

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Asset Management Committee

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

FROM: Lennie Zeiler, Director, Division of Asset Management

DATE: February 15, 2019

SUBJECT: Consideration of Amendment to Agreement with Red Hills Horse Trials and City of Tallahassee

Recommendation:

Staff is requesting the Governing Board approve a request to amend the existing agreement with Red Hills Horse Trials and City of Tallahassee to allow for the sale of alcoholic beverages on District property during the annual event.

Background:

The Red Hills Horse Trials takes place annually on District lands at the Eleanor Klapp-Phipps Park in Leon County. Event organizers have asked permission to allow vendors to sell alcoholic beverages during the event. Event organizers have acquired event liability insurance and liquor insurance.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Asset Management Committee

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

FROM: Lennie Zeiler, Director, Division of Asset Management

DATE: February 14, 2019

SUBJECT: Consideration of Grant of Easement to the City of Milton for Wastewater Pipeline Through District Lands; Blackwater River WMA

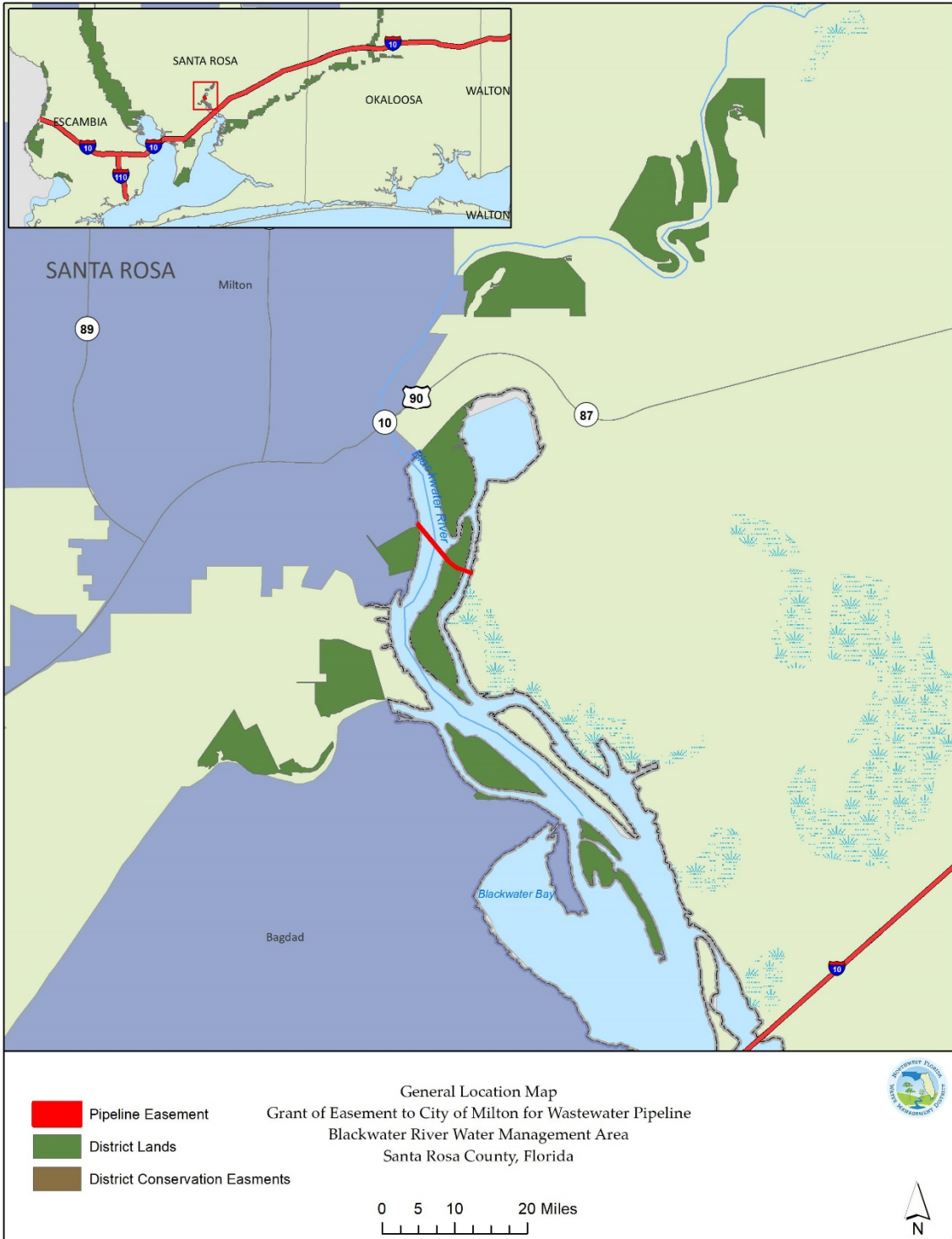
Recommendation:

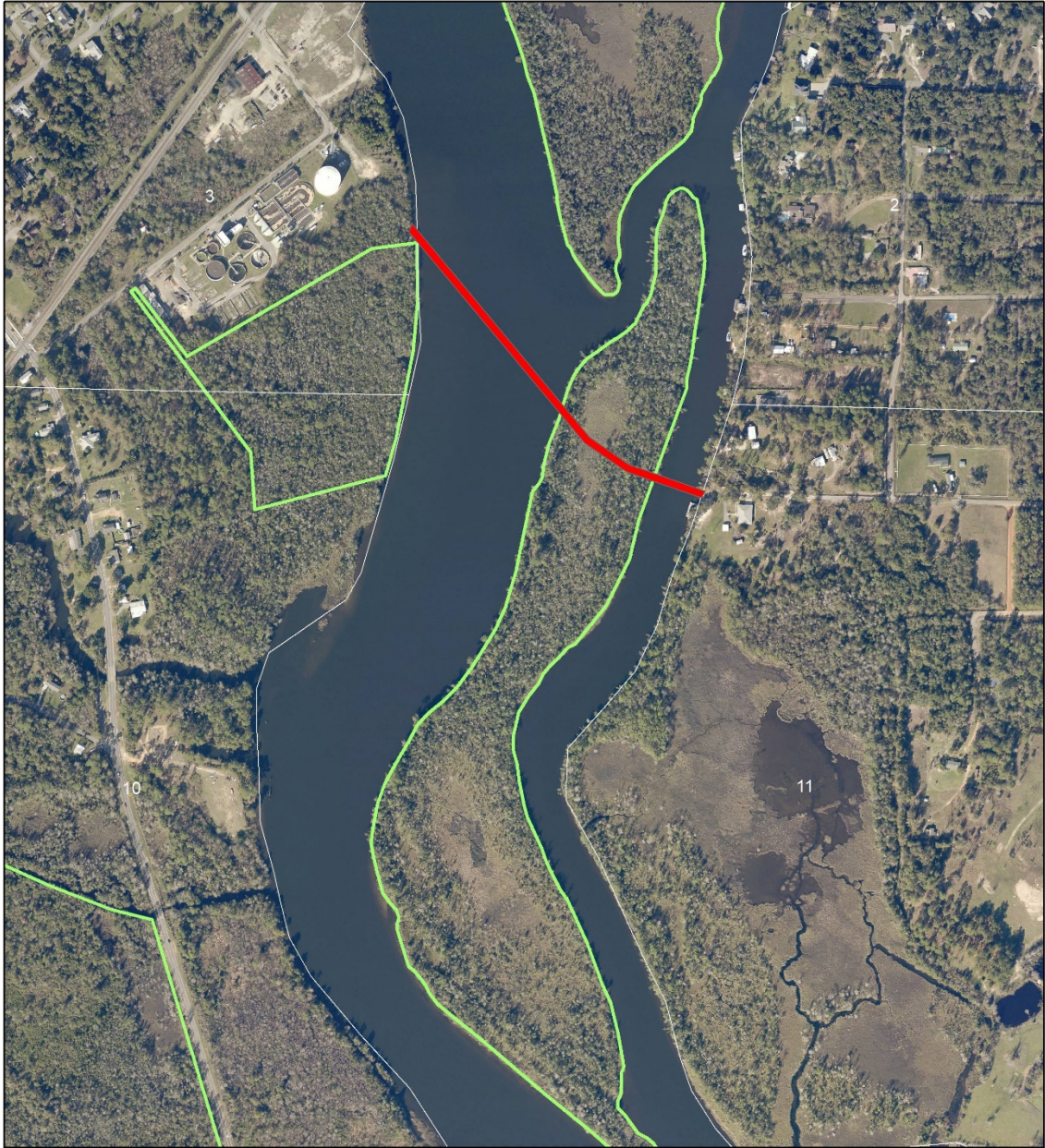
Staff is requesting the Governing Board to: (1) make a determination that providing an easement to the City of Milton for a wastewater pipeline through District lands in the Blackwater River WMA will not interfere with current or planned District purposes, (2) grant the easement and authorize the Executive Director to execute the easement with the City of Milton, subject to legal counsel review.

