

Northwest Florida Water Management District
Governing Board Meeting Minutes
Thursday, January 23, 2020
Jackson County Board of County Commissioners
2864 Madison Street
Marianna, Florida 32448

1. Opening Ceremonies

Called to order at 1:02 p.m.

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

Present: George Roberts, Chair; Jerry Pate, Vice Chair; Jon Costello; Ted Everett; Bo Spring

Absent: None

2. Special Thanks and Recognition

Moment of silence for the late Mr. Jimmy Patronis.

3. Changes to the Agenda

Item 4. L. was withdrawn from the agenda.

4. Consideration of the following Items Collectively by Consent:

A. Approval of the Minutes for November 14, 2019, and December 12, 2019

MOTIONED BY JERRY PATE, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD APPROVE THE MINUTES FOR NOVEMBER 14, 2019, AND DECEMBER 12, 2019. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

B. Approval of the Financial Reports for the Months of October and November 2019

MOTIONED BY BO SPRING, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORTS FOR THE MONTHS OF OCTOBER AND NOVEMBER 2019. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

C. Request for Release of Funds from the Water Protection and Sustainability Program Trust Fund

MOTIONED BY BO SPRING, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD ADOPT RESOLUTION NO. 861 TO REQUEST THE SECRETARY OF THE DEPARTMENT OF ENVIRONMENTAL PROTECTION TO RELEASE FUNDS FROM THE WATER PROTECTION AND SUSTAINABILITY PROGRAM TRUST FUND IN THE AMOUNT OF \$100,000 FOR ALTERNATIVE WATER SUPPLY PURPOSES. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

D. Consideration of Amendment to Agreement with L&R Contracting for additional services at Blue Spring Camp

MOTIONED BY BO SPRING, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENT AMENDMENT NO. 2 WITH L&R CONTRACTING, LLC., FOR AN ADDITIONAL \$74,517.80, FOR ADDITIONAL CONSTRUCTION SERVICES FOR THE ECONFINA BLUE SPRING CAMP SHORELINE RESTORATION AND PROTECTION PROJECT SUBJECT TO BUDGET AUTHORITY AND LEGAL COUNSEL REVIEW. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

E. Consideration of Joint Funding Agreement with U.S. Geological Survey for Gulf County Canal Monitoring in FY 2019-2020

MOTIONED BY BO SPRING, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE JOINT FUNDING AGREEMENT #20MCJFA0001 WITH THE U.S. GEOLOGICAL SURVEY TO OPERATE TWO MONITORING STATIONS ALONG THE INTRACOASTAL WATERWAY/SEARCY CREEK THROUGH SEPTEMBER 2020. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

F. Consideration of Request for Authorization to Declare and Dispose of Surplus Property

MOTIONED BY BO SPRING, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD DECLARE PROPERTY ITEM NUMBERS 2642, 2489 AND 2641 AS SURPLUS, AUTHORIZE STAFF TO DISPOSE OF THE ITEMS IN ACCORDANCE WITH ESTABLISHED PROCEDURES, AND REMOVE THEM FROM THE DISTRICT'S PROPERTY RECORDS. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

G. Consideration of Amendment to Agreement with Red Hills Horse Trials and City of Tallahassee

MOTIONED BY BO SPRING, SECONDED BY JERRY PATE, THAT 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, SUBJECT TO LEGAL COUNSEL REVIEW AND APPROVAL. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

H. Consideration of Acceptance of Appraisals and Approval of Adjusted Purchase Price for Dry Creek Plantation, LLC Conservation Easement; Chipola River Water Management Area

MOTIONED BY BO SPRING, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD ACCEPT THE APPRAISALS PREPARED BY BELL, GRIFFITH AND ASSOCIATES, INC., AND CANDLER, MOSES AND ASSOCIATES AND THE REVIEW APPRAISAL PREPARED BY BROWN BEVIS REAL ESTATE APPRAISERS, INC., FOR THE DRY CREEK PLANTATION, LLC CONSERVATION EASEMENT IN JACKSON COUNTY, AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT NO. 2 TO THE PURCHASE AND SALE AGREEMENT FOR \$174,579.02 AND AUTHORIZE DISTRICT LEGAL COUNSEL TO PREPARE THE POST-CLOSING AGREEMENT TO BE EXECUTED BY THE EXECUTIVE DIRECTOR AT CLOSING. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

I. Consideration of Grant Agreement with Arbor Day Foundation

MOTIONED BY BO SPRING, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH ARBOR DAY FOUNDATION TO RECEIVE A GRANT IN THE AMOUNT OF \$121,473.00 CONTINGENT UPON GOVERNING BOARD APPROVAL OF

AMENDMENT TO THE FISCAL YEAR 2019-2020 BUDGET. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

J. Consideration of Extension to Agreement 18-052; Econfina Creek 2018 Sand Pine Timber Sale

MOTIONED BY BO SPRING, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN EXTENSION OF AGREEMENT 18-052, ALLOWING AN ADDITIONAL 180 DAYS TO COMPLETE THE TIMBER HARVEST. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

K. Consideration of Extension to Agreement 17-032; Choctawhatchee River 2017 Devils Swamp Timber Sale

MOTIONED BY BO SPRING, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN EXTENSION OF AGREEMENT 17-032 ALLOWING AN ADDITIONAL 180 DAYS TO COMPLETE THE TIMBER HARVEST. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

L. Consideration of Extension to Agreement 18-032; 2018 Greenhead Road Sand Pine Timber Sale

Withdrawn.

5. Public Hearing on Consideration of Regulatory Matters

Called to order at 1:15 p.m.

A-1 APPLICANT: AUBURN WATER SYSTEM, INC.
APP. NO.: 2B-091-94-10
USE: PUBLIC SUPPLY

MOTIONED BY JERRY PATE, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD APPROVE APPLICATION NO. 2B-091-94-10, AUBURN WATER SYSTEM, INC., 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. Public Hearing on Consideration of Florida Forever Water Management District Work Plan

Called to order at 1:17 p.m.

MOTIONED BY JERRY PATE, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD APPROVE THE FLORIDA FOREVER WATER MANAGEMENT DISTRICT WORK PLAN. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

7. Operation Outdoor Freedom Veteran's Hunt

Informational purposes only.

8. Consideration of ITB 20B-002 for Econfina Creek Boardwalk Replacement

MOTIONED BY JERRY PATE, SECONDED BY TED EVERETT, THAT THE GOVERNING BOARD APPROVE AWARDDING THE BID FOR THE ECONFINA CREEK BOARDWALK REPLACEMENT TO MICHAEL L. ANDERSON

AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT IN THE AMOUNT OF \$149,000.00. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

9. Consideration of Approval for the 2019 Region II Regional Water Supply Plan

MOTIONED BY JERRY PATE, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD APPROVE THE 2019 REGION II REGIONAL WATER SUPPLY PLAN FOR OKALOOSA, SANTA ROSA, AND WALTON COUNTIES AND ISSUE THE FINAL ORDER. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

10. Consideration of an Amendment to the Fiscal Year 2019-2020 Budget

MOTIONED BY JERRY PATE, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD ADOPT RESOLUTION NO. 862 AMENDING THE FISCAL YEAR 2019-2020 BUDGET AND ALLOW STAFF TO REALIGN REVENUES AND RESERVES TO MAINTAIN THE PROPER BALANCE IN EACH FUND. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

11. Consideration of Renewal of Employee Health and Life Insurance

MOTIONED BY JERRY PATE, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD APPROVE THE RENEWAL OF THE ANNUAL EMPLOYEE HEALTH AND LIFE INSURANCE POLICIES BEGINNING APRIL 1, 2020, AND ENDING MARCH 31, 2021. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

12. Legislative Update

Informational purposes only.

13. Legal Counsel Report

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

Carmen Diaz, Petitioner, vs. Northwest Florida Water Management District, and Palafox, LLC, Respondents, State of Florida Division of Administrative Hearings (DOAH), Case No. 19-5831

Meeting was adjourned at 3:00 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, 2019

Balance Forward - Operating Funds \$44,623,674.62

Operating Funds Received in current month:

Revenue Receipts, Current	\$1,987,278.82	
Contracts Receivable	678,548.48	
Other Deposits/Refunds/Adjustments	15,701.02	
Transfers from Lands Accounts	7,381.05	
Total Deposits during month		2,688,909.37

Total Deposits and Balance Forward \$ 47,312,583.99

Disbursements:

Employee Salaries	415,240.15	
Employee Benefits	207,920.44	
Employee Flexible Spending Account	0.00	
Contractual Services (Professional)	114,838.50	
Operating Expenses - Services	183,800.67	
Operating Expenses - Commodities	18,592.26	
Operating Capital Outlay	21,929.85	
Grants and Aids	0.00	
Total Operating Expenses during month		962,321.87
Payables, Prior Year	41,835.19	
Other Disbursements or (Credits)	53,806.50	
Total Funds Disbursed by check during month		1,057,963.56
Bank Debits (Fees, Deposit Slips, etc.)	0.89	
Transfer to Cypress Springs Account	0.00	
Total Funds Disbursed		1,057,964.45

Cash Balance Operating Funds at month end \$ 46,254,619.54

Operating Depositories:

Petty Cash Fund	250.25	
Bank of America:		
General Fund Checking	8,351,369.23	
Payroll Account	6,325.76	
Investment Accounts:		
Fla. Board of Administration @ 1.83%		
General Fund	14,737,642.67	
Lands Fee Fund	6,638,780.32	
SWIM Fund	103,883.62	
Springs Protection	57.78	
Mitigation Fund	16,416,309.91	

Total Operating Depositories at month end \$ 46,254,619.54

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending December 31, 2019

Land Acquisition Funds:

Fla. Board of Administration @ 1.83%	\$ 297,798.38	
Total Land Acquisition Funds		297,798.38

Restricted Land Management Funds:

Fla. Board of Administration Phipps Land Management Account @ 1.83%	56,545.83	
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Fla. Board of Administration Cypress Springs R&M Account @ 1.83%	<u>834,198.93</u>	
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Total Restricted Land Management Funds		<u>890,744.76</u>
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Total Land Acquisition, and Restricted Management Funds		<u>1,188,543.14</u>
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TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END		<u><u>\$ 47,443,162.68</u></u>
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Approved: _____
Chairman or Executive Director

Date: _____ February 27, 2020 _____

Northwest Florida Water Management District
Statement of Sources and Uses of Funds
For the Period ending December 31, 2019
(Unaudited)

	Current Budget	Actuals Through 12/31/2019	Variance (under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 3,529,580	\$ 2,366,487	\$ (1,163,093)	67%
Intergovernmental Revenues	59,300,084	6,026,603	(53,273,481)	10%
Interest on Invested Funds	265,000	189,679	(75,321)	72%
License and Permit Fees	355,642	122,380	(233,262)	34%
Other	5,295,224	35,968	(5,259,256)	1%
Fund Balance	25,504,703		(25,504,703)	0%
Total Sources	\$ 94,250,233	\$ 8,741,117	\$ (85,509,116)	9%

	Current Budget	Expenditures	Encumbrances ¹	Available Budget	%Expended	%Obligated ²
Uses						
Water Resources Planning and Monitoring	\$ 7,126,011	\$ 614,473	\$ 1,769,128	\$ 4,742,411	9%	33%
Acquisition, Restoration and Public Works	56,181,393	425,165	9,189,483	46,566,745	1%	17%
Operation and Maintenance of Lands and Works	4,371,326	691,341	878,518	2,801,467	16%	36%
Regulation	3,853,337	797,365	191,537	2,864,435	21%	26%
Outreach	132,619	31,942	987	99,690	24%	25%
Management and Administration	2,025,816	449,188	102,399	1,474,229	22%	27%
Total Uses	\$ 73,690,502	\$ 3,009,474	\$ 12,132,051	\$ 58,548,978	4%	21%
Reserves	20,559,731			20,559,731	0%	0%
Total Uses and Reserves	\$ 94,250,233	\$ 3,009,474	\$ 12,132,051	\$ 79,108,709	3%	16%

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, 2019, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

DECEMBER 2019

CHECKS	12/5/2019	\$	191,498.24
AP EFT CHECKS	12/6/2019		9,531.55
DIRECT DISBURSEMENTS	12/6/2019		800.00
CHECKS	12/12/2019		98,564.69
AP EFT CHECKS	12/13/2019		28,498.84
DIRECT DISBURSEMENTS	12/13/2019		160.00
CHECKS	12/19/2019		239,874.40
AP EFT CHECKS	12/20/2019		4,362.85
DIRECT DISBURSEMENT	12/20/2019		30.00
RETIREMENT EFT	12/31/2019		55,347.75
		\$	<u><u>628,668.32</u></u>

APPROVED:

Chairman or Executive Director

February 27, 2020

Date

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
95	AT&T	12/05/2019	285.58	PHONE SERVICE - EFO
5702	AUTO ALLEY	12/05/2019	566.22	MINOR REAPIRS FOR REG AND ERP
2992	BANK OF AMERICA	12/05/2019	341.10	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	12/05/2019	645.80	ACCOUNT ANALYSIS
5499	BCC WASTE SOLUTIONS, LLC	12/05/2019	224.00	DUMPSTER FOR ECONFINA OFFICE A
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	12/05/2019	296.19	MEDICARE INSURANCE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	12/05/2019	52,831.28	MEDICAL INSURANCE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	12/05/2019	759.21	RETIREE MEDICAL INSURANCE
1617	CAPITAL HEALTH PLAN	12/05/2019	81,158.59	MEDICAL INSURANCE
5131	CITY OF DEFUNIAK SPRINGS	12/05/2019	476.81	WATER/SEWER - DEFUNIAK SPRINGS
3289	CITY OF TALLAHASSEE	12/05/2019	40.52	LAKESHORE
5039	COASTAL HOMEBUILDERS, INC.	12/05/2019	100.00	P289755 EPERMITTING DISCOUNT R
5554	COMCAST	12/05/2019	143.12	INTERNET - MARIANNA FIELD OFFICE
4754	CUMMINS POWER SOUTH	12/05/2019	357.88	PREVENTATIVE SERVICE - GENERAT
45	DMS	12/05/2019	76.87	AIR CARDS & HOTSPOTS
45	DMS	12/05/2019	627.90	DEFUNIAK LOCAL
45	DMS	12/05/2019	77.52	MILTON LOCAL
45	DMS	12/05/2019	8.21	MILTON LONG DISTANCE
45	DMS	12/05/2019	0.03	LAN PORTS & INTRANET/INTERNET
45	DMS	12/05/2019	6.05	LAN PORTS & INTRANET/INTERNET
45	DMS	12/05/2019	1,416.35	DEFUNIAK ETHERNET/LONG DISTANCE
45	DMS	12/05/2019	5,540.59	HQ ETHERNET
45	DMS	12/05/2019	45.68	CONFERENCE CALLS
45	DMS	12/05/2019	1,329.91	HQ LOCAL
45	DMS	12/05/2019	169.82	HQ LONG DISTANCE
2679	EXPRESS FORESTRY SERVICE, LLC	12/05/2019	2,693.58	RETURN BID DEPOSIT 20B-001
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	12/05/2019	32.62	FAR ADS FOR GB MEETINGS
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	12/05/2019	34.02	FAR AD
5410	GUARDIAN AUTOMOTIVE	12/05/2019	33.75	OPEN PURCHASE ORDER FOR RMD.
5474	HATCHER PUBLISHING INC	12/05/2019	26.60	WATER USE PERMIT LEGAL AD
5294	KRONOS, INCORPORATED	12/05/2019	14.00	TIMESHEET PROGRAM
3266	LOWE'S COMPANIES INC.	12/05/2019	526.35	PORTABLE TOILET PLATFORM BUILD
5227	MAC'S AUTO SERVICE	12/05/2019	1,398.42	REPAIRS TO WMD 2428
1205	OFFICE DEPOT, INC.	12/05/2019	70.82	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	12/05/2019	9.72	OFFICE SUPPLIES

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

5610	OKALOOSA-WALTON SECURITY & SURVEILLANCE	12/05/2019	75.00	DEFUNIAK SECURITY SYSTEM
64	PANAMA CITY NEWS HERALD	12/05/2019	142.34	LEGAL AD
5444	PENSACOLA SHOE HOSPITAL & BOOT STORE	12/05/2019	249.90	SAFETY BOOTS-PALERMO & REESE
4091	THE SHOE BOX	12/05/2019	34.25	UNIFORM JACKET
4091	THE SHOE BOX	12/05/2019	309.95	UNIFORM FOR FLOYD SHATTLES
3213	SHI INTERNATIONAL CORP	12/05/2019	30.70	EXCHANGE USER LICENSES
3213	SHI INTERNATIONAL CORP	12/05/2019	24,053.94	MICROSOFT ANNUAL SUPPORT
4832	SUN LIFE FINANCIAL	12/05/2019	57.00	PREPAID DENTAL ACCT 5
4832	SUN LIFE FINANCIAL	12/05/2019	4,972.05	PPO DENTAL ACCT 4
4834	SUN LIFE FINANCIAL	12/05/2019	948.78	AD&D ACCT 1
4833	SUN LIFE FINANCIAL	12/05/2019	1,397.58	VOL LTD INSURANCE
105	TALLAHASSEE DEMOCRAT	12/05/2019	56.06	NOTICE OF RULE DEVELOPMENT
4557	VERIZON WIRELESS	12/05/2019	200.75	CELL PHONES
4557	VERIZON WIRELESS	12/05/2019	918.54	JETPACKS
5218	WAGeworks, INC.	12/05/2019	254.75	FLEXIBLE SPENDING ACCOUNT ADMI
5218	WAGeworks, INC.	12/05/2019	153.00	FLEXIBLE SPENDING ACCOUNT ADMI
382	WASHINGTON COUNTY NEWS	12/05/2019	168.00	WATER USE PERMIT LEGAL AD
4626	WASTE PRO OF FLORIDA, INC	12/05/2019	155.67	SOLID WASTE - HQ
5398	WATKINS ROSS, & CO.	12/05/2019	1,500.00	OPEB VALUATION
4297	WILLIAMS FORESTRY & ASSOCIATES, LLC	12/05/2019	3,194.13	RETURN BID DEPOSIT 20B-001
5038	CAROLYN WISE	12/05/2019	260.74	REIMBURSEMENT FOR NOVEMBER HEA
TOTAL CHECKS			<u>191,498.24</u>	
3293	ANGUS G. ANDREWS, JR.	12/06/2019	8,125.00	COMMERCIAL LEASE DEFUNIAK SPRINGS
4125	KATHLEEN COATES	12/06/2019	332.00	TRAVEL REIMBURSEMENT
5222	KENNETH FRIEDMAN	12/06/2019	243.00	TRAVEL REIMBURSEMENT
5624	JESSE GRAY	12/06/2019	50.00	REGISTRATION FEE
3942	A & W VENTURES, L.C.	12/06/2019	156.34	PORTABLE TOILET FOR PHIPPS PAR
3340	KAREN KEBART	12/06/2019	125.00	REGISTRATION FEE
5455	PAUL THURMAN	12/06/2019	500.21	TRAVEL REIMBURSEMENT
TOTAL ACH TRANSFER			<u>9,531.55</u>	
5556	REFUND OPAY	12/06/2019	100.00	ROBERT HALSELL P289819 WITHDRA
5707	REFUND PAYEEZY	12/06/2019	100.00	P289893 STEVE GECI WITHDRAWAL

