

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

**OPEN TO THE PUBLIC**

August 8, 2017  
9:00 a.m.

District Headquarters  
Live Oak, 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 - July 11, 2017 Board Meeting and Workshop Minutes
  - Agenda Item 10 - Approval of June 2016 Financial Report
  - Agenda Item 12 - Authorization for the Executive Director to Procure Insurance Coverage from Recommended Insurance Providers
  - Agenda Item 13 - Authorization to Renew Contract 16/17-082 with Powell and Jones CPA, PA, for Audit Services for Fiscal Year 2018
  - Agenda Item 14 - Renewal of Prescribed Fire Services Contracts for Fiscal Year 2018
  - Agenda Item 15 - Authorization to Renew the Cooperative Management Agreement with Florida Forest Service for Prescribed Fire Management Services for Fiscal Year 2018
  - Agenda Item 16 - Authorization to Renew Contract with Facilities Maintenance of Gainesville for Heating, Ventilation and Air Conditioning Maintenance and Repair
  - Agenda Item 17 - Approval to Renew Contracts for Recreation Maintenance Services, Road Mowing and Boundary Painting Services for Fiscal Year 2018
  - Agenda Item 27 - Approval of a Modification of Water Use Permit 2-047-220401-2, with a 0.1817 mgd Decrease in Allocation and a Nine-Year Permit Extension, Authorizing the Use of 0.2351 mgd of Groundwater for Agricultural Use at the I-75 Project, Hamilton County
  - Agenda Item 29 - Approval of a Modification of Water Use Permit 2-041-217289-3, with a 0.1719 mgd Increase in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.2387 mgd of Groundwater for Agricultural Use at the Scott Tucker Farm Project, Gilchrist County
  - Agenda Item 31 - Request for Approval and Authorization to submit the 2017-2018 Annual Regulatory Plan to the Office of Fiscal Accountability and Regulatory Reform
6. Approval of Minutes – July 11, 2017 Board Meeting and Workshop Minutes –  
**Recommend Consent**

7. Items of General Interest for Information/Cooperating Agencies and Organizations
  - A. Presentation of Hydrologic Conditions by Tom Mirti, Director, Water Resource Division
  - B. Cooperating Agencies and Organizations
  - C. Service Award: Robbie McKinney (10 Years)
8. Discussion of Executive Director Contract with the Suwannee River Water Management District

**GOVERNING BOARD LEGAL COUNSEL**  
**Tom Reeves**

- LC Page 1      9. Update on Legal Activities / Enforcement Status Report

**DIVISION OF ADMINISTRATION AND OPERATIONS**  
**Roary Snider, Chief of Staff**

- AO Page 1      10. Approval of June Financial Report – **Recommend Consent**
11. Financial Update
- AO Page 10     12. Authorization for the Executive Director to Procure Insurance Coverage from Recommended Insurance Providers – **Recommend Consent**
- AO Page 11     13. Authorization to Renew Contract 16/17-082 with Powell and Jones CPA, PA, for Audit Services for Fiscal Year 2018 - **Recommend Consent**
- AO Page 12     14. Authorization to Renew Contracts for Prescribed Fire Services for Fiscal Year 2018 - **Recommend Consent**
- AO Page 14     15. Authorization to Renew the Cooperative Management Agreement with Florida Forest Service for Prescribed Fire Management Services for Fiscal Year 2018 **Recommend Consent**
- AO Page 15     16. Authorization to Renew Contract with Facilities Maintenance of Gainesville for Heating, Ventilation and Air Conditioning Maintenance and Repair - **Recommend Consent**
- AO Page 16     17. Approval to Renew Contracts for Recreation Maintenance Services, Road Mowing and Boundary Painting Services for Fiscal Year 2018 - **Recommend Consent**
- AO Page 18     18. Authorization for the Executive Director to Continue Health Care Insurance Coverage at an Aggregate Premium Estimated Cost of \$779,721 for Fiscal Year 2018
- AO Page 19     19. Approval of Amended Contractual Services Policy
- AO Page 39     20. Land and Facilities Operations Activity Summary Report
- AO Page 43     21. Acquisition and Disposition Activity Report

## **DIVISION OF WATER SUPPLY**

**John Good, Interim Director**

None

## **DIVISION OF WATER RESOURCES**

**Tom Mirti, Director**

- |            |  |
|------------|--|
| WR Page 1  | 22. Authorization to Contract with Amec Foster Wheeler Environment & Infrastructure, Inc., for Water Quality and Biological Sampling                         |
| WR Page 4  | 23. Authorization to Contract with Vanasse Hangen Brustlin, Inc., for Discharge Measurements and Calculation of Daily Values                                 |
| WR Page 6  | 24. Authorization to Enter into an Interagency Joint Funding Agreement with the United States Geological Survey, Florida District, for Streamgaging Services |
| WR Page 10 | 25. Interagency Agreement with St. Johns River Water Management District for Surface and Groundwater Chemistry Analysis                                      |
| WR Page 11 | 26. Agricultural Water Use Monitoring Update   |

## **DIVISION OF RESOURCE MANAGEMENT**

**Tim Sagul, P.E., Director**

- |            |  |
|------------|--|
| RM Page 1  | 27. Approval of a Modification of Water Use Permit 2-047-220401-2, with a 0.1817 mgd Decrease in Allocation and a Nine-Year Permit Extension, Authorizing the Use of 0.2351 mgd of Groundwater for Agricultural Use at the I-75 Project, Hamilton County – <b>Recommend Consent</b>              |
| RM Page 11 | 28. Approval of a Modification of Water Use Permit 2-079-221718-4, with a 0.2710 mgd Increase in Allocation, Authorizing the Use of 2.4251 mgd of Groundwater for Agricultural Use at the Valmont Project, Madison County  |
| RM Page 22 | 29. Approval of a Modification of Water Use Permit 2-041-217289-3, with a 0.1719 mgd Increase in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.2387 mgd of Groundwater for Agricultural Use at the Scott Tucker Farm Project, Gilchrist County – <b>Recommend Consent</b> |
| RM Page 32 | 30. Approval of Variance Request for General Works of the District Permit Application Number WOD-075-230221-1, Miller House Addition   |
| RM Page 45 | 31. Request for Approval and Authorization to submit the 2017-2018 Annual Regulatory Plan to the Office of Fiscal Accountability and Regulatory Reform – <b>Recommend Consent</b>  |
| RM Page 50 | 32. Permitting Summary Report  |

## **AGRICULTURE AND ENVIRONMENTAL PROJECTS**

**Darrell Smith, Assistant Executive Director**

- |           |  |
|-----------|--|
| AE Page 1 | 33. Approval to Enter into Contracts for the Fiscal Year 2017 Regional Initiative Valuing Environmental Resources (RIVER) Cost-Share Program |
|-----------|--|

**EXECUTIVE OFFICE**  
**Hugh Thomas, Executive Director**

EO Page 1      34. Approval of Governing Board Directive Number GBD17-0001 Regarding Water Use Monitoring Assistance

EO Page 5      35. District's Weekly Activity Reports

36. Announcements

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

September 12, 2017	3:00 p.m.	Board Meeting
	5:05 p.m.	First Public Hearing on FY 2018 Budget

September 26, 2017	3:00 p.m.	Workshops &/or Committee Meetings
	5:05 p.m.	Final Public Hearing on FY 2018 Budget

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

37. 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 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.

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

August 8, 2017  
Following Board Meeting

District Headquarters  
Live Oak, Florida

- Sunshine Law Discussion

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.

9:00 a.m., Tuesday  
July 11, 2017

District Headquarters  
Live Oak, Florida

Agenda Item No. 1 – Call to Order. The meeting was called to order at 9:01 a.m.

Agenda Item No 2 – Roll Call

Governing Board

Seat	Name	Office	Present	Not Present
Aucilla Basin	Bradley Williams		X	
Coastal River Basin	Richard Schwab		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	Sec./Treas.	X	
At Large	Virginia Sanchez		X	
At Large	Gary Jones		X	
At Large	Charles Keith		X	

Governing Board General Counsel

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

Leadership Team:

Position	Name	Present	Not Present
Interim Executive Director	Darrell Smith	X	
Chief of Staff	Roary Snider	X	
Governmental Affairs Director	Steve Minnis	X	
Water Supply Division Director	Carlos D. Herd, P.G.	X	
Water Resources Division Director	Tom Mirti	X	
Resource Mgmt. Division Director	Tim Sagul	X	
Communications Director	Katelyn Potter		X

**Guests:**

David Roffey, LyleStanely Trace, LLC	Gene Hall, Jefferson Board of Commissioners
Carolee Howe, Shenandoah Dairy	Kendrick Thomas, Gilchrist Board of Commissioners
Jennifer Sagan, AMEC Foster Wheeler	Paul Still, BSWCD
Brad Dicks, Florida Farm Bureau	Leigh Brooks, FDACS
Cory Mikell, H2O Mobile Lab	Lucinda Merritt, Ichetucknee Alliance
Craig Varn, Manson, Bolves & Varn	Officer Creech
Jamie Sortevik, Dewberry	Kevin Wright, Generation Farms
Becky Bussard, Dixie FFA Alumni	Diane Watson, Barrett 50 LLC
Crystal Bush, Dixie County FFA	Kody Plemmons, Dixie County FFA
Jessica Anderson, Dixie County FFA	Tammy Stemple, Dixie County FFA
Carrie Cobb, Dixie County FFA	Bobbie Sue Davis, Dixie County FFA
Kyndal Bussard, Dixie County FFA	Savannah Cobb, Dixie County FFA

Caden Reed, Dixie County FFA  
Austin Roberts, Dixie County FFA  
Sydney Groom, Dixie County FFA  
Steve Gladin  
George Rowe  
Georgia Schmitz  
Ray Curtis, Jr  
Sam Kattan

Peyton Smith, Dixie County FFA  
Jenny Sanchez, Dixie County FFA  
CJ Reed, Dixie County FFA  
Mary Rowe  
Benjamin Wyche  
Jeff Hill  
Cliff Townsend

**Staff:**

Tyler Jordan  
Robin Lamm  
Stefani Weeks  
Tilda Musgrove  
Lisa Cheshire

Keith Rowell  
John Good  
Warren Zwanka  
Katherine Haney  
Hugh Thomas

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

**Deletions:**

- Division of Administration and Operations – Agenda Item 19 – Renewal of Prescribed Fires Services for Fiscal Year 2018

**Updates:**

- Agenda Item 6 - Approval of Minutes – June 13, 2017 Board Meeting, Audit Committee Meeting, Lands Committee Meeting, and July 6, 2017 Executive Director Selection Committee Meeting  
Division of Administration and Operations
- Agenda Item 10 - Approval of Tentative Fiscal Year 2018 Millage and Budget
- Agenda Item 13 - Consideration of Right of First Refusal and Amendment Request, Barrett 50 LLC ACE Ranch Conservation Easement; Lafayette County  
Division of Resource Management
- Agenda Item 24 - Approval of a Modification of Water Use Permit 2-079-216959-3, with a 0.4203 mgd Increase in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.6889 mgd of Groundwater for Agricultural Use at the Ragans Farm Project, Madison County
- Agenda Item 25 - Approval of a Modification of Water Use Permit 2-079-220530-3, with a 0.2716 mgd Increase in Allocation, Authorizing the Use of 1.0531 mgd of Groundwater for Agricultural Use at the Lylestanley Trace, LLC Project, Madison County
- Agenda Item 26 - Approval of a Modification of Water Use Permit 2-121-220826-2, with a 0.1205 mgd Increase in Allocation and a Five-Year Permit Extension, Authorizing the Use of 0.6541 mgd of Groundwater for Agricultural Use at the Barn Field Project, Suwannee County
- Agenda Item 27 – Approval of a Modification of Water Use Permit 2-047-220791-2, with a 0.1093 mgd Increase in Allocation and a Five-Year Permit Extension, Authorizing the Use of 0.2462 mgd of Groundwater for Agricultural Use at the Tyre Project, Hamilton County
- Agenda Item 28 – Approval of a Modification of Water Use Permit 2-047-216529-4, with a 0.1176 mgd Decrease in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.3561 mgd of Groundwater for Agricultural Use at the CA's Project, Hamilton County
- Agenda Item 29 – Approval of a Modification of Water Use Permit 2-121-215832-2, with a 0.0815 mgd Decrease in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.0726 mgd of Groundwater for Agricultural Use at the Hagan Farm Project, Suwannee County
- Agenda Item 30 – Approval of a Modification of Water Use Permit 2-121-215820-2, with a 0.0759 mgd Decrease in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.0695 mgd of Groundwater for Agricultural Use at the Michael Delegal Project, Suwannee County
- Agenda Item 31 – Approval of a Modification of Water Use Permit 2-121-217021-3, with a 0.1034 mgd Decrease in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.1355 mgd of Groundwater for Agricultural Use at the Townsend Brothers Farm, Inc. Project, Suwannee County

MOTION WAS MADE BY SCHWAB, SECONDED BY JONES TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 4 – Public Comment.

- Paul Still, BSWCD – Lake Rowell concerns.
- Paul Still – MFL Emergency Rule concerns.
- Carolee Howe, Shenandoah Dairy – Thanked the Board for the District Cost-Share Program and support to the agricultural community.
- Jeff Hill – Legal issues with District. Provided a public record request.
- George Rowe – Support of Jeff Hill.
- Sam Kattan – Springs and aquifer concerns.

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

- Agenda Item 6 - June 13, 2017 Board Meeting, Audit Committee Meeting, Lands Committee Meeting, and July 6, 2017 Executive Director Selection Committee Meeting - **Updated**
- Agenda Item 9 - Approval of May 2017 Financial Report
- Agenda Item 12 - Approval of Resolution Number 2017-08 for Release of 2017-2018 State Appropriations
- ~~Agenda Item 19 – Renewal of Prescribed Fire Services Contracts for Fiscal Year 2018 – Deleted~~
- Agenda Item 26 - Approval of a Modification of Water Use Permit 2-121-220826-2, with a 0.1205 mgd Increase in Allocation and a Five-Year Permit Extension, Authorizing the Use of 0.6541 mgd of Groundwater for Agricultural Use at the Barn Field Project, Suwannee County - **Updated**
- Agenda Item 27 – Approval of a Modification of Water Use Permit 2-047-220791-2, with a 0.1093 mgd Increase in Allocation and a Five-Year Permit Extension, Authorizing the Use of 0.2462 mgd of Groundwater for Agricultural Use at the Tyre Project, Hamilton County - **Updated**
- Agenda Item 28 – Approval of a Modification of Water Use Permit 2-047-216529-4, with a 0.1176 mgd Decrease in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.3561 mgd of Groundwater for Agricultural Use at the CA's Project, Hamilton County - **Updated**
- Agenda Item 29 – Approval of a Modification of Water Use Permit 2-121-215832-2, with a 0.0815 mgd Decrease in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.0726 mgd of Groundwater for Agricultural Use at the Hagan Farm Project, Suwannee County - **Updated**
- Agenda Item 30 – Approval of a Modification of Water Use Permit 2-121-215820-2, with a 0.0759 mgd Decrease in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.0695 mgd of Groundwater for Agricultural Use at the Michael Delegal Project, Suwannee County - **Updated**
- Agenda Item 31 – Approval of a Modification of Water Use Permit 2-121-217021-3, with a 0.1034 mgd Decrease in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.1355 mgd of Groundwater for Agricultural Use at the Townsend Brothers Farm, Inc. Project, Suwannee County - **Updated**

MOTION WAS MADE BY SANCHEZ, SECONDED BY JONES TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 6 – Approval of Minutes - June 13, 2017 Board Meeting, Audit Committee Meeting, Lands Committee Meeting, and July 6, 2017 Executive Director Selection Committee Meeting - Recommend Consent - Updated. Approved on Consent.

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

- Tom Mirti gave a presentation of hydrologic conditions of the District.
- Cooperating Agencies and Organizations – None

## **GOVERNING BOARD LEGAL COUNSEL**

Agenda Item No. 8 – Legal Activities Update. Tom Reeves, Legal Counsel, updated the Board on the DOAH cases in litigation.

## **DIVISION OF ADMINISTRATION AND OPERATIONS**

Agenda Item No. 9 – Approval of May 2017 Financial Report. – Approved on Consent.

Agenda Item No. 10 – Approval of Tentative Fiscal Year 2018 Millage and Budget -**Updated**  
Roary Snider, Chief of Staff, presented this item to the Board including a powerpoint presentation.

MOTION WAS MADE BY ALEXANDER, SECONDED BY JOHNS TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 11 – Approval of General Fund Reserves Policy. Mr. Snider presented this item to the Board.

MOTION WAS MADE BY JOHNS, SECONDED BY ALEXANDER TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 12 – Approval of Resolution Number 2017-08 for Release of 2017-2018 State Appropriations. Approved on Consent.

Agenda Item No. 13 – Consideration of Right of First Refusal and Amendment Request, Barrett 50 LLC ACE Ranch Conservation Easement; Lafayette County – **Updated**. Keith Rowell, Surveyor/Mapper, presented this item to the Board.

Ray Curtis, Jr., provided comments to the Board.

MOTION WAS MADE BY SANCHEZ, SECONDED BY ALEXANDER TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 14 – Consideration of Consent and Approval Agreement with City First Mortgage and HelpCo Financial, Walker Springs Conservation Easement, Jefferson County. Mr. Rowell presented this item to the Board.

MOTION WAS MADE BY WILLIAMS, SECONDED BY ALEXANDER TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 15 – Consideration of Revision to Conveyance Terms and Interlocal Agreement with Taylor County Hampton Springs Tract. Mr. Rowell presented this item to the Board.

MOTION WAS MADE BY SCHWAB, SECONDED BY ALEXANDER TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 16 – Consideration to Approve an Easement Relocation/Exchange Request, Chitty Bend West Tract, Madison County. Mr. Rowell presented this item to the Board.

MOTION WAS MADE BY SCHWAB, SECONDED BY SANCHEZ TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 17 – Authorization to Accept the Donation of Property from Mitchell G. and Paula Hancock in Hixtown Swamp, 199 Acres +/-, Madison County. Mr. Rowell presented this item to the Board.

MOTION WAS MADE BY JONES, SECONDED BY SANCHEZ TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 18 – Approval of Conveyance to Dixie County School Board, 147 Acres +/-, Dixie County. Mr. Rowell presented this item to the Board.

Crystal Bush and Kyndal Bussard, Dixie County FFA, provided comments to the Board.

MOTION WAS MADE BY SANCHEZ, SECONDED BY JOHNS TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 19 – ~~Renewal of Prescribed Fire Services Contracts for Fiscal Year 2018~~  
**~~Recommend Consent - Deleted~~**

Agenda Item No. 20 - Land and Facilities Operations Activity Summary. This summary was provided as an informational item in the Board materials.

Agenda Item No. 21 - Land Acquisition and Disposition Activity Report. This report was provided as an informational item in the Board materials.

#### **DIVISION OF WATER SUPPLY**

No Items.

#### **DIVISION OF WATER RESOURCES**

Agenda Item No. 22 – Authorization for the Executive Director to Execute Contract with Huss Drilling, Inc. for Well Construction and Associated Hydrogeological Testing. Tom Mirti, Division Director, presented this item to the Board.

MOTION WAS MADE BY JONES, SECONDED BY SCHWAB TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 23 – Agricultural Water Use Monitoring Update. Mr. Mirti provided this update to the Board.

#### **DIVISION OF RESOURCE MANAGEMENT**

Agenda Item No. 24 – Approval of a Modification of Water Use Permit 2-079-216959-3, with a 0.4203 mgd Increase in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.6889 mgd of Groundwater for Agricultural Use at the Ragans Farm Project, Madison County – **Updated.** Warren Zwanka, Chief Hydrogeologist, presented this item to the Board.

Paul Still provided comments to the Board.

MOTION WAS MADE BY SANCHEZ, SECONDED BY JONES TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 25 – Approval of a Modification of Water Use Permit 2-079-220530-3, with a 0.2716 mgd Increase in Allocation, Authorizing the Use of 1.0531 mgd of Groundwater for Agricultural Use at the Lylestanley Trace, LLC Project, Madison County – Updated. Mr. Zwanka presented this item to the Board.

MOTION WAS MADE BY SCHWAB, SECONDED BY JONES TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 26 – Approval of a Modification of Water Use Permit 2-121-220826-2, with a 0.1205 mgd Increase in Allocation and a Five-Year Permit Extension, Authorizing the Use of 0.6541 mgd of Groundwater for Agricultural Use at the Barn Field Project, Suwannee County – Recommend Consent – Updated. Approved on Consent.

Agenda Item No. 27 – Approval of a Modification of Water Use Permit 2-047-220791-2, with a 0.1093 mgd Increase in Allocation and a Five-Year Permit Extension, Authorizing the Use of 0.2462 mgd of Groundwater for Agricultural Use at the Tyre Project, Hamilton County – Recommend Consent – Updated. Approved on Consent.

Agenda Item No. 28 – Approval of a Modification of Water Use Permit 2-047-216529-4, with a 0.1176 mgd Decrease in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.3561 mgd of Groundwater for Agricultural Use at the CA's Project, Hamilton County – Recommend Consent – Updated. Approved on Consent.

Agenda Item No. 29 – Approval of a Modification of Water Use Permit 2-121-215832-2, with a 0.0815 mgd Decrease in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.0726 mgd of Groundwater for Agricultural Use at the Hagan Farm Project, Suwannee County – Recommend Consent – Updated. Approved on Consent.

Agenda Item No. 30 – Approval of a Modification of Water Use Permit 2-121-215820-2, with a 0.0759 mgd Decrease in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.0695 mgd of Groundwater for Agricultural Use at the Michael Delegal Project, Suwannee County – Recommend Consent – Updated. Approved on Consent.

Agenda Item No. 31 – Approval of a Modification of Water Use Permit 2-121-217021-3, with a 0.1034 mgd Decrease in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.1355 mgd of Groundwater for Agricultural Use at the Townsend Brothers Farm, Inc. Project, Suwannee County – Recommend Consent – Updated. Approved on Consent.

Agenda Item No. 32 – Permitting Summary Report. This report was provided as an informational item in the Board materials.

#### AGRICULTURE AND ENVIRONMENTAL PROJECTS

Agenda Item No. 33 – Springs Funding Update. Darrell Smith, Interim Executive Director, provided an update on this item.

#### EXECUTIVE OFFICE

Agenda Item No. 34 – District's Weekly Activity Reports. These reports were provided as an informational item in the Board materials.

Agenda Item No. 35 – Announcements - None

Agenda Item No. 36 - Discussion and Selection of Executive Director for the Suwannee River Water Management District.

Chair Quincey reviewed the Executive Director Selection Committee recommendation and requested a motion to approve Hugh Thomas as the Executive Director of the Suwannee River Water Management District. Chair Quincey stated the effective date of July 17, 2017, for Mr. Thomas to begin the Executive Director responsibilities and for consideration of contract at the August 8, 2017, Board meeting.

