

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

**OPEN TO THE PUBLIC**

January 9, 2018  
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 - December 12, 2017, Governing Board Meeting and Workshop Minutes
  - Agenda Item 9 - Approval of November 2017 Financial Report
  - Agenda Item 16 - Request for Authorization to Publish Notice of Rule Development to Amend Rules 40B-4.1090 and 40B-400.091, F.A.C., Publish a Notice of Proposed Rule to Amend Rules 40B-4.1090 and 40B-400, F.A.C., and File Amendments with the Department of State

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6. Approval of Minutes – December 12, 2017, Governing 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 Recognition – Gwen Lord (30 years)

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

LC Page 1

8. Update on Legal Activities / Enforcement Status Report

**DIVISION OF ADMINISTRATION AND OPERATIONS**  
**Darrell Smith, Assistant Executive Director**

AO Page 1

9. Approval of November 2017 Financial Report – **Recommend Consent**

AO Page 10

10. Authorization to Purchase up to Five Vehicles

AO Page 11

11. Authorization to Transfer Restricted Fund Balance from Fund 10 Preservation 2000 and Florida Forever Fund to Fund 13 Land Acquisition and Management Fund

- AO Page 13 12. Authorization of Payment from Preservation 2000 to Florida Department of Environmental Protection to be Deposited into the Florida Forever Trust Fund
- AO Page 14 13. Fiscal Year 2017 Annual Land Management Report
- AO Page 42 14. Land and Facilities Operations Activity Summary Report

**DIVISION OF WATER SUPPLY**  
**John Good, Interim Director**

No Items

**DIVISION OF WATER RESOURCES**  
**Tom Mirti, Director**

- WR Page 1 15. Agricultural Water Use Monitoring Update

**DIVISION OF RESOURCE MANAGEMENT**  
**Warren Zwanka, P.G., Director**

- RM Page 1 16. Request for Authorization to Publish Notice of Rule Development to Amend Rules 40B-4.1090 and 40B-400.091, F.A.C., Publish a Notice of Proposed Rule to Amend Rules 40B-4.1090 and 40B-400, F.A.C., and File Amendments with the Department of State - **Recommend Consent**
- RM Page 6 17. Amendment to Contract 15/16-066 with ATKINS for FEMA FY 2016 RiskMAP PMC Services
- RM Page 58 18. Approval of the 2017 FEMA Risk Map Program Five Year Business Plan
- RM Page 87 19. Approval of Florida Department of Transportation Mitigation Plan 2018-2022
- RM Page 99 20. Permitting Summary Report

**AGRICULTURE AND ENVIRONMENTAL PROJECTS**  
**Darrell Smith, Assistant Executive Director**

No Items

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

- EO Page 1 21. **Public Hearing** and Acceptance of the 2018 Florida Forever Work Plan Update
- EO Page 2 22. **Public Hearing** and Acceptance of the 2018 Strategic Plan Work Plan Update
- EO Page 3 23. Land Acquisition and Disposition Activity Report
- EO Page 5 24. District's Weekly Activity Reports

## 25. Announcements

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

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

## 26. 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

January 9, 2018  
Following Board Meeting

District Headquarters  
Live Oak, Florida

- No Workshop

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  
December 12, 2017

District Headquarters  
Live Oak, Florida

Agenda Item No. 1 – Call to Order. The meeting was called to order at 9:03 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
Executive Director	Hugh Thomas	X	
Assistant Executive Director	Darrell Smith	X	
Governmental Affairs Director	Steve Minnis	X	
Water Supply Division Interim Director	John Good, P.E.	X	
Water Resources Division Director	Tom Mirti	X	
Resource Mgmt. Division Director	Warren Zwanka		X
Communications Director	Katelyn Potter	X	

**Guests:**

Craig Varn, Manson Bolves & Varn	Charles Shinn, Florida Farm Bureau
Lucinda Merritt, Ichetucknee Alliance	Corey Mikell, H2O Mobile Lab
Libby Schmidt, Spring Head Ranch, LLC.	Pamela Flores, FDEP
Leigh Brooks, FDACS	Ray Hodge, Southeast Milk
Jon Dinges, Amec Foster Wheeler	Kevin Wright, Generation Farms
Bob Moresi, Black & Veatch	Ray Hodge, Southeast Milk
Jeff Hill	Steve Gladin
Pat and Mary Bowes	

**Staff:**

Tyler Jordan	Keith Rowell
Robin Lamm	Pat Webster
Stefani Weeks	Mark Minno

Tilda Musgrove  
Scott Gregor  
Christina Green  
Pam Shaw  
John Good

Bob Heeke  
Bill McKinstry  
Justin Garland  
Ryan Sims

Agenda Item No. 3 - Announcement of any Amendments to the Agenda by the Chair: None

Agenda Item No. 4 – Public Comment. No public comments.

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

- Agenda Item 6 - Approval of Minutes – November 14, 2017 Governing Board Meeting and Workshop Minutes
- Agenda Item 9 - Approval of October 2017 Financial Report

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

Agenda Item No. 6 – Approval of Minutes – November 14, 2017 Governing Board Meeting and Workshop Minutes. 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 Hill cases and the Brown case.

### **DIVISION OF ADMINISTRATION AND OPERATIONS**

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

Agenda Item No. 10 – Fiscal Year 2019 Preliminary Budget Submission. Steve Minnis, Governmental Affairs Director, presented this item to the Board.

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

Agenda Item No. 11 - Fiscal Year 2017 Budget Modifications and Transfers (Re-Alignment). Pam Shaw, Chief Financial Officer, 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 - Florida Forever and Preservation 2000 Funding Update. Ms. Shaw provided an update to the Board.

Agenda Item No. 13 - Renewal of Herbicide Application Services Contract with Perpetual Contracting Inc. for Fiscal Year 2018. Bill McKinstry, Land and Facilities Operations Manager, presented this item to the Board.

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

Agenda Item No. 14 - Land and Facilities Operations Activity Summary. This summary was provided as an informational item in the Board materials.

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

No items.

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

Agenda Item No. 15 - **Public Hearing** and Approval of the 2017 Coastal Rivers SWIM Plan Update. Tom Mirti, Division Director, presented this item to the Board.

Chair Quincey opened Public Hearing regarding the Approval of the 2017 Coastal Rivers SWIM Plan Update.

Chair Quincey asked for Public Comments. No Public Comments were received.

Chair Quincey closed the Public Hearing.

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

Agenda Item No. 16 - **Public Hearing** and Approval of the 2017 Suwannee River SWIM Plan Update. Mr. Mirti presented this item to the Board.

Chair Quincey opened Public Hearing regarding the Approval of the 2017 Suwannee River SWIM Plan Update.

Chair Quincey asked for Public Comments. No Public Comments were received.

Chair Quincey closed the Public Hearing.

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

Chair Quincey moved Agenda Item 25 to this section of the agenda.

Agenda Item 25 - **Public Hearing** and Consideration of Resolution Number 2017-15 Authorizing the Purchase of the Joe H. Anderson, Jr., Memorial Park - Rock Bluff Springs Tract, in Gilchrist County and Authorizing the Use of Funds from the Florida Forever Trust Fund for a Portion of the Land Purchase and Acquisition Costs. Keith Rowell, Surveyor and Mapper presented this item to the Board.

Chair Quincey opened Public Hearing regarding the Consideration of Resolution Number 2017-15 Authorizing the Purchase of the Joe H. Anderson, Jr., Memorial Park - Rock Bluff Springs Tract, in Gilchrist County and Authorizing the Use of Funds from the Florida Forever Trust Fund for a Portion of the Land Purchase and Acquisition Costs.

Chair Quincey asked for Public Comments. No Public Comments were received.  
Chair Quincey closed the Public Hearing.

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

Agenda Item No. 17 - Agricultural Water Use Monitoring Update. This update was provided as an informational item in the Board materials.

### **DIVISION OF RESOURCE MANAGEMENT**

Agenda Item No. 18 – Permitting Summary Report. Stefani Weeks, Engineer, updated the Board on the permitting summary report.

### **AGRICULTURE AND ENVIRONMENTAL PROJECTS**

Agenda Item No. 19 – Authorization for Executive Director to Extend Engineering Services Contract. Pat Webster, Senior Professional Engineer, presented this item to the Board.

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

Agenda Item No. 20 – Approval to Accept Additional Funding in the Local Agency Program Projects in Union County. Mr. Webster presented this item to the Board.

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

Agenda Item No. 21 - Approval and Execution of Resolution 2017-14 Declaring the Pot Springs Restoration Project in Hamilton County as an Environmental Restoration and Enhancement Project. Bob Heeke, Senior Project Manager, presented this item to the Board.

MOTION WAS MADE BY SCHWAB, SECONDED BY JOHNS TO APPROVE THE RECOMMENDATION WITH LANGUAGE ADDED TO THE RESOLUTION STATING THE BOARD APPROVED THE PROJECT. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 22 – Authorization for the Executive Director to Amend Contract Number 17/18-006 with Perpetual Contracting, Inc., for Services on Middle Suwannee River and Springs Restoration and Aquifer Recharge Project. Mr. Heeke presented this item to the Board.

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

Agenda Item No. 23 – Authorization for the Executive Director to Purchase Rock Aggregate for the Middle Suwannee River and Springs Restoration and Aquifer Recharge Project. Mr. Heeke presented this item to the Board.

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

Agenda Item No. 24 - Approval to Enter into Contract with One Agricultural Producer to Provide Water Conservation Cost-Share Funding. Justin Garland, Engineer, presented this item to the Board.

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

**EXECUTIVE OFFICE**

Agenda Item No. 25 – Public Hearing and Consideration of Resolution Number 2017-15 Authorizing the Purchase of the Joe H. Anderson, Jr., Memorial Park - Rock Bluff Springs Tract, in Gilchrist County and Authorizing the Use of Funds from the Florida Forever Trust Fund for a Portion of the Land Purchase and Acquisition Costs. This agenda item was heard and approved after Agenda Item No. 16 on the agenda.

Agenda Item No. 26 – Land Acquisition and Disposition Activity Report. This summary was provided as an informational item in the Board materials.

Agenda Item No. 27 - District's Weekly Activity Reports. These reports were provided as an informational item in the Board materials.

Agenda Item No. 28 – Announcements. None

Agenda Item No. 29 – Adjournment. Meeting adjourned at 10:55 a.m.

\_\_\_\_\_  
Chair

ATTEST:

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SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
GOVERNING BOARD WORKSHOP

Workshop began at 11:15 A.M.

Florida Forever Workplan Update

Keith Rowell provided a powerpoint on the upcoming 2018 Florida Forever Plan.

Strategic Plan Update

Katelyn Potter provided a powerpoint on the upcoming 2018 Strategic Plan.

\_\_\_\_\_  
Chair

ATTEST:

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**MEMORANDUM**

TO: Governing Board  
FROM: Warren Zwanka, P.G., Division Director, Resource Management  
DATE: December 29, 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 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.

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: Pam Shaw, Chief Financial Officer  
THRU: Hugh Thomas, Executive Director  
DATE: December 31, 2017  
RE: Approval of November 2017 Financial Report

RECOMMENDATION

**Staff recommends the Governing Board approve the November 2017 Financial Report and confirm the expenditures of the District.**

BACKGROUND

Section 373.553(1), Florida Statutes., 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.

/pf

Attachments

**Suwannee River Water Management District  
Cash Report  
November 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%	\$24,371.59
First Federal Accounts Payable	\$0.00	0%	\$35,000.00
First Federal Depository	\$176.92	0%	\$2,036,045.15
SPIA	<u>\$60,391.51</u>	1.66%	<u>\$42,840,623.38</u>
TOTAL	<u><u>\$60,568.43</u></u>		<u><u>\$44,936,040.12</u></u>

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

	<b>Current Budget</b>	<b>Actuals Through 11/30/2017</b>	<b>Variance (Under)/Over Budget</b>	<b>Actuals As A % of Budget</b>
<b>Sources</b>				
Ad Valorem Property Taxes	\$ 5,591,837	\$ 918,156	\$ (4,673,681)	16.4%
Intergovernmental Revenues	\$ 59,873,387	\$ 4,964	\$ (59,868,423)	0.0%
Interest on Invested Funds	\$ 140,000	\$ 125,515	\$ (14,485)	89.7%
License and Permit Fees	\$ 135,000	\$ 18,685	\$ (116,315)	13.8%
Other	\$ 1,226,100	\$ 224,493	\$ (1,001,607)	18.3%
Fund Balance	\$ 15,891,753	\$ -	\$ (15,891,753)	0.0%
<b>Total Sources</b>	<b>\$ 82,858,077</b>	<b>\$ 1,291,813</b>	<b>\$ (81,566,264)</b>	<b>1.6%</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	\$ 9,322,743	\$ 357,907	\$ 1,631,236	\$ 7,333,600	4%	21%
Acquisition, Restoration and Public Works	\$ 65,326,091	\$ 207,288	\$ 21,498,755	\$ 43,620,048	0%	33%
Operation and Maintenance of Lands and Works	\$ 5,140,309	\$ 306,755	\$ 1,380,325	\$ 3,453,229	6%	33%
Regulation	\$ 1,392,916	\$ 175,855	\$ 26,316	\$ 1,190,745	13%	15%
Outreach	\$ 225,475	\$ 20,947	\$ -	\$ 204,528	9%	9%
Management and Administration	\$ 1,450,543	\$ 259,084	\$ 75,452	\$ 1,116,007	18%	23%
<b>Total Uses</b>	<b>\$ 82,858,077</b>	<b>\$ 1,327,836</b>	<b>\$ 24,612,084</b>	<b>\$ 56,918,157</b>	<b>2%</b>	<b>31%</b>

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

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

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

**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**November 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	1,291,812.60	0.00	82,858,077.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	793,726.13	0.00	6,047,222.00
TOTAL CONTRACTUAL SERVICES	314,694.64	6,261,183.54	33,963,839.00
TOTAL OPERATING EXPENSES	157,292.15	79,920.55	1,370,119.00
TOTAL CAPITAL OUTLAY	1,402.60	(0.17)	308,044.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	6,885,918.00
TOTAL INTERAGENCY EXPENSES	60,720.30	18,270,980.41	34,282,935.00
TOTAL EXPENDITURES	<u>1,327,835.82</u>	<u>24,612,084.33</u>	<u>82,858,077.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(36,023.22)</u>	<u>(24,612,084.33)</u>	<u>0.00</u>
<i>*Beginning of Fiscal Year; Revenues budgeted</i>			

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	1,014,425.46	0.00	9,492,276.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	697,180.11	0.00	5,236,014.00
TOTAL CONTRACTUAL SERVICES	47,050.50	998,693.84	2,210,609.00
TOTAL OPERATING EXPENSES	66,046.28	53,192.51	840,463.00
TOTAL CAPITAL OUTLAY	1,402.60	(0.17)	156,290.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	48,675.18	728,891.76	1,048,900.00
TOTAL EXPENDITURES	<u>860,354.67</u>	<u>1,780,777.94</u>	<u>9,492,276.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>154,070.79</u>	<u>(1,780,777.94)</u>	<u>0.00</u>

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	1,618.81	0.00	589,083.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	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>0.00</u>	<u>22,729.30</u>	<u>589,083.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>1,618.81</u>	<u>(22,729.30)</u>	<u>0.00</u>

**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**November 30, 2017**

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	0.00	0.00	47,232,235.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	61.07	0.00	0.00
TOTAL CONTRACTUAL SERVICES	39,327.21	3,062,444.09	15,494,577.00
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	5,902,968.00
TOTAL INTERAGENCY EXPENSES	0.00	13,705,660.00	25,834,690.00
TOTAL EXPENDITURES	<u>39,388.28</u>	<u>16,768,104.09</u>	<u>47,232,235.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(39,388.28)</u>	<u>(16,768,104.09)</u>	<u>0.00</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	84,000.00	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	0.00	0.00	105,600.00
TOTAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>105,600.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>84,000.00</u>	<u>0.00</u>	<u>0.00</u>

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	1,754.07	0.00	425,000.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	1,184.75	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	(298.50)	275,000.00
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	150,000.00	150,000.00
TOTAL EXPENDITURES	<u>1,184.75</u>	<u>149,701.50</u>	<u>425,000.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>569.32</u>	<u>(149,701.50)</u>	<u>0.00</u>

**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**November 30, 2017**

Fund 09: Monitor Well Improvements	<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	530,000.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	500,000.00
TOTAL OPERATING EXPENSES	0.00	0.00	30,000.00
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>530,000.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</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	30,882.56	0.00	1,847,500.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	1,845,000.00
TOTAL OPERATING EXPENSES	0.00	0.00	2,500.00
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>1,847,500.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>30,882.56</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	108.24	0.00	10,000.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	190.24	0.00	10,000.00
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>190.24</u>	<u>0.00</u>	<u>10,000.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(82.00)</u>	<u>0.00</u>	<u>0.00</u>

**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**November 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	147,447.46	0.00	5,010,309.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	94,602.27	0.00	801,208.00
TOTAL CONTRACTUAL SERVICES	120,907.04	1,345,887.68	2,625,691.00
TOTAL OPERATING EXPENSES	91,245.87	26,728.04	493,656.00
TOTAL CAPITAL OUTLAY	0.00	0.00	151,754.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	275,000.00
TOTAL INTERAGENCY EXPENSES	0.00	86.40	663,000.00
TOTAL EXPENDITURES	<u>306,755.18</u>	<u>1,372,702.12</u>	<u>5,010,309.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(159,307.72)</u>	<u>(1,372,702.12)</u>	<u>0.00</u>

*\*Excess to be covered by State Appropriation and Fund Balance*

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	3,236.10	0.00	1,150,000.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	369.88	0.00	1,150,000.00
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>369.88</u>	<u>0.00</u>	<u>1,150,000.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>2,866.22</u>	<u>0.00</u>	<u>0.00</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	3,107.55	0.00	120,500.00
<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	3,500.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL FIXED CAPITAL OUTLAY	0.00	0.00	0.00
TOTAL INTERAGENCY EXPENSES	0.00	117,000.00	117,000.00
TOTAL EXPENDITURES	<u>0.00</u>	<u>117,000.00</u>	<u>120,500.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>3,107.55</u>	<u>(117,000.00)</u>	<u>0.00</u>

**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**November 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	1,944.08	0.00	707,950.00
<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	707,950.00
TOTAL INTERAGENCY EXPENSES	0.00	0.00	0.00
TOTAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>707,950.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>1,944.08</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	305.77	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>305.77</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	5,388,579.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	47,764.86	783,372.13	5,360,579.00
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	28,000.00
TOTAL EXPENDITURES	<u>47,764.86</u>	<u>783,372.13</u>	<u>5,388,579.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(47,764.86)</u>	<u>(783,372.13)</u>	<u>0.00</u>

*\*Excess to be covered by Fund Balance*

**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**November 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	5,605,045.00
<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	12,045.12	3,569,342.25	5,335,745.00
TOTAL EXPENDITURES	<u>12,045.12</u>	<u>3,569,342.25</u>	<u>5,605,045.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(12,045.12)</u>	<u>(3,569,342.25)</u>	<u>0.00</u>

*\*Excess 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	21,757.40	0.00	3,249,000.00
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	21,757.40	0.00	3,249,000.00
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>21,757.40</u>	<u>0.00</u>	<u>3,249,000.00</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	0.00	0.00	1,000,000.00
FFWC REVENUE	0.00	0.00	250,000.00
NFWF REVENUE	0.00	0.00	145,000.00
TOTAL REVENUES	<u>0.00</u>	<u>0.00</u>	<u>1,395,000.00</u>
<b>EXPENDITURES</b>			
TOTAL SALARIES AND BENEFITS	507.69	0.00	0.00
TOTAL CONTRACTUAL SERVICES	37,517.75	48,355.00	395,000.00
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	1,000,000.00
TOTAL EXPENDITURES	<u>38,025.44</u>	<u>48,355.00</u>	<u>1,395,000.00</u>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(38,025.44)</u>	<u>(48,355.00)</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: Darrell Smith, Assistant Executive Director  
THRU: Hugh Thomas, Executive Director  
DATE: December 31, 2017  
RE: Authorization to Purchase up to Five Vehicles

RECOMMENDATION

**District staff recommends the Governing Board authorize the Executive Director to purchase up to five vehicles via a competitively bid contract for an amount not to exceed \$125,000.**

BACKGROUND

Each year the Florida Sheriffs' Association and Florida Association of Counties coordinates a statewide invitation to bid for vehicles. The resulting contract is available for use by participating Sheriff's offices and local governmental agencies of the State of Florida, providing an opportunity for the District to purchase vehicles at a better price than could be negotiated individually. Other competitively procured contracts, such as the State of Florida Department of Management Services vehicle contract, will be considered for maximum value.

The District uses a baseline vehicle replacement criteria of 120,000 miles, or 12 years of age. District staff recommends replacing up to five vehicles.

The proposed vehicles will replace those to be surplus, and will increase the efficiency of the District fleet. The District currently has 26 vehicles in its fleet. The average vehicle is more than seven years old with mileage of over 117,000.

A total of \$120,000 in funds for these vehicle replacements is available in the Fiscal Year 2018 budget with an additional \$5,000 to be transferred from another budget line item..

DS/pf

MEMORANDUM

TO: Governing Board  
FROM: Pam Shaw, Chief Financial Officer  
THRU: Hugh Thomas, Executive Director  
DATE: December 31, 2017  
RE: Authorization to Transfer Restricted Fund Balance from Fund 10 Preservation 2000 and Florida Forever Fund to Fund 13 Land Acquisition and Management Fund

RECOMMENDATION

**District staff recommends that the Governing Board authorize \$6,274,963 (plus interest) of Restricted Fund Balance be transferred from Fund 10 – Preservation 2000 and Florida Forever Fund to Fund 13 – Land Acquisition and Management Fund.**

BACKGROUND

In response to the Auditor General Report 2017-215, regarding the Preservation 2000 and Florida Forever Restricted Fund Balance transfers made in 2014, the District's Chief Financial Officer (CFO) compiled records that enabled a more thorough analysis of the Restricted Fund Balances in Fund 13 – Land Acquisition and Management Fund (LAMF) as of 2014 and reconcile the balance of Preservation 2000 moneys due back to the Florida Forever Trust Fund.

A Certified Public Accountant with Powell and Jones Certified Public Accountants (CPA) prepared the original analysis of Fund 13 (LAMF) in 2014. The analysis prepared in 2014 identified Restricted Fund Balance that contained \$6,761,754 of revenue derived from the disposal of lands acquired with Preservation 2000 moneys and \$2,431,600 of Florida Forever moneys. As referenced in the Auditor General's Report, these funds were transferred to FUND 10 – Preservation 2000 and Florida Forever Fund.

In August 2017, the same Certified Public Accountant with Powell and Jones CPA was enlisted to review the source documentation which was not available during the initial Fund Balance analysis in 2014, and to audit the analysis prepared by the District's CFO. Also, the Governing Board's General Counsel reviewed relevant land transactions. The revised analysis of Fund 13 (LAMF) identified Restricted Fund Balance contained \$2,918,391 of revenue derived from the disposal of lands acquired with Preservation 2000 moneys and no Florida Forever moneys on hand as stated in Powell and Jones CPA letter (see attached). Based on these new findings the District should record a liability in Fund 10 for \$2,918,391 as due to the Florida Forever Trust Fund and transfer \$6,274,963 (plus interest) back to Fund 13 to restore the Restricted Fund Balance as recommended by the Auditor General.

PJS  
Attachment



**Powell & Jones**  
Certified Public Accountants

Richard C. Powell, Jr., CPA  
Marian Jones Powell, CPA

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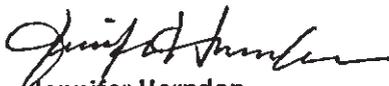
To whom it may concern:

This is to confirm and clarify my interpretation of the additional information that Pam Shaw and I went through together related to the P2000 funding and the Florida Forever Funds. This new information was not available to me in my initial review when I created the initial "Fund 13 Fund Balance Analysis" on August 22, 2014. I approached the review of the new information as I would have in determining whether the underlying source documentation would be sufficient and appropriate evidence from an auditor's standpoint. In this way I am confident in what we determined in regard to when funding was received, spent and how much should be returned up until fiscal year 2014 when the transfer of funding from fund 13 to fund 10 took place. From that point all future activity related to the P2000 and Florida Forever funds were maintained in fund 10 to ensure proper maintenance of the funds related to the P2000 and Florida Forever funding.

With the new information in hand, Pam greatly amended my original analysis expanding it to include all the newly found information rendering the original analysis baseless. The review of this new analysis by Pam and I was performed as an audit activity with sufficient and appropriate evidence to support each entry made in the workbook. If there is some question related to an entry, it is noted as such in the workbook. Findings included the \$2,023,000 of Florida Forever money originally presented as on-hand and un-spent at SRWMD were actually on deposit at the Florida Department of Environmental Protection (the "FDEP") available for draw down by SRWMD. The transfers of P2000 & Florida Forever funds to fund 10 related to my original analysis occurred in fiscal year 2014, but were based on funding levels at the end of fiscal year 2013. However, based on the new analysis we found that the true balance due of P2000 funding was \$2,748,495, and Florida Forever had a deficit balance of \$156,639. In fiscal year 2014, \$169,896 was received from a P2000 land transaction to bring the total P2000 balance owed to the FDEP/Florida Forever Trust Fund to \$2,918,391 before any interest earned.

My original analysis was greatly flawed and incomplete. With this new information and supporting documentation, it greatly reduces the amount owed by SRWMD to the FDEP/Florida Forever Trust Fund for un-spent P2000 funds resulting from sales of land originally purchased with P2000 funding. My intentions for the upcoming fiscal year 2017 audit are to have these new findings reflected. This will not involve a prior period adjustment, but rather a transfer of funds identified as belonging to Fund 13, and recording a liability to FDEP for the \$2,918,391 in Fund 10. I will also perform additional procedures to capture any other funding within Fund 10 that is identified as being owed to the FDEP.

I hope this helps clarify the situation. If there are any questions I will be happy to help as always.

  
Jennifer Herndon  
Powell & Jones, CPAs

MEMORANDUM

TO: Governing Board

FROM: Pam Shaw, Chief Financial Officer

THRU: Hugh Thomas, Executive Director

DATE: December 31, 2017

RE: Authorization of Payment from Preservation 2000 to Florida Department of Environmental Protection to be Deposited into the Florida Forever Trust Fund

RECOMMENDATION

**District staff recommends that the Governing Board authorize payment of \$2,918,391 (plus interest) to Florida Department of Environmental Protection to be deposited into the Florida Forever Trust Fund.**

BACKGROUND

Section 259.101 Florida Statute states that "Revenue derived from the disposal of lands acquired with Preservation 2000 funds may not be used for any purpose except for deposit into the Florida Forever Trust Fund within the department, for recredit to the share held under former subsection (3) of this section, Florida Statutes 2014, in which such disposed land is described.

Also, the Auditor General in their Report No. 2017-215, dated June 2017, recommends that the District submit the revenue derived from the disposal of lands acquired with Preservation 2000 funds to the Florida Department of Environmental Protection (FDEP), for deposit into the Florida Forever Trust Fund as required by State law.

Additionally, following an analysis of financial records and other source documentation for the period of 2000 through 2014 by the District's Chief Financial Officer, a Certified Public Accountant with Powell and Jones Certified Public Accountants and following a review of certain property transaction by the Governing Board's General Counsel, it has been determined that the District has a balance on hand of \$2,918,391 (before interest) of Preservation 2000 funds that should be returned to FDEP for recredit to the Florida Forever Trust Fund.

PJS

## MEMORANDUM

TO: Governing Board

FROM: William McKinstry, Land and Facility Operation Manager

THRU: Hugh Thomas, Executive Director

DATE: December 31, 2017

RE: Fiscal Year 2017 Annual Land Management Report

### BACKGROUND

The Land Management Report is the annual overview of management objectives and activities conducted on fee-simple title lands held by the Governing Board. The report is used by the District during the Land Management Review Team annual review of District lands that is required by Section 373.591 Florida Statutes (F.S.). It is also a requirement of the Florida Forever Work Plan.

The report summarizes objectives of the approved 2011 Land Management Plan and generally follows its organizational format addressing key topics that provide information as to whether District lands are being managed for the purposes for which they were acquired and in accordance with land management objectives.

The report indicates an ongoing effort by District's land management program staff to include and participating in water resource related projects on District lands. It provides details and accomplishments on natural community resource projects which are designed to maintain or improve natural communities, forest resources, rare species, cultural and historical resources, and aesthetic and visual resources. It addresses social and economic management goals and activities which are key components of the land management program and include public use, communications and fiscal responsibility.

WVM/pf  
Attachment

# Suwannee River Water Management District

January 2018

## 2017 Land Management Report

9225 C.R. 49  
Live Oak, FL 32060  
386.362.1001

WATER FOR NATURE  
WATER FOR PEOPLE



**2017 Land Management Report**  
***Suwannee River Water Management District***

**Governing Board**

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**Americans with Disabilities Act:** The District does not discriminate upon the basis of any individual’s disability status. This nondiscrimination policy involves every aspect of the District’s functions including one’s access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact the District at 386.362.1001 or 800.226.1066 (Florida only). The District’s fax number is 386.362.1056.

## **EXECUTIVE SUMMARY**

The 2017 Land Management Report is an annual overview of management objectives and activities conducted on fee-simple title lands held by the Governing Board of the Suwannee River Water Management District (District). The report is used by the District during the Land Management Review Team annual review of District lands which is required by Section 373.591, Florida Statute (F.S.). The report summarizes objectives of the approved 2011 Land Management Plan and generally follows its organizational format addressing key topics that provide information as to whether District lands are being managed for the purposes for which they were acquired and in accordance with land management objectives.

The report indicates an ongoing effort by District's land management program staff to include and participate in water resource related projects on District lands. It provides details and accomplishments on natural community resource projects which are designed to maintain or improve natural communities, forest resources, rare species, cultural and historical resources, and aesthetic and visual resources. It addresses social and economic management goals and activities which are key components of the land management program and include public use, communications and fiscal responsibility.

## **INTRODUCTION**

The District jurisdictional boundary includes approximately 7,640 square miles across all or part of 15 north-central Florida counties.

The District holds fee-simple title to approximately 160,158 acres in addition to approximately 126,825 acres of conservation easements (3.3% and 2.6% of the District's land area, respectively) as of October 1, 2017.

District management of these lands provides water resource benefits including:

- Preserving floodplain areas to maintain storage capacity, attenuate floodwaters, and prevent inappropriate development,
- Preventing contamination by maintaining low intensity land uses within the floodplain and high recharge areas,
- Preserving and/or restoring spring areas to maintain or improve ground and surface water,
- Preserving and/or restoring natural communities throughout the area to support or enhance populations of wetland-dependent native species, and
- Providing buffer zones to more intense land uses to protect water quality.

The majority of the parcels are conservation lands that are located along rivers and streams, headwaters, and recharge areas. The District also purchases parcels for specific water resource projects such as wellfields, flood storage, water management, aquifer recharge and water resource development, water supply development and preservation. These project lands are managed for the specific purposes as identified in the acquisition.

The District Land Management Plan (DLMP) articulates the goals of the Governing Board that guide the management of all fee title lands held by the District. Lands titled to the Board are managed under a multiple-use policy that emphasizes:

- Water resource protection and management,
- Maintenance and restoration of the land's natural state and condition, and
- Provisions for public access and recreation opportunities on those lands.

The following four goals are outlined in the DLMP:

- Resource Protection
- Public Use
- Communications
- Fiscal Responsibility

The purpose of this land management report is to document activities implemented in Fiscal Year (FY) 2017 on District-owned lands.

# OBJECTIVES OF THE 2011 DISTRICT LAND MANAGEMENT PLAN

## Resource Protection

### **Water Resources**

#### 1. Water Resource Objectives

- Minimize structural floodplain management on District-managed conservation lands.
- Maintain ground and surface water quantity and quality during land management activities by using enhanced silviculture Best Management Practices (BMPs).
- Restore hydrologic regimes to the Desired Future Condition (DFC) where possible.
- Maintain water management structures so they achieve their intended function.
- Develop and maintain water resource projects on the lands to improve water quality and enhance water supply.

### **Natural Community Resources**

#### 1. Soils, Topography, Ground Cover and Natural Community Objectives

- Minimize soil degradation (erosion, compaction).
- Manage and/or restore historic natural communities for a given site to DFC standards to the extent practicable.
- Reduce degradation of the existing native groundcover.
- Monitor the grass, herbaceous and shrub layers to detect if the resource falls within the DFC standard acceptable range.
- Reintroduce or supplement current native ground covers with local stock where needed to achieve ecosystem functions.
- Update and maintain current reference data.

#### 2. Forest Resource Objectives

- Manage for natural community heterogeneity to attain a multi-aged and vertically diverse forest, including retaining dominant and/or old growth trees and snags.
- Maintain the dominant and co-dominant tree species within the DFC acceptable parameter range.
- Reforest within DFC standards using techniques that minimize damage to other natural resources.
- Ensure that commercial harvests provide the maximum financial returns that are possible with the consistent attainment of primary natural resource values.
- Maintain an accurate and current forest resource inventory.