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

5707	REFUND PAYEEZY	12/06/2019	250.00	JAMES KRUSHAS P290029 WITHDRAW
5707	REFUND PAYEEZY	12/06/2019	100.00	AUDRA HAYDEN P290166 DUPLICATE
5707	REFUND PAYEEZY	12/06/2019	250.00	REFUND D.O.D. PER F.A.C. 62-4
TOTAL DIRECT DISBURSEMENTS			<u>800.00</u>	
TOTAL AP			<u><u>201,829.79</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5405	AIR CHUCK INC	12/12/2019	4,841.44	DRAGON EGGS FOR RX BURNING
5702	AUTO ALLEY	12/12/2019	17.96	MINOR REPAIRS FOR REG AND ERP
2967	BANK OF AMERICA	12/12/2019	506.91	AMAZON ORDER FOR OFFICE SUPPLI
2967	BANK OF AMERICA	12/12/2019	1,542.00	SAMPLING SUPPLIES AND KEY CABI
2967	BANK OF AMERICA	12/12/2019	50.00	REG SUNPASS
2967	BANK OF AMERICA	12/12/2019	49.87	FUEL TANK FOR SPRAY TAG #4105
2967	BANK OF AMERICA	12/12/2019	397.42	OFFICE & FIELD SUPPLIES-AMAZON
2967	BANK OF AMERICA	12/12/2019	128.00	EXCEL TRAINING FOR BETH HOLLIS
2967	BANK OF AMERICA	12/12/2019	17.94	OFFICE PRIVACY SIGN - AMAZON
2967	BANK OF AMERICA	12/12/2019	1,046.52	SUZUKI KING QUAD R&M
2967	BANK OF AMERICA	12/12/2019	5,637.35	P-CARD CHARGES
5689	WILLIAM D JONES	12/12/2019	237.41	REPAIR SINK IN MENS BATHROOM M
3424	DURRA-QUICK-PRINT INC.	12/12/2019	20.00	BUSINESS CARDS-BRUTON
4748	EAST MILTON WATER SYSTEM	12/12/2019	25.79	WATER MILTON OFFICE
3379	FL. DEPT. OF AGRICULTURE & CONSUMER SERVICES	12/12/2019	17,781.25	MOBILE IRRIGATION LAB SERVICES
2702	FISH AND WILDLIFE	12/12/2019	2,557.46	LAW ENFORCEMENT-CONTRACT NO. 1
4479	FONDRIEST ENVIRONMENTAL	12/12/2019	848.00	EQUIPMENT FOR THERMAL MONITORIN
916	GULF POWER COMPANY	12/12/2019	440.36	ELECTRIC - MILTON FIELD OFFICE
247	HOLMES COUNTY TAX COLLECTOR	12/12/2019	5.00	PARCEL REFUND
5694	JARRET DENNIS	12/12/2019	507.50	STAFF AUGMENTATION
4033	JOHNSTON TRUCKING, LLC	12/12/2019	7,000.00	SANDY CLAY FOR ROAD REPAIRS
2299	LIBERTY COUNTY SOLID WASTE	12/12/2019	33.92	SOLID WASTE DUMPSTER - FL RIVER
3266	LOWE'S COMPANIES INC.	12/12/2019	772.02	GENERAL SUPPLIES
5709	MISSY & MOSSY, LLC	12/12/2019	32,000.00	WILLIFORD SPRINGS HURRICANE RE
5641	MUNROE FOREST & WILDLIFE MANAGEMENT, INC	12/12/2019	15,750.00	PRESCRIBED BURNING SERVICES CP
5626	NATIONAL TIRE BROKERS CORPORATION	12/12/2019	571.96	MINOR REPAIRS FOR DEFUNIAK SPR
63	NORTHWEST FLORIDA DAILY NEWS	12/12/2019	77.91	NOTICE OF RULE DEVELOPMENT
5615	OFFICIAL PAYMENTS CORP	12/12/2019	683.00	ONLINE PERMITTING FEES
523	SANTA ROSA PRESS GAZETTE	12/12/2019	111.02	WATER USE PERMIT LEGAL AD
105	TALLAHASSEE DEMOCRAT	12/12/2019	190.03	WATER USE PERMIT LEGAL AD
110	TALQUIN ELECTRIC COOPERATIVE, INC.	12/12/2019	3,954.83	ELECTRIC - HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	12/12/2019	245.74	WATER/SEWER HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	12/12/2019	89.29	SECURITY LIGHTS - HQ
3941	TYLER TECHNOLOGIES, INC.	12/12/2019	236.79	CHECK STOCK FOR AP & PR
4774	JOHN T WILLIAMSON	12/12/2019	190.00	JANITORIAL SERVICES FOR MILTON

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

TOTAL CHECKS			<u>98,564.69</u>	
5166	JAMES A DANIEL	12/13/2019	110.00	TRAVEL REIMBURSEMENT
4961	PETER FOLLAND	12/13/2019	146.00	TRAVEL REIMBURSEMENT
3337	FORESTECH CONSULTING	12/13/2019	1,512.50	SUPPORT AND HOSTING FOR LAND M
3337	FORESTECH CONSULTING	12/13/2019	18,566.84	WEST REGION LAND MANAGEMENT PL
5368	KOUNTRY RENTAL NWF, INC.	12/13/2019	207.50	CLEANING OF ECONFINA OFFICE AN
5368	KOUNTRY RENTAL NWF, INC.	12/13/2019	7,590.00	PORTABLE & COMPOST TOILET SERV
2516	HAINES J. LAYFIELD JR.	12/13/2019	110.00	TRAVEL REIMBURSEMENT
1095	TYLER MACMILLAN	12/13/2019	110.00	TRAVEL REIMBURSEMENT
5656	JASON STORRS	12/13/2019	146.00	TRAVEL REIMBURSEMENT
TOTAL ACH TRANSFER			<u>28,498.84</u>	
5556	REFUND OPAY	12/13/2019	100.00	REFUND WELL PERMIT 289827
5707	REFUND PAYEEZY	12/13/2019	35.00	REFUND WELL PERMIT 289941-2
5556	REFUND OPAY	12/13/2019	25.00	PHYLLIS RABAS-WHITEHURST P2898
TOTAL DIREST DISBURSEMENTS			<u>160.00</u>	
TOTAL AP			<u><u>127,223.53</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5702	AUTO ALLEY	12/19/2019	80.98	MINOR REPAIRS FOR REG AND ERP
5702	AUTO ALLEY	12/19/2019	1,042.45	BREAK REPAIR AND ABS MODULE RE
4180	BA MERCHANT SERVICES	12/19/2019	30.24	TRANSACTION FEES FOR E-PERMIT
5040	CAPITAL CITY SOFTWASH, INC.	12/19/2019	325.00	SOFTWASH MAIN AND IT BUILDINGS
5040	CAPITAL CITY SOFTWASH, INC.	12/19/2019	260.00	SOFTWASH MAIN AND IT BUILDINGS
4676	CITY OF MILTON FLORIDA	12/19/2019	70.96	DUMPSTER SERVICE
4676	CITY OF MILTON FLORIDA	12/19/2019	49.03	SEWER MILTON FIELD OFFICE
3289	CITY OF TALLAHASSEE	12/19/2019	40.52	ELECTRIC DATA COLLECTION LAKESHORE
1709	DIVISION OF ADMINISTRATIVE HEARINGS	12/19/2019	191.25	DOAH-DIAZ
3212	DLT SOLUTIONS, LLC	12/19/2019	631.51	AUTOCAD
4855	ENVIRON SERVICES INCORPORATED	12/19/2019	2,583.34	JANITORIAL SERVICES, HEADQUART
4888	ESPOSITO GARDEN CENTER	12/19/2019	2,970.00	FERRIS TURBO-PRO MAX EZ DUMP X
2702	FISH AND WILDLIFE	12/19/2019	3,726.43	LAW ENFORCEMENT-CONTRACT NO. 1
2701	FLORIDA MUNICIPAL INSURANCE TRUST	12/19/2019	23,944.17	2ND INSTALLMENT FY 19-20
65	GADSDEN COUNTY TIMES	12/19/2019	42.41	WATER USE PERMIT LEGAL AD
5701	GRICE & SON PORT A POTTI, LLC	12/19/2019	380.00	PORTABLE TOILETS
5701	GRICE & SON PORT A POTTI, LLC	12/19/2019	59.80	HAND SANITIZER BAGS
2291	GULF COAST ELECTRIC COOPERATIVE, INC	12/19/2019	331.21	ELECTRIC SERVICE EFO
5474	HATCHER PUBLISHING INC	12/19/2019	25.15	WATER USE PERMIT LEGAL AD
61	JACKSON COUNTY FLORIDA	12/19/2019	82.15	WATER USE PERMIT LEGAL AD
1695	JAMES MOORE & COMPANY	12/19/2019	7,900.00	INDEPENDENT AUDITOR SERVICES
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	348.00	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	324.98	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	65.22	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	69.95	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	15.73	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	288.10	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	270.53	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	324.38	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	171.17	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	123.03	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	16.78	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	277.60	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	277.49	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	284.19	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	233.13	KONICA MINOLTA COPIER LEASE RE

