

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

**GoTo Webinar Link:** <https://attendee.gotowebinar.com/register/9008350859167038990>

**Public Comment Form Link:** [www.MySuwanneeRiver.com/Comments](http://www.MySuwanneeRiver.com/Comments)

Open to Public

July 13, 2021  
9:00 a.m.

City of Alachua Commission Meeting Room  
Alachua, FL 32615

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 - June 8, 2021, Governing Board Meeting, Executive Director Performance Evaluation Committee Meeting, and Workshop Minutes
  - Agenda Item No. 9 - Performance Evaluation Review of Executive Director and Contract Amendment
  - Agenda Item No. 12 - May 2021 Financial Report
  - Agenda Item No. 16 - Interagency Agreement with St. Johns River Water Management District to Transfer Water Use Permitting Responsibility of Melrose Water Association
  - Agenda Item No. 17 - Governing Board Directive Number 21-0005, Educational Water Resource Grant Funding Program
  - Agenda Item No. 20 - Big Shoal Tract and Bell Springs House Lease Agreement with the Florida Department of Environmental Protection
  - Agenda Item No. 22 - Contract with John A. Cruce Inc., for the Holton Creek #4 Timber Sale
  - Agenda Item No. 23 - Discharge Measurements and Calculation of Daily Discharge Values of Streamflow for Fiscal Year 2021-2022
  - Agenda Item No. 27 - Scope of Work Amendment to Revise the Lake Hampton 2017 Minimum Flows and Minimum Water Levels Report
  - Agenda Item No. 28 - Task Work Assignment Amendment for Lakes Hampton, Santa Fe, and Alto Hydrologic Modeling Report Updates and Status Assessment Technical Memos
  - Agenda Item No. 31 - United States Department of Agriculture-Natural Resources Conservation Services Lower Suwannee Cooperative Agreement
  - Agenda Item No. 32 - Memorandum of Agreement with St. Johns River Water Management District for Surface and Groundwater Chemistry Analysis for Fiscal Year 2021-2022
  - Agenda Item No. 33 - Renewal of Task Work Assignment 19/20-041.009 with Wood Environmental and Infrastructure Solutions, Inc., for Water Quality and Biological Sampling

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6. June 8, 2021, Governing Board Meeting, Executive Director Performance Evaluation Committee Meeting, and Workshop Minutes - **Recommend Consent**
7. Items of General Interest for Information/Cooperating Agencies and Organizations
  - A. Hydrologic Conditions Report
  - B. Cooperating Agencies and Organizations

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

8. Update on Legal Activities / Enforcement Status Report
- LC Page 1 9. Performance Evaluation Review of Executive Director and Contract Amendment - **Recommend Consent**

**BUSINESS AND COMMUNITY SERVICES**  
**Tim Alexander, Deputy Executive Director**

*Administration*

- BCS Page 1 10. Land Acquisition and Disposition Activity Report
- BCS Page 4 11. Bailey Brothers Conservation Easement Amendment, Dixie County

*Finance*

- BCS Page 6 12. May 2021 Financial Report – **Recommend Consent**
- BCS Page 11 13. Tentative Fiscal Year 2021-2022 Millage and Budget
- BCS Page 13 14. Resolution Number 2021-03, Release of Fiscal Year 2021-2022 State Appropriations

*Resource Management*

- BCS Page 16 15. Permitting Summary Report
- BCS Page 20 16. Interagency Agreement with St. Johns River Water Management District to Transfer Water Use Permitting Responsibility of Melrose Water Association - **Recommend Consent**

**OUTREACH AND OPERATIONS**  
**Katelyn Potter, Division Director**

*Communications and Outreach*

- OPS Page 1 17. Governing Board Directive Number 21-0005, Educational Water Resource Grant Funding Program – **Recommend Consent**
18. Presentation - Educational Water Resource Grant Funding Program

### Land Management

- OPS Page 8      19. District Land Management and Twin Rivers State Forest Activity Summary
- OPS Page 12     20. Big Shoal Tract and Bell Springs House Lease Agreement with the Florida Department of Environmental Protection – **Recommend Consent**
- OPS Page 23     21. Management Plan Amendment for J. H. Anderson, Jr., Memorial Park – Rock Bluff Springs Tract
- OPS Page 30     22. Contract with John A. Cruce Inc., for the Holton Creek #4 Timber Sale – **Recommend Consent**

### Hydrologic Data Services

- OPS Page 31     23. Discharge Measurements and Calculation of Daily Discharge Values of Streamflow for Fiscal Year 2021-2022 - **Recommend Consent**
- OPS Page 32     24. Interagency Joint Funding Agreement with the United States Geological Survey for Streamgaging Services for Fiscal Year 2021-2022

## **WATER RESOURCES**

### **Amy Brown, Deputy Executive Director**

### Agriculture and Environmental Projects

25. Bradford/Starke Update

### Minimum Flows and Levels

26. Minimum Flows and Minimum Water Levels Update
- WR Page 1      27. Scope of Work Amendment to Revise the Lake Hampton 2017 Minimum Flows and Minimum Water Levels Report – **Recommend Consent**
- WR Page 2      28. Task Work Assignment Amendment for Lakes Hampton, Santa Fe, and Alto Hydrologic Modeling Report Updates and Status Assessment Technical Memos – **Recommend Consent**

### Water Supply

29. Water Supply Plan Update

### Water Resources

- WR Page 3      30. Agricultural Water Use Monitoring Report
- WR Page 5      31. United States Department of Agriculture-Natural Resources Conservation Services Lower Suwannee Cooperative Agreement - **Recommend Consent**
- WR Page 6      32. Memorandum of Agreement with St. Johns River Water Management District for Surface and Groundwater Chemistry Analysis for Fiscal Year 2021-2022 - **Recommend Consent**

WR Page 7

- 33. Renewal of Task Work Assignment 19/20-041.009 with Wood Environmental and Infrastructure Solutions, Inc., for Water Quality and Biological Sampling - **Recommend Consent**

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

EO Page 1

- 34. Governing Board Directive Number 21-0004, Delegation of Expenditure Authority for the Executive Director
- 35. 2022-2026 Strategic Plan Update
- 36. Announcements
- 37. Governing Board Comments

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

August 10, 2021 (Tuesday)	9:00 a.m.	Board Meeting Workshops/Committee Meetings
September 14, 2021 (Tuesday)	<b>3:00 p.m.</b> <b>5:05 p.m.</b>	<b>Board Meeting</b> <b>First Public Hearing on FY 2021-2022 Budget</b>
<b>September 27, 2021 (Monday)</b>	<b>3:00 p.m.</b> <b>5:05 p.m.</b>	<b>Workshops and/or Committee Meetings</b> <b>Final Public Hearing on FY 2021-2022 Budget</b>

- 38. 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.

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

**GoTo Webinar Link:** <https://attendee.gotowebinar.com/register/3886957637848300300>

Open to the Public

Note: A digital recording system was used to record these proceedings and is on file in the permanent files of the District. A copy of the materials and handouts are a part of the record and are filed in the permanent files of the District.

9:00 a.m., Tuesday  
June 8, 2021

District Headquarters  
Live Oak, Florida

Agenda Item No. 1 – Call to Order. The meeting was called to order at 9:00 a.m.

Agenda Item No 2 – Roll Call

**Governing Board**

<b>Seat</b>	<b>Name</b>	<b>Office</b>	<b>Present</b>	<b>Not Present</b>
Aucilla Basin	Dr. George Cole		X	
Coastal River Basin	Richard Schwab	Vice Chair	X	
Lower Suwannee Basin	Larry Thompson		X	
Santa Fe & Wacc. Basins	William Lloyd		X	
Upper Suwannee Basin	Larry Sessions		X	
At Large	Virginia H. Johns	Chair	X	
At Large	Virginia Sanchez		X	
At Large	Charles Keith	Sec./Treas.	X	
At Large	Harry Smith		X	

**Governing Board Legal Counsel**

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

**Leadership Team**

<b>Position</b>	<b>Name</b>	<b>Present</b>	<b>Not Present</b>
Executive Director	Hugh Thomas	X	
Deputy Executive Director	Tom Mirti	X	
Deputy Executive Director	Tim Alexander	X	
Executive Office & Board Coordinator	Robin Lamm	X	

Agenda Item No. 3 – New Governing Board Members Oath of Office. Tom Reeves, Board Legal Counsel, administered the District Oath of Office to newly appointed Board Members Dr. George Cole and William Lloyd.

Agenda Item No 4 – Lands Committee Member Assignments. Chair Johns recommended the addition of Mr. Sessions, Mr. Smith, and Mr. Thompson to the Lands Committee.

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

Agenda Item No. 5 - Announcement of any Amendments to the Agenda by the Chair: None

Agenda Item No. 6 – Public Comment. None

Agenda Item No. 7 - Consideration of the Following Items Collectively by Consent:

- Agenda Item No. 8 - May 11, 2021 Board Meeting, Lands Committee Meeting, and Workshops Minutes
- Agenda Item No. 12 - Governing Board Directive 21-0003, Updated Water Resource Guidelines for Acquisition and Surplus of Lands
- Agenda Item No. 13 - Rayonier Lake Sampson Tract, Bradford County
- Agenda Item No. 14 - April 2021 Financial Report

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

Agenda Item No. 8 – May 11, 2021 Board Meeting, Lands Committee Meeting, and Workshops Minutes. Approved on Consent.

Agenda Item No. 9 - Items of General Interest for Information/Cooperating Agencies and Organizations.

- A. Robbie McKinney gave a presentation of hydrologic conditions of the District.
- B. Cooperating Agencies and Organizations. Chris Petit, Office of Ag Water Policy, introduced himself to the Board.
- C. Service Recognition. The following staff were recognized for five years of service:  
Amy Brown, Kevin Jones, Tim Beach, and Mary Diaz.

**GOVERNING BOARD LEGAL COUNSEL**

Agenda Item No. 10 – Update on Legal Activities / Enforcement Status Updates. Mr. Reeves updated the Board on the legal actions regarding Seven Springs water use permit.

**BUSINESS AND COMMUNITY SERVICES**

Administration

Agenda Item No. 11 – Land Acquisition and Disposition Activity Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 12 – Governing Board Directive 21-0003, Updated Water Resource Guidelines for Acquisition and Surplus of Lands. Approved on Consent.

Agenda Item No. 13 – Rayonier Lake Sampson Tract, Bradford County. Approved on Consent.

Finance

Agenda Item No. 14 – April 2021 Financial Report. Approved on Consent.

Agenda Item No. 15 – Resolution Number 2021-02, Release of Funds for Alternative Water Supply Projects. Christina Green, Senior Budget and Fiscal Analyst, Office of Finance, presented this item to the Board.

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

Agenda Item No. 16 – Fiscal Year 2021-2022 Tentative Budget Status Update. Mrs. Green provided and update to the Board.

Resource Management

Agenda Item No. 17 – Permitting Summary Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 18 – Rulemaking to Amend Rules 40B-1.703, 40B-1.704, 40B-1.706, and 40B-4.709; and Repeal Rule 40B-1.1010, Florida Administrative Code. Warren Zwanka, Director, Division of Resource Management presented this item to the Board.

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

Agriculture and Environmental Projects

Agenda Item No. 19 – Soil Moisture Probe Presentation. Dr. Charles Barrett, University of Florida, IFAS, provided this presentation to the Board.

Charles Shinn, Florida Farm Bureau, provided comments to the Board.

Agenda Item No. 20 – Florida Department of Agriculture and Consumer Services for Conservation Technician Services Contract Number 16/17-250 Renewal. Libby Schmidt, Project Manager, Office of Agriculture and Environmental Projects, presented this item to the Board.

Mr. Petit provided comments to the Board.

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

Agenda Item No. 21 – Contract to Provide Cost-Share Funding to Circle H Ranch, Inc., Bradford County. Ms. Schmidt presented this item to the Board.

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

Agenda Item No. 22 – Contract to Provide Cost-Share Funding to Wayne Lane, Jefferson and Madison Counties. Ms. Schmidt presented this item to the Board.

Dr. Barrett provided comments to the Board.

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

**WATER AND LAND RESOURCES**

Land Management

Agenda Item No. 23 - 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. 24 - Prescribed Fire and Vegetation Management Services for Fiscal Year 2021-2022. Scott Gregor, Senior Natural Resource Specialist, Office of Land Management, presented this item to the Board.

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

Water Resources

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

Water Supply / MFL

Agenda Item No. 26 – Water Supply Plan Update. Amy Brown, Chief, Office of Water Supply, provided an update to the Board.

Agenda Item No. 27 – Prevention and Recovery Strategy for the Lower Santa Fe and Ichetucknee Rivers and Priority Springs Discussion. Sean King, Chief, Office of Minimum Flows and Minimum Water Levels, 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.

Ben Glass, Chief, Office of Legislative and Governmental Affairs, provided an update to the Board regarding Governor DeSantis signing of the state budget.

Agenda Item No. 29 – CCR Update. Hugh Thomas, Executive Director, and Mr. Reeves provided an update to the Board regarding the Country Club County Road resolution with Columbia County.

Agenda Item No. 30 - Announcements. Mr. Thomas discussed with the Board the updated Organizational Chart that begins July 1, 2021.

Agenda Item No. 31- Governing Board Comments. None

Agenda Item No. 32 - Adjournment. Meeting adjourned at 12:48 p.m.

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Chair

ATTEST:

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**SUWANNEE RIVER WATER MANAGEMENT DISTRICT MINUTES OF  
EXECUTIVE DIRECTOR PERFORMANCE EVALUATION COMMITTEE MEETING**

**GoTo Webinar Link:** <https://attendee.gotowebinar.com/register/3886957637848300300>  
Open to the Public

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June 8, 2021  
Following Board Meeting

District Headquarters  
Live Oak, FL

1. Call to Order / Committee Roll Call. Meeting began at 1:31 p.m.

<b>Committee Members</b>	<b>Present</b>	<b>Not Present</b>
Virginia Johns	X	
Charles Keith	X	
Richard Schwab	X	

*Board Member Cole, Lloyd, Thompson, Sanchez, Sessions, and Smith also attended the Committee Meeting.*

2. Public Comment. None
3. General Discussion

Executive Director Evaluation Discussion

The Committee discussed the topics on the Executive Director Performance Evaluation form. Committee Members provide feedback on topics listed on the form. These forms have been sent to Hugh Thomas employment personnel file.

Ranking by Committee Members:

<b>Committee Member</b>	<b>Ranking</b>
Johns	5
Keith	5
Schwab	5

MOTION MADE BY SANCHEZ, SECONDED BY KEITH TO FORWARD TO FULL BOARD FOR APPROVAL OF EVALUATION. MOTION CARRIED.

4. Announcements

The Committee also discussed increasing the Executive Director expenditure authority from \$30,000 to \$50,000. This will be presented at the July 2021 Board Meeting for approval.

5. Adjournment. Meeting adjourned at 1:43 p.m.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
GOVERNING BOARD WORKSHOP**

Workshop began at 1:45 p.m.

Multi-Basin Aquifer Recharge (MBAR) Project Update

Pat Webster, Chief Professional Engineer, Office of Agriculture and Environmental Projects, introduced John Locklear, Locklear and Associates, and Duane Cannon, Manager, Dixie County. Mr. Locklear provided a powerpoint presentation to the Board regarding the MBAR Project in Dixie County.

Workshop ended at 2:27 p.m.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Tom Reeves, Board Legal Counsel  
DATE: June 20, 2021  
RE: Performance Evaluation Review of Executive Director and Contract Amendment

**RECOMMENDATION**

Approve performance evaluation review for the Executive Director from the Executive Director Evaluation Committee and contract amendment.

**BACKGROUND**

The Governing Board appointed Hugh Thomas as Executive Director of the District by contract dated August 8, 2017. Such contract provides at paragraph 10, for the appointment of an Executive Director Evaluation Committee (the Committee) and the yearly evaluation of the Executive Director. The Committee members are Virginia Johns, Charles Keith, and Richard Schwab.

The Executive Director Evaluation Committee met June 8, 2021. Prior to the meeting, each Committee member completed an evaluation form and addressed the following topics:

- Organization Vision and Planning
- Leadership and Management
- Governing Board Relations and Communications
- Community Relations
- Fiscal Responsibility and Budgetary Adherence
- Core Mission Strategies

The Executive Director was scored on the above topics based on the following:

5 - Superior; 4 - Successful; 3 - Moderately Successful; 2 - Less than Successful; 1 - Unsuccessful.

Rankings by Committee Members:

<b>Committee Member</b>	<b>Ranking</b>
Johns	5
Keith	5
Schwab	5

As provided in the contract, the Governing Board should consider such Committee evaluation, make whatever changes it deems appropriate, if any, and approve the evaluation. Such approved evaluation shall become part of Mr. Thomas's Executive Director's personnel file.

In 2020, Governor Ron DeSantis approved HB 5001. Section 8 of HB 5001, Employee Compensation and Benefits Year 2020-2021, provided for an increase of 3% for State employees which is consistent with the District's approval of their employee's competitive pay adjustment of 3%. On October 2, 2020, the Governing Board Chair approve an increase of 3% for the Executive Director.

Copies of the evaluations performed by the committee members are recorded in Mr. Thomas's personnel file located in the District's Office of Human Resources.

TR/rl  
Attachment  
Contract #16/17-244



# SUWANNEE RIVER

## WATER MANAGEMENT DISTRICT

Virginia Johns, Chair  
Charles Keith, Secretary/Treasurer  
Hugh Thomas, Executive Director

### MEMORANDUM

TO: Lisa Cheshire, Human Resources Chief  
FROM: Virginia Johns, Governing Board Chair  
DATE: October 2, 2020  
RE: Increase in Salary for Hugh Thomas

Please prepare the necessary paperwork necessary to increase Hugh Thomas' salary by 3% as provided for in the HB 5001, Section 8, Employee Compensation and Benefits Fiscal Year 2020-2021, and approved by Governor Ron DeSantis. This increase is consistent with the Suwannee River Water Management District's approval of their employee's competitive pay adjustment of 3% for FY20/21, and shall be effective on the same payroll process date in October 2020.

A handwritten signature in blue ink, appearing to read "Virginia Johns", written over a horizontal line.

Virginia Johns  
SRWMD Governing Board Chair

**Water for Nature. Water for People.**

Suwannee River Water Management District | County Road 49, Live Oak, FL 32060 | 386.362.1001 | MySuwanneeRiver.com

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Stephen Schroeder, Chief, Office of Administration  
THRU: Tim Alexander, Deputy Executive Director, Business and Community Services  
DATE: July 2, 2021  
RE: Land Acquisition and Disposition Activity Report

Attached for your information is the Land Acquisition and Disposition Activity Report.

