

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

OPEN TO THE PUBLIC

October 10, 2019
9:00 a.m.

City Hall
Cedar Key, Florida

1. Call to Order
2. Roll Call
3. Announcement of any Amendments to the Agenda by the Chair
Amendments Recommended by Staff: None
4. Public Comment
5. Consideration of the following Items Collectively by Consent:
 - Agenda Item No. 6 - September 10, 2019, First Public Hearings on Fiscal Year 2019-2020 Millage and Budget, September 18, 2019 Board Meeting and Continuance of First Public Hearings on Fiscal Year 2019-2020 Millage and Budget, September 24, 2019 Audit Committee, Lands Committee, and Final Public Hearings on Fiscal Year 2019-2020 Millage and Budget
 - Agenda Item No. 11 - Approval to Decline the Exercise of the Districts Right of First Refusal to Purchase the Fee Interest in Land Subject to the Walker Springs Conservation Easement
 - Agenda Item No. 14 - Approval of August 2019 Financial Report
 - Agenda Item No. 15 - Acceptance of the Annual Report of District Inspector General Activities for Fiscal Year 2018-2019
 - Agenda Item No. 16 - Accept the Inspector General Three-Year Audit Plan for Fiscal Years 2020 to 2022 and the Fiscal Year 2020 Internal Audit Work Plan
 - Agenda Item No. 17 - Accept the Inspector General Audit on Grant Management, Report #19-02
 - Agenda Item No. 25 - Authorization to Execute a Contract for the Sale of Timber with North Florida Timber Dealers Inc., for the Gar Pond #5 Timber Sale
 - Agenda Item No. 26- Ratification of Contract 18/19-224 for the Sale of Timber with North Florida Timber Dealers, Inc., for the Ellaville #17 Emergency Timber Sale
 - Agenda Item No. 31 - Authorization to Transmit the Five-Year Water Resource Development Work Program Report
6. Approval of Minutes – September 10, 2019, First Public Hearings on Fiscal Year 2019-2020 Millage and Budget, September 18, 2019 Board Meeting and Continuance of First Public Hearings on Fiscal Year 2019-2020 Millage and Budget, September 24, 2019 Audit Committee, Lands Committee, and Final Public Hearings on Fiscal Year 2019-2020 Millage and Budget- **Recommend Consent**

7. Items of General Interest for Information/Cooperating Agencies and Organizations

- A. Presentation of Hydrologic Conditions Report
- B. Cooperating Agencies and Organizations

GOVERNING BOARD LEGAL COUNSEL

Tom Reeves

8. Update on Legal Activities / Enforcement Status Update

BUSINESS AND COMMUNITY SERVICES

Steve Minnis, Deputy Executive Director

Administration

- BCS Page 1 9. Land Acquisition and Disposition Activity Report
- BCS Page 6 10. Request for Authorization to Publish Notice of Rule Development and Notice of Proposed Rule to Create New Rule 40B-1.722, F.A.C.
- BCS Page 9 11. Approval to Decline the Exercise of the Districts Right of First Refusal to Purchase the Fee Interest in Land Subject to the Walker Springs Conservation Easement - **Recommend Consent**
- BCS Page 23 12. Declaration of Surplus Property and Disposition
- BCS Page 26 13. Authorization to Purchase Vehicles

Finance

- BCS Page 27 14. Approval of August 2019 Financial Report – **Recommend Consent**
- BCS Page 36 15. Acceptance of the Annual Report of District Inspector General Activities for Fiscal Year 2018-2019 - **Recommend Consent**
- BCS Page 43 16. Accept the Inspector General Three-Year Audit Plan for Fiscal Years 2020 to 2022 and the Fiscal Year 2020 Internal Audit Work Plan – **Recommend Consent**
- BCS Page 47 17. Accept the Inspector General Audit on Grant Management, Report #19-02 - **Recommend Consent**

Information Technology

No Items

Resource Management

- BCS Page 54 18. Permitting Summary Report
- BCS Page 57 19. Amendment to Contract 15/16-065 with WOOD fka AMEC Foster Wheeler

- BCS Page 73 20. Approval of a Modification of Water Use Permit 2-121-221458-4, PC 12, Newburn, Eternity Project, for Agricultural Use, Suwannee County

Agriculture and Environmental Projects

- BCS Page 83 21. Approval to Enter into Contract with Tropical Traditions for Agricultural Cost-Share Funding
- BCS Page 85 22. Approval to Negotiate and Enter into Sustainable Suwannee Program Agreements
- BCS Page 98 23. Authorization to Enter into an Agreement with the Florida Department of Environmental Protection to Receive Springs Grant Funds and to Enter into an Agreement with Dixie County

WATER AND LAND RESOURCES
Tom Mirti, Deputy Executive Director

Land Management Program

- WLR Page 1 24. Land Management & Twin River State Forest (TRSF) Activity Summary
- WLR Page 5 25. Authorization to Execute a Contract for the Sale of Timber with North Florida Timber Dealers Inc., for the Gar Pond #5 Timber Sale – **Recommend Consent**
- WLR Page 7 26. Ratification of Contract 18/19-224 for the Sale of Timber with North Florida Timber Dealers, Inc., for the Ellaville #17 Emergency Timber Sale – **Recommend Consent**

Water Resources Program

- WLR Page 8 27. Agricultural Water Use Monitoring Report
- WLR Page 9 28. Authorization to enter into an Agreement with United States Geological Survey and enter into a Contract with Kisters Pty Ltd.

Water Supply / MFL Programs

- WLR Page 11 29. Approval of 2019 Priority List for Establishment of Minimum Flows and Minimum Water Levels
- WLR Page 17 30. Authorization for Issuance of Technical Work Assignments for Assessment of Natural Systems, Monitoring, and Water Supply Planning Services
- WLR Page 21 31. Authorization to Transmit the Five-Year Water Resource Development Work Program Report – **Recommend Consent**

EXECUTIVE OFFICE
Hugh Thomas, Executive Director

- EO Page 1 32. District's Weekly Activity Reports
- EO Page 10 33. Consideration of Employee Health Care Insurance Coverages

34. Announcements

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

November 12, 2019 9:00 a.m. Board Meeting
Workshops / Committee Meetings

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

35. 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 an 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

October 10, 2019
Following Board Meeting

City Hall
Cedar Key, Florida

- Cedar Key Presentations and Tour

AGENDA

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

OPEN TO THE PUBLIC

October 11, 2019
9:00 a.m.

City Hall
Cedar Key, Florida

- Fiscal Year 2020-2021 Preliminary Budget Discussion
- Budget and Project Programmatic Discussion

Public comments on the Fiscal Year 2019-2020 Tentative Millage Rate were closed.

Fiscal Year 2019-2020 Tentative Budget Presentation. Mrs. Green presented a powerpoint presentation on the Tentative Budget for Fiscal Year 2019-2020.

Public Comments.

Merrillee M. Jipson

Mrs. Green stated that the District received one inquiry regarding the Fiscal Year 2019-2020 Millage.

Public comments on the Fiscal Year 2019-2020 Tentative Budget were closed.

The Millage and Budget Hearings were continued to September 18, 2019 at 5:05 p.m., at District Headquarters.

Agenda Item No. 5 – Announcements

- *September 18, 2019, 3:00 p.m. Governing Board Meeting and 5:05 p.m., Continuation of First Public Hearing of FY 2019-2020 Tentative Millage and Budget.*
- *September 24, 2019, 5:05 p.m. is the Final Public Hearing on Fiscal Year 2019- 2020 Millage and Budget at District Headquarters.*

Agenda Item No. 6 – Recessed. Meeting adjourned at 5:24 p.m.

Chair

ATTEST:

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

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

3:00 9.m., Tuesday
September 18, 2019

District Headquarters
Live Oak, Florida

Agenda Item No. 1 – Call to Order. The meeting was called to order at 3:00 p.m.

Agenda Item No 2 – Roll Call:

Governing Board

Seat	Name	Office	Present	Not Present
Aucilla Basin	Vacant			
Coastal River Basin	Richard Schwab	Sec./Treas.	X*	
Lower Suwannee Basin	Don Quincey, Jr.	Vice Chair		X
Santa Fe & Wacc. Basins	Vacant			
Upper Suwannee Basin	Vacant		--	
At Large	Virginia H. Johns	Chair	X	
At Large	Virginia Sanchez		X	
At Large	Gary Jones		X*	
At Large	Charles Keith		X	

• **Via Telephone Conference Call**

Governing Board Legal 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	
Deputy Executive Director	Tom Mirti	X	
Deputy Executive Director	Steve Minnis	X	
Executive Office & Board Coordinator	Robin Lamm	X	

Guests:

Mayor Trip Lancaster, City of Fanning Springs	Mary Lou Hildreth, City of Hampton
Greg Lang, City of Fanning Springs	Chuck Hitchcock, City of Madison
George Glover, Town of Jennings	Erik Wise, Town of Bronson
Jerome Wyche, City of Madison	Thomas Henry, City of Lake City
Staci Greco, Alachua County EPD	John Quarterman, WWALS
Hollie Greer, Alachua County EPD	Mike Roth, Our Santa Fe River
Lucinda Merritt, Ichetucknee Alliance	Jim Tatum, Our Santa Fe River
Robert Gaylord, Singhofen & Associates	Kelly Aue, UF/IFAS
Jered Lizotle, Locklear & Associates	Carolee Howe, Shenandoah Dairy
Jon Dinges, Black & Veatch	Doug Hearn, Kleinfelder
Jeffery King, ATM	Larry Johnson, Pilgrims
Steve Peene, ATM	John Plessner, Pilgrims

Ray Hodge, Southeast Milk
Rick Leines
Robert Leynes
Merrilee M. Jipson

Stew Lilker, Columbia County Observer
Jeff Hill
Benjamin Wyche

Staff:

John Good
Ben Glass
Pat Webster
Fay Baird
Steve Schroeder
Tyler Jordan
Christina Green

Warren Zwanka
Lindsey Garland
Tilda Musgrove
Kris Esklin
Pam Shaw
Jon Wood
Pam Shaw

Agenda Item No. 3 - Election of Board Officers and Committee Assignments.

Tom Reeves, Board Legal Counsel, administered the Oath of Office to Charles Keith and Richard Schwab.

Chair Johns updated and appointed members to the Board Committees.

Agenda Item No. 4 - Announcement of any Amendments to the Agenda by the Chair:

Updates:

Agenda Item No. 8 - Items of General Interest for Information/Cooperating Agencies and Organizations. Moved to end of agenda following the Executive Office section of the agenda.
Agenda Item No. 16 – Business and Community Services - Approval of a Modification Renewal of Water Use Permit 2-121-219095-6, Pilgrim’s Pride Project, for Industrial Use, Suwannee County.

MOTION WAS MADE BY SANCHEZ, SECONDED BY KEITH TO APPROVE THE UPDATES TO THE AGENDA. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 5 – Public Comment.

- Stu Lilker – Meeting concerns regarding notifications and timelines.
- Robert Leynes – Lime rock road concerns.
- Jim Tatum – Turtle concerns in regard to Nestlé water use permit application.
- Mike Roth – Nestlé water use permit application concerns.
- John Quarterman, Suwannee Riverkeepers – Pilgrim’s Pride water use permit concerns, Nestlé concerns.

Agenda Item No. 6 - Consideration of the Following Items Collectively by Consent:

- Agenda Item No. 7 - August 13, 2019 Governing Board and Workshops Minutes
- Agenda Item No. 11 - Approval of July 2019 Financial Report
- Agenda Item No. 17 - Approval of a Modification of Water Use Permit 2-041-221351-2, Jody Stephenson Farm, for Agricultural Use, Gilchrist County
- Agenda Item No. 23 - Authorization to Execute a Contract for the Sale of Timber with Big Bend Timber Services, LLC., for the Wolf Creek #1 Timber Sale

- Agenda Item No. 24 - Authorization to Enter into an Agreement with Florida Forest Service to Accept Grant Funding for Prescribed Fire and Roller-Chopping Work on the Mallory Swamp Tract

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

Agenda Item No. 7 – Approval of Minutes – August 13, 2019 Governing Board Meeting and Workshop Minutes. Approved on Consent.

Agenda Item No. 8 - Items of General Interest for Information/Cooperating Agencies and Organizations. The hydrologic conditions report was moved to end of agenda following the Executive Office section of the agenda.

GOVERNING BOARD LEGAL COUNSEL

Agenda Item No. 9 – Legal Activities Update. No updates.

BUSINESS AND COMMUNITY SERVICES

Legislative and Government Program

Agenda Item No. 10 – Land Acquisition and Disposition Activity Report. This report was provided as an informational item in the Board materials.

Office of Finance

Agenda Item No. 11 – Approval of July 2019 Financial Report. Approved on Consent.

Agenda Item No. 12 – Authorization for the Executive Director to Procure Professional Insurance Coverage from Public Risk Insurance Agency. Pam Shaw, Chief Financial Officer, amended the recommendation to authorize the Executive Director to procure Property and Casualty, Comprehensive General Liability, Public Officials Liability, Auto, and Workers Compensation insurance coverage from Public Risk Insurance Agency at an annual premium cost of \$61,564 for the Fiscal Years 2020 and 2021 for a two-year rate guarantee.

Kyle, Stoekel, Public Risk Insurance Agency, provided comments to the Board.

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

Office of Information Technology

Agenda Item No. 13 – Authorization to Renew Environmental Systems Research Institute GIS Software License Maintenance. Jon Wood, Chief Information Officer, presented this item to the Board.

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

Resource Management

Agenda Item No. 14 – Permitting Summary Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 15 – Bradford County Update. No update.

Agenda Item No. 16 – Approval of a Modification of Water Use Permit 2-121-219095-6, Pilgrim's Pride Project, for Industrial Use, Suwannee County. Warren Zwanka, RM Division Director, presented this item to the Board.

Merrilee M. Jipson and John Plessner, Pilgrims, provided comments to the Board.

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

Agenda Item No. 17 – Approval of a Modification of Water Use Permit 2-041-221351-2, Jody Stephenson Farm, for Agricultural Use, Gilchrist County. Approved on Consent.

Agriculture and Environmental Projects

Agenda Item No. 18 – Approval of Qualified Firms and Authorization to Enter into Contracts. Pat Webster, Senior Professional Engineer, presented this item to the Board.

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

Agenda Item No. 19 – Approval to Enter into Contracts for Calendar Year 2019 Regional Initiative Valuing Environmental Resources Cost-Share Program. Mr. Webster presented this item to the Board.

The following attended provided comments to the Board:

Mary Lou Hildreth, City of Hampton
Staci Greco, Alachua County EPD
Holly Greer, Alachua County EPD
George Glover, Town of Jennings
Ron White, City of Madison
Eric Wise, Town of Bronson
Merrilee M. Jipson
Thomas Henry, City of Lake City
John Quarterman

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

Agenda Item No. 20 - Authorization to Enter into Agreements with the Florida Department of Environmental Protection to Receive Springs Grant Funds and to Enter into Local Cooperative Agreements. Mr. Webster presented this item to the Board.

Mike Roth, Our Santa Fe River, and Jered Lizotle, Locklear and Associates, provided comments to the Board.

AMENDED MOTION MADE BY KEITH TO ACCEPT THE BRADFORD COUNTY AND FANNING SPRINGS PROJECTS AND TABLE THE DIXIE COUNTY PROJECT TO DISCUSS PROJECT SCOPE WITH FDEP. SECONDED SCHWAB. MOTION CARRIED.

The following attendees provided comments to the Board:

Mike Roth, Our Santa Fe River
Mayor Tripp Lancaster, City of Fanning Springs
Greg Lang, Mittauer & Associates

Agenda Item No. 21 - Approval to Negotiate and Enter into Sustainable Suwannee Program Agreements. Ben Glass, Community Affairs Manager presented this item to the Board.

MOTION WAS MADE BY SANCHEZ, SECONDED BY JONES TO TABLE THIS RECOMMENDATION FOR FURTHER DISCUSSION. MOTION CARRIED UNANIMOUSLY.

Chair Johns recessed the Board Meeting to begin the Continuation of First Public Hearing on Fiscal Year 2019-2020 Meeting at 5:05p.m.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
 CONTINUATION OF FIRST PUBLIC HEARING ON THE
 FISCAL YEAR 2019-2020 TENTATIVE MILLAGE AND BUDGET

OPEN TO THE PUBLIC

Tuesday, September 18, 2019
 5:05 p.m.

District Headquarters
 Live Oak, Florida

Agenda Item No. 1 – Call to Order. The meeting was called to order at 5:05 p.m.

Agenda Item No 2 – Roll Call.

Governing Board

Seat	Name	Office	Present	Not Present
Aucilla Basin	Vacant			
Coastal River Basin	Richard Schwab	Sec./Treas.	X*	
Lower Suwannee Basin	Don Quincey, Jr.	Vice Chair		x
Santa Fe & Wacc. Basins	Vacant			
Upper Suwannee Basin	Vacant		--	
At Large	Virginia H. Johns	Chair	X	
At Large	Virginia Sanchez		X	
At Large	Gary Jones		X*	
At Large	Charles Keith		X	

• **Via Telephone Conference Call**

Governing Board Legal 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	
Deputy Executive Director	Tom Mirti	X	
Deputy Executive Director	Steve Minnis	X	
Executive Office & Board Coordinator	Robin Lamm	X	

Guests:

Mayor Trip Lancaster, City of Fanning Springs	Mary Lou Hildreth, City of Hampton
Greg Lang, City of Fanning Springs	Chuck Hitchcock, City of Madison
George Glover, Town of Jennings	Eric Wise, Town of Bronson
Jerome Wyche, City of Madison	Thomas Henry, City of Lake City
Staci Greco, Alachua County EPD	John Quarterman, WWALS
Hollie Greer, Alachua County EPD	Mike Roth, Our Santa Fe River
Lucinda Merritt, Ichetucknee Alliance	Jim Tatum, Our Santa Fe River
Robert Gaylord, Singhofen & Associates	Kelly Aue, UF/IFAS
Jered Lizotle, Locklear & Associates	Carolee Howe, Shenandoah Dairy
Jon Dinges, Black & Veatch	Doug Hearn, Kleinfelder
Jeffery King, ATM	Larry Johnson, Pilgrims

Steve Peene, ATM
Ray Hodge, Southeast Milk
Rick Leines
Robert Leynes
Merrilee M. Jipson

John Plessner, Pilgrims
Stew Lilker, Columbia County Observer
Jeff Hill
Benjamin Wyche

Staff:

John Good
Ben Glass
Pat Webster
Fay Baird
Steve Schroeder
Tyler Jordan
Christina Green

Warren Zwanka
Lindsey Garland
Tilda Musgrove
Kris Esklin
Pam Shaw
Jon Wood
Pam Shaw

Chair Johns opened the continued public hearing on the Tentative Millage Rate for Fiscal Year 2019-2020.

Agenda Item No. 2 – Fiscal Year 2019-2020 Tentative Millage Rate Presentation. Christina Green, Senior Budget and Fiscal Analyst, presented a powerpoint presentation on the Tentative Millage for Fiscal Year 2019-2020.

Mrs. Green noted the District received one inquiry regarding the Fiscal Year 2019-2020 Millage.

Public Comments:

Merrilee M. Jipson
John Quarterman, Suwannee Riverkeeper
Stew Lilker, Columbia County Observer

Chair Johns closed the continued public hearing on the Tentative Millage Rate Fiscal Year 2019-2020.

Agenda Item No. 3 - Adoption of Resolution No. 2019-05, Tentative Millage Rate for Fiscal Year 2019-2020 Budget. Mrs. Green presented this item to the Board.

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

Chair Johns opened the continued public hearing on the Tentative Budget for Fiscal Year 2019-2020.

Mrs. Green presented a powerpoint presentation on the Tentative Budget for Fiscal Year 2019-2020.

Public Comments:

Merrilee M. Jipson provided comments to the Board.

Chair Johns closed the continued public hearing on the Tentative Budget for Fiscal Year 2019-2020.

Agenda Item No. 4 - Adoption of Resolution No. 2019-06, Tentative Budget for Fiscal Year 2019-2020. Mrs. Green presented this item to the Board.

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

Agenda Item No. 5 – Announcements

September 24, 2019, 5:05 p.m. is the Final Public Hearing on Fiscal Year 2019- 2020 Budget at District Headquarters.

Agenda Item No. 6 – Adjournment. Meeting adjourned at 5:24 p.m.

Chair

ATTEST:

Chair Johns resumed the Board Meeting at 5:27 p.m.

WATER AND LAND RESOURCES

Land Management Program

Agenda Item No. 22 - District Land Management & Twin River State Forest (TRSF) Activity Summary. This summary was provided as an informational item in the Board materials.

Agenda Item No. 23 - Authorization to Execute a Contract for the Sale of Timber with Big Bend Timber Services, LLC., for the Wolf Creek #1 Timber Sale. Approved on Consent.

Agenda Item No. 24 – Authorization to Enter into an Agreement with Florida Forest Service to Accept Grant Funding for Prescribed Fire and Roller-Chopping Work on the Mallory Swamp Tract. Approved on Consent.

Water Resources Program

Agenda Item No. 25 – Agricultural Monitoring Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 26 – Approval of Governing Board Directive Number GBD19-0007 Regarding Water Use Monitoring Assistance. Tom Mirti, Deputy Executive Director, presented this item to the Board.

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

Water Supply / MFL Programs

Agenda Item No. 27 – MFL Update. John Good, Senior Professional Engineer, provided an update to the Board.

EXECUTIVE OFFICE

Agenda Item No. 28 - District's Weekly Activity Reports. These reports were provided as an informational item in the Board materials.

Agenda Item No. 29 – Approval of Governing Board Directive GBD19-0006 Educational Water Resource Funding Program. Lindsey Garland, Public Communications Coordinator, presented this item to the Board.

Agenda Item No. 30 - Announcements.

Agenda Item No. 8 - Items of General Interest for Information/Cooperating Agencies and Organizations. A hard copy of the hydrologic conditions report was available to the Board and public.

Agenda Item No. 31 - Adjournment. Meeting adjourned at 5:38 p.m.

Chair

ATTEST:

AUDIT COMMITTEE MEETING

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 Committee 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.

September 24, 2019
3:00 p.m.

District Headquarters
Live Oak, FL

1. Call to Order / Committee Roll Call. Meeting began at 2:59 p.m.

Committee Members	Present	Not Present
Don Quincey	X	
Virginia Johns	X	
Richard Schwab		X
Charles. Keith*	X*	

*Chair Johns appointed Mr. Keith to serve on the Audit Committee for this meeting.

Guest:

Melissa Hill, Alachua Conservation Trust	Rebecca Perry, North Florida Land Trust
Jon Ingram, Law, Redd, Crona & Munroe, P.A.	Doug Manson, Manson, Bolves & Varn
David Hinson	

Staff:

Hugh Thomas	Steve Minnis
Tom Mirti	Lindsey Garland
Tyler Jordan	Robin Lamm
Tilda Musgrove	Katie Kelly
Steve Schroeder	Tom Reeves
Pam Shaw	

2. Public Comment. None

3. Discussion Items:

Pam Shaw, Chief Financial Officer, introduced Jon Ingram, Law, Redd, Crona & Munroe, P.A., to the Committee.

Mr. Ingram discussed these items to the Committee:

- Recommend to the Governing Board to accept the Inspector General Audit Reports #19-02 from Law, Redd, Crona & Munroe, P.A., Inspector General. Mrs. Shaw presented this recommendation to the Committee.

MOTION MADE BY QUINCEY, SECONDED BY KEITH TO APPROVE RECOMMENDATION.
MOTION CARRIED.

- Recommend to the Governing Board to accept the Annual Report of District Inspector General Activities for the Fiscal Year 2018-19 from Law, Redd, Crona & Munroe, P.A., Inspector General. Mrs. Shaw presented this recommendation to the Committee.

MOTION MADE BY QUINCEY, SECONDED BY KEITH TO APPROVE RECOMMENDATION.
MOTION CARRIED.

- Recommend to the Governing Board to approve the Inspector General Three-Year Audit Plan for Fiscal Years 2020 to 2022 and the Fiscal Year 2020 Internal Audit Work Plan from Law, Redd, Crona & Munroe, P.A., Inspector General. Mrs. Shaw presented this recommendation to the Committee.

MOTION MADE BY QUINCEY, SECONDED BY KEITH TO APPROVE RECOMMENDATION.
MOTION CARRIED.

4. Announcements: None
5. Adjournment. Meeting adjourned at 3:19 p.m.

ATTEST: _____
Chair

LAND COMMITTEE MEETING

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 Committee 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.

September 24, 2019
Following Audit Committee Meeting

District Headquarters
Live Oak, FL

1. Call to Order / Committee Roll Call. Meeting began at 3:30 p.m.

Committee Members	Present	Not Present
Don Quincey	X	
Gary Jones	X	
Virginia Sanchez	X	

Board Members Johns and Keith also attended the Lands Committee Meeting.

Guest:

Melissa Hill, Alachua Conservation Trust Rebecca Perry, North Florida Land Trust
David Hinson Doug Manson, Manson, Bolves & Varn

Staff:

Hugh Thomas Steve Minnis
Tom Mirti Lindsey Garland
Tyler Jordan Robin Lamm
Tilda Musgrove Katie Kelly
Steve Schroeder Tom Reeves
Pam Shaw

2. Public Comment. None

General Discussion / Updates

3. North Florida Land Trust Agreement. Steve Schroeder, Administration Chief, presented this item to the Committee.

David Hinson provided comments to the Committee.

MOTION WAS MADE BY SANCHEZ TO TABLE THIS RECOMMENDATION FOR FURTHER INFORMATION AND COSTS AND DISCUSS AT THE LANDS COMMITTEE MEETING IN OCTOBER. SECONDED BY JONES. MOTION CARRIED.

Conservation Easement Modification Requests

4. Carter Estate, Tract 2, Conservation Easement Amendment, Columbia County. This item was taken out of order of agenda by the Committee. Mr. Schroeder presented this item to the Committee.

David Hinson provided comments to the Committee.

MOTION WAS MADE BY SANCHEZ, SECONDED BY JONES TO TABLE THIS MOTION AND WORK WITH STAFF TO FIND THE BEST SOLUTION FOR THIS AMENDMENT TO PROCEED. MOTION CARRIED.

Land Acquisition / Property Offers

5. Walker Springs Right of First Refusal, Jefferson County. Mr. Schroeder presented these items to the Committee.

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

6. Announcements. None
7. Adjournment. Meeting adjourned at 4:25 p.m.

Chair

ATTEST:

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
 PUBLIC HEARING FINAL PUBLIC HEARING ON THE
 FISCAL YEAR 2019-2020 BUDGET

OPEN TO THE PUBLIC

Tuesday, September 24, 2019
 5:05 p.m.

District Headquarters
 Live Oak, Florida

Agenda Item No. 1 – Call to Order. The meeting was called to order at 5:05 p.m.

Agenda Item No 2 – Roll Call

Chair Johns was on teleconference call for Final Hearings. Vice Chair Quincey took the gavel to run the Final Hearings on the Fiscal Year 2019-2020.

Governing Board

Seat	Name	Office	Present	Not Present
Aucilla Basin	Vacant			
Coastal River Basin	Richard Schwab	Sec./Treas.	X*	
Lower Suwannee Basin	Don Quincey, Jr.	Vice Chair	X	
Santa Fe & Wacc. Basins	Vacant			
Upper Suwannee Basin	Vacant		--	
At Large	Virginia H. Johns	Chair	X*	
At Large	Virginia Sanchez		X	
At Large	Gary Jones		X	
At Large	Charles Keith		--	

***Via Conference Phone**

Governing Board Legal 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	
Deputy Executive Director	Tom Mirti	X	
Deputy Executive Director	Steve Minnis	X	
Executive Office & Board Coordinator	Robin Lamm	X	

GUEST

Melissa Hill, Alachua Conservation Trust	Rebecca Perry, North Florida Land Trust
David Hinson	Doug Manson, Manson, Bolves & Varn

Staff:

Hugh Thomas	Steve Minnis
Tom Mirti	Lindsey Garland
Tyler Jordan	Robin Lamm
Tilda Musgrove	Katie Kelly
Steve Schroeder	Tom Reeves
Pam Shaw	

Vice Chair Quincey opened the public hearing on the Final Millage Rate for Fiscal Year 2019-2020.

Agenda Item No. 2 – Fiscal Year 2019-2020 Final Millage Rate Presentation. Christina Green, Senior Budget and Fiscal Analyst, provided a powerpoint presentation on the Final Budget for Fiscal Year 2019-2020.

Mrs. Green noted the District received one inquiry regarding the Fiscal Year 2019-2020 Millage.

Public Comments: None

Vice Chair Quincey closed the Public Hearing on the Final Millage Rate Fiscal Year 2019-2020.

Agenda Item No. 3 - Adoption of Resolution No. 2019-07, Final Millage Rate for Fiscal Year 2019-2020 Budget. Mrs. Green presented this item to the Board.

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

Vice Chair Quincey opened the Public Hearing on the Final Budget for Fiscal Year 2019-2020.

Mrs. Green presented a powerpoint presentation on the Final Budget for Fiscal Year 2019-2020.

Public Comments: None

Vice Chair Quincey closed the Public Hearing on the Final Budget for Fiscal Year 2019-2020.

Agenda Item No. 4 - Adoption of Resolution No. 2019-08, Final Budget for Fiscal Year 2019-2020. Mrs. Green presented this item to the Board.

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

Agenda Item No. 5 – Announcements. None

Agenda Item No. 6 – Adjournment. Meeting adjourned at 5:08 p.m.

Chair

ATTEST:

MEMORANDUM

TO: Governing Board

FROM: Stephen Schroeder, Office of Administration Chief

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: September 30, 2019

RE: Land Acquisition and Disposition Activity Report

Property Offers

Tract	Acres	County	Submittal Date	Asking Price	Acquisition Type	Comments
Steinhatchee North RO Ranch West/Equestrian	2,950 1,277	Lafayette	8/27/2019	Exchange or \$1,950/Acre	Fee	October 2019 Lands Committee.
James Moses/Blue Sink	10	Hamilton and Suwannee	3/26/2018	Exchange	Fee/Easement	Agreement signed by all parties. Awaiting CE survey and Environmental Assessment.
Gilchrist Lyme	17,854	Gilchrist	3/12/2019	Exchange acreage dependent on configuration/ Sandlin Bay 2,023 ac (USFS)	Easement	Tabled by Lands Committee June 2019. Subsequently reconsidered. Offeror has contract for sale of property. On hold.
Long Pond	964	Levy	9/18/2018	\$2,200,000	Fee	Board approved to be included on springs project list April 2019. Not on approved funding list but other funding may be available.
O'Toole	2.5	Columbia	3/15/2019	Donation	Fee	Board approved accepting the donation with Donor absorbing costs on 8/13/19. Donor agreed to absorb all associated costs. Final processing underway. Awaiting survey.
Updegraff	616.25	Levy	5/28/19	\$900,000	Conservation Easement	Staff reviewed 6/13/19. Follow-up questions sent to Offeror. Staff reviewed again 7/11/19. Site visit being planned for potential project and benefit to the District.
Quail Heights	40.63	Columbia	7/8/19	\$2,000,000	Fee	Staff review on 8/8/19 recommends purchase in partnership with FDOT. Scheduled for October 2019 Lands Committee.

Drufner	10	Hamilton	12/13/18	TBD	Fee	Appraisal received setting value at \$25,000. Scheduled for October 2019 Lands Committee.
Walker Springs	84.32	Jefferson	7/15/19	\$500,000.00	Fee	Request for decision by SRWMD on Right of First Refusal to purchase. Previously declined by GB in August 2016. Staff recommends declining. Scheduled for October 2019 Board meeting.
Loncala/High Springs Wellfield		Hamilton	7/19/19	Trade for acreage of equal or greater value.	Fee	Offer received to trade 200 acres of land in Hamilton County for 377.69 acres of SRWMD land in Alachua County. Staff recommends approval and requests to move forward with detailed analysis funded by offeror. On hold pending feedback from City of High Springs.
Alapaha Point (Willingham)	11.01	Hamilton	8/16/19	\$40,000	Fee	Staff recommends approval pending site visit to assess benefit to District and project potential. Pending site review by Staff.
Alapaha Point (Hickman)	39.8	Hamilton	8/21/19	\$139,200	Fee	Staff recommends approval pending site visit to assess benefit to District and project potential. Pending site review by Staff.

Easement Requests

Name	Type	County	Tract	Comments
Berneice Knight	Access	Levy	Manatee South	Closed. Pending final recording of documents. Documents received and signed. Awaiting final recording.
Carter Estate Conservation Easement	Amendment to existing CE	Columbia		Request to add access road in exchange for adding additional protected acreage. Staff recommends approving the amendment with requestor paying all associated costs. Staff recommendation presented to September 2019 Lands Committee. Recommendation was tabled with directions for Staff to bring back with a survey and appraisal for the sale of the road acreage.

Approved for Detailed Assessment

Owner	Project Name	Acres	County	Comments
Michael and Freda Shaw	Shaw Conservation Easement Exchange	1,099	Lafayette	Negotiations ongoing.
Jerry Coker, Et al.	Lumber Camp Springs	37	Gilchrist	Title issue regarding access. Landowners evaluating access alternatives with Gilchrist County.
Tim Walker, Et al.	Tim Walker Conservation Easement	90	Lafayette	Appraisal required.

Proposed for Surplus

Tract	Acres	County	Acquired Date	Funding Source	Appraisal Date	Price	Comments
Falmouth North (8 lots)	6	Suwannee	4/1998	WMLTF	8/27/10	To be determined by appraisal update.	Appraisal update required.
Santa Fe Oasis (Weaver)	.76	Gilchrist	4/28/1998	Save Our Rivers	TBD	To be determined by appraisal.	Staff recommended surplus with any disposition to include CE. Approved by Lands Committee August 2019. Scheduled for October 2019 Governing Board.

Tract	Acres	County	Acquired Date	Funding Source	Appraisal Date	Price	Comments
Mud Swamp (Stuebe)	25	Suwannee	12/13/2004	Florida Forever	TBD	To be determined by appraisal.	Offer to purchase 25 acres of upland land for timber operations. Staff recommends to decline the offer as not being of benefit to the District. Selling would limit access to remaining portion of the property. Staff recommendation relayed to offeror. Awaiting withdrawal or revised proposal.
Forest Woodlands (Padgett)	10.56	Gilchrist	10/11/1996	Save Our Rivers	TBD	To be determined by appraisal.	Staff recommends for surplus. CE to be retained on disposition. Scheduled for October 2019 Lands Committee.

Authorized for Surplus

Tract	Acres	County	Acquired Date	Funding Source	Appraisal Date	Price	Comments
Falmouth North (8 lots)	6	Suwannee	4/1998	WMLTF	8/27/10	To be determined by appraisal update.	Appraisal update required.
Timber River	1	Madison	3/1998	WMLTF	8/5/10; Updated 7/30/14	To be determined by appraisal update.	Appraisal update required.
Turtle Spring Surplus Tract	32	Lafayette	5/13/2015	Florida Forever	5/24/15	To be determined by appraisal update.	Suspended until further review. Staff review scheduled for 8.8.2019. Deferred to October staff review.
Bay Creek	55	Columbia	2/1/1988	Save Our Rivers	N/A	To be determined by appraisal.	Suspended until further review. Staff review scheduled for 8.8.2019. Staff recommends removing from surplus process 8/8/19. Awaiting further review by Staff.

Tract	Acres	County	Acquired Date	Funding Source	Appraisal Date	Price	Comments
Three Rivers Estates	0.918	Columbia	12/30/1997	Save Our Rivers	TBD	To be determined by appraisal.	Staff recommended for surplus. Lands Committee accepted Staff recommendation July 2019. Board accepted recommendation August 2019. To be offered to adjacent property owners.
Branford Bend	50	Suwannee	6/30/2004	Florida Forever	N/A	To be determined by appraisal.	Suspended until further review. Staff review scheduled for 8.8.2019. Staff recommends continuing surplus process to explore potential land exchanges adjacent to tract. No further action required at this time.
RO Ranch West	570	Lafayette	7/27/2006	Florida Forever	N/A	To be determined by appraisal.	Appraisal required. Extended offer to BOT of IITF on 8/1/19 per Statute. Exchange Proposed.
RO Ranch Equestrian Area	707	Lafayette	7/27/2006	Florida Forever	N/A	To be determined by appraisal.	Appraisal required. Extended offer to BOT of IITF on 8/1/19 per Statute. Exchange proposed.
Country Club Road	80	Columbia	7/2015	Enforcement Action	TBD	To be determined by appraisal.	Title Commitment and survey completed. Governing Board approved surplus July 2019.

SS/tm

MEMORANDUM

TO: Governing Board

FROM: Stephen Schroeder, Office of Administration Chief

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: September 30, 2019

RE: Request for Authorization to Publish Notice of Rule Development and Notice of Proposed Rule to Create New Rule 40B-1.722, F.A.C.

RECOMMENDATION

Staff recommends the Governing Board authorize staff to:

- 1. Publish a Notice of Rule Development to create new Rule 40B-1.722, Florida Administrative Code authorizing the Wire/ Electronic Transfer of District funds;**
- 2. Publish a Notice of Proposed Rule for the promulgation of Rule 40B-1.722, Florida Administrative Code;**
- 3. File the proposed new rule and any changes that do not change the intent of the rulemaking with the Florida Department of State if no objections are received; and**
- 4. Authorize the Executive Director to certify that a violation of the new rule would not be minor violations pursuant to section 120.695, Florida Statutes.**

BACKGROUND

Section 373.553, Florida Statutes permits the Governing Board to establish, by rule, procedures for the disbursement of funds by wire or electronic transfer. Utilizing wire/ electronic transfers of funds increases district fund transfer processing efficiency, reduces costs associated with printing checks, and reduces staff time spent processing transactions.

