

**Northwest Florida Water Management District
Governing Board Meeting Minutes
Thursday, May 12, 2022
32 Forbes Street
Apalachicola, Florida 32320**

1. Opening Ceremonies

Called to order at 1:13 p.m.

Savannah Shell called the roll and a quorum was declared present.

Present: George Roberts, Chair; Jerry Pate, Vice Chair; Nick Patronis, Secretary-Treasurer; John Alter; Gus Andrews; Kellie Ralston

Absent: Anna Upton

2. Special Thanks and Recognition

None.

3. Changes to the Agenda

None.

4. Approval of the Minutes for April 14, 2022

MOTIONED BY JOHN ALTER, SECONDED BY GUS ANDREWS, THAT THE GOVERNING BOARD APPROVE THE MINUTES FOR APRIL 14, 2022. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

5. Approval of the Financial Reports for the Month of March 2022

MOTIONED BY GUS ANDREWS, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD APPROVE THE FINANCIAL REPORTS FOR THE MONTH OF MARCH 2022. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

6. Consideration of Acceptance of the Audited Financial Statements for Fiscal Year 2020-2021

MOTIONED BY GUS ANDREWS, SECONDED BY JOHN ALTER, THAT THE GOVERNING BOARD ACCEPT THE DISTRICT'S SEPTEMBER 30, 2021, AUDITED FINANCIAL STATEMENTS AS PRESENTED. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

7. Consideration of Amendment No. 3 to the Fiscal Year 2021-2022 Budget

MOTIONED BY JERRY PATE, SECONDED BY JOHN ALTER, THAT THE GOVERNING BOARD APPROVE RESOLUTION NO. 904 AMENDING THE FISCAL YEAR 2021-2022 BUDGET AND ALLOW STAFF TO REALIGN REVENUES AND RESERVES TO MAINTAIN THE PROPER BALANCE IN EACH FUND. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

8. Consideration of Amendment No. 4 to the Fiscal Year 2021-2022 Budget Adjusting Beginning Fund Balances

MOTIONED BY JERRY PATE, SECONDED BY GUS ANDREWS, THAT THE GOVERNING BOARD APPROVE AMENDMENT NO. 4 TO THE FISCAL YEAR 2021-2022 BUDGET ADJUSTING FUND BALANCES. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

9. Consideration of Fiscal Year 2022-23 Annual Work Plan and Budget for the Sand Hill Lakes Mitigation Bank Cooperative Management Agreement

MOTIONED BY JOHN ALTER, SECONDED BY JERRY PATE, THAT THE GOVERNING BOARD APPROVE THE FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION FISCAL YEAR 2022-23 ANNUAL WORK PLAN AND BUDGET FOR THE SAND HILL LAKES MITIGATION BANK COOPERATIVE MANAGEMENT AGREEMENT, SUBJECT TO APPROVAL OF THE DISTRICT'S FISCAL YEAR 2022-23 BUDGET IN SEPTEMBER 2022. NO PUBLIC COMMENT WAS GIVEN. MOTION CARRIED.

10. Legal Counsel Report

Bill Horgan provided a status update on the case referenced below.

Northwest Florida Water Management District, Plaintiff, vs. GHD Construction Services, Inc., Defendant, Walton County Circuit Court Case No. 21CA137

Meeting was adjourned at 1:38 p.m.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending April 30, 2022

Balance Forward - Operating Funds		\$41,934,150.01	
Operating Funds Received in current month:			
Revenue Receipts, Current	\$233,846.29		
Contracts Receivable	389,966.94		
Other Deposits/Refunds/Adjustments	29,114.65		
Transfers from Lands Accounts	0.00		
Total Deposits during month		<u>652,927.88</u>	
Total Deposits and Balance Forward			\$ 42,587,077.89
Disbursements:			
Employee Salaries		433,547.15	
Employee Benefits		230,720.87	
Employee Flexible Spending Account		0.00	
Contractual Services (Professional)		441,110.69	
Operating Expenses - Services		99,136.64	
Operating Expenses - Commodities		107,747.99	
Operating Capital Outlay		6,884.00	
Grants and Aids		<u>218,438.93</u>	
Total Operating Expenses during month		1,537,586.27	
Payables, Prior Year		0.00	
Other Disbursements or (Credits)		<u>16,662.30</u>	
Total Funds Disbursed by check during month		1,554,248.57	
Bank Debits (Fees, Deposit Slips, etc.)		0.00	
Transfer to Land Acquisition Account		<u>0.00</u>	
Total Funds Disbursed			<u>1,554,248.57</u>
Cash Balance Operating Funds at month end			\$ 41,032,829.32
Operating Depositories:			
Petty Cash Fund		250.25	
General Fund Checking		1,014,127.49	
Payroll Account		6,000.00	
Passthrough (EFT) Account		0.00	
Investment Accounts @ 0.45%			
General Fund		19,398,365.33	
Lands Fee Fund		4,714,168.00	
Ecosystem TF		72,001.45	
Water Prot. & Sust. Program TF		100,366.75	
Okaloosa Regional Reuse		1,133,122.72	
Mitigation Fund		<u>14,594,427.33</u>	
Total Operating Depositories at month end	\$	41,032,829.32	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
Financial Report
Summary Statement of Receipts, Disbursements & Cash Balances
For Month Ending April 30, 2022

Land Acquisition Funds:

Fla. Board of Administration @ 0.45%	\$	300,686.85	
Total Land Acquisition Funds			300,686.85

Restricted Management Funds:

Fla. Board of Administration Phipps Land Management Account @ 0.45%		42,023.72	
--	--	-----------	--

Fla. Board of Administration Cypress Springs R&M Account @ 0.45%		<u>842,317.68</u>	
---	--	-------------------	--

Total Restricted Land Management Funds			<u>884,341.40</u>
--	--	--	-------------------

Total Land Acquisition, and Restricted Management Funds			<u>1,185,028.25</u>
--	--	--	---------------------

TOTAL OPERATING, LAND ACQUISITION, & RESTRICTED FUNDS AT MONTH END			<u>\$ 42,217,857.57</u>
---	--	--	-------------------------

Approved: _____
Chairman or Executive Director

Date: June 9, 2022

Northwest Florida Water Management District
Statement of Sources and Uses of Funds
For the Period ending April 30, 2022
(Unaudited)

	Current Budget	Actuals Through 4/30/2022	Variance (under)/Over Budget	Actuals As A % of Budget
Sources				
Ad Valorem Property Taxes	\$ 3,687,899	\$ 3,401,554	\$ (286,345)	92%
Intergovernmental Revenues	100,724,148	1,170,447	(99,553,701)	1%
Interest on Invested Funds	48,500	41,628	(6,872)	86%
License and Permit Fees	537,000	453,790	(83,210)	85%
Other	1,708,690	326,608	(1,382,082)	19%
Fund Balance	29,493,951		(29,493,951)	0%
Total Sources	\$ 136,200,188	\$ 5,394,028	\$ (130,806,160)	4%

	Current Budget	Expenditures	Encumbrances ¹	Available Budget	%Expended	%Obligated ²
Uses						
Water Resources Planning and Monitoring	\$ 6,905,619	\$ 1,673,456	\$ 1,300,288	\$ 3,931,876	24%	43%
Acquisition, Restoration and Public Works	90,077,188	2,919,047	33,049,081	54,109,060	3%	40%
Operation and Maintenance of Lands and Works	6,914,154	2,499,989	2,657,434	1,756,731	36%	75%
Regulation	3,988,739	1,860,221	184,938	1,943,580	47%	51%
Outreach	138,511	76,376	934	61,201	55%	56%
Management and Administration	2,103,918	1,132,805	84,786	886,328	54%	58%
Total Uses	\$ 110,128,129	\$ 10,161,894	\$ 37,277,460	\$ 62,688,776	9%	43%
Reserves	26,072,059			26,072,059	0%	0%
Total Uses and Reserves	\$ 136,200,188	\$ 10,161,894	\$ 37,277,460	\$ 88,760,835	7%	35%

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 April 30, 2022, and covers the interim period since the most recent audited financial statements.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
SCHEDULE OF DISBURSEMENTS
GENERAL FUND
APRIL 2022

CHECKS	04/07/2022	\$	89,408.90
ACH TRANSFERS	04/08/2022		128,834.50
DIRECT DISBURSMENT	04/08/2022		66,887.43
CHECKS	04/14/2022		192,162.46
ACH TRANSFERS	04/15/2022		41,239.51
CHECKS	04/21/2022		89,945.49
ACH TRANSFERS	04/22/2022		126,508.91
DIRECT DISBURSEMENT	04/22/2022		7,119.56
VOICED CHECKS	04/26/2022		-20,750.00
CHECKS	04/28/2022		100,557.74
ACH TRANSFERS	04/29/2022		221,345.76
RETIREMENT	04/01/2022		67,976.26
		\$	<u>1,111,236.52</u>