SS/tm  
Attachments

LAND ACQUISITION AND DISPOSITION ACTIVITY REPORT APRIL 2021

Property Offers							
Owner	Tract	Acres	County	Submittal Date	Asking Price	Acquisition Type	Comments
	Gilchrist Lyme	17,854	Gilchrist	03.2019	Exchange acreage dependent on configuration/ Sandlin Bay 2,023 acre (USFS)	Conservation Easement	Tabled by Lands Committee 6.11.2019. Offeror has contract for sale of property. On hold.
Approved for Detailed Assessment							
Owner	Project Name	Acres	County	Submittal Date	Asking Price	Acquisition Type	Comments
McB-Pinehatchee	Steinhatchee North/ RO Ranch West-Equestrian	2950/1,277	Lafayette		Exchange	Exchange - Fee for Fee	Approved by Governing Board 11.12.2019. Negotiations in progress. Appraisals received 8.18.2020. Staff reviewing values with NFLT and McB for negotiations. 10.13.2020 Governing Board authorized release of appraisals. Appraisals provided and negotiations ongoing. NFLT to conduct mineral rights exploitation feasibility study as it relates to a portion of the proposed exchange tract. Proposed final offer being submitted to Lands Committee 3.9.21 for recommendation to Governing Board. LC approved offer on Governing Board agenda 4.13.21. Governing Board approved offer on 4.13.21. Final steps underway including surveys and ESA Phase 1 inspection. Update provided to Governing Board 5.11.21. Negotiations continue on survey cost sharing.
Hickman	Alapaha Point	39.8	Hamilton	08.21.19	\$159,200	Fee	Staff recommendation to proceed with detailed analysis and negotiations approved by Lands Committee on 12.12.2019. Approved by Governing Board on 1.14.2020. Appraisal received on 5.15.2020. Staff preparing an offer. Offer submitted. Counter-offer received. Counter-offer raised some title concerns. Title issues clarified through public records research and will be verified through formal title search. Staff is accepting counter-offer and will move forward with assessments and negotiations. ESA Phase 1 being ordered.
Michael and Freda Shaw	Shaw Conservation Easement Exchange	1,099	Lafayette			Conservation Easement	Negotiations ongoing.
Crosby Lake	Crosby Lake	1,380	Bradford		TBD	TBD - possibly mixed fee and CE	Approved for detailed assessment and negotiations 12.8.2020. Staff proceeding with discussions and project assessment including Bradford County and the City of Starke. Staff met with Offeror on 2.25.21 to update on status and timelines. Staff met with County and City staff 3.8.21. Joint meeting of County and City commissions being scheduled possibly April or May. Joint meeting scheduled for June 17.
Camp and Abel	Camp and Abel	266	Hamilton	09.23.20	\$948,000	Fee	Approved for detailed assessment and negotiations 12.8.2020. Property being tasked to NFLT for negotiation and assessment.
Pfeiger	Riverbend Estates	1.1	Dixie	03.20.20	\$11,000/Possible exchange	Fee	Staff recommendation to proceed with detailed assessment and negotiations. Approved by Lands Committee on 6.9.2020. Approved by Governing Board agenda on 7.14.2020. In discussions with Offeror to exchange for Timber River parcel in Madison County. Offeror has tentatively agreed to exchange. Contract being prepared. Draft contract submitted to Counsel for review on 3.3.21. Awaiting additional guidance from Counsel regarding appraisals.
Alachua Conservation Trust	Santa Fe Springs (ACT) a/k/a Zow, Graham Springs	282	Columbia		\$139,041	Conservation Easement	Staff recommendation to proceed with detailed analysis and negotiations approved by Lands Committee on 12.12.2019. Approved by Governing Board on 1.14.2020. Due diligence documentation submitted by ACT and being reviewed. Drafting CE to prepare for closing after Springs Grant Funding released. Funded on Springs Grant list. Staff beginning process to finalize transaction including completion of CE terms. Draft CE submitted to ACT for review 12.9.2020. ACT comments received and being reviewed. Internal review complete. Will be submitted to legal for final approval. CE submitted for legal review 3.3.21. Legal comments received. Revised CE submitted to ACT for review on 6.9.21
Florida Department of Transportation	Quail Heights	40.63	Columbia		\$651,105	Fee	Staff review on 8.8.2019 recommended purchase in partnership with FDOT. Approved by Lands Committee on 2.11.2020. Approved by Governing Board 3.10.2020. Submitted for Springs Grant funding. Springs Grant funding not obtained for FY 2020. Property acquired by FDOT on 9.10.2020. Lands Committee approved contribution to acquisition costs 11.10.2020. Governing Board approved on consent agenda 12.8.2020. Draft agreement provided by FDOT under review. FDOT contract completed. Resolution for acquisition on Governing Board agenda 5.11.2021. Resolution approved by Governing Board 5.11.21. Final revisions and resolution of all contingencies complete and satisfied. Funds will be distributed to FDOT before 6.1.21. Agreement with FDOT executed. Funds transferred after due diligence. Staff is working on obtaining appropriate surveys and negotiating agreement with Columbia County.
Harpo Holdings, LLC	Rio Lindo Conservation Easement	313	Gilchrist	10.2.20	TBD based on appraisal	Conservation Easement	Lands Committee requested additional information at its 11.10.2020 meeting. Requested information submitted at the 12.8.2020 meeting and staff recommendation to proceed with detailed assessments and negotiations was unanimously approved. On Governing Board agenda 1.12.21. Approved by Governing Board on 1.12.21. Discussions underway with seller on due diligence cost sharing. Seller is editing SRWMD Template CE for property. Sellers edits received, being reviewed internally.
Lasky	Lasky	351.74	Gilchrist	11.2020	\$855,000	Fee	Being submitted to Lands Committee 3.9.21. Approved for detailed assessment and negotiation by LC 3.9.21. On Governing Board agenda 4.13.21. Approved by Board. Request for quotes for ESA Phase 1 being prepared.
R.L. Henderson	Telford Springs	94	Suwannee	12.2020	\$1,135,000	Fee	Submitted to Lands Committee 3.9.21 as a Springs Restoration program acquisition. Approved by LC on Governing Board agenda 4.13.21. Approved by Governing Board as part of Spring Restoration Grant application. Submitted as a Springs Grant project. Notification of awards are expected late summer 2021.
Adams	Adams Tract	231.1	Madison	08.2020	TBD	Fee	Submitted to Lands Committee 3.9.21 as a Springs Restoration program acquisition. Approved by LC on Governing Board agenda 4.13.21. Approved by Governing Board as part of Spring Restoration Grant application. Submitted as a Springs Grant project. Notification of awards are expected late summer 2021
Rayonier	Lake Sampson (Rayonier)	30+/-	Bradford	District Initiated	TBD	Fee	Submitted to Lands Committee on 5.11.21 to be funded through FDEP grant; acquisition if AWS project related. Approved by Lands Committee. On Governing Board Agenda for 6.8.21. Approved by Board. TWA opened with NFLT for negotiations with Rayonier.

**Proposed for Surplus**

Tract	Acres	County	Acquired Date	Funding	Appraisal Date	Price	Comments
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None pending.

**Authorized for Surplus**

Tract	Acres	County	Acquired Date	Funding	Appraisal Date	Price	Comments
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Forest Woodlands	11	Gilchrist	10.11.1996	Save Our Rivers	TBD	To be determined by appraisal.	Staff recommended for surplus. Approved by Lands Committee on 10.10.2019. Approved by Governing Board 11.12.2019. Will be offered to adjacent property owners.
Santa Fe Oasis	1	Gilchrist	4.28.1998	Save Our Rivers	TBD	TBD by appraisal update.	Approved by Lands Committee on 4.14.2020. Approved by Governing Board 5.12.2020. Offered for surplus via District website. Offered for sale to adjacent owners, two offers received. Approved by Lands Committee 8.11.2020 to accept highest offer. Scheduled for Governing Board agenda 9.8.2020. Withdrawn from Board on 9.8.2020. Being resubmitted to Lands Committee for its 9.21.2020 meeting for staff recommendation to reject all offers and offer for sale to the general public. Governing Board approved Lands Committee recommendation on 10.13.2020. All bids rejected and property will be offered for sale to the general public. Staff is trying to obtain a review appraisal to reconcile disparate appraisals received and determine minimum price for bids. Awaiting legal guidance on establishing minimum price for public notice of intent to sell.
Suwannee Run Shores	1.175	Dixie	12.30.1997	Save Our Rivers	TBD	To be determined by appraisal.	Staff recommended for surplus. Approved by Lands Committee 7.9.2019. Approved by Governing Board 8.13.2019. To be offered to adjacent property owners. Adjacent Property owners notified, responses/bids with appraisals due 4.15.2020. No responses received, will be posted on website and offer for sale to general public.
Three Rivers Estates	1	Columbia	12.30.1997	Save Our Rivers	N/A	TBD by appraisal update.	Staff recommended for surplus. Approved by Lands Committee 7.9.2019. Approved by Governing Board 8.8.2019. To be offered to adjacent property owners. Adjacent Property owners notified, responses/bids with appraisals due 4.15.2020. Two offers received, highest offer approved by Lands Committee 6.9.2020. On Governing Board agenda for 7.14.2020. Approved by Governing Board 7.14.2020. <u>Contract being drafted.</u>
Turtle Spring Surplus Tract	32	Lafayette	5.13.2015	Florida Forever	5.24.2015	TBD by appraisal update.	Suspended until further review. Attempting to verify final surplus status/approval by Governing Board.
Newberry Wellfield	58.66	Alachua	1.11.00	P-2000	N/A	\$0	3.9.21 Lands Committee recommended surplus and conveyance to the City of Newberry with specified conditions. Approved by Governing Board 4.13.21. Conveyance documents being drafted for legal review. Conveyance on hold pending resolution of issues relating to timber operations by the District.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Stephen Schroeder, Chief, Office of Administration

THRU: Tim Alexander, Deputy Executive Director, Business and Community Services

DATE: July 2, 2021

RE: Bailey Brothers Conservation Easement Amendment, Dixie County

**RECOMMENDATION**

Approval of an amendment to the conservation easement on the Bailey Brothers Tract in Dixie County.

**BACKGROUND**

On or about August 21, 2000, the District acquired a conservation easement over property owned by Bailey Brothers, Inc. (Grantor) in Dixie County. Pertinent to the proposed third amendment, the original conservation easement allowed the Grantor to construct up to 10 residential structures and a “headquarters” facility within a 160-acre special use area (SUA) within the property and permitted the continuation of use of two existing lime rock mines for purposes of mining material for road maintenance within the property. The parties subsequently amended the conservation easement on August 18, 2015 (First Amendment) and on August 29, 2018 (Second Amendment). The second amendment amended only the maps relating to the easement to better define the respective areas within the easement and made no substantive changes to the terms of the original conservation easement. The first amendment, among other matters not pertinent to the current proposed amendment, increased the number of allowed rock pit mines from two to four and permitted a total surface area not to exceed 7.84 acres.

In October 2020, the Grantor approached the District seeking a third amendment to the conservation easement. The request included adding two additional 5-acre special use areas where residential units could be constructed and reducing the number of units within the 160-acre SUA by two units. The request also includes increasing the permitted lime rock pit surface area to 15 acres.

After review, staff determined there was no environmental benefit to the District in the proposed amendments, discussions and negotiations ensued and staff is recommending approval of the amendment on negotiated terms. Under the negotiated terms, the Grantor will agree to:

- reduce the current 160-acre SUA to 140 acres with the 20-acre reduction being added to the protected property within the conservation easement;
- reduce the number of residential units within the resulting 140-acre SUA to six;
- limit the lime rock pits to the existing three locations with the surface area allowed in aggregate not to exceed 15 acres;
- allow two additional 5-acre SUAs with a limit of one residential unit per SUA with accompanying septic and wells as properly permitted;
- restrict development or mining will impact protected property or wetlands.

By this amendment, the District is gaining a net of 10 additional protected acres and limiting the number of lime rock pits located on the property. Staff has determined that this exchange provides a conservation gain to the District and does not adversely affect existing protected

property and hence no financial compensation should be required. The Grantor will provide surveys of the revised 140-acre SUA and of the two new SUAs at its own expense, will reimburse the District for all costs incurred in processing the amendment, and will pay the costs of recoding the amendment.

At the March 9, 2021 meeting, the Lands Committee unanimously approved the staff presenting the final result of negotiations to the Governing Board.

SCS/tm  
File #99-022

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Pam Shaw, Chief, Office of Finance

THRU: Tim Alexander, Deputy Executive Director, Business and Community Services

DATE: July 2, 2021

RE: May 2021 Financial Report

**RECOMMENDATION**

Approve the May 2021 Financial Report and confirm the expenditures of the District.

**BACKGROUND**

Section 373.553(1), Florida Statutes (F.S.), authorizes the delegation of authority by the Governing Board to the Executive Director to disburse District funds, providing certification is made to the Board at the next regular meeting that such disbursement is proper, in order, and within budgetary limits. In compliance with the statutory provisions in Chapter 373, F.S., the Governing Board of the Suwannee River Water Management District has directed staff to prepare a Financial Report as attached.

PS/tm  
Attachments

**Suwannee River Water Management District  
Cash Report  
May 2021**

<b>Financial Institution/Account</b>	<b>Monthly Interest</b>	<b>Interest Rate %</b>	<b>Closing Balance</b>
First Federal Permit Fee	\$0.00		\$500.00
First Federal Accounts Payable	\$0.00		\$35,000.00
First Federal EFT Disbursements	\$0.00		\$0.00
First Federal Depository	\$44.59	0.00%	\$1,084,653.88
Special Purpose Investment Account (SPIA)*	<u>\$37,975.63</u>	0.98%	<u>\$45,370,879.58</u>
TOTAL	<u><u>\$38,020.22</u></u>		<u><u>\$46,491,033.46</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 May 31, 2021  
(Unaudited)**

	<b>Current Budget</b>	<b>Actuals Through 5/31/2021</b>	<b>Variance (Under)/Over Budget</b>	<b>Actuals As A % of Budget</b>
<b>Sources</b>				
Ad Valorem Property Taxes	\$ 6,034,682	\$ 5,962,172	\$ (72,510)	98.8%
Intergovernmental Revenues	\$ 39,950,983	\$ 6,192,745	\$ (33,758,238)	15.5%
Interest on Invested Funds	\$ 130,000	\$ 453,240	\$ 323,240	348.6%
License and Permit Fees	\$ 163,000	\$ 171,948	\$ 8,948	105.5%
Other	\$ 1,000,000	\$ 742,851	\$ (257,149)	74.3%
Fund Balance <sup>1</sup>	\$ 11,789,923	\$ 1,129,722	\$ (10,660,201)	9.6%
<b>Total Sources</b>	<b>\$ 59,068,588</b>	<b>\$ 14,652,678</b>	<b>\$ (44,415,910)</b>	<b>24.8%</b>

	<b>Current Budget</b>	<b>Expenditures</b>	<b>Encumbrances <sup>2</sup></b>	<b>Available Budget</b>	<b>%Expended</b>	<b>%Obligated <sup>3</sup></b>
<b>Uses</b>						
Water Resources Planning and Monitoring	\$ 11,309,318	\$ 3,250,051	\$ 3,848,450	\$ 4,210,817	29%	63%
Acquisition, Restoration and Public Works	\$ 37,812,028	\$ 4,181,301	\$ 25,082,128	\$ 8,548,600	11%	77%
Operation and Maintenance of Lands and Works	\$ 6,127,699	\$ 1,947,943	\$ 1,035,997	\$ 3,143,759	32%	49%
Regulation	\$ 1,894,389	\$ 1,055,416	\$ 38,119	\$ 800,854	56%	58%
Outreach	\$ 243,657	\$ 112,228	\$ -	\$ 131,429	46%	46%
Management and Administration	\$ 1,681,497	\$ 985,689	\$ 69,809	\$ 625,999	59%	63%
<b>Total Uses</b>	<b>\$ 59,068,588</b>	<b>\$ 11,532,628</b>	<b>\$ 30,074,503</b>	<b>\$ 17,461,457</b>	<b>20%</b>	<b>70%</b>

<sup>1</sup> Actual Fund Balance used is recorded at the end of the fiscal year. This amount represents Fund Balance used for the Agricultural and RIVER Cost-Share, Regional Water Resource Development, and Project Effectiveness Metrics Programs.

<sup>2</sup> Encumbrances represent unexpended balances of open purchase orders and contracts.

<sup>3</sup> Represents the sum of expenditures and encumbrances as a percentage of the available budget.

This financial statement is prepared as of May 31, 2021 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 5/31/2021**

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<b><u>Report Recap -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	7,330,211	0	7,327,682
LOCAL REVENUES	86,480	0	86,480
STATE REVENUES	5,514,618	0	36,208,503
FEDERAL REVENUES	591,647	0	3,656,000
FUND BALANCE UTILIZATION	1,129,722	0	11,789,923
<b>TOTAL REVENUES</b>	<b>14,652,678</b>	<b>0</b>	<b>59,068,588</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	4,045,872	0	6,709,559
CONTRACTUAL SERVICES	3,715,386	10,692,603	22,052,900
OPERATING EXPENDITURES	619,582	122,668	1,810,700
OPERATING CAPITAL OUTLAY	654,674	33,586	410,044
FIXED CAPITAL OUTLAY	670,001	161,744	5,077,000
INTERAGENCY EXPENDITURES	1,827,113	19,063,902	23,008,385
<b>TOTAL EXPENDITURES</b>	<b>11,532,628</b>	<b>30,074,503</b>	<b>59,068,588</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>3,120,050</b>	<b>(30,074,503)</b>	<b>0</b>
<b><u>General Fund -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	6,454,882	0	4,938,432
LOCAL REVENUES	86,480	0	86,480
STATE REVENUES	1,956,256	0	2,740,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	1,866,522
<b>TOTAL REVENUES</b>	<b>8,497,618</b>	<b>0</b>	<b>9,631,434</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	3,178,150	0	5,181,595
CONTRACTUAL SERVICES	453,094	561,356	2,074,290
OPERATING EXPENDITURES	355,001	60,237	1,016,233
OPERATING CAPITAL OUTLAY	52,786	0	253,336
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	437,761	405,230	1,105,980
<b>TOTAL EXPENDITURES</b>	<b>4,476,792</b>	<b>1,026,823</b>	<b>9,631,434</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>4,020,826</b>	<b>(1,026,823)</b>	<b>0</b>
<b><u>Land Management Operations -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	689,870	0	2,314,250
LOCAL REVENUES	0	0	0
STATE REVENUES	1,280,721	0	2,290,119
FEDERAL REVENUES	0	0	40,000
FUND BALANCE UTILIZATION	0	0	2,020,330
<b>TOTAL REVENUES</b>	<b>1,970,591</b>	<b>0</b>	<b>6,664,699</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	481,123	0	786,979
CONTRACTUAL SERVICES	1,120,805	787,681	3,328,610
OPERATING EXPENDITURES	261,190	52,895	722,467
OPERATING CAPITAL OUTLAY	7,280	0	156,708
FIXED CAPITAL OUTLAY	18,896	161,744	977,000
INTERAGENCY EXPENDITURES	78,678	33,677	692,935
<b>TOTAL EXPENDITURES</b>	<b>1,967,972</b>	<b>1,035,997</b>	<b>6,664,699</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>2,619</b>	<b>(1,035,997)</b>	<b>0</b>

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**FOR 5/31/2021**

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<b><u>District Special Revenue -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	559,095	0	5,319,470
<b>TOTAL REVENUES</b>	<b>559,095</b>	<b>0</b>	<b>5,319,470</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	397,458	1,095,681	2,250,000
OPERATING EXPENDITURES	0	4,671	30,000
OPERATING CAPITAL OUTLAY	15,265	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	146,371	1,471,759	3,039,470
<b>TOTAL EXPENDITURES</b>	<b>559,094</b>	<b>2,572,111</b>	<b>5,319,470</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>1</b>	<b>(2,572,111)</b>	<b>0</b>
<b><u>State Special Revenue -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	185,459	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	2,277,642	0	31,178,384
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	570,627	0	2,583,601
<b>TOTAL REVENUES</b>	<b>3,033,728</b>	<b>0</b>	<b>33,761,985</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	384,358	0	724,985
CONTRACTUAL SERVICES	1,126,702	6,588,443	10,749,000
OPERATING EXPENDITURES	2,639	4,865	36,000
OPERATING CAPITAL OUTLAY	579,344	33,586	0
FIXED CAPITAL OUTLAY	651,105	0	4,100,000
INTERAGENCY EXPENDITURES	1,164,302	17,153,236	18,152,000
<b>TOTAL EXPENDITURES</b>	<b>3,908,450</b>	<b>23,780,130</b>	<b>33,761,985</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(874,722) *</b>	<b>(23,780,130)</b>	<b>0</b>
<i>*To be reimbursed by state grants</i>			
<b><u>Federal Special Revenue -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	0	0	75,000
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	591,647	0	3,616,000
FUND BALANCE UTILIZATION	0	0	0
<b>TOTAL REVENUES</b>	<b>591,647</b>	<b>0</b>	<b>3,691,000</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	2,241	0	16,000
CONTRACTUAL SERVICES	617,327	1,659,442	3,651,000
OPERATING EXPENDITURES	752	0	6,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	0	18,000
<b>TOTAL EXPENDITURES</b>	<b>620,320</b>	<b>1,659,442</b>	<b>3,691,000</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(28,673) *</b>	<b>(1,659,442)</b>	<b>0</b>
<i>*To be reimbursed by federal grants</i>			

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Christina Green, Senior Budget and Fiscal Analyst, Office of Finance  
THRU: Timothy Alexander, Deputy Executive Director, Business and Community Services  
DATE: July 2, 2021  
RE: Tentative Fiscal Year 2021-2022 Millage and Budget

**RECOMMENDATION**

The Governing Board:

- 1) Set the tentative millage at the rollback rate of 0.3696<sup>1</sup>.
- 2) Grant staff authority to adjust the rollback rate if final data changes.
- 3) Approve the Tentative Fiscal Year 2021-2022 Budget of \$59,581,545.
- 4) Authorize staff to make recommended adjustments and corrections to budget.
- 5) Authorize staff to submit the Standard Format Tentative Budget pursuant to section 373.536(5), Florida Statutes.
- 6) Authorize staff to notify the property appraisers of the District's 15 counties that the District proposes to levy a rollback millage rate.