Hugh Thomas provided comments to the Board.

MOTION WAS MADE BY JONES, SECONDED BY SANCHEZ TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 37 – Adjournment. Meeting adjourned at 11:08 a.m.

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Chair

ATTEST:

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SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
WORKSHOP MINUTES

Discussion of Governing Board Directive 12-0003 – Provision of Assistance for Automated Monitoring of Agricultural Water Use

Warren Zwanka and Tom Mirti presented a powerpoint presentation on the Automated Monitoring of Agricultural Water Use Directive that is set to expire in September 2017.

The workshop adjourned at 1:18 p.m.

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Chair

ATTEST:

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**MEMORANDUM**

TO: Governing Board  
FROM: Tim Sagul, P.E., Division Director, Resource Management  
DATE: July 28, 2017  
RE: Enforcement Status Report

**Matters the Governing Board has directed staff to take enforcement**

<b>Respondent</b>	<b>Charlie Hicks, Jr.</b>
<b>Enforcement Number / County</b>	<b>CE07-0087 / Madison County</b>
<b>Violation</b>	<b>Unpermitted Construction in Floodway</b>
<b>Legal Counsel</b>	<b>Davis, Schnitker, Reeves and Browning, P.A.</b>
<b>Date sent to legal</b>	<b>October 30, 2008</b>
<b>Target Date</b>	<b>Ongoing</b>
<b>Legal Fees to date</b>	<b>\$25,508.03</b>
<b>Last Update</b>	<b>April 21, 2017</b>

The violation consists of construction of a structure in the floodway, without obtaining a Works of the District permit. The case has been before the court several times.

The nonjury trial on damages was conducted on April 3, 2012. The Court entered its Final Judgment awarding the District a total amount of \$31,794.07, which consisted of a \$10,000 penalty, an award of attorneys' fees of \$19,454.50, and legal and investigative costs totaling \$2,339.57. The file was transferred from Brannon, Brown, Haley & Bullock, P.A., to Board Counsel in August 2013 for resolution. The District is in the process of levying on Hick's real property. **The mortgage holder has contacted Board Counsel regarding resolution.**

<b>Respondent</b>	<b>Jeffrey Hill / Haight Ashbury Subdivision</b>
<b>Enforcement Number / County</b>	<b>CE04-0003 / Columbia</b>
<b>Violation</b>	<b>Not Built in Accordance with Permitted Plans</b>
<b>Legal Counsel</b>	<b>Davis, Schnitker, Reeves and Browning, P.A.</b>
<b>Date sent to legal</b>	<b>May 2006</b>
<b>Target Date</b>	<b>November 30, 2015</b>
<b>Legal Fees to date</b>	<b>\$13,209</b>
<b>Last Update</b>	<b>February 23, 2017</b>

This enforcement activity has been ongoing for several years. At a hearing on January 31, 2011, the Court granted the District's motion for summary judgment in this case. The judge's order requires Mr. Hill to comply with the corrective actions specified in the District's final order, imposes a civil penalty, and awards the District its costs and attorney's fees.

The District and Columbia County entered into an interlocal agreement (ILA) setting forth the County's offer to obtain the necessary legal access and perform the correction action required on the stormwater management system. Thereafter, the District would transfer the permit to the County as the perpetual operation and maintenance entity. In exchange for the County's assistance, and other actions agreed to by the County to help the District resolve two other long-standing ERP violations, the District contemplates donating an approximate 42-acre parcel of land on Alligator Lake that adjoins County-owned property.

Columbia County has finished the remedial work. Staff has inspected the site with the County. Staff is awaiting the as-built certifications for the site in order to close out this file. **Staff has contacted the County regarding submittal of the close-out documents. County staff has indicated that the material will be submitted shortly.**

<b>Respondent</b>	<b>Jeffrey Hill / Smithfield Estates-Phase 1</b>
<b>Enforcement Number / County</b>	<b>CE04-0025 / Columbia</b>
<b>Violation</b>	<b>Not Built in Accordance with Permitted Plans</b>
<b>Legal Counsel</b>	<b>Davis, Schnitker, Reeves and Browning, P.A.</b>
<b>Date sent to legal</b>	<b>May 2006</b>
<b>Target Date</b>	<b>November 30, 2015</b>
<b>Legal Fees to date</b>	<b>\$13,209</b>
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The County has finished the remedial work. Staff has inspected the site with the County and is awaiting the as-built certifications in order to close out this file. **Staff has contacted the County regarding submittal of the close-out documents. County staff has indicated that the material will be submitted shortly.**

MEMORANDUM

TO: Governing Board

FROM: Roary E. Snider, Esq., Chief of Staff

DATE: July 31, 2017

RE: Approval of June 2017 Financial Report

RECOMMENDATION

**Staff recommends the Governing Board approve the June 2017 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.

RS/pf  
Attachments

**Suwannee River Water Management District  
Cash Report  
June 2017**

<b>Financial Institution/Account</b>	<b>Monthly Interest</b>	<b>Interest Rate %</b>	<b>Closing Balance</b>
First Federal Permit Fee	\$0.00	0%	\$19,392.81
First Federal Accounts Payable	\$0.00	0%	\$35,000.00
First Federal Depository	\$135.70	0%	\$856,547.43
SPIA	<u>\$59,702.72</u>	1.47%	<u>\$48,410,734.86</u>
TOTAL	<u><u>\$59,838.42</u></u>		<u><u>\$49,321,675.10</u></u>

**Suwannee River Water Management District  
Statement of Sources and Uses of Funds  
For the Month ending June 30, 2017  
(Unaudited)**

	<b>Current Budget</b>	<b>Actuals Through 6/30/2017</b>	<b>Variance (Under)/Over Budget</b>	<b>Actuals As A % of Budget</b>
<b>Sources</b>				
Ad Valorem Property Taxes	\$ 5,727,117	\$ 5,371,724	\$ (355,393)	94%
Intergovernmental Revenues	\$ 45,887,078	\$ 8,412,334	\$ (37,474,744)	18%
Interest on Invested Funds	\$ 244,137	\$ 461,979	\$ 217,842	189%
License and Permit Fees	\$ 120,000	\$ 136,421	\$ 16,421	114%
Other	\$ 988,488	\$ 907,963	\$ (80,525)	92%
Fund Balance	\$ 19,001,834	\$ -	\$ (19,001,834)	0%
<b>Total Sources</b>	<b>\$ 71,968,654</b>	<b>\$ 15,290,421</b>	<b>\$ (56,678,233)</b>	<b>21%</b>

	<b>Current Budget</b>	<b>Expenditures</b>	<b>Encumbrances <sup>1</sup></b>	<b>Available Budget</b>	<b>%Expended</b>	<b>%Obligated <sup>2</sup></b>
<b>Uses</b>						
Water Resources Planning and Monitoring	\$ 10,685,707	\$ 3,485,855	\$ 11,956	\$ 7,187,895	33%	33%
Acquisition, Restoration and Public Works	\$ 53,580,536	\$ 3,767,782	\$ 32,529	\$ 49,780,226	7%	7%
Operation and Maintenance of Lands and Works	\$ 4,680,671	\$ 1,674,015	\$ 18,251	\$ 2,988,405	36%	36%
Regulation	\$ 1,367,953	\$ 728,509	\$ 2,488	\$ 636,955	53%	53%
Outreach	\$ 228,202	\$ 97,512	\$ -	\$ 130,690	43%	43%
Management and Administration	\$ 1,425,585	\$ 1,141,001	\$ 5,189	\$ 279,395	80%	80%
<b>Total Uses</b>	<b>\$ 71,968,654</b>	<b>\$ 10,894,674</b>	<b>\$ 70,412</b>	<b>\$ 61,003,567</b>	<b>15%</b>	<b>15%</b>

<sup>1</sup> Encumbrances represent unexpended balances of open purchase orders.

<sup>2</sup> Represents the sum of expenditures and encumbrances as a percentage of the available budget.

This financial statement is prepared as of June 30, 2017 and covers the interim period since the most recent audited financial statements.

**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**

June 30, 2017

Recap of All Funds	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	15,300,031.28	0.00	71,968,654.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	3,874,132.47	0.00	6,047,220.67
TOTAL CONTRACTUAL SERVICES	4,610,983.25	24,918.56	34,278,431.96
TOTAL OPERATING EXPENSES	673,777.52	20,651.81	1,164,795.00
TOTAL CAPITAL OUTLAY	149,817.34	16,742.00	215,076.00
TOTAL FIXED CAPITAL OUTLAY	618,386.37	0.00	7,973,236.00
TOTAL INTERAGENCY EXPENSES	967,805.47	8,100.00	22,289,894.08
TOTAL EXPENDITURES	<u>10,894,902.42</u>	<u>70,412.37</u>	<u>71,968,653.71</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	<u>4,405,128.86</u>	<u>(70,412.37)</u>	<u>0.29</u>

Fund 01: General Fund	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	8,818,918.10	0.00	12,082,551.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	3,300,375.89	0.00	5,246,012.49
TOTAL CONTRACTUAL SERVICES	1,174,144.31	2,487.76	4,613,841.00
TOTAL OPERATING EXPENSES	475,571.33	8,818.05	792,714.00
TOTAL CAPITAL OUTLAY	23,669.42	8,327.00	92,032.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	358,084.97	0.00	1,337,952.00
TOTAL EXPENDITURES	<u>5,331,845.92</u>	<u>19,632.81</u>	<u>12,082,551.49</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	<u>3,487,072.18</u>	<u>(19,632.81)</u>	<u>(0.49)</u>

Fund 02: Emergency Operations	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	0.00	0.00	0.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	16,496.86	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	0.00	0.00	0.00
TOTAL EXPENDITURES	<u>16,496.86</u>	<u>0.00</u>	<u>0.00</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	<u>(16,496.86)</u>	<u>0.00</u>	<u>0.00</u>

**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**

**June 30, 2017**

Fund 05: Middle Suwannee	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	10,929.87	0.00	589,083.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	10,929.87	22,729.30	589,083.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	0.00	0.00	0.00
TOTAL EXPENDITURES	<u>10,929.87</u>	<u>22,729.30</u>	<u>589,083.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>0.00</u>	<u>(22,729.30)</u>	<u>0.00</u>

Fund 06: Springs Appropriation	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	596,576.02	0.00	31,647,104.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	1,955.06	0.00	0.00
TOTAL CONTRACTUAL SERVICES	1,006,488.34	0.00	18,387,989.20
TOTAL OPERATING EXPENSES	5,771.50	1,683.00	0.00
TOTAL CAPITAL OUTLAY	24,072.00	8,415.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	141,800.00	0.00	13,259,114.00
TOTAL EXPENDITURES	<u>1,180,086.90</u>	<u>10,098.00</u>	<u>31,647,103.20</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(583,510.88)</u>	<u>(10,098.00)</u>	<u>0.80</u>

*\*Expenditures to be covered by DEP Reimbursement Grant; reimbursement requested*

Fund 07: Local Revenue	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	105,600.00	0.00	105,600.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	105,600.00	0.00	105,600.00
TOTAL EXPENDITURES	<u>105,600.00</u>	<u>0.00</u>	<u>105,600.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**

**June 30, 2017**

Fund 08: WMLTF / Springs	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	425,161.68	0.00	703,468.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	22,379.18	0.00	0.00
TOTAL CONTRACTUAL SERVICES	397,782.50	(298.50)	665,033.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	5,000.00	0.00	38,435.08
TOTAL EXPENDITURES	<u>425,161.68</u>	<u>(298.50)</u>	<u>703,468.08</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	<u>0.00</u>	<u>298.50</u>	<u>(0.08)</u>

Fund 10: Florida Forever & P-2000	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	114,085.09	0.00	8,358,000.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	30,758.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	6,358,000.00
TOTAL INTERAGENCY EXPENSES	0.00	0.00	2,000,000.00
TOTAL EXPENDITURES	<u>30,758.00</u>	<u>0.00</u>	<u>8,358,000.00</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	<u>83,327.09</u>	<u>0.00</u>	<u>0.00</u>

Fund 12: DOT ETDM	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	382.37	0.00	0.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	2,813.81	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	0.00	0.00	0.00
TOTAL EXPENDITURES	<u>2,813.81</u>	<u>0.00</u>	<u>0.00</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	<u>(2,431.44)</u>	<u>0.00</u>	<u>0.00</u>

**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**

**June 30, 2017**

Fund 13: Land Management/Operations	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	3,204,185.49	0.00	4,497,071.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	526,127.09	0.00	801,208.18
TOTAL CONTRACTUAL SERVICES	802,638.92	0.00	2,288,829.00
TOTAL OPERATING EXPENSES	192,434.69	10,150.76	372,081.00
TOTAL CAPITAL OUTLAY	102,075.92	0.00	123,044.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	275,000.00
TOTAL INTERAGENCY EXPENSES	36,793.50	8,100.00	636,909.00
TOTAL EXPENDITURES	<u>1,660,070.12</u>	<u>18,250.76</u>	<u>4,497,071.18</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	<u>1,544,115.37</u>	<u>(18,250.76)</u>	<u>(0.18)</u>

Fund 19: DOT Mitigation	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	79,025.47	0.00	1,074,132.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	1,741.02	0.00	0.00
TOTAL CONTRACTUAL SERVICES	78,737.97	0.00	1,074,131.43
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	0.00	0.00	0.00
TOTAL EXPENDITURES	<u>80,478.99</u>	<u>0.00</u>	<u>1,074,131.43</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	<u>(1,453.52)</u>	<u>0.00</u>	<u>0.57</u>

Fund 29: SRP	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	62,391.03	0.00	175,000.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	58,500.00	0.00	175,000.00
TOTAL EXPENDITURES	<u>58,500.00</u>	<u>0.00</u>	<u>175,000.00</u>
EXCESS REVENUES OVER (UNDER) EXPENDITURES	<u>3,891.03</u>	<u>0.00</u>	<u>0.00</u>

**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**

June 30, 2017

Fund 30: Camp Blanding Buffer Lands	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	1,343,361.57	0.00	1,340,236.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	13,900.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	618,386.37	0.00	1,340,236.00
TOTAL INTERAGENCY EXPENSES	0.00	0.00	0.00
TOTAL EXPENDITURES	<u>632,286.37</u>	<u>0.00</u>	<u>1,340,236.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>711,075.20</u>	<u>0.00</u>	<u>0.00</u>

Fund 33: PCS Mitigation	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	1,059.36	0.00	0.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	0.00	0.00	0.00
TOTAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>1,059.36</u>	<u>0.00</u>	<u>0.00</u>

Fund 51: District Ag Cost Share	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	0.00	0.00	2,173,213.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
CONTRACTUAL SERVICES			
CONTRACTUAL SERVICES	557,672.26	0.00	2,114,213.33
TOTAL CONTRACTUAL SERVICES	557,672.26	0.00	2,114,213.33
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	0.00	0.00	59,000.00
TOTAL EXPENDITURES	<u>557,672.26</u>	<u>0.00</u>	<u>2,173,213.33</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(557,672.26)</u>	<u>0.00</u>	<u>(0.33)</u>

*\*Expenditures to be covered by Fund Balance*

**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**

**June 30, 2017**

Fund 53: District River Cost Share	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	0.00	0.00	4,947,184.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	269,300.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	262,027.00	0.00	4,677,884.00
<b>TOTAL EXPENDITURES</b>	<u>262,027.00</u>	<u>0.00</u>	<u>4,947,184.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(262,027.00)</u>	<u>0.00</u>	<u>0.00</u>

*\*Expenditures to be covered by Fund Balance*

Fund 56: FEMA Grants	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
TOTAL REVENUES	482,746.08	0.00	3,124,112.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	482,746.08	0.00	3,124,112.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>482,746.08</u>	<u>0.00</u>	<u>3,124,112.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Fund 60: Reimbursable Grants	<u>Y-T-D</u> <u>ACTUAL</u>	<u>ENCUM.</u>	<u>ANNUAL</u> <u>BUDGET</u>
<b>REVENUES</b>			
FDOT LAP GRANT REVENUE	424.15	0.00	550,000.00
FDACS REVENUE	0.00	0.00	151,900.00
FFWC REVENUE	0.00	0.00	250,000.00
NFWF REVENUE	55,185.00	0.00	200,000.00
<b>TOTAL REVENUES</b>	<u>55,609.15</u>	<u>0.00</u>	<u>1,151,900.00</u>
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	2,243.56	0.00	0.00
TOTAL CONTRACTUAL SERVICES	55,185.00	0.00	1,151,900.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	0.00	0.00	0.00
<b>TOTAL EXPENDITURES</b>	<u>57,428.56</u>	<u>0.00</u>	<u>1,151,900.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(1,819.41)</u>	<u>0.00</u>	<u>0.00</u>

*\*Salaries are for Union County LAP projects to be covered by DOT grant; contractual services covered by grant*

MEMORANDUM

TO: Governing Board  
FROM: Roary E. Snider, Esq., Chief of Staff  
DATE: July 31, 2017  
RE: Authorization for the Executive Director to Procure Insurance Coverage from Recommended Insurance Providers

RECOMMENDATION

**Staff recommends the Governing Board authorize the Executive Director to procure Property and Casualty, Commercial General Liability, Auto, and Workers Compensation insurance coverage from the most cost-effective providers at an aggregate premium cost of \$57,532 for Fiscal Year 2018 and Fiscal Year 2019.**

BACKGROUND

In order to achieve sufficient insurance coverage at competitive rates, the District uses a competitive selection process every third year. Property and Casualty, Commercial General Liability, Auto, and Workers Compensation coverages were solicited through a competitive bid this Fiscal Year (FY) 2017 with the District selecting the insurance provider quoting the lowest premiums that met the requested specifications. This proposal greatly reduced our deductibles on all coverages. The proposal also included Cyber Liability at no increased cost to the District. This proposal came with a two-year rate guarantee. The insurance committee recommends accepting the two-year rate guarantee, contingent upon availability of funding.

Funding for this recommendation is included in the FY 2018 tentative budget and is contingent upon final approval of the final budget. The FY 2018 proposed premiums are as follows:

COVERAGE	CARRIER	FY 2017 PREMIUM	FY 2018 PREMIUM	INCREASE (DECREASE)
Liability (CGL)	PGIT	\$22,950	\$18,362	(\$4,588)
Workers Comp	PGIT	\$8,073	\$8,759	686
Auto	PGIT	\$11,064	\$9,610	(\$1,454)
Property	PGIT	\$20,913	\$20,203	(\$710)
Governing Board Travel	Hartford	\$598	\$598	\$0
TOTAL		\$63,598	\$57,532	(\$6,066)

MEMORANDUM

TO: Governing Board

FROM: Roary E. Snider, Chief of Staff, Administration and Operations Division

DATE: July 31, 2017

RE: Authorization to Renew Contract 16/17-082 with Powell and Jones CPA, PA, for Audit Services for Fiscal Year 2018

RECOMMENDATION

**District staff recommends the Governing Board authorize the Executive Director to renew contract 16/17-082 for financial audit services with Powell and Jones CPAs, for \$27,500.**

BACKGROUND

This fiscal year, the Audit Committee reviewed requests for proposals to procure financial auditing services for auditing FY 2016-2017. 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 five one-year renewals.

Powell and Jones CPAs has performed the annual financial audits since FY 2012-2013 as executed in the prior contract. In addition to preparation of the audit report and State of Florida Annual Financial Report, Powell and Jones CPAs provided routine consultation with financial staff, document reviews, and budget issues.

Staff recommends the renewal of financial audit services with Powell and Jones CPAs for a one-year term commencing on October 1, 2017, and continuing through September 30, 2018, for an amount notto exceed \$27,500.

This will be the first renewal of this contract with the possibility of renewing the contract for four additional one-year terms.

Funding for this work is included in the Fiscal Year 2018 budget, and is contingent upon final approval of the final budget.

RES/tgg

MEMORANDUM

TO: Governing Board  
FROM: Roary Snider, Chief of Staff  
DATE: July 31, 2017  
RE: Authorization to Renew Contracts for Prescribed Fire Services for Fiscal Year 2018

RECOMMENDATION

**Staff recommends the Governing Board authorize the Executive Director to renew the following contracts for Prescribed Fire Services in Fiscal Year 2018 for a total amount not to exceed \$488,000: 16/17-041 B&B Dugger; 16/17-040 Natural Resource Planning Service; 16/17-034 Schmidt Reforestation Services; and 16/17-031 Wildlands Fire Service.**

BACKGROUND

Prescribed burning is an important tool needed to achieve goals identified in the District's Land Management Plan. It is instrumental in helping to meet 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 (RFP) 15/16-013 AO for Prescribed Fire Services on June 1, 2016. After fully evaluating and ranking submittals, and with approval from the Governing Board, contracts were developed with the following five firms:

Request for Proposals 15/16-013 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
Schmidt Reforestation Services	Perry, Florida
Wildlands Fire Service	Tallahassee, Florida

District procedures allow for service contracts to be renewed twice, provided the District is satisfied with the contractor's work and the contractor agrees to maintain the same rates. This is the first time these contracts is eligible for renewal.

The recommendation to renew these contracts considers the following items: Although the number of acres burned in 2017 fell short of fiscal year goals, Contractors did their best to complete their work within assigned timeframes even though they faced many weather-related restrictions that greatly reduced the number of available burn days. Also, the average cost/acre for prescribed burning has been steady at around \$35.00 for the last three years. With the recent procurement of prices in FY 2017, staff feels it is unlikely to see any significant cost savings if this work were rebid in FY 2018.

Following the approval of this recommendation, contractors will be issued work orders that provide information regarding assigned areas, burn unit timing and completion date requirements. All or part of a work order may be cancelled for issues related to weather, fuel conditions, changes in management objectives or Contractor performance. If a work order is canceled, additional work orders may be issued in alternative work areas based on Contractors' rankings and subject to their contract rates. This will allow for more flexibility and the possibility of more burn goals achieved. If a work order is canceled for reasons related to Contractor performance, District staff may reassign work areas to the next lowest bidder.

Funding for this recommendation is included in the FY 2018 tentative budget and is contingent upon final approval of the final budget.

SG/pf

## MEMORANDUM

TO: Governing Board  
FROM: Roary E. Snider, Esq., Chief of Staff  
DATE: July 31, 2017  
RE: Authorization to Renew the Cooperative Management Agreement with Florida Forest Service for Prescribed Fire Management Services for Fiscal Year 2018

### RECOMMENDATIONS

**Staff requests authorization to renew the Cooperative Management Agreement 16/17-022 with the Florida Forest Service for Prescribed Fire Management Services for Fiscal Year 2018 for an amount not to exceed \$25,000.**

### BACKGROUND

This Cooperative Management Agreement is intended to allow the District to acquire services from the Florida Forest Service (FFS) to manage District-owned lands for the least possible cost. Most recently it has been used to fund prescribed burning activities on lands not under lease.