Chairman or Executive Director

June 9, 2022

Date

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
ACCOUNTS PAYABLE DISBURSEMENTS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5843	AQUATIC INFORMATICS INC	04/07/2022	58,571.18	AQUARIUS SAAS RENEWAL
3586	ATTACK-ONE FIRE MANAGEMENT SVCS, INC	04/07/2022	11,466.00	HOSTING & MAINTAINING DIST WEB
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	04/07/2022	719.00	MEDICARE
5851	BRELAND HOMES COASTAL, LLC	04/07/2022	100.00	P303889 BRELAND HOMES EPERMIT
5851	BRELAND HOMES COASTAL, LLC	04/07/2022	100.00	P303976 BRELAND HOMES EPERMIT
5851	BRELAND HOMES COASTAL, LLC	04/07/2022	100.00	P304073 BRELAND HOMES EPERMIT
5846	CATALYST DEVELOPMENT PARTNERS II, LLC	04/07/2022	100.00	P304139 EPERMIT DISCOUNT REFUN
5837	COLOG, INC	04/07/2022	2,868.00	VIDEO LOG MONITOR WELL
4748	EAST MILTON WATER SYSTEM	04/07/2022	10.00	WATER - MILTON OFFICE
2701	FLORIDA MUNICIPAL INSURANCE TRUST	04/07/2022	353.00	WC FINAL AUDIT FY20-21
5790	GADSDEN COUNTY NEWS CORP	04/07/2022	78.75	LEGAL ADS-WATER USE PERMITS
5790	GADSDEN COUNTY NEWS CORP	04/07/2022	78.75	LEGAL ADS-WATER USE PERMITS
5847	GARDEN STREET COMMUNITIES LLC	04/07/2022	100.00	P304136-1 EPERMIT DISCOUNT REF
3193	INSURANCE INFORMATION EXCHANGE	04/07/2022	95.35	BACKGROUND SCREENING
666	JEFFERSON COUNTY PROPERTY APPRAISER	04/07/2022	216.76	3RD QTR FY21-22
4832	SUN LIFE FINANCIAL	04/07/2022	80.10	PREPAID DENTAL
4832	SUN LIFE FINANCIAL	04/07/2022	5,696.30	DENTAL
4834	SUN LIFE FINANCIAL	04/07/2022	77.38	EMPLOYEE ASSISTANCE PROGRAM
4834	SUN LIFE FINANCIAL	04/07/2022	929.46	LIFE INSURANCE
4834	SUN LIFE FINANCIAL	04/07/2022	3,131.06	VOL LIFE
4833	SUN LIFE FINANCIAL	04/07/2022	1,055.26	VOL LTD
5250	SUN LIFE FINANCIAL - VISION	04/07/2022	593.94	VISION
5801	TALQUIN PORTABLE RESTROOMS, INC	04/07/2022	170.00	ADA PORTABLE TOILET FOR REVELL
75	WALTON COUNTY PROPERTY APPRAISER	04/07/2022	2,338.46	3RD QTR FY21-22
4626	WASTE PRO OF FLORIDA, INC	04/07/2022	174.15	SOLID WASTE - HQ
4626	WASTE PRO OF FLORIDA, INC	04/07/2022	206.00	DUMPSTER FOR ECONFINA OFFICE A
TOTAL CHECKS			\$ 89,408.90	
3293	ANGUS G. ANDREWS, JR.	04/08/2022	8,125.00	DFO LEASE AGREEMENT - CONTRACT
1617	CAPITAL HEALTH PLAN	04/08/2022	87,482.80	MEDICAL INSURANCE
45	DMS	04/08/2022	656.22	DEFUNIAK LOCAL
45	DMS	04/08/2022	1,965.40	DEFUNIAK ETHERNET AND LONG DISTANCE
45	DMS	04/08/2022	5.28	CONFERENCE CALLS
45	DMS	04/08/2022	1,537.11	HQ LOCAL
45	DMS	04/08/2022	18.92	HQ LONG DISTANCE
45	DMS	04/08/2022	93.12	MILTON LOCAL
45	DMS	04/08/2022	0.74	MILTON LONG DISTANCE
45	DMS	04/08/2022	19.00	AIRCARDS AND HOTSPOTS

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
ACCOUNTS PAYABLE DISBURSEMENTS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
45	DMS	04/08/2022	9,574.12	HQ ETHERNET
45	DMS	04/08/2022	18.39	AIRCARDS AND HOTSPOTS
2702	FISH AND WILDLIFE	04/08/2022	1,476.34	LAW ENFORCEMENT - CONTRACT NO.
5813	GARBOLOGIST LLC	04/08/2022	950.00	RENTAL/SERVICE OF PORTABLE & C
5813	GARBOLOGIST LLC	04/08/2022	465.00	RENTAL/SERVICE OF PORTABLE & C
3078	GEORGIA-FLORIDA BURGLAR ALARM CO, INC	04/08/2022	1,710.00	HQ MONITORING AND MAINTENANCE
5368	KOUNTRY RENTAL NWF, INC.	04/08/2022	7,855.00	SERVICE FOR PORTABLE TOILETS-C
76	LEON COUNTY PROPERTY APPRAISER	04/08/2022	2,259.38	3RD QTR FY21-22
5227	MAC'S AUTO SERVICE	04/08/2022	464.35	SERVICE TO WMD 0005 - 2016 FOR
4368	PROFESSIONAL HEALTH EXAMINERS	04/08/2022	100.00	LABORATORY TESTING
5614	ZACHARY J. SELLERS	04/08/2022	925.00	DFO JANITORIAL SERVICES
5651	SGS TECHNOLOGIE, LLC	04/08/2022	373.33	HOSTING & MAINTAINING DIST WEB
5060	EXTREME LOGISTICS GULF COAST, LLC	04/08/2022	290.00	PORTABLE AND COMPOST TOILETS
5060	EXTREME LOGISTICS GULF COAST, LLC	04/08/2022	170.00	PORTABLE AND COMPOST TOILETS
5060	EXTREME LOGISTICS GULF COAST, LLC	04/08/2022	530.00	PORTABLE AND COMPOST TOILETS
5060	EXTREME LOGISTICS GULF COAST, LLC	04/08/2022	290.00	PORTABLE AND COMPOST TOILETS
5060	EXTREME LOGISTICS GULF COAST, LLC	04/08/2022	170.00	PORTABLE AND COMPOST TOILETS
5060	EXTREME LOGISTICS GULF COAST, LLC	04/08/2022	340.00	PORTABLE AND COMPOST TOILETS
5060	EXTREME LOGISTICS GULF COAST, LLC	04/08/2022	290.00	PORTABLE AND COMPOST TOILETS
5060	EXTREME LOGISTICS GULF COAST, LLC	04/08/2022	340.00	PORTABLE AND COMPOST TOILETS
5060	EXTREME LOGISTICS GULF COAST, LLC	04/08/2022	170.00	PORTABLE AND COMPOST TOILETS
5060	EXTREME LOGISTICS GULF COAST, LLC	04/08/2022	170.00	PORTABLE AND COMPOST TOILETS
TOTAL ACH TRANSFERS			\$ 128,834.50	
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	04/08/2022	2,714.77	RETIREE INSURANCE
1616	BLUE CROSS/BLUE SHIELD OF FLORIDA	04/08/2022	63,482.66	EMPLOYEE MEDICAL INSURANCE
5707	REFUND PAYEEZY	04/08/2022	90.00	REFUND FOR OVERPAYMENT FOR PER
5707	REFUND PAYEEZY	04/08/2022	180.00	MELISSA BARRIOS P8929-2 OVERPM
5707	REFUND PAYEEZY	04/08/2022	100.00	JOSEY WALKER P304231 EPERMIT D
5707	REFUND PAYEEZY	04/08/2022	320.00	JAMES SLOININA P304265 WITHDRA
TOTAL DIRECT DISBURSEMENTS			\$ 66,887.43	
TOTAL AP			\$ 285,130.83	
5151	ARDAMAN AND ASSOCIATES, INC.	04/14/2022	6,884.00	GEOTECH SERVICES CYPRESS SPRIN
5859	CALVIN WILLIAMS	04/14/2022	7,245.00	AG BMP COST SHARE AGREEMENT

