

**AGENDA**  
**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**GOVERNING BOARD MEETING AND PUBLIC HEARING**

**GoTo Webinar Link:** <https://attendee.gotowebinar.com/register/1360284333254296661>

**Public Comment Form Link:** [www.MySuwanneeRiver.com/Comments](http://www.MySuwanneeRiver.com/Comments)

Open to Public

September 12, 2023  
3:00 p.m.

District Headquarters  
Live Oak, Florida

1. Call to Order
2. Oath of Office for Board Members William Lloyd and Richard Schwab
3. Roll Call
4. Announcement of any Amendments to the Agenda by the Chair  
**Amendments Recommended by Staff:** None
5. Public Comment
6. Consideration of the following Items Collectively by Consent:
  - Agenda Item No. 7 - August 8, 2023 Governing Board Meeting, Workshop, and Audit Committee Meeting Minute
  - Agenda Item No. 11 - Surplus Uninterruptible Power Supply System
  - Agenda Item No. 13 - July 2023 Financial Report
  - Agenda Item No. 14 - Inspector General Audit Report #23-03, Prior Internal Audit Findings
  - Agenda Item No. 15 - Annual Report of District Inspector General Activities for the Fiscal Year 2022-2023
  - Agenda Item No. 16 - Inspector General Three-Year Audit Plan for Fiscal Years 2024 to 2026 and Fiscal Year 2023-2024 Internal Audit Work Plan
  - Agenda Item No. 17 - Renewal of Contract with Reliant CPAs, P.A. dba Powell and Jones, CPA
  - Agenda Item No. 18 - Inspector General Internal Audit Activity Charter
  - Agenda Item No. 20 - Modification of Water Use Permit 2-041-220506-4, Walker Farm, Gilchrist County
  - Agenda Item No. 26 - Renewal of Contract with Florida Forest Service and Twin Rivers State Forest
7. August 8, 2023 Governing Board Meeting, Workshop, and Audit Committee Meeting Minutes - **Recommend Consent**
8. Items of General Interest for Information/Cooperating Agencies and Organizations
  - A. Hydrologic Conditions Report
  - B. Cooperating Agencies and Organizations

Page 5

**GOVERNING BOARD LEGAL COUNSEL**  
**Tom Reeves**

9. Update on Legal Activities

**BUSINESS AND COMMUNITY SERVICES**  
**Tim Alexander, Deputy Executive Director**

*Administration*

- BCS Page 1 10. Land Acquisition and Disposition Activity Report
- BCS Page 4 11. Surplus Uninterruptible Power Supply System - **Recommend Consent**
12. Property Liability Insurance Update

*Finance*

- BCS Page 5 13. July 2023 Financial Report – **Recommend Consent**
- BCS Page 10 14. Inspector General Audit Report #23-03, Prior Internal Audit Findings – **Recommend Consent**
- BCS Page 11 15. Annual Report of District Inspector General Activities for the Fiscal Year 2022-2023 – **Recommend Consent**
- BCS Page 19 16. Inspector General Three-Year Audit Plan for Fiscal Years 2024 to 2026 and Fiscal Year 2023-2024 Internal Audit Work Plan – **Recommend Consent**
- BCS Page 24 17. Renewal of Contract with Reliant CPAs, P.A. dba Powell and Jones, CPA – **Recommend Consent**
- BCS Page 25 18. Inspector General Internal Audit Activity Charter – **Recommend Consent**

*Resource Management*

- BCS Page 31 19. Permitting Summary Report
- BCS Page 34 20. Modification of Water Use Permit 2-041-220506-4, Walker Farm, Gilchrist County – **Recommend Consent**
- BCS Page 42 21. Modification of Environmental Resource Permit ERP-023-211673-3, Turkey Creek (Woodborough North Subdivision), Columbia County

**OUTREACH AND OPERATIONS**  
**Katelyn Potter, Division Director**

*Outreach and Operations*

- OPS Page 1 22. Outreach and Communications Activity Summary
- OPS Page 3 23. 2024-2028 Strategic Plan

24. Critical Wetlands Update

Land Management

OPS Page 4 25. Land Management Update

OPS Page 7 26. Renewal of Contract with Florida Forest Service and Funding Approval for Twin Rivers State Forest – **Recommend Consent**

Hydrologic Data Services

OPS Page 13 27. Agricultural Water Use Monitoring Report

**WATER RESOURCES**  
**Amy Brown, Deputy Executive Director**

28. Water Resources Division Updates

Agriculture and Environmental Projects

WR Page 1 29. Governing Board Directive Number 23-0002, Agricultural Cost-Share Program

WR Page 14 30. Contract with the Federal Emergency Management Agency to Administer the Risk Mapping, Assessment and Planning Program

**EXECUTIVE OFFICE**  
**Hugh Thomas, Executive Director**

31. Announcements

32. Governing Board Comments

Unless otherwise noted, all meetings are at District Headquarters in Live Oak, Florida

September 12, 2023	5:05 p.m.	First Public Hearing on FY2023-2024 Millage and Budget
September 25, 2023 <b>(MONDAY)</b>	3:00 p.m. 5:05 p.m.	Workshop and/or Committee Meetings Final Public Hearing on FY2023-2024 Millage and Budget
October 10, 2023	9:00 a.m.	Board Meeting Workshops and/or Committee Meetings

*Workshops and /or Committee Meetings will begin following the Board Meeting unless otherwise noted.*

33. Adjournment

Any member of the public, who wishes to address the Board on any agenda item, or any other topic, must sign up (including the completion of the required speaker forms) with the Executive Director or designee before the time designated for Public Comment. During Public Comment, the Chair shall recognize those persons signed up to speak on agenda items first. To the extent time permits, the Chair shall thereafter recognize those persons signed up to speak on non-agenda items. Unless, leave is given by the Chair, (1) all speakers will be limited to three minutes per topic, (2) any

identifiable group of three persons or more shall be required to choose a representative, who shall be limited to five minutes per topic. When recognized by the Chair during Public Comment, a speaker may request to be allowed to make his or her comments at the time the Board considers an agenda item. The Chair may grant or deny such request in the Chair's sole discretion.

Definitions:

- "Lobbies" is defined as seeking to influence a district policy or procurement decision or an attempt to obtain the goodwill of a district official or employee. (112.3261(1)(b), Florida Statutes [F.S.])
- "Lobbyist" is a person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying, or a person who is principally employed for governmental affairs by another person or governmental entity to lobby on behalf of that other person or governmental entity. (112.3215(1)(h), F.S.)

The Board may act upon (including reconsideration) any agenda item at any time during the meeting. The agenda may be changed only for good cause as determined by the Chair and stated in the record. If, after the regular time for Public Comment, the agenda is amended to add an item for consideration, the Chair shall allow public comment on the added agenda item prior to the Board taking action thereon.

All decisions of the Chair concerning parliamentary procedures, decorum, and rules of order will be final, unless they are overcome by a majority of the members of the Board in attendance.

If any person decides to appeal any decision with respect to any action considered at the above referenced meeting and hearing, such person may need to ensure a verbatim record of the proceeding is made to include testimony and evidence upon which the appeal is made.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
MINUTES OF GOVERNING BOARD MEETING AND PUBLIC HEARING(S)**

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Note: A digital recording system was used to record these proceedings and is on file in the permanent files of the District. A copy of the materials and handouts are a part of the record as set out in full herein and are filed in the permanent files of the District.

August 8, 2023  
9:00 a.m.

District Headquarters  
Live Oak, Florida

Agenda Item No. 1 – Call to Order. The meeting was called to order at 9:00 a.m.

Agenda Item No 2 – Roll Call

**Governing Board**

<b>Seat</b>	<b>Name</b>	<b>Office</b>	<b>Present</b>	<b>Not Present</b>
Aucilla Basin	Vacant		-	-
Coastal River Basin	Richard Schwab	Vice Chair	X	
Lower Suwannee Basin	Larry K. Thompson		X	
Santa Fe & Wacc. Basins	William Lloyd		X	
Upper Suwannee Basin	Larry Sessions		X	
At Large	Virginia H. Johns	Chair	X	
At Large	Charles Keith	Sec./Treas.	X	
At Large	Harry Smith		X	
At Large	Vacant		-	-

**Governing Board Legal Counsel**

<b>Name</b>	<b>Firm</b>	<b>Present</b>	<b>Not Present</b>
George T. Reeves	Davis, Schnitker, Reeves & Browning, P.A.	X	

**Leadership Team**

<b>Position</b>	<b>Name</b>	<b>Present</b>	<b>Not Present</b>
Executive Director	Hugh Thomas	X	
Deputy Executive Director	Tim Alexander	X	
Deputy Executive Director	Amy Brown	X	
Executive Office & Board Coordinator	Robin Lamm	X	

Agenda Item No. 3 – Governing Board Secretary/Treasurer Election. Mr. Schwab nominated Mr. Keith to the office of Secretary/Treasurer of the Board.

MOTION WAS MADE BY SCHWAB, SECONDED BY LLOYD TO REAPPOINT MR. KEITH TO THE OFFICE OF SECRETARY/TREASURER. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 4 - Announcement of any Amendments to the Agenda by the Chair. None

Agenda Item No. 5– Public Comment:

- Terri Rasmussen – Woodborough North Subdivision concerns.
- Paul Still – Chemours mining and flooding concerns at Lake Sampson and in Bradford County.

Agenda Item No. 6 - Consideration of the Following Items Collectively by Consent:

- Agenda Item No. 7 - July 11, 2023 Governing Board Meeting and Workshop Minutes
- Agenda Item No. 13 - June 2023 Financial Report
- Agenda Item No. 16 - Fiscal Year 2023-2024 Annual Regulatory Plan
- Agenda Item No. 25 - Task Work Assignment with Vanasse Hangen Brustlin, Inc.
- Agenda Item No. 30 - Task Work Assignment with WSP USA Environmental and Infrastructure, Inc.
- Agenda Item No. 31 – Task Work Assignment with Water and Air Research

MOTION WAS MADE BY THOMPSON, SECONDED BY KEITH TO APPROVE THE ITEM. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 7 – July 11, 2023 Governing Board Meeting and Workshop Minutes. Approved on Consent.

Agenda Item No. 8 - Items of General Interest for Information/Cooperating Agencies and Organizations.

- A. Robbie McKinney, Chief, Office of Water Resources, gave a presentation of hydrologic conditions of the District.
- B. Cooperating Agencies and Organizations. None
- C. Service Recognition. Sara Ferson and Andrew Neel were recognized for 5 years of service to the District. Chair Johns recognized Hugh Thomas for his induction into the 2023 Southeast Region National Association of Conservation Hall of Fame.

**GOVERNING BOARD LEGAL COUNSEL**

Agenda Item No. 9 – Legal Activities Update. Tom Reeves, Board Legal Counsel, updated the Board on the Seven Springs legal case.

**BUSINESS AND COMMUNITY SERVICES**

Administration

Agenda Item No. 10 – Land Acquisition and Disposition Activity Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 11 - Chinquapin Farm Second Conservation Easement Amendment, Suwannee and Columbia Counties. Steve Schroeder, Chief, Office of Administration, presented this item to the Board.

MOTION WAS MADE BY SCHWAB, SECONDED BY KEITH TO APPROVE THE ITEM. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 12 – Task Work Assignment with Gateway Construction. Mr. Schroeder presented this item to the Board.

MOTION WAS MADE BY SESSIONS, SECONDED BY SMITH TO APPROVE THE ITEM. MOTION CARRIED UNANIMOUSLY.

Finance

Agenda Item No. 13 – June 2023 Financial Report. Approved on Consent.

Resource Management

Agenda Item No. 14 – Permitting Summary Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 15 – Regulatory Update. Ashley Stefanik, Chief, Office of ERP and Regulatory Compliance, provided an update on the Woodborough North Subdivision. Warren Zwanka, Director, Resource Management Division, updated the Board on the Theresa Davidson site visit in Hamilton County.

Nancy Turner and Terri Rasmussen provided comments to the Board.

Agenda Item No. 16 – Fiscal Year 2023-2024 Annual Regulatory Plan. Approved on Consent.

**OUTREACH AND OPERATIONS**

Communications and Outreach

Agenda Item No. 17 – Outreach and Communications Activity Summary. This summary was provided as an informational item to the Board.

Agenda Item No. 18 – Communications and Outreach Update. Troy Roberts, Manager, Outreach and Operations Division, provided this update to the Board.

Agenda Item No. 19 – Critical Wetlands Approval. Katelyn Potter, Director, Outreach and Operations Director, presented this item to the Board with the removal of parcel number 2182206600.

MOTION WAS MADE BY SCHWAB, SECONDED BY KEITH TO TABLE THIS RECOMMENDATION TO DEVELOP A WORKPLAN FOR IDENTIFYING PROPERTIES, ADD A STATEMENT TO THE LIST REGARDING USE, AND REQUIRE WRITTEN CONSENT FROM LANDOWNERS FOR LIST INCLUSION. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 20 – 2024-2028 Strategic Plan. Mrs. Potter presented this item to the Board.

MOTION WAS MADE BY SCHWAB, SECONDED BY KEITH TO TABLE THIS ITEM. MOTION CARRIED UNANIMOUSLY.

Land Management

Agenda Item No. 21 - Land Management Update. This update was provided as an informational item in the Board materials.

Agenda Item No. 22 – Contract for Road and Hydrologic Maintenance. Bill McKinstry, Chief, Office of Land Management, presented this item to the Board.

MOTION WAS MADE BY SCHWAB, SECONDED BY KEITH TO APPROVE THE ITEM. MOTION CARRIED UNANIMOUSLY.

Agenda Item No. 23 – Dispersed Recreation Maintenance and Road Mowing Services for Fiscal Year 2023-2024. Mr. McKinstry presented this item to the Board.

MOTION WAS MADE BY SMITH, SECONDED BY SCHWAB TO APPROVE THE ITEM. MOTION CARRIED UNANIMOUSLY.

Hydrologic Data Services

Agenda Item No. 24 – Agricultural Water Use Monitoring Report. This report was provided as an informational item in the Board materials.

Agenda Item No. 25 – Task Work Assignment with Vanasse Hangen Brustlin, Inc. Approved on Consent.

**WATER RESOURCES**

Agenda Item No. 26 – Water Resources Division Updates. Amy Brown, Deputy Executive Director, provided updates to the Board. Leroy Marshall, Chief, Office of Agriculture and Environmental Projects, also updated the Board on the Aucilla and Alapaha Watershed Projects and FEMA Maps.

Agriculture and Environmental Projects

Agenda Item No. 27 – Recommendations for Project Funding and Update Regarding the Regional Initiative Valuing Environmental Resources Cost-Share Program.

Mr. Marshall updated the recommendation to include Authorize the Executive Director to enter into contract with one cooperator for an amount not to exceed \$216,132 in District Agricultural Cost-share program, using the FDEP Agricultural Springs Protection LPS0087 grant funding, and to decline funding for two projects.

MOTION WAS MADE BY THOMPSON, SECONDED BY SMITH TO APPROVE THE UPDATED RECOMMENDATION. MOTION CARRIED UNANIMOUSLY.

Minimum Flows and Levels

Agenda Item No. 28 – Cherry Lake Technical Work Update. Sean King, Chief, Minimum Flows and Minimum Water Levels, provided this update to the Board,

Water Supply

Agenda Item No. 29 – Western Water Supply Plan Constraints Assessment Update. Emily Ducker, Chief, Office of Water Supply, provided this update to the Board.

Water Resources

Agenda Item No. 30 – Task Work Assignment with WSP USA Environmental and Infrastructure, Inc. Approved on Consent.

Agenda Item No. 31 – Task Work Assignment with Water and Air Research. Approved on Consent.

**EXECUTIVE OFFICE**

Agenda Item No. 32 - Announcements. Mr. Thomas updated the Board on District activities.

Agenda Item No. 33 - Governing Board Comments. None



Agenda Item No. 34 - Adjournment. Meeting adjourned at 12:49 p.m.

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Chair

ATTEST:

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**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
MINUTES OF GOVERNING BOARD MEETING AND PUBLIC HEARING(S)**

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August 8, 2023  
Following Board Meeting

District Headquarters  
Live Oak, FL

1. Call to Order / Committee Roll Call. Meeting began at 1:28 p.m.

<b>Committee Members</b>	<b>Present</b>	<b>Not Present</b>
Virginia Johns	X	
Charles Keith	X	
Richard Schwab	X	
William Lloyd	X	

\*Board Members Smith and Sessions also attended the Audit Committee Meeting.

Pam Shaw, Chief Financial Officer, Office of Administration, introduced Jon Ingram, Powell and Jones, CPA, to the Committee.

2. Public Comment. None

**Discussion Items**

3. Inspector General Report #23-03, Prior Audit Findings. Mr. Ingram and Ms. Shaw to present this item to the Committee.

MOTION MADE BY SCHWAB, SECONDED BY KEITH TO APPROVE THE RECOMMENDATION.  
MOTION CARRIED UNANIMOUSLY.

4. Annual Report of District Inspector General Activities for the Fiscal Year 2022-2023. Mr. Ingram and Ms. Shaw presented this item to the Committee.

MOTION MADE BY KEITH, SECONDED BY SCHWAB TO APPROVE THE RECOMMENDATION.  
MOTION CARRIED UNANIMOUSLY.

5. Inspector General Three-Year Audit Plan for Fiscal Years 2024 to 2026 and Fiscal Year 2023-2024 Internal Audit Work Plan. Mr. Ingram and Ms. Shaw presented this item to the Committee.

Committee Members requested moving Cyber Security to 2024 and 2026, moving Cost-Share to 2024 and Land Acquisition to 2025 on the Three-Year Audit Plan.

MOTION MADE BY SCHWAB, SECONDED BY KEITH TO APPROVE THE ITEM WITH RECOMMENDATIONS MADE BY THE COMMITTEE. MOTION CARRIED UNANIMOUSLY.

6. Renewal of Contract Number with Reliant CPAs dba Powell and Jones, CPA. Ms. Shaw presented this item to the Committee.

MOTION MADE BY SCHWAB, SECONDED BY KEITH TO APPROVE THE RECOMMENDATION.  
MOTION CARRIED UNANIMOUSLY.

7. Announcements. None
8. Adjournment. Meeting adjourned at 1:54 p.m.

ATTEST:

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Chair

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
GOVERNING BOARD WORKSHOP**

**GoTo Webinar Link:** <https://attendee.gotowebinar.com/register/8869860789368549215>  
Open to Public

Workshop began at 1:54 p.m.

Ecosystems Services Workshop

Mr. King introduced The Balmoral Group to present Forest Ecosystem Services: Timber Management and Water Yield powerpoint.

Workshop adjourned at 3:00 p.m.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Stephen Schroeder, Chief, Office of Administration  
THRU: Tim Alexander, Deputy Executive Director, Business and Community Services  
DATE: September 1, 2023  
RE: Land Acquisition and Disposition Activity Report

Attached for your information is the Land Acquisition and Disposition Activity Report.

SS/tm  
Attachments

LAND ACQUISITION AND DISPOSITION ACTIVITY REPORT

Property Offers							
Owner	Tract	Acres	County	Submittal Date	Asking Price	Acquisition Type	Comments
<b>Approved for Detailed Assessment</b>							
Owner	Project Name	Acres	County	Submittal Date	Asking Price	Acquisition Type	Comments
Camp and Abel	Camp and Abel	266	Hamilton	09.23.20	\$948,000	Fee	Approved for detailed assessment and negotiations 12.8.20. Property being tasked to NFLT for negotiation and assessment. Transaction will be processed in house and not contracted. ESA Phase 1 ordered. Appraisal ordered. Delayed completion due to flooding. ESA Phase 1 site visit scheduled 5.18. 2022. ESA report received and reported no concerns. Appraisal pending. Appraisal received. Offer being extended to offeror. On March 2023 Board for action. Approved by GB March 2023 meeting. Contract being drafted. Resolution on April 2023 GB Agenda. Resolution approved. In closing pending termination of timber lease.
Pfleiger	Riverbend Estates	1.1	Dixie	03.20.20	\$11,000/Possible exchange	Fee	Staff recommendation to proceed with detailed assessment and negotiations. Approved by LC on 6.9.20. Approved by GB on 7.14.20. In discussions with Offeror to exchange for Timber River parcel in Madison County. Offeror has tentatively agreed to exchange. Draft contract submitted to Counsel for review on 3.3.21. Awaiting additional guidance from Counsel regarding appraisals. Contract revised and submitted to Pflieger. Staff will order an ESA Phase 1 and appraisal of the Riverbend property; Pflieger will order an appraisal on the District land in Timber River. Signed contract received from Pflieger to be submitted for GB Chair signature. Satisfactory Phase 1 ESA was received. Appraisal in process. Final exchange approved by LC 1.11.22. . Approved by GB 2.8.22. Will proceed to closing. Pending Closing. Closing in process. Closing date pending - likely March 2023. Closing scheduled to be completed April 3, 2023. Closing complete. Closing delayed due to one owner being out of the Country. Awaiting final documentation for closing.
Florida Department of Transportation	Quail Heights	40.63	Columbia		\$651,105	Fee	Staff review on 8.8.19 recommended purchase in partnership with FDOT. Approved by LC on 2.11.20. Approved by GB 3.10.20. Submitted for Springs Grant funding but not obtained for FY 20. Property acquired by FDOT on 9.10.20. LC approved contribution to acquisition costs 11.10.20. GB approved on consent agenda 12.8.20. FDOT contract completed. Resolution for acquisition on GB agenda 5.11.21 and was approved. Final revisions and resolution of all contingencies complete and satisfied. Funds will be distributed to FDOT before 6.1.21. Agreement with FDOT executed. Funds referred after due diligence. Staff is working on obtaining appropriate surveys and negotiating agreement with Columbia County. Interlocal agreement being drafted with Columbia County. Survey received from Columbia County. Determining next steps for completion of transaction. Staff met with County representatives 9.13.22 - MOA should be completed by 10.1.22. Still awaiting MOA from County. District has assumed responsibility for MOA anticipate completion by April 2023. Staff is meeting with County on May 18, 2023 to discuss. Awaiting comments from County legal counsel on MOA.
Lasky	Lasky	351.74	Gilchrist	11.2020	\$855,000	Fee	Approved for detailed assessment and negotiation by GB 4.13.21. Phase 1 ESA report received. No issues noted. Appraisal complete. Negotiations underway with owner. Offer submitted to owner 1.18.22. Potential agreed price of \$770,000 subject to GB approval. Resolution on Agenda for 4.12.22. Approved by GB. Seller is clearing up title issues to get contract completed. Seller has received title report. Working on clearing title. Title issue resolved. Contract being prepared. Contract pending legal review and approval. Sellers title agent completing title search. Closing to occur before 9.30.22. Closing delayed due to Sellers not providing all required information to closing agent. Awaiting legal documentation of authority to sell from Offerors. Anticipate closing prior to 10.31.22. Status remains unchanged 11.14.22. Closing anticipated to occur in March. Closing still pending. Title documentaiton received. Awaiting clarification of 3 items before proceeding to closingf.
Bierman	Luken's tract exchange	1 acre	Levy	8.2021	Exchange	Fee for Fee	10.12.21 LC approved staff moving forward with exchange negotiations. LC recommendation approved by GB 11.11.21. Survey completed for 1 acre parcel District will receive. Exchange agreement being reviewed by District's legal counsel. Revised Agreement being reviewed by Bierman. New 1 acre tract has been created with Property Appraiser and Deed recorded to facilitate trade. Legal description of District land being verified. Contract pending final review and signature. Contract signed. Legal description complete. Resolution on May 2023 GB. Resolution approved. Closing pending.
Waldo Tree Farm, LLC	Waldo Tree Farm	38 +/-	Alachua	5.10.22	TBD based on appraisal	Fee	8.9.22 Lands Committee authorized staff to expend not more than \$5,000 to acquire an appraisal and negotiate a price with the sellers. Recommended acquisition price to be presented to Lands Committee when available for further approval and recommendations to the Governing Board. Quotes pending for appraisal. Appraisal pending. Anticipated completion in February 2023. Appraisal received. Proposed acquisition price being submitted to Lands Committee March 2023. Lands Committee approved acquisition price at March 2023 meeting. On April 2023 GB Agenda. Contract being prepared. ESA Phase 1 being ordered. Phase 1 report anticipated in late August.
Hodges	Hodges	753 +/-	Levy	3.2023	TBD based on appraisal	Conservation Easement	5.9.23 Staff recommendation approved by Lands Committee. On June 2023 Governing Board agenda. Discussion of terms of CE in process.
Tanner Springs (Dixon)	Dixon	40 +/-	Hamilton	1.2023	TBD based on appraisal	Conservation Easement	5.9.23 Staff recommendation approved by Lands Committee. On June 2023 Governing Board agenda. Discussion of terms of CE in process.