The proposed rule will require supervision of all wire or electronic transfers by the Executive Director and permits him to designate specific duties relating to the approval of such transactions. Reporting of all transfers to the Governing Board will be required and will be provided at the meeting following such transactions. Additionally, the proposed rule will require the District to provide specific written instructions to each financial institution that will handle wire or electronic transfers and requires confirmation of all transactions.

The proposed rule is an internal procedural rule and staff has determined that it will have minimal impact on members of the regulated public. A copy of the proposed rule is attached.

SCS/tm
Attachment

40B-1.722

District Funds

District funds may be disbursed by wire or electronic transfer according to the following procedure:

(1) The Executive Director, or the Executive Director's designee, shall authorize and supervise all wire or electronic transfers of District funds, and shall report all wire or electronic transfer transactions to the Board at its regular meeting following such transaction.

(2) The Executive Director or the Executive Director's shall provide written instructions to each financial entity that will be transferring District funds by wire or electronic transfer indicating which District staff shall have the authority to request wire or electronic transfers of District funds, and stating that such financial entity may not wire or electronically transfer District funds without receiving prior instructions for each transfer.

(3) The Executive Director, or any staff member authorized by the Executive Director to request wire or electronic transfers of District funds as provided in subsection (2) above, shall provide a request for confirmation of transfer and detailed instructions, by e-mail or other electronic communications, telecopy transmission, hand delivery, or U.S. mail, to the financial entity transferring the funds indicating the accounts from and to which District funds are to be transferred prior to each wire or electronic transfer of District funds.

MEMORANDUM

TO: Governing Board

FROM: Steve Schroeder, Office of Administration Chief

FROM: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: September 30, 2019

RE: Approval to Decline the Exercise of the Districts Right of First Refusal to Purchase the Fee Interest in Land Subject to the Walker Springs Conservation Easement

RECOMMENDATION

Staff requests the Governing Board to approve the recommendation from the Lands Committee that the District decline to exercise its right of first refusal to purchase the fee interest in land subject to the Walker Springs Conservation Easement.

The District purchased a Conservation Easement on 167.14 acres of land known as the Layman Law Firm – Walker Springs Conservation Easement for \$250,710. Subsequently, the property was subdivided with 84.32 acres being sold to a third party. At the time of purchasing the Conservation Easement, the District also reserved a right of first refusal to purchase the fee on said land in the event the owner elected to sell to a third party.

On July 15, 2019, the District received notice that the current owner had received a *bona fide* offer to purchase the 84.32-acre parcel for \$500,000. Under the terms of the Conservation Easement, the District has 90 days to exercise its right of first refusal to purchase the property. A copy of the terms of the right of first refusal language is attached.

Upon review, staff determined that the ownership of the fee would not enhance the Districts ability to provide for conservation on the property and would not otherwise benefit the District. Staff is therefore recommending that the District decline to exercise its right of first refusal. The Lands Committee accepted the recommendation of staff at its meeting on September 24, 2019 and recommends approval of that recommendation by the Governing Board.

The District previously declined to exercise this right in 2016. The sale to a third party will have no impact on the Districts enforcement of its conservation easement which will continue to be binding on the purchasers. The contract for sale specifically makes the property subject to the Conservation Easement.

SCS/tm
File #09-010
Attachments

WALKER SPRINGS RIGHT OF FIRST REFUSAL LANGUAGE

22. FIRST RIGHT OF REFUSAL In the event Grantor/Optionor desires to sell or transfer the Conservation Property or property that is adjacent to the Conservation Property (the "Adjacent Property"), to a third party, not a Lineal Descendent, spouse of Grantor, or spouse of such Lineal Descendants, Grantor/Optionor does hereby give to Grantee/Optionee the option ("Option") to acquire the Conservation Property. *The Notice of the Option ("Notice") or offer to sell shall be in writing from Grantor/Optionor to Grantee/Optionee and Grantee/Optionee shall have ninety (90) days thereafter from receipt of the written Notice to submit an offer of price and terms in writing to the Grantor/Optionor.* Grantor/Optionor may either sell the property so offered to Grantee/Optionee at the price and for the terms specified or place the property on the market for sale to a third party. Upon receiving a bonafide offer from a third party, the Grantor/Optionor shall notify the Grantee/Optionee, in writing, within five days of receipt of the bonafide offer, setting forth the terms and conditions of the bonafide offer. In the event that the bonafide offer does not exceed 120% of the price offered by Grantee/Optionee pursuant to the Notice, then Grantee/Optionee shall have the option to (A) purchase the property at the lesser of the price offered pursuant to the Notice or the bonafide offer, or (B) reject the offer. In the event the bonafide offer exceeds 120% over the Notice price offered by Grantee/Optionee and it is rejected by Grantee/Optionee, then Grantor/Optionor may sell the property to the bonafide third party.

For example, should the price offered by Grantee/Optionee be \$1,500.00 per acre and the Grantor/Optionor receives a bonafide offer by a third party for \$1,700.00, Grantee/Optionee would be granted the option to purchase the Conservation Property and the offered Adjacent Property for \$1,500.00 per acre since the price offered by Grantee/Optionee is less than \$1,800.00 ($\$1,500 \text{ times } 1.20 = \$1,800.00$). On the other hand, should the Grantor/Optionor have a bonafide offer from a third party for \$1,900.00 per acre or greater, then Grantor/Optionor may sell to the third party for \$1,900.00 per acre.

Should Grantor/Optionor accept the offer, then the closing shall take place in accordance with the terms of the offer. Should Grantee/Optionee decline the offer, then Grantor/Optionor shall have fifteen (15) months within which to transfer the Conservation Property to a third party under the agreed terms and conditions failing which Grantor/Optionor shall again be required to offer the Conservation Property prior to such subsequent transfer to a third party, as set forth above. This right of first refusal will be binding upon and inure to the benefit of Grantor's/Optionor's successors, heirs, personal representatives and assigns, and will be a covenant that runs with the Conservation Property.



Vacant Land Contract

1* **1. Sale and Purchase:** Walker Springs Properties LLC (“Seller”)
 2* and Keystone Holdings LLC (“Buyer”)
 3 (the “parties”) agree to sell and buy on the terms and conditions specified below the property (“Property”)
 4 described as:

5* Address: S Salt Rd., Lamont, FL
 6* Legal Description: [See Attachment]
 7 _____
 8 _____
 9 _____

11* SEC 29 /TWP / 2 S /RNG 5 E of Jefferson County, Florida. Real Property ID No.: 11958
 12* including all improvements existing on the Property and the following additional property: _____
 13 _____

14* **2. Purchase Price:** (U.S. currency).....\$500,000.00
 15 All deposits will be made payable to “Escrow Agent” named below and held in escrow by:
 16* Escrow Agent’s Name: Title Agency of Florida
 17* Escrow Agent’s Contact Person: Amy Auerbach
 18* Escrow Agent’s Address: 19535 Gulf Blvd. - #C, Indian Shores, FL 33785
 19* Escrow Agent’s Phone: 727.596.0700
 20* Escrow Agent’s Email: Amy.Auerbach@fnf.com

21 (a) Initial deposit (\$0 if left blank) (Check if applicable)
 22* accompanies offer
 23* will be delivered to Escrow Agent within 5 days (3 days if left blank)
 24* after Effective Date\$10,000.00

25 (b) Additional deposit will be delivered to Escrow Agent (Check if applicable)
 26* within _____ days (10 days if left blank) after Effective Date
 27* within _____ days (3 days if left blank) after expiration of Feasibility Study Period\$ _____

28* (c) Total Financing (see Paragraph 5) (express as a dollar amount or percentage).....\$ _____

29* (d) Other:\$ _____

30 (e) Balance to close (not including Buyer’s closing costs, prepaid items, and prorations)
 31* to be paid at closing by wire transfer or other Collected funds\$490,000.00

32* (f) (Complete only if purchase price will be determined based on a per unit cost instead of a fixed price.) The
 33* unit used to determine the purchase price is lot acre square foot other (specify): _____
 34* prorating areas of less than a full unit. The purchase price will be \$ _____ per unit based on a
 35* calculation of total area of the Property as certified to Seller and Buyer by a Florida licensed surveyor in
 36* accordance with Paragraph 7(c). The following rights of way and other areas will be excluded from the
 37* calculation: _____

38 **3. Time for Acceptance; Effective Date:** Unless this offer is signed by Seller and Buyer and an executed copy
 39* delivered to all parties on or before 7/13/2019, this offer will be withdrawn and Buyer’s deposit, if
 40 any, will be returned. The time for acceptance of any counter offer will be 3 days after the date the counter offer is
 41 delivered. **The “Effective Date” of this contract is the date on which the last one of the Seller and Buyer**
 42 **has signed or initialed and delivered this offer or the final counter offer.**

43* **4. Closing Date:** This transaction will close on on or before 08/30/2019 (“Closing Date”), unless specifically
 44 extended by other provisions of this contract. The Closing Date will prevail over all other time periods including,
 45 but not limited to, Financing and Feasibility Study periods. However, if the Closing Date occurs on a Saturday,
 46 Sunday, or national legal holiday, it will extend to 5:00 p.m. (where the Property is located) of the next business
 47 day. In the event insurance underwriting is suspended on Closing Date and Buyer is unable to obtain property
 48 insurance, Buyer may postpone closing for up to 5 days after the insurance underwriting suspension is lifted. If
 49 this transaction does not close for any reason, Buyer will immediately return all Seller provided documents and
 50 other items.

Buyer and Seller acknowledge receipt of a copy of this page, which is 1 of 7 pages.

VAC-11:08 REP 07/11/19
 dotloop verified

07/11/19 5:43 PM EDT
 dotloop verified

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51 **5. Financing: (Check as applicable)**

52* (a) **Buyer** will pay cash for the Property with no financing contingency.

53* (b) This contract is contingent on **Buyer** qualifying for and obtaining the commitment(s) or approval(s)

54* specified below ("Financing") within _____ days after Effective Date (Closing Date or 30 days after Effective

55* Date, whichever occurs first, if left blank) ("Financing Period"). **Buyer** will apply for Financing within _____

56 days after Effective Date (5 days if left blank) and will timely provide any and all credit, employment, financial,

57 and other information required by the lender. If **Buyer**, after using diligence and good faith, cannot obtain the

58 Financing within the Financing Period, either party may terminate this contract and **Buyer's** deposit(s) will be

59 returned.

60* (1) **New Financing:** **Buyer** will secure a commitment for new third party financing for \$ _____

61* or _____% of the purchase price at (**Check one**) a fixed rate not exceeding _____% an

62* adjustable interest rate not exceeding _____% at origination (a fixed rate at the prevailing interest rate

63 based on **Buyer's** creditworthiness if neither choice is selected). **Buyer** will keep **Seller** and Broker fully

64 informed of the loan application status and progress and authorizes the lender or mortgage broker to

65 disclose all such information to **Seller** and Broker.

66* (2) **Seller Financing:** **Buyer** will execute a first second purchase money note and mortgage to

67* **Seller** in the amount of \$ _____, bearing annual interest at _____% and payable as

68* follows: _____

69 The mortgage, note, and any security agreement will be in a form acceptable to **Seller** and will follow

70 forms generally accepted in the county where the Property is located; will provide for a late payment fee

71 and acceleration at the mortgagee's option if **Buyer** defaults; will give **Buyer** the right to prepay without

72 penalty all or part of the principal at any time(s) with interest only to date of payment; will be due on

73 conveyance or sale; will provide for release of contiguous parcels, if applicable; and will require **Buyer** to

74 keep liability insurance on the Property, with **Seller** as additional named insured. **Buyer** authorizes **Seller**

75 to obtain credit, employment, and other necessary information to determine creditworthiness for the

76 financing. **Seller** will, within 10 days after Effective Date, give **Buyer** written notice of whether or not

77 **Seller** will make the loan.

78* (3) **Mortgage Assumption:** **Buyer** will take title subject to and assume and pay existing first mortgage to

79* _____

80* LN# _____ in the approximate amount of \$ _____ currently payable at

81* \$ _____ per month, including principal, interest, taxes and insurance, and having a

82* fixed other (describe) _____

83* interest rate of _____% which will will not escalate upon assumption. Any variance in the

84 mortgage will be adjusted in the balance due at closing with no adjustment to purchase price. **Buyer** will

85* purchase **Seller's** escrow account dollar for dollar. If the interest rate upon transfer exceeds _____% or

86* the assumption/transfer fee exceeds \$ _____, either party may elect to pay the excess,

87 failing which this contract will terminate; and **Buyer's** deposit(s) will be returned. If the lender disapproves

88 **Buyer**, this contract will terminate; and **Buyer's** deposit(s) will be returned.

89* **6. Assignability: (Check one)** **Buyer** may assign and thereby be released from any further liability under this

90* contract, may assign but not be released from liability under this contract, or may not assign this contract.

91* **7. Title: Seller** has the legal capacity to and will convey marketable title to the Property by statutory warranty

92* deed special warranty deed other (specify) _____ General Warranty Deed _____, free of liens, easements,

93 and encumbrances of record or known to **Seller**, but subject to property taxes for the year of closing; covenants,

94 restrictions, and public utility easements of record; existing zoning and governmental regulations; and (list any

95* other matters to which title will be subject) _____,

96 provided there exists at closing no violation of the foregoing.

97 (a) **Title Evidence:** The party who pays for the owner's title insurance policy will select the closing agent and

98 pay for the title search, including tax and lien search if performed, and all other fees charged by closing agent.

99 **Seller** will deliver to **Buyer**, at

100* (**Check one**) **Seller's** **Buyer's** expense and

101* (**Check one**) within _____ days after Effective Date at least _____ days before Closing Date,

102 (**Check one**)

103* (1) a title insurance commitment by a Florida licensed title insurer setting forth those matters to be

104 discharged by **Seller** at or before closing and, upon **Buyer** recording the deed, an owner's policy in the

105 amount of the purchase price for fee simple title subject only to the exceptions stated above. If **Buyer** is

106 paying for the owner's title insurance policy and **Seller** has an owner's policy, **Seller** will deliver a copy to

107 **Buyer** within 15 days after Effective Date.

108 * (2) an abstract of title, prepared or brought current by an existing abstract firm or certified as correct by an
109 existing firm. However, if such an abstract is not available to **Seller**, then a prior owner's title policy
110 acceptable to the proposed insurer as a base for reissuance of coverage may be used. The prior policy
111 will include copies of all policy exceptions and an update in a format acceptable to **Buyer** from the policy
112 effective date and certified to **Buyer** or **Buyer's** closing agent together with copies of all documents
113 recited in the prior policy and in the update. If such an abstract or prior policy is not available to **Seller**,
114 then (1) above will be the title evidence.

115 * (b) **Title Examination:** After receipt of the title evidence, **Buyer** will, within 15 days (10 days if left blank)
116 but no later than Closing Date, deliver written notice to **Seller** of title defects. Title will be deemed acceptable
117 to **Buyer** if (i) **Buyer** fails to deliver proper notice of defects or (ii) **Buyer** delivers proper written notice and
118 * **Seller** cures the defects within _____ days (30 days if left blank) ("Cure Period") after receipt of the notice. If
119 the defects are cured within the Cure Period, closing will occur within 10 days after receipt by **Buyer** of notice
120 of such cure. **Seller** may elect not to cure defects if **Seller** reasonably believes any defect cannot be cured
121 within the Cure Period. If the defects are not cured within the Cure Period, **Buyer** will have 10 days after
122 receipt of notice of **Seller's** inability to cure the defects to elect whether to terminate this contract or accept
123 title subject to existing defects and close the transaction without reduction in purchase price.

124 (c) **Survey:** **Buyer** may, at **Buyer's** expense, have the Property surveyed and must deliver written notice to
125 **Seller**, within 5 days after receiving survey but not later than 5 days before Closing Date, of any
126 encroachments on the Property, encroachments by the Property's improvements on other lands, or deed
127 restriction or zoning violations. Any such encroachment or violation will be treated in the same manner as a
128 title defect and **Seller's** and **Buyer's** obligations will be determined in accordance with Paragraph 7(b).
129

(d) **Ingress and Egress:** **Seller** warrants that the Property presently has ingress and egress.

130 8. **Property Condition:** **Seller** will deliver the Property to **Buyer** at closing in its present "as is" condition, with
131 conditions resulting from **Buyer's** Inspections and casualty damage, if any, excepted. **Seller** will not engage in or
132 permit any activity that would materially alter the Property's condition without the **Buyer's** prior written consent.

133 (a) **Inspections: (Check (1) or (2))**

134 * (1) **Feasibility Study:** **Buyer** will, at **Buyer's** expense and within 45 days (30 days if left blank)
135 ("Feasibility Study Period") after Effective Date and in **Buyer's** sole and absolute discretion, determine
136 whether the Property is suitable for **Buyer's** intended use. During the Feasibility Study Period, **Buyer**
137 may conduct a Phase 1 environmental assessment and any other tests, analyses, surveys, and
138 investigations ("Inspections") that **Buyer** deems necessary to determine to **Buyer's** satisfaction the
139 Property's engineering, architectural, and environmental properties; zoning and zoning restrictions;
140 subdivision statutes; soil and grade; availability of access to public roads, water, and other utilities;
141 consistency with local, state, and regional growth management plans; availability of permits, government
142 approvals, and licenses; and other inspections that **Buyer** deems appropriate. If the Property must be
143 rezoned, **Buyer** will obtain the rezoning from the appropriate government agencies. **Seller** will sign all
144 documents **Buyer** is required to file in connection with development or rezoning approvals. **Seller** gives
145 **Buyer**, its agents, contractors, and assigns, the right to enter the Property at any time during the
146 Feasibility Study Period for the purpose of conducting Inspections, provided, however, that **Buyer**, its
147 agents, contractors, and assigns enter the Property and conduct Inspections at their own risk. **Buyer** will
148 indemnify and hold **Seller** harmless from losses, damages, costs, claims, and expenses of any nature,
149 including attorneys' fees, expenses, and liability incurred in application for rezoning or related
150 proceedings, and from liability to any person, arising from the conduct of any and all Inspections or any
151 work authorized by **Buyer**. **Buyer** will not engage in any activity that could result in a construction lien
152 being filed against the Property without **Seller's** prior written consent. If this transaction does not close,
153 **Buyer** will, at **Buyer's** expense, (i) repair all damages to the Property resulting from the Inspections and
154 return the Property to the condition it was in before conducting the Inspections and (ii) release to **Seller**
155 all reports and other work generated as a result of the Inspections.

156 Before expiration of the Feasibility Study Period, **Buyer** must deliver written notice to **Seller** of **Buyer's**
157 determination of whether or not the Property is acceptable. **Buyer's** failure to comply with this notice
158 requirement will constitute acceptance of the Property as suitable for **Buyer's** intended use in its "as is"
159 condition. If the Property is unacceptable to **Buyer** and written notice of this fact is timely delivered to
160 **Seller**, this contract will be deemed terminated, and **Buyer's** deposit(s) will be returned.

161 * (2) **No Feasibility Study:** **Buyer** is satisfied that the Property is suitable for **Buyer's** purposes, including
162 being satisfied that either public sewerage and water are available to the Property or the Property will be
163 approved for the installation of a well and/or private sewerage disposal system and that existing zoning

- 164 and other pertinent regulations and restrictions, such as subdivision or deed restrictions, concurrency,
- 165 growth management, and environmental conditions, are acceptable to **Buyer**. This contract is not
- 166 contingent on **Buyer** conducting any further investigations.
- 167 **(b) Government Regulations:** Changes in government regulations and levels of service which affect **Buyer's**
- 168 intended use of the Property will not be grounds for terminating this contract if the Feasibility Study Period has
- 169 expired or if Paragraph 8(a)(2) is selected.
- 170 **(c) Flood Zone:** **Buyer** is advised to verify by survey, with the lender, and with appropriate government
- 171 agencies which flood zone the Property is in, whether flood insurance is required, and what restrictions apply
- 172 to improving the Property and rebuilding in the event of casualty.
- 173 **(d) Coastal Construction Control Line ("CCCL"):** If any part of the Property lies seaward of the CCCL as
- 174 defined in Section 161.053, Florida Statutes, **Seller** will provide **Buyer** with an affidavit or survey as required
- 175 by law delineating the line's location on the Property, unless **Buyer** waives this requirement in writing. The
- 176 Property being purchased may be subject to coastal erosion and to federal, state, or local regulations that
- 177 govern coastal property, including delineation of the CCCL, rigid coastal protection structures, beach
- 178 nourishment, and the protection of marine turtles. Additional information can be obtained from the Florida
- 179 Department of Environmental Protection, including whether there are significant erosion conditions associated
- 180 with the shore line of the Property being purchased.
- 181* **Buyer** waives the right to receive a CCCL affidavit or survey.

182 **9. Closing Procedure; Costs:** Closing will take place in the county where the Property is located and may be

183 conducted by mail or electronic means. If title insurance insures **Buyer** for title defects arising between the title

184 binder effective date and recording of **Buyer's** deed, closing agent will disburse at closing the net sale proceeds

185 to **Seller** (in local cashier's check if **Seller** requests in writing at least 5 days before closing) and brokerage fees to

186 Broker as per Paragraph 19. In addition to other expenses provided in this contract, **Seller** and **Buyer** will pay the

187 costs indicated below.

- 188 **(a) Seller Costs:**
- 189 Taxes on deed
- 190 Recording fees for documents needed to cure title
- 191 Title evidence (if applicable under Paragraph 7)
- 192* Other: _____

- 193 **(b) Buyer Costs:**
- 194 Taxes and recording fees on notes and mortgages
- 195 Recording fees on the deed and financing statements
- 196 Loan expenses
- 197 Title evidence (if applicable under Paragraph 7)
- 198 Lender's title policy at the simultaneous issue rate
- 199 Inspections
- 200 Survey
- 201 Insurance
- 202* Other: _____

203 **(c) Prorations:** The following items will be made current and prorated as of the day before Closing Date: real

204 estate taxes (including special benefit tax liens imposed by a CDD), interest, bonds, assessments, leases,

205 and other Property expenses and revenues. If taxes and assessments for the current year cannot be

206 determined, the previous year's rates will be used with adjustment for any exemptions.

207 **(d) Special Assessment by Public Body:** Regarding special assessments imposed by a public body, **Seller**

208 will pay (i) the full amount of liens that are certified, confirmed, and ratified before closing and (ii) the amount

209 of the last estimate of the assessment if an improvement is substantially completed as of Effective Date but

210 has not resulted in a lien before closing; and **Buyer** will pay all other amounts. If special assessments may be

211* paid in installments, **Seller** **Buyer** (**Buyer** if left blank) will pay installments due after closing. If **Seller** is

212 checked, **Seller** will pay the assessment in full before or at the time of closing. Public body does not include a

213 Homeowners' or Condominium Association.

214 **(e) PROPERTY TAX DISCLOSURE SUMMARY: BUYER SHOULD NOT RELY ON THE SELLER'S CURRENT**

215 **PROPERTY TAXES AS THE AMOUNT OF PROPERTY TAXES THAT BUYER MAY BE OBLIGATED TO**

216 **PAY IN THE YEAR SUBSEQUENT TO PURCHASE. A CHANGE OF OWNERSHIP OR PROPERTY**

217 **IMPROVEMENTS TRIGGERS REASSESSMENTS OF THE PROPERTY THAT COULD RESULT IN**

218 **HIGHER PROPERTY TAXES. IF YOU HAVE ANY QUESTIONS CONCERNING VALUATION, CONTACT**

219 **THE COUNTY PROPERTY APPRAISER'S OFFICE FOR FURTHER INFORMATION.**

220 (f) **Foreign Investment in Real Property Tax Act (“FIRPTA”):** If **Seller** is a “foreign person” as defined by
 221 FIRPTA, **Seller** and **Buyer** will comply with FIRPTA, which may require **Seller** to provide additional cash at
 222 closing.
 223 (g) **1031 Exchange:** If either **Seller** or **Buyer** wish to enter into a like-kind exchange (either simultaneously with
 224 closing or after) under Section 1031 of the Internal Revenue Code (“Exchange”), the other party will
 225 cooperate in all reasonable respects to effectuate the Exchange including executing documents, provided,
 226 however, that the cooperating party will incur no liability or cost related to the Exchange and that the closing
 227 will not be contingent upon, extended, or delayed by the Exchange.

228 **10. Computation of Time:** Calendar days will be used when computing time periods, except time periods of 5 days
 229 or less. Time periods of 5 days or less will be computed without including Saturday, Sunday, or national legal
 230 holidays specified in 5 U.S.C. 6103(a). Any time period ending on a Saturday, Sunday, or national legal holiday
 231 will extend until 5:00 p.m. (where the Property is located) of the next business day. **Time is of the essence in**
 232 **this contract.**

233 **11. Risk of Loss; Eminent Domain:** If any portion of the Property is materially damaged by casualty before closing
 234 or **Seller** negotiates with a governmental authority to transfer all or part of the Property in lieu of eminent domain
 235 proceedings or an eminent domain proceeding is initiated, **Seller** will promptly inform **Buyer**. Either party may
 236 terminate this contract by written notice to the other within 10 days after **Buyer’s** receipt of **Seller’s** notification,
 237 and **Buyer’s** deposit(s) will be returned, failing which **Buyer** will close in accordance with this contract and
 238 receive all payments made by the governmental authority or insurance company, if any.

239 **12. Force Majeure:** **Seller** or **Buyer** will not be required to perform any obligation under this contract or be liable to
 240 each other for damages so long as the performance or non-performance of the obligation is delayed, caused, or
 241 prevented by an act of God or force majeure. An “act of God or “force majeure” is defined as hurricanes,
 242 earthquakes, floods, fire, unusual transportation delays, wars, insurrections, and any other cause not reasonably
 243 within the control of **Seller** or **Buyer** and which by the exercise of due diligence the non-performing party is
 244 unable in whole or in part to prevent or overcome. All time periods, including Closing Date, will be extended for
 245 the period that the act of God or force majeure is in place. However, in the event that such act of God or force
 246 majeure event continues beyond 30 days, either party may terminate this contract by delivering written notice to
 247 the other; and **Buyer’s** deposit(s) will be returned.

248 **13. Notices:** All notices will be in writing and delivered to the parties and Broker by mail, personal delivery, or
 249 electronic means. **Buyer’s failure to timely deliver written notice to Seller, when such notice is required by**
 250 **this contract, regarding any contingency will render that contingency null and void, and this contract will**
 251 **be construed as if the contingency did not exist. Any notice, document, or item delivered to or received**
 252 **by an attorney or licensee (including a transactions broker) representing a party will be as effective as if**
 253 **delivered to or received by that party.**

254 **14. Complete Agreement; Persons Bound:** This contract is the entire agreement between **Seller** and **Buyer**.
 255 **Except for brokerage agreements, no prior or present agreements will bind Seller, Buyer, or Broker**
 256 **unless incorporated into this contract.** Modifications of this contract will not be binding unless in writing, signed
 257 or initialed, and delivered by the party to be bound. Electronic signatures will be acceptable and binding. This
 258 contract, signatures, initials, documents referenced in this contract, counterparts, and written modifications
 259 communicated electronically or on paper will be acceptable for all purposes, including delivery, and will be
 260 binding. Handwritten or typewritten terms inserted in or attached to this contract prevail over preprinted terms. If
 261 any provision of this contract is or becomes invalid or unenforceable, all remaining provisions will continue to be
 262 fully effective. **Seller** and **Buyer** will use diligence and good faith in performing all obligations under this contract.
 263 This contract will not be recorded in any public record. The terms “**Seller**,” “**Buyer**,” and “**Broker**” may be singular
 264 or plural. This contract is binding on the heirs, administrators, executors, personal representatives, and assigns, if
 265 permitted, of **Seller**, **Buyer**, and Broker.

266 **15. Default and Dispute Resolution:** This contract will be construed under Florida law. This Paragraph will survive
 267 closing or termination of this contract.
 268 (a) **Seller Default:** If **Seller** fails, neglects, or refuses to perform **Seller’s** obligations under this contract, **Buyer**
 269 may elect to receive a return of **Buyer’s** deposit(s) without thereby waiving any action for damages resulting
 270 from **Seller’s** breach and may seek to recover such damages or seek specific performance. **Seller** will also
 271 be liable for the full amount of the brokerage fee.

Buyer  and Seller  acknowledge receipt of a copy of this page, which is 5 of 7 pages.
 VAC-11:08 Rev 07/11/13 dotloop verified 5:43 PM EDT dotloop verified

272 (b) **Buyer Default:** If **Buyer** fails, neglects, or refuses to perform **Buyer's** obligations under this contract,
273 including payment of deposit(s), within the time(s) specified, **Seller** may elect to recover and retain the
274 deposit(s), paid and agreed to be paid, for the account of **Seller** as agreed upon liquidated damages,
275 consideration for execution of this contract, and in full settlement of any claims, whereupon **Seller** and **Buyer**
276 will be relieved from all further obligations under this contract; or **Seller**, at **Seller's** option, may proceed in
277 equity to enforce **Seller's** rights under this contract.

278 **16. Attorney's Fees; Costs:** In any litigation permitted by this Contract, the prevailing party shall be entitled to
279 recover from the non-prevailing party costs and fees, including reasonable attorney's fees, incurred in conducting
280 the litigation. This Paragraph 16 shall survive Closing or termination of this Contract.

281 **17. Escrow Agent; Closing Agent:** **Seller** and **Buyer** authorize Escrow Agent and closing agent (collectively
282 "Agent") to receive, deposit, and hold funds and other items in escrow and, subject to Collection, disburse them
283 upon proper authorization and in accordance with Florida law and the terms of this contract, including disbursing
284 brokerage fees. "Collection" or "Collected" means any checks tendered or received have become actually and
285 finally collected and deposited in the account of Agent. The parties agree that Agent will not be liable to any
286 person for misdelivery of escrowed items to **Seller** or **Buyer**, unless the misdelivery is due to Agent's willful
287 breach of this contract or gross negligence. If Agent interpleads the subject matter of the escrow, Agent will pay
288 the filing fees and costs from the deposit and will recover reasonable attorneys' fees and costs to be paid from the
289 escrowed funds or equivalent and charged and awarded as court costs in favor of the prevailing party.

290 **18. Professional Advice; Broker Liability:** Broker advises **Seller** and **Buyer** to verify all facts and representations
291 that are important to them and to consult an appropriate professional for legal advice (for example, interpreting
292 this contract, determining the effect of laws on the Property and this transaction, status of title, foreign investor
293 reporting requirements, the effect of property lying partially or totally seaward of the CCCL, etc.) and for tax,
294 property condition, environmental, and other specialized advice. **Buyer** acknowledges that Broker does not reside
295 in the Property and that all representations (oral, written, or otherwise) by Broker are based on **Seller**
296 representations or public records. **Buyer agrees to rely solely on Seller, professional inspectors, and**
297 **government agencies for verification of the Property condition and facts that materially affect Property**
298 **value.** **Seller** and **Buyer** respectively will pay all costs and expenses, including reasonable attorneys' fees at all
299 levels, incurred by Broker and Broker's officers, directors, agents, and employees in connection with or arising
300 from **Seller's** or **Buyer's** misstatement or failure to perform contractual obligations. **Seller** and **Buyer** hold
301 harmless and release Broker and Broker's officers, directors, agents, and employees from all liability for loss or
302 damage based on (i) **Seller's** or **Buyer's** misstatement or failure to perform contractual obligations; (ii) the use or
303 display of listing data by third parties, including, but not limited to, photographs, images, graphics, video
304 recordings, virtual tours, drawings, written descriptions, and remarks related to the Property; (iii) Broker's
305 performance, at **Seller's** or **Buyer's** request, of any task beyond the scope of services regulated by Chapter 475,
306 Florida Statutes, as amended, including Broker's referral, recommendation, or retention of any vendor; (iv)
307 products or services provided by any vendor; and (v) expenses incurred by any vendor. **Seller** and **Buyer** each
308 assume full responsibility for selecting and compensating their respective vendors. This Paragraph will not relieve
309 Broker of statutory obligations. For purposes of this Paragraph, Broker will be treated as a party to this contract.
310 This Paragraph will survive closing.

311 **19. Commercial Real Estate Sales Commission Lien Act:** If the Property is commercial real estate as defined by
312 Section 475.701, Florida Statutes, the following disclosure will apply: The Florida Commercial Real Estate Sales
313 Commission Lien Act provides that when a broker has earned a commission by performing licensed services
314 under a brokerage agreement with you, the broker may claim a lien against your net sales proceeds for the
315 broker's commission. The broker's lien rights under the act cannot be waived before the commission is earned.

316 **20. Brokers:** The brokers named below are collectively referred to as "Broker." **Instruction to closing agent:**
317 **Seller** and **Buyer** direct closing agent to disburse at closing the full amount of the brokerage fees as specified in
318 separate brokerage agreements with the parties and cooperative agreements between the Brokers, except to the
319 extent Broker has retained such fees from the escrowed funds. This Paragraph will not be used to modify any
320 MLS or other offer of compensation made by **Seller** or **Seller's** Broker to **Buyer's** Broker.

321* (a) Premier Sotheby's International Realty (Seller's Broker)
322* will be compensated by **Seller** **Buyer** both parties pursuant to a listing agreement other
323* (specify): FSBO, property off-market - 4% commission to be paid by seller.

324* (b) _____ (Buyer's Broker)
325* will be compensated by **Seller** **Buyer** both parties **Seller's** Broker pursuant to a MLS offer of
326* compensation other (specify): N/A

327* **21. Additional Terms:**

328 - Property is being sold "As Is" with any and all structures and condition of property as is, and as shown by the cross hatch on the map attached

329 hereto as Exhibit "A".

330 - House plans, complete copy of engineering study on cabin, all replanted food plots, all installed game cameras; all Camo which have been added

331 to the existing deer stands and the deer (condo) stand to convey with purchase.

332 - If available, seller to provide copies of title opinions/policies, surveys, maps, reports, studies, audits, appraisals and other information

333 concerning the Property.

334 - In the event Buyers have the Property surveyed as provided in this Contract, and such survey reflects any changes or differences in what has

335 been conveyed as the property, then the Purchase Price will be subject to an adjustment.

336 - Property is subject to an existing Conservation Easement associated with the Suwanee River Water Management District ("SRWMD"). The

337 Conservation Easement gives SRWMD the first right of refusal to purchase the Property. The Property will be conveyed to Buyers subject to the

338 Conservation Easement, and Buyers shall examine the Conservation Easement during the Due Diligence period to determine if the Conservation

339 Easement easement is acceptable to Buyers. If the Conservation Easement is not acceptable to Buyers, then Buyers shall send written notice of

340 termination of this contract to Seller before the end of the Due Diligence period.

341

342

COUNTER-OFFER/REJECTION

344* Seller counters Buyer's offer (to accept the counter-offer, Buyer must sign or initial the counter-offered terms and

345 deliver a copy of the acceptance to Seller).