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

698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	112.20	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	113.07	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	12/19/2019	315.05	KONICA MINOLTA COPIER LEASE RE
4952	LAW, REDD, CRONA & MUNROE, P.A.	12/19/2019	8,646.00	INTERNAL AUDIT
3266	LOWE'S COMPANIES INC.	12/19/2019	231.98	OFFICE & FIELD SUPPLIES
3266	LOWE'S COMPANIES INC.	12/19/2019	253.21	SHOP/BUILDING SUPPLIES
4873	MAIN STREET AUTOMOTIVE, INC.	12/19/2019	577.78	REPAIRS TO WMD2420
5146	MICHAEL CORRIE MANNION	12/19/2019	3,927.00	STAFF AUGMENTATION FOR CUSTOM
4237	MCMASTER CARR SUPPLY CO.	12/19/2019	105.54	DISCHARGE EQUIPMENT REPLACEMEN
4237	MCMASTER CARR SUPPLY CO.	12/19/2019	(45.81)	CREDIT MEMO
5709	MISSY & MOSSY, LLC	12/19/2019	67,584.00	WILLIFORD SPRINGS HURRICANE RE
5641	MUNROE FOREST & WILDLIFE MANAGEMENT, INC	12/19/2019	20,670.30	PRESCRIBED BURNING SERVICES CP
4081	POT-O-GOLD RENTALS, LLC	12/19/2019	157.50	PORTABLE TOILETS FOR WEST REGI
4081	POT-O-GOLD RENTALS, LLC	12/19/2019	157.50	PORTABLE TOILETS FOR WEST REGI
4081	POT-O-GOLD RENTALS, LLC	12/19/2019	238.50	PORTABLE TOILETS FOR WEST REGI
4081	POT-O-GOLD RENTALS, LLC	12/19/2019	157.50	PORTABLE TOILETS FOR WEST REGI
4081	POT-O-GOLD RENTALS, LLC	12/19/2019	157.50	PORTABLE TOILETS FOR WEST REGI
4081	POT-O-GOLD RENTALS, LLC	12/19/2019	157.50	PORTABLE TOILETS FOR WEST REGI
4081	POT-O-GOLD RENTALS, LLC	12/19/2019	238.50	PORTABLE TOILETS FOR WEST REGI
4081	POT-O-GOLD RENTALS, LLC	12/19/2019	238.50	PORTABLE TOILETS FOR WEST REGI
4081	POT-O-GOLD RENTALS, LLC	12/19/2019	157.50	PORTABLE TOILETS FOR WEST REGI
4081	POT-O-GOLD RENTALS, LLC	12/19/2019	315.00	PORTABLE TOILETS FOR WEST REGI
4081	POT-O-GOLD RENTALS, LLC	12/19/2019	400.50	PORTABLE TOILETS FOR WEST REGI
4081	POT-O-GOLD RENTALS, LLC	12/19/2019	157.50	PORTABLE TOILETS FOR WEST REGI
5149	RCP SHELTERS, INC	12/19/2019	17,530.00	PICNIC SHELTER KIT FOR ECONFIN
3482	SANTA ROSA COUNTY LANDFILL	12/19/2019	5.46	SOLID WASTE
3213	SHI INTERNATIONAL CORP	12/19/2019	7,764.48	MICROSOFT SQL SERVER LICENSES
3213	SHI INTERNATIONAL CORP	12/19/2019	2,628.81	SYMANTEC END POINT PROTECTION
5699	FULCRUM BUILDING GROUP, LLC	12/19/2019	229.50	LUMBER PACKAGE ECONFINA BLUE S
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	12/19/2019	3,401.90	RECREATION SITE CLEANUP-CONTRA
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	12/19/2019	12,636.20	LAW ENFORCEMENT-CONTRACT NO. 1
5430	WESTROCK, C.P. LLC	12/19/2019	35,417.66	RETURN BOND ITB 17B-018
3790	WILDLANDS SERVICE, INC.	12/19/2019	7,477.50	ENCUMBER CONTRACT #19-014 TO 2
4038	WINDSTREAM COMMUNICATIONS	12/19/2019	59.69	800 NUMBERS & EFO LONG DISTANCE

TOTAL CHECKS

239,874.40

4845	CALHOUN COUNTY SHERIFF'S OFFICE	12/20/2019	896.00	LAW ENFORCEMENT - CONTRACT NO
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**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP
COMPUTER PAID/EFT CHECKS**

4845	CALHOUN COUNTY SHERIFF'S OFFICE	12/20/2019	1,020.68	LAW ENFORCEMENT - CONTRACT NO
4607	MAIL FINANCE INC	12/20/2019	482.00	MAILING SYSTEMS FOR HQ, CRESTV
5705	CODY JHONSON	12/20/2019	110.00	TRAVEL REIMBURSEMENT
5504	ANDREW JOSLYN	12/20/2019	540.67	TRAVEL REIMBURSEMENT
5614	ZACHARY J. SELLERS	12/20/2019	787.50	DEFUNIAK OFFICE JANITORIAL
5656	JASON STORRS	12/20/2019	110.00	TRAVEL REIMBURSEMENT
5710	BRANDON WINTER	12/20/2019	416.00	TRAVEL REIMBURSEMENT
TOTAL ACH TRANSFER			<u>4,362.85</u>	
5707	REFUND PAYEEZY	12/20/2019	30.00	REFUND TO TERRY ORSO - UNKNOWN
TOTAL DIRECT DISBURSEMENTS			<u>30.00</u>	
TOTAL AP			<u><u>244,267.25</u></u>	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

DECEMBER 2019

DIRECT DEPOSIT	12/06/2019	\$	206,620.95
CHECKS	12/06/2019		3,719.31
FLEX SPENDING EFT	TF0014		1,704.99
DIRECT DEPOSIT	12/20/2019		213,309.53
CHECKS	12/20/2019		2,236.36
FLEX SPENDING EFT	TF0016		1,704.99
		\$	<u><u>429,296.13</u></u>

APPROVED:

Chairman or Executive Director

February 28, 2019

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director
Lyle Seigler, Chief of Staff

FROM: Wendy Dugan, Division of Administration Director

DATE: February 12, 2020

SUBJECT: Consideration of Amendments No. 6 and No. 7 to the Fiscal Year 2019-2020 Budget

Recommendation

Staff recommends the Governing Board adopt Resolution No. 864 amending the Fiscal Year 2019-2020 budget and allow staff to realign revenues and reserves to maintain the proper balance in each fund.

Background

These amendments realign budget within programs, projects, and budget categories. Amendment 6 involves budgeting unanticipated revenue. Per s. 373.536(4)(c), F.S., Amendment 6 was submitted to the Executive Office of the Governor (EOG) for approval on January 29, 2020, and approved by EOG on February 5, 2020. Amendment 7 consists of transfers within existing expense and revenue budget.

Below are explanations for the amendments:

- No. 6 \$1,646,630 in unanticipated State General revenue to implement an advanced technology algae harvesting system, reducing harmful algal blooms in Lake Munson and reducing nutrient export to the Floridan aquifer.
- No. 7 \$185,000 in budget transfers for the following:
- \$149,000 within Activity 310 Land Management from Contracted Services to Fixed Capital Outlay for replacement of the boardwalk at Econfina Creek due to Hurricane Michael.
 - \$35,000 from Contracted Services to Operating Expense within and between Activity 150 Technology and Information Services and Activity 112 Minimum Flows and Minimum Water Levels to transition hydrometric workstation and server access to a cloud based solution.
 - \$1,000 within Activity 320 Works from Contracted Services to Operating Expenses to cover expenses for fence repairs at the Lake Jackson holding pond.

Summary of Fund Impact to Expense Budget:

<u>Fund Source</u>	<u>Increase</u>	<u>Decrease</u>	<u>Impact</u>
General Fund	1,000	(1,000)	0
Land Acquisition Fund	0	(0)	0
Projects Fund	1,681,630	(35,000)	1,646,630
Lands Management Fund	149,000	(149,000)	0
Regulation Fund	0	(0)	0
Mitigation Fund	0	(0)	0
	<u>1,831,630</u>	<u>(185,000)</u>	<u>1,646,630</u>



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. 864 AMENDMENT NUMBERS 6 AND 7 TO FISCAL YEAR 2019-2020 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. 858, after a public hearing on September 26, 2019, 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, 2019 through September 30, 2020; 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 12, 2020, requesting Amendments No. 6 and No. 7 to the Fiscal Year 2019-2020 budget. Amendment No. 6 increases spending authority and revenue by \$1,646,630 to implement an advanced technology algae harvesting system, reducing harmful algal blooms in Lake Munson and reducing nutrient export to the Floridan aquifer. Amendment No. 7 provides for cost-neutral budget transfers in the amount of \$185,000.

ADOPTED AND APPROVED this 27th day of February 2020, A.D.

ATTEST:

George Roberts, Chair

Brett Cyphers, Acting Secretary-Treasurer

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JON COSTELLO
Tallahassee

TED EVERETT
Chipley

BO SPRING
Port St. Joe

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

DATE: December 12, 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 2019-20 through 2021-22 and an annual audit work plan for 2019-20.

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, 2020 through September 30, 2022

1. 2020
 - a. Information Technology/Cybersecurity Controls
 - b. Travel
 - c. Follow-up on Unresolved Prior Internal Audit Findings
2. 2021
 - a. Payroll/HR
 - b. Property Management (excluding Motor Vehicles)
 - c. Follow-up on Unresolved Prior Internal Audit Findings
3. 2022
 - a. Land Acquisition and Management
 - b. Performance Measures and Standards
 - c. Follow-up on Unresolved Prior Internal Audit Findings

DISTRICT'S 2020 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 internal audit risk assessment – Identify areas of concern – Design specific audit procedures – Present audit plans to District Governing Board 	October 2019	20
IT/Cybersecurity Controls	<ul style="list-style-type: none"> – Review District IT and Cybersecurity controls in the following categories: <ul style="list-style-type: none"> ○ Security management framework and program ○ Information classification and categorization ○ Security risk assessments ○ IT contract management ○ Security awareness training and education ○ Physical access and environmental controls ○ Logical access controls ○ Network security ○ Disposal of information and IT resources ○ Security vulnerability and incident detection and response ○ Backup and recovery <p>(see Attachment A for related IT/cybersecurity control objectives)</p>	October 2019	80
Travel	<ul style="list-style-type: none"> – Review the District's written policies and procedures for travel expense reimbursement and determine if provisions are in place to ensure compliance with Section 112.061, Florida Statutes and DFS Rule 69I-42, Florida Administrative Code – On a sample basis, test District travel expenditures for compliance with State law, State administrative rules, and District policy, including, where applicable, the use of purchasing cards for travel 	May/June 2020	60
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. 19-03, The District's Procurement Process, dated September 6, 2019 	May/June 2020	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 2020	30
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 	January – September 2020	100

Total Hours	300.00
Estimated Blended Hourly Rate	\$ 147.75
Estimated Fee	<u>\$44,325.00</u>

ESTIMATED BLENDED HOURLY RATE

	<u>Hourly Rate</u>	<u>Percent Utilized</u>	<u>Extension</u>
Inspector General	\$220	5%	\$ 11.00
Partner-in-Charge	\$220	15%	33.00
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>\$ 147.75</u>

Audits to be conducted will be in accordance with the current International Standards for the Professional Practice of Internal Auditing as published by the Institute of Internal Auditors, Inc., or, where appropriate, in accordance with generally accepted governmental auditing standards. All audit reports issued will include a statement that the audit was conducted pursuant to the appropriate standards.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

DATE: February 11, 2020

SUBJECT: Internal Audit of Information Technology and Cybersecurity Controls – Report
#20-01

Recommendation

Staff recommends the Governing Board accept Report #20-01.

