

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

**District Headquarters
81 Water Management Drive
Havana, FL32333**

**Thursday
August 8, 2013**

Governing Board Members Present

Jerry Pate, Vice Chair
John Alter
Gus Andrews
Stephanie Bloyd
Gary Clark
Nick Patronis
Bo Spring

Governing Board Members Absent

George Roberts, Chair
Jon Costello

1. Call to Order and Roll Call

Vice Chair Pate called the meeting to order at 1:07 p.m., ET. Mr. Steverson called the roll and a quorum was declared present.

2. Invocation

Mr. Clark offered the invocation.

3. Pledge of Allegiance to the Flag

Vice Chair Pate 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 July 11, 2013

MOTIONED BY MR. CLARK, SECONDED BY MS. BLOYD, THAT THE GOVERNING BOARD APPROVE THE JULY 11, 2013, GOVERNING BOARD MEETING MINUTES. MOTION CARRIED.

6. A. District Lands Committee Reports and Recommendations for Board Action

Ms. Bloyd stated that the District Lands Committee met and had the following recommendations.

6. A. 1. Approval of the Appraisals for the District/Strauss Exchange; Yellow River WMA

MOTIONED BY MS. BLOYD, SECONDED BY MR. ANDREWS, THAT THE GOVERNING BOARD APPROVE THE APPRAISALS PREPARED BY REAL PROPERTY ANALYSTS AND THE REVIEW APPRAISALS PREPARED BY SOUTHEAST APPRAISAL GROUP FOR THE DISTRICT/STRAUSS EXCHANGE IN OKALOOSA COUNTY, FLORIDA. MOTION CARRIED.

6. A. 2. Consideration of Contract Renewal with the Florida Fish and Wildlife Conservation Commission for Law Enforcement/Security Services (Enhanced Patrol) on District Lands

MOTIONED BY MS. BLOYD, SECONDED BY MR. PATRONIS, THAT THE GOVERNING BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN AMENDMENT TO THE EXISTING AGREEMENT WITH THE FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION FOR LAW ENFORCEMENT/SECURITY SERVICES (SCHEDULED ENHANCED PATROL AND AS-NEEDED ENHANCED PATROL) ON DISTRICT LANDS DURING FISCAL YEAR 2013-2014 WITH A MAXIMUM TOTAL COMPENSATION AMOUNT NOT TO EXCEED \$89,000. MOTION CARRIED.

6. A. 3. Consideration of Contract Renewal with the Washington County Sheriff's Office for Law Enforcement/Security Services; Choctawhatchee River/Holmes Creek and Econfina WMAs

MOTIONED BY MS. BLOYD, SECONDED BY MR. SPRING, THAT THE GOVERNING BOARD APPROVE RENEWAL OF THE AGREEMENT WITH THE WASHINGTON COUNTY SHERIFF'S OFFICE IN THE AMOUNT OF \$145,778.60 TO PROVIDE LAW ENFORCEMENT/SECURITY SERVICES FOR DISTRICT LANDS LOCATED IN BAY AND WASHINGTON COUNTIES, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE NEW AGREEMENT, SUBJECT TO APPROVAL OF THE FISCAL YEAR 2013 - 2014 BUDGET. MOTION CARRIED.

6. B. Regulations Committee Reports and Recommendations for Board Action

Mr. Andrews stated that the Regulations Committee met and had the following recommendations.

6. B. 1. Request for Authorization to Submit and Publish the Notice of Proposed Rule

MOTIONED BY MR. ANDREWS, SECONDED BY MR. ALTER, THAT THE GOVERNING BOARD AUTHORIZE SUBMITTAL OF THE NOTICE OF PROPOSED RULE TO THE REQUIRED PARTIES AND AUTHORIZE STAFF TO SCHEDULE A PUBLIC HEARING BEFORE THE GOVERNING BOARD ON SEPTEMBER 12, 2013, FOR RULE ADOPTION. MOTION CARRIED.

7. A. Consent Business Agenda

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

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

8. A. Informational Item – Regulatory Quarterly Report

Mr. Edgar presented the Regulatory Quarterly Report and informed the Board that the material was provided for informational purposes only.

9. A. Public Hearing on Consideration of Regulatory Matters

Vice Chair Pate called the Public Hearing to order at 1:15 p.m., ET.

Mr. Michael Edgar presented the Consent Agenda, which included three permit modification and renewals and 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. CLARK, SECONDED BY MR. PATRONIS, 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.

9. B. Public Hearing on Consideration of Land Acquisition Matters

Vice Chair Pate called the Public Hearing to order at 1:16 p.m., ET.

Consideration of Exchange Agreement for the District/Strauss Exchange Parcels; Yellow River WMA

Ms. Carol Bert gave a detailed overview of the proposed Exchange Agreement for the District/Strauss exchange parcels within the Yellow 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 Exchange Agreement for the proposed exchange of approximately 61.1 acres of District property for approximately 50 acres of property from Strauss Investments, Inc. within the Yellow River WMA, subject to the terms and conditions of the Agreement.

MOTIONED BY MR. ALTER, SECONDED BY MR. ANDREWS, THAT THE GOVERNING BOARD APPROVE THE EXCHANGE AGREEMENT FOR THE EXCHANGE OF APPROXIMATELY 61.1 ACRES OF DISTRICT PROPERTY FOR APPROXIMATELY 50 ACRES OF PROPERTY FROM STRAUSS INVESTMENTS, INC. WITHIN THE YELLOW RIVER WMA. MOTION CARRIED.

10. Legal Counsel Report

Mr. Breck Brannen gave a brief update on the pending litigation between Crenshaw and the City of DeFuniak Springs.

Meeting was adjourned at 1:21 p.m., ET.

_____	_____
Chair	September 12, 2013
_____	_____
Executive Director	Agency Clerk

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Period Ending July 31, 2013

Balance Forward - Operating Funds \$70,617,048.02

Operating Funds Received in current month:

Revenue Receipts, Current	\$105,086.17	
Contracts Receivable	3,417,341.46	
Other Deposits/Refunds/Adjustments	135,836.96	
Transfers from Lands Accounts	0.00	
Total Deposits during month	3,658,264.59	

Total Deposits and Balance Forward \$ 74,275,312.61

Disbursements:

Employee Salaries	402,477.43	
Employee Benefits	149,862.43	
Employee Flexible Spending Account	0.00	
Contractual Services (Professional)	210,065.11	
Operating Expenses - Services	115,499.77	
Operating Expenses - Commodities	36,977.27	
Operating Capital Outlay	1,615.07	
Grants and Aids	74,878.00	
Total Operating Expenses during month	991,375.08	
Payables, Prior Year	0.00	
Other Disbursements or (Credits)	36,490.54	
Total Funds Disbursed by check during month	1,027,865.62	
Bank Debits (Fees, Deposit Slips, etc.)	93.40	
Transfer to Land Acquisition Account	0.00	

Total Funds Disbursed 1,027,959.02

Cash Balance Operating Funds at month end \$ 73,247,353.59

Operating Depositories:

Petty Cash Fund	250.25	
General Fund Checking @ 0.2%	2,745,243.95	
Payroll Account	6,165.45	
Pensacola Account	70.00	
Marianna Account@ 0.15%	52,404.13	
Investment Accounts @ 0.18%		
General Fund	33,544,350.42	
Lands Fee Fund	8,878,545.88	
SWIM Fund	5,747,172.64	
ETDM	2,251.05	
Water Prot. & Sust. TF	5,451,732.40	
Mitigation Fund	16,345,363.25	
Deposits - Frozen	473,804.17	

Total Operating Depositories at month end \$ 73,247,353.59

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Period Ending July 31, 2013

Land Acquisition Funds @ 0.18%	\$ 633,510.16	
Deposits - Frozen	<u>27,101.92</u>	
Total Land Acquisition Funds		660,612.08
Restricted Management Funds:		
Phipps Land Mgmt @ 0.18%	268,848.01	
Deposits - Frozen	<u>3,392.70</u>	
Total Land Acquisition Funds		272,240.71
Total Land Acquisition, and Restricted Management Funds		<u>932,852.79</u>
TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END		<u><u>\$ 74,180,206.38</u></u>

Approved: _____
Chairman or Executive Director

Date: September 12, 2013

Northwest Florida Water Management District
Statement of Sources and Uses of Funds
For the Month ending July 31, 2013
(Unaudited)

Sources	Current Budget	Actuals Through 7/31/2013	Variance (under)/Over Budget	Actuals As A % of Budget
Ad Valorem Property Taxes	\$ 3,287,425	\$ 3,137,750	\$ (149,675)	95%
Intergovernmental Revenues	15,645,218	5,288,311	(10,356,907)	34%
Interest on Invested Funds	166,147	109,856	(56,291)	66%
License and Permit Fees	358,500	253,925	(104,575)	71%
Other	2,200,957	1,415,220	(785,737)	64%
Fund Balance	67,154,689		(67,154,689)	0%
Total Sources	\$ 88,812,936	\$ 10,205,062	\$ (78,607,874)	11%

Uses	Current Budget	Expenditures	Encumbrances ¹	Available Budget	%Expended	%Obligated ²
Water Resources Planning and Monitoring	\$ 4,731,449	\$ 1,714,984	\$ 73,970	\$ 2,942,495	36%	38%
Acquisition, Restoration and Public Works	14,343,735	1,620,178	111,952	12,611,605	11%	12%
Operation and Maintenance of Lands and Works	4,080,863	2,181,219	44,998	1,854,646	53%	55%
Regulation	3,305,574	2,491,219	27,574	786,781	75%	76%
Outreach	172,085	106,706	172	65,207	62%	62%
Management and Administration	2,540,562	1,537,042	23,953	979,567	61%	61%
Total Uses	\$ 29,174,268	\$ 9,651,347	\$ 282,620	\$ 19,240,301	33%	34%
Reserves	59,638,668			59,638,668	0%	0%
Total Uses and Reserves	\$ 88,812,936	\$ 9,651,347	\$ 282,620	\$ 78,878,969	11%	11%

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 July 31, 2013, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

JULY 2013

CHECKS	7/3/2013	80,475.47
AP EFT CHECKS	7/3/2013	2,178.12
CHECKS	7/10/2013	82,630.08
AP EFT CHECKS	7/12/2013	399.64
CHECKS	7/16/2013	172,326.19
AP EFT CHECKS	7/16/2013	297.40
CHECKS	7/24/2013	114,965.77
AP EFT CHECKS	7/26/2013	2,166.57
CHECKS	7/31/2013	120,005.96
AP EFT CHECKS	7/31/2013	1,340.14
RETIREMENT EFT		32,737.12
UNEMPLOYMENT EFT		1,389.76
VOIDED CHECK	11521	(210.00)
		<u><u>610,702.22</u></u>

Chairman or Executive Director

September 12, 2013

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP

COMPUTER PAID/EFT CHECK REGISTER

VENDOR	NAME	INVOICE NET	CHECK DATE	INVOICE DESCRIPTION
95	AT&T	280.26	07/03/2013	EFO PHONE
3586	ATTACK-ONE FIRE MANAGEMENT SVCS	385.50	07/03/2013	ATTACK ONE FIRE MGT-PRESCRIBED
3586	ATTACK-ONE FIRE MANAGEMENT SVCS	3,366.70	07/03/2013	ATTACK ONE FIRE MGT-PRESCRIBED
3586	ATTACK-ONE FIRE MANAGEMENT SVCS	3,186.80	07/03/2013	ATTACK ONE FIRE MGT-PRESCRIBED
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	342.08	07/03/2013	RETIREE MEDICARE
2217	CHAVERS FEED & SEED	159.90	07/03/2013	MILLET SEED
4686	MCCASKILL - QUIGLEY FORD, INC	1,467.18	07/03/2013	REPAIRS FOR WMD0015
4061	BRIAN WILLIAM TAYLOR	80.00	07/03/2013	LAWN SERVICE FOR MARIANNA
4539	JOHN KILEYS CYCLE WORLD, INC.	499.95	07/03/2013	ATV REPAIR
97	THE DEFUNIAK HERALD	27.00	07/03/2013	LEGAL AD
97	THE DEFUNIAK HERALD	31.50	07/03/2013	LEGAL AD
45	DMS	1,262.02	07/03/2013	CARR BLDG PHONE
45	DMS	16.42	07/03/2013	MILTON/MFO PHONE
45	DMS	112.55	07/03/2013	MFO PHONE SERVICE
45	DMS	7,042.25	07/03/2013	ETHERNET/FRAME
45	DMS	144.00	07/03/2013	WEB SERVER
45	DMS	26.75	07/03/2013	CONFERENCE CALLS
45	DMS	55.34	07/03/2013	WEB SERVER
3424	DURRA-QUICK-PRINT INC.	15.00	07/03/2013	BUSINESS CARDS
4855	ENVIRON SERVICES INCORPORATED	275.00	07/03/2013	JANITORIAL SERVICES FOR MARIAN
422	ESCAMBIA CO. TAX COLLECTOR	10,537.17	07/03/2013	COMMISSION
422	ESCAMBIA CO. TAX COLLECTOR	176.00	07/03/2013	POSTAGE
2453	ESCAMBIA COUNTY PROPERTY APPRAISER	3,138.00	07/03/2013	4TH QTR FY 12-13
3710	FLORIDA DEPT OF STATE	22.04	07/03/2013	CH 40A-44 RULE AMENDMENTS
24	FLORIDA PUBLIC UTILITIES COMPANY	594.79	07/03/2013	MFO ELEC
4853	FRBL, LLC	100.00	07/03/2013	INSTALL LIGHTING FOR SECURITY
4853	FRBL, LLC	985.00	07/03/2013	INSTALL LIGHTING FOR SECURITY
65	GADSDEN COUNTY TIMES	37.25	07/03/2013	LEGAL AD
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	763.53	07/03/2013	FIRE AND SECURITY SERVICES
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	30.00	07/03/2013	MONITORING FOR CRESTVIEW
3282	W.W. GRAINGER, INC.	110.21	07/03/2013	FIELD SUPPLIES
3282	W.W. GRAINGER, INC.	713.40	07/03/2013	SELF-PRIMING CENTRIFUGAL PUMP
1919	GREENSOUTH EQUIPMENT, INC.	213.59	07/03/2013	PARTS FOR JOHN DEERE MOWER
4921	JACKSON COUNTY UTILITIES	29.00	07/03/2013	H2O MFO
4873	MAIN STREET AUTOMOTIVE, INC.	29.66	07/03/2013	OPEN PURCHASE ORDER FOR ERP-CR
4873	MAIN STREET AUTOMOTIVE, INC.	26.96	07/03/2013	OPEN PURCHASE ORDER FOR ERP-CR

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP		COMPUTER PAID/EFT CHECK REGISTER		
3725	MODULAR MAILING SYST INC	192.51	07/03/2013	POSTAGE SUPPLIES
4835	NORTHSIDE NEW HOLLAND, INC.	67.23	07/03/2013	NEW HOLLAND TRACTOR PARTS
2663	PATIENTS FIRST APPLEBYARD, INC	49.00	07/03/2013	PRE EMPLOYMENT, DOT & POST AC
3813	PENNINGTON, P.A.	4,217.50	07/03/2013	LEGAL FEES
71	PETTY CASH	112.60	07/03/2013	PETTY CASH
4081	TSWS, INC.	1,435.00	07/03/2013	PORTABLE TOILETS
3126	PREBLE-RISH, INC.	3,530.00	07/03/2013	PROFESSIONAL SURVEYING SERVICE
4136	RICOH AMERICAS CORPORATION	468.20	07/03/2013	RICOH COPIER
3768	SMITH TRACTOR CO, INC	1,975.63	07/03/2013	REPAIRS AND SERVICE ON JD FARM
4799	STAPLES CONTRACT & COMMERCIAL, INC.	770.61	07/03/2013	INK CARTRIDGES FOR HP PRINTER
4557	VERIZON WIRELESS	291.88	07/03/2013	CELL PHONES
5004	VICTOR WALLACE	50.00	07/03/2013	WELL PERMITTING FEE REFUND
2441	WALTON COUNTY BOARD OF COUNTY COMMISSIONERS	30,883.72	07/03/2013	CNT 10-009 REPAIR AND IMPROVEMENT
4626	WASTE PRO OF FLORIDA, INC	148.79	07/03/2013	SOLID WASTE HQ
TOTAL CHECKS		80,475.47		
4966	DAVID REED CHERRY	248.30	07/03/2013	EMPLOYEE TRAVEL
3080	STEVEN COSTA	249.48	07/03/2013	EMPLOYEE TRAVEL
4961	PETER FOLLAND	220.00	07/03/2013	EMPLOYEE TRAVEL
273	W. G. GOWENS	292.10	07/03/2013	EMPLOYEE TRAVEL
3823	KENNETH ANDREW ROACH	220.00	07/03/2013	EMPLOYEE TRAVEL
4934	JON STEVERSON	43.61	07/03/2013	GAS REIMBURSEMENT
4934	JON STEVERSON	904.63	07/03/2013	EMPLOYEE TRAVEL

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

VENDOR	NAME	INVOICE NET	CHECK DATE	INVOICE DESCRIPTION
4812	ALL AMERICAN RENTALS, INC.	280.00	07/10/2013	PORTABLE TOILETS
3772	ROY L. PAUL	35.00	07/10/2013	WMD 96210-UTILITY TRAILER REPA
3586	ATTACK-ONE FIRE MANAGEMENT SVCS	2,827.00	07/10/2013	ATTACK ONE FIRE MGT-PRESCRIBED
4445	JUSTIN G. MCLEAN	4,302.10	07/10/2013	CLEAN UP AND MAINTENANCE SERVI
3269	CDW GOVERNMENT, INC.	2,261.87	07/10/2013	PRINTER SUPPLIES
3269	CDW GOVERNMENT, INC.	878.67	07/10/2013	TONER FOR RMD PRINTERS
771	CITY OF MARIANNA	33.93	07/10/2013	H2O AND SEWER
4202	READY MIX USA, LLC	510.00	07/10/2013	CONCRETE FOR WEATHER PAVILION-
45	DMS	1,460.34	07/10/2013	PHONES HQ
45	DMS	36.81	07/10/2013	WEB SERVER
45	DMS	1,319.81	07/10/2013	CFO PHONE
45	DMS	144.00	07/10/2013	WEB SERVER
45	DMS	5.30	07/10/2013	CONFERENCE CALLS
3424	DURRA-QUICK-PRINT INC.	15.00	07/10/2013	BUSINESS CARDS FOR FAITH EIDSE
4748	EAST MILTON WATER SYSTEM	20.68	07/10/2013	H2O MILTON
4963	ECOLOGICAL RESOURCE CONSULTANTS, INC.	20,880.00	07/10/2013	CNT 12-036 SHL MITIGATION
3272	ELITE FIRE & SAFETY	555.00	07/10/2013	COMPONENTS FOR FIRE PUMP
4855	ENVIRON SERVICES INCORPORATED	1,552.00	07/10/2013	ENVIRON SERVICES-HQ JANITORIAL
2702	FISH AND WILDLIFE	10,411.57	07/10/2013	LAW ENFORCEMENT/SECURITY SERVI
1546	THE FLORIDA LEGISLATURE	20.00	07/10/2013	LEGISLATIVE LOBBY REGISTRATION
3337	FORESTECH CONSULTING	4,545.60	07/10/2013	F4 TECH FOR LAND MANAGEMENT DA
349	GADSDEN COUNTY PROPERTY APPRAISER	403.00	07/10/2013	4TH QTR PAYMENT
3492	GEOTECH ENVIRONMENTAL EQUIP, INC.	463.00	07/10/2013	FIELD SUPPLIES
3282	W.W. GRAINGER, INC.	290.50	07/10/2013	WATER QUALITY SAMPLING PUMP FI
916	GULF POWER COMPANY	727.79	07/10/2013	ELEC CFO
916	GULF POWER COMPANY	565.74	07/10/2013	ELEC MILTON
3003	HAVANA FORD, INC.	73.01	07/10/2013	PARTS FOR WMD2428
3942	A & W VENTURES, L.C.	151.34	07/10/2013	PORTABLE TOILET
2268	INNOVATIVE OFFICE SOLUTIONS, INC	918.00	07/10/2013	MAINTENANCE - JUNE
3193	INSURANCE INFORMATION EXCHANGE	196.91	07/10/2013	MVR
76	LEON COUNTY PROPERTY APPRAISER	2,245.73	07/10/2013	4TH QTR PAYMENT
2299	LIBERTY COUNTY SOLID WASTE	28.00	07/10/2013	FL RIVER SOLID WASTE
4365	CRAIG MCCAMMON	353.46	07/10/2013	EMPLOYEE TRAVEL

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

288	OKALOOSA CO. PROPERTY APPRAISER	2,002.81	07/10/2013	4TH QTR PAYMENT
4971	ROBERT "MIKE" SEEDERS PLUMBING, INC.	160.00	07/10/2013	CAMERA SEWER PIPES / CHECK OVA
4799	STAPLES CONTRACT & COMMERCIAL, INC.	58.70	07/10/2013	OFFICE SUPPLIES
4799	STAPLES CONTRACT & COMMERCIAL, INC.	2.01	07/10/2013	OFFICE SUPPLIES
110	TALQUIN ELECTRIC COOPERATIVE, INC.	111.12	07/10/2013	H2O HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	72.00	07/10/2013	SECURITY LIGHTS HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	4,104.61	07/10/2013	ELEC HQ
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	3,850.00	07/10/2013	PUBLIC RECREATION SITE CLEAN U
3568	THOMPSON TRACTOR CO., INC.	1,300.05	07/10/2013	CATERPILLAR D-5 DOZER MAINTENA
120	U. S. POST OFFICE - MIDWAY	92.00	07/10/2013	FOREVER STAMPS FOR THE WEST RE
3754	WEST FLORIDA RC&D COUNCIL, INC	10,563.00	07/10/2013	MOBILE IRRIGATION LAB
75	WALTON COUNTY PROPERTY APPRAISER	1,584.00	07/10/2013	4TH QTR PAYMENT
1305	WASTE MANAGEMENT - LEON COUNTY, INC	53.62	07/10/2013	MFO SOLID WASTE
4774	JOHN T WILLIAMSON	165.00	07/10/2013	JANITORIAL SERVICE FOR MILTON

TOTAL CHECKS

82,630.08

928	MARK IHLEFELD	29.65	07/12/2013	REIMBURSEMENT FOR SUPPLIES
928	MARK IHLEFELD	16.53	07/12/2013	REIMBURSEMENT FOR SUPPLIES
4534	JANET STRUTZEL	353.46	07/12/2013	EMPLOYEE TRAVEL

