

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Administration, Budget, and Finance Committee

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Chief of Staff

FROM: Wendy Dugan, Director
Division of Administration

DATE: March 28, 2018

SUBJECT: Consideration of Resolution No. 830 Committing Fund Balances
for the Fiscal Year Ending September 30, 2017, as Required By GASB
Statement No. 54

Recommendation

Staff recommends the Governing Board adopt Resolution No. 830 to commit fund balances for Fiscal Year 2016-2017 as follows:

- Commit \$5,137,085 from the Lands Management Fund for land management and restoration of District-owned lands.
- Commit \$5,046,767 from the General Fund balance for Water Supply Development Assistance Grants.
- Commit \$3,278,353 from the General Fund balance for an Economic Stabilization Fund.
- Commit \$500,000 from the General Fund balance for the Bay County North Bay Reuse Grant.
- Commit \$280,442 from the Capital Improvement & Land Acquisition Fund for land acquisition and capital construction and improvement on District-owned lands.

Background

Beginning with the Fiscal Year 2010-2011 financial statements, the District adopted the Governmental Accounting Standards Board (GASB) Statement No. 54 (GASB 54), *Fund*

Balance Reporting and Governmental Fund Type Definitions. GASB 54 establishes classifications to which government entities report their fund balances.

Under GASB 54, the Board is required to designate *committed* fund balances prior to September 30 each year. Since the District's fiscal year ends on this date, and outstanding revenues and expenditures have not yet been recorded, the Board adopted Resolution No. 823 on September 14, 2017, that specified estimated fund balance amounts as *committed*. As the District's financial statements ending September 30, 2017, are being finalized, actual cash balances have been determined. Therefore, Resolution No. 830 is the update to Resolution No. 823 and specifies actual cash balance amounts as *committed*.

Fund balances are reported under a hierarchy of five classifications:

- *Non-spendable* – Represents assets that are nonliquid (such as inventory) or legally or contractually required to be maintained intact (such as the principal amount of an endowment).
- *Restricted* – When constraints are placed on the use of resources for a specific purpose by enabling legislation (legally enforceable), external parties or constitutional provisions.
- *Committed* – When constraints are created by the governing body on how it will spend its resources. These are enacted via legislation or resolution by the Board and are in place as of the end of the fiscal period. The restraints remain binding until rescinded or changed by the same method the constraints were created.
- *Assigned* – Designation of amounts by either the governing body or staff (if authorized) to be used for a specific purpose narrower than the purpose of the fund. Only used for General Fund reserves.
- *Unassigned* – The excess of total ending fund balance not otherwise restricted. Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated or assigned to the purpose of the fund.

The District accounts for all financial resources through a General Fund, the District's primary operating fund, four Special Revenue Funds, and a Capital Projects Fund used to account for revenue sources that are limited to expenditures for specific purposes. Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are *restricted* or *committed* to expenditures for specific purposes other than debt service or capital projects. If the balance of a Special Revenue Fund is not formally restricted or committed by fiscal year end, then it must be reported as part of the General Fund for year-end audited financial statement purposes. A Capital Projects Fund is used to account for and report financial resources that are *restricted*, *committed*, or *assigned* to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Special Revenue Funds include these four funds:

- Regulation Fund - Provides for all regulatory permitting, licensing, and enforcement activities including the Environment Resource Permitting Program, which is statutorily required to be funded by the State. (Fund balance is *restricted*.)
- Special Projects Fund –
 - Accounts for all resource management projects and activities funded through dedicated revenue sources from grants and contracts with state, federal, or local government entities. Revenues have mainly been provided from Florida Department of Environmental Protection (DEP), Federal Emergency Management Agency (FEMA), U.S. Environmental Protection Agency (EPA), Land Acquisition Trust Fund (LATF), local governments and other grant sources.
 - Accounts for revenue and expenditure of state and local funds legally restricted for restoration and preservation of surface waters under the Surface Water Improvement and Management (SWIM) Act. Revenues have been primarily provided from state appropriations from the Ecosystem Management and Restoration Trust Fund, Water Management Land Trust Fund, and LATF.
 - Accounts for revenue and expenditure of state funds appropriated for the District's Minimum Flows and Minimum Water Levels (MFLs) program funded from an annual state appropriation from the LATF. (Fund balance is *restricted*.)
- Lands Management Fund - Accounts for activities associated with the management, improvement, maintenance, and restoration of District-owned lands. Revenues have mainly included timber sales and the LATF.
- Mitigation Fund - Accounts for all District mitigation projects and activities funded primarily through the Florida Department of Transportation. Expenditures include land acquisitions, restorations, monitoring, and other water resource related activities. (Fund balance is *restricted*.)

Capital Projects Funds include this one fund:

- Capital Improvement & Land Acquisition Fund - Accounts for the acquisition of fixed assets and construction of major capital projects. The District uses the Capital Improvement & Land Acquisition Fund for all land acquisitions and capital construction and improvements.



Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

81 Water Management Drive, Havana, Florida 32333-4712
(U.S. Highway 90, 10 miles west of Tallahassee)

Phone: (850) 539-5999 • Fax: (850) 539-2777

RESOLUTION NO. 830 COMMITTING FUND BALANCE RESERVES FOR FISCAL YEAR 2016-2017 AS REQUIRED BY GASB Statement No. 54

WHEREAS, the 2016-2017 fiscal year of the Northwest Florida Water Management District extends from October 1, 2016, through September 30, 2017; and

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Statement No. 54 (GASB 54), a standard for governmental fund balance reporting and governmental fund type definitions that became effective in governmental fiscal years starting after June 15, 2010; and

WHEREAS, the Northwest Florida Water Management District implemented GASB 54 requirements, to apply to its financial statements beginning with the October 1, 2010, through September 30, 2011 fiscal year and prior to the end of each fiscal year thereafter; and

WHEREAS, the Northwest Florida Water Management District implemented a fund balance policy beginning in Fiscal Year 2010-2011, amended in Fiscal Year 2011-2012, which follows:

Fund balance measures the net financial resources available to finance expenditures of future periods.

The District's General Fund Balance will be Committed and Assigned to provide the District with sufficient working capital and a margin of safety to address unanticipated needs and emergencies without borrowing. The General Fund Balance may only be appropriated, by the Governing Board, by Resolution adopting a budget or amendment to the Adopted Budget.

Fund Balances of the District may be committed for a specific source by Resolution of the Governing Board. Amendments or modifications of the committed fund balance must also be approved by the Governing Board by rescinding the Resolution or adopting a new Resolution.

When it is appropriate for fund balances to be assigned, the Board will assign funds or delegate authority to the Executive Director.

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

NOW THEREFORE BE IT RESOLVED, by the Governing Board of the Northwest Florida Water Management District that fund balances will be committed for Fiscal Year 2016-2017 as follows:

- Commit \$5,137,085 from the Lands Management Fund for land management and restoration of District-owned lands.

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JOHN W. ALTER
Secretary-Treasurer
Malone

GUS ANDREWS
DeFuniak Springs

JON COSTELLO
Tallahassee

MARC DUNBAR
Tallahassee

TED EVERETT
Chipley

NICK PATRONIS
Panama City Beach

BO SPRING
Port St. Joe

- Commit \$5,046,767 from the General Fund balance for Water Supply Development Assistance Grants.
- Commit \$3,278,353 from the General Fund balance for an Economic Stabilization Fund.
- Commit \$500,000 from the General Fund balance for the Bay County North Bay Reuse Grant.
- Commit \$280,441 from the Capital Improvement & Land Acquisition Fund for land acquisition and capital construction and improvement on District-owned lands.

PASSED AND ADOPTED this 12th day of April, 2018, A.D.

The Governing Board of the
**NORTHWEST FLORIDA WATER
MANAGEMENT DISTRICT**

ATTEST:

George Roberts, Chair

John Alter, Secretary-Treasurer or
Brett Cyphers, Acting Secretary-Treasurer

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Administration, Budget, and Finance Committee

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Chief of Staff

FROM: Wendy Dugan, Division of Administration Director

DATE: March 28, 2018

SUBJECT: Consideration of Resolution No. 831 Amending the Fiscal Year 2017-2018 Budget - Amendment No. 4

Recommendation

Staff recommends the Governing Board adopt Resolution No. 831 amending the Fiscal Year 2017-2018 budget and allow staff to realign revenues and reserves to maintain the proper balance in each fund.

Background

Amendment No. 4 realigns budget within and across programs, funds, projects, and categories. This amendment does not increase or decrease the total District budget.

A review of the District's latest expenditures indicates this action is required to properly reflect budgetary needs with associated year-to-date costs. Budget realignments include:

- \$81,087 in personnel budget transfers:
 - \$18,087 from Activity 310 Land Management to Activity 210 Land Acquisition for an increase in staff time spent on springs-related land acquisition projects.
 - \$63,000 from Activity 113 Other Water Resources Planning and Monitoring Activities to Activity 230 Surface Water Projects. This transfer reflects the District's effort to start accounting for staff time managing and implementing springs projects in the appropriate program. This was a change incorporated into the FY 2018-19 Preliminary Budget.
- \$34,000 in contractual service transfers from Activity 221 Water Resource Development Projects to Activity 113 Other Water Resources Planning and Monitoring to support consultant services needs for spring and surface water projects.
- \$470 in transfers from Activity 440 Other Regulatory and Enforcement Activities to 250 Facilities Construction and Major Renovations. The Division of Regulatory Services is moving operating expense budget to fixed capital outlay to cover the remaining expenses for renovations related to the move of staff previously located at the CARR building to the headquarters facility.

Summary of Fund Impact to Expense Budget:

<u>Fund Source</u>	<u>Increase</u>	<u>Decrease</u>	<u>Impact</u>
General Fund	0	0	0
Land Acquisition Fund	18,087	0	18,087
Projects Fund	97,000	(97,000)	0
Lands Management Fund	0	(18,087)	(18,087)
Regulation Fund	470	(470)	0
Mitigation Fund	0	0	0
	115,557	(115,557)	0



Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

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(U.S. Highway 90, 10 miles west of Tallahassee)

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RESOLUTION NO. 831 NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AMENDING THE FISCAL YEAR 2017-2018 BUDGET

WHEREAS, chapters 200 and 373, Florida Statutes, require the Governing Board of the Northwest Florida Water Management District (District) to adopt a final budget for each fiscal year; and

WHEREAS, by Resolution No. 825, after a public hearing on September 28, 2017, the Governing Board of the District adopted a final budget for the District covering its proposed operations and other requirements for the ensuing fiscal year, beginning October 1, 2017 through September 30, 2018; and

WHEREAS, in accordance with section 189.016(7), Florida Statutes, the District will post the adopted amendment on its official website within five days after its adoption; and

WHEREAS, a budget amendment involves an action that transfers, increases, or decreases to total appropriated Fund amounts in the budget; and

WHEREAS, pursuant to section 120.525, Florida Statutes, the District has provided notice of its intention to amend the Budget in the published notification of the Governing Board meeting at which the amendment will be considered; and

NOW THEREFORE BE IT RESOLVED by the Governing Board of the Northwest Florida Water Management District, that:

The Budget is hereby amended as summarized in the memorandum dated March 28, 2018, requesting Amendment No. 4 to the Fiscal Year 2017-2018 budget. Amendment No. 4 reallocates budget authority across programs, funds, projects, and budget categories to properly reflect activities performed and accurately assign actual costs with an increase to the total District budget.

