

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

YouTube Link: <https://www.youtube.com/@SRWMD>

Open to Public

September 10, 2024  
3:00 p.m.

District Headquarters  
Live Oak, FL

1. Call to Order
  - Oath of Office for Governing Board Members Harry Smith, Larry K. Thompson, and George Wheeler
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 - August 13, 2024 Governing Board Meeting and Audit Committee Meeting Minute
  - Agenda Item No. 10 - July 2024 Financial Report
  - Agenda Item No. 11 - Annual District Inspector General Internal Audit Activity Charter
  - Agenda Item No. 12 - Annual Report of District Inspector General Activities for the Fiscal Year 2023-2024
  - Agenda Item No. 13 - Inspector General Three-Year Audit Plan for Fiscal Year 2025 to 2027 and Fiscal Year 2024-2025 Internal Annual Work Plan
  - Agenda Item No. 14 - Independent Financial Audit Services Contract
  - Agenda Item No. 16 - 2024-2025 Annual Regulatory Plan
  - Agenda Item No. 19 - Contract with the Federal Emergency Management Agency to Administer the Risk Mapping, Assessment and Planning Program
  - Agenda Item No. 20 - Qualified Firms for Implementation of the Federal Emergency Management Agency RiskMAP Program
  - Agenda Item No. 25 – Amendment to Contract Number 97/88-077 with the United States Department of Interior, Fish and Wildlife Service
  - Agenda Item No. 26 - Renewal of Contract with Florida Forest Service and Funding Approval for Twin Rivers State Forest
  - Agenda Item No. 28 - Task Work Assignment with Vanasse Hangen Brustlin, Inc
6. August 13, 2024 Governing Board Meeting and Audit Committee Meeting 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*

9. Facilities Update

*Finance*

- BCS Page 1 10. July 2024 Financial Report – **Recommend Consent**
- BCS Page 6 11. Annual District Inspector General Internal Audit Activity Charter – **Recommend Consent**
- BCS Page 15 12. Annual Report of District Inspector General Activities for the Fiscal Year 2023-2024 – **Recommend Consent**
- BCS Page 23 13. Inspector General Three-Year Audit Plan for Fiscal Year 2025 to 2027 and Fiscal Year 2024-2025 Internal Annual Work Plan – **Recommend Consent**
- BCS Page 28 14. Independent Financial Audit Services Contract – **Recommend Consent**

*Resource Management*

- BCS Page 30 15. Permitting Summary Report
- BCS Page 33 16. Fiscal Year 2024-2025 Annual Regulatory Plan – **Recommend Consent**

*Water Use Permitting*

- BCS Page 38 17. Water Use Permit 2-079-218544-9, Blue Triton Madison, Authorization of Water Use for Emergency Circumstances

*Environmental Projects*

- BCS Page 40 18. Agriculture and Environmental Projects Monthly Report
- BCS Page 42 19. Contract with the Federal Emergency Management Agency to Administer the Risk Mapping, Assessment and Planning Program - **Recommend Consent**
- BCS Page 43 20. Qualified Firms for Implementation of the Federal Emergency Management Agency RiskMAP Program - **Recommend Consent**

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

*Outreach and Operations*

OPS Page 1      21. Outreach and Communications Activity Summary

*Land Acquisition*

OPS Page 3      22. Land Acquisition and Disposition Activity Report

OPS Page 6      23. Crimson Swamp LLC Ingress/Egress Easement Request, Levy County

*Land Management*

OPS Page 8      24. Land Management Update Report

OPS Page 12     25. Amendment to Contract 97/98-077 with the United States Department of Interior, Fish and Wildlife Service – **Recommend Consent**

OPS Page 14     26. Renewal of Contract with Florida Forest Service and Funding Approval for Twin Rivers State Forest – **Recommend Consent**

OPS Page 22     27. Contracts for All Hazard Debris Clean-Up Services for Fiscal Year 2024-2025

*Hydrologic Data Services*

OPS Page 23     28. Task Work Assignment with Vanasse Hangen Brustlin, Inc – **Recommend Consent**

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

29. Water Resources Division Updates

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

30. Announcements

31. Governing Board Comments

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

September 10, 2024	<b>5:05 p.m.</b>	First Public Hearing on FY2025 Millage and Budget
September 23, 2024 <b>(MONDAY)</b>	<b>3:00 p.m.</b>	Workshops and/or Committee Meetings
	<b>5:05 p.m.</b>	Final Public Hearing on FY2025 Millage and Budget

32. Adjournment

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

Definitions:

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

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

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

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

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

**YouTube Link:** <https://www.youtube.com/@SRWMD>  
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 set out in full herein and are filed in the permanent files of the District.

August 13, 2024  
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		-	-

\*Larry Sessions arrived at the Board meeting at 9:40 a.m.

**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	
Assistant 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:

**Addition:**

Supp. Page 1 – Business and Community Services - Water Use Permit 2-079-218544-9, Blue Triton Madison, Authorization of Water Use for Emergency Circumstances.

MOTION WAS MADE BY SCHWAB, SECONDED BY THOMPSON TO APPROVE THE AGENDA UPDATE. MOTION CARRIED.

Agenda Item No. 4 – Public Comment:

- Norman Leonard – Floodway and flooding concerns in Madison County.
- William Minor – Flooding concerns in Suwannee County.
- Ryan Smart – Florida Department of Environmental Protection MFL Rulemaking Workshop comments and concerns.

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

- Agenda Item No. 6 - July 9, 2024 Governing Board Meeting and Lands Committee Meeting Minutes
- Agenda Item No. 11- Amendment to Contract 23/24-086 with Tillis Farms, LLC, Alachua, Gilchrist, and Levy Counties
- Agenda Item No. 12 - June 2024 Financial Report
- Agenda Item No. 14 - Rulemaking to Amend Rule 40B-400.091, Florida Administrative Code
- Agenda Item No. 15 - Water Use Permit 2-001-220667-3, City of Alachua, Renewal, Alachua County
- Agenda Item No. 19 - Task Work Assignment with Northstar Contracting Group, Inc
- Agenda Item No. 26 - Gilchrist Wellfield Tract Management Agreement with the Gilchrist County School Board
- Agenda Item No. 27 - Leland Wright Conservation Easement Donation, 149 +/- Acres, Gilchrist County
- Agenda Item No. 28 - Florida Department of Transportation, Temporary Construction Easement, Britt Creek Bridge, Lafayette County
- Agenda Item No. 29 - Florida Department of Transportation, Temporary Construction Easement, Camp Grade Road Tract, Lafayette County
- Agenda Item No. 30 - Goosen Access Easement, Country Club Road Tract, Columbia County
- Agenda Item No. 31 - Denial of Exchange Offer from Mikel Koon, Suwannee County
- Agenda Item No. 32 - Zellwin Farms Company - Jennings Bluff Conservation Easement, Right of First Refusal, Hamilton County
- Agenda Item No. 34 - Task Work Assignment with 3G Environmental Services, LLC
- Agenda Item No. 35 - Task Work Assignment with Schmidt Reforestation Services, Inc
- Agenda Item No. 36 - Task Work Assignment with B&B Dugger, Inc
- Agenda Item No. 37 - Task Work Assignment with Lieupo's Maintenance Group, LLC
- Agenda Item No. 40 - Task Work Assignment with Water & Air Research, Inc
- Agenda Item No. 41 - Task Work Assignment with WSP USA Environment and Infrastructure

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

Agenda Item No. 6 - July 9, 2024 Governing Board Meeting and Lands Committee Meeting 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

**Board Member Larry Sessions arrived at the Board meeting at 9:40 a.m.**

**GOVERNING BOARD LEGAL COUNSEL**

Agenda Item No. 8 – Settlement of Suwannee River Water Management District vs. Brandon Creasy.  
Tom Reeves, Board Legal Counsel, presented this item to the Board.

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

Agenda Item No. 9 - Cancellation of March 2022 Interlocal Agreement with Columbia County Board of County Commissioners Regarding Hill Dam and Impoundment Property. Mr. Reeves presented this item to the Board.

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

### **BUSINESS AND COMMUNITY SERVICES**

Tim Alexander, Assistant Executive Director, updated the Board on the meeting on August 12, 2024, in Madison County with Senator Cory Simon, Representative Allison Tant, and Madison County Officials regarding flooding conditions in the county following Hurricane Debby.

#### Administration

Agenda Item No. 10 – Facilities Update. Ben Glass, Chief, Office of Administration, provided this update to the Board.

#### Agriculture Projects

Agenda Item No. 11 – Amendment to Contract 23/24-086 with Tillis Farms, LLC, Alachua, Gilchrist, and Levy Counties. Approved on Consent.

#### Finance

Agenda Item No. 12 – June 2024 Financial Report. Approved on Consent.

#### Resource Management

Agenda Item No. 13 – Permitting Summary Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 14 – Rulemaking to Amend Rule 40B-400.091, Florida Administrative Code. Approved on Consent.

#### Water Use Permitting

Agenda Item No. 15 – Water Use Permit 2-001-220667-3, City of Alachua, Renewal, Alachua County. Approved on Consent.

**SUPP Page 1** - Water Use Permit 2-079-218544-9, Blue Triton Madison, Authorization of Water Use for Emergency Circumstances. David King, Chief, Resource Management/Project Division, presented this item to the Board.

Katie Kelly, representing Blue Triton, provided comments to the Board.

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

#### Environmental Projects

Agenda Item No. 16 – Environmental and Agriculture Projects Monthly Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 17 – Regional Initiative Valuing Environmental Resources Cost-Share Program Recommendations for Fiscal Year 2024-2025. Mary Diaz, Professional Engineer, Resource Management/Projects Division, presented this item to the Board.

Rick Hutton, Gainesville Regional Utilities, provided comments to the Board.

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

Agenda Item No. 18 – Projects Database Solution Request for Proposal. Ms. Diaz presented this item to the Board.

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

Agenda Item No. 19 – Task Work Assignment with Northstar Contracting Group, Inc. Approved on Consent.

Agenda Item No. 20 – Task Work Assignment with WSP USA Environment & Infrastructure Inc for Edwards Bottomlands. Leroy Marshall, Director, Resource Management/Projects Division, presented this item to the Board.

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

Agenda Item No. 21 – Task Work Assignment with Wetland Solutions, Inc. Mr. Marshall presented this item to the Board.

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

## **OUTREACH AND OPERATIONS**

### *Communications and Outreach*

Agenda Item No. 22 – Outreach and Communications Activity Summary. This summary was provided as an informational item in the Board materials.

### *Land Acquisition*

Agenda Item No. 23 – Land Acquisition and Disposition Activity Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 24 – Governing Board Directive 24-0004, Access and Utility Easement Requests Directive – Revised. Katelyn Potter, Director, Outreach and Operations Division, presented this item to the Board.

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

Agenda Item No. 25 – Governing Board Directive Governing Board Directive 24-0005, Land Acquisition and Surplus Guidelines – Revised. Mrs. Potter presented this item to the Board.

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

Lorna Radcliff, Chief, Office of Land Management, updated the District's response to Hurricane Debby.

Agenda Item No. 26 – Gilchrist Wellfield Tract Management Agreement with the Gilchrist County School Board. Approved on Consent.

Agenda Item No. 27 – Leland Wright Conservation Easement Donation, 149 +/- Acres, Gilchrist County. Approved on Consent.

Agenda Item No. 28 – Florida Department of Transportation, Temporary Construction Easement, Britt Creek Bridge, Lafayette County. Approved on Consent.

Agenda Item No. 29 – Florida Department of Transportation, Temporary Construction Easement, Camp Grade Road Tract, Lafayette County. Approved on Consent.

Agenda Item No. 30 – Goosen Access Easement, Country Club Road Tract, Columbia County. Approved on Consent.

Agenda Item No. 31 – Denial of Exchange Offer from Mikel Koon, Suwannee County. Approved on Consent.

Agenda Item No. 32 – Zellwin Farms Company - Jennings Bluff Conservation Easement, Right of First Refusal, Hamilton County. Approved on Consent.

#### Land Management

Agenda Item No. 33 – Land Management Update Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 34 – Task Work Assignment with 3G Environmental Services, LLC. Approved on Consent.

Agenda Item No. 35 – Task Work Assignment with Schmidt Reforestation Services, Inc. Approved on Consent.

Agenda Item No. 36 – Task Work Assignment with B&B Dugger, Inc. Approved on Consent.

Agenda Item No. 37 – Task Work Assignment with Lieupo's Maintenance Group, LLC. Approved on Consent.

#### Hydrologic Data Services

Agenda Item No. 38 – Agricultural Water Use Monitoring Report. This report was provided as an informational item in the Board materials.

### **WATER RESOURCES**

Agenda Item No. 39 – Water Resources Division Updates. Amy Brown, Deputy Executive Director, provided updates to the Board.

Water Resources

Agenda Item No. 40 – Task Work Assignment with Water & Air Research, Inc. Approved on Consent.

Agenda Item No. 41 - Task Work Assignment with WSP USA Environment and Infrastructure. Approved on Consent.

**EXECUTIVE OFFICE**

Agenda Item No. 42 - Announcements. Mr. Thomas updated the Board on District activities and thanked the District staff for Hurricane Debby support.

Agenda Item No. 43 - Governing Board Comments. Board Members provided comments to staff regarding Hurricane Debby responses and assistance.

Agenda Item No. 44 - Adjournment. Meeting adjourned at 11:46 a.m.

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
MINUTES OF AUDIT COMMITTEE**

**YouTube Link:** <https://www.youtube.com/@SRWMD>  
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Note: A digital recording system was used to record these proceedings and is on file in the permanent files of the District. A copy of the materials and handouts are a part of the record and are filed in the permanent files of the District.

August 13, 2024  
Following Board Meeting

District Headquarters  
Live Oak, FL

1. Call to Order / Committee Roll Call. Meeting began at 11:46 a.m.

<b>Committee Members</b>	<b>Present</b>	<b>Not Present</b>
Virginia Johns	X	
Charles Keith	X	
Richard Schwab	X	
William Lloyd	X	
Larry Sessions	X	

-Board Members Smith and Thompson also attended the Audit Committee Meeting.

2. Public Comment. None

**Discussion Items**

3. Annual Report of District Inspector General Activities for the Fiscal Year 2023-2024.  
Pam Shaw, Chief Financial Officer, Office of Finance, introduced Jon Ingram with Law, Redd, Crona and Munroe, P.A., who presented this report to the Committee.

MOTION MADE BY SCHWAB, SECONDED BY KEITH TO ACCEPT REPORT. MOTION CARRIED UNANIMOUSLY.

4. Inspector General Three-Year Audit Plan for Fiscal Years 2025 to 2027 and Fiscal Year 2024-2025 Internal Annual Work Plan. Mr. Ingram presented this item to the Committee.

MOTION MADE BY SCHWAB, SECONDED BY LLOYD TO ACCEPT REPORTS WITH RECOMMENDATION REQUESTED. MOTION CARRIED UNANIMOUSLY.

5. Independent Financial Audit Services Proposal Review and Accounting Firm Recommendation.  
Mrs. Shaw presented this item to the Committee.

