

OPERATIONAL PROCEDURES
CENTRAL FLORIDA WATER INITIATIVE
STEERING COMMITTEE

I. COMPOSITION

- A. The composition of the Central Florida Water Initiative (CFWI) Steering Committee (SC) is described in the Central Florida Water Initiative Guiding Document to which this document is attached as an appendix.
- B. A member of the SC may provide one alternate for his or her seat on the SC upon written notice to the SC.

II. COORDINATION

- A. A Coordinator shall be selected from among the SC members by unanimous vote of the SC.
- B. The Coordinator is the presiding officer at meetings of the SC, and is to execute all documents authorized by the SC that may require his or her signature.
- C. The Coordinator may designate a SC member to serve as the meeting Moderator.

III. MEETINGS

- A. All meetings of the SC are subject to the Florida Sunshine Law. Alternate members, if any, are also subject to the Florida Sunshine Law. Such alternate(s) may, outside noticed meetings, discuss CFWI Steering Committee matters with their respective member(s), but not with other alternates or Steering Committee members. The public shall be allowed to comment on matters coming before the SC at appropriate times as determined by the Coordinator. The SC reserves the right to limit the public comment time to a specific length of time and to require speakers to fill out speaker cards. All meeting sites shall meet accessibility standards for public meetings.
- B. The SC shall meet at least quarterly or more frequently at the call of the Coordinator.
- C. An agenda for the meeting shall be prepared by the Coordinator or his or her designee and made available to the public in a manner consistent with the requirements of the Sunshine Law.
- D. The SC shall publish notice of its meetings in the Florida Administrative Weekly in a manner consistent with the requirements of the Sunshine Law. The contents of the notice shall conform to the template attached to these procedures.

IV. ACTIONS

Actions of the SC are to be recorded by the Coordinator in meeting minutes.

V. INSPECTION AND COPYING OF PUBLIC RECORDS

The inspection and copying of the SC public records will be in accordance with the Florida Public Records Law. CFWI and SC records shall be maintained and available for public inspection and

From CFWI Guidance Document

copying at the offices of the Florida Department of Environmental Protection, 3900 Commonwealth Blvd, MS 23
Tallahassee, Florida 32399.

VI. AMENDMENT

These operational procedures may be amended at any time at a meeting by a unanimous vote of the SC members.

NOTICE TEMPLATE

The Central Florida Water Initiative (CFWI) Steering Committee consisting of a Governing Board member from each of the South Florida Water Management District, the Southwest Florida Water Management District, and the St. Johns River Water Management District, and a representative from each of the Florida Department of Environmental Protection, the Florida Department of Agricultural and Consumer Services and the Tohopekaliga (Toho) Water Authority, representing public water supply utilities within the Central Florida Coordination Area, announces a public meeting to which all persons are invited.

DATE AND TIME:

PLACE:

GENERAL SUBJECT MATTER TO BE CONSIDERED: The CFWI Steering Committee is a collaborative effort among government agencies formed to address water resource issues in the area known as the Central Florida Coordination Area. The CFWI Steering Committee will consider matters appearing on the agenda for the meeting or matters added to the agenda as determined by the Chairman of the Committee. Additional information about this effort may be found at: cfwiwater.com.

A copy of the agenda may be obtained by contacting: _____, or at <http://cfwiwater.com/> seven days prior to the meeting.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 hours before the workshop/meeting by contacting: South Florida Water Management District Clerk, (800) 432-2045, ext. 2087 or (561) 682-2087. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

For more information, you may contact: _____, St. Johns River Water Management District, P.O. Box 1429, Palatka, Florida 32178-1429, 386/329- _____, _____@sjrwmd.com;

_____, Southwest Florida Water Management District, 2379 Broad Street, Brooksville, Florida 34604-6899, 352/796 _____, _____@swfwmd.state.fl.us;

_____, South Florida Water Management District, 3301 Gun Club Road, West Palm Beach, Florida 33406, 561/682-_____, _____@sfwmd.gov;

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