

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Administration, Budget and Finance Committee

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Assistant Executive Director

FROM: Wendy Dugan, Director
Division of Administration

DATE: March 29, 2016

SUBJECT: Consideration of Resolution No. 810 Committing Fund Balances
for the Fiscal Year Ending September 30, 2015, as Required By GASB
Statement No. 54

Recommendation

Staff recommends the Governing Board adopt Resolution No. 810 to commit fund balances for Fiscal Year 2014-2015 as follows:

- *Commit* \$14,753,827 from the General Fund balance for Water Supply Development Assistance Grants under contract.
- *Commit* \$5,406,669, the total ending fund balance in the Lands Management Fund, for land management of District-owned lands.
- *Commit* \$3,387,180 from the General Fund balance for an Economic Stabilization Fund.
- *Commit* \$482,143, the total ending fund balance in the Capital Improvement & Land Acquisition Fund, for land acquisition and capital construction and improvement on District-owned lands.

Background

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

Under GASB 54, the Board is required to designate *committed* fund balances prior to September 30 each year. Since the District's fiscal year ends on this date, and outstanding revenues and expenditures have not yet been recorded, the Board adopted Resolution No. 803 on September 10, 2015, that specified estimated fund balance amounts as *committed*. As the District's financial statements ending September 30, 2015, are being finalized, actual cash balances have been determined. Therefore, Resolution No. 810 is the update to Resolution No. 803 and specifies actual cash balance amounts as *committed*.

Fund balances are reported under a hierarchy of five classifications:

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

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

Special Revenue Funds include these four funds:

- Regulation Fund - Provides for all regulatory permitting, licensing, and enforcement activities including the Environment Resource Permitting Program, which is statutorily required to be funded by the State. (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), Florida Department of Environmental Protection (DEP), Federal Emergency Management Agency (FEMA), Land Acquisition Trust Fund (LATF), and local government sources.
 - 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 (SWIM) Act. Revenues are primarily provided by State appropriation from the Ecosystem Management Trust Fund and LATF.
- Lands Management Fund - Accounts for activities associated with the management, improvement, and maintenance of District-owned lands. State appropriations from the Water Management Lands Trust Fund (terminated in FY 2015-2016) 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 Projects Funds include this one fund:

- Capital Improvement & Land Acquisition Fund - Accounts for the acquisition of fixed assets and construction of major capital projects. The District uses the Capital Improvement & Land Acquisition Fund for all land acquisitions and capital construction and improvements.



Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

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

Phone: (850) 539-5999 • Fax: (850) 539-2777

RESOLUTION NO. 810

COMMITTING FUND BALANCE RESERVES FOR FISCAL YEAR 2014-2015 AS REQUIRED BY GASB Statement No. 54

WHEREAS, the 2014-2015 fiscal year of the Northwest Florida Water Management District extends from October 1, 2014, through September 30, 2015; and

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

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

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

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED, by the Governing Board of the Northwest Florida Water Management District that fund balances will be committed for Fiscal Year 2014-2015 as follows:

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JOHN W. ALTER
Secretary-Treasurer
Malone

GUS ANDREWS
DeFuniak Springs

JON COSTELLO
Tallahassee

MARC DUNBAR
Tallahassee

TED EVERETT
Chipley

NICK PATRONIS
Panama City Beach

BO SPRING
Port St. Joe

- Commit \$14,753,827 from the General Fund balance for Water Supply Development Assistance Grants under contract.
- Commit \$5,406,669, the total ending fund balance in the Lands Management Fund, for land management of District-owned lands.
- Commit \$3,387,180 from the General Fund balance for an Economic Stabilization Fund.
- Commit \$482,143, the total ending fund balance in the Capital Improvement & Land Acquisition Fund, for land acquisition and capital construction and improvement on District-owned lands.

PASSED AND ADOPTED this 14th day of April, 2016, A.D.

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

George Roberts, Chair

ATTEST:

John W. Alter, Secretary-Treasurer

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Administration, Budget and Finance Committee

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Assistant Executive Director

FROM: Wendy Dugan, Director
Division of Administration

DATE: March 24, 2016

SUBJECT: Information Item - Overview of Payment in Lieu of Taxes for 2015

The District has made annual Payment in Lieu of Taxes (PILT) payments to qualifying counties since 1992. To date (which includes the payments for calendar year 2015), the District has paid \$1,532,584.

Chapter 373.59, Florida Statutes, requires the District to make PILT payments annually on District land purchases to qualifying counties. These payments reflect the ad valorem tax losses incurred as a result of these purchases. As outlined in s. 373.59(2)(a), F.S., a county qualifies if its population is 150,000 people or fewer.

Counties that currently qualify include those listed below along with their respective payment for the 2015 calendar year. These are the same counties and amounts paid in 2014.

<u>County</u>	<u>PILT Amount for 2014</u>
Calhoun	\$ 5,828.71
Holmes	\$ 1,997.13
Jackson	\$ 9,281.89
Liberty	\$ 7,533.05
Walton	\$ 19,346.24
Washington	\$ 41,703.25
TOTAL	\$ 85,690.27

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

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

**Thursday
March 10, 2016**

Governing Board Members Present

George Roberts, Chair
Jerry Pate, Vice Chair
John W. Alter, Secretary-Treasurer
Gus Andrews
Jon Costello
Marc Dunbar
Ted Everett
Nick Patronis
Bo Spring

Governing Board Members Absent

1. Opening Ceremonies

Chair Roberts called the meeting to order at 1:00 p.m. ET. Mr. Cyphers called the roll and a quorum was declared present.

2. Additions, Deletions or Changes to the Agenda

There were no additions, deletions, or changes to the agenda.

3. Approval of the Minutes for February 11, 2016

MOTIONED BY MR. ALTER, SECONDED BY MR. PATRONIS, THAT THE GOVERNING BOARD APPROVE THE FEBRUARY 11, 2016, GOVERNING BOARD MEETING MINUTES. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

4. Approval of the Financial Reports for the Month of January 2016

MOTIONED BY MR. PATRONIS, SECONDED BY MR. ALTER, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORTS FOR THE MONTH OF JANUARY 2016. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

5. Committee Reports and Recommendations for Board Action

Administration, Budget and Finance Committee:

Consideration of Resolution No. 809 Amending the Fiscal Year 2015-2016 Budget – Amendment No. 1 – Realignment of Budget

MOTIONED BY MR. ALTER, SECONDED BY MR. ANDREWS, THAT THE GOVERNING BOARD ADOPT RESOLUTION NO. 809 AMENDING THE FISCAL YEAR 2015-2016 BUDGET AND ALLOW STAFF TO REALIGN REVENUES AND RESERVES TO MAINTAIN THE PROPER BALANCE IN EACH FUND. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

Request to Write-Off Lost Property and Delete Them From the Inventory Records

MOTIONED BY MR. ALTER, SECONDED BY MR. EVERETT, THAT THE GOVERNING BOARD AUTHORIZE THE REMOVAL OF MISSING ITEMS FROM THE PROPERTY RECORDS, ONCE THE SIX-MONTH WAITING PERIOD HAS EXPIRED. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

Resource Management Committee:

Consideration of Suitability of Selected District Lands for Cattle Grazing

MOTIONED BY VICE CHAIR PATE, SECONDED BY MR. EVERETT, THAT THE GOVERNING BOARD AUTHORIZE STAFF TO OFFER FOR LEASE THE PROPERTIES KNOWN AS THE GRISSET POND TRACT AND THE WOLF POND TRACT FOR CATTLE GRAZING AND DEVELOP A DRAFT INVITATION TO BID AND LEASE AGREEMENT FOR CONSIDERATION AT A FUTURE LANDS COMMITTEE AND GOVERNING BOARD MEETING. PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

Lands Committee:

Consideration of Maintenance Agreement between the Board of County Commissioners of Santa Rosa County and Northwest Florida Water Management District

MOTIONED BY MR. PATRONIS, SECONDED BY MR. ALTER, THAT THE GOVERNING BOARD APPROVE THE RENEWAL OF THE 20-YEAR MAINTENANCE AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY AND THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

Consideration of Governing Board Approval to Solicit and Accept Donations for Recreation Areas

MOTIONED BY MR. PATRONIS, SECONDED BY MR. COSTELLO, THAT THE GOVERNING BOARD AUTHORIZE STAFF TO SOLICIT AND ACCEPT FINANCIAL DONATIONS TO SUPPORT THE MANAGEMENT OF DISTRICT RECREATION AREAS. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

6. Consideration of Inspector General's Reports 15-01, 02, and 03, and Audit Work Plan for Fiscal Year 2015-2016

MOTIONED BY VICE CHAIR PATE, SECONDED BY MR. PATRONIS, THAT THE GOVERNING BOARD APPROVE THE INSPECTOR GENERAL'S REPORTS #15-01, 02, AND 03 AND THE AUDIT WORK PLAN FOR FISCAL YEAR 2015-2016. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

7. Proclamation Naming April as Water Conservation Month

MOTIONED BY MR. ALTER, SECONDED BY VICE CHAIR PATE, THAT THE GOVERNING BOARD APPROVE APRIL AS WATER CONSERVATION MONTH. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

8. Minimum Flows and Levels

Informational purposes only.

9. Overview of Potential FY 2016-2017 Springs Protection and Restoration Projects

Informational purposes only.

10. Legislative Update

Informational purposes only.

11. Legal Counsel Report

No legal matters to discuss.

Meeting was adjourned at 1:56 p.m. ET.

