

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

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

**Thursday  
September 12, 2013**

Governing Board Members Present

George Roberts, Chair  
John Alter  
Stephanie Bloyd  
Jon Costello  
Nick Patronis (via phone)

Governing Board Members Absent

Jerry Pate, Vice Chair  
Gus Andrews  
Gary Clark  
Bo Spring

1. Call to Order and Roll Call

Chair Roberts called the meeting to order at 4:00 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 changes made to the Agenda.

5. Approval of Minutes for August 8, 2013

MOTIONED BY MS. BLOYD, SECONDED BY MR. ALTER, THAT THE GOVERNING BOARD APPROVE THE AUGUST 8, 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 August 2013.

MOTIONED BY MR. COSTELLO, SECONDED BY MS. BLOYD, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORT AND SCHEDULE OF DISBURSEMENTS FOR THE MONTH OF AUGUST 2013. MOTION CARRIED.

6. B. Consideration of Resolution No. 778 Amending the Fiscal Year 2012-2013 Budget – Amendment No. 10 Realignment of Operating Budget

Ms. Whitten stated that the budget amendment realigns operating budget within and across funds and categories to properly reflect activities performed and accurately assign actual costs. She explained that the realignment impacts total budget at the fund level but does not increase or decrease the total District budget.

Ms. Whitten voiced staff recommendation that the Governing Board approve Amendment No. 10 to the Fiscal Year 2012-2013 District Budget realigning operating budget across funds and categories.

MOTIONED BY MS. BLOYD, SECONDED BY MR. ALTER, THAT THE GOVERNING BOARD APPROVE AMENDMENT NO. 10 TO THE FISCAL YEAR 2012-2013 DISTRICT BUDGET REALIGNING OPERATING BUDGET ACROSS FUNDS AND CATEGORIES. MOTION CARRIED.

6. C. Consideration of Resolution No. 779 Committing Fiscal Year 2012-2013 Fund Balances as Required by GASB 54

Ms. Whitten explained that each fiscal year, prior to September 30, the estimated fund balance must be designated into one of five classifications: non-spendable, restricted, committed, assigned and unassigned. She stated that to commit fund balances for Fiscal Year 2012-2013, as required by GASB 54, staff recommends that the Governing Board adopt Resolution No. 779 for the purpose of:

- Committing the amount of \$12,183,282 from the General Fund balance for future Water Resource and Supply Projects.
- Committing \$3,266,782 from the General Fund balance for an Economic Stabilization Fund.
- Committing the total ending fund balance in the Lands Management Fund for land acquisition, management of District owned lands or capital improvements on District owned land.
- Committing the total ending fund balance in the Capital Projects Fund for land acquisition, capital construction and improvement on District owned lands.

MOTIONED BY MS. BLOYD, SECONDED BY MR. ALTER, THAT THE GOVERNING BOARD APPROVE AND ADOPT RESOLUTION NO. 779 COMMITTING FISCAL YEAR 2012-2013 FUND BALANCES AS REQUIRED BY GASB 54. MOTION CARRIED.

6. D. Consideration of Contract Award for Agency to Provide Property and Casualty Insurance

Ms. Whitten informed the Board that the District's current agreement with Pat Thomas and Associates Insurance to provide Property; Inland Marine; Casualty; General and Professional Liability; Automobile; Watercraft; Workers Compensation; and Performance Bond insurance will expire on September 30, 2013. She stated that on September 3, 2013, the District received a response for Request for Proposal (RFP 13-002) from Sihle Insurance Group, Inc. and Pat Thomas & Associates, Inc.

Ms. Whitten reported that the response from Pat Thomas & Associates Inc., through the Florida League of Cities, met the requirements of the RFP. She indicated that the proposed policy reflects a decrease of \$7,445 from the current year.

MOTIONED BY MS. BLOYD, SECONDED BY MR. ALTER, THAT THE GOVERNING BOARD APPROVE AWARDDING A THREE-YEAR CONTRACT TO THE FLORIDA LEAGUE OF CITIES

AND AGENT PAT THOMAS AND ASSOCIATES FOR THE DISTRICT'S PROPERTY, CASUALTY, LIABILITY, AUTOMOBILE, WATERCRAFT, WORKERS COMPENSATION AND PERFORMANCE BOND INSURANCE COVERAGE BEGINNING OCTOBER 1, 2013. MOTION CARRIED.

