

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

**GoTo Webinar Link:** <https://attendee.gotowebinar.com/register/7622570394625967371>

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

Open to Public

November 8, 2022  
9:00 a.m.

Eagle Lake Conference Center at Nutrien  
16071 SE 78<sup>th</sup> Place  
White Springs, FL 32096

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 - October 11, 2022 Board Meeting and Workshops Minutes
  - Agenda Item No. 10 - September 2022 Financial Report
  - Agenda Item No. 19 - Task Work Assignment 19/20-064.007 with Wetland Solutions Inc
  - Agenda Item No. 20 - Amendment to Contract 21/22-195 with Shenandoah Dairy, Inc., Suwannee County
  - Agenda Item No. 27 - Florida Department of Environmental Protection Monitoring Grant AT014
  - Agenda Item No. 28 - Governing Board Directive Number 22-0004, Delegation of Expenditure Authority for the Executive Director
  - Agenda Item No. 29 - Governing Board Directive Number 22-0005, Finance Directive

Page 6

6. October 11, 2022 Governing Board Meeting and Workshops 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

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

*Administration*

BCS Page 1 9. Land Acquisition and Disposition Activity Report

*Finance*

BCS Page 4 10. September 2022 Financial Report – **Recommend Consent**

BCS Page 9 11. Fiscal Year 2021 - 2022 Budget Modifications

*Human Resources*

BCS Page 11 12. Employee Health Care Insurance Coverages for Calendar Year 2023

*Resource Management*

BCS Page 14 13. Permitting Summary Report

BCS Page 18 14. Variance Request, Wainwright Property Master Drainage Plan, Suwannee County

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

*Outreach and Operations*

No Items

*Land Management*

OPS Page 1 15. District Land Management and Twin Rivers State Forest Activity Summary

OPS Page 4 16. Contract with M.A. Rigoni, Inc. for the Dedan Loop #1 / Mud Swamp Timber Sale

*Hydrologic Data Services*

OPS Page 6 17. Agricultural Water Use Monitoring Report

**WATER RESOURCES**  
**Amy Brown, Deputy Executive Director**

18. Water Resources Division Updates

*Agriculture and Environmental Projects*

WR Page 1 19. Task Work Assignment 19/20-064.007 with Wetland Solutions Inc. – **Recommend Consent**



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

Definitions:

- "Lobbies" is defined as seeking to influence a district policy or procurement decision or an attempt to obtain the goodwill of a district official or employee. (112.3261(1)(b), Florida Statutes [F.S.]
- "Lobbyist" is a person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying, or a person who is principally employed for governmental affairs by another person or governmental entity to lobby on behalf of that other person or governmental entity. (112.3215(1)(h), F.S.)

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

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

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

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

November 8, 2022  
Following Board Meeting

Eagle Lake Conference Center at Nutrien  
16071 SE 78<sup>th</sup> Place  
White Springs, FL 32096

- Fiscal Year 2023-2024 Preliminary Budget Presentation

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

**GoTo Webinar Link:** <https://attendee.gotowebinar.com/register/253878760245535500>

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

Open to 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 as if set out in full herein and are filed in the permanent files of the District.

October 11, 2022  
9:00 a.m.

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	Vacant		-	-
Coastal River Basin	Richard Schwab	Vice Chair	X	
Lower Suwannee Basin	Larry K. Thompson		X	
Santa Fe & Wacc. Basins	William Lloyd		X	
Upper Suwannee Basin	Larry Sessions		X	
At Large	Virginia H. Johns	Chair	X	
At Large	Charles Keith	Sec./Treas.	X	
At Large	Harry Smith		X	
At Large	Vacant		-	-

**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	Tim Alexander	X	
Deputy Executive Director	Amy Brown	X	
Executive Office & Board Coordinator	Robin Lamm	X	

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

Agenda Item No. 4 – Public Comment.

- Staci Greco, Alachua County Environmental Protection Department – Support of the alternative water supply grant funding recommendation on Board agenda

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

- Agenda Item No. 6 - September 13, 2022 Governing Board Meeting, First Public Hearing on Fiscal Year 2022-2023 Millage and Budget Minutes, September 26, 2022 Workshops, and Final Public Hearing on Fiscal Year 2022-2023 Millage and Budget Minutes
- Agenda Item No. 10 - August 2022 Financial Report
- Agenda Item No. 11 - Insurance Broker Services

- Agenda Item No. 17 - Hydrological and Road Maintenance Field Supplies for Fiscal Year 2022-2023
- Agenda Item No. 19 - Contract with Gulf Forestry LLC, for the Adams Tract #4 Timber Sale
- Agenda Item No. 20 - Contract with Williams Timber Inc., for the Natural Well Branch #3 Timber Sale
- Agenda Item No. 24 - Task Work Assignment 19/20-078.006 with Vanasse Hangen Brustlin, Inc.
- Agenda Item No. 25 - Task Work Assignment 19/20-041.020 with Wood Environment & Infrastructure Solutions, Inc.

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

Agenda Item No. 6 – September 13, 2022 Governing Board Meeting, First Public Hearing on Fiscal Year 2022-2023 Millage and Budget Minutes, September 26, 2022 Workshops, and Final Public Hearing on Fiscal Year 2022-2023 Millage and Budget Minutes. Approved on Consent.

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

- A. Robbie McKinney, Manager, Office of Water Resources, gave a presentation of hydrologic conditions of the District.
- B. Cooperating Agencies and Organizations. None

### **GOVERNING BOARD LEGAL COUNSEL**

Agenda Item No. 8 – Legal Activities Update. Tom Reeves, Board Legal Counsel, updated the Board on the following:

- Ashish Thakor Mediation
- Jeff Hill Case
- Florida Springs Council Appeal

### **BUSINESS AND COMMUNITY SERVICES**

#### Administration

Agenda Item No. 9 – Land Acquisition and Disposition Activity Report. This report was provided as an informational item in the Board materials.

Steve Schroeder, Chief, Office of Administration, updated the Board on the closing of RO Ranch and thanked Alachua Conservation Trust for assistance in the closing.

#### Finance

Agenda Item No. 10 – August 2022 Financial Report. Approved on Consent.

#### Human Resources

Agenda Item No. 11 – Insurance Broker Services. Approved on Consent.

Lisa Cheshire, Chief, Office of Human Resources, introduced Tyson Johnson, Gallagher and Associates, to update the Board on staff health insurance renewal recommendation coming before the Board in November.

### Resource Management

Agenda Item No. 12 – Permitting Summary Report. This report was provided as an informational item in the Board materials.

Ashley Stefanik, Chief, Office of ERP and Environmental Compliance, provided an update on the Woodborough North (formerly Turkey Creek) Subdivision complaints that the Board has heard public comment on in the past several months. Mrs. Stefanik gave a history of the project and a timeline of the Notice of Violation actions.

Greg Bailey, North Florida Professional Engineers, provide comments to the Board regarding the status of the corrections being made.

MOTION MADE BY SCHWAB, SECONDED BY THOMPSON TO ALLOW THE SUBDIVISION TO BE IN COMPLIANCE BY DECEMBER 31, 2022.

Agenda Item No. 13 – Renewal of Water Use Permit 2-123-216141-5, Foley Cellulose, LLC, Taylor County. Warren Zwanka, Director, Resource Management Division, presented this item to the Board.

MOTION WAS MADE BY SMITH, SECONDED BY SCHWAB TO APPROVE THE ITEM. MOTION CARRIED UNANIMOUSLY.

Mr. Schwab introduced Chet Thompson, Foley Cellulose, LLC, to the Board.

## **OUTREACH AND OPERATIONS**

### Communications and Outreach

Agenda Item No. 14 – Fiscal Year 2022/2023 Communications Plan Presentation. Troy Roberts, Manager, Outreach and Operations, provided a powerpoint presentation.

### Land Management

Agenda Item No. 15 - 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. 16 - Prescribed Fire and Vegetation Management Services for Fiscal Year 2022-2023. Katelyn Potter, Director, Outreach and Operations, presented this item to the Board.

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

Agenda Item No. 17 – Hydrologic and Road Maintenance Field Supplies for Fiscal Year 2022-2023. Approved on Consent.

Agenda Item No. 18 – Dispersed Recreation Maintenance and Road Mowing Services for Fiscal Year 2022-2023. Mrs. Potter presented this item to the Board.

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

Agenda Item No. 19 – Contract with Gulf Forestry LLC, for the Adams Tract #4 Timber Sale. Approved on Consent.

Agenda Item No. 20 – Contract with Williams Timber Inc., for the Natural Well Branch #3 Timber Sale. Approved on Consent.

#### Hydrologic Data Services

Agenda Item No. 21 – Agricultural Water Use Monitoring Report. This report was provided as an informational item in the Board materials.

### **WATER RESOURCES**

Agenda Item No. 22 – Water Resources Division Updates. Amy Brown, Deputy Executive Director, provided updates to the Board.

#### Agriculture and Environmental Projects

Agenda Item No. 23 – Agreements with the Florida Department of Environmental Protection and Local Cooperative Entities to Receive Alternative Water Supply Grant Funds. Leroy Marshall, Chief Professional Engineer, Office of Agriculture and Environmental Projects, presented this item to the Board.

MOTION WAS MADE BY THOMPSON, SECONDED BY KEITH TO APPROVE THE ITEM. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 24 – Task Work Assignment 19/20-078.006 with Vanasse Hangen Brustlin, Inc. Approved on Consent.

#### Minimum Flows and Levels

Agenda Item No. 25 – Task Work Assignment 19/20-041.020 with Wood Environment & Infrastructure Solutions, Inc. Approved on Consent.

Agenda Item No. 26 – 2022 Priority List for Establishment of Minimum Flows and Minimum Water Levels. Sean King, Chief, Office of Minimum Flows and Minimum Water Levels, presented this item to the Board.

MOTION WAS MADE BY SCHWAB, SECONDED BY SMITH TO APPROVE THE ITEM. MOTION CARRIED UNANIMOUSLY.

#### Water Supply

Agenda Item No. 27 – Five-Year Water Resource Development Work Program Report. Emily Ducker, Chief, Office of Water Resources, presented this item to the Board.

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

Water Resources

No Items

**EXECUTIVE OFFICE**

Agenda Item No. 28 - Announcements. Mr. Thomas updated the Board on District activities and thanked District staff for assistance at the Emergency Operations Center in Tallahassee.

Paul Still provide public comments regarding Edwards Bottomlands Project concerns and Lake Sampson MFL being dropped from the MFL list.

Agenda Item No. 29 - Governing Board Comments. None

Agenda Item No. 30 - Adjournment. Meeting adjourned at 11:32 a.m.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_

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

Workshop began at 11:40 a.m.

IFAS – Precision Agriculture Program Presentation

Dr. Sadeep Singh, UF/IFAS, provided a powerpoint presentation to the Board regarding the Precision Agriculture program at the North Florida Research and Education Center.

Agriculture Cost-Share Discussion

Mr. Marshall provided a powerpoint presentation on the Agriculture Cost-Share program and updates to the directive to provide clarification to the criteria regarding program eligibility for the intent of the program.

Workshop adjourned at 2:40 p.m.

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: October 28, 2022  
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**

Property Offers	Owner	Tract	Acres	County	Submittal Date	Asking Price	Acquisition Type	Comments
Approved for Detailed Assessment								
Owner	Project Name	Acres	County	Submittal Date	Asking Price	Acquisition Type	Comments	Comments
McB-Pinehatchee	Steinhatchee North/ RO Ranch West-Equestrian	2950/1,277	Lafayette		Exchange	Exchange - Fee for Fee	Approved by Governing Board (GB) 11.12.2019. Final exchange offer approved by GB 4.13.21. Request for GB approval of contract by GB 9.14.2021 for survey approved to obtain a metes and bounds/sketch for McB property. 12.14.21 Survey has commenced. Exchange agreement being reviewed by District legal counsel. McB-Pinehatchee is reviewing the exchange agreement as of 12.28.21. Survey complete. Exchange agreement remains under review by McB-Pinehatchee. 3.14.21 negotiations continuing regarding District access easement and some other minor issues. Exchange agreement revisions being reviewed by District legal counsel. Final changes to exchange agreement being reviewed by McB-Pinehatchee. On June GB Agenda for final resolution. Resolution approved at June GB. Forwarded to Reeves for closing. Closing in process. Surveys delivered to closing agent 7.29.22. Closing tentatively scheduled for 9.23.22. Closing was post-poned due to Hurricane Ian but closed on October 7, 2022. Staff is doing ground work with exchange partner for final close out. <b>COMPLETE.</b>	
Camp and Abel	Camp and Abel	266	Hamilton	09.23.20	\$948,000	Fee	Approved for detailed assessment and negotiations 12.8.20. Property being tasked to NFLT for negotiation and assessment. Transaction will be processed in house and not contracted. ESA Phase 1 ordered. Appraisal ordered. Delayed completion due to flooding. ESA Phase 1 site visit scheduled 5.18.2022. ESA report received and reported no concerns. Appraisal pending.	
Pfleiger	Riverbend Estates	1.1	Dixie	03.20.20	\$11,000/Possible exchange	Fee	Staff recommendation to proceed with detailed assessment and negotiations. Approved by LC on 6.9.20. Approved by GB on 7.14.20. In discussions with Offeror to exchange for Timber-River parcel in Madison County. Offeror has tentatively agreed to exchange. Draft contract submitted to Counsel for review on 3.21. Awaiting additional guidance from Counsel regarding appraisals. Contract revised and submitted to Pfleiger. Staff will order an ESA Phase 1 and appraisal of the Riverbend property. Pfleiger will order an appraisal on the District land in Timber River. Signed contract received from Pfleiger to be submitted for GB Chair signature. Satisfactory Phase 1 ESA was received. Appraisal in process. Final exchange approved by LC 1.11.22. . Approved by GB 2.8.22. Will proceed to closing. Pending Closing. Closing in process.	
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 LC on 12.12.2019. Approved by GB on 1.14.20. 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. CE submitted for legal review 3.3.21. Legal comments received. Revised CE submitted to ACT for review on 6.9.21. Final revisions being made to CE language; expect completion before 7.31.21. Additional revisions submitted after conference with ACT; being reviewed internally. Terms of CE have been agreed to. Moving towards final closing. Final documents pending with ACT for signature. Pending closing. CE Closing scheduled for 9.23.22. Closed on 10.14.22 <b>COMPLETE.</b>	
Florida Department of Transportation	Quail Heights	40.63	Columbia		\$651,105	Fee	Staff review on 8.8.19 recommended purchase in partnership with FDOT. Approved by LC on 2.11.20. Approved by GB 3.10.20. Submitted for Springs Grant funding but not obtained for FY 20. Property acquired by FDOT on 9.10.20. LC approved contribution to acquisition costs 11.10.20. GB approved on consent agenda 12.8.20. FDOT contract completed. Resolution for acquisition on GB agenda 5.11.21 and was approved. 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 referred after due diligence. Staff is working on obtaining appropriate surveys and negotiating agreement with Columbia County. Interlocal agreement being drafted with Columbia County. Survey received from Columbia County. Determining next steps for completion of transaction. Staff met with County representatives 9.13.22 - MOA should be completed by 10.1.22. Still awaiting MOA from County.	
Harpo Holdings, Inc.	Rio Lindo/Ross Preserve Conservation Easement	313	Gilchrist	10.2.20	TBD based on appraisal	Conservation Easement	Staff recommendation to proceed with detailed assessments and negotiations was approved by GB agenda 1.12.21. CE terms being negotiated and under review by District Legal Counsel. CE terms in ongoing negotiations. CE terms agreed to. Seller is obtaining appraisal. Appraisal received. Proposed final agreement to GB in July. Resolution 2022-05 approved by Governing Board July 2022. Will finalize easement and proceed to closing. ESA Phase 1 being conducted. ESA Phase 1 complete and satisfactory. Sent to title agent for closing. Closed 9.30.22. Documents recorded subsequent to that date. <b>COMPLETE.</b>	
Lasky	Lasky	351.74	Gilchrist	11.2020	\$855,000	Fee	Approved for detailed assessment and negotiation by GB 4.13.21. Phase 1 ESA report received. No issues noted. Appraisal complete. Negotiations underway with owner. Offer submitted to owner 1.18.22. Potential agreed price of \$770,000 subject to GB approval. Resolution on Agenda for 4.12.22. Approved by GB. Seller is clearing up title issues to get contract completed. Seller has received title report. Working on clearing title. Title issue resolved. Contract being prepared. Contract pending legal review and approval. Sellers title agent completing title search. Closing to occur before 9.30.22. Closing delayed due to Sellers not providing all required information to closing agent. Awaiting legal documentation of authority to sell from Offerors. Anticipate closing prior to 10.31.22	
Rayonier	Lake Sampson (Rayonier)	30+/-	Bradford	District Initiated	TBD	Fee	Submitted to LC on 5.11.21 to be funded through FDEP grant; acquisition if AWS project related. Approved by LC. On GB Agenda for 6.8.21 and was approved. TWA opened with NFLT for negotiations with Rayonier. Negotiations continuing. Negotiations have not been fruitful. Will likely terminate in September 2022. Contract terminated. Awaiting final activity report from NFLT.	
Bierman	Luken's tract exchange	1 acre	Levy	8.2021	Exchange	Fee for Fee	10.12.21 LC approved staff moving forward with exchange negotiations. LC recommendation approved by GB 11.11.21. Survey completed for 1 acre parcel District will receive. Exchange agreement being reviewed by District's legal counsel. Revised Agreement being reviewed by Bierman. New 1 acre tract has been created with Property Appraiser and Deed recorded to facilitate trade. Legal description of District land being verified.	
Waldo Tree Farm, LLC	Waldo Tree Farm	38 +/-	Alachua	5.10.22	TBD based on appraisal	Fee	8.9.22 Lands Committee authorized staff to expend not more than \$5,000 to acquire an appraisal and negotiate a price with the sellers. Recommended acquisition price to be presented to Lands Committee when available for further approval and recommendations to the Governing Board. Quotes pending for appraisal.	