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
ACCOUNTS PAYABLE DISBURSEMENTS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	04/14/2022	896.00	LABORATORY ANALYSIS - ECONFINA
1859	FL DEPT. OF ENVIRONMENTAL PROTECTION	04/14/2022	4,372.80	LABORATORY ANALYSIS - GW QUALI
3424	MIDTOWN PRINT CO.	04/14/2022	25.00	BUSINESS CARDS-DENIG
3399	FLORIDA STORMWATER ASSOC., INC.	04/14/2022	840.00	CONFERENCE REGISTRATION FEE
916	FPL NORTHWEST FLORIDA	04/14/2022	459.92	MILTON ELECTRIC
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/14/2022	177.88	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/14/2022	299.72	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/14/2022	177.88	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/14/2022	94.38	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/14/2022	114.94	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/14/2022	183.48	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/14/2022	177.88	KONICA MINOLTA COPIER LEASE RE
698	KONICA MINOLTA BUSINESS SOLUTIONS USA	04/14/2022	167.36	KONICA MINOLTA COPIER LEASE RE
2299	LIBERTY COUNTY SOLID WASTE	04/14/2022	40.00	SOLID WASTE DUMPSTER - FL RIVER
5858	LUCIOUS WILLIAMS JR	04/14/2022	3,015.00	AG BMP COST SHARE AGREEMENT
4873	MAIN STREET AUTOMOTIVE, INC.	04/14/2022	71.64	MINOR REPAIRS FOR REG VEHICLES
5834	MOORE BASS CONSULTING, INC	04/14/2022	1,150.00	MOORE BASS CONSULTING/CALLIE A
5802	MURPHY CASSIDY DIESEL REPAIRS	04/14/2022	1,730.35	MAJOR REPAIR FOR WMD-96203
288	OKALOOSA CO. PROPERTY APPRAISER	04/14/2022	1,714.48	3RD QTR FY 21-22
5610	OKALOOSA-WALTON SECURITY & SURVEILLANCE	04/14/2022	75.00	DFO SECURITY
2663	PATIENTS FIRST LAKE ELLA MEDICAL CENTER, P.A.	04/14/2022	49.00	LABORATORY TESTING
5860	ROBERT E JACKSON	04/14/2022	6,885.00	AG BMP COST SHARE AGREEMENT
5857	ROOSEVELT WILLIAMS III	04/14/2022	9,900.00	AG BMP COST SHARE AGREEMENT
4924	ROWE DRILLING COMPANY, INC.	04/14/2022	115,060.00	MONITOR WELL CONSTRUCT & AQUIF
5861	SHEDRICK MCGRIF	04/14/2022	23,401.35	AG BMP COST SHARE AGREEMENT
110	TALQUIN ELECTRIC COOPERATIVE, INC.	04/14/2022	84.40	SECURITY LIGHTS - HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	04/14/2022	345.58	WATER/SEWER - HQ
110	TALQUIN ELECTRIC COOPERATIVE, INC.	04/14/2022	3,404.32	ELECTRIC - HQ
5737	TELECHECK SERVICES, INC.	04/14/2022	63.20	EPERMITTING FEES-TELECHECK
5737	TELECHECK SERVICES, INC.	04/14/2022	50.00	FEES FOR ONLINE PAYMENTS
5856	WENDELL H WILLIAMS	04/14/2022	3,006.90	AG BMP COST SHARE AGREEMENT
TOTAL CHECKS			\$ 192,162.46	
5749	DUMPSTER SERVICES LLC	04/15/2022	1,200.00	ROAD REPAIR MATERIALS
5749	DUMPSTER SERVICES LLC	04/15/2022	750.00	ROAD REPAIR MATERIALS
5749	DUMPSTER SERVICES LLC	04/15/2022	300.00	ROAD REPAIR MATERIALS
5749	DUMPSTER SERVICES LLC	04/15/2022	1,200.00	LIMEROCK FOR ROAD REPAIRS
5749	DUMPSTER SERVICES LLC	04/15/2022	150.00	ROAD REPAIR MATERIALS

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
ACCOUNTS PAYABLE DISBURSEMENTS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
5749	DUMPSTER SERVICES LLC	04/15/2022	1,200.00	LIMEROCK FOR ROAD REPAIRS
4855	ENVIRON SERVICES INCORPORATED	04/15/2022	2,079.17	JANITORIAL SERVICES FOR HQ
3942	A & W VENTURES, L.C.	04/15/2022	225.00	PORTABLE HANDICAPPED TOILET FO
1695	JAMES MOORE & COMPANY	04/15/2022	9,000.00	INDEPENDANT AUDITOR SERVICES
1695	JAMES MOORE & COMPANY	04/15/2022	2,500.00	PREPARE GASB 87 REPORTS FOR FI
5146	MICHAEL CORRIE MANNION	04/15/2022	8,500.80	STAFF AUGMENTATION FOR CUSTOM
3813	PENNINGTON, P.A.	04/15/2022	8,590.35	LEGAL COUNSEL
3813	PENNINGTON, P.A.	04/15/2022	75.00	TITLE SEARCH
4091	THE SHOE BOX	04/15/2022	391.74	UNIFORMS FOR RMD STAFF
4091	THE SHOE BOX	04/15/2022	193.80	CLOTHING ORDER-REG
4799	STAPLES CONTRACT & COMMERCIAL, INC.	04/15/2022	145.20	OFFICE SUPPLIES
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	04/15/2022	4,481.90	RECREATION SITE CLEAN UP AND M
4955	TERRY'S HOME & LAWN MAINTENANCE, INC.	04/15/2022	200.00	JANITORIAL SERVICES FOR THE MI
5218	WAGEWORKS, INC.	04/15/2022	56.55	COBRA ADMINISTRATION
TOTAL ACH TRANSFERS			\$ 41,239.51	
TOTAL AP			\$ 233,401.97	
2992	BANK OF AMERICA	04/21/2022	449.43	ONLINE ACCESS TO BANK ACCOUNT
2992	BANK OF AMERICA	04/21/2022	1,030.25	MAR 2022 ANALYSIS STATEMENT
2924	BAY COUNTY HEALTH DEPARTMENT	04/21/2022	190.00	LIMITED USE WATER PERMIT FOR
771	CITY OF MARIANNA	04/21/2022	58,778.00	TARA ESTATES SEWER PROJECT
4676	CITY OF MILTON FLORIDA	04/21/2022	76.13	DUMPSTER SERVICE
4676	CITY OF MILTON FLORIDA	04/21/2022	21.81	SEWER MILTON OFFICE
3289	CITY OF TALLAHASSEE	04/21/2022	42.19	LAKESHORE & I-10
2291	GULF COAST ELECTRIC COOPERATIVE, INC	04/21/2022	212.14	ELECTRIC SERVICE - EFO
1090	HR DIRECT	04/21/2022	84.99	REQUIRED FEDERAL AND STATE POS
1090	HR DIRECT	04/21/2022	84.99	REQUIRED FEDERAL AND STATE POS
1090	HR DIRECT	04/21/2022	84.99	REQUIRED FEDERAL AND STATE POS
1090	HR DIRECT	04/21/2022	84.99	REQUIRED FEDERAL AND STATE POS
1090	HR DIRECT	04/21/2022	84.99	REQUIRED FEDERAL AND STATE POS
1090	HR DIRECT	04/21/2022	84.99	REQUIRED FEDERAL AND STATE POS
423	OKALOOSA CO. TAX COLLECTOR	04/21/2022	10.39	PARCEL REFUND
71	PETTY CASH	04/21/2022	144.85	PETTY CASH
4631	ROUNDSTONE NATIVE SEED, LLC	04/21/2022	1,399.37	SEED CLEANING
5590	KENNETH N STOUTAMIRE	04/21/2022	12,880.54	AG COST SHARE AGREEMENT
5590	KENNETH N STOUTAMIRE	04/21/2022	2,457.60	AG BMP COST SHARE AGREEMENT
5612	WETLAND SOLUTIONS, INC.	04/21/2022	11,768.00	HYDROLOGIC & WATER QUALITY DAT

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
ACCOUNTS PAYABLE DISBURSEMENTS**