346* Seller rejects Buyer's offer

347 **This is intended to be a legally binding contract. If not fully understood, seek the advice of an attorney before**

348 **signing.**

349* **Buyer:** Roger Swinford dotloop verified 07/11/19 1:08 PM EDT JE8B-QNSQ-OV3Z-AMBP Date: _____

350* Print name: Keystone Holdings LLC, Roger Swinford - Manager

351* **Buyer:** Amy Swinford dotloop verified 07/11/19 1:17 PM EDT EAQQ-VLH8-IV06-U1ZK Date: _____

352* Print name: Keystone Holdings LLC, Amy Swinford - Manager

353 **Buyer's address for purpose of notice:**

354* Address: 5823 Bowen Daniel Dr. - Unit 1606, Tampa, FL 33616

355* Phone: _____ Fax: _____ Email: RSwinford@calhouninternational.com

356* **Seller:** J. Clint Wallace dotloop verified 07/11/19 5:43 PM EDT XHRH-NGNB-WUJF-TF5L Date: _____

357* Print name: J. Clint Wallace

358* **Seller:** _____ Date: _____

359* Print name: _____

360 **Seller's address for purpose of notice:**

361* Address: 209 E. Brevard St., Tallahassee, FL

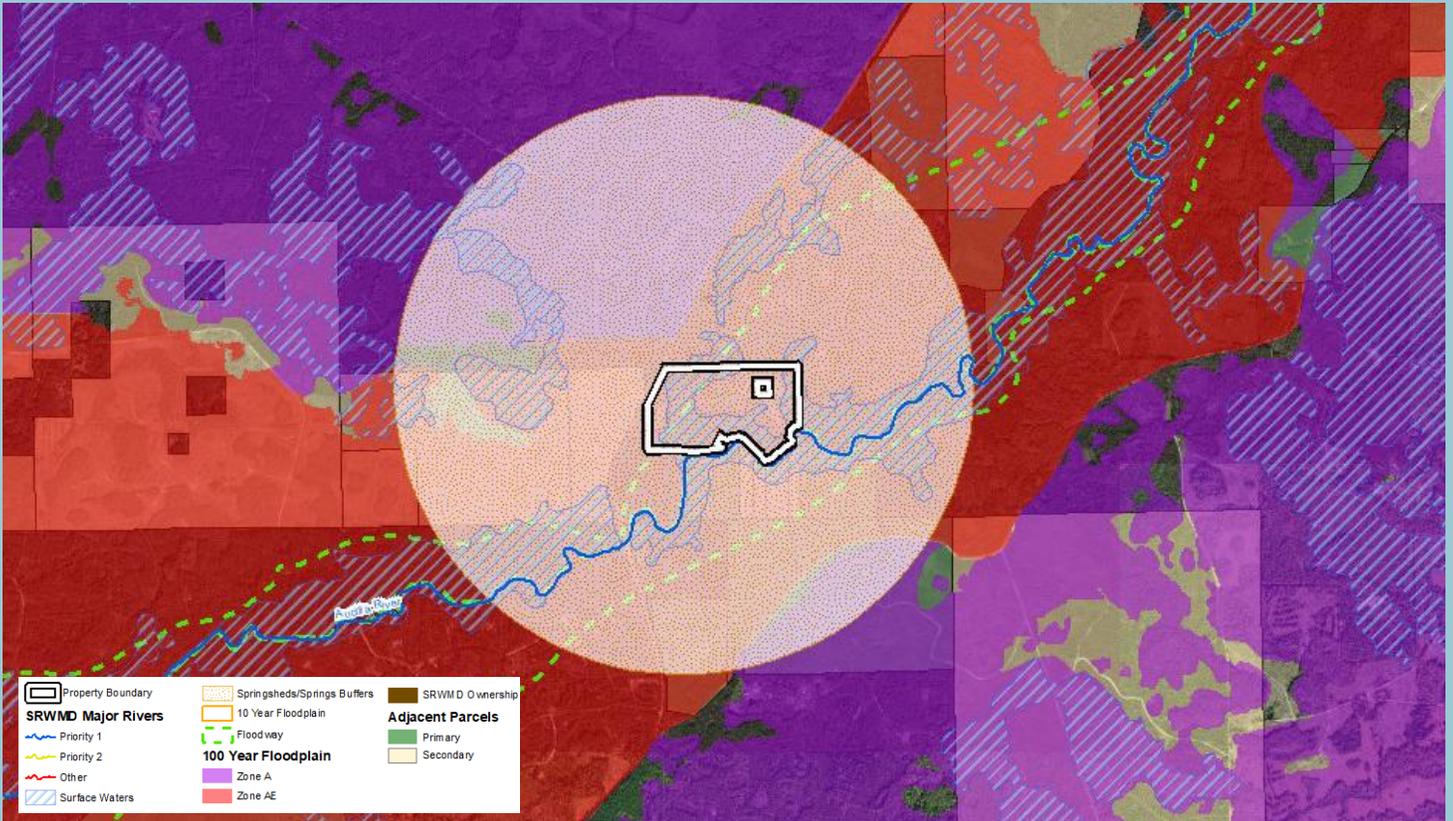
362* Phone: (850) 222-7777 Fax: (850) 222-7778 Email: cwallace@scottandwallacelaw.com

363* **Effective Date:** _____ **(The date on which the last party signed or initialed and delivered the**

364 **final offer or counter offer.)**

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Suwannee River Water Management District Triage Analysis Results



Property Name: Walker Springs CE

Date: 08/08/19

Acreage: 84.32

County: Jefferson

Transaction Type: Acquisition

Surface Water Protection-

Major River? (Y) [Aucilla- Priority 1]

Riverine Surface Waters? (Y) [\pm 44.17 ac]

Springs Protection -

Within Springshed or springs buffers?

(Y) [Spring on-site] [84.32 ac]

Adjacency

(Y) [Priority 1]

Flood Protection-

Floodway? (Y) [\pm 60.43 ac]

10 Year Floodplain? (NA)

100 Year Floodplain? (Y) [\pm 79.59 ac]

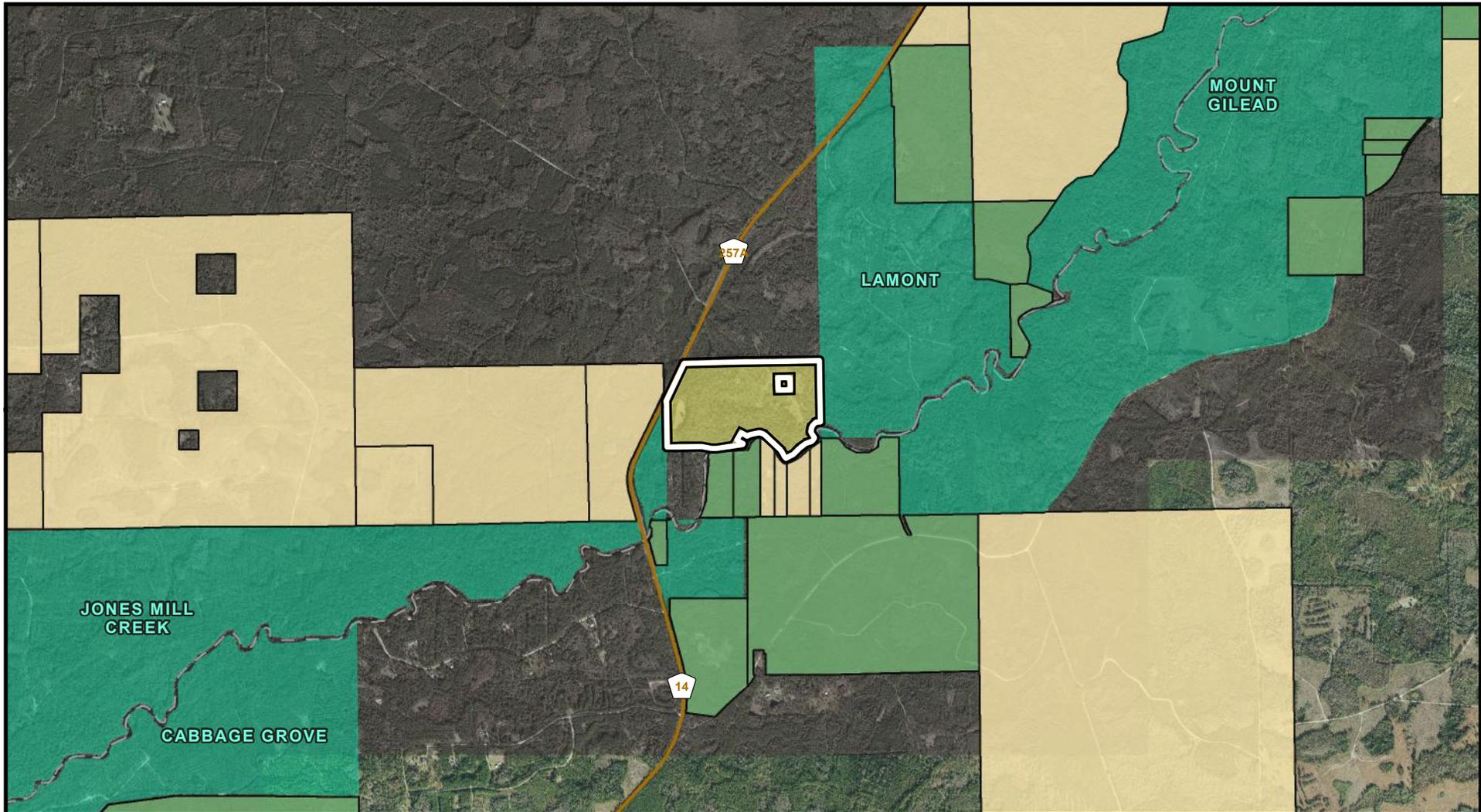
Miscellaneous:

PFA? (N)

WRCA? (N)

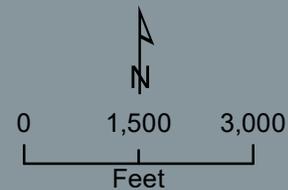
BMAP? (N)



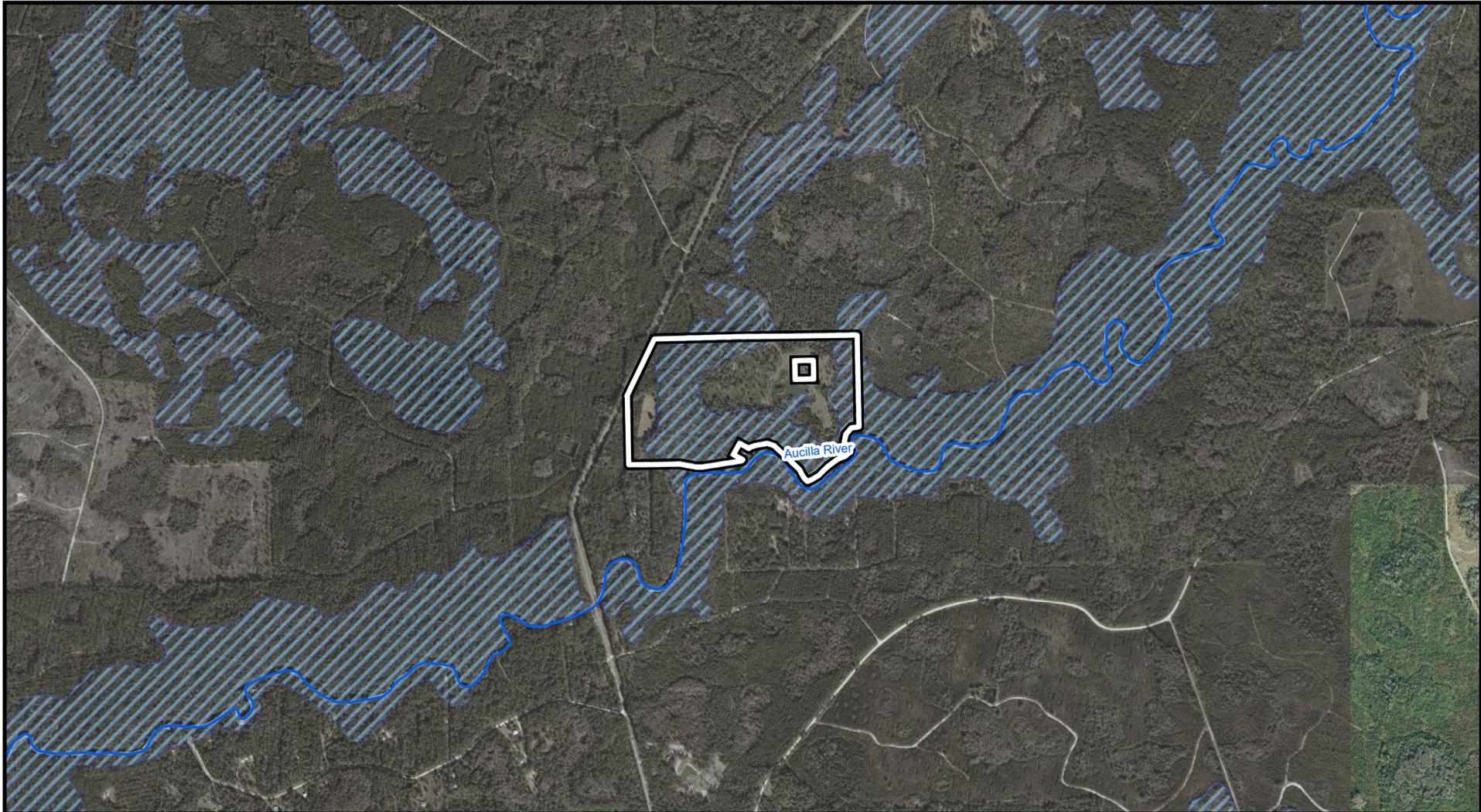


-  Property Boundary
 -  SRWMD Ownership
 -  Other Public Ownership
 -  SRWMD Proposed Acquisitions
- Adjacent Parcels Ranking**
-  Primary
 -  Secondary

**Walker Springs CE
± 84.32 Ac
Jefferson County**

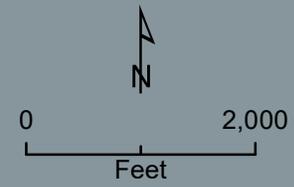


Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001. Map Created 7/25/2019



-  Property Boundary
-  Surface Waters (Riverine)
- SRWMD Major Rivers**
-  Priority 1
-  Priority 2
-  Other

Walker Springs CE Property Offer Surface Water Protection

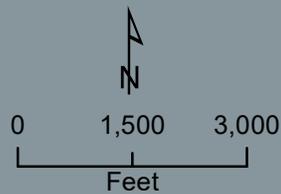


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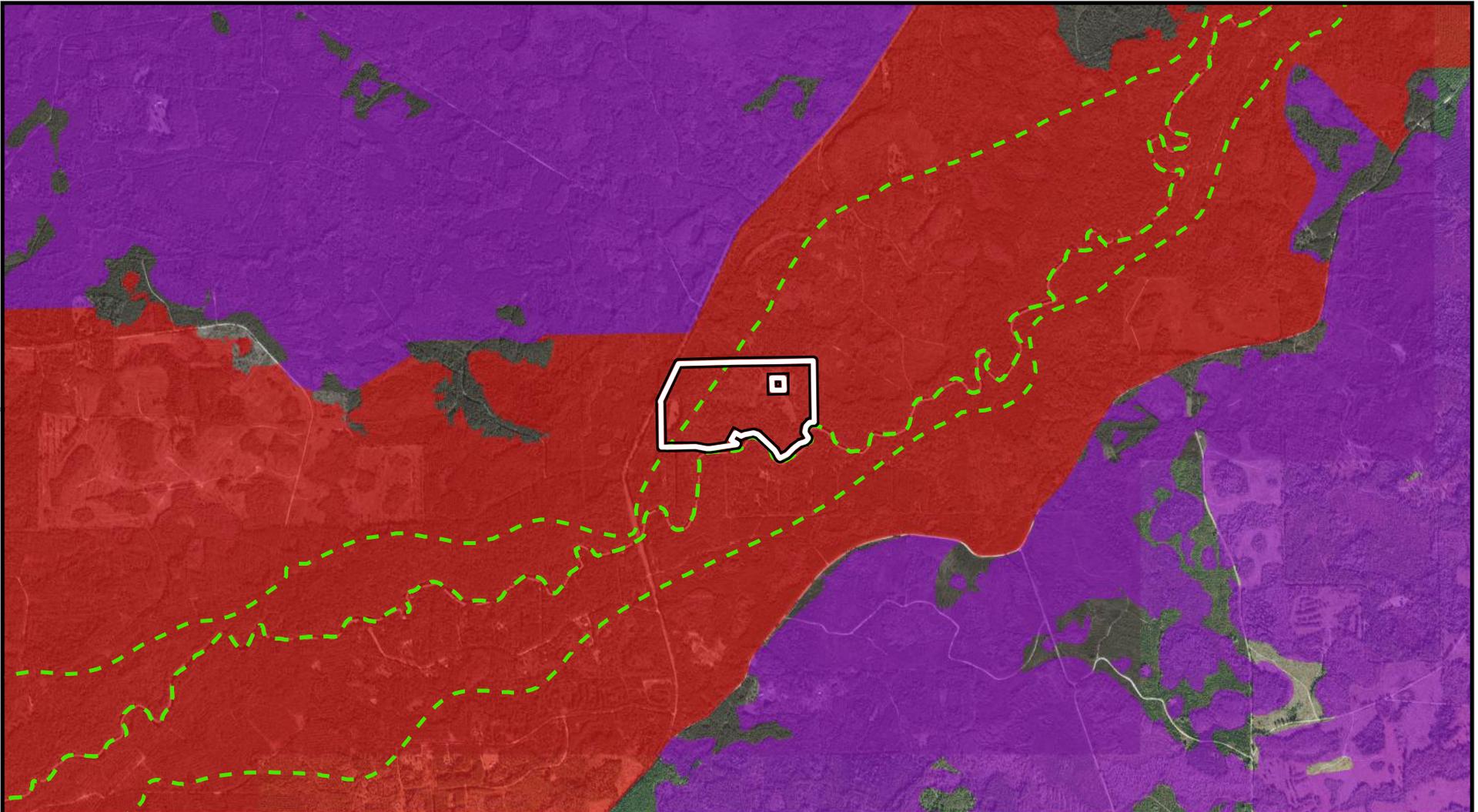


Walker Springs CE Property Offer Springs Protection

-  Property Boundary
-  Springs Protection

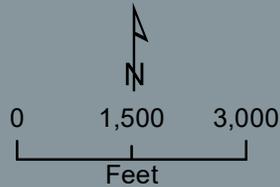
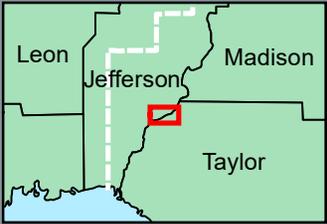


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Walker Springs CE Property Offer Floodplain Protection

-  Property Boundary
-  10 Year Floodplain
-  Floodway
- 100 Year Floodplain**
-  Zone A
-  Zone AE



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001. Map Created 7/25/2019

MEMORANDUM

TO: Governing Board

FROM: Stephen Schroeder, Office of Administration Chief

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: September 30, 2019

RE: Declaration of Surplus Property and Disposition

RECOMMENDATION

District staff recommends the Governing Board declare the attached list of property items as surplus and authorize staff to dispose of these property items in the most cost-effective means as determined by the staff and authorized by Chapter 274.05, Florida Statutes.

BACKGROUND

Due to several factors, which include changes in technology, equipment compatibility concerns, high maintenance cost, and wear and tear over time, various property items owned by the District become functionally obsolete each year. Chapter 274.05, Florida Statutes (F.S.), recognizes that property items become functionally obsolete and provides a process of declaring property items as surplus and for the disposition of this surplus property.

The recommendation to surplus vehicles is to reduce fleet cost and maximize use of the District's fleet. Vehicles with high mileage have a higher risk of breaking down and cost more as they age. To maximize the usage of the District's fleet, staff recommends the surplus of four vehicles with mileage over 150,000 miles. District staff will attempt to distribute the vehicles through inter-agency transfers to other Governmental entities and if unable to do so will sell them to the highest bidder.

This recommendation will authorize staff to dispose of the attached surplus property items by either trading them when new items are purchased, offering them to other governmental units in the District, offering the property to private nonprofit agencies as defined in section 273.01(3), F.S., by auction or disposing as scrap. Any remaining electronic equipment will be properly recycled using A1 Assets, a recognized company by the State of Florida Department of Environmental Protection to properly recycle equipment. All computer drives are wiped and re-installed with no data or operating systems present.

SCS/tm
Attachment

ATTACHMENT A

Proposed Surplus Items:

Property #	Description	Age	Cost New	Estimated Value	Reason for Determination of Surplus
				(vehicle only)	
2424	Sony Digital Camera	20	\$ 1,075.00	NA	End of Life
2641	YSI 6501 Datalogger	17	\$ 1,350.00	NA	End of Life
2694	Sharp Hg-C50x Video Projector	16	\$ 5,993.64	NA	End of Life
2752	Dell 3200mp Projector	15	\$ 1,683.08	NA	End of Life
2796	YSI Model 360r Sensor	15	\$ 1,760.00	NA	End of Life
2797	YSI Model 360r Sensor	15	\$ 1,760.00	NA	End of Life
2798	YSI Model 360r Sensor	15	\$ 1,760.00	NA	End of Life
2802	Cd Duplicator	15	\$ 1,126.25	NA	End of Life
2817	Waterproof Field Datalogger	15	\$ 1,215.00	NA	End of Life
2883	Sharp Projector	14	\$ 1,589.00	NA	End of Life
2938	2006 Ford F-150	13	\$ 24,156.00	\$ 4,700.00	No useful function to the District
2953	2006 Chev 4x4 Silverado	13	\$ 31,339.00	\$ 4,725.00	No useful function to the District
3027	Asa-Nat Router	12	\$ 2,671.00	NA	End of life
3028	Asa-Nat Router	12	\$ 2,671.00	NA	End of life
3073	2008 Ford F250 4x4	11	\$ 19,992.00	\$ 4,490.00	No useful function to the District
3097	2008 Ford Escape	11	\$ 24,932.00	\$ 2,850.00	No useful function to the District
3167	YSI Multiparameter WQ Testing Unit	10	\$ 3,967.23	NA	End of Life
3168	YSI Multiparameter WQ Test Unit	10	\$ 3,967.23	NA	End of Life
3169	Dell OptiPlex 780 Minitower Desktop Pc	9	\$ 1,674.12	NA	End of Life
3177	Panasonic Projector W/Ceiling Mount	9	\$ 2,547.00	NA	End of Life
3225	Dell OptiPlex 990 Minitower Pc	7	\$ 1,026.45	NA	End of Life
3226	Dell OptiPlex 990 Pc	7	\$ 1,133.66	NA	End of Life
3242	Dell Latitude E6420 Pc	7	\$ 1,366.58	NA	End of Life
3257	Dell OptiPlex 9010	7	\$ 1,051.05	NA	End of Life
3261	Dell OptiPlex 9010	7	\$ 1,051.05	NA	End of Life
3263	Dell OptiPlex 9010	7	\$ 1,022.45	NA	End of Life
3266	Dell Latitude E6430	6	\$ 1,389.77	NA	End of Life
3274	Trimble Nomad 900gl, GPS Unit	7	\$ 1,844.00	NA	End of Life
3283	Dell Latitude E6530	6	\$ 1,295.20	NA	End of Life
3285	Dell Latitude E6430	6	\$ 1,373.37	NA	End of Life
3286	Dell Latitude E6430	6	\$ 1,373.37	NA	End of Life
3287	OptiPlex 9010 Minitower	6	\$ 1,304.78	NA	End of Life
3306	OptiPlex 9020 Mini Tower	5	\$ 1,235.95	NA	End of Life

3380	Dell Latitude E6540	5	\$ 1,754.67	NA	End of Life
3389	Dell Latitude E6540 Laptop Computer	5	\$ 1,754.67	NA	End of Life
3390	Dell Latitude E6540 Laptop Computer	5	\$ 1,754.67	NA	End of Life
3538	Apple 13" MacBook Air	4	\$ 1,575.00	NA	End of Life
3575	Dell Latitude Aa 5175, Rotating Folio, Dell Dock Type C, And Slim Keyboard	3	\$ 1,269.64	NA	End of Life

MEMORANDUM

TO: Governing Board
FROM: Stephen Schroeder, Office of Administration Chief
THRU: Steve Minnis, Deputy Executive Director, Business and Community Services
DATE: September 30, 2019
RE: Authorization to Purchase Vehicles

RECOMMENDATION

District staff recommends the Governing Board authorize the Executive Director to purchase up to four vehicles via a competitively bid contract for an amount not to exceed \$130,000.

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 criterion of 150,000 miles, or 12 years of age. District staff recommends replacing up to four vehicles. Each of these vehicles have more than 160,000 miles of which two are more than 11 and two are more than 13 years of age.

The proposed vehicles will replace those identified as 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 four years old with mileage of over 64,000.

A total of \$130,000 in funds for these vehicle replacements is available in the Fiscal Year 2019 - 2020 budget under Account Code 13-4-905-6-3600.

SCS/tm

MEMORANDUM

TO: Governing Board

FROM: Pam Shaw, Chief Financial Officer

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: September 30, 2019

RE: Approval of August 2019 Financial Report

RECOMMENDATION

Staff recommends the Governing Board approve the August 2019 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.

/tm
Attachments

**Suwannee River Water Management District
Cash Report
August 2019**

Financial Institution/Account	Monthly Interest	Interest Rate %	Closing Balance
First Federal Permit Fee	\$0.00		\$18,772.50
First Federal Accounts Payable	\$0.00		\$35,000.00
First Federal EFT Disbursements	\$0.00		\$63,149.39
First Federal Depository	\$211.16	0.02%	\$1,072,269.32
Special Purpose Investment Account (SPIA)*	<u>\$101,028.57</u>	2.92%	<u>\$39,788,770.00</u>
TOTAL	<u><u>\$101,239.73</u></u>		<u><u>\$40,977,961.21</u></u>

*SPIA is part of the Florida Treasury Investment Pool

**Suwannee River Water Management District
Statement of Sources and Uses of Funds
For the Month ending August 31, 2019
(Unaudited)**

	Current Budget	Actuals Through 8/31/2019	Variance (Under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 5,715,938	\$ 5,860,412	\$ 144,474	102.5%
Intergovernmental Revenues	\$ 56,967,463	\$ 13,081,004	\$ (43,886,459)	23.0%
Interest on Invested Funds	\$ 310,000	\$ 913,475	\$ 603,475	294.7%
License and Permit Fees	\$ 150,000	\$ 250,443	\$ 100,443	167.0%
Other	\$ 1,000,000	\$ 1,048,134	\$ 48,134	104.8%
Fund Balance ¹	\$ 6,816,967	\$ 1,265,371	\$ (5,551,596)	18.6%
Total Sources	\$ 70,960,368	\$ 22,418,840	\$ (48,541,528)	31.6%

	Current Budget	Expenditures	Encumbrances ²	Available Budget	%Expended	%Obligated ³
Uses						
Water Resources Planning and Monitoring	\$ 10,279,861	\$ 3,874,272	\$ 1,952,288	\$ 4,453,302	38%	57%
Acquisition, Restoration and Public Works	\$ 52,489,529	\$ 9,314,831	\$ 22,552,894	\$ 20,621,804	18%	61%
Operation and Maintenance of Lands and Works	\$ 4,947,220	\$ 3,080,194	\$ 962,369	\$ 904,656	62%	82%
Regulation	\$ 1,472,442	\$ 1,189,605	\$ 48,761	\$ 234,077	81%	84%
Outreach	\$ 233,763	\$ 201,926	\$ -	\$ 31,837	86%	86%
Management and Administration	\$ 1,537,553	\$ 1,332,629	\$ 30,358	\$ 174,567	87%	89%
Total Uses	\$ 70,960,368	\$ 18,993,456	\$ 25,546,669	\$ 26,420,243	27%	63%

¹ Actual Fund Balance used is recorded at the end of the fiscal year. This amount represents Fund Balance used for the Monitor Well Improvement Program and the AG and RIVER Cost-Share Programs

² Encumbrances represent unexpended balances of open purchase orders and contracts.

³ Represents the sum of expenditures and encumbrances as a percentage of the available budget.

This financial statement is prepared as of August 31, 2019 and covers the interim period since the most recent audited financial statements.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)
FOR 8/31/2019

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<u>FUND Report Recap -</u>			
REVENUES			
DISTRICT REVENUES	8,072,465	0	7,175,938
LOCAL REVENUES	91,600	0	91,600
STATE REVENUES	12,505,970	0	51,942,863
FEDERAL REVENUES	483,434	0	4,933,000
FUND BALANCE UTILIZATION	1,265,371	0	6,816,967
TOTAL REVENUES	22,418,840	0	70,960,368
EXPENDITURES			
SALARIES AND BENEFITS	5,187,001	0	6,292,000
CONTRACTUAL SERVICES	6,943,330	8,156,593	29,621,819
OPERATING EXPENDITURES	922,844	219,207	1,520,899
OPERATING CAPITAL OUTLAY	240,626	52,327	368,044
FIXED CAPITAL OUTLAY	11,668	0	1,050,000
INTERAGENCY EXPENDITURES	5,687,987	17,118,542	32,107,606
TOTAL EXPENDITURES	18,993,456	25,546,669	70,960,368
EXCESS REVENUES OVER (UNDER) EXPENDITURES	3,425,384	(25,546,669)	0
<u>FUND 01 - GENERAL FUND</u>			
REVENUES			
DISTRICT REVENUES	6,821,789	0	5,207,719
LOCAL REVENUES	0	0	0
STATE REVENUES	2,742,905	0	2,740,000
FEDERAL REVENUES	17,432	0	0
FUND BALANCE UTILIZATION	0	0	152,000
TOTAL REVENUES	9,582,126	0	8,099,719
EXPENDITURES			
SALARIES AND BENEFITS	4,148,492	0	4,966,397
CONTRACTUAL SERVICES	489,954	253,720	1,055,909
OPERATING EXPENDITURES	574,307	124,195	954,333
OPERATING CAPITAL OUTLAY	85,635	22,838	172,580
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	640,716	285,484	950,500
TOTAL EXPENDITURES	5,939,104	686,237	8,099,719
EXCESS REVENUES OVER (UNDER) EXPENDITURES	3,643,022	(686,237)	0
<u>FUND 05 - MIDDLE SUWANNEE</u>			
REVENUES			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	162,104	0	250,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	0
TOTAL REVENUES	162,104	0	250,000
EXPENDITURES			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	162,104	79,726	250,000
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
TOTAL EXPENDITURES	162,104	79,726	250,000
EXCESS REVENUES OVER (UNDER) EXPENDITURES	0	(79,726)	0

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)
FOR 8/31/2019

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<u>FUND 06 - SPRINGS GRANTS</u>			
REVENUES			
DISTRICT REVENUES	0	0	152,000
LOCAL REVENUES	0	0	0
STATE REVENUES	4,657,290	0	43,302,400
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	0
TOTAL REVENUES	4,657,290	0	43,454,400
EXPENDITURES			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	1,779,067	4,467,817	16,182,300
OPERATING EXPENDITURES	8,843	249	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	3,440,566	14,863,586	27,272,100
TOTAL EXPENDITURES	5,228,476	19,331,652	43,454,400
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(571,186) *	(19,331,652)	0
	<i>* Expenditures to be covered by FDEP Grants</i>		
<u>FUND 07 - LOCAL REVENUE</u>			
REVENUES			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	91,600	0	91,600
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	0
TOTAL REVENUES	91,600	0	91,600
EXPENDITURES			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	0	0	0
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	91,600	0	91,600
TOTAL EXPENDITURES	91,600	0	91,600
EXCESS REVENUES OVER (UNDER) EXPENDITURES	0	0	0
<u>FUND 08 - WMLTF - SPRINGS</u>			
REVENUES			
DISTRICT REVENUES	4,159	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	30,735	0	150,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	0
TOTAL REVENUES	34,894	0	150,000
EXPENDITURES			
SALARIES AND BENEFITS	4,406	0	0
CONTRACTUAL SERVICES	0	0	0
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	30,488	150,000	150,000
TOTAL EXPENDITURES	34,894	150,000	150,000
EXCESS REVENUES OVER (UNDER) EXPENDITURES	0	(150,000)	0

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)
FOR 8/31/2019

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<u>FUND 09 - MONITOR WELL</u>			
REVENUES			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	12,073	0	115,000
TOTAL REVENUES	12,073	0	115,000
EXPENDITURES			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	11,460	0	100,000
OPERATING EXPENDITURES	613	0	15,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
TOTAL EXPENDITURES	12,073	0	115,000
EXCESS REVENUES OVER (UNDER) EXPENDITURES	0	0	0
<u>FUND 10 - LAND CONSERVATION - FLORIDA FOREVER & P2000</u>			
REVENUES			
DISTRICT REVENUES	1,543	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	15,791	0	300,000
TOTAL REVENUES	17,334	0	300,000
EXPENDITURES			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	10,566	0	45,000
OPERATING EXPENDITURES	68	0	2,500
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	6,700	0	252,500
INTERAGENCY EXPENDITURES	0	0	0
TOTAL EXPENDITURES	17,334	0	300,000
EXCESS REVENUES OVER (UNDER) EXPENDITURES	0	0	0
<u>FUND 12 - DOT ETDM</u>			
REVENUES			
DISTRICT REVENUES	889	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	116	0	5,335
TOTAL REVENUES	1,005	0	5,335
EXPENDITURES			
SALARIES AND BENEFITS	1,005	0	5,335
CONTRACTUAL SERVICES	0	0	0
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
TOTAL EXPENDITURES	1,005	0	5,335
EXCESS REVENUES OVER (UNDER) EXPENDITURES	0	0	0

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)
FOR 8/31/2019

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<u>FUND 13 - LAND MANAGEMENT & OPERATIONS</u>			
REVENUES			
DISTRICT REVENUES	1,047,538	0	1,816,219
LOCAL REVENUES	0	0	0
STATE REVENUES	2,224,839	0	2,326,119
FEDERAL REVENUES	0	0	40,000
FUND BALANCE UTILIZATION	0	0	1,197,382
TOTAL REVENUES	3,272,377	0	5,379,720
EXPENDITURES			
SALARIES AND BENEFITS	565,241	0	667,664
CONTRACTUAL SERVICES	1,432,089	628,033	2,542,291
OPERATING EXPENDITURES	324,528	84,194	523,066
OPERATING CAPITAL OUTLAY	154,991	29,488	195,464
FIXED CAPITAL OUTLAY	4,968	0	797,500
INTERAGENCY EXPENDITURES	601,418	85,677	653,735
TOTAL EXPENDITURES	3,083,235	827,392	5,379,720
EXCESS REVENUES OVER (UNDER) EXPENDITURES	189,142	(827,392)	0
<u>FUND 19 - FDOT MITIGATION</u>			
REVENUES			
DISTRICT REVENUES	9,928	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	71,279	0	161,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	100,000
TOTAL REVENUES	81,207	0	261,000
EXPENDITURES			
SALARIES AND BENEFITS	60	0	0
CONTRACTUAL SERVICES	80,042	212,117	261,000
OPERATING EXPENDITURES	1,105	9,043	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
TOTAL EXPENDITURES	81,207	221,160	261,000
EXCESS REVENUES OVER (UNDER) EXPENDITURES	0	(221,160)	0
<u>FUND 20 - MINIMUM FLOWS AND MINIMUM WATER LEVELS (MFL)</u>			
REVENUES			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	1,001,068	0	1,891,604
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	0
TOTAL REVENUES	1,001,068	0	1,891,604
EXPENDITURES			
SALARIES AND BENEFITS	462,618	0	637,604
CONTRACTUAL SERVICES	379,720	309,256	1,059,000
OPERATING EXPENDITURES	8,731	0	20,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	150,000	28,750	175,000
TOTAL EXPENDITURES	1,001,069	338,006	1,891,604
EXCESS REVENUES OVER (UNDER) EXPENDITURES	(1)	(338,006)	0

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)
FOR 8/31/2019

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<u>FUND 29 - SUWANNEE RIVER PARTNERSHIP (SRP)</u>			
REVENUES			
DISTRICT REVENUES	22,211	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	48,082	0	34,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	21,596	0	119,000
TOTAL REVENUES	91,889	0	153,000
EXPENDITURES			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	0	0	0
OPERATING EXPENDITURES	4,139	1,527	6,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	87,750	59,250	147,000
TOTAL EXPENDITURES	91,889	60,777	153,000
EXCESS REVENUES OVER (UNDER) EXPENDITURES	0	(60,777)	0
<u>FUND 33 - PCS MITIGATION - LAND ACQUISITION</u>			
REVENUES			
DISTRICT REVENUES	164,408	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	0
TOTAL REVENUES	164,408	0	0
EXPENDITURES			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	0	0	0
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
TOTAL EXPENDITURES	0	0	0
EXCESS REVENUES OVER (UNDER) EXPENDITURES	164,408	0	0
<u>FUND 51 - DISTRICT AG COST-SHARE</u>			
REVENUES			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	570,346	0	2,180,579
TOTAL REVENUES	570,346	0	2,180,579
EXPENDITURES			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	570,346	1,103,502	2,160,579
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	20,000
TOTAL EXPENDITURES	570,346	1,103,502	2,180,579
EXCESS REVENUES OVER (UNDER) EXPENDITURES	0	(1,103,502)	0

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)
FOR 8/31/2019

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<u>FUND 53 - DISTRICT RIVER COST-SHARE</u>			
REVENUES			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	645,449	0	2,647,671
TOTAL REVENUES	645,449	0	2,647,671
EXPENDITURES			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	0	0	0
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	645,449	1,645,795	2,647,671
TOTAL EXPENDITURES	645,449	1,645,795	2,647,671
EXCESS REVENUES OVER (UNDER) EXPENDITURES	0	(1,645,795)	0
<u>FUND 56 - FEMA</u>			
REVENUES			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	466,003	0	4,593,000
FUND BALANCE UTILIZATION	0	0	0
TOTAL REVENUES	466,003	0	4,593,000
EXPENDITURES			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	465,493	1,083,037	4,593,000
OPERATING EXPENDITURES	509	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
TOTAL EXPENDITURES	466,002	1,083,037	4,593,000
EXCESS REVENUES OVER (UNDER) EXPENDITURES	1	(1,083,037)	0
<u>FUND 60 - REIMBURSABLE GRANTS</u>			
REVENUES			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	1,567,668	0	1,087,740
FEDERAL REVENUES	0	0	300,000
FUND BALANCE UTILIZATION	0	0	0
TOTAL REVENUES	1,567,668	0	1,387,740
EXPENDITURES			
SALARIES AND BENEFITS	5,179	0	15,000
CONTRACTUAL SERVICES	1,562,489	19,385	1,372,740
OPERATING EXPENDITURES	0	0	0
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	0
TOTAL EXPENDITURES	1,567,668	19,385	1,387,740
EXCESS REVENUES OVER (UNDER) EXPENDITURES	0	(19,385)	0

MEMORANDUM

TO: Governing Board

FROM: Pam Shaw, Chief Financial Officer

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: September 30, 2019

RE: Acceptance of the Annual Report of District Inspector General Activities for Fiscal Year 2018-2019

RECOMMENDATION

Staff recommends the Governing Board accept the Annual Report of the District Inspector General Activities for Fiscal Year 2018-2019 from Law, Redd, Crona & Munroe, P.A.

BACKGROUND

Law, Redd, Crona & Munroe, P.A, prepared the attached Annual Report of District Inspector General Activities for Fiscal Year ending September 30, 2019, dated August 8, 2019.

The report is a summary of activities completed by the Inspector General including a risk assessment, a three-year internal audit plan, a detailed audit plan for Fiscal Year 2019-2020, and two internal audit reports 19-01 and 19-02.

Jon Ingram, from Law, Redd, Crona, and Munroe, P.A., presented the Annual Report to the Audit Committee at its September 24, 2019 meeting. The Audit Committee voted to recommend that the Governing Board accept the report.