In FY 2017, staff from the FFS successfully burned 561 acres and installed approximately 11 miles of fire-lines on the Steinhatchee Springs Tract in Lafayette County. In FY 2018, approximately 1,000 acres are targeted for burning in the Perry and Suwannee FFS Districts. Prescribed burning services will be charged to the District at \$25 per acre burned plus equipment costs for fire-line installation. These services will complement acres being burned by private contractors.

Funding for this recommendation is included in the FY 2018 tentative budget and is contingent upon final approval of the final budget.

WVM/pf

MEMORANDUM

TO: Governing Board

FROM: Roary E. Snider, Esq., Chief of Staff

DATE: July 31, 2017

RE: Authorization to Renew Contract with Facilities Maintenance of Gainesville for Heating, Ventilation and Air Conditioning Maintenance and Repair

RECOMMENDATION

**District staff recommends the Governing Board authorize the Executive Director to renew contract 16/17-012 with Facilities Maintenance of Gainesville for Heating, Ventilation and Air Conditioning maintenance and repair for Fiscal Year 2018 for \$30,000.**

BACKGROUND

In August 2016, the District conducted an Invitation to Bid (ITB No. 15/16-028AO) for heating, ventilation and air conditioning (HVAC) repair and maintenance services. The Governing Board authorized the Executive Director to enter into contract with low bidder Facilities Maintenance of Gainesville at a cost not to exceed \$30,000. District procedures allow this type of contract be renewed for up to two fiscal year with the same terms and conditions or terms more favorable to the District.

Funding for this recommendation is included in the FY 2018 tentative budget and is contingent upon final approval of the final budget.

WI/pf

MEMORANDUM

TO: Governing Board  
FROM: Roary Snider, Chief of Staff  
DATE: July 31, 2018  
RE: Approval to Renew Contracts for Recreation Maintenance Services, Road Mowing and Boundary Painting Services for Fiscal Year 2018.

RECOMMENDATION

**Staff recommends the Governing Board authorize the Executive Director to renew contracts for recreation maintenance services, road mowing, and boundary painting for \$224,280.**

BACKGROUND

In Fiscal Year 2017 Invitation to Bids (ITB) were advertised and responses were received in August 2016 for dispersed recreation maintenance, featured site maintenance, road mowing, and boundary painting services.

Bids for dispersed recreation maintenance services, featured site maintenance and road mowing for the District were divided into four regions: Northeast, Northwest, Southeast and Southwest. Boundary painting is District-wide with one firm.

Dispersed recreation maintenance services will revert to the original maintenance standard of twice monthly services this year. Services were reduced in the winter season to once a month service in the past.

The firms listed below have provided excellent services for the District for several years and have consistently provided competitive bids. Funding for these contracts is included in the Fiscal Year 2018 budget and is contingent upon final approval of the final budget.

<b>Dispersed Recreation Maintenance</b>			
16/17-027	Agriculture Construction Services, Inc.	Northeast Region, Northwest Region, Southeast Region, and Southwest Region	\$97,000.00
<b>Featured Site Recreation Maintenance</b>			
16/17-024	Agriculture Construction Services, Inc.	Suwannee Springs, Falmouth Springs, and Goose Pasture	\$45,780.00
16/17-088	Agriculture Construction Services, Inc.	Steinhatchee Falls	\$21,000.00

<b>Road Mowing</b>			
16/17-028	Agriculture Construction Services, Inc.	Northeast Region, Northwest Region, and Southeast Region	\$23,500.00
16/17-029	Suwannee Lawn & Garden, Inc.	Southeast Region – Section 1	\$17,000.00
<b>Boundary Painting</b>			
16/17-025	Perpetual Contracting, Inc.	District -wide	\$20,000.00

Dispersed Recreation Contracts Principals

- Agricultural Construction Services, Inc. is Roger Marlow; located in Lee, Florida

Featured Site Maintenance Principals

- Agricultural Construction Services, Inc. is Roger Marlow; located in Lee, Florida

Road Mowing Services Principal

- Agricultural Construction Services, Inc. is Roger Marlow; located in Lee, Florida
- Suwannee Lawn & Garden, Inc., Al Cloud located in McAlpin, Florida

Boundary Painting Principal

- Perpetual Contracting, Inc. is Craig Ganas located in Cross City, Florida

WVM/em

MEMORANDUM

TO: Governing Board  
FROM: Roary Snider, Chief of Staff  
DATE: July 31, 2017  
RE: Authorization for the Executive Director to Continue Health Care Insurance Coverage at an Aggregate Premium Estimated Cost of \$779,721 for Fiscal Year 2018

RECOMMENDATION

**Staff recommends the Governing Board authorize the Executive Director to continue health care insurance coverage at an aggregate premium estimated cost of \$779,721 for Fiscal Year 2018.**

BACKGROUND

The District's current health insurance program is with Blue Cross Blue Shield of Florida (BCBSFL) and is a fully insured plan offering a package of plan options similar to the structure available to employees of the State of Florida. There are three plans to choose from:

1. A Traditional PPO plan with Health Reimbursement Account;
2. A Traditional HMO plan with Health Reimbursement Account; and
3. A Consumer Driven plan with a Health Savings Account.

<u>COVERAGE</u>	<u>CARRIER</u>	<u>FY17 Estimate</u>	<u>FY18 Estimate</u>	<u>District Paid Increase</u>
Health	Florida Blue	\$601,927	\$601,927	\$0
Dental	Standard	\$52,041	\$57,758	\$5,717
Vision	Humana	\$7,111	\$6,430	(\$681)
LTD	Standard	\$9,692	\$11,270	\$1,578
Life	Standard	\$5,544	\$6,336	\$792
HSA/HRA		\$66,000	\$96,000	\$30,000
Total		\$742,315	\$779,721	

Funding for this recommendation is included in the tentative budget and is contingent upon final approval of the Fiscal Year 2018 budget.

RES/II

MEMORANDUM

TO: Governing Board  
FROM: Roary Snider, Chief of Staff  
DATE: August 1, 2017  
RE: Approval of Amended Contractual Services Policy

RECOMMENDATION

**Staff Recommends the Governing Board authorize the Executive Director to adopt the amended Contractual Services policy effective immediately.**

BACKGROUND

District Procurement Policy is partially controlled by Ch. 287, F.S., but also by District policy. At the May 2017 Governing Board Workshop held in Cedar Key, Florida, the Governing Board requested Staff revise the Policy to address issues that were limiting vendor participation in the procurement process. This amended policy is a result of the Board's input and provides for the possibility of open qualification lists, design-build procurements, and instituting the State of Florida's Invitation to Negotiate procurement at the District level. Additionally, the amended policy requires all procurements to be posted on the State of Florida Vendor Bid System and advertised on the District's social media accounts in addition to the advertisements required by law.

/gal

## **CONTRACTUAL SERVICES POLICY**

Original Approval Date: September 10, 2013 - Revised Effective: August 7, 2017

### **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 procurements for contractual services announcements on the SRWMD Web site, the State of Florida Vendor Bid System, and the District's social media accounts.
2. 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 \$5,000 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:

<b>Request for Qualification (RFQ)</b> for Professional Services (Architecture, Engineering, and Surveying)	Chapter 287.055, F.S.
<b>Request for Proposals (RFP)</b> for Other Miscellaneous Services	Chapter 287.057, F.S.
<b>Invitation to Bid (ITB)</b>	Chapter 287.057, F.S.
<b>Request for Bid (RFB) [State nomenclature: Request for Quotes (RFQ)]</b>	Rule 60A-1043, F.A.C.
<b>Invitation to Negotiate (ITN)</b>	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 Division Director and Chief of Staff for review. The Executive Director or designee shall 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, posted on the State of Florida Vendor Bid System, and announced on the District's primary social media account(s). Contract Manager shall coordinate this through their appropriate Business Resource Specialist or the Contract Coordinator.

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

*Distribution of RFQ Package:*

Package must be available for downloading on the District website and the State of Florida Vendor Bid System.

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 to the Division Director, Chief Financial Officer and Chief of Staff for their review and approval. The contract and supporting documents will be provided 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 the Executive Director's signature. 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. No costs are to be incurred or payments made for work prior to contract execution.

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

RFQs, except where prohibited by Ch. 287, F.S., may provide for an open process for vendors to submit qualifications to meet the requirements of the procurement. This may be accomplished through designated periods during which additional vendors may submit qualifications that will be reviewed by a Selection Committee as previously detailed to determine if the qualifications meet those required by the contract and to re-rank vendors if necessary.

## **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.

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 ITB package to the Division Director and Chief of Staff for review. The Executive Director or designee shall 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 and on the State of Florida Vendor Bid System. 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 available for downloading from the District website and the State of Florida Vendor Bid System.

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 to the Division Director, Chief Financial Officer and Chief of Staff for their review and approval. The contract and supporting documents will be provided 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 signature from 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.

An alternative to the Invitation to Bid is the Request for Bid (RFB). The difference between these procurement vehicles is that the ITB is an open, competitive procurement to which any interested vendor may respond. The RFB is a vehicle used to request bids from a contract that is in place with multiple vendors, whether that is a list of pre-qualified vendors from an RFQ or another contract that is in place. When utilizing a State Term Contract, please note that the nomenclature for an RFB is a Request for Quotes (RFQ) and state vendors may not understand the RFB terminology. An RFB is not a Task Work Authorization, which is given to an approved vendor who has won work to begin another task.

## **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.

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 RFP package to the Division Director and Chief of Staff for review. The Executive Director or designee shall 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 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, posted on the State of Florida Vendor Bid System, and be announced on the District's primary social media account(s). 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 available for downloading from the District website and the State of Florida Vendor Bid System

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 to the Division Director, Chief Financial Officer and Chief of Staff for their review and approval. The contract and supporting documents will be provided 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 signature from the 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.

### **Invitation to Negotiate (ITN)**

The Invitation to Negotiate is a recent innovation for State of Florida procurement policy. The invitation to negotiate is a solicitation that is intended to determine the best method for achieving a specific goal or solving a particular problem and identifies one or more responsive vendors with which the District may negotiate in order to receive the best value.

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

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

The Executive Director must determine and specify in writing why an ITB or RFP is not practicable.

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

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

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

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 ITN package to the Division Director and Chief of Staff for review. The Executive Director or designee shall 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 ITN to the Contract Manager.

*Advertising - The ITN must be advertised as follows:*

Exhibit A may be used as a template to generate advertisement notices.

Advertisements shall be placed on the District's website, posted on the State of Florida Vendor Bid System, and be announced on the District's primary social media account(s). Contract Manager shall coordinate this through their appropriate Business Resource Specialist or the Contract Coordinator.

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

*Distribution of ITN Package:*

Package must be available for downloading from the District website and the State of Florida Vendor Bid System..

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

*Opening of the ITN 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 ITN file.

At least one hard copy of an ITN 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 ITN 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.

An Evaluation 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 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 completion of the Evaluation, the Executive Director shall appoint a Negotiating Committee. Under ideal circumstances, the Negotiating Committee is staffed by persons other than those who served on the Evaluation Committee, but this is not required.

Closed Negotiation Meetings resulting from the ITN are not open to the public and shall not be advertised or posted. Negotiation strategy sessions relating to an ITN, where organizational issues or the merits of the final recommendation for award are *not* discussed, are also not open to the public and shall not be advertised or posted. *All* such meetings shall be recorded. These meeting recordings and minutes become public after the procurement is finalized.

The Negotiation Committee's recommendation is presented to the Governing Board with a recommendation to negotiate a formal contract based on the outcome of the Negotiation with 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 to the Division Director, Chief Financial Officer and Chief of Staff for their review and approval. The contract and supporting documents will be provided 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 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, ITN, 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 procurements 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: Roary Snider, Chief of Staff, Administration and Operations  
DATE: July 31, 2017  
SUBJECT: District Land Management & Twin River State Forest (TRSF) Activity Summary

The Woods Ferry Tract was closed to the public for several weeks due to a timber harvesting operation.

District staff completed the updates to the Boat Ramp and Canoe Launch Map.

Approximately one hundred twenty (120) miles of ditch edges on the Mallory Swamp Tract are targeted for mowing in FY 2017. This work will be done to reduce the amount of vegetation/fuels along ditch edges which will increase the safety of conducting prescribed fires as well as fighting potential wildfires. To date, a total of sixty nine (69) miles of ditch edges have been mowed on the Mallory Swamp Tract. Twenty one (21) additional miles were mowed during the report period.

For District managed lands in FY 2017 approximately seventy eight (78) invasive plant infestations are scheduled to be monitored and approximately fifty eight (58) areas are scheduled for treatment. To date, District staff has monitored forty three (43) infested areas and treated twenty eight (28) areas. No additional areas were monitored or treated during the report period.

TRSF staff met with FWC and several herbicide contractors for a pre-bid meeting on upcoming invasive irradiation program for the Ellaville Tract as funded via FWC Uplands Program.

TRSF staff received six hundred (600) tons of limerock. Five hundred (500) tons were disturbed on the Mill Creek South Tract to repair the main and interior roads. An additional one hundred (100) tons was unloaded on the Ellaville Tract for distribution as needed.

TRSF staff performed road maintenance after harvesting completion on the access route on Mill Creek South Tract after the number 9 sale.

TRSF staff is working with FWC to install game cameras on Anderson Tract to assist in discovery regarding unwanted after hours activities and assist in investigative measures.

TRSF staff continues to update exotic invasive database as new locations are discovered.

The attached report summarizes the status of current District and TRSF activities for the preceding month. District staff may address any items of particular interest to the Board or provide information to Board members upon request.

/pf

**District Prescribed Fire Program:**

- The following tables provide information on the Prescribed Burn Program through July 21, 2017. No additional acres were burned during the report period.

**Summary Table FY 2017**

	<b>2017 Target Acres</b>	<b>Acres Complete</b>
SRWMD	11,000	5,589
FFS TRSF	2,000	459
<b>TOTAL</b>	<b>13,000</b>	<b>6,048</b>

Contractors conducting prescribed burns on Suwannee River Water Management District (District) lands this year include: Attack-1 Fire Management (ATK-1), B&B Dugger (B&B), Natural Resource Planning Services (NRPS), Schmidt Reforestation Services (SRS), and Wildland Fire Services (WFS). Also included in this report are the acres the Florida Forest Service burns on Twin Rivers State Forest (FFS TRSF). When available, the Florida Forest Service (FFS COOP) will also provide a crew to burn additional acres on both District tracts and Twin Rivers State Forest.

**FY 2017 Activity Table (6/24 - 7/21)**

		B&B	NRPS	WFS	SRS	ATK-1	FFS COOP	FFS TRSF	<b>Total Acres</b>	<b>Total Wildfire Acres</b>
<b>TRACT</b>	<b>COUNTY</b>									
<i>Sub-total for Period</i>		0	0	0	0	0	0	0	0	0.00
<i>Previous Acres Burned</i>		1,709	1,265	1,545	509	0	561	459		29.00
<b>Total Acres</b>		<b>1,709</b>	<b>1,265</b>	<b>1,545</b>	<b>509</b>	<b>0</b>	<b>561</b>	<b>459</b>	<b>6,048</b>	<b>29.00</b>

**District Natural Community Restoration Projects:**

- No additional acres were treated during the report period.

FY 2017 Activity Table - Vegetation Management (6/24/2017 - 7/21/2017)

Fiscal Year	Tract/ Project Area	Herbicide (Acres)		Roller Chop (Acres)	
		Planned	Complete	Planned	Complete
2017					
	Mattair Springs	88.0	36.0	0.0	0.0
	Swift Creek	103.0	0.0	0.0	0.0
	Mallory Swamp	0.0	0.0	2,181	1,754

**District Timber Sales**

- Steinhatchee Springs # 17: The soils have been saturated since the contract was executed. The harvest is suspended.
- Steinhatchee Springs # 18: The soils have been saturated since the contract was executed. The harvest is suspended.
- Stephen Foster #1: The preharvest meeting occurred on June 22 and harvesting commenced on June 27.
- Woods Ferry #5: The preharvest meeting was held on June 22 and harvesting commenced the same day. This contract was amended to include a bug spot on Mill Creek North on July 12.
- Blue Sink #3: The preharvest meeting was conducted on July 17 and harvesting commenced the same day.

Sale	Contract	Acres	Tons Harvested	Revenue	Status	Contract End Date
Steinhatchee Springs #17	16/17-085	303			Harvest Suspended	January 20, 2018
Steinhatchee Springs #18	16/17-086	208			Harvest Suspended	January 20, 2018
Stephen Foster #1	16/17-226	376			Harvest Underway	June 20, 2018
Woods Ferry #5	16/17-227	76	3,010	\$78,878.58	Harvest Underway	June 21, 2018
White Springs #1	16/17-228	94			Harvest Suspended	June 19, 2018
Blue Sink #3	16/17-229	106			Harvest Underway	June 19, 2018

### District Conservation Easement Monitoring

- Conservation Easement inspections for Hancock Otter Creek and Cedar Hammock and Weyerhaeuser Gainesville Wellfield tracts were completed. Inspection Reports are being drafted.
- Staff is working with Loncala to revise the exhibit maps at Monteocha.
- Staff inspected the California Swamp easement with Campbell Global and is preparing report.
- Staff inspected the Bailey Brothers CE on June 6. Work is underway to make some map revisions. The report is being drafted.
- Staff inspected the Dixie Plantation CE on June 21. The report is being drafted.

### Twin River State Forest Timber Sales

Contracts have been executed on Mill Creek South#9 and Ellaville #14.

Tract	Contract	Acres	Tons Harvested	Revenue	Status	Contract End Date
Mill Creek South #9	16/17-083	95	3,564	67,281.50	Contract executed	January 20, 2018
Ellaville #14	16/17-084	99	2,352	43,108.18	Contract executed	January 20, 2018

Mill Creek South #9 included additional 3.1 acre clear-cut and 5.3 acre thinning from salvage harvest on Ellaville Tract for a total of 103.4 acres.

Mill Creek North is undergoing a salvage harvest due to various beetles including SPB and BT. Acreage 30-35 at this time under an existing SRWMD contract unassociated to TRSF.

MEMORANDUM

TO: Governing Board

FROM: Roary E. Snider, Esq., Chief of Staff

DATE: July 27, 2017

RE: Land Acquisition and Disposition Activity Report

**Approved for Detailed Assessment**

Owner	Project Name	Acres	County	Comments
Michael and Freda Shaw	Shaw Conservation Easement Exchange	1,099	Lafayette	Negotiations are in progress.
Rock Bluff Spring Co., LLC	Rock Bluff Springs	173	Gilchrist	Scheduled for GB consideration at September meeting.
SRWMD	Sandlin Bay Sale/Exchange to U.S. Forest Service	2,023	Columbia	USFS Staff received authorization to proceed with purchase March 1, 2017 subject to appraisal update. Updates are underway.
BTG Pactual MoDOT Tract	Camp Blanding Buffers BTG Pactual	630+/-	Bradford	North Florida Land Trust (NFLT) purchased tract. Staff to work with NFLT on WRD project.
Jerry Coker, Etal	Lumber Camp Springs	37 +/-	Gilchrist	Title Issue regarding access being resolved. Meeting with Cokers 08/11/2017 to discuss access cure alternatives.
Ware Forest, LLC	Ware Forest	160 +/-	Jefferson	Timber Cruise and Appraisal Complete. Negotiations underway by acquisition partner.
Chemours Tract	Chemours Bradford and Clay County	893	Bradford/Clay	Appraisal ITB August 2017.
Tim Walker, Etal	Tim Walker Conservation Easement	90 +/-	Lafayette	Appraisal ITB August 2017.

**Authorized for Surplus**

Tract	Acres	County	Acquired Date	Funding Source	Appraisal Date	Listing Date	Price	Comments
Alligator Lake	43	Columbia	8/10/2001	P2000	N/A	N/A	N/A	As-Builts have been received. Property to be conveyed to County upon review.
Falmouth North (8 lots)	6	Suwannee	04/1998	WMLTF	8/27/2010	11/18/10	Fee entire tract \$34,930	Listing agreement expired, but available for sale.

Authorized for Surplus (continued)

Tract	Acres	County	Acquired Date	Funding Source	Appraisal Date	Listing Date	Price	Comments
Timber River	1	Madison	03/1998	WMLTF	8/5/2010; Updated 7/30/2014	11/18/10	Fee entire tract \$6,950	Listing agreement expired, but available for sale.
Turtle Spring Surplus Tract	32	Lafayette	5/13/2015	Florida Forever	5/24/2015	N/A	\$85,000 (\$67,000 for Acreage Parcel, &18,000 for Subdivision Lot)	Appraisal is complete. Available for purchase or Exchange
Branford Bend	50	Lafayette	6/30/2004	Florida Forever Bonds	N/A for Conveyance to Govt. Entity	N/A	To be determined by appraisal.	Survey Underway.
RO Ranch West	570	Lafayette	7/27/2006	Florida Forever Bonds	To be ordered if Surplus Activities resume.	N/A	To be determined by appraisal	Surplus Activities suspended.
Columbia County Surplus	78 +/-	Columbia	07/2015	Enforcement Action	ITB August 2017	N/A	To be determined by appraisal	Title Commitment Complete. Survey ITB August 2017.
Horseshoe Beach Wellfield Tract	98 +/-	Dixie	07/2011	Florida Forever Bonds	N/A for Conveyance to Govt. Entity	N/A	N/A	Conveyance Completed.
Dixie County School Board Tract	147+/-	Dixie	09/2001	Save Our Rivers	N/A for Conveyance to Govt. Entity	N/A	N/A	Conveyance Completed.

Authorized for Exchange

Tract	Acres	County	Acquired Date	Funding Source	Appraisal Date	Listing Date	Price	Comments
Shingle Landing and 47 Bridge	0.81 & 3.87	Gilchrist	10/17/95 & 02/15/00	P2000	N/A	N/A	N/A	Exchange Completed.

/kr

## MEMORANDUM

TO: Governing Board

FROM: Tom Mirti, Division Director, Water Resources

DATE: July 31 2017

RE: Authorization to Contract with Amec Foster Wheeler Environment & Infrastructure, Inc., for Water Quality and Biological Sampling

### RECOMMENDATION

**Staff recommends the Governing Board authorize the Executive Director to enter into a one-year contract with Amec Foster Wheeler Environment & Infrastructure, Inc., to provide surface and groundwater chemistry sampling, and biological analyses for a total cost not to exceed \$187,583.19.**

### BACKGROUND

The District has operated a network of surface and groundwater sites for water quality, discharge, and biological analyses since the late 1980s. The majority of this effort has been contractually conducted via annual contracts, rebid every three years. In December 2014, the Governing Board selected Water and Air Research, Inc. (WAR) to provide these services from January, 1, 2015 to September 30, 2015. This contract was renewed for the available two additional years at the same rates of the original contract.