TOTAL ACH TRANSFER

399.64

TOTAL AP

83,029.72

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

VENDOR	NAME	INVOICE NET	CHECK DATE	INVOICE DESCRIPTION
4923	JOHN ALTER	61.41	07/16/2013	BOARD TRAVEL
3293	ANGUS ANDREWS	96.12	07/16/2013	BOARD TRAVEL
3586	ATTACK-ONE FIRE MANAGEMENT SVCS	5,268.50	07/16/2013	ATTACK ONE FIRE MGT-PRESCRIBED
4662	AUTO CLINIC OF MARIANNA, INC	545.23	07/16/2013	BATTERY AND ALTERNATOR
4015	CHRISTOPHER BRETT YATES	11,625.00	07/16/2013	LAFAYETTE CREEK LWC'S AND ROAD
4778	BENSON'S HEATING AND AIR CONDITIONING, INC.	2,000.00	07/16/2013	LIEBERT A/C MAINTENANCE
4845	CALHOUN COUNTY SHERIFF'S OFFICE	1,910.04	07/16/2013	CALHOUN CO SHERIFF-LAW ENFCMT/
4978	CAMPUS BLOCK FSU LLC	210.00	07/16/2013	REFUND FOR OVERPAYMENT OF ERP
3269	CDW GOVERNMENT, INC.	4,690.69	07/16/2013	VMWARE RENEWAL
3269	CDW GOVERNMENT, INC.	19.00	07/16/2013	PC VIDEO HARDWARE
4654	CERIDIAN BENEFITS SERVICES, INC	142.80	07/16/2013	ADMIN FEES FOR FSA
4676	CITY OF MILTON FLORIDA	13.36	07/16/2013	SOLID WASTE MILTON
4676	CITY OF MILTON FLORIDA	35.50	07/16/2013	DUMPSTER SERVICE
3289	CITY OF TALLAHASSEE	33.47	07/16/2013	DATA COLLECTION LAKESHORE&I10
4991	GARY CLARK	65.86	07/16/2013	BUDGET MEETING
4991	GARY CLARK	65.86	07/16/2013	BOARD TRAVEL
5008	COASTAL DESIGN AND LANDSCAPE, INC.	100.00	07/16/2013	PERMIT FEE REFUND
3461	DANIELS JANITORIAL SERVICE	750.00	07/16/2013	JANITORIAL SERVICE FOR CRESTVI
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	250.00	07/16/2013	PERMIT APPLICATION FEE FOR DEV
4945	MARCUS A. DIXON	75.00	07/16/2013	SECURITY FOR GOVERNING BOARD M
45	DMS	144.00	07/16/2013	PARKING PERMIT FOR FY 2013-201
45	DMS	69.28	07/16/2013	MILTON
839	FORESTRY SUPPLIERS, INC.	227.69	07/16/2013	REPAIR PARTS FOR HAND HELD BAC
1746	FRANKLIN COUNTY TAX COLLECTOR	1.22	07/16/2013	REFUND OF TAXES
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	600.00	07/16/2013	PROGRAMMABLE CARDS FOR DOOR AC
410	GULF COUNTY TAX COLLECTOR	1,074.68	07/16/2013	COMMISSION
4607	MAIL FINANCE INC	126.00	07/16/2013	POSTAGE METER LEASE AGREEMENT-
4607	MAIL FINANCE INC	378.00	07/16/2013	LEASE FOR CRESTVIEW MAIL MACHI
4607	MAIL FINANCE INC	205.00	07/16/2013	POSTAGE METER LEASE AGREEMENT-
4317	HHH CONSTRUCTION OF NWF, INC.	2,175.00	07/16/2013	ROAD REPAIR FRANK REEDER LOOP
247	HOLMES COUNTY TAX COLLECTOR	12.50	07/16/2013	POSTAGE
61	JACKSON COUNTY FLORIDAN	86.95	07/16/2013	LEGAL AD
61	JACKSON COUNTY FLORIDAN	90.85	07/16/2013	LEGAL AD

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP		COMPUTER PAID/EFT CHECK REGISTER	
1717	JACKSON COUNTY PROPERTY APPRAISER	562.76	07/16/2013
3921	KOUNTRY RENTAL, INC.	4,013.25	07/16/2013
277	LIBERTY CO. PROPERTY APPRAISER	271.36	07/16/2013
3266	LOWE'S COMPANIES INC.	11.34	07/16/2013
4986	PATRICIA LUJAN	7,374.16	07/16/2013
3406	NEECE TRUCK TIRE CENTER INC.	630.52	07/16/2013
63	NORTHWEST FLORIDA DAILY NEWS	141.74	07/16/2013
1205	OFFICE DEPOT, INC.	141.50	07/16/2013
1205	OFFICE DEPOT, INC.	15.12	07/16/2013
1205	OFFICE DEPOT, INC.	93.36	07/16/2013
1205	OFFICE DEPOT, INC.	25.98	07/16/2013
2663	PATIENTS FIRST APPELYARD, INC	49.00	07/16/2013
4849	NICK PATRONIS	81.88	07/16/2013
4114	CITY OF PORT ST. JOE	64,315.00	07/16/2013
4136	RICOH AMERICAS CORPORATION	607.30	07/16/2013
3960	GEORGE ROBERTS	81.88	07/16/2013
4577	SOUTHERN TIRE MART, LLC	23.74	07/16/2013
4967	SAMUEL SPRING	85.44	07/16/2013
3783	SUTRON CORPORATION	31,370.40	07/16/2013
4078	CLIFFORD A. TAYLOR	50.00	07/16/2013
3711	US POSTAL SERVICE-HASLER	800.00	07/16/2013
4250	UNIVERSITY OF CENTRAL FLORIDA	8,000.00	07/16/2013
3696	URS CORPORATION	2,400.00	07/16/2013
3696	URS CORPORATION	4,267.50	07/16/2013
2276	U. S. POST OFFICE - MIDWAY	130.00	07/16/2013
4557	VERIZON WIRELESS	875.52	07/16/2013
3012	WAKULLA COUNTY PROPERTY APPRAISER	428.00	07/16/2013
424	WALTON COUNTY TAX COLLECTOR	2.43	07/16/2013
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	12,328.00	07/16/2013
TOTAL CHECKS		172,326.19	

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

1095	TYLER MACMILLAN	149.48	07/16/2013	EMPLOYEE TRAVEL
4536	THEODORE REESE	75.83	07/16/2013	GAS REIMBURSEMENT
4934	JON STEVERSON	72.09	07/16/2013	GAS REIMBURSEMENT

TOTAL ACH TRANSFER

297.40

TOTAL AP

172,623.59

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

VENDOR	NAME	INVOICE NET	CHECK DATE	INVOICE DESCRIPTION
4832	ASSURANT EMPLOYEE BENEFITS	3,962.67	07/24/2013	EMPLOYEE DENTAL
4832	ASSURANT EMPLOYEE BENEFITS	159.30	07/24/2013	PRE-PAID DENTAL
4834	ASSURANT EMPLOYEE BENEFITS	667.00	07/24/2013	EMPLOYEE LIFE INSURANCE
3586	ATTACK-ONE FIRE MANAGEMENT SVCS	12,387.40	07/24/2013	ATTACK ONE FIRE MGT-PRESCRIBED
2967	BANK OF AMERICA	70.00	07/24/2013	MEMBERSHIP DUES
2967	BANK OF AMERICA	718.28	07/24/2013	REPLACE ABS SYSTEM/REPROGRAM F
2967	BANK OF AMERICA	880.00	07/24/2013	LEGAL AD - PERSONNEL
2992	BANK OF AMERICA	751.62	07/24/2013	ACCOUNT ANALYSIS
2992	BANK OF AMERICA	127.97	07/24/2013	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	479.70	07/24/2013	PAYMENT PORTAL FOR WELL PERMIT
4180	BA MERCHANT SERVICES	301.13	07/24/2013	TRANSACTION FEES FOR E-PERMITT
112	BAY COUNTY TAX COLLECTOR	10,888.59	07/24/2013	COMMISSION
3524	CITY OF CRESTVIEW	40.85	07/24/2013	CFO WATER & SEWER
2241	DEPT. OF THE INTERIOR - USGS	8,125.00	07/24/2013	APALACHICOLA RIVER GAUGING
2679	EXPRESS FORESTRY SERVICE, LLC	43,841.00	07/24/2013	2013 SAND PINE AND HARDWOOD TR
2679	EXPRESS FORESTRY SERVICE, LLC	2,192.05	07/24/2013	RETURN BID BOND 13B-008
4807	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	12,903.72	07/24/2013	JUNE FUEL
2702	FISH AND WILDLIFE	9,612.98	07/24/2013	LAW ENFORCEMENT/SECURITY SERVI
24	FLORIDA PUBLIC UTILITIES COMPANY	545.36	07/24/2013	UTILITIES MFO
839	FORESTRY SUPPLIERS, INC.	715.98	07/24/2013	STANDARD OPERATIONS SUPPLIES
391	GADSDEN COUNTY TAX COLLECTOR	60.00	07/24/2013	CORRECT BOAT REGISTRATION
2291	GULF COAST ELECTRIC COOPERATIVE, INC	450.53	07/24/2013	UTILITIES EFO
259	LEON COUNTY TAX COLLECTOR	82.30	07/24/2013	TAX BILL POSTAGE
2758	NORTHERN TOOL & EQUIPMENT COMPANY, INC	256.61	07/24/2013	GENERAL TOOLS
1205	OFFICE DEPOT, INC.	314.74	07/24/2013	OFFICE SUPPLIES
3630	VEOLIA ES SOLID WASTE SOUTHEAST, INC.	124.00	07/24/2013	DUMPSTERS FOR ECONFINA & CANOE
4081	TSWS, INC.	1,435.00	07/24/2013	PORTABLE TOILETS
4136	RICOH AMERICAS CORPORATION	136.57	07/24/2013	MAINTENANCE AGREEMENTS
5010	SCG GOVERNMENTAL AFFAIRS, LLC	1,000.00	07/24/2013	CONSULTING FOR R.E.S.T.O.R.E.
4799	STAPLES CONTRACT & COMMERCIAL, INC.	53.14	07/24/2013	OFFICE SUPPLIES
4358	UNIVERSITY OF FLORIDA (IFAS)	275.00	07/24/2013	REGISTRATION FEE FOR NATA WORK
4038	WINDSTREAM COMMUNICATIONS	43.28	07/24/2013	EFO LONG DISTANCE AND 800#'S
2320	YSI INC. / AMJ ENVIRONMENTAL	1,364.00	07/24/2013	SONTEK ARGONAUT ACOUSTIC METER

TOTAL CHECKS

114,965.77

COMPUTER PAID/EFT CHECK REGISTER

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP

4842	BARBARA BOSTER	70.31	07/26/2013	EMPLOYEE TRAVEL
4944	BRETT CYPHERS	1,781.33	07/26/2013	EMPLOYEE TRAVEL
4961	PETER FOLLAND	140.00	07/26/2013	EMPLOYEE TRAVEL
3305	MARIA JORDAN	32.26	07/26/2013	GAS REIMBURSEMENT
3823	KENNETH ANDREW ROACH	140.00	07/26/2013	EMPLOYEE TRAVEL
2174	JOHN VALENTA	2.67	07/26/2013	GAS REIMBURSEMENT
TOTAL ACH TRANSFER		<u>2,166.57</u>		
TOTAL AP		<u><u>117,132.34</u></u>		

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

VENDOR	NAME	INVOICE NET	CHECK DATE	INVOICE DESCRIPTION
4833	ASSURANT EMPLOYEE BENEFITS	2,163.95	07/31/2013	EMPLOYEE PAID LTD
95	AT&T	280.26	07/31/2013	EFO PHONE SERVICE
4881	SUNSHINE CAR CARE, LLC	33.59	07/31/2013	OPEN PURCHASE ORDER FOR POOL V
4881	SUNSHINE CAR CARE, LLC	47.98	07/31/2013	OPEN PURCHASE ORDER FOR POOL V
4180	BA MERCHANT SERVICES	135.38	07/31/2013	TRANSACTION FEES FOR E-PERMITT
325	BAY CO. PROPERTY APPRAISER	2,214.36	07/31/2013	4TH QTR PYMNT
2871	BENNETT EUBANKS OIL CO., INC.	243.35	07/31/2013	OIL AND LUBRICANTS
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	342.08	07/31/2013	RETIREE MEDICARE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	38,516.96	07/31/2013	EMPLOYEE HEALTH INSURANCE
5006	BROWN'S REFRIGERATION & EQUIPMENT CO., INC.	232.50	07/31/2013	REPAIR AND PERFORM MAINT ON LA
1617	CAPITAL HEALTH PLAN	65,671.40	07/31/2013	EMPLOYEE HEALTH INSURANCE
4061	BRIAN WILLIAM TAYLOR	80.00	07/31/2013	LAWN SERVICE FOR MARIANNA
5007	DEC ENGINEERING, INC	1,217.70	07/31/2013	STRUCTURAL ANALYSIS
4937	DIGITAL NOW INC.	393.96	07/31/2013	PLOTTER MEDIA - FOR REC AREA K
2701	FLORIDA MUNICIPAL INSURANCE TRUST	66.00	07/31/2013	WC DEDUCTIBLE
26	FL. SECRETARY OF STATE DIV OF ADMIN SERV	56.24	07/31/2013	LEGAL AD/FAR GB MEETING JULY 2
3282	W.W. GRAINGER, INC.	1,413.60	07/31/2013	MOTORIZED REEL FOR GRUNDFOS 3
3282	W.W. GRAINGER, INC.	4.60	07/31/2013	REPAIR PARTS FOR MICROWAVE
2804	H & S TRUCK REPAIR, INC.	476.54	07/31/2013	WMD 2438 REPAIRS (MACK- SEMI)
2941	HACH COMPANY	170.07	07/31/2013	FIELD SUPPLIES
247	HOLMES COUNTY TAX COLLECTOR	0.92	07/31/2013	REFUND OF TAXES
5012	JENNIFER K. KELLY	203.73	07/31/2013	EMPLOYEE TRAVEL
3266	LOWE'S COMPANIES INC.	42.02	07/31/2013	FIELD SUPPLIES
1463	ORACLE CORPORATION	2,201.91	07/31/2013	ORACLE DATABASE STANDARD EDITI
3132	REAL PROPERTY ANALYSTS, INC.	1,400.00	07/31/2013	APPRAISAL UPDATE
4136	RICOH AMERICAS CORPORATION	305.26	07/31/2013	RICOH COPIER
1650	SOUTHEAST APPRAISAL GROUP	850.00	07/31/2013	REVIEW APPRAISAL UPDATE
4799	STAPLES CONTRACT & COMMERCIAL, INC.	1,241.60	07/31/2013	TABLES FOR BOARD ROOM

TOTAL CHECKS

120,005.96

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

1892	STEVE L. BROWN	17.08	08/02/2013	SUPPLIES REIMBURSEMENT
4094	BLAIR BURLESON	203.73	08/02/2013	EMPLOYEE TRAVEL
4966	DAVID REED CHERRY	263.67	08/02/2013	EMPLOYEE TRAVEL
3080	STEVEN COSTA	244.47	08/02/2013	EMPLOYEE TRAVEL
3405	JOHN B. CROWE	203.73	08/02/2013	EMPLOYEE TRAVEL
2434	JERRICK SAQUIBAL	203.73	08/02/2013	EMPLOYEE TRAVEL
1042	NICHOLAS D. R. WOOTEN	203.73	08/02/2013	EMPLOYEE TRAVEL

TOTAL ACH TRANSFER

1,340.14

TOTAL AP

121,346.10

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

JULY 2013

DIRECT DEPOSIT	07/12/2013	200,918.12
CHECKS	7/12/2013	9,390.29
FLEX SPENDING TRANSFER	TF143	1,637.99
DIRECT DEPOSIT	07/26/2013	195,150.10
CHECKS	07/26/2013	8,428.91
FLEX SPENDING TRANSFER	TF145	1637.99
		<u><u>417,163.40</u></u>

APPROVED:

Chairman or Executive Director

September 12, 2013

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: August 21, 2013

SUBJECT: Consideration of Resolution No. 778 Amending the Fiscal Year 2012-2013 Budget -
Amendment No. 10 Realignment of Operating Budget

Amendment No. 10 to the Fiscal Year 2012-2013 District Budget realigns salaries and benefits, other personal services, contractual services, operating expenses, and operating capital outlay budget within and across funds.

To properly reflect budgetary needs identified according to activities performed and to accurately assign actual costs to respective activities:

- A. Reallocations in Salaries and Benefits are required as follows:
- \$9,609 from the Projects Fund to the SWIM Fund.
 - \$20,132 from the Mitigation Fund to the Projects Fund.
 - \$50,000 from the Mitigation Fund to the Land Management Fund.
- B. \$219,800 reallocation between Contractual Services and Operating Expenses expenditure categories is required within the Mitigation Fund to properly align funds for the purchase of mitigation credits.
- C. \$56,105 reallocation is required from Operating Expenses and Other Capital Outlay to Contractual Services within the Regulation Fund.

Summary of Fund Reallocation Impacts:

Fund	Salaries and Benefits	Other Personal Services	Total By Fund
Projects	2,108	18,024	20,132
Lands Management	50,000		50,000
Mitigation	(52,108)	(18,024)	(70,132)

Summary

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

Recommendation

Staff recommends that the Governing Board approve Amendment No. 10 to the Fiscal Year 2012-2013 District Budget realigning operating budget across funds and categories.



Jonathan P. Steverson
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. 778

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AMENDING THE FISCAL YEAR 2012-2013 BUDGET

WHEREAS, chapters 200 and 373, Florida Statutes, require the Governing Board of the Northwest Florida Water Management District (District) to adopt a final budget for each fiscal year; and

WHEREAS, by Resolution No. 761, after a public hearing on September 27, 2012, the Governing Board of the District adopted a final budget for the District covering its proposed operations and other requirements for the ensuing fiscal year, beginning October 1, 2012 through September 30, 2013; and

WHEREAS, in accordance with section 189.418(7), Florida Statutes, the District will post the adopted amendment on its official website within five days after its adoption; and

WHEREAS, a budget amendment involves an action that increases or decreases total appropriated Fund amounts in the Budget; and

WHEREAS, pursuant to section 120.525, Florida Statutes, the District has provided notice of its intention to amend the Budget in the published notification of the Governing Board meeting at which the amendment will be considered; and

NOW THEREFORE, be it resolved by the Governing Board of the District, that:

1. The Budget is hereby amended as summarized in the memorandum dated August 21, 2013, requesting Amendment No. 10 to the Fiscal Year 2012-2013 budget.
2. The Budget amendment reallocates budget authority across funds and budget categories to properly reflect activities performed and accurately assign actual costs with no increase to the total District budget.

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

PASSED AND ADOPTED this 12th day of September, 2013, A.D.

The Governing Board of the
NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

George Roberts, Chair

ATTEST:

Secretary/Treasurer

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: August 20, 2013

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

The District was required to adopt the Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* for Fiscal Year 2010-2011. GASB No. 54 changed how fund balances are reported by government entities to improve usefulness of the amounts reported in fund balances.

Under GASB 54, the Board is required to commit fund balances prior to September 30 each year for the current.

Fund balances are reported under a hierarchy of five fund balance classifications:

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

The District accounts for all financial resources through a General Fund, which is the primary operating fund, and six Special Revenue Funds used to account for revenue sources that are limited to expenditures for specific purposes.

Special Revenue Funds include:

- Regulation Fund - Provides for all regulatory permitting, licensing and enforcement activities including the Environment Resource Permitting Program, which is statutorily required to be funded by the State. (Fund balance is restricted)
- SWIM Fund - Accounts for revenue and expenditure of state and local funds legally restricted for restoration and preservation of surface waters under the Surface Water Improvement and Management Act (SWIM). Revenues are primarily provided by State appropriation from the Water Management Lands Trust Fund (WMLTF), Ecosystem Management Trust Fund and Water Protection and Sustainability Trust Fund (WP&STF). (Fund balance is restricted)
- Special Projects Fund - Accounts for all resource management projects and activities funded through dedicated revenue sources from grants and contracts with state, federal or local government entities or water utility authorities. Revenues are provided from the Florida Department of Transportation (DOT), FEMA, WMLTF and local government sources.
- Lands Management Fund - Accounts for activities associated with the management, improvement and maintenance of District-owned lands. State appropriations from the WMLTF have historically provided the primary funding source for the District's land management activities. Current funding is from timber sales and use of fund balance.
- Mitigation Fund - Accounts for all District mitigation projects and activities funded primarily through the DOT. As part of their surface water management programs, the districts administer the DOT stormwater management program. Expenditures include land acquisitions, restorations, monitoring and other water resource related activities. (Fund balance is restricted)
- Capital Improvement & Land Acquisition Fund - Accounts for the acquisition of fixed assets and construction of major capital projects. The District uses the Capital Improvement & Lands Acquisition Fund for all land acquisitions and capital construction and improvements.

GASB 54 redefined Special Revenue Funds to allow ending fund balances to be classified only as restricted or committed. If the balance of a Special Revenue Fund is not formally restricted or committed by fiscal year end then it must be reported as part of the General Fund for year-end audited financial statement purposes.

Recommendation:

To commit fund balances for Fiscal Year 2012-2013, as required by GASB 54, staff would recommend that the Governing Board adopt Resolution #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.



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. 779

COMMITTING FUND BALANCE RESERVES FOR FISCAL YEAR 2012-13 AS REQUIRED BY GASB 54

WHEREAS, the Florida Legislature created the Northwest Florida Water Management District under Chapter 373, Florida Statutes; and

WHEREAS, Fiscal Year 2012-2013 of the Northwest Florida Water Management District shall extend from October 1, 2012 through September 30, 2013; and

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Statement 54 (GASB 54), a standard for governmental fund balance reporting and governmental fund type definitions that became effective in governmental fiscal years starting after June 15, 2010, and

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

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

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

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

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

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

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

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

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

NOW THEREFORE BE IT RESOLVED, by the Governing Board of the Northwest Florida Water Management District that fund balance reserves will be committed for Fiscal Year 2012-2013 as follows:

Commit \$12,183,282 of the General Fund Balance for future Water Resource and Supply Project expenditures.

Commit \$3,266,782 of the General Fund Balance for an Economic Stabilization Fund.

Commit 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.

And commit the total ending fund balance in the Capital Projects Fund for land acquisition and capital construction and improvement on District owned lands.

PASSED AND ADOPTED this 12th day of September, 2013, A.D.

The Governing Board of the
NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

George Roberts, Chair

ATTEST:

Secretary/Treasurer

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: August 20, 2013

SUBJECT: Consideration of Contract Award for Agency to Provide Property
and Casualty Insurance

=====

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.

Staff issued a Request for Proposal (RFP 13-002) on August 19, 2013, and proposals were due on September 3, 2013. After opening the proposals, staff will evaluate the proposed policies and premiums. Staff will provide combined evaluations to the Governing Board via electronic mail prior to the September 12, 2013, Governing Board meeting.

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: August 21, 2013

SUBJECT: Consideration of Procedures for Selecting an Auditor to Conduct the Annual Financial Audit

=====

Special districts and other local government entities are required to use auditor selection procedures when selecting an auditor to conduct the annual financial audit required in section 218.39, Florida Statutes. The auditor selection law requires the use of an audit committee, a request for proposal (RFP) for the solicitation of the necessary audit services, and a selection and negotiation process in which fees cannot be the sole or predominant reason for selecting a particular audit firm.

It is recommended that the audit committee include members of the governing body and that the membership be no fewer than three members. In addition, the public cannot be excluded from audit committee meetings.

Duties of the committee include:

- Establishment of factors to be used for the evaluation of audit services to be provided by the audit firm;
- Public announcement of an RFP;
- Provision of interested firms with the RFP;
- Evaluation of proposals provided by qualified firms; and
- Ranking and recommendations in order of preference of no fewer than three firms deemed to be the most highly qualified.

Staff recommendations for the procedures for selecting an auditor to conduct the annual financial audit include:

- The Board will 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.
- The Board will approve the factors for evaluation of audit services to be contained in the RFP.

- The staff members of the audit committee will issue the RFP on September 13, 2013, (with responses due on September 30, 2013), provide copies to interested firms and create an evaluation form based on the Board-approved criteria.
- The staff members will perform an initial evaluation of all responses to determine highly qualified firms.
- Audit Committee members will independently evaluate each proposal submitted by the highly qualified firms.
- Staff will combine the scoring for each firm and the Committee will present at least the top three firms to the Board at the October meeting.
- The Governing Board will select one of the firms recommended by the audit committee and authorize staff to negotiate a contract.

Recommended evaluation criteria:

	<u>Point Range</u>
Expertise (ability) and Experience.....	<u>0 - 50</u>
<ul style="list-style-type: none"> • Qualifications of the firm (15) • Qualifications of the Partner, Manager, Senior, Staff Accountants and IT staff performing the audit (15) • Past experience and performance on comparable government engagements (references) (15) • Past experience with specific state and federal grant programs similar to the types of grants received by the District (5) 	
Technical and Management Approach.....	<u>0 - 50</u>
<ul style="list-style-type: none"> • Understanding of the Scope of Work (10) • Adequacy of proposed staffing plan, ability to furnish the required services based on timing and staff availability (10) • Sampling techniques, analytical procedures and compliance testing procedures (10) • Location in relation to the District's headquarters office (10) • Minority Business Designation (5) • Hourly rates (5) 	

Staff recommends that the Governing Board approve appointment of the Audit Committee, procedures for selecting an auditor to conduct the annual financial audit, and evaluation criteria.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Jerrick Saquibal, Senior Hydrologist – Resource Management Division

DATE: August 14, 2013

SUBJECT: Consideration of New FEMA Cooperating Technical Partner Funding for Fiscal Year 2014

Recommendation:

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. The maps cover the Apalachee Bay – St. Marks Watershed and the Perdido River Watershed.

Discussion:

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. This effort has been undertaken through FEMA's Map Modernization and Risk MAP programs. Map Modernization is FEMA's program to update the nation's inventory of paper flood insurance rate maps and flood hazard data into a digital format. FEMA's Risk Mapping, Assessment, and Planning (Risk MAP) program started in Fiscal Year 2009 and helps communities identify, assess, and reduce their flood risk.