#### 3. Rare Species Resource Objectives

- Protect and manage biodiversity on District lands.
- Track rare species locations, status, and use rare species BMPs.
- Maintain and/or increase existing rare and imperiled species populations on District lands.

#### 4. Cultural and Historic Resource Objectives

- Protect and prevent negative impacts to cultural and historical resources during all activities.

- Document location of significant cultural and historical resources on District-owned lands and share information with the Division of Historic Resources within the Florida Department of State.
- Monitor the condition of cultural and historical resources on District-managed lands.

#### 5. Aesthetic and Visual Resource Objectives

- Maintain or enhance overall visual quality of District lands.
- Minimize or mitigate short-term negative appearances of land management activities.

#### 6. Public Use Objectives\*

- Provide as many opportunities for resource-based recreation compatible with water resource protection as possible.
- Protect health and safety of visitors.
- Use cooperating agencies and volunteers whenever possible.

#### 7. Communications Objectives

- Maintain and update the District Land Management Plan as needed with a major plan update scheduled for 2021.
- Conduct the Land Management Review Team process and report to the Governing Board.
- Develop and implement communication tools to enhance public recreational use.

#### 8. Fiscal Responsibility Objectives

- Protect and manage resources on District lands in an efficient manner within the limits of the annual operating budget.
- Revenues generated from land management will be from operations conducted to achieve resource objectives.
- The District will implement the Payment in Lieu of Taxes program for eligible counties in accordance with statutory directives.

\*Objectives from April 9, 2013, Governing Board Workshop.

# **SRWMD FY 2017 REPORT OF LAND MANAGEMENT PROGRAM ACTIVITIES**

## **I. RESOURCE PROTECTION**

**Goal – to protect, enhance and/or restore natural, archaeological, and historical resources on lands owned by the District.**

### **Water Resources**

District lands provide unique water resource opportunities because of their proximity to major rivers and their tributaries. At the tract level, there may be opportunities to impact altered water flows and water retention capacities to allow more natural buffering characteristics of the floodplain, such as flood attenuation, to be enhanced and provide protection to the receiving water body. At the site level, many facilities such as river access points, hydrologic facilities and roads require review, construction and maintenance to function in the floodplain without adverse water resource impacts. The objective of facilities' design is to make them transparent to high- and low-flow conditions within the floodplain.

Natural community and facility projects are generally implemented using silviculture BMPs as a minimum standard for implementation. Silvicultural practices, natural community restoration projects, hydrological improvements and road maintenance operations are planned to protect or enhance water resources.

Specific Governing Board-approved water resource projects may be initiated for flood control, water storage, water management, conservation and protection of water resources, aquifer recharge, water resource and water supply development. These projects typically require engineered solutions and have project-specific goals and management. In many cases, the water resource benefits are designed to extend beyond the tract.

### **Active Water Resource Projects**

- *Silviculture Water Yield Research Project*  
This project is part of a statewide effort to advance the understanding of the impact of forest management practices on water yield, and whether this water is held in surficial systems or makes it way to the aquifer. The project, within SRWMD, has five plots on District-owned lands near the Little River Tract, one plot on adjacent private land and six plots near the Gainesville wellfield on private land and Gainesville Regional Utilities land. Collection of data on surficial water status and vegetation characteristics continued this year. This project will continue through 2019.
- *Woods Ferry Hydrologic Restoration Project*  
The District replaced eleven damaged or destroyed culverts on the Woods Ferry Tract to remedy erosion problems along an administrative road and reconnect hydrological flow between existing wetlands.
- *Monitoring Well Improvement Plan*  
In 2014, the divisions of Water Supply and Water Resources identified groundwater monitoring data gaps areas throughout the District and developed a monitoring well

network improvement plan to close the gaps. This plan included the installation of 25 new monitoring wells. Closing these gaps is essential for groundwater modeling improvements and long-term trend monitoring assessments. Land Management staff continues to assist and support Water Supply and Water Resources divisions in the installation of monitoring wells. It is expected the Improvement Plan will be completed in FY 2018.

- **Stalons Camp Road Hydrologic Facilities Project**  
The District partnered with Four Rivers Land & Timber Company LLC (Four Rivers) to complete a hydrologic facility improvement project on a co-owned road in the Steinhatchee Springs tract. Sections of the road were routinely degraded and damaged by significant storm events sending sediment down an unnamed stream. To facilitate the project the District studied the drainage basin and determined what facilities were needed to manage the stormwater. Four Rivers purchased and delivered all soft rock material and three culverts (two 60 inch culverts and one 38-inch culvert). The District provided the contractor and all hard rock for the project.
- **Public Use Area Erosion Control Project**  
Majority of FY 2017 the District was in discussions with the University of Florida Conserved Forest Ecosystems Outreach and Research Program to form a project that would improve possible erosion problems at public use areas along the Steinhatchee River. The discussions lead to the identification of five locations that could be improved. The District contracted with a design and construction firm to improve four of river access locations along the river. In FY 2017, the District worked with the firm to plan and design of facilities at the river access locations. During FY 2018 the District will implement the plan that will resolute in improving or maintaining existing public access while reduce the potential for erosion.

#### Water Projects in Planning and Design

- **Pot Springs Environmental Restoration and Enhancement Project**  
In 1997-98, the District developed a small parking area and boardwalk with stairs that provided access to the spring. The site has been significantly impacted by bank erosion due to public use and flood events. In 2017, Springs funding was approved to restore the site. Improvements will consist of bank stabilization, access to the springs and improvements to limit erosion from uplands. Funding for this project will come from Florida Department of Environment Protection (FDEP) through the Pot Springs Restoration contract.

#### Natural Community Resources

##### **1. Soils, Topography, Natural Communities, and Groundcover**

The District plans and implements land management operations to maintain and enhance natural resources. The District uses existing DFC standards as a guide to plan, implement and track natural community management/restoration activities. These DFCs detail plant community structure, representative plant species, average hydrologic regime, and the frequency of fire that is required to maintain the plant community. By using DFCs, the District determines if management activities are needed to “restore or maintain the natural condition” as directed by statute.

District lands that meet the DFC structural standards are maintained by natural processes (flooding events) or passive management. Most floodplains and wetlands are in this category. Communities that do not meet standards may receive active management (installation of hydrologic structures, prescribed fire, timber harvest, and reforestation) to move the community towards the defined community standards. Most uplands and transitional areas are in this category.

### Active Natural Community Management Projects

- *Prescribed Fire*

Many of Florida's natural plant communities were historically influenced by lightning-ignited fires. Of those fire-adapted natural communities, the District's prescribed fire program targets sandhills, upland pine, scrubby flatwoods, mesic flatwoods and wet flatwoods communities for maintenance and restoration purposes. Combined, these targeted communities make up approximately 59,955 acres or 71% of the total acres that were historically influenced by fire.

The remaining 29% of fire-influenced communities on District lands consist of wetland natural communities such as shrub bogs, depression marshes and dome swamps. These communities are not actively targeted for prescribed burning. Fire is allowed to spread into these areas from adjacent communities that are being burned, but only when the risk is minimal for long-term smoke-management problems, mortality to wetland vegetation and prolonged organic soil consumption. When necessary, containment firelines are installed and maintained in such a manner as to avoid adverse impacts to wetlands and water resources.

Within the five targeted natural communities, the District focuses most of its efforts on designated core areas. Factors used to distinguish many of these core areas include:

- 1) Areas have a history of successful prescribed burns,
- 2) Vegetation within these areas can easily be burned without other inputs such as mechanical or chemical treatments,
- 3) Areas have undergone management activities that require the use of prescribed fire for continued maintenance or to complete a management prescription.

The District uses DFCs to determine the Fire Return Interval (FRI) for each community. These intervals are derived from information provided by the Florida Natural Areas Inventory (FNAI). These intervals are the rotation or the number of years that occur between each scheduled prescribed burn. The District's goal is to increase the number of targeted core areas that are within their FRI (Table 1).

Table 2 provides natural community acreage information for all non-targeted and targeted cores areas. Acreage for targeted core areas is further separated to identify NFRI status. For areas, out of their NFRI, information is also provided to help identify some of the factors affecting this status.

Table 1. Fire Return Interval and Burn Acreages on District lands

	2017	2016	2015	2014	2013
<b>% Targeted Core Areas within Fire Return Interval</b>	<b>51%</b>	<b>54%</b>	<b>53%</b>	<b>59%</b>	<b>66%</b>
Acres Planned	13,000	12,000	12,750	11,800	12,000
Acres Burned	6,398	12,528	8,919	13,581	12,277
Acres Burned That Met Objective	5,901	12,289	8,088	12,996	11,843
Wildfire Acres	29	54	25	0	11

Table 2. Acres of fire maintained natural communities by classification (FY 2017).

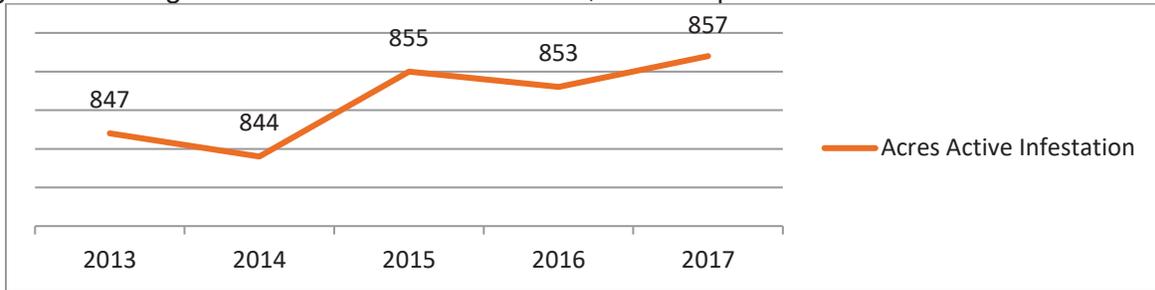
<b>SRWMD Fire Maintained Communities</b>	<b>Acres</b>	<b>% of total</b>
<i>Total Fire Maintained Natural Communities</i>	<b>84,058</b>	
Targeted Communities	59,955	71
Non-Targeted Communities	24,103	29
<i>Total Targeted Core Areas</i>	<b>49,321</b>	
Acres in FRI* (end of 2017)	25,044	51
Acres out of FRI (end of 2017)	24,277	49
<i>Total Acres Out of FRI</i>	<b>24,277</b>	
Acres where pine density is too thick or stand age is too young to safely burn**	11,040	45
Acres within Mallory Swamp Wildlife Management Area	4,545	19
Remaining Acreage	8,692	36

\*FRI is Fire Return Interval

\*\*Stand age only applies to slash pine (*Pinus elliottii*)

*Non-native, Invasive Plant Control:* (82) infestations were monitored and 67 infestations were treated with herbicides during FY 2017. Total infestation acreage increased during FY 2017 (Figure 1). Increases resulted from the addition of new infestations and the increased size of some existing infestations. Seven infestations were reclassified from active to inactive. Active infestations are reclassified as inactive when no remaining living plants are observed at/or within close proximity to the infestation for four consecutive years.

Figure 1. Acreage trend line of active non-native, invasive plant infestations.



- *Vegetation Management (Mechanical)*  
Mechanical treatments such as whole tree chipping, roller chopping, and woods mowing are used as tools to help meet natural community DFC objectives and prepare sites for reforestation. In FY 2017 the following mechanical treatments were implemented:
  - I. Approximately 1,740 acres were roller chopped on the Mallory Swamp tract in Lafayette County to help reduce fuel loading and facilitate the use of prescribed fire. A \$144,000 grant was received from Florida Forest Service to help fund this work.
  - II. Approximately 93 miles of ditch edges were mowed on the Mallory Swamp tract to help reduce fuel loading and facilitate the use of prescribed fire by helping to expand the area used for installing containment lines.
- *Vegetation Management (Chemical)*  
The application of herbicides to control vegetation is also a tool used to help meet natural community DFC objectives and prepare sites for reforestation. In FY 2017, the following herbicide treatments were implemented:
  - I. Approximately 41 miles of ditch edges were treated with herbicides on the Mallory Swamp tract to help reduce fuel loading and facilitate the use of prescribed fire by helping to expand the area used for installing containment lines. This was a follow-up treatment to the ditch mowing that occurred during FY 2017.

Active Natural Community Restoration Projects:

- *Mattair Springs Restoration Project*  
The Mattair Springs Restoration Project is a joint project with the U.S. Fish and Wildlife Service (USFWS) to help restore approximately 680 acres of sandhill natural communities on the Mattair Springs tract in Suwannee County. In FY 2017, approximately 250 acres were whole tree chipped to reduce hardwood encroachment and 88 acres were treated with herbicides to control hardwood resprouts. The District

received \$10,172 from USFWS to help fund the herbicide applications. This project is scheduled for completion fall 2018.

- Swift Creek Restoration Project:*  
 The Swift Creek Restoration Project is a joint project with the U.S. Fish and Wildlife Service to help restore approximately 103 acres of mesic and wet flatwoods natural communities on the Swift Creek tract in Hamilton County. During FY 2017, 103 acres were roller chopped, burned, and treated with herbicides to control hardwood vegetation. The District received \$9,522 from USFWS to help fund the herbicide application. This work was done in preparation for longleaf pine reforestation that will occur in FY 2018. This project is scheduled for completion in the winter of FY 2018.

**2. Forest Resources**

- Timber Harvests*  
 The District harvests timber resources to promote conditions that more closely resemble natural forests. Nine sales were offered; (Table 3) six harvests were thinning's of pine plantations, two harvests were salvages with thinnings due to fire damage, and one was a salvage operation due to Southern Pine Beetle. There were also two small bark beetle salvage operations added on to existing sale contracts.

The District initiated the use of operator select first thinnings. In these sales, the trees are not marked in advance. The logger works under the supervision of the District to implement the sale. This approach saves money and allows the District to sell timber faster and reduce the acres that do not meet current stocking standards for the natural community more quickly. This approach is increasing the number of first thinnings sold in a fiscal year.

Timber harvest objectives include:

- o Reducing over story stocking to meet desired levels for the natural community,
- o Improving forest health by removing suppressed and diseased trees, and
- o Reducing species not native to the natural community, if commercially viable.

Planning, advertising, contract oversight, timber sale security and financial reconciliation are part of this timber sale process.

Table 3. Acres of timber harvest and revenue as percent of reported sources.

	2017	2016	2015	2014	2013
# Acres Timber Sold	1,472	1,214	1,071	731	267
Total Value as a Percent of Published Florida Market Rate for Pine Products (source: FL. Land Steward Newsletters)	115%	117%	114%	105%	117%

- Forest Resource Inventory*  
 Data was collected on 166 inventory plots during FY 2017. The data from these plots can be used to quantify the acres that have achieved their natural community goals and provide data for areas that could be improved by a timber harvest.

### 3. Rare Species Resources

The District has in place procedures for identifying and avoiding detrimental impacts to imperiled species on its lands. Rare species are documented on District lands by surveys and opportunistic observations. Species locations and rare species BMP information are maintained within a geodatabase.

To lower the potential for negative impacts on existing species occurrences, District staff consults the rare species GIS layer file and rare species BMPs before planning and conducting management activities. If potential impacts are identified, staff will delineate occurrence areas to avoid or adjust management activities to prevent potential conflicts.

No specific surveys were conducted during FY 2017.

### 4. Cultural and Historical Resources

District lands have been reviewed for cultural and historical resources by a professional archaeologist. One hundred sixty-nine (169) known sites were found in the Florida Master Site Files of the Florida Department of State. Archaeological review determined that 23 sites should be classified as significant cultural sites due to the reported description of the site in the master site files.

The District plans to inspect the 23 significant cultural resource sites, while working on other projects in the vicinity, in order to monitor and document any potential impacts by looting or other activities in the past year (Table 4). Two sites have no land access and was not inspected. Inspections are conducted to monitor these resources and identify if any are being negatively impacted beyond the two sites impacted prior to District implementing inspections during 2011.

Table 4. Status of significant cultural resources sites.

<b>Measures</b>	<b>2017</b>	<b>2016</b>
Number of 23 known significant cultural-resources sites inspected	12	7
Number of 23 known damaged sites inspected	6	1

The District follows “Protocol for Managing Cultural and Historical Resources on Suwannee River Water Management District Lands” to avoid damaging these resources. The most likely areas for cultural resources, based on the known sites, are classified “High Probability Zones” and are included as a GIS layer for planning purposes.

### 5. Aesthetic and Visual Resources

The consideration of the visual or aesthetic resources while managing property is a key component of the land management program. Every aspect from signs and facilities design to managing contractors and the public has visual impacts.

Key management strategies are to review every activity implemented on the land and try to minimize short-term negative perceptions. Strategies included timing of the operation, minimizing debris or litter, utilizing timber that has been harvested, and in some cases, placing signs to explain the activity.

## II. PUBLIC USE

**Goal – to provide opportunities for high quality, compatible resource-based recreation and education programs to meet the public’s needs while protecting water resources.**

District lands provide many resource-based recreational opportunities. Of the 160,158 acres owned by the District, over 97% are open to the public for recreation. Planning for public uses and facilities takes into account the sensitivity of the site, the proximity of similar recreational opportunities, the time and financial requirements to provide the use, and public demand for the particular use. The District’s Public Use Guide lists allowable recreational uses approved by the Governing Board by tract, including uses that require a Special Use Authorization (SUA).

Conservation lands not opened to the public are tracts located in gated communities or access is otherwise restricted rendering them closed to the public. Also closed to the public are District fee-title lands that were purchased to develop infrastructure for water resource development projects. These tracts may not be open to the public for recreational activities due to the purpose for which the properties were purchased however public use may be allowed once the project is completed and only after a plan is made on the suitability of public use.

### **Recreation Resources**

The District has developed facility standards that detail recreational facility, road and trail, sign and kiosk, and fence design, construction and maintenance procedures. These standards ensure that facilities provide a safe, aesthetically pleasing, outdoor environment for the public that can be effectively maintained (Table 5), and minimizes potential impacts to water resources. District staff inspects public-use facilities, and schedules maintenance required to ensure longevity and continued safe use.

Table 5. Public-use facilities\*

<b>Facility</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
# Trailheads	31	31	30	29	30	26	26
# Docks & Boat Ramps	11	11	11	11	11	10	10
# Hand & Canoe Launch Sites	19	19	19	19	19	27	27
# Picnic Areas	22	22	21	14	17	16	16
# Interpretive Sites	9	9	10	10	11	9	9
# Restrooms	15	15	15	15	18	18	18
# Miles Trails	232	232	237	226	242	203	190
# Miles Driving Trails**	332	332	325	313	310	310	345

\*Recreation facilities in GIS were reviewed and updated during the recreation guide upgrades on the web site. The review process allows staff to evaluate the facilities for changes or upgrades of use.

\*\*Driving trails are drivable surfaces owned by the District or other entities that may or may not be maintain by the District.

### *Recreation Maintenance*

- Land management staff continues to work with IT staff to upgrade and improve operational inspections and data collecting. Using iPads and ESRI online applications land management staff has found these innovations to be a more efficient and effective process than traditional methods.

- The District improved the entrance road and constructed two parking areas and a kiosk on the Withlacoochee Quail Farms tract. The tract can now be accessed without a SUA and is available for public hunting.
  - The District improved the seven-mile spine road on the Bay Creek tract. The tract can now be accessed without a SUA and is available for public hunting.
  - District contractors replace forty-three (43) cable gates with farm gates on the Steinhatchee Springs, Steinhatchee Falls, Steinhatchee Rise, and RO Ranch tracts.
  - All District lands in were closed on September 6, 2017 due to the impending landfall of Hurricane Irma and all SUAs were suspended. All District tracts were re-opened for public use by the end of November 2017. District roads had trees down on them and some tracts on the Upper Suwannee and Santa Fe Rivers were closed due to river flooding.
  - Suwannee Bicycle Association continues to make minor adjustments to the bicycle trails in the White Springs area.
  - The Florida Trail Association continues to make reroutes and trail adjustments to enhance the trail user experience.
- *Special Use Authorizations*  
Members of the public may apply for a SUA to engage in those recreational opportunities requiring special authorization as listed in the public use guide. Examples include all-terrain vehicle (ATV) use, night-time access or persons with disabilities. An SUA may also be issued for opportunities not listed in the Public Use Guide; examples include research and data collection, adventure races, placement of bee hives and nuisance hog removal.

An SUA serves as an agreement between the District and user; it details terms, conditions, liability protection and time frame of the proposed use (Table 6). The District issues SUAs and reserves the right to refuse anyone an SUA if the proposed use threatens water resources, public safety or other natural resources on District lands.

Table 6. The number and types of Special Use Authorizations issued.

Recreation	Temporary Ingress and Egress	Mallory Swamp ATV Trail	Non-Recreational*	Goose Pasture Camping	Total
311	66	33	15	145	570

\*Non-Recreational SUAs issued during the fiscal year include research and data collection, competitions, hog removal and apiary leases.

- *Hunting and Fishing*  
The District's goal for public hunting is to provide high-quality hunting opportunities. The District meets annually with the Florida Fish and Wildlife Conservation Commission (FWC) to review opportunities for public hunting on District lands. Public hunting on District lands is offered through management agreements with FWC and the US Department of the Interior, Fish and Wildlife Service. Fishing is allowed on District tracts subject to FWC fishing regulations (Table 7).

In FY 2017 the District and Florida Fish and Wildlife Conservation Commission (FWC) opened the following tracts to public hunting: Withlacoochee Quail Farms (696 acres), Bay Creek (2,125 acres) and Westwood West (504 acres).

Table 7. Hunting and fishing access.

	2017	2016	2015	2014	2013	2012	2011
# acres open to public hunting	108,292	104,945	104,945	105,019	105,131	105,016	96,444
# fishing access locations	109	109	107	103	101	130	102

### III. COMMUNICATIONS

#### Goal – to coordinate with public and private stakeholders in the management of District lands.

The District encourages participation from outside agencies, organizations and private citizens when developing management plans for the lands under its stewardship. However, District lands and facilities and other communication opportunities likely provide greater visibility of land management activities to the general public. Public inquiries are addressed by visiting the District or contacting District staff by phone, mail, email, or the website.

- *District Land Management Plan*

The DLMP articulates the Governing Board goals and objectives that guide the management of all fee lands held by the District. The Board approved the DLMP in April 2011.

No revisions were made to the DLMP during FY 2017. The District intends to revise and update the DLMP during FR 2018.

- *Land Management Review Team (LMRT)*

To ensure that the District is meeting its land management goals, the Excellence in Land Management Program (ELM) was established. This program quantifies the input of the LMRT to determine whether land management is meeting the objectives of the DLMP. Statutorily, the LMRT must evaluate:

- 1) Whether District lands are being managed for the purposes for which they were acquired, and
- 2) If the management practices, including public access, are in compliance with the management plan.

District staff conducted a LMRT meeting and tour on April 5, 2017. The reviews focused on activities that were conducted during FY 2016. Areas of review included water resources, natural resource management, public use and facilities on representative areas. The LMRT was asked to score whether the District was achieving its objectives using the following scores:

- 0 – not meeting objectives;
- 1 – meeting objectives; and
- 2 – exceeding objectives.

The review was conducted in the Upper Suwannee River basin. This area encompasses 20,857 acres of fee lands and 4,227 acres of Conservation Easement lands.

Nine objectives of the DLMP were scored during the inspection ranging from a low score of 1.40 for aesthetics and visual resources to a high score of 1.87 for public use. Water resource objectives were scored 1.43. The overall average score was 1.58 signifying that the management activities were both meeting and exceeding the Governing Board’s objectives. The overall average score of 1.58 was slightly higher than last year’s LMRT. The scores for “managed for purposes acquired” were higher (1.68 compared to 2.0) than last year. The score for “in accordance with Management Plan” was also slightly higher (1.80 compared to 1.79) than last year. Questions and responses to the statutory component of this review are summarized in Table 8.

Table 8. Questionnaire responses from the District’s LMRT meeting.

<b>Question 1</b>	<b>Are District lands being managed in a manner consistent with the purpose for which they were acquired, including public access?</b>
# of Responses	
0	SRWMD is not in compliance.
3	SRWMD compliance is adequate and acceptable.
11	SRWMD exceeds compliance regularly.
<b>Question 2</b>	<b>Does SRWMD land management implement the goals identified in the District Land Management Plan?</b>
# of Responses	
0	SRWMD is not in compliance.
3	SRWMD compliance is adequate and acceptable.
12	SRWMD exceeds compliance regularly.

*Note: Total scores may differ due to non-response on questionnaire.*

- *Communication Initiatives*
  - Land management staff provided the communications staff with current status and information of District lands during Hurricane Irma.
  - Land management staff provides images and text for District’s social media outreach efforts including Facebook and Twitter.
  - Staff is using the “Important Notices” feature on the District web page to provide information to the public regarding flooding and tract closures, and management activities that may affect public use.
  - Staff has completed five new kiosk panels.
  - Staff updated and reprinted the Suwannee River Wilderness Trail Boat Ramp & Canoe Launch Map.
  
- *Regional Resource Group Participation*

District staff participates in regional groups in order to understand issues that affect District lands and their management, and to provide input to other managers of recreation and natural resources regarding water resource issues.

  - North Florida Prescribed Fire Council
  - San Pedro Bay Landowners Association

- FWC - Invasive Plant Management Section's Weed Control Project
- USFS/Florida Trail Association Florida National Scenic Trail
- Suwannee Bicycle Association
- UF Conserved Forest Ecosystem: Outreach and Research Cooperative
- FWC Wildlife Management Areas and Management Plan
- Fire Adapted Communities, Baker County

#### **IV. FISCAL RESPONSIBILITY**

**Goal – to protect resources and manage District lands in an efficient manner within the District's annual budget.**

District staff minimizes the costs associated with land management by contracting with the private sector, partnering with other land management agencies and organizations, and submitting proposals for land management grant funding.

- *Facility Construction and Maintenance*  
In FY 2014, the District reduced road coverage, revised management practices and added a progressive review and approval process for general road maintenance. The culmination of this effort was a new general road maintenance plan that centers on a three-year rotation for all roads deemed necessary for public access. In FY 2017, the District completed approximately 99 miles of general road maintenance at Mallory Swamp, Alapahoochee, Woods Ferry, White Springs, Stephen Foster State Park, Steinhatchee Springs, Suwannee Springs, Linville, Blue Sink, Mattair Springs, Holton Creek, Swift Creek, Peacock Slough, Mt. Gilead and Lamont tracts.
- FWC provided the District approximately 2,907 tons of crushed limerock for road repairs for Mallory Swamp and Holton Creek tracts during FY 2016. The District fully utilized the material during FY 2017.
- FWC also contracted with a firm to completed \$15,775 (approximately 14.5 miles) of road and hydrological maintenance work in Mallory Swamp and Steinhatchee Springs tracts. The District managed the efforts of the contractor and supplied 1,837 tons of material. The success of this mission greatly enhanced the overall achievement of the hydrological and road maintenance program for FY 2017.
- *Boundary Line Marking and Painting*  
The District has a five-year rotation plan to mark and paint District land boundaries. The District has approximately 1,000 miles of boundary lines. One hundred forty-six (146) miles were marked or painted.
- *Cooperative Management Agreements*  
The District enters into cooperative management agreements and/or leases with government agencies to reduce the cost of management to the District (Table 9), while providing similar management and protection and public access.

Table 9 Agencies managing District lands.

<b>Managing Agency</b>	<b>Tracts</b>	<b>Acres</b>
<i>No Cost Management Agreements</i>		
Alachua County	2	222
City of Lake City	1	27
City of Newberry	1	1
City of White Springs	1	7
Columbia County	2	139
Department of Environmental Protection	9	1,980
Florida Fish and Wildlife Conservation Commission	2	862
Florida National Guard	2	2,678
Gilchrist County	1	513
Hamilton County	3	17
Jefferson County	1	22
Levy County	1	4,274
Suwannee County	2	11
University of Florida	2	738
US Fish and Wildlife Service	5	1,635
No Cost Management Total Acres:		13,126
<i>Shared Revenue Agreements</i>		
Florida Forest Service	13	12,444
Shared Revenue Total Acres		12,444
<b>Total All</b>		<b>25,570</b>

Under a lease agreement the Florida Forest Service (FFS) manages approximately 12,444 acres of District lands as part of the Twin Rivers State Forest. As part of the lease, the District has agreed to reimburse the State for expenses each year. In FY 2017, there were a total of \$162,701 State expenses, which were reimbursed by the District.

Additionally, the District has a cooperative management agreement with FFS for lands not under lease at Twin Rivers State Forest. This agreement is used primarily to allow FFS to manage and conduct fire-line installation and prescribe fires on District lands. This agreement reduces District costs since the FFS rate for prescribed burning is less than the District's private contractor's rates. During FY 2017, 561 acres were burned under this agreement. Approximately \$5,610 was saved by utilizing FFS for these services.

Public hunting is provided on 108,292 acres (68%) of District-owned lands in cooperation with FWC and USFWS. These agencies manage hunting dates and limits and provide law enforcement at no cost to the District. No fees for hunting are charged by the District.

The District has agreements with private and public entities to provide trail maintenance for 162 miles (70%) of the bike, horse and multi-use trails on District lands. These trails are maintained at no cost to the District and available for use by the general public.

- *Grant Applications and Awards*

In FY 2017, the District received several sources of grant funding to help reduce the cost of natural community management work listed in Table 10.

Florida Forest Service Prescribed Fire Enhancement Program:

- The District received \$142,205.25 to conduct roller chopping work on approximately 1,740 acres on the Mallory Swamp tract in Lafayette County. This work was done to help reduce fuel loads and facilitate the use of prescribed fire.

U.S. Fish and Wildlife Service Partner's for Fish and Wildlife Program:

- The District received \$10,172.52 for herbicide application work on the Mattair Springs tract in Suwannee County. This work was done in association with a sandhill natural community restoration project on this site. Herbicide was applied on approximately 88 acres to control hardwood re-sprouts and help facilitate the use of prescribed fire.

U.S. Fish and Wildlife Service Partner's for Fish and Wildlife Program:

- The District received \$9,522.35 for herbicide application work on the Swift Creek tract in Hamilton County. This work was done in association with a mesic/wet flatwood natural community restoration project on this site. Herbicide was applied on approximately 103 acres to control hardwood re-sprouts and prepare the site for longleaf pine reforestation during the winter months of 2017 and 2018.

- *Revenues and Expenditures*

The District has opportunities to generate revenues while implementing its natural resource management activities. Timber sales generate the vast majority of revenue from land management activities, Table 10.

Table 10. Land resources revenues.

<b>Category</b>	<b>FY 2017</b>
Timber	\$1,206,496
Land Use (Apiary Leases)	\$550
Grants	\$161,900
State Appropriation (Operations)	\$1,777,210
<b>Total</b>	<b>\$3,146,156</b>

In FY 2017, the District sold an estimated 63,500 tons of pine timber in 9 sales on 1,472 acres. These sales were thinning's of pine plantations and salvage operations due to bark beetle infestations. Total gross revenues are estimated (since all sales have not been completed as of October 1, 2017) to be \$1,315,000.

Expenditures in the land management program are divided into categories for budgeting as follows, Table 11:

- Natural Resource Management – includes water resource projects, reforestation, timber sales, and protected species management.

- Invasive Plant Management - includes the costs associated with invasive plant treatments including hiring private contractors and staff time/field supplies needed to conduct in-house treatments.
- Prescribed Fire – includes FFS and private contractor costs for prescribed burning and fire-line establishment and maintenance.
- Public Use – includes expenses for maintaining site-based and dispersed recreation activities, developing new sites, signs, maps, brochures, and sanitation.
- Facility and Equipment Management – includes costs for maintaining roads, hydrologic structures, boundaries and gates.
- Administration and Planning - includes expenses for planning, GIS, training, real-estate activities, management plans and reviews, interagency coordination and Payment in Lieu of Taxes.

Table 11. Land resources expenditures.

<b>Category</b>	<b>FY 2017</b>
Natural Resource Management	\$423,403
Exotic Invasive Management	\$15,282
Prescribed Fire	\$328,992
Public Use	\$162,701
Facility & Equip. Management.	\$226,405
Administration and Planning*	\$119,343
<b>Total</b>	<b>\$1,276,126</b>

\*Does not include Payments in Lieu of Taxes

- *Payments in Lieu of Taxes (PILT)*  
When the District purchases lands in fee simple (all ownership rights), the lands are taken off the county ad valorem tax roll. The Legislature established a payment in lieu of taxes program in 1992 to reimburse local governments for the loss of revenue. To qualify for this program, the county must have a population of less than 150,000. Payments were made to counties in the amount of \$357,978.64. The State appropriated the funds for PILT in FY17.
- *Surplus Lands*  
Disposing of lands that are not needed for water-resource protection allows the District to redirect funds to higher value, water-resource lands or reduce land management costs. The surplus lands indicated in Table 12 were conveyed to municipalities at no cost.

Table 12. Surplus lands sold or conveyed.