Chair

April 14, 2016
Date

Executive Director

Agency Clerk

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending February 29, 2016

Balance Forward - Operating Funds	\$47,320,439.41
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Operating Funds Received in current month:

Revenue Receipts, Current	\$394,239.02	
Contracts Receivable	1,484,503.87	
Other Deposits/Refunds/Adjustments	11,634.75	
Transfers from Lands Accounts	186,932.66	
Total Deposits during month	2,077,310.30	

Total Deposits and Balance Forward	\$ 49,397,749.71
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Disbursements:

Employee Salaries	414,917.49	
Employee Benefits	182,504.38	
Employee Flexible Spending Account	0.00	
Contractual Services (Professional)	202,755.96	
Operating Expenses - Services	127,351.66	
Operating Expenses - Commodities	144,131.88	
Operating Capital Outlay	194,604.82	
Grants and Aids	1,368,356.90	
Total Operating Expenses during month	2,634,623.09	
Payables, Prior Year	0.00	
Other Disbursements or (Credits)	41,815.50	
Total Funds Disbursed by check during month	2,676,438.59	
Bank Debits (Fees, Deposit Slips, etc.)	55.33	
Transfer to Land Acquisition Account	0.00	
Total Funds Disbursed	2,676,493.92	

Cash Balance Operating Funds at month end	\$ 46,721,255.79
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Operating Depositories:

Petty Cash Fund	250.25	
Bank of America:		
General Fund Checking @ 0.2%	96,630.68	
Payroll Account	6,092.97	
Pensacola Account	35.00	
Investment Accounts:		
Fla. Board of Administration @ 0.53%		
General Fund	22,168,772.03	
Lands Fee Fund	5,803,162.31	
SWIM Fund	2,440,854.54	
Springs Protection	54.23	
Mitigation Fund	16,205,403.78	

Total Operating Depositories at month end	\$ 46,721,255.79
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NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending February 29, 2016

Land Acquisition Funds:

Fla. Board of Administration @ 0.53%	\$ 483,122.33	
Total Land Acquisition Funds		483,122.33

Restricted Management Funds:

Fla. Board of Administration Phipps Land Management Account @ 0.53%	152,053.31	
Total Land Acquisition Funds		152,053.31

Total Land Acquisition, and Restricted Management Funds		<u>635,175.64</u>
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TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END		<u><u>\$ 47,356,431.43</u></u>
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Approved: _____
Chairman or Executive Director

Date: April 14, 2016

Northwest Florida Water Management District
Statement of Sources and Uses of Funds
For the Period ending February 29, 2016
(Unaudited)

	Current Budget	Actuals Through 2/28/2015	Variance (under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 3,433,785	\$ 2,779,702	\$ (654,083)	81%
Intergovernmental Revenues	34,158,194	183,510	(33,974,684)	1%
Interest on Invested Funds	42,650	24,217	(18,433)	57%
License and Permit Fees	332,500	175,920	(156,580)	53%
Other	2,253,190	429,615	(1,823,575)	19%
Fund Balance	35,736,267		(35,736,267)	0%
Total Sources	\$ 75,956,586	\$ 3,592,963	\$ (72,363,623)	5%

	Current Budget	Expenditures	Encumbrances¹	Available Budget	%Expended	%Obligated²
Uses						
Water Resources Planning and Monitoring	\$ 7,087,834	\$ 1,224,328	\$ 149,926	\$ 5,713,580	17%	19%
Acquisition, Restoration and Public Works	38,645,294	3,223,282	111,601	35,310,411	8%	9%
Operation and Maintenance of Lands and Works	3,920,442	1,036,012	264,970	2,619,460	26%	33%
Regulation	3,906,837	1,266,574	96,104	2,544,159	32%	35%
Outreach	180,324	61,736	473	118,115	34%	34%
Management and Administration	2,034,393	716,866	43,055	1,274,472	35%	37%
Total Uses	\$ 55,775,124	\$ 7,528,799	\$ 666,129	\$ 47,580,197	13%	15%
Reserves	20,181,462			20,181,462	0%	0%
Total Uses and Reserves	\$ 75,956,586	\$ 7,528,799	\$ 666,129	\$ 67,761,659	10%	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 February 29, 2016, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

GENERAL FUND

FEBRUARY 2016

CHECKS	02/04/2016	\$	520,546.99
AP EFT CHECKS	02/04/2016		874.50
CHECKS	02/11/2016		195,739.71
AP EFT CHECKS	02/12/2016		12,585.10
CHECKS	02/18/2016		982,700.98
AP EFT CHECKS	02/19/2016		972.00
CHECKS	02/25/2016		468,011.48
CHECKS	02/25/2016		10,250.00
AP EFT CHECKS	02/26/2016		3,118.59
VOIDED CHECK	02/15/2016		-50.00
RETIREMENT EFT	02/29/2016		50,612.99
		\$	<u><u>2,245,362.34</u></u>

Chairman or Executive Director

April 14, 2016
Date

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4812	ALL AMERICAN RENTALS, INC.	02/04/2016	140.00	PORTABLE TOILETS
4812	ALL AMERICAN RENTALS, INC.	02/04/2016	140.00	PORTABLE TOILETS
5089	ATKINS NORTH AMERICA, INC.	02/04/2016	5,624.89	MINIMUM FLOWS AND LEVELS DEVEL
3485	CDM SMITH, INC.	02/04/2016	7,072.00	WATER RESOURCE ASSESSMENT, DES
3269	CDW GOVERNMENT, INC.	02/04/2016	225,067.55	EMC SAN DISKS
3722	CITY OF SPRINGFIELD	02/04/2016	85,026.03	WATER SYSTEM IMPROVEMENTS
3157	COAST MACHINERY, INC.	02/04/2016	1,187.50	DIAGNOSE REPAIRS TO MARSHMASTE
5131	CITY OF DEFUNIAK SPRINGS	02/04/2016	83,022.17	WATER MAIN REPLACEMENT
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	02/04/2016	2,186.40	LABORATORY ANALYSIS - GROUNDWA
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	02/04/2016	1,446.45	LABORATORY ANALYSIS - ECONFINA
2241	DEPT. OF THE INTERIOR - USGS	02/04/2016	37,045.00	STREAM AND RIVER GAUGING
3424	DURRA-QUICK-PRINT INC.	02/04/2016	15.00	BUSINESS CARDS
3424	DURRA-QUICK-PRINT INC.	02/04/2016	15.00	BUSINESS CARDS
4224	ERNST CONSERVATION SEEDS LP	02/04/2016	94.85	NATIVE SEED MIX/WALSINGHAM PRO
2702	FISH AND WILDLIFE	02/04/2016	3,096.66	LAW ENFORCEMENT/SECURITY SERVI
2701	FLORIDA MUNICIPAL INSURANCE TRUST	02/04/2016	9,786.71	WC DEDUCTIBLE
4479	FONDRIEST ENVIRONMENTAL	02/04/2016	3,412.33	INTEGRATED SENSOR/LOGGER
3759	FORD FARMS	02/04/2016	4,102.50	AGRICULTURAL BMA COST SHARE AG
4859	LIBERTY COUNTY	02/04/2016	25,000.00	STANDBY GENERATOR FOR HOSFORD
4873	MAIN STREET AUTOMOTIVE, INC.	02/04/2016	139.99	VEHICLE WM 2420 NEEDS BATTERY
1205	OFFICE DEPOT, INC.	02/04/2016	7,012.18	UPS FOR EMC
4081	POT-O-GOLD RENTALS, LLC	02/04/2016	1,275.00	PORTABLE TOILETS
5183	ROBERT J YOUNG COMPANY, INC	02/04/2016	52.16	ANNUAL MAINTENANCE AGREEMENTS
4091	THE SHOE BOX	02/04/2016	312.99	STEEL TOE SAFETY BOOTS USED DU
3104	SOUTHERN WATER SERVICES	02/04/2016	250.00	QUARTERLY WATER SAMPLING AT EC
4799	STAPLES CONTRACT & COMMERCIAL, INC.	02/04/2016	39.98	UPS FOR EMC, FLASH DRIVES & SP
4799	STAPLES CONTRACT & COMMERCIAL, INC.	02/04/2016	76.40	UPS FOR EMC, FLASH DRIVES & SP
4799	STAPLES CONTRACT & COMMERCIAL, INC.	02/04/2016	896.39	UPS FOR EMC, FLASH DRIVES & SP
4793	SYMANTEC CORPORATION	02/04/2016	1,595.00	SSL CERTIFICATE FOR WEBMAIL.NW
5245	TOWN OF WESTVILLE	02/04/2016	4,375.00	WATER MAIN REPLACEMENT PROJECT
2855	UNIVERSITY OF FLORIDA - INSTITUTE OF	02/04/2016	6,876.89	DEVELOPMENT OF A BMP SOD-BASED
120	U. S. POST OFFICE - MIDWAY	02/04/2016	9.80	GENERAL POSTAGE
4557	VERIZON WIRELESS	02/04/2016	154.17	CELL PHONES
3302	XP SOFTWARE, INC.	02/04/2016	4,000.00	XP SWMM XPERTCARE MAINTENANCE
	TOTAL CHECKS		<u>520,546.99</u>	

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

4966	DAVID REED CHERRY	02/05/2016	110.00	TRAVEL REIMBURSEMENT
3080	STEVEN COSTA	02/05/2016	110.00	TRAVEL REIMBURSEMENT
4949	MICHAEL EDGAR	02/05/2016	110.50	TRAVEL REIMBURSEMENT
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	02/05/2016	35.00	MONITORING FOR IT
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	02/05/2016	30.00	MONITORING FOR CRESTVIEW
5124	CHRISTOPHER MICHAEL KENT	02/05/2016	160.00	TRAVEL REIMBURSEMENT
4299	SELINA POTTER	02/05/2016	99.00	TRAVEL REIMBURSEMENT
4339	KATHARINE PRICE	02/05/2016	110.00	TRAVEL REIMBURSEMENT
5158	CORIE WHITE	02/05/2016	110.00	TRAVEL REIMBURSEMENT

TOTAL ACH TRANSFER

874.50

TOTAL AP

521,421.49

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
2967	BANK OF AMERICA	02/11/2016	3,570.39	P-CARD PURCHASES
4180	BA MERCHANT SERVICES	02/11/2016	273.43	TRANSACTION FEES FOR E-PERMITT
3637	JASON M BLANTON	02/11/2016	124,590.00	2014-2016 LONGLEAF PINE TUBELI
3784	CULLIGAN WATER SERVICES, INC	02/11/2016	50.00	WELL PERMITTING FEES REFUND
3904	DADE PAPER & BAG COMPANY	02/11/2016	124.00	PAPER TOWELS - HQ
744	DEPT. OF THE INTERIOR - USGS	02/11/2016	7,234.00	GROUNDWATER LEVEL MONITORING N
45	DMS	02/11/2016	10,299.01	WEB SERVER
4748	EAST MILTON WATER SYSTEM	02/11/2016	10.00	WATER-MILTON
4855	ENVIRON SERVICES INCORPORATED	02/11/2016	2,127.00	JANITORIAL SERVICES, HEADQUART
2701	FLORIDA MUNICIPAL INSURANCE TRUST	02/11/2016	770.00	INSURANCE
806	FULTZ PUMPS, INC.	02/11/2016	366.50	REPAIR OF FULTZ SN# 30128 & CO
916	GULF POWER COMPANY	02/11/2016	546.95	ELECRIC-CRESTVIEW
916	GULF POWER COMPANY	02/11/2016	387.97	ELECTRIC-MILTON
3193	INSURANCE INFORMATION EXCHANGE	02/11/2016	48.80	BACKGROUND INVESTIGATIONS
1717	JACKSON COUNTY PROPERTY APPRAISER	02/11/2016	561.78	2ND QTR FY 15-16
5173	KIMBERLY BISHOP FARMS, INC.	02/11/2016	21,680.15	AGRICULTURAL BMP COST SHARE AG
277	LIBERTY CO. PROPERTY APPRAISER	02/11/2016	310.71	2ND QTR FY 15-16
2299	LIBERTY COUNTY SOLID WASTE	02/11/2016	28.00	SOLID WASTE FL RIVER
5331	LYNDA.COM	02/11/2016	1,750.00	ANNUAL LICENSE FEE FOR TRAININ
56	MAC PAPERS INC. - TALLAHASSEE	02/11/2016	751.75	RESTOCK PAPER SUPPLY
5293	LYNN MCKEITHAN	02/11/2016	1,723.95	AGRICULTURAL BMP COST SHARE AG
1205	OFFICE DEPOT, INC.	02/11/2016	588.16	GENERAL OFFICE SUPPLIES
64	PANAMA CITY NEWS HERALD	02/11/2016	110.84	LEGAL ADS
2663	PATIENTS FIRST APPELYARD, INC	02/11/2016	49.00	LABORATORY TESTING
71	PETTY CASH	02/11/2016	101.17	PETTY CASH REIMBURSEMENT
4799	STAPLES CONTRACT & COMMERCIAL, INC.	02/11/2016	12.67	OFFICE SUPPLIES
110	TALQUIN ELECTRIC COOPERATIVE, INC.	02/11/2016	87.17	SECURITY LIGHTS
110	TALQUIN ELECTRIC COOPERATIVE, INC.	02/11/2016	3,937.38	ELECTRIC-HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	02/11/2016	245.33	WATER/SEWER- HQ
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	02/11/2016	3,801.60	PUBLIC RECREATION SITE CLEAN U
4315	WASHINGTON COUNTY BD OF CO COMMISSIONERS	02/11/2016	8,225.00	STREAMBANK RESTORATION, PROTEC
3462	WASTE MANAGEMENT OF PANAMA CITY	02/11/2016	155.00	DUMPSTER FOR ECONFINA OFFICE A
5015	WESTON TRAWICK, INC.	02/11/2016	1,052.00	REPLACE 5 RECEPTALES, BREAKERS
4774	JOHN T WILLIAMSON	02/11/2016	170.00	JANITORIAL SERVICES FOR THE WF