Background:

The City of Milton has requested an easement across District land (see attached maps) to accommodate a directional bore 40 feet underground in the Blackwater River WMA to facilitate the installation of a 12" force main (pipe). This force main will be phased over a period of time as funds are available to complete the work. Once completed, a reduction in the volume of treated wastewater currently discharging into the Blackwater River, an outstanding Florida waterway, will be transferred to spray fields and/or rapid infiltration basins on uplands north of NAS Whiting Field. There will not be any ground disturbance on District lands.



LZ/cb

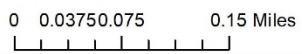




Grant of Easement to City of Milton for Wastewater Pipeline
Blackwater River Water Management Area
Section 11, Township 1 North, Range 28 West
Santa Rosa County, Florida



-  Pipeline Easement
-  District Lands



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Asset Management Committee

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

FROM: Lennie Zeiler, Director, Division of Asset Management

DATE: February 11, 2019

SUBJECT: Consideration of Grant of Permanent Right-of-Way and Easement to
Washington County for Paving 3.1 Miles of Greenhead Road

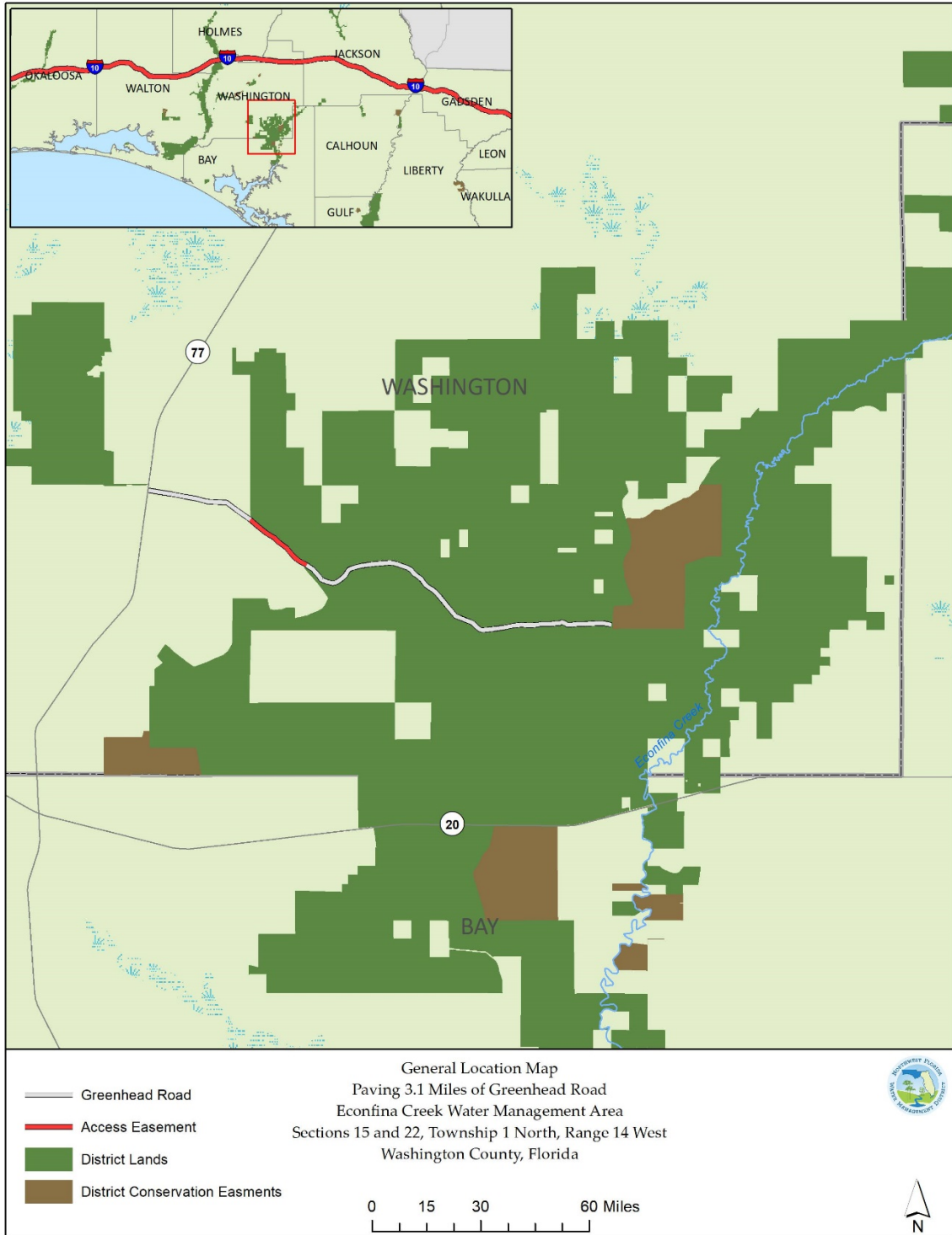
Recommendation:

Staff is requesting the Governing Board to: (1) make a determination that the permanent right-of-way and easement area will minimally interfere with current or planned District purposes and (2) in furtherance thereof, authorize the Executive Director to negotiate and execute the easement with Washington County, subject to legal counsel review.

Background:

The Washington County Board of County Commissioners (BOCC) is seeking funding from the Florida Legislature to pave 3.1 miles of Greenhead Road. Greenhead Road runs parallel to District lands on the south side (see attached maps). This paving project, if funded, will improve the water quality in this area by decreasing erosion along Greenhead Road and reducing sedimentation and turbidity. In addition to protecting water quality and reducing sedimentation and turbidity, the District has acquired over 41,000 acres with the Econfina Creek Water Management Area which provides a significant resource for public recreation.

LZ/cb

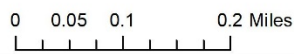




Paving 3.1 Miles of Greenhead Road
 Econfina Creek Water Management Area
 Sections 15 and 22, Township 1 North, Range 14 West
 Washington County, Florida



-  Greenhead Road
-  Access Easement
-  District Lands



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Asset Management Committee

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

FROM: Tyler L. Macmillan, Chief, Bureau of Land Management Operations

DATE: February 13, 2019

SUBJECT: Consideration of Grant Agreement with Arbor Day Foundation

Recommendation

Staff recommends the Governing Board authorize the Executive Director to execute an agreement with Arbor Day Foundation to receive a grant in the amount of \$154,118.55 contingent upon Governing Board approval of amendment to the Fiscal Year 2018-2019 budget.

Background

Over the years, the Arbor Day Foundation has provided grant funding for various types of tree-planting programs, including those at the Northwest Florida Water Management District. In 2018, the District applied for and was awarded a grant to support our 2019 longleaf pine reforestation efforts in the Econfina Creek Water Management Area. Arbor Day Foundation agreed to pay for 1,059,234 longleaf pine tree tubelings at a cost of \$154,118.55.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Resource Management Committee

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

FROM: Christina Coger, Resource Planning Program Manager

DATE: February 13, 2019

SUBJECT: Consideration of the 2019 Consolidated Annual Report

Recommendation

Staff recommends the Governing Board approve the [2019 Consolidated Annual Report](#), subject to Board approval of the Florida Forever Water Management District Work Plan Annual Report.