Surplus Parcels	Acres	County	Disposition Date	Transaction	Proceeds
Greenville Sprayfield	151	Madison	05/05/2017	Conveyance to Town of Greenville	\$0.00
Horseshoe Beach Wellfield	100.22	Dixie	07/11/2017	Conveyance to the Town of Horseshoe Beach	\$0.00
Cross City Sprayfield	147	Dixie	07/11/2017	Conveyance to the Dixie County School District	\$0.00
City of Perry Sprayfield	248.5	Taylor	07/18/2017	Conveyance to Taylor County	\$0.00

## APPENDIX A

### SRWMD STATUTORY SUMMARY

Checked December 2017

#### Land Acquisition and Management

##### Section 373.139(2) F.S. Acquisition of Real Property.

- “Flood control
- Water storage
- Water management
- Conservation and protection of water resources
- Aquifer recharge
- Water resource and water supply development
- Preservation of wetlands, streams and lakes.”

##### Section 373.1391 F.S. Management of Real Property.

- (1a) “Managed and maintained, to the extent practicable, in such a way as to ensure a balance between public access, general public recreational purposes, and the restoration of their natural state and condition. Except when prohibited by a covenant or condition in s. 373.056(2) F.S., lands owned, managed, and controlled by the district may be used for multiple purposes including, but not limited to, agriculture, silviculture, and water supply, as well as boating and other recreational uses.”
- (b) “Whenever practicable, such lands shall be open to the general public for recreational uses. General public recreational purposes shall include, but not be limited to, fishing, hunting, horseback riding, swimming, camping, hiking, canoeing, boating, diving, birding, sailing, jogging, and other related outdoor activities to the maximum extent possible considering the environmental sensitivity and suitability of those lands. These public lands shall be evaluated for their resource value for the purpose of establishing which parcels, in whole or in part, annually or seasonally, would be conducive to general public recreational purposes. Such findings shall be included in management plans which are developed for such public lands.”
- (5) “The following additional uses of lands acquired pursuant to the Florida Forever program and other state-funded land purchase program shall be authorized, upon a finding by the governing board, if they meet the criteria specified in (a) – (e): water resource development projects, water supply development projects, stormwater management projects, linear facilities, and sustainable agriculture and forestry. Such additional uses are authorized where:
- (a) Not inconsistent with the management plan for such lands;
  - (b) Compatible with the ecosystem and resource values of such lands;
  - (c) The proposed use is appropriately located on such lands and where due consideration is given to the use of other available lands;
  - (d) The using entity reasonably compensates the titleholder for such use based upon an appropriate measure of value; and
  - (e) The use is consistent with the public interest.”

Section 373.591 F.S., Management review teams.

(1) To determine whether conservation, preservation, and recreation lands titled in the names of the water management districts are being managed for the purposes for which they were acquired and in accordance with land management objectives, the water management districts shall establish land management review teams to conduct periodic management reviews. The land management review teams shall be composed of the following members:

- (a) One individual from the county or local community in which the parcel is located.
- (b) One employee of the water management district.
- (c) A private land manager mutually agreeable to the governmental agency representatives.
- (d) A member of the local soil and water conservation district board of supervisors.
- (e) One individual from the Fish and Wildlife Conservation Commission.
- (f) One individual from the Department of Environmental Protection.
- (g) One individual representing a conservation organization.
- (h) One individual from the Department of Agriculture and Consumer Services' Florida Forest Service.

(2) The management review team shall use the criteria provided in s. 259.036 in conducting its reviews.

(3) In determining which lands shall be reviewed in any given year, the water management district may prioritize the properties to be reviewed.

(4) If the land management review team finds that the lands reviewed are not being managed in accordance with their management plan, prepared in a manner and form prescribed by the governing board of the district and otherwise meeting the timber resource management requirements of s. 253.036 F.S., the land managing agency shall provide a written explanation to the management review team.

(5) Each water management district shall, by October 1 of each year, provide its governing board with a report indicating which properties have been reviewed and the review team's findings.

Section 259.036 F.S., Management Review Teams.

(3) "In conducting a review, the land management review team shall evaluate the extent to which the existing management plan provides sufficient protection to threatened or endangered species, unique or important natural or physical features, geologic or hydrologic functions or archaeological features. The review shall also evaluate the extent to which the land is being managed for the purposes for which it was acquired and the degree to which actual management practices, including public access, are in compliance with the adopted management plan."

Section 253.036 F.S., Forest Management.

"All land management plans described in s.253.034(5) F.S., which are prepared for parcels larger than 1,000 acres shall contain an analysis of the multiple-use potential of the parcel, which analysis shall include the potential of the parcel to generate revenues to enhance the management of the parcel. The lead agency shall prepare the analysis, which shall contain a

component or section prepared by a qualified forester which assesses the feasibility of managing timber resources on the parcel for resource conservation and revenue generation purposes through a stewardship ethic that embraces sustainable forest management practices if the lead management agency determines that the timber resource management is not in conflict with the primary management objectives of the parcel.” ”All additional revenues generated through multiple-use management or compatible secondary use management shall be returned to the lead agency responsible for such management and shall be used to pay for management activities on all conservation, preservation and recreation lands under the agency’s jurisdiction. In addition, such revenue shall be segregated in an agency trust fund and shall remain available to the agency in subsequent fiscal years to support land management appropriations.”



January 2018

For additional information please contact  
***Suwannee River Water Management District***  
9225 CR 49, Live Oak, FL 32060  
386.362.1001  
[www.mysuwanneeriver.com](http://www.mysuwanneeriver.com)

MEMORANDUM

TO: Governing Board  
FROM: William McKinstry, Land and Facility Operation Manager  
THRU Hugh Thomas, Executive Director  
DATE: December 31, 2017  
SUBJECT: District Land Management & Twin River State Forest (TRSF) Activity Summary

Bill McKinstry attended the annual Lower Suwannee National Wildlife Refuge Cooperators meeting.

Edwin McCook attended the Gilchrist Blue Springs State Park management plan meeting.

Edwin McCook participated the Big Shoals State Park land management review team.

Bill McKinstry and Steve Carpenter attended the Quarterly Water Management District Land Management and Operations meeting in Tampa, FL. SWFWMD hosted the Districts.

Edwin McCook help organize an Eagle Scout project on the Camp Branch Tract.

District staff continues to communicate with Alachua Conservation Trust over the management of the newly acquired Rock Bluff Springs Tract.

Reforestation operations commenced on the Mattair Springs and Swift Creek tracts.

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:**

- Contractors conducting prescribed burns on Suwannee River Water Management District (District) lands this year include 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.
- The following table provides information on the Prescribed Burn Program through December 4, 2017. 429 acres were burned during the report period.

**Summary Table FY 2018**

	2017 Target Acres	Acres Complete
SRWMD	13,000	659
FFS TRSF	2,000	447
<b>TOTAL</b>	<b>15,000</b>	<b>1,106</b>

**FY 2018 Activity Table (11/22/2017 - 12/4/2017)**

TRACT	COUNTY	B&B	NRPS	WFS	SRS	ATK-1	FFS COOP	FFS TRSF	Total Acres	Total Wildfire Acres
Gar Pond	Columbia			198						
Woods Ferry	Suwannee		96							
Anderson	Suwannee							65		
Black	Madison							70		
<i>Sub-total for Period</i>		0	96	198	0	0	0	135	429	0.00
<i>Previous Acres Burned</i>		0	219	146	0	0	0	312		0.00
<b>Total Acres</b>		<b>0</b>	<b>315</b>	<b>344</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>447</b>	<b>1,106</b>	<b>0.00</b>

**District Vegetation Management Projects:**

No additional vegetation management work was done during the report period.

FY 2018 Activity Table - Vegetation Management (11/22/2017 - 12/4/2017)

Fiscal Year	Tract/ Project Area	Herbicide (Acres/Miles)		Roller Chop (Acres)		Ditch Mow (Miles)	
		Planned	Complete	Planned	Complete	Planned	Complete
2018	Mattair Springs	334.0	0.0	0.0	0.0	0.00	0.00
	Mallory Swamp	192.0	28.0	1,500	0.00	0.00	0.00
	Steinhatchee Springs	0.00	0.00	0.00	0.00	24.00	24.00

**District Invasive Plant Management Program:**

Since the beginning of FY 2018, 54 invasive plant infestations have been monitored and 35 have been treated with herbicides. No additional infestations were monitored/treated during the report period.

## 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 harvesting was suspended August 30 due to wet conditions. Hurricane Irma access road damage was repaired.
- Woods Ferry #5: Harvesting resumed October 16 and was completed October 24. Sale will be complete once final settlements are received.
- White Springs #1: Harvest began November 1.
- Alapahoochee #1: The harvest was suspended on July 26 due to wet conditions. The contract was extended until December 5.
- The Ellaville #15, Sante Fe River Ranch #1 and Troy Springs Addition #1 contracts were executed.

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	11,011	193,595.91	Harvest Suspended	June 20, 2018
Woods Ferry #5	16/17-227	76	3,010	\$78,878.58	Harvest Complete	June 21, 2018
White Springs #1	16/17-228	94			Harvest Complete	June 19, 2018
Alapahoochee #1	16/17-232	19	1,505	18,133.60	Harvest Suspended	December 5, 2018
Ellaville #15		256			Out for Bid	
Sante Fe River Ranch #1		35			Out for Bid	
Troy Springs Addition #1		76			Out for Bid	

## District Conservation Easement Monitoring

- Updates to the Cedar Hammock Easement plan were received and approved.
- Fertilization plans were received for the Weyerhaeuser Gainesville Wellfield Easement.

## MEMORANDUM

TO: Governing Board

FROM: Tom Mirti, Division Director, Water Resources

DATE: December 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 598 (115.9 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 293 (53.2 MGD) telemetry (only) systems installed by the District for this purpose. There are another 41 telemetry systems installed at electric use monitoring sites in order to QA the monthly power consumption records, for a total of 334 telemetry systems installed.

Some withdrawal points have very limited use and are monitored by individual site visits. There are currently 337 (25.4 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 1,500 (224.2 MGD) irrigation wells which include a water use monitoring condition, of which 1,250 (197.0 MGD) wells are active, i.e., the wells have been drilled already. Of the 1,250 active wells, 1,2319 (194.8 MGD) are being monitored as of December 15, roughly 98.5% of existing active wells (98.9% of allocation) with water use permit monitoring conditions.

Of the remaining estimated 19 (2.1 MGD) active stations that currently will require water use monitoring, zero (0.0 MGD) are a diesel- or gas-powered system requiring District telemetry, 17 (1.9 MGD) are electric systems, and two (0.2 MGD) systems still require identification. There are 241 (27.0 MGD) proposed stations (that is, the wells are yet to be drilled); 48 (3.7 MGD) are expected to be diesel or gas, 138 (18.2 MGD) are expected to be electric, and 55 (5.1 MGD) are yet to be determined.

TM/pf

## MEMORANDUM

TO: Governing Board

FROM: Warren Zwanka, P.G., Division Director, Resource Management

DATE: December 29, 2017

RE: Request for Authorization to Publish Notice of Rule Development to Amend Rules 40B-4.1090 and 40B-400.091, F.A.C., Publish a Notice of Proposed Rule to Amend Rules 40B-4.1090 and 40B-400, F.A.C., and File Amendments with the Department of State

### RECOMMENDATION

**Staff recommends the Governing Board authorize staff to:**

- 1. Publish a Notice of Rule Development to amend Rules 40B-4.1090 and 40B-400.091, Florida Administrative Code (F.A.C.);**
- 2. Publish a Notice of Proposed Rule to amend Rules 40B-4.1090 and 40B-400.091, F.A.C.; and**
- 3. File amendments to Rules 40B-4.1090 and 40B-400.091, F.A.C., with the Department of State if no objections or substantive comments are received.**

### BACKGROUND

In 2009, the District received \$886,000.00 from Federal Emergency Management Agency (FEMA) to complete Digital Flood Insurance Rate Maps (DFIRMs) updates for Lafayette, Gilchrist, and Dixie counties. In 2010, the District received \$1,112,500.00 from FEMA to update the DFIRMs in Madison, Suwannee, Levy, Lafayette, Gilchrist, and Dixie counties. The District entered into contract with five engineering firms (Dewberry, AMEC, AECOM, Jones Edmonds, and TBE Cardno) to produce the updated maps and one firm, ATKINS, for project management.

The maps have been adopted by FEMA and were effective for Levy, Madison, and Suwannee counties on 2/3/2017, and Lafayette County on 10/5/2017. Maps for Gilchrist County will be effective on 1/19/2018. In order for the District to use the revised maps in permitting, our rules must be amended to incorporate the maps by reference. The proposed Notice of Rule Development is attached to this memo.

WZ/tm  
Attachment

## Notice of Development of Rulemaking

### **WATER MANAGEMENT DISTRICTS**

#### **Suwannee River Water Management District**

RULE NO.: RULE TITLE:

40B-4.1090 Publications and Agreements Incorporated by Reference.

PURPOSE AND EFFECT: The Suwannee River Water Management District (District) gives notice that it is initiating rulemaking to amend Rule 40B-400.091, F.A.C., to update Flood Insurance Studies and digital flood insurance rate maps.

SUBJECT AREA TO BE ADDRESSED: Revision of publications adopted by reference

RULEMAKING AUTHORITY: 373.044 FS.

LAW IMPLEMENTED: 373.083, 373.084, 373.085, 373.086, 373.413, 373.416 FS.

IF REQUESTED IN WRITING AND NOT DEEMED UNNECESSARY BY THE AGENCY HEAD, A RULE DEVELOPMENT WORKSHOP WILL BE NOTICED IN THE NEXT AVAILABLE FLORIDA ADMINISTRATIVE REGISTER.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE DEVELOPMENT AND A COPY OF THE PRELIMINARY DRAFT, IF AVAILABLE, IS: Leroy Marshall, Chief Engineer, Suwannee River Water Management District, 9225 CR 49, Live Oak, Florida 32060, (386)362-1001 or 1(800)226-1066 (FL only)

THE PRELIMINARY TEXT OF THE PROPOSED RULE DEVELOPMENT IS:

#### **40B-4.1090 Publications and Agreements Incorporated by Reference.**

The Governing Board incorporates herein by reference all the documents found in this section. All documents except for Chapter 62-330, F.A.C., can be obtained from the District website at <http://www.mysuwanneeriver.com/Permitting> or by writing to the Suwannee River Water Management District, 9225 County Road 49, Live Oak, Florida 32060. Chapter 62-330, F.A.C., can be obtained from the District website at <http://www.mysuwanneeriver.com/Rules>, or by writing to the Suwannee River Water Management District, 9225 County Road 49, Live Oak, Florida 32060.

(1) Chapter 62-330, F.A.C., <http://www.flrules.org/Gateway/reference.asp?No=Ref-03220> (2013).

(2) The Applicant's Handbook Volume I, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03219> effective October 1, 2013.

(3) The Applicant's Handbook Volume II, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03049> effective August 1, 2013.

(4) The documents below are used to establish the floodways, base flood elevations and flood zones used in the implementation of this chapter:

(a) The Final Survey – Review Report Suwannee River Georgia and Florida, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03046>, July 1989, U.S. Army Corps of Engineers, Jacksonville District.

(b) The following Flood Insurance Studies and digital flood insurance rate maps supersede paragraph 40B-4.1090(4)(a), F.A.C., for each county listed below:

1. Alachua County, Florida and Incorporated Areas, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03059>, Effective June 16, 2006.

2. Baker County, Florida and Incorporated Areas, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03023>, Effective June 17, 2008.

3. Bradford County, Florida and Incorporated Areas, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03024>, Effective May 2, 2012.
4. Columbia County, Florida and Incorporated Areas, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03025>, Effective February 4, 2009.
5. Dixie County, Florida and Incorporated Areas, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03026>, Effective September 29, 2006.
6. Gilchrist County, Florida and Incorporated Areas, ~~[HYPERLINK]http://www.flrules.org/Gateway/reference.asp?No=Ref 03029~~, Revised ~~January 19, 2018~~ ~~September 29, 2006~~.
7. Hamilton County, Florida and Incorporated Areas, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03031>, Effective June 4, 2010.
8. Jefferson County, Florida and Incorporated Areas, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03035>, Effective July 16, 1991.
9. Lafayette County, Florida and Incorporated Areas, ~~[HYPERLINK]http://www.flrules.org/Gateway/reference.asp?No=Ref 03039~~, Effective ~~October 5, 2017~~ ~~September 29, 2006~~.
10. Levy County, Florida and incorporated Areas, ~~[HYPERLINK]http://www.flrules.org/Gateway/reference.asp?No=Ref 03040~~, Effective ~~February 3, 2017~~ ~~November 2, 2012~~.
11. Madison County, Florida and Incorporated Areas, ~~[HYPERLINK]http://www.flrules.org/Gateway/reference.asp?No=Ref 03041~~, Effective ~~February 3, 2017~~ ~~May 3, 2010~~.
12. Putnam County, Florida and Incorporated Areas, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03042>, Effective February 2, 2012.
13. Suwannee County, Florida and Incorporated Areas, ~~[HYPERLINK]http://www.flrules.org/Gateway/reference.asp?No=Ref 03043~~, Effective ~~February 3, 2017~~ ~~April 16, 2013~~.
14. Taylor County, Florida and Incorporated Areas, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03044>, Effective May 4, 2009.
15. Union County, Florida and Incorporated Areas, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03045>, Effective February 4, 2009.

*Rulemaking Authority 373.044 FS. Law Implemented 373.083, 373.084, 373.085, 373.086, 373.413, 373.416 FS. History—New 11-21-02, Amended 5-13-07, 4-21-08, 4-30-09, 8-31-09, 3-14-11, 10-14-13, [DATE].*

## Notice of Development of Rulemaking

### **WATER MANAGEMENT DISTRICTS**

#### **Suwannee River Water Management District**

RULE NO.: RULE TITLE:

[40B-400.091](#) Publications and Agreements Incorporated by Reference.

PURPOSE AND EFFECT: The Suwannee River Water Management District (District) gives notice that it is initiating rulemaking to amend Rule 40B-400.091, F.A.C., to update Flood Insurance Studies and digital flood insurance rate maps.

SUBJECT AREA TO BE ADDRESSED: Revision of publications adopted by reference

RULEMAKING AUTHORITY: 373.044, 373.046(4), 373.113, 373.118, 373.171, 373.415, 373.421(2), 373.461(3) FS.

LAW IMPLEMENTED: 373.046, 373.118, 373.413, 373.4135, 373.415, 373.416, 373.421(2)-(6), 373.426, 373.461(3)

IF REQUESTED IN WRITING AND NOT DEEMED UNNECESSARY BY THE AGENCY HEAD, A RULE DEVELOPMENT WORKSHOP WILL BE NOTICED IN THE NEXT AVAILABLE FLORIDA ADMINISTRATIVE REGISTER.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE DEVELOPMENT AND A COPY OF THE PRELIMINARY DRAFT, IF AVAILABLE, IS: Leroy Marshall, Chief Engineer, Suwannee River Water Management District, 9225 CR 49, Live Oak, Florida 32060, (386)362-1001 or 1(800)226-1066 (FL only)

THE PRELIMINARY TEXT OF THE PROPOSED RULE DEVELOPMENT IS:

#### **40B-400.091 Publications and Agreements Incorporated by Reference.**

The Governing Board incorporates herein by reference all the documents found in this section. All documents except for Chapter 62-330, F.A.C. and Chapter 373, F.S. can be obtained from the District website at <http://www.mysuwanneeriver.com/Permitting> or by writing to the Suwannee River Water Management District, 9225 County Road 49, Live Oak, Florida, 32060. Chapter 62-330, F.A.C. and Chapter 373, F.S. can be obtained from the District website at <http://www.mysuwanneeriver.com/Rules>, or by writing to the Suwannee River Water Management District, 9225 County Road 49, Live Oak, Florida, 32060. This rule is used in conjunction with Rule 62-330, F.A.C., <http://www.flrules.org/Gateway/reference.asp?No=Ref-03220> (2013), to implement the District's responsibility under Part IV of Chapter 373, F.S., (2013).

(1) The Applicant's Handbook Volume I, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03219>, effective October, 2013.

(2) The Applicant's Handbook Volume II, <http://www.flrules.org/Gateway/reference.asp?No=Ref-03049>, effective August, 2013.

(3) The Operating Agreement Concerning Regulation <http://www.flrules.org/Gateway/reference.asp?No=Ref-03048>, Under Part IV, Chapter 373, F.S., between the Suwannee River Water Management District and the Florida Department of Environmental Protection, effective July, 2007.

(4) The "Florida Stormwater, Erosion and Sedimentation Control Inspectors Manual", <http://www.flrules.org/Gateway/reference.asp?No=Ref-03047>, effective July 2008.

(5) The Final Survey <http://www.flrules.org/Gateway/reference.asp?No=Ref-03046>, Review Report Suwannee River Georgia and Florida, July 1989, U.S. Army Corps of Engineers, Jacksonville District used to establish floodways within the District.

(6) The following Flood Insurance Studies and digital flood insurance rate maps which supersede subsection 40B-400.091(6), F.A.C., for each of county listed below.

(a) Alachua County, Florida <http://www.flrules.org/Gateway/reference.asp?No=Ref-03059>, and Incorporated Areas, effective June 16, 2006;

(b) Baker County, Florida <http://www.flrules.org/Gateway/reference.asp?No=Ref-03023> and Incorporated Areas, effective June 17, 2008;

- (c) Bradford County, Florida <http://www.flrules.org/Gateway/reference.asp?No=Ref-03024> and Incorporated Areas, effective May 2, 2012;
- (d) Columbia County, Florida <http://www.flrules.org/Gateway/reference.asp?No=Ref-03025> and Incorporated Areas, effective February 4, 2009;
- (e) Dixie County, Florida <http://www.flrules.org/Gateway/reference.asp?No=Ref-03026> and Incorporated Areas, effective September 29, 2006;
- (f) Gilchrist County, Florida ~~[HYPERLINK]http://www.flrules.org/Gateway/reference.asp?No=Ref-03029~~ and Incorporated Areas, Revised ~~January 19, 2018~~ September 29, 2006;
- (g) Hamilton County, Florida <http://www.flrules.org/Gateway/reference.asp?No=Ref-03031> and Incorporated Areas, effective June 4, 2010;
- (h) Jefferson County, Florida <http://www.flrules.org/Gateway/reference.asp?No=Ref-03035> and Incorporated Areas, effective July 16, 1991;
- (i) Lafayette County, Florida ~~[HYPERLINK]http://www.flrules.org/Gateway/reference.asp?No=Ref-03039~~ and Incorporated Areas, effective ~~October 5, 2017~~ September 29, 2006;
- (j) Levy County, Florida ~~[HYPERLINK]http://www.flrules.org/Gateway/reference.asp?No=Ref-03040~~ and incorporated Areas, effective ~~February 3, 2017~~ November 2, 2012;
- (k) Madison County, Florida ~~[HYPERLINK]http://www.flrules.org/Gateway/reference.asp?No=Ref-03041~~ and Incorporated Areas, effective ~~February 3, 2017~~ May 3, 2010;
- (l) Putnam County, Florida <http://www.flrules.org/Gateway/reference.asp?No=Ref-03042> and Incorporated Areas, effective February 2, 2012;
- (m) Suwannee County, Florida ~~[HYPERLINK]http://www.flrules.org/Gateway/reference.asp?No=Ref-03043~~ and Incorporated Areas, effective ~~February 3, 2017~~ April 16, 2013;
- (n) Taylor County, Florida <http://www.flrules.org/Gateway/reference.asp?No=Ref-03044> and Incorporated Areas, effective May 4, 2009;
- (o) Union County, Florida <http://www.flrules.org/Gateway/reference.asp?No=Ref-03045> and Incorporated Areas, effective February 4, 2009.

*Rulemaking Authority 373.044, 373.046(4), 373.113, 373.118, 373.171, 373.415, 373.421(2), 373.461(3) FS. Law Implemented 373.046, 373.118, 373.413, 373.4135, 373.415, 373.416, 373.421(2)-(6), 373.426, 373.461(3) FS. History—New 10-3-95, Amended 12-3-98, 3-7-02, 5-15-02, 7-1-07, 10-14-13, [DATE].*

## MEMORANDUM

TO: Governing Board  
FROM: Warren Zwanka, P.G., Division Director, Resource Management  
DATE: December 29, 2017  
RE: Amendment to Contract 15/16-066 with ATKINS for FEMA FY 2016 RiskMAP  
PMC Services

### RECOMMENDATION

**Staff recommends the Governing Board authorize the Executive Director to amend contract 15/16-066 with ATKINS in the amount of \$359,772 for FEMA FY 2016 RiskMAP PMC Service.**

### BACKGROUND

The District has been a Cooperative Technical Partner (CTP) with the Federal Emergency Management Agency (FEMA) for over a decade. As a CTP, the District receives funding annually from FEMA through the RiskMAP program to hire engineering firms who help local governments update and improve their floodplain maps, and help increase the public's flood hazard awareness. In September 2016, the District was awarded a grant of \$1,088,000 to implement the FY 2016 RiskMAP Mapping Activity Statement (MAS), of which \$359,772 was allocated to ATKINS for Program Management Consultant (PMC) services. The CTP program directly supports the District's core mission of reducing flood vulnerability.

On September 9, 2014, the Governing Board approved ATKINS as a qualified engineering firm to provide Program Management Consultant Services (PMC) for FEMA RiskMAP Grants from FY 2015 through FY 2019. The PMC firm helps the District manage all ongoing FEMA projects and is responsible for staying abreast of FEMA's changing rules and standards. They provide quality assurance and quality control for the data submitted by the Product Production Consultants (PPC), coordinate public education and outreach for all FEMA related projects, and maintain the District's Flood Report Website.

The FY 2016 MAS will provide funding for ongoing work in the Aucilla, Alapaha, Upper and Lower Suwannee Watersheds. This amendment will increase the total contract amount from \$437,371 to \$797,143. All mapping rates are established and approved by FEMA. Firms invoice the District as they complete the work and FEMA reimburses the District by direct deposit within days of submitting the invoices.

Funding for this amendment is included in the FY 2018 budget under account code 56-2586-4-1300-16.

LM/tm  
Attachment

# Amendment 2

## ATKINS Scope of Services for Tasks 4-6 under FEMA Program Management Consultant Services (SRWMD15-16\_066)

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## Task 4. Atkins Discovery and Independent QA/QC tasks under SRWMD FEMA Mapping Activities Statement 16.13.f

### Perform Discovery

Responsible Mapping Partner: SRWMD and Study partner

Scope: Discovery begins once a watershed has been prioritized and sequenced. Discovery is the process of evaluating a watershed in order to determine what components of a Flood Risk Project may be appropriate. A Flood Risk Project may include regulatory and non-regulatory flood hazard identification, risk assessment, Mitigation Planning Technical Assistance, and outreach and communication assistance. The Flood Risk Project may include one of these elements or all of these elements, depending on the need in the watershed. Discovery is divided into six main activities—Watershed Stakeholder Coordination, Data Analysis, Discovery Meeting, Post-Meeting Coordination, Database Updates and Project Refinement.

Embedded in RiskMAP is the concept of cycling back to review additional needs or opportunities that might be recommended after completion of the first round of studies. Under this Mapping Activities Statement the Alapaha and Aucilla watersheds are to be studied. These two watersheds represent the end of the first round of RiskMAP studies undertaken in SRWMD and upon completion all watersheds in SRWMD will have undergone RiskMAP studies.

This milestone marks the opportunity to revisit the original RiskMAP watersheds and Discover any new issues or needs that have arisen since 2011. The Upper Suwannee and Lower Suwannee River watersheds are the first to have been studied under RiskMAP. Both watersheds have released preliminary maps and are approaching effective map release in 2017 (The ten Discovery in these two watersheds will provide an opportunity for identifying new issues of concern to the communities that have come to light due to major flooding in these watersheds since 2011. The CTP recognizes that the primary flooding source in these watersheds – the Suwannee River – was not restudied under the current round of map updates. There is now complete LiDAR coverage in these watersheds that did not yet exist in 2011. Discovery in these two watersheds will provide an opportunity to establish the value to the communities, the CTP and the FEMA Flood Hazard Mapping program of updating these older studies on the Suwannee River, unifying and connecting the models.

Numerous templates have been created to aid the CTP during Discovery. We will coordinate with the Region to obtain the templates. These templates can be utilized during Discovery as necessary and appropriate for the project. Mapping Partners may revise or change these Discovery templates as needed, in coordination with the Regional Office.

#### **Stakeholder Coordination**

Stakeholder engagement begins with upfront coordination with the PMT to plan the Discovery effort, identify roles and responsibilities, and plan the level of stakeholder engagement. Coordination with this team, including state and FEMA representatives with mapping, risk, and mitigation expertise, should be ongoing throughout Discovery. In addition to collecting (*updating*) data from national and state datasets and mitigation plans, information about communities is collected through two-way information exchange before the Discovery Meeting (*or Discovery Update Coordination Call*). All

activities leading up to the Discovery Meeting (*or update call*) are intended to increase involvement, reduce the potential for conflict, and ensure that more people are engaged in discussing local risks and considering mitigation actions from day one.

Community Understanding – community understanding activities include developing (*or updating*) community profiles to better understand communities throughout the watershed before Discovery begins.

Introductory and Pre-call Screenings – Introductory and pre-call screening activities include conducting a pre-Discovery interview with each of the key influencers to ensure understanding of FEMA’s involvement with the community, as well as more information on what is important to the influencer. (*For a Discovery report update, this step will comprise identifying any new stakeholders to be involved in the update and introducing them to the plan, as well as stakeholders who participated in the original Discovery*)

### **Data Analysis**

Data and information collected during the initial stakeholder engagement phase of the original Discovery report, as well as the results of analyses regarding valid models, new LiDAR and opportunities for redelineation and/or model updates based on new LiDAR, along with a robust, thoughtful analysis, is included in a Discovery Report and Map update. A draft version of the Discovery Report and Map shall be shared with stakeholders before or during the Discovery Meeting (*or Discovery update coordination call*).

### **Discovery Meeting**

All communities and other stakeholders as identified by the PMT are invited to the Discovery *meeting*. The Discovery Map will act as a facilitation tool during the meeting to support discussions about Risk MAP, the watershed vision, local flood-related concerns and potential mitigation strategies, regulatory map study needs, risk assessment, and local communication capabilities and responsibilities. Newly-identified or improved mitigation strategies should be documented at the meeting, as well as support needed for communities to advance mitigation actions.

### **Post Meeting Coordination**

After the *Discovery Update Coordination Call*, the Mapping Partner shall provide meeting notes, outreach materials, and updated contacts to the attendees and stakeholders. The Mapping Partner will update the Discovery Map and Report to reflect the meeting discussions and include recommendations for a Flood Risk Project. The final Discovery Map, Report, and appropriate data are provided to stakeholders. Additionally, a list of all actions identified as discussed with the communities will be provided to FEMA within 2 weeks after Meetings held.

### **Database Updates**

After the Discovery Meeting/Discovery Update Coordination Call, four sources must be updated:

- The CNMS Regional File Geodatabase shall be updated to reflect information gathered during Discovery, for needs and/or requests as appropriate.
  - Updated, cleaned, linework reflecting any new validation that has changed as a result of evaluation or determination of study during Discovery.
  - Supporting documentation for new validation.
  - An updated requests layer containing all requests made as part of Discovery.
  - A self-Certified CNMS spatial database using the CNMS QC tool.

- CNMS database will be updated to reflect the status of all streams within the watershed, whether scoped or not.
- The National Digital Elevation Program (NDEP) website must be updated, as appropriate, to reflect data collected.
- The National Digital Orthophoto Program (NDOP) website must be updated, as appropriate, to reflect data collected.
- The final Discovery Report, Map, and appropriate data must be uploaded to the MIP.

### **Project Refinement**

If it is decided that a Flood Risk Project will move forward, FEMA and the CTP shall work with communities to refine the elements of the project, and update the Discovery Report accordingly.

*First Order Approximation* – First Order Approximation activities include model-based assessments to verify quality and relevance of the effective flood study information. Assessments should also be used to determine if significant changes or improvements in flood risk data are likely to result from an updated flood study.

Standards: All Discovery process work shall be performed in accordance with the standards specified in Section 5 – Standards.

Deliverables: The CTP shall make the following products available to FEMA by uploading the digital data to the MIP in accordance with the schedule outlined in Section 6:

- *Update to Watershed Engagement Plans.*
- *Update to Final Discovery Reports, including final or recommended Flood Risk Project activities, the ability of these activities to meet metrics, and assessment of community communication capabilities.*
- *Update to Final Discovery Map.*
- A report that includes a list of watersheds and affected communities to undergo Flood Risk Projects and a clear assessment of ability of the proposed project to meet metrics.
- Updates made to the Action Tracker for Actions Identified (and Advanced, if appropriate) as discussed with the community.
- QA/QC Plan for the review of the mapping project outlined in this MAS. This will include the checklists developed for that review in accordance with the schedule included in Section 6 – Schedule.
- Updated list of CEO or local Floodplain Administrators (FPA) contacts or a report from CIS showing this information has been updated.
- A report documenting the leverage data available from communities, including evidence that the providing partner is aware of the delivery deadlines and scope for deliverable products, and that they are capable of meeting those requirements.
- Update leverage in MIP, as appropriate.
- Report showing that, if obtained from non-Federal sources, information on available terrain and ortho-imagery data has been entered into the NDEP and NDOP project tracking websites, respectively.

