

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

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

**Thursday
December 12, 2013**

Governing Board Members Present

George Roberts, Chair
John Alter
Stephanie Bloyd
Gary Clark
Bo Spring

Governing Board Members Absent

Jerry Pate, Vice Chair
Gus Andrews
Jon Costello
Nick Patronis

1. Call to Order and Roll Call

Chair Roberts called the meeting to order at 1:02 p.m., ET. Mr. Steverson called the roll and a quorum was declared present.

2. Invocation

Mr. Alter offered the invocation.

3. Pledge of Allegiance to the Flag

Chair Roberts led the meeting in the Pledge of Allegiance to the Flag.

4. Additions, Deletions or Changes to the Agenda

Ms. White stated that there were no additions, deletions or changes to the agenda.

5. Approval of Minutes for November 14, 2013

MOTIONED BY MR. CLARK, SECONDED BY MS. BLOYD, THAT THE GOVERNING BOARD APPROVE THE NOVEMBER 14, 2013, GOVERNING BOARD MEETING MINUTES. MOTION CARRIED.

6. A. Consent Business Agenda

Ms. Jean Whitten presented the Financial Report and Schedule of Disbursements for the month of October 2013.

MOTIONED BY MR. SPRING, SECONDED BY MR. CLARK, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORT AND SCHEDULE OF DISBURSEMENTS FOR THE MONTH OF OCTOBER 2013. MOTION CARRIED.

6. B. Consideration of Request for Authorization to Declare and Dispose of Surplus Equipment

Ms. Whitten voiced staff recommendation that the Governing Board declare the John Deere JD450G Dozer and LD445C Copier as surplus and authorize staff to dispose of it in accordance with established procedures and have it removed from the District's property records.

MOTIONED BY MR. CLARK, SECONDED BY MR. ALTER, THAT THE GOVERNING BOARD APPROVE THE DECLARATION OF THE ABOVE EQUIPMENT AS SURPLUS AND AUTHORIZE STAFF TO DISPOSE OF IT IN ACCORDANCE WITH ESTABLISHED PROCEDURES AND HAVE IT REMOVED FROM THE DISTRICT'S PROPERTY RECORDS. MOTIONED CARRIED.

6. C. Consideration of Proposed 2014 Governing Board Meeting Schedule

Ms. White voiced staff recommendation that the Governing Board approve the proposed Governing Board meeting schedule for 2014.

MOTIONED BY MS. BLOYD, SECONDED BY MR. CLARK, THAT THE GOVERNING BOARD APPROVE THE PROPOSED GOVERNING BOARD MEETING SCHEDULE FOR 2014. MOTION CARRIED.

6. D. Consideration of Approval of the Appraisals for the 38-Acre Surplus Tract on Sandy Creek Landing Road; Choctawhatchee River WMA

Ms. Carol Bert informed the Board that the appraisal and appraisal update of this tract were prepared by Carlton Appraisal Company, and the review appraisal and review appraisal update were prepared by Southeast Appraisal Group.

Ms. Bert voiced staff recommendation that the Governing Board approve the appraisal and appraisal update prepared by Carlton Appraisal Company and the review appraisal and review appraisal update prepared by Southeast Appraisal Group for the 38-acre surplus tract on Sandy Creek Landing Road in Walton County, Florida.

MOTIONED BY MR. CLARK, SECONDED BY MR. ALTER, THAT THE GOVERNING BOARD APPROVE THE APPRAISAL AND APPRAISAL UPDATE PREPARED BY CARLTON APPRAISAL COMPANY AND THE REVIEW APPRAISAL AND REVIEW APPRAISAL UPDATE PREPARED BY SOUTHEAST APPRAISAL GROUP FOR THE 38-ACRE SURPLUS TRACT ON SANDY CREEK LANDING ROAD IN WALTON COUNTY, FLORIDA. MOTION CARRIED.

7. A. Public Hearing on Consideration of Land Acquisition Matters

Chair Roberts called the Public Hearing to order at 1:08 p.m., ET.

Consideration of Contract for Sale and Purchase of the 38-Acre Surplus Tract on Sandy Creek Landing Road; Choctawhatchee River WMA

Ms. Bert gave a detailed overview of the contract for the sale and purchase of the 38-acre surplus tract for the Choctawhatchee River WMA. Ms. Bert submitted the document for the official record and opened the floor for public comment. With no public comment, Ms. Bert voiced staff recommendation that the Governing Board approve the Contract for Sale and Purchase for the sale of the 38-acre surplus tract on Sandy Creek Landing Road in Walton County, Florida for \$37,620 to Billy F. and Jean D. Lucas, subject to the terms and conditions of the Contract. She further recommended that the Governing Board choose not to reserve the interest in the property's phosphate, minerals, metals and petroleum.

MOTIONED BY MS. BLOYD, SECONDED BY MR. SPRING, THAT THE GOVERNING BOARD APPROVE THE CONTRACT FOR SALE AND PURCHASE FOR THE SALE OF THE 38-ACRE SURPLUS TRACT ON SANDY CREEK LANDING ROAD IN WALTON COUNTY, FLORIDA FOR \$37,620 TO BILLY F. AND JEAN D. LUCAS, SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT AND THE GOVERNING BOARD CHOOSES NOT TO

RESERVE THE INTEREST IN THE PROPERTY'S PHOSPHATE, MINERALS, METALS AND PETROLEUM. MOTION CARRIED.

8. A. NWFWMD FY 2013-2014 Minimum Flows and Levels Priority List

Mr. Guy Gowens gave a detailed overview of the 2013-2014 minimum flows and levels priority list. He informed the Board that the material was provided for informational purposes.

8. B. NWFWMD ERP Program Activity Status for October 2013

Mr. Brett Cyphers provided a detailed presentation of the District's performance metrics for October 2012 through September 2013. He notified the Board that the material was provided for informational purposes only.

10. Legal Counsel Report

Mr. Breck Brannen stated that he had no legal matters to discuss.

Meeting was adjourned at 1:50 p.m., ET.

Chair

January 9, 2013
Date

Executive Director

Agency Clerk

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Period Ending November 30, 2013

Balance Forward - Operating Funds	\$70,542,703.79	
Operating Funds Received in current month:		
Revenue Receipts, Current	\$556,335.44	
Contracts Receivable	548,362.96	
Other Deposits/Refunds/Adjustments	240,414.32	
Transfers from Lands Accounts	65,616.89	
Total Deposits during month	1,410,729.61	
Total Deposits and Balance Forward		\$ 71,953,433.40
Disbursements:		
Employee Salaries	761,465.33	
Employee Benefits	197,561.72	
Employee Flexible Spending Account	0.00	
Contractual Services (Professional)	89,350.19	
Operating Expenses - Services	143,020.93	
Operating Expenses - Commodities	23,694.37	
Operating Capital Outlay	14,663.00	
Grants and Aids	8,000.00	
Total Operating Expenses during month	1,237,755.54	
Payables, Prior Year	0.00	
Other Disbursements or (Credits)	16,828.18	
Total Funds Disbursed by check during month	1,254,583.72	
Bank Debits (Fees, Deposit Slips, etc.)	46.25	
Transfer to Land Acquisition Account	0.00	
Total Funds Disbursed		1,254,629.97
Cash Balance Operating Funds at month end		\$ 70,698,803.43
Operating Depositories:		
Petty Cash Fund	250.25	
Bank of America:		
General Fund Checking @ .2%	591,690.06	
Payroll Account	6,165.45	
Pensacola Account	180.00	
Investment Accounts:		
Fla. Board of Administration @ 0.17%		
General Fund	32,143,532.87	
Lands Fee Fund	8,891,943.32	
SWIM Fund	5,521,753.61	
ETDM	2,454.84	
Water Prot. & Sust. TF	5,455,595.91	
Mitigation Fund	17,705,879.20	
Fund B Deposits Frozen by SBA	379,357.92	
Total Operating Depositories at month end		\$ 70,698,803.43

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
 Financial Report
 Summary Statement of Receipts, Disbursements & Cash Balances
 For Period Ending November 30, 2013

Land Acquisition Funds:

Fla. Board of Administration @ 0.17%	\$	639,289.73	
Fund B Deposits Frozen by SBA		21,699.52	
Total Land Acquisition Funds		660,989.25	660,989.25

Restricted Management Funds:

Fla. Board of Administration Phipps Land Management Account @ 0.17%	\$	204,063.19	
Fund B Deposits Frozen by SBA		2,716.41	
Total Land Acquisition Funds		206,779.60	206,779.60

Total Land Acquisition, and Restricted Management Funds		867,768.85	867,768.85
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TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END		\$ 71,566,572.28	\$ 71,566,572.28
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Approved: _____
 Chairman or Executive Director

Date: January 9, 2014

Northwest Florida Water Management District
Statement of Sources and Uses of Funds
For the Month ending November 30, 2013
(Unaudited)

	Current Budget	Actuals Through 11/30/2013	Variance		Actuals As A % of Budget
			(under)/Over Budget	Budget	
Sources					
Ad Valorem Property Taxes	\$ 3,329,001	\$ 550,565	\$ (2,778,436)		17%
Intergovernmental Revenues	25,145,216		(25,145,216)		0%
Interest on Invested Funds	130,830	20,001	(110,829)		15%
License and Permit Fees	350,250	36,085	(314,165)		10%
Other	2,323,050	2,762	(2,320,288)		0%
Fund Balance	55,592,515		(55,592,515)		0%
Total Sources	\$ 86,870,862	\$ 609,413	\$ (86,261,449)		1%

	Current Budget	Expenditures	Encumbrances ¹		Available	
			Budget	%Obligated ²	Budget	%Expended
Uses						
Water Resources Planning and Monitoring	\$ 5,992,550	\$ 386,174	\$ 28,499		\$ 5,577,878	6%
Acquisition, Restoration and Public Works	31,444,446	183,297	102,057		31,159,092	1%
Operation and Maintenance of Lands and Works	3,595,133	317,327	136,394		3,141,412	9%
Regulation	4,007,832	631,317	40,179		3,336,336	16%
Outreach	168,044	22,532	-		145,512	13%
Management and Administration	2,693,100	379,574	92,580		2,220,945	14%
Total Uses	\$ 47,901,105	\$ 1,920,221	\$ 399,709		\$ 45,581,175	4%
Reserves	38,969,757				38,969,757	0%
Total Uses and Reserves	\$ 86,870,862	\$ 1,920,221	\$ 399,709		\$ 84,550,932	2%

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 November 30, 2013, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

NOVEMBER 2013

CHECKS	11/6/2013	\$	59,176.81
AP EFT CHECKS	11/8/2013		701.66
CHECKS	11/13/2013		46,537.56
AP EFT CHECKS	11/15/2013		558.05
CHECKS	11/21/2013		174,292.59
AP EFT CHECKS	11/22/2013		3,780.38
CHECKS	11/26/2013		111,151.05
AP EFT CHECKS	11/26/2013		1,373.24
RETIREMENT EFT			51,215.29
		\$	<u>448,786.63</u>

Chairman or Executive Director

January 9, 2014

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP COMPUTER PAID/EFT CHECK REGISTER

VENDOR	NAME	INVOICE NET	CHECK DATE	INVOICE DESCRIPTION
4812	ALL AMERICAN RENTALS, INC.	140.00	11/06/2013	PORTABLE TOILETS
4812	ALL AMERICAN RENTALS, INC.	140.00	11/06/2013	PORTABLE TOILETS
4662	AUTO CLINIC OF MARIANNA, INC	360.24	11/06/2013	OIL CHANGE & LUBE, FRONT & REA
4180	BA MERCHANT SERVICES	129.93	11/06/2013	E-PERMITTING FEES
3113	RAY GLASS' BATTERIES, INC.	183.60	11/06/2013	UPS BATTERIES
13	BEN MEADOWS COMPANY, INC.	251.12	11/06/2013	FIELD SUPPLIES
3269	CDW GOVERNMENT, INC.	2,335.33	11/06/2013	PRINTER SUPPLIES, NETWORKING G
771	CITY OF MARIANNA	32.92	11/06/2013	WATER/SEWER MFO
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	2,660.96	11/06/2013	QUARTERLY INTEREST
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	887.30	11/06/2013	QUARTERLY INTEREST
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	165.63	11/06/2013	QUARTERLY INTEREST
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	3,189.93	11/06/2013	QUARTERLY INTEREST
45	DMS	112.55	11/06/2013	MARIANNA PHONE
45	DMS	1,263.23	11/06/2013	CARR PHONE
45	DMS	1,470.42	11/06/2013	HQ PHONE
648	FEDERAL EXPRESS CORPORATION	12.59	11/06/2013	SHIPPING WATERLOG RECORDER FOR
3710	FLORIDA DEPT OF STATE	776.34	11/06/2013	CH 40A-4 RULE REPEAL
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	64.22	11/06/2013	FAR NOTICE FOR WATER SUPPLY AS
1746	FRANKLIN COUNTY TAX COLLECTOR	24.33	11/06/2013	POSTAGE REIMBURSEMENT
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	30.00	11/06/2013	SECURITY MONITORING
3282	W.W. GRAINGER, INC.	111.96	11/06/2013	REDI-FLO3 PUMP FITTINGS
3942	A & W VENTURES, L.C.	151.34	11/06/2013	PORTABLE TOILET FOR PHIPPS PAR
2268	INNOVATIVE OFFICE SOLUTIONS, INC	200.00	11/06/2013	ACTIVATE PHONE JACK IN ED CONF
4921	JACKSON COUNTY UTILITIES	29.00	11/06/2013	WATER MFO
3921	KOUNTRY RENTAL, INC.	4,013.25	11/06/2013	RENTAL AND SERVICE OF PORTABLE
2299	LIBERTY COUNTY SOLID WASTE	28.00	11/06/2013	SOLID WASTE FL RIVER
3266	LOWE'S COMPANIES INC.	156.37	11/06/2013	PARTS FOR GROUNDWATER PUMP SUP
3266	LOWE'S COMPANIES INC.	348.53	11/06/2013	GENERAL OPERATING SUPPLIES
3266	LOWE'S COMPANIES INC.	107.75	11/06/2013	WIRING JUNCTION BOX AND FITTIN
3266	LOWE'S COMPANIES INC.	137.76	11/06/2013	MAINTENANCE SUPPLYS
1205	OFFICE DEPOT, INC.	123.24	11/06/2013	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	14.99	11/06/2013	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	20.60	11/06/2013	OFFICE SUPPLIES