Background

Section 373.036(7), Florida Statutes, directs the District to provide an annual report on the management of water resources. The Consolidated Annual Report fulfills this requirement and is due to the Governor, Senate President, House Speaker, DEP Secretary, chairs of legislative committees with fiscal jurisdiction over water management districts, and the governing boards of the 16 counties within the District, annually by March 1.

The report includes several independent reports required elsewhere in statute and one optional chapter, including:

1. Strategic Water Management Plan Annual Work Plan Report
2. Minimum Flows and Minimum Water Levels Priority List and Schedule
3. Annual Five-Year Capital Improvements Plan
4. Alternative Water Supplies Annual Report
5. FY 2018-2019 Five-Year Water Resource Development Work Plan
6. Florida Forever Water Management District Work Plan Annual Report
7. Mitigation Donation Annual Report
8. Water Projects in the Five-Year Water Resource Development Work Plan
9. Surface Water Improvement and Management (SWIM) Program Annual Report (Optional)

Chapters 3 and 5 are linked to and consistent with the District's adopted budget. A draft Water Resource Development Work Plan is completed every year in October, 30 days after budget

adoption. The final version included in the Consolidated Annual Report incorporates any changes requested by the Department of Environmental Protection and year-end expenditures from FY 2017-2018. Chapter 6 will be presented separately through a public hearing at the February meeting and is incorporated into this report.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
MEMORANDUM

TO: Resource Management Committee

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

FROM: Christina Coger, Resource Planning Program Manager

DATE: February 13, 2019

SUBJECT: Consideration of Funding for the Tallahassee Weems Road Pass Phase 2 Project

Recommendation

Staff recommends the Governing Board approve funding in the amount of \$100,000 for the Tallahassee Weems Road Pass Phase 2 project and authorize the Executive Director to execute a grant funding agreement with the city for this purpose, contingent upon Governing Board approval of amendment to the Fiscal Year 2018-2019 budget.

Discussion

In 2015, the City of Tallahassee (City) completed the Upper Lake Lafayette Nutrient Reduction Facility project, a 13-acre wet detention stormwater facility designed to treat a 10,000-acre urbanized watershed. The facility is highly effective at removing nutrients prior to discharging to Upper Lake Lafayette, an impaired waterbody. However, the area located to the east of the facility experiences flooding during periods of heavy rainfall. To alleviate the flooding, the city is designing a new pile bridge as part of the Weems Road Pass Phase 2 road improvement project. The new bridge is located at the discharge location of the stormwater facility.

To provide additional flood control benefits and the potential for greater operating efficiency of the alum injection system, this project proposes to construct improvements to the outfall structure in conjunction with road construction and utility relocation activities along Weems Road. The project also includes upgrades to the alum injection system components. These modifications will result in flood control benefits and the potential for greater efficiency of the alum injection system, further enhancing the quality of water discharged to downstream waters.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Resource Management Committee

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Chief of Staff
Carlos Herd, Director, Division of Resource Management
Jerrick Saquibal, Chief, Bureau of Hydrology and Engineering

FROM: Linda Chaisson, Hydrologist IV, Resource Management Division

DATE: February 13, 2019

SUBJECT: Consideration of Bids and Agreement for Construction Services for the Econfina Blue Spring Camp Shoreline Restoration

Recommendation

Staff recommends the Governing Board authorize the Executive Director to negotiate and enter into a contract with L & R Contracting, LLC., for an amount not to exceed \$700,000 for debris cleanup and construction services for the Econfina Blue Spring Camp shoreline restoration and protection project subject to budget authority and legal counsel review.

Background

On January 8, 2019, the District issued an Invitation to Bid (ITB) 19B-004 for debris cleanup and construction services for the Econfina Blue Spring shoreline restoration and protection project. The project is designed to stabilize, restore, and protect the shoreline at Econfina Blue Spring Camp, as well as enhance public access. Debris cleanup from Hurricane Michael is necessary prior to initiation of construction services.

Through this project, approximately 150 linear feet of streambank at Blue Spring Camp on Econfina Creek will be stabilized with bioengineering methods that employ primarily natural materials and techniques, such as vegetated retaining walls, native materials, and root mass through installation of live native plants.

Construction activities will be funded through a combination of funding sources, including Florida Department of Environmental Protection Springs Grant Program and Florida Forever Funding.

Two bids were received for ITB 19B-004, one was rejected as being unresponsive. The remaining qualified responsive bid is as follows:

<u>Bidder</u>	<u>Bid Amount</u>
L & R Contracting, LLC	\$809,871.00

Northwest Florida Water Management District
Governing Board Meeting Minutes
Thursday, January 24, 2019
District Headquarters
81 Water Management Drive, Havana, Florida 32333

1. Opening Ceremonies

Chairman George Roberts called the meeting to order at 1:10 p.m.

Brett Cyphers called the roll and a quorum was declared present.

Present: George Roberts, Chair; Jerry Pate, Vice Chair; John Alter, Secretary-Treasurer; Gus Andrews; Nick Patronis; Bo Spring

Absent: Jon Costello; Ted Everett

2. Special Thanks and Recognition

The Arbor Day Foundation named the Northwest Florida Water Management District a finalist for its Headwaters award, given annually to celebrate innovative programs that support the improvement of water quality and quantity through forestry activities. The winner will be announced prior to National Arbor Day on April 26.

3. Changes to the Agenda

Item 7 – Withdrawn

Item 8 – Withdrawn

4. Approval of the Minutes for December 13, 2018

MOTIONED BY JOHN ALTER, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD APPROVE THE MINUTES FOR DECEMBER 13, 2018. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

5. Approval of the Financial Reports for the Month of November 2018

MOTIONED BY NICK PATRONIS, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORTS FOR THE MONTH OF NOVEMBER 2018. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

6. Consideration of Amendment No. 1 to Fiscal Year 2018-2019 Budget

MOTIONED BY NICK PATRONIS, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD ADOPT RESOLUTION NO. 844 AMENDING THE FISCAL YEAR 2018-2019 BUDGET AND ALLOW STAFF TO REALIGN REVENUES AND RESERVES TO MAINTAIN THE PROPER BALANCE IN EACH FUND. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

7. Consideration of Funding for the Tallahassee Weems Road Pass Phase 2 Project

Withdrawn.

8. Consideration of Grant Agreement with Arbor Day Foundation

Withdrawn.

9. Public Hearing on Consideration of Regulatory Matters

George Roberts called the public hearing to order at 1:55 p.m.

A-1 Applicant: City of DeFuniak Springs
App. No.: 2B-131-2-5
Use: Public Supply

MOTIONED BY JERRY PATE, SECONDED BY GUS ANDREWS, THAT THE GOVERNING BOARD APPROVE APPLICATION NO. 2B-131-2-5, CITY OF DEFUNIAK SPRINGS, 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.

A-2 Applicant: City of Crestview
App. No.: 2B-091-28-6
Use: Public Supply

MOTIONED BY JERRY PATE, SECONDED BY JOHN ALTER, THAT THE GOVERNING BOARD APPROVE APPLICATION NO. 2B-091-28-6, CITY OF CRESTVIEW, 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.

10. State Auditor General Operational Audit 2019-050 Findings and Recommendations and District Response

Informational purposes only.

11. Rulemaking Update - Status of Draft Rule Language for the St. Marks River Rise Minimum Flow

Informational purposes only.

12. Legislative Overview

Informational purposes only.

13. Legal Counsel Report

No pending cases in which the District is a party.

