

AGENDA
SUWANNEE RIVER WATER MANAGEMENT DISTRICT
GOVERNING BOARD MEETING AND PUBLIC HEARING

OPEN TO THE PUBLIC

October 16, 2014
9:00 a.m.

Cedar Key Community Center
Cedar Key, Florida

1. Call to Order
2. Roll Call
3. Announcement of any Amendments to the Agenda by the Chair
Amendments Recommended by Staff: None
4. Public Comment
5. Consideration of the following Items Collectively by Consent:
 - Agenda Item 6 – Approval of Minutes - September 9, 2014, Governing Board Meeting, September 9, 2014, First Public Hearing; FY2014/2015 Budget, and September 23, 2014, Final Public Hearing; FY2014/2015 Budget
 - Agenda Item 9 - Approval of August 2014 Financial Report
 - Agenda Item 11 - Approval of Revised District Procurement Policy and Contractual Services Policy
 - Agenda Item 12 - Approval of Resolution 2014-25 – Authorization to Enter into a Contract with Florida Fish and Wildlife Conservation Commission to Amend the Fiscal Year 2014/2015 Budget and Help Fund Prescribed Fire Services in Mallory Swamp for Fiscal Year 2014/2015
 - Agenda Item 13 - Approval of Resolution 2014-26 - Authorization to Amend the Fiscal Year 2014/2015 Budget to Include Funds in the Amount of \$246,500 for Unanticipated Carry Forward Revenues to Procure and Install a Generator
 - Agenda Item 14 - Approval of Resolution 2014-27 - Authorization to Amend the Fiscal Year 2014/2015 Budget to Include Funds in the Amount of \$212,181 for Unanticipated Carry Forward Revenues for Hart and Otter Springs Restoration
 - Agenda Item 21 - Approval of a Modification of Water Use Permit 2-04-00004.006 with a 0.0253 mgd Decrease in Allocation and a Ten-Year Permit Extension Authorizing the Use of 0.4026 mgd of Groundwater for Agricultural Use at the Tropic Traditions Project, Alachua County
 - Agenda Item 22 - Approval of a Modification of Water Use Permit 2-84-00063.003 with a 0.0399 mgd Increase in Allocation and a Ten-Year Permit Extension Authorizing the Use of 0.1192 mgd of Groundwater for Agricultural Use at the Katie Hunter Project, Hamilton County
 - Agenda Item 23 - Approval of a Modification of Water Use Permit 2-87-00122.005 with a 0.8216 mgd Decrease in Allocation and a Ten-Year Permit Extension Authorizing the Use of 3.0616 mgd of Groundwater and Surface Water for Agricultural Use at the Shenandoah Dairy, Inc. Project, Suwannee County
 - Agenda Item 26 - Approval of Resolution 2014-28, Authorization to Amend the Fiscal Year 2014/2015 Budget to Include Unanticipated Funds from the National Guard Bureau for Acquisition of the Rayonier Atlantic Timber Company Tract, 321.95 Acres, Bradford County

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6. Approval of Minutes
 - September 9, 2014, Governing Board Meeting – **Recommend Consent**
 - September 9, 2014, First Public Hearing; FY2014/2015 Budget – **Recommend Consent**
 - September 23, 2014, Final Public Hearing; FY2014/2015 Budget – **Recommend Consent**
7. Items of General Interest for Information/Cooperating Agencies and Organizations
 - A. Presentation of Hydrologic Conditions by Megan Wetherington, Senior Professional Engineer
 - B. Cooperating Agencies and Organizations

GOVERNING BOARD LEGAL COUNSEL

Tom Reeves

8. Update on Hill Matter

DIVISION OF ADMINISTRATION AND OPERATIONS

Dave Dickens, Director

- | | |
|------------|---|
| AO Page 1 | 9. Approval of August 2014 Financial Report – Recommend Consent |
| AO Page 12 | 10. Financial Audit Services for Fiscal Year 2014/2015 |
| AO Page 13 | 11. Approval of Revised District Procurement Policy and Contractual Services Policy – Recommend Consent |
| AO Page 41 | 12. Approval of Resolution 2014-25 – Authorization to Enter into a Contract with Florida Fish and Wildlife Conservation Commission to Amend the Fiscal Year 2014/2015 Budget and Help Fund Prescribed Fire Services in Mallory Swamp for Fiscal Year 2014/2015 – Recommend Consent |
| AO Page 45 | 13. Approval of Resolution 2014-26 - Authorization to Amend the Fiscal Year 2014/2015 Budget to Include Funds in the Amount of \$246,500 for Unanticipated Carry Forward Revenues to Procure and Install a Generator – Recommend Consent |
| AO Page 49 | 14. Approval of Resolution 2014-27 - Authorization to Amend the Fiscal Year 2014/2015 Budget to Include Funds in the Amount of \$212,181 for Unanticipated Carry Forward Revenues for Hart and Otter Springs Restoration – Recommend Consent |
| AO Page 54 | 15. Prescribed Fire Management Services for Fiscal Year 2014/2015 |
| AO Page 60 | 16. Authorization for the Executive Director to Execute a Timber License (Agreement) with North Florida Timber Dealers, Inc. for the Little Shoals #4 Timber Sale |
| AO Page 62 | 17. Renewal of Approved Surveyors List for Fiscal Year 2014/2015 |
| AO Page 64 | 18. Land and Facilities Operations Activity Summary Report |

DIVISION OF WATER SUPPLY

Carlos Herd, P.G., Director

No Items

DIVISION OF WATER RESOURCES

Erich Marzolf, Ph.D., Director

- WR Page 1 19. Authorization to Enter into a Contract with United States Geological Survey for LiDAR Data and Quality Control Services
- WR Page 4 20. Agricultural Water Use Monitoring Update

DIVISION OF RESOURCE MANAGEMENT

Tim Sagul, P.E., Director

- RM Page 1 21. Approval of a Modification of Water Use Permit 2-04-00004.006 with a 0.0253 mgd Decrease in Allocation and a Ten-Year Permit Extension Authorizing the Use of 0.4026 mgd of Groundwater for Agricultural Use at the Tropic Traditions Project, Alachua County - **Recommend Consent**
- RM Page 9 22. Approval of a Modification of Water Use Permit 2-84-00063.003 with a 0.0399 mgd Increase in Allocation and a Ten-Year Permit Extension Authorizing the Use of 0.1192 mgd of Groundwater for Agricultural Use at the Katie Hunter Project, Hamilton County - **Recommend Consent**
- RM Page 17 23. Approval of a Modification of Water Use Permit 2-87-00122.005 with a 0.8216 mgd Decrease in Allocation and a Ten-Year Permit Extension Authorizing the Use of 3.0616 mgd of Groundwater and Surface Water for Agricultural Use at the Shenandoah Dairy, Inc. Project, Suwannee County - **Recommend Consent**
- RM Page 25 24. Brooks Sink Aquifer Recharge Project Partnership with Rayonier Operating Company, LLC
- RM Page 34 25. Permitting Summary Report

EXECUTIVE OFFICE

Ann B. Shortelle, Ph.D., Executive Director

- EO Page 1 26. Approval of Resolution 2014-28, Authorization to Amend the Fiscal Year 2014/2015 Budget to Include Unanticipated Funds from the National Guard Bureau for Acquisition of the Rayonier Atlantic Timber Company Tract, 321.95 Acres, Bradford County- **Recommend Consent**
- EO Page 5 27. Authorization to Conduct a Detailed Assessment and Commence Negotiations with River Error Farms, Inc., on a Fee Simple Purchase of 304.5 Acres +/- in Hamilton County
- EO Page 10 28. Authorization to Conduct a Detailed Assessment and Commence Negotiations with Chris and Deanna Mericle on an Exchange of Property Rights on 3.917 Acres +/- in the Holly Point Subdivision in Hamilton County
- EO Page 15 29. Approval of Resolution No. 2014-29 for Fiscal Year 2014-2015, Legislative Appropriations Act, for the Release of Operations and Environmental Resource Permitting Funds

EO Page 18 30. North Florida Regional Water Supply Partnership Stakeholder Committee Update

EO Page 19 31. Land Acquisition and Disposition Activity Report

EO Page 21 32. District's Weekly Activity Reports

33. Announcements

Unless otherwise noted, all meetings are at District Headquarters in Live Oak, Florida

October 17, 2014	8:30 a.m.	Depart from Cedar Key Community Center for Agricultural Operation Visit
October 22, 2014	1:30 p.m.	Lands Committee Meeting District Headquarters
November 11, 2014	9:00 a.m.	Board Meeting Workshop District Headquarters

****Board Workshops immediately follow Board Meetings unless otherwise noted.**

34. Adjournment

Any member of the public, who wishes to address the Board on any agenda item, or any other topic, must sign up (including the completion of the required speaker forms) with the Executive Director or her designee before the time designated for Public Comment. During Public Comment, the Chair shall recognize those persons signed up to speak on agenda items first. To the extent time permits, the Chair shall thereafter recognize those persons signed up to speak on non-agenda items. Unless, leave is given by the Chair, (1) all speakers will be limited to three minutes per topic, (2) any identifiable group of three persons or more shall be required to choose a representative, who shall be limited to five minutes per topic. When recognized by the Chair during Public Comment, a speaker may request to be allowed to make his or her comments at the time the Board considers a particular agenda item. The Chair may grant or deny such request in the Chair's sole discretion.

A person may not lobby the District until such person has registered as a lobbyist with the Contracts and Procurement Coordinator by filing a registration form and paying an annual registration fee of \$40.00.

Definitions:

•"Lobbies" is defined as seeking to influence a district policy or procurement decision or an attempt to obtain the goodwill of a district official or employee. (112.3261(1)(b), Florida Statutes [F.S.]

•"Lobbyist" is a person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying, or a person who is principally employed for governmental affairs by another person or governmental entity to lobby on behalf of that other person or governmental entity. (112.3215(1)(h), F.S.)

The Board may act upon (including reconsideration) any agenda item at any time during the meeting. The agenda may be changed only for good cause as determined by the Chair and stated in the record. If, after the regular time for Public Comment, the agenda is amended to add an item for consideration, the Chair shall allow public comment on the added agenda item prior to the Board taking action thereon.

All decisions of the Chair concerning parliamentary procedures, decorum, and rules of order will be final, unless they are overcome by a majority of the members of the Board in attendance.

If any person decides to appeal any decision with respect to any action considered at the above referenced meeting and hearing, such person may need to ensure a verbatim record of the proceeding is made to include testimony and evidence upon which the appeal is made.

AGENDA

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
GOVERNING BOARD WORKSHOP

OPEN TO THE PUBLIC

October 16, 2014
Following Board Meeting

Cedar Key Community Center
Cedar Key, Florida

- Project Updates
- Monitor Well Network Gaps and Needs

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
MINUTES OF
GOVERNING BOARD MEETING AND PUBLIC HEARING

Note: A digital recording system has been used to record these proceedings and is on file in the permanent files of the District. A copy of the Governing Board materials and handouts are a part of the record as if set out in full herein, and are filed in the permanent files of the District.

3:00 p.m., Tuesday
September 9, 2014

District Headquarters
Live Oak, Florida

Governing Board:

Seat	Name	Office	Present	Not Present
Aucilla Basin	George M. Cole, Ph.D.		X	
Coastal River Basin	Donald Ray Curtis, III	Sec./Treas.		X
Lower Suwannee Basin	Don Quincey, Jr.	Chair	X	
Santa Fe & Wacc. Basins	Kevin W. Brown			X
Upper Suwannee Basin	Alphonas Alexander	Vice Chair	X	
At Large	Virginia H. Johns		X	
At Large	Virginia Sanchez		X	
At Large	Guy N. Williams		X	
At Large	Gary Jones		X	

Governing Board General Counsel

Name	Firm	Present	Not Present
George T. Reeves	Davis, Schnitker, Reeves & Browning, P.A.	X	

Staff:

Position	Name	Present	Not Present
Executive Director	Ann B. Shortelle, Ph.D.	X	
Assistant Executive Director	Jon Dinges	X	
Gov. Affairs / Communications Director	Steve Minnis	X	
Bureau of Administration and Operations	Dave Dickens	X	
Water Supply Division Director	Carlos Herd	X	
Water Resources Division Director	Erich Marzolf	X	
Resource Mgmt. Division Director	Tim Sagul		X
GB & HR Coordinator	Lisa Cheshire	X	

Guests:

Steve Gladin	Jim Tatum, Our Santa Fe River
Steve Carpenter, FFS	Kathy Still
Justin Owen, Florida Forest Service	Lucinda Merritt, Ichetucknee Alliance
Louie Goodin, Hamilton County Coordinator	Manuel Garcia, Parsons Brinkerhoff, Inc.
Guillermo Simon, Taylor Engineering, Inc.	Robert Johnson, URS
William Tomasello, Tomasello Consulting Engineers	Brad Heilwager, AMEC
Jack Hampson, Akins North America, Inc.	Lee Killinger, Anfield Consulting
Baynard Ward, SVEC	Stacy Young, Branford FFA
Walter Brown, Branford FFA	Allie Randell, Branford FFA
Jonathon Gaylord, Branford FFA	Margaret Dunn, Taylor County
Craig Varn, Manson Bolves	Ray Hodge, Southeast Milk
Merrilee Malwitz-Jipson, Our Santa Fe River, Inc.	Jeff Hill
Jamie Sortevik, SRWMD	Kevin Wright, SRWMD
Keith Rowell, SRWMD	Sara Luther, SRWMD
Abby Johnson, SRWMD	Tammie Girard, SRWMD

Robin Lamm, SRWMD
Leroy Marshall, SRWMD

Megan Wetherington, SRWMD

The meeting was called to order at 3:00 p.m.

Agenda Item No. 3 - Announcement of any Amendments to the Agenda by the Chair.

Addition/SUP:

- Water Supply – Authorization for Monitor Well Installation Cost-share Agreement with St. Johns River Water Management District

Deletion:

- Resource Management Agenda Item 31 – Approval of a Modification of Water Use Permit 2-84-00063.003 with a 0.0032 mgd Decrease in Allocation and a Ten-Year Permit Extension Authorizing the Use of 0.0761 mgd of Groundwater for Agricultural Use at the Katie Hunter Project, Hamilton County – **Recommend Consent**

Updates:

- Water Supply Agenda Item 20 - Authorization to Execute an Agreement for Feasibility and Project Concept Services for the West Ridge Water Resource Development Area Project
- Resource Management Agenda Item 33 – Approval to Enter Into Contract with the University of Florida and the Department of Agriculture and Consumer Services for a Water Conservation/Conjunctive Use Project
- Executive Office Agenda Item 46 – Approval of Resolution No. 2014-20 Requesting Classification of the Tentative Fiscal Year 2015 Reserves (Replacement of Table on EO Page 50)

MR. JONES MADE A MOTION TO APPROVE THE AMENDMENTS TO THE AGENDA. THE MOTION WAS SECONDED BY DR. COLE. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, JONES, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 4 – Public Comment.

- Paul Still – District contracting concerns.

Agenda Item No. 5 - Consideration of the Following Items Collectively by Consent:

- Agenda Item 6 - Approval of August 12, 2014 Governing Board Meeting
- Agenda Item 9 -Approval of July 2014 Financial Report
- Agenda Item 11 – Declaration of Surplus Property and Disposition
- Agenda Item 12 – Authorization to Renew the Existing Contract with Len Duncan, d/b/a Duncan Tire & Auto for Vehicle Maintenance
- Agenda Item 13 – Approval of Updated Information Technology and Communications Systems Policy
- Agenda Item 15 - Florida Forest Service Twin Rivers State Forest Budget
- Agenda Item 16 – Florida Forest Service Cooperative Management Agreement
- Agenda Item 23 – Authorization to Enter into an Inter-Agency Joint Funding Agreement with the United States Geological Survey (USGS), Tallahassee District, for Streamgaging Services
- Agenda Item 25 – Approval of a Modification of Water Use Permit 2-05-00041.002 with a 0.1654 mgd Decrease in Allocation and a Five-Year Permit Extension Authorizing the Use of 0.1231 mgd of Groundwater for Agricultural Use at the Running M Ranch Project, Madison County

- Agenda Item 26 - Approval of a Modification of Water Use Permit 2-07-00129.002 with a 0.0269 mgd Decrease in Allocation and a Five-Year Permit Extension Authorizing the Use of 0.0370 mgd of Groundwater for Agricultural Use at the AARC Project, Madison County
- Agenda Item 27 - Approval of a Modification of Water Use Permit 2-08-00059.002 with a 0.1236 mgd Decrease in Allocation and a Five-Year Permit Extension Authorizing the Use of 0.2247 mgd of Groundwater for Agricultural Use at the Winton/Dasher Farm Project, Suwannee County
- Agenda Item 28 - Approval of a Modification of Water Use Permit 2-88-00018.003 with a 0.0241 mgd Increase in Allocation and a Five-Year Permit Extension Authorizing the Use of 0.2343 mgd of Groundwater for Agricultural Use at the Theron Dasher Farm Project, Suwannee County
- Agenda Item 29 - Approval of a Modification of Water Use Permit 2-97-00008.002 with a 0.1553 mgd Increase in Allocation and a Ten-Year Permit Extension Authorizing the Use of 0.6894 mgd of Groundwater for Agricultural Use at the Shenandoah Dairy, Inc. Project, Suwannee County
- Agenda Item 30 - Approval of a Modification of Water Use Permit 2-84-01135.003 with a 0.0081 mgd Increase in Allocation and a Five-Year Permit Extension Authorizing the Use of 0.2885 mgd of Groundwater for Agricultural Use at the HF Jones Farm Project, Dixie County
- ~~Agenda Item 31 - Approval of a Modification of Water Use Permit 2-84-00063.003 with a 0.0032 mgd Decrease in Allocation and a Ten-Year Permit Extension Authorizing the Use of 0.0761 mgd of Groundwater for Agricultural Use at the Katie Hunter Project, Hamilton County - Deleted~~
- Agenda Item 35 - Approval to Amend Contract 09/10-077 with AMEC Environment & Infrastructure, Inc., (AMEC) for the Implementation of the Federal Emergency Management Agency (FEMA) Risk Mapping Assessment and Planning (MAP) Program within the Mapping Activity Statement (MAS) for FEMA Fiscal Year (FY) 2011
- Agenda Item 36 - Approval to Amend Contract 09/10-048 with Atkins North America, Inc., (Atkins) for the Implementation of the Federal Emergency Management Agency (FEMA) Risk Mapping Assessment and Planning (MAP) Program within the Mapping Activity Statement (MAS) for FEMA Fiscal Year (FY) 2013
- Agenda Item 44 - Renewal of Real Estate Appraisers and Review Appraisers List and Contract for Review Appraisal Services for Fiscal Year 2014/2015
- Agenda Item 45 - Authorization for Staff Legal Service Contracts for Fiscal Year 2014/2015

Mrs. Sanchez and Mr. Alexander publically announced a conflict of interest and abstained from voting on Agenda Item No. 5 - Consideration of the Following Items Collectively by Consent. Conflict of Interest Forms were completed and signed by Mrs. Sanchez and Mr. Alexander. These forms are hereby made part of these minutes and are filed in the permanent Governing Board meeting minutes files of the District.

MR. JONES MADE A MOTION TO APPROVE THE CONSENT ITEMS COLLECTIVELY. THE MOTION WAS SECONDED BY MRS. JOHNS. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: COLE, JOHNS, JONES, WILLIAMS AND QUINCEY.)

Agenda Item No. 6 – Approval of Minutes.

- August 12, 2014 Governing Board Meeting

THE AUGUST 12, 2014 GOVERNING BOARD MEETING MINUTES WERE APPROVED WITH THE CONSENT ITEMS.

Agenda Item No. 7 - Items of General Interest for Information/Cooperating Agencies and Organizations

- Megan Wetherington gave a presentation of hydrologic conditions of the District.
- Cooperating Agencies and Organizations – Stacy Young and members of the Branford FFA gave a power point presentation to thank the Governing Board.

Board Chair moved agenda items 41-43 to this portion of the Board meeting.

Governing Board Legal Counsel

Agenda Item No. 8 – Update on Legal Activities

Board Chair made a recommendation to the Board to extend Board Legal Counsel's contract through the November 2014 Board meeting so the contract can be amended and executed.

DR. COLE MADE A MOTION TO APPROVE THE EXTENSION OF LEGAL COUNSEL'S CONTRACT THROUGH THE NOVEMBER 2014 BOARD MEETING. THE MOTION WAS SECONDED BY MR. ALEXANDER. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, JONES, SANCHEZ, WILLIAMS AND QUINCEY.)

BUREAU OF ADMINISTRATION AND OPERATIONS

Agenda Item No. 9 – Approval of July Financial Report – Approved on Consent.

Agenda Item No. 10 – Approval of the Auditor General Report Six-Month Follow-up from Law, Redd, Crona & Munroe, P.A., Inspector General. Dave Dickens, Bureau Chief, presented staff recommendation to the Governing Board to accept the Auditor General Report Six-Month Follow-up from Law, Redd, Crona & Munroe, P.A., Inspector General.

MRS. SANCHEZ MADE A MOTION TO ACCEPT THE AUDITOR GENERAL REPORT SIX-MONTH FOLLOW-UP FROM LAW, REDD, CRONA & MUNROE, P.A., INSPECTOR GENERAL. THE MOTION WAS SECONDED BY MR. ALEXANDER. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, JONES, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 11 – Declaration of Surplus Property and Disposition. Approved on Consent.

Agenda Item No. 12 – Authorization to Renew Contract 12/13-011 with Len Duncan, d/b/a Duncan Tire & Auto, for FY2015 Vehicle Maintenance at a Not-to-Exceed Annual Cost of \$38,800. Approved on Consent.

Agenda Item No. 13 – Approval of Updated Information Technology and Communications Systems Policy. Approved on Consent.

Agenda Item No. 14 – Contract with Perpetual Contracting, Inc., for Construction and Maintenance of Hydrologic Improvements and Roads for Fiscal Year 2015. Mr. Dickens presented staff recommendation to the Governing Board to authorize the Executive Director to execute a contract for Construction and Maintenance of Hydrologic Improvements and Roads with Perpetual Contracting, Inc., for an amount not to exceed \$74,000 for Fiscal Year 2015.

MRS. SANCHEZ MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT FOR CONSTRUCTION AND MAINTENANCE OF HYDROLOGIC IMPROVEMENTS AND ROADS WITH PERPETUAL CONTRACTING, INC., FOR AN AMOUNT NOT TO EXCEED \$74,000 FOR FISCAL YEAR 2015. THE MOTION WAS SECONDED BY DR. COLE. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, JONES, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 15 – Florida Forest Service Twin Rivers State Forest Budget for Fiscal Year 2015 for an Amount not to Exceed \$148,435. Approved on Consent.

Agenda Item No. 16 – Florida Forest Service Cooperative Management Agreement for Fiscal Year 2015 for an Amount not to Exceed \$25,000. Approved on Consent.

Agenda Item No. 17 – Authorization to Purchase Survey Equipment. Mr. Dickens presented staff recommendation to the Governing Board to authorize the Executive Director to purchase survey equipment for a total not to exceed \$67,889.95.

DR. COLE MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO PURCHASE SURVEY EQUIPMENT FOR A TOTAL NOT TO EXCEED \$67,889.95. THE MOTION WAS SECONDED BY MRS. SANCHEZ. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, JONES, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 18 – Land and Facilities Operations Activity Summary. The Land and Facilities Operations Activity Summary was provided as an informational item in the Board materials.

DIVISION OF WATER SUPPLY

Agenda Item No. 19 – Authorization For Contracting Environmental Monitoring and Assessment Services, including Minimum Flows and Levels (MFLs), Based Upon Another Public Entity's Solicitation for Services. Carlos Herd, Director, Division of Water Supply, presented staff recommendation to the Governing Board to authorize the Executive Director to enter into master contracts with selected contractors providing Environmental Monitoring and Assessments of Natural Systems, including Minimum Flows and Levels (MFL) consultants, for a total amount, in aggregate, not to exceed \$1,454,000 for Fiscal Year 2014/2015 to provide technical assistance to the Water Supply and Water Resources Divisions on an as-needed, when-needed basis as shown in Board materials.

DR. COLE MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO MASTER CONTRACTS WITH SELECTED CONTRACTORS PROVIDING ENVIRONMENTAL MONITORING AND ASSESSMENTS OF NATURAL SYSTEMS, INCLUDING MINIMUM FLOWS AND LEVELS (MFL) CONSULTANTS, FOR A TOTAL AMOUNT, IN AGGREGATE, NOT TO EXCEED \$1,454,000 FOR FISCAL YEAR 2014/2015 TO PROVIDE TECHNICAL ASSISTANCE TO THE WATER SUPPLY AND WATER RESOURCES DIVISIONS ON AN AS-NEEDED, WHEN-NEEDED BASIS. THE MOTION WAS SECONDED BY MRS. SANCHEZ. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, JONES, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 20 – Authorization to Execute an Agreement for Feasibility and Project Concept Services for the West Ridge Water Resource Development Area Project. Mr. Herd presented staff recommendation to the Governing Board to authorize the Executive Director to enter into a contract with Parsons Brinckerhoff, Inc., for feasibility and project concept services for the West Ridge Water Resource Development Area Project for a lump sum fee of \$78,662, in accordance with updated information provided at Board meeting.

Paul Still and Manuel Garcia, Parsons Brinckerhoff, Inc., provided comments to the Board

DR. COLE MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH PARSONS BRINCKERHOFF, INC., FOR FEASIBILITY AND PROJECT CONCEPT SERVICES FOR THE WEST RIDGE WATER RESOURCE DEVELOPMENT AREA PROJECT FOR A LUMP SUM FEE OF \$78,662. THE MOTION WAS SECONDED BY MR. JONES. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, JONES, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 21 – North Florida Regional Water Supply Partnership Facilitation Cost-share Agreement with St. Johns River Water Management District. Mr. Herd presented staff recommendation to the Governing Board to authorize the Executive Director to execute a cost-share agreement with the St. Johns River Water Management District (SJRWMD) for the North Florida Regional Water Supply Partnership facilitation services for an amount not to exceed \$68,456 for Fiscal Year 2014/2015.

Lucinda Merritt, Ichetucknee Alliance, Paul Still, and Jackie Sulek provided comments to the Board.

MRS. JOHNS MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A COST-SHARE AGREEMENT WITH THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT (SJRWMD) FOR THE NORTH FLORIDA REGIONAL WATER SUPPLY PARTNERSHIP FACILITATION SERVICES FOR AN AMOUNT NOT TO EXCEED \$68,456 FOR FISCAL YEAR 2014/2015. THE MOTION WAS SECONDED BY MRS. SANCHEZ. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, JONES, SANCHEZ, WILLIAMS AND QUINCEY.)

Board member Jones left the meeting at 4:51 p.m.

Agenda Item No. 22 – Authorization to Enter into a Sole Source Contract with Environmental Simulations, Inc., (ESI) for Revision of the District's North Florida Groundwater Flow Model. Mr. Herd presented staff recommendation to the Governing Board to authorize the Executive Director to enter into a sole source contract with Environmental Simulations, Inc., for an amount not to exceed \$69,000 to upgrade the North Florida model in response to review.

MRS. JOHNS MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A SOLE SOURCE CONTRACT WITH ENVIRONMENTAL SIMULATIONS, INC., FOR AN AMOUNT NOT TO EXCEED \$69,000 TO UPGRADE THE NORTH FLORIDA MODEL IN RESPONSE TO REVIEW. THE MOTION WAS SECONDED BY DR. COLE. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, SANCHEZ, WILLIAMS AND QUINCEY.)

Board Meeting was recessed at 4:58 p.m. to begin the First Public Hearing on the Fiscal Year 2014/2014 budget.

Board Meeting resumed at 5:16 p.m.

SUP – Authorization for Monitor Well Installation Cost-share Agreement with St. Johns River Water Management District. Mr. Herd presented staff recommendation to the Governing Board to authorize the Executive Director to execute a cost-share agreement with the St. Johns River Water Management District for the installation of monitor wells within the Suwannee River Water Management District for an amount not to exceed \$250,500.

MRS. SANCHEZ MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A COST-SHARE AGREEMENT WITH THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT FOR THE INSTALLATION OF MONITOR WELLS WITHIN THE SUWANNEE RIVER WATER MANAGEMENT DISTRICT FOR AN AMOUNT NOT TO EXCEED \$250,500. THE MOTION WAS SECONDED BY MR. ALEXANDER. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, SANCHEZ, WILLIAMS AND QUINCEY.)

Merrilee Malwitz-Jipson, Our Santa Fe River, Inc. provided public comments to the Board regarding a moratorium on issuance of water use permits.

DIVISION OF WATER RESOURCES

Agenda Item No. 23 – Authorization to Enter into an Inter-Agency Joint Funding Agreement with the United States Geological Survey (USGS), Tallahassee District, in the amount of \$655,100 for Streamgaging Services of Which \$425,500 will be Provided by the District. Approved on Consent.

Agenda Item No. 24 – Agricultural Water Use Monitoring Update. The Agricultural Water Use Monitoring Update was provided as an informational item in the Board materials.

DIVISION OF RESOURCE MANAGEMENT

Agenda Item No. 25 – Approval of a Modification of Water Use Permit 2-05-00041.002, with seventeen standard conditions and five special limiting conditions, with a 0.1654 mgd Decrease in Allocation and a Five-Year Permit Extension Authorizing the Use of 0.1231 mgd of Groundwater for Agricultural Use to the Midyette Family Partnership at the Running M Ranch Project, Madison County. Approved on Consent.

Agenda Item No. 26 – Approval of a Modification of Water Use Permit 2-07-00129.002, with seventeen standard conditions and six special limiting conditions, with a 0.0269 mgd Decrease in Allocation and a Five-Year Permit Extension Authorizing the Use of 0.0370 mgd of Groundwater for Agricultural Use to The AARC Group, LLC, at the AARC Project, Madison County. Approved on Consent.

Agenda Item No. 27 – Approval of a Modification of Water Use Permit 2-08-00059.002, with seventeen standard conditions and four special limiting conditions, with a 0.1236 mgd Decrease in Allocation and a Five-Year Permit Extension Authorizing the Use of 0.2247 mgd of Groundwater for Agricultural Use to Theron Dasher, at the Winton/Dasher Farm Project, Suwannee County. Approved on Consent.

Agenda Item No. 28 – Approval of a Modification of Water Use Permit 2-88-00018.003, with seventeen standard conditions and five special limiting conditions, with a 0.0241 mgd Increase in

Allocation and a Five-Year Permit Extension Authorizing the Use of 0.2343 mgd of Groundwater for Agricultural Use to Theron Dasher, at the Theron Dasher Farm Project, Suwannee County. Approved on Consent.

Agenda Item No. 29 – Approval of a Modification of Water Use Permit 2-97-00008.002, with seventeen standard conditions and four special limiting conditions, with a 0.1553 mgd Increase in Allocation and a Ten-Year Permit Extension Authorizing the Use of 0.6894 mgd of Groundwater for Agricultural Use to Shenandoah Dairy, Inc., at the Shenandoah Dairy, Inc. Project, Suwannee County. Approved on Consent.

Agenda Item No. 30 – Approval of a Modification of Water Use Permit 2-84-01135.003, with seventeen standard conditions and five special limiting conditions, with a 0.0081 mgd Increase in Allocation and a Five-Year Permit Extension Authorizing the Use of 0.2885 mgd of Groundwater for Agricultural Use to H.F. Jones, Jr., at the HF Jones Farm Project, Dixie County. Approved on Consent.

Mrs. Sanchez publically announced a conflict of interest and abstained from voting on Agenda Item No. 30 under the Consent Agenda Item No. 5. Conflict of Interest Form was completed and signed by Mrs. Sanchez. This form is hereby made part of these minutes and is filed in the permanent Governing Board meeting minutes files of the District.

~~Agenda Item No. 31 – Approval of a Modification of Water Use Permit 2-84-00063.003, with seventeen standard conditions and four special limiting conditions, with a 0.0032 mgd Decrease in Allocation and a Ten-Year Permit Extension Authorizing the Use of 0.0761 mgd of Groundwater for Agricultural Use to Hugh Hunter, at the Katie Hunter Project, Hamilton County. Approved on Consent.~~
- Deleted

Agenda Item No. 32 – Authorization for Executive Director to Execute an Interagency Agreement between the Suwannee River Water Management District and the St. Johns River Water Management District Accepting Water Use Permitting Responsibility of the Straughn Blueberry Project in Alachua County. Warren Zwanka, Senior Hydrologist, Resource Management, presented staff recommendation to the Governing Board to authorize the Executive Director to execute an Interagency Agreement between the Suwannee River Water Management District and the St. Johns River Water Management District accepting water use permitting responsibility of the Straughn Blueberry Project in Alachua County.

DR. COLE MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN INTERAGENCY AGREEMENT BETWEEN THE SUWANNEE RIVER WATER MANAGEMENT DISTRICT AND THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT ACCEPTING WATER USE PERMITTING RESPONSIBILITY OF THE STRAUGHN BLUEBERRY PROJECT IN ALACHUA COUNTY. THE MOTION WAS SECONDED BY MRS. JOHNS. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 33 – Approval to Enter Into Contract with the University of Florida and the Department of Agriculture and Consumer Services for a Water Conservation/Conjunctive Use Project in an amount not to exceed \$40,200. Kevin Wright, Professional Engineer, Resource Management, presented staff recommendation to the Governing Board to authorize the Executive Director to enter into a contract with the University of Florida and the Department of Agriculture and Consumer

Services for a Water Conservation/Conjunctive Use Project in an amount not to exceed \$40,200 in accordance with updated information provided at Board meeting.

MRS. SANCHEZ MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH THE UNIVERSITY OF FLORIDA AND THE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES FOR A WATER CONSERVATION/CONJUNCTIVE USE PROJECT IN AN AMOUNT NOT TO EXCEED \$40,200. THE MOTION WAS SECONDED BY DR. COLE. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 34 – Approval to Enter Into Contracts for the 4th Round District Agricultural Cost-Share Program with 8 applicants for Fiscal Year 2013/2014. Mr. Wright presented staff recommendation to the Governing Board to authorize the Executive Director to enter into contracts for the 4th Round District Agricultural Cost-Share Program with 8 applicants for Fiscal Year 2013/2014.

MRS. JOHNS MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE 4TH ROUND DISTRICT AGRICULTURAL COST-SHARE PROGRAM WITH 8 APPLICANTS FOR FISCAL YEAR 2013/2014. THE MOTION WAS SECONDED BY MRS. SANCHEZ. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 35 – Approval to Amend Contract 09/10-077 in the amount of \$50,957 with AMEC Environment & Infrastructure, Inc., (AMEC) for the Implementation of the Federal Emergency Management Agency (FEMA) Risk Mapping Assessment and Planning (MAP) Program within the Mapping Activity Statement (MAS) for MAS 11 Tasks, for a New Total Contract Amount not to Exceed \$2,061,524 for FEMA Fiscal Year (FY) 2011. Approved on Consent.

Agenda Item No. 36 – Approval to Amend Contract 09/10-048 in the Amount of \$211,300 with Atkins North America, Inc., (Atkins) for the Implementation of the Federal Emergency Management Agency (FEMA) Risk Mapping Assessment and Planning (MAP) Program within the Mapping Activity Statement (MAS) for MAS 13 Tasks, for a New Total Contract not to Exceed \$1,504,218 for FEMA Fiscal Year (FY) 2013. Approved on Consent.

Agenda Item No. 37 – Authorization to Enter into Contract with the Federal Emergency Management Agency (FEMA) to Administer Risk MAP (Mapping, Assessment and Planning) for Federal Fiscal Year 2014. Leroy Marshall, Senior Engineer, Resource Management, presented staff recommendation to the Governing Board to authorize the Executive Director to enter into contract with FEMA to receive an estimated \$627,000 to implement FEMA's FY2014 Risk MAP Program in the Waccasassa and Withlacoochee river basins.

MRS. JOHNS MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT WITH FEMA TO RECEIVE AN ESTIMATED \$627,000 TO IMPLEMENT FEMA'S FY2014 RISK MAP PROGRAM IN THE WACCASASSA AND WITHLACOOCHEE RIVER BASINS. THE MOTION WAS SECONDED BY DR. COLE. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 38 – Approval of the Most Qualified Firms for Implementation of the Federal Emergency Management Agency (FEMA) Risk MAP Program for FY2014 through FY2019. Mr. Marshall presented staff recommendation to the Governing Board to approve the qualified list of firms

on Attachment A for FEMA Risk MAP program activities and authorize staff to negotiate contracts with selected firms as shown in the Board materials. Staff will bring individual contracts with these firms to the Governing Board for approval as each year's specific scopes of work and project budgets are finalized.

MRS. JOHNS MADE A MOTION TO APPROVE THE QUALIFIED LIST OF FIRMS ON ATTACHMENT A FOR FEMA RISK MAP PROGRAM ACTIVITIES AND AUTHORIZE STAFF TO NEGOTIATE CONTRACTS WITH SELECTED FIRMS. STAFF WILL BRING INDIVIDUAL CONTRACTS WITH THESE FIRMS TO THE GOVERNING BOARD FOR APPROVAL AS EACH YEAR'S SPECIFIC SCOPES OF WORK AND PROJECT BUDGETS ARE FINALIZED. THE MOTION WAS SECONDED BY MR. ALEXANDER. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 39 – Permitting Summary Report. The Permitting Summary Report was provided as an informational item in the Board materials.

Agenda Item No. 40 – Enforcement Status Report. The Enforcement Status Report was provided as an informational item in the Board materials.

EXECUTIVE OFFICE

Board Chair moved Agenda Items 41-43 to follow agenda item 7.

Agenda Item No. 41 – Approval of Resolution Number 2014-22 Authorizing the Conveyance of 46.65 Acres +/- of the Jennings Bluff Surplus Tract to Hamilton County Board of County Commissioners. Jon Dinges, Assistant Executive Director, presented a recommendation to the Governing Board to approve and execute Resolution 2014-22 authorizing the conveyance of 46.65 acres +/- of the Jennings Bluff surplus lands tract to the Hamilton County Board of County Commissioners.

DR. COLE MADE A MOTION TO APPROVE AND EXECUTE RESOLUTION 2014-22 AUTHORIZING THE CONVEYANCE OF 46.65 ACRES +/- OF THE JENNINGS BLUFF SURPLUS LANDS TRACT TO THE HAMILTON COUNTY BOARD OF COUNTY COMMISSIONERS WITH THE REQUESTED CHANGES FROM LEGAL COUNSEL REGARDING THE RESOLUTION LANGUAGE INCLUDING THAT THE PROPERTY IS NO LONGER NEEDED FOR CONSERVATION. THE MOTION WAS SECONDED BY MRS. SANCHEZ. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 42 – Approval of Resolution Number 2014-21 Declaring 16.25 Acres +/- of Lands to be Surplus and Authorizing Sale to Florida Gateway College in Columbia County. Dr. Ann Shortelle, Executive Director, presented a recommendation to the Governing Board to approve and execute Resolution 2014-21 declaring 16.25 acres +/- of lands to be surplus and authorizing the Executive Director to execute a contract for sale and purchase to Florida Gateway College in Columbia County.

Don Kennedy, Florida Gateway College, provided comments to the Board.

MR. WILLIAMS MADE A MOTION TO APPROVE AND EXECUTE RESOLUTION 2014-21 DECLARING 16.25 ACRES +/- OF LANDS TO BE SURPLUS AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT FOR SALE AND PURCHASE TO FLORIDA GATEWAY

COLLEGE IN COLUMBIA COUNTY WITH THE REQUESTED CHANGES FROM LEGAL COUNSEL REGARDING THE RESOLUTION LANGUAGE INCLUDING THAT THE PROPERTY IS NO LONGER NEEDED FOR CONSERVATION. THE MOTION WAS SECONDED BY MRS. JOHNS. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 43 – Approval of Resolution Number 2014-15 Conveying the Hampton Springs Road Surplus Tract, 248 Acres +/-, to Taylor County and Authorizing Execution of an Interlocal Agreement Regarding Payment in Lieu of Taxes. Dr. Shortelle presented a recommendation to the Governing Board to approve Resolution 2014-15 conveying the Hampton Springs Road surplus tract, 248 acres ±, to Taylor County and authorizing execution of an interlocal agreement regarding payment in lieu of taxes.

