director with updated lists of all investments and current financial statements which will be presented to the Treasurer and the Board as a part of the agenda at each Board meeting. The ~~Accountant~~ Finance Director shall provide outside auditors such annual reports as are requested for the purpose of developing and supporting the Annual Financial Statements of the District, and the footnotes thereto.

## X. THIRD-PARTY CUSTODIAL AGREEMENTS

To protect against potential fraud or embezzlement, the assets of the District shall be secured through third-party custody and safekeeping procedures. Securities shall be held only through third-party institutions, and all securities purchased by, and all collateral obtained by, the District should be properly designated as an asset of the District. No withdrawal of securities, in whole or in part, shall be made from safekeeping except by an authorized District staff person. Investment officials shall be bonded to protect the public against possible embezzlement and malfeasance. Securities transactions between a broker-dealer and the custodian involving purchase or sale of securities by transfer of money or securities will be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction.

## XI. MASTER REPURCHASE AGREEMENT

The District may enter into Master Repurchase Agreements with approved institutions and dealers upon approval of the Board if such Master Repurchase Agreements are in conformance with this policy and Florida Statutes. All such institutions and dealers transacting repurchase agreements for the District shall execute and perform as stated in, and all repurchase agreement transactions shall adhere to, the requirements of the Master Repurchase Agreement.

## XII. PERFORMANCE MEASUREMENT

The District has set forth performance measures for funds invested by the District as follows: the District portfolio as a whole should produce an income not less than that which, would be produced if the entire portfolio were invested with the SBA.

## XIII. CONTINUING EDUCATION

The ~~Accountant~~ Finance Director as the District's chief financial officer, must annually complete eight hours of continuing education in subject or study related investment practices and products.

## XIV. SALE OF SECURITIES

When invested funds are needed in whole or in part for the purposes originally intended or for more optimal investments, the Board of the District may authorize the sale of such investments at the then-prevailing market price and place the proceeds into the proper account or fund of the District. Board approval shall not be required (i) for withdrawal of funds from the Local Government Surplus Funds Trust Fund or (ii) for reinvestment of the proceeds of maturing interest-bearing time deposits (such as certificates of deposit).

## XV. EFFECTIVE DATE

This policy shall become effective immediately upon its adoption by the Board. Any investments held at the date of adoption that do not meet the guidelines of the policy shall be exempted from the requirements of this policy. At maturity or liquidation, such moneys so invested shall be reinvested only as provided for in this policy.

# ATTACHMENT\_A

## INTERNAL CONTROLS OVER CASH MANAGEMENT AND INVESTMENTS

### I. BANK ACCOUNTS:

~~For daily operating accounts~~ The Florida Inland Navigation District (District) will maintain a checking, ~~an savings- interest bearing money market account~~ and a zero balance IRS account at a local bank that is a Qualified Public Depository. ~~Twice a month the Executive Director will fund District operations operating accounts with transfers from the District's operating accounts. The District will also maintain a regular account with the State Board of Administration.~~ The Executive Director may open other accounts at ~~the local bank of choice~~ banks within the jurisdiction of the District ~~or with the State Board of Administration~~ as he/she ~~feels~~ determines is necessary for the administration of the District.

### II. EXCESS FUNDS:

Funds under the control of the ~~Florida Inland Navigation~~ District in excess of those required to meet short-term expenses may be invested. "Current expenses" is defined in Florida Law as expenses to meet known cash needs and anticipated cash-flow requirements for the short- term, where the "short- term" is defined as a maximum of six months of operation. All investments made by the District must meet the criteria set in the Board Policy on investments.

### III. TYPES OF APPROVED INVESTMENTS:

Should the Executive Director determine that there are excess funds beyond those necessary to meet immediate expenses in the District's savings/Money Market account, the Executive Director and ~~Aeeountant~~ Finance Director will discuss how much excess money is available to be invested and the type of approved investments that should be considered. Immediate expenses are those which are anticipated to occur within thirty (30) days.