Meeting was adjourned at 2:12 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 December 31, 2018

Balance Forward - Operating Funds	\$42,839,529.27	
Operating Funds Received in current month:		
Revenue Receipts, Current	\$1,934,073.02	
Contracts Receivable	573,570.54	
Other Deposits/Refunds/Adjustments	866,747.08	
Transfers from Lands Accounts	<u>0.00</u>	
Total Deposits during month	<u>3,374,390.64</u>	
Total Deposits and Balance Forward		\$ 46,213,919.91
Disbursements:		
Employee Salaries	397,668.09	
Employee Benefits	92,965.40	
Employee Flexible Spending Account	0.00	
Contractual Services (Professional)	66,889.19	
Operating Expenses - Services	69,028.20	
Operating Expenses - Commodities	21,881.97	
Operating Capital Outlay	1,010.00	
Grants and Aids	<u>68,694.29</u>	
Total Operating Expenses during month	718,137.14	
Payables, Prior Year	251,025.23	
Other Disbursements or (Credits)	<u>27,505.50</u>	
Total Funds Disbursed by check during month	996,667.87	
Bank Debits (Fees, Deposit Slips, etc.)	0.00	
Transfer to Cypress Springs Account	<u>813,797.80</u>	
Total Funds Disbursed		<u>1,810,465.67</u>
Cash Balance Operating Funds at month end		\$ 44,403,454.24
Operating Depositories:		
Petty Cash Fund	250.25	
Bank of America:		
General Fund Checking	8,009,584.64	
Payroll Account	6,400.74	
Investment Accounts:		
Fla. Board of Administration @ 2.56%		
General Fund	13,771,827.41	
Lands Fee Fund	6,254,431.11	
SWIM Fund	105,454.88	
Springs Protection	56.40	
Mitigation Fund	<u>16,255,448.81</u>	
Total Operating Depositories at month end	\$	44,403,454.24

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
 Financial Report
 Summary Statement of Receipts, Disbursements & Cash Balances
 For Month Ending December 31, 2018

Land Acquisition Funds:

Fla. Board of Administration @ 2.56%	\$	290,780.93	
Total Land Acquisition Funds			290,780.93

Restricted Land Management Funds:

Fla. Board of Administration Phipps Land Management Account @ 2.56%		67,576.81	
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Fla. Board of Administration Cypress Springs R&M Account @ 2.56%		<u>814,541.20</u>	
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Total Restricted Land Management Funds			<u>882,118.01</u>
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Total Land Acquisition, and Restricted Management Funds			<u>1,172,898.94</u>
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TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END			<u><u>\$ 45,576,353.18</u></u>
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Approved: _____
 Chairman or Executive Director

Date: February 28, 2019

Northwest Florida Water Management District
Statement of Sources and Uses of Funds
For the Period ending December 31, 2018
(Unaudited)

	Current Budget	Actuals Through 12/31/2018	Variance (under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 3,433,483	\$ 2,267,814	\$ (1,165,669)	66%
Intergovernmental Revenues	56,042,538	9,502,363	(46,540,175)	17%
Interest on Invested Funds	144,939	234,447	89,508	162%
License and Permit Fees	396,438	101,705	(294,733)	26%
Other	6,170,184	30,763	(6,139,421)	0%
Fund Balance	22,625,033		(22,625,033)	0%
Total Sources	\$ 88,812,615	\$ 12,137,092	\$ (76,675,523)	14%

	Current Budget	Expenditures	Encumbrances ¹	Available Budget	%Expended	%Obligated ²
Uses						
Water Resources Planning and Monitoring	\$ 6,731,966	\$ 659,873	\$ 101,994	\$ 5,970,099	10%	11%
Acquisition, Restoration and Public Works	52,879,766	1,164,613	125,694	51,589,458	2%	2%
Operation and Maintenance of Lands and Works	3,909,865	635,843	527,954	2,746,068	16%	30%
Regulation	3,853,031	723,990	90,739	3,038,301	19%	21%
Outreach	133,559	34,552	947	98,060	26%	27%
Management and Administration	1,950,351	430,249	36,243	1,483,859	22%	24%
Total Uses	\$ 69,458,538	\$ 3,649,121	\$ 883,572	\$ 64,925,845	5%	7%
Reserves	19,354,077			19,354,077	0%	0%
Total Uses and Reserves	\$ 88,812,615	\$ 3,649,121	\$ 883,572	\$ 84,279,922	4%	5%

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 December 31, 2018, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

DECEMBER 2018

DIRECT DEPOSIT	12/07/2018	\$	209,903.22
CHECKS	12/07/2018		2,437.06
FLEX SPENDING EFT	TF0016		1,604.31
DIRECT DEPOSIT	12/21/2018		210,104.46
CHECKS	12/21/2018		2,437.06
FLEX SPENDING EFT	TF0018		1,604.31
		\$	<u>428,090.42</u>

APPROVED:

Chairman or Executive Director

February 28, 2019

Date

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5619	A&W EXCAVATIONS, INC.	12/06/2018	2,450.00	HAZARDOUS TREE REMOVAL - HURRI
5022	AG-PRO LLC	12/06/2018	802.14	TRACTOR REPAIR FOR HURRICANE C
95	AT&T	12/06/2018	214.92	PHONES-EFO
4778	BENSON'S HEATING AND AIR CONDITIONING, INC.	12/06/2018	320.00	REPAIR A-C # 4 FOR BOARDROOM
4778	BENSON'S HEATING AND AIR CONDITIONING, INC.	12/06/2018	215.00	REPAIR A-C IN SHOP,RM 109
2507	CALHOUN LIBERTY JOURNAL	12/06/2018	28.75	WATER USE PERMIT LEGAL AD
2507	CALHOUN LIBERTY JOURNAL	12/06/2018	80.50	NOTICE OF RULE DEVELOPMENT
3538	CITY OF APALACHICOLA	12/06/2018	1,581.08	CONSTRUCTION OF STORMWATER RET
5617	CLOUD AUTO PARTS, INC.	12/06/2018	483.95	CHAINSAW PARTS AND SUPPLIES FO
3126	DEWBERRY ENGINEERS, INC	12/06/2018	3,576.00	RISK MAP PROGRAM SUPPORT
3126	DEWBERRY ENGINEERS, INC	12/06/2018	2,472.14	RISK MAP PROGRAM SUPPORT
3126	DEWBERRY ENGINEERS, INC	12/06/2018	100.00	P284709 TRANSFER DEP NEEDS REF
45	DMS	12/06/2018	30.10	AIR CARDS & HOTSPOTS
45	DMS	12/06/2018	584.11	CRESTVIEW LONG DISTANCE
45	DMS	12/06/2018	15.38	AUDIO CONFERENCING
45	DMS	12/06/2018	9,452.36	EHTERNET- ALL
45	DMS	12/06/2018	1.97	MILTON LONG DISTANCE
45	DMS	12/06/2018	66.00	MILTON LOCAL PHONES
45	DMS	12/06/2018	1,254.46	LOCAL PHONES- HQ
45	DMS	12/06/2018	46.96	AUDIO AND WEB CONFERENCING
45	DMS	12/06/2018	0.24	WEB SERVER
45	DMS	12/06/2018	200.83	LONG DISTANCE- HQ
3424	DURRA-QUICK-PRINT INC.	12/06/2018	15.00	BUSINESS CARDS: RYALS-HAMILTON
3424	DURRA-QUICK-PRINT INC.	12/06/2018	15.00	BUSINESS CARDS-POTTER
2702	FISH AND WILDLIFE	12/06/2018	663.44	LAW ENFORCEMENT/SECURITY SERVI
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	12/06/2018	24.50	FAR AD
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	12/06/2018	1,067.84	MAINTENANCE AND MONITORING ALA
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	12/06/2018	346.25	REPAIR OF PANEL DAMAGE TO OUTS
3583	HARRIS FARM SUPPLY	12/06/2018	210.00	RYE GRASS SEED FOR HURRICANE R
4822	KING AIR SYSTEMS	12/06/2018	780.00	REMOVE AND STORE SERVER RM. A/
5327	KINGLINE EQUIPMENT, INC.	12/06/2018	1,620.00	TRACTOR IMPLEMENTS
5294	KRONOS, INCORPORATED	12/06/2018	5,040.00	TIMESHEET PROGRAM
5409	MARTIN ENVIRONMENTAL SERVICES, INC	12/06/2018	140.00	PORTABLE TOILETS
5409	MARTIN ENVIRONMENTAL SERVICES, INC	12/06/2018	140.00	PORTABLE TOILETS
5409	MARTIN ENVIRONMENTAL SERVICES, INC	12/06/2018	140.00	PORTABLE TOILETS