FEMA has notified the District of grant funding for Fiscal Year 2014 to be allocated to the District for continuation of Risk MAP work in the amount of \$775,000 under FEMA's CTP program. This will include work to improve and update flood hazard maps in the Apalachee Bay – St. Marks Watershed and Perdido River Watershed. Funded activities also include program management, flood information portal and flood map website maintenance and updates, and supplemental coastal outreach.

The District's match will include existing data, and local government funding and services, if available. 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.

NWMWMD FEMA FY 2014 FUNDING ALLOCATIONS

Activity	County/Watershed	Funding Plan
Risk MAP Project to Improve and Update Flood Hazard Maps & Flood Risk Data	Apalachee Bay – St. Marks Watershed	\$450,000
Hydraulic Analyses	Perdido River Watershed	\$50,000
Supplemental Coastal Outreach	Escambia, Santa Rosa, Okaloosa, Walton, Bay, and Gulf	\$75,000
Project Management	All	\$200,000
Total Allocation		\$775,000

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Guy Gowens, Director – Division of Resource Management
Nick Wooten, Chief – Bureau of Surface and Ground Water Management
Lauren Engel, Director of Communications – Executive Office

FROM: Kris Barrios, Manager – Field Services Section

DATE: August 21, 2013

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

Recommendation:

Staff recommends 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.

Discussion:

The City of Tallahassee and Leon County have requested the District continue a stormwater flow monitoring program that includes the operation of 53 surface water and rainfall data collection stations in the City and County. The amendment also adds the City of Tallahassee as a funding partner for operation of the Spring Creek Springs flow gauge in Wakulla County. The attached agreement provides the District with \$164,055.24 for staff and equipment costs for Fiscal Year 2013-2014.

The District has operated this stormwater monitoring network for the City and County for over 20 years. The monitoring program provides storm event and base flow discharge data for the major drainage basins in the City and County. The data provides continuous records of rainfall and surface water discharges that are used to design and implement improvements in the stormwater drainage system. Improvements to the drainage system help reduce flooding and improve water quality.

This contract also includes the operation of a real-time satellite telemetry flood warning network in the Leon County Area. This monitoring network is a cooperative program between the District, Leon County and the City of Tallahassee. The network includes 41 emergency flood warning stream and rainfall stations that provide real-time rainfall and water level data to help identify developing flood conditions so emergency management staff can respond as quickly as possible.

AMENDMENT NO. 7 TO STORMWATER FLOW MONITORING CONTRACT

CONTRACT NO. 07-002

This AMENDMENT, entered into the last date noted below, by and among the City of Tallahassee, a municipal corporation created and existing under the laws of the State of Florida, hereinafter referred to as the "CITY", LEON COUNTY, a political subdivision of the State of Florida, hereinafter called the "COUNTY" and the Northwest Florida Water Management District, an agency operating under the authority of Chapter 373, Florida Statutes, hereinafter referred to as the "DISTRICT", provides for the continuation of the Stormwater Flow Monitoring Contract (No. 07-002) between the aforementioned parties for an additional one-year period through September 30, 2014. The compensation section of the Contract is also amended to provide an additional \$73,176.12 from the CITY and an additional \$90,879.12 from the County for a total of \$164,055.24 in compensation to the DISTRICT for the one-year continuation period.

This Contract may be continued for additional one-year periods as provided for and pursuant to the provisions of paragraph twelve of the original Contract.

The operation and maintenance of the Stormwater Flow Monitoring Program by the DISTRICT for the 2013/2014 contract period is described in "ATTACHMENT A (2013/2014 Revision)" which is attached hereto and made a part hereof by reference.

The CITY and the COUNTY shall have the option to separately request the DISTRICT to provide supplementary monitoring services as provided for and pursuant to the provisions of paragraph eleven of the original Contract. Compensation for Supplementary Monitoring services shall be invoiced to the party requesting the services in accordance with the fee schedule described in "ATTACHMENT B (2013/2014 Revision)" which is attached hereto and made part hereof by reference. All supplementary services shall be invoiced quarterly to the party requesting the services as provided for and pursuant to the provisions of paragraph nine of the original Contract.

Supplementary monitoring services requested by the COUNTY are described in "ATTACHMENT C (2013/2014 Revision)" which is attached hereto and made a part hereof by reference.

Supplementary monitoring services requested by the CITY are described in "ATTACHMENT D (2013/2014 Revision)" which is attached hereto and made a part hereof by reference.

All other items and conditions of the original Contract remain in full force and effect.

The parties hereto have duly executed this AMENDMENT in quintuplicate on the day and year indicated below, to indicate the continued performance under the Contract through September 30, 2014.

LEON COUNTY, FLORIDA

By: _____
County Administrator

Date: _____

ATTEST:
Bob Inzer, Clerk of the Court
Leon County, Florida

Approved as to Form:
Leon County Attorney's Office

By: _____

By: _____
Herbert W. A. Thiele, Esq.

Date: _____

Date: _____

CITY OF TALLAHASSEE

ATTEST:

By: _____
City Treasurer-Clerk

By: _____
City Manager

Date: _____

Date: _____

Approved as to Form:
City Attorney's Office

By: _____
City Attorney

Date: _____

**NORTHWEST FLORIDA
WATER MANAGEMENT DISTRICT**

By: _____
Jonathan P. Steverson
Executive Director

Date: _____

ATTACHMENT A (2013/2014 Revision)

The Stormwater Flow Monitoring Program includes twenty-eight surface water and rainfall data collection stations in the City of Tallahassee and Leon County. The cost estimates and scope of work for maintaining and operating this program are outlined below.

This monitoring program is intended to collect dry weather and storm event stage and discharge data at major outfall locations in Leon County and the City of Tallahassee, Florida. The data collected in this program will aid in partially fulfilling U.S. Environmental Protection Agency National Pollutant Discharge Elimination System (NPDES) stormwater regulation requirements. More specifically the data will: provide continuing records of precipitation and surface water discharges; provide flow volumes which will aid in estimating annual pollutant loads; aid to verify improvements as a result of actions taken under the City/County Comprehensive Stormwater Management Plan. The data will also be needed for updating hydrologic and flooding elevation data as actual growth and development occurs. The continuation of this monitoring program is recommended as part of the Comprehensive Stormwater Management Plan.

Monitoring Station Descriptions

<u>Station Type</u>	<u>Number of Sites</u>	<u>Station Map Number (see attached map)</u>
Stream Discharge	10	4, 6, 10 ^a , 14, 15 ^a , 20 ^a , 72 ^a , 100 ^a , 128, 660 ^a
Stream Stage	4	19 ^a , 39 ^a , 70 ^a , 750 ^a
Stream Stage/Velocity	1	35 ^a
Stream Stage/Rainfall	1	125/125
Stream Discharge/Rainfall	2	3/601 ^a , 31/618 ^a
Rainfall station	<u>10</u>	602 ^a , 605 ^a , 606, 610 ^a , 613 ^a , 616 ^a , 623 ^a , 626 ^a , 628 ^a , 631 ^a
Total Stations	28	

Annual Station Operation and Maintenance ^(b)

<u>Station Type</u>	<u>Annual Cost</u>	<u># Stations</u>	<u>Total Cost</u>
Stream Discharge	\$3,130.00	10	\$31,300.00
Stream Stage	\$1,910.00	4	\$ 7,640.00
Stream Stage/Velocity	\$3,330.00	1	\$ 3,330.00
Stage/Rainfall Station	\$2,230.00	1	\$ 2,230.00
Stream Discharge/Rainfall	\$3,330.00	2	\$ 6,660.00
Rainfall Station	\$1,910.00	10	<u>\$19,100.00</u>
		Subtotal	\$70,260.00

Annual Iridium Data Telemetry Service ^(c)

<u>Data Type</u>	<u>Annual Cost</u>	<u># Stations</u>	<u>Total Cost</u>
Stage	\$ 864.00	10	\$ 8,640.00
Stage+Rainfall	\$1,021.92	2	\$ 2,043.84
Stage+Velocity	\$1,021.92	1	\$ 1,021.92
Rainfall	\$ 596.88	9	\$ 5,371.92
		Subtotal	\$17,077.68

TOTAL PROJECT COST \$87,337.68

City of Tallahassee Annual Cost (50% of Total Project Cost) \$43,668.84

Leon County Annual Cost (50% of Total Project Cost) \$43,668.84

- (a) Site uses Iridium satellite telemetry.
- (b) Station Operation and Maintenance includes: maintenance, operation, data retrieval in a computerized format, discharge measurements at stream stations, computation of station flow rating, display of real-time data on the District's website, storage of data in District Surface Water Database, monthly data reports, and delivery of digital data collected on the Project. All stormwater monitoring equipment operated, maintained, purchased or replaced for the Joint City/County Stormwater Monitoring Program, shall remain as property of the District, except platforms used to mount monitoring equipment.
- (c) Iridium data telemetry service provided by Sutron Corporation at rates provided in Attachment E.

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ATTACHMENT B
(2013/2014 Revision)

Revised Cost Schedule – Amendment No.7 Supplementary Monitoring Services

Pursuant to Paragraph 4 of Amendment No. 6 to the Stormwater Flow Monitoring Contract, a revised fee schedule is provided for installation, operation and maintenance of additional monitoring stations as requested by the City or County.

A. <u>New Stream Station Installation Costs</u>	<u>Unit Price</u>
Construction materials and supplies	\$ 400.00
Data logger, battery, cables	\$1,795.00
Water level sensor (high res., w/lightning grd sys.)	\$1,200.00
Station installation labor	<u>\$2,100.00</u>
Total Cost:	<u>\$5,495.00⁽¹⁾</u>
B. <u>New Rainfall Station Installation Costs</u>	<u>Unit Price</u>
Construction materials and supplies	\$ 400.00
Data logger, battery, cables	\$1,795.00
Hydrologic Services – TB3 tipping bucket w/mount	\$1,075.00
Station installation labor	<u>\$1,300.00</u>
Total Cost:	<u>\$4,570.00⁽¹⁾</u>
C. <u>New Telemetry System Installation Costs</u>	<u>Unit Price</u>
Construction materials and supplies	\$ 300.00
Communication equipment	\$1,639.00
Communication programming	\$ 250.00
System installation labor	\$ 900.00
Total Cost:	<u>\$3,089.00⁽²⁾</u>
D. <u>Annual Iridium System Service Fees</u> ⁽³⁾	
Rain Data, 5-minute data, 15-minute report	\$ 596.88/yr
Stage Data, 5-minute data, 15-minute report	\$ 864.00/yr
Rain+Stage Data, 5-minute data, 15-minute report	\$1,021.92/yr
Stage+Stage Data, 5-minute data, 15-minute report	\$1,021.92/yr
Stage+Velocity Data, 5-minute data, 15-minute report	\$1,021.92/yr

<u>Station Operation and Maintenance Costs</u>	
<u>Station Type</u>	<u>Annual Station Cost ⁽⁴⁾</u>
Stage or Rainfall Station Operational Cost	<u>\$1,910.00</u>
Stage+Rainfall Station Operational Cost	<u>\$2,230.00</u>
Stage+Discharge Station Operational Cost	<u>\$3,130.00</u>
Stage+Discharge+Rainfall Station Operational Cost	<u>\$3,330.00</u>

(1) Equipment, materials, and installation costs are for non-telemetered stream and rainfall stations.

(2) Cost of addition of telemetry to a new monitoring station.

(3) Iridium data telemetry service provided by Sutron Corporation at rates provided in Attachment E.

(4) Annual cost for Station Operation and Maintenance is \$1,910.00 for stream or rainfall stations, \$2,230.00 for stream plus rainfall stations, and \$3,130.00 for stream discharge stations. Station Operation and Maintenance costs will be billed on a quarterly basis for the prorated cost for active stations and include: maintenance, operation, data retrieval in a computerized machine readable format, display of real-time data on the District's website, storage of data in District's Surface Water Database, monthly data reports, and delivery of digital data collected on the Project. All stormwater monitoring equipment operated, maintained, purchased or replaced for the Stormwater Monitoring Program Supplemental Services, shall remain as property of the District, except platforms used to mount monitoring equipment.

**ATTACHMENT C
(2013/2014 Revision)**

Stormwater Monitoring Project

Revised Cost Schedule – Amendment No.7
Supplementary Monitoring Services - Leon County

Monitoring Station Description

<u>Station Type</u>	<u>Number of Sites</u>	<u>Station Location (map number)</u>	<u>Annual Cost</u> ⁽¹⁾
Stage Station	2	Lauder Pond, Ochlockonee River (680, 752)	\$ 3,820.00
Telemetered Rainfall	1	Commonwealth Blvd (648)	\$ 1,910.00
Telemetered Rainfall	4	Capital Area Flood Warning Network (654, 753, 803, 804)	\$ 7,640.00
Telemetered Stage+Discharge	1	Lake Munson Outfall (776)	\$ 3,130.00
Telemetered Stage+Rainfall	3	Capital Area Flood Warning Network (555, 729, 810)	\$ 6,690.00
TOTAL OPERATIONAL SERVICES COST			\$ 23,190.00

Annual Iridium Data Telemetry Services

<u>Data Type</u>	<u>Annual Cost</u>	<u># Stations</u>	<u>Annual Cost</u> ⁽²⁾
Stage+Rainfall	\$1,021.92	3	\$ 3,065.76
Stage	\$ 864.00	1	\$ 864.00
Rainfall	\$ 596.88	4	\$ 2,387.52
TOTAL DATA TELEMETRY SERVICES COST			\$ 6,317.28

TOTAL SUPPLEMENTARY SERVICES COST **\$ 29,507.28**

- (1) Annual cost for Station Operation and Maintenance is \$1,910.00 for stream or rainfall stations, \$2,230.00 for stream plus rainfall stations, and \$3,130.00 for stream discharge stations. Station Operation and Maintenance costs will be billed on a quarterly basis for the prorated cost for active stations and include: maintenance, operation, data retrieval in a computerized machine readable format, display of real-time data on the District's website, storage of data in District's Surface Water Database, monthly data reports, and delivery of digital data collected on the Project. The County maintains ownership of the equipment and materials for the CAFWN monitoring stations. The County will be responsible for repair costs, replacement equipment and materials for monitoring stations in this program.
- (2) Iridium data telemetry service provided by Sutron Corporation at rates provided in Attachment E.

ATTACHMENT D
(2013/2014 Revision)

Stormwater Monitoring Project

Revised Cost Schedule – Amendment No.7
Supplementary Monitoring Services – City of Tallahassee

The City Monitoring Services includes the operation and maintenance of 11 surface water and rainfall data collection stations for the City of Tallahassee. The cost estimates for maintaining and operating this program are provided below. These monitoring stations will provide hydrologic data for City of Tallahassee. Operation of individual stations can be discontinued at the request of the City during the period of this Contract. The District will invoice the City quarterly for the pro-rated operational costs for active stations.

Operational Services

<u>Station Type</u>	<u>Number of Sites</u>	<u>Station Location (map number)</u>	<u>Annual Cost</u> ⁽¹⁾
Stage stations	6	Two Southwood Stormwater Ponds (698, 699) RSF (688) Killearn Lake Stations (Kinsale, Killarny, Kanturk)	\$ 11,460.00
Telemetered Stage	2	Central DD, Boone Blvd (687 ^a , 689)	\$ 3,820.00
Telemetered Rainfall	6	City Rainfall Network (681 ^a , 682 ^a , 683 ^a , 684 ^a , 685 ^a , 686 ^a)	\$ 11,460.00
Continued Maintenance of ALERT Equipment	6	City “ALERT” Network (681, 682, 683, 684, 685, 686)	\$ 1,200.00
USGS Coop Station	1	Spring Creek (1/3 cost share)	\$ 14,825.00

TOTAL OPERATIONAL SERVICES COST **\$ 42,765.00**

Annual Iridium Data Telemetry Services

<u>Data Type</u>	<u>Annual Cost</u>	<u># Stations</u>	<u>Annual Cost</u> ⁽²⁾
Stage	\$ 864.00	1	\$ 864.00
Rainfall	\$ 596.88	6	\$ 3,581.28

TOTAL DATA TELEMETRY SERVICES COST **\$ 4,445.28**


TOTAL SUPPLEMENTARY SERVICES COST **\$ 47,210.28**

- (1) Annual cost for Station Operation and Maintenance is \$1,910.00 for stream or rainfall stations, \$2,230.00 for stream plus rainfall stations, and \$3,130.00 for stream discharge stations. Station Operation and Maintenance costs will be billed on a quarterly basis for the prorated cost for active stations and include: maintenance, operation, data retrieval in a computerized machine readable format, display of real-time data on the District’s website, storage of data in District’s Surface Water Database, monthly data reports, and delivery of digital data collected on the Project. The City maintains ownership of the ALERT equipment and materials for the monitoring stations. The City will be responsible for repair costs, replacement equipment and materials for ALERT equipment in this program.
- (2) Iridium data telemetry service provided by Sutron Corporation at rates provided in Attachment E.

ATTACHMENT E
(2013/2014 Revision)

Stormwater Monitoring Project

Cost Schedule – Amendment No.7
Sutron Iridium Telemetry Data Services

Sutron Corporation 22400 Davis Drive Sterling, VA 20164 Phone (703) 406-2800 Fax (703) 406-2801					DATE April 15, 2013 Quotation # IN-13-6045
Kristopher Barrios Director – Field Services Section Northwest Florida Water Management District 850.539.5999 x223 office kristopher.barrios@nwfwmmd.state.fl.us					Quotation valid until: July 14, 2013 Prepared by: Ted Soto  ISO 9001:2000
ITEM	PART NUMBER	DESCRIPTION	UNIT PRICE	QTY	AMOUNT
00120143-000 (Sutron order 501120 – Leon County)			\$	11,078.40	
• 501120-001 Opt 8A Plan Rain Only	– 10 stations x \$596.88		\$ 596.88	10	\$ 5,968.80
• 501120-002 Opt 8F Plan Rain&Stage	– 5 stations x \$1021.92		\$ 1,021.92	5	\$ 5,109.60
00120351-000 (Sutron order 501141 – Hydrological Telemetry Equipment)			\$	5,184.00	
• ISBD50K.1	– 6 stations x 12 months x \$72.00/month		\$ 864.00	6	\$ 5,184.00
00120676-000 (Sutron order 501189- Datalogging Equipment)			\$	14,736.00	
• ISBD.50K.1M – 3 RAINFALL ONLY/ 14 STAGE ONLY	o 18 x \$72.00/month x 12 month		\$ 864.00	17	\$ 14,688.00
• ISBD.100K.1M – 1 RAINALL AND STAGE	o 1 x 12 months x \$126.00/month		\$ 3,024.00	0	\$ -
	o 1 x 30 overages/month x 12 months x \$1.30/overages		\$ 936.00	0	\$ -
Suspension of iridium modems - Qty 2 at \$24 each			\$ 24.00	2	\$ 48.00
SUBTOTAL					\$ 30,998.40
FREIGHT					\$ -
TOTAL					\$ 30,998.40

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NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Guy Gowens, Director – Division of Resource Management
Nick Wooten, Chief – Bureau of Surface and Ground Water Management
Lauren Engel, Director of Communications – Executive Office

FROM: Kris Barrios, Manager – Field Services Section

DATE: August 21, 2013

SUBJECT: Consideration of FDEP Contract for the Surface Water Temporal Variability Network (SWTV)

Recommendation:

Staff recommends approval of 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.

Discussion:

The District has participated in an ambient surface water quality assessment program for the past 22 years with DEP. The purpose of the program is to provide surface water quality data for assessment of long term water quality trends on major streams and rivers in the District. 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. 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.

The revenue for this program for Fiscal Year 2013-2014 is based on a fee/reimbursement schedule not to exceed \$121,213.75. Water quality samples will be collected monthly from 26 stream and river sites. Biologic Habitat samples will be collected biannually from 24 stream and river sites. All laboratory analytical costs will be paid for by DEP.

DEP AGREEMENT NO. G _____

STATE OF FLORIDA
GRANT AGREEMENT
PURSUANT TO
ENVIRONMENTAL PROTECTION AGENCY GRANT AWARD(S)

THIS AGREEMENT is entered into between the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, whose address is 3900 Commonwealth Boulevard, Tallahassee, Florida 32399 (hereinafter referred to as the "Department") and the NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT, whose address is 81 Water Management Drive, Havana, Florida 32333 (hereinafter referred to as "Grantee" or "Recipient"), a local governmental agency, to perform Surface Water Temporal Variability Network.

WHEREAS, the Department has received Clean Water Act Section 604 grant funds (CFDA 66.454) from the U.S. Environmental Protection Agency (EPA) for surface water programs in the State of Florida; and,

WHEREAS, the Department desires to use funds under this Agreement to match the above federal grant to obtain sampling of the surface water status network in the water management district managed by the Grantee; and,

WHEREAS, the Grantee has agreed to provide the services needed for sampling of the surface water temporal variability network in its district; and,

WHEREAS, the Grantee is responsible for complying with the appropriate federal guidelines in performance of its activities pursuant to this Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual benefits to be derived herefrom, the Department and the Grantee do hereby agree as follows:

1. The Grantee does hereby agree to perform in accordance with the terms and conditions set forth in this Agreement, **Attachment A, Grant Work Plan**, and all attachments and exhibits named herein which are attached hereto and incorporated by reference. For purposes of this Agreement, the terms "Contract" and "Agreement" and the terms "Grantee", "Recipient" and "Contractor", are used interchangeably.
2. This Agreement shall begin October 1, 2013 or the date of execution, whichever date is later, and shall remain in effect until September 30, 2014, by which date all requirements shall have been completed. The Grantee shall be eligible for reimbursement for work performed on or after October 1, 2013 through the expiration date of this Agreement. This Agreement may be amended to provide for additional services if additional funding is made available by EPA and/or the Legislature.
3.
 - A. As consideration for the services rendered by the Grantee under the terms of this Agreement, the Department shall pay the Grantee on fee schedule in an amount not to exceed \$121,213.75 toward the total project cost described in **Attachment A, Grant Work Plan**.
 - B. The Grantee shall be compensated on a fee schedule/cost reimbursement basis for all eligible project costs upon receipt and acceptance of an invoice which contains the information requested in the Sample Payment Request Summary Form (provided as **Attachment B**). Each payment request must be accompanied by **Attachment C, MBE/WBE Procurement Reporting Form**. Failure to provide Attachment C shall result in a delay in processing the payment until such time as the appropriate information is provided to the Department. A final payment request must be submitted to the Department no later than October 15, 2014, to assure the availability of funds for payment. Travel expenses are included in the fee schedule amount of this Agreement, and no additional travel expenses shall be authorized.
 - C. In addition to the invoicing requirements contained in paragraph 3.B. above, the Department will periodically request proof of a transaction (invoice, payroll register, etc.) to evaluate the

appropriateness of costs to the agreement pursuant to State and Federal guidelines (including cost allocation guidelines), as appropriate. When requested, this information must be provided within thirty (30) calendar days of such request. The Grantee may also be required to submit a cost allocation plan to the Department in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). All bills for amounts due under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. State guidelines for allowable costs can be found in the Department of Financial Services' Reference Guide for State Expenditures at <http://www.fldfs.com/aadir/reference%5Fguide>; allowable costs for Federal Programs can be found under 48 CFR Part 31 and Appendix E of 45 CFR Part 74, at <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html> and OMB Circulars A-87 (2 CFR 225), A-122 (2 CFR 230), A-21 (2 CFR 220); and administrative requirements can be found in OMB Circulars A-102 and A-110 (2 CFR 215) at <http://www.whitehouse.gov/omb/circulars/index.html#numerical>.

- D. Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this Agreement. Management fees or similar charges may not be used to improve or expand the project funded under this Agreement, except to the extent authorized as a direct cost of carrying out the work identified in Attachment A, Grant Work Plan.
- E. The parties hereto understand and agree that this Agreement does not require a cost sharing or match on the part of the Grantee.
- F. Allowable costs will be determined in accordance with the cost principles applicable to the organization incurring the costs. For purposes of this Agreement, the following cost principles are incorporated by reference.