PS/tm
Attachment

**SUWANNEE RIVER
WATER MANAGEMENT DISTRICT
ANNUAL REPORT
OF
DISTRICT INSPECTOR GENERAL ACTIVITIES
For the Fiscal Year Ending
September 30, 2019
August 8, 2019**

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Law, Redd, Crona & Munroe, P.A.
Certified Public Accountants

Governing Board
Suwannee River Water Management District
9225 CR 49
Live Oak, Florida 32060

Pursuant to Section 20.055(8), Florida Statutes, and Section 6 of the agreement with the District to serve as your Inspector General, we are pleased to present this Annual Report of District Inspector General Activities for the fiscal year ending September 30, 2019. Thank you for the opportunity to work with you and management in promoting accountability, integrity, and efficiency at the District.

If you have any questions regarding this Annual Report, please contact Richard Law, C.P.A.

Sincerely,

LAW, REDD, CRONA & MONROE, P.A.
Tallahassee, Florida
August 8, 2019

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES
August 8, 2019**

INTRODUCTION

On December 31, 2012, the Suwannee River Water Management District (District) and Law, Redd, Crona & Munroe, P.A. (LRCM) entered into an agreement for LRCM to provide District Inspector General Services pursuant to Sections 373.079(4)(b)2., and 20.055, Florida Statutes, and serve as a central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency in the District. In accordance with the contract requirements and Section 373.079(4)(b), Florida Statutes, Francis Marvin Doyal, CPA, CIG, was designated by the Governing Board as Inspector General for the District under the contract with LRCM.

LRCM, under the direction of the District Inspector General, is to:

- Conduct financial, compliance, electronic data processing, and performance audits of the District and prepare audit reports of its findings.
- Initiate, conduct, supervise, and coordinate investigations designed to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses in state government.
- Not later than September 30 of each year, prepare an annual report to the Board summarizing the activities of the Inspector General during the District's immediately preceding fiscal year.
- Provide the Board all written complaints related to the District Inspector General or LRCM that concern inappropriate actions or allegations of misconduct related to the activities at the District.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES
August 8, 2019**

ASSIGNED STAFF

During the fiscal year ending September 30, 2019, the following LRCM personnel worked on District Inspector General activities:

Name	Position	Certifications
Francis Marvin Doyal	District Inspector General	Certified Public Accountant Certified Inspector General
Richard Law	Managing Partner	Certified Public Accountant
Jon Ingram	Information Technology Audit Manager	Certified Public Accountant Certified Information Systems Auditor
Shelby Brown	Senior Auditor	

INSPECTOR GENERAL ACTIVITIES

LRCM and the District Inspector General completed the following activities during the year:

- Conducted a risk assessment and based on the results of the risk assessment, prepared a general internal audit plan for the three fiscal years ending September 30, 2021, and a detailed internal audit plan for the fiscal year ending September 30, 2019. The audit plans were presented to the Governing Board on September 25, 2018.
- Performed two internal audits, as described in the following section.

The Inspector General did not receive any complaints during the fiscal year and did not initiate or conduct any investigations.

INTERNAL AUDITS PERFORMED IN 2018-19

Report No. 19-01, Follow-up Report on District Corrective Actions Regarding Prior Internal Audit Findings, January 15, 2019

This follow-up was conducted pursuant to Section 20.055(8)(c)4., Florida Statutes and the District’s internal audit activity charter. Our report noted that the District has made significant progress in addressing the findings and recommendations disclosed in our internal audit reports issued during the period October 1, 2015, through September 30, 2018. Most of the prior internal audit findings have been resolved, while corrective action

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES
August 8, 2019**

was in progress with regard to: 1) periodic re-performance of employee background screening and 2) IT controls in the areas of protecting administrator login accounts, IT disaster recovery planning, IT risk assessment, and security incident response planning.

Report No. 19-02, Grant Management, August 7, 2019

This audit focused on the organizational and procedural controls employed by the District to ensure compliance with federal and state grant requirements. Our report noted that the District has sufficient grant management policies and procedures in place, given the nature of its grants and the projects to which the grants are applied.

MEMORANDUM

TO: Governing Board

FROM: Pam Shaw, Chief Financial Officer

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: September 30, 2019

RE: Accept the Inspector General Three-Year Audit Plan for Fiscal Years 2020 to 2022 and the Fiscal Year 2020 Internal Audit Work Plan

RECOMMENDATION

Staff recommends the Governing Board accept the Inspector General's Three-Year Audit Plan for Fiscal Years 2020 to 2022 and the Fiscal Year 2020 Internal Audit Work Plan from Law, Redd, Crona & Munroe, P.A.

BACKGROUND

Law, Redd, Crona & Munroe, P.A. prepared a Three-Year Internal Audit Plan for Fiscal Years 2020 to 2022 (see Attachment A) with a list of recommended future audit topics for the Audit Committee's consideration. The topics were identified based on the Inspector General's risk assessment activities and discussion with District management.

Law, Redd, Crona & Munroe, P.A. also prepared the Fiscal Year 2020 Internal Audit Work Plan (see Attachment B) for the Audit Committee's review and approval.

Jon Ingram, from Law, Redd, Crona, and Munroe, P.A., presented the plans to the Audit Committee at its September 24, 2019 meeting. The Audit Committee voted to select Human Resources/Payroll, and IT Security Risk Assessment as future audit topics to be added to the Three-Year Internal Audit Plan. The Audit Committee voted to recommend that the Governing Board accept the plans.

PS/tm
Attachments

#

**Suwannee River Water Management District
Three Year Internal Audit Plan
For the Fiscal Years Ending September 30, 2020 through September 30, 2022**

1. 2020
 - a. Update Risk Assessment
 - b. Follow-up on Prior Internal Audit Findings
 - c. Six-Month Follow-up on Auditor General Operational Audit Findings
 - d. Internal Audit of Tangible Personal Property and Motor Vehicles
 - e. Annual Report of IG Activities

2. 2021
 - a. Update Risk Assessment
 - b. Follow-up on Prior Internal Audit Findings (if any)
 - c. IT Security Risk Assessment
 - d. Annual Report of IG Activities

3. 2022
 - a. Update Risk Assessment
 - b. Follow-up on Prior Internal Audit Findings (if any)
 - c. Payroll/HR Procedures
 - d. Annual Report of IG Activities

Annual audit plans are also subject to unexpected events that may require the services of the Inspector General/Internal Auditor.

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**SUWANNEE RIVER WATER MANAGEMENT DISTRICT
2020 INTERNAL AUDIT WORK PLAN**

Audit Area	Tentative Work Plan	Planned Start Date	Estimated Hours
Risk Assessment and Planning	<ul style="list-style-type: none"> - Discussions with District CFO and other management as necessary - Other risk assessment procedures - Identify areas of concern - Design of specific audit procedures - Presentation of audit plans to Governing Board's Audit Committee 	July/August 2019	20
Follow-up on Prior Internal Audit Findings	<ul style="list-style-type: none"> - Review status of District corrective action toward the observations and recommendations in prior internal audit report No. 17-01, Information Technology Controls that were unresolved as of our 2019 follow-up review. 	November 2019	10
Six-Month Follow-up on Auditor General Findings	<ul style="list-style-type: none"> - Pursuant to Section 20.055, F.S. and the District contract for IG services, determine the status of District corrective actions taken toward the recommendations in the Auditor General's operational audit (report number and release date TBD). 	Spring 2020	20
Tangible Personal Property and Motor Vehicles	<ul style="list-style-type: none"> - Review District policies and procedures for managing tangible personal property (TPP) and motor vehicle usage and maintenance. - Review the results of the District's annual TPP inventory and test the reconciliation of physical inventories with subsidiary property records. - Test samples of fixed asset purchases and disposals. - Test District compliance with selected motor vehicle usage and maintenance policies and procedures. - Analytical test of the reasonableness of motor vehicle repair and maintenance costs. 	Spring/Summer 2020	70
Discretionary	<ul style="list-style-type: none"> - Reserved for procedures to be performed at the discretion of the Inspector General without the prior knowledge of management. - Perform additional procedures as deemed necessary as a result of other procedures performed or at the request of the Governing Board, management, and/or external auditor. 	October 2019 – September 2020	15
Reporting	<ul style="list-style-type: none"> - Preparation of Internal Audit Reports - Presentation of Draft Reports to District CFO - Presentation of Final Audit Reports to Audit Committee - Presentation of Annual Report of IG Activities to Audit Committee 	October 2019 - September 2020	30

Total Hours	165.00
Estimated Blended Hourly Rate	\$147.75
Subtotal	\$24,378.75
Travel (s. 112.061, F.S.)	\$1,000.00
Estimated Fee	\$25,378.75

Estimated Blended Hourly Rate

	<u>Hourly Rate</u>	<u>Per Cent Utilized</u>	<u>Extension</u>
Inspector General	\$220	10%	\$ 22.00
Partner-in-Charge	\$220	10%	22.00
Audit Manager/IT Manager	\$155-165 (blended)	25%	40.00
Senior Auditor	\$125	35%	43.75
Staff Auditor	\$100	20%	<u>20.00</u>
	Blended Rate		<u><u>\$ 147.75</u></u>

MEMORANDUM

TO: Governing Board

FROM: Pam Shaw, Chief Financial Officer

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: September 30, 2019

RE: Acceptance of the Inspector General Internal Audit on Grant Management, Report #19-02

RECOMMENDATION

Staff recommends the Governing Board accept the District Inspector General Internal Audit on Grants Management, Report #19-02 from Law, Redd, Crona & Munroe, P.A.

BACKGROUND

Law, Redd, Crona & Munroe, P.A, prepared the attached Internal Audit on Grant Management #19-02 on August 7, 2019 in accordance with the Fiscal Year 2018-2019 Internal Audit Work Plan.

Jon Ingram, from Law, Redd, Crona, and Munroe, P.A., presented the internal audit report to the Audit Committee at its September 24, 2019 meeting. The Audit Committee voted to recommend that the Governing Board accept the report.

PS/tm
Attachment

**SUWANNEE RIVER WATER
MANAGEMENT DISTRICT**

**INTERNAL AUDIT ON
GRANT MANAGEMENT**

REPORT #19-02

August 7, 2019

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Transmittal Letter	1
Internal Auditor's Report	2



Law, Redd, Crona & Munroe, P.A.
Certified Public Accountants

Governing Board
Suwannee River Water Management District
9225 Co Rd 49,
Live Oak, FL 32060

We have performed internal audit procedures to assist the Suwannee River Water Management District (District) in evaluating its organizational and procedural controls for grant management.

We conducted this audit in accordance with the International Standards for the Professional Practice of Internal Auditing and generally accepted *Government Auditing Standards*. Those standards require we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The scope and objectives of the internal auditing services are described in our contract executed June 12, 2018. The accompanying report presents our analysis and is organized as follows:

- Background
- Objectives, Scope, and Methodology
- Summary of Results

The procedures we performed were applied to the internal control processes and procedures related to the District's grant management. These procedures were accomplished by:

- Obtaining and inspecting the District's documented policies and procedures;
- Interviews with contract managers who are responsible for grant management and compliance;
- Walkthrough of grant management process with the Chief Financial Officer, Contract Managers, and administrative staff;
- Evaluation of responses in relation to grant compliance supplements, grant requirements and other documentation deemed necessary.

Our procedures were not designed to express an opinion on the compliance with laws, regulations, and contractual provisions or on the internal control environment associated with the District, and we do not express such opinions. Because of inherent limitations associated with internal control systems, errors or fraud may occur and not be prevented or detected by internal controls. Projections of any evaluation of the controls to future periods are subject to the risk that procedures may become inadequate because of changed conditions.

This report is intended solely for the information and use of the Governing Board and District management and is not intended to be used by anyone other than these specified parties.

Law Redd Crona + Munroe P.A.

LAW, REDD, CRONA & MUNROE, P.A.
Tallahassee, Florida
August 7, 2019

BACKGROUND

The Suwannee River Water Management District receives federal awards and state financial assistance, in the form of grant contracts (grants) and general appropriations, to complete projects throughout the District. Projects include land acquisition, water quality improvement, springs restoration and land mapping.

Federal Awards

The Single Audit Act of 1984 established requirements for audits of States, local governments, and Indian tribal governments that administer Federal financial assistance programs. Federal programs are assigned a Catalog of Federal Domestic Assistance number (CFDA #) and require recipients to follow certain general compliance requirements outlined in each grant and, if applicable, the award’s compliance supplement. General compliance requirements include activities allowed or unallowed, allowable costs/cost principles, cash management, eligibility, equipment/real property management, matching, level of effort, earmarking, period of performance, procurement and suspension and debarment, program income, reporting, subrecipient monitoring and special tests and provisions.

State Financial Assistance

The Florida Single Audit Act, Section 215.97, Florida Statutes, establishes audit and accountability requirements for state financial assistance provided to nonstate entities. Each state project is assigned a Catalog of State Financial Assistance number (CSFA#). There are many similarities between state general compliance requirements and the federal general compliance requirements. The areas of state general compliance include activities allowed or unallowed, allowable costs, cash management, eligibility, equipment and real property management, matching, period of availability of state funds, subrecipient monitoring and special tests and provisions.

According to the District’s grant schedule as of September 30, 2018, the District received federal and state funding from grants and general appropriations as listed in the following tables:

TABLE 1 – SUMMARY OF STATE AND FEDERAL GRANTS BY GRANTOR

Grantor	Award Amount	Fiscal Year 2018 Expenditures
US Dept of Commerce	\$41,187	\$41,187
US Dept of Interior	77,306	76,424
US DOT	2,130,355	226,725
GCERC	228,563	85,873
FEMA	7,069,748	556,289
Office of the Governor	1,011	1,011
FL Dept of Agriculture	258,000	86,528
DEP	105,954,354	5,846,913
FL DOT	4,000,000	742,154
FFWCC	250,000	250,000
Total Grants	\$120,010,524	\$7,913,104

TABLE 2 – GENERAL APPROPRIATIONS

<u>State Agency</u>	<u>CSFA #</u>	<u>Appropriation Amount</u>	<u>Fiscal Year 2018 Expenditures</u>
DEP	37.029	\$7,748,816	\$6,017,338
Total Appropriations		\$7,748,816	\$6,017,338

OBJECTIVES, SCOPE, AND METHODOLOGY

The objective of this audit was to obtain an understanding of the types of federal and state grants received by the District and evaluate the organizational and procedural controls employed by the District to ensure compliance with grant requirements.

To achieve our audit objectives, we conducted the following procedures:

- 1) Reviewed the District’s Policy and Procedures Manual for grant management and compliance.
- 2) Inspected the District’s grant schedule to determine the types of funding sources for grants received by the District. The grant schedule included 41 grants with contract amounts totaling approximately \$120 million (see Table 1 above), as well as state general appropriations totaling approximately \$7.7 million (see Table 2 above). The general appropriations were excluded from our testing because they are budgeted by the state for the District and do not have specific compliance requirements. The grants were awarded from ten different federal and state funding sources. During the fiscal year ended September 30, 2018, the District expended approximately \$7.9 million from these grants.
- 3) Reviewed a sample of 7 of the 41 grants, originating from three different funding sources and representing 30.4% of the fiscal year 2018 grant expenditures, to determine the purpose of the grant and the relevant compliance requirements.
- 4) Interviewed 5 District contract managers who were responsible for grant management and compliance. The contract managers interviewed manage 31 of the 41 grants included in the District’s grant schedule. Interviews were conducted to determine their understanding of the compliance requirements applicable to the grants they manage; how those requirements are determined and communicated; the process they utilize to assure those requirements are met; and the procedures used for tracking requirements for multiple grants.
- 5) Performed a walkthrough with the Chief Financial Officer and other administrative staff to gain an understanding of the grants management process, and the procedures in place to assure compliance requirements are met and oversight is appropriate. Also, performed a walkthrough with 2 of the 5 District contract managers interviewed in order to gain an understanding of the procedures utilized for specific programs. Additionally, inspected files of the awards selected in the sample in order to gain an understanding of how the records are maintained.

- 6) Evaluated information obtained from interviews of District contract managers and the CFO in relation to general and specific compliance requirements and other grant requirements, to determine whether the contract managers have an adequate understanding of compliance requirements in order to monitor and evaluate the allowability of expenditures; ensure timely and adequate reporting of expenditures to the grantor; ensure that deliverables are properly completed; and ensure that activities conducted by subcontractors receiving grant funds are properly monitored.

SUMMARY OF RESULTS

Based on the audit procedures described above, the District has organizational and procedural controls in place to monitor and evaluate grant activities in accordance with grant requirements. Contract managers we interviewed demonstrated knowledge of the grants they manage and an understanding of the related compliance requirements. Each of the contract managers interviewed attended Certified Contract Manager training and had obtained the related certification. We also noted that for all the grants included in the sample, contract managers maintained evidence of regular communication with the grantor agencies to assist in their understanding of grant compliance requirements. Additionally, there is evidence of an open line of communication among the contract managers and the Finance Department, which strengthens the grant management function. In short, the District has sufficient grant management policies and procedures in place, given the nature of its grants and the projects to which the grants are applied.

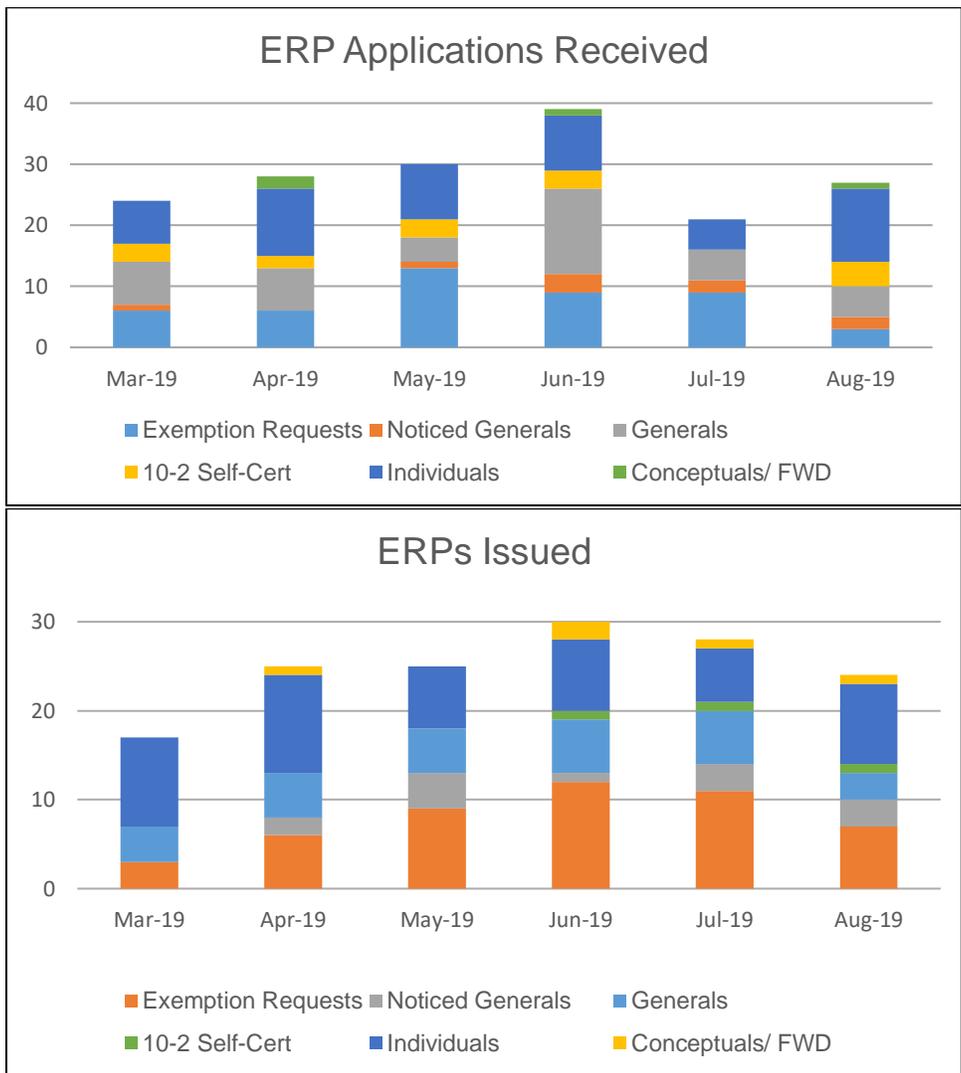
We wish to take this opportunity to thank District staff for their assistance and cooperation in this endeavor. If there are any questions regarding our findings or recommendations, please feel free to contact Richard Law or Shelby Brown.

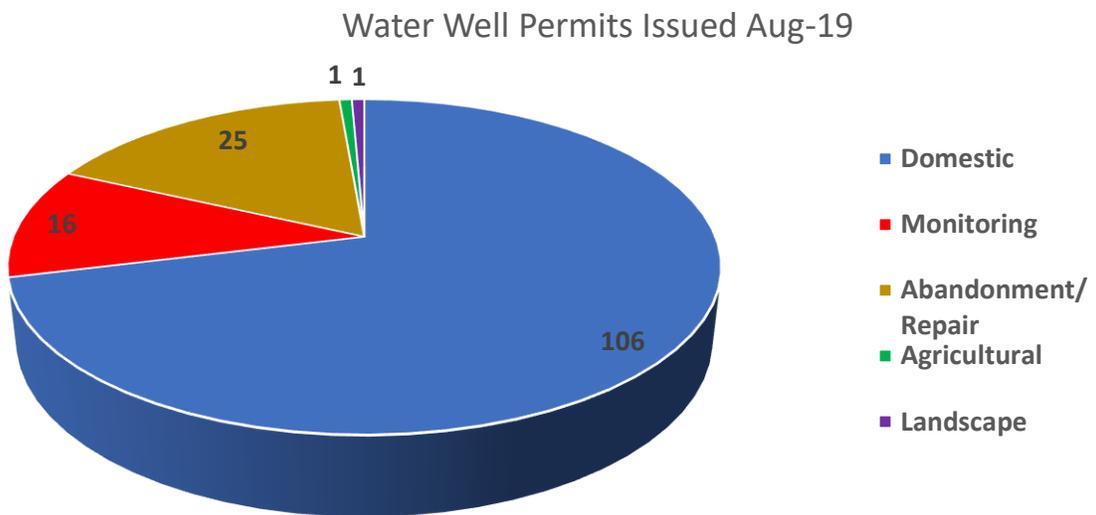
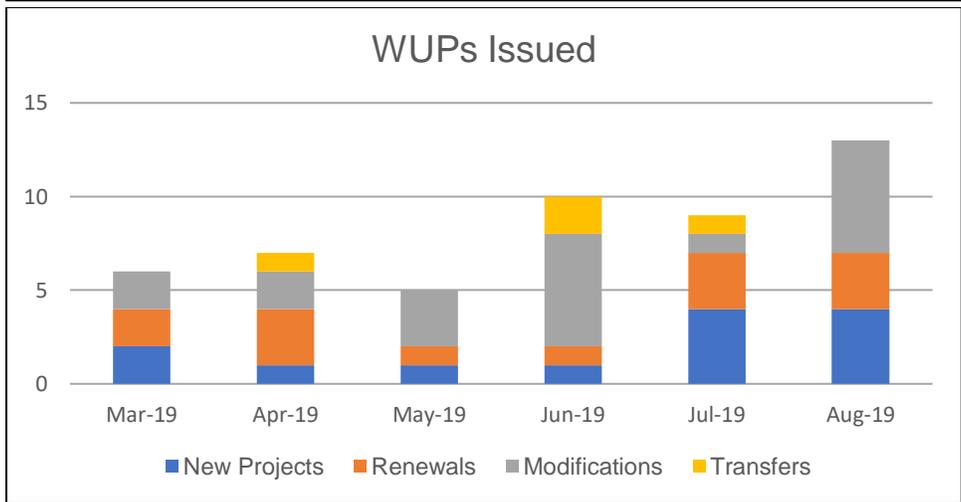
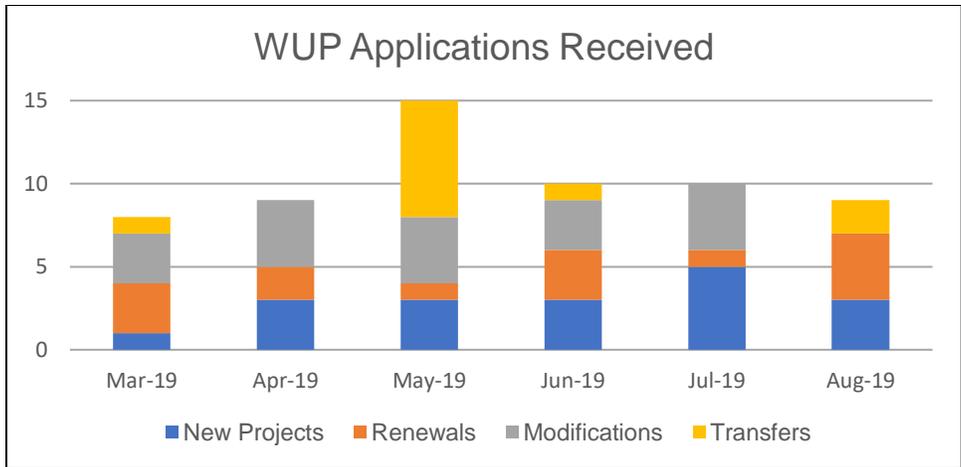


LAW, REDD, CRONA & MUNROE, P.A.

MEMORANDUM

TO: Governing Board
 FROM: Warren Zwanka, P.G., Division Director, Resource Management
 THRU: Steve Minnis, Deputy Executive Director, Business and Community Services
 DATE: September 30, 2019
 RE: Permitting Summary Report





**40B-2.301 (Amendments)
Western Water Supply Planning Area**

GB Authorized Rulemaking	7/9/2019	GB Authorized Rulemaking	
Notice of Rule Development	7/18/2019	Notice of Rule Development	
Public Workshop		Public Workshop	
Notice of Proposed Rule		Notice of Proposed Rule	
Notice of Rule Change		Notice of Rule Change	
Mail to DOS		Mail to DOS	
Effective Date		Effective Date	

Compliance Agreements:

None to report

MEMORANDUM

TO: Governing Board

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

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: September 30, 2019

RE: Amendment to Contract 15/16-065 with WOOD fka AMEC Foster Wheeler

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to amend contract 15/16-065 with WOOD fka AMEC Foster Wheeler Environment & Infrastructure, Inc., by increasing the contract amount by \$791,750 for Federal Emergency Management Agency Fiscal Year 2018 Risk MAP Product Production Consultant Services in the Santa Fe Watershed.

BACKGROUND

The District has been a Cooperative Technical Partner (CTP) with the Federal Emergency Management Agency (FEMA) for over almost 20 years. As a CTP, the District receives funding annually from FEMA through the Risk MAP 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 2018, the District was awarded a grant in the amount of \$1,718,594 to implement the FY 2018 Risk MAP Mapping Activity Statement (MAS), of which \$791,750 was allocated to WOOD fka AMEC Foster Wheeler for Product Production Consultant (PPC) services. The CTP program directly supports the District's core mission of reducing flood vulnerability.

On September 9, 2014, the Governing Board approved WOOD as a qualified engineering firm to provide PPC services for FEMA FY 2014 through FY 2019 Risk Map projects. The primary job of the PPC firm is to develop the hydrology and hydraulic models needed to create and/or update maps in the Santa Fe Watershed. Firms are selected each fiscal year based on their previous work experience, knowledge of a particular geographical region and work load. The 2018 MAS provides funding to complete the hydrology and hydraulic model revisions for the Santa Fe Watershed. This amendment will increase the total contract amount from \$529,568 to \$1,321,318. 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.

Funds are included in the FY 2018 budget under code 56-0-701-0-1300-18.

LM/tm
Attachment

Attachment 1

Scope of Services, Standards, Deliverables, Anticipated Schedule, and Fee

For

FEMA Mapping Activity Statement No. 18.15.f

SCOPE OF SERVICES

The objective of the Flood Risk Project documented in this scope of services is to develop and/or support flood hazard data through completing technical risk analysis and mapping activities. These activities will result in a new or updated Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report for one or more communities within the project area.

The watersheds and jurisdictions in which Flood Risk Projects will be performed, as well as their applicable project activities, are summarized in Table 1.1: Flood Risk Project Watersheds and Jurisdictions. Watershed Reports will be created and distributed to counties and communities identified as including Discovery in the Project Type.

Table 1.1 Flood Risk Project Watersheds and Jurisdictions

Watershed	Counties Included in Project	Project Activities
Santa Fe (03110206)	Portions of Union, Bradford, Columbia, Gilchrist, and Suwannee	Tasks 1 – 13 listed below.
Waccasassa (03110101)	Portions of Levy	Only Tasks 10 – 13 listed below, for additional panels outside of the previously contracted scope of work.

Additionally, Wood will develop new and/or updated flood hazard data for the Santa Fe Watershed as summarized in Table 1.2: Total Stream Mile Counts by Type of Study. The FIRM and FIS report for the watersheds and areas identified in Table 1.2 will be produced in the North American Vertical Datum of 1988 (NAVD88).

Table 1.2 Total Stream Mile Counts by Type of Study

Type of Study	Miles	Hydraulic Analysis Option	1D or 2D
Effective Flood Insurance Study (no update)	1015.87	763 Zone A 217 Zone AE 22 Zone AH 13.87 Zone X	1D
Updated Effective Zone AE or Equivalent Studies	94		
Updated Effective Zone A Studies	688		
New Zone AE or Equivalent Studies Identified	To be determined in Discovery		
New Zone A Studies Identified	To be determined in Discovery		

Metadata is required for certain activities. Current Data Capture Standards (DCS) will be adhered to as part of this scope of services. Wood will upload deliverables complying with this guidance at major production data capture points in the Mapping Information Platform (MIP) workflow. Major production data capture points include: scoping, base map, terrain, survey,



hydrologic analysis, hydraulic analysis, floodplain mapping for redelineation and digital conversion, and post-preliminary data for studies. National Flood Insurance Program (NFIP) metadata are required for orthoimagery, terrain, survey, hydrology, hydraulics, alluvial fans, coastal, and floodplain mapping. Certification of submitted data for FEMA-funded studies is required. Although certification requirements are included for each workflow step, Wood need only to complete and submit one product certification when their work on a project is complete.

Wood will respond to comments generated as a result of the mandatory quality control checks by the Production and Technical Services (PTS) contractor.

Task 1. Project Management

Project Management is the active process of planning, organizing, and managing resources toward the successful accomplishment of predefined project goals and objectives. Wood will coordinate with the SRWMD with respect to Project Management activities and technical mapping activities.

Task 1.1 - Earned Value Data Entry

Earned Value data entry involves updating cost, schedule and performance (physical percent complete) in the MIP. Once the baseline has been established in the MIP by FEMA, Wood shall input the performance and actual cost to date for identified tasks. This will be completed at a minimum once every 30 days and at the completion of the task. Wood will also populate the MIP with appropriate leverage information regarding who (CTP or community) paid for the data provided and the amount of data used by the Flood Risk Project. Wood will maintain a Schedule Performance Index (SPI) and Cost Performance Index (CPI) of at least 0.92. Special Problem Reports (SPR) explaining any variance must be submitted in a timely manner as required.

Task 1.2 - Project Risk Identification and Mitigation

Threats to the planned completion of a project may come from various sources. Wood will identify potential project risks during the planning phase and monitored throughout the project, so that potential impact can be assessed, and solution strategies developed and implemented as needed. The following potential project risks were identified in MAS 18.15.f.

Table 1.3 Project Risks Identified in MAS 18.15.f

Project Risk	Potential Impact	Solution Strategy
Improved mapping might place significant number of homes and businesses into special flood hazard areas, resulting in community CEO's rejecting or obstructing maps.	Project delays, additional expenses, loss of community support for map updates in spite of more accurate depiction of flood risk.	CTP (SRWMD) will provide newsletters to stakeholders and keep open channels for communication and establishing cordial relations during process. Also, SRWMD mapping memo is referenced to map broad shallow flooding areas < 1 foot as Zone X Shaded, consistent with FEMA policy. Study contractors and CTP will visit community reps before project initiation and during project to build positive relationships. The outcome of these meetings will be conveyed to the FEMA Region IV Project Officer.
Federal Register Delays	Project delays, additional expenses, and increased outreach needs.	CTP (SRWMD) will identify a range of acceptable Federal Register publication dates and align project schedules to minimize risk of delays.
Project Coordination Delays	Project timeline is delayed due to outside products such as leverage data	Maintain contact with all outside sources and stay up to date with any



	or models not being available when anticipated.	anticipated delays in order to enter them into the project timeline and planning with as much warning as possible. Helps to align resources when actually needed and avoid unplanned downtime.
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Task 1.3 – Project Status Calls

Wood will participate in routine conference calls with FEMA, SRWMD, and other contractors working for FEMA and SRWMD.

Task 2. Perform Community Engagement and Project Outreach

The activities listed below are intended to support on-going project efforts that foster working relationships between Federal, state, tribal and local governments with private and public interests to reduce the impact of natural disasters where a community’s interaction with a natural hazard may be altered or averted. Wood will work with SRWMD and the Regional Office during the initiation of this activity to develop the Project Outreach and Communication Plan (POCP) to support the implementation of the mapping project. The Regional Office will have access to many customizable outreach tools that have been developed for this process to support each touchpoint that Wood and SRWMD have with the community.

It is expected that including these approaches will assist in increased risk awareness and the development of actionable measures to reduce risk within the Flood Risk Project footprints. These activities will be implemented to:

- Increase the understanding of natural hazard risk within a community.
- Support local efforts to reduce natural hazard risk within a community or watershed area.
- Increase the effectiveness of meetings and engagement opportunities with communities throughout the Risk MAP life cycle.

Task 2.1 - Project Initiation Meeting and 30-Day Review of Proposed Models

This meeting will serve to discuss the project scope and timeline, set expectations for communities with regard to risk communication, share methods and data to be used in the mapping efforts if included in the project, and answer local questions about the project. If regulatory product updates are included, this meeting can also serve as the required coordination with communities regarding the expected results (increasing/decreasing flood hazard areas/depths, etc.). Wood will facilitate this in-person meeting.

In addition, per FEMA requirements, before the data development tasks supporting a Flood Risk Project that includes a FIRM update begin, the communities affected by the flood insurance study update must be notified of the planned model or models to be used. The affected communities will be provided with a 30-day period beginning upon notification to consult with FEMA, SRWMD, and Wood regarding the appropriateness of the mapping model or models to be used. The results of the consultation do not necessarily guarantee that a change will be made. Wood will provide the initial notification of communities as a lead-up to the project initiation meeting, facilitate coordination throughout the 30-day review, and document decisions for SRMWD and FEMA.

Task 2.2 – Flood Risk Review Meeting and 30-Day Review of Completed Models, Work Maps, and Database

Wood will develop an engagement plan to reach the key community stakeholders, such as local officials and community partners, during the Flood Risk Review period. The Flood Risk Review Meeting will serve to provide communities with engineering data and drafts of Flood Risk products, collect feedback, and revise as needed. It will also provide the opportunity to show how the datasets and outreach tools can help communities become more resilient by understanding risk data, communicating about risk, prioritizing mitigation actions and improving mitigation plans, especially risk assessments and mitigation strategies. Wood will perform the 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. This meeting will also be used to kick off the 30-day review of materials at the workmap stage (workmap, associated models, etc.) required.



Per FEMA requirements, when a Flood Risk Project will include new or updated FIRM panels, the communities must be provided with access to the draft FIRM database and other contributing data, as requested, by the conclusion of Quality Review 1. The communities must also be provided with a 30-day period during which the communities may provide data to FEMA, SRWMD, and Wood that can be used to supplement or modify the existing data. Wood will provide the initial notification of the 30-day review period and will incorporate community-submitted data into the project, as appropriate.

In order to be directly incorporated to the study, data or information submitted must be consistent with prevailing engineering principles or demonstrate scientific incorrectness by one or more of the following:

- Identifying and providing documentation of the methods or assumptions purported to be scientifically incorrect.
- Providing supporting data as to why the methods or assumptions used are not appropriate.
- Providing new or alternative analysis and mapping data utilizing methods consistent with prevailing engineering principles and meeting FEMA's Standards.
- Providing technical information or data indicating why the provided new or updated analysis and mapping should be accepted as more correct.

Task 2.3 - Public Outreach Meeting Prior to Preliminary Map Release.

This meeting will serve to provide communities with drafts of Preliminary Flood Risk products, collect feedback, and uncover/investigate any issues prior to submitting Preliminary Maps. It will also provide another opportunity to show how the datasets and outreach tools can help communities become more resilient by understanding risk data, communicating about risk, prioritizing mitigation actions and improving mitigation plans, especially risk assessments and mitigation strategies. Wood will perform the planning, presenting, and facilitating discussions of the proposed preliminary maps with the public; build acceptance of the map revisions, and identify and address potential problems prior to entering formal preliminary map release and comment periods.

Task 2.4 - Television and Radio Outreach

SID 622 requires that the Project Team, in coordination with the appropriate staff in the Regional Office of External Affairs, other FEMA staff, and community officials, engage with local radio and television outlets in an effort to further educate property owners about flood map revisions and appeals processes. Wood will work with SRWMD staff to develop two public service announcements, one at the onset of the appeals period and one at the onset of the community compliance period.