Margaret Dunn, Taylor County Assistant County Administrator, provided comments to the Board.

MR. JONES MADE A MOTION TO APPROVE AND EXECUTE RESOLUTION 2014-15 CONVEYING THE HAMPTON SPRINGS ROAD SURPLUS TRACT, 248 ACRES ±, TO TAYLOR COUNTY AND AUTHORIZING EXECUTION OF AN INTERLOCAL AGREEMENT REGARDING PAYMENT IN LIEU OF TAXES WITH THE REQUESTED CHANGES FROM LEGAL COUNSEL REGARDING THE RESOLUTION LANGUAGE INCLUDING THAT THE PROPERTY IS NO LONGER NEEDED FOR CONSERVATION. THE MOTION WAS SECONDED BY MR. ALEXANDER. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 44 – Renewal of Real Estate Appraisers and Review Appraisers List and Renew Contract 13/14-021 with Ketcham Appraisal Group, Inc., for Review Appraisal Services for Fiscal Year 2014/2015. Approved on Consent.

Mr. Alexander publically announced a conflict of interest and abstained from voting on Agenda Item No. 44 under the Consent Agenda Item No. 5. Conflict of Interest Form was completed and signed by Mr. Alexander. This form is hereby made part of these minutes and is filed in the permanent Governing Board meeting minutes files of the District.

Agenda Item No. 45 – Authorization for Staff Legal Service Contracts for Fiscal Year 2014/2015. Approved on Consent.

Agenda Item No. 46 – Approval of Resolution No. 2014-20 Requesting Classification of the Tentative Fiscal Year 2015 Reserves. Dr. Shortelle presented a recommendation to the Governing Board to approve and execute Resolution No. 2014-20 authorizing the assignment of the Tentative Fiscal Year 2015 Reserves per the GASB 54 classifications in accordance with updated EO Page 50.

MRS. SANCHEZ MADE A MOTION TO APPROVE AND EXECUTE RESOLUTION NO. 2014-20 AUTHORIZING THE ASSIGNMENT OF THE TENTATIVE FISCAL YEAR 2015 RESERVES PER THE GASB 54 CLASSIFICATIONS. THE MOTION WAS SECONDED BY MR. ALEXANDER. UPON VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, JOHNS, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item No. 47 – North Florida Regional Water Supply Partnership Stakeholder Advisory Committee Update. A North Florida Regional Water Supply Partnership Stakeholder Advisory Committee update was provided as an informational item in the Board materials.

Agenda Item No. 48 - District's Weekly Activity Reports. The District's Weekly Activity Reports were provided as an informational item in the Board materials.

Meeting adjourned at 5:46 p.m.

Chair

ATTEST:

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
 MINUTES OF
1ST PUBLIC HEARING ON THE
FISCAL YEAR 2014-2015 BUDGET

Note: A digital recording system has been used to record these proceedings and is on file in the permanent files of the District. A copy of the Governing Board materials and handouts are a part of the record as if set out in full herein, and are filed in the permanent files of the District.

Seat	Name	Office	Present	Not Present
Aucilla Basin	George M. Cole, Ph.D.		X	
Coastal River Basin	Donald Ray Curtis, III	Sec./Treas.		X
Lower Suwannee Basin	Don Quincey, Jr.	Chair	X	
Santa Fe & Wacc. Basins	Kevin W. Brown			X
Upper Suwannee Basin	Alphonas Alexander	Vice Chair	X	
At Large	Virginia H. Johns		X	
At Large	Virginia Sanchez		X	
At Large	Guy N. Williams		X	
At Large	Gary Jones			X

Governing Board General Counsel

Name	Firm	Present	Not Present
George T. Reeves	Davis, Schnitker, Reeves & Browning, P.A.	X	

Staff:

Position	Name	Present	Not Present
Executive Director	Ann B. Shortelle, Ph.D.	X	
Assistant Executive Director	Jon Dinges	X	
Gov. Affairs / Communications Director	Steve Minnis	X	
Bureau of Administration and Operations	Dave Dickens	X	
Water Supply Division Director	Carlos Herd	X	
Water Resources Division Director	Erich Marzolf	X	
Resource Mgmt. Division Director	Tim Sagul		X
GB & HR Coordinator	Lisa Cheshire	X	

Guests:

Steve Gladin	Jim Tatum, Our Santa Fe River
Steve Carpenter, FFS	Kathy Still
Justin Owen, Florida Forest Service	Lucinda Merritt, Ichetucknee Alliance
Louie Goodin, Hamilton County Coordinator	Manuel Garcia, Parson Brinkerhoff
Guillermo Simon, Taylor Engineering, Inc.	Robert Johnson, URS
William Tomasello, Tomasello Consulting Engineers	Brad Heilwager, AMEC
Jack Hampson, Akins North America, Inc.	Lee Killinger, Anfield Consulting
Baynard Ward, SVEC	Stacy Young, Branford FFA
Walter Brown, Branford FFA	Allie Randell, Branford FFA
Jonathon Gaylord, Branford FFA	Margaret Dunn, Taylor County
Craig Varn, Manson Bolves	Ray Hodge, Southeast Milk
Jeff Hill	Sara Luther, SRWMD

Jamie Sortevik, SRWMD
Abby Johnson, SRWMD
Robin Lamm, SRWMD
Leroy Marshall, SRWMD
Merrilee Malwitz-Jipson, Our Santa Fe River, Inc.

Kevin Wright, SRWMD
Tammie Girard, SRWMD
Megan Wetherington, SRWMD
Keith Rowell, SRWMD

The meeting was called to order at 5:10 p.m.

Agenda Item 2 - Explanation of purpose of public hearing which is to adopt a proposed millage rate and tentative budget. Dr. Shortelle discussed the purpose of the public hearing.

Agenda Item 3 - Presentation of Tentative Fiscal Year 2014-2015 Budget. Dr. Shortelle gave a presentation on the Tentative FY 2014-2015 Budget.

Agenda Item 4 - Board discussion of the proposed millage rate for Fiscal Year 2014-2015 of 0.4141, the rolled-back millage rate percent change of 0.05%, and a Tentative Fiscal Year 2014-2015 Budget of \$33,429,287. There was no discussion.

Agenda Item 5 - Comments and questions from the general public. None

Agenda Item 6 - Adoption of proposed millage rate of 0.4141. Dr. Shortelle recommended the Governing Board adopt the proposed millage rate of 0.4141 for Fiscal Year 2014-2015.

MR. ALEXANDER MADE A MOTION TO ADOPT THE PROPOSED MILLAGE RATE OF 0.4141 FOR FISCAL YEAR 2014-2015. MRS. SANCHEZ SECONDED. UPON UNANIMOUS VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, CURTIS, JOHNS, SANCHEZ, QUINCEY.)

Agenda Item 7 - Adoption of Tentative Budget of \$33,429,287. Dr. Shortelle recommended the Governing Board adopt the Tentative Fiscal Year 2014-2015 Budget of \$33,429,287.

MR. ALEXANDER MADE A MOTION TO ADOPT THE TENTATIVE BUDGET OF \$33,429,287 FOR FISCAL YEAR 2014-2015. MRS. SANCHEZ SECONDED. UPON UNANIMOUS VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, COLE, CURTIS, JOHNS, SANCHEZ, QUINCEY.)

Agenda Item 8 - Announcements. Dr. Shortelle made the announcement that on September 23, 2014, at 5:05 p.m. the Final Public Hearing on FY 2014-2015 Budget will be held at the District Headquarters.

The meeting adjourned at 5:16 p.m.

Chairman

ATTEST:

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
 MINUTES OF
FINAL PUBLIC HEARING ON THE
FISCAL YEAR 2014-2015 BUDGET

Note: A digital recording system has been used to record these proceedings and is on file in the permanent files of the District. A copy of the Governing Board materials and handouts are a part of the record as if set out in full herein, and are filed in the permanent files of the District.

5:05 p.m., Tuesday
 September 23, 2014

District Headquarters
 Live Oak, Florida

Seat	Name	Office	Present	Not Present
Aucilla Basin	George M. Cole, Ph.D.		X	
Coastal River Basin	Donald Ray Curtis, III	Sec./Treas.		X
Lower Suwannee Basin	Don Quincey, Jr.	Chair	X	
Santa Fe & Wacc. Basins	Kevin W. Brown		X	
Upper Suwannee Basin	Alphonas Alexander	Vice Chair	X	
At Large	Virginia H. Johns		X	
At Large	Virginia Sanchez		X	
At Large	Guy N. Williams		X	
At Large	Gary Jones		X	

Governing Board General Counsel

Name	Firm	Present	Not Present
George T. Reeves	Davis, Schnitker, Reeves & Browning, P.A.		X

Staff:

Position	Name	Present	Not Present
Executive Director	Ann B. Shortelle, Ph.D.	X	
Assistant Executive Director	Jon Dinges	X	
Gov. Affairs / Communications Director	Steve Minnis		X
Bureau of Administration and Operations	Dave Dickens	X	
Water Supply Division Director	Carlos Herd	X	
Water Resources Division Director	Erich Marzolf	X	
Resource Mgmt. Division Director	Tim Sagul	X	
GB & HR Coordinator	Lisa Cheshire	X	

Guests:

Steve Gladin	Carolee Howe, Shenandoah Dairy
Jeff Hill	Tammie Girard, SRWMD
Abby Johnson, SRWMD	Keith Rowell, SRWMD
Robin Lamm, SRWMD	Rhonda Morris, SRWMD

The meeting was called to order at 5:09 p.m.

Agenda Item 2 - Explanation of purpose of public hearing which is to adopt a final millage rate and final budget. Dr. Shortelle discussed the purpose of the public hearing.

Agenda Item 3 - Presentation of Final Fiscal Year 2014-2015 Budget. Dr. Shortelle gave a power point presentation on the Final FY 2014-2015 Budget.

Agenda Item 4 - Comments and questions from the general public. None

Agenda Item 5 - Approval of Resolution No. 2014-23 Adopting a Millage Rate of 0.4141.
Dr. Shortelle recommended approval of Resolution No. 2014-23 to adopt a millage rate of 0.4141 for Fiscal Year 2014-2015.

MRS. SANCHEZ MADE A MOTION TO ADOPT THE MILLAGE RATE OF 0.4141 FOR FISCAL YEAR 2014-2015. MR. ALEXANDER SECONDED. UPON UNANIMOUS VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, BROWN, COLE, JOHNS, JONES, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item 6 - Approval of Resolution No. 2014-24 Adopting a Final Budget of \$33,429,287.
Dr. Shortelle recommended approval of Resolution No. 2013-24 to adopt a final budget of \$33,429,287 for Fiscal Year 2014-2015.

MR. ALEXANDER MADE A MOTION TO APPROVE RESOLUTION NO. 2014-24 ADOPTING A FINAL BUDGET OF \$33,429,287. DR. COLE SECONDED. UPON UNANIMOUS VOTE OF THE GOVERNING BOARD, THE MOTION CARRIED. (MEMBERS VOTING IN FAVOR: ALEXANDER, BROWN, COLE, JOHNS, JONES, SANCHEZ, WILLIAMS AND QUINCEY.)

Agenda Item 7- Announcements. Dr. Shortelle made the announcements regarding the Water Sharing Conference October 2-4, 2014, in Monticello and the October Governing Board Meeting October 16, 2014, in Cedar Key, Florida.

The meeting adjourned at 5:18 p.m.

Chairman

ATTEST:

MEMORANDUM

TO: Governing Board

FROM: Dave Dickens, Division Director, Administration & Operations

DATE: September 29, 2014

RE: Approval of August 2014 Financial Report

RECOMMENDATION

Staff recommends the Governing Board approve the August 2014 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 as attached.

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.

DD/bmp
Enclosures

**Suwannee River Water Management District
Cash Report
August 2014**

ACCOUNT	Monthly Interest	Interest Rate %	Closing Balance
Bank of America Permit Fee	-	-	\$116,081.04
First Federal Permit Fee	\$3.71	0.30%	\$15,815.24
First Federal Depository	\$125.60	0.30%	\$334,986.55
SPIA	\$48,862.01	1.24%	\$47,140,518.23
SBA Fund A	\$42.84	0.16%	\$323,448.21
SBA Fund B	-	-	\$17,920.99
TOTAL	\$49,034.16		\$47,948,770.26

**Suwannee River Water Management District
Statement of Sources and Uses of Funds
For the Month ending August 31, 2014
(Unaudited)**

	Current Budget	Actuals Through 8/31/2014	Variance (Under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 5,384,693	\$ 5,269,988	\$ (114,705)	98%
Intergovernmental Revenues	17,423,884	11,414,949	(6,008,935)	66%
Interest on Invested Funds	333,794	388,761	54,967	116%
License and Permit Fees	171,939	240,813	68,874	140%
Other	216,318	775,360	559,042	358%
Fund Balance	6,409,874	416,961	(5,992,913)	7%
Total Sources	\$ 29,940,502	\$ 18,506,831	\$ (11,433,670)	62%

	Current Budget	Expenditures	Encumbrances ¹	Available Budget	%Expended	Obligated ²
Uses						
Water Resources Planning and Monitoring	\$ 7,477,047	\$ 4,172,024	\$ 34,957	\$ 3,270,066	56%	56%
Acquisition, Restoration and Public Works	16,617,956	2,637,802	5,576	13,974,579	16%	16%
Operation and Maintenance of Lands and Works	2,769,265	1,676,397	176,637	916,231	61%	67%
Regulation	1,188,555	1,071,125	-	117,430	90%	90%
Outreach	252,952	164,909	-	88,043	65%	65%
Management and Administration	1,644,727	1,379,072	-	265,655	84%	84%
Total Uses	\$ 29,950,502	\$ 11,101,327	\$ 217,170	\$ 18,632,005	37%	38%

¹ Encumbrances represent unexpended balances of open purchase orders and contracts.

² Represents the sum of expenditures and encumbrances as a percentage of the available budget.

STATEMENT OF ACTIVITY - REVENUE AND EXPENSE DETAIL
August 31, 2014

Recap of All Funds	<u>Y-T-D ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	17,917,931.54	0.00	29,238,518.00	11,320,586.46
EXPENSES				
TOTAL SALARIES AND BENEFITS	4,619,752.01	0.00	5,749,713.00	1,129,960.99
TOTAL OTHER PERSONAL SERVICES	4,124,332.69	(17,325.92)	18,263,353.00	14,156,346.23
TOTAL OPERATING EXPENSES	1,305,336.73	12,157.37	1,648,852.00	331,357.90
TOTAL CAPITAL OUTLAY	226,873.62	20,913.71	229,100.00	(18,687.33)
TOTAL FIXED CAPITAL OUTLAY	367,296.92	176,637.00	0.00	(543,933.92)
TOTAL INTERAGENCY	462,654.36	0.00	3,347,500.00	2,884,845.64
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>11,106,246.33</u>	<u>192,382.16</u>	<u>29,238,518.00</u>	<u>17,939,889.51</u>
NET INCOME	<u>6,811,685.21</u>	<u>(192,382.16)</u>	<u>0.00</u>	<u>(6,619,303.05)</u>

Fund 01: General Fund	<u>Y-T-D ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	19,056,316.76	0.00	12,344,679.00	(6,711,637.76)
EXPENSES				
TOTAL OTHER PERSONAL SERVICES	675,735.43	(17,325.92)	1,204,498.00	546,088.49
TOTAL OPERATING EXPENSES	892,831.97	11,227.37	1,056,698.00	152,638.66
TOTAL CAPITAL OUTLAY	142,517.33	20,481.71	127,600.00	(35,399.04)
TOTAL FIXED CAPITAL OUTLAY	0.00	176,637.00	0.00	(176,637.00)
TOTAL INTERAGENCY	137,531.26	0.00	274,500.00	136,968.74
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>4,352,095.88</u>	<u>191,020.16</u>	<u>6,349,805.00</u>	<u>1,806,688.96</u>
NET INCOME	<u>14,704,220.88</u>	<u>(191,020.16)</u>	<u>5,994,874.00</u>	<u>(8,518,326.72)</u>

Fund 03: Lobbyist Registration	<u>Y-T-D ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	1,880.00	0.00	0.00	(1,880.00)
EXPENSES				
TOTAL SALARIES AND BENEFITS	1,878.62	0.00	0.00	(1,878.62)
TOTAL OTHER PERSONAL SERVICES	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>1,878.62</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,878.62)</u>
NET INCOME	<u>1.38</u>	<u>0.00</u>	<u>0.00</u>	<u>(1.38)</u>

STATEMENT OF ACTIVITY - REVENUE AND EXPENSE DETAIL
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Fund 04: Ichetucknee Springs	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	4,200,000.00	0.00	3,900,000.00	(300,000.00)
EXPENSES				
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	116,518.91	0.00	3,900,000.00	3,783,481.09
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>116,518.91</u>	<u>0.00</u>	<u>3,900,000.00</u>	<u>3,783,481.09</u>
NET INCOME	<u>4,083,481.09</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,083,481.09)</u>

Fund 05: Middle Suwannee	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	1,548,000.00	0.00	1,548,000.00	0.00
EXPENSES				
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	182,359.20	0.00	1,548,000.00	1,365,640.80
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>182,359.20</u>	<u>0.00</u>	<u>1,548,000.00</u>	<u>1,365,640.80</u>
NET INCOME	<u>1,365,640.80</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,365,640.80)</u>

Fund 07: Local Revenue	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	91,600.00	0.00	0.00	(91,600.00)
EXPENSES				
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	70,000.00	0.00	70,000.00	0.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>70,000.00</u>	<u>0.00</u>	<u>70,000.00</u>	<u>0.00</u>
NET INCOME	<u>21,600.00</u>	<u>0.00</u>	<u>(70,000.00)</u>	<u>(91,600.00)</u>

STATEMENT OF ACTIVITY - REVENUE AND EXPENSE DETAIL
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Fund 08: WMLTF / Springs	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	1,620,288.99	0.00	5,441,670.00	3,821,381.01
EXPENSES				
TOTAL SALARIES AND BENEFITS	747,711.92	0.00	636,743.00	(110,968.92)
TOTAL OTHER PERSONAL SERVICES	819,585.63	0.00	4,815,322.00	3,995,736.37
TOTAL OPERATING EXPENSES	12,632.74	0.00	97,450.00	84,817.26
TOTAL CAPITAL OUTLAY	38,503.34	432.00	15,000.00	(23,935.34)
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	45,500.00	0.00	100,000.00	54,500.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>1,663,933.63</u>	<u>432.00</u>	<u>5,664,515.00</u>	<u>4,000,149.37</u>
NET INCOME	<u>(43,644.64)</u>	<u>(432.00)</u>	<u>(222,845.00)</u>	<u>(178,768.36)</u>

*remaining balance to be covered by Reserves

Fund 10: Florida Forever & P-2000	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	9,193,354.00	0.00	363,000.00	(8,830,354.00)
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	0.00	0.00	363,000.00	363,000.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>363,000.00</u>	<u>363,000.00</u>
NET INCOME	<u>9,193,354.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(9,193,354.00)</u>

Fund 11: FEMA FY 2009	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	36,096.32	0.00	0.00	(36,096.32)
EXPENSES				
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	36,096.32	0.00	0.00	(36,096.32)
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>36,096.32</u>	<u>0.00</u>	<u>0.00</u>	<u>(36,096.32)</u>
NET INCOME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

STATEMENT OF ACTIVITY - REVENUE AND EXPENSE DETAIL

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Fund 12: DOT ETDM	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	48.36	0.00	0.00	0.00
EXPENSES				
TOTAL SALARIES AND BENEFITS	48.36	0.00	0.00	(48.36)
TOTAL OTHER PERSONAL SERVICES	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>48.36</u>	<u>0.00</u>	<u>0.00</u>	<u>(48.36)</u>
NET INCOME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>48.36</u>

*Budget Revision in progress

Fund 13: WMLTF / Operations	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	(20,712,388.06)	0.00	2,471,480.00	23,183,868.06
EXPENSES				
TOTAL SALARIES AND BENEFITS	587,072.62	0.00	697,331.00	110,258.38
TOTAL OTHER PERSONAL SERVICES	644,291.79	0.00	885,800.00	241,508.21
TOTAL OPERATING EXPENSES	371,842.33	0.00	442,504.00	70,661.67
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	367,296.92	0.00	0.00	(367,296.92)
TOTAL INTERAGENCY	30,920.50	0.00	223,000.00	192,079.50
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>2,001,424.16</u>	<u>0.00</u>	<u>2,248,635.00</u>	<u>247,210.84</u>
NET INCOME	<u>(22,713,812.22)</u>	<u>0.00</u>	<u>222,845.00</u>	<u>22,936,657.22</u>

*Unassigned funds \$13,291,056 moved to Fund 1; Florida Forever and P-2000 restricted funds \$9,193,354 moved to Fund 10

Fund 15: ERP & Wetlands	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	758,600.00	0.00	700,000.00	(58,600.00)
EXPENSES				
TOTAL SALARIES AND BENEFITS	488,133.88	0.00	523,450.00	35,316.12
TOTAL OTHER PERSONAL SERVICES	135,036.94	0.00	64,850.00	(70,186.94)
TOTAL OPERATING EXPENSES	13,299.72	0.00	25,200.00	11,900.28
TOTAL CAPITAL OUTLAY	45,852.95	0.00	86,500.00	40,647.05
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>682,323.49</u>	<u>0.00</u>	<u>700,000.00</u>	<u>17,676.51</u>
NET INCOME	<u>76,276.51</u>	<u>0.00</u>	<u>0.00</u>	<u>(76,276.51)</u>

STATEMENT OF ACTIVITY - REVENUE AND EXPENSE DETAIL
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Fund 16: Delineated Areas	Y-T-D ACTUAL	ENCUM.	ANNUAL BUDGET	VARIANCE
REVENUES				
TOTAL REVENUES	39,999.73	0.00	40,000.00	0.27
EXPENSES				
TOTAL SALARIES AND BENEFITS	37,592.10	0.00	35,289.00	(2,303.10)
TOTAL OTHER PERSONAL SERVICES	235.00	0.00	2,711.00	2,476.00
TOTAL OPERATING EXPENSES	1,178.50	0.00	2,000.00	821.50
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>39,005.60</u>	<u>0.00</u>	<u>40,000.00</u>	<u>994.40</u>
NET INCOME	<u>994.13</u>	<u>0.00</u>	<u>0.00</u>	<u>(994.13)</u>

Fund 17: License & Permit Fees	Y-T-D ACTUAL	ENCUM.	ANNUAL BUDGET	VARIANCE
REVENUES				
TOTAL REVENUES	240,628.05	0.00	171,939.00	(68,689.05)
EXPENSES				
TOTAL SALARIES AND BENEFITS	243,853.63	0.00	170,391.00	(73,462.63)
TOTAL OTHER PERSONAL SERVICES	1,121.25	0.00	1,548.00	426.75
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>244,974.88</u>	<u>0.00</u>	<u>171,939.00</u>	<u>(73,035.88)</u>
NET INCOME	<u>(4,346.83)</u>	<u>0.00</u>	<u>0.00</u>	<u>4,346.83</u>

*New E-Reg process for electronic permitting for salaries & start-up; revenues resulting from online permitting

Fund 19: DOT Mitigation	Y-T-D ACTUAL	ENCUM.	ANNUAL BUDGET	VARIANCE
REVENUES				
TOTAL REVENUES	11,150.99	0.00	0.00	(11,150.99)
EXPENSES				
TOTAL SALARIES AND BENEFITS	9,980.99	0.00	0.00	(9,980.99)
TOTAL OTHER PERSONAL SERVICES	1,170.00	0.00	0.00	(1,170.00)
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>11,150.99</u>	<u>0.00</u>	<u>0.00</u>	<u>(11,150.99)</u>
NET INCOME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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<u>Fund 44: Surface Water Improvement</u>	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	140,717.40	0.00	0.00	(140,717.40)
EXPENSES				
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	2,315.93	0.00	399,874.00	397,558.07
TOTAL OPERATING EXPENSES	13,551.47	930.00	25,000.00	10,518.53
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	124,850.00	0.00	0.00	(124,850.00)
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>140,717.40</u>	<u>930.00</u>	<u>424,874.00</u>	<u>283,226.60</u>
NET INCOME	<u>0.00</u>	<u>(930.00)</u>	<u>(424,874.00)</u>	<u>(423,944.00)</u>

<u>Fund 45: FEMA FY 2010</u>	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	148,948.14	0.00	50,000.00	(98,948.14)
EXPENSES				
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	148,948.14	0.00	50,000.00	(98,948.14)
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>148,948.14</u>	<u>0.00</u>	<u>50,000.00</u>	<u>(98,948.14)</u>
NET INCOME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

<u>Fund 48: FEMA FY 2011</u>	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	470,202.21	0.00	858,000.00	387,797.79
EXPENSES				
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	470,202.21	0.00	858,000.00	387,797.79
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>470,202.21</u>	<u>0.00</u>	<u>858,000.00</u>	<u>387,797.79</u>
NET INCOME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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Fund 49: Santa Fe BMAP	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	614,649.12	0.00	1,134,750.00	520,100.88
EXPENSES				
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	483,505.39	0.00	1,134,750.00	651,244.61
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>483,505.39</u>	<u>0.00</u>	<u>1,134,750.00</u>	<u>651,244.61</u>
NET INCOME	<u>131,143.73</u>	<u>0.00</u>	<u>0.00</u>	<u>(131,143.73)</u>

Fund 51: District Ag Cost Share	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	292,783.91	0.00	0.00	(292,783.91)
EXPENSES				
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	292,783.91	0.00	2,750,000.00	2,457,216.09
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>292,783.91</u>	<u>0.00</u>	<u>2,750,000.00</u>	<u>2,457,216.09</u>
NET INCOME	<u>0.00</u>	<u>0.00</u>	<u>(2,750,000.00)</u>	<u>(2,750,000.00)</u>

Fund 52: DACS	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	49,253.50	0.00	0.00	(49,253.50)
EXPENSES				
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET INCOME	<u>49,253.50</u>	<u>0.00</u>	<u>0.00</u>	<u>(49,253.50)</u>

STATEMENT OF ACTIVITY - REVENUE AND EXPENSE DETAIL
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Fund 53: District River Cost Share	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	124,176.60	0.00	0.00	(124,176.60)
EXPENSES				
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	324.00	0.00	0.00	(324.00)
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	123,852.60	0.00	2,750,000.00	2,626,147.40
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>124,176.60</u>	<u>0.00</u>	<u>2,750,000.00</u>	<u>2,625,823.40</u>
NET INCOME	<u>0.00</u>	<u>0.00</u>	<u>(2,750,000.00)</u>	<u>(2,750,000.00)</u>

Fund 54: FEMA FY 2012	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	44,102.64	0.00	135,000.00	90,897.36
EXPENSES				
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	44,102.64	0.00	135,000.00	90,897.36
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>44,102.64</u>	<u>0.00</u>	<u>135,000.00</u>	<u>90,897.36</u>
NET INCOME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Fund 55: FEMA FY 2013	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>VARIANCE</u>
REVENUES				
TOTAL REVENUES	0.00	0.00	80,000.00	80,000.00
EXPENSES				
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OTHER PERSONAL SERVICES	0.00	0.00	80,000.00	80,000.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00
FIXED CAPITAL OUTLAY				
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00	0.00
INTERAGENCY EXPENDITURES				
TOTAL INTERAGENCY	0.00	0.00	0.00	0.00
RESERVES				
TOTAL RESERVES	0.00	0.00	0.00	0.00
TOTAL EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>80,000.00</u>	<u>80,000.00</u>
NET INCOME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

MEMORANDUM

TO: Governing Board
FROM: Dave Dickens, Division Director, Administration and Operations
DATE: September 29, 2014
RE: Financial Audit Services for Fiscal Year 2014/2015

RECOMMENDATION

Staff recommends the Governing Board renew Contract Number 13/14-184 for financial audit services with Powell & Jones CPAs for a cost not to exceed \$25,500 for Fiscal Year 2014/2015.

BACKGROUND

Last year, the Audit Committee reviewed requests for proposals to procure financial auditing services for Fiscal Year 2013/2014. At that time, the Audit Committee recommended the Governing Board enter into a one-year contract with the highest ranking firm, Powell & Jones CPAs, with the possibility of two one-year renewals.

Powell & Jones CPAs performed the annual financial audit for Fiscal Year 2013/2014 as executed in the contract. Staff recommends the renewal of audit financial services with Powell & Jones CPAs for a one-year term commencing on October 1, 2014, and continuing through September 30, 2015, with the possibility of renewing the contract for an additional one-year term.

DD/bmp

MEMORANDUM

TO: Governing Board
FROM: Dave Dickens, Division Director, Administration and Operations
DATE: September 29, 2014
RE: Approval of Revised District Procurement Policy and Contractual Services Policy

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to approve the revised District Procurement Policy and Contractual Services Policy.

BACKGROUND

Staff has been systematically updating District policies and procedures in order to increase accountability, transparency, and efficiency.

Staff updated the attached Procurement Policy and Contractual Services Policy to address minor revisions in policies and procedures.

DD/bmp
Enclosures

PROCUREMENT POLICY

Effective:

PURPOSE

The purpose of this policy is to provide consistency and direction for staff in procuring commodities. Chapter 287, Florida Statutes (F.S.), regulates District procurement of services. Chapter 287, F.S., was amended by Chapter 2013-154, Laws of Florida, available at <http://laws.flrules.org/2013/154>. In the event there is a conflict between this policy and chapter 287, F.S., then chapter 287, F.S. will govern. The Florida Department of Management Services, under the authority of chapter 287, F.S., maintains uniform rules for procurement and negotiates statewide contracts to leverage the state's buying power.

RECURRING MAINTENANCE ACTIVITIES

Recurring maintenance activities are defined as neither contractual services nor purchases. Recurring maintenance activities are typically fee-based. Examples of recurring maintenance activities include but are not limited to the following:

- Utilities
- Impact fees
- Postage
- County Property appraiser and Tax collector services
- Refunds
- Waste disposal fees

The District's commitment to request these maintenance activities and to obligate the District for payment is made by the Division Directors, with concurrence of the Executive Director, as a part of the budget development process. Recurring maintenance activities which cost \$30,000 or greater on an annual basis require Governing Board approval.

Neither a contract nor purchase order is required for recurring maintenance activities. The invoice signed by the Division Director is the only documentation required for payment.

SUPPLIER DIVERSITY

Please refer to Supplier Diversity section in the Contractual Services policy.

COMMODITIES AND EQUIPMENT

The following procurement procedures are a supplement to and further define the procurement provisions as contained in Chapter 287, Florida Statutes. In all purchasing decisions staff should be mindful of the goals of the One Florida initiative and should take all appropriate steps to increase supplier diversity.

Any expenditure for commodities or equipment for \$30,000 and above requires Governing Board approval. Effective April 9, 2013, the Governing Board authorized the Executive Director to enter into contractual services or purchase contracts, as needed, for an amount not to exceed \$30,000.

PETTY CASH

Reference the Finance and Accounting Policy for procedures on using Petty Cash for procurement.

AGGREGATE VALUE

Aggregate Value means the total purchase price of multiple orders for the same products placed within a one-week period with a single vendor by each Division.

CAPITAL OUTLAY

Items which cost \$1,000 or more and have a useful life of one year or more are classified as capital outlay items. The District policy on the purchase of capital outlay items is as follows:

- Office furniture and equipment, including computer hardware, will be used until it has reached the end of its useful functional life.
- Computer Applications and Technology will be used until the applications and technology are no longer functional and present problems of compatibility.
- Vehicles and Heavy Equipment are replaced based on model year, total mileage, total repair costs and overall reliability and functionality.

Replacement of capital outlay items shall be in accordance with consistency guidelines developed jointly by the Department of Environmental Protection and the water management districts. Refer to the Finance and Accounting Policy for procedures on inventory and management of capital assets.

PURCHASES FOR LESS THAN \$5,000

Division Directors are authorized to purchase items costing less than \$5,000 (including freight and, if applicable, installation) from a known competitive source without going through the formal purchasing process subject to the approved budget. A stamped invoice with account code and signed by the Division Director, is the only documentation required for purchases less than \$5,000. Refer to the Finance and Accounting Policy for invoice payment procedures.

PROCUREMENT OF LIME ROCK AND FILL MATERIAL ASSOCIATED WITH ROAD CONSTRUCTION AND MAINTENANCE

Lime rock and fill material associated with road construction and maintenance is procured on a low quote basis using a combination of haul cost and material price. Quotes for material will be documented by written responses from mines in proximity to the job site.

A purchase order is required for lime rock or other fill material associated with road maintenance activities. The purchase order shall be approved by the Executive Director or designee prior to purchase.

Refer to the Finance and Accounting Policy for invoice payment procedures.

PURCHASING REQUISITIONS

Purchase requisitions must be initiated by an electronic Purchase Requisition which includes specific product information to allow the Procurement Coordinator to obtain competitive quotes and assure procurement of desired product. If the Procurement Coordinator has any questions regarding the nature of the request, the Procurement Coordinator will return the requisition to the requisitioner for additional information before processing.

The first step in the purchasing cycle is completion of an electronic Purchase Requisition in Accufund. The following is the approval route each Purchase Requisition under \$5,000 will follow: (1) Business Resource Specialist, (2) Division Director, and (3) Procurement Coordinator. The following is the approval route each Purchase Requisition \$5,000 and above will follow: (1) Business Resource Specialist, (2) Division Director, (3) Procurement Coordinator and (4) Executive Director.

The requisitioner may suggest vendors, but staff should not obligate the District in any way. The Procurement Coordinator may purchase using the State Contract, GSA Contract, or other Governmental Agency Contract without obtaining quotes. If not purchased from one of these pre-bid governmental sources, the Procurement Coordinator will obtain or confirm required quotes and forward for Executive Office approval. Upon receipt of the Executive Office approval, a Purchase Order will be created to the vendor offering the best value to the District. All bids must include Freight on Board (FOB) destination shipping charges in order for valid cost comparisons to be made.

Standard processing time between receipt of Division Director/Executive Director approval and preparing a Purchase Order should not exceed five days. Once an approved Purchase Order is prepared by the Procurement Coordinator, the Purchase Order should be transmitted to the vendor within one day.

Refer to the Finance and Accounting Policy for invoice payment procedures.

Quote Thresholds

\$1,000 and \$4,999.99

Purchases of commodities or services with a value of less than \$5,000 require three telephone/verbal or written quotations. The Procurement Coordinator shall document the quotations and file them in a purchase order file.

\$5,000 and \$30,000

Purchases which exceed \$5,000 but less than \$30,000 require three written quotations. The Procurement Coordinator shall file the quotations in a purchase order file.

Sealed Bid Purchases for \$30,000 and Above

Purchase requests for commodities or general contractual services for \$30,000 and above (including freight and, if applicable, installation) require Governing Board approval. Effective April 9, 2013, the Governing Board authorized the Executive Director to enter into contractual services or purchase contracts, as needed, for an amount not to exceed \$30,000.

After approval by the Governing Board or Executive Director, the requesting Division will begin the purchasing cycle by completing an electronic Purchase Requisition in Accufund. The following items must accompany the Purchase Requisition: (1) A copy of the memo requesting approval from Governing Board or Executive Director; (2) if Governing Board approval was

obtained, a copy of the minutes of the Governing Board meeting documenting Governing Board approval.

It is usually in the best interest of the District to purchase commodities off the State Contract, GSA Contract, or other Governmental Contract. If the product unavailable from a Governmental Contract, an Invitation to Bid (ITB) must be created by the Division Business Resource Specialist or Procurement Coordinator. A template form is available on the SharePoint portal.

All invitations to bid must include a detailed description of the commodities sought and if the District contemplates renewal of the contract, a statement to that effect.

Bids submitted in response to an invitation to bid in which the District contemplates renewal of the contract must include the price for each year for which the contract may be renewed.

Evaluation of bids must include consideration of the total cost for each year of the contract, including renewal years, as submitted by the vendor.

The contract shall be awarded to the responsible and responsive vendor who submits the lowest responsive bid.

The ITB is posted on the District's web site and advertised as appropriate. If there are any questions regarding the nature of the request, the ITB creator will request additional information before mailing and/or advertising the ITB. All vendors that have subscribed to the "Notify Me" link will receive an automatic email notifying them of the opportunity to bid. The Division Director may suggest vendors to be included in the ITB mailing list, but should not obligate the District in any way.

The ITB will contain a specified public opening date and time. The Division Business Resource Specialist or Procurement Coordinator is responsible for opening and recording these bids at the public bid opening. All bids must include FOB destination shipping charges (and installation charges, if applicable) in order for valid cost comparisons to be made.

Absolute tie bids for commodities are extremely unlikely. However, should they occur, the District will award the bid on the basis of delivery dates or by other appropriate equitable measures. All vendors are required to comply with applicable provisions of the Americans with Disabilities Act, the Drug Free Workplace Act, the Workers' Compensation Act, and all other applicable State and Federal acts.

A written bid summary will be supplied by the Division Business Resource Specialist (BRS) or Procurement Coordinator to the Division Director of the requisitioning Division.

Upon receipt of an approved Purchase Requisition from the Division Director, the Procurement Coordinator will prepare a Purchase Order. Processing time for a capital outlay Purchase Order should not exceed five days. Once an approved Purchase Order is received by the Procurement Coordinator, the Purchase Order should be transmitted to the vendor within one day. Refer to the Finance and Accounting Policy for invoice payment procedures.

COMPUTERS AND COMPUTER EQUIPMENT

For all computer equipment costing \$1,000 or above that will be connected to a District network, the purchase requisition must be forwarded to the Network & Systems Manager for research as needed and approval based on network and compatibility considerations.

The Procurement Coordinator will process a Purchase Requisition for computer equipment following approval by the Executive Director or Governing Board (if the proposed purchase exceeds the Executive Director's signature authority).

PRINTING

Printing for less than \$1,000 may be ordered by the Division.

SINGLE SOURCE

In certain instances there is only one manufacturer and/or vendor meeting the requirement of the solicitation for a particular commodity. Single source purchases are governed by subsection 287.057(3)(c), F.S. A Single Source Justification Form must be completed and forwarded to the Procurement Coordinator for verification. A Single Source Justification Form is available on the SharePoint portal.

The Procurement Coordinator will post on the District's website, for at least seven business days, a description of the commodities sought. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities described. If the Procurement Coordinator determines in writing, after reviewing any information from prospective vendors, that the commodities are available only from a single source, then the Procurement Coordinator will request approval from the Executive Director for such determination. Following approval by the Executive Director, the Procurement Coordinator shall provide notice of the District's decision to enter into a single-source procurement in the manner specified by sub section 120.57(3), F.S.

Governing Board approval is required to purchase from a single source supplier for items costing greater than \$30,000, individually or in aggregate. Effective April 9, 2013, the Governing Board authorized the Executive Director to enter into contractual services or purchase contracts, as needed, for an amount not to exceed \$30,000.

Single source invoice execution and payment processing will follow the procedures for competitively-procured commodities, and in all cases the single source documentation must be attached to the invoice. Refer to the Finance and Accounting Policy for invoice payment procedures.

GOVERNMENTAL CONTRACTS

The Department of Management Services of the State of Florida, the Federal Government, and various units of local governments in Florida award bids for products or services on an annual basis. This process usually results in a volume discount and allows other governmental entities to contract or purchase from the selected vendor under the same terms and conditions. The District, at its discretion, can purchase from a vendor extending State of Florida Contract, Federal GSA Contract, PRIDE, RESPECT, Florida Association of Counties, National Association of Counties, or other Governmental Contract established prices, including

other water management districts, and exempts the District from conducting its own competitive solicitation.

Voided Purchase Orders

In certain instances where a vendor has misunderstood specifications or is otherwise unable to perform, a Purchase Order must be voided. When a Purchase Order is voided, the original is filed in the "Voided Purchase Order" in the Procurement Coordinator's files and a copy is filed in regular purchase order book.

Changes in Price/Terms/Conditions

Any change in the price/terms/conditions of the Purchase Order that are discovered by the Procurement Coordinator subsequent to signature by the Division Director will require a written explanation by the Procurement Coordinator and a second signature from the Division Director before processing.

