



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

**YouTube Link:** <https://www.youtube.com/@SRWMD>  
Open to Public

January 14, 2025  
9:00 a.m.

District Headquarters  
Live Oak, FL

1. Call to Order
2. Roll Call
3. Announcement of any Amendments to the Agenda by the Chair  
**Amendments Recommended by Staff:** None
4. Public Comment
5. Consideration of the following Items Collectively by Consent:
  - Agenda Item No. 6 - December 10, 2024 Governing Board Meeting, Workshop, and Lands Committee Meeting Minutes
  - Agenda Item No. 12 - November 2024 Financial Report
  - Agenda Item No. 14 - Water Well Permitting Interagency Agreement between Suwannee River Water Management District and St. Johns River Water Management District for Bradford County
  - Agenda Item No. 19 - Declaration of Surplus and Authorize Negotiations with Kurt and Karen Ardaman, Suwannee County
6. December 10, 2024 Governing Board Meeting, Workshop, and Lands 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
  - C. Service Recognition: Scott Gregor (20 Years of Service)

Page 4

**GOVERNING BOARD LEGAL COUNSEL  
Tom Reeves**

8. Update on Legal Activities

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

**Administration**

9. Facilities Update

Agriculture Projects

- BCS Page 1 10. Governing Board Directive Number 25-0001, Agricultural Cost-Share Program - Revised
- BCS Page 14 11. Agricultural Cost-Share Contract and Task Work Assignment with Sanchez Farms, LLC., Dixie, Levy, Gilchrist, Suwannee and Lafayette Counties

Finance

- BCS Page 20 12. November 2024 Financial Report – **Recommend Consent**

Resource Management

- BCS Page 25 13. Permitting Summary Report
- BCS Page 28 14. Water Well Permitting Interagency Agreement between Suwannee River Water Management District and St. Johns River Water Management District for Bradford County – **Recommend Consent**

Environmental Projects

- BCS Page 34 15. Agriculture and Environmental Projects Monthly Report
- BCS Page 36 16. Task Work Assignment for Contract 24/25-044.001 with WSP USA

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

Communications and Outreach

- OPS Page 1 17. Outreach and Communications Activity Summary

Land Acquisition

- OPS Page 3 18. Land Acquisition and Disposition Activity Report
- OPS Page 5 19. Declaration of Surplus and Authorize Negotiations with Kurt and Karen Ardaman, Suwannee County – **Recommend Consent**
- OPS Page 12 20. Five-Year Land Acquisition Workplan
- OPS Page 14 21. Governing Board Directive 25-0002, Land Acquisition and Surplus Guidelines - Revised

Land Management

- OPS Page 29 22. Land Management Update Report
- OPS Page 32 23. Use of District Lands for Apiary Lease
- OPS Page 33 24. Governing Board Directive 25-0003, District Lands Use and Lease - Revised

**WATER RESOURCES**

**Amy Brown, Deputy Executive Director**

25. Water Resources Division Updates

**EXECUTIVE OFFICE**

**Hugh Thomas, Executive Director**

26. Announcements

27. Governing Board Comments

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

February 11, 2025

9:00 a.m.

Board Meeting  
Workshop / Committee Meetings

*Workshops and Committee Meetings will begin following the Board Meeting unless otherwise noted.*

28. 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.

December 10, 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	George Wheeler		X	
Coastal River Basin	Richard Schwab	Vice Chair	X	
Lower Suwannee Basin	Larry K. Thompson			X
Santa Fe & Wacc. Basins	William Lloyd		X	
Upper Suwannee Basin	Larry Sessions		X	
At Large	Virginia H. Johns	Chair	X	
At Large	Charles Keith	Sec./Treas.	X	
At Large	Harry Smith		X	
At Large	Vacant		-	-

**Governing Board Legal Counsel**

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

**Leadership Team**

<b>Position</b>	<b>Name</b>	<b>Present</b>	<b>Not Present</b>
Executive Director	Hugh Thomas	X	
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. None

Agenda Item No. 4 – Public Comment:

- Jeff Hill – Introduced himself to new Board member.
- Mace Boyers, 83 Farms – Thanked the District for their support.

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

- Agenda Item No. 6 - November 12, 2024 Governing Board Meeting and Workshops Minutes
- Agenda Item No. 10 - Agricultural Cost-Share Contract and Task Work Assignment with Alliance Dairies, LLP, Gilchrist and Levy Counties
- Agenda Item No. 11 - Agricultural Cost-Share Contract and Task Work Assignment with Alliance Branford, LLC, Suwannee, Gilchrist and Levy Counties

- Agenda Item No. 12 - Agricultural Cost-Share Contract and Task Work Assignment with 83 Farms, LLC, Alachua, Columbia, Gilchrist, and Lafayette Counties
- Agenda Item No. 13 - October 2024 Financial Report
- Agenda Item No. 16 - Interagency Agreement with Southwest Florida Water Management District to Receive Water Use Permitting Responsibility of Straughn Farms, Levy County
- Agenda Item No. 18 - 2025 Federal Emergency Management Agency Risk Mapping and Planning Program Five-Year Business Plan
- Agenda Item No. 19 - Task Work Assignment 20/21-066.005 with AECOM, Inc
- Agenda Item No. 21 - 2025-2029 Strategic Plan Acceptance
- Agenda Item No. 26 – 2024 Priority List for Establishment of Minimum Flows and Minimum Water Levels - Revised
- Agenda Item No. 27 – Task Work Assignment with Black and Veatch

Mr. Lloyd announced a conflict of interest and abstained from voting on Agenda Item Number No. 5, Consideration of the Following Items Collectively by Consent, which includes Agenda Item No. 10 - Agricultural Cost-Share Contract and Task Work Assignment with Alliance Dairies, LLP, Gilchrist and Levy Counties, and Agenda Item No. 11 - Agricultural Cost-Share Contract and Task Work Assignment with Alliance Branford, LLC, Suwannee, Gilchrist and Levy Counties. The conflict of interest form was completed and signed by Mr. Lloyd for this item. This form is hereby made part of these minutes and is filed in the permanent Governing Board Meeting minutes files of the District.

MOTION WAS MADE BY SCHWAB, SECONDED BY KEITH TO APPROVE THE ITEM. MOTION CARRIED WITH THE EXECPTION OF MR. LLOYD.

Agenda Item No. 6 - November 12, 2024 Governing Board Meeting and Workshops Minutes.  
Approved on Consent.

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

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

**GOVERNING BOARD LEGAL COUNSEL**

Agenda Item No. 8 – Legal Activities Update. None

**BUSINESS AND COMMUNITY SERVICES**

Administration

Agenda Item No. 9 – Facilities Update. Ben Glass, Chief, Office of Administration, provided this update to the Board.

Agriculture Projects

Agenda Item No. 10 – Agricultural Cost-Share Contract and Task Work Assignment with Alliance Dairies, LLP, Gilchrist and Levy Counties. Approved on Consent.

Agenda Item No. 11 – Agricultural Cost-Share Contract and Task Work Assignment with Alliance Branford, LLC, Suwannee, Gilchrist and Levy Counties. Approved on Consent.

Agenda Item No. 12 – Agricultural Cost-Share Contract and Task Work Assignment with 83 Farms, LLC, Alachua, Columbia, Gilchrist, and Lafayette Counties. Approved on Consent.

Finance

Agenda Item No. 13 – October 2024 Financial Report. Approved on Consent.

Agenda Item No. 14 – Fiscal Year 2025-2026 Preliminary Budget. Kristin Thompson, Manager, Office of Finance, presented this item to the Board.

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

Resource Management

Agenda Item No. 15 – Permitting Summary Report. This report was provided as an informational item in the Board materials.

Water Use Permitting

Agenda Item No. 16 – Interagency Agreement with Southwest Florida Water Management District to Receive Water Use Permitting Responsibility of Straughn Farms, Levy County. Approved on Consent.

Environmental Projects

Agenda Item No. 17 – Agriculture and Environmental Projects Monthly Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 18 – 2025 Federal Emergency Management Agency Risk Mapping and Planning Program Five-Year Business Plan. Approved on Consent.

Agenda Item No. 19 – Task Work Assignment 20/21-066.005 with AECOM, Inc. Approved on Consent.

**OUTREACH AND OPERATIONS**

Communications and Outreach

Agenda Item No. 20 – Outreach and Communications Activity Summary. This summary was provided as an informational item in the Board materials.

Agenda Item No. 21 – 2025-2029 Strategic Plan. Approved on Consent.

Land Acquisition

Agenda Item No. 22 – Land Acquisition and Disposition Activity Report. This report was provided as an informational item to the Board.

Agenda Item No. 23 - Repeal of Governing Board Directive Number 11-0002. Katelyn Potter, Director, Outreach and Operations Division, presented this item to the Board.

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

Land Management

Agenda Item No. 24 – Land Management Update. This update was provided as an informational item in the Board materials.

**WATER RESOURCES**

Agenda Item No. 25 – Water Resources Division Updates. Amy Brown, Deputy Executive Director, provided updates to the Board.

Minimum Flows and Levels

Agenda Item No. 26 – 2024 Priority List for Establishment of Minimum Flows and Minimum Water Levels – Revised. Approved on Consent.

Agenda Item No. 27 – Task Work Assignment with Black and Veatch. Approved on Consent.

Water Resources

Agenda Item No. 28 – Surface Water Improvement Plan Update. Susie Hetrick, Chief, Office of Water Resources, provided this update to the Board.

**EXECUTIVE OFFICE**

Agenda Item No. 29 - Announcements. Mr. Thomas updated the Board on District activities.

Agenda Item No. 30 - Governing Board Comments. None

Agenda Item No. 31 - Adjournment. Meeting adjourned at 9:45 a.m.

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Chair

ATTEST:

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

Workshop began at 9:45 a.m.

Land Management Presentation

Lorna Radcliff, Chief, Office of Land Management, introduced the Land Management Team to the Board to provide overviews of the District's Land Management programs, responsibilities, and goals.

Steve Carpenter, Senior Natural Resource Specialist, updated the Board on the timber program's accomplishments and future goals.

Scott Gregor, Senior Natural Resource Specialist, updated the Board on the vegetation management program's accomplishments and future goals.

Bill McKinstry, Senior Natural Resource Specialist, updated the Board on the reforestation program's accomplishments and goals.

Wri Irby, Land Management Specialist, updated the Board on the road and hydrologic improvements, road mowing, and tract improvement programs' accomplishments and goals.

Ms. Radcliff updated the Board on public use, special-use authorizations, boundary line marking, and cultural resource monitoring, programs' accomplishments and goals.

Workshop adjourned at 10:54 a.m.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
MINUTES OF LANDS COMMITTEE MEETING**

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

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December 10, 2024  
Following Board Meeting

District Headquarters  
Live Oak, FL

1. Call to Order / Committee Roll Call. Meeting began at 11:03 a.m.

<b>Committee Members</b>	<b>Present</b>	<b>Not Present</b>
Richard Schwab - Chair	X	
Charles Keith	X	
Larry Sessions	X	
Harry Smith	X	
Larry Thompson		X
George Wheeler	X	

-Mrs. Johns and Mr. Lloyd also attended the Lands Committee Meeting.

2. Public Comment. None

**Property Exchange / Surplus**

3. Declaration of Surplus and Authorize Negotiations with Kurt and Karen Ardaman, Suwannee County. Katelyn Potter, Division Director, Outreach and Operations Division, presented this item to the Committee.

MOTION MADE BY KEITH, SECONDED BY SESSIONS TO APPROVE THE RECOMMENDATION. MOTION CARRIED.

4. Land Acquisition Work Plan Presentation. Mrs. Potter presented this informational item to the Committee.
5. Land Acquisition Procedure Presentation. Mrs. Potter presented this informational item to the Committee.
6. Announcements: None
7. Adjournment. Meeting adjourned at 12:25 p.m.

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Chair

ATTEST:

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SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Ben Glass, Chief, Office of Administration

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

DATE: January 3, 2025

RE: Governing Board Directive Number 25-0001, Agricultural Cost-Share Program

**RECOMMENDATION**

Approve Governing Board Directive Number 25-0001 for the Agricultural Cost-Share Program.

**BACKGROUND**

On September 12, 2023, the Governing Board approved Agricultural Cost-Share Program Governing Board Directive (GBD) Number 23-0002.

This revised Agricultural Cost-Share Program Directive will update the District's Agricultural Cost-Share Program and will supersede GBD23-0002. The revisions include changes to Attachment A, adding Veris Mapping to the list of precision agricultural best management practices.

Veris Mapping is essential for converting a center pivot system to implement variable rate irrigation. Veris mapping is used to map the soil type, allowing the irrigation system to adjust the rate of irrigation or shut off certain sections of sprinklers entirely as the system passes over the field. The results of Veris Mapping may also be used as an alternative means of delineating sampling zones as opposed to a standardized grid.

This directive superseded all previous directives, edited Attachment A, which is a list of District agricultural best management practices.

A redline and clean copy of the directive are attached.

JC/tm  
Attachments

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

**Directive Number:** GBD23-000225-0001  
**Date Approved:** September 12, 2023 January 12, 2025  
**Subject:** Agricultural Cost-Share Program  
**Approval:**



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

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

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**1.0 Reference to Prior Directive**

Supersedes Directives GD12-0005, GBD19-0003, GBD20-0002, GBD20-0006, GBD22-0001, ~~and GBD22-0006~~ and GBD 23-0001.

**2.0 Purpose and Intent**

The purpose of this Directive is to establish a policy and procedure for the District's Agricultural Cost-Share Program. The intent of this directive is to offer District funding assistance to agricultural producers and to accept and administer funding from external funding sources, such as, but not limited to, the Florida Department of Environmental Protection, through an application and evaluation process, to implement projects that increase irrigation efficiency, implement water conservation practices, and assist with nutrient management.

**3.0 Statement of Directive**

In accordance with section 373.083 Florida Statutes (F.S.), the Governing Board may participate and cooperate with landowners in water management projects of mutual benefit, provided such projects are consistent with the District's statutory authority and will ensure proper development, utilization and conservation of the water resources and ecology within the jurisdictional boundaries of the District.

**4.0 Program Eligibility Requirements**

An applicant shall adhere to the below list to enter into contract with the District. If an applicant believes that the project should be funded although they do not adhere to the below list, they may present their case for acceptance into the program, as an item to the Governing Board for consideration. The Governing Board may waive the eligibility requirements for cost share. At a minimum, the following will be considered:

1. An applicant must own or have control of all property (parcels). If the applicant does not own the property, proof of control outside of ownership can be established.
2. The project area must have an active Water Use Permit, if required by Chapter 40B-2, Florida Administrative Code

GBD~~23-000225-~~  
0001

3. The applicant must be enrolled in the Florida Department of Agriculture and Consumer Services (FDACS) Notice of Intent to implement best management practices.
4. The applicant must not have received more than \$300,000 for District funded items in Attachment A over five years. Limits on funding from external funding sources may be set by that funding source.
5. The applicant must not be a District employee.
6. The landowner and/or applicant shall be in compliance with all District Water Use, Water Well, and/or Environmental Resource Permits as well as be in compliance with the terms of any previous or current District contracts.

## **5.0 Review Guidelines**

At a minimum, staff will consider:

1. Applications for District or external entity cost-share funding will be open year-round for consideration, subject to funding availability.
2. Staff shall give priority consideration to those projects designed to further the implementation of District's core mission.
3. Priority will be given to projects located within a Water Supply Planning Area, Minimum Flows and Minimum Water Levels Prevention or Recovery Strategy, Outstanding Florida Spring Priority Focus Area and/or Basin Management Action Plan (BMAP).
4. Each application shall include a completed application form. At a minimum, this information should include point of contact, address, phone number, project description, and location information.
5. Staff shall consider the quality of the application as measured by thoroughness and clarity including the location information; the effectiveness of the project to protect, conserve, restore, or augment the areas of water resource and ecology; the use of best management practices; the cost benefit of the project (for multi-year or phased projects, the project benefits to be realized if future phases are not funded); the location of the project; the potential of the project to start, and proceed in a timely manner.
6. Staff shall review the application to ensure the proposed project aligns with the District's core mission. Applicants may be required to modify any water use permits associated with the project if deemed necessary by District Staff.
7. Contingency is capped at 10% of the estimated cost for the entire project.
8. Funding assistance is contingent upon availability of District and/or external agency funds and in accordance with the agreement between the District and the producer.
9. Funding may be provided to assist with the cost of alternative water supplies, water conservation, advanced irrigation management, and nutrient management technology.
10. Final approval for funding of the project proposals are the exclusive responsibility of the Governing Board and the Executive Director pursuant to the effective Delegation of Expenditure Authority of the executive Director.
11. The Executive Director's signature authority and maximum funding allowed under said authority are established by the effective Delegation of Expenditure Authority of the Executive Director. The signature authority applies to each individual or contract entity over the course of the contractual agreement. Requests to enter into or amend a contract that meet or exceed the signature authority for an individual or entity during the fiscal year or in aggregate, must be brought to the Governing Board for approval.

## **6.0 Project Monitoring**

Staff shall adhere to the following:

1. Water quality projects located within BMAP areas will be monitored and assessed regionally by the Florida Department of Environmental Protection BMAP program. For any water quality project not associated with a BMAP area, District staff will identify the water body affected where possible and use already established long-term water quality monitoring sites to assess regional water quality changes as appropriate.
2. Staff shall assess water savings for irrigation system retrofits and efficiency improvements through evaluation of pre-retrofit and post-retrofit mobile irrigation lab's evaluations as applicable and rely upon accepted science-based data and computational tools to determine the project benefit.
3. Staff shall assess agricultural water use and projected demands as a part of the District's water supply planning process.
4. In lieu of project specific monitoring, staff may rely upon current best available research data and information to determine the project benefit.
5. Individual Water Use Permit holders must implement monitoring of groundwater withdrawals in accordance with Section 4.0, of the District's Water Use Permit Applicant's Handbook and the District's Agricultural Water Use Monitoring Directive (GBD21-007) prior to reimbursement, unless otherwise approved by the Executive Director. Projects which are considered a General Permit by Rule are exempt from this requirement, unless required by a prevention and recovery strategy. The monitoring data will be submitted annually to FDACS for incorporation into agricultural water demand projections and to the Office of Water Supply for incorporation into annual estimates of water use.