**BACKGROUND**

Section 373.536(2), Florida Statutes (F.S.), requires the District budget officer, on or before July 15 of each year, to submit for consideration by the Governing Board of the District a tentative budget for the District covering its proposed operation and requirements for the ensuing fiscal year.

The Fiscal Year 2021-2022 Tentative Budget is represented as follows:

- Depicts an annual budget of \$59,581,545.
- Separates funds carried forward and reserves.
- Uses fund balance for protecting and preserving water resources.
- Will be submitted for review in accordance with subsection 373.536(5)(d), F.S., by August 1, 2021.

Further refinements of fund allocations and areas of emphasis within the budget may be changed between now and September 14, 2021, as deemed appropriate by the Governing Board, Executive Office of the Governor, and/or the Florida Legislature.

Subsection 200.065(2)(b), F.S., provides that each taxing authority shall advise each county property appraiser in its jurisdiction of its tentative millage rates for publication on Truth-in-Millage (TRIM) notices. The tentative millage rollback rate of 0.3696 is based on collective certifications by each county within the District to the Department of Revenue. Should

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<sup>1</sup> This rate is estimated as of July 1, 2021 and represents incomplete data. This rate will be updated as complete data is reported to the District.

any revised or corrected certifications be received prior to August 1, 2022, the rollback rate and corresponding ad valorem revenue will be adjusted according to these certifications. Any adjustment to the tentative millage will not exceed the Fiscal Year 2020-2021 millage rate of 0.3696. The final adopted millage rate that the Governing Board adopts in September cannot exceed the proposed millage rate without a second mailed notice to property owners.

The District will hold one public hearing on September 14, 2021, at 5:05 p.m. to establish the millage rate and tentatively adopt the FY 2021 budget, and will hold a second public hearing on September 27, 2021, at 5:05 p.m. to establish the millage rate and adopt the Fiscal Year 2021-2022 budget.

CG/tm

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Christina Green, Senior Budget and Fiscal Analyst, Office of Finance

THRU: Timothy Alexander, Deputy Executive Director, Business and Community Services

DATE: July 2, 2021

RE: Resolution No. 2021-03, Release of Fiscal Year 2021-2022 State Appropriations

**RECOMMENDATION**

Approve Resolution No. 2021-03, requesting the release of \$6,505,119 in Legislative Appropriations from the Secretary of the Department of Environmental Protection.

**BACKGROUND**

The Florida Legislature has included funding for Suwannee River Water Management District (District) in Laws of Florida Chapter 2021-36 General Appropriations Act as follows:

Line Item 1574	\$2,287,000 for Operations from Land Acquisition Trust Fund
Line Item 1575	\$453,000 for Environmental Resource Permitting from Land Acquisition Trust Fund
Line Item 1576	\$352,909 for Payment in Lieu of Taxes from Internal Improvement Trust Fund
Line Item 1577	\$1,777,210 for Land Management from Land Acquisition Trust Fund
Line Item 1578	\$1,635,000 for Minimum Flows and Minimum Water Levels from Land Acquisition Trust Fund

The Legislature directed that these funds be administered by the Florida Department of Environmental Protection (FDEP) and be made available for use by the District. Approval of the recommendation will enable staff to receive funds for Fiscal Year 2021-2022. Disbursement of these funds will be made based on a payment schedule agreed upon between the District and the FDEP.

CG/tm  
Attachment

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
RESOLUTION NUMBER 2021-03**

**REQUEST TO THE DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR THE RELEASE OF  
STATE APPROPRIATIONS  
FISCAL YEAR 2021-2022**

**WHEREAS** the District requested funds for Operations, for Payment in Lieu of Taxes, for Land Management, for Environmental Resource Permitting, and for Minimum Flows and Minimum Water Levels; and

**WHEREAS** Laws of Florida Chapter 2021-36 General Appropriations Act, Specific Appropriations 1574, 1575, 1576, 1577, and 1578, the Florida Legislature appropriated to the Suwannee River Water Management District two million two hundred eighty-seven thousand dollars (\$2,287,000) for Operations from the Land Acquisition Trust Fund; four hundred fifty-three thousand dollars (\$453,000) for Environmental Resource Permitting from the Land Acquisition Trust Fund; three hundred fifty-two thousand nine hundred and nine dollars (\$352,909) for Payment in Lieu of Taxes from the Internal Improvement Trust Fund; one million seven hundred seventy-seven thousand two hundred ten dollars (\$1,777,210) for Land Management from the Land Acquisition Trust Fund; and one million six hundred thirty-five thousand dollars (\$1,635,000) for the Minimum Flows and Minimum Water Levels program from Land Acquisition Trust Fund; and

**WHEREAS** these State Appropriations are necessary to implement the District's core mission and statutory requirements, and

**WHEREAS** section 373.501, Florida Statutes, includes a process for disbursing the funds to the water management districts upon receipt of a resolution adopted by the Governing Board.

**NOW THEREFORE** be it resolved that the Governing Board of the Suwannee River Water Management District hereby requests the Secretary of the Florida Department of Environmental Protection to release, in accordance with a payment schedule to be agreed upon between the District and the Department, for expenditures incurred beginning October 1, 2021 through September 30, 2022, those funds designated by the Legislature pursuant to Laws of Florida Chapter 2021-36 General Appropriations Act, as listed below:

Line Item 1574	\$2,287,000 for Operations from Land Acquisition Trust Fund
Line Item 1575	\$453,000 for Environmental Resource Permitting from Land Acquisition Trust Fund
Line Item 1576	\$352,909 for Payment in Lieu of Taxes from Internal Improvement Trust Fund
Line Item 1577	\$1,777,210 for Land Management from Land Acquisition Trust Fund
Line Item 1578	\$1,635,000 for Minimum Flows and Minimum Water Levels from Land Acquisition Trust Fund

**BE IT FURTHER RESOLVED** that these funds shall be subject to the requirements of section 215.97, F.S., the Florida Single Audit Act.

**BE IT FURTHER RESOLVED** that these funds shall be subject to the requirements of section 216.347, F.S. (Grant and Aids Lobbying Restriction); and

**BE IT FURTHER RESOLVED** that this resolution be transmitted to the Secretary of the Department; and

**BE IT FURTHER RESOLVED** that the Chair of the Governing Board is authorized to affix their signature to this resolution on behalf of the Board and attested by its Secretary.

**PASSED AND ADOPTED THIS 13th DAY of JULY 2022.**

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

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**MEMBERS OF THE BOARD:**

**VIRGINIA H. JOHNS, CHAIR  
RICHARD SCHWAB, VICE-CHAIR  
CHARLES KEITH, SECRETARY/TREASURER  
DR. GEORGE COLE  
WILLIAM LLOYD  
VIRGINIA SANCHEZ  
LARRY SESSIONS  
HARRY SMITH  
LARRY K. THOMPSON**

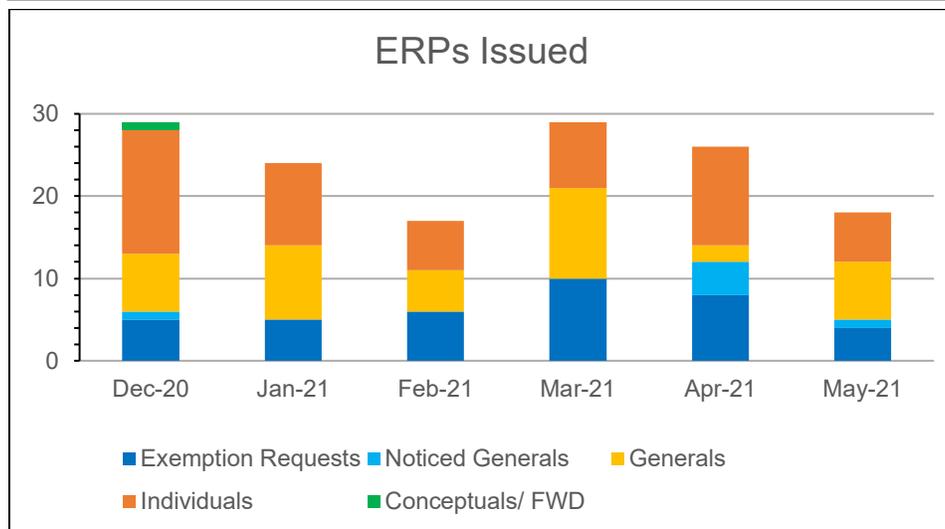
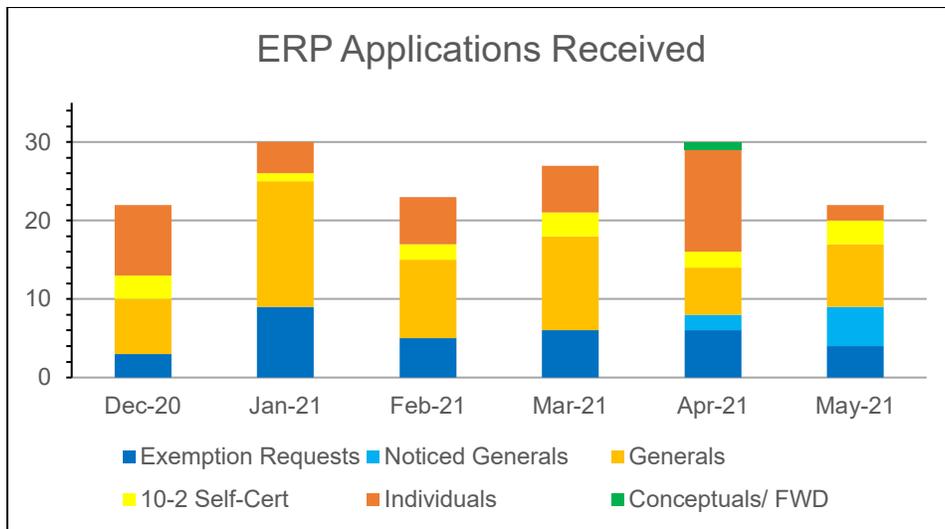
**ATTEST:**

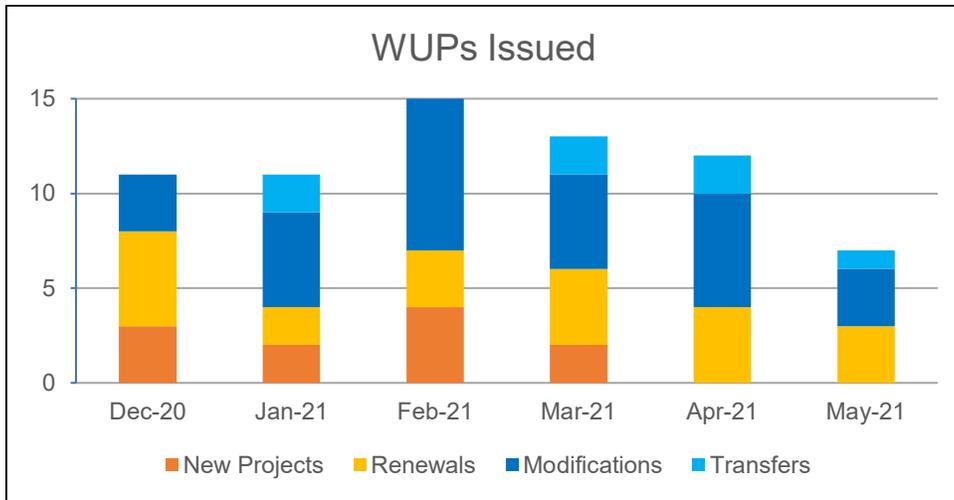
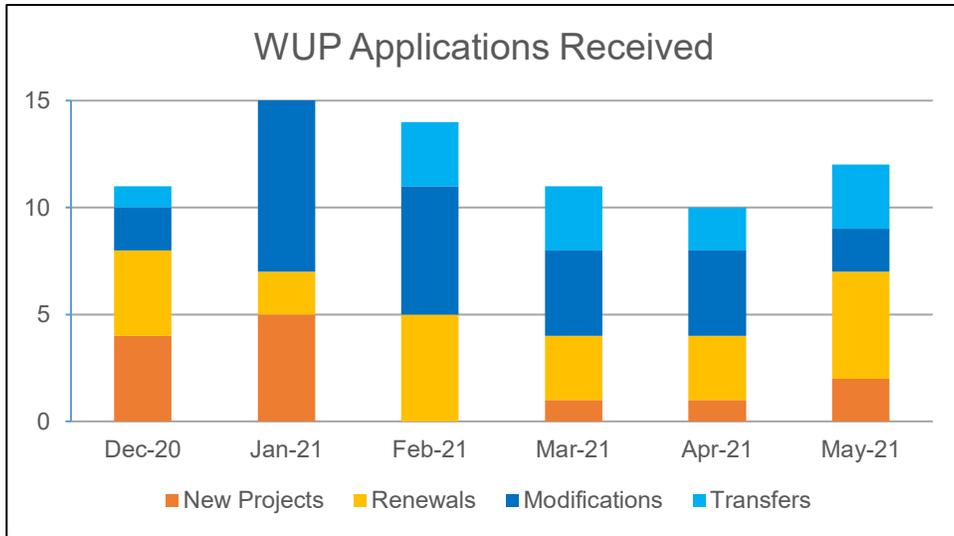
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SUWANNEE RIVER WATER MANAGEMENT DISTRICT

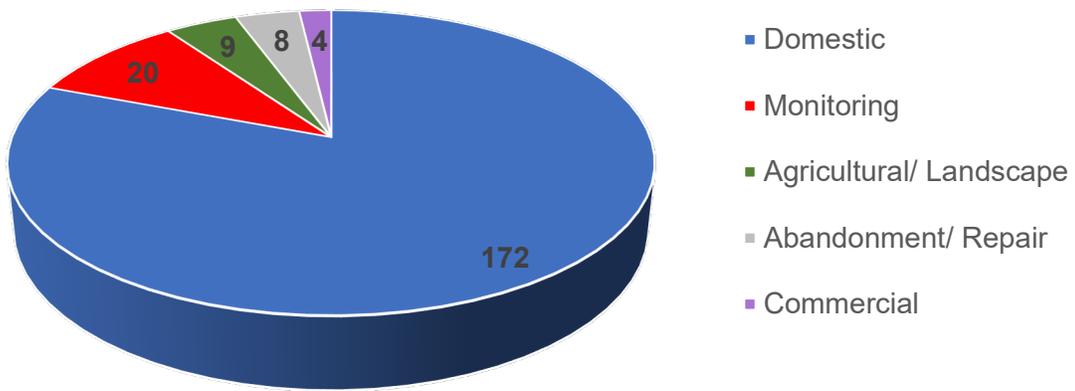
MEMORANDUM

TO: Governing Board  
FROM: Warren Zwanka, Director, Division of Resource Management  
THRU: Tim Alexander, Deputy Executive Director, Business and Community Services  
DATE: July 2, 2021  
RE: Permitting Summary Report





Water Well Permits Issued May 2021



**40B-400.091 Statewide Stormwater Rules**

GB Authorized Rulemaking	12/8/2020
Notice of Rule Development	12/21/2020
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
<b>Effective Date</b>	

**40B-4.1110 Modification of Permits**

GB Authorized Rulemaking	5/11/2021
Notice of Rule Development	6/11/2021
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
<b>Effective Date</b>	

**40B-4.1140 Limiting Conditions on Permits**

GB Authorized Rulemaking	5/11/2021
Notice of Rule Development	6/11/2021
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
<b>Effective Date</b>	

**40B-4.3020 Content of WOD Permit Apps**

GB Authorized Rulemaking	5/11/2021
Notice of Rule Development	6/11/2021
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
<b>Effective Date</b>	

**40B-4.3040 Unlawful Use of WOD**

GB Authorized Rulemaking	5/11/2021
Notice of Rule Development	6/11/2021
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
<b>Effective Date</b>	

**40B-8.021 Definitions**

GB Authorized Rulemaking	5/11/2021
Notice of Rule Development	6/1/2021
Public Workshop	
Notice of Proposed Rule	6/17/2021
Notice of Rule Change	
Mail to DOS	
<b>Repealed</b>	

**40B-8.121 Minimum SWL's for Lakes**

GB Authorized Rulemaking	5/11/2021
Notice of Rule Development	6/1/2021
Public Workshop	
Notice of Proposed Rule	6/17/2021
Notice of Rule Change	
Mail to DOS	
<b>Effective Date</b>	

**40B-1.703 Permit App. Procedures**

GB Authorized Rulemaking	6/8/2021
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
<b>Repealed</b>	

**40B-1.704 Bond**

GB Authorized Rulemaking	6/8/2021
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
<b>Effective Date</b>	

**40B-1.706 Fees**

GB Authorized Rulemaking	6/8/2021
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
<b>Effective Date</b>	

**40B-1.709 Permit Suspension, Revoc., Mod.**

GB Authorized Rulemaking	6/8/2021
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
<b>Effective Date</b>	

**40B-1.1010 Pt. of Entry into Proceedings**

GB Authorized Rulemaking	6/8/2021
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
Mail to DOS	
<b>Effective Date</b>	

**Compliance Agreements:**

Item No. 140901 Josh Moore unlicensed water well construction and unpermitted consumptive water use < 0.1 mgd

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Warren Zwanka, Director, Division of Resource Management

THRU: Tim Alexander, Deputy Executive Director, Business and Community Services

DATE: July 2, 2021

RE: Interagency Agreement with St Johns River Water Management District to Transfer Water Use Permitting Responsibility of Melrose Water Association

**RECOMMENDATION**

Execute an Interagency Agreement between Suwannee River Water Management District with St. Johns River Water Management District, pursuant to Subsection 373.046(6), Florida Statutes, transferring Part II, Chapter 373, F.S. water use permitting responsibilities for the Melrose Water Association public supply.

**BACKGROUND**

Melrose is a community of approximately 3,500 residents located in Alachua, Bradford, Clay and Putnam counties. Potable water is supplied by Melrose Water Association, Inc. to a service area that extends across the mutual boundary of Suwannee River Water Management District (SRWMD) and St. Johns River Water Management District (SJRWMD). SJRWMD has historically issued the water use permits, as the two supply wells are located within their jurisdiction of Putnam County, specifically:

CUP 7961-1, issued 1984, initial Consumptive Use Permit (CUP) authorizing 0.603 million gallons per day (mgd) of groundwater for public supply use.

CUP 7961-2, issued 1992, authorizing 0.113 mgd of groundwater for public supply use.

CUP 7961-3, issued in 2001, authorizing 0.142 mgd of groundwater for public supply use.

CUP 7961-4, application submitted April 27, 2021.

Continuing to designate SJRWMD as the permitting agency makes the application process more efficient and streamlines project compliance. SRWMD coordinates with SJRWMD monthly to discuss all applications and permits on or near the shared boundary. The Interagency Agreement and project map are attached.

WZ/tm  
Attachments

**INTERAGENCY AGREEMENT BETWEEN THE  
SUWANNEE RIVER WATER MANAGEMENT DISTRICT AND  
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT DESIGNATING  
REGULATORY RESPONSIBILITY OF MELROSE WATER ASSOCIATION FOR  
CONSUMPTIVE USE PERMITTING**

THIS INTERAGENCY AGREEMENT (Agreement) is made and entered into by and between the SUWANNEE RIVER WATER MANAGEMENT DISTRICT (SRWMD) and the ST. JOHNS RIVER WATER MANAGEMENT DISTRICT (SJRWMD).