Receiving

As items are received they are recorded on the receiving list showing the date received, receiver, Purchase Order number, vendor, method of shipment, number received, and signature of person signing for package. The merchandise is checked against the Purchase Order and then forwarded to the requester or placed in stock. Payment will not be authorized until the Division Director of the requester signs the invoice indicating that the goods were received and accepted and that payment is authorized.

Accounts Payable Check Execution

Please reference the Finance and Accounting Policy for accounts payable check procedures.

ACQUISITION AND DISPOSITION OF PROPERTY

Please refer to the Finance and Accounting Policy for procedures governing acquisition, inventory and disposition of property.

PURCHASING CARDS

The purchasing card is to be used for authorized District purchases only. Purchases made for authorized travel is acceptable use of a purchasing card. The purchasing card shall not be used for any personal use. Any personal use of the purchasing card shall result in immediate reimbursement to the District by the Cardholder. Personal use of the purchasing card shall be considered theft and shall subject the Cardholder and/or user to the following disciplinary actions:

- (1) First offense -- 3-day suspension without pay;
- (2) Second offense -- 10-day suspension without pay;
- (3) Third offense -- dismissal and possible criminal charges.

Depending on the circumstances or severity of the misuse, the Executive Director has the authority to immediately dismiss the violator(s) at any time in lieu of the first or second offense disciplinary actions or impose less severe disciplinary actions when warranted.

The Purchasing Card Program allows the cardholder to purchase approved commodities and services directly from approved vendors. Each purchasing card will be to a named individual or Division (for travel only), and the District shall be clearly shown on the card as the Governmental buyer of goods and services.

On a monthly basis, the Division of Administration and Operations will monitor performance of purchasing cards by ensuring that purchasing card statements are timely reconciled, all charges are properly documented, and timely paid. All questions or concerns should be directed to the Administration and Operations Division Director. The Administration and Operations Division Director shall communicate any purchasing card questions or concerns in writing (email is acceptable) to the Executive Director.

The Cardholder's authorization criteria may be adjusted periodically, as needed, and may include, but not be limited to, the following:

- Single purchase limit as set by the Division Director or Bureau Manager (not to exceed \$999.99, unless authorized in writing by the Executive Director)
- Monthly spending limit
- Approved Merchant Category Codes
- Number of transactions allowed per day
- Number of transactions allowed per month

CARDHOLDER RESPONSIBILITIES

The employee whose name is embossed on the card (cardholder) is responsible and accountable for all transactions that occur on cardholder's card.

The cardholder shall keep the purchasing card in a secure place at all times.

The cardholder is responsible for ordering only approved commodities and services and shall not give out the purchasing card number to anyone except an approved vendor. All sales transactions require written receipts, which shall be retained by cardholder and submitted to the Division Business Resource Specialist (BRS) each month.

The cardholder shall include a description of the purchase (and clearly demonstrate that the purchase was for a valid public purpose, not for the employee's personal benefit) on or attached to the receipt, or Telephone Order Form or Missing Receipt Form.

If authorized by the Division Director, the cardholder may use the purchasing card for authorized District-related travel lodging and transportation. The cardholder must include training, conference, or meeting agendas with the purchasing card statement to document the public purpose served. Incidental expenses charged to lodging for the traveler's non-business use (i.e., movies) may not be paid for with the purchasing card but shall be paid for by the traveler.

The cardholder is responsible for ensuring tax exemption with vendor.

Upon receipt of all ordered commodities and services, cardholder shall inspect the commodities and services for damage and/or discrepancies in the order. Any damage and/or discrepancies identified by cardholder shall be reported immediately to the vendor.

After receipt of the monthly card statement by cardholder, cardholder shall review the statement and note any errors, discrepancies or disputes. Cardholder shall match all sales transaction receipts with the charges identified on the monthly card statement. All transactions listed on the monthly card statement must be accounted for. The cardholder will use the monthly card statement for reconciliation by reviewing and approving the statement. The cardholder shall type or write the account numbers for each item (or account numbers and total dollar amounts for groups of items) on the monthly card statement. By signing the monthly card statement, the cardholder is certifying that all charges are appropriate and authorized and that attached receipts prove all charges. The cardholder shall review all monthly card statements with Division BRS.

The cardholder shall forward their reconciled statement package to the Division's BRS within two (2) working days from receipt of statement. Cardholder is responsible for obtaining supervisor approval of all purchases listed on the statement.

The Executive Director's purchasing card transaction history will be reviewed by the Director of Administration and Operations, and a copy of the transactions will be emailed on a monthly basis to the Chairman and Treasurer of the Governing Board.

DIVISION BRS RESPONSIBILITIES

Once the cardholder has matched all charges appearing on the monthly statement with all sales transaction receipts and has submitted it to the Division BRS, the BRS shall review each purchasing card expenditure item (item purchased, amount, and vendor) and verify the appropriate account codes identified, and attach written receipts for each item. All reconciled and corrected monthly card statements along with the appropriate supporting documentation are forwarded for review and approval by the Division Director.

Once the statements are reviewed, approved, and signed, the Division BRS shall forward all reconciled/approved statements with receipts and any other supporting documentation to the Purchasing Card Administrator within five (5) working days from receipt of reconciled cardholder statements.

DIVISION DIRECTOR RESPONSIBILITIES

The Division Director shall designate which employees shall be assigned use of a purchasing card, and shall designate the BRS who will be responsible for reviewing and verifying charges. The Division Director shall approve the Purchasing Card reconciled statement submitted by the Division BRS and containing each Cardholder's reconciled statement. The Division Director may cancel or terminate a Cardholder's purchasing card privileges at any time, with or without cause.

When purchasing card transactions are questioned with regard to necessity, appropriateness, or official District use, the Division Director shall be responsible for resolving the issue with the Cardholder and notifying the Purchasing Card Administrator. If the Division Director is not satisfied that the transaction was necessary or for official District use, the

Cardholder shall return the item(s) purchased and provide either a credit voucher proving the item(s) was returned for credit; or a personal check (or cash) made payable to the Suwannee River Water Management District for the full amount of the purchase(s). Checks shall be immediately sent to the Division of Administration and Operations. A written explanation of why the violation occurred and the action taken to prevent reoccurrence signed by the Cardholder and his/her Division Director shall be sent to the Purchasing Card Administrator.

It shall be the responsibility of the Division Director to immediately collect purchasing cards from Cardholders who terminate employment or for any other reason have had the purchasing card canceled or terminated. The Division Director shall be responsible for immediately notifying the Purchasing Card Administrator of all canceled or terminated purchasing cards and returning said purchasing cards immediately to the Purchasing Card Administrator.

PURCHASING CARD ADMINISTRATOR RESPONSIBILITIES

Purchasing Card Administrator shall process requests for purchasing cards. In addition, Purchasing Card Administrator shall be responsible for coordinating the issuance, cancellations, and terminations of all purchasing cards.

Purchasing Card Administrator is responsible for maintaining the Purchasing Card Policy. The Purchasing Card Administrator shall be notified of all Purchasing Card Program policy issues and participate with appropriate staff in ongoing reviews of the Purchasing Card Program.

Purchasing Card Administrator shall be notified of all billing disputes and assist Cardholder in resolving the matter.

The Purchasing Card Administrator shall instruct Cardholder on the purchasing card policy.

Purchasing Card Administrator shall be responsible for handling any final resolutions of supplier disputes, pursuing supplier discount opportunities, and evaluating purchasing card feedback from suppliers, along with encouraging minority business participation.

ADMINISTRATION & OPERATIONS DIVISION RESPONSIBILITIES

The Division of Administration and Operations will ensure that the purchasing card charges are paid timely, and the consolidated statement received is reconciled against the individual monthly Cardholder statements forwarded from the Divisions. Division Directors will be notified when monthly statements are not received in the allotted time. Continued failure to meet the five workday deadlines may result in the termination of the purchasing card.

The Division of Administration and Operations shall also be responsible for processing the accounting data into the Official Financial System of the District, filing and storing monthly and consolidated statements and copies of all supporting receipts, and administering 1099 reporting as needed.

The HR/Governing Board Coordinator shall notify the Purchasing Card Administrator upon becoming aware that an employee is terminating so that the purchasing card can be cancelled. Additionally, the purchasing card shall be included on the termination checklist, which is to be completed by terminating employee before he or she leaves the District.

ASSIGNMENT AND CONTROL OF THE PURCHASING CARD

Requests for new Cardholders shall be made in writing by a Division Director to the Purchasing Card Administrator. Any purchasing card request with a single transaction limit greater than \$999.99 shall require written approval from the Executive Director.

All requests for purchasing cards must be signed by the Cardholder and his/her Division Director. Purchasing cards shall only be issued to individual employees who frequently purchase goods and services.

The purchasing card shall have the employee's name, the District's name, logo, and the expiration date embossed on the face of the card. The District's sales tax exemption number is preprinted on the purchasing card. The purchasing card issuing company will not have individual Cardholder information other than the Cardholder's work address. No credit records, social security numbers, etc., of the Cardholder are maintained by the issuing company. Each person issued a purchasing card will also be issued a laminated tax exemption card.

PURCHASING CARD TRAINING

Each Cardholder will be given a copy of the Purchasing Card Policy and an oral review of the program. The Purchasing Card Administrator will only activate the purchasing card after the Cardholder has signed a Purchasing Cardholder Agreement.

LOST OR STOLEN PURCHASING CARDS OR CARD NUMBERS

If a purchasing card is lost, stolen, or misplaced, or if the Cardholder suspects that the number has been used without his or her authorization, the Cardholder shall immediately notify his/her Division Director, their Business Resource Specialist and the Purchasing Card Administrator or designee, so that the Purchasing Card Administrator can notify the issuing Purchasing Card company. If this occurs during a weekend, holiday, or after hours, Cardholder must contact the Bank immediately at the 24-hour toll-free number 888-449-2273.

The Cardholder shall be responsible for reporting all information necessary and completing all forms required to reduce the liability to the District for a lost or stolen card or card number and to work with any law enforcement agency in prosecuting theft.

CANCELLATION, REVOCATION, OR TERMINATION OF A CARDHOLDER'S PURCHASING CARD

When a Cardholder's purchasing card is canceled or the Cardholder's employment is terminated, the Division Director shall collect and forward the purchasing card to the Purchasing Card Administrator who will terminate and destroy the card.

If the Division Director is unable to collect the purchasing card when Cardholder terminates employment or otherwise has his/her card privileges canceled or terminated, he/she shall immediately notify the Purchasing Card Administrator. The Purchasing Card Administrator will ensure the card is canceled with the issuing purchasing card company.

SPENDING LIMITS

The Division Director approving the assignment of a purchasing card shall set two limits for each Cardholder: single purchase limit and 30-day limit. The maximum single purchase limit for District employees shall be \$999.99, unless otherwise authorized in writing by the Executive Director. The requesting Division Director may impose additional limitations.

A purchase may be made of multiple items, but the transaction cannot exceed the Cardholder's spending limit if less than \$999.99. Purchases over the Cardholder's spending limit shall be made by purchase requisition.

Charges for purchases shall not be split to stay within the single purchase limit. Splitting charges will be considered abuse of the Purchasing Card Program, and may result in cancellation/termination of the employee's purchasing card.

All items purchased over-the-counter must be immediately available. No back ordering is allowed.

All items purchased during one telephone or online transaction, if possible, should be delivered in a single delivery.

PROHIBITED USES OF PURCHASING CARDS

The use of the purchasing card is prohibited for the following regardless of the dollar amount:

- Cash advances;
- Scheduled vehicle repairs (unless purchased by the Administration and Operations Division Director using his/her Purchasing Card);
- Fuel (gasoline or diesel) except for high octane fuel purchased for 2-cycle equipment (chainsaws, weed eaters, etc.) except in situations where a District-issued fuel card is not available;
- Inventory items (office and janitorial supplies unless purchased by the Procurement Coordinator);
- Any item, commodity, or service in which a written agreement or license of any type is required for the use or purchase of the item, commodity, or service (with the exception of automobile rentals and use by Procurement personnel or Administration and Operations Division Director);
- Computer hardware and software requiring an agreement or license (with the exception of Information Technology and Procurement personnel and mobile applications software ("apps") purchased for District business);
- Any additional goods or services specifically restricted by the Division Director or Executive Director.

Any prohibited use of the purchasing card shall result in termination of purchasing card privileges and possible disciplinary actions as provided in procurement procedures.

Executive Director

Effective Date

CONTRACTUAL SERVICES POLICY

Effective: _____

PURPOSE

The purpose of this policy is to provide consistency and direction for staff in procuring contractual services. Chapter 287, Florida Statutes (F.S.), regulates District procurement of services. Chapter 287, F.S., was amended by Chapter 2013-154, Laws of Florida, available at <http://laws.flrules.org/2013/154>. In the event there is a conflict between this policy and chapter 287, F.S., then chapter 287, F.S. will govern. The Florida Department of Management Services, under the authority of chapter 287, F.S., maintains uniform rules for procurement and negotiates statewide contracts to leverage the state's buying power. Staff should consult with the Department of Management Services as needed to maintain current knowledge of proper contracting procedures.

CONTRACT MANAGEMENT

In accordance with 287.057, F.S., each contract for contractual services must have a contract manager. A contract manager is responsible for enforcing performance of the contract terms and conditions and serving as a liaison with the contractor. A contract manager is also the project manager.

Each contract manager responsible for contracts in excess of \$35,000 must attend training conducted by the state Chief Financial Officer.

Effective December 1, 2014, each contract manager responsible for contracts in excess of \$100,000 annually must complete training in contract management and become a certified contract manager. See section six of Chapter 2013-154, Laws of Florida, available at <http://laws.flrules.org/2013/154>. The training is jointly conducted by the Department of Management Services and the Department of Financial Services. All contract managers must become certified within 24 months after establishment of the training and certification requirements by the Department of Management Services and the Department of Financial Services.

Contracts for services of indefinite quantities or indefinite deliverables must be managed through work orders. Examples include contracts for land management services, scientific analyses, and engineering services. The contract manager must obtain written approval by the Division Director and the Executive Director (or designee) for each work order that assigns the contractor to perform a specific task within a certain time frame subject to a work order budget.

SUPPLIER DIVERSITY

Upon direction of the "One Florida Initiative" program, the District is challenged to increase supplier diversity business through the addition of vendors and contractors. In order to accomplish this, the following steps are to be incorporated into the procurement of services for \$5,000 or above:

1. Posting of all approved Requests for Contractual Services announcements on the SRWMD Web site.
3. Enter the M/WBE classification code in the contracts tracking database and on all invoices that are processed for payment. M/WBE Classification Codes are as follows: H - African American; I – Hispanic; J - Asian/Hawaiian; K - Native American; M - American Woman; N/A - Not Applicable.

INFORMAL AGREEMENTS FOR LESS THAN \$5,000

For informal agreements for less than \$5,000, the Division Director performs an informal market analysis and engages the contractor determined to provide the best value to the District based on qualifications, experience, and price. The standard documentation for an informal agreement for less than \$5,000 will normally consist of a single page invoice that is stamped, coded, and initialed by the Division Director.

A contract number is not needed and normally should not be used. However, a contract may be used and a contract number may be assigned if the Division Director deems that these steps are necessary to more fully document the scope of work, more fully document the service to be received, or in any way further protect the interest of the District.

A contract for less than \$5,000 may be executed by a Division Director.

SERVICES PROVIDED BY GOVERNMENTAL ENTITIES

Services provided by governmental cooperators are exempt from the competitive solicitation process and are obtained through a negotiated process on an individual basis.

For governmental cooperator services of \$30,000 or more, Governing Board approval is required.

CONTRACTS FOR APPROVAL BY EXECUTIVE DIRECTOR

If a contract is for a cost less than \$30,000, the Executive Director, upon review, may approve such contract. Effective April 9, 2013, the Governing Board authorized the Executive Director to enter into contractual services or purchase contracts, as needed, for an amount not to exceed \$30,000. These types of contracts do not have to be presented to the Governing Board for ratification or be approved by the District's Legal Counsel. However, such contracts shall be of the form generally used by District's Legal Counsel.

AGREEMENTS FUNDED WITH FEDERAL OR STATE ASSISTANCE

An agency agreement that provides state financial assistance to a recipient or sub recipient must contain certain additional provisions as required by subsection 215.971(1), F.S., as amended by chapter 2013-154 Laws of Florida, section two, available at <http://laws.flrules.org/2013/154>.

Pursuant to 215.971, F.S., the District shall assign an employee to serve as the grant manager. See subsection 215.971(2), F.S., as amended by 2013-154 Laws of Florida.

CONTRACTUAL SERVICES FOR \$30,000 OR MORE

For contractual services of \$30,000 or more, Governing Board approval is required. All Requests for Qualifications, Invitations to Bid, and Requests for Proposals packages as well as any contracts for services rendering a cost of \$1,000 or more must be reviewed by the Executive Director or designee to determine if review by the District's Legal Counsel is necessary.

If the value of a contract is in excess of \$1 million in any fiscal year, at least one of the persons conducting negotiations must be certified as a contract negotiator based upon Department of Management Services rules.

If the value of a contract is in excess of \$10 million in any fiscal year, at least one of the persons conducting negotiations must be a Project Management Professional, as certified by the Project Management Institute, consistent with section 287.057(16)(b), Florida Statutes.

The following exhibits are to be referenced and shall be used as guides in acquiring contractual services. These documents will be kept on the District's SharePoint portal. All efforts shall be made to incorporate the conditions and standards represented. Any major deviation from the standard conditions or language in the request packages or contracts must be approved by the District's Legal Counsel.

Exhibit A – Advertising Template

Exhibit B - Request Package Template

Exhibit C – Standard Contracts

Exhibit D – Contract Close Out Form

Exhibit E – Public Meeting Minutes

Exhibit F – Construction Documents

Scope of Work

The Contract Manager shall develop a scope of work prior to the initiation of acquiring contractual services. The Contract Manager must seek approval of the scope of work by the Division Director. The Executive Director may request to review and approve any proposed scope of work. The Contract Manager must ensure that the scope of work clearly includes the following:

- Includes an introductory section that gives a summary of what the project consists of, what is to be accomplished through execution of this work, and how this supports the District's work plan;
- Establishes all tasks the contractor is required to perform;
- Divides the contract into quantifiable, measureable, and verifiable units of deliverables that must be received and accepted in writing by the Contract Manager before payment; and

- Relates each deliverable to the scope of work and specifies a performance measure, meaning the required minimum acceptable level of service to be performed and criteria for evaluating the successful completion of each deliverable, including timeliness.

For any service requiring an electronic data component, the Information Technology and Geographic Information Services Teams should be consulted. These teams will provide the necessary input to help assure the contractor is made fully aware of the established data collection, data entry, data manipulation, and data documentation standards of the District. Contract Managers should work to establish templates for data deliverables or electronic loaders to add to existing databases where feasible.

Upon completion of the scope of work, the following types of requests and their corresponding Florida Statutes shall be used for obtaining services:

Request for Qualification (RFQ) for Professional Services (Architecture, Engineering, and Surveying)	Chapter 287.055, F.S.
Request for Proposals (RFP) for Other Miscellaneous Services	Chapter 287.057 F.S.
Invitation to Bid (ITB)	Chapter 287.057 F.S.

RFQ Professional Services and Other Miscellaneous Services

This type of request is most commonly used to acquire architecture, engineering, or surveying services, per Chapter 287.055, Florida Statutes.

The steps to follow in performing the RFQ process:

Contract Manager shall contact Contracts Coordinator to request an RFQ package be prepared. Contracts Manager shall present Contracts Coordinator with a scope of work and any other special conditions of the RFQ.

An RFQ package, as per the template in Exhibit B, is prepared by the Contracts Coordinator. The Contracts Coordinator shall send RFQ to the Contract Manager for review and approval.

Contracts Coordinator shall assign an RFQ number to the RFQ package. This number should be included in the title of the RFQ package and should be used in all correspondence related to this RFQ.

The Contract Manager will review and submit comments and/or approval to the Contracts Coordinator. Based on Contract Manager's review, the Contracts Coordinator will incorporate any additional changes and submit the RFQ package to the Assistant Executive Director to determine whether legal review and approval is necessary. If so determined, the

Contracts Coordinator shall submit the document to the District's Legal Counsel for review and approval.

Upon approval by District's Legal Counsel, the Contracts Coordinator will send the final RFQ to the Contract Manager.

Advertising - The RFQ must be advertised as follows:

Exhibit A may be used as a template to generate advertisement notices for mail outs, newspapers, and the Florida Administrative Register.

Advertisements shall be placed on the District's website. Contract Manager shall coordinate this through their appropriate Business Resource Specialist or the Contracts Coordinator.

For Professional Services Only (Architecture, Engineering, and Surveying): Advertisements must be published in the Florida Administrative Weekly. For services other than architecture, engineering, and surveying, this is optional.

Distribution of RFQ Package:

Package must be placed on the District's website and be available for downloading by a Business Resource Specialist or the Contracts Coordinator.

Upon request, copies of the package will be mailed or picked up as directed.

Opening of the RFQ packages:

Two District staff members must be present.

Minutes including a list of attendees must be recorded. This list shall include the name of attendee, company association, and contact information. District staff in attendance should be included on this list. Exhibit E may be used.

A list recording company name for each package received and opened must be recorded. Other information may be recorded at this time (i.e. does the package contain all the required items, how many copies were submitted, etc.). All lists must be routed to and kept in Central Files.

A Selection Committee consisting of three members of Senior Management or appointed alternates shall act as a corporate body to evaluate the proposals, rank the respondents, and select the individual or firm with the best relative ability to perform the services desired. For contractual services in excess of \$195,000 (category four in section 218.017, F.S.), the Executive Director shall make staff appointments to evaluate and negotiate responses in accordance with 287.057(16)(a), Florida Statutes.

For professional services only (architecture, professional engineering, landscape architecture, or registered surveying and mapping), proposals must be ranked according to Chapter 287.055(4)(b), Florida Statutes. The ranking process must include the checking of business references. The meeting or meetings in which the Selection Committee performs the above procedures are public meetings. In the case where presentations are required from the

entities on the short list, three Selection Committee members must be present (telephone contact is permissible in urgent situations) at short list presentations.

Upon request for information concerning the recommended shortlist, minutes of the above public meeting(s) shall be forwarded to all respondents.

The Selection Committee's ranking will be presented to the Governing Board with a recommendation to negotiate a scope and fee with the highest-ranked individual or firm.

Before the close of business of the day of the Governing Board meeting, notice of the approved final ranking shall be placed on the District's website by the Contracts Coordinator.

Following Governing Board authorization to negotiate, the highest-ranked individual or firm will be requested to submit a fee proposal along with any comments on the scope of services. The fee proposal should provide detailed information regarding the basis for the estimate including a staff hour estimate for each major task in the project, the direct salary and other direct costs, and the basis for an overhead rate and operating margin if applied or the basis for loaded billing rates if used.

To evaluate the proposal, staff will conduct an independent detailed analysis of the cost for use in evaluating the fee proposal and will then attempt to negotiate a fee that is fair, competitive, and reasonable per 287.055(5)(a), F.S. Procedures under 287.055 will be followed for subsequent steps if a satisfactory fee with the firm considered to be the most qualified at a price determined to be fair, competitive, and reasonable cannot be negotiated.

Once negotiations are complete, the proposed contract will be recommended to the Governing Board for authorization for the Executive Director to execute the contract.

Immediately following the Governing Board meeting, notice of the intent to award shall be placed on the District's website by the Contracts Coordinator.

The Contract Manager shall submit supporting contract documents to the Contracts Coordinator and request a draft contract. This process may occur prior to the Governing Board meeting; however, the contract cannot be executed until approval has been rendered by the Governing Board. Such supporting documents may include, but are not limited to the following:

- Contract amount
- Firm's official name and their contact information
- Service provided
- Final copy of the RFB/P/Q solicited
- Term or end date
- How consideration will be paid (lump sum, monthly, etc.)
- Scope of work/services
- District representative contact information
- Firm representative and their contact information
- Firm president or vice president's name for signatory
- Attachments/exhibits
- District division
- District account code for invoices

The Contracts Coordinator shall develop a contract according to District standards as per Exhibit C and submit to the Contract Manager for review and approval.

The Contract Manager will review and submit comments and/or approval to the Contracts Coordinator. Based on Contract Manager's review, the Contracts Coordinator will incorporate any additional changes and submit the contract and supporting documents to the District's Legal Counsel for review and approval if deemed necessary by the Executive Director or designee.

Upon approval and signature by District's Legal Counsel, the Contracts Coordinator will assign a contract number, and obtain signatures from the contractor.

Upon receipt of a completed W-9 form, insurance certificates as required by the contract, and the contract that has been signed by the contractor, the Contracts Coordinator shall obtain signatures from the following District staff in this order: the Contract Manager, the appropriate Division Director and the Executive Director. The Contracts Coordinator shall then route a certified copy of the executed contract and a Notice-to-Proceed to the firm.

If desired, the Contract Manager may deliver the contract in person to acquire the contractor's signature, certificate of insurance, completed W-9 form, and bonds as required by the contract, and return such partially executed contract to the District for our files.

The Contract Manager will forward the partially executed contract and other required information to the Contracts Coordinator.

The Contracts Coordinator will review and ensure that the executed contract, a copy of the Notice-to-Proceed, proof of insurance, the Governing Board memo, and the Governing Board Coordinator's memo showing Governing Board approval has been routed to Central Files, as well as other pertinent information.

The Contracts Coordinator will then activate the contract in the Contracts Database, entering in the insurance information as appropriate.

Invitation to Bid (ITB), Other Services – Project Clearly Defined

The invitation to bid shall be used when the District is capable of specifically defining the scope of work for which a contractual service is required or when the agency is capable of establishing precise specifications defining the actual commodity or group of commodities required. Examples of contractual services where an invitation to bid would be used include printers, landscapers, laboratories, biologists, HVAC contractors, and building maintenance contractors.

In accordance with sub section 287.057(1)(a)4, the contract shall be awarded to the responsible and responsive vendor who submits the lowest responsive bid.

The following are steps to follow in performing the ITB process. Note: For construction projects, please refer to Exhibit F for the proper bidding and contract documents.

Contracts Manager shall contact Contracts Coordinator to request an ITB package be prepared. Contracts Manager shall present Contracts Coordinator with a scope of work and any other special conditions of the ITB.

An ITB package, as per the template in Exhibit B for non-construction projects and Exhibit F for construction projects, is prepared by the Contracts Coordinator. For construction projects only, bonding requirements as per Chapter 255.05, F.S., must be included in the ITB package as directed by the Contracts Manager. The Contracts Coordinator shall send the ITB package to the Contract Manager for review and approval.

Contracts Coordinator shall assign an ITB number to the ITB package. This number should be included in the title of the ITB package and should be used in all correspondence related to this ITB.

The Contract Manager will review ITB and submit comments and/or approval to the Contracts Coordinator.

Based on Contract Manager's review, the Contracts Coordinator will incorporate any additional changes and submit the ITB package to the Executive Director or designee to determine whether legal review and approval is necessary. If so determined, the Contracts Coordinator shall submit the document to the District's Legal Counsel for review and approval.

Upon approval by District's Legal Counsel, the Contracts Coordinator will send the final ITB package to the Contract Manager.

Advertising - The ITB must be advertised as follows:

Exhibit A may be used as a template to generate advertisement notices for mail outs, newspapers, and the Florida Administrative Register.

Advertisements shall be placed on the District's website. Contract Manager shall coordinate this through a Business Resource Specialist or the Contracts Coordinator. The ITB may be published in the Florida Administrative Register.

Distribution of ITB Package:

Package must be placed on the District's website and be available for downloading by a Business Resource Specialist or the Contracts Coordinator.

Upon request, copies of the package will be mailed or picked up as directed.

Opening of the ITB packages:

Two District staff members must be present.

Staff members must record minutes, including a list of attendees, at the public meeting when ITB packages are opened. This list of attendees shall include the name of the person, the company the person is associated with, and contact information. District staff in attendance should also be included on the list. Exhibit E may be used.

A list recording the bidder's name and the price submitted for each package received and opened must be recorded. All lists must be kept in Central Files.

The Contract Manager, accompanied by their supervisor, shall evaluate the bids and choose the bidder which is both responsive (addressed all aspects of the request) and responsible (demonstrated the necessary staffing and facilities to perform the work) and has submitted the lowest price. The evaluation process must include the checking of business references. If there is a discrepancy or concern about the responses, a Selection Committee consisting of three members of Senior Management or appropriate alternates shall evaluate the bids as stated above.

Upon request for information concerning the bid results, minutes of the above public meeting(s) shall be provided in accordance with the District's policy on public records requests.

If the proposed contract exceeds the Executive Director's signature authority, then staff will recommend to the Governing Board for the Executive Director to execute the contract with the chosen bidder. Immediately following the Governing Board Meeting, the notice of the awarded contract shall be placed on the District's website by the Contracts Coordinator.

The Contract Manager will submit supporting contract documents to the Contracts Coordinator and request a draft contract. This process may occur prior to the Governing Board meeting; however, the contract cannot be executed until approval has been rendered by the Governing Board. See the list in the RFQ section above for such supporting documents to be submitted to the Contracts Coordinator.

The Contracts Coordinator shall develop a contract according to District standards as per Exhibit C or F and submit to the Contract Manager for review and approval.

The Contract Manager will review and submit comments and/or approval to the Contracts Coordinator. Based on Contract Manager's review, the Contracts Coordinator will incorporate any additional changes and submit the contract and supporting documents to the District's Legal Counsel for review and approval if deemed necessary by the Executive Director or designee.

Upon approval and signature by District's Legal Counsel, the Contracts Coordinator will assign a contract number and obtain signatures from the contractor.

Upon receipt of a completed W-9 form, insurance certificates as required by the contract and the contract that has been signed by the contractor, the Contracts Coordinator shall obtain signatures from the following District staff in this order: the Contract Manager, the appropriate Division Director and the Executive Director. The Contracts Coordinator shall then route a certified copy of the executed contract and a Notice to Proceed to the firm.

If desired, the Contract Manager may deliver the contract in person to acquire the contractor's signature, certificate of insurance, completed W-9 form, and bonds as required by the contract, and return such partially executed contract to the District.

The Contract Manager will forward the partially executed contract and other required information to the Contracts Coordinator.

The Contracts Coordinator will review and ensure that the executed contract, a copy of the Notice to Proceed, proof of insurance, the Governing Board memorandum, and the minutes

of the Governing Board meeting documenting Governing Board approval has been routed to Central Files, as well as other pertinent information.

The Contracts Coordinator will then activate the contract in the Contracts Database, entering in the insurance information as appropriate.

REQUEST FOR PROPOSALS - Other Services

In addition to the services of architects, engineers, and surveyors, the District may engage the services of other disciplines such as printers, landscapers, chemists, biologists, foresters, HVAC contractors, and building maintenance contractors. It is generally the intent of this process to evaluate the proposal for price as well as qualifications.

The following are steps to follow in performing the RFP process:

Contract Manager shall contact Contracts Coordinator to request an RFP package be prepared. Contracts Manager shall present Contracts Coordinator with a scope of work and any other special conditions of the RFP.

An RFP package, as per the template in Exhibit B, is prepared by the Contracts Coordinator. The Contracts Coordinator shall send RFP to the Contract Manager for review and approval.

Contracts Coordinator shall assign an RFP number to the RFP package. This number should be included in the title of the RFP package and should be used in all correspondence related to this RFP.

The Contract Manager will review and submit comments and/or approval to the Contracts Coordinator.

Based on Contract Manager's review, the Contract Coordinator will incorporate any additional changes and submit the RFP package to the Executive Director or designee to determine if the RFP package needs review by the District's Legal Counsel.

Upon approval by District's Legal Counsel, the Contracts Coordinator will send the final RFP to the Contract Manager.

Advertising - The RFP must be advertised as follows:

Exhibit A may be used as a template to generate advertisement notices for mail outs, newspapers, and the Florida Administrative Register.

Advertisements shall be placed on the District's website. Contract Manager shall coordinate this through their appropriate Business Resource Specialist or the Contract Coordinator.

RFP packages expecting to be in excess of \$35,000 must be advertised in the Florida Administrative Register. All other RFP packages are optional.

Distribution of RFP Package:

Package must be placed on the District's website and be available for downloading by a Business Resource Specialist or the Contract Coordinator.

Upon request, copies of the package will be mailed or picked up as directed.

Opening of the RFP packages:

Two District staff members must be present.

Minutes including a list of attendees must be recorded. This list shall include the name of the person, the company the person is associated with, and contact information. District staff in attendance should also be included on this list. Exhibit E may be used.

A list recording the company's name of each package received and opened must be recorded. Other information that may be recorded at this time includes whether or not the proposal package is complete and how many copies were submitted.

All lists must be routed and kept in Central Files in the RFP file.

At least one hard copy of an RFP package must be submitted by each responder to assure that an "official, non-manipulated document" exists throughout the selection process. The submittal of additional sets of RFP packages may then be in either hard copy format or electronic format at the discretion of the Division Director on a case-by-case basis.

A Selection Committee consisting of three members of Senior Management or appropriate alternates shall act as a corporate body to evaluate the proposals, rank the respondents, and select the individual or firm with the best relative ability to perform the services desired. For contractual services in excess of \$195,000 (category four in section 218.017, F.S.), the Executive Director shall make staff appointments to evaluate and negotiate responses in accordance with 287.057(16)(a), Florida Statutes. The evaluation process must include the checking of business references. The meeting or meetings in which the selection committee performs the above procedures are public meetings and may be observed by respondents. In the case where presentations are required from the entities on the short list, three Selection Committee members must be present at short list presentations.

Upon request for information concerning the recommended shortlist, minutes of the above public meeting(s) shall be forwarded. At the discretion of the Contract Manager, these minutes may be forwarded to all respondents.

The Selection Committee's recommendation is presented to the Governing Board with a recommendation to negotiate with the highest-ranked individual or firm and to request Governing Board authorization for the Executive Director to execute the contract.

Immediately following the Governing Board Meeting, notice of the intent to award or the approved final ranking shall be placed on the District's website by the Contracts Coordinator.

The Contract Manager shall submit supporting contract documents to the Contracts Coordinator and request a draft contract. This process may occur prior to the Governing Board meeting; however, the contract cannot be executed until approval has been rendered by the

Governing Board. See the list in the RFQ section above for such supporting documents to be submitted to the Contracts Coordinator.

The Contracts Coordinator shall develop a contract according to District standards as per Exhibit C and submit to the Contract Manager for review and approval.

The Contract Manager will review and submit comments and/or approval to the Contracts Coordinator. Based on Contract Manager's review, the Contracts Coordinator will incorporate any additional changes and submit the contract and supporting documents to the District's Legal Counsel for review and approval.

Upon approval and signature by District's Legal Counsel, the Contracts Coordinator will assign a contract number and obtain signatures from the contractor.

Upon receipt of a completed W-9 form, insurance certificates as required by the contract and the contract that has been signed by the contractor, the Contracts Coordinator shall obtain signatures from the following District staff in this order: the Contract Manager, the appropriate Division Director and the Executive Director. The Contracts Coordinator shall then route a certified copy of the executed contract and a Notice to Proceed to the firm.

If desired, the Contract Manager may deliver the contract in person to acquire the contractor's signature, certificate of insurance, completed W-9 form, and bonds as required by the contract, and return such partially executed contract to the District for our files.

The Contract Manager will forward the partially executed contract and other required information to the Contracts Coordinator.

The Contracts Coordinator will review and ensure that the executed contract, a copy of the Notice to Proceed, proof of insurance, the Governing Board memorandum, and the minutes of the Governing Board meeting showing Governing Board approval has been routed to Central Files, as well as other pertinent information.

The Contracts Coordinator will then activate the contract in the Contracts Database, entering in the insurance information as appropriate.

PUBLIC MEETINGS

Minutes must be kept at all public meetings related to the RFQ, ITB, and RFP process. These meetings include, but are not limited to, pre-qualification or pre-bid meetings, meetings in which the selection team creates a short list, meetings in which presentations are being held, meetings to rank the short list, bid openings, and post bid meetings. Minutes should include at a minimum the following items which are included in Exhibit E.

- Name and purpose of the meeting,
- When and where the meeting occurred,
- Names of those present at the meeting,
- Beginning and ending time, and
- Action(s) resulted from the meeting.

PAYMENT OF INVOICES FOR A CONTRACTUAL SERVICE

Please see the Finance and Accounting Policy for the procedure for payment of invoices.

CONTRACT CHANGES

Following original Governing Board approval of the contractual service, the scope of work and payment schedule may need to be amended. If the authorized changes/modifications result in an increase in the previously authorized payment amount, the contract amendment must be presented to the Governing Board at the Governing Board's next scheduled meeting for approval. Following Governing Board approval, the contract amendment will follow the same review and signature process as the original contract.

All changes to contracts, including all time extensions, must be formalized in writing to the contractor with a copy sent to the Contracts Coordinator.

CONFLICTING EMPLOYMENT

The District shall not enter into contract with any former employee for a period of one year.

The District shall not enter into a contract with a contractor that has a retainer or employment agreement, oral or written, with any third party relating to any matters which adversely affect any interest or position of the District. After entering into contract with the District, a contractor shall not accept during the terms of this contract any retainer or employment from a third party whose interests appear to be conflicting or inconsistent with those of the District.

Notwithstanding the foregoing paragraph, a contractor may accept retainers from or be employed by third parties whose interests appear conflicting or inconsistent with those of the District if, after full written disclosure of the facts to the District, the District determines that the apparent conflict shall not interfere with the performance of the work by the contractor.

SINGLE SOURCE CONTRACTS

In certain instances there is only one vendor meeting the requirement of the solicitation for a particular service. Single source contracts are governed by subsection 287.057(3)(c), F.S. The Contract Manager must complete a Single Source Justification Form and submit it to the Administration and Operations Division Director for verification. The Single Source Justification Form is available on the SharePoint portal.

The Contracts Coordinator will post on the District's website, for at least seven business days, a description of the contractual services sought. The description must include a request that prospective vendors provide information regarding their ability to supply the contractual services described. If the Contracts Coordinator determines in writing, after reviewing any information from prospective vendors, that the contractual services are available only from a single source, then the Contracts Coordinator will request approval from the Executive Director for such determination. Following approval by the Executive Director, the Contracts Coordinator

shall provide notice of the District's decision to enter into a single-source contract in the manner specified by sub section 120.57(3), F.S.

Governing Board approval is required to enter into a single source contract for services costing greater than \$30,000. Effective April 9, 2013, the Governing Board authorized the Executive Director to enter into contractual services or purchase contracts, as needed, for an amount not to exceed \$30,000.

Single source invoice execution and payment processing will follow the procedures for competitively-procured commodities, and in all cases the single source documentation must be attached to the invoice. Refer to the Finance and Accounting Policy for invoice payment procedures.

TIMBER SALES ADMINISTRATION

Timber shall be sold from District-owned lands using bid processes similar to those used in procuring goods and services. Similar levels of documentation of bids will be used as required in procurement.

GOVERNMENTAL CONTRACTS

The Department of Management Services of the State of Florida, the Federal Government, and various units of local governments in Florida award bids for services on an annual basis. This process usually results in a volume discount for the governmental entity. In some cases, when these contracts are awarded, the contract providers extend these prices to other governmental entities. In this instance the District is eligible to take advantage of the negotiated contract prices. The District may, at its discretion, obtain services from a provider extending State of Florida Contract, Federal GSA Contract, PRIDE, RESPECT, Water Management District, County, City, or other Governmental Contract established prices in lieu of obtaining its own bids on any particular service. However, all Governmental Contractual services for \$30,000 and above require Governing Board approval as shown above.

DESIGN-BUILD CONTRACTS

As authorized by Chapter 287.055(9), F.S., the District may engage qualified firms to provide design-build services, provided that the District follows the rules of Chapter 60D-13, Florida Administrative Code, Procedures for Contracting for Design-Build Services.

CONTRACT CLOSE OUT

Once all conditions of a contract have been met and all invoices approved by District staff have been paid, the Contract Manager shall submit a contract close out form to the Contracts Coordinator. The Contracts Coordinator shall inactivate the contract in the Contracts Database and route the close out form to Central Files.

A Contract Close Out Form is available on the SharePoint portal.

CONTRACT RENEWALS AND EXTENSIONS

In accordance with sub section 287.057(13), F.S., contracts may be renewed for a period that may not exceed three years or the term of the original contract, whichever is longer. Renewal of a contract must be in writing and is subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties.