**Proposed for Surplus**

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

**Authorized for Surplus**

Tract	Acres	County	Acquired Date	Funding	Appraisal Date	Price	Comments
Forest Woodlands	11	Gilchrist	10.11.1996	Save Our Rivers	TBD	To be determined by appraisal.	Staff recommended for surplus. Approved by Lands Committee (LC) on 10.10.19. Approved by Governing Board (GB) 11.12.19. 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 LC on 4.14.20. Approved by GB 5.12.20. Offered for sale to adjacent owners, two offers received. Approved by LC 8.11.20 to accept highest offer. Withdrawn from GB on 9.8.20. Being resubmitted to LC for its 9.21.20 meeting for staff recommendation to reject all offers and offer for sale to the general public. GB approved LC recommendation on 10.13.20. 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 LC 7.9.19. Approved by GB 8.13.19. Adjacent Property owners notified, responses/bids with appraisals due 4.15.20. 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 LC 7.9.19. Approved by GB 8.8.19. Adjacent Property owners notified, responses/bids with appraisals due 4.15.20. Two offers received, highest offer approved by LC 6.9.20. On GB agenda for 7.14.20 and approved. Contract being drafted.
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 GB.
Newberry Wellfield	58.66	Alachua	1.11.2000	P-2000	N/A	\$0	3.9.21 LC recommended surplus and conveyance to the City of Newberry with specified conditions. Approved by GB 4.13.21. Conveyance documents being drafted for legal review. Conveyance on hold pending resolution of issues relating to timber operations by the District. Timber operations underway. Once complete, transaction will be closed.

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: October 28, 2022

RE: September 2022 Financial Report

**RECOMMENDATION**

Approve the September 2022 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  
September 2022**

<b>Financial Institution/Account</b>	<b>Monthly Interest</b>	<b>Interest Rate %</b>	<b>Closing Balance</b>
First Federal Permit Fee	\$0.00		\$3,735.70
First Federal Accounts Payable	\$0.00		\$35,000.00
First Federal EFT Disbursements	\$0.00		\$0.00
First Federal Depository	\$569.82	0.09%	\$634,442.55
Special Purpose Investment Account (SPIA)*	<u>\$34,153.25</u>	1.01%	<u>\$41,567,133.59</u>
TOTAL	<u><u>\$34,723.07</u></u>		<u><u>\$42,240,311.84</u></u>

\*SPIA is part of the Treasury Investment Pool administered by Florida Department of Financial Services.

**Suwannee River Water Management District**  
**Statement of Sources and Uses of Funds**  
**For the Month ending September 30, 2022**  
(Unaudited)

<b>Sources</b>	<b>Current Budget</b>	<b>Actuals Through 9/30/2022</b>	<b>Variance (Under)/Over Budget</b>	<b>Actuals As A % of Budget</b>
Ad Valorem Property Taxes	\$ 6,233,836	\$ 6,461,481	\$ 227,645	103.7%
Intergovernmental Revenues	\$ 40,025,263	\$ 13,439,445	\$ (26,585,818)	33.6%
Interest on Invested Funds	\$ 130,000	\$ 316,241	\$ 186,241	243.3%
License and Permit Fees	\$ 163,000	\$ 277,774	\$ 114,774	170.4%
Other	\$ 1,000,000	\$ 2,721,957	\$ 1,721,957	272.2%
Fund Balance <sup>1</sup>	\$ 12,090,274	\$ 3,060,739	\$ (9,029,535)	25.3%
<b>Total Sources</b>	<b>\$ 59,642,373</b>	<b>\$ 26,277,637</b>	<b>\$ (33,364,736)</b>	<b>44.1%</b>

<b>Uses</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>
Water Resources Planning and Monitoring	\$ 12,132,696	\$ 6,101,389	\$ 5,047,654	\$ 983,653	50%	92%
Acquisition, Restoration and Public Works	\$ 37,432,257	\$ 11,092,742	\$ 19,075,446	\$ 7,264,069	30%	81%
Operation and Maintenance of Lands and Works	\$ 6,260,432	\$ 3,955,245	\$ 753,505	\$ 1,551,682	63%	75%
Regulation	\$ 1,902,609	\$ 1,465,756	\$ 45,958	\$ 390,896	77%	79%
Outreach	\$ 195,233	\$ 199,726	\$ -	\$ (4,493)	102%	102%
Management and Administration	\$ 1,719,146	\$ 1,528,808	\$ 60,971	\$ 129,368	89%	92%
<b>Total Uses</b>	<b>\$ 59,642,373</b>	<b>\$ 24,343,665</b>	<b>\$ 24,983,533</b>	<b>\$ 10,315,175</b>	<b>41%</b>	<b>83%</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, contracts, and task work assignments.

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

This financial statement is prepared as of September 30, 2022 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 9/30/2022**

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<b><u>Report Recap -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	9,777,453	0	7,526,836
LOCAL REVENUES	86,480	0	86,480
STATE REVENUES	11,933,703	0	35,980,783
FEDERAL REVENUES	1,419,262	0	3,958,000
FUND BALANCE UTILIZATION	3,060,739	0	12,090,274
<b>TOTAL REVENUES</b>	<b>26,277,637</b>	<b>0</b>	<b>59,642,373</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	6,329,250	0	6,923,044
CONTRACTUAL SERVICES	8,612,892	13,085,470	20,845,400
OPERATING EXPENDITURES	1,065,571	104,059	1,903,500
OPERATING CAPITAL OUTLAY	68,270	6,763	313,044
FIXED CAPITAL OUTLAY	2,162,565	173,743	5,251,000
INTERAGENCY EXPENDITURES	6,105,117	11,613,498	24,406,385
<b>TOTAL EXPENDITURES</b>	<b>24,343,665</b>	<b>24,983,533</b>	<b>59,642,373</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>1,933,972</b>	<b>(24,983,533)</b>	<b>0</b>
<b><u>General Fund -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	6,998,133	0	5,300,069
LOCAL REVENUES	86,480	0	86,480
STATE REVENUES	2,740,000	0	2,740,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	1,789,672
<b>TOTAL REVENUES</b>	<b>9,824,613</b>	<b>0</b>	<b>9,916,221</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	4,744,779	0	5,297,558
CONTRACTUAL SERVICES	901,685	623,405	2,228,502
OPERATING EXPENDITURES	587,596	79,907	1,057,573
OPERATING CAPITAL OUTLAY	31,295	5,943	200,608
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	753,574	169,220	1,131,980
<b>TOTAL EXPENDITURES</b>	<b>7,018,929</b>	<b>878,475</b>	<b>9,916,221</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>2,805,684</b>	<b>(878,475)</b>	<b>0</b>
<b><u>Land Management Operations -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	2,346,397	0	2,151,767
LOCAL REVENUES	0	0	0
STATE REVENUES	2,130,119	0	2,290,119
FEDERAL REVENUES	16,000	0	40,000
FUND BALANCE UTILIZATION	0	0	2,323,546
<b>TOTAL REVENUES</b>	<b>4,492,516</b>	<b>0</b>	<b>6,805,432</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	768,785	0	827,736
CONTRACTUAL SERVICES	2,109,500	493,296	3,129,898
OPERATING EXPENDITURES	448,649	24,152	773,927
OPERATING CAPITAL OUTLAY	36,976	820	112,436
FIXED CAPITAL OUTLAY	527,259	173,743	1,251,000
INTERAGENCY EXPENDITURES	601,660	200,967	710,435
<b>TOTAL EXPENDITURES</b>	<b>4,492,829</b>	<b>892,978</b>	<b>6,805,432</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(313)</b>	<b>(892,978)</b>	<b>0</b>

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**FOR 9/30/2022**

	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	2,189,035	0	5,653,970
<b>TOTAL REVENUES</b>	<b>2,189,035</b>	<b>0</b>	<b>5,653,970</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	1,614,907	1,727,046	2,050,000
OPERATING EXPENDITURES	0	0	30,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	574,128	1,339,573	3,573,970
<b>TOTAL EXPENDITURES</b>	<b>2,189,035</b>	<b>3,066,619</b>	<b>5,653,970</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>0</b>	<b>(3,066,619)</b>	<b>0</b>
<b><u>State Special Revenue -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	432,923	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	7,063,584	0	30,950,664
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	871,704	0	2,323,086
<b>TOTAL REVENUES</b>	<b>8,368,211</b>	<b>0</b>	<b>33,273,750</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	804,083	0	781,750
CONTRACTUAL SERVICES	2,582,706	6,540,924	9,484,000
OPERATING EXPENDITURES	27,937	0	36,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	1,635,306	0	4,000,000
INTERAGENCY EXPENDITURES	4,152,955	9,891,139	18,972,000
<b>TOTAL EXPENDITURES</b>	<b>9,202,987</b>	<b>16,432,063</b>	<b>33,273,750</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(834,776) *</b>	<b>(16,432,063)</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	1,403,262	0	3,918,000
FUND BALANCE UTILIZATION	0	0	0
<b>TOTAL REVENUES</b>	<b>1,403,262</b>	<b>0</b>	<b>3,993,000</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	11,603	0	16,000
CONTRACTUAL SERVICES	1,404,094	3,700,800	3,953,000
OPERATING EXPENDITURES	1,388	0	6,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	22,800	12,600	18,000
<b>TOTAL EXPENDITURES</b>	<b>1,439,885</b>	<b>3,713,400</b>	<b>3,993,000</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(36,623) *</b>	<b>(3,713,400)</b>	<b>0</b>
<i>*To be reimbursed by Federal Grants</i>			

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Christina Green, Budget Manager, Office of Finance  
THRU: Tim Alexander, Deputy Executive Director, Business and Community Services  
DATE: October 28, 2022  
RE: Fiscal Year 2021 - 2022 Budget Modifications

**RECOMMENDATION**

Authorize budget modifications to the Fiscal Year 2021 - 2022 Adopted Budget.

**BACKGROUND**

District procedures allow for budget modifications for transactions that do not change the original intent of the approved budget. These modifications will not increase or decrease the total District budget.

Based on actual expenditures in Fiscal Year 2021 - 2022 (FY 22), changes are requested to properly align expenditures with actuals. Modifications include salaries and benefits, contractual services, and interagency expenditures within and across programs, funds, and projects.

The attached Budget Modification Report includes budget modifications to the FY 22 Adopted Budget by fund and expense category.

CG/tm  
Attachment

Suwannee River Water Management District

<b>Amended Budget FY 2021 - 2022</b>	<b>TOTAL BUDGET</b>	<b>GENERAL FUND</b>	<b>CHANGE</b>	<b>AMENDED GENERAL FUND</b>	<b>STATE SPECIAL REVENUE FUND</b>	<b>CHANGE</b>	<b>AMENDED STATE SPECIAL REVENUE FUND</b>	<b>FEDERAL SPECIAL REVENUE FUND</b>	<b>CHANGE</b>	<b>AMENDED FEDERAL SPECIAL REVENUE FUND</b>
<b>Revenues</b>										
District Revenue	\$ 7,526,836	\$ 5,375,069	\$ -	\$ 5,375,069	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Revenue	86,480	86,480	-	86,480	-	-	-	-	-	-
State Revenue	35,980,783	2,740,000	-	2,740,000	30,950,664	-	30,950,664	-	-	-
Federal Revenue	3,958,000	-	-	-	-	-	-	3,918,000	-	3,918,000
<b>Total Revenues</b>	<b>\$ 47,552,099</b>	<b>\$ 8,201,549</b>	<b>\$ -</b>	<b>\$ 8,201,549</b>	<b>\$ 30,950,664</b>	<b>\$ -</b>	<b>\$ 30,950,664</b>	<b>\$ 3,918,000</b>	<b>\$ -</b>	<b>\$ 3,918,000</b>
Transfers In	75,000		-	-	-	-	-	75,000	-	75,000
Transfers Out	(75,000)	(75,000)	-	(75,000)	-	-	-	-	-	-
Fund Balance Utilization	12,090,274	1,789,672	-	1,789,672	2,323,086	-	2,323,086	-	-	-
<b>TOTAL REVENUES, TRANSFERS &amp; FUND BALANCE UTILIZATION</b>	<b>\$ 59,642,373</b>	<b>\$ 9,916,221</b>	<b>\$ -</b>	<b>\$ 9,916,221</b>	<b>\$ 33,273,750</b>	<b>\$ -</b>	<b>\$ 33,273,750</b>	<b>\$ 3,993,000</b>	<b>\$ -</b>	<b>\$ 3,993,000</b>
<b>Expenditures</b>										
Salaries & Benefits	6,923,044	5,270,138	(30,000)	5,240,138	809,170	30,000	839,170	16,000	-	16,000
Contractual Services	20,833,400	2,228,502	30,000	2,258,502	9,484,000	(30,000)	9,454,000	3,953,000	(12,000)	3,941,000
Operating Expenditures	1,903,500	1,057,573	-	1,057,573	36,000	-	36,000	6,000	-	6,000
Operating Capital Outlay	313,044	200,608	-	200,608	-	-	-	-	-	-
Fixed Capital Outlay	5,251,000	-	-	-	4,000,000	-	4,000,000	-	-	-
Interagency Expenditures	24,418,385	1,131,980	-	1,131,980	18,972,000	-	18,972,000	18,000	12,000	30,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 59,642,373</b>	<b>\$ 9,888,801</b>	<b>\$ -</b>	<b>\$ 9,888,801</b>	<b>\$ 33,301,170</b>	<b>\$ -</b>	<b>\$ 33,301,170</b>	<b>\$ 3,993,000</b>	<b>\$ -</b>	<b>\$ 3,993,000</b>

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Lisa Cheshire, Chief, Office of Human Resources

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

DATE: October 27, 2022

RE: Employee Health Care Insurance Coverages for Calendar Year 2023

**RECOMMENDATION**

Approve the renewal of the employee vision, dental, group term life, and long-term disability and health insurance coverages with the District absorbing 75% of the premium increase for calendar year 2023.

**BACKGROUND**

The District's current health insurance program is with Florida Blue and is a fully insured plan offering a package of plan options similar to the structure available to employees of the State of Florida. The District has historically offered three health plans from which employees can choose:

1. A traditional Preferred Provider Organization (PPO) plan with a Health Reimbursement Account.
2. A traditional Health Maintenance Organization (HMO) plan with a Health Reimbursement Account.
3. A consumer-driven, high-deductible plan with a Health Savings Account.