PASSED AND ADOPTED this 12th day of April, 2018, A.D.

The Governing Board of the
**NORTHWEST FLORIDA WATER
MANAGEMENT DISTRICT**

ATTEST:

George Roberts, Chair

John Alter, Secretary-Treasurer or
Brett Cyphers, Acting Secretary-Treasurer

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JOHN W. ALTER
Secretary-Treasurer
Malone

GUS ANDREWS
DeFuniak Springs

JON COSTELLO
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MARC DUNBAR
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TED EVERETT
Chipley

NICK PATRONIS
Panama City Beach

BO SPRING
Port St. Joe

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Administration, Budget, and Finance Committee

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Chief of Staff

FROM: Wendy Dugan, Division of Administration Director

DATE: March 28, 2018

SUBJECT: Overview of Payment in Lieu of Taxes for 2017

The District began making Payment in Lieu of Taxes (PILT) payments in 1992 and has continued to make these payments annually since that time. Including calendar year 2017, the District will have paid \$1,703,964.76 to qualifying counties.

Chapter 373.59, Florida Statutes, requires the District to make PILT payments annually on District land purchases to qualifying counties. These payments reflect the ad valorem tax losses incurred as a result of these purchases. As outlined in s. 373.59(2)(a), F.S., a county qualifies if its population is 150,000 people or fewer.

Counties that currently qualify include those listed below along with their respective payment for the 2017 calendar year. These are the same counties and amounts paid since 2015.

<u>County</u>	<u>PILT Amount for 2017</u>
Calhoun	\$ 5,828.71
Holmes	\$ 1,997.13
Jackson	\$ 9,281.89
Liberty	\$ 7,533.05
Walton	\$ 19,346.24
Washington	<u>\$ 41,703.25</u>
TOTAL	\$ 85,690.27

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
GOVERNING BOARD MEETING MINUTES**

**District Headquarters
81 Water Management Drive
Havana, Florida 32333**

**Thursday
March 8, 2018**

Governing Board Members Present

George Roberts, Chair
Jerry Pate, Vice Chair
John Alter, Secretary-Treasurer
Gus Andrews
Jon Costello
Ted Everett
Nick Patronis
Bo Spring

Governing Board Members Absent

Marc Dunbar

1. Opening Ceremonies

Governing Board Chairman George Roberts called the meeting to order at 1:04 p.m. Brett Cyphers called the roll and a quorum was declared present.

2. Additions, Deletions or Changes to the Agenda

None.

3. Approval of the Minutes for February 8, 2018

MOTIONED BY JERRY PATE, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD APPROVE THE MINUTES FOR FEBRUARY 8, 2018. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

4. Approval of the Financial Reports for the Month of January 2018

MOTIONED BY JON COSTELLO, SECONDED BY GUS ANDREWS, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORTS FOR THE MONTH OF JANUARY 2018. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

5. Public Hearing on Consideration of Regulatory Matters

Chair Roberts called the public hearing to order at 1:06 p.m.

MOTIONED BY JON COSTELLO, SECONDED BY JOHN ALTER, THAT THE GOVERNING BOARD APPROVE THE CONSENT AGENDA PER THE RECOMMENDATIONS AND CONDITIONS OF THE STAFF REPORTS AND PER THE TERMS AND CONDITIONS OF THE PERMIT DOCUMENTS. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

6. Consideration of Employing an Inspector General Through a Competitive Solicitation Process

MOTIONED BY JERRY PATE, SECONDED BY GUS ANDREWS, THAT THE GOVERNING BOARD AUTHORIZE THE DISTRICT TO RELEASE A REQUEST FOR PROPOSALS FOR INSPECTOR GENERAL SERVICES, APPOINT A SELECTION COMMITTEE COMPOSED OF WENDY DUGAN, DIRECTOR OF ADMINISTRATION, AMANDA BEDENBAUGH, CHIEF OF FINANCE & ACCOUNTING, AND BRECK BRANNEN, DISTRICT GENERAL COUNSEL TO EVALUATE THE PROPOSALS RECEIVED IN RESPONSE TO THE RFP WITH THE PURPOSE OF RANKING AND RECOMMENDING THE RESPONDENTS DEEMED TO BE THE MOST HIGHLY QUALIFIED TO PERFORM INSPECTOR GENERAL SERVICES FOR THE DISTRICT IN ORDER OF PREFERENCE TO THE GOVERNING BOARD. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

7. Consideration of Invitation to Bid 18B-005; 2018 Altha South Timber Sale

MOTIONED BY JOHN ALTER, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD APPROVE THE BIDS SUBMITTED IN RESPONSE TO INVITATION TO BID 18B-005, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT FOR THIS TIMBER SALE WITH THE HIGH BIDDER, PANHANDLE FORESTRY INC., AT THE BID PRICES OF \$16.30 PER TON FOR PINE PULPWOOD, \$25.00 PER TON FOR PINE CHIP-N-SAW AND \$33.00 PER TON FOR PINE SAW TIMBER. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

8. Consideration of Grant Agreement with the City of Apalachicola for Construction of Stormwater Retrofit Facilities

MOTIONED BY GUS ANDREWS, SECONDED BY NICK PATRONIS, THAT THE GOVERNING BOARD APPROVE GRANT FUNDING NOT TO EXCEED \$400,000 TO THE CITY OF APALACHICOLA FOR CONSTRUCTION OF STORMWATER RETROFIT FACILITIES AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A GRANT AGREEMENT WITH THE CITY FOR IMPLEMENTATION OF THIS PROJECT. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

9. Approval of Resolution No. 828 Declaring April 2018 as Water Conservation Month

MOTIONED BY NICK PATRONIS, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD APPROVE RESOLUTION NO. 828 DECLARING APRIL 2018 AS WATER CONSERVATION MONTH. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

10. Approval of Resolution No. 829 Declaring April 2018 as Springs Awareness Month

MOTIONED BY JOHN ALTER, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD APPROVE RESOLUTION NO. 829 DECLARING APRIL 2018 AS SPRINGS PROTECTION AWARENESS MONTH. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

11. Status of Minimum Flows for the St. Marks River Rise

Informational purposes only.

12. Legislative Update

Informational purposes only.

13. Legal Counsel Report

Breck Brannen provided a status report on the case referenced below.

CGUPS, LLC, Steven Cox, and Claudia Cox, Petitioners v. Northwest Florida Water Management District and Florida Department of Transportation, Respondents, DOAH Case No. 16-4691

Meeting was adjourned at 1:48 p.m.

Chair

Date

Executive Director

Agency Clerk

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending February 28, 2018

Balance Forward - Operating Funds	\$41,874,326.54
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Operating Funds Received in current month:

Revenue Receipts, Current	\$466,838.14	
Contracts Receivable	4,048,133.16	
Other Deposits/Refunds/Adjustments	105,032.11	
Transfers from Lands Accounts	219,733.88	
Total Deposits during month	4,839,737.29	

Total Deposits and Balance Forward	\$ 46,714,063.83
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Disbursements:

Employee Salaries	399,716.15	
Employee Benefits	87,673.24	
Employee Flexible Spending Account	0.00	
Contractual Services (Professional)	437,987.37	
Operating Expenses - Services	66,890.53	
Operating Expenses - Commodities	29,927.87	
Operating Capital Outlay	24,504.56	
Grants and Aids	614,917.30	
Total Operating Expenses during month	1,661,617.02	
Payables, Prior Year	328,199.82	
Other Disbursements or (Credits)	11,569.12	
Total Funds Disbursed by check during month	2,001,385.96	
Bank Debits (Fees, Deposit Slips, etc.)	143.50	
Transfer to Land Acquisition Account	0.00	
Total Funds Disbursed	2,001,529.46	

Cash Balance Operating Funds at month end	\$ 44,712,534.37
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Operating Depositories:

Petty Cash Fund	250.25	
Bank of America:		
General Fund Checking	1,270,990.31	
Payroll Account	6,400.74	
Investment Accounts:		
Fla. Board of Administration @ 1.79%		
General Fund	21,236,760.96	
Lands Fee Fund	6,136,960.40	
SWIM Fund	110,977.40	
Springs Protection	55.35	
Mitigation Fund	15,950,138.96	

Total Operating Depositories at month end	\$ 44,712,534.37
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NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending February 28, 2018

Land Acquisition Funds:

Fla. Board of Administration @ 1.79%	\$	285,319.47	
Total Land Acquisition Funds			285,319.47

Restricted Management Funds:

Fla. Board of Administration Phipps Land Management Account @ 1.79%		66,307.59	
Total Land Acquisition Funds			66,307.59

Total Land Acquisition, and Restricted Management Funds			<u>351,627.06</u>
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TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END			<u><u>\$ 45,064,161.43</u></u>
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Approved: _____
Chairman or Executive Director

Date: April 12, 2018

Northwest Florida Water Management District
Statement of Sources and Uses of Funds
For the Period ending February 28, 2018
(Unaudited)

	Current Budget	Actuals Through 2/28/2018	Variance (under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 3,395,217	\$ 2,921,152	\$ (474,065)	86%
Intergovernmental Revenues	51,623,478	8,672,192	(42,951,286)	17%
Interest on Invested Funds	99,266	229,367	130,101	231%
License and Permit Fees	384,569	172,830	(211,739)	45%
Other	2,392,917	761,420	(1,631,497)	32%
Fund Balance	24,244,620		(24,244,620)	0%
Total Sources	\$ 82,140,067	\$ 12,756,962	\$ (69,383,105)	16%

	Current Budget	Expenditures	Encumbrances¹	Available Budget	%Expended	%Obligated²
Uses						
Water Resources Planning and Monitoring	\$ 7,016,078	\$ 1,434,904	\$ 94,698	\$ 5,486,476	20%	22%
Acquisition, Restoration and Public Works	48,401,021	2,782,416	100,851	45,517,754	6%	6%
Operation and Maintenance of Lands and Works	3,927,952	1,045,883	228,871	2,653,198	27%	32%
Regulation	3,891,085	1,265,249	77,560	2,548,276	33%	35%
Outreach	178,215	52,108	1,405	124,702	29%	30%
Management and Administration	1,991,908	709,061	22,640	1,260,207	36%	37%
Total Uses	\$ 65,406,259	\$ 7,289,622	\$ 526,024	\$ 57,590,613	11%	12%
Reserves	16,733,808			16,733,808	0%	0%
Total Uses and Reserves	\$ 82,140,067	\$ 7,289,622	\$ 526,024	\$ 74,324,421	9%	10%

¹ Encumbrances represent unexpended balances of open purchase orders.

² Represents the sum of expenditures and encumbrances as a percentage of the available budget.