VENDOR NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
4038 WINDSTREAM COMMUNICATIONS	04/21/2022	59.84	800 NUMBERS & EFO LONG DISTANCE
TOTAL CHECKS		\$ 89,945.49	
325 BAY CO. PROPERTY APPRAISER	04/22/2022	2,522.25	3RD QTR FY 21-22
4845 CALHOUN COUNTY SHERIFF'S OFFICE	04/22/2022	936.88	LAW ENFORCEMENT/SECURITY SERVI
5428 CARDNO, INC	04/22/2022	8,145.63	AGREEMENT FOR AS NEEDED SERVIC
3771 CHOCTAWHATCHEE BASIN ALLIANCE	04/22/2022	1,780.00	LOPLS SPRING 2022 MONITORING
3771 CHOCTAWHATCHEE BASIN ALLIANCE	04/22/2022	2,197.25	LIVE OAK POINT LIVING SHORELIN
3978 CHRISTINA COGER	04/22/2022	97.01	TRAVEL REIMBURSEMENT
5687 COLLINS LAND SERVICES, INC.	04/22/2022	48,008.59	HURRICANE MICHAEL REPAIR
4807 WEX BANK	04/22/2022	16,900.99	MAR 2022 FUEL / SERVICE PURCHASES
4807 WEX BANK	04/22/2022	976.11	WEX GPS TRACKING
4807 WEX BANK	04/22/2022	615.00	GPS INSTALL/REMOVAL
2702 FISH AND WILDLIFE	04/22/2022	1,071.23	LAW ENFORCEMENT - CONTRACT NO.
3337 FORESTECH CONSULTING	04/22/2022	400.00	LAND MANAGEMENT DATABASE
2268 INNOVATIVE OFFICE SOLUTIONS, INC	04/22/2022	837.00	PHONE SYSTEM MAINTANANCE CONTR
3603 JIM STIDHAM & ASSOCIATES, INC.	04/22/2022	9,975.00	HYDROLOGIC & WATER QUALITY DAT
5159 L & R TRACTOR INC.	04/22/2022	20,750.00	CAT CREEK ROAD REPAIRS
4799 STAPLES CONTRACT & COMMERCIAL, INC.	04/22/2022	16.70	ADMIN OFFICE SUPPLIES
4799 STAPLES CONTRACT & COMMERCIAL, INC.	04/22/2022	16.42	ADMIN OFFICE SUPPLIES
4799 STAPLES CONTRACT & COMMERCIAL, INC.	04/22/2022	2.46	ADMIN OFFICE SUPPLIES
2808 THAT BOOT STORE	04/22/2022	116.99	SAFETY BOOTS-DENIG
2631 WASHINGTON COUNTY SHERIFF'S OFFICE	04/22/2022	11,143.40	LAW ENFORCEMENT AND SECURITY
TOTAL ACH TRANSFERS		\$ 126,508.91	
2967 BANK OF AMERICA	04/22/2022	3,957.88	MARCH 2022 P-CARD
2967 BANK OF AMERICA	04/22/2022	50.00	REG SUNPASS
2967 BANK OF AMERICA	04/22/2022	9.99	DIGITAL SUBSCRIPTION TO THE GA
2967 BANK OF AMERICA	04/22/2022	163.80	DIGITAL SUBSCRIPTION TO TAMPA
2967 BANK OF AMERICA	04/22/2022	27.72	DIGITAL NEWSPAPER SUBSCRIPTION
2967 BANK OF AMERICA	04/22/2022	11.99	DIGITAL SUBSCRIPTION TO TALLAH
2967 BANK OF AMERICA	04/22/2022	309.98	AMAZON ORDER FOR IT
2967 BANK OF AMERICA	04/22/2022	275.00	SWITCHGRASS SEED
2967 BANK OF AMERICA	04/22/2022	15.96	DIGITAL NEWSPAPER SUBSCRIPTION
2967 BANK OF AMERICA	04/22/2022	11.99	DIGITAL NEWSPAPER SUBSCRIPTION
2967 BANK OF AMERICA	04/22/2022	9.99	DIGITAL NEWSPAPER SUBSCRIPTION
2967 BANK OF AMERICA	04/22/2022	2,168.45	WMD 0004 REPAIRS

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
ACCOUNTS PAYABLE DISBURSEMENTS**

VENDOR NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
2967 BANK OF AMERICA	04/22/2022	106.81	OFFICE SUPPLIES-REG HQ-AMAZON
TOTAL DIRECT DISBURSEMENTS		\$ 7,119.56	
TOTAL AP		\$ 223,573.96	
3269 CDW GOVERNMENT, INC.	04/28/2022	9,711.89	VEEAM BACKUP AND REPLICATION S
5131 CITY OF DEFUNIAK SPRINGS	04/28/2022	210.85	WATER/ SEWER DEFUNIAK SPRINGS
3289 CITY OF TALLAHASSEE	04/28/2022	180.00	PARKING PASS FOR TWO SPACES AT
1859 FL DEPT. OF ENVIRONMENTAL PROTECTION	04/28/2022	35.21	INTEREST EARNINGS QE MAR 2022
3424 MIDTOWN PRINT CO.	04/28/2022	25.00	BUSINESS CARDS-THOMAS
3424 MIDTOWN PRINT CO.	04/28/2022	25.00	BUSINESS CARDS - RMD STAFF
2701 FLORIDA MUNICIPAL INSURANCE TRUST	04/28/2022	287.81	WC DEDUCTIBLE
26 FL. SECRETARY OF STATE DIV OF ADMIN SERV	04/28/2022	33.18	LEGAL ADS FOR GOVERNING BOARD
4109 BOARD OF COUNTY COMMISSIONERS	04/28/2022	42,500.00	LIGHTHOUSE UTILITIES FACILITIE
5159 L & R TRACTOR INC.	04/28/2022	20,750.00	CAT CREEK ROAD REPAIRS
5802 MURPHY CASSIDY DIESEL REPAIRS	04/28/2022	443.16	MINOR REPAIRS FOR REG VEHICLES
5802 MURPHY CASSIDY DIESEL REPAIRS	04/28/2022	147.11	MINOR REPAIRS FOR WMD-96279 AN
62 PENSACOLA NEWS-JOURNAL	04/28/2022	270.60	LEGAL ADS-WATER USE PERMITS
5437 SRM CONCRETE	04/28/2022	2,443.00	FLORIDA RIVER ISLAND PAVILION
5590 KENNETH N STOUTAMIRE	04/28/2022	19,324.14	CONTRACT 22-024
3711 US POSTAL SERVICE-HASLER	04/28/2022	3,000.00	REPLENISH HQTRS POSTAGE METER
4557 VERIZON WIRELESS	04/28/2022	1,170.79	CELL PHONE AND JET PACKS
TOTAL CHECKS		\$ 100,557.74	
5702 AUTO ALLEY INC	04/29/2022	151.28	MINOR REPAIRS FOR LAB VEHICLES
5702 AUTO ALLEY INC	04/29/2022	273.01	MINOR REPAIRS FOR HQ REG VEHIC
1948 DELL MARKETING L.P.	04/29/2022	3,538.60	DELL SERVER EXTENDED WARRANTY
3126 DEWBERRY ENGINEERS, INC	04/29/2022	31,200.00	RISK MAP PROGRAM SUPPORT
3126 DEWBERRY ENGINEERS, INC	04/29/2022	10,000.00	RISK MAP PROGRAM SUPPORT
3126 DEWBERRY ENGINEERS, INC	04/29/2022	10,550.00	RISK MAP PROGRAM SUPPORT
3126 DEWBERRY ENGINEERS, INC	04/29/2022	14,950.00	RISK MAP PROGRAM SUPPORT
45 DMS	04/29/2022	656.22	DEFUNIAK LOCAL
45 DMS	04/29/2022	1,965.53	DEFUNIAK ETHERNET AND LONG DISTANCE
45 DMS	04/29/2022	6.53	CONFERENCE CALLS
45 DMS	04/29/2022	30.23	HQ LONG DISTANCE
45 DMS	04/29/2022	93.12	MILTON LOCAL

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
ACCOUNTS PAYABLE DISBURSEMENTS**

VENDOR	NAME	CHECK DATE	INVOICE NET	INVOICE DESCRIPTION
45	DMS	04/29/2022	0.44	MILTON LONG DISTANCE
45	DMS	04/29/2022	20.35	AIRCARDS AND HOTSPOTS
45	DMS	04/29/2022	0.01	LAN PORTS AND INTRANET/INTERNET
45	DMS	04/29/2022	3.24	LAN PORTS AND INTRANET/INTERNET
45	DMS	04/29/2022	9,574.12	HQ ETHERNET
45	DMS	04/29/2022	1,669.71	HQ LOCAL
4961	PETER FOLLAND	04/29/2022	110.00	TRAVEL REIMBURSEMENT
5705	CODY JHONSON	04/29/2022	300.00	TRAVEL REIMBURSEMENT
4952	LAW, REDD, CRONA & MUNROE, P.A.	04/29/2022	9,396.00	INSPECTOR GENERAL SERVICES AGR
5728	MERIT FIRST LLC	04/29/2022	96,750.00	HURRICANE SERVICE DEBRIS
4305	DANA PALERMO	04/29/2022	146.00	TRAVEL REIMBURSEMENT
4091	THE SHOE BOX	04/29/2022	158.00	SAFETY BOOTS-HUTTO
4091	THE SHOE BOX	04/29/2022	368.98	SAFETY BOOTS - FACILITIES- KEA
4091	THE SHOE BOX	04/29/2022	188.99	SAFETY BOOTS - LANDS - DANNY L
2808	THAT BOOT STORE	04/29/2022	200.00	SAFETY BOOTS
4618	WAKULLA COUNTY BOCC	04/29/2022	29,045.40	MAGNOLIA GARDEN SEWER SYSTEM
TOTAL ACH TRANSFERS			\$ 221,345.76	
TOTAL AP			\$ 321,903.50	