MOTION MADE BY SCHWAB. SECONDED BY LLOYD TO APPROVE THE RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

6. Announcements. None

7. Adjournment. Meeting adjourned at 12:09 p.m.

\_\_\_\_\_  
Chair

ATTEST:

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SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Pam Shaw, Chief, Office of Finance  
THRU: Tim Alexander, Assistant Executive Director, Business and Community Services  
DATE: August 30, 2024  
RE: July 2024 Financial Report

**RECOMMENDATION**

Approve the July 2024 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  
July 2024**

<b>Financial Institution/Account</b>	<b>Monthly Interest</b>	<b>Closing Balance</b>
First Federal Permit Fee	\$31.03	\$1,091.03
First Federal Accounts Payable	\$63.98	\$35,000.00
First Federal EFT Disbursements	\$0.00	\$0.00
First Federal Depository	\$1,018.82	\$570,322.25
First Federal ICS Custodian Account	\$64,396.24	\$17,455,569.04
Special Purpose Investment Account (SPIA)*	\$68,523.41	\$23,738,949.60
TOTAL	<u>\$134,033.48</u>	<u>\$41,800,931.92</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 July 31, 2024  
(Unaudited)**

	<b>Current Budget</b>	<b>Actuals Through 7/31/2024</b>	<b>Variance (Under)/Over Budget</b>	<b>Actuals As A % of Budget</b>
<b>Sources</b>				
Ad Valorem Property Taxes	\$ 6,889,956	\$ 6,921,330	\$ 31,374	100.5%
Intergovernmental Revenues	\$ 56,272,469	\$ 11,149,669	\$ (45,122,800)	19.8%
Interest on Invested Funds	\$ 130,000	\$ 1,050,765	\$ 920,765	808.3%
License and Permit Fees	\$ 223,000	\$ 275,053	\$ 52,053	123.3%
Other	\$ 1,390,000	\$ 1,444,628	\$ 54,628	103.9%
Fund Balance <sup>1</sup>	\$ 11,728,665	\$ 1,427,622	\$ (10,301,043)	12.2%
<b>Total Sources</b>	<b>\$ 76,634,090</b>	<b>\$ 22,269,067</b>	<b>\$ (54,365,023)</b>	<b>29.1%</b>

	<b>Current Budget</b>	<b>Expenditures</b>	<b>Encumbrances <sup>2</sup></b>	<b>Available Budget</b>	<b>%Expended</b>	<b>%Obligated <sup>3</sup></b>
<b>Uses</b>						
Water Resources Planning and Monitoring	\$ 12,182,776	\$ 4,839,307	\$ 4,409,460	\$ 2,934,008	40%	76%
Acquisition, Restoration and Public Works	\$ 51,444,966	\$ 10,668,838	\$ 35,373,730	\$ 5,402,398	21%	89%
Operation and Maintenance of Lands and Works	\$ 8,457,072	\$ 4,129,693	\$ 1,990,687	\$ 2,336,691	49%	72%
Regulation	\$ 2,368,342	\$ 1,284,444	\$ 31,737	\$ 1,052,161	54%	56%
Outreach	\$ 227,719	\$ 187,813	\$ 4,662	\$ 35,244	82%	85%
Management and Administration	\$ 1,953,215	\$ 1,408,400	\$ 55,558	\$ 489,257	72%	75%
<b>Total Uses</b>	<b>\$ 76,634,090</b>	<b>\$ 22,518,496</b>	<b>\$ 41,865,835</b>	<b>\$ 12,249,759</b>	<b>29%</b>	<b>84%</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 July 31, 2024 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 7/31/2024**

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<b><u>Report Recap -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	9,691,776	0	8,632,956
LOCAL REVENUES	0	0	0
STATE REVENUES	10,042,077	0	40,994,469
FEDERAL REVENUES	1,107,592	0	15,278,000
FUND BALANCE UTILIZATION	1,427,622	0	11,728,665
<b>TOTAL REVENUES</b>	<b>22,269,067</b>	<b>0</b>	<b>76,634,090</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	5,565,763	0	8,426,206
CONTRACTUAL SERVICES	7,650,290	14,040,004	31,544,876
OPERATING EXPENDITURES	1,354,495	123,201	2,334,500
OPERATING CAPITAL OUTLAY	211,910	49,791	343,044
FIXED CAPITAL OUTLAY	1,127,443	1,135,265	5,816,000
INTERAGENCY EXPENDITURES	6,608,595	26,517,574	28,169,464
<b>TOTAL EXPENDITURES</b>	<b>22,518,496</b>	<b>41,865,835</b>	<b>76,634,090</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(249,429)</b>	<b>(41,865,835)</b>	<b>0</b>
<b><u>General Fund -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	8,138,171	0	5,135,254
LOCAL REVENUES	0	0	0
STATE REVENUES	2,287,779	0	4,740,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	3,066,077
<b>TOTAL REVENUES</b>	<b>10,425,950</b>	<b>0</b>	<b>12,941,331</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	4,234,918	0	6,482,354
CONTRACTUAL SERVICES	655,963	386,095	4,019,204
OPERATING EXPENDITURES	927,822	57,166	1,452,457
OPERATING CAPITAL OUTLAY	179,782	4,149	226,816
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	101,480	313,761	760,500
<b>TOTAL EXPENDITURES</b>	<b>6,099,965</b>	<b>761,171</b>	<b>12,941,331</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>4,325,985</b>	<b>(761,171)</b>	<b>0</b>
<b><u>Land Management Operations -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	1,356,043	0	2,707,020
LOCAL REVENUES	0	0	0
STATE REVENUES	1,561,304	0	3,691,119
FEDERAL REVENUES	139,304	0	40,000
FUND BALANCE UTILIZATION	35,826	0	2,253,933
<b>TOTAL REVENUES</b>	<b>3,092,477</b>	<b>0</b>	<b>8,692,072</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	684,495	0	1,081,015
CONTRACTUAL SERVICES	2,132,979	664,382	3,914,672
OPERATING EXPENDITURES	399,092	66,035	807,543
OPERATING CAPITAL OUTLAY	32,128	45,642	116,228
FIXED CAPITAL OUTLAY	251,919	901,593	1,816,000
INTERAGENCY EXPENDITURES	624,863	317,966	956,614
<b>TOTAL EXPENDITURES</b>	<b>4,125,476</b>	<b>1,995,618</b>	<b>8,692,072</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(1,032,999) *</b>	<b>(1,995,618)</b>	<b>0</b>

*\*To be covered by State and District Revenue*



SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Pam Shaw, Chief, Office of Finance  
THRU: Tim Alexander, Assistant Executive Director, Business and Community Services  
DATE: August 30, 2024  
RE: Annual District Inspector General Internal Audit Activity Charter

**RECOMMENDATION**

Approve the annual District Inspector General Internal Audit Activity Charter from Law, Redd, Crona & Munroe, P.A.

**BACKGROUND**

This charter, submitted by the District Inspector General, describes the significant areas of responsibility for the District Inspector General, in order to demonstrate compliance with Section 20.055, Florida Statutes (F.S.), and Government Auditing Standards issued by the Comptroller General of the United States. The internal audit activity charter establishes the internal audit activity's position within the organization, including the nature of the District Inspector General's functional reporting relationship with the Governing Board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities.

Section 20.055 (6)(a), F.S., requires that the District Inspector General's responsibilities include internal audits that are to be conducted in accordance with current *International Standards for the Professional Practice of Internal Auditing* as published by the Institute of Internal Auditors, or where appropriate, in accordance with Generally Accepted Government Auditing Standards. As authorized by law, the District has adopted the Government Auditing Standards which are referred to in issued audit reports. The District Inspector General has also adopted the General Principles and Standards for Offices of Inspector General as published and revised by the Association of Inspectors General which are referred to in issued investigation reports.

Final approval of the internal audit activity charter resides with the Governing Board. A proposed Internal Audit Activity Charter follows this memorandum, including a red-lined and final document.

PS/tm  
Attachments

SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
DISTRICT INSPECTOR GENERAL  
INTERNAL AUDIT ACTIVITY CHARTER

This charter ~~defines~~ describes the significant areas of responsibility for the purpose, authority, and responsibilities of the District Inspector General, in order to demonstrate in compliance with Section 20.055, Florida Statutes, and the Government Auditing Standards issued by the Comptroller General of the United States~~Institute of Internal Auditors~~.

**PURPOSE:**

The purpose of employing/contracting for the Suwannee River Water Management District (District) Inspector General services is to provide independent, objective assurance and advisory consulting services designed to add value and improve the operations of the Suwannee River Water Management District. ~~Such audit services~~ assists the District in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's governance, risk management, and control processes. The internal audit activities described in this Charter are enhanced by the audit function adhering to certain ethical principles and independence standards, and by demonstrating professional judgment.

**ROLE:**

The District Inspector General's internal audit activity is established by the Governing Board (Board). The internal audit activity's responsibilities are defined by the Board as part of their oversight role.

**AUTHORITY:**

Pursuant to the provisions of section 373.079(4)(b), Florida Statutes (F.S.), the Board must employ an Inspector General who meets the required education and experience qualifications to and performs the applicable duties of a state agency inspector general as provided in Section 20.055, Florida Statutes.

The law requires that the District Inspector General's responsibilities include internal audits that are to be conducted in accordance with current *International Standards for the Professional Practice of Internal Auditing* as published by the Institute of Internal Auditors, or where appropriate, in accordance with generally accepted government auditing standards. ~~The As authorized by law, the District has adopted the Government Auditing Standards which are referred to in issued audit reports.~~ The District Inspector General has also adopted must comply with the General Principles and Standards for Offices of Inspector General as published and revised by the Association of Inspectors General which are referred to in issued investigation reports.

The internal auditors, with strict accountability for confidentiality and safeguarding records and information, are authorized free and unrestricted access to any and all of the District's records, physical properties, and personnel pertinent to carrying out any engagement. All Board members, employees, contractors, and subcontractors have a duty ~~are requested to cooperate with~~ assist the internal audit activity in fulfilling its statutory roles and responsibilities. The internal audit activity will also have free and unrestricted access to the Board.

**CODE OF ETHICS:**

The internal auditors have a responsibility to conduct themselves so their good faith, ~~and~~ integrity, and objectivity ~~are not open to question.~~ Professional behavior must conform to the Code of Ethics issued by the Institute of Internal Auditors, Inc. ethical requirements applicable to professional licenses and memberships in professional associations.

**ORGANIZATION:**

The District Inspector General will report functionally to the Board and administratively (i.e. day to day operations) to the Executive Director or designee.

**The Board will approve the internal audit charter and the risk-based internal audit plans annually. ~~It~~ The Board will also approve all decisions regarding the performance evaluation, appointment, or removal of the District Inspector General as well as the District Inspector General's annual compensation. The District Inspector General will communicate and interact directly with the Board as appropriate.**

#### **INDEPENDENCE AND OBJECTIVITY:**

The internal audit activity will remain free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing, and report content.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively and in such a manner that they believe in their work product, that no quality compromises are made, and that they do not subordinate their judgment on audit matters to others.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair their judgment.

Internal auditors will exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors will make a balanced assessment of all the relevant circumstances and take necessary precautions to [preclude being avoid-being](#) unduly influenced by their own interests or by others in forming judgments.

The District Inspector General will confirm to the Board, at least annually, the organizational independence of the internal audit activity. The District Inspector General will disclose to the Board any interference and related implications in determining the scope of internal auditing, performing work, and/or communicating results.

#### **RESPONSIBILITY:**

The scope of internal auditing encompasses, but is not limited to, the objective examination and evaluation of the adequacy and effectiveness of the organization's governance, risk management, and control processes as well as the quality of performance in carrying out assigned responsibilities to achieve the organization's stated goals and objectives. This includes:

- [AssessingEvaluating](#) the reliability and integrity of information and the means used to identify, measure, classify, and report such information, including information on performance measures, standards, and to make recommendations for improvement, if any.
- Performing [consulting and](#) advisory services related to governance, risk management, and control as appropriate for the organization, as well as [advising](#) in the development of performance measures, standards, and procedures for evaluation of District programs.
- Evaluating the actions taken by the District to improve program performance and meet program standards and make recommendations for improvement, if any.
- Directing, supervising, coordinating, and performing audits, investigations, and management [advisory services reviews](#) relating to the programs and operations of the District, including investigations specifically relating to [S](#)section. 20.055, F.S.
- Conducting, supervising, or coordinating and performing other activities carried out or financed by the District for the purpose of promoting economy and efficiency in the administration of, or preventing fraud and abuse in, its programs and operations.

- Keeping the Board and Executive Director informed concerning fraud, abuses, and deficiencies relating to programs and operations administered or financed by the District; recommending corrective action concerning fraud, abuses, and deficiencies; and reporting on progress made in implementing corrective action.
- Ensuring effective coordination and cooperation between the Auditor General, [state agency inspectors general, external auditors conducting \\*annual financial and compliance audits including federal and state funds](#), federal auditors, and other governmental bodies, with a view toward avoiding duplication.
- Reviewing, as appropriate, rules, policies, and procedures relating to the programs and operations of the District and making recommendations regarding their impact.
- Ensuring that an appropriate balance is maintained between audit, investigative, and other accountability activities.
- Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on the organization.
- Evaluating District policies, procedures, processes, and controls for ensuring that resources and assets are acquired economically, used efficiently, and protected adequately.
- Evaluating specific operations at the request of the Board or management, as appropriate.
- Reviewing complaints and coordinating all activity of the District as required by the Whistle-blowers Act pursuant to [Sections 112.3187-112.31895, Florida Statutes](#).
- Reporting expeditiously to the Florida Department of Law Enforcement or other law enforcement agency, as appropriate, whenever the Inspector General has reasonable grounds to believe there has been a violation of criminal law.

#### **INTERNAL AUDIT PLAN:**

At least annually, the District Inspector General will submit to the Executive Director or designee(s) and the Board risk-based long term and annual internal audit plans, including a specific cybersecurity audit plan for review and approval. The annual internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal year./calendar year. The District Inspector General will communicate the impact of resource limitations and significant interim changes to senior management and the Board.

The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the Board. The District Inspector General will review and adjust the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls. Any significant deviation from the approved internal audit plan will be communicated to senior management and the Board through periodic activity reports.

#### **REPORTING AND MONITORING:**

A written report will be prepared and issued by the District Inspector General or designee following the conclusion of each internal audit engagement. ~~and will be distributed as appropriate.~~ Internal audit reports results will be distributed to the Board, District management, and others as provided by law and as considered appropriate. ~~also be communicated to the Board.~~

The internal audit report ~~shall~~may include management's response and corrective action taken or to be taken in regard to the specific findings and recommendations. Management's response is due within 20 working days from receipt of the auditors findings and recommendations and shall, whether included within the original audit report or provided thereafter (i.e. within 20 working days) by management of the audited area should include a timetable for anticipated completion of action to be taken and an explanation for any corrective action ~~corrective action~~ that will not be implemented.

The internal audit activity will be responsible for appropriate monitoring and follow-up on engagement

findings and recommendations no later than six months after issuance of reports by the Inspector General, Auditor General, and Office of Program Policy and Government Accountability on engagement findings and recommendations. A written follow-up report on the status of corrective actions taken will be provided to the Board and Legislative Auditing Committee. # All significant findings will remain in an open issues file until cleared.

**PERIODIC ASSESSMENT:**

The District Inspector General will annually report to the Executive Director or designee(s) and the Board, not later than September 30 of each year, summarizing the District Inspector General activities during the immediately preceding fiscal year. Reporting will include the District Inspector General's performance relative to its plan, and significant risk exposures and control issues, including fraud risks, governance issues, a summary of each audit and investigation completed during the period, and other matters needed or requested by senior management and the Board.

The District Inspector General will communicate to the Executive Director or designee(s) and the Board on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments.

INTERNAL AUDIT ACTIVITY CHARTER

Approved this \_\_\_\_\_ day of January, 2020.  
La Crona + Munroe, P.A.  
u Richard H. Jones, president Ray Adams  
District Inspector General Executive Director

[Signature]  
Chair, Governing Board

**SUWANNEE RIVER WATER MANAGEMENT  
DISTRICT INSPECTOR GENERAL  
INTERNAL AUDIT ACTIVITY CHARTER**

This charter describes the significant areas of responsibility for the District Inspector General, in order to demonstrate compliance with Section 20.055, Florida Statutes, and Government Auditing Standards issued by the Comptroller General of the United States.

**PURPOSE:**

The purpose of employing/contracting for the Suwannee River Water Management District (District) Inspector General services is to provide independent, objective assurance, and advisory services designed to add value and improve the operations of the Suwannee River Water Management District. Such audit services assist the District in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's governance, risk management, and control processes. The internal audit activities described in this Charter are enhanced by the audit function adhering to certain ethical principles and independence standards, and by demonstrating professional judgment.

