



# St. Johns River Water Management District

Michael A. Register, P.E., Executive Director

4049 Reid Street • P.O. Box 1429 • Palatka, FL 32178-1429 • 386-329-4500 • [www.sjrwmd.com](http://www.sjrwmd.com)

## WORK ORDER AUTHORIZATION

March 5, 2025

**Contract Number:** 39104

**Contract Name:** Independent Technical Peer Review Services

**Work Order:** 6

**Project Name:** Discipline C: Independent Scientific Peer Review  
of the Draft Johns Lake MFLs Report

**Encumbrance Number:** S012783

**Amount:** \$36,807

**To:** Bob Burleson, Project Manager  
Geosyntec Consultants, Inc.  
2039 Centre Pointe Blvd., Ste. 103  
Tallahassee, FL 32308

**Project Manager:** Andrew Sutherland

**Phone:** (386) 329-4201

**Email:** [asutherl@sjrwmd.com](mailto:asutherl@sjrwmd.com)

**Description of Work:** All work shall be accomplished in accordance with Attachment A – Statement of Work.

**Invoices:** Invoices should be submitted to the District via email to [acctpay@sjrwmd.com](mailto:acctpay@sjrwmd.com) and shall reference the contract number, work order number, and encumbrance number, including any other supporting information or documentation require.

**Commencement Date:** Work is authorized to proceed on the date this Work Order is executed by the District and Consultant is notified by the District Project Manager. Commencement of the work authorized herein prior to execution of this Work Order by Consultant constitutes acceptance of all terms and conditions of this Work Order. Payment will not be made until this Work Order has been signed by Consultant and received by the District.

**Completion Date:** All work pursuant to this Work Order shall be completed by September 30, 2025. The Completion Date, if extended pursuant to the above-referenced contract governing this Work Order, shall not be extended beyond the current District fiscal year, ending on September 30, 2025. All invoices shall be submitted pursuant to the above-referenced contract and are subject to a ten-percent penalty if submitted later than October 31, 2025.

District Approval:

\_\_\_\_\_  
Mary Ellen Winkler, J.D., Assistant Executive Director

\_\_\_\_\_  
Date

Acceptance of terms and conditions:

\_\_\_\_\_  
Geosyntec Consultants, Inc.

\_\_\_\_\_  
Date

ATTACHMENTS:

Attachment A – Statement of Work

## GOVERNING BOARD

Rob Bradley, CHAIR  
FLEMING ISLAND

Maryam H. Ghyabi-White, VICE CHAIR  
ORMOND BEACH

J. Chris Peterson, SECRETARY  
WINTER PARK

Cole Oliver, TREASURER  
MERRITT ISLAND

Ryan Atwood  
MOUNT DORA

Doug Bournique  
VERO BEACH

Douglas Burnett  
ST. AUGUSTINE

Ron Howse  
COCOA

Janet Price  
FERNANDINA BEACH

## **ATTACHMENT A — STATEMENT OF WORK**

### **INDEPENDENT TECHNICAL PEER REVIEW SERVICES**

#### **MINIMUM LEVELS DETERMINATION FOR JOHNS LAKE ORANGE AND LAKE COUNTIES, FLORIDA**

##### **I. INTRODUCTION/BACKGROUND**

The minimum flows and levels (MFLs) Program of the St. Johns River Water Management District (District), mandated by state water policy, is a District-wide effort to establish MFLs for priority lakes, streams and rivers, wetlands, springs, and groundwater aquifers. Florida's water management districts are directed by statute and rule to establish MFLs that establish the limit beyond which further withdrawals would be significantly harmful to the ecological structure and functions and/or other environmental beneficial uses (e.g., recreation) of priority water bodies. MFLs also define the minimum hydrologic conditions that must be maintained in these water bodies to prevent significant harm resulting from permitted water withdrawals.

The District has completed a minimum levels determination for Johns Lake in Orange and Lake counties, Florida. Johns Lake is on the MFLs Priority Water Body List and Schedule and scheduled for adoption in 2025. As a priority water body, minimum levels must be established for this lake pursuant to Section 373.042(2), Florida Statutes (F.S.). This lake is a locally and regionally important water resource within the Central Florida Water Initiative (CFWI) area. As part of the CFWI's regional network of MFLs, Johns Lake is a critical indicator of potential impacts due to groundwater pumping. The minimum levels recommended for Johns Lake are intended to support the protection of aquatic and wetland ecosystems, as well as human beneficial uses, from significant harm caused by the consumptive use of water.