- A report documenting levee information transmitted to the FEMA Regional Office and/or the PMT.
- Coordinated Needs Management Strategy (CNMS) Regional File Geodatabase reflected with updated request area(s) and/or existing inventory in study extents and attributes as evaluated during the Discovery process. The updated CNMS database shall be delivered to the respective FEMA Region or its designee within 15 days of completion of Discovery.
- A self-certification document outlining the funded scope and comments per Region discretion.
- Other deliverables including correspondence, reports, agenda, maps, meeting notes and summaries, tabular data, and geospatial files to be submitted throughout the discovery process.

**Total Fees for Discovery: \$75,000**

### Perform Independent QA/QC: Base Map

Responsible Mapping Partner: SRWMD and Study Contractor

Scope: The Independent QA/QC Mapping Partner shall perform an impartial review of the Aucilla Watershed base map obtained and prepared by the CTP or its study contractor to ensure it includes data consistent with FEMA standards and sufficient to include on the FIRM. Any needed edits should be made to the product to comply with FEMA standards.

Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality. The CTP will be responsible for addressing any and all reasonable comments resulting from independent QC of the base map, including resubmittal of deliverables as needed to pass technical review.

Standards: All Independent QA/QC work shall be performed in accordance with the standards specified in Section 5 — Standards.

Deliverables: The responsible Mapping Partner(s) shall make the following products available to FEMA by uploading the digital data to the MIP, in accordance with the schedule outlined in Section 6 — Schedule.

- A Summary Report that describes the findings of the independent QA/QC review,
- Confirmation that the data was submitted under the applicable geographic footprint that encompasses the hydrologic characteristics of the area of interest.
- Confirmation that updates were made to NDOP, if appropriate.
- Recommendations to resolve any problems that are identified during the independent QA/QC review.
- If the data is changed during review, then updated deliverables from previous tasks will be submitted at this time.

## Perform Independent QA/QC: Hydrologic Data

Responsible Mapping partner: SRWMD and Study Contractor

Scope: The Independent QA/QC Mapping Partner shall perform an impartial review of the technical, scientific, and other information submitted by the CTP or its study contractor specific to the hydrologic analyses of the Aucilla Watershed, to ensure that the data and modeling are consistent with FEMA standards and standard engineering practice, and are sufficient to prepare the FIRM. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. This work shall include, at a minimum, the activities listed below. Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality. Where paper documentation is required by state law for professional certifications, the CTP may submit the paper in addition to a scanned version of the paper for the digital record. Please coordinate with the regional and/or state representative to verify state reporting requirements.

- Review the submittal for technical and regulatory adequacy, completeness of required information, and supporting data and documentation. The technical review is to focus on the following:
  - Use of acceptable models
  - Use of appropriate methodology(ies)
  - Correctly applied methodology(ies)/model(s), including QC of input parameters
  - Comparison with gage data and/or regression equations, if appropriate
  - Comparison with discharges for contiguous reaches or flooding sources throughout the watershed
  - Verify that the data was submitted under the applicable HUC-8 or GEOGRAPHIC FOOTPRINT folders of the MIP.
  - Maintain records of all contacts, reviews, recommendations, and actions and make the data readily available to FEMA
- The reviewing Mapping Partner must document the results of the review in a memorandum or letter, send it to the Mapping Partner that performed the hydrologic analysis, and post it to the MIP through the Independent QA/QC of Hydrologic Analyses task. The review document must present specific comments and may include any new calculations or model runs in support of the review.

Standards: All Independent QA/QC work shall be performed in accordance with the standards specified in Section 5 — Standards.

Deliverables: The responsible Mapping Partner(Dewberry) shall make the following products available to FEMA by uploading the digital data to the MIP. Atkins will provide the products to Dewberry. Additionally, Dewberry will be responsible for the TSDN that must be delivered in accordance with Section 2 — Technical and Administrative Support Data Submittal.

This submittal will occur in accordance with the Aucilla project schedule agreed on in collaboration with Dewberry, who is developing the Hydrologic Data.

- A Summary Report that documents the findings of the independent QA/QC review.
- Recommendations to resolve any problems that are identified during the independent QA/QC review.

### Perform Independent QA/QC: Hydraulic Data

Responsible Mapping Partner: SRWMD or its Study Contractor

Scope: The Independent QA/QC Mapping Partner shall perform an impartial review of the technical, scientific, and other information submitted by the CTP or its study contractor under Hydraulic Analysis of Aucilla Watershed to ensure that the data and modeling are consistent with FEMA standards and standard engineering practice and are sufficient to revise the FIRM. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. This work shall include, at a minimum, the activities listed below.

Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality. The CTP will be responsible for addressing any and all comments resulting from independent QC, including resubmittal of deliverables as needed to pass technical review.

- Review the submittal for technical and regulatory adequacy, completeness of required information, and supporting data and documentation. The technical is to focus on the following:
  - Use of acceptable model(s)
  - Use of appropriate methodology(ies)
  - Starting water-surface elevations
  - Cross-section geometry
  - Manning's "n" values and expansion/contraction coefficients
  - Bridge and culvert modeling
  - Ineffective and non-conveyance areas
  - Flood discharges
  - Regulatory floodway computation methods
  - Tie-in to upstream and downstream non-revised Flood Profiles and floodways
  - Agreement between the model, spatial data, work maps, Flood Profiles and Floodway Data Tables
  - Calibration of model(s) where high-water marks are available.
- Verify that the data was submitted under the applicable GEOGRAPHIC FOOTPRINT folders in the MIP.
- Use the CHECK-2 or CHECK-RAS program, as appropriate, to flag potential problems and focus review efforts.
- Maintain records of all contacts, reviews, recommendations, and actions and make the data readily available to FEMA,
- Maintain an archive of all data submitted for hydraulic modeling review. (All supporting data must be retained for three years from the date a funding recipient submits its final expenditure report to FEMA, and once the study is effective all associated data should be submitted to the FEMA library).
- The reviewing Mapping Partner must document the results of the review in a memorandum or letter, send it to the Mapping Partner that performed the hydraulic analysis and post it to the MIP

through the Independent QA/QC of Hydraulic Analyses task. The review document must present specific comments and may include any new calculations or model runs in support of the review.

**Standards:** All Independent QA/QC work shall be performed in accordance with the standards specified in Section 5 — Standards.

**Deliverables:** The responsible Mapping Partner(s) shall make the following products available to FEMA by uploading the digital data to the MIP, in accordance with the Aucilla project schedule agreed on in collaboration with Dewberry, who is developing the Hydraulic Data. Where paper documentation is required by state law for professional certifications, the CTP may submit the paper in addition to a scanned version of the paper for the digital record. Please coordinate with the regional and/or state representative to verify state reporting requirements.

- A Summary Report that describes the findings of the independent QA/QC review.
- Recommendations to resolve any problems that are identified during the independent QA/QC review.

### Perform Independent QA/QC: Floodplain Mapping

**Responsible Mapping Partner:** SRWMD or its Study Contractor

**Scope:** The Independent QA/QC Mapping Partner shall perform impartial review of the floodplain mapping submitted by the CTP or its study contractor under Floodplain Mapping of the Aucilla Watershed to ensure that the results of the analyses performed are accurately represented, the Redelineation of existing data on new, updated topography is appropriate, and to ensure that the new FIRM panels accurately represent the information shown on the effective FIRMs and Flood Boundary and Floodway Maps (FBFMs) for the unrevised areas that are mapped, FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer. This work shall include, at a minimum, the activities listed below.

Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality, The CTP will be responsible for addressing any and all comments resulting from independent QC, including resubmittal of deliverables as needed to pass technical review.

- Review the cross sections for proper location and orientation on the work map and agreement with the Floodway Data Table and Flood Profiles;
- Review the BFEs and coastal flood zones (both Zones VE and Zones AE) shown on the work map for proper location and agreement with the results of the coastal modeling.
- Review the regulatory floodway widths for agreement with the widths shown in the Floodway Data Table and the results of the hydraulic modeling.
- For non-revised floodplain areas, the 1 percent and 0.2 percent annual chance floodplain boundaries agree with the floodplain boundaries shown on the FIRM, the contour lines, other topographic information, and planimetric information shown on the FIRM base.
- Road and floodplain relationships are maintained for all unrevised areas.
- Review the flood insurance risk zones as shown on the work maps to ensure the data are labeled properly.
- Review the FIRM mapping files to ensure the data were prepared in accordance with FEMA standards.
- Review the metadata files to ensure the data includes all required information shown in the NFIP Metadata Profiles Specification.

- Review that effective LOMCs for all affected communities on the FIRM were accounted for.
- verify that the data was submitted under the applicable HtJC-8 or GEOGRAPHIC FOOTPRINT folders.

Standards: All Independent QA/QC work shall be performed in accordance with the standards specified in Section 5 — Standards.

Deliverables: The responsible Mapping Partner(Dewberry) shall make the following products available to FEMA by uploading the digital data to the MIP, in accordance with the schedule agreed on for Developing Hydraulic Data. Atkins will provide the products to Dewberry.

- A Summary Report that describes the findings of the QA/QC review; noting any deficiencies in or agreeing with the mapping results.
- Recommendations to resolve any problems that are identified during the independent QA/QC review.
- An annotated work map with all questions and/or concerns indicated, if necessary.

If data changed during reviews then updated deliverables for previous tasks will be submitted at this time.

#### Perform Independent QA/QC: Produce Preliminary Map Products

Responsible Mapping Partner: SRWMD and Study Contractor

Scope: Upon completion of the floodplain mapping and re-delineation activities, the Independent QA/QC Mapping Partner shall perform an impartial review of the FIRM spatial database(s) updated for the Aucilla watershed to determine if it meets current FEMA database specifications. In addition, the Independent QA/QC Mapping Partner shall review the FIRM to ensure it meets current FEMA graphic specifications. The CTP shall coordinate with other entities, as necessary, to resolve any problems identified during this QA/QC review. FEMA may audit or assist in these activities if deemed to be necessary by the Regional Project Officer.

Please note FEMA will also be performing periodic audits and overall study/project management to ensure study quality. The CTP will be responsible for addressing any and all comments resulting from independent QC, including resubmittal of deliverables as needed to pass technical review.

This work shall ensure that the requirements below are met.

- All required FIRM features are accurately and legibly labeled and following the examples shown in the FEMA FIRM specifications. This includes all flood insurance risk zones, BFEs, gutters, cross sections, transects, studied streams and shorelines, mapped political entities, and all roads within and adjacent to the 1 percent annual chance floodplains.
- All FIRM features are correctly symbolized with the appropriate symbol, line pattern, or area shading and follow FEMA standards.
- All map collar information is complete, correct, and follows FEMA standards.
- Preliminary FIRM database is in a GIS file and database format as specified in FEMA standards, and conform to those specifications for content and attribution.

- FIRM database files are in one of the database formats specified in FEMA standards, and conform to those specifications for content and attribution.
- Assess risk assessment products for compliance with FEMA standards if applicable.
- Review and affirm that Preliminary SOMAs were accurately created for applicable communities.
- Confirm performance of any needed updates to the CNMS database for the project area of interest.
  - Updated, cleaned, linework reflecting any change in status or attribution as a result of scope change during the production period and updated to “Being Studied” where applicable.
  - Supporting documentation for new validation.
  - An updated requests layer containing all requests made as part of production related to items discovered as part of the study process.

Standards: All FIRM Database Development work shall be performed in accordance with the standards specified in Section 5 – Standards.

Deliverables: The responsible Mapping Partner(Dewberry) shall make the following products available to FEMA by uploading the digital data to the MIP, in accordance with the schedule agreed on for Production of Preliminary Map Products. Atkins will make the following products available to Dewberry and SRWMD.

- A Summary Report that describes the findings of the QA/QC review noting any deficiencies in or agreeing with the mapping results and the results of all automated or manual QA/QC steps taken during the independent QA/QC review.
- Recommendations to resolve any problems that are identified during the independent QA/QC review.
- An annotated copy of the FIRM with all questions and/or concerns indicated, if necessary.
- If the data changed during the QA/QC process, then the updated deliverables from Floodplain Mapping and Redelineation will be resubmitted at this time.
  - CNMS Regional File Geodatabase to reflect changes to the existing inventory in scoped studies, study extents and attributes delivered to the respective FEMA Region or its designee within 15 days of Preliminary Issuance. A self-certified CNMS spatial database using the CNMS QC tool. Updated, cleaned, linework reflecting any change in status or attribution as a result of scope change during the production period and updated to “Being Studied” where applicable;
  - Supporting documentation for new validation;
  - An updated requests layer containing all requests made as part of production related to items discovered as part of the study process; and a self-certification document outlining the Preliminary scope and comments

**Total Fees for Independent QA/QC of Aucilla Watershed tasks under MAS 16.13.f: \$34,772**

SECTION 5—STANDARDS

The standards relevant to this MAS are presented in FIMA Policy 204-078-1 *Standards for Flood Risk Analysis and Mapping*, Revision 5, dated May 31, 2016, located at <http://www.fema.gov/media-library/assets/documents/35313>. This Policy supersedes all previous standards included in the *Guidelines and Specifications for Flood Hazard Mapping Partners*, including all related appendices and Procedure Memorandums (PMs). Additional information and links to FEMA Technical References, Procedure Manuals, guidance documents, templates and other resources may be accessed and downloaded at <http://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping>.

To facilitate the use of standards and related documents, users can access the FEMA *Guidelines and Standards Master Index* located here: <http://www.fema.gov/media-library/assets/documents/94095>. This index provides a cross-reference of documentation available for Flood Risk Projects, Letters of Map Change and related Risk MAP activities. The cross-referenced relationships are organized and accessible through linkages for standards, guidance, technical references and templates. The master index is updated in coordination with the FIMA Policy Memo noted above.

CTPs and their sub-awardees must comply with FEMA's Federal Regulation 44 CFR, specifically parts 65, 66 and 67, the Document Control Procedures Manual (available here: <http://www.fema.gov/media-library/assets/documents/6859>), and the appropriate year CTP Notice of Funding Opportunity and Agreement Articles. CTPs shall also coordinate with their Regional office to determine additional standards that should be met.

**Total of Atkins Fees for Discovery and QA/QC as described above under Mapping Activities Statement No. 16.13.f: \$109,772**

Task 5. Atkins Program Management Tasks in accordance with Suwannee River Water Management District (SRWMD) COOPERATING TECHNICAL PARTNERS (CTP) PROGRAM MANAGEMENT (PM) STATEMENT OF WORK (SOW) No. 16.13.p

Atkins is responsible for the activities in the PM SOW 16.13.p which follows for reference.

**Total of Atkins Fees Not to Exceed for tasks under PM SOW 16.13.p: \$100,000**

Task 6. Atkins Community Engagement Tasks in accordance with Suwannee River Water Management District COOPERATING TECHNICAL PARTNERS (CTP) COMMUNITY ENGAGEMENT AND RISK COMMUNICATION (CERC) STATEMENT OF WORK (SOW) No. 16.13.c

Atkins is responsible for the activities in the CERC SOW 16.13.c which follows for reference.

**Total of Atkins Fees Not to Exceed for tasks under CERC SOW 16.13.c: \$150,000**

Atkins Total Compensation for Amendment 2 (Tasks 4-6) under SRWMD's FEMA Program Management Consultant Services Agreement SRWMD15-16\_066

Total of Atkins Fees under Amendment 2, Not to Exceed \$359,772, funded under the FY16 FEMA Grant and detailed in the PM SOW 16.13.p, CERC SOW16.13.c, and Mapping Activities Statement MAS 16.13.f, is outlined in Figure 1 below.

<b>Figure 1. FY16 Final SOWs and MAS Cost Development Atkins</b>				
<b>PM SOW</b>				
	Hrs	Avg hrly	Totals	Comments
Business Plans (required)	30	\$167	\$5,000	
Global Program Management (required)	328	\$150	\$49,200	
Global Outreach for Mapping	0	\$0	\$0	Covered by CERC Activities
Training to State and Local Officials	80	\$125	\$10,000	
Mitigation Planning Technical Assistance	64	\$140	\$8,960	Coordination with and transfer of latest flood risk mapping results to FDEP Mitigation Outreach team and communities
Technical Pilot Projects	128	\$124.53	\$15,940	Maintenance and integration of Prelim and New Effective DFIRMS to website
Coordinated Needs Management Strategy (CNMS)	76	\$125	\$9,500	
Programmatic QA/QC Plans	10	\$140	\$1,400	
<b>PM SOW Total</b>			<b>\$ 100,000</b>	
<b>CERC SOW</b>				
Strategic Business Plan (combined)	0	\$0	\$0	Funded under PM
Strategic Planning for Community Engagement	80	\$155	\$9,300	
Global Outreach for Mapping	30	\$150	\$4,500	
Meetings and Process Facilitation	40	\$140	\$5,600	
Mitigation Support (Action advancement and Tracking)	40	\$150	\$6,000	Support and Tracking for Mitigation Assistance to communities in coordination with FDEP
Training and Community Development	80	\$130	\$10,400	
CERC Pilot Project - Non-regulatory products for online CERC				
Interviews and Requirements	160	\$150	\$24,000	
Application Design, Implementation and Testing	500	\$145	\$72,500	
Release version with products compiled	140	\$126	\$17,700	
Pilot Project Total	800	\$143	\$114,200	
<b>CERC Total</b>			<b>\$ 150,000</b>	
<b>FLOOD RISK MAS</b>				
	Hrs	Avg hrly	Totals	
<b>Discovery Reports (Upper Suwannee, Lower Suwannee)</b>				
Stakeholder Engagement/Community Interviews (Includes GA)	92	\$130	\$11,960	
Data Analysis: including review of valid models and new LiDAR	160	\$125	\$20,000	
Discovery Meetings and Reports	160	\$140	\$22,400	
Follow-up and Scoping	96	\$175	\$16,800	
Data Updates/CNMS	32	\$120	\$3,840	
<b>Discovery Cost</b>	<b>540</b>	<b>138</b>	<b>\$ 75,000</b>	
<b>SRWMD FY16 FLOOD RISK MAS (continued)</b>				
<b>Aucilla Cost Estimate</b>	<b>Task</b>	<b>Cost</b>		
	Independent QA/QC	\$34,772		
<b>Aucilla Project Cost</b>		<b>\$ 34,772</b>		
<b>Total Atkins Compensation Not to Exceed</b>			<b>\$ 359,772</b>	



**FEMA**

**Suwannee River Water Management District (SRWMD)  
COOPERATING TECHNICAL PARTNERS (CTP)  
PROGRAM MANAGEMENT (PM)  
STATEMENT OF WORK (SOW)**

**PM SOW No. 16.13.p**

In accordance with the CTP Partnership Agreement dated November 29, 1999 between Suwannee River Water Management District (herein referred to as "CTP") and the Federal Emergency Management Agency (FEMA), PM SOW No. 16.13.p is as follows:

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## ***SECTION 1—OBJECTIVE AND SCOPE***

The objective of the Program Management tasks and activities documented in this SOW is to recognize activities undertaken by CTPs as part of the active process of managing multiple projects for Suwannee River Water Management District (SRWMD). This is broader than individualized project management which should be covered more directly in any other assigned MAS's. All processes and deliverables shall be completed in accordance with the Federal Emergency Management Agency (FEMA)'s Standards for Flood Risk Analysis and Mapping, dated August 22, 2013, located on FEMA's website at <http://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping>. These guidelines and standards (<http://www.fema.gov/media-library/assets/documents/35313>) define the specific implementation of the statutory and regulatory requirements for NFIP flood risk projects and address the performance of related Risk MAP activities.

This Program Management SOW will be completed by the following Mapping Partners:

- Suwannee River Water Management District (SRWMD);
- Atkins North America, Inc. (Atkins)

Program Management tasks and activities cannot result in the production of a Flood Insurance Rate Map. Tasks that can be accomplished under this PM SOW are as follows:

- State and Local Business Plans and/or Updates (required)
- Global Program Management Activities (required)
- Global Outreach for Mapping
- Training to State and Local Officials
- Mitigation Planning Technical Assistance
- Staffing
- Technical Pilot Projects
- Coordinated Needs Management Strategy (CNMS)
- Programmatic QA/QC Plans.

Contractor support may be used for all activities except staffing and mentoring, which must be completed by the CTP.

All supporting data must be retained for three years from the date a funding recipient submits its final expenditure report and closeout to FEMA.

## State and Local Business Plans and/or Updates

Responsible Mapping Partner: Suwannee River Water Management District and Consultant

Scope: State and Local Business Plans and/or updates must be submitted in order for a partner to receive funding for Program Management in FY16. Plans must document the capabilities and accomplishments of the partner; explain the CTP's vision for implementing or participating in Risk MAP, such as describing how the partner's activities advance the vision, goals, and objectives of Risk MAP (including encouraging communities to take action to mitigate risk); include updates from previous years' activities (if applicable); and identify flood hazard mapping needs and give recommendations to FEMA regarding future Risk MAP Projects within the state or local jurisdiction.

CTPs who also receive an award for the Community Engagement and Risk Communication (CERC) SOW may combine the Business Plan requirements of the PM and CERC awards into a single deliverable, with approval of the FEMA Regional Project Officer. The combined Business Plan must include all required elements of the PM Business Plan and the CERC Business Plan.

Standards: All State and Local Business Plans and/or Updates work shall be performed in accordance with the standards specified in Section 4 – Standards.

Deliverables: The CTP shall deliver the following to the FEMA Regional Project Officer:

- Combined Business Plan including all required elements of the PM Business Plan and the CERC Business Plan

## Global Program Management

Responsible Mapping Partner: Suwannee River Water Management District and Consultant

Scope: Program Management is the active process of managing multiple related projects that need to meet or exceed predefined performance metrics. Specific metrics are defined on a region-by-region basis, and it is recommended to include and/or reference specific relevant metrics as appropriate in this document. Efforts across a program should be aligned and integrated toward the accomplishment of Risk MAP goals.

Program Management activities will typically occur in the areas of integration, scope, schedule, cost, quality, human resources (staffing, training, resource enablement), communication, risk and/or procurement. Some efforts may extend beyond the scope of work defined in the SOW or specific project Mapping Activity Statement (MAS).

The CTP will work with the FEMA Regional Office during the initiation of this activity to determine a Program Management Plan for implementation.

Standards: All Global Program Management Activities work shall be performed in accordance with the standards specified in Section 4 – Standards.

Deliverables: The CTP shall deliver the following to the FEMA Regional Project Officer:

- Program Management Plan
- Monthly PM teleconference minutes

## **Global Outreach for Mapping**

Responsible Mapping Partner:

Scope: This task is encompassed under the Community Engagement and Risk Communication (CERC) SOW provided separately.

## **Training to State, Tribal and Local Officials**

Responsible Mapping Partner: Suwannee River Water Management District and Study Contractor

Scope: Develop and provide technical training to state, tribal and local officials throughout the course of a flood risk project. Training can be provided at any time during the flood risk project, and it may be desired to include a series of training activities over the course of a flood risk project.

Standards: All Outreach activities shall be performed in accordance with the standards specified in Section 4 - Standards. Coordinate with Regional Project Officer to ensure that training complies with Region's standards.

Deliverables: The CTP shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 5 – Schedule.

The CTP will coordinate and/or administer training for Communities and Stakeholders within SRWMD jurisdiction, as identified during business plan and in coordination with CERC activities to ensure no overlap; training particularly regarding the overall schedule of mapping activities, products to be delivered, the flood risk reporting website, how they can be used together. The CTP will:

- Determine target audience
- Advertise to and confirm training participants
- Determine training facility
- Provide training materials
- Provide training instructors
- Provide list of participants and evaluations to FEMA
- Follow up with participants on unresolved issues.

## **Mitigation Planning Technical Assistance**

Responsible Mapping Partner: Suwannee River Water Management District and Study Contractor

Scope: Develop and disseminate products and materials to support states, tribes and local jurisdictions to develop, evaluate, update and implement their mitigation plans and strategies. Technical Assistance for Mitigation Action provided through Risk MAP should focus on building a community's capability to plan for and reduce risk. Technical Assistance should encourage hazard mitigation plan implementation and advance community hazard mitigation actions through the Mitigation Planning Process and Risk MAP projects. The following steps are emphasized:

- Incorporating new flood hazard and risk information

- Updating and refining mitigation strategies, especially as related to new flood hazard/risk information
- Training mitigation planning teams (Provide Support to Florida DEM (Department of Emergency Management))
- Incorporating mitigation into existing community plans, programs, and policies. (Provide Support to Florida DEM)

This task may be used to provide state and local officials with technical assistance for achieving mitigation actions. This task cannot be used to fund the creation or update of a Hazard Mitigation Plan. This task cannot fund an activity that is already funded through another federal grant (including the Community Engagement and Risk Communication SOW) and should not duplicate assistance available to any community engaged in a Risk MAP project or a Hazard Mitigation Assistance (HMA) planning or project grant.

Standards: All Technical Assistance activities shall be performed in accordance with the standards specified in Section 4 – Standards. Coordinate with Regional Project Officer to ensure that technical assistance also complies with regional standards. Additional information may be available in FEMA’s guidance document *Risk MAP Guidance for Incorporating Mitigation Planning Technical Assistance and Training into Flood Risk Projects*.

Deliverables: The CTP shall deliver the following to the FEMA Regional Project Officer:

- A report detailing the technical assistance provided, including date(s) of technical assistance, type of assistance and state, tribal or local community stakeholders supported.
- Copies of all technical data provided to local, state, and tribal, communities.

## Staffing

Responsible Mapping Partner: Suwannee River Water Management District and Study Contractor

Scope: SRWMD will provide Staff Support as Partner Contribution. Estimates provided in Table 1.1.

Standards: All Staffing activities work shall be performed in accordance with the standards specified in Section 4 – Standards.

Deliverables: The CTP shall deliver a table identifying the Percentage of Time Spent on Activities to the FEMA Regional Project Officer for recordkeeping purposes.

- One staff will attend regional mapping meetings hosted by FEMA Regions.
- Potentially utilize 5 current personnel to support CTP program activities.

### **Table 1.1 Identify Percentage of Time Spent on Tasks or Activities**

*Note: Section 1 in the table below is for staff who are funded under the current CTP Program Activity. Section 2 is for staff who are not funded.*

<b>Task and Activity – Funded Staff</b>				
<b>Section 1: Staff positions <u>funded</u> under this task</b>	<b>Staff Member 1</b>	<b>Staff Member 2</b>	<b>Staff Member 3</b>	<b>Staff Member 4</b>
Technical Engineering and Mapping	N/A	N/A	N/A	N/A
Hazard Mitigation	N/A	N/A	N/A	N/A
Risk Assessment	N/A	N/A	N/A	N/A
Outreach	N/A	N/A	N/A	N/A
Program Management and Overseeing Contracts	N/A	N/A	N/A	N/A
<b>Task and Activity – Unfunded Staff</b>				
<b>Section 2: Staff positions supporting CTP activities <u>not funded</u> under this</b>	<b>CTP PM P.E.</b>	<b>GIS Coordinator</b>	<b>Admin (Finance)</b>	<b>Dept. and Exec. Dir</b>
Technical Engineering and Mapping	10%	6%		
Hazard Mitigation	3%			
Risk Assessment	3%			
Outreach	5%			
Program Management and Overseeing Contracts	15%			0.5%
Office Support		6%	2%	1%

<b>Total</b> (not to exceed 100% per employee)	36%	12%	2%	1.5%
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### Technical Pilot Projects

Responsible Mapping Partner: Suwannee River Water Management District and Consultant

Scope: *(As defined by and negotiated with the FEMA Regional Office and approved in coordination with FEMA HQ. Please note that the LOMR Delegation Pilot has its own unique MAS. This PM SOW must not be used for the LOMR Review Partner Pilot Activity.)*

Mapping Partner website: ongoing RiskMAP updates including Changes Since Last Firm to the Project website (<http://www.srwmdfloodreport.com>). Incorporate new preliminary and effective flood risk polygon layers, cross section and BFE lines, and incorporate new BFEs and Cross sections into the base flood elevation surface model. Incorporate new 10% and 2% flood elevation surfaces into web application where applicable.

Standards: All Pilot Project activities and work shall be performed in accordance with the standards specified in Section 4 and any regional standards and requirements.

Deliverables: The CTP shall deliver the following to the FEMA Regional Project Officer:

- District RiskMAP Website updates with integration of RiskMAP products as defined under element 1. above.

### Coordinated Needs Management Strategy (CNMS)

Responsible Mapping Partner: Suwannee River Water Management District and Study Contractor

Scope: CNMS is a spatial database that each FEMA Region Service Center (RSC) maintains as representation of FEMA’s mapped floodplain inventory and a reporting system for New Valid Updated Engineering (NVUE). CNMS is maintained and updated for LOMRs, Discovery, DFIRM mapping projects, and for expiring CNMS validation miles. The mapping partner will need to work and coordinate with their respective RSC to make sure the database is updated in accordance to FEMA specifications.

For this MAS, the SRWMD and/or its PM consultant will evaluate and update the CNMS database for request area(s) within the **Discovery** project footprint after the meeting. This includes stream reaches identified for study /restudy and any areas with remaining needs and/or requests as appropriate. The mapping partner needs to resolve any discrepancies within CNMS found at Discovery working with the RSC before the final deliverable.

For this MAS, the SRWMD and/or its study consultants will evaluate and update the CNMS database for all studies impacted by the **mapping project** for new or updated studies. This will require updates and deliverables to the RSC when the project is funded for DFIRM production, Preliminary Issuance, and LFD Issuance. These are three vital updates needed in CNMS along a project’s life cycle. The mapping partner

is to use the CNMS Technical Reference sections (S\_Studies\_Ln Discovery and Scoping Phase Updates, S\_Studies\_Ln Preliminary Issuance Phase Update, and S\_Studies\_Ln LFD Issuance Phase Update) when updating CNMS. At each of the three update points the CNMS database will be submitted to the RSC for incorporation into the Regional CNMS database. The RSC will work with the mapping partner to make sure study information is correct.

For this MAS, the SRWMD and/or its PM consultant will evaluate and update the database for all current fiscal year **expiring miles and/or unknown miles** as of 2017. "Expiring Miles" are defined as any miles with a VALIDATION\_STATUS of Valid or Unknown and without a STUDY\_TYPE of Being-Studied where the STATUS\_DATE is 5 years or older within that fiscal year. For example, Flood Creek with a status date of October 10, 2009, will "expire" calendar year October 10, 2014, or FY15Q1.

All identified detailed and limited detailed (AE, AO, AH) reaches will be evaluated using the "17 Checks" (See Appendix A: Validation Checklist in the CNMS Technical Reference), and have appropriate documentation provided (See Appendix B: Validation Process Documentation in the CNMS Technical Reference). The mapping partner can document the validation findings in checksheets or within a CNMS database by adding additional fields.

All identified approximate reaches will be evaluated using the most current published guidance titled "First Order Approximation—Methodology, Validation, and Scalability Guidance Procedures for Approximate Studies", issued in May, 2015. As with detailed validation, all reaches must have appropriate documentation provided (See Appendix B: Validation Process Documentation in the 2015 CNMS User's Guide [http://www.fema.gov/media-library-data/1437592200035-52e76e33c0b491c8609f59e0bd7b7a67/CNMS\\_Technical\\_Reference\\_May\\_2015.pdf](http://www.fema.gov/media-library-data/1437592200035-52e76e33c0b491c8609f59e0bd7b7a67/CNMS_Technical_Reference_May_2015.pdf)). The mapping partner can document the validation findings in checksheets or within a CNMS database by adding additional fields.

In addition to incorporating new and/or updated studies as well as the validation checks on expiring miles, the mapping partner will update line work to FEMA specifications so that it can be incorporated into the Regional CNMS database. This will include but is not limited to:

- Utilization of topology rules to eliminate erroneous overlaps, multipart features, elimination of lines smaller than Cluster Tolerance, self-overlaps, and self-intersections. Where possible, the mapping partner will strive to eliminate inappropriate dangles and pseudos. Stream network should have connectivity where appropriate.
- Maintenance of all attributes as indicated by the CNMS Technical Reference (using the latest available release as a guide).
- Utilization of the most recent CNMS QC tool (ArcGIS Add-in) with no critical errors found. Any secondary errors will need RSC approval. The ArcGIS add-in tool can be obtained by requesting it from the RSC.

Fiscal Year/State/Watershed	Approx Miles Bulk Validated	Approx Miles 17 Checks Validated	Approx Miles Subtotal	Detailed Miles Bulk Validated	Detailed Miles 17 Checks Validated	Detailed Miles Subtotal	Total Valid Miles Expiring
2016							

Alapaha	-	-	-	9.27	-	9.27	9.27
Econfina-Steinhatchee	-	-	-	11.95	9.55	21.50	21.50
Lower Suwannee	-	-	-	5.42	-	5.42	5.42
Santa Fe	-	-	-	47.30	85.73	133.03	133.03
Upper Suwannee	-	-	-	39.41	-	39.41	39.41
<b>2017</b>							
Lower Suwannee	-	-	-	3.66	-	3.66	3.66
<b>2018</b>							
Aucilla	348.01	-	348.01	38.87	-	38.87	386.87
Lower Suwannee	-	-	-	55.75	-	55.75	55.75

Standards: All work shall be performed in accordance with the standards specified in the CNMS Technical Reference.

Deliverables: The mapping partner shall deliver the following to the FEMA RSC in accordance with the schedule outlined in Section 5 – Schedule.