If the contractual service is purchased as a result of the solicitation of bids, proposals, or replies, the price for the renewal must be specified in the bid, proposal, or reply, except that the District may negotiate lower pricing.

All renewals for contracts for less than \$30,000 require approval of the Executive Director. All renewals for contracts of more than \$30,000, with or without a proposed price changes, require Governing Board approval.

Once approved by the Executive Director or Governing Board, contracts may be extended by a letter of authorization from the Executive Director and a new contract is not required. Extension of a contract for commodities or contractual services must be in writing for a period not to exceed 6 months and is subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties. There may be only one extension of a contract unless the failure to meet the criteria set forth in the contract for completion of the contract is due to events beyond the control of the contractor.

When considering renewal of a contract, the District is required to participate in the Governor's efforts to reduce contractual costs. This request is based on the requirements Chapter 2010-151, Laws of Florida -- Section 47 which reads:

Each state agency, as defined in s. 216.011, Florida Statutes, shall review existing contract renewals and reprocurments with private providers and public-private providers in an effort to reduce contract payments by *at least 3 percent*. It is the statewide goal to achieve substantial savings; however, *it is the intent of the Legislature that the level and quality of services not be affected*. Each agency shall renegotiate and reprocure contracts consistent with this section. Any savings that accrue through renegotiating the renewal or reprocurement of an existing contract shall be placed in reserve by the Executive Office of the Governor.

As each District contract comes up for renewal, the responsible division will review the contracted rates and determine whether negotiating with the contracted party will result in a savings. If reduction is not possible, it may be necessary to reprocure the services. Exceptions to reprocurement should be documented and approved by the Executive Director or designee. The approval of a contract should not be considered documentation for granting an exception.

At least 90 days prior to a contract renewal, each contract manager should contact their provider and document the request to reduce contract payments. Each division will report the results of these efforts in the quarterly metrics submittal to DEP.

In evaluating contract renewals, consider the following factors:

- Modifying the Scope of Services to reduce any unnecessary requirements that cost money but do not add anything of value to the scope.

- Opportunities for savings by reducing overhead/general and administrative rates.
- The cost of reprocurement against the potential savings.
- The workload of the procurement staff and balancing that workload.

FEDERAL ID NUMBER/INCORPORATION INFORMATION

The District is required by the Internal Revenue Service to report certain types of payments made during the year. In order to fulfill this requirement, and if a federal tax identification number of the contractor is unknown by the Contracts Coordinator, the following language is required as a part of those contracts, regardless of the amount of money involved:

Are you/your entity incorporated? _____ Yes _____ No

Federal Identification Tax Number: _____

If the federal tax identification number of the contractor is known by the Contracts Coordinator, such information shall be included with the contract.

Executive Director

Effective Date

MEMORANDUM

TO: Governing Board

FROM: Dave Dickens, Division Director, Administration & Operations

DATE: September 29, 2014

RE: Approval of Resolution 2014-25 - Authorization to Enter into a Contract with Florida Fish and Wildlife Conservation Commission to Amend the Fiscal Year (FY) 2014/2015 Budget and Help Fund Prescribed Fire Services in Mallory Swamp for FY 2014/2015

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to enter into a contract with the Florida Fish and Wildlife Conservation Commission (FFWCC) to receive \$45,000 in grant funds to provide financial assistance for prescribed fire services in Mallory Swamp and to approve Resolution 2014-25 to amend the Fiscal Year (FY) 2014/2015 Budget from \$33,429,287 to \$33,474,287 to recognize \$45,000 in unanticipated and unbudgeted revenues.

BACKGROUND

The Florida Fish and Wildlife Conservation Commission and the Florida Chapter of the National Wild Turkey Federation are cooperators in a grant program that provides funding for habitat improvement projects that benefit wild turkey populations as well as other game and non-game species. Funding can be used for activities such as mechanical vegetation treatments, chemical treatments, and the use of prescribed fire. Under this contract, funding will be used to help conduct prescribed fire work in Mallory Swamp where the use of prescribed fire also coincides with the District's vegetation management and wetland restoration goals, as well as protecting against the damaging effects of wildfire.

Under this contract, \$45,000 in grant funding would be used to cover the cost of a helicopter to conduct aerial burning operations on approximately 3,000 acres in Mallory Swamp. The District will contribute an additional \$90,000 to cover all other personnel and equipment costs to complete these prescribed burning operations.

All grant funds from this contract will be expended by the end of FY 2015. The District's contribution is included in the FY 2015 Prescribed Fire Services budget.

/bmp
Enclosures

WMD BUDGET AMENDMENT REQUEST FORM

SRWMD AMENDMENT (01)-(2015)

October 8, 2014

Budget Amendment Type

Notification Unanticipated Funds X EOG Approval Y/N

Transfer New Funds LBC Notice required Y/N

Project Title: Budget amendment to accept unanticipated funds from the Florida Fish and Wildlife Conservation Commission (FFWCC) and the Florida Chapter of the National Wild Turkey Federation (FCNWTF) to help fund prescribed burning services on the Mallory Swamp Wildlife Management Area.

Project Description: The FFWCC and the FCNWTF would like to enter into a cost-share agreement with Suwannee River Water Management District to provide financial assistance for prescribed burning services in the Mallory Swamp Wildlife Management Area.

These funds will be used to help implement prescribed fire activities to improve habitat for wild turkey populations and other game and non-game species. The application of prescribed fire will also help the District meet its vegetation management and wetland restoration goals, as well as protecting against the damaging effects of wildfire.

Planning actions will include the following:

- Identify FY 2014/2015 operational areas;
- Seek authorization from the Governing Board for the Executive Director to execute contractual service agreements for Prescribed Fire Services for FY 2014/2015.

Partners include: Suwannee River Water Management District, Florida Fish and Wildlife Conservation Commission, and the Florida Chapter of the National Wild Turkey Federation.

Issue Statement: Chapter 373.536(4) (a), F.S. provides that the final adopted budget for the district is the operating and fiscal guide for the district for the ensuing year; however, transfers of funds may be made within the budget by action of the governing board at a public meeting of the governing board. The SRWMD did not anticipate the availability of this grant funding during the FY 2014/2015 budget development process so it was not included in the final adopted budget.

PROJECT: Budget Amendment for 2015 Prescribed Fire Services - Mallory Swamp Wildlife Management Area					
PROGRAM ACTIVITY SUBACTIVITY	Current Budget	Expenditures to Date	Encumbrances	Available Budget	Amount Requested
3.1	\$338,000	\$0	\$0	\$338,000	\$45,000
TOTAL	\$338,000	\$0	\$0	\$338,000	\$45,000
SOURCE OF FUNDS					AMOUNT
FFWCC and FCNWTF					\$45,000

WMD BUDGET AMENDMENT REQUEST FORM

SRWMD AMENDMENT (01)-(2015)

October 8, 2014

Utilize the standardized coding and naming convention from the tentative budget and provide an amount for each expenditure category within the lowest service level (program/activity/subactivity) and a grand total.

Agency Request: The Suwannee River Water Management District requests a modification to the FY 2014/2015 adopted budget. Pursuant to the requirements of s. 373.536(4)(c), F.S. – If the District receives unanticipated funds after the adoption of the final budget, the final budget may be amended, following review and approval by the Executive Office of the Governor, by including such funds, if notice of intention to amend is provided to the Legislative Budget Commission and is published in the notice of the governing board meeting at which the amendment will be considered, pursuant to s. 120.525, F.S. The notice must set forth a summary of the proposed amendment.

Fiscal Impact: The fiscal impact to the FY 2014/2015 Prescribed Fire Services Budget will be the increase in revenues of \$45,000 from grant money received from the FFWCC and the FCNWTF.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

RESOLUTION NO. 2014-25

AMENDING THE FISCAL YEAR 2014/2015 BUDGET

WHEREAS, chapters 200 and 373, Florida Statutes, require the Governing Board of the Suwannee River Water Management District (District) to adopt a final budget for each fiscal year; and

WHEREAS, by Resolution No. 2014-24, after a public hearing on September 23, 2014, the Governing Board of the District adopted a final budget for the District covering its proposed operations and other requirements for the ensuing fiscal year, beginning October 1, 2014 through September 30, 2015; and

WHEREAS, in accordance with section 189.418(7), Florida Statutes, the District will post the adopted amendment on its official website within five days after its adoption; and

WHEREAS, a budget amendment involves an action that increases or decreases total appropriated Fund amounts in the Budget; and

WHEREAS, pursuant to section 120.525, Florida Statutes, the District has provided notice of its intention to amend the Budget in the published notification of the Governing Board meeting at which the amendment will be considered; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Board of the District, that:

1. The Budget is hereby amended as summarized in the memorandum dated September 29, 2014, requesting Amendment No. 01, to the Fiscal Year 2014/2015 budget.
2. Budget Amendment No. 01 provides an increase in budget authority and revenue in the amount of \$45,000 to provide financial assistance for prescribed burning services in the Mallory Swamp Wildlife Management Area.

PASSED AND ADOPTED THIS 16th DAY OF OCTOBER, 2014 A.D.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
BY ITS GOVERNING BOARD**

MEMBERS OF THE BOARD:

**DON QUINCEY, CHAIR
ALPHONAS ALEXANDER, VICE CHAIR
RAY CURTIS, SECRETARY/TREASURER
KEVIN W. BROWN
GEORGE M. COLE
GARY JONES
VIRGINIA H. JOHNS
VIRGINIA SANCHEZ
GUY N. WILLIAMS**

ATTEST:

MEMORANDUM

TO: Governing Board
FROM: Dave Dickens, Division Director, Administration & Operations
DATE: September 29, 2014
RE: Approval of Resolution 2014-26 - Authorization to Amend the Fiscal Year 2014/2015 Budget to Include Funds in the Amount of \$246,500 for Unanticipated Carry Forward Revenues

RECOMMENDATION

Staff recommends the Governing Board approve Resolution 2014-26 to amend the Fiscal Year (FY) 2014/2015 Budget from \$33,474,287 to \$33,720,787 to recognize \$246,500 in un-anticipated carry forward revenues to procure and install a generator.

BACKGROUND

In FY 2014, Florida Division of Emergency Management (FDEM) awarded the District \$184,875 (75% of the estimated project cost of \$246,500) to procure and install a generator. In order to ensure the District can collect and provide data to the National Weather Service and the public without interruption, assistance was requested from FDEM to purchase and install a generator. SRWMD Reserves will be used to fund the remaining amount of \$61,625 to purchase the generator.

In July 2014, FDEP and EOG approved the increase to the FY 2013/2014 budget. At that same time, the Governing Board voted to receive FDEM funds and spend District reserves to procure and install a natural gas generator and uninterrupted power supply (UPS) to ensure electric service is maintained 24/7 enabling our computers and servers to remain operational when electric power is not available from the provider. The goal was to have the generator purchased and installed before the end of the FY 2013/2014; however, due to the generator unavailability and the level of the adjacent pond, the project has been delayed until the drainage well has been installed. Since the grant funds were unable to be spent in FY 2013/2014, the District is requesting to increase the FY 2014/2015 budget.

/bmp
Enclosures

WMD BUDGET AMENDMENT REQUEST FORM

SRWMD AMENDMENT (02)-(2015)

October 8, 2014

Budget Amendment Type

Notification Unanticipated Funds

EOG Approval Y/N

Transfer New Funds

LBC Notice required Y/N

Project Title: Procure and Install a Generator at Suwannee River Water Management District (SRWMD/District)

Project Description: In FY 2014, Florida Division of Emergency Management (FDEM) awarded the District \$184,875 (75% of the estimated project cost of \$246,500) to procure and install a generator. In order to ensure the District can collect and provide data to the National Weather Service and the public without interruption, assistance was requested from FDEM to purchase and install a generator. SRWMD Reserves will be used to fund the remaining amount of \$61,625 to purchase the generator.

In July 2014, FDEP and EOG approved the increase to the FY 2013-2014 budget. At that same time, the Governing Board voted to receive FDEM funds and spend District reserves to procure and install a natural gas generator and uninterrupted power supply (UPS) to ensure electric service is maintained 24/7 enabling our computers and servers to remain operational when electric power is not available from the provider. The goal was to have the generator purchased and installed before the end of the FY 2013-2014 year; however, due to the generator unavailability and the level of the adjacent pond, the project has been delayed until the well has been installed. Since the grant funds were unable to be spent in FY 2013/2014, the District is requesting to increase the FY 2014/2015 budget.

Issue Statement: Chapter 373.536(4)(a), F.S., provides that the final adopted budget for the district is the operating and fiscal guide for the district for the ensuing year; however, transfers of funds may be made within the budget by action of the governing board at a public meeting of the governing board. The SRWMD did not anticipate carrying forward this grant funding during the FY 2015 budget development process so it was not included in the final adopted budget.

PROJECT					
PROGRAM ACTIVITY SUBACTIVITY	Current Budget	Expenditures to Date	Encumbrances	Available Budget	Amount Requested
3.3	\$283,045	\$0	\$176,637	\$283,045	\$246,500
TOTAL	\$283,045	\$0	\$176,637	\$283,045	\$246,500
SOURCE OF FUNDS					AMOUNT
Florida Division of Emergency Management					\$184,875
SRWMD Contribution					\$61,625

Utilize the standardized coding and naming convention from the tentative budget and provide an amount for each expenditure category within the lowest service level (program/activity/subactivity) and a grand total.

WMD BUDGET AMENDMENT REQUEST FORM

SRWMD AMENDMENT (02)-(2015)

October 8, 2014

Agency Request: The Suwannee River Water Management District requests a modification to the FY 2014/2015 adopted budget. Pursuant to the requirements of s. 373.536(4)(c), F.S. – If the District receives unanticipated funds after the adoption of the final budget, the final budget may be amended, following review and approval by the Executive Office of the Governor, by including such funds, if notice of intention to amend is provided to the Legislative Budget Commission and is published in the notice of the governing board meeting at which the amendment will be considered, pursuant to s. 120.525, F.S. The notice must set forth a summary of the proposed amendment.

Fiscal Impact: The fiscal impact to the FY 2014/2015 Budget will be the increase in revenues of \$184,875 from FDEM. The SRWMD contribution of \$61,625 will be drawn from SRWMD Reserves. The procurement and installation of the generator will have a total estimated cost of \$246,500.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

RESOLUTION NO. 2014-26

AMENDING THE FISCAL YEAR 2014/2015 BUDGET

WHEREAS, chapters 200 and 373, Florida Statutes, require the Governing Board of the Suwannee River Water Management District (District) to adopt a final budget for each fiscal year; and

WHEREAS, by Resolution No. 2014-24, after a public hearing on September 23, 2014, the Governing Board of the District adopted a final budget for the District covering its proposed operations and other requirements for the ensuing fiscal year, beginning October 1, 2014 through September 30, 2015; and

WHEREAS, in accordance with section 189.418(7), Florida Statutes, the District will post the adopted amendment on its official website within five days after its adoption; and

WHEREAS, a budget amendment involves an action that increases or decreases total appropriated Fund amounts in the Budget; and

WHEREAS, pursuant to section 120.525, Florida Statutes, the District has provided notice of its intention to amend the Budget in the published notification of the Governing Board meeting at which the amendment will be considered; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Board of the District, that:

1. The Budget is hereby amended as summarized in the memorandum dated September 29, 2014, requesting Amendment No. 02, to the Fiscal Year 2014/2015 budget.
2. Budget Amendment No. 02 provides an increase in budget authority and revenue in the amount of \$246,500 in unanticipated carry forward revenues to procure and install a generator.

PASSED AND ADOPTED THIS 16th DAY OF OCTOBER, 2014 A.D.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
BY ITS GOVERNING BOARD**

MEMBERS OF THE BOARD:

**DON QUINCEY, CHAIR
ALPHONAS ALEXANDER, VICE CHAIR
RAY CURTIS, SECRETARY/TREASURER
KEVIN W. BROWN
GEORGE M. COLE
GARY JONES
VIRGINIA H. JOHNS
VIRGINIA SANCHEZ
GUY N. WILLIAMS**

ATTEST:

MEMORANDUM

TO: Governing Board

FROM: Dave Dickens, Division Director, Administration & Operations

DATE: September 29, 2014

RE: Approval of Resolution 2014-27 - Authorization to Amend the Fiscal Year 2014/2015 Budget to Include Funds in the Amount of \$212,181 for Unanticipated Carry Forward Revenues for Hart and Otter Springs Restoration

RECOMMENDATION

Staff recommends the Governing Board approve Resolution 2014-27 to amend the Fiscal Year (FY) 2014/2015 Budget from \$33,720,787 to \$33,932,968 to recognize \$212,181 in un-anticipated carry forward revenues for Hart and Otter Springs restoration.

BACKGROUND

In FY 2014, Suwannee River Water Management District (District) budgeted a springs restoration project at Otter and Hart Springs. Due to the river being at flood stage multiple times during the year and permitting delays, the restoration work was unable to be completed and was not included in the FY 2014/2015 Budget. The Water Management Lands Trust Fund (WMLTF) Springs Restoration Fund will be used to fund the remaining amount of \$212,181 to complete the restoration projects.

The Hart Springs Restoration project was submitted to the District as a Regional Initiative Valuing Environmental Resources (RIVER) project for cooperative funding by Gilchrist County. Since the restoration work was planned to be completed in FY 2013/2014 at Otter Springs, with the close proximity of Hart Springs to Otter Springs (approximately 2.5 miles), the District has recognized the opportunity to combine projects in order for more efficient uses of funding.

The areas surrounding the springs have been consistently eroding, and sediments, retaining walls and sand have been washing into the spring vents for years, which are altering the magnitude of flow from the springs. The County has implemented measures to control erosion and sediments from washing into Hart Springs by stabilizing the shoreline and building retaining walls. The District's goal is to develop and construct a project that will stabilize the shoreline of Otter Springs and remove the accumulation of these sediments from the spring vents and spring runs of Otter and Hart Springs.

In FY 2014, \$140,000 was budgeted for the Otter Springs restoration and \$76,700 had been requested to dredge sediments and remove a large piece of concrete from the

main vent of Hart Springs; the projects totaled \$216,700 and were funded from the WMLTF Springs Restoration fund.

Since the grant funds were unable to be spent in FY 2013/2014, the District is requesting to increase the FY 2014/2015 budget. These funds were not included in the budget in order for the District to finalize work on this project. The project has been delayed due to the river being at flood stage multiple times during the year and permitting delays; the project will be implemented in FY 2014/2015. The revenue and related expenditures will be added to the FY 2014/2015 budget.

/bmp
Enclosures

WMD BUDGET AMENDMENT REQUEST FORM

SRWMD AMENDMENT (03)-(2015)

October 8, 2014

PROJECT					
PROGRAM ACTIVITY SUBACTIVITY	Current Budget	Expenditures to Date	Encumbrances	Available Budget	Amount Requested
2.3	\$4,956,288	\$0	\$0	\$4,956,288	\$212,181
TOTAL	\$4,956,288	\$0	\$0	\$4,956,288	\$212,181
SOURCE OF FUNDS					AMOUNT
WMLTF Springs					\$212,181

Utilize the standardized coding and naming convention from the tentative budget and provide an amount for each expenditure category within the lowest service level (program/activity/subactivity) and a grand total.

Agency Request: The Suwannee River Water Management District requests a modification to the FY 2014/2015 adopted budget. Pursuant to the requirements of s. 373.536(4)(c), F.S. – If the District receives unanticipated funds after the adoption of the final budget, the final budget may be amended, following review and approval by the Executive Office of the Governor, by including such funds, if notice of intention to amend is provided to the Legislative Budget Commission and is published in the notice of the governing board meeting at which the amendment will be considered, pursuant to s. 120.525, F.S. The notice must set forth a summary of the proposed amendment.

Fiscal Impact: The fiscal impact to the FY 2014/2015 Budget will be the increase in revenues of \$212,181 from WMLTF Springs Restoration Funds.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

RESOLUTION NO. 2014-27

AMENDING THE FISCAL YEAR 2014/2015 BUDGET

WHEREAS, chapters 200 and 373, Florida Statutes, require the Governing Board of the Suwannee River Water Management District (District) to adopt a final budget for each fiscal year; and

WHEREAS, by Resolution No. 2014-24, after a public hearing on September 23, 2014, the Governing Board of the District adopted a final budget for the District covering its proposed operations and other requirements for the ensuing fiscal year, beginning October 1, 2014 through September 30, 2015; and

WHEREAS, in accordance with section 189.418(7), Florida Statutes, the District will post the adopted amendment on its official website within five days after its adoption; and

WHEREAS, a budget amendment involves an action that increases or decreases total appropriated Fund amounts in the Budget; and

WHEREAS, pursuant to section 120.525, Florida Statutes, the District has provided notice of its intention to amend the Budget in the published notification of the Governing Board meeting at which the amendment will be considered; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Board of the District, that:

1. The Budget is hereby amended as summarized in the memorandum dated September 29, 2014, requesting Amendment No. 03, to the Fiscal Year 2014/2015 budget.
2. Budget Amendment No. 03 provides an increase in budget authority and revenue in the amount of \$212,181 in unanticipated carry forward revenues for Hart and Otter Springs restoration.

PASSED AND ADOPTED THIS 16th DAY OF OCTOBER, 2014 A.D.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
BY ITS GOVERNING BOARD**

MEMBERS OF THE BOARD:

**DON QUINCEY, CHAIR
ALPHONAS ALEXANDER, VICE CHAIR
RAY CURTIS, SECRETARY/TREASURER
KEVIN W. BROWN
GEORGE M. COLE
GARY JONES
VIRGINIA H. JOHNS
VIRGINIA SANCHEZ
GUY N. WILLIAMS**

ATTEST:

MEMORANDUM

TO: Governing Board
FROM: Dave Dickens, Division Director, Administration and Operations
DATE: September 29, 2014
RE: Prescribed Fire Management Services for Fiscal Year 2014/2015

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to execute contracts with Wildland Fire Services, Natural Resource Planning Service, B&B Dugger, Inc. and Attack-One Inc. for prescribed fire management services on District lands for Fiscal Year (FY) 2014/2015 for amounts not to exceed \$193,395; \$92,286.50; \$80,820.78; and \$16,464 respectively.

BACKGROUND

Prescribed burning is an important tool needed to achieve goals identified in the District's Land Management Plan. It is instrumental in meeting long-term vegetation management and natural plant community restoration goals, as well as protecting against the damaging effects of wildfire.

Staff advertised Request For Proposal 13/14-044 AO on August 6, 2014, and the following firms responded:

Request For Proposal 13/14-044 AO Respondents

NAME OF FIRM	FIRM'S LOCATION
Attack-One Fire Management Services	Crawfordville, Florida
B&B Dugger, Inc.	Crawfordville, Florida
Natural Resource Planning Service	Lake City, Florida
The Forestry Company	Perry, Florida
Wildland Fire Services	Tallahassee, Florida

Based on rankings listed in Tables 1 and 2, staff recommends the Governing Board authorize the Executive Director to enter into contracts with Wildland Fire Services, Natural Resource Planning Service, B&B Dugger, Inc. and Attack-One Inc. to conduct prescribed fire services in FY 2015. Because the cost of completing all proposed FY 2015 burning based on the new bid rates exceeds the approved FY 2015 Prescribed Burn budget by \$177,587, contract allocation amounts will be based around priority conservation areas identified in Tables 1 and 2, which includes Mallory Swamp.

To ensure the District is able to burn the highest amount of priority areas at the lowest cost within the approved budget, budget allocation between contractors is provided in Table 3. This allocation uses the following assumptions:

- Contract amounts will be based on lowest bid rates for each priority conservation area identified in Tables 1 and 2. The only exception includes the two cases where the second lowest bid was chosen because of the acreage cap set by Natural Resource Planning Service.
- Starting with the lowest cost/acre priority conservation areas listed in Table 1 and working to the highest, acres will be designated for burning until the FY 2015 Prescribed Fire budget is completely allocated.
- The contract amount in Table 3 with Wildland Fire Services includes an additional \$45,000 in grant funds that will be used to pay for the use of a helicopter to conduct aerial burning operations in Mallory Swamp.

/bmp
Enclosures

Table 1. RFP 13/14-044 AO Rates/Ranking

The Forestry Company	Wildland Fire Services	Natural Resource Planning Service	B&B Dugger	Attack-One	CONSERVATION AREA	REGION	TARGETED FY15 ACRES	BUDGETED FY15 ACRES	#1 FIRM	#2 FIRM	#3 FIRM
\$43.60	\$40.00	\$37.00	\$50.00	\$36.00	ALLEN MILL POND	NE	0	0	ATK-One	NRPS	WFS
\$74.00	\$40.00	\$37.00	\$50.00	\$36.00	ANDERSON SPRING	NE	0	0	ATK-One	NRPS	WFS
\$41.72	\$39.00	\$43.00	\$44.99	\$36.00	BAY CREEK	NE	149	0	ATK-One	WFS	TFC
\$41.72	\$39.00	\$37.50	\$44.99	\$42.00	BENTON	NE	229	0	NRPS	WFS	TFC
\$43.65	\$38.00	\$35.50	\$36.99	\$42.00	BIG SHOALS	NE	663	663	B&B	WFS	ATK-One
\$39.44	\$39.00	\$37.00	\$50.00	\$36.00	CHARLES SPRING	NE	0	0	ATK-One	NRPS	WFS
\$40.90	\$39.00	\$40.00	\$44.99	\$42.00	CYPRESS CREEK	NE	320	0	WFS	NRPS	TFC
\$40.79	\$38.00	\$35.50	\$44.99	\$36.00	DEEP CREEK	NE	885	374	ATK-One	WFS	TFC
\$41.25	\$40.00	\$36.00	\$50.00	\$36.00	FALMOUTH SPRING	NE	0	0	ATK-One*	NRPS	WFS
\$41.38	\$48.00	\$42.00	\$50.00	\$42.00	FORT UNION	NE	0	0	TFC	ATK-One*	NRPS
\$45.81	\$48.00	\$42.00	\$75.00	\$42.00	GRADY	NE	70	0	ATK-One*	NRPS	TFC
\$42.71	\$38.00	\$35.50	\$40.00	\$42.00	HOLTON CREEK	NE	489	489	NRPS	WFS	B&B
\$38.60	\$38.00	\$34.00	\$44.99	\$42.00	LITTLE RIVER	NE	445	0	NRPS	WFS	TFC
\$59.00	\$60.00	\$55.00	\$50.00	\$42.00	LOWER ALAPAHA	NE	0	0	ATK-One	B&B	NRPS
\$40.86	\$39.00	\$55.00	\$75.00	\$42.00	PEACOCK SPRINGS	NE	111	111	WFS	TFC	ATK-One
\$73.20	\$39.00	\$38.00	\$49.99	\$42.00	SUWANNEE VALLEY	NE	804	0	NRPS	WFS	ATK-One
\$58.79	\$44.0	\$46.00	\$100.0	\$42.00	SWIFT CREEK	NE	68	0	ATK-One	WFS	NRPS
\$44.13	\$39.00	\$55.00	\$75.00	\$42.00	TROY SPRING	NE	194	194	WFS	ATK-One	TFC
\$55.49	\$48.00	\$41.00	\$50.00	\$42.00	UPPER ALAPAHA	NE	337	0	NRPS	ATK-One	WFS
\$54.55	\$38.00	nb	\$36.99	\$42.00	WITHLACOOCHEE EAST	NE	0	0	B&B	WFS	ATK-One
\$39.60	\$38.00	\$37.50	\$36.99	\$42.00	WITHLACOOCHEE WEST	NE	259	259	B&B	NRPS	WFS
\$44.60	\$38.00	nb	\$36.99	\$42.00	MADISON COUNTY	NE	0	0	B&B	WFS	ATK-One

The Forestry Company	Wildland Fire Services	Natural Resource Planning Service	B&B Dugger	Attack-One	CONSERVATION AREA	REGION	TARGETED FY15 ACRES	BUDGETED FY15 ACRES	#1 FIRM	#2 FIRM	#3 FIRM
\$38.66	\$37.00	\$33.50	\$36.99	\$42.00	WOODS FERRY	NE	1,040	1,040	NRPS	B&B	WFS
\$43.70	\$44.00	\$36.00	\$60.00	\$45.00	FOWLERS BLUFF	SE	0	0	NRPS	TFC	WFS
\$44.48	\$44.00	\$42.00	\$60.00	\$40.00	HATCHBEND	SE	92	0	ATK-One	NRPS	WFS
\$71.80	\$40.00	\$35.50	\$60.00	\$40.00	PARENERS BRANCH	SE	214	214	NRPS	ATK-One*	WFS
\$48.89	\$45.00	\$42.00	\$60.00	\$40.00	SANTA FE SPRINGS	SE	75	75	ATK-One	NRPS	WFS
nb	\$43.00	\$35.00	\$60.00	\$40.00	SANTA FE SWAMP	SE	287	287	NRPS	ATK-One	WFS
\$49.88	\$44.00	\$39.00	\$60.00	\$45.00	UPPER WACCASASSA	SE	238	0	NRPS	WFS	ATK-One
\$49.88	\$48.00	\$42.00	\$60.00	\$45.00	WANNEE	SE	93	0	NRPS	ATK-One	WFS
\$45.00	\$45.00	\$40.00	\$60.00	\$42.00	YELLOW JACKET	SE	0	0	NRPS	ATK-One	TFC*
\$34.89	\$37.00	nb	\$34.00	\$35.00	LOWER ECONFINA	NW	358	91	B&B	TFC	ATK-One
\$34.89	\$37.00	nb	\$34.00	\$35.00	WACISSA	NW	282	282	B&B	TFC	ATK-One
\$37.60	\$37.00	nb	\$34.00	\$35.00	MIDDLE AUCILLA	NW	1,100	1,001	B&B	ATK-One	WFS
\$42.74	\$37.00	nb	\$34.00	\$35.00	UPPER AUCILLA	NW	0	0	B&B	ATK-One	WFS
\$38.94	\$40.00	\$36.00	\$50.00	\$38.00	LOWER STEINHATCHEE	SW	205	0	NRPS	ATK-One	TFC
\$38.12	\$40.00	\$33.50	\$39.00	\$38.00	UPPER STEINHATCHEE	SW	1,585	670	NRPS	ATK-One	TFC
TOTAL							10,592	9,750			

* Ranking based on coin toss

Priority Acreage	Low Bid	2nd Lowest Bid
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Table 2. RFP 13/14-044 AO Aerial Ignition Rate Comparison (Mallory Swamp)

	Rate		Average Daily Acreage	Average Daily Cost		Daily Helicopter Cost (Grant Funded)	District Cost	#1 FIRM	#2 FIRM	#3 FIRM
	The Forestry Company	Wildland Fire Services		The Forestry Company	Wildland Fire Services					
Aerial (Acre Rate)	\$59.89	\$42.00	1,000	\$59,890.00		\$15,000	\$44,890		TFC	
Aerial (Acre Rate NO Helicopter)	\$48.00	No Bid	1,000	\$48,000.00		\$15,000	\$48,000			TFC
Aerial (Day Rate)	\$25,000.00	\$35,000.00	1,000				NA			
Aerial (Day Rate NO Helicopter)	\$12,500.00	\$30,000.00	1,000		\$30,000.00	\$15,000	\$30,000.00	WFS		

Rates Withdrawn

Table 3. FY 2015 Contract Allocation

	Wildland Fire Service	Natural Resource Planning Service	B&B Dugger	Attack-One
FY 2015 Recommended Contract Amounts	\$193,395.00	\$92,286.50	\$80,820.78	\$16,464.00
FY 2015 Budgeted Acres	4,305	2,700	2,296	449
Avg. Cost/Acre	\$34.47*	\$34.18	\$35.20	\$36.67

FY 2015 Budget Amount** **\$383,000.00**

FY 2015 Total Contract Amount **\$382,966.28**

FY 2015 Total Budgeted Acres **9,750**

FY 2015 Avg. Cost/Acre **\$35.13**

*Avg. Cost/Acre does not include \$45,000 in grant funds

**FY 2015 Budget amount assumes Governing Board approval of FY 2015 Budget Amendment to include \$45,000 in grant funds for aerial burning in Mallory Swamp.

MEMORANDUM

TO: Governing Board
FROM: Dave Dickens, Division Director, Administration and Operations
DATE: September 29, 2014
RE: Authorization for the Executive Director to Execute a Timber License (Agreement) with North Florida Timber Dealers, Inc. for the Little Shoals #4 Timber Sale

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to enter into an agreement with North Florida Timber Dealers, Inc. for the Little Shoals #4 Timber Sale.

BACKGROUND

On September 2, 2014, Suwannee River Water Management District issued Invitation to Bid 13/14-052 AO for timber located on the 129-acre Little Shoals Tract in Columbia County. The timber offered for sale is 41-year-old planted slash pine. This timber was previously thinned in 1992, and the goal of this sale is to further reduce the density of the pines.

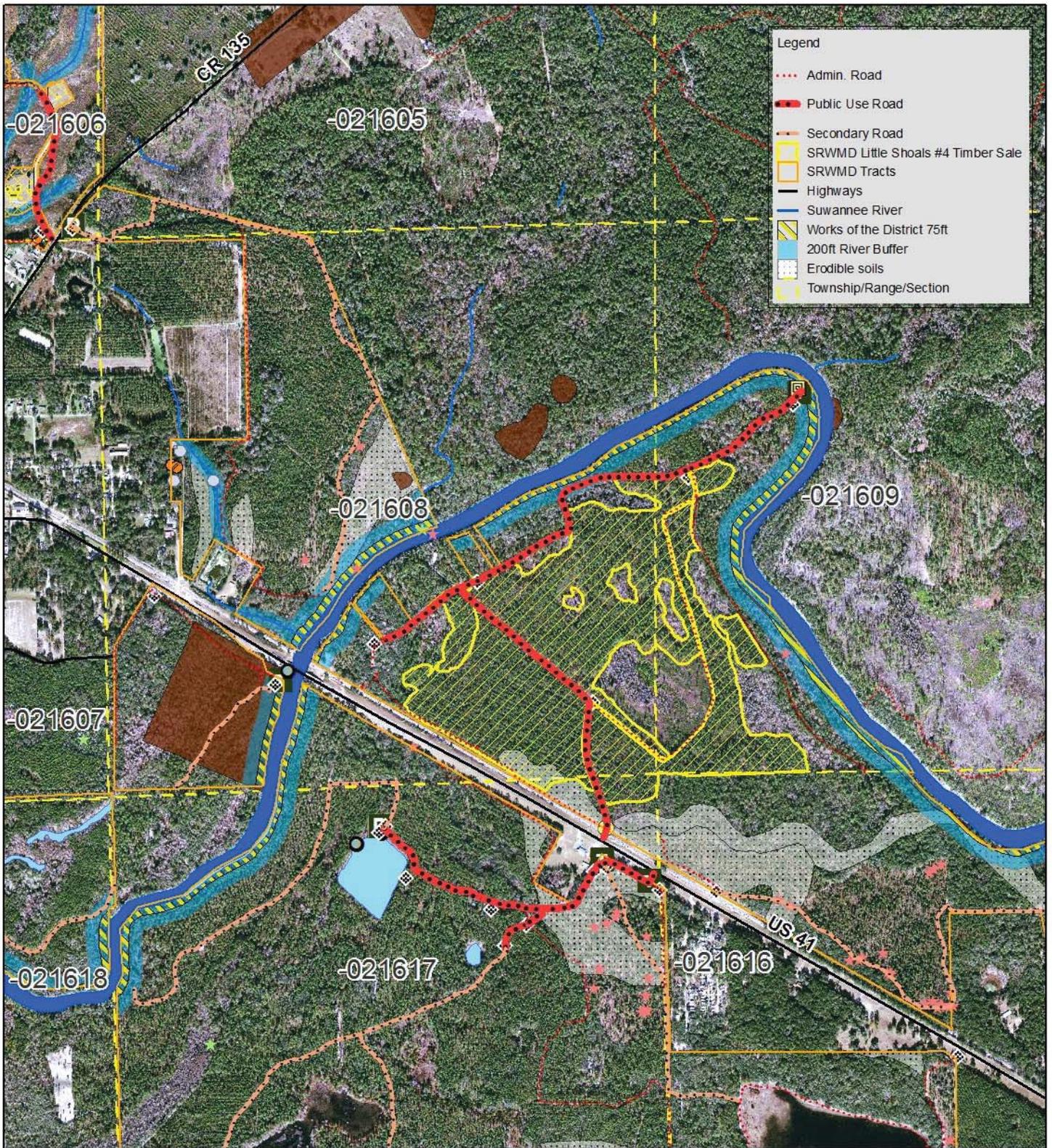
The bids for the sale were received on September 19, 2014. Bids were received from the companies listed below. The total revenue estimates are based on the advertised volumes of pine pulpwood, pine chip-n-saw and sawtimber.

Bidder	City	Calculated Revenue
Greenville Timber	Madison	\$ 96,975.00
North Fla. Timber Dealers	Lake City	\$104,042.50

North Florida Timber bid \$14.75/ton for topwood, \$15.75/ton for pulpwood, \$24.20/ton for chip-n-saw, \$31.25/ton for sawtimber and \$54.50/ton for poles. Based on the cruise volume estimates and these bid prices, the estimated revenue is 104,042.50.

The principal for North Florida Timber Dealers, Inc. is Herbert Thomas.

DD/bmp
Enclosure



- Legend**
- Admin. Road
 - Public Use Road
 - Secondary Road
 - SRWMD Little Shoals #4 Timber Sale
 - SRWMD Tracts
 - Highways
 - Suwannee River
 - Works of the District 75ft
 - 200ft River Buffer
 - Erodible soils
 - Township/Range/Section



Little Shoals #4 Timber Sale
 Timber Stand Specification Sheet Map
 August 27, 2014



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001. Map Created on 8/27/2014

MEMORANDUM

TO: Governing Board
FROM: Dave Dickens, Division Director, Administration & Operations
DATE: September 29, 2014
RE: Renewal of Approved Surveyors List for Fiscal Year (FY) 2014/2015

RECOMMENDATION

Staff recommends Governing Board renewal of the attached list of approved surveyors for FY 2014/2015.

BACKGROUND

To ensure a consistent level of quality in surveys performed for the District, and to reduce administrative costs, staff advertised a Request for Qualifications (RFQ) for surveyors and surveying firms in August 2013.

The Governing Board approved the following list of surveying firms at its October 2013 meeting. All approved firms are state-licensed surveying businesses.

For projects below the competitive negotiations threshold, Staff issues an invitation to bid to the approved list of surveyors for each survey assignment. Contracts will continue to be awarded on a low-bid basis and each contract will include a late penalty of one percent of fee per day of lateness.

DD/bmp
Enclosure

Approved Surveyor List

FIRM	Address
AMEC	404 SW 140 th Terrace Newberry, FL 32669
Bartram Trail Surveying, Inc.	1501 CR 315, Suite No. 106 Green Cove Springs, FL 32043
Booth, Ern, Straughan & Hiott, Inc.	350 N Sinclair Ave. Tavares, FL 32778
David L. Goodman, P.S.M.	PO Box 29 Perry, FL 32348
Delta Professional Land Services, LLC	114 West Green Street Perry, FL 32347
George F. Young, Inc.	1905 South Main Street Gainesville, FL 32601
Hyatt Survey	11007 8 th Ave. East Bradenton, FL 34212
Land Sea & Air Surveying	1605 Chase Hammock Rd. Merritt Island, FL 32953
Land Surveyor, Inc.	18392 US Hwy 301 N. Starke, FL 32091
LD Bradley Land Surveyors	5773 Normandy Blvd. Jacksonville, FL 32205
Pardue Land Surveying Matthew Munksgard	PO Box 865 Chiefland, FL 32644
Pickett Surveying & Photogrammetry	475 South First Ave. Bartow FL 33830
Poppell Surveyors	PO Box 649 Madison, FL 32341
Sherman Frier & Associates, Inc.	PO Box 580 Live Oak, FL 32064
Southeastern Surveying and Mapping Corporation	1130 Hwy 90 ChIPLEY, FL 32428
Southeastern Surveying, Inc.	601 N St. Augustine Rd. Valdosta, GA 31601
Wantman Group, Inc.	2035 Vista Parkway West Palm Beach, FL 33411

MEMORANDUM

TO: Governing Board
FROM: Dave Dickens, Division Director, Administration and Operations
DATE: September 29, 2014
SUBJECT: Land and Facilities Operations Activity Summary

There has been no activity for reforestation. Reforestation will commence again next fiscal year.