Organization Type	Applicable Cost Principles
State, local or Indian tribal government.	OMB Circular A-87 (2 CFR 225)
Private non-profit organization other than (1) an institution of higher education, (2) hospital, or (3) organization named in OMB Circular A-122 as not subject to that circular.	OMB Circular A-122 (2 CFR 230)
Education Institutions	OMB Circular A-21 (2 CFR 220)
For-profit organization other than a hospital and an organization named in OMB A-122 as not subject to that circular.	48 CFR Part 31, Contract Cost Principles and Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the federal agency.
Hospital	45 CFR Subtitle A - Appendix E to Part 74-Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals

- G.
 - 1. The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, the Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.

2. If the Department finds that these funds have been commingled, the Department shall have the right to demand a refund, either in whole or in part, of the funds provided to the Grantee under this Agreement for non-compliance with the material terms of this Agreement. The Grantee, upon such written notification from the Department shall refund, and shall forthwith pay to the Department, the amount of money demanded by the Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from the Department by the Grantee to the date repayment is made by the Grantee to the Department.
 3. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by the Department, from another source(s), the Grantee shall reimburse the Department for all recovered funds originally provided under this Agreement. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the payment(s) are recovered by the Grantee to the date repayment is made to the Department by the Grantee.
- H. The federal funds awarded under this Agreement must comply with *The Federal Funding Accountability and Transparency Act (FFATA) of 2006*. The intent of the FFATA is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov. Grant Recipients awarded a new Federal grant greater than or equal to \$25,000 awarded on or after October 1, 2010 are subject to the FFATA. The Grantee agrees to provide the information necessary, over the life of this Agreement, for the Department to comply with this requirement.
4. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. The parties hereto understand that this Agreement is not a commitment of future appropriations.
 5.
 - A. Progress Reports shall be submitted to the Department's Grant Manager no later than twenty (20) days following the completion of the quarterly reporting period. Each Progress Report shall be submitted on **Attachment D, Sample Progress Reporting Form**, and shall describe the work performed, problems encountered, problem resolution, schedule updates and proposed work for the next reporting period. It is hereby understood and agreed by the parties that the term "quarterly" shall reflect the calendar quarters ending March 31, June 30, September 30 and December 31. The Department's Grant Manager shall have ten (10) calendar days to review deliverables submitted by the Grantee the required reports and deliverables submitted by the Grantee and submit written approval to the Grantee.
 - B. The Grantee agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority, and Women's Business Enterprises in procurement under this Agreement.
 1. The Grantee accepts the Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) "fair Share" goals and objectives negotiated with EPA as follows:

Florida Fair Share Goals	
Industry	Goal
Equipment	9% MBE and 3% WBE
Supplies	
Services	
Construction	

2. If the Grantee does not want to rely on the applicable State's MBE/WBE goals, the Grantee agrees to submit proposed MBE/WBE goals based on availability of qualified minority and women-owned business to do work in the relevant market for construction,

services, supplies and equipment. "Fair Share" objectives must be submitted to the EPA Grants Management Office, 61 Forsyth Street, Atlanta, GA 30303 within thirty (30) calendar days of award and approved by EPA no later than thirty (30) calendar days thereafter. Copies of all correspondence with EPA shall also be forwarded to the Department's Grant Manager.

3. The Grantee agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women and Historically Black Colleges and Universities.
 4. The Grantee agrees to include in its bid documents the applicable "fair share" objectives and require all of its prime contractors to include in their bid documents for subcontracts the negotiated "fair share" percentages.
 5. The Grantee agrees to follow the six good faith efforts stated in 40 C.F.R. Part 33, and retain records documenting compliance.
 6. The Grantee agrees to submit a report documenting MBE/WBE utilization under federal grants in conjunction with the required payment request form (see paragraph 3.B).
 7. If race and/or gender neutral efforts prove inadequate to achieve a "fair share" objective, the Grantee agrees to notify the Department and EPA in advance of any race and/or gender conscious action it plans to take to more closely achieve the "fair share" objective.
 8. In accordance with Section 129 of Public Law 100-590, the Small Business Administration Reauthorization and Amendment Act of 1988, the Grantee agrees to utilize and to encourage any prime contractors under this Agreement to utilize small businesses located in rural areas to the maximum extent possible. The Grantee agrees to follow the six affirmative steps stated in 40 C.F.R. Part 33, in the award of any contracts under this Agreement.
- C. In accordance with the policies set forth in EPA Order 1000.25 and Executive Order 13423, Strengthening Federal Environmental, Energy and Transportation Management (January 24, 2007) and/or 40 CFR 30.16, the Grantee agrees to use recycled paper and double sided printing for all reports which are prepared as a part of this Agreement and delivered to the Department. This requirement does not apply to reports which are prepared on forms supplied by EPA. This requirement applies even when the cost of recycled paper is higher than that of virgin paper. Any State agency or agency of a political subdivision of a State which is using appropriated Federal funds shall comply with the requirements set forth in Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6962). Regulations issued under RCRA Section 6002 apply to any acquisition of an item where the purchase price exceeds \$10,000 or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more. RCRA Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by EPA. These guidelines are listed in 40 CFR 247.
- D. The following language shall be included in all final documents issued as a result of an agreement funded in whole or in part by federal sources to acknowledge the federal government's participation in the project.

"This project and the preparation of this report (or booklet, pamphlet, etc as appropriate) was funded in part by a Water Quality Management Planning grant from the Environmental Protection Agency through an agreement/contract with the Watershed Monitoring and Data Management Section of the Florida Department of Environmental

Protection. The total cost of the project was _____, of which \$ _____
or ____ percent was provided by the Environmental Protection Agency."

6. Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, Florida Statutes.
7.
 - A. The Department may terminate this Agreement at any time in the event of the failure of the Grantee to fulfill any of its obligations under this Agreement. Prior to termination, the Department shall provide thirty (30) calendar days written notice of its intent to terminate and shall provide the Grantee an opportunity to consult with the Department regarding the reason(s) for termination.
 - B. The Department may terminate this Agreement for convenience by providing the Grantee with thirty (30) calendar days written notice.
 - C. This Agreement may be unilaterally canceled by the Department for refusal by the Grantee to allow public access to all documents, papers, letters, or other material made or received by the Grantee in conjunction with this Agreement, unless the records are exempt from Section 24(a) of Article I of the State Constitution and Section 119.07(1), Florida Statutes.
8. If the Grantee materially fails to comply with the terms and conditions of this Agreement, including any Federal or State statutes, rules or regulations, applicable to this Agreement, the Department may take one or more of the following actions, as appropriate for the circumstances.
 - A. Temporarily withhold cash payments pending correction of the deficiency by the Grantee.
 - B. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
 - C. Wholly or partly suspend or terminate this Agreement.
 - D. Withhold further awards for the project or program.
 - E. Take other remedies that may be legally available.
 - F. Costs of the Grantee resulting from obligations incurred by the Grantee during a suspension or after termination of the Agreement are not allowable unless the Department expressly authorizes them in the notice of suspension or termination. Other Grantee costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if the following apply.
 1. The costs result from obligations which were properly incurred by the Grantee before the effective date of suspension or termination, are not in anticipation of it, and in the case of termination, are noncancellable.
 2. The cost would be allowable if the Agreement were not suspended or expired normally at the end of the funding period in which the termination takes place.
 - G. The remedies identified above, do not preclude the Grantee from being subject to debarment and suspension under Executive Orders 12549 and 12689.
9.
 - A. The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five years following Agreement completion. In the event any work is subgranted or subcontracted, the Grantee shall similarly require each subgrantee and subcontractor to maintain and allow access to such records for audit purposes.

- B. The Grantee agrees that if any litigation, claim, or audit is started before the expiration of the record retention period established above, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
 - C. Records for real property and equipment acquired with Federal funds shall be retained for five years following final disposition.
10. A. In addition to the requirements of the preceding paragraph, the Grantee shall comply with the applicable provisions contained in **Attachment E, Special Audit Requirements**, attached hereto and made a part hereof. **Exhibit 1** to **Attachment E** summarizes the funding sources supporting the Agreement for purposes of assisting the Grantee in complying with the requirements of **Attachment E**. A revised copy of **Exhibit 1** must be provided to the Grantee for each amendment which authorizes a funding increase or decrease. If the Grantee fails to receive a revised copy of **Exhibit 1**, the Grantee shall notify the Department's Grants Development and Review Manager at 850/245-2361 to request a copy of the updated information.
- B. The Grantee is hereby advised that the Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. The Grantee shall consider the type of financial assistance (federal and/or state) identified in **Attachment E, Exhibit 1** when making its determination. For federal financial assistance, the Grantee shall utilize the guidance provided under OMB Circular A-133, Subpart B, Section __.210 for determining whether the relationship represents that of a subrecipient or vendor. For state financial assistance, the Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website:
- <https://apps.fldfs.com/fsaa>
- The Grantee should confer with its chief financial officer, audit director or contact the Department for assistance with questions pertaining to the applicability of these requirements.
- C. In addition, the Grantee agrees to complete and submit the **Certification of Applicability to Single Audit Act Reporting, Attachment F**, attached hereto and made a part hereof, within four (4) months following the end of the Grantee's fiscal year. Attachment F should be submitted to the Department's Grants Development and Review Manager at 3900 Commonwealth Boulevard, Mail Station 93, Tallahassee, Florida 32399-3000. The Grants Development and Review Manager is available to answer any questions at (850) 245-2361.
11. A. The Grantee is hereby authorized to enter into contracts with Florida counties in the performance of services under this Agreement. For purposes of this Agreement, all sample analysis will be performed by the DEP Central Laboratory under separate agreement with the DEP's Ambient Monitoring Section. All samples shall be shipped in accordance with Section 12 Sample Custody and Shipment instructions in the Sampling Manual. Measurement of sample location using differentially-correcting Global Positioning System (DGPS) technology. DGPS units will be provided by the Department if necessary. All DGPS data must meet or exceed Department protocols for accuracy (**Attachment G, Global Positioning System (GPS) Standards**), and be provided in Department-specified format (**Attachment H**). All water quality data collected under this Agreement shall be submitted to the Department in an approved standardized electronic format. An example of the approved format is included as **Attachment H, Required Electronic Format**.
- B. The Grantee shall not subcontract work under this Agreement without the prior written consent of the Department's Grant Manager, except as authorized above. When applicable, and upon receipt of such consent in writing, the Grantee shall cause the names of the firms responsible for such portions of the work to appear on such work. The payment terms of subcontracts (other than construction and the purchase of commodities) shall comply with the terms of this Agreement (for

example, if payment under this Agreement is being made on a cost reimbursement basis, then the subcontract should also be cost reimbursement). The payment terms of the subcontract shall comply with the payment terms of this Agreement (for example, if payment under this Agreement is being made on a cost reimbursement basis, then the subcontract should also be cost reimbursement). The Grantee shall submit a copy of the executed subcontract to the Department within ten (10) days after execution. The Grantee agrees to be responsible for the fulfillment of all work elements included in any subcontract and agrees to be responsible for the payment of all monies due under any subcontract. It is understood and agreed by the Grantee that the Department shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

- C. The Department of Environmental Protection supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State of Florida. A list of minority owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.
 - D. The Grantee agrees to comply with the procurement requirements contained in 40 C.F.R. 31.36 for its selection of subcontractors.
12. A. The Grantee certifies that no Federal appropriated funds have been paid or will be paid, on or after December 22, 1989, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding, renewal, amending or modifying of any Federal contract, grant, or cooperative agreement. If any non-Federal funds are used for lobbying activities as described above, the Grantee shall submit **Attachment I, Standard Form-LLL, "Disclosure of Lobbying Activities"** and shall file quarterly updates of any material changes. The Grantee shall require the language of this certification to be included in all subcontracts, and all subcontractors shall certify and disclose accordingly. **[40 CFR 34]**
- B. In accordance with Section 216.347, Florida Statutes, the Grantee is hereby prohibited from using funds provided by this Agreement for the purpose of lobbying the Legislature, the judicial branch or a state agency.
 - C. Pursuant to the Lobbying Disclosure Act of 1995, any organization described in Section 501(c)4 of the Internal Revenue Code of 1986 shall not be eligible for subgrants under this Agreement, unless such organization warrants that it does not, and will not, engage in lobbying activities prohibited by the Act as a special condition of the subgrant. This restriction does not apply to loans made pursuant to approved revolving loan programs or to contracts awarded using proper procurement procedures.
 - D. The Grantee's Chief Executive Officer shall certify that no funds provided under this Agreement have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The Grantee shall submit **Attachment J, "Lobbying and Litigation Certificate"** to the Department within ninety (90) days following the completion of the Agreement period.
13. The Grantee shall comply with all applicable federal, state and local rules and regulations in performing under this Agreement. The Grantee acknowledges that this requirement includes compliance with all applicable federal, state and local health and safety rules and regulations. The Grantee further agrees to include this provision in all subcontracts issued as a result of this Agreement.
14. Any notices between the parties shall be considered delivered when posted by Certified Mail, return receipt requested, or overnight courier service, or delivered in person to the Grant Managers at the addresses below.

15. The Department's Grant Manager (which may also be referred to as the Department's Project Manager) for this Agreement is identified below.

Thomas L. Seal	
Florida Department of Environmental Protection	
Watershed Monitoring and Data Management Section	
2600 Blair Stone Road, MS 3525	
Tallahassee, Florida 32399-2400	
Telephone No.:	(850) 245-8514
Fax No.:	(850) 245-7571
E-mail Address:	Thomas.seal@dep.state.fl.us

16. The Grantee's Grant Manager (which may also be referred to as the Grantee's Project Manager) for this Agreement is identified below.

Kristopher Barrios	
Northwest Florida Water Management District	
81 Water Management Drive	
Havana, Florida 32333	
Telephone No.:	(850) 539-5999
Fax No.:	(850) 539-2777
E-mail Address:	Kristopher.barrios@nwfwmd.state.fl.us

17. To the extent required by law, the Grantee will be self-insured against, or will secure and maintain during the life of this Agreement, Workers' Compensation Insurance for all of his employees connected with the work of this project and, in case any work is subcontracted, the Grantee shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Grantee. Such self-insurance program or insurance coverage shall comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under this Agreement is not protected under Workers' Compensation statutes, the Grantee shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Department, for the protection of his employees not otherwise protected.
18. The Grantee, as an independent contractor and not an agent, representative, or employee of the Department, agrees to carry adequate liability and other appropriate forms of insurance. The Department shall have no liability except as specifically provided in this Agreement.
19. The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.
20. Upon satisfactory completion of this Agreement, the Grantee may retain ownership of the non-expendable personal property or equipment purchased under this Agreement. However, the Grantee shall complete and sign **Attachment K, Property Reporting Form**, DEP 55-212, and forward it along with the appropriate invoice to the Department's Grant Manager. The following terms shall apply:
- A. The Grantee shall have use of the non-expendable personal property or equipment for the authorized purposes of the contractual arrangement as long as the required work is being performed.
 - B. The Grantee is responsible for the implementation of adequate maintenance procedures to keep the non-expendable personal property or equipment in good operating condition.
 - C. The Grantee is responsible for any loss, damage, or theft of, and any loss, damage or injury caused by the use of, non-expendable personal property or equipment purchased with state funds and held in his possession for use in a contractual arrangement with the Department.

21. All reports produced and other data gathered by the Grantee for the purpose of this Agreement shall become the joint property of the DEP and the Grantee without restrictions or limitations upon their use and shall be made available by the Grantee at any time upon request of the DEP.
22. The Department may at any time, by written order designated to be a change order, make any change in the Grant Manager information or task timelines within the current authorized Agreement period. All change orders are subject to the mutual agreement of both parties as evidenced in writing. Any change, which causes an increase or decrease in the Grantee's cost or time, shall require formal amendment to this Agreement.
23. The Hotel and Motel Fire Safety Act of 1990 (Public Law 101-391) establishes a number of fire safety standards which must be met for hotels and motels. The Grantee acknowledges that Federal funds may not be used to sponsor a conference, meeting, or training seminar held in a hotel or motel which does not meet the requirements of the Hotel and Motel Safety Act of 1990.
24.
 - A. No person, on the grounds of race, creed, color, national origin, age, sex, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
 - B. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and intends to post the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity at 850/487-0915.
25. In accordance with Executive Order 12549, Debarment and Suspension (**2 CFR 180 and 1532**), the Grantee agrees and certifies that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and, that the Grantee shall not knowingly enter into any lower tier contract, or other covered transaction, with a person who is similarly debarred or suspended from participating in this covered transaction, unless authorized in writing by EPA to the Department. The Grantee shall include the language of this section in all subcontracts or lower tier agreements executed to support the Grantee's work under this Agreement.
26. The Environmental Protection Agency and Department, reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes:
 - A. The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant.
 - B. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.
27. The Grantee agrees to comply with, and include as appropriate in contracts and subgrants, the provisions contained in **Attachment L, Contract Provisions**, attached hereto and made a part hereof. In addition, the Grantee acknowledges that the applicable regulations listed in **Attachment M, Regulations**, attached hereto and made a part hereof, shall apply to this Agreement.
28. If a court deems any provision of this Agreement void or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.

29. This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement, unless otherwise provided herein.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed, the day and year last written below.

NORTHWEST FLORIDA WATER MANAGEMENT
DISTRICT

STATE OF FLORIDA DEPARTMENT OF
ENVIRONMENTAL PROTECTION

By: _____
Title:

By: _____
Director, Division of Environmental
Assessment and Restoration or designee

Date: _____

Date: _____

Thomas L. Seal, DEP Grant Manager

DEP Contracts Administrator

FEID No.: 59-1531621

Approved as to form and legality:

DEP Attorney

List of attachments/exhibits included as part of this Agreement:

Specify Type	Letter/ Number	Description (include number of pages)
<u>Attachment</u>	<u>A</u>	<u>Grant Work Plan (5 Pages)</u>
<u>Attachment</u>	<u>B</u>	<u>Sample Payment Request Summary Form (1 Page)</u>
<u>Attachment</u>	<u>C</u>	<u>MBE/WBE Procurement Reporting Form and Instructions (3 Pages)</u>
<u>Attachment</u>	<u>D</u>	<u>Sample Progress Reporting Form (1 Page)</u>
<u>Attachment</u>	<u>E</u>	<u>Special Audit Requirements (5 Pages)</u>
<u>Attachment</u>	<u>F</u>	<u>Certification of Applicability to Single Audit Act Reporting (3 Pages)</u>
<u>Attachment</u>	<u>G</u>	<u>Global Positioning System (GPS) Standards (13 Pages)</u>
<u>Attachment</u>	<u>H</u>	<u>Required Electronic Format (10 Pages)</u>
<u>Attachment</u>	<u>I</u>	<u>Disclosure of Lobbying Activities (2 Pages)</u>
<u>Attachment</u>	<u>J</u>	<u>Lobbying and Litigation Certificate (1 Page)</u>
<u>Attachment</u>	<u>K</u>	<u>Property Reporting Form (1 Page)</u>
<u>Attachment</u>	<u>L</u>	<u>Contract Provisions (4 Pages)</u>
<u>Attachment</u>	<u>M</u>	<u>Regulations (1 Page)</u>
<u>Attachment</u>	<u>N</u>	<u>Instructions for Sample Shipment (1 Page)</u>

ATTACHMENT A

SUPPLEMENTAL GRANT WORK PLAN SECOND SERVICE PERIOD (10/1/2013 TO 9/30/2014)

The Department of Environmental Protection (DEP) has requested the assistance of the Northwest Florida Water Management District (NFWFMD) in collecting and interpreting surface water quality data from rivers, streams and lakes within the boundaries of the NFWFMD, as part of the statewide Integrated Water Resources Monitoring (IWRM) Network. A description of the work to be performed is outlined below:

QUALITY ASSURANCE

The Grantee and approved subcontracting agencies and entities who will be conducting water quality sampling under this agreement shall follow procedures and methods specified in the DEP “*Status and Temporal Variability Monitoring Networks Sampling Manual*” and for Stream Condition Index sampling and Habitat Assessments they shall follow the procedures and methods specified in the Department SOPs FT3001, FT3100, and FS7420 found on the Department website (<http://www.dep.state.fl.us/labs/qa/sops.htm>). The sampling manual can be found at <http://www.dep.state.fl.us/water/monitoring/docs/SamplingManual.pdf>. For purposes of this Agreement, all sample analysis will be performed by the DEP Central Laboratory under separate agreement with the Department’s Watershed Monitoring Section. Data from DEP Central Laboratory will be sent to the Grantee within the reasonable timeframe. The Grantee’s database manager will perform QA/QC on both lab and field data, and send an approval to DEP for data loading into STORET and other databases.

STORET

All water quality data collected under this Agreement shall be submitted to the Department in an approved standardized electronic format. An example of the approved format is included as **ATTACHMENT H**. This format will assist the Department in the preparation of data, collected under this Agreement, for entry into STORET using a computer conversion program. The Department will be responsible for assuring that data collected under this agreement is entered into the STORET system, and verification of the final storage. In addition to the above, a printed copy of the project field data, along with supporting Quality Assurance data, shall be kept and maintained by the Grantee for the duration of this agreement, and provided to DEP upon request. This includes results from any blanks, duplicates, spikes, blind samples and standards.

QUALIFIED SAMPLER

The Grantee shall ensure that at least one (1) [two (2) if possible] *qualified sampler* is present during all sample collection. For the purposes of this Agreement, a *qualified sampler* shall be one who has taken the USGS sampling course or the DEP Sampling Techniques Workshop within the past five (5) years.

AGREEMENT TASKS

The Grantee shall collect surface water quality samples for the Watershed Monitoring Program within the boundaries of the NFWFMD. This Grant Work Plan will cover the sampling period from October 1, 2013 to September 30, 2014. Each activity to be performed has been identified and described as a separate task and must be completed within the designated time frame identified for that task.

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TASK I – SWTV SAMPLE COLLECTION
October 1, 2013 to September 30, 2014
Fee Schedule Task Cost: \$118,213.75
(\$278.15 per sample not to exceed \$118,213.75)

Grantee staff will collect an estimated 425 surface water quality samples from the Surface Water Temporal Variability (SWTV) Network, and forward to DEP designated lab(s) for analysis. This estimate includes:

- Approximately 314 SWTV samples (26 sites sampled monthly, one site biannually) from designated river and stream sites within the water management district. **EXHIBIT 1** contains the SWTV sampling station list.
- Approximately 63 QA samples.
- 48 Stream Condition Index Benthic Macroinvertebrate samples.
- Completion of 48 Habitat Assessment, Rapid Periphyton and Linear Vegetation Surveys

Sample collection includes:

- On-site analysis for field analytes and field reference samples;
- Measurement of sample location using differentially-correcting Global Positioning System (DGPS) technology. DGPS units will be provided by DEP if necessary. All DGPS data must meet or exceed DEP protocols for accuracy (**ATTACHMENT G**), and be provided in DEP-specified electronic format (see **ATTACHMENT H**);
- For SWTV sites, locate a reference station at each sampling location with DGPS. The reference station should be a permanent landmark located as close to the actual sampling point as possible. All present and future sampling locations should be reported relative (distance/azimuth) to this reference station.
- Physical site data, in electronic format using DEP-specified software. This includes land ownership, depiction of actual sample location relative to GPS measurement point (if offset required), digital photographs, and any additional pertinent information which may potentially affect water quality. Provide sketch maps depicting site location and directions (sketch maps can be submitted on paper or scanned electronically in JPEG format).
- Stage height at time of sampling. Measurements of surface water elevation can be obtained from staff gages, continuous recording gages, wire weight gages, or tape down measurements or any existing USGS gaging stations located in close proximity (within 5 river miles) to the sampling sites.

Samples shall be collected for all indicators identified in **EXHIBIT 2**. Samples should be collected monthly at 25 – 35 day intervals. All samples shall be shipped in accordance with **ATTACHMENT N**, *Instructions for Sample Shipments*.

Field audits shall be performed in accordance with the *Status and Temporal Variability Monitoring Networks Sampling Manual*.

TASK II - DATA MANAGEMENT AND DATA INTERPRETATION
October 1, 2013 to September 30, 2014
Task Cost: Included in unit cost for Task I

Grantee staff will edit data supplied to the Grantee and approve distribution to the public via GWIS (Generalized Water Information System) updates via <http://gwis.dep.state.fl.us/>. Data review will follow written standard operating procedures located at <http://water.dep.state.fl.us/status>, and timetables in the *Sampling Manual*. Data review will occur for water and biological samples collected from October 1, 2013

to September 30, 2014. Field data will be submitted to DEP in approved electronic format (**ATTACHMENT H**) within 15-30 days of the end of the sampling event. DEP reserves the right to require the use of DEP-supplied field data entry software if data is not submitted in DEP-approved format. Grantee staff will also review and edit data interpretations regarding Watershed Monitoring Program data. Updates to station information will be provided to DEP as necessary.