- Interim deliverables for the mapping project along its life cycle (funded, Preliminary, LFD)
- Supporting documentation for new determinations
- A self-certification document outlining the funded scope and comments per Region discretion
- A self-Certified CNMS spatial database using the CNMS QC tool.

The mapping partner shall maintain an archive of all data submitted for not less than six years.

## Programmatic QA/QC Plan

Responsible Mapping Partner: Suwannee River Water Management District and Study Contractor

Scope: Develop and implement a programmatic plan for quality assurance (QA) and quality control (QC) of products funded under the Flood Risk Project Mapping Activity Statement. Funding for this task does not include performing QA/QC of products, only the development of a plan for QA/QC and the program management aspects associated with implementing and monitoring the effectiveness of the plan. Activities may include the development of Corrective Action Plans and updates to the QA/QC Plan as a result of quality errors identified by the CTP, FEMA or FEMA Contractors. Funding for this activity must not be covered under another award and may not exceed \$10,000.

Standards: All Programmatic QA/QC Plan activities shall be performed in accordance with the standards specified in Section 4 – Standards.

Deliverables: The CTP shall deliver the following to the FEMA Regional Project Officer:

- Programmatic QA/QC Plan, including any updates
- Quarterly report detailing the QA/QC activities completed for flood mapping products
- Corrective Action Plan(s), as needed.

### ***SECTION 2—PERIOD OF PERFORMANCE***

The activities outlined in this SOW will be completed as specified in the Cooperative Agreement Funding Opportunity Announcement, Award Notice and/or Articles of Agreement. The SOW may be terminated at the option of FEMA or the CTP in accordance with the provisions of the Partnership Agreement dated November 29, 1999. If the SOW is terminated, all products produced to date must be returned and the remaining funding, provided by FEMA for this SOW, from uncompleted activities will be returned to FEMA.

### ***SECTION 3—FUNDING/LEVERAGE***

FEMA is providing funding, in the amount of \$100,000 to the CTP for the completion of this Program Management SOW. The CTP shall provide any additional resources required to complete the assigned activities for this Program Management SOW. The leverage listed below is based on Blue Book values or actual costs where Blue Book values don't exist. The current Blue Book is dated January 2011 and can be downloaded from FEMA's Information Resource Library at <https://www.fema.gov/media-library/assets/documents/8978>.

**Table 3.1 Contribution and Leverage**

<b>Project Task</b>	<b>FEMA Contribution</b>	<b>Partner Contribution</b>	<b>% Partner Leverage of Total Project Cost</b>	<b>Total Project Cost</b>
Business Plans (required)	\$5,000	\$2,500	33%	\$7,500
Global Program Management (required)	\$49,200	\$22,500	31%	\$71,700
Training to State and Local Officials	\$8,960	\$2,100	19%	\$11,060
Mitigation Planning Technical Assistance	\$10,000	\$4,500	31%	\$14,500
Staffing	\$0	\$0	0%	\$0
Technical Pilot Projects	\$15,940	\$2,100	12%	\$18,040
Coordinated Needs Management Strategy (CNMS)	\$9,500	\$700	7%	\$10,200
Programmatic QA/QC Plans	\$1,400	\$300	18%	\$1,700
<b>TOTAL FUNDING AMOUNTS</b>	<b>\$100,000</b>	<b>\$34,700</b>	<b>26%</b>	<b>\$134,700</b>

***SECTION 4—STANDARDS***

The standards relevant to this SOW are available in FEMA’s *Guidelines and Standards Policy Memo* located at <http://www.fema.gov/media-library/assets/documents/35313>. Additional information, along with links to Guidance, Technical References, Templates and other resources that support these standards, may be accessed and/or downloaded from the FEMA Flood Hazard Mapping website at <http://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping>. FEMA is in the process of updating existing guidance. In the meantime, CTPs may refer to historical documents for assistance. Additionally, CTPs and their sub-awardees must comply with FEMA’s Federal Regulation 44 CFR and the appropriate year CTP Notice of Funding Opportunity and Agreement Articles. CTPs should also coordinate with their regional office to determine additional standards that should be met.

**SECTION 5—SCHEDULE**

The activities documented in this SOW shall be completed in accordance with Table 5.1 Program Management Task Deliverables Schedule. If changes to this schedule are required, the CTP shall coordinate with FEMA and other necessary Mapping Partners in a timely manner. Please also identify to whom the products associated with each task are to be submitted to (i.e., community, FEMA Regional Project Officer, etc.).

**Table 5.1 Program Management Task Deliverables Schedule**

<b>MAS Activities</b>	<b>Deliverable</b>	<b>Deliverable Due Date</b>	<b>Submitted To</b>
<b>Business Plan (required)</b>	Business Plan	January 31, 2017	FEMA PO
<b>Global Program Management (required)</b>	Program Management Plan (include Programmatic QA/QC)	3 months from award date	FEMA PO
<b>Training to State and Local Officials</b>	Training schedule (and updates); Completed pre/post-training surveys	Quarterly; Within 30 days of completion	Community and FEMA PO
<b>Mitigation Planning Technical Assistance</b>	Report detailing assistance provided. Any material provided.	Quarterly; Within 30 days of completion	FEMA PO
<b>Technical Pilot Projects</b>	Report on new products added to website.	Quarterly	CTP and FEMA PO
<b>CNMS</b>	CNMS Deliverables	Within 60 days of completion of triggering milestones (as detailed under CNMS Section).	FEMA PO

**SECTION 6—CONTRACTORS**

Contractor support may be used for all activities within this SOW, except staffing and mentoring, which must be completed by the CTP.

The CTP intends to use the services of Atkins North America, Inc as a contractor for this SOW. The CTP shall ensure that the procurement for all contractors used for this Program Management Activity complies with the requirements of 2 CFR 200.

Guidance provided in this part includes, but is not limited to, contract administration and record keeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis. 2 CFR200 may be viewed online at <http://www.ecfr.gov/cgi-bin/text-idx?SID=cc011f4fb962e68cb0da4bc91e8fbb43&mc=true&node=pt2.1.200&rgn=div5>. Additionally, contractors must not pose a conflict of interest issue.

## **SECTION 7—REPORTING**

**Financial Reporting:** Because funding has been provided to the CTP by FEMA, financial reporting requirements for the CTP will be in accordance with Cooperative Agreement Funding Opportunity Announcement, Articles of Agreement or Award Notice for this SOW. The CTP shall also refer to 2 CFR 200. The CTP shall provide financial reports to the FEMA Regional Project Officer and Assistance Officer in accordance with the terms of the signed Cooperative Agreement for this SOW.

**Performance Reporting:** Recipients are responsible for providing updated performance reports using the SF-PPR on a quarterly basis throughout the period of performance, including partial calendar quarters as well as for periods where no grant award activity occurs. The CTP shall refer to 2 CFR 200 to obtain minimum requirements for progress reporting. The Project Officer, as needed, may request additional information on progress.

The CTP may meet with FEMA and/or its contractor(s) as frequently as needed to review the progress of the project in addition to the quarterly financial and status submittals. These meetings may alternate between FEMA’s Regional Office, the SRWMD office, and conference calls, as necessary.

The CTP must report performance of the grant in conjunction with the progress reporting. The performance of the CTP is measured by the following criteria. If you are completing a PM project in conjunction with a Flood Risk Project MAS, then you may use the measures outlined in that MAS for your SF-PPP performance criteria. Quantitative Targets for performance measures will be defined with your FEMA Region and amended to the MAS when completed.

**Table 7.1: Performance Measures Targets**

Insert appropriate measures in table below based on the document “CTP Performance Measures Menu” and coordination with your FEMA PM.

Measure	Target
<p>Ongoing Maintenance (required for all agreements)- Continued maintenance, through non-Federal funds, of the processes or systems in place to support the collection, development, evaluation, dissemination and communication of flood hazard and risk assessment data and mapping (e.g., continued data collection related to changes in flood hazards and development in flood-prone areas; continued upgrades to data collection or mapping capabilities to incorporate new technologies; preparation of multiple-year mapping or data collection</p>	<p>Include updates on non-Federally funded items relevant to PM activities including public information office, hosting public meetings, GIS support, legal and administrative support,</p>

<p>plans; maintenance of hardware, software, licenses and certifications, etc., necessary to complete, review, monitor and report on the work.). Identify the level of non-Federal support CTP has provided via the previous quarter and show cumulative for the project.</p>	<p>and engagement in Silver Jackets.</p>												
<p><b>Quality Measure 3: Messaging/ Project Management</b> Timely MIP Management (required for all projects in MIP) -- MIP is updated monthly by project to ensure that dates, costs, and leverage are accurate. Of critical importance are dates related to Congressional notifications and KDP process reviews.</p>	<p>Provide reminders, support, and assistance in resolving issues with timely MIP updates by the Study Contractors. Maintain better than 90% compliance with on-time MIP filing for mapping projects, as documented in the EV report.</p>												
<p><b>Partnerships –</b> <b>Incentivize building local/federal/state partnerships. Document where CTP has been able to build a partnership with a local champion or state agency to outreach or engage a broader audience in a more efficient manner</b></p>	<p>Increase participation from FDEM in outreach activities as measured by attendance. Identify and list local champions as described in a quarterly update to the list.</p>												
<p><b>2. Qualitative Questionnaire –</b></p> <table border="1" data-bbox="243 1323 1015 1743"> <thead> <tr> <th data-bbox="243 1323 365 1354"></th> <th data-bbox="365 1323 803 1354">Question</th> <th data-bbox="803 1323 885 1354">Rating</th> <th data-bbox="885 1323 1015 1354">Explanation</th> </tr> </thead> <tbody> <tr> <td data-bbox="243 1354 365 1533">a)</td> <td data-bbox="365 1354 803 1533">Did CTP provide adequate coordination and briefings to the Region to ensure strong project participation by both parties?</td> <td data-bbox="803 1354 885 1533"></td> <td data-bbox="885 1354 1015 1533"></td> </tr> <tr> <td data-bbox="243 1533 365 1743">b)</td> <td data-bbox="365 1533 803 1743">Has the CTP team kept the Region engaged in a proactive manner on issues that have arisen throughout the project enabling resolution</td> <td data-bbox="803 1533 885 1743"></td> <td data-bbox="885 1533 1015 1743"></td> </tr> </tbody> </table>		Question	Rating	Explanation	a)	Did CTP provide adequate coordination and briefings to the Region to ensure strong project participation by both parties?			b)	Has the CTP team kept the Region engaged in a proactive manner on issues that have arisen throughout the project enabling resolution			<p>Region to evaluate partnership at end of each quarter and provide the results to CTP so they can be discussed and incorporated in quarterly reporting. Should receive a a rating of "Good" or better.</p>
	Question	Rating	Explanation										
a)	Did CTP provide adequate coordination and briefings to the Region to ensure strong project participation by both parties?												
b)	Has the CTP team kept the Region engaged in a proactive manner on issues that have arisen throughout the project enabling resolution												

<p>c) How well has the CTP team adapted to the program delivery of Risk Map, specifically within your Region/Program area? (e.g., partnering with FEMA to deliver solutions related to critical programmatic issues)</p>	
<p>d) For the overall project, how would you rate the level of improved coordination/collaboration or value of additional data collected from the local communities</p>	
<p>e) Did CTPs respond in an appropriate time to questions regarding QC issues, congressional inquiries, KDP follow up, etc.</p>	
<p><b>Submittal of Business Plan</b> As a requirement of grant funding, the Business Plan must be submitted each year highlighting areas of priority and the CTP's plan to address the needs.</p>	<p>Receive a rating of 3 or better</p>

Earned Value Data Entry:

As there are no tasks within the Mapping Information Platform (MIP) Workflow associated with Program Management tasks, the MIP cannot be used to set baselines and track progress against these baselines. However, the FEMA Regional Office and the CTP should set a cost and schedule baseline at the beginning of the project and review it quarterly when assessing the status of the project. The Project Officer may request additional information regarding status on an ad-hoc basis.

***SECTION 8—PROJECT COORDINATION***

Throughout the project, all members of the Project Team will coordinate, as necessary, to ensure that activities, products and deliverables meet FEMA requirements and contain accurate, up-to-date information. Coordination activities shall include:

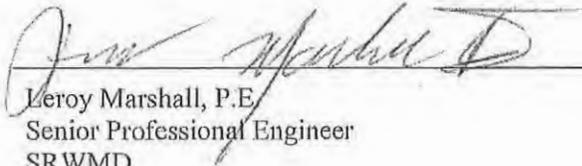
- Meetings, teleconferences, and video conferences with FEMA and other Project Team members via monthly teleconference
- Telephone conversations with FEMA and other Project Team members on an ad hoc basis, as required

- E-mail, facsimile transmissions, and letters, as required.

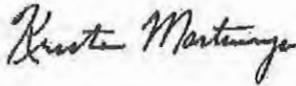
### ***SECTION 9—POINTS OF CONTACT***

The points of contact for this Program Management Activity are Kristen Martinenza, P.E., CFM, the FEMA Regional Project Officer; and Brian Kauffman, P.E., the Project Manager for SRWMD; or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. When necessary, any additional FEMA assistance should be requested through the FEMA Regional Project Officer.

Each party has caused this SOW to be executed by its duly authorized representative.

  
\_\_\_\_\_  
Leroy Marshall, P.E.  
Senior Professional Engineer  
SRWMD

9/12/16  
\_\_\_\_\_  
Date



Digitally signed by KRISTEN M MARTINENZA  
DN: c=US, o=U.S. Government, ou=Department  
of Homeland Security, ou=FEMA, ou=People,  
cn=KRISTEN M MARTINENZA,  
0.9.2342.19200300.100.1.1=0498283407.FEMA  
Date: 2016.09.13 08:37:01 -04'00'

\_\_\_\_\_  
Kristen Martinenza, P.E., CFM  
Regional Project Officer  
Federal Emergency Management Agency, Region 4

\_\_\_\_\_  
Date





**FEMA**

**Suwannee River Water Management District  
COOPERATING TECHNICAL PARTNERS (CTP)  
COMMUNITY ENGAGEMENT AND RISK  
COMMUNICATION (CERC)  
STATEMENT OF WORK (SOW)**

**CERC SOW No. 16.13.c**

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated November 29, 1999 between Suwannee River Water Management District (herein referred to as "CTP") and the Federal Emergency Management Agency (FEMA), the following explains the scope to be undertaken by Suwannee River Water Management District (SRWMD) to enhance communication and coordination detailed within this Community Engagement and Risk Communication Statement of Work (CERC-SOW) No. 16.13.c as follows:

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## ***SECTION 1—OBJECTIVE AND SCOPE***

The objective of the Community Engagement and Risk Communication (CERC) activity documented in this SOW is to recognize and enhance activities undertaken by CTPs, help build risk awareness and understanding at the local level, increase a community's ability to communicate risk at the local level, support local efforts to reduce natural hazard risk within a community or watershed area (e.g., complete mitigation actions), and to keep communities and other stakeholders engaged throughout the Risk MAP process. Specifically, tasks funded under this SOW support and enhance CERC activities within Suwannee River Water Management District. All processes and deliverables shall be completed in accordance with the Federal Emergency Management Agency (FEMA)'s Standards for Flood Risk Analysis and Mapping, dated November 30, 2015, located on FEMA's website at <http://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping>. These guidelines and standards (<http://www.fema.gov/media-library/assets/documents/35313>) define the specific implementation of the statutory and regulatory requirements for NFIP flood risk projects and address the performance of related Risk MAP activities.

Tasks completed under this CERC SOW will be completed by the following Partners:

- Suwannee River Water Management District
- Atkins North America, Inc. (Consultant)

CERC tasks cannot result in the production of a Flood Insurance Rate Map. Activities that can be accomplished under this CERC SOW are as follows:

- Strategic Business Plan and/or Update (required)
- Strategic Planning for Community Engagement
- Meetings and Process Facilitation
- Mitigation Support
- Communication and Outreach to Communities
- Training and Community Capability Development
- Mitigation Planning Technical Assistance
- Staffing
- CERC Special Projects
- Mentoring.

Contractor support may be used for all activities except Staffing and Mentoring, which must be completed by the CTP.

All supporting data must be retained for three years from the date a funding recipient submits its final expenditure report to FEMA.

## Strategic Business Plan and/or Update

Responsible Mapping Partner: Suwannee River Water Management District and Consultant

Scope: Combined the Business Plan requirements of the PM and CERC awards into a single deliverable, with approval from the FEMA Regional Project Officer.

## Strategic Planning for Community Engagement

Responsible Mapping Partner: Suwannee River Water Management District and Consultant

Scope: The CTP will strategically prepare for engagement with watershed communities throughout a project's life cycle. Goals of this engagement are to help create understanding and ownership of flood risk at State and local levels and to strengthen and encourage communities to take responsibility for progressing risk reduction actions that will result in a more resilient community.

Community action cannot be purchased; however, it can be influenced and advanced by proper project, supporting technical data development and communications planning throughout the Risk MAP process. Strategic communications planning can be assisted by a variety of tools and activities. The following potential activities included in this task are listed below:

***Integration Planning*** – Activities include conducting regular, cross-Mitigation meeting(s) for the watershed and/or project area (with emphasis on priority communities) to refresh community profile(s), and develop plans for advancing relationships and mitigation action.

***Action Strategy*** – Support the development of the Regional approach for helping communities to identify and advance mitigation strategies. Supporting activities to identify and advance actions may include: evaluation of strategies in local plans and initiatives; primary and secondary research; stakeholder engagement; and facilitated planning processes.

***Community Prioritization*** – Activities include prioritizing communities within a watershed based on action potential and contribution to the action target to define the level of personalized engagements communities receive.

***Watershed & Community Assessment*** – Activities include assessing a watershed and high priority communities to understand what is important to them, their mitigation priorities, and their existing relationships with FEMA. This may include holding telephone discussions with local officials and residents to understand the watershed and identify all key stakeholders. The assessment will include local planners, floodplain administrators (FPA), elected officials, community leaders, local levee/dam/coastal leadership/business owners and others, based on local needs.

***Relationship Management and Action Plan*** – Activities include evaluating, updating, and executing on the relationship plan and mitigation action plan(s) as well as establishing or strengthening relationships between FEMA and local stakeholders.

**Communication and Outreach Strategy** – Support the development and implementation of a Communication and Outreach Strategy for outreach activities including various ad-hoc or regionally defined engagement. Examples could include expanded kick-off meetings, stakeholder coordination, engagement or communications planning, development and dissemination and specialized training.

Additionally, outreach activities for mapping will be performed and can best be understood as a process that enhances the understanding of the overall National Flood Insurance Program (NFIP) flood mapping program and the flood risk. This task does not include the outreach activities for a specific mapping project, but overall program outreach.

*Note: Communication and outreach activities described in this task are meant to be supplemental or complementary efforts to those identified in the Flood Risk Project MAS. CTPs and the Region are responsible for confirming no duplication of effort in other awards (grants, cooperative agreements, interagency agreements and contracts).*

The overarching goal for outreach is to create a climate of understanding and ownership of the mapping process at the state, local and tribal levels. Well-planned outreach activities can reduce political stress, confrontation in the media, and public controversy, which can arise from lack of information, misinformation, or misunderstanding. These outreach activities also can assist FEMA and other members of the Project Management Team (PMT) in responding to congressional inquiries. The CTP plans to continue Outreach activities to fulfill its strategy to educate communities on the necessary standards and benefits of developing better flood risk information.

The CTP will market and deliver resources and services that may be available to communities to increase risk awareness and promote acceptance of mitigation actions. This does not include the outreach activities for a specific mapping project that begins during Discovery and continues through the map production and post preliminary phases (when funded).

The following potential activities included in this task are listed below:

**Product Development & Dissemination** - Develop and disseminate messages and products to support the Communication and Outreach Strategy (developed under the Strategic Planning Task), including social media platforms, websites, fact sheets, newsletters, and press releases. CTP will coordinate with their FEMA POC to ensure up to date products and templates are used and new products are coordinated and fully reviewed prior to dissemination.

**Outreach Campaign Implementation** – Support implementation of outreach campaigns in communities as identified in the Communications and Outreach Strategy, i.e., the High Water Mark Campaign and Flood Safe.

**Other** - Other activities as negotiated with the Region.

Standards: All work shall be performed in accordance with the standards specified in Section 4 – Standards.

Deliverables:The CTP shall deliver the following to the FEMA Regional Project Officer:

- Integrated and strategic plan for advancing relationships and mitigation action
- New or updated community profiles
- Report prioritizing communities within a watershed based on action potential and contribution to the action target and detailing outreach and coordination activities
- Watershed and Community Assessment
- Communication and Outreach Strategy

- Update to CTP's website as needed
- Newly developed messages, products and templates

## **Global Outreach for Mapping**

Responsible Mapping Partner: Suwannee River Water Management District and Consultant

Scope: The outreach project or activities for a Program Management SOW can best be understood as a process that enhances the understanding of the overall National Flood Insurance Program (NFIP) flood mapping program including flood risks and hazard identification.. This task does not include the outreach activities for a specific mapping project that begins during the project Discovery phase and continues through the map production and post- preliminary phases.

*Note: Communication and outreach activities described in this task are meant to be supplemental or complementary efforts to those identified elsewhere in the Community Engagement tasks listed in this Community Engagement and Risk Communication SOW or in the Flood Risk Project MAS. CTPs and the region are responsible for confirming no duplication of effort in other awards (grants, cooperative agreements, interagency agreements and contracts).*

The overarching goal for outreach is to create a climate of understanding and ownership of the mapping process at the state, tribal and local levels. Well-planned outreach activities can reduce political stress, confrontation in the media, and public controversy, which can arise from lack of information, misunderstanding, or misinformation. These outreach activities also can assist FEMA and other members of the Project Management Team (PMT) in responding to congressional inquiries. The CTP plans to continue outreach activities to fulfill its strategy to educate communities on the necessary standards and benefits of developing better flood risk information.

The CTP will work with the Regional Office during the initiation of this activity to determine or understand the Outreach Plan. The Regional Office will have access to many outreach tools that have been developed for this process that can be utilized or customized. All communication with local governments will be done in accordance with 44 CFR Part 66.

The Mapping Partner shall notify FEMA and all applicable parties of all meetings with community officials at least two weeks prior to the meeting (with as much notice as possible). FEMA and/or its contractor may or may not attend the community meetings.

Standards: All Outreach activities shall be performed in accordance with the standards specified in Section 4 – Standards.

Deliverables: The CTP shall deliver the following to the FEMA Regional Project Officer:

- Outreach Plan
- Report detailing outreach and coordination activities, including backup or supplemental information used in writing the report
- Business plan update describing (in detail) the outreach activities
- Updates to CTP's website.

## Meetings and Process Facilitation

Responsible Mapping Partner: Suwannee River Water Management District and Consultant

Scope: The CTP will hold meetings and facilitate the decision-making processes. The objectives of this task include coordination and follow through for risk awareness, increased regulatory product adoption and acceptance, and mitigation throughout the Flood Risk Project lifecycle. Meeting activities include planning, presenting, facilitating discussions and completing any associated follow-up. Meeting activities are only allowable if not funded under an award for a specific project area outlined in a Flood Risk Project MAS, or the CTP must provide additional scope to clarify the difference between the funding under the CERC SOW and the MAS for the specific flood risk project. The following potential activities included in this task are listed below:

*Process Facilitation* – Activities include support for implementation of the strategic planning efforts, which could include: identifying and supporting key community priorities and key influencers; support community identification of mitigation opportunities; gap analysis of community requirements for mitigation implementation; ongoing relationship management; monitoring, evaluation and update.

*Community Consultation Officer's (CCO) Meeting* – Activities may include planning, presenting and facilitating discussions with community officials for awareness and acceptance of regulatory products. The purpose of the meeting will be to review data inputs to a flood study, preview changes to preliminary FIRM data and maps, discuss newly identified flood risk and community actions to reduce risk, and provide information about the appeals period, map adoption, and insurance impacts.

*Flood Engineering Review Meeting* – Activities may include planning, presenting, and facilitating discussions of data inputs and engineering models used for flood studies with community officials. In addition, draft work maps showing initial study results will be presented during the meeting. The meeting may also include review of mitigation actions and any non-regulatory products if developed during the project.

*Resilience Meeting* – Activities may include the planning, presenting and facilitation of community discussions related to mitigation plan status, community risks and hazards, local mitigation action opportunities and best mitigation practices.

The Mapping Partner shall notify FEMA and all applicable parties of all meetings with community officials at least two weeks prior to the meeting (with as much notice as possible). FEMA and/or its contractor may or may not attend the community meetings.

Standards: All work shall be performed in accordance with the standards specified in Section 4 – Standards.

Deliverables: The CTP shall deliver the following to the FEMA Regional Project Officer:

- Key Influencers list
- Key Influencer Relationship Management Plan
- Meeting Minutes, Attendees List, and Actions discussed/identified (provided to Region within 2 weeks of the meeting).

## Mitigation Support (Action Advancement and Tracking)

Responsible Mapping Partner: Suwannee River Water Management District and Consultant

Scope: The CTP will leverage Risk MAP data, decision support analyses, products and/or processes to support communities to advance mitigation actions. The following potential activities included in this task are listed below:

*Action Identified* – Support for communities to identify mitigation opportunities and/or select amongst alternatives through the provision of data and/or analysis. Data is considered new data or aggregation of existing data delivered and disseminated in formats readily consumed by the end user. Analysis (i.e., risk assessments; social vulnerability analysis; triple bottom line analysis; and feasibility assessments) may be performed to help identify solutions to identified problems and/or develop requirements for project solutions.

*Action Advanced* – Support for communities to advance mitigation opportunities including scoping/design; budgeting; obtaining funding; project planning; technical support for zoning and ordinance development; and outreach strategies for project support. *Funds cannot be used to update all or part of a Hazard Mitigation Plan.*

*Evaluation and Valuation* – Support provided to the community to evaluate and demonstrate the value of the mitigation investment, including the calculation of economic, environmental and/or social benefits or the losses avoided from natural hazard events.

*Other* - Other activities as negotiated with the Region.

The CTP shall work in close coordination with Emergency Management throughout the life cycle of a Risk MAP project to collect and quantify Actions Identified and Actions Advanced as part of a project specific MAS. Additionally, Actions should be collected throughout the period of performance of this grant for any projects even after the close out of a Risk MAP project. This activity is used to provide for the coordinated effort with Emergency Management for communicating with communities outside of the life cycle of the Risk MAP project extending beyond completion of the project, for all watersheds that fall within the Period of Performance of this SOW.

Standards: All work shall be performed in accordance with the standards specified in Section 4 – Standards.

Deliverables: The CTP shall deliver the following to the FEMA Regional Project Officer:

- Action Identification and Advancement Plan
- Quarterly projections indicating the potential collection of Actions Identified and Advanced
- Updates to Action Tracker with new Actions Identified or Advanced through these coordinations.

## Training and Community Capability Development

Responsible Mapping Partner: Suwannee River Water Management District and Consultant

Scope: The CTP will support community efforts to raise awareness of risk; mitigation planning; risk assessment; as well as assessing, prioritizing, developing and implementing mitigation strategies. Activities may include: planning, developing and delivering the training or direct support for community capability development.

The CTP must ensure, and must provide documentation when requested by FEMA, that activities funded through this SOW do not replace activities funded under other Federal grant programs, such as Hazard Mitigation Planning or Floodplain Management grant programs. The following potential activities included in this task are listed below:

*Risk MAP data availability and tools* – Support building community capability to use and understand the regulatory and flood risk components and tools of a Risk MAP project

*Community Capability Development* – Support building community capability to sponsor and implement mitigation actions through activities such as: capability assessment, gap analysis, as well as process, change and project management

*Benefit Cost Analysis (BCA)* – Support local, state, and tribal communities to identify, capture, and document the necessary data to run a benefit cost analysis as well as understand how to run the FEMA approved BCA model. Funds cannot be used to run a benefit cost analysis.

*Building Science* – Support local, state, and tribal communities in the understanding of construction issues and opportunities in the identified natural hazard and risk areas.

*Community Planning* – Support local, state, and tribal communities in the consideration of natural hazards in all relevant areas of community planning, i.e., comprehensive plans, capital improvement plans, etc.

*Grant Application Development* – Support local, state, and tribal jurisdictions in the development of scopes of work, schedules and budgets for a successful mitigation activity grant application. Funds may not be used to develop, submit or execute a grant proposal on behalf of a State, Tribe or local jurisdiction.

*Risk Assessment* – Support local, state, and tribal communities in the assessment of relative risk for decision support, including HAZUS or other methods.

*Mitigation Planning Technical Assistance* – Support local, state, and tribal communities by the creation and dissemination of training and technical assistance for achieving mitigation actions. This task cannot fund an activity that is already funded through another Federal grant (including the Program Management SOW) and should not duplicate assistance available to any community engaged in a Risk MAP project or a Hazard Mitigation Assistance (HMA) planning or project grant. Training can be provided at any time during the Risk MAP project, and it may be desired to include a series of training activities over the course of a flood risk project.

*Other* – Other activities as negotiated with the Region.

Training can be provided at any time during a Risk MAP project, and it may be desired to include a series of training activities over the course of a flood risk project. The CTP will coordinate and/or administer training for communities and/or individual groups regarding application of regulatory and non-regulatory products to decision support, outreach and identifying and conducting mitigation actions, or other topics as revealed during community engagement. The CTP will:

- Determine target audience (name of community and/or individual groups, such as CEOs, engineers, GIS employees, etc.).

- Advertise to, and confirm, training participants.
- Determine training facility.
- Follow-up with participants on unresolved issues.

Standards: All activities shall be performed in accordance with the standards specified in Section 4 – Standards. CTPs must coordinate with the Regional Project Officer to ensure that any training developed or delivered also complies with Regional standards.

Deliverables: The CTP shall deliver the following to the FEMA Regional Project Officer:

- Copies of draft and final training materials
- A list of training instructors
- A list of all participants and completed course evaluations (such as pre- and post-knowledge surveys) after each training course

### **Mitigation Planning Technical Assistance**

Responsible Mapping Partner: Suwannee River Water Management District and Consultant

Scope: This task is addressed under the Program Management MAS.

### **Staffing**

Responsible Mapping Partner: Suwannee River Water Management District and Consultant

Scope: The CTP will provide staff time at a 30% matching contribution on tasks as indicated in Table 3.1 .

Standards: All Staffing activities work shall be performed in accordance with the standards specified in Section 4 – Standards.

Deliverables: The CTP shall deliver the following to the FEMA Regional Project Officer:

- One staff will attend regional mapping meetings hosted by FEMA Regions

Table 1.1: Percentage of Staff Time Spent on CERC Tasks

Staff positions leveraged under this task	Strategic Planning for Community Engagement	Meetings and Process Facilitation	Mitigation Support	Comm. and Outreach	Training and Community Development	Mitigation Technical Assistance	Pilot Projects	Total (no more than 100% per employee)
Public Information Officer	0.5%	1%	1%	1%	1%	0	0.5%	5%
Project Manager/ Engineer*	1%	2%	0.5%	0.5%	1%	PM grant	1%	6%
Director of Governmental Affairs	0.5%	1%	0.5%	1%	1%	0%	0%	4%

## CERC Special Projects

Responsible Mapping Partner: Suwannee River Water Management District and Consultant

Scope: Develop and apply best practice uses of non-regulatory products for online Community Engagement and Risk Communication

CTP and Consultant shall conduct a pilot project with the following tasks:

1. Under CERC-specific activities identify use cases and develop best practices to provide non-regulatory products for online community engagement and risk communication. Existing users and potential users include CTP staff, community stakeholders, and communities engaged with an existing platform by way of the CTP's flood risk reporting website. Particularly in a rural region such as SRWMD, many small communities do not have a GIS department or a GIS person, and providing these products by way of a web-based online mapping interface is highly effective. To avoid information overload, it is important to target the products and how they are presented based on specific use cases and experience to date, identified in coordination with the communities. This requires one-on-one community engagement to identify needs, identify which non-regulatory products best meet those needs, and collect feedback on proposed solutions. This task will identify and enlist a team of stakeholder participants, conduct interviews and research in regard to risk communication and related needs, document needs, and conduct a charrette with stakeholders to consider the best way to use non-regulatory products to meet those needs. The collateral benefit of enlisting these community stakeholders in active research is to build a core of stakeholders who are engaged and thinking about the possibilities and uses for non-regulatory products. Additionally, researching ways to present the products to meet those needs, particularly how other CTP's in Region IV are using non-regulatory products, opens communication and sharing between CTP's of the region.
2. Design and implement prototype interfaces based on Task 1, providing targeted presentation of non-regulatory products through the website. Test the efficacy and user-acceptance of the prototype products. Refine the prototype with user feedback and testing.
3. Implement refined prototype in production as part of the CTP's active flood risk reporting website.

Standards: All work shall be performed in accordance with the standards specified in Section 4 or as specified below.

Deliverables: The CTP shall deliver the following to the FEMA Regional Project Officer:

- A report with findings from Task 1 including stakeholder participants, interview notes, summary of findings in presentation format.
- Links and Guidance Document for reviewing the prototype.
- Presentation including links and examples from the production release

### ***SECTION 2—PERIOD OF PERFORMANCE***

The activities outlined in this SOW will be completed as specified in the Cooperative Agreement Funding Opportunity Announcement, Award Notice and/or Articles of Agreement. The SOW may be terminated

at the option of FEMA or the CTP in accordance with the provisions of the Partnership Agreement dated November 29, 1999. If the SOW is terminated, all products produced to date must be returned and the remaining funds, provided by FEMA for this SOW, from uncompleted activities will be returned to FEMA.