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP COMPUTER PAID/EFT CHECK REGISTER

ACCOUNT NUMBER	CHECK NUMBER	DATE	AMOUNT	DESCRIPTION
288		11/06/2013	2,221.13	1ST QTR PYMNT
4794		11/06/2013	11,160.00	WHISKEY GEORGE CREEK BASIN HYD
4794		11/06/2013	10,980.00	WHISKEY GEORGE CREEK BASIN HYD
4136		11/06/2013	346.41	RICOH COPIER
3353		11/06/2013	770.00	REPAIR OF SONTEK SW SN#T1188
4228		11/06/2013	349.53	CHAINSAW SUPPLIES
5034		11/06/2013	4,570.00	RENOVATIONS
110		11/06/2013	117.74	WATER HQ
110		11/06/2013	82.00	SECURITY LIGHTS HQ
110		11/06/2013	4,222.95	ELEC HQ
4955		11/06/2013	3,930.00	PUBLIC RECREATION SITE CLEAN U
2808		11/06/2013	150.00	SAFETY BOOTS FOR PRESCRIBED BU
4289		11/06/2013	275.00	TEMP SERVICES
4289		11/06/2013	275.00	TEMP SERVICES
1305		11/06/2013	53.62	SOLID WASTE MFO
TOTAL CHECKS			59,176.81	
4961		11/08/2013	140.00	EMPLOYEE TRAVEL
273		11/08/2013	298.00	EMPLOYEE TRAVEL
4918		11/08/2013	25.76	REIMBURSEMENT
3823		11/08/2013	140.00	EMPLOYEE TRAVEL
4934		11/08/2013	97.90	MILEAGE REIMBURSEMENT
TOTAL ACH TRANSFER			701.66	
TOTAL AP			59,878.47	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP COMPUTER PAID/EFT CHECK REGISTER

VENDOR	NAME	INVOICE NET	CHECK DATE	INVOICE DESCRIPTION
2197	A J TROPHIES & AWARDS INC	19.90	11/13/2013	MAGNETIC NAME TAGS
3269	CDW GOVERNMENT, INC.	33.12	11/13/2013	PRINTER SUPPLIES, NETWORKING G
4654	CERIDIAN BENEFITS SERVICES, INC	125.00	11/13/2013	ADMIN FEES FOR FSA
3424	DURRA-QUICK-PRINT INC.	15.00	11/13/2013	BUSINESS CARDS DANIEL WESLEY
3424	DURRA-QUICK-PRINT INC.	15.00	11/13/2013	BUSINESS CARDS
4748	EAST MILTON WATER SYSTEM	10.22	11/13/2013	MILTON H2O
3337	FORESTECH CONSULTING	567.00	11/13/2013	F4 TECH FOR LAND MANAGEMENT DA
916	GULF POWER COMPANY	626.16	11/13/2013	UTILITIES CFO
916	GULF POWER COMPANY	499.49	11/13/2013	MILTON UTILITIES
4607	MAIL FINANCE INC	205.00	11/13/2013	POSTAGE METER LEASE AGREEMENT-
3193	INSURANCE INFORMATION EXCHANGE	48.81	11/13/2013	BACKGROUND INVESTIGATIONS
1717	JACKSON COUNTY PROPERTY APPRAISER	589.52	11/13/2013	1ST QTR PYMNT
3266	LOWE'S COMPANIES INC.	454.10	11/13/2013	MICROWAVES FOR BREAKROOM
1205	OFFICE DEPOT, INC.	233.28	11/13/2013	OFFICE SUPPLIES
1205	OFFICE DEPOT, INC.	514.51	11/13/2013	NEW YEAR AND REGULAR OFFICE SU
4601	PORTLAND LUMBER YARD, INC	778.00	11/13/2013	DEVIL'S HOLE PROJECT MATERIALS
5010	SCG GOVERNMENTAL AFFAIRS, LLC	1,000.00	11/13/2013	CONSULTING SERVICES
5010	SCG GOVERNMENTAL AFFAIRS, LLC	1,000.00	11/13/2013	CONSULTING SERVICES
3084	77 HARDWARE & SUPPLY	293.60	11/13/2013	EROSION CONTROL MATERIALS
3104	SOUTHERN WATER SERVICES	250.00	11/13/2013	EFO WATER TESTING
4799	STAPLES CONTRACT & COMMERCIAL, INC.	366.20	11/13/2013	HP TONER CARTRIDGES
4799	STAPLES CONTRACT & COMMERCIAL, INC.	1,257.92	11/13/2013	COPIER SUPPLIES FOR MARK HERND
5034	STERLING PEARSON CONSTRUCTION CO	9,085.00	11/13/2013	RENOVATIONS- LIBRARY
5034	STERLING PEARSON CONSTRUCTION CO	4,400.00	11/13/2013	RENOVATIONS-OLD LIBRARY
2855	UNIVERSITY OF FLORIDA - INSTITUTE OF	8,000.00	11/13/2013	CFEOR-LONG TERM RESEARCH-ECOSY
4557	VERIZON WIRELESS	720.18	11/13/2013	BB & AIR CARDS
424	WALTON COUNTY TAX COLLECTOR	11.80	11/13/2013	REFUND OF TAZES
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	12,328.00	11/13/2013	LAW ENFORCEMENT/SECURITY ON DI
382	WASHINGTON COUNTY NEWS	77.00	11/13/2013	LEGAL AD
4626	WASTE PRO OF FLORIDA, INC	148.79	11/13/2013	SOLID WASTE HQ
4389	WRS COMPASS	2,500.00	11/13/2013	ENVIRONMENTAL SITE ASSESSMENT-
4651	PANAMA CITY CYCLES, INC	364.96	11/13/2013	REPAIR AND MAINTENANCE YAMAHA

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP COMPUTER PAID/EFT CHECK REGISTER

TOTAL CHECKS				
928	MARK IHLEFELD	186.14	11/15/2013	EMPLOYEE TRAVEL
928	MARK IHLEFELD	7.67	11/15/2013	REIMBURSEMENT FOR FIELD SUPPLIES
2516	HAINES J. LAYFIELD JR.	197.55	11/15/2013	EMPLOYEE TRAVEL
1095	TYLER MACMILLAN	166.69	11/15/2013	EMPLOYEE TRAVEL
TOTAL ACH TRANSFER		558.05		
TOTAL AP		47,095.61		
		46,537.56		

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP

COMPUTER PAID/EFT CHECK REGISTER

VENDOR	NAME	INVOICE NET	CHECK DATE	INVOICE DESCRIPTION
3630	ADVANCED DISPOSAL SERVICES	140.00	11/21/2013	DUMPSTERS FOR ECONFINA & CANOE
4923	JOHN ALTER	61.41	11/21/2013	BOARD TRAVEL
3293	ANGUS ANDREWS	96.12	11/21/2013	BOARD TRAVEL
4881	SUNSHINE CAR CARE, LLC	362.56	11/21/2013	FLEET SERVICE
5092	ROBERT BAKER JR.	960.00	11/21/2013	WELL PERMITTING FEE REFUND
2967	BANK OF AMERICA	389.97	11/21/2013	CHEST AND HIP WADERS, RUBBER B
2967	BANK OF AMERICA	100.00	11/21/2013	LEGAL AD - PERSONNEL
2967	BANK OF AMERICA	39.98	11/21/2013	ADOBE EXPORTPDF
2992	BANK OF AMERICA	482.22	11/21/2013	PAYMENT PORTAL FOR WELL PERMIT
2992	BANK OF AMERICA	132.59	11/21/2013	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	847.49	11/21/2013	ACCOUNT ANALYSIS
2417	BEARD EQUIPMENT COMPANY, INC.	80.76	11/21/2013	BUSH HOG PARTS
4845	CALHOUN COUNTY SHERIFF'S OFFICE	616.68	11/21/2013	CALHOUN CO SHERIFF-LAW ENFCMT/
3524	CITY OF CRESTVIEW	40.85	11/21/2013	WATER/SEWER CFO
4676	CITY OF MILTON FLORIDA	35.50	11/21/2013	DUMPSTER SERVICE
4676	CITY OF MILTON FLORIDA	12.61	11/21/2013	MILTON SEWER
3289	CITY OF TALLAHASSEE	33.97	11/21/2013	LAKE SHORE I10 DATA COLL.
45	DMS	1,330.08	11/21/2013	CFO PHONE
2171	ESRI, INCORPORATED	37,900.00	11/21/2013	ANNUAL MAINTENANCE CONTRACT FO
4807	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	12,517.25	11/21/2013	FUEL CHARGES
24	FLORIDA PUBLIC UTILITIES COMPANY	344.02	11/21/2013	ELEC. MFO
2291	GULF COAST ELECTRIC COOPERATIVE, INC	328.58	11/21/2013	EFO UTILITIES
4607	MAIL FINANCE INC	126.00	11/21/2013	POSTAGE METER LEASE AGREEMENT-
374	HOLMES COUNTY TIMES - ADVERTISER	86.00	11/21/2013	LEGAL AD 130937 (BE)
2268	INNOVATIVE OFFICE SOLUTIONS, INC	918.00	11/21/2013	MAINTENANCE
419	J. H. DOWLING, INC.	896.65	11/21/2013	EROSION CONTROL MATERIALS
61	JACKSON COUNTY FLORIDAN	110.35	11/21/2013	LEGAL AD 130934 (BE)
4946	ULYSSES D. JENKINS	75.00	11/21/2013	SECURITY FOR GOVERNING BOARD M
4952	LAW, REDD, CRONA & MUNROE, P.A.	1,238.00	11/21/2013	PAYROLL/IT AUDIT
3266	LOWE'S COMPANIES INC.	96.31	11/21/2013	MAINTENANCE SUPPLYS
4986	PATRICIA LUJAN	7,374.16	11/21/2013	DEC RENT CFO
624	MARPAN SUPPLY COMPANY, INC.	442.20	11/21/2013	BULBS AND BALLAST
3725	MODULAR MAILING SYST INC	285.00	11/21/2013	INK CARTRIDGE (IM 460) POSTAGE
5027	MOORE DOORS & SPECIALTIES, INC.	400.00	11/21/2013	LOBBY DOORS
64	PANAMA CITY NEWS HERALD	334.56	11/21/2013	NEWSPAPER AD FOR PUBLIC WORKSH
64	PANAMA CITY NEWS HERALD	102.02	11/21/2013	LEGAL AD
64	PANAMA CITY NEWS HERALD	102.02	11/21/2013	LEGAL AD 130935 (BE)