The timber marking, sale boundary marking, and cruising of Little Shoals #4 Timber Sale was completed by Natural Resource Planning Services on August 5, 2014. Bill McKinstry inspected the cruise and marking on August 8, 2014. Bob Heeke will prepare the necessary documents for the sale of the timber. The results of the bid opening are addressed in the Governing Board memo.

Perpetual Contracting, LLC will be ending road maintenance on September 26, 2014. A new road contract with Perpetual Contracting, LLC will be completed the first week of October 2014.

Harvesting of the 473-acre Little River Timber Sale #4 commenced on April 22, 2014. Logging crews restarted harvesting on August 1, 2014. The harvesting was completed on September 12, 2014.

Salvage logging on Mill Creek North #3 Timber Sale was underway on July 28, 2014. Harvesting was completed within the time period of the contract.

Staff continued the review of four conservation easements during the past month:

- Plum Creek – The conservation easement inspection reports are complete.
- Ace Ranch – Lafayette County (In process of discussing solutions with Owner.)
- Deep Creek – Columbia County (Bill McKinstry is to meet with property manager to begin resolving easement concerns on October 1, 2014.)
- Jennings Bluff – Hamilton County (Bill McKinstry logged all visible roads at Jennings Bluff on September 18, 2014. Dave Dickens, Bob Heeke, Bill McKinstry and Leroy Marshall will begin discussing a resolution.)

No burning activities were conducted during the report period of August 8, 2014 through September 8, 2014.

Staff secured \$45,000 in grant funds from Florida Fish and Wildlife Conservation Commission and the Florida chapter of the National Wild Turkey Federation to help conduct prescribed fire activities in Mallory Swamp in FY 2015.

Based on comments received at the June 11, 2014 Governing Board workshop, staff finalized the new District Road Plan on June 20, 2014, and uploaded it to the network. Staff is now using the new road plan.

The Surplus Lands Disposition Status Report for Florida Department of Environmental Protection (FDEP), Division of State Lands, was prepared for inclusion in FDEP's Disposition of State Lands and Facilities 2014 Annual Report.

The attached report summarizes the status of current activities for the preceding month. Staff will be prepared to address any items of particular interest the Board may wish to discuss at the Governing Board meeting.

/bmp

REAL ESTATE

Conservation Easement Review

Owner	Project Name	Acres	County	2013-2014 Monthly Inspection Date												
				O	N	D	J	F	M	A	M	J	J	A	S	
Bailey, Donald and Margaret	Bailey/Cuba Bay Exchange	164	Jefferson													
Bailey Brothers	Bailey Brothers Steinhatchee	16,522	Dixie								X					
Champion, Roger and Donna	Mount Gilead	180	Madison													
Chinquapin Farm, L.L.C.	Chinquapin Farm	6,350	Columbia, Suwannee													
City of Newberry	Newberry Wellfield	40	Alachua													
Davidson, Dr. C. Linden	Davidson	225	Jefferson													
Drummond, Graham	Lower Suwannee	543	Levy	X												
Feagle, Ronald and Dorothy	Bonnet Lake	433	Columbia													
Florida Sheriffs Youth Ranches, Inc.	Youth Ranches (I and II)	550	Suwannee													
DP Research, LLC	Dixie Plantation	8,902	Jefferson								X					
Hale and McDaniel	Carter	1,232	Columbia		X											
Harrell, Curtis and Matthew	Falmouth Addition	912	Suwannee													
Jackson, Kevin and Patrice	Jackson	171	Lafayette													
Layman Law Firm	Layman Aucilla	167	Jefferson													
Loncala Inc.	Loncala Alapaha	1,141	Hamilton			X										
Loncala, Inc.	Loncala Gilchrist	913	Gilchrist			X										
Loncala, Inc.	Monteocha Creek	951	Alachua			X										
Mann, Jack & Loy Ann	Manatee Springs Addition	590	Levy													
McEnany , Michael	Waccasassa	1,104	Levy													
Meeks, David & Sarah	Manatee Springs Addition	370	Levy													
Moore, Madeline	Moore	115	Jefferson													

Conservation Easement Review (continued)

Owner	Property Name	Acres	County	2013-2014 Inspection Date												
				O	N	D	J	F	M	A	M	J	J	A	S	
Plantations at Deep Creek, L.L.C.	Deep Creek Exchange	1,192	Columbia													
Platt, Cody and Carol	Aucilla Addition	274	Jefferson													
Plum Creek Timberlands	Gainesville Wellfield	3,084	Alachua			X										
Plum Creek Timberlands	Waccasassa Gulf Hammock	21,300	Levy			X										
Plum Creek Timberlands	Manatee Springs Addit. Oak Hammock	4,588	Levy			X										
Plum Creek Timberlands	Manatee Springs Addit. Suwannee Swamp	12,797	Levy			X										
Ragans Hoyt and Betty	Aucilla	755	Jefferson Madison													
Red Hills Land Company	Foster	163	Jefferson													
Sanders, Thomas and Sylvia	Mill Creek	339	Hamilton													
Santa Fe River Hammock, L.L.C.	Santa Fe River Hammock	167	Bradford													
Sheppard, Derwood and Susan	Manatee Springs Addition	120	Levy													
Strickland Field, L.P.	Strickland Field	3,822	Dixie													
Suwannee River Development LLC	Ace Ranch	260	Lafayette						X							
The Campbell Group-Bascom Southern LLC	California Swamp	32,134	Dixie			X										
Tisdale Robert	Tisdale	83	Levy													
Usher Family Trust	Usher	2,023	Levy													
Zellwin Farms, Inc.	Jennings Bluff	362	Hamilton													

Shading denotes month inspection is scheduled to take place. An "X" denotes completed inspection. Inspection will be rescheduled if not completed during its designated month.

LAND AND FACILITIES OPERATIONS

Prescribed Fire

Summary Table FY 2014	2014 Target Acres	Acres Complete
Suwannee River Water Management District	9,800	9,102
Florida Forest Service burns on Twin Rivers State Forest	2,000	2,158
TOTAL	11,800	11,260

Timber

Timber Sales

Tract	Contract	Acres	Tons Harvested	Gross Revenue	Completion Date
Steinhatchee Rise	12/13-057	229	14,932.90	\$192,731.22	1/10/2014
Bell Springs	13/14-014	16.90	983.49	\$ 15,143.07	1/29/2014

MEMORANDUM

TO: Governing Board

FROM: Erich Marzolf, Ph.D., Division Director, Water Resources

DATE: September 29, 2014

RE: Authorization to Enter into a Contract with United States Geological Survey for LiDAR Data and Quality Control Services

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to enter into a contract with the United States Geological Survey to provide light detection and ranging (LiDAR) data over approximately 670 square miles in portions of Gilchrist, Levy, Madison, and Taylor counties for a total not to exceed \$228,000.

BACKGROUND

Several years ago, the District started working with other agencies to secure LiDAR data for the District. LiDAR data is used by District staff in many areas including setting minimum flows and levels, floodplain mapping and modeling, water supply planning and natural systems management.

In past years we have partnered with the United States Geological Survey (USGS), the Federal Emergency Management Agency (FEMA), the National Oceanic and Atmospheric Administration (NOAA), Northwest Florida Water Management District, the Florida Department of Emergency Management, and Alachua County to obtain a total of 6,440 square miles of data at a District cost of only \$680,000. It is estimated that over \$2 million has been spent to obtain LiDAR data in the District through the important partnerships listed above.

Last November the District contracted with the USGS to capture LiDAR data. The USGS provided the staff and resources to manage the project and quality control the data deliverables from the contractor. In addition, these data become part of the USGS National Elevation Data program (NED) for public use and distribution. This fall the District has applied for a USGS LiDAR grant offered through a new USGS LiDAR initiative called the 3D Elevation Program (3DEP). This is a national competitive grant opportunity with a limited funding. If the District is

fortunate to receive a USGS grant for this new project, it would allow for an expansion of the data collection area.

Flights to obtain this year's proposed data will take place before the end of February 2015. This year's project would consist of LiDAR collection over approximately 670 square miles including portions of Gilchrist, Levy, Madison and Taylor counties (see map attached).

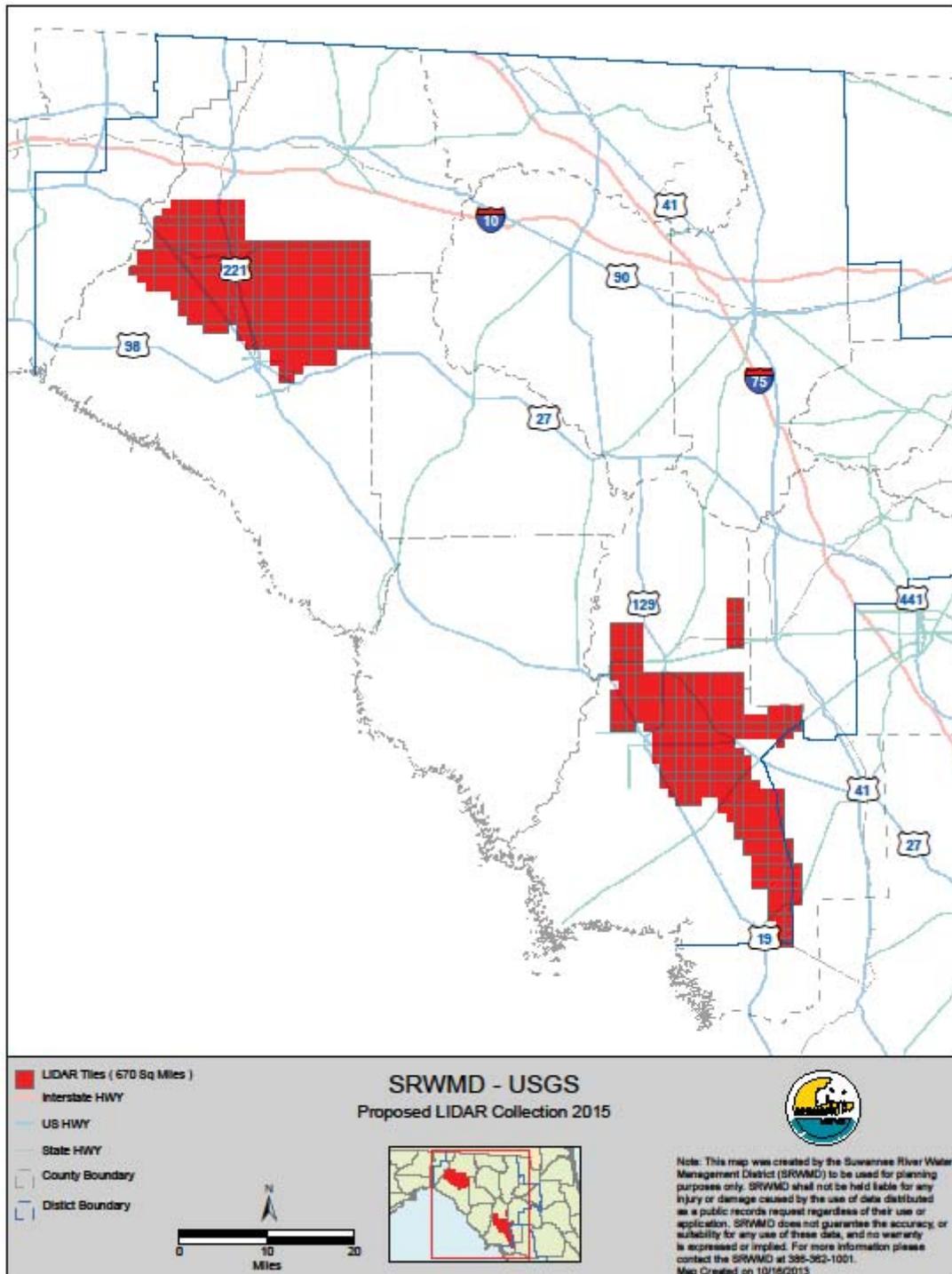
If this work is completed as planned, there will be approximately 800 square miles, or 10%, remaining for LiDAR acquisition within the District.

The technical specifications for the LiDAR data will meet current USGS, FEMA, and State of Florida standards and technical requirements. The USGS contractors working on the LiDAR data collection, processing, and quality control tasks have all been approved and selected by the USGS.

The funding source for this LiDAR is \$228,000 from the District. However, if the District receives additional funds from the USGS, it will be applied to this LiDAR project for the collection of additional areas, potentially in additional counties.

This expenditure is included in the FY 2014-2015 budget.

PB/dd



MEMORANDUM

TO: Governing Board

FROM: Erich Marzolf, Ph.D., Division Director, Water Resources

DATE: September 29, 2014

RE: Agricultural Water Use Monitoring Update

Update on Agricultural Water Use

BACKGROUND

District permits for agricultural water use contain requirements for water use monitoring to estimate the actual volumes of water usage. Staff has determined that estimating water use with electrical data is the least costly method.

The District has reached agreements with the four major electrical cooperatives providing service to agriculture within the District. As each agreement was signed, District staff met with Cooperative staff to discuss the details of data sharing processes. In addition, lists of permittees with a monitoring requirement have been developed by the Cooperatives and staff has begun contacting the permittees to discuss their monitoring options and having them sign the agreements required to initiate data sharing. Kevin Wright and the staff working with the agricultural cost-share program are sharing the monitoring process options and the associated Cooperative forms with applicants. There are also programming upgrades being implemented within the Water Use Permitting and Reporting (WUPAR) system to better integrate the permitting and monitoring efforts.

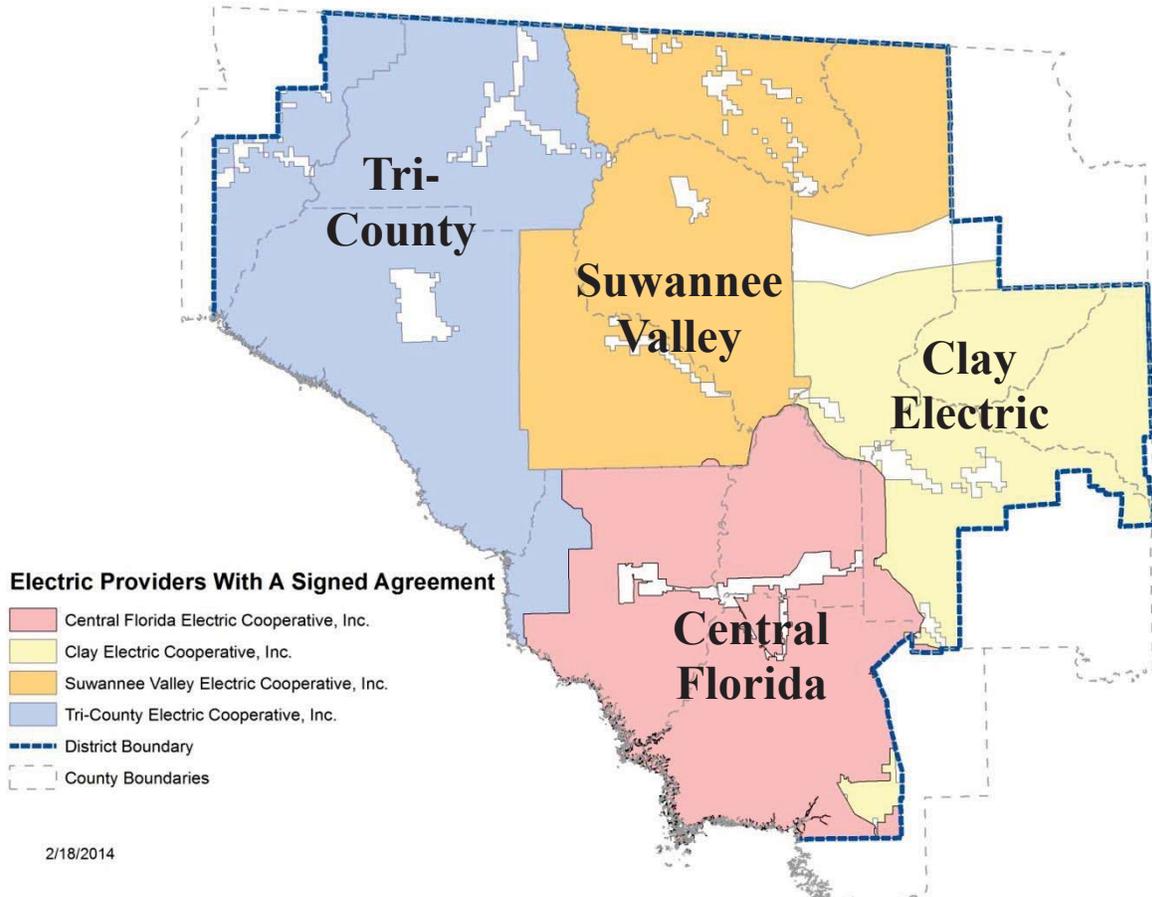
Central Florida Electric Cooperative signed an agreement with the District to transmit electrical consumption data on October 15, 2013, which the Governing Board approved on November 12, 2013. On January 10, 2014, the District sent the first set of meter numbers to Central Florida for processing and subsequent data sharing. The District received the first set of data from Central Florida and has suggested some format revisions and minor modifications.

Clay Electric Cooperative, Inc., signed an agreement with the District to transmit electrical consumption data on November 21, 2013, which the Governing Board approved on December 10, 2013. On March 13, the District sent the first set of signed meter number agreements to the Cooperative and data were delivered on July 14, 2014.

Agreements with Suwannee Valley and Tri-County Electric Cooperatives were approved in March 2014 by the Governing Board and both are now signed. Staff met with Suwannee Valley on data sharing issues on March 4 and Tri-County on May 19. The District began receiving data from Suwannee Valley on May 23, 2014. The District began receiving data from Tri-County on August 14, 2014.

As shown in the map below, the agreements with these four Cooperatives cover the majority of the District.

As part of the District's efforts to streamline permitting, the District went online with the St. Johns River Water Management District's e-Permitting tool for water use permitting on September 8, 2014. Staff from both Districts are working to integrate the data management components of the SJRWMD's e-Permitting and SRWMD's Water Use Permitting and Reporting (WUPAR) tools.



EM/dd

MEMORANDUM

TO: Governing Board

FROM: Tim Sagul, P.E., Division Director, Resource Management

DATE: October 3, 2014

RE: Approval of a Modification of Water Use Permit 2-04-00004.006 with a 0.0253 mgd Decrease in Allocation and a Ten-Year Permit Extension Authorizing the Use of 0.4026 mgd of Groundwater for Agricultural Use at the Tropic Traditions Project, Alachua County

RECOMMENDATION

Staff recommends the Governing Board approve Water Use Permit number 2-04-00004.006, with seventeen standard conditions and five special limiting conditions, to James Fleming, in Alachua County.

BACKGROUND

This is a modification for an existing permit to irrigate approximately 82 acres of 18% field grown and 82% containerized nursery stock in 1-in-10 year drought year conditions. The Average Daily Rate (ADR) has decreased 0.0253 million gallons per day (mgd), from 0.4279 mgd to 0.4026 mgd, due to the application of GIS-Based Water Resources and Agricultural Permitting and Planning System (GWRAPPS) in the determination of supplemental irrigation requirements. The northern portion of the project area, approximately 54.5 irrigated acres, is located within the Lower Santa Fe River Basin Water Resource Caution Area. The permit application has undergone a complete review in order to receive a ten-year permit extension for voluntary implementation of automated monitoring of withdrawals.

Staff has determined that the application is complete and satisfies the conditions for issuance in Chapter 40B-2, Florida Administrative Code (F.A.C.).

/tm

STAFF REPORT
WATER USE PERMIT APPLICATION

DATE: October 3, 2014

PROJECT: Tropic Traditions Project

APPLICANT:

James Fleming

P.O. Box 13578

Gainesville, FL 32604-4477

PERMIT APPLICATION NO.: 2-04-00004.006

DATE OF APPLICATION: August 12, 2014

APPLICATION COMPLETE: August 12, 2014

DEFAULT DATE: November 10, 2014

Permitted Allocations			
Average Daily Rate (Million Gallons Per Day)	Total Annual Allocation (Million Gallons Per Year)	Freeze Protection (Million Gallons Per Year)	New Water to Average Daily Rate (Million Gallons Per Day)
0.4026	146.9125	0.0000	-0.0253

Recommended Agency Action

Staff recommends approval of a Water Use Permit for an existing agricultural operation located within Alachua County. The permit includes seventeen standard conditions and five special limiting conditions. Staff recommends a ten-year permit extension based on chapter 40B-2.331(2), F.A.C., due to voluntarily implementing automated monitoring. The permit will expire on February 24, 2024.

Project Review Staff

Jamie Sortevik, E.I., Warren Zwanka, P.G., and Tim Sagul, P.E. have reviewed the application.

Project Description

The northern withdrawal facilities are located in Township 8 South, Range 18 East, Section 18 and the southern withdrawal facilities are located in Township 10 South, Range 17 East, Section 1 in Alachua County. The northern portion of the project is located within the Santa Fe River Basin and the southern portion of the project is located within the Waccasassa River Basin according to the USGS National Hydrography Dataset, Hydrologic Unit Code-8 sub basins. The northern portion of the project area is located within the Lower Santa Fe River Basin Water Resource Caution Area.

The project area consists of 94 controlled acres with approximately 82 acres being irrigated using groundwater.

The project area includes one proposed and eight existing wells. The withdrawal point inventory can be found in Table 1.

Demonstration of Need

The applicant has demonstrated ownership or control of the project and provided information that supports the requested allocation, based upon the crop types.

Groundwater is used to irrigate 18% field grown and 82% containerized nursery stock using micro drip and overhead sprinkler irrigation systems. The supplemental irrigation calculations for the crops were based upon GIS-Based Water Resources and Agricultural Permitting and Planning System (GWRAPPS). The ADR of withdrawal for the crop rotation was calculated as 0.4026 mgd, which equates to an average of 26.3 inches of annual supplemental irrigation for field grown nursery stock (0.0294 mgd) and 74.9 inches of annual supplemental irrigation for containerized nursery stock (0.3732 mgd).

Water Conservation

The applicant has completed water conservation worksheets for sprinkler (solid set) and drip/micro irrigation systems. Sprinkler water conservation practices include: checking system weekly for leaks and fixing any within two weeks, installing new system (or retrofitting existing system) within last five years, irrigating primarily within the root zone or container, utilizing mini-wobbler sprinkler heads to increase spray uniformity and decrease wind drift, delivering water via buried pipe to reduce damage potential, using a rain shut-off switch to automatically turn off irrigation when a predetermined amount of rainfall has been received, and irrigating only at night when feasible.

Drip water conservation practices include: checking system weekly for leaks and fixing any within two weeks, installing new systems each year and maintaining distribution uniformity at or above 90%, emitting water only in the plant root zone, delivering water via buried pipe to reduce damaged potential, controlling water flow with both manual and automated valves, using a rain shut-off switch to automatically turn off irrigation when a predetermined amount of rainfall has been received, and irrigating only at night when feasible.

Conditions of Issuance

Is this a reasonable–beneficial use?

[ref. 40B-2.301(1)(a)]

Yes. Based on the evaluation of criteria listed in 40B-2.301(2)(a)-40B-2.301(2)(k).

Will this use interfere with any presently existing legal use of water?

[ref. 40B-2.301(1)(b)]

No reports of interference due to current groundwater withdrawals have been received; therefore staff determined the continued use will not interfere with any presently existing legal use of water.

Will this use be consistent with the public interest?

[ref. 40B-2.301(1)(c)]

Yes. Use of water for agricultural uses is consistent with the public interest.

Will this use be in such a quantity that is necessary for economic and efficient use?
[ref. 40B-2.301(2)(a)]

Yes. Based on the GWRAPPS supplemental irrigation model, the use is such a quantity as is necessary for economic and efficient use.

Will the source of the water be suitable for the consumptive use?
[ref. 40B-2.301(2)(c)]

Yes. Staff determined the Upper Floridan aquifer is suitable for the consumptive use.

Will the source of the water be capable of producing the requested amount?
[ref. 40B-2.301(2)(d)]

Yes. Staff determined the Upper Floridan aquifer is capable of producing the requested amount.

Except when the use is for human food preparation and direct human consumption, is the lowest quality water source that is suitable for the purpose and is technically, environmentally, and economically feasible being utilized?
[ref. 40B-2.301(2)(e)]

Yes. The lowest quality water source that is suitable for the purpose and that is technically, environmentally, and economically feasible is being utilized.

Will the use harm existing offsite land uses as a result of hydrologic alterations?
[ref. 40B-2.301(2)(f)]

No. Staff determined the current use has not resulted in harm to offsite land uses, therefore, the continued use is not expected to harm to offsite land uses.

Will the use cause harm to the water resources of the area that include water quality impacts to the water source resulting from the withdrawal or diversion, water quality impacts from dewatering discharge to receiving waters, saline water intrusion or harmful upcoming, hydrologic alterations to natural systems, including wetlands or other surface waters, or other harmful hydrologic alterations to the water resources of the area?
[ref. 40B-2.301(2)(g)]

No. Staff determined the current use has not been harmful to the water resources of the area, therefore, the continued use is not expected to harm the water resources of the area.

Is the use in accordance with any minimum flow or level and implementation strategy established pursuant to Sections 373.042 and 373.0421, F.S.?
[ref. 40B-2.301(2)(h)]

Yes. Staff determined the proposed withdrawals will not contribute to the violation of MFLs adopted in Chapter 40B-8, F.A.C.

Will the project use water reserved pursuant to subsection 373.223(4), F.S.? [ref. 40B-2.301(2)(i)]

No. The project will not use water reserved by the Governing Board pursuant to subsection 373.223(4), F.S.

Standard Conditions

1. All water uses authorized by this permit shall be implemented as conditioned by this permit, including any documents incorporated by reference in a permit condition. The District may revoke this permit, in whole or in part, or take enforcement action, pursuant to sections 373.136 or 373.243, F.S., unless a permit modification has been obtained. The permittee shall immediately notify the District in writing of any previously submitted information that is later discovered to be inaccurate.
2. This permit does not convey to the permittee any property rights or privileges other than those specified herein, nor relieve the permittee from complying with any applicable local government, state, or federal law, rule, or ordinance.
3. The permittee shall notify the District in writing within 30 days of any sale, transfer, or conveyance of ownership or any other loss of permitted legal control of the Project and / or related facilities from which the permitted water use is made. Where the permittee's control of the land subject to the permit was demonstrated through a lease, the permittee must either submit documentation showing that it continues to have legal control or transfer control of the permitted system / project to the new landowner or new lessee. All transfers of ownership are subject to the requirements of section 40B-2.351, F.A.C. Alternatively, the permittee may surrender the water use permit to the District, thereby relinquishing the right to conduct any activities under the permit.
4. Nothing in this permit should be construed to limit the authority of the District to declare a water shortage and issue orders pursuant to chapter 373, F.S. In the event of a declared water shortage, the permittee must adhere to the water shortage restrictions, as specified by the District. The permittee is advised that during a water shortage, reports shall be submitted as required by District rule or order.
5. With advance notice to the permittee, District staff with proper identification shall have permission to enter, inspect, observe, collect samples, and take measurements of permitted facilities to determine compliance with the permit conditions and permitted plans and specifications. The permittee shall either accompany District staff onto the property or make provision for access onto the property.
6. A permittee may seek modification of any term of an unexpired permit. The permittee is advised that section 373.239, F.S., and section 40B-2.331, F.A.C., are applicable to permit modifications.
7. This permit shall expire on **2/24/2024**. The permittee must submit the appropriate application form incorporated by reference in subsection 40B-2.402(8)(a), F.A.C., and the required fee to the District pursuant to section 40B-2.361, F.A.C., up to one year prior to this expiration date in order to continue the use of water.
8. Use classification is **Agricultural**.
9. Source classification is **Groundwater**.
10. The permitted water withdrawal facilities consist of the items in Attachment A.
11. The permittee must mitigate interference with existing legal uses caused in whole or in part by the permittee's withdrawals, consistent with a District-approved mitigation plan. As necessary to offset such interference, mitigation may include, but is not limited to, reducing pumpage, replacing the existing legal user's withdrawal equipment, relocating wells, changing withdrawal source, supplying water to existing legal user, or other means needed to mitigate the impacts.

12. The permittee must mitigate harm to existing off-site land uses caused by the permittee's withdrawals. When harm occurs, or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
13. The permittee must mitigate harm to the natural resources caused by the permittee's withdrawals. When harm occurs or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
14. If any condition of the permit is violated, the permittee shall be subject to enforcement action pursuant to chapter 373, F.S.
15. The permittee must notify the District in writing prior to implementing any changes in the water use that may alter the permit allocations. Such changes include, but are not limited to, change in irrigated acreage, crop type, irrigation system, water treatment method, or entry into one or more large water use agreements. In the event a proposed change will alter the allocation, permittee must first obtain a permit modification.
16. All correspondence sent to the District regarding this permit must include the permit number **(2-04-00004.006)**.
17. The District reserves the right to open this permit, following notice to the permittee, to include a permit condition prohibiting withdrawals for resource protection.

Special Limiting Conditions

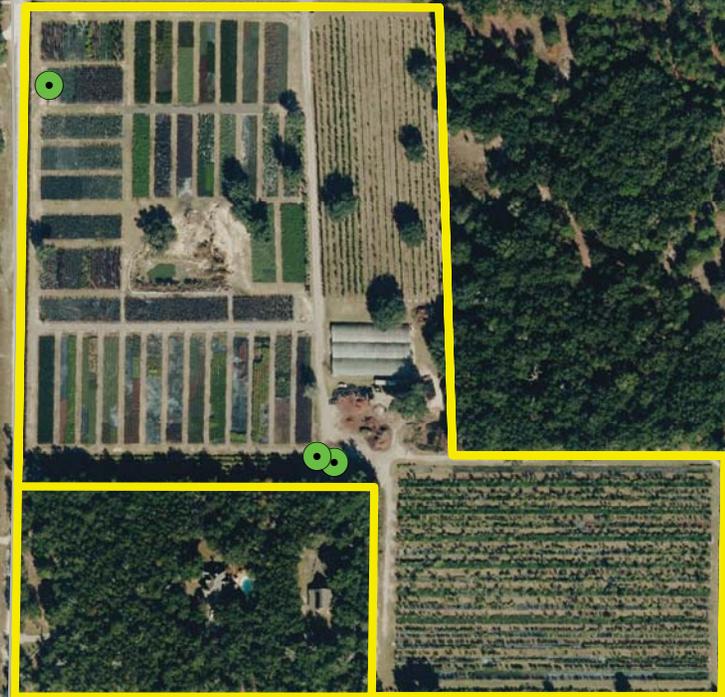
18. The permittee shall implement automated monitoring of groundwater withdrawals, at permittee's expense, upon commencement of withdrawals. The monitoring and reporting shall include reporting daily volume pumped by each well of inside diameter eight inches or greater at land surface and shall be delivered by 12:00 pm local time the following day via approved telemetry consistent with District data formats. The permittee may opt for a standardized SRWMD automated monitoring system to fulfill this requirement.
19. The permittee shall implement and/or maintain the conservation practices selected in the Water Conservation Plan submitted to the District. Any new practices selected shall be implemented within one year from the date of permit issuance. Practices that involve scheduling methods or maintenance shall be documented. Documentation for implementation and/or maintenance shall be maintained on all practices and available upon request.
20. The permittee shall ensure that the irrigation systems will water target areas only under field operations. Irrigation of non-target areas (roads, woods, structures, etc.) is prohibited.
21. The permittee's water use shall be consistent with the MFL prevention or recovery strategy developed for any water body from which this permitted water use directly or indirectly withdraws or diverts water, pursuant to subsection 40B-2.301(2)(h), F.A.C.
22. On an average annual basis and only in 1-in-10 year drought conditions, the permittee is authorized to withdraw a maximum of 0.4026 mgd of groundwater for supplemental irrigation of containerized and field-grown nursery stock.

Table 1
 2-04-00004.006
 Tropic Traditions Project

Name	Status	Diameter	Capacity (gpm)	Water Use
Well No. 1 – Location No. 3	Active	6	300	Nursery Irrigation
Well No. 2 – Location No. 3	Active	6	500	Nursery Irrigation
Well No. 3 – Location No. 3	Active	4	60	Nursery Irrigation
Well No. 4 – Location No. 3	Active	8	500	Nursery Irrigation
Location No. 2 – Well No. 1	Active	4	70	Nursery Irrigation
Location No. 2 – Well No. 2	Active	4	70	Nursery Irrigation
Location No. 2 – Well No. 3	Active	6	250	Nursery Irrigation
Southfield Alachua #1	Active	4	60	Nursery Irrigation
Southfield Alachua #2	Proposed	8	450	Nursery Irrigation

North

South



Tropic Traditions Project

2-001-218717-6

(Legacy # 2-04-00004.006)

October 2014



- Active Withdrawal Points
- Proposed Withdrawal Points
- Project Area



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001.

DOR;

RM 8

DOR;

MEMORANDUM

TO: Governing Board

FROM: Tim Sagul, P.E., Division Director, Resource Management

DATE: October 3, 2014

RE: Approval of a Modification of Water Use Permit 2-84-00063.003 with a 0.0399 mgd Increase in Allocation and a Ten-Year Permit Extension Authorizing the Use of 0.1192 mgd of Groundwater for Agricultural Use at the Katie Hunter Project, Hamilton County

RECOMMENDATION

Staff recommends the Governing Board approve Water Use Permit number 2-84-00063.003, with seventeen standard conditions and five special limiting conditions, to Hugh Hunter, in Hamilton County.

BACKGROUND

This is a modification for an existing permit to irrigate 75 acres of corn/ rye or peanuts/ rye with one center pivot using groundwater. The Average Daily Rate (ADR) has increased 0.0399 million gallons per day (mgd), from 0.0793 mgd to 0.1192 mgd. An existing traveling gun will no longer be used, the existing three sections were added to the existing center pivot, and the pivot point was relocated to allow the center pivot to perform a 75 acre, three-fourths rotation. The ADR has changed due to a 10-acre increase in irrigated acreage and the application of GIS-Based Water Resources and Agricultural Permitting and Planning System (GWRAPPS) for determination of supplemental irrigation requirements. The project area is located in the Upper Suwannee River Regional Water Resource Caution Area. The permit application has undergone a complete review in order to receive cost-share funding for one center pivot retrofit and one pump upgrade (switching from high pressure to low pressure) and to receive a ten-year permit extension for voluntary implementation of automated monitoring of withdrawals.

Staff has determined that the application is complete and satisfies the conditions for issuance in Chapter 40B-2, Florida Administrative Code (F.A.C.).

/tm

STAFF REPORT
WATER USE PERMIT APPLICATION

DATE: October 3, 2014

PROJECT: Katie Hunter Project

APPLICANT:

Hugh Hunter
 6014 SE 182nd Blvd
 Jasper, FL 32052

PERMIT APPLICATION NO.: 2-84-00063.003

DATE OF APPLICATION: April 3, 2014

APPLICATION COMPLETE: September 10, 2014

DEFAULT DATE: December 9, 2014

Permitted Allocations			
Average Daily Rate (Million Gallons Per Day)	Total Annual Allocation (Million Gallons Per Year)	Freeze Protection (Million Gallons Per Year)	New Water to Average Daily Rate (Million Gallons Per Day)
0.1192	43.508	0.0000	0.0399

Recommended Agency Action

Staff recommends approval of a Water Use Permit for an existing agricultural operation located within Hamilton County. The permit includes seventeen standard conditions and five special limiting conditions. Staff recommends a ten-year permit extension based on chapter 40B-2.331(2), F.A.C. due to voluntarily implementing automated monitoring. The permit will expire on 10/1/2027.

Project Review Staff

Jamie Sortevik, E.I., Warren Zwanka, P.G., and Tim Sagul, P.E. have reviewed the application.

Project Description

The withdrawal facilities are located in Township 1 North, Range 16 East, Sections 22, 23, 26, and 27 in Hamilton County. The project is located within the Upper Suwannee River basin according to the USGS National Hydrography Dataset, Hydrologic Unit Code-8 sub basins. The project area is located in the Upper Suwannee River Regional Water Resource Caution Area.

The project area consists of 403 acres with approximately 75 acres being irrigated using one center pivot.

The project area includes 1 existing well. The withdrawal point inventory can be found in Table 1.

Demonstration of Need

The applicant has demonstrated ownership or control of the project and provided information that supports the requested allocation, based upon the crop types.

Groundwater is used to irrigate a corn/ rye or peanuts/ rye crop rotation using one center pivot. The supplemental irrigation calculations for the crops were based upon GIS-Based Water Resources and Agricultural Permitting and Planning System (GWRAPPS). The 1-in-10 year drought condition ADR of withdrawal for corn/ rye rotation was calculated as 0.1192 mgd, which equates to 21.36 inches of supplemental irrigation annually. The 1-in-10 year drought condition ADR of withdrawal for peanut/ rye rotation was calculated as 0.1088 mgd, which equates to 19.5 inches of supplemental irrigation annually.

Water Conservation

The applicant has completed the Water Conservation Worksheet for Center Pivot Irrigation Systems. Water conservation practices include: testing irrigation efficiency every five years and maintaining efficiency at or above 80%, maintaining written records of rainfall from rain gauges at irrigation systems to regulate irrigation, and employing operational pump shutdown safety to prevent pump operation and water flow in the event of an irrigation system malfunction.

Conditions of Issuance

Is this a reasonable–beneficial use?

[ref. 40B-2.301(1)(a)]

Yes. Based on the evaluation of criteria listed in 40B-2.301(2)(a)-40B-2.301(2)(k).

Will this use interfere with any presently existing legal use of water?

[ref. 40B-2.301(1)(b)]

No reports of interference have been received, therefore staff determined the continued use will not interfere with any presently existing legal use of water.

Will this use be consistent with the public interest?

[ref. 40B-2.301(1)(c)]

Yes. Use of water for agricultural uses is consistent with the public interest.

Will this use be in such a quantity that is necessary for economic and efficient use?

[ref. 40B-2.301(2)(a)]

Yes. Based on GWRAPPS crop water needs, the use is such a quantity and such quality as is necessary for economic and efficient use.

Is this use for a purpose and occurs in a manner that is both reasonable and consistent with the public interest?

[ref. 40B-2.301(2)(b)]

Yes. Use of water for agricultural uses is consistent with the public interest.

Will the source of the water be suitable for the consumptive use?

[ref. 40B-2.301(2)(c)]

Yes. Staff determined the source is suitable for the consumptive use.

Will the source of the water be capable of producing the requested amount?

[ref. 40B-2.301(2)(d)]

Yes. Staff determined the source is capable of producing the requested amount.

Except when the use is for human food preparation and direct human consumption, is the lowest quality water source that is suitable for the purpose and is technically, environmentally, and economically feasible being utilized?

[ref. 40B-2.301(2)(e)]

Yes. The lowest quality water source that is suitable for the purpose and that is technically, environmentally, and economically feasible is being utilized.

Will the use harm existing offsite land uses as a result of hydrologic alterations?

[ref. 40B-2.301(2)(f)]

No. No harm to offsite land uses resulting from the current water use at this project has been reported to date, therefore staff determined that future harm to offsite land uses is unlikely.

Will the use cause harm to the water resources of the area that include water quality impacts to the water source resulting from the withdrawal or diversion, water quality impacts from dewatering discharge to receiving waters, saline water intrusion or harmful upcoming, hydrologic alterations to natural systems, including wetlands or other surface waters, or other harmful hydrologic alterations to the water resources of the area?

[ref. 40B-2.301(2)(g)]

No. Due to the loamy/ clayey subsoil in the vicinity of the withdrawal, staff determined the proposed use is not expected to harm the water resources of the area.

Is the use in accordance with any minimum flow or level and implementation strategy established pursuant to Sections 373.042 and 373.0421, F.S.?

[ref. 40B-2.301(2)(h)]

Yes. The proposed withdrawals will not result in the violation of MFLs adopted in Chapter 40B-8, F.A.C.

Will the project use water reserved pursuant to subsection 373.223(4), F.S.? [ref. 40B-2.301(2)(i)]

No. The project will not use water reserved pursuant to subsection 373.223(4), F.S.