6. E. Consideration of Procedures for Selecting an Auditor to Conduct the Annual Financial Audit

Ms. Whitten explained that special districts are required to use specific auditor selection procedures when selecting an auditor to conduct the annual financial audit required in section 218.39, Florida Statutes. She stated that the law requires the use of an audit committee; a request for proposal (RFP) for the solicitation of audit services; and a selection and negotiation process in which fees cannot be the sole or predominant reason for selecting a particular audit firm.

She gave a detailed overview of the audit committee duties, procedures for selecting an auditor to conduct the annual financial audit and the evaluation criteria. She recommended that the Board designate the Administration, Budget and Finance Committee (George Roberts, Chair, Jerry Pate and Nick Patronis) as the audit committee with the addition of staff members Jean Whitten and Amanda Bedenbaugh.

Ms. Whitten voiced staff recommendation that the Governing Board approve appointment of the Audit Committee, procedures for selecting an auditor to conduct the annual financial audit and evaluation criteria.

MOTIONED BY MR. ALTER, SECONDED BY MR. COSTELLO, THAT THE GOVERNING BOARD APPROVE APPOINTMENT OF THE AUDIT COMMITTEE, PROCEDURES FOR SELECTING AN AUDITOR TO CONDUCT THE ANNUAL FINANCIAL AUDIT AND EVALUATION CRITERIA. MOTION CARRIED.

6. F. Consideration of New FEMA Cooperating Technical Partner Funding for Fiscal Year 2014

Mr. Jerrick Saquibal informed the Board that since 2004, the District has been a Cooperating Technical Partner (CTP) with FEMA and received annual grant funding to improve and update flood hazard maps. He reported that FEMA has notified the District of grant funding for Fiscal Year 2013-2014 to be allocated to the District for continuation of Risk MAP work in the amount of \$775,000 under FEMA's CTP program.

Mr. Saquibal stated that this will include work to improve and update flood hazard maps in the Apalachee Bay–St. Marks Watershed and Perdido River Watershed. He further stated that funded activities also include program management, flood information portal and flood map website maintenance and updates, and supplemental coastal outreach. He mentioned that the District's match will include existing data, and local government funding and services, if available. He indicated that the final scope of work for this effort will be Mapping Activity Statements (MAS) 10, which will be amended to the District's CTP agreement.

Mr. Saquibal stated staff recommends Governing Board approval to amend the Cooperating Technical Partner (CTP) agreement with the Federal Emergency Management Agency (FEMA) to accept and spend \$775,000 in additional funding for improved flood hazard maps and flood risk based informational products.

MOTIONED BY MR. COSTELLO, SECONDED BY MS. BLOYD, THAT THE GOVERNING BOARD APPROVE TO AMEND THE COOPERATING TECHNICAL PARTNER (CTP)

AGREEMENT WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) TO ACCEPT AND SPEND \$775,000 IN ADDITIONAL FUNDING FOR IMPROVED FLOOD HAZARD MAPS AND FLOOD RISK BASED INFORMATIONAL PRODUCTS. MOTION CARRIED.

6. G. Consideration of Amendment No. 7 to the City of Tallahassee and Leon County Contract for Stormwater Flow Monitoring

Mr. Kris Barrios reported that the City of Tallahassee and Leon County have requested the District to continue operation of a stormwater flow monitoring program that includes the operation of 53 surface water and rainfall data collection stations within the City and County. He stated that the agreement provides the District with \$164,055.24 for staff and equipment costs for Fiscal Year 2013-2014. Mr. Barrios gave a detailed overview of the program and the positive impacts that the data has provided.

Mr. Barrios stated that staff recommends the approval of this agreement to continue revenue contract 07-002 with the City of Tallahassee and Leon County for stormwater flow monitoring for the purpose of flood attenuation, emergency management and improving stormwater quality.

MOTIONED BY MR. ALTER, SECONDED BY MR. COSTELLO, THAT THE GOVERNING BOARD APPROVE AGREEMENT TO CONTINUE REVENUE CONTRACT 07-002 WITH THE CITY OF TALLAHASSEE AND LEON COUNTY FOR STORMWATER FLOW MONITORING. MOTION CARRIED.

6. H. Consideration of FDEP Contract for the Surface Water Temporal Variability Network (SWTV)

Mr. Barrios explained that the District has participated in an ambient surface water quality assessment program for the past 22 years with the Department of Environmental Protection (DEP). He gave a detailed overview of the program objectives and how the data is used by DEP and the District to develop management strategies that will improve surface water quality and minimize negative impacts on surface water resources.