This unaudited financial statement is prepared as of February 28, 2018, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

FEBRUARY 2018

CHECKS	02/01/2018	\$	307,764.54
AP EFT CHECKS	02/02/2018		8,586.46
CHECKS	02/01/2018		326,400.82
CHECKS	02/08/2018		39,953.47
AP EFT CHECKS	02/09/2018		14,810.84
CHECKS	02/15/2018		188,905.37
AP EFT CHECKS	02/16/2018		2,057.50
CHECKS	02/22/2018		625,176.59
AP EFT CHECKS	02/23/2018		1,905.98
RETIREMENT EFT	02/28/2018		54,742.51
		\$	<u><u>1,570,304.08</u></u>

APPROVED:

Chairman or Executive Director

April 12, 2018

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

AP COMPUTER PAID/EFT CHECKS

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	02/01/2018	117,107.43	RETURN UNSPENT GRANT FUNDS
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	02/01/2018	209,293.39	REFUND LAND SALE PROCEEDS AND
TOTAL CHECKS			<u>326,400.82</u>	
TOTAL AP			<u><u>326,400.82</u></u>	

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
95	AT&T	02/01/2018	472.50	LOCAL PHONES- EFO
4180	BA MERCHANT SERVICES	02/01/2018	113.44	TRANSACTION FEES FOR E-PERMITT
4153	BROWN BEVIS REAL ESTATE APPRAISERS, INC.	02/01/2018	10,000.00	APPRAISAL OF GAINER SPRINGS PR
3977	CALHOUN COUNTY BOCC	02/01/2018	191,355.30	CATALYST SITE WATER IMPROVEMEN
4264	DELL SECUREWORKS	02/01/2018	1,799.00	QUALYSGUARD EXPRESS
45	DMS	02/01/2018	1.93	MILTON LONG DISTANCE
4855	ENVIRON SERVICES INCORPORATED	02/01/2018	2,127.00	JANITORIAL SERVICES, HEADQUART
2679	EXPRESS FORESTRY SERVICE, LLC	02/01/2018	31,649.40	2018 HAND PLANTING SERVICES
2679	EXPRESS FORESTRY SERVICE, LLC	02/01/2018	3,164.94	PERFORMANCE BOND REFUND
5030	F.I. MOTORS LLC	02/01/2018	667.02	VEHICLE REPAIR, WMD2440, REG.
4807	WEX BANK	02/01/2018	5,679.44	FUEL PURCHASES
4807	WEX BANK	02/01/2018	1,075.00	WEX TELEMATICS FLEET MANAGEMEN
4807	WEX BANK	02/01/2018	25.00	FLEET MANAGEMENT SYSTEM - LAND
4807	WEX BANK	02/01/2018	50.00	WEX TELEMATICS FLEET MANAGEMEN
2702	FISH AND WILDLIFE	02/01/2018	4,174.63	LAW ENFORCEMENT/SECURITY SERVI
3003	HAVANA FORD, INC.	02/01/2018	57.18	OPEN PURCHASE ORDER FOR REG.
4112	IN-SITU, INC.	02/01/2018	8,696.00	CORROSION RESISTANT CTD LOGGER
3603	JIM STIDHAM & ASSOCIATES, INC.	02/01/2018	27,265.65	WATER RESOURCE EVALUATIONS
4873	MAIN STREET AUTOMOTIVE, INC.	02/01/2018	312.67	VEHICLE REPAIR - HEATER, WMD24
3213	SHI INTERNATIONAL CORP	02/01/2018	328.00	ADOBE ACROBAT PRO LICENSE FOR
4194	STREAMLINE TECHNOLOGIES, INC.	02/01/2018	2,400.00	ICPR4 PRO UPGRADE
5336	TETRA TECH, INC	02/01/2018	15,449.43	WATER RESOURCE EVALUATIONS: GR
4749	TIRES ETC, LLC	02/01/2018	446.94	TIRES FOR FORD PICK UP TAG # W
5218	WAGeworks, INC.	02/01/2018	142.80	FLEXIBLE SPENDING ACCOUNT ADMI
4626	WASTE PRO OF FLORIDA, INC	02/01/2018	152.32	SOLID WASTE-HQ
4626	WASTE PRO OF FLORIDA, INC	02/01/2018	158.95	SOLID WASTE- HQ
TOTAL CHECKS			<u>307,764.54</u>	
4845	CALHOUN COUNTY SHERIFF'S OFFICE	02/02/2018	366.96	11-045 CALHOUN CO. LAW ENF. AG
3080	STEVEN COSTA	02/02/2018	110.00	TRAVEL REIMBURSEMENT
4961	PETER FOLLAND	02/02/2018	146.00	TRAVEL REIMBURSEMENT
5368	KOUNTRY RENTAL NWF, INC.	02/02/2018	207.50	CLEANING OF ECONFINA OFFICE AN
3823	KENNETH ANDREW ROACH	02/02/2018	146.00	TRAVEL REIMBURSEMENT
4270	VIEUX & ASSOCIATES, INC.	02/02/2018	7,500.00	GAUGE ADJUSTED RADAR RAINFALL
5158	CORIE WHITE	02/02/2018	110.00	TRAVEL REIMBURSEMENT
TOTAL ACH TRANSFER			<u>8,586.46</u>	
TOTAL AP			<u><u>316,351.00</u></u>	

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5499	BCC WASTE SOLUTIONS, LLC	02/08/2018	217.00	DUMPSTER FOR ECONFINA OFFICE A
5006	BROWN'S REFRIGERATION & EQUIPMENT CO., INC.	02/08/2018	1,750.00	INSTALL WATER FILTERS AT HQ
4686	MCCASKILL - QUIGLEY FORD, INC	02/08/2018	1,981.73	WMD 0004 REPAIRS/ SERVICE
45	DMS	02/08/2018	4.43	CONFERENCE CALLS RMD & ERP
45	DMS	02/08/2018	1.41	CONFERENCE CALLS- OED
45	DMS	02/08/2018	36.87	CRESTVIEW LONG DISTANCE
45	DMS	02/08/2018	714.61	CRESTVIEW LOCAL PHONES
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	02/08/2018	20.72	FAR AD FOR FLORIDA FOREVER 201
1746	FRANKLIN COUNTY TAX COLLECTOR	02/08/2018	0.92	REFUND 2016 TAXES
65	GADSDEN COUNTY TIMES	02/08/2018	56.00	PUBLISH LEGAL AD IN NEWSPAPER
391	GADSDEN COUNTY TAX COLLECTOR	02/08/2018	15.49	2017 POSTAGE
61	JACKSON COUNTY FLORIDAN	02/08/2018	318.85	LEGAL ADS
666	JEFFERSON COUNTY PROPERTY APPRAISER	02/08/2018	220.11	2ND QTR FY 17-18
5294	KRONOS, INCORPORATED	02/08/2018	82.60	TIMESHEET PROGRAM
277	LIBERTY CO. PROPERTY APPRAISER	02/08/2018	205.27	2ND QTR FY 17-18
5409	MARTIN ENVIRONMENTAL SERVICES, INC	02/08/2018	140.00	PORTABLE TOILETS
5409	MARTIN ENVIRONMENTAL SERVICES, INC	02/08/2018	140.00	PORTABLE TOILETS
4715	PINE ENVIRONMENTAL SERVICES, INC.	02/08/2018	877.50	RENTAL - SOLINST LEVELOGGER LT
4368	PROFESSIONAL HEALTH EXAMINERS	02/08/2018	73.00	LABORATORY TESTING
3482	SANTA ROSA COUNTY LANDFILL	02/08/2018	27.92	SOLID WASTE
3213	SHI INTERNATIONAL CORP	02/08/2018	27,935.64	VMWARE PURCHASE AND RENEWAL
5535	DANIEL SPIVA	02/08/2018	100.00	WELL PERMITTING FEE REFUND
4799	STAPLES CONTRACT & COMMERCIAL, INC.	02/08/2018	46.54	OFFICE SUPPLIES
4799	STAPLES CONTRACT & COMMERCIAL, INC.	02/08/2018	348.39	RMD OFFICE SUPPLIES
342	THE STAR	02/08/2018	33.90	LEGAL AD FOR PERMIT #18324
105	TALLAHASSEE DEMOCRAT	02/08/2018	111.76	LEGAL ADS
3454	USDA, APHIS, WILDLIFE SERVICES	02/08/2018	2,708.69	18-002 AGREEMENT WITH USDA APH
4774	JOHN T WILLIAMSON	02/08/2018	175.00	JANITORIAL SERVICES FOR MILTON
2320	YSI INCORPORATED	02/08/2018	1,609.12	YSI 600XL SONDE REPAIR SN 00J1
TOTAL CHECKS			<u>39,953.47</u>	
5299	KAYLEE CHATHAM	02/09/2018	110.00	TRAVEL REIMBURSEMENT
3942	A & W VENTURES, L.C.	02/09/2018	156.34	PORTABLE TOILET FOR PHIPPS PAR
5368	KOUNTRY RENTAL NWF, INC.	02/09/2018	207.50	CLEANING OF ECONFINA OFFICE AN
5368	KOUNTRY RENTAL NWF, INC.	02/09/2018	7,360.00	RENTAL AND SERVICE OF PORTABLE
2516	HAINES J. LAYFIELD JR.	02/09/2018	122.00	TRAVEL REIMBURSEMENT
3813	PENNINGTON, P.A.	02/09/2018	6,855.00	LEGAL COUNSEL
TOTAL ACH TRANSFER			<u>14,810.84</u>	
TOTAL CHECKS			<u>54,764.31</u>	

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4923	JOHN ALTER	02/15/2018	138.27	GOVERNING BOARD MEETING
2967	BANK OF AMERICA	02/15/2018	675.59	NEW MUNIS PRINTER FOR ACCOUNTI
2967	BANK OF AMERICA	02/15/2018	735.00	C.COGER APA NATIONAL CONFERENC
2967	BANK OF AMERICA	02/15/2018	125.00	APA FL ANNUAL PUBLIC POLICY WO
2967	BANK OF AMERICA	02/15/2018	75.74	PARTS FOR MARIANNA SERVER
2967	BANK OF AMERICA	02/15/2018	123.00	NOTARY FOR TRISH MCKENZIE
2967	BANK OF AMERICA	02/15/2018	5,456.90	P- CARDS
5534	BREITBURN OPERATING LP	02/15/2018	100.00	P18344-1 TRANSFERED TO DEP REF
5528	BY THE SEA RESORTS, INC	02/15/2018	420.00	P18304 REFUND FOR TRANSFER TO
3269	CDW GOVERNMENT, INC.	02/15/2018	6,800.00	2 PANASONIC TOUGHBOOKS FOR A.
3269	CDW GOVERNMENT, INC.	02/15/2018	59.50	2 PANASONIC TOUGHBOOKS FOR A.
45	DMS	02/15/2018	1.93	MLTON LONG DISTANCE
45	DMS	02/15/2018	87.84	CAPITAL CENTER SUB 1&2
45	DMS	02/15/2018	879.04	PHONES- HQ
45	DMS	02/15/2018	9,561.52	ETHERNET- ALL
45	DMS	02/15/2018	2.75	IT CONFERENCE CALLS
45	DMS	02/15/2018	1,909.36	ST JOHNS CONNECTION
45	DMS	02/15/2018	3.23	LAN PORTS INTRA/INTERNET
45	DMS	02/15/2018	69.04	MILTON LOCAL PHONES
45	DMS	02/15/2018	21.29	AIR CARDS/ HOTSPOTS
45	DMS	02/15/2018	550.59	HQ LONG DISTANCE
3424	DURRA-QUICK-PRINT INC.	02/15/2018	15.00	BUSINESS CARDS-POTTER
4748	EAST MILTON WATER SYSTEM	02/15/2018	19.43	WATER- MILTON FIELD OFFICE
2701	FLORIDA MUNICIPAL INSURANCE TRUST	02/15/2018	1,565.00	WORKERS COMP
5539	FRONT BEACH ROAD INVESTMENTS, LLC	02/15/2018	100.00	P18171-1 REFUND
3492	GEOTECH ENVIRONMENTAL EQUIP, INC.	02/15/2018	980.00	3/8" X 1/2" X 500' ROLL POLYET
2282	GULF ICE SYSTEMS, INC	02/15/2018	147.50	ICE MACHINE WATER FILTERS
916	GULF POWER COMPANY	02/15/2018	621.11	ELECTRIC- MILTON FIELD OFFICE
2299	LIBERTY COUNTY SOLID WASTE	02/15/2018	32.00	SOLID WASTE- FL RIVER
5540	MARION RUCKEL-SKALICKY	02/15/2018	750.00	P9416-3 REFUND
252	MONTICELLO NEWS	02/15/2018	47.00	LEGAL AD
1205	OFFICE DEPOT, INC.	02/15/2018	53.86	OFFICE SUPPLIES
64	PANAMA CITY NEWS HERALD	02/15/2018	107.06	LEGAL ADS