Over the past year, the Governing Board has expressed the desire to increase the number of competitive bids received. To achieve the goal of obtaining additional bids District staff split this contract into two separate contracts; one for water quality and biology monitoring, and one for discharge and flow ratings. The intention behind separating these services was to decrease the complexity of the Scope of Work (SOW) by separating into two smaller contracts, in the hopes of allowing smaller, more specialized contractors the ability to submit a competitive bid. A new SOW was developed by District staff for water quality and biological analyses and the Request for Proposal (RFP) was released on June 13, 2017.

The new SOW consists of the following five tasks:

1. **Water Chemistry Monitoring**, which includes collecting field data and water samples at sixty-eight (68) groundwater stations and one hundred and six (106) surface water stations, and recording the water levels at the time water chemistry samples are collected.

2. **Aquatic Macroinvertebrate Monitoring**, which includes qualitatively sampling natural substrate at two (2) surface water stations on the Santa Fe River using Stream Condition Index (SCI) methods which is the standard method used by FDEP. Historically the District has used a modified FDEP bioreconnaissance (BioRecon) method similar to the Stream Condition Index. In order to standardize the methods we use with FDEP, both methods will be performed concurrently at one (1) of these stations in order to have a comparison between the two methods and transition over to using the FDEP standard SCI method only in the future while still being able to compare results to the historical BioRecon data.
3. **Periphyton Monitoring**, which includes deploying periphyton microscope slide rack samplers at five (5) surface water stations, and analyze for cell counts, density, dry weight and ash-free dry weight biomass.
4. **Lake Vegetation Index**, which includes collecting vegetation species and coverage data at a total of nine (9) lakes being sampled on a three-year rotation such that 3 lakes are sampled each year.
5. **Stream and River Linear Vegetation Survey**, which includes collecting vegetation species and coverage data quarterly at one (1) surface water station on the Santa Fe River.

This SOW does not include laboratory chemistry analyses as these analyses will again be provided by the St. Johns River Water Management District's laboratory via a separate agreement pending Governing Board approval.

After the Request for Proposals (RFP) was sent, a mandatory information meeting was held on June 26, 2017, to provide potential contractors an opportunity to ask any questions they may have about the RFP. Proposals were due from the contractors by 3 p.m. on July 10, 2017. Four (4) proposals were received (see Table 1).

On July 21, 2017, the selection committee met to evaluate the proposals. The selection committee's review of each proposal was based upon rating the following criteria on a scale of 0-10, with each criterion weighted based off relative importance:

1. Understanding the project. (5%)
2. Qualification of the Respondent and its staff, ability to furnish the required services and ability to maintain the quality of staff over the life of the contract. (10%)
3. Proposed operations plan, including: staffing assignments, scheduling, plan for unfavorable sampling conditions, field data entry, QA, and correction procedures. (10%)
4. Equipment. (10%)
5. Quality Assurance Manual. (10%)
6. Experience and performance on comparable projects. (25%)
7. Cost Effectiveness – calculated score whereas the proposal with the lowest cost receives a 10, and all other responses are proportionally scored using a proration formula (lowest cost multiplied by 10, divided by proposed cost). (30%)

After careful consideration, the selection committee ranked Amec Foster Wheeler Environment & Infrastructure, Inc.'s proposal as having the best ability to perform the needed services, relative to proposed cost (see Table 1). Staff recommends the Governing Board authorize the Executive Director to execute a contract with Amec Foster Wheeler Environment & Infrastructure, Inc. to provide services to the District October 1, 2017 through September 30, 2018, with an option for two annual renewals.

Funding for this recommendation is included in the FY 2018 tentative budget and is contingent upon final approval of the final budget.

**Table 1:** List of contractor's who submitted proposals, with proposed cost, final score, and rankings. A perfect final score would be 10.

<b>Contractor</b>	<b>Proposed Amount</b>	<b>Final Score</b>	<b>Ranking</b>
Amec Foster Wheeler Environmental and Infrastructure, Inc. (Amec)	\$187,584.00	8.18	1
Water & Air Research, Inc. (WAR),	\$226,936.38	7.56	2
Locklear and Associates, Inc. (Locklear)	\$179,874.00	7.28	3
Dewberry Engineers Inc. d/b/a Dewberry   Preble-Rish (Dewberry).	\$243,964.50	5.46	4

TM/pf

## MEMORANDUM

TO: Governing Board

FROM: Tom Mirti, Division Director, Water Resources

DATE: July 31, 2017

RE: Authorization for the Executive Director to Contract with Vanasse Hangen Brustlin, Inc., for Discharge Measurements and Calculation of Daily Values

### RECOMMENDATION

**Staff recommends the Governing Board authorize the Executive Director to enter into a one-year contract with Vanasse Hangen Brustlin, Inc., to provide surface water discharge measurements and Computation of Daily Values for a total cost not to exceed \$75,685.00.**

### BACKGROUND

The District has operated a network of surface and groundwater sites for water quality, discharge, and biological analyses since the late 1980s. The majority of this effort has been contractually conducted via annual contracts, rebid every three years. In December 2014, the Governing Board selected Water and Air Research, Inc. (WAR) to provide these services from January, 1, 2015 to September 30, 2015. This contract was renewed for two additional years at the same rates of the original contract.

Over the past year, the Governing Board has expressed the desire to increase the number of competitive bids received. To achieve the goal of obtaining additional bids District staff split this contract into two separate contracts; one for water quality and biology monitoring, and one for discharge and flow ratings. The intention behind separating these services was to decrease the complexity of the Scope of Work (SOW) by separating it into two smaller contracts, in the hopes of allowing smaller, more specialized contractors the ability to submit a competitive bid. A new SOW was developed by District staff for discharge measurements and computation of daily values. The Request for Proposal (RFP) was released on June 23, 2017.

The new SOW consists of the following tasks:

1. **SRWMD Surface Water Discharge Monitoring**, which includes measuring surface water discharge (flow) at 54 stations following the sampling schedule listed for each station. The stations include spring runs and creeks.

**2. Data Processing, Calculation of Daily Mean Values, Station Rating and Station Analysis**, which includes processing unit value records (i.e., 15 minute, 30 minute or hourly continuous data) from 3 recorder stations to obtain mean daily discharge values.

Proposals were due from the contractors by 3:45 p.m. on July 7, 2017. Six (6) proposals were received, and on July 21, 2017 the proposals were ranked by the selection committee in a public meeting at District headquarters. The proposing firms, along with their respective cost proposals and final rankings are provided in Table 1 below:

Table 1.

Proposer	Proposed Cost	Proposal Rank
AMEC Foster Wheeler	\$100,856	2
Cardno, Inc.	\$100,179	4
Locklear & Associates	\$58,650	5
VHB, Inc.	\$75,685	1
Water & Air Research, Inc.	\$55,019	3
Wetland Solutions, Inc.	\$93,600	6

The selection committee's review of each proposal was based upon the following rating criteria as published in the original Request for Proposals:

Qualification and Relevant Experience	50%
Cost Effectiveness	30%
Equipment	10%
Data Delivery	10%

After careful consideration, the selection committee ranked Vanasse Hangen Brustlin, Inc.'s, proposal as having the best relative ability and value to perform the needed services. Staff recommends the Governing Board authorize the Executive Director to execute a contract with Vanasse Hangen Brustlin, Inc., to provide services to the District beginning October 1, 2017 and continuing through September 30, 2018, with an option for two annual renewals.

Funding for this agreement is included in the FY 2018 tentative budget and is contingent upon approval of the final budget.

THM/pf

## MEMORANDUM

TO: Governing Board

FROM: Tom Mirti, Division Director, Water Resources

DATE: July 31, 2017

RE: Authorization to Enter into an Interagency Joint Funding Agreement with the United States Geological Survey, Florida District, for Streamgaging Services

### RECOMMENDATION

**Staff recommends the Governing Board authorize the Executive Director to enter into an Interagency Joint Funding Agreement with the United States Geological Survey (USGS) in the amount of \$768,720 for streamgaging services of which \$543,351 will be provided by the District, and \$225,369 will be provided by the USGS.**

### BACKGROUND

The proposed Fiscal Year (FY) 2017 Interagency Joint Funding Agreement (JFA) with the USGS Florida District is for a total amount of \$768,720, with the District providing \$543,351 and the USGS contributing \$225,369. For FY 2016, the total JFA amount was \$695,400 and the District's share was \$490,031. The increase is a result of the District initiating conductivity and temperature monitoring at 8 locations along the Suwannee River to improve baseflow separation efforts in support of the North Florida Southeast Georgia groundwater flow modeling.

In addition, Nestlé Waters North America and Packaging Corporation of America will provide \$84,000 and \$21,600, respectively, toward Withlacoochee River monitoring in this JFA under renewed agreements with them signed in 2016 and ending in 2018. The USGS' National Streamflow Information Program (NSIP) also will cover an additional \$170,500 of the surfacewater gaging costs while the Florida Department of Environmental Protection is continuing to fund USGS gaging on the New and Ichetucknee rivers and Troy Spring.

The USGS provides maintenance of gages and sensors to USGS standards, quality assurance and archiving, availability of real-time and long-term data and statistics, and real-time satellite delivery of data to the public, the District, and the National Weather Service's Southeast River Forecast Center using robust methods. This long-term program provides essential information for floodplain mapping, minimum flows and levels, flood warnings and forecasts through the National Weather

Service, groundwater modeling and drought monitoring. Data obtained through this program are available in real-time to the public via the USGS' national web page, the District's River Levels web page, and the District's river level phone system.

Table 1 provides a list of monitoring stations and a breakdown of the proposed cooperative budget. Funding for this agreement is included in the FY 2018 tentative budget and is contingent upon approval of the final budget.

THM/pf  
Attachment

**Long-term Streamflow Program with Suwannee River Water Management District for FY 2018**

Period of performance: Oct. 1, 2017 to Sept. 30, 2018

Station No.	Station Name	Total	Total	FDEP	USGS	SW	QW	SRWMD	SRWMD	Remarks
		Cost SW	Cost QW		FPS (\$)	CMF	CMF	SW	QW	
02315500	SUWANNEE RIVER AT WHITE SPRINGS	15,500			15,500					NSIP
02315550	SUWANNEE RIVER AT SUWANNEE SPRINGS	15,500			15,500					NSIP
02315550	SUWANNEE RIVER AT SUWANNEE SPRINGS		7,850				2,500		5,350	Temp/Cond
02317620	ALAPAHA RIVER NEAR JENNINGS	15,810				6,200		9,610		includes DCP
02317620	ALAPAHA RIVER NEAR JENNINGS		7,850				2,500		5,350	Temp/Cond
02319000	WITHLACOOCHEE RIVER NEAR PINETTA	15,810						15,810		funded through PCA corp
02319000	WITHLACOOCHEE RIVER NEAR PINETTA	3,060						3,060		6 extra measurements
02319000	WITHLACOOCHEE RIVER NEAR PINETTA		7,850				2,500		5,350	Temp/Cond
02319394	WITHLACOOCHEE RIVER NEAR LEE	28,150						28,150		index-velocity site; DCP
02319394	WITHLACOOCHEE RIVER NEAR LEE		7,850				2,500		5,350	Temp/Cond
02319500	SUWANNEE RIVER AT ELLAVILLE	15,500			15,500					NSIP
02319800	SUWANNEE RIVER AT DOWLING PARK	15,500			15,500					NSIP
02319800	SUWANNEE RIVER AT DOWLING PARK		7,850				2,500		5,350	Temp/Cond
02320000	SUWANNEE RIVER AT LURAVILLE	15,500			15,500					NSIP
02320500	SUWANNEE RIVER AT BRANFORD	15,500			15,500					NSIP
02320500	SUWANNEE RIVER AT BRANFORD		7,850				2,500		5,350	Temp/Cond
02320700	SANTA FE RIVER NEAR GRAHAM	15,810				6,200		9,610		includes DCP
02321000	NEW RIVER NEAR LAKE BUTLER	15,810		15,810						FDEP
02321500	SANTA FE RIVER AT WORTHINGTON SPRINGS	15,810				6,200		9,610		DCP
02321500	SANTA FE RIVER AT WORTHINGTON SPRINGS		7,850				3,060		4,790	Temp/Cond
02321898	SANTA FE RIVER AT O'LENO STATE PARK	15,810				6,200		9,610		DCP
02322500	SANTA FE RIVER NEAR FORT WHITE	15,500			15,500					NSIP
02322500	SANTA FE RIVER NEAR FORT WHITE		7,850				3,060		4,790	Temp/Cond
02322688	BLUE HOLE SPRING NR HILDRETH	15,810				6,200		9,610		DCP
02322688	BLUE HOLE SPRING NR HILDRETH		21,900				8,560		13,340	Temp, Cond, DO, pH, TDS
02322688	BLUE HOLE SPRING NR HILDRETH		10,000				4,000		6,000	Nitrate
02322700	ICHETUCKNEE R @ HWY27 NR HILDRETH	28,150		28,150						FDEP
02322700	ICHETUCKNEE R @ HWY27 NR HILDRETH		10,000				4,000		6,000	Nitrate
02322700	ICHETUCKNEE R @ HWY27 NR HILDRETH		7,850				2,500		5,350	Temp/Cond
02323000	SUWANNEE RIVER NEAR BELL	15,500			15,500					NSIP
02324000	STEINHATCHEE RIVER NEAR CROSS CITY	15,810				6,200		9,610		DCP
02326000	ECONFINA NEAR PERRY	15,500			15,500					NSIP
02326500	AUCILLA RIVER NEAR LAMONT	15,500			15,500					NSIP
02326526	WACISSA RIVER NEAR WACISSA		21,900				8,560		13,340	Temp, Cond, DO, pH, TDS
02326526	WACISSA RIVER NEAR WACISSA		10,000				4,000		6,000	Nitrate
02326526	WACISSA RIVER NEAR WACISSA	28,150				11,040		17,110		IV Discharge
02326526	WACISSA RIVER NEAR WACISSA	12,000						12,000		Grass Cutting
02326526	WACISSA RIVER NEAR WACISSA	3,060						3,060		6 additional monthly measurements
02326550	AUCILLA RIVER NEAR NUTTAL RISE	6,830				940		5,890		DCP w/stage only;
02321958	SANTA FE RIVER AT RIVER RISE NR HIGH SPRINGS	15,810				6,200		9,610		Stage-Q
02321958	SANTA FE RIVER AT RIVER RISE NR HIGH SPRINGS		7,850				3,060		4,790	Temp/Cond
02320250	TROY SPRING NEAR BRANFORD FLA		21,900	21,900						Temp, Cond, DO, pH, TDS By FDEP
02320250	TROY SPRING NEAR BRANFORD FLA		10,000	10,000						Nitrate By FDEP
02319520	FALMOUTH SPRING AT FALMOUTH	28,150				9,000		19,150		IV Discharge
02319520	FALMOUTH SPRING AT FALMOUTH		21,900				5,635		16,265	EXO2 - Temp, Cond, DO, pH, TDS
02319520	FALMOUTH SPRING AT FALMOUTH		10,000				3,919		6,081	SUNA - Nitrate
02313700	WACCASASSA RIVER NEAR GULF HAMMOCK	28,150				11,040		17,110		index-vel site; w/ DCP
02315626	ALAPAHA RISE ABV SW 68 DR NR JASPER, FL		9,380				2,500		6,880	Temp/Cond and DCP
02322800	SANTA FE RIVER NEAR HILDRETH	28,150				11,040		17,110		DCP, index-velocity
02322800	SANTA FE RIVER NEAR HILDRETH		7,850				3,060		4,790	Temp/Cond
02323500	SUWANNEE RIVER NEAR WILCOX	28,150			15,500			12,650		index-velocity site; DCP
02323502	FANNING SPRING NR WILCOX	28,150				11,040		17,110		index-velocity site; DCP
02323502	FANNING SPRING NR WILCOX	3,060						3,060		6 extra measurements
02323502	FANNING SPRING NR WILCOX		21,900				8,560		13,340	Temp, Cond, DO, pH, TDS
02323502	FANNING SPRING NR WILCOX		10,000				4,000		6,000	Nitrate
02323566	MANATEE SPRING NR CHIEFLAND	24,900				9,760		15,140		DCP;Well rating,includes well
02323566	MANATEE SPRING NR CHIEFLAND		21,900				8,560		13,340	Temp, Cond, DO, pH, TDS
02323566	MANATEE SPRING NR CHIEFLAND		10,000				4,000		6,000	Nitrate

292921082583285	DNR-Manatee Springs State Park Well	0					0		Well used with Manatee Springs Rating
02323592	SUWANNEE RIVER AB GOPHER RIVER NR SUWANNEE	6,830			2,680		4,150		Stage Only
02319300	WITHLACOCHEE RIVER NEAR MADISON	15,810					15,810		Stage-Q; DCP
02319302	MADISON BLUE SPRING NR BLUE SPRINGS, FL	24,900			0		24,900		DCP;Well rating,includes well
02319302	MADISON BLUE SPRING NR BLUE SPRINGS, FL	3,060					3,060		add 6 additional measurements, through Nestle
02319302	MADISON BLUE SPRING NR BLUE SPRINGS, FL		21,900			0		21,900	Temp, Cond, DO, pH, TDS
02319302	MADISON BLUE SPRING NR BLUE SPRINGS, FL		10,000			0		10,000	Nitrate
302847083145401	Nestle Well NO11117015	0							Used for Madison-Blue rating
02319950	BLUE SPRINGS NEAR DELL	28,150			9760		18390		index-velocity site; DCP
02319950	BLUE SPRINGS NEAR DELL		21,900			5,635		16,265	Temp, Cond, DO, pH, TDS
02319950	BLUE SPRINGS NEAR DELL		10,000			4,000		6,000	Nitrate
	TOTAL	654,150	360,930						
	FDEP			75,860					
	FPS				170,500				
	SRWMD						319,990	223,361	
	Cooperative Matching Funds					119,700	105,669		

	Surface Water 2018	Ground Water 2018	Water Quality 2018	Total 2018
Totals	654,150	0	360,930	1,015,080
SRWMD	319,990	0	223,361	543,351
Cooperative Matching Funds	119,700	0	105,669	225,369
Federal Priority Stream Gaging	170,500	0	0	170,500
FDEP	43,960	0	31,400	75,360

## MEMORANDUM

TO: Governing Board

FROM: Tom Mirti, Division Director, Water Resources

DATE: July 31, 2017

RE: Interagency Agreement with St. Johns River Water Management District for Surface and Groundwater Chemistry Analysis

### RECOMMENDATION

**Staff recommends the Governing Board authorize the Executive Director to enter into an Interagency Agreement with St. Johns River Water Management District to provide surface and groundwater laboratory analyses for a total cost not to exceed \$95,000.00.**

### BACKGROUND

The District has operated a network of surface and groundwater sites for hydrologic and water quality monitoring since the late 1970s. In January 2014, the District entered into an agreement with the St. Johns River Water Management District (SJRWMD) that would allow the District to utilize SJRWMD's water quality laboratory for routine analyses and a limited number of additional analyses. The District and SJRWMD has renewed this MOA each year. The District has benefited from this relationship due to lower costs, greater number of analytes per sample, and rigorous quality assurance and control analyses. Using SJRWMD's laboratory ensures data comparability across the resources shared by the two Districts.

The new agreement will be the same as the previous MOA. The compensation to SJRWMD for the routine water analysis will stay the same at \$20,000 per quarter for a total of \$80,000.00, with an additional \$15,000 in contingency funds for additional unanticipated new project and emergency sampling. District staff recommends the Governing Board authorize the Executive Director to enter into a one-year interagency agreement with SJRWMD for laboratory analysis from October 1, 2017 through September 30, 2018.

Funding for this recommendation is included in the FY 2018 tentative budget and is contingent upon approval of the final budget.

TM/pf

## MEMORANDUM

TO: Governing Board

FROM: Tom Mirti, Director, Water Resources

DATE: July 31, 2017

RE: Agricultural Water Use Monitoring Report

### BACKGROUND

In September 2012, the District began a program of water use monitoring for agricultural water use reporting on wells of 8" diameter or greater. Where possible, agricultural water use is estimated using monthly power consumption records provided by the electrical power provider. Estimation by power use is the most cost-effective method of water use reporting. To date, farmer agreements authorizing the District to receive power usage reports directly from the cooperatives are in effect on 578 (112.4 MGD) monitoring points.

Not all withdrawal points are suitable for estimation using power consumption. Diesel-powered pumps and complex interconnected irrigation systems still require direct methods of monitoring. The District employs telemetry to conduct water use monitoring on diesel-power systems. There are currently 298 (54.9 MGD) telemetry (only) systems installed by the District for this purpose. There are another 42 telemetry systems installed at electric use monitoring sites in order to QA the monthly power consumption records, for a total of 340 telemetry systems installed.

Some withdrawal points have very limited use and are monitored by individual site visits. There are currently 326 (24.5 MGD) limited use monitoring points in the District. Some users monitor their own water use and report that data to the District. There are currently three (0.4 MGD) self-monitored points.

To date, the District has permitted 1,469 (222.0 MGD) irrigation wells which include a water use monitoring condition, of which 1,239 (196.1 MGD) wells are active, i.e., the wells have been drilled already. Of the 1,239 active wells, 1,205 (192.2 MGD) are being monitored as of July 28, roughly 97.3% of existing active wells (98.0% of allocation) with water use permit monitoring conditions.

Of the remaining estimated 34 (4.0 MGD) active stations that currently will require water use monitoring, three (0.4 MGD) are a diesel- or gas-powered systems requiring District telemetry, 27 (3.2 MGD) are electric systems, and four (0.4 MGD) systems still require identification. There are 230 (25.8 MGD) proposed stations (that is, the wells are yet to be drilled); 47 (3.9 MGD) are expected to be diesel or gas, 123 (17.8 MGD) are expected to be electric, and 53 (5.1 MGD) are yet to be determined.

TM/pf

## MEMORANDUM

TO: Governing Board

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

DATE: July 28, 2017

RE: Approval of a Modification of Water Use Permit 2-047-220401-2, with a 0.1817 mgd Decrease in Allocation and a Nine-Year Permit Extension, Authorizing the Use of 0.2351 mgd of Groundwater for Agricultural Use at the I-75 Project, Hamilton County

### RECOMMENDATION

**Staff recommends the Governing Board approve Water Use Permit number 2-047-220401-2 with seventeen standard conditions and seven special limiting conditions, to Mike Adams, in Hamilton County.**

### BACKGROUND

This is a modification of an existing agricultural water use to update project area, qualify for cost-share, and receive a nine-year permit extension. The project consists of 239 controlled and 132 irrigated acres and is located five miles south of Jennings in Hamilton County. Corn, carrots, peanuts, soybeans, green beans, peas, or millet will be irrigated using groundwater from three wells through four center pivots. Supplemental irrigation models were used to determine the 0.2351 mgd 1-in-10-year drought allocation, a 0.1817 mgd decrease from the previous sequence.