If it has been determined that the excess funds should be invested in collateralized CD's, ~~or~~ interest bearing fully ~~secured- collateralized~~ accounts with ~~local~~ banks within the jurisdiction of the District, or with the State Board of Administration (SBA), the ~~Aeeountant~~ Finance Director will call the ~~State Board Administration~~ SBA and the banks on a quote sheet listing the Qualified Public Depositories within the District for current rates. After all of the banks and the SBA have been contacted, the ~~Aeeountant~~ Finance Director will go over the rates with the Executive Director. The Executive Director will



make the final decision of where to purchase the CD's from, ~~where whether~~ to deposit the funds in ~~an~~ interest bearing fully ~~secured collateralized~~ accounts with ~~local~~ banks ~~within the jurisdiction of the District~~, or if the funds should be invested with the SBA. The factors used in making this determination will be the investment objectives specified in Section V of the District's Cash and Management and Investment Policy.

~~If the rates at the SBA are lower than the rates available at the bank(s) of choice, then the Executive Director may wire transfer money from the SBA into the District's savings account. This money will then be transferred from the savings account to the bank(s) in which the funds are to be invested.~~

The quote sheet used in determining the banks with the best rates will identify the bank(s) in which the funds were invested, the rate received and the amount invested. This sheet will be signed by the Executive Director and the ~~Accountant~~ Finance Director, and retained by the ~~Accountant~~ Finance Director in the investments file kept in the ~~Accountant's~~ Finance Director office.

If the Executive Director has decided that the District should invest the excess funds in another type of investment vehicle, with such alternative investment vehicles being limited in the aggregate, to five percent (5%) of the District's total investment portfolio, RFP's may be used to find a primary securities dealer that the District will use to help invest the excess funds. The Executive Director and ~~Accountant~~ Finance Director may also seek price quotes from three (3) separate broker/dealers to ensure the acquisition of market based prices.

#### IV. WIRE TRANSFERS:

~~All wire transfers made from the SBA must be made to the District's savings account and must be performed by the Executive Director calling the SBA with wire instructions. These wire instructions must include: the account from which the funds are to be transferred, the amount of the withdrawal, the account to which the funds are to be transferred, and the PIN.~~

~~For the purchase of CD's and opening new investments accounts~~ All wire transfers made from the District's savings/~~money market~~ accounts will be made via faxed wire instructions or via on-line banking. ~~Wires made via online banking will be initiated by the Finance Director and approved online by the Executive Director and at least two of the following commissioners: the Chairman, Vice-Chairman or the Treasurer.~~

Faxed wire instructions will be typed by the ~~Accountant~~ Finance Director. The ~~Accountant~~ Finance Director will contact the bank to which the funds will be transferred and obtain the wire instructions. The instructions, once typed, will be signed by the Executive Director and at least ~~one~~ two of the following commissioners: the Chairman, Vice-Chairman or the Treasurer.

The signatures of the commissioners may be obtained by faxing the wire instructions to the commissioner. The commissioner will sign the faxed copy and fax the signed copy back to the Accountant. The Executive Director will then sign this copy. Once the signed wire



instructions have been faxed to the bank, the ~~Accountant~~ Finance Director will retain the signed copy for the District's records and a copy will be given to the Executive Director. The journal entry to record the transfer of the funds from the SBA ~~or bank~~ to the ~~operating~~ or savings account and the purchase of the CD/CD's will be made by the ~~Accountant~~ Finance Director from the signed wire instructions.

## V. REPORTING:

A current listing of all investments held by the District shall be maintained by the ~~Accountant~~ Finance Director and copies will be submitted to the Executive Director, ~~Assistant Director~~ the ~~Treasure~~, and the Board of Commissioners. The list will indicate the institutions in which the funds have been invested, the type of investment, the term of the investment, the amount invested, the date the investment was made, the date the investment matures and the rate of return.

The ~~Accountant~~ Finance Director will also keep a file with all of the interest earned on each investment, the date the interest was received and at fiscal year end, the amount of interest that is a receivable. Spreadsheets will be maintained for the audit of the District's investments for the year, including the investments made and the interest earned. These spreadsheets shall be maintained and retained by the ~~Accountant~~ Finance Director.