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

5409	MARTIN ENVIRONMENTAL SERVICES, INC	12/06/2018	140.00	PORTABLE TOILETS
1205	OFFICE DEPOT, INC.	12/06/2018	5.33	OFFICE SUPPLIES
4971	ROBERT "MIKE" SEEDERS PLUMBING, INC.	12/06/2018	130.00	REPAIR SINK IN BREAK ROOM 23
3851	SOUTHEASTERN SURVEYING & MAPPING CORP	12/06/2018	10,837.03	AS NEEDED PROFESSIONAL SURVEYI
3104	SOUTHERN WATER SERVICES, LLC	12/06/2018	250.00	QUARTERLY SAMPLING FOR ECONFIN
4720	SOUTHWOOD SHARED RESOURCE CENTER	12/06/2018	485.00	OFFSITE DATA STORAGE
3074	ST. JOHNS RIVER WATER MGMT DISTRICT	12/06/2018	18,720.00	E- REGULATORY SUPPORT
5590	KENNETH N STOUTAMIRE	12/06/2018	40,520.50	AGRICULTURAL BMP COST SHARE AG
5478	TOWN OF CARYVILLE	12/06/2018	21,840.00	WATER SYSTEM IMPROVEMENTS
4557	VERIZON WIRELESS	12/06/2018	185.85	CELL PHONES
5218	WAGeworks, INC.	12/06/2018	137.70	FLEXIBLE SPENDING ACCOUNT ADMI
5218	WAGeworks, INC.	12/06/2018	59.15	COBRA ADMINISTRATION
382	WASHINGTON COUNTY NEWS	12/06/2018	85.00	WATER USE PERMIT LEGAL AD
4626	WASTE PRO OF FLORIDA, INC	12/06/2018	152.32	SOLID WASTE- HQ

TOTAL CHECKS

127,726.80

5556	REFUND OPAY	12/07/2018	100.00	HOLDINGS LLC P18662-2 REFUND O
5556	REFUND OPAY	12/07/2018	100.00	JOSEPH ALLEN P284228 REFUND \$1
5556	REFUND OPAY	12/07/2018	10.00	JOHN SCHOOLFIELD - WELL APPL #
5556	REFUND OPAY	12/07/2018	50.00	WUP REFUND OF FEES - KENT KOPT
5556	REFUND OPAY	12/07/2018	40.00	SHANNON MARTIN- WELL APPL # 22
5556	REFUND OPAY	12/07/2018	5.00	DANIEL DAVIS - WELL APPL # VO-
5556	REFUND OPAY	12/07/2018	35.00	TERRY BERRY - WELL APPL # LA-C
5556	REFUND OPAY	12/07/2018	50.00	DARRELL CLARK - WELL APPL # DO
5556	REFUND OPAY	12/07/2018	50.00	CLIFFORD TAYLOR - WELL APPL #

TOTAL DIRECT DISBURSEMENT

440.00

TOTAL AP

128,166.80

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4522	AECOM TECHNICAL SERVICES, INC	12/13/2018	1,685.00	WATER RESOURCES PROGRAM SUPPOR
2197	A J TROPHIES & AWARDS INC	12/13/2018	66.95	PIANOWOOD PLAQUE
2967	BANK OF AMERICA	12/13/2018	50.00	REG SUNPASS
2967	BANK OF AMERICA	12/13/2018	60.01	OFFICE SUPPLIES
2967	BANK OF AMERICA	12/13/2018	5,225.00	LOBBYTOOLS ANNUAL RENEWAL
2967	BANK OF AMERICA	12/13/2018	2,506.77	P-CARD CHARGES
4180	BA MERCHANT SERVICES	12/13/2018	8.34	TRANSACTION FEES FOR E-PERMIT
5499	BCC WASTE SOLUTIONS, LLC	12/13/2018	319.50	30 YARD ROLL OFF DUMPSTER
5499	BCC WASTE SOLUTIONS, LLC	12/13/2018	224.00	DUMPSTER FOR ECONFINA OFFICE A
771	CITY OF MARIANNA	12/13/2018	9,815.21	CHIPOLA RIVER PROTECTION AND S
771	CITY OF MARIANNA	12/13/2018	9,815.21	CHIPOLA RIVER PROTECTION AND S
5617	CLOUD AUTO PARTS, INC.	12/13/2018	76.84	WMD 96210 PARTS
4748	EAST MILTON WATER SYSTEM	12/13/2018	11.00	WATER-MILTON FIELD OFFICE
4855	ENVIRON SERVICES INCORPORATED	12/13/2018	2,583.34	JANITORIAL SERVICES, HEADQUART
3309	FAST SIGNS	12/13/2018	137.44	EMPLOYEE SIGNS
2701	FLORIDA MUNICIPAL INSURANCE TRUST	12/13/2018	22,947.25	2ND INSTALLMENT FY 18-19
916	GULF POWER COMPANY	12/13/2018	474.34	ELECTRIC- MILTON FIELD OFFICE
916	GULF POWER COMPANY	12/13/2018	160.07	ELECTRIC- CRESTVIEW FIELD OFFICE
5154	TOWN OF HAVANA	12/13/2018	144,210.12	WATER SYSTEM IMPROVEMENTS
3193	INSURANCE INFORMATION EXCHANGE	12/13/2018	116.40	BACKGROUND SCREENING
61	JACKSON COUNTY FLORIDAN	12/13/2018	82.15	WATER USE PERMIT LEGAL AD
5120	JOHNSON'S AUTO REPAIR, INC.	12/13/2018	40.37	OPEN PURCHASE ORDER FOR POOL V
5120	JOHNSON'S AUTO REPAIR, INC.	12/13/2018	52.88	OPEN PURCHASE ORDER FOR LANDS.
5120	JOHNSON'S AUTO REPAIR, INC.	12/13/2018	43.84	OPEN PURCHASE ORDER FOR POOL V
5146	MICHAEL CORRIE MANNION	12/13/2018	1,416.80	STAFF AUGMENTATION FOR CUSTOM
252	MONTICELLO NEWS	12/13/2018	57.25	WATER USE PERMIT LEGAL AD
1205	OFFICE DEPOT, INC.	12/13/2018	26.83	OFFICE SUPPLIES
5214	PANACEA AREA WATER SYSTEM, INC.	12/13/2018	72,474.23	WATER SUPPLY INTERCONNECT
5620	RGT FOODS INC	12/13/2018	100.00	P284058 REFUND OVERPAYMENT
4091	THE SHOE BOX	12/13/2018	127.49	SAFETY BOOTS: RYALS-HAMILTON
4091	THE SHOE BOX	12/13/2018	46.75	DISTRICT CLOTHING: RYALS-HAMIL
4799	STAPLES CONTRACT & COMMERCIAL, INC.	12/13/2018	26.21	OFFICE SUPPLIES
105	TALLAHASSEE DEMOCRAT	12/13/2018	178.54	NOTICE OF AGENCY ACTION

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

AP COMPUTER PAID/EFT CHECKS

110	TALQUIN ELECTRIC COOPERATIVE, INC.	12/13/2018	244.94	WATER/SEWER- HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	12/13/2018	76.26	SECURITY LIGHTS- HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	12/13/2018	3,764.40	ELECTRIC- HQ
4557	VERIZON WIRELESS	12/13/2018	888.69	JETPACK & AIRCARDS
5218	WAGeworks, INC.	12/13/2018	59.15	COBRA ADMINISTRATION
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	12/13/2018	11,711.60	LAW ENFORCEMENT-CONTRACT NO. 1
4774	JOHN T WILLIAMSON	12/13/2018	180.00	JANITORIAL SERVICES FOR MILTON

TOTAL CHECKS

292,091.17

4961	PETER FOLLAND	12/13/2018	90.00	TRAVEL REIMBURSEMENT
3337	FORESTECH CONSULTING	12/13/2018	715.00	RAPID HURRICANE DAMAGE ASSESSM
3337	FORESTECH CONSULTING	12/13/2018	375.00	SUPPORT AND HOSTING FOR LAND M
3337	FORESTECH CONSULTING	12/13/2018	2,047.50	STRATEGIC PLANNING MODEL COMPL
2268	INNOVATIVE OFFICE SOLUTIONS, INC	12/13/2018	837.00	PHONE MAINTENANCE
5368	KOUNTRY RENTAL NWF, INC.	12/13/2018	207.50	CLEANING OF ECONFINA OFFICE AN
5368	KOUNTRY RENTAL NWF, INC.	12/13/2018	4,686.00	PORTABLE & COMPOSTTOILET SERVI