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP

COMPUTER PAID/EFT CHECK REGISTER

4794	PANHANDLE CONTRACTING, INC.	23,220.00	11/21/2013	WHISKEY GEORGE CREEK BASIN HYD
4090	JERRY PATE	162.87	11/21/2013	BOARD TRAVEL
3813	PENNINGTON, P.A.	11,533.80	11/21/2013	LEGAL FEES
4255	CITY OF PENSACOLA	320.00	11/21/2013	REFUND FOR A#2240
62	PENSACOLA NEWS-JOURNAL	137.46	11/21/2013	LEGAL AD FOR RFP 14-001
4081	TSWS, INC.	1,382.50	11/21/2013	PORTABLE TOILETS
3126	PREBLE-RISH, INC.	2,960.00	11/21/2013	PROFESSIONAL SURVEYING SERVICE
1180	PRIDE ENTERPRISES	165.31	11/21/2013	ENVELOPES
4136	RICOH AMERICAS CORPORATION	169.66	11/21/2013	MAINTENANCE AGREEMENTS
3960	GEORGE ROBERTS	81.88	11/21/2013	BOARD TRAVEL
4967	SAMUEL SPRING	85.44	11/21/2013	BOARD TRAVEL
4799	STAPLES CONTRACT & COMMERCIAL, INC.	582.12	11/21/2013	COPIER SUPPLIES FOR STEVE BROW
4799	STAPLES CONTRACT & COMMERCIAL, INC.	553.38	11/21/2013	COPIER SUPPLIES FOR STEVE BROW
4799	STAPLES CONTRACT & COMMERCIAL, INC.	795.33	11/21/2013	COPIER SUPPLIES FOR STEVE BROW
4534	JANET STRUTZEL	205.63	11/21/2013	EMPLOYEE TRAVEL
105	TALLAHASSEE DEMOCRAT	115.45	11/21/2013	LEGAL AD
105	TALLAHASSEE DEMOCRAT	252.00	11/21/2013	NEWSPAPER AD FOR PUBLIC WORKSH
105	TALLAHASSEE DEMOCRAT	115.45	11/21/2013	LEGAL AD PO 130936 (BE)
4289	TRI STATE EMPLOYMENT SERVICE, INC.	275.00	11/21/2013	TEMP SERVICES
4289	TRI STATE EMPLOYMENT SERVICE, INC.	271.56	11/21/2013	TEMP SERVICES
3941	TYLER TECHNOLOGIES, INC.	56,856.02	11/21/2013	ANNUAL SUPPORT AND MAINTENANCE
3454	USDA, APHIS, WILDLIFE SERVICES	4,191.52	11/21/2013	COOPERATIVE SERVICE AGREEMENT
4626	WASTE PRO OF FLORIDA, INC	375.35	11/21/2013	DUMPSTER FOR RENOVATIONS
4038	WINDSTREAM COMMUNICATIONS	45.95	11/21/2013	EFO & 800#'S
TOTAL CHECKS		174,292.59		
4369	JOHN M. BATEMAN	254.38	11/22/2013	EMPLOYEE TRAVEL
5032	WILLIAM HUNKAPILLER	3,000.00	11/22/2013	MOVING EXPENSES
4642	COAKLEY TAYLOR	526.00	11/22/2013	FIRE TRAINING
TOTAL ACH TRANSFER		3,780.38		
TOTAL AP		178,072.97		

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP COMPUTER PAID/EFT CHECK REGISTER

VENDOR	NAME	INVOICE NET	CHECK DATE	INVOICE DESCRIPTION
4832	ASSURANT EMPLOYEE BENEFITS	176.14	11/26/2013	PRE-PAID DENTAL PLAN
4832	ASSURANT EMPLOYEE BENEFITS	3,997.27	11/26/2013	EMPLOYEE DENTAL
4834	ASSURANT EMPLOYEE BENEFITS	703.25	11/26/2013	EMPLOYEE LIFE INSURANCE
4833	ASSURANT EMPLOYEE BENEFITS	1,262.53	11/26/2013	EMPLOYEE LTD
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	592.58	11/26/2013	RETIREE MEDICARE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	38,919.70	11/26/2013	EMPLOYEE HEALTH INSURANCE
1617	CAPITAL HEALTH PLAN	65,339.58	11/26/2013	EMPLOYEE HEALTH INSURANCE
5099	DANIEL WESLEY	160.00	11/26/2013	EMPLOYEE TRAVEL
TOTAL CHECKS		<u>111,151.05</u>		
3228	AMANDA BEDENBAUGH	583.44	11/26/2013	EMPLOYEE TRAVEL
4966	DAVID REED CHERRY	196.40	11/26/2013	EMPLOYEE TRAVEL
3080	STEVEN COSTA	193.40	11/26/2013	EMPLOYEE TRAVEL
4961	PETER FOLLAND	200.00	11/26/2013	EMPLOYEE TRAVEL
3823	KENNETH ANDREW ROACH	200.00	11/26/2013	EMPLOYEE TRAVEL
TOTAL ACH TRANSFER		<u>1,373.24</u>		
TOTAL AP		<u><u>112,524.29</u></u>		

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

NOVEMBER 2013

DIRECT DEPOSIT	11/01/2013	\$	203,875.78
CHECKS	11/01/2013		9,438.60
FLEX SPENDING EFT	TF013		1,637.99
DIRECT DEPOSIT	11/15/2013		204,685.61
CHECKS	11/15/2013		8,461.85
FLEX SPENDING EFT	TF024		1,637.99
DIRECT DEPOSIT	11/20/2013		150,064.14
DIRECT DEPOSIT	11/27/2013		214,163.26
CHECKS	11/27/2013		10,640.56
			<hr/>
		\$	<u><u>804,605.78</u></u>

APPROVED:

Chairman or Executive Director

January 9, 2014

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

M E M O R A N D U M

TO: Governing Board

THROUGH: Jon Steverson, Executive Director

FROM: Jean Whitten, Director
Division of Administration

DATE: December 20, 2013

SUBJECT: Consideration of Fiscal Year 2014-2015 Proposed Preliminary Budget

=====

Legislation passed in 2012 created a requirement for the Water Management Districts to submit a “Preliminary Budget” to the Legislature on January 15th of each year. A draft copy has been submitted to the Governor’s Office and Department of Environmental Protection for review.

The Preliminary budget will be the basis for preparing the District’s Tentative Budget, which must be presented to the Governing Board by July 15th and submitted to the Governor and Legislature by August 1. We will be able to make changes to the Preliminary Budget as we prepare the Tentative Budget.

Compared to the FY 2013-14 Adopted Budget, the Preliminary Budget provides a \$3,307,684 (6.9 percent) total budget reduction, consisting of an increase in the operating budget categories of \$548,463 (2.7 percent) and a decrease in the non-recurring categories of \$3,856,147.

The Preliminary Budget includes funding for many projects beneficial to achieving the District’s core missions, including:

- Significant increases to support the establishment of minimum flows and levels (MFLs).
- Water resource and supply development (funded from the General Fund Reserves) including surface water source development within Region II, engineering assistance in support of coastal utility interconnections, additional inland wellfield and transmission facility development and water supply development grants to financially disadvantaged small local governments.
- Continuing the stormwater retrofit assistance (funded from the Ecosystem Management and Restoration Trust Fund) intended to improve water quality and flood protection in the St. Andrews Bay and Apalachicola River and Bay watersheds.

The majority of the Interagency Expenditures budget is the carryover of the current year budget. A significant amount will be under contract on September 30, 2014; however it will not be disbursed so must be provided for in the next budget year. The proposed budget does include an additional \$4,754,183 for local grant funding initiatives for cooperative water supply development projects.

A comprehensive document is being prepared and will be provided to the Governing Board providing significant detail supporting the proposed preliminary budget.

Staff recommends the Governing Board approve the Proposed Preliminary Budget as presented and allow staff to submit the final document to the Legislature by January 15, 2014.

Attachments

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
FY 2014-2015 PROPOSED PRELIMINARY BUDGET COMPARISON
TOTAL EXPENDITURE BY CATEGORY**

	FY 2011-12 ACTUALS	FY 2012-13 ACTUALS	FY 2013-14 BUDGET	FY 2014-15 BUDGET	AMOUNT CHANGE	PCT CHANGE
Salaries & Benefits	7,980,504	7,026,077	8,101,845	8,070,867	(30,978)	-0.4%
OPS Salaries & Benefits	125,890	155,600	371,003	380,701	9,698	2.6%
Contractual Services	4,202,871	2,683,296	8,041,595	9,158,454	1,116,859	13.9%
Operating Expense	4,526,367	2,035,894	3,640,964	2,801,084	(839,880)	-23.1%
Operating Capital Outlay	268,035	228,633	462,013	754,777	292,764	63.4%
Operating Categories	17,103,668	12,129,500	20,617,420	21,165,883	548,463	2.7%
Fixed Capital Outlay	56,315	47,587	2,419,625	627,500	(1,792,125)	-74.1%
Interagency Exp/Grants	4,730,087	792,820	24,864,060	22,800,038	(2,064,022)	-8.3%
Non-operating Categories	4,786,402	840,407	27,283,685	23,427,538	(3,856,147)	-14.1%
Total Expense Budget	21,890,070	12,969,907	47,901,105	44,593,421	(3,307,684)	-6.9%

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
 FY 2014-2015 PROPOSED PRELIMINARY BUDGET COMPARISON
 REVENUE CATEGORIES**

	FY 2011-12 ACTUALS	FY 2012-13 ACTUALS	FY 2013-14 BUDGET	FY 2014-15 BUDGET	AMOUNT CHANGE	PCT CHANGE
Ad Valorem Tax	3,227,919	3,139,750	3,329,001	3,329,001	-	-
Federal	5,284,869	1,671,904	3,707,638	4,070,873	363,235	9.8%
State	4,786,949	2,627,569	18,710,810	13,641,357	(5,069,453)	-27.1%
Mitigation	1,168,518	852,426	2,556,371	2,210,804	(345,567)	-13.5%
Local Revenues	199,301	181,650	170,397	130,325	(40,072)	-23.5%
Permit Fees	421,605	301,800	350,250	360,250	10,000	2.9%
Timber Sales	-	1,822,661	2,000,000	1,500,000	(500,000)	-25.0%
Other Miscellaneous	589,327	394,287	453,880	297,460	(156,420)	-34.5%
	15,678,488	10,992,047	31,278,347	25,540,070	(5,738,277)	-18.3%
Use of Reserves	6,211,582	1,977,849	16,622,758	19,053,351	2,430,593	14.6%
Total Source of Funds	21,890,070	12,969,896	47,901,105	44,593,421	(3,307,684)	-6.9%

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
FY 2014-2015 PROPOSED PRELIMINARY BUDGET COMPARISON
PROGRAM LEVEL EXPENDITURE BUDGET**

	FY 2011-12 ACTUALS	FY 2012-13 ACTUALS	FY 2013-14 BUDGET	FY 2014-15 BUDGET	AMOUNT CHANGE	PCT CHANGE
Water Resource Plan/Monitoring	3,210,260	2,469,337	5,992,550	7,980,749	1,988,199	33.2%
Acq/Restoration/Public Works	8,745,340	2,745,572	31,444,446	26,581,123	(4,863,323)	-15.5%
Operations & Maint Land & Works	2,831,156	2,765,509	3,595,133	3,729,951	134,818	3.8%
Regulation	3,350,996	2,968,756	4,007,832	3,964,380	(43,452)	-1.1%
Outreach	99,661	121,091	168,044	150,764	(17,280)	-10.3%
Management & Administration	3,652,657	1,899,643	2,693,100	2,186,454	(506,646)	-18.8%
Total Expense	21,890,070	12,969,907	47,901,105	44,593,421	(3,307,684)	-6.9%

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: District Lands Committee
Governing Board

THROUGH: Jon Steverson, Executive Director
Brett Cyphers, Assistant Executive Director

FROM: William O. Cleckley, Director,
Division of Land Management and Acquisition

DATE: December 23, 2013

SUBJECT: Approval to Utilize Five Previously Selected Top-Ranked Firms for Construction Service Bids and Consideration of Prequalification, Preconstruction, Bidding and Construction Services Fee for Genesis Group for the Econfina Springs Complex-Spring Restoration and Protection Project; Phase II (Williford Spring)

In the late winter or early spring of 2014, the District anticipates beginning construction on the Econfina Springs Complex-Spring Restoration and Protection Project Phase II (Williford Spring), subject to approval of a Washington County Development Order, regulatory permits and construction bids. In order for the District to begin construction immediately after approval of the above, the Governing Board must approve the utilization of five previously selected top-ranked firms to submit construction service bids and consider a prequalification, preconstruction, bidding and construction services fee for the project by Genesis Group. Since it has been several years since the District completed prequalification and construction services on Phase I-Pitt/Sylvan Springs, staff has provided a brief summary of the Phase I (Pitt and Sylvan Springs) prequalification process and each proposed construction service and proposed fee below for Phase II (Williford Springs).

Genesis Group – Construction Services Fee

Prequalification, Preconstruction, Bidding and Construction Services

As spring restoration and protection activities are not typical construction projects, staff anticipates considerable oversight once construction begins on Phase II (Williford Spring). To that end, Genesis Group has submitted an agreement for professional services that details the level of professional engineering services they will provide for the project. These construction services include prequalification (if needed), preconstruction, bidding and construction services. All of these proposed services and the lump sum fee proposal are attached for your review and consideration.