## VI. ORIGINAL SECURITIES:

The original CD or security received by the bank/securities dealer will be retained in the safety deposit box maintained by the District at the District's local bank. When the CD/securities mature, the original certificates will be sent back to the bank/securities dealer. With respect to any other security purchased on behalf of the District, said security must be properly earmarked and: (1) if registered with the issuer or its agents, must be immediately places for safekeeping in a location the protects the District's interest in the security; (2) if in book entry form, must be held for the credit of the District by a depository chartered by the Federal Government, the State of Florida or any other state or territory of the United States which has a branch or principal place of business in the State of Florida, as defined in F.S. 658.12, Florida Statutes, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts in which it is doing business in the State of Florida, and must be kept by the depository in an account separate and apart from the assets of the financial institution; or (3) if physically issued to the holder but not registered with the issuer or its agents, must be immediately placed for safekeeping in a secured vault. The District may also receive bank trust receipts in return for investment surplus funds and securities. Any trust receipts received must enumerate the various securities held, together with the trust receipts are issued may be held by any bank depository or national trust association meeting the requirements of (2) above.

Approved by the Board January 16, 2015

## **Florida Inland Navigation District Attachment "B"**

### **INTERNAL POLICIES AND PROCEDURES Automated Clearing House, (ACH) Payment / Collection Processing**

#### **I. POLICY STATEMENT**

##### **A. Introduction**

It is the policy of the Florida Inland Navigation District (District) to maximize its use of "Electronic Payments."

For certain outbound payments, the District has determined that it is appropriate to remit payments via Automated Clearing House ("ACH"), as described herein. As such, the policies associated with ACH transactions, and the policies and procedures described herein will be adopted.

For inbound payments of "Tax Collections," the District has determined that it is appropriate to receive the payments via ACH, as described herein (with the exception of Flagler County which currently still remits paper checks for tax collections).

##### **B. Types of Payments Made via ACH**

1. **Vendor Payments:** In its normal course of business the agency will remit vendor payments via ACH. (Vendor payments consist of payments other than payroll, such as trade vendors, District grant recipients, professional consultants, travel reimbursements.)
2. **Payroll** – will be via Mandatory Direct Deposit Participation.

##### **C. Payments to Payees Not Participating in ACH Direct Deposit**

For vendors being paid by paper warrant (check), the District will continue to issue paper warrants. The District will remit paper warrant checks once a month. Vendors will be informed that it is mandatory to accept ACH payments for their services, however there will be some vendors, i.e. utilities or other government agencies that do not accept ACH payments and therefore paper warrants will be issued.

##### **D. Cost of ACH transactions**

It is anticipated that the overall cost of the ACH transaction will be less than the cost of postage.

## **E. Origination of ACH File:**

**Transmission of ACH payments.** The District will originate the ACH transmission using the District's authorized ACH banking module.

1. The Finance Director will initiate the ACH transaction, which will include at a minimum the vendor name, the routing number, the bank account number and the payment amount. A separate scanned file will be will include a copy of the invoices. The Finance Director will not have the means, the authority or the capability to send the ACH transmission.
2. The Executive Director will log onto the District's ACH banking module and review and approve the ACH file and the supporting documentation.
3. After the Executive Director has reviewed and approved the ACH file, two Commissioners (the Chair, Vice-Chair or Treasurer) will log onto the authorized ACH banking module, review the ACH transmission file and supporting documentation, and approve the transaction. Only after the second Commissioner has reviewed and approved the ACH file will the transmission of funds occur.
  - a. All users must authenticate using a unique user ID and password.
  - b. Remote access must be via a secure connection.
  - c. Passwords should be changed at least every 90 days.