LAND AND DISPOSITION ACTIVITY REPORT  
SURPLUS

**Proposed for Surplus**

Tract	Acres	County	Acquired Date	Funding	Appraisal Date	Price	Comments
None pending.							

**Authorized for Surplus**

Tract	Acres	County	Acquired Date	Funding	Appraisal Date	Price	Comments
Forest Woodlands	11	Gilchrist	10.11.1996	Save Our Rivers	TBD	To be determined by appraisal.	Staff recommended for surplus. Approved by Lands Committee (LC) on 10.10.19. Approved by Governing Board (GB) 11.12.19. Will be offered to adjacent property owners.
Santa Fe Oasis	1	Gilchrist	4.28.1998	Save Our Rivers	TBD	TBD by appraisal update.	Approved by LC on 4.14.20. Approved by GB 5.12.20. Offered for sale to adjacent owners, two offers received. Approved by LC 8.11.20 to accept highest offer. Withdrawn from GB on 9.8.20. Being resubmitted to LC for its 9.21.20 meeting for staff recommendation to reject all offers and offer for sale to the general public. GB approved LC recommendation on 10.13.20. All bids rejected and property will be offered for sale to the general public. Staff is trying to obtain a review appraisal to reconcile disparate appraisals received and determine minimum price for bids. Awaiting legal guidance on establishing minimum price for public notice of intent to sell.
Suwannee Run Shores	1.175	Dixie	12.30.1997	Save Our Rivers	TBD	To be determined by appraisal.	Staff recommended for surplus. Approved by LC 7.9.19. Approved by GB 8.13.19. Adjacent Property owners notified, responses/bids with appraisals due 4.15.20. No responses received, will be posted on website and offer for sale to general public.
Three Rivers Estates	1	Columbia	12.30.1997	Save Our Rivers	N/A	TBD by appraisal update.	Staff recommended for surplus. Approved by LC 7.9.19. Approved by GB 8.8.19. Adjacent Property owners notified, responses/bids with appraisals due 4.15.20. Two offers received, highest offer approved by LC 6.9.20. On GB agenda for 7.14.20 and approved. Contract being drafted.
Turtle Spring Surplus Tract	32	Lafayette	5.13.2015	Florida Forever	5.24.2015	TBD by appraisal update.	Suspended until further review. Attempting to verify final surplus status/approval by GB.
Newberry Wellfield	58.66	Alachua	1.11.2000	P-2000	N/A	\$0	3.9.21 LC recommended surplus and conveyance to the City of Newberry with specified conditions. Approved by GB 4.13.21. Conveyance documents being drafted for legal review. Conveyance on hold pending resolution of issues relating to timber operations by the District. Timber operations underway. Once complete, transaction will be closed.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Stephen Schroeder, Chief, Office of Administration  
THRU: Tim Alexander, Deputy Executive Director, Business and Community Services  
DATE: September 1, 2023  
RE: Surplus Uninterruptible Power Supply System

**RECOMMENDATION**

Declare asset number 3388 as surplus and authorize disposal of the asset in the most cost-effective means as determined by staff and authorized by sections 274.05 and 274.06, Florida Statutes (F.S.).

**BACKGROUND**

In 2014, the District purchased a Gamtronic 30KVA Uninterruptible Power System (UPS) as part of the information technology network for a cost of \$27,200. The UPS system is no longer of use to the District as it is now considered obsolete and presents a danger of failure. It has been fully depreciated by the District and has a current value of zero. In lieu of scrapping or recycling the item as is usually done with information technology surplus equipment, Santa Fe Professional Solutions is offering to accept the unit in trade as a total offset for the cost of an updated system.

This recommendation authorizes staff to dispose of asset number 3388 by trade to offset the cost of labor for installation of a new system in accordance with sections 274.05 and 274.06, F.S.

SCS/tm



SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Pam Shaw, Chief, Office of Finance  
THRU: Tim Alexander, Deputy Executive Director, Business and Community Services  
DATE: September 1, 2023  
RE: July 2023 Financial Report

**RECOMMENDATION**

Approve the July 2023 Financial Report and confirm the expenditures of the District.

**BACKGROUND**

Section 373.553(1), Florida Statutes (F.S.), authorizes the delegation of authority by the Governing Board to the Executive Director to disburse District funds, providing certification is made to the Board at the next regular meeting that such disbursement is proper, in order, and within budgetary limits. In compliance with the statutory provisions in Chapter 373, F.S., the Governing Board of the Suwannee River Water Management District has directed staff to prepare a financial report as attached.

PS/tm  
Attachments

**Suwannee River Water Management District  
Cash Report  
July 2023**

<b>Financial Institution/Account</b>	<b>Monthly Interest</b>	<b>Interest Rate %</b>	<b>Closing Balance</b>
First Federal Permit Fee	\$0.00		\$500.00
First Federal Accounts Payable	\$0.00		\$35,000.00
First Federal EFT Disbursements	\$0.00		\$39,694.64
First Federal Depository	\$692.46	0.09%	\$757,518.57
Special Purpose Investment Account (SPIA)*	<u>\$77,821.49</u>	2.21%	<u>\$40,028,036.69</u>
TOTAL	<u><u>\$78,513.95</u></u>		<u><u>\$40,860,749.90</u></u>

\*SPIA is part of the Treasury Investment Pool administered by Florida Department of Financial Services.

**Suwannee River Water Management District  
Statement of Sources and Uses of Funds  
For the Month ending July 31, 2023  
(Unaudited)**

	<b>Current Budget</b>	<b>Actuals Through 7/31/2023</b>	<b>Variance (Under)/Over Budget</b>	<b>Actuals As A % of Budget</b>
<b>Sources</b>				
Ad Valorem Property Taxes	\$ 6,525,588	\$ 6,648,964	\$ 123,376	101.9%
Intergovernmental Revenues	\$ 52,029,453	\$ 13,613,950	\$ (38,415,503)	26.2%
Interest on Invested Funds	\$ 130,000	\$ 618,207	\$ 488,207	475.5%
License and Permit Fees	\$ 163,000	\$ 263,984	\$ 100,984	162.0%
Other	\$ 1,086,480	\$ 2,571,761	\$ 1,485,281	236.7%
Fund Balance <sup>1</sup>	\$ 11,358,880	\$ 1,152,356	\$ (10,206,524)	10.1%
<b>Total Sources</b>	<b>\$ 71,293,401</b>	<b>\$ 24,869,222</b>	<b>\$ (46,424,179)</b>	<b>34.9%</b>

	<b>Current Budget</b>	<b>Expenditures</b>	<b>Encumbrances <sup>2</sup></b>	<b>Available Budget</b>	<b>%Expended</b>	<b>%Obligated <sup>3</sup></b>
<b>Uses</b>						
Water Resources Planning and Monitoring	\$ 12,179,535	\$ 5,135,171	\$ 5,264,795	\$ 1,779,569	42%	85%
Acquisition, Restoration and Public Works	\$ 48,736,400	\$ 7,766,695	\$ 36,497,605	\$ 4,472,100	16%	91%
Operation and Maintenance of Lands and Works	\$ 6,283,343	\$ 3,661,558	\$ 937,928	\$ 1,683,857	58%	73%
Regulation	\$ 2,040,044	\$ 1,250,369	\$ 37,207	\$ 752,467	61%	63%
Outreach	\$ 216,027	\$ 184,164	\$ 6,050	\$ 25,813	85%	88%
Management and Administration	\$ 1,838,052	\$ 1,327,048	\$ 51,470	\$ 459,534	72%	75%
<b>Total Uses</b>	<b>\$ 71,293,401</b>	<b>\$ 19,325,006</b>	<b>\$ 42,795,055</b>	<b>\$ 9,173,340</b>	<b>27%</b>	<b>87%</b>

<sup>1</sup> Actual Fund Balance used is recorded at the end of the fiscal year. This amount represents Fund Balance used for the Agricultural and RIVER Cost-Share, Regional Water Resource Development, and Project Effectiveness Metrics Programs.

<sup>2</sup> Encumbrances represent unexpended balances of open purchase orders, contracts, and task work assignments.

<sup>3</sup> Represents the sum of expenditures and encumbrances as a percentage of the available budget.

This financial statement is prepared as of July 31, 2023 and covers the interim period since the most recent audited financial statements.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**FOR 7/31/2023**

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<b><u>Report Recap -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	10,102,916	0	7,905,068
LOCAL REVENUES	0	0	0
STATE REVENUES	12,412,350	0	33,901,473
FEDERAL REVENUES	1,201,600	0	18,127,980
FUND BALANCE UTILIZATION	1,152,356	0	11,358,880
<b>TOTAL REVENUES</b>	<b>24,869,222</b>	<b>0</b>	<b>71,293,401</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	5,236,714	0	7,483,656
CONTRACTUAL SERVICES	7,628,718	14,112,507	21,716,230
OPERATING EXPENDITURES	1,324,279	174,229	2,277,800
OPERATING CAPITAL OUTLAY	36,150	36,856	283,044
FIXED CAPITAL OUTLAY	173,728	266,773	4,766,000
INTERAGENCY EXPENDITURES	4,925,417	28,204,690	34,766,671
<b>TOTAL EXPENDITURES</b>	<b>19,325,006</b>	<b>42,795,055</b>	<b>71,293,401</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>5,544,216</b>	<b>(42,795,055)</b>	<b>0</b>
<b><u>General Fund -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	7,543,566	0	5,645,906
LOCAL REVENUES	0	0	0
STATE REVENUES	2,740,000	0	2,740,000
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	0	0	2,018,723
<b>TOTAL REVENUES</b>	<b>10,283,566</b>	<b>0</b>	<b>10,404,629</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	4,027,115	0	5,635,346
CONTRACTUAL SERVICES	703,627	438,026	2,378,602
OPERATING EXPENDITURES	875,770	99,700	1,429,573
OPERATING CAPITAL OUTLAY	29,178	0	170,608
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	233,195	229,705	790,500
<b>TOTAL EXPENDITURES</b>	<b>5,868,885</b>	<b>767,431</b>	<b>10,404,629</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>4,414,681</b>	<b>(767,431)</b>	<b>0</b>
<b><u>Land Management Operations -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	2,429,801	0	2,259,162
LOCAL REVENUES	0	0	0
STATE REVENUES	2,339,437	0	2,291,119
FEDERAL REVENUES	58,791	0	40,000
FUND BALANCE UTILIZATION	0	0	1,988,062
<b>TOTAL REVENUES</b>	<b>4,828,029</b>	<b>0</b>	<b>6,578,343</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	691,849	0	959,447
CONTRACTUAL SERVICES	1,861,148	526,044	3,089,398
OPERATING EXPENDITURES	427,195	70,619	776,227
OPERATING CAPITAL OUTLAY	6,972	36,856	112,436
FIXED CAPITAL OUTLAY	173,728	33,100	766,000
INTERAGENCY EXPENDITURES	504,227	271,308	874,835
<b>TOTAL EXPENDITURES</b>	<b>3,665,119</b>	<b>937,927</b>	<b>6,578,343</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>1,162,910</b>	<b>(937,927)</b>	<b>0</b>

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**STATEMENT OF ACTIVITY - REVENUE AND EXPENSE ROLLUP (UNAUDITED)**  
**FOR 7/31/2023**

	Y-T-D ACTUAL	ENCUMBRANCE	ANNUAL BUDGET
<b><u>District Special Revenue -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	991,605	0	5,033,941
<b>TOTAL REVENUES</b>	<b>991,605</b>	<b>0</b>	<b>5,033,941</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	0	0	0
CONTRACTUAL SERVICES	678,879	1,213,479	2,050,000
OPERATING EXPENDITURES	0	0	30,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	312,726	1,536,017	2,953,941
<b>TOTAL EXPENDITURES</b>	<b>991,605</b>	<b>2,749,496</b>	<b>5,033,941</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>0</b>	<b>(2,749,496)</b>	<b>0</b>
<b><u>State Special Revenue -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	129,550	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	7,332,913	0	28,870,354
FEDERAL REVENUES	0	0	0
FUND BALANCE UTILIZATION	160,752	0	2,318,154
<b>TOTAL REVENUES</b>	<b>7,623,215</b>	<b>0</b>	<b>31,188,508</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	510,799	0	872,863
CONTRACTUAL SERVICES	3,494,072	7,995,767	9,614,000
OPERATING EXPENDITURES	18,264	3,910	36,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	233,672	4,000,000
INTERAGENCY EXPENDITURES	3,633,099	12,690,530	16,665,645
<b>TOTAL EXPENDITURES</b>	<b>7,656,234</b>	<b>20,923,879</b>	<b>31,188,508</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(33,019) *</b>	<b>(20,923,879)</b>	<b>0</b>
<i>*To be reimbursed by State Grants</i>			
<b><u>Federal Special Revenue -</u></b>			
<b>REVENUES</b>			
DISTRICT REVENUES	0	0	0
LOCAL REVENUES	0	0	0
STATE REVENUES	0	0	0
FEDERAL REVENUES	1,142,809	0	18,087,980
FUND BALANCE UTILIZATION	0	0	0
<b>TOTAL REVENUES</b>	<b>1,142,809</b>	<b>0</b>	<b>18,087,980</b>
<b>EXPENDITURES</b>			
SALARIES AND BENEFITS	6,952	0	16,000
CONTRACTUAL SERVICES	890,992	3,939,192	4,584,230
OPERATING EXPENDITURES	3,051	0	6,000
OPERATING CAPITAL OUTLAY	0	0	0
FIXED CAPITAL OUTLAY	0	0	0
INTERAGENCY EXPENDITURES	242,170	13,477,130	13,481,750
<b>TOTAL EXPENDITURES</b>	<b>1,143,165</b>	<b>17,416,322</b>	<b>18,087,980</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(356) *</b>	<b>(17,416,322)</b>	<b>0</b>
<i>*To be reimbursed by Federal Grants</i>			

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Pam Shaw, Chief, Office of Finance  
THRU: Tim Alexander, Deputy Executive Director, Business and Community Services  
DATE: September 1, 2023  
RE: Inspector General Audit Report #23-03, Prior Internal Audit Findings

**RECOMMENDATION**

Approve the Audit Committee recommendation to accept the Inspector General Audit Report #23-03, Prior Internal Audit Findings, from Law, Redd, Crona & Munroe, P.A.

**BACKGROUND**

The Inspector General (IG) conducted follow-up activities on the corrective action plan related to one finding on IG Report #22-02 dated May 31, 2022. The District had partially corrected this information technology finding carried forward from an internal audit report issued prior to October 1, 2021.

The IG's report identifies one issue as corrected with no further action needed, and one issue with corrective action in progress.

To avoid the possibility of compromising security details the content of this report is confidential and exempt from public disclosure pursuant to section 281.301, Florida Statutes. However, the specific details have been communicated to District management.

The audit was conducted in accordance with the International Standards for the Professional Practice of Internal Auditing and generally accepted Government Audit Standards.

On August 8, 2023, Jon Ingram, Partner with Law, Redd, Crona & Monroe, P.A. presented the report to the audit committee and the audit committee voted to accept the report.

PS/tm

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Pam Shaw, Chief, Office of Finance  
THRU: Tim Alexander, Deputy Executive Director, Business and Community Services  
DATE: September 1, 2023  
RE: Annual Report of District Inspector General Activities for the Fiscal Year 2022-2023

**RECOMMENDATION**

Approve the Audit Committee recommendation to accept the Annual Report of the District Inspector General Activities for the Fiscal Year 2022–2023 from Law, Redd, Crona & Munroe, P.A.

**BACKGROUND**

Pursuant to Section 20.055(8), Florida Statutes, and Section 6 of District Contract 12/13-040, Law, Redd, Crona & Munroe, P.A., prepared the attached Annual Report of District Inspector General (IG) Activities for the Fiscal Year ending September 30, 2023, dated July 21, 2023. The report is a summary of activities completed by the IG, including three audit reports:

- Report No. 23-01, Internal Audit of the Employee Remote Work Arrangement.
- Report No. 23-02, Follow-up Report on District Corrective Actions Regarding Auditor General Audit Report No. 2023-047; and
- Report No. 23-03, Follow-up on District Corrective Actions Regarding Prior Internal Audit Findings.

On August 8, 2023, Jon Ingram, Partner with Law, Redd, Crona & Monroe, P.A. presented the report to the audit committee, and the audit committee voted to accept the report.

PS/tm  
Attachment

**SUWANNEE RIVER  
WATER MANAGEMENT DISTRICT**

**ANNUAL REPORT  
OF  
DISTRICT INSPECTOR GENERAL ACTIVITIES**

**For the Fiscal Year Ending  
September 30, 2023**

**July 21, 2023**



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**Law, Redd, Crona & Munroe, P.A.**  
*CPAs and Advisors*

Governing Board  
Suwannee River Water Management District  
9225 CR 49  
Live Oak, Florida 32060

Pursuant to Section 20.055(8), Florida Statutes, and Section 6 of the agreement with the District to serve as your Inspector General, we are pleased to present this Annual Report of District Inspector General Activities for the fiscal year ending September 30, 2023. Thank you for the opportunity to work with you and management in promoting accountability, integrity, and efficiency at the District.

If you have any questions regarding this Annual Report, please contact Richard Law, C.P.A.

Sincerely,

**LAW, REDD, CRONA & MUNROE, P.A.**  
Tallahassee, Florida  
July 21, 2023

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES**  
**July 21, 2023**

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**INTRODUCTION**

The Suwannee River Water Management District (District) and Law, Redd, Crona & Munroe, P.A. (Law Redd) entered into an agreement, which was amended on June 18, 2018, for Law Redd to provide District Inspector General Services pursuant to Sections 373.079(4)(b)2., and 20.055, Florida Statutes, and serve as a central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency in the District. In accordance with the contract requirements and Section 373.079(4)(b), Florida Statutes, Sam McCall, CPA, CIG, CIA, serves as Inspector General for the District under the contract with Law Redd.

Law Redd, under the direction of the District Inspector General, is to:

- Conduct financial, compliance, electronic data processing, and performance audits of the District and prepare audit reports of its findings.
- Initiate, conduct, supervise, and coordinate investigations designed to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses in District operations.
- Not later than September 30 of each year, prepare an annual report to the Board summarizing the activities of the Inspector General during the District's immediately preceding fiscal year.
- Self-report to the Board any written complaints, should they arise, that concern inappropriate actions or allegations of misconduct related to the duties and responsibilities of the District Inspector General or Law Redd at the District.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES**

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**ASSIGNED STAFF**

During the fiscal year ending September 30, 2023, the following Law Redd personnel worked on District Inspector General activities:

<b>Name</b>	<b>Position</b>	<b>Certifications</b>
Sam McCall	District Inspector General	Certified Public Accountant Certified Inspector General
Richard Law	Managing Partner	Certified Public Accountant
Jon Ingram	Information Technology Audit Manager	Certified Public Accountant Certified Information Systems Auditor

**INSPECTOR GENERAL ACTIVITIES**

Law Redd and the District Inspector General completed the following activities during the year:

- Conducted a risk assessment and based on the results of the risk assessment, prepared a concise internal audit plan for the three fiscal years ending September 30, 2025, and a detailed internal audit plan for the fiscal year ending September 30, 2023. The audit plans were approved by the Governing Board on September 13, 2022.
- Performed three internal audits, as described in the following section.
- Provided additional value-added services, described below, that were beyond contract requirements.

The District Inspector General did not receive any complaints relating to District operations during the fiscal year; did not initiate or conduct any investigations; and did not receive any complaints that concern the duties and responsibilities of the District Inspector General or Law Redd.

**INTERNAL AUDITS PERFORMED IN 2022-23**

**Report No. 23-01, Internal Audit of Employee Remote Work Arrangements**

This audit focused on selected District procedures and controls over employee remote work arrangements. The District allows its employees to work remotely subject to management's approval based on criteria set forth in District policy. Based on the results of our audit procedures, we concluded that the District's Remote Work procedures provide a

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES**

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documented, structured process for requesting, approving, and monitoring employee remote work arrangements.

**Report No. 23-02, Follow-up on District Corrective Actions Regarding Auditor General Audit Report No. 2023-047, Operational Audit of the Suwannee River Water Management District, dated November 2022**

Pursuant to Section 20.055(6)(h), Florida Statutes, the District’s Inspector General is required to report to the Governing Board on the status of corrective actions taken on Auditor General report findings. Our follow-up audit focused on District actions taken to address the finding and recommendation made by the Auditor General regarding the District’s Agricultural Cost-Share Program. We concluded that District management has corrected the finding.

**Report No. 23-03, Follow-up on District Corrective Actions Regarding Prior Internal Audit Findings**

This follow-up was conducted pursuant to Section 20.055(8)(c)4., Florida Statutes and the District’s internal audit activity charter. Both issues included in the scope of our follow-up pertained to District information technology and cybersecurity controls. Accordingly, the report is confidential and exempt from public disclosure pursuant to Section 281.301, Florida Statutes.

We concluded that the District corrected one of the two issues included within the scope of our follow-up activities and is in the process of addressing the other issue.

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**ADDITIONAL SERVICES PROVIDED IN 2022-23**

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During the contract year, Law Redd provided the following additional value-added services to the District that were beyond contract requirements.

