



Project Charter

The project charter is a document that authorizes the manager to apply organizational resources to project activities and to proceed with finalizing the project scope and developing the project plan.

Program: Regulatory & Public Affairs

Project SAP PS ID 100665

Project ID (other)

Project Title: Dispersed Water Management & Treatment Program

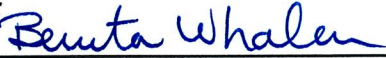
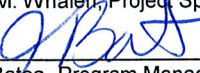

Project Manager: Jesse Markle, P.E., Senior Engineer Ag,
Okeechobee/Martin/St. Lucie Regulatory Division

Project Sponsor(s): Benita Whalen, P.E., Deputy Department Director,
Environmental Resource Regulation Department

Mandate(s): Northern Everglades and Estuary Protection Plan

Level of Empowerment:
This Mini Project Management Plan is a document that authorizes the project manager to apply organizational resources to project activities and to proceed with executing and controlling the project plan.

Approvals:

 _____ Benita M. Whalen, Project Sponsor	<u>3/5/10</u> _____ Date
 _____ Terrie Bates, Program Manager	<u>3-5-10</u> _____ Date
 _____ Jose Luis Rodriguez, Other Approving Authority if Needed	<u>3-5-10</u> _____ Date

Revision Sheet

Release No.	Date	Revision Description
Rev. 0	07/25/2008	Project Charter Template
Rev. 1	02/24/10	Dispersed Water Management & Treatment Program Charter
Rev. 2		
Rev. 3		

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PROJECT TEAM

The project team is the list of team members directly supporting the project and may be responsible for developing the strategies to deliver the project such as developing the plan elements, including WBS, schedule, resource requirements, and skills. Identify the team below. The form may be modified to meet additional needs.

Name	Role	Responsibility
Regulatory and Public Affairs		
Jesse Markle, P.E.	Project Manager	Program Development/Coordination
Benita Whalen, P.E.	Project Supervisor	Project Coordination

PROJECT MANAGEMENT OVERSIGHT TEAM

The oversight team provides guidance to the project manager. This team is responsible for approving policies, plans, standards, and procedures including quality assurance, risk management, and performance measurement plans. The oversight team approves changes, monitors performance and assists the project manager in resolving issues escalated by the project manager. If applicable, identify the name(s), role(s), and responsibilities of the Project Oversight Team. The form may be modified to meet additional needs.

Name	Role	Responsibility
Everglades Restoration and Capital Projects		
Temperince Morgan	NE Program Manager	Project Oversight
Pinar Balci, Ph.D.	Project Support	Project Oversight
Jenni Hiscock	Project Support	Project Oversight
Jeff Kivett	Engineering Support	Project Oversight
Office of Counsel		
Doug MacLaughlin	Legal Support	Project Oversight
Keith Rizzardi	Legal Support	Project Oversight
Christopher Pettit	Legal Support	Project Oversight
Operations and Maintenance		
Bruce Chesser	Project Support	Project Oversight
Corporate Resources		
Mary Meier	Contract/Procurement Support	Project Oversight

PROJECT LOCATION

The project will reside at this physical location when completed.

The project location includes the Lake Okeechobee Watershed, St. Lucie River Watershed, and Caloosahatchee Watershed Protection Plan boundaries.

PROJECT SCOPE

The Scope is primarily concerned with defining and controlling what is or is not included in the project. State specifically what work will and will not be done and which parts of the agency will and will not be included to complete the project successfully.

In Scope: The project scope will include the following elements:

- Sumica Preserve Water Management/Hydrologic Restoration Project

This element includes a cooperative agreement between the District and Polk County to permit, construct, operate and maintain a rock riprap berm that will be installed in an effort to restore the hydrology of the approximately 700-acre center marsh system within the 4,031-acre Sumica Preserve. The Preserve is jointly owned by the District and Polk County and is maintained by Polk County. This project will complement the Northern Everglades initiative with an anticipated 300 acre-feet of additional water storage on the Sumica Preserve site, as well as enhance the quality of water entering Lake Kissimmee, the Kissimmee River, Lake Okeechobee, and the Everglades. The project is anticipated to serve as an example of the type of project that will meet the goals of the Dispersed Water Management & Treatment Program. The work will be completed, and all funds expended, in FY2010. Operation and maintenance of the facilities will be the responsibility of Polk County and will be covered by the cooperative agreement for a period of three years.