## **7.0 Additional Considerations**

Staff shall adhere to the following:

1. Staff shall make cost-share funding applications and information packets available to applicants on the District's webpage or social media outlets.
2. The Governing Board has set payment percentages and funding maximums for District Agriculture cost-share Best Management Practices that are found in Attachment A. For external funding sourced agricultural cost share program applications, District staff shall adhere to payment percentages and funding maximums established by an external funding source.
3. Agricultural cost-share funds may be used for administrative expenditures provided by a cooperator implementing one or more of the District's agricultural cost share programs.

## **8.0 Notice of Potential Conflict**

Paragraph 112.313(7)(a), F.S. prohibits the District's officers and employees from having or holding any employment or contractual relationship with any business entity which is doing business with the District. In CEO 15-1, 98-3, 90-76 and 77-65 the Florida Commission on Ethics held that receiving a grant, such as the funding offered under the District's Agriculture Cost Share Program, constitutes "doing business with" an agency. Therefore, paragraph 112.313(7)(a), F.S. prohibits the District's officers and employees from having or holding any employment or contractual relationship with any business entity which is participating in the District's Agriculture Cost Share Program.

However, the prohibition set out in paragraph 112.313(7)(a), F.S. does not apply to members of the Governing Board. In CEO 20-09, the Florida Commission on Ethics held that paragraph 112.313(7)(a), F.S. does not prohibit members of the Governing Board from having or holding

any employment or contractual relationship with an agricultural producer that applies for and receives a cost-share grant from the District. Provided that such member's actions are still subject to the prohibition against misuse of public position set out in subsection 112.313(6), F.S., and were such matter to come before the Governing Board, the voting conflict law codified in section 112.3143, F.S., would apply.

An applicant shall disclose on any application submitted hereunder all known relatives of the applicant who are also officers or employees of the District so that such relatives may be excluded from the review and/or approval process for the application.

Should the applicant be an entity other than a natural person (corporation, company, partnership, trust, etc.), the applicant shall disclose on the application all known relatives of the officers, employees, owners, shareholders, or principals of applicant as well as others with a contractual relationship with the applicant who stand to gain or lose if the application is granted, who are also officers or employees of the District.

As used herein, the term "relative" has the same meaning as given in Section 112.312(21), Florida Statutes ("Relative," unless otherwise specified in this part, means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee.")

**Attachment A**

**District Agriculture Cost Share Best Management Practices (BMP)**

BMP*	Percent Reimbursed	Maximum Share Amount/Item
Single Request		
Irrigation Retrofit	75%	\$8,250
Center Pivot Retrofit	90%	\$12,000
Remote Controls	75%	\$3,700
GPS End Gun Shutoff	75%	\$1,500
Control Panel Upgrade	75%	\$5,000
Weather Station w/ ET Measurement	75%	\$2,500
Variable Frequency Drive (VFD)	75%	\$18,000
Centralized Remote-Control System	75%	\$11,500
Soil Moisture Probe Purchase	90%	\$2,100
Soil Moisture Probe Service Agreements (2 <sup>nd</sup> and 3 <sup>rd</sup> year)	75%	\$650
Soil Moisture Probe Service Agreements (4 <sup>th</sup> and 5 <sup>th</sup> year)	50%	\$435
Pump Upgrade (High to Low Pressure)	75%	\$15,000
Stationary Fertigation System	75%	\$9,000
Portable Fertigation System	75%	\$12,000
<u>Veris Mapping</u>	<u>75%</u>	<u>\$10/acre</u>
Aerial Imagery	75%	\$5/acre
Grid Soil Sampling	75%	\$7/acre
Variable Rate Nutrient Application	75%	\$9/acre
Tissue Sampling	75%	\$20/sample
Side Dressing Equipment	75%	\$50,000
Variable Rate Irrigation	75%	\$50,000
AWS existing surface water source	75%	\$300,000
AWS reclaimed water source	75%	\$300,000

<b>Precision Ag Practices</b>
Grid Soil Sampling
Variable Rate Nutrient Application
Tissue Sampling
<b>Combination of any 2 – 80%</b>
<b>Combination of all 3 – 85%</b>

<b>BMP Irrigation Group</b>
Remote Controls (radios)
GPS End Gun Shutoff
Control Panel Upgrade
Weather Station w/ ET Measurement
Variable Frequency Drive (VFD)
Centralized Remote-Control System
Pump Upgrade (High to Low Pressure)
Stationary Fertigation System
Portable Fertigation System
<b>Combination of any 2 – 80%</b>
<b>Combination of any 3 – 85%</b>
<b>Combination of any 4 – 90%</b>

\*Cost-Share BMPs that are not listed or do not have an established maximum fund share amount shall be presented to the Governing Board for approval.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
GOVERNING BOARD DIRECTIVE

**Directive Number:** GBD25-0001

**Date Approved:** January 14, 2025

**Subject:** Agricultural Cost-Share Program

**Approval:** \_\_\_\_\_

**Virginia Johns, Chair**

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



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**1.0 Reference to Prior Directive**

Supersedes Directives GD12-0005, GBD19-0003, GBD20-0002, GBD20-0006, GBD22-0001 GBD22-0006 and GBD23-0002.

**2.0 Purpose and Intent**

The purpose of this Directive is to establish a policy and procedure for the District's Agricultural Cost-Share Program. The intent of this directive is to offer District funding assistance to agricultural producers and to accept and administer funding from external funding sources, such as, but not limited to, the Florida Department of Environmental Protection, through an application and evaluation process, to implement projects that increase irrigation efficiency, implement water conservation practices, and assist with nutrient management.

**3.0 Statement of Directive**

In accordance with section 373.083 Florida Statutes (F.S.), the Governing Board may participate and cooperate with landowners in water management projects of mutual benefit, provided such projects are consistent with the District's statutory authority and will ensure proper development, utilization and conservation of the water resources and ecology within the jurisdictional boundaries of the District.

**4.0 Program Eligibility Requirements**

An applicant shall adhere to the below list to enter into contract with the District. If an applicant believes that the project should be funded although they do not adhere to the below list, they may present their case for acceptance into the program, as an item to the Governing Board for consideration. The Governing Board may waive the eligibility requirements for cost share. At a minimum, the following will be considered:

1. An applicant must own or have control of all property (parcels). If the applicant does not own the property, proof of control outside of ownership can be established.
2. The project area must have an active Water Use Permit, if required.
3. The applicant must be enrolled in the Florida Department of Agriculture and Consumer Services (FDACS) Notice of Intent to implement best management practices.
4. The applicant must not have received more than \$300,000 for District funded items in Attachment A over five years. Limits on funding from external funding sources may be set by that funding source.
5. The applicant must not be a District employee.
6. The landowner and/or applicant shall be in compliance with all District Water Use, Water Well, and/or Environmental Resource Permits as well as be in compliance with the terms of any previous or current District contracts.

## **5.0 Review Guidelines**

At a minimum, staff will consider:

1. Applications for District or external entity Cost-Share funding will be open year-round for consideration, subject to funding availability.
2. Staff shall give priority consideration to those projects designed to further the implementation of District's core mission.
3. Priority will be given to projects located within a Water Supply Planning Area, Minimum Flows and Minimum Water Levels Prevention or Recovery Strategy, Outstanding Florida Spring Priority Focus Area and/or Basin Management Action Plan (BMAP).
4. Each application shall include a completed application form. At a minimum, this information should include point of contact, address, phone number, project description, and location information.
5. Staff shall consider the quality of the application as measured by thoroughness and clarity including the location information; the effectiveness of the project to protect, conserve, restore, or augment the areas of water resource and ecology; the use of best management practices; the cost benefit of the project (for multi-year or phased projects, the project benefits to be realized if future phases are not funded); the location of the project; the potential of the project to start, and proceed in a timely manner.
6. Staff shall review the application to ensure the proposed project aligns with the District's core mission. Applicants may be required to modify any water use permits associated with the project if deemed necessary by District Staff.
7. Contingency is capped at 10% of the estimated cost for the entire project.
8. Funding assistance is contingent upon availability of District and/or external agency funds and in accordance with the agreement between the District and the producer.
9. Funding may be provided to assist with the cost of alternative water supplies, water conservation, advanced irrigation management, and nutrient management technology.
10. Final approval for funding of the project proposals are the exclusive responsibility of the Governing Board and the Executive Director in accordance with the District's procurement procedures relating to signature authority as found in section 18 of the Procedures Manual.
11. The Executive Director's signature authority and maximum funding allowed under said authority are established by the Governing Board and can be found in the Procedures Manual. The signature authority applies to each individual or contract entity over the course of the contractual agreement. Requests to enter into or amend a contract that meet or exceed the signature authority for an individual or entity during the fiscal year or in aggregate, must be brought to the Governing Board for approval.

## **6.0 Project Monitoring**

Staff shall adhere to the following:

1. Water quality projects located within BMAP areas will be monitored and assessed regionally by the Florida Department of Environmental Protection BMAP program. For any water quality project not associated with a BMAP area, District staff will identify the water body affected where possible and use already established long-term water quality monitoring sites to assess regional water quality changes as appropriate.
2. Staff shall assess water savings for irrigation system retrofits and efficiency improvements through evaluation of pre-retrofit and post-retrofit mobile irrigation lab's evaluations as applicable and rely upon accepted science-based data and computational tools to determine the project benefit.
3. Where agricultural monitoring can be implemented, staff shall monitor groundwater withdrawal through the District's agricultural monitoring program in accordance with the established Governing Board Directive and associated procedures. These data will be submitted annually to FDACS for incorporation into agricultural water demand projections and to the Office of Water Supply for incorporation into annual estimates of water use.
4. Staff shall assess agricultural water use and projected demands as a part of the District's water supply planning process.
5. In lieu of project specific monitoring, staff may rely upon current best available research data and information to determine the project benefit.
6. An individual Water Use Permit holder must implement monitoring of groundwater withdrawals in accordance with Section 4.0, of the District's Water Use Permit Applicant's Handbook and the District's Agricultural Water Use Monitoring Directive (GBD21-007) prior to re-imburement, unless otherwise approved. Projects which are considered a General Permit by Rule are exempt from this requirement.

## **7.0 Additional Considerations**

Staff shall adhere to the following:

1. Staff shall make cost-share funding applications and information packets available to applicants on the District's webpage or social media outlets.
2. The Governing Board has set payment percentages and funding maximums for District Agriculture cost-share Best Management Practices that are found in Attachment A. For external funding sourced Ag cost share program applications, District staff shall adhere to payment percentages and funding maximums established by an external funding source.
3. Agricultural cost-share funds may be used for administrative expenditures provided by a cooperator implementing one or more of the District's agricultural cost share programs.

## **8.0 Notice of Potential Conflict**

Paragraph 112.313(7)(a), F.S. prohibits the District's officers and employees from having or holding any employment or contractual relationship with any business entity which is doing business with the District. In CEO 15-1, 98-3, 90-76 and 77-65 the Florida Commission on Ethics held that receiving a grant, such as the funding offered under the District's Agriculture Cost Share Program, constitutes "doing business with" an agency. Therefore, paragraph 112.313(7)(a), F.S. prohibits the District's officers and employees from having or holding any employment or contractual relationship with any business entity which is participating in the District's Agriculture Cost Share Program.

However, the prohibition set out in paragraph 112.313(7)(a), F.S. does not apply to members of the Governing Board. In CEO 20-09, the Florida Commission on Ethics held that paragraph 112.313(7)(a), F.S. does not prohibit members of the Governing Board from having or holding any employment or contractual relationship with an agricultural producer that applies for and receives a cost-share grant from the District. Provided that such member's actions are still subject to the prohibition against misuse of public position set out in subsection 112.313(6), F.S., and were such matter to come before the Governing Board, the voting conflict law codified in section 112.3143, F.S., would apply. A business entity with family members of a District employee may apply if that District employee is not involved in the review and approval of the grant.

**Attachment A**

**District Agriculture Cost Share Best Management Practices (BMP)**

BMP*	Percent Reimbursed	Maximum share amount/Item
Irrigation Retrofit	75%	\$8,250
Center Pivot Retrofit	90%	\$12,000
Remote Controls	75%	\$3,700
GPS End Gun Shutoff	75%	\$1,500
Control Panel Upgrade	75%	\$5,000
Weather Station w/ ET Measurement	75%	\$2,500
Variable Frequency Drive (VFD)	75%	\$18,000
Centralized Remote-Control System	75%	\$11,500
Soil Moisture Probe Purchase	90%	\$2,100
Soil Moisture Probe Service Agreements (2 <sup>nd</sup> and 3 <sup>rd</sup> year)	75%	\$650
Soil Moisture Probe Service Agreements (4 <sup>th</sup> and 5 <sup>th</sup> year)	50%	\$435
Pump Upgrade (High to Low Pressure)	75%	\$15,000
Stationary Fertigation System	75%	\$9,000
Portable Fertigation System	75%	\$12,000
Veris Mapping	75%	\$10/acre
Aerial Imagery	75%	\$5/acre
Grid Soil Sampling	75%	\$7/acre
Variable Rate Nutrient Application	75%	\$9/acre
Tissue Sampling	75%	\$20/sample
Side Dressing Equipment	75%	\$50,000
Variable Rate Irrigation	75%	\$50,000
AWS existing surface water source	75%	\$300,000
AWS reclaimed water source	75%	\$300,000

**Attachment A (continued)**

<b>Precision Ag Practices</b>
Grid Soil Sampling
Variable Rate Nutrient Application
Tissue Sampling
<b>Combination of any 2 - 80%</b>
<b>Combination of any 3 - 85%</b>

<b>BMP Irrigation Group</b>
Remote Controls (Radios)
GPS End Fun Shutoff
Control Panel Upgrade
Weather Station w/ ET Measurement
Variable Frequency Drive (VFD)
Centralized Remote Control System
Pump Upgrade (High to Low Pressure)
Stationary Fertigation System
Portable Fertigation System
<b>Combination of any 2 - 80%</b>
<b>Combination of any 3 - 85%</b>
<b>Combination of any 4 - 90%</b>

\*Cost-Share BMPs that are not listed or do not have an established maximum fund share amount shall be presented to the Governing Board for approval.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Ben Glass, Chief, Office of Administration

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

DATE: January 3, 2025

RE: Agricultural Cost-Share Contract and Task Work Assignment with Sanchez Farms, LLC., Dixie, Levy, Gilchrist, Suwannee and Lafayette Counties

**RECOMMENDATION**

Authorize the Executive Director to enter into a contract and a task work assignment with Sanchez Farms, LLC to implement agricultural cost-share practices for an amount not to exceed \$120,529.74.

**BACKGROUND**

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

Sanchez Farms, LLC has applied for agricultural cost-share under the District Agricultural Cost-Share Program to implement tissue sampling, grid soil sampling, and variable rate nutrient application for use across 6,389 acres of corn, peanuts, potatoes, watermelons, and grass in Levy, Dixie, Gilchrist, Suwannee, and Lafayette counties. There is one funding source that will be used to execute this contract. The amount allocated by the funding source will not exceed \$300,000.

This project is located in the Suwannee and Santa Fe River Basin Management Action Plan Area, Fanning Manatee and Devils Ear Priority Focus Area, and the Eastern and Western Water Supply Planning Areas. The associated nutrient reduction estimate for this contract is 319,900 pounds of nitrogen at land surface and a 57,582 pounds reduction of nitrogen to groundwater.

Attachment A lists the cost share items and funding breakdown. Funding for this project is included in the Fiscal Year 2025 Final Budget.

SA/tm  
Attachments

**ATTACHMENT A**

PRODUCER                    SANCHEZ FARMS, LLC  
 WATER USE PERMIT    220397, 216272, 220505, 216070,  
                                  215986,    220780,    220840,    220609,  
                                  215826,    221422,    218083,    220843,  
                                  220842,    216093,    218405,    218606,  
                                  221880,    218388,    220558,    220807,  
                                  221218, 220591, 221879, 220506,

BMAP                        SUWA, SAFE  
 PFA                         Fanning Manatee, Devils Ear  
 COUNTY                    Suwannee  
 COUNTY                    Levy  
 COUNTY                    Lafayette  
 COUNTY                    Gilchrist  
 COUNTY                    Dixie

**Reimbursable Rates for Cost-Share Equipment and Precision Agriculture Practices**

Item	Percent Cost-Share	Maximum Cost-Share per Unit	Producer quote per Unit if provided	No. of Unit	Estimated Cost-Share Total	Producer Share	Completion Due Date
<b>LP6103K Program Precision Ag</b>					<b>\$120,529.74</b>		
Tissue Sampling per Ac.	85%	\$22.67		200	\$4,534.00	\$800.11	1 year from effective date
Grid Soil Sampling with VRNA	85%	\$7.93		6398	\$50,736.14	\$8,953.43	1 year from effective date
GBD Variable Rate Nutrient Application	85%	\$10.20		6398	\$65,259.60	\$11,516.40	1 year from effective date

**FUNDING**

Estimated PRODUCER Funds \$21,269.94

**DEP Funding**                    \$120,529.74

**Contract Amount    \$120,529.74**

**ATTACHMENT A CONT.**

**\*IF INVOICES FOR THESE ITEMS ARE SUBMITTED TOGETHER, AT THE SAME TIME, THE MAXIMUM PRECENTAGES AND DOLLAR AMOUNTS WILL BE REIMBURSED. OTHERWISE, REIMBURSEMENT WILL BEBASED ON THE SCHEDULE BELOW.**

<b>BMP Irrigation Items</b>	<b>Precision Ag Practices</b>
Centralized Remote Control	Grid Soil Sampling
Control Panel Upgrade	Tissue Sampling
GPS Endgun Shutoff	Variable Rate Nutrient Application
Portable Fertigation System	<b>Any 1 - 75%</b>
Pump Upgrade (High to Low Pressure	<b>Any 2 - 80%</b>
Remote Control (Radios)	<b>All 3 - 85%</b>
Stationary Fertigation System	
Variable Frequency Drive (VFD)	
Weather Station w/ ET Measurement	
<b>Any 1 - 75%</b>	
<b>Any 2 - 80%</b>	
<b>Any 3 - 85%</b>	
<b>Any 4 - 90%</b>	

## **ATTACHMENT A**

### **District Specifications**

The PRODUCER shall not purchase, install, implement or complete the above authorized EQUIPMENT and/or PRECISION AGRICULTURE PRACTICES prior to the EFFECTIVE DATE of the CONTRACT.