WITNESSETH:

WHEREAS, in 1984 SJRWMD issued a Consumptive Use Permit (CUP) No. 7961-1 for the Melrose Water Association (the Project) authorizing groundwater withdrawals of 0.603 million gallons per day (mgd) pursuant to Part II, Chapter 373, Florida Statutes (F.S.), for public supply use located within Section 18, Township 9 South, and Range 23 East of Putnam County, which is situated within the jurisdiction of SJRWMD; and

WHEREAS, in 1992 and 2001, SJRWMD issued renewals of the CUP authorizing groundwater withdrawals of 0.113 mgd and 0.142 mgd, respectively, that involved an interdistrict transfer of groundwater pursuant to Section 373.2295, F.S. The permit authorized a withdrawal point located in Putnam County which is situated within the jurisdiction of SJRWMD for public supply and fire protection use, and the service area includes Alachua, Bradford, Clay and Putnam Counties within the jurisdiction of SJRWMD and SRWMD; and

WHEREAS, on April 27, 2021, SJRWMD received CUP Application No. 7961-4 to renew the permit from withdrawal points located in Putnam County, within Section 18, Township 9 South, and Range 23 East for public supply use in Alachua, Bradford, Clay, and Putnam Counties, as depicted on the map attached hereto as Exhibit "A." Both withdrawal points and portions of the service area are situated within the jurisdiction of SJRWMD; and

WHEREAS, the SJRWMD has been requested to assume jurisdiction over the consumptive use permitting for the entire Project, including that portion of the Project situated within the jurisdiction of SRWMD; and

WHEREAS, Subsection 373.046(6), F.S., authorizes a water management district to designate, via an interagency agreement, regulatory responsibility to another water management district when the geographic area of the project or local government crosses the jurisdictional boundaries of another water management district; and

WHEREAS, the designation of the SJRWMD as the water management district with Part II, Chapter 373, F.S., regulatory responsibility for the Project would allow for more efficient processing of permit applications under that part; and

WHEREAS, the SJRWMD and the SRWMD desire to designate the SJRWMD as the water management district with Part II, Chapter 373, F.S., regulatory responsibility for the Project and withdrawal area situated within the jurisdiction of SRWMD in Alachua, Bradford, and Putnam Counties pursuant to CUP Application No. 7961-4.

NOW, THEREFORE, the SJRWMD and the SRWMD, under the authority of Subsection 373.046(6), F.S., hereby agree as follows:

1. The SJRWMD is designated as the water management district that will have regulatory responsibilities under Part II of Chapter 373, F.S., for those activities which are associated with the Project that lie within the jurisdictional boundaries of SRWMD, as identified in the area on Exhibit A, which is incorporated by reference herein. Such regulatory responsibilities shall include receiving, processing, and taking final agency action on consumptive permit applications, or modifications thereof, and taking any compliance and enforcement action with regard to such permit(s).
2. This Agreement will commence upon execution by all parties and will remain in effect until either party terminates such Agreement for its convenience upon ninety (90) days written notice to the other party.

IN WITNESS WHEREOF, each party, or its lawful representative, has executed this Agreement on the date set forth next to its signature below.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**

By: \_\_\_\_\_  
Virginia H. Johns  
Governing Board Chair

Attest: \_\_\_\_\_  
Charles Keith  
Governing Board Secretary

Date: \_\_\_\_\_

**ST. JOHNS RIVER WATER MANAGEMENT DISTRICT**

By: Lisa A. Kelley  
Lisa Kelley, J.D.  
Assistant Executive Director

Attest: Mary Ellen Winkler  
Mary Ellen Winkler  
General Counsel

Date: June 21, 2021

# Melrose Water Association CUP # 7961

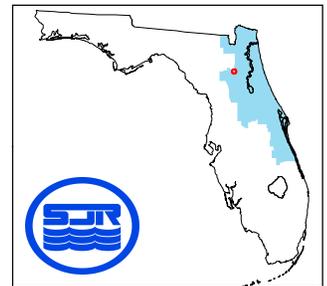
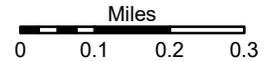
This map shows the service area for Melrose Water Association (MWA). MWA provides water to residences and commercial businesses in Alachua, Bradford, Clay and Putnam Counties. Water is withdrawn from Putnam County.



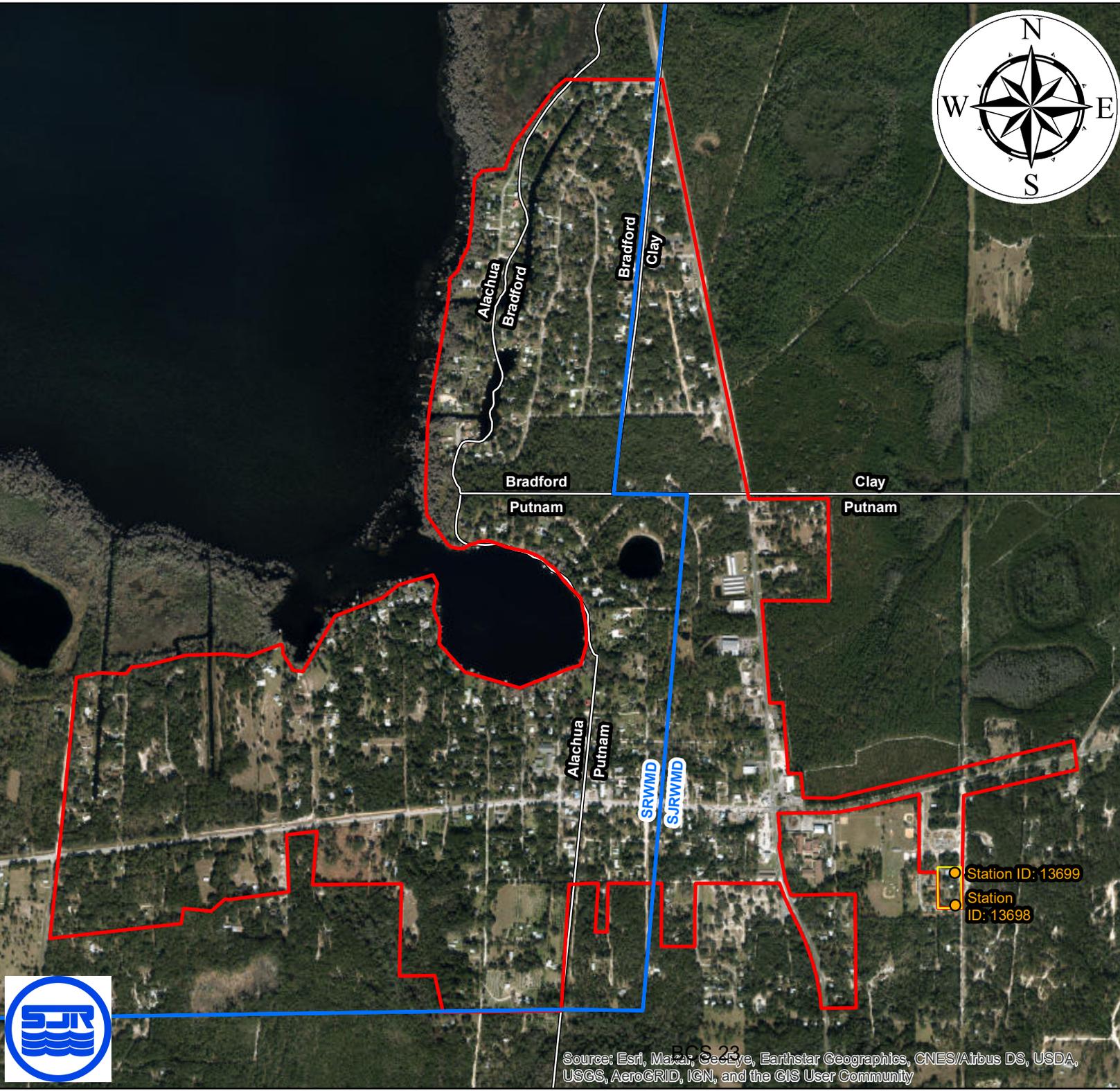
## Legend

-  Florida Water Management Districts
-  MWA Wells
-  MWA WTP Parcel
-  MWA Service Area
-  County Boundaries

Map Scale 1 = 16190



Station ID: 13699  
Station ID: 13698



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

EXHIBIT A

# Melrose Water Association CUP # 7961

Map Description



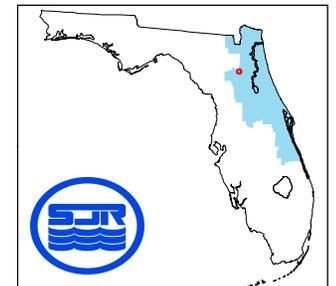
## Legend

- Service Area
  - SJR\_Boundary
  - Owned Parcel
  - County Boundaries, District detailed
  - × <all other values>
- Type**
- Production Well
  - ◆ Monitoring Well
  - ▲ Pump
  - Staff Gauge
  - + Connection Point
  - × <Null>; Unknown

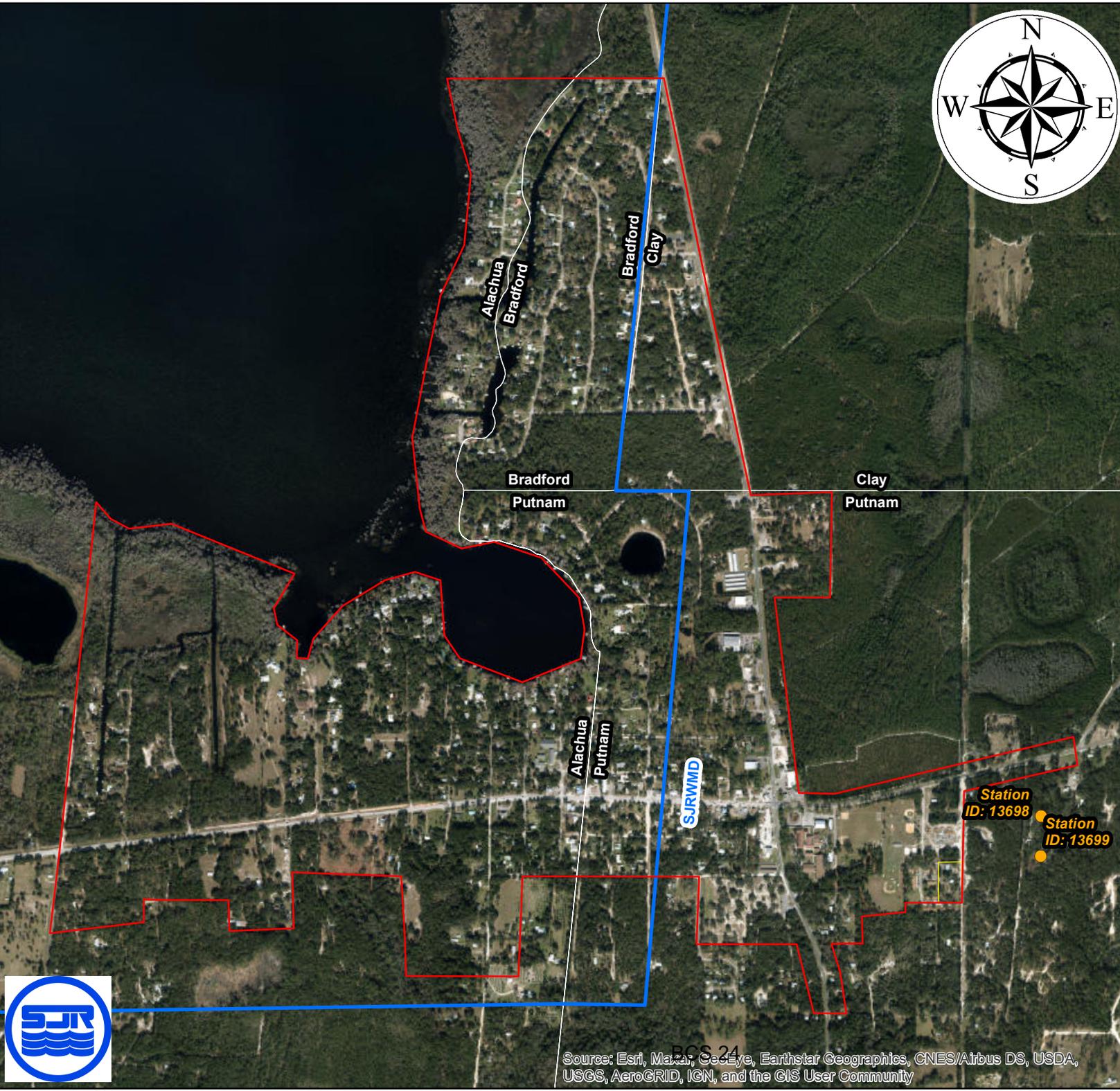
**Map Scale** 1 = 16268

Miles

0 0.1 0.2 0.3



The St. Johns River Water Management District prepares and uses this information for its own purposes and this information may not be suitable for other purposes. This information is provided as is. Further documentation of this data can be obtained by contacting: St. Johns River Water Management District, Geographic Information Systems, Program Management, P.O. Box 1429, 4049 Reid Street Palatka, Florida 32178-1429. Tel: (386) 329-4500.



SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Katelyn Potter, Director, Division of Outreach and Operations

DATE: June 30, 2021

RE: Governing Board Directive 21-0005, Updated Educational Water Resource Funding Program Guidelines

**RECOMMENDATION**

Approve Governing Board Directive 21-0005, Guidelines for the Educational Water Resource Funding Program

**BACKGROUND**

Each year, the District allocates \$20,000 for educational projects for schools, community groups, and educators for projects and opportunities which advance the District's core mission areas.

The updated directive revises language to allow for educator training sponsorships for mission-critical topics, experiential and in-field learning opportunities, and cooperative education and outreach agreements.

The intent of the directive is to dedicate District funding that assists (directly or indirectly) the District, educators, community groups, and schools within the District boundary to implement educational, water resource training, programs, and projects.

The goal of the funding is to further the education of the nature, use, and management of water resources relating to water conservation, water quality, flood protection, and/or natural systems restoration.

A red-lined copy and clean version of the revised directive is attached. This directive supersedes GBD19-0006.

KCP  
Attachments

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**

**GOVERNING BOARD DIRECTIVE**

Directive Number: **GBD2119-00065**  
Date Approved: **September 10, 2019 July 13, 2021**  
Subject: **Educational Water Resource Funding Program**  
Approval:



\_\_\_\_\_  
Governing Board Chair

\_\_\_\_\_  
Secretary/Treasurer

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**1.0 Reference to Prior Policy**

Supersedes GBD19-0006. There are no prior versions of this Directive.

**2.0 Purpose and Intent**

The purpose of this Directive is to establish a policy for the Educational Water Resource Funding Program. ~~(Program).~~ The intent of the Directive is to dedicate offer District funding that assists (directly or indirectly) ~~to~~ the District, ~~e~~ educators, community groups, and schools within the District boundaryies to implement educational, water resource training, programs, and projects. The goal of the funding is to ~~that presents factual information on~~ furthers the education of the nature, use, and management of water resources relating to water conservation, water quality, flood protection, and/or natural systems restoration.

**3.0 Definitions**

- a) Community groups mean non-profit public charities as defined by Internal Revenue Code Section 501(c)(3) and other similar groups, both public and private, whose mission is education and resource management and who do not operate for profit.
- b) Schools mean a public or private K-12 educational institution, including charter schools, authorized by and operating in accordance with the Rules of the State Board of Education; a Florida College System Institution; a member institution of the State University System and a not-for-profit independent university recognized by the Florida Commission on Independent Education and who is a member institution of the Independent Colleges and Universities of Florida (ICUF).
- b)c) Educators mean a person or persons tasked with enhancing the knowledge and awareness of others.

**4.0 Elements of Policy**

Funds may be distributed through sponsorships, scholarships, competitive solicitation, program development, projects, and the like. The District may provide funding based on requests or submittals or on an observed need that supports the core mission areas.

Staff shall make applications-requests for funding and any associated information available, at minimum, on the District's website or social media outlets. Applications will consist of

information necessary to evaluate each ~~project proposal~~ funding request according to its water resource educational benefits, ~~cost of project, and cost, and~~ location.

Staff shall maintain all ~~p~~Program application submittals and associated documents in accordance with the District's public records requirements.

1. Eligibility:

- ~~a.~~ The District will fund ~~projects-requests~~ designed to further the implementation of the District's core mission areas.
- ~~b.~~ Funding must be expended in a manner that directly benefits the District's 15-county ~~boundary-s~~ Service area.
- ~~c.~~ Direct recipients of the funding must be located within the District's 15-county boundary.
- ~~a.~~
- ~~b.d.~~ Only schools within the District's 15-county boundary Recipients are eligible for funding assistance once per academic year.
- ~~c.~~ Only community groups within the District's 15-county boundary are eligible for funding assistance once per fiscal year.
- ~~d.e.~~ Non-profit public charities community groups must provide a copy of their Internal Revenue Code Section 501(c)(3) status.

2. Funding:

- a. Funding assistance is contingent upon the availability of District funds as approved by the Governing Board.
- b. Funding shall be for science, technology, engineering, mathematics, agricultural, natural resources, and other educational topics related to water resources to fund the projects.
- c. The District reserves the right to fully or partially fund ~~projects-efforts~~ based on funding ~~and project~~ availability and further reserves the right to prioritize project funding.
- ~~d.~~ Each ~~A~~ project funding request from a community group or school shall not exceed \$20,000 for any one project or opportunity per fiscal year.
- ~~d.~~ Authorization will be granted in accordance with District policies and procedures.

3. Reimbursement:

- a. The District will only reimburse for authorized expenditures as specified in the funding agreement and only for expenditures made after the funding is awarded and a notice to ~~process~~ processed is issued.
- b. The District will require recipients to submit invoices and proper documentation as specified in the funding agreement.
- c. The District will review and approve invoices and documentation prior to remitting payment via check or automatic clearing house transfer to the recipient as specified in the funding agreement.
- d. Reimbursement will only be made ~~to the school district or community group~~ as specified in the funding agreement.

4. Reporting and Documentation:

- a. ~~FA~~ final ~~report and~~ documentation ~~is~~ are due prior to remittance of the final reimbursement, as outlined in the program guidelines.
- ~~b.~~ Final documentation to be submitted upon completion of the project must include:
  - ~~i.~~ Description of the activities,

- ~~ii. Dates and locations of any field studies,~~
- ~~iii. Photographs of students participating in project activities, and~~
- ~~iv. Presentation to the Governing Board.~~

~~e. Funding recipients are responsible for photo releases for everyone under the age of 18. A photo release is required for each student pictured. The photo release will authorize the District's use of the photo for any purpose, including website, social media and marketing materials. A photo release for a minor must be signed by the minor's parents or guardians. Releases must specifically state that they are valid until revoked, in writing.~~

~~b.~~

~~d.~~ The District will provide annual guidance regarding proposal deadlines, funding amounts, and programmatic oversight.

~~e.c.~~

#### 5. Deadlines:

- a. Application for ~~p~~Program funding will be open year-round, subject to availability of funding.
- b. Project implementation and reimbursements must be completed prior to September 30 of the year following the award.

#### 6. Evaluation

- a. Project or opportunity proposals will be evaluated ~~and ranked~~ by staff based on thoroughness and clarity of the proposal, ability of the project to provide education and outreach on one or more of the District's core mission areas, number of youth or students impacted, prior project experience with the District and any other project benefits.
- b. Staff reviewing proposals and/or applications shall disclose any conflicts of interest, including relationships to the grant applicants or participants pursuant to section 112, Florida Statutes and District policies and procedures.

#### Agreement

Agreement documentation will follow the District's procurement and contractual services guidelines.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**

**GOVERNING BOARD DIRECTIVE**

**Directive Number:**        **GBD21-0005**  
**Date Approved:**        **July 13, 2021**  
**Subject:**                **Educational Water Resource Funding Program**  
**Approval:**



\_\_\_\_\_  
**Governing Board Chair**

\_\_\_\_\_  
**Secretary/Treasurer**

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**1.0    Reference to Prior Policy**

Supersedes GBD19-0006.

**2.0    Purpose and Intent**

The purpose of this Directive is to establish a policy for the Educational Water Resource Funding Program. The intent of the Directive is to dedicate District funding that assists (directly or indirectly) the District, educators, community groups, and schools within the District boundary to implement educational, water resource training, programs, and projects. The goal of the funding is to further the education of the nature, use, and management of water resources relating to water conservation, water quality, flood protection, and/or natural systems restoration.

**3.0    Definitions**

- a) Community groups mean non-profit public charities as defined by Internal Revenue Code Section 501(c)(3) and other similar groups, both public and private, whose mission is education and resource management and who do not operate for profit.
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- c) Educators mean a person or persons tasked with enhancing the knowledge and awareness of others.

**4.0    Elements of Policy**

Funds may be distributed through sponsorships, scholarships, competitive solicitation, program development, projects, and the like. The District may provide funding based on requests or submittals or on an observed need that supports the core mission areas.