- We worked with the District Governing Board Chair and Executive Director to change the audit report distribution process to ensure the Chair receives each report when issued, which could be one or more weeks prior to a regularly scheduled Board meeting. The Chair agreed that receiving each report prior to a regularly scheduled Board meeting would allow the Chair, representing the Board, to be aware of issues and to respond to questions asked by interested parties and/or the media.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**ANNUAL REPORT OF DISTRICT INSPECTOR GENERAL ACTIVITIES**

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- We made suggestions to the Executive Director and Chief Financial Officer (CFO) that should better align the Employee Procedures Manual with District policies relating to fraud and whistle-blower protocol to be followed within the District. The Executive Director and CFO agreed that such alignment would be addressed when the Employee Procedures Manual is next revised.
- In April 2023, the District Inspector General made a presentation to the full Governing Board and a separate presentation to approximately 30 District staff on *Improving Internal Controls and Reducing the Risk of Fraud at the Suwannee River Water Management District*. The presentation appeared to be well received and demonstrated the Board, Executive Director, and staff desire to further improve District risk management, controls, and governance processes.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Pam Shaw, Chief, Office of Finance

THRU: Tim Alexander, Deputy Executive Director, Business and Community Services

DATE: September 1, 2023

RE: Inspector General Three-Year Audit Plan for Fiscal Years 2024 to 2026 and Fiscal Year 2023-2024 Internal Audit Work Plan

**RECOMMENDATION**

Approve the Audit Committee recommendations to amend and accept the Inspector General's revised Three-Year Audit Plan for Fiscal Years 2024 to 2026 and the Fiscal Year 2023-2024 Internal Work Plan for Law, Redd, Crona & Munroe, P.A.

**BACKGROUND**

Law, Redd, Crona & Munroe, P.A., prepared a Three-Year Internal Audit Plan for Fiscal Years 2024 to 2026 with a list of recommended future audit topics for the Audit Committee's consideration. The audit topics are based on the Inspector General's risk assessment activities and discussion with District management.

Law, Redd, Crona & Munroe, P.A., also prepared the Fiscal Year 2023-2024 Internal Audit Work Plan for the Audit Committee's review and approval.

On August 8, 2023, Jon Ingram, Partner with Law, Redd, Crona & Munroe, P.A. presented these plans to the Audit Committee. The Three-Year Audit Plan and the FY 2023-2024 Internal Work Plan were amended as shown on the final plans.

PS/tm  
Attachments

**Suwannee River Water Management District**  
**Three Year Internal Audit Plan**  
**For the Fiscal Years Ending September 30, 2024, through September 30, 2026**

1. 2024
  - a. Update Risk Assessment
  - b. Follow-up on Prior Internal Audit Findings – includes one previously reported recommendation on cybersecurity controls.
  - c. Cybersecurity – review of selected District cybersecurity controls protecting the confidentiality, integrity, and availability of District information and information technology (IT) resources. Please see the attached Cybersecurity Audit Plan for the security functions to be included in the audit scope.
  - d. Cost-Share Agreements – review of the District’s management of Agricultural and Regional Initiative Valuing Environmental Resources (RIVER) cost-share agreements.
  - e. Annual Report of IG Activities
  
2. 2025
  - a. Update Risk Assessment
  - b. Follow-up on Prior Internal Audit Findings (if any)
  - c. Land Acquisition and Management – District policies, procedures, and controls for ensuring that:
    - i. Land is acquired in an economic manner and in compliance with State laws, regulations, and funding requirements;
    - ii. District-owned land is managed in compliance with State laws, regulations, and funding requirements; and
    - iii. Land is identified for disposition for justified reasons and disposed of in an economic manner and in compliance with State laws and regulations.
    - iv. Conservation easements will be included in the scope of the audit.
  - d. Annual Report of IG Activities
  
3. 2026
  - a. Update Risk Assessment
  - b. Follow-up on Prior Internal Audit Findings (if any)
  - c. Follow-up on AG Findings (if any)
  - d. Cybersecurity - review of selected District cybersecurity controls protecting the confidentiality, integrity, and availability of District information and information technology (IT) resources. Please see the attached Cybersecurity Audit Plan for the security functions to be included in the audit scope.
  - e. Annual Report of IG Activities

Annual audit plans are also subject to unexpected events that may require the services of the Inspector General/Internal Auditor.



**Attachment A**  
**Cybersecurity Audit Plan**  
**For the Fiscal Years Ending September 30, 2024, through September 30, 2026**

Section 20.055(6)(i), Florida Statutes, provides that audit plans developed by inspector generals shall include a specific cybersecurity audit plan. This cybersecurity audit plan for the Suwannee River Water Management District is based on security functions as defined in the National Institute of Standards and Technology (NIST) *Framework for Improving Critical Infrastructure Cybersecurity* (Cybersecurity Framework). The security functions to be included in the scope of planned cybersecurity audits and the related definitions from the NIST Cybersecurity Framework are listed below.

1. 2024

- a. Identify – maintaining an organizational understanding to manage cybersecurity risk to systems, people, assets, data, and capabilities. Includes understanding the business context, the resources that support critical functions, and the related cybersecurity risks.
- b. Protect – safeguards to ensure delivery of critical services and support the ability to limit or contain the impact of a potential cybersecurity event.

2. 2025

- a. Our annual follow-up on the status of District corrective action on previously reported audit findings will include findings, if any are reported, in the 2024 Cybersecurity audit.

3. 2026

- a. Detect – activities to timely identify the occurrence of a cybersecurity event.
- b. Respond – activities for acting upon a detected cybersecurity event.
- c. Recover – activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity incident.

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
2024 INTERNAL AUDIT WORK PLAN**

Audit Area	Tentative Work Plan	Planned Start Date	Estimated Hours
<b>Cost-Share Agreements</b>	Review the District’s management of Agricultural and Regional Initiative Valuing Environmental Resources (RIVER) cost-share agreements, including controls for ensuring that agreements are established and managed in compliance with Florida law and Governing Board directives.	January 2024	40
<b>Cybersecurity</b>	Review District cybersecurity controls in the following areas:  <ul style="list-style-type: none"> <li>– <u>Identify</u>: District activities for maintaining an organizational understanding to manage cybersecurity risk, including understanding the business context, the resources that support critical District functions, and the related cybersecurity risks.</li> <li>– <u>Protect</u>: District safeguards to ensure delivery of critical services and support the ability to limit or contain the impact of a potential cybersecurity event.</li> </ul>	March 2024	50
<b>Follow-up on Prior Internal Audit Findings</b>	Review the status of District corrective action toward the observations and recommendations in prior internal audit reports that are unresolved through September 30, 2023. Because the unresolved finding to be followed up on is a cybersecurity matter, this will be accomplished as a part of the above-described Cybersecurity audit.	March 2024	10
<b>Discretionary</b>	<ul style="list-style-type: none"> <li>– Reserved for procedures to be performed at the discretion of the Inspector General without the prior knowledge of management.</li> <li>– Perform additional procedures as deemed necessary as a result of other procedures performed or at the request of the Governing Board, management, and/or external auditor.</li> </ul>	October 2023 – September 2024	15
<b>Reporting</b>	<ul style="list-style-type: none"> <li>– Preparation of Internal Audit Reports</li> <li>– Presentation of Draft Reports to District CFO</li> <li>– Presentation of Final Audit Reports to Audit Committee</li> <li>– Presentation of Annual Report of IG Activities to Audit Committee</li> </ul>	October 2023 - September 2024	30
<b>Risk Assessment and Planning</b>	<ul style="list-style-type: none"> <li>– Discussions with District CFO and other management as necessary</li> <li>– Other risk assessment procedures</li> <li>– Identify areas of concern</li> <li>– Design of specific audit procedures</li> <li>– Presentation of audit plans to Governing Board’s Audit Committee</li> </ul>	Summer 2024	20

Total Hours	165.00
Estimated Blended Hourly Rate	\$147.75
Subtotal	\$24,378.75
Travel (s. 112.061, F.S.)	\$1,000.00
Estimated Fee	\$25,378.75

**Estimated Blended Hourly Rate**

	<u>Hourly Rate</u>	<u>Per Cent Utilized</u>	<u>Extension</u>
Inspector General	\$220	10%	\$ 22.00
Partner-in-Charge	\$220	10%	22.00
Audit Manager/IT Manager	\$155-165 (blended)	25%	40.00
Senior Auditor	\$125	35%	43.75
Staff Auditor	\$100	20%	<u>20.00</u>
	Blended Rate		<u><u>\$ 147.75</u></u>

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Pam Shaw, Chief, Office of Finance  
THRU: Tim Alexander, Deputy Executive Director, Business and Community Services  
DATE: September 1, 2023  
RE: Renewal of Contract with Reliant CPAs, P.A. dba Powell and Jones, CPA

**RECOMMENDATION**

Accept the Audit Committee recommendation to approve the renewal of Contract 16/17-082 with Reliant CPAs, P.A. dba Powell and Jones, CPA, for audit services not to exceed \$28,000 for Fiscal Year 2023-2024.

**BACKGROUND**

In 2016, the District requested financial audit services bids under RFP 15/16-30EO. Powell and Jones, CPA, won the bid and was awarded a three-year contract for Fiscal Year (FY) 2017 through 2019 for an amount not to exceed \$82,400, including annual rates of FY 2017 (\$26,900), FY 2018 (\$27,500), and FY 2019 (\$28,000). The contract provides an option for five subsequent one-year renewals. The contract was renewed in FY 2020, FY 2021, FY 2022, and FY 2023 for \$28,000 each year. This renewal request represents the final subsequent renewal.

Powell and Jones, CPAs, has performed the annual financial audits since FY 2013. In addition to providing financial audit services, Powell and Jones, CPA submits the Annual Financial Report to the Florida Department of Financial Services – Bureau of Accounting and to the Federal Single Audit Clearinghouse. Powell and Jones, CPAs, also provides routine guidance to the Finance staff.

On August 8, 2023, the Audit Committee voted to renew contract 16/17-082 with Reliant CPAs, P.A. dba Powell and Jones, CPAs for a one-year term commencing on October 1, 2023, and continuing through September 30, 2024.

Funding for this work is contingent upon approval of the FY 2023-2024 Final Budget.

PJS/tm  
Contract #16/17-082

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Pam Shaw, Chief, Office of Finance  
THRU: Tim Alexander, Deputy Executive Director  
DATE: August 25, 2023  
RE: Inspector General Internal Audit Activity Charter

**RECOMMENDATION**

Approval of the Inspector General's Internal Audit Activity Charter for the Fiscal Year 2022-2023 and Fiscal Year 2023-2024 from Law, Redd Crona & Monroe, P.A.

**BACKGROUND**

The Internal Audit Activity Charter defines the roles, authority, organization, purpose, and responsibilities for internal audit activity.

Institute of Internal Audit (IIA) Standards 1000 – Purpose, Authority, and Responsibility states:

*The purpose, authority, and responsibility of the internal audit activity must be formally defined in an internal audit charter, consistent with the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework (the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the Standards, and the Definition of Internal Auditing). The chief audit executive must periodically review the internal audit charter and present it to senior management and the board for approval.*

The Inspector General's interpretation of IIA Standards 1000 is that the internal audit charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The internal audit charter establishes the internal audit activity's position within the organization, including the nature of the chief audit executive's functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the internal audit charter resides with the board.

Each year's audit activity by the Inspector General will be determined through an annual audit plan to be approved by the Audit Committee and Governing Board. The current Internal Audit Activity Charter is attached.

PS/tm  
Attachment

# Memo

To: Pam Shaw, Chief Financial Officer

From: Sam M. McCall, District Inspector General

Re: Annual Approval of the District Internal Audit Charter

Date: August 25, 2023

Ms. Shaw:

Please accept this memo as a request for the Suwannee River Water Management District Board to approve continuation of the current Internal Audit Charter for the District for 2022-2023 year without change. The *Standards for the Professional Practice of Internal Auditing* issued by the Institute of Internal Auditors (IIA) recommend the organization's governing body annually review the Charter and make any needed changes. I have reviewed the Charter and recommend approval with no changes at this time.

In light of new audit standards to be issued by the IIA during fiscal year 2023-2024, I intend to review such changes when issued and to recommend to the Governing Board any audit charter changes needed as a result of revisions to the *Standards*. As a result, Board approval will continue the current Audit Charter into the 2023-2024 fiscal year.

Respectfully,

Sam M. McCall, CPA, CIA, CIG

District Inspector General

Cc: Hugh Thomas

Richard Law, Law Redd, CPAs and Advisors

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
DISTRICT INSPECTOR GENERAL  
INTERNAL AUDIT ACTIVITY CHARTER**

This charter defines the purpose, authority, and responsibilities of the District Inspector General, in compliance with the Standards issued by the Institute of Internal Auditors.

**PURPOSE:**

The purpose of employing/contracting for the Suwannee River Water Management District (District) Inspector General services is to provide independent, objective assurance and consulting services designed to add value and improve the operations of the Suwannee River Water Management District. It assists the District in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's governance, risk management, and control processes.

**ROLE:**

The District Inspector General's internal audit activity is established by the Governing Board (Board). The internal audit activity's responsibilities are defined by the Board as part of their oversight role.

**AUTHORITY:**

Pursuant to the provisions of section 373.079(4)(b), Florida Statutes (F.S.), the Board must employ an Inspector General who meets the required qualifications and performs the applicable duties of a state agency inspector general as provided in section 20.055, F.S.

The law requires that the District Inspector General's responsibilities include internal audits that are to be conducted in accordance with current *International Standards for the Professional Practice of Internal Auditing* as published by the Institute of Internal Auditors, or where appropriate, in accordance with generally accepted government auditing standards. The District Inspector General must comply with the General Principles and Standards for Offices of Inspector General as published and revised by the Association of Inspectors General.

The internal auditors, with strict accountability for confidentiality and safeguarding records and information, are authorized free and unrestricted access to any and all of the District's records, physical properties, and personnel pertinent to carrying out any engagement. All employees are requested to assist the internal audit activity in fulfilling its roles and responsibilities. The internal audit activity will also have free and unrestricted access to the Board.

**CODE OF ETHICS:**

The internal auditors have a responsibility to conduct themselves so their good faith and integrity are not open to question. Professional behavior must conform to the Code of Ethics issued by the Institute of Internal Auditors, Inc.

**ORGANIZATION:**

The District Inspector General will report functionally to the Board and administratively (i.e. day to day operations) to the Executive Director or designee.

The Board will approve the internal audit charter and the risk-based internal audit plans annually. It will also approve all decisions regarding the performance evaluation, appointment, or removal of the District Inspector General as well as the District Inspector General's annual compensation. The District Inspector General will communicate and interact directly with the Board as appropriate.

**INDEPENDENCE AND OBJECTIVITY:**

The internal audit activity will remain free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing, and report content.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively and in such a manner that they believe in their work product, that no quality compromises are made, and that they do not subordinate their judgment on audit matters to others.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair their judgment.

Internal auditors will exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors will make a balanced assessment of all the relevant circumstances and take necessary precautions to avoid being unduly influenced by their own interests or by others in forming judgments.

The District Inspector General will confirm to the Board, at least annually, the organizational independence of the internal audit activity. The District Inspector General will disclose to the Board any interference and related implications in determining the scope of internal auditing, performing work, and/or communicating results.

**RESPONSIBILITY:**

The scope of internal auditing encompasses, but is not limited to, the objective examination and evaluation of the adequacy and effectiveness of the organization's governance, risk management, and control processes as well as the quality of performance in carrying out assigned responsibilities to achieve the organization's stated goals and objectives. This includes:

- Evaluating the reliability and integrity of information and the means used to identify, measure, classify, and report such information, including information on performance measures, standards, and to make recommendations for improvement, if any.
- Performing consulting and advisory services related to governance, risk management, and control as appropriate for the organization, as well as in the development of performance measures, standards, and procedures for evaluation of District programs.
- Evaluating the actions taken by the District to improve program performance and meet program standards and make recommendations for improvement, if any.
- Directing, supervising, coordinating, and performing audits, investigations, and management reviews relating to the programs and operations of the District, including investigations specifically relating to section. 20.055, F.S.
- Conducting, supervising, or coordinating and performing other activities carried out or financed by the District for the purpose of promoting economy and efficiency in the administration of, or preventing fraud and abuse in, its programs and operations.
- Keeping the Board and Executive Director informed concerning fraud, abuses, and deficiencies relating to programs and operations administered or financed by the District; recommending corrective action concerning fraud, abuses, and deficiencies; and reporting on progress made in implementing corrective action.
- Ensuring effective coordination and cooperation between the Auditor General, federal auditors, and other governmental bodies with a view toward avoiding duplication.



- Reviewing, as appropriate, rules, policies, and procedures relating to the programs and operations of the District and making recommendations regarding their impact.
- Ensuring that an appropriate balance is maintained between audit, investigative, and other accountability activities.
- Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on the organization.
- Evaluating District policies, procedures, processes, and controls for ensuring that resources and assets are acquired economically, used efficiently, and protected adequately.
- Evaluating specific operations at the request of the Board or management, as appropriate.

**INTERNAL AUDIT PLAN:**

At least annually, the District Inspector General will submit to the Executive Director or designee(s) and the Board risk-based long term and annual internal audit plans for review and approval. The annual internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal/calendar year. The District Inspector General will communicate the impact of resource limitations and significant interim changes to senior management and the Board.

The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the Board. The District Inspector General will review and adjust the plan, as necessary, in response to changes in the organization’s business, risks, operations, programs, systems, and controls. Any significant deviation from the approved internal audit plan will be communicated to senior management and the Board through periodic activity reports.

**REPORTING AND MONITORING:**

A written report will be prepared and issued by the District Inspector General or designee following the conclusion of each internal audit engagement and will be distributed as appropriate. Internal audit results will also be communicated to the Board.

The internal audit report may include management’s response and corrective action taken or to be taken in regard to the specific findings and recommendations. Management’s response, whether included within the original audit report or provided thereafter (i.e. within 20 working days) by management of the audited area should include a timetable for anticipated completion of action to be taken and an explanation for any corrective action that will not be implemented.

The internal audit activity will be responsible for appropriate follow-up on engagement findings and recommendations. All significant findings will remain in an open issues file until cleared.

**PERIODIC ASSESSMENT:**

The District Inspector General will annually report to the Executive Director or designee(s) and the Board, not later than September 30 of each year, summarizing the District Inspector General activities during the immediately preceding fiscal year. Reporting will include the District Inspector General’s performance relative to its plan, and significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by senior management and the Board.

The District Inspector General will communicate to the Executive Director or designee(s) and the Board on the internal audit activity’s quality assurance and improvement program, including results of ongoing internal assessments and external assessments.

INTERNAL AUDIT ACTIVITY CHARTER

Approved this 17 day of January, 2020.