- Public Lands Update – North

This element will include an update of existing reports detailing water management and treatment opportunities on publicly owned lands in the northern watershed of Lake Okeechobee. It is anticipated that this element of the program will conclude, and all associated funds expended, in FY2010.

- Public Lands Update – South

This element will include an update of existing reports detailing water management and treatment opportunities on publicly owned lands in the southern watershed of Lake Okeechobee. It is anticipated that this element of the program will conclude, and all associated funds expended, in FY2010.

- Dispersed Water Management & Treatment Program – Outreach Development

The scope of this element includes the development of an outreach program to promote landowner interest in and education about the Dispersed Water Management & Treatment Program. Activities under this element will include the following:

- Landowner coordination meetings – initiated to facilitate discussions and establish working relationships with interested landowners and stakeholders. Facilitation will include a series of meetings with landowners of potentially targeted watersheds to establish an active dialogue with interested participants to address specific concerns raised by landowners upon learning of the Dispersed Water Management & Treatment concept. The outreach program will be used to work through outstanding issues to the satisfaction of the District and interested landowners. Issues to be vetted include, but are not limited to, liability, regulations, threatened and endangered species, and the framework for compensation for participation in the Dispersed Water Management & Treatment Program.
- Private Lands Site Visits – undertaken to establish a working relationship with interested landowners by meeting them on their property to discuss ideas of where water may be managed and treated on their property. Site visits will allow a cursory analysis of properties and determinations of which properties have the greatest potential to manage and treat water with the lowest costs and the least regulatory burdens. Cursory plans will be developed based on physical conditions in the field along with current or planned uses of properties while accommodating existing uses to the greatest extent possible. Landowners' opinions as to the most economical means of on-site water management while allowing their maximized use of the property will be sought. Sufficient data will be collected in order to utilize Florida Ranchlands Environmental Services Project (FRESP) models developed by the World Wildlife Fund.
- Prepare Conceptual Designs Utilizing FRESP Models – following identification of potential water management areas (WMAs) the FRESP models will be utilized to prepare a conceptual design for each identified WMA along with an estimate of implementation and annual costs for operation, maintenance, and monitoring. All available tools will be utilized to minimize costs associated with implementation of the preferred projects, including models or programs developed by through FRESP. It is anticipated that these conceptual designs would be utilized by private landowners in a formal Request For Proposal (RFP) process.

It is anticipated that this element of the program, for the funds identified, will conclude, and all associated funds expended, in FY2011.

- Dispersed Water Management & Treatment Program – Solicitation Development

The scope of this element includes the development of a structured solicitation that incorporates various categories of dispersed water management and treatment efforts under one umbrella. The program will delineate and define the different categories of dispersed water management and treatment. Examples of these categories include FRESP, 50/50 cost share for construction, Medium/Large Scale Projects with an RFP process, and an Emergency List of properties that may be

called upon to provide water management and treatment under emergency conditions. It will also establish procedures for project selection and implementation (including project selection/screening criteria, identifying staff leads for each category, identifying funding mechanisms, etc). The solicitation will focus on three Northern Everglades watersheds: St. Lucie, Caloosahatchee and Lake Okeechobee and provide for the continued inventory of projects and their water management characteristics. Ultimately, the solicitation process will lead to the selection, construction, operation and maintenance of additional projects under the Dispersed Water Management & Treatment Program. It is anticipated that this element of the program will extend from FY2011 through FY2020.