TOTAL CHECKS

195,739.71

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

3506	THOMAS E. BROWN	02/12/2016	99.00	TRAVEL REIMBURSEMENT
4359	FORREST BRUTON	02/12/2016	352.00	TRAVEL REIMBURSEMENT
2030	ANGELA CHELETTE	02/12/2016	233.47	TRAVEL REIMBURSEMENT
3978	CHRISTINA COGER	02/12/2016	85.00	REGISTRATION REIMBURSEMENT
4607	MAIL FINANCE INC	02/12/2016	74.50	MAILING SYSTEM LEASE PROPERTY TAX
4607	MAIL FINANCE INC	02/12/2016	126.00	MAILING SYSTEM LEASE FOR CRESTVIEW
3942	A & W VENTURES, L.C.	02/12/2016	151.34	PORTABLE TOILET FOR PHIPPS PAR
5032	WILLIAM HUNKAPILLER	02/12/2016	120.72	TRAVEL REIMBURSEMENT
3921	KOUNTRY RENTAL, INC.	02/12/2016	207.50	CLEANING OF ECONFINA OFFICE
3921	KOUNTRY RENTAL, INC.	02/12/2016	5,985.00	RENTAL, LEASE, AND SERVICE OF
5249	ALLYSON MCKEE	02/12/2016	11.57	TRAVEL REIMBURSEMENT
3813	PENNINGTON, P.A.	02/12/2016	5,040.00	LEGAL COUNSEL
5116	LYN SHIVER	02/12/2016	99.00	TRAVEL REIMBURSEMENT
TOTAL ACH TRANSFER			<u>12,585.10</u>	
TOTAL AP			<u><u>208,324.81</u></u>	

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

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4923	JOHN ALTER	02/18/2016	137.95	BOARD TRAVEL
3293	ANGUS ANDREWS	02/18/2016	72.98	BOARD TRAVEL
2967	BANK OF AMERICA	02/18/2016	416.00	WETLAND TRAINING FOR SARA BROCK
4742	BRECK BRANNEN	02/18/2016	176.22	BOARD TRAVEL
4153	BROWN BEVIS REAL ESTATE APPRAISERS, INC.	02/18/2016	960.00	APPRAISAL
3269	CDW GOVERNMENT, INC.	02/18/2016	4,211.53	VMWARE RENEWAL, PURCHASE, AND
4599	CITY OF CALLAWAY	02/18/2016	627,604.14	STORMWATER IMPROVEMENT PROJECT
4676	CITY OF MILTON FLORIDA	02/18/2016	35.50	DUMPSTER SERVICE
4676	CITY OF MILTON FLORIDA	02/18/2016	17.86	SEWER-MILTON
5125	CITY OF PARKER	02/18/2016	130,225.32	STORMWATER IMPROVEMENT PROJECT
4085	DARRELL CLARK	02/18/2016	50.00	WELL PERMITTING FEE REFUND
3784	CULLIGAN WATER SERVICES, INC	02/18/2016	50.00	WELL PERMITTING FEES REFUND
4539	JOHN KILEYS CYCLE WORLD, INC.	02/18/2016	325.80	DIAGNOSTIC OF ATVS - TAG# 3986
4539	JOHN KILEYS CYCLE WORLD, INC.	02/18/2016	325.80	DIAGNOSTIC OF ATVS - TAG# 3986
3212	DLT SOLUTIONS, LLC	02/18/2016	669.81	AUTOCAD MAINTENANCE
45	DMS	02/18/2016	3.35	AUDIO CONFERENCING
45	DMS	02/18/2016	1,262.39	PHONES-CARR
3424	DURRA-QUICK-PRINT INC.	02/18/2016	15.00	BUSINESS CARDS-BRUTON
2679	EXPRESS FORESTRY SERVICE, LLC	02/18/2016	48,446.20	2016 HAND PLANTING SERVICES
2679	EXPRESS FORESTRY SERVICE, LLC	02/18/2016	2,422.31	PERFORMANCE BOND REFUND
4807	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	02/18/2016	6,782.82	FUEL PURCHASES
4807	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	02/18/2016	1,676.63	WEX TELEMATICS FLEET MANAGEMEN
4807	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION	02/18/2016	25.00	FLEET MANAGEMENT SYSTEM - LAND
32	GLASS SERVICE CENTER OF TALL., INC	02/18/2016	479.00	REPAIR DOORS FOR HQ
3282	W.W. GRAINGER, INC.	02/18/2016	56.40	SUPPLIES FOR DATA COLLECTION A
3282	W.W. GRAINGER, INC.	02/18/2016	57.65	SUPPLIES FOR DATA COLLECTION A
3282	W.W. GRAINGER, INC.	02/18/2016	328.35	SUPPLIES FOR DATA COLLECTION A
3420	GREASE PRO EXPRESS LUBE	02/18/2016	390.00	REPAIR VEHICLE WMD-0014 EFO-RM
5273	HALL SEPTIC TANK SERVICE, INC.	02/18/2016	365.00	PUMP OT SEPTIC TANK AT EFO
2029	HILLER SYSTEMS, INC	02/18/2016	573.00	INSPECTIONS FOR FIRE EXTINGUSH
247	HOLMES COUNTY TAX COLLECTOR	02/18/2016	0.74	REFUND ON TAXES
61	JACKSON COUNTY FLORIDAN	02/18/2016	234.35	LEGAL ADS
5150	TOWN OF JAY	02/18/2016	54,929.32	ASBESTOS WATERMAIN REPLACEMENT
5120	JOHNSON'S AUTO REPAIR, INC.	02/18/2016	45.20	OPEN PURCHASE ORDER FOR RMD
5333	TIM KIMMEL	02/18/2016	100.00	REFUND FOR P17204 SENT TO DEP
4952	LAW, REDD, CRONA & MUNROE, P.A.	02/18/2016	4,552.00	INSPECTOR GENERAL SERVICES ENG
4986	PATRICIA LUJAN	02/18/2016	7,374.16	CRESTVIEW LEASE

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

5332	MICROSOFT CORPORATION	02/18/2016	320.00	SCREEN REPLACEMENT FOR ANDREW
4501	KEVIN MORGAN	02/18/2016	420.00	REFUND FOR P17223 TRANSFERED T
4600	MYTHICS, INC.	02/18/2016	1,115.47	ORACLE SUPPORT
3406	NEECE TRUCK TIRE CENTER INC.	02/18/2016	74.95	ALIGNMENT FOR WMD2437
1205	OFFICE DEPOT, INC.	02/18/2016	32.04	OFFICE SUPPLIES
4849	NICK PATRONIS	02/18/2016	105.02	BOARD TRAVEL
5251	RANDSTAD NORTH AMERICA, INC.	02/18/2016	1,531.01	STAFF AUG SERVICES
3960	GEORGE ROBERTS	02/18/2016	105.02	BOARD TRAVEL
4091	THE SHOE BOX	02/18/2016	100.00	STEEL TOE SAFETY BOOTS-PRICE
4720	SOUTHWOOD SHARED RESOURCE CENTER	02/18/2016	1,589.09	OFFSITE DATA STORAGE
4967	SAMUEL SPRING	02/18/2016	137.06	BOARD TRAVEL
3800	SPRINGFIELD NURSERY, INC	02/18/2016	1,480.00	WALSINGHAM TREES AND PLANTS
4799	STAPLES CONTRACT & COMMERCIAL, INC.	02/18/2016	339.43	MOBILE PRINTER AND INK FOR REG
4799	STAPLES CONTRACT & COMMERCIAL, INC.	02/18/2016	3.62	SUPPLIES
4799	STAPLES CONTRACT & COMMERCIAL, INC.	02/18/2016	50.10	SUPPLIES
1620	SUPERIOR FORESTRY SERVICE, INC	02/18/2016	2,914.29	PERFORMANCE BOND REFUND
5169	SURVEYMONKEY INC.	02/18/2016	300.00	SURVEY MONKEY RENEWAL
4793	SYMANTEC CORPORATION	02/18/2016	2,193.00	SSL CERTIFICATE FOR WEBMAIL.NW
2718	T & TRS, INC.	02/18/2016	1,418.21	REFRIGERATED TRAILER RENTAL
5100	TECHNISOURCE, INC	02/18/2016	1,360.00	EXCHANGE 2013
3941	TYLER TECHNOLOGIES, INC.	02/18/2016	800.00	MUNIS USER CONFERENCE REGISTRA
3696	URS CORPORATION	02/18/2016	5,902.45	FLOOD INFORMATIN PORTAL AND LI
3696	URS CORPORATION	02/18/2016	9,285.61	109 PANHANDLE RISKMAP CONV
3696	URS CORPORATION	02/18/2016	42,122.28	111 COASTAL PANHANDLE FIRM
4557	VERIZON WIRELESS	02/18/2016	839.50	JETPACKS
4557	VERIZON WIRELESS	02/18/2016	1.35	MACHINE TO MACHINE
5218	WAGEWORKS, INC.	02/18/2016	127.50	ADMIN FEE FOR FSA
2631	WASHINGTON COUNTY SHERIFF'S OFFICE	02/18/2016	12,636.20	LAW ENFORCEMENT/SECURITY SERVI
TOTAL CHECKS			<u>982,700.98</u>	
4607	MAIL FINANCE INC	02/19/2016	126.00	MAILING SYSTEM LEASE FOR CARR,
2268	INNOVATIVE OFFICE SOLUTIONS, INC	02/19/2016	846.00	PHONE MAINTENANCE
TOTAL ACH TRANSFER			<u>972.00</u>	
TOTAL AP			<u><u>983,672.98</u></u>	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AP

