

**Northwest Florida Water Management District
Governing Board Meeting Minutes
July 23, 2020**

1. Opening Ceremonies

Called to order at 1:00 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

2. Special Thanks and Recognition

None.

3. Changes to the Agenda

None.

4. Approval of the Minutes for June 25, 2020

MOTIONED BY JERRY PATE, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD APPROVE THE JUNE 25, 2020, GOVERNING BOARD MEETING MINUTES. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

5. Approval of the Financial Reports for the Month of May 2020

MOTIONED BY BO SPRING, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORTS FOR THE MONTH OF MAY 2020. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

6. Consideration of Sub-Recipient Funding Agreement with the Florida Division of Emergency Management and Delegation of Authority

MOTIONED BY JON COSTELLO, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD (1) AUTHORIZE AND DELEGATE THE EXECUTIVE DIRECTOR TO EXECUTE SUB-RECIPIENT FUNDING AGREEMENT CONTRACT Z2228 AND ANY AMENDMENTS AS DESIGNATED AUTHORIZED AGENT FOR THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT (2) SIGN PROJECT WORKSHEETS, REQUEST FOR REIMBURSEMENTS, AND OTHER DOCUMENTS FOR THE FEDERAL EMERGENCY MANAGEMENT AGENCY/STATE OF FLORIDA, DIVISION OF EMERGENCY MANAGEMENT AGREEMENT. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

7. Consideration of New FEMA Cooperating Technical Partner Funding for Fiscal Year 2020 – 2021

MOTIONED BY BO SPRING, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO AMEND THE COOPERATING TECHNICAL PARTNER AGREEMENT WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY TO ACCEPT AND AUTHORIZE SPENDING \$1,398,000 IN NEW FUNDING TO DEVELOP TOOLS TO ASSIST COMMUNITIES IN REDUCING FLOOD RISK. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

8. Consideration of Funding Agreement with Florida Department of Environmental Protection for Water Management Districts' Hurricane Recovery

MOTIONED BY BO SPRING, SECONDED BY JON COSTELLO, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION TO ACCEPT FUNDING OF \$4,000,000 FOR HURRICANE RECOVERY EFFORTS IN FYS 2019-20 AND 2020-21, SUBJECT TO BUDGET APPROVAL AND LEGAL COUNSEL REVIEW. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

9. Consideration of Grant of Access Easement for Revell Acquisition; Wakulla County

MOTIONED BY TED EVERETT, SECONDED BY BO SPRING, THAT THE GOVERNING BOARD (1) MAKE A DETERMINATION THAT THE ACCESS AND UTILITY EASEMENT WILL NOT INTERFERE WITH PLANNED DISTRICT PURPOSES (2) APPROVE THE GRANT OF AN ACCESS AND, IF NEEDED, UTILITY EASEMENT, TO MR. REVELL (3) AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE ACCESS AND, IF NEEDED, UTILITY EASEMENT, PREPARED BY DISTRICT LEGAL COUNSEL AT CLOSING. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

10. Legal Counsel Report

No pending cases in which the District is a party.

Meeting was adjourned at 1:16 p.m.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
 Financial Report
 Summary Statement of Receipts, Disbursements & Cash Balances
 For Month Ending June 30, 2020

Balance Forward - Operating Funds	\$47,975,439.77	
Operating Funds Received in current month:		
Revenue Receipts, Current	\$336,717.93	
Contracts Receivable	972,748.36	
Other Deposits/Refunds/Adjustments	8,883.41	
Transfers from Lands Accounts	0.00	
Total Deposits during month	1,318,349.70	
Total Deposits and Balance Forward		\$ 49,293,789.47
Disbursements:		
Employee Salaries	423,700.64	
Employee Benefits	216,606.63	
Employee Flexible Spending Account	0.00	
Contractual Services (Professional)	202,710.20	
Operating Expenses - Services	94,638.91	
Operating Expenses - Commodities	14,827.99	
Operating Capital Outlay	97,483.85	
Grants and Aids	372,112.17	
Total Operating Expenses during month	1,422,080.39	
Payables, Prior Year	0.00	
Other Disbursements or (Credits)	20,901.25	
Total Funds Disbursed by check during month	1,442,981.64	
Bank Debits (Fees, Deposit Slips, etc.)	0.00	
Transfer to Land Acquisition Account	0.00	
Total Funds Disbursed		1,442,981.64
Cash Balance Operating Funds at month end		\$ 47,850,807.83
Operating Depositories:		
Petty Cash Fund	250.25	
General Fund Checking	697,834.25	
Payroll Account	6,325.76	
Passthrough (EFT) Account	6,765.45	
Investment Accounts @ 0.57%		
General Fund	23,026,066.98	
Lands Fee Fund	5,610,320.61	
SWIM Fund	91,412.10	
Springs Protection	58.14	
Okaloosa Regional Reuse	2,502,870.49	
Mitigation Fund	15,908,903.80	
Total Operating Depositories at month end	\$ 47,850,807.83	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending June 30, 2020

Land Acquisition Funds @ 0.57%	\$ 299,588.27	
Total Land Acquisition Funds		299,588.27
Restricted Management Funds:		
Phipps Land Mgmt @ 0.57%	56,885.69	
Total Land Acquisition Funds		
Fla. Board of Administraton Cypress Springs R&M Account @ 0.57%	843,642.07	
Total Restricted Land Management Funds		<u>900,527.76</u>
Total Land Acquisition, and Restricted Management Funds		<u>1,200,116.03</u>
TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END		<u><u>\$ 1,200,116.03</u></u>

Approved: _____
Chairman or Executive Director

Date: August 27, 2020

Northwest Florida Water Management District
Statement of Sources and Uses of Funds
For the Period ending June 30, 2020
(Unaudited)

	Current Budget	Actuals Through 6/30/2020	Variance (under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 3,529,580	\$ 3,459,305	\$ (70,275)	98%
Intergovernmental Revenues	67,440,144	13,076,433	(54,363,711)	19%
Interest on Invested Funds	265,000	440,651	175,651	166%
License and Permit Fees	355,642	457,670	102,028	129%
Other	5,416,697	660,886	(4,755,811)	12%
Fund Balance	28,941,076		(28,941,076)	0%
Total Sources	\$ 105,948,139	\$ 18,094,944	\$ (87,853,195)	17%

	Current Budget	Expenditures	Encumbrances¹	Available Budget	%Expended	%Obligated²
Uses						
Water Resources Planning and Monitoring	\$ 7,168,011	\$ 2,512,091	\$ 1,631,012	\$ 3,024,908	35%	58%
Acquisition, Restoration and Public Works	61,474,260	2,826,849	16,742,338	41,905,073	5%	32%
Operation and Maintenance of Lands and Works	8,020,098	2,515,589	786,349	4,718,160	31%	41%
Regulation	3,928,337	2,282,854	117,779	1,527,704	58%	61%
Outreach	132,619	86,789	2,879	42,951	65%	68%
Management and Administration	2,025,816	1,325,117	72,400	628,299	65%	69%
Total Uses	\$ 82,749,141	\$ 11,549,289	\$ 19,352,756	\$ 51,847,096	14%	37%
Reserves	23,198,998			23,198,998	0%	0%
Total Uses and Reserves	\$ 105,948,139	\$ 11,549,289	\$ 19,352,756	\$ 75,046,094	11%	29%

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 June 30, 2020, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

JUNE 2020

CHECKS	6/3/2020	\$	211,112.06
AP EFT CHECKS	6/5/2020		23,106.66
DIRECT DISBURSEMENT	6/5/2020		150.00
CHECKS	6/10/2020		179,921.24
AP EFT CHECKS	6/12/2020		18,917.46
DIRECT DISBURSEMENT	6/12/2020		380.00
CHECKS	6/17/2020		134,781.10
AP EFT CHECKS	6/19/2020		11,106.00
DIRECT DISBURSEMENT	6/19/2020		100.00
CHECKS	6/24/2020		14,538.94
AP EFT CHECKS	6/26/2020		354,518.81
RETIREMENT	6/8/2020		57,234.55
VOIDED CHECK	6/16/2020		-33.75
VOIDED CHECK	6/23/2020		-1,486.27
		\$	<u>\$1,004,346.80</u>

Chairman or Executive Director

August 27, 2020
Date

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5670	ASPEN SYSTEMS, INC	06/03/2020	2,052.50	ADD WINDOWS ENVIRONMENT TO COM
4180	BA MERCHANT SERVICES	06/03/2020	833.17	TRANSACTION FEES FOR E-PERMITT
3113	RAY GLASS' BATTERIES, INC.	06/03/2020	121.49	CAT D5 DOZER BATTERY
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	06/03/2020	658.94	MEDICARE INSURANCE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	06/03/2020	749.77	RETIREE MEDICAL INSURANCE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	06/03/2020	56,304.05	MEDICAL INSURANCE
1035	COLE-PARMER INSTRUMENT COMPANY	06/03/2020	212.38	NIST THERMOMETER
3126	DEWBERRY ENGINEERS, INC	06/03/2020	54,127.19	ENCUMBER CONTRACT #16-056 TO#2
3126	DEWBERRY ENGINEERS, INC	06/03/2020	56,959.59	ENCUMBER CONTRACT #16-056 TO#2
1709	DIVISION OF ADMINISTRATIVE HEARINGS	06/03/2020	1,491.75	DOAH-DIAZ
45	DMS	06/03/2020	622.52	DEFUNIAK LOCAL
45	DMS	06/03/2020	1,404.62	DEFUNIAK ETHERNET & LONG DISTANCE
45	DMS	06/03/2020	789.92	CONFERENCE CALLS
45	DMS	06/03/2020	1,354.54	HQ LOCAL
45	DMS	06/03/2020	123.82	HQ LONG DISTANCE
45	DMS	06/03/2020	73.80	MILTON LOCAL
45	DMS	06/03/2020	60.01	AIR CARDS & HOTSPOTS
45	DMS	06/03/2020	6,760.67	HQ ETHERNET
45	DMS	06/03/2020	0.22	LAN PORTS & INTRANET/INTERNET
45	DMS	06/03/2020	40.23	LAN PORTS & INTRANET/INTERNET
2701	FLORIDA MUNICIPAL INSURANCE TRUST	06/03/2020	473.22	WC DEDUCTIBLE
5688	G&A MANUFACTURING, INC.	06/03/2020	2,614.00	ADDITIONAL TOE RAILINGS FOR BL
3492	GEOTECH ENVIRONMENTAL EQUIP, INC.	06/03/2020	3,703.43	PROBES FOR YSI MULTI PARAMETER
916	GULF POWER COMPANY	06/03/2020	211.05	ELECTRIC-DEFUNIAK OFFICE
61	JACKSON COUNTY FLORIDAN	06/03/2020	78.25	WATER USE PERMIT LEGAL AD
61	JACKSON COUNTY FLORIDAN	06/03/2020	56.80	NOTICE OF INTENT TO ADOPT
1695	JAMES MOORE & COMPANY	06/03/2020	2,295.63	ENCUMBER FINANCIAL AUDITORS CO
1205	OFFICE DEPOT, INC.	06/03/2020	241.00	SAFETY SUPPLIES
5610	OKALOOSA-WALTON SECURITY & SURVEILLANCE	06/03/2020	75.00	DEFUNIAK SECURITY SYSTEM
4368	PROFESSIONAL HEALTH EXAMINERS	06/03/2020	50.00	LABORATORY TESTING
5651	SGS TECHNOLOGIE, LLC	06/03/2020	373.33	HOSTINA AND MAINTAINING DISTRI
4832	SUN LIFE FINANCIAL	06/03/2020	93.80	PREPAID DENTAL ACCT 5
4832	SUN LIFE FINANCIAL	06/03/2020	110.40	PREPAID DENTAL ACCT 5