Out of Scope:

PROJECT GOALS/OBJECTIVES

*State the objectives expected to be achieved because of implementing the project. Set **measurable** project goals to be realized and the benefits to be achieved by establishing why the project has been commissioned and what it is expected to achieve for the agency. State the performance measures to be used to track whether the objectives are being met.*

The goals/objectives of the various elements currently identified under the Dispersed Water Management & Treatment Program are as follows:

- Sumica Preserve Water Management/Hydrologic Restoration Project

Create an anticipated 300 acre-feet of additional water management on the Sumica Preserve site, as well as enhance the quality of water entering Lake Kissimmee, the Kissimmee River, Lake Okeechobee, and the Everglades, through the installation of a rock riprap berm. Additionally, the proposed berm will assist in restoring the hydrology of a center marsh system.

- Public Lands Update – North

Update existing reports detailing water management and treatment opportunities on publicly owned lands in the northern watershed of Lake Okeechobee.

- Public Lands Update – South

Update existing reports detailing water management and treatment opportunities on publicly owned lands in the southern watershed of Lake Okeechobee.

- Dispersed Water Management & Treatment Program – Outreach Development

The goals/objectives of the particular activities under this element are as follows:

- Landowner coordination meetings – conduct meetings to address specific concerns raised by landowners upon learning of the Dispersed Water Management & Treatment concept. Issues to be vetted include, but are not limited to, liability, regulations, threatened and endangered species, and the framework for compensation for participation in the Dispersed Water Management & Treatment Program.
- Private Lands Site Visits – identify potential locations of WMAs on private property. Perform cursory analyses of properties and determine which have the greatest potential to manage and treat water with the lowest costs and the least regulatory burdens. cursory plans will be developed based on physical conditions in the field along with current or planned uses of properties while accommodating existing uses to the greatest extent possible. Gather landowners' opinions as to the most economical means of on-site water management while allowing their maximized use of the property. Collect sufficient data in order to utilize Florida Ranchlands Environmental Services Project (FRESP) models developed by the World Wildlife Fund.
- Prepare Conceptual Designs Utilizing FRESP Models – utilize the FRESP models to prepare a conceptual design for each identified WMA along with an estimate of implementation and annual costs for operation, maintenance, and monitoring.
- Dispersed Water Management & Treatment Program – Solicitation Development

Develop a structured solicitation that incorporates various categories of dispersed water management and treatment efforts under one umbrella. Delineate and define the different categories of dispersed water management, establish procedures for project selection and implementation, and maintain a current inventory of projects and their water management characteristics. Develop a confirmed Emergency List of entities prepared to provide water management and treatment during extreme rain events. The list would include those landowners and projects currently participating in precursors to the Dispersed Water Management & Treatment Program and landowners that have existing infrastructure/capabilities or are willing to pay for their own infrastructure upgrades. During extreme conditions, the Emergency List would be utilized to notify participants of the need for emergency storage. Participants would be compensated on a per event basis. Ultimately, the solicitation effort would result in the selection, construction, operation and maintenance of additional projects under the Dispersed Water Management & Treatment Program.

PROJECT JUSTIFICATION

Include the business need that the project will address and if applicable, tie it to the District's mission; detail the benefits to the District. Include any historical background or references.

The 2005 Lake Okeechobee Estuary and Recovery (LOER) action plan was developed to help restore the ecological health of Lake Okeechobee and adjoining estuaries, through a series of fast-track water quality improvement projects and several other far-reaching and innovative components. Among these additional components is an initiative to identify options for management of excess surface water to aid in reducing lake levels and high discharge volumes to the estuaries. That initiative has undergone several name changes since 2005, and has come to be collectively identified as the Dispersed Water Management and Treatment Program. The program is one of the preferred plan features to be implemented under Phase I of the River Watershed Protection Plans as well as the Lake Okeechobee Phase II Technical Plan. Current on-going efforts include implementation of FRESP projects and local landowners' cooperative water management and treatment projects.

Preliminary assessments of available public lands for storage of excess surface water have been completed for both the northern and southern watersheds of Lake Okeechobee, identifying potential water storage sites along with available acreage and storage volume estimates per site. A number of resulting water storage projects are either in the planning phases or have been implemented, with investigations beginning into additional water storage projects based on the potential water storage site lists produced under the storage assessments.