Prior to renewing the plan, Florida Blue indicated that the renewal rates for the current program would increase significantly, between 50% to 60% based on current enrollment. Conversely, previous annual increases have averaged 3.2% over the last five years. In light of this, staff issued a formal request for proposals for group health care insurance in an attempt to reduce costs and/or improve coverage.

After receiving and evaluating proposals (including declination letters from some carriers), the District's Selection Committee selected Florida Blue and instructed its broker/consultant, Gallagher Benefit Services, Inc., to attempt to further negotiate plans and rates in order to reduce costs while maintaining competitive benefits. The final result of those negotiations is an average rate increase of 23% to the current plans. Additionally, two new HMO plans will be offered through Florida Blue that provide reduced benefits and therefore a slightly reduced premium.

Staff considered three scenarios based on the negotiated rates. A detailed breakdown of the cost scenarios is included in the attachment. These scenarios were created based on enrollment of all 68 full-time employees.

Scenario 1 - District absorbs 100% of the rate increases which represents approximately \$277,524 or 21.9%. The approximate total cost to the District would be \$1,543,658.

Scenario 2 - District absorbs 75% of the rate increases which would represent approximately \$210,420 or 16.6%. The total cost to the District would be approximately \$1,476,554. Employee annual premium costs would increase depending on the plan selected. The range of potential increases include: 1) Employee Only: \$269 to \$506, 2) Employee and Spouse: \$389 to \$917, 3) Employee and Child: \$863 to \$1,392, and 4) Family: \$1,016 to \$1,809.

Scenario 3 - District absorbs 50% of the rate increases which would represent approximately \$143,316 or 11.3%. The total cost to the District would be approximately \$1,409,451. Employee annual premium costs would increase depending on the plan selected. The range of potential increases include: 1) Employee Only: \$594 to \$1,012, 2) Employee and Spouse: \$1,199 to \$1,833, 3) Employee and Child: \$1,818 to \$2,783, and 4) Family: \$2,361 to \$3,617. In order to absorb a portion of adverse financial impact on existing employees, and remain competitive with benefits in the marketplace, staff recommends the Governing Board approve Scenario 2 for the District to absorb 75% of the rate increase.

The Fiscal Year 2022-2023 Adopted Budget includes a 10% increase in health insurance rates. The estimated costs for the three scenarios shown above will exceed the budget by \$174,000, \$107,000, or \$40,000, respectively. Costs may vary based on open enrollment choices. The increased rates will be included in the Fiscal Year 2023-2024 Budget.

LMC/kcp  
Attachment

ATTACHMENT

**2023 HEALTH INSURANCE - EMPLOYER PROJECTED COST**

Scenario 1 - District pays 100% of rate increases

Scenario 2 - District and employees split rate increases 75% ER / 25% EE

Scenario 3 - District and employees split rate increases 50% ER / 50% EE

<i>*No rate change</i>			2023 Scenerios		
COVERAGE	CARRIER	2022 Current Rates	District-100%	District-75%	District-50%
Health	Florida Blue	1,066,712	\$ 1,344,236	\$ 1,277,132	\$ 1,210,029
Dental*	Florida Combined Life	52,619	52,619	52,619	52,619
Vision*	Humana	8,285	8,285	8,285	8,285
Life / LTD / ADD*	Standard	27,518	27,518	27,518	27,518
HSA/HRA*		111,000	111,000	111,000	111,000
<b>Total Cost to the District</b>		<b>1,266,134</b>	<b>\$ 1,543,658</b>	<b>\$ 1,476,554</b>	<b>\$ 1,409,451</b>

Assuming 68 FTEs enrolled in current plans

District Projected Cost Increase	\$ 277,524	\$ 210,420	\$ 143,316
% Increase	21.9%	16.6%	11.3%

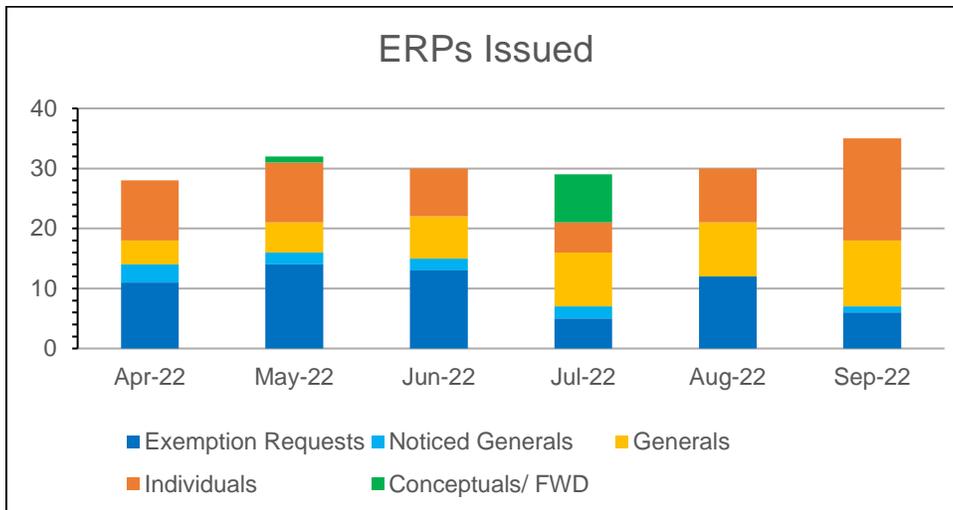
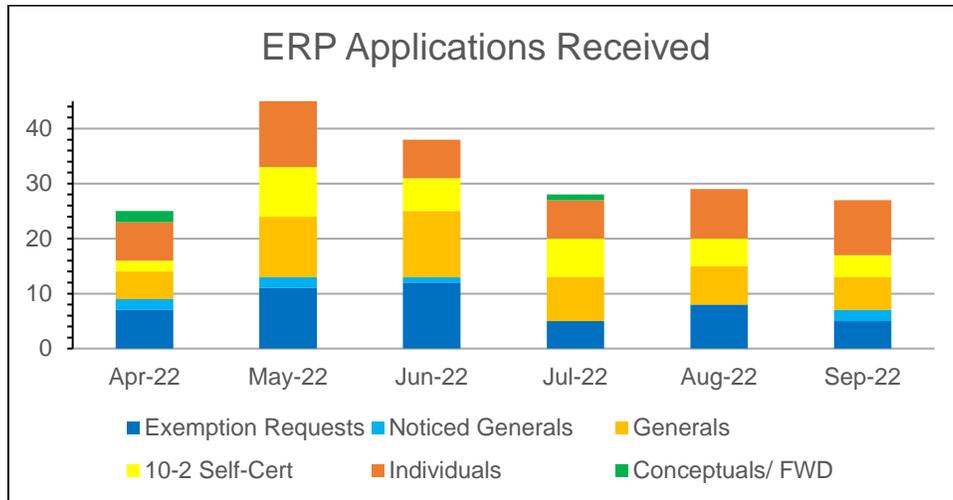
2023 EMPLOYEE SHARE OF HEALTH INSURANCE

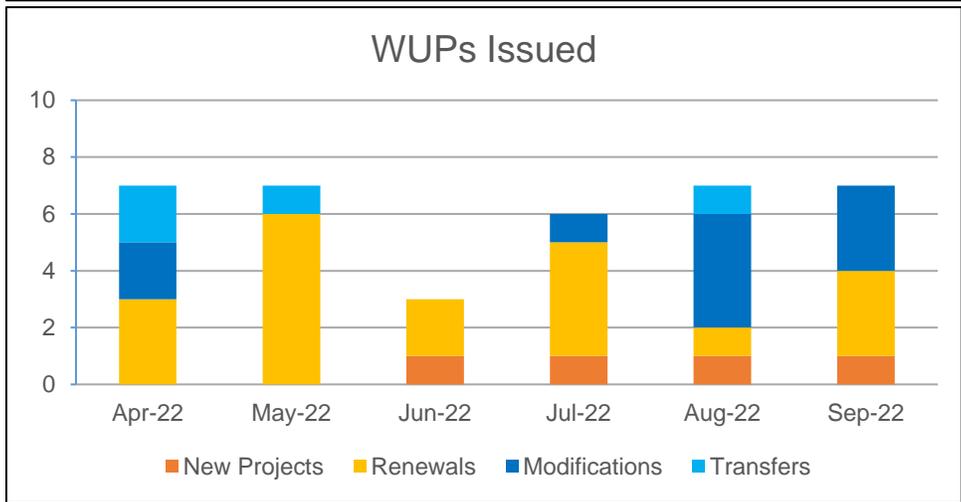
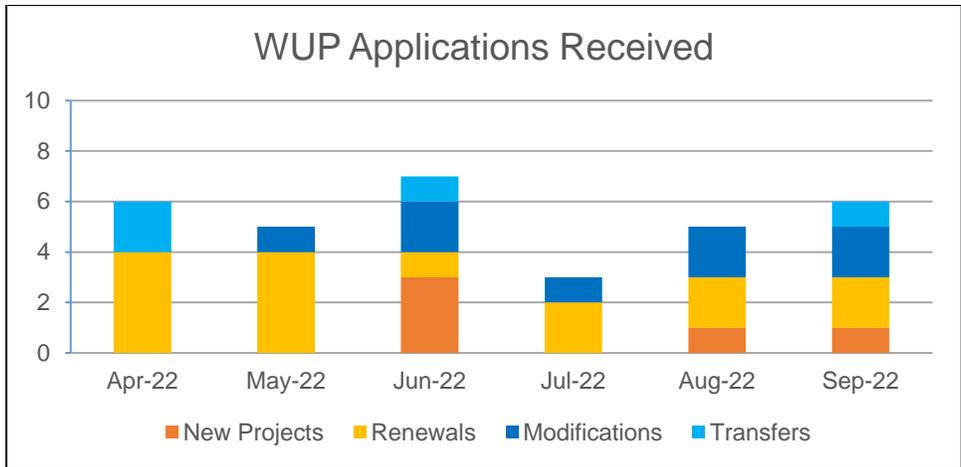
		2023 Employee Share of Health Insurance Premium						
Health Care Plans	Election	2022 Current Employee Share	District-100%	Annual Employee Increase	District-75%	Annual Employee Increase	District 50%	Annual Employee Increase
5192/93 HDPPPO w/ H.S.A.	EE Only	\$ 31.64	\$ 31.64	\$ -	\$ 63.68	\$ 384.42	\$ 95.71	\$ 768.84
	EE & S	\$ 63.26	\$ 63.26	\$ -	\$ 132.59	\$ 831.96	\$ 201.92	\$ 1,663.92
	EE & C	\$ 47.44	\$ 47.44	\$ -	\$ 142.60	\$ 1,141.86	\$ 237.75	\$ 2,283.72
	Family	\$ 105.44	\$ 105.44	\$ -	\$ 233.29	\$ 1,534.20	\$ 361.14	\$ 3,068.40
55 HMO / HRA	EE	\$ 120.76	\$ 120.76	\$ -	\$ 162.91	\$ 505.80	\$ 205.06	\$ 1,011.60
	EE & S	\$ 303.46	\$ 303.46	\$ -	\$ 379.80	\$ 916.08	\$ 456.14	\$ 1,832.16
	EE & C	\$ 233.16	\$ 233.16	\$ -	\$ 349.09	\$ 1,391.10	\$ 465.01	\$ 2,782.20
	Family	\$ 420.30	\$ 420.30	\$ -	\$ 571.00	\$ 1,808.37	\$ 721.70	\$ 3,616.74
05771 PPO / HRA	EE	\$ 87.52	\$ 87.52	\$ -	\$ 125.26	\$ 452.85	\$ 163.00	\$ 905.70
	EE & S	\$ 224.32	\$ 224.32	\$ -	\$ 291.48	\$ 805.86	\$ 358.63	\$ 1,611.72
	EE & C	\$ 171.98	\$ 171.98	\$ -	\$ 277.68	\$ 1,268.43	\$ 383.39	\$ 2,536.86
	Family	\$ 316.56	\$ 316.56	\$ -	\$ 452.44	\$ 1,630.59	\$ 588.33	\$ 3,261.18
132 HDHMO /H.S.A. 133 HDHMO /H.S.A.	EE		\$ 26.82	\$ -	\$ 53.98	\$ 268.09	\$ 81.14	\$ 593.98
	EE & S		\$ 52.92	\$ -	\$ 110.92	\$ 571.92	\$ 168.92	\$ 1,267.91
	EE & C		\$ 39.69	\$ -	\$ 119.29	\$ 862.19	\$ 198.89	\$ 1,817.42
	Family		\$ 88.21	\$ -	\$ 195.16	\$ 1,076.66	\$ 302.12	\$ 2,360.12
47 HMO / HRA	EE		\$ 106.78	\$ -	\$ 144.06	\$ 279.56	\$ 181.33	\$ 726.83
	EE & S		\$ 268.34	\$ -	\$ 335.84	\$ 388.60	\$ 403.35	\$ 1,198.66
	EE & C		\$ 206.17	\$ -	\$ 308.68	\$ 906.27	\$ 411.19	\$ 2,136.37
	Family		\$ 371.66	\$ -	\$ 504.91	\$ 1,015.35	\$ 638.17	\$ 2,614.42

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

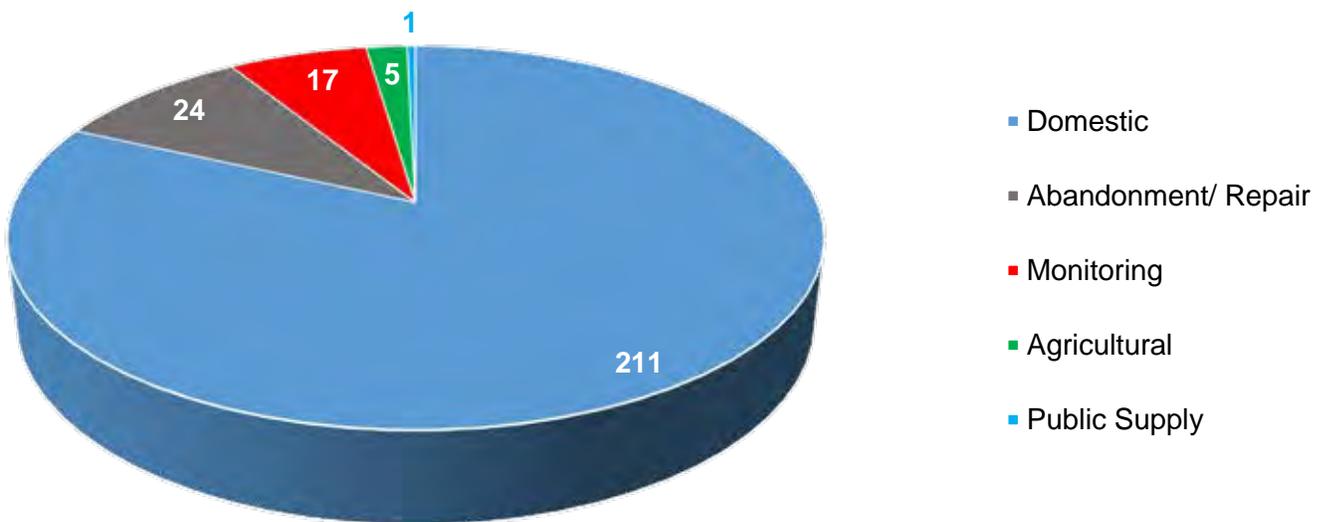
MEMORANDUM

TO: Governing Board  
FROM: Warren Zwanka, Director, Division of Resource Management  
THRU: Tim Alexander, Deputy Executive Director, Business and Community Services  
DATE: October 28, 2022  
RE: Permitting Summary Report





### Water Well Permits Issued - September 2022



**40B-8.121 Lakes Alto and Santa Fe MFLs**

GB Authorized Rulemaking	12/14/2021
Notice of Rule Development	
Public Workshop	12/16/2021
Notice of Proposed Rule	
Notice of Rule Change	
File with DOS	
<b>Effective Date</b>	