Staff shall make requests for funding and any associated information available, at minimum, on the District's website. Applications will consist of information necessary to evaluate each funding request according to its water resource educational benefits, cost, and location.

Staff shall maintain all program application submittals and associated documents in accordance with the District's public records requirements.

1. Eligibility:

- a. The District will fund requests designed to further the implementation of the District's core mission areas.
- b. Funding must be expended in a manner that directly benefits the District's 15-county service area.
- c. Direct recipients of the funding must be located within the District's 15-county boundary.
- d. Recipients are eligible for funding assistance once per academic year.
- e. Non-profit public charities community groups must provide a copy of their Internal Revenue Code Section 501(c)(3) status.

2. Funding:

- a. Funding assistance is contingent upon the availability of District funds as approved by the Governing Board.
- b. Funding shall be for science, technology, engineering, mathematics, agricultural, natural resources, and other educational topics related to water resources to fund the projects.
- c. The District reserves the right to fully or partially fund efforts based on funding availability and further reserves the right to prioritize project funding.
- d. Authorization will be granted in accordance with District policies and procedures.

3. Reimbursement:

- a. The District will only reimburse for authorized expenditures as specified in the funding agreement and only for expenditures made after the funding is awarded and a notice to proceed is issued.
- b. The District will require recipients to submit invoices and proper documentation as specified in the funding agreement.
- c. The District will review and approve invoices and documentation prior to remitting payment via check or automatic clearing house transfer to the recipient as specified in the funding agreement.
- d. Reimbursement will only be made as specified in the funding agreement.

4. Reporting and Documentation:

- a. Final documentation is due prior to remittance of the final reimbursement, as outlined in the program guidelines.
- b. Funding recipients are responsible for photo releases for everyone under the age of 18.
- c. The District will provide annual guidance regarding proposal deadlines, funding amounts, and programmatic oversight.

5. Deadlines:

- a. Application for program funding will be open year-round, subject to availability of funding.

- b. Project implementation and reimbursements must be completed prior to September 30 of the year following the award.
- 6. Evaluation
  - a. Project or opportunity proposals will be evaluated by staff based on thoroughness and clarity of the proposal, ability of the project to provide education and outreach on one or more of the District's core mission areas, number of youth or students impacted, prior project experience with the District and any other project benefits.
  - b. Staff reviewing proposals and/or applications shall disclose any conflicts of interest, including relationships to the grant applicants or participants pursuant to section 112, Florida Statutes and District policies and procedures.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Bill McKinstry, Chief, Office of Land Management

THRU: Katelyn Potter, Director, Division of Outreach and Operations

DATE: June 30, 2021

RE: District Land Management and Twin Rivers State Forest Activity Summary

**BACKGROUND**

District staff completed the statutorily required Land Management Review Team meeting on June 2, 2021.

District staff completed repairs to the LA Bennett Bridge over the Steinhatchee River to comply with Florida Department of Transportation requirements.

District staff completed repairs to gates on the Steinhatchee Springs Tract.

District and Florida Fish and Wildlife Conservation Commission staff held their annual wildlife management area coordination meeting on June 8, 2021.

District contractors started road and hydrological maintenance in the Middle Suwannee area. Now that the Upper Suwannee tracts are drying out, contractors will resume working on maintenance in the Sandlin Bay Tract.

Florida Forest Service (FFS) staff completed boundary maintenance work on the Twin Rivers State Forest (TRSF) Mill Creek North Tract.

FFS staff updated the five (5) year boundary line maintenance, ecology, recreation, road and bridge, and silviculture management plan.

FFS staff complete an invasive plant survey on the TRSF Westwood West and Nekoosa tracts.

The attached report summarizes the status of current District and TRSF activities for the preceding month.

**Conservation Easement Monitoring:** One conservation easement was inspected and completed for term compliance: Mill Creek.

**Vegetation Management Projects:** During the reporting period, 363 additional acres of woods mowing and nine (9) additional miles of ditch edge mowing were completed on various tracts.

Vegetation management work is being conducted for fuel reduction, natural community restoration, and wildfire mitigation purposes.

Vegetation Management (10/01/2020 – 06/11/2021)

ACTIVITY	ACRES		MILES	
	Planned	Complete	Planned	Complete
Herbicide	300	79	0	0
Roller Chop Uplands	248	254	0	0
Roller Chop (Mallory Swamp)	1,000	0	0	0
Woods Mowing	2,000	1,721	0	0
Ditch Edge Mowing	0	0	25	58

**Invasive Plant Monitoring Program:** During the reporting period, no additional plant infestations were monitored or treated.

Invasive Plant Treatments (10/01/2020 – 06/11/2021)

ACTIVITY	INFESTATIONS	
	Planned	Complete
Invasive Plant	153	98

**Rare Plant Monitoring Program:** During the reporting period, eight (8) additional rare plant occurrences were monitored.

Rare Plant Monitoring (10/01/2020 – 06/11/2021)

ACTIVITY	OCCURRENCES	
	Planned	Complete
Rare Plant Species Monitoring	140	170

**Prescribed Fire Program:**

- Contractors conducting prescribed burns on District lands include B&B Dugger (B&B), Schmidt Reforestation Services (SRS), and Wildlands Services (WS). Also included in this report are the acres the Florida Forest Service (FFS) burns on TRSF. When available, the FFS will provide a crew to burn additional acres on both District tracts and TRSF.
- The following table provides information on the District’s Prescribed Burn Program through the reporting period. No additional acres were burned during the report period.

Prescribed Fire Summary Table (10/1/2020 – 06/11/2021)

	2021 TARGET ACRES	ACRES COMPLETED
SRWMD	7,000	5,045
FFS TRSF	2,000	1,744
TOTAL	9,000	6,789

**Timber Sales:** Open and Recently Completed Timber Sales

Open Timber Sales

SALE NAME	COUNTY	ACRES	HARVEST TYPE
Wolf Creek #1	Jefferson	72	Thinning
Cuba Bay	Madison	315	Thinning
Steinhatchee Springs #19	Lafayette	330	Thinning
Steinhatchee Springs #20	Lafayette	208	Thinning
Steinhatchee Springs #21	Lafayette	366	Thinning
Ellaville #20	Madison	276	Thinning
Nature Coast Wellfield #2	Levy	110	Clear-cut
Seven Bridges #1	Jefferson	224	Thinning
Sandlin Bay #6	Columbia	192	Thinning
Sandlin Bay #7	Columbia	219	Thinning
Sandlin Bay #8	Columbia	233	Thinning
High Springs Wellfield #1	Alachua	239	Thinning
Ellaville Chipping 2021	Madison	172	Site-Prep Chipping

Recently Completed Timber Sales

<b>SALE NAME</b>	<b>COUNTY</b>	<b>ACRES</b>	<b>HARVEST TYPE</b>	<b>REVENUE</b>
Ellaville Salvage 2021	Madison	5	Salvage	\$276.70
Ellaville #19	Madison	176	Clear-cut	\$300,507.17
Westwood West #4	Madison	89	Clear-cut	\$133,107.77
Natural Well Branch #1	Taylor	240	Thinning	\$236,996.71

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Bill McKinstry, Chief, Office of Land Management

THRU: Katelyn Potter, Director, Division of Outreach and Operations

DATE: June 30, 2021

RE: Big Shoals Tract and Bell Springs House Lease Agreement with the Florida Department of Environmental Protection

**RECOMMENDATION**

Staff recommends the Governing Board approve the Big Shoals Tract and Bell Springs House Addition Lease Agreement with the Florida Department of Environmental Protection, Division of Recreation and Parks.

**BACKGROUND**

The District entered into a lease agreement (lease) on September 12, 2000, with the Florida Department of Environmental Protection, Division of Recreation and Parks (Department) for the management of the District-owned Big Shoals Tract and amended the lease to include the Bell Springs House on April 12, 2016. The original lease expired and is being replaced with a new lease. The new lease differs from the prior lease as described below. Both the Department and District desire to enter into the new lease to redefine each party's management responsibilities.

The amended lease provides that:

- 1) The Department shall be responsible for all recreational management and day-to-day operations as part of the Big Shoals State Park. This will include management of all recreational activities and sites, facility management, road maintenance and mowing, trail maintenance, and boundary line maintenance.
- 2) the District will be responsible for natural community management, which includes timber management, reforestation, chemical vegetation control, invasive plant control, mechanical vegetation control, and prescribed fire operations.

Also, the term of the agreement was increased from 20 years to 50 years.

WVM/pf  
Attachment

**MANAGEMENT LEASE AGREEMENT**  
**BETWEEN**  
**THE SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**AND**  
**STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION,**  
**DIVISION OF RECREATION AND PARKS**

Regarding the District-owned lands being Managed as part of BIG SHOALS STATE PARK

This Management Lease Agreement (“Agreement”) is made and entered into this \_\_\_ day of \_\_\_\_\_, 2021 (“Commencement Date”), by and between the SUWANNEE RIVER WATER MANAGEMENT DISTRICT (“District”), and the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, DIVISION OF RECREATION AND PARKS (“Department”).

**WHEREAS**, the District and Department entered into Lease Agreement Number 99/00-226 on September 12, 2000, hereinafter referred to as the “Big Shoals Lease,” allowing the Department to manage a District-owned 377-acre property commonly referred to as “the Big Shoals Tract” as part of Big Shoals State Park; and

**WHEREAS**, on May 13, 2009, the District and Department entered into a separate lease agreement hereinafter referred to as the “Bell Springs Lease,” in which District leased to the Department an approximate 2-acre rural residential lot with buildings commonly referred to as the "Bell Springs House Site"; and

**WHEREAS**, on April 12, 2016, the District and Department agreed to amend the Big Shoals Lease to include the Bell Springs House Site in addition to the Big Shoals Tract, hereinafter collectively referred to as “Leased Premises” so that both sites would be managed as part of Big Shoals State Park under the Big Shoals Lease; and

**WHEREAS**, the initial term of the Big Shoals Lease has expired, and the Parties have continued the Big Shoals Lease under the additional terms as provided therein, but desire to provide for a new term in this Agreement; and

**WHEREAS**, the Parties additionally desire to separate the management responsibilities, as further provided in this Agreement.

**NOW THEREFORE**, District and Department, in consideration of the mutual benefits flowing from each to the other, do hereby agree as follows:

1. **Lease:** District shall lease to Department and Department shall lease from District the Leased Premises as depicted on the location map and as more particularly described in Exhibit “A” attached hereto and by this reference made part hereof (“Leased Premises”).

2. **Term of Agreement:** Unless individually terminated or extended, the term of this Agreement shall be equal to the term of Lease Number 3541, wherein Department entered into fifty (50) year term with the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida for use and benefit and possession of public lands by state agencies which may use and possess them for the benefit of the state (attached hereto and by reference made a part hereof as Attachment “B”). If Lease Number 3541 is terminated prior to expiration, this Agreement shall terminate as well. The Department shall give the District thirty (30) days advance written notice of termination of Lease Number 3541 and termination of this Agreement. If Lease Number 3541 is extended, this Agreement shall automatically also be extended for the same period. The Department shall give the District thirty (30) days advance written notice of extension of Lease Number 3541, and extension of this Agreement. Notwithstanding the foregoing, the Department and District may mutually agree in writing to terminate or extend this Agreement.

3. **Termination of Lease:** Either party may terminate this Lease by giving six months prior written notice of its intent to do so. In the event such termination is invoked by the District, the District shall reimburse the Department for the appraised value of any fixed capital improvement provided by the Department.

4. **Use and Management of Leased Premises by District:** Consistent with activities authorized in Section 373.1401, Florida Statutes, and to fulfill the District’s management responsibilities as provided in Section 373.1391, Florida Statutes, the District shall be responsible for all natural community management activities as specifically identified and listed below:

- a. Natural community management activities on the Leased Premises will follow all goals and objectives identified in the District’s Land Management Plan and the approved Unit Management Plan.
- b. District shall assume responsibility for all-natural community management activities on

the Leased Premises. These activities shall include timber management, timber sales, reforestation, chemical vegetation control, invasive plant control, mechanical vegetation control, and prescribed fire, including prep and maintenance of fire lines. In the event roads are damaged during natural community management activities, the District will be responsible for conducting any repairs needed to return them to their condition prior to being damaged.

- c. District shall coordinate land management activities with the Department in order to avoid negatively impacting public events, including the residence of the Bell Springs House Site while ensuring public safety and providing opportunities for public notification, as necessary.

**5. Use and Management of Leased Premises by Department:** The Department shall be responsible for all management and day-to-day operations of the Leased Premises, including specifically the use of the Leased Premise for passive public park and recreation activities. The Department is responsible for all recreation and facility management activities including all activities related to road maintenance, trail maintenance, road mowing, boundary line maintenance, facility maintenance (signage, fences, gates, etc.), and recreational site maintenance. This excludes any responsibility for exotic species control.

**6. Management Plan:** A Management Plan is required during the term of the Lease and the Leased Premises will be incorporated into the Park's Management Plan. The Management Plan shall be updated every ten years in accordance with sections 253.034 and 373.1391, Florida Statutes. Updates will be prepared and submitted to the District for review and approval prior to submission to the Division of State Lands, State of Florida Department of Environmental Protection. The District's review will pertain to the Leased Premises. If the District does not provide the Department with comments within sixty (60) days of receipt of the updated Management Plan, the Management Plan shall be deemed approved by the District. The Management Plan shall provide the basic guidance for all management activities. The District's approval of an updated Management Plan, as it relates to the Leased Premises, shall not be unreasonably withheld, and the District shall not impose financial or funding requirements that the Department, in the sole opinion of the Department, is not in a position to provide.

**7. Non-Transferable Right:** This Agreement and any rights, privileges, and duties contained herein are for the sole use of the Department and shall not be assigned or transferred to another party without prior approval of the District. The Department's agents and employees

shall take all reasonable measures to provide security against property damage, degradation, and unauthorized uses.

**8. Removing Improvements:** Unless otherwise provided herein, upon cessation of occupation of Leased Premises, the Department agrees to leave all fixed improvements for the use of the District and to put no claim upon said fixed improvements; or, at the option of the District, the Department agrees to remove any and all improvements on the Leased Premises at the Department's expense.

**9. Granting Easement:** The Department, subject to prior approval by the District, is hereby authorized to grant utility easements which will be necessary to service authorized Department facilities located within the Leased Premises.

**10. Liability:** The Department shall assist in the investigation of all injury or damage claims either for or against the District or the State of Florida pertaining to the Department's respective areas of responsibility under this Lease or arising out of Department's management programs or activities. Department shall immediately contact the District regarding all such injury or damage claims. Department shall maintain a program of insurance covering its liabilities as prescribed by Section 768.28, Florida Statutes. Each party hereto agrees to indemnify and hold the other harmless, to the extent allowed under Section 768.28, Florida Statutes, from all claims, loss, damage, and expense, including attorney's fees and costs and attorney's fees and costs on appeal, arising from the negligent acts or omissions of the indemnifying party's officers, employees, contractors, and agents related to its performance under this Lease. The indemnified party will have the right to approve counsel selected by the indemnifying party. This provision does not constitute a waiver of either party's sovereign immunity or extend either party's liability beyond the limits established in Section 768.258, Florida Statutes. Additionally, this provision will not be construed to impose contractual liability on either party for underlying tort claims as described above beyond the limits specified in Section 768.28, Florida Statutes. The District's liability is further limited by the provisions of Section 373.1395, Florida Statutes. This provision shall survive the expiration or termination of this Lease.

**11. Notices:** Any notices required to be given hereunder, or which either party hereto may desire to give to the other, shall be in writing. Such notice may be given by mailing the same by United States mail, registered or certified, return receipt requested, postage prepaid, addressed.

to the District at:

Suwannee River Water Management  
District  
Attn: Chief, Office of Land Management  
9225 County Road 49  
Live Oak, FL 32060

and to the Department at:

Department of Environmental Protection  
Division of Recreation and Parks  
Office of Park Planning, Mail Station 525  
Attention: Bureau Chief  
3800 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

or to other such addresses as the respective parties may from time-to-time designate by notice given in the manner provided in this section and shall be deemed complete upon receipt thereof.

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

**IN WITNESS WHEREOF**, the Suwannee River Water Management District and State of Florida Department of Environmental Protection, Division of Recreation and Parks have caused this Agreement to be signed on the day and year first above written.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Virginia H. Johns  
Chair

ATTEST:

\_\_\_\_\_  
Print/Type Witness Name

By: \_\_\_\_\_  
Richard Schwab

\_\_\_\_\_  
Witness

Secretary/Treasurer

\_\_\_\_\_  
Print/Type Witness Name

(SEAL)

**STATE OF FLORIDA  
COUNTY OF SUWANNEE**

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by Virginia H. Johns and Richard Schwab, as Chairman and Secretary/Treasurer, respectively, of the Suwannee River Water Management District, on behalf of said water management district, who are personally known to me.

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
Print/Type Notary Name

Commission Number: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION,  
DIVISION OF RECREATION AND PARKS**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print/Type Witness Name

By: \_\_\_\_\_  
Steven A. Cutshaw, Environmental  
Administrator, Office of Park Planning

(SEAL)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print/Type Witness Name

Approved for Form and Legality:

witness name \_\_\_\_\_  
witness name \_\_\_\_\_  
By: \_\_\_\_\_  
DEP Attorney

**STATE OF FLORIDA  
COUNTY OF LEON**

The foregoing instrument was acknowledged before me by means of physical presence this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by Steven A. Cutshaw as Environmental Administrator, Office of Park Planning, on behalf of the State of Florida Department of Environmental Protection, Division of Recreation and Parks. He is personally known to me.

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
Print/Type Notary Name

Commission Number: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**EXHIBIT "A"**

**LEGAL DESCRIPTION - BIG SHOALS LEASE**

Government lot 5, Section 35, Township 1 South Range 16 East, Hamilton County, Florida and being more particularly described as follows:

Commence at the southwest corner of Section 35, Township 1 South Range 16 East Hamilton County, Florida and run N 88 53' 06" E along the south line of said Section 35 a distance of 1360.36' to the southwest corner of the southeast quarter of the southwest quarter said Section 35 and the point of beginning. Then run N 1 10' 35" W along the west line of the east half of the southwest quarter a distance of 7631.01' to the northwest corner of the northeast line of the northeast quarter said Section 35, then N 88 42' 15" E along the north line of the south half of said Section 35 a distance of 2976.81' to a concrete monument on the northwesterly bank of the Suwannee River, then run southwesterly, westerly and southerly along and with the meanders of said northwesterly bank of the Suwannee River 3939' more or less to a concrete monument at its intersection with the northwesterly bank of the Suwannee River and the south line of said Section 35, then S 88 53' 06" W along said south line of Section 35 a distance of 779.74' to the point of beginning. Containing 116.4 acres more or less.

And;

Government lot 3, and a strip of land 80 yards wide across the east side of Government lot 4, Section 2, Township 2 South, Range 16 East Hamilton County, Florida being more particularly described as follows:

Commence at the southwest corner of the east half of the northwest corner of Section 2, Township 2 South, Range 16 East of Hamilton County, Florida. Then run S 89 00' 16" W, along the quarter section line 240.0', then run N 00 54' 05" W 2655 61' to the north boundary line of said Section 2, then run N 88 51' 11" E along said section line 240.0' to the northwest corner of the east half of the northwest corner of said Section 2, then continue N 88 51' 11" E along said north boundary of Section 2, 779.74' to the west bank of the Suwannee River, then run southeasterly along said west bank of the Suwannee River as follows, S 31 01' 27" E 410.98' to a point, then S 23 25' 53" E 467.44' to a point, then run S 25 18' 42" E 837.77' to a point, then

run S 19 02' 11" E 786.0 ' to a point, then run S 48 45' 44" ES 35.03' to a point on the south boundary line of the east half of the northwest quarter of said Section 2, then run S 89 00' 16' W, along the quarter section line 2,390.38' to the point of beginning, Containing 100.04 acres, more or less.