All wells (3 of 3) will be monitored using electrical consumption. There are no lower quality water sources currently available for use, and no reports of interference or observed harm to water resources associated with previous withdrawals at this project. The project is located within the Alapaha River Basin Water Resource Caution Area.

Staff has determined the proposed withdrawals are in accordance with MFLs and MFL recovery strategies pursuant to Chapters 62-42, 40B-8, and Emergency Rule 40BER17-01, Florida Administrative Code (F.A.C.). The application is complete and satisfies the conditions for issuance in Chapter 40B-2, F.A.C.

/tm

WATER USE TECHNICAL STAFF REPORT  
 25-Jul-2017  
 APPLICATION #: 2-047-220401-2

**Owner:** June Dygert  
 10532 SW 114th Street  
 Miami, FL 33176

Mike Adams  
 6834 NW 44th St  
 Jennings, FL 32053-3143  
 (386) 938-2278

**Applicant:** Mike Adams  
 6834 NW 44th St  
 Jennings, FL 32053-3143  
 (386) 938-2278

**Agent:** Not Applicable

**Compliance Contact:** Mike Adams  
 6834 NW 44th St  
 Jennings, FL 32053-3143  
 (386) 938-2278

**Project Name:** I-75  
**County:** Hamilton

**Located in WRCA:** Yes  
**Objectors:** No

**Authorization Statement:**

The permittee is authorized to withdraw a maximum of 0.2351 mgd of groundwater for supplemental irrigation of corn/ carrot, a maximum of 0.2071 mgd of groundwater for supplemental irrigation of green beans/ soybeans, a maximum of 0.1995 mgd of groundwater for supplemental irrigation of millet/ millet, a maximum of 0.1739 mgd of groundwater for supplemental irrigation of green beans/ peas, or a maximum of 0.1706 mgd of groundwater for supplemental irrigation of green beans/ peanuts.

**Recommendation:** Approval

**Reviewers:** Tim Sagul; Stefani Weeks; Warren Zwanka

**WATER USE SUMMARY:**

<b>Allocation Summary</b>		
<b>Average Daily Rate (Million Gallons Per Day)</b>	<b>Freeze Protection (Million Gallons Per Year)</b>	<b>Allocation Change (Million Gallons Per Day)</b>
0.2351	0.0000	-0.1817

**Recommended Permit Duration and Compliance Reporting:** 9-year permit extension; to expire May 20, 2037.

**USE STATUS:** This is a modification of an existing agricultural use to receive cost-share funding for remote controlling equipment and receive a nine-year permit extension for voluntary implementation of automated monitoring of withdrawals.

**PROJECT DESCRIPTION:**

This project is located on CR-146, along I-75, five miles southeast of Jennings, in Hamilton County and consists of 239 controlled and 132 irrigated acres. Groundwater from three wells is used to irrigate corn, carrots, green beans, peanuts, soybeans, peas, or millet through four center pivots.

The permittee has elected to provide electrical usage to fulfill the automated monitoring requirement of special condition 18.

**WATER USE CALCULATIONS:**

The District's WUPAR model was used to determine the 15.61 inches/ year supplemental irrigation requirement for corn. The GIS-Based Water Resources and Agricultural Permitting and Planning System was used to determine the following supplemental irrigation requirements:

Soybeans grown from May 30 to November 1: 12.63 inches/ year

Millet grown from April 1 to July 1: 12.16 inches/ year

Peas grown from August 1 to November 1: 9.25 inches/ year

Peanuts grown from May 20 to September 30: 8.91 inches/ year

Green beans grown from March 15 to May 15: 8.46 inches/ year

Carrots grown from September 15 to February 20: 8.33 inches/ year

Millet grown from July 15 to November 1: 8.16 inches/ year

**PERMIT APPLICATION REVIEW:**

Section 373.223, Florida Statutes (F.S.), and Section 40B-2.301, Florida Administrative Code (F.A.C.), require an applicant to establish that the proposed use of water:

- (a) is a reasonable-beneficial use;
- (b) will not interfere with any presently existing legal use of water; and
- (c) is consistent with the public interest.

In addition, the above requirements are detailed further in the District's Water Use Permitting Applicant's Handbook ("A.H."). District staff has reviewed the water use permit application pursuant to the above-described requirements and have determined that the application meets the conditions for issuance of this permit. Highlights of the staff review are provided below.

**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), F.A.C.

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

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

No. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of less than 0.5 foot at the project boundary. Additionally, no reports of interference from previous groundwater withdrawals have been received by the district. Therefore, continued groundwater withdrawals at this project are not expected to interfere with any presently existing legal uses of water.

**Will this use be consistent with the public interest?**

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

Yes. The use of water for agricultural purposes 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. Water use consistent with the aforementioned supplemental irrigation models is economic and efficient. The permittee will implement the following water conservation measures for the agricultural uses: checking daily for irrigation leaks and repairing them as needed, using new or retrofitted pivot irrigation systems and efficiency testing those systems every five years to maintain an 80% irrigation distribution uniformity, ensuring end gun shutoffs are working properly and only watering target crops, burying irrigation pipe to prevent damage, using UF-IFAS and NRCS-approved methods for scheduling irrigation, employing operational pump shutdown to prevent pump operation in the event of an irrigation system malfunction, planting cover crops in the winter, and irrigating at night and when the wind is less than 5 mph when feasible.

**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 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. The use is not expected to harm 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 upconing, 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. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of less than 0.5 feet at project wetlands. Staff inspected project wetlands and determined the continued water use is not expected to cause any harm to natural systems or the water resources of the area for the duration of the permit.

**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 are in accordance with MFLs and MFL recovery strategies pursuant to Chapters 62-42 and 40B-8, F.A.C.; and Emergency Rule 40BER17-01.

**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.

## WITHDRAWAL POINT INFORMATION:

Site Name: I-75

Wells Detail						
District ID	Station Name	Casing Diameter (inches)	Capacity (GPM)	Source Name	Status	Use Type
120319	Well No. 3	8	500	FAS - Upper Floridan Aquifer	Active	Agricultural
120702	Well No. 2	8	500	FAS - Upper Floridan Aquifer	Active	Agricultural
131775	I-75 Well	8	500	FAS - Upper Floridan Aquifer	Active	Agricultural

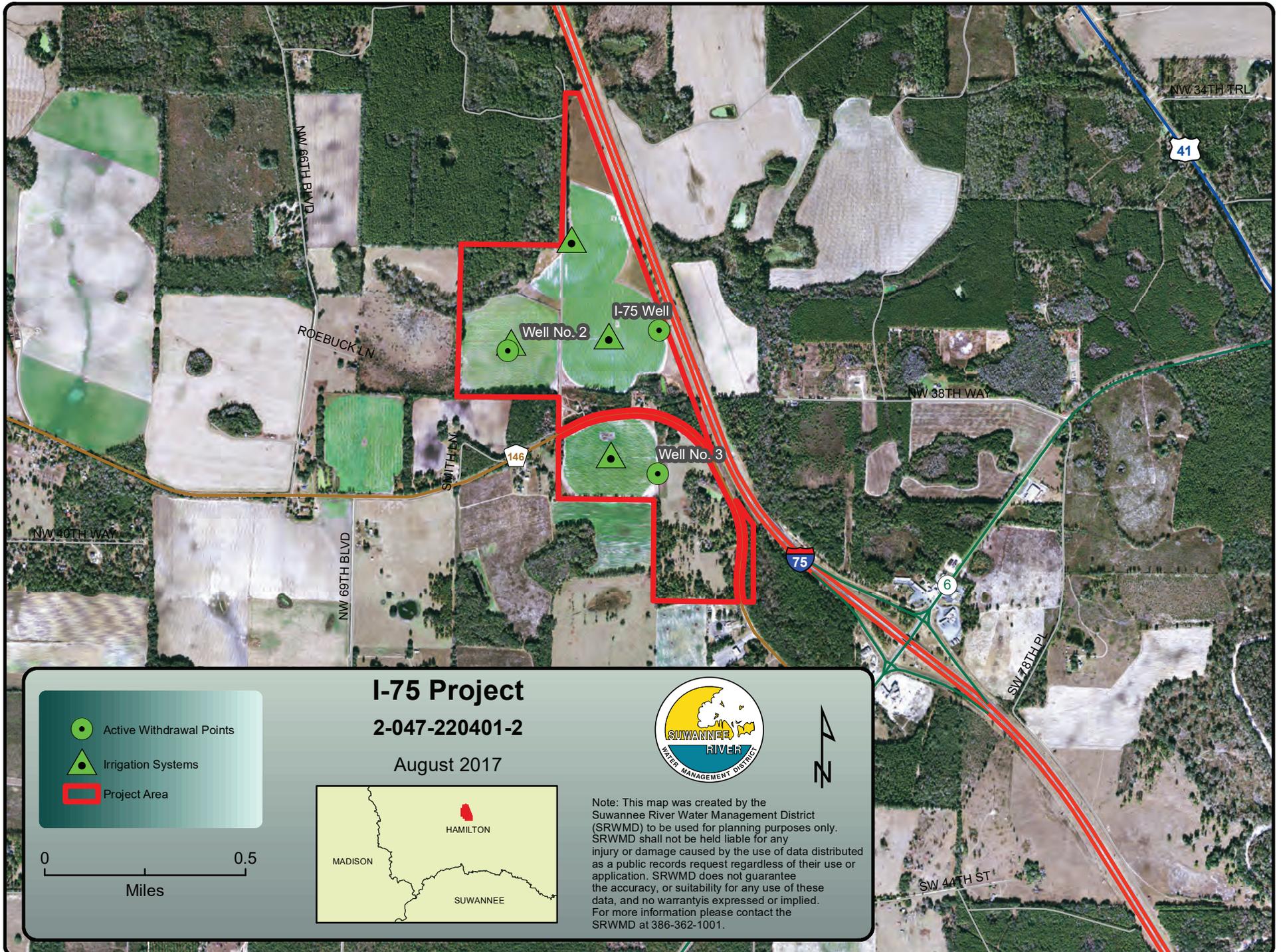
## Conditions

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 **x/x/2037**. The permittee must submit the appropriate application form incorporated 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 stations in the Withdrawal Point Information table(s).
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 **(2-047-220401-2)**.
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.
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'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.
21. 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.

22. Following the effective date of the re-evaluated Minimum Flows and Levels adopted pursuant to Rule 62-42.300(1)(e), F.A.C., this permit is subject to modification during the term of the permit, upon reasonable notice by the District to the permittee, to achieve compliance with any approved MFL recovery or prevention strategy for the Lower Santa Fe River, Ichetucknee River, and Associated Priority Springs. Nothing herein shall be construed to alter the District's authority to modify a permit under circumstances not addressed in this condition.
23. The permittee shall install and maintain no less than one backflow prevention device when fertigrating and no less than two backflow prevention devices when chemigrating on all wells or surface water pumps connected to the irrigation system. The backflow prevention device(s) shall be installed between the water source and the injection point.
24. The permittee is authorized to withdraw a maximum of 0.2351 mgd of groundwater for supplemental irrigation of corn/ carrot, a maximum of 0.2071 mgd of groundwater for supplemental irrigation of green beans/ soybeans, a maximum of 0.1995 mgd of groundwater for supplemental irrigation of millet/ millet, a maximum of 0.1739 mgd of groundwater for supplemental irrigation of green beans/ peas, or a maximum of 0.1706 mgd of groundwater for supplemental irrigation of green beans/ peanuts. Daily allocations are calculated on an average annual basis and the maximum allocation is only authorized in 1-in-10 year drought conditions.



# I-75 Project

2-047-220401-2

August 2017



-  Active Withdrawal Points
-  Irrigation Systems
-  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.

## MEMORANDUM

TO: Governing Board

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

DATE: July 28, 2017

RE: Approval of a Modification of Water Use Permit 2-079-221718-4, with a 0.2710 mgd Increase in Allocation, Authorizing the Use of 2.4251 mgd of Groundwater for Agricultural Use at the Valmont Project, Madison County

### RECOMMENDATION

**Staff recommends the Governing Board approve Water Use Permit number 2-079-221718-4 with seventeen standard conditions and eleven special limiting conditions, to Lakeland Sands Florida, LLC, in Madison County.**

### BACKGROUND

This is a modification of an existing agricultural water use to add project area. The project is located four miles northeast of Lee in Madison County, and consists of 1660 controlled and 1427 irrigated acres. The modification consists of the addition of the 206-acre Bellamy Site to the project, an additional 172 irrigated acres. On this new site, 157 acres of a corn/ carrot or peanut rye rotation will be irrigated using groundwater from two proposed wells through two proposed center pivots; and 15 acres of citrus will be irrigated using groundwater from two proposed wells through micro-spray irrigation. Supplemental irrigation models were used to determine the total 2.4251 mgd 1-in-10-year drought allocation, a 0.2710 mgd increase from the previous sequence due to the addition of the Bellamy Site. Additionally, a 0.0207 mgd allocation of groundwater for citrus freeze protection is also requested.

All wells on the currently permitted project (9 of 9) and three of four proposed wells on the Bellamy Site will be monitored using electrical consumption. There are no lower quality water sources currently available for use, and no reports of interference or observed harm to water resources associated with previous withdrawals at this project. The project is not located within a Water Resource Caution Area.

Staff has determined the proposed withdrawals are in accordance with MFLs and MFL recovery strategies pursuant to Chapters 62-42, 40B-8, and Emergency Rule 40BER17-01, Florida Administrative Code (F.A.C.). The application is complete and satisfies the conditions for issuance in Chapter 40B-2, F.A.C.

/tm

WATER USE TECHNICAL STAFF REPORT  
25-Jul-2017  
APPLICATION #: 2-079-221718-4

**Owner:** Lakeland Sands Floida LLC  
2086 J Frank Culpepper RD  
Lake Park, GA 31636  
229-560-8083

**Applicant:** Kevin Wright  
Lakeland Sands Florida, LLC  
2086 J Frank Culpepper Rd  
Lake Park, GA 31636-5623  
(229) 300-6939

**Agent:** Not Applicable

**Compliance Contact:** Not Applicable

**Project Name:** Valmont  
**County:** Madison

**Located in WRCA:** No  
**Objectors:** No

**Authorization Statement:**

At the Valmont, Paarlberg, and Murphy Sites, the permittee is authorized to withdraw a maximum of 2.1541 mgd of groundwater for supplemental irrigation of corn/ carrots. At the Bellamy Site, the permittee is authorized to withdraw a maximum of 0.2537 mgd of groundwater for supplemental irrigation of a corn/ carrot rotation or 0.1386 mgd of groundwater for supplemental irrigation of a peanut/ rye rotation; and 0.0173 mgd of groundwater for supplemental irrigation of citrus.

**Recommendation:** Approval  
**Reviewers:** Tim Sagul; Warren Zwanka

**WATER USE SUMMARY:**

<b>Allocation Summary</b>		
<b>Average Daily Rate (Million Gallons Per Day)</b>	<b>Freeze Protection (Million Gallons Per Year)</b>	<b>Allocation Change (Million Gallons Per Day)</b>
2.4251	0.0207	+0.2710

**Recommended Permit Duration and Compliance Reporting:** Permit expiration on June 6, 2033; consistent with the terms of the previous active sequence

**USE STATUS:** This is a modification of an existing agricultural use to add a new contiguous project site (the Bellamy Site)

**PROJECT DESCRIPTION:**

This project is located approximately four miles northeast of Lee, on Juniper Drive in Madison County, and consists of 1660 controlled and 1427 irrigated acres. The project is divided into four sites: the Valmont, Paarlberg, Murphy Sites, and Bellamy Site. This modification consists of the addition of the 206-acre Bellamy Site to the project, an additional 172 irrigated acres. On this new site, 157 acres of a corn/ carrot or peanut rye rotation will be irrigated using groundwater from two proposed wells through two proposed center pivots; and 15 acres of citrus will be irrigated using groundwater from two proposed wells through micro-spray irrigation. There were no changes made to the Valmont, Paarlberg, and Murphy sites in this sequence.

The permittee has elected to provide electrical usage to fulfill the automated monitoring requirement of special condition 18.

**WATER USE CALCULATIONS:**

The District's WUPAR model was used to determine the 15.61 inches/ year supplemental irrigation requirement for corn. The GIS-Based Water Resources and Agricultural Permitting and Planning System was used to determine the following supplemental irrigation requirements:

Citrus: 15.48 inches/ year

Peanuts grown from April 15 to October 1: 9.57 inches/year

Carrots grown from October 1 to February 28: 6.08 inches/ year

Oats (Rye) grown from November 1 to February 28: 2.28 inches/ year

Freeze protection was calculated based on the Florida Automated Weather Network (FAWN) data for Monticello, FL showing 12 days at or below 34 degrees in the previous ten years, the coldest year of the last ten years. Twelve hours per day of freeze protection was estimated on an average daily basis. The industry standard 136 gallons per minute per acre of freeze protection was used as the application rate.

**PERMIT APPLICATION REVIEW:**

Section 373.223, Florida Statutes (F.S.), and Section 40B-2.301, Florida Administrative Code (F.A.C.), require an applicant to establish that the proposed use of water:

- (a) is a reasonable-beneficial use;
- (b) will not interfere with any presently existing legal use of water; and
- (c) is consistent with the public interest.

In addition, the above requirements are detailed further in the District's Water Use Permitting Applicant's Handbook ("A.H."). District staff has reviewed the water use permit application pursuant to the above-described requirements and have determined that the application meets the conditions for issuance of this permit. Highlights of the staff review are provided below.

**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), F.A.C.

**Will this use interfere with any presently existing legal use of water?**  
**[ref. 40B-2.301(1)(b)]**

No. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of less than 0.5 foot at the project boundary. Additionally, no reports of interference from groundwater withdrawals at existing project sites have been received by the district. Therefore, groundwater withdrawals at the additional project site are not expected to interfere with any presently existing legal uses of water.

**Will this use be consistent with the public interest?**  
**[ref. 40B-2.301(1)(c)]**

Yes. The use of water for agricultural purposes 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. Water use consistent with the aforementioned supplemental irrigation models is economic and efficient. The permittee will implement the following water conservation measures for the agricultural uses: checking daily for irrigation leaks and repairing them as needed, using new or retrofitted pivot irrigation systems and efficiency testing those systems every five years to maintain an 80% irrigation distribution uniformity, ensuring end gun shutoffs are working properly and only watering target crops, burying irrigation pipe to prevent damage, using UF-IFAS and NRCS-approved methods for scheduling irrigation, employing operational pump shutdown to prevent pump operation in the event of an irrigation system malfunction, planting cover crops in the winter, and irrigating at night and when the wind is less than 5 mph when feasible.

**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 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. The use is not expected to harm 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 upconing, 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. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of less than 0.5 feet at project wetlands. Staff inspected project wetlands and determined the proposed water use is not expected to cause any harm to natural systems or the water resources of the area for the duration of the permit.

**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 are in accordance with MFLs and MFL recovery strategies pursuant to Chapters 62-42 and 40B-8, F.A.C.; and Emergency Rule 40BER17-01.

**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.

**WITHDRAWAL POINT INFORMATION:****Site Name:** Valmont

Wells Detail						
District ID	Station Name	Casing Diameter (inches)	Capacity (GPM)	Source Name	Status	Use Type
118903	Valmont No. 5	12	950	FAS - Upper Floridan Aquifer	Active	Agricultural
119660	Valmont No. 8	4	30	FAS - Upper Floridan Aquifer	Inactive	unknown
120030	Valmont No. 3	12	950	FAS - Upper Floridan Aquifer	Active	Agricultural
120438	Valmont No. 2	12	950	FAS - Upper Floridan Aquifer	Active	Agricultural
120439	Valmont No. 4	12	950	FAS - Upper Floridan Aquifer	Active	Agricultural
120440	Valmont No. 6	12	950	FAS - Upper Floridan Aquifer	Active	Agricultural
120441	Valmont No. 7	12	950	FAS - Upper Floridan Aquifer	Active	Agricultural
121502	Valmont No. 1	12	950	FAS - Upper Floridan Aquifer	Active	Agricultural

**Site Name:** Murphy

Wells Detail						
District ID	Station Name	Casing Diameter (inches)	Capacity (GPM)	Source Name	Status	Use Type
120977	Murphy No. 1	10	1400	FAS - Upper Floridan Aquifer	Active	Agricultural

**Site Name:** Bellamy

Wells Detail						
District ID	Station Name	Casing Diameter (inches)	Capacity (GPM)	Source Name	Status	Use Type
131802	Bellamy No. 1	12	1100	FAS - Upper Floridan Aquifer	Proposed	Agricultural
131803	Bellamy No. 2	10	600	FAS - Upper Floridan Aquifer	Proposed	Agricultural
131804	Bellamy Citrus No. 1	8	500	FAS - Upper Floridan Aquifer	Proposed	Agricultural
131805	Bellamy Citrus No. 2	6	250	FAS - Upper Floridan Aquifer	Proposed	Agricultural

**Site Name:** Paarlberg

Wells Detail						
District ID	Station Name	Casing Diameter (inches)	Capacity (GPM)	Source Name	Status	Use Type
122480	Paarlberg No. 1	10	1000	FAS - Upper Floridan Aquifer	Active	Agricultural

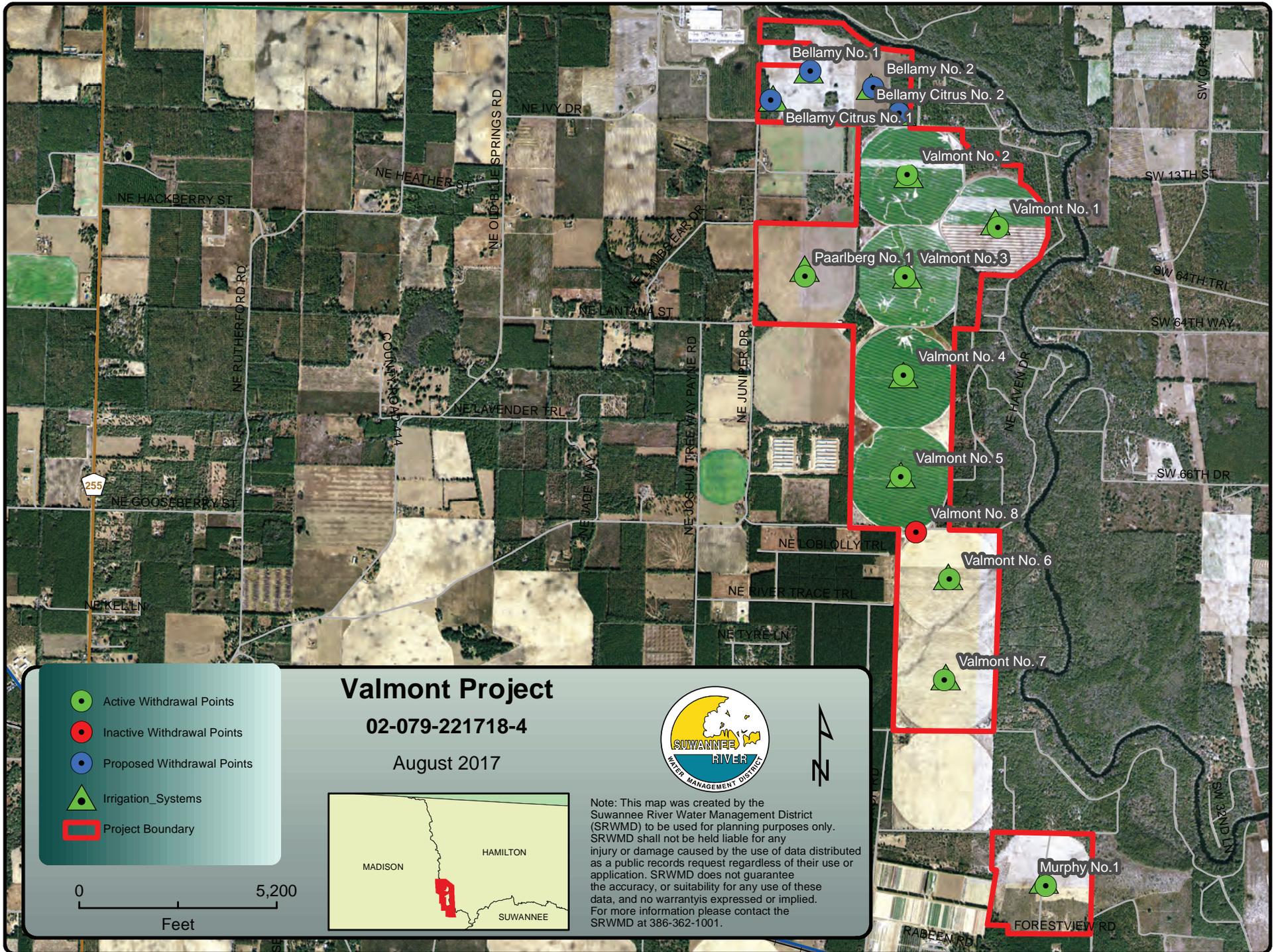
## Conditions

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 **6/6/2033**. The permittee must submit the appropriate application form incorporated 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 stations in the Withdrawal Point Information table(s).
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 (**2-079-221718-4**).
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.