Standard Conditions

1. All water uses authorized by this permit shall be implemented as conditioned by this permit, including any documents incorporated by reference in a permit condition. The District may revoke this permit, in whole or in part, or take enforcement action, pursuant to sections 373.136 or 373.243, F.S., unless a permit modification has been obtained. The permittee shall immediately notify the District in writing of any previously submitted information that is later discovered to be inaccurate.
2. This permit does not convey to the permittee any property rights or privileges other than those specified herein, nor relieve the permittee from complying with any applicable local government, state, or federal law, rule, or ordinance.
3. The permittee shall notify the District in writing within 30 days of any sale, transfer, or conveyance of ownership or any other loss of permitted legal control of the Project and / or related facilities from which the permitted water use is made. Where the permittee's control of the land subject to the permit was demonstrated through a lease, the permittee must either submit documentation showing that it continues to have legal control or transfer control of the permitted system / project to the new landowner or new lessee. All transfers of ownership are subject to the requirements of section 40B-2.351, F.A.C. Alternatively, the permittee may surrender the water use permit to the District, thereby relinquishing the right to conduct any activities under the permit.
4. Nothing in this permit should be construed to limit the authority of the District to declare a water shortage and issue orders pursuant to chapter 373, F.S. In the event of a declared water shortage, the permittee must adhere to the water shortage restrictions, as specified by the District. The permittee is advised that during a water shortage, reports shall be submitted as required by District rule or order.
5. With advance notice to the permittee, District staff with proper identification shall have permission to enter, inspect, observe, collect samples, and take measurements of permitted facilities to determine compliance with the permit conditions and permitted plans and specifications. The permittee shall either accompany District staff onto the property or make provision for access onto the property.
6. A permittee may seek modification of any term of an unexpired permit. The permittee is advised that section 373.239, F.S., and section 40B-2.331, F.A.C., are applicable to permit modifications.
7. This permit shall expire on **10/1/2027**. The permittee must submit the appropriate application form incorporated by reference in subsection 40B-2.402(8)(a), F.A.C., and the required fee to the District pursuant to section 40B-2.361, F.A.C., up to one year prior to this expiration date in order to continue the use of water.
8. Use classification is **Agricultural**.
9. Source classification is **Groundwater**.
10. The permitted water withdrawal facilities consist of the withdrawal points listed in Table 1.
11. The permittee must mitigate interference with existing legal uses caused in whole or in part by the permittee's withdrawals, consistent with a District-approved mitigation plan. As necessary to offset such interference, mitigation may include, but is not limited to, reducing pumpage, replacing the existing legal user's withdrawal equipment, relocating wells, changing withdrawal source, supplying water to existing legal user, or other means needed to mitigate the impacts.

12. The permittee must mitigate harm to existing off-site land uses caused by the permittee's withdrawals. When harm occurs, or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
13. The permittee must mitigate harm to the natural resources caused by the permittee's withdrawals. When harm occurs or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
14. If any condition of the permit is violated, the permittee shall be subject to enforcement action pursuant to chapter 373, F.S.
15. The permittee must notify the District in writing prior to implementing any changes in the water use that may alter the permit allocations. Such changes include, but are not limited to, change in irrigated acreage, crop type, irrigation system, water treatment method, or entry into one or more large water use agreements. In the event a proposed change will alter the allocation, permittee must first obtain a permit modification.
16. All correspondence sent to the District regarding this permit must include the permit number (2-84-00063.003).
17. The District reserves the right to open this permit, following notice to the permittee, to include a permit condition prohibiting withdrawals for resource protection.

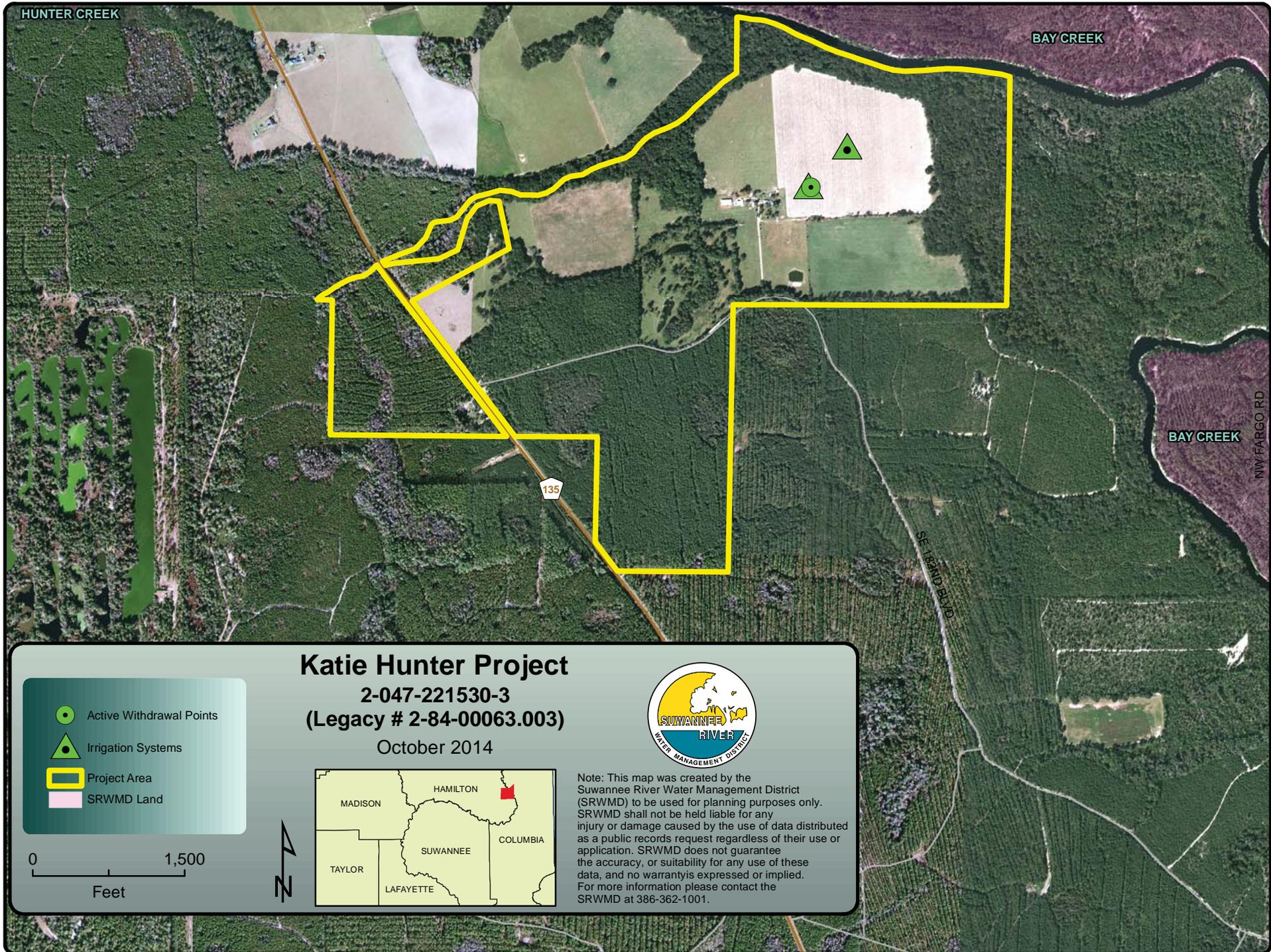
Special Limiting Conditions

18. The permittee shall implement automated monitoring of groundwater withdrawals, at permittee's expense, upon commencement of withdrawals. The monitoring and reporting shall include reporting daily volume pumped by each well of inside diameter eight inches or greater at land surface and shall be delivered by 12:00 pm local time the following day via approved telemetry consistent with District data formats. The permittee may opt for a standardized SRWMD automated monitoring system to fulfill this requirement.
19. The permittee shall implement and/or maintain the conservation practices selected in the Water Conservation Plan submitted to the District. Any new practices selected shall be implemented within one year from the date of permit issuance. Practices that involve scheduling methods or maintenance shall be documented. Documentation for implementation and/or maintenance shall be maintained on all practices and available upon request.
20. The permittee shall ensure that the irrigation systems will water target areas only under field operations. Irrigation of non-target areas (roads, woods, structures, etc.) is prohibited.
21. On an average annual basis and only in 1-in-10 year drought conditions, the Permittee is authorized to withdraw a maximum of 0.1192 mgd of groundwater for supplemental irrigation of a corn/ rye rotation or a maximum of 0.1088 mgd of groundwater for supplemental irrigation of a peanuts/ rye rotation.
22. The Permittee's water use shall be consistent with the MFL prevention or recovery strategy developed for any water body from which this permitted water use directly or indirectly withdraws or diverts water, pursuant to subsection 40B-2.301(2)(h), F.A.C.

Table 1: Withdrawal Points

2-84-00063.003
Katie Hunter Project

Name	Status	Diameter	Capacity (gpm)	Water Use
River Field Well	Active	8	800	Irrigation



-  Active Withdrawal Points
-  Irrigation Systems
-  Project Area
-  SRWMD Land

Katie Hunter Project
 2-047-221530-3
 (Legacy # 2-84-00063.003)
 October 2014



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001.



MEMORANDUM

TO: Governing Board

FROM: Tim Sagul, P.E., Division Director, Resource Management

DATE: October 3, 2014

RE: Approval of a Modification of Water Use Permit 2-87-00122.005 with a 0.8216 mgd Decrease in Allocation and a Ten-Year Permit Extension Authorizing the Use of 3.0616 mgd of Groundwater and Surface Water for Agricultural Use at the Shenandoah Dairy, Inc. Project, Suwannee County

RECOMMENDATION

Staff recommends the Governing Board approve Water Use Permit number 2-87-00122.005, with seventeen standard conditions and six special limiting conditions, to Shenandoah Dairy, Inc., in Suwannee County.

BACKGROUND

This is a modification for an existing permit to irrigate 1544 acres of a corn/ corn or corn/ sorghum rotation, 81 acres of peanuts, and 1625 acres of winter rye in 1-in-10 year drought conditions. The Average Daily Rate (ADR) has decreased 0.8216 million gallons per day (mgd), from 3.8832 mgd to 3.0616 mgd, due to the application of GIS-Based Water Resources and Agricultural Permitting and Planning System (GWRAPPS) in the determination of supplemental irrigation requirements. The project area is not located within a Water Resource Caution Area. The permit application has undergone a complete review in order to receive a ten-year permit extension for voluntary implementation of automated monitoring of withdrawals and to comply with requirements to receive cost-share funding for center pivot retrofits.

Staff has determined that the application is complete and satisfies the conditions for issuance in Chapter 40B-2, Florida Administrative Code (F.A.C.).

/tm

STAFF REPORT
WATER USE PERMIT APPLICATION

DATE: October 3, 2014

PROJECT: Shenandoah Dairy, Inc. Project

APPLICANT:

Shenandoah Dairy, Inc.
Ted Henderson
16540 68th Place
Live Oak, FL 32060

PERMIT APPLICATION NO.: 2-87-00122.005

DATE OF APPLICATION: July 16, 2014

APPLICATION COMPLETE: July 16, 2014

DEFAULT DATE: October 14, 2014

Permitted Allocations			
Average Daily Rate (Million Gallons Per Day)	Total Annual Allocation (Million Gallons Per Year)	Freeze Protection (Million Gallons Per Year)	New Water to Average Daily Rate (Million Gallons Per Day)
3.0616	1117.48	0.0000	-0.8216

Recommended Agency Action

Staff recommends approval of a Water Use Permit for an existing agricultural operation located within Suwannee County. The permit includes seventeen standard conditions and six special limiting conditions. Staff recommends a ten-year permit extension based on chapter 40B-2.331(2), F.A.C., due to voluntarily implementing automated monitoring. The permit will expire on July 26, 2029.

Project Review Staff

Jamie Sortevik, E.I., Warren Zwanka, P.G., and Tim Sagul, P.E. have reviewed the application.

Project Description

The withdrawal facilities are located in Township 1 South, Range 12 East, Section 33 and Township 2 South, Range 12 East, Sections 2-4, 9-11, 14, and 22 in Suwannee County. The project is located within the Suwannee River basin according to the USGS National Hydrography Dataset, Hydrologic Unit Code-8 sub basins.

The project area consists of 2410.5 acres with approximately 1625 acres being irrigated using groundwater and surface water.

The project area includes 21 existing wells, 3 proposed wells, and 2 surface water pumps. The withdrawal point inventory can be found in Table 1.

Demonstration of Need

The applicant has demonstrated ownership or control of the project and provided information that supports the requested allocation, based upon the crop types.

Groundwater and lagoon water are used to irrigate a corn/ corn/ rye and peanuts crop rotation or a corn/ sorghum/ rye and peanuts crop rotation using center pivots. The supplemental irrigation calculations for the crops were based upon GIS-Based Water Resources and Agricultural Permitting and Planning System (GWRAPPS). The ADR of withdrawal for the corn/ corn/ rye and peanuts crop rotation was calculated as 2.3116 mgd, which equates to 19.1 inches of supplemental irrigation annually. The ADR of withdrawal for the corn/ sorghum/ rye and peanuts crop rotation was calculated as 2.1852 mgd, which equates to 18.1 inches of supplemental irrigation annually.

Groundwater is also used to supply 5000 head of dairy cattle. The livestock watering requirements were based upon industry standard 150 gallons per animal per day. The ADR of withdrawal for the livestock was calculated as 0.7500 mgd.

A 220' x 280' x 18' dairy waste water lagoon with 6 million gallons of storage exists on the property. On an average daily basis, lagoon water accounts for approximately 0.350 mgd of the supplemental irrigation allocations discussed above.

Water Conservation

The applicant has completed a water conservation worksheet. Water conservation practices include: using new and/ or retrofitted (within the last five years) irrigation systems and maintaining efficiency at or above 80%, discharging water within the target area only, delivering water through buried pipe to reduce damage potential, controlling water via automated valves, scheduling irrigation with UF-IFAS approved methods and soil moisture probes, utilizing conservation tillage and covered crops in target area to protect soil integrity, irrigating only at night and when the wind is less than 5 mph when feasible, and using the lowest quality water source (surface water) when available.

Conditions of Issuance

Is this a reasonable–beneficial use?

[ref. 40B-2.301(1)(a)]

Yes. Based on the evaluation of criteria listed in 40B-2.301(2)(a)-40B-2.301(2)(k).

Will this use interfere with any presently existing legal use of water?

[ref. 40B-2.301(1)(b)]

No. Reports of interference due to current groundwater withdrawals have been reported; therefore staff determined the continued use will not interfere with any presently existing legal use of water.

Will this use be consistent with the public interest?

[ref. 40B-2.301(1)(c)]

Yes. Use of water for agricultural uses is consistent with the public interest.

Will this use be in such a quantity that is necessary for economic and efficient use?

[ref. 40B-2.301(2)(a)]

Yes. Based on the GWRAPPS supplemental irrigation model, the use is such a quantity as is necessary for economic and efficient use.

Will the source of the water be suitable for the consumptive use?

[ref. 40B-2.301(2)(c)]

Yes. Staff determined the Upper Floridan aquifer and lagoon water are suitable for the consumptive use.

Will the source of the water be capable of producing the requested amount?

[ref. 40B-2.301(2)(d)]

Yes. Staff determined the Upper Floridan aquifer and lagoon water are capable of producing the requested amounts.

Except when the use is for human food preparation and direct human consumption, is the lowest quality water source that is suitable for the purpose and is technically, environmentally, and economically feasible being utilized?

[ref. 40B-2.301(2)(e)]

Yes. The lowest quality water source that is suitable for the purpose and that is technically, environmentally, and economically feasible is being utilized.

Will the use harm existing offsite land uses as a result of hydrologic alterations?

[ref. 40B-2.301(2)(f)]

No. Staff determined the current use has not resulted in harm to offsite land uses, therefore, the continued use is not expected to harm to offsite land uses.

Will the use cause harm to the water resources of the area that include water quality impacts to the water source resulting from the withdrawal or diversion, water quality impacts from dewatering discharge to receiving waters, saline water intrusion or harmful upcoming, hydrologic alterations to natural systems, including wetlands or other surface waters, or other harmful hydrologic alterations to the water resources of the area?

[ref. 40B-2.301(2)(g)]

No. Staff determined the current use has not been harmful to the water resources of the area, therefore, the continued use is not expected to harm the water resources of the area.

Is the use in accordance with any minimum flow or level and implementation strategy established pursuant to Sections 373.042 and 373.0421, F.S.?

[ref. 40B-2.301(2)(h)]

Yes. Staff determined the proposed withdrawals will not contribute to the violation of MFLs adopted in Chapter 40B-8, F.A.C.

Will the project use water reserved pursuant to subsection 373.223(4), F.S.? [ref. 40B-2.301(2)(i)]

No. The project will not use water reserved by the Governing Board pursuant to subsection 373.223(4), F.S.

Standard Conditions

1. All water uses authorized by this permit shall be implemented as conditioned by this permit, including any documents incorporated by reference in a permit condition. The District may revoke this permit, in whole or in part, or take enforcement action, pursuant to sections 373.136 or 373.243, F.S., unless a permit modification has been obtained. The permittee shall immediately notify the District in writing of any previously submitted information that is later discovered to be inaccurate.
2. This permit does not convey to the permittee any property rights or privileges other than those specified herein, nor relieve the permittee from complying with any applicable local government, state, or federal law, rule, or ordinance.
3. The permittee shall notify the District in writing within 30 days of any sale, transfer, or conveyance of ownership or any other loss of permitted legal control of the Project and / or related facilities from which the permitted water use is made. Where the permittee's control of the land subject to the permit was demonstrated through a lease, the permittee must either submit documentation showing that it continues to have legal control or transfer control of the permitted system / project to the new landowner or new lessee. All transfers of ownership are subject to the requirements of section 40B-2.351, F.A.C. Alternatively, the permittee may surrender the water use permit to the District, thereby relinquishing the right to conduct any activities under the permit.
4. Nothing in this permit should be construed to limit the authority of the District to declare a water shortage and issue orders pursuant to chapter 373, F.S. In the event of a declared water shortage, the permittee must adhere to the water shortage restrictions, as specified by the District. The permittee is advised that during a water shortage, reports shall be submitted as required by District rule or order.
5. With advance notice to the permittee, District staff with proper identification shall have permission to enter, inspect, observe, collect samples, and take measurements of permitted facilities to determine compliance with the permit conditions and permitted plans and specifications. The permittee shall either accompany District staff onto the property or make provision for access onto the property.
6. A permittee may seek modification of any term of an unexpired permit. The permittee is advised that section 373.239, F.S., and section 40B-2.331, F.A.C., are applicable to permit modifications.
7. This permit shall expire on **07/26/2029**. The permittee must submit the appropriate application form incorporated by reference in subsection 40B-2.402(8)(a), F.A.C., and the required fee to the District pursuant to section 40B-2.361, F.A.C., up to one year prior to this expiration date in order to continue the use of water.
8. Use classification is **Agricultural**.
9. Source classification is **Groundwater and Surface Water**.
10. The permitted water withdrawal facilities consist of the items in Attachment A.
11. The permittee must mitigate interference with existing legal uses caused in whole or in part by the permittee's withdrawals, consistent with a District-approved mitigation plan. As necessary to offset such interference, mitigation may include, but is not limited to, reducing pumpage, replacing the existing legal user's withdrawal equipment, relocating wells, changing withdrawal source, supplying water to existing legal user, or other means needed to mitigate the impacts.

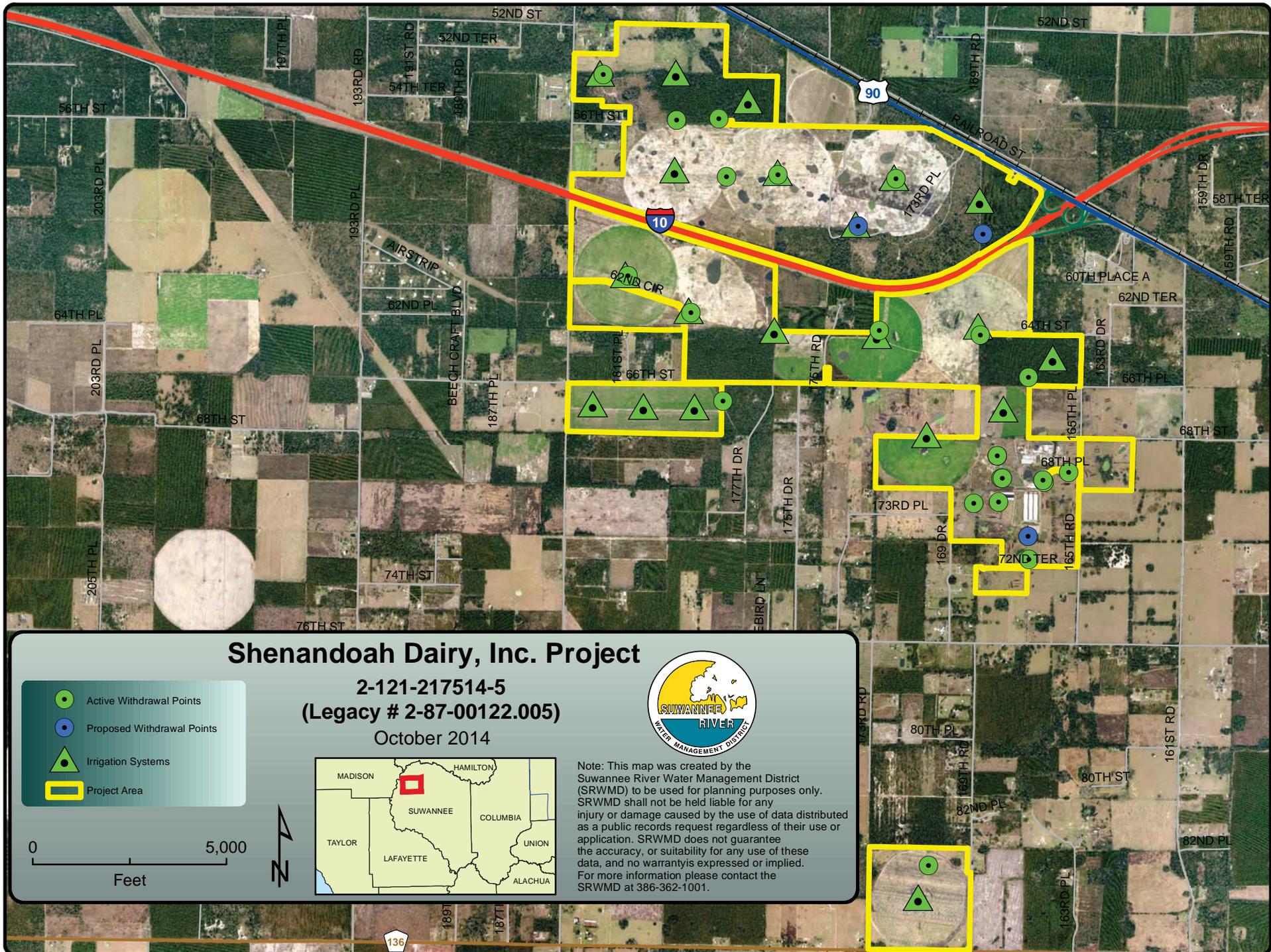
12. The permittee must mitigate harm to existing off-site land uses caused by the permittee's withdrawals. When harm occurs, or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
13. The permittee must mitigate harm to the natural resources caused by the permittee's withdrawals. When harm occurs or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
14. If any condition of the permit is violated, the permittee shall be subject to enforcement action pursuant to chapter 373, F.S.
15. The permittee must notify the District in writing prior to implementing any changes in the water use that may alter the permit allocations. Such changes include, but are not limited to, change in irrigated acreage, crop type, irrigation system, water treatment method, or entry into one or more large water use agreements. In the event a proposed change will alter the allocation, permittee must first obtain a permit modification.
16. All correspondence sent to the District regarding this permit must include the permit number (2-87-00122.005).
17. The District reserves the right to open this permit, following notice to the permittee, to include a permit condition prohibiting withdrawals for resource protection.

Special Limiting Conditions

18. The permittee shall implement automated monitoring of groundwater and surface water withdrawals, at permittee's expense, upon commencement of withdrawals. The monitoring and reporting shall include reporting daily volume pumped by each well of inside diameter eight inches or greater at land surface or surface water pump six inches or greater intake diameter, and shall be delivered by 12:00 pm local time the following day via approved telemetry consistent with District data formats. The permittee may opt for a standardized SRWMD automated monitoring system to fulfill this requirement.
19. The permittee shall implement and/or maintain the conservation practices selected in the Water Conservation Plan submitted to the District. Any new practices selected shall be implemented within one year from the date of permit issuance. Practices that involve scheduling methods or maintenance shall be documented. Documentation for implementation and/or maintenance shall be maintained on all practices and available upon request.
20. The permittee shall ensure that the irrigation systems will water target areas only under field operations. Irrigation of non-target areas (roads, woods, structures, etc.) is prohibited.
21. On an average annual basis and only in 1-in-10 year drought conditions, the Permittee is authorized to withdraw a maximum of 2.3116 mgd of groundwater for supplemental irrigation of a corn/ corn/ rye and peanuts rotation or a maximum of 2.1852 mgd of groundwater for supplemental irrigation of a corn/ sorghum/ rye and peanuts rotation.
22. On an average annual basis, the Permittee is authorized to withdraw a maximum of 0.7500 mgd of groundwater for dairy cattle.
23. The lowest quality water source, surface water, must be used in lieu of groundwater when technically, environmentally, and economically feasible pursuant to District rules and applicable state law.

Table 1
 2-87-00122.005
 Shenandoah Dairy, Inc. Project

Name	Status	Diameter	Capacity (gpm)	Water Use
Well #1	Active	10	900	Irrigation
Well #2	Active	10	300	Irrigation
Well #3	Active	4	30	livestock
Well #4	Active	6	300	livestock
Well #5	Active	4	20	livestock
Well #6	Active	8	300	Irrigation
Well #7	Active	4	70	livestock
Well #8	Active	10	1100	Irrigation
Well #9	Active	10	1100	Irrigation
Well #10	Active	10	1100	Irrigation
Well #11	Active	10	1100	Irrigation
Well #12	Active	10	1100	Irrigation
Well #13	Active	4	25	livestock
Well #14	Active	10	1100	Irrigation
Well #15	Active	8	400	Irrigation
Well #16	Active	10	1000	Irrigation
Well #17	Active	10	1000	Irrigation
Well #18	Active	10	1100	Irrigation
Well #19	Proposed	10	1000	Irrigation
Well #21	Active	10	1000	Irrigation
Well #29	Active	10	1000	Irrigation
Well #30	Active	12	900	Irrigation
Well #31	Proposed	10	1000	Irrigation
Well #32	Proposed	6	600	livestock
Lagoon Pump #1	Active	6	1000	Irrigation
Lagoon Pump #2	Active	6	800	Irrigation



Shenandoah Dairy, Inc. Project

2-121-217514-5
 (Legacy # 2-87-00122.005)

October 2014



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001.

- Active Withdrawal Points
- Proposed Withdrawal Points
- Irrigation Systems
- Project Area



MEMORANDUM

TO: Governing Board

FROM: Tim Sagul, P.E., Division Director, Resource Management

DATE: October 7, 2014

RE: Brooks Sink Aquifer Recharge Project Partnership with Rayonier Operating Company, LLC

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to enter into an agreement with Rayonier Operating Company, LLC, to implement the Brooks Sink Aquifer Recharge Partnership for an amount not to exceed \$65,000.

BACKGROUND

The District has identified a partnership opportunity with Rayonier to recharge the Floridan Aquifer by restoring a natural hydrologic connection to Brooks Sink in Bradford County. Brooks Sink is known as one of the largest cover collapse sink holes in the state of Florida and is directly connected to the Upper Floridan Aquifer. In the 1970's, the previous landowners excavated a series of ditches to drain the wetlands in an effort to increase silviculture production. The ditches were also constructed to divert the natural flow of water away from Brooks Sink and send it to the Santa Fe River.

The project consists of installing flashboard risers at the high point in two different drainage ditches to divert the water back to the sinkhole. Structure one has a watershed of approximately 1,000 acres and structure two has a watershed of approximately 750 acres, with the potential to yield 220 million and 160 million gallons per year of recharge respectively. Rayonier would like to proceed with a phased approach by installing structure one now and maybe installing structure two at a later date. The cost to install and maintain structure one is \$37,000. The not to exceed amount in the above recommendation includes both structures.

The proposed agreement is for structure one only. The agreement states that the District will be responsible for the installation and maintenance of the water control structure. The District will also be responsible for monitoring the water level and flow to determine the actual recharge quantity. To meet the insurance requirements as outlined by Rayonier, the District will have to pay an additional premium to increase our general liability amounts. The initial term of the agreement is for three years, but will automatically renew two times unless terminated for cause. A copy of the proposed agreement is attached to this memorandum.

BCK/tm

RIGHT OF ENTRY PERMIT AND LICENSE AGREEMENT

This Right of Entry Permit and License Agreement (“Agreement”) by and between Rayonier Operating Company LLC, a Delaware limited liability company, as agent of and acting on behalf of its affiliates and subsidiaries (hereinafter referred to as "LICENSOR"), and Suwannee River Water Management District (hereinafter referred to as "LICENSEE"), and shall be effective as of the later of the dates executed by all parties hereto.

NOW, THEREFORE, in consideration of the mutual promises contained herein, LICENSOR hereby grants to LICENSEE the right and privilege to enter upon tracts of land situated in Bradford County, Florida (hereinafter referred to as the “Premises”), a map of which (hereinafter referred to as the “Map”) is attached hereto as Exhibit A and incorporated by reference, specifically and solely for the purposes identified herein and during the herein stated term and upon the following conditions:

1. The purpose of this Agreement is to permit LICENSEE, its agents and representatives at no cost, liability or expense to LICENSOR or its affiliated or related companies, to enter upon the Premises for the purpose of installing, constructing, repairing, maintaining and monitoring a weir structure on the Premises at the location shown on the Map and to perform certain ditch cleaning at the location shown on the Map, as set out herein. This will result in a diversion of water flow into “Brooks Sink” as shown on the Map. The redirection of such water is needed for aquifer recharge. The installing and constructing of the weir structure will be in conformance with the plans for such installation and construction to be prepared by the LICENSEE and submitted to the LICENSOR prior to such installation and construction, and upon the LICENSOR’s approval of such plans. Such approval shall not be unreasonably withheld or delayed. The ditch cleaning will be in conformance with the plans for such installation and construction to be prepared by the LICENSEE and submitted to the LICENSOR, and upon the LICENSOR’s approval of such plans. Such approval shall not be unreasonably withheld or delayed.

2. The initial term of this Agreement shall be for a period of three (3) years from the effective date of this Agreement. For the purposes of this Agreement the effective date shall be the date upon which this Agreement has been executed by both LICENSOR and LICENSEE. Unless non-renewed by one of the parties, sixty (60) days prior to the last day of the initial term, this Agreement shall be renewed on the same terms and conditions as set out herein, for a second and successive three (3) year term. Unless non-renewed by one of the parties, sixty (60) days prior to the last day of the second term, this Agreement shall be renewed on the same terms and conditions as set out herein, for a third and successive three (3) year term. The Agreement will not be automatically renewed after the third term. Either party may unilaterally non-renew this Agreement (and thus prevent its automatic renewal) by giving written notice of the same to the other party no later than 60 days prior to the last day of the term. During any term hereof, LICENSOR shall have the right to cancel this Agreement as a result of the following: (i) any violation of any condition hereof, upon giving written notice of such violation and the LICENSEE’s failure to correct such violation within forty-five (45) days after the LICENSEE’s receipt of such written notice; (ii) the commencement of any enforcement action, related to either this Agreement and/or the permits obtained in furtherance thereof, against LICENSOR by any third party, including governmental agencies having jurisdiction over either LICENSOR or the Premises, upon LICENSOR giving written notice to LICENSEE of such enforcement action; (iii) any unreasonable interference with the business operations of LICENSOR in LICENSOR’S reasonable judgment, upon LICENSOR giving written notice to LICENSEE of such unreasonable interference and LICENSEE’s failure to correct such interference within fifteen (15) days; or (iv) any violation of the terms and conditions of Paragraph 4 hereof, upon LICENSOR giving written notice of the same to LICENSEE AND LICENSEE’s failure to correct same within fifteen (15) days. If so canceled, LICENSEE shall immediately cease operations hereunder and quit the Premises and remove or cause to be removed therefrom all equipment, property and personnel present thereon. LICENSEE shall exercise the rights of entry herein granted in the least obtrusive manner possible and in a manner so as to not unreasonably disturb or interfere with any of the owners, tenant, or occupants of adjacent property, and/or any of the tenants or occupants of the Premises.

3. LICENSEE’s vehicular traffic shall remain on existing roads, fire-breaks, truck trails and other established routes.

4. LICENSEE shall not conduct any other work or engage in any other activities beyond the scope described in this Agreement without prior written consent of LICENSOR. LICENSEE shall not take any actions or do anything, and shall not permit anyone accessing the Premises under this Agreement to take any action or do anything, which would cause any change in or constitute a breach or violation of any permit, license, order, rule or authorization of any governmental body, unit or authority now or hereafter in effect with respect to the Premises. The LICENSEE shall

prepare all applications and pay all fees for all necessary governmental permits needed for the LICENSEE to accomplish the matters set out in this Agreement. Such applications shall be submitted in the name of the LICENSOR, upon the prior review and consent of the LICENSOR. Such consent shall not be unreasonably delayed or withheld. All necessary governmental permits shall be held in the name of the LICENSOR pursuant to the terms hereof. This Agreement shall not be deemed to authorize the LICENSEE, the Florida Department of Environmental Protection, the U.S. Army Corps of Engineers, or any other governmental entity to engage in any activity, including without limitation, accessing, inspecting and sampling the lands and waters of the Premises, beyond the scope described in this Agreement without the prior written consent of LICENSOR.

5. It is understood that LICENSEE shall submit to LICENSOR any reports published or unpublished resulting from data collected on the Premises. LICENSEE shall measure water flow and volume into Brooks Sink with as much specificity as reasonably practical and shall keep all records relating to such water flow and volume. LICENSEE shall provide to LICENSOR on a quarterly basis copies of all such records. Such monitoring and measurement shall include the use of a staff gauge at the weir structure and level and flow measurements in the channel between the weir structure and Brooks Sink.

6. LICENSEE shall conduct its operations on the Premises with all due care and caution for itself as well as for the health and viability of the trees and timber growing thereon and such other property of LICENSOR located thereon; LICENSEE further agrees that if damage or destruction of said trees or timber or other property results from its operations on the Premises it shall compensate LICENSOR for such damage or destruction and otherwise make LICENSOR or its affiliated or related companies whole for said damage or destruction. Furthermore, LICENSEE shall act in compliance with all applicable laws, statutes, ordinances, orders, rules and regulations of any Governmental Authority or agency having jurisdiction over the Premises.

7. Except for the areas on the Map marked for the installation of the weir structure and the ditch cleaning, LICENSEE shall not (a) cut or uproot, or permit anyone accessing the Premises under this Agreement to cut or uproot, any living trees, underbrush or other vegetation situated on the Premises without the prior written consent of LICENSOR, which consent may be withheld or refused by LICENSOR in its absolute and exclusive discretion, or (b) disturb, or permit anyone accessing the Premises under this Agreement to disturb, any wetland or land subject to any ordinance in respect of environmentally sensitive land adopted by any applicable Governmental Authority. For the areas on the Map marked for installation of the weir structure and ditch cleaning and within 15 feet thereof, the LICENSEE may uproot and remove brush, saplings and vegetation as needed but shall not cut or uproot any mature trees without the prior consent of the LICENSOR. Such consent shall not be unreasonably withheld or delayed.

8. No hazardous or otherwise regulated materials or other material or substances which may contaminate, injure, or taint LICENSOR's land (the Premises itself or property adjacent thereto), shall be allowed on the Premises. LICENSEE shall be liable for any and all damages, losses, and expenses and will defend, indemnify and hold harmless LICENSOR and its affiliated or related companies against and from any discovery by any person or governmental entity, of hazardous wastes or materials generated, stored, or disposed of as a result of LICENSEE's use of the Premises. LICENSEE shall keep the Premises free of all trash, litter and refuse from its use hereunder.

9. No fires may be set upon the Premises, nor shall any firearms, flammables or corrosive materials be brought upon the Premises by LICENSEE.

10. During the term of this Agreement the following person(s) shall be notified prior to entry or commencement of any work conducted on the Premises:

Name: Luke Kelleher
Title: Resource Development Manager
Phone: 904-797-2837 x 4106

11. LICENSEE acknowledges that there are certain inherent risks associated with conducting its intended activities on the Premises due to the primitive/unimproved nature of the Premises. LICENSEE is put on notice that the Premises are in a remote location and neither the condition of the Premises nor the roads are guaranteed in any way by

LICENSOR. LICENSEE acknowledges and agrees that LICENSOR and its affiliated or related companies shall bear no responsibility or liability to or for LICENSEE, its agents, invitees, contractors or contractor employees while they are on the Premises. LICENSEE further acknowledges that others have been given permission to enter the Premises including hunting club members who may be upon the Premises with guns to hunt and timber vendees who may be upon the Premises to harvest timber and other forest products with men and machinery.

12. LICENSEE agrees to pay and to indemnify, protect, save, defend and hold forever harmless LICENSOR and its affiliated or related companies, and their directors, officers, employees, agents and independent contractors (hereinafter "Indemnitees") from and against any and all actions or causes of action, obligations, claims, demands, liabilities, loss, damage, judgments, awards, penalties or cost or expense of whatsoever kind of nature, including , without limitation, (a) court costs, expert witness fees and attorneys' fees and expenses at trial and on appeals and (b) any costs and expenses resulting from the imposition of additional conditions or requirements by governmental or quasi-governmental bodies, authorities or agencies or by utility providers, which the Indemnitees, or any of them, may incur, suffer or sustain, or for which the Indemnitees, or any of them, may become obligated or liable by reason of:

(i) any breach or violation by LICENSEE or anyone entering the Premises under this Agreement, of the provisions of this Agreement;

(ii) any injury to or death of persons or loss of or damage to property in connection with, or as a result of, any entry or entries upon, or use of, the Premises by LICENSEE or anyone entering the Premises under this Agreement, or any of them; and

(iii) any labor or services performed or any materials furnished by or for the account or benefit, or at the sufferance of, LICENSEE in respect of the Premises.

13. In case any action, suit or proceeding is brought against any of the Indemnitees referenced in paragraph 12 above, by reason or on account of any of the occurrences referenced in this Agreement, LICENSEE shall, at its own expense, resist and defend and cause to be resisted and defended, such action, suit or proceeding, by legal counsel engaged by the Indemnitee after consultation with, but not subject to the approval of LICENSEE. The obligations of LICENSEE under Paragraph 8, 11, 12, 13 and 14 shall survive the termination or expiration of the rights of entry granted under this Agreement.

14. To the extent permitted by the laws of the State of Florida, LICENSEE, for and on behalf of itself and anyone entering the Premises pursuant to this Agreement, hereby waives all rights and claims by LICENSEE or anyone entering the Premises pursuant to this Agreement may have against the Indemnitees for damages or injury incurred or sustained, resulting from or in connection with any negligent or willful act or omission done or suffered by any Person associated with LICENSOR.

15. LICENSEE agrees and bind itself at its own cost and expense to promptly correct any hazardous or potentially hazardous conditions (leaning trees, trees cut and downed across roads, etc.) caused by LICENSEE while on said Premises.

16. LICENSEE, its agents, contractors, invitees, and employees agree to abide by applicable law, federal, state or local statutes, rules and regulations and shall obtain at its own cost and expense all permits required by any governmental agency having jurisdiction; and further to immediately notify LICENSOR in the event of any unusual occurrences or in the event it locates upon the Premises any controlled or regulated or hazardous substances, including but not limited to marijuana, or discarded refuse/or goods.

17. LICENSEE waives all rights to seek restitution or compensation from LICENSOR, its affiliated or related companies, business invitees, contractors, agents or assigns, for any damage occurring to LICENSEE's property upon the Premises that may result from logging, forestry, or road maintenance activities, or other activities conducted on or adjacent to the Premises by LICENSOR, its agents, assigns, invitees, contractors, affiliated companies or trespassers.