Previously identified and initiated LOER and Lake Okeechobee Protection Plan (LOPP) efforts have been incorporated into the more recent Northern Everglades and Estuary Protection Planning (NEEPP) initiatives. The Lake Okeechobee Phase II Technical Plan has identified that between 900,000 and 1.2 million acre-feet of water management is necessary in the Northern basins. In addition, the FDEP has classified Lake Okeechobee as an impaired water body for several pollutants, including phosphorus, for which a Total Maximum Daily Load (TMDL) has been established.

The elements currently identified under the Dispersed Water Management and Treatment Program will complement the initiatives of the NEEPP, Phase I of the River Watershed Protection Plans, and the Lake Okeechobee Phase II Technical Plan in the following manner:

- Sumica Preserve Water Management/Hydrologic Restoration Project

Creation of an anticipated 300 acre-feet of additional water management within the Northern Everglades Lake Okeechobee Watershed will be another step in reducing the water management deficit identified in the Lake Okeechobee Phase II Technical Plan. Additional water management will carry with it a reduction in nutrient loads discharged to downstream water bodies, as will the restoration of the hydrology of the center marsh, as increased wetland function has been directly linked with nutrient load reduction.

- Public Lands Update – North

The further development of the Dispersed Water Management & Treatment Program includes an update to the preliminary assessments of available public lands for management of excess surface water that have been completed. An updated inventory of public lands available for incorporation into the program is essential to reducing water management deficits and increasing water quality treatment opportunities. Continued identification of public lands that may be incorporated into the program will decrease its reliance on private lands and more equitably distribute the effort between public and private entities.

- Public Lands Update – South

The justification of this activity mimics that of Public Lands Update – North, with a focus on public lands in the southern portion of the Northern Everglades.

- Dispersed Water Management & Treatment Program – Outreach Development

This activity is justified in that it allows for the continued interaction with those private landowners who have demonstrated interest in the Dispersed Water Management and Treatment Program, and allows new exposure of the program to landowners who may not yet be aware of it. This effort is critical to the further development of the program and the continuance of its initiatives within the Northern Everglades.

- Dispersed Water Management & Treatment Program – Solicitation Development

The development of a structured solicitation that incorporates various categories of water management and treatment efforts will provide an organizational and economic framework for the various kinds of water management and treatment projects that come under the heading of dispersed water management and treatment. It will lead to prioritization and decision-making tools that will ensure that the most efficient projects, from the perspective of water management value, and provide an even playing field for all interested landowners. The solicitation development will be the cornerstone in the foundation of the program and will be the first step in making the projects and efforts necessary to fulfill the mandates of the NEPP a reality.

PROJECT DELIVERABLES

Identify any measurable, tangible, verifiable outcome(s), result(s), or item(s) that must be produced to complete a project or part of a project, including any deliverable(s) subject to approval by the project sponsor or customer.

Each of the program elements will be separate cooperative agreements/purchase orders (POs), depending on total dollar value and duration. Following are the deliverables for each of the program elements:

- Sumica Preserve Water Management/Hydrologic Restoration Project

A cooperative agreement between the District and Polk County will be established. The construction effort is anticipated to be complete within FY2010. However, the term of the agreement will be for three years to allow continued operation and maintenance of the constructed facility by Polk County. Deliverables are defined as follows:

- Task A Submit & Obtain Permits (FDOT & FDEP)

1. Issued FDOT permit or permit exemption.
2. Issued FDEP permit or permit exemption

- Task B Project Management

1. Weekly project status reports.

- Task C Submit Certificate of Construction Completion

1. Completed Certificate of Construction signed and sealed by a professional engineer registered in the State of Florida.

- Task D Construction Oversight

1. Weekly construction inspection reports.

- Task E Operations & Maintenance

1. Quarterly operations and maintenance reports.

- Public Lands Update – North

This effort will be captured under a separate PO as its projected cost and duration will fall under the threshold requiring an agreement. Deliverables are defined as follows:

- Task A Updated Report of Public Lands in the Northern Watershed of Lake Okeechobee

1. Final report(s) that inventories public lands in the northern watershed of Lake Okeechobee and discusses the feasibility and capability of those lands to support the Dispersed Water Management & Treatment Program.