Discussion

The content of this report is confidential and exempt from public disclosure pursuant to Section 281.301, Florida Statutes.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Brett Cyphers, Executive Director
Lyle Seigler, Chief of Staff
Carlos Herd, Director, Division of Resource Management

DATE: February 12, 2020

SUBJECT: Consideration of Additional Springs Restoration Funding for Wakulla Gardens Phase 3

Recommendation

Staff recommends the Governing Board authorize the Executive Director to enter into agreements with DEP and Wakulla County to receive an additional \$2,726,604 to continue the septic to central sewer connection project for Wakulla Gardens Phase 3, subject to legal counsel review.

Discussion

Wakulla Gardens Phase 3 is a continuation of the current sewer projects funded through the Springs Restoration grant funding and local funds. Phase 3 proposes to provide sewer to approximately 200 existing homes and make connections available for approximately 200 currently undeveloped lots for a total of approximately 400 connections once the subdivision is built out. The total projected cost for Phase 3 is \$5,726,604 which includes construction, design, and sewer access fees. In April 2019, the Governing Board approved \$3,000,000 in initial funding for Phase 3. An additional \$2,726,604 in prior year state funding for the completion of Phase 3 has been made available to the District by DEP.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Lyle Seigler, Chief of Staff
Carlos Herd, Director, Division of Resource Management

FROM: Paul Thorpe, Deputy Director, Division of Resource Management

DATE: February 12, 2020

SUBJECT: Consideration of Grant Funding for the Santa Rosa County Regional Reuse System

Recommendation

Staff recommends the Governing Board authorize the Executive Director to execute an agreement to provide up to \$100,000 in grant funding for the Santa Rosa County Regional Reuse System, supporting a multijurisdictional partnership to include Santa Rosa County, the Holley-Navarre Water System, the City of Gulf Breeze, and the Emerald Coast Regional Council.

Background

Santa Rosa County, the Emerald Coast Regional Council, the Holley-Navarre Water System, and the City of Gulf Breeze and South Santa Rosa Utility System are developing a regional project in cooperation with Eglin Air Force Base (AFB) to expand reuse of reclaimed water, improve wastewater treatment and management capacity, and eliminate wastewater discharges into Santa Rosa Sound from the Navarre Beach wastewater treatment plant.

Components of the project are expected to include:

- construction of a regional rapid infiltration basin (RIB) system at Eglin AFB;
- construction of reclaimed water transmission mains to connect Holley-Navarre and Navarre Beach wastewater treatment plants to the regional system;
- delivery of reclaimed water to the public access reclaimed water distribution system operated by the South Santa Rosa Utility System/City of Gulf Breeze; and
- wastewater treatment upgrades as needed to support public access reuse.

By improving surface water quality in Santa Rosa Sound and expanding water reclamation and reuse within southern Santa Rosa County, this project advances implementation of two approved plans of the Northwest Florida Water Management District: the Pensacola Bay System Surface Water Improvement and Management (SWIM) Plan and the 2019 Region II Regional Water Supply Plan.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Lyle Seigler, Chief of Staff
Carlos Herd, Director, Division of Resource Management

FROM: Paul Thorpe, Deputy Director, Division of Resource Management

DATE: February 12, 2020

SUBJECT: Consideration of Grant Funding for Harmful Algal Bloom Innovative Technology Project for Lake Munson

Recommendation

Staff recommends the Governing Board authorize the Executive Director to enter into agreement with the Florida Department of Environmental Protection to receive grant funding up to \$1,646,630 for the Lake Munson Harmful Algal Bloom Innovative Technology project, subject to budget authorization and legal counsel review.

Background

On January 17, 2020, the District received notification from the Florida Department of Environmental Protection (DEP) that it had been awarded funding under the Harmful Algal Bloom Innovative Technology Grant Program administered by Florida's Blue-Green Algae Task Force and DEP. The Task Force was charged with identifying solutions to harmful algal blooms that have impacted water and aquatic habitat quality in many waterbodies throughout Florida. The District's project was one of nine selected for funding statewide.

This project is intended to employ a mobile algal harvesting unit to remove intact cellular algae and associated nutrients from Lake Munson through a process called dissolved air flotation (DAF). The DAF system generates microscopic bubbles that causes algae to concentrate at the surface of a collection unit from which it is removed by a skimmer. Extraction of intact algae facilitates removal of associated nutrients and toxins retained within the algae cells. The extracted slurry will be delivered to and processed at the City of Tallahassee's water reclamation facility.

Lake Munson covers about 255 acres in southern Leon County and receives drainage from nearly 30% of the City of Tallahassee. The lake has had a history of water quality and ecological problems, including nitrogen and phosphorus loading, hypereutrophication, blue-green algal blooms, infestation with exotic snails, sediment enrichment, fish kills, and depressed oxygen

levels. Lake Munson received sewage treatment plant discharges from the 1930s to the 1980s, and it continues to receive drainage from stormwater runoff and conveyance systems that intersect much of the urban core of Tallahassee. While both Leon County and the City have constructed a number of projects and facilities to improve water quality from the contributing watershed, water quality and ecological problems persist within the lake itself. Among these are elevated nutrient concentrations, algal blooms, a diminished aquatic plant community, and legacy pollution within the sediments.

Lake Munson is within the groundwater contribution area for Wakulla Spring. The outflow from the lake is southward via Munson Slough, from which it drains into Ames Sink. This sink provides a direct conduit of flow into the Floridan aquifer within the primary focus area for the Upper Wakulla River and Wakulla Spring Basin Management Action Plan. Dye-trace analysis has confirmed a hydrologic connection between Ames Sink and Wakulla Spring.

The proposed project will provide for operation of the algal harvesting system as a demonstration project over an approximately 12-month period. Implementation and performance will be monitored to evaluate the effectiveness of the treatment system in reducing the severity of algal blooms and contributing to water quality improvement within Lake Munson.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Lyle Seigler, Chief of Staff
Carlos Herd, Director, Division of Resource Management

FROM: Paul Thorpe, Deputy Director, Division of Resource Management

DATE: February 12, 2020

SUBJECT: Consideration of the 2020 Consolidated Annual Report

Recommendation

Staff recommends the Governing Board approve the [2020 Consolidated 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, Department of Environmental Protection 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 2019-2020 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 2018-2019. Chapter 6 was presented in a January public hearing and is incorporated into this report.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

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

DATE: February 6, 2020

SUBJECT: Consideration of Rule Language – Chapters 40A-3 and 40A-7, F.A.C.

Recommendation

Staff recommends the Governing Board approve the proposed rule language for amending Chapter 40A-3, Regulation of Wells, and for establishing Chapter 40A-7, Florida Administrative Code (F.A.C.), Contractor Suspension.

Background

40A-3, F.A.C.

DEP recently amended its water well contractor licensing requirements, which the District incorporates into its wells rule, Chapter 40A-3, F.A.C. Thus, the District must amend its wells rule to incorporate this updated material to be consistent with DEP's change. Additionally, the District is amending this rule chapter to allow for multi-well permits for monitoring wells and site investigation wells in particular instances, to be consistent with other Water Management Districts and to allow for more efficiency. Finally, the District is amending this rule chapter to address a comment from the Joint Administrative Procedures Committee (JAPC) regarding a discretionary provision that JAPC identified in Chapter 40A-3, F.A.C.

40A-7, F.A.C.

Florida Statutes require the District to adopt rules to create policies and procedures for suspending a contractor from working with the District, temporarily or permanently, whenever a contractor materially breaches its contract with the District. Thus, the District is creating Chapter 40A-7, F.A.C. to comply with this statutory mandate.

The Governing Board approved initiation of rulemaking on Chapters 40A-3 and 40A-7, F.A.C. as described above on August 22, 2019 and September 26, 2019.

Next Steps

The rule language for Chapter 40A-3 and 40A-7 is being presented for Board review and approval. Upon such approval, staff will proceed with the rulemaking process. The Notices of Proposed Rule

will be published in the Florida Administrative Register, which will be followed by a 21-day challenge/comment period. Assuming there are no significant hurdles in the public rulemaking process, we anticipate the rules becoming effective by the end of May 2020.

40A-3.037 Water Well Contractor Licensing.

(1) Chapter 62-531, F.A.C., effective ~~8-7-196-22-14~~, which requires the licensing of water well contractors, is hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-11589> ~~<https://www.flrules.org/Gateway/reference.asp?No=Ref-09102>~~. A copy can be obtained from District offices upon request. The licensing program shall be administered and enforced by the District under the authority delegated to it by the Department of Environmental Protection by Order dated July 11, 1984.

(a) The Water Well Contractor Continuing Education Program Manual, effective ~~8-7-196-22-14~~, <http://www.flrules.org/Gateway/reference.asp?No=Ref-11590> ~~<http://www.flrules.org/Gateway/reference.asp?No=Ref-09477>~~, is referenced in rule 62-531, F.A.C., and is hereby incorporated by reference, and requires the use of the following forms, which are also incorporated by reference:

1. Coursework Certificate of Attendance and Evaluation, Florida Water Well Contractor Continuing Education Program, Form 1, effective 6-22-14, <http://www.flrules.org/Gateway/reference.asp?No=Ref-09478>.

2. Florida Water Well Contractor Continuing Education Program, Certificate of Completion, Form 2, effective 6-22-14, <http://www.flrules.org/Gateway/reference.asp?No=Ref-09479>.

3. Application for Continuing Education Coursework Approval, Florida Water Well Contractor Continuing Education Program, Form 3, effective 6-22-14, <http://www.flrules.org/Gateway/reference.asp?No=Ref-09617>.