The PRODUCER shall complete the purchase, installation and/or implementation of the authorized EQUIPMENT and/or PRECISION AGRICULTURE PRACTICES in accordance with the above schedule.

The PRODUCER shall be actively participating in the DISTRICT'S AUTOMATED WATER USE MONITORING PROGRAM prior to reimbursement.

The PRODUCER shall maintain compliance with the associated Water Use Permit(s) for the duration of the contract.

All invoices and payments shall have dates showing when they were invoiced and paid. The dates for all financial transactions must coincide within the contract term to be eligible for reimbursement.

The PRODUCER shall own or have control of the property where the EQUIPMENT and/or PRECISION AGRICULTURAL PRACTICES are located for the duration of the CONTRACT.

The PRODUCER has executed and maintains a current FDACS Notice of Intent (NOI) to comply with Best Management Practices.

### **District Terms and Conditions**

#### **Grid Soil Sampling**

Grid soil sampling allows growers to manage nutrient application in as small a unit as 2.5 acres by having a soil nutrient analysis taken on 2.5-acre grids. Grid sampling can be conducted in straight grids, or alternatively to scientifically delineated zones. Grid-based soil analysis assists growers with applying the needed nutrient in the right amount, at the right time, in the right place, and the right source. Cost-share is limited to 75% up to \$7/acre/year. Straight grids shall be no larger than 10 acres and no smaller than 2.5 acres. When cost-sharing this item, the applicant must variable rate apply nutrients (see below: Variable Rate Nutrient Application) at least once in the season if the sample analysis recommends a variable rate application. For reimbursement, the producer must provide a copy of the sampling map, lab report for the sampling event, the paid invoice, and canceled check (front and back) or some verifiable form of payment to the vendor providing the service. For this item one unit is one acre.

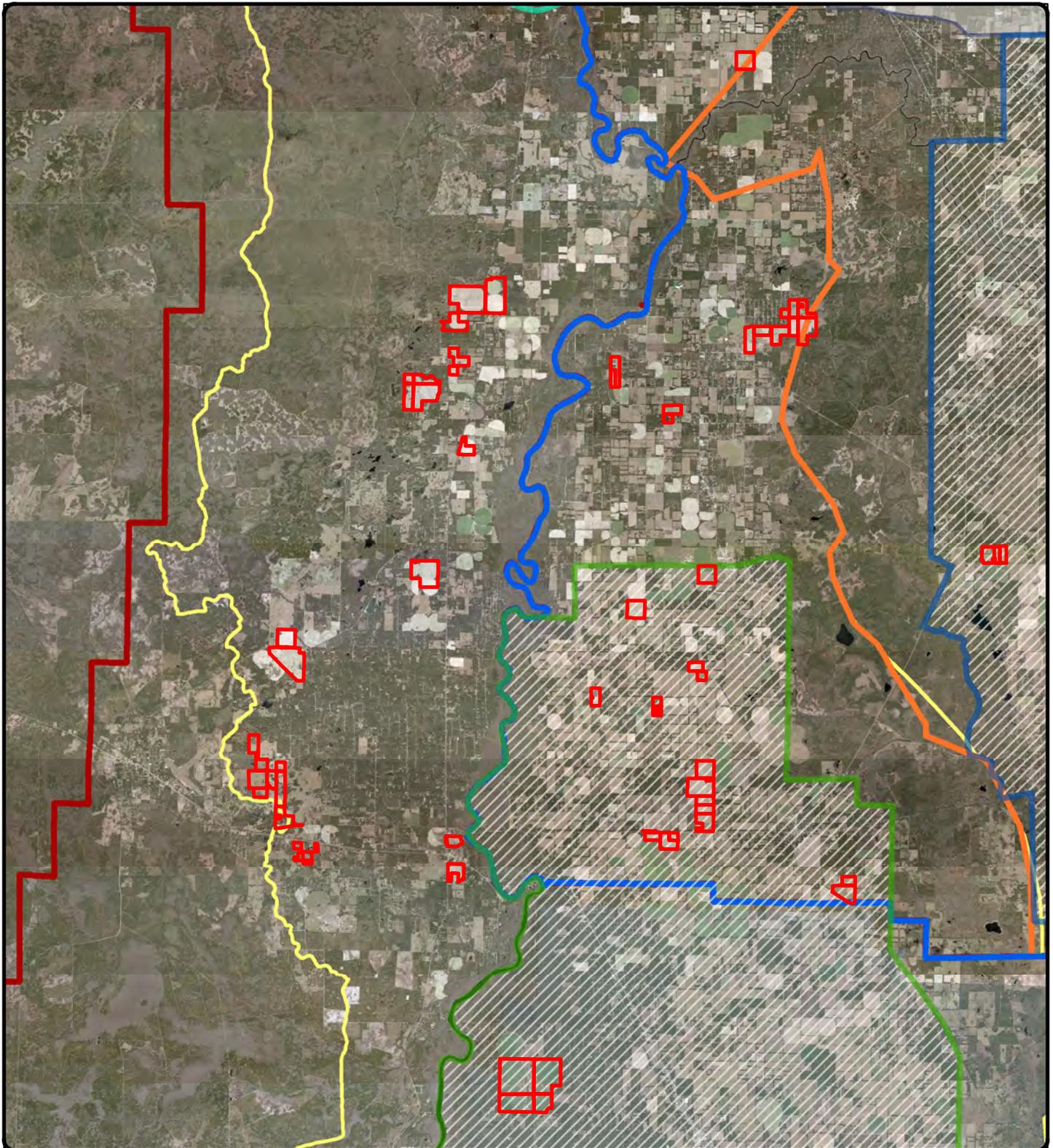
#### **Tissue Sampling**

Tissue sampling is a crop management tool that allows growers to make informed decisions with regard to nutrient application by determining their crops nutrient need at various stages of development. This practice assists growers in putting the right source and amount at the right time and place reducing unnecessary nutrient application while maximizing production efficiency. Cost-share is limited to 75% up to \$20/sample, 1 sample/5 acres. These samples must be geo-referenced. For reimbursement, the producer must provide a copy of the sampling map, lab report for the sampling event, the paid invoice, and canceled check (front and back) or some verifiable form of payment to the vendor providing the service. For this item one unit is one acre.

## ATTACHMENT A

### **Variable Rate Nutrient Application**

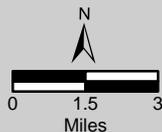
Variable rate nutrient application allows growers to have nutrients applied to their fields at a variable rate based upon the results and recommendations of a grid soil sample analysis (see above: Grid Soil Sampling). Variable rate nutrient application allows growers to put the right source and amount at the right time and place, thus eliminating unnecessary nutrient application, and optimizing plant growth efficiency. Cost-share is limited to 75% up to \$9/acre/application, 2 applications/year. For reimbursement, the producer must provide a copy of the prescription map, the paid invoice, and canceled check (front and back) or some verifiable form of payment to the vendor providing the service. For this item one unit is one acre.



- Sanchez Farms, LLC
- Fanning Manatee PFA
- Devils Ear PFA
- Water Supply Planning Area - East
- Water Supply Planning Area - West
- Santa\_Fe\_BMAP
- Suwannee BMAP

# Sanchez Farms, LLC

January 2025



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 on 5/30/2024

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: January 3, 2025

RE: Novemebr 2024 Financial Report

**RECOMMENDATION**

Approve the November 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  
November 2024**

<b>Financial Institution/Account</b>	<b>Monthly Interest</b>	<b>Closing Balance</b>
First Federal Permit Fee	\$14.94	\$1,284.94
First Federal Accounts Payable	\$53.43	\$35,000.00
First Federal EFT Disbursements	\$0.00	\$0.00
First Federal Depository	\$1,601.59	\$990,311.94
Florida PRIME (SBA LGIA)	\$7,337.18	\$5,007,337.18
First Federal ICS Custodian Account	\$49,221.16	\$14,710,105.74
Special Purpose Investment Account (SPIA)*	\$68,236.92	\$19,063,250.76
TOTAL	<u>\$126,465.22</u>	<u>\$39,807,290.56</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 November 30, 2024  
(Unaudited)**

	<b>Current Budget</b>	<b>Actuals Through 11/30/2024</b>	<b>Variance (Under)/Over Budget</b>	<b>Actuals As A % of Budget</b>
<b>Sources</b>				
Ad Valorem Property Taxes	\$ 7,094,781	\$ 620,586	\$ (6,474,195)	8.7%
Intergovernmental Revenues	\$ 59,799,239	\$ 339,863	\$ (59,459,376)	0.6%
Interest on Invested Funds	\$ 130,000	\$ 176,447	\$ 46,447	135.7%
License and Permit Fees	\$ 223,000	\$ 41,395	\$ (181,605)	18.6%
Other	\$ 1,410,288	\$ 517,186	\$ (893,102)	36.7%
Fund Balance <sup>1</sup>	\$ 11,309,970	\$ 2,978	\$ (11,306,993)	0.0%
<b>Total Sources</b>	<b>\$ 79,967,278</b>	<b>\$ 1,698,454</b>	<b>\$ (78,268,824)</b>	<b>2.1%</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	\$ 11,586,257	\$ 351,427	\$ 8,302,803	\$ 2,932,027	3%	75%
Acquisition, Restoration and Public Works	\$ 53,303,940	\$ 660,484	\$ 34,662,720	\$ 17,980,736	1%	66%
Operation and Maintenance of Lands and Works	\$ 10,391,632	\$ 814,204	\$ 3,202,947	\$ 6,374,481	8%	39%
Regulation	\$ 2,335,426	\$ 191,215	\$ 57,051	\$ 2,087,160	8%	11%
Outreach	\$ 211,283	\$ 29,198	\$ 4,800	\$ 177,285	14%	16%
Management and Administration	\$ 2,138,740	\$ 217,838	\$ 111,350	\$ 1,809,552	10%	15%
<b>Total Uses</b>	<b>\$ 79,967,278</b>	<b>\$ 2,264,366</b>	<b>\$ 46,341,671</b>	<b>\$ 31,361,241</b>	<b>3%</b>	<b>61%</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 November 30, 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 11/30/2024**

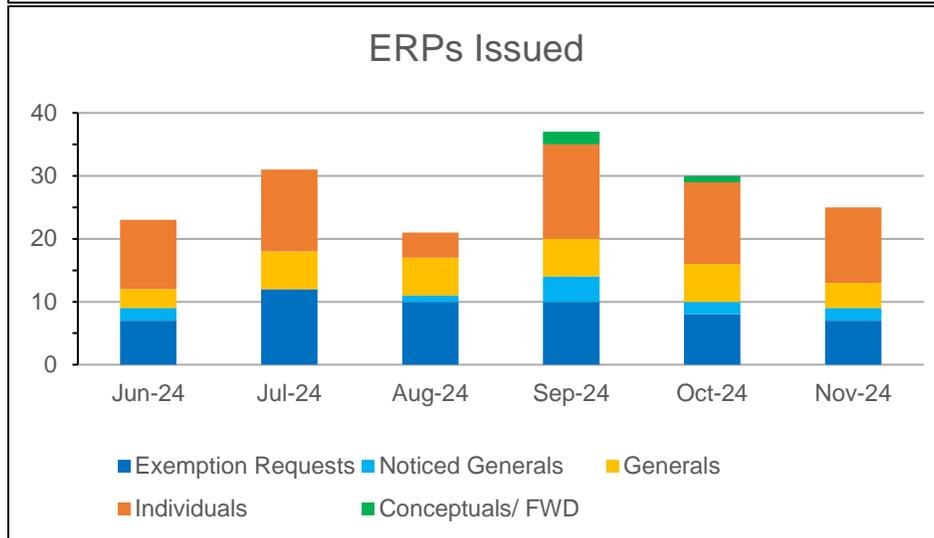
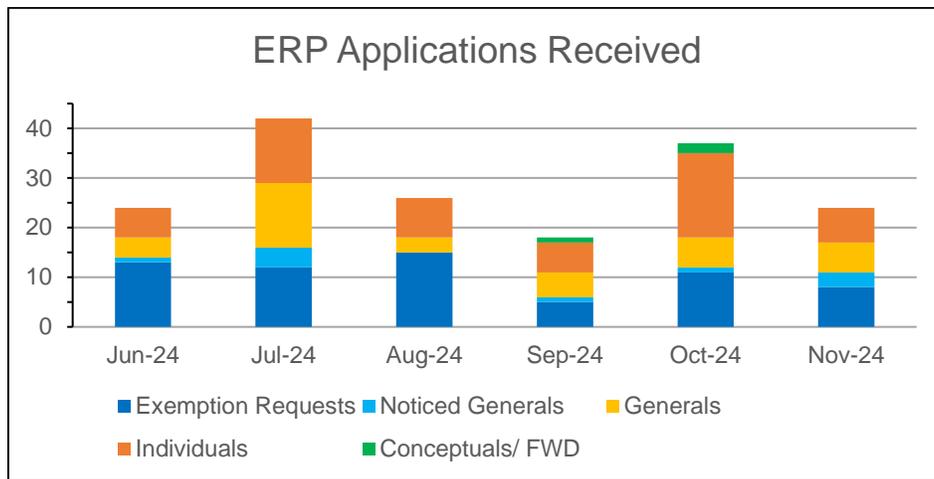
	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<b><u>Report Recap -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	1,355,613	0	8,858,069
LOCAL REVENUES	0	0	0
STATE REVENUES	308,745	0	52,326,239
FEDERAL REVENUES	31,118	0	7,473,000
FUND BALANCE UTILIZATION	2,978	0	11,309,970
<b>TOTAL REVENUES</b>	<b>1,698,454</b>	<b>0</b>	<b>79,967,278</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	980,025	0	8,987,702
CONTRACTUAL SERVICES	629,420	22,103,558	26,484,784
OPERATING EXPENDITURES	300,414	207,918	2,588,248
OPERATING CAPITAL OUTLAY	41,174	30,045	288,044
FIXED CAPITAL OUTLAY	69,323	59,951	10,551,000
INTERAGENCY EXPENDITURES	244,010	23,940,200	31,067,500
<b>TOTAL EXPENDITURES</b>	<b>2,264,366</b>	<b>46,341,672</b>	<b>79,967,278</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(565,912)</b>	<b>(46,341,672)</b>	<b>0</b>
<b><u>General Fund -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	791,472	0	6,528,787
LOCAL REVENUES	0	0	0
STATE REVENUES	3,023	0	4,632,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	2,862,739
<b>TOTAL REVENUES</b>	<b>794,495</b>	<b>0</b>	<b>14,023,526</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	822,059	0	7,816,845
CONTRACTUAL SERVICES	(14,184)	1,117,972	2,952,675
OPERATING EXPENDITURES	115,563	110,638	1,683,792
OPERATING CAPITAL OUTLAY	0	30,045	149,714
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	0	953,480	1,420,500
<b>TOTAL EXPENDITURES</b>	<b>923,438</b>	<b>2,212,135</b>	<b>14,023,526</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(128,943) *</b>	<b>(2,212,135)</b>	<b>0</b>
<i>*To be reimbursed by State Appropriations</i>			
<b><u>Land Management Operations -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	517,186	0	2,329,282
LOCAL REVENUES	0	0	0
STATE REVENUES	69,323	0	5,660,119
FEDERAL REVENUES	0	0	30,000
FUND BALANCE UTILIZATION	0	0	2,667,231
<b>TOTAL REVENUES</b>	<b>586,509</b>	<b>0</b>	<b>10,686,632</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	157,907	0	1,165,305
CONTRACTUAL SERVICES	360,949	2,601,697	4,031,489
OPERATING EXPENDITURES	184,851	97,280	855,508
OPERATING CAPITAL OUTLAY	41,174	0	113,330
FIXED CAPITAL OUTLAY	69,323	59,951	3,551,000
INTERAGENCY EXPENDITURES	0	443,974	970,000
<b>TOTAL EXPENDITURES</b>	<b>814,204</b>	<b>3,202,902</b>	<b>10,686,632</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(227,695) *</b>	<b>(3,202,902)</b>	<b>0</b>
<i>*To be reimbursed by State Appropriations</i>			