COMPUTER PAID/EFT CHECKS

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
3783	SUTRON CORPORATION	02/25/2016	10,250.00	XCONNECT SUPPORT/DATABASE

TOTAL AP			<u>10,250.00</u>	
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**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
AP COMPUTER PAID/EFT CHECKS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
2905	ALTHA FARMERS COOPERATIVE	02/25/2016	2,437.55	GATE MATERIALS
4832	ASSURANT EMPLOYEE BENEFITS	02/25/2016	170.12	PREPAID DENTAL
4832	ASSURANT EMPLOYEE BENEFITS	02/25/2016	4,280.39	EMPLOYEE DENTAL
4834	ASSURANT EMPLOYEE BENEFITS	02/25/2016	802.06	EMPLOYEE LIFE & AD&D
4833	ASSURANT EMPLOYEE BENEFITS	02/25/2016	1,280.93	VOLUNTARY LTD
2992	BANK OF AMERICA	02/25/2016	289.67	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	02/25/2016	485.46	PAYMENT PORTEL FOR E-PERMITTIN
2992	BANK OF AMERICA	02/25/2016	1,252.28	ACCOUNT ANALYSIS
4778	BENSON'S HEATING AND AIR CONDITIONING, INC.	02/25/2016	500.00	ANNUAL MAINTENANCE LIEBERT A/C
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	02/25/2016	205.32	MEDICARE INSUR
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	02/25/2016	45,977.75	EMPLOYEE MEDICAL INSUR
1617	CAPITAL HEALTH PLAN	02/25/2016	71,331.98	EMPLOYEE MEDICAL INSUR
3524	CITY OF CRESTVIEW	02/25/2016	40.85	WATER/SEWER- CRESTVIEW
3990	CITY OF MEXICO BEACH	02/25/2016	2,454.90	STORMWATER IMPROVEMENT PROJECT
3990	CITY OF MEXICO BEACH	02/25/2016	42,739.26	STORMWATER IMPROVEMENT PROJECT
3990	CITY OF MEXICO BEACH	02/25/2016	12,337.46	STORMWATER IMPROVEMENT PROJECT
3990	CITY OF MEXICO BEACH	02/25/2016	61,687.30	STORMWATER IMPROVEMENT PROJECT
3990	CITY OF MEXICO BEACH	02/25/2016	148,000.00	STORMWATER IMPROVEMENT PROJECT
3990	CITY OF MEXICO BEACH	02/25/2016	21,440.00	STORMWATER IMPROVEMENT PROJECT
3990	CITY OF MEXICO BEACH	02/25/2016	27,342.00	STORMWATER IMPROVEMENT PROJECT
3990	CITY OF MEXICO BEACH	02/25/2016	7,790.51	STORMWATER IMPROVEMENT PROJECT
3289	CITY OF TALLAHASSEE	02/25/2016	37.67	LAKESHORE
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	02/25/2016	5,483.25	ECONFINA COLIFORM PROJECT
2062	DISPOSAL SERVICES, LLC	02/25/2016	339.00	ROLL OFF DUMPSTER
45	DMS	02/25/2016	1,290.66	PHONES-CRESTVIEW
45	DMS	02/25/2016	6.54	LONG DISTANCE-MILTON
1292	FISHER SCIENTIFIC	02/25/2016	598.92	LAB SUPPLIES FOR FIELD SERVICE
2291	GULF COAST ELECTRIC COOPERATIVE, INC	02/25/2016	335.98	ELECTRIC-ECONFINA
2941	HACH COMPANY	02/25/2016	184.79	TURBIDITY STANDARDS FOR TURBID
5227	MAC'S AUTO SERVICE	02/25/2016	684.86	DIAGNOSTIC OF 4X4 HUB ON WMD 2
1180	PRIDE ENTERPRISES	02/25/2016	1,066.46	APALACHICOLA BAY STORMWATER PL
4091	THE SHOE BOX	02/25/2016	143.99	STEEL TOE SAFETY BOOTS
4799	STAPLES CONTRACT & COMMERCIAL, INC.	02/25/2016	462.17	OFFICE SUPPLIES
5100	TECHNISOURCE, INC	02/25/2016	1,600.00	EXCHANGE 2013
5100	TECHNISOURCE, INC	02/25/2016	2,880.00	EXCHANGE 2013
4038	WINDSTREAM COMMUNICATIONS	02/25/2016	51.40	LONG DISTANCE & 800 #S

TOTAL CHECKS

468,011.48

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

4845	CALHOUN COUNTY SHERIFF'S OFFICE	02/26/2016	602.40	CALHOUN CO SHERIFF-LAW ENFCMT/
4961	PETER FOLLAND	02/26/2016	126.00	TRAVEL REIMBURSEMENT
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	02/26/2016	30.00	MONITORING FOR CRESTVIEW & IT
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	02/26/2016	35.00	MONITORING FOR CRESTVIEW & IT
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	02/26/2016	717.84	MAINTANANCE - MONITORING HQ
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	02/26/2016	245.00	MAINTANANCE - MONITORING HQ
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	02/26/2016	717.84	MAINTANANCE - MONITORING HQ
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	02/26/2016	245.00	MAINTANANCE - MONITORING HQ
4607	MAIL FINANCE INC	02/26/2016	259.00	MAILING SYSTEM LEASE FOR HQ
3823	KENNETH ANDREW ROACH	02/26/2016	126.00	TRAVEL REIMBURSEMENT
2174	JOHN VALENTA	02/26/2016	14.51	REIMBURSEMENT

TOTAL ACH TRANSFER

3,118.59

TOTAL AP

471,130.07

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SCHEDULE OF DISBURSEMENTS

PAYROLL

FEBRUARY 2016

DIRECT DEPOSIT	02/05/2016	\$	214,474.02
CHECKS	02/06/2016		2,098.00
FLEX SPENDING EFT	TF0040		1,419.60
DIRECT DEPOSIT	02/19/2016		209,917.99
CHECKS	02/19/2016		1,747.04
FLEX SPENDING EFT	TF0043		1,419.60

\$ 431,076.25

APPROVED:

Chairman or Executive Director

April 14, 2016

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett Cyphers, Executive Director

FROM: Bill Hunkapiller, Chief, Information Technology Bureau

DATE: March 23, 2016

SUBJECT: Consideration of Approval for Backup Internet Connection to Headquarters

Recommendation

Staff recommends the Governing Board authorize the Executive Director to execute an agreement for the addition of a secondary internet access circuit provided through the State of Florida's Agency for State Technology.

Background

Currently the Northwest Florida Water Management District has only one internet access circuit provided through the Agency for State Technology. The Agency for State Technology (AST) was established in 2014 by the Florida Legislature to oversee the state's essential technology projects and house Florida's Chief Information Officer.

Over the past couple of years the District has experienced unplanned outages of our internet access, some that have exceeded a day. The impacts to the District include an inability to send or receive email, an inability to access multiple systems, a reduction in productivity and an inability to communicate electronically with the public. The impacts to the public include an inability to request permits through the District's systems; an inability to contact the District via email; and an inability to retrieve hydrological data, some used for emergency management purposes on the District's web site. Staff has determined that the addition of a secondary internet access circuit provided through the Agency for State Technology through a diverse route would double the bandwidth to the District and the public interacting with the District's systems and provide for redundancy in the event of an outage to reduce negative impacts to the public.

The cost for construction of a second diverse internet access is \$81,112.50 with an annual recurring cost of \$34,006.68. The recurring cost will be absorbed by elimination of internet access at the Marianna field office, and changing to newer, faster and less expensive access, Frame Relay to Fiber, at the Econfina field office. Construction costs will be funded with fund balance reserves budgeted under Facilities Construction and

Major Renovations in the FY 2015-2016 Adopted Budget. The annual recurring costs in subsequent fiscal years will be budgeted across divisions.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Resource Management Committee

THROUGH: Brett Cyphers, Executive Director
Guy Gowens, Assistant Executive Director
Nick Wooten, Director, Resource Management Division
Paul Thorpe, Chief, Bureau of Environmental and Resource Planning

FROM: Christina Coger, Program Manager, Resource Planning

DATE: March 29, 2016

SUBJECT: Consideration of Proposed Changes to Emerald Coast Utilities Authority
Reclaimed Water Projects

Recommendation

Staff recommends the Governing Board approve the reallocation of \$522,000 in water supply development grant funding from the Escambia County Utilities Authority (ECUA) Central Water Reclamation Facility Reclaimed Water Expansion project to the ECUA Pensacola Beach Reclaimed Water System Expansion project and authorize the Executive Director to amend the existing grant agreements accordingly.

Discussion

The Governing Board has approved two reclaimed water projects with the Emerald Coast Utilities Authority. The Central Water Reclamation Facility (CWRF) Reclaimed Water System Expansion, approved during the first District grant cycle in February 2014, included planning, design, and construction to extend reuse water infrastructure to the University of West Florida main campus and Scenic Hills Golf Course. The second project, approved in November 2014, included the planning, design, and construction of a storage tank and associated infrastructure to expand the reclaimed water system on Pensacola Beach. Both projects help reduce the use of potable water for landscape irrigation, thus improving the sustainability of groundwater sources. The Pensacola Beach project has the added benefit of improving water quality by reducing wastewater discharges to Santa Rosa Sound.

On March 3, 2016, ECUA staff requested that funds from the CWRF project be transferred to the Pensacola Beach Reclaimed Water System Expansion project. The CWRF Reclaimed Water System Expansion has experienced implementation delays due to difficulties in acquiring easements and service agreements. At the same time, the Pensacola Beach project has experienced significant cost increases due to changes made in response to citizen input and land purchase/leasing fees for the reclaimed water storage tank and pump station. Based on these changes, the Pensacola Beach project has been reconfigured and requires additional design and construction work.

The requested District grant funding would be applied toward the additional work activities of the Pensacola Beach Reclaimed Water Expansion project to include:

- Construction of a 2.5 mgd reclaimed water storage tank and associated infrastructure, increasing storage over the 1.0 mgd initially approved;
- Construction of a reclaimed water pump station, including electrical and site piping and infrastructure, increasing pumping capacity over that provided for under the current agreement; and
- Construction of approximately 1.25 miles of new PVC transmission and distribution lines between the wastewater treatment plant and the storage tank.

If approved, the District would contribute a total of \$947,000 toward the Pensacola Beach Reclaimed Water System Expansion, with \$2,493,000 in matching construction funds provided by ECUA. The total project cost from design through completion is estimated at \$4.79 million. It is anticipated that design and permitting would begin immediately, with construction completed in May 2018.

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
April 14, 2016
1:05 p.m., ET

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

PART I — CONSENT AGENDA

• WATER USE PERMITS

A. Permit Modification & Renewals

Page

A-1 Applicant: Holley-Navarre Water System, Inc.
App. No.: 2B-113-72-8
Site: Holley-Navarre Water System, Inc.
Use: Public Supply

Authorization Statement: The District authorizes, as limited by the attached conditions, the withdrawal of 1.0 million gallons per day annual average (53.15 million gallons per month maximum) of groundwater from the Floridan aquifer for public supply use; the withdrawal of 0.3 million gallons per day annual average (10.4 million gallons per month maximum) of groundwater from the Sand-and-Gravel aquifer for public supply use; and the combined withdrawal of 2.830 million gallons per day annual average (111.9 million gallons per month maximum) of groundwater from the Floridan aquifer, Sand-and-Gravel aquifer, and FRUS interconnections for public supply use.