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
SCHEDULE OF DISBURSEMENTS
PAYROLL
APRIL 2022

DIRECT DEPOSIT	04/08/2022	\$	217,100.74
CHECKS	04/08/2022		2,324.27
FLEX SPENDING TRANSFER	04/08/2022		1,059.08
DIRECT DEPOSIT	04/22/2022		220,030.96
CHECKS	04/22/2022		297.92
FLEX SPENDING TRANSFER	04/22/2022		2,199.08

\$ 443,012.05

APPROVED:

Chairman or Executive Director

June 9, 2022

Date

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Lyle Seigler, Executive Director
Caitlin Brongel, Chief of Staff
Danny Layfield, Director, Division of Asset Management

FROM: Benjamin Faure, Bureau Chief, Land Management Operations

DATE: May 23, 2022

SUBJECT: Consideration of ITB 22B-001 for Purchase of Longleaf Pine Tubelings

Recommendation

Staff recommends the Governing Board approve the bid received in response to Invitation to Bid (ITB) 22B-001 for the purchase of longleaf pine tubelings and authorize the Executive Director to execute an agreement with PRT USA, Inc., in an amount up to \$254,898.43 to facilitate this work, subject to FY 2022-2023 final budget approval and legal counsel review.

Background

In FY 2022-2023, staff anticipates reforestation approximately 1,728 acres of cutover and/or disturbed longleaf pine forest within the Econfina Creek and Chipola River Water Management Areas and the Revell tract in Wakulla County. Approximately 1,024 acres (60 percent) of the longleaf pine reforestation will occur on sites previously clearcut under standard timber sale processes, while approximately 704 acres (40 percent) of the reforestation will occur on acreage that was impacted by Hurricane Michael and subsequently cleared through salvage timber harvest and other site restoration projects.

To meet the planting needs for FY 2022-2023, the District will need to purchase approximately 1,254,528 longleaf pine tubelings. The previous agreement for the purchase and supply of longleaf pine tubelings was recently terminated at the contractor's request as it was unable to provide longleaf line tubelings at the agreed-upon prices due to increased fuel and labor costs.

On April 26, 2022, the District issued an Invitation to Bid (ITB) for the purchase of longleaf pine tubelings needed to facilitate reforestation efforts on District lands in January/February 2023*. The ITB was advertised on the District's procurement website as well as the My Florida Market Place Vendor Information Portal and posted in the Florida Administrative Register.

On May 16, 2022, at 2:00 p.m. EST, the District received one sealed bid in response to the ITB. The bid received is listed below for your consideration.

COMPANY NAME	PRICE PER THOUSAND TUBELINGS FY2022-23	FY 2022-23 TOTAL BID* (Includes Delivery and Refrigerated Trailer Rental)
PRT USA, INC	\$194.00	\$ 203,180.00

** An estimated purchase and delivery of 1,000,000 longleaf pine tubelings to the District's Econfina Field Office in January 2023, including delivery and refrigerated trailer rental was used as a minimum quantity for bid purposes. Actual longleaf tubeling quantities and delivery services will differ from this quantity and all compensation will be based on the unit costs bid listed on the contractors submitted bid.*

Per District Policy 6.3.10 “If less than two responsive bids, proposals, or replies for commodities or contractual services for purchases over \$35,000 are received, the District may negotiate on the best terms and conditions. The District shall document the reasons that such action is in the best interest of the District in lieu of resoliciting competitive sealed bids, proposals, or replies, and maintain the documentation in the contract’s file.” The following paragraph shall document the reasons that this action is in the best interest of the District in lieu of resoliciting competitive sealed bids.

It is the opinion of District staff that due to rising fuel costs and labor rates, and the timeframe needed to grow longleaf pine tubelings to obtain the desired age tubelings in time for the January/February 2023 planting period, time is of the essence in securing a contractor to ensure an adequate number of longleaf pine tubelings are provided to the District to complete the necessary reforestation activities in January/February 2023. In addition, the ITB was issued for a one-year term, rather than a three-year term, in hopes the fuel prices and labor rates will level off in the near future allowing the District to procure future longleaf pine tubelings at a lower rate.

Each year, District staff apply for an Arbor Day Foundation Grant to help offset the costs of longleaf pine tubelings. In 2020, the District applied for and was awarded \$107,099.63 from the Arbor Day Foundation to plant 664,614 pine tubelings, and in 2021, the District applied for and was awarded \$246,426.05 to plant 1,533,472 pine tubelings. The District intends to apply for the full amount of \$254,898.43 for planting 1,254,528 longleaf pine tubelings in September of 2022, subject to Governing Board approval.

BF/

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Lyle Seigler, Executive Director
Caitlin Brongel, Chief of Staff
Carlos Herd, Director, Division of Resource Management
Kathleen Coates, Bureau Chief, Water Resource Evaluation

FROM: Paul Thurman, Program Manager, Minimum Flows and Levels

DATE: June 9, 2022

SUBJECT: Consideration of Amendment 6 to Grant AT003 with the DEP and Expenditures
Associated with the St. Joseph Bay Assessment Project

Recommendation:

Staff recommends the Governing Board authorize the Executive Director to:

- 1- Execute Amendment 6 to Grant AT003 with the Florida Department of Environmental Protection (DEP) to accept funding not to exceed \$650,000.
- 2- Execute agreements with contractors to conduct work associated with the St. Joseph Bay Assessment Project from July 1, 2022, through September 30, 2022. This work is not to exceed \$172,500.
- 3- Execute agreements with contractors to conduct work associated with the St. Joseph Bay Assessment Project from October 1, 2022, through June 30, 2023, subject to legal counsel review and Governing Board approval of the District budget for Fiscal Year 2022-2023. This work is not to exceed \$477,500.

Discussion:

This request is for approval of Amendment 6 to Grant AT003 with DEP which provides funding to continue data collection efforts from July 2022 through June 2023 for the St. Joseph Bay Assessment Project. Amendment 5, which the Governing Board approved in February 2022, provided funding through June 30, 2022. The St Joseph Bay Assessment Project has been collecting discharge and water quality data in the St. Joseph Bay, Apalachicola River, and St. Andrew Bay system since FY 2019-2020. Additional efforts to be completed under Amendment 6 include holding a series of public meetings and developing a five-year monitoring plan for the system. The revised total cost for this request is not to exceed \$650,000.

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Lyle Seigler, Executive Director
Caitlin Brongel, Chief of Staff

FROM: Wendy Dugan, Division of Administration Director

DATE: May 25, 2022

SUBJECT: Consideration of Amendment No. 5 to the Fiscal Year 2021-2022 Budget

Recommendation

Staff recommends the Governing Board adopt Resolution No. 905 amending the Fiscal Year 2021-2022 budget and allow staff to realign revenues and reserves to maintain the proper balance in each fund.

Background

Amendment No. 5 provides for cost neutral budget changes to grant projects within Program 2.0 Land Acquisition, Restoration, and Public Works. Annually, the District includes estimated revenue sources and amounts for proposed grant projects in the preliminary and tentative budgets. Similar initiatives and their amounts may be grouped into one project for budgeting purposes. Once the budget is adopted and funding allocations or awards are determined, adjustments such as the following are made to the amended budget:

- \$2,500,000 within Activity 222 Water Supply Development Assistance between projects to recognize the revenue and amount for Phase 2 of the Santa Rosa Reuse Initiative.
- \$2,500,000 from Activity 230 Surface Water Projects to Activity 222 between projects to recognize the revenue and amount for Phase 3 of the South Santa Rosa Reuse Initiative.

Summary of Fund Impact to Expense Budget:

<u>Fund Source</u>	<u>Increase</u>	<u>Decrease</u>	<u>Impact</u>
Projects Fund	\$5,000,000	\$5,000,000	\$0



Lyle Seigler
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. 905 AMENDMENT NUMBER 5 TO FISCAL YEAR 2021-2022 BUDGET

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

WHEREAS, by Resolution No. 897, after a public hearing on September 23, 2021, the Governing Board of the District adopted a final budget for the District covering its proposed operations and other requirements for the ensuing fiscal year, beginning October 1, 2021 through September 30, 2022; and

WHEREAS, in accordance with section 189.016(7), Florida Statutes, the District will post the adopted amendment on its official website within five days after its adoption; and

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

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

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

The budget is hereby amended as summarized in the memorandum dated May 25, 2022, requesting Amendment No. 5 to the Fiscal Year 2021-2022 budget. Amendment No. 5 provides for budget transfers in the amount of \$5,000,000. This amendment recognizes the reallocation of budget authority within Program 2.0 and the same budget categories, but across activities and projects to properly reflect activities performed and estimated costs. This amendment does not increase or decrease the District's total budget.