4. Application for Continuing Education Course Provider, Florida Water Well Contractor Continuing Education Program, Form 4, effective 6-22-14, <http://www.flrules.org/Gateway/reference.asp?No=Ref-09618>.

Copies of the Water Well Contractor Continuing Education Program Manual and the forms referenced therein can be obtained from District offices upon request.

(b) The Water Well Construction Disciplinary Guidelines and Citations Dictionary, effective 6-22-14, <http://www.flrules.org/Gateway/reference.asp?No=Ref-09619>, is referenced in rule 62-531, F.A.C., and is hereby incorporated by reference, and a copy can be obtained from District offices upon request.

(2) Unlicensed persons violating the provisions of Chapter 373, F.S., or these rules, or orders of the District are subject to the disciplinary procedures prescribed in Section 373.323, F.S.

Rulemaking Authority 373.044, 373.113, 373.323, 373.337 FS. Law Implemented 373.323 FS. History—New 10-1-84, Amended 8-1-89, 8-15-18,_____.

40A-3.041 Permits Required.

(1) through (15) No change.

(16) A single permit may be obtained for the construction, repair, or abandonment of the following multiple well systems provided the wells have similar construction into the same geologic formation, are completed in the same hydrogeologic unit, are located on contiguous tract(s) of land for which the applicant demonstrates a legal right to construct, repair or abandon a well(s), have individual total well depths equal to or less than fifty (50) feet below land surface, have individual well nominal casing with inner diameters equal to or less than four (4) inches, meet the criteria in rule 40A-3.301, F.A.C., and comply with all applicable construction, location, casing and grouting requirements set forth in Chapter 40A-3, F.A.C.:

(a) Up to ten (10) monitor wells; or

(b) Up to ten (10) site investigation wells. Site investigation wells shall be abandoned under a separate permit no later than 90 days after construction is completed.

Rulemaking Authority 373.044, 373.113, 373.171, 373.337 FS. Law Implemented 373.106, 373.109, 373.306, 373.308, 373.309, 373.313, 373.314, 373.316, 373.337, 373.342, FS. History—New 4-14-80, Amended 4-13-81, 2-1-82, 10-7-82, 3-29-84, 1-9-86, Formerly 16G-3.04, 16G-3.11, Amended 8-1-89, 12-1-90, 2-14-91, 11-1-95, 7-1-98, 8-15-18,_____.

40A-3.451 Emergency Authorization.

(1) through (4) No change.

~~(5) Failure to fulfill the guidelines for obtaining emergency permits may result in the issuance of a Notice of Violation under the provisions of Rules 40A 3.041, 40A 3.301 and 40A 3.451, F.A.C.~~

Rulemaking Authority 373.044, 373.113, 373.171, 373.309, 373.337 FS. Law Implemented 373.109, 373.308, 373.309, 373.313, 373.326, 373.342, 373.333 FS. History—New 4-14-80, Amended 1-9-86, Formerly 16G-3.45, 16G-3.16, Amended_____.

CHAPTER 40A-7

CONTRACTOR SUSPENSION

40A-7.001 Policy

40A-7.002 Definitions

40A-7.003 Determination and Notice of a Material Breach of a Contract with the District

40A-7.004 Determination and Notice of a Contractor Suspension

40A-7.005 Administrative Hearings

40A-7.001 Policy.

(1) This chapter establishes the policy and procedure for suspending a contractor from working with the District, either temporarily or permanently, when a contractor materially breaches a contract with the District.

(2) The District’s objective in enacting this chapter is to serve as a good steward of taxpayer funds and encourage business practices that require contractors to materially perform in accordance with the terms and conditions of the District contract.

(3) The District Governing Board shall be authorized to temporarily or permanently suspend a contractor from doing business with the District, based upon a determination that the contractor has materially breached its contract with the District. The Governing Board may elect not to take action.

(4) By temporarily or permanently suspending a contractor from doing business with the District, the District does not waive any other legal or equitable remedies for breach of contract.

Rulemaking Authority 373.610 FS. Law Implemented 373.610 FS. History—New XX-XX-XX.

40A-7.002 Definitions.

When used in this chapter:

(1) “Contractor” means an individual, partnership, corporation, joint venture, professional association, an obligor to a third party beneficiary contract, or any other legal entity, including any associated principals, that has entered into a contract with the District for the performance of work. Contractor shall not include recipients of District grant funds.

(2) “District” means the Northwest Florida Water Management District.

(3) “Notice to Defaulting Contractor” means a written notification from the District to a contractor stating that the contractor materially breached a contract with the District for the purposes of this chapter and is being referred to the

Governing Board for a determination as to whether the contractor should be placed on the District's Temporary or Permanent Suspension List.

(4) "Obligor" means an entity that has promised or is otherwise legally obligated to perform an act or deed for the benefit of a third party beneficiary. Obligor to the District include but are not limited to insurance companies and surety companies.

(5) "Principal(s)" means a sole proprietor, partner, owner, officer, or director of the contractor that materially breached a District contract.

(6) "Re-procurement costs" means the total amount of additional expense, which may include administrative costs or attorney's fees, that the District has or will incur in order to obtain substitute goods or services from another contractor to complete the requirements that the defaulting contractor failed to perform in accordance with the District contract.

(7) "Suspension Notice" means a written notification from the District informing a contractor that it has not been suspended from doing business with the District or informing a contractor that it has been placed on the District's Suspension List and is temporarily or permanently suspended from doing business with the District.

(8) "Suspension List" means a list of contractors maintained by the District that are temporarily or permanently suspended from doing business with the District.

(9) "Third-party beneficiary" means whenever the District is the intended beneficiary of a contract but is not a party to the contract.

Rulemaking Authority 373.610 FS. Law Implemented 373.610 FS. History-- New XX-XX-XX.

40A-7.003 Determination and Notice of a Material Breach of a Contract with the District.

(1) For the purposes of this chapter, the Project Manager or Contract Manager, or subsequently titled position, shall determine, in consultation with the District's Executive Director and General Counsel, whether a contractor has materially breached a contract with the District.

(2) The determination that a contractor has materially breached a contract with the District shall be based upon a finding that the contractor acted in a manner that was inconsistent with the terms and conditions of the contract under circumstances not excused by the contract, and the action resulted in or involved one or more of the following conditions:

_____ (a) An adverse economic impact to the District of greater than \$10,000;

_____ (b) A delay in the completion of a District project by more than 3 months;

_____ (c) The contractor failing to perform in accordance with professional licensing standards and regulations;

- _____ (d) The contractor intentionally failing to comply with Florida public records laws;
- _____ (e) The contractor discriminating on the basis of race, color, creed, national origin, sex, age, or handicap;
- _____ (f) The contractor violating requirements of a District solicitation to ensure the fair award of District contracts, including price fixing between competitors, allocation of customers between competitors, and bid rigging;
- _____ (g) The contractor demonstrating willful or gross misconduct;
- _____ (h) The commission of a criminal offense, including public entity crimes as defined in Section 287.133(1)(g), F.S.;
- _____ (i) The commission of any act indicating a lack of business integrity or honesty; or,
- _____ (j) The contractor knowingly doing business with a suspended contractor.

(3) Upon determining that a contractor materially breached a District contract in accordance with the requirements of subsection 40A-7.003(2), F.A.C., the District will notify the contractor that the Governing Board will determine whether the contractor should be placed on the District's Temporary or Permanent Suspension List by mailing a Notice to Defaulting Contractor sent Certified U.S. Mail, return receipt requested. The Notice to Defaulting Contractor shall be mailed to the contractor at least 7 days prior to the Governing Board meeting.

Rulemaking Authority 373.610 FS. Law Implemented 373.610 FS. History— New XX-XX-XX.

40A-7.004 Determination and Notice of a Contractor Suspension.

- (1) Once the District has mailed a Notice to Defaulting Contractor to the contractor, the Governing Board shall determine whether the contractor should be suspended from doing business with the District, and if suspended, the duration of the suspension.
- (2) The Governing Board shall consider the following when determining whether a contractor should be temporarily suspended from doing business with the District for a period of time of no more than 5 years:
 - _____ (a) The material breach resulted in an adverse economic impact to the District of less than \$50,000;
 - _____ (b) The material breach resulted in a delay in the completion of a District project of less than 1 year;
 - _____ (c) The contractor failed to perform in accordance with professional licensing standards and regulations;
 - _____ (d) The contractor failed to comply with Florida public records laws;
 - _____ (e) The material breach involved discrimination on the basis of race, color, creed, national origin, sex, age, or handicap;
 - _____ (f) The material breach involved willful or gross misconduct;

(g) The District has terminated any other District contracts with the contractor due to the contractor's material breach within the past 5 years;

(h) The material breach involved the commission of any act indicating a lack of business integrity or honesty; and,

(i) The material breach involved knowingly doing business with a suspended contractor.

(3) The Governing Board shall consider the following when making a determination whether a contractor should be permanently suspended from doing business with the District:

(a) The material breach resulted in an adverse economic impact to the District of \$50,000 or more;

(b) The material breach resulted in a delay in the completion of a District project of 1 year or more;

(c) The material breach involved discrimination on the basis of race, color, creed, national origin, sex, age, or handicap;

(d) The contractor violated a District solicitation to ensure the fair award of District contracts, including price fixing between competitors, allocation of customers between competitors, and bid rigging; and,

(e) The material breach involved the commission of a criminal offense, including public entity crimes as defined in Section 287.133(1)(g), F.S.;

(4) The District shall mail to the contractor a Suspension Notice by Certified U.S. Mail, return receipt requested, upon the Governing Board's determination that the contractor will not be suspended or has been temporarily or permanently suspended from doing business with the District. The Suspension Notice shall specify the basis for the Governing Board's determination and the duration of any suspension. The Suspension Notice shall inform the contractor that its principals shall not do business with the District under a different name or form a new legal entity in order to do business with the District while the contractor remains on the Suspension List.

(5) Upon written request to the District, a contractor placed on the Temporary Suspension List will be reinstated at the conclusion of the contractor's suspension period after reimbursing the District for all re-procurement costs.