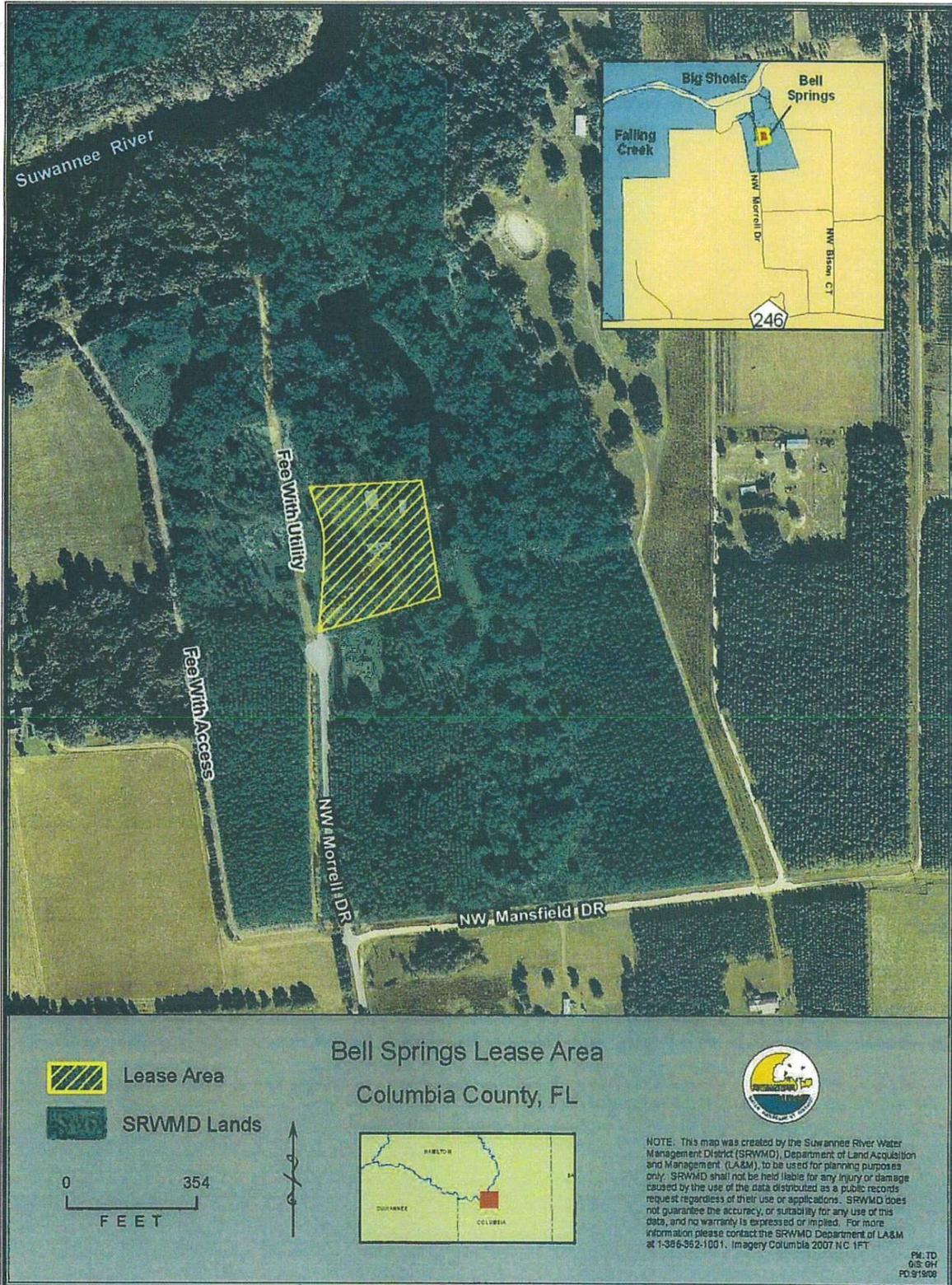
And;

A Parcel of land located in the south half of section 2, and in the south half of section 3 in township 2 south, range 16 E, Hamilton county, Florida being more particularly described as follows:

Beginning at the northeast corner of the northwest quarter of the southwest quarter of section 2, township 2 south, range 16 east, Hamilton county, Florida and run S 89 00' 16" W 240' along the 40 line TO A POINT, then run S 63 43' 02" W; 3,311.55', then S 40 21' 33" E 62.54'; then run S 69 01' 01" E 70.69'; then run S 84 49' 46" E 459.12'; then run north 57 02' 09" E 85.52'; then run N 36 35' 45" E 346.38'; then run N 51 48' 04" E 333.07'; then runs 85 36' 01" E 129.13'; then run N 77 38' 20" E 119.26'; then run S 84 35' 59" E 240.07'; then run S 10 56' 40" W 106.66'; then run S 37 09' 41" W 121.68'; then run S 22 23' 57" W 127.93'; then run S 24 54' 15" E 94.99'; then run S 16" 14' 07" W 198.51'; then run S 01 40' 44" W 136.53'; then run S 52 40' 28" E 97.46', then run S 75 58' 15" E 244.29'; then run S 53 29' 00" E 243.25', then runs 80 59' 01" E 55.43', then run N 81 53' 33" E 133.84'; then run N 57 10' 25" E 170.17'; then run N 71 28' 29" E 439.26'; then run S 85 46' 12" E 615.18'; then run n 71 49' 02" E 327.87'; then run N 78 03' 07" E 494.21'; then run N 61 17' 41" E 116.01'; then run S 86 07' 42" E 190.69'; then run N 61 18' 13" E 93.20'; then run N 41 43' 05" E 197.23'; then run N 21 49' 11" E 180.26'; then run S 88 16' 18" E 43.52'; then run S 34 10' 36" E 93.90'; then run S 06 47' 27" W 93.03'; then run S 37 20' 50" E 75.00'; then run S 63 21' 11" E 97.90'; then run N 71 52' 21" e 66.29'; then run S 80 19' 00" E 63.91'; then run S 01 20' 49" W 127.63'; then run S 16 05' 01" W 120.92'; then run S 16 02' 27" E 242.47'; then run S 48 10' 21" E 96.62'; then run N 09 41' 43" E 407.59'; then run n 43 01' 27" E 503.12'; then run N 23 23' 28" E 384.66' then run N 01 07' 41" E 348.92'; then run N 17 49' 28" W 325.84'; then run n 33 49' 56" W 389.23'; then run N 89 00' 16" E 2,174.16'; to the point of the beginning. contains 160.58 acres, more or less. (generated from gis information, 7/10/00 - road 1"8 is the southern boundary)

ALL CONTAINING 377.02 ACRES MORE OR LESS.

**BELL SPRINGS HOUSE – LOCATION MAP**



Agreement between the Suwannee River Water Management District regarding District-owned Big Shoals tract that the Florida Department of Environmental Protection, Division of Recreation and Park, manages as part Big Shoals State Park. **Page - 10**

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Bill McKinstry, Chief, Office of Land Management

THRU: Katelyn Potter, Director, Division of Outreach and Operations

DATE: June 30, 2021

RE: Management Plan Amendment for J.H. Anderson, Jr., Memorial Park – Rock Bluff Springs Tract

**RECOMMENDATION**

Authorize the Executive Director to amend the J.H. Anderson, Jr., Memorial Park – Rock Bluff Springs Tract Management Plan's management plan and provide three additional years of funding for an amount not to exceed \$22,822 per year.

**BACKGROUND**

The Suwannee River Water Management District (District) and the Alachua Conservation Trust (ACT) are engaged in a 10-year cooperative management agreement for the J.H. Anderson, Jr., Memorial Park-Rock Bluff Springs Tract in Gilchrist County. The agreement lays out the overall strategy for the management of the tract by ACT. The J.H. Anderson, Jr., Memorial Park-Rock Bluff Springs Tract Management Plan is included as part of that strategy which identified management funding provided by the District for the initial three (3) years of the agreement, beginning in January 2019.

District staff worked with ACT to amend the existing management plan for the tract with the most significant amendments related to the management funding found on Page 4 and Attachment A on Page 6. These items have been amended to reflect current conditions. Specifically, management funding in the amount of \$22,822 for three additional years has been added. This funding is a reduction from the prior annual funding amount of \$59,374. Revenues from entrance fees have been approximately \$6,000 for the last two years.

Funding for this agreement is included in the Fiscal Year 2021- 2022 Tentative Budget under codes 13-2586-3-3100-05-16 and is contingent upon approval of the final budget.

WVM/pf  
Attachment

**J.H. ANDERSON, JR., MEMORIAL PARK – ROCK BLUFF SPRINGS TRACT  
MANAGEMENT PLAN**

(Amendment Dated: \_\_\_\_\_, 2021)

**INTRODUCTION**

The SUWANNEE RIVER WATER MANAGEMENT DISTRICT, a Florida water management district created pursuant to Section 373.069, Florida Statutes whose address is 9225 County Road 49, Live Oak, FL 32060, (the “District”) and ALACHUA CONSERVATION TRUST, INCORPORATED, a Florida not-for-profit corporation whose address is 7204 S.E. County Road 234, Gainesville, FL 32641 (“ACT”) have entered into a certain management agreement entitled “COOPERATIVE MANAGEMENT AGREEMENT FOR THE J.H. ANDERSON, JR., MEMORIAL PARK – ROCK BLUFF SPRINGS TRACT” and dated \_\_\_\_\_, 20\_\_ which has been assigned contract no. 18/19-050 by the District (the “Agreement”). The Agreement provides for the management of certain real property defined as the “Property” in the Agreement, but which will be referred to as the “Tract” herein.

Pursuant to the Agreement generally, and paragraphs 7 through 10 of the Agreement specifically, the parties are to develop and from time to time amend a management plan. This “J.H. ANDERSON, JR., MEMORIAL PARK – ROCK BLUFF SPRINGS TRACT MANAGEMENT PLAN” (this “Plan”) is the management plan that is required pursuant to the Agreement. This Plan is intended to implement and provide specific direction for the management and maintenance of the Tract pursuant to the Agreement but is not a separate contract. This Plan shall not be deemed to conflict with, amend, cancel, or abandon any provision of the Agreement. Any conflict between this Plan and the Agreement shall be deemed unintentional and resolved in favor of the Agreement. Should the Agreement be terminated, then this Plan shall likewise be deemed terminated on the same date.

**MANAGEMENT GENERALLY**

Planning and management of the Tract will follow the allowed activities referenced in the approved Agreement, 40B-9 Florida Administrative Code, and the District’s approved Land Management Plan. In general, District lands are managed under a multiple-use policy that emphasizes water resource protection, maintenance and restoration of the land’s natural state and condition, and provisions for public access and nature-based recreation. Unless the Agreement is terminated earlier, the term of this Plan is for five (5) years from the effective date. The Plan will be updated or amended as provided in the Agreement.

**SPECIFIC MANAGEMENT ACTIVITIES**

Natural Community Restoration: There are natural communities on the Tract that could be improved by restoration activities but due to the small scale and current aesthetic of the Tract both parties have agreed that during the period of this Plan no restoration activities are planned. This does not preclude any future restoration activities but would need to be incorporated into the Plan by amendment of the Plan, once identified.

Exotic Plants: ACT and the District shall cooperate in the management and control of any occurrence of nuisance exotic or non-native plants to the degree practical. In the event either party desires to spend any funds to accomplish such management and control, the other shall

only be liable when that party consents to the expenditure prior to the expenditure. Either party shall have the right to eradicate and control such nuisances, at such party's sole expense, without the consent of the other party after notice.

Water Resource Improvements and Protection: The water resources on the Tract are considered to be in good condition for public access; however, close monitoring of recreational activities will need to be accomplished by ACT to ensure long-term protection.

If ACT and the District determine that any additional portion of the spring or spring run needs to be blocked off to improve public safety or protect the spring's ecosystem, ACT and the District will create a project plan for this change. The District will set up a local public meeting where both ACT and the District will address public comments. The final project plan must be approved by the District's Governing Board. Following approval, the District would obtain all necessary permits and approvals from all governmental entities including a Submerged Lands Lease from the Florida Department of Environmental Protection (DEP) if required. All costs associated with such permits and approvals will be borne by the District.

Water resource control structures, such as the retaining wall on the north side of the spring, may require improvements in the future but District and ACT agree that these structures are in a condition that only monitoring by ACT will be necessary for the term of this Plan. This does not preclude the necessity of repairing or replacing control structures if a catastrophic failure occurs. If a control structure fails during the period of this Plan, ACT should notify the District and the District will fund the repair or replacement of the structure.

During the 2021 and/or 2022 fiscal years the District will fund and complete a septic system and water well project. This project will consist of removing an outdated septic system and constructing an advanced septic system further removed from the spring area on the Tract. The system will connect to the existing residential structure and two future campground host sites.

The current water well will be discontinued, plugged, and abandoned. A new water well will be installed elsewhere on the Tract and maintained as a public water supply system that will supply the residential structure and future park host sites. ACT will contract with a firm that is certified to maintain a public water supply.

Recreation Development, Security, and Environmental Education: ACT will manage and maintain nature-based recreation activities and facilities. This Plan addresses only four forms of public access to the lands: access by watercraft, vehicular access, biking access, and pedestrian access. ACT will not allow the public to access the Tract with all-terrain, off-road, or other motorized vehicles not licensed for Florida highway use. ACT will not allow equestrian access to nor camping on the Tract. In the future, the parties may amend this Plan if they determine that these uses are appropriate for the Tract. Such an amendment will include details on how these activities will be managed.

The District agrees to work with ACT to develop land-based recreational facilities. During the 2021 and/or 2022 fiscal years, the District will fund and manage the following improvements:

1. Installation of directional signage around the spring for visitors.
2. Installation of one kiosk with educational panels.

Once installed it will be ACT's responsibility to maintain and replace the improvements and recreational facilities described above.

During the 2021 and/or 2022 fiscal years, the District will manage and fund a project that will provide two campground host sites. Once constructed it will be ACT's responsibility to maintain the sites and use them for the specific purpose of providing hosts that will manage the Tract on a day-to-day basis based on this management plan and the approved management agreement.

District will provide portable sanitation services to the Tract until ACT takes over management of the Tract. At that time, it will be the responsibility of ACT to manage sanitation on the Tract.

ACT agrees to open and close the entrance gate each day based on posted operational hours.

ACT agrees to maintain all roads for vehicular access and visitor safety.

ACT will design, construct, and maintain pedestrian trails through the Tract. ACT will install all signage associated with the trails. ACT may also utilize the existing trails on the District-owned Suwannee Bluff Ranch Tract in the same manner.

As provided in the Agreement, ACT may charge an entrance fee for Tract visitors. Such entrance fee shall be as follows:

- \$4 for a single-occupant vehicle
- \$5 per group (Limited to 8 individuals per group)
- \$2 for extra vehicle passengers (9+ individuals)
- \$2 for pedestrians, bicyclists, and extra vehicle passengers

Annual passes are also issued, and the fee shall be as follows:

- Annual Park Family Pass (up to 6 people) — **\$85.00**
- Annual Senior Park Pass (2 people, one must be 60+) — **\$50.00**
- Annual Individual Park Pass — **\$50.00**

The District has installed one honor box (known as an iron ranger) so the public can pay the entrance fees. ACT will collect entrance fees and maintain the honor box.

If ACT determines that additional permanent structures are necessary for the management of the Tract, then ACT must submit a revised management plan to the District for approval. The revised plan must include construction details, funding, and long-term management and maintenance.

## **RESIDENCE HOUSE**

At the time of this management plan, the residence house is occupied by a deputy with the Gilchrist County Sheriff's Office who provides Tract security for the District. It is the responsibility of ACT to determine the use of the house. Provided ACT may continue this arrangement or enter into a similar arrangement with another law enforcement officer by separate agreement between ACT and such law enforcement entity.

**MANAGEMENT RESPONSIBILITY**

ACT acknowledges they do not have management rights of waters associated with the spring, spring run, or the Suwannee River. ACT will not attempt any management or construction activities in or near these waterbodies without first securing all required permits which may include, without limitation, a Submerged Land Lease from DEP, a Works of the District permit, or an ERP from the District.

**MANAGEMENT FUNDING**

The District will provide funding to ACT for management costs as follows:

<u>Amount</u>	<u>Due Date</u>
\$22,822	Oct 1, 2021 (or the effective date of the Agreement whichever is earlier)
\$22,822	Oct 1, 2022
\$22,822	Oct 1, 2023

The District will pay each payment by the above due date in one lump sum. These funds will be used to help fund specific items as noted in Attachment A. If the Agreement is terminated for any reason at any time no further payments shall be due and all funds not then expended for the matters set out on Attachment "A" shall be returned to the District.

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

APPROVED and EXECUTED by the DISTRICT on this \_\_\_\_\_ day of \_\_\_\_\_,  
2021.

SUWANNEE RIVER WATER  
MANAGEMENT DISTRICT

By: \_\_\_\_\_  
Hugh Thomas  
Executive Director

APPROVED and EXECUTED by the ACT on this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

ALACHUA CONSERVATION TRUST

By: \_\_\_\_\_  
Thomas A. Kay  
Executive Director

Attachment A

**Rock Bluff Springs Annual Budget by Line Item**

Line Item Cost	Multiplier	Annual Cost	Notes on this budget item
1 part-time staff	\$18.50/hr x 624 hrs		11,544 Annual Salary
Personnel % Fringe Costs		0.17	1,963 ACT contribution to healthcare coverage, matching FICA, and retirement contribution
Building maintenance and repair	150/month		1,800 Plumbing, electrical, HVAC, Well, & misc repairs for residence and volunteer RV
Spring Recreational Infrastructure maintenance and repair	100/month		1,200 Repairing wood fencing, wire fencing, gates, signs, erosion control measures, replanting
Equipment maintenance and repair	50/month		600 Budget for misc chainsaw, weed trimmer, mower parts and repairs, misc tools
Road maintenance and repairs	18 yard load of road base (475) x 1/year		475 Erosion and pothole prevention, water control
Portable toilets	85/month x 1 toilet		1,020 Current rate for service for 2020-2021
Fuel	50/month		600 Equipment fuel for lawn and landscape maintenance
Office Supplies (computer, printer, paper, etc)	10/month		120
Insurance	2,500/yr		2,500 Specific Liability Insurance Coverage
Publications/brochures/Remittance Envelopees	1,000/yr		1,000
<b>Total</b>			<b>22,822</b>
<b>Capital Expenses:</b>			
Septic Tank for residence and two RV sites	SRWMD covering cost		
Concrete RV pad for volunteers	SRWMD covering cost		
fencing	SRWMD covering initial cost		
signage in and around the spring	SRWMD covering initial cost		
canoe/kayak launch/landing structure	SRWMD covering initial cost		

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Bill McKinstry, Chief, Office of Land Management  
THRU: Katelyn Potter, Director, Division of Outreach and Operations  
DATE: June 30, 2021  
RE: Contract with John A. Cruce Inc., for the Holton Creek #4 Timber Sale

**RECOMMENDATION**

Authorize the Executive Director to Execute a Contract with John A. Cruce Inc., for the Holton Creek #4 Timber Sale.

**BACKGROUND**

On June 7, 2021, the District issued an Invitation to Bid (ITB 20/21-013 WLR) for timber located on the Holton Creek Tract in Hamilton County. The timber sale is a 130-acre sandhill and upland mixed forest area. It requires hardwood and loblolly pine harvesting or chipping while leaving the longleaf pine overstory intact. This initial restoration step will remove undesirable species to provide sunlight to the forest floor along with other stand improvements. Increased sunlight to the forest floor combined with follow-up vegetation control will enhance the otherwise suppressed native groundcover species and progress towards re-introducing prescribed fire to meet the desired future conditions of the tract.

Bid responses were received on June 22, 2021. Bids were received from three companies indicated below. However, one bid was disqualified from the bidding process due to improper completion of the bid form. The bid calculation revenue is based on the lump sum payment for hardwood timber and District estimates of pine volume to be harvested.

<b>Bidder</b>	<b>City</b>	<b>Bid Calculation Revenue</b>
John A. Cruce Inc	Perry, Florida	\$78,750.00
M.A. Rigoni Inc.	Perry, Florida	\$40,164.00
Long Branch Land & Timber LLC	Lake Park, Georgia	Disqualified

The highest bid, from John A. Cruce Inc., includes a \$60,000 lump sum bid for hardwood and a per unit bid for pine pulpwood and better at \$25.00/ton for an estimated 750 tons.

SC/pf

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Tara Rodgers, Chief, Office of Hydrologic Data Services

THRU: Katelyn Potter, Director, Division of Outreach and Operations

DATE: June 30, 2021

RE: Discharge Measurements and Calculation of Daily Discharge Values of Streamflow for Fiscal Year 2021-2022

**RECOMMENDATION**

Authorize the Executive Director to enter a general engineering services task work assignment with Vanasse Hangen Brustlin, Inc. (VHB), to provide surface water discharge measurements and computation of daily values for an amount not to exceed \$152,915.