ADOPTED AND APPROVED this 9th day of June, 2022, A.D.

ATTEST:

George Roberts, Chair

Nick Patronis, Secretary-Treasurer or
Lyle Seigler, Assistant Secretary-Treasurer

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

NICK PATRONIS
Secretary
Panama City

JOHN W. ALTER
Malone

GUS ANDREWS
DeFuniak Springs

KELLIE RALSTON
Tallahassee

ANNA UPTON
Tallahassee

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Lyle Seigler, Executive Director
Caitlin Brongel, Chief of Staff
Danny Layfield, Director, Division of Asset Management

FROM: Carol L. Bert, Asset Management Administrator

DATE: May 25, 2022

SUBJECT: Consideration of Sale of Access and Utility Easement for the Poston Parcel and Access Easement for McRae Parcel; Econfina Creek WMA

Recommendation:

Staff recommends the Governing Board: (1) make a determination that the access and utility easement for the Poston tract and access easement for the McRae parcel is compatible with conservation, preservation, or recreation purposes; (2) approve the sale of an access and utility easement for the Poston parcel and access easement for the McRae parcel; and (3) authorize the Executive Director or his designee to execute each easement, subject to legal counsel review and approval.

Background:

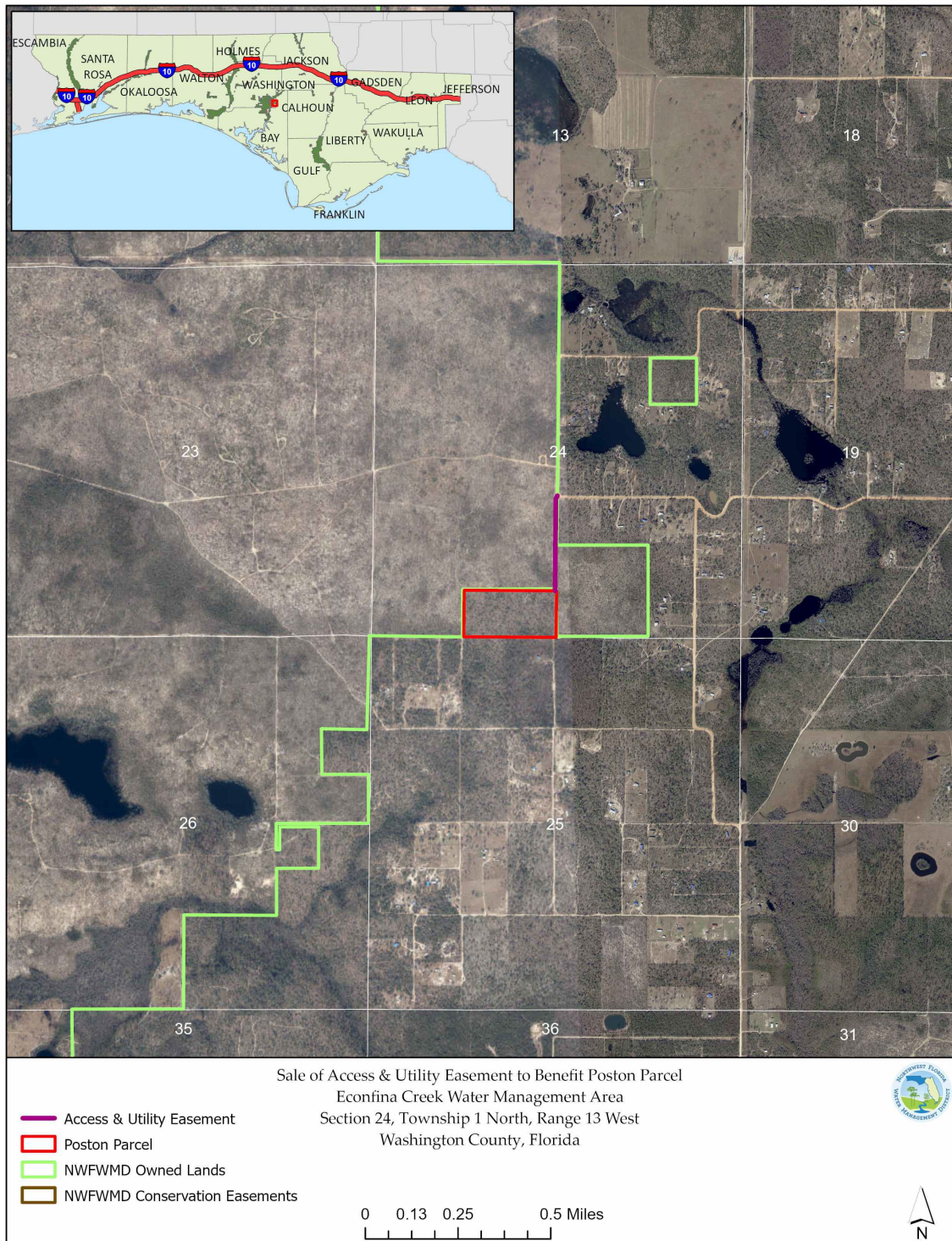
Poston Parcel

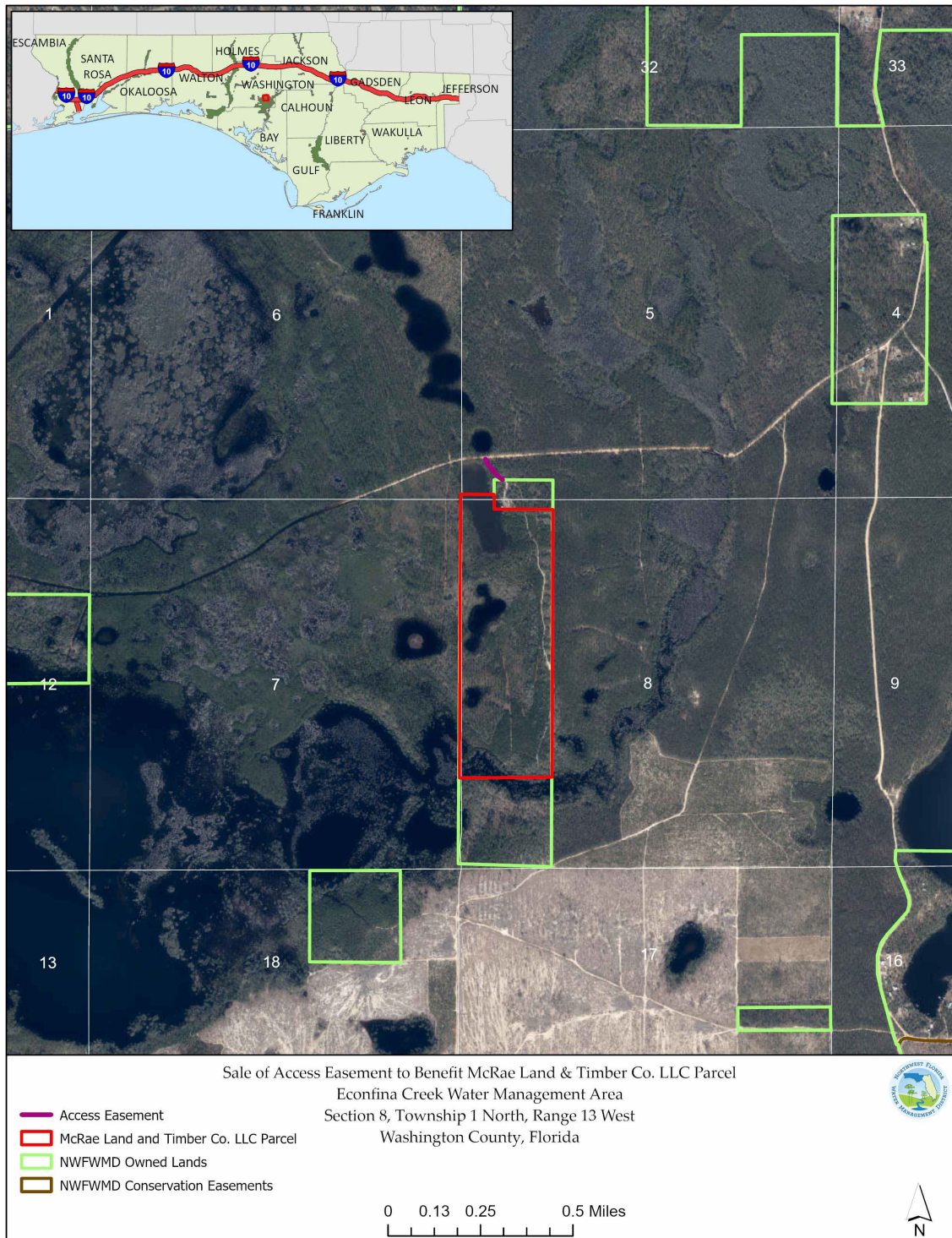
Staff was contacted by Mr. Poston's realtor requesting an access and utility easement across District land to property he recently purchased off South Silver Lake Road in the Econfina Creek WMA in Washington County as shown on the first map. The District attempted to purchase this tract from the prior owner earlier this year but was unsuccessful in reaching an agreement on purchase price. As such, the tract was placed on the market and recently purchased by Mr. Poston, who is requesting an easement for access and utilities. The proposed easement will be 30 ft. wide by 1,365 ft. long +/- which is sufficient for ingress/egress and power.