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

AP COMPUTER PAID/EFT CHECKS

5531	PARKWAY WRECKER SERVICE INC	02/15/2018	369.00	TOW OF VEHICLE
4971	ROBERT "MIKE" SEEDERS PLUMBING, INC.	02/15/2018	110.60	PLUMBING REPAIR, HQ
3960	GEORGE ROBERTS	02/15/2018	102.67	GOVERNING BOARD MEETING
4091	THE SHOE BOX	02/15/2018	134.99	SAFETY BOOTS-RUNDEL
4967	SAMUEL SPRING	02/15/2018	134.71	GOVERNING BOARD MEETING
2718	T & TRS, INC.	02/15/2018	742.82	REFRIGERATED TRAILER RENTAL FO
107	TALLAHASSEE STAMP CO.	02/15/2018	85.75	OFFICE SUPPLIES
110	TALQUIN ELECTRIC COOPERATIVE, INC.	02/15/2018	5,320.41	ELECTRIC- HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	02/15/2018	276.65	WATER/SEWER- HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	02/15/2018	87.17	SECURITY LIGHTS- HQ
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	02/15/2018	3,801.60	PUBLIC RECREATION SITE CLEAN U
5336	TETRA TECH, INC	02/15/2018	4,086.68	WATER RESOURCE EVALUATIONS: GR
3696	URS CORPORATION	02/15/2018	5,300.00	SANTA ROSA CO DFIRM TO #75
3696	URS CORPORATION	02/15/2018	54,600.00	117 RISK MAP PROJECT FOR APALA
3696	URS CORPORATION	02/15/2018	32,108.66	LOWER OCHLOCKONEE WATERSHED
3696	URS CORPORATION	02/15/2018	7,604.60	118 RISK MAP PROJECT CHIPOLA W
3696	URS CORPORATION	02/15/2018	40,764.51	109 PANHANDLE RISKMAP CONV
4557	VERIZON WIRELESS	02/15/2018	981.85	JETPACKS/ AIRCARDS
5218	WAGeworks, INC.	02/15/2018	59.15	COBRA ADMINISTRATION

TOTAL CHECKS

188,905.37

4961	PETER FOLLAND	02/16/2018	140.00	TRAVEL REIMBURSEMENT
3337	FORESTECH CONSULTING	02/16/2018	458.50	SUPPORT AND HOSTING FOR LAND M
4607	MAIL FINANCE INC	02/16/2018	482.00	MAILING SYSTEMS FOR HQ, CRESTV
2268	INNOVATIVE OFFICE SOLUTIONS, INC	02/16/2018	837.00	PHONE MAINTENANCE
3823	KENNETH ANDREW ROACH	02/16/2018	140.00	TRAVEL REIMBURSEMENT

TOTAL ACH TRANSFER

2,057.50

TOTAL AP

190,962.87

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4522	AECOM TECHNICAL SERVICES, INC	02/22/2018	25,454.21	FEMA MAP MODERNIZATION - TECHN
2992	BANK OF AMERICA	02/22/2018	262.08	PAYMENT PORTEL FOR E-PERMITTIN
2992	BANK OF AMERICA	02/22/2018	334.73	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	02/22/2018	623.57	ACCOUNT ANALYSIS
4153	BROWN BEVIS REAL ESTATE APPRAISERS, INC.	02/22/2018	2,500.00	APPRAISAL OF GAINER SPRINGS PR
5515	CHANDLER AND ASSOCIATES OF PANAMA CITY, INC	02/22/2018	12,000.00	REVIEW APPRAISAL OF GAINER SPR
3289	CITY OF TALLAHASSEE	02/22/2018	38.83	LAKESHORE
1709	DIVISION OF ADMINISTRATIVE HEARINGS	02/22/2018	151.00	DOAH-COX CASE
3761	EMERALD COAST UTILITIES AUTHORITY	02/22/2018	423,562.00	PENSACOLA BEACH RECLAIMED WATE
4855	ENVIRON SERVICES INCORPORATED	02/22/2018	2,127.00	JANITORIAL SERVICES, HEADQUART
2702	FISH AND WILDLIFE	02/22/2018	25,298.40	COOPERATIVE MANAGEMENT SAND HI
2701	FLORIDA MUNICIPAL INSURANCE TRUST	02/22/2018	130.81	WC DEDUCTIBLE
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	02/22/2018	32.34	NOTICE OF MEETING/WORKSHOP HEA
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	02/22/2018	23.24	FAR ADVERTISEMENT FOR RFP 18-0
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	02/22/2018	27.44	FAR AD
5002	FORESTREE NETWORK SERVICES, LLC	02/22/2018	4,528.88	PERFORMANCE BOND REFUND
2291	GULF COAST ELECTRIC COOPERATIVE, INC	02/22/2018	504.49	ELECTRIC- ECONFINA FIELD OFFICE
3003	HAVANA FORD, INC.	02/22/2018	85.14	OPEN PURCHASE ORDER FOR REG.
5542	CHAD C. HENDERSON	02/22/2018	250.00	PERMIT FEE REFUND
4163	HUSS DRILLING, INC.	02/22/2018	82,600.00	WELL CONSTRUCTION AND TESTING
4187	INTERA, INC.	02/22/2018	1,111.50	MINIMUM FLOWS AND LEVELS
61	JACKSON COUNTY FLORIDAN	02/22/2018	316.90	LEGAL ADS
1717	JACKSON COUNTY PROPERTY APPRAISER	02/22/2018	581.06	2ND QTR FY 2017-2018
5543	JSA, INC.	02/22/2018	1,400.00	REFUND FOR ERP PERMIT 18369
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	02/22/2018	257.02	NEW COPIER LEASE FOR ADMIN/RMD
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	02/22/2018	179.38	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	02/22/2018	240.78	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	02/22/2018	238.52	COPIER LEASE RENEWALS
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	02/22/2018	127.60	COPIER LEASE RENEWALS
5409	MARTIN ENVIRONMENTAL SERVICES, INC	02/22/2018	75.00	PORTABLE TOILETS
5409	MARTIN ENVIRONMENTAL SERVICES, INC	02/22/2018	140.00	PORTABLE TOILETS
5414	OFFICE BUSINESS SYSTEMS, INC.	02/22/2018	12.95	COPIER MAINTENANCE RENEWAL
5414	OFFICE BUSINESS SYSTEMS, INC.	02/22/2018	11.56	COPIER MAINTENANCE RENEWAL
5414	OFFICE BUSINESS SYSTEMS, INC.	02/22/2018	20.30	COPIER MAINTENANCE RENEWAL
5414	OFFICE BUSINESS SYSTEMS, INC.	02/22/2018	10.76	COPIER MAINTENANCE RENEWAL
1205	OFFICE DEPOT, INC.	02/22/2018	32.04	OFFICE SUPPLIES

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

71	PETTY CASH	02/22/2018	99.44	PETTY CASH REIMBURSEMENT
4081	POT-O-GOLD RENTALS, LLC	02/22/2018	1,932.60	PORTABLE TOILETS
5251	RANDSTAD NORTH AMERICA, INC.	02/22/2018	6,473.91	STAFF AUG SERVICES
4068	RING POWER CORPORATION	02/22/2018	617.97	FORK LIFT REPAIR
2718	T & TRS, INC.	02/22/2018	171.42	REFRIGERATED TRAILER RENTAL FO
5507	URBAN REALTY SOLUTIONS	02/22/2018	8,500.00	APPRAISAL OF GAINER SPRINGS PR
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	02/22/2018	12,019.80	LAW ENFORCEMENT AND SECURITY
4038	WINDSTREAM COMMUNICATIONS	02/22/2018	67.44	800#S & EFO LONG DISTANCE
4651	PANAMA CITY CYCLES, INC	02/22/2018	799.82	2011 SUZUKI 750 KING QUAD REPA
4479	FONDRIEST ENVIRONMENTAL	02/22/2018	9,204.66	SOLINST LTC LEVELLOGGER EDGE AN
TOTAL CHECKS			<u>625,176.59</u>	
4845	CALHOUN COUNTY SHERIFF'S OFFICE	02/23/2018	942.48	11-045 CALHOUN CO. LAW ENF. AG
5172	FREDDIE WILBON	02/23/2018	750.00	JANITORIAL SERVICES FOR CFO
4339	KATHARINE PRICE	02/23/2018	213.50	TRAVEL REIMBURSEMENT
TOTAL ACH TRANSFER			<u>1,905.98</u>	
TOTAL AP			<u><u>627,082.57</u></u>	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

FEBRUARY 2018

DIRECT DEPOSIT	02/02/2018	\$	212,425.72
CHECKS	02/02/2018		1,998.12
FLEX SPENDING EFT	TF0024		1,305.11
DIRECT DEPOSIT	02/16/2018		212,049.70
CHECKS	02/16/2018		1,998.12
FLEX SPENDING EFT	TF0030		1,305.11

\$ 431,081.88

APPROVED:

Chairman or Executive Director

April 12, 2018

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
PUBLIC HEARING FOR REGULATORY MATTERS
A G E N D A

District Headquarters
81 Water Management Drive
Havana, Florida 32333
10 Miles West of Tallahassee
U.S. Highway 90

Thursday
April 12, 2018
1:05 p.m., ET

Note: Appeal from any NFWMD Final Agency Action requires a record of the proceedings. Although Governing Board meetings are normally recorded, affected persons are advised that it may be necessary for them to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based. Persons with disabilities or handicaps who need assistance or reasonable accommodation in order to participate in these meetings should contact the District at least 72 hours in advance of these meetings to make appropriate arrangements.