Task 2.5 - Resilience Meeting

The meeting will provide a comprehensive view of mitigation planning, mitigation options available to communities, sharing of success stories, and potential mitigation actions that communities can initiate. Wood will perform 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. Mitigation strategies that communities have implemented or progressed on since Discovery should be documented at, or before, this meeting. In addition, discussions about a community's outreach plans during this meeting help enable local officials to begin or strengthen local risk communication. Wood will prepare for and facilitate this meeting by performing the following tasks:

- Conduct listening sessions with community stakeholders to understand their mitigation priorities and inform the Resilience Meeting agenda.
- Foster relationships between community stakeholders and Federal and State partners to improve the local ability to take mitigation action.
- Reach out to meeting invitees through personalized follow-up emails and calls.
- Stand up a Resilience Team composed of FEMA Regional staff and Subject Matter Experts to prepare for the Resilience Meeting and support the community.
- Brief local elected officials to promote understanding about the importance of community-wide resilience and the community's flood risk.
- Facilitate meeting.
- Provide community-specific applications/ explanations of Flood Risk Products to educate community officials on how to leverage the products to achieve or inform mitigation projects.
- Coordinate with other key stakeholders, such as government agencies and nonprofits, who will work with the community towards resilience in a "Resilience Marketplace".



- Provide the community with a media relations strategy template and sample tools (e.g., media advisory, talking points) to promote community understanding of flood risk and further the discussion of important community mitigation projects.
- Create a Resilience Report and dataset.
- Update the Mitigation Action Tracker with identified and/or advanced community mitigation activities.

Task 2.6 - Final Consultation and Coordination Officer (CCO) Meeting and Public Meeting Support

These meetings will provide local officials an opportunity to verify the appropriate revisions have been made to previously demonstrated information, take ownership of the products, and deliver the results of the project to the local citizenry. Wood will perform the planning, presenting and facilitating of discussions with community officials for awareness and acceptance of regulatory products.

The purpose of the CCO meeting will be 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. Wood will perform the following tasks:

- Develop or enhance relationships with key community stakeholders to increase the reach of messages about risk and to improve the local will and ability to take mitigation actions.
- Drive attendance: Reach out to meeting invitees through personalized follow-up emails and calls.
- Facilitate meeting.

Wood will also support SRWMD and the local officials at the Public Meetings for a total of 40 manhours.

Task 2.7 - Status Reports

In addition to Risk MAP meetings, to facilitate information sharing and a continuing dialogue between the PMT and the community, Wood will provide communities with regular status reports outlining the current project status, key accomplishments to date, identified risks, if any, and next steps including estimated next meeting date and meeting content (template to be provided from FEMA or can be created by Mapping Partner). These status reports will be provided to FEMA for review before electronic distribution. Project update status reports will be distributed to communities at mid-points between the meetings above, and between the Final Meeting and effective date, to help introduce and prepare the communities for upcoming discussions.

Task 3. Develop Flood Risk Products

Risk assessment data and analyses are defined as processes for 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. Wood will develop Flood Risk Products for study areas as listed in Table 1.4.

Table 1.4 Flood Risk Products

	Flood Risk Product / Data Set	New Flood Hazard Analysis Conducted	No New Flood Hazard Analysis Conducted
Flood Risk Dataset	Flood Risk Database	Required per MAS 18.15.f	Required per MAS 18.15.f
	Changes Since Last Firm	Required per MAS 18.15.f	Not Applicable
	Water Surface Elevation Grids	Required per MAS 18.15.f	TBD in Discovery
	Flood Depth Grids	Required per MAS 18.15.f	TBD in Discovery
	Percent Annual Chance & Percent 30-year Chance Grids	Required per MAS 18.15.f	TBD in Discovery
	Flood Risk Assessment	Required per MAS 18.15.f	Required per MAS 18.15.f
	Areas of Mitigation Interest	Required per MAS 18.15.f	Required per MAS 18.15.f
	Flood Risk Map	TBD in Discovery	TBD in Discovery
	Flood Risk Report	TBD in Discovery	TBD in Discovery

Task 4. Perform Field Survey



Wood shall conduct a detailed field reconnaissance of the specific study area to determine conditions along the floodplain(s), types and numbers of hydraulic and/or flood-control structures, apparent maintenance or lack thereof of existing hydraulic structures, locations of cross sections to be surveyed, and other parameters needed for the hydrologic and hydraulic analyses.

Wood shall conduct field surveys, including obtaining channel and floodplain cross sections, identifying or establishing temporary or permanent bench marks, and obtaining the physical dimensions of hydraulic and flood-control structures.

Task 5. Develop Topographic Elevation Data

Wood shall obtain topographic data for the floodplain areas to be studied including overbank areas. These data will be used for hydrologic analysis, hydraulic analysis, coastal analysis, floodplain boundary delineation and/or testing of floodplain boundary standard compliance. Wood shall gather availability, currency, and accuracy information for existing topographic data covering the affected communities in his project. Wood shall use topographic data for work in this project only if it is better quality than that of the original study or effective studies. Wood will ensure that the FEMA Geospatial Data Coordination Policy and Implementation Guide is followed and the data obtained or to be produced are documented properly as per those policies and guidelines. Wood shall utilize the data collected under this task and via field surveys to create a best available digital elevation model for the subject flooding sources.

Wood shall use existing topographic data for the areas so described in the Table 1.5 Summary of Topographic Data table.

In addition, Wood shall address the concerns or questions regarding the topographic data development that are raised during the Independent QA/QC review.

Table 1.5 Summary of Topographic Elevation Data

Beginning and End Points of Topo Data Collection	Data Type and Post Spacing	Accuracy and Year Acquired	Source/Data Vendor	Contact Information	Use Restrictions
Santa Fe Watershed	DEM 5-ft pixels based on LiDAR collected per FEMA/USGS standards	RMSE +/- 0.6 ft bare earth Collected in 2009-2017	SRWMD	Paul Buchanan SRWMD	None

Task 6. Prepare Base Map

Wood shall prepare and provide the digital base map, including:

- Obtain digital files of the base map. In coordination with the partner who performed Project Discovery, ensure that the FEMA Geospatial Data Coordination (GDC) Policy and Implementation Guide are followed.
- Secure necessary permissions from the base map source to allow FEMA's use and distribution of hardcopy and digital map products using the digital base map, free of charge.
- Review and supplement the content of the acquired base map to comply with FEMA standards.
- For the base map components that have a mandatory data structure, convert the base map data to the format required in FEMA standards.
- Certify that the digital data meets the minimum standards and specifications that FEMA requires for FIRM production.

In addition, Wood shall address concerns or questions regarding the base map that are raised during the Independent QC review, or during the MIP Validate Content Submission Process. Orthophotos, hydrography, PLSS lines, and corporate boundaries will be acquired from SRWMD and verified to be accurate and acceptable for use in FEMA projects.

Task 7. Develop Hydrologic Data

Wood shall perform hydrologic analyses for the flooding source(s) identified in Table 1.7: Summary of Hydrologic Analyses. Wood will perform the determination of peak flood discharges, using rainfall-runoff models, regression equations, gage



analysis, and hydrograph development to support the level of detail required for the project. Wood shall calculate peak flood discharges and/or flood hydrographs for the 50%, 10%, 4%, 2%, 1%, "1% plus" and 0.2% annual chance events using the analysis method listed in Table 1.7. The "1-percent-plus", or "1%+", annual chance flood elevation will be modeled and included on the flood profile. While not used for regulatory or insurance purposes, this flood event will be calculated to help illustrate the variability range that exists between the regulatory 1-percent-annual-chance flood elevation and a 1-percent-annual-chance elevation that has taken into account an additional amount of uncertainty in the flood discharges (thus, the 1% "plus"). For flooding sources whose discharges are estimated using regression equations, the 1%+ flood elevations will be derived by taking the 1-percent-annual-chance flood discharges and increasing the modelled discharges by a percentage equal to the average predictive error for the regression equation. For flooding sources with gage- or rainfall-runoff-based discharge estimates, the upper 84-percent confidence limit of the discharges will be used to compute the 1%+ flood elevations.

These six flood discharges will be the basis for subsequent Hydraulic Analyses performed under this project. In addition, Wood will be responsible for addressing comments resulting from the independent QC, including resubmittal of deliverables as needed to pass the technical review.

Wood shall document automated data processing and modeling algorithms and provide the data to FEMA to ensure these are consistent with FEMA standards. Digital datasets (such as elevation, basin, or land use data) are to be documented and provided to FEMA for approval before performing the hydrologic analyses to ensure the datasets meet minimum requirements.

The CTP will compare the calculated, or computed, discharge with discharge determined from reliable gage data, if any. This comparison will only be done at locations where the two discharge values are considered representative of the same flooding source. Results of this comparison will be used in making a professional judgment for determining the discharge to be used for the hydraulic analysis.

Table 1.7 Summary of Hydrologic Analyses

Study Area / Flooding Source	Method	Square Miles of Leveraged Hydrology	Square Miles of New Hydrology
To be determined in Discovery			

Task 8. Perform Hydraulic Analyses

Wood shall perform hydraulic analyses as described in Table 1.8: Summary of Hydraulic Analyses. Wood will establish and review regulatory floodways and flood elevations for the 50%, 10%, 4%, 2%, 1%, "1% plus" and 0.2% annual chance events based on flood discharge rates computed under Develop Hydrologic Data.

The hydraulic methods used for this analysis may include base level and/or enhanced level hydraulic modeling. The base level will use an automated hydraulic model and use the best available elevation data to model the 50%, 10%, 4%, 2%, 1%, "1% plus" and 0.2% annual chance events. It may not include field surveys, floodways, or mapped Base Flood Elevations (BFEs) but will include mapped A or AE zones per Table 1.8. The enhanced level may include field surveys, floodways, and the 50%, 10%, 4%, 2%, 1%, 1% plus and 0.2% annual chance events, using methods described in Table 1.8. Wood, at a minimum, must delineate the floodplain and floodway, if applicable, boundaries of the base flood. Wood must also delineate the floodplain boundaries associated with the 0.2-percent-annual-chance flood, if it is calculated.

Wood shall use the cross-section and field data collected during Perform Field Survey and the topographic data collected during the Develop Topographic Data, when appropriate, to perform the hydraulic analyses. The hydraulic analyses will be used to establish flood water surface elevations, floodplain extents, and regulatory floodways for the listed study area or flooding sources.

If applicable, Wood shall use the FEMA CHECK-2 or cHECK-RAS checking program to verify the reasonableness of the hydraulic analyses. To facilitate the independent QA/QC review, Wood shall provide explanations for unresolved messages from the CHECK-2 or cHECK-RAS program, as appropriate. In addition, the CTP shall address concerns or questions regarding



the hydraulic analyses that are raised during the independent QA/QC review including resubmittal of deliverables as needed to pass the technical review.

Table 1.8 Summary of Hydraulic Analyses

Study Area / Flooding Source	Hydraulic Analysis Option	Total Miles of New Base Level of Enhanced Level Hydraulics	Description of Level of Study
To be determined in Discovery			

Task 9. Perform Floodplain Mapping

Wood shall perform floodplain mapping for the flooding sources studied within Tasks 7 and 8. Wood will perform mapping of the 1% and 0.2% annual chance event floodplains and regulatory floodways based upon updated topographic data.

Table 1.10 Summary of Floodplain Mapping

Study Area / Flooding Source	Method	Mapping Type (A/AE)	Miles	Topographic Data Source
To be determined in Discovery				

Wood shall incorporate the results of effective Letters of Map Change (LOMC) for affected communities on the FIRM and provide to the appropriate PTS the required submittals for incorporation into the National Flood Hazard Layer (NFHL). Also, the CTP shall address concerns or questions regarding Floodplain Mapping that are raised during the independent QA/QC review.

Task 11. Develop FIRM Database

Wood shall prepare the database in accordance FEMA standards and guidance, including relevant Technical Reference documents, for upload to the MIP. Wood is responsible for confirming and/or obtaining revised or updated guidance from the region. Wood shall coordinate with the RSC to complete and submit the Key Decision Point (KDP) 2 form prior to Quality Review (QR) 1.

Task 12. Produce and Distribute Preliminary Map Products

Wood shall apply the final FEMA FIRM graphic and database specifications to the FIRM files produced under Floodplain Mapping for the panels identified in Table 1.11. This work shall include adding the required annotation, line pattern, area shading, and map collar information (e.g., map borders, title blocks, legends, and notes to user).

Task 12.1 – Preparation of Preliminary SOMA

Wood shall prepare a Preliminary Summary of Map Actions (SOMA) for the affected communities, if appropriate.

Task 12.2 – Update CNMS Regional File Geodatabase

The CNMS Regional File Geodatabase is to reflect changes to the existing inventory applicable to scoped studies, study extents and attributes.

Table 1.11 FIRM Panel Summary

Watershed / Area of Study	County / Communities	Number of Revised Panels
Santa Fe	To be determined in Discovery	
Waccasassa	To be determined in Discovery	



The Distribute Preliminary Map Products task consists of the final preparation, review, and distribution of the Preliminary copies of the FIRM and FIS report and the Preliminary SOMA and Risk Assessment products to community officials and the general public for review and comment. Wood shall prepare and submit the KDP3 required documentation to be reviewed and approved at both the FEMA Regional and Headquarters level. Preliminary distribution cannot begin until this process is approved at all levels.

Task 12.3 - Preliminary Transmittal Letter Preparation

Wood shall prepare letters and transmit the Preliminary copies of the FIRM and FIS report and related enclosures to the affected communities, other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA. This letter may be prepared using the national or regional template with FEMA letterhead/logo and with FEMA signature only, or (when pre-approved by the Regional Office) on FEMA and CTP joint letterhead for signature by FEMA and the CTP.

Task 12.4 - Distribution of Preliminary Package

Wood shall distribute the Preliminary copies of the FIRM and FIS report, Preliminary SOMA (as applicable) and Risk Assessment products (as applicable) to the affected communities, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA.

Task 13. Post-Preliminary Map Production

The Post-Preliminary activity consists of completing the statutory, regulatory and administrative activities required to finalize the FIRM and FIS report after the Preliminary copies of the FIRM and FIS report have been issued to community officials and the public for review and comment. FEMA may audit or assist in these activities as necessary. The activities to be performed are summarized below. In addition, additional Stakeholder Engagement tasks and the Final (CCO) Meeting and Public Meeting are held during this time, as described in the Risk MAP Meetings Section of the Perform Community Engagement and Project Outreach task.

Task 13.1 - News Release Preparation

Wood shall use the MIP in accordance with FEMA standards to create Expanded Appeals Process (EAP) notices for studies that result in new or modified BFEs or base flood depths and/or new or modified flood hazard information, including additions or modifications of any SFHA boundary, SFHA zone designation, or regulatory floodway within a community. FEMA, or its designee, shall perform QA/QC reviews of the FHD information for accuracy and compliance with FEMA format requirements.

Task 13.2 - Initiation of Statutory 90-Day Appeal Period

When required, upon completion of a 30-day community comment period and/or final coordination meeting with the affected communities, the following activities are completed in accordance with the current version of the FEMA standards, appropriate guidance, and Document Control Procedures Manual:

- Wood shall prepare and submit the KDP4 required documentation to be reviewed and approved at both the FEMA Regional and Headquarters level. FHD notice publication cannot begin until this process is approved at all levels.
- Wood shall meet with the FEMA Regional Office of External Affairs, other FEMA staff, community officials, to discuss the mapping project and at a minimum provide a local PSA statement to local radio and television outlets to further educate property owners about appeals processes.
- Wood shall prepare and deliver to FEMA, or its designee, the appropriate flood hazard determination notice(s) to be published in the Federal Register. FEMA standards and guidance shall be followed.
- Wood shall send proposed Flood Hazard Determination notification letters and verify confirmation of receipt to meet FEMA standards and guidance, using the Appeal Start template to the community CEOs and floodplain administrators.
- Wood shall ensure that news release notifications of Proposed Flood Hazard Determination changes are published in prominent newspapers with local circulation in accordance with 44 CFR Part 67.4.

FEMA, or its designee, shall perform QA/QC reviews of the Federal Register notice, community notification letters and news release notifications for accuracy and compliance with FEMA format requirements.



Task 13.3 - Resolution of Appeals and Comments

Wood shall review and resolve appeals and comments received during the 90-day appeal period in accordance with FEMA standards. For each appeal and comment, the following activities shall be conducted as appropriate:

- Prepare and mail acknowledgment letter on FEMA letterhead with FEMA signature following FEMA concurrence.
- Perform technical review of submitted information.
- Prepare interim communication letter(s) requesting additional supporting data, as needed.
- Perform revised analyses, if necessary, upon FEMA direction.
- Prepare a draft resolution letter for appeals and comments, on FEMA letterhead for FEMA signature, and (as necessary) revised FIRM and FIS report materials for FEMA review.
- Mail resolution letter(s) upon FEMA concurrence.
- Update CNMS as appropriate when resolving appeals/comments.
- Update the Risk Assessment Suite as needed (and directed by FEMA) for appeal resolutions.

Task 13.4 - Preparation of Special Correspondence

Wood shall, at the request of FEMA, respond to comments not received within the 90-day appeal period and before the maps are effective (referred to as "special correspondence") including drafting responses for FEMA review and finalizing responses for signature. Wood shall mail the final correspondence (and enclosures, if appropriate) and distribute appropriate copies of the correspondence and enclosures upon authorization from FEMA. Wood shall prepare all associated correspondence using FEMA letterhead and mail upon authorization by FEMA. When approved by FEMA, correspondence may be on joint FEMA-CTP letterhead and co-signed by FEMA and Wood.

Task 13.5 - Revision and Finalization of FIRM and FIS Report

If necessary, Wood shall coordinate with FEMA to determine the appropriate level of effort to revise the FIRM and FIS report and shall distribute revised Preliminary copies of the FIRM and FIS report to the CEO and floodplain administrator of each affected community, all other Project Team members, the State NFIP Coordinator, the FEMA Regional Office, and others as directed by FEMA. Wood shall finalize the FIRM and FIS, including incorporating effective Letters of Map Revision, in accordance with FEMA standards and guidance, and upload final products to the MIP for automated and visual National QRs (Quality Review 5 and Quality Review 7) in accordance with FEMA standards. All work must pass appropriate QRs prior to issuance of the Letter of Final Determination.

Task 13.6 - Processing of Letter of Final Determination

Wood shall prepare and submit the KDP5 required documentation to be reviewed and approved at both the regional and headquarters level. QRs 5, 6, 7 and processing of the Letter of Final Determination (LFD) cannot begin until this process is approved at all levels. Wood should follow the regional submittal guidelines on all KDP5 packages as each region has their own processes set up to review this documentation. Wood shall work with FEMA to establish the effective date for the FIRM and FIS report and shall prepare LFDs for affected communities. Wood shall submit the LFD Package for Quality Review 6 per FEMA standards, in coordination with the Region and its designated contractor. FEMA, or its designated contractor, shall mail the final signed LFDs and enclosures and distribute appropriate copies of the signed LFDs. All work must pass the automated and visual National QRs (Quality Review 5 and Quality Review 7) and QR of the LFD package (Quality Review 6) prior to the distribution of the LFD letters.

Task 13.7 - Final SOMA Preparation

Wood shall prepare Final SOMAs for the affected communities with assistance from FEMA, or its designee, as appropriate.

Task 13.8 - Final Flood Hazard Determination Notice

Typically, the Final Flood Hazard Determination Notice to be published in the Federal Register is generated from the Proposed Notice. In the event that updates or corrections are needed prior to publication of the final notice, Wood shall prepare the appropriate notices and deliver those notices to FEMA, or its designee, for review and publication.

Task 13.9 - Processing of Final FIRM and FIS Report for Printing

Wood shall prepare final reproduction materials for the FIRM and FIS report and provide these materials to FEMA, or its designee, in accordance with FEMA standards and guidance for printing by the Map Service Center (MSC); please refer to the Data Capture Technical Reference. Wood shall also prepare the appropriate paperwork to accompany the FIRM and FIS report



and transmittal letters to the community CEOs. Wood will submit these products for Quality Review 7 (QR7) and Quality Review 8 in accordance with FEMA standards and guidance. The products must pass QR7 prior to issuance of the LFD letters.

Task 13.10 - Revalidation Letter Processing

Wood shall prepare and distribute letters for FEMA signature to the community CEOs and floodplain administrators to notify the affected communities about Letters of Map Change for which determinations will remain in effect after the FIRM and FIS report become effective. Wood shall update the MIP SOMA tool as necessary to prepare and submit the Revalidation Letters and Revalidation Docket to FEMA, or its designee, for review and approval prior to distributing the letters to communities. The Revalidation Docket and Letters must be submitted for review 4–5 weeks prior to the effective date, and mailed to communities 2 to 4 weeks before the effective date. After distribution of the revalidation letters, Wood shall send copies of the official dated letters to FEMA, or its designee, for submittal to the LOMC subscription service.

Task 13.11 - Archiving Data

Wood shall ensure that technical and administrative support data are packaged in the FEMA required format and stored properly in the library archives until transmitted to the FEMA Engineering Study Data Package Facility. In addition, Wood will maintain copies of all data for a period of no less than three years from the submission of the Final Report for award management.

STANDARDS

The standards relevant to this project are presented in FEMA Policy 204-078-1 Standards for Flood Risk Analysis and Mapping, Revision 7, dated November 29, 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: 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 FEMA 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: 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.

DELIVERABLES

Wood will make the following products available to SRWMD by uploading the digital data to the MIP in accordance with the current Data Capture Technical Reference and Technical Support Data Notebook (TSDN) requirements where applicable.

Task 1. Project Management

- Monthly Earned Value data reporting through the MIP with variance explanations to support management of technical mapping activities within specified time frame, for both Regulatory and Flood Risk Products.
- Management of SPI/CPI performance for an organization.
- Overall project Quality Management Plan including QA/QC maintenance information, such as maintaining a QA/QC log and providing a QA/QC approach to FEMA for review and approval.
- Management of adherence to scope of work and quality of work for an organization.

Task 2. Community Engagement and Project Outreach

- A Project Communication Plan detailing outreach and coordination activities
- Wood will upload relevant data to MIP Outreach tasks per the Standards above.
- Watershed/Community Assessment outputs, including logs of telephone discussions (if applicable)



- Meeting invitation, agenda, presentation slides (as requested), and meeting notes for FEMA review
- Action Identification and Advancement Plan
- Project update status reports for project communities
- Wood will provide documentation of adherence with the requirements for the community 30-day review of proposed models and 30-day review of work maps, completed models, and associated information.

Task 3. Develop Flood Risk Products

- Narrative of assumptions made and approaches taken for analysis.
- The Hazus system files (.hpr files).
- Global summary report.
- Direct damage and contents data used to populate tables in Flood Risk Report.
- Updated local parcel/building information, topographic data, etc. used in analysis.
- Description of data used that were not part of the default Hazus data sets.

Task 4. Perform Field Survey

- A report summarizing the findings of the field reconnaissance
- Digital photographs of cross section locations and structures
- Digital sketches of cross section and structure data
- Documentation of the horizontal and vertical datum
- National Geodetic Survey data sheets for Network Control Points used to control topographic data acquisition and ground surveys
- Digital versions of draft text for inclusion in the FIS report
- Digital survey data consistent with the Data Capture Technical Reference
- Metadata file complying with the NFIP Metadata Profiles Specifications
- Support documentation
- Certification of Work
- TSDN Narrative
- FIRM Database files
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken as outlined in the approved QA/QC Plan.

Task 5. Develop Topographic Elevation Data

- Bare Earth DEM
- Metadata file complying with the NFIP Metadata Profiles Specifications
- Support documentation and Certification of Work

Task 6. Prepare Base Map

- Metadata file complying with the NFIP Metadata Profiles Specifications;
- Digital base map files that comply with FEMA Standards;
- Written certification that the digital data meet the minimum standards and specifications;
- Digital versions of draft text for inclusion in the FIS report;
- Documentation that FEMA can use the digital base map;
- Documentation of the Horizontal and Vertical Datums as part of Base Map Project Narrative;
- Additional base map acquisition correspondence;

Task 7. Develop Hydrologic Data

- Digital copies of hydrologic modeling (input and output) files for the 50%, 10%, 4%, 2%, 1%, "1% plus" and 0.2% annual chance events.
- Digital hydrologic data consistent with the Data Capture Standards as described in the latest Technical Reference: Data Capture.
- FIRM Database files as described in the FIRM Database Technical Reference, Table 2.
- Metadata file complying with the latest Technical Reference: Metadata Profiles for Hydrology.
- Digital Summary of Discharges Tables presenting discharge data for the flooding sources for which hydrologic analyses were performed (for flooding sources to be mapped as Zone AE on the FIRM).



- Digital versions of draft text for inclusion in the FIS report.
- Digital versions of all backup data used in the analysis, including GIS data layers.
- A Hydrology Report summarizing the approach and results of the hydrologic analysis for each study area in Table 1.7.
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the hydrologic analysis as outlined in the approved QA/QC Plan.
- Written certification that the digital data meet the minimum standards and specifications.
- Written response to any comments resulting from the independent QA/QC review.
- If data is changed following the independent QA/QC review, then updated deliverables for the Develop Hydrologic Data task must be submitted to the MIP.

Task 8. Develop Hydraulic Data

- Digital copies of all hydraulic modeling (input and output) files for the 50%, 10%, 4%, 2%, 1%, "1% plus" and 0.2% annual chance events.
- Digital hydraulic data consistent with the Data Capture Standards as described in the latest Technical Reference: Data Capture.
- FIRM Database files as described in the FIRM Database Technical Reference, Table 2.
- Metadata file complying with the latest Technical Reference: Metadata Profiles for Hydraulics.
- Digital versions of draft text for inclusion in Section 5.2 Hydraulic Analyses of the FIS report.
- Digital Floodway Data Tables for each flooding source studied by detailed methods that is compatible with the FIRM database.
- Digital profiles of the 50%, 10%, 4%, 2%, 1%, "1% plus" and 0.2% annual chance events, representing existing conditions using the FEMA RASLOT program or similar software (for flooding sources studied by detailed methods).
- Digital versions of all backup data used in the analysis, including high water mark data for model calibration, GIS data layers, and any additional hydraulics data collected for use in the preparation of this Flood Risk Project.
- Complete set of digital work maps to be used at the Flood Engineering Review meeting. Work maps will include all appropriate GIS layers and be PDF files depicting effective and revised flooding, cross sections, streams and roads on an aerial base map.
- A Hydraulic Report summarizing the approach and results of the hydraulic analysis for each study area in Table 1.8.
- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the hydraulic analyses as outlined in the approved QA/QC Plan.
- Written certification that the digital data meet the minimum standards and specifications.
- 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.
- Explanations for unresolved messages from the CHECK-2 or CHECK-RAS program, as appropriate.
- Written response to any comments resulting from the independent QA/QC review.
- If data is changed following the independent QA/QC review, then updated deliverables for the Develop Hydraulic Data task must be submitted to the MIP.
- Appropriate leverage information, including who paid for the data and the amount of data used by the Flood Risk Project.
- Demonstrated compliance with the Floodplain Boundary Standard, including a signed self-certification form.

Task 9. Perform Floodplain Mapping

- Digital floodplain mapping data consistent with the Data Capture Standards as described in the latest Technical Reference: Data Capture.
- A metadata file complying with the latest Technical Reference: Metadata Profile for floodplain Mapping.
- Support documentation and Certification of Work.
- FIRM database files as described in the FIRM Database Technical Reference, Table 2.
- Digital versions of input and output for any computer programs that were used consistent with the Data Capture Technical Reference and guidance (see draft language and coordinate with the Region regarding its appropriate usage). Digital versions of input and output for any computer programs that were used consistent with the Data



Capture Technical Reference and guidance (see draft language and coordinate with the Region regarding its appropriate usage).

- A Summary Report that describes and provides the results of all automated or manual QA/QC review steps taken during the preparation of the FIRM as outlined in the approved QA/QC Plan.
- Any backup or supplemental information including supporting calculations and assumptions used in the mapping required for the independent QA/QC review of Floodplain Mapping consistent with the DCS (see draft language and coordinate with the region regarding its appropriate usage).
- Demonstrated compliance with the Floodplain Boundary Standard, including a signed self-certification form.
- An explanation for the use of existing topography for the studied reaches, if appropriate.
- Written summary of the analysis methodologies.
- Digital versions of draft text for inclusion in Section 6.3 Floodplain and Floodway Delineation of the FIS Report, Floodway Data Tables and updated Flood Profiles including all profiles and tables converted to the appropriate datum.
- If automated GIS-based models are applied, all input data, output data, intermediate data processing products, and GIS data layers shall be submitted consistent with the DCS (see draft language and coordinate with the region regarding its appropriate usage).
- 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.
- Updated CNMS data layer documenting flooding sources no longer deemed valid as a result of redelineation efforts.

Task 11. Develop FIRM Database

- FIRM database files, prepared in accordance with FEMA standards and in the required format(s);
- A metadata file complying with the FEMA NFIP Metadata Profile Specifications;
- Project Narrative;
- Certificate of Completion.

Task 12. Produce and Distribute Preliminary Map Products

- Preliminary FIRM database prepared in accordance with FEMA standards;
- Metadata file;
- FIS Report;
- Preliminary SOMA(s) prepared using the SOMA Tool on the MIP;
- Complete set of Preliminary FIRM panels showing all detailed flood hazard information at a suitable scale;
- Passing Quality Review report for:
 - QUALITY REVIEW 2: Auto Validation of Preliminary FIRM Database
 - QUALITY REVIEW 3: Visual Review of Preliminary Map Panels and FIS.
- Preliminary transmittal letters
- A preliminary copy of the FIRM and FIS report
- A self-certification document outlining the funded scope and comments per Region discretion.

Task 13. Post-Preliminary Processing

- Documentation that the appropriate Federal Register notices (Proposed and Final Flood Hazard Determinations) were published in accordance with FEMA requirements.
- Documentation that the news releases were published in accordance with FEMA requirements.
- Final community notification letters for starting the appeal period.
- Draft and final Special Correspondence (and all associated enclosures, backup data, and other related information) for FEMA review and signature, as appropriate.
- Draft and final Appeal and Comment acknowledgment, additional data, and resolution letters (and all associated enclosures, backup data, and other related information) for FEMA review and signature, as appropriate.
- Draft of the KDP 5 form for the Regions concurrence and submittal
- Draft and final LFDs (and all associated enclosures, backup data, and other related information) for FEMA review and signature.
- Passing Quality Review report for:
 - QUALITY REVIEW 4: Validate Proposed Flood Hazard Determination (FHD) Notice and CEO Letters



- QUALITY REVIEW 5: Validate Final FIRM Database and FIRM Panels
- QUALITY REVIEW 6: Check LFD Before Distribution
- QUALITY REVIEW 7: Validate MSC Deliverables
- QUALITY REVIEW 8: MSC Review of Final Deliverables
- FIRM digital files and final FIS report materials including all updated data tables and Flood Profiles.
- Metadata file.
- Provide one hard copy and digital FIRM products to the community.
- Paperwork for the final FIRM and FIS report materials.
- Transmittal letters for the printed FIRM and FIS report.
- LOMC Revalidation Letters, if appropriate.
- Completed, organized, and archived technical and administrative support data.
- Completed, organized, and archived case files and flood elevation determination docket (FEDD files).
- 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 LFD Issuance. A self-certification document outlining the funded scope and comments per Region discretion.

ANTICIPATED SCHEDULE AND FEE

The activities documented in this proposal shall be completed in accordance with the estimated start and end dates, as well as the estimated fees documented in Table 2.1. Both the schedule and the fee of individual tasks are highly dependent upon the results of Discovery. It should be noted that the overall not-to-exceed fee is not dependent upon the result of Discovery and is set at \$790,500.00

Table 2.1 assumes that Wood has received Notice to Proceed on or before October 1, 2019 and is subject to change based upon the results of Discovery. Should Wood receive Notice to Proceed after October 1, 2019, changes to this schedule will be required as well. If changes to this schedule are required, Wood shall coordinate with FEMA, SRWMD, and the other mapping partners in a timely manner.

Table 2.1 – Project Activities Schedule and Fee

Activities	Estimated Start Date	Estimated End Date	Estimated Fee
Santa Fe Watershed Risk MAP Tasks 1 – 13 listed above	October 2019	December 2024	\$745,500.00
Waccasassa Watershed Risk MAP Only Tasks 10-13 listed above.	October 2019	February 2021	\$45,000.00
Total Not-to-Exceed Cost of Proposal			\$790,500.00



MEMORANDUM

TO: Governing Board

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

THRU: Steve Minnis, Deputy Executive Director, Business and Community Services

DATE: September 30, 2019

RE: Approval of a Modification of Water Use Permit 2-121-221458-4, PC 12, Newburn, Eternity Project, for Agricultural Use, Suwannee County

RECOMMENDATION

Staff recommends the Governing Board approve Water Use Permit number 2-121-221458-4 with seventeen standard conditions and eight special limiting conditions, to NKC Southeast, LLC, in Suwannee County.

BACKGROUND

This is a modification of an existing agricultural water use to combine two existing agricultural water uses, add approximately 40 irrigated acres, and update crop rotations. The project consists of approximately 1,440 controlled and 1,321 irrigated acres and is located approximately 13.5 miles south west of Live Oak in Suwannee County. Groundwater is used to irrigate corn, peanuts, carrots and rye through 14 center pivots. Supplemental irrigation models were used to determine the 3.2549 mgd 1-in-10-year drought allocation, a 0.8494 mgd increase from the previous sequence.

All wells eight inches or greater in diameter (11 of 13) are currently monitored though reporting of electrical consumption. There have been no reports of interference or observed harm to water resources associated with previous withdrawals at this project.

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

/tm

WATER USE TECHNICAL STAFF REPORT
25-Sep-2019
APPLICATION #: 2-121-221458-4

Owner: David Martin
NKC Southeast, LLC
Ste 425
10333 N Meridian St
Indianapolis, IN 46290-1081
317-708-8970

Applicant: Same as Owner

Agent: Not Applicable

Compliance Contact: David Martin
NKC Southeast, LLC
Ste 425
10333 N Meridian St
Indianapolis, IN 46290-1081
317-708-8970

Project Name: PC 12, Newburn, Eternity

County: Suwannee

Located in WRCA: Yes

Objectors: No

Authorization Statement:

The permittee is authorized to withdraw a maximum of 3.2549 mgd of groundwater for supplemental irrigation of corn/ corn/ rye, a maximum of 2.0156 mgd of groundwater for supplemental irrigation of corn/ carrot, or a maximum of 1.1783 mgd of groundwater for supplemental irrigation of peanuts/ rye.

Recommendation: Approval

Reviewers: Stefani Weeks; Greg Trotter; Warren Zwanka

WATER USE SUMMARY:

Allocation Summary		
Average Daily Rate (Million Gallons Per Day)	Freeze Protection (Million Gallons Per Year)	Allocation Change (Million Gallons Per Day)
3.2549	0.0000	0.8494

Recommended Permit Duration and Compliance Reporting: Modification of an existing permit; to expire October 17, 2036

USE STATUS: This is a modification of an existing agricultural water use.

PROJECT DESCRIPTION:

This project is located one mile east of SR-51, approximately 13.5 miles south west of Live Oak in Suwannee County; and consists of 1440 controlled and 1321 irrigated acres. Groundwater from 13 wells is used to irrigate corn, carrots, peanuts, and rye through 14 center pivots. This modification combines WUP 2-121-233160-2 with 2-121-221458-3, adds one 57-acre parcel (0804S12E10569004000) to the project, and updates crop rotations.

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

WATER USE CALCULATIONS:

The District's WUPAR model was used to determine the 15.61 inches/year of supplemental irrigation for corn grown from February 28 to June 15, and 15.61 inches/year of supplemental irrigation for corn grown from June 15 to November 1.

The GIS-Based Water Resources and Agricultural Permitting and Planning System was used to determine the following supplemental irrigation requirements:

Peanuts grown from May 15 to October 31: 10.09 inches/year

Carrots grown from September 15 to January 15: 4.90 inches/year

Rye grown from November 1 to February 28: 1.90 inches/year

PERMIT APPLICATION REVIEW:

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

(a) is a reasonable-beneficial use;

(b) will not interfere with any presently existing legal use of water; and

(c) is consistent with the public interest.

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

Is this a reasonable-beneficial use?

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

Yes. Based on the evaluation of criteria listed in subsections 40B-2.301(2)(a)-(k), F.A.C.

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

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

No. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of less than 0.5 foot at the project boundary. Therefore, groundwater withdrawals at this project are not expected to interfere with any presently existing legal uses of water.

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

Yes. The use of water for agricultural purposes is consistent with the public interest.

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

Yes. Water use consistent with the aforementioned supplemental irrigation models is economic and efficient. The permittee will implement the following water conservation measures for the agricultural uses: checking daily for irrigation leaks and repairing them as needed, using new or retrofitted pivot irrigation systems and efficiency testing those systems every five years to maintain an 80% distribution uniformity, burying irrigation pipe to prevent damage, using UF-IFAS and NRCS-approved methods and soil moisture probes for scheduling irrigation, using conservation tillage and cover crops to increase soil health and the soil water holding capacity, operating with a pump safety shutdown in the event of an irrigation system malfunction, and irrigating at night and when the wind is less than 5 mph when feasible.

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

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

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

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

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

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

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

No. The use is not expected to harm offsite land uses.

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

No. Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of less than 0.5 feet at the project’s boundaries. There are no wetlands on or proximate to the project, therefore, staff determined the use will not cause harm to the water resources of the area.