Duration Recommended: 10 Years
Staff Recommendation: Approval
Public Comment Received: No

TAP/tp

WATER USE TECHNICAL STAFF REPORT
10-Mar-2016
Application No.: 2B-113-72-8

Owner: Holley-Navarre Water System, Inc.
P.O. Box 6539
Navarre, FL 32566-2239
850 939-2427

Applicant: Holley-Navarre Water System, Inc.
P.O. Box 6539
Navarre, FL 32566-2239
850 939-2427

Agent: Not Applicable

**Compliance
Contact:** Donna Lupola
8574 Turkey Bluff Road
Navarre, FL 32566
(850) 939-2427

Project Name: Holley-Navarre Water System, Inc.
County: Santa Rosa
WRCA: Water Resource Caution Area of Okaloosa and Walton counties
ARC: N/A
Objectors: No

The District authorizes, as limited by the attached conditions, the withdrawal of 1.0 million gallons per day annual average (53.15 million gallons per month maximum) of groundwater from the Floridan aquifer for public supply use; the withdrawal of 0.3 million gallons per day annual average (10.4 million gallons per month maximum) of groundwater from the Sand-and-Gravel aquifer for public supply use; and the combined withdrawal of 2.830 million gallons per day annual average (111.9 million gallons per month maximum) of groundwater from the Floridan aquifer, Sand-and-Gravel aquifer, and FRUS interconnections for public supply use.

Recommendation: Approval
Reviewers: Craig Freeman

RECOMMENDED PERMIT DURATION AND COMPLIANCE REPORTING:

Staff recommends the permit expiration date be April 1, 2026. The Permittee is required to submit and comply with all information and data pursuant to the conditions set forth in the permit.

WITHDRAWAL INFORMATION:

Floridan aquifer

Water Use	Permitted	Requested	Recommended
Average Day (GPD)	1,000,000	1,000,000	1,000,000
Maximum Month (GAL)	53,150,000	53,150,000	53,150,000

Sand-and-gravel aquifer

Water Use	Permitted	Requested	Recommended
Average Day (GPD)	300,000	300,000	300,000
Maximum Month (GAL)	10,400,000	10,400,000	10,400,000

DESCRIPTION:

Holley-Navarre Water System, Inc. (HNWS) requests renewal of Individual Water Use Permit (IWUP) No. 2B-113-72-8 for continued authorization of groundwater withdrawals from the Floridan and Sand-and-Gravel aquifers for public supply uses without changes to the currently permitted withdrawal amounts.

HNWS withdraws water from the Floridan aquifer, Sand-and-Gravel aquifer, and via interconnection with Fairpoint Regional Utility System (FRUS) to serve approximately 36,130 public supply customers within its service area. The recommended average daily rate is unchanged from the previously authorized amount and is considered reasonable and adequate to meet the applicant's water use demands for the recommended permit duration. The recommended maximum monthly rate is based on peaking ratios for the distribution system derived from currently permitted withdrawal amounts. HNWS' residential per capita water use of 78 gallons per day meets the District's water use efficiency goal of 110 gallons per day or less. HNWS' water losses were approximately 7% in year 2014, which meets the District's goal of 10 percent or less.

Historically, the potentiometric surface of the Floridan aquifer was depressed below sea level in the vicinity of HNWS due to extensive development of the resource for both potable and non-potable uses. The District declared Santa Rosa County a Water Resource Caution Area in 1989, thereby prohibiting new and expanded non-potable uses of the Floridan aquifer, unless exempted. This prohibition, combined with the utilization of alternative water sources such as water reclamation and increased use of the Sand-and-Gravel aquifer derived have resulted in rebounds in Floridan aquifer static water levels. A minimum Floridan aquifer water level of 155 feet below sea level was recorded in production well HN #3 in 2007. The September 2015 water level for HN #3 was 50 feet below sea level and the 2014 average water level for all Floridan aquifer production wells was approximately 41 feet below sea level.

HNWS' groundwater withdrawals represent an existing, long-term use of the Floridan aquifer. Considering that no additional withdrawals are requested, no additional impacts to the Floridan aquifer are anticipated. No harm to existing legal uses of water or the water resources is anticipated to occur from

the proposed withdrawals. However, the Permittee will be required to continue monitoring hydrologic conditions to assure the conditions for permit issuance will be met for the recommended permit duration.

PERMIT APPLICATION REVIEW:

Section 373.223, Florida Statutes (F.S.), and section 40A-2.301, Florida Administrative Code (F.A.C.), require an applicant to establish that the proposed use of water:

- (a) Is a reasonable-beneficial use;
- (b) Will not interfere with any presently existing legal use of water; and,
- (c) Is consistent with the public interest.

In addition, the above requirements are detailed further in the District's Water Use Permit Applicant's Handbook. District staff have reviewed the water use permit application pursuant to the above-described requirements and have determined that the application meets the conditions for issuance of this permit.

RECOMMENDATION:

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

Staff recommends that the applicant be granted an Individual Water Use Permit for an annual average daily withdrawal of 1.0 million gallons and a maximum monthly withdrawal of 53.15 million gallons from the Floridan aquifer; an annual average daily withdrawal of 0.3 million gallons and a maximum monthly withdrawal of 10.1 million gallons from the Sand-and-Gravel aquifer; and a combined annual average daily withdrawal of 2.830 million gallons and a maximum monthly withdrawal of 111.9 million gallons from the Floridan aquifer, Sand-and-Gravel aquifer and FRUS interconnections. Staff also recommends that the expiration date of the permit be April 1, 2026, and that the permit be conditioned as per the "Conditions for Issuance" included in Exhibit A of the permit document.

WELL INFORMATION:

Site Name: Holley-Navarre Water System, Inc.

Wells Detail								
District ID	Station Name	Casing Diameter (inches)	Casing Depth (feet)	Total Depth (feet)	Capacity (GPM)	Source Name	Status	Use Type
14968	HN #1	12	750	980	700	Floridan aquifer (Undiff)	Active	Public Supply
14969	HN #2	18	765	966	600	Floridan aquifer (Undiff)	Active	Public Supply
14970	HN #3	18	785	1090	750	Floridan aquifer (Undiff)	Active	Public Supply
14971	HN #4	16	926	1004	700	Floridan	Active	Public

						aquifer (Undiff)		Supply
14972	HN #5	18	105	339	325	Sand & Gravel	Active	Public Supply
14973	HN MO #1	4	90	160	83	Sand & Gravel	Active	Monitor

Connection Points Detail				
District ID	Station Name	Source Name	Status	Use Type
19253	Tank 6 FRUS Connection	Fairpoint Regional Utility System	Active	Public Supply
19254	Holley South FRUS Connection	Fairpoint Regional Utility System	Active	Public Supply
19255	Holley North FRUS Connection	Fairpoint Regional Utility System	Active	Public Supply

"EXHIBIT A"

CONDITIONS FOR ISSUANCE OF PERMIT NUMBER 2B-113-72-8 Holley-Navarre Water System, Inc.

Specific Conditions

1. This permit shall expire on April 1, 2026.
2. This Permit authorizes the Permittee to make a combined average annual withdrawal of 1.0 million gallons per day (53.15 million gallons per month maximum) of groundwater from the Floridan aquifer for public supply use; a combined average annual withdrawal of 0.3 million gallons per day (10.4 million gallons per month maximum) of groundwater from the Sand-and-Gravel aquifer for public supply use; and a combined average annual withdrawal of 2.83 million gallons per day (111.9 million gallons per month maximum) of groundwater from the Floridan aquifer, Sand-and-Gravel aquifer, and FRUS interconnections for public supply use. The individual facilities authorized to make this combined withdrawal are shown in the table below. The total combined amounts of water withdrawn by all facilities listed shall not exceed the amounts identified above.

3.

Facility ID #	FLUWID	Location SEC,TWN,RNG
HN #1	AAA5203	Sec. 9, T02S, R26W
HN #2	AAA5202	Sec. 5, T02S, R26W
HN #3	AAA5201	Sec. 14, T02S, R26W
HN #4	AAA5280	Sec. 23, T02S, R27W
HN #5	AAI0000	Sec. 23, T02S, R27W
Tank 6 FRUS Connection	---	Sec. 39, T01S, R27W
Holley South FRUS Connection	---	Sec. 5, T02S, R26W
Holley North FRUS Connection	---	Sec. 20, T02S, R26W

4. The Permittee shall include the Individual Water Use Permit number and the well's Florida Unique Identification Number (e.g. AAA5203 for HN #1) when submitting reports or otherwise corresponding with the District.
5. The Permittee, by January 31 of each year, shall submit a water use report for the previous calendar year (January – December), even if no water is used. The Permittee shall record the data required on Water Use Summary Reporting Form (Form 172). 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@nwfwater.com.
6. The Permittee, in the event of an emergency, is authorized to increase withdrawals from groundwater facilities, not to exceed a combined average annual withdrawal of 2.83 million gallons per day and 111.9 million gallons per month maximum. The term emergency is used here to mean those times when transmission of water from the inland well field (FRUS) is temporarily interrupted. The Permittee shall notify the District within 24 hours of increasing its Floridan aquifer withdrawals

beyond those authorized herein and shall provide an estimate of the amounts and length of time that the emergency use will be required. The Permittee shall account for all emergency use on the Water Use Summary Reporting Form (Form 172). Any emergency use to extend beyond 15 days in a given month shall require District approval.

7. The Permittee shall maintain a well field operation schedule to maximize the use of the Sand-and-Gravel aquifer and shall continue to participate in FRUS in such a manner as to maintain at the permitted levels or further reduce its withdrawals from the Floridan aquifer.
8. The Permittee shall install and maintain in-line, totalizing flow meters on all production wells. The meters shall be maintained to be at least 95% accurate and any meter determined defective must be replaced within 30 days of its discovery. The Permittee, within 30 days of well completion or completion of project construction, shall provide documentation to the District that the required flow meters have been installed and report the initial meter readings.
9. The Permittee, by October 31, in the year 2021 and at the time of requesting a permit modification or renewal, shall submit documentation of the flow meter calibration and accuracy rating to the District using the Flow Meter Accuracy Report Form (Form 170). 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@nwfwater.com.
10. The Permittee shall submit to the District in a single electronic submittal the following information by January 31, April 30, July 31 and October 31 of each year:
 - a. Static water level measurements conducted during the first two weeks of each month and for all Floridan and Sand-and-Gravel production and monitor wells for the previous three months (e.g. measurements for January, February, and March shall be submitted by April 30) using a District-approved water level measuring device. Water levels shall be taken following a 24-hour non-pumping period, as much as is practicable, reported as depth-to-water below a pre-defined measuring point. All measurements shall be taken from the same measuring point. If the measuring point is different from land surface elevation, then the Permittee shall provide the measuring point distance above or below land surface. All static water level reports shall include the date and time the well was turned off, date and time the measurement was taken, method and device used, and the water level measurement to 0.01 foot for steel/electric tape and 1.0 foot precision for airline methods, respectively. The Permittee, if utilizing the airline method, shall also report airline length, gauge reading, linear distance of the airline terminus from land surface, and a description of where the airline terminates (e.g. land surface, pump base, pressure gauge, etc.).
11. The Permittee shall collect water quality samples for laboratory analyses from each production and monitor well within the first two weeks of January, April, July, and October 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 National Environmental Laboratory Accreditation Program (NELAP) and Florida Department of Health Rule 64E-1, F.A.C., certification for the constituents of concern. The water quality analyses shall include the following constituents: chloride, sodium, sulfate, bicarbonate, carbonate, calcium, magnesium, potassium, and total dissolved solids. The Permittee shall submit results from tests conducted in January, April, July, and October to the District by the last day of the month following the sampling. At the time of modification or renewal, the Permittee shall submit a summary and analysis of the water quality data collected for the wells for the entire period of record.