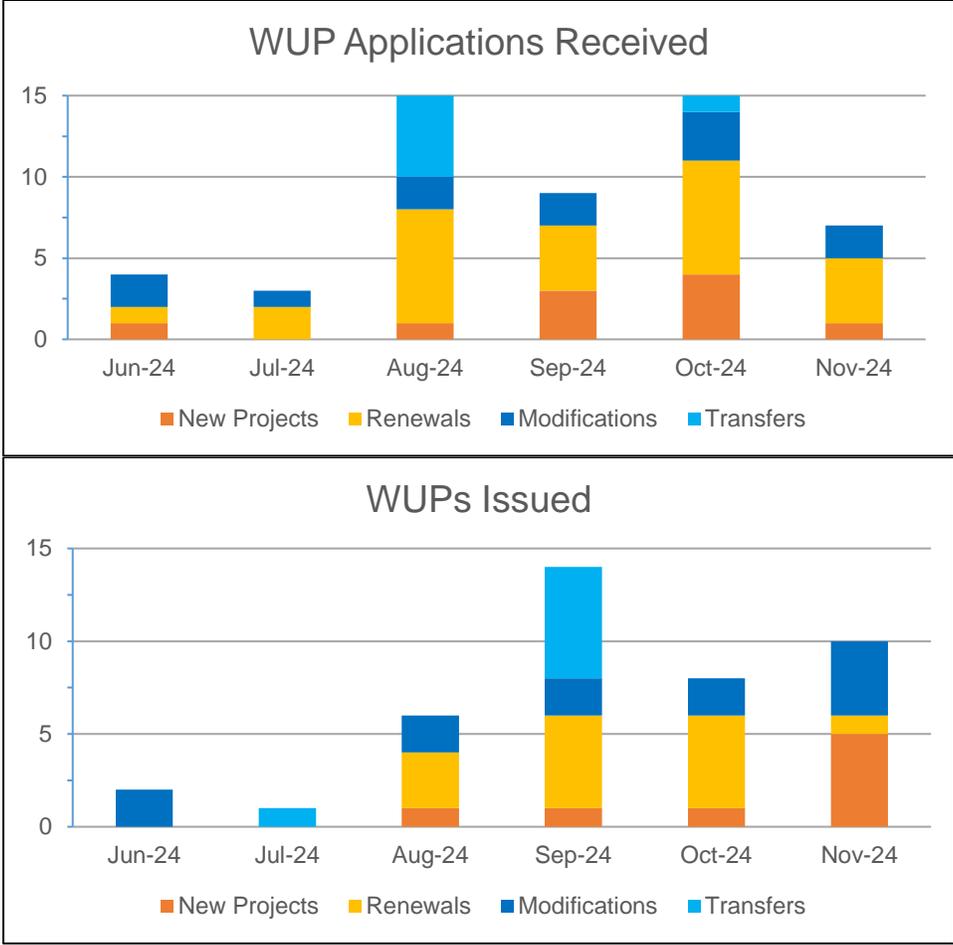


SUWANNEE RIVER WATER MANAGEMENT DISTRICT

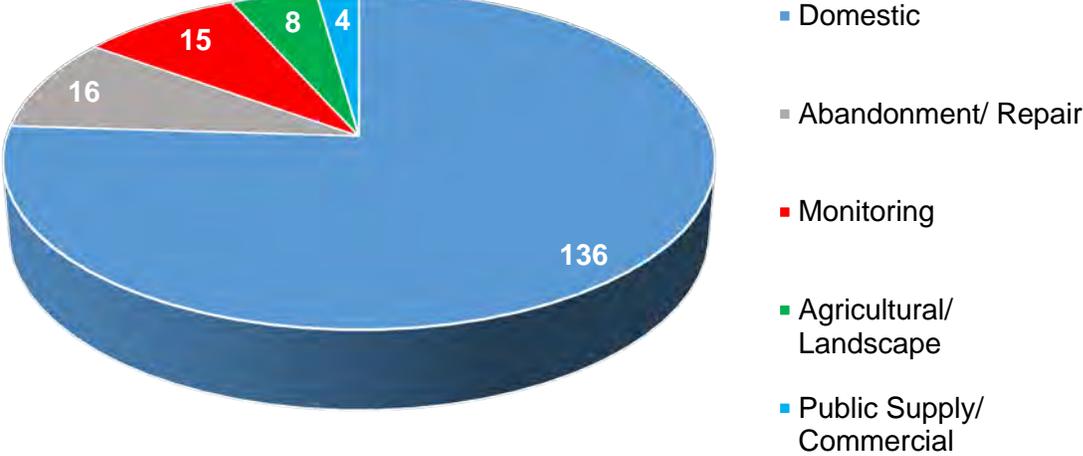
MEMORANDUM

TO: Governing Board  
FROM: Leroy Marshall, Director, Resource Management/ Projects Division  
THRU: Tim Alexander, Assistant Executive Director, Business and Community Services  
DATE: January 3, 2025  
RE: Permitting Summary Report





Water Well Permits Issued - November 2024



**40B-400.091 Rule Reference**

GB Authorized Rulemaking	8/13/2024
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	10/1/2024
Public Workshop	
Notice of Proposed Rule	10/25/2024
Notice of Correction/ Change	
File with DOS	11/25/2025
<b>Effective Date</b>	<b>12/15/2025</b>

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

GB Authorized Rulemaking	4/9/2024
Notice of Rule Development	10/1/2024
Public Workshop	
Notice of Proposed Rule	10/25/2024
Notice of Correction/ Change	
File with DOS	11/25/2025
<b>Effective Date</b>	<b>12/15/2025</b>

**40B-4.3010 WOD Permits**

GB Authorized Rulemaking	4/9/2024
Notice of Rule Development	10/1/2024
Public Workshop	
Notice of Proposed Rule	10/25/2024
Notice of Correction/ Change	
File with DOS	11/25/2025
<b>Effective Date</b>	<b>12/15/2025</b>

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

GB Authorized Rulemaking	4/9/2024
Notice of Rule Development	10/1/2024
Public Workshop	
Notice of Proposed Rule	10/25/2024
Notice of Correction/ Change	
File with DOS	11/25/2025
<b>Effective Date</b>	<b>12/15/2025</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: January 3, 2025

RE: Water Well Permitting Interagency Agreement between Suwannee River Water Management District and St. Johns River Water Management District for Bradford County

**RECOMMENDATION**

Approve an interagency agreement between Suwannee River Water Management District and St. Johns River Water Management District to promote water well permitting consistency throughout Bradford County.

**BACKGROUND**

The District permits all water well construction, repair, and abandonment within its jurisdictional boundaries, which includes all except six square miles of Bradford County. In this small portion of Bradford County, St. Johns River Water Management District (SJRWMD) only permits the construction of wells six inches or greater in diameter and wells used for public supply use, which often causes confusion for water well contractors drilling in the area.

In order to promote water well permitting consistency in Bradford County, the Interagency Agreement (agreement) extending the District's water well permitting responsibilities into the portion of Bradford County under SJRWMD's jurisdiction is provided. This agreement only delegates SJRWMD's Part III of Chapter 373, Florida Statutes (F.S.) water well permitting responsibilities to the District and no other permitting responsibilities contained in Chapter 373, F.S. will be delegated.

This agreement has received support from local well drilling companies operating in the area (Bronco Well Drilling and Durrance Well Drilling) as well as the North Central Florida Water Well Association. Additionally, the agreement has been shared with Bradford County for their concurrence as set forth in Section 373.046(6), F.S.

WZ/tm

INTERAGENCY AGREEMENT  
BETWEEN  
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT  
AND  
SUWANNEE RIVER WATER MANAGEMENT DISTRICT

THIS INTERAGENCY AGREEMENT (the “AGREEMENT”) is made and entered into as of its EFFECTIVE DATE (as defined below) by and between the ST. JOHNS RIVER WATER MANAGEMENT DISTRICT, a Florida water management district created and operating under Chapter 373, Florida Statutes, (the “ST. JOHNS DISTRICT”), and the SUWANNEE RIVER WATER MANAGEMENT DISTRICT, a Florida water management district created and operating under Chapter 373, Florida Statutes, (the “SUWANNEE DISTRICT”).

WITNESSETH:

WHEREAS, the ST. JOHNS DISTRICT is a Florida water management district created and operating under Chapter 373, Florida Statutes with boundaries as shown in Section 373.069(2)(c), Florida Statutes; and,

WHEREAS, the SUWANNEE DISTRICT is a Florida water management district created and operating under Chapter 373, Florida Statutes with boundaries as shown in Section 373.069(2)(b), Florida Statutes; and,

WHEREAS, BRADFORD COUNTY, a political subdivision of the State of Florida (the “COUNTY”) is a Florida local government with the geographic area as shown in Section 7.04, Florida Statutes; and,

WHEREAS, the geographic area of the COUNTY crosses the boundaries of the ST. JOHNS DISTRICT and the SUWANNEE DISTRICT such that the geographic area of the COUNTY is divided between the ST. JOHNS DISTRICT and the SUWANNEE DISTRICT; and,

WHEREAS, most of the geographic area of the COUNTY lies within the boundaries of the SUWANNEE DISTRICT; and,

WHEREAS, Florida law provides:

When the geographic area of a . . . local government crosses water management district boundaries, the affected districts may designate a single affected district by interagency agreement to implement in that area, under the rules of the designated district, all or part of the applicable regulatory responsibilities under this chapter. Interagency agreements entered into under this subsection which apply to the geographic area of a local government must have the concurrence of the affected local government.

Section 373.046(6), Florida Statutes; and,

WHEREAS, both the ST. JOHNS DISTRICT and the SUWANNEE DISTRICT believe that it will be more efficient and in the best interest of the residents of the COUNTY to have the SUWANNEE DISTRICT implement part of the regulatory responsibilities assigned to water management districts under Chapter 373, Florida Statutes in the entire geographic area of the COUNTY, under the SUWANNEE DISTRICT's rules; and,

WHEREAS, both the ST. JOHNS DISTRICT and the SUWANNEE DISTRICT wish to enter into an interagency agreement as provided in Section 373.046(6), Florida Statutes, for the purposes set out above and wish to formalize such agreement by committing such agreement to writing and thereby create a legally enforceable interagency agreement; and,

WHEREAS, the COUNTY concurs with the ST. JOHNS DISTRICT and the SUWANNEE DISTRICT entering into an interagency agreement as set out above.

NOW, THEREFORE, for and in consideration of the mutual covenants, promises and agreements herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the ST. JOHNS DISTRICT and the SUWANNEE DISTRICT hereby agree as follows:

1. RECITALS. The foregoing recitals are true and correct and incorporated herein by this reference.
2. AFFECTED AREA. For the purposes of this AGREEMENT, the term "AFFECTED AREA" shall mean that portion of the geographic area of the COUNTY that lies within the boundaries of the ST. JOHNS DISTRICT.
3. APPLICABLE REGULATORY RESPONSIBILITIES. For the purposes of this AGREEMENT, the term "APPLICABLE REGULATORY RESPONSIBILITIES" shall mean those regulatory responsibilities which are to be implemented by water management districts and which are contained in part III of Chapter 373, Florida Statutes, "Regulation of Wells," but shall not include those regulatory responsibilities which are contained in any other part of Chapter 373, Florida Statutes.
4. DESIGNATION OF THE SUWANNEE DISTRICT. The ST. JOHNS DISTRICT and the SUWANNEE DISTRICT hereby designate the SUWANNEE DISTRICT to implement the APPLICABLE REGULATORY RESPONSIBILITIES in the AFFECTED AREA under the rules of the SUWANNEE DISTRICT.
5. TERM OF THIS AGREEMENT. The "EFFECTIVE DATE" of this AGREEMENT shall be the first date that all of the following have occurred (1) approval and execution of this AGREEMENT by the ST. JOHNS DISTRICT, (2) approval and execution of this AGREEMENT by the SUWANNEE DISTRICT, (3) both the ST. JOHNS DISTRICT



APPROVED upon motion, second and majority vote of the governing board of the ST. JOHNS DISTRICT and EXECUTED on this \_\_\_\_ day of \_\_\_\_\_, 2024.

GOVERNING BOARD OF THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT

By: \_\_\_\_\_

\_\_\_\_\_  
Its chair

ATTEST: \_\_\_\_\_

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

Approved as to Form:

\_\_\_\_\_

\_\_\_\_\_  
General Counsel

APPROVED upon motion, second and majority vote of the governing board of the SUWANNEE DISTRICT and EXECUTED on this \_\_\_\_ day of \_\_\_\_\_, 2024.

GOVERNING BOARD OF THE SUWANNEE RIVER WATER MANAGEMENT DISTRICT

By: \_\_\_\_\_  
Virginia H. Johns  
Its chair

ATTEST: \_\_\_\_\_  
Charles Keith  
Secretary/Treasurer

Approved as to Form:

\_\_\_\_\_  
George T. Reeves  
General Counsel

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: January 3, 2025  
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 November 30, 2024

<b>ENVIRONMENTAL PROJECTS PROGRAM</b>		
	Number of Contracts	Amount under contract
Active Contracts	26	\$ 28,289,222
Completed within the last 6 months	59	\$ 11,109,162
<b>Totals</b>	<b>85</b>	<b>\$ 39,398,384</b>

<b>AGRICULTURAL COST-SHARE PROGRAM</b>		
	Number of Contracts	Amount under contract
Active Contracts	142	\$ 10,671,859
Completed within the last 6 months	5	\$ 63,191
<b>Totals</b>	<b>147</b>	<b>\$ 10,735,050</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>245</b>	<b>\$ 57,804,040</b>

<b>AEP APPLICATIONS</b>	
	Number of Projects
Agriculture Applications under review	33
AWS and Springs	0
Conceptual Projects under review	19
Projects in Queue	3
<b>TOTAL</b>	<b>55</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, Division Director, Resource Management/Projects

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

DATE: January 10, 2024

RE: Task Work Assignment for Contract 24/25-044.001 with WSP USA

**RECOMMENDATION**

Authorize the Executive Director to approve task work assignment 24/25-044.001 with WSP USA, for Federal Emergency Management Agency Fiscal Year 2024 Risk Mapping and Planning Product Production Consultant Services, for an amount not to exceed \$750,000.

**BACKGROUND**

The District has been a Cooperative Technical Partner (CTP) with the Federal Emergency Management Agency (FEMA) for over 20 years. As a CTP, the District receives funding annually from FEMA through the Risk Mapping and Planning (Risk MAP) program to hire engineering firms to update and improve the floodplain maps and help local governments increase the public's flood hazard awareness. In September 2024, the District was awarded a grant in the amount of \$1,043,000 to implement the Fiscal Year (FY24) Risk MAP project, of which \$750,000 is allocated to WSP USA, for Product Production Consultant (PPC) services. The CTP program directly supports the District's core mission of reducing flood vulnerability.

In September 2024, the Governing Board approved WSP as a qualified engineering firm to provide Product Production Consultant (PPC) services for FEMA FY24 through FY28 Risk Map projects. The primary task of the PPC firm is to develop the hydrology and hydraulic models needed to create or update maps. Firms are selected each fiscal year based on their previous work experience, knowledge of a particular geographical region and workload.

The CTP program directly supports the District's core mission of reducing flood vulnerability. Firms invoice the District as they complete the work, and FEMA reimburses the District by direct deposit within days of submitting the invoices. Funds are included in the FY 2024-2025 Final Budget.

LM/tm

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: December 6, 2024  
RE: Outreach and Communications Activity Summary

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

<b>Facebook</b>	<b>Twitter</b>	<b>Instagram</b>
Total Posts: 14 Total Views: 47,601 Content Interactions: 548	Total Posts: 15 Total Impressions: 730	Total Posts: 9 Total Views: 1,565 Total Engagement: 79

<b>Press Releases</b>
<ul style="list-style-type: none"><li>• November 5 – <a href="#">Governing Board meeting</a></li><li>• November 14 – <a href="#">Hydrologic Conditions Report</a></li></ul>

<b>Media Inquiries / Responses</b>
<ul style="list-style-type: none"><li>• N/A</li></ul>

<b>Meetings with Vendors / Consultants / Public</b>
<ul style="list-style-type: none"><li>• November 5 – Troy Roberts and staff met with BowStern to discuss the upcoming Water Resource Symposium in January.</li><li>• November 6 – Troy Roberts met with Strategic Digital Services for a kickoff meeting to discuss feature stories planned for FY 24-25.</li><li>• November 7 – Troy Roberts and staff met with DHS to discuss changes to the Civil Rights Evaluation tool.</li><li>• November 13 – Troy Roberts met with officials from Florida Gateway College to discuss its hosting of the upcoming Water Resource Symposium in January.</li><li>• November 18 – Troy Roberts met with Moore to discuss edits to the 2025 District calendar.</li><li>• November 19 – Troy Roberts and staff met with BowStern to discuss the upcoming Water Resource Symposium in January.</li></ul>

**November Photo Highlight:**

This photo of Telford Spring was taken by the District's Katie McBride. As the seasons change, so do the look of our springs; what doesn't change, however, is their temperature – they stay around 70 degrees year-round.



SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Katelyn Potter, Director, Outreach and Operations  
THRU: Hugh Thomas, Executive Director  
DATE: January 3, 2025  
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	04.24.1998	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	07.01.2015	N/A	--	07.09.2019	TBD by appraisal update.	TBD	Available for purchase.
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	Pending final review with legal and City of Newberry.
Santa Fe Springs Tract	13	Suwannee	07.01.1998	Save Our Rivers	12.10.2024	01.14.2025	TBD by appraisal update.	TBD	Pending Governing Board approval for surplus.
Approved for Detailed Assessment									
Project Name	Acres	County	Submittal Date	Asking Price	Acquisition Type	Lands Committee Date	Governing Board Date	Comments	
1. Johnny Taylor	941	Gilchrist	07.2023	TBD based on appraisal	Conservation Easement	09.25.23	10.10.23	Pending Appraisals	
2. Lena Dixon	40	Hamilton	01.2023	TBD based on appraisal	Conservation Easement	05.09.23	06.13.23	Appraisals received, unergoing negotiations.	
3. Williams Family Investments, LLC.	947	Levy	06.2023	TBD based on appraisal	Conservation Easement	09.25.23	10.10.23	Pending project ranking by the Board, then will identify funding.	
4. Hodges	753	Levy	03.2023	TBD based on appraisal	Conservation Easement	05.09.23	06.13.23	Pending project ranking by the Board, then will identify funding.	
5. Leland Wright	149	Gilchrist	05.2024	Donation	Conservation Easement	07.09.24	08.13.24	Easement terms sent to landowner, pending return. Once complete, will begin due diligence.	