18. Prior to entry upon the Premises, LICENSEE shall deliver to LICENSOR evidence, in the form of an insurance certificate, that LICENSEE has in force insurance coverage described below issued by a company satisfactory to LICENSOR. Said certificate shall provide that the policy shall not be cancelled or changed materially without ten (10)

days advance written notice to LICENSOR. LICENSEE shall maintain insurance described herein in force during the entire term of this Agreement.

- A) General Liability Insurance with limits not less than the amounts for which the LICENSEE's sovereign immunity is waived as set out in Section 768.28, Florida Statutes.

Said policy shall include and cover premises and operations, completed operations, contractual liability, and personal injury liability.

Said policy shall be on an occurrence basis and shall name Rayonier Inc., its subsidiaries and subsidiaries thereof as additional insured entities. This insurance is not intended to, and shall not limit, impair or alter, in any way, the obligations and liability of LICENSEE pursuant to this Agreement.

Additionally, LICENSEE shall require all of its contractors, prior to entry upon the Premises, to deliver evidence, in the form of an insurance certificate that LICENSEE's contractors have in force insurance coverage described below issued by a company satisfactory to LICENSOR. Said certificate shall provide that the policy shall not be cancelled or changed materially without ten (10) days advance written notice to LICENSOR. LICENSEE's contractors shall maintain insurance described herein in force during the entire term of this Agreement.

- A) Automobile Liability Insurance covering all vehicles used in LICENSEE's operations, including owned, non-owned or hired vehicles, with limits not less than \$500,000 for each person and each accident with respect to Bodily Injury, and not less than \$500,000 for each accident with respect to Property Damage, or combined single limit coverage of not less than \$1,000,000 for each accident with respect to Bodily Injury and Property Damage.
- B) Workers Compensation Insurance in statutory amount and Employers' Liability Insurance with a limit of not less than \$100,000 for each occurrence.
- C) General Liability Insurance with limits not less than \$1,000,000 for each occurrence with respect to Bodily Injury and \$1,000,000 for each occurrence with respect to Property Damage, or a combined single limit coverage of \$2,000,000 for each occurrence with respect to Bodily Injury and Property Damage.

Said policy shall include and cover premises and operations, completed operations, contractual liability, and personal injury liability.

Said policy shall be on an occurrence basis and shall name Rayonier Inc., its subsidiaries and subsidiaries thereof as additional insured entities. This insurance is not intended to, and shall not limit, impair or alter, in any way, the obligations and liability of LICENSEE pursuant to this Agreement.

19. This Right of Entry Permit and grant of License is by and in the nature of a quit-claim, LICENSOR warranting to LICENSEE only the corporate authority of its execution, and granting unto LICENSEE only such rights hereunder as is consistent with its record title in and to the Premises.

20. Exclusive use of the Premises is NOT hereby granted to LICENSEE, and LICENSOR retains the right to use the Premises for any and all purposes; further, it retains the right to grant to others nonexclusive use of the Premises for any lawful purpose not inconsistent with LICENSEE's use. Moreover, LICENSOR herein specifically advises LICENSEE that it has granted rights to utilize the Premises to others including hunting clubs and business invitees who have purchased timber from LICENSOR.

21. LICENSEE shall remove from the Premises all fixtures and personal property it constructed or brought upon the Premises during the term hereof and restore the Premises to its original, above-grade condition at or prior to the

expiration of this Agreement. In case of the breach of this covenant, LICENSOR shall have the privilege of removing all fixtures and personal property and restoring the Premises to its original condition and LICENSEE shall be liable to LICENSOR for any and all expenses including attorney's fees and court costs incurred by LICENSOR in securing performance of this covenant.

22. LICENSEE shall not assign this Agreement without the prior written approval of LICENSOR. This Agreement shall not be recorded in the public records of any county.

23. This RIGHT of ENTRY PERMIT and LICENSE AGREEMENT embodies the entire agreement and understanding between the parties hereto and supersedes all prior agreements and understandings relating to the subject matter hereof. No amendment, modification or waiver of any provision of this Agreement shall be effective unless in writing and signed by the party to be charged thereby, and then such waiver or consent shall be effective only for the specific instance and for the specific purpose for which given.

24. All of the LICENSEE's obligations under this Agreement, including, without limitation, all installation, construction, monitoring, repairing, maintaining, data collection, clearing and ditch cleaning, shall be performed by the LICENSEE at the LICENSEE's sole expense, whether directly or indirectly related to the scope of activities described in this Agreement.

25. The parties acknowledge and agree as follows:

- A) In this case, the LICENSOR has received no compensation or consideration for the granting of this license.
- B) This Agreement is intended to aid and facilitate aquifer recharge to support groundwater supply. As such, the State of Florida or other government entities may, in the future, institute programs which will pay compensation to property owners for being parties to agreements providing for aquifer recharge on their property as set out in this Agreement.
- C) It would be unfair for the LICENSOR not to be allowed to participate in any future compensation programs solely because it did not wait to enter into this Agreement until such a program was available.
- D) The parties hereto acknowledge that in the event a compensation program becomes available in the future, LICENSOR should be allowed to apply for and be granted compensation under such program as if it had not previously agreed to enter into this Agreement.
- E) Should it be necessary for the LICENSOR to apply for compensation under any such future compensation the LICENSEE shall consent, if necessary, to release of the LICENSOR from any or all of the terms of this Agreement and such consent shall not be unreasonably withheld or delayed. LICENSEE agrees to reasonably cooperate with LICENSOR in any such application process at no cost LICENSEE.

(The remainder of this page was intentionally left blank.)

IN WITNESS whereof, this instrument has been executed by the parties whose hand is affixed hereto.

LICENSOR

Rayonier Operating Company LLC

By: _____ (Sign)
_____ (Print)

As Its:

Date:

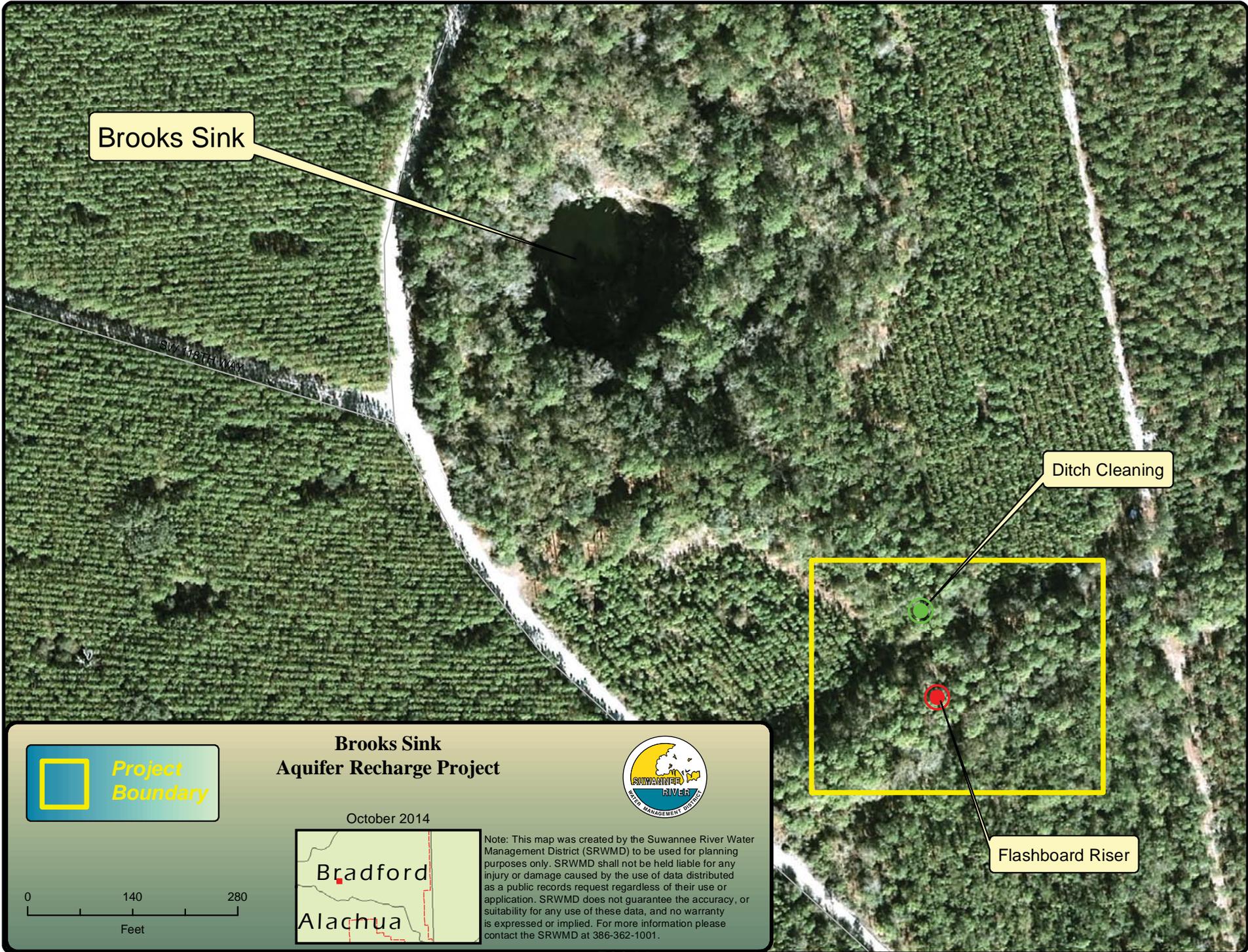
LICENSEE

Suwannee River Water Management District:

_____ (Sign)
_____ (Print)

As Its: _____ (Title)

Date: _____



Brooks Sink

SW 118TH WAY

Ditch Cleaning

Flashboard Riser



Brooks Sink Aquifer Recharge Project



October 2014



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001.



MEMORANDUM

TO: Governing Board

FROM: Tim Sagul, P.E., Division Director, Resource Management

DATE: October 3, 2014

RE: Permitting Summary Report

Environmental Resource Permitting (ERP) Activities

Permit Review

The following table summarizes the environmental resource permitting activities during the month of August 2014 and program totals from January 2011 to August 2014.

	Exemption Requests	Noticed Generals	Generals	10-2 Self Certifications	Individuals	Conceptuals	Total
Applications received in July	5	0	3	3	1	1	13
Permits issued in August	2	0	5	3	8	0	18
Inspections in August	1	3	16	1	3	0	24
Total permits issued	169	295	268	57	81	6	876

The following Individual Environmental Resource Permits were issued by staff, pursuant to 373.079(4)(a), Florida Statutes, in August 2014.

File Number	Project Name	County	Issue Date
ERP-029-204192-2	Dixie County Transfer Station	Dixie	8/4/2014
ERP-123-207687-4	Martin Marietta – Perry Quarry Expansion	Taylor	8/4/2014
ERP-023-208029-3	Parkview Baptist Church Church Modification	Columbia	8/4/2014
ERP-121-209465-2	SCSB Transportation Building	Suwannee	8/4/2014
ERP-001-214989-1	Newberry Town Center Mass Grading	Alachua	8/29/2014
ERP-047-215158-1	Pilot Travel Center	Hamilton	8/14/2014
ERP-123-215235-1	Snyder's-Lance Wastewater Pretreatment Plant	Taylor	8/14/2014
ERP-029-214191-1	Dixie County Yellow Jacket Boat Ramp Improvements	Dixie	8/14/2014

Water Use Permitting and Water Well Construction Activities

The following table summarizes water use and water well permitting activities during the month of August.

August 2014	Received		Issued
Water Use Permits	8		16
Water well permits issued: 114			
Abandoned/Destroyed	6	Livestock	2
Agricultural Irrigation	3	Monitor	8
Aquaculture	0	Nursery	0
Climate Control	0	Test	0
Fire Protection	0	Public Supply	4
Garden (Non Commercial)	0	Self-supplied Residential	85
Landscape Irrigation	5	Drainage or Injection	0
Commercial or Industrial	1	Remediation Recovery	0

MEMORANDUM

TO: Governing Board

FROM: Ann B. Shortelle, Ph.D., Executive Director

DATE: October 3, 2014

RE: Approval of Resolution 2014-28, Authorization to Amend the Fiscal Year 2014/2015 Budget to Include Unanticipated Funds from the National Guard Bureau for Acquisition of the Rayonier Atlantic Timber Company Tract, 321.95 Acres, Bradford County

RECOMMENDATION

Staff recommends the Governing Board adopt Resolution 2014-28 amending the Fiscal Year (FY) 14/15 budget from \$33,932,968 to \$34,519,883 in order to recognize \$586,915 in unanticipated and unbudgeted revenues for acquisition of the Rayonier Atlantic Timber Company tract in Bradford County.

BACKGROUND

Staff requested approval of this budget amendment from the Department of Environmental Protection and the Governor's Office on September 24, 2014. The budget amendment form is attached to this memorandum.

The 321.95-acre Rayonier Atlantic Timber Company tract helps secure a buffer around Camp Blanding under the Department of Defense Readiness and Environmental Protection Integration program designed to secure buffers around military installations. The tract also supports the implementation of flood abatement and water resource development projects. On August 12, 2014, the Governing Board approved the acquisition and accepted the Partial Assignment of Cooperative Agreement (Agreement) with the Department of Environmental Protection with the consent of the National Guard Bureau. Under the Agreement, the National Guard Bureau will provide \$586,915 to SRWMD for this acquisition. Closing is scheduled to occur on or before December 8, 2014.

JD/rl
Attachments

WMD BUDGET AMENDMENT REQUEST FORM

SRWMD AMENDMENT (4)-(2015)

October 7, 2014

Budget Amendment Type

Notification Unanticipated EOG Approval Y/N

Transfer New Funds X LBC Notice required Y/N

Project Title: Rayonier North 322 Tract Acquisition, Bradford County

Project Description: The above referenced tract helps secure a buffer around Camp Blanding under the Department of Defense Readiness and Environmental Protection Integration program designed to secure buffers around military installations. The tract also supports the implementation of flood abatement and water resource development projects. On August 12, 2014, the Suwannee River Water Management District (SRWMD) Governing Board accepted the Partial Assignment of Cooperative Agreement (Agreement) with the Department of Environmental Protection with the consent of the National Guard Bureau. Under the Agreement, the National Guard Bureau will provide funds to SRWMD for this acquisition.

Issue Statement: Chapter 373.536(4)(a), F.S., provides that the final adopted budget for the district is the operating and fiscal guide for the district for the ensuing year; however, transfers of funds may be made within the budget by action of the governing board at a public meeting of the governing board. The SRWMD did not anticipate the availability of this grant funding during the FY 2015 budget development process so it was not included in the final adopted budget.

PROJECT					
PROGRAM ACTIVITY SUBACTIVITY	Current Budget	Expenditures to Date	Encumbrances	Available Budget	Amount Requested
2.1	\$139,866	\$0	\$0	\$139,866	\$586,915
TOTAL	\$139,866	\$0	\$0	\$139,866	\$586,915
SOURCE OF FUNDS					AMOUNT
Department of Finance and Accounting Services (National Guard Bureau)					\$586,915

Utilize the standardized coding and naming convention from the final adopted budget and provide an amount for each expenditure category within the lowest service level (program/activity/subactivity) and a grand total.

Agency Request: The Suwannee River Water Management District requests a modification to its FY 2014/2015 adopted budget. Pursuant to the requirements of s. 373.536(4)(c), F.S. – if the District receives unanticipated funds after the adoption of the final budget, the final budget may be amended, following review and approval by the Executive Office of the Governor, by including such funds, if notice of intention to amend is provided to the Legislative Budget Commission and is published in the notice of the governing board meeting at which the amendment will be considered, pursuant to s. 120.525, F.S. The notice must set forth a summary of the proposed amendment.

WMD BUDGET AMENDMENT REQUEST FORM

SRWMD AMENDMENT (4)-(2015)

October 7, 2014

Fiscal Impact: The fiscal impact to the FY 2014/2015 Budget will be the increase in revenues of \$586,915 from the Department of Finance and Accounting Services (National Guard Bureau). The Suwannee River Water Management District will receive additional revenues to equal the requested budget authority (expenditures).

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
RESOLUTION NO. 2014-28
AMENDING THE FISCAL YEAR 2014/2015 BUDGET

WHEREAS, chapters 200 and 373, Florida Statutes, require the Governing Board of the Suwannee River Water Management District (District) to adopt a final budget for each fiscal year; and

WHEREAS, by Resolution No. 2014-24, after a public hearing on September 23, 2014, the Governing Board of the District adopted a final budget for the District covering its proposed operations and other requirements for the ensuing fiscal year, beginning October 1, 2014 through September 30, 2015; and

WHEREAS, in accordance with section 189.418(7), Florida Statutes, the District will post the adopted amendment on its official website within five days after its adoption; and

WHEREAS, a budget amendment involves an action that increases or decreases total appropriated Fund amounts in the Budget; and

WHEREAS, pursuant to section 120.525, Florida Statutes, the District has provided notice of its intention to amend the Budget in the published notification of the Governing Board meeting at which the amendment will be considered; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Board of the District, that:

1. The Budget is hereby amended as summarized in the memorandum dated October 3, 2014, requesting Amendment Number 4, to the Fiscal Year 2014/2015 budget.
2. Budget Amendment Number 4 provides an increase in budget authority and revenue in the amount of \$586,915 for acquisition of the 321.95-acre Rayonier Atlantic Timber Company tract in Bradford County.

PASSED AND ADOPTED THIS 16th DAY OF OCTOBER, 2014 A.D.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
BY ITS GOVERNING BOARD

MEMBERS OF THE BOARD:

DON QUINCEY, CHAIR
ALPHONAS ALEXANDER, VICE CHAIR
RAY CURTIS, SECRETARY/TREASURER
KEVIN W. BROWN
GEORGE M. COLE
GARY JONES
VIRGINIA H. JOHNS
VIRGINIA SANCHEZ
GUY N. WILLIAMS

ATTEST:

MEMORANDUM

TO: Governing Board

FROM: Ann B. Shortelle, Ph.D., Executive Director

DATE: September 26, 2014

RE: Authorization to Conduct a Detailed Assessment and Commence Negotiations with River Error Farms, Inc., on a Fee Simple Purchase of 304.5 Acres +/- in Hamilton County

RECOMMENDATION

Staff requests Governing Board authorization to conduct a detailed assessment and commence negotiations with River Error Farms on a fee simple purchase of 304.5 acres +/- in Hamilton County.

BACKGROUND

Staff received a property offer from River Error Farms, Inc. on August 11, 2014, on 304.5 acres +/- . The property contains Hardee Springs which is a second magnitude spring. Maps and a parcel assessment summary are attached to this memorandum.

The Lands Committee reviewed the offer at its September 23, 2014, meeting and voted to forward this recommendation to the Governing Board.

KR/rl
Attachments

**PARCEL ASSESSMENT SUMMARY
SEPTEMBER 26, 2014**

TRACT: Hardee Springs - River Error Farms

SELLER: River Error Farms, Inc.

COUNTY: Hamilton

RIVER FRONTAGE: 8,000 feet (1.52 miles)

ACREAGE:

Total – 304.5 acres +/-

WATER RESOURCE PROTECTION:

Floodplain: 78% (238 acres)

Surfacewater: 0%

Aquifer Recharge: 0%

Springs Protection: 53% (164 acres)

TRACT DESCRIPTION:

Improvements on the property include a 5 Bedroom 4 Bath Lodge originally constructed in 1936 and a boathouse with a lift. According to the Florida Geological Survey Bulletin No. 66, Hardee Spring is a second magnitude spring with a short run to the Withlacoochee River. This tract has approximately 8,000 feet of frontage on the Withlacoochee River.

The Property adjoins the District's Westwood East Tract to the North and currently adjoins the District's Chitty Bend East Tract to the South. Both of these tracts are currently managed for the District by the Florida Forest Service and the District received a letter from Mr. Jim Karels, the Director of the Florida Forest Service indicating that they would be a willing manager of this tract should the District acquire it. The District's Westwood West Tract is directly across the Withlacoochee River from the property.

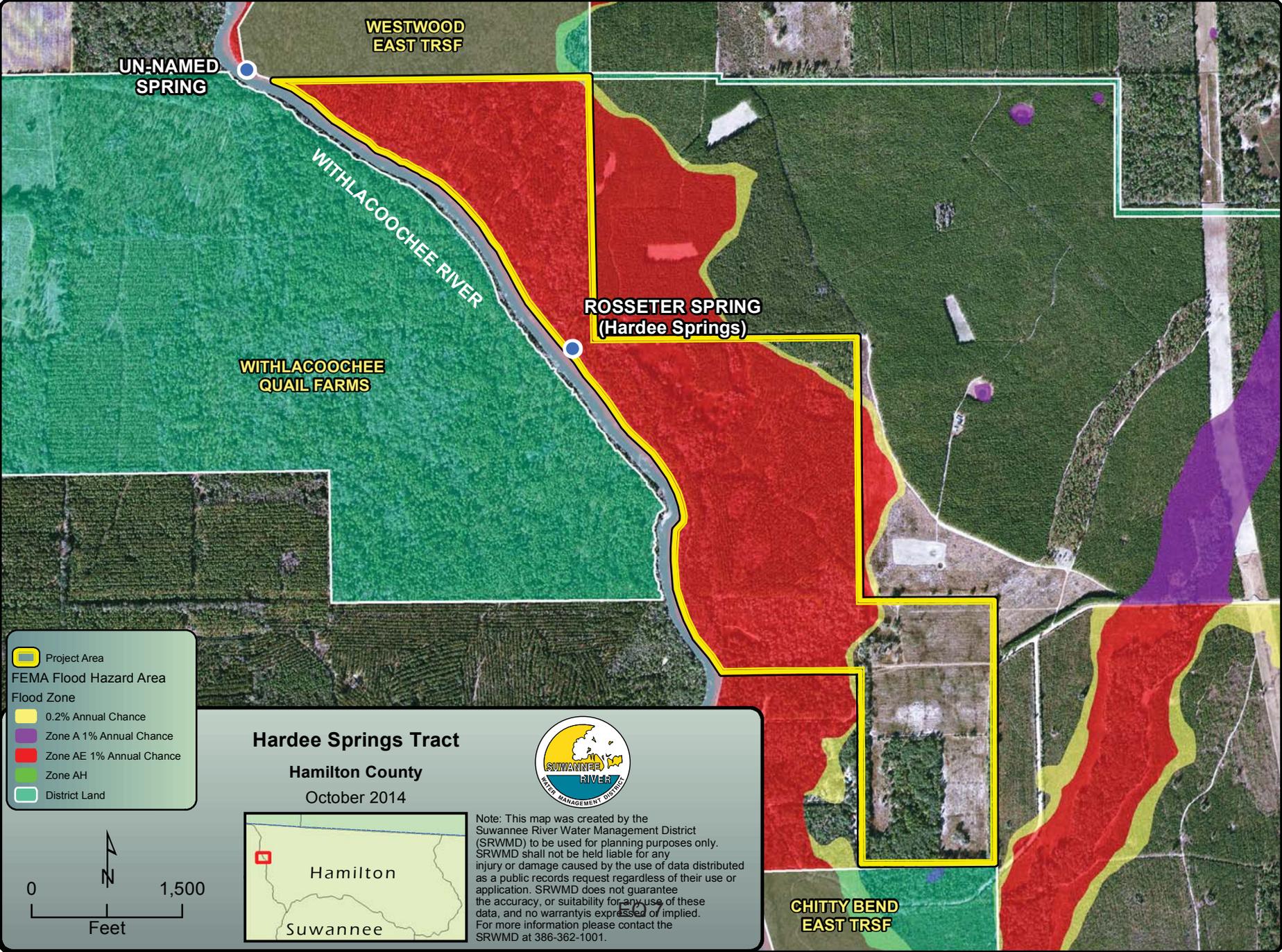
The property contains a mixture of pine and hardwood timber.

ACCESS: Access to the property is from Hardee Camp Road, a public road.

OUTSTANDING INTERESTS: The owner reported no outstanding interests at this time.

MANAGEMENT ALTERNATIVES: The primary management objective would be to maintain the existing natural communities. The Florida Forest Service has indicated that they would be a willing manager of this tract should the District acquire it. Recreational use of Hardee Spring is expected.

CURRENT ASKING PRICE: \$6,000,000 or approximately \$19,704 per acre.



UN-NAMED SPRING

WESTWOOD EAST TRSF

WITHLACOOCHEE RIVER

WITHLACOOCHEE QUAIL FARMS

ROSSETER SPRING (Hardee Springs)

CHITTY BEND EAST TRSF

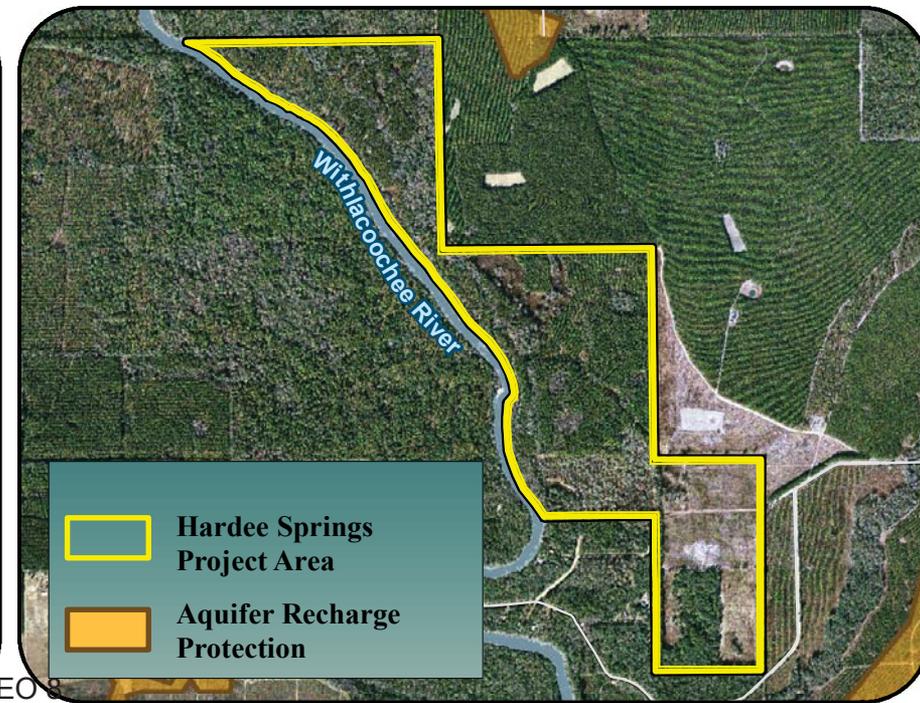
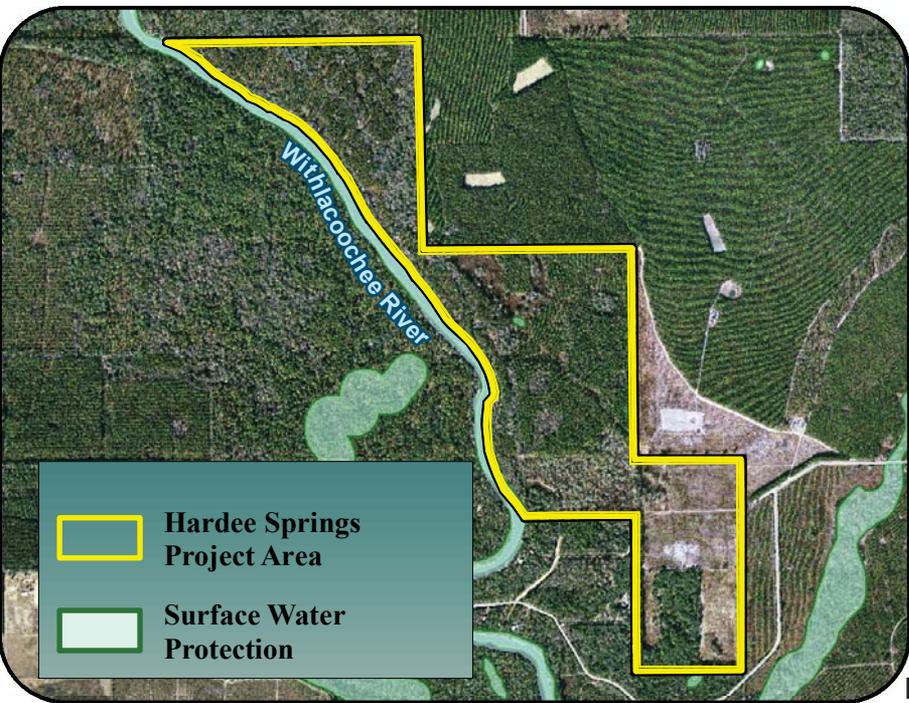
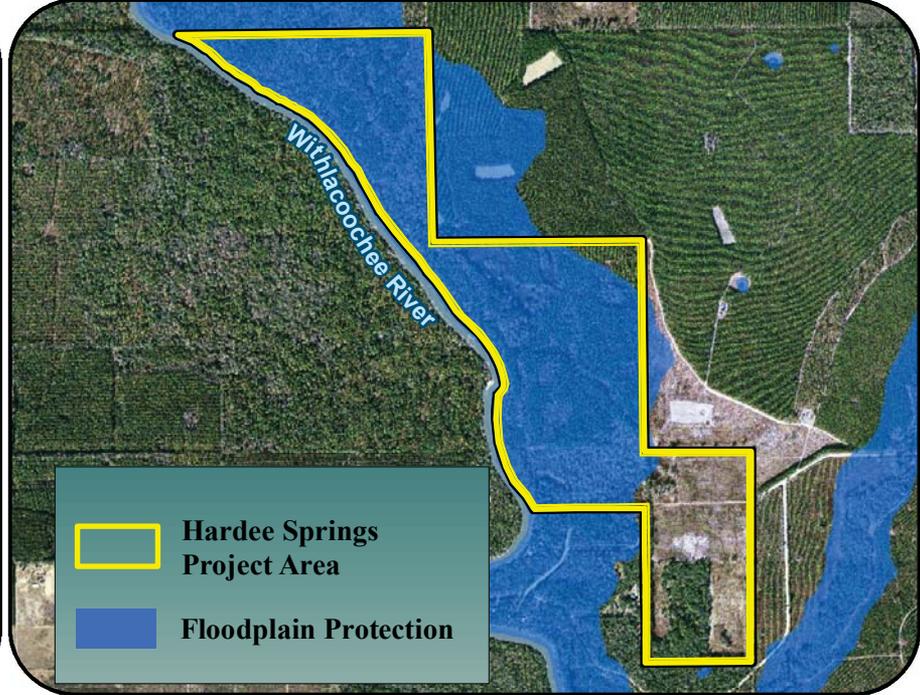
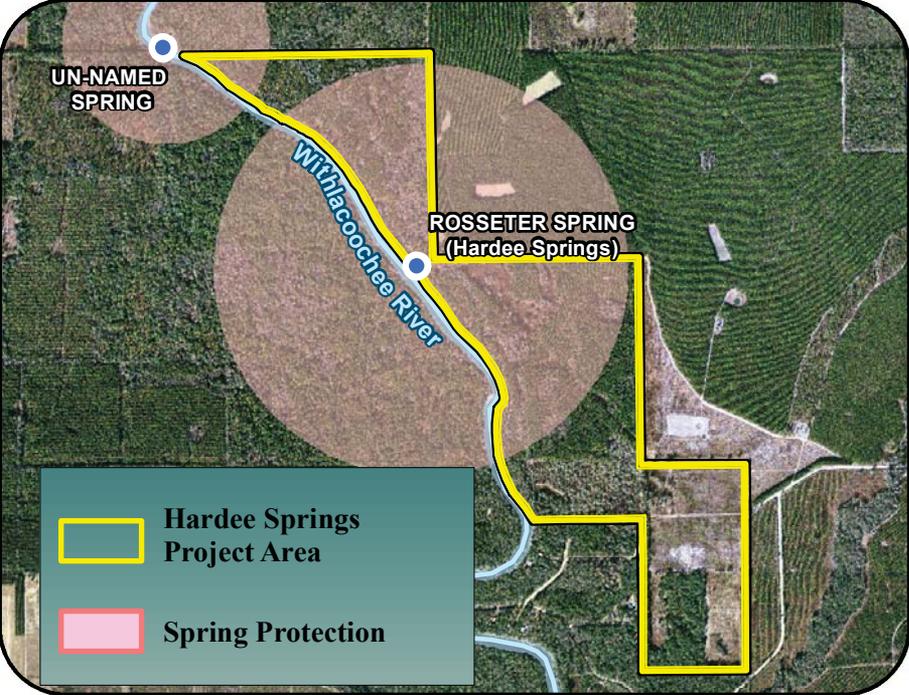
-  Project Area
- FEMA Flood Hazard Area
- Flood Zone
-  0.2% Annual Chance
-  Zone A 1% Annual Chance
-  Zone AE 1% Annual Chance
-  Zone AH
-  District Land

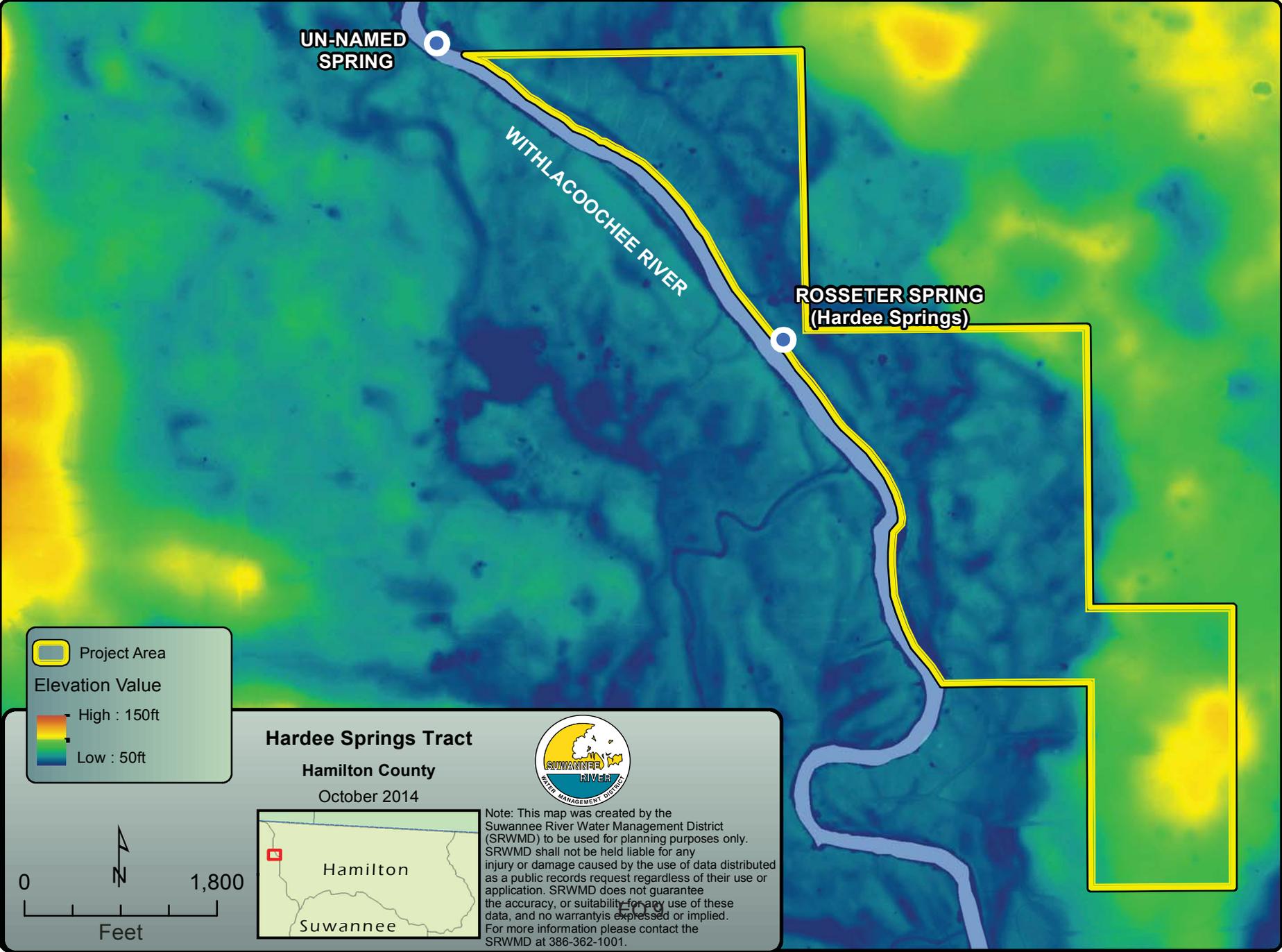
Hardee Springs Tract
 Hamilton County
 October 2014



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001.







UN-NAMED SPRING

WITHLACOOCHEE RIVER

ROSSETER SPRING
(Hardee Springs)

 Project Area

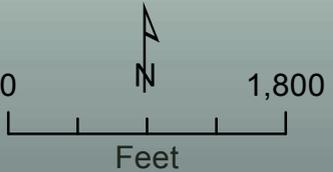
Elevation Value



Hardee Springs Tract

Hamilton County

October 2014



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MEMORANDUM

TO: Governing Board

FROM: Ann B. Shortelle, Ph.D., Executive Director

DATE: September 26, 2014

RE: Authorization to Conduct a Detailed Assessment and Commence Negotiations with Chris and Deanna Mericle on an Exchange of Property Rights on 3.917 Acres +/- in the Holly Point Subdivision in Hamilton County

RECOMMENDATION

Staff requests Governing Board authorization to conduct a detailed assessment and commence negotiations for an exchange of property interests with Chris and Deanna Mericle on 3.917 acres +/- in the Holly Point Subdivision in Hamilton County.

BACKGROUND

Staff received an offer on July 27, 2014, from Chris and Deanna Mericle to exchange a conservation easement on Lots 24, 25 and 26 that they own in the Holly Point Subdivision totaling 3.092 acres for fee title to Lot 23 containing 0.825 acres that the District owns. The District would retain a conservation easement on Lot 23. Maps and a parcel assessment summary are attached to this memorandum.

The Lands Committee reviewed the offer at its September 23, 2014, meeting and voted to forward this recommendation to the Governing Board.

KR/rl
Attachments

**PARCEL ASSESSMENT SUMMARY
SEPTEMBER 26, 2014**

TRACT: Holly Point - Chris and Deanna Mericle

SELLER: Chris and Deanna Mericle

COUNTY: Hamilton

RIVER FRONTAGE: Lots 24, 25 and 26 owned by the Mericle's collectively have 331 LF of Withlacoochee River Frontage. Lot 23 owned by the District has 55 LF of Withlacoochee River Frontage

ACREAGE: Mericle - 3.092 acres +/-; District – 0.825 acres +/-; Total – 3.917 acres +/-

WATER RESOURCE PROTECTION:

	Mericle Property	District Property
100-year Floodplain	100%	100%
Spring Protection	100%	100%
Surface Water Protection	0%	0%
Aquifer Protection	0%	0%

TRACT DESCRIPTION:

In this proposed exchange, the District would retain a conservation easement over 0.825 acres +/- owned by the District in Lot 23 in the Holly Point Subdivision in Hamilton County and convey the fee simple interest to Chris and Deanna Mericle. In exchange, Mr. and Mrs. Mericle would convey a conservation easement to the District over 3.092 acres +/- in Lots 24, 25 and 26.

The district paid \$9,000 for Lot 23 in March of 1995 in a purchase from Robert and Mary Sakoff.