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. At the Valmont, Paarlberg, and Murphy Sites, the permittee is authorized to withdraw a maximum of 2.1541 mgd of groundwater for supplemental irrigation of corn/ carrots. Daily allocations are calculated on an average annual basis and the maximum allocation is only authorized in 1-in-10 year drought conditions.
23. The permittee shall not affect or impede the natural flow of surface water through the southeast portion of pivot field 6 and northwest portion of pivot field 7 (parcel no. 04-1S-11-1497-000-000).
24. The lowest quality water source, such as reclaimed water or surface water, shall be used in lieu of groundwater for agricultural irrigation at this project when technically, economically, and environmentally feasible.
25. Following the effective date of the re-evaluated Minimum Flows and Levels adopted pursuant to Rule 62-42.300(1)(e), F.A.C., this permit is subject to modification during the term of the permit, upon reasonable notice by the District to the permittee, to achieve compliance with any approved MFL recovery or prevention strategy for the Lower Santa Fe River, Ichetucknee River, and Associated Priority Springs. Nothing herein shall be construed to alter the District's authority to modify a permit under circumstances not addressed in this condition.

26. At the Bellamy Site, the permittee is authorized to withdraw a maximum of 0.2537 mgd of groundwater for supplemental irrigation of a corn/ carrot rotation or 0.1386 mgd of groundwater for supplemental irrigation of a peanut/ rye rotation; and 0.0173 mgd of groundwater for supplemental irrigation of citrus. Daily allocations are calculated on an average annual basis and the maximum allocation is only authorized in 1-in-10 year drought conditions.
27. At the Bellamy Site, the permittee is authorized to withdraw 0.0207 mgd of groundwater for frost/ freeze protection of citrus. This allocation is separate from the permitted annual allocation of 0.0173 mgd for supplemental irrigation of citrus and is calculated on an average annual basis. The permittee shall report to the District the yearly total of water used for citrus frost/ freeze protection by January 31st of the following year.
28. At the Bellamy Site, the permittee is not authorized to plant in or fill the wetland located at latitude 30°27'59.8"N / longitude 83°14'21.4"W, and delineated on 7/7/2017.



# Valmont Project

02-079-221718-4

August 2017



- Active Withdrawal Points
- Inactive Withdrawal Points
- Proposed Withdrawal Points
- ▲ Irrigation Systems
- Project Boundary



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: July 28, 2017

RE: Approval of a Modification of Water Use Permit 2-041-217289-3, with a 0.1719 mgd Increase in Allocation and a Ten-Year Permit Extension, Authorizing the Use of 0.2387 mgd of Groundwater for Agricultural Use at the Scott Tucker Farm Project, Gilchrist County

### RECOMMENDATION

**Staff recommends the Governing Board approve Water Use Permit number 2-041-217289-3 with seventeen standard conditions and nine special limiting conditions, to Scott Tucker, in Gilchrist County.**

### BACKGROUND

This is a modification of an existing agricultural water use to update project area, qualify for cost-share, and receive a ten-year permit extension. The project consists of 262 controlled and 200 irrigated acres and is located eight and a half miles east of Trenton in Gilchrist County. Corn, peanuts, tobacco, hay, or rye will be irrigated using groundwater from one existing and one proposed well through two center pivots and a traveling gun system. Supplemental irrigation models were used to determine the 0.2387 mgd 1-in-10-year drought allocation, a 0.1719 mgd increase from the previous sequence.

All wells (2 of 2) will be monitored using electrical consumption. There are no lower quality water sources currently available for use, and no reports of interference or observed harm to water resources associated with previous withdrawals at this project. The project is not located in a Water Resource Caution Area.

Staff has determined the proposed withdrawals are in accordance with MFLs and MFL recovery strategies pursuant to Chapters 62-42, 40B-8, and Emergency Rule 40BER17-01, Florida Administrative Code (F.A.C.). The application is complete and satisfies the conditions for issuance in Chapter 40B-2, F.A.C.

/tm

WATER USE TECHNICAL STAFF REPORT  
25-Jul-2017  
APPLICATION #: 2-041-217289-3

**Owner:** Charles Watson  
7890 SE 110th Street  
Trenton, FL 32693

Bruce Studstill  
10800 SE 72nd CT  
Trenton, FL 32693

Scott Tucker  
7470 SE 110th St  
Trenton, FL 32693-2270  
(352) 472-2400

**Applicant:** Scott Tucker  
7470 SE 110th St  
Trenton, FL 32693-2270  
(352) 472-2400

**Agent:** Not Applicable

**Compliance Contact:** Not Applicable

**Project Name:** Scott Tucker Farm  
**County:** Gilchrist

**Located in WRCA:** No  
**Objectors:** No

**Authorization Statement:**

The permittee is authorized to withdraw a maximum of 0.1429 mgd of groundwater for supplemental irrigation of corn/ rye and a maximum of 0.0685 mgd of groundwater for supplemental irrigation of peanuts/ rye; or a maximum of 0.2108 mgd of groundwater for supplemental irrigation of tobacco/ rye. The permittee is also authorized to withdraw a maximum of 0.0258 mgd of groundwater for supplemental irrigation of hay and 0.0015 mgd of groundwater for livestock use.

**Recommendation:** Approval

**Reviewers:** Tim Sagul; Stefani Weeks; Warren Zwanka

**WATER USE SUMMARY:**

<b>Allocation Summary</b>		
<b>Average Daily Rate (Million Gallons Per Day)</b>	<b>Freeze Protection (Million Gallons Per Year)</b>	<b>Allocation Change (Million Gallons Per Day)</b>
0.2387	0.0000	+0.1719

**Recommended Permit Duration and Compliance Reporting:** 10-year permit extension; to expire April 6, 2035.

**USE STATUS:** This is a modification to add irrigated acres, update crop rotations, receive cost-share funding, and receive a 10-year extension for voluntary implementation of groundwater monitoring.

**PROJECT DESCRIPTION:**

This project is located on SE 110th Street, 3.5 miles south of SR-26 and 8.5 miles east of Trenton in Gilchrist County, and consists of 262 controlled and 200 irrigated acres. Groundwater from one well will be used to irrigate 100 acres of corn/ rye and 70 acres of peanuts/ rye or 200 acres of tobacco/ rye through two center pivots. Groundwater will also be used to irrigate approximately 30 acres of hay through a traveling gun system. A proposed well was added to the project for back-up purposes. Groundwater will also be used to provide the livestock watering needs of approximately 100 head of beef cattle.

The permittee has elected to provide SRWMD electrical consumption to comply with the water use reporting requirements of special condition 18.

**WATER USE CALCULATIONS:**

The livestock watering requirements were calculated based on the industry standard 15 gallons per cow per day. The District's WUPAR model was used to determine the 15.61 inches/ year supplemental irrigation requirement for corn. The GIS-Based Water Resources and Agricultural Permitting and Planning System was used to determine the following supplemental irrigation requirements:

Tobacco grown from March 1 to September 1: 13.07 inches/ year

Perennial hay: 11.56 inches/ year

Peanuts grown from April 1 to October 1: 9.56 inches/ year

Rye grown from November 1 to March 1: 3.60 inches/ year

**PERMIT APPLICATION REVIEW:**

Section 373.223, Florida Statutes (F.S.), and Section 40B-2.301, Florida Administrative Code (F.A.C.), require an applicant to establish that the proposed use of water:

- (a) is a reasonable-beneficial use;
- (b) will not interfere with any presently existing legal use of water; and
- (c) is consistent with the public interest.

In addition, the above requirements are detailed further in the District's Water Use Permitting Applicant's Handbook ("A.H."). District staff has reviewed the water use permit application pursuant to the above-described requirements and have determined

that the application meets the conditions for issuance of this permit. Highlights of the staff review are provided below.

**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), F.A.C.

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

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

No. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of over one foot at the project boundary. There have been no reports of interference from previous groundwater withdraws at the project, which has been active since 1982. Therefore, groundwater withdrawals at this project are not expected to interfere with any presently existing legal uses of water.

**Will this use be consistent with the public interest?**

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

Yes. The use of water for agricultural purposes 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. Water use consistent with the aforementioned supplemental irrigation models and industry standards is economic and efficient. The permittee will implement the following water conservation measures for the agricultural uses: checking daily for irrigation leaks and repairing them as needed, using new or retrofitted pivot irrigation systems and efficiency testing those systems every five years to maintain an 80% irrigation distribution uniformity, ensuring end gun shutoffs are working properly and only watering target crops, burying irrigation pipe to prevent damage, using UF-IFAS and NRCS-approved methods for scheduling irrigation, employing operational pump shutdown to prevent pump operation in the event of an irrigation system malfunction, planting cover crops in the winter, and irrigating at night and when the wind is less than 5 mph when feasible.

**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 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. The use is not expected to harm 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 upconing, 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. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of over one foot at project wetlands. Staff inspected project wetlands and determined the water use is not expected to cause any harm to natural systems or the water resources of the area for the duration of the permit.

**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 are in accordance with MFLs and MFL recovery strategies pursuant to Chapters 62-42 and 40B-8, F.A.C.; and Emergency Rule 40BER17-01.

**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.

## WITHDRAWAL POINT INFORMATION:

**Site Name:** Scott Tucker Farm

Wells Detail						
District ID	Station Name	Casing Diameter (inches)	Capacity (GPM)	Source Name	Status	Use Type
120292	Well No 1	10	1100	FAS - Upper Floridan Aquifer	Active	Agricultural
132045	Well No 2	10	--	FAS - Upper Floridan Aquifer	Proposed	Agricultural

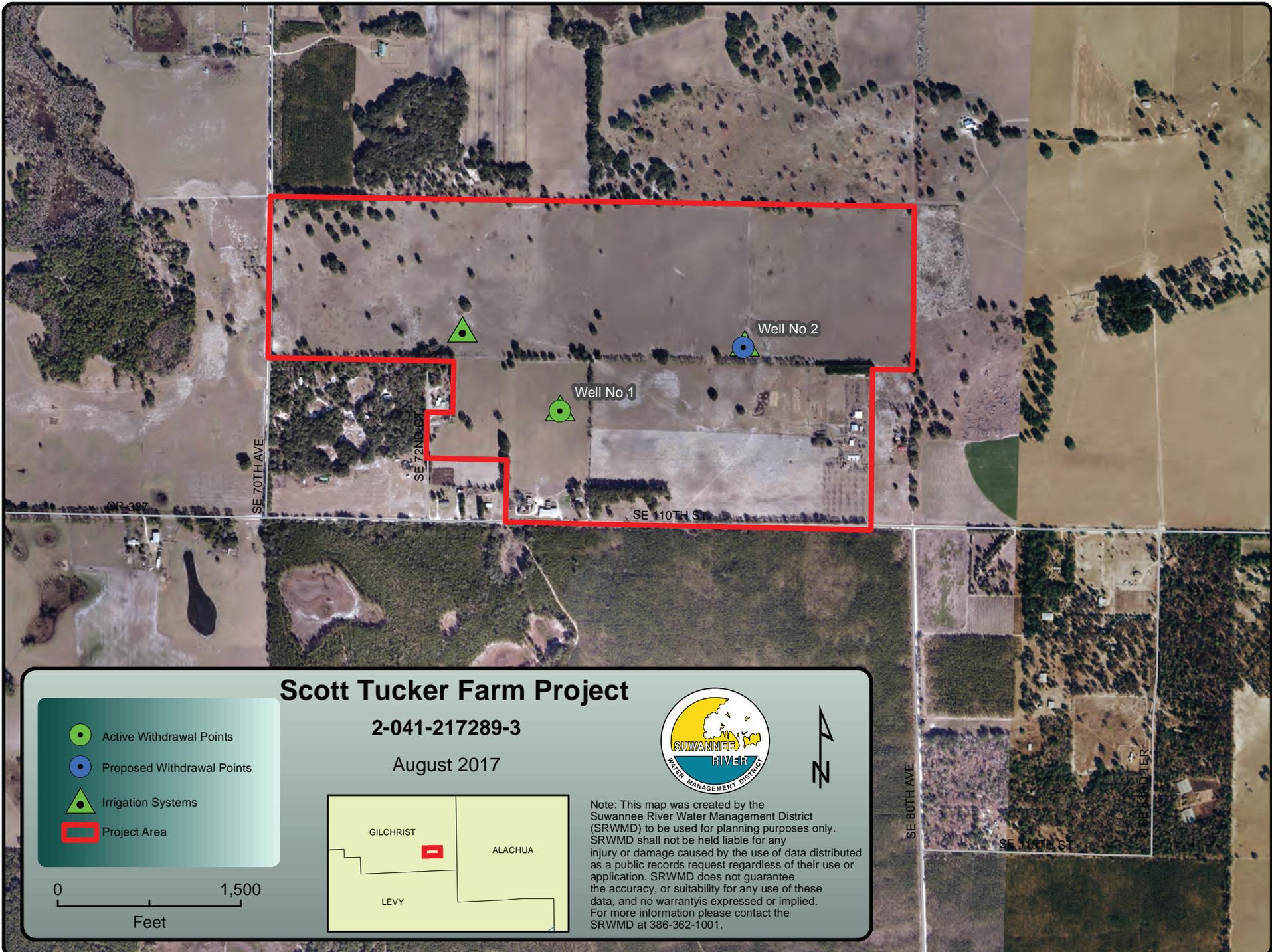
## Conditions

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 **4/6/2035**. The permittee must submit the appropriate application form incorporated 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 stations in the Withdrawal Point Information table(s).
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 **(2-041-217289-3)**.
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.
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 install and maintain no less than one backflow prevention device when fertigrating and no less than two backflow prevention devices when chemigrating on all wells or surface water pumps connected to the irrigation system. The backflow prevention device(s) shall be installed between the water source and the injection point.
21. The permittee agrees to participate in a Mobile Irrigation Lab (MIL) program and allow access to the Project Site for the purpose of conducting a MIL evaluation at least once every five years.

22. Following the effective date of the re-evaluated Minimum Flows and Levels adopted pursuant to Rule 62-42.300(1)(e), F.A.C., this permit is subject to modification during the term of the permit, upon reasonable notice by the District to the permittee, to achieve compliance with any approved MFL recovery or prevention strategy for the Lower Santa Fe River, Ichetucknee River, and Associated Priority Springs. Nothing herein shall be construed to alter the District's authority to modify a permit under circumstances not addressed in this condition.
23. 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.
24. The permittee is authorized to withdraw a maximum of 0.1429 mgd of groundwater for supplemental irrigation of corn/ rye and a maximum of 0.0685 mgd of groundwater for supplemental irrigation of peanuts/ rye; or a maximum of 0.2108 mgd of groundwater for supplemental irrigation of tobacco/ rye. Daily allocations are calculated on an average annual basis and the maximum allocation is only authorized in 1-in-10 year drought conditions.
25. The permittee is authorized to withdraw a maximum of 0.0258 mgd of groundwater for supplemental irrigation of hay. Daily allocations are calculated on an average annual basis and the maximum allocation is only authorized in 1-in-10 year drought conditions.
26. The permittee is authorized to withdraw a maximum of 0.0015 mgd of groundwater for livestock use. Daily allocations are calculated on an average annual basis.



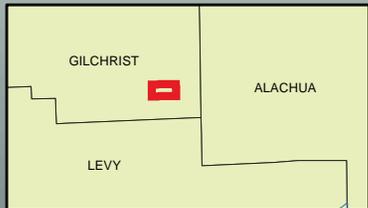
# Scott Tucker Farm Project

2-041-217289-3

August 2017



- Active Withdrawal Points
- Proposed Withdrawal Points
- Irrigation Systems
- 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.

## MEMORANDUM

TO: Governing Board

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

DATE: July 28, 2017

RE: Approval of Variance Request for General Works of the District Permit Application Number WOD-075-230221-1, Miller House Addition

### RECOMMENDATION

**Staff recommends the Governing Board grant a variance from the requirements of subsection 40B-4.3030(13), Florida Administrative Code, prohibiting construction, additions or reconstruction in the 75-foot buffer adjacent to the Suwannee River to Charles and Glenda Miller, Levy County, through the issuance of a Final Order.**

### BACKGROUND

The applicant is proposing a house addition be constructed within the floodway and 75-foot setback of the Suwannee River. The applicant is requesting a variance of subsection 40B-4.3030(13), Florida Administrative Code (Conditions for Issuance of Works of the District Permits). This section provides that no construction, additions or reconstruction shall occur in the front 75 feet of an area immediately adjacent to and including the normally recognized bank of a water.

The Governing Board has the authority to, in cases of extreme hardship, authorize a variance and issue a works of the district permit for exceptions to the conditions of issuance. Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person and when application of a rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver.

A variance from this rule has been requested by Charles and Glenda Miller so they can add 800 ft<sup>2</sup> of living area to their existing residence. The current residence was built in 1972 and has 730 ft<sup>2</sup> of living space elevated above the 100-year flood elevation with a small (270 ft<sup>2</sup>)

enclosed portion below the flood elevation, all within the 75-foot buffer of the Suwannee River in Levy County.

The length of the lot perpendicular to the river runs between 100 and 110 feet. With the District's 75-foot setback and the county's 25-foot setback from the road, it is not possible to make any additions to the living area of the house outside of the 75-foot buffer. The applicant proposes to remove the enclosed portion of the residence below the 100-year flood, a non-elevated (408 ft<sup>2</sup>) storage building located next to the house, and two of three river docks including a shed located at the end of one of the docks to compensate for the additional living area. Therefore, staff recommends that the variance request be approved.

Upon granting of the variance, the applicant will complete their application for a General Works of the District Permit for construction.

MAD/tm  
Attachments

**STAFF REPORT  
GENERAL WORKS OF THE DISTRICT PERMIT VARIANCE REQUEST**

**DATE:** July 10, 2017

**PROJECT:** Miller House Addition

**APPLICANT:**  
230221-1

Charles Miller  
15677 NW 46<sup>th</sup> Lane  
Chiefland, FL 32626

**PERMIT APPLICATION NO.:** WOD-075-

**DATE OF APPLICATION:**05/24/2017  
**APPLICATION COMPLETE:** N/A  
**DEFAULT DATE:**N/A

**Recommended Agency Action**

Staff recommends the Governing Board issue a Final Order approving the Variance Request for Subsection 40B-4.3030(13), Florida Administrative Code, (F.A.C.).

**SRWMD Project Review Staff**

Tim Sagul, P.E., Leroy Marshall, P.E., and Mary Diaz, E.I., reviewed the project application.

**Project Location**

The project is located adjacent to the Suwannee River in Township 12 South, Range 13 East, Section 32 in Levy County.

**Project Description**

The applicant is requesting a variance to subsection 40B-4.3030(13), F.A.C., which requires a 75-foot buffer of the river, in order to construct an 800 ft<sup>2</sup> addition to the upper level of the existing house. The rule states in part, "No construction, additions or reconstruction shall occur in the front 75 feet of an area immediately adjacent to and including the normally recognized bank of water, except for one deck per parcel located at the top of the bank no larger than 200 ft<sup>2</sup> and a boardwalk no wider than five feet to provide reasonable pedestrian access to water dependent structures such as docks."

The variance is requested pursuant to Section 120.542, Florida Statutes (F.S.), which states:

"Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person and when the application of a rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial

hardship” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver.”

The proposed construction of the 800 ft<sup>2</sup> addition to the upper level of the existing house will not require any clearing. Therefore, there will be no disturbance to the vegetation and soil in the 75-foot buffer. The applicant also proposes to remove 270 ft<sup>2</sup> of the front portion of the house that is at ground level, remove a 408 ft<sup>2</sup> storage building next to the house, and remove two fixed docks on the river. The proposed design will eliminate much of the existing structures located inside of the 75-foot buffer and significantly improve river flow paths across the property.

The hardship for the applicant is that no additional living space can be added to the residence outside of the 75-foot buffer.

The house addition will be designed to meet the flood criteria outlined in the current Works of the District (WOD) rule, i.e. the lowest horizontal structural member will be at least 1-foot above the 100-year flood/one-percent annual chance flood elevation.

The District published a notice regarding the project in the Florida Administrative Register. To date, no objections to the project have been received.

Staff recommends approval of the variance request from the provisions of subsection 40B-4.3030(13), F.A.C.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**

**IN RE:**

**Charles and Glenda Miller**

**PETITIONER,**

**ORDER No. 17-0005**

**v.**

**SUWANNEE RIVER WATER  
MANAGEMENT DISTRICT,**

**Respondent.**

---

**FINAL ORDER GRANTING VARIANCE**

The Suwannee River Water Management District (“District”) received a petition on June 20, 2017 from Charles and Glenda Miller. (“Petitioner”), seeking a variance from Florida Administrative Code (“Fla. Admin. Code”) rule 40B-4.3030(13). Petitioner seeks this variance for a proposed house addition, within a Work of the District in Township 12 South, Range 13 East, Section 32 Levy County.