Mr. Barrios stated that the funds for the program are provided by a grant from the U.S. Environmental Protection Agency to DEP for the purpose of monitoring and improving surface water quality throughout the State of Florida. He further stated that the revenue for this program for Fiscal Year 2013-2014 is based on a fee/reimbursement schedule not to exceed \$121,213.75. Mr. Barrios voiced staff recommendation that the Governing Board approve the Surface Water Temporal Variability Network (SWTV) revenue agreement with DEP for the purpose of monitoring water quality in the District's rivers and major creeks.

MOTIONED BY MR. COSTELLO, SECONDED BY MS. BLOYD, THAT THE GOVERNING BOARD APPROVE THE SURFACE WATER TEMPORAL VARIABILITY NETWORK (SWTV) REVENUE AGREEMENT WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) FOR THE PURPOSE OF MONITORING WATER QUALITY IN THE DISTRICT'S RIVERS AND MAJOR CREEKS. MOTION CARRIED.

6. I. Compliance and Economic Review of Selected Rules as Required by Section 120.745(9)(b), Florida Statutes

Mr. Ken Greenwood gave a detailed overview of section 120.745(9)(b), Florida Statutes. He informed the Board that staff has conducted the appropriate review as requested by the Office of Fiscal Accountability and Regulatory Reform.

Mr. Greenwood voiced staff recommendation that the Governing Board approve the submittal of the certification letter signed by the Chairman to the Office of Fiscal Accountability and Regulatory Reform, verifying that the appropriate review has been conducted and that the District is exempt from conducting the Enhanced Biennial Review for 2013.

MOTIONED BY MS. BLOYD, SECONDED BY MR. COSTELLO, THAT THE GOVERNING BOARD APPROVE THE SUBMITTAL OF THE CERTIFICATION LETTER SIGNED BY THE CHAIRMAN TO THE OFFICE OF FISCAL ACCOUNTABILITY AND REGULATORY REFORM, VERIFYING THAT THE APPROPRIATE REVIEW HAS BEEN CONDUCTED AND THAT THE DISTRICT IS EXEMPT FROM CONDUCTING THE ENHANCED BIENNIAL REVIEW FOR 2013. MOTION CARRIED.

6. J. Consideration of RFP No. 13-003 Econfina Creek WMA Pine Forest Inventory Services

Mr. Bill Cleckley stated in order to help with more accurate budget and long-range planning, staff has proposed developing a land management database for each water management area, which will provide a statistically accurate inventory of our pine forest resources, growth and yield projections, and help determine our allowable annual harvest and expected revenue generation. He further stated that this information will enable staff to better determine what percentage of future budgets can be funded by anticipated pine timber harvest revenues and accurately predict how long the District's Lands Management program can continue to rely on reserves and the sale of timber and other miscellaneous revenues.

Mr. Cleckley reported that at the 2:00 p.m. opening time on September 3, 2013, the District received three proposals from qualified firms for Request for Proposals (RFP) No. 13-003 Econfina Creek WMA Pine Forest Inventory Services. He stated that based on staff's evaluation, Flatwoods Forestry, Inc. received the highest cumulative score and submitted a per plot price of \$24.85 to inventory 3,882 merchantable and premerchantable pine plots, for an estimated total cost of \$96,467.70.

Mr. Cleckley voiced staff recommendation that the Governing Board approve the proposal submitted by Flatwoods Forestry, Inc. with a per plot price of \$24.85 to conduct a forest inventory on 3,822 plots of merchantable and premerchantable pine stands for \$96,467.70, subject to legal counsel approval of the agreement.

MOTIONED BY MR. ALTER, SECONDED BY MS. BLOYD, THAT THE GOVERNING BOARD APPROVE THE PROPOSAL SUBMITTED BY FLATWOODS FORESTRY, INC. WITH A PER PLOT PRICE OF \$24.85 TO CONDUCT A FOREST INVENTORY ON 3,822 PLOTS OF MERCHANTABLE AND PREMERCHANTABLE PINE STANDS FOR \$96,467.70, SUBJECT TO LEGAL COUNSEL APPROVAL OF THE AGREEMENT. MOTION CARRIED.

7. A. Public Hearing on Consideration of Regulatory Matters

Chair Roberts called the Public Hearing to order at 4:54 p.m., ET.