- Public Lands Update – South

This effort will be captured under a separate PO as its projected cost and duration will fall under the threshold requiring an agreement. Deliverables are defined as follows:

- Task A Updated Report of Public Lands in the Southern Watershed of Lake Okeechobee

1. Final report(s) that inventories public lands in the southern watershed of Lake Okeechobee and discusses the feasibility and capability of those lands to support the Dispersed Water Management & Treatment Program.

- Dispersed Water Management & Treatment Program – Solicitation Outreach Development

An agreement will be established between an appropriately selected and qualified vendor to perform the tasks and provide the deliverables, as follows:

- Task A Landowner coordination meetings

1. Summary of each meeting including the date, location, attendees, issues addressed, and potential solutions discussed.

- Task B Private Lands Site Visits

1. Final report(s) providing results of cursory analyses of properties and determination of those with the greatest potential to manage and treat water with the lowest costs and the least regulatory burdens.

- Task C Prepare Conceptual Designs Utilizing FRESP Models

1. Final reports(s) providing the results of the FRESP models utilized to prepare the conceptual designs for each identified WMA, a summary of those conceptual designs, and an estimate of implementation and annual costs for operation, maintenance, and monitoring.

- Dispersed Water Management & Treatment Program – Outreach Development

For Task A, an agreement will be executed between an appropriately selected and qualified vendor to perform the task and provide the deliverables. For Task B, cooperative agreements between the District, landowners with qualifying projects, and potentially other government agencies, will be executed to participate in the

Dispersed Water Management & Treatment Program and provide appropriate deliverables. Deliverables for each task are as follows:

○ Task A Solicitation Development

1. Detailed work plan including a schedule.
2. Final report(s) addressing consistent project selection criteria and strategies, funding sources, payment structure options, operational plans, engineering design requirements, local, state and federal permitting issues, legal issues such as liability and partnership/cost-share agreements, a quantification of benefits, and an evaluation of the benefits in a regional context.
3. Final document(s) addressing the methodology for an RFP for Dispersed Storage and Treatment solicitation that includes, but is not limited to, a formal request for project proposals and a screening and ranking process. Documents shall address the issues contained in Task A.2.
4. Final document(s) providing a confirmed Emergency List of entities prepared to provide water management and treatment during extreme rain events. The list would include those landowners and projects currently participating in precursors to the Dispersed Water Management & Treatment Program and landowners that have existing infrastructure/capabilities or are willing to pay for their own infrastructure upgrades.

○ Task B Program Participation

1. A detailed scope of work will be developed with each qualified landowner to establish the nature of the dispersed water management and treatment project as well as the terms of performance and payment

PRELIMINARY METHODOLOGY

State the approach the project manager or team will take to develop the project plan. This will include the District's Project Management Methodology as well as any other methodology requirements for the project.

It is anticipated that the District's Project Management Methodology will be the primary methodology employed. The project manager will use SAP Project Systems to define the project architecture and hierarchy, as well as to establish the project schedule. A work plan will be developed in coordination with the project team. This work plan will provide the details for the activities necessary to accomplish the project.

BUSINESS AREA INVOLVED

This is the organizational scope of the project. Identify organizational units, programs and/or functional areas that are impacted during the duration or completion of the project and state how they are impacted. Add additional lines if needed.

1. Regulatory and Public Affairs
2. Everglades Restoration and Capital Projects
3. Office of Counsel

FUNDING/COSTS/RESOURCES

State whether this is a budgeted or unbudgeted project. If a budget has been approved for the project, attach a copy, complete with funding codes. If a budget has not been approved for the project, identify the source(s) of funding. Provide an estimate of project costs and resource requirements.

Funding/Cost Resources will be addressed for each program element, as follows:

- Sumica Preserve Water Management/Hydrologic Restoration Project

Select one: This project is budgeted. This project is not budgeted.

Funding: 221000 & 412000: \$15,000 from fund 221000 is currently budgeted for the project. An additional \$27,350 from fund 412000, recently disencumbered from the Istokpoga Marsh Watershed Improvement District (IMWID) Dispersed Water Management & Treatment Project, will be rebudgeted to this project element in FY2010.