*Lans Road Crona + Munroe, P.A.*

by: *Richard H Jones, president*  
District Inspector General

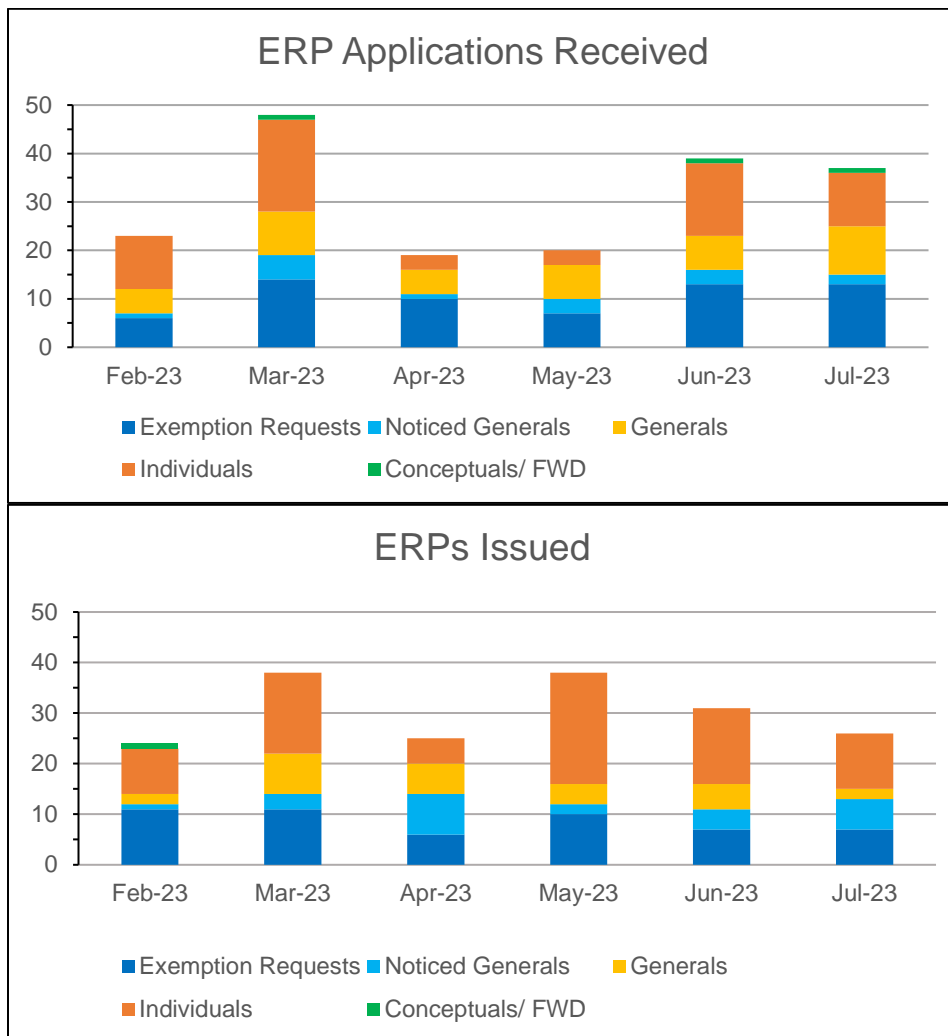
*[Signature]*  
Executive Director

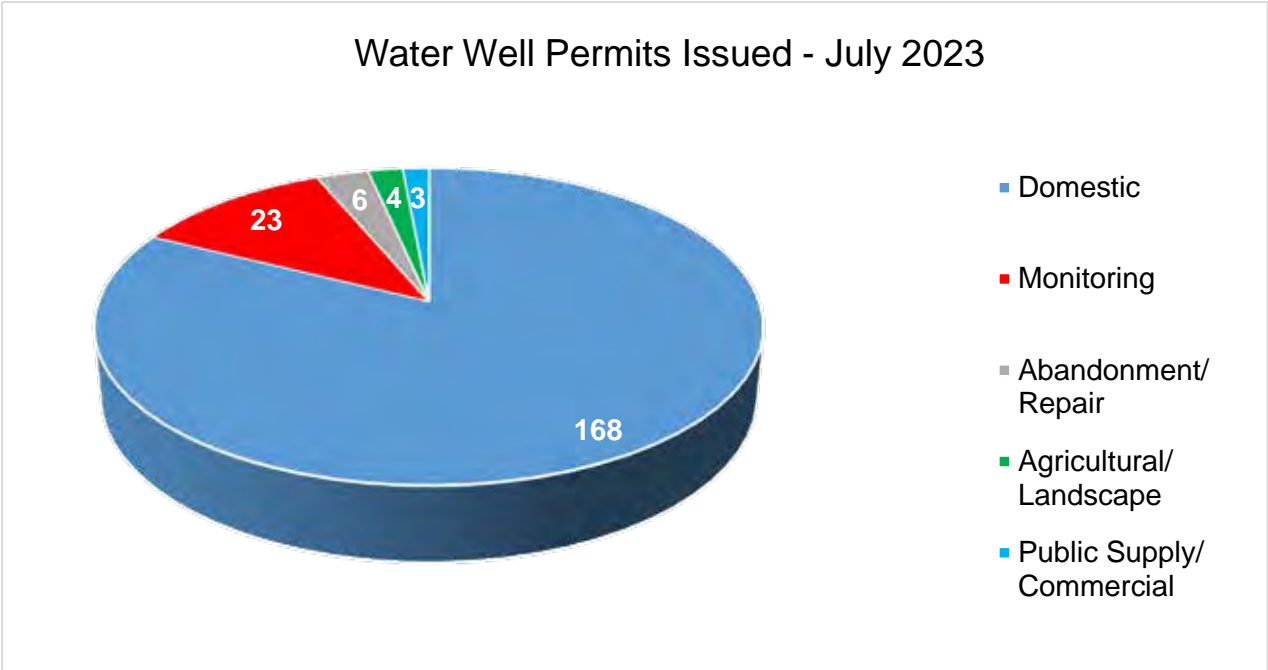
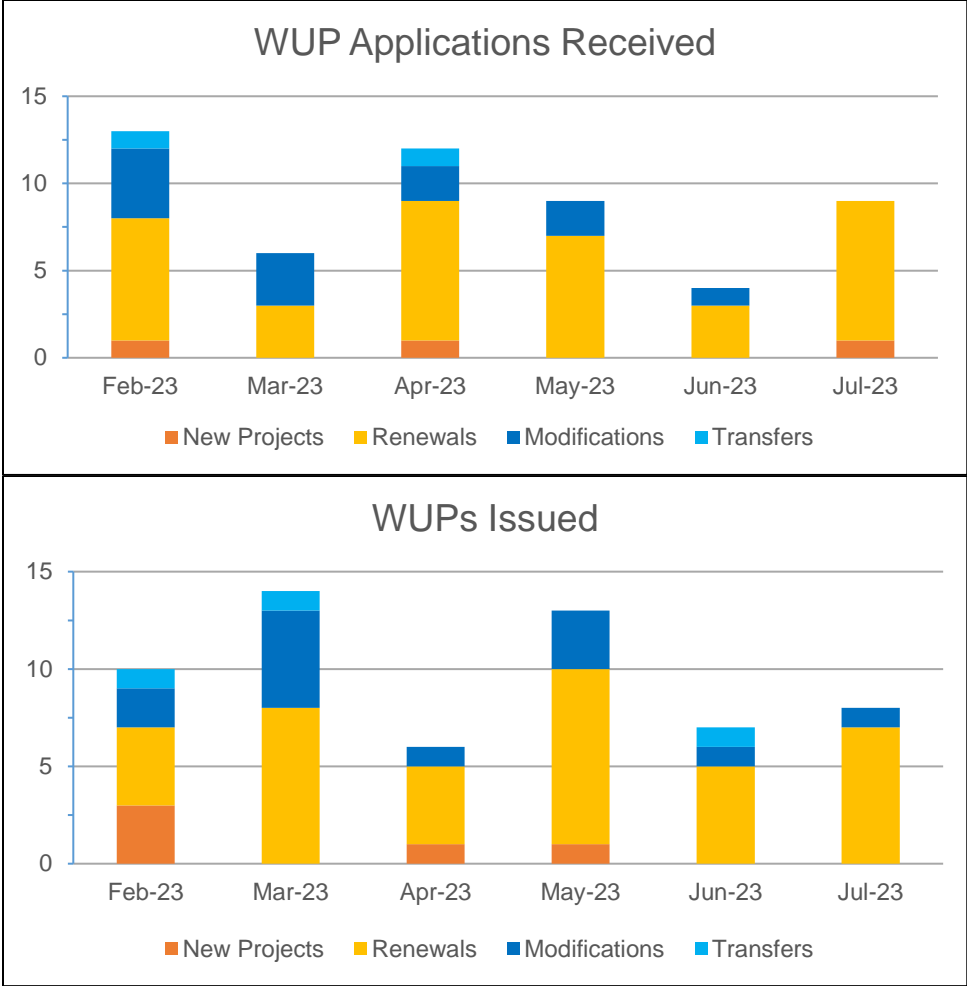
*[Signature]*  
Chair, Governing Board

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board  
FROM: Warren Zwanka, Director, Division of Resource Management  
THRU: Tim Alexander, Deputy Executive Director, Business and Community Services  
DATE: September 1, 2023  
RE: Permitting Summary Report





**40B-1.1010 Point of Entry into Proceedings**

GB Authorized Rulemaking	2/14/2023	GB Authorized Rulemaking	
Notice of Rule Development		Notice of Rule Development	
Public Workshop		Public Workshop	
Notice of Proposed Rule		Notice of Proposed Rule	
Notice of Correction/ Change		Notice of Correction/ Change	
File with DOS		File with DOS	
<b>Effective Date</b>		<b>Effective Date</b>	

**Thank you for approving the 2023-2024 Regulatory Plan!**

**ERP/ WUP Compliance Agreements:** Davidson Floodway Fill, Hamilton Co., Item No. 144082

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Warren Zwanka, Director, Division of Resource Management

THRU: Tim Alexander, Deputy Executive Director, Business and Community Services

DATE: September 1, 2023

RE: Modification of Water Use Permit 2-041-220506-4, Walker Farm, Gilchrist County

**RECOMMENDATION**

Approve the modification of Water Use Permit 2-041-220506-4 with eighteen standard conditions and seven special limiting conditions to HTK Farms, LLC in Gilchrist County.

**BACKGROUND**

This is a modification of the existing Walker Farm agricultural water use permit to increase irrigated acreage and transfer ownership to HTK Farms, LLC. The Walker Farm Project is located approximately one mile east of US-129 and one mile north of CR-340, northeast of Bell, in Gilchrist County. The permittee has contracted to purchase an adjacent 202-acre parcel, which will increase the farm to 860 controlled acres, of which 662 acres are irrigated. Groundwater from eight wells will be used to irrigate bean/ peanut/ rye, corn/ rye, peanut/ rye, or bean/ rye rotations using center pivot irrigation. The GIS-based Water Resources and Agricultural Permitting and Planning System supplemental irrigation model was used to determine the 1.1692 mgd 1-in-10-year drought allocation, a 0.3232 mgd increase from the previous sequence.

All irrigation wells eight inches or greater in diameter (5 of 8) will be monitored using District telemetry. There have been no reports of interference or observed harm to water resources associated with previous withdrawals at this project; and, based on simulated Upper Floridan aquifer drawdown modeling, staff does not anticipate impacts resulting from the proposed additional withdrawals. Staff has determined that the application is complete and satisfies the conditions for issuance in Chapter 40B-2, Florida Administrative Code.

WZ/tm  
Attachments

WATER USE TECHNICAL STAFF REPORT  
11-Aug-2023  
APPLICATION NO.: 2-041-220506-4

**Owner:** Herman 'Trey' Sanchez  
HTK Farms LLC  
479 NE 446th St  
Old Town, FL 32680-7759  
(386) 288-2118

Robert Aderholt  
5987 290th St  
Branford, FL 32008-2482  
(386) 935-1213

**Applicant:** Herman 'Trey' Sanchez  
HTK Farms LLC  
479 NE 446th St  
Old Town, FL 32680-7759  
(386) 288-2118

**Agent:** Not Applicable

**Compliance Contact:** Herman 'Trey' Sanchez  
HTK Farms LLC  
479 NE 446th St  
Old Town, FL 32680-7759  
(386) 288-2118

**Project Name:** Walker Farm

**County:** Gilchrist

**WSPA:** Yes

**Objectors:** No

**Authorization Statement:**

The permittee is authorized to withdraw a maximum of 1.1692 mgd of groundwater for supplemental irrigation of beans/ peanuts/ rye, a maximum of 1.0525 mgd of groundwater for supplemental irrigation of corn/ rye, a maximum of 0.8436 mgd of groundwater for supplemental irrigation of peanuts/ rye, or a maximum of 0.7821 mgd of groundwater for supplemental irrigation of beans/ rye, during 1-in-10-year drought conditions.

**Recommendation:** Pending

**Reviewers:** David King

Allocation Summary		
Average Daily Rate (Million Gallons Per Day)	Freeze Protection (Million Gallons Per Year)	Allocation Change (Million Gallons Per Day)
1.1692	n/a	0.3232

**Permit Expiration:** March 9, 2036, consistent with the previous permit issuance.

**ACTION REQUESTED:** Modification to change ownership, increase irrigated area, and add two irrigation wells.

**PROJECT DESCRIPTION:**

This project is located approximately one mile east of US-129, one mile north of CR-340, and three miles northeast of Bell in Gilchrist County. The permittee has contracted to purchase an adjacent 202-acre parcel, which will increase the farm to 860 controlled acres and 662 irrigated acres. The additional parcel contains one existing well (Station ID 33226) and the applicant proposes to install two additional wells, station ID's 152309 and 152308. Groundwater from eight wells will be used to irrigate a bean/ peanut/ rye, corn/ rye, peanut/ rye, or bean/ rye rotations using center pivots.

The permittee has elected to provide SRWMD telemetry for all wells 8-inches in diameter or greater to comply with the water use reporting requirements of special condition 19.

**WATER USE CALCULATIONS:**

The District's WUPAR supplemental irrigation model was used to determine the 15.61 inches/ year supplemental irrigation requirements for corn grown from March 1<sup>st</sup> to June 30<sup>th</sup>.

The GIS-Based Water Resources and Agricultural Permitting and Planning System (GWRAPPS) was used to determine the following supplemental irrigation requirements:

- Peanuts grown from April 15 to November 1: 11.37 inches/ year
- Beans grown from March 1 to May 20: 10.12 inches/ year
- Peanuts grown from May 21 to September 30: 7.86 inches/ year
- Rye grown from October 1 to March 1: 5.76 inches/ year

**PERMIT APPLICATION REVIEW:**

Staff have determined this application meets the conditions for issuance set forth in section 373.223, Florida Statutes and rule 40B-2.301, Florida Administrative Code. A summary of the staff review is provided below:

Project withdrawals were modeled and showed a simulated Upper Floridan aquifer drawdown of less than 0.5 feet at the project boundary and no reports of interference from previous withdrawals at this project have been received by the District, therefore, continued groundwater withdrawals at this project are not expected to interfere with any presently existing legal uses of water or harm the water resources of the area.

Water use consistent with the aforementioned supplemental irrigation model is economic and efficient. The permittee implements the following water conservation measures for the agricultural uses: checking periodically for irrigation leaks and repairing them as needed, installing a new center pivot irrigation system, maintaining 80% distribution uniformity, equipping sprinkler heads with pressure regulators, using soil probes and remote shut-off switches to monitor and prevent over-irrigation.



Staff evaluated wetland and natural systems at the site. Based on aerial imagery, wetland inventories, and a review of NRCS soil database, staff does not expect this proposed groundwater withdrawal to cause harm to crops and other types of vegetation, including wetlands and other surface waters, or cause damage to the habitat of endangered or threatened species at the site or adjacent properties for the duration of the permit.

The proposed withdrawals are in accordance with MFLs and MFL recovery strategies pursuant to Chapters 62-42 and 40B-8, F.A.C.; and Emergency Rule 40BER17-01. Additionally, cumulative reductions in flow from the allocation were evaluated at the Outstanding Florida Springs (OFS) and no measurable reductions were recorded. No OFS listed in 40BER17-01 has an estimated cumulative flow decline of 9.9%.

**WITHDRAWAL POINT INFORMATION:**

**Site Name:** Walker Farm

<b>Well Details</b>					
<b>District ID</b>	<b>Station Name</b>	<b>Casing Diameter (inches)</b>	<b>Source Name</b>	<b>Status</b>	<b>Use Type</b>
33226	Well #6	6	Upper Floridan Aquifer	Active	Agricultural
119530	Well #4	10	Upper Floridan Aquifer	Active	Agricultural
119618	Well #1	6	Upper Floridan Aquifer	Active	Agricultural
119996	Well #3	6	Upper Floridan Aquifer	Active	Agricultural
120388	Well #8	6	Upper Floridan Aquifer	Active	Agricultural
121107	Well #2	10	Upper Floridan Aquifer	Active	Agricultural
121108	Well #7	10	Upper Floridan Aquifer	Active	Agricultural
152308	Well #5	12	Upper Floridan Aquifer	Proposed	Agricultural
152309	Well #6-new	10	Upper Floridan Aquifer	Proposed	Agricultural

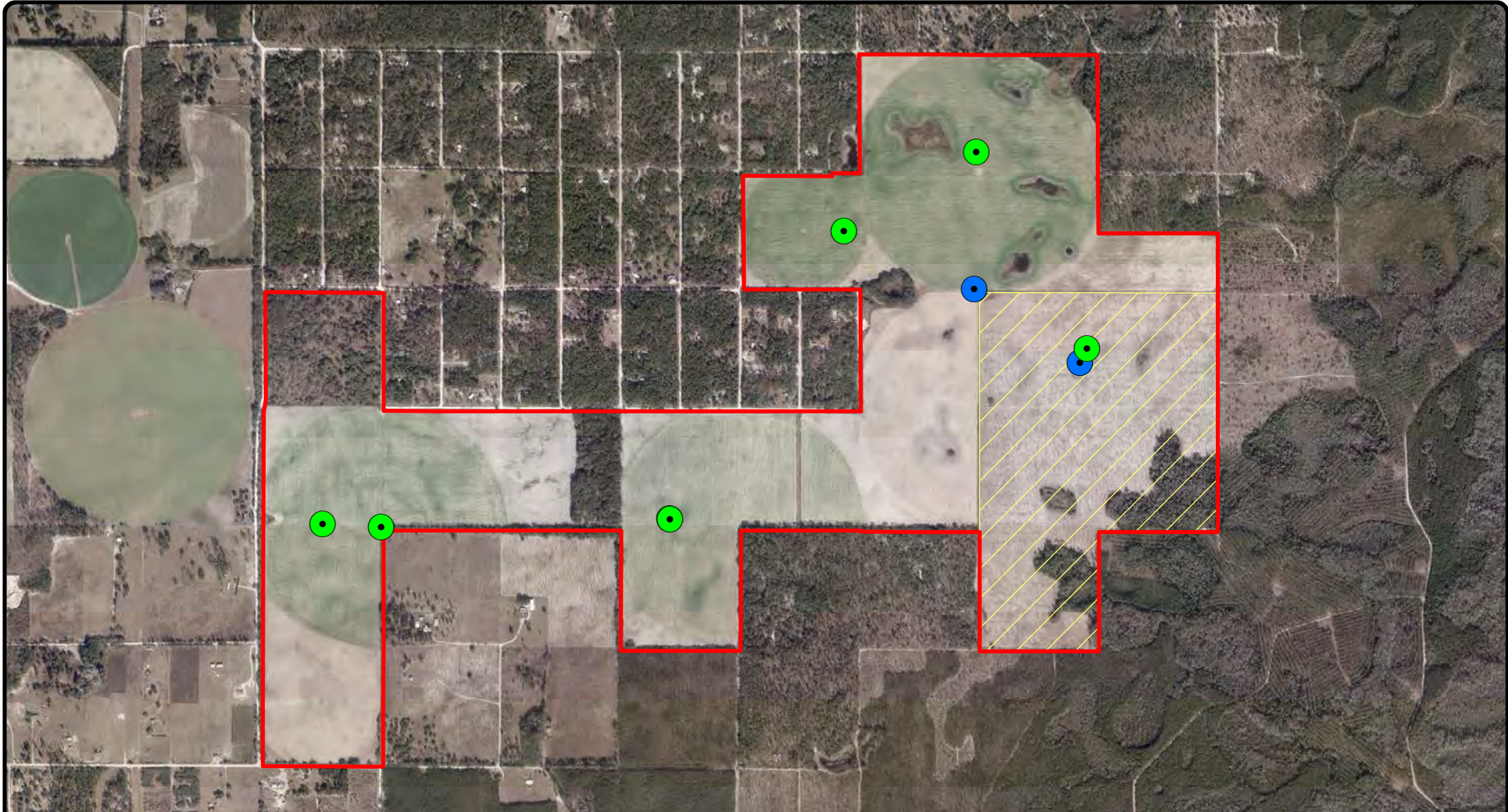
## Conditions

1. 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. The permittee shall immediately notify the District in writing of any previously submitted information that is later discovered to be inaccurate.
2. 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.
3. 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 the 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 40B-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.
4. 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.
5. 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.
6. A permittee may seek modification of any term of an unexpired permit. The permittee is advised that section 373.239, F.S., and section 40B-2.331, F.A.C., are applicable to permit modifications.
7. This permit shall expire on **3/9/2036**. The permittee must submit the appropriate application form incorporated by reference in subsection 40B-2.402(8)(a), F.A.C., and the required fee to the District pursuant to section 40B-2.361, F.A.C., up to one year prior to this expiration date in order to continue the use of water.
8. Use classification is **Agricultural**.
9. Source classification is **Groundwater**.

10. The permitted water withdrawal facilities consist of the stations in the Withdrawal Point Information table(s).
11. The permittee must mitigate interference with existing legal uses caused in whole or in part by the permittee's withdrawals, consistent with a District-approved mitigation plan. As necessary to offset such interference, mitigation may include, but is not limited to, reducing pumpage, replacing the existing legal user's withdrawal equipment, relocating wells, changing withdrawal source, supplying water to existing legal user, or other means needed to mitigate the impacts.
12. The permittee must mitigate harm to existing off-site land uses caused by the permittee's withdrawals. When harm occurs, or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
13. The permittee must mitigate harm to the natural resources caused by the permittee's withdrawals. When harm occurs or is imminent, the permittee must modify withdrawal rates or mitigate the harm.
14. If any condition of the permit is violated, the permittee shall be subject to enforcement action pursuant to chapter 373, F.S.
15. The permittee must notify the District in writing prior to implementing any changes in the water use that may alter the permit allocations. Such changes include, but are not limited to, change in irrigated acreage, crop type, irrigation system, water treatment method, or entry into one or more large water use agreements. In the event a proposed change will alter the allocation, permittee must first obtain a permit modification.
16. All correspondence sent to the District regarding this permit must include the permit number **(2-041-220506-4)**.
17. The District reserves the right to open this permit, following notice to the permittee, to include a permit condition prohibiting withdrawals for resource protection.
18. The lowest quality water source, such as reclaimed water or surface water, shall be used in lieu of groundwater at this project when technically, economically, and environmentally feasible.
19. The permittee shall implement automated monitoring of groundwater withdrawals, at permittee's expense, upon commencement of withdrawals. The monitoring and reporting shall include reporting daily volume pumped by each well of inside diameter eight inches or greater at land surface and shall be delivered by 12:00 pm local time the following day via approved telemetry consistent with District data formats. The permittee may opt for a standardized SRWMD automated monitoring system to fulfill this requirement.
20. The permittee shall implement and/or maintain the conservation practices selected in the Water Conservation Plan submitted to the District. Any new practices selected shall be implemented within one year from the date of permit issuance. Practices that involve scheduling methods or maintenance shall be documented. Documentation for implementation and/or maintenance shall be maintained on all practices and available upon request.

21. The permittee shall ensure that the irrigation systems will water target areas only under field operations. Irrigation of non-target areas (roads, woods, structures, etc.) is prohibited.
22. The permittee agrees to participate in a Mobile Irrigation Lab (MIL) program and allow access to the Project Site for the purpose of conducting a MIL evaluation at least once every five years.
23. Following the effective date of the re-evaluated Minimum Flows and Levels adopted pursuant to Rule 62-42.300(1)(e), F.A.C., this permit is subject to modification during the term of the permit, upon reasonable notice by the District to the permittee, to achieve compliance with any approved MFL recovery or prevention strategy for the Lower Santa Fe River, Ichetucknee River, and Associated Priority Springs. Nothing herein shall be construed to alter the District's authority to modify a permit under circumstances not addressed in this condition.
24. The permittee is authorized to withdraw a maximum of 1.1692 mgd of groundwater for supplemental irrigation of beans/ peanuts/ rye, a maximum of 1.0525 mgd of groundwater for supplemental irrigation of corn/ rye, a maximum of 0.8436 mgd of groundwater for supplemental irrigation of peanuts/ rye, or a maximum of 0.7821 mgd of groundwater for supplemental irrigation of beans/ rye. Daily allocations are calculated on an average annual basis and the maximum allocation is only authorized in 1-in-10-year drought conditions.
25. The permittee shall cap all inactive wells in a watertight manner until placed into use.





- Active Withdrawal Points
- Proposed Withdrawal Points
- Project Boundary
- Additional Acreage

## Walker Farm

2-041-220506-4

September 2023







Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranties expressed or implied. For more information please contact the SRWMD at 386-362-1001.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Warren Zwanka, P.G., Division Director, Resource Management

THRU: Tim Alexander, Deputy Executive Director, Business and Community Services

DATE: September 1, 2023

RE: Modification of Environmental Resource Permit ERP-023-211673-3, Turkey Creek (Woodborough North Subdivision), Columbia County

**RECOMMENDATION**

Approve modification of Environmental Resource Individual Permit ERP-023-211673-3, Turkey Creek (Woodborough North Subdivision) with 19 standard conditions and 11 special limiting conditions to Tom Eagle of Turkey Creek Columbia County HOA, Inc.

**BACKGROUND**

The Woodborough North Subdivision, formerly known as Turkey Creek, is located approximately 3.5 miles northwest of Lake City on NW Lake Jeffery Road in Columbia County. This application is for the major modification of ERP-023-211673-2 (Legacy Number ERP07-0081M) to address a flooding complaint received by the District in May 2022. Staff determined the construction and maintenance of Woodborough North's stormwater system to be inconsistent with what was previously permitted; and this modified permit will replace the existing permit upon issuance.

The project scope has been reduced from what was previously permitted to 35 platted single-family residential lots, internal roadways owned and maintained by Columbia County, and three stormwater management ponds and conveyances owned by Tom Eagle of Turkey Creek Columbia County HOA, Inc. The modification includes deepening and expanding the front stormwater management pond (Pond 7), reconstructing the Pond 7 outfall structure to include two bleed-down pipes and one weir, reconfiguring the water levels for pump operation in Ponds 1-2 and Pond 7, replacing two-inch waterline between Ponds 1-2 and Pond 7 with three-inch waterline, raising the Pond 1-2 berms, resizing the discharge weirs in Ponds 1 and 2, and redirecting sprinkler irrigation to be contained within the Ponds 1-2 drainage basin.