TOTAL ACH TRANSFER

8,958.00

TOTAL AP

301,049.17

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5623	ALPHA SERVICES, LLC	12/20/2018	9,668.79	BID DEPOSIT REFUND
4923	JOHN ALTER	12/20/2018	56.07	TRAVEL REIMBURSEMENT
4935	AMERIGAS PROPANE LP	12/20/2018	1,401.66	FILL PROPANE TANK AT HQ
4935	AMERIGAS PROPANE LP	12/20/2018	1,952.68	FILL PROPANE TANK AT HQ
5340	APPLIED TECHNOLOGY AND MANAGEMENT, INC.	12/20/2018	22,845.00	AS NEEDED HYDROLOGICAL AND ECO
2967	BANK OF AMERICA	12/20/2018	50.00	REG SUNPASS
2967	BANK OF AMERICA	12/20/2018	60.01	OFFICE SUPPLIES
2967	BANK OF AMERICA	12/20/2018	5,225.00	LOBBYTOOLS ANNUAL RENEWAL
2967	BANK OF AMERICA	12/20/2018	2,211.78	P-CARD PURCHASES
2417	BEARD EQUIPMENT COMPANY, INC.	12/20/2018	15.81	JOHN DEERE TRACTOR PARTS
5033	JON COSTELLO	12/20/2018	8.90	GOVERNING BOARD MEETING
2679	EXPRESS FORESTRY SERVICE, LLC	12/20/2018	5,159.88	BID DEPOSIT REFUND
5591	GARCIA FOREST SERVICE, LLC	12/20/2018	5,769.50	BID DEPOSIT REFUND
1695	JAMES MOORE & COMPANY	12/20/2018	4,000.00	INDEPENDENT AUDITOR SERVICES
5120	JOHNSON'S AUTO REPAIR, INC.	12/20/2018	394.06	VEH REPAIR WMD96212-AM
2299	LIBERTY COUNTY SOLID WASTE	12/20/2018	32.00	SOLID WASTE- FL RIVER
5227	MAC'S AUTO SERVICE	12/20/2018	982.90	REPLACE WHEEL HUBS AND IGNITIO
5409	MARTIN ENVIRONMENTAL SERVICES, INC	12/20/2018	140.00	PORTABLE TOILETS
2446	NATIONAL GROUND WATER ASSOCIATION	12/20/2018	375.00	NGWA MEMBERSHIP
5622	PAMELA ANDERSON	12/20/2018	100.00	SECURITY FOR 12/13/2018 COMMIT
4081	POT-O-GOLD RENTALS, LLC	12/20/2018	152.78	PORTABLE TOILET SERVICES - CON
4081	POT-O-GOLD RENTALS, LLC	12/20/2018	152.78	PORTABLE TOILET SERVICES - CON
4081	POT-O-GOLD RENTALS, LLC	12/20/2018	231.35	PORTABLE TOILET SERVICES - CON
4081	POT-O-GOLD RENTALS, LLC	12/20/2018	152.78	PORTABLE TOILET SERVICES - CON
4081	POT-O-GOLD RENTALS, LLC	12/20/2018	152.78	PORTABLE TOILET SERVICES - CON
4081	POT-O-GOLD RENTALS, LLC	12/20/2018	231.35	PORTABLE TOILET SERVICES - CON
4081	POT-O-GOLD RENTALS, LLC	12/20/2018	231.35	PORTABLE TOILET SERVICES - CON
4081	POT-O-GOLD RENTALS, LLC	12/20/2018	152.78	PORTABLE TOILET SERVICES - CON
4081	POT-O-GOLD RENTALS, LLC	12/20/2018	305.55	PORTABLE TOILET SERVICES - CON
4081	POT-O-GOLD RENTALS, LLC	12/20/2018	388.49	PORTABLE TOILET SERVICES - CON
4081	POT-O-GOLD RENTALS, LLC	12/20/2018	152.78	PORTABLE TOILET SERVICES - CON
5618	PRESSRELATIONS, INC.	12/20/2018	2,028.00	SUBSCRIPTION TO NEWS CLIPS SER
3960	GEORGE ROBERTS	12/20/2018	89.00	GOVERNING BOARD MEETING
4091	THE SHOE BOX	12/20/2018	150.00	SAFETY SUPPLIES - BOOTS DANIEL

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

4720	SOUTHWOOD SHARED RESOURCE CENTER	12/20/2018	485.00	OFFISTE DATA STORAGE
4967	SAMUEL SPRING	12/20/2018	84.55	GOVERNING BOARD MEETING
5242	MARSIGLIO & MURPHY DESIGN GROUP, INC.	12/20/2018	6,000.00	DISTRICT WEBSITE HOSTING
3696	URS CORPORATION	12/20/2018	8,238.00	117 RISK MAP PROJECT FOR APALA
4297	WILLIAMS FORESTRY & ASSOCIATES, LLC	12/20/2018	6,217.33	BID DEPOSIT REFUND
2320	YSI INCORPORATED	12/20/2018	1,010.00	DATA LOGGER
5621	MARGARET SEWARD	12/20/2018	112.83	TRAVEL REIMBURSEMENT
TOTAL CHECKS			<u>87,168.52</u>	
3293	ANGUS G. ANDREWS, JR.	12/21/2018	106.80	GOVERNING BOARD MEETING
2453	ESCAMBIA COUNTY PROPERTY APPRAISER	12/21/2018	3,546.17	2ND QTR FY 18-19
4961	PETER FOLLAND	12/21/2018	146.00	TRAVEL REIMBURSEMENT
4607	MAIL FINANCE INC	12/21/2018	482.00	MAILING SYSTEMS FOR HQ, CRESTV
5504	ANDREW JOSLYN	12/21/2018	182.00	TRAVEL REIMBURSEMENT
4305	DANA PALERMO	12/21/2018	151.00	TRAVEL REIMBURSEMENT
5500	RYAN REGA	12/21/2018	90.00	TRAVEL REIMBURSEMENT
5500	RYAN REGA	12/21/2018	146.00	TRAVEL REIMBURSEMENT
4534	JANET STRUTZEL	12/21/2018	95.45	TRAVEL REIMBURSEMENT
TOTAL ACH TRANSFER			<u>4,945.42</u>	
5557	REFUND VELOCITY	12/21/2018	50.00	MIKE D SPIVA- WELL APPL #27289
TOTAL DIRECT DISBURSEMENT			<u>50.00</u>	
TOTAL AP			<u><u>92,163.94</u></u>	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

DECEMBER 2018

CHECKS	12/6/2018	\$	127,726.80
AP EFT CHECKS	12/7/2018		440.00
CHECKS	12/13/2018		292,091.17
AP EFT CHECKS	12/13/2018		8,958.00
CHECKS	12/20/2018		87,168.52
AP EFT CHECKS	12/21/2018		4,945.42
VELOCITY REFUND	12/21/2018		50.00
VOIDED CHECK	12/17/2018		-7,841.78
RETIREMENT EFT	12/3/2018		55,039.32
		\$	<u>568,577.45</u>

APPROVED:

Chairman or Executive Director

February 28, 2019

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Marvin Doyal
Law, Redd, Crona and Munroe, P.A.
District Inspector General

DATE: February 13, 2019

SUBJECT: Consideration of Inspector General's Long Term and Annual Audit Work Plans

Recommendation

Approval is requested for the Inspector General's three-year audit work plan for fiscal years 2018-19 through 2020-21 and an annual audit work plan for 2018-19.

Background

The following proposed plans are developed in consultation with District staff and are for your review and consideration.