TASK III - ATTEND PROGRAM MEETINGS

October 1, 2013 to September 30, 2014

Task Cost: Included in unit cost for Task I

One (1) or more Grantee staff will attend up to two (2) Watershed Monitoring Program meetings. Each of these meetings will last approximately three (3) days. Appropriate Grantee staff will attend up to two (2) other meetings scheduled by DEP such as sampling courses, training workshops, or other meetings as required.

TASK IV - PURCHASE EQUIPMENT

October 1, 2013 to September 30, 2014

Cost Reimbursement Task Cost Not to Exceed: \$3,000

Grantee staff will itemize proposed equipment purchases under this Agreement costing \$1,000 or more below, and complete **ATTACHMENT K**. The subsequent purchase of non-expendable equipment not listed below, costing \$1,000 or more is not authorized under this Agreement. However, the Department reserves the right to amend this Agreement to provide for equipment purchases in the event it is deemed necessary.

- 1) Van Dorn type sample bottle(s) estimated \$1,500
- 2) YSI Multi-Meter Sonde (partial) estimated \$1,500

TASK V - REPORTS

October 1, 2013 to September 30, 2014

Task Cost: Included in unit cost for Task I

Progress Reports and Payment Requests are to be submitted every three (3) months by the Grantee to DEP. Quarterly Quality Assurance Reports and field data sheets should be included with the Quarterly Progress Reports. A Final Comprehensive Report that summarizes all tasks associated with this Agreement, including sampling site updates shall be submitted no later than September 30, 2014. Results from quality assurance activities (**ATTACHMENT I**) are to be included in the above reports as specified. A Quality Assurance Project Plan is on file with the Watershed Monitoring Section, but will be updated annually to reflect changes in staff and equipment.

REPORTING REQUIREMENTS

Each progress report shall indicate work performed during the reporting period, and include quarterly quality assurance reports, problems encountered and planned solutions.

PAYMENTS

The Grantee shall submit a Payment Request every three (3) months, listing the number of samples completed, in conjunction with progress reports as required herein. A final Payment Request must be submitted no later than October 15, 2014 to assure the availability of funding for final payment.

The Department shall have fourteen (14) calendar days from receipt of a deliverable to determine satisfactory performance. If said deliverable is acceptable to the Department, the Payment Request shall be processed for payment with the processing time beginning on the date the Department approved the deliverables submitted by the Grantee.

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EXHIBIT 1: SURFACE WATER TEMPORAL VARIABILITY (TV) FIXED SITES
Northwest Florida Water Management District area:

USGS ID NO	SITE DESCRIPTION	COUNTY	LAT	LONG	CONTINUOUS GAGE? AND PERIOD OF RECORD
<u>MONTHLY STATE LINE SITES:</u>					
02376293	BRUSHY CREEK AT NOKOMIS ROAD	ESCAMBIA	305845	873142	USGS (1938-P)
02375500	ESCAMBIA RIVER NEAR CENTURY	ESCAMBIA	305754	871403	USGS (1935-P)
02367900	YELLOW RIVER AT SR 2 EAST OF OAK GROVE	OKALOOSA	305530	863335	USGS (1998-P)
02365200	CHOCTAWHATCHEE RIVER NEAR PITTMAN	HOLMES	305659	855035	USGS (1976-81;1997-P)
NW12	COWARTS CREEK AT SR 2	JACKSON	305652	851530	no
02358000	APALACHICOLA RIVER AT U.S. 90	JACKSON	304203	845133	USGS (1928-P)
02328522	OCHLOCKNEE RIVER AT SR 12	LEON	304009	841819	USGS (1998-P)
<u>MONTHLY LOWER BASIN SITES:</u>					
02376500	PERDIDO RIVER AT BARRINEAU PARK	ESCAMBIA	304125	872625	USGS (1941-P)
02376033	ESCAMBIA RIVER AT SR 184	ESCAMBIA	304012	871600	USGS (1960-94;1997-P)
NW29	EAST BAY RIVER AT SR 87	SANTA ROSA	302627	865200	no
02369600	YELLOW RIVER AT SR 87	SANTA ROSA	303415	865535	USGS (2001-P)
NW31	ALAUQA CREEK AT NELSON ROAD	WALTON	304010	861113	no
02366500	CHOCTAWHATCHEE RIVER NEAR BRUCE	WALTON	302703	855354	USGS (1931-P)
02359500	ECONFINA CREEK AT SR 388	BAY	302304	853324	USGS (1936-P)
02359000	CHIPOLA RIVER AT SR 71	CALHOUN	301712	850844	NWFWMD (2013-P)
02359170	APALACHICOLA RIVER NEAR SUMATRA	LIBERTY	295657	850056	USGS (1977-P)
02330400	NEW RIVER AT OWENS BRIDGE	LIBERTY	300211	845027	USGS (1997-P)
02330150	OCHLOCKNEE RIVER AT SMITH CREEK	WAKULLA	301035	844006	USGS (1997-P)
02326900	ST. MARKS RIVER AT NEWPORT	WAKULLA	301600	840900	USGS (1956-90;1997-P)
02370000	BLACKWATER RIVER AT SR 4 NEAR BAKER	OKALOOSA	305000	864402	USGS (1950-92;1997-P)
02365470	WRIGHTS CREEK	HOLMES	305100	854550	USGS (1998-P)
02370500	BIG COLDWATER CREEK	SANTA ROSA	304200	865500	USGS (1938-P)
02330100	TELOGIA CREEK AT SR 20	LIBERTY	302535	845540	USGS (1950-P)
02376115	ELEVENMILE CREEK NEAR WEST PENSACOLA	ESCAMBIA	302953	872009	USGS (1988-P)
02327022	WAKULLA RIVER NEAR CRAWFORDVILLE, FL	WAKULLA	301249	841542	USGS (2004-P)
NW556	WAKULLA RIVER AT WAKULLA SPRING	WAKULLA	301409	841805	NWFWMD (1997-P)
<u>BIANNUAL LOWER BASIN SITES:</u>					
NW98	WAKULLA RIVER AT FPS BOAT TRAM	WAKULLA	301402	841740	NWFWMD (1987-P)

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EXHIBIT 2:**FY 2013-2014 DEP SURFACE WATER TEMPORAL VARIABILITY
NETWORK ANALYTE LIST**

INDICATOR	ANALYSIS METHOD
Calcium	T
Magnesium	T
Sodium	T
Potassium	T
Chloride	T
Sulfate	T
Fluoride	T
Alkalinity	T
Nitrate + Nitrite	T
Ammonia	T
Kjeldahl Nitrogen	T
Phosphorous	T
Ortho-Phosphate	D
Specific Conductance (Lab)	D
Total Organic Carbon	T
Total Dissolved Solids	T
Total Suspended Solids	T
Turbidity	T
Color	T
Fecal Coliform	T
<i>E. coli</i>	T
Enterococci	T
Chlorophyll-A	T
Water Temperature	X
pH	X
Specific Conductance/Salinity	X
Dissolved Oxygen	X
Secchi Depth	X
Total Depth	X
Sample Depth	X
Biological Community (SCI) 2/yr/site	X
Habitat Assessment Survey 2/yr/site	X
Rapid Periphyton Survey 2/yr/site	X
Linear Vegetation Survey 2/yr/site	X
T = Total sample, D = dissolved sample X = other sample or measurement 2013-2014 SWTV Analytes	

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NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Division of Resource Regulation

DATE: August 21, 2013

SUBJECT: Compliance and Economic Review of Selected Rules as Required by
Section 120.745(9)(b), Florida Statutes

ACTION ITEM: Approval of Recommendation by the Governing Board

Background:

In January 2011, Governor Scott issued an executive order that created the Office of Fiscal Accountability and Regulatory Reform (OFARR) and required that all agencies initiate a comprehensive rule review as directed by the newly created office. The major components of this Executive Order were incorporated into section 120.745, Florida Statutes (F.S.).

Sections 120.745 (2)-(8), F.S., require each agency to conduct an extensive rule analysis referred to as an Enhanced Biennial Review. However, section 120.745 (9), F.S., allowed agencies that completed a series of online questionnaires developed by OFARR to be exempted from this Enhanced Review. As staff completed these questionnaires prior to the deadline in 2011, the District qualifies for this exemption.

Section 120.745(9)(b), F.S., also allows OFARR to identify any rule that imposes a significant regulatory cost or economic impact and obtain or direct a reasonable economic estimate for these rules. OFARR has developed a list of these rules and has also provided online questionnaires as part of this review. Agencies will be exempt from performing the Enhanced Biennial Review if they notify OFARR by October 1, 2013, that they have completed the economic reviews as requested.

Based on our responses to the 2011 online questionnaires, OFARR identified a total of 32 sections in four of the District's rule chapters as requiring additional analysis. These rules were identified because of their possibility of being a revenue generation rule or rule requiring data collection. The statute requires that the compliance and economic review be completed prior to October 1, 2013, and that the agency head submit a statement to OFARR that it has completed this review. The District has completed online questionnaires for all 32 rule sections, as requested by OFARR.

The rule chapters and the rule sections that were identified by OFARR as needing the economic review are identified in the following table.

Chapter	Rule
40A-1	40A-1.203
	40A-1.206
	40A-1.208
	40A-1.510
	40A-1.1002
	40A-1.2025
40A-4	40A-4.201
	40A-4.411
40A-6	40A-6.041
	40A-6.201
	40A-6.331
	40A-6.411
	40A-6.451
40A-21	40A-21.221
	40A-21.231
	40A-21.271
	40A-21.275
	40A-21.291
	40A-21.331
	40A-21.371
	40A-21.391
	40A-21.401
	40A-21.421
	40A-21.511
	40A-21.601
	40A-21.621
	40A-21.631
	40A-21.641
	40A-21.651
40A-44	40A-44.201
	40A-44.301
	40A-44.381

Recommendation:

Staff recommends 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.



Jonathan P. Steverson
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

September 12, 2013

Ms. Patricia Nelson, Deputy Director
Office of Fiscal Accountability and Regulatory Reform
Office of Governor Rick Scott
The Capitol, Suite 209
Tallahassee, FL 32399-0001

RE: Compliance Economic Review

Dear Ms. Nelson,

As required by 120.745(9)(b), Florida Statutes, I certify that the Northwest Florida Water Management District has completed each economic estimate required, and is therefore exempt from the biennial review required in section 120.74(2), F.S. for the year 2013.

Please do not hesitate to contact the District for more information or if you have any questions concerning this matter.

Sincerely,

George Roberts, Chairman

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

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

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

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

DATE: August 21, 2013

SUBJECT: Consideration of RFP No. 13-003 Econfina Creek WMA Pine Forest Inventory Services

Overview:

Last October, staff presented an informational item to the Board that detailed the estimated amount of pine timber harvest revenues that may be generated from lands Districtwide. Staff estimates that 85 percent of the District's anticipated pine timber harvest revenues, or more than \$13 million, will occur within the Central Land Management Region on the Econfina Creek and Choctawhatchee River/Holmes Creek water management areas (WMAs).

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. 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.

In April, the District contracted with F4 Tech (formerly LandMark Systems), a consulting firm that has been working for a number of years with the St. Johns and Suwannee River water management districts to develop their land management databases. F4 Tech has also developed proprietary software (SilvAssist) that processes raw forest inventory data into a usable format that can then be loaded into the U.S. Forest Service's Forest Vegetation Simulator to determine growth and yield of timber stands over time under a multitude of species, stocking, growth and harvest scenarios.

After meeting with the St. Johns and Suwannee districts and in consultation with F4 Tech, the District is moving forward with developing a land management database for the Econfina Creek

WMA as a pilot project. This pilot project will serve as the first phase of a multi-phase project to develop land management databases, especially pine timber databases, for all District water management areas where there are significant pine forest resources. In addition to developing pine timber databases, in the future, staff will also work with F4 Tech to develop prescribed burning and infrastructure databases to more effectively and efficiently manage District lands.

Request for Proposal (RFP):

In order to develop a pine timber database, the District must first collect and populate the database, which requires conducting a pine forest inventory. Staff has worked with F4 Tech to develop Request for Proposal (RFP) No. 13-003, which includes forest inventory design, forest inventory plot procedures and desk and field audit specifications. In addition, staff has provided F4 Tech with existing pine timber information and delineated natural pine and sand, slash, loblolly and longleaf pine stands. In turn, F4 Tech has developed TCruise templates; assisted in drafting the RFP; determined qualified pine stands; and allocated the estimated number of sample plots.

Under the RFP, F4 Tech has determined that 29,603 acres on the Econfinia Creek WMA require a pine forest inventory of merchantable and premerchantable stands. Based on their sample plot allocation, F4 Tech has determined that 3,882 inventory plots will be needed to conduct the pine forest inventory to achieve an acceptable level of statistical accuracy. Based on a similar pine forest inventory that was conducted by the Suwannee River Water Management District in 2011, staff estimates that the cost of the pine forest inventory may range from \$65,000 to \$80,000.

Current Status & Recommendation:

On August 19, 2013, staff issued RFP No. 13-003 to prospective contractors and hosted a tour of a representative sample of the inventory sites on August 27, 2013. Proposals were due at 2 p.m. ET on September 3, 2013. Given the magnitude of this proposed expenditure, staff intends to provide a supplement to the Board prior to the September 12, 2013, Board Meeting so they can consider staff's recommendation and, if necessary, ask for additional information.

In the meantime, please contact staff if you have any questions concerning this RFP.

/woc

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
10 Miles West of Tallahassee
U.S. Highway 90

Thursday
September 12, 2013
4:05 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. Temporary Permits

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

A-1 Applicant: Sturgeon AquaFarms, LLC
App. No.: I07400
Location: Permit Area C, Jackson County
Use: Aquaculture
Facilities: Modification of Current Facility
Source: Floridan Aquifer

Withdrawal Amounts Gallons:	Authorized
Annual Average Daily	2,880,000
Maximum Daily	2,880,000
Maximum Monthly	86,400,000

PART II — INFORMATIONAL ITEM(S)

• ERP INFORMATION ITEM

NFWFMD Environmental Resource Permit Program Activity Status for JULY 2013		
Activity	Current Month	Fiscal Year to Date Total
Applications Received	17	147
Permits Issued	15	150
Exemption Certifications Issued	1	94
10/2 GP Authorizations	17	150

TAP/tp



Jonathan P. Stevenson
Executive Director

Northwest Florida Water Management District

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

(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: Sturgeon AquaFarms, LLC
1000 NW 159th Drive
Miami, Florida 33169

Water Use Category(ies)Aquaculture
Water Use Location.....Floridan Aquifer System
Permit AreaC
Average Daily Withdrawal.....2,880,000 Gallons per Day
Maximum Daily Withdrawal.....2,880,000 Gallons per Day
Maximum Monthly Withdrawal.....86,400,000 Gallons per Month

Temporary Permit No.: 1506

CUP Application No.: I07400

Pending WUP No.: 20090018

Application Well ID	Casing Diameter	Total Well Depth	Cased Depth
MO #1 (AAN5811)	4-Inch	75 Feet	63 Feet – Existing/Monitor Well
MO #2 (AAN5812)	2-Inch	30 Feet	10 Feet – Existing/Monitor Well
MO #3 (AAO8417)	4-Inch	125 Feet	70 Feet – Existing/Monitor Well
SA #1 (AAA8828)	12-Inch	186 Feet	112 Feet – Existing
SA #2 (AAA8829)	12-Inch	180 Feet	120 Feet – Existing
SA #3 (AAN5863)	8-Inch	155 Feet	120 Feet – Existing
SA #4 (To Be Assigned)	10-Inch	180 Feet	120 Feet – Proposed


Jonathan P. Stevenson,
Executive Director

07/23/2013
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 #1506
ATTACHMENT
Sturgeon AquaFarms, LLC**

Pending Individual Water Use Permit No. 20090018
Individual Water Use Application No. I07400

1. The Permittee shall include the Individual Water Use Permit number and the well's Florida Unique Identification Number when submitting reports or otherwise corresponding with the District.
2. The Permittee, upon construction, shall install an in-line, totaling flow meter on proposed well SA #4. The Permittee, by August 31, 2013, shall provide documentation to the District that the flow meter has been installed and report the initial meter reading.
3. The Permittee, by the end of each month, shall submit a water use report for the previous month, even if no water is used. The Permittee shall record the data required on Annual Water Use Reporting Form NFWFMD A2-I and include, from each well with a flow meter, a meter reading taken at the end of each month. 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 maintain, in working order, in-line, totalizing flow meters on each production well. 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.
5. The Permittee, by July 31, 2013, shall have a licensed water well contractor construct a Floridan Aquifer monitoring well to be located at the northwest corner of the property. The well shall be constructed similar to the proposed production wells, with an estimated total depth of 180 feet and a minimum of 60 feet of open hole.
6. The Permittee, by the end of each month, shall provide to the District, in a single electronic submittal:
 - a. Continuous water level readings for Floridan wells MO #1 (AAN5811) and MO #3 for the previous month (i.e. January water levels are submitted by February 28). At a minimum, the recorder will be programmed to collect measurements at 15 minute intervals. Water level measurements shall be reported to the nearest 0.01 foot precision and reported as depth-to-water below a pre-defined measuring point. If the measuring point elevation is different from land surface, the Permittee shall provide the difference between these two elevations. The Permittee shall maintain and calibrate the recorder according to manufacturer recommendations. The readings shall be submitted electronically in Comma Separated Value (CSV) or ASCII delimited text file format.
 - b. Manual water level measurements for wells MO #1 (AAN5811) and MO #3 for the previous month (i.e. January manual water levels are submitted by February 28). The Permittee shall manually measure groundwater levels each month coincident with each recorder download to verify the accuracy of the continuous recorder. The Permittee shall perform the manual water level measurements with a tape, graduated in 0.01-foot increments. The Permittee shall report the reading as depth-to-water below a pre-defined measuring point to 0.01-foot precision. If the measuring point elevation is different from land surface, the Permittee shall provide the difference between these two elevations. The Permittee shall include, at a minimum, the date and time the measurement was taken, the difference in height between the measuring point and land surface, and the water level measurement.

The Permittee shall submit the report electronically via digital media or, if preferred, by e-mailing the data files to compliance@nwfwmd.state.fl.us.

7. The Permittee shall collect water quality samples from SA #2 (AAA8829) within the first two weeks of January and July in each year. Prior to sampling, the Permittee shall purge a minimum of three well volumes and report with each set of test results, the duration of purging, purge volume, and purge rates used. All water quality analysis shall be conducted by a laboratory with a FDEP approved Comprehensive Quality Assurance Plan (CompQAP). The water quality analysis shall test for the following chemical concentrations: nutrients (nitrate-nitrite, ammonia, total Kjeldahl nitrogen, total phosphorus, orthophosphorus) and total suspended solids. The Permittee shall submit results from tests conducted in January and July to the District by February 28 and August 31, respectively, of each year.
8. The Permittee shall mitigate any significant adverse impact caused by withdrawals permitted herein on the resource, legal water withdrawals and uses, or on adjacent land use, which existed at the time of permit application. The District reserves the right to curtail permitted withdrawal rates if the withdrawal causes harm to the resource, legal uses of water, or adjacent land use, which existed at the time of the permit application.

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
PUBLIC HEARING FOR RULE ADOPTION
AGENDA**

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

**Thursday
September 12, 2013
4:10 p.m., ET**

NOTE: Appeal from any NFWMD Board decision 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 this public hearing to make appropriate arrangements.

PUBLIC COMMENT: Public comment will be taken before any Governing Board action(s) except for Board hearings that involve the issuance of final orders based on recommended orders received from the Florida Division of Administrative Hearings. If you wish to address the Board concerning any item listed on the agenda, please fill out a public comment card and give it to the recording secretary. Your card will be provided to the Chair, who will call on you at the appropriate time during the meeting. When addressing the Board, please step to the podium, adjust the microphone for your comfort and state your name for the record. Please note that comments may be limited to three minutes depending on the number of speakers.

7. B. Public Hearing for Rule Adoption

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

FROM: Division of Resource Regulation

DATE: August 20, 2013

SUBJECT: Changes in Chapter 40A-2, F.A.C. required by sections 373.250(c) & (d), Florida Statutes

ACTION ITEM: Recommendation for Rule Adoption by the Governing Board

Program:

Consumptive Uses of Water, Chapter 40A-2, Florida Administrative Code and associated permit application forms.

Issue:

Section 373.250, Florida Statutes (F.S.), 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.

Discussion:

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. A workshop was offered as part of the notice but no member of the public requested that a workshop be held. The Office of Fiscal Accountability and Regulatory Reform and the Joint Administrative Procedures Committee offered comments that have been incorporated.

Enclosed in the public hearing folder are:

1. A summary of the proposed amendments (Exhibit A),
2. A copy of the proposed amendments (Exhibit B),
3. The Florida Administrative Register Notice (Exhibit C), and
4. The Joint Administrative Procedures Committee support package (Exhibit D).

The enclosed amendments to the District's Consumptive Use Permit Rule, Chapter 40A-2, Florida Administrative Code, are proposed for adoption. 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.

Recommendation:

Staff recommends 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.

EXHIBIT A

Summary of Proposed Amendments

EXHIBIT A

Changes made to section 373.250, F.S., direct the water management districts to require certain, specific information from water use permit applicants. To implement these requirements until the ongoing statewide CUPCon rulemaking effort is completed, the Northwest Florida Water Management District is proposing changes to the current application forms. This adopts the requirements as developed cooperatively by the Florida Department of Environmental Protection and the water management districts.

Effects on the Regulated Public:

The rules will affect water use permit applicants who are:

- 1) Requesting authorization for non-potable uses; and
- 2) Within an area where reuse is anticipated to be available within five years.

The applicants are required to solicit information from the reuse utility regarding the availability and feasibility of obtaining reuse. If the utility fails to respond to the applicant's request within 30 days, the applicant can submit a copy of their solicitation letter and a statement indicating that the utility was not responsive.

Impact on the District:

Florida Statutes require the District to maintain a map on its website showing areas where reuse will be available within five years. This will require staff to obtain maps from utilities that want to participate and to conduct updates of the map on an annual basis, at least.

The requirement for applicants to solicit information from the utilities and provide 30 days to respond may increase processing times and increase the number of requests from the District for additional information.

EXHIBIT B

Proposed Amendments

40A-2.101 Content of Application.

(1) All Individual Water Use Permit applications shall include one original copy of the following:

(a) A completed District application appropriate for the specified use; either:

1. Consumptive Use Permit Application for a Public Water Supply, NFWMD Form No. A2-A, effective July 1, 1998;

2. Consumptive Use Permit Application for Agricultural, Aquaculture and Golf Course Water Uses, NFWMD Form No. A2-B, effective November 1, 2013 ~~July 1, 1998~~;

3. Consumptive Use Permit Application for Landscape Uses, NFWMD Form No. A2-C, effective November 1, 2013 ~~July 1, 1998~~; or

4. Consumptive Use Permit Application for Other Uses, NFWMD Form No. A2-D, effective November 1, 2013 ~~July 1, 1998~~.

5. All applications for non-potable use shall include reuse feasibility information required per the appropriate application. Information from the reuse provider shall be submitted on the Reuse Feasibility Information form, NFWMD Form No. 174, effective November 1, 2013.

These forms are hereby incorporated by reference and can be obtained from the District offices in Midway-Gadsden County, Crestview or Marianna or from the District's website.

(b) The information required by Section 373.229, F.S.;

(c) An accurate description of the property by Section, Township and Range on which the withdrawal facility is located and which is owned or otherwise controlled by the applicant, an accurate sketch or map showing the location and boundaries of such property and the location of existing and proposed wells and surface water withdrawal facilities as specified by the forms referenced in subsection 40A-2.101(1), F.A.C.;

(d) Water conservation plans and measures, if any, that are employed or are to be employed in the area of use;

(e) A determination of the potential impact of the withdrawal on any existing legal users and on the water resources of the area;

(f) Any other information demonstrating that the water use meets the criteria and conditions established in Rule 40A-2.301, F.A.C.