The design engineer has demonstrated that directing stormwater from Pond 7 to Ponds 1-2 using a 200gpm pump, and then to sprinklers using a 600gpm pump, during and after storm events provides for the necessary recovery to meet rule criteria. These pumps will be operated and maintained by the developer until the permit is transferred to the residents of the homeowners' association. The applicant has provided reasonable assurance that the proposed project meets the conditions for issuance of permits specified in rules 62-330.301 and 62-330.302, F.A.C.

AS/tm  
Attachments

INDIVIDUAL ENVIRONMENTAL RESOURCE PERMIT TECHNICAL STAFF REPORT  
 September 12, 2023  
 APPLICATION #: ERP-023-211673-3

**Applicant:** Tom Eagle  
 Turkey Creek Columbia County HOA, Inc.  
 291 NW Main Blvd  
 Lake City, FL 32055-3308  
 (386) 755-5110

**Owner:** Tom Eagle  
 Turkey Creek Columbia County HOA, Inc.  
 291 NW Main Blvd  
 Lake City, FL 32055-3308  
 (386) 755-5110

Robert Jordan  
 Jordan & Faisel Acquisition Corp.  
 934 NE Lake DeSoto Circle  
 Lake City, FL 32055  
 (386) 755-3456

Kevin Kirby  
 Columbia County  
 PO Box 1529  
 Lake City, FL 32056-1529  
 (386) 755-4100

**Consultant:** Kellan Bailey  
 NFPS, Inc.  
 PO Box 3823  
 Lake City, FL 32056-3823  
 386-752-4675

Robert Bishop  
 NFPS, Inc.  
 PO Box 3823  
 Lake City, FL 32056-3823  
 386-752-4675

**Project Name:** Turkey Creek (Woodborough North) Mod - NW Lake Jeffery Road

**Acres Owned:** 173.3

**Project Acreage:** 173.3

**County:** Columbia

**STR:**

Section(s):	Township(s):	Range(s):
14,23	3S	16E

**Receiving Water Body:**

Name	Class
Lake Jeffery Outlet, Unnamed Drain	III Fresh



**Authority:** 62-330.020 (2)(d), 62-330.020 (2)(j), 62-330.020 (2)(b), 62-330.020 (2)(c) , 62-330.020 (2)(a)  
 Open Land(1900), Mixed Wetland Hardwoods(6170), "Transportation, Communication and Utilities"(8000), Utilities(8300), Reservoirs(5300), Inactive Land with street pattern but without structures.(1920), Coniferous Plantations(4410), Shrub and Brushland(3200),

**Existing Land Use:** Herbaceous(3100), Urban and build-up(1000), Rangeland(3000), Hardwood - Conifer Mixed(4340), Wetland Forested Mixed(6300), Upland Hardwood Forests Continued(4300), Wetlands(6000), Gum Swamps(6130), Tree Plantations(4400), Wetland Hardwood Forests(6100)

**Mitigation Drainage Basin:** Upper Suwannee River Basin

**Special Regulatory Basin:** Closed

**Final O&M Entity:** Turkey Creek Columbia County HOA Inc

**ERP Conservation Easements/Restrictions:** Yes

**Interested Parties:** Yes

**Objectors:** No

**Authorization Statement:**

This permit supersedes previous permits and authorizes a total of 3.79 acres of impervious surfaces, modification of the stormwater management system to serve a total of 3.79 acres of impervious surfaces on a total project area of 43.1 acres. The project shall be constructed in a manner consistent with the application package, plans, and calculations submitted and certified by Robert Phillip Bishop, Jr., P.E. of North Florida Professional Services, Inc. on or before August 7, 2023.

**Recommendation:** Pending

**Reviewers:** Ashley Stefanik; Sarah Corbett

**Staff Comments**

**Project Applicant and Sufficient Real Property Interest:**

The project applicant, Thomas Eagle, is a registered officer for Turkey Creek Columbia County HOA, Inc., the landowner of Ponds 1, 2, and 7. Mr. Eagle has presented documentation designating Robert P. Bishop as an authorized agent for the project. Activities are also proposed within the right-of-way of several internal roads owned by Columbia County, of which Kevin Kirby is an authorized representative. Additionally, irrigation discharge is proposed within a property owned by Jordan & Faisal Acquisition Corp., of which Mohammad Faisal is a registered officer. Mr. Faisal has provided an easement for these properties to Turkey Creek Columbia County HOA, Inc.

**Project Location and Brief Description:**

The Woodborough North subdivision, formerly known as Turkey Creek, is located approximately 3.5 miles northwest of Lake City on NW Lake Jeffery Road in Columbia County. This application is for the major modification of ERP-023-211673-2 (Legacy Number ERP07-0081M) to address a flooding complaint received by the District in May 2022. Staff determined the construction and maintenance of Woodborough North's stormwater system to be inconsistent with what was previously permitted; and this modified permit will replace the existing permit upon issuance.



The modification includes deepening and expanding the front stormwater management pond (Pond 7), reconstructing the Pond 7 outfall structure to include two bleed-down pipes and one weir, reconfiguring the operation of the Pond 1-2 and Pond 7 pumps (elevation on-off), replacing two-inch waterline between Ponds 1-2 and Pond 7 with three-inch waterline, raising the Pond 1-2 berms (0.5 ft), reconfiguring the Pond 1-2 discharge weirs, and redirecting sprinkler irrigation to be contained within the Ponds 1-2 drainage basin. The proposed project area is approximately 43 acres and is located on the north side of Lake Jeffery Road within Sections 14 and 23, Township 3 South, and Range 16 East in Columbia County

**Permitting History:**

ERP-023-211673-1 (Legacy No. ERP07-0081): Issued December 17, 2007 and closed February 12, 2008.

ERP-023-211673-2 (Legacy No. ERP07-0081M): Issued February 12, 2008. To be closed upon issuance of sequence 3.

**Financial Assurance Mechanism:**

The application fee for a major modification of \$2,805 has been provided in accordance with rule 40B-1.706, F.A.C.; and the surety bond of \$4,000 has been provided in accordance with rule 40B-1.704, F.A.C.

**Engineering**

**Description of Project (Stormwater Management System):**

The project includes two post-development drainage areas - Pond 7 drainage basin and Ponds 1-2 drainage basin. Stormwater runoff from these drainage basins will be routed via sheet flow and shallow concentrated flow to roadside swales and culverts, then to stormwater management ponds - Pond 7 and Ponds 1-2.

Pond 7 was previously permitted as a dry retention pond and is being expanded and modified with this permit into a 4.39-acre wet detention pond with a permanent pool elevation of 154.31 feet (2.79 feet pool depth). The discharge structure of Pond 7 will be reconstructed to include a 2-inch bleed-down at 154.31 feet, an 8-inch bleed-down at 154.58 feet, and a 20-foot-wide emergency overflow weir at 155.75 feet. The maximum stage for the design storms is 155.68 feet. Pond 7 will also utilize a 200gpm pump that will operate between 154.48 feet (on) and 154.31 feet (off) and the existing 2-inch waterline between the Pond 7 and Ponds 1-2 will be replaced with 3-inch waterline.

Ponds 1-2 were previously permitted as a connected (with equalizer pipe) 6.82-acre dry-retention pond, and will remain unchanged with a bottom pond elevation of 153 feet. The berms of Ponds 1-2 will be raised 0.5 foot to 157.5 feet, with two reconfigured discharge weirs – one, 1-foot wide concrete at 155.5 and the other 1.75-foot wide concrete at 155.75 feet. The maximum stage for the design storms is 157.04 feet. Ponds 1-2 will utilize a 600gpm pump that will operate between 155.5 feet (on) and 153 feet (off), sending water to sprinklers installed on 14.56 acres of undeveloped land within the Ponds 1-2 drainage basin.

**Water Quality:**

The project is not located in a stream-to-sink basin or Outstanding Florida Water Basin. Therefore, the design includes water quality treatment for the runoff from the first one inch of rainfall as set forth in ERP Applicant's Handbook (AH) Vol. II, Section 4.3. The design engineer has also demonstrated that the water quality treatment volume will be recovered within 72 hours as set forth in ERP AH Vol. II, Section 4.4.

**Flood Protection:**

The design engineer has demonstrated that, for both drainage basins, the post-development discharge rates and volumes will not exceed pre-development discharge rates and volumes for the 100-year design storms as set forth in ERP AH Vol. II Section 3.3. The design engineer has demonstrated that both Pond 7 and Ponds 1-2 recover (using pumps) one-half of the total water quantity volume within seven days following the end of each of the design storm events, and the full volume within thirty days following the end of the storm events as set forth in ERP AH Vol. II, Section 3.4.

**Operation and Maintenance:**

Thomas Eagle is the designated operation and maintenance entity for the project. An operation and maintenance plan (manual) was provided in accordance with ERP AH Vol. I, Section 12.4.

**Environmental****Site Description:**

The proposed project area is currently composed of residential development (High Density Residential Development, FLUCC 1350), forested wetlands (Wetland Forested Mixed, FLUCC 6300), stormwater management facilities (Storm Water Ponds, FLUCC 5340), residential streets (Roads and Highways, FLUCC 8140), and pine plantations (Coniferous Plantations, FLUCC 4110). One area of pine plantations has been recently clearcut to expand the stormwater management facility. No new impacts are proposed within the approximately one-acre wetland within the project area or adjacent wetlands.

**Conclusion**

The applicant has provided reasonable assurance that the proposed project meets the conditions for issuance of permits specified in rules 62-330.301 and 62-330.302, F.A.C.

**Conditions**

1. All activities shall be implemented following the plans, specifications and performance criteria approved by this permit. Any deviations must be authorized in a permit modification in accordance with rule 62-330.315, F.A.C. Any deviations that are not so authorized may subject the permittee to enforcement action and revocation of the permit under chapter 373, F.S.
2. A complete copy of this permit shall be kept at the work site of the permitted activity during the construction phase, and shall be available for review at the work site upon request by the District staff. The permittee shall require the contractor to review the complete permit prior to beginning construction.
3. Activities shall be conducted in a manner that does not cause or contribute to violations of state water quality standards. Performance-based erosion and sediment control best management practices shall be installed immediately prior to, and be maintained during and after construction as needed, to prevent adverse impacts to the water resources and adjacent lands. Such practices shall be in accordance with the State of Florida Erosion and Sediment Control Designer and Reviewer Manual (Florida Department of Environmental Protection and Florida Department of Transportation June 2007), and the Florida Stormwater Erosion and Sedimentation Control Inspector's Manual (Florida Department of Environmental Protection, Nonpoint Source Management Section, Tallahassee, Florida, July 2008), which are both incorporated by reference in paragraph 62-330.050(9)(b)5., F.A.C., unless a project-specific erosion and sediment control plan is approved or other water quality control measures are required as part of the permit.

4. At least 48 hours prior to beginning the authorized activities, the permittee shall submit to the Agency a fully executed Form 62-330.350(1), "Construction Commencement Notice," (October 1, 2013), (<http://www.flrules.org/Gateway/reference.asp?No=Ref-02505>), incorporated by reference herein, indicating the expected start and completion dates. A copy of this form may be obtained from the Agency, as described in subsection 62-330.010(5), F.A.C., and shall be submitted electronically or by mail to the Agency. However, for activities involving more than one acre of construction that also require a NPDES stormwater construction general permit, submittal of the Notice of Intent to Use Generic Permit for Stormwater Discharge from Large and Small Construction Activities, DEP Form 62-621.300(4)(b), shall also serve as notice of commencement of construction under this chapter and, in such a case, submittal of Form 62-330.350(1) is not required.
5. Unless the permit is transferred under rule 62-330.340, F.A.C., or transferred to an operating entity under rule 62-330.310, F.A.C., the permittee is liable to comply with the plans, terms and conditions of the permit for the life of the project or activity.
6. Within 30 days after completing construction of the entire project, or any independent portion of the project, the permittee shall provide the following to the Agency, as applicable:
  1. For an individual, private single-family residential dwelling unit, duplex, triplex, or quadruplex — "Construction Completion and Inspection Certification for Activities Associated With a Private Single-Family Dwelling Unit" [Form 62-330.310(3)]; or
  2. For all other activities — "As-Built Certification and Request for Conversion to Operational Phase" [Form 62-330.310(1)].
  3. If available, an Agency website that fulfills this certification requirement may be used in lieu of the form.
7. If the final operation and maintenance entity is a third party:
  1. Prior to sales of any lot or unit served by the activity and within one year of permit issuance, or within 30 days of as-built certification, whichever comes first, the permittee shall submit, as applicable, a copy of the operation and maintenance documents (see sections 12.3 thru 12.3.3 of Volume I) as filed with the Department of State, Division of Corporations and a copy of any easement, plat, or deed restriction needed to operate or maintain the project, as recorded with the Clerk of the Court in the County in which the activity is located.
  2. Within 30 days of submittal of the as- built certification, the permittee shall submit "Request for Transfer of Environmental Resource Permit to the Perpetual Operation Entity" [Form 62-330.310(2)] to transfer the permit to the operation and maintenance entity, along with the documentation requested in the form. If available, an Agency website that fulfills this transfer requirement may be used in lieu of the form.
8. The permittee shall notify the District in writing of changes required by any other regulatory District that require changes to the permitted activity, and any required modification of this permit must be obtained prior to implementing the changes.

9. This permit does not:
  1. Convey to the permittee any property rights or privileges, or any other rights or privileges other than those specified herein or in chapter 62-330, F.A.C.;
  2. Convey to the permittee or create in the permittee any interest in real property;
  3. Relieve the permittee from the need to obtain and comply with any other required federal, state, and local authorization, law, rule, or ordinance; or
  4. Authorize any entrance upon or work on property that is not owned, held in easement, or controlled by the permittee.
10. Prior to conducting any activities on state-owned submerged lands or other lands of the state, title to which is vested in the Board of Trustees of the Internal Improvement Trust Fund, the permittee must receive all necessary approvals and authorizations under chapters 253 and 258, F.S. Written authorization that requires formal execution by the Board of Trustees of the Internal Improvement Trust Fund shall not be considered received until it has been fully executed.
11. The permittee shall hold and save the District harmless from any and all damages, claims, or liabilities that may arise by reason of the construction, alteration, operation, maintenance, removal, abandonment or use of any project authorized by the permit.
12. The permittee shall notify the District in writing:
  1. Immediately if any previously submitted information is discovered to be inaccurate; and
  2. Within 30 days of any conveyance or division of ownership or control of the property or the system, other than conveyance via a long-term lease, and the new owner shall request transfer of the permit in accordance with rule 62-330.340, F.A.C. This does not apply to the sale of lots or units in residential or commercial subdivisions or condominiums where the stormwater management system has been completed and converted to the operation phase.
13. Upon reasonable notice to the permittee, District staff with proper identification shall have permission to enter, inspect, sample and test the project or activities to ensure conformity with the plans and specifications authorized in the permit.
14. If prehistoric or historic artifacts, such as pottery or ceramics, projectile points, stone tools, dugout canoes, metal implements, historic building materials, or any other physical remains that could be associated with Native American, early European, or American settlement are encountered at any time within the project site area, the permitted project shall cease all activities involving subsurface disturbance in the vicinity of the discovery. The permittee or other designee shall contact the Florida Department of State, Division of Historical Resources, Compliance Review Section (DHR), at (850)245-6333, as well as the appropriate permitting agency office. Project activities shall not resume without verbal or written authorization from the Division of Historical Resources. If unmarked human remains are encountered, all work shall stop immediately and the proper authorities notified in accordance with section 872.05, F.S. For project activities subject to prior consultation with the DHR and as an alternative to the above requirements, the permittee may follow procedures for unanticipated discoveries as

set forth within a cultural resources assessment survey determined complete and sufficient by DHR and included as a specific permit condition herein.

15. Any delineation of the extent of a wetland or other surface water submitted as part of the permit application, including plans or other supporting documentation, shall not be considered binding unless a specific condition of this permit or a formal determination under rule 62-330.201, F.A.C., provides otherwise.
16. The permittee shall provide routine maintenance of all components of the stormwater management system to remove trapped sediments and debris. Removed materials shall be disposed of in a landfill or other uplands in a manner that does not require a permit under chapter 62-330, F.A.C., or cause violations of state water quality standards.
17. This permit is issued based on the applicant's submitted information that reasonably demonstrates that adverse water resource-related impacts will not be caused by the completed permit activity. If any adverse impacts result, the District will require the permittee to eliminate the cause, obtain any necessary permit modification, and take any necessary corrective actions to resolve the adverse impacts.
18. A Recorded Notice of Environmental Resource Permit may be recorded in the county public records in accordance with section 62-330.090(7), F.A.C. Such notice is not an encumbrance upon the property.
19. This permit does not authorize the permittee to cause any adverse impact to or "take" of state listed species and other regulated species of fish and wildlife. Compliance with state laws regulating the take of fish and wildlife is the responsibility of the owner or applicant associated with this project. Please refer to Chapter 68A-27 of the Florida Administrative Code for definitions of "take" and a list of fish and wildlife species. If listed species are observed onsite, FWC staff are available to provide decision support information or assist in obtaining the appropriate FWC permits. Most marine endangered and threatened species are statutorily protected and a "take" permit cannot be issued. Requests for further information or review can be sent to [FWCConservationPlanningServices@MyFWC.com](mailto:FWCConservationPlanningServices@MyFWC.com).
20. Operation and maintenance of the stormwater management system shall be the responsibility of the permittee until such time as those responsibilities are transferred to a Homeowner's Association approved by the District. Prior to this entity assuming operation and maintenance responsibilities, the permittee shall request the assumption of responsibilities through a request to the District to transfer the permit to the operation and maintenance stage; or a request to the District to transfer ownership if the permit is already in the operation and maintenance stage.
21. Prior to a dedication or transfer of all or any part of the common properties that are directly or indirectly related to the stormwater management system, the dedication or approval of the transfer must be authorized by the District through a permit modification, pursuant to rule 62-330.340, F.A.C.
22. The permittee shall submit to the District, within 30 days of issuance of permit, proof that the Articles of Incorporation have been filed with the Secretary of State and that the corporation is in good standing.
23. Prior to the sale of any lot or parcel, the permittee must record Declarations of Covenants and Restrictions, which include a restriction on the real property pursuant to section 704.06, F.S.; prohibiting all construction including clearing, dredging, or filling, except that which is





specifically authorized by Environmental Resource Permit, within the conservation areas delineated on the final plans and/or mitigation proposal approved by the District.


24. Prior to the transfer of the operation and maintenance of this stormwater system to a Homeowner's Association, the permittee must demonstrate the financial, legal, and administrative capability of the entity to provide for the long-term operation and maintenance of this project by providing at least two years of copies of all meeting minutes, the names of the board of directors, copies of all operation and maintenance expenses incurred to date, and documentation showing that all levied assessments have been collected; and any additional documentation deemed necessary by the District to establish that the entity is an active and functioning Homeowner's Association.
25. The permittee shall include the minimum finished floor elevation for each lot, drainage easements, the location of all 100-year flood areas and the locations of wetlands, wetland buffers and wetland monuments on the final subdivision plat. The permittee shall submit a copy of the final, approved plat to the District following recordation.
26. There shall be no work located within drainage features, natural depressions, flood zones, wetlands, or wetland buffers. Dredging, pond excavation, filling, construction of structures, ditching, or rerouting water in these areas shall require prior authorization by the District.
27. The stormwater system shall be completely constructed and functioning according to permitted plans prior to any construction on the remaining undeveloped platted lots.
28. The permittee shall clear vegetation and regrade, if necessary, all drainage ditches within 30 days of permit issuance. The clearing and grading shall include, but not be limited to, the following areas:
  1. Vegetation in the ditch connecting NW November Court and Pond 1.
  2. Vegetation blocking the westward flow of drainage along NW Gobbler Drive; and
  3. Grading of the ditch along NW Turkey Run Court and NW Gobbler Drive that directs stormwater to Pond 1.
29. The permittee shall complete all construction authorized under this permit within 24 months of permit issuance.
30. Upon transfer of this permit to the operation and maintenance stage, the permittee shall demonstrate to the District annually by January 1<sup>st</sup> each year that the stormwater system is being operated and maintained pursuant to the terms of the Operations and Maintenance Manual submitted on August 7, 2023.






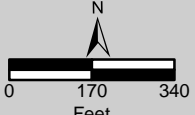
**Woodborough North**  
 ERP-023-211673-3  
 Columbia County

 Expanded Pond  
 Existing Pond  
 High : 163  
 Low : 140





Note: This map was created by the Suwannee River Water Management District (SRWMD) to be used for planning purposes only. SRWMD shall not be held liable for any injury or damage caused by the use of data distributed as a public records request regardless of their use or application. SRWMD does not guarantee the accuracy, or suitability for any use of these data, and no warranty is expressed or implied. For more information please contact the SRWMD at 386-362-1001.  
 Map Created on 8/14/2023





SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Troy Roberts, Communications and Outreach Manager  
THRU: Katelyn Potter, Director, Outreach and Operations  
DATE: August 14, 2023  
RE: Outreach and Communications Activity Summary

The following information summarizes Outreach and Communications activities for the month of July 2023:

<b>Facebook</b>	<b>Twitter</b>	<b>Instagram</b>
Total Posts: 14 Total Reach: 7,150 Total Likes: 102 Total Comments: 10 Total Shares: 18	Total Posts: 11 Total Impressions: 1,267 Total Engagement: 18 Engagement Rate: 1.1%	Total Posts: 9 Total Reach: 690 Total Engagement: 63

<b>Press Releases</b>
<ul style="list-style-type: none"><li>July 5 – <a href="#">Governing Board Meeting</a></li><li>July 11 – <a href="#">Monthly Hydrological Report</a></li><li>July 25 – <a href="#">Alapaha/Aucilla Watershed Meetings</a></li></ul>

<b>Media Inquiries / Responses</b>
<ul style="list-style-type: none"><li>July 13 – Troy Roberts, along with Dr. Amy Brown, met with staff from SJRWMD and Professor Chris Meindl from USF to discuss groundwater withdrawal questions for publication.</li><li>July 17 – Troy Roberts responded to an inquiry from the New York Times regarding groundwater monitoring. There was an additional follow-up to this request on July 19.</li></ul>

<b>Meetings with Vendors / Consultants / Public</b>
<ul style="list-style-type: none"><li>July 10 – Troy Roberts and staff met with TREW Media for videography work related to SAV/Algae Monitoring.</li><li>July 13 – Troy Roberts and staff met with BowStern to discuss the upcoming flood risk and permitting conference in October.</li><li>July 17 – Troy Roberts and staff met with officials from Dewberry to discuss the upcoming Aucilla and Alapaha watershed meetings in August.</li><li>July 21 – Troy Roberts met with Moore Communications to discuss ongoing Web Map Phase 2.0 and booklet.</li><li>July 21 – Troy Roberts completed a video for Executive Director Hugh Thomas for his nomination into the Southeast Conservation Hall of Fame.</li></ul>



- July 24 – Troy Roberts and Robbie McKinney presented at the Gilchrist County Rotary Club.
- July 25 – Troy Roberts met with Meltwater on potential media monitoring efforts.
- July 26 – Troy Roberts and Leroy Marshall presented at the Madison County Rotary Club.
- July 28 – Troy Roberts met with SKYE regarding brochure edits.
- July 31 – Troy Roberts and staff met with officials from Dewberry to discuss the upcoming Aucilla and Alapaha watershed meetings in August.
- July 31 – Troy Roberts met with North Florida Printing regarding brochure printing in FY 23-24.