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

4832	SUN LIFE FINANCIAL	06/03/2020	5,264.79	PPO DENTAL ACCT 4
4832	SUN LIFE FINANCIAL	06/03/2020	5,341.53	PPO DENTAL ACCT 4
4834	SUN LIFE FINANCIAL	06/03/2020	81.60	EMPLOYEE ASSISTANCE PROGRAM
4834	SUN LIFE FINANCIAL	06/03/2020	81.60	EMPLOYEE ASSISTANCE PROGRAM
4834	SUN LIFE FINANCIAL	06/03/2020	948.78	AD&D ACCT 1
4834	SUN LIFE FINANCIAL	06/03/2020	948.78	AD&D ACCT 1
4833	SUN LIFE FINANCIAL	06/03/2020	1,000.19	VOL LTD ACCT 3
4833	SUN LIFE FINANCIAL	06/03/2020	1,000.19	VOL LTD ACCT 3
4557	VERIZON WIRELESS	06/03/2020	256.57	CELL PHONES
4557	VERIZON WIRELESS	06/03/2020	907.74	JETPACKS
5218	WAGeworks, INC.	06/03/2020	163.20	FLEXIBLE SPENDING ACCOUNT ADMI
TOTAL CHECKS			<u>211,112.06</u>	
3293	ANGUS G. ANDREWS, JR.	06/05/2020	8,125.00	ENCUMBER LEASE AGREEMENT - CON
3942	A & W VENTURES, L.C.	06/05/2020	156.34	PORTABLE TOILET FOR PHIPPS PAR
3942	A & W VENTURES, L.C.	06/05/2020	400.00	FOUR REGULAR PORTABLE UNITS WI
3813	PENNINGTON, P.A.	06/05/2020	13,217.82	LEGAL COUNSEL
5336	TETRA TECH, INC	06/05/2020	1,207.50	ENCUMBER CONTRACT # 18-078
TOTAL ACH TRANSFER			<u>23,106.66</u>	
5707	REFUND PAYEEZY	06/05/2020	150.00	REFUND FOR WELL CONTRACTOR LIC
TOTAL DIRECT DISBURSEMENTS			<u>150.00</u>	
TOTAL AP			<u><u>234,368.72</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
3894	APPLIED AQUATIC MANAGEMENT, INC	06/10/2020	1,345.49	AQUATIC PLANT TREATMENT - PHIP
5340	APPLIED TECHNOLOGY AND MANAGEMENT, INC.	06/10/2020	10,320.00	AS NEEDED HYDROLOGICAL AND ECO
5340	APPLIED TECHNOLOGY AND MANAGEMENT, INC.	06/10/2020	10,328.00	AS NEEDED HYDROLOGICAL AND ECO
5340	APPLIED TECHNOLOGY AND MANAGEMENT, INC.	06/10/2020	2,496.00	AS NEEDED HYDROLOGICAL AND ECO
3771	CHOCTAWHATCHEE BASIN ALLIANCE	06/10/2020	25,958.69	CHOCTAWHATCHEE BASIN ALLIANCE
4559	CITY OF CARRABELLE	06/10/2020	17,717.50	ENCUMBER CONTRACT # 17-069
5131	CITY OF DEFUNIAK SPRINGS	06/10/2020	188.97	WATER/SEWER DEFUNIAK SPRINGS
4748	EAST MILTON WATER SYSTEM	06/10/2020	10.00	WATER-MILTON OFFICE
4855	ENVIRON SERVICES INCORPORATED	06/10/2020	2,583.34	JANITORIAL SERVICES, HEADQUART
4273	ROBERT T. MIXON	06/10/2020	195.80	LEATHER WORK BOOTS FOR MIKE KE
4273	ROBERT T. MIXON	06/10/2020	198.00	8" LEATHER BOOTS FOR DAN WESLE
2701	FLORIDA MUNICIPAL INSURANCE TRUST	06/10/2020	23,944.15	4TH INSTALLMENT FY 19-20
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	06/10/2020	29.54	FAR ADS FOR GB MEETINGS
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	06/10/2020	25.62	FAR AD
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	06/10/2020	35.84	REVISED FAR AD FOR RFP 20-001
3759	FORD FARMS	06/10/2020	2,315.43	ENCUMBER CONTRACT # 18-047
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	06/10/2020	212.98	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	06/10/2020	177.89	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	06/10/2020	183.20	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	06/10/2020	198.67	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	06/10/2020	94.38	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	06/10/2020	177.88	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	06/10/2020	107.40	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	06/10/2020	202.03	KONICA MINOLTA COPIER LEASE RE
2299	LIBERTY COUNTY SOLID WASTE	06/10/2020	32.00	SOLID WASTE DUMPSTER-FL RIVER
3266	LOWE'S COMPANIES INC.	06/10/2020	347.19	FIELD SUPPLIES AND SAFETY SUPP
5077	MACK BEASLEY	06/10/2020	35.00	REFUND FOR WELL PERMIT 292238
5146	MICHAEL CORRIE MANNION	06/10/2020	1,986.60	STAFF AUGMENTATION FOR CUSTOM
5070	MICHAEL ANDERSON, INC	06/10/2020	73,598.53	ECONFINA BOARDWALK REPLACEMENT
5076	NORTHLAND MANUFACTURING, INC.	06/10/2020	800.00	PPE
63	NORTHWEST FLORIDA DAILY NEWS	06/10/2020	133.83	NOTICE OF INTENT TO ADOPT
63	NORTHWEST FLORIDA DAILY NEWS	06/10/2020	128.79	WATER USE PERMIT LEGAL AD
64	PANAMA CITY NEWS HERALD	06/10/2020	120.92	WATER USE PERMIT LEGAL AD

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

342	THE STAR	06/10/2020	75.55	WATER USE PERMIT LEGAL AD
110	TALQUIN ELECTRIC COOPERATIVE, INC.	06/10/2020	3,168.05	ELECTRIC - HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	06/10/2020	272.78	WATER/SEWER - HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	06/10/2020	89.20	SECURITY LIGHTS - HQ
382	WASHINGTON COUNTY NEWS	06/10/2020	86.00	WATER USE PERMIT LEGAL AD
TOTAL CHECKS			<u>179,921.24</u>	
4944	BRETT CYPHERS	06/12/2020	261.66	TRAVEL REIMBURSEMENT
2702	FISH AND WILDLIFE	06/12/2020	3,853.90	LAW ENFORCEMENT-CONTRACT NO. 1
5368	KOUNTRY RENTAL NWF, INC.	06/12/2020	9,880.00	PORTABLE & COMPOST TOILET SERV
5368	KOUNTRY RENTAL NWF, INC.	06/12/2020	207.50	CLEANING OF ECONFINA OFFICE AN
5368	KOUNTRY RENTAL NWF, INC.	06/12/2020	400.00	5 PORTABLE TOILETS FOR EFO STA
5614	ZACHARY J. SELLERS	06/12/2020	787.50	DEFUNIAK OFFICE JANITORIAL
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	06/12/2020	3,526.90	RECREATION SITE CLEANUP-CONTRA
TOTAL ACH TRANSFER			<u>18,917.46</u>	
5707	REFUND PAYEEZY	06/12/2020	60.00	REFUND WELL PERMIT 291937
5707	REFUND PAYEEZY	06/12/2020	50.00	REFUND FOR DUPLICATE PAYMENT O
5707	REFUND PAYEEZY	06/12/2020	50.00	REFUND WELL PERMIT 292445
5707	REFUND PAYEEZY	06/12/2020	220.00	P292440 TIA LILLIMAN OVERPMT R
TOTAL DIRECT DISBURSEMENTS			<u>380.00</u>	
TOTAL AP			<u><u>199,218.70</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5676	ARBOR TREE CARE LLC	06/17/2020	2,400.00	HAZARDOUS TREE REMOVAL - PITT
2967	BANK OF AMERICA	06/17/2020	2,453.93	P-CARD CHARGES
2967	BANK OF AMERICA	06/17/2020	119.95	SOFTWARE RENEWAL FOR TREY GRUB
2967	BANK OF AMERICA	06/17/2020	128.40	SPRAY BOTTLES FOR DISINFECTANT
4308	CITRIX SYSTEMS, INC	06/17/2020	5,230.85	CITRIX LICENSE, GATEWAY, AND M
5117	CONSTANT CONTACT, INC.	06/17/2020	168.00	SOFTWARE SUBSCRIPTION TO MANAG
97	THE DEFUNIAK HERALD	06/17/2020	38.50	WATER USE PERMIT LEGAL AD
5068	FIRST DATA CORPORATION	06/17/2020	65.73	EPERMITTING FEES - TELECHECK
4807	WEX BANK	06/17/2020	3,845.37	FUEL/REPAIR
4807	WEX BANK	06/17/2020	625.00	ENCUMBER CONTRACT # 14-057 - G
4807	WEX BANK	06/17/2020	425.00	WEX TELEMATICS FLEET MANAGEMEN
4807	WEX BANK	06/17/2020	25.00	ENCUMBER CONTRACT # 16-014 - G
4807	WEX BANK	06/17/2020	50.00	WEX TELEMATICS FLEET MANAGEMEN
3379	FL. DEPT. OF AGRICULTURE & CONSUMER SERVICES	06/17/2020	17,781.25	ENCUMBER CONTRACT # 18-019
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	06/17/2020	26.46	FAR AD
5603	GRIFFIN SAND & CONCRETE CO., INC.	06/17/2020	1,275.00	PINE RIDGE WEATHER PAVILION CO
5410	GUARDIAN AUTOMOTIVE	06/17/2020	33.75	OPEN PURCHASE ORDER FOR RMD.
916	GULF POWER COMPANY	06/17/2020	334.81	ELECTRIC-MILTON OFFICE
5064	HODGES BROTHERS LUMBER, INC.	06/17/2020	17,736.32	MATERIALS FOR ECONFINA CANOE L
4959	RICE ENTERPRISES, INC.	06/17/2020	106.45	BATTERY FOR WMD-96204
5235	JACKSON COUNTY BOARD OF COUNTY COMMISSIONERS	06/17/2020	61,629.30	ENCUMBER CONTRACT #17-061
5680	MCKENZIE MOTOR COMPANY	06/17/2020	1,011.35	TIRES 96271
5434	PRESIDIO NETWORKED SOLUTIONS LLC	06/17/2020	9,019.54	QUALYSGUARD RENEWAL
5434	PRESIDIO NETWORKED SOLUTIONS LLC	06/17/2020	9,463.56	VEEAM BACKUP AND REPLICATION S
523	SANTA ROSA PRESS GAZETTE	06/17/2020	99.83	WATER USE PERMIT LEGAL AD
4091	THE SHOE BOX	06/17/2020	438.60	UNIFORM ORDER FOR LANDS FIELD
5218	WAGeworks, INC.	06/17/2020	59.15	COBRA ADMINISTRATION
4774	JOHN T WILLIAMSON	06/17/2020	190.00	JANITORIAL SERVICES FOR MILTON
TOTAL CHECKS			<u>134,781.10</u>	
5340	APPLIED TECHNOLOGY AND MANAGEMENT, INC.	06/19/2020	6,998.50	AS NEEDED HYDROLOGICAL AND ECO
4845	CALHOUN COUNTY SHERIFF'S OFFICE	06/19/2020	1,408.00	LAW ENFORCEMENT - CONTRACT NO