(6) Contractors that are placed on the Permanent Suspension List will be permanently suspended from doing business with the District.

Rulemaking Authority 373.610 FS. Law Implemented 373.610 FS. History-- New XX-XX-XX.

40A-7.005 Administrative Hearings.

The Suspension Notice shall constitute final agency action subject to the provisions of Chapter 120, F.S.

Rulemaking Authority 373.610 FS. Law Implemented 373.610 FS. History-- New XX-XX-XX.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Lyle Seigler, Chief of Staff
Lennie Zeiler, Director, Division of Asset Management

FROM: Carol Bert, Asset Management Administrator

DATE: February 7, 2020

SUBJECT: Consideration of ITB 20B-005 for Rental and Service of Portable Toilets and District-Owned Toilets for Locations in Escambia and Santa Rosa Counties

Background

On January 28, 2020, the District issued an Invitation to Bid for rental and service of portable toilets and District-owned toilets in Escambia and Santa Rosa counties at remote recreational sites where other waste management methods are not feasible. The District's Invitation to Bid (ITB) requires the rental and service of 19 portable toilets (13 handicapped and six regular units) and service of four District-owned toilets located at 13 sites (see attached maps).

Sealed bids for these services are due by 2:30 p.m. on February 25, 2020. Staff will provide the bid results and a recommendation in the form of a supplement at the February 27, 2020, Governing Board meeting.





NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Lyle Seigler, Chief of Staff
Lennie Zeiler, Director, Division of Asset Management

FROM: Carol L. Bert, Asset Management Administrator

DATE: February 13, 2020

SUBJECT: Consideration of Request for Apiary Sites on District Lands in Escambia and Santa Rosa

Recommendation:

Staff recommends the Governing Board authorize the Executive Director to execute agreements for apiary sites on District lands in Escambia and Santa Rosa counties.

Background:

In 1985, the District acquired more than 35,000 acres on the Apalachicola River in Gulf and Liberty counties that contained a number of historic apiary sites under the previous ownership. Not long after this land was acquired, the District developed general guidelines for apiary agreements and agreements for apiary sites on District lands were established.

The District has four active apiary sites in the Apalachicola River WMA and three active apiary sites in the Choctawhatchee River/Holmes Creek WMA. Other apiary sites have been on the Econfina and Yellow River WMAs in the past, but these are not currently active. The District collects \$600 for the apiary sites in the Apalachicola River WMA and \$325 for apiary sites in the Choctawhatchee River/Holmes Creek WMA for a total of \$925 a year.

The District has a request for apiary sites on District lands in Escambia and Santa Rosa counties (see attached map) where we currently have none. Since this is an area where the District has never had apiary sites, input from the Governing Board is desired on this matter.



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Lyle Seigler, Chief of Staff
Lennie Zeiler, Director, Division of Asset Management

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

DATE: February 12, 2020

SUBJECT: Consideration of Invitation to Bid 20B-004; Hurricane Debris Management Services - Econfina Field Office

Recommendation:

Staff recommends the Governing Board authorize the Executive Director to execute an Agreement with Gaston Tree Debris Recycling, LLC for an amount not to exceed \$400,400 to facilitate hurricane debris cleanup at the Econfina Field Office tract and to execute phased Task Orders, subject to funding availability.

Background:

On January 16, 2020 the District issued Invitation to Bid (ITB) 20B-004 for hurricane debris management services at its Econfina Field Office tract. This tract was heavily impacted by Hurricane Michael and requires a large debris removal effort. The ITB identified 154 upland acres for cleanup work and separated this area into five discrete project phases. The ITB did not specify the method for accomplishing the work, but rather identified what would need to be accomplished; specifically stating that the Contractor shall remove from the project area:

- All downed timber;
- All standing dead timber (including standing stems broken off above the base);
- All standing live timber that is leaning more than 25 degrees from vertical; and
- All vegetative debris greater than 2" (two inches) in diameter that is either down or is felled during the work.

This work could be accomplished through different methods such as pile and burn, burn with air curtain incinerator, load and haul away, mulching, chip and haul, etc. The low bidder has indicated that they intend to accomplish the work by a combination of methods including harvest and chip, harvest and grind, and harvest and burn.

On February 11, 2020, at 2:00 p.m. EST, the District opened eleven sealed bids in response to Invitation to Bid 20B-004. The bids received are listed below for your review.

COMPANY	PRICE PER ACRE	TOTAL BID
TFR Enterprises, Inc.	\$ 12,500.00	\$ 1,925,000.00
RBM Contracting Services, LLC	Variable by Phase	\$ 1,685,250.00
Aftermath Disaster Recovery, Inc.	\$ 6,482.50	\$ 998,305.00
Panhandle Excavating, Inc.	\$ 6,450.00	\$ 993,300.00
Custom Tree Care, Inc.	\$6,245.00	\$ 961,730.00
Southern Disaster Recovery, LLC	\$5,100.00	\$ 785,400.00
DRC Emergency Services, LLC	\$ 4,930.00	\$ 759,220.00
Ironwood Heavy Highway, LLC	Variable by Phase	\$ 750,903.38
Grubbs Emergency Services, LLC	\$ 3,886.00	\$ 598,444.00
Collins Land Services, Inc.	Variable by Phase	\$ 448,200.00
Gaston Tree Debris Recycling, LLC	\$2,600.00	\$ 400,400.00

Gaston Tree Debris Recycling, LLC submitted the lowest bid to conduct the specified services. Approximately \$193,000 is available in the District's Fiscal Year 2019-2020 budget to fund Phase I and II Task Orders of the hurricane debris management work.

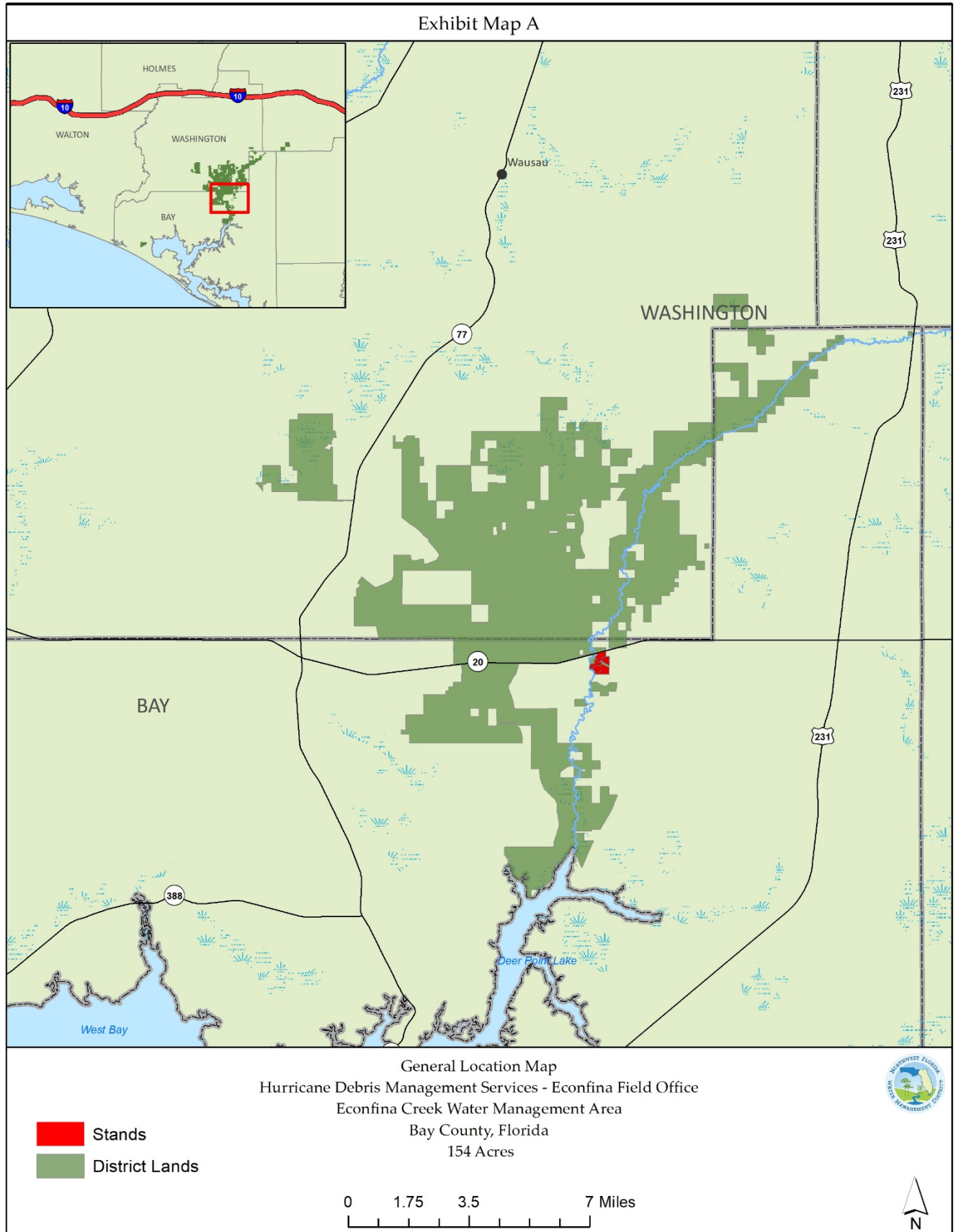
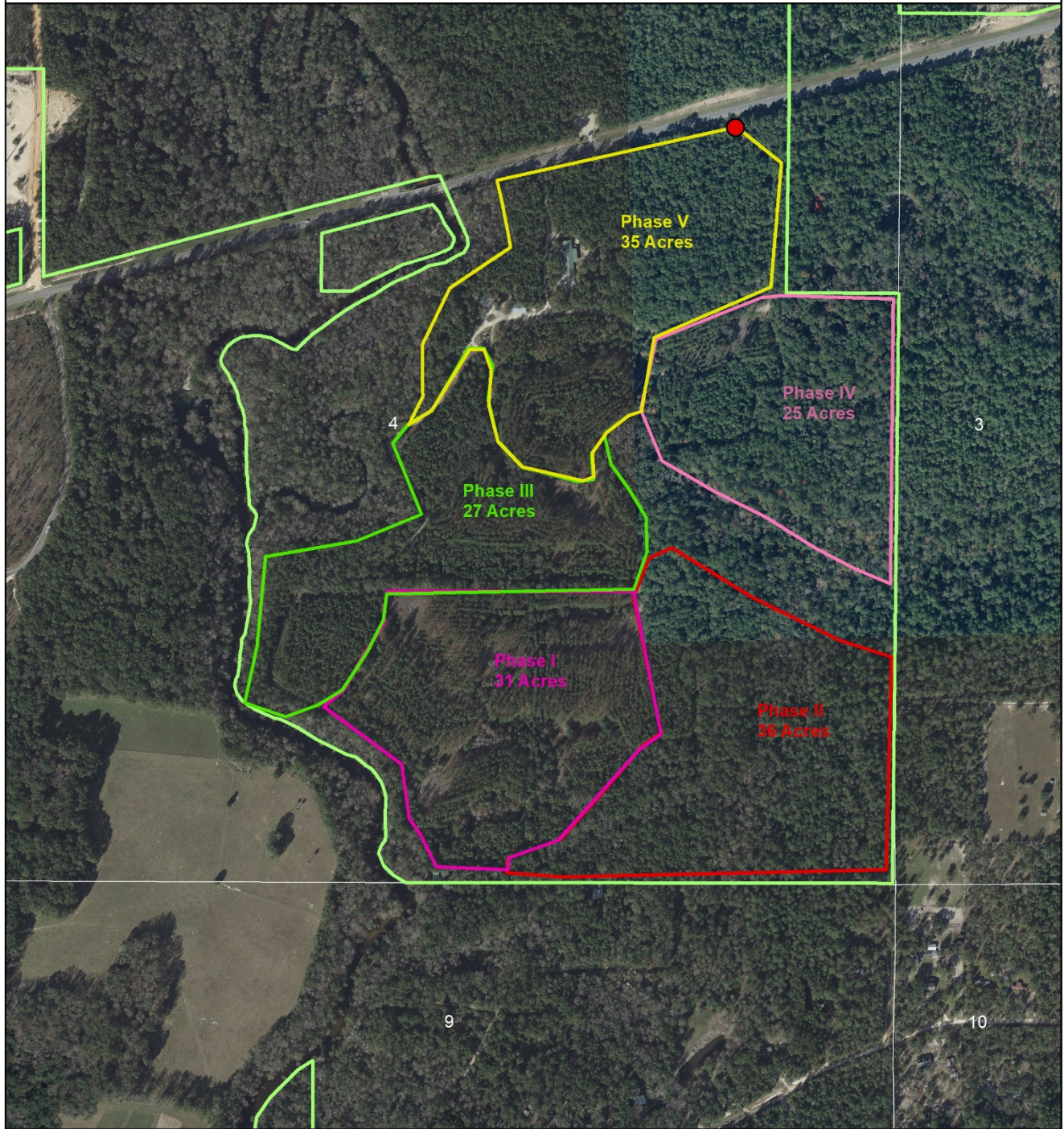