**DISTRICT'S THREE YEAR INTERNAL AUDIT PLAN
For the Fiscal Years Ending September 30, 2019 through September 30, 2021**

1. 2019
 - a. Procurement of Goods and Services
 - b. Regulatory Permitting/Fee Collection
 - c. Six Month Follow-up on Auditor General Report No. 2019-050
 - d. Follow-up on Unresolved Prior Internal Audit Findings
2. 2020
 - a. Travel *
 - b. Information Technology/Data Integrity Controls
 - c. Follow-up on Unresolved Prior Internal Audit Findings
3. 2021
 - a. Payroll/HR
 - b. Property Management (excluding Motor Vehicles)
 - c. Follow-up on Unresolved Prior Internal Audit Findings

*Motor Vehicles, which was included on the 2018-2020 three-year plan as a topic in FY 2019-2020, was deferred based on prior audit coverage in the AG Operational Audit and our planned six-month follow-up on the AG's report in 2019.

DISTRICT'S 2019 INTERNAL AUDIT WORK PLAN

Audit Area	Tentative Work Plan	Planned Start Date	Estimated Hours
Planning	<ul style="list-style-type: none"> - Meetings with District Director of Administration and other District management - Make inquiries and perform other procedures as necessary to identify recent changes or events at the District, if any, relevant to the 2018 internal audit risk assessment - Identify areas of concern - Design specific audit procedures - Present audit plans to District Governing Board 	Jan/Feb 2019	20
Procurement of Goods and Services	<ul style="list-style-type: none"> - Review District purchasing policies and procedures - Identify significant contractual relationships through inquiry of personnel and review of District records - Perform tests to evaluate District compliance with purchasing policies and procedures and Chapter 287, Florida Statutes, including the District's solicitation and award process 	March/April 2019	60
Regulatory Permitting	<ul style="list-style-type: none"> - Review internal controls over the collection of regulatory permitting fees paid online, in the District offices, and at headquarters - On a sample basis, test the District's reconciliations of permits issued, fees collected and deposited, and fees posted to the general ledger. - Review selected general IT controls surrounding the E-Regulatory System used by the District for its permitting activities. 	May/June 2019	70
Six Month Follow-up on Auditor General Findings	<ul style="list-style-type: none"> - Review status of District corrective action toward the findings and recommendations in Auditor General Operational Audit Report No. 2019-050, dated November 2018, in the areas of tangible personal property and motor vehicles. 	May/June 2019	20
Follow-up on Prior Internal Audit Findings	<ul style="list-style-type: none"> - Review status of District corrective action toward an observation and recommendation in Report No. 16-01, IT Controls, found to be partially corrected in our 2018 follow-up on prior internal audit findings 	May/June 2019	10
Discretionary	<ul style="list-style-type: none"> - Reserved for procedures to be performed at the discretion of the inspector general without the prior knowledge of management - Perform additional procedures as deemed necessary as a result of other procedures performed or at the request of the District's Governing Board, management, and/or external auditor 	January – September 2019	40
Reporting	<ul style="list-style-type: none"> - Preparation of Internal Audit Reports - Presentation of Draft Reports to District Director of Administration - Presentation of Final Audit Reports to Governing Board - Presentation of Annual Report of IG Activities to Governing Board 	July – September 2019	100

Total Hours	320.00
Estimated Blended Hourly Rate	\$ 147.75
Estimated Fee	<u>\$47,280.00</u>

ESTIMATED BLENDED HOURLY RATE

	<u>Hourly Rate</u>	<u>Percent Utilized</u>	<u>Extension</u>
Inspector General	\$220	10%	\$ 22.00
Partner-in-Charge	\$220	10%	22.00
Audit Manager/IT Manager	\$155-165 (blended)	25%	40.00
Senior Auditor	\$125	35%	43.75
Staff Auditor	\$100	20%	<u>20.00</u>
	Blended Rate		<u><u>\$ 147.75</u></u>

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

FROM: Wendy Dugan, Director, Division of Administration

DATE: February 13, 2019

SUBJECT: Consideration of Renewal of Employee Health and Life Insurance

Recommendation

Staff recommends the Governing Board approve the renewal of the annual employee health and life insurance policies beginning April 1, 2019 and ending March 31, 2020.

Background

The District’s current employee health coverage, a dual option plan with Capital Health Plan of Tallahassee (an HMO) and Florida Blue (a PPO) will expire on March 31. Insurance is scheduled to be renewed on an annual basis with the approval of the Governing Board.

To maintain a comparable level of health insurance coverage for District employees, and with the current providers, the premiums will increase by 5.12 percent over the current year rate. The District contributes 87 percent of the premium for regular staff and 98 percent for those in management positions.

Florida Blue / Capital Health Plan Health Insurance Rates - Monthly Amount								
Coverage	Current	April 2019 Renewal						
	Rates	Rates	Increase					
			District Portion*	Employee Portion*		Total*		
Employee	\$722.21	\$759.21	\$32.19	4.46%	\$4.81	0.67%	\$37.00	5.12%
Employee/Children	\$1,245.53	\$1,309.33	\$55.51	4.46%	\$8.29	0.67%	\$63.80	5.12%
Employee/Spouse	\$1,502.18	\$1,579.13	\$66.95	4.46%	\$10.00	0.67%	\$76.95	5.12%
Full Family	\$2,157.83	\$2,268.37	\$96.17	4.46%	\$14.37	0.67%	\$110.54	5.12%

* Figures are based on District contribution of 87% of the premium for Regular Class. The District contribution is 98% for Select Exempt and Senior Management Classes.

In addition to health insurance, the District provides a \$25,000 life insurance policy for employees in authorized positions through Sun Life, Inc. The rates paid by the District for life insurance and accidental death and dismemberment (AD&D) insurance will remain at the current rates.

Life & Accidental Death and Dismemberment Rates-Sun Life				
Policy	Current	April 2019 Renewal		
	Rate per \$1,000 Coverage*	Increase		
Life	\$0.38	\$0.38	\$0.00	0.00%
AD&D	\$0.04	\$0.04	\$0.00	0.00%

* Figures are based on the District's contribution of 100% of the rate for coverage of \$25,000.

Under the Health Insurance Portability and Accountability Act (HIPPA) we are required to hold an annual open enrollment. We would like to start the open-enrollment period on Friday, March 1, 2019, to provide employees 30 days to review their options. Open-enrollment allows employees to discuss coverage details with the company representatives, make changes to insurance options including the supplemental insurance products offered through the District, and make changes to dependent coverage.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

FROM: Wendy Dugan, Division of Administration Director

DATE: February 13, 2019

SUBJECT: Consideration of Amendments No. 2 through No. 9 to the Fiscal Year 2018-2019 Budget

Recommendation

Staff recommends the Governing Board adopt Resolution No. 845 amending the Fiscal Year 2018-2019 budget and allow staff to realign revenues and reserves to maintain the proper balance in each fund.

Background

These amendments realign budget within and across programs, funds, projects, and budget categories. Amendments 2 through 8 involve budgeting unanticipated revenue. Per s. 373.536(4)(c), F.S., they were submitted to the Executive Office of the Governor (EOG) on February 1, 2019, for EOG approval. Offsetting decreases were incorporated for Amendments 2 through 5 so as not to carry forward any unspent budget unnecessarily into the FY 2019-2020 Tentative Budget request. Amendments 6 through 8 result in an increase of \$926,198 to the District's FY 2018-2019 budget. Amendment 9 consists of transfers within existing expense and revenue budget.

Below are explanations for the amendments:

- No. 2. \$2,000,000 funded by Land Management Fund Balance Reserves to replace the unanticipated loss in timber sales revenue that was otherwise planned to be collected and accounted for as a revenue source in the FY 2018-19 budget.
- No. 3 \$11,000 funded by the National Fish and Wildlife Foundation and administered through The Longleaf Alliance to be applied toward the purchase of a utility terrain vehicle to support prescribed burning on District lands in the West Region of the District.
- No. 4 \$20,000 funded by the National Wild Turkey Federation and administered by Florida Fish and Wildlife Conservation Commission to support prescribed burning on District lands in the Choctawhatchee River Water Management Area.
- No. 5 \$154,119 funded by Arbor Day Foundation Grant funds for the purchase of 1,059,234 longleaf trees for longleaf pine reforestation efforts on District lands.