**SECTION 3—FUNDING/LEVERAGE**

FEMA is providing funding, in the amount of \$150,000 to the CTP for the completion of this CERC SOW. The CTP shall provide any additional resources required to complete the assigned activities for this SOW. The leverage listed below includes in-kind services, case and/or Blue Book values for tasks and activities associated with the project. The current Blue Book (3.0) is dated January 2011 and can be downloaded from FEMA’s Information Resource Library at <http://www.fema.gov/library/viewRecord.do?id=2473>.

**Table 3.1: Contribution and Leverage**

Task and Activity				
Project Task	FEMA Contribution	Partner Contribution	% Partner Leverage (of Total Project Task Cost)	Total Project Task Cost (FEMA + Partner)
Strategic Business Plan (required) Combined Plan covered under PM	0	0	0	0
Strategic Planning for Community Engagement	\$9,300	\$3,985	30%	\$13,285
Global Outreach for Mapping	\$4,500	\$1,330	30%	\$4,430
Meetings and Process Facilitation	\$5,600	\$2,400	30%	\$8,000
Mitigation Support	\$6,000	\$1,500	20%	\$7,500
Training and Community Development	\$10,400	\$4,000	28%	\$14,400
Mitigation Planning Technical Assistance	PM MAS			

Staffing	\$0 (Partner Contribution distributed on other tasks)			
CERC Special Projects Pilot Project - Non-regulatory products for online CERC. 1. Stakeholder Engagement Interviews, Determination of Needs, Define Solutions	\$24,000	\$4,000	14%	\$28,000
CERC Special Projects Pilot Project - Non-regulatory products for online CERC continued 2. Design, Implementation and Testing of prototype for stakeholder engagement 3. Implementing Release Version	\$72,500 \$17,700	\$2,500 \$1,200	3% 6%	\$75,000 \$18,900
TOTAL FUNDING AMOUNTS	\$150,000	\$21,515	13%	\$171,515

#### ***SECTION 4—STANDARDS***

The standards relevant to this SOW are available in FEMA's *Guidelines and Standards Policy Memo* located at <http://www.fema.gov/media-library/assets/documents/35313>. Additional information, along with links to Guidance, Technical References, Templates and other resources that support these standards, may be accessed and/or downloaded from the FEMA Flood Hazard Mapping website at <http://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping>. FEMA is in the process of updating existing guidance. In the meantime, CTPs may refer to historical documents for assistance. Additionally, CTPs and their sub-awardees must comply with FEMA's Federal Regulation 44 CFR and the appropriate year CTP Funding Opportunity Announcement and Agreement Articles. CTPs shall also coordinate with their Regional office to determine additional standards that should be met.

#### ***SECTION 5—SCHEDULE***

The activities documented in this SOW shall be completed in accordance with Table 5.1 CERC Task Deliverables Schedule. If changes to this schedule are required, the CTP shall coordinate with FEMA and other necessary Mapping Partners in a timely manner. Please also identify to whom the products and/or deliverables associated with each task are to be submitted to (i.e., community, FEMA Regional Project Officer, etc.).

**Table 5.1: CERC Task Deliverables Schedule** (insert activities identified in this SOW, examples shown below)

<b>Task and Activity</b>			
<b>SOW Task</b>	<b>Deliverable</b>	<b>Deliverable Due Date</b>	<b>Submitted To</b>
Strategic Business Plan (required)	<i>Strategic Business Plan</i>	January 31, 2017	<i>FEMA PO</i>
Strategic Planning for Community Engagement	<i>1) Relationship Management Plan 2) Communication and Outreach Strategy</i>	<i>6 months from award date (for both)</i>	<i>FEMA PO</i>
Strategic Planning for Community Engagement	<i>New or updated Community Profile</i>	<i>Within 30 days of FEMA request or identification</i>	<i>FEMA PO</i>
Training and Community Development	<i>Community workshops – develop and deliver training (provide final attendee list and completed participant pre/post surveys)</i>	<i>One per quarter</i>	<i>Community (FEMA PO)</i>
Training and Community Development	<i>Community Seminar – develop and deliver training (provide final attendee list and completed participant pre/post surveys)</i>	<i>Fall target: Oct 2017 Spring target: Apr 2018</i>	<i>Community (FEMA PO)</i>
Meeting and Process Facilitation	<i>Key Influencers List; schedule and conduct special meetings to help with community decision making, understanding and acceptance of FEMA process</i>	<i>Key Influencer list 5 months from award date. Updated as needed for changing community staff and elected officials. Special meeting facilitation as needed.</i>	
Mitigation Support	<i>FDEM Coordination Meeting Minutes. Mitigation Support Activities Log.</i>	<i>One per quarter</i>	<i>FDEM (FEMA PO)</i>

CERC Special Project	<i>Task 1 Deliverables</i> <i>Task 2 Deliverables</i> <i>Task 3 Deliverables</i>	<i>6 months from award</i> <i>9 months from award</i> <i>12 months from award</i>	FEMA PO
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**SECTION 6—CONTRACTORS**

Contractor support may be used for all activities within this SOW, except staffing and mentoring, which must be completed by the CTP.

The CTP intends to use the services of Atkins North America, Inc. as a contractor for this SOW. The CTP shall ensure that the procurement for all contractors used for this Program Management Activity complies with the requirements of 2 CFR200.

Guidance provided in this part includes, but is not limited to, contract administration and record keeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis. 2 CFR200 may be viewed online at <http://www.ecfr.gov/cgi-bin/text-idx?SID=cc011f4fb962e68cb0da4bc91e8fbb43&mc=true&node=pt2.1.200&rgn=div5>. Additionally, contractors must not pose a conflict of interest issue.

**SECTION 7—REPORTING**

Financial Reporting: Because funding has been provided to the CTP by FEMA, financial reporting requirements for the CTP will be in accordance with the terms of the Cooperative Agreement Funding Opportunity Announcement, Articles of Agreement or Award Notice for this SOW. The CTP shall also refer to 2 CFR 200. The CTP shall provide financial reports to the FEMA Regional Project Officer and Assistance Officer in accordance with the terms of the signed Cooperative Agreement for this SOW.

Performance Reporting: Recipients are responsible for providing updated performance reports using the SF-PPR on a quarterly basis throughout the period of performance, including partial calendar quarters as well as for periods where no grant award activity occurs. The CTP shall refer to 2 CFR 200 to obtain minimum requirements for progress reporting. The Project Officer, as needed, may request additional information on progress.

The CTP may meet with FEMA and/or its contractor(s) as frequently as needed to review the progress of the project in addition to the quarterly financial and status submittals. These meetings may alternate between FEMA’s Regional Office, the SRWMD office, and conference calls, as necessary.

The CTP must report performance of the grant in conjunction with the progress reporting. The performance of the CTP is measured by the following criteria. If you are completing a CERC project in conjunction with a Flood Risk Project MAS, then you may use the measures outlined in that MAS for your SF-PPP performance criteria.

Quantitative Targets for performance measures will be defined using the CTP Performance Measures Menu in conjunction with your FEMA PM and amended to the MAS.

**Table 7.1: Performance Measures Targets**

Insert appropriate measures in table below based on the document "CTP Performance Measures Menu" and coordination with your FEMA PM.

Measure	Target
<p>Measure</p> <p>Ongoing Maintenance (required for all agreements)- Continued maintenance, through non-Federal funds, of the processes or systems in place to support the collection, development, evaluation, dissemination and communication of flood hazard and risk assessment data and mapping (e.g., continued data collection related to changes in flood hazards and development in flood-prone areas; continued upgrades to data collection or mapping capabilities to incorporate new technologies; preparation of multiple-year mapping or data collection plans; maintenance of hardware, software, licenses and certifications, etc., necessary to complete, review, monitor and report on the work.). Identify the level of non-Federal support CTP has provided via the previous quarter and show cumulative for the project.</p>	<p>Target</p> <p>Include updates on non-Federally funded items relevant to CERC activities including public information office, newsletter production, web maintenance, and hosting public meetings.</p>
<p>Awareness -</p> <p>Website analytics - evaluate the use and effectiveness of the Mapping Partners</p> <p>Websites- I to show increase in people looking at products of if we funded a website, have Partner collect to show increased viewing of the site and potential awareness raised. This should be defined at initiation of project</p>	<p>Show increase in people looking at products of FEMA- funded website(s), Partner collect statistics to show viewing of the site and potential awareness raised.</p>
<p>Partnerships -</p> <p>Community agrees to fund or specifically requests more types of non-regulatory products due to engagement in process (documented in meeting minutes or reports that follow up meeting types, such as discovery report, etc.)</p>	<p>Achieve increases in public awareness of non-regulatory products both as documented in meeting minutes and reports and increasing web statistics where non-regulatory products are provided through the website.</p>

<p><b>Quality Measure 3: Messaging/ Project Management</b>          Touch points with communities – require quarterly emails to communities in watershed stakeholder group to keep up to date on status of the project and document the completion of the activity.</p>	<p>Maintain consistent program of quarterly newsletters as documented in email records.</p>
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Earned Value Data Entry:

As there are no tasks within the (MIP) Workflow associated with CERC tasks, the MIP cannot be used to set baselines and track progress against these baselines. However, the FEMA Regional office and the CTP should set a cost and schedule baseline at the beginning of the project and review it quarterly when assessing the status of the project. The Project Officer may request additional information regarding status on an ad-hoc basis.

**SECTION 8—PROJECT COORDINATION**

Throughout the project, all members of the Project Team will coordinate, as necessary, to ensure that activities, products and deliverables meet FEMA requirements and contain accurate, up-to-date information. Coordination activities shall include:

- Meetings, teleconferences, and video conferences with FEMA and other Project Team members in scheduled Monthly teleconferences plus as needed.
- Telephone conversations with FEMA and other Project Team members on a scheduled on an ad hoc basis, as required
- E-mail, facsimile transmissions, and letters, as required

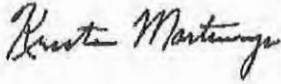
**SECTION 9—POINTS OF CONTACT**

The points of contact for this Community Engagement and Risk Communication SOW are Kristen Martinenza, P.E., the FEMA Regional Project Officer; Leroy Marshall, P.E., the Project Manager for Suwannee River Water Management District; or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. When necessary, any additional FEMA assistance should be requested through the FEMA Regional Project Officer.

Each party has caused this SOW to be executed by its duly authorized representative.

  
 \_\_\_\_\_  
 Leroy Marshall, P.E.  
 Project Manager  
 Suwannee River Water Management District

9/12/16  
 \_\_\_\_\_  
 Date



Digitally signed by KRISTEN M MARTINENZA  
DN: c=US, o=U.S. Government, ou=Department  
of Homeland Security, ou=FEMA, ou=People,  
cn=KRISTEN M MARTINENZA,  
0.9.2342.19200300.100.1.1=0498283407.FEMA  
Date: 2016.09.13 08:30:55 -04'00'

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Kristen Martinenza, P.E.  
Regional Project Officer  
Federal Emergency Management Agency, Region 4

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Date

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Other Signature if required  
Title  
Agency

---

Date

<In States where statutory and/or regulatory requirements require the State's review and/or approval of new flood hazard data, the State will be a signatory to a community's agreement. Otherwise, delete the State representative signature line.>



MEMORANDUM

TO: Governing Board  
FROM: Warren Zwanka, Division Director, Resource Management  
DATE: December 29, 2017  
RE: Approval of the 2017 FEMA Risk Map Program Five Year Business Plan

RECOMMENDATION

**Staff recommends the Governing Board accepts the District's 2017 Federal Emergency Management Agency (FEMA) Risk MAP Program Five Year Business Plan and authorize staff to submit the plan to FEMA**

BACKGROUND

The Suwannee River Water Management District (District) has been a Cooperating Technical Partner (CTP) implementing FEMA's Map Modernization and Risk MAP programs for over 10 years. Last years' update to the five year business plan has been approved by FEMA.

The business plan is the guidance the District uses to plan and prioritize work within the District each year. The District has worked with Atkins to produce this year's update which will provide projected work for five years and provide a more detailed description of work for the present and next year.

The District's vision for the next five years is to address data gaps in the flood hazard data, improve flood risk delineation where new LiDAR is available, increase public awareness, lead engagement in mitigation planning, provide an enhanced digital platform for risk information and align risk analysis programs while improving the quality of Risk MAP products. The District plans to Complete Discovery and any resulting studies in all eight of the District's watersheds within the next five years.

LM/tm  
Attachment

# Suwannee River Water Management District



## FEMA Risk MAP Program

**FY17  
Update**

**Prepared By:**



**Last Revised November 29, 2017**

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## Executive Summary

The Federal Emergency Management Agency's (FEMA) flood hazard maps are one of the essential tools for flood mitigation in the United States. Unfortunately, many of these maps have become outdated, especially in high growth and development areas including Florida. FEMA has established a broad goal of modernizing flood hazard maps nationwide. In addition, FEMA has engaged in providing communities with flood information and tools they can use to enhance their mitigation plans and take action to better protect their citizens through the Risk Mapping, Assessment, and Planning (Risk MAP) program.

As part of a Cooperating Technical Partner (CTP) Agreement with FEMA, the Suwannee River Water Management District (SRWMD) has accepted delegation and responsibility for the Risk MAP program for areas it governs within North Florida. There are fifteen counties, including Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Suwannee, Taylor, Alachua, Union, Baker and Putnam, that are partially or completely within the District's boundaries. Prior to accepting the delegation for the Risk MAP program, SRWMD had accepted delegation and responsibility for the Map Modernization program for all of the area it governs.

As part of the Risk MAP program, FEMA requested that all partners participating, including the SRWMD, update the 5-year Business Plan developed during the Map Modernization program, detailing their approach to implementing the initiative and how the activities will contribute to FEMA's Risk MAP goals and objectives. This FY17 Plan update provides SRWMD program highlights and funding requests for FY17 and beyond.

The SRWMD vision for the Map Modernization initiative was to develop a District-wide program that provides more accurate and complete flood hazard information for counties and communities within the District. At the end of the Map Modernization process, counties within the SRWMD had updated Digital Flood Insurance Rate Maps (DFIRMs) that incorporated selected new detailed studies, approximate studies and/or updated base mapping. With the updated DFIRMs and the District's ongoing emphasis on protection and acquisition of flood prone areas, the flood protection goals and the non-structural floodplain management strategy of the SRWMD are being achieved.

The SRWMD vision for the Risk MAP initiative has been to address data gaps in flood hazard data, improve flood risk delineation where new LiDAR is available, increase public awareness, lead engagement in mitigation planning, provide an enhanced digital platform for risk information, and align risk analysis programs while improving the quality of Risk MAP products. By conducting Discovery in each of the District watersheds on a six-to-seven-year cycle, and performing the resulting studies, resiliency outreach, panel revisions, and distribution of improved data; SRWMD will both serve its mission and help FEMA meet its RiskMAP objectives. SRWMD plans to revisit Discovery in each watershed on a cyclic basis, with priorities determined by monitoring growth and the needs in the watersheds during the ongoing outreach that is part of SRWMD's mission.

Under the previous Map Modernization initiative, the SRWMD completed managing FY04 MAS projects (Dixie, Gilchrist and Lafayette Counties), FY05 MAS projects (Suwannee and Columbia

Counties), FY06 MAS projects (Taylor and Union Counties), and FY07 MAS projects (Hamilton, Levy and Madison Counties) and the FY08 MAS project (Bradford County).

The SRWMD is currently managing the following CTP projects: FY09 MAS projects (Dixie, Gilchrist and Lafayette Counties) in transition to RiskMAP, the FY10 MAS Risk MAP project (Lower Suwannee Watershed), the FY11 MAS Risk MAP projects (Santa Fe Watershed, Upper Suwannee Watershed; the FY12 MAS consisting of Discovery for the Waccasassa Watershed and riverine studies in the Econfina-Steinhatchee Watershed. Also funded under FY12 is integrating the Econfina-Steinhatchee riverine studies with Big Bend coastal modeling for a combined Preliminary map release and Post Preliminary Processing. The Big Bend coastal modeling is currently being conducted by FEMA's Professional Services contractors. The currently managed FY13 MAS includes selected RiskMAP studies in the Withlacoochee Watershed, as well as Discovery in the adjacent Alapaha watershed. The Withlacoochee is a split study, with funding for panel revisions and post-preliminary processing approved under the FY14 and FY15 MAS. The status of these projects is shown in Figure 3-1 of Chapter 3.

The District will facilitate the implementation of FEMA's Risk MAP Program through direct management and support of all-regulatory, engineering, and mapping activities within the District's area. The SRWMD is committed to developing a fully integrated program that incorporates:

- Discovery
- Engineering and mapping (watershed level updates)
- Internal QA/QC
- Community outreach
- Outreach via websites and training
- Mitigation planning support

The results of these efforts are an ongoing program that allows for delivery of quality data that increases public awareness and leads to action that reduces risk to life and property. This will be accomplished primarily through the use of FEMA grants to hire qualified contractors retained and overseen by the District.

For its management plan to be effectively implemented, the District will need the full support and involvement of all user communities, including local governments. To ensure the full engagement of its partners, the District will commit significant resources to manage stakeholder expectations through up front coordination, outreach, and customer service. Based upon our preliminary assessment, we anticipate that our current IT system will require minimal upgrades to maintain and deliver the product, and that the resources required to maintain the IT system either currently exist within the District or will be made available as needed during program development and implementation.

## Chapter 1 INTRODUCTION

### 1.1 Background

This Cooperating Technical Partner (CTP) Business Plan describes SRWMD CTP planning through the end of FY22 (September 30, 2022).

The Federal Emergency Management Agency's (FEMA) flood hazard maps are one of the essential tools for flood mitigation in the United States. Unfortunately, many of these maps have become outdated, especially in high growth and development areas including Florida. FEMA has established a broad goal of modernizing flood hazard maps nationwide. In addition, FEMA has engaged in providing communities with flood information and tools they can use to enhance their mitigation plans and take action to better protect their citizens through the Risk Mapping, Assessment, and Planning (Risk MAP) program. To achieve this goal, FEMA has acknowledged that collaborative partnerships with state, regional and local/organizations will be necessary.

As part of a Cooperating Technical Partner (CTP) Agreement with FEMA the Suwannee River Water Management District (SRWMD) has accepted delegation and responsibility for the Risk MAP program for areas it governs within North Florida. There are fifteen counties, including Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Suwannee, Taylor, Alachua, Union, Baker and Putnam, that are partially or completely within the District's boundaries. Prior to accepting the delegation for the Risk MAP program, SRWMD had accepted delegation and responsibility for the Map Modernization program for all of the area it governs. At this time, the small portion of Putnam County within the SRWMD has not been included in the updates.

**The SRWMD transitioned from Map Modernization to the Risk Map initiative beginning with FY10 Mapping Activities. The SRWMD vision for the Risk MAP initiative is to address data gaps in flood hazard data, improve flood risk delineation where new LiDAR is available, increase public awareness, lead engagement in mitigation planning, provide an enhanced digital platform for risk information, and align risk analysis programs while improving the quality of Risk MAP products. The District plans to have completed Discovery and any resulting studies (not including post-preliminary mapping) in all 9 (nine) of the FEMA HUC-8 Watersheds within the District by FY 18; the District will continue the RiskMAP cycle by returning to watersheds that have completed their first round of RiskMAP updates to identify any new community needs or data needs that have been revealed during subsequent mitigation actions, new growth, and/or flooding experience. Therefore, the Business Plan for FY18 through FY22 are to be based on greatest need; however, for planning purposes the business plan is returning to the central watersheds of the Suwannee and Santa Fe rivers, which were the first studies initiated under RiskMAP in FY10 and FY11; then planning to continue this cycle as indicated in FY19-FY22. As new patterns of growth emerge, it is possible that one watershed may be swapped with another in future business plans; but all watersheds will be revisited in the cycle. The**

SRWMD has completed managing FY04 MAS projects (Dixie, Gilchrist and Lafayette Counties- total amount \$904,000- leverage amount \$180,800), FY05 MAS projects (Suwannee County – total amount \$560,000; Columbia Counties - total amount \$500,000- leverage amount \$212,000), FY06 MAS projects (Taylor and Union Counties – total amount \$1,000,000- leverage amount \$200,000), and FY07 MAS projects (Hamilton, Levy and Madison Counties – total amount \$1,025,000). The SRWMD also completed management of the FY08 MAS project (Bradford County - total amount \$300,000), and the FY09 MAS for updating panels in Suwannee County in the vicinity of Live Oak.

The District managed integration of 3 other FY09 Map Modernization projects in Dixie, Gilchrist and Lafayette Counties -- (total \$810,000 – leverage amount \$20,000) into the FY10 Risk MAP project for the Lower Suwannee Watershed (HUC8- 03110205) which included detailed studies and redelineation in portions of Dixie, Gilchrist, Lafayette, and Levy Counties (total funded amount \$1,354,000 – leverage amount \$129,000\*). The Lower Suwannee Risk MAP study has issued preliminary maps in all studied counties, and is expected to be completed, with new effective maps released, in early FY18.

The District is also managing implementation of the FY11 FEMA Mapping Activities Statement (MAS) with detailed studies in the Santa Fe Watershed (HUC8 03110206) which includes portions of Union, Bradford, Columbia, Gilchrist, and Suwannee Counties (total amount \$1,022,920 – leverage amount \$347,920), as well as detailed studies for the Upper Suwannee Watershed (HUC8 03110201) which includes portions of Suwannee, Columbia, and Hamilton Counties (total amount \$1,043,799 – leverage amount \$246,467). The Upper Suwannee and Santa Fe watershed studies are also at the preliminary map release stage, and will also release effective maps in the first half of FY18.

The FY12 MAS, consisting of Discovery for the Waccasassa Watershed (\$68,000) and riverine studies in the Econfina-Steinhatchee Watershed (03110102) (\$917,780; leverage amount \$285,780). Also funded under FY12 is integrating the Econfina-Steinhatchee riverine studies with Big Bend coastal modeling for a combined Preliminary map release and Post Preliminary Processing (\$420,000; leverage amount: \$0). The Big Bend coastal modeling was conducted by FEMA’s Professional Services contractors -- the models and resulting coastal flood risk mapping include coastal portions of Econfina-Steinhatchee Watershed, Lower Suwannee Watershed and Waccasassa Watershed. The resulting preliminary maps under the FY12 MAS merged coastal and riverine panel revisions in Econfina-Steinhatchee watershed and coastal panel revisions spanning Econfina-Steinhatchee, Lower Suwannee and Waccasassa watersheds. The combined panel revisions include portions of Taylor, Dixie, Levy, Gilchrist and Alachua Counties. Levy County preliminary panels were released in the fourth quarter of FY16. All remaining counties in the combined Econfina-Steinhatchee/Coastal Mapping project have preliminary maps released and are awaiting publication in the Federal Register to proceed to appeals and comment period.

\* RiskMAP leverage amounts are based on SRWMD contributions of Orthophotos, LiDAR, GIS data, and staff time to the RiskMAP projects.

Managed under the FY13 MAS is the Withlacoochee Watershed (03110203), which includes portions of Madison and Hamilton Counties (total amount \$430,000 – leverage amount \$130,000); and funding for Discovery in the Alapaha watershed. The Withlacoochee is a split study, with funding for preliminary panels and post-preliminary processing approved under the FY14 MAS (\$175,000 – leverage amount \$75,000); and, additional modeling on the Withlacoochee River funded under FY15 (\$65,000). A recent study undertaken by SRWMD for minimum flows and levels in the Withlacoochee provided leverage allowing the FY15 Withlacoochee funds to be reallocated under a Special Problem Report (and MAS amendment) for conversion of this leverage study into RiskMAP, and the excess funds to help cover additional costs associated with the inclusion of FY09 Map Mod counties in the FY10 Lower Suwannee RiskMAP release.

The FY14 MAS, in addition to funding the second portion of the Withlacoochee watershed study (see above), funded the Waccasassa watershed studies (\$350,000 -- leverage LiDAR, Aerials, existing models \$152,000). Waccasassa studies are in progress and will go preliminary in FY18.

The FY15 MAS funded Discovery in the Aucilla Watershed (\$85,500; leverage \$4,500); additional panel updates in the Econfinna-Steinhatchee watershed based on increased extent of coastal risk mapping (\$60,000); and the additional modeling on the Withlacoochee River (\$65,000) referenced above.

The FY16 MAS represents a milestone in the RiskMAP program. With the FY16 grant SRWMD completes its goal for reviewing and updating flood risk studies in all the watersheds of the District. The final two watersheds to be studied under the FY16 grant are the Alapaha and Aucilla watersheds. In addition, the District is leveraging the completion of these studies under RiskMAP and expanding its well-received flood risk reporting website to encompass many of the new RiskMAP digital products designed to improve community understanding of flood risk. As well, when the studies are completed in the Upper and Lower Suwannee River watersheds FEMA is funding SRWMD to revisit these two watersheds and identify any new community needs that have been identified due to growth; or flooding experienced in the last five years; or uncovered by the studies that are being completed. Any such needs can then be added to the FY18 grant request in the business plan (Chapter 3, this document). *(Note – the Upper and Lower Suwannee River Watersheds in this context are referring to two HUC basins spanning the entire Suwannee River in Florida--not to be confused with the SRWMD designations of upper, middle and lower Suwannee River areas of responsibility).*

FEMA requested that all partners participating, including the SRWMD, update the 5-year Business Plan detailing their approach to implementing the initiative and how the activities will contribute to FEMA's Risk MAP goals and objectives. This Plan update provides SRWMD program highlights and funding requests through FY22. The broad objectives of the Risk MAP program are stated by FEMA as follows:

- Flood Hazard Data. Address gaps in flood hazard data to form a solid foundation for risk assessment, floodplain management, and actuarial soundness of the [National Flood Insurance Program](#) (NFIP).
- Public Awareness/Outreach. Engage communities and ensure that a measurable increase of the public's awareness and understanding of risk results in a measurable reduction of current and future vulnerability.
- Hazard Mitigation Planning. Lead and support States, local, and Tribal communities to effectively engage in risk-based mitigation planning resulting in sustainable actions that reduce or eliminate risks to life and property from natural hazards.
- Enhanced Digital Platform. Provide an enhanced digital platform that improves management of Risk MAP, steward's information produced by Risk MAP, and improves communication and sharing of risk data and related products to all levels of government and the public.
- Alignment and Synergies. Align Risk Analysis programs and develop synergies to enhance decision-making capabilities through effective risk communication and management.

## Chapter 2 VISION FOR SUPPORTING Risk MAP

### 2.1 SRWMD Vision

The Suwannee River Water Management District was created by the Florida Legislature with the passage of the Water Resources Act of 1972, codified in Chapter 373 of the Florida Statutes. The District covers over 7,600 square miles of north central Florida. Fifteen counties including: Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, Union and 34 municipalities are partially or completely within the District’s boundaries. A listing of the Counties, population and flood insurance policy holders is shown in Table 2-1.

**Table 2-1  
SRWMD Counties Population and Flood Insurance Policies**

County	Population*	# of Policies**
Alachua	254,893	2,714
Baker	27,017	150
Bradford	27,310	447
Columbia	68,163	811
Dixie	16,468	488
Gilchrist	16,839	279
Hamilton	14,630	73
Jefferson	14,519	89
Lafayette	8,664	152
Levy	40,448	1,106
Madison	19,200	94
Suwannee	44,452	588
Taylor	22,824	578
Union	15,918	58

\* Source: University of Florida, Bureau of Economic and Business Research, 10/16/2015.

\*\*Source: FEMA; as of 6/30/2016

#### 2.1.1 Flood Protection Goals

The mission of the SRWMD is to implement the provisions of Chapter 373, Water Resources, Florida Statutes, to ensure the continued welfare of the residents and natural systems of north central Florida. Two of the major goals of the District are to minimize harm from flooding and to enhance public awareness, understanding and participation in water resource management.

Per Florida Administrative Code 62-40.458, Floodplain Protection, related District objectives are:

- Coordination with local, State and Federal governments;
- Pursue development of adequate floodplain protection information including flood level data;
- Jointly develop programs to acquire, protect and enhance floodplain functions and associated natural systems;
- Minimize incompatible activities; and
- Provide available floodplain delineation information.

The District operates under a nonstructural floodplain management policy adopted in 1979<sup>1</sup>. The policy was adopted to avoid the expense of constructing and maintaining flood control works as well as the environmental damage caused by such works. The nonstructural flood protection strategy is founded on accurate floodplain delineation and has been implemented through the following primary program activities:

- Mapping and modeling the floodplains and regulatory floodways of the five major rivers and tributaries;
- Regulating fill and development activity within designated regulatory floodways and floodplains;
- Acquiring and managing lands for floodwater storage, conveyance, and other conservation objectives;
- Assisting local governments with floodplain management responsibilities such as land use planning, development regulation, restoration activities, and public education and outreach;
- Providing Geographic Information System (GIS) data, technical assistance, and leadership within the region;
- Providing technical and funding assistance to local governments in addressing flooding and stormwater management problems.

The key elements of the nonstructural floodplain management policy have been very successful to date in reducing and eliminating environmental harm and the threat of flood damage. These key elements are regulations, land acquisition, GIS development, and public outreach and assistance.

### **2.1.2 District Water Management Regulations for Flood Protection**

District regulations currently prohibit activities that diminish floodwater conveyance in designated Works of the District Rivers using an innovative approach to implementing the authorities granted under Chapter 373, Florida Statutes. Instead of constructing physical works to address flood hazards, the District's program reserves from use that land area necessary to convey the highest velocity flood waters from a 100-year flood event. In addition, District stormwater management regulations require use of the 100-year critical duration storm event as the primary engineering and design criterion for stormwater management facilities.

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<sup>1</sup> The District Water Management Plan describes the nonstructural flood protection policy and the approach used by the District to implement the policy.

The second component of the District's non-structural floodplain management strategy is land acquisition and management. The Save Our Rivers, Preservation 2000 and Florida Forever programs have protected over 300,000 acres and 384 miles of river corridor lands, much of it in the 100-year flood plain, protecting the region's river systems, the public, and the public water supply.

### **2.1.3 District and Other Public Conservation Lands**

One of the major objectives of the District is to promote non-structural approaches to achieve flood protection and to protect and restore the natural features and functions of the 100-year floodplain. To that end, the District has undertaken acquisition of floodplain areas for the major rivers and natural storage areas throughout the District. Public ownership in perpetuity of these flood hazard areas assures the ability to retain and attenuate floodwaters, precludes inappropriate development or use of the flood hazard areas, and protects important environmental features of the lands.

The District acquires and manages lands for water management purposes, as authorized and directed by Chapter 373, Part V, Florida Statutes. Since 1983, the acquisition priority has been the voluntary sale of lands within the 100-year floodplain of the Suwannee River and its tributaries, and the floodplains of other rivers in the District. To date, the District has protected over 286,000 acres of land, most of which is floodplains, flood prone, hazardous, and/or environmentally sensitive. Figure 2-1, shows the public conservation lands in the District.

The public, through the District, is the single largest landowner of land along the Suwannee River and its tributaries. Many land tracts of significance has been acquired; current and future land acquisition priorities target in holdings, adjacent lands, and lands that enhance or improve the management of current holdings. Future priorities will target specific areas to mitigate past flood damage and prevent inappropriate use or development of flood hazard areas.

Modernized flood hazard maps that use more detailed and accurate information are essential to the District's continued future success in its land acquisition and management program. The updated and revised maps resulting from this project will allow the District to identify and target the most important flood hazard areas for public ownership and management.