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

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

THRU: Hugh Thomas, Executive Director

DATE: December 17, 2024

RE: Declaration of Surplus and Authorize Negotiations with Kurt and Karen Ardaman, Suwannee County

**RECOMMENDATION**

Declare as surplus the Santa Fe Springs parcels consisting of 13 acres +/- located in Suwannee County and authorize negotiations with Kurt and Karen Ardaman on adjacent parcels.

**BACKGROUND**

In 2023, the District began discussions with Kurt and Karen Ardaman regarding a potential surplus and/or exchange for the three Santa Fe Springs parcels located in Suwannee County. The tract consists of five parcels totaling 13 +/- acres, with the Ardaman's being adjacent to three of the parcels. The offeror is seeking a surplus sale pursuant to 373.089(8)(a), Florida Statutes for the adjacent parcels. During discussions, the offeror also expressed potential in an exchange if there was interest from the District. Pursuant to the statutes, District lands, determined to surplus, may be sold to adjacent landowners if the parcel is valued at less than \$25,000.

The Santa Fe Springs parcels were purchased in July 1998 using Save Our Rivers funds. Due to the natural community type, small acreage, proximity to residential areas, and isolation from other tracts, the parcels are not actively being managed. The parcels have been included on staff lists for potential surplus since October 2021. The Santa Fe Springs parcels were reviewed by Land Acquisition and Surplus Team and formally recommended for surplus on October 29, 2024. The surplus will include deed restrictions on the Santa Fe Springs parcels to restrict future development and meet the original conservation goals of the acquisition.

All five Santa Fe Springs parcels are being recommended for surplus. The three parcels which the Ardaman's are seeking are: 32-06S-15E-01534-020190 (34035) 90; 32-06S-15E-01534-020180 (34034) 90; and 32-06S-15E-01534-020160 (34032) 90.

If the parcels are approved for surplus, appraisals will be conducted on the adjacent parcels to determine the value. If the adjacent parcels are valued at less than \$25,000 each, the District may proceed with negotiations with the Ardaman's as authorized in 373.089(8)(a) on the parcels listed below.

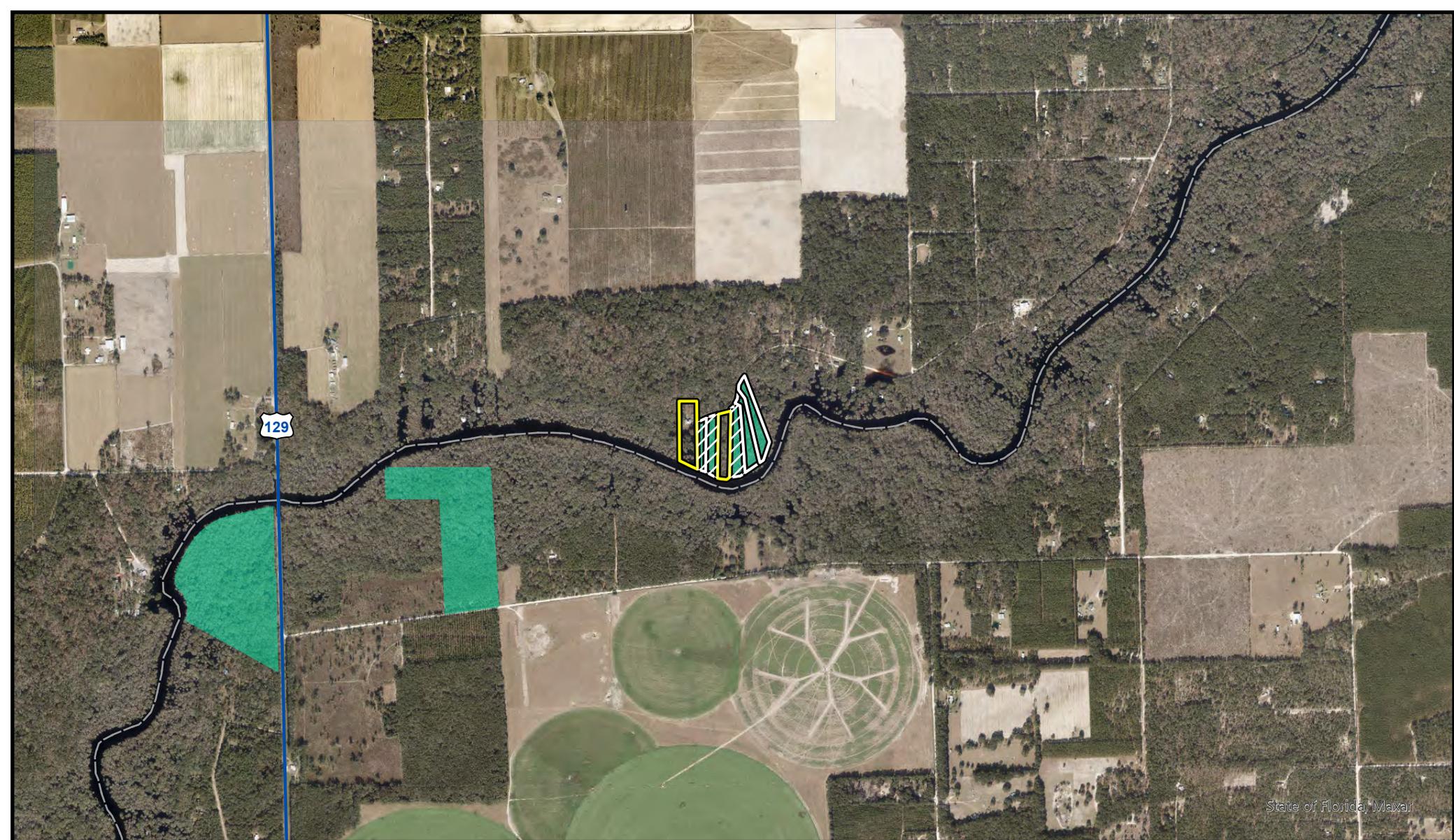
If the parcels are approved for surplus and the adjacent lots are valued greater than \$25,000, the District may list them for sale to the highest bidder or offer the property for an exchange.

Current procedure requires an appraisal to be provided upon request for the surplus of undeclared lands. However, as these parcels have been on internal surplus lists for several years, staff requests the board approve the surplus and authorize negotiations on the adjacent parcels. Appraisal costs will be incurred by the Ardaman's on the adjacent parcels.

In accordance with the procedure, a site visit was performed on November 21, 2024. Based on the date of acquisition, a 2/3 vote will be required by the Governing Board to surplus the parcels in accordance with 373.089(6)(a), F.S. If approved, the surplus will be noticed on the District website. Maps of the proposed surplus properties and adjacent properties are attached.

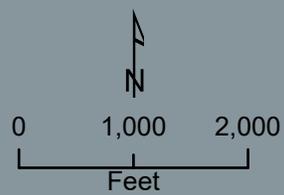
On December 10, 2024, the Lands Committee unanimously approved the surplus and request to negotiate.

KCP/ao  
Attachments

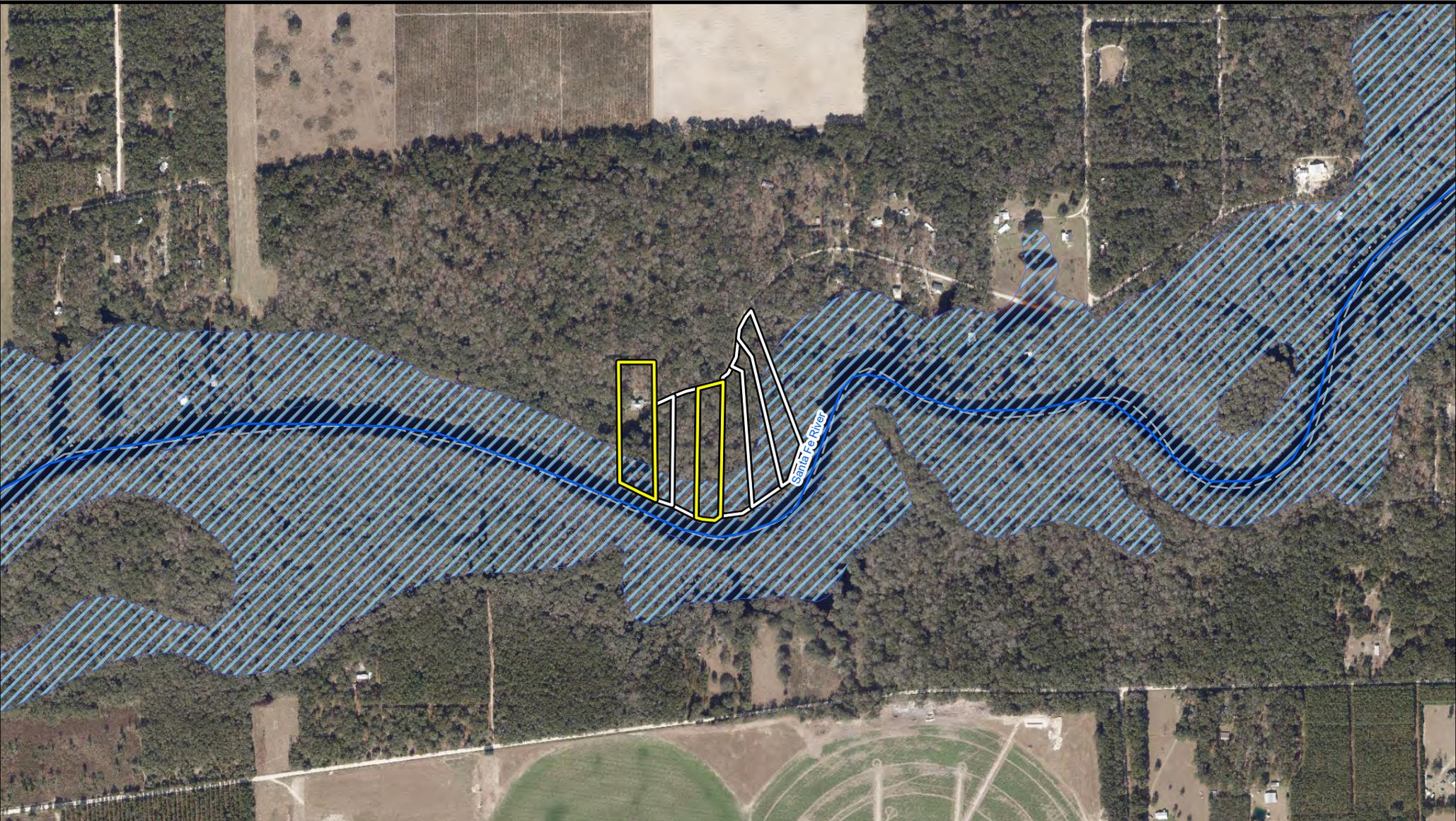


**Santa Fe Springs (Ardaman)**  
**± 13 Ac (SRWMD)**  
**Suwannee County**

-  SRWMD Santa Fe Springs – Proposed for Surplus
-  SRWMD Santa Fe Springs - Proposed Surplus and Requested for Adjacency Sale
-  Ardaman Santa Fe Springs
-  SRWMD Ownership
-  SRWMD Conservation Easement

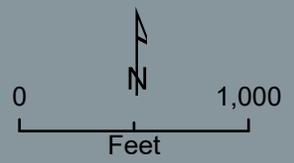
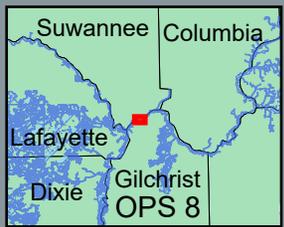


Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee 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 11/22/2024

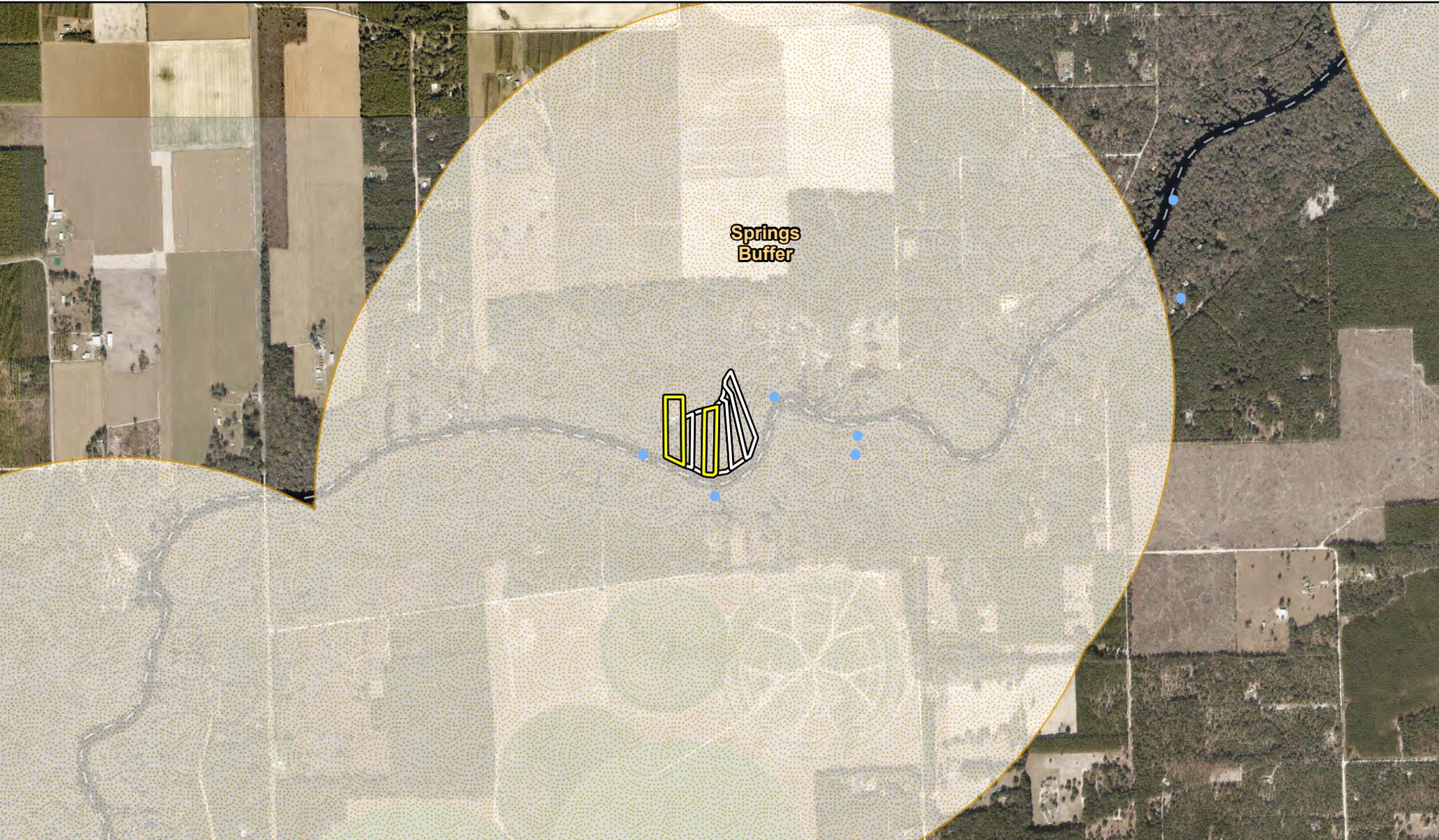


-  SRWMD Santa Fe Springs – Proposed for Surplus
  -  Ardaman Santa Fe Springs
  -  Surface Waters (Riverine)
- SRWMD Major Rivers
-  Priority 1
  -  Priority 2
  -  Other