Staff has provided a brief summary of the above services for your information below:

Prequalification Services (Phases I & II)

In November 2009, the District issued a Request for Qualifications (RFQ No. 10Q-001) for construction services for Phase I (Pitt and Sylvan Springs) and a mandatory pre-submittal conference was held on the proposed project site in December 2009. Twenty one (21) prospective respondents attended the pre-submittal conference. The purpose of the RFQ was to enable the District to evaluate and select at least three ranked firms that were deemed “most qualified” to provide spring restoration and protection construction services for Phase I. These top ranked (short list) firms would be the only firms allowed to submit construction bids for the project. In January 2010, the District received eight RFQs. The eight RFQs were then evaluated by a selection committee consisting of District and Genesis Group staff. Based on their average cumulative evaluation scores and rank, five of the eight top-ranked firms were selected to provide construction service bids to the District for Phase I, including:

- Redfish Marine Construction
- BCL Civil Contractors
- Sperry & Associates
- GAC Contractors
- Lodge Construction

These five contractors were deemed to be the most qualified firms for providing construction services for the project. Three of the five selected contractors submitted bids under Phase I; all three bids were less than four percent apart in price. BCL Civil Contractors, Inc. was awarded the contract and successfully completed construction.

The RFQ was originally created with the intention of also utilizing the selected contractors to submit bids for Phase II. Section 3.0 of the RFQ states that, “*the contractors qualified under this process may also be asked to provide a bid for Phase II (Williford Springs).*”

District staff still considers these five contractors to be deemed to be the “most qualified” to provide spring restoration and protection services for the District. In addition, utilizing the “most qualified” contractors selected under RFQ No. 10Q-001 for Phase I would allow the District to move forward with construction sooner.

As such, at this time, staff does not recommend that the District prequalify anymore contractors for the proposed project and seeks Governing Board approval to utilize the “most qualified” contractors selected under RFQ No. 10Q-001 for Phase I (Pitt and Sylvan Springs) to prepare and submit construction bids for Phase II (Williford Springs).

However, in the event prequalification services may be required by the District for the Phase II project, staff would like to maintain the ability to do so, subject to bid results in March or April 2014.

Preconstruction, Bidding and Construction Services

As spring restoration and protection activities are not typical construction projects, staff envisions considerable oversight once construction begins. To that end, Genesis Group has submitted an agreement for professional services that details the level of preconstruction, bidding and construction services they will provide for District consideration. A brief summary of the above services to be provided are listed below for your information:

Preconstruction Services

- Genesis will prepare a Bid Package for NFWFMD-purchased and contractor-installed items such as aluminum floating canoe/kayak dock, aluminum gangway and aluminum handrails associated with the Williford Spring access steps.
- Genesis will coordinate the design and engineering of the “pavilion kits” purchased by NFWFMD from a selected vendor for specific use at Williford Spring. These kits will be commissioned for fabrication and delivered to the project site for erection/installation by the Contractor.

Bidding Services

- Genesis will prepare, in a format provided by NFWFMD, all front-end documents to be included with the project specifications for advertising and bid solicitation for construction of the project. Genesis will also host a mandatory prebid site visit and tour for bidders, as well as prepare an Invitation to Bidders with bidder qualifications that will be advertised in local/regional newspapers and plan rooms.
- The Bid Package will include a Bid Form that identifies and quantifies all construction items, including any NFWFMD-purchased and contractor-installed items.
- Genesis will respond to all questions by qualified contractors and provide written answers to questions from Bidders.
- Genesis will prepare any and all addenda required to clarify the construction documents during the bidding process.
- Genesis will review and evaluate all bids for compliance with the Instructions to Bidders guidelines, verify unit prices/summation for correctness and make a recommendation of award to NFWFMD.

Construction Services

- Genesis will schedule and attend a Kick-off Meeting to establish the framework for project submittals and progress reporting.
- Genesis will conduct monthly construction coordination meetings throughout the duration of construction (up to 12 meetings). Meeting notes will be prepared and distributed after each meeting.
- Genesis will conduct periodic site visits (not to exceed 25 site inspections including monthly meetings), concurrent with construction coordination meetings, to observe the progress and quality of the executed work, and to determine, in general, if the work is being completed in accordance with the contract documents.
- Genesis will review and process all shop drawings and testing submittals to assure conformance with the project plans and specifications.
- Genesis will review contractor-submitted payment requests to determine if the documented work corresponds with work completed and materials stored.
- Genesis will prepare a final “Punch List” for the contractor.
- Genesis will provide/submit Final Certifications to the appropriate agencies.

In consideration of the above, Genesis has proposed a lump sum fee schedule of \$103,000 for their proposed construction services. A breakdown of their proposed services and fee are listed below.

<u>Scope of Services</u>	<u>Williford Spring Lump Sum Fee</u>	<u>Pitt/Sylvan Springs Cost Comparison</u>
Prequalification Services	\$ 7,500	\$15,710
Preconstruction Services	\$ 10,000	\$7,010
Bidding Services	\$ 10,000	(included in Prequalification Services listed above)
Construction Services	\$ 80,000	\$65,960
Reimbursable Expenses [(travel – State Rate), permits, etc.)]	<u>\$ 2,500</u>	<u>\$2,500</u>
Grand Total:	\$103,000	\$91,180

For comparison purposes, under the Phase I (Pitt and Sylvan Springs project), Genesis Group’s lump sum fee for these services totaled \$91,180. As Phase II (Williford Spring project) includes

an additional large pavilion, more elevated boardwalk and longer trail systems, the construction services fee totals \$103,000, or an increase of 11.47 percent.

Staff has adequate funds in the current fiscal year budget to initiate these proposed construction services, but will need to amend the budget in February to transfer funds between budget categories to cover the remainder of these engineering service costs.

Staff recommends that the Governing Board approve the five “most qualified” contractors selected under RFQ No. 10Q-001 for Phase I (Pitt/Sylvan Springs) to prepare and submit construction bids for Phase II (Williford Springs). In addition, staff recommends approval of Genesis Group’s lump sum fee of \$103,000 to provide prequalification, preconstruction, bidding and construction services for the Econfina Springs Complex – Spring Restoration and Protection Project, Phase II (Williford Spring).

/woc

Attachment: Genesis Group Agreement for Professional Services



Landscape Architecture
Urban Design
Engineering
Planning
CEI

2507 Callaway Road | Tel 850.224.4400
Suite 100 | Fax 850.681.3600
Tallahassee, Florida 32303 | www.GenesisGroup.com

December 23, 2013

William Cleckley
Director, Division of Land Management and Acquisition
Northwest Florida Water Management District
Route 1 Box 3100
Havana, FL 32333

**RE: Agreement for Professional Services
Econfina Springs Complex-Phase II
Williford Spring Restoration**

Dear Bill:

GGI, LLC dba GENESIS is pleased to submit our proposal to provide professional services during Prequalifications, Bidding, and Construction on the referenced site, more specifically described as follows:

Site Location

City: Youngstown County: Washington State: Florida Zip Code: 32466
Latitude: 30.43 Longitude: -85.54

Absent a fully executed form of contract to the contrary, once signed by you or your authorized representative, this form of Agreement for Professional Services (“the Agreement”) will, for all purposes, constitute a binding contract upon Northwest Florida Water Management District (CLIENT) and GENESIS. In addition, once signed by you or your authorized representative, this Agreement will serve as the Notice to Proceed with the work identified herein.

The abbreviated project description, scope of services, CLIENT’S responsibilities, schedule, compensation and contract conditions are as follows:

I. ABBREVIATED PROJECT DESCRIPTION

The following tasks have been requested by the CLIENT and are beyond the scope of our original Agreement and amendments. The requested work includes developing prequalification requirements for potential contractors, preconstruction services relating to the preparation of an independent bid package for THE CLIENT purchased/contractor installed items, develop a Bid Package specific to the construction documents, coordinate Bid Solicitation/Advertisement, review/evaluate Bid Proposals, recommend Contract Award, schedule/conduct a Kick-off Meeting, periodic site visits/inspections, review/process shop drawings, evaluation of testing submittals, review/approve monthly pay requests, preparation of a final “punch list”, and issue a final certification when the construction is complete.

II. SCOPE OF SERVICES

A. Prequalification Services (Contingency)

1. GENESIS has developed and will describe prequalification requirements for inclusion in the advertisement for Williford Spring Restoration bids. These requirements will be used to prequalify contractors as bidders.
2. After the project is advertised and at least two (2) weeks before submittal of qualifications. The meeting will include a description of work, distribution of plans, and a tour of the site.
3. GENESIS will review all information submitted by potential contractors to determine if they are qualified to complete the required work. All qualified contractors will be notified. Non-qualifying contractors will be informed of their non-qualification and given additional time to correct deficiencies.
4. GENESIS will review additional information and any deficiency corrections submitted by the proposed contractors. A final determination of the Contractor qualifications will be made.
5. GENESIS will provide a final approved list of qualified bidders to the CLIENT.

B. Preconstruction Services

1. GENESIS will prepare a Bid Package for the CLIENT purchased/Contractor installed items such as aluminum floating canoe/kayak dock, aluminum gangway and aluminum handrails associated with the Williford Spring access steps.
2. GENESIS will coordinate the design and engineering of the “pavilion kits” purchased by the CLIENT from a selected vendor for specific use at Williford Spring. These kits will be commissioned for fabrication and delivered to the project site for erection/installation by the Contractor.

C. Bidding Services

1. GENESIS will prepare in a format provided by the CLIENT, all front-end documents to be included with the project specifications for advertising and bid solicitation for construction of the project. Invitation to Bidders with bidder qualifications, placement of the advertisement in local/regional newspapers and plan rooms will be provided.
2. GENESIS will host a mandatory pre-bid site visit and tour of the site. The CLIENT will notify all eligible bidders of this meeting.
3. The Bid Package will include a Bid Form that identifies and quantifies all construction items, including any the CLIENT purchased/Contractor installed items.
4. GENESIS will respond to all questions by qualified contractors and provide written answers to questions from Bidders.
5. GENESIS will prepare any and all addenda required to clarify the construction documents during the bidding process.
6. GENESIS will review/evaluate all bids for compliance with the Instructions to Bidders guidelines, verify unit prices/summation for correctness and make a recommendation of award to the CLIENT.

D. Construction Services

1. GENESIS will schedule and attend a Kick-off Meeting to establish the framework for project submittals and progress reporting.
2. GENESIS will conduct monthly construction coordination meetings throughout the duration of construction (up to 12 meetings). Meeting notes will be prepared and distributed after each meeting.
3. GENESIS will conduct periodic site visits (not to exceed 18 site visits including monthly meetings), concurrent with construction coordination meetings, to observe the progress and quality of the executed work, and to determine, in general, if the work is being completed in accordance with the contract documents.
4. GENESIS will review and process all shop drawings and testing submittals to assure conformance with the project plans and specifications.
5. GENESIS will review Contractor submitted payment requests to determine if the documented work corresponds with work completed and materials stored.
6. GENESIS will prepare a final "Punch List" for the contractor.
7. GENESIS will provide/submit Final Certifications to the appropriate agencies.

NOTE: GENESIS will not be required to make exhaustive or continuous onsite inspections to check the quality or quantity of work. GENESIS will not be responsible for the means, methods, techniques, sequences or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of Contractor(s). GENESIS efforts will be directed toward providing limited assurance for the Client that the completed project will conform to the contract documents, but will not be responsible for failure of Contractor(s) to perform the construction work in accordance with the contract documents. During such visits and on the basis of the on-site observations, GENESIS will keep the client informed of the progress of the work, will endeavor to guard against defects and deficiencies in the work of the Contractor(s) and may disapprove or reject work as failing to conform to the contract documents. This contract includes periodic site inspections that will provide for very limited observations. At the Client's request, GENESIS can provide more frequent construction observation and documentation on an hourly rate basis.

III. CLIENT'S RESPONSIBILITIES

- A. Payment of any and all impact, review and permitting fees.
- B. Provide GENESIS with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project.
- C. The CLIENT will provide GENESIS with access to the site for activities necessary for the performance of the services. GENESIS will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

IV. SCHEDULE

Upon receipt of a fully executed copy of this Agreement, GENESIS will perform its services and discharge the obligations imposed upon us in a prompt and timely manner and as expeditiously as is consistent with professional skill and care and the orderly progress of the work. We also acknowledge that the CLIENT is to be regularly and routinely consulted in connection with the performance hereunder.

