



# Florida Department of Environmental Protection

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Lt. Governor

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## Memorandum

**TO:** Water Management Districts, Executive Directors  
**FROM:** Stephen M. James, Director, Office of Water Policy  
**SUBJECT:** MFL Priority Lists and Schedules  
**DATE:** September 27, 2017



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Since 1997, Florida law has required the water management districts (Districts) to submit to the Department for review and approval a priority list and schedule for the establishment of minimum flows and minimum water levels (MFLs) and water reservations within the district. These priority lists must include, at a minimum, the MFLs planned for establishment in the next three years pursuant to Rule 62-40.473(9), F.A.C. For a list of requirements associated with the priority list and schedule, please see section 373.042, F.S., and Rules 62-40.473 and 62-40.474, F.A.C.

This guidance memorandum is intended to assist the Districts in preparing and formatting their priority list and schedule so as to facilitate the Department's review and approval. To that end, and in order to achieve consistency, we would ask that all Districts title their priority list and schedule based upon the calendar year submitted. For example, the 2017 Priority List and Schedule submitted November 15, 2017 should be titled the "2017 Priority List and Schedule." We would also ask that you include the following information in a transmittal letter:

### Past Year Accomplishments

- Please list the waterbodies for which an MFL was adopted during the previous year, and whether ratification was required, received, or yet to be received. Also indicate the status of each waterbody.
- For MFLs that have yet to be adopted but are currently in development, please indicate where you are in that development process (e.g., the MFL has been peer reviewed, the district is engaging in workshops, the rulemaking process has been initiated, etc.).

### Changes to Priority List

- Please identify waterbodies that have been added to the priority list and schedule, and include a statement explaining why they were added. Also, please include whether the waterbody represents a more inclusive system, such as a spring group that includes multiple named springs or a lake acting as a sentinel lake.

- Conversely, please identify waterbodies that were removed from the previous year's priority list and schedule, and a statement explaining why they were removed. This does not apply to waterbodies that were removed from the priority list because their MFL was adopted the previous year.
- Please indicate whether a waterbody's expected year of adoption has changed. If it has, please include a statement explaining why the change is necessary.

Cross-boundary Impacts

- Please indicate whether there is a reasonable potential for cross-boundary impacts.
- If the district's governing board has requested that the Department adopt the cross-boundary MFL, please state as such. Otherwise, please state that the District is not requesting via the priority list and schedule that the Department adopt the MFL for the waterbodies.

Finally, and in addition to these narrative provisions, the Department has prepared the attached excel spreadsheet, which we respectfully ask that you complete and submit along with your priority list and schedule.

As always, we very much appreciate your kind cooperation.

Cc: Drew Bartlett, DEP Deputy Secretary  
Kristine Morris, OWP Program Administrator

**[Your District Name] Minimum Flows and Levels to be adopted in 2018**

| New or Re-Evaluation | Waterbody Name *      | Waterbody Type** | County(s)   | Voluntary Peer Review to be Completed? | Cross-Boundary Impacts? | Latitude***   | Longitude       |
|----------------------|-----------------------|------------------|-------------|--|-------------------------|---------------|-----------------|
| <i>New</i>           | <i>Example Spring</i> | <i>Spring-2</i>  | <i>Lake</i> | <i>Yes</i>                             | <i>Yes</i>              | <i>81.635</i> | <i>-39.5233</i> |

**[Your District Name] Minimum Flows and Levels to be adopted in 2019**

| New or Re-Evaluation | Waterbody Name | Waterbody Type | County(s) | Voluntary Peer Review to be Completed? | Cross-Boundary Impacts? | Latitude | Longitude |
|----------------------|----------------|----------------|-----------|--|-------------------------|----------|-----------|
|                      |                |                |           |  |                         |          |           |
|                      |                |                |           |  |                         |          |           |

**[Your District Name] Minimum Flows and Levels to be adopted in 2020**

| New or Re-Evaluation | Waterbody Name | Waterbody Type | County(s) | Voluntary Peer Review to be Completed? | Cross-Boundary Impacts? | Latitude | Longitude |
|----------------------|----------------|----------------|-----------|--|-------------------------|----------|-----------|
|                      |                |                |           |  |                         |          |           |
|                      |                |                |           |  |                         |          |           |

**[Your District Name] Reservations Priority List**

| Waterbody Name | Waterbody Type | County(s) | Proposed Year |
|----------------|----------------|-----------|---------------|
|                |                |           |               |
|                |                |           |               |

\*A spring with one vent should be labeled as "Example Spring." A spring with multiple associated vents should be labeled as "Example Springs." Multiple springs grouped together in a system should be labeled as "Example Spring Group." (Please refer to Florida Spring Classification System and Spring Glossary, Special Publication No. 52, for more details.)

\*\*River, Lake, Spring- Magnitude, Wetland, Aquifer

\*\*\*For rivers, use the coordinates for the most upstream gage used to measure flow. For lakes, use the lake's center point. For springs, use the coordinates for the gage used to measure flow unless the gage is not located on the spring/spring run, in which case, use the spring's center point. For aquifers, wetlands, and estuaries, use the coordinates for the wells or gauge used to measure the water source's level. Please use Decimal Degrees (DD) formatting.