12. The Permittee, by July 31 every year, shall conduct and submit to the District the results of a comprehensive evaluation of water use practices in the Permittee's service area and a list of measures that provide for the enhancement of water conservation/efficiency measures, reduce water demand and water losses, and prevent exceedance of the authorized amounts. The list shall include but is not limited to:
- a. The evaluation undertaken to identify/detect leaks and inaccurate flow meters and verify treatment losses;
 - b. The basis of the determinations made;
 - c. Other water conservation practices the Permittee determines are feasible to implement within a year of permit issuance or renewal;
 - d. Any water conservation/efficiency measures planned for future implementation; and,
 - e. Installation of equipment which supports conservation.

The Permittee shall include the measures implemented during the previous year. If the Permittee determines that any of the listed measures are no longer feasible, the report shall describe the specific reasons they cannot be implemented.

13. The Permittee shall ensure its **Water Conservation and Efficiency Program** achieves the goals listed below. The Permittee, by March 31 of each year and at the time of permit modification or renewal, shall report to the District its performance regarding each element of the Water Conservation and Efficiency Program during the previous calendar year.
- a. Achieve and maintain total and real water losses less than or equal to 10 percent of the distribution system, unless the Permittee demonstrates using American Water Works Association (AWWA) methods that a higher loss rate is appropriate for the distribution system. The Permittee shall report water losses each year, compare estimated water losses to the goal(s), and briefly describe ongoing or planned water loss reduction measures.
 - b. Maintain average residential per capita daily water use of 110 gallons or less. The residential per capita water use shall be calculated as the amount of water used by residential dwelling units divided by the residential population served. The residential population served can be estimated as the number of residential dwelling units served multiplied by the average persons per household derived from US Census data. Adjustments to account for seasonal or tourist populations can be made, if adequately documented. The Permittee shall report a summary description of status regarding the per capita use goal.
 - c. Initiation or continued implementation and enhancement of a public education and information campaign to promote water conservation and efficiency. The campaign shall consist of activities such as informative billing, periodic mail outs to customers, website announcements, newspaper notices, etc. Public education and information efforts shall be implemented at least annually. The Permittee shall provide a description of the public education and information campaign. The Permittee shall utilize a strategy designed to regularly reach year-round and part-time residents and tourists. The campaign shall consist of newspaper notices and articles, periodic radio and television announcements, periodic mail-outs to customers and the posting of signs and informational brochures in the rooms of hotels, motels and rental property. The campaign shall be oriented to emphasize the program being implemented and water conservation in general, and on at least an annual basis, shall also specifically inform existing customers of ways to save water, ways to detect leaks, reduce demands, enhance efficiency, and detail the automatic irrigation shut-off requirement of Chapter 373.62, Florida Statutes. The Permittee shall provide a

description of the public education and information campaign to the District by March 31st of each year.

- d. The Permittee shall perform a rate structure evaluation with the intended purpose of creating or maintaining a structure to promote water use efficiency and discourage waste while providing for a life-line initial rate. Any refinements shall take into consideration the water use characteristics of the service area and provide financial incentives to customers to conserve and use water efficiently. The Permittee, by March 31, 2021 and March 31, 2026 shall submit to the District the results of the evaluation and a schedule for considering the adoption or changes to such a rate structure and a copy of its present/current rate structure as well as analysis and projection of the amount of water projected to be conserved.

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

a.

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

b.

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

15. The Permittee, by December 31, in the year 2021 and at the time of permit renewal or modification shall provide a map showing areas where service is actually provided as well as the overall franchise area allocated to the utility by the county, Public Service Commission or other authorizing entity.

Definable areas within a service area that are served by domestic potable wells shall be delineated as non-served unless the area will be supplied by the utility within the term of the permit. The Permittee shall submit the map in digital format compatible with ESRI ArcGIS software, if available.

16. The Permittee shall encourage and provide for the efficient and non-wasteful use of water, and shall implement water conservation measures, including a proactive leak detection program, designed to enhance water use efficiency and reduce water demand and water losses.

Standard Conditions

17. All water uses authorized by this permit shall be implemented as conditioned by this permit, including any documents incorporated by reference in a permit condition. The District may revoke this permit, in whole or in part, or take enforcement action, pursuant to sections 373.136 or 373.243, F.S., unless a permit modification has been obtained to address the noncompliance.
18. The Permittee shall immediately notify the District in writing of any previously submitted information that is later discovered to be inaccurate.
19. This permit does not convey to the Permittee any property rights or privileges other than those specified herein, nor relieve the Permittee from complying with any applicable local government, state, or federal law, rule, or ordinance.
20. The Permittee shall notify the District in writing within 30 days of any sale, transfer, or conveyance of ownership or any other loss of permitted legal control of the Project and/or related facilities from which the permitted water use is made. Where Permittee's control of the land subject to the permit was demonstrated through a lease, the Permittee must either submit documentation showing that it continues to have legal control or transfer control of the permitted system/project to the new landowner or new lessee. All transfers of ownership are subject to the requirements of section 40A-2.351, F.A.C. Alternatively, the Permittee may surrender the water use permit to the District, thereby relinquishing the right to conduct any activities under the permit.
21. Nothing in this permit should be construed to limit the authority of the District to declare a water shortage and issue orders pursuant to Chapter 373, F.S. In the event of a declared water shortage, the Permittee must adhere to the water shortage restrictions, as specified by the District. The Permittee is advised that during a water shortage, reports shall be submitted as required by District rule or order.
22. With advance notice to the Permittee, District staff with proper identification shall have permission to enter, inspect, observe, collect samples, and take measurements of permitted facilities to determine compliance with the permit conditions and permitted plans and specifications. The Permittee shall either accompany District staff onto the property or make provision for access onto the property.
23. The Permittee may seek modification of any term of an unexpired permit. The Permittee is advised that section 373.239, F.S., and section 40A-2.331, F.A.C., are applicable to permit modifications.
24. The Permittee shall mitigate any harm caused by withdrawals or diversions permitted herein on legal water uses, offsite land use, and water resources and associated environmental features which existed at the time of permit application. The District reserves the right to curtail permitted withdrawal and diversion rates if the withdrawal or diversion causes harm to legal uses of water, offsite land use, or water resources and associated environmental features that existed at the time of permit application.

25. The Permittee shall not cause harmful saltwater intrusion. The District reserves the right to curtail permitted withdrawal rates if withdrawals cause harmful saline water intrusion.
26. The Permittee's consumptive use of water as authorized by this permit shall not reduce a flow or level below any minimum flow or level established by the District or the Department of Environmental Protection pursuant to Sections 373.042 and 373.0421, F.S. If the Permittee's use of water causes or contributes to such a reduction, then the District shall revoke the permit, in whole or in part, unless the Permittee implements all provisions applicable to the Permittee's use in a District-approved recovery or prevention strategy.
27. The Permittee shall mitigate any harm caused by withdrawals or diversions permitted herein on legal uses, offsite land use, and water resources and associated environmental features which existed at the time of permit application. Mitigation may include modification of the Permittee's pumping schedule (i.e., duration, withdrawal rates, time of day, etc.), the lowering of the affected pump(s) or the replacement of the well(s) including proper plugging and abandonment of the well(s) that is replaced. The Permittee, upon receipt of an allegation of interference, shall retain the services of an appropriate licensed professional to investigate the alleged interference. The Permittee shall ensure their chosen professional investigates any alleged interference within 48 hours of the allegation being made and provides the conclusions of the investigation to the entity alleging the impact within 72 hours of the allegation being made. If it is determined that the use of a well has been impaired as a result of the Permittee's operation, the Permittee shall complete the required mitigation within 30 days. The Permittee shall be responsible for the payment of services rendered by the licensed professional. The Permittee, within 30 days of any allegation of interference, shall submit a report to the District including the date of the allegation, the name and contact information of the party making the allegation, the result of the investigation made, and any mitigation action undertaken.

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Resolution Delegating Duties

DATE: April 5, 2016

Summary

The attached resolution delegates specific powers and duties of the Governing Board to the Executive Director for the District's regulatory activities, i.e. permitting and orders of enforcement. The Executive Director may further delegate some of the powers and duties to other District staff. The resolution also reserves certain authority to the Governing Board, as required by statute, i.e. issuance of large water use permits, denials of permits, and denials of variances.

This resolution withdraws past delegations and consolidates them into a single document for the Agency Organization and Operation Statement required by Rule 28-101.001, F.A.C. The delegated powers and duties within this resolution reflect current operations of the District's Division of Regulatory Services.