V. COMPENSATION

Our fees for the described services are outlined in the following table. "Lump Sum Fees" have been provided for the services identified in the Scope of Work. Travel costs for weekly inspections and Permit Fees will be handled as a Reimbursable Expense. Reimbursable Expenses will be invoiced in accordance with the State of Florida mileage and per diem rates, but will not exceed \$2,500 without prior written authorization. Our fee schedule is as follows:

FEE SCHEDULE

Scope of Services	Lump Sum Fee
II.A. Prequalification Services (Contingency)	\$ 4,500.00
II.B. Preconstruction Services	\$ 9,500.00
II.C. Bidding Services	\$ 9,500.00
II.D. Construction Services	\$ 77,000.00
Reimbursable Expenses	\$ 2,500.00
TOTAL	\$103,000.00

Note: The proposed fees are only valid if this Agreement is signed by both parties within 30 days from the date of transmittal and all work is authorized within 12 months.

VI. DELIVERABLE/PAYMENT SCHEDULE

Monthly Invoices and Payments will be based upon a percentage of completion for each task.

VII. ADDITIONAL SERVICES

Services authorized in writing by the CLIENT other than those specifically listed in the Scope of Services and which are agreed to be performed by GENESIS by written addenda to this Agreement will be considered Additional Services for which the CLIENT will compensate GENESIS at an agreed upon lump sum fee or the GENESIS current hourly rates for the actual personnel involved in the tasks (see attached Hourly Rate Schedule). Additional Services may include, but not be limited to, the following items:

- A. Contract Negotiations
- B. Construction exceeding twelve (12) months duration
- C. Design and/or permit related services due to defects or deficiencies in the work of the Contractor.

VIII. EXCLUDED SERVICES

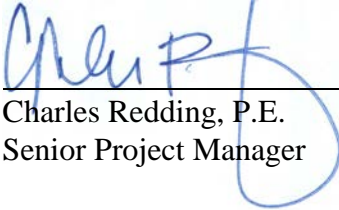
The Scope of Services expressly does not include the following services which are the obligation of the CLIENT, as the case may be:

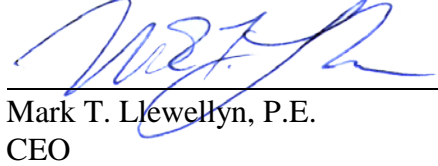
- A. Environmental/Biological Services
- B. Archaeologist Services
- C. Geotechnical CEI Services to verify suitable pile embedment

This proposal, in addition to our current Continuing Services Contract with the CLIENT, represents the entire understanding with respect to the project and may only be modified in writing, signed by both parties. If you have any questions regarding our Scope/Fee proposal, please call for clarification or to revise our understanding of the project scope. GENESIS appreciates the opportunity to submit this proposal, and we look forward to providing you with the professional services requested.

Sincerely,

GENESIS

 12/23/2013
Charles Redding, P.E. Date
Senior Project Manager

 12/23/2013
Mark T. Llewellyn, P.E. Date
CEO

ACCEPTED BY:

Bill Cleckley Date
Northwest Florida Water Management District

I:\proposal\gp13\03 FEE PROPOSALS\Econfina Springs Complex Phase II.doc

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Jon Steverson, Executive Director
Brett Cyphers, Assistant Executive Director
William O. Cleckley, Director, Division of Land Management and Acquisition

FROM: Carol L. Bert, Associate Lands Administrator

DATE: December 12, 2013

SUBJECT: Consideration of RFP 14-001; Professional Real Estate Broker Services

Recommendation:

Staff recommends that the Governing Board authorize the Executive Director to enter into an Exclusive Right of Sale Listing Agreement with Ketcham Realty Group.

Background:

On October 29, 2013, the District issued RFP 14-001 for Professional Real Estate Broker Services to expedite the sale of District lands declared surplus by the Governing Board. This proposal was posted on the State's Vendor Bid System and the District's website as well as advertised in the Northwest Florida Daily News, the Pensacola News Journal and the Washington County News.

Each proposal was evaluated on the following criteria:

- Experience in Northwest Florida
- Qualification and allocation of personnel assigned to District projects
- Reference checks on three successful sales provided
- Commission
- Marketing Plan
- MLS listing services and internet notices/displays

On November 19, 2013, at 2:00 p.m. ET, the District opened three sealed proposals for Professional Real Estate Broker Services. Proposals were received from the following companies and evaluated by District staff (Carol Bert, Duncan Cairns and Bill Cleckley).

<u>Broker</u>	<u>Composite Score</u>
Pierce Florida Realty, LLC	113
Charles Rutenberg Realty, Inc.	148
Ketcham Realty Group	162

Ketcham Realty Group received the highest composite score of 162 points out of a possible 210 points.

clb

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Jon Steverson, Executive Director
Brett Cyphers, Assistant Executive Director
William O. Cleckley, Director, Division of Land Management and
Acquisition

FROM: Carol L. Bert, Associate Lands Administrator

DATE: December 20, 2013

SUBJECT: Consideration of Resolution No. 782 to DEP for the Surplus of
Approximately 10 Acres; Econfina Creek WMA

Recommendation:

Staff recommends that the Governing Board approve Resolution No. 782 for the surplus of approximately 10 acres in the Econfina Creek WMA.

Background:

During the District Lands Committee meeting in January 2013, the Governing Board approved Resolution No. 765 for the exchange of a District tract on North Silver Lake Road for a 10-acre inholding known as the Sartor tract. The Governing Board will recall that the District purchased the 10-acre inholding (Sartor tract) in September in lieu of exchanging the District tract on North Silver Lake Road for the Sartor tract. On the advice of District legal counsel, staff has prepared and is requesting approval of Resolution No. 782 because the District will not be exchanging this tract but selling it.

Resolution No. 782, if approved, will declare approximately 10 acres in the Econfina Creek WMA for surplus. This tract was acquired in 1997. According to 373.089(6)(c), F.S., all lands for which title was vested in the governing board prior to July 1, 1999, shall be deemed to have been acquired for conservation purposes.

cb



Jonathan P. Stevenson
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. 782

TO THE DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR SURPLUS OF APPROXIMATELY 10 ACRES; ECONFINA CREEK

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

WHEREAS, the District is governed by a governing board (hereinafter called the "Governing Board") as provided in Section 373.073, Florida Statutes; and

WHEREAS, the District owns certain real property; and

WHEREAS, the District has determined that it is in the best interest of the District to surplus approximately 10 acres of real property (the "Property") which is shown on the attached maps, Exhibit "A"; and

WHEREAS, Section 373.089, Florida Statutes, authorizes the District to surplus and sell real property provided certain requirements are met; and

WHEREAS, the legal interest to be surplus is fee simple title; and

WHEREAS, such statutory requirements have been met or will be met prior to closing and the Governing Board wishes to enter into a contract and complete the sale as set out therein; and

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

1. The Property is hereby determined to be surplus and no longer needed by the District for conservation purposes or any other purpose.
2. A certified appraisal shall show that the selling price set out in the Contract is not less than the appraised value of the Property.
3. Washington County has a population less than 100,000.

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JOHN ALTER
Malone

GUS ANDREWS
DeFuniak Springs

STEPHANIE BLOYD
Panama City Beach

GARY CLARK
Chipley

JON COSTELLO
Tallahassee

NICK PATRONIS
Panama City Beach

BO SPRING
Port Saint Joe

4. The sale of the Property will meet the requirements of Section 373.089, Florida Statutes.
5. The Executive Director of the District, the District attorney and all other officers and employees of the District are hereby authorized and directed to do all things necessary to complete the surplus of this tract.
 - a. Execute, on behalf of the District, all deeds, closing statements, closing affidavits, disclosures and other documents reasonably required for closing.
 - b. Comply with all of the requirements of Section 373.089, Florida Statutes, which have yet to be fulfilled including:
 - i. Causing a notice of intent to sell the Property to be published in a newspaper published in the county in which the Property is situated once each week for three successive weeks, the first publication of which shall be not less than 30 days nor more than 45 days prior to the closing of the sale of the Property as set out in the Contract.
 - ii. Closing the sale of the Property as set out in the Contract within 120 days after the above referenced certified appraisal was obtained or obtaining an updated or additional certified appraisal.
 - iii. Withholding execution and delivery of the deed of conveyance until full payment of the selling price is paid according to the terms of the Contract.

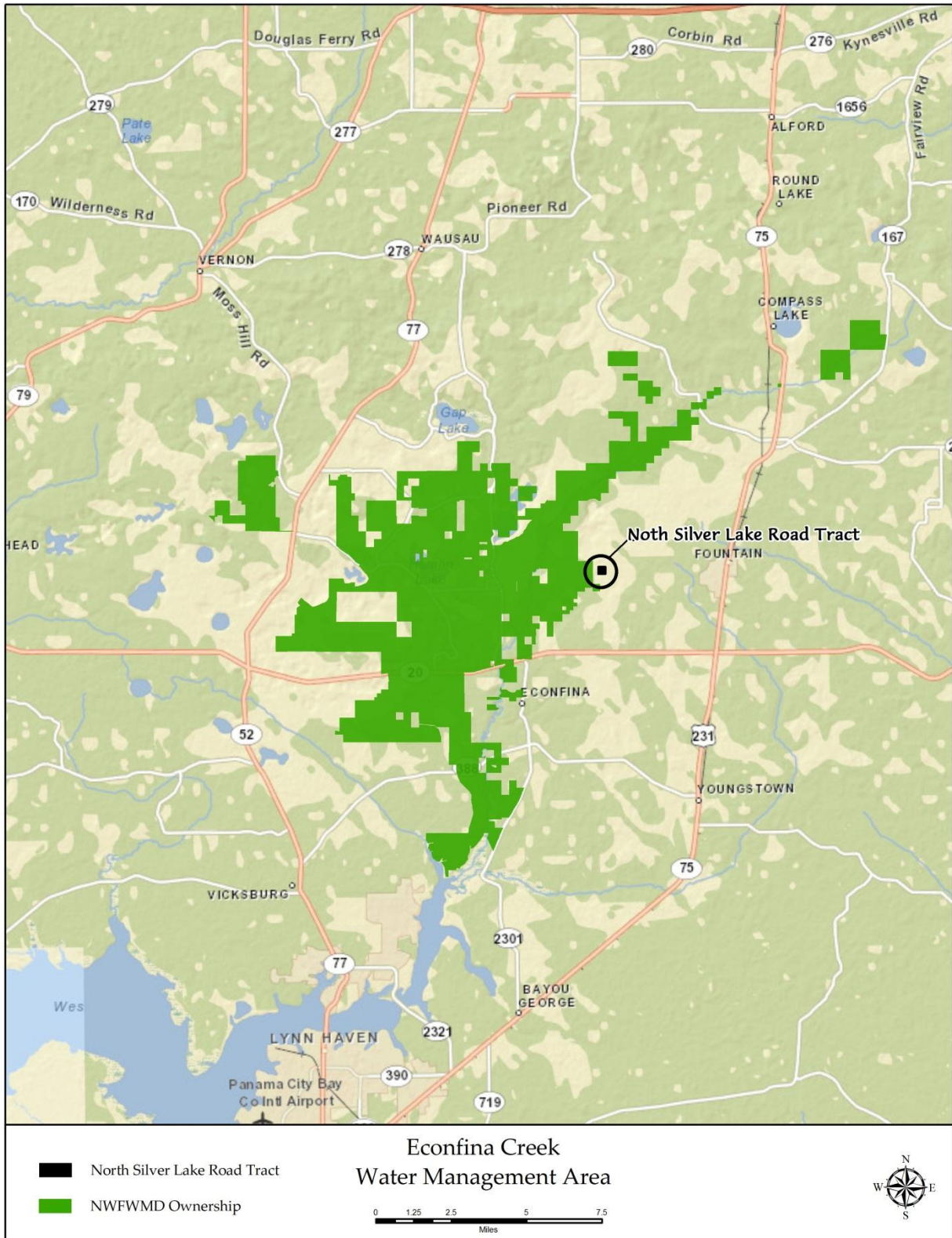
ADOPTED AND APPROVED this ____ day of _____ A.D., 2014.

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

George Roberts, Chair

ATTEST:

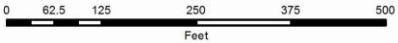
Jonathan P. Steverson, Acting Secretary/Treasurer





North Silver Lake
Road Tract

Econfina Creek
Water Management Area



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Resource Management Division
Graham Lewis, Senior Environmental Scientist

DATE: January 9, 2014

SUBJECT: Authorization of Task Order for Development of New Hydrodynamic Model
for Apalachicola Bay

Recommendation

Staff recommends the Governing Board authorize the Executive Director to execute Task Order 3 with INTERA, Inc., under the existing District Contract 13-039, for the development of a new hydrodynamic model of Apalachicola Bay. In support of the State of Florida's priority to protect and restore the water resource values of Apalachicola Bay, the new model will enhance the state and District's modeling capabilities, providing additional features such as a graphical user interface, statistical summaries, and coupling with various water quality and ecological models.

Background

As part of the Alabama-Coosa-Tallapoosa/Apalachicola-Chattahoochee-Flint (ACT/ACF) Comprehensive Study during the mid to late 1990s, the District developed a three-dimensional (3D) hydrodynamic model to simulate circulation and salinity within Apalachicola Bay. The District developed the Apalachicola Bay model in house via application of the Princeton Ocean Model (POM) to examine a variety of water management-related freshwater inflow questions.