**BACKGROUND**

The Suwannee River Water Management District (District) has operated a network of surface and groundwater sites for water quality, discharge, and biological analyses since the late 1980s. The discharge measurement component, including streamflow measurements and calculation daily flow values, is an essential data collection activity needed for the development of minimum flows and minimum water levels, for use as inputs to hydrologic modeling efforts associated with water resource development project implementation and assessment, and in hydrologic restoration efforts.

At the August 13, 2019 Governing Board meeting, the Board authorized the Executive Director to enter into contracts with qualified firms under Chapter E - Environmental Data Collection and Assessments of the Engineering and Environmental Services Request for Qualifications (RFQ 18/19-025AE) to conduct environmental and engineering services for the District.

Of the 12 firms that qualified under Chapter E, four firms demonstrated an ability to conduct both discharge monitoring and develop rating curves. After reviewing the four qualified firms, VHB's proposal was determined as being the most qualified and is expected to have the best relative ability and value to perform the needed services. The agreed-upon rates are comparable between the four qualified firms. VHB has provided services to the District since 2017 and has met the deliverables of the task work assignment. Given the quality of work and comparable rates, staff recommends continuing to contract with VHB, which has the greatest value for the District.

Funding for this agreement is included in the Fiscal Year 2021- 2022 (FY 2022) Tentative Budget under codes 01-2-586-2-1200-31-01 and 52-2-586-7-2300-38-00 and is contingent upon approval of the FY 2022 Final Budget.

TR/pf

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Tara Rodgers, Chief, Office of Hydrologic Data Services

THRU: Katelyn Potter, Director, Division of Outreach and Operations

DATE: June 30, 2021

RE: Interagency Joint Funding Agreement with the United States Geological Survey for Steamgaging Services for Fiscal Year 2021-2022

**RECOMMENDATION**

Authorize the Executive Director to enter into an Interagency Joint Funding Agreement with the United States Geological Survey for an amount not to exceed \$734,460 for streamgaging services in Fiscal Year 2021-2022

**BACKGROUND**

Hydrologic and water quality monitoring are central to the Suwannee River Water Management District's (District) mission, and for decades the mechanism to accomplish this has been through cooperative funding with the United States Geological Survey (USGS) at major river stations throughout the District. The USGS maintains gages and sensors at these stations, provides quality assurance, and archives long-term hydrologic data.

This long-term program provides essential information for flood warnings and forecasts through the National Weather Service, floodplain mapping, the determination of minimum flows and minimum water levels (MFLs), groundwater modeling, and drought monitoring. Data obtained through this program are provided in real-time to the public via the USGS' national web page, the District's River Levels web page, and the District's automated river level phone service. Data are also provided instantaneously to the National Weather Service's Southeast River Forecast Center.

The proposed Fiscal Year 2021-2022 (FY 2022) Interagency Joint Funding Agreement (JFA) with the USGS is for a total amount of \$1,326,820 with the District providing \$734,460 and the USGS contributing \$456,470.

For FY 2021, the total contract amount was \$1,495,150 and the District's share was \$916,830. Table 1 (attached) provides a detailed budget showing cost of each monitoring station and a breakdown of the proposed cooperative funding.

The cost decrease compared to last year's JFA is a result of one-time expenses related to:

- The purchase, and installation, of equipment to monitor continuous temperature and conductivity at three existing long-term flow and level stations on the middle Suwannee River (Ellaville, Luraville, and Bell),
- Equipment purchases and construction for new water level, temperature, and conductivity stations near the mouths of the Econfina, Fenholloway, and Steinhatchee rivers.

- Purchase of new equipment and processes to determine flow, temperature, and conductivity at the existing monitoring station on the Aucilla River near Nuttal Rise.

Funding for this agreement is included in the FY 2022 Tentative Budget under codes 01-6-930-2-1200-31-05, 32-6-930-2-1200-40-01, 20-6-930-1-1102-11-00, 01-6-930-2-1200-31-01, and 01-6-930-2-1200-32-00 and is contingent upon approval of the final FY 2022 budget.

TR/pf  
Attachment

**Long-term Streamflow Program with Suwannee River Water Management District for FY 2022**

Period of performance: Oct. 1, 2021 to Sept. 30, 2022

Station No.	Station Name	Total Cost SW	Total Cost QW	RESTORE	USGS FPS (\$)	SW CMF	QW CMF	SRWMD SW	SRWMD QW	Remarks
<b>TALLAHASSEE RAN</b>										
02319394	WITHLACOOCHEE RIVER NEAR LEE	\$ 30,150						\$ 30,150		index-velocity site; DCP
02319394	WITHLACOOCHEE RIVER NEAR LEE		\$ 8,420				\$ 2,500		\$ 5,920	Temp/Cond
02322688	BLUE HOLE SPRING NR HILDRETH	\$ 16,980				\$ 6,200		\$ 10,780		DCP
02322688	ICHETUCKNEE R @ HWY27 NR HILDRETH		\$ 24,050				\$ 8,560		\$ 15,490	Temp, Cond, DO, pH
02322700	ICHETUCKNEE R @ HWY27 NR HILDRETH		\$ 10,710				\$ 4,000		\$ 6,710	Nitrate
02324000	STEINHATCHEE RIVER NEAR CROSS CITY	\$ 16,980				\$ 6,200		\$ 10,780		DCP
02326526	WACISSA RIVER NEAR WACISSA		\$ 24,050				\$ 8,560		\$ 15,490	Temp, Cond, DO, pH
02326526	WACISSA RIVER NEAR WACISSA		\$ 10,710				\$ 4,000		\$ 6,710	Nitrate
02326526	WACISSA RIVER NEAR WACISSA	\$ 30,150				\$ 11,040		\$ 19,110		IV Discharge
02326526	WACISSA RIVER NEAR WACISSA	\$ 12,000						\$ 12,000		Grass Cutting
02326526	WACISSA RIVER NEAR WACISSA	\$ 3,300						\$ 3,300		6 additional monthly measurements
02326550	AUCILLA RIVER NEAR NUTTAL RISE	\$ 30,150		\$ 25,930		\$ 940		\$ 3,280		IV
02326550	AUCILLA RIVER NEAR NUTTAL RISE		\$ 12,470						\$ 12,470	QW 2 level T/SC
02319520	FALMOUTH SPRING AT FALMOUTH	\$ 25,900				\$ 9,000		\$ 16,900		DCP:Well rating
02319520	FALMOUTH SPRING AT FALMOUTH	\$ 3,300						\$ 3,300		6 extra measurements
02319520	FALMOUTH SPRING AT FALMOUTH		\$ 24,050				\$ 5,635		\$ 18,415	EXO2 - Temp, Cond, DO, pH
02319520	FALMOUTH SPRING AT FALMOUTH		\$ 10,710				\$ 3,940		\$ 6,770	SUNA - Nitrate
02326050	ECOFINA RV AT ECOFINA RV STATE PARK NR PERRY, FL	\$ 30,150				\$ 12,000		\$ 18,150		index-velocity site; DCP
02326050	ECOFINA RV AT ECOFINA RV STATE PARK NR PERRY, FL		\$ 12,470				\$ 4,660		\$ 7,810	2 level Temp/SC
02325543	FENHOLLOWAY RIVER NEAR HAMPTON SPRINGS, FL	\$ 30,150				\$ 12,000		\$ 18,150		index-velocity site; DCP
02325543	FENHOLLOWAY RIVER NEAR HAMPTON SPRINGS, FL		\$ 12,470				\$ 4,660		\$ 7,810	2 level Temp/SC
02324170	STEINHATCHEE RIVER AT STEINHATCHEE, FL.	\$ 30,150				\$ 12,000		\$ 18,150		index-velocity site; DCP
02324170	STEINHATCHEE RIVER AT STEINHATCHEE, FL.		\$ 12,470				\$ 4,660		\$ 7,810	2 level Temp/SC
<b>ORLANDO RAN</b>										
02323566	MANATEE SPRING NR CHIEFLAND	\$ 25,900				\$ 9,760		\$ 16,140		DCP:Well rating, includes well
02323566	MANATEE SPRING NR CHIEFLAND		\$ 24,050				\$ 8,560		\$ 15,490	Temp, Cond, DO, pH
02323566	MANATEE SPRING NR CHIEFLAND		\$ 10,710				\$ 4,000		\$ 6,710	Nitrate
292921082583285	DNR-Manatee Springs State Park Well	\$ -						\$ -		Well used with Manatee Springs Rating
02313700	WACCASASSA RIVER NEAR GULF HAMMOCK	\$ 30,150				\$ 11,040		\$ 19,110		index-vel site; w/ DCP
02313700	WACCASASSA RIVER NEAR GULF HAMMOCK		\$ 24,050						\$ 24,050	EXO2 - Temp, Cond, DO, pH
02323592	SUWANNEE RIVER AB GOPHER RIVER NR SUWANNEE	\$ 30,150		\$ 28,070		\$ 2,080		\$ -		Index velocity funded through Restore
02323592	SUWANNEE RIVER AB GOPHER RIVER NR SUWANNEE		\$ 12,470						\$ 12,470	2 level T/SC
02319300	WITHLACOOCHEE RIVER NEAR MADISON	\$ 1,650						\$ 1,650		3 Mis Qms
02319950	BLUE SPRINGS NEAR DELL	\$ 30,150				\$ 10,360		\$ 19,790		index-velocity site; DCP
02319950	BLUE SPRINGS NEAR DELL		\$ 24,050				\$ 5,635		\$ 18,415	Temp, Cond, DO, pH
02319950	BLUE SPRINGS NEAR DELL		\$ 10,710				\$ 4,000		\$ 6,710	Nitrate
02319302	MADISON BLUE SPRING NR BLUE SPRINGS, FL	\$ 25,900				\$ -		\$ 25,900		DCP:Well rating, includes well
02319302	MADISON BLUE SPRING NR BLUE SPRINGS, FL	\$ 3,300						\$ 3,300		add 6 additional measurements, through Nestle
02319302	MADISON BLUE SPRING NR BLUE SPRINGS, FL		\$ 24,050				\$ -		\$ 24,050	Temp, Cond, DO, pH
02319302	MADISON BLUE SPRING NR BLUE SPRINGS, FL		\$ 10,710				\$ -		\$ 10,710	Nitrate
302847083145401	Nestle Well NO11117015	\$ -								Used for Madison-Blue rating
02315550	SUWANNEE RIVER AT SUWANNEE SPRINGS		\$ 8,420				\$ 2,500		\$ 5,920	Temp/Cond
02315626	ALAPAHA RISE ABV SW 68 DR NR JASPER, FL		\$ 10,060				\$ 2,500		\$ 7,560	Temp/Cond and DCP
02317620	ALAPAHA RIVER NEAR JENNINGS	\$ 16,980				\$ 6,200		\$ 10,780		includes DCP
02317620	ALAPAHA RIVER NEAR JENNINGS		\$ 8,420				\$ 2,500		\$ 5,920	Temp/Cond
02319000	WITHLACOOCHEE RIVER NEAR PINETTA	\$ 16,980						\$ 16,980		funded through PCA corp
02319000	WITHLACOOCHEE RIVER NEAR PINETTA		\$ 8,420				\$ 2,500		\$ 5,920	Temp/Cond
02319800	SUWANNEE RIVER AT DOWLING PARK		\$ 8,420				\$ 2,500		\$ 5,920	Temp/Cond
02320700	SANTA FE RIVER NEAR GRAHAM	\$ 16,980				\$ 6,200		\$ 10,780		includes DCP
02321500	SANTA FE RIVER AT WORTHINGTON SPRINGS	\$ 16,980				\$ 6,200		\$ 10,780		DCP
02321500	SANTA FE RIVER AT WORTHINGTON SPRINGS		\$ 8,420				\$ 3,060		\$ 5,360	Temp/Cond
02321898	SANTA FE RIVER AT O'LENO STATE PARK	\$ 16,980				\$ 6,200		\$ 10,780		DCP
02321958	SANTA FE RIVER AT RIVER RISE NR HIGH SPRINGS	\$ 16,980				\$ 6,200		\$ 10,780		Stage-Q
02321958	SANTA FE RIVER AT RIVER RISE NR HIGH SPRINGS		\$ 8,420				\$ 3,060		\$ 5,360	Temp/Cond
02321975	SANTA FE RIVER AT US HWY 441 Near High Springs, FL	\$ 16,980				\$ 4,900		\$ 12,080		Temp/Cond
02321975	SANTA FE RIVER AT US HWY 441 Near High Springs, FL		\$ 8,420				\$ 2,400		\$ 6,020	Temp/Cond
02322500	SANTA FE RIVER NEAR FORT WHITE		\$ 8,420				\$ 3,060		\$ 5,360	Temp/Cond
02322500	SANTA FE RIVER NEAR FORT WHITE	\$ 3,300						\$ 3,300		Temp/Cond
02319500	SUWANNEE RIVER AT ELLAVILLE		\$ 8,420						\$ 8,420	Temp/Cond
02320000	SUWANNEE RIVER AT LURAVILLE		\$ 8,420						\$ 8,420	Temp/Cond
02320500	SUWANNEE RIVER AT BRANFORD		\$ 8,420				\$ 2,500		\$ 5,920	Temp/Cond
02322800	SANTA FE RIVER NEAR HILDRETH	\$ 30,150				\$ 11,040		\$ 19,110		DCP, index-velocity
02322800	SANTA FE RIVER NEAR HILDRETH		\$ 8,420				\$ 3,060		\$ 5,360	Temp/Cond
02323000	SUWANNEE RIVER NEAR BELL		\$ 8,420						\$ 8,420	Temp/Cond
02323500	SUWANNEE RIVER NEAR WILCOX	\$ 30,150			\$ 15,500			\$ 14,650		index-velocity site; DCP
02323502	FANNING SPRING NR WILCOX	\$ 30,150				\$ 11,040		\$ 19,110		index-velocity site; DCP

02323502	FANNING SPRING NR WILCOX		\$ 24,050			\$ 8,560		\$ 15,490	Temp, Cond, DO, pH
02323502	FANNING SPRING NR WILCOX		\$ 10,710			\$ 4,000		\$ 6,710	Nitrate
02323505	LITTLE FANNING SPRING NR WILCOX	\$ 3,300					\$ 3,300		6 extra measurements
FPS									
02315500	SUWANNEE RIVER AT WHITE SPRINGS	\$ 16,480							FPS
02315550	SUWANNEE RIVER AT SUWANNEE SPRINGS	\$ 16,480							FPS
02319500	SUWANNEE RIVER AT ELLAVILLE	\$ 16,480							FPS
02319800	SUWANNEE RIVER AT DOWLING PARK	\$ 16,480							FPS
02320000	SUWANNEE RIVER AT LURAVILLE	\$ 16,480							FPS
02320500	SUWANNEE RIVER AT BRANFORD	\$ 16,480							FPS
02322500	SANTA FE RIVER NEAR FORT WHITE	\$ 16,480							FPS
02323000	SUWANNEE RIVER NEAR BELL	\$ 16,480							FPS
02326000	ECONFINA NEAR PERRY	\$ 16,480							FPS
02326500	AUCILLA RIVER NEAR LAMONT	\$ 16,480							FPS
FDEP									
02321000	NEW RIVER NEAR LAKE BUTLER	\$ 16,980							FDEP
02322700	ICHETUCKNEE R @ HWY27 NR HILDRETH	\$ 30,150							FDEP
02320250	TROY SPRING NEAR BRANFORD FLA		\$ 24,050						Temp, Cond, DO, pH By FDEP
02320250	TROY SPRING NEAR BRANFORD FLA		\$ 10,710						Nitrate By FDEP
	TOTAL	\$ 834,400	\$ 492,420						
	FPS				\$ 180,300				
	SRWMD					\$ 392,370	\$ 342,090		
	RESTORE		\$ 54,000						
	Cooperative Matching Funds				\$ 160,600	\$ 115,570			

	Surface Water 2022	Ground Water 2022	Water Quality 2022	Total 2022
Totals	\$ 834,400	\$ -	\$ 492,420	\$ 1,326,820
SRWMD	\$ 392,370	\$ -	\$ 342,090	\$ 734,460
Cooperative Matching Funds	\$ 160,600	\$ -	\$ 115,570	\$ 276,170
Federal Priority Stream Gaging	\$ 180,300	\$ -	\$ -	\$ 180,300
RESTORE Funds	\$ 54,000	\$ -	\$ -	\$ 54,000
FDEP	\$ 47,130	\$ -	\$ 34,760	\$ 81,890

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Sean King, Chief, Office of Minimum Flows and Minimum Water Levels

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: June 30, 2021

RE: Scope of Work Amendment to Revise the Lake Hampton 2017 Minimum Flows and Minimum Water Levels Report

**RECOMMENDATION**

Authorize the Executive Director to approve an amendment to Task Work Assignment 19/20-061.003 with Environmental Consulting and Technology, Inc. This amendment includes a cost increase of \$20,462 from \$19,940 to \$40,402. This amendment also extends the end date from September 30, 2021 to December 31, 2021.

**BACKGROUND**

The District and Environmental Consulting and Technology, Inc. (ECT) executed TWA 19/20-061.003, on December 8, 2020, to update the report titled *Minimum Recommended Lake Levels: Lake Hampton, Florida*, written by the District in 2017.

After finishing three of the five tasks, the District determined that alternative minimum levels could be established with revised hydrologic modeling information and application of lake Minimum Flows and Minimum Water Levels (MFL) methods developed by the Southwest Florida Water Management District. These alternative minimum levels will represent a more comprehensive lake hydrologic regime, allowing for more robust and defensible MFLs. This amendment will provide funding and additional time for ECT to complete the analyses and revise the MFL report.

Funding for this project is included in the Fiscal Year 2020-2021 Final Budget under code 20-2586-1-1102-18-00 and will be assigned to the Lake Hampton MFL code 20-2-586-1-1102-08.

SK/pf

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Sean King, Chief, Office of Minimum Flows and Minimum Water Levels

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: June 30, 2021

RE: Task Work Assignment Amendment for Lakes Hampton, Santa Fe, and Alto Hydrologic Modeling Report Updates and Status Assessment Technical Memos

**RECOMMENDATION**

Authorize the Executive Director to approve an amendment to Task Work Assignment 19/20-061.007 with Environmental Consulting and Technology, Inc. This amendment includes a cost increase of \$21,164. from \$83,832 to \$104,996. This amendment also extends the end date from September 30, 2021 to December 31, 2021.

**BACKGROUND**

The District and Environmental Consulting and Technology, Inc. (ECT) executed TWA 19/20-061.007, on February 23, 2021, to update modeling for minimum flows and minimum water levels (MFLs) on Lakes Hampton, Santa Fe, and Alto to include results from the North Florida Southeast Georgia (NFSEG) regional groundwater model. The TWA also includes updating the Lake Hampton Modeling Report from 2017 and the Lakes Santa Fe and Alto Modeling Report from 2018 and writing Status Assessment Technical memos for the lakes.

After finishing six of the seventeen tasks, the District identified additional groundwater-level well data that can be used to improve the hydrologic models for the lakes and extend the historic period of record by a couple of decades. This additional modeling work will allow for a more robust and defensible MFL analysis. This amendment will provide funding and additional time for ECT to incorporate the new data into the modeling and revise the MFL analyses.

Funding for this project is included in the Fiscal Year 2020-2021 Final Budget under code 20-2586-1-1102-18-00 and will be assigned to the Lake Hampton MFL code 20-2-586-1-1102-08, Lake Santa Fe MFL code 20-2-586-1-1102-09, and the Lake Alto MFL code 20-2-586-1-1102-06.

SK/pf

## SUWANNEE RIVER WATER MANAGEMENT DISTRICT

### MEMORANDUM

TO: Governing Board

FROM: Tom Mirti, Senior Hydrologist, Division of Outreach and Operations

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: June 30, 2021

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. As of May 17, 2021, the District has permitted 1,832 irrigation wells (representing 238.1 million gallons per day [MGD]) which include a water use monitoring condition, of which 1,499 (210.2 MGD) wells are active, i.e., the wells have been drilled already. The District is monitoring 1,405 (202.2 MGD) of the 1,499 active wells. The remaining 94 active wells not yet monitored are scheduled for site visits to determine the type of monitoring that will be implemented.