**July Photo Highlight:**

The District hosted its first Lunch and Learn for staff on July 31. Leidy Dos Santos, Office of ERP and Environmental Compliance, made a presentation on her knowledge of mushrooms.



SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Katelyn Potter, Director, Division of Outreach and Operations  
THRU: Hugh Thomas, Executive Director  
DATE: July 17, 2023  
RE: 2024-2028 Strategic Plan

**RECOMMEDATION**

Accept the updated 2024-2028 Strategic Plan.

**BACKGROUND**

In lieu of the District developing a water management plan and submitting the water management plan annual report pursuant to section 373.036(2), Florida Statutes (F.S.), the District decided to develop a five-year strategic plan pursuant to section 373.036(2)(e), F.S. The strategic plan is included in the District's Consolidated Annual Report due March 1, of each calendar year, for submission to the Governor, the President of the Senate, the Speaker of the House of Representatives, Office of Economic and Demographic Research, and the Department of Environmental Protection as required by section 373.036(7), F.S.

The District has four areas of responsibility that include water supply, water quality, natural systems, and flood protection. To meet these responsibilities, the District's Strategic Plan establishes priorities and goals for the next five years and identifies strategies to accomplish these goals.

The plan was presented to the Board at the July 11, 2023, Governing Board Meeting and made available for public comment as required. For Fiscal Year 2023-2024 (FY 2024), a list of critical wetlands is required in the plan pursuant to recent amendments in section 373.036(2), F.S. On August 08, 2023, the Governing Board elected to postpone creation of the wetlands list while a project-based workplan is developed. Because the list is included in the Strategic Plan, consideration of the plan was tabled until the September meeting.

The FY 2024 plan was updated with the following language regarding a critical wetlands list:

*On August 08, 2023, the Governing Board directed staff to develop a project-based workplan for the designation of critical wetlands to be included in the Fiscal Year 2024-2025 Strategic Plan. The District does not plan to seek funding for critical wetlands from the Land Acquisition Trust Fund in Fiscal Year 2024 and, therefore, did not include a list of critical wetlands in the FY 2024 Strategic Plan.*

The plan has been made available for public comment on the District's website. No public comments were received.

Link - [2024-2028 Strategic Plan](#)

KCP/ao

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Bill McKinstry, Chief, Office of Land Management

THRU: Katelyn Potter, Director, Outreach and Operations

DATE: August 10, 2023

RE: Land Management Update

**BACKGROUND**

The following information summarizes land management activities for portions of the months of July and August 2023, and the total for Fiscal Year 2022-2023 (FY 2023).

**Natural Communities Management:** The following tables represent activities that support overall natural community restoration and management across District lands.

Vegetative Management (acres)	FY 2023 Planned	Reporting Period Completed	FY 2023 Total
Herbicide	180	0	0
Roller Chop Uplands	400	0	187
Mallory Swamp Mow/Chop	700	0	1,923
Woods Mowing	2,000	639	1,837
<b>Totals</b>	<b>3,280</b>	<b>0</b>	<b>3,947</b>

Prescribed Fire (acres)	FY 2023 Planned	Reporting Period Completed	FY 2023 Total
SRWMD	7,000	0	4,363
FFS - Twin Rivers State Forest	2,000	0	820
<b>Totals</b>	<b>9,000</b>	<b>0</b>	<b>5,183</b>

Invasive Plant Treatment	FY 2023 Planned	Reporting Period Completed	FY 2023 Total
SRWMD Staff Treat (# mapped infestations)	143	0	130
Edwards Bottomland (acres)	44	Planned Summer 2023 (2x)	14
Contractors (acres)	78.4	Planned Summer 2023	68.9
FWC Uplands Program-Grant funded (acres)	53.85	Pre-bid on 8/25	0

<b>Starke Bypass (acres)</b>	251	189	251
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<b>Ecological Services Monitoring (Locations)</b>	<b>FY 2023 Planned</b>	<b>Reporting Period Completed</b>	<b>FY 2023 Total</b>
<b>Rare Plants Monitoring</b>	50	21	58
<b>Gopher Tortoise Surveys</b>	3	0	4
<b>Wading Bird Rookeries</b>	5	0	10
<b>Natural Community Mapping (acres)</b>	1,500	0	0

<b>Timber Harvests</b>	<b>County</b>	<b>Acreage</b>	<b>Type</b>	<b>Status or Revenue</b>
<b>Gilchrist Wellfield #1</b>	Gilchrist	100	Thinning and Chipping	Active
<b>Adams Tract #4</b>	Lafayette	90	Thinning and Clearcut	Inactive
<b>Sandlin Bay #9</b>	Columbia	374	Thinning	Inactive
<b>Dedan Loop #1</b>	Bradford	60	Thinning	Inactive
<b>Devils Hammock #2</b>	Levy	144	Thinning	Inactive
<b>Steinhatchee Springs #23</b>	Lafayette	250	Thinning	Inactive
<b>Shelly #1</b>	Jefferson	121	Thinning	Inactive
<b>Lake Butler Wellfield #1</b>	Union	29	Thinning	Active
<b>Fiscal Year Revenue as of August 8, 2023</b>				\$2,375,574.33
<i>*Estimated for this report only. Official accounting records have not yet been finalized.</i>				

**Land Management:** The following tables represent tract and land management activities on the District's fee and less-than-fee owned properties.

<b>Conservation Easements</b>	<b>FY 2023 Planned</b>	<b>Reporting Period Completed</b>	<b>FY 2023 Total</b>
<b>Monitor Current Easements</b>	15	3	15

<b>Hydrologic &amp; Road Maintenance</b>	<b>FY 2023 Planned</b>	<b>Reporting Period Completed</b>	<b>FY 2023 Total</b>
<b>Culvert Replacements</b>	20	0	20
<b>Road Repairs (miles)</b>	157.46	34.22	136.42

<b>Tract Maintenance</b>	<b>FY 2023 Planned</b>	<b>Reporting Period Completed</b>	<b>FY 2023 Total</b>
<b>Mowing (miles per mowing cycle 3X per year)</b>	1,746	266	1,257

<b>Site Maintenance (tracts visited monthly)</b>	114	114	114
<b>Enhanced Patrols (hours)</b>	944	164	534.5
<b>Sign Replacements</b>	30	2	30
<b>Boundary Line Painting (miles)</b>	119	0	45 <sup>1</sup>

<sup>1</sup>Contractor withdrew from contract and we will be rebid.

**Special Projects:** The following information provides a status update on special projects within the Office of Land Management.

***Pinehatchee Tract (Steinhatchee Springs Tract addition):*** Survey work with WSP Environmental & Infrastructure, Inc. continues. All planned road edge clearing has been completed and now a rest period must occur to allow chopped material to decompose. Road patching and grading will begin soon. Natural community mapping work has been initiated and the ground truthing portion of this project is approximately 75% completed.

***Rock Bluff:*** The final sealed plans for the Rock Bluff improvements should be received by the end of August. The sanitation system permit has been signed and sent to the engineering firm for submittal to FDEP.

***Aucilla River Access Improvement Project:*** The project is 100% complete.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: William McKinstry, Chief, Office of Land Management

THRU: Katelyn Potter, Director, Outreach and Operations

DATE: August 10, 2023

RE: Renewal of Contract with Florida Forest Service and Funding Approval for Twin Rivers State Forest

**RECOMMENDATION**

Authorize the Executive Director to renew Contract Number 05/06-131 with the Florida Forest Service and approve funding for Twin Rivers State Forest for Fiscal Year 2023-2024 for an amount not to exceed \$391,614.

**BACKGROUND**

The District has leased approximately 12,300 acres to the Florida Forest Service (FFS) for comprehensive management within Twin Rivers State Forest located in Hamilton, Suwannee, and Madison counties.

The attached budget for FFS is \$211,135 for the state expenses. In addition to state expenses, proposed expenses totaling \$180,479 for private contractors are included. The bulk of the contractor funds will be used to prepare and plant longleaf pine on approximately 395 acres. The FFS will bid, contract, and oversee operations. FFS will request reimbursement from the District following operations, and the revenues derived from timber harvests on District lands are retained by the District.

This contract is a twenty-year agreement and shall remain in effect until terminated by either party following a twelve-month's notice in writing of its intent to do so. The contract is currently set to expire on December 31, 2026.

Funding for this contract is included in the Fiscal Year 2023-2024 (FY 2024) Tentative Budget and is contingent upon approval of the FY 2024 Final Budget.

The Twin Rivers State Forest 2022-2023 Annual Report is included for information. The report also contains the FFS goals for FY 2024.

WVM/ao  
Attachments

**Twin Rivers State Forest**  
Fiscal Year 2023-2024 Budget Request

**Expense**

Fuel	\$25,000.00
Equipment Maintenance	\$20,000.00
Utilities	\$3,500.00
Supplies (Office, Shop, Field)	\$10,000.00
Uniforms	\$2,500.00
<b>Total</b>	<b>\$61,000.00</b>

**Salaries & Benefits**

Foresters	\$61,684.00
OPS Park Specialist	\$50,000.00
Forest Rangers	\$38,451.00
<b>Total</b>	<b>\$150,135.00</b>

**Resource Operations/Maintenance**

**Site Preparation**

Ellaville Broadcast Herbicide (Stand 102 - 186 acres)	\$27,900.00
Ellaville Broadcast Herbicide (Stand 135- 87 acres )	\$13,050.00
Ellaville Broadcast Herbicide (Stand 153 -122acres )	\$18,300.00

**V-Blade Planting**

Ellaville Broadcast Herbicide (Stand 102 - 186 acres)	\$23,250.00
Ellaville Broadcast Herbicide (Stand 135- 87 acres )	\$10,875.00
Ellaville Broadcast Herbicide (Stand 153 -122acres )	\$15,250.00
Containerized Longleaf Pine seedlings (286,770)	\$57,354.00

**Road Maintenance**

DOT Grade Limerock Base (500 tons)	\$14,500.00
<b>Total</b>	<b>\$180,479.00</b>

**Grand Total**                      **\$391,614.00**

Twin Rivers State Forest  
SRWMD  
2022-2023 Annual Report



## **Introduction**

Twin Rivers State Forest (TRSF) is located along the banks of the Withlacoochee and Suwannee Rivers in eastern Madison, western Hamilton, and northwest Suwannee counties. The state forest totals 16,107 acres and is comprised of 16 noncontiguous tracts. Thirteen of the tracts totaling over 12,000 acres are owned by the Suwannee River Water Management District (SRWMD), with the Florida Forest Service (FFS) owning the Damascus, Hardee Springs, and Blue Springs tracts.

The Suwannee River Water Management District acquired their portion of the TRSF property through the Save Our Rivers (SOR) Program, created by the Florida Legislature in 1981, and the Preservation 2000 Program, established by the Legislature in 1990. In 1995, the FFS was given lead management responsibility for the property under a lease agreement with the SRWMD. Since that time, a new lease agreement was negotiated with the same terms of the original agreements in full force and effect.

Using the multiple-use management concept, the FFS balances environmental, recreational, and resource use needs. This concept allows public use of the area while protecting the long-term health of the forest ecosystems and their resources. The TRSF is frequently used for hiking, biking, fishing picnicking, horseback riding, primitive camping, and paddling. In addition, over 11,000 acres is designated as a Type I Wildlife Management Area (WMA), and the Twin Rivers WMA is very popular for hunting. Natural features such as the historic ecological communities are being protected, restored, and maintained. Timber management and associated silvicultural practices play an important role in the restoration and maintenance of the forest ecosystems. Various silvicultural practices, including vegetation management using herbicides and prescribed fire are used solely or in combination to accomplish resource management goals. Particularly, prescribed burning is an efficient and cost-effective tool that served to control hardwoods and stimulate the recovery of herbaceous plant and native grasses.

## **2022-2023 Updates**

### ***Staff***

The FFS staff assigned to the management of TRSF includes a Forestry Supervisor II and two OPS Park Rangers. For the last 5 years, a full-time OPS Park Ranger position has been funded under the Florida Forest Services' "Non-native Invasive Species Plant Control" budget. This position has provided the opportunity to greatly enhance the invasive plant control program on the state forest. There is also a second full-time OPS Park Ranger position responsible for the maintenance of parking areas, kiosks, and trails funded by SRWMD. Operational support is provided by FFS Operations Administrator, Forest Area Supervisor, Senior Forest Rangers, and Forest Rangers. The TRSF office is located at the Live Oak Forestry Station in Suwannee County.

In years past, Live Oak Forestry Station had additional support through an agreement with the Department of Corrections (DOC). The DOC provided an Inmate Supervisor and a 4-person inmate crew to conduct site maintenance, mow parking areas and designated entrances, provide trash removal from recreational sites, roads and public access areas. As of the 2021-2022

fiscal year, FFS suspended all DOC supervised work. Since then, an OPS Park Ranger (mentioned previously) has been assigned to take over the work previously done by the inmate crew. The following report provides an overview of the major accomplishments for the SRWMD owned portions of the TRSF for the 2022-2023 fiscal year.

### ***Invasive Control***

Continuation of the ongoing forest wide, land-based survey for invasive/exotic plants consisted of transect based sampling and spraying throughout the Ellaville and Deese tracts. These tracts were treated for various invasive exotic plants including Japanese climbing fern, chinaberry, mimosa, tropical soda apple, Chinese wisteria, Japanese honeysuckle, showy rattlebox, autumn olive, Chinese tallow, tongue oil tree, golden bamboo, tanglehead grass, and cogon grass. FFS staff continues to maintain a GIS database for invasive plants and update is as necessary with incidental occurrences.

### ***Inventory***

This fiscal year, FFS staff inventoried 1,885 acres on Anderson Springs and Mill Creek North. The FFS continues to maintain a 10-year inventory cycle. For all pine stands, planted or natural, one plot is installed for every 5 acres with up to a 30-plot maximum per stand. The exception is for all timber sale or pre-harvest inventories in which one plot for every 2 acres is installed with no maximum per stand. Post-harvest stands that were clearcut only require 3 plots, while all other post-harvest stands require one plot for every 5 acres with a maximum of 30 plots per stand. The inventory data collected is used to make resource management decisions on the state forest.

### ***Replanting and Timber Sales***

Proper consideration and careful planning for various silvicultural treatments, including species selection, site preparation and tree planting are crucial to ensure a successful reforestation effort. Seedling survival counts were conducted on Ellaville, Westwood West, and Withlacoochee.

Replanting for the 22-23 fiscal year was postponed due to the vacancy of the Forestry Supervisor II and Forester positions. As of June 2023, a new Forestry Supervisor II was hired, so replanting is rescheduled for FY 24-25. Planting could not resume for winter 2023 due to a shortage of seedlings from Andrews Nursery. Furthermore, any future clearcutting is postponed until the backlog of planting is caught up, and thinning operations will replace the intended scheduled clearings. However, the shortage has been worked out, and the backlog should be reconciled during the 2024-2025 planting season and replanting should be able to resume as normal.

The Ellaville #22 sale was a salvage for damages caused during the Ellaville #20 sale (March 2022). The contractors damaged many of the remaining trees during the fuel harvest, so they came back and harvested the damaged trees. This was settled September 23<sup>rd</sup>, 2022, and produced revenue of \$10,648.50.

The Mill Creek South #10 sale finished February 24<sup>th</sup>, 2023, and generated \$64,606.48.

In preparation for next fiscal year's timber sales, field work on EL #23 Timber Sale (EL0109 & EL0119) is to be completed by Spring 2024. This sale is a 213-acre second thinning of 47-year-old planted slash with hardwood chipping and 41-year-old planted longleaf.

### ***Prescribed Burning***

For obtaining state forest management goals, one of the most effective tools utilized is the application of prescribed fire, Prescribed burning serves to improve wildlife habitat, maintain forest health, recycle nutrients, and restore natural systems. Favorable weather for burning and experienced personnel are essential to accomplishing annual goals. For 2022-2023, FFS personnel burned a total of 1,402 acres due to various personnel and weather conditions, specifically drought. The goal for next year is 3,000 acres on SRWMD land.

### ***Recreation and Maintenance***

Providing outdoor recreation opportunities to the public is an important goal on the state forest. The TRSF Pot Springs recreation area and Anderson Springs are popular destinations that hosts many visitors. This year there were an estimated 143,288 day use visitors. FFS staff issued 12 special use permits for various activities including fishing, horseback riding, camping, mountain biking, and research. FFS continues to maintain recreational facilities including hunter parking areas, 20 recreational sites, and 47 miles of hiking, horseback riding, and bicycle trails.

An important part of land maintenance is the continual clearing, marking, and replacing signage along perimeter boundaries. This year we cleared, repainted, and placed new fence posts and signage on Westwood West and Chitty Bend West tract boundaries. Also, throughout the year, personnel have maintained the cables and gates throughout TRSF and repaired gates and cables as needed.

## **Plans for FY 24-25**

Despite the various setbacks, FFS staff will continue to strive to provide quality recreational opportunities for state forest visitors while managing the forest resources in a manner that ensures healthy ecosystems, resource protection, resource value, conservation, and sustainability. The following is a list of goals and planned activities for the 24-25 fiscal year:

- Complete pre-harvest work and conduct 2<sup>nd</sup> thinning on EL0109 and EL0119 (Ellaville #23 Timber Sale)
- Inventory of Nekoosa and Black tracts
- Burn 3,000 acres of SRWMD land via prescribed fire
- Potential to repair Pot Springs Rd. depending on approval of FCO funding from the State
- 20 miles of daylighting along CBW, AS, EL, SU, DE, and WI
- Continue invasive plant survey and control throughout TRSF
- Continue maintenance of trails, recreational sites, gates/cables, arch sites and parking
- Installation of new picnic tables and fire rings throughout forest
- Maintain roads via mowing, harrowing, and/or single drum chopping
- Perform boundary maintenance on Chitty Bend East, Westwood East, Deese, and Nekoosa

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Alejandro Arteaga Garcia, Senior Data Analyst, Hydrologic Data Services Office

THRU: Katelyn Potter, Director, Outreach and Operations

DATE: August 11, 2023

RE: Agricultural Water Use Monitoring Report

**BACKGROUND**

In September 2012, the District began a program of water use monitoring for agricultural water use reporting on wells 8 inches in diameter or greater.

As of August 11, 2023, the District is monitoring 1,579 (235.0 MGD) of a total of 1,700 active permitted wells (248.5 MGD). The remaining 121 active wells not yet monitored are scheduled for site visits to determine the type of monitoring that will be implemented. An additional 256 proposed wells have yet to be drilled.

The District offers three options for monitoring ground and surface water withdrawals: electrical usage provided by the power company, telemetry on diesel systems, and self-reporting. To date, farmer electric agreements from cooperatives are in effect on 830 (150.76 MGD) monitoring points. The District currently employs telemetry on 308 (51.2 MGD) diesel-powered systems. There are currently 20 (1.4 MGD) self-monitored points.

Additionally, there are currently 421 (31.7 MGD) sites for which monitoring is currently not feasible. Staff visit these sites each year to reevaluate the feasibility of monitoring.

The attached figures show the current well status and monitoring type for all wells with water use monitoring permit conditions (Figure 1), and the status of flow data collection by source within the Districts' agricultural monitoring network (Figure 2).

## Agricultural Water Use Stations with Monitoring Conditions

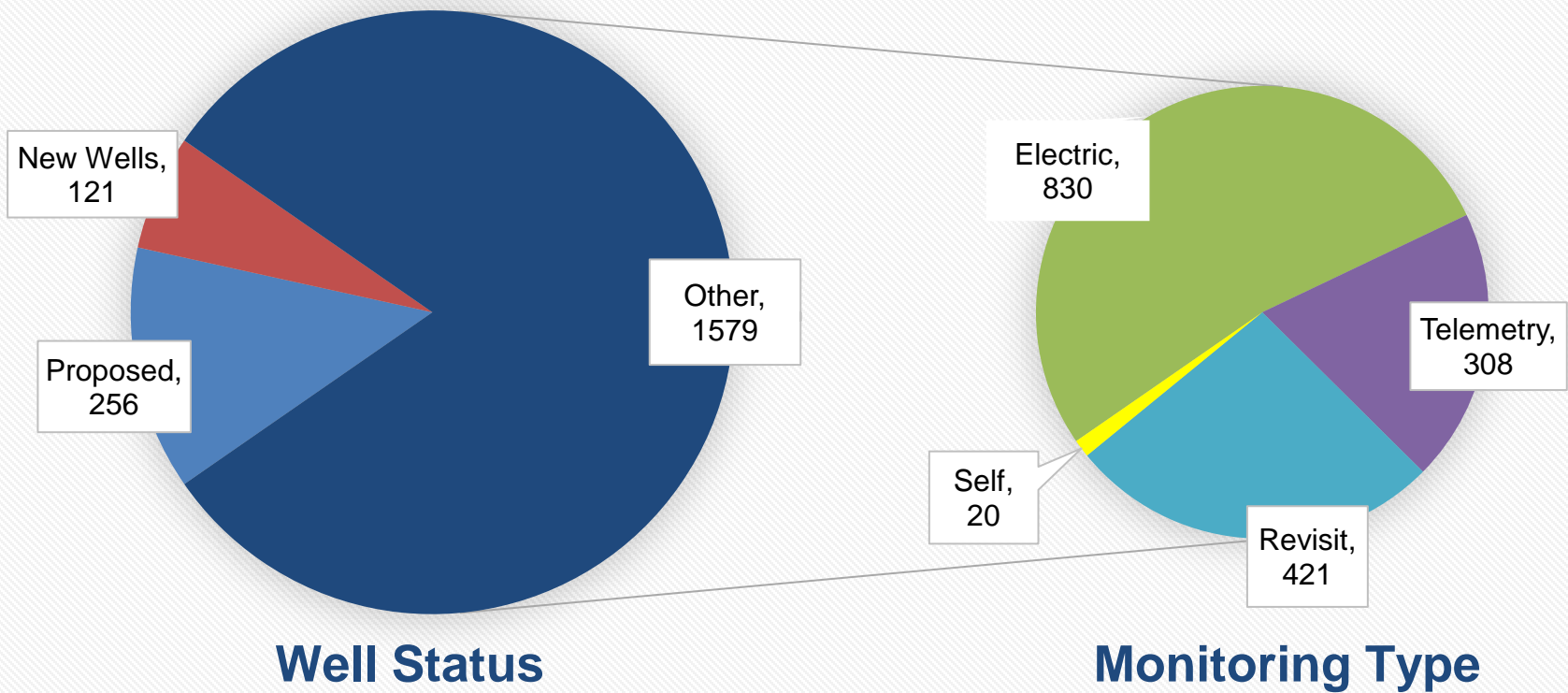
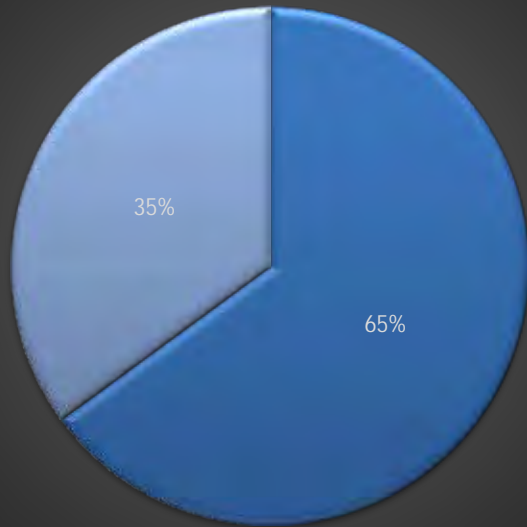


Figure 1. Well status and monitoring type for all wells with water use monitoring conditions as of August 11, 2023.