The POM was a state-of-the-art model in the mid-1990s and, while still a valid representation of the bay, is an older model that lacks many of the desirable features of newer models, e.g., graphical user interface, ability to link with water quality and ecological models. Upgrading its hydrodynamic modeling capabilities will allow the District to answer management-related questions concerning the distribution of freshwater in the bay and its effects on salinity and circulation, both of which have far reaching influence on bay flora and fauna.

The District recently contracted with one of our continuing service contractors (INTERA, Inc.) to evaluate currently available 3D hydrodynamic models and make recommendations on more recent modeling systems that may better address the needs of the District. The Regional Oceanic Modeling System (ROMS) was selected as the model that will best fit District needs.

The attached Task Order directs INTERA, Inc., through the various steps in the model development process, to simulate circulation and salinity within Apalachicola Bay. Total cost for model development will not exceed \$204,965 and is anticipated to be completed within six months. Funding for this task was provided through a special appropriation recommended by Governor Scott and supported by the Florida Legislature to focus on the freshwater needs of the system. Staff recommends authorization of the District's Executive Director to execute the attached Task Order approving development of the new Apalachicola Bay model.

Attachment: Task Order 3 Scope of Work

**Task Order 3 Scope of Work
NFWFMD Contract #13-039 with INTERA, Inc.
Three-dimensional Model Development, Calibration, and Verification of Circulation and
Salinity in Apalachicola Bay, FL**

December 2013

1 BACKGROUND

- 1.1. The Northwest Florida Water Management District (District) is conducting a study to assess the environmental effects of changes in freshwater discharge into Apalachicola Bay. Primarily, this study concerns the development of a calibrated three-dimensional (3D) model with the purpose of evaluating upstream water withdrawal effects on Apalachicola Bay ecology. Secondly, this model will also serve to support District management of the bay and watershed. The purpose of this scope of work (defined herein) is to support the modeling effort.
- 1.2. The District previously developed a 3D-hydrodynamic model to simulate circulation and salinity within Apalachicola Bay as part of the Alabama-Coosa-Tallapoosa/Apalachicola-Chattahoochee-Flint (ACT/ACF) Comprehensive Study during the late 1990s. The District developed the Apalachicola Bay model via application of the Princeton Ocean Model (Huang et al., 1998). Recently, the District contracted INTERA Incorporated (INTERA) to evaluate the available 3D models to discern whether more recent modeling systems better address the needs of the District. This evaluation concluded that both the Environmental Fluid Dynamics Code (EFDC) and Regional Oceanic Modeling System (ROMS) models could adequately address the needs of the District for both the present application of assessing the environmental effects of changes in freshwater discharge into Apalachicola Bay and possible future applications involving management of the Apalachicola Bay system. The scope of work outlined in Section 2 assumes the application will include one of the identified models.
- 1.3. Initial objectives for the Apalachicola Bay study include: (1) development of a 3D model for the area employing one of the identified models; (2) application of tidal flow, and atmospheric boundary conditions to calibrate the model to measured velocity, stage, temperature, and salinity conditions; and (3) application of tidal, flow, and atmospheric boundary conditions to verify the model with measured velocity, stage, temperature, and salinity boundary conditions. Synoptic measurements acquired during a 16-month long field investigation from April 1993 to July 1994 will provide the observations for both the calibration and verification exercises.
- 1.4. Future objectives for the Apalachicola Bay study include: calibration and verification of a coupled oyster growth and larvae transport model; simulation of low flow conditions within the bay during a range of seasonal, tidal, and atmospheric conditions to determine the conditions' effects on circulation, salinity, temperature, oyster growth, and larval

transport; and other scenarios that may be identified to improve bay health or evaluate impacts of anthropogenic or natural changes affecting the system.

- 1.5. The Apalachicola Bay, a barrier island estuarine system, lies in the Florida panhandle. The bay system, formed by deltaic processes of the Apalachicola River, also includes St. George Sound, St. Vincent Sound and East Bay, covering an area of about 540 km². Four islands — St. Vincent Island to the west, Cape St. George Island and St. George Island to the south, and Dog Island to the east — separate the system from the Gulf of Mexico. Tidal exchange occurs through Indian Pass, West Pass, East Pass, and the Duer Channel. In addition to the four natural openings, tidal exchange also occurs through a man-made pass, Sikes Cut. Sikes Cut, originally dredged by the U.S. Army Corps of Engineers (USACE) (sponsored by Franklin County, FL) in 1954, continues to experience regular maintenance activities to this day.

Apalachicola Bay, a National Estuarine Research Reserve, is the terminus of a 50,500 km² watershed drained by the Apalachicola-Chattahoochee-Flint Rivers. The watershed includes portions of Alabama (14% of the basin), Georgia (73.5%), and Florida (12.5%). This river system represents the largest flow system in the state of Florida and the third largest system in the Gulf of Mexico following the Mississippi River and Mobile Bay systems. Historically, high river flows generally occur in the late winter and early spring with low flows occurring in the late summer and early fall.

The highly productive estuarine system supports a diverse and abundant commercial and recreational fishery. The bay yields 90% of Florida's oyster production (10% of the nation's) (Huang, et al. 1998). The total subaqueous area of the Apalachicola Bay system, which includes East Bay, St. Vincent Sound, and St. George Sound, spans over 450 km².

The bay possesses several unique characteristics: (1) The long axis of the bay is perpendicular to the direction of the major inflow of the Apalachicola River. This geometry causes flow from the river to enter the estuary at a right angle to the general flow direction of tidal currents. In turn, this causes a greater degree of turbulence and subsequent mixing of fresh and salt water. (2) Tidal influence exists at five openings rather than a single opening. (3) The longest fetch of the bay aligns with prominent wind direction, perpendicular to river discharge rather than downstream.

- 1.6. INTERA's model selection study identified two potential models for application — EFDC and ROMS. The Environmental Protection Agency (EPA) developed EFDC. Many entities have widely applied EFDC, a 3D modeling system, for contaminant transport and water quality studies. John Hamrick at Virginia Institute of Marine Science, with primary support from the state of Virginia, developed EFDC. Tetra Tech, Inc. has continued to develop, maintain, and support EFDC since 1996. EPA Region 4 has supported revision of the code for modeling hydrodynamics and sediment transport and for enabling a link with the WASP water quality model. Federal, state and local agencies, consultants, and universities currently apply EFDC. EFDC, a public domain model, incorporates fully integrated hydrodynamics and solves the 3D, vertically

hydrostatic, free surface, turbulence averaged equations of motion. The versatility of the model allows for 1D, 2D laterally averaged, 2D vertically averaged, or 3D simulations of rivers, lakes, reservoirs, estuaries, coastal seas and wetlands. The model provides solutions for salinity, temperature, and conservative tracers with full density feedback to handle stratified conditions. The model uses stretched, or sigma, vertical coordinate and Cartesian, or curvilinear, orthogonal horizontal coordinates. It solves the dynamically coupled transport equations for turbulent kinetic energy, turbulent length scale, salinity and temperature. An optional bottom boundary layer submodel allows for wave-current boundary layer interaction with an externally specified high frequency surface gravity wave field. EFDC simultaneously solves an arbitrary number of Eulerian transport-transformation equations for dissolved and suspended materials. The model also incorporates a complimentary Lagrangian particle transport-transformation scheme. Further, it simulates multiple size classes of cohesive and non-cohesive sediments and associated deposition and resuspension processes and bed geomechanics. A number of user-specified alternatives simulate general discharge control structures such as weirs, spillways, and culverts. For the simulation of flow in vegetated environments, EFDC incorporates both 2D and 3D vegetation resistance formulations. The model provides output formatted to yield transport fields for water quality models, including WASP5 and CE-QUAL-ICM. The model allows for drying and wetting in shallow areas by a mass conservative scheme. It includes a near field mixing zone model, fully coupled with a far field transport model of salinity, temperature, sediment, contaminant, and eutrophication variables.

Many have broadly employed ROMS, an ocean circulation model, for a wide range of applications. Developed at Rutgers University, the free-surface model solves the 3D hydrostatic primitive equations in terrain-following vertical coordinates via split-explicit time stepping. Employing a curvilinear coordinate grid in the horizontal and a terrain following sigma coordinate grid in the vertical, the model solves for water surface elevation, currents, salinity, and temperature with the conservation of mass, momentum, and tracer equations. Computational features include reduced pressure gradient error arising from the terrain-following coordinate, a quasi-monotone advection algorithm for the temperature and salinity fields, and alias-free coupling of the barotropic and baroclinic modes. ROMS also includes several on-line coupled models for biogeochemical, bio-optical, sediment, and sea ice applications. ROMS also contains modules for planktonic larvae growth and transport as well as the Old Dominion University oyster larvae transport model. The model also includes several closure schemes for vertical turbulence and multiple levels of nesting and composed grids. Additional model features include modules for several advanced data assimilation routines, an optional third-order upwind advection scheme, Smolarkiewicz advection scheme for tracers (potential temperature, salinity, etc.), Lagrangian floats, nested grids, sediment transport, and wetting and drying. Currently ROMS does not designate a single model, but a variety of versions developed in an open mode by different institutions. Information on ROMS is available at the official website for ROMS developers or users (www.myroms.org).

The District will direct INTERA on the choice of model to apply for this study. The scope and associated costs apply to either model with accompanying optional services as described below.

2 SCOPE OF STUDY

- 2.1. First, the modeling effort intends to develop a three dimensional model of the Apalachicola Bay system to evaluate water withdrawal effects on Apalachicola Bay ecology. Second, this model will also serve to support District management of the bay and watershed.
- 2.2. The study area for this task order covers the Apalachicola Bay system including Apalachicola Bay, St. Georges Sound, St. Vincent Sound and East Bay, extends from east of Dog Island west to Indian Lagoon, and from the barrier islands to the south northward to the Apalachicola River delta and including East and West Bayous.
- 2.3. This Scope of Work describes specific work INTERA will perform. The task order will generally comprise development of the three-dimensional model. The model will simulate tidal circulation, temperature, and salinity. Model validation (calibration and verification) will involve matching simulation results to observations made during a 16-month period from April 1993 to July 1994 (the District will provide the observations). Calibration and verification will employ different periods from the available 16-month measurement period. The product delivered by INTERA will consist of a report documenting the model validation to the physical processes, as well as a working model of the existing system ready for application.

The model will represent the key physical properties under consideration, have the capability to simulate a wide range of scales in one model setup and provide the necessary tools (such as output format and flexibility) to efficiently address the modeling goals and scope of this study.

This task work order only addresses calibration and verification of the physical (non-biological) processes by the model. INTERA expects that additional task work orders will involve calibration and verification of the biological aspects of the model as well as investigation of, for example, low flow scenarios and inlet modifications.

3. STATEMENT OF SERVICES

3.1. Apalachicola Bay Modeling Tasks

INTERA will perform work for the District under District Contract #13-039.

Task 1 Data Acquisition and Synthesis – The scope of services begins with a comprehensive data acquisition effort. During this task INTERA will collect information and data necessary to perform the study including:

- current bathymetric and topographic survey information,
- current and historic shoreline information,
- river gage discharge measurements,
- water elevations observations,
- atmospheric observations,
- water velocity and flow measurements,
- current and historic aerial photography,
- temperature and salinity observations.

Additionally during this task, INTERA will acquire from the District all data gathered during the field investigation performed in 1993-1994. The District will also provide the previously developed Princeton Ocean Model (POM) for the area.

Synthesis activities include preconditioning of the provided observation data, development of a bathymetric/topographic Digital Elevation Model (DEM) of the area, and integration of the geospatial data into a GIS database for the model development task to follow. Geospatial data includes shoreline information, aerial photographs, survey information, and the DEM.

This task also includes a site reconnaissance (combined with a visit to District office) to assess current site conditions and assist in model construction.

Task 2 Model Mesh Development – Model development begins with generating the spatial extents of the curvilinear, orthogonal model mesh. Mesh layout will include the entire bay system with increased resolution in areas with high elevation gradients (e.g., sills, spoil banks, oyster bars, inlets, and river delta) and certain lateral constrictions. Additionally, the mesh will contain increased resolution near river inflows and in the bayous in the northern reaches of the bay. Elevation definition within each model cell will involve an iterative process during the calibration task. Initial estimates will include average depths based on cell volumes developed from the DEM. Refined estimates may include weighted averaging toward shallower depths in order to resolve sub-grid elevation features on circulation patterns. Once developed within GIS or a similar program, INTERA will convert the mesh information to the appropriate model input file format. This task requires development of programs to read the mesh output file from GIS and convert it to the hydrodynamic file inputs. Notably, the constructed mesh will conform to the 1993 survey for calibration and verification purposes. Additionally, the mesh will only extend to the inlets since observations occurred in these locations (which serve as the model boundary conditions for calibration and verification simulations).