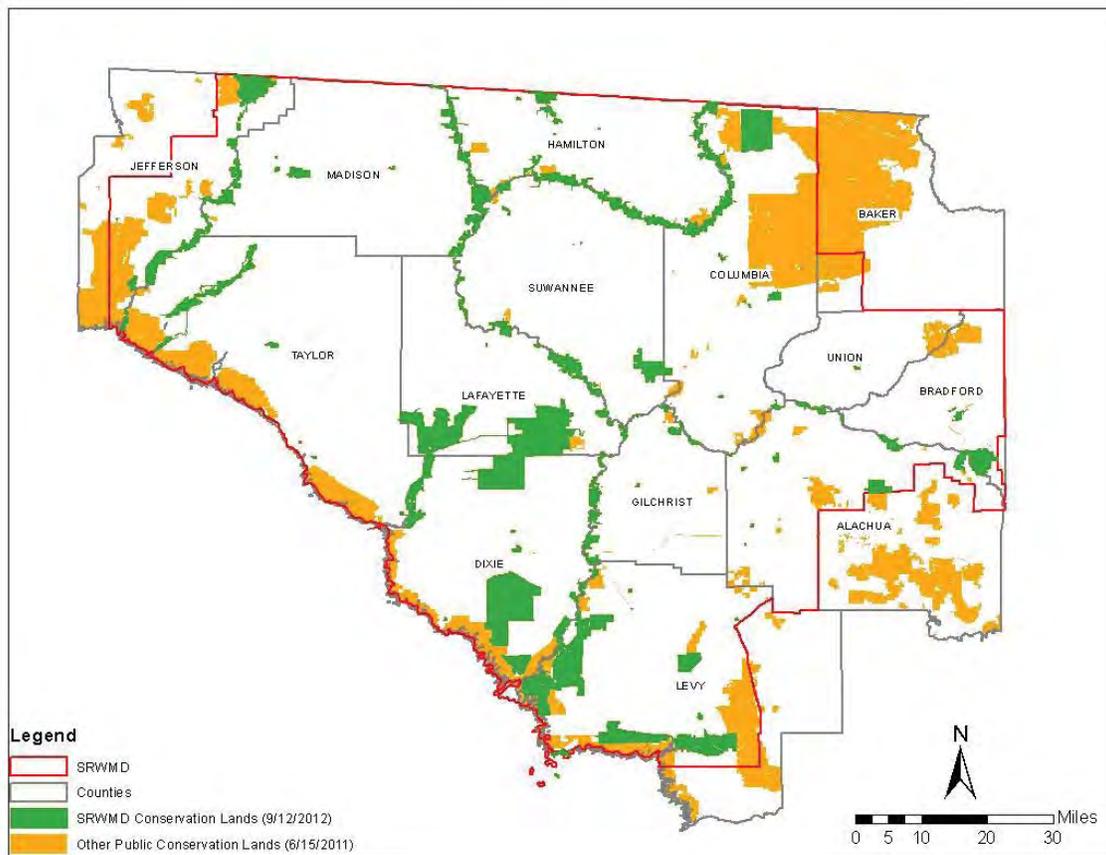


Figure 2-1 SRWMD Public Conservation Lands

#### 2.1.4 Geographic Information Systems Development and Public Outreach, and Assistance

Providing maps and other information is a cornerstone of the District’s nonstructural flood protection policy. When landowners and local building officials are aware of the location and extent of flood hazard areas, preventive strategies can be more easily implemented. The District has been a regional leader in the development and application of Geographic Information Systems (GIS) since 1983, when the District was selected as a beta test site for ArcInfo, the industry standard GIS developed by Environmental Systems Research Institute, Inc. (ESRI). Since that time the District has developed an extensive geographic data inventory, developed in-house and external capabilities, and provides leadership and assistance to local units of government in the region. Through District efforts, many county property appraisers now have compatible GIS capabilities that will assist in disseminating flood hazard maps and data at the local level resulting from the map modernization and Risk MAP projects.

Public outreach and assistance is an important component of the nonstructural flood protection policy not just by providing flood maps, but in helping the public gain an understanding of flooding and flood hazards. The District has established a website

(<http://www.srwmdfloodreport.com/>) with enhanced flood elevation data for the Suwannee River and its tributaries, Preliminary floodplains; Changes Since Last Firm, and linkage to FEMA. The website enables users to view, query, and analyze flood risk assessment data in an intuitive and user-friendly framework. End-users are able to easily locate any parcel of interest, view the Flood Insurance Study (FIS) and effective Flood Insurance Rate Map (FIRM), and create a Flood Risk Reports that provides the user with flood zone data. All of this assists the user in determining if their property is affected by a flood zone, and descriptions of how to interpret the specific FEMA flood zones. The websites will continue to be updated and populated with information on Risk MAP and flood risk data generated during DFIRM studies produced in the course of the Risk MAP program. This interface is intended to be used by the general public, community officials, and Cooperating Technical Partner staff who may not be familiar with a typical GIS interface.

GIS partnerships with most of the local governments within the District have been established. The GIS partnerships provide local governments with environmental sensitive data such as special flood hazard areas. This outreach tool assists local governments in advising property owners and potential property owners about flood risks and other environmental features associated with a parcel of land.

## 2.2 SRWMD Risk MAP Level of Participation

The SRWMD vision for the Risk MAP initiative is to address data gaps in flood hazard data, increase public awareness, lead engagement in mitigation planning, provide enhanced digital platform for risk information, and align risk analysis programs while improving the quality of Risk MAP products. These goals are explained in further detail below.

- Goal 1: Address gaps in flood hazard data to form a solid foundation for risk assessment, floodplain management, and actuarial soundness of the National Flood Insurance Program
  - Initiate Risk MAP flood map update projects to address flood hazard data needs in high flood risk areas affected by coastal flooding, levees and other riverine flood hazards
  - Develop flood depth grids based on updated or validated engineering flood studies for use in risk communication outreach products and flood risk assessments
- Goal 2: Ensure that a measurable increase of the public's awareness and understanding of risk results in a measurable reduction of current and future vulnerability to flooding. Overarching outreach strategy will:
  - Convey risk in terms of consequences and probability, and conveys the social impacts of flood risk
  - Follow the entire Risk MAP life cycle from the continuous update of flood hazard data to the continuous update of a jurisdiction's hazard mitigation plan
  - Establish a baseline of local understanding of local risk. Communities can use this baseline to measure progress annually

- Keep the message simple so that the information is easily conveyed to the public
- Goal 3: Lead and support state, local and tribal communities to effectively engage in risk-based mitigation planning resulting in sustainable actions to reduce or eliminate risks to life and property from hazards
  - Assist state, local and tribal entities to develop, adopt and implement FEMA-approved hazard mitigation plans
  - Communicate the benefits of mitigation planning messages in an overarching Risk MAP outreach strategy
  - Promote the integration of mitigation planning into other state, local and tribal planning processes
- Goal 4: Provide an enhanced digital platform that improves management of Risk MAP, stewards the information produced by Risk MAP and improves the communication and sharing of risk data and related products with all levels of government and public
  - Improve tracking of state and local hazard mitigation plans
  - Improve map production tools
  - Find and invest in accurate digital geospatial data to support improved flood hazard and flood risk analysis
  - Provide simplified access to updated flood risk models emerging from the RiskMAP program
- Goal 5: Align Risk Analysis programs and develop synergies to enhance decision making capabilities through effective risk communication and management

It is the objective of the District to be the full service provider for all engineering, mapping, and administrative requirements within the SRWMD boundaries. For its management plan to be effectively implemented, the District will need the full support and involvement of other CTPs and user communities. To ensure the full engagement of its partners, the District will commit a significant amount of resources to manage stakeholder expectations through upfront coordination, outreach, and customer service. In addition, the District will execute Memorandums of Understanding (MOU) with each County and participating community.

Through its three branches, technical management, IT systems, and customer service (see Figure 2-2); the SRWMD will satisfy its five goals outlined above. Furthermore, the SRWMD will continuously assess the effectiveness of its program and make the necessary changes to ensure the highest quality service and deliverables. Details of the District's level of participation follows.

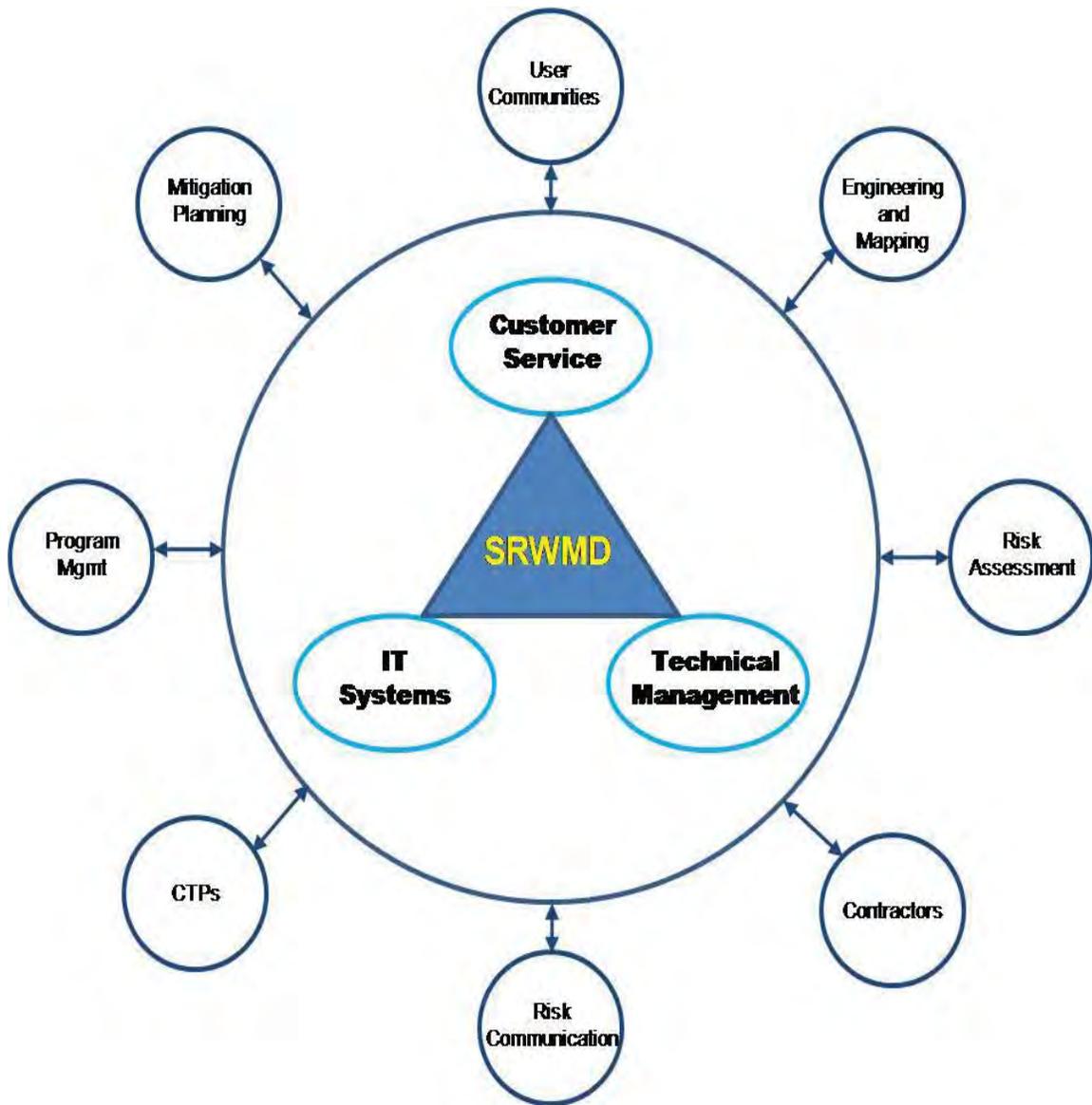


Figure 2-2 SRWMD Comprehensive Management Support of Risk MAP Needs

### 2.2.1 Engineering and Mapping

The SRWMD will continue to support all activities associated with identifying flood hazards and the technical production of accurate Digital Flood Insurance Rate Maps (DFIRM) and Flood Insurance Studies (FIS). Following the Risk MAP program, the District and its contractor's propose to perform all the activities listed below:

- Discovery activities: field visits, CNMS updates, review mitigation plans, discovery reports and maps, conduct community interviews, coordination and attendance at County and community Discovery meetings, and development of project scope
- Data collection activities: field surveys, topographic data/LiDAR, existing H&H studies and digital basemaps (updated USGS DOQQ);
- Engineering activities: hydraulic, hydrologic, riverine analyses;
- Floodplain delineation activities: detailed, approximate, and re-delineation;
- DFIRM Production activities: Preliminary DFIRM, QA/QC, and database development; and
- Flood risk dataset activities: development of changes since last Flood Insurance Rate Map, flood depth and analysis grids, flood risk assessment data, areas of mitigation interest;
- Post Preliminary Processing: Community Meetings and Map Adoption

The District's strategy to implement the engineering and mapping component will utilize the District's existing engineering, mapping, and GIS technical infrastructure along with outsourcing of the majority of the engineering and mapping to contractors. The District has extensive experience in water resource related activities, which provides an ideal staging point for the implementation of the District's mapping and engineering role. The District will also provide ongoing floodplain management coordination with the local communities participating in the NFIP to allow for a more local management of the issues that concern FEMA. As part of its management strategy, the District will manage and coordinate all contractor activity in the SRWMD.

The District will use detailed topography (LiDAR) of the floodplain and coastal areas likely to experience significant development pressures in the coming years at it becomes available. Figure 2 – 3 shows the existing and contracted LiDAR within SRWMD.

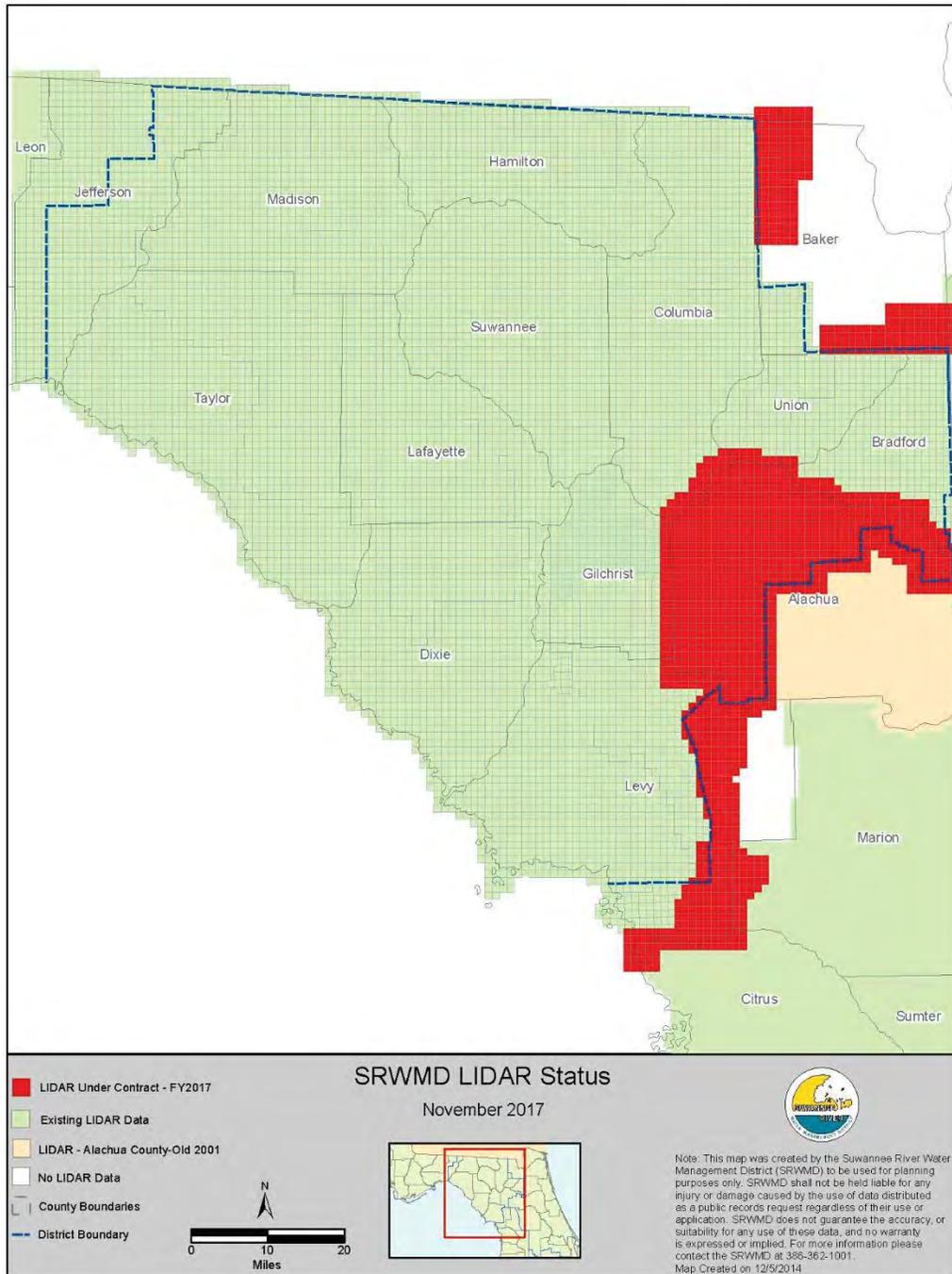


Figure 2 – 3 SRWMD LiDAR

## 2.2.2 Risk Assessment and Risk Communication

The SRWMD will assess and communicate risk to ensure that a measurable increase of the public's awareness and understanding of risk results in a measurable reduction of current and future vulnerability to flooding.

Risk assessment data and analyses are defined as processes for analyzing or evaluating the risk associated with a hazard, and using that information to make informed decisions on the appropriate ways to reduce the impacts of the hazard on people and property. As part of the Risk MAP Program, non-regulatory Flood Risk Products shall be developed for study areas based upon the latest guidance available. Flood Risk Products that will be created include Flood Risk Reports and Flood Risk Maps.

Flood Risk Products serve as the delivery mechanisms for the Flood Risk Datasets and information developed within a flood risk study. Typically these Flood Risk Datasets include but are not limited to:

- Changes Since Last FIRM
- Depth & Analysis
- Flood Risk Assessment

Although this program is conceived on a HUC-8 watershed flood hazard and flood risk analysis framework, it is also recognized that there will be occasions where a watershed approach is not appropriate. Examples include site-specific levee analysis, coastal analysis. As a result, Flood Risk Products and Flood Risk Datasets are intended to be scalable to support the variability of project requirements and available funding.

### **2.2.3 Mitigation Planning and Actions**

The SRWMD will assist and support state, local and tribal communities to effectively engage in risk-based mitigation planning resulting in sustainable actions to reduce or eliminate risks to life and property from hazards. FEMA considers mitigation planning to be critical, and mitigation planning technical assistance will be identified starting at Discovery. During initial plan development there are four phases of the planning process:

- Planning Process
- Risk Assessment
- Mitigation Strategy
- Plan Maintenance

Hazard Mitigation Planning technical assistance and training provided through Risk MAP will focus on building a community's capability to plan for and reduce risk. The following steps are to be emphasized:

- Incorporating new flood hazard and risk information;
- Updating and refining mitigation strategies, especially as related to new flood hazard/risk information;

- Training mitigation planning teams; and
- Incorporating mitigation into existing community plans, programs, and policies.

Throughout the RiskMAP cycle, the District will utilize Region IV best practice templates to track and report Actions.

### **2.2.2 Community Outreach and Mitigation Strategy**

An essential component of the SRWMD Risk MAP program is community outreach and customer service to ensure stakeholder support and public awareness. Outreach begins during the Discovery phase of a watershed-level Risk MAP project and continues through final community meetings. The primary goals of the outreach component are to:

- Engage communities early and often of Risk MAP projects;
- Increase public awareness of risk and education of flood hazards;
- Communicate the benefits of the hazard mitigation planning process;
- Ensure stakeholder support and proper management of expectations;
- Establish two-way communication with stakeholders impacted by the floodplain remapping, as well as the NFIP in general;
- Ensure compliance with due process and other regulatory requirements;
- Minimize the number of technical appeals and protests;
- Ensure public understanding of the benefits of new maps;
- Interact with technical representatives to ensure production of quality maps;
- Enhance ownership and use by communities;
- Ensure that other users know how to use the new maps; and
- Track/monitor/evaluate outreach activities and adjust efforts according to feedback received and evolving project needs.

To accomplish these goals, the SRWMD will provide: an interactive website for the public to view flood risk data and obtain DFIRMs, FIS reports and risk reports; stakeholder notification to each County and community included in the Risk MAP project; public education and information through public meetings; informational brochures/newsletter article; PowerPoint presentations to interested organizations; press releases; flood risk products; and a planned new online video webinar series to provide user guidance on available products approved under FY17 funding.

### **2.2.3 Independent QA/QC**

The SRWMD will continue to perform all necessary QA/QC functions for both engineering and mapping products associated with the DFIRM projects in the District. QA/QC activities will be performed either by District personnel or one of the District's contractors. QA/QC reviews will be performed by qualified personnel other than those who performed the work. FEMA guidelines will be followed for all engineering and mapping reviews

along with standard engineering QA/QC guidelines. QA/QC activities will be funded by FEMA to the District through the Risk MAP funding grant process.

### **2.3 Program Management**

The SRWMD will provide a program management structure that will motivate partners to share responsibilities and align the District's, FEMA's and the local community missions to reduce vulnerability to floods and other hazards and increase public awareness of risk and education of flood hazards. The objective of Program Management activities is to recognize the activities undertaken by CTPs as part of the active process of managing multiple projects for the SRWMD. All process and deliverables shall be completed in accordance to FEMA's Guidelines and Specifications for Flood Hazard Mapping Partners (G&S) and effective Procedure Memoranda (PMs).

Program management for the District's participation in Risk MAP program will be accomplished through the combined use of District staff and the use of contractors. The contractor will implement the following program management action items:

- Define program management goals including those associated with prioritization and execution of program elements;
- Assist in the annual update of the Risk MAP Business Plan;
- Assist in outreach activities (community meetings, media coordination and mailings);
- Coordinate and/or administer training for Communities affected by the proposed DFIRM updates regarding RiskMAP, the Community Rating System, and Flood Insurance
- Continued development of website to provide widespread access to Risk MAP data, improved risk analysis reporting and generation of reports consistent with Risk MAP goals and datasets
- Maintenance of the SharePoint site and calendars
- Identify roles and responsibilities for all entities contributing to the District's mapping efforts;
- Develop and manage data standards, product specifications, and quality of the products to be used by the communities and other end users;
- Manage and track the progress of the DFIRM projects against schedules and budgets;
- Develop monthly status reports for District use and quarterly status reports that are to be supplied to FEMA Region 4;
- Evaluate program performance and recommend improvements;
- Promote partnerships with local communities through meetings and data mining;
- Provide for program management staff time;
- Development of continuous improvement strategies and innovative technical and building practices;
- Manage Risk MAP discovery and prioritization of projects in collaboration with the District;
- Track production of DFIRM products of District study contractors;

- Assist as needed with interpretation and implementation of Risk Map requirements;
- Develop an effective post storm and/or post disaster flood hazard documentation and assessment procedure that will be utilized to continually assess the accuracy of the Special Flood Hazard Areas (SFHA) on the DFIRMs. This information will be utilized for restudy determination purposes;
- General support activities including those defined in 44CFR, Part 66;
- Risk MAP reviews;
- FEMA mapping coordination (DCA coordination, flood recovery mapping);
- NSP/CTP pre-discovery activities.

### 2.3.1 IT Management System

The IT management systems will be the foundation that the technical management and outreach service components will be built upon. The system is composed of three major modules: the public websites (mentioned in the outreach section), the data management system, and the data repository. Of the three modules, the data repository, accessible through FEMA’s MIP, will be the core component. Figure 2-4, illustrates the relationship among the three modules.

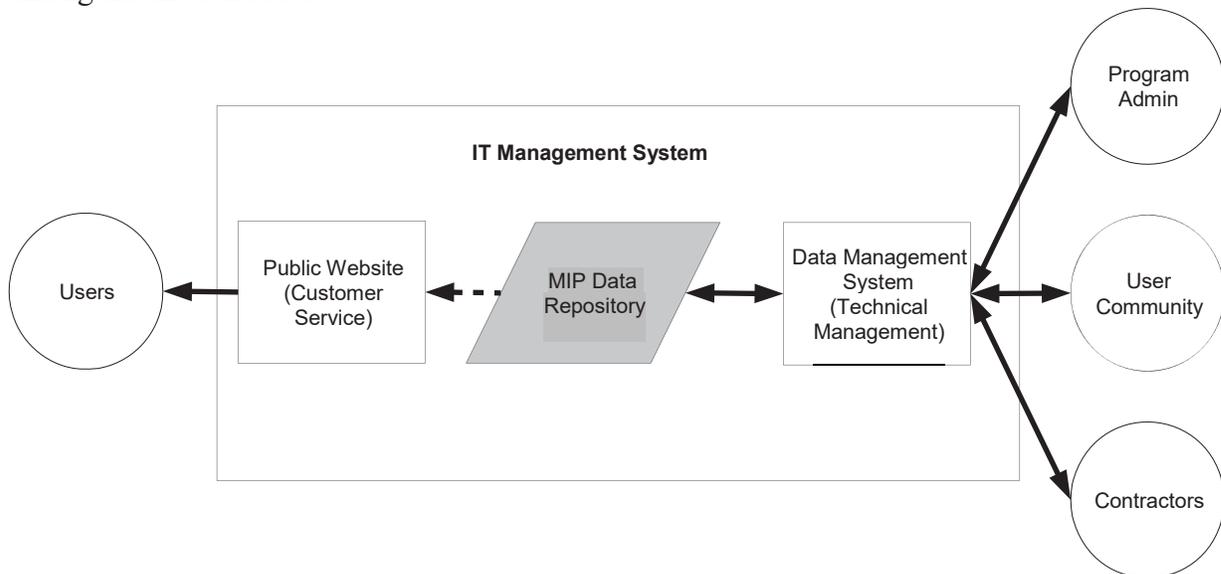


Figure 2-4 The IT Management System

Development of the public websites will continue to be updated for the duration of the Risk MAP program. Of the three modules the public websites have an immediate impact to generate public awareness and manage public expectations. Elements of the MIP data repository will be made available to the public by way of these websites. The District is using an offsite hosting service for the public website through a study contractor to store, disseminate and maintain DFIRM data, and RiskMAP products. In addition, the District website provides links to FEMA for electronic versions of the DFIRMs and Flood Insurance Studies.

### 2.3.2 Community Outreach

An essential component of the SRWMD Risk MAP program is community outreach and customer service to ensure stakeholder support and the proper management of expectations of the overall program. The SRWMD will focus its customer service activities through various mechanisms, including interactive websites with community information and status of ongoing projects, in-house and community training programs, and public outreach activities. The website (<http://www.srwmdfloodreport.com/>) is a GIS-enabled system that will allow users to review the current status of existing projects, announcements, complete informational tutorials, and download fact sheets, issue papers, news releases, and other documents. The site also includes a data viewer where DFIRM data is available for viewing and printing maps. All of this assists the user in determining if their property is affected by a flood zone, and descriptions of how to interpret the specific FEMA flood zones. An added feature of the site is the ability of the user to view preliminary flood data that is available. The goal of this site is to help the user identify their flood risk. The objectives for the site is to provide the user with flood zone data, identify risk, and assist the user in determining how far they are from the flood zone. The website will continue to be populated with flood risk data generated during DFIRM studies produced in the course of the Risk MAP program.

In addition to the above activities that promote the ownership of FEMA's flood hazard maps by user communities, there will be additional activities by the SRWMD to raise public awareness and participation in the study process. These activities could include such activities as fact sheets, flyers, information packages, advertisements, and outreach meetings with local government officials. By providing more outreach opportunities directed toward local governments, the SRWMD could leverage existing data and analyses from local levels. Furthermore, due to increased involvement of citizens and local officials, there will be a reduction in the number of appeals and protests to DFIRM products.

The SRWMD also proposes outreach and coordination with the Northwest Florida Water Management District (NFWFMD) for Map Modernization and Risk MAP activities that affect Jefferson County and the Southwest Florida Water Management District (SWFWMD) for activities that affects Levy County that lie only partially within the jurisdiction of the SRWMD.



**FY17 Funding approved– Upper (03110201) and Lower Suwannee (03110205) HUC8 Watershed Studies; Discovery Santa Fe HUC8 Watershed (03110206)**

Studies and re-mapping in HUC8 basins comprising the Suwannee River in Florida: Upper (03110201) and Lower Suwannee (03110205) which includes portions of Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison and Suwannee Counties.

1. Additional study and model updates are anticipated based on mitigation actions, public lands acquisition, new growth, flooding encountered since last map updates, new leverage from MFL program, and CNMS needs. (\$600,000)
2. Plan for addition of non-regulatory products for unmodified areas to be used as outreach tools and integrated with web-based outreach. Identify new Areas of Mitigation Action to include in outreach in coordination with Florida Dept. of Emergency Management (\$200,000).

Total: FEMA Contribution: \$800,000. SRWMD Contribution: \$175,000 in topographic leverage, aerial leverage and staff time.

Discovery under RiskMAP cycle for Santa Fe River HUC8 basin (03110206) including CNMS revalidations as needed (\$68,000)

Enhanced Program Management and CERC MAS to expand outreach activities, produce webinars, and update non-regulatory outreach products and web-based map and model management capabilities in the SRWMD website (\$150,000).

Total: \$1,018,000

**FY18 Funding – Santa Fe Watershed Studies (03110206)**

Studies and re-mapping in Santa Fe HUC8 basin (03110206)

1. Additional study is anticipated for map maintenance due to mitigation actions, new growth, community needs, flooding since last studies, CNMS needs. (\$600,000)
2. Expiring CNMS/NVUE -- 1126 total expiring miles: 190 detailed, all verified; 936 approximate. (\$60,884)

Discovery update under RiskMAP cycle for Econfina-Steinhatchee HUC8 basin (03110201) (\$68,000)

Enhanced Program Management and CERC MAS to expand outreach activities and incorporate web-based map and model management capabilities into the SRWMD website (\$175,000).

Total Funding: \$903,844

**FY19 Funding – Econfina-Steinhatchee HUC8 basin (03110102)**

Studies and re-mapping in Econfina-Steinhatchee HUC8 basin (03110102)

1. Additional study is anticipated as map maintenance activities due to mitigation actions, new growth, community needs, flooding since last studies, new leverage from MFL studies. (\$400,000)
2. CNMS/NVUE revalidation of expiring miles -- 298 total expiring miles: 144 detailed (all unverified); 154 approximate. (\$117,400)

Discovery update under RiskMAP cycle for Waccasassa HUC8 basin (03110101) and Withlacoochee HUC8 basin (03110203) (\$98,000)

Enhanced Program Management and COMS to continue outreach activities and incorporating training, tracking and web-based map and model management capabilities into the SRWMD website (\$175,000).

Total Funding: \$840,400

**FY20 Funding – Studies in Waccasassa HUC8 Watershed (03110101) and Withlacoochee HUC8 Watershed (03110206)**

Studies and mapping in Waccasassa HUC8 basin (03110101) and Withlacoochee HUC8 basin (03110206).

1. Additional study is anticipated for map maintenance due to mitigation actions, new growth, community needs, flooding since last studies, new data, new leverage. (\$600,000)
2. Expiring CNMS/NVUE miles – 4 miles detailed (\$978)
3. Plan for addition of non-regulatory products for unrevised areas so entire watershed is covered. To be used as outreach tools and integrated with web-based outreach and incorporate Areas of Mitigation Action (\$200,000).

Discovery in the Aucilla and Alapaha watersheds (\$78,000)

Enhanced Program Management and CERC MAS to continue outreach activities and incorporating training, tracking and web-based map and model management capabilities into the SRWMD website (\$175,000).

Total Funding: \$1,053,978

### **FY21 Funding – Studies in Aucilla and Alapaha Watersheds**

Studies and mapping in Aucilla HUC8 basin and Alapaha HUC8 basin in Florida.

1. Additional study is anticipated for map maintenance due to mitigation actions, new growth, community needs, flooding since last studies, new data, new leverage. (\$510,000)
2. Expiring CNMS/NVUE miles – 438 total expiring miles: 97 detailed; 341 approximate (\$36,777)

Enhanced Program Management and COMS (\$175,000).

Total Funding: \$721,777

### **FY22 Funding – Program Maintenance**

While the year following FY22 (FY23) will bring a new round of RiskMAP Discovery updates, FY22 is planned as a maintenance year to focus on major CNMS updates, as well as oversight for completion of the second round of studies funded under FY18-FY21 under this business plan; plus, outreach and mitigation strategies across the District.

As new patterns of growth, new FEMA programs, and new needs emerge during FY18, additional funding may be added in the FY18 Business Plan.

1. Expiring CNMS/NVUE miles – 1881 total expiring miles: 286 detailed; 1595 approximate (\$153,752)

Enhanced Program Management and COMS to continue outreach activities and incorporating training, tracking and web-based capabilities into the SRWMD website (\$175,000).

Total Funding: \$328,752

## Chapter 4

### GEOSPATIAL DATA COORDINATION

Through Circular A-16, the Office of Management and Budget (OMB) directs Federal agencies that produce, maintain or use spatial data to participate in the development of the National Spatial Data Infrastructure (NSDI). The goal of the NSDI is to reduce duplication of effort among agencies; improve quality and reduce costs related to geographic information; make geographic data more accessible to the public; increase the benefits of using available data; and establish key partnerships with cities, counties, states, tribal nations, academia and the private sector to increase data availability.

To help realize this goal, FEMA has developed a Geospatial Data Coordination Policy and a plan for implementing that policy. In support of the policy, metadata catalogs and other tools will provide access to the data holdings of FEMA's flood mapping program through various portals of the NSDI.

#### 4.1 SRWMD Geospatial Coordination

The SRWMD is currently implementing portions of the items contained in the Geospatial Data Coordination Policy. The SRWMD is acquiring existing data for use in the development of the DFIRM and ensuring that the data is FGDC compliant. The District is currently utilizing existing USGS digital orthoquads and topographic data. To date, other digital photo data or topographic data has not been utilized.

As part of the Map Modernization and Risk MAP process, the District is also developing digital database and metadata information for use by other agencies or the public. In addition to providing this information on the MIP, the District will also provide this information to the NSDI clearinghouse.

In accordance with FEMA's *Geospatial Data Coordination Policy*, dated August 23, 2005, and FEMA's *Geospatial Data Coordination Implementation Guide*, dated January 2011, all SRWMD geospatial data will be "coordinated, collected, documented and reported with standardized, complete and current information in compliance with Federal geospatial data reporting standards." This will entail the following:

- Posting planned projects to appropriate systems for coordination;
- Identifying existing data;
- Acquiring existing data;
- Building partnerships for the creation of new data; and
- Documenting and standardizing data.