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

3337	FORESTECH CONSULTING	06/19/2020	1,862.50	SUPPORT AND HOSTING FOR LAND M
2268	INNOVATIVE OFFICE SOLUTIONS, INC	06/19/2020	837.00	ENCUMBRANCE PO FOR PHONE SYSTE
	TOTAL ACH TRANSFER		<u>11,106.00</u>	
5707	REFUND PAYEEZY	06/19/2020	100.00	292254 JOSIE WALKER EPERMIT DI
	TOTAL DIREST DISBURSEMENTS		<u>100.00</u>	
	TOTAL AP		<u><u>145,987.10</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
2992	BANK OF AMERICA	06/24/2020	367.07	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	06/24/2020	986.91	ACCOUNT ANALYSIS
5078	BROOKS LLC	06/24/2020	100.00	P293146 BROOKS LLC REFUND EPER
4676	CITY OF MILTON FLORIDA	06/24/2020	20.33	SEWER MILTON FIELD OFFICE
3289	CITY OF TALLAHASSEE	06/24/2020	40.52	ELECTRIC DATA COLLECTION-LAKES
1948	DELL MARKETING L.P.	06/24/2020	2,490.00	(2) DELL LAPTOPS AND (1) WD19T
2291	GULF COAST ELECTRIC COOPERATIVE,INC	06/24/2020	283.46	ELECTRIC SERVICE EFO
5294	KRONOS, INCORPORATED	06/24/2020	16.10	TIMESHEET PROGRAM
5227	MAC'S AUTO SERVICE	06/24/2020	1,281.86	REPAIRS AND SERVICE TO WMD 242
2381	PORT SUPPLY	06/24/2020	131.91	OUTBOARD MOTOR PROPELLER
3353	SONTEK/YSI INCORPORATED	06/24/2020	3,428.00	EQUIPMENT REPAIR AND ACCESSORY
4832	SUN LIFE FINANCIAL	06/24/2020	93.80	PREPAID DENTAL ACCT 5
4832	SUN LIFE FINANCIAL	06/24/2020	2,753.78	PPO DENTAL ACCT 4
4834	SUN LIFE FINANCIAL	06/24/2020	80.91	EMPLOYEE ASSISTANCE PROGRAM
4834	SUN LIFE FINANCIAL	06/24/2020	959.28	AD&D ACCT 1
4833	SUN LIFE FINANCIAL	06/24/2020	1,010.10	VOL LTD ACCT 3
2808	THAT BOOT STORE	06/24/2020	172.99	SAFETY BOOTS FOR DOUG REDDICK
2808	THAT BOOT STORE	06/24/2020	159.99	SAFETY BOOTS
5675	TONY KELLY HEATING & A/C	06/24/2020	115.00	DIAGNOSTIC FOR LEAKING ROOF
4038	WINDSTREAM COMMUNICATIONS	06/24/2020	46.93	800 NUMBERS & EFO LONG DISTANCE
TOTAL CHECKS			<u>14,538.94</u>	
1617	CAPITAL HEALTH PLAN	06/26/2020	80,760.60	MEDICAL INSURANCE
3904	DADE PAPER & BAG COMPANY	06/26/2020	190.64	PPE GLOVES
97	THE DEFUNIAK HERALD	06/26/2020	41.25	WATER USE PERMIT LEGAL AD
5235	JACKSON COUNTY BOARD OF COUNTY COMMISSIONERS	06/26/2020	246,710.00	ENCUMBER CONTRACT # 18-025
5336	TETRA TECH, INC	06/26/2020	15,205.00	ENCUMBER CONTRACT # 18-078
3696	URS CORPORATION	06/26/2020	7,036.32	ENCUMBER CONTRACT # 07-029 TO#
4270	VIEUX & ASSOCIATES, INC.	06/26/2020	2,500.00	GAUGE ADJUSTED RADAR RAINFALL
5060	EXTREME LOGISTICS GULF COAST, LLC	06/26/2020	1,775.00	RENTAL & SERVICE OF PORTABLE T
5060	EXTREME LOGISTICS GULF COAST, LLC	06/26/2020	300.00	3 REGULAR PORTABLE UNITS AND H

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

TOTAL ACH TRANSFER 354,518.81

TOTAL AP 369,057.75

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

JUNE 2020

DIRECT DEPOSIT	6/5/2020	\$	215,212.78
CHECKS	6/5/2020		3,408.41
FLEX SPENDING TRANSFER	06/05/2020		1,769.16
DIRECT DEPOSIT	6/19/2020		216,223.36
CHECKS	6/19/2020		2,251.97
FLEX SPENDING TRANSFER	06/19/2020		1,769.16
		\$	<u>440,634.84</u>

APPROVED:

Chairman or Executive Director

August 27, 2020

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

FROM: Wendy Dugan, Division of Administration Director

DATE: August 12, 2020

SUBJECT: Request for Release of Fiscal Year 2020-2021 State Appropriations and Related Agreements

Recommendation

Staff recommends the Governing Board adopt Resolution No. 873 to request the Secretary of the Florida Department of Environmental Protection (DEP) to release funds from the General Revenue Fund the amount of \$5,211,231, from the Land Acquisition Trust Fund the amount of \$3,421,000, and from the Water Protection and Sustainability Program Trust Fund the amount of \$180,000, and authorize the Executive Director to enter into agreements with DEP for these funds, subject to budget approval and legal counsel review.

Background

Resolution No. 873 requests the release of funds from the Florida Department of Environmental Protection (DEP) that were appropriated in the State of Florida’s Fiscal Year (FY) 2020-2021 General Appropriations Act (GAA) under Aid to Local Governments in Grants and Aids as follows:

Line Item	Purpose	Fund Source	Amount
1601	Environmental Resource Permitting Program	General Revenue Fund	\$1,851,231
1602	Operations	General Revenue Fund	\$3,360,000
1606	Land Management	Land Acquisition Trust Fund	\$1,610,000
1607	Minimum Flows and Minimum Levels	Land Acquisition Trust Fund	\$1,811,000

Also included in this request is \$180,000 from line item 1622, Grants and Aids to Local Governments and Nonstate Entities – Fixed Capital Outlay, Grants and Aids for Alternative Water Supply from the Water Protection and Sustainability Program Trust Fund. Line item 1622 includes

\$1,800,000 from this Trust Fund, of which ten percent or \$180,000 is allocated to the District pursuant to subsection 373.707(8)(b), Florida Statutes. Funds are provided to the water supply and water resource development grant program to help communities plan for and implement conservation, reuse and other water supply and water resource development projects. Priority funding will be given to regional projects in the areas of greatest need and for projects that provide the greatest benefit.

These funds have been included in the District's FY 2020-2021 Tentative Budget and provide a total of \$8,812,231. The District will invoice DEP to obtain these funds in a manner agreed to by the Department, which may include an agreement, such as a memorandum of understanding or funding agreement, and through a resolution adopted by the Governing Board.

Other funds appropriated in the FY 2020-2021 GAA, such as for hurricane recovery, alternative water supply (General Fund), water quality enhancement and accountability, innovative technologies, and springs restoration, will be provided through separate DEP agreements.



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. 873

Request for Fiscal Year 2020-2021 Monies for Northwest Florida Water Management District from the General Revenue Fund, Land Acquisition Trust Fund, and Water Protection and Sustainability Program Trust Fund

WHEREAS, the Legislature provided funds to the Northwest Florida Water Management District in the Fiscal Year 2020-2021 General Appropriations Act from the General Revenue Fund specific line items No. 1601 for the environmental resource permitting program and No. 1602 for operations of the District; from the Land Acquisition Trust Fund specific line items No. 1606 to support land management and No. 1607 to establish minimum flows and minimum levels (MFLs); and from the Water Protection and Sustainability Program Trust Fund specific line item 1622 for alternative water supply efforts; and

WHEREAS, the monies available to the District in these line items and from the Department of Environmental Protection are included in the District's Fiscal Year 2020-2021 Tentative Budget in the amounts of \$1,851,231 for environmental resource permitting, \$3,360,000 for operations of the District, \$1,610,000 for land management, \$1,811,000 for MFLs, and \$180,000 for alternative water supply efforts; and

WHEREAS, the District understands that the funds provided are available and will invoice the Department of Environmental Protection to obtain these funds in a manner agreed to by the Department; and

NOW THEREFORE BE IT RESOLVED that the Governing Board of the Northwest Florida Water Management District hereby requests that the Secretary of the Department of Environmental Protection release from the General Revenue Fund the amount of \$5,211,231, from the Land Acquisition Trust Fund the amount of \$3,421,000, and from the Water Protection and Sustainability Program Trust Fund the amount of \$180,000; and

BE IT FURTHER RESOLVED that this resolution be transmitted to the Secretary of the Department of Environmental Protection; and

BE IT FURTHER RESOLVED that the Chairman of the Governing Board is authorized to affix his signature to this resolution on behalf of the Board and attested by its Secretary-Treasurer or Acting Secretary-Treasurer.