Task 3 Hydrodynamic Model Boundary Condition Setup – Model setup under this task includes developing input files to setup boundary conditions for the calibration and verification model simulations. From the District-supplied data, INTERA will setup the required boundary conditions for both the calibration and verification simulations. Boundary conditions will include river inflows, winds, tides, temperature, and salinity. The ocean boundary locations will include Indian Pass, West Pass, Sikes Cut, East Pass,

and at the east end of Dog Island. These openings will include applied temperature, salinity, and water surface elevation boundary conditions. Flow boundary conditions for the contributing freshwater sources include the Apalachicola River (and distributaries), Whiskey George Creek, Cash Creek, and Carrabelle River. This scope will rely on work previously performed for the District involving development of the flow distribution among the Apalachicola River distributaries (via DYNHYD and/or MIKE-FLOOD) as well as hydrologic modeling for the Whiskey George Creek, Cash Creek, and Carrabelle River runoff (via an application of HSPF). During this task, INTERA will review both the DYNHYD/MIKE-FLOOD and HSPF modeling. From the supplied data, INTERA will prepare the input files for both the calibration and verification simulations. This task requires development of programs to read the raw data and convert it to the hydrodynamic file inputs. Automation of this process often proves necessary because of the sometimes large number of simulations required during the iterative calibration process.

Task 4 Hydrodynamic, Salinity, and Temperature Calibration/Verification and Test Application – INTERA will validate the model set up in Tasks 2 and 3 by performing both calibration and verification procedures. Both the calibration and verification simulation time periods will correspond to the time of the field data collection effort in 1993-1994. Calibration will compare simulated tide and flow (volumetric rate and velocity), temperature, and salinity to observed data after successive model iterations and adjustments of model parameters until simulated and observed results display acceptable agreement. During this process, INTERA will perform multiple simulations testing sensitivity to several parameters including: friction, turbulence closure, and number and distribution of vertical layers. The calibration will also likely include multiple adjustments to the model mesh including cell elevations, mesh resolution, and node locations. This process may also involve adjustments to the input boundary conditions including vertical distribution of flow and data filtering.

For verification, the calibrated model (parameters) will simulate a second data set for comparison (without model parameter adjustment). This task includes an assessment of model skill from the modeled and observed time-series data via standard methodologies. Satisfactory calibration and verification will include coordination with the District during the course of the work. This task requires development of programs to read the model output files and convert it to a format suitable for display within GIS or a similar program.

This task also includes one model test application comprising an alternative conditions simulation run. The alternative condition will be limited to a change in boundary conditions. It will not involve mesh modification. Output comparisons will be limited to point time series comparisons.

Task 5 Report Preparation – INTERA will provide a summary report documenting model setup, input data preparation, model calibration and verification, measured data, simulated boundary conditions, and model output. This report will also include a brief

summary of the model test application. This task includes draft report development and submittal, review by the District, report revision including addressing comments from the District, and submittal of the final report.

Task 6 Coordination – INTERA shall coordinate communications, meetings, delivery of products and the exchange of data and information between the District and INTERA.

Task 7 Meetings – INTERA shall prepare for and attend up to three meetings at the District office during the performance of the Scope of Work.

Task 8 Project Supervision and QA/QC – INTERA shall oversee the overall project planning, establishment of milestones for Quality Control (QC) review, QC reviews, and Quality Assurance (QA) activities. This task also includes time for contract maintenance.

Task 9 Additional Software Tool Development – Selection of ROMS as the preferred model will require additional software development given the lack of a dedicated model interface. This additional tool development will include programs for mesh development and output display.

References:

Huang, W., Jones, W.K., and Saquibal, J. 1998. *Three-Dimensional Modeling of Circulation and Salinity for the Low River Flow Season in Apalachicola Bay, FL*. Water Resources Special Report 97-1. Northwest Florida Water Management District. Havana, FL. 118 pp.

	Labor (days)									
	Principal/ Project Director	Project Manager	Senior Consulting Professional	Senior Project Professional	Project Professional	Assistant Project Professional	Administrative Assistant	Technical Editor	Total Days	Cost/Task
Task 1	0.25	5		8	8	5			26.25	\$ 23,465.00
Task 2		5	0.5	5	15	15			40.5	\$ 33,200.00
Task 3		5	2	10	15				32	\$ 29,400.00
Task 4	0.5	5	0.5	25	25	15			71	\$ 60,130.00
Task 5	0.5	10	0.5	3	5	5	1		25	\$ 24,070.00
Task 6	1.5	3	0.5						5	\$ 6,450.00
Task 7	2	3	0.5						5.5	\$ 7,180.00
Task 8	4	4	0.5					1	9.5	\$ 11,960.00
Task 9		0.5		5	5				10.5	\$ 9,110.00
Totals	8.75	40.5	5	56	73	40	1	1	225.25	\$ 204,965.00
Rate/hr	\$182.50	\$152.50	\$150.00	\$115.00	\$97.50	\$85.00	\$60.00	\$80.00		

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Michael H. Edgar, Director of Division of Regulatory Services

DATE: December 30, 2013

SUBJECT: St. Johns River Water Management District Consumptive Use Database

Recommendation

Staff recommends the Governing Board authorize the Executive Director to enter into a Service Level Agreement with the St. Johns River Water Management District to implement a Consumptive Use Permitting Database and approve the licensing fees, up-front costs and connectivity costs for the first year, totaling \$274,000.

Background

The Northwest Florida Water Management District's (NFWWMD) Division of Regulatory Services is coordinating with the District's Bureau of Information Technology (IT) to acquire and implement a technical solution to increase efficiency, reduce costs and improve customer service for the acquisition of permits and compliance with the specific conditions of these permits. This technical solution has been developed by the St. Johns River Water Management District (SJRWMD) for their regulatory uses over the last several years, at a cost of several million dollars. The SJRWMD IT department has customized and is currently implementing this solution both at their own district and the Suwannee River Water Management District.

Implementing this system in Northwest Florida will provide consistency in automation for these three water management districts, while also offering a significant cost savings to the NFWWMD. The SJRWMD has agreed to tailor the database solution for the NFWWMD's proposed needs; train staff for use; host the solution on their secure servers within their data center; and maintain and update the system for all three districts.

Benefits of the solution include:

- Updated E-permitting software;
- Reduced support costs;
- Increased automation in data management, allowing District IT staff to focus on other duties;
- Increased security and functionality, including file storage in a proper data center with disaster recovery capabilities;

- Better integration with other applications and databases, such as the ability to expand the solution to create E-permitting for Consumptive Use permitting;
- Improved management tools, including the ability to create reports on demand;
- Improved efficiency and consistency among water management districts.

It is anticipated that the solution will eventually be used across the entire regulatory division, including Consumptive Use, Environmental Resource and Well Construction permitting.

A Service Level Agreement between the St. Johns River and Northwest Florida water management districts will be executed to ensure uptime, support and disaster recovery requirements are fulfilled. This will help the District's regulatory staff achieve their goals of continuously improving metrics to reduce the time and cost to evaluate and grant permits.

Oracle, Inc. requires an up-front licensing fee of \$140,000, ESRI and Lync requires up-front licenses of \$6,000, and the SJRWMD requires \$128,000 for the connectivity, customization, training, and support for the first year. The cost annually after the implementation will be \$59,000.

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

District Headquarters
 81 Water Management Drive
 Havana, Florida 32333

Thursday
 January 9, 2014
 1:05 p.m., ET

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

PART I — CONSENT AGENDA

• WATER USE PERMITS

A. Permit Modification & Renewals

A-1 Applicant: City of Sopchoppy
 App. No.: I07423
 Location: Permit Area B, Wakulla County
 Use: Public Supply
 Capacity: 1,800 gallons per minute
 Purpose: Applicant has applied for renewal and modification of Individual Water Use Permit No. 20030034 with an increase in the permitted withdrawal amounts.
 Facilities: Same as Current Facility

Withdrawal Amounts Gallons:	Permitted	Recommended
Annual Average Daily	1,210,000	1,350,000
Maximum Daily	3,030,000	2,100,000
Maximum Monthly	54,500,000	48,600,000

Duration Recommended: 18 Years
 Staff Recommendation: Approval
 Public Comment Received: No

B. Temporary Permits

Temporary Permits Granted By Executive Director Awaiting Final Agency Action on Consumptive Use Permit Application

B-1 Applicant: City of Chattahoochee
 App. No.: I07433
 Location: Permit Area A, Gadsden County
 Use: Public Supply
 Facilities: Same as Previous Permit
 Source: Floridan Aquifer

Withdrawal Amounts Gallons:	Authorized
Annual Average Daily	472,000
Maximum Daily	1,000,000
Maximum Monthly	16,700,000

PART II — INFORMATIONAL ITEM(S)

• ERP INFORMATION ITEM

NFWMD Environmental Resource Permit Program Activity Status for November 2013		
Activity	Current Month	Fiscal Year to Date Total
Applications Received	21	36
Permits Issued	13	31
Exemption Certifications Issued	2	5
10/2 GP Authorizations	12	28

TAP/tp

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

STAFF REPORT

TO: Governing Board
 FROM: Regulatory Division
 DATE: December 10, 2013
 SUBJECT: Request for Modification and Renewal of Individual Water Use Permit No. 20030034
 Individual Water Use Permit Application No. I07423

Applicant: City of Sopchoppy

Location: Wakulla County, Permit Area B
 Lots 76 and 90 (Hartfield Survey) and Section 20; Township 3 South; Range 1 West
 Section 25; Township 4 South; Range 2 West
 Section 3; Township 5 South; Range 2 West
 Section 12; Township 5 South; Range 3 West

Use: Public Supply

Water Source: Floridan Aquifer

Withdrawal Facilities:

Well Number	Florida Unique ID	Diameter (in.)	Total Depth (ft.)	Cased Depth (ft.)	Capacity (gpm)	Status
CS #1	AAA7837	8	260	121	300	Existing
CS #2	AAA0244	8	200	85	200	Existing
CS #3	AAA7838	12	200	100	300	Existing
CS #4	AAA7839	12	198	60	450	Existing
CS #5	AAA7840	8	190	160	200	Existing
CS #6	AAA7847	6	175	35	200	Existing
CS #7	AAA7846	8	180	155	150	Existing

Capacity: 1,800 gallons per minute; 2,592,000 gallons per day

Withdrawal Information:

Ground Water Use	Permitted	Use*	Requested	Recommended**
Average Day	1,210,000	848,236	1,420,000	1,350,000
Maximum Day	3,030,000	1,673,500	2,170,000	2,100,000
Maximum Month	54,500,000	31,958,500	51,000,000	48,600,000

*Year 2012

**Based on 18 year projections

Staff Evaluation:

The City of Sopchoppy (Sopchoppy) is requesting renewal of Individual Water Use Permit (IWUP) No. 20030034 and modification to increase permitted amounts. Sopchoppy withdraws groundwater from the Floridan aquifer to serve residential customers and is currently considering an interconnection with Panacea Area Water System that will provide additional water to the city. Sopchoppy has complied with all conditions of the permit, with the exception of the adoption of a conservation rate structure.

Sopchoppy is requesting increases in the permitted amounts based on an annual population growth rate of approximately 2.5%, based on U.S. Census Bureau data for Wakulla County, to accommodate projected water use over the next 20 years. The recommended amounts reflect projected water use for the next 18 years, when the lease agreement between Sopchoppy and the property owner where CS #1 (AAA7839) is located is due for renewal (2031). Sopchoppy's residential per capita water use of 97 gallons per day meets the District's water use efficiency goal of 100 gallons per day or less. Sopchoppy's water losses were approximately 8.9% in year 2012, which meets the District's water use efficiency goal of 10 percent or less.

Staff used the program DRAWDOWN to estimate the application's potential impacts to the Floridan aquifer from the long-term withdrawal at the recommended annual average daily rate. Drawdowns were estimated to be approximately 8 feet at distances of one-half mile and one mile, respectively from the zone of maximum pumping influence (CS #4) after 18 years of continuous pumping. The change in recommended annual average daily rate is not anticipated to have a significant impact on existing legal users, offsite land uses or water resources.

Conclusions and Staff Recommendations:

It is the determination of the staff that the water use amounts recommended, as conditioned, are reasonable-beneficial, consistent with the public interest, and will not harm the water resources of the area or interfere with existing legal users. This determination has been made according to provisions of Chapter 373, Florida Statutes, and Chapter 40A-2, Florida Administrative Code.