**40B-8.121 Lake Hampton MFL**

GB Authorized Rulemaking	1/11/2022
Notice of Rule Development	
Public Workshop	1/26/2022
Notice of Proposed Rule	
Notice of Rule Change	
File with DOS	
<b>Effective Date</b>	

**40B-400.091 ERP Stormwater (AH Vol. II)**

GB Authorized Rulemaking	5/10/2022
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
File with DOS	
<b>Effective Date</b>	

**40B-3.021 Definitions**

GB Authorized Rulemaking	7/12/2022
Notice of Rule Development	8/4/2022
Public Workshop	
Notice of Proposed Rule	8/19/2022
Notice of Correction	9/15/2022
File with DOS	9/28/2022
<b>Effective Date</b>	<b>10/18/2022</b>

**40B-3.035 Materials Incorporated by Ref**

GB Authorized Rulemaking	7/12/2022
Notice of Rule Development	8/4/2022
Public Workshop	
Notice of Proposed Rule	8/19/2022
Notice of Rule Change	9/15/2022
File with DOS	10/20/2022
<b>Effective Date</b>	

**40B-3.051 Exemptions**

GB Authorized Rulemaking	7/12/2022
Notice of Rule Development	8/4/2022
Public Workshop	
Notice of Proposed Rule	8/19/2022
Notice of Correction	9/15/2022
File with DOS	9/28/2022
<b>Effective Date</b>	<b>10/18/2022</b>

**40B-3.101 Content of Application**

GB Authorized Rulemaking	7/12/2022
Notice of Rule Development	8/4/2022
Public Workshop	
Notice of Proposed Rule	8/19/2022
Notice of Correction	9/15/2022
File with DOS	10/20/2022
<b>Effective Date</b>	

**40B-3.201 Permit Fees**

GB Authorized Rulemaking	7/12/2022
Notice of Rule Development	8/4/2022
Public Workshop	
Notice of Proposed Rule	8/19/2022
Notice of Correction	9/15/2022
File with DOS	9/28/2022
<b>Effective Date</b>	<b>10/18/2022</b>

**40B-3.411 Completion Report**

GB Authorized Rulemaking	7/12/2022
Notice of Rule Development	8/4/2022
Public Workshop	
Notice of Proposed Rule	8/19/2022
Notice of Correction	9/15/2022
File with DOS	10/20/2022
<b>Effective Date</b>	

**40B-3.521 Well Seals**

GB Authorized Rulemaking	7/12/2022
Notice of Rule Development	8/4/2022
Public Workshop	
Notice of Proposed Rule	8/19/2022
Notice of Correction	9/15/2022
File with DOS	9/28/2022
<b>Effective Date</b>	<b>10/18/2022</b>

**40B-4.1010 Policy and Purpose**

GB Authorized Rulemaking	4/12/2022
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
File with DOS	
<b>Repealed</b>	

**40B-4.1040 Permits Required**

GB Authorized Rulemaking	4/12/2022
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
File with DOS	
<b>Effective Date</b>	

**40B-4.3035 Minimum O&M Standards**

GB Authorized Rulemaking	4/12/2022
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
File with DOS	
<b>Repealed</b>	

**40B-4.1070 Exemptions**

GB Authorized Rulemaking	8/9/2022
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Rule Change	
File with DOS	
<b>Effective Date</b>	

**ERP/ WUP Compliance Agreements:**

None

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: October 28, 2022

RE: Variance Request, Wainwright Property Master Drainage Plan, Suwannee County

**RECOMMENDATION**

Confirm staff's assessment that the request from Shera Wainwright for a variance from 40B-400.091, Florida Administrative Code, and the provisions of Section 3.4.1 of the Environmental Resource Permit Applicant's Handbook, Vol I and Section 3.4 of the Environmental Resource Permit Applicant's Handbook, Vol II, to construct a master stormwater system in Suwannee County under ERP-121-239314-6 do not meet section 120.542, Florida Statutes, criteria.

**BACKGROUND**

The District received a petition for a variance from two rule requirements associated with an application for a master stormwater system under ERP-121-239314-6 from Shera Wainwright on October 4, 2022. Specifically, the petitioner requests a waiver of the following rule provisions found in the Environmental Resource Permit Applicant's Handbook (A.H.), Volumes I and II:

1. Section 3.4.1, A.H., Vol. I, which states, "A conceptual approval permit provides the permit holder with a rebuttable presumption that, during the duration of the conceptual approval permit, the design and environmental concepts upon which the conceptual approval permit is based (within the detail provided in the application) will meet applicable rule criteria for issuance of permits for subsequent phases of the project."
2. Section 3.4, A.H., Vol. II, which states, "in the event that a stormwater pond cannot meet the requirements above, the design professional may route back-to-back storms through the system. The system must be able to provide for required discharge rates and volumes."

Section 120.542, Florida Statutes (F.S.), provides that petitioners are required to demonstrate that application of a rule would create a substantial hardship or would violate the principles of fairness, and that the purpose of the underlying statute will be or has been achieved by other means. The petitioner has supplied the following information to fulfill these requirements:

1. For section 3.4.1, A.H., Vol. I, the petitioner states the rule is duplicative when the project total area, planned impervious area, and engineering calculations provided with the master stormwater system application do not change with each new project. The petitioner states the underlying statute would be achieved through the use of the annual noticing required for new projects within a Regional Stormwater Management System in lieu of individual permit modifications of the master system.

2. For section 3.4, A.H., Vol. II, the petitioner states the onsite depressional area is able to store in excess of all the water runoff from the basin for a 100-year/ 10-day storm event, which is equivalent to 16.1 inches of rainfall. The petitioner states the requirement of storing the runoff from one 100-year/ 10-day storm event is already in excess of the one percent annual flood chance as regulated by the District and FEMA, and further states that to require the permittee to store the runoff from yet another 100-year/ 10-day storm event is excessive.

District staff has determined that the variance requests do not meet the criteria set forth in section 120.542, F.S., based on the following findings:

1. Section 3.4.1, A.H., Vol. I, does not apply to the petitioner's application. Conceptual permits are issued to "lock in" rule criteria for a project over a twenty-year time period, but do not authorize construction. Additionally, this master system does not meet the section 2.0, A.H., Vol. I, definition of a Regional Stormwater Management System and, therefore, cannot follow similar reporting for new projects within the system. The applicable rules for the stated request are subsections 62-330.020(2)g. and (2)j., Florida Administrative Code (F.A.C.). These rules require individual District authorizations for each new project within a master stormwater system to, at a minimum, ensure each project has the means to connect to the system and has identified a compliance entity in the event the project poses a flooding hazard to a neighboring property. The petitioner has not provided reasonable assurances that these protections will be in place if a variance to subsections 62-330.020(2)g. and (2)j., F.A.C., is granted.
2. Section 3.4, A.H., Vol. II, requires stormwater pond recovery for all eight design storms, or storage of back-to-back storms. The design engineer's calculations demonstrate that this rule requirement can be met within the onsite depressional area as shown on the attached map, therefore, the rule does not present a hardship nor has an alternative method for achieving the underlying statute been provided. Pursuant to Governing Board direction, staff is investigating the effects of changes to current design criteria and, therefore, unable to grant a variance of this rule without Board consideration.

WZ/tm  
Attachments

October 4, 2022

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

**(a) Petition for variance from Ch 40B-400.091(2), Florida Administrative Code:**

Subject: WAINWRIGHT PROPERTY – MASTER SYSTEM, ERP-121-239314-6,  
SUWANNEE COUNTY

**(b) Petitioner:** Don & Shera Wainwright  
PO Box 6014  
Live Oak, FL 32064-6014

**(c) Agent:** Terry R. White, Jr., P.E.  
North Florida Professional Services, Inc.  
PO Box 3823  
Lake City, FL 32056  
386-752-4675  
[twhite@nfps.net](mailto:twhite@nfps.net)

**(d) The applicable portion of the rules:**

1. 40B-400.091(2), F.A.C. Suwannee River Water Management District (SRWMD) Applicant's Handbook Volume II – Section 3.4 Recovery;
2. 40B-400.091(1), F.A.C. SRWMD Applicant's Handbook Volume I – Section 3.4.1 Conceptual Approval Permits.

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

1. SRWMD Applicants Handbook Volume II – Section 3.4: In the event that a stormwater pond cannot meet the requirements above, the design professional may route back to back storms through the system. The system must be able to provide for required discharge rates and volumes.
2. SRWMD Applicants Handbook Volume I – Section 3.4.1: A conceptual approval permit provides the permit holder with a rebuttable presumption that, during the duration of the conceptual approval permit, the design and environmental concepts upon which the conceptual approval permit is based (within the detail provided in the application) will meet applicable rule criteria for issuance of permits for subsequent phases of the project.

This presumption is rebuttable at the time of receipt of a complete application to construct or operate future phases, dependent on the factors in subsection 62-330.056(7), F.A.C.

**(f) Type of variance requested:**

1. SRWMD Applicants Handbook Volume II – Section 3.4: A permit variance from “In the event that a stormwater pond cannot meet the requirements above, the design professional may route back to back storms through the system.”
2. SRWMD Applicants Handbook Volume I – Section 3.4.1: That all future phases within the master system to be constructed as part of the overall project shall require a modification permit from SRWMD before construction begins on said phase.

**(g) Facts that demonstrate hardship:**

1. The project site is an old mine that ceased operation before the current mining requirements related to reclamation. The soils in the area are not typical for the area and have been through turnover and mining processes. The project site conditions are unique to this area and prohibit recovery as required in Section 3.4 of SRWMD Applicants Handbook Volume II.
2. The requirement in SRWMD Applicants Handbook Volume I – Section 3.4.1 is duplicative when there are no changes with regard to the total area, total impervious area, etc. as shown in the original permit relative to the original plans and engineering calculations as shown in the master (conceptual) drainage plan. There is no reason to require another review and permit by SRWMD, when the Owner and the Owner’s Engineer can review and attest to the legitimacy and reliability of the information and use the DEPs form (Form 62-330.311(2)) with regard to annual reporting of the information for Regional Stormwater Management Systems.

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

1. The onsite depressional area (natural retention area) is able to store in excess of all the water runoff from the basin for a 100-year, 10-day storm event (16.1 in. of rainfall). The requirement of storing the runoff from one 100-year, 10-day storm event is already in excess of the 1% annual chance flood as regulated by SRWMD and FEMA from a flooding standpoint. To require the permittee to store the runoff from yet another 100-year, 10-day storm event is excessive.

2. As stated herein, the requirement in SRWMD Applicants Handbook Volume I – Section 3.4.1 is duplicative when there are no changes with regard to the total area, total impervious area, etc. as shown in the original permit relative to the original plans and engineering calculations as shown in the master (conceptual) drainage plan.

The project meets the requirements of a regional stormwater management system as defined in the Applicant’s Handbook Volume I (AH Vol. 1). It states as follows: **“Regional stormwater management system” means a system designed, constructed, operated, and maintained to collect convey, store, absorb, inhibit, treat, use or reuse stormwater to prevent or reduce flooding, overdrainage, environmental degradation and water pollution or otherwise affect the quantity and quality of discharges from multiple parcels and projects within the drainage area served by the regional system, where the term “drainage area” refers to the land or development that is served by or contributes stormwater to the regional system.**

The AH Vol. 1 further states: **“The operation and maintenance entity of a regional stormwater management facility must notify the Agency on an annual basis, using Form 62-330.311(2), “Regional Stormwater Management System Annual Report,” of all new systems and their associated stormwater volumes that have been allowed to discharge stormwater into the regional facility, and confirming that the maximum allowable treatment volume of stormwater authorized to be accepted by the regional stormwater management facility has not been exceeded.”**

If the permittee provides the same documentation as each project develops instead of annually, the requirements as stated in AH Vol. I with regards to a regional stormwater management facility would be exceeded.

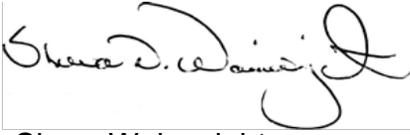
**(i) Permanent waiver/variance requested**

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

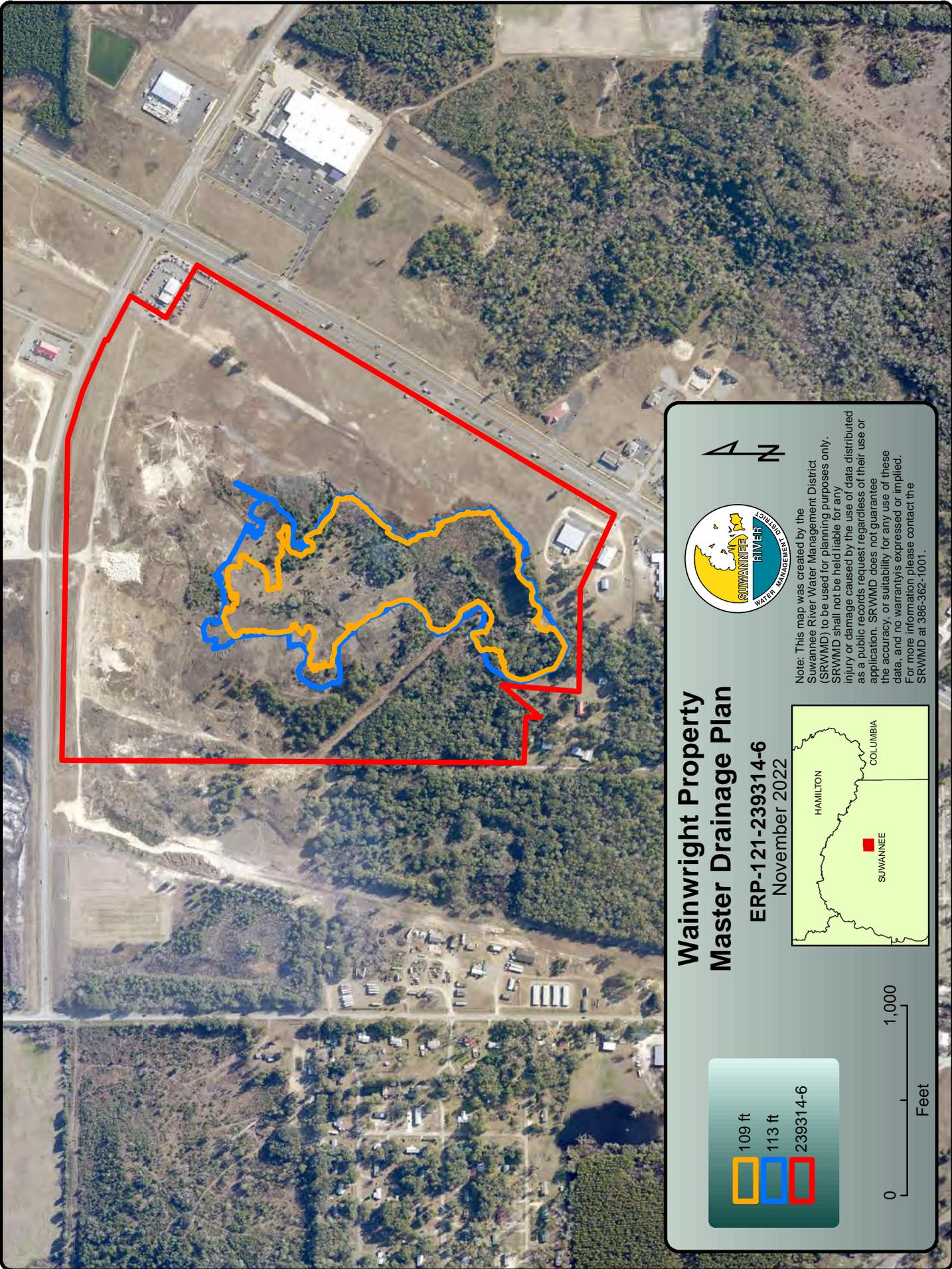
1. SRWMD will require storage of the runoff from one 100-year, 10-day rainfall event without recovery. Storage of the runoff from two 100-year 10-day rainfalls will not be necessary.
2. SRWMD will not approve permit modifications for future sites within the basin. Instead, the permittee’s engineer will approve each development and provide SRWMD documentation demonstrating compliance with the master permit and showing the balance of allowable impervious area on an annual basis.