## **F. Business Functions**

### **1) Authorizations**

- a. All employees whose net pay is to be direct deposited must complete a Direct Deposit Authorization Form. This form is submitted to the agency payroll office along with a deposit slip for a Savings Account, or a voided check for a Checking Account. In lieu of a deposit slip or voided check, the employee may provide documentation from the employee's financial institution indicating the transit-routing number and the account number.
- b. All vendors whose payment is to be direct deposited via ACH credit, or whose account is to be drafted by ACH debit, must complete an ACH Authorization Form. This form is to be submitted to the agency along with a deposit slip for a Savings Account or a voided check for a Checking Account. In lieu of a deposit slip or voided check, the vendor may provide documentation from the vendor's financial institution indicating the transit-routing number and the account number.
- c. The authorization form shall provide the vendor/employee the ability to change bank account information.
- d. A vendor desiring to discontinue participating in the ACH program may submit a revocation request. The request will be acted on depending upon whether participation is mandatory or not.
- e. Retention of authorization forms and any requests for revocation of authorization will be maintain for 9 years.

## **2) Transaction Advices**

- a. Participating employees will be provided a Direct Deposit advice on the payroll pay date, specifying details of the employee's gross pay, tax withholdings, statutory and voluntary deductions, net pay and other information.
- b. Vendors being paid by ACH credit will be advised of the payment by email with a scanned copy of the invoice.

## **3) Pre-notifications Process**

- a. When new vendors or employees are enrolled in the ACH program, a pre-notification will be sent to test the validity of the bank account information provided (transit-routing number and bank account number).
- b. When there are changes to a vendor's or employee's bank account information, a pre-notification shall be sent to test the validity of the bank account information provided (transit-routing number and bank account number).

## **4) Cancellation of Transactions:**

If it is learned that a vendor or employee does not have a right to a payment or the payment amount is in excess of the amount due the vendor/employee, then the payment is to be cancelled. Actions to take will depend upon where the payment is in the timeline of the transaction.

## **5) Cut-off Times and Close Outs:**

ACH transmissions will occur every two weeks.

# **G. Fiscal Office Functions**

## **1) Funding outbound ACH transactions:**

Funds will be transferred into the checking account prior to the ACH transmission. The settlement bank account which accommodates the funding of outbound ACH transactions is bank account number DISTRICT Checking/Operation account.

## **2) Reporting of inbound ACH transactions:**

Tax collectors are currently sending remittance advices via electronic format and paper copies notifying the District of ACH payments made to the District's Tax Collections account. Amounts are logged in and reconciled to the financial statements independent of the Finance Director.

## **3) Returns:**

- a. In the case of outbound transactions, an ACH Returns account will not be established. Instead, the returns will be credited back to the originating from which the funds were originally disbursed.
- b. Returns (both outbound and inbound) will be viewed using District's online ACH Returns Report.

## **5) Paying Invoices:**

All invoices for services received shall be paid timely, in accordance with established agency procedures for accounts payable. Responsibility for inspecting the invoices received and approving for payment is that of the Executive Director and Finance Director.

**EXECUTIVE DIRECTOR'S  
DELEGATION OF AUTHORITY**

**Actions from December 3, 2014 through January 5, 2015**

1. Approved payment of \$802.00 to Taylor Engineering for general engineering services.
2. Approved payment of \$1,650.00 to Masteller, Moler Reed & Taylor, Inc. for easement survey at Dredge Material Management Area (DMMA) SL-2, St. Lucie County, FL.
3. Approved payment of \$1,150.00 to Barton Fence & Wall, LLC for north security fence repair at DMMA DU-2, Duval County, FL.
4. Approved payment of \$556.00 to Barton Fence & Wall, LLC for gate installation DMMA BV-2C, Brevard County, FL.
5. Approved payment of \$4,871.69 to Barton Fence & Wall, LLC for repair of gate at DMMA DU-8, Duval County, FL.
6. Approved payment of \$590.00 to ECT for treatment of Old World Climbing Vine at DMMA SJ-14, St. Johns County, FL.
7. Approved payment of \$2,600.00 to Bonn Environmental Services & Tech, Inc. for well monitoring at Duval and St., Johns Counties, FL.
8. Approved payment of \$975.00 to Valley Crest Landscape Maintenance for vegetation trimming at DMMA DU-8, Duval County, FL.