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

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

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

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

FROM: Wendy Dugan, Division of Administration Director

DATE: August 12, 2020

SUBJECT: Consideration of Committing Fiscal Year 2019-2020 Fund Balances as Required by GASB Statement No. 54

Recommendation

Staff recommends the Governing Board adopt Resolution No. 874 to commit fund balances for Fiscal Year 2019-2020 as follows:

- Commit \$500,000 from the General Fund balance for the Bay County North Bay Reuse Grant;
- Commit \$400,000 from the General Fund balance for the Gulf County Water Supply Project;
- Commit \$371,650 from the General Fund balance for Water Supply Development Assistance Grants;
- Commit \$100,000 from the General Fund balance for the Weems Road Pass Grant;
- Commit \$61,425 from the General Fund balance for the Apalachicola Bay Grant; and
- Commit the amount of the General Fund balance for an Economic Stabilization Fund pursuant to District policy.

Background

Beginning with the Fiscal Year 2010-2011 financial statements, the District adopted the Governmental Accounting Standards Board (GASB) Statement No. 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*. GASB 54 establishes classifications to which government entities report their fund balances.

Under GASB 54, the Board is required to designate committed fund balances prior to September 30 each year.

Fund balances are reported under a hierarchy of five classifications:

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

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

Special Revenue Funds include these four funds:

- Regulation Fund - Provides for all regulatory permitting, licensing and enforcement activities including the Environmental Resource Permitting Program, pursuant to Sections 373.413 and 373.4131, Florida Statutes. (Fund balance is restricted.)
- Special Projects Fund –
 - Accounts for all resource management projects and activities funded through revenue sources from grants and contracts with federal, state, or local government entities, as well as from an annual general operations state appropriation. Revenues have mainly been provided from Florida Department of Environmental Protection (DEP); Federal Emergency Management Agency (FEMA); U.S. Environmental Protection Agency (EPA); and state appropriations from the Land Acquisition Trust Fund (LATF), Ecosystem Management and Restoration Trust Fund, and Water Management Land Trust Fund (WMLTF). If there was an ending balance from these sources, the amounts would revert to the General Fund.
 - Accounts for revenue and expenditure of state funds annually appropriated for the District's Minimum Flows and Minimum Water Levels (MFLs) program for the

purposes of Sections 373.041 and 373.042, Florida Statutes. (Fund balance is restricted.)

- Lands Management Fund - Accounts for activities associated with the management, improvement, maintenance, and restoration of District-owned lands. Revenues have been provided through timber sales and annual state appropriations for land management purposes. (Fund balance is restricted.)
- Mitigation Fund - Accounts for all District mitigation projects and activities funded primarily through the Florida Department of Transportation for the purposes of Section 373.4137, Florida Statutes. Expenditures include land acquisitions, restorations, monitoring, and other water resource related activities. (Fund balance is restricted.)

Capital Projects Funds include this fund:

- Capital Improvement & Land Acquisition Fund - Accounts for the acquisition of fixed assets and construction of major capital projects. The District uses the Capital Improvement & Land Acquisition Fund for all land acquisitions and capital construction and improvements. Funds have been provided mainly from Preservation 2000, Save our Rivers, and Florida Forever revenue sources. (Fund balance is restricted.)



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. 874

Committing Fund Balance Reserves for Fiscal Year Ending September 30, 2020 as Required by GASB 54

WHEREAS, the 2019-2020 fiscal year of the Northwest Florida Water Management District extends from October 1, 2019, through September 30, 2020; and

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

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

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

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

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

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

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

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

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JON COSTELLO
Tallahassee

TED EVERETT
Chipley

BO SPRING
Port St. Joe

NOW THEREFORE BE IT RESOLVED, by the Governing Board of the Northwest Florida Water Management District that fund balances will be committed for Fiscal Year 2019-2020 as follows:

Commit \$500,000 from the General Fund balance for the Bay County North Bay Reuse Grant;

Commit \$400,000 from the General Fund balance for the Gulf County Water Supply Project;

Commit \$371,650 from the General Fund balance for Water Supply Development Assistance Grants;

Commit \$100,000 from the General Fund balance for the Weems Road Pass Grant;

Commit \$61,425 from the General Fund balance for the Apalachicola Bay Grant; and

Commit the amount of the General Fund balance for an Economic Stabilization Fund pursuant to District policy.

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

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

ATTEST:

George Roberts, Chair

Brett Cyphers, Acting Secretary-Treasurer

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

FROM: Danny Layfield, Chief, Information Technology Bureau

DATE: August 7, 2020

SUBJECT: Consideration of Fiscal Year 2020-2021 Information Technology Purchases

Recommendation

Staff recommends the Governing Board approve the following procurements for Fiscal Year 2020-2021, contingent upon approval of the District’s Fiscal Year 2020-2021 budget.

- Department of Management Services (DMS) competitively procured purchase of Internet access, telephony circuits, and security services for District headquarters, field offices, and connections to partner water management districts for DMS in the amount not to exceed \$165,000.
- Sole source purchase of annual support and licensing for Munis (accounting software from Tyler Technologies) in an amount not to exceed \$125,000.
- Sole source purchase of Geographic Information Systems (GIS) ARC GIS and ARC Online licensing, training, support, and consulting from Environmental Systems Research Institute (ESRI) in an amount not to exceed \$200,000.
- State of Florida contract purchase of Microsoft licensing for Microsoft Server and Workstation operating systems and software, SQL Database Server, SharePoint Server, Office 365 to Microsoft through an approved partner in an amount not to exceed \$180,000.
- Sole Source purchase of Aquarius Time-Series, Hydrometric Workstation, Server, WebPortal, Connect, Samples, Database Migration, Cloud Hosting and Support and Maintenance from Aquatic Informatics Inc. in an amount not to exceed \$165,000

Background

The District’s policies and procedures require all purchases over \$65,000 be approved by the Governing Board. This includes “multiple purchases with the same vendor for the same purpose or within the same scope of work, each under \$65,000, but cumulatively is anticipated to exceed

\$65,000 within the same fiscal year or across fiscal years.” In addition to competitively procured purchases, the approval threshold was also made applicable to state-term contracts.

The Information Technology Bureau actively pursues competing quotes from a wider range of vendors and considers possible alternative solutions. This ensures that the District continues to get the best value for the taxpayers.

The Information Technology Bureau anticipates the following purchases:

- Internet access, telephony circuits, and security services from the DMS SUNCOM Network. SUNCOM is established within DMS as the state enterprise telecommunications system. DMS competitively procures these services from multiple vendors i.e. Harris, AT&T, CenturyLink, Verizon to provide Internet access, telephony circuits, and security services for District headquarters, field offices, and connections to partner water management districts.
- Enterprise Resource Planning/Financial software named Munis from Tyler Technologies. Munis is the District’s core business software for accounting, budget, general ledger, employee self-service, project accounting, purchase orders, requisitions, and administrative reporting. This solution was originally a competitive procurement. Ongoing support, maintenance, and updates are purchased annually as a sole source through Tyler Technologies.
- GIS training and consulting from ESRI, including ARC GIS, ARC Online, ARC Collector to provide geospatial data, maps, and applications to District staff and the public. ESRI has announced an intention to require additional workflow modules in order to use newly developed functionality for new mobile technologies. In addition, the District plans to maintain the level of participation in the ESRI Enterprise Advantage Program (EEAP) for maintenance and updates to meet anticipated needs at a reduced cost per unit.
- Microsoft licensing for Microsoft server and workstation operating systems and software including SQL database server, SharePoint Server, and Office 365 from the lowest price authorized reseller.
- The hydrologic and water quality databases store data collected by the District, contractors, and other agencies. To modernize these databases and integrate them with the District’s existing Aquarius hydrologic data applications and database for continuous data, they will be migrated from seven legacy Oracle databases to the Aquarius Cloud Platform over the next 12 months. Aquatic Informatics, the company that makes and manages the family of Aquarius hydrologic data applications, was procured single source as they are the sole provider of Aquarius software, Aquarius Service Maintenance Agreements (SMA), Aquarius Cloud, and professional services related to those products.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

FROM: Lennie Zeiler, Director, Division of Asset Management

DATE: August 7, 2020

SUBJECT: Consideration of Contract Amendment with Florida Fish and Wildlife Conservation Commission for Law Enforcement/Security Services (Enhanced Patrol) on District Lands

Recommendation:

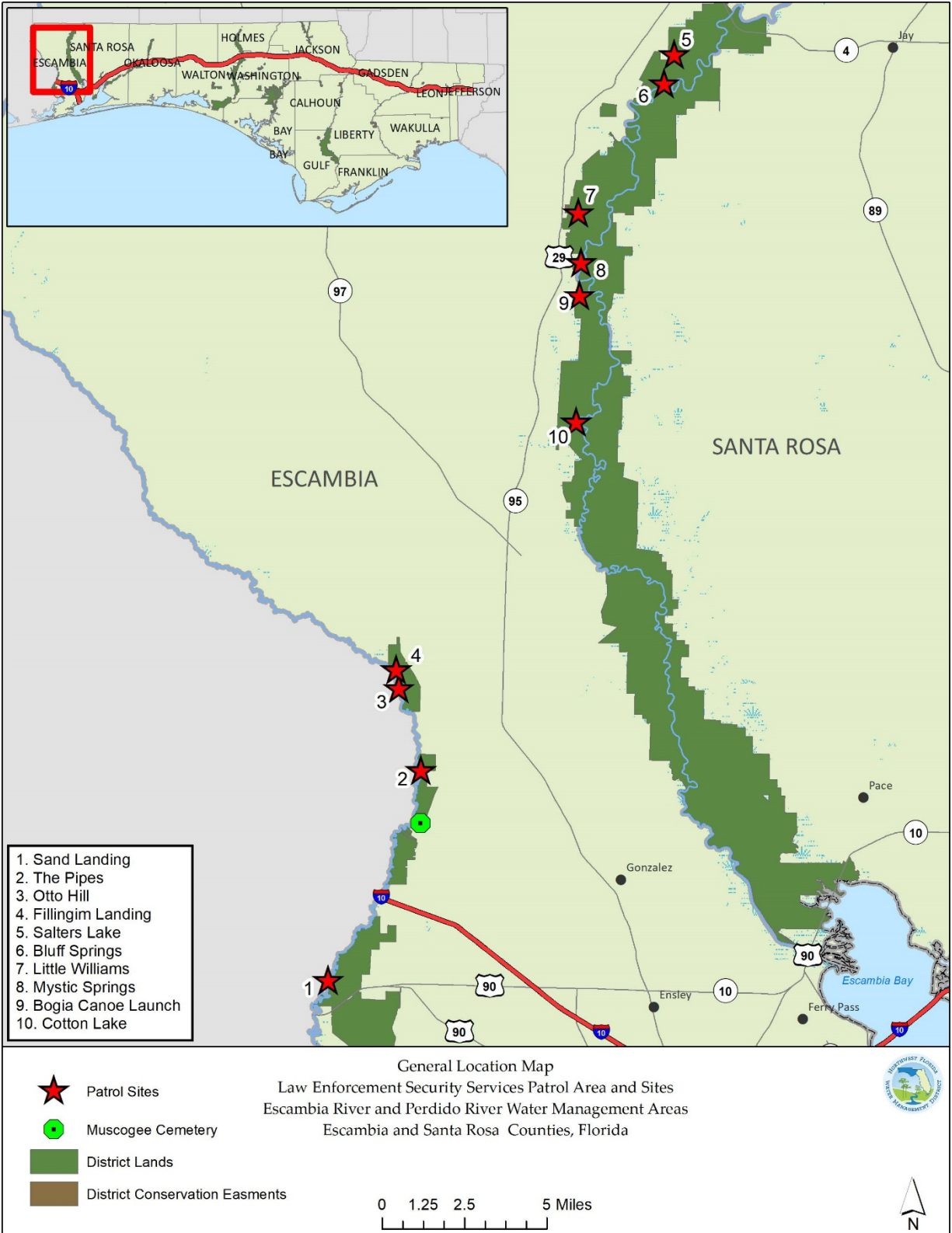
Staff recommends the Governing Board authorize the Executive Director to execute an amendment to Agreement No. 11-021 with Florida Fish and Wildlife Conservation Commission for Law Enforcement and Security Services (Scheduled Enhanced Patrol and As-Needed Enhanced Patrol) on District Lands for Fiscal Years 2020-21, 2021-22 and 2022-23, subject to the adoption and approval of the budget for each fiscal year.

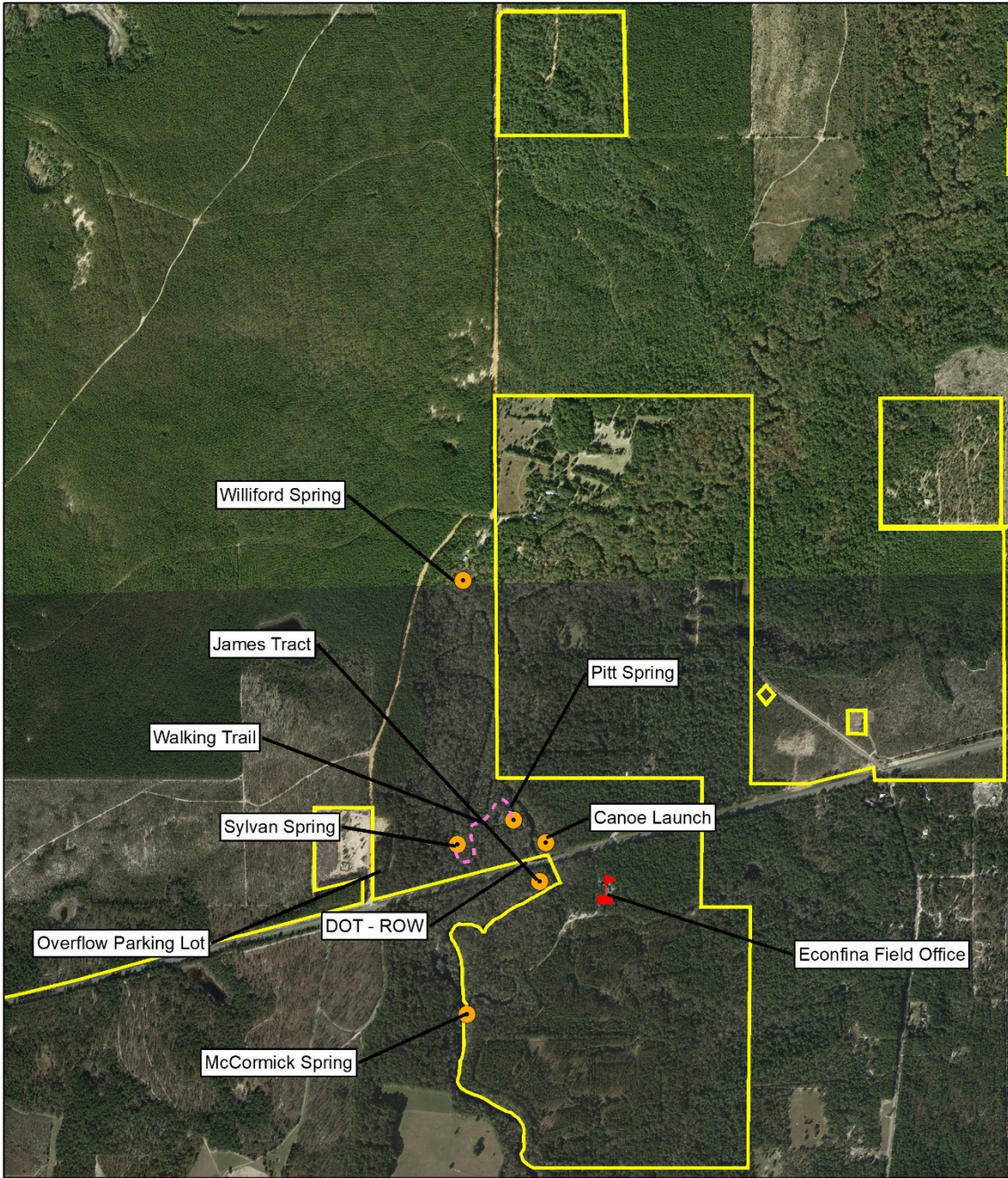
Background:

Since 2008, the District has contracted with the Florida Fish and Wildlife Conservation Commission (FWC) for Enhanced Patrols on District lands. The contract provides for scheduled Enhanced Patrols in the Perdido and Escambia River water management areas (WMAs), and allows for as-needed Enhanced Patrols in other WMAs.

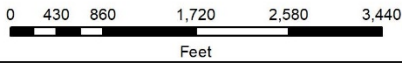
For the FYs 2020-21, 2021-22 and 2022-23, the contract amendment will include \$35,000 for scheduled patrols on the Perdido and Escambia WMAs, \$36,300 for as-needed patrols (including summer work in the Econfina Creek WMA), and \$17,700 for administrative, vehicle and equipment expenses for a total contracted cost of \$89,000 per year. The contract amendment amount for each fiscal year will not exceed the amount budgeted and the three-year contracted total is \$267,000.

LZ





Florida Fish and Wildlife Conservation Commission
 As - Needed Enhanced Patrol



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

FROM: Lennie Zeiler, Director, Division of Asset Management

DATE: August 11, 2020

SUBJECT: Consideration of Contract with Washington County Sheriff's
Office for Law Enforcement and Security Services; Choctawhatchee
River and Holmes Creek and Econfina Creek WMAs

Recommendation:

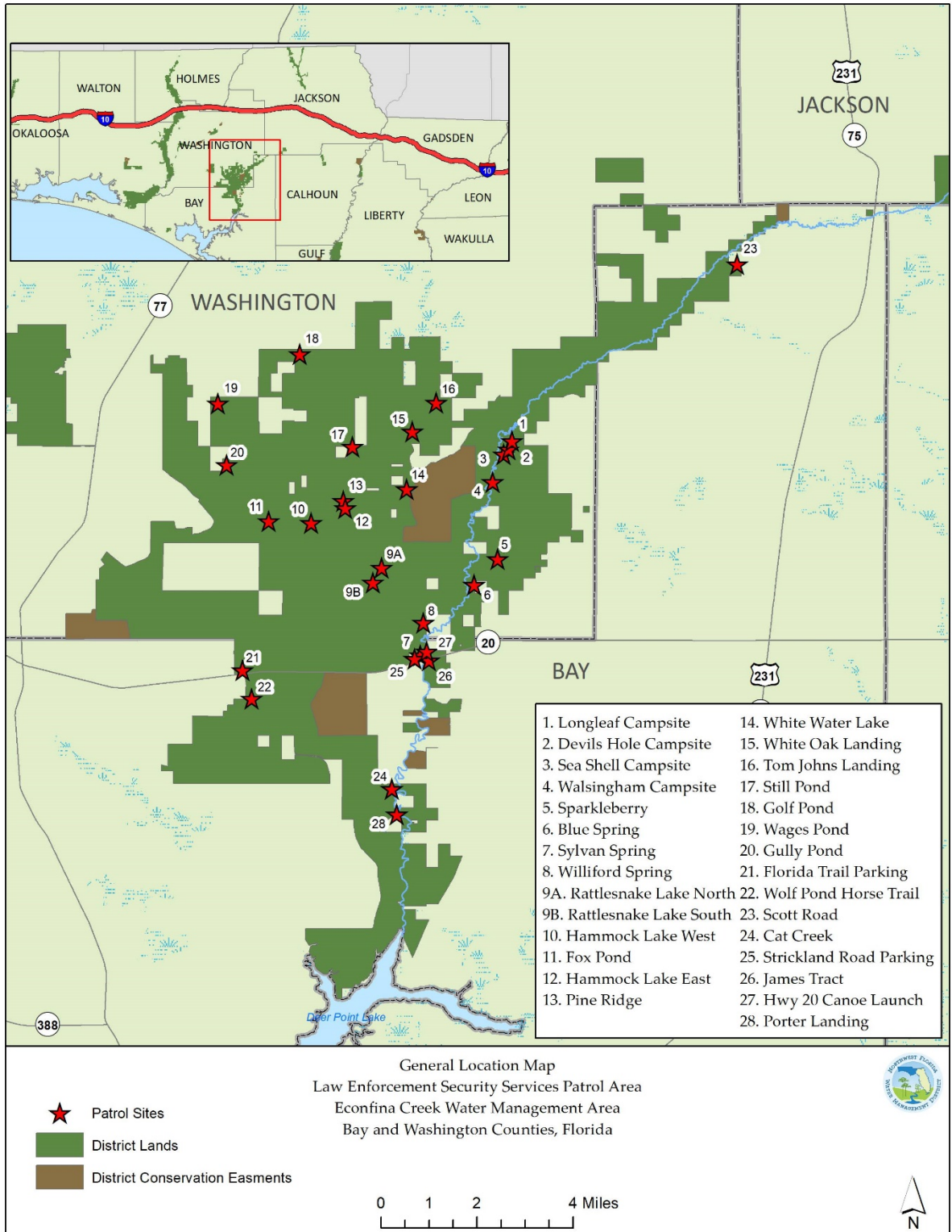
Staff recommends the Governing Board authorize the Executive Director to execute the new agreement with the Washington County Sheriff's Office to provide law enforcement and security services for District lands located in Bay and Washington counties for FY 2020-21, FY 2021-22, and FY 2022-23, subject to approval and adoption of the budget for each fiscal year.