**ROLE:**

The District Inspector General's internal audit activity is established by the Governing Board (Board). The internal audit activity's responsibilities are defined by the Board as part of their oversight role.

**AUTHORITY:**

Pursuant to the provisions of section 373.079(4)(b), Florida Statutes (F.S.), the Board must employ an Inspector General who meets the required education and experience qualifications to perform the applicable duties of a state agency inspector general as provided in Section 20.055, Florida Statutes.

The law requires that the District Inspector General's responsibilities include internal audits that are to be conducted in accordance with current *International Standards for the Professional Practice of Internal Auditing* as published by the Institute of Internal Auditors, or where appropriate, in accordance with Generally Accepted Government Auditing Standards. As authorized by law, the District has adopted the Government Auditing Standards which are referred to in issued audit reports. The District Inspector General has also adopted the General Principles and Standards for Offices of Inspector General as published and revised by the Association of Inspectors General which are referred to in issued investigation reports.

The internal auditors, with strict accountability for confidentiality and safeguarding records and information, are authorized free and unrestricted access to any and all of the District's records, physical properties, and personnel pertinent to carrying out any engagement. All Board members, employees, contractors, and subcontractors have a duty to cooperate with the internal audit activity in fulfilling its statutory roles and responsibilities. The internal audit activity will also have free and unrestricted access to the Board.

**CODE OF ETHICS:**

The internal auditors have a responsibility to conduct themselves, so their good faith, integrity, and objectivity are not open to question. Professional behavior must conform to ethical requirements applicable to professional licenses and memberships in professional associations.

**ORGANIZATION:**

The District Inspector General will report functionally to the Board and administratively (i.e. day to day operations) to the Executive Director or designee.

The Board will approve the internal audit charter and the risk-based internal audit plans annually. The Board will also approve all decisions regarding the performance evaluation, appointment, or removal of the District Inspector General as well as the District Inspector General's annual compensation. The District Inspector General will communicate and interact directly with the Board as appropriate.

**INDEPENDENCE AND OBJECTIVITY:**

The internal audit activity will remain free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing, and report content.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively and in such a manner that they believe in their work product, that no quality compromises are made, and that they do not subordinate their judgment on audit matters to others.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair their judgment.

Internal auditors will exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors will make a balanced assessment of all the relevant circumstances and take necessary precautions to preclude being unduly influenced by their own interests or by others in forming judgments.

The District Inspector General will confirm to the Board, at least annually, the organizational independence of the internal audit activity. The District Inspector General will disclose to the Board any interference and related implications in determining the scope of internal auditing, performing work, and/or communicating results.

**RESPONSIBILITY:**

The scope of internal auditing encompasses, but is not limited to, the objective examination and evaluation of the adequacy and effectiveness of the organization's governance, risk management, and control processes as well as the quality of performance in carrying out assigned responsibilities to achieve the organization's stated goals and objectives. This includes:

- Assessing the reliability and integrity of information and the means used to identify, measure, classify, and report such information, including information on performance measures, standards, and to make recommendations for improvement, if any.
- Performing advisory services related to governance, risk management, and control as appropriate for the organization, as well as advising in the development of performance measures, standards, and procedures for evaluation of District programs.
- Evaluating the actions taken by the District to improve program performance and meet program standards and make recommendations for improvement, if any.
- Directing, supervising, coordinating, and performing audits, investigations, and management advisory services relating to the programs and operations of the District, including investigations specifically relating to Section. 20.055, F.S.

- Conducting, supervising, or coordinating and performing other activities carried out or financed by the District for the purpose of promoting economy and efficiency in the administration of, or preventing fraud and abuse in, its programs and operations.
- Keeping the Board and Executive Director informed concerning fraud, abuses, and deficiencies relating to programs and operations administered or financed by the District; recommending corrective action concerning fraud, abuses, and deficiencies; and reporting on progress made in implementing corrective action.
- Ensuring effective coordination and cooperation between the Auditor General, state agency inspectors general, external auditors conducting annual financial and compliance audits, including federal and state funds, federal auditors, and other governmental bodies, with a view toward avoiding duplication.
- Reviewing, as appropriate, rules, policies, and procedures relating to the programs and operations of the District and making recommendations regarding their impact.
- Ensuring that an appropriate balance is maintained between audit, investigative, and other accountability activities.
- Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on the organization.
- Evaluating District policies, procedures, processes, and controls for ensuring that resources and assets are acquired economically, used efficiently, and protected adequately.
- Evaluating specific operations at the request of the Board or management, as appropriate.
- Reviewing complaints and coordinating all activity of the District as required by the Whistle-blowers Act pursuant to Sections 112.3187-112.31895, Florida Statutes.
- Reporting expeditiously to the Florida Department of Law Enforcement or other law enforcement agency, as appropriate, whenever the Inspector General has reasonable grounds to believe there has been a violation of criminal law.

**INTERNAL AUDIT PLAN:**

At least annually, the District Inspector General will submit to the Executive Director or designee(s) and the Board risk-based long term and annual internal audit plans including a specific cybersecurity audit plan for review and approval. The annual internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal year. The District Inspector General will communicate the impact of resource limitations and significant interim changes to senior management and the Board.

The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the Board. The District Inspector General will review and adjust the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls. Any significant deviation from the approved internal audit plan will be communicated to senior management and the Board through periodic activity reports.

**REPORTING AND MONITORING:**

A written report will be prepared and issued by the District Inspector General or designee following the conclusion of each internal audit engagement. Internal audit reports will be distributed to the Board, District management, and others as provided by law and as considered appropriate.

The internal audit report shall include management's response and corrective action taken or to be taken in regard to the specific findings and recommendations. Management's response is due within 20 working days from receipt of the auditors findings and recommendations and shall include

a timetable for anticipated completion of action to be taken and an explanation for any corrective action that will not be implemented.

The internal audit activity will be responsible for appropriate monitoring and follow-up on engagement findings and recommendations no later than six months after issuance of reports by the Inspector General, Auditor General, and Office of Program Policy and Government Accountability. A written follow-up report on the status of corrective actions taken will be provided to the Board and Legislative Auditing Committee. All significant findings will remain in an open issues file until cleared.

**PERIODIC ASSESSMENT:**

The District Inspector General will annually report to the Executive Director or designee(s) and the Board, not later than September 30 of each year, summarizing the District Inspector General activities during the immediately preceding fiscal year. Reporting will include the District Inspector General's performance relative to its plan, and significant risk exposures and control issues, including fraud risks, governance issues, a summary of each audit and investigation completed during the period, and other matters needed or requested by senior management and the Board.

The District Inspector General will communicate to the Executive Director or designee(s), and the Board on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments.

**INTERNAL AUDIT ACTIVITY CHARTER**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

*Sam M. McCall, CIG* \_\_\_\_\_  
District Inspector General Executive Director  
*for Law, Redd, Crona & Munroe, P.A.*

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

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Pam Shaw, Chief, Office of Finance  
THRU: Tim Alexander, Assistant Executive Director, Business and Community Services  
DATE: August 30, 2024  
RE: Annual Report of District Inspector General Activities for the Fiscal Year 2023-2024

**RECOMMENDATION**

Approve the Audit Committee recommendation to accept the Annual Report of the District Inspector General Activities for the Fiscal Year 2023–2024 from Law, Redd, Crona & Munroe, P.A.

**BACKGROUND**

Pursuant to Section 20.055(8), Florida Statutes, and Section 6 of District Contract 12/13-040, Law, Redd, Crona & Munroe, P.A., prepared the attached Annual Report of District Inspector General (IG) Activities for the Fiscal Year ending September 30, 2024, dated July 18, 2024. The report is a summary of activities completed by the IG, including three audit reports:

- Report No. 24-01, Internal Audit of Cybersecurity
- Report No. 24-02, Follow-up Report on District Corrective Actions Regarding Prior Internal Audit Findings
- Report No. 24-03, Internal Audit of Cost-Share Agreements

On August 9, 2024, Jon Ingram, Partner with Law, Redd, Crona & Monroe, P.A. presented the report to the audit committee, and the audit committee voted to accept the report.

PS/tm  
Attachment

**SUWANNEE RIVER  
WATER MANAGEMENT DISTRICT**

**ANNUAL REPORT  
OF  
DISTRICT INSPECTOR GENERAL ACTIVITIES**

**For the Fiscal Year Ending  
September 30, 2024**

**July 18, 2024**

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

Pursuant to Section 20.055(8), Florida Statutes, and Section 6 of the agreement with the District to serve as your Inspector General, we are pleased to present this Annual Report of District Inspector General Activities for the fiscal year ending September 30, 2024. Thank you for the opportunity to work with you and management in promoting accountability, integrity, and efficiency at the District.

If you have any questions regarding this Annual Report, please contact Sam McCall, CPA, CIG, CIA; or Jon Ingram, CPA, CISA.

Sincerely,



**LAW, REDD, CRONA & MUNROE, P.A.**  
Tallahassee, Florida  
July 18, 2024

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES  
July 18, 2024**

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**INTRODUCTION**

The Suwannee River Water Management District (District) and Law, Redd, Crona & Munroe, P.A. (Law Redd) entered into an agreement, which was amended on June 18, 2018, for Law Redd to provide District Inspector General Services pursuant to Sections 373.079(4)(b)2., and 20.055, Florida Statutes, and serve as a central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency in the District. In accordance with the contract requirements and Section 373.079(4)(b), Florida Statutes, Sam McCall, CPA, CIG, CIA, serves as Inspector General for the District under the contract with Law Redd.

Law Redd, under the direction of the District Inspector General, is to:

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

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES**

**ASSIGNED STAFF**

During the fiscal year ending September 30, 2024, the following Law Redd personnel worked on District Inspector General activities:

<b>Name</b>	<b>Position</b>	<b>Certifications</b>
Sam McCall	District Inspector General	Certified Public Accountant Certified Inspector General Certified Internal Auditor
Richard Law	Partner	Certified Public Accountant
Jon Ingram	Partner/Information Technology Audit Manager	Certified Public Accountant Certified Information Systems Auditor
Craig Flemmings	Auditor	

**INSPECTOR GENERAL ACTIVITIES**

Law Redd and the District Inspector General completed the following activities during the year:

- Conducted a risk assessment and based on the results of the risk assessment, prepared a concise internal audit plan for the three fiscal years ending September 30, 2026, and a detailed internal audit plan for the fiscal year ending September 30, 2024. The audit plans were approved by the Governing Board on September 12, 2023.
- Performed three internal audits, as described in the following section.
- Provided additional value-added services, described below, that were beyond contract requirements.

During the year, the District Inspector General did not receive any complaints relating to District operations that resulted in initiation of additional audits; did not initiate or conduct any investigations; and did not receive any complaints that concern the duties and responsibilities of the District Inspector General or Law Redd.

**INTERNAL AUDITS PERFORMED IN 2023-24**

**Report #24-01, Internal Audit of Cybersecurity**

This audit focused on selected District cybersecurity controls related to the following security functions set forth in the National Institute of Standards and Technology (NIST)

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES**

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Cybersecurity Framework:

- Identify – developing an organizational understanding to manage cybersecurity risk to systems, people, assets, data, and capabilities.
- Protect – developing and implementing appropriate safeguards to ensure delivery of critical services and limit or contain the impact of a potential cybersecurity event.

We noted opportunities for improving District cybersecurity controls in certain areas. The content of the report, which we provided to District management, is confidential and exempt from public disclosure pursuant to Section 119.0725, Florida Statutes.

**Report No. 24-02, Follow-up on District Corrective Actions Regarding Prior Internal Audit Findings**

This follow-up was conducted pursuant to Section 20.055(8)(c)4., Florida Statutes and the District’s internal audit activity charter. The issue included in our follow-up audit pertained to District information technology and cybersecurity controls. We concluded that District management reasonably addressed the issue and no further follow-up action is considered necessary.

The content of the report, which we provided to District management, is confidential and exempt from public disclosure pursuant to Section 119.0725, Florida Statutes.

**Report #24-03, Internal Audit of Cost-Share Agreements**

This audit focused on the District’s management of selected Agricultural Cost-Share agreements and Regional Initiative Valuing Environmental Resources (RIVER) Cost-Share agreements. For these cost-share agreements included in the scope of our testing, we found that the District maintained documentation demonstrating that selected requirements of Governing Board directives and District procedures were followed by District staff. No matters for management’s attention were reported.

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**ADDITIONAL SERVICES PROVIDED IN 2023-24**

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During the contract year, Law Redd provided the following additional value-added services to the District that were beyond contract requirements:

- A citizen complaint was received relating to District regulatory responsibilities. Contact was made with responsible District management to further discuss the issue and request to be copied on the final disposition of the issue. For these type issues, which do not include allegations of fraud, District management should be expected

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES**

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to address all complaints in a fair and timely manner and without Inspector General direct involvement. Should there be repeated complaints relating to a regulatory area indicating a significant weakness in policies and procedures or systems of control, the Inspector General through these additional monitoring activities would consider recommending an audit for Board approval.

- The District identified an issue relating to payments to a vendor. The Inspector General concurred with actions taken to address the issue, provided additional observations and suggestions to assure the issue was an isolated instance, and requested to be informed of any formal personnel actions taken relating to the matter.
- The Inspector General and District management met with the Legislature's Office of Program Policy Analysis and Government Accountability (OPPAGA) to answer questions and learn about an upcoming statewide evaluation of the timeliness and volume of permits issued by all water management districts. Management offered to provide assistance as needed and OPPAGA staff were also made aware of a previous Inspector General audit of the District permitting process and the positive audit results.
- At the request of the Board and management, the Inspector General led a workshop to address the requirements in Section 218.319, Florida Statutes, and guidance issued by the Florida Auditor General, for Board selection of an external auditor to conduct the annual audit of the District's financial statements. The workshop assisted current and newly appointed Board members to further understand the selection procedures to be performed by the Board as a whole and by those Board members serving on the Auditor Selection Committee. The Inspector General worked with the Executive Director and Chief Financial Officer in preparing materials for the workshop and offered assistance as needed throughout the process.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Pam Shaw, Chief, Office of Finance

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

DATE: August 30, 2024

RE: Inspector General Three-Year Audit Plan for Fiscal Years 2025 to 2027 and Fiscal Year 2024-2025 Internal Audit Work Plan

**RECOMMENDATION**

Approve the Audit Committee's recommendations to amend and accept the Inspector General's revised Three-Year Audit Plan for Fiscal Years 2025 to 2027 and the Fiscal Year 2024-2025 Internal Work Plan for Law, Redd, Crona & Munroe, P.A.

**BACKGROUND**

Law, Redd, Crona & Munroe, P.A., prepared a Three-Year Internal Audit Plan for Fiscal Years 2025 to 2027 with a list of recommended future audit topics for the Audit Committee's consideration. The audit topics are based on the Inspector General's risk assessment activities and discussion with District management.

Law, Redd, Crona & Munroe, P.A., also prepared the Fiscal Year 2024-2025 Internal Audit Work Plan for the Audit Committee's review and approval.

On August 13, 2024, Jon Ingram, Partner with Law, Redd, Crona & Munroe, P.A. presented these plans to the Audit Committee. The Audit Committee selected the Competitive Selection Procurement Process and the Revenue and Receipts as the items to be added to the 2027 audit plan and voted to accept the plans.