PART I — CONSENT AGENDA

• WATER USE PERMITS

A. Permit Modification & Renewals

A-1 Applicant: Emerald Coast Utilities Authority
App. No.: 2B-033-111-16
Use: Public Supply
Authorization Statement: This Permit authorizes the Permittee to make a combined average annual withdrawal of 42.70 million gallons per day (1,918.0 million gallons per month maximum) of groundwater from the Sand-and-Gravel Aquifer for public supply use.
Duration Recommended: Same as Original Permit
Staff Recommendation: Approval
Public Comment Received: No

TAP/tp

WATER USE TECHNICAL STAFF REPORT

13-Mar-2018

Application No.: 2B-033-111-16

Owner: Stephen E. Sorrell
Emerald Coast Utilities Authority
P. O. Box 15311
Pensacola, FL 32514-0311
(850) 476-5110

Applicant: Thomas Dawson
Emerald Coast Utilities Authority
P.O. Box 17089
Pensacola, FL 32522-7089
(850) 969-3341

Agent: John D. Boyer
CDM Smith
5400 Glenwood Avenue, Suite 400
Raleigh, NC 27612
(919) 325-3509

Compliance Contact: Thomas Dawson
Emerald Coast Utilities Authority
P.O. Box 17089
Pensacola, FL 32522-7089
(850) 969-3341

Project Name: Emerald Coast Utilities Authority
County: Escambia
WRCA: N/A
ARC: N/A
Objectors: No

This Permit authorizes the Permittee to make a combined average annual withdrawal of 42.70 million gallons per day (1,918.0 million gallons per month maximum) of groundwater from the Sand-and-Gravel Aquifer for public supply use.

Recommendation: Approval
Reviewers: Matt Celestino

RECOMMENDED PERMIT DURATION AND COMPLIANCE REPORTING:

Staff recommends the permit expiration date be October 1, 2035. The Permittee is required to submit and comply with all information and data pursuant to the conditions set forth in the permit.

WITHDRAWAL INFORMATION:

Water Use	Permitted	Requested	Recommended
Average Day (GPD)	42,700,000	42,700,000	42,700,000
Maximum Month (GAL)	1,918,000,000	1,918,000,000	1,918,000,000

DESCRIPTION:

Emerald Coast Utilities Authority (ECUA) requests modification of Individual Water Use Permit (IWUP) No. 2B-033-111-16 for the conversion of two test wells into public supply wells, the construction of three additional public supply wells and continued authorization of groundwater withdrawals from the Sand-and-Gravel aquifer for public supply uses without changes to the currently permitted withdrawal amounts.

ECUA withdraws water from the Sand-and-Gravel Aquifer to serve approximately 248,000 public supply customers within its service area. The recommended average daily rate is unchanged from the previously authorized amount and is considered reasonable and adequate to meet the applicant's water use demands for the requested permit duration. The recommended maximum monthly rate is based on peaking ratios for the distribution system derived from currently permitted withdrawal amounts. ECUA's residential per capita water use of 79.4 gallons per day meets the District's water use efficiency goal of 110 gallons per day or less. ECUA's water losses were approximately 9.64% in year 2014, which meets the District's goal of 10 percent or less.

With the modification of this permit, ECUA is planning to shift groundwater withdrawals from their current wellfields to the planned Central Wellfield. The Central Wellfield is located on 2,000 acres of ECUA-owned properties adjacent to the Central Water Reclamation Facility (CWRF) east of Cantonment, Florida. The planned shift in groundwater withdrawals may reach an Average Daily Rate (ADR) of 10.8 million gallons per day (mgd) and a Maximum Monthly Rate (MMR) of 14.4 mgd. ECUA does not anticipate that their total system demand for water will exceed the currently permitted amounts. The planned Central Wellfield will result in better source water quality due to ECUA-ownership and direct control of land management practices of approximately 2,000 acres surrounding the proposed Central Wellfield. The ability to decrease the use of inactive older Pensacola-area wells, which require treatment to remove contaminants from spills, leaks and historical land use practices, allows for a long term reduction in water production system operation and costs.

To evaluate the impacts of the proposed withdrawals, ECUA commissioned a three dimensional finite element groundwater flow model to evaluate the proposed Sand-and-Gravel aquifer withdrawals at the proposed Central Wellfield. Multiple steady-state and transient models were performed to evaluate base-case and projected water withdrawals to 2037 for both the proposed Central Wellfield and surrounding existing legal uses.

The results from the modeled scenarios indicate that some existing legal uses already experience or will experience impacts even without pumping at the Central Wellfield. Some significant impacts are anticipated in domestic wells in close proximity to the CWRf. Surface water impacts were also modeled with focus on two tributaries of the Escambia River, Spanish Mill Creek and Big Rock Creek. Model results indicate that a possible 0.3 cubic feet per second (cfs) reduction in the total streamflow for Spanish Mill Creek which represents 7.5 percent of average annual total streamflow

To offset potential adverse impacts, ECUA has identified the following mitigation strategies, already commenced, or to be undertaken once the Central Wellfield comes online:

- a. ECUA will continue to provide and potentially increase reclaimed water provided to industrial users such as IP and Gulf Power
- b. The application of reclaimed water at Spray Field 19 up to a permitted 1.77 mgd to augment flow to Big Rock Creek and Spanish Mill Creek.
- c. Modification of pumping rates and schedules in the Central Wellfield if impacts are expected or observed to existing users or to water resources.
- d. Identify and mitigate impacts to nearby domestic wells on a case by case basis. Such mitigation may include connection to the ECUA distribution system, lowering of submersible pumps or provide owners with new (deeper) wells. ECUA will be required to include the planned or ongoing status of their mitigation program for Central Wellfield along with submission of an updated hydrologic monitoring program.

Additionally, ECUA will be required to continue and expand its existing hydrologic monitoring program that was originally initiated in 2014 as described in the *Water Supply Feasibility Study for the Central Water Reclamation Facility Area, Phase IIB Report*. An updated hydrologic monitoring plan will be required to be submitted to the District periodically and at the time of renewing or modifying the permit. The monitoring program will include the collection of baseline data and ongoing monitoring data to detect potential reduced discharge from the Sand-and-Gravel aquifer to nearby streams and wetlands, long-term groundwater quality and long-term water level monitoring near the Escambia River to assure that no harm to existing legal uses or water resources will occur, and that the conditions of permit issuance will be met for the requested permit duration.

PERMIT APPLICATION REVIEW:

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

- (a) Is a reasonable-beneficial use;
- (b) Will not interfere with any presently existing legal use of water; and,
- (c) Is consistent with the public interest.

In addition, the above requirements are detailed further in the District's Water Use Permit Applicant's Handbook. District staff have reviewed the water use permit application pursuant to the above-described requirements and have determined that the application meets the conditions for issuance of this permit.

RECOMMENDATION:

It is the determination of the staff that the water use amounts recommended, as conditioned, are reasonable-beneficial, consistent with the public's interest, and will not harm the water resources of the area or interfere with existing legal use(s). This determination has been made according to provisions of Chapter 373, F.S., and Chapter 40A-2, F.A.C.

Staff recommends that the applicant be granted an Individual Water Use Permit for an annual average daily withdrawal of 42.7 million gallons; and a maximum monthly withdrawal of 1,918 million gallons. Staff also recommends that the expiration date of the permit remain October 1, 2035, and that the permit be conditioned as per the "Conditions for Issuance" included in Exhibit A of the permit document.

WELL INFORMATION:

Site Name: Emerald Coast Utilities Authority

Wells Detail								
District ID	Station Name	Casing Diameter (inches)	Casing Depth (feet)	Total Depth (feet)	Capacity (GPM)	Source Name	Status	Use Type
11509	ECUA #27R	30	140	340	2,000	Sand & Gravel	Active	Public Supply
11510	ECUA #01	26	145	235	2,000	Sand & Gravel	Active	Public Supply
11514	ECUA #05	18	113	228	2,000	Sand & Gravel	Active	Public Supply
14566	ECUA #21	26	105	255	2,000	Sand & Gravel	Inactive	Public Supply
14567	ECUA #22	26	231	301	2,000	Sand & Gravel	Active	Public Supply
14569	ECUA #24	26	179	271	2,000	Sand & Gravel	Active	Public Supply
14617	ECUA #25	30	155	375	2,400	Sand & Gravel	Active	Public Supply
14619	ECUA #28	30	215	358	2,000	Sand & Gravel	Active	Public Supply
14620	ECUA #29	12	151	201	1,000	Sand & Gravel	Active	Public Supply
14621	ECUA #30	16	145	204	1,000	Sand & Gravel	Active	Public Supply
14622	ECUA #37	30	105	232	1,200	Sand & Gravel	Active	Public Supply
14623	ECUA #38	24	136	230	2,000	Sand & Gravel	Active	Public Supply
14624	ECUA #39	24	145	370	2,000	Sand & Gravel	Active	Public Supply
14625	ECUA #40	30	365	450	1,500	Sand & Gravel	Active	Public Supply
14626	ECUA #41	24	150	225	1,200	Sand & Gravel	Active	Public Supply
14684	ECUA #43	30	137	290	2,000	Sand & Gravel	Active	Public Supply
14688	ECUA #42	30	220	335	2,000	Sand & Gravel	Active	Public Supply
14689	ECUA #45	30	145	265	2,000	Sand & Gravel	Active	Public Supply
14957	ECUA #50	30	230	380	2,500	Sand & Gravel	Active	Public Supply
14958	ECUA #51	30	230	380	2,500	Sand & Gravel	Active	Public Supply
14959	ECUA #52	30	230	380	2,500	Sand & Gravel	Proposed	Public Supply
15074	ECUA #46	30	145	200	750	Sand & Gravel	Active	Public Supply
15076	ECUA #47	30	230	340	3,500	Sand & Gravel	Active	Public Supply
15077	ECUA #48	30	140	340	2,000	Sand & Gravel	Active	Public Supply

Wells Detail								
District ID	Station Name	Casing Diameter (inches)	Casing Depth (feet)	Total Depth (feet)	Capacity (GPM)	Source Name	Status	Use Type
15078	ECUA #49	30	140	298	2,250	Sand & Gravel	Active	Public Supply
15506	ECUA #06	26	180	260	2,000	Sand & Gravel	Inactive	Public Supply
15507	ECUA #07	26	164	266	2,000	Sand & Gravel	Active	Public Supply
15508	ECUA #08	26	156	251	2,000	Sand & Gravel	Active	Public Supply
15509	ECUA #09	26	130	244	2,000	Sand & Gravel	Active	Public Supply
15510	ECUA #10	20	100	195	2,000	Sand & Gravel	Active	Public Supply
15511	ECUA #11	12	127	245	800	Sand & Gravel	Inactive	Public Supply
15512	ECUA #12	12	120	248	1,000	Sand & Gravel	Inactive	Public Supply
15517	ECUA #18R	20	130	232	Unknown	Sand & Gravel	Active	Public Supply
15518	ECUA #19	30	162	267	2,000	Sand & Gravel	Active	Public Supply
15519	ECUA #20	18	110	206	1,000	Sand & Gravel	Active	Public Supply
19565	ECUA #53	30	230	380	2,000	Sand & Gravel	Proposed	Public Supply
19566	ECUA #54	30	230	380	2,000	Sand & Gravel	Proposed	Public Supply

Monitoring Wells Detail						
District ID	Station Name	Casing Diameter (inches)	Casing Depth (feet)	Total Depth (feet)	Source Name	Status
15161	Baars MO#1	4	110	130	Sand & Gravel	Active
15162	Opt MO #1	4	260	317	Sand & Gravel	Active
15163	Bay MO #1	4	215	235	Sand & Gravel	Active

"EXHIBIT A"
CONDITIONS FOR ISSUANCE OF PERMIT NUMBER 2B-033-111-16
Emerald Coast Utilities Authority

Specific Conditions

2. This permit shall expire on October 1, 2035.
3. This Permit authorizes the Permittee to make a combined average annual withdrawal of 42.70 million gallons per day (1,918.0 million gallons per month maximum) of groundwater from the Sand-and-Gravel Aquifer for public supply use. The individual facilities authorized to make this combined withdrawal are shown in the table below. The total combined amounts of water withdrawn by all facilities listed shall not exceed the amounts identified above.