McRae Parcel

Staff was contacted by the buyer of the McRae parcel requesting an access easement across District land to the McRae parcel off Deadening Road in the Econfina Creek WMA in Washington County as shown on the second map. The two small tracts immediately north of the McRae parcel are owned by the buyer of the McRae parcel. The District attempted to purchase the McRae tract 16 years ago but was unsuccessful in reaching an agreement on purchase price. The McRae parcel is under contract for purchase and the buyer for it is requesting an easement for access. The proposed easement will be 15 ft. wide by 391 ft. long +/- which is sufficient for ingress/egress. Power is available to the buyer's existing land located north of the McRae parcel.

Per the District's access easement policy and subject to Governing Board approval, both buyers of these tracts will provide a survey sketch and description of the easement footprint and obtain an appraisal of the easement. Upon receipt of payment for the easement, which is determined by the appraisal, the Executive Director will sign the easement which will be returned to the landowner to have recorded in the public records. In both cases, the easement is only valid as long as the property is used for a single-family residence. If any other use of the property occurs, the easement will terminate.





NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Lyle Seigler, Executive Director
Caitlin Brongel, Chief of Staff
Danny Layfield, Director, Division of Asset Management

FROM: Carol L. Bert, Asset Management Administrator

DATE: May 23, 2022

SUBJECT: Consideration of Boundary Line Agreement with landowners located at 4600 Gunter Road, Milton, Florida

Recommendation:

Staff recommends the Governing Board approve entering into a boundary line agreement with the landowners of the property located at 4600 Gunter Road, Milton, Florida, subject to legal counsel review, and also request the Governing Board authorize the Executive Director to sign the boundary line agreement.

Background:

In 2021, District staff was contacted by Ms. Brenda Gunter regarding an encroachment occurring on District land from her property consisting of a section of driveway, portions of two out-buildings, and the shed (see attached map). Based on the Santa Rosa County Property Appraiser's website, it appears the Gunters acquired the subject property at 4600 Gunter Road in 1999. Since Ms. Gunter's initial contact with the District, the property was sold to Mr. Brian Gratz, Mr. Mark Detlefsen, and Ms. Tracey McMackin.

During this time, District staff has been working with the previous landowner and the current landowners to resolve this situation. After consulting with District legal counsel and the current landowners, staff is recommending the District enter into a boundary line agreement with the current landowners (Gratz, Detlefsen and McMackin) as shown in the attached map. Entering into a boundary line agreement would establish a line between the District and the landowners at 4600 Gunter Road which would not be a detriment to the District and would establish a line that was not previously established. The landowners of the parcel at 4600 Gunter Road have agreed to survey the boundary line, have an attorney prepare a boundary line agreement which will be reviewed and approved by District legal counsel, and record the boundary line agreement in the public records.

District property impacted by this encroachment at 4600 Gunter Road was purchased in 2001. At that time, the District did not have surveys prepared on lands purchased by the District. In this case, a boundary map acreage certification was prepared by a surveyor. Boundary map acreage certifications usually include a day or less of field work, are prepared in the office using legal descriptions of the subject property and adjacent properties, a review of the title commitment and any documents provided through a title commitment, plotting all easements, Right-of-Ways, etc. noted by the title commitment and any information that can be found on the location of survey monumentation in the area.

/cb

Removed



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Lyle Seigler, Executive Director
Caitlin Brongel, Chief of Staff
Danny Layfield, Director, Division of Asset Management

FROM: Carol L. Bert, Asset Management Administrator

DATE: May 23, 2022

SUBJECT: Consideration of First Right of Refusal on the Shuler Conservation Easement;
Ochlockonee River

Recommendation

Staff recommends the Governing Board not exercise its First Right of Refusal on the Shuler Conservation Easement.