(g) Hydrogeological or engineering analysis and reports submitted by an applicant in support of an application shall be signed and sealed as provided by Florida Statutes.

(2) A permit application shall be accompanied by the appropriate application fee identified in Rule 40A-2.201, F.A.C. Failure to provide the required fee shall result in the denial of the permit request.

Rulemaking Authority 373.044, 373.113, 373.171 FS. Law Implemented 373.109, 373.223, 373.229, 403.0877 FS.

History—New 10-1-82, Amended 1-5-86, 5-31-92, 11-2-92, 11-1-93, 10-1-95, 7-1-98, 1-4-10, _____.

40A-2.901 Forms.

(1) The following forms are used in the implementation of this chapter:

(a) Consumptive Use Permit Application for a Public Water Supply, NFWMD Form No. A2-A, effective July 1, 1998, and incorporated by reference in section 40A-2.101 F.A.C.;

(b) Consumptive Use Permit Application for Agricultural, Aquaculture and Golf Course Water Uses, NFWMD Form No. A2-B, effective November 1, 2013, and incorporated by reference in section 40A-2.101, F.A.C. effective ~~July 1, 1998;~~

(c) Consumptive Use Permit Application for Landscape Uses, NFWMD Form No. A2-C, effective November 1, 2013, and incorporated by reference in section 40A-2.101, F.A.C. effective ~~July 1, 1998;~~

(d) Consumptive Use Permit Application for Other Uses, NFWMD Form No. A2-D, effective November 1, 2013, and incorporated by reference in section 40A-2.101, F.A.C. effective ~~July 1, 1998;~~

(e) Reuse Feasibility Information, NFWMD Form No. 174, effective November 1, 2013, and incorporated by reference in section 40A-2.101, F.A.C.;

~~(f)~~ ~~(e)~~ Individual Water Use Permit Document, NFWMD Form No. A2-E, effective January 4, 2010, and incorporated by reference in section 40A-2.381, F.A.C.;

~~(g)~~ ~~(f)~~ Request for Consumptive Use Permit Transfer, NFWMD Form No. A2-F, effective May 31, 1992, and incorporated by reference in section 40A-2.351, F.A.C.;

~~(h)~~ ~~(g)~~ Annual Water Use Reporting Form, NFWMD Form No. A2-G, effective July 1, 1998, and incorporated by reference in section 40A-2.381, F.A.C.;

~~(i)~~ ~~(h)~~ Periodic Water Use Reporting Form, NFWMD Form No. A2-H, effective July 1, 1998, and incorporated by reference in section 40A-2.381, F.A.C.; and

~~(j)~~ ~~(i)~~ Water Use Summary Reporting Form, NFWMD Form No. A2-I, effective July 1, 1998, and incorporated by reference in section 40A-2.381, F.A.C.

(2) These forms are available at the following District offices:

(a) District headquarters, Permitting Section, 152 Water Management Drive, Havana, FL 32333-9700, (850) 539-5999;

(b) Marianna field office, 4765 Pelt Street, Marianna, FL 32446-0900, (850) 482-9522; and

(c) Crestview field office, 180 E. Redstone Avenue ~~800 Hospital Drive~~, Crestview, FL 32539, (850) 683-5048.

Rulemaking Authority 373.044, 373.171 FS. Law Implemented 373.116, 373.219, 373.229 FS. History—New 10-1-82, Amended 1-5-86, 8-1-89, 5-31-92, 10-1-95, 7-1-98, 1-4-10, _____.

EXHIBIT C

Notice of Proposed Rule
40A-2

Florida Administrative Register
Volume 39, Number 160
August 16, 2013

(2) The final filing shall be on the form prescribed by the Commission, CE Form 1F – Final Statement of Financial Interests. The CE Form 1F ~~(1/2014)~~ ~~(1/2013)~~ <http://www.flrules.org/Gateway/reference.asp?No=Ref 01715>, is adopted by reference herein and may be obtained without cost from the Florida Commission on Ethics, P.O. Drawer 15709, Tallahassee, Florida 32317-5709, and may also be downloaded from the Commission's website: www.ethics.state.fl.us.

(3) through (4) No change.

PROPOSED EFFECTIVE DATE JANUARY 1, 2014

Rulemaking Authority 112.3145, 112.3147, 112.322(9) FS. Law Implemented Chapter 2013-36, Section 9, LOF, 112.3145(2)(b) FS. History–New 11-7-01, Amended 1-19-11, 1-1-12, 1-1-13, _____.

34-8.209 Amended Filing Using the CE Form 1X.

(1) A person may amend his or her statement of financial interests to add to or modify the information reported on the form as originally filed at any time after filing the disclosure form. The amended statement shall be filed with the same office where the original form was filed and shall be made on the form prescribed by the Commission, CE Form 1X – Amendment to Form 1 Statement of Financial Interests. The CE Form 1X ~~(1/2014)~~ ~~(1/2013)~~ <http://www.flrules.org/Gateway/reference.asp?No=Ref 01716>, is adopted by reference herein and may be obtained without cost from the Florida Commission on Ethics, P. O. Drawer 15709, Tallahassee, Florida 32317-5709, and may also be downloaded from the Commission's website: www.ethics.state.fl.us.

(2) No change.

PROPOSED EFFECTIVE DATE JANUARY 1, 2014

Rulemaking Authority 112.3145(9), 112.3147, 112.322(9) FS. Law Implemented Chapter 2013-36, Section 9, LOF, 112.3145(9) FS. History–New 11-7-01, Amended 1-19-11, 1-1-12, 1-1-13, _____.

NAME OF PERSON ORIGINATING PROPOSED RULE:

Julia Cobb Costas, Assistant General Counsel

NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE: Virindia Doss, Executive Director

DATE PROPOSED RULE APPROVED BY AGENCY HEAD: August 14, 2013

DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR: August 13, 2013

WATER MANAGEMENT DISTRICTS

Northwest Florida Water Management District

RULE NOS.: RULE TITLES:

40A-2.101 Content of Application

40A-2.901 Forms

PURPOSE AND EFFECT: The overall purpose of the proposed rule change is to meet the requirements of Section 373.250, Florida Statutes. Changes will also encompass reduction of the number of copies of the application and supporting data needed to be submitted by the applicant from two to only one.

SUMMARY: This rule development will amend application forms for non-potable uses to require information regarding the availability and feasibility of utilizing reclaimed water.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:

The agency has determined that this rule will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has been prepared by the agency and is available on the District website.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 373.044, 373.113, 373.171 FS.

LAW IMPLEMENTED: 373.042, 373.0421, 373.109, 373.118, 373.219, 373.223, 373.227, 373.229, 373.236, 373.239, 373.246, 373.250 FS.

A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW:

DATE AND TIME: September 12, 2013, 1:10 p.m., ET

PLACE: Northwest Florida Water Management District, 81 Water Management Drive, Havana, FL (10 miles west of Tallahassee off Highway 90).

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by

contacting: Terri Peterson, Administrative Assistant, Northwest Florida Water Management District, Bureau of Ground Water Regulation, 152 Water Management Drive, Havana, Florida 32333, (850)539-5999, terri.peterson@nwfwmd.state.fl.us. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, (800)955-8771 (TDD) or (800)955-8770 (Voice).

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: Angela Chelette, Northwest Florida Water Management District, Bureau of Ground Water Regulation, 152 Water Management Drive, Havana, Florida 32333, (850)539-5999, angela.chelette@nwfwmd.state.fl.us or Terri Peterson, Administrative Assistant, Northwest Florida Water Management District, Bureau of Ground Water Regulation, 152 Water Management Drive, Havana, Florida 32333, (850)539-5999, terri.peterson@nwfwmd.state.fl.us. The text of the proposed rule is available on the District's website (www.nwfwmd.state.fl.us).

THE FULL TEXT OF THE PROPOSED RULE IS:

40A-2.101 Content of Application.

(1) All Individual Water Use Permit applications shall include one original copy of the following:

(a) A completed District application appropriate for the specified use; either:

1. Consumptive Use Permit Application for a Public Water Supply, NFWMD Form No. A2-A, effective July 1, 1998;

2. Consumptive Use Permit Application for Agricultural, Aquaculture and Golf Course Water Uses, NFWMD Form No. A2-B, effective November 1, 2013 ~~July 1, 1998~~;

3. Consumptive Use Permit Application for Landscape Uses, NFWMD Form No. A2-C, effective November 1, 2013 ~~July 1, 1998~~; or

4. Consumptive Use Permit Application for Other Uses, NFWMD Form No. A2-D, effective November 1, 2013 ~~July 1, 1998~~.

5. All applications for non-potable use shall include reuse feasibility information required per the appropriate application. Information from the reuse provider shall be submitted on the Reuse Feasibility Information form, NFWMD Form No. 174, effective November 1, 2013.

These forms are hereby incorporated by reference and can be obtained from the District offices in Midway-Gadsden County, Crestview or Marianna or from the District's website.

(b) The information required by Section 373.229, F.S.;

(c) An accurate description of the property by Section, Township and Range on which the withdrawal facility is located and which is owned or otherwise controlled by the applicant, an accurate sketch or map showing the location and boundaries of such property and the location of existing and proposed wells and surface water withdrawal facilities as specified by the forms referenced in subsection 40A-2.101(1), F.A.C.;

(d) Water conservation plans and measures, if any, that are employed or are to be employed in the area of use;

(e) A determination of the potential impact of the withdrawal on any existing legal users and on the water resources of the area;

(f) Any other information demonstrating that the water use meets the criteria and conditions established in Rule 40A-2.301, F.A.C.

(g) Hydrogeological or engineering analysis and reports submitted by an applicant in support of an application shall be signed and sealed as provided by Florida Statutes.

(2) A permit application shall be accompanied by the appropriate application fee identified in Rule 40A-2.201, F.A.C. Failure to provide the required fee shall result in the denial of the permit request.

Rulemaking Authority 373.044, 373.113, 373.171 FS. Law Implemented 373.109, 373.223, 373.229, 373.250, 403.0877 FS. History—New 10-1-82, Amended 1-5-86, 5-31-92, 11-2-92, 11-1-93, 10-1-95, 7-1-98, 1-4-10, _____.

40A-2.901 Forms.

(1) The following forms are used in the implementation of this chapter:

(a) Consumptive Use Permit Application for a Public Water Supply, NFWMD Form No. A2-A, effective July 1, 1998, and incorporated by reference in Rule 40A-2.101, F.A.C.;

(b) Consumptive Use Permit Application for Agricultural, Aquaculture and Golf Course Water Uses, NFWMD Form No. A2-B, effective November 1, 2013, and incorporated by reference in Rule 40A-2.101, F.A.C. effective July 1, 1998;

(c) Consumptive Use Permit Application for Landscape Uses, NFWMD Form No. A2-C, effective November 1, 2013, and incorporated by reference in Rule 40A-2.101, F.A.C. effective July 1, 1998;

(d) Consumptive Use Permit Application for Other Uses, NFWMD Form No. A2-D, effective November 1, 2013, and incorporated by reference in Rule 40A-2.101, F.A.C. effective July 1, 1998;

(e) Reuse Feasibility Information, NFWMD Form No. 174, effective November 1, 2013, and incorporated by reference in Rule 40A-2.101, F.A.C.;

~~(f)(e)~~ Individual Water Use Permit Document, NFWFMD Form No. A2-E, effective January 4, 2010, and incorporated by reference in Rule 40A-2.381, F.A.C.;

~~(g)(f)~~ Request for Consumptive Use Permit Transfer, NFWFMD Form No. A2-F, effective May 31, 1992, and incorporated by reference in Rule 40A-2.351, F.A.C.;

~~(h)(g)~~ Annual Water Use Reporting Form, NFWFMD Form No. A2-G, effective July 1, 1998, and incorporated by reference in Rule 40A-2.381, F.A.C.;

~~(i)(h)~~ Periodic Water Use Reporting Form, NFWFMD Form No. A2-H, effective July 1, 1998, and incorporated by reference in Rule 40A-2.381, F.A.C.; and

~~(j)(i)~~ Water Use Summary Reporting Form, NFWFMD Form No. A2-I, effective July 1, 1998, and incorporated by reference in Rule 40A-2.381, F.A.C.

(2) These forms are available at the following District offices:

(a) District headquarters, Permitting Section, 152 Water Management Drive, Havana, FL 32333-9700, (850)539-5999;

(b) Marianna field office, 4765 Pelt Street, Marianna, FL 32446-0900, (850) 482-9522; and

(c) Crestview field office, 180 E. Redstone Avenue 800 Hospital Drive, Crestview, FL 32539, (850)683-5048.

Rulemaking Authority 373.044, 373.171 FS. Law Implemented 373.116, 373.219, 373.229 FS. History—New 10-1-82, Amended 1-5-86, 8-1-89, 5-31-92, 10-1-95, 7-1-98, 1-4-10, _____.

NAME OF PERSON ORIGINATING PROPOSED RULE:
Angela Chelette, Chief, Bureau of Ground Water Regulation,
Division of Resource Regulation

NAME OF AGENCY HEAD WHO APPROVED THE
PROPOSED RULE: Jonathan P. Steverson, Executive
Director

DATE PROPOSED RULE APPROVED BY AGENCY
HEAD: August 8, 2013

DATE NOTICE OF PROPOSED RULE DEVELOPMENT
PUBLISHED IN FAR: July 15, 2013

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

Electrical Contractors' Licensing Board

RULE NO.: RULE TITLE:

61G6-5.0036 Certification of Registered Contractors

PURPOSE AND EFFECT: The Board proposes the rule promulgation to provide a rule concerning the certification of registered contractors.

SUMMARY: A rule concerning the certification of registered contractors will be promulgated.

SUMMARY OF STATEMENT OF ESTIMATED
REGULATORY COSTS AND LEGISLATIVE
RATIFICATION:

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule.

A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: During discussion of the economic impact of this rule at its Board meeting, the Board, based upon the expertise and experience of its members, determined that a Statement of Estimated Regulatory Costs (SERC) was not necessary and that the rule will not require ratification by the Legislature. No person or interested party submitted additional information regarding the economic impact at that time.

Any person who wishes to provide information regarding a statement of estimated regulatory costs, or provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 489.507(3), 489.514 FS.

LAW IMPLEMENTED: 489.513(3), 489.514, 489.517 FS.

IF REQUESTED WITHIN 21 DAYS OF THE DATE OF
THIS NOTICE, A HEARING WILL BE SCHEDULED AND
ANNOUNCED IN THE FAR.

THE PERSON TO BE CONTACTED REGARDING THE
PROPOSED RULE IS: Daniel Biggins, Executive Director,
Electrical Contractors' Licensing Board, 1940 North Monroe
Street, Tallahassee, Florida 32399-0750

THE FULL TEXT OF THE PROPOSED RULE IS:

61G6-5.0036 Certification of Registered Contractors.

Any registered contractor who wishes to become a certified contractor in the appropriate category pursuant to the "grandfathering" provisions of Section 489.514, F.S., shall meet all of the following requirements:

(1) Submit a completed form provided by the Department.

(2) Submit proof of continuing education pursuant to Rule 61G6-9.001, F.A.C., for the latest renewal cycle prior to application.

(3) For purposes of implementing Section 489.514, F.S., the registered contractor must have:

(a) Passed a written, proctored examination in the appropriate category as specified in subsection (2) of the statute, and

(b) Five (5) years experience as a registered contractor in the category for which certification is sought. The registered contractor must have held an active license in that category for a period of at least 5 years. The 5 year period is not required to be consecutive. Any time periods when the license was placed

EXHIBIT D

Joint Administrative Procedures Committee
(JAPC)
Support Package

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
STATEMENT OF FACTS AND CIRCUMSTANCES
JUSTIFYING AMENDMENTS TO CHAPTER 40A-2, FAC
August 2013

40A-2.101 Content of Application

Rulemaking required by section 373.250(c) & (d) F.S., to amend application forms for non-potable uses to require information regarding the availability and feasibility of utilizing reclaimed water.

40A-2.901 Forms

Rulemaking required by section 373.250(c) & (d) F.S., to amend application forms for non-potable uses to require information regarding the availability and feasibility of utilizing reclaimed water.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
SUMMARY OF PROPOSED AMENDMENTS TO
CHAPTER 40A-2, FAC
August 2013

40A-2.101 Content of Application

Rulemaking required by section 373.250(c) & (d) Florida Statutes, to amend application forms for non-potable uses to require information regarding the availability and feasibility of utilizing reclaimed water.

40A-2.901 Forms

Rulemaking required by section 373.250(c) & (d) Florida Statutes, to amend application forms for non-potable uses to require information regarding the availability and feasibility of utilizing reclaimed water.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
STATEMENT RELATIVE TO FEDERAL STANDARDS
PROPOSED AMENDMENTS TO
CHAPTER 40A-2, FLORIDA ADMINISTRATIVE CODE
August 2013

There are no known federal standards governing consumptive uses of water.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Statement Of Estimated Regulatory Costs (SERC)

Division: Division of Resource Regulation
Board: Northwest Florida Water Management District Governing Board
Rule Number: 40A-2.101
Rule Description: Content of Application
Contact Person: Angela Chelette

Please remember to analyze the impact of the rule, NOT the statute, when completing this form.

A. Is the rule likely to, **directly or indirectly**, have an adverse impact on economic growth, private-sector job creation or employment, or private-sector investment in excess of \$1 million in the aggregate within 5 years after the implementation of the rule?

- | | | |
|--|------------------------------|--|
| 1. Is the rule likely to reduce personal income? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 2. Is the rule likely to reduce total non-farm employment? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 3. Is the rule likely to reduce private housing starts? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 4. Is the rule likely to reduce visitors to Florida? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 5. Is the rule likely to reduce wages or salaries? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 6. Is the rule likely to reduce property income? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Explanation:

If any of these questions are answered "Yes," presume that there is a likely and adverse impact in excess of \$1 million, and the rule must be submitted to the legislature for ratification.

B. Is the rule likely to, **directly or indirectly**, have an adverse impact on business competitiveness, including the ability of persons doing business in the state to compete with persons doing business in other states or domestic markets, productivity, or innovation in excess of \$1 million in the aggregate within 5 years after the implementation of the rule?

- | | | |
|---|------------------------------|--|
| 1. Is the rule likely to raise the price of goods or services provided by Florida business? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 2. Is the rule likely to add regulation that is not present in other states or markets? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Statement Of Estimated Regulatory Costs (SERC)

3. Is the rule likely to reduce the quantity of goods or services Florida businesses are able to produce, i.e. will goods or services become too expensive to produce?

☐ Yes ☒ No

4. Is the rule likely to cause Florida businesses to reduce workforces?

☐ Yes ☒ No

5. Is the rule likely to increase regulatory costs to the extent that Florida businesses will be unable to invest in product development or other innovation?

☐ Yes ☒ No

6. Is the rule likely to make illegal any product or service that is currently legal?

☐ Yes ☒ No

Explanation:

If any of these questions are answered "Yes," presume that there is a likely and adverse impact in excess of \$1 million, and the rule must be submitted to the legislature for ratification.

C. Is the rule likely, **directly or indirectly**, to increase regulatory costs, including any transactional costs (see F below for examples of transactional costs), in excess of \$1 million in the aggregate within 5 years after the implementation of this rule?

1. Current one-time costs	\$0
2. New one-time costs	\$1,200
3. Subtract 1 from 2	\$1,200
4. Current recurring costs	\$0
5. New recurring costs	\$150
6. Subtract 4 from 5	\$150
7. Number of times costs will recur in 5 years	100
8. Multiply 6 times 7	\$15,000
9. Add 3 to 8	\$16,200

If 9. is greater than \$1 million, there is likely an increase of regulatory costs in excess of \$1 million, and the rule must be submitted to the legislature for ratification.

D. Good faith estimates (numbers/types):

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Statement Of Estimated Regulatory Costs (SERC)

1. The number of individuals and entities likely to be required to comply with the rule. *(Please provide a reasonable explanation for the estimate used for the number of individuals and methodology used for deriving the estimate).*

100 current Permittees who may fall within an area where reuse water is either available or expected to be available within the next 5 years.

2. A general description of the types of individuals likely to be affected by the rule.

Applicants for non-potable uses who fall within an area where reuse water is either available or expected to be available within the next 5 years.

E. Good faith estimates (costs):

1. Cost to the department of implementing the proposed rule:

☐ None. The department intends to implement the proposed rule within its current workload, with existing staff.

☒ Minimal. *(Provide a brief explanation).* There will be personnel costs associated with obtaining reuse location data from utilities within the District and creating and maintaining an online map for permit applicants to reference to determine whether they must comply with the new requirement.

☐ Other. *(Please provide a reasonable explanation for the estimate used and methodology used for deriving the estimate).*

2. Cost to any other state and local government entities of implementing the proposed rule:

☒ None. This proposed rule will only affect the department.

☐ Minimal. *(Provide a brief explanation).*

☐ Other. *(Please provide a reasonable explanation for the estimate used and methodology used for deriving the estimate).*

3. Cost to the department of enforcing the proposed rule:

☒ None. The department intends to enforce the proposed rule within its current workload with existing staff.

☐ Minimal. *(Provide a brief explanation).*

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Statement Of Estimated Regulatory Costs (SERC)

☐ Other. *(Please provide a reasonable explanation for the estimate used and methodology used for deriving the estimate).*

4. Cost to any other state and local government of enforcing the proposed rule:

☒ None. This proposed rule will only affect the department.

☐ Minimal. *(Provide a brief explanation).*

☐ Other. *(Please provide a reasonable explanation for the estimate used and methodology used for deriving the estimate).*

F. Good faith estimates (transactional costs) likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the proposed rule. *(Includes filing fees, cost of obtaining a license, cost of equipment required to be installed or used, cost of implementing processes and procedures, cost of modifying existing processes and procedures, additional operating costs incurred, cost of monitoring, and cost of reporting, or any other costs necessary to comply with the rule).*

☐ None. This proposed rule will only affect the department.

☒ Minimal. *(Provide a brief explanation).* Applicants in an area where compliance is necessary expect to incur some additional personnel costs associated with requesting reuse feasibility data from utilities.

☐ Other. *(Please provide a reasonable explanation for the estimate used and methodology used for deriving the estimate).*

G. An analysis of the impact on small business as defined by s. 288.703, F.S., and an analysis of the impact on small counties and small cities as defined by s. 120.52, F.S. *(Includes:*

- This regulatory change is required to meet changes in 373.250(3), Florida Statutes;
- Small businesses that would be subject to the rule are those applying for non-potable uses who fall within an area where reuse water is either available or expected to be available within the next 5 years;
- The probable impact on affected small businesses is a minimal increase in personnel costs associated with requesting reuse feasibility data from utilities;
- The likely per-firm regulatory cost increase is estimated to be approximately \$150 per application.

A small business is defined in Section 288.703, F.S., as "...an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Statement Of Estimated Regulatory Costs (SERC)

million or any firm based in this state which has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.”

A small county is defined in Section 120.52(19), F.S., as “any county that has an unincarcerated population of 75,000 or less according to the most recent decennial census.” And, a small city is defined in Section 120.52(18), F.S., as “any municipality that has an unincarcerated population of 10,000 or less according to the most recent decennial census.”

The estimated number of small businesses that would be subject to the rule:

- | | | |
|---|---|----------------------------------|
| <input type="checkbox"/> 1-99 | <input type="checkbox"/> 100-499 | <input type="checkbox"/> 500-999 |
| <input type="checkbox"/> 1,000-4,999 | <input checked="" type="checkbox"/> More than 5,000 | |
| <input type="checkbox"/> Unknown, please explain: | | |

☒ Analysis of the impact on small business: The proposed rule is estimated to result in a cost increase of approximately \$150 per application and is not expected to incur significant costs for small businesses.

☐ There is no small county or small city that will be impacted by this proposed rule.

☒ A small county or small city will be impacted. Analysis: The proposed rule is estimated to result in a cost increase of approximately \$150 per application and is not expected to incur significant costs for any small county or small city.

☐ Lower impact alternatives were not implemented? Describe the alternatives and the basis for not implementing them.

H. Any additional information that the agency determines may be useful.

☒ None.

☐ Additional.

I. A description of any good faith written proposal for a lower cost regulatory alternative to the proposed rule which substantially accomplishes the objectives of the law being implemented and either a statement adopting the alternative or a statement of the reasons rejecting the alternative in favor of the proposed rule.