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

Yes. The proposed withdrawals are in accordance with MFLs and MFL recovery strategies pursuant to Chapters 62-42 and 40B-8, F.A.C.; and Emergency Rule 40BER17-01. Additionally, cumulative reductions in flow from the reduced allocation were evaluated at the Outstanding Florida Springs (OFS) and no measurable reductions were recorded. No OFS listed in Emergency Rule 40BER17-01 has an estimated cumulative flow decline of 9.9%.

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

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

WITHDRAWAL POINT INFORMATION:

Site Name: PC 12

Well Details						
District ID	Station Name	Casing Diameter (inches)	Capacity (GPM)	Source Name	Status	Use Type
119427	PC 4	6	450	FAS - Upper Floridan Aquifer	Active	Agricultural
120613	PC 3	10	1000	FAS - Upper Floridan Aquifer	Active	Agricultural
120969	PC 5	8	1000	FAS - Upper Floridan Aquifer	Active	Agricultural
120988	PC 6	6	450	FAS - Upper	Inactive	--

Well Details						
District ID	Station Name	Casing Diameter (inches)	Capacity (GPM)	Source Name	Status	Use Type
				Floridan Aquifer		
121409	Ward Well	10	500	FAS - Upper Floridan Aquifer	Active	Agricultural
130768	PC 1	12	1000	FAS - Upper Floridan Aquifer	Active	Agricultural
130769	PC 2	12	1000	FAS - Upper Floridan Aquifer	Active	Agricultural
130770	PC 7	8	500	FAS - Upper Floridan Aquifer	Active	Agricultural

Site Name: Jordan Ward

Well Details						
District ID	Station Name	Casing Diameter (inches)	Capacity (GPM)	Source Name	Status	Use Type
120684	Well No. 1	6	600	FAS - Upper Floridan Aquifer	Active	Agricultural
121391	Well No. 2	8	1000	FAS - Upper Floridan Aquifer	Active	Agricultural
121392	Well No. 3	12	500	FAS - Upper Floridan Aquifer	Active	Agricultural

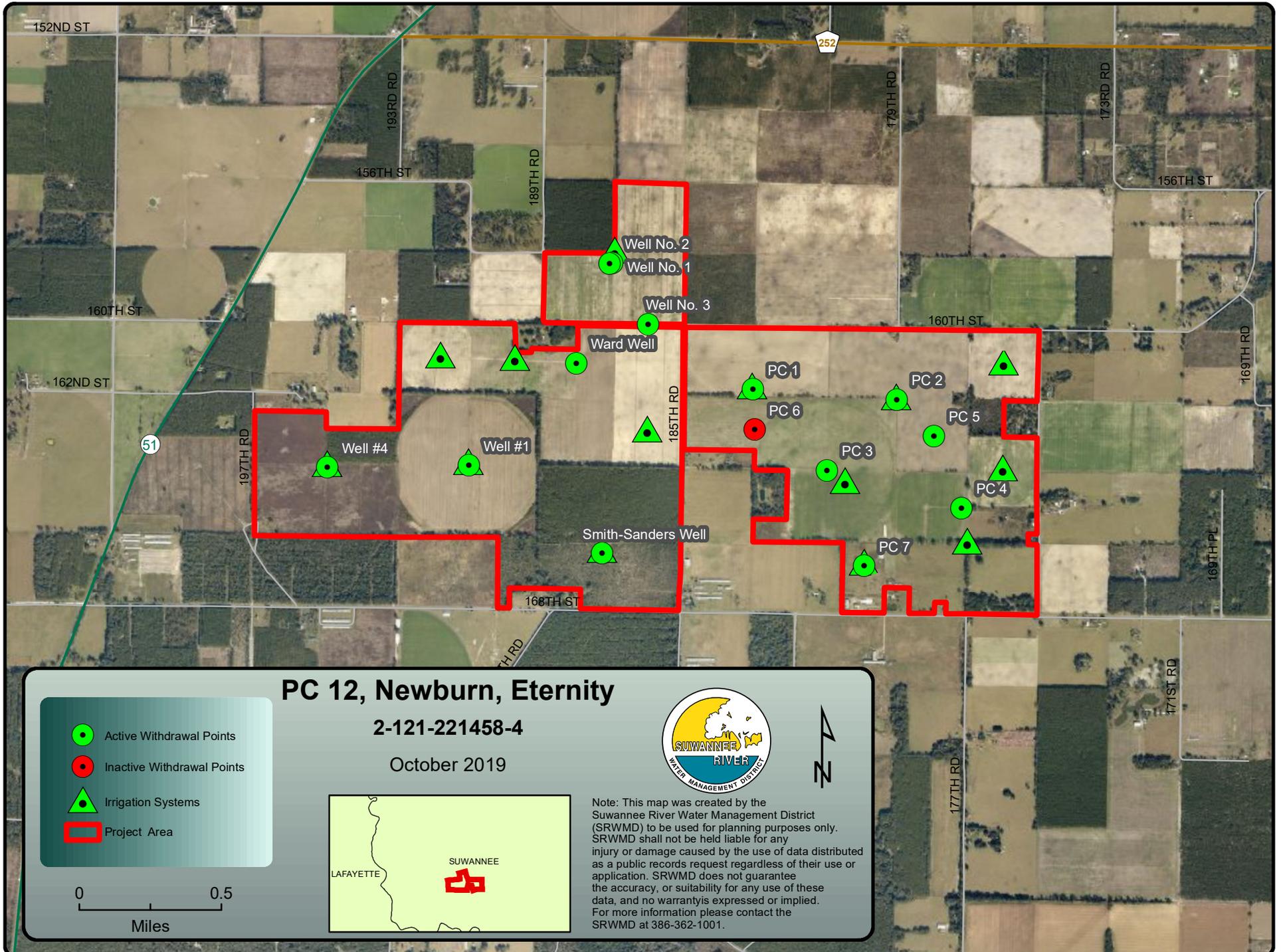
Conditions

1. All water uses authorized by this permit shall be implemented as conditioned by this permit, including any documents incorporated by reference in a permit condition. The District may revoke this permit, in whole or in part, or take enforcement action, pursuant to sections 373.136 or 373.243, F.S., unless a permit modification has been obtained. The permittee shall immediately notify the District in writing of any previously submitted information that is later discovered to be inaccurate.
2. This permit does not convey to the permittee any property rights or privileges other than those specified herein, nor relieve the permittee from complying with any applicable local government, state, or federal law, rule, or ordinance.

3. The permittee shall notify the District in writing within 30 days of any sale, transfer, or conveyance of ownership or any other loss of permitted legal control of the Project and / or related facilities from which the permitted water use is made. Where the permittee's control of the land subject to the permit was demonstrated through a lease, the permittee must either submit documentation showing that it continues to have legal control or transfer control of the permitted system / project to the new landowner or new lessee. All transfers of ownership are subject to the requirements of rule 40B-2.351, F.A.C. Alternatively, the permittee may surrender the water use permit to the District, thereby relinquishing the right to conduct any activities under the permit.
4. Nothing in this permit should be construed to limit the authority of the District to declare a water shortage and issue orders pursuant to chapter 373, F.S. In the event of a declared water shortage, the permittee must adhere to the water shortage restrictions, as specified by the District. The permittee is advised that during a water shortage, reports shall be submitted as required by District rule or order.
5. With advance notice to the permittee, District staff with proper identification shall have permission to enter, inspect, observe, collect samples, and take measurements of permitted facilities to determine compliance with the permit conditions and permitted plans and specifications. The permittee shall either accompany District staff onto the property or make provision for access onto the property.
6. A permittee may seek modification of any term of an unexpired permit. The permittee is advised that section 373.239, F.S. and rule 40B-2.331, F.A.C., are applicable to permit modifications.
7. This permit shall expire on **10/17/2036**. The permittee must submit the appropriate application form incorporated and the required fee to the District pursuant to rule 40B-2.361, F.A.C., up to one year prior to this expiration date in order to continue the use of water.
8. Use classification is **Agricultural**.
9. Source classification is **Groundwater**.
10. The permitted water withdrawal facilities consist of the stations in the Withdrawal Point Information table(s).

11. The permittee must mitigate interference with existing legal uses caused in whole or in part by the permittee's withdrawals, consistent with a District-approved mitigation plan. As necessary to offset such interference, mitigation may include, but is not limited to, reducing pumpage, replacing the existing legal user's withdrawal equipment, relocating wells, changing withdrawal source, supplying water to existing legal user, or other means needed to mitigate the impacts.
12. The permittee must mitigate harm to existing off-site land uses caused by the permittee's withdrawals. When harm occurs, or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
13. The permittee must mitigate harm to the natural resources caused by the permittee's withdrawals. When harm occurs or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
14. If any condition of the permit is violated, the permittee shall be subject to enforcement action pursuant to chapter 373, F.S.
15. The permittee must notify the District in writing prior to implementing any changes in the water use that may alter the permit allocations. Such changes include, but are not limited to, change in irrigated acreage, crop type, irrigation system, water treatment method, or entry into one or more large water use agreements. In the event a proposed change will alter the allocation, permittee must first obtain a permit modification.
16. All correspondence sent to the District regarding this permit must include the permit number **(2-121-221458-4)**.
17. The District reserves the right to open this permit, following notice to the permittee, to include a permit condition prohibiting withdrawals for resource protection.
18. The permittee shall implement automated monitoring of groundwater withdrawals, at permittee's expense, upon commencement of withdrawals. Monthly reports shall include volume pumped by each well of inside diameter eight inches or greater at land surface and shall be delivered within the following month in an approved District format. The permittee may opt for a standardized SRWMD automated monitoring system to fulfill this requirement.
19. The permittee shall implement and/or maintain the conservation practices selected in the Water Conservation Plan submitted to the District. Any new practices selected shall be implemented within one year from the date of permit issuance. Practices that involve scheduling methods or maintenance shall be documented. Documentation for implementation and/or maintenance shall be maintained on all practices and available upon request.

20. The permittee's water use shall be consistent with the MFL prevention or recovery strategy developed for any water body from which this permitted water use directly or indirectly withdraws or diverts water, pursuant to subsection 40B-2.301(2)(h), F.A.C.
21. The permittee shall ensure that the irrigation systems will water target areas only under field operations. Irrigation of non-target areas (roads, woods, structures, etc.) is prohibited.
22. The permittee agrees to participate in a Mobile Irrigation Lab (MIL) program and allow access to the Project Site for the purpose of conducting a MIL evaluation at least once every five years.
23. Following the effective date of the re-evaluated Minimum Flows and Levels adopted pursuant to subsection 62-42.300(1)(e), F.A.C., this permit is subject to modification during the term of the permit, upon reasonable notice by the District to the permittee, to achieve compliance with any approved MFL recovery or prevention strategy for the Lower Santa Fe River, Ichetucknee River, and Associated Priority Springs. Nothing herein shall be construed to alter the District's authority to modify a permit under circumstances not addressed in this condition.
24. The permittee shall install and maintain no less than one backflow prevention device when fertigating and no less than two backflow prevention devices when chemigating on all wells or surface water pumps connected to the irrigation system. The backflow prevention device(s) shall be installed between the water source and the injection point.
25. The permittee is authorized to withdraw a maximum of 3.2549 mgd of groundwater for supplemental irrigation of corn/ corn/ rye, a maximum of 2.0156 mgd of groundwater for supplemental irrigation of corn/ carrot, or a maximum of 1.1783 mgd of groundwater for supplemental irrigation of peanuts/ rye. Daily allocations are calculated on an average annual basis and the maximum allocation is only authorized in 1-in-10 year drought conditions.



MEMORANDUM

TO: Governing Board
FROM: Justin Garland, Engineer III
THRU: Steve Minnis, Deputy Executive Director, Business and Community Services
DATE: September 30, 2019
RE: Approval to Enter into Contract with Tropic Traditions for Cost-Share Funding

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to enter into contract with Tropic Traditions, Inc. for an amount not to exceed \$237,171.75 for an Agricultural Alternative Water Supply Project.

BACKGROUND

At the April 9, 2019, Governing Board Meeting, the Board approved the District to add agricultural alternative water supply projects to the District's Ag Cost-Share Program. Under this program, agricultural producers can apply to construct projects to utilize alternative water supplies. These projects are eligible for cost-share at a 75% rate up to a maximum of \$300,000 per producer.

District Staff, in partnership with the Florida Department of Agriculture and Consumer Services (FDACS), have been in discussions with Tropic Traditions in Alachua County about implementing an alternative water supply project. Tropic Traditions is a nursery west of the Town of Newberry. The nursery is located in the Lower Santa Fe River Basin which is deemed to be in recovery by the Minimum Flow and Minimum Levels set on the river.

Tropic Traditions proposes to install a lined stormwater pond on their property to capture rain water and reuse the rainwater for irrigation. The topography of the land where the pond will be sited does lend itself to be conducive for this type of rainwater capture and storage technique. With the help of FDACS, Tropic Traditions hired a consulting engineer and analyzed the hydrological and geotechnical conditions of the site to establish the feasibility of this project, size the pond, and provide site planning.

According to the engineering report submitted by Tropic Traditions, to complete this project the nursery will need to perform earthwork and grading, install a geotextile liner, stabilize slope, construct a retaining wall, and install an irrigation pump, filtration, and distribution system. The nursery's consulting engineers estimated during an average year this project can offset 95% of the nursery's groundwater use or 24,000 gallons per day.

The total project cost is estimated to be \$316,229. The District will contribute \$237,171.75 or 75% of the project's cost. The applicants' portion of this project will be \$79,057.25 or 25% of

the project's cost. The cost per 1,000 gallons of groundwater conserved for this project is \$1.80 over the estimated 20-year life span of the project.

Exhibit A is a cost breakdown of this project. Funding for this project is included in the Fiscal Year 2020 budget under account code 51-2586-7-2400-06-07.

Exhibit A

Item	Cost	District's Cost	Producer's Cost
Earthwork - Excavation	\$69,690.00	\$52,267.50	\$17,422.50
Over-Excavation/Backfill	\$65,197.00	\$48,897.75	\$16,299.25
Pond Grading	\$63,677.00	\$47,757.75	\$15,919.25
Geotextile Liner	\$21,375.00	\$16,031.25	\$5,343.75
Sod Stabilization	\$11,290.00	\$8,467.50	\$2,822.50
Retaining Wall	\$50,000.00	\$37,500.00	\$12,500.00
Irrigation Pump, Filtration, & Distribution System	\$30,000.00	\$22,500.00	\$7,500.00
Contingency	\$5,000.00	\$3,750.00	\$1,250.00
Totals:	\$316,229.00	\$237,171.75	\$79,057.25

JG/tm

MEMORANDUM

TO: Governing Board
FROM: Ben Glass, Community Affairs Manager
THRU: Steve Minnis, Deputy Executive Director, Business and Community Services
DATE: September 30, 2019
RE: Approval to Negotiate and Enter into Sustainable Suwannee Program Agreements

RECOMMENDATION

Staff recommends the Governing Board approve the Executive Director to negotiate and enter into individual contracts with nine agricultural producers to implement low input rotations.

BACKGROUND

At the September 13, 2016, Governing Board Meeting, the Board approved the District to enter into a contract with the Florida Department of Environmental Protection (FDEP) to receive \$5,000,000 in springs funding for the Sustainable Suwannee Program. Under this program, agriculture producers were invited to submit proposals to implement lower input rotations in their operations that will cost effectively reduce nutrients (nitrogen) in groundwater that contributes to spring flow. Lower input rotations include converting to silviculture, Bahia grass, or a sod-based rotation using Bahia grass. The program scope includes providing priority and initial consideration for projects within Convict, Itchetucknee, and Fanning springsheds before expanding out to the other areas throughout the District.

At the March 30, 2018, Governing Board Meeting, the Board approved the Executive Director to enter into contracts with two producers to implement lower input rotations on their operations. Both producers are now under contract to implement and maintain a sod-based rotation with cattle on 200 acres and cut Bahia grass for hay to sustain their cattle through the winter months. These producers are monitored on an annual basis by District Staff for contract compliance and are required to maintain enrollment in Best Management Practices verified by Florida Department of Agriculture Staff or Suwannee River Partnership Technicians.

Since September 2016, the District has received 25 applications for this program, of which 15 met the eligibility requirements. These requirements include, but are not limited to, actively producing agricultural producers or commodities on property controlled by the applicant, the length of the agreement must be at a minimum 5 years, a minimum of 40 acres enrolled in the program, and maximum of 200 acres enrolled in the program. Based on the evaluation criteria, nine applicants are being recommended for funding consideration. These nine producers were evaluated using the Sustainable Suwannee Evaluation Tool presented to the Board in a workshop on July 9, 2019. This tool gives each producer a 1-5 score based on their location, 1 being the most desirable locations, 5 being the least. That location score is then multiplied by

the cost/benefit ratio as calculated by the Land Conversion Analysis Spreadsheet to yield the ranking score. The ranking score can range from 0.1 to 50 with a lower score more favorable than a higher score. These nine projects ranked higher than the other qualified applications. . It is estimated that 535,050 pounds of nitrogen loading to the groundwater will be reduced as well as 1.1159 million gallons of water conserved across 1,695 acres at an estimated average cost of \$6.18 per pound of N over 10 years or \$0.81 per thousand gallons of groundwater conserved over 10 years.

The total maximum cost of the nine projects for a 10-year agreement shall not exceed \$3,305,250.00. The FDEP Springs Funding will contribute 100% of the project costs. Exhibit A shows the project cost and environmental benefit breakdown.

Wayne Moseley is converting 200 acres of his row crop operation located in the Ichetucknee Springshed to Bahia grass pasture. It is estimated that 122,000 pounds of nitrogen loading to the groundwater will be reduced across 200 acres at a maximum estimated cost of \$3.90/pound of N loading over 10 years. His total contract amount shall not exceed \$390,000, \$1,950/acre, and \$10/pound of N loading reduced over a 10-year period of the contract. This project scored a 3.9 in the Sustainable Suwannee Evaluation Tool and is in the Ichetucknee Springs Priority Focus Area (PFA) and Santa Fe River Basin Management Action Plan (BMAP).

Michael Wilkerson is converting 125 acres of his row crop operation in the Fanning Springshed to Bahia grass pasture. It is estimated that 41,250 pounds of nitrogen loading to the groundwater will be reduced across 125 acres at a maximum estimated cost of \$8.86/pound of N loading over 10 years. His total contract amount shall not exceed \$243,750, \$1,950/acre, and \$10/pound of N loading reduced over a 10-year period of the contract. This project scored a 8.9 in the Sustainable Suwannee Evaluation Tool and is in the Fanning PFA and Suwannee River BMAP.

Jason Dicks and the Kenneth Dicks Farm is converting 180 acres of row crop operation in the Ichetucknee Springshed to Bahia grass pasture. It is estimated that 59,400 pounds of nitrogen loading to the groundwater will be reduced across 180 acres at a maximum estimated cost of \$8.86/pound of N loading over 10 years. His total contract amount shall not exceed \$351,000, \$1,950/acre, and \$10/pound of N loading reduced over a 10-year period of the contract. This project scored a 8.9 in the Sustainable Suwannee Evaluation Tool and is in the Ichetucknee Springs PFA and Santa Fe River BMAP.

Claude Starling is proposing to convert 200 acres of his row crop operation located in the Middle Suwannee Springs PFA to Bahia grass pasture. It is estimated that 51,000 pounds of nitrogen loading to the groundwater will be reduced across 200 acres at a maximum estimated cost of \$7.65/pound of N loading over 10 years. His total contract amount shall not exceed \$390,000, \$1,950/acre, and \$10/pound of N loading reduced over a 10-year period of the contract. This project scored a 15.3 in the Sustainable Suwannee Evaluation Tool and is in the Middle Suwannee PFA and Suwannee River BMAP.

Cliff Townsend is proposing to convert 200 acres of his row crop operation located in the Suwannee BMAP to Bahia grass pasture. It is estimated that 69,400 pounds of nitrogen loading to the groundwater will be reduced across 200 acres at a maximum estimated cost of \$5.62/pound of N loading over 10 years. His total contract amount shall not exceed \$390,000,

\$1,950/acre, and \$10/pound of N loading reduced over a 10-year period of the contract. This project scored a 15.3 in the Sustainable Suwannee Evaluation Tool and is in Suwannee River BMAP.

Donnell Gwinn is proposing to convert 200 acres of his row crop operation located in the Middle Suwannee PFA to Bahia grass pasture. It is estimated that 44,000 pounds of nitrogen loading to the groundwater will be reduced across 200 acres at a maximum estimated cost of \$8.86/pound of N loading over 10 years. His total contract amount shall not exceed \$390,000, \$1,950/acre, and \$10/pound of N loading reduced over a 10-year period of the contract. This project scored a 17.72 in the Sustainable Suwannee Evaluation Tool and is in the Middle Suwannee PFA and Suwannee River BMAP.

Mitch Holtzclaw is proposing to convert 200 acres of his row crop operation located in the Middle Suwannee PFA to Bahia grass pasture. It is estimated that 44,000 pounds of nitrogen loading to the groundwater will be reduced across 200 acres at a maximum estimated cost of \$8.86/pound of N loading over 10 years. His total contract amount shall not exceed \$390,000, \$1,950/acre, and \$10/pound of N loading reduced over a 10-year period of the contract. This project scored a 17.72 in the Sustainable Suwannee Evaluation Tool and is in the Middle Suwannee PFA and Suwannee River BMAP.

Sammy Starling is proposing to convert 200 acres of his row crop operation located in the Middle Suwannee PFA to Bahia grass pasture. It is estimated that 44,000 pounds of nitrogen loading to the groundwater will be reduced across 200 acres at a maximum estimated cost of \$8.86/pound of N loading over 10 years. His total contract amount shall not exceed \$390,000, \$1,950/acre, and \$10/pound of N loading reduced over a 10-year period of the contract. This project scored a 17.72 in the Sustainable Suwannee Evaluation Tool and is in the Middle Suwannee PFA and Suwannee River BMAP.

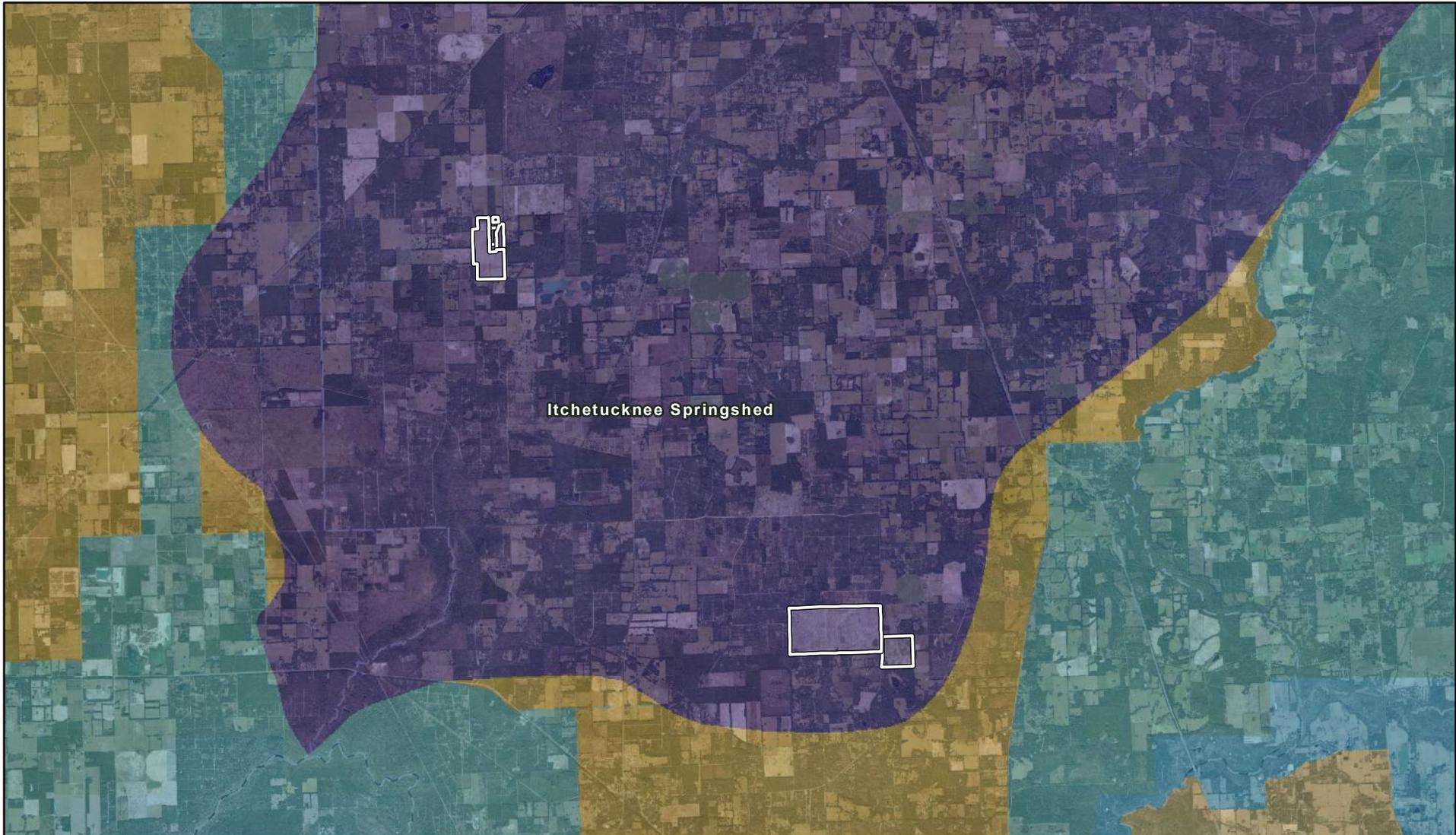
Dewane Knighton is proposing to convert 190 acres of his row crop operation located in the Suwannee and Sanata Fe BMAPS to Bahia grass pasture. It is estimated that 60,000 pounds of nitrogen loading to the groundwater will be reduced across 200 acres at a maximum estimated cost of \$6.50/pound of N loading over 10 years. His total contract amount shall not exceed \$370,500, \$1,950/acre, and \$10/pound of N loading reduced over a 10-year period of the contract. This project scored a 26.58 in the Sustainable Suwannee Evaluation Tool and is in the Suwannee and Santa Fe River BMAPs.

Funding for this program is included in the Fiscal Year 2019-2020 budget under account code 06-2586-7-2400-06-03.

Exhibit A

Applicant	Springs Grant Amount - 10 Year Term	Acres	Pounds of Nitrogen Loading to Groundwater Reduced over Life of Contract	Average Annual Water Conservation (mgd)	Applicant's Location in a Priority Focus Area or Basin Management Action Plan
Wayne Mosely	\$390,000.00	200	122,000	0.11560	Ichetucknee PFA & Santa Fe BMAP
Michael Wilkerson	\$243,750.00	125	41,250	0.06490	Fanning PFA & Suwannee
Kenneth Dicks Farm	\$351,000.00	180	59,400	0.11080	Ichetucknee PFA & Santa Fe BMAP
Claude Starling	\$390,000.00	200	51,000	0.13480	Middle Suwannee PFA & Suwannee BMAP
Cliff Townsend	\$390,000.00	200	69,400	0.15980	Suwannee BMAP
Donnell Gwinn	\$390,000.00	200	44,000	0.14930	Middle Suwannee PFA & Suwannee BMAP
Mitch Holtzclaw	\$390,000.00	200	44,000	0.13610	Middle Suwannee PFA & Suwannee BMAP
Sammy Starling	\$390,000.00	200	44,000	0.12590	Middle Suwannee PFA & Suwannee BMAP
Dewane Knighton	\$370,500.00	190	60,000	0.11870	Santa Fe & Suwannee BMAP
Totals:	\$3,305,250.00	1,695	535,050	1.1159	

BG/tm



Wayne Mosely Farm
Columbia County



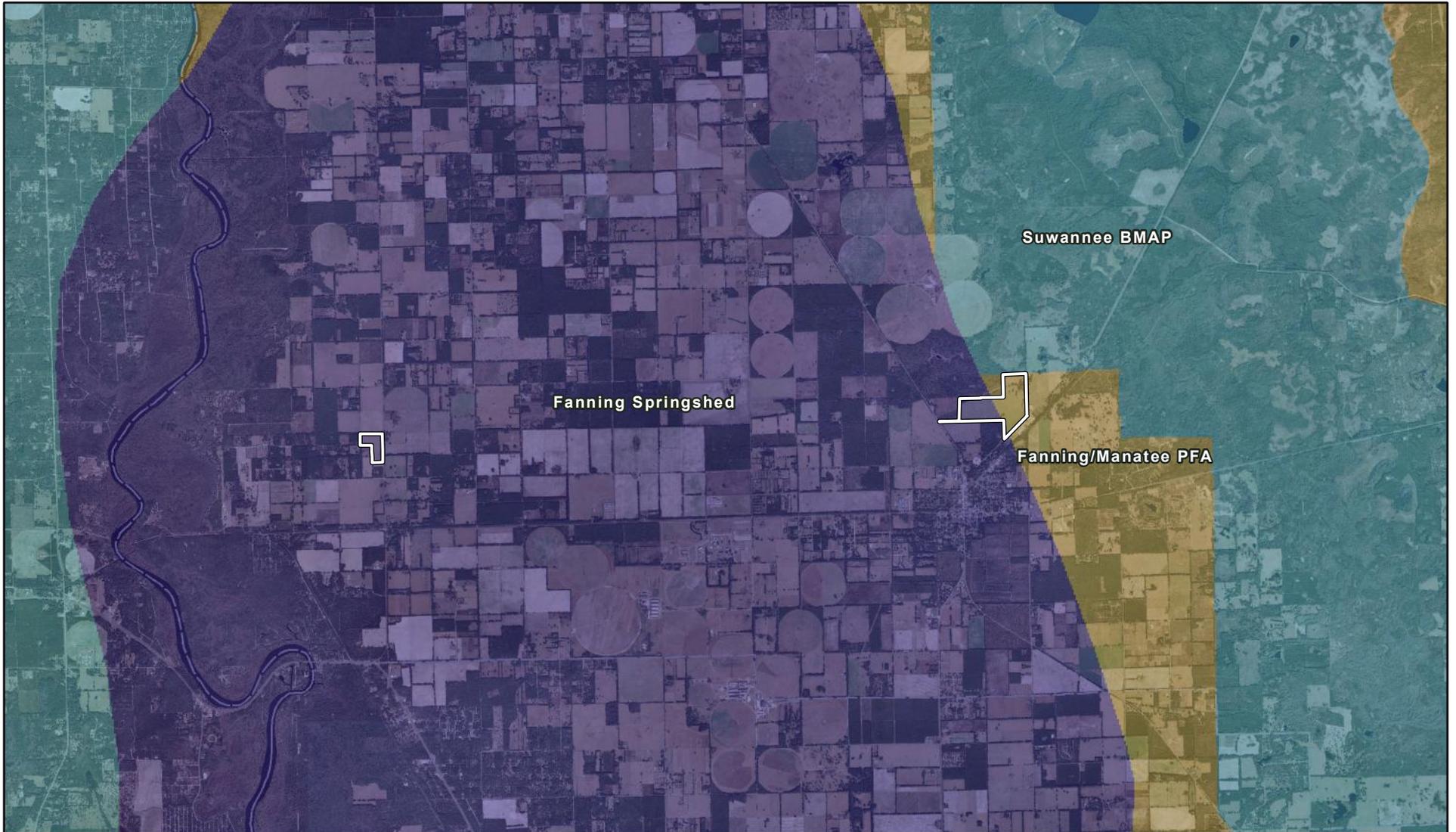
Farm Boundary

Sustainable Suwannee Evaluation Tool

- 1 - Springsheds
- 2 - PFAs
- 3 - BMAPs
- 4 - WRCA's
- 5 - None of the Above



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Map Created on 8/29/2019

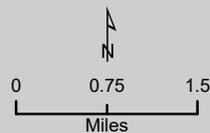


Michael Wilkerson Farm
 Gilchrist County

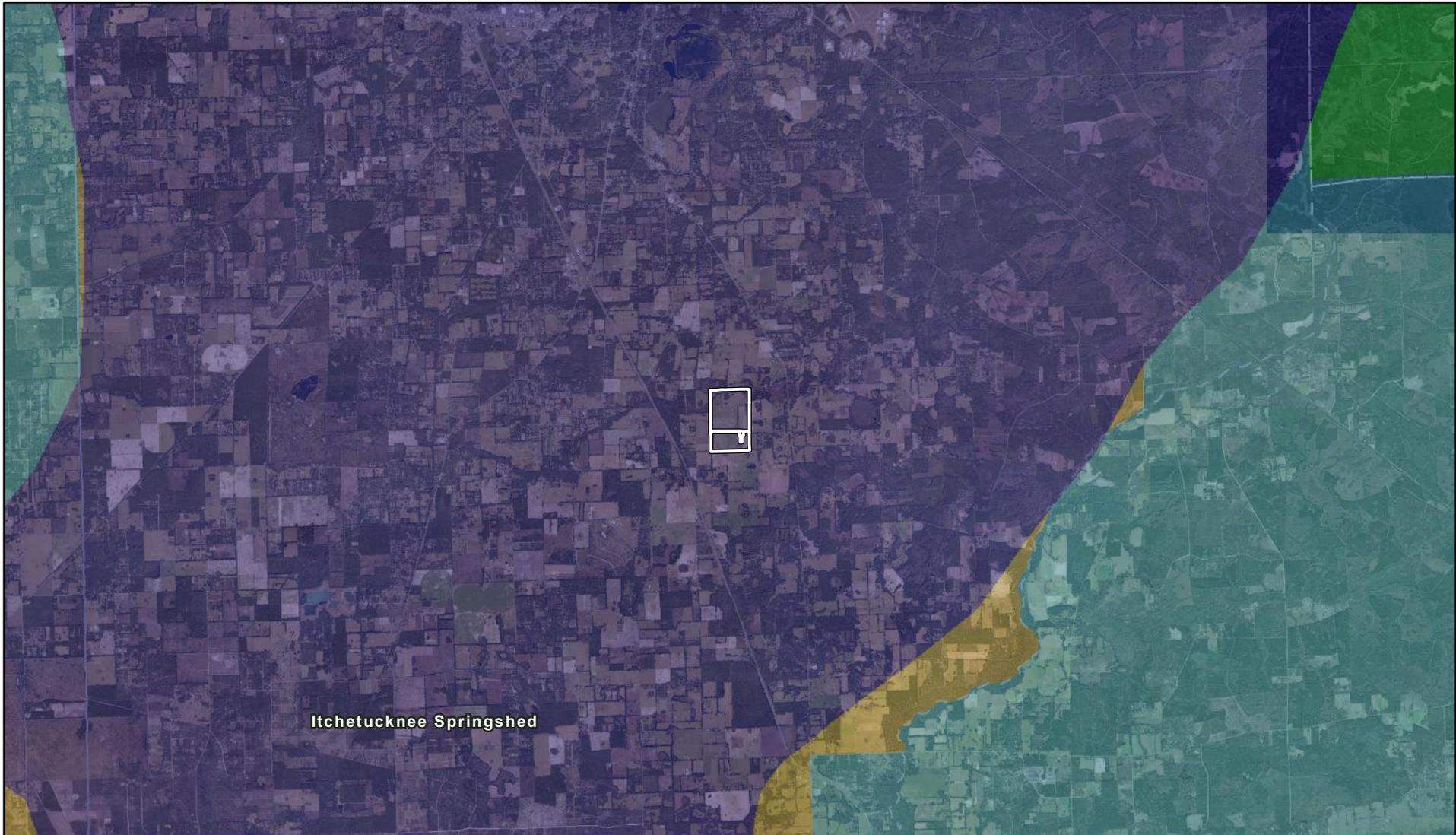


 Farm Boundary
Sustainable Suwannee Evaluation Tool

-  1 - Springsheds
-  2 - PFAs
-  3 - BMAPs
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-  5 - None of the Above