**PROCEDURE AND ALLEGATIONS**

1. Pursuant to Fla. Stat. § 120.542, Petitioner seeks a variance from Fla. Admin. Code rule 40B-4.3030(13) for file number WOD-075-230221-1.
2. The Petition for Variance was received on June 20, 2017. A true copy of the Petition for Variance is attached to this Order as Exhibit “A”.

3. District caused a notice to be published in the Florida Administrative Register (“FAR”) on June 14, 2017, informing the public that the District had received the Petition for Variance and providing an opportunity to comment or object within fourteen days of the date of publication in the FAR. A true copy of the notice is attached to this Order as Exhibit “B”.

4. District received no comments or objections to the petition.

5. Petitioner’s address is 15677 NW 46<sup>th</sup> Lane, Chiefland, FL, 32626, and the property affected by this order is described as the following parcel identification number: 0778700000.

#### **PETITIONER REQUEST**

6. Petitioner seeks to obtain a variance to Fla. Admin. Code rule 40B-4.3030(13) for a proposed house addition requiring a Works of the District Permit. Fla. Admin. Code rule 40B-4.3030(13) states in part, “No construction, additions or reconstruction shall occur in the front 75 feet of an area immediately adjacent to and including the normally recognized bank of a water, except for one deck per parcel located at the top of the bank no larger than 200 square feet and a boardwalk no wider than five feet to provide reasonable pedestrian access to water dependent structures such as docks.”

#### **APPLICABLE LAW**

7. The variance is requested pursuant to Fla. Stat. § 120.542, which provides that:

Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by

other means by the person and when application of a rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “substantial hardship” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver.

8. Petitioner is required to demonstrate that (1) the purpose of the underlying statute will be or has been achieved by other means and (2) that application of Fla. Admin. Code rule 40B-4.3030(13) would create a substantial hardship or would violate the principles of fairness.

9. The purpose of Chapter 373 of the Florida Statutes is to prevent harm to the water resources of the state. To achieve this purpose, District is authorized to require permits for the construction of structures within a Works of the District. To obtain a permit under Chapter 373, an applicant must provide reasonable assurance that the construction will not obstruct the free flow of waters of rivers and streams within the District. See, Fla. Stat. § 373.086 (Providing for works of the district).

10. Florida Admin. Code rule 40B-4.3030 became effective as District rule on September 25, 1985, and the most recent amendment became effective on October 14, 2013.

#### **FINDINGS OF FACT AND CONCLUSIONS OF LAW**

11. The Petitioner has demonstrated that the purpose of the underlying statute has been achieved by the compensating removal of existing structures. In addition, the Petitioner has demonstrated a substantial hardship would be created by requiring the Petitioner to comply with Fla. Admin. Code rules 40B-4.3030(13). Therefore, the Petitioner has met the requirements for a variance under Fla. Stat. § 120.542.

12. District concludes that the request for variance from Fla. Admin. Code 40B-4.3030(13) should be granted.

**IT IS HEREBY ORDERED**

1. The Petition for Variance from Fla. Admin. Code 40B-4.3030(13) is GRANTED for the purpose of the house addition, and shall remain in effect for perpetuity. The project shall be constructed in accordance with all other Fla. Admin. Code requirements.

2. A copy of this order shall be recorded in the public records of Levy County.

DONE AND ORDERED this \_\_\_\_ day of \_\_\_\_\_ 2017

SUWANNEE RIVER WATER  
MANAGEMENT DISTRICT

By: \_\_\_\_\_  
Don Quincey, Jr.  
Chair

(Official Seal)

ATTEST: \_\_\_\_\_  
Virginia Johns  
Secretary Treasurer

RENDERED on this \_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Tim Sagul  
District Clerk

Copies furnished to: WOD-075-230221-1  
Tommy Reeves  
Charles and Glenda Miller

# EXHIBIT A

RECEIVED  
SRWMD

JUN 20 2017

May 23, 2017

Original to File \_\_\_\_\_  
Copies to \_\_\_\_\_

Suwannee River  
Water Management District  
9225 CR 49  
Live Oak, FL 32060

**(a) Petition for variance from Ch 40B-4 Florida Administrative Code**

Subject: PROJECT NAME, ERP #, COUNTY

(b) Petitioner: Charles & Glenda Miller  
15677 NW 46<sup>th</sup> Lane  
Chiefland, Florida 32626  
(352) 221-4808  
Glenda.269@hotmail.com

(c) Agent: NAME  
COMPANY  
ADDRESS  
CITY, STATE, ZIP  
PHONE/FAX NUMBERS  
E-MAIL (OPTIONAL)

(d) The applicable portion of the rule:

The portion of the rule in which the variance is requested is Ch.40B-4.3030(13).

(e) The citation to the statute the rule is implementing:

The citation of the statute the rule is implementing is rule Ch. 40B-4.3030(13) (No construction, additions or reconstruction shall occur in the front 75 feet of an area immediately adjacent to and including the normally recognized bank of a water)

(f) Type of variance requested:

The type of action requested is for a variance from rule Ch. 40B-4.3030(13).

This would allow us to do an addition to the upper level of the existing house of approximately 800 square feet and demolish part of the existing house that is on the ground level. By removing the front portion of the house facing the river we

would be removing 270 square feet. We are also removing the storage building next to the house which would alleviate another 408 square feet which would open the flow of the flood water. The existing house is within the 75 foot setback. We will also remove the two outer docks and the frame shed on the north dock.

(g) Facts that demonstrate hardship:

The existing building is within 75 feet of the river. With the 75 foot setback and the 25 foot county setback, it is impossible to build anything on this lot.

Therefore, we need the variance to add on to the existing house.

(h) The reason the variance or waiver requested would serve the purpose of the underlying statute:

Removing the existing structures mentioned would significantly reduce the obstruction to flows that the existing house now creates. Also, by building onto the south side of the existing house, we will not have to cut any trees down and the addition will be above the flood plain level.

(i) **Permanent waiver/variance requested**

It is our wish that a permanent waiver or variance be granted for the following:

- 1.) Ch. 40B-4.3030(13) (No construction, additions or reconstruction shall occur in the front 75 feet of an area immediately adjacent to and including the normally recognized bank of a water). Thus, a permanent variance is requested to build an addition to the upper structure and

remove the portion of the lower existing structure, remove the storage building, and remove two of the docks.

Please take into consideration the above request for variance. Approval of the request would allow for our existing home to be improved, brought up to current building codes and greatly reduce the negative impact the current structure has on the flow of the Suwannee River during flood stage.

Thank you for your consideration.

Sincerely,

*Charles + Glenda Miller*

# EXHIBIT B

## Notice of Variances and Waivers

### WATER MANAGEMENT DISTRICTS

#### Suwannee River Water Management District

RULE NO.:      RULE TITLE:

40B-4.3030:      Conditions for Issuance of Works of the District Permits

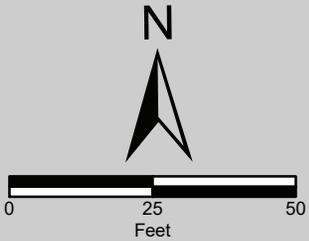
NOTICE IS HEREBY GIVEN that on May 31, 2017, the Suwannee River Water Management District, received a petition for variance from Charles and Glenda Miller, 15677 NW 46th Lane, Chiefland, FL 32626, pursuant to Section 120.542, F.S. Petitioner is seeking a variance from section 40B-4.3030(13) F.A.C., prohibiting construction, additions or reconstruction in the front 75-feet of an area immediately adjacent to and including the normally recognized bank of a water. Petitioner proposes to construct an upper-level addition to an existing house within the 75-foot setback from the Suwannee River. Petitioner proposes to demolish a portion of the existing house on ground level, remove an adjacent storage building, and remove two existing docks. The project is located in Township 12 South, Range 13 East, Section 32, Levy County. These rules are intended to set forth criteria for development activities within a Works of the District. The petition has been assigned Environmental Resource Permit number WOD-075-230221-1, House Addition.

A copy of the Petition for Variance or Waiver may be obtained by contacting: Tilda Musgrove, Business Resource Specialist, Suwannee River Water Management District, 9225 CR 49, Live Oak, FL 32060, (386)362-1001 or (800)226-1066 in Florida only.



Miller House Addition

WOD-075-230221-1



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 7/18/2017

MEMORANDUM

TO: Governing Board

FROM: Tim Sagul, Division Director, Resource Management

DATE: July 28, 2017

RE: Request for Approval and Authorization to submit the 2017-2018 Annual Regulatory Plan to the Office of Fiscal Accountability and Regulatory Reform

RECOMMENDATION

**Staff recommends the Governing Board:**

- 1. Approve the 2017-2018 Annual Regulatory Plan and**
- 2. Authorize Staff to submit the 2017-2018 Annual Regulatory Plan to the Office of Fiscal Accountability and Regulatory Reform (OFARR), Joint Administrative Procedures Committee (JAPC), the Speaker of the House and the Senate President.**

BACKGROUND

Executive Order 11-72, section 7 requires state agencies to annually submit their regulatory plan to OFARR, JAPC, the Speaker of the House and the Senate President in order that they may have an expectation of the rules that will be updated and/or created during the upcoming year. The agency is not required to complete all proposed rulemaking in the plan, however, any changes or initiation of rules are required be listed on the plan before the agency proceeds with rulemaking.

A copy of the 2017-2018 Annual Regulatory Plan is attached to this memorandum (Attachment A).

WZ/tm  
Attachment A

Suwannee River Water Management District  
2017-2018 Annual Regulatory Plan

Rule Number	Rule Title	Rulemaking Action	Description of current Rule	Description of Changes to be Made in Rulemaking	Reason for Rulemaking	Economic Impact	Highly Technical or Complicated
40B-1, F.A.C.	General and Procedural Rules	Rule Amendment	Implements District operational procedures	Amend rules to reflect operational or procedural changes resulting from Statewide ERP rulemaking effort	Update rule	None	No
40B-1.703, F.A.C.	Procedures for Consideration of Permit Applications	Rule Amendment	Describes permit types and noticing	Update and simplify rule	Update rule	None	No
40B-2.021, F.A.C.	Definitions	Rule Amendment	Implements Part II, Chapter 373, F.S.	Clarify the terms “common enterprise” and “harm”	Update rule	None	No
40B-2.041, F.A.C.	Permits Required	Rule Amendment	Implements Part II, Chapter 373, F.S.	Update permitting criteria for permittees acting as a common enterprise	Update rule	None	No
40B-2.301, F.A.C.	Conditions for Issuance of Permits	Rule Amendment	Implements Part II, Chapter 373, F.S.	Update, simplify, clarify rule and Appliant’s Handbook	Update rule	None	No
40B-2.331, F.A.C.	Modification of Permits	Rule Amendment	Implements Part II, Chapter 373, F.S.	Clarify letter modification criteria	Update rule	None	No
40B-3, F.A.C.	Permitting of Well Construction	Rule Amendments	Implements Part III, Chapter 373, F.S.	Comprehensive rule updates, simplification, and revision to definitions and to incorporate Ch. 62-531 and 62-532, F.A.C., add GPBR for 62-780, F.A.C. wells, incorporate the statewide application and completion report	Update rules	Reduction in cost of doing business	Yes

Suwannee River Water Management District  
2017-2018 Annual Regulatory Plan

Rule Number	Rule Title	Rulemaking Action	Description of current Rule	Description of Changes to be Made in Rulemaking	Reason for Rulemaking	Economic Impact	Highly Technical or Complicated
				forms, remove elevation survey requirement in floodplain, and authorize alternative grouting/ construction methods			
40B-4, F.A.C.	Works of the District Permits	Rule Amendments	Implements Part IV, Chapter 373, F.S.	Amendments pursuant to the SWERP II statewide rule consistency effort and FEMA Risk MAP revisions	Update rules	None	No
40B-8.021, F.A.C.	Definitions	Rule Amendment	Rules defines terms related to the establishment of minimum flows and levels	Update, revise, and clarify definitions as new MFLs are established	Update rule	None	No
New Rules 40B-8.111 through 40B-8.151, F.A.C.	Minimum flows or minimum levels for Hampton Lake, Lake Butler, Lakes Santa Fe and Alto, Cherry Lake, and the Steinhatchee River	New Rules	Implements Sections 373.042 and 373.0421, F.S.	To provide criteria for determining whether the MFL for a water body is being met and the accompanying prevention or recovery strategy if necessary	New Rules	Dependent on MFL status	Yes
40B-21.631, F.A.C.	Water Shortage Plan, Phase II	Rule Amendment	These rules provide for the conservation, protection, and management of water during periods of water shortage	Revise language so that language in Phase II is at least as restrictive as current year-round lawn watering restrictions	Update rule	None	No

Suwannee River Water Management District  
2017-2018 Annual Regulatory Plan

Rule Number	Rule Title	Rulemaking Action	Description of current Rule	Description of Changes to be Made in Rulemaking	Reason for Rulemaking	Economic Impact	Highly Technical or Complicated
40B-21.641, F.A.C.	Water Shortage Plan, Phase III	Rule Amendment	These rules provide for the conservation, protection, and management of water during periods of water shortage	Revise language so that language in Phase III is at least as restrictive as current year-round lawn watering restrictions	Update rule	None	No
40B-400, F.A.C.	Environmental Resource Permits	Rule Amendments	Implements Part IV, Chapter 373, F.S.	Remove references to 62-330, F.A.C., and Applicant's Handbook Volume I, and other amendments pursuant to the SWERP II statewide rule consistency effort and FEMA Risk MAP revisions	Update rules	None	No

Suwannee River Water Management District  
Laws Enacted Requiring Rulemaking

Laws enacted or amended during the previous 12 months that affect the duties or authority of SRWMD	Description	Rulemaking Action	Must SRWMD adopt rules to implement?	Proposed NOPR date
SB 80	Agency posting of public records custodian contact information	None	No	N/A
HB 181	Participation on interagency workgroup	None	No	N/A
HB 599	Contracts for construction services	None	No	N/A

\* Adoption would require new rule language that would be duplicative of statute

† Awaiting FDEP guidance on rulemaking

‡ Existing rules reflect statutory change

**Other laws to be implemented by rulemaking before July 1, 2018:** None

MEMORANDUM

TO: Governing Board  
 FROM: Tim Sagul, P.E., Division Director, Resource Management  
 DATE: July 28, 2017  
 RE: Permitting Summary Report

**Environmental Resource Permitting (ERP) Activities**

**Permit Review**

The following table summarizes the environmental resource permitting activities during the month of January 2017 and program totals from January 2012 to June 2017.

June 2017	Exemption Requests	Noticed Generals	Generals	10-2 Self Certifications	Individuals	Conceptuals	Total
Applications received	8	3	5	6	7	0	29
Permits issued	5	1	9	1	3	1	20
Inspections	2	3	2	3	6	0	16
<b>Total permits issued from January 2012 to June 2017</b>	295	202	295	261	205	13	1271

The following Individual Environmental Resource Permits were issued by staff, pursuant to 373.079(4)(a), Florida Statutes, in June 2017.

Permit Number	Project Name	County	Issue Date
211632-2	P & P Enterprise Borrow Pit	Suwannee	6/23/2017
209626-3	Birdsong Peanuts Phase 3 Addition	Madison	6/28/2017
229955-1	Farm Bureau Insurance at NW 167 <sup>th</sup> BLVD	Alachua	6/28/2017

**Water Use Permitting and Water Well Construction Activities**

The following table summarizes water use and water well permitting activities during the month of June 2017.

<b>June 2017</b>	<b>Received</b>		<b>Issued</b>
<b>Water Use Permits</b>	7		12
<b>Water well permits issued: 184</b>			
Abandoned/Destroyed	13	Livestock	2
Agricultural Irrigation	4	Monitor	23
Aquaculture	0	Nursery	0
Climate Control	0	Other	0
Fire Protection	0	Public Supply	2
Garden (Non-Commercial)	0	Self-supplied Residential	133
Landscape Irrigation	3	Drainage or Injection	0
Commercial or Industrial	0	Remediation Recovery	4

**Rulemaking Schedule  
August 2017**

**40B-4 (Amendments)  
ERP/ Works of the District Permits**

GB Rule Dev. Auth.	12/9/2014
Notice of Rule Dev.	
GB Proposed Rule Auth.	12/9/2014
Send to JAPC/OFARR	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
Effective Date	

**40B-4.400 (Amendments)  
Environmental Resource Permitting**

GB Rule Dev. Auth.	12/9/2014
Notice of Rule Dev.	
GB Proposed Rule Auth.	12/9/2014
Send to JAPC/OFARR	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
Effective Date	

## MEMORANDUM

TO: Governing Board

FROM: Darrell Smith, Assistant Executive Director

DATE: July 28, 2017

RE: Approval to Enter into Contracts for the Fiscal Year 2017 Regional Initiative Valuing Environmental Resources (RIVER) Cost-Share Program

### RECOMMENDATION

## **Staff recommends the Governing Board authorize the Executive Director to enter into eight contracts for the Fiscal Year 2017 RIVER Cost-Share Program.**

### BACKGROUND

The Governing Board adopted budget includes funding for Regional Initiative Valuing Environmental Resources (RIVER) projects that enhance or address the District's water supply, water quality, flood protection and/or natural systems responsibilities. This funding is consistent with sections 373.703 and 373.705, Florida Statutes (F.S.), which state water management districts may provide assistance to local governments, regional water supply authorities, and water utilities. The funding awarded in prior years has achieved improvements to the infrastructure, economy, and public health of communities throughout the District.

The District is conducting two funding cycles for the Fiscal Year (FY) 2017, a December 2016 and a Summer, 2017 cycle. Applications submitted to the online project portal through March 17, 2017, were considered for the Summer, 2017 RIVER funding cycle. Staff is recommending to disperse a total of the \$1,016,223 for 8 projects. The District is accepting projects through the portal year-round and will continuously consider all projects within the online database for future funding opportunities.

As in previous years, the number of applications received and the funding requested demonstrates the scope of the water supply needs that exist across the District. Many communities, particularly within rural counties, struggle to identify the financial resources needed to retrofit and update aging infrastructure. Among the continuing challenges facing our communities are:

- Aging water transmission and distribution lines, which contribute to water loss and adversely impact the dependability of water supply;
- The need to continue to develop new and alternative sources of water for growing populations while ensuring the sustainability of regional water resources;
- Growing demands and new opportunities for the reuse of reclaimed water, which can extend the resources available for beneficial purposes while also facilitating watershed protection and restoration;
- Drinking water quality problems resulting from infrastructure limitations and source conditions; and
- Stormwater and water quality improvements.

The quality of the applications received and the overall funding requested has resulted in a highly competitive process. As a result, the Summer, 2017 funding cycle focused on addressing applications that were previously submitted to the District and have been revised, as well as new projects. District staff will continue to work with local governments, water utilities, and other agencies to identify additional funding resources.

Attached is a list of the proposed recipients and proposed funding amounts, a map that shows the recommended project locations and a brief description of project submittals for the FY 2017 RIVER Cost-Share Program.

Funding for this recommendation is included in the FY 2018 tentative budget and is contingent upon final approval of the final budget.

PW/rl  
Attachments

<b>FY 2017 RIVER Cost Share Program Recommended Projects</b>						
	<b>Project Name</b>	<b>Cooperator</b>	<b>Basin</b>	<b>RIVER Revenue Requested</b>	<b>Applicant's Share</b>	<b>Total Estimate Cost</b>
1	<b>Scriven Avenue Drainage Improvements</b>	Live Oak	Suwannee	\$81,646.00	\$10,793.00	\$92,439.00
2	<b>Leaky Fire Hydrant and Water Main Replacements</b>	Jasper	Alapaha, Upper Suwannee	\$141,715.00	\$15,000.00	\$156,715.00
3	<b>Cross City Hydrant and Water Main Replacement</b>	Cross City	Suwannee	\$90,400.00	N/A	\$90,400.00
4	<b>Rum Island Park</b>	Columbia County	Santa Fe	\$150,000.00	\$150,000.00	\$300,000.00
5	<b>University Oaks Water System - Phase 3</b>	Levy County	Suwannee	\$122,250.00	\$5,000.00	\$127,250.00
6	<b>Sampson Creek Flooding Mitigation</b>	Bradford County	Santa Fe	\$212,712.00	\$12,288.00	\$225,000.00
7	<b>Poe Springs Domestic Sewage Infrastructure Upgrade</b>	Alachua County	Santa Fe	\$150,000.00	\$196,600.00	\$346,600.00
8	<b>Water Supply Booster Pump Station Replacement</b>	Hampton	Sante Fe	\$67,500.00	\$5,000.00	\$72,500.00
	<b>TOTAL COSTS</b>			<b>\$1,016,223.00</b>	<b>\$394,681.00</b>	<b>\$1,410,904.00</b>

## RIVER

### Regional Initiative Valuing Environmental Resources

#### Cooperative Funding Program Project Summary August 2017

The following is a description of the projects recommended by the District Staff for consideration:

1. **Scriven Avenue Drainage Improvements:** Suwannee River Basin Management Action Plan (BMAP); Suwannee River Basin. The project involves the replacement of a Class V injection well in the city of Live Oak. The existing well will be properly abandoned and a new well will be constructed of the same diameter, casing depth, and total depth. This project will provide 0.03 MGD (million gallons per day) of recharge, 14 acres of flood protection, and 27 acres for stormwater treatment (additional 6.5 acres impervious area). The project provides improved flood protection for 17 residences and 2 businesses. The project proposes to reduce 1151 lbs/year of Total Suspended Solids, 16.3 lbs/year of Total Phosphorous and 55.8 lbs/year of Total Nitrogen discharging to the aquifer. The well will be housed within a control structure with a skimmer to reduce nutrients loads prior to discharge. The cooperator is requesting \$81,646 from the District with a match of \$10,793. The total project cost is \$92,439.
2. **Jasper Leaky Fire Hydrant and Water Main Replacements:** Alapaha and Upper Suwannee River Basins; Water Resource Caution Area (WRCA). The city of Jasper has numerous old and non-operational fire hydrants. Several fire hydrants are also located near dead end water mains, requiring quarterly system flushing. This project will conserve water through the replacement of 11 leaky fire hydrants and installing looping water lines to reduce flushing. This project will conserve 0.011 MGD and will improve fire protection for the city of Jasper. The cooperator is requesting \$141,715 from the District with a match of \$15,000. The total project cost is \$156,715.
3. **Cross City Hydrant and Water Main Replacement:** Suwannee River Basin. This project involves the replacement of 7 hydrants and 10 isolation valves within the town's distribution network. The isolation valves reduce the loss of service during repairs. The project also involves the installation of 1450 feet of 6" water main, replacing lines that have had recent breaks. This project will conserve 0.0014 MGD and the project is bid ready. The project proposal serves 1749 residents and 1500 inmates. The cooperator is requesting \$90,400 from the District with no match. The total project cost is \$90,400.
4. **Rum Island Park:** Santa Fe BMAP; Santa Fe River Basin; legislative appropriations request; This project will utilize a legislative appropriation of \$150,000 for the installation of public restrooms (none existing) with a lift station and septic system (off-site, out of floodplain) to allow for the removal of portable toilets and protect the spring and river from contamination by human waste. This District funding portion of the project will fund the use of innovative practices, such as the installation of Biosorption Activated Media (BAM) to reduce nutrients around the septic system, provide 425 (LF) lineal feet of bank restoration, springs restoration via dredging, water quality improvements and land acquisition for the restroom. The cooperator is requesting \$150,000 from the District with a \$150,000 match. The total project cost is \$300,000.
5. **University Oaks Water System – Phase 3:** Suwannee River Basin; phases 1 and 2 of this project were funded through a single RIVER grant in the 2015 cycle. This project involves the replacement of approximately 2,350 LF of 6" water main that will provide service to 15 customers within a subdivision 3 miles northeast of Bronson. This project