## MEMORANDUM

TO: Governing Board

FROM: Warren Zwanka P.G., Division Director, Resource Management

DATE: December 29, 2017

RE: Approval of Florida Department of Transportation Mitigation Plan  
2018-2022

### RECOMMENDATION

## **Staff requests that the Governing Board approve the Florida Department of Transportation Mitigation Plan 2018-2022.**

### BACKGROUND

Section 373.4137, Florida Statutes, identifies an environmental mitigation process for transportation projects. The statute requires that mitigation for transportation projects be accomplished through regional, long-term planning instead of on a project-by-project basis. The statute also requires that Florida Department of Transportation (FDOT) fund the mitigation and the District implements the plans.

Each year, FDOT submits a work plan to the District that identifies environmental impacts from planned transportation projects. District staff is required to develop a mitigation plan capable of securing all state and federal permits for the impacts. The four-year mitigation plan must be updated each year for approval by the District's Governing Board.

The plan streamlines permit review by the District for state road projects during the year. Along with adequate mitigation, the District is also responsible for securing the Army Corps of Engineers permit, if applicable.

This year's plan adds no new projects and provides the status of all ongoing mitigation. Additionally, the plan identifies the general location of wetland impacts and additional mitigation information is in the attached report.

PW/tm  
Attachment

**Florida Department of Transportation  
Mitigation Plan**

**2018 - 2022**

**Suwannee River Water  
Management District**

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## **EXECUTIVE SUMMARY**

In accordance with 373.4137, Florida Statutes, the Suwannee River Water Management District (District) must develop and implement regional, long-range mitigation planning for wetland impacts associated with Florida Department of Transportation (FDOT) projects.

The FDOT has no new projects for 2018.

A total of 14 wetland mitigation projects have been initiated since 1996, 12 of which have been completed. The District has received a sum total of \$6,060,856 from FDOT for wetland mitigation activities.

## **BACKGROUND INFORMATION**

Section 373.4137, Florida Statutes, states that environmental mitigation for the impact of transportation projects proposed by the FDOT can be more effectively achieved by regional, long-range mitigation planning rather than on a project-by-project basis. The statute sets forth specific language designed to provide funding to the Florida Department of Environmental Protection (FDEP) and the water management districts (WMDs) to develop mitigation to offset wetland impacts from FDOT road projects. The FDOT must submit to the WMDs an environmental impact inventory containing a list of projects with proposed wetland impacts. The list is published at least three years prior to planned construction. Based on the yearly inventory, WMD staff develops a mitigation plan capable of securing all local, regional, state, and federal permits for the proposed impacts.

The statute requires each WMD in consultation with the FDEP, the United States Army Corps of Engineers (USACE), and other appropriate federal, state, and local governments, to develop a mitigation plan for presentation to the Governing Boards of the WMD's for approval before March 1<sup>st</sup> each year. Once the mitigation plan is approved, the WMDs issue permits for the work, apply for USACE permits, and implement mitigation projects as outlined in the mitigation plan.

FDOT wetland impacts in the District have or will occur in the river basins of the Santa Fe, Withlacoochee, Waccasassa, Steinhatchee, Fenholloway, Econfina, and Suwannee Rivers (Figure 1). This mitigation plan is designed to provide in-kind mitigation for impacted wetlands within the same basin the impacts occur. The plan consists of one or more mitigation alternatives for each FDOT project (Figure 2). In some cases, alternatives include more than one mitigation project that, when taken together, yield an alternative that will offset the FDOT impacts and secure the appropriate permits.

Mitigation planning projects undertaken since February of 2004 have used the Uniform Mitigation Assessment Method (UMAM), in accordance with chapter 62-345, F.A.C., to calculate the gain for each mitigation proposal. For these projects, the Relative Functional Gain of the proposed mitigation is used in place of wetland mitigation ratios.

## **NEW MITIGATION PROJECTS**

There are no new mitigation projects.

## **ONGOING MITIGATION PROJECTS**

- 1) FDOT Project: CR 231 New River Bridge Replacement

FDOT will construct a new bridge over the New River on CR 231 in Union County and the anticipated construction date is December 2, 2019. FDOT has estimated that 1.5 acres of wetlands (FLUCCS 615) will be impacted as a result of the project requiring approximately 1.3 UMAM credits. The project will occur in the Santa Fe River basin and the mitigation will occur in the same basin. The mitigation for the project will occur at the Edwards Bottomland (EBL) mitigation site located in the Santa Fe River Basin which consists of wetland/hydrologic restoration, enhancement, and creation plus the invasive species removal and control implemented at EBL. It is estimated that the total projected mitigation costs are \$181,890.00 for the 1.3 mitigation credits.

- 2) FDOT Project: Starke By-Pass Project (SR 223)  
Mitigation Project: Starke Bypass Mitigation Area (SBMA)

The District issued ERP-007-213985-1 on October 22, 2017 for the construction of a new roadway corridor which will bypass around the City of Starke in Bradford County. Project will impact 58.06 acres of wetlands with a net functional loss of 46.470 UMAM credits. Construction of the bypass is ongoing. A Wetland Mitigation Project to offset these impacts was advertised under a Low Bid Design-Build procedure. The District awarded the contract to one of two shortlisted design-build firms. The winning bid was \$2,980,000 submitted by Alligator Creek Mitigation Bank, LLC. The District issued ERP-007-223088-1 on November 6, 2015 for the Starke Bypass Mitigation Area, and Alligator Creek Mitigation Bank, LLC, initiated construction activities in December 2015. Construction of the mitigation site is complete and monitoring of wetland plantings success is ongoing.

## **COMPLETED MITIGATION PROJECTS**

### **AUCILLA RIVER BASIN**

- 1) FDOT Project: US 98 Aucilla Bridge Replacement  
Mitigation Credits: San Pedro Bay Mitigation Bank

The District issued ERP-0123-212754-1 on October 24, 2011 for the replacement of US 98 Bridge across Aucilla River impacted 5.7 acres of wetlands. Mitigation included purchase of mitigation credits from San Pedro Bay Mitigation Bank, and water quality improvements for District owned Cabbage Grove and Mt. Gilead tracts. Mitigation credits (0.87 units) were purchased in November 2010, by the District using a total of \$43,500 in funding received from the FDOT. District staff met with USACE and FDOT

representatives in 2016 to evaluate the success of the mitigation project. It was determined that an additional 0.42 mitigation credits would be required to complete the project. FDOT purchased these mitigation credits from the San Pedro Bay Mitigation Bank October 27, 2017.

## **UPPER SUWANNEE RIVER BASIN**

- 1) FDOT Project: CR 143 Road Widening  
Mitigation Project: Woods Ferry Hydrologic Enhancements

The District issued ERP-047-209544-1 on December 13, 2005 for the widening of CR 143 in Hamilton County from CR 146 to I-75 which impacted approximately 1.23 acres of wetlands. The District contracted with consultants to identify, evaluate, and construct mitigation activities within District-owned Woods Ferry Tract in Suwannee County. Mitigation involved hydrologic enhancement of seven wetland sites by improving drainage features to restore natural water flow. Mitigation activities were completed in November 2006. District received \$110,970 from FDOT. Evaluation of mitigation success was conducted by Jones, Edmunds and Associates in 2010 and shown to have met mitigation requirements.

## **WACCASSASSA RIVER BASIN**

- 1) FDOT Project: SR 24 Widening from U.S. 19 to Rosewood  
Mitigation Project: Devil's Hammock Hydrological Enhancement and Preservation

The District issued ERP-075-210019-1 on March 8, 2005 for the widening of SR 24 in Levy County impacted 9.95 acres of wetlands. The District contracted with consultants to identify, evaluate, and construct mitigation activities within District-owned Devils Hammock in Levy County. Mitigation provided hydrologic enhancement of multiple wetland sites by improving drainage features to restore natural water flow. Mitigation activities were completed in January 2007. District received \$180,913 from FDOT. Evaluation of mitigation success was conducted by Jones, Edmunds and Associates in 2010 and shown to have met mitigation requirements.

- 2) FDOT Project: US 27/SR 500 Widening  
Mitigation Projects:
  1. Cedar Key Water Quality Restoration Project
  2. Cow Creek Road Restoration
  3. Wetland Preservation

The District issued ERP-075-206226-1 on May 9, 2002 for the widening of US 27/SR 500 from Chiefland to Bronson impacted 23.0 acres of wetlands. Mitigation involved improvements to the Cedar Key storm water system to prevent discharge of sediments, nutrients, bacteria, and heavy metals into the Gulf of Mexico. In addition, natural water flow into wetlands was restored within the Goethe State Park, and approximately 1,000

acres of wetlands in Levy County were preserved by conservation easements to the District. Mitigation activities were completed in May 2007. District received \$1,713,490 from FDOT. The Cedar Key Water Quality Restoration Project will be evaluated by District staff in 2018. The Cow Creek Road Restoration project was evaluated November 2017 and determined to be successful. In 2003 the District acquired and recorded conservation easements for the Meeks and Mann parcels (1,000 acres) in Levy County.

## **SANTA FE BASIN**

- 1) FDOT Project: US 441 Santa Fe River Bridge Replacement  
FDOT Project: SR 121 Santa Fe River Bridge Replacement  
Mitigation Project: Alligator Lake Surface Water Improvement and Management (SWIM) Program

The District issued ERP-001-206684-1 and ERP-125-205839-1 on June 13, 2000 and May 13, 1999, respectively, for the replacement of bridges crossing the Santa Fe River and impacting 2.3 acres of wetlands. Mitigation restored natural water flow between wetlands adjacent to Alligator Lake and Price Creek (both in Columbia County). Mitigation activities were completed in March 2001. District received \$60,000 from FDOT. District staff inspected the Alligator Lake and Price Creek surface water improvements project in January 2017 and further project needs will be evaluated in 2018.

- 2) FDOT Project: CR 231 Road Widening  
Mitigation Project: Floodplain Restoration at San Felasco Hammock State Preserve

The District issued ERP-125-209144-1 on March 11, 2003 for the widening of CR 231 in Union County between SR 100 and the Baker County line which impacted 1.96 acres of wetlands. Mitigation restored natural water flow, and removal of exotic plant species within wetlands in San Felasco Hammock State Preserve (Alachua County). Construction activities were completed in August 2004, and exotic plant removal was completed in June, 2011. The District received a total of \$166,476 from FDOT for wetland mitigation and a final report from FDEP in January, 2011. Mitigation success will be evaluated in 2018.

- 3) FDOT Project: CR 229 New River Bridge Replacement  
Mitigation Project: Lake Rowell Tract Restoration/Enhancement

The District issued ERP-125-210531-1 on April 12, 2005 for the replacement of CR 229 Bridge over the New River between Union and Bradford counties impacted 2.44 acres of wetlands. Mitigation restored natural water connections between Alligator Creek and Lake Rowell (both in Bradford County). The District received \$180,214 from FDOT. Mitigation activities were completed in 2006. Mitigation success was evaluated in 2012. Mitigation activities conducted at the CR 229 Bridge and the Lake Rowell project area

were evaluated in 2013 and deemed to be a success. Management of invasives is ongoing and an District staff will evaluate the site in 2018.

### **STEINHATCHEE RIVER BASIN**

- 1) FDOT Project: SR 51 Road Widening Taylor County  
Mitigation Project: Steinhatchee River Basin Hydrological Improvements

Widening of SR 51 impacted 3.5 acres of wetlands in 2002. Mitigation restored natural water connections for wetlands in District owned Steinhatchee Springs Tract. The District received \$279,174 from FDOT. Mitigation success will be evaluated in 2018.

- 2) FDOT Project: SR 51 Road Widening Taylor and Dixie Counties  
Mitigation Credits: San Pedro Bay Mitigation Bank

Widening of SR 51 in Dixie and Taylor Counties from the town of Steinhatchee to the Dixie/Lafayette County line impacted 1.27 acres of wetlands. Mitigation was achieved by purchase of mitigation credits from San Pedro Bay Mitigation Bank. The District received \$10,200 from FDOT for mitigation. The District purchased 0.6 mitigation credits from San Pedro Mitigation Bank in 2006.

### **WITHLACOOCHEE RIVER BASIN**

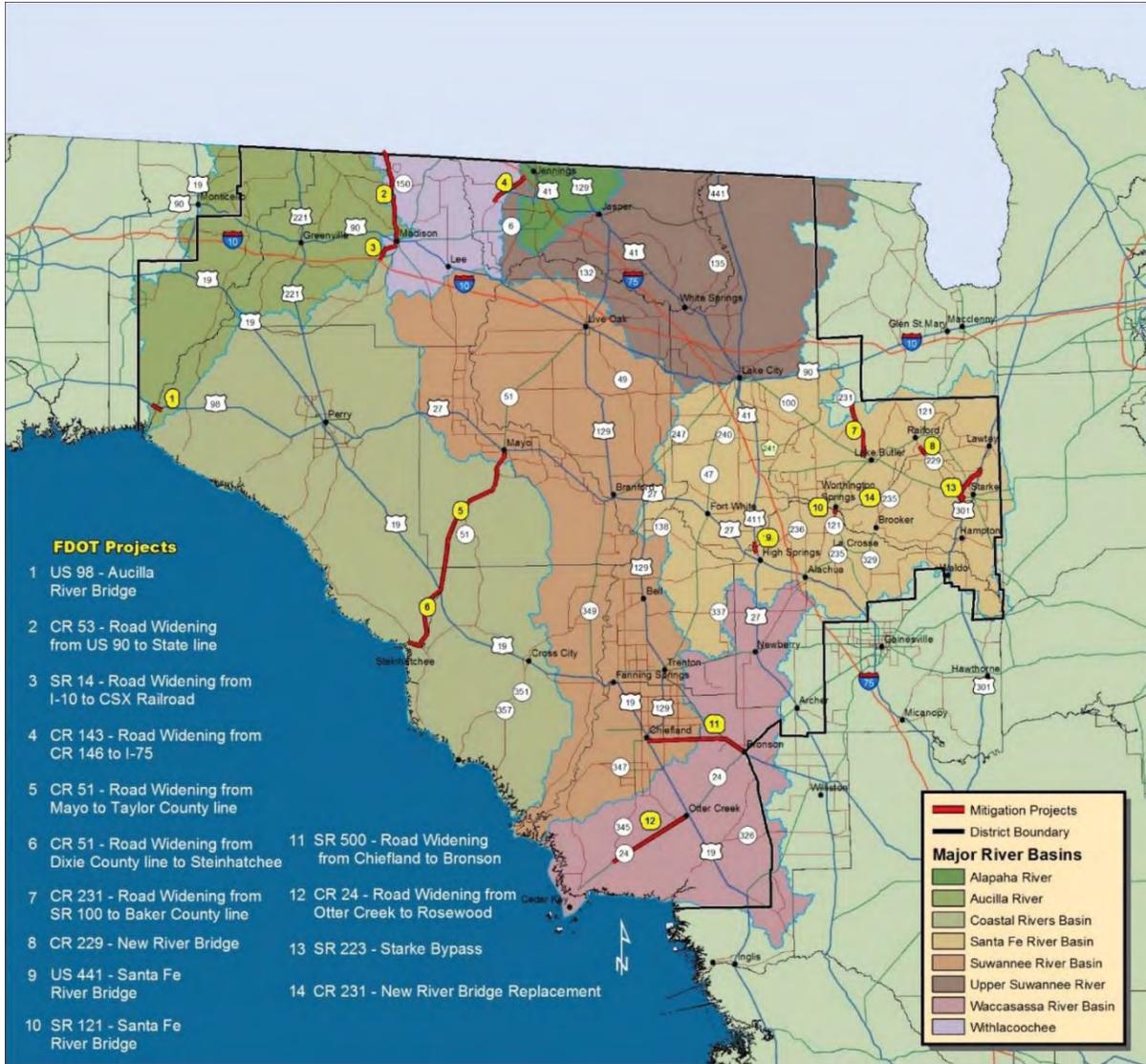
- 1) FDOT Project: CR 53 Road Widening  
Mitigation Project: West Farm Storm Water Pond Project

Widening of SR 53 impacted 1.6 acres of wetlands. Mitigation created wetland and lake habitat at the West Farm Storm Water Facility in Madison County. Mitigation activities were completed in March 2001. District received \$260,325 from FDOT. District staff are currently working with Madison County staff on compliance with all mitigation requirements.

- 2) FDOT Project: SR 14 Widening  
Mitigation Project: Cabbage Grove Wetland Enhancement

Widening of SR 14 between Interstate 10 and the Madison city limits impacted 0.89 acres of wetlands. Mitigation restored natural water flow in wetlands within District owned Cabbage Grove Tract in Taylor County. The District received \$75,594 from FDOT. Project was completed in 2006. The District conducted operation and maintenance improvements at this site in December 2011. Mitigation success will be evaluated in 2018.

**Figure 1. General location of FDOT construction projects within SRWMD requiring wetland mitigation.**





**TABLE 1. FDOT CONSTRUCTION PROJECTS WITH WETLAND IMPACTS AND ASSOCIATED MITIGATION PROJECTS.**

<i>River Basin</i>	<i>FDOT Project Location</i>	<i>FDOT Work Number</i>	<i>ERP Number</i>	<i>Impact Acres</i>	<i>Wetland Type</i>	<i>Mitigation Project</i>	<i>Revenue from FDOT</i>	<i>Total Funds Expended</i>
<b>Aucilla</b>	US 98 Aucilla River Bridge	2108732	10-0057	5.70	Forested	San Pedro Bay Mitigation Bank	\$43,500	\$43,500
<b>Santa Fe</b>	1. US 441/Santa Fe River Bridge and SR 121 Santa Fe River Bridge	2110486	00-0067	1.00	Forested	Alligator Lake Surface Water Improvement and Management Program (SWIM)	\$60,000	\$60,000
		2110344	99-0069	1.30	Forested			
	2. CR.231 Road Widening from S. R. 100 to the Baker County Line	2128801	02-0497	1.96	Forested	Cellon Creek Floodplain Restoration at San Felasco Hammock State Preserve	\$166,476	\$72,180
	3. CR. 229 New River Bridge	2128761	03-0089	2.44	Forested	Lake Rowell Tract Restoration/Enhancement	\$180,214	\$180,214
	4. SR 223 Starke Bypass	2080014,5,6	ERP-007-213985-1	58.47	Forested	Starke Bypass Mitigation Area	\$2,980,000	\$2,517,000
5. CR 231 Bridge Replacement	433957	TBD	1.5	Forested	Edwards Bottomland	\$181,890	\$100,000	
<b>Steinhatchee</b>	1. SR 51 Widening from Mayo to Taylor County Line	2100751 2100851	06-0600	3.50	Herbaceous	Restoration of areas impacted by silviculture activities on District property (Steinhatchee Falls)	\$279,174	\$279,174
	2. SR 51 Widening Steinhatchee to Dixie/Taylor County Line	2108502 2084662	05-0597	1.27	Herbaceous	San Pedro Bay Mitigation Bank credits	\$10,200	\$10,200
<b>Upper Suwannee</b>	CR 143 Widening from CR 146 to I-75	2122181	05-0081	1.23	Herbaceous and Forested	Woods Ferry Hydrologic Enhancements	\$110,970	\$53,848
<b>Waccasassa</b>	1. US 27 Widening from Chiefland to Bronson	2117089	96-0039	23.00	Forested	A. Upgrade of storm water management system to improve water quality in Cedar Key	\$1,713,490	\$1,713,490
						B. Cow Creek restoration in Goethe State Forest		
						C. Wetland preservation in Levy County		
2. SR 24 Widening from Otter Creek to Rosewood	210384	04-0477	9.95	Forested	Devil's Hammock/47 Runs Enhancement/ Restoration	\$180,913	\$190,694	
<b>Withlacoochee</b>	1. CR 53 Road Widening from US 90 to State Line	2117565	98-0041	1.60	Forested and Herbaceous	West Farm Storm water Project	\$260,325	\$260,325
	2. SR 14 Road Widening from I-10 to CSX Railroad	2105281	02-0528	0.90	Forested and Herbaceous	Cabbage Grove Wetland Enhancement	\$75,594	\$46,459

MEMORANDUM

TO: Governing Board  
 FROM: Warren Zwanka, P.G., Division Director, Resource Management  
 DATE: December 29, 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 November 2017.

November 2017	Exemption Requests	Noticed Generals	Generals	10-2 Self Certifications	Individuals	Conceptuals	Total
Applications received	3	1	5	2	5	0	16
Permits issued	4	1	7	2	6	0	20
Inspections	0	0	5	2	1	0	8

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

Permit Number	Project Name	County	Issue Date
208558-5	Blue Springs Restoration Modification	Levy	11/2/17
205142-3	HCA – Lake City – Parking Lots	Columbia	11/9/17
230163-1	Big Bend Pine Log Landing VUA Improvements	Dixie	11/9/17
230260-1	C. R. 250 Bridge Replacement	Lafayette/ Suwannee	11/9/17
230720-1	Newberry Park TND – Phase I	Alachua	11/16/17
213659-4	Wal-Mart Lake City Fueling Station	Columbia	11/22/17

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

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

<b>November 2017</b>	<b>Received</b>		<b>Issued</b>
<b>Water Use Permits</b>	10		3
<b>Water well permits issued: 138</b>			
Abandoned/Destroyed	13	Livestock	0
Agricultural Irrigation	6	Monitor	17
Aquaculture	0	Nursery	0
Climate Control	0	Other	3
Fire Protection	0	Public Supply	2
Garden (Non-Commercial)	0	Self-supplied Residential	97
Landscape Irrigation	0	Drainage or Injection	0
Commercial or Industrial	0	Remediation Recovery	0

**Rulemaking Schedule  
October 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	

**40B-3 (Amendments)  
Permitting of Well Construction**

GB Rule Dev. Auth.	10/10/2017
Notice of Rule Dev.	
GB Proposed Rule Auth.	10/10/2017
Send to JAPC/OFARR	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
Effective Date	

MEMORANDUM

TO: Governing Board  
FROM: Steve Minnis, Governmental Affairs Director  
DATE: December 29, 2017  
RE: **Public Hearing** and Acceptance of the 2018 Florida Forever Work Plan Update

RECOMMENDATION

**Staff recommends the Governing Board conduct a public hearing and accept the 2018 Florida Forever Work Plan Update.**

BACKGROUND

An annual update of the Florida Forever Work Plan is required by section 373.199(7), Florida Statutes (F.S.). The Florida Forever Act provides funding for land acquisition projects and water resource development and restoration projects. The 2018 Florida Forever Work Plan Update presents projects the District has identified as eligible for funding under the Florida Forever Act, section 259.105, F.S. The update also reports on District land acquisition and management programs and activities.

The 2018 Florida Forever Work Plan Update is included in the District's Consolidated Annual Report due March 1, 2018, for submission to the Governor, the President of the Senate, the Speaker of the House of Representatives and the Department of Environmental Protection, as required by section 373.036, F.S.

The 2018 Florida Forever Work Plan Update was presented during a public workshop on December 12, 2017, and has been made available on the District website for public review. A public hearing regarding the 2018 Florida Forever Work Plan Update will be held during the January 9, 2018, Governing Board meeting to provide opportunity for public comment.

The plan is available on the District website at [www.mysuwanneeriver.com](http://www.mysuwanneeriver.com).

SM/rl

MEMORANDUM

TO: Governing Board  
FROM: Katelyn Potter, Communications Director  
DATE: December 29, 2017  
RE: **Public Hearing** and Acceptance of the 2018 Strategic Plan Work Plan Update

RECOMMENDATION

**Staff recommends the Governing Board conduct a public hearing and accept the 2017 Strategic Plan Update and Annual Work Plan.**

BACKGROUND

In lieu of the District developing a water management plan and the water management plan annual report pursuant to section 373.036(2), Florida Statutes (F.S.), the District has selected the option to develop a five-year strategic plan with an annual update and work plan addendum pursuant to section 373.036(2)(e)4., F.S. The annual strategic plan update and annual work plan addendum is included in the District's Consolidated Annual Report due March 1 each calendar year, for submission to the Governor, the President of the Senate, the Speaker of the House of Representatives, and the Department of Environmental Protection, as required by section 373.036, F.S.

The District is responsible for managing water supply, water quality, natural systems, and providing flood protection and control. To meet these responsibilities, the District's Strategic Plan establishes the District's priorities and goals for the next five years, and identifies strategies to accomplish these goals. An Annual Work Plan is required as an addendum to the five-year Strategic Plan. Additionally, an updated Strategic Plan is required for any organizational or plan changes which is reported with the addendum.

The District's 2017 Strategic Plan Update and Annual Work Plan was presented during a public workshop on December 12, 2017, and has been made available on the District website for public review. A public hearing regarding the 2017 Strategic Plan Update and Annual Work Plan will be held during the January 9, 2018, Governing Board meeting to provide opportunity for public comment.

Staff recommends the Governing Board accept the 2017 Strategic Plan Update and Annual Work Plan following the public hearing.

To access a full version of the plan, visit [www.mysuwanneeriver.com](http://www.mysuwanneeriver.com).

KCP/rl

MEMORANDUM

TO: Governing Board  
 FROM: A. Keith Rowell  
 DATE: December 29, 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 in progress.
Rock Bluff Spring Co., LLC	Rock Bluff Springs	169	Gilchrist	Closing completed December 21, 2017.
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. District staff participated in appraisal tour.
Jerry Coker, Etal	Lumber Camp Springs	37 +/-	Gilchrist	Title issue regarding access being resolved. Landowners evaluating access alternatives with Gilchrist County.
Chemours Tract	Chemours Bradford and Clay County	893	Bradford/Clay	Appraisal ITB Spring 2018.
Tim Walker, Etal	Tim Walker Conservation Easement	90 +/-	Lafayette	Appraisal ITB Spring 2018.
Ware Forest, LLC	Ware Forest Tract	160	Jefferson	Approval for Purchase 04/2017. Potential closing January 2018
Mitchell & Paula Hancock	Hixtown Swamp Donation	198.37	Madison	Closing completed December 21, 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 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.
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.

**Authorized for Surplus (continued)**

<b>Tract</b>	<b>Acres</b>	<b>County</b>	<b>Acquired Date</b>	<b>Funding Source</b>	<b>Appraisal Date</b>	<b>Listing Date</b>	<b>Price</b>	<b>Comments</b>
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.
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.

/kr

MEMORANDUM

TO: Governing Board  
FROM: Hugh Thomas, Executive Director  
DATE: December 29, 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 Nov. 26 – Dec. 2, 2017

### Executive / Management

- Steve Minnis and Keith Rowell met with Sheriff Schultz regarding security at the Rock Bluff Springs tract.
- Keith Rowell, Bill McKinstry, and Edwin McCook met with Alachua Conservation Trust representatives to explore management partnership options at the Rock Bluff tract.

### Administrative and Operations

- Hugh Thomas, Darrell Smith, Pam Shaw, Tammie Girard, and Ashley Spivey met with Kyle Stoekel with Brown & Brown Public Risk Insurance Agency to review insurance coverage and claims status.
- Prescribed burns were conducted on the Gar Pond and Woods Ferry tracts.
- The main road on the Bay Creek tract was opened to the public.

### Water Resources

- Tom Mirti attended the Gilchrist Blue Spring Park workshop in High Springs.

### Water Supply

- No reporting activity.

### Resource Management

- Tim Sagul, Warren Zwanka, SJRWMD ERP staff, and Alachua County Public Works officials met with the Meadowbrook/ Santa Fe Hills/ Pine Hills HOAs in Gainesville to discuss Hurricane Irma flooding mitigation projects.

### Agriculture and Environmental Projects

- Darrell Smith, with Justin Garland and Ben Glass attending, presented at the Suwannee Valley Watermelon Institute.
- Justin Garland, Warren Zwanka, Katelyn Potter, Mary Diaz, and Ben Glass represented the District at a booth at Christmas on the Square in Live Oak.
- Patrick Webster conducted a field meeting on the Edwards Bottom Land Project in Starke.
- Bob Heeke and Kris Eskelin conducted various project site visits around the District.
- Justin Garland attended the Suwannee County Agriculture and Natural Resources Committee meeting.

### Communications

- District kicked off the Staff Leadership training by visiting the Ichetucknee Sprayfield Wetland Improvement Project in Lake City to showcase project benefits and challenges.

**Announcements for the week of December 10-16.**

- The District will hold its monthly Governing Board Meeting and Workshop on December 12<sup>th</sup> at the District Office beginning at 9:00 a.m.



## Weekly Activity Report to Governing Board for December 3 - 9, 2017

### Executive / Management

- Hugh Thomas, Darrell Smith, and Katelyn Potter participated in the Suwannee River Partnership Steering Committee meeting.
- Steve Minnis attended the Legislative Interim Committee Week 6 in Tallahassee.

### Administrative and Operations

- The District auditors, Powell & Jones Certified Public Accountants, were on site to begin the FY2016-2017 financial audit.
- Pam Shaw and Ashley Spivey met with Jon Ingram, Inspector General with Law, Redd, Crona & Munroe, PA., regarding the six-month corrective action status update of the Auditor General Report No. 2017-025.
- Land Management Contractors conducted prescribed burn on Woods Ferry tract.
- Ryan Simms completed forest inventory on the Steinhatchee Springs tract.
- Edwin McCook participated in both FDEP the Big Shoals State Park Land Management Review Team and Florida Forest Service Big Shoals State Forest Land Management Review Team.
- Bill McKinstry and Steve Carpenter attended the WMD Operations Coordination meeting at the SWFWMD's Tampa Office.
- Land Management contractors completed road work, culvert, and low water crossings on road 56-4 on Steinhatchee Springs tract. The road is now open to the public.

### Water Resources

- Tom Mirti and Warren Zwanka met with Bradford County representatives to discuss flooding issues in Bradford County as well as project and partnership opportunities.
- Tom Mirti and Amy Brown met with SJRWMD staff to discuss cooperative projects in the Upper Suwannee and Upper Santa Fe Basins related to the common planning region.

### Water Supply

- Amy Brown participated in a meeting with FDEP, Office of Economic and Demographic Research, and the other WMD's to discuss water supply planning.
- Eliza Breder, Amy Brown, David Christian, and John Good met with SJRWMD staff to discuss water use hindcasting methods.
- Amy Brown met with SJRWMD staff to discuss development of planning level project concepts for the Upper Suwannee River Basin.
- John Good and Trey Grubbs attended a meeting of the NEFSEG groundwater modeling peer review committee.

### Resource Management

- No reporting activity.

**Agriculture and Environmental Projects**

- Bob Heeke conducted a site visit of the Upper Suwannee Project with SJRWMD staff.
- Kris Eskelin, Pat Webster, and Kevin Flavin conducted multiple site inspections for current and possible future projects.

**Communications**

- The District held its first Leadership, Communication and Conflict Management session with 16 staff members. The training is hosted by the Florida Natural Resources Leadership Institute and will consist of four sessions over the course of one year.

**Announcements for the week of December 17-23.**

- No announcements.



## Weekly Activity Report to Governing Board for December 10 - 16, 2017

### Executive / Management

- District staff attended a tour of the Georgia Pacific Cellulose Mill regarding on-going restoration and sustainability efforts and discussed current projects and potential project opportunities.

### Administrative and Operations

- Steve Minnis, Pam Shaw, and Christina Hilliard completed the preliminary budget draft spreadsheets, narrative and appendix C.
- Prepared presentation regarding Preservation 2000 and Florida Forever Funds on hand.
- Staff worked with the District's new handyman contractor on building maintenance work orders.
- Closed November books and distributed to District Directors for review.
- District contractors conducted prescribed burns on Goose Pasture, Bay Creek, and Little Shoals tracts.
- The White Springs timber sale was completed.
- The Blue Sink boardwalk was repaired from Hurricane Irma flood damages.

### Water Resources

- Tom Mirti was interviewed by the German American Chamber of Commerce of the Southern United States, regarding information on brown water.
- Tom Mirti participated in a tour of the lower Suwannee National Wildlife Refuge with refuge staff.

### Water Supply

- Louis Mantini, with assistance from Kevin Jones, installed temperature gages near the mouth of the Ichetucknee River. This will aid in understanding the potential for use of that resource as a thermal refuge.

### Resource Management

- Stefani Weeks presented an overview of Water Use Permitting to agricultural water users for the Irrigation and Water Resources Workshop at the Hamilton County IFAS Extension Office.

### Agriculture and Environmental Projects

- Pat Webster and Bob Heeke conducted site visits along the Lower Suwannee River basin.
- Pat Webster and Kevin Flavin met with FDOT regarding upcoming projects.
- Justin Garland and Ben Glass presented on available cost share at an IFAS grower meeting in Hamilton County.
- Justin Garland attended a Floridan Aquifer Collaborative Engagement for Sustainability meeting at Camp Weed.

**Communications**

- The District, in partnership with FDACS, hosted the Suwannee River Partnership Steering Committee to continue development of new articles of organization, strategic initiatives and planning.

**Announcements for the week of December 24 - 30, 2017.**

- District office will be closed Monday, December 25, in observance of the Christmas Holiday. Office will reopen Tuesday, December 26<sup>th</sup> at 8:00 A.M.