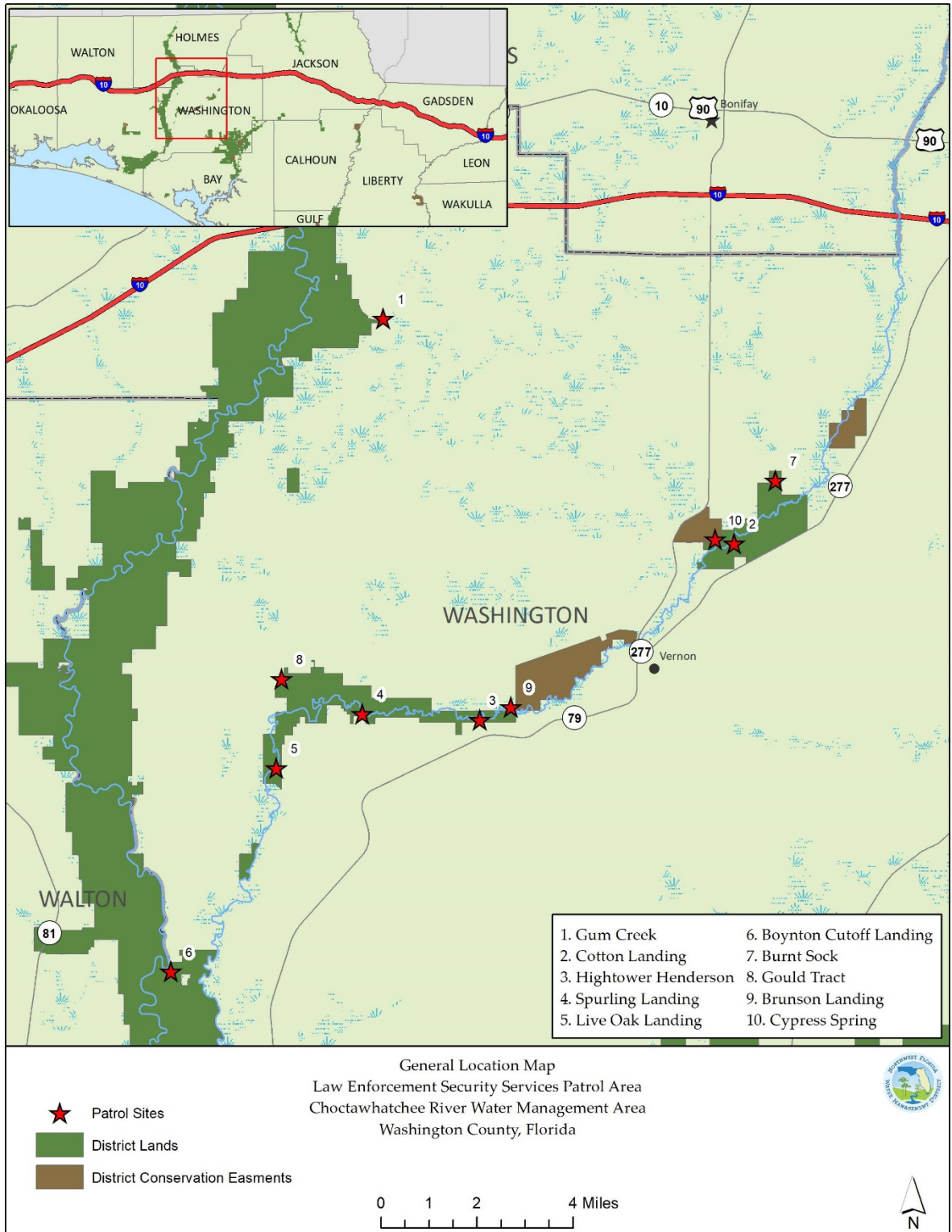
Background:

As part of our continuing effort to provide the public with a safe and secure recreational experience on District lands in Bay and Washington counties, staff proposes entering into a multi-year contract with the Washington County Sheriff's Office to provide law enforcement and security services that would begin October 1, 2020 going thru September 30, 2023.

For FY 2020-21, FY 2021-22, and FY 2022-23, staff is recommending 2080 hours each for both Areas I and II or a total number of 4,160 hours. The hourly rate currently paid to the officers for both Areas I and II is \$30.40 with a vehicle rate of \$65.00 per day. The maximum total compensation amount for the three-year contract is estimated to be \$480,792 or an estimated annual amount of \$160,264 each fiscal year.

LZ/cb





NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

FROM: Lennie Zeiler, Director
Division of Asset Management

DATE: August 10, 2020

SUBJECT: Consideration of Sale of Access Easement to Elmer D. Gregory;
Econfina Creek WMA

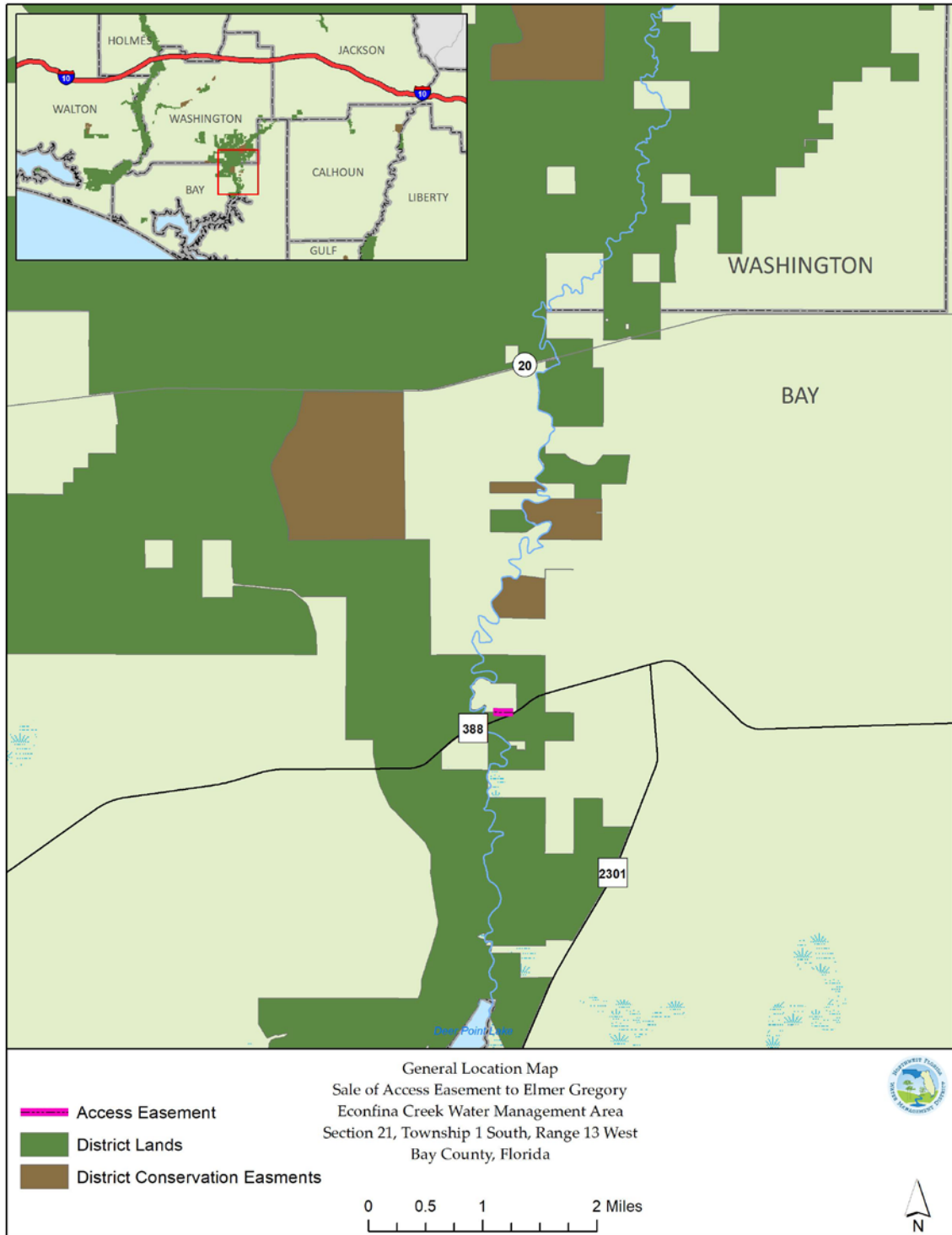
Recommendation:

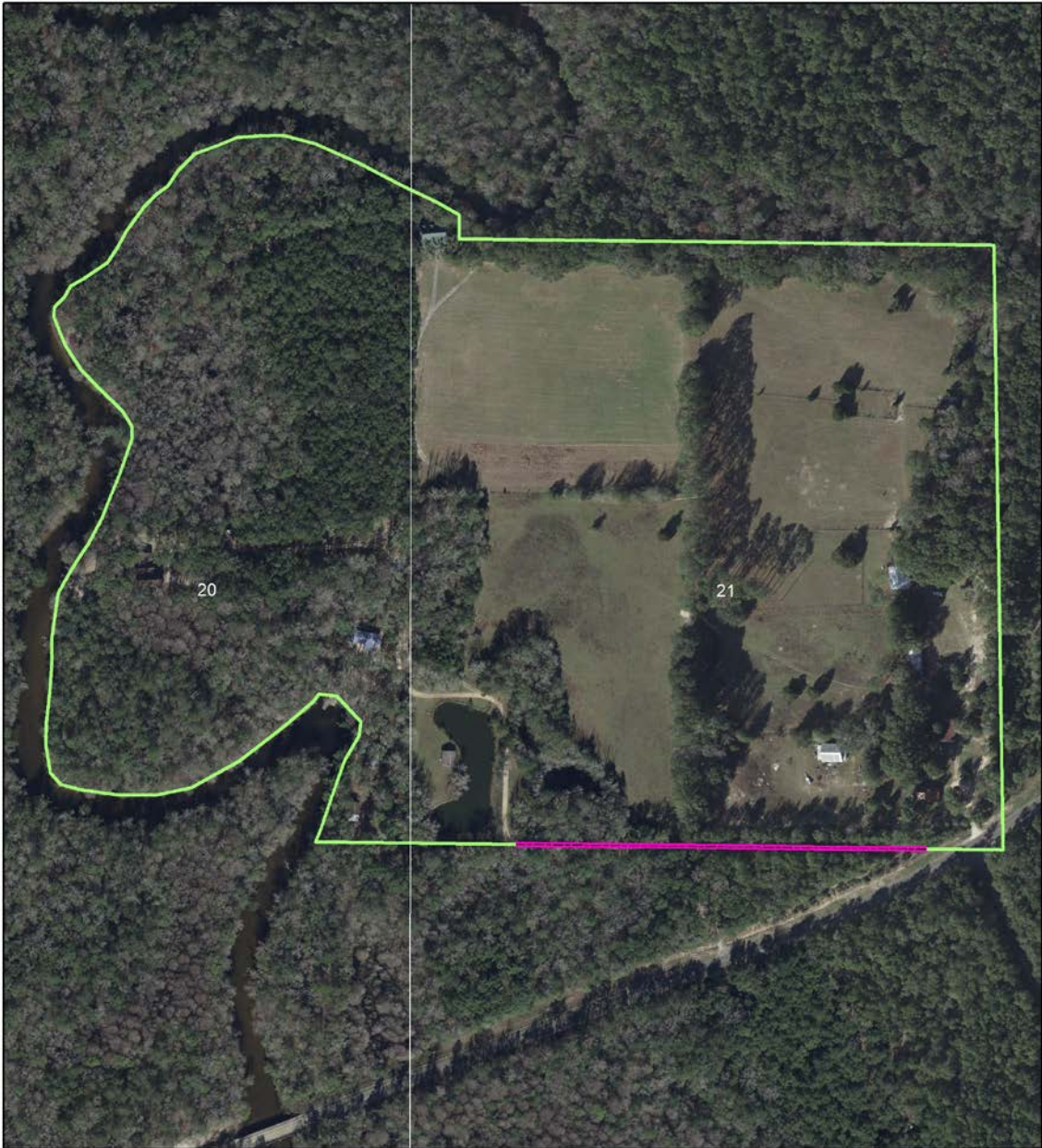
Staff recommends the Governing Board: (1) make a determination that the access easement is compatible with conservation, preservation or recreation purposes (2) approve the sale of an access easement to Mr. Elmer D. Gregory at appraised value and (3) authorize the Executive Director to execute the easement, subject to legal counsel review and approval.

Background:

Staff was recently contacted by Mr. Jeff Gregory on behalf of his father, Mr. Elmer D. Gregory, requesting an access easement across District land to his property off Highway 388 adjacent to the Econfina Creek WMA in Bay County. In August of 2019, the Governing Board approved the sale of an access easement for \$2,300 to five landowners (Mr. and Mrs. Petersen, V.J. Nowell III, Frankie T. Nowell, Mr. and Ms. Wolff, Shirley Phillips and Mr. and Mrs. Voward Barnes) who own properties in the same area, however, Mr. Gregory was not part of that easement. The easements are only valid as long as the properties are used for single-family residence. If any other use of the properties occur, the easement will automatically and immediately terminate.



The easement to Mr. Gregory will be the same width as the easement that was sold to his neighbors which will be 15 feet wide being 7.50 feet on each side of the centerline. Staff did not require an appraisal of the easement from Mr. Gregory because the appraisal that determined the value of the easement sold to his neighbors was done in July 2019 and is considered valid for the sale of this easement. The appraisal of the easement determines the value of the easement.






Sale of Access Easement to Elmer Gregory
Econfina Creek Water Management Area
Section 21, Township 1 South, Range 13 West
Bay County, Florida



-  Access Easement
-  District Lands

0 0.02 0.04 0.08 Miles



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Lyle Seigler, Chief of Staff
Carlos Herd, Director, Resource Management Division
Paul Thorpe, Deputy Director, Resource Management Division
Jerrick Saquibal, Chief, Bureau of Resource Projects & Planning

FROM: David Clayton, Environmental Scientist IV

DATE: August 27, 2020

SUBJECT: Consideration of Fiscal Year 2020-2021 Contractual Services to Support the District's Regional Wetland Mitigation Program

Recommendation

Staff recommends the Governing Board authorize the Executive Director to approve expenditures up to \$963,213 for contractual ecological and restoration services to support the District's Regional Mitigation Program for Fiscal Year (FY) 2020-2021, contingent upon approval of the District's FY 2020-2021 budget.

Background

The District supports the Florida Department of Transportation (FDOT) by providing wetland mitigation for transportation improvements in northwest Florida, pursuant to section 373.4137, Florida Statutes. The District only provides mitigation services for FDOT where services from private wetland mitigation banks are unavailable. Approximately two-thirds of northwest Florida is presently outside the service area of any private mitigation bank. The District's mitigation projects meet both the state and federal wetland permitting requirements and are critical to the success of priority FDOT transportation projects. The District's regional wetland mitigation program includes the Sand Hill Lakes Mitigation Bank, seven sites established under an In-Lieu Fee instrument permitted by the U.S. Army Corps of Engineers, and other individual projects that support FDOT mitigation needs.

Since its inception, the District has implemented 32 wetland mitigation projects that have compensated for 519 acres of direct wetland impacts and allowed 76 state transportation projects to be implemented. Among the many FDOT transportation projects made possible with District support have been the widening of U.S. Highway 98; U.S. Highway 331 roadway and bridge improvements; the St. George Island Bridge replacement; and widening projects for State Road 87, State Road 77, and State Road 79.

Activities Planned for Fiscal Year 2020-2021

During FY 2020-2021, restoration activities will be focused at the Dutex, Lafayette Creek, Live Oak Point, Plum Creek, and Ward Creek West mitigation sites. While many restoration activities are conducted by District's Asset Management Division staff, private contractual services are critical to ensure timely and effective implementation of the District's mitigation program.

Planned ecological and land management services include vegetation management and restoration for approximately 320 acres of hardwoods and shrubs at the Dutex and Ward Creek West properties; prescribed contract burning on 1,200 acres across several sites; and re-establishment of natural wetland vegetation on approximately 120 acres. Other habitat management services, monitoring, and reporting will also be conducted as required to implement approved mitigation plans and meet permit conditions. For FY 2020-2021, expenditures for ecological services and restoration are not anticipated to exceed \$963,213. Funding for these activities is provided by FDOT.

Prescribed fire is an essential component of District mitigation and land management programs, because many of the natural communities within the Florida Panhandle are maintained by frequent fires. Since hardwoods and fire-intolerant shrub species outcompete and replace desirable native vegetation in the absence of fire, reintroduction of frequent burns is critical to restoration success. Mechanical and chemical nuisance shrub eradication is also an important component of the mitigation program, often complementing prescribed fire.

Fiscal Year 2019-2020 Accomplishments

Restoration activities conducted during FY 2019-2020 included prescribed fire, shrub reduction, native species planting, exotic species eradication, and annual monitoring. Specific restoration projects were conducted at Dutex (Escambia County), Plum Creek (Washington County), Perdido Phase II (Escambia County), the Sand Hill Lakes Mitigation Bank (Washington County), Ward Creek West (Bay County), and Yellow River Ranch (Santa Rosa County). Approximately 2,080 acres of mitigation lands were burned during FY 2019-2020, including sand hills, wet prairie, and hydric pine flatwoods. Thirty acres of sand hill restoration were planted with wiregrass at Plum Creek and 30 acres of toothache grass were planted at Lafayette Creek within the hydric pine savanna restoration. Shrub reduction activities were completed on 380 acres during the current fiscal year. Where appropriate conditions have been established, replanting has been conducted to reestablish desirable species.

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: August 12, 2020

SUBJECT: Consideration of Amendment No. 16 to the Fiscal Year 2019-2020 Budget

Recommendation

Staff recommends the Governing Board adopt Resolution No. 875 amending the Fiscal Year 2019-2020 budget and allow staff to realign revenues and reserves to maintain the proper balance in each fund.

Background

Amendment 16 realigns budget within and across funds, programs, activities, projects, and budget categories through cost neutral budget transfers. Below is an explanation for the amendment.

\$384,150 in budget transfers for the following:

- \$253,000 in Salaries and Benefits between activities and projects to provide sufficient budget for unanticipated leave payouts and operational changes that have occurred in FY 2019-2020.
- \$50,000 in Grants and Aids for a water supply development assistance grant for the City of Gretna from Activity 111 Water Supply Planning to Activity 222 Water Supply Development Assistance.
- \$35,000 in Contracted Services for Aquarius migration services from Activity 112 Minimum Flows and Minimum Water Levels (MFL) to Activity 150 Information and Technology Services.
- \$24,750 in Operating Capital Outlay to cover market price increases for computer replacements within the IT Bureau from the Operating Expense category.
- \$17,400 in Contracted Services for Governing Board legal expenses, mainly due to COVID-19 and an Escambia County tax agreement, from the same budget category in Activity 540 Lobbying and from Operating Expense in Activity 611 Executive Direction.
- \$4,000 in Contracted Services for Resource Management Division legal services for contract reviews from the same budget category in Activity 221 Water Resource Development Projects to Activity 113 Other Water Resources Planning and Activity 230 Surface Water Projects.

Summary of Fund Impact to Expense Budget:

<u>Fund Source</u>	<u>Increase</u>	<u>Decrease</u>	<u>Impact</u>
General Fund	119,627	(24,627)	95,000
Land Acquisition Fund	0	(15,000)	(15,000)
Projects Fund	49,212	(99,212)	(50,000)
Lands Management Fund	104,699	(39,699)	65,000
Regulation Fund	108,624	(153,624)	(45,000)
Mitigation Fund	1,989	(51,989)	(50,000)
	<u>384,150</u>	<u>(384,150)</u>	<u>0</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. 875 AMENDMENT NUMBER 16 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 August 12, 2020, requesting Amendment No. 16 to the Fiscal Year 2019-2020 budget. Amendment No. 16 provides for cost-neutral budget transfers in the amount of \$384,150. This amendment recognizes the reallocation of budget authority within and across funds, programs, activities, projects, and budget categories to properly reflect activities performed and accurately assign actual costs with no increase to the total District budget.