## Flow Data Collection Status



■ Sites with Unique Flow Recorded, 1005  
■ Sites Needing Flow Information, 543

## Flows Recorded by Source

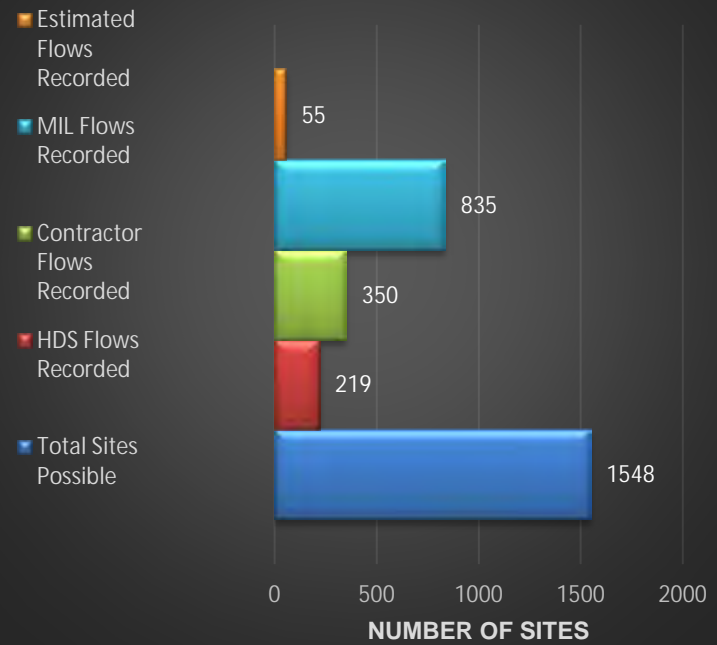


Figure 2. Status of flow data collection by source within the District's agricultural monitoring network as of August 11, 2023.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board  
FROM: Leroy Marshall, Chief, Office of Agriculture and Environmental Projects  
THRU: Amy Brown, Deputy Executive Director, Water Resources  
DATE: September 1, 2023  
RE: Governing Board Directive Number 23-0002, Agricultural Cost-Share Program

**RECOMMENDATION**

Approve Governing Board Directive Number 23-0002 for the Agricultural Cost-Share Program.

**BACKGROUND**

On December 13, 2022, the Governing Board approved Agricultural Cost-Share Program Governing Board Directive (GBD) Number 22-0006. This directive revised the eligibility requirements and edited Attachment A, which is a list of District agricultural best management practices.

At the July 11, 2023, Governing Board meeting, staff presented the results of investigations of possible changes to the directive. This revised Agricultural Cost-Share Program Directive includes changes to six of the eight sections and Attachment A. These changes increase the maximum allowable amounts and percentages per individual best management practice, and clarifies language regarding grant review, including a sliding scale reimbursement for multiple best management practices.

Approval of the revised directive will supersede GBD22-0006 and become effective immediately.

LM/tm  
Attachments

SUWANNEE RIVER WATER MANAGEMENT DISTRICT  
GOVERNING BOARD DIRECTIVE

Directive Number: GBD22-00063-0002

Date Approved: December 13, 2022September 12, 2023

Subject: Agricultural Cost-Share Program

Approval:

\_\_\_\_\_  
Virginia Johns, Chair

\_\_\_\_\_  
Charles Keith, Secretary/Treasurer



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**1.0 Reference to Prior Directive**

Supersedes Directives GD12-0005, GBD19-0003, GBD20-0002, GBD20-0006, ~~and GBD22-0001,~~  
~~and GBD22-0006.~~

**2.0 Purpose and Intent**

The purpose of this Directive is to establish a policy and procedure for the District's Agricultural Cost-Share Program. The intent of this directive is to offer District funding assistance to agricultural producers and to accept and administer funding from external funding sources, such as, but not limited to, the Florida Department of Environmental Protection, through an application and evaluation process, to implement projects that increase irrigation efficiency, implement water conservation practices, and assist with nutrient management.

**3.0 Statement of Directive**

In accordance with section 373.083 Florida Statutes (F.S.), the Governing Board may participate and cooperate with landowners in water management projects of mutual benefit, provided such projects are consistent with the District's statutory authority and will ensure proper development, utilization and conservation of the water resources and ecology within the jurisdictional boundaries of the District.

**4.0 Program Eligibility Requirements**

An applicant shall adhere to the below list to enter into contract with the District. If an applicant believes that the project should be funded although they do not adhere to the below list, they may present their case for acceptance into the program, as an item to the Governing Board for consideration. The Governing Board may waive the eligibility requirements for cost share. At a minimum, the following will be considered:

1. An applicant must own or have control of all property (parcels). If the applicant does not own the property, proof of control outside of ownership can be established.
2. The project area must have an active Water Use Permit, if required by Chapter 40B-2, Florida Administrative Code.
3. The applicant must be enrolled in the Florida Department of Agriculture and Consumer Services (FDACS) Notice of Intent to implement best management



practices.

4. The applicant must not have received more than \$300,000 for District funded items in Attachment A over five years. Limits on funding from external funding sources may be set by that funding source.
5. The applicant must not be a District employee.
6. The landowner and/or applicant shall be in compliance with all District Water Use, Water Well, and/or Environmental Resource Permits as well as be in compliance with the terms of any previous or current District contracts.

## 5.0 **Review Guidelines**

At a minimum, staff will consider:

1. Applications for District or external entity ~~c~~Cost-~~s~~Share funding will be open year-round for consideration, subject to funding availability.
2. Staff shall give priority consideration to those projects designed to further the implementation of District's core mission.
3. Priority will be given to projects located within a Water Supply Planning Area, Minimum Flows and Minimum Water Levels Prevention or Recovery Strategy, Outstanding Florida Spring Priority Focus Area and/or Basin Management Action Plan (BMAP).
4. Each application shall include a completed application form. At a minimum, this information should include point of contact, address, phone number, project description, and location information.
5. Staff shall consider the quality of the application as measured by thoroughness and clarity including the location information; the effectiveness of the project to protect, conserve, restore, or augment the areas of water resource and ecology; the use of best management practices; the cost benefit of the project (for multi-year or phased projects, the project benefits to be realized if future phases are not funded); the location of the project; the potential of the project to start, and proceed in a timely manner.
6. Staff shall review the application to ensure the proposed project aligns with the District's core mission. Applicants may be required to modify any water use permits associated with the project if deemed necessary by District Staff.
7. Contingency is capped at 10% of the estimated cost for the entire project.
8. Funding assistance is contingent upon availability of District and/or external agency funds and in accordance with the agreement between the District and the producer.
9. Funding may be provided to assist with the cost of alternative water supplies, water conservation, advanced irrigation management, and nutrient management technology.
10. Final approval for funding of the project proposals are the exclusive responsibility of the Governing Board and the Executive Director pursuant to the effective Delegation of Expenditure Authority of the executive Director, Directive xxx in accordance with the District's ~~procurement procedures relating to signature authority as found in section 1825 of the Procedures Manual.~~
11. The Executive Director's signature authority and maximum funding allowed under said authority are established by the effective Delegation of Expenditure Authority of the Executive Director, ~~the Governing Board and can be found in the Procedures Manual, Directive xxx.~~ The signature authority applies to each individual or contract entity over the course of the contractual agreement. Requests to enter into or amend a contract that meet or exceed the signature authority for an individual or entity during the fiscal year or in aggregate, must be brought to the Governing Board for approval.

## 6.0 **Project Monitoring**

Staff shall adhere to the following:



1. Water quality projects located within BMAP areas will be monitored and assessed regionally by the Florida Department of Environmental Protection BMAP program. For any water quality project not associated with a BMAP area, District staff will identify the water body affected where possible and use already established long-term water quality monitoring sites to assess regional water quality changes as appropriate.
2. Staff shall assess water savings for irrigation system retrofits and efficiency improvements through evaluation of pre-retrofit and post-retrofit mobile irrigation lab's evaluations as applicable and rely upon accepted science-based data and computational tools to determine the project benefit.
- ~~3. Where agricultural monitoring can be implemented, staff shall monitor groundwater withdrawal through the District's agricultural monitoring program in accordance with the established Governing Board Directive and associated procedures. These data will be submitted annually to FDACS for incorporation into agricultural water demand projections and to the Office of Water Supply for incorporation into annual estimates of water use.~~
- 4.3 Staff shall assess agricultural water use and projected demands as a part of the District's water supply planning process.
- 5.4 In lieu of project specific monitoring, staff may rely upon current best available research data and information to determine the project benefit.
- 6.5 An individual Water Use Permit holders must implement monitoring of groundwater withdrawals in accordance with Section 4.0, of the District's Water Use Permit Applicant's Handbook and the District's Agricultural Water Use Monitoring Directive (GBD21-007) prior to re-imbursement, unless otherwise approved by the Executive Director. Projects which are considered a General Permit by Rule are exempt from this requirement, unless required by a prevention and recovery strategy. The monitoring data will be submitted annually to FDACS for incorporation into agricultural water demand projections and to the Office of Water Supply for incorporation into annual estimates of water use.

## 7.0 Additional Considerations

Staff shall adhere to the following:

1. Staff shall make cost-share funding applications and information packets available to applicants on the District's webpage or social media outlets.
2. The Governing Board has set payment percentages and funding maximums for District Agriculture cost-share Best Management Practices that are found in Attachment A. For external funding sourced Ag-agricultural cost share program applications, District staff shall adhere to payment percentages and funding maximums established by an external funding source.
3. Agricultural cost-share funds may be used for administrative expenditures provided by a cooperator implementing one or more of the District's agricultural cost share programs.

## 8.0 Notice of Potential Conflict

Paragraph 112.313(7)(a), F.S. prohibits the District's officers and employees from having or holding any employment or contractual relationship with any business entity which is doing business with the District. In CEO 15-1, 98-3, 90-76 and 77-65 the Florida Commission on Ethics held that receiving a grant, such as the funding offered under the District's Agriculture Cost Share Program, constitutes "doing business with" an agency. Therefore, paragraph 112.313(7)(a), F.S. prohibits the District's officers and employees from having or holding any employment or contractual relationship with any business entity which is participating in the District's Agriculture Cost Share Program.



However, the prohibition set out in paragraph 112.313(7)(a), F.S. does not apply to members of the Governing Board. In CEO 20-09, the Florida Commission on Ethics held that paragraph 112.313(7)(a), F.S. does not prohibit members of the Governing Board from having or holding any employment or contractual relationship with an agricultural producer that applies for and receives a cost-share grant from the District. Provided that such member's actions are still subject to the prohibition against misuse of public position set out in subsection 112.313(6), F.S., and were such matter to come before the Governing Board, the voting conflict law codified in section 112.3143, F.S., would apply.

An applicant shall disclose on any application submitted hereunder all known relatives of the applicant who are also officers or employees of the District so that such relatives may be excluded from the review and/or approval process for the application.

Should the applicant be an entity other than a natural person (corporation, company, partnership, trust, etc.), the applicant shall disclose on the application all known relatives of the officers, employees, owners, shareholders, or principals of applicant as well as others with a contractual relationship with the applicant who stand to gain or lose if the application is granted, who are also officers or employees of the District.

As used herein, the term "relative" has the same meaning as given in Section 112.312(21), Florida Statutes ("Relative," unless otherwise specified in this part, means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee."

**Attachment A**

**District Agriculture Cost Share Best Management Practices (BMP)**

BMP*	Percent Reimbursed	Maximum share amount/Item
Irrigation retrofit	75%	\$8,250
Soil Moisture Probe purchase (projects located in a BMAP or PFA)	90%	\$2,000
Soil Moisture Probe purchase	75%	\$1,700
Soil Moisture Probe 2 <sup>nd</sup> and 3 <sup>rd</sup> -year service agreements	75%	\$650
Soil Moisture Probe 4 <sup>th</sup> through 6 <sup>th</sup> -year service agreements	50%	\$435
Centralized remote control system	75%	\$9,000
Controller panel upgrade	75%	\$4,500
Remote control center pivot (radio)	75%	\$2,200
Pump upgrade (high to low pressure)	75%	\$5,500
Variable frequency drive (VFD) upgrade	75%	\$15,000
GPS end-gun shut-offs	75%	\$1,500
Weather station with ET measurement	75%	\$2,500
Grid soil sampling	75%	\$7.00/acre
AWS existing surface water source	75%	\$300,000
AWS reclaimed water source	75%	\$300,000
AWS Tailwater recovery/surface water pond construction	75%	*
Irrigation replacement	75%	*
Compost and ground cover	75%	*

\*Cost Share BMPs that are not listed or do not have an established maximum fund share amount shall be presented to the Governing Board for approval.

<u>BMP*</u>	<u>Percent Reimbursed</u>	<u>Maximum share amount/Item</u>
<u>Single Request</u>		
<u>Irrigation Retrofit</u>	<u>75%</u>	<u>\$8,250</u>
<u>Center Pivot Retrofit</u>	<u>90%</u>	<u>\$12,000</u>
<u>Remote Controls</u>	<u>75%</u>	<u>\$3,700</u>
<u>GPS End Gun Shutoff</u>	<u>75%</u>	<u>\$1,500</u>
<u>Control Panel Upgrade</u>	<u>75%</u>	<u>\$5,000</u>



<u>Weather Station w/ ET Measurement</u>	<u>75%</u>	<u>\$2,500</u>
<u>Variable Frequency Drive (VFD)</u>	<u>75%</u>	<u>\$18,000</u>
<u>Centralized Remote-Control System</u>	<u>75%</u>	<u>\$11,500</u>
<u>Soil Moisture Probe Purchase</u>	<u>90%</u>	<u>\$2,100</u>
<u>Soil Moisture Probe Service Agreements (2<sup>nd</sup> and 3<sup>rd</sup> year)</u>	<u>75%</u>	<u>\$650</u>
<u>Soil Moisture Probe Service Agreements (4<sup>th</sup> and 5<sup>th</sup> year)</u>	<u>50%</u>	<u>\$435</u>
<u>Pump Upgrade (High to Low Pressure)</u>	<u>75%</u>	<u>\$15,000</u>
<u>Stationary Fertigation System</u>	<u>75%</u>	<u>\$9,000</u>
<u>Portable Fertigation System</u>	<u>75%</u>	<u>\$12,000</u>
<u>Aerial Imagery</u>	<u>75%</u>	<u>\$5/acre</u>
<u>Grid Soil Sampling</u>	<u>75%</u>	<u>\$7/acre</u>
<u>Variable Rate Nutrient Application</u>	<u>75%</u>	<u>\$9/acre</u>
<u>Tissue Sampling</u>	<u>75%</u>	<u>\$20/sample</u>
<u>Side Dressing Equipment</u>	<u>75%</u>	<u>\$50,000</u>
<u>Variable Rate Irrigation</u>	<u>75%</u>	<u>\$50,000</u>
<u>AWS existing surface water source</u>	<u>75%</u>	<u>\$300,000</u>
<u>AWS reclaimed water source</u>	<u>75%</u>	<u>\$300,000</u>

<b><u>BMP Irrigation Group</u></b>
<u>Remote Controls (radios)</u>
<u>GPS End Gun Shutoff</u>
<u>Control Panel Upgrade</u>
<u>Weather Station w/ ET Measurement</u>
<u>Variable Frequency Drive (VFD)</u>
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<u>Stationary Fertigation System</u>
<u>Portable Fertigation System</u>
<b><u>Combination of any 2 – 80%</u></b>
<b><u>Combination of any 3 – 85%</u></b>
<b><u>Combination of any 4 – 90%</u></b>

<b><u>Precision Ag Practices</u></b>
<u>Grid Soil Sampling</u>
<u>Variable Rate Nutrient Application</u>
<u>Tissue Sampling</u>
<b><u>Combination of any 2 – 80%</u></b>
<b><u>Combination of all 3 – 85%</u></b>

\*Cost-Share BMPs that are not listed or do not have an established maximum fund share

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**GOVERNING BOARD DIRECTIVE**

**Directive Number:** GBD23-0002

**Date Approved:** September 12, 2023

**Subject:** Agricultural Cost-Share Program

**Approval:**

\_\_\_\_\_  
**Virginia Johns, Chair**

\_\_\_\_\_  
**Charles Keith, Secretary/Treasurer**



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**1.0 Reference to Prior Directive**

Supersedes Directives GD12-0005, GBD19-0003, GBD20-0002, GBD20-0006, GBD22-0001 and GBD22-0006.

**2.0 Purpose and Intent**

The purpose of this Directive is to establish a policy and procedure for the District's Agricultural Cost-Share Program. The intent of this directive is to offer District funding assistance to agricultural producers and to accept and administer funding from external funding sources, such as, but not limited to, the Florida Department of Environmental Protection, through an application and evaluation process, to implement projects that increase irrigation efficiency, implement water conservation practices, and assist with nutrient management.

**3.0 Statement of Directive**

In accordance with section 373.083 Florida Statutes (F.S.), the Governing Board may participate and cooperate with landowners in water management projects of mutual benefit, provided such projects are consistent with the District's statutory authority and will ensure proper development, utilization and conservation of the water resources and ecology within the jurisdictional boundaries of the District.

**4.0 Program Eligibility Requirements**

An applicant shall adhere to the below list to enter into contract with the District. If an applicant believes that the project should be funded although they do not adhere to the below list, they may present their case for acceptance into the program, as an item to the Governing Board for consideration. The Governing Board may waive the eligibility requirements for cost share. At a minimum, the following will be considered:

1. An applicant must own or have control of all property (parcels). If the applicant does not own the property, proof of control outside of ownership can be established.
2. The project area must have an active Water Use Permit, if required by Chapter 40B-2, Florida Administrative Code

3. The applicant must be enrolled in the Florida Department of Agriculture and Consumer Services (FDACS) Notice of Intent to implement best management practices.
4. The applicant must not have received more than \$300,000 for District funded items in Attachment A over five years. Limits on funding from external funding sources may be set by that funding source.
5. The applicant must not be a District employee.
6. The landowner and/or applicant shall be in compliance with all District Water Use, Water Well, and/or Environmental Resource Permits as well as be in compliance with the terms of any previous or current District contracts.

## **5.0 Review Guidelines**

At a minimum, staff will consider:

1. Applications for District or external entity cost-share funding will be open year-round for consideration, subject to funding availability.
2. Staff shall give priority consideration to those projects designed to further the implementation of District's core mission.
3. Priority will be given to projects located within a Water Supply Planning Area, Minimum Flows and Minimum Water Levels Prevention or Recovery Strategy, Outstanding Florida Spring Priority Focus Area and/or Basin Management Action Plan (BMAP).
4. Each application shall include a completed application form. At a minimum, this information should include point of contact, address, phone number, project description, and location information.
5. Staff shall consider the quality of the application as measured by thoroughness and clarity including the location information; the effectiveness of the project to protect, conserve, restore, or augment the areas of water resource and ecology; the use of best management practices; the cost benefit of the project (for multi-year or phased projects, the project benefits to be realized if future phases are not funded); the location of the project; the potential of the project to start, and proceed in a timely manner.
6. Staff shall review the application to ensure the proposed project aligns with the District's core mission. Applicants may be required to modify any water use permits associated with the project if deemed necessary by District Staff.
7. Contingency is capped at 10% of the estimated cost for the entire project.
8. Funding assistance is contingent upon availability of District and/or external agency funds and in accordance with the agreement between the District and the producer.
9. Funding may be provided to assist with the cost of alternative water supplies, water conservation, advanced irrigation management, and nutrient management technology.
10. Final approval for funding of the project proposals are the exclusive responsibility of the Governing Board and the Executive Director pursuant to the effective Delegation of Expenditure Authority of the executive Director.
11. The Executive Director's signature authority and maximum funding allowed under said authority are established by the effective Delegation of Expenditure Authority of the Executive Director. The signature authority applies to each individual or contract entity over the course of the contractual agreement. Requests to enter into or amend a contract that meet or exceed the signature authority for an individual or entity during the fiscal year or in aggregate, must be brought to the Governing Board for approval.

## **6.0 Project Monitoring**

Staff shall adhere to the following:

1. Water quality projects located within BMAP areas will be monitored and assessed regionally by the Florida Department of Environmental Protection BMAP program. For any water quality project not associated with a BMAP area, District staff will identify the water body affected where possible and use already established long-term water quality monitoring sites to assess regional water quality changes as appropriate.
2. Staff shall assess water savings for irrigation system retrofits and efficiency improvements through evaluation of pre-retrofit and post-retrofit mobile irrigation lab's evaluations as applicable and rely upon accepted science-based data and computational tools to determine the project benefit.
3. Staff shall assess agricultural water use and projected demands as a part of the District's water supply planning process.
4. In lieu of project specific monitoring, staff may rely upon current best available research data and information to determine the project benefit.
5. Individual Water Use Permit holders must implement monitoring of groundwater withdrawals in accordance with Section 4.0, of the District's Water Use Permit Applicant's Handbook and the District's Agricultural Water Use Monitoring Directive (GBD21-007) prior to reimbursement, unless otherwise approved by the Executive Director. Projects which are considered a General Permit by Rule are exempt from this requirement, unless required by a prevention and recovery strategy. The monitoring data will be submitted annually to FDACS for incorporation into agricultural water demand projections and to the Office of Water Supply for incorporation into annual estimates of water use.

## **7.0 Additional Considerations**

Staff shall adhere to the following:

1. Staff shall make cost-share funding applications and information packets available to applicants on the District's webpage or social media outlets.
2. The Governing Board has set payment percentages and funding maximums for District Agriculture cost-share Best Management Practices that are found in Attachment A. For external funding sourced agricultural cost share program applications, District staff shall adhere to payment percentages and funding maximums established by an external funding source.
3. Agricultural cost-share funds may be used for administrative expenditures provided by a cooperator implementing one or more of the District's agricultural cost share programs.