4.

Facility ID #	FLUWID	Location SEC,TWN,RNG
ECUA #27R	AAA5042	Sec. 14, T01S, R30W
ECUA #01	AAA6574	Sec. 18, T02S, R30W
ECUA #05	AAA6577	Sec. 28, T02S, R30W
ECUA #21	AAA6567	Sec. 30, T01S, R30W
ECUA #22	AAA6562	Sec. 21, T01N, R30W
ECUA #24	AAA6565	Sec. 22, T01S, R30W
ECUA #25	AAA6408	Sec. 23, T01S, R31W
ECUA #28	AAA1117	Sec. 12, T01S, R30W
ECUA #29	AAA6405	Sec. 13, T02S, R30W
ECUA #30	AAA6407	Sec. 1, T02S, R31W
ECUA #37	AAA1115	Sec. 20, T02S, R31W
ECUA #38	AAA0395	Sec. 48, T01S, R30W
ECUA #39	AAA6560	Sec. 16, T01S, R30W
ECUA #40	AAA6563	Sec. 14, T01N, R31W
ECUA #41	AAA6406	Sec. 13, T02S, R30W
ECUA #43	AAA8365	Sec. 16, T01S, R29W
ECUA #42	AAA6561	Sec. 22, T01N, R30W
ECUA #45	AAG3698	Sec. 32, T01S, R30W
ECUA #46	AAG3662	Sec. 37, T02S, R31W
ECUA #47	AAA4866	Sec. 11, T01S, R31W

ECUA #48	AAA5032	Sec. 14, T01S, R30W
ECUA #49	AAA9972	Sec. 12, T02S, R30W
Baars MO #1	AAN0974	Sec. 33, T01S, R30W
Opt MO #1	AAN0975	Sec. 15, T01S, R29W
Bay MO #1	AAN0988	Sec. 16, T01S, R29W
ECUA #06	AAA6571	Sec. 17, T01S, R29W
ECUA #07	AAA6579	Sec. 34, T02S, R30W
ECUA #08	AAA6401	Sec. 16, T02S, R30W
ECUA #09	AAA6576	Sec. 18, T02S, R30W
ECUA #10	AAA1116	Sec. 12, T02S, R31W
ECUA #11	AAA1114	Sec. 5, T02S, R32W
ECUA #12	---	Sec. 4, T02S, R32W
ECUA #18R	AAA6568	Sec. 10, T01S, R29W
ECUA #19	AAA6570	Sec. 15, T01S, R29W
ECUA #20	AAA6566	Sec. 17, T01S, R30W
ECUA #50	AAP7367	Sec. 17, T01N, R30W
ECUA #51	AAP7368	Sec. 30, T01N, R30W
ECUA #52	---	Sec. 30, T01N, R30W
ECUA #53	---	Sec. 30, T01N, R30W
ECUA #54	---	Sec. 30, T01N, R30W

5. The Permittee shall include the Individual Water Use Permit number and the well's Florida Unique Identification Number (e.g. AAA6574 for ECUA #01) when submitting reports or otherwise corresponding with the District.
6. The Permittee, by January 31 of each year, shall submit a water use report for the previous calendar year (January – December), even if no water is used. The Permittee shall record the data required on Water Use Summary Reporting Form (Form 172). The Permittee, if preferred, may submit the report electronically by downloading the correct form from the District website, filling it out properly, and e-mailing it to compliance@nwfwater.com.
7. The Permittee, by January 31, 2019, 2024, 2029 and at the time of renewing or modifying this permit, shall submit a Hydrologic Monitoring and Mitigation Plan to the District for review and approval. The Plan shall provide for the monitoring of hydrologic conditions in the vicinity of the Central Water Reclamation Facility Area Wellfield. The Plan shall consist of the following:
 - a. A monitoring program that will need to include at a minimum the collection of baseline data and ongoing monitoring data to detect potential reduced discharge from the Sand-and-Gravel aquifer to nearby streams and wetlands, long-term groundwater quality and long-

term water level monitoring near the Escambia River east of Ascend wells and other stakeholders near the Central Wellfield.

- b. A mitigation program that must detail ongoing or anticipated mitigation strategies to offset or prevent impacts to nearby existing legal use(s).
8. The Permittee shall submit to the District in a single electronic submittal the following information by January 31, April 30, July 31 and October 31 of each year:
 - a. Static water level measurements for production wells [ECUA #18R (AAA6568), ECUA #23 (AAA6564), ECUA #30 (AAA6407), ECUA #37 (AAA1115), ECUA #38 (AAA0395), ECUA #43(AAA8365)] and monitor wells [Baars MO #1 (AAN0974), Opt MO #1 (AAN0975) Bay MO #1 (AAN0988)] conducted during the first two weeks of each month using a District-approved water level measuring device. Water levels shall be taken following a 24-hour non-pumping period, as much as is practicable, reported as depth-to-water below a pre-defined measuring point. All measurements shall be taken from the same measuring point. If the measuring point is different from land surface elevation, then the Permittee shall provide the measuring point distance above or below land surface. All static water level reports shall include the date and time the well was turned off, date and time the measurement was taken, method and device used, and the water level measurement to 0.01 foot for steel/electric tape and 1.0 foot precision for airline methods, respectively. The Permittee, if utilizing the airline method, shall also report airline length, gauge reading, linear distance of the airline terminus from land surface, and a description of where the airline terminates (e.g. land surface, pump base, pressure gauge, etc.).
9. The Permittee shall collect water quality samples for laboratory analyses from ECUA #30 (AAA6407), ECUA #38 (AAA0395), ECUA #43 (AAA8365), Baars MO #1 (AAN0974), Opt MO #1 (AAN0975), and Bay MO #1 (AAN0988) within the first two weeks of January and July in each year. Prior to sampling, the Permittee shall purge a minimum of three well volumes and report, with each set of test results: the duration of purging, purge volume, and purge rates used. All water quality analysis shall be conducted by a laboratory with National Environmental Laboratory Accreditation Program (NELAP) and Florida Department of Health Rule 64E-1, F.A.C., certification for the constituents of concern. The water quality analyses shall include the following constituents: chloride, sodium, and total dissolved solids. The Permittee shall submit results from tests conducted in January and July to the District by February 28 and August 31 of each year. At the time of modification or renewal, the Permittee shall submit a summary and analysis of the water quality data collected for the wells for the entire period of record.
10. The Permittee, by October 31, in years 2016, 2020, 2025, 2030 and at the time of requesting a permit modification or renewal, shall submit documentation of the flow meter calibration and accuracy rating to the District using the Flow Meter Accuracy Report Form (Form 170). The Permittee, if preferred, may submit the report electronically by downloading the correct form from the District website, filling it out properly, and e-mailing it to compliance@nwfwater.com.
11. The Permittee shall ensure its Water Conservation and Efficiency Program achieves the goals listed below. The Permittee, by March 31 of each year and at the time of permit modification or renewal, shall report to the District its performance regarding each element of the Water Conservation and Efficiency Program during the previous calendar year.

- a. Achieve and maintain total and real water losses less than or equal to 10 percent of the distribution system, unless the Permittee demonstrates using American Water Works Association (AWWA) methods that a higher loss rate is appropriate for the distribution system. The Permittee shall report water losses each year, compare estimated water losses to the goal(s), and briefly describe ongoing or planned water loss reduction measures.
 - b. Maintain average residential per capita daily water use of 110 gallons or less. The residential per capita water use shall be calculated as the amount of water used by residential dwelling units divided by the residential population served. The residential population served can be estimated as the number of residential dwelling units served multiplied by the average persons per household derived from US Census data. Adjustments to account for seasonal or tourist populations can be made, if adequately documented. The Permittee shall report a summary description of status regarding the per capita use goal.
 - c. Initiation or continued implementation and enhancement of a public education and information campaign to promote water conservation and efficiency. The campaign shall consist of activities such as informative billing, periodic mail outs to customers, website announcements, newspaper notices, etc. Public education and information efforts shall be implemented at least annually. The Permittee shall provide a description of the public education and information campaign. The Permittee shall utilize a strategy designed to regularly reach year-round and part-time residents and tourists. The campaign shall consist of newspaper notices and articles, periodic radio and television announcements, periodic mail-outs to customers and the posting of signs and informational brochures in the rooms of hotels, motels and rental property. The campaign shall be oriented to emphasize the program being implemented and water conservation in general, and on at least an annual basis, shall also specifically inform existing customers of ways to save water, ways to detect leaks, reduce demands, enhance efficiency, and detail the automatic irrigation shut-off requirement of Chapter 373.62, Florida Statutes. The Permittee shall provide a description of the public education and information campaign to the District by March 31st of each year.
 - d. The Permittee shall perform a rate structure evaluation with the intended purpose of creating or maintaining a structure to promote water use efficiency and discourage waste while providing for a life-line initial rate. Any refinements shall take into consideration the water use characteristics of the service area and provide financial incentives to customers to conserve and use water efficiently. The Permittee, by March 31, in years 2016, 2020, 2025, 2030, and at the time of requesting a permit modification or renewal, shall submit to the District the results of the evaluation and a schedule for considering any adoption of/changes to such a rate structure and a copy of its present/current rate structure as well as analysis and projection of the amount of water projected to be conserved.
12. The Permittee, by December 31, in years 2020, 2025, 2030 and at the time of permit renewal or modification shall provide a map showing areas where service is actually provided as well as the overall franchise area allocated to the utility by the county, Public Service Commission or other authorizing entity. Definable areas within a service area that are served by domestic potable wells shall be delineated as non-served unless the area will be supplied by the utility within the term of the permit. The Permittee shall submit the map in digital format compatible with ESRI ArcGIS software, if available.

13. The Permittee shall encourage and provide for the efficient and non-wasteful use of water, and shall implement water conservation measures, including a proactive leak detection program, designed to enhance water use efficiency and reduce water demand and water losses.
14. The Permittee shall install and maintain in-line, totalizing flow meters on all production wells. The meters shall be maintained to be at least 95% accurate and any meter determined defective must be replaced within 30 days of its discovery. The Permittee, within 30 days of well completion or completion of project construction, shall provide documentation to the District that the required flow meters have been installed and report the initial meter readings.