Mr. Michael Edgar presented the Consent Agenda, which included one temporary permit. Mr. Edgar voiced staff recommendation that the Governing Board approve the Consent Agenda per the recommendations and conditions of the staff reports and per the terms and conditions of the permit documents.

MOTIONED BY MR. COSTELLO, SECONDED BY MS. BLOYD, THAT THE GOVERNING BOARD APPROVE THE CONSENT AGENDA PER THE RECOMMENDATIONS AND

CONDITIONS OF THE STAFF REPORTS AND PER THE TERMS AND CONDITIONS OF THE PERMIT DOCUMENTS. MOTION CARRIED.

7. B. Public Hearing for Rule Adoption

Chair Roberts called the Public Hearing to order at 4:56 p.m., ET.

Mr. Edgar explained that section 373.250, Florida Statutes, requires the water management districts to adopt rules regarding the reuse feasibility information that applicants for non-potable water use are required to submit with their permit application.

Mr. Edgar stated that the Notice of Rule Development was advertised in the Florida Administrative Register on July 15, 2013, and the draft rule changes were posted on the District's website for public review. He informed the Board that a workshop was offered as part of the notice but no member of the public requested that a workshop be held. He reported that the Office of Fiscal Accountability and Regulatory Reform and the Joint Administrative Procedures Committee offered comments that have been incorporated.

Mr. Edgar stated that the amendments to the District's Consumptive Use Permit Rule, Chapter 40A-2, Florida Administrative Code, are proposed for adoption. He explained that with approval of the Governing Board, and barring any challenge to the rule, staff will file the adopted rule with the Department of State on September 27, 2013, and the rule will go into effect on October 18, 2013.

Mr. Edgar submitted the documents for the official record and opened the floor for public comment. With no public comment, Mr. Edgar voiced staff recommendation that the Governing Board adopt the proposed changes to Chapter 40A-2, Florida Administrative Code, and authorize staff to make the appropriate filings to put the rule into effect.

MOTIONED BY MR. COSTELLO, SECONDED BY MS. BLOYD, THAT THE GOVERNING BOARD APPROVE AND ADOPT THE PROPOSED CHANGES TO CHAPTER 40A-2, FLORIDA ADMINISTRATIVE CODE, AND AUTHORIZE STAFF TO MAKE THE APPROPRIATE FILINGS TO PUT THE RULE INTO EFFECT. MOTION CARRIED.

7. C. Public Hearing on Fiscal Year 2013-2014 Budget

Chair Roberts called the Public Hearing to order at 5:05 p.m. ET.

Ms. Whitten explained that the District is authorized by the Constitution of the State of Florida and Chapter 373, Florida Statutes, to assess ad valorem tax revenues to support water management district operations. She stated that the District proposes to levy a millage rate of .040 mill for Fiscal Year 2013-2014. She further stated that the revenues that the .04 millage levy will generate are necessary to fund District operations as identified in the proposed Fiscal Year 2013-2014 budget.

Ms. Whitten reported that the proposed millage rate will increase the estimated tax revenues of the District by 1.2 percent or \$41,576, maintaining the .040 millage rate which is the calculated rolled back rate. She informed the Board that maintaining the rate at .040 mill, which is 20 percent below the legally authorized rate of .050 mill, expresses the desire of the Governor and the Governing Board to lighten the burden on the taxpayers of Northwest Florida during difficult economic times.

Ms. Whitten submitted the documents for the official record and opened the floor for public comment. With no public comment, Ms. Whitten voiced staff recommendation that the Governing Board adopt the tentative proposed millage rate of .040 mill for Fiscal Year 2013-2014 and authorize staff to present it for final adoption at the Public Budget Hearing to be held on September 26, 2013, in Panama City.

MOTIONED BY MR. COSTELLO, SECONDED BY MS. BLOYD, THAT THE GOVERNING BOARD ADOPT THE TENTATIVE PROPOSED MILLAGE RATE OF .040 MILL FOR FISCAL YEAR 2013-2014 AND AUTHORIZE STAFF TO PRESENT IT FOR FINAL ADOPTION AT THE PUBLIC BUDGET HEARING TO BE HELD ON SEPTEMBER 26, 2013, IN PANAMA CITY. MOTION CARRIED.

Ms. Whitten stated that staff has considered all known fiscal activity for the 2013-2014 fiscal year and has completed the preparation of the District's proposed budget. She informed the Board that the proposed budget has been provided to the Governor's Office and the Florida Legislature in the report format required by law and submitted on August 1, 2013.