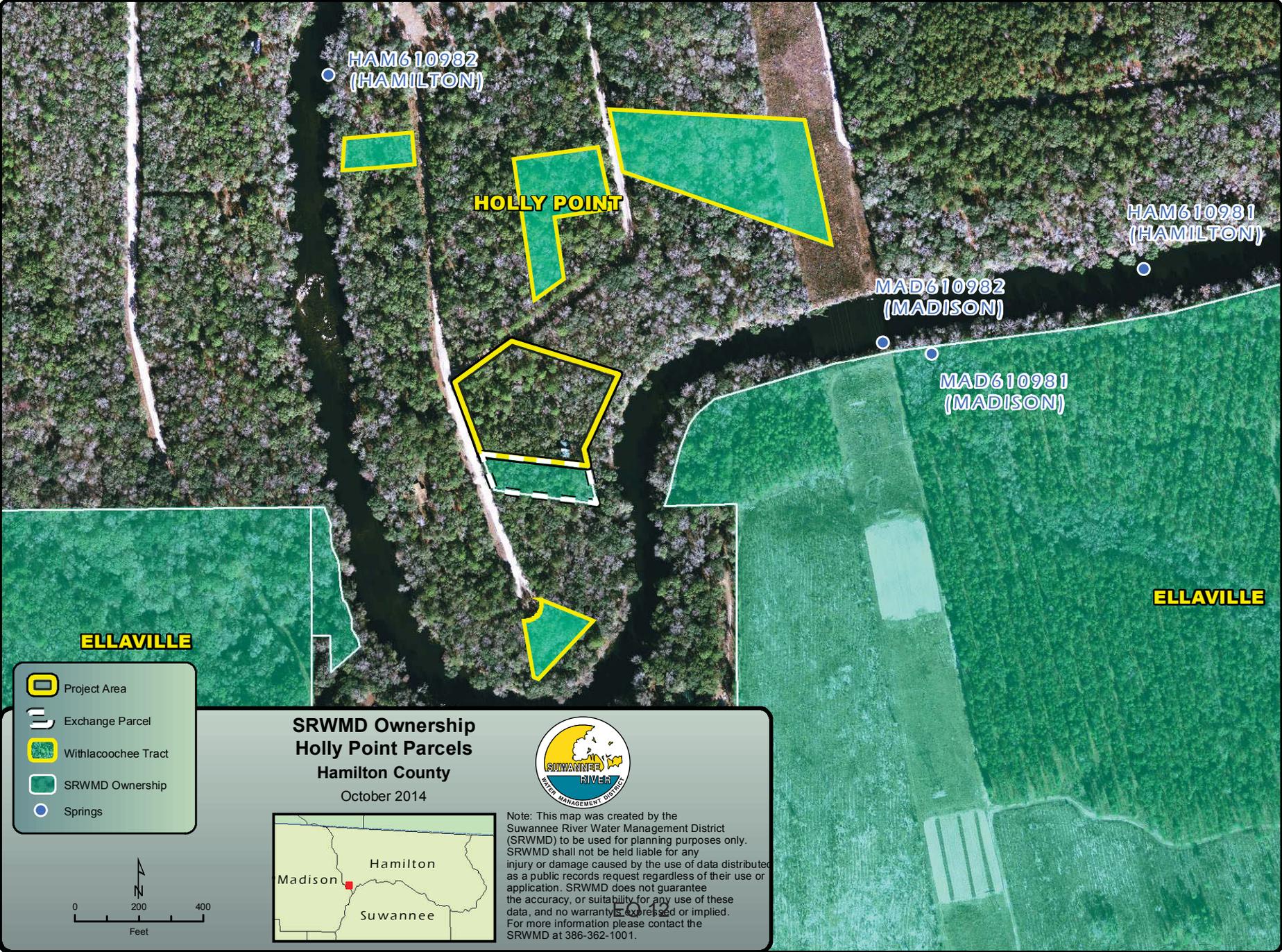
The Mericle's would retain the right to maintain, repair and rebuild existing structures on Lot 24 which include a 1736 SF home with two decks and associated aerobic septic system, residential well and power.

ACCESS: Access to the property is from SW 76th Drive.

OUTSTANDING INTERESTS: The owner reported no outstanding interests at this time.

MANAGEMENT ALTERNATIVES: An exchange of property interests would reduce the District's potential land management costs while expanding the protection of water resource values under a perpetual conservation easement.

CURRENT ASKING PRICE: This would be a value for value exchange.



HAM610982
(HAMILTON)

HOLLY POINT

HAM610981
(HAMILTON)

MAD610982
(MADISON)

MAD610981
(MADISON)

ELLAVILLE

ELLAVILLE

-  Project Area
-  Exchange Parcel
-  Withlacoochee Tract
-  SRWMD Ownership
-  Springs

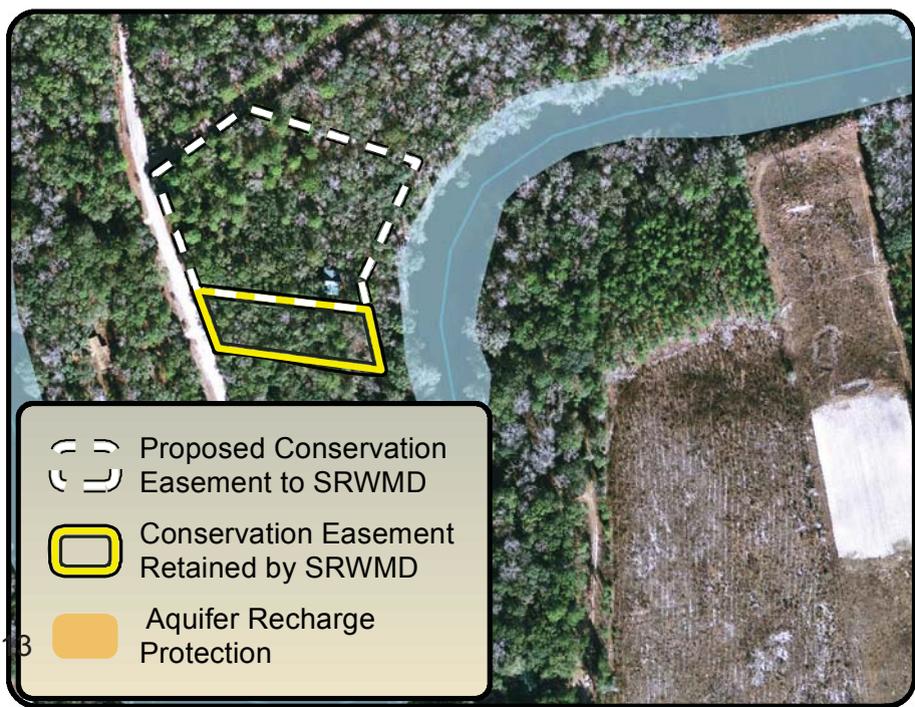
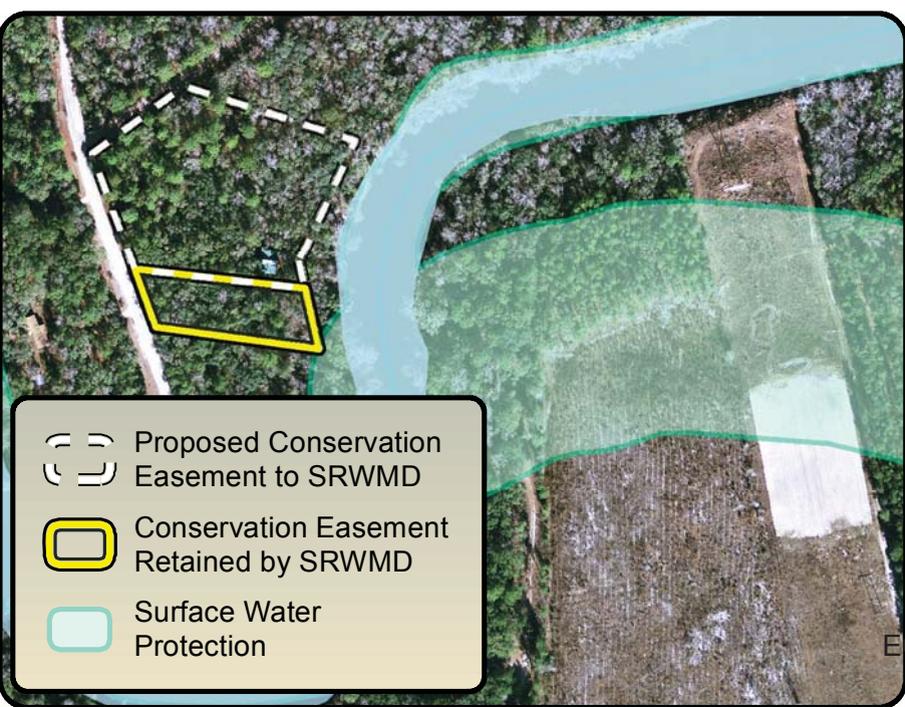
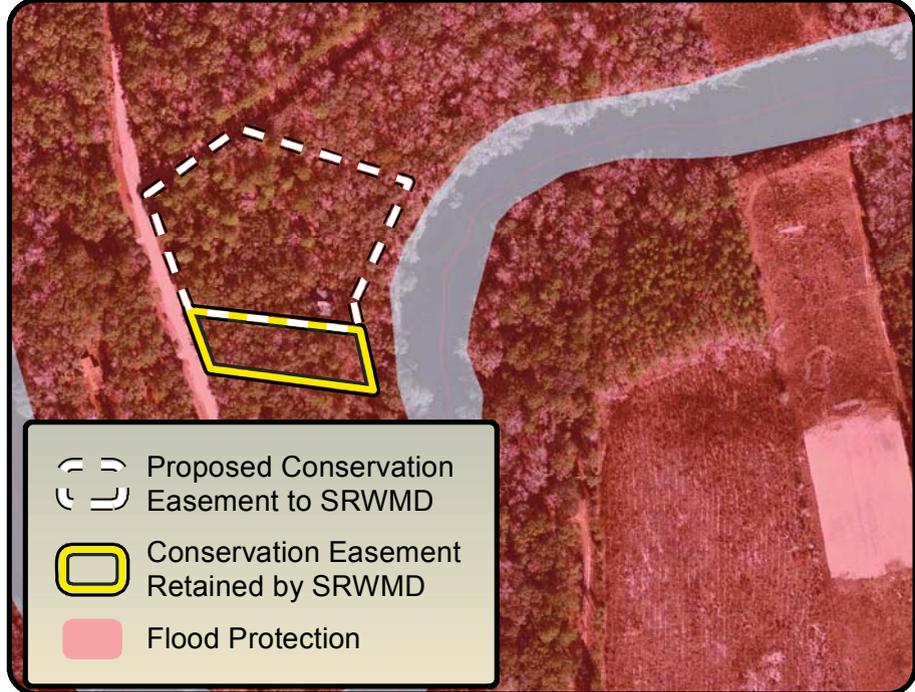
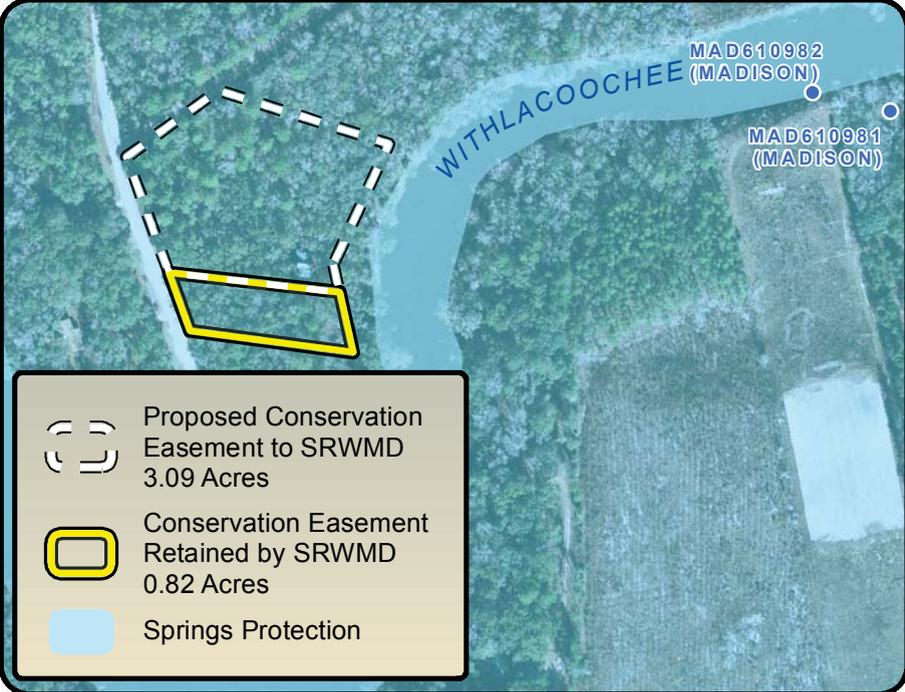
**SRWMD Ownership
Holly Point Parcels
Hamilton County**

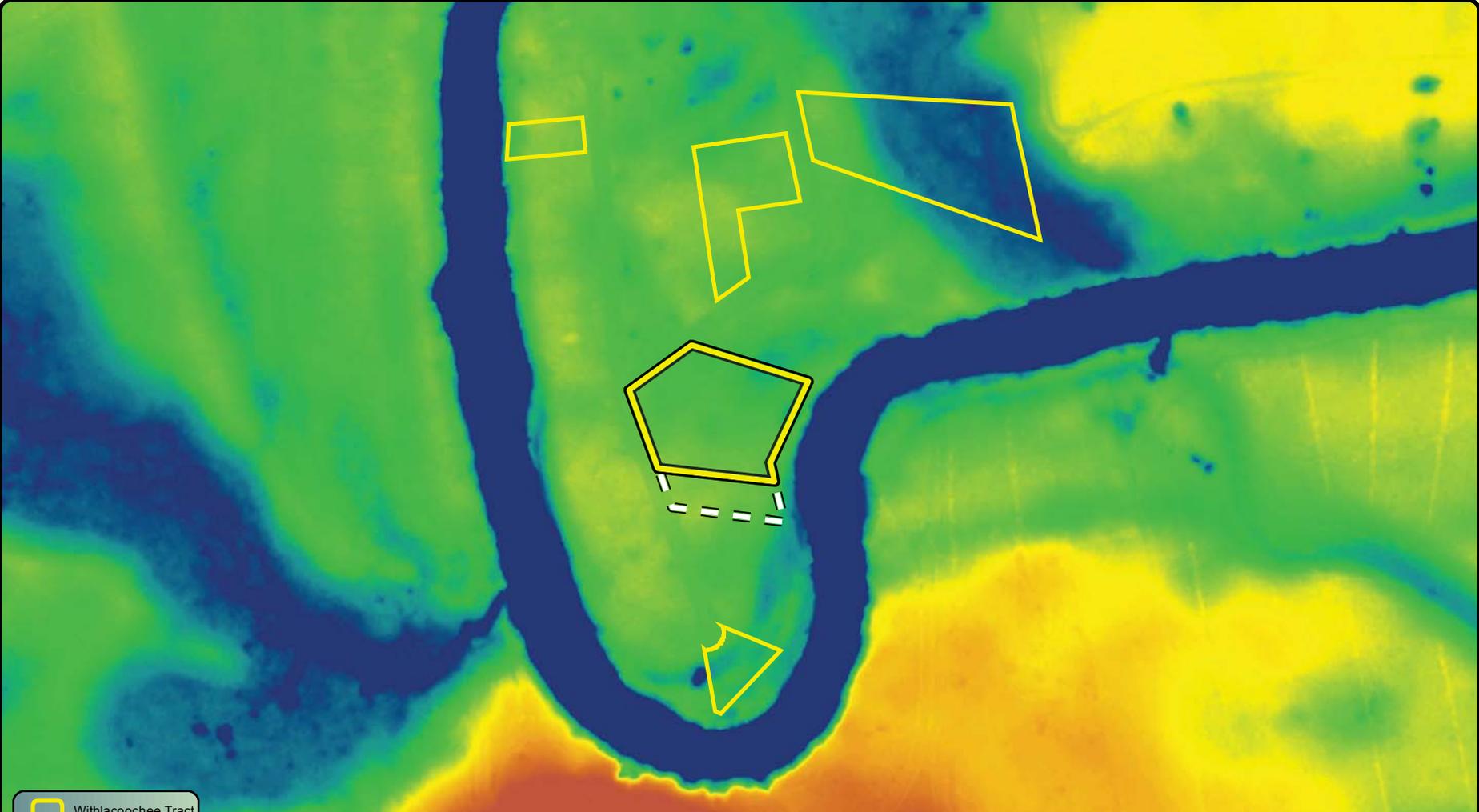
October 2014



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-  Withlacoochee Tract
-  Mericle Property
-  Exchange Parcel
-  High : 150ft
Low : 50ft

**SRWMD Ownership
Holly Point Parcels
Hamilton County**

October 2014



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MEMORANDUM

TO: Governing Board

FROM: Ann B. Shortelle, Ph.D., Executive Director

DATE: October 6, 2014

RE: Approval of Resolution No. 2014-29 for Fiscal Year 2014-2015, Legislative Appropriations Act, for Release of Operations and Environmental Resource Permitting Funds

RECOMMENDATION

Staff recommends the Governing Board approve Resolution No. 2014-29, requesting the release of \$2,740,000 in Legislative Appropriations from the Secretary of the Department of Environmental Protection.

BACKGROUND

The Florida Legislature has included funding for the District in Chapter 2014-51, Laws of Florida, House Bill 5001, in the 2014-2015 Appropriations Act as follows:

- Line Item 1621B \$2,287,000 for Operations from Water Management Lands Trust Fund
- Line Item 1621C \$453,000 for Environmental Resource Permitting from Water Management Lands Trust Fund

The Legislature directed that these funds be administered by the Department of Environmental Protection and be made available for use by the District. Approval of the recommendation will enable staff to receive funds in Fiscal Year 2014-2015. Staff will request disbursement of funds at the end of each quarter.

SM/rl

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
RESOLUTION NUMBER 2014-29**

**REQUEST TO THE DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR THE RELEASE OF
OPERATION BUDGET FUNDS
FISCAL YEAR 2014-2015**

WHEREAS, the District requested funds for operating expenditures and to implement the Environmental Resource Permitting program within the District; and

WHEREAS, Chapter 2014-51, Laws of Florida, House Bill 5001, General Appropriations Act Fiscal Year 2014-2015, line items 1621B and 1621C, the Florida Legislature appropriated to the Suwannee River Water Management District two million two hundred eighty-seven thousand dollars (\$2,287,000) and four hundred fifty-three thousand dollars (\$453,000) from the Water Management Lands Trust Fund for operations and Environmental Resource Permitting, and

WHEREAS, the operation funding is needed to implement the District's core mission and the Environmental Resource Permitting program is included in the District's core mission, and

WHEREAS, Section 373.501, Florida Statutes, includes a process for disbursing the funds to the water management districts upon receipt of a resolution adopted by the Governing Board.

NOW THEREFORE, be it resolved that the Governing Board of the Suwannee River Water Management District hereby requests the Secretary of the Department of Environmental Protection to release, in equal quarterly increments beginning October 1, 2014, those funds designated by the Legislature for operations and to implement the District's Environmental Resource Permitting, as listed below:

Line Item 1621B	\$2,287,000 for Operations from Water Management Lands Trust Fund
Line Item 1621C	\$453,000 for Environmental Resource Permitting from Water Management Lands Trust Fund

BE IT FURTHER RESOLVED that these funds shall be subject to the requirements of Section 215.97, F.S., the Florida Single Audit Act.

BE IT FURTHER RESOLVED that these funds shall be subject to the requirements of Section 216.347, F.S. (Grant and Aids Lobbying Restriction); and

BE IT FURTHER RESOLVED that this resolution be transmitted to the Secretary of the Department; and

BE IT FURTHER RESOLVED that the Chairman of the Governing Board is authorized to affix his signature to this resolution on behalf of the Board and attested by its Secretary.

PASSED AND ADOPTED THIS 16th DAY of OCTOBER, 2014.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
BY ITS GOVERNING BOARD

MEMBERS OF THE BOARD:

DON QUINCEY, CHAIR
ALPHONAS ALEXANDER, VICE CHAIR
RAY CURTIS, SECRETARY/TREASURER
KEVIN W. BROWN
GEORGE M. COLE
GARY JONES
VIRGINIA H. JOHNS
VIRGINIA SANCHEZ
GUY N. WILLIAMS

ATTEST:

MEMORANDUM

TO: Governing Board

FROM: Carlos Herd, P.G., Division Director, Water Supply

THRU: Ann B. Shortelle, Ph.D., Executive Director

DATE: September 23, 2014

RE: North Florida Regional Water Supply Partnership Stakeholder Advisory Committee Update

September 22, 2014 Stakeholder Advisory Committee (SAC) Meeting:

At this meeting the SAC heard presentations on the following topics:

- Review and Approval: the SAC reviewed, discussed and approved the updated committee workplan, key topics for SAC evaluation, and meeting schedule.
- Update: status update on the Lower Santa Fe and Ichetucknee Rivers MFL rule development and final order.
- Update: update on development of the SJRWMD Water Supply Plan.
- Presentation: briefing on water resource development project options feasibility status.
- Presentation: briefing on FDACS Weather Station, BMP, and agricultural water management program.
- Discussion: discussion on stakeholder perspectives on conservation and alternative water supply options.

Other information was presented and discussed at the meeting. This summary is intended as an update to the technical information presented to the SAC as it relates to the joint regional water supply planning process between the St. Johns River and Suwannee River Water Management Districts.

Thank you for your attention to this summary of current activities. Please feel free to contact staff prior to the Governing Board meeting if you would like further information.

CH/co

MEMORANDUM

TO: Governing Board

FROM: Ann B. Shortelle, Ph.D., Executive Director

DATE: September 26, 2014

RE: Land Acquisition and Disposition Activity Report

Approved for Detailed Assessment

Owner	Project Name	Acres	County	Comments
SRWMD	Florida Gateway College	16.25	Columbia	The sale contract was approved by the Governing Board on 9/9/2014 and executed on 9/22/14.
Michael and Freda Shaw	Shaw Conservation Easement Exchange	1,027	Lafayette	Appraisals are under review.
Rock Bluff Spring Co., LLC	Rock Bluff Springs	173	Gilchrist	Appraisals are complete.
Winston Lovelace	Turtle Spring	91	Lafayette	Draft appraisals are under review by the review appraiser.
Rayonier Forest Resources, L. P.	Camp Blanding Buffers	1,920	Bradford	Appraisals are on hold for the south 1,920 acres.
SRWMD	Sandlin Bay Sale/Exchange to U.S. Forest Service	2,023	Columbia	U.S. Forest Service is preparing to conduct appraisals on the 623-acre sale.

Approved for Acquisition

Owner	Project Name	Acres	County	Comments
Rayonier Forest Resources, L. P.	Camp Blanding Buffers	322	Bradford	The purchase contract on the north 322 acres has been executed and surveying and environmental assessment are underway. Closing will occur on or before 12/8/2014.
El Trigal Farms, Floyd Family	El Trigal Farms Conservation Easement Exchange	351	Jefferson	The exchange contract is executed and surveying and environmental assessment are underway.
Douglas Anderson	Anderson/Pine Landing Conservation Easement Exchange	72/122	Dixie	Closing documents are being recorded.

Authorized for Exchange

Tract	Acres	County	Acquired Date	Funding Source	Comments
Ellaville Exchange for Damascus Peanut Company	986	Madison	12/1/1988	WMLTF	Governing Board approved the exchange agreement with the Trustees of the Internal Improvement Trust Fund.

Surplus Lands

Tract	Acres	County	Acquired Date	Funding Source	Appraisal Date	Listing Date	Listing Price	Comments
Alligator Lake	43	Columbia	8/10/2001	P2000				Governing Board approved conveyance on August 13, 2013 contingent upon the inter-local agreement with Columbia County.
Blue Sink	39	Suwannee	12/1988	WMLTF	11/23/13	7/12/10	\$97,500	Approved for exchange with El Trigal Farms.
Chitty Bend East	20	Hamilton	12/1988	WMLTF	2/3/14	11/29/11	Fee, two 10-acre tracts for \$25,000 each	Approved for exchange with El Trigal Farms.
Chitty Bend West	121	Madison	12/1988	WMLTF	11/2/11	11/29/11	Fee, entire tract \$223,850	Approved for exchange with El Trigal Farms.
Cuba Bay	22	Madison	02/1996	P2000	2/7/14	11/10/11	Fee, \$36,740	Approved for exchange with El Trigal Farms.
Falmouth North (8 lots)	6	Suwannee	04/1998	WMLTF	8/27/10	11/18/10	Fee entire tract \$34,930	Listed with Daniel Crapps Agency
Hunter Creek	120	Hamilton	09/2002	P2000	1/27/14	11/18/10	Fee, (3 parcels) \$276,000	Approved for exchange with El Trigal Farms.
Jennings Bluff	70	Hamilton	02/1989	WMLTF	1/27/14	N/A	Fee, entire tract \$215,600	23.35 +/- acres approved for exchange with El Trigal Farms. 46.65 +/- acres approved for conveyance to Hamilton County on 9/9/2014.
Hampton Springs Road Tract (Perry Spray Field)	248	Taylor	9/2001	WMLTF	6/6/12		CE \$198,400	The Governing Board approved the sale to Taylor County on 9/9/2014.
Timber River	1	Madison	03/1998	WMLTF	8/5/10; Updated 7/30/2014	11/18/10	Fee entire tract \$6,950	Appraisal update is complete. Sale terminated because Sotos would not increase offer to equal or exceed updated appraised value. Listed with Poole Realty.

ABS/jd

MEMORANDUM

TO: Governing Board
FROM: Ann B. Shortelle, Ph.D., Executive Director
DATE: October 7, 2014
RE: District's Weekly Activity Reports

Attached are the weekly District activity reports for the month of September.

ABS/rl
Attachments



Weekly Activity Report to Governing Board August 25-29, 2014

Executive / Management

- Ann Shortelle, with Steve Minnis and Abby Johnson attending, gave State of the Resource and PILT check presentations to the Madison County BOCC.
- Ann Shortelle and Tommy Kiger participated in the Senate Bill 536 Surface Water Work Group conference call.

Water Supply

- Carlos Herd, Trey Grubbs, John Good, Tommy Kiger, and Dale Jenkins met with staff from SJRWMD to discuss the North Florida Regional Water Supply Plan.
- Carlos Herd attended the North Central Florida Regional Planning Council meeting in Lake City.
- Kevin Wright participated on a conference call regarding Senate Bill 536 with all Water Management Districts. The discussion was focused on Aquifer Storage and Recharge and Dispersed Water Storage.

Water Resources

- Erich Marzolf, Marc Minno, and Darlene Saindon participated in the Monthly Inter-District Springs conference call.

Resource Management

- Leroy Marshall and the District's FEMA consultant met with staff from the Town of Bronson to discuss the FEMA program.
- Daniel Simpson met with staff from Columbia County to update the County on the progress of FEMA Risk MAP projects in the Upper Suwannee and Santa Fe Watersheds.
- Steve Minnis, Pat Webster, Dave Dickens, Dale Jenkins, Glenn Horvath, and Scott Gregor met with staff from the City of Archer to discuss the City's current and proposed RIVER projects.
- Warren Zwanka, Pat Webster, Dave Dickens, Dale Jenkins, Glenn Horvath, and Scott Gregor met with staff from Columbia County to discuss proposed RIVER projects.
- Tim Sagul, Warren Zwanka, Glenn Horvath, Tilda Musgrove, Vanessa Fultz, Kevin Wright, Jamie Sortevik, and Sarah Luther attended the E-Reg training with staff from SJRWMD to prepare for the Water Use Permitting module to go live on the District's website.
- Warren Zwanka and Jamie Sortevik worked with the Town of Lee and Florida Rural Water Association to conduct a pump test at the Davis Tract in Madison County.
- Patrick Webster and Daniel Simpson met with staff from Bradford County to discuss county drainage issues.

- Patrick Webster and Daniel Simpson met with staff from Bradford County to discuss county drainage issues.

Ag Team / Suwannee River Partnership

- Kevin Wright attended the Madison County Farm Bureau Legislative meeting.

Administrative Services & Operations

- Dave Dickens met with staff from DEP and the City of Live Oak to discuss water meters.
- Steve Minnis and Edwin McCook met at the US 41 bridge in Hamilton County with several concerned citizens regarding the District's Work of the District regulations on the Alapaha River.

Communications

- Steve Minnis participated in the bi-weekly Communications Directors call.
- Abby Johnson participated in the weekly DEP/WMD Communications Press call.

Announcements for Week of September 1, 2014:

- The District office will be closed on September 1 to observe the Labor Day Holiday.
- The State of the Resource and PILT check presentation is scheduled for the Jefferson County Board of County Commissioners on September 2 at 9:00 a.m.
- The State of the Resource and PILT check presentation is scheduled for the Dixie County Board of County Commissioners on September 4 at 10:00 a.m.



Weekly Activity Report to Governing Board September 1-5, 2014

Executive / Management

- George Cole, with Ann Shortelle and Abby Johnson attending, gave a State of the Resource and PILT check presentation to Jefferson County BOCC.
- Ann Shortelle, with Virginia Sanchez and Steve Minnis attending, gave a State of the Resource and PILT check presentation to the Dixie County BOCC.

Water Supply

- Dale Jenkins participated in a meeting with staff from DACS and the other water management districts concerning the Florida Statewide Agricultural Irrigation Demand Project to discuss agricultural water supply demand in the water supply planning process.

Water Resources

- Erich Marzolf, Tommy Kiger, and staff from DEP and the other WMDs participated in the Senate Bill 536 Study Team conference to discuss potential reclaimed water use opportunities, associated challenges and obstacles, and ideas to help address these factors.
- Erich Marzolf met with a group of farmers to discuss nitrification inhibitors as a potential dairy BMP.

Resource Management

- Tim Sagul, Warren Zwanka, Tilda Musgrove, Vanessa Fultz, Kevin Wright, Jamie Sortevik, and Sarah Luther attended the E-Reg training with staff from SJRWMD to prepare for the Water Use Permitting module to go live on the District's website.

Ag Team / Suwannee River Partnership

- Ray Curtis and Kevin Wright attended the Taylor County Farm Bureau meeting.

Administrative Services & Operations

- Virginia Johns and Dave Dickens attended the RO Ranch Monthly meeting.

Communications

- Abby Johnson participated in the weekly DEP/WMD Communications Press call.
- Abby Johnson distributed a press release about a recent dye trace conducted at two sinks in Lafayette County.

Announcements for Week of September 8, 2014:

- The District's Monthly Governing Board meeting is scheduled for September 9 at 3:00 p.m. at District Headquarters.

- The District's 1st Public Hearing on the Fiscal Year 2015 Budget is scheduled for September 9 at 5:05 p.m. at District Headquarters.



Weekly Activity Report to Governing Board September 8-12, 2014

Executive / Management

- Ann Shortelle, Tommy Kiger, and staff from DEP and the other WMDs participated in the Senate Bill 536 Study Team conference call to discuss recent water resource legislation.
- Steve Minnis and Dave Dickens meet with representative from Dixie County regarding access to District property.
- Steve Minnis attended the Joint Legislative Budget Commission meeting in Tallahassee.
- Steve Minnis met with David Kraus, Columbia County, regarding the Year-Round Water Conservation and Water Shortage Model Ordinance.

Water Resources

- Darlene Saindon, Tara Rogers, Paul Buchanan, Keith Rowell, William Irby, have been coordinating with Dr. Cole for the second LIDAR collection flight and associated test measurements of the Manatee Springs and Suwannee River project area. SWFWMD has also provided assistance in this testing of LIDAR for bathymetry mapping in a riverine and spring environment.

Resource Management

- Leroy Marshall, Vanessa Fultz, and Tammie Girard attended the 2014-2019 FEMA Risk Map Program Kick-off meeting.

Ag Team / Suwannee River Partnership

- Kevin Wright, Jamie Sortevik, and Sarah Luther attended the Alachua, Bradford, Columbia, and Lafayette County Annual Farm Bureau meetings.
- Kevin Wright and Hugh Thomas joined DACS and DEP staff along with several Dairymen to review and make comments on a draft Dairy BMP manual.

Administrative Services & Operations

- Leroy Marshall met with staff from other state agencies at the Taylor County Emergency Operations Center to discuss projects to address the effects of flooding.
- Dave Dickens met with staff from Gilchrist County concerning the Otter and Hart Springs projects.
- Edwin McCook attended the Florida Trail Association meeting at the District office.

Communications

- Abby Johnson participated in the weekly DEP/WMD Communications Press call.
- Abby Johnson distributed press releases about the District's sale of the 248 acre Hampton Springs Road tract to Taylor County, State funding for springs projects, Fanning Springs Water Quality Improvement Project, and Levy Blue Springs Water Quality Improvement Project.

- Abby Johnson handled a media inquiry from WUFT about the Taylor County land acquisition.
- Abby Johnson handled a media inquiry from the Gainesville Sun regarding a list of upcoming springs projects.

Announcements for Week of September 15, 2014:

- A State of the Resource and PILT check presentation is scheduled for the Columbia County Board of County Commissioners on September 15 at 5:30 p.m.



Weekly Activity Report to Governing Board September 15-19, 2014

Executive / Management

- Ann Shortelle, with Steve Minnis, gave a State of the Resource and PILT check presentation to the Columbia County BOCC.
- Ann Shortelle, Erich Marzolf, Warren Zwanka, Jamie Sortevik, and Keith Rowell attended Hardee Springs tour.
- Ann Shortelle and Erich Marzolf attended the Alachua BOCC Envision Alachua natural resources workshop.
- Steve Minnis participated in the Rural Economic Development Initiative conference call with staff from the WMDs and other State agencies.

Water Supply

- Tommy Kiger and staff from DEP and the other WMDs participated in the Senate Bill 536 Study Team conference call to discuss potential reclaimed water use opportunities.

Resource Management

- Ann Shortelle, Erich Marzolf, Warren Zwanka, and Jamie Sortevik participated in a tour of the Nestle Water Plant facilities.
- Leroy Marshall, Steve Minnis, and Abby Johnson attended the Waccasassa Discovery meeting at the City of Newberry to discuss FEMA flood mapping.
- Tim Sagul and Leroy Marshall participated in the environmental resource permitting regulatory coordination conference call with staff from DEP and the other WMDs.
- Warren Zwanka, with Tim Sagul, Mike Fuller, and Gloria Hancock attending, conducted training for the North Central Florida Water Well Association at District Headquarters.
- Pat Webster, Daniel Simpson and staff from DEP and the other WMDs participated in a sub-committee conference call to discuss stormwater aspects of the Senate Bill 536 Study Team.
- Pat Webster, Dale Jenkins, Glenn Horvath, and Scott Gregor, with Ann Shortelle and Steve Minnis attending, conducted the FY 2014-15 RIVER workshop at District Headquarters to provide opportunity for local governments to ask questions about the next round of cost share.

Ag Team / Suwannee River Partnership

- Al Alexander and Kevin Wright attended the Madison County Farm Bureau annual meeting
- Kevin Wright and Sarah Luther attended the Suwannee County Farm Bureau annual meeting.
- Don Quincey, Ann Shortelle, Erich Marzolf, Kevin Wright, and Hugh Thomas gave presentations at the District Ag module 2014 Conference in Gainesville with Abby

Johnson and staff from UF IFAS, Farm Bureau, DACS, and other organizations attending.

Administrative Services & Operations

- Steve Minnis and Dave Dickens conducted a review of Steinhatchee River Rise roads in Dixie County.

Communications

- Abby Johnson distributed a press release about the District's high school grants program.
- Steve Minnis and Abby Johnson participated in a radio interview concerning springs projects with WJTK The Jet.
- Steve Minnis and Abby Johnson provided information on the Hampton Springs Tract to WUFT.
- Steve Minnis provided information on the District's land acquisition program to the Orlando Sentinel.

Announcements for Week of September 22, 2014:

- The North Florida Regional Water Supply Partnership Stakeholder Advisory Committee meeting is scheduled for September 22 at 1:00 p.m. at Florida Gateway College.
- The District's Lands Committee meeting is scheduled for September 23 at 3:00 p.m. at District Headquarters.
- The District's final Public Hearing on the Fiscal Year 2015 Budget is scheduled for September 23 at 5:05 p.m. at District Headquarters.



Weekly Activity Report to Governing Board September 22-26, 2014

Executive / Management

- Ann Shortelle, Tommy Kiger, and staff with DEP, DACS, and the other WMDs participated in the SB 536 Study Team and SB 536 Surface Water Work Group conference calls.

Water Supply

- Ann Shortelle, Carlos Herd, and Carree Olshansky attended the North Florida Regional Water Supply Partnership Stakeholder Advisory Committee meeting in Lake City.
- Carlos Herd and Carree Olshansky participated in the Water Conservation Inter-District Quarterly conference call.
- Carlos Herd attended the State Map Advisory Committee meeting in Palatka with staff from the Florida Geologic Survey, the other WMDs, various State agencies, and other organizations to discuss upcoming mapping priorities.

Water Resources

- Marc Minno and Darlene Saindon attended a DEP training on water quality Standard Operating Procedures.

Resource Management

- Pat Webster, Mike Fuller, Daniel Simpson, and Vanessa Fultz attended the Technical Review Committee meeting for the Starke Bypass Wetland Mitigation Project.
- Tim Sagul participated in the DOT/DEP/WMD working group conference call regarding state-wide stormwater issues.

Ag Team / Suwannee River Partnership

- Sarah Luther, Hugh Thomas, and Joel Love attended the monthly SRP meeting to discuss agricultural issues.
- Kevin Wright and Sarah Luther attended the Hamilton, Levy, and Gilchrist County Farm Bureau meetings.

Administrative Services & Operations

- Dave Dickens attended the Gilchrist County BOCC meeting regarding the Otter Springs project.
- Dave Dickens met with staff from the City of Live Oak to discuss the City's gas line to the District's emergency generator.
- Dave Dickens attended the Town of Bronson's Wastewater Treatment Facility dedication ceremony that includes the RIVER and Levy Blue Spring projects.

Communications

- Abby Johnson distributed a press release about the approval of the District's FY 2014-15 budget.
- Abby Johnson participated in the bi-weekly DEP/WMD Communication Directors call and weekly Communications Press call.

Announcements for Week of September 29, 2014:

- The Sharing Water Conference is scheduled for October 2-4, 2014 at the Monticello Opera House.



Weekly Activity Report to Governing Board September 29-October 3, 2014

Executive / Management

- Don Quincey, Dr. George Cole, and Ann Shortelle, with Steve Minnis and Abby Johnson attending, spoke at the Sharing Water Conference in Monticello.
- Jon Dinges participated in the DEP/WMD bi-weekly conference call.
- Steve Minnis met with County Manager Dale Williams and Safety Manager David Kraus, Columbia County, regarding the Model Year-Round Water Conservation and Water Shortage Model Ordinance.

Water Resources

- Erich Marzolf, Kevin Wright, and Trey Grubbs participated in a conference call with staff from DEP to discuss groundwater modeling of restoration projects.
- Erich Marzolf, Tommy Kiger, and staff from DEP participated in the SB 536 Study Team conference call to discuss reclaimed water use opportunities.

Resource Management

- Ann Shortelle, Tim Sagul, and Gwen Lord met with staff from DOT to discuss recertification as a Local Agency Partner and potential funding for associated projects.
- Selection Committee members, Carlos Herd, Erich Marzolf, Dave Dickens, Daniel Simpson, and Mike Fuller met to approve the shortlist of firms for the Starke Bypass Wetland Mitigation Project.
- Tim Sagul participated in the consumptive use permitting regulatory coordination conference call with staff from DEP and the other WMDs.
- Tim Sagul and Erich Marzolf participated in the Coastal Managers Forum conference call with staff from DEP, the other WMDs, and other State agencies.

Ag Team / Suwannee River Partnership

- Ann Shortelle, Hugh Thomas, Kevin Wright, and Sarah Luther attended an agribusiness tour with Farm Bureau in Columbia County.
- Kevin Wright participated in a conference call with staff from DEP regarding nutrients in the Santa Fe basin.

Administrative Services & Operations

- Dave Dickens met with AMEC, the District's contractors, concerning the Ichetucknee Springshed Water Quality Improvement Project.
- Bob Heeke submitted a grant application to Natural Resources Conservation Service (NRCS) for the Regional Conservation Partnership Program.

Communications

- Abby Johnson distributed a press release about State grant funding designated to benefit the Ichetucknee River and Springs.

Announcements for Week of October 6, 2014:

- The State of the Resource and PILT check presentation is scheduled for the Bradford County Board of County Commissioners on October 6 at 9:30 a.m.
- The State of the Resource and PILT check presentation is scheduled for the Hamilton County Board of County Commissioners on October 7 at 9:00 a.m.
- The State of the Resource and PILT check presentation is scheduled for the Suwannee County Board of County Commissioners on October 7 at 6:00 p.m.
- The 5th Annual Water Forum is scheduled for October 9-10 in Orlando.