ADOPTED AND APPROVED this 27th day of August 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

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

FROM: Lennie Zeiler, Director, Division of Asset Management

DATE: August 12, 2020

SUBJECT: Consideration of the Report on Properties Reviewed by the Land Management Review Team

Recommendation:

Staff recommends the Governing Board accept this memo and presentation as the report on land management review team findings.

Background

The District is required by Chapter 373.591, F.S., to establish management review teams that conduct periodic reviews to determine whether District lands are being managed for the purposes for which they were acquired and in accordance with land management objectives. By October 1 of each year, the District is to provide its governing board with a report indicating which properties have been reviewed and the review team's findings.

The District has three land management plans in place. These include:

Sandhill Lake Mitigation Bank (Washington County). The Florida Fish and Wildlife Conservation Commission (FWC) provides the District an annual report on the mitigation activities and results for the Sandhill Lake Mitigation Bank.

The District's wetland mitigation program also has detailed, active mitigation plans for six additional projects on other District-owned lands. Although not typical land management plans, the mitigation plans are more robust in their nature. These mitigation plans were initially approved by the U.S. Army Corps of Engineers and Florida Department of Environmental Protection in conjunction with a mitigation review team consisting of representatives of the FWC, U.S. Fish and Wildlife Service, Florida Department of Transportation, National Marine Fisheries Service, and U.S. Environmental Protection Agency. The mitigation plans are also reviewed by District staff every six months for compliance with restoration and management goals. Monitoring reports are completed and submitted to state and federal permitting agencies for compliance review. The periodicity of monitoring reports varies based on permit requirements. Most sites are monitored twice for the first year and annually thereafter.

East Region (Chipola River, Apalachicola River and Elinor Klapp-Phipps Park). The East Region Land Management Plan was adopted by the Governing Board on September 26, 2019.

West Region (Perdido River, Escambia River, Blackwater River, Yellow River and Garcon Point). The West Region Land Management Plan was adopted by the Governing Board on June 25, 2020.

lz

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

FROM: Lennie Zeiler, Director, Division of Asset Management

DATE: August 12, 2020

SUBJECT: Consideration of Sole Source Purchase from F4 Tech for Support, Training and Hosting

Recommendation:

Staff recommends the Governing Board approve F4 Tech’s Proposal of \$30,995 for ongoing annual support, training, and hosting of SilvAssist dashboard, associated software, and hardware tools, and authorize staff to prepare a purchase order, subject to approval of the Fiscal Year 2020-2021 budget.

Background:

The District has utilized F4 Tech’s SilvAssist timber cruising software for more than a decade, and in 2013 began working with F4 Tech to develop a timber management database and employ growth and yield timber modeling to enhance the management of forest resources on District lands. With the development of this dashboard-driven database and ongoing use of the proprietary software, the District has ongoing support, training, and hosting that is required on an annual basis. To provide these services during Fiscal Year 2020-2021, F4 Tech presented the District with a proposal for \$30,995 which is summarized below.

Task	Description
Support	Provide phone, web meeting, and on-site support when requested by District staff. This support includes fixing any data issues that are causing problems with the application or database as well as migration to cloud based service.
Training	Provide phone, web conferences, and on-site sessions, to support ongoing training needs of forest management staff and other District personnel who use the forest management software and data collectors.
Annual Hosting	Dedicated 250 GB SQL Azure S3 database (100 DTU in elastic pool); application server for event manager and ArcGIS feature services (D2_V2 Standard – 2 cores and 7 GB); Azure App Service, up to 10 GB document storage space; unlimited login accounts and general database/application maintenance; 1.5 hours per month for general application, services and database maintenance.

LZ/cb

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

FROM: Lennie Zeiler, Director, Division of Asset Management

DATE: August 10, 2020

SUBJECT: Information Item - Request for Proposal for Apiary Site(s) on District Lands

The District currently owns more than 211,000 acres which are multi-purpose lands that are open to the public for recreation. One activity that has been available on District lands since the first purchase along the Apalachicola River in 1985 is apiary sites for honeybees.

The District currently has four active apiary agreements for sites in the Apalachicola River WMA, three active apiary agreements for sites in the Choctawhatchee River/Holmes Creek WMA and two active apiary agreements for sites in the Escambia, Garcon, Perdido and Yellow River WMAs. The agreements for the Apalachicola and Choctawhatchee River/Holmes Creek WMAs will expire March 31, 2022; however, the agreements in the Escambia, Garcon, Perdido and Yellow River WMA's will expire December 31, 2020. In total, the District collected \$1,375 this year for apiary sites in the abovementioned WMA's.

Staff has prepared a Request for Proposal (RFP) for Apiary Site(s) on District Lands. Before issuing the RFP, staff wanted to inform the Governing Board and seek input on this proposal. Potential respondents will utilize a one-kilometer grid (one grid equals 247 acres) to identify a location for an apiary site and also provide a bid for each grid they desire as a site. The District has set a minimum bid of \$100 per annual licensure fee per one-kilometer grid square. Staff will seek Governing Board approval, prior to awarding any agreements, for new apiary sites on District lands.

LZ/cb

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director
Lyle Seigler, Chief of Staff
Andy Joslyn, Director of Regulatory Services

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

DATE: August 4, 2020

SUBJECT: Request for Authorization to Undergo Rule Development,
Chapter 40A-8, F.A.C.

Recommendation

Staff recommends the Governing Board approve initiation of rule development on Chapter 40A-8, Florida Administrative Code (F.A.C.), Minimum Flows and Minimum Water Levels, specifically amending rule 40A-8.021, and creating rule 40A-8.041, F.A.C., during the next twelve (12) months and approve including the following proposed rulemaking items in the 2020-2021 Annual Regulatory Plan pursuant to section 120.74, Florida Statutes (F.S.).

Background

District staff continues to work on establishing additional minimum flows and minimum water levels (MFLs) for the waterbodies identified on the District's Priority List, for priority water bodies located within its boundaries in accordance with section 373.042, Florida Statutes.

The first MFL the District established was for the St. Marks River Rise, a first magnitude spring in Leon County, and became effective June 6, 2019. The next anticipated MFL to be established is for the Wakulla and Sally Ward Spring System, located in Wakulla County. Proposed establishment of this MFL, and associated necessary definitions, are included in the list of rules for which the District intends to begin rule development this year. This rule development is necessary to comply with Florida Statutes.

<u>Rule</u>	<u>Rulemaking Justification</u>
40A-8.021	Amend the definitions rule to include necessary definitions and terms for the Minimum Flow(s) for the Wakulla and Sally Ward Spring System, to comply with sections 373.042, and 373.0421, F.S.
40A-8.041	Create rule establishing the Minimum Flow(s) for the Wakulla and Sally Ward Spring System, to comply with sections 373.042, and 373.0421, F.S.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director
J. Breck Brannen, Legal Counsel
Andy Joslyn, Director, Regulatory Services

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

DATE: August 4, 2020

SUBJECT: Annual Regulatory Plan – Informational Item

Chapter 120.74, F.S., requires a list of planned rulemaking to be implemented prior to July 1, a list of new statutes that were amended or created over the previous twelve (12) months that modify the District's duties or authority, and whether these statutes require rulemaking. The law also requires certification on behalf of the agency from the agency head and legal counsel that they have reviewed the plan and confirm that the agency's rules were reviewed to determine if the agency's rules remain consistent with the agency's rulemaking authority and laws implemented. Chapter 120.74, F.S., also requires the Annual Regulatory Plan (ARP) be submitted electronically to the Joint Administrative Procedures Committee, maintained at an active website for ten (10) years after the date of initial publication on the agency's website homepage or another state website, and publish in the Florida Administrative Registrar (FAR) a notice identifying the date of publication of the ARP along with a hyperlink to the plan.

As required by Chapter 120.74, F.S., the District has reviewed its rules to ensure compliance with statutory requirements. The ARP lists the laws which were enacted or amended during the previous twelve (12) months which create or modify the duties or authority of the District. These laws do not require the agency to adopt new or amend current administrative rules for proper implementation. The identified proposed rulemaking to be implemented prior to July 1, 2021 involves establishing the Minimum Flow(s) for the Wakulla and Sally Ward Spring System. Once certified, the ARP will be posted on the District website homepage and maintained for ten (10) years, and a notice will be posted in the FAR identifying the date of publication of the ARP on the District's website.



Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

152 Water Management Drive, Havana, Florida 32333-4712
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Phone: (850) 539-5999 • Fax: (850) 539-2693

September 1, 2020

Joint Administrative Procedures Committee
680 Pepper Building
111 W. Madison Street
Tallahassee, FL 32399-1400

RE: Compliance with Chapter 120.74, F.S., Annual Regulatory Plan

To Whom It May Concern:

As required by Section 120.74, F.S., the Northwest Florida Water Management District (District) has reviewed its rules to ensure compliance with statutory requirements. The following laws were enacted or amended during the previous twelve (12) months which create or modify the duties or authority of the agency. The following laws do not require the agency to adopt new or amend current administrative rules for proper implementation. Each of the laws identified below is being implemented by complying with the statutory requirements therein.

2020-150	Environmental Resource Management
2020-036	Disaster Volunteer Leave for State Employees
2020-069	Electric Bicycles
2020-077	Government Accountability
2020-149	Verification of Employment Eligibility
2020-158	Environmental Accountability
2020-111	General Appropriations Act
2020-116	State-administered Retirement Systems
2020-119	Public Financing of Construction Projects
2020-127	Public Procurement of Services
2020-125	Keep Our Graduates Working Act
2020-129	Public Records / Site-Specific Location Information of Endangered and Threatened Species

The agency expects to implement by rulemaking changes to Chapter 40A-8, F.A.C., before July 1, 2021, as indicated below.

<u>Rule</u>	<u>Rulemaking Justification</u>
40A-8.021	Amend rule to include necessary definitions for establishing the Minimum Flow(s) for the Wakulla and Sally Ward Spring System to comply with sections 373.042, and 373.0421, Florida Statutes.
40A-8.041	Create rule establishing the Minimum Flow(s) for the Wakulla and Sally Ward Spring System to comply with sections 373.042, and 373.0421, Florida Statutes.

GEORGE ROBERTS
Chair
Panama City

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Vice Chair
Pensacola

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As required, the Annual Regulatory Plan will be available on our website homepage www.nfwwater.com for ten (10) years after publishing. By September 1, the District will publish in the Florida Administrative Registrar a notice identifying the date of publication of the Annual Regulatory Plan along with a hyperlink to the plan.

I hereby certify that I have reviewed the plan. The District reviews its rules regularly with 2020 being the most recent period which all rules have been reviewed.

Brett J. Cyphers
Executive Director

J. Breck Brannen
Legal Counsel

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: August 19, 2020

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