PS/tm  
Attachments

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
THREE YEAR INTERNAL AUDIT PLAN  
FOR THE FISCAL YEARS ENDING SEPTEMBER 30, 2025, THROUGH SEPTEMBER 30, 2027**

1. 2025
  - a. Update Risk Assessment
  - b. Follow-up on Prior Internal Audit Findings – includes the four previously reported observations and recommendations from the 2024 internal audit of Cybersecurity, Report #24-01, dated May 29, 2024.
  - c. Follow-up on OPPAGA Water Management District Permitting Review Findings (if any are directed to the District).
  - d. Land Acquisition and Management – District policies, procedures, and controls for ensuring that:
    - i. Land is acquired in an economic manner and in compliance with State laws, regulations, and funding requirements;
    - ii. District-owned land is managed in compliance with State laws, regulations, and funding requirements; and
    - iii. Land is identified for disposition for justified reasons and disposed of in an economic manner and in compliance with State laws and regulations.
    - iv. Conservation easements will be included in the scope of the audit.
  - e. Annual Report of IG Activities
2. 2026
  - a. Update Risk Assessment
  - b. Follow-up on Prior Internal Audit Findings (if any)
  - c. Follow-up on Auditor General Operational Audit Findings (if any)
  - d. Cybersecurity - review of selected District cybersecurity controls protecting the confidentiality, integrity, and availability of District information and information technology (IT) resources. Please see the attached Cybersecurity Audit Plan for the security functions to be included in the audit scope.
  - e. Annual Report of IG Activities
3. 2027
  - a. Update Risk Assessment
  - b. Follow-up on Prior Internal Audit Findings (if any)
  - c. Competitive Selection Procurement Process – District purchasing policies and procedures for ensuring compliance with Chapter 287, Florida Statutes, including the District’s solicitation and award process.
  - d. Revenue and Receipts – District controls for ensuring the accuracy and completeness of recorded revenues. The specific revenue-generating activity to be included in the audit scope is to be determined in future internal audit risk assessments.
  - e. Annual Report of IG Activities

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

**ATTACHMENT A**  
**CYBERSECURITY AUDIT PLAN**  
**FOR THE FISCAL YEARS ENDING SEPTEMBER 30, 2025, THROUGH SEPTEMBER 30, 2027**

Section 20.055(6)(i), Florida Statutes, provides that audit plans developed by inspector generals shall include a specific cybersecurity audit plan. This cybersecurity audit plan for the Suwannee River Water Management District is based on security functions as defined in the National Institute of Standards and Technology (NIST) *Framework for Improving Critical Infrastructure Cybersecurity* (Cybersecurity Framework). The security functions to be included in the scope of planned cybersecurity audits and the related definitions from the NIST Cybersecurity Framework are listed below.

1. 2025

- a. Follow up on the status of District corrective action on the four previously reported audit observations and recommendations from our 2024 Cybersecurity audit, Report #24-01, dated May 29, 2024.

2. 2026

- a. Detect – activities to timely identify the occurrence of a cybersecurity event.
- b. Respond – activities for acting upon a detected cybersecurity event.
- c. Recover – activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity incident.

3. 2027

- a. Follow up on the status of District corrective action on previously reported audit observations and recommendations, if any are reported, from our 2026 Cybersecurity audit.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
2025 INTERNAL AUDIT PLAN**

Audit Area	Tentative Work Plan	Planned Start Date	Estimated Hours
<b>Land Acquisition and Management</b>	<p>Review the District’s policies, procedures, and controls for ensuring that:</p> <ul style="list-style-type: none"> <li>– Land is acquired in an economic manner and in compliance with State laws, regulations, and funding requirements.;</li> <li>– District-owned land is managed in compliance with State laws, regulations, and funding requirements, and;</li> <li>– Land is identified for disposition for justified reasons and disposed of an economic manner and in compliance with State laws and regulations.</li> </ul>	February 2025	60
<b>Follow-up on Prior Internal Audit Findings</b>	<p>Review the status of District corrective action toward the observations and recommendations in prior internal audit reports that are unresolved through September 30, 2024.</p> <ul style="list-style-type: none"> <li>– The scope of this follow-up audit will include the observations and recommendations from our internal audit of Cybersecurity, Report #24-01, dated May 29, 2024.</li> </ul>	April 2025	20
<b>Follow-up on OPPAGA Water Management District Permitting Review Findings</b>	<p>Review the status of District corrective action toward findings, if any are directed to the District, in the OPPAGA Water Management District Permitting Review.</p> <ul style="list-style-type: none"> <li>– Section 20.055(6)(h), Florida Statutes, provides that, no later than six months after the release of OPPAGA reports, inspector generals shall provide a written response on the status of corrective actions taken. The OPPAGA review was in progress at the time of our audit plan development.</li> </ul>	May 2025	20
<b>Discretionary</b>	<ul style="list-style-type: none"> <li>– Reserved for procedures to be performed at the discretion of the Inspector General without the prior knowledge of management.</li> <li>– Perform additional procedures as deemed necessary as a result of other procedures performed or at the request of the Governing Board, management, and/or external auditor.</li> </ul>	October 2024 – September 2025	15
<b>Reporting</b>	<ul style="list-style-type: none"> <li>– Preparation of Internal Audit Reports</li> <li>– Presentation of Draft Reports to District CFO</li> <li>– Presentation of Final Audit Reports to Audit Committee</li> <li>– Presentation of Annual Report of IG Activities to Audit Committee</li> </ul>	October 2024 - September 2025	30
<b>Risk Assessment and Planning</b>	<ul style="list-style-type: none"> <li>– Discussions with District CFO and other management as necessary</li> <li>– Other risk assessment procedures</li> <li>– Identify areas of concern</li> <li>– Design of specific audit procedures</li> <li>– Presentation of audit plans to Governing Board’s Audit Committee</li> </ul>	Summer 2025	20

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

**Estimated Blended Hourly Rate**

	<u>Hourly Rate</u>	<u>Per Cent Utilized</u>	<u>Extension</u>
Inspector General	\$220	12%	\$ 26.40
Partner-in-Charge	\$220	8%	17.60
Audit Manager/IT Manager	\$155-165 (blended)	25%	40.00
Senior Auditor	\$125	35%	43.75
Staff Auditor	\$100	20%	<u>20.00</u>
	Blended Rate		<u><u>\$ 147.75</u></u>

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Pam Shaw, Chief, Office of Finance  
THRU: Tim Alexander, Assistant Executive Director, Business and Community Services  
DATE: August 30, 2024  
RE: Independent Financial Audit Services Contract

**RECOMMENDATION**

Approve the Audit Selection Committee’s recommendation to award Reliant CPAs, P.A., dba Powell and Jones CPA., the financial audit services contract for the Fiscal Years (FY) 2025 through 2029 based on the results of the RFP 23/24-019 BCS review and authorize the Executive Director to execute a five-year contract to the same for an amount not to exceed \$162,240 with the option of three one-year renewals for FY 2030 - \$36,500, FY 2031 - \$37,960, and FY 2032 - \$39,450.

**BACKGROUND**

In accordance with Section 218.391, Florida Statutes (F.S.), the auditor selection law, establishes required procedures for the selection of auditors to perform the financial audits required by Section 218.39, F.S., for counties, municipalities, special districts, district school boards, charter schools, and charter career technical centers. These procedures help ensure selection of a qualified auditor and satisfactory audit effort.

Pursuant to Section 218.391(3)(c), F.S., the Audit Selection Committee must provide interested audit firms with a Request for Proposal (RFP). The RFP is required to include information on how proposals are to be evaluated and such other information as the committee determines is necessary for the firm to prepare a proposal.

On June 14, 2024, the District, on behalf of the Audit Selection Committee, released an RFP for independent financial audit services from qualified certified public accounting firms. Written questions were received on June 28, 2024, from one firm. Responses to the questions were posted as required on July 8, 2024.

On July 26, 2024, the solicitation received four responses. The District’s Audit Selection Committee members evaluated and scored the bid proposals independently and submitted scores to the District. The scores were compiled, and the firms were ranked from highest to lowest score.

Name of Firm	Location	Average Score
Reliant CPAs P.A. dba Powell and Jones CPA	Lake City, FL	906.0
James Moore & Co, P.L.	Gainesville, FL	886.0
Carr, Riggs & Ingram CPAs and Advisors	Gainesville, FL	843.8
Mauldin & Jenkins, LLC	Bradenton, FL	724.8

The compilation of the scores were presented to the Audit Selection Committee at the August 13, 2024, committee meeting. Reliant CPAs, P.A. dba Powell and Jones CPA received the highest

score and was selected as the firm to be recommended to the Governing Board to be awarded the financial audit services contract that was solicited through RFP 23/24-019 BCS.

Based on the proposal received from Reliant CPAs, P.A., the financial audit services contract shall be for a base term of five (5) years from FY 2025 through FY 2029, starting with the current fiscal year ending September 30, 2024 for an amount not to exceed \$162,240, with options to renew the agreement for three (3) subsequent one-year terms for FY 2030 - \$36,500, FY 2031 - \$37,960, and FY 2032 - \$39,450, subject to the mutual agreement of both parties and available funding.

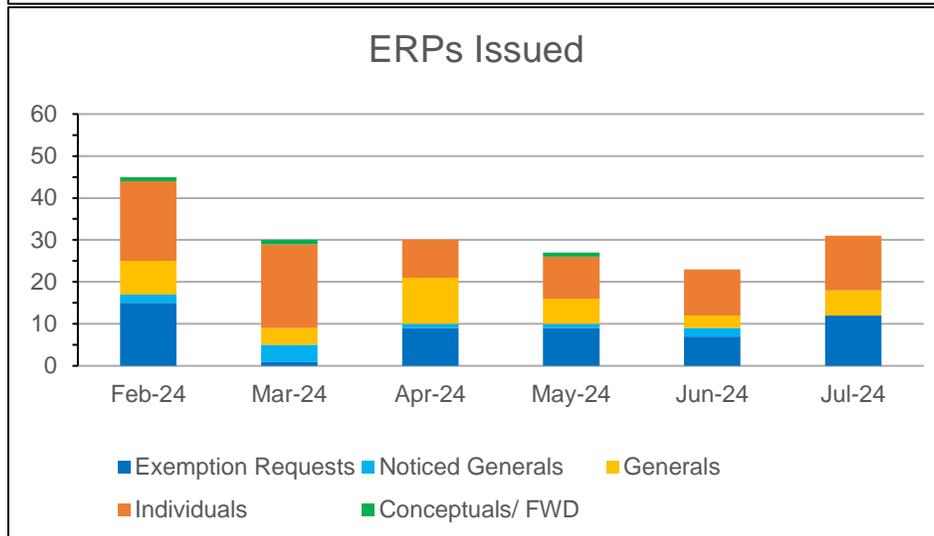
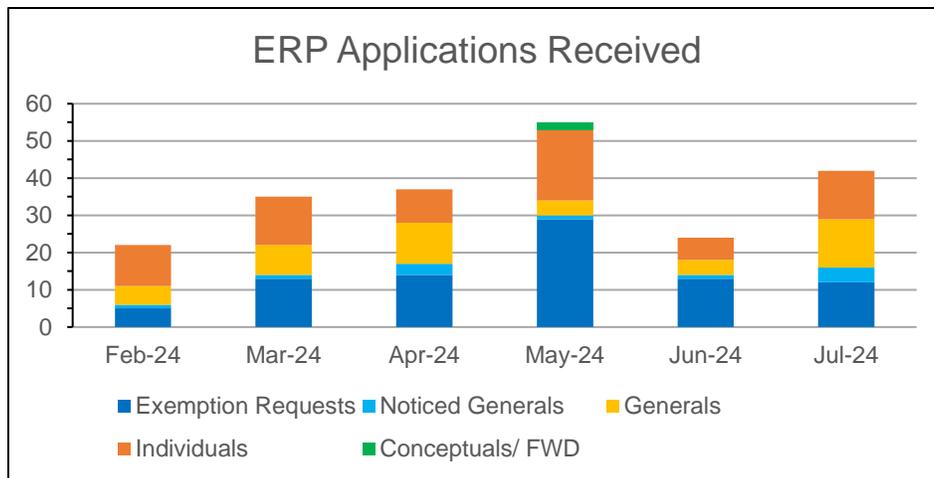
Funding for the average annual amount of this contract is included in the FY 2025 Tentative Budget and is contingent upon approval of the FY 2025 Final Budget.

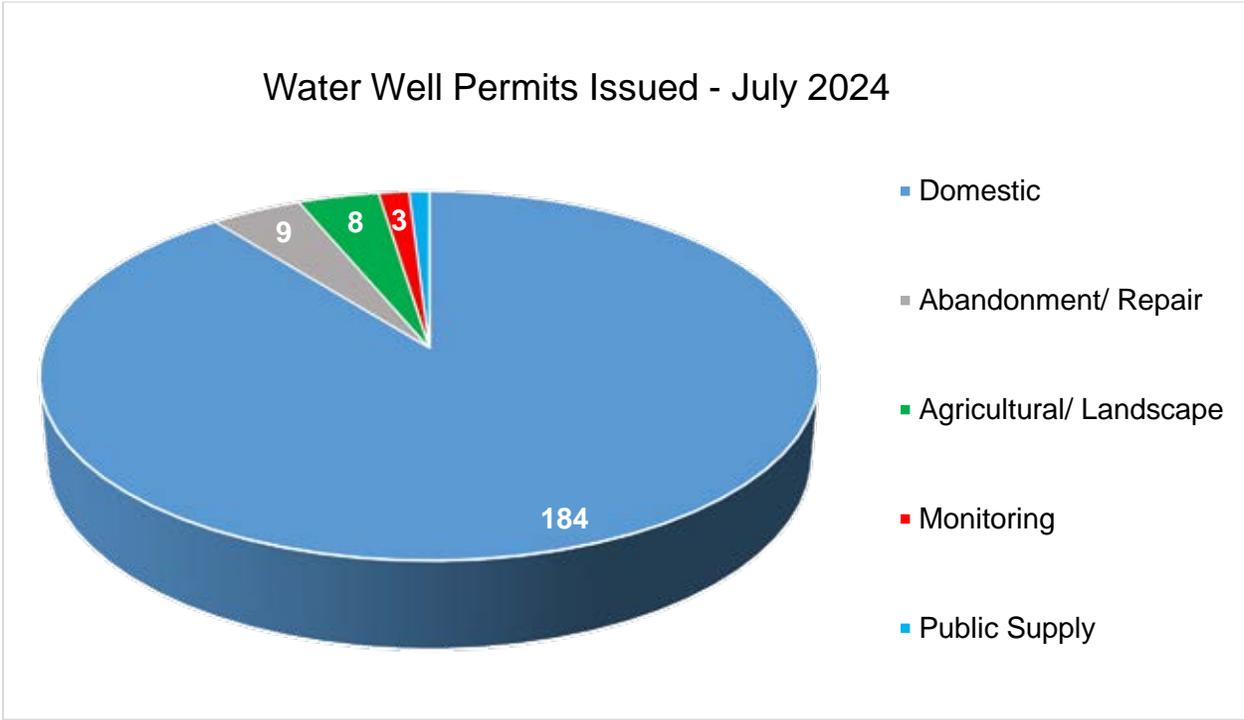
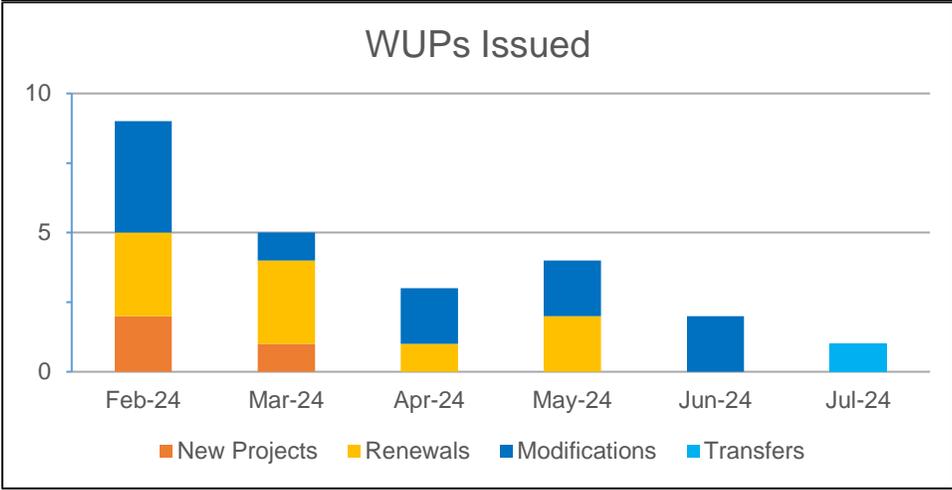
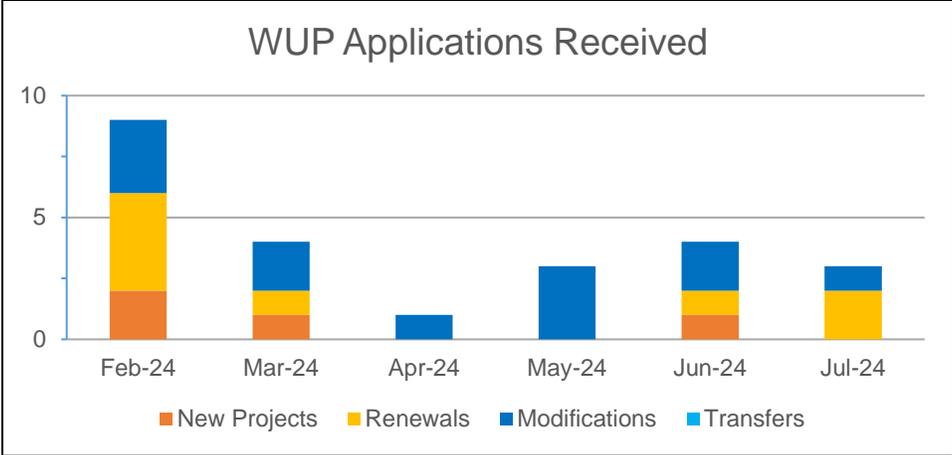
PS/tm