☒ No good faith written proposals for a lower cost regulatory alternative to the proposed rule were received.

#

CERTIFICATION OF MATERIALS INCORPORATED
BY REFERENCE IN RULES FILED WITH THE DEPARTMENT OF STATE

I hereby certify pursuant to Rule 1-1.013, Florida Administrative Code:

☒ (1) That materials incorporated by reference in Rule 40A-2.101 have been electronically filed with the Department of State.

☐ (2) That because there would be a violation of federal copyright laws if the submitting agency filed the incorporated materials described below electronically, a true and complete paper copy of the incorporated materials are attached to this certification for filing. Paper copies of the incorporated materials below may be obtained at the agency by [include address(es)/location(s)].

List form number(s) and form title(s), or title of document(s) below:

NFWWMD Form A2-A Consumptive Use Permit Application for a Public Supply

NFWWMD Form A2-B Consumptive Use Permit Application for Agricultural, Aquaculture and Golf Course Water Uses

NFWWMD Form A2-C Consumptive Use Permit Application for Landscape Uses

NFWWMD Form A2-D Consumptive Use Permit Application for Other Uses

NFWWMD Form 174 Reuse Feasibility Information Form

Under the provisions of Section 120.54(3)(e)6., F.S., the attached material(s) take effect 20 days from the date filed with the Department of State, or a later date as specified in the rule.

Signature, Person Authorized to Certify Rules

Title



CONSUMPTIVE USE PERMIT

Application for Agriculture, Aquaculture and Golf Course Uses

District Use Only

CUPA #: _____

Color: Green

Northwest Florida Water Management District
152 Water Management Drive, Havana, FL 32333 (850) 539-5999 Fax (850) 539-2693

SECTION I - INSTRUCTIONS TO THE APPLICANT

- 1. Type or print in INK.
- 2. Please submit TWO (2) COPIES of this application and all other submitted materials (letters, maps, etc.).
- 3. A checklist and example of water use calculations are provided on pages 7 and 8.

SECTION II - GENERAL INFORMATION

- 1. TYPE OF APPLICATION:
☐ New (Proposed) ☐ Unpermitted (Existing) ☐ Modification ☐ Renewal
- 2. WATER USE PERMIT NUMBER (if application is for renewal or modification): _____
- 3. APPLICANT (Complete legal name in which permit should be issued)
NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
DAY PHONE: _____ NIGHT PHONE: _____
Applicant is: ☐ Owner ☐ Lessee ☐ Other (explain) _____
- 4. AGENT OR CONSULTANT Address all correspondence to the person below? ☐ Yes ☐ No
NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
DAY PHONE: _____ NIGHT PHONE: _____
- 5. OWNER (IF OTHER THAN APPLICANT)
NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
DAY PHONE: _____ NIGHT PHONE: _____

SECTION III - PROPERTY CONTROL

- Is the IRRIGATED PROPERTY(S) owned or leased?
☐ Owned ☐ Leased
- Is the PROPERTY AT THE WITHDRAWAL POINT(S) owned or leased?
☐ Owned ☐ Leased
- If leased, specify expiration date and whether it is renewable.
- Lease Expiration Date: _____ Renewable? ☐ Yes ☐ No
- If requested, a copy of the current lease (signed by the property owner) detailing the lease arrangement and the duration of the lease must be submitted.

SECTION IV - CLASSIFICATION

Check applicable classification:

☐ Agricultural Irrigation (Row crops, Nursery stock, etc.)☐ Aquacultural (Fish Farms)☐ Freeze Protection☐ Golf Course Irrigation☐ Livestock☐ Nursery (non-Agricultural)☐ Other (explain) _____

SECTION V - CONSUMPTIVE WATER USE INFORMATION

1. CULTIVATED CROPS: Water use table for farming operations for Spring and/or Fall.

Spring Planting Crop Water Use Table

SPRING CROP TYPE	ESTIMATED PLANTING DATE (DAY and MONTH)	ESTIMATED HARVEST DATE (DAY and MONTH)	IRRIGABLE SOIL TYPE (SCS)	IRRIGATION SYSTEM TYPE	NET ACRES IRRIGATED

Fall Planting Crop Water Use Table

FALL CROP TYPE	ESTIMATED PLANTING DATE (DAY and MONTH)	ESTIMATED HARVEST DATE (DAY and MONTH)	IRRIGABLE SOIL TYPE (SCS)	IRRIGATION SYSTEM TYPE	NET ACRES IRRIGATED

2. LIVESTOCK: Annual Water Use Table.

Livestock Water Use Table

TYPE OF LIVESTOCK	NUMBER OF STOCK	GPD/HEAD**	USE GPD
1.			
2.			
3.			

** ANIMAL

SUGGESTED USE PER ANIMAL (GPD)

Beef Cattle or Horses 12

Chickens 0.06

Dairy Cattle 170 (Includes cleaning and flushing)

Hogs 4

Source: Roth, Crow & Mahoney, An Introduction to Agricultural Engineering, Avi Publishing, Inc., Westcourt, Conn., 1982.

SECTION V - CONSUMPTIVE WATER USE INFORMATION (CONTINUED)

3. AQUACULTURE (FISH FARMS): Annual water use information and table. ☐ Not Applicable
- A. Types of fish grown: ☐ Fin Fish ☐ Crawfish ☐ Other (describe) _____
- B. Pond/Tank information: Group by volume (length x width x depth from normal water elevation to pond/tank bottom) in cubic feet. Specify the number of ponds/tanks in each group with overflow pipes or culverts and list the depth from pond/tank bottom to the overflow/control elevation of the pipe or culvert.
- C. Where does overflow water discharge to? _____
- D. How many times per year are the ponds/tanks emptied? _____
- Where is the water discharged to? _____

Aquacultural Water Use Table

GROUPS	VOLUME CUBIC-FT	NUMBER OF PONDS/TANKS	NUMBER WITH OVERFLOW PIPES OR CULVERTS	DEPTH: POND BOTTOM TO PIPE/CULVERT INVERT
A.				
B.				
C.				

4. GOLF COURSES: Annual Water Use Table ☐ Not Applicable

Golf Course Water Use Table

NUMBER OF HOLES	NET ACRES OF IRRIGATED ROUGHS/FAIRWAYS	NET ACRES OF IRRIGATED TEES & GREENS	IRRIGABLE SOIL TYPE (SCS)	IRRIGATION SYSTEM TYPE (SPRINKLER)	TOTAL PERVIOUS & IMPERVIOUS ACRES

SECTION VI - USE OF RECYCLED AND/OR RECLAIMED WATER

1. Is RECYCLED RUNOFF WATER (e.g. rainfall runoff) being utilized? ☐ Yes ☐ No
If yes, please describe use, including average daily and maximum monthly withdrawal amounts.

2. Is RECLAIMED WATER (treated wastewater) currently being utilized?
☐ Yes, reclaimed water is currently being used. (Skip remainder of item 2. Complete items 3 and 4)
☐ No, reclaimed water is currently being used. (Complete remainder of item 2. Skip items 3 and 4.)

Is the project located in an area that may be served with reclaimed water within the next five years? (Refer to District website: www.nwfwmd.state.fl.us for reuse availability map(s).) ☐ Yes ☐ No

If the reuse availability maps confirm the project is within an area that may be served with reclaimed water within five years, the Applicant shall send a letter to the appropriate reuse utility and request they complete the Reuse Feasibility Information form (NFWFMD Form 174). As part of this request, the Applicant may ask the reuse utility to provide water quality data for constituents pertinent to the intended use. The Applicant may also provide additional information to the District regarding the feasibility of reuse. Attach the utility's response, including a completed Reuse Feasibility Information form (NFWFMD Form 174), to this application.

If the reuse utility fails to respond or does not provide the information within 30 days after receipt of the Applicant's request, the Applicant shall provide the District a copy of the Applicant's written request and a statement that the utility failed to provide the requested information.

SECTION VI - USE OF RECYCLED AND/OR RECLAIMED WATER (CONTINUED)

3. Please provide the volumes of any RECLAIMED WATER storage ponds on site:

Pond ID	Surface Area (acres)	Storage Volume (gal)

4. Please identify the RECLAIMED WATER source(s) and provide estimates of amounts that will be available to meet current and future water demands on an annual average basis.

Reuse Utility Name	Present Average Daily Use (gal)	5 Years Average Daily Use (gal)	10 Years Average Daily Use (gal)	15 Years Average Daily Use (gal)	20 Years Average Daily Use (gal)

SECTION VII - REQUESTED WITHDRAWAL AMOUNTS

1. APPLYING FOR GROUND WATER? ☐ Yes ☐ No

A. Total GROUND WATER amount requested (APPLY FOR TOTAL SYSTEM USAGE):

- (1) Average Daily Rate of Withdrawal (ADR) _____ Gallons Per Day*
- (2) Maximum Daily Rate of Withdrawal (MDR) _____ Gallons Per Day**
- (3) Maximum Monthly Rate of Withdrawal (MMR) _____ Gallons Per Month
- (4) Number of Consecutive Days MDR is to be pumped. _____ Days (Typically 3 days)

* Total yearly water use divided by 365 days.

** Maximum amount of water requested per 24 hours - cannot exceed system pump capacity.

B. WITHDRAWAL FACILITY

TOTAL NUMBER OF WELLS	IN USE	NOT IN USE	PROPOSED

2. APPLYING FOR SURFACE WATER? ☐ Yes ☐ No

A. Total SURFACE WATER amount requested (APPLY FOR TOTAL SYSTEM USAGE):

- (1) Average Daily Rate of Withdrawal (ADR) _____ Gallons Per Day*
- (2) Maximum Daily Rate of Withdrawal (MDR) _____ Gallons Per Day**
- (3) Maximum Monthly Rate of Withdrawal (MMR) _____ Gallons Per Month
- (4) Number of Consecutive Days MDR is to be pumped. _____ Days (Typically 3 days)

* Total yearly water use divided by 365 days.

** Maximum amount of water requested per 24 hours - cannot exceed system pump capacity.

B. WITHDRAWAL FACILITY

- (1) Total Number of Existing Withdrawal Facilities: _____
- (2) Total Number of Proposed Withdrawal Facilities: _____
- (3) Name of Creek, Stream, River, Lake, or Impoundment: _____

3. Provide calculations that support the requested average daily rate (ADR), maximum daily rate (MDR), and maximum monthly rate (MMR) of withdrawals (site references, metered reports). An example for calculating water use amounts is provided on page 8.

(ADR): _____

(MDR): _____

(MMR): _____

SECTION VIII - FACILITY INFORMATION

1. Check all applicable irrigation system types on the property:

- ☐ Flood
- ☐ Multiple Sprinkler (e. g., pop-up)
- ☐ Sprinkler (Traveling Guns)
- ☐ Micro-Drip
- ☐ Seepage-Subirrigation
- ☐ Center Pivot
- ☐ Micro-Spray
- ☐ Sprinkler (Container Nursery)
- ☐ Other (explain) _____
- _____

2. GROUND WATER WITHDRAWAL TABLE (Please complete each item)

I. D. NUMBER	FLORIDA UNIQUE I.D. NUMBER *	DIAMETER (INCHES)	TOTAL DEPTH	CASED DEPTH	PUMP GPM	PUMP H. P.	PROPOSED EXISTING?	AQUIFER SYSTEM	FLOW METER YES/NO?	SECTION AND 1/4 SECTION	TOWNSHIP	RANGE

* If available.

2. SURFACE WATER WITHDRAWAL TABLE (Please complete each item)

I. D. NUMBER	INTAKE DIAMETER	PUMP GPM	PUMP H. P.	PROPOSED EXISTING?	WATER SOURCE?	VOLUME (AC/FT) OF POND/LAKE	FLOW METER YES/NO?	SECTION AND 1/4 SECTION	TOWNSHIP	RANGE	LATITUDE	LONGITUDE

SECTION IX - SITE WITHDRAWAL INFORMATION

1. WITHDRAWAL LOCATION
- ADDRESS: _____
- COUNTY, UNIT, BLOCK, LOT: _____
2. Number of acres: _____ Owned _____ Leased
3. If the application is for a multiple well system, a well 6" or larger in size, or a surface water withdrawal, then submit a United States Geological Survey 7 - 1/2 minute topographic quad map (or copy) that delineates the following items:
- A. Name of the quad map used (Example: QUINCY QUAD)
 - B. Property boundaries.
 - C. Approximate location of all existing AND proposed wells and/or surface water withdrawal pumps - with identification numbers (e. g. Well #1, Pump #1, etc.).
 - D. Surface water management ponds used for irrigation, aquaculture, or livestock purposes.
 - E. Potential impacts to wetlands MAY require the submittal of a recent aerial map having a minimum scale of 1" = 2,000 feet.
4. Provide the dimensions and volumes (acre-feet) of all surface water ponds/lakes used for irrigation, aquacultural or livestock purposes (e.g. surface acreage x average pond depth = _____ acre-feet).

SECTION X - MODIFICATION AND PERMIT COMPLIANCE

If this application is for a modification, please describe the modification requested and the reason the modification is necessary. For modification and renewal requests, describe the applicant's compliance with EACH of the conditions of the existing permit:

MODIFICATION DESCRIPTION: _____

PERMIT CONDITION COMPLIANCE: _____

SECTION XI - IMPACTS

Please attach a detailed description of the anticipated impacts on the resource and on existing legal users which could be impacted by the proposed use. The District shall require any other necessary information in accordance with the provisions of Section 40A-2.101(3), Florida Administrative Code and Chapter 373.223, Florida Statutes.

SECTION XII - CONSERVATION

1. Does the identified property have the following?

Soil Conservation Plan? ☐ Yes (attached) ☐ No ☐ Pending

Irrigation Water Management Plan? ☐ Yes (attached) ☐ No ☐ Pending
2. Provide a description of activities undertaken to conserve water and minimize off-site surface water runoff (attach additional sheets if necessary):

SECTION XIII - APPLICANT CERTIFICATION

I hereby certify that the information contained herein is true and accurate and that I have legal authority to undertake the activities described herein and execute this application.

Further, I authorize _____ to act as my agent for permit application coordination.

APPLICANT SIGNATURE

DATE

I hereby certify that I am the authorized agent of the applicant.

AGENT SIGNATURE

DATE

I hereby certify that the applicant has sufficient legal control of the property described in this application.

PROPERTY OWNER SIGNATURE

DATE

APPLICANT CHECKLIST

1. Appropriate permit processing fee (check only)

☐ Attached*
2. Complete legal name was provided in Section II

☐ Provided
3. Copy of legal description (deed, lease)

☐ Attached ☐ N/A
4. S. C. S. conservation plan

☐ Attached ☐ Pending ☐ N/A
5. S. C. S. irrigation and water managment plan

☐ Attached ☐ Pending ☐ N/A
6. Description of Anticipated Impact(s)

☐ Attached
7. U. S. G. S. 7 - 1/2 minute topographic map

☐ Attached

* All permit processing fees are non-refundable and are based upon the average daily withdrawal rate (ADR). To determine one's permit processing fee - compare the requested ADR amount(s) of Section VII to the matrix below:

AVERAGE DAILY WITHDRAWAL RATE (ADR) GALLONS	PROCESSING FEE
Less than 25,000 gallons per day, average	\$ 100.00
25,000 to 99,999 gallons per day, average	\$ 250.00
100,000 to 499,999 gallons per day, average	\$ 500.00
500,000 to 999,999 gallons per day, average	\$ 1,000.00
1,000,000 to 1,999,999 gallons per day, average	\$ 2,000.00
2,000,000 gallons or more per day, average.....	\$ 3,000.00
Permit Transfer.....	\$ 50.00
Temporary Permit (in addition to the fees identified above)	\$ 50.00

Please address all correspondence to the following address:

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
ATTN: Consumptive Use - Division of Resource Regulation
152 Water Management Drive, Havana, Florida 32333-9700

Telephone: (850) 539-5999, Fax (850) 539-2693

A FARMING EXAMPLE OF WATER REQUESTED FOR WITHDRAWAL IN SECTION VI:

Using the farmer's most water intensive scenario, a farmer proposes to grow 30 acres of tomatoes in the spring followed by 30 acres of tomatoes in the fall (using a drip irrigation system under plastic).*

CALCULATION OF TOTAL ANNUAL WATER USE REQUIREMENT:

SPRING: 30 acres x 20 inches / acre x 27,154 gallons / acre-inch	=	16,292,400 gallons
FALL: 30 acres x 15 inches / acre x 27,154 gallons / acre-inch	=	12,219,300 gallons
TOTAL ANNUAL WATER USE	=	28,511,700 gallons

AVERAGE DAILY WATER USE REQUEST (ADR):

28,511,700 gallons / year / 365 days per year	=	78,114 gallons per day
ADR	=	78,114 gallons per day

MAXIMUM DAILY WATER USE REQUEST (MDR):

For this example, the maximum daily withdrawal amount is calculated by identifying the week of the year during which the farmer should experience the peak water use demand and by determining the daily irrigational crop requirement for this time period based on a daily irrigation schedule.

JUNE: 30 acres x 2 inches / acre x 27,154 gallons / acre-inch	=	1,629,240 gallons / week
1,629,240 gallons / week / 7 days / week	=	232,749 gallons per day
MDR	=	232,749 gallons per day

MAXIMUM MONTHLY WATER USE REQUEST (MMR):

For this example, the month with the highest water use demand occurs in June. The maximum month can vary for each farmer according to crop type, acres irrigated, irrigation method, planting schedules, etc.

JUNE: 30 acres x 7 inches / acre x 27,154 gallons / acre-inch	=	5,702,340 gallons
MMR	=	5,702,340 gallons

FOR THIS EXAMPLE, THE FARMER SHOULD REQUEST THE FOLLOWING AMOUNTS IN SECTION VI - REQUESTED WITHDRAWAL AMOUNTS OF THE APPLICATION:

ADR	=	78,000 GALLONS PER DAY
MDR	=	233,000 GALLONS PER DAY
MMR	=	5,700,000 GALLONS PER MONTH

* The source for the estimated tomato crop water use requirements (inches of water) was from the Institute of Food and Agricultural Sciences (IFAS - Agricultural and Research Station in Quincy, Florida). Actual irrigation use may vary for any particular farmer.



CONSUMPTIVE USE PERMIT

Application for Landscape Uses

District Use Only

CUPA #: _____

Color: Yellow

Northwest Florida Water Management District
152 Water Management Drive, Havana, FL 32333 (850) 539-5999 Fax (850) 539-2693

SECTION I - INSTRUCTIONS TO THE APPLICANT

1. Type or print in INK.
2. Please submit TWO (2) COPIES of this application and all other submitted materials (letters, etc.).
3. A checklist and example of water use calculations are provided on page 6 and 7.

SECTION II - GENERAL INFORMATION

1. TYPE OF APPLICATION:
☐ New (Proposed) ☐ Unpermitted (Existing) ☐ Modification ☐ Renewal
2. WATER USE PERMIT NUMBER (if application is for renewal or modification): _____
3. APPLICANT (Complete legal name in which permit should be issued)
NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
DAY PHONE: _____ NIGHT PHONE: _____
Applicant is: ☐ Owner ☐ Lessee ☐ Other (explain) _____
4. AGENT OR CONSULTANT Address all correspondence to the person below? ☐ Yes ☐ No
NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
DAY PHONE: _____ NIGHT PHONE: _____
5. OWNER (IF OTHER THAN APPLICANT)
NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
DAY PHONE: _____ NIGHT PHONE: _____

SECTION III - PROPERTY CONTROL

- Is the IRRIGATED PROPERTY(S) owned or leased?
☐ Owned ☐ Leased
- Is the PROPERTY AT THE WITHDRAWAL POINT(S) owned or leased?
☐ Owned ☐ Leased
- If leased, specify expiration date and whether it is renewable.
- Lease Expiration Date: _____ Renewable? ☐ Yes ☐ No
- If requested, a copy of the current lease (signed by the Property Owner) detailing the lease arrangement and the duration of the lease must be submitted.

SECTION IV - CLASSIFICATION AND WATER USE INFORMATION

1. ACREAGE IRRIGATED: Annual water use table (check applicable)

RESIDENTIAL	PLAYING FIELDS	COMMERCIAL	OTHER
<input type="checkbox"/> 1/4 acre	<input type="checkbox"/> 1.0 acre	<input type="checkbox"/> 1/4 acre	Describe use:
<input type="checkbox"/> 1/2 acre	<input type="checkbox"/> 5.0 acres	<input type="checkbox"/> 1/2 acre	_____
<input type="checkbox"/> 3/4 acre	<input type="checkbox"/> 10 acres	<input type="checkbox"/> 3/4 acre	_____
<input type="checkbox"/> 1.0 acre	<input type="checkbox"/> 15 acres	<input type="checkbox"/> 1.0 acre	_____
_____ specify acres	_____ specify acres	_____ specify acres	_____ specify acres

2. USE OF RECYCLED AND/OR RECLAIMED WATER

A. Is RECYCLED RUNOFF WATER (e.g. rainfall runoff) being utilized? ☐ Yes ☐ No
If yes, please describe use, including average daily and maximum monthly withdrawal amounts.

B. Is RECLAIMED WATER (treated wastewater) currently being utilized?
☐ Yes, reclaimed water is currently being used. (Skip remainder of Item B. Complete items C and D.)
☐ No, reclaimed water is not currently used. (Complete remainder of item B. Skip items C and D.)

Is the project located in an area that may be served with reclaimed water within the next five years? (Refer to District website: www.nwfwmd.state.fl.us for reuse availability map(s).) ☐ Yes ☐ No

If the reuse availability maps confirm the project is within an area that may be served with reclaimed water within five years, the Applicant shall send a letter to the appropriate reuse utility and request they complete the Reuse Feasibility Information form (NFWFMD Form 174). As part of this request, the Applicant may ask the reuse utility to provide water quality data for constituents pertinent to the intended use. The Applicant may also provide additional information to the District regarding the feasibility of reuse. Attach the utility’s response, including a completed Reuse Feasibility Information form (NFWFMD Form 174), to this application.

If the reuse utility fails to respond or does not provide the information within 30 days after receipt of the Applicant’s request, the Applicant shall provide the District a copy of the Applicant’s written request and a statement that the utility failed to provide the requested information.

C. Please provide the volumes of any RECLAIMED WATER storage ponds on site:

Pond ID	Surface Area (acres)	Storage Volume (gal)

D. Please identify the RECLAIMED WATER source(s) and provide estimates of amounts that will be available to meet current and future water demands on an annual average basis.

Reuse Utility Name	Present Average Daily Use (gal)	5 Years Average Daily Use (gal)	10 Years Average Daily Use (gal)	15 Years Average Daily Use (gal)	20 Years Average Daily Use (gal)

SECTION V - REQUESTED WITHDRAWAL AMOUNTS

1. APPLYING FOR GROUND WATER? ☐ Yes ☐ No
- A. Total GROUND WATER amount requested (APPLY FOR TOTAL SYSTEM USAGE):
- (1) Average Daily Rate of Withdrawal (ADR) _____ Gallons Per Day*
- (2) Maximum Daily Rate of Withdrawal (MDR) _____ Gallons Per Day**
- (3) Maximum Monthly Rate of Withdrawal (MMR) _____ Gallons Per Month
- (4) Number of Consecutive Days MDR is to be pumped. _____ Days (Typically 3 days)
- * Total yearly water use divided by 365 days.
- ** Maximum amount of water requested per 24 hours - cannot exceed system pump capacity.
- B. WITHDRAWAL FACILITY
- (1) Total Number of Existing Wells in Use: _____
- (2) Total Number of Existing Wells not in Use: _____
- (3) Total Number of Proposed Wells: _____
2. APPLYING FOR SURFACE WATER? ☐ Yes ☐ No
- A. Total SURFACE WATER amount requested (APPLY FOR TOTAL SYSTEM USAGE):
- (1) Average Daily Rate of Withdrawal (ADR) _____ Gallons Per Day*
- (2) Maximum Daily Rate of Withdrawal (MDR) _____ Gallons Per Day**
- (3) Maximum Monthly Rate of Withdrawal (MMR) _____ Gallons Per Month
- (4) Number of Consecutive Days MDR is to be pumped. _____ Days (Typically 3 days)
- * Total yearly water use divided by 365 days.
- ** Maximum amount of water requested per 24 hours - cannot exceed system pump capacity.
- B. WITHDRAWAL FACILITY
- (1) Total Number of Existing Withdrawal Facilities: _____
- (2) Total Number of Proposed Withdrawal Facilities: _____
- (3) Name of Creek, Stream, River, Lake, or Impoundment: _____
3. Provide calculations that support the requested average daily rate (ADR), maximum daily rate (MDR), and maximum monthly rate (MMR) of withdrawals (site references, metered reports). An example for calculating water use amounts is provided on page 7.
- (ADR): _____
- (MDR): _____
- (MMR): _____

SECTION VI - FACILITY INFORMATION

1. Check all applicable irrigation system types on the property:
- ☐ Micro-Drip ☐ Multiple Sprinkler (e.g., pop-up)
- ☐ Micro-Spray ☐ Other (explain) _____

SECTION VI - FACILITY INFORMATION (CONTINUED)

2. GROUND WATER WITHDRAWAL TABLE (Please complete each item)

I. D. NUMBER	FLORIDA UNIQUE I.D. NUMBER *	DIAMETER (INCHES)	TOTAL DEPTH	CASED DEPTH	PUMP GPM	PUMP H. P.	PROPOSED EXISTING?	AQUIFER SYSTEM	FLOW METER YES/NO?	SECTION AND 1/4 SECTION	TOWNSHIP	RANGE

*

If available.