MFLs determinations and reevaluations are subject to independent scientific peer review pursuant to decision by a water management district's governing board (373.042(4)(a), F.S.). The MFLs determination for Johns Lake was identified for independent scientific peer review by the District's governing board. This work involves review of all scientific or technical data and methodologies, used to establish the MFLs (373.042(6)(a), F.S., and 62-40.473(10), F.A.C.).

Although peer review of an MFLs *assessment* is not contemplated or required by statute, the District has elected to do so in this case. Therefore, this work will include independent scientific peer review of the Johns Lake MFLs assessment in addition to the MFLs determination. Peer review of the assessment does not imply nor require any future assessments to be peer reviewed. Review of the Johns Lake MFLs will occur as part of the comprehensive CFWI peer review process which involves numerous opportunities for stakeholder input.

##### **II. OBJECTIVES**

Consultant shall provide the District with independent scientific peer review of the draft report entitled: "Minimum Levels Determination for Johns Lake, Orange and Lake counties, Florida" hereafter referred to as "draft MFLs Report". The primary focus of this review is on the MFLs determination, including environmental criteria, environmental analyses, hydrological analyses and recommended minimum levels. This work does not include review of the surface water model or groundwater model used in the Johns Lake MFLs determination; these have both been peer reviewed previously. This work order includes review of the draft MFLs Report and appendices A, B, C, D, and E (described below). Appendix F (Hydroperiod Tool Design; ESRI 2018) will be provided for reference, but review of this document is not part of this work order.

Consultant shall participate in one or more public workshops aimed at involving interested stakeholders in the peer review of the Johns Lake MFLs, as part of the comprehensive CFWI peer review process. Consultant may be required to present findings of the Final Peer Review Report to the District Governing Board.

In the event of civil or administrative litigation in which the subject matter of the draft MFLs Report is relevant, Consultant agrees that he/she will make himself/herself available during the period of such litigation as an expert witness under the direction of the District's Office of General Counsel or such other counsel as the District may employ. The District may designate Consultant as a testifying or non-

testifying expert and may assert the attorney work product privilege as to the research and report during the period of such litigation. This task, if required, will be completed under a separate work order or contract, and shall include coordination and cooperation with the District's Office of General Counsel.

### **III. SCOPE**

Consultant shall provide peer review of the draft MFLs Report and appendices A, B, C, D, and E. This review shall include methodologies and conclusions related to establishing protective minimum levels for Johns Lake.

Consultant shall assess the following:

1. Appropriateness of environmental criteria, environmental methods, hydrological analyses and recommended minimum levels;
2. Validity and appropriateness of methods and procedures used for data analyses, assumptions used and conclusions drawn regarding the recommended minimum levels;
3. Adequacy of data used to support conclusions and recommendations; and
4. Deficiencies in development of the draft recommended minimum levels for Johns Lake.

### **IV. TASK IDENTIFICATION**

Consultant shall perform the following tasks to accomplish the Scope of Work described above.

#### **Task A. Project Kick-off Meeting and Site Visit**

Consultant shall participate in an in-person kick-off meeting with the District's Project Manager to ensure understanding of the work assignment, the peer review process, and timeframes. This meeting will be public and part of the CFWI peer review process. The District Project Manager will present an overview and summary of the Johns Lake minimum levels determination and assessment. Included in the kick-off meeting will be a site visit facilitated by the District.

#### **Task B. Peer Review Draft MFLs Report**

Consultant shall review the draft MFLs Report and appendices (specified below) including associated methodologies, assumptions, and recommendations related to the development of protective minimum levels for Johns Lake. The documents to be reviewed include:

- Blais, C., O. Leta, C. Shadik, A. Sutherland and F. Gordu. 2025. Minimum Levels Determination for Johns Lake, Orange and Lake counties, Florida. Draft Report. Bureau of Water Supply Planning, SJRWMD.
- Appendix A: DEM Development;
- Appendix B: Hydrological Analyses;
- Appendix C: Environmental Methods, Data and Metrics;
- Appendix D: MFLs Status Assessment; and
- Appendix E: WRVs Assessment

This work does not include review of Appendix F (Hydroperiod Tool Design; ESRI 2018), the Johns Lake surface water model or the ECFTXv2.0 groundwater model used for the MFLs assessment. The draft MFLs Report and all appendices will be provided to the Consultant.