If you need additional information, please do not hesitate to contact us at your earliest convenience. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Shera D. Wainwright". The signature is written in a cursive style with a large, looping initial "S".

Shera Wainwright



## Wainwright Property Master Drainage Plan

**ERP-121-239314-6**  
November 2022

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

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: October 14, 2022

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

**BACKGROUND**

District Land Management Staff assisted with Hurricane Ian preparation and closed District lands in anticipation of storm damage. All District managed lands were reopened on September 30, 2022 and Devil's Hammock was opened by Levy County on October 1, 2022.

District contractors completed site preparation for groundcover restoration on the Gar Pond Tract.

District staff attended the Florida Society of American Foresters/University of Florida School of Forest, Fisheries and Geomatic Sciences Fall Symposium at Austin Carey Memorial Forest on October 11-12, 2022.

All debris and trash have been removed from the RO Ranch Life Estate.

Edwin McCook toured UF's Sustainable Recreation Planning Class on October 2-3, 2022. The group toured District lands, several private and public parks in the Middle Suwannee and camped at the Adams Tract River Camp.

Steve Carpenter presented at the Suwannee and Big Bend Chapters of the Southeastern Society of American Foresters on September 12, 2022.

Florida Forest Service (FFS) staff completed the timber reconciliation package and post-harvest monitoring has begun for the Ellaville #22 timber sale.

FFS contractor completed the daylighting project on Twin River State Forest's (TRSF) primary roads.

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

**Conservation Easement Monitoring:** During the report period, no additional conservation easements were inspected by District staff.

**Vegetation Management Projects:** During the report period, no vegetation management work (mechanical or chemical) was completed.

Fiscal Year 2023, vegetation management work will be conducted for fuel reduction, natural community restoration, and wildfire mitigation purposes.

Vegetation Management (10/01/2022 – 10/20/2022)

2023 ACTIVITY	ACRES	ACRES	MILES	MILES
	Planned	Complete	Planned	Complete
Herbicide	180	0	0	0
Roller Chop Uplands	400	0	0	0
Mallory Swamp Mow/Chop	700	0	0	0
Woods Mowing	2,000	0	0	0

**Invasive Plant Monitoring Program:** The FY 2023 invasive plant monitoring/treatment plan is still under development. During the report period, no infestations were monitored/treated by District staff.

Invasive Plant Treatments (10/01/2022 – 10/20/2022)

2023 ACTIVITY	INFESTATIONS	INFESTATIONS
	Planned	Complete
Invasive Plant	0	0

**Rare Species Monitoring/Surveying Program:** During the report period, no rare species monitoring, or surveying work was completed.

Rare Species Monitoring/Surveying (10/01/2022 – 10/20/2022)

2023 ACTIVITY	LOCATIONS OR TRANSECTS	LOCATIONS OR TRANSECTS
	Planned	Complete
Rare Plant Monitoring	50	0
Gopher Tortoise Tract Surveys	3	0
Wading Bird Rookery Monitoring	6	0

**Prescribed Fire Program:** Contractors conducting prescribed burns on District lands include Attack-One Fire Management Services, B&B Dugger Inc., and Wildlands Services Inc. Also included in this report are the acres the Florida Forest Service (FFS) prescribed burns on Twin Rivers State Forest (TRSF). When available, the FFS will provide a crew to burn additional acres on both District tracts and TRSF. No prescribed burning was conducted during the report period.

Prescribed Fire Summary Table (10/1/2022 – 10/20/2022)

	2023 TARGET ACRES	ACRES COMPLETED
SRWMD	7,500	0
FFS TRSF	1,500	0
TOTAL	9,000	0

**Timber Sales:** As of October 17, 2022, the District has realized approximately \*\$2,794,086 in timber sale revenue for Fiscal Year 2022. There are a few timber settlements pending to finalize the Fiscal Year 2022 timber revenue report.

*\*Estimate for this report only. Official accounting records have not been finalized at this time.*

Timber Sales Recently Completed

SALE NAME	COUNTY	ACRES	HARVEST TYPE	REVENUE
Ellaville #21	Madison	140	Clearcut	306,364.10
Ellaville #22	Madison	50	Thinning	10,648.50
Woods Ferry #6	Suwannee	105	Thinning	Pending

Open Timber Sales

SALE NAME	COUNTY	ACRES	HARVEST TYPE
Cuba Bay #2	Madison	315	Thinning
Steinhatchee Springs #19	Lafayette	330	Thinning
Steinhatchee Springs #20	Lafayette	208	Thinning
Steinhatchee Springs #21	Lafayette	366	Thinning
Seven Bridges #1	Jefferson	224	Thinning
Cabbage Grove #2	Taylor	222	Thinning
Mill Creek South #10	Madison	124	Thinning
Gilchrist Wellfield #1	Gilchrist	100	Thinning and Chipping
Steinhatchee Springs #22	Lafayette	298	Thinning
Natural Well Branch #3	Taylor	207	Thinning
Adams Tract #4	Lafayette	90	Thinning and Clearcut

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: October 18, 2022  
RE: Contract with M.A. Rigoni, Inc. for the Dedan Loop #1 / Mud Swamp Timber Sale

**RECOMMENDATION**

Authorize the Executive Director to execute a contract with M.A. Rigoni Inc., for the Dedan Loop #1 / Mud Swamp Timber Sale in Bradford County.

**BACKGROUND**

The Dedan Loop #1 / Mud Swamp Timber Sale in Bradford County has been advertised for bid solicitation three separate times since 2018 and received no responses each time. The most recent invitation to bid was July 2, 2022. Industry feedback has indicated that access and wet conditions to the site are a major prohibitor of interest. Due to the failure of three previous bid solicitations, three logging contractors were contacted for quotes during the current dry season. This method allowed District staff to show loggers that potential issues with the site, as it relates to saturated soils, could be alleviated during these dry times.

The timber offered for sale is 56 acres of loblolly pine, slash pine, and hardwood that have been marked for thinning and four acres of loblolly pine for final harvest. The thinning will reduce the number of diseased or suppressed trees and allow the highest quality trees to continue growing. Reduction of pine density will reduce the likelihood of a pine beetle infestation. It will also improve ecological conditions and wildlife habitat by allowing more sunlight penetration to the forest floor, enhancing production of groundcover.

Quotes from three firms were requested on October 6 and received on October 14, 2022 from the companies as indicated below. The bid calculation revenue is based on the District estimated volumes of pine timber products for the proposed harvest acreage.

<b>Bidder</b>	<b>City</b>	<b>Bid Calculation Revenue</b>
M.A. Rigoni Inc.	Perry, FL	\$100,440.00
Long Branch Land and Timber	Lake Park, GA	\$79,146.72
Columbia Timber, Inc.	Gainesville, FL	NO BID

M.A Rigoni Inc.'s bid was \$20.00/ton for a composite pine products and \$0.00/ton for hardwood chipping.

Due to unusually drier conditions in the last several years, the site is currently suitable for timber harvest operations. M.A. Rigoni Inc. has requested to begin timber harvests now to maximize access during the dry conditions. District leadership determined that allowing work to commence prior to official Board approval of the bid award is in the best interest of the District.

The contractor has acknowledged, within the contract, that in the event a protest or challenge to the award is filed, all proceeds of the sale, including any revenue to be retained by or paid to the contractor, shall be held by the District pending final resolution of the bid challenge and the District shall not be liable to the contractor for any lost revenue or other losses resulting from this agreement.

/rs

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Alejandro Arteaga Garcia, Senior Data Analyst, Hydrologic Data Services Office

THRU: Katelyn Potter, Director, Outreach and Operations

DATE: October 19, 2022

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 8 inches in diameter or greater.

As of October 19, 2022, the District is monitoring 1,516 (227.0 MGD) of a total 1,593 active permitted wells (236.9 MGD). The remaining 77 active wells not yet monitored are scheduled for site visits to determine the type of monitoring that will be implemented. An additional 299 proposed wells have yet to be drilled.

The District offers three options for monitoring: electric provided by the power company, telemetry on diesel systems, and self-reporting. To date, farmer electric agreements from cooperatives are in effect on 755 (143.1 MGD) monitoring points. The District currently employs telemetry on 263 (46.3 MGD) diesel-powered systems. There are currently 8 (0.64 MGD) self-monitored points.

Additionally, there are currently 490 (36.9 MGD) sites for which monitoring is currently not feasible. Staff visit these sites each year to reevaluate the feasibility of monitoring.

The attached figures show the current well status and monitoring type for all wells with water use monitoring conditions (Figure 1), and the status of flow data collection by source within the Districts' agricultural monitoring network (Figure 2).

## Agricultural Water Use Stations with Monitoring Conditions

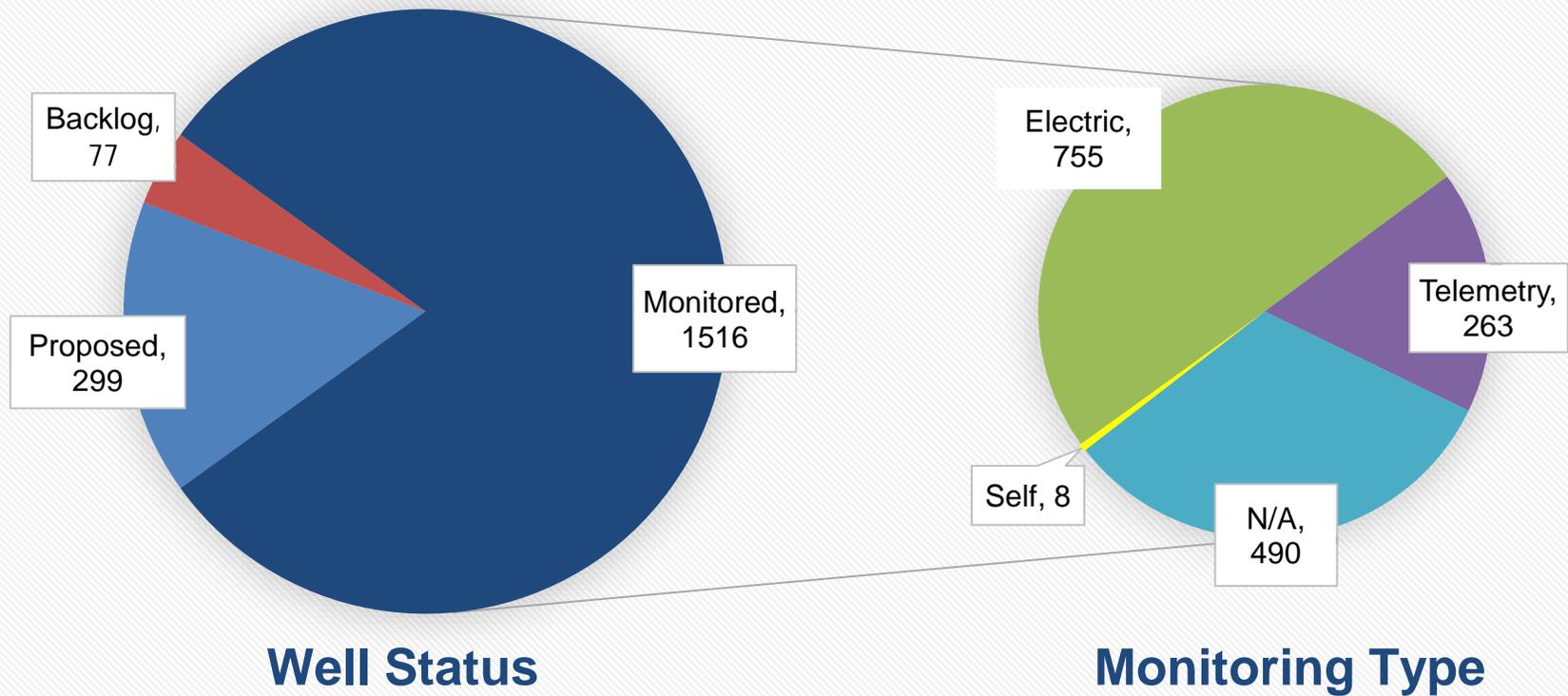
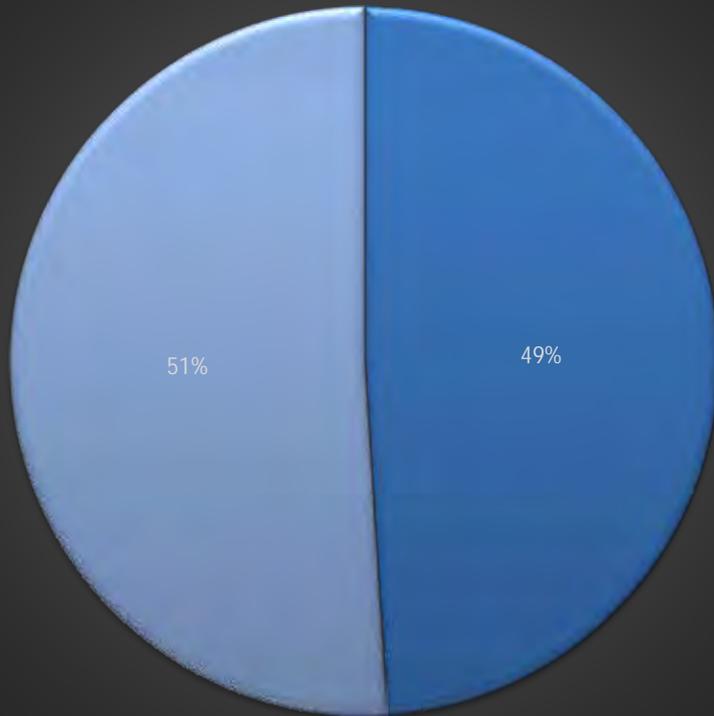


Figure 1. Well status and monitoring type for all wells with water use monitoring conditions as of October 19, 2022.

## Flow Data Collection Status



- Sites with Unique Flow Recorded, 698
- Sites Needing Flow Information, 727

## Flows Recorded by Source

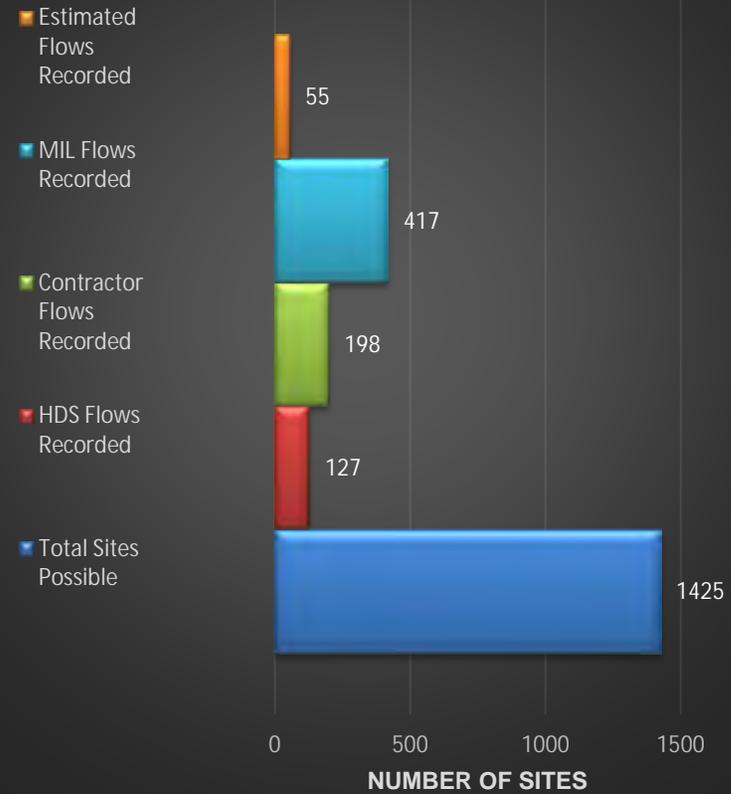


Figure 2. Status of flow data collection by source within the Districts' agricultural monitoring network as of October 19, 2022.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Leroy Marshall, Chief, Office of Agriculture and Environmental Projects

THRU: Amy Brown, Deputy Executive Director, Water Resources

DATE: October 28, 2022

RE: Task Work Assignment 19/20-064.007 with Wetland Solutions, Inc.