Exhibit Map 1



Hurricane Debris Management Services - Econfina Field Office
Econfina Creek Water Management Area
Section 4, Township 1S, Range 13W
Bay County, Florida
154 Acres

- Contractor Entry/Exit Gate
- District Lands



0 0.05 0.1 0.2 Miles



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Lyle Seigler, Chief of Staff
Lennie Zeiler, Director, Division of Asset Management

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

DATE: February 13, 2020

SUBJECT: Consideration of Authorization to Purchase Bureau of Land
Management Operation Vehicles

Recommendation:

Staff recommends the Governing Board grant the Executive Director approval to exceed \$65,000 with one vendor using the DMS State Contract for the purchase of trucks for the Bureau of Land Management Operations during FY 2019-20.

Background:

Each year the Bureau of Land Management Operations (BLMO) replaces vehicles as necessary. In the current year budget, the BLMO has identified revenue to purchase three 4x4 pickup trucks that will replace trucks which have high mileage and are due for replacement. To date, one F-350 has been ordered; however, the BLMO would like to order two additional trucks. The ordering of these two trucks exceeds the threshold of \$65,000 for purchasing from one vendor.

TM/cb



J. Breck Brannen

Attorney at Law
Phone: (850) 222-3533
Fax: (850) 222-2126
breck@penningtonlaw.com

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

DATE: February 13, 2020

SUBJECT: Consideration of Resolution No. 865 for Delegation of Authority to Executive Director on Land Acquisition Matters

Recommendation

Staff and District legal counsel recommends the Governing Board adopt Resolution No. 865 for delegation of authority to the Executive Director and other District staff as outlined in Resolution No. 865 and enter it into the records of the District.

Summary

The Governing Board is authorized to execute any of its powers, duties, and functions through a Member, the Executive Director, or other District staff as designated by the Governing Board, pursuant to s. 373.083(5), Florida Statutes. The mechanism for making such a designation is through a Resolution of the Board, which may establish the scope and terms of any delegation, and no delegation shall be subject to the rulemaking requirements of Chapter 120, Florida Statutes. The attached Resolution delegates specific powers and duties of the Governing Board to the Executive Director for the District's land acquisition program and purchasing of services and commodities. Pursuant to s. 373.083(5), Florida Statutes, the Governing Board may delegate to the Executive Director the Board's power to delegate some of the powers and duties to other District staff.



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) 539-2693

RESOLUTION NO. 865 RESOLUTION OF THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT GOVERNING BOARD DELEGATION OF DUTIES

WHEREAS, the NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT, an agency of the State of Florida (hereinafter the “DISTRICT”), was created pursuant to Section 373.069(1)(a), Florida Statutes, and exercises its statutory powers pursuant to Chapter 373, Florida Statutes; and,

WHEREAS, the DISTRICT is governed by a governing board (hereinafter called the “GOVERNING BOARD”) as provided in Section 373.073, Florida Statutes; and,

WHEREAS, the GOVERNING BOARD is vested with certain powers and duties as provided in Section 373.083, Florida Statutes; and,

WHEREAS, the GOVERNING BOARD may delegate certain powers and duties to its Executive Director or other DISTRICT staff, pursuant to Section 373.083(5), Florida Statutes; and,

WHEREAS, pursuant to Section 373.083(5), Florida Statutes, the GOVERNING BOARD may delegate to the Executive Director all of its authority to determine and disclose confidential and exempt valuations and valuation information which are related to surplus land, or written offers to purchase such surplus land, to potential purchasers, and disclose appraisal reports to private landowners during negotiations for acquisition using alternatives to fee simple techniques, if the Executive Director determines that disclosure of the reports will bring the proposed acquisition to closure.

WHEREAS, all delegations not addressed in this Resolution shall remain unchanged.

NOW THEREFORE BE IT RESOLVED that the Governing Board of the Northwest Florida Water Management District hereby delegates to the Executive Director the following powers and duties:

1. The above recitals are incorporated herein as a part hereof.
2. The discretion to disclose confidential and exempt valuations and valuation information related to surplus land, or written offers to purchase such surplus, to potential purchasers:
 - a. During negotiations for the sale or exchange of land;

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JON COSTELLO
Tallahassee

TED EVERETT
Chipley

BO SPRING
Port St. Joe

- b. During the marketing effort or bidding process associated with the sale, disposal or exchange of the land;
 - c. When the passage of time has made the conclusions of value invalid; or
 - d. When negotiations or meting efforts concerning the land are concluded.
- 3. The discrection to disclose appraisal reports to private landowners during negotiations for acquisition using alternatives to fee simple techniques, if the Executive Director determines that disclosure of the reports will bring the proposed acquisition to closure.
- 4. The discrection to disclose appraisal reports (1) until an option contract is executed or, if no option contract is executed, until 30 days before a contract or agreement for purchase is considered for appraoval by the Governing Board.
- 5. The discrection to modify and revise the District's Acquisition Procedures, as prepared by staff and in accordance with these delegations, as necessary to facilitate timely and efficient acquisition of interest in land.
- 6. The discrection to delegate to other District staff any of the delegations herein made to the Executive Director.

PASSED AND ADOPTED this 27th day of February, 2020, A.D.

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

George Roberts, Chair

ATTEST:

Brett Cyphers, Acting Secretary-Treasurer

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JON COSTELLO
Tallahassee

TED EVERETT
Chipley

BO SPRING
Port St. Joe

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: February 17, 2020

Carmen Diaz, Petitioner, vs. Northwest Florida Water Management District, and Palafox, LLC, Respondents, State of Florida Division of Administrative Hearings (DOAH), Case No. 19-5831

This is a challenge brought by Petitioner Diaz, a homeowner within the Tallahassee subdivision known as Palafox, to an environmental resource permit issued by the District to Palafox, LLC, whose principal is Gary Zins. The permit authorizes Palafox, LLC, to construct a surface water management system to serve an approximately 2.68-acre development (multi-family housing) at the intersection of Palafox Lane and Martin Hurst Road in Tallahassee.

The Petitioner alleges, primarily, that the development will violate District statutes and rules by causing increased amounts of stormwater/flooding on Petitioner's property. The District's position is that Palafox, LLC, has met the conditions for issuance of the permit and the engineering provided by Palafox, LLC, demonstrates that no such impacts to Petitioner's property will occur.

The Amended Petition was forwarded to the DOAH for assignment of an administrative law judge. Palafox, LLC, moved to intervene in the case, which was granted and Palafox, LLC, was added as a party respondent. The case was then assigned to Judge Suzanne Van Wyk. Judge Van Wyk has set the case for hearing on February 19 and 20, 2020, in Tallahassee, stating the issue to be heard as: "Whether Environmental Resource Permit No. IND-073-288406-1 should be issued as proposed in the notice issued by the Northwest Florida Water Management District."

The District and Palafox, LLC, are vigorously defending the permit. The District remains confident in its position and is vigorously defending its decision to issue the permit.