## Santa Fe Springs (Ardaman) Property Offer Surface Water Protection

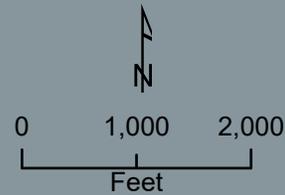


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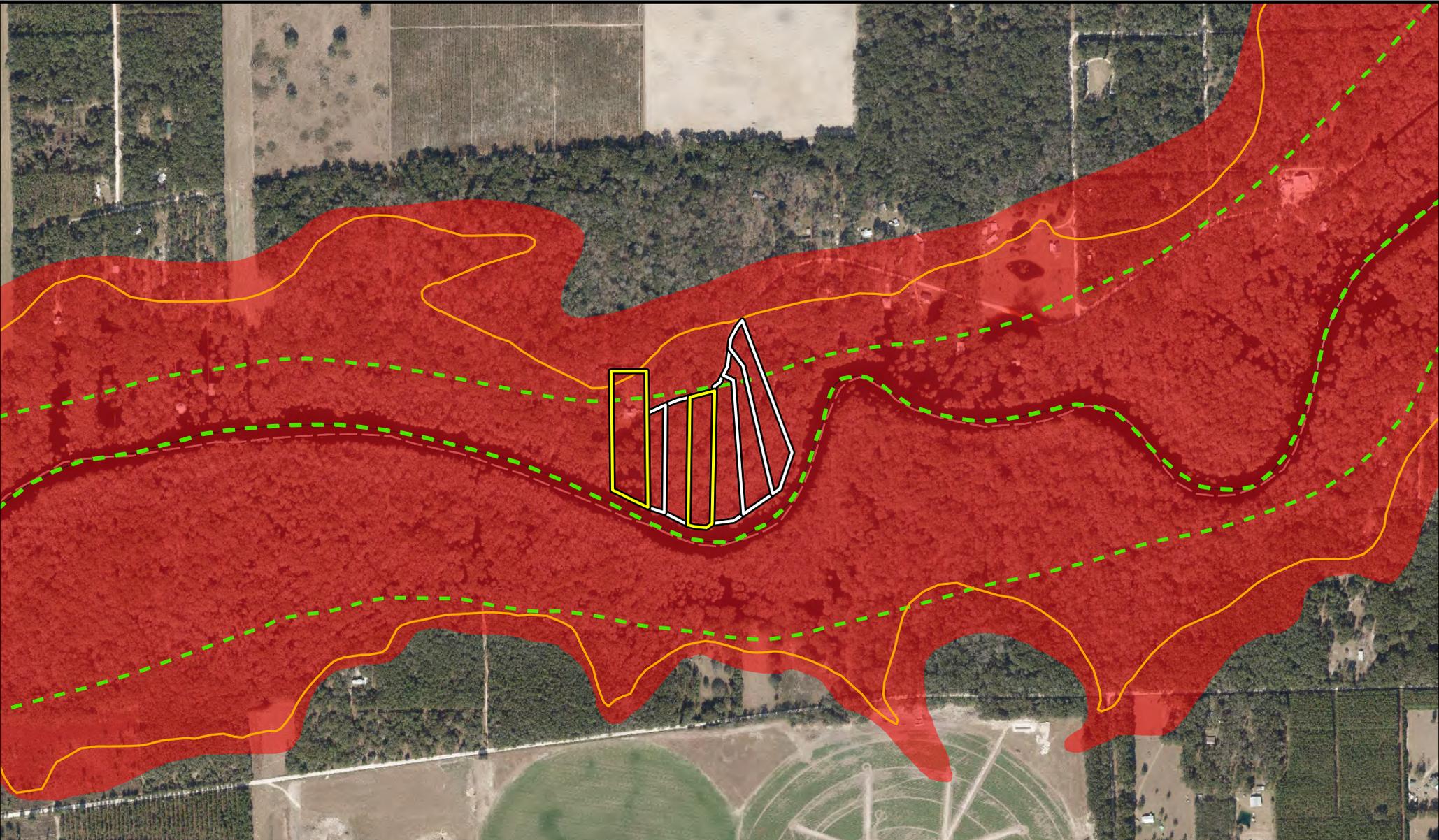


**Santa Fe Springs (Ardaman)  
Property Offer  
Springs Protection**

-  SRWMD Santa Fe Springs – Proposed for Surplus
-  Ardaman Santa Fe Springs
-  Springs Protection
-  Springs

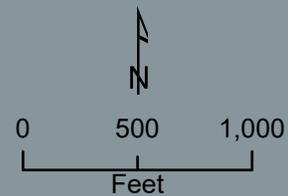
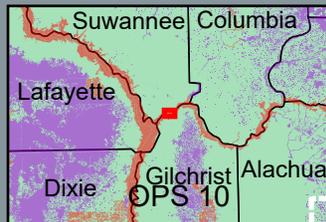


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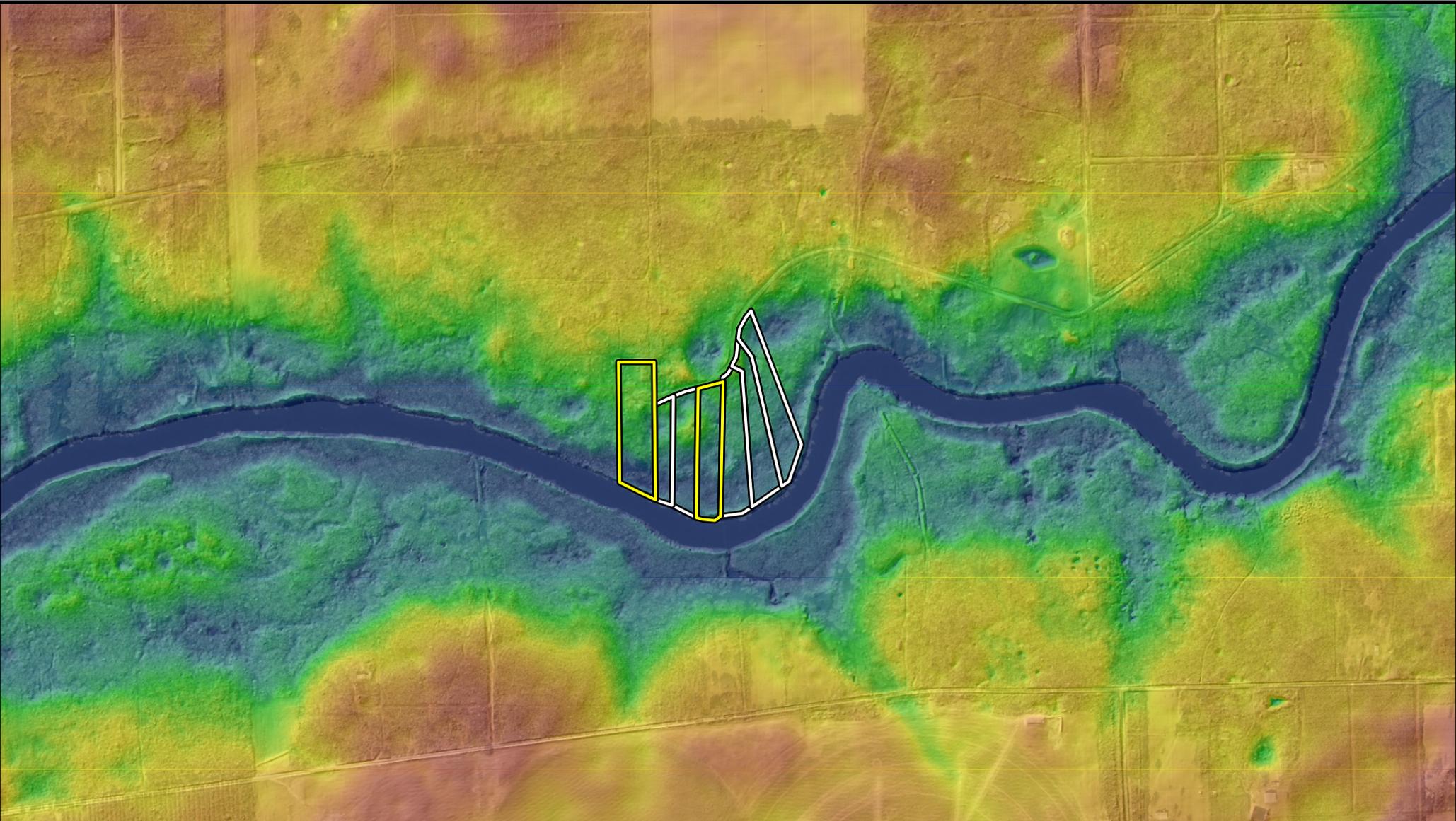


-  SRWMD Santa Fe Springs – Proposed for Surplus
-  Ardaman Santa Fe Springs
-  10 Year Floodplain
-  Floodway
-  100 Year Floodplain
-  Zone A
-  Zone AE

## Santa Fe Springs (Ardaman) Property Offer Floodplain Protection



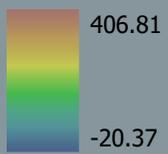
Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee 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 11/22/2024



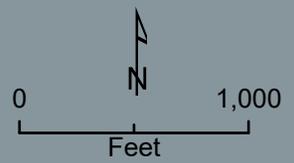
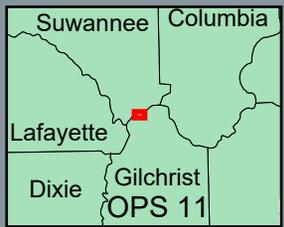
 SRWMD Santa Fe Springs – Proposed for Surplus

 Ardaman Santa Fe Springs

**Bare Earth Elevation**



### Santa Fe Springs (Ardaman) Property Offer LIDAR



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SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

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

THRU: Hugh Thomas, Executive Director

DATE: December 18, 2024

RE: Five-Year Land Acquisition Workplan

**RECOMMENDATION**

Approve modifications to the five-year land acquisition workplan pursuant to 373.139(3) and 373.199(7)(2), Florida Statutes.

**BACKGROUND**

The District has maintained land acquisition workplans in accordance with 373.139(3) and 373.199(7)(2), Florida Statutes (F.S.). Acquisition workplans date back to 1998, with the first statutorily required workplan was developed in 2000 in accordance with 373.139(3), F.S. and known as the 5-year land acquisition workplan. The second plan was approved in 2001 in accordance with 373.199(7)(2), F.S. and known as the Florida Forever Workplan.

Both plans require that updates or modifications be approved by the Governing Board.

Due to the similar plan requirements, staff has created a unified land acquisition workplan that includes the Florida Forever map, as well as strategic initiatives for water resource development projects, access needs, and management improvements.

In accordance with 373.139(3), F.S. notice was given 14 days prior to the Governing Board meeting and each county, for which a project is listed, was notified.

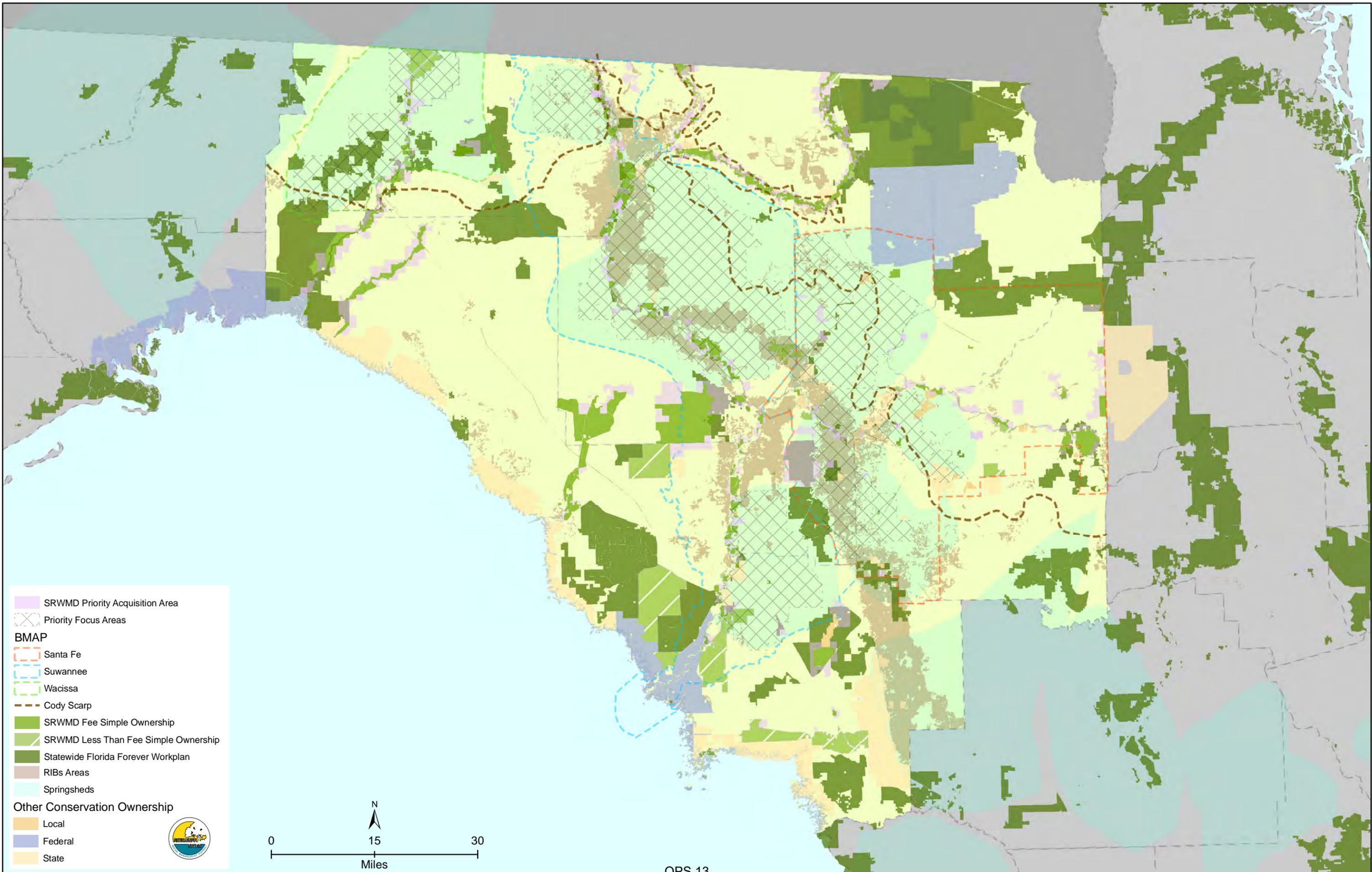
Most importantly, the map is a guide for the types of lands in which the District is interested, based on specific water resource criteria as identified by Governing Board Directive 24-0005. Not every acre, or even a portion, of the workplan will be acquired. Instead, the plan is a high-level view based on soils, natural community types, floodplain inundation, adjacency to District lands, proximity to surface water systems, etc.

This plan satisfies the statutory requirements of 373.139(3), F.S. and 373.199(7)(2), F.S. allowing the District to address acquisition needs as they arise, and only update the workplan if lands are added.

Authorization to seek or negotiate on land purchases currently requires Board approval. Further, all land transactions must be approved by the Governing Board and are subject to available funding.

A copy of the land acquisition workplan is included.

KCP/ao  
Attachments



SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

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

THRU: Hugh Thomas, Executive Director

DATE: December 15, 2024

RE: Governing Board Directive Number 25-0002, Land Acquisition and Surplus Guidelines - Revised

**RECOMMENDATION**

Approve Governing Board Directive Number 25-0002 for Land Acquisition and Surplus Guidelines.

**BACKGROUND**

On August 13, 2024, the Governing Board approved Governing Board Directive (GBD) 24-0005 Land Acquisition and Surplus Guidelines outlines practices and board direction regarding land acquisition and surplus in accordance with Florida Statutes and District administrative rules.

On December 10, 2024, staff presented procedural changes to the Lands Committee for consideration. Based on direction from the Lands Committee, the following edits are proposed for the directive.

- 1) The Lands Committee shall authorize negotiations on lands transactions for exchanges, conservation, water resource development projects, and land management efficiencies. Once negotiated, offers and terms will be taken to the Governing Board for final approval. This allows the committee to provide direction and feedback on land purchases prior to the District expending funds on due diligence.
- 2) Staff may negotiate sales of already-declared surplus properties and access transactions (granted and requested) without prior authorization. Once negotiated, offers and terms will be taken to the Governing Board for final approval. The rules and direction for addressing declared surplus and access easements are well defined in statute, District rules, and directives. District requests for access continue to focus on no-cost agreements, seeking interests where no other option is available. This will allow staff to work effectively within well-established parameters.

Approval of the revised directive will supersede GB24-0005, along with all former versions of similar content and nature and become effective immediately.

A redline and clean copy of the directive are attached.

KCP/ao  
Attachments

# SUWANNEE RIVER WATER MANAGEMENT DISTRICT

## GOVERNING BOARD DIRECTIVE



**Directive Number:** GBD24-0005  
**Date Approved:** August 13, 2024  
**Subject:** Land Acquisition and Surplus Guidelines

**Approval:** \_\_\_\_\_  
**Virginia Johns, Chair**

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

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### **1.0 Reference to Prior Directive**

Supersedes Directives 99-01 LA, 06-01 LA, 2009-01 LA, 2011-03LM, 2011-01LM, 2015-001, GBD17-0002, GBD18-0003, GBD19-0001, and GBD 19-0005, 21-0003, [24-0005](#).

### **2.0 Purpose and Intent**

The purpose of this Directive is to provide water resource guidelines for consideration in the land acquisition and surplus processes, establish procedures for determination of surplus lands, and create procedures for disposition of revenue derived from the disposal of lands acquired with Preservation 2000 and Florida Forever funds.

### **3.0 Statement of Policy**

It is the policy of the Governing Board that the acquisition of a less than fee interest shall be the primary consideration in acquisitions unless ownership in fee better supports the District's mission or needs.

If the offeror is unwilling to negotiate a less than fee transaction, the staff shall provide justification for the acquisition of a fee interest over a less than fee interest including at a minimum the additional benefits of fee ownership over a less than fee ownership. These benefits could include but are not limited to enhancement of fee lands already owned by the District, increased public access, increased hunting accessibility for the public and decreased costs for and obstacles to conducting projects on the property.

### **4.0 Definitions**

**Surplus Lands** - District-owned property interests no longer need to be owned to further the District's land conservation purposes of flood control, water storage, water management, conservation and protection of water resources, aquifer recharge, water resource and water supply development, and preservation of wetlands, streams, and lakes or that either need not be owned for a potential or proposed project.

**Current Appraisal** - An appraisal conducted not more than 360 days prior to the effective date of a contract for sale.