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board  
FROM: Leroy Marshall, Director, Resource Management/Projects Division  
THRU: Tim Alexander, Assistant Executive Director, Business and Community Services  
DATE: August 30, 2024  
RE: Permitting Summary Report





**40B-400.091 Rule Reference**

GB Authorized Rulemaking	2/14/2023
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Correction/ Change	
File with DOS	
<b>Effective Date</b>	

**40B-4.1020 Definitions**

GB Authorized Rulemaking	4/9/2024
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Correction/ Change	
File with DOS	
<b>Effective Date</b>	

**40B-4.1090 Docs Incorporated by Ref**

GB Authorized Rulemaking	4/9/2024
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Correction/ Change	
File with DOS	
<b>Effective Date</b>	

**40B-4.3010 WOD Permits**

GB Authorized Rulemaking	4/9/2024
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Correction/ Change	
File with DOS	
<b>Effective Date</b>	

**40B-4.3030 WOD Cond for Issuance**

GB Authorized Rulemaking	4/9/2024
Notice of Rule Development	
Public Workshop	
Notice of Proposed Rule	
Notice of Correction/ Change	
File with DOS	
<b>Effective Date</b>	

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

**ERP/ WUP Compliance Agreements:**

None to report

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Leroy Marshall, Director, Resource Management/Projects Division

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

DATE: August 30, 2024

RE: Fiscal Year 2024-2025 Annual Regulatory Plan

**RECOMMENDATION**

Approve the Fiscal Year 2024-2025 Annual Regulatory Plan and authorize submittal to the Governor's Office of Fiscal Accountability and Regulatory Reform, the Joint Administrative Procedures Committee, the Florida Speaker of the House, and the Florida Senate President.

**BACKGROUND**

Section 120.74, Florida Statutes (F.S.), requires state agencies to submit an Annual Regulatory Plan to the Office of Fiscal Accountability, Joint Administrative Procedures Committee, the Florida Speaker of the House, and the Florida Senate President by October 1<sup>st</sup> each year, in order that they may have an expectation of the rules that will be updated and/or created during the upcoming year.

The District is not required to complete all proposed rulemaking in the plan, however, any amendments to or initiation of new rules are required to be listed in the plan before the agency proceeds with rulemaking. Additionally, a list of laws enacted during the previous 12 months that affect the duties or authority of the District, and whether the District must adopt rules to implement those laws, is also included with the plan.

For Fiscal Year 2024-2025, significant proposed rulemaking includes the addition of alternative abandonment methods and general permits by rule to the District's water well construction rules in Chapter 40B-3, Florida Administrative Code (F.A.C.); amendments to land acquisition procedures in Chapter 40B-9, F.A.C.; and the addition of a new Administrative Code, Chapter 40B-0, F.A.C., stipulating exceptions to the Uniform Rules of Procedure. Proposed rule amendments will be brought before the Governing Board for consideration as they are developed.

The attached plan must be certified by the Governing Board Chair and legal counsel pursuant to paragraph 120.74(1)(d), F.S.

WZ/tm  
Attachment

# 2024-2025 Annual Regulatory Plan

## Suwannee River Water Management District

### PART ONE: Rules the agency expects to implement rulemaking before July 1, 2025, pursuant to S. 120.74(1)(b), F.S.

Rule Number	Rule Title	Rulemaking Action	Statute(s) Implemented	Description of Changes to be Made in Rulemaking	Reason for Rulemaking	Economic Impact	Highly Technical or Complicated
Ch. 40B-0, F.A.C.	Exceptions to the Uniform Rules of Procedure	New Rules authorized by the Administration Commission	S. 120.54(5), F.S.	Stipulate exceptions from Ch. 28-101 through 28-110, F.A.C., for Board meetings and point of entry into proceedings	Provide exceptions to Uniform Rules for more efficient execution of agency duties	Reduction in cost of doing business	No
40B-1.1010, F.A.C.	Point of Entry into Proceedings	Rule Repeal	N/A	N/A	Duplicative of Ch. 40B-0, F.A.C. rules	None	No
40B-2.021, F.A.C.	Definitions	Rule Amendment	S. 373.203, F.S.	Define terminology used in FDEP 62-42, F.A.C., and HB1557 reuse rules	Update rule/ Statewide Rule Consistency	None	No
40B-2.041, F.A.C.	Permits Required	Rule Amendment	S. 373.219, F.S.	Implement changes from FDEP 62-42, F.A.C., and HB1557 reuse rulemaking	Update rule/ Statewide Rule Consistency	TBD by FDEP	No
40B-2.301, F.A.C.	Conditions for Issuance of Permits	Rule Amendment	S. 373.223, F.S.	Implement changes from FDEP 62-42, F.A.C., and HB1557 reuse rulemaking in Water Use Permit Applicant's Handbook	Update rule/ Statewide Rule Consistency	TBD by FDEP	No
40B-2.321, F.A.C.	Duration of Permits	Rule Amendment	S. 373.236, F.S.	Implement changes from FDEP 62-42, F.A.C., and HB1557 reuse rulemaking	Update rule/ Statewide Rule Consistency	TBD by FDEP	No
40B-3.021, F.A.C.	Definitions	Rule Amendment	S. 373.308 and 373.309, F.S.	Define terminology used in Ch. 40B-3, F.A.C. rulemaking		None	
40B-3.035, F.A.C.	Publications and Agreements Incorporated by Reference	Rule Amendment	S. 373.308 and 373.309, F.S.	Incorporate amended FDEP 62-531, F.A.C., as set forth in SB1136	Update rule/ Statewide Rule Consistency	Determined by FDEP	No
40B-3.041, F.A.C.	Permits Required	Rule Amendment, New General Permits by Rule	S. 373.308 and 373.309, F.S.	Authorize certain well construction, repair, modification, and abandonment activities under a general permit	Update Rule	Reduction in cost of doing business	No
40B-3.341, F.A.C.	Suspension and Revocation of Permits	Rule Amendment	S. 373.308 and 373.309, F.S.	Clarify permit revocation criteria	Update Rule	None	No
40B-3.451, F.A.C.	Emergency Authorization	Rule Amendment	S. 373.308 and 373.309, F.S.	Remove ambiguous rule language	Update Rule	None	No
40B-3.492, F.A.C.	Violations of Permits	Rule Amendment	S. 373.333 and 373.336, F.S.	Clarify well construction violation criteria	Update Rule	None	No
40B-3.502, F.A.C.	Construction Methods	Rule Amendment	S. 373.308 and 373.309, F.S.	Authorize alternative well construction methods	Update Rule	Reduction in cost of doing business	No
40B-3.531, F.A.C.	Abandoned Well Plugging	Rule Amendment, New Rules	S. 373.308 and 373.309, F.S.	Authorize alternative well abandonment methods	Update Rule	Reduction in cost of doing business	No
40B-4.1020, F.A.C.	Definitions	Rule Amendment	S. 373.085 and 373.086, F.S.	Define terminology used in Ch. 40B-4, F.A.C. rulemaking	Update Rule	None	No

Rule Number	Rule Title	Rulemaking Action	Statute(s) Implemented	Description of Changes to be Made in Rulemaking	Reason for Rulemaking	Economic Impact	Highly Technical or Complicated
40B-4.1090, F.A.C.	Documents, Publications and Agreements Incorporated by Reference	Rule Amendment	S. 373.085 and 373.086, F.S.	Incorporate Bank Stabilization Guide and remove outdated flood maps	Update Rule	Reduction in cost of doing business	No
40B-4.3010, F.A.C.	Works of the District Permits	Rule Amendment	S. 373.085 and 373.086, F.S.	Reorganize rule to only contain WOD permit types	Restructure for Clarification	None	No
40B-4.3030, F.A.C.	Conditions for Issuance of Works of the District Permits	Rule Amendment	S. 373.085 and 373.086, F.S.	Reorganize rule to only contain the conditions all WOD permits must meet for issuance	Restructure for Clarification	None	No
40BER17-01	Minimum Flows for Falmouth, Lafayette Blue, Peacock, and Troy Springs	Transition from Emergency Rule to Standard Rule	S. 373.042(2), F.S.	Transition emergency rule provisions to final Middle Suwannee MFL rule	Update Rule	Dependent on MFL status	Yes
40B-9.021, F.A.C.	Definitions	Rule Amendment	S. 373.1401, F.S.	Define terminology used in Ch. 40B-9, F.A.C. rulemaking	Update Rule	None	No
40B-9.041, F.A.C.	Acquisition Procedures - Negotiations	Rule Amendment	S. 373.1401, F.S.	Clarify process for acquiring properties	Update Rule	None	No
40B-9.131, F.A.C.	Public Use of District Lands	Rule Amendment	S. 373.1401, F.S.	Stipulate minimum information required for commercial use of District lands	Update Rule	None	No
40B-9.1411, F.A.C.	Special Use Authorizations	Rule Amendment	S. 373.1401, F.S.	Facilitate the process for requesting a Special Use Authorization	Update Rule	None	No
40B-9.142, F.A.C.	Easements	Rule Amendment	S. 373.1401, F.S.	Delegate authority for granting easements to the Executive Director	Update Rule	None	No
40B-9.145, F.A.C.	Leases	Rule Amendment	S. 373.1401, F.S.	Delegate authority for granting leases to the Executive Director	Update Rule	None	No
40B-400.091, F.A.C.	Publications and Agreements Incorporated by Reference	Rule Amendment	S. 373.4131(6)(a), F.S.	Incorporate amended 62-330, F.A.C., by reference	Update Rule	None	No

**PART TWO: Addresses each law enacted or amended during the 2024 Legislative Session which creates or modifies the duties or authority of SRWMD, pursuant to S. 120.74(1)(a), F.S.**

Laws enacted or amended during the previous 12 months that affect the duties or authority of SRWMD	FL Statute modified or created	SRWMD rule impacted	Is SRWMD rulemaking mandatory? (Yes/No)	If discretionary, is rulemaking necessary to implement? (Yes/No)	Proposed NORD date (Must be before Nov 1)	Proposed NOPR date	Description
SB1136 Ch. 2024-143	S. 373.323, 373.333, 373.336, and 381.0065, F.S.	40B-3.035, F.A.C.	Yes		Upon FDEP amendments to 62-531, F.A.C.	Upon FDEP amendments to 62-531, F.A.C.	Revises requirements for water well contractor license examination eligibility and the standards licensed contractors' work must adhere to; Prohibits advertising of water well drilling services under certain conditions; Specifies that FDEP's variance review committee will not address water well permitting but must consider alternative requirements for onsite sewage systems
HB1557 Ch. 2024-180	S. 373.250(9), F.S.	40B-2.301, 321, and 331, F.A.C.	Yes		October 2025	October 2025	Promotes the reuse of reclaimed water and encourages quantifiable potable water offsets that produce significant water savings beyond those required in a consumptive use permit
SB7040 Ch. 2024-275	S. 373.4131, F.S.	40B-400.091, F.A.C.	Yes		Rulemaking Complete	Rulemaking Complete	Ratifies and amends ERP stormwater regulations to ensure compliance with state law and requires legislative approval for future amendments
SB0818 Ch. 2024-019	S. 115.09 and 115.14, F.S.	N/A	No				Modifies leave provisions for Florida public officials and employees called to military service, providing full pay for the first 30 days if the service is 90 or more consecutive days
HB781 Ch. 2024-96	S. 255.065, F.S.	N/A	No				Amends Florida's public-private partnership procedures to provide greater flexibility in handling unsolicited proposals for qualifying projects
HB1532 Ch. 2024-144	S. 373.4134, 373.4135, and 403.9932, F.S.	N/A	No				Addresses water quality improvement and mitigation banking processes, focusing on the participation of both governmental and private entities
SB674 Ch. 2024-267	S. 255.0993, F.S.	N/A	No				Mandates the use of U.S.-produced iron and steel in public works projects with certain exceptions and provisions
HB7013 Ch. 2024-136	Numerous	N/A	No				Requires special districts to establish performance measures, publish annual reports on performance, and subjects them to performance reviews by the Office of Program Policy Analysis and Governmental Accountability

**PART THREE: Updates to prior year's regulatory plan, pursuant to S. 120.74(1)(c), F.S.**

Law enacted	FL Statute modified or created	NORD FAR publication	If SRWMD determined rulemaking is unnecessary, explain why the law may be implemented without rulemaking	Description
Ch. 2016-1	S. 373.219(3), F.S.	Pending FDEP coordination	N/A	Develops unified definition of "harmful to the water resources" for Outstanding Florida Springs

We hereby certify that we have reviewed the Suwannee River Water Management District's (District) 2024-2025 Annual Regulatory Plan, pursuant to paragraph 120.74(1)(d), F.S. All District rules have been reviewed as of September 10, 2024, to determine if they remain consistent with the District's rulemaking authority and the laws implemented.

\_\_\_\_\_  
Virginia H. Johns                      \_\_\_\_\_  
Governing Board Chair              Date

\_\_\_\_\_  
George T. Reeves                      \_\_\_\_\_  
Legal Counsel                              Date

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Leroy Marshall, Director, Resource Management/Projects Division

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

DATE: August 30, 2024

RE: Water Use Permit 2-079-218544-9, Blue Triton Madison, Authorization of Water Use for Emergency Circumstances

**RECOMMENDATION:**

Approve second authorization for the permittee, Blue Triton Brands, Inc., to transport water from the Madison County water bottling facility to the Gilchrist County water bottling facility for a period not to exceed October 9, 2024, without additional authorization from the Governing Board.

**BACKGROUND:**

On August 1, 2024, Governor DeSantis issued Executive Orders 24-156 and 24-157 declaring a state of emergency for 61 Florida counties, including all counties under the District's jurisdiction, due to Hurricane Debby. On August 5, 2024, the hurricane impacted North Central Florida with significant rainfall that temporarily altered the source water composition for the Blue Triton Brands, Inc. Ginnie Springs water bottling facility in Gilchrist County. On August 6, 2024, the permittee requested, and the Executive Director approved the transportation of groundwater from the Madison County facility for back-up beverage processing use at the Gilchrist County facility. On August 13, 2024, the Governing Board authorized this use of groundwater until the September Board meeting.