## **8.0 Notice of Potential Conflict**

Paragraph 112.313(7)(a), F.S. prohibits the District's officers and employees from having or holding any employment or contractual relationship with any business entity which is doing business with the District. In CEO 15-1, 98-3, 90-76 and 77-65 the Florida Commission on Ethics held that receiving a grant, such as the funding offered under the District's Agriculture Cost Share Program, constitutes "doing business with" an agency. Therefore, paragraph 112.313(7)(a), F.S. prohibits the District's officers and employees from having or holding any employment or contractual relationship with any business entity which is participating in the District's Agriculture Cost Share Program.

However, the prohibition set out in paragraph 112.313(7)(a), F.S. does not apply to members of the Governing Board. In CEO 20-09, the Florida Commission on Ethics held that paragraph 112.313(7)(a), F.S. does not prohibit members of the Governing Board from having or holding



any employment or contractual relationship with an agricultural producer that applies for and receives a cost-share grant from the District. Provided that such member's actions are still subject to the prohibition against misuse of public position set out in subsection 112.313(6), F.S., and were such matter to come before the Governing Board, the voting conflict law codified in section 112.3143, F.S., would apply.

An applicant shall disclose on any application submitted hereunder all known relatives of the applicant who are also officers or employees of the District so that such relatives may be excluded from the review and/or approval process for the application.

Should the applicant be an entity other than a natural person (corporation, company, partnership, trust, etc.), the applicant shall disclose on the application all known relatives of the officers, employees, owners, shareholders, or principals of applicant as well as others with a contractual relationship with the applicant who stand to gain or lose if the application is granted, who are also officers or employees of the District.

As used herein, the term "relative" has the same meaning as given in Section 112.312(21), Florida Statutes ("Relative," unless otherwise specified in this part, means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee.")

**Attachment A**

**District Agriculture Cost Share Best Management Practices (BMP)**

BMP*	Percent Reimbursed	Maximum Share Amount/Item
Single Request		
Irrigation Retrofit	75%	\$8,250
Center Pivot Retrofit	90%	\$12,000
Remote Controls	75%	\$3,700
GPS End Gun Shutoff	75%	\$1,500
Control Panel Upgrade	75%	\$5,000
Weather Station w/ ET Measurement	75%	\$2,500
Variable Frequency Drive (VFD)	75%	\$18,000
Centralized Remote-Control System	75%	\$11,500
Soil Moisture Probe Purchase	90%	\$2,100
Soil Moisture Probe Service Agreements (2 <sup>nd</sup> and 3 <sup>rd</sup> year)	75%	\$650
Soil Moisture Probe Service Agreements (4 <sup>th</sup> and 5 <sup>th</sup> year)	50%	\$435
Pump Upgrade (High to Low Pressure)	75%	\$15,000
Stationary Fertigation System	75%	\$9,000
Portable Fertigation System	75%	\$12,000
Aerial Imagery	75%	\$5/acre
Grid Soil Sampling	75%	\$7/acre
Variable Rate Nutrient Application	75%	\$9/acre
Tissue Sampling	75%	\$20/sample
Side Dressing Equipment	75%	\$50,000
Variable Rate Irrigation	75%	\$50,000
AWS existing surface water source	75%	\$300,000
AWS reclaimed water source	75%	\$300,000

<b>Precision Ag Practices</b>
Grid Soil Sampling
Variable Rate Nutrient Application
Tissue Sampling
<b>Combination of any 2 – 80%</b>
<b>Combination of all 3 – 85%</b>

<b>BMP Irrigation Group</b>
Remote Controls (radios)
GPS End Gun Shutoff
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Stationary Fertigation System
Portable Fertigation System
<b>Combination of any 2 – 80%</b>
<b>Combination of any 3 – 85%</b>
<b>Combination of any 4 – 90%</b>

\*Cost-Share BMPs that are not listed or do not have an established maximum fund share amount shall be presented to the Governing Board for approval.

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

**MEMORANDUM**

TO: Governing Board

FROM: Leroy Marshall, Chief, Office of Agriculture and Environmental Projects

THRU: Amy Brown, Deputy Executive Director, Division of Water Resources

DATE: September 1, 2023

RE: Contract with the Federal Emergency Management Agency to Administer the Risk Mapping, Assessment and Planning Program

**RECOMMENDATION**

Authorize the Executive Director to enter into contract with the Federal Emergency Management Agency to implement the Fiscal Year 2023 Risk Mapping, Assessment and Planning Program in the Waccasassa, Econfina and Steinhatchee Watershed basins for an amount not to exceed \$607,500.

**BACKGROUND**

The District has been a Cooperating Technical Partner implementing Federal Emergency Management Agency (FEMA's) Map Modernization and Risk Mapping, Assessment and Planning (Risk MAP) programs for over 20 years. Each December, the Governing Board considers the five-year FEMA business plan, which identifies the District's vision and level of participation for supporting the Risk MAP program. FEMA's Risk MAP program is an ongoing program in the District's river basins.

To implement this plan, District staff has developed a Mapping Activity Statement (MAS) for Federal Fiscal Year (FY) 2023 that details a step-by-step process to enhance the regulatory flood maps and provide Risk MAP products for the stated basins. With the addition of the FY 2023 allocation, the District will have eight active contracts totaling \$11,966,917. All information created or provided by the District, such as computer models and staff time, are used as the local match.

Funding for this recommendation is included in the Fiscal Year 2023-2024 Tentative Budget and is contingent upon approval of the Fiscal Year 2023-2024 Final Budget.

LM/tm

# SRWMD Practical Community Resilience through Enhanced Risk MAP Outreach for the Suwannee River Water Management District

September 13 2022

# SRWMD Practical Community Resilience through Enhanced Risk MAP Outreach for the Suwannee River Water Management District

## Executive Summary

Despite being the smallest of Florida's five Water Management Districts, the Suwannee River Water Management District (SRWMD) is currently expecting and planning for 40% growth by 2040. Nearly half of all of Florida's fiscally constrained counties are within the SRWMD located right in the heart of some of Florida's best managed floodplains and pristine waterways. (see Figure 1). Practical Community Resilience is a means by which communities and regional planning agencies can become more resilient faster by working together to leverage existing data and relationships with state universities, and other federal, state, or local agencies. The communities will benefit from the transfer of institutional knowledge that the partners and stakeholders involved possess along with innovative solutions to projects and funding that are fundamental to bridging social and environmental vulnerability gaps in the SRWMD, the State of Florida and the Nation as a whole.

The Biden-Harris Administration's Justice40 Initiative aims to deliver 40% of the overall benefits of climate, clean energy affordable and sustainable housing, clean water, and other investments to disadvantaged communities that are marginalized, overburdened, and undeserved. FEMA's Building Resilient Infrastructure and Communities and Flood Mitigation Assistance programs are participating in a pilot of the White House's Justice40 Initiative to advance environmental justice. Under this initiative, a minimum of 40% of certain federal benefits will be prioritized to disadvantaged communities (<https://www.fema.gov/about/strategic-plan/goal-1/objective-1-3>). With huge uncertainty related to sea level rise, insurance, disaster recovery planning, Risk Rating 2.0 hurdles along with current and future Community Rating System (CRS) requirements, resilience planning and smart future development, the SRWMD has a unique opportunity right now to educate the districts fourteen (14) Justice 40 counties by enhancing the outreach for ongoing currently funded FEMA Risk MAP projects while harnessing the power of Practical Community Resilience. By funding the proposed Enhanced Risk MAP Outreach activities for all fifteen (15) SRWMD counties, FEMA will further its Justice 40 goals and allow partners like the Florida Atlantic University (FAU) and the SRWMD to find funding together to perform a Regional Watershed Master Plan project that can only succeed with outreach funding. The Regional Watershed Master Plan project will produce a Districtwide Vulnerability Assessment with Future Flood Risk scenarios that both satisfy the State of Florida's Resilience Goals and advance Risk MAP goals for 2022 and beyond.

By funding this Enhanced Risk MAP Outreach project, FEMA will further the Biden-Harris Administration's Justice40 Initiative goals to deliver 40% of the overall benefits. This critical

outreach would help almost half of the State of Florida's Statutorily Fiscally Constrained Communities (See Figure 1) to educate stakeholders to the county's goals, projects, and progress along the way from Risk to Resilience. Outreach Touch Points will be designed to both satisfy the Florida Statutory Vulnerability Assessment requirements and be creditable under the NFIP's CRS Program current and future. The Regional Watershed Master Plan project will provide an opportunity for every NFIP CRS community in the SRWMD to acquire the CRS Class 4 Pre-Requirement and receive outreach and education from the SRWMD on how to accredit the Watershed Master plans which can only occur with intergovernmental outreach and coordination. The Regional study will further serve the state and federal goals of identifying Future Flood Risk Conditions, provide a testing ground for a Statewide approach to screening vulnerability, and further the state in its path from risk to resilience. Enhanced outreach efforts will be coordinated to align with Community Outreach and Mitigation Strategies (COMS) grants currently managed by the SRWMD to leverage all opportunities to have touch points with the counties. The SRWMD Justice 40 communities will benefit exponentially from the Enhanced RiskMAP Outreach that will leverage opportunities that the SRWMD has currently scheduled and be designed to help the communities to understand the opportunities available for funding and data available to leverage.

The Attached Scope and Fee are proposed for the overall Practical Community Resilience Project including the Enhanced Risk MAP Outreach and the Regional Watershed Master Plans for 15 SRWMD counties.

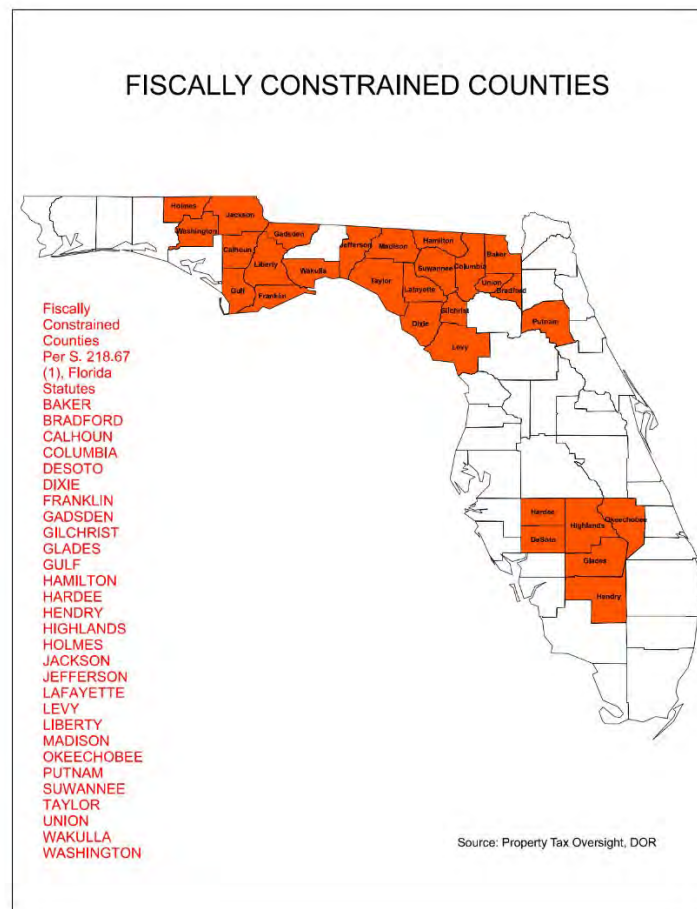


Figure 1 – Florida Statute Fiscally Constrained Counties

## Summary of Work

### Task 1- Enhanced Risk MAP Intergovernmental Outreach

Despite being the smallest of Florida's five Water Management Districts, the Suwannee River Water Management District (SRWMD) is currently expecting and planning for 40% growth by 2040. The SRWMD, as a FEMA Cooperating Technical Partner (CTP), currently has eight (8) HUC8 Watersheds are undergoing flood map updates through the Risk MAP program which will impact all fifteen counties: Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jackson, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor and Union, fourteen (14) of which meet Justice 40 criteria for funding and are identified in Florida Statute as being fiscally constrained (see Figure 1 Executive summary). Figure 2 below shows the HUC 8 watersheds and the counties undergoing FEMA Risk MAP updates:

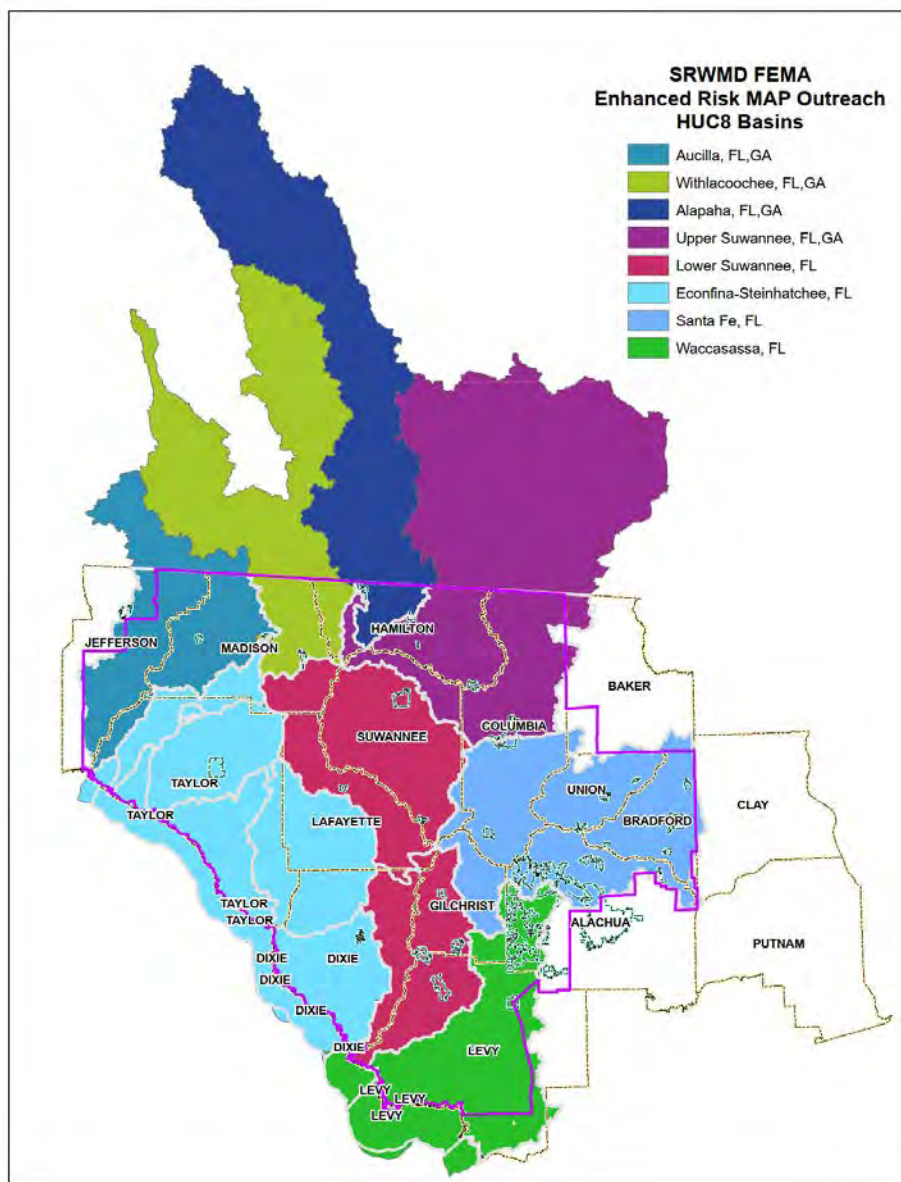


Figure 2 – HUC8 Basins Undergoing FEMA RiskMAP Updates



The goal of the Enhanced Risk MAP Outreach project is to educate and empower the SRWMD counties to become more resilient faster by acting regionally and locally to identify, communicate and reduce risk from flooding and support smart development toward future resilience. Enhanced outreach efforts will be coordinated with the currently funded FEMA Risk MAP meetings (see Figure 3), will align with Community Outreach and Mitigation Strategies (COMS) grants currently managed by the SRWMD and will leverage these opportunities for touchpoints with the counties. The FEMA Risk MAP project provides logical touch points throughout the Risk MAP Life cycle that will be leveraged including the PDCC meetings, the Public Outreach Prior to Prelim Meetings, the Final Consultation & Coordination Officer Meeting (PDCC) and the Resilience Meeting:



Figure 3 – FEMA RiskMAP Touch Points

The enhanced outreach will help to guide the communities toward regional and local resilience by providing uniform information from one source, the SRWMD, about local and regional opportunities to participate in programs to improve to social and environmental vulnerability, flooding and resilience. The NFIP CRS program, both current and future, and FEMA's Building Resilient Infrastructure and Communities (BRIC) Grant as well as other FEMA opportunities for funding will be presented

Existing known stakeholders will be invited to participate in a general presentation to introduce stakeholders to the opportunity. To maximize the benefit of the outreach to the 15 SRWMD counties, the intergovernmental outreach should leverage the Flood Risk Review (FRR) Meeting as the first touch point in year 1. By this point in the RiskMap life cycle, much of the flood modeling and mapping for the study has been accepted and can be utilized for ongoing

resilience efforts. Districtwide social vulnerability data will be presented from 15 categories (see Figure 4) along with an introduction to the Regional Watershed Master Plan Project discussed in Task 2 of this scope of work.

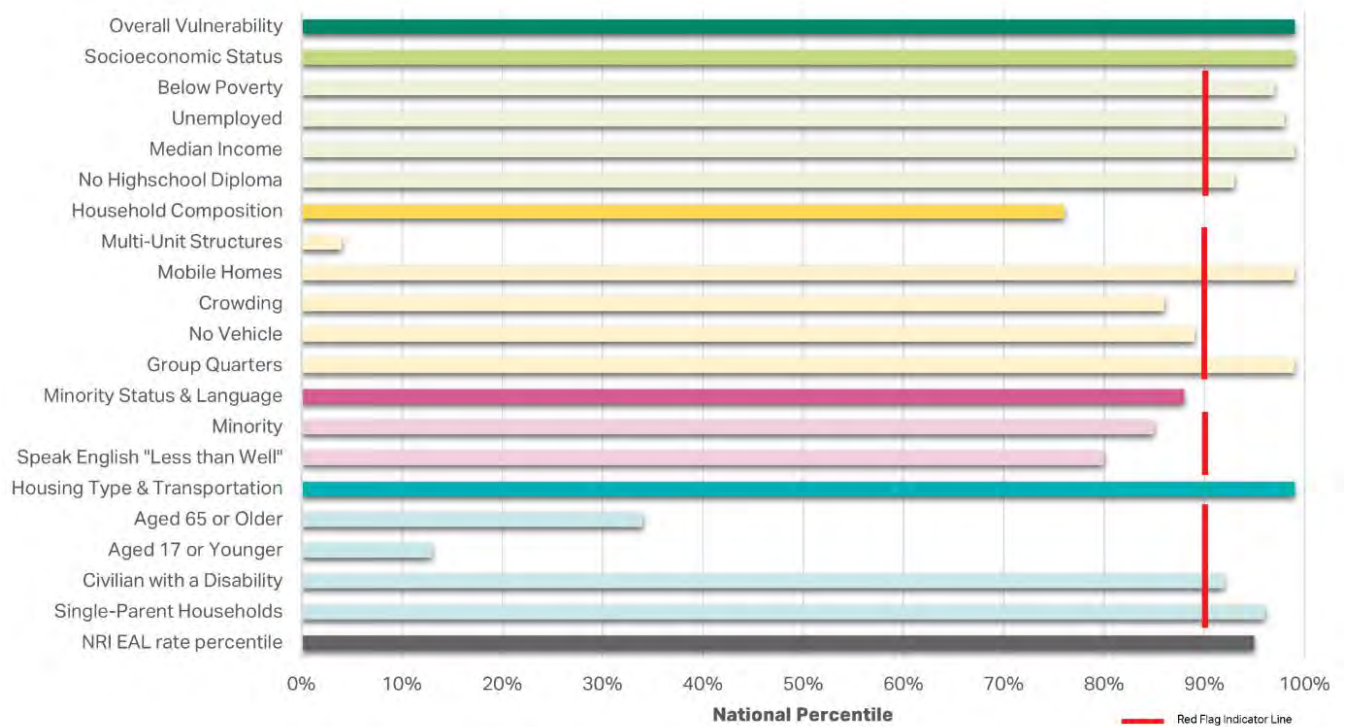


Figure 4 – Example of Social Vulnerability Index 15 categories

Outreach would continue throughout the next three years. with touch points aligning with the COMS grant program and the FEMA RiskMAP Outreach promoting regional and Statewide Resilience goals and funding opportunities, the Regional Watershed Master Plan Project, CRS requirements, and BRIC, by the SRWMD through Enhanced Risk MAP Outreach with the 15 communities.

## Task 1 – Deliverables, Schedule and Fee

- Year 1 – Touch Point Enhanced Risk MAP Outreach to stakeholders at FRR Meetings and determine touch points for year 2 and 3
- Year 2 – Touch Point Enhanced Risk MAP Outreach to stakeholders TBD in Year 1
- Year 3 - Touch Point Enhanced Risk MAP Outreach to stakeholders TBD in Year 1

<b>Enhanced Risk MAP Outreach for the Suwannee River Water Management District (SRWMD)</b>				
<b>FY23 MAS - Year 1</b>				
<b>Task</b>	<b>Unit Type</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Task Cost</b>
Create Outreach Material	SRWMD	3	\$ 8,000	\$ 24,000
Intergovernmental outreach	Per County	15	\$ 1,500	\$ 22,500
In-person meetings	SRWMD	3	\$ 15,000	\$ 45,000
Develop Outreach Deliverable	Per County	15	\$ 1,000	\$ 15,000
<b>Total</b>				\$ 106,500
<b>FY23 MAS - Year 2</b>				
<b>Task</b>	<b>Unit Type</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Task Cost</b>
Create Outreach Material	SRWMD	3	\$ 8,000	\$ 24,000
Intergovernmental outreach	Per County	15	\$ 1,500	\$ 22,500
In-person meetings	SRWMD	3	\$ 15,000	\$ 45,000
Develop Outreach Deliverable	Per County	15	\$ 1,000	\$ 15,000
<b>Total</b>				\$ 106,500
<b>FY23 MAS - Year 3</b>				
<b>Task</b>	<b>Unit Type</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Task Cost</b>
Create Outreach Material	SRWMD	3	\$ 8,000	\$ 24,000
Intergovernmental outreach	Per County	15	\$ 1,500	\$ 22,500
In-person meetings	SRWMD	3	\$ 15,000	\$ 45,000
Develop Outreach Deliverable	Per County	15	\$ 1,000	\$ 15,000
<b>Total</b>				\$ 106,500
<b>Grand Total</b>				\$ <b>319,500</b>