**Less than Fee** - Shall mean a conservation easement.

**5.0 Water Resource Evaluation Guidelines for Acquisition and Surplus:**

The following water resource guidelines shall be used to screen potential acquisition and to screen lands for potential surplus. Screening for water resources guidelines shall use the best available data. Lands shall be prioritized relative to:

1. The extent to which the lands provide protection for Outstanding Florida Springs, Priority Focus Areas, and other springs (either directly or indirectly);
2. The extent to which the lands provide protection of surface waters (wetlands, lakes, springs, and streams);
3. The extent to which the lands provide flood protection;
4. The extent to which the lands are needed for implementation of water resource development projects, restoration, or other projects;
5. The extent to which the lands benefit existing acquisition holdings; and
6. The extent to which the lands enhance land management objectives.

**6.0 Delegation of Authority to Disclose Valuation Information:**

The Governing Board hereby delegates to the District's Executive Director the Governing Board's authority to: (1) disclose appraisal reports concerning a proposed acquisition of real property as provided in section 373.139(3)(a), F.S.; and (2) disclose confidential and exempt valuations and valuation information or written offers concerning a proposed sale of surplus land as provided in section 373.089(1)(c), F.S.

**Authority of the Lands Committee and Governing Board**

[The Executive Director may negotiate sales of declared surplus properties, right of way/access easements on District lands, right of way/access easements purchased by the District, or lands purchased solely for access.](#)

[The Lands Committee shall authorize negotiations on non-declared surplus, exchanges, and lands transactions non-associated with right of way/access.](#)

The Governing Board must authorize the final purchase, surplus, sale, conveyance, lease, or exchange of property on behalf of the District.

Requests for access, utility, right-of-way easements, temporary construction easements and similar instruments shall follow the Access and Utility Easement Request Directive.

**7.0 Land Acquisition**

District land acquisition procedures will be governed by 40B-.041 Florida Administrative Code as indicated below:

*(1) Bona fide offers for sale.*

*The District's land acquisition process is initiated when the District receives from an owner of real property a bona fide offer for sale to the District. A bona fide offer is one which includes:*

- (a) The county property appraiser's tax parcel identification number;*
- (b) An aerial map or other documentation upon which the property boundaries are shown or described;*
- (c) A copy of the deed showing the current owner of record for the property being offered;*
- (d) The owner's initial asking price for the property;*
- (e) Identification of any easements, deed restrictions, mineral interests, or other rights held by persons other than the fee title owner; and,*
- (f) Identification of any existing purchase agreement, option contract, listing agreement, or any other agency arrangement or agreement entered into by the seller relating to the subject property.*

*(2) Criteria for evaluation of bona fide offers.*

*Upon receipt, District staff will evaluate all bona fide offers for sale of real property to determine the extent to which the acquisition will contribute to achieving the goals in Section 259.105(4), F.S., and provide a recommendation for disposition to the Governing Board.*

*(3) Following Governing Board approval of a property for state priority funding, the following due diligence must be completed prior to a contract for sale:*

- (a) Evidence of good and sufficient fee title to the property in the seller must be provided by the seller to the District.*
- (b) The property owner must provide access to the District and its agents as needed to obtain appraisals as required under Section 373.139(3)(c), F.S., which include an Environmental Site Assessment and baseline inventory reporting. The appraisal must be performed by a qualified appraiser who is registered, licensed, or certified under Part II, Chapter 475, F.S. The Phase I environmental site assessment must be performed by a professional certified in environmental assessment as the District deems appropriate.*

*(4) Contracts for sale.*

*The Governing Board must adopt a purchase resolution which authorizes the Executive Director to execute a contract specifying the source of funds for the land to be acquired.*

*(5) Donations of land to District.*

*The District may accept donations or gifts of real property interests. In such event the provisions of this section shall be followed, except that the requirement for an appraisal may be waived upon concurrence of both the property owner and the District.*

As part of the Board recommendation for acquisition, staff shall complete a management prospectus evaluating management objectives and budgetary impacts for tract improvements, roads, recreation/public use, project potential, hunting, and other relevant management information.

### **Due Diligence**

Appraisals, either conducted by the District or external parties, must be conducted in accordance with 373.139, Florida Statutes. The appraisal must be completed by an appraiser listed as qualified on the Florida Department of Environmental Protection website.

Baseline inventory reporting for less than fee acquisitions shall include:

1. Landowner and easement information
2. Natural community information
3. Infrastructure overview and documentation (structures, roads, fences, wells, culverts, etc).
4. Rare or listed species occurrences
5. Invasive species occurrences
6. Established photo points
7. Maps documenting the location, aerial imagery, natural communities, invasive and rare species, photo point locations, National Wetlands Inventory, NRCS soils, etc.

Baseline inventory reporting for fee acquisitions shall include:

1. Natural community information and mapping
2. Rare or listed species occurrences and mapping
3. Invasive species occurrences and mapping

Staff may seek to negotiate project boundaries to minimize the potential acquisition of surplus lands.

### **Denials**

The Executive Director is delegated the authority to deny offers to purchase, surplus, exchange, lease, convey or grant easements over District lands. This includes denials to exercise the right of first refusal. The Executive Director's decision to deny may be reviewed by Governing Board at the request of the offeror.

### **Regulatory Easements**

Conservation easements which are granted to the District as part of permitting process (see Rule 62-330.301(8)), are excluded from the process in 5.0.

## **8.0 Surplus Lands**

**A. Determination of surplus lands shall be as follows:**

1. Staff shall periodically review fee ownership of the District and identify parcels for potential surplus. Additional surplus parcels may be identified where a request is submitted by a member of the public or as part of a potential exchange of lands. All parcels identified as potential surplus shall be submitted to the Lands Committee at any regularly scheduled meeting at which public comment will be received.
2. The Lands Committee approved list of potential surplus lands shall be posted on the District website to inform the public of the next meeting in which the Governing Board will consider the proposed lands for surplus.
3. No lands shall be recommended to the Lands Committee or Governing Board for consideration as surplus unless an on-site inspection has been conducted by District staff within the four months prior to the recommendation.
4. At a regular-scheduled Governing Board meeting of which notice was given, the Governing Board shall receive public comment with regards to the lands considered for surplus. For lands acquired for conservation purposes as specified in sections 373.089(6)(c) and (d), F.S., including all lands in which the title was vested in the District prior to July 1, 1999, the Governing Board must determine the lands are no longer needed for conservation purposes by an affirmative vote of two-thirds of the Governing Board membership (six Board members) consistent with Article X, Section 18 of the Florida Constitution. All other lands may be designated as surplus and approved for disposal by a simple majority vote of the Governing Board.
5. At the time of the Governing Board's determination of lands as surplus, the Governing Board may also consider retention of a conservation easement or deed restrictions over the property as a condition of the ultimate sale or exchange of the District's fee interest in the property.
6. At the time of the Governing Board's determination of lands as surplus, the Governing Board may also consider reservation of rights that may be needed for implementation of projects (restoration or water resource development) as a condition of the ultimate sale or exchange of the District's fee interest in the property.
7. A bona fide offer to purchase surplus lands shall consist of a written offer and a monetary deposit to be determined by the Lands Committee.
8. For surplus properties without a current appraisal, upon receipt of a bona fide offer to purchase, an appraisal shall be initiated only at the direction of the Lands Committee.
9. Requests for undeclared lands to be surplus shall be considered in accordance with District procedures. Surveys, appraisals, and other due diligence costs for undeclared lands will be incurred by the buyer.

**B. Disposal of Surplus Lands:**

The District will follow the procedures in sections 373.056 and 373.089, F.S., when selling, conveying, and/or disposing of interests in real property as surplus lands.

1. Staff may contract with one or more real estate brokers for purposes of listing for sale surplus parcels.
2. Staff shall maintain an updated surplus property webpage on the District's website which, at a minimum, will list all parcels declared as surplus, provide a general location map of the parcel, provide the county property appraisers parcel ID number, and identify any interest to be retained by the District.
3. All surplus land shall be sold at or above the current appraised value.

**C. Revenue Derived from the Proceeds of Surplus Lands:**

1. Revenue derived from the sale of Preservation 2000 lands shall be deposited into the Florida Forever Trust Fund within the Florida Department of Environmental Protection in accordance with section 259.101(5)(c), F.S.
2. Revenue derived from the sale of property acquired with Florida Forever funds shall be deposited into a Florida Forever restricted fund which shall be used to implement the District's Florida Forever Work Plan.
3. Florida Forever Program funds that are unencumbered shall be managed pursuant to section 259.105, F.S.
4. The District's lands database shall be used to track and monitor sales of surplus lands and disclosed within the Annual Florida Forever Work Plan updates.

**D. Surplus Lands Guidelines:**

The following factors shall be considered in the analysis of the District's land holdings for determining which lands are no longer needed for conservation and make a recommendation for potential surplus.

1. The results of the screening as defined by the Water Resource Evaluation Guidelines for Acquisition and Surplus.
2. The extent to which disposing of the lands will adversely affect management effectiveness and efficiency.
3. The extent to which the lands are currently used by the public for recreational purposes.
4. Whether disposal of the lands would result in a net loss of lands open to public hunting.
5. The extent to which the lands provide other significant archaeological, historical, or ecological value.
6. The extent to which the lands provide a valuable linkage to conservation property owned by the District or other publicly owned conservation lands.
7. The extent to which the lands would be accessible to a future owner without causing adverse impacts to natural resources or hindering the District's management of the property, including prescribed fire management.
8. The extent to which the lands are marketable.
9. The extent to which concerns of other public conservation land managers or members of the public have been addressed.
10. The extent to which disposing of the lands will adversely affect potential future water resource development projects.
11. The extent to which lands are more suitable for management by others due to size or location with the District retaining a conservation easement.
12. The extent to which lands acquired for projects are no longer being pursued or the project is completed and the land or a portion thereof is no longer needed.
13. The extent to which lands acquired with Preservation 2000 or Florida Forever funds, the intent of the Act as prescribed in section 259.101(6), F.S.

14. For lands with merchantable timber, the extent to which disposing of the land would reduce timber revenue available to the District.
15. Access to public or private water and/or wastewater utilities.
16. Additional tools and data that become available.

**E. Surplus of Lands to Governmental Entities Guidelines:**

The following criteria shall be considered in addition to the surplus lands guidelines for determining surplus potential:

1. Whether the community is designated as a Rural Economic Development Initiative (REDI) eligible community pursuant to section 288.0656, F.S.
2. Whether a long-term lease would accomplish the goals of the local governmental entity.

**F. Surplus of Parcels Valued at \$25,000 or Less Guidelines:**

The following criteria shall be considered in addition to the surplus lands guidelines for determining surplus potential:

1. The proximity to District or other public conservation lands.
2. The ability of District to manage parcel.

**G. Delegation of Authority to Disclose Valuation Information:**

The Governing Board hereby delegates to the District's Executive Director the Governing Board's authority to: (1) disclose appraisal reports concerning a proposed acquisition of real property as provided in section 373.139(3)(a), F.S.; and (2) disclose confidential and exempt valuations and valuation information or written offers concerning a proposed sale of surplus land as provided in section 373.089(1)(c), F.S.

**H. Reporting:**

Staff shall develop and maintain a proposed acquisition list which shall be presented to the Lands Committee and Governing Board.

Staff shall complete the appropriate land acquisition and surplus reporting in accordance with 373.036(2)(e), F.S., 373.139, F.S., 373.199(7), F.S. and other relevant statutes/rules.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
GOVERNING BOARD DIRECTIVE



**Directive Number:** GBD25-0002

**Date Approved:** January 14 ,2025

**Subject:** Land Acquisition and Surplus Guidelines

**Approval:** \_\_\_\_\_  
**Virginia Johns, Chair**

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

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**1.0 Reference to Prior Directive**

Supersedes Directives 99-01 LA, 06-01 LA, 2009-01 LA, 2011-03LM, 2011-01LM, 2015-001, GBD17-0002, GBD18-0003, GBD19-0001, and GBD 19-0005, 21-0003, 24-0005.

**2.0 Purpose and Intent**

The purpose of this Directive is to provide water resource guidelines for consideration in the land acquisition and surplus processes, establish procedures for determination of surplus lands, and create procedures for disposition of revenue derived from the disposal of lands acquired with Preservation 2000 and Florida Forever funds.

**3.0 Statement of Policy**

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If the offeror is unwilling to negotiate a less than fee transaction, the staff shall provide justification for the acquisition of a fee interest over a less than fee interest including at a minimum the additional benefits of fee ownership over a less than fee ownership. These benefits could include but are not limited to enhancement of fee lands already owned by the District, increased public access, increased hunting accessibility for the public and decreased costs for and obstacles to conducting projects on the property.

**4.0 Definitions**

**Surplus Lands** - District-owned property interests no longer need to be owned to further the District's land conservation purposes of flood control, water storage, water management, conservation and protection of water resources, aquifer recharge, water resource and water supply development, and preservation of wetlands, streams, and lakes or that either need not be owned for a potential or proposed project.

**Current Appraisal** - An appraisal conducted not more than 360 days prior to the effective date of a contract for sale.

**Less than Fee** - Shall mean a conservation easement.

**5.0 Water Resource Evaluation Guidelines for Acquisition and Surplus:**

The following water resource guidelines shall be used to screen potential acquisition and to screen lands for potential surplus. Screening for water resources guidelines shall use the best available data. Lands shall be prioritized relative to:

1. The extent to which the lands provide protection for Outstanding Florida Springs, Priority Focus Areas, and other springs (either directly or indirectly);
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3. The extent to which the lands provide flood protection;
4. The extent to which the lands are needed for implementation of water resource development projects, restoration, or other projects;
5. The extent to which the lands benefit existing acquisition holdings; and
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**Authority of the Lands Committee and Governing Board**

The Executive Director may negotiate sales of declared surplus properties, right of way/access easements on District lands, right of way/access easements purchased by the District, or lands purchased solely for access.

The Lands Committee shall authorize negotiations on non-declared surplus, exchanges, and lands transactions non-associated with right of way/access.

The Governing Board must authorize the final purchase, surplus, sale, conveyance, lease, or exchange of property on behalf of the District.

Requests for access, utility, right-of-way easements, temporary construction easements and similar instruments shall follow the Access and Utility Easement Request Directive.

**7.0 Land Acquisition**

District land acquisition procedures will be governed by 40B-.041 Florida Administrative Code as indicated below:

*(1) Bona fide offers for sale.*

*The District's land acquisition process is initiated when the District receives from an owner of real property a bona fide offer for sale to the District. A bona fide offer is one which includes:*

- (a) The county property appraiser's tax parcel identification number;*
- (b) An aerial map or other documentation upon which the property boundaries are shown or described;*
- (c) A copy of the deed showing the current owner of record for the property being offered;*
- (d) The owner's initial asking price for the property;*
- (e) Identification of any easements, deed restrictions, mineral interests, or other rights held by persons other than the fee title owner; and,*
- (f) Identification of any existing purchase agreement, option contract, listing agreement, or any other agency arrangement or agreement entered into by the seller relating to the subject property.*

*(2) Criteria for evaluation of bona fide offers.*

*Upon receipt, District staff will evaluate all bona fide offers for sale of real property to determine the extent to which the acquisition will contribute to achieving the goals in Section 259.105(4), F.S., and provide a recommendation for disposition to the Governing Board.*

*(3) Following Governing Board approval of a property for state priority funding, the following due diligence must be completed prior to a contract for sale:*

- (a) Evidence of good and sufficient fee title to the property in the seller must be provided by the seller to the District.*
- (b) The property owner must provide access to the District and its agents as needed to obtain appraisals as required under Section 373.139(3)(c), F.S., which include an Environmental Site Assessment and baseline inventory reporting. The appraisal must be performed by a qualified appraiser who is registered, licensed, or certified under Part II, Chapter 475, F.S. The Phase I environmental site assessment must be performed by a professional certified in environmental assessment as the District deems appropriate.*

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*The Governing Board must adopt a purchase resolution which authorizes the Executive Director to execute a contract specifying the source of funds for the land to be acquired.*

*(5) Donations of land to District.*

*The District may accept donations or gifts of real property interests. In such event the provisions of this section shall be followed, except that the requirement for an appraisal may be waived upon concurrence of both the property owner and the District.*

As part of the Board recommendation for acquisition, staff shall complete a management prospectus evaluating management objectives and budgetary impacts for tract improvements, roads, recreation/public use, project potential, hunting, and other relevant management information.

### **Due Diligence**

Appraisals, either conducted by the District or external parties, must be conducted in accordance with 373.139, Florida Statutes. The appraisal must be completed by an appraiser listed as qualified on the Florida Department of Environmental Protection website.

Baseline inventory reporting for less than fee acquisitions shall include:

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Baseline inventory reporting for fee acquisitions shall include:

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Staff may seek to negotiate project boundaries to minimize the potential acquisition of surplus lands.

### **Denials**

The Executive Director is delegated the authority to deny offers to purchase, surplus, exchange, lease, convey or grant easements over District lands. This includes denials to exercise the right of first refusal. The Executive Director's decision to deny may be reviewed by Governing Board at the request of the offeror.

### **Regulatory Easements**

Conservation easements which are granted to the District as part of permitting process (see Rule 62-330.301(8)), are excluded from the process in 5.0.