Recommendation

It is the recommendation of District staff and District legal counsel that the Governing Board approve the attached resolution and enter it into the records of the District.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

RESOLUTION NO. _____

RESOLUTION OF THE NORTHWEST FLORIDA WATER
MANAGEMENT DISTRICT GOVERNING BOARD
DELEGATING DUTIES PURSUANT TO SECTION 373.083,
FLORIDA STATUTES

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

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

WHEREAS, the GOVERNING BOARD is vested with certain powers and duties as provided in Section 373.083, Florida Statutes, and delegated certain powers and duties pursuant to Section 373.308, Florida Statutes; and,

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

WHEREAS, pursuant to Section 373.079(4)(a), Florida Statutes, the GOVERNING BOARD shall delegate to the Executive Director all of its authority to take final action on permit applications under Part IV of Chapter 373, Florida Statutes, or petitions for variances or waivers of permitting requirements under Part IV of Chapter 373, Florida Statutes; and, the GOVERNING BOARD must provide a process for referring a denial of such application or petition to the GOVERNING BOARD for the purpose of taking final action; and,

WHEREAS, the GOVERNING BOARD has previously delegated certain powers and duties to its Executive Director and other DISTRICT staff within the Division of Regulatory Services; and,

WHEREAS, the GOVERNING BOARD has determined that, in order to clarify and consolidate its delegations of powers and duties, it is in the best interest of the DISTRICT to withdraw such past delegations and replace them with the delegations set forth herein; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Northwest Florida Water Management District hereby delegates powers and duties as follows:

1. The above recitals are incorporated herein as a part hereof.
2. Issuance of permits, under Chapters 40A-6, 40A-44, and 62-330, F.A.C., is delegated to the Executive Director pursuant to Section 373.079(4)(a), Florida Statutes.
3. Issuance of permit application denials, under Chapters 40A-6, 40A-44, and 62-330, F.A.C., is not delegated, but remains solely reserved to the GOVERNING BOARD.
4. Issuance of water use permits, under Chapter 40A-2, F.A.C., less than one million gallons average daily use is delegated to the Executive Director.
5. Issuance of water use permit application denials and permits equal to or greater than one million gallons average daily use, under Chapter 40A-2, F.A.C., is not delegated, but remains solely reserved to the GOVERNING BOARD.
6. Issuance of water well permits, under Chapter 40A-3, F.A.C.; exemptions under Section 373.326, Florida Statutes; and water well contractor licenses, under Chapter 62-531, F.A.C., is delegated to the Executive Director.
7. Issuance of approval of petitions for variances, emergency variances, and waivers from Chapters 40A-1, 40A-2, 40A-3, 40A-6, 40A-44, 62-330, 62-531, and 62-532, F.A.C., shall be administered in accordance with Section 120.542, Florida Statutes, and Section 40A-1.1003, F.A.C., and is delegated to the Executive Director.
8. Issuance of denials of petitions for variances or waivers of permitting requirements under Part IV of Chapter 373, Florida Statutes, is not delegated, but remains solely reserved to the GOVERNING BOARD.
9. Emergency authorizations for Part IV under Section 373.439, Florida Statutes, are delegated to the Executive Director.
10. Issuance of orders to implement or enforce any provisions of Chapter 373, Florida Statutes, or regulations thereunder is delegated to the Executive Director.

PASSED AND ADOPTED ON MOTION, SECOND AND AN AFFIRMATIVE VOTE OF
NOT LESS THAN SIX MEMBERS (TWO-THIRDS OF THE TOTAL MEMBERSHIP) OF
THE GOVERNING BOARD, THIS _____ DAY OF _____, 2016.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
BY ITS GOVERNING BOARD

George Roberts, Chair

ATTEST:

John Alter, Secretary/Treasurer



Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

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

Phone: (850) 539-5999 • Fax: (850) 539-2777

Florida Statutes citations

373.069 F.S. Creation of water management districts.

- (1) At 11:59 p.m. on December 31, 1976, the state shall be divided into the following water management districts:
 - (a) Northwest Florida Water Management District.
 - (b) Suwannee River Water Management District.
 - (c) St. Johns River Water Management District.
 - (d) Southwest Florida Water Management District.
 - (e) South Florida Water Management District.
- (2) Notwithstanding the provisions of any other special or general act to the contrary, the boundaries of the respective districts named in subsection (1) shall include the areas within the following boundaries:
 - (a) Northwest Florida Water Management District.—Begin at the point where the section line between Sections 26 and 27, Township 4 South, Range 3 East intersects the Gulf of Mexico; thence north along the section line to the northwest corner of Section 2, Township 1 South, Range 3 East; thence east along the Tallahassee Base Line to the southeast corner of Section 36, Township 1 North, Range 4 East; thence north along the range line to the northwest corner of Section 6, Township 1 North, Range 5 East; thence east along the township line to the southeast corner of Section 36, Township 2 North, Range 5 East; thence north along the range line to the northeast corner of Section 24, Township 2 North, Range 5 East; thence west along the section line to the southwest corner of the east 1/2 of Section 13, Township 2 North, Range 5 East; thence north to the northwest corner of the east 1/2 of Section 13, Township 2 North, Range 5 East; thence east along the section line to the southeast corner of Section 12, Township 2 North, Range 5 East; thence north along the range line to the northeast corner of Section 24, Township 3 North, Range 5 East; thence west along the Watson Line to the southwest corner of Lot Number 168; thence north along the line between Lot Numbers 168 and 169, 154 and 155 to the Georgia line; thence westward along the Georgia-Florida line to the intersection of the south boundary of the State of Alabama; thence west along the Alabama-Florida line to the intersection of the northwest corner Alabama-Florida Boundary; thence south along the Alabama-Florida line to the Gulf of Mexico; thence east along the Gulf of Mexico, including the waters of said Gulf within the jurisdiction of the State of Florida, to the Point of Beginning.

373.073 F.S. Governing board.

- (1)(a) The governing board of each water management district shall be composed of 9 members who shall reside within the district, except that the Southwest Florida Water Management District shall be composed of 13 members who shall reside within the district. Members of the governing boards shall be appointed by the Governor, subject to confirmation by the Senate at the next regular session of the Legislature, and the refusal or failure of the Senate to confirm an appointment creates a vacancy in the office to which the appointment was made. The term of office for a governing board member is 4 years and commences on March 2 of the year in which the appointment is made and terminates on March 1 of the fourth calendar year of the term or may continue until a successor is appointed, but not more than 180 days. Terms of office of governing board members shall be staggered to help maintain consistency and continuity in the exercise of governing board duties and to minimize disruption in district operations.
- (b) Commencing January 1, 2011, the Governor shall appoint the following number of governing board members in each year of the Governor's 4-year term of office:
 1. In the first year of the Governor's term of office, the Governor shall appoint four members to the governing board of the Southwest Florida Water Management District and appoint three members to the governing board of each other district.
 2. In the second year of the Governor's term of office, the Governor shall appoint three members to the governing board of the Southwest Florida Water Management District and two members to the governing board of each other district.
 3. In the third year of the Governor's term of office, the Governor shall appoint three members to the governing board of the Southwest Florida Water Management District and two members to the governing board of each other district.

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JOHN W. ALTER
Secretary-Treasurer
Malone

GUS ANDREWS
DeFuniak Springs

JON COSTELLO
Tallahassee

MARC DUNBAR
Tallahassee

TED EVERETT
Chipley

NICK PATRONIS
Panama City Beach

BO SPRING
Port St. Joe

4. In the fourth year of the Governor's term of office, the Governor shall appoint three members to the governing board of the Southwest Florida Water Management District and two members to the governing board of each other district.

For any governing board vacancy that occurs before the date scheduled for the office to be filled under this paragraph, the Governor shall appoint a person meeting residency requirements of subsection (2) for a term that will expire on the date scheduled for the term of that office to terminate under this subsection. In addition to the residency requirements for the governing boards as provided by subsection (2), the Governor shall consider appointing governing board members to represent an equitable cross-section of regional interests and technical expertise.

(2) Membership on governing boards shall be selected from candidates who have significant experience in one or more of the following areas, including, but not limited to: agriculture, the development industry, local government, government-owned or privately owned water utilities, law, civil engineering, environmental science, hydrology, accounting, or financial businesses. Notwithstanding the provisions of any other general or special law to the contrary, vacancies in the governing boards of the water management districts shall be filled according to the following residency requirements, representing areas designated by the United States Water Resources Council in United States Geological Survey, River Basin and Hydrological Unit Map of Florida—1975, Map Series No. 72:

(a) Northwest Florida Water Management District:

1. One member shall reside in the area generally designated as the "Perdido River Basin-Perdido Bay Coastal Area-Lower Conecuh River-Escambia River Basin" hydrologic units and that portion of the "Escambia Bay Coastal Area" hydrologic unit which lies west of Pensacola Bay and Escambia Bay.
2. One member shall reside in the area generally designated as the "Blackwater River Basin-Yellow River Basin-Choctawhatchee Bay Coastal Area" hydrologic units and that portion of the "Escambia Bay Coastal Area" hydrologic unit which lies east of Pensacola Bay and Escambia Bay.
3. One member shall reside in the area generally designated as the "Choctawhatchee River Basin-St. Andrews Bay Coastal Area" hydrologic units.
4. One member shall reside in the area generally designated as the "Lower Chattahoochee-Apalachicola River-Chipola River Basin-Coastal Area between Ochlockonee River Apalachicola Rivers-Apalachicola Bay coastal area and offshore islands" hydrologic units.
5. One member shall reside in the area generally designated as the "Ochlockonee River Basin-St. Marks and Wakulla Rivers and coastal area between Aucilla and Ochlockonee River Basin" hydrologic units.
6. Four members shall be appointed at large, except that no county shall have more than two members on the governing board.

Section 373.079(4) Florida Statutes (F.S.)

4) The governing board of the district shall employ:

(a) An executive director, ombudsman, and such engineers, other professional persons, and other personnel and assistants as it deems necessary and under such terms and conditions as it may determine and to terminate such employment. The appointment of an executive director by the governing board is subject to approval by the Governor and must be initially confirmed by the Senate. The governing board may delegate all or part of its authority under this paragraph to the executive director. However, the governing board shall delegate to the executive director all of its authority to take final action on permit applications under part IV or petitions for variances or waivers of permitting requirements under part IV. The executive director may execute such delegated authority through designated staff members. Such delegations shall not be subject to the rulemaking requirements of chapter 120. The governing board must provide a process for referring a denial of such application or petition to the governing board for the purpose of taking final action. The executive director must be confirmed by the Senate upon employment and must be confirmed or reconfirmed by the Senate during the second regular session of the Legislature following a gubernatorial election.

Section 373.083 F.S.

General powers and duties of the governing board.—In addition to other powers and duties allowed it by law, the governing board is authorized to:

- (1) Contract with public agencies, private corporations, or other persons; sue and be sued; and appoint and remove agents and employees, including specialists and consultants.
- (2) Issue orders to implement or enforce any of the provisions of this chapter or regulations thereunder.
- (3) Make surveys and investigations of the water supply and resources of the district and cooperate with other governmental agencies in similar activities.
- (4) Solicit and accept donations or grants of funds or services from both public and private sources for the planning and implementation of district undertakings and delegations, including, but not limited to, projects, programs, works, and studies.

(5) Execute any of the powers, duties, and functions vested in the governing board through a member, the executive director, or other district staff as designated by the governing board. The governing board may establish the scope and terms of any delegation, and no delegation shall be subject to the rulemaking requirements of chapter 120. However, if the governing board delegates to the executive director its authority to take final action on permit applications under part II or petitions for variances or waivers of permitting requirements under part II, the executive director may execute such delegated authority through designated staff. However, the governing board must provide a process for referring a denial of such application or petition to the governing board for the purpose of taking final action. The authority to delegate under this subsection is supplemental to any other provision of this chapter granting authority to the governing board to delegate specific powers, duties, or functions.

Section 373.308, F.S. Implementation of programs for regulating water wells.