**RECOMMENDATION**

Authorize the Executive Director to execute Task Work Assignment 19/20-064.007 for the Lacrosse Stormwater Recharge Investigative Project with Wetland Solutions, Inc., for an amount not to exceed \$77,400.

**BACKGROUND**

The District is developing an updated Recovery and Prevention Strategy for the Lower Santa Fe and Ichetucknee Rivers and Associated Priority Springs in coordination with the Florida Department of Environmental Protection and St Johns River Water Management District. This strategy will include recharge projects that will contribute to the recovery of the natural system, as well as other project options that focus on conservation and the development of alternative water supplies.

This investigative project will develop data and prepare a cost estimate for a stormwater recharge project in the vicinity of the Town of Lacrosse. This project was identified in TWA 19/20-064.005, the City Stormwater Recharge Study investigative project, executed in November 2021. In the prior project the region in the vicinity of the Town of Lacrosse was identified as an area where city stormwater discharge was proximate to an area of medium-high to high recharge.

This investigative project will collect information and documentation from local entities and the District, determine the potential volume of additional recharge that a project may produce, and provide a cost estimate for the project. The additional retained water could be used for recharge to the aquifer or as an alternative water supply to reduce groundwater withdrawals in the area. This project will not involve construction and should be completed within 12 months after execution.

Funding for this project is included in the Fiscal Year 2022-2023 budget under account code 20-2586-1-1102-18-00 and will be assigned the Lower Santa Fe and Ichetucknee River account code 20-2586-1-1102-01-00.

LM/tm

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Leroy Marshall, Chief, Office of Agriculture and Environmental Projects

THRU: Amy Brown, Deputy Executive Director, Water Resources

DATE: October 28, 2022

RE: Amendment to Contract 21/22-195 with Shenandoah Dairy, Inc., Suwannee County

**RECOMMENDATION**

Authorize the Executive Director to amend Contract 21/22-195 with Shenandoah Dairy, Inc. for additional agricultural cost-share funding for an amount not to exceed \$128,100.

**BACKGROUND**

The Suwannee River Water Management District (District) has provided agricultural cost-share funds along with the Florida Department of Agriculture and Consumer Services and the Florida Department of Environmental Protection as part of the Suwannee River Partnership to help agricultural producers implement best management practices. Best management practices help farmers conserve water and improve water quality in the District.

Shenandoah Dairy, Inc. has applied for agricultural cost-share under the District Agricultural Cost-Share Program to implement side-dressing equipment for use across 2,960 acres of corn, sorghum, and winter grain in Suwannee County. The original contract was approved by the Governing Board on July 12, 2022 and contained five control panel upgrades and 30 remote controls not to exceed \$88,500.

This project is located in the Suwannee River Basin Management Action Plan area, Eastern Water Supply Planning Area, and Troy Peacock Lafayette Blue Falmouth Priority Focus Area. An estimated reduction of 74,000 lbs. of land applied nitrogen is associated with this amendment.

The cost of this amendment is estimated to be \$52,742. District cost-share will contribute no more than \$39,600.00 and the producer will contribute \$13,142 of the total project cost. The new total contract amount will be \$128,100. This proposal, when combined with previous awards, will be \$172,548.68 which does not exceed the total maximum cost-share amount of \$300,000 over five years allowed under this program.

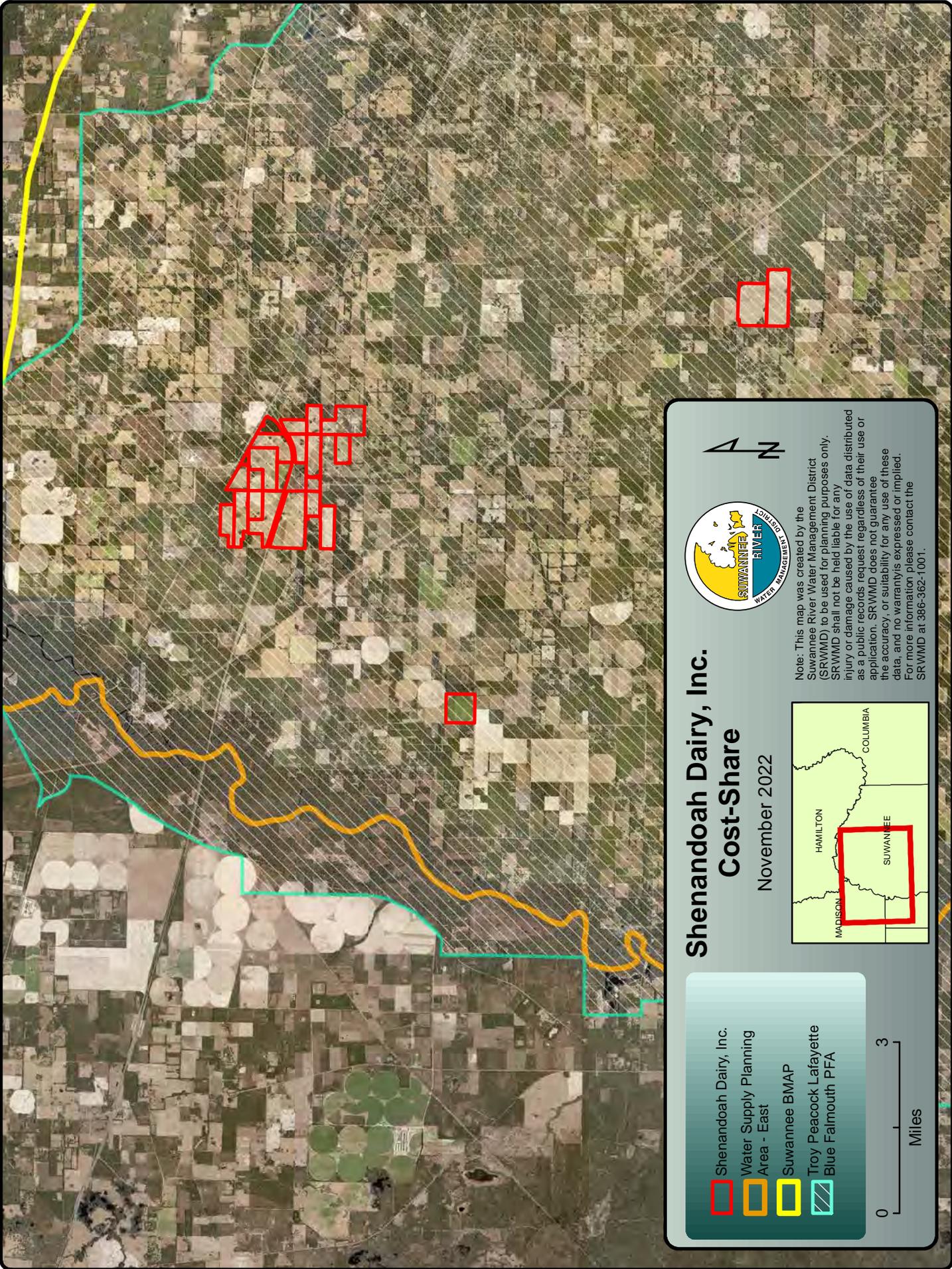
Exhibit A lists the amended cost share item and funding breakdown. Funding for this project is included in the Fiscal Year 2022-2023 budget under account code 06-2586-7-2400-18-01.

JBC/tm  
Attachments

**Exhibit A – Itemized List**

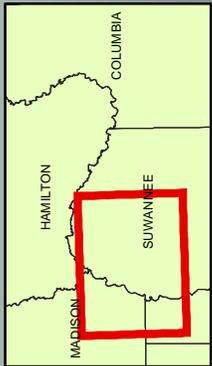
Producer	Item	Maximum Cost-Share	Quantity	SRWMD Total	Producer Share
Shenandoah Dairy, Inc.	Side Dressing Equipment	\$50,000	1	\$39,600	\$13,142
Project Total:				\$39,600	\$13,142

JBC/tm  
Attachment



# Shenandoah Dairy, Inc. Cost-Share

November 2022



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

-  Shenandoah Dairy, Inc.
-  Water Supply Planning Area - East
-  Suwannee BMAP
-  Troy Peacock Lafayette Blue Falmouth PFA



SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Leroy Marshall, Chief, Office of Agriculture and Environmental Projects

THRU: Amy Brown, Deputy Executive Director, Water Resources

DATE: October 28, 2022

RE: Contract with Lee Peanut Farms, LLC., Madison County

**RECOMMENDATION**

Authorize the Executive Director to enter into a contract with Lee Peanut Farms, LLC to implement agricultural cost-share practices for an amount not to exceed \$199,140.

**BACKGROUND**

The Suwannee River Water Management District has provided agricultural cost-share funds along with the Florida Department of Agriculture and Consumer Services and the Florida Department of Environmental Protection as part of the Suwannee River Partnership to help agricultural producers implement best management practices. Best management practices help farmers conserve water and improve water quality in the District.

Lee Peanut Farms, LLC has applied for agricultural cost-share under the District's Agricultural Cost-Share Program to implement pivot retrofits, grid soil sampling, and plant tissue sampling for use on 12,020 acres of corn, cotton, and peanuts in Madison County. The project is located in the Madison Blue Priority Focus Area, Western Water Supply Planning Area and Suwannee Basin Management Action Plan. The project is estimated to save approximately 0.19 MGD of water. The land applied nitrogen savings of is estimated to be 601,000 lbs., which is estimated to result in a reduction of 108,180 lbs. of nitrogen to ground water.

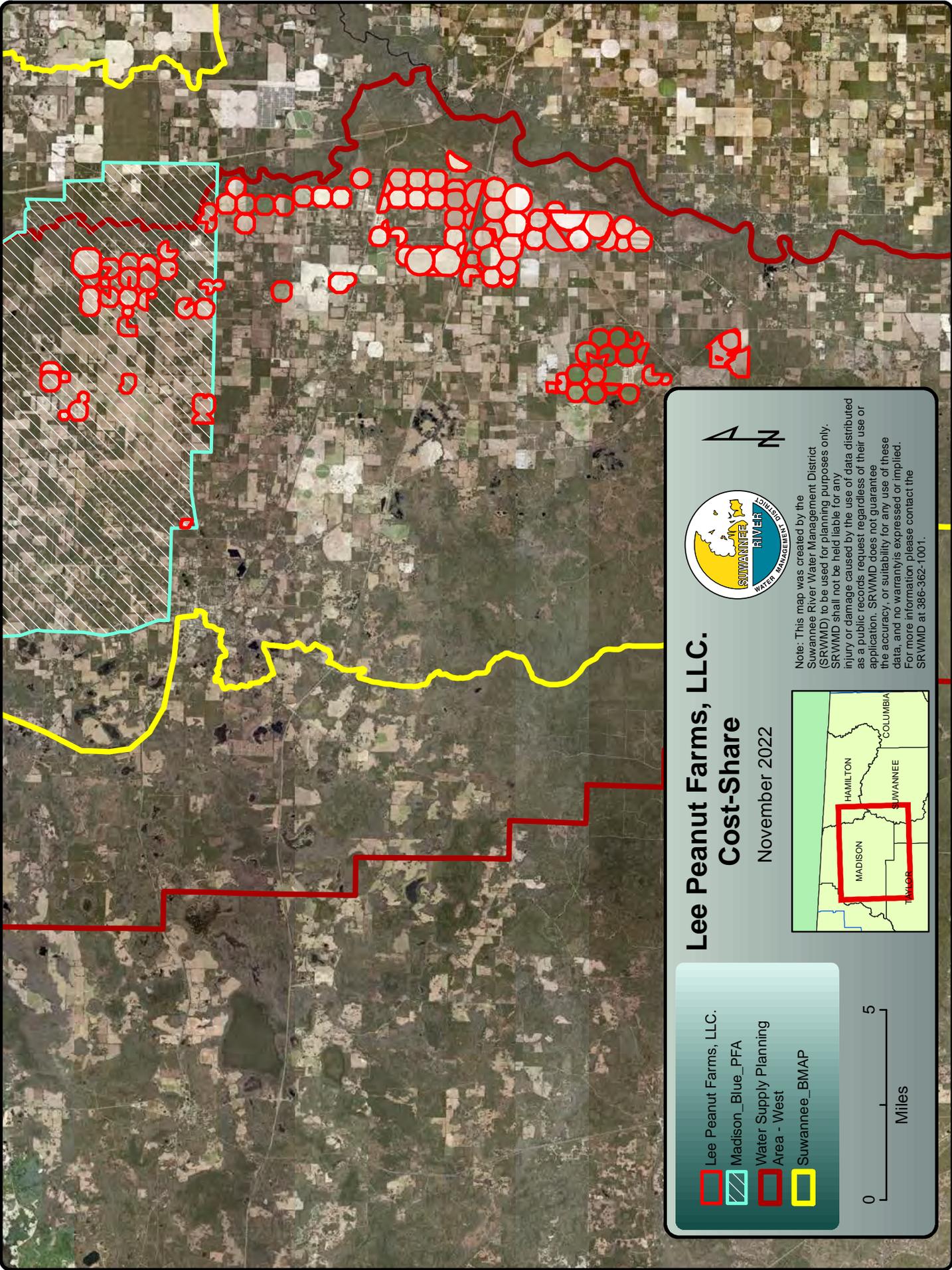
The total cost of this project is estimated at \$245,590. District cost-share will contribute no more than \$199,140 and the producer will contribute \$46,450 of the total project cost. The producer has had previous contracts with the District; however, all have been closed. This proposal, when combined with previous awards, will equal \$297,130.80 for agriculture BMPs and \$235,140 for precision agriculture practices. Therefore, this contract does not exceed the total maximum cost-share amount of \$300,000 over five years allowed under the appropriate program.

Exhibit A lists the cost-share items and funding breakdown. Funding for this project is included in the Fiscal Year 2022-2023 budget under account code 06-2586-7-2400-18-01 and 03-2586-7-2201-37.

JBC/tm  
Attachment

**Exhibit A – Itemized List**

<b>Producer</b>	<b>Item</b>	<b>Maximum Cost-Share</b>	<b>Quantity</b>	<b>SRWMD Total</b>	<b>Producer Share</b>
Lee Peanut Farms, LLC.	Grid Soil Sampling	\$7/acre	12,020	\$84,140	\$30,050
	Plant Tissue Sampling	\$20/sample	800	\$16,000	\$5,400
	Pivot Retrofits	\$9,900	10	\$99,000	\$11,000
Contract Total:				\$199,140	\$46,450



- Lee Peanut Farms, LLC.
- Madison\_Blue\_PFA
- Water Supply Planning Area - West
- Suwannee\_BMAP

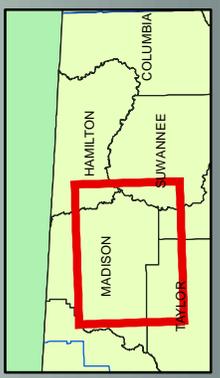


## Lee Peanut Farms, LLC. Cost-Share

November 2022



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



SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Leroy Marshall, Chief, Office of Agriculture and Environmental Projects

THRU: Amy Brown, Deputy Executive Director, Water Resources

DATE: October 28, 2022

RE: Task Work Assignment 19/20.041.021 with WSP formerly known as Wood Environment and Infrastructure Solutions, Inc.

**RECOMMENDATION**

Authorize the Executive Director to execute a Task Work Assignment 19/20.041.021 for the Starke-Bradford County Master Plan with WSP formerly known as Wood Environment and Infrastructure Solutions, Inc., for an amount not to exceed \$86,233.

**BACKGROUND**

The District is developing an updated Recovery and Prevention Strategy for the Lower Santa Fe and Ichetucknee Rivers and Associated Priority Springs in coordination with the Florida Department of Environmental Protection and the St Johns River Water Management District. This strategy will include recharge projects that will contribute to the recovery of natural systems, as well as other project options that focus on conservation and the development of alternative water supplies.

This investigative project will integrate data from previous studies in Bradford County, with a focus in the vicinity of Starke. Past studies have evaluated tracts of land for storage potential, identified areas in the city subject to flooding, used spatial data to identify areas where stormwater could be stored or recharged.