Pursuant to water use permit condition 29, emergency back-up use of water may be authorized for up to 90 days per calendar year and may be authorized by the Executive Director prior to a Governing Board meeting. Staff determined that adverse weather conditions have resulted in deteriorated groundwater conditions at the Gilchrist County facility and warrant authorization of this request beyond the September Board meeting. This authorization does not increase the permitted groundwater allocation for the Madison County facility under water use permit 2-079-218544-9.

**Referenced Permit Conditions:**

*Condition 29: The executive director may authorize the use of groundwater withdrawals for back-up industrial/ commercial (beverage processing) use at facilities located in Florida and external to the Madison plant in emergency circumstances. Such authorization must be in writing and, unless revoked earlier by the executive director or the governing board, shall be effective for a term ending on the day following the next regular meeting of the governing board. If the governing board finds that emergency circumstances exist, it may extend and re-extend the term of the authorization for a subsequent period of time to expire on or before the day following the next regular meeting of the governing board. After the governing board grants its first extension, all subsequent extensions may be by summary action of the governing board. The days authorized for emergency circumstances shall not count against the above time limit for maintenance/repair activities. In determining whether circumstances constitute emergency circumstances, the executive director and the governing board shall consider, among other things, whether the Permittee could have reasonably foreseen the circumstances, the economic*

*hardship created by the circumstances, and the frequency with which the Permittee has requested such authorization in the past. Under no circumstances shall the authorization provided herein exceed ninety (90) days in a calendar year. Such days may or may not be consecutive.*

*Condition 30: The Permittee shall provide to the District a separate accounting of groundwater withdrawals for back-up industrial/ commercial (beverage processing) use at facilities located in Florida and external to the Madison plant, including the reason for and location of back-up water use, in the monthly water use report. If groundwater is not utilized for back-up industrial/ commercial (beverage processing) use at facilities located in Florida and external to the Madison plant during a given month, the permittee shall submit a report of zero-gallon usage to the District for that use.*

DK/tm

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

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

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

DATE: August 30, 2024

RE: Agriculture and Environmental Projects Monthly Report

Attached for your information is the Agriculture and Environmental Projects Monthly Report.

LMII/tm  
Attachment

# Office of Agriculture and Environmental Projects Monthly Report

Period ending July 31, 2024

<b>ENVIRONMENTAL PROJECTS PROGRAM</b>		
	Number of Contracts	Amount under contract
Active Contracts	27	\$ 32,609,374
Completed within the last 6 months	13	\$ 12,935,250
<b>Totals</b>	<b>40</b>	<b>\$ 45,544,624</b>

<b>AGRICULTURAL COST-SHARE PROGRAM</b>		
	Number of Contracts	Amount under contract
Active Contracts	139	\$ 10,703,859
Completed within the last 6 months	15	\$ 243,545
<b>Totals</b>	<b>154</b>	<b>\$ 10,947,404</b>

<b>FLOOD RISK OUTREACH AND MAPPING PROGRAM</b>		
	Number of Contracts	Amount under contract
Number of Contracts (TWAs)	12	\$ 6,880,106
Completed within the last 6 months	1	\$ 790,500
<b>Totals</b>	<b>13</b>	<b>\$ 7,670,606</b>
<b>TOTAL CONTRACTS / TWAs</b>	<b>207</b>	<b>\$ 64,162,634</b>

<b>AEP APPLICATIONS</b>	
	Number of Projects
Agriculture Applications under review	37
AWS and Springs	16
Conceptual Projects under review	17
Projects in Queue	4
<b>TOTAL</b>	<b>74</b>

<b>AEP FUNDING SOURCES</b>		
	Number of Grants	Grant amount provided
District	3	\$ 10,461,592
FDEP	36	\$ 58,683,926
Federal through FDEP	5	\$ 14,600,000
Federal (CTP Program)	7	\$ 11,359,417
Cooperator Match	-	\$ 12,666,986
<b>TOTAL</b>	<b>51</b>	<b>\$ 107,771,921</b>

FDEP	Florida Department of Environmental Protection
CTP	Cooperating Technical Partner (FEMA)
AEP	Agriculture and Environmental Projects
TWA	Task Work Order
FEMA	Federal Emergency Management Agency

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Leroy Marshall, Director, Resource Management/Projects Division

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

DATE: August 30, 2024

RE: Contract with the Federal Emergency Management Agency to Administer the Risk Mapping, Assessment and Planning Program

**RECOMMENDATION**

Authorize the Executive Director to enter into contract with the Federal Emergency Management Agency to implement the Fiscal Year 2024 Risk Mapping, Assessment and Planning Program in the Santa Fe Watershed basin for an amount not to exceed \$1,043,000.

**BACKGROUND**

The District has been a Cooperating Technical Partner implementing Federal Emergency Management Agency (FEMA's) Map Modernization and Risk Mapping, Assessment and Planning (Risk MAP) programs for over 20 years. Each December, the Governing Board considers the five-year FEMA business plan, which identifies the District's vision and level of participation for supporting the Risk MAP program. FEMA's Risk MAP program is an ongoing program in the District's river basins.

To implement this plan, District staff has developed a Mapping Activity Statement (MAS) for Federal Fiscal Year (FY) 2023 that details a step-by-step process to enhance the regulatory flood maps and provide Risk MAP products for the stated basins. With the addition of the FY 2024 allocation, the District will have nine active contracts totaling \$13,009,917. All information created or provided by the District, such as computer models and staff time, are used as the local match.

Funding for this recommendation is included in the Fiscal Year 2024-2025 Tentative Budget and is contingent upon approval of the Fiscal Year 2024-2025 Final Budget.

LM/tm

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Leroy Marshall, Director, Resource Management/Projects Division

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

DATE: September 1 ,2024

RE: Qualified Firms for Implementation of the Federal Emergency Management Agency RiskMAP Program

**RECOMMENDATION**

Approve the lists of qualified engineering firms for Federal Emergency Management Agency RiskMAP program activities and authorize the Executive Director to enter into contracts with four firms.

**BACKGROUND**

The Suwannee River Water Management District (District) desires to enter into agreements with consultants to assist the District in the development of its fully integrated floodplain management program and for the implementation of the Federal Emergency Management Agency (FEMA) Risk MAP Program. The District has been a FEMA Cooperating Technical Partner (CTP) implementing the FEMA Map Modernization and Risk MAP programs for over 20 years. On a 5-year cycle, the District requests qualifications from consultants to assist with this program.

Through the request for qualifications process, the selection committee chose one Program Management Consultant (PMC) and three Product Production Consultants (PPC).

The PMC will perform program management in accordance with District requests and requirements, as well as FEMA program management policies and procedures. FEMA requirements include activities described in the Mapping Activities Statement (MAS), Community Outreach and Mitigation Strategies Statement of Work, and the Program Management Statement of Work. Additionally, the PMC may perform Discovery and/or Quality Assurance and Quality Control in accordance with the FEMA requirements listed above. The PPCs will perform all other activities as required by the District and FEMA and produce a finished MAS product.

Attachment A shows the list of respondents to the RFQ and their corresponding score.

MD/tm  
Attachment

Attachment A

<b>Rank</b>	<b>Program Management Consultant</b>	<b>Product Production Consultants</b>
1	Atkins	AECOM
2		WSP
3		Dewberry
4		Halff
5		Geosyntech

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Troy Roberts, Office Chief, Communications and Outreach  
THRU: Katelyn Potter, Director, Outreach and Operations  
DATE: August 12, 2024  
RE: Outreach and Communications Activity Summary

The following information summarizes Outreach and Communications activities for the month of July 2024:

<b>Facebook</b>	<b>Twitter</b>	<b>Instagram</b>
Total Posts: 13 Total Reach: 8,900 Content Interactions: 331 Link Clicks: 58	Total Posts: 15 Total Impressions: 721	Total Posts: 8 Total Reach: 516 Total Engagement: 189

<b>Press Releases</b>
<ul style="list-style-type: none"><li>July 2 – <a href="#">Governing Board Meeting</a></li><li>July 9 – <a href="#">Hydrologic Conditions Report</a></li></ul>

<b>Media Inquiries / Responses</b>
N/A

<b>Meetings with Vendors / Consultants / Public</b>
<ul style="list-style-type: none"><li>July 11 – Troy Roberts and staff met with FDEP and SJRWMD officials to discuss the upcoming LSFIR meeting.</li><li>July 11 – Troy Roberts attended an outreach event at Manatee Springs State Park for 4H students.</li><li>July 15 – Troy Roberts met with Strategic Digital Services to firm up times for an upcoming video shoot.</li><li>July 16 – Troy Roberts and David King met with Strategic Digital Services for filming around the District to highlight water use.</li><li>July 17 – Troy Roberts attended NOAA’s Mis- and Disinformation during Hurricane Season virtual event.</li><li>July 18 – Troy Roberts visited Florida Gateway College to discuss its upcoming flood risk meeting.</li><li>July 23 – Troy Roberts and Katie McBride presented at Poe Springs as part of UF’s Follow the Water event with students from all over the state.</li><li>July 24 – Troy Roberts and Katie McBride presented at the Dixie County Public Library as part of its summer camp for students.</li><li>July 25-26 – Troy Roberts attended the Public Relations Society of America annual conference in Orlando.</li><li>July 31 – Troy Roberts attended the FDEP MFL Rulemaking workshop on the LSFI at the District Office.</li></ul>

**July Photo Highlight:**

District staff visited the Dixie County Library during the month of July to teach students about our springs, how pollution can impact them, and let them see some of the creatures that call the rivers and springs home.



SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

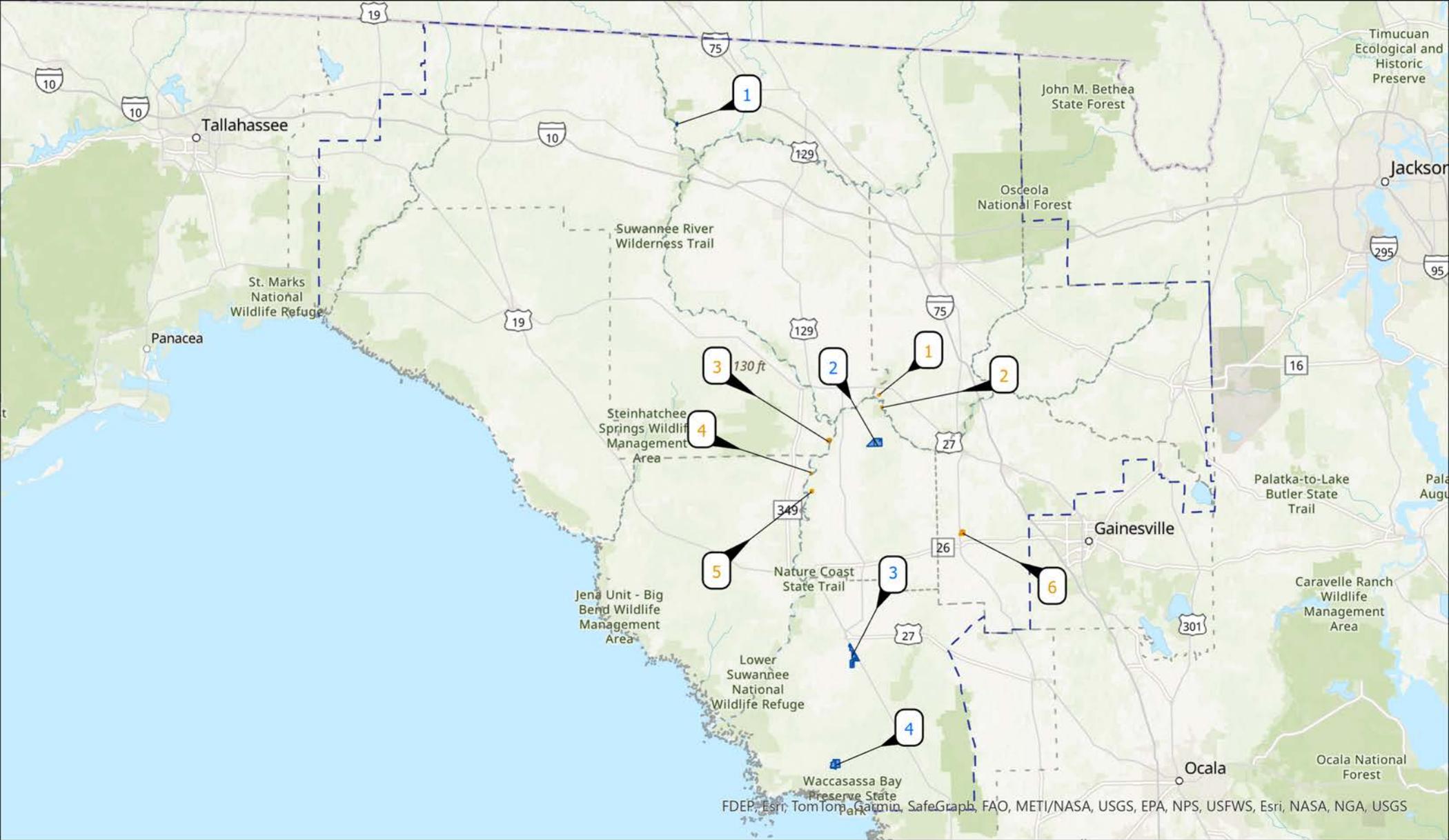
TO: Governing Board  
FROM: Katelyn Potter, Director, Outreach and Operations  
THRU: Hugh Thomas, Executive Director  
DATE: September 3, 2024  
RE: Land Acquisition and Disposition Activity Report

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

KP/ao  
Attachment

**Land Acquisition and Disposition Report**

Authorized for Surplus									
Tract	Acres	County	Acquired Date	Funding	Lands Committee Date	Governing Board Date	Price	Appraisal Date	Comments
Falmouth North (8 lots)	6.51	Suwannee	4.24.1998	WMLTF	--	06.08.2010	TBD by appraisal update.	TBD	Available for purchase.
Turtle Spring Surplus Tract	32	Lafayette	05.13.2015	Florida Forever	--	03.10.2015	TBD by appraisal update.	TBD	Available for purchase.
Country Club Road	80.69	Columbia	7.1.2015	N/A	--	07.09.2019	TBD by appraisal update.	TBD	Memorandum of Agreement with Columbia County for conveyance of property to restore dam
Suwannee Run Shores	1.175	Dixie	12.30.1997	Save Our Rivers	07.09.2019	08.13.2019	TBD by appraisal update.	TBD	Available for purchase.
Three Rivers Estates	1	Columbia	12.30.1997	Save Our Rivers	07.09.2019	08.13.2019	TBD by appraisal update.	TBD	Available for purchase.
Forest Woodlands	11	Gilchrist	10.11.1996	Save Our Rivers	10.11.2019	11.12.2019	TBD by appraisal update.	TBD	Available for purchase.
Santa Fe Oasis	1	Gilchrist	04.28.1998	Save Our Rivers	09.21.2020	05.12.2020	TBD by appraisal update.	TBD	Available for purchase.
Newberry Wellfield	58.66	Alachua	01.11.2000	P-2000	03.09.2021	04.14.2021	TBD by appraisal update.	TBD	Final easement terms pending legal review, will follow-up with City and move to final conveyance.
Approved for Detailed Assessment									
Project Name	Acres	County	Submittal Date	Asking Price	Acquisition Type	Lands Committee Date	Governing Board Date	Comments	
Dixon	40	Hamilton	01.2023	TBD based on appraisal	Conservation Easement	05.09.23	06.13.23	Appraisal received, onsite visit completed, following up on management and access with landowner.	
Hodges	753	Levy	03.2023	TBD based on appraisal	Conservation Easement	05.09.23	06.13.23	Onsite visit completed, pending appraisals.	
Williams Family Investments, LLC.	947	Levy	06.2023	TBD based on appraisal	Conservation Easement	09.25.23	10.10.23	Onsite visit completed, addressing question regarding silvicultural road, pending appraisals.	
Johnny Taylor	941	Gilchrist	07.2023	TBD based on appraisal	Conservation Easement	09.25.23	10.10.23	Draft easement sent over to landowner for terms negotiations.	
Leland Wright	149	Gilchrist	05.2024	Donation	Conservation Easement	07.09.24	08.13.24	Draft easement sent over to landowner for terms negotiations.	