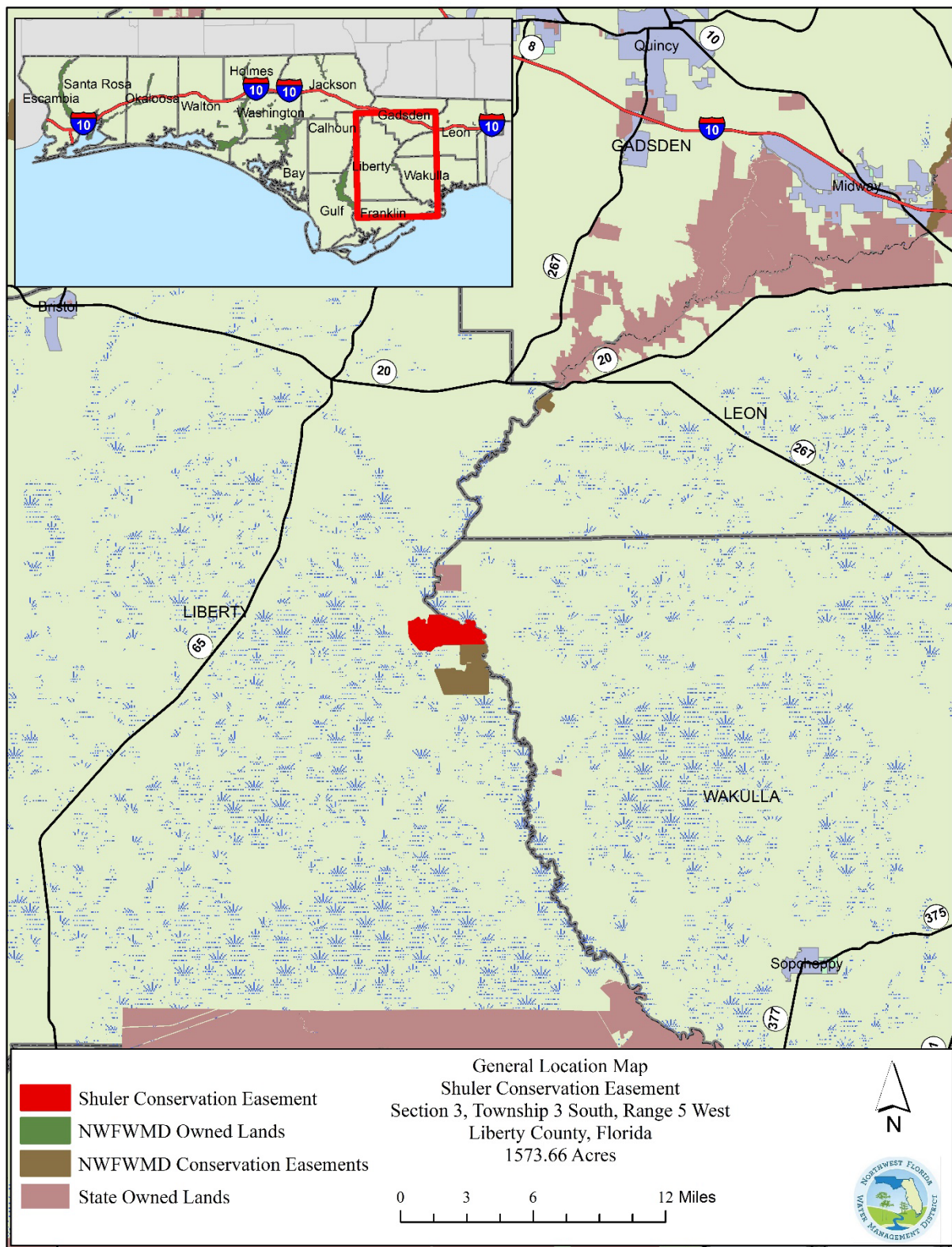
Background

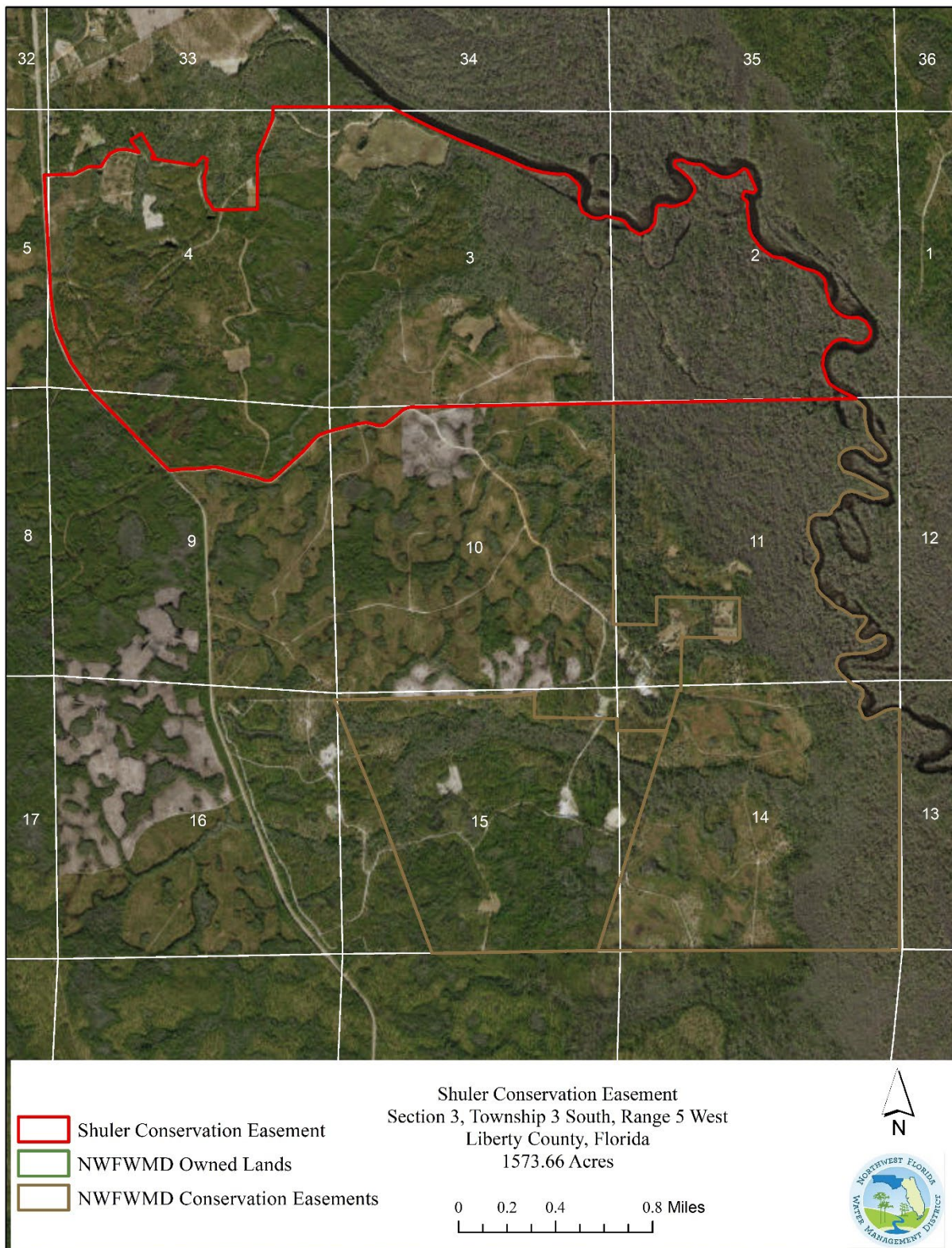
In 2008, the District purchased a Conservation Easement on 1,573.66 acres located in Liberty County from James E. Shuler for \$2,045,758. The land, encumbered by the District Conservation Easement, was sold in 2018 to Joseph and Marlene Shuler. The District, at that time, was not given the first right of refusal.

Ms. Marlene Shuler has notified the District that she would like to sell this property and, as required by the Conservation Easement, is giving the District its opportunity to exercise a first right of refusal before offering it to a third party not a lineal descendant of Grantor.

Ms. Shuler desires to sell the property encumbered by the District Conservation Easement to Jeannie and Ricky Stafford. As required by the Conservation Easement, Ms. Shuler, through the attached Notice of Pending Transfer, is notifying the District of such and giving the District the opportunity to exercise the First Right of Refusal on the property. The purchase price for the property is \$600,000. Subject to the District's decision on exercising the First Right of Refusal, the current owner has scheduled the closing to take place as soon as reasonably practical, but no later than 90 days from April 25, 2022.

District staff is of the opinion that the Conservation Easement is achieving the natural resource protection needed for this property and therefore does not recommend the District exercise its first right of refusal.





NOTICE OF PENDING TRANSFER

MARLENE P. SHULER hereby provides notice of the pending transfer of that certain real property located in Liberty County, Florida, and consisting of approximately 1,573.66 acres (hereinafter the "Brown Place"), which is subject to a conservation easement entered into by and between James E. Shuler and the Northwest Florida Water Management District dated July 28, 2008 (the "Conservation Easement"). The pending transfer is being made by virtue of the exercise of an option provided to Jeannie Stafford and Ricky Stafford by Joseph S. Shuler and Marlene P. Shuler in connection with the transfer of the Brown Place to Joseph S. Shuler and Marlene P. Shuler in July 2018, as security for a loan. Subsequent to the transfer in 2018, Joseph S. Shuler passed away, and the undersigned, Marlene P. Shuler, is the sole surviving owner of the Brown Place. The relevant terms of the pending transfer are as follows:

- 1) The loan re-payment/purchase price associated with the transfer is \$600,000.00.
- 2) Jeannie Stafford and Ricky Stafford are to bear all closing costs.
- 3) The closing is to take place as soon as reasonably practical, but no later than 90 days from the date of this Notice.

Dated this 28 day of April, 2022.


MARLENE P. SHULER

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Lyle Seigler, Executive Director
Caitlin Brongel, Chief of Staff

FROM: Wendy Dugan, Division of Administration Director

DATE: May 25, 2022

SUBJECT: Overview of Payment in Lieu of Taxes for 2021

Section 373.59, Florida Statutes, requires the District to make Payment in Lieu of Taxes (PILT) annually on District land purchases to qualifying counties. The payment reflects the ad valorem tax losses incurred as a result of these purchases. A county qualifies if its population is 150,000 people or fewer. Since 1992 and including this calendar year, the District will have paid \$2.05 million to qualifying counties.

Counties that qualify include the following along with their respective payment for the 2021 calendar year.

<u>County</u>	<u>PILT Amount for 2021</u>
Calhoun	\$ 5,828.71
Holmes	\$ 1,997.13
Jackson	\$ 9,281.89
Liberty	\$ 7,533.05
Wakulla	\$ 3,273.43
Walton	\$ 19,338.24
Washington	<u>\$ 41,615.07</u>
TOTAL	\$ 88,867.52

MEMORANDUM

TO: Northwest Florida Water Management District Governing Board

FROM: J. Breck Brannen, General Counsel

RE: Legal Counsel Report

DATE: May 25, 2022

Northwest Florida Water Management District, Petitioner, vs. GHD Construction Services, Inc., Defendant, Walton County Circuit Court Case No. 21CA137

The District has filed and served a Petition for Enforcement against GHD Construction Services, Inc. (“GHD”), stemming from GHD’s violation of a Consent Order and of District statutes and rules. The District is seeking an injunction against GHD to require its compliance with the Consent Order and to cease violating statutes and rules. The District is also seeking the statutory monetary penalties associated with such violations.

GHD is the holder of an environmental resource permit known as a “10/2 Self-Certification” for the development and construction of residential units in DeFuniak Springs. In February 2020, the District determined that GHD was not complying with its permit and was violating District statutes and rules by adversely impacting wetlands. The District and GHD entered into a Consent Order in February 2020, whereby GHD agreed to pay a penalty and remediate the impacted wetlands. GHD eventually paid the penalty, but it never began the required remediation. After many failed attempts to motivate GHD to perform the required remediation, the District was forced to file the Petition for Enforcement in April 2021.

The District has served discovery requests upon GHD and responses have been received. The responses and documents have been reviewed and do not change the District’s analysis of the case. The deposition of GHD’s corporate representative was taken on January 26, 2022, and the testimony received does not change the District’s analysis of the case. A case management conference was held on February 22, 2022. The Court indicated that it would order mediation but it has not been set yet. The Court has set the trial for August 9, 2022.

We continue to litigate this case as expeditiously as possible and remain confident in our position.