Where possible, agricultural water use is estimated using monthly electric 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, the farmer agreements authorizing the District to receive power usage reports directly from the cooperatives are in effect on 706 (127.2 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 265 (44.1 MGD) telemetry systems installed by the District for this purpose.

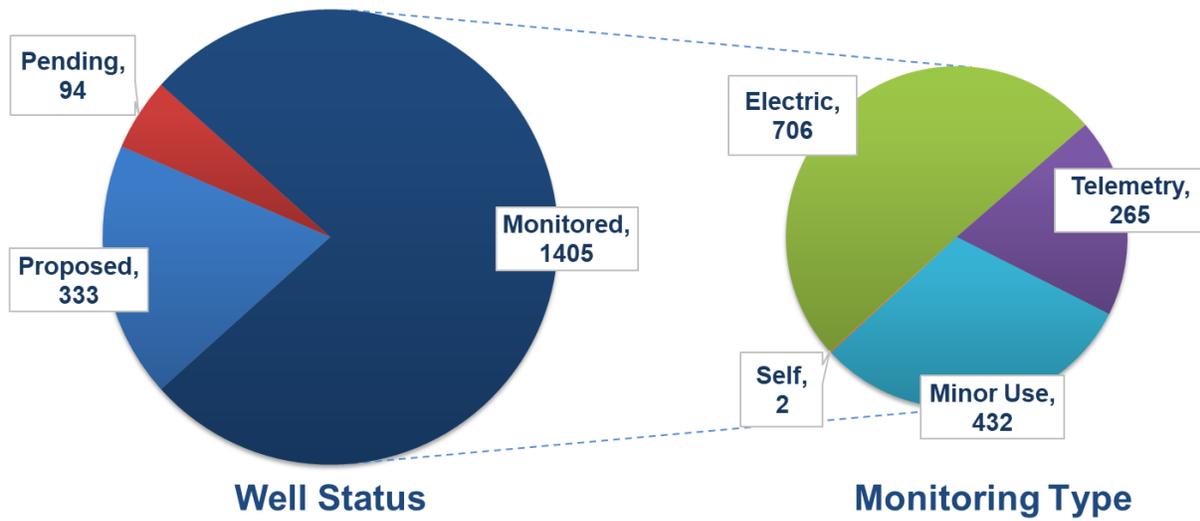
Some withdrawal points have very limited use (<0.05 MGD each) and are monitored for status changes by individual site visits. There are currently 431 (30.5 MGD) limited use monitoring points in the District. Some users monitor their own water use and report that data to the District. There are currently 2 (0.3 MGD) self-monitored points.

Since April 2017, the District has consistently had over 93.5% of active wells and permitted allocation being monitored. To date, the District is monitoring approximately 93.7% of existing active wells (96.2% of allocation) with water use permit monitoring conditions.

The attached figure shows the current well status and monitoring type for all wells with water use monitoring conditions (Figure 1).

Figure 1: Graph on the left shows the current status of all permitted wells with a water use monitoring condition. The graph on the right shows the monitoring type for all currently monitored wells.

### Agricultural Water Use Stations with Monitoring Conditions



AG/pf

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Marc Minno, Water Resources Coordinator, Office of Water Resources

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: June 30, 2021

RE: United States Department of Agriculture-Natural Resources Conservation Services Lower Suwannee Cooperative Agreement

**RECOMMENDATION**

Authorization for the Executive Director to amend Contract 20/21-059 with the United States Department of Agriculture, Natural Resources Conservation Services to provide monitoring assistance for the Lower Suwannee River Watershed – Nutrient Reduction Restoration Project and to execute all documents necessary including task work assignments and contract documents for a total amount not to exceed \$323,750.

**BACKGROUND**

The United States Department of Agriculture, Natural Resources Conservation Services (NRCS) requested discharge and water quality monitoring assistance from the Suwannee River Water Management District (District) for the Lower Suwannee River Watershed - Nutrient Reduction Restoration Project. The Board approved entering into this NRCS grant-funded agreement in August 2020. This would be the first amendment to this agreement and would add \$29,750 to this 5-year agreement for a total not to exceed \$323,750. These additional grant funds would be used to collect water quality data at nine additional monitoring locations for a new USDA project area near North Old Town Hammock.

The project is a monitoring and adaptive management plan with the primary goal to improve water quality by reducing sediment and nutrient (phosphorus and nitrogen) loads to the Lower Suwannee River Watershed through the development and implementation of conservation plans on agricultural lands. These plans aim to address nutrient and sediment runoff through the implementation of conservation practices. In addition, a key component of the project will be to evaluate the effectiveness of best management practices at improving the water quality of surface and groundwater at selected sites in the Lower Suwannee River Watershed.

This agreement will provide the District with funding for some water quality and discharge monitoring already being conducted in Levy County as well as expanding water quality monitoring in the area which will support the District's project monitoring program. The original project area included Long Pond and Long Pond Slough. The amendment adds an additional project area and monitoring locations at North Old Town Hammock.

In anticipation of receiving these additional funds, the budget for this amendment has been included in the Fiscal Year 2021-2022 (FY 2022) Tentative Budget under code 60-0703-0-1200-41 and is contingent upon the approval of the FY 2022 Final Budget.

MM/pf

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Marc Minno, Water Resources Coordinator, Office of Water Resources

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: June 30, 2021

RE: Memorandum of Agreement with St. Johns River Water Management District for Surface and Groundwater Chemistry Analysis for Fiscal Year 2021-2022

**RECOMMENDATION**

Authorize the Executive Director to enter into an Interagency Agreement with St. Johns River Water Management District to provide surface and groundwater laboratory analyses for an amount not to exceed \$110,000.

**BACKGROUND**

The District has operated a network of surface and groundwater sites for hydrologic and water quality monitoring since the late 1980s. In January 2014, the District entered into an agreement with the St. Johns River Water Management District (SJRWMD) that allows the District to utilize SJRWMD's environmental water quality laboratory for routine analyses and a limited number of additional analyses. The District and SJRWMD have renewed this Memorandum of Agreement (MOA) on an annual basis since that time. The District has benefited from this relationship due to significantly lower cost, a greater number of analytes per sample, and the rigorous quality assurance and control analyses that are incorporated into the SJRWMD laboratory's process. Using SJRWMD's laboratory ensures data comparability across the resources shared by the two Districts.

The new agreement is substantially the same as the previous MOA, although the not-to-exceed cost is \$15,000 more than the previous agreement. The compensation to SJRWMD for the routine water analysis is expected to include a \$6.00 (\$114/sample to \$120/sample) increase in the per sample rate for the routine quarterly sampling as well as an increase in the number of samples submitted to the lab each quarter. SJRWMD has not increased the per sample rate since the first MOA in 2014. The quarterly compensation is expected to be \$25,000 with the remaining funds to be used as a contingency for any additional unanticipated new project and extreme event ad hoc sampling.

Funding for this agreement is included in the Fiscal Year 2021-2022 (FY 2022) Tentative Budget under code 01-6-930-2-1200-33-11 and is contingent upon approval of the FY 2022 Final Budget.

MM/pf

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Marc Minno, Water Resources Coordinator, Office of Water Resources

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: June 30, 2021

RE: Renewal of Task Work Assignment 19/20-041.009 with Wood Environment and Infrastructure Solutions, Inc., for Water Quality and Biological Sampling

**RECOMMENDATION**

Authorize the Executive Director to renew a general environmental services task work assignment with Wood Environment and Infrastructure Solutions, Inc., to provide surface and groundwater chemistry sampling, and biological analyses for a total, not-to-exceed cost of \$239,899.

**BACKGROUND**

The District has operated a network of surface and groundwater sites for water quality, discharge, and biological monitoring and analyses since the late 1980s. The current water quality and biology networks have been managed through contractual services and will maintain the following five tasks:

1. Water Chemistry Monitoring, including collecting field and water samples at 78 groundwater stations, 72 surface water stations, and 69 spring stations for a total of 664 water quality samples collected each year.
2. Coastal Salinity Network-Specific Conductivity Profiles, including vertical conductivity profiles at 10 coastal wells for monitoring saltwater intrusion and sea-level rise.
3. Aquatic Macroinvertebrate Monitoring, including sampling natural substrate at two surface water stations on the Santa Fe River using standard Florida Department of Environmental Protection Stream Condition Index methods.
4. Periphyton Monitoring, including deploying periphyton microscope slides rack samplers at five surface water stations and analyzing for cell counts, density, dry weight, and biomass.
5. Lake Vegetation Index, including collecting vegetation species and coverage data at nine (9) lakes.

This task work assignment does not include laboratory chemistry analyses. These analyses will be provided by the St. Johns River Water Management District's laboratory through a separate agreement.

At the September 2019 Governing Board meeting, the Board authorized the Executive Director to enter contracts with qualified firms to conduct environmental and engineering services for the District. On June 26, a Request for Proposals (RFP) was released to the 12 pre-qualified firms under Chapter E - Environmental Data Collection and Assessments of the Engineering and Environmental Services Request for Qualifications (RFQ 18/19-025AE) and Wood was approved as the recipient of that RFP to provide water quality and biology monitoring services to

the District for the period of October 1, 2020, through September 30, 2021, with an option for two annual renewals. Wood has provided excellent service to the District, and this would be the first of two annual renewals allowed by their TWA.

Funding for this agreement is included in the Fiscal Year 2021-2022 (FY 2022) Tentative Budget under codes 01-2-586-2-1200-33-01, 01-2-586-2-1200-33-02, and 01-2-586-2-1200-33-03, and is contingent upon approval of the FY 2022 Final Budget.

MM/pf

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Hugh Thomas, Executive Director

DATE: June 30, 2021

RE: Governing Board Directive Number 21-0004, Delegation of Expenditure Authority for the Executive Director

**RECOMMENDATION**

Approve Directive Number 21-0004, authorizing the Executive Director to enter into service contracts and equipment purchase contracts for an amount not to exceed \$50,000 per expenditure and staff also recommends changes to all existing directives containing the expenditure authority.

**BACKGROUND**

Chapter 373.553(1), Florida Statutes, authorizes the delegation by the Governing Board to the Executive Director to disburse District funds, and that such disbursement is proper, in order, and within budgetary limits.

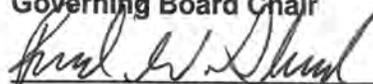
In 2013, the Governing Board delegated expenditure authority to the Executive Director for transactions up to \$30,000. Increasing expenditure authority to \$50,000 will improve efficiency of implementing District priorities. With the approval of this directive, GBD13-0002 is superseded and updating GBD20-0001, Finance Directive, with this expenditure authority increase is authorized.

HT/rl  
Attachments

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**GOVERNING BOARD DIRECTIVE**

Directive Number: GBD20-0001  
Date Approved: 1/14/2020  
Subject: Finance Directive  
Approval:



  
\_\_\_\_\_  
Governing Board Chair  
  
\_\_\_\_\_  
Secretary/Treasurer

1.0 **Reference to Prior Policy**

There are no prior versions of this Directive.

2.0 **Purpose and Intent**

The purpose of this Directive is to establish Governing Board authority and responsibilities relating to the administration of financial matters of the District and to delegate specific authority to the Executive Director. Nothing herein modifies or is intended to modify the Governing Board's ultimate responsibility for oversight of and accounting for District funds.

3.0 **Definitions**

- a. **Audit Engagement Letter** documents and confirms the auditor's acceptance of the appointment, the objective and scope of the audit, the extent of the auditor's responsibilities to the District, and the form of reports to be provided.
- b. **Management Representation Letter** is an attestation that the financial statements that the District has submitted for analysis and audit are accurate, prepared in compliance with Generally Accepted Accounting Principles (GAAP), and all material information has been disclosed to the auditor.
- c. **Qualified Public Depository** means a bank, savings bank, or savings association that:
  - i. Is organized and exists under the laws of the United States or the laws of this state or any other state or territory of the United States.
  - ii. Has its principal place of business in this state or has a branch office in this state which is authorized under the laws of this state or of the United States to receive deposits in this state.
  - iii. Has deposit insurance pursuant to the Federal Deposit Insurance Act, as amended, 12 U.S.C. ss. 1811 et seq.
  - iv. Has procedures and practices for accurate identification, classification, reporting, and collateralization of public deposits.
  - v. Meets all the requirements of Chapter 280, Florida Statutes (F.S.).
  - vi. Has been designated by the Chief Financial Officer as a qualified public depository.

- d. **Revenue Agreements** mean grants, contracts, and memoranda of understanding or agreement between the District and another party that defines the terms under which revenue is received.

#### 4.0 **Elements of Policy**

- a. **Treasurer of the Governing Board**

The Governing Board shall designate a Treasurer, and may designate an Assistant Treasurer, who shall be custodian of all funds belonging to the board and to the District, and such funds shall be disbursed upon the order of, or in the manner prescribed by, the Governing Board by warrant or check funds signed by the Treasurer or Assistant Treasurer and countersigned by the Chair or Vice-Chair of the Governing Board or through Wire or Electronic Funds Transfers in a manner prescribed by the Governing Board. Disbursement of funds prior to specific Governing Board approval may only be authorized upon certification by the Executive Director or his or her designated Assistant to the Treasurer or Assistant Treasurer and to the Chair or Vice-Chair of the Governing Board that such disbursement is proper and in order and is within budgetary limits. Any such disbursements shall be reported to the Governing Board at the next regular scheduled meeting.

- b. **Custodian of Funds**

The Governing Board Treasurer is the custodian of all funds belonging to the District. Funds are disbursed upon the order of or in the manner prescribed by the Governing Board by warrant or check signed by the Treasurer or Assistant Treasurer and countersigned by the Chair or Vice-Chair or through Wire or Electronic Funds Transfers in a manner prescribed by the Governing Board.

- c. **Financial Institutions**

The Governing Board has the sole authority for approving a financial institution(s), establishing, and closing bank accounts. The Governing Board is authorized to select a qualified public depository(ies) in which the funds of the District shall be deposited.

- d. **Wire or Electronic Funds Transfer (W/EFT)**

The District may use W/EFT to expedite financial transactions, obtain maximum return on investments, and to reduce administrative costs in accordance with governing law and administrative rules.

- e. **Interest Earnings Accounts**

To maximize returns, District staff may transfer surplus cash flow to interest-bearing deposit accounts to the maximum extent possible. Interest earned will be allocated in accordance with the source of the funds deposited. Monies shall not be invested with independent investment brokerage firms, nor shall they be invested by the District in at-risk stocks, bonds, securities or other ventures without the authorization of the Governing Board.

- f. **Disbursement Reporting**

The Executive Director or designee will provide the Governing Board Chair and Treasurer reports of deposits and disbursements, including check/warrant registers, deposit records, interest earnings and disbursement reports, and W/ETF transaction reports monthly.

**g. Delegation of Authority**

The Governing Board hereby delegates to the Executive Director signature authority for the acceptance of grant contracts and for the receipt of grant funds and/or disbursement of grant funds for grants awarded by or "passed through" the District. The Executive Director or designee shall provide updates to the Governing Board of such grants, including the amounts received or disbursed and the purpose of the grant.

**h. Selection of Qualified Public Depository(ies)**

The Governing Board hereby delegates to the Executive Director the responsibility to competitively solicit the services of qualified public depository(ies) for purposes of District finance operations. Factors of location, services offered, account charges, and earnings should be considered in the selection process. The Executive Director will recommend to the Governing Board a qualified public depository(ies). The Executive Director may delegate this responsibility.

**i. Account Activity**

The Governing Board hereby delegates to the Executive Director the daily management authority, after selection of qualified public depositories, for opening, closing, or making changes to bank accounts. Such actions shall require the signatures of the Executive Director and the Chief Financial Officer and shall be reported to the Chair and Treasurer within 24 hours.

**j. Transfer Authority**

The Governing Board delegates to the Executive Director the daily management authority to transfer funds between banks and bank accounts and to make distributions from said accounts as necessary. The Executive Director may delegate this responsibility to other District employees. Email requests for transfers, approvals, and bank confirmations are retained and filed with monthly financial records.

**k. Written Contracts**

The Executive Director or designee is authorized to approve and execute procurement actions of \$30,000 or less per fiscal year, except that the hiring of an external auditor to conduct the annual financial audit required by section 218.39, F.S. and the retention of external Governing Board General Counsel shall be subject to Governing Board approval.

**l. Change Orders and Amendments**

The Executive Director or designee may approve change order to contracts whose initial value was \$30,000.00 or less, provided that the change order(s) or amendment(s) will not increase the aggregate value of the contract to \$30,000.00 or more. The Executive Director or designee may approve change order(s) or amendment(s) to contracts approved by the Governing Board provided the aggregate value of the change order(s) or amendment(s) does not exceed \$30,000.00.

The Executive Director or designed may approve change order or amendments for the extension of the time for performance or for an additional contract period, provided that any costs associated with the extension do not exceed \$30,000.00 and, in cases of renewal for an additional contract period, the additional period is within the limits specified in the original agreement.

**m. Annual Contracts**

The Executive Director or designee is authorized to approve and execute work orders and change orders to work orders, inclusive of time extension up to the amount of the annual contract approved by the Governing Board and renewals of an annual contract for a renewal amount of \$30,000 or less per fiscal year.

**n. Revenue Agreements**

The Executive Director or designee is authorized to approve and execute any Revenue Agreement up to \$30,000 per fiscal year. Agreements for unbudgeted revenues may be executed by the Executive Director designee contingent upon Governing Board approval of a budget amendment.

**o. Pass-Through Funding Agreements**

The Executive Director or Designee is authorized to approve and execute any Pass-through Funding Agreement up to \$30,000 per fiscal year. Pass-through Funding Agreements that are unbudgeted may be executed by the Executive Director or designee contingent upon Governing Board approval of a budget amendment.

**p. Purchasing Card Program**

The Executive Director or designee shall have the authority to assign a purchasing card to a District employee and to establish financial controls for the use of purchasing cards.

**q. Travel and Per Diem**

The Executive Director or designee is authorized to implement the provisions section 112.061, F.S.

**r. Loaning of District Equipment**

The loaning of District tangible personal property to public entities may be approved by the Executive Director or designee.

**5.0 Audit Committee**

The Governing Board shall establish an Audit Committee and appoint a minimum of three members. Each Audit Committee member must be a member of the Governing Board. The Governing Board Chair shall appoint the Chair of the Audit Committee. The Audit Committee will be responsible for the appointment, compensation, retention, and oversight of the work of any independent accountants/auditors engaged for the purpose of preparing and issuing an independent audit report or performing other independent audit, review, or attest services.

The Audit Committee will provide oversight of the District's financial reporting processes, internal controls, and independent auditors. Auditors shall provide all final reports, including findings with management's responses, to the Audit Committee for review and acceptance prior to submitting to the Governing Board for acceptance.

The Audit Committee shall assist the Governing Board in selecting an accountant/auditor to conduct the annual financial audit required by section 218.39, F.S., following the selection process required in section 218.391 (3) through (8), F.S. All accountants/auditors thus engaged shall report directly to the Audit Committee.

The Executive Director and Governing Board Chair are authorized to sign the annual audit engagement letter when a written contract is in effect. The Executive Director and staff will communicate and cooperate with the accountant/auditor selected by the Audit Committee and provide information during the course of the audit, review, or attestation service. The Executive Director and Chief Financial Officer are authorized to sign the annual management representation letter provided by the accountant.

# SUWANNEE RIVER WATER MANAGEMENT DISTRICT GOVERNING BOARD DIRECTIVE

Policy Number: GBD21-0004

Date Approved: July 13, 2021

Subject: Delegation of Expenditure Authority for the  
Executive Director

Approval:



\_\_\_\_\_  
Virginia Johns, Chair

\_\_\_\_\_  
Charles Keith, Secretary/Treasurer

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## 1.0 Reference to Prior Policy

Supersedes Governing Board Directive GBD13-0002.

## 2.0 Purpose and Intent

The purpose of this Directive is to authorize the Executive Director to enter into service contracts and equipment purchase contracts for an amount not to exceed \$50,000 per expenditure. The intent of this Directive is to provide for efficient implementation of District priorities.

## 3.0 Definitions

None

## 4.0 Elements of Policy

### Delegation

The Governing Board hereby delegates authority to the Executive Director to enter into service contracts and equipment purchase contracts for an amount not to exceed \$50,000 per expenditure. All expenditures pursuant to this delegation must be consistent with the adopted budget.

## 5.0 Authority

Section 373.553(1), Florida Statutes.