FDEP, Esri, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS, USFWS, Esri, NASA, NGA, USGS

- SRWMD Boundary
- Lands Declared Surplus
- Lands Approved for Detailed Assessment

## Land Acquisition and Disposition Map



- |   |  |
|---|--|
| <p><b>Lands Declared Surplus</b></p> <ul style="list-style-type: none"> <li>1. Three Rivers Estates</li> <li>2. Santa Fe Oasis</li> <li>3. Turtle Spring</li> <li>4. Suwannee Run Shores</li> <li>5. Forest Woodlands</li> <li>6. Newberry Wellfield</li> </ul> | <p><b>Lands Approved for Detailed Assessment</b></p> <ul style="list-style-type: none"> <li>1. Tanner Springs (Dixon)</li> <li>2. Taylor</li> <li>3. Long pond</li> <li>4. Hodges</li> </ul> |
|---|--|

Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001. Map Created 5/22/2024

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Katelyn Potter, Director, Division of Outreach and Operations  
THRU: Hugh Thomas, Executive Director  
DATE: September 20, 2024  
RE: Crimson Swamp, LLC Ingress/Egress Easement Request, Levy County

**RECOMMENDATION**

Grant an easement for ingress/egress over the Manatee Springs South Tract in Levy County based on updated terms.

**BACKGROUND**

On June 13, 2023, the Governing Board authorized an access easement in favor of Crimson Swamp, LLC over a portion of the Manatee South Tract in Levy County. In exchange for granting the easement, the District sought multiple terms aimed at improving conservation in the area. More specifically, terms include 1) vacating an existing easement located in an undesirable location on District property, 2) conserve a 28-acre +/- cypress wetland, and 3) encourage additional conservation in the area through offering a conservation easement to the District. The granting of the ingress/egress easement was contingent on completion of the other terms.

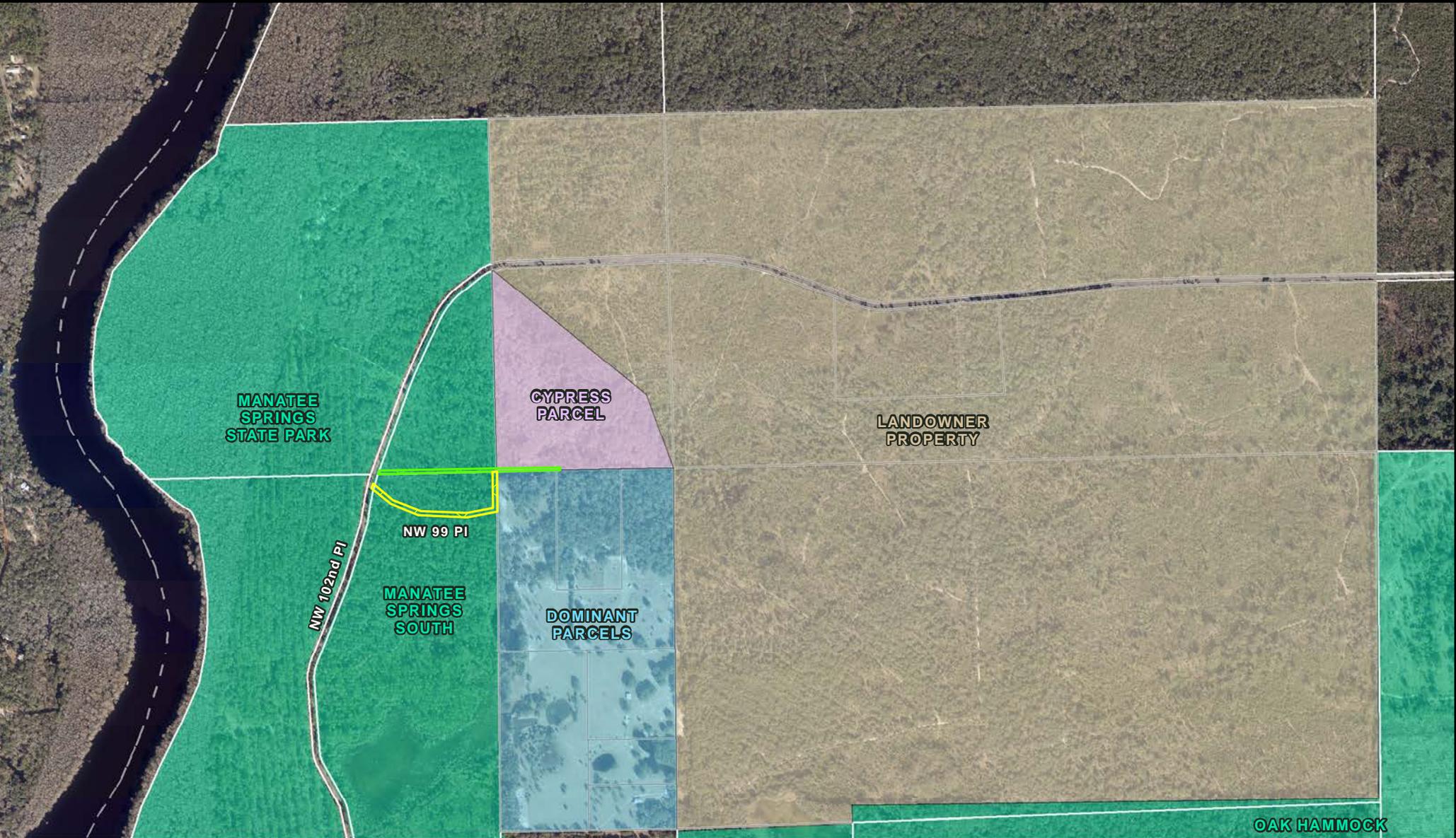
Since the Board's approval in 2023, Crimson Swamp, LLC has submitted the 28 +/- cypress wetland as part of a larger 504-acre +/- conservation easement project with the Florida Department of Environmental Protection's Florida Forever Program. The project has been approved and is in the appraisal phase. District staff support the property's participation in Florida Forever, including conservation of the cypress wetland through the state's program. This would alleviate the District's responsibility of monitoring the conservation easement and allow for a much greater conservation acreage.

Based on the property's conservation through the Florida Forever Program, the District requests to grant Crimson Swamp, LLC the ingress/egress easement over the Manatee South Tract based on their commitment to vacate the existing easement, and that if the cypress wetland is not conserved with the Florida Forever Program, then Crimson Swamp, LLC will donate an easement over the 28-acre +/- cypress wetland area to the District.

Crimson Swamp has been proactive and diligent in providing the necessary easement documentation, survey, and other documentation associated with the agreement. This updated approval will allow the District to grant the ingress/egress easement, record the Notice of Termination of the existing easement, and sign a contract for the donation of cypress wetland, pending completion of the Florida Forever appraisal and project review.

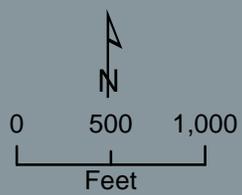
A map of the location is attached.

KCP/ao  
Attachment  
File #2023-001



-  District Property
-  Easement
-  Existing Easement
-  Landowner Property
-  Cypress Parcel
-  Dominant Parcels
-  Levy County Parcels

### Crimson Swamp, Inc Ingress/Egress Easement Levy County



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SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Lorna Radcliff, Chief, Office of Land Management

THRU: Katelyn Potter, Director, Outreach and Operations

DATE: August 23, 2024

RE: Land Management Update Report

**BACKGROUND**

The following information summarizes land management activities cumulative as of July 30, 2024.

**Natural Communities Management:** The following tables represent activities that support overall natural community restoration and management across District lands.

Vegetative Management (acres)	FY 2024 Planned	Reporting Period Completed	Percent Complete
Herbicide	250	250	100.0%
Roller Chop Uplands	200	141	70.0%
Mallory Swamp Mow/Chop	1,300	579	44.5%
Woods Mowing	1,500	2,330	150.0%

Prescribed Fire (acres)	FY 2024 Planned	Reporting Period Completed	Percent Complete
SRWMD	12,300	9,899	80.4%
FFS - Twin Rivers State Forest	2,000	281	14.0%

Invasive Plant Treatment	FY 2024 Planned	Reporting Period Completed	Percent Complete
Edwards Bottomland (acres)	10	10	100%
Contractors (acres)	133	5	3.8%
Starke Bypass (acres)	100	100	100%

Ecological Services Monitoring	FY 2024 Planned	Reporting Period Completed	Percent Complete
Rare Plants Monitoring (acres)	2,957	1,694	57%
Gopher Tortoise Surveys (transects)	557	330	59%

<b>Wading Bird Rookeries (sites)</b>	13	5	38%
<b>Natural Community Mapping (acres)</b>	1,150	1,150	100%

<b>Timber Harvests</b>	<b>FY 2024 Planned</b>	<b>Reporting Period Completed</b>	<b>Percent Complete</b>
<b>Acreage Sold</b>	1,764	1,223	69%
<b>Revenue (estimated)</b>	\$1,064,000	\$1,313,682.33	123%

<b>Current Timber Sales</b>	<b>County</b>	<b>Acreage</b>	<b>Type</b>	<b>Status or Revenue</b>
<b>Sandlin Bay #9</b>	Columbia	374	Thinning	Inactive
<b>Shelly #1</b>	Jefferson	121	Thinning	Active
<b>Woods Ferry #7</b>	Suwannee	155	Thinning	Inactive
<b>Jerry Branch #2</b>	Hamilton	191	Clearcut, Thinning, & Chipping	\$98,320.09
<b>Steinhatchee Springs #25</b>	Lafayette	250	Thinning	Harvesting Complete
<b>Camp Blanding</b>	Bradford	128	Clearcut	Inactive
<b>Holton Creek #5</b>	Hamilton	140	Clearcut and Chipping	\$160,956.62
<b>Cuba Bay #4</b>	Madison	51	Thinning	Inactive
<b>Steinhatchee Springs #24</b>	Lafayette	192	Thinning	Inactive

<b>Restoration</b>	<b>FY 2024 Planned</b>	<b>Reporting Period Completed</b>	<b>Percent Complete</b>
<b>Reforestation (acres)</b>	312	312	100%

**Land Management:** The following tables represent tract and land management activities on the District's fee and less-than-fee owned properties.

<b>Conservation Easements</b>	<b>FY 2024 Planned</b>	<b>Reporting Period Completed</b>	<b>Percent Complete</b>
<b>Monitor Current Easements</b>	5	8	160%

<b>Hydrologic &amp; Road Maintenance</b>	<b>FY 2024 Planned</b>	<b>Reporting Period Completed</b>	<b>Percent Complete</b>
<b>Culvert Replacements</b>	4	3	75%
<b>Road maintenance (miles)</b>	116	88.5	76%

Tract Maintenance	FY 2024 Planned	Reporting Period Completed	Percent Complete
Mowing (total miles)	1,748	1,529	87%
Site Maintenance (total visits)	2,736	2,280	83%
Enhanced Patrols (hours)	1,172	629	54%
Sign Replacements	51	Project on hold	0
Boundary Line Painting (miles)	115.4	115.4	100%

### Special Projects

The following information provides a status update on special projects within the Office of Land Management.

**Country Club Road:** Tract improvements were completed in August at the Country Club Road Tract including fencing the dam perimeter, repairing road erosion, capping all of SE Fritzi Court, and field mowing.

**Goose Pasture Tract:** Extensive repairs have been completed on the Goose Pasture Tram.

**Mallory Swamp Tract:** Approximately 76 miles of ditch mowing have been completed.

**Mount Gilead Tract:** EUTAW, Inc is developing a design for an updated and fortified boat ramp.

**Owen Springs Tract:** A project to improve public accessibility and reduce impacts to the natural system is underway. It includes heavy daylighting of main roads, reconfiguration of parking to reduce erosion, and improved access to the spring.

#### **Pinehatchee Tract**

- **Survey:** Survey work with WSP Environmental & Infrastructure, Inc continues. Approximately 91% of the boundary posting and marking is complete. Survey work was extended and is scheduled for completion by September 30, 2024. Road repairs on the Pinehatchee Pond Road are complete.
- **Boardwalk:** Lieupo Maintenance Group, LLC has been contracted to repair the Pinehatchee Boardwalk. The repairs are planned to commence in late August and should take approximately two weeks to complete.

**Rock Bluff:** A task work assignment has been issued with Gray Construction Services, Inc for the Rock Bluff Enhancement Project. The project will build a wastewater treatment system that will comply with the latest requirements of the Florida Department of Environmental Protection's (FDEP) Onsite Sewage Program, update the water system, and upgrade the electrical system. Construction is projected to be completed by September 30, 2024.

**Starke Bypass Mitigation Area:** The rows for planting supplemental trees have been established using a heavy mower and they will be chemically treated in early fall. Supplemental tree planting will occur within these rows later in the winter. The first round of invasive plant treatment work has also been completed across the entire site.

**Steinhatchee Falls:** Topographic surveys and geotechnical investigations for the boat ramp reconstruction are complete. Preliminary site plans have been developed. Site design and engineering is 90 percent complete. FDEP and ACOE permits will be submitted in August.

**Telford Spring:** In July, the District opened Telford Spring to the public. A contract has been issued to Lieupo's Maintenance Group, LLC to provide maintenance services until September 30, 2024. Staff are under contract with EUTAW, Inc to develop a conceptual plan to improve parking and public access. The plan will be completed by September 30, 2024.

**Storm Clean – Up:** Hurricane Debby and other storm clean-up work will continue in August after river flooding has subsided. Most work will be conducted in the Upper Suwannee, Aucilla, and Steinhatchee River Basins.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Lorna Radcliff, Chief, Office of Land Management

THRU: Katelyn Potter, Director, Outreach and Operations

DATE: August 16, 2024

RE: Amendment to Contract 97/98-077 with the United States Department of Interior, Fish and Wildlife Service

**RECOMMENDATION**

Approve a no-cost amendment to Contract 97/98-077 with the United States Department of Interior, Fish and Wildlife Service to add the Lukens Tract and the Bierman Addition, and replace "Exhibit A" in the contract.

**BACKGROUND**

The District and the United States Department of Interior, Fish and Wildlife Service (Service) entered into Contract 97/98-077 on January 8, 1998, for the land management of Atsena Otie Key.

On August 22, 2013, the District entered into Contract 12/13-221, which added the Lukens Tract to the Service's management. Contract 12/13-221 replaced Contract 97/98-077.

In May 2024, the District was notified that the Service does not recognize Contract 12/13-221, and Contract 97/98-077 needs to be amended to include the additional lands of the Lukens Tract and Bierman Addition, in order to be managed by the Service.

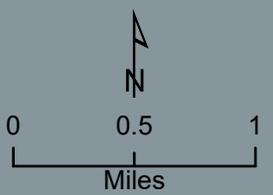
This memo is an administrative correction to amend Contract 97/98-077 to add the Lukens Tract and the Bierman Addition, in addition to Atsena Otie Key, to be managed by the Service. The addition of the Lukens Tract, Bierman Addition, and the Atsena Otie Key was approved by the Governing Board, pursuant to rule 40B-9.125, F.A.C., on September 11, 2012.

LR/ao  
Attachment



-  SRWMD Ownership
-  SRWMD Conservation Easement
-  SRWMD Bierman Exchange Parcel
-  1 ac Bierman Exchange Area

### Lukens Tract Map Levy County



Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001. Map Created 8/22/2024

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Lorna Radcliff, Chief, Office of Land Management

THRU: Katelyn Potter, Director, Outreach and Operations

DATE: August 13, 2024

RE: Renewal of Contract with Florida Forest Service and Funding Approval for Twin Rivers State Forest

**RECOMMENDATION**

Authorize the Executive Director to renew Contract 05/06-131 with the Florida Forest Service and approve funding for Twin Rivers State Forest for Fiscal Year 2024-2025 for an amount not to exceed \$400,000.