Standard Conditions

15. All water uses authorized by this permit shall be implemented as conditioned by this permit, including any documents incorporated by reference in a permit condition. The District may revoke this permit, in whole or in part, or take enforcement action, pursuant to sections 373.136 or 373.243, F.S., unless a permit modification has been obtained to address the noncompliance.
16. The Permittee shall immediately notify the District in writing of any previously submitted information that is later discovered to be inaccurate.
17. This permit does not convey to the Permittee any property rights or privileges other than those specified herein, nor relieve the Permittee from complying with any applicable local government, state, or federal law, rule, or ordinance.
18. The Permittee shall notify the District in writing within 30 days of any sale, transfer, or conveyance of ownership or any other loss of permitted legal control of the Project and/or related facilities from which the permitted water use is made. Where Permittee's control of the land subject to the permit was demonstrated through a lease, the Permittee must either submit documentation showing that it continues to have legal control or transfer control of the permitted system/project to the new landowner or new lessee. All transfers of ownership are subject to the requirements of section 40A-2.351, F.A.C. Alternatively, the Permittee may surrender the water use permit to the District, thereby relinquishing the right to conduct any activities under the permit.
19. Nothing in this permit should be construed to limit the authority of the District to declare a water shortage and issue orders pursuant to Chapter 373, F.S. In the event of a declared water shortage, the Permittee must adhere to the water shortage restrictions, as specified by the District. The Permittee is advised that during a water shortage, reports shall be submitted as required by District rule or order.
20. With advance notice to the Permittee, District staff with proper identification shall have permission to enter, inspect, observe, collect samples, and take measurements of permitted facilities to determine compliance with the permit conditions and permitted plans and specifications. The Permittee shall either accompany District staff onto the property or make provision for access onto the property.

21. The Permittee may seek modification of any term of an unexpired permit. The Permittee is advised that section 373.239, F.S., and section 40A-2.331, F.A.C., are applicable to permit modifications.
22. The District reserves the right to curtail permitted withdrawal and diversion rates if the withdrawal or diversion causes harm to legal uses of water, offsite land use, or water resources and associated environmental features that existed at the time of permit application.
23. The Permittee shall not cause harmful saltwater intrusion. The District reserves the right to curtail permitted withdrawal rates if withdrawals cause harmful saline water intrusion.
24. The Permittee's consumptive use of water as authorized by this permit shall not reduce a flow or level below any minimum flow or level established by the District or the Department of Environmental Protection pursuant to sections 373.042 and 373.0421, F.S. If the Permittee's use of water causes or contributes to such a reduction, then the District shall modify or revoke the permit, in whole or in part, unless the Permittee implements all provisions applicable to the Permittee's use in a District-approved recovery or prevention strategy.
25. The Permittee shall mitigate any harm caused by withdrawals or diversions permitted herein on legal water uses, offsite land use, and water resources and associated environmental features which existed at the time of permit application. Mitigation may include modification of the Permittee's pumping schedule (i.e., duration, withdrawal rates, time of day, etc.), the lowering of the affected pump(s) or the replacement of the well(s) including proper plugging and abandonment of the well(s) that is replaced. The Permittee, upon receipt of an allegation of interference, shall retain the services of an appropriate licensed professional to investigate the alleged interference. The Permittee shall ensure their chosen professional investigates any alleged interference within 48 hours of the allegation being made and provides the conclusions of the investigation to the entity alleging the impact within 72 hours of the allegation being made. If it is determined that the use of a well has been impaired as a result of the Permittee's operation, the Permittee shall complete the required mitigation within 30 days. The Permittee shall be responsible for the payment of services rendered by the licensed professional. The Permittee, within 30 days of any allegation of interference, shall submit a report to the District including the date of the allegation, the name and contact information of the party making the allegation, the result of the investigation made, and any mitigation action undertaken.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Chief of Staff
Wendy Dugan, Division of Administration Director

FROM: April Murray, Procurement Officer of RFP 18-002

DATE: March 29, 2018

SUBJECT: Consideration of RFP 18-002 District Inspector General Services

A supplement Board memo will be presented at the April 12, 2018, Governing Board meeting with the intent to request the Board to award the Request for Proposals (RFP) 18-002 for District Inspector General Services to the successful respondent, authorize the Executive Director to finalize and execute the contract, and appoint the individual identified by the firm to be the District Inspector General during the term of the contract.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Guy Gowens, Chief of Staff
Lennie Zeiler, Director, Division of Asset Management

FROM: Carol L. Bert, Asset Management Administrator

DATE: March 19, 2018

SUBJECT: Approval of Resolution No. 832 to the Department of Environmental Protection
for Acquisition of the Hodson Conservation Easement; Econfina Creek WMA

Recommendation:

Staff recommends approval and adoption of Resolution No. 832 to Department of Environmental Protection (DEP) for acquisition of the Hodson Conservation Easement in the Econfina Creek WMA.

Background:

Resolution 832, if approved, will assist the District in requesting funding from DEP for the purchase of the Hodson Conservation Easement. A Purchase and Sale Agreement was approved by the Governing Board on February 8, 2018. The purchase will be made with funds from the Land Acquisition Trust Fund and will also have additional acquisition related costs. These costs include, but are not limited to, appraisals, review appraisal, survey, environmental site assessment, baseline documentation report, title insurance, document preparation, and legal fees.

cb



Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

81 Water Management Drive, Havana, Florida 32333-4712
(U.S. Highway 90, 10 miles west of Tallahassee)

Phone: (850) 539-5999 • Fax: (850) 539-2777

RESOLUTION NO. 832 TO THE DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR ACQUISITION OF THE HODSON CONSERVATION EASEMENT; ECONFINA CREEK WMA

WHEREAS, the Governing Board of the Northwest Florida Water Management District (hereinafter referred to as the "District") has the duty and responsibility under Chapter 373, Florida Statutes, for the management of water and related land resources and for preservation of natural resources, fish and wildlife; and

WHEREAS, the Legislature provided funds to the Department of Environmental Protection for distribution to Northwest Florida Water Management District in the Fiscal Year 2017-2018 General Appropriations Act from the Land Acquisition Trust Fund created pursuant to Ch. 375.041, Florida Statutes, line item number 1606, for land acquisition of properties that improve the quality or quantity of water for a spring; and

WHEREAS, the District has identified the Hodson Conservation Easement for purchase for the purposes of water management, water supply, and the conservation and protection of water resources consistent with Section 373.59, Florida Statutes, and with the District's Five Year Plan of Acquisition as filed with the Secretary of the Department of Environmental Protection and the Florida Legislature; and

WHEREAS, the Hodson Conservation Easement is a part of the Econfina Creek Basin; and

WHEREAS, the District entered into a Purchase and Sale Agreement dated February 8, 2018, for the District's acquisition of the Conservation Easement; and

WHEREAS, closing on the Hodson Conservation Easement is scheduled for May 4, 2018, or before; and

WHEREAS, a general location map and preliminary legal description depicting the location of the Conservation Easement is attached hereto as Exhibit A and made a part hereof by reference. Final acreage will be determined by survey; and

WHEREAS, the per acre purchase price for the Hodson Conservation Easement is \$2,492.75. Additional associated costs will be requested under this resolution at a later date with the submission of a District invoice and appropriate documentation; and

WHEREAS, the legal interest to be acquired is less than fee simple title; and

WHEREAS, the District certifies as to the following:

- (1) That the Hodson Conservation Easement contributes to the Econfina Groundwater Contribution Area;

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JOHN W. ALTER
Secretary-Treasurer
Malone

GUS ANDREWS
DeFuniak Springs

JON COSTELLO
Tallahassee

MARC DUNBAR
Tallahassee

TED EVERETT
Chipley

NICK PATRONIS
Panama City Beach

BO SPRING
Port St. Joe

- (2) That the lands acquired are consistent with the District's updated Five Year Plan of Acquisition as filed on or before February 8, 2018, pursuant to Section 373.199, Florida Statutes, and are identified for acquisition using funding from the Land Acquisition Trust Fund;
- (3) That a public meeting was held on February 6, 2018, pursuant to DEP Guidelines for Florida's Water Management District to discuss acquisition of this land;
- (4) That funds are to be used only for acquisition costs and fees associated with such acquisition;
- (5) That a copy of the certified appraisals which have been approved by this Governing Board is transmitted herewith;
- (6) That the purchase price is less than 90 percent of the appraised value of the best supported certified appraisal used to determine the value of the property; and
- (7) That lands or interests being acquired have been reviewed for the presence of state sovereignty submerged lands by determination of the ordinary high water line.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Northwest Florida Water Management District does hereby request payment from the Land Acquisition Trust Fund of the State of Florida (GAA Line 1606), utilizing a per acre price of \$2,492.75 for the acquisition of the above-described lands and that the warrant be issued by the Department of Financial Services of the State of Florida to Northwest Florida Water Management District. Additional associated costs are not being requested under this resolution at this time, but will be requested at a later date under this same resolution with a District invoice and supporting documentation.

ADOPTED AND APPROVED this 12th day of April A.D., 2018.

The Governing Board of the
**NORTHWEST FLORIDA WATER
MANAGEMENT DISTRICT**

ATTEST:

George Roberts, Chair

John Alter, Secretary-Treasurer or
Brett Cyphers, Acting Secretary-Treasurer

EXHIBIT A

Preliminary Legal Description

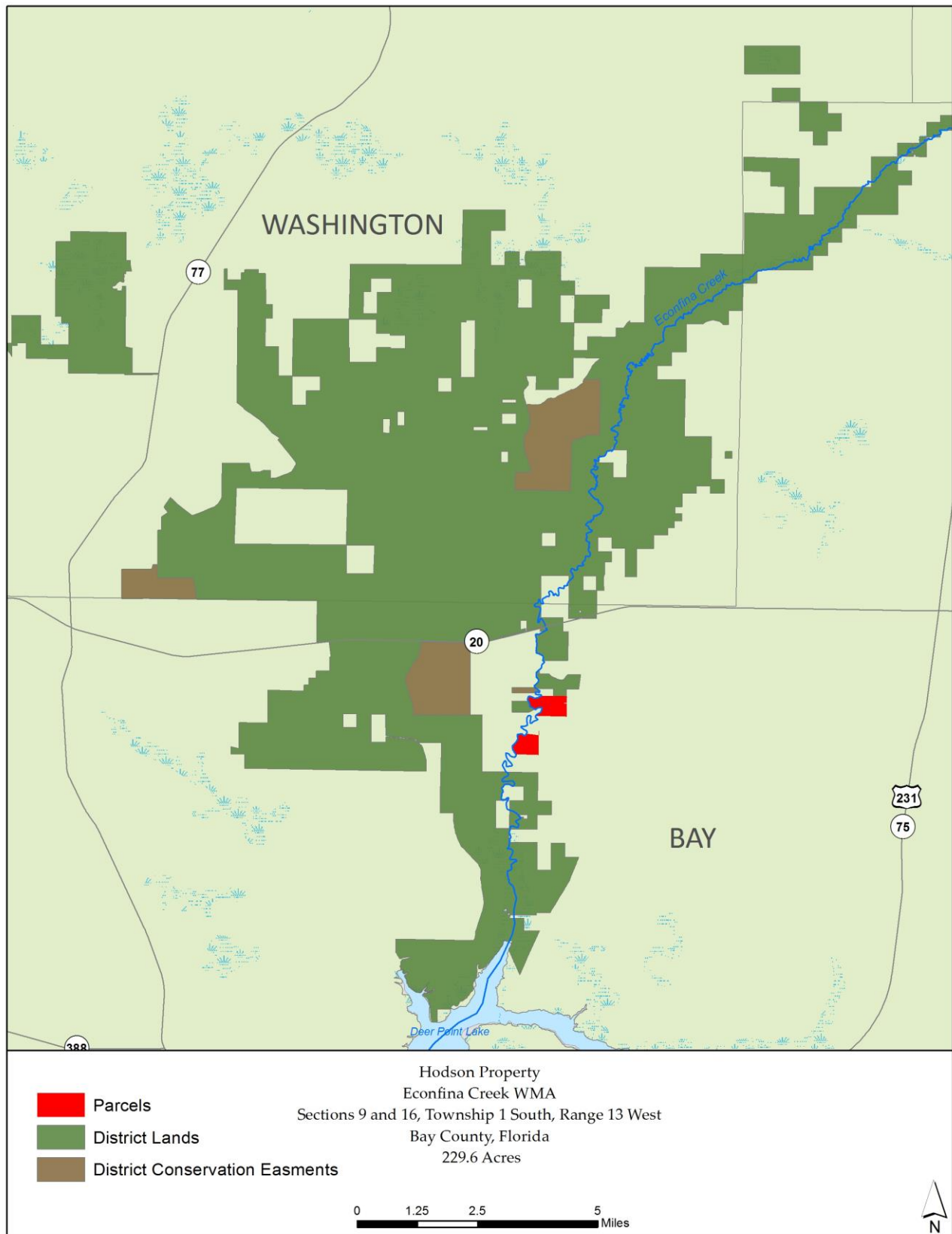
Commence at the Southeast corner of Section 9, Township 1 South, Range 13 West, Bay County, Florida. Thence North 1° 04' 29" West along the East line of said Section 9 for 1,150 feet; thence North 89° 41' 23" West for 2,400.53 feet to a concrete monument for the Point of Beginning. Thence South 89° 41' 23" East for 2,400.53 feet to the East line of said Section 9; thence North 1° 04' 29" West along said East line of Section 9 for 172.51 feet to the Southeast corner of the "Cemetery Plat"; thence North 88° 40' 46" West for 234.46 feet to the Southwest corner of said "Cemetery Plat"; thence North 1° 04' 29" West for 52 feet to the Northwest corner of said "Cemetery Plat"; thence South 88° 40' 46" East for 234.46 feet to the Northeast corner of said "Cemetery Plat"; thence North 1° 04' 29" West along said East line of Section 9 for 609.21 feet to the Northeast corner of the South half of the Northeast Quarter of the Southeast Quarter of said Section 9; thence North 89° 36' 58" West along the North line of said South half of the Northeast Quarter of the Southeast Quarter for 1,319.86 feet to a concrete monument; thence South 1° 00' 13" East for 28.35 feet to a concrete monument; thence South 89° 09' 27" West for 1,126.44 feet more to the edge of Econfinia Creek; thence Westerly, Southerly and Easterly along said creek to a point on a line that bears South 1° 04' 29" East from the Point of Beginning. Thence North 1° 04' 29" West for 227.22 feet more or less to the Point of Beginning.

Commence at the Southeast Corner of Section 9, Township 1 South, Range 13, West, Bay County, Florida, and extend a line North 89° 41' 23" West along the South boundary line of said Section 9 for 2,938.07 feet to a concrete monument; thence continue North 89° 41' 23" West along the South boundary line of said Section 9 for 21.75 feet to a point on the Eastern edge of Econfinia Creek; thence North 32° 46' 59" East along said Eastern edge of Econfinia Creek for 67.84 feet; thence north 50° 37' 57" East for 116.23 feet; thence North 41° 02' 08" East for 121.15 feet; thence North 47° 47' 12" East for 129.61 feet; thence North 67° 40' 15" East for 151.95 feet; thence North 52° 18' 54" East for 139.05 feet; thence North 29° 27' 11" East for 92.44 feet; thence North 09° 11' 14" East for 142.95 feet; thence North 06° 17' 28" West for 139.46 feet; thence North 32° 26' 37" West for 118.59 feet; thence leaving said Eastern edge of Econfinia Creek on a bearing of North 01° 04' 29" West for 21.32 feet to a concrete monument; thence continue North 01° 04' 29" West for 213.22 feet to a concrete monument; thence South 89° 41' 23" East for 2,400.53 feet to a point on the Eastern boundary line of the aforesaid Section 9; thence South 01° 04' 29" East along said Eastern boundary line for 1,150.00 feet to the Point of Beginning, EXCEPTING therefrom the right of way of the County Road along the South and East boundary.

PARCEL II: Commence at the Northeast corner of the Southeast Quarter of the Northwest Quarter of Section 16, Township 1 South, Range 13 West, Bay County, Florida; thence South 0° 35' 27" East along the East line of said Southeast Quarter of the Northwest Quarter for 438 feet to the Point of Beginning; thence North 82° 01' 31" West along a line 8° Northerly of a parallel line with the South line of said Southeast Quarter of the Northwest Quarter for 1191 feet more or less to the edge of Econfinia Creek; thence Southerly along said Creek to a point on a line 990 feet South of the North line of the Southwest Quarter of said Section 16; thence North 89° 58' 29" East parallel with said North line of the Southwest Quarter for 2,122 feet, more or less, to the East line of said Southwest Quarter; thence: North 0° 35' 27" West along the East line of said Southwest Quarter and the East line of said Southeast Quarter of the Northwest Quarter for 1,886.45 feet to the Point of Beginning. Less and except one half of all oil, gas and mineral rights previously reserved and the right to mine and drill, therefore.

PARCEL IV: Begin at the Northeast corner of the Southwest Quarter of the

Northeast Quarter of Section 16, Township 1 South, Range 13 West, Bay County, Florida; thence West along the North line of said Southwest Quarter of the Northeast Quarter for 1,320 feet, more or less, to the Northwest corner of said Southwest Quarter of the Northeast Quarter; thence South along the West line of said Southwest Quarter of the Northeast Quarter for 458.00 feet; thence East parallel with the North line of said Southwest Quarter of the Northeast Quarter for 20.00 feet; thence North parallel with the East line of said Southwest Quarter of the Northeast Quarter for 438.00 feet; thence East parallel with the North line of said Southwest Quarter of the Northeast Quarter for 1,300 feet; more or less, to the East line of said Southwest Quarter of the Northeast Quarter; thence North along said East line for 20.00 feet to the Point of Beginning.



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Guy Gowens, Chief of Staff
Carlos Herd, Director, Resource Management Division
Paul Thorpe, Chief, Bureau of Environmental and Resource Planning

FROM: Christina Coger, Program Manager, Resource Planning

DATE: March 26, 2018

SUBJECT: Consideration of RFP 18-001 for Water Supply Planning and Economic Analysis

Recommendation

Staff recommends the Governing Board approve the selection committee's results provided in Table 1 and authorize the Executive Director to execute agreements with the two highest-ranked firms to provide as-needed water supply planning and economic analysis services.

Background

On March 2, 2018, the District received proposals from firms in response to the District's Request for Proposals (RFP 18-001) for "Contractual Services – Water Supply Planning and Economic Analysis." This RFP was issued to provide technical services in support of water supply assessments, regional water supply planning, recovery and prevention strategies, economic analysis, rule development, water supply project development, and project management. Three proposals were received.

The proposals were evaluated by a selection committee using predefined criteria. The committee's scores are provided below in Table 1. All three firms were ranked according to evaluation criteria examining the firms experience, qualifications, availability, location, and costs. If approved, a Notice of Final Agency Action will be published and staff will negotiate contracts. Work under each contract will be assigned by task order on an as-needed basis.

Table 1 - Consultant Selection Scores- RFP 18-001

Firm Name	Total Score	Highest Ranked
The Balmoral Group	96	1
INTERA	93	2
Cardno	84	3

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Guy Gowens, Chief of Staff
Carlos Herd, Director, Division of Resource Management

FROM: Paul Thorpe, Chief, Bureau of Environmental and Resource Planning

DATE: March 27, 2018

SUBJECT: Consideration of Annual Report on Habitat Impacts, Preservation, and Restoration

Recommendation

Staff recommends the Governing Board authorize the Executive Director to initiate release of an annual report showing a cumulative summary of permitted wetland impacts together with a corresponding summary of wetlands and associated habitats protected and restored through District programs.

Background

In concert with each of the state's water management districts, staff propose to annually develop and distribute a cumulative summary of wetland impacts permitted by the District's Environmental Resource Permitting (ERP) program together with a summary of wetlands and associated water resource lands restored and protected by the District. The report will be provided to the Governing Board and to counties and other interested stakeholders for the purpose of providing a comprehensive status of wetlands and other important habitats affected by District programs.

Wetland impact data shall reflect impacts permitted by the District since initiation of wetland ERP in northwest Florida in November 2010, as well as impacts permitted for Florida Department of Transportation projects mitigated through the District's regional wetland mitigation program, which began in 1996. Restoration area shall reflect habitats restored through all District programs, to include both wetland and upland habitats protective of wetlands and water resources. Reported lands preserved shall include habitat area protected by ERP permit condition, through regional mitigation projects, and through the District's land acquisition and management program. The report is proposed to be developed in a manner consistent with the attached, with information summarized Districtwide and by county.

Attachment

Cumulative Habitat Impacts, Preservation, and Restoration
Northwest Florida Water Management District
April 2018

County	Wetlands Permanently Impacted (Acres)	Habitat Area Restored and Enhanced (Acres)	Habitat Area Preserved (Acres)
Bay	170	6,118	4,144
Calhoun	7	1,017	1,610
Escambia	59	3,678	16,676
Franklin	4	617	1
Gadsden	4	11	331
Gulf	6	51	15,248
Holmes	9	233	10,915
Jackson	17	794	7,715
Jefferson	0	1	0
Leon	23	664	514
Liberty	6	555	24,450
Okaloosa	19	367	9,235
Santa Rosa	64	842	30,688
Wakulla	8	0	345
Walton	300	5,993	21,929
Washington	106	10,632	23,900
Total	803	31,574	167,703

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: March 28, 2018

CGUPS, LLC, Steven Cox, and Claudia Cox, Petitioners v. Northwest Florida Water Management District and Florida Department of Transportation, Respondents, DOAH Case No. 16-4691

This is a case brought by the Petitioners challenging the proposed issuance by the District of an environmental resource permit to FDOT in Basin 1 of FDOT's project for widening of State Road 390 in Panama City, Florida.

FDOT filed a modification of its application for an ERP for work in Basin 1 of the overall State Road 390 project. The modified application was approved and the permit, subject to the Petitioners' challenge, was issued.

The Administrative Law Judge ordered that the Petitioners file an amended petition, the Petitioners complied with this order, and the final hearing has been set for May 8 – 11, 2018, in Panama City, Florida.

The discovery phase of the litigation is ongoing with depositions scheduled to begin April 9. The District continues to vigorously defend its decision to issue the ERP.