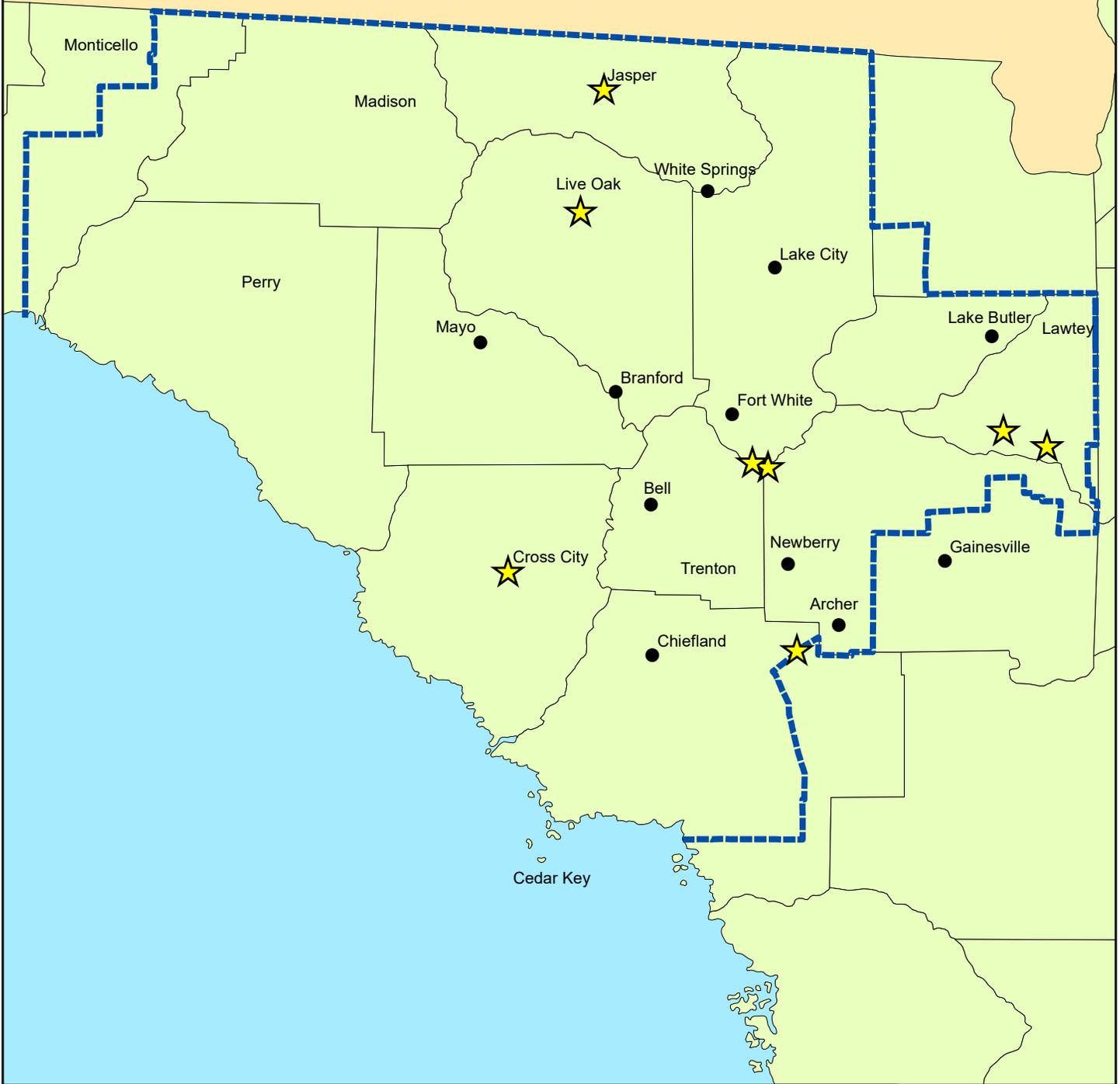
will conserve 0.019 MGD. The cooperator is requesting \$122,250 from the District with a match of \$5,000. The total project cost is \$127,250.

6. **Sampson Creek Flooding Mitigation:** Santa Fe BMAP; Santa Fe River Basin; WRCA. This project will involve identifying and removing obvious obstructions in Sampson River, between Sampson Lake and CR 18. Various obstructions (trees, vegetation, and sediment deposits) will be further identified by survey and removed to restore natural flow conditions. This project will provide improved flood protection for 5,000 residents and businesses in the 60-square mile basin area. The cooperator is requesting \$212,712,000 from the District with a \$12,288 match. The total project cost is \$225,000.
7. **Poe Springs Domestic Sewage Infrastructure Upgrade:** Santa Fe BMAP; Santa Fe River Basin; WRCA. Alachua County will fund Phase 1 of this project which involves the installation of new waterless restrooms immediately adjacent to the springhead with larger holding tanks and assessing the on-site treatment and disposal system septic tanks. The District will fund Phase 2 of this project which involve construction upgrades to the onsite sewage treatment and disposal system including septic tank replacement at the multi-purpose and concession buildings including a passive nitrogen reduction plan using BAM. Phase 2 of this project will result in the removal of 576 lb. nitrate/year. The cooperator is requesting \$150,000 from the District with a match of \$196,600. The total cost of the project is \$346,600.
8. **Water Supply Booster Pump Station Replacement:** Santa Fe River Basin. The project involves replacing a failing potable water booster pumping station, ensuring the city of Hampton can provide sufficient flow during a fire event that would potentially create high demand within the system. These improvements are also expected to reduce maintenance and operations costs by 30% and cut utility costs by more than 50%. This project will provide water supply improvements to 477 residents. The cooperator is requesting \$67,500 with a match of \$5,000. The total cost of the project is \$72,500.

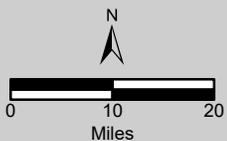
**Potential Benefits:**

- Potential of 0.0314 MGD of water conservation savings.
- Approximately 0.03 MGD of improved stormwater treated aquifer recharge
- Improved flood protection for over 6017 residents and several businesses.
- Improved water quality treatment for over 27 acres of urbanized area.
- Reduction of 576 pounds of nitrate/year discharging into springs.
- Reduction of 1151 lbs/year of Total Suspended Solids, 16.3 lbs/year of Total Phosphorous and 55.8 lbs/year of Total Nitrogen discharging to the aquifer.
- Over 425 feet of spring bank restoration.
- Water supply improvements for 2241 residents.

# Project Funding Request Update



- ★ Project Locations
- ▬ SRWMD Boundary



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 5/3/2017

## MEMORANDUM

TO: Governing Board

FROM: Hugh Thomas, Executive Director

DATE: July 28, 2017

RE: Approval of Governing Board Directive Number GBD17-0001 Regarding Water Use Monitoring Assistance

### RECOMMENDATION

**Staff recommends the approval of Governing Board Directive GBD17-0001 to extend the Water Use Monitoring Program for an additional year.**

### BACKGROUND

In September 2012, the District began a program of water use monitoring for agricultural water use reporting on wells of 8" diameter or greater. Governing Board Directive GBD12-0003 established a program to assist agricultural water users with estimating water use from wells with an inside diameter eight inches or greater at land surface or on surfacewater withdrawals that have an outside diameter six inches or greater. This program implements monitoring on new withdrawal points as the District issues new or modified water use permits and on existing withdrawal points as the District renews water use permits. Governing Board Directive GBD12-0003 expires on September 30, 2017. Governing Board Directive GBD17-0001 will extend the Water Use Monitoring Program for an additional year.

The proposed Directive will extend the limit at which the District will provide instrumentation and data acquisition to monitor withdrawals until September 30, 2018, unless further extended by the Governing Board. This program will continue to implement monitoring on new withdrawal points as the District issues new or modified water use permits and on existing withdrawal points as the District renews water use permits.

Prioritization of the use of electrical consumption data as the least-cost water use estimation method available will continue with the program. If electrical consumption data is not available, staff will use other telemetered run time monitoring methods for diesel-powered pumps and complex interconnected irrigation systems requiring direct methods of monitoring.

THM/rl  
Attachment

# **SUWANNEE RIVER WATER MANAGEMENT DISTRICT**

## **GOVERNING BOARD DIRECTIVE**

**Directive No.:** **GBD17-0001**

**Date Approved:** **August 8, 2017**

**Subject:** **Extension of Provision of Assistance for Automated Monitoring of Agricultural Water Use**

**Approval:** \_\_\_\_\_  
**Don Quincey, Chairman**

\_\_\_\_\_  
**Virginia Johns, Secretary**

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### **1.0 Reference to Prior Directive**

The original Governing Board Directive GBD12-0003 expires on September 30, 2017.

### **2.0 Purpose and Intent**

The purpose of this Directive is to extend the process and criteria for providing District assistance for estimating and reporting agricultural water use in an automated manner. The intent of this Directive is to offer District assistance to agricultural water users on a voluntary basis as a convenient and unobtrusive alternative to recording, compiling, and transmitting data to the District. It is further the intent of this Directive that water use data collected and reported to the District be used only for estimation purposes.

It is necessary to maintain a consistent and defensible method of scientifically-valid and verifiable data reporting and quality control/quality assurance because water use data are intended for planning for future water availability. The intent of the Directive is to maximize the verifiability and continuity of water use data while minimizing labor and cost of all parties to record, report, and enter the data.

### **3.0 Definitions**

- a) **Agricultural Water Use:** the use of water for crop production or the growing of farm products including vegetables, pasture, livestock, sod, or other cash crops, waste management or water for washing livestock. It includes soil flooding for pest control or soil preservation, and freeze protection and product washing.
- b) **Calibration:** The verification of estimated flow rate using a flowmeter of known accuracy.
- c) **Chemigation:** The application of pesticides through an irrigation system.
- d) **Datalogger:** An electronic device which receives input from an external sensor and records the data as a time series.
- e) **Fertigation:** The application of fertilizer through an irrigation system.
- f) **Flowmeter:** An instrument used to measure, directly or indirectly, the volume of flow per unit time through a pipe.
- g) **Flow Sensor:** An instrument used to detect the presence or absence of flow through a pipe.

- h) Pressure Sensor: A device used to detect the presence or absence of water pressure in a pipe, or the presence of water pressure above or below an adjustable threshold.
- i) Telemetry: The transmittal of data over distance via radio, wireless modem, telephone, internet network transmission, or satellite radio.
- j) Wireless modem: an electronic device that transmits data via a wireless network service provider to the internet.
- k) Withdrawal: removal or diversion of water from an aquifer or surfacewater body.

#### 4.0 **Elements of Directive**

##### A. System Ownership and Applicability

1. For each agricultural water user electing to implement this Directive, the District shall select the least cost and most effective method of estimating and reporting water use. The District will estimate water use with electrical consumption as a first choice when it is appropriate and applicable.
2. For systems where estimation with electrical consumption is neither appropriate nor applicable, the District will install instrumentation to estimate daily water withdrawal for agricultural use in accordance with paragraphs B, C, and D below. District provision of instrumentation and data acquisition shall be extended one year and terminate on September 30, 2018, unless otherwise extended by the Governing Board. District provision of instrumentation and data acquisition shall be subject to final adoption of each year's budget by the Governing Board.
3. This Directive will apply to wells with an inside diameter eight inches or greater at land surface, and on surface water withdrawals with an outside diameter of six inches or greater, when such withdrawals are part of a new permit, new withdrawals submitted as a permit modification, or renewal of a water use permit.

##### B. Instrumentation

1. For systems where one withdrawal point supplies a delivery system in which flow rate varies less than 10% during operation, the instrumentation shall consist of a pressure sensor capable of being set to a minimum threshold operating pressure. When the operating pressure is reached, the pressure sensor status will be read by a datalogger which will record the duration of pressure sensor activation. The datalogger will report a time series of event-based operation status once per day.
  - a. For systems meeting the above criteria, a ¼-inch Iron Pipe Size threaded port between the pump outlet and the backflow preventer or check valve should be provided by the user. The access port must provide a clean water pressure source and be upstream of any chemigation or fertigation injection port or any valve that prevents flow of effluent back into the well in systems where reclaimed effluent is applied through the irrigation system.
2. For systems in which flow rate can vary by more than 10% for a single pump, or in which multiple pumps are installed in a network, a flowmeter shall be necessary.
3. The District may, at its discretion, remove and redeploy monitoring equipment if the usage is less than 0.25 million gallons per day averaged over 365 days for two consecutive years.
4. For continuously pressurized systems where the flow rate over multiple delivery systems varies less than 10%, a flow sensor may be required. Typical installations will require a clean-water port upstream of any chemigation or effluent delivery and sufficient straight runs of pipe upstream and downstream of the port according to manufacturer's recommendations.
5. For systems requiring the installation of a flowmeter, the appropriate type of meter shall be determined by District staff in conjunction with the user prior to system installation. Inline meters may be necessary in the event less-invasive meters are not feasible. Typical installations will require a clean-water port upstream of any chemigation or effluent delivery and sufficient straight runs of pipe upstream and downstream of the port according to manufacturer's recommendations.

### C. Data Acquisition

1. The number of units and configuration will determine the type of telemetry. It is the District's intent to reduce telemetry costs as much as possible through aggregation of reporting units and minimization of data file size. In many cases, telemetry for one or more dataloggers will be provided by a single cellular modem. If multiple units are within datalogger spread-spectrum radio distance, units will transmit by radio to a central hub that will transmit all the data with a single modem. If the user has internet within radio-distance of the monitored units, District and user may opt for uploading files via the user's internet connection thus eliminating the need for a cellular modem and data plan. Daily data file size will be typically less than 10 KB.

### D. Data Management

1. Withdrawal points shall be identified by an individual site identifier and not by permit number.
2. A flow calibration check will be performed by District staff within one year of system installation using a non-invasive flowmeter, and at least once every 3 years during operation. An estimate of system yield will be used until calibration data is acquired.
3. Daily withdrawal will be computed using District software by multiplying the daily run-time derived from the status report by the estimated or measured flow rate.

MEMORANDUM

TO: Governing Board  
FROM: Hugh Thomas, Executive Director  
DATE: July 28, 2017  
RE: District's Weekly Activity Reports

Attached are the weekly District activity reports.

Please feel free to contact staff prior to the Governing Board meeting if you would like further information.

HT/rl  
Attachments



## Weekly Activity Report to Governing Board for June 18 - 24, 2017

### Executive / Management

- Steve Minnis attended the monthly Nature Coast Regional Water Authority Meeting in Fanning Springs.

### Water Resources

- Tom Mirti, Tara Rodgers, and Ross Davis met with the USGS in the field on the Waccasassa River to review data collection procedures at the long-term gaging station there.
- Tom Mirti and Tara Rodgers attended the UF Spring LiDAR Workshop in Apopka.

### Water Supply

- No reporting activity.

### Resource Management

- Tim Sagul, Stefani Weeks, and Justin Garland attended the annual meeting of the Florida Section of the American Society of Agricultural and Biological Engineers. Tim Sagul gave a presentation on the Starke Bypass Mitigation project.
- Leroy Marshall and Pat Webster met with Bradford County staff regarding ongoing drainage issues.

### Agriculture and Environmental Projects

- Justin Garland, Kaylee Love, and Hugh Thomas met with Jackson and Sidney Lord to discuss participation in the Suwannee Springs Agriculture Pilot Project.
- Pat Webster met Bradford County staff to discuss progress on the Chemours and West Ridge projects in Bradford County.
- Hugh Thomas attended the North Florida Central Florida Regional Planning Council in Lake City to give an update of SRWMD activities.
- Hugh Thomas and Darrell Smith met with Rod Land to discuss participation in the Suwannee Springs Agriculture Pilot Project.

### Communications

- Katherine Haney drafted a press release on the OFS emergency rule and on the request to FDEP for upper and middle Suwannee MFLs.
- Katherine Haney worked with printing companies to format canoe maps and poster.
- Katherine Haney worked with Currents Magazine on featured spread about the District.

### Announcements for the week of July 2 - 8.

- The District will be closed on Tuesday in observance of Independence Day.



## Weekly Activity Report to Governing Board for June 25 – July 1, 2017

### Executive / Management

- Darrell Smith, Roary Snider, Steve Minnis, Carlos Herd, Tom Mirti, Tim Sagul, Katelyn Potter, Leroy Marshall, Warren Zwanka, Pam Shaw, Bill McKinstry, Ross Davis, and Jon Wood participated in Session Two of the UF-IFAS Leadership Program.

### Water Resources

- Tom Mirti participated in cooperative study potential meeting with USGS.
- Tom Mirti, Darlene Velez, and Marc Minno attended a Q&A session for Water Quality RFP potential respondents.

### Water Supply

- No reporting activity.

### Resource Management

- Mike Fuller, Chrissy Carr, and Patrick Webster conducted a site inspection at the Starke Bypass Wetland Mitigation Area.

### Agriculture and Environmental Projects

- Leslie Ames attended the FL. Association of Counties Annual Conference in West Palm Beach.
- Hugh Thomas and Justin Garland along with FDACS Ag Water Policy staff met with seven soil moisture technology vendors to develop equipment specifications related to cost share eligibility.
- Patrick Webster met with Jefferson County staff to discuss the Wacissa Springs project.
- Patrick Webster met with Bradford County staff and contractors to discuss the Chemours project and Starke Bypass Wetland Mitigation project.

### Communications

- Katherine Haney attended precision ag workshop with Columbia County IFAS Extension.
- Katherine Haney drafted press releases on RIVERS grant, as well as Upper-Middle Suwannee MFLs, and OFS MFLS.
- Katherine Haney photographed and videoed rapid assessment collection tour of the lower Suwannee River with Darlene Velez and Jordana Cutajar.
- Katherine Haney worked with Currents Magazine on featured article.
- Katherine Haney reformatted safe drinking water 2016 report.

### Announcements for the week of July 9 - 15.

- The Governing Board Meeting, Workshops, and Committee Meetings are scheduled for July 11 at the District office.



## Weekly Activity Report to Governing Board for July 2 - 8, 2017

### **Executive / Management**

- No reporting Activity.

### **Water Resources**

- No reporting Activity.

### **Water Supply**

- No reporting activity.

### **Resource Management**

- Tim Sagul and Warren Zwanka participated in the monthly CUP anti-drift conference call along with staff of DEP and the other WMDs.

### **Agriculture and Environmental Projects**

- No reporting Activity.

### **Communications**

- Katherine Haney monitored and maintained District social media pages and communications inquiries.
- Katherine Haney started video project of data collection tour on the Suwannee River.
- Katherine Haney wrote an article featuring RIVERS grant project in Lafayette County.
- Katherine Haney redesigned the LinkedIn page and some hiring graphics.

### **Announcements for the week of July 16 - 22.**

- No announcements.



## Weekly Activity Report to Governing Board for July 9 - 15, 2017

### **Executive / Management**

- Virginia Johns, Steve Minnis, and Keith Rowell along with Mayor Poe, City of Gainesville, City staff, and County staff participated on the Weiss Property site visit.

### **Water Resources**

- No reporting activity.

### **Water Supply**

- Carlos Herd's last day with the District was July 15.

### **Resource Management**

- No reporting activity.

### **Agriculture and Environmental Projects**

- Staff met with soil moisture sensor vendors to discuss sensor capabilities and available reporting to producers.
- Justin Garland met with multiple farmers regarding our agriculture cost share program.

### **Communications**

- Katherine Haney worked on the data collection on the Suwannee River video.
- Katherine Haney wrote a press release about the new executive director.

### **Announcements for the week of July 23-29.**

- No announcements.



## Weekly Activity Report to Governing Board for July 16 - 22, 2017

### Executive / Management

- Steve Minnis met with Columbia County staff regarding the Preliminary Flood Maps for the County.
- Steve Minnis attended the Nature Coast Regional Water authority Budget Workshop and Regular Monthly Meeting.

### Water Resources

- Jordana Cutajar, Leslie Ames, and Darlene Saindon met with representatives from the Florida Youth Institute Program at Ichetucknee Springs State Park and talked to about 50 high school students about water issues in Florida, what the District does, and what career/ internship opportunities there are at the District.

### Water Supply

- Amy Brown attended a review course for the National Geology Licensing Exam in Orlando, Florida.
- Amy Brown, Eliza Breder, and Bob Heeke met with the District's consultants to discuss the Upper Suwannee Recharge Project.
- Greg Trotter, Dave Christian, and Robbie McKinney collected spring flow data and spring pool elevation data at Copper Springs.

### Resource Management

- Chrissy Carr attended the North Central Florida Water Well Contractors Association meeting in Gainesville.
- Mike Fuller participated in the NWS – Tallahassee informational webinar regarding the state of the hurricane season and general outlook for the remainder of the season.
- Warren Zwanka and Stefani Weeks participated in the Suwannee Interagency Ag Team meeting in Live Oak.

### Agriculture and Environmental Projects

- Darrell Smith and Justin Garland attended the UF-IFAS farmer field day at the Live Oak center.
- Justin Garland met with various farmers during the week regarding BMP implementation and the cost share program.

### Communications

- Katherine Haney attended and photographed an UF-IFAS workshop.
- Katherine Haney developed Springs funding press release.
- Katherine Haney developed FEMA Maps press release.
- Katherine Haney developed Dixie FFA land donation press release.

**Announcements for the week of July 30 – August 5.**

- Hamilton County Board of County Commissioners PILT check presentation scheduled for August 1<sup>st</sup> at 9:00 a.m.
- Suwannee County Board of County Commissioners PILT check presentation scheduled for August 1<sup>st</sup> at 6:00 p.m.
- Dixie County Board of County Commissioners PILT check presentation scheduled for August 3<sup>rd</sup> at 10:00 a.m.
- Columbia County Board of County Commissioners PILT check presentation scheduled for August 3<sup>rd</sup> at 5:30 p.m.