Costs: \$42,350 (221000 = \$15,000; 412000 = \$27,350)

Resource Requirements: All Project Team Members = 0.10 FTE

- Public Lands Update – North

Select one: This project is budgeted. This project is not budgeted.

Funding: 221000: \$49,900 of \$250,000 currently budgeted for the Caulkins Citrus Dispersed Water Storage will be rebudgeted for this program element in FY2010.

Costs: \$49,900

Resource Requirements: All Project Team Members = 0.10 FTE

- Public Lands Update – South

Select one: This project is budgeted. This project is not budgeted.

Funding: 221000: \$49,900 of \$250,000 currently budgeted for the Caulkins Citrus Dispersed Water Storage will be rebudgeted for this program element in FY2010.

Costs: \$49,900

Resource Requirements: All Project Team Members = 0.10 FTE

- Dispersed Water Management & Treatment Program – Outreach Development

Select one: This project is budgeted. This project is not budgeted.

Funding: 221000: \$150,200 of \$250,000 currently budgeted for the Caulkins Citrus Dispersed Water Storage will be rebudgeted for this program element in FY2011. Additionally, \$62,000 of \$150,000 currently budgeted for Dispersed Water Storage & Treatment Development under the Lake Okeechobee Program will be rebudgeted for this program element in FY2011.

Costs: \$212,200

Resource Requirements: All Project Team Members = 0.10 FTE

- Dispersed Water Management & Treatment Program – Solicitation Development

Select one: This project is budgeted. This project is not budgeted.

Funding: Funding is to be determined. This program element anticipates a total duration of 10 years, beginning in FY2011. Initial costs are estimated at \$2,000,000 in the first year and \$3,000,000 in the second year for the development of the solicitation structure and its associated activities, as well as the capital costs for the selection, construction, operation, maintenance and participation of qualified projects. The costs for subsequent years is estimated at \$1,000,000 and will be used for continued selection, construction, operation, maintenance and participation of previously selected projects, as well as potential addition of new projects in the program.

Costs: \$13,000,000 (\$2,000,000 in FY2011; \$3,000,000 in FY2012; \$1,000,000 per year in FY2013-2020)

Resource Requirements: Program Manager = 0.50 FTE; Program Supervisor = 0.10 FTE

ASSUMPTIONS

Briefly describe any suppositions or beliefs about the project related to resources, scope, expectations, schedules, etc. that, for planning purposes, will be considered to be true, real, or certain. Add additional lines if needed.

1. All identified resources will be available to meet project objectives and timelines.
2. The resources identified as project team members will be made available at the time they are needed to execute the tasks.

CONSTRAINTS

Briefly describe any limitations or exceptions under which the project must be conducted. Include time, money, resource availability, skill levels and any physical, political, or environmental constraints Add additional bullets if needed.

1. Legal and Technical constraints
2. Sufficient FTE time needs to be allocated to this project due to its complexity
3. Availability of funding

OTHER ROLES AND RESPONSIBILITIES

Modify the following roles and responsibilities based on the scope, assumptions, and constraints of this project. Under the project team section, include a statement spelling out the skills needed for the team.

The **project sponsor** is responsible for;

- Communicating District objectives
- Overseeing cross-organizational participation
- Providing a focal point to resolve issues escalated from the management oversight and guidance to the project manager

The **project manager** is responsible for,

- The project's overall performance and success
- Approving policies, processes, and procedures developed by project team members
- Being the focal point for communication between the project manager oversight
- Escalating to the management oversight team issues that cannot be resolved at the project level
- Developing and maintaining the project plan

The **Functional Manager (Department Director)** is responsible to:

- Provide the resources for the project
- Ensure the quality of the resources provided to support the project
- Contribute to the performance evaluation of the project manager

The **Program Manager** is responsible for:

- Developing Annual Work Plan and Strategic Plan input for the Program
- Monitoring project status during the fiscal year
- In conjunction with the Department Director, reviewing and signing the Project Charter and Project Management Plan
- Leading the Program's team of project managers and professionals to accomplish programmatic objectives
- Assisting in the development of Project Managers
- Reporting on, and communicating, Program and project status to Sr. Managers