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 Map Created on 8/29/2019



Itchetucknee Springshed

Kenneth Dicks Farm
Columbia County

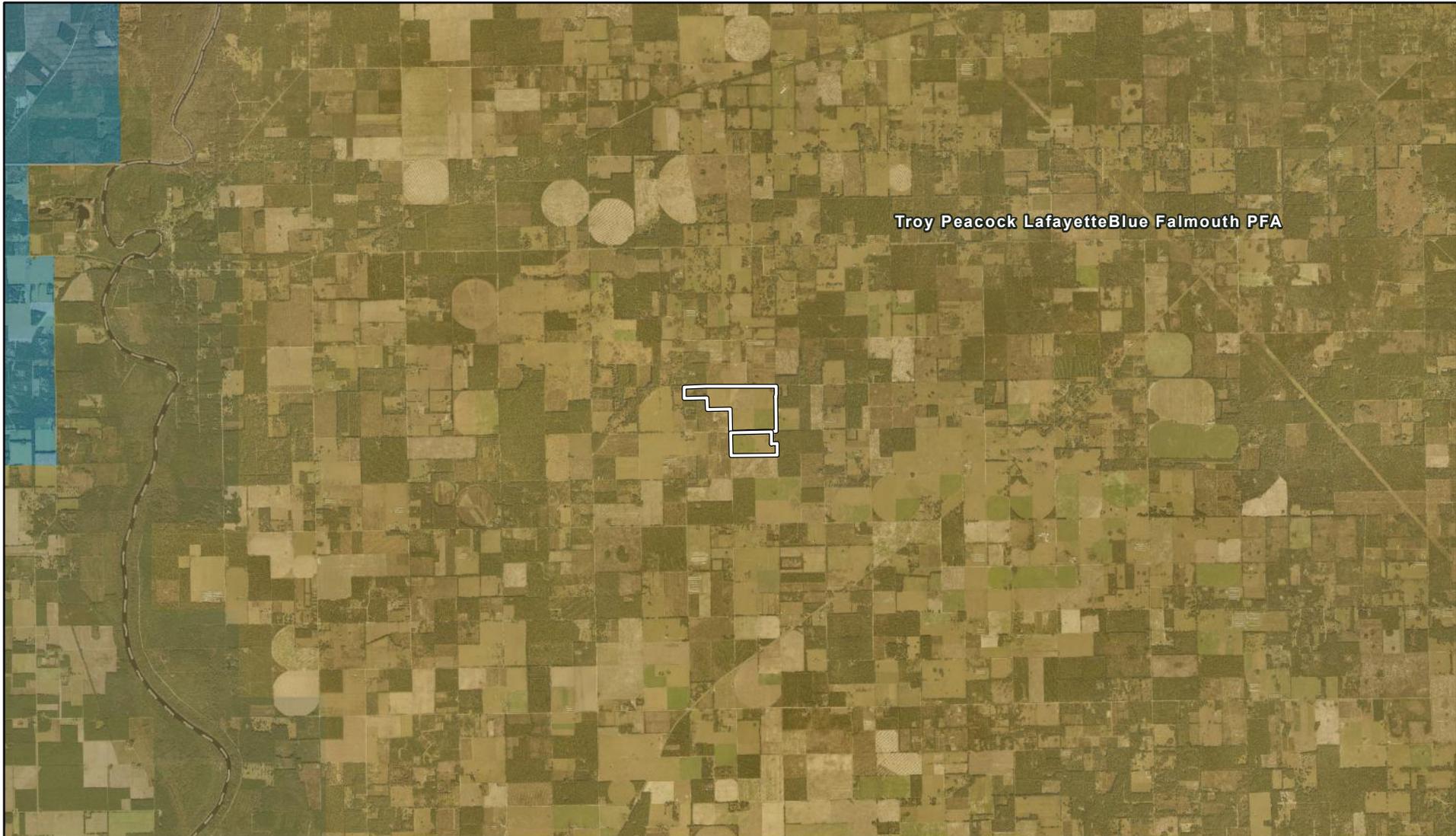


-  Farm Boundary
- Sustainable Suwannee Evaluation Tool**
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Map Created on 8/29/2019

BCS 91



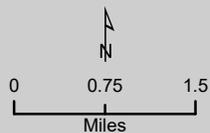
Troy Peacock LafayetteBlue Falmouth PFA

Claude Starling Farm
 Gilchrist County



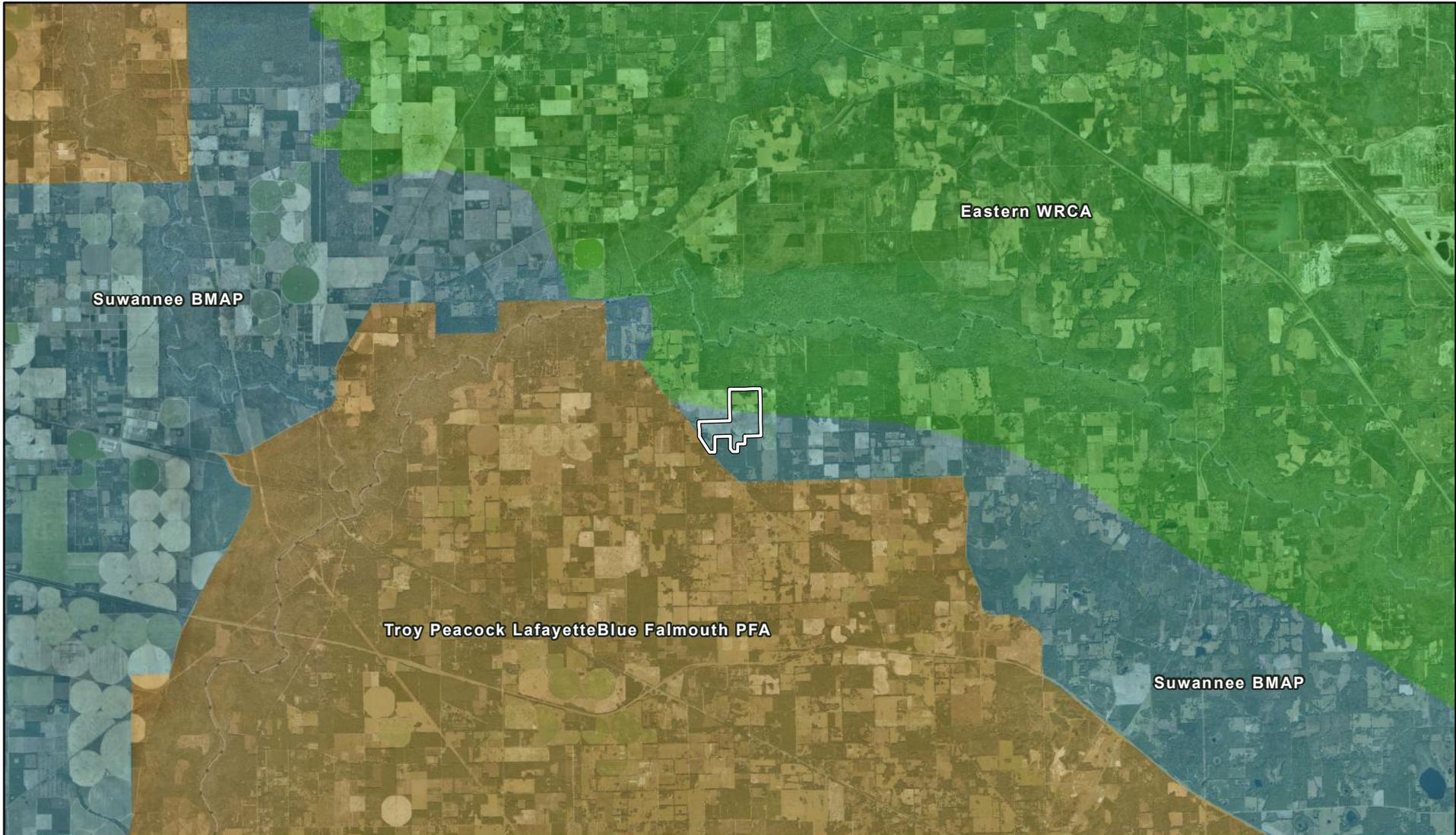
 Farm Boundary
Sustainable Suwannee Evaluation Tool

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 Map Created on 8/29/2019

BCS 92



Cliff Townsend Farm
 Gilchrist County

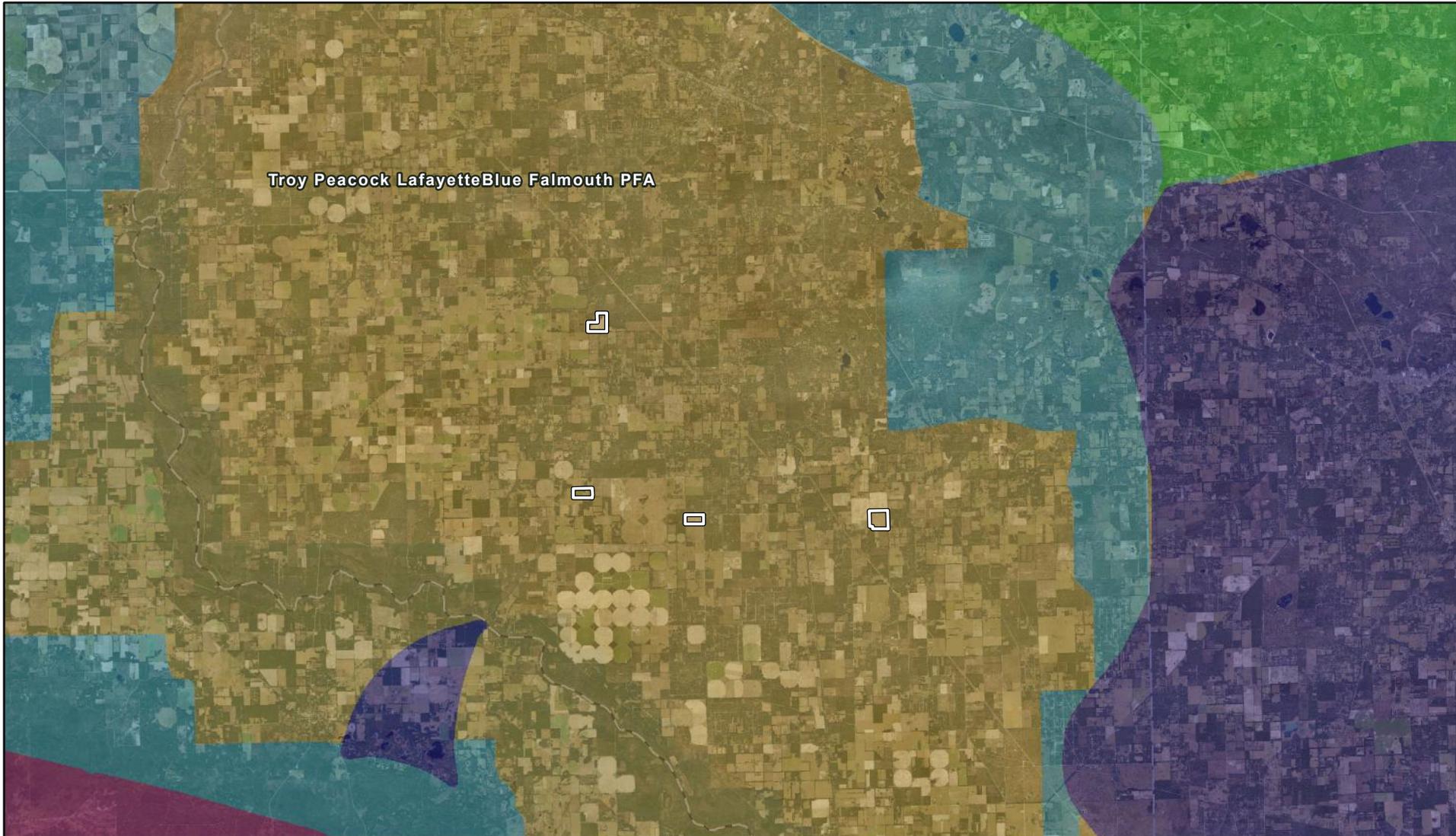


 Farm Boundary
Sustainable Suwannee Evaluation Tool

-  1 - Springsheds
-  2 - PFAs
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-  4 - WRCAs
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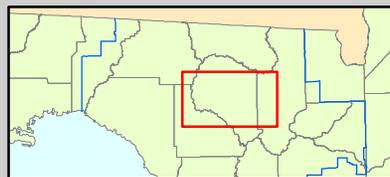
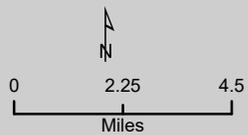
Donnell Gwinn Farm
 Gilchrist County



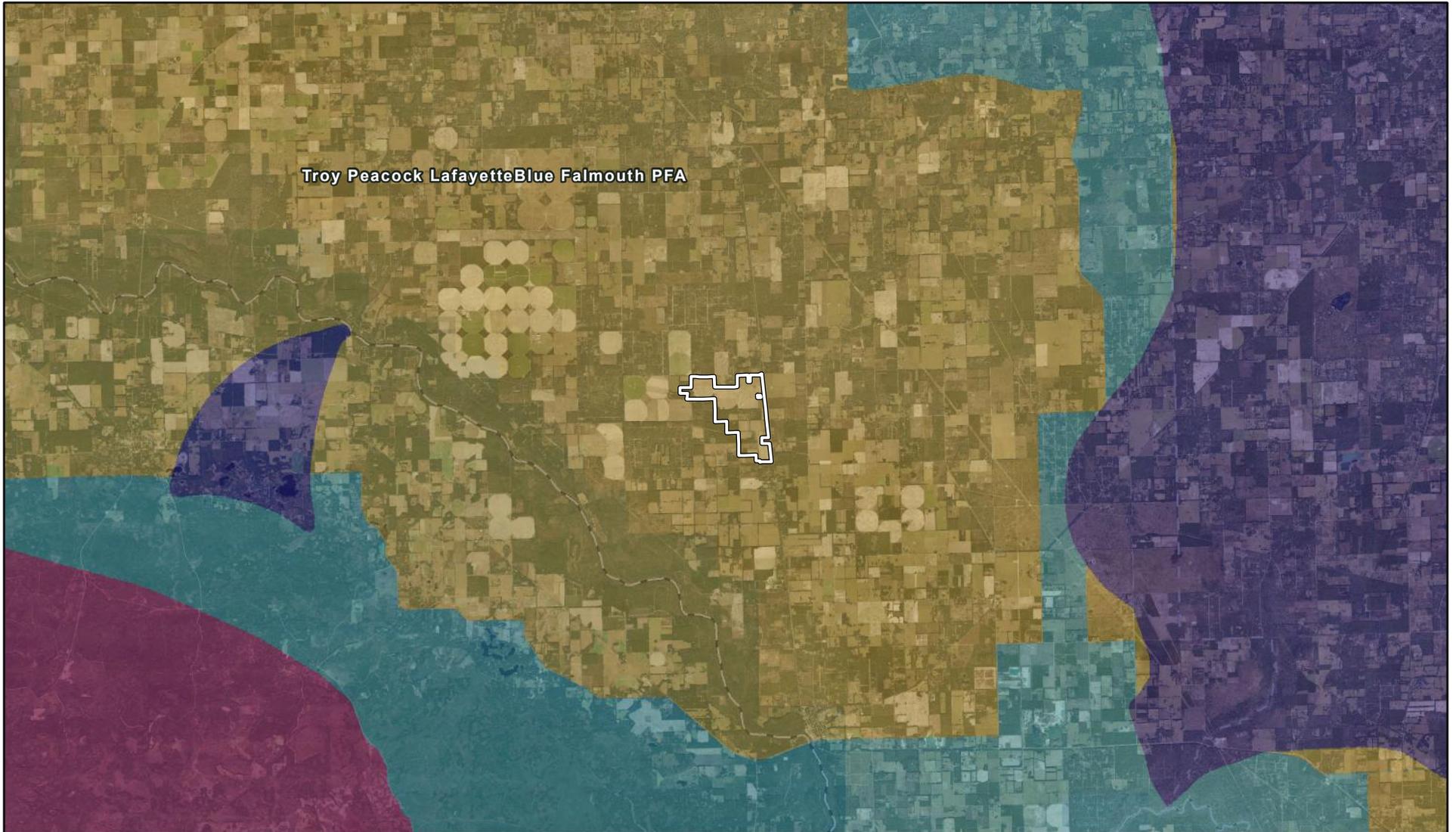
Farm Boundary

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 Map Created on 8/29/2019



Troy Peacock LafayetteBlue Falmouth PFA

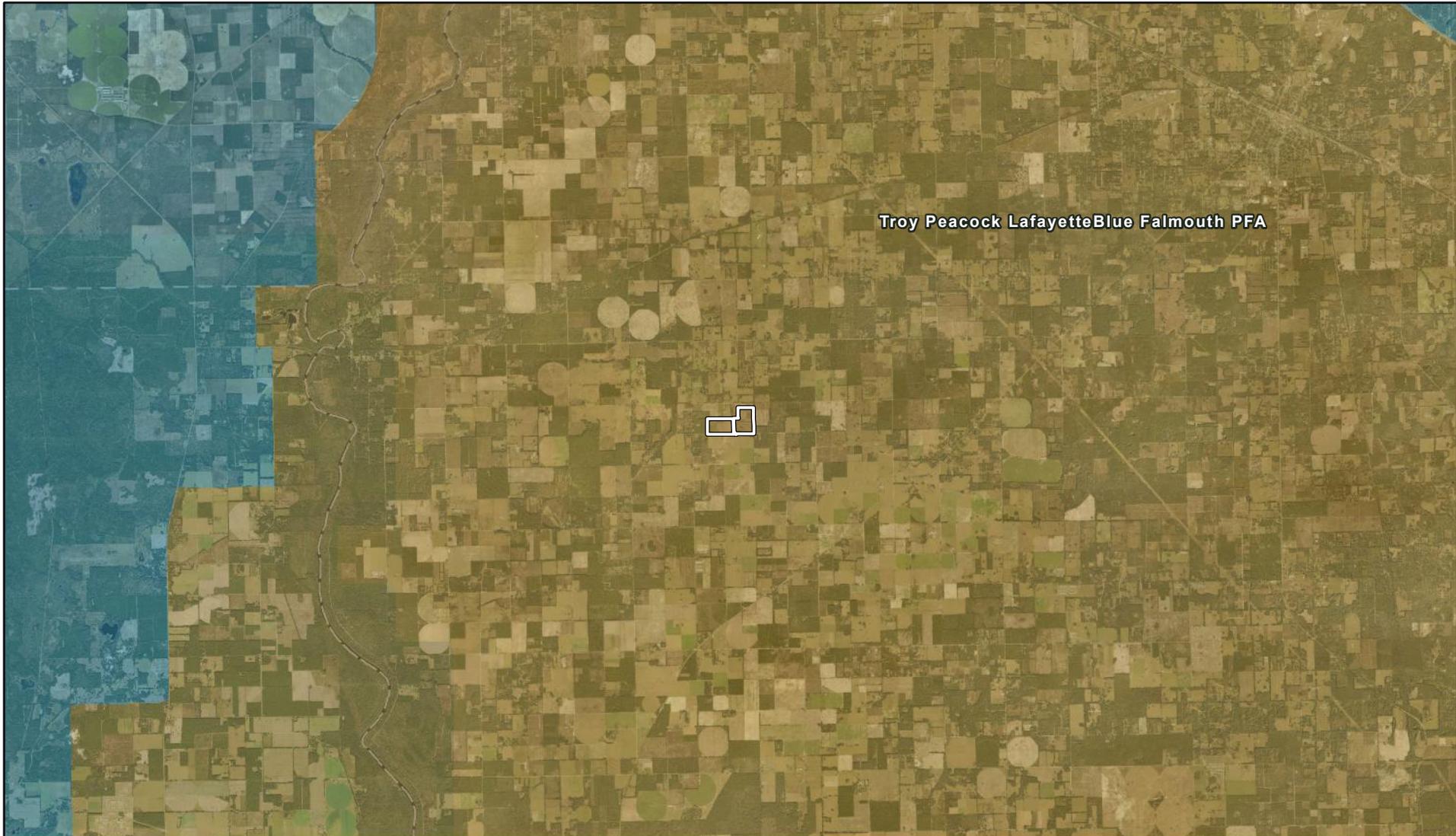
Mitch Holtzclaw Farm
Gilchrist County



-  Farm Boundary
- Sustainable Suwannee Evaluation Tool**
-  1 - Springsheds
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Troy Peacock LafayetteBlue Falmouth PFA

Sammy Starling Farm
Gilchrist County



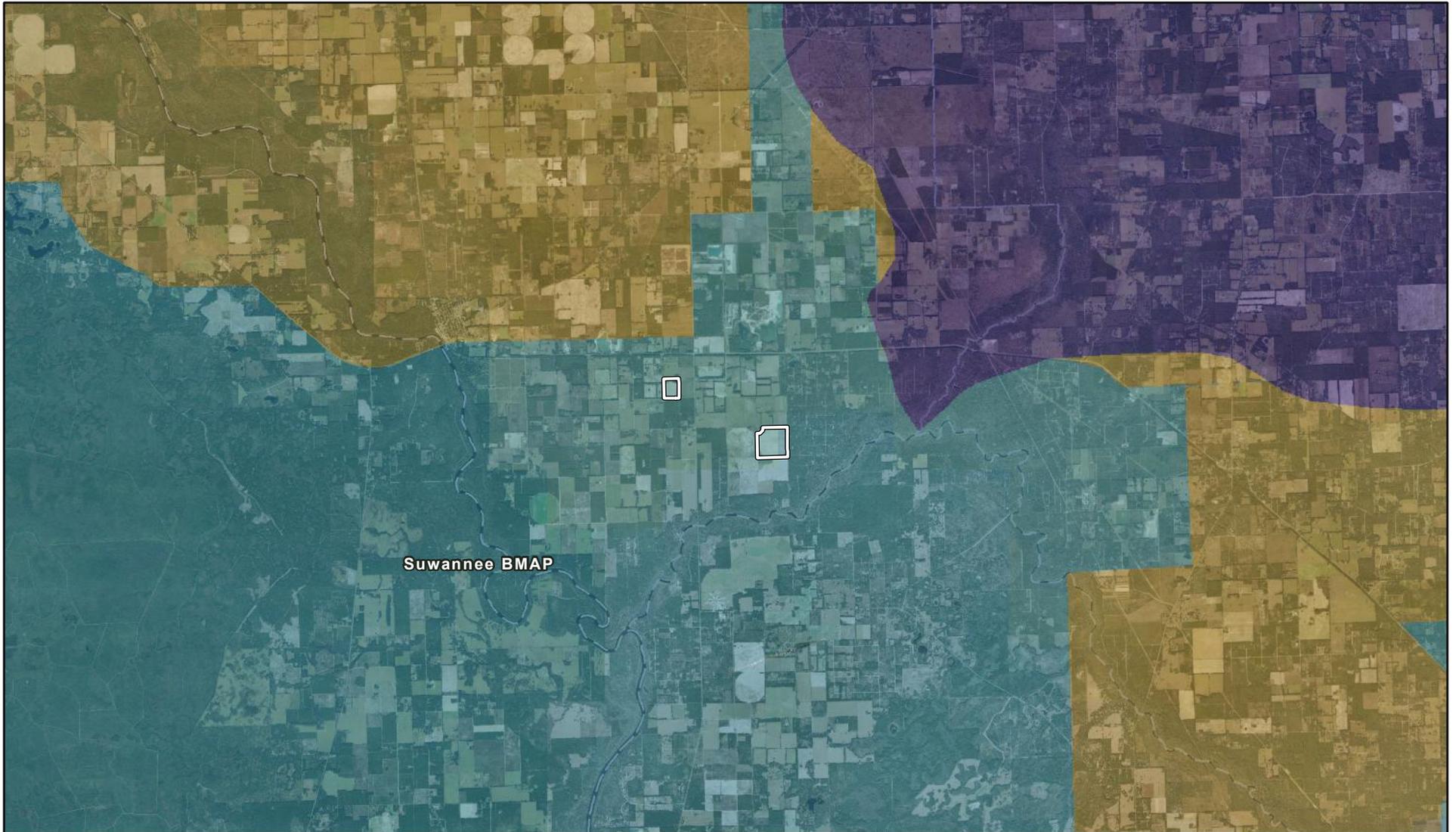
 Farm Boundary

Sustainable Suwannee Evaluation Tool

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Map Created on 8/29/2019



Dewane Knighton Farm
Suwannee County



 Farm Boundary
Sustainable Suwannee Evaluation Tool

-  1 - Springsheds
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Map Created on 8/29/2019

MEMORANDUM

TO: Governing Board
FROM: Patrick Webster, Chief Professional Engineer
THUR: Steve Minnis, Deputy Executive Director
DATE: September 30, 2019
RE: Authorization to Enter into an Agreement with the Florida Department of Environmental Protection to Receive Springs Grant Funds and to Enter into an Agreement with Dixie County

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to enter into an agreement with the Florida Department of Environmental Protection to receive springs grant funds and to enter into an agreement with Dixie County to implement the Dixie County Multiple Basin Aquifer Recharge Project.

BACKGROUND

At the September 18, 2019 Governing Board Meeting, staff presented three projects that the Florida Department of Environmental Protection selected for Springs Grant Funding for Fiscal Year 2019-2020. The Governing Board approved two of these projects and tabled the action on the Dixie County Multiple Basin Aquifer Recharge Project. This item was tabled with a request that staff provide additional information regarding the project scope. District staff met with Dixie County and interested stakeholders to develop and evaluate the scope for this project which will be presented at the Board meeting.

PW/tm

MEMORANDUM

TO: Governing Board
FROM: Bill McKinstry, Office Chief, Land Management
THRU: Tom Mirti, Deputy Executive Director, Water and Land Resources
DATE: September 30, 2019
SUBJECT: District Land Management & Twin River State Forest (TRSF) Activity Summary

Edwin McCook gave a presentation to the Lake City Rotary Club on "A Journey Down the Suwannee River."

Bill McKinstry attended the Multi-Year Training and Exercise Plan Training sponsored by the State Emergency Response Team in Tallahassee on August 14.

Staff replaced a cable gate with a farm gate on the SR 6 Bridge Tract and repaired a gate on the Blue Sink Tract.

Edwin McCook facilitated a meeting with Florida Trail Association and District permitting staff to help plan a trail bridge replacement project over Sal Marie Branch.

Staff assisted Hancock Timber Resource Group with silviculture planning on two conservation easements in Levy County.

Staff met with the National Wild Turkey Federation to discuss hunt opportunities in the Santa Fe River Ranch and Little Creek tracts.

Staff prepared facilities and equipment for Hurricane Dorian.

The Devil's Hammock Tract remains closed due to damage to roads from flooding due to the mid-August rainfall event.

Staff opened the LA Bennett Road bridge and Steinhatchee Falls Park after floodwaters receded.

District contractors continue road repairs on the Mallory Swamp Tract.

Staff treated invasive exotic vegetation on Lake Alto and Lake Rowell tracts.

Herbicidal treatment of invasive/exotics on TRSF took place at Mill Creek South Tract along the county grade to control mimosa, Ellaville Tract for wisteria and chinaberry, and Anderson Springs Tract for tung and mimosa. Also, ongoing invasive survey work was performed on the Anderson Springs Tract.

District contractors have finished fuel reduction mowing on Steinhatchee Springs Tract and are now mowing on Little Creek Tract.

Florida Forest Service staff completed over half of the scheduled road shoulder mowing on the TRSF Water Management Area tracts. The remainder of scheduled mowing will be completed by September 20.

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

WVM/pf

Vegetation Management Projects:

The following work was completed during the reporting period. **268** additional acres of woods mowing were completed on various tracts throughout the District. Vegetation management work was done for fuel reduction, natural community restoration, and wildfire mitigation purposes.

Activity Table - Vegetation Management (7/17/2019 - 8/16/2019)

	ACTIVITY	ACRES		MILES	
		Planned	Complete	Planned	Complete
FISCAL YEAR 2019	Herbicide	200	0	0	0
	Roller Chop	1,115	102	0	0
	Woods Mow	1,335	2,336	0	0
	Ditch Mow	0	0	43	43

Prescribed Fire Program:

- Contractors conducting prescribed burns on District lands this year include B&B Dugger (B&B), Natural Resource Planning Services (NRPS), Schmidt Reforestation Services (SRS), and Wildlands Services (WS). Also included in this report are the acres the Florida Forest Services 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 September 12, 2019. **No additional acres were burned during the reporting period.**

Summary Table FY 2019

	2019 Target Acres	Acres Complete
SRWMD	8,000	4,348
FFS TRSF	2,500	1,575
TOTAL	10,500	5,923

Invasive Plant Monitoring Program

Approximately 67 invasive plant infestations are planned to be monitored and/or treated by District staff in FY 2019. Currently, 20 invasive plant infestations have been monitored and 19 have been treated. **Two additional infestations were monitored or treated during the reporting period.**

Conservation Easement Monitoring

Staff is working with Hancock Forest Management on wetland delineation on the Otter Creek and Cedar Hammock conservation easements.

Staff is working with David Hinson on the Carter Conservation Easement access amendment.

Timber Sales

Sale	Contract	Acres	Tons Harvested	Revenue	Status	Contract End Date
Christian Chipping #1	17/18-220	121	8,890	\$61,467.01	Sale Complete	June 19, 2019
Westwood West #3	18/19-204	345			Harvest Inactive	July 15, 2020
Fort White Wellfield #1	18/19-028	62	4,758	\$108,293.85	Sale Complete	November 7, 2019
Mattair Springs #5	18/19-034	86	4,928	\$51,404.17	Sale Complete	December 2, 2019
Little River #4	18/19-042	24	824	\$13,514.82	Sale Complete	December 19, 2019
Osteen #1	18/19-043	33	2,348	\$49,816.03	Sale Complete	December 19, 2019
Roline #1	18/19-051	160		\$35,920.60	Harvest Inactive	January 14, 2020
Withlacoochee #3	18/19-072	283		\$53,800.92	Harvest Inactive	January 14, 2020
Cabbage Creek #1	18/19-068	373		\$113,610.55	Harvest Inactive	January 15, 2020
Steinhatchee Falls #1	18/19-133	104		\$31,764.67	Harvest Inactive	March 1, 2020
Ellaville #17 Emergency	18/19-224	55			Harvest Active	October 28, 2019
Wolf Creek #1		72			Contract Pending	
Gar Pond #4	18/19-186	93			Harvest Inactive	June 5, 2020
Gar Pond #5		137			Out for Bid	

MEMORANDUM

TO: Governing Board
FROM: Tom Mirti, Deputy Executive Director, Water and Land Resources
DATE: September 30, 2019
RE: Authorization to Execute a Contract for the Sale of Timber with North Florida Timber Dealer Inc., for the Gar Pond #5 Timber Sale

RECOMMENDATION

District staff recommends the Governing Board Authorize the Executive Director to Execute a Contract for the Sale of Timber with North Florida Timber Dealers Inc., for the Gar Pond #5 Timber Sale.

BACKGROUND

On September 4, the District issued an Invitation to Bid (ITB 18/19-043 WLR) for timber located on the Gar Pond Tract in Columbia County. The timber offered for sale is 137 acres of planted slash pine and natural hardwood. This harvest is a pine thinning and hardwood removal that will reduce the number of diseased or suppressed trees and allow the highest quality trees to continue growing. The reduction of pine density will reduce the likelihood of a pine beetle infestation. The harvest will also improve ecological conditions and wildlife habitat by allowing more sunlight penetration to the forest floor, enhancing the production of groundcover.

One bid response was received on September 18, 2019 (Table 1). After review of the single submitted response and comparison to the District's recent timber sales, staff believes the fair market value for the quality of timber offered for sale would be received. Table 2 presents the range of 12 timber sales awarded this far in Fiscal Year 2019. The bid amount received falls within the range of bids awarded except for pine sawtimber which is \$1.07 below the previously awarded range but within 4 percent of the lower end of that range. The District considers the bid amount for pine sawtimber to be competitive within the timber market sale rate for this type of product.

The bid calculation revenue is based on the District-estimated volumes of pine pulpwood, pine chip-n-saw, pine topwood, pine sawtimber, and hardwood and chips on the proposed harvest acreage.

Table 1

Bidder	City	Bid Calculation Revenue
North Florida Timber Dealers Inc.	Lake City, Florida	\$60,395.43

The North Florida Timber Dealers, Inc. bid was \$14.14/ton for pine pulpwood, \$25.27/ton pine chip-n-saw, \$14.14/ton pine topwood, \$31.08/ton for pine sawtimber, and \$1.00/ton for hardwood and chips.

Table 2

Product	Awarded Price Range
Pine pulpwood	\$12.85 - \$22.76
Pine chip-n-saw	\$22.76 - \$26.60
Pine topwood	\$12.25 - \$16.60
Pine sawtimber	\$32.15 - \$34.74
Hardwood and chips	\$0.00 - \$3.00

SC/pf

MEMORANDUM

TO: Governing Board

FROM: Tom Mirti, Deputy Executive Director, Water and Land Resources

DATE: September 30, 2019

RE: Ratification of Contract 18/19-224 for the Sale of Timber with North Florida Timber Dealers, Inc. for the Ellaville #17 Emergency Timber Sale

RECOMMENDATION

District staff recommends the Governing Board Ratify Contract 18/19-224 for the Sale of Timber with North Florida Timber Dealers, Inc. for the Ellaville #17 Emergency Timber Sale.

BACKGROUND

On August 9, the District received notification from the Florida Forest Service (FFS) of a pine bark beetle infestation on the Ellaville Tract of Twin Rivers State Forest. Based on the inspection, it was the staff's opinion that the entire 26-acre timber stand should be harvested as soon as possible to limit further damage and infestation spread. Staff issued ITB 18/19-040 WLR on August 14 and received timber harvest bids on August 22 for the 26-acre stand. The District received one bid from North Florida Timber Dealers (NFTD) for the sale. On August 19, while out for bid the District was notified of another 8-acre bark beetle infestation less than a mile away on the Ellaville Tract. NFTD agreed to harvest the additional 8-acre infestation for the same prices included in the Ellaville #17 Emergency Timber Sale Contract 18/19-244.

On September 5, the District received notification from the FFS of an additional bark beetle infestation immediately adjacent to the active bark beetle harvest on the Ellaville #17 Emergency Timber Sale. The additional infestation was approximately 21-acres and the FFS recommended thinning the stand to remove the infested trees. The thinning technique was suggested due to the scattered nature of the infested trees and the desire to avoid reforestation in the 10-year floodplain. Staff recommended quick harvesting of the infested timber to minimize risk to the remaining timber stand and nearby timber stands. NFTD agreed to harvest the additional timber for the same prices as contracted. Contract 18/19-244 was amended to include the additional harvest.

NFTD prices are \$12.85/ton for pine pulpwood, \$25.17/ton for pine chip-n-saw, \$32.15/ton for pine sawtimber, \$0.80/ton for pine "bugwood", and \$7.50/ton for hardwood. Based on the stand conditions, current timber market, and bark beetle infestation, District staff believes these are fair market prices. The total revenue from this timber sale was \$46,675.71.

SC/pf

MEMORANDUM

TO: Governing Board

FROM: Darlene Velez, Office Chief, Water Resources

THRU: Tom Mirti, Deputy Executive Director, Water and Land Resources

DATE: September 30, 2019

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 663 (125.8 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 296 (54.8 MGD) telemetry systems installed by the District for this purpose.

Some withdrawal points have very limited use and are monitored by individual site visits, typically less than 0.05 MGD each. There are currently 396 (28.8 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 five (0.4 MGD) self-monitored points.

To date, the District has permitted 1,707 (245.2 MGD) irrigation wells which include a water use monitoring condition, of which 1,414 (216.4 MGD) wells are active, i.e., the wells have been drilled already. Of the 1,414 active wells, 1,361 (209.9 MGD) are being monitored as of September 18th, roughly 96.3% of existing active wells (97.0% of allocation) with water use permit monitoring conditions.

Of the remaining estimated 53 (6.5 MGD) active stations that currently will require water use monitoring, 14 (0.9 MGD) are diesel- or gas-powered systems requiring District telemetry, 34 (5.2 MGD) are electric systems, and five (0.5 MGD) systems still require identification. There are 284 (28.8 MGD) proposed stations (that is, the wells are yet to be drilled); 68 (4.8 MGD) are expected to be diesel or gas, 171 (20.6 MGD) are expected to be electric, and 44 (3.4 MGD) are yet to be determined.

DSV/pf

MEMORANDUM

TO: Governing Board

FROM: Darlene Velez, Water Resources Chief

DATE: September 30, 2019

RE: Authorization to enter into an Agreement with United States Geological Survey and enter into a Contract with Kisters Pty Ltd

RECOMMENDATION

Staff recommends that the Governing Board authorize the Executive Director to enter into a Agreement with the United States Geological Survey (USGS) to accept \$56,350 in grant funds and enter into a contract with Kisters Pty Ltd to provide web and programming services associated with the USGS grant for an amount not to exceed \$56,350.

BACKGROUND

The National Ground Water Monitoring Network (NGWMN) is a compilation of data from selected groundwater monitoring wells in federal, state, and local groundwater monitoring networks. The data is used for planning, management, and development of groundwater supplies to meet current and future water needs on a regional and national level. Groundwater data of the Floridan aquifer is currently under-represented in the NWGWN. The District's existing hydrologic monitoring network currently includes over 200 monitoring wells that could be added to this larger monitoring network. By becoming a data provider, the District's data will be available to improve regional and national groundwater models for the Floridan Aquifer and increase the potential for federal funding opportunities in our region. USGS would like to enter into a two-year agreement with the District to provide financial assistance to establish web services needed at the District to meet requirements for becoming an NGWMN data provider.

During this two-year grant, the District will be taking the steps to establish web services suitable for providing data to the NGWMN. This includes establishing the IT infrastructure, the web services setup, identifying the District-operated monitoring stations suitable for the network, collecting metadata information about the stations, adding the information to the NGWMN Well Registry, and making data collected from these stations available through the NGWMN web portal.

The District has used Kisters' Hydstra database system to store and manage hydrologic data since 2001. Kisters has additional components available as add-ons to our current system (Hydstra/WSI and Hydstra/KiWIS) that will allow the database to be used as a web service that will meet the NGWMN data provider requirements. These add-on web service components are only available and maintained through Kisters. Staff recommends the Governing Board authorize the Executive Director to enter into a single source contract with Kisters for these web and programming services for an amount not to exceed \$56,350.

The USGS grant will provide \$56,350 for contracting with Kisters for the installation, setup, and annual license fees for two years for both the Hydstra/WSI and Hydstra/KiWIS components. The District will be providing an estimated \$70,000 in-kind funding including staff time and annual license fees for the Hydstra database which is already in use.

Funding for this grant and expenditure has been included in the final budget in Fiscal Year 2019-2020 under code 60-2568-2-1200-38.

DSV/pf

MEMORANDUM

TO: Governing Board

FROM: Tom Mirti, Deputy Executive Director, Water and Land Resources

DATE: September 30, 2019

RE: Approval of 2019 Priority List for Establishment of Minimum Flows and Minimum Water Levels

RECOMMENDATION

Staff recommends the Governing Board approve the Minimum Flows and Minimum Water Levels 2019 Priority List and Schedule to be submitted to the Florida Department of Environmental Protection pursuant to subsection 373.042(3), Florida Statutes.