**BACKGROUND**

The District has leased approximately 12,300 acres to the Florida Forest Service (FFS) for comprehensive management within Twin Rivers State Forest located in Hamilton, Suwannee, and Madison counties.

The requested amount includes funds for prescribed fire, replanting, workforce support, equipment, and fuel costs. More specifically, the funds will be used to prepare and plant longleaf pine on approximately 212 acres, conduct prescribed fire on 3,000 acres, two miles of road improvements, supplements seven positions, and provides materials for public use. The FFS will bid, contract, and oversee all operations. FFS will request reimbursement from the District quarterly, following operations. The revenues derived from timber harvests on District lands are retained by the District.

The District meets with FFS annually to discuss the workplan, identify future needs, and review the agreement.

This contract is a twenty-year agreement and shall remain in effect until terminated by either party following at least a twelve-month notice in writing of their intent to do so. The contract is currently set to expire on December 31, 2026.

Funding for this contract is included in the Fiscal Year 2024-2025 (FY 2025) Tentative Budget and is contingent upon approval of the FY 2025 Final Budget.

LLR/ao  
Attachments

TRSF Proposed Budget 2024-2025		
Expenses		
		Cost
Land Management Special CAT		\$22,800
Contract Services		\$16,700
Expense		\$42,000
Salaries & Benefits		\$207,624
<b>Total</b>		<b>\$289,124</b>
Resource Operations/Maintenance		
<i>Ellaville st. 102 - Planting &amp; Site Prep - 172 acres</i>	Cost/acre	Cost
Seedlings	\$153	\$26,316
Herbicide Application	\$170	\$29,240
Planting - V Blade	\$200	\$34,400
<b>Total</b>	<b>\$533</b>	<b>\$89,956</b>
<i>Ellaville st. 107 - Planting &amp; Site Prep - 40 acres</i>	Cost/acre	Cost
Seedlings	\$153	\$6,120
Herbicide Application	\$170	\$6,800
Planting - V Blade	\$200	\$8,000
<b>Total</b>	<b>\$543</b>	<b>\$20,920</b>
<b>Grand Total</b>		<b>\$400,000</b>

**Twin Rivers State Forest**  
**SRWMD**  
**2023-24 Annual Report**

## **INTRODUCTION**

Twin Rivers State Forest (TRSF) is located along the banks of the Withlacoochee and Suwannee Rivers in eastern Madison, western Hamilton, and northwest Suwannee counties. The state forest totals 15,518 acres and is comprised of 16 noncontiguous tracts. Thirteen of the tracts totaling over 12,000 acres are owned by the Suwannee River Water Management District (SRWMD), with the Florida Forest Service (FFS) owning the Damascus, Hardee Springs and Blue Springs Longleaf tracts.

The Suwannee River Water Management District acquired their portion of the TRSF property through the Save Our Rivers (SOR) Program, created by the Florida Legislature in 1981, and the Preservation 2000 Program, established by the Legislature in 1990. In 1995, the FFS was given lead management responsibility for the property under a lease agreement with the SRWMD. Since that time, a new lease agreement was negotiated with the same terms of the original agreement in full force and effect.

Using the multiple-use management concept, the FFS balances environmental, recreational and resource use needs. This concept allows public use of the area while protecting the long-term health of the forest ecosystems and their resources. The TRSF is frequently used for hiking, biking, fishing, picnicking, horseback riding, primitive camping, and paddling. In addition, over 11,000 acres is designated as a Type I Wildlife Management Area (WMA), and the Twin Rivers WMA is very popular for hunting. Natural features such as the historic ecological communities are being protected, restored, and maintained. Timber management and associated silvicultural practices play an important role in the restoration and maintenance of the forest ecosystems. Various silvicultural practices, including vegetation management using herbicides and prescribed fire are used solely or in combination to accomplish resource management goals. Particularly, prescribed burning is an efficient and cost-effective tool that serves to control hardwoods and stimulate the recovery of herbaceous plants and native grasses.

This year, we have had to deal with the challenges and damages of Hurricane Idalia. Because of this much of our time was spent on repairing and cleaning damage from the storm as well as dealing with the residual effects. Because of the amount of damage, it has taken a lot of time away from the things we would usually be doing and disrupted the regular cycles of prescribed fire, timber sales, and plantings. We have made a lot of progress during this time and will continue to do so in the following year.

## **2023-24 UPDATES**

The FFS staff assigned to the management of TRSF includes a Forestry Supervisor II. For the past 7 years, a full time OPS Park Ranger position has been funded. This position is under the Florida Forest Services' "Non-native Invasive Species Plant Control" budget. This position has provided the opportunity to greatly enhance the invasive plant control program on the state forest. Another OPS Park Ranger position was hired about 1.5 years ago to help maintain recreational sites around the State Forest. Operational support is provided by FFS Operations Administrator, Forest Area Supervisor, Senior Forest Rangers, and Forest Rangers. The TRSF office is located at the Live Oak Forestry Station in Suwannee County.

The following report provides an overview of the major accomplishments for the SRWMD owned portions of the TRSF for the 2023-24 fiscal year.

All of the tracks were monitored and treated for various invasive exotic plants including Japanese climbing fern, chinaberry, mimosa, tropical soda apple, Chinese wisteria and cogon grass. FFS staff continues to maintain a GIS database for invasive plants and update it as necessary with incidental occurrences. Controlling invasive exotics plants is challenging and diligence is necessary to limit their adverse effects to the natural ecosystems on the state forest. A project was created during this time targeting Japanese climbing fern and Chinese wisteria on the Chitty Bend East tract. The project will take a search and destroy approach to 116-acre area on the Southeast portion of the tract. The project was pushed back but is still funded and will be happening in the 2024-2025 FY.

This fiscal year, FFS staff inventoried 1,210 acres on the Nekoosa and Black tracts. The FFS continues to maintain a 10-year inventory cycle. For all pine stands, planted or natural, one plot is installed for every 5 acres with up to a 30-plot maximum per stand. The exception is for all timber sale or pre-harvest inventories in which one plot for every 2 acres is installed with no maximum per stand. In hardwood stands, one plot is measured for every 100 acres. The inventory data collected is used to make resource management decisions on the state forests.

Proper consideration and careful planning for various silvicultural treatments, including species selection, site preparation and tree planting are crucial to ensure a successful reforestation effort. This past year, 30 acres were hand planted to longleaf pine on the Ellaville tract. This planting was done in April with extra trees received from another State Forest. A survival check has not been done but based on observations, the site will likely have to be replanted.

Timber harvests are completed annually to meet forest resource management goals, improve forest health, and generate revenue to offset the costs of state forest operations. During the 2023-24 fiscal year, a total of \$243,831 was generated from timber sales on TRSF. The following details the individual timber sales that were advertised and sold.

The **Ellaville and Anderson Springs Salvage Sales** were clearcut following hurricane Idalia as salvage harvest. These sales totaled 169 acres and generated \$115,739.93 in revenue. This sale was sold at the end of the 2022-2023 FY and completed in the 2023-2024 FY. The Ellaville sites are planned to be replanted in longleaf pine over the course of the next three fiscal years.

The **Mill Creek North Salvage Sale** was a clearcut of 95 acres on the Mill Creek North tract following hurricane Idalia as a salvage operation. The sale was started in the 2022-2023 FY and completed in the 2023-2024. It generated \$12,120 in revenue. This site is planned to be replanted in slash pine in the 2026-2027 FY.

The **Ellaville #23 Sale** was a second thinning on 48 acres of 42-year-old longleaf pine. This sale generated \$29,717 in revenue.

The **Ellaville #24 Sale** was a clear cut that generated \$86,253 in revenue. The sale area was 70 acres and consisted of 50–51-year-old planted slash pine. These areas are planned to be replanted in longleaf pine during the 2026-2027 FY.

Next year, there will be a thinning done on the Ellaville tract. This will be a first thinning of 27-year-old longleaf pine. The sale will be 258 acres and most likely include a hardwood chipping contract.

For obtaining state forest management goals, one of the most effective tools utilized is the application of prescribed fire. Prescribed burning serves to improve wildlife habitat, maintain forest health, recycle nutrients, and restore natural systems. Favorable weather for burning and experienced personnel are essential to accomplishing annual goals. For 2023-24, we fell behind on our goals due to the effects of hurricane Idalia and the damage it caused. Personnel had to shift their focus to clean up efforts on TRSF as well as all around the state. Nonetheless, FFS staff was able to burn 700 acres last year (23%) of the annual goal of 3000 acres on TRSF, SRWMD owned, portion. Next year's goal on TRSF, SRWMD owned, is 3,000 acres. Areas that can't be burned due to time, weather, or proximity to smoke sensitive areas will be mowed to help us focus on catching up from last year's setbacks. This year we mowed 73 acres in total on the Mill Creek North tract and the Ellaville tract by obtaining \$65,000 of prescribed fire enhancement program funding. We also did a \$35,000 fire lane cleanup project on the Anderson, Ellaville, and Black tracts. Money for that project was also obtained from the prescribed fire enhancement program.

Providing outdoor recreation opportunities to the public is an important goal on the state forest. FFS staff issued 18 special use permits for various activities including fishing, horseback riding, camping and mountain biking. FFS continues to maintain recreational facilities including hunter parking areas, 20 recreational sites and 47 miles of hiking, horseback riding, and bicycle trails. Many of the trails were impacted by hurricane Idalia. Trail cleanup is planned and will be happening in the 2024-2025 FY with about \$100,000 worth of funding received from the Florida Forest Service.

An important part of land maintenance is the continual clearing, marking, and replacing signage along perimeter boundaries. This allows the public and adjacent landowners to know and respect where state property boundaries are located. This year we cleared, repainted, and placed new fence posts and signage on the portions of the Sullivan, Deese, Westwood West, Chitty Bend West, Chitty Bend East, and Black tracts.

Another maintenance activity requiring constant vigilance is the upkeep of cables and gates on the state forest. These are used exclusively to keep motor vehicle traffic off the state forest trails, service roads and environmentally sensitive areas. Other woods roads are maintained and opened to provide public access.

Inmate labor has traditionally played a large role in the general maintenance of the recreation sites, parking areas, entrances, gates, and trails on TRSF. Inmate labor is no longer being used. Instead, an OPS Park Ranger has been hired to do a lot of the tasks usually done by the inmate crew such as mowing and picking up trash at all the parking areas and facilities as well as maintaining the kiosks.

Despite setbacks, FFS staff will continue to strive to provide quality recreational opportunities for state forest visitors while managing the other forest resources in a manner that ensures healthy ecosystems, resource protection, conservation, and sustainability. The following is a list of significant goals and planned activities for next fiscal year.

### **Goals and Action Plan Items for Next Year**

- Prescribe burn 3,000 acres.
- Mow 500 acres using fire mitigation funding.
- Site prep herbicide and V-blade planting on the Ellaville tract (212 acres)
- Continue ongoing invasive exotic plant survey and complete an invasive survey within all stands harvested within previous year.
- Complete in-house spot treatment of invasive exotics on applicable Twin Rivers tracts based on former invasive exotic survey and respective Annual Action Plan.
- Bid out and monitor a 116-acre invasive herbicide project on Chitty Bend East.
- Cruise, mark, and monitor the timber sale on the Ellaville tract (258 Acres).
- Conduct seedling survival inventory as well as planting checks on the Ellaville tract (212 acres)
- Maintain 70+ miles of roads by mowing, harrowing and/or single drum chopping.
- Clean, repair, and restore approximately 47 miles of trails using funding from the Florida Forest Service.
- Make improvements to 1.9 miles of Pot Springs Road on the Withlacoochee tract.
- Maintain ~100 cables/gates.
- Maintain 20 recreational sites and all parking areas.
- Create and implement plans to restore the understory in areas impacted by hurricane Idalia as well as improve stands impacted by the storm.
- Invasive Surveys on Ellaville, Mill Creek North, and Black Tracts.

SUWANNEE RIVER WATER MANAGEMENT

MEMORANDUM

TO: Governing Board
FROM: Lorna Radcliff, Chief, Office of Land Management
THRU: Katelyn Potter, Director, Division of Outreach and Operations
DATE: August 19, 2024
RE: Contracts for All Hazard Debris Clean-Up Services for Fiscal Year 2024-2025

RECOMMENDATION:

Approve the list of responsive firms and authorize the Executive Director to enter into contract with each responsive firm.

BACKGROUND

The District owns approximately 162,000 acres for the protection of floodplains and their associated habitats. Within these lands are over 1,700 miles of forest roads that are vital for public access and District management. On July 10, 2024, the District released Invitation to Bid 23/24-023 requesting services for all hazard events, such as hurricanes, to remove debris and make District properties accessible and safe for use.

There were two chapters of service for firms to bid on: Chapter One – District Headquarters and Public Use Lands, involving precision work and removal of debris by hauling off to approved disposal sites and Chapter Two – District Roads, involving cut and toss operations, removing debris from ditch edge to ditch edge, removing hazard leaning trees from roads, and removing hazard limbs from over roads. All firms are listed in the tables below by chapter and rates. The non-responsive bid is due to a vendor providing an incomplete packet.

Rates include a three-person crew and chapter-required equipment with a per hour rate.

Table with 2 columns: Respondent, Chapter 1 / Rate Per Hour. Rows include Green Valor Group, LLC (\$795), Wildlands Service, Inc (Non-responsive Bid), and Skipper Terrain and Vegetation Solutions (\$992).

Table with 2 columns: Respondent, Chapter 2 / Rate Per Hour. Rows include Sunshine Outdoor Services, LLC (\$410), Wildlands Service, Inc (Non-responsive Bid), 3G Environmental Services (\$750), Green Valor Group, LLC (\$1,605), B&B Dugger, Inc (\$1,750), and Skipper Terrain and Vegetation Solutions (\$2,118).

These agreements are for five years, with the option of three, one-year renewals. Work will be issued via task work assignments based on the available budget. Funding for these contracts is included in the Fiscal Year 2024-2025 (FY 2025) Tentative Budget and is contingent upon approval of the FY 2025 Final Budget.

LR/ao

UWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Vince Robinson, Field Program Manager, Office of Hydrologic Data Services

THRU: Katelyn Potter, Director, Outreach and Operations

DATE: August 15, 2024

RE: Task Work Assignment with Vanasse Hangen Brustlin, Inc

**RECOMMENDATION**

Authorize the Executive Director to execute Task Work Assignment 23/24-140.01 with Vanasse Hangen Brustlin, Inc. to provide surface water discharge measurements and calculation of daily discharge values of streamflow for an amount not to exceed \$245,630.

**BACKGROUND**

The District has operated a network of surface and groundwater sites for water quality, discharge, and biological analyses since the late 1980's. The discharge measurement component, including streamflow measurements and calculation daily flow values, is an essential data collection activity needed for the development of minimum flows and minimum water levels, assessing benefits of water resource development projects, and hydrologic restoration efforts.

At its April 9, 2024, meeting, the Governing Board authorized the Executive Director to enter into contracts with qualified firms under Chapter E - Environmental Data Collection and Assessments of the Engineering and Environmental Services Request for Qualifications (RFQ 22/23-030) to conduct environmental and engineering services for the District.

Vanasse Hangen Brustlin, Inc. (VHB) provided discharge measurements and calculation services for 94 sites and 245 measurement sites for the Fiscal Year (FY) 2023-2024. VHB will visit 91 sites and gather 265 measurements in FY 2024-2025. The additional measurements were added to support the development of minimum flows and minimum water levels.

Funding for this agreement is included in the FY 2025 Tentative Budget and is contingent upon approval of the FY 2025 Final Budget. This Task Work Assignment will begin October 1, 2024, and expire September 30, 2025.

VR/ao