Staff recommends that the applicant be granted an Individual Water Use Permit for an annual average daily withdrawal of 1,350,000 gallons per day, a maximum daily withdrawal of 2,100,000 gallons, and a maximum monthly withdrawal of 48,600,000 gallons. Staff also recommends that the permit's expiration date be December 1, 2031, and that the permit be conditioned as per the "General Terms and Standard Conditions" of the permit document (NFWFMD Form No. A2-E) and the following Specific Conditions:

1. The Permittee shall include the Individual Water Use Permit number and shall reference each well by its Florida Unique Identification (e.g., AAA7837 for well CS #1) on all submittals when corresponding with the District.
2. The Permittee shall maintain a calibrated, in-line, totalizing flow meter at each well head to accurately report water use. The meters shall be maintained to be at least 95% accurate and any meter determined defective must be replaced within 30 days of its discovery. The Permittee, by July 31, 2020, July 31, 2027, and at the time of requesting a permit modification or renewal, shall submit documentation of the flow meter calibration and accuracy rating to the District.
3. The Permittee shall record the data required on Water Use Summary Reporting Form NFWFMD A2-I for each production well, and monthly quantities of water provided to or received from any utilities. The Permittee, by January 31 of each year, shall submit the report to the District for the preceding

year's water use, even if no water is used. The Permittee, if preferred, may submit the report electronically by downloading the correct form from the District website, filling it out properly, and e-mailing it to compliance@nwfwmmd.state.fl.us. The report for the year 2013 is due by January 31, 2014.

4. The Permittee shall enhance its Water Conservation and Efficiency Program to achieve the goals listed below. The Permittee, by March 31 of each year, shall report to the District its performance regarding each element of the Water Conservation and Efficiency Program during the previous calendar year.
 - a) Achieve and maintain total and real water losses of 10 percent or less. The Permittee shall report water loss amounts for the previous calendar year according to the American Water Works Association (AWWA) methodology, or other District-approved methods. The Permittee shall provide an explanation for water losses each year, compare estimated water losses to the above goals, and briefly describe ongoing or planned water loss reduction measures.
 - b) Maintain average residential per capita daily water use of 100 gallons or less. The residential per capita water use shall be calculated as the amount of water used by residential dwelling units divided by the residential population served. The residential population served can be estimated as the number of residential dwelling units served multiplied by the average persons per household derived from US Census data. Adjustments to account for seasonal or tourist populations can be made, if adequately documented. The Permittee shall report a summary description of status regarding the per capita use goal.
 - c) Implement a public education and information campaign to promote water conservation and efficiency. The campaign shall consist of activities such as informative billing, periodic mail-outs to customers, website announcements, newspaper notices, etc. Public education and information efforts shall be implemented at least annually. The Permittee shall provide a description of the public education and information campaign.
5. The Permittee, by March 31 of each year, shall report to the District the following information for the previous calendar year:

a)

Use Type	Number of Metered Connections	Annual Average Water Use (gallons per day)
1. Residential (also complete table below)		
2. Commercial and Industrial Uses		
3. Agricultural Uses		
4. Non-Residential Recreational/Aesthetic Uses		
5. Water Sold/Transferred to Other Utilities		
6. Institutional Uses (schools, hospitals, etc.)		
7. Fire and Other Accounted Uses		
8. Other _____ (describe)		
TOTAL (Add items 1 through 8)		

b)

Residential Water Service Category	Number of Metered Connections	Number of Dwelling Units	Population Served (if available)	Annual Average Metered Use (gallons per day)
1. Single Family Dwelling Units				
2. Multiple Family Dwelling Units				
3. Mobile Home Dwelling Units				
TOTAL (Add items 1 through 3)				

For water purchases, sold or transferred to/from other utilities – provide the name of each utility, the type of transaction and the amount of water transferred for each year.

6. The Permittee, prior to March 31, 2018, shall evaluate and submit to the District the feasibility of providing reclaimed water within its service area to users that would provide for a direct reduction in groundwater withdrawals. The investigation shall be sufficiently detailed to document the findings of the determination. If determined feasible, Sopchoppy shall provide an implementation schedule for supplying the reclaimed water.
7. The Permittee, by January 31, 2018, January 31, 2023, January 31, 2028, and at the time of permit renewal or modification shall provide a current service area map showing areas where service is actually provided as well as the overall franchise or potential service area allocated to the utility by the county, Public Service Commission or other authorizing entity. The Permittee shall submit the map in digital format compatible with ESRI Geographic Information System (GIS), if available.
8. The Permittee, by March 31 of each year, shall submit to the District a copy of its current rate structure. The Permittee shall consider revising its rate structure periodically to further promote water use efficiency.
9. The Permittee shall mitigate impacts that interfere with existing legal users of Floridan aquifer groundwater. Mitigation may include modification of the Permittee’s pumping schedule (i.e., duration, withdrawal rates, time of day, etc.), the lowering of the affected pump(s) or the replacement of the well(s) including proper plugging and abandonment of the well(s) that is replaced. The Permittee, upon receipt of an allegation of interference, shall retain the services of an appropriate licensed professional to investigate the alleged interference. The Permittee shall ensure their chosen professional investigates any alleged interference within 48 hours of the allegation being made and provides the conclusions of the investigation to the entity alleging the impact within 72 hours of the allegation being made. If it is determined that the use of a well has been impaired as a result of the Permittee’s operation, the Permittee shall undertake the required mitigation. The Permittee shall be responsible for the payment of services rendered by the licensed professional. The Permittee, within 30 days of any allegation of interference, shall submit a report to the District including the date of the allegation, the name and contact information of the party making the allegation, the result of the investigation made and any mitigation action undertaken.

PERMIT MAILOUT ENCLOSURES: WATER USE SUMMARY REPORTING FORM A2-I
 FLORIDA FRIENDLY LANDSCAPE BROCHURE
 CONSERVATION PAMPHLETS



Northwest Florida Water Management

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

Jonathan P. Steverson
Executive Director

(850) 539-5999 • (Fax) 539-2693

TEMPORARY WATER USE PERMIT

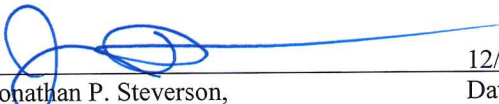
1. Pursuant to Section 40A-2.441, Florida Administrative Code, this Temporary Water Use Permit is granted to facilitate activities listed herein while an application for an Individual Water Use Permit is pending.
2. This Temporary Water Use Permit is valid through the date of the next Governing Board meeting and may be extended by the Governing Board at that time.
3. The issuance of this Temporary Water Use Permit shall not in any way be construed as a commitment to issue a water use permit.
4. The issuance of this Temporary Water Use Permit does not disclaim or discharge any rights or responsibilities of the Northwest Florida Water Management District as they relate to the completeness review of the application, requests for additional information, the review of the consumptive use application and the approval, conditional approval, or denial of the proposed water use(s) identified in the application as authorized by sections 40A-2.041, 40A-2.301, or any other provision of Chapter 40A-2, Florida Administrative Code.

Applicant: City of Chattahoochee
115 Lincoln Drive
Chattahoochee, FL 32324

Water Use Category(ies) Public Supply
Water Use Location..... Floridan Aquifer
Permit Area A
Average Daily Withdrawal..... 472,000 gallons per day
Maximum Daily Withdrawal..... 1,000,000 gallons per day
Maximum Monthly Withdrawal..... 16,700,000 gallons per month

Temporary Permit No.: 1509 CUP Application No.: I07433 Pending WUP No.: 19830027

Application Well ID	Casing Diameter	Total Well Depth	Cased Depth
CC #1 (AAA7805)	10-Inch	250 Feet	100 Feet – Existing
CC #2 (AAA0234)	10-Inch	275 Feet	100 Feet – Existing


 12/17/2013
 Jonathan P. Steverson,
 Executive Director Date

Specific Conditions: See Attachment

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JOHN ALTER
Malone

GUS ANDREWS
DeFuniak Springs

STEPHANIE BLOYD
Panama City Beach

GARY CLARK
Chipley

JON COSTELLO
Tallahassee

NICK PATRONIS
Panama City Beach

BO SPRING
Port Saint Joe

TEMPORARY PERMIT #1509
Attachment
City of Chattahoochee

Pending Individual Water Use Permit No. 19830027
Individual Water Use Application No. 107433

1. The Permittee shall include the IWUP number and shall reference each well by its Florida Unique Identification Number (e.g., AAA7805 for well CC #1) when corresponding with the District.
2. The Permittee shall maintain calibrated in-line-totaling flow meters on all production wells to accurately report water use.
3. The Permittee shall properly record the data required on the Water Use Summary Reporting Form NFWFMD A2-I for each production well and shall submit copies to the District by January 31 of each year, even if no water is used. The Permittee, if preferred, may submit the report electronically by downloading the correct form from the District website, filling it out properly, and e-mailing it to compliance@nfwfmd.state.fl.us.
4. The Permittee shall implement a water use accounting system for its service area to provide an accurate determination of the amount of water withdrawn from the production wells, the amount of water accounted for through customer billing, and the amount of unaccounted for water by suspected cause (e.g., leaks, line breaks, inaccurate meters, unmetered users, line flushing, etc.) for each month. The Permittee, by March 31 of each year, shall submit the monthly and annual totals for the previous calendar year.
5. The Permittee shall design, implement, and submit a copy of a Water Conservation and Efficiency Plan to the District by January 31, 2008. The Plan shall be designed to achieve the following goals:
 - a) Maintain unaccounted-for water loss at 10-percent or less.
 - b) Maintain a maximum daily amount that is less than two times the average daily amount.
 - c) Reduce to and maintain an average per capita daily use of 100 gallons or less.
 - d) Implement a regular leak detection program.
- e) Establish a comprehensive public education and information campaign to promote water conservation and efficiency. The campaign shall be oriented to emphasize the program being implemented and water conservation in general. The campaign shall be designed to regularly reach permanent and part-time residents and tourists.

The Permittee may make the calculations required in a) through c) excepting use amounts for system flushing required by the Florida Department of Environmental Protection due to ground water quality issues. The Permittee must quantify and report such flushing as specified on Water Use Summary Reporting Form NFWFMD A2-I in order to except it from the calculation.

The Permittee shall report to the District its performance with each goal of the Water Conservation Plan for each year by the following March 31. Each annual report shall include monthly and annual unaccounted-for water loss by suspected cause (e.g., leaks, line breaks, inaccurate meters, unmetered users, line flushing, etc.), a detailed description of achievement with annual unaccounted-for water loss goals, a summary description of achievement with daily use ratio goals, a summary description of achievement with the per capita use goal, a detailed description of leak detection efforts, and a detailed description of the comprehensive public education and information campaign. If any of the goals are not achieved, the Permittee shall submit a detailed explanation and plan revisions to insure the target is met for the following year.

6. The Permittee, by January 31 of each year, shall report to the District the following information for the previous calendar year:

a)

Use Type	Number of Metered Connections	Annual Average Water Use (gallons per day)
1. Residential (also complete table below)		
2. Commercial Uses		
3. Industrial Uses		
4. Agricultural Uses		
5. Non-Residential Recreational/Aesthetic Uses		
6. Water Sold/Transferred to Other Utilities		
7. Other _____ (describe)		
8. Fire and Other Accounted Uses		
TOTAL (Add items 1 through 8)		

b)

Residential Water Service Category	Number of Metered Connections	Number of Dwelling Units	Population Served (if available)	Annual Average Metered Use (gallons per day)
1. Single Family Dwelling Units				
2. Multiple Family Dwelling Units				
3. Mobile Home Dwelling Units				
TOTAL (Add items 1 through 3)				

For water purchased, sold or transferred to/from other utilities--provide the name of each utility, the type of transaction and the amount of water transferred for each year.

7. The Permittee, by July 31, 2010 and again by January 31, 2013, shall provide a service area map showing areas where service is actually provided as well as the overall franchise or potential service area allocated to the utility by the county, Public Service Commission or other authorizing entity. The Permittee shall submit the map in digital format compatible with ESRI Geographic Information System (GIS), if available.
8. The Permittee, by November 1, 2013, shall adopt a conservation rate structure and submit documentation of the adoption to the District. The Permittee, by December 31, 2011, shall submit to the District a copy of the rate structure being considered for adoption. The Permittee shall establish tiers and rate steps to promote water use efficiency and conservation while taking into consideration the water use characteristics of the service area. The rate structure should provide a "life-line" initial rate. The Permittee, by January 31 of each year, shall submit to the District a copy of its present rate structure.

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: December 31, 2013

Crenshaw, et. al. v. City of DeFuniak Springs, et al., United States District Court for the Northern District of Florida, Case No. 3:13cv50-MCR/EMT. This is a pro se civil rights complaint directed to officials and employees of the City of DeFuniak Springs. The Northwest Florida Water Management District has also been named as a defendant. An amended complaint has been filed. The District has filed a motion to dismiss. Magistrate Judge Elizabeth M. Timothy has recommended dismissal. We are awaiting an order on the motion to dismiss from the District Judge.