- (1) The department shall authorize the governing board of a water management district to implement a program for the issuance of permits for the location, construction, repair, and abandonment of water wells. Upon authorization from the department, issuance of well permits will be the sole responsibility of the water management district, delegated local government, or local county health department. Other local governmental entities may not impose additional or duplicate requirements or fees or establish a separate program for the permitting of the location, abandonment, boring, or other activities reasonably associated with the installation and abandonment of a groundwater well.
- (2) The department shall authorize the governing board of a water management district to exercise any power authorized to be exercised by the department under ss. 373.309, 373.313, 373.316, 373.319, 373.323, 373.329, and 373.333 and shall encourage the district to fully exercise such powers as soon as practicable.
- (3) Delegations pursuant to subsections (1) and (2) and ss. 373.323 and 373.333 may be rescinded only if the secretary determines that such delegations are not being carried out in accordance with the rules of the department.
- (4) Notwithstanding the provision in this section for delegation of authority to a water management district, the department may prescribe minimum standards for the location, construction, repair, and abandonment of water wells throughout all or parts of the state, as may be determined by the department.

Section 373.326 F.S. Exemptions.

- (1) When the water management district finds that compliance with all requirements of this part would result in undue hardship, an exemption from any one or more such requirements may be granted by the water management district to the extent necessary to ameliorate such undue hardship and to the extent such exemption can be granted without impairing the intent and purpose of this part.
- (2) Nothing in this part shall prevent a person who has not obtained a license pursuant to s. 373.323 from constructing a well that is 2 inches or under in diameter, on the person's own or leased property, intended for use only in a single-family house which is his or her residence, or intended for use only for farming purposes on the person's farm, and when the waters to be produced are not intended for use by the public or any residence other than his or her own, provided that such person complies with all local and state rules and regulations relating to the construction of water wells.
- (3) A permit may not be required under this part for any well authorized pursuant to ss. 403.061 and 403.087 under the State Underground Injection Control Program identified in chapter 62-528, Florida Administrative Code, as Class I, Class II, Class III, Class IV, or Class V Groups 2-9. However, such wells must be constructed by persons who have obtained a license pursuant to s. 373.323 as otherwise required by law.

Section 373.439 F.S. Emergency measures.

- (1) The executive director, with the concurrence of the governing board, or the department shall immediately employ any remedial means to protect life and property if either:
 - (a) The condition of any stormwater management system, dam, impoundment, reservoir, appurtenant work, or works is so dangerous to the safety of life or property as not to permit time for the issuance and enforcement of an order relative to maintenance or operation.
 - (b) Passing or imminent floods threaten the safety of any stormwater management system, dam, impoundment, reservoir, appurtenant work, or works.
- (2) In applying the emergency measures provided for in this section, the executive director or the Department of Environmental Protection may in an emergency do any of the following:
 - (a) Lower the water level by releasing water from any impoundment or reservoir.
 - (b) Completely empty the impoundment or reservoir.
 - (c) Take such other steps as may be essential to safeguard life and property.

- (3) The executive director or the Department of Environmental Protection shall continue in full charge and control of such stormwater management system, dam, impoundment, reservoir, and its appurtenant works until they are rendered safe or the emergency occasioning the action has ceased.

Section 120.542 F.S. Variances and waivers.

- (1) Strict application of uniformly applicable rule requirements can lead to unreasonable, unfair, and unintended results in particular instances. The Legislature finds that it is appropriate in such cases to adopt a procedure for agencies to provide relief to persons subject to regulation. A public employee is not a person subject to regulation under this section for the purpose of petitioning for a variance or waiver to a rule that affects that public employee in his or her capacity as a public employee. Agencies are authorized to grant variances and waivers to requirements of their rules consistent with this section and with rules adopted under the authority of this section. An agency may limit the duration of any grant of a variance or waiver or otherwise impose conditions on the grant only to the extent necessary for the purpose of the underlying statute to be achieved. This section does not authorize agencies to grant variances or waivers to statutes or to rules required by the Federal Government for the agency's implementation or retention of any federally approved or delegated program, except as allowed by the program or when the variance or waiver is also approved by the appropriate agency of the Federal Government. This section is supplemental to, and does not abrogate, the variance and waiver provisions in any other statute.
- (2) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person and when application of a rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.

Florida Administrative Code citations

Chapter 40A-2.041 F.A.C. Florida Administrative Code (F.A.C.) Permits Required.

- (1) Unless expressly exempted by law or District rule, a water use permit must be obtained from the District prior to any use, withdrawal, or diversion of water.
- (2) The District issues water use permits in two forms, Individual Water Use Permits and General Water Use Permits. General Water Use Permits are issued by rule.
- (3) An individual permit is required for any use of water which is non-exempt and does not qualify for a General Water Use Permit by rule in accordance with Rule 40A-2.061, F.A.C.
- (4) Under certain circumstances, the District is authorized to issue a temporary water use permit pursuant to Section 373.244, F.S.
- (5) A water user shall obtain one permit for all withdrawals and diversions that are intended to serve contiguous property. Two or more properties represented by their owners to be separate properties shall be aggregated and treated as a single property for permitting purposes when the District determines that the properties are physically proximate and either (a) share the same withdrawal facilities and related infrastructure or (b) are operated as a common enterprise. However, when multiple use types, as defined in Rule 40A-2.501, F.A.C., are served by separate withdrawal facilities, the District is authorized to issue separate individual permits.

Chapter 40A-1.1003 F.A.C. Variance and Emergency Variance or Authorization Procedures.

Petitions for variances from District rules, including but not limited to Rules 40A-3.451, 40A-6.451, 40A-21.275 and 40A-44.451, F.A.C., that require immediate action and which comply with the variance petition requirements of Chapter 28-104, F.A.C., shall be temporarily acted upon by the Executive Director or his designee. Petitions acted upon by the Executive Director or his designee shall be presented to the Governing Board for concurrence, rejection or modification.

Chapter 40A-2.041 Permits Required for Water Use

- (1) Unless expressly exempted by law or District rule, a water use permit must be obtained from the District prior to any use, withdrawal, or diversion of water.

(2) The District issues water use permits in two forms, Individual Water Use Permits and General Water Use Permits. General Water Use Permits are issued by rule.

(3) An individual permit is required for any use of water which is non-exempt and does not qualify for a General Water Use Permit by rule in accordance with Rule 40A-2.061, F.A.C.) (*See below*)

Chapter 40A-2.061 General Water Use Permits by Rule.

(1) General Water Use Permit by Rule.

(a) The Board hereby grants a General Water Use Permit for all non-exempt, water uses of water that satisfy the following criteria:

1. Have a cumulative average annual daily withdrawal less than 100,000 gallons per day on an annual basis;
2. Are from facilities having a cumulative withdrawal capacity of less than 1,000,000 gallons per day;
3. Are from groundwater wells less than eight (8) inches in diameter;
4. Are from surface water facilities which have a cumulative intake diameter less than six (6) inches;
5. Are consistent with requirements of any applicable mandatory reuse zones; and
6. Are not within a Water Resource Caution Area or Area of Resource Concern as delineated in Rule 40A-2.902, F.A.C.

Chapter 40A-3.041 Water Well Construction Permits Required.

(1) Unless expressly exempted by Statute or District rule, a permit must be obtained from the District prior to construction, repair, or abandonment of a well and the well must be constructed, repaired, or abandoned by a licensed water well contractor. Any potable water well proposed within an area of ground water contamination, as delineated by the Department, will be permitted pursuant to Chapter 62-524, F.A.C.

(2) A permit to construct, repair, modify or abandon any water well meeting the provisions of Chapter 373, Part III, F.S., and Chapter 40A-3, F.A.C., will be issued by the Executive Director. However, if a permit request is considered for denial or a written objection is filed to the issuance of a permit, or the application is for the construction of an artificial recharge facility, then the application shall be processed in accordance with the applicable provisions of Rule 40A-1.203, F.A.C., and acted upon by the District's Governing Board.

Chapter 40A-6.041 Permit Required – Works of the District.

(1) Unless expressly exempted by these rules or by the statutes, a permit shall be required to connect to, withdraw water from, discharge water into, place construction within or across, or otherwise make use of a work of the District, or to remove any facility or otherwise terminate such activity.

Chapter 40A-44.041 Permits Required – Agricultural and Forestry Surface Water Management Projects

(1) Unless expressly exempted by law or District rule, a surface water management permit must be obtained, pursuant to this chapter, from the District to construct, alter, operate, maintain, or abandon any dam, impoundment, reservoir, appurtenant work or works associated with agricultural or forestry projects.

(2) The District issues four types of agricultural and forestry surface water management permits: general surface water management permits, letters of conceptual approval, individual surface water construction permits, and individual operation and maintenance permits.

(a) General Surface Water Management Permits. This permit provides for the construction, maintenance, and operation of a facility. A general permit is applicable for projects:

1. Within a watershed which contains less than 640 acres above (upstream of) the project's point of discharge, or
2. Which could impound water by a dam which is less than ten feet in height from the natural bed of the water course at the downstream toe of the barrier, as determined by the District, or which has an impounding capacity of less than fifty (50) acre-feet, and
3. Has either singly or cumulatively, a minimal adverse impact on the water resources of the District.

(b) Letters of Conceptual Approval. A letter of conceptual approval may be issued for surface water management projects associated with agricultural or forestry projects that are to be developed in phases. A letter of conceptual approval does not authorize any construction and requires the submittal of applications for each development phase of the project.

(c) Individual Surface Water Construction Permits. A permit is applicable for all projects which are not exempt, which are not eligible for a general permit, or which are not otherwise authorized activities pursuant to this chapter.

(d) Individual Operation and Maintenance Permits. A permit for operation and maintenance of any dam, impoundment, reservoir, appurtenant work or works is required for permitted projects under paragraph 40A-44.041(2)(c), F.A.C.

Chapter 62-330.010 Environmental Resource Permitting (ERP) Purpose and Implementation.

(1) This chapter, together with the rules and all documents it incorporates by reference, implements the comprehensive, statewide environmental resource permit (ERP) program under Section 373.4131, F.S.

(2) The ERP program governs the following: construction, alteration, operation, maintenance, repair, abandonment, and removal of stormwater management systems, dams, impoundments, reservoirs, appurtenant works, and works (including docks, piers, structures, dredging, and filling located in, on or over wetlands or other surface waters, as defined and delineated in Chapter 62-340, F.A.C.) (any one or a combination of these may be collectively referred to throughout this chapter as “projects” or “systems”).

(3) The responsibilities for implementing this chapter are described in Operating and Delegation Agreements between the Department of Environmental Protection (“Department”), the water management districts (“Districts”), and local governments (“delegated local governments”). The Agreements are incorporated by reference in Rule 62-113.100, F.A.C. The term “Agency” applies to the Department, a District, or a delegated local government, as applicable, throughout this chapter.

(4) This chapter is used in conjunction with an Applicant’s Handbook, in two volumes.....

Chapter 62-531.300 F.A.C. Application Requirements for Water Well Contractors.

(1) The Water Management Districts (Districts) shall accept applications for licensing as a water well contractor from any person who is at least 18 years of age, has knowledge of those rules adopted by the Department and the District which deal with the regulation of water wells, has at least two years experience in constructing, repairing, or abandoning wells, and has taken and completed a minimum of 12 approved coursework hours earned in the two-year period directly preceding the last day (July 31st) of the biennial renewal cycle.

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: April 5, 2016

There are no matters currently pending in court in which the District is a party.