The objective of this investigative project is to integrate the information from these studies, identify locations for future projects, and prepare cost estimates for these projects. The investigative study will focus on projects that meet multiple district core missions, with priority given to projects benefitting water supply and flood protection. This project will not involve construction and should be completed within 6 months after execution.

Funding for this project is included in the Fiscal Year 2022-2023 Budget under account code 20-2586-1-1102-18-00 and will be assigned the Lower Santa Fe and Ichetucknee River account code 20-2586-1-1102-01-00.

LM/tm

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Leroy Marshall, Chief, Office of Agriculture and Environmental Projects

THRU: Amy Brown, Deputy Executive Director, Water Resources

DATE: October 28, 2022

RE: Governing Board Directive Number 22-0003, Regional Initiative Valuing Environmental Resources Cooperative Funding Program

**RECOMMENDATION**

Approve Directive Number 22-0003 for the Suwannee River Water Management District Regional Initiative Valuing Environmental Resources Cooperative Funding Program.

**BACKGROUND**

At the September 26, 2022, Board Workshop, staff presented proposed changes to the Regional Initiative Valuing Environmental Resources (RIVER) Cooperative Funding Program directive during the workshop portion of the meeting. The updates revised the program to include the conceptual portal and clarifies the changes to funding.

The revisions also include clarifications to eligible entities in Section 3, additional guidelines for staff that include the applicant's compliance status and a cap on contingency in Section 4 and revisions of the application and funding approval process in Section 5. With the approval of this directive, GBD12-0004 is superseded.

LMS/tm  
Attachments

SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
GOVERNING BOARD DIRECTIVE

Directive Number: GBD12-0004-GBD22-0003  
Date Approved: October 9, 2012-November 8, 2022  
Subject: Adoption of Policy and Procedure for the  
Regional Initiative Valuing Environmental  
Resources (RIVER) Cooperative Funding Program  
Approval:



Don Quincey, Chairman-Virginia Johns, Chair

Ray Curtis, Secretary/Treasurer-Charles Keith, Secretary/Treasurer

---

**1.0 Reference to Prior Directive**

~~There are no prior versions of this Directive. Supersedes Directive GBD12-0004~~

**2.0 Purpose and Intent**

The purpose of this Directive is to establish a policy and procedure for the Regional Initiative Valuing Environmental Resources (RIVER) Cooperative Funding Program. The intent of this Directive is to offer District funding assistance to public entities and other interested entities, through a conceptual portal submissions webpage ~~an application~~ and ranking process, to implement projects that protect and improve help protect the District's core mission areas of Florida's water supply, ~~improve~~ water quality, ~~restore~~ natural systems, and ~~provide~~ flood protection.

**3.0 Statement of Policy**

In accordance with Chapter 373, Florida Statutes (F.S.), the Governing Board (Board) may participate and cooperate with a county governments, town, city, municipalityies, water supply authorities, water supply and/or wastewater utility orand other interested entityies- (local entity) in water management projects of mutual benefit, provided such projects are consistent with the District's statutory authority and will ensure proper development, utilization, and conservation of the water resources and ecology within the jurisdictional boundaries of the District.

**4.0 Policy Guidelines**

1. The Board will give priority consideration to those projects designed to protect or improve multiple further the implementation of the District's core mission areas and are located in high priority areas.
2. The Board will consider the local entities'applicant's efforts in developing and

implementing monitoring and best management practices.

3. Funding may be provided to assist with the cost of conservation, ecosystem restoration, alternative water supply, water resource development, and construction of associated capital projects.
4. Funding assistance will be contingent upon past and concurrent project performance action and commitment by the local entity county, municipality, water supply authority, or other interested entity to ensure the project goals will be implemented.
5. The Board will consider funding based on the local entities' applicant's ability to demonstrate that the project protects or improves the District's core missions areas and such funding is necessary to make the project economically feasible.
6. The local entity cooperating entity must demonstrate that any matching funds have been appropriated, are contained within a Capital Improvement Plan, or otherwise committed to the project.
7. Any state or federal appropriations or grant monies received by a local entity county government, a municipality, or a water supply authority for a specific project shall be first applied toward the total cost of the cooperator's proposed project. The District may will typically fund up to 50 percent of the remaining project costs, with a similar match from the cooperator.
8. Pursuant to the provisions of Section 288.06561, F.S., the Board may reduce or waive requirements for matching funds when requested by rural counties or municipalities, as defined by SubSection 288.0656(1)(b), F.S.
9. All projects applications submitted for funding consideration by the Board must be signed by a single Senior Administrator acting as a coordinator for the RIVER Cooperative Funding Program for the local entity county, municipality, water supply authority, or interested entity. If a local entity submits multiple projects applications, an overall ranking of the projects is required. Final decisions regarding the funding of the project proposals are the exclusive responsibility of the Board.
10. The local entity must be in compliance with all District Water Use Permits, Water Well Permits, and/or Environmental Resource Permits as well as any previous or current District contracts.
11. Final approval for funding of the project proposals are the exclusive responsibility of the Governing Board and the Executive Director in accordance with the District's procurement procedures relating to signature authority as found in section 24 of the Procedures Manual.
12. The Executive Director's signature authority and maximum funding allowed under said authority are established by the Governing Board and can be found in the Procedures Manual. The signature authority applies to each individual or contract entity over the course of the contractual agreement. Requests to enter into or amend a contract that meet or exceed the signature authority for an individual or entity during the fiscal year or in aggregate, must be brought to the Governing Board for approval.

9.—

## 5.0 Procedure

1. In coordination with the District's annual planning and budgeting process, the District will allocate an amount of make available cooperative funding for projects submitted through the conceptual portal, applications and information packets to all interested parties.
2. Deadline for Submittal — Projects may be submitted to the conceptual portal all year long. Project applications received will be reviewed and can be modified by the local entity until the application is determined to be complete by the District review team

~~(Team). Complete project applications will be moved to the Projects Queue. Proposed applications received by the District after the deadline, identified in the information package, will not be evaluated by staff, and will not be recommended for funding. Applicants are encouraged to submit proposal applications online; paper applications are also available by request.~~

3. Information Requirements - Each project proposal, ~~at a minimum,~~ shall include a completed application form, taking into consideration the information known at the time, the type of project and the criteria noted on the application form. At a minimum, ~~the application this information~~ should include:

- project name;
- applicant's project manager;
- address; phone number; project manager's email address;
- project type;
- strategic initiatives;
- counties and watershed/basin to benefit from the project;
- project objectives and goals;
- project description;
- location map;
- conceptual plans;
- project costs/benefits;
- best management practices or technologies to be implemented;
- a monitoring plan; and
- available funding sources; and
- assurance matching funds are in an approved capital improvement plan or within a current or proposed budget. Counties and municipalities meeting the rural community definition established by Section 288.0655(2)(b), F.S., may request a reduction or waiver of financial match, pursuant to the provisions of Chapter 2001-201, Section 10, Laws of Florida. As a part of such requests, the county or municipality must demonstrate how they meet the requirements of Section 288.0655(2)(b), F.S. \_\_\_\_\_ A county government, municipality, water supply authority, or other interested entity submitting more than one Multiple project proposals must be ranked the proposal in order of priority. If the applicant's matching funds are included in an approved capital improvement plan or budget at the time of application, the appropriate documentation from the plan or budget indicating the applicant's matching funds are available must be included as part of the application. Otherwise, the applicant's Senior Administrator shall attest the applicant's matching funds will be included in the applicant's proposed budget no later than for the year the project is submitted.

4. Evaluation Criteria — District staff will consider:

- The quality of the application as measured by thoroughness and clarity;
- including the location of the project map;
- the applicant's performance in the RIVER Cooperative Funding Program;
- the effectiveness of the project to protect, conserve, restore, or augment the areas of water resource and ecology;
- The use of best management practices;
- the cost effectiveness of the project;
- how regional the project is in nature;

- the potential of the project to start and proceed in a timely manner, and
  - if the application is for multi-year or phased project, the project benefits to be realized if future phases are not funded.
  - the results of a pre-application meeting with state regulatory agencies;
  - counties and municipalities meeting the rural community definition established by Section 288.0656, F.S., may request a reduction or waiver of financial match, pursuant to the provisions of Section 288.06561, F.S. As a part of such requests, the county or municipality must demonstrate how they meet the requirements of Section 288.0656, F.S.;
  - If the applicant's matching funds are included in an approved capital improvement plan or budget at the time of application, the appropriate documentation from the plan or budget indicating the applicant's matching funds are available must be included as part of the application. Otherwise, the applicant's Senior Administrator shall attest the applicant's matching funds will be included in the applicant's proposed budget no later than for the year the project is submitted.
  - projects are limited to a 10% cap on contingency requests.
3. Initial Screening— District staff shall decide if the project proposal application is complete. If the application is deemed complete, it will be forwarded for further review and evaluation by the RIVER Cooperative Funding Program Review Team (Team).
5. Project Queue –Projects will remain in the Project Queue until either they are withdrawn by the applicant, submitted and approved for funding by an external funding source, or funded by the District.
6. Yearly Project Funding – Projects in the Project Queue may be funded throughout the year by either submittal to and approval by external funding sources or by District funding. For funding by external funding sources, the District may provide funding to the match requirements of the external funding source. For match funding or for project funded by the district, Final approval for funding of the project proposals are the exclusive responsibility of the Governing Board and the Executive Director in accordance with the District's procurement procedures relating to signature authority as found in section 24 of the Procedures Manual. The Executive Director's signature authority and maximum funding allowed under said authority are established by the Governing Board and can be found in the Procedures Manual. The signature authority applies to each individual or contract entity over the course of the contractual agreement. Requests to enter into or amend a contract that meet or exceed the signature authority for an individual or entity during the fiscal year or in aggregate, must be brought to the Governing Board for approval.
- 4.7. RIVER Project Prioritization/Recommendations - Once the Team has completed an initial evaluation, including discussions with the applicant, On or immediately after May 1<sup>st</sup> of each year, the review Team shall meet to prioritize all project proposals in the Project Queue. Based on prioritization and available funding, projects recommended by the Team shall be presented to the Board for funding approval no later than September of that year. In addition, all projects that have been funded by the District, projects submitted to external funding sources as applications and projects remaining in the Projects Queue, will be presented to the Governing Board. Based on prioritization and available funding, projects that have been approved for the appropriate adopted budget will be recommended by the Team to the Governing Board to enter into a contractual agreement with the approved project applicant (s).
8. Once a proposed project has been approved and included in the adopted budget, a contractual agreement will be prepared for execution by these involved parties. The contract, which at a minimum, shall set forth:
- the specific commitments and obligations of each party;

- financial and other considerations to be exchanged;
- indemnification and damages to be paid upon injury, default or termination;
- the term of completion of the project; and
- performance measures.

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

**Directive Number:** GBD22-0003  
**Date Approved:** November 8, 2022  
**Subject:** Regional Initiative Valuing Environmental Resources (RIVER) Cooperative Funding Program  
**Approval:**



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

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

---

**1.0 Reference to Prior Directive**

This directive supersedes GBD12-0004.

**2.0 Purpose and Intent**

The purpose of this Directive is to establish a policy and procedure for the Regional Initiative Valuing Environmental Resources (RIVER) Cooperative Funding Program. The intent of this Directive is to offer District funding assistance to public entities and other interested entities, through a conceptual portal submissions webpage and ranking process, to implement projects that protect and improve the District's core mission areas of water supply, water quality, natural systems, and flood protection.

**3.0 Statement of Policy**

In accordance with Chapter 373, Florida Statutes (F.S.), the Governing Board (Board) may participate and cooperate with a county government, town, city, municipality, water supply and/or wastewater utility or other interested entity (local entities) in water management projects of mutual benefit, provided such projects are consistent with the District's statutory authority and will ensure proper development, utilization, and conservation of the water resources and ecology within the jurisdictional boundaries of the District.

**4.0 Policy Guidelines**

1. The Board will give priority consideration to those projects designed to protect or improve multiple District core mission areas and are located in high priority areas.
2. The Board will consider the local entities' efforts in developing and implementing monitoring and best management practices.
3. Funding may be provided to assist with the cost of conservation, ecosystem

restoration, alternative water supply, water resource development, and construction of associated capital projects.

4. Funding assistance will be contingent upon past and current project performance and commitment by the local entity to ensure the project goals will be implemented.
5. The Board will consider funding based on the local entities' ability to demonstrate that the project protects or improves the District's core missions areas and such funding is necessary to make the project economically feasible.
6. The local entity must demonstrate that matching funds have been appropriated, are contained within a Capital Improvement Plan, or otherwise committed to the project.
7. Any state or federal appropriations or grant monies received by a local entity for a specific project shall be first applied toward the total cost of the local entities' proposed project. The District may fund up to 50 percent of the remaining project costs.
8. Pursuant to the provisions of Section 288.06561, F.S., the Board may reduce or waive requirements for matching funds when requested by rural counties or municipalities, as defined by Subsection 288.0656, F.S.
9. All projects submitted for funding consideration must be signed by a single Senior Administrator acting as a coordinator for the local entity. If a local entity submits multiple projects, an overall ranking of the projects is required.
10. The local entity must be in compliance with all District Water Use Permits, Water Well Permits, and/or Environmental Resource Permits as well as any previous or current District contracts.
11. Final approval for funding of the project proposals are the exclusive responsibility of the Governing Board and the Executive Director in accordance with the District's procurement procedures relating to signature authority as found in section 24 of the Procedures Manual.
12. The Executive Director's signature authority and maximum funding allowed under said authority are established by the Governing Board and can be found in the Procedures Manual. The signature authority applies to each individual or contract entity over the course of the contractual agreement. Requests to enter into or amend a contract that meet or exceed the signature authority for an individual or entity during the fiscal year or in aggregate, must be brought to the Governing Board for approval.

## **5.0 Procedure**

1. In coordination with the District's annual planning and budgeting process, the District will allocate an amount of cooperative funding for projects submitted through the conceptual portal.
2. Deadline for Submittal – Project applications may be submitted to the conceptual portal all year long. Project applications received will be reviewed and can be modified by the local entity until the application is determined to be complete by the District review team (Team). Complete project applications will be moved to the Projects Queue.
3. Information Requirements - Each project proposal shall include a completed application form, taking into consideration the information known at the time, the type of project and the criteria noted on the application form. At a minimum, the application should include:
  - project name;
  - applicant's project manager;
  - address; phone number; project manager's email address;
  - project type;
  - strategic initiatives;

- counties and watershed/basin to benefit from the project;
  - project objectives and goals;
  - project description;
  - location map;
  - conceptual plans;
  - project costs/benefits;
  - best management practices or technologies to be implemented;
  - a monitoring plan;
  - available funding sources; and
  - assurance matching funds are in an approved capital improvement plan or within a current or proposed budget. Multiple project proposals must be ranked in order of priority.
4. Evaluation Criteria - District staff will consider:
- the quality of the application as measured by thoroughness and clarity;
  - the location of the project;
  - the applicant's performance in the RIVER Cooperative Funding Program;
  - the effectiveness of the project to protect, conserve, restore, or augment the area's water resource and ecology;
  - the use of best management practices;
  - the cost effectiveness of the project;
  - the regional nature of the project;
  - the potential of the project to start and proceed in a timely manner;
  - if the application is for a multi-year or phased project, the project benefits to be realized if future phases are not funded;
  - the results of a pre-application meeting with state regulatory agencies;
  - counties and municipalities meeting the rural community definition established by Section 288.0656, F.S., may request a reduction or waiver of financial match, pursuant to the provisions of Section 288.06561, F.S., As a part of such requests, the county or municipality must demonstrate how they meet the requirements of Section 288.0656, F.S.
  - if the local entities' matching funds are included in an approved capital improvement plan or budgeted at the time of application, the appropriate documentation from the plan or budget indicating the local entities' matching funds are available must be included as part of the application. Otherwise, the Senior Administrator shall attest the local entities' matching funds will be included in the local entities' proposed budget no later than for the year the project is submitted; and
  - projects are limited to a 10% cap on contingency requests.
5. Project Queue – Projects will remain in the Project Queue until either they are withdrawn by the applicant, submitted and approved for funding by an external funding source, or funded by the District.
6. Yearly Project Funding – Projects in the Project Queue may be funded throughout the year by either submittal to and approval by external funding sources or by District funding. For funding by external funding sources, the District may provide funding for the match requirements of the external funding source. For match funding or for project funded by the district, Final approval for funding of the project proposals are the exclusive responsibility of the Governing Board and the Executive Director in accordance with the District's procurement procedures relating to signature authority as found in section 24 of the Procedures Manual. The Executive Director's signature authority and maximum funding allowed under said authority are established by the Governing Board and can be found in the Procedures Manual. The signature authority applies to each individual or contract entity over the course of the contractual agreement. Requests to enter into

or amend a contract that meet or exceed the signature authority for an individual or entity during the fiscal year or in aggregate, must be brought to the Governing Board for approval.