Ms. Whitten submitted the documents for the official record and opened the floor for public comment. With no public comment, Ms. Whitten voiced staff recommendation that the Governing Board adopt the proposed budget for the District's 2013-2014 fiscal year and authorize staff to present it for final adoption at the Public Hearing to be held on September 26, 2013, at the Gulf Coast State College in Panama City.

MOTIONED BY MR. COSTELLO, SECONDED BY MS. BLOYD, THAT THE GOVERNING BOARD ADOPT THE PROPOSED BUDGET FOR THE DISTRICT'S 2013-2014 FISCAL YEAR AND AUTHORIZE STAFF TO PRESENT IT FOR FINAL ADOPTION AT THE PUBLIC HEARING TO BE HELD ON SEPTEMBER 26, 2013, AT THE GULF COAST STATE COLLEGE IN PANAMA CITY. MOTION CARRIED.

8. Legal Counsel Report

Mr. Kevin Crowley stated that there were no legal matters to discuss.

Meeting was adjourned at 5:08 p.m., ET.

_____	_____
Chair	October 10, 2013
_____	_____
Executive Director	Agency Clerk

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
BUDGET PUBLIC HEARING MEETING MINUTES**

**Gulf Coast State College  
5230 West Highway 98  
Panama City, FL 32401**

**Thursday  
September 26, 2013**

Governing Board Members Present

George Roberts, Chair  
Jerry Pate, Vice Chair  
John Alter  
Gus Andrews  
Stephanie Bloyd  
Gary Clark  
Jon Costello  
Nick Patronis

Governing Board Members Absent

Bo Spring

1. Call to Order and Roll Call

Chair Roberts called the meeting to order at 5:05 p.m., CT. Mr. Steverson called the roll and a quorum was declared present.

2. Invocation

Vice Chair Pate 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 changes made to the Agenda.

5. Consideration of Adoption of the Millage Rate for Fiscal Year 2013-2014

Ms. Jean Whitten stated that at the public hearing held at the District office in Havana on September 12, 2013, the Governing Board adopted the Northwest Florida Water Management District's tentative ad valorem tax millage rate of .040 of a mill and the Tentative Budget for the 2013-2014 fiscal year, and authorized staff to present the ad valorem millage rate and budget for final adoption by resolution on September 26, 2013, at the Final Public Hearing.

Ms. Whitten reported that based on the estimates of property values, furnished by the 16 counties in the District, the millage rate of .04 mill will increase tax revenues by 1.2 percent or \$41,576, and is equal to the 0.040 of a mill rolled back rate.



Ms. Whitten submitted the documents for the official record and opened the floor for public comment. With no public comment, Ms. Whitten voiced staff recommendation that the Governing Board approve the ad valorem tax millage rate of 0.040 a mill for the 2013-2014 fiscal year by adoption of Resolution Number 780.

MOTIONED BY MR. CLARK, SECONDED BY MR. PATE, THAT THE GOVERNING BOARD APPROVE THE AD VALOREM TAX MILLAGE RATE OF 0.040 A MILL FOR THE 2013-2014 FISCAL YEAR AND ADOPT RESOLUTION NUMBER 780. MOTION CARRIED.

6. Consideration of Adoption of the Budget for Fiscal Year 2013-2014

Ms. Whitten reported that after formal adoption of the ad valorem tax millage rate, the Governing Board is authorized to adopt a budget for the District's 2013-2014 fiscal year. She stated that the proposed operating budget provides resources of \$47,901,105, which represents a 64 percent increase. She also commented that the District received a letter from the Governor approving the 2013-2014 District budget as submitted.

Ms. Whitten submitted the documents for the official record and opened the floor for public comment. With no public comment, Ms. Whitten voiced staff recommendation that the Governing Board adopt Resolution Number 781 adopting the Fiscal Year 2013-2014 budget.

MOTION BY MR. CLARK, SECONDED BY MR. PATRONIS, THAT THE GOVERNING BOARD APPROVE AND ADOPT THE FISCAL YEAR 2013-2014 BUDGET BY ADOPTION OF RESOLUTION NUMBER 781. MOTION CARRIED.

Meeting was adjourned at 5:10 p.m., CT.

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Chair

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October 10, 2013  
Date

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Executive Director

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Agency Clerk