BACKGROUND

Pursuant to subsection 373.042(3), Florida Statutes (F.S.), the Suwanee River Water Management District (District) is required to identify priority water bodies for the establishment of Minimum Flows and Minimum Water Levels (MFLs) and those listed water bodies that have the potential to be affected by withdrawals in an adjacent district for which the Florida Department of Environmental Protection's (FDEP) adoption may be appropriate. The priority list and schedule for the establishment of MFLs must be submitted to the FDEP for review and approval by November 15th each year. Attached is the proposed 2019 priority list and schedule. A descriptive narrative showing the District's MFLs priorities beginning in calendar year 2020 is also attached.

A key part of MFLs is the assessment of water body status relative to existing water use. This determines the need for recovery from or prevention of impact for each water body. This must be done, initially, at the same time as MFL rule development for a waterbody (subsection 373.0421(2), F.S.). The District and the St. Johns River Water Management District collaborated on the development of the North Florida-Southeast Georgia Regional Groundwater Flow Model (NFSEG). The model will be used to assess the impact of regional withdrawals to date on the resource and to estimate potential impacts for a 20-year planning horizon. Final documentation and approval of the NFSEG model are currently underway.

The delay in finalization of the NFSEG model affected the evaluation of recovery or prevention, and thus the completion of technical efforts, and subsequent rule development on several important systems. However, during 2019, technical progress continued on a number of MFLs, particularly the re-evaluation, per rule, of the Lower Santa Fe and Ichetucknee River systems.

The District is coordinating on the re-evaluation of the Lower Santa Fe and Ichetucknee River systems and continues coordination with FDEP on the planned initial adoption of MFLs on the Upper and Middle Suwannee River systems and associated priority springs.

Lower Santa Fe and Ichetucknee Rivers and Springs MFL Schedule – Update

The Lower Santa Fe and Ichetucknee Rivers and Associated Priority Springs rule were adopted by FDEP in June 2015. The rule specifies that the MFL and the present status of these water bodies shall be re-evaluated by December 31, 2019, using the best available scientific or technical data, methodologies, and models. Staff began work on this MFL re-evaluation in 2018. The status assessment will begin following the publication of the final peer-reviewed NFSEG model.

JG/pf

Attachment

Suwannee River Water Management District Minimum Flows and Minimum Levels to be adopted in 2019

New or Re-Evaluation	Waterbody Name or Compliance Point	System Name	Waterbody Type	County(s)	Voluntary Peer Review to be Completed?	Cross-Boundary Impacts from Adjacent WMD?	Latitude	Longitude	Rulemaking Status
Re-Evaluation	Santa Fe River near Fort White	Lower Santa Fe	River	Gilchrist	Yes	Yes	29.8486	-82.7153	Rule Adopted
New	Santa Fe River at US HWY 441 near High Springs	Lower Santa Fe	River	Alachua	Yes	Yes	29.8525	-82.6086	
Re-Evaluation	Columbia (Col101974)	Lower Santa Fe	Spring (Mag. 2)	Columbia	Yes	Yes	29.8340	-82.6767	Rule Adopted
Re-Evaluation	Columbia Spring (OFS)	Lower Santa Fe	Spring (Mag. 1)	Columbia	Yes	Yes	29.8541	-82.6120	Rule Adopted
Re-Evaluation	Devils Ear Spring (OFS)	Lower Santa Fe	Spring (Mag. 1)	Gilchrist	Yes	Yes	29.8353	-82.6966	Rule Adopted
Re-Evaluation	Hornsby Spring (OFS)	Lower Santa Fe	Spring (Mag. 1)	Alachua	Yes	Yes	29.8504	-82.5932	Rule Adopted
Re-Evaluation	July Spring	Lower Santa Fe	Spring (Mag. 1)	Columbia	Yes	Yes	29.8362	-82.6964	Rule Adopted
Re-Evaluation	Poe Spring (OFS)	Lower Santa Fe	Spring (Mag. 2)	Alachua	Yes	Yes	29.8257	-82.6490	Rule Adopted
Re-Evaluation	Rum Island Spring	Lower Santa Fe	Spring (Mag. 2)	Columbia	Yes	Yes	29.8335	-82.6798	Rule Adopted
Re-Evaluation	Santa Fe River Rise	Lower Santa Fe	Spring (Mag. 1)	Alachua	Yes	Yes	29.8739	-82.5916	Rule Adopted
Re-Evaluation	Siphon Creek Rise	Lower Santa Fe	Spring (Mag. 1)	Gilchrist	Yes	Yes	29.8562	-82.7331	Rule Adopted
Re-Evaluation	Treehouse Spring (OFS)	Lower Santa Fe	Spring (Mag. 1)	Alachua	Yes	Yes	29.8549	-82.6029	Rule Adopted
New	Gilchrist Blue Spring	Lower Santa Fe	Spring (Mag. 2)	Gilchrist	Yes	Yes	29.8299	-82.6829	
Re-Evaluation	Ichetucknee River at Hwy27 near Hildreth	Ichetucknee	River	Columbia	Yes	Yes	29.9525	-82.7861	Rule Adopted
Re-Evaluation	Blue Hole Spring	Ichetucknee	Spring (Mag. 1)	Columbia	Yes	Yes	29.9805	-82.7584	Rule Adopted
Re-Evaluation	Devils Eye Spring	Ichetucknee	Spring (Mag. 2)	Gilchrist	Yes	Yes	29.8352	-82.6966	Rule Adopted
Re-Evaluation	Grassy Hole Spring	Ichetucknee	Spring (Mag. 3)	Columbia	Yes	Yes	29.9678	-82.7597	Rule Adopted
Re-Evaluation	Mill Pond Springs	Ichetucknee	Spring (Mag. 2)	Columbia	Yes	Yes	29.9667	-82.7600	Rule Adopted
Re-Evaluation	Mission Springs	Ichetucknee	Spring (Mag. 2)	Columbia	Yes	Yes	29.9762	-82.7579	Rule Adopted
Re-Evaluation	Ichetucknee Head Spring (OFS)	Ichetucknee	Spring (Mag. 1)	Suwannee	Yes	Yes	29.9842	-82.7619	Rule Adopted

Suwannee River Water Management District Minimum Flows and Minimum Levels to be adopted in 2020

New or Re-Evaluation	Waterbody Name or Compliance Point	System Name	Waterbody Type	County(s)	Voluntary Peer Review to be Completed?	Cross-Boundary Impacts from Adjacent WMD?	Latitude	Longitude	Rulemaking Status
New	Suwannee River at White Springs	Upper Suwannee	River	Columbia	Yes	Yes	30.3256	-82.7383	
New	Suwannee River at Suwannee Springs	Upper Suwannee	River	Suwannee	Yes	Yes	30.3928	-82.9333	
New	Alapaha River Rise	Upper Suwannee	Spring (Mag. 1)	Hamilton	Yes	Yes	30.4376	-83.0899	
New	Blue Spring	Upper Suwannee	Spring (Mag. 2)	Suwannee	Yes	Yes	30.4223	-83.0138	
New	Holton Creek Rise	Upper Suwannee	Spring (Mag. 1)	Hamilton	Yes	Yes	30.4379	-83.0576	
New	Stevenson Spring	Upper Suwannee	Spring (Mag. 2)	Suwannee	Yes	Yes	30.4171	-83.1530	
New	White Springs	Upper Suwannee	Spring (Mag. 2)	Hamilton	Yes	Yes	30.3300	-82.7608	
New	Suwannee Springs	Upper Suwannee	Spring (Mag. 2)	Suwannee	Yes	Yes	30.3945	-82.9345	
New	Suwannee River at Ellaville	Middle Suwannee	River	Suwannee	Yes	Yes	30.3844	-82.8281	
New	Suwannee River at Branford	Middle Suwannee	River	Suwannee	Yes	Yes	29.9556	-82.9278	
New	Allen Mill Pond Springs	Middle Suwannee	Spring (Mag. 2)	Lafayette	Yes	Yes	30.1628	-83.2431	
New	Anderson Spring	Middle Suwannee	Spring (Mag. 2)	Suwannee	Yes	Yes	30.3534	-83.1897	
New	Bell Spring	Middle Suwannee	Spring (Mag. 3)	Gilchrist	Yes	Yes	29.5974	-82.9412	
New	Bonnet Spring	Middle Suwannee	Spring (Mag. 2)	Suwannee	Yes	Yes	30.1243	-83.1382	
New	Branford Spring	Middle Suwannee	Spring (Mag. 2)	Suwannee	Yes	Yes	29.9549	-82.9284	
New	Charles Spring	Middle Suwannee	Spring (Mag. 2)	Suwannee	Yes	Yes	30.1674	-83.2304	
New	Guaranto Spring	Middle Suwannee	Spring (Mag. 2)	Dixie	Yes	Yes	29.7798	-82.9400	
New	Hart Springs	Middle Suwannee	Spring (Mag. 2)	Gilchrist	Yes	Yes	29.6750	-82.9512	
New	Lime Sink Rise	Middle Suwannee	Spring (Mag. 1)	Suwannee	Yes	Yes	30.3878	-83.1611	
New	Little River Spring	Middle Suwannee	Spring (Mag. 2)	Suwannee	Yes	Yes	29.9969	-82.9663	
New	Otter Spring	Middle Suwannee	Spring (Mag. 2)	Gilchrist	Yes	Yes	29.6448	-82.9428	
New	Pothole Spring	Middle Suwannee	Spring (Mag. 2)	Dixie	Yes	Yes	29.8107	-82.9359	
New	Rock Bluff Springs	Middle Suwannee	Spring (Mag. 2)	Gilchrist	Yes	Yes	29.7991	-82.9186	
New	Rock Sink Spring	Middle Suwannee	Spring (Mag. 2)	Dixie	Yes	Yes	29.7279	-82.9493	
New	Royal Spring	Middle Suwannee	Spring (Mag. 3)	Suwannee	Yes	Yes	30.0837	-83.0748	
New	Ruth Spring	Middle Suwannee	Spring (Mag. 2)	Lafayette	Yes	Yes	29.9958	-82.9768	
New	Suwanacoochee Spring	Middle Suwannee	Spring (Mag. 2)	Madison	Yes	Yes	30.3867	-83.1718	
New	Turtle Spring	Middle Suwannee	Spring (Mag. 2)	Lafayette	Yes	Yes	29.8474	-82.8903	
New	Lime Spring	Middle Suwannee	Spring (Mag. 2)	Suwannee	Yes	Yes	30.3912	-83.1687	

Suwannee River Water Management District Minimum Flows and Minimum Levels to be adopted in 2020 (continued)

New or Re-Evaluation	Waterbody Name or Compliance Point	System Name	Waterbody Type	County(s)	Voluntary Peer Review to be Completed?	Cross-Boundary Impacts from Adjacent WMD?	Latitude	Longitude	Rulemaking Status
New*	Falmouth Spring (OFS)	Middle Suwannee	Spring (Mag. 1)	Suwannee	Yes	Yes	30.3612	-83.1350	Emergency rule*
New*	Lafayette Blue Spring (OFS)	Middle Suwannee	Spring (Mag. 1)	Lafayette	Yes	Yes	30.1258	-83.2261	Emergency rule*
New*	Peacock Springs Group (OFS)	Middle Suwannee	Spring (Mag. 2)	Suwannee	Yes	Yes	30.1232	-83.1332	Emergency rule*
New*	Troy Spring (OFS)	Middle Suwannee	Spring (Mag. 1)	Lafayette	Yes	Yes	30.0060	-82.9975	Emergency rule*
New	Lake Alto	Lake Alto	Lake	Alachua	Yes	Under evaluation	29.7886	-81.8386	
New	Lake Butler	Lake Butler	Lake	Union	Yes	Under evaluation	30.0272	-81.6617	
New	Lake Hampton	Lake Hampton	Lake	Bradford	Yes	Under evaluation	29.8644	-81.8386	
New	Lake Santa Fe	Lake Santa Fe	Lake	Alachua	Yes	Under evaluation	29.7450	-81.9014	

* Emergency MFL rule 40BER 17-01 effective July 1, 2017.

Suwannee River Water Management District Minimum Flows and Minimum Levels to be adopted in 2021

New or Re-Evaluation	Waterbody Name or Compliance Point	System Name	Waterbody Type	County(s)	Voluntary Peer Review to be Completed?	Cross-Boundary Impacts from Adjacent WMD?	Latitude	Longitude	Rulemaking Status
New	Alapaha River near Jennings	Alapaha	River	Hamilton	Yes	Under evaluation	30.5981	-82.9267	
New	Cherry Lake	Cherry Lake	Lake	Madison	Yes	Under evaluation	30.6183	-82.5778	
New	Withlacoochee River near Pinetta	Withlacoochee	River	Madison	Yes	Under evaluation	30.5953	-82.7403	
Re-Evaluation	Madison Blue Spring (OFS)	Withlacoochee	Spring (Mag. 1)	Madison	Yes	Under evaluation	30.4804	-83.2444	Rule Adopted
New	Pot Spring	Withlacoochee	Spring (Mag. 2)	Hamilton	Yes	Under evaluation	30.4708	-83.2344	
New	Hardee (Rosseter) Spring	Withlacoochee	Spring (Mag. 2)	Hamilton	Yes	Under evaluation	30.5447	-83.2501	

Suwannee River Water Management District Minimum Flows and Minimum Levels to be adopted in 2022

New or Re-Evaluation	Waterbody Name or Compliance Point	System Name	Waterbody Type	County(s)	Voluntary Peer Review to be Completed?	Cross-Boundary Impacts from Adjacent WMD?	Latitude	Longitude	Rulemaking Status
New	Lake Palestine	Lake Palestine	Lake	Union	Yes	Under evaluation	30.1294	-81.5906	
New	Ocean Pond	Ocean Pond	Lake	Baker	Yes	Under evaluation	30.2153	-81.5581	

Suwannee River Water Management District Minimum Flows and Minimum Levels to be adopted after 2022

New or Re-Evaluation	Waterbody Name or Compliance Point	System Name	Waterbody Type	County(s)	Voluntary Peer Review to be Completed?	Cross-Boundary Impacts from Adjacent WMD?	Latitude	Longitude	Rulemaking Status
New	Lake Crosby	Lake Crosby	Lake	Bradford	Yes	Under evaluation	29.9497	-81.8475	
New	Lake Rowell	Lake Rowell	Lake	Bradford	Yes	Under evaluation	29.9211	-81.8331	
New	Lake Sampson	Lake Sampson	Lake	Bradford	Yes	Under evaluation	29.9297	-81.8275	

MEMORANDUM

TO: Governing Board

FROM: Tom Mirti, Deputy Executive Director, Water and Land Resources

DATE: September 30, 2019

RE: Authorization for Issuance of Technical Work Assignments for Assessment of Natural Systems, Monitoring, and Water Supply Planning Services

RECOMMENDATION

Staff recommends the Governing Board authorize the Executive Director to issue Technical Work Assignments to contractors providing Assessments of Natural Systems, Monitoring, and Water Supply Planning Services, including Minimum Flows and Minimum Water Levels related tasks, in the amount not to exceed \$1,059,000.

BACKGROUND

The District has recently completed a solicitation and selection process for general engineering and professional services (RFQ 18/19-025AE). At the September 18, 2019 meeting, the Governing Board approved the list of qualified engineering and environmental firms and authorized the Executive Director to enter into contracts with each firm. The list of firms is organized by type of services (Chapters A through G).

Chapter B of the solicitation is titled "Assessment of Natural Systems/Environmental Monitoring and Water Supply Planning" and includes Water Supply and Minimum Flows and Minimum Water Levels (MFLs) related tasks. The scope of Chapter B is attached, as well as the list of firms approved for Chapter B. Upon receipt of a written Technical Work Assignments (TWA) from the District, the consultants provide the required services on an as-needed basis. Tasks authorized under this Chapter will be components of the District's ongoing Minimum Flows and Minimum Water Levels and Water Supply Planning programs. The schedule for MFLs tasks is outlined in the MFL priority list which is reviewed and approved by the governing board annually. Technical work produced to establish MFLs is independently peer-reviewed. District MFLs are then presented to the Governing Board for review and approval, while cross-boundary MFLs are presented to the Governing Board and submitted to the Secretary of the Florida Department of Environmental Protection (FDEP) for approval. The Office of Water Supply Planning prepares estimates of water use, projections of future water demand, and analyses of potential changes to natural systems in compliance with Florida Statute and FDEP rules. Water supply planning work is also a component of the technical analyses used to establish MFLs.

In the past, the District has similarly utilized contractors, solely for MFLs, based on RFQ selections by the Southwest Florida Water Management District. For MFLs in particular, having the flexibility to work with contractors in this manner has increased the efficiency of staff in pursuing priority District goals. Since the specifics of field and technical work scopes often depend on the results of prior steps, each subsequent work order can be more explicitly tailored to the particulars of the waterbody in a highly collaborative process with the contractors.

Funding for these contracts is included in the FY 2019-2020 budget under account code 20-2-586-1-1101 and 01-2-586-1-1102.

JCG/pf

Attachment

Chapter B

B. Assessments of Natural Systems/Environmental Monitoring, and Water Supply Planning. The services performed pursuant to this Chapter include assessment and monitoring of natural systems and water supply planning. They primarily pertain to work managed by the Water and Land Resources Division. Services shall include, but not be limited to:

Types of Chapter Tasks:

- Technical analysis (Minimum Flows and Levels [MFLs], Water Reservations, etc.),- including modeling in support of these analyses;
- Expert witness and independent peer-review;
- Assessment of surface water systems response to climate, e.g. rainfall;
- Assessment of ecosystem responses to hydrologic and nutrient inputs using empirical data and mechanistic modeling;
- Univariate and multivariate statistical analysis and modeling;
- Preparation of Statements of Estimated Regulatory Costs (SERCs): develop or assist in the development of SERCs for all rule revisions, which is governed by Section 120.541, F.S. Expert witness services may be required to support the findings of a SERC;
- Environmental permitting support (federal, state and local agencies);
- Planning program development and budgeting;
- Project management and quality assurance/control.
- Soils assessment;
- Cultural resource assessments.
- Public notification, public meetings, and presentations to the Governing Board;
- Engineering economics studies;
- Development of effective water quality monitoring plans;
- Water Supply planning support including, but not limited to:
 - Agricultural water use estimation, including demand estimates using AFSIRS
 - Development of water use estimates, population growth projections, water demand projections, and estimates of potential changes in projected water demand due to conservation
 - Development, update, and maintenance of well files compatible with MODFLOW or other regional groundwater modeling tools representing the spatial distribution of water use estimates or projections to wells or centroids
 - Analysis of large datasets, including geospatial analysis and visualization
 - Technical analysis of changes to natural systems or water availability based on water use estimates, including modeling in support of these analyses
 - Development and technical editing of water supply assessments and regional water supply plans
 - Development and/or delivery of water supply presentations
 - Development of planning level cost and benefit estimates for water supply development or water resource development projects
 - Assistance with for the completion of the annual Estimated Water Use report, including statistical analysis of water use data;
 - Program Feasibility/Cost-Effectiveness Analysis: develop economic feasibility/cost-effectiveness analyses of regulatory and non-regulatory programs of the District;
 - Regional Economic Impact Analysis: develop analyses of the economic impact of District regulatory and non-regulatory programs on particular geographic area(s), industries, or economic sectors;

- Statistical Modeling: develop and/or test and correct statistical models including, but not limited to, models of sectoral water demand or the impact of various regulatory and non-regulatory programs on water demand;
- Project-specific short-term environmental monitoring and assessments;
- Wetland vegetation analysis (quantitative and qualitative)
- Groundwater (levels and quality);
- Surface water (levels, discharge, and quality);
- Hydrogeologic characterizations (geophysical logging, aquifer testing, formation interpretation);
- Collection and/or analysis of hydrologic, piezometer, or other types of data; and
- Laboratory analysis (water and sediment).
- Project-specific short-term biological monitoring and assessments;
- Fish, avian, herpetofauna, phytoplankton, macroinvertebrate, and invertebrate nekton/plankton surveys;
- Habitat mapping and assessments;
- Specific species surveys;
- Jurisdictional delineations; and
- Submerged, emergent, wetland, and riparian vegetation surveys.

List of Chapter B Firms:

- Applied Technology & Management, Inc.
- Barnes Ferland and Associates, Inc.
- Black & Veatch, Inc.
- Brown and Caldwell
- Environmental Consulting & Technology, Inc.
- EXP U.S. Services, Inc.
- HSW Engineering, Inc.
- Intera, Inc.
- Kimley-Horn and Associates, Inc.
- Kleinfelder, Inc.
- Progressive Water Resources, LLC
- Research Planning, Inc.
- Soil and Water Engineering Technology, Inc.
- Stanley Consultants, Inc.
- Vanasse Hangen Brustlin, Inc.
- Water & Air Research, Inc.
- Wetland Solutions, Inc
- Wood Environment & Infrastructure Solutions, Inc.

MEMORANDUM

TO: Governing Board

FROM: Tom Mirti, Deputy Executive Director, Water and Land Resources

DATE: September 30, 2019

RE: Authorization to Transmit the Five-Year Water Resource Development Work Program Report

RECOMMENDATION

Staff recommends that the Governing Board authorize staff to transmit the Five-Year Water Resource Development Work Program Report and incorporate appropriate revisions.

BACKGROUND

The District is required to submit a Five-Year Water Resource Development Work Program Report to the Florida Department of Environmental Protection (FDEP) pursuant to section 373.536, Florida Statutes (F.S.). This is the third year the District has prepared this report, which updates the implementation of the District's regional water supply plan. In addition, the work program lists Basin Management Action Plan projects funded through the District.

The Fiscal Year 2019-2020 Water Resource Development Work Program Report includes District-funded projects from October 1, 2019 through September 30, 2024, as well as anticipated programmatic funding in support of Water Supply Planning, Minimum Flows and Minimum Water Levels, and Water Resource Development. Projects involving water conservation, resource evaluation, and regional water resource development are examples of what is contained in the report.

This authorization allows District staff to transmit the report, and to address and incorporate appropriate revisions resulting from FDEP and/or public comment to the Water Resource Development Work Program Report prior to inclusion into the 2020 Consolidated Annual Report.

ALB/pf

MEMORANDUM

TO: Governing Board
FROM: Hugh Thomas, Executive Director
DATE: September 27, 2019
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 August 18 – 24, 2019

Executive / Management

- Hugh Thomas attended the Florida Forest Association Annual Meeting in Destin.
- Lisa Cheshire attended an Inter-district Human Resources Director meeting at the SJRWMD's Maitland Office.

Legislative and Community Affairs

- Ben Glass attended the Natural Resource Leadership Institute Training in Ft. Lauderdale.

Finance

- No reporting activity.

Land Management

- Land Management Staff closed the LA Bennet Road bridge on the Steinhatchee River due to high water condition.
- Land Management Staff closed Steinhatchee Falls Park due to Steinhatchee River flooding.
- Levy County closed the District's portion of Devil's Hammock due to flooding.

Resource Management

- Warren Zwanka and Greg Trotter attended the Interagency Ag Team meeting regarding Florida Statewide Agricultural Irrigation Demand agricultural projections.

Water Resources

- No reporting activity.

Minimum Flows and Minimum Water Levels

- No reporting activity.

Water Supply

- No reporting activity.

Hydrological Data

- Vince Robinson, Kevin Jones, and Jamie Gaylord, and Dale Staats conducted high water discharge measurements at three coastal locations (Waccassassa at Hwy19, Wekiva Springs, and Levy Blue Spring) and 1 tributary (Mill Creek) in middle Suwannee.



Weekly Activity Report to Governing Board for August 25-31, 2019

Executive / Management

- Hugh Thomas attended the FDACS Office of Agricultural Water Policy Stakeholder Meeting in Gainesville.
- Steve Minnis attended the FDOT M-CORES Task Force and Suncoast Connector Committee meetings in Tampa.

Legislative and Community Affairs

- Katie Kelly attended the abbreviated 10th Annual Associated Industries of Florida Water Forum in Orlando.

Finance

- No reporting activity.

Land Management

- Land Management Staff opened the LA Bennet Road bridge on the Steinhatchee River as flood waters had receded.
- Land Management Staff opened Steinhatchee Falls Park on the Steinhatchee River as flood waters had receded.
- Devil's Hammock remains closed due to damage to roads from flooding.
- Land Management Staff prepared facilities and equipment in preparation of possible impact from Hurricane Dorian.

Resource Management

- Warren Zwanka attended the FDOT M-CORES Task Force and Northern Turnpike Connector Committee meetings in Tampa.
- Leroy Marshall met with representatives from the Town of Hampton, Bradford County, Army Corps of Engineers, and associated consultants to discuss drainage problems and solutions and coordination with FEMA flood map updates.

Water Resources

- Marc Minno, with Fay Baird and Lindsey Garland in attendance, discussed the properties of water with a disabled adult group and their providers at New Horizon Church of Christ in Lake City.

Minimum Flows and Minimum Water Levels

Louis Mantini continued the Districts debris-removal activities formerly conducted between the confluence of the Ichetucknee and Santa Fe rivers and the unincorporated Town of Wannee, on the Suwannee River.

Water Supply

- No reporting activity.

Hydrological Data

- No reporting activity.

Agriculture and Environmental Projects

- Kevin Flavin and Bob Heeke attended the Lower Suwannee River National Wildlife Refuge Scoping meeting held at the District regarding technical issues related to the restoration plan.
- Bob Heeke performed an inspection of the Brooks Sink project in Bradford County.
- Bob Heeke performed a Middle Suwannee inspection in Lafayette and Dixie counties.

Communications

- Weekly Top Performing Post

Post Details

Suwannee River Water Management District
Published by Lindsey Garand · August 26 at 9:13 AM · 🌐

Watch your step! 🐍 A threatened Florida pine snake was spotted on District lands. Finding this non-venomous snake confirms that our land management team's restoration efforts are positively impacting the habitat.

Find out more information about the Florida pine snake and our restoration efforts on our website.
<https://www.srvmd.org/CivicAlerts.aspx?AID=687>

Performance for Your Post

6,238 People Reached

204 Reactions, Comments & Shares

101 Like	85 On Post	46 On Shares
8 Love	7 On Post	1 On Shares
3 Haha	1 On Post	2 On Shares
11 Wow	7 On Post	4 On Shares
22 Comments	18 On Post	4 On Shares
29 Shares	24 On Post	5 On Shares

1,390 Post Clicks

324 Photo Views	20 Link Clicks	1,046 Other Clicks
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NEGATIVE FEEDBACK

2 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts.

Suwannee River Water Management District
Government Organization

Get More Likes, Comments and Shares
Boost this post for \$50 to reach up to 9,200 people.

6,238 People Reached
1,594 Engagements

Boost Post

Tink Fitch, Ofelia Perez and 97 others · 8 Comments · 24 Shares

Like · Comment · Share

Announcements for the week of September 8-14, 2019

- The District will hold its monthly Governing Board Meeting and Workshop on September 10th at the District Office beginning at 3:00 p.m. The first public hearing of FY 2020 millage and budget will follow at 5:05 p.m.



Weekly Activity Report to Governing Board for September 1 – 7, 2019

Executive / Management

- Hugh Thomas and Bob Heeke made site visits to the Middle Suwannee project in Dixie and Lafayette counties.

Legislative and Community Affairs

- Katie Kelly presented the PILT check to the Jefferson County Board of County Commissioners.
- Ben Glass assisted with the 4H Field Day an outreach effort in Live Oak where approximately 150 organizers, parents, and children were in attendance.

Finance

- No reporting activity.

Land Management

- Edwin McCook gave a presentation to the Lake City Morning Rotary Club on “A Journey Down the Suwannee River.”
- District contractors continued road repairs at Mallory Swamp.

Resource Management

- Warren Zwanka participated in the State Emergency Operations Center daily call-in’s in response to Hurricane Dorian.

Water Resources

- No reporting activity.

Minimum Flows and Minimum Water Levels

- No reporting activity.

Water Supply

- No reporting activity.

Hydrological Data

- No reporting activity.

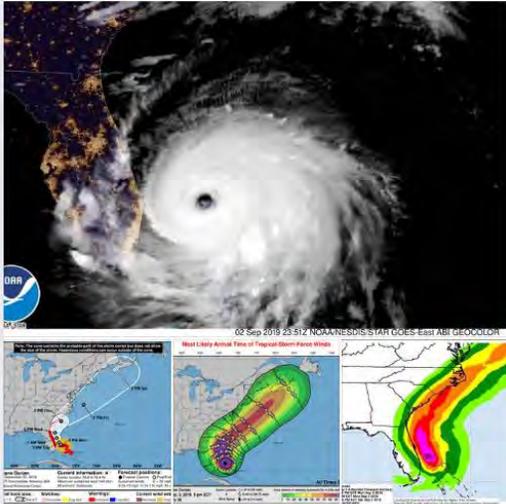
Agriculture and Environmental Projects

- Patrick Webster performed an inspection of the Edwards Bottomlands project in Bradford County.

Communications

- Weekly Top Performing Post

Suwannee River Water Management District
Published by Lindsey Garland (7) · September 2 at 8:27 PM · 🌐



NOAA NWS National Hurricane Center
September 2 at 8:12 PM · 🌐

...EXTREMELY POWERFUL HURRICANE DORIAN REMAINS STATIONARY AND CONTINUES TO PUMMEL GRAND BAHAMA ISLAND...
A Hurricane Warning continues for Grand Bahama and the...
See More

1,232 People Reached **347** Engagements Boost Unavailable

👍👍👍 Tena Cannon Cashmore, William R Joyce and 9 others 4 Shares

👍 Like 💬 Comment ➦ Share 🌐

Performance for Your Post

1,232 People Reached

20 Reactions, Comments & Shares

3 Like	3 On Post	0 On Shares
1 Love	1 On Post	0 On Shares
1 Haha	1 On Post	0 On Shares
2 Wow	2 On Post	0 On Shares
4 Sad	4 On Post	0 On Shares
1 Angry	1 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
8 Shares	4 On Post	4 On Shares

327 Post Clicks

120 Photo Views	2 Link Clicks	205 Other Clicks
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NEGATIVE FEEDBACK

2 Hide Post 0 Hide All Posts

0 Report as Spam 0 Unlike Page

Reported stats may be delayed from what appears on posts.

Announcements for the week of September 15 – 21, 2019

- The District will hold its rescheduled monthly Governing Board Meeting on September 18th at the District Office beginning at 3:00 p.m.
- The District Tentative Millage and Budget Public Hearing held on September 10, 2019 was recessed and will continue on September 18, 2019 at 5:05 p.m. at the District Headquarters following the rescheduled Governing Board meeting.



Weekly Activity Report to Governing Board for September 8 – 14, 2019

Executive / Management

- Hugh Thomas, Steve Minnis, Warren Zwanka, and Paul Buchanan met with representatives from the City of Lake City and Environmental Consulting & Technology, Inc. regarding water use and water well issues associated with petroleum and contaminated properties.
- Hugh Thomas, Steve Minnis, Tom Mirti, Leroy Marshall, Ashley Stefanik, and Mary Diaz met with FEMA Regional IV staff regarding the District flood protection activities.
- Hugh Thomas and Bob Heeke performed a site visit to Mallory Swamp, Dixie County.

Legislative and Community Affairs

- Katie Kelly attended the Florida Coastal Management Program kickoff meeting in Tallahassee for the Coastal Zone Enhancement Program to discuss the next statewide assessment and strategy development.
- Katie Kelly and Ben Glass attended the North Florida Peanut Harvest Tour and Dinner, touring different agricultural operations and businesses across the District.
- Ben Glass and Edwin McCook assisted the Suwannee High FFA Chapters with an officer retreat paddling between Gibson Park and the Suwannee River State Park.

Finance

- No reporting activity.

Land Management

- District contractors are conducting fuel reduction mowing and chopping on the Little Creek Tract.
- District contractors completed road repairs in Mallory Swamp for this fiscal year.

Resource Management

- No reporting activity.

Water Resources

- Connie Woodward presented via webinar to the UF-IFAS Master Naturalist Instructors Mentoring group about iNaturalist as an aide in Land Management.
- Fay Baird presented the Hydrologic Conditions Report to the Santa Fe Springs Forum in High Springs.
-

Minimum Flows and Minimum Water Levels

- Louis Mantini continued debris investigations on the Suwannee River between Hatchbend and the Suwannee/Santa Fe confluence and between Wannee and Fanning

Springs. Over 39 items were mapped and await sorting into those considered unattached to proprietary upland interest, and on or over sovereign lands.

Water Supply

- No reporting activity.

Hydrological Data

- No reporting activity.

Agriculture and Environmental Projects

- Kris Eskelin met onsite to discuss the Mayo Stormwater Improvements project with the Mayor of the Town of Mayo as well as representatives of the Mayo Public Works Department, Worth Construction, and Dewberry Engineering.
- Pat Webster completed a time-zero monitoring report on the Edwards Bottomlands project in Bradford County.

Communications

- Weekly Top Performing Post

The image shows a screenshot of a Facebook post from the Suwannee River Water Management District. The post text reads: "Mobile Irrigation Labs help farmers conserve water. 💧 The Labs use small buckets to catch water under the irrigation system to determine efficiency. This helps farmers identify sprinklers that are not working properly so they can be replaced and reduce water use. 🌱". The post includes a photo of a large center pivot irrigation system over a green field. The analytics panel on the right shows: 580 People Reached, 11 Likes, Comments & Shares (11 Likes, 0 Comments, 0 Shares), 11 Post Clicks (5 Photo Views, 0 Link Clicks, 6 Other Clicks), and 1 Hide Post, 0 Report as Spam, 0 Hide All Posts, 0 Unlike Page. The post is published by Lindsey Garland on September 13 at 10:49 AM.

Announcements for the week of September 22 – 28, 2019

- The District will hold an Audit Committee Meeting and Lands Committee Meeting on September 24th at the District Office beginning at 3:00 p.m. The second public hearing of FY 2019-2020 millage and budget is scheduled at 5:05 p.m.

MEMORANDUM

TO: Governing Board
FROM: Lisa Cheshire, Human Resources Chief
THRU: Hugh Thomas, Executive Director
DATE: September 27, 2019
RE: Consideration of Employee Health Care Insurance Coverages

RECOMMENDATION

Staff recommends the Governing Board approve changing the District's Benefit Plan year from a Fiscal year to a Calendar year; continue coverages with Florida Blue/Medical, Humana/Vision, Standard/Life and Disability; and changing the Dental plan to Solstice.

BACKGROUND

The District's employee benefit plans are based on the District's fiscal year. However, the health insurance plans require the employee's financial responsibility (Deductible and Out of Pocket Maximum) to be measured on a calendar year basis, which is the normal practice among insurance carriers. This results in a three-month lapse that creates complications for both District finance staff and employees since the Health Savings Account (HSA) contributions associated with the high deductible health plans are determined on a calendar year basis by the Internal Revenue Service. Therefore, District staff pursued the option to provide employee benefits on a calendar year basis as long as it was in the District's best interest.

In an effort to evaluate the feasibility of changing the District's benefit plan year from October to January (in order to align the plan year with the calendar year), the District in conjunction with Arthur J. Gallagher & Company (the District's Broker Agency), developed and advertised a formal Request For Proposals (RFP) to evaluate options available for comparison to its current employee benefits program. This process included all lines of coverage (medical, dental, vision, life, and disability).

The RFP was advertised on the District's website and Arthur J. Gallagher & Company solicited proposals from the following carriers:

1. Florida Blue (current carrier)
2. AvMed Health Plans
3. United Healthcare
4. Cigna
5. Aetna

Responses were received by Florida Blue and Cigna. Both United Healthcare and Aetna stated that they declined to submit proposals as they could not be competitive. AvMed was non-responsive.

A detailed examination of each RFP response was conducted by staff and the Arthur J. Gallagher & Company on August 29, 2019. Cigna essentially matched the benefits of the Florida Blue plans with minor coverage differences on a few line items. Arthur J. Gallagher & Company requested a provider utilization report from Florida Blue that provided an actual list of physicians and claims utilized by SRWMD employees over the recent twelve-month period.

This list was compared to Cigna's network of providers and the analysis clearly showed that Cigna's network of providers in this area is not nearly as robust as Florida Blue. Of the 178 physicians utilized, 95 (or 53.37%) are not participating in the Cigna network. Changing to Cigna would result in 47.46% of employee claims being processed out of network, which would increase costs to District employees. The majority of District employees would be negatively impacted by being forced to choose new physicians or pay out of network charges in order to keep their current physician.

District employees also use the Blue365 free health and wellness discount program offered as a member of the Florida Blue. This program offers year-round discounts on gym memberships, fitness gear, healthy eating options, weight loss programs, and more. Cigna does have a similar program, but there did not appear to be gyms near Live Oak that participate, however, there were a few in Lake City.

Additionally, Florida Blue offers a Telemedicine program. Cigna does not offer this type of a program. Therefore, changing to Cigna would create a significant disruption to employees which does not offset the proposed rate savings and would not be in the District's best interest.

Although Cigna proposed a rate structure that was 2.79% (\$23,000) below Florida Blue, staff recommendation is to continue with Florida Blue, with no increase to premiums.

For the dental, vision, life, and disability lines of coverage, there were numerous respondents. With regard to the dental coverage, it is recommended to change the dental plan to Solstice which will result in a 10.99% (\$6,817) saving without sacrificing benefits to the employees.

District staff is recommending continuing with the current vision, life, and disability benefit plans providers. Proposals for the vision, life, and disability benefit plans came in with significant increases and changes in coverage that would negatively impact the District and employees.

LC/sm