3. SURFACE WATER WITHDRAWAL TABLE (Please complete each item)

I. D. NUMBER	INTAKE DIAMETER	PUMP GPM	PUMP H. P.	PROPOSED EXISTING?	WATER SOURCE?	VOLUME (AC/FT) OF POND/LAKE	FLOW METER YES/NO?	SECTION AND 1/4 SECTION	TOWNSHIP	RANGE	LATITUDE	LONGITUDE

SECTION VII - SITE WITHDRAWAL INFORMATION

1. WITHDRAWAL LOCATION

ADDRESS: _____

COUNTY, SUBDIVISION, UNIT, BLOCK, LOT: _____

2. Number of acres: _____ Owned _____ Leased

3. If application is for a multiple well system, a well 6 inches or larger in diameter, or a surface water withdrawal, then please submit a United States Geological Survey 7 - 1/2 minute topographic quad map (or copy) that delineates the following items:

A. Name of the quad map (Example: QUINCY QUAD).

B. Property boundaries.

C. Approximate location of all existing AND proposed wells and/or surface water withdrawal pumps - with identification numbers (e.g. Well #1, Pump #1, etc.).

D. Surface water management ponds used for irrigational purposes.

E. Potential impacts to wetlands MAY require the submittal of a recent aerial map having a minimum scale of 1" = 2,000 feet.

4. Provide the dimensions and volumes (acre-feet) of all surface water ponds/lakes used for irrigational purposes (e.g. surface acreage x average pond depth = _____ acre-feet).

Page 4 of 7

NWFWMD Form A2-C, Effective 11-1-2013
Rule 40A-2.101(1), F.A.C.

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SECTION VIII - MODIFICATION AND PERMIT COMPLIANCE

If this application is for a modification, please describe the modification requested and the reason the modification is necessary. For modification and renewal requests, describe the applicant's compliance with EACH of the conditions of the existing permit:

MODIFICATION DESCRIPTION: _____

PERMIT CONDITION COMPLIANCE: _____

SECTION IX - IMPACTS

Please attach a detailed description of the anticipated impacts on the resource and on existing legal uses which could be impacted by the proposed use. The District shall require any other necessary information in accordance with the provisions of Section 40A-2.101(3), Florida Administrative Code and Chapter 373.223, Florida Statutes.

SECTION X - CONSERVATION

1. LANDSCAPING AND IRRIGATION PRACTICES:
- A. Does the majority of the property use (or propose to use) drought tolerant vegetation (Xeriscape...) for landscaping purposes?
☐ Yes ☐ No
- B. Does the irrigation system operate on a timed and/or automated cycle?
☐ Yes ☐ No ☐ N/A
- C. For AUTOMATED irrigation systems - is a rain sensing device that overrides the irrigation cycle installed or proposed to be installed?
☐ Yes ☐ No ☐ N/A

2. Provide a description of activities undertaken to conserve water and minimize on-site surface water runoff (attach additional sheets if necessary): _____

SECTION XI - APPLICANT CERTIFICATION

I hereby certify that the information contained herein is true and accurate and that I have legal authority to undertake the activities described herein and execute this application.

Further, I authorize _____ to act as my agent for permit application coordination.

APPLICANT SIGNATURE

DATE

I hereby certify that I am the authorized agent of the applicant.

AGENT SIGNATURE

DATE

I hereby certify that the applicant has sufficient legal control of the property described in this application.

PROPERTY OWNER SIGNATURE

DATE

Please address all correspondence to the following address:

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
ATTN: Consumptive Use - Division of Resource Regulation
152 Water Management Drive
Havana, Florida 32333-9700
Telephone: (850) 539-5999
Fax: (850) 539-2693

APPLICANT CHECKLIST

1. Appropriate permit processing fee (check only)

☐ Attached*
2. Complete legal name was provided in Section II

☐ Provided
3. U. S. G. S. 7 - 1/2 minute topographic map

☐ Attached ☐ N/A
4. Description of Anticipated Impact(s)

☐ Attached

* All permit processing fees are non-refundable and are based upon the average daily withdrawal rate (ADR). To determine one's permit processing fee - compare the requested ADR amount(s) of Section V to the matrix below:

AVERAGE DAILY WITHDRAWAL RATES (ADR) GALLONS	PROCESSING FEE
Less than 25,000 gallons per day, average	\$ 100.00
25,000 to 99,999 gallons per day, average	\$ 250.00
100,000 to 499,999 gallons per day, average	\$ 500.00
500,000 to 999,999 gallons per day, average	\$ 1,000.00
1,000,000 to 1,999,999 gallons per day, average	\$ 2,000.00
2,000,000 gallons or more per day, average	\$ 3,000.00
Permit Transfer	\$ 50.00
Temporary Permit (in addition to the fees identified above)	\$ 50.00

A LANDSCAPE IRRIGATION EXAMPLE OF WATER REQUESTED FOR WITHDRAWAL IN SECTION V:

This example involves the irrigation of 1.0 acre of landscaping in the coastal area.

CALCULATION OF TOTAL ANNUAL WATER USE REQUIREMENT:

ANNUAL: 1.0 acre x 28.5 inches / acre x 27,154 gallons / acre-inch..... = 773,889 gallons

TOTAL ANNUAL WATER USE = 773,889 gallons

AVERAGE DAILY WATER USE REQUEST (ADR):

773,889 gallons / year / 365 days per year = 2,120 gallons per day

ADR = 2,120 gallons per day

MAXIMUM DAILY WATER USE REQUEST (MDR):

For this example, the maximum daily withdrawal amount is calculated by identifying the week of the year during which the farmer should experience the peak water use demand and by determining the daily irrigational crop requirement for this time period based on a daily irrigation schedule.

MONTH OF MAY: 1.0 acre x 1.5 inches / acre x 27,154 gallons / acre-inch = 40,731 gallons / week

40,731 gallons / week / 7 days / week = 5,819 gallons per day

MDR = 5,819 gallons per day

MAXIMUM MONTHLY WATER USE REQUEST (MMR):

For this example, the month with the highest water use demand occurs in May. The maximum month can vary for each applicant according to acres irrigated, irrigation method, soil type, etc.

MONTH OF MAY: 1.0 acre x 5 inches / acre x 27,154 gallons / acre-inch = 135,770 gallons

MMR = 135,770 gallons per month

FOR THIS EXAMPLE, THE APPLICANT SHOULD REQUEST THE FOLLOWING AMOUNTS IN SECTION V - REQUESTED WITHDRAWAL AMOUNTS OF THE APPLICATION:

ADR = 2,100 gallons per day
MDR = 5,800 gallons per day
MMR = 136,000 gallons per month



CONSUMPTIVE USE PERMIT

Application for Other Uses

District Use Only

CUPA #: _____

Color: White

Northwest Florida Water Management District
152 Water Management Drive, Havana, FL 32333 (850) 539-5999 Fax (850) 539-2693

SECTION I - INSTRUCTIONS TO THE APPLICANT

1. Type or print in INK.
2. Please submit TWO (2) COPIES of this application and all other submitted materials (letters, etc.).
3. A checklist is provided on page 7.

SECTION II - GENERAL INFORMATION

1. TYPE OF APPLICATION:
☐ New (Proposed) ☐ Unpermitted (Existing) ☐ Modification ☐ Renewal
2. WATER USE PERMIT NUMBER (if application is for renewal or modification): _____
3. APPLICANT (Complete legal name in which permit should be issued)
NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
DAY PHONE: _____ NIGHT PHONE: _____
Applicant is: ☐ Owner ☐ Lessee ☐ Other (explain) _____
4. AGENT OR CONSULTANT Address all correspondence to the person below? ☐ Yes ☐ No
NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
DAY PHONE: _____ NIGHT PHONE: _____
5. OWNER (IF OTHER THAN APPLICANT)
NAME: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
DAY PHONE: _____ NIGHT PHONE: _____

SECTION III - PROPERTY CONTROL

Is the PROPERTY AT THE WITHDRAWAL POINT(S) owned or leased?
☐ Owned ☐ Leased

If leased, specify expiration date and whether it is renewable.

Lease Expiration Date: _____ Renewable? ☐ Yes ☐ No

If requested, a copy of the current lease (signed by the property owner) detailing the lease arrangement and the duration of the lease must be submitted.

SECTION IV - CLASSIFICATION

Check applicable classification:

- ☐ Aesthetic Use
- ☐ Aquifer Remediation
- ☐ Commercial
- ☐ Dewatering
- ☐ Diversion and Impoundment
(into Non-District Facilities)
- ☐ Domestic Use
- ☐ Essential Use
- ☐ Heating and/or Cooling
- ☐ Industrial Use
- ☐ Mining
- ☐ Navigation
- ☐ Other Outside Use
- ☐ Perishable Food Processing
- ☐ Power Production
- ☐ Sanitation Use
- ☐ Soil Flooding
- ☐ Water Based Recreation Use
- ☐ Other (explain): _____

SECTION V - CONSUMPTIVE WATER USE INFORMATION

1. ANNUAL WATER USE

WATER USAGE	PRESENT (GPD)	PROJECTED 5 YEARS (GPD)	PROJECTED 7 YEARS (GPD)	PROJECTED 10 YEARS (GPD)
AVERAGE DAILY RATE (ADR)				
MAXIMUM DAILY RATE (MDR)				
MAXIMUM MONTHLY RATE (MMR)				

2. USE OF RECYCLED AND/OR RECLAIMED WATER

- A. Is RECYCLED RUNOFF WATER (e.g. rainfall runoff) being utilized? ☐ Yes ☐ No

If yes, please describe use, including average daily and maximum monthly withdrawal amounts.

- B. Is RECLAIMED WATER (treated wastewater) currently being utilized?

☐ Yes, reclaimed water is currently being used. (Skip remainder of item B. Complete items C and D.)

☐ No, reclaimed water is not currently used. (Complete remainder of item B. Skip items C and D.)

Is the project located in an area that may be served with reclaimed water within the next five years? (Refer to District website: www.nwfwmd.state.fl.us for reuse availability map(s).) ☐ Yes ☐ No

If the reuse availability maps confirm the project is within an area that may be served with reclaimed water within five years, the Applicant shall send a letter to the appropriate reuse utility and request they complete the Reuse Feasibility Information form (NWFWM Form 174). As part of this request, the Applicant may ask the reuse utility to provide water quality data for constituents pertinent to the intended use. The Applicant may also provide additional information to the District regarding the feasibility of reuse. Attach the utility’s response, including a completed Reuse Feasibility Information form (NWFWM Form 174), to this application.

If the reuse utility fails to respond or does not provide the information within 30 days after receipt of the Applicant’s request, the Applicant shall provide the District a copy of the Applicant’s written request and a statement that the utility failed to provide the requested information.

SECTION V - CONSUMPTIVE WATER USE INFORMATION CONTINUED

C. Please provide the volumes of any RECLAIMED WATER storage ponds on site:

Pond ID	Surface Area (acres)	Storage Volume (gal)

D. Please identify the RECLAIMED WATER source(s) and provide estimates of amounts that will be available to meet current and future water demands on an annual average basis.

Reuse Utility Name	Present Average Daily Use (gal)	5 Years Average Daily Use (gal)	10 Years Average Daily Use (gal)	15 Years Average Daily Use (gal)	20 Years Average Daily Use (gal)

SECTION VI - REQUESTED WITHDRAWAL AMOUNTS

1. APPLYING FOR GROUND WATER? ☐ Yes ☐ No

A. Total GROUND WATER amount requested (APPLY FOR TOTAL SYSTEM USAGE):

- (1) Average Daily Rate of Withdrawal (ADR) _____ Gallons Per Day*
- (2) Maximum Daily Rate of Withdrawal (MDR) _____ Gallons Per Day**
- (3) Maximum Monthly Rate of Withdrawal (MMR) _____ Gallons Per Month
- (4) Number of Consecutive Days MDR is to be pumped. _____ Days (Typically 3 days)

* Total yearly water use divided by 365 days.
** Maximum amount of water requested per 24 hours - cannot exceed system pump capacity.

B. WITHDRAWAL FACILITY

- (1) Total Number of Existing Wells in Use: _____
- (2) Total Number of Existing Wells not in Use: _____
- (3) Total Number of Proposed Wells: _____

2. APPLYING FOR SURFACE WATER? ☐ Yes ☐ No

A. Total SURFACE WATER amount requested (APPLY FOR TOTAL SYSTEM USAGE):

- (1) Average Daily Rate of Withdrawal (ADR) _____ Gallons Per Day*
- (2) Maximum Daily Rate of Withdrawal (MDR) _____ Gallons Per Day**
- (3) Maximum Monthly Rate of Withdrawal (MMR) _____ Gallons Per Month
- (4) Number of Consecutive Days MDR is to be pumped. _____ Days (Typically 3 days)

* Total yearly water use divided by 365 days.
** Maximum amount of water requested per 24 hours - cannot exceed system pump capacity.

B. WITHDRAWAL FACILITY

- (1) Total Number of Existing Withdrawal Facilities: _____
- (2) Total Number of Proposed Withdrawal Facilities: _____
- (3) Name of Creek, Stream, River, Lake, or Impoundment: _____

SECTION VI - REQUESTED WITHDRAWAL AMOUNTS (CONTINUED)

3. Provide calculations that support the requested average daily rate (ADR), maximum daily rate (MDR), and maximum monthly rate (MMR) of withdrawals (site references, metered reports, attach additional sheets if necessary):

(ADR):

(MDR):

(MMR):

SECTION VII - FACILITY INFORMATION												
1. GROUND WATER WITHDRAWAL TABLE (Please complete each item)												
I. D. NUMBER	FLORIDA UNIQUE I. D. NUMBER *	DIAMETER (INCHES)	TOTAL DEPTH	CASED DEPTH	PUMP GPM	PUMP H. P.	PROPOSED EXISTING?	AQUIFER SYSTEM	FLOW METER YES/NO?	SECTION AND 1/4 SECTION	TOWNSHIP	RANGE

SECTION VII - FACILITY INFORMATION (CONTINUED)

2. SURFACE WATER WITHDRAWAL TABLE (Please complete each item)

I. D. NUMBER	INTAKE DIAMETER	PUMP GPM	PUMP H. P.	PROPOSED EXISTING?	WATER SOURCE?	VOLUME (AC/FT) OF POND/LAKE	FLOW METER YES/NO?	SECTION AND 1/4 SECTION	TOWNSHIP	RANGE	LATITUDE	LONGITUDE

SECTION VIII - SITE WITHDRAWAL INFORMATION

1. WITHDRAWAL LOCATION
- ADDRESS: _____
- COUNTY, UNIT, BLOCK, LOT: _____
2. Number of acres: _____ Owned _____ Leased
3. Describe the facility(ies) to which water is supplied: _____
4. If the application is for a multiple well system, a well 4 inches or larger in diameter, or a surface water withdrawal, then submit a United States Geological Survey 7 - 1/2 minute topographic quad map (or copy) that delineates the following items:
- A. Name of the quad map used (Example: QUINCY QUAD).
- B. Property boundaries.
- C. Approximate location of all existing AND proposed wells and/or surface water withdrawal pumps - with identification numbers (e.g. Well #1, Pump #1, etc.).
- D. Surface water management ponds used for withdrawal.
- E. Potential impacts to wetlands MAY require the submittal of a recent aerial map having a minimum scale of 1" = 2,000 feet.
5. Provide the dimensions and volumes (acre-feet) of all surface water ponds/lakes used for withdrawal purposes (e.g. surface acreage x average pond depth = acre-feet).

SECTION IX - MODIFICATION AND PERMIT COMPLIANCE

If this application is for a modification, please describe the modification requested and the reason the modification is necessary. For modification and renewal requests, describe the applicant's compliance with EACH of the conditions of the existing permit:

MODIFICATION DESCRIPTION: _____

PERMIT CONDITION COMPLIANCE: _____

SECTION X - IMPACTS

Please attach a detailed description of the anticipated impacts on the resource and on existing legal users which could be impacted by the proposed use. The District shall require any other necessary information in accordance with the provisions of Section 40A-2.101(3), Florida Administrative Code and Chapter 373.223, Florida Statutes.

SECTION XI - CONSERVATION

Provide a description of present and planned activities undertaken to conserve water and minimize off-site surface water runoff (attach additional sheets if necessary): _____

SECTION XII - APPLICANT CERTIFICATION

I hereby certify that the information contained herein is true and accurate and that I have legal authority to undertake the activities described herein and execute this application.

Further, I authorize _____ to act as my agent for permit application coordination.

SECTION XII - APPLICANT CERTIFICATION (CONTINUED)

APPLICANT SIGNATURE

DATE

I hereby certify that I am the authorized agent of the applicant.

AGENT SIGNATURE

DATE

I hereby certify that the applicant has sufficient legal control of the property described in this application.

PROPERTY OWNER SIGNATURE

DATE

APPLICANT CHECKLIST

1. Appropriate permit processing fee (check only)

☐ Attached*
2. Complete legal name was provided in Section II

☐ Provided
3. Copy of legal description (deed, lease)

☐ Attached ☐ N/A
4. S. C. S. conservation plan

☐ Attached ☐ Pending ☐ N/A
5. S. C. S. irrigation and water management plan

☐ Attached ☐ Pending ☐ N/A
6. U. S. G. S. 7 - 1/2 minute topographic map

☐ Attached
7. Description of anticipated impact(s)

☐ Attached
8. For aquifer remediation projects, enclose the summary of the remedial action plan

☐ Attached ☐ N/A

* All permit processing fees are non-refundable and are based upon the average daily withdrawal rate (ADR). To determine one's permit processing fee - compare the requested ADR amount(s) of Section VI to the matrix below:

AVERAGE DAILY WITHDRAWAL RATES (ADR) GALLONS	PROCESSING FEE
Less than 25,000 gallons per day, average	\$ 100.00
25,000 to 99,999 gallons per day, average	\$ 250.00
100,000 to 499,999 gallons per day, average	\$ 500.00
500,000 to 999,999 gallons per day, average	\$ 1,000.00
1,000,000 to 1,999,999 gallons per day, average	\$ 2,000.00
2,000,000 gallons or more per day, average	\$ 3,000.00
Permit Transfer	\$ 50.00
Temporary Permit (in addition to the fees identified above)	\$ 50.00

Please address all correspondence to the following address:

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
ATTN: Consumptive Use - Division of Resource Regulation
152 Water Management Drive
Havana, Florida 32333
Telephone: (850) 539-5999
Fax: (850) 539-2693

Northwest Florida Water Management District

Reuse Feasibility Information

Contact Information
Name of Water Use Permit Applicant: _____
Name of Reuse/Wastewater Utility: _____
Reuse/Wastewater Utility Permit No: _____
Name of Wastewater Treatment Facility: _____
Wastewater Treatment Facility Permit No.: _____
Name of Person completing this form: _____
County: _____ Date Request Received: _____ Phone Number: _____
Status of Reclaimed Water Availability
<p>Does the District website indicate that reclaimed water may be available within 5 years?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an existing reclaimed water line at the Applicant's property boundary? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "No", Provide an estimate of the distance in feet from the Applicant's property to the nearest potential connection point to a reuse line: _____ feet.</p> <p style="margin-left: 40px;">Indicate the estimated date that the reuse utility anticipates bringing the connection to the Applicant's property boundary. _____</p> <p>If "Yes", Provide the information requested below. Attach additional sheets, as needed.</p>
Availability of Reclaimed Water Quantities at the Project Site
<p>Annual average daily amount of reclaimed water available: _____ gallons per day</p> <p>Maximum daily amount of reclaimed water available: _____ gallons per day</p> <p>Minimum daily amount of reclaimed water available: _____ gallons per day</p> <p>Attach a table of the anticipated average monthly quantities of reclaimed water available.</p>
Reliability of Reclaimed Water Quantities at the Project Site
<p>Describe the reliability of the reclaimed water supply (i.e., on-demand 24/7, or bulk-interruptible diurnal or seasonal, length of supply agreement, or other basis).</p> <p>_____</p> <p>_____</p> <p>_____</p>

Costs to Applicant
<p>Provide the reclaimed water rate the utility will charge the Applicant (e.g., the cost per 1,000 gallons) and any other periodic fixed or minimum charges for use of reclaimed water for the next five years.</p> <hr/> <hr/> <hr/>
<p>Indicate any other one-time charges for the connection to the reuse system:</p> <hr/> <hr/>
<p>Describe whether the reuse utility helps fund potential reclaimed customers' costs to connect to the reclaimed line or fund costs for the Applicant to convert its operation to use reclaimed water.</p> <hr/> <hr/> <hr/>
Water Quality
<p>Attach water quality data for any constituents that the Applicant identifies as pertinent to the intended use. <input type="checkbox"/> Attached <input type="checkbox"/> N/A</p>
Additional Information
<p>Attach any additional information the reuse utility thinks the Applicant should consider in evaluating the economic, environmental, or technical feasibility of its using reclaimed water, including any charges the reuse utility would impose if the Applicant chose not to connect to the reuse system (if applicable). <input type="checkbox"/> Attached <input type="checkbox"/> N/A</p>
<p>Please return the completed form to the Water Use Permit Applicant requesting this information.</p> <p>If unavailable or unknown, please mail form to: Division of Resource Regulation Northwest Florida Water Management District 152 Water Management Drive Havana, Florida 32333-4712</p>

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
PUBLIC HEARING ON FISCAL YEAR 2013-2014 BUDGET
AGENDA**

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

**Thursday
September 12, 2013
5:05 p.m., ET**

NOTE: Appeal from any NFWFMD Board decision 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 this public hearing to make appropriate arrangements.

PUBLIC COMMENT: Public comment will be taken before any Governing Board action(s) except for Board hearings that involve the issuance of final orders based on recommended orders received from the Florida Division of Administrative Hearings. If you wish to address the Board concerning any item listed on the agenda, please fill out a public comment card and give it to the recording secretary. Your card will be provided to the Chair, who will call on you at the appropriate time during the meeting. When addressing the Board, please step to the podium, adjust the microphone for your comfort and state your name for the record. Please note that comments may be limited to three minutes depending on the number of speakers.

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

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

Consideration of Adoption of the Amended Tentative Fiscal Year 2013-2014 Budget

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

M E M O R A N D U M

TO: Governing Board

THROUGH: Jonathan P. Steverson, Executive Director

FROM: Jean Whitten, Director
Division of Administration

DATE: August 21, 2013

SUBJECTS: Consideration of Adoption of the Proposed Millage Rate for Fiscal
Year 2013-2014
Consideration of Adoption of the Amended Tentative Fiscal Year 2013-2014
Budget

=====

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. The District proposes to levy a millage rate of .040 mill for Fiscal Year 2013-2014. 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.

The proposed millage rate will increase the estimated tax revenues of the District by 1.2 percent or \$41,576, maintaining the 0.040 millage rate which is the calculated rolled back rate. 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.

Staff recommends 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.

Staff has considered all known fiscal activity for the 2013-2014 fiscal year and has completed the preparation of the District's proposed budget. 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.

Staff recommends 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.

Attachments

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: Kevin X. Crowley, General Counsel

RE: Legal Counsel Report

DATE: August 21, 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 is a named defendant although the complaint contains no allegations against the District. The case is being monitored.