Consultant shall attend a public teleconference to share their initial comments and listen to comments from stakeholders. After the workshop, the Consultant shall review all comments provided by stakeholders and may consider these in their draft technical memorandum (Task C).

*Deliverable:* Consultant shall prepare and give a PowerPoint presentation at the public teleconference, which summarizes their initial findings.

**Task C. Draft Peer Review Technical Memorandum (TM):** Consultant shall prepare a draft TM summarizing the findings and recommendations related to the peer review of the draft MFLs report and submit to the District's Project Manager.

Consultant shall include the following items in the review process and provide answers to the following questions in the TM.

1. Validity and appropriateness of environmental analyses and criteria:
  - Are the environmental data used to develop environmental criteria adequate and appropriate?
  - Are the methods and procedures used to develop and assess environmental criteria appropriate?
  - Have all relevant environmental values been evaluated?
  - Are assumptions reasonable and consistent given best available information?
2. Validity and appropriateness of hydrological analyses:
  - Are the hydrological data used to develop and assess environmental criteria adequate and appropriate?
  - Are the hydrological analyses used to develop and assess environmental criteria appropriate?
  - Are assumptions reasonable and consistent given best available information?
3. Appropriateness of recommended MFLs:
  - Are data used to support conclusions and recommendations adequate and appropriate?
  - Are the assumptions used and conclusions made in the development of protective minimum levels reasonable and appropriate given best available information?

Consultant shall attend a public teleconference to share their draft TM comments and listen to any additional comments from stakeholders. Afterwards, the Consultant will be provided with all stakeholder comments and may consider these in their final technical memorandum (Task D).

*Deliverable:* Consultant shall prepare a draft TM summarizing peer review findings and recommendations including any suggested improvements. Consultant shall present the conclusions and recommendations from the draft TM at a public teleconference.

**Task D. Final Peer Review Technical Memorandum (TM):** Consultant shall prepare a final TM that summarizes their findings and recommendations regarding the draft MFLs report and submit to the District's Project Manager.

*Deliverable:* Final TM summarizing findings and recommendations regarding the draft MFLs report.

## V. TIME FRAMES AND DELIVERABLES

The expiration date of this Work Order is September 30, 2025. Specific timeframes as they apply to tasks, deliverables, and meetings are included in Table 1.

**Table 1. Schedule**

Task	Description	Date
A	Project Kick-off Meeting and Site Visit	April 24, 2025
B	Presentation of Initial Findings at Public Teleconference	May 26, 2025
C	Draft Technical Memorandum Presentation of Draft TM at Public Teleconference	June 9, 2025
D	Final Technical Memorandum	June 16, 2025

Consultant shall employ an internal quality review process to ensure only high quality, complete, and correct products are provided to the District. Deliverables prepared by Consultant shall be clear, concise, thorough, and grammatically correct. Consultant shall present data for technical products in a well-organized format. Findings should be based on a logical derivation from the facts and data. Upon request by District's Project Manager, consultant shall provide written confirmation by a principal of the firm that quality assurance procedures were followed prior to release of a given deliverable. References shall be appropriately cited.

Consultant shall submit the complete report in editable digital format, including all graphics and tables integrated with the text of the report. All report materials produced for the District under this contract shall become property of the District and may be edited by the District in consultation with Consultant for style, writing quality, and format.

## **VI. BUDGET/COST SCHEDULE**

This Work Order is for a lump sum amount of \$36,807. Consultant shall invoice the District monthly based on a percent complete per task (Table 2). Invoices shall include documentation (progress report) listing work completed and work planned.

**Table 2. Budget**

<b>Task</b>	<b>Description</b>	<b>Total Dollars by Task</b>
A	Project Kick-off Meeting and Site Visit	\$4,952
B	Presentation of Initial Findings at Public Teleconference	\$10,647
C	Draft Technical Memorandum and Presentation of Draft TM at Public Teleconference	\$15,556
D	Final Technical Memorandum	\$5,652
<b>Total Budget</b>		<b>\$36,807</b>