7. RIVER Project Prioritization/Recommendations - On or immediately after May 1<sup>st</sup> of each year, the review Team shall meet to prioritize all project proposals in the Project Queue. Based on prioritization and available funding, projects recommended by the Team shall be presented to the Board for funding approval no later than September of that year. In addition, all projects that have been funded by the District, projects submitted to external funding sources as applications and projects remaining in the Projects Queue, will be presented to the Governing Board.
8. Once a project has been approved and included in the adopted budget, a contractual agreement will be prepared for execution by the involved parties. The contract, at a minimum, shall set forth:
  - the specific commitments and obligations of each party;
  - financial and other considerations to be exchanged;
  - indemnification and damages to be paid upon injury, default or termination;
  - the term of completion of the project; and
  - performance measures.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Warren Zwanka, Director, Division of Resource Management

THRU: Amy Brown, Deputy Executive Director, Water Resources

DATE: October 31, 2022

RE: Rulemaking to Amend Rule 40B-8.121, Florida Administrative Code,  
Lake Santa Fe Minimum Surface Water Levels

**RECOMMENDATION**

Authorize staff to amend District Minimum Flows and Water Levels (MFL) rule 40B-8.121, Florida Administrative Code, for the Lake Santa Fe Minimum Surface Water Levels.

**BACKGROUND**

This recommended rulemaking includes publishing a Notice of Rule Development, publishing a Notice of Proposed Rule, and filing the proposed rules and any changes that do not change the intent of the rulemaking with the Department of State if no objections are received. It also includes authorizing the Executive Director to certify that violations of the rules would not be minor violations pursuant to section 120.695, Florida Statutes.

In December 2021, the Board approved minimum water levels for Lakes Alto and Santa Fe. Subsequently a public workshop was held, and several stakeholders submitted public comments. District staff reviewed these comments and determined that revisions were warranted to improve the Lake Santa Fe technical work and that additional data collection was necessary to develop appropriate Lake Alto minimum water levels. Lake Hampton minimum water levels that were previously approved by the Board in January 2022 will also be included in this rule development process.

The minimum water levels for Lakes Santa Fe and Hampton were set for establishment in 2022 on the District's Minimum Flows and Minimum Water Levels (MFL) Priority List and Schedule. Rule 40B-8.121, Florida Administrative Code, Minimum Surface Water Levels for Lakes, became effective on August 9, 2021, with the Lake Butler MFLs; and will be amended to include new defined terms and MFLs for the additional lakes. Staff have determined that the lakes are not in a prevention or recovery status, therefore, the requested rulemaking will have no adverse impact on the regulated public.

A copy of the proposed rule language is attached for reference.

WZ/ab  
Attachment

**40B-8.121 Minimum Surface Water Levels for Lakes.**

(1) The following terms, as used in this rule, shall have the following meanings:

(a) “High Minimum Lake Level” means the surface water level the lake must meet or exceed ten percent of the time on a long-term basis to ensure it reaches higher levels on a periodic basis.

(b)(a) “Minimum Average” means the surface water level or flow necessary over a long period to maintain the integrity of hydric soils and wetland plant communities.

(c)(b) “Minimum Frequent High” means a chronically high surface water level or flow with an associated frequency and duration that allows for inundation of the floodplain at a depth and duration sufficient to maintain wetland functions.

(d)(e) “Minimum Frequent Low” means a chronically low surface water level or flow that generally occurs only during periods of reduced rainfall. This level is intended to prevent deleterious effects to the composition and structure of floodplain soils, the species composition and structure of floodplain and instream biotic communities, and the linkage of aquatic and floodplain food webs.

(e) “Minimum Lake Level” means the surface water level the lake must meet or exceed fifty percent of the time on a long-term basis to maintain average conditions.

(f)(d) “Seasonally Flooded” means a hydroperiod category where surface water is typically present for extended periods (30 days or more) during the growing season, resulting in a predominance of submerged or submerged and transitional wetland species. During extended periods of normal or above normal rainfall, lake levels causing inundation are expected to occur several weeks to several months every one to two years.

(g)(e) “Semi-Permanently Flooded” means a hydroperiod category where surface water inundation persists in most years. When surface water is absent the water table is usually near the land surface. In many lakes with emergent marshes this water level is near the lower elevation that supports emergent marsh or floating vegetation and peat substrates, or other highly organic hydric substrates. This characterization may not be true for herbaceous wetlands around sandhill type lakes, which often have emergent vegetation that follows declining water levels to below the lower elevation of peat substrate. Water levels causing inundation are expected to occur approximately eighty percent of the time over a long-term period of record. Exposure of these ground elevations is expected to re-occur, on average, about every five to ten years for extended periods (several or more months) during moderate droughts.

(h)(f) “Typically Saturated” means a hydroperiod category where, for extended periods of the year, the water level should saturate or inundate. This condition results in saturated substrates for periods of one-half year or more during non-flooding periods of typical years. Water levels causing inundation are expected to occur fifty to sixty per cent of the time over a long-term period of record. This water level is expected to have a recurrence interval, on the average, of one or two years over a long-term period of record. Obligate wetland plant species are expected to be predominate near this water level.

(2) The following minimum surface water levels are established:

Water Body Name	County (Latitude/ Longitude)	Minimum Level	Level (Feet NAVD)	Event	Hydroperiod Category	Duration (Days)	Return Interval (Interval Measurement Period)
Lake Butler	Union (30°02'00"N/ 082°20' 12"W)	Minimum Frequent High	129.55	Flooding	Seasonally flooded	30	2 years (June 1 to May 31)
		Minimum Frequent Low	127.30	Exposure	Semi-permanently flooded	120	5 years (October 1 to September 30)
Lake Santa Fe	Alachua (29°44'45"N/0 82°04' 45"W)	Minimum Frequent High	139.10	Flooding	Seasonally flooded	30	2 years (June 1 to May 31)
		Minimum Average	137.89	Exposure	Typically saturated	180	1.7 years (October 1 to September 30)
		Minimum Frequent Low	136.52	Exposure	Semi-permanently flooded	120	5 years (October 1 to September 30)

Water Body Name	County (Latitude/ Longitude)	Minimum Level	Level (Feet NAVD)	Event	Hydroperiod Category	Duration (Days)	Return Interval (Interval Measurement Period)
<u>Lake Hampton</u>	<u>Bradford</u> (29°51'42"N/ 082°10'10"W)	<u>High</u>	<u>128.86</u>				
		<u>Minimum Lake Level</u>					
		<u>Minimum Lake Level</u>	<u>128.15</u>				

Rulemaking Authority 373.044, 373.113 FS. Law Implemented 373.042, 373.0421, 373.103 FS. History—New 8-9-21, Amended [DATE].

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, Water Resources

DATE: October 31, 2022

RE: Task Work Assignment 19/20-031.011 with Water and Air Research, Inc.

**RECOMMENDATION**

Authorize the Executive Director to approve Task Work Assignment 19/20-031.011 with Water and Air Research, Inc. to assist the District with algae and aquatic vegetation monitoring for priority springs in the Suwannee River Basin for an amount not to exceed \$94,632.

**BACKGROUND**

The District is in the process of developing new approaches to establish minimum flows and minimum water levels (MFLs) for priority springs that address characteristics specific to each spring. Emerging evidence indicates that spring flow can substantially affect algae and aquatic vegetation communities within springs, including limiting the accumulation of nuisance algae. The District requires the assistance of Water and Air Research, Inc. to collect algae and aquatic vegetation data at priority springs in the Suwannee River Basin to support the development of springs specific MFLs.

This Task Work Assignment is for one year of monitoring which includes six sampling events each at five priority springs (30 sampling events total). The initial priority springs assessed will be Madison Blue, Allen Mill Pond, Hornsby, Gilchrist Blue, and Little Fanning Springs. These springs were selected because of their potential for developing relationships between flows and the amounts of algae and aquatic vegetation. It is anticipated that at least two years of monitoring will be required to collect sufficient data to develop these relationships.

This information will be used to develop springs specific MFL metrics to limit nuisance algae and prevent significant harm to aquatic habitats in priority springs in the Suwannee River Basin. These MFL metrics will address water resource values for aesthetic and scenic attributes and fish and wildlife habitats as set forth in rule 62-40.473, Florida Administrative Code. The algae and aquatic vegetation monitoring data can also be used for assessing improvements or degradation of spring run systems over time and for detection of harmful algal blooms.

Funding for this project is included in the Fiscal Year 2022-2023 Final Budget under code 20-2586-1-1102-18-00 and will be assigned the Biological Monitoring – Springs and Lakes code 20-2586-1-1102-19-00.

/sk

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Susie Hetrick, Chief, Office of Water Resources  
THRU: Amy Brown, Deputy Executive Director, Water Resources  
DATE: October 31, 2022  
RE: Florida Department of Environmental Protection Monitoring Grant AT014

**RECOMMENDATION**

Authorize the Executive Director to execute Florida Department of Environmental Protection Agreement AT014, to receive funding up to \$131,350 in support of the District's coastal river monitoring network.

**BACKGROUND**

The Florida Department of Environmental Protection (FDEP) Office of Environmental Accountability and Transparency requested proposals from the District identifying water quality monitoring projects eligible for FDEP grant support.

The District identified six coastal river stations where flow, specific conductivity, and other parameters are currently monitored in partnership with the U.S. Geological Survey (USGS). Those sites include: Suwannee River above Gopher River (02323592), Aucilla River near Nutall Rise (02326550), Econfinia River near Perry (02326050), Fenholloway River near Hampton Springs (02325543), Steinhatchee River at Steinhatchee (02324170), and Waccasassa River near Gulf Hammock (02313700).

The data collected from these coastal river stations will be used to assess saltwater intrusion, to estimate the location of the freshwater/saltwater interface in each system, and to help the District's modeling team predict future conditions in support of establishing minimum flows and minimum water levels. Operation and maintenance of these stations is provided by the USGS as part of the District's long-term monitoring agreement with USGS.

Under this grant agreement, the FDEP will reimburse the District for contractual costs paid to the USGS for monitoring these stations from October 1, 2022 through June 30, 2023, for an amount not to exceed \$131,350.

Funding for this grant is included in the Fiscal Year 2022-2023 Final Budget code 32-6930-2-1200-40-01.

/sh

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Hugh Thomas, Executive Director

DATE: October 28, 2022

RE: Governing Board Directive Number 22-0004, Delegation of Expenditure Authority for the Executive Director

**RECOMMENDATION**

Approve Directive Number 22-0004, authorizing the Executive Director to enter into service and equipment contracts for an amount not to exceed \$100,000 per expenditure and subsequently updating expenditure language in all applicable directives.

**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 2021, the Governing Board delegated expenditure authority to the Executive Director for transactions up to \$50,000. Increasing expenditure authority to \$100,000 will improve efficiency of implementing District priorities and is consistent with other water management district spending thresholds. With the approval of this directive, GBD21-0004 is superseded.

HT/kcp  
Attachments

SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
GOVERNING BOARD DIRECTIVE

Policy Number: ~~GBD21-0004~~GBD22-0004  
Date Approved: ~~July 13, 2021~~OctoberNovember 8, XX, 2022  
Subject: Delegation of Expenditure Authority for the  
Executive Director  
Approval:



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

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

---

**1.0 Reference to Prior Policy**

~~Supersedes~~Supersedes Governing Board Directive GBD~~21213-0004~~2.

**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 \$~~1050~~,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 \$~~1050~~,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.

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

**Policy Number:** GBD22-0004  
**Date Approved:** November 8,2022  
**Subject:** Delegation of Expenditure Authority for the  
Executive Director  
**Approval:**



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

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

---

**1.0 Reference to Prior Policy**

This directive supersedes GBD21-0004.

**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 \$100,000 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 \$100,000 per expenditure. All expenditures pursuant to this delegation must be consistent with the adopted budget.

**5.0 Authority**

Section 373.553(1), Florida Statutes.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Hugh Thomas, Executive Director  
DATE: October 28, 2022  
RE: Governing Board Directive Number 22-0005, Finance Directive

**RECOMMENDATION**

Approve Directive Number 22-0005, updating the Executive Director's authority and responsibilities relating to the administration of financial matters of the District.

**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 2021, the Governing Board delegated authority to the Executive Director for the administration of finance matters through GBD 21-0006 Financial Directive. To better support the District's core mission areas and streamline efficiencies, updates to the directive are warranted. Updates to this directive allow for Executive Director acceptance of timber revenue, grant and other pass-through funds. Updates also reflect the increased expenditure authority, from \$50,000 to \$100,000. With the approval of this directive, GBD21-0006 is superseded.

HT/kcp  
Attachments

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

GOVERNING BOARD DIRECTIVE

Directive Number: GBD21-0006 GBD22-0005

Date Approved: November 8, 2022

Subject: Finance Directive

Approval:



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

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

---

1.0 Reference to Prior Policy

This Directive supersedes GBD21-0006.

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 \$1050,000 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 \$1050,000.00 or less, provided that the change order(s) or amendment(s) will not increase the aggregate value of the contract to \$1050,000.00 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 \$5100,000.00.

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 \$1050,000.00 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 \$~~1050,000~~ or less per fiscal year.

n. **Revenue Agreements**

The Executive Director or designee is authorized to approve and execute ~~any r~~Revenue ~~a~~Agreements ~~up to \$50,000 per fiscal year of any amount.~~ Agreements for unbudgeted revenues may be executed by the Executive Director ~~or~~ designee contingent upon Governing Board approval of a budget amendment.

o. **Timber Revenue**

~~\_\_\_\_\_The Executive Director or designee is authorized to approve and execute timber revenue agreements~~  
\_\_\_\_\_revenue agreements of any amount.

~~e-p.~~ \_\_\_\_\_ **Pass-Through Funding Agreements**

The Executive Director or ~~d~~Designee is authorized to approve and execute ~~pany p~~Pass-through ~~f~~Funding ~~a~~Agreements of any amount up to \$50,000 per fiscal year. Pass-through ~~f~~Funding Agreements that are unbudgeted may be executed by the Executive Director or designee contingent upon Governing Board approval of a budget amendment.

~~p-q.~~ \_\_\_\_\_ **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-r.~~ \_\_\_\_\_ **Travel and Per Diem**

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

~~r-s.~~ \_\_\_\_\_ **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**

Directive Number: **GBD22-0005**

Date Approved: **November 8, 2022**

Subject: **Finance Directive**

Approval:

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

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



---

**1.0 Reference to Prior Policy**

This Directive supersedes GBD21-0006.

**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 \$100,000 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 \$100,000 or less, provided that the change order(s) or amendment(s) will not increase the aggregate value of the contract to \$100,000 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 \$100,000

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 \$100,000 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 \$100,000 or less per fiscal year.

n. **Revenue Agreements**

The Executive Director or designee is authorized to approve and execute revenue agreements of any amount. Agreements for unbudgeted revenues may be executed by the Executive Director or designee contingent upon Governing Board approval of a budget amendment.

o. **Timber Revenue**

The Executive Director or designee is authorized to approve and execute timber revenue agreements of any amount.

p. **Pass-Through Funding Agreements**

The Executive Director or designee is authorized to approve and execute pass-through funding agreements up to \$100,000 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.

q. **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.

r. **Travel and Per Diem**

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

s. **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.