- No. 6 \$112,400 funded by an Environmental Resource Permitting (ERP) violation to satisfy the terms of a settlement agreement, of which \$12,400 will support ERP legal costs and \$100,000 will replace ad valorem in the ERP budget to be made available for Amendment No. 7.
- No. 7 \$100,000 funded by ad valorem revenue that became available after receipt of an ERP fine and will be used for a grant to support stormwater improvement efforts in the same community impacted by the ERP violation.
- No. 8 \$813,798 funded by a donation agreement between Nestle Waters North America, Inc., and the District to support restoration and protection efforts at Cypress Spring in Washington County.
- No. 9 \$62,593 in budget transfers for the following:
- \$42,786 in personnel budget transfers of:
 - \$27,686 from IT projects across Programs to Activity 620 IT Administrative Support to correctly reflect where Division Director hours are being charged.
 - \$15,100 from Activity 611 Office of Executive Director to Activities 520 Public Information, 611 Human Resources, and 614 Administrative Support to provide sufficient budget for pay adjustments.
 - \$7,212 in OPS budget, along with an accompanying part-time (0.5 full-time-equivalent) OPS position, from Activity 230 Surface Water Projects to the Information Technology Bureau for temporary GIS support.
 - \$4,500 from Operating Expense budget to Contracted Services budget in Activity 330 Facilities to offset a price increase for janitorial services.
 - \$8,095 in Activity 250 Facilities Construction and Major Renovations to Activity 360 Fleet Services to provide additional budget for the replacement of a 12-passenger van.

Summary of Fund Impact to Expense Budget:

<u>Fund Source</u>	<u>Increase</u>	<u>Decrease</u>	<u>Impact</u>
General Fund	55,381	(27,695)	27,686
Land Acquisition Fund	813,798	0	813,798
Projects Fund	101,846	(16,143)	85,703
Lands Management Fund	2,416	(5,952)	(3,536)
Regulation Fund	14,751	(11,911)	2,840
Mitigation Fund	599	(892)	(293)
	<u>988,791</u>	<u>(62,593)</u>	<u>926,198</u>



Northwest Florida Water Management District

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

Brett J. Cyphers
Executive Director

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

RESOLUTION NO. 845 AMENDMENT NUMBERS 2 THROUGH 9 TO FISCAL YEAR 2018-2019 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. 840, after a public hearing on September 27, 2018, 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, 2018 through September 30, 2019; 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 February 13, 2019, requesting Amendments No. 2 through No. 9 to the Fiscal Year 2018-2019 budget. These amendments recognize new revenue, the use of reserves, and the reallocation of budget authority within and 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.

ADOPTED AND APPROVED this 28th day of February, 2019, A.D.

ATTEST:

George Roberts, Chair

John Alter, Secretary-Treasurer
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
Tallahassee

TED EVERETT
Chipley

NICK PATRONIS
Panama City Beach

BO SPRING
Port St. Joe

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Chief of Staff
Lyle Seigler, Director, Division of Regulatory Services

FROM: Megan Seward, Chief, Bureau of Performance and Compliance Improvement

DATE: February 13, 2019

SUBJECT: Consideration of Minimum Flows and Minimum Water Levels Rule Language

Recommendation

Staff recommends the Governing Board approve the proposed rule language for establishing Chapter 40A-8, F.A.C., Minimum Flows and Minimum Water Levels.

Background

Section 373.042(1), Florida Statutes, requires each water management district to develop minimum flows and minimum water levels (MFLs) for specific water bodies within their jurisdiction. The minimum flow or minimum water level for a given waterbody is the limit at which further withdrawals will be significantly harmful to the water resources or ecology of the area.

The MFL technical assessment for the St. Marks River Rise was completed and peer reviewed in late 2018. The District published its Notice of Rule Development on November 1, 2018, and the MFL rule language was drafted and reviewed. The District hosted a rule development public workshop in December 2018, and further edited the rule language in response to public questions and comments received at the workshop.

Next Steps

The rule language for the MFL is being presented for Board review and approval. Upon such approval, staff will proceed with the rulemaking process. The Notice of Proposed Rule will be published in the Florida Administrative Register, which is followed by a 21-day challenge/comment period. Assuming there are no significant hurdles in the public rulemaking process, we anticipate the rule becoming effective by the end of May 2019, if not sooner.

CHAPTER 40A-8

MINIMUM FLOWS AND MINIMUM WATER LEVELS

40A-8.011 Policy and Purpose

(1) This chapter establishes minimum flows and minimum water levels for surface waters, and minimum water levels for groundwater at specific locations within the Northwest Florida Water Management District.

(2) In establishing minimum flows and minimum water levels, the Governing Board shall use the best information available to establish limits which prevent significant harm to the water resources or ecology of the area.

(3) Minimum flows and minimum water levels prescribed in this chapter are used as a criteria for imposing limitations on withdrawals of groundwater and surface water and for reviewing proposed surface water management and storage systems and stormwater management systems.

*Rulemaking Authority 373.044, 373.113, 373.171 FS. Law Implemented 373.042, 373.0421 FS. History-
New _____.*

40A-8.021 Definitions

(1) “Baseline period” means the period of record as documented in a technical report establishing a minimum flow or minimum water level.

(2) “Minimum flow” means a flow or allowable change in flow, expressed in cubic feet per second combined with a temporal element. The temporal element is expressed as a duration, frequency, or return interval.

(3) “St. Marks River” means the riverine waterbody that originates in eastern Leon County and flows south discharging into Apalachee Bay in Wakulla County.

(4) “St. Marks River Near Newport, FL” means USGS Station 02326900 located on the St. Marks River in Wakulla County.

(5) “St. Marks River Near Woodville, FL Estimated Daily Flow” means the best available estimate by the District of the daily flow at USGS Station 02326885, District Station 9257, or its successor, located on the St. Marks River in Leon County.

(6) “St. Marks River Rise” means the first magnitude spring located within Leon County on the St. Marks River at 30 degrees 16 minutes 34 seconds north latitude and 84 degrees 8 minutes 56 seconds west longitude

Rulemaking Authority 373.044, 373.113 FS. Law Implemented 373.042 FS. History-New _____.

40A-8.031 Minimum Flow for the St. Marks River Rise

The Governing Board hereby establishes the following minimum flow. The Governing Board finds that the following minimum flow is the limit at which further withdrawals would be significantly harmful to the water resources or ecology of the area.

(1) The minimum flow for St. Marks River Rise is established as an allowable reduction of 33 cubic feet per second from the baseline period average daily spring flow. The baseline period is October 1, 1956 to November 27, 2017. The average daily spring flow is calculated as the difference between the surface water flow measured at St. Marks River Near Newport, FL and the St. Marks River Near Woodville, FL Estimated Daily Flow. The most recent 30-year period of average daily spring flows is used to evaluate whether the minimum flow is met.

Rulemaking Authority 373.044, 373.113 FS. Law Implemented 373.042, 373.0421, 373.103 FS. History-New _____.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

FROM: Lennie Zeiler, Director
Division of Asset Management

DATE: February 12, 2019

SUBJECT: Consideration of Florida Forever Water Management District Work Plan

Recommendation:

Staff recommends the Governing Board approve the [Florida Forever Water Management District Work Plan](#).

Background:

Section 373.139(3), Florida Statutes, requires the District to adopt, following a public hearing, a Florida Forever Water Management District Work Plan. The District's 2019 land acquisition program will focus on acquiring properties that improve the quality or quantity of water flowing from springs. The use of a Conservation Easement (CE) will be the preferred method of acquisition because it allows resource protection goals to be met while producing considerable savings to taxpayers, both at the time of purchase, and in long-term management and maintenance costs. The use of this less-than-fee acquisition method also allows the landowner to retain title to the property and the ability to utilize the property, within the provisions of the CE, in an economically beneficial manner.

The 2019 plan was modified to include the area of the panhandle affected by Hurricane Michael. This area is referenced on the maps within the 2019 Florida Forever Work Plan as the Forest Restoration Acquisition Area (FRAA). The goal of the FRAA is to work with willing sellers to restore and protect, through conservation easement acquisition, the water quantity and quality benefits afforded by silviculture and agricultural best management practices.

LZ/cb

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: February 15, 2019

There are no pending cases in which the District is a party.