## **8.0 Surplus Lands**

### **A. Determination of surplus lands shall be as follows:**

1. Staff shall periodically review fee ownership of the District and identify parcels for potential surplus. Additional surplus parcels may be identified where a request is submitted by a member of the public or as part of a potential exchange of lands. All parcels identified as potential surplus shall be submitted to the Lands Committee at any regularly scheduled meeting at which public comment will be received.
2. The Lands Committee approved list of potential surplus lands shall be posted on the District website to inform the public of the next meeting in which the Governing Board will consider the proposed lands for surplus.
3. No lands shall be recommended to the Lands Committee or Governing Board for consideration as surplus unless an on-site inspection has been conducted by District staff within the four months prior to the recommendation.
4. At a regular-scheduled Governing Board meeting of which notice was given, the Governing Board shall receive public comment with regards to the lands considered for surplus. For lands acquired for conservation purposes as specified in sections 373.089(6)(c) and (d), F.S., including all lands in which the title was vested in the District prior to July 1, 1999, the Governing Board must determine the lands are no longer needed for conservation purposes by an affirmative vote of two-thirds of the Governing Board membership (six Board members) consistent with Article X, Section 18 of the Florida Constitution. All other lands may be designated as surplus and approved for disposal by a simple majority vote of the Governing Board.
5. At the time of the Governing Board's determination of lands as surplus, the Governing Board may also consider retention of a conservation easement or deed restrictions over the property as a condition of the ultimate sale or exchange of the District's fee interest in the property.
6. At the time of the Governing Board's determination of lands as surplus, the Governing Board may also consider reservation of rights that may be needed for implementation of projects (restoration or water resource development) as a condition of the ultimate sale or exchange of the District's fee interest in the property.
7. A bona fide offer to purchase surplus lands shall consist of a written offer and a monetary deposit to be determined by the Lands Committee.
8. For surplus properties without a current appraisal, upon receipt of a bona fide offer to purchase, an appraisal shall be initiated only at the direction of the Lands Committee.
9. Requests for undeclared lands to be surplus shall be considered in accordance with District procedures. Surveys, appraisals, and other due diligence costs for undeclared lands will be incurred by the buyer.

### **B. Disposal of Surplus Lands:**

The District will follow the procedures in sections 373.056 and 373.089, F.S., when selling, conveying, and/or disposing of interests in real property as surplus lands.

1. Staff may contract with one or more real estate brokers for purposes of listing for sale surplus parcels.
2. Staff shall maintain an updated surplus property webpage on the District's website which, at a minimum, will list all parcels declared as surplus, provide a general location map of the parcel, provide the county property appraisers parcel ID number, and identify any interest to be retained by the District.
3. All surplus land shall be sold at or above the current appraised value.

**C. Revenue Derived from the Proceeds of Surplus Lands:**

1. Revenue derived from the sale of Preservation 2000 lands shall be deposited into the Florida Forever Trust Fund within the Florida Department of Environmental Protection in accordance with section 259.101(5)(c), F.S.
2. Revenue derived from the sale of property acquired with Florida Forever funds shall be deposited into a Florida Forever restricted fund which shall be used to implement the District's Florida Forever Work Plan.
3. Florida Forever Program funds that are unencumbered shall be managed pursuant to section 259.105, F.S.
4. The District's lands database shall be used to track and monitor sales of surplus lands and disclosed within the Annual Florida Forever Work Plan updates.

**D. Surplus Lands Guidelines:**

The following factors shall be considered in the analysis of the District's land holdings for determining which lands are no longer needed for conservation and make a recommendation for potential surplus.

1. The results of the screening as defined by the Water Resource Evaluation Guidelines for Acquisition and Surplus.
2. The extent to which disposing of the lands will adversely affect management effectiveness and efficiency.
3. The extent to which the lands are currently used by the public for recreational purposes.
4. Whether disposal of the lands would result in a net loss of lands open to public hunting.
5. The extent to which the lands provide other significant archaeological, historical, or ecological value.
6. The extent to which the lands provide a valuable linkage to conservation property owned by the District or other publicly owned conservation lands.
7. The extent to which the lands would be accessible to a future owner without causing adverse impacts to natural resources or hindering the District's management of the property, including prescribed fire management.
8. The extent to which the lands are marketable.
9. The extent to which concerns of other public conservation land managers or members of the public have been addressed.
10. The extent to which disposing of the lands will adversely affect potential future water resource development projects.
11. The extent to which lands are more suitable for management by others due to size or location with the District retaining a conservation easement.
12. The extent to which lands acquired for projects are no longer being pursued or the project is completed and the land or a portion thereof is no longer needed.
13. The extent to which lands acquired with Preservation 2000 or Florida Forever funds, the intent of the Act as prescribed in section 259.101(6), F.S.

14. For lands with merchantable timber, the extent to which disposing of the land would reduce timber revenue available to the District.
15. Access to public or private water and/or wastewater utilities.
16. Additional tools and data that become available.

**E. Surplus of Lands to Governmental Entities Guidelines:**

The following criteria shall be considered in addition to the surplus lands guidelines for determining surplus potential:

1. Whether the community is designated as a Rural Economic Development Initiative (REDI) eligible community pursuant to section 288.0656, F.S.
2. Whether a long-term lease would accomplish the goals of the local governmental entity.

**F. Surplus of Parcels Valued at \$25,000 or Less Guidelines:**

The following criteria shall be considered in addition to the surplus lands guidelines for determining surplus potential:

1. The proximity to District or other public conservation lands.
2. The ability of District to manage parcel.

**G. Delegation of Authority to Disclose Valuation Information:**

The Governing Board hereby delegates to the District's Executive Director the Governing Board's authority to: (1) disclose appraisal reports concerning a proposed acquisition of real property as provided in section 373.139(3)(a), F.S.; and (2) disclose confidential and exempt valuations and valuation information or written offers concerning a proposed sale of surplus land as provided in section 373.089(1)(c), F.S.

**H. Reporting:**

Staff shall develop and maintain a proposed acquisition list which shall be presented to the Lands Committee and Governing Board.

Staff shall complete the appropriate land acquisition and surplus reporting in accordance with 373.036(2)(e), F.S., 373.139, F.S., 373.199(7), F.S. and other relevant statutes/rules.

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: December 23, 2024  
 RE: Land Management Update Report

**BACKGROUND**

The following information summarizes land management activities cumulative as of November 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 2025 Planned	Reporting Period Completed	Percent Complete
Herbicide Treatments	117	0	0.0%
Mechanical Treatments	3,214	343	10.7%
Mallory Swamp Mechanical Treatments	894	0	0.0%

Prescribed Fire (acres)	FY 2025 Planned	Reporting Period Completed	Percent Complete
SRWMD	10,650	0	0.0%
FFS - Twin Rivers State Forest	700	0	0.0%

Invasive Plant Treatment	FY 2025 Planned	Reporting Period Completed	Percent Complete
Edwards Bottomland (acres)	7.11	0	0%
Contractors (acres)	145.83	0	0%
Starke Bypass (acres)	100	0	0%

Ecological Services Monitoring	FY 2025 Planned	Reporting Period Completed	Percent Complete
Rare Plants Monitoring (acres)	2,269	0	0%
Wading Bird Rookeries (sites)	13	0	0%
Natural Community Mapping (acres)	313	0	0%
Gopher Tortoise Surveys (acres)	160	0	0%

Timber Harvests	FY 2025 Planned	Reporting Period Completed	Percent Complete
Acreage Sold	1,764	1047	59%
Revenue (estimated)	\$1,064,000	\$0	0%

Current Timber Sales	County	Acreage	Type	Status or Revenue
Sandlin Bay #9	Columbia	374	Thinning	Inactive
Woods Ferry #7	Suwannee	155	Thinning	Inactive
Cuba Bay #4	Madison	51	Thinning	Inactive
Steinhatchee Springs #24	Lafayette	192	Thinning	Inactive
Hurricane Helene Steinhatchee Salvage 1	Lafayette	128	Salvage Clearcut	Contract Pending
Hurricane Helene Steinhatchee Salvage 2	Lafayette	218	Salvage Clearcut	Inactive
Hurricane Helene Steinhatchee Salvage 3	Lafayette	117	Salvage Clearcut	Active
Hurricane Helene Steinhatchee Salvage 4	Taylor	102	Salvage Clearcut	Harvesting Complete
Hurricane Helene Steinhatchee Salvage 5	Dixie	204	Salvage Clearcut	Contract Pending
Hurricane Helene TRSF Salvage 1	Madison	154	Salvage Clearcut	Inactive
Hurricane Helene TRSF Salvage 2	Madison	124	Salvage Clearcut	Inactive
Hurricane Helene TRSF Salvage 3	Hamilton	114	Salvage Clearcut	Out for Bid

Restoration	FY 2025 Planned	Reporting Period Completed	Percent Complete
Reforestation (acres)	293	0	0%

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

Conservation Easements	FY 2025 Planned	Reporting Period Completed	Percent Complete
Monitor Current Easements	13	0	0%

Hydrologic & Road Maintenance	FY 2025 Planned	Reporting Period Completed	Percent Complete
Culvert Replacements	3	0	0%
Road maintenance (miles)	144	12.80	8.9%

Tract Maintenance	FY 2025 Planned	Reporting Period Completed	Percent Complete
Mowing (total miles)	1,710	115.5	6.75
Site Maintenance (total visits)	2,736	0	0%
Enhanced Patrols (hours)	800	132	17%
Sign Replacements	51	0	0%
Boundary Line Painting (miles)	115.4	0	0%

### Special Projects

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

**Mount Gilead Tract:** EUTAW, Inc provided an estimate for design to update and fortify the boat ramp. Project on hold pending hurricane repairs at other sites.

**Owen Springs Tract:** The project is to improve public accessibility and reduce impacts to the natural system is underway. The heavy daylighting of main roads is completed. Reconfiguration of the parking area to increase parking spaces and improved access to the spring to reduce erosion are both planned.

**Rock Bluff:** Gray Construction Services, Inc replaced an aged septic system with an enhanced septic system, updated the water system, and upgraded the electrical system. The Gilchrist County building inspector passed the final inspection and Central Florida Electric Cooperative is scheduled to install the new meter.

**Starke Bypass Mitigation Area:** The supplemental tree planting was successfully completed during the last week of November. The annual monitoring report generated by FLDOT is expected by the end of December. This report will provide data on the current status of vegetation type/density for comparison to designated project parameters.

**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 were submitted in August.

**Telford Spring:** In July, the District opened Telford Spring to the public. EUTAW, Inc has completed a conceptual plan to improve parking and public access.

**Storm Clean – Up:** Hurricane Debby and Hurricane Helene have drastically impacted the majority of District tracts. Assessments have been conducted on tracts and timber salvage sales are underway. Cut and toss operations are complete for public roads. A crew continues cut and toss operations on secondary and administrative roads for access to Mallory Swamp and Steinhatchee Springs. All featured recreation sites have been cleaned from tree debris. Falmouth Springs remains closed due to damage to the boardwalk.

**Storm Facility Repairs:** Hurricane Debby and Hurricane Helene have damaged public use areas to varying degrees. Eight sites are currently undergoing plans for assessment and construction costs to repair. The sites under assessment are Suwannee Springs, Falmouth Springs, Owen Springs, Steinhatchee Falls, Gar Pond, Atsena Otie Key, Lukens, and Blue Sink. FEMA is scheduling a site inspection for each facility damaged.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Lorna Radcliff, Chief, Office of Land Management  
THRU: Katelyn Potter, Director, Office of Outreach and Communications  
DATE: December 30, 2024  
RE: Use of District Lands for Apiary Leases

**RECOMMENDATION**

Approve the lease of District lands for apiary use.

**BACKGROUND**

The District manages properties suitable for apiary operations and other uses. Utilization of District properties for apiary or other commercial operations must be competitively bid pursuant to 373.093, Florida Statutes. On November 25, 2024, the District released Invitation of Bid 24/25-002 for an apiary lease on the High Springs Wellfield and Santa Fe River Ranch Tracts in Alachua County. The lease was awarded to Santa Fe Queens as the only responsive bidder for \$450 per tract, per year.

Pursuant to 373.093 F.S., a notice of intent to lease was published in the newspaper in the county in which said land is situated for three consecutive weeks. The notice was posted on December 11, December 18, and December 24, 2024. The lease terms are consistent with other water management districts, which hold apiary leases. This is currently the only apiary lease on District lands. However, staff are actively evaluating additional tracts which may be suitable for lease.

The lease will expire January 14, 2028.

District staff recommend entering into a lease agreement with Santa Fe Queens, LLC for an apiary lease on the High Springs Wellfield and Santa Fe River Ranch Tracts.

LR/ao

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: January 14, 2025  
RE: Governing Board Directive Number 25-0003 for District Lands Use and Lease

**RECOMMENDATION**

Approve Governing Board Directive Number 25-0003 for District Lands Use and Lease.

**BACKGROUND**

On May 8, 1990, the Governing Board approved Public Use of District Lands GBD90-0001. This directive established the mechanism and guidelines to allow individuals or groups to use District lands on a temporary basis.

In November 2024, the Office of Land Management reviewed GBD90-0001 Public Use of District Lands, and recommends the following edits:

- Refine the subject,
- Reference applicable Florida Statutes and Florida Administrative Code, and
- Reduce unneeded verbiage.

Approval of the revised directive will supersede GBD90-0001, along with all former versions of similar content and nature and become effective immediately.

A redline and clean copy of the directive are attached.

LR/ao  
Attachments

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

GOVERNING BOARD DIRECTIVE

Policy Number: GBD90GBD25-000321  
Date Approved: Date January 14, 2025  
Subject: Public Use of District Lands District Lands Use  
Approval:



Don Quincey Virginia Johns, Chairman

Ray Curtis Charles Keith, Secretary/Treasurer

(Affix Seal)

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**1.0 Reference to Prior Policy**

~~None~~ GBD 90-0001.

**2.0 Purpose and Intent**

The purpose of this directive is to provide a mechanism for ~~individuals or groups to use~~ of District lands ~~on a temporary basis for compatible activities that are either not covered in a land management plan or which require special access that exceed one year or may be commercial in nature~~. To enable District staff to respond to requests received from the public in a fair, consistent, and timely manner.

**3.0 Definitions**

- ~~a) District Lands—Lands acquired by the Suwannee River Water Management District for flood control, water quality protection, and natural resource conservation which are made available for public recreational use once brought under the District's management.~~
- ~~b) Special Use Authorization—A form issued by the District granting access or permission to use District lands for certain activities beyond that ordinarily provided to the public, including camping, horse-drawn carriage use, group day use, and ATV use. None~~

**43.0 Elements of Policy**

In accordance with Section 373.1391(1)(b) Florida Statutes, the District will make its lands available for outdoor recreational activities to the maximum extent possible considering the environmental sensitivity of those lands.

~~Other activities may be allowed if they further the objectives of the District's land management program or provide broad public benefit.~~

~~All activities must be compatible with the purposes for which the lands were acquired, with established Governing Board Policy and, where applicable, with an approved land management plan.~~

Any activity that requires access beyond that ordinarily provided for the public, is commercial in nature, requires exclusive use of an area, or will extend beyond daylight hours, is subject to 373.093 F.S. and 40B-9.145 F.A.C., and must be approved by the District in advance ~~and in writing.~~

A lease agreement will be required for activities which:

1. Exceed one year in duration,
2. Involve monetary consideration,
3. Are commercial in nature, or
4. Require exclusive use of an area.

All leases require Governing Board approval.

Other activities that require access or rights of use beyond that ordinarily provided to the public but do not meet the criteria listed above, may be authorized by issuance of a Special Use Authorization signed by the Executive Director, ~~Assistant Executive Director,~~ or designee and shall follow 40B-9.1411 F.A.C. -The Special Use Authorization will state those specific uses or activities that will be permitted, together with any conditions, limitations, or restrictions deemed appropriate by District staff. ~~The issuant must carry a signed copy of the Special Use Authorization while engaged in the permitted activity on District lands.~~

#### ~~Incompatible Uses~~

~~Some uses, including those which degrade or remove any plant, animal, water, mineral, or cultural resources of a parcel without returning a net positive benefit to the lands, of District lands are incompatible based on statutory guidelines.~~

~~Uses that are incompatible include but are not limited to the following:~~

~~Siting structures or buildings that would impede the flow of floodwaters and siting of any other structures that do not assist in achieving the management goals of a specific parcel.~~

~~Siting billboards, signs, and rights-of-way.~~

~~Using motorized all-terrain vehicles (including three- and four-wheel vehicles, motocross motorcycles).~~

~~Using firearms not related to approved hunting seasons.~~

~~Authorization of unrestricted camping or nighttime use.~~

~~Collection of any plant or nongame wildlife or cultural resources.~~

~~Commercial removal of mineral resources, including soil.~~

~~Using properties during periods of high water either river flooding or groundwater saturation.~~

~~Siting non-resource-based recreation facilities if incompatible with the purpose for which the property was acquired.~~

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

GOVERNING BOARD DIRECTIVE

**Policy Number:** GBD25-0003  
**Date Approved:** January 14, 2025  
**Subject:** District Lands Use and Lease  
**Approval:**



\_\_\_\_\_  
**Virginia Johns, Chairman**

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

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**1.0 Reference to Prior Policy**

GBD 90-0001.

**2.0 Purpose and Intent**

The purpose of this directive is to provide a mechanism for use of District lands that exceed one year or may be commercial in nature. To enable District staff to respond to requests received from the public in a fair, consistent, and timely manner.

**3.0 Elements of Policy**

In accordance with Section 373.1391(1)(b) Florida Statutes, the District will make its lands available for outdoor recreational activities to the maximum extent possible considering the environmental sensitivity of those lands.

Any activity that requires access beyond that ordinarily provided for the public, is commercial in nature, requires exclusive use of an area, or will extend beyond daylight hours, is subject to 373.093 F.S. and 40B-9.145 F.A.C., and must be approved by the District in advance.

A lease agreement will be required for activities which:

1. Exceed one year in duration,
2. Involve monetary consideration,
3. Are commercial in nature, or
4. Require exclusive use of an area.

All leases require Governing Board approval.

Other activities that require access or rights of use beyond that ordinarily provided to the public but do not meet the criteria listed above, may be authorized by issuance of a Special Use Authorization signed by the Executive Director or designee, and shall follow 40B-9.1411 F.A.C. The Special Use Authorization will state those specific uses or activities that will be permitted, together with any conditions, limitations, or restrictions deemed appropriate by District staff.