


**BOARD POLICY**  
**SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

TITLE: Public Supply Advisory Committee	NUMBER: 170-2	PAGE 1 of 3
SECTION/DEPARTMENT: Planning Department		
APPROVED: 	EFFECTIVE DATE: 12/18/01 Ronnie E. Duncan	SUPERSEDES: 09/01/93, 02/23/99

**INTRODUCTORY STATEMENT**

The District Governing Board has established this Advisory Committee for the purpose of obtaining input on District programs, projects and related resource management issues. The Governing Board recognizes and appreciates the significant commitment of the organizations and individuals who agree to serve on this Committee. This Advisory Committee is a valuable resource to the District and the input it provides helps to ensure the District is meeting its responsibilities in an effective and efficient manner.

The District has an eleven member Governing Board and eight basin boards comprised of an additional forty-four gubernatorial appointees. The Board appointees are citizens from throughout the District representing the numerous and varied interests which exist. The Boards hold in excess of 100 public meetings annually and provide supervisory direction to the District staff. These Governing Board and Basin Board appointees are the policy makers of the District and ensure that the District achieves its statutory responsibilities. It is the intent of these Board members that the advisory committees not be engaged in policymaking but continue in the mission of providing valuable feedback and advice on issues that are determined by Board members to be directly related to the District's statutory responsibilities.

It is in recognition of staff's ongoing obligations to these existing Boards that this Advisory Committee is established. District staff is charged with providing administrative support to the Committee, including developing and mailing meeting notices and agendas, making arrangements for meeting facilities, recording meetings and providing meeting summaries, monitoring membership and officer terms, and performing other related administrative matters.

**STATEMENT OF POLICY:**

The purpose of this policy is to establish the Public Supply Advisory Committee (PSAC) to the Southwest Florida Water Management District, and to set forth the purpose, activities and membership guidelines of the PSAC.

**Purpose**

The purpose of the PSAC is to provide professional and technical input into District programs and activities including regulatory programs, rule revisions, water conservation activities, water resource planning, water resource and supply development projects, research and other water resource management projects that relate to the environment. Subject matter considered by the PSAC shall relate to the statutory duties and responsibilities of the District. PSAC members serve as liaisons with the District, maintaining communication with members of their organizations and conveying input from the

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organization to the PSAC. In addition, the PSAC acts as an education extension of the District by helping to disseminate information and by advising and assisting the District in education programs and projects. A function of the PSAC shall be to provide two-way communication between the District and the public supply community.

**Membership**

Membership will consist of representatives of both public and private water supply utilities; these representatives are chosen on the basis of achieving representation of the types and sizes of water supply utilities located throughout the District. These representatives will be selected by the Executive Director at the recommendation of the Governing Board, designated District staff or from nominations by the President or appropriate person of the member organizations. The Chair of the PSAC may recommend new members to the District.

Each PSAC member organization shall designate a primary representative. Alternates may also be designated to represent their organizations in the absence of the primary member. The alternative representative shall have full voting rights in the absence of the primary.

PSAC member representatives shall be designated as authorized travelers of the District.

**Terms of Membership**

Term of membership on the PSAC shall be three years. Multiple terms may be served.

**Officers and Duties**

The PSAC will elect a chair and vice-chair who will serve two year terms of office and may be elected to those positions a maximum of two consecutive times. A majority of PSAC members must be present for the election of officers. Election shall be by majority vote.

The chair shall be responsible for assisting the District staff in establishing meeting agendas, in soliciting input from PSAC members, for chairing PSAC meetings, for establishing subcommittees as may be appropriate, and for representing the PSAC when necessary. The vice-chair shall serve as chair in the chair's absence.

**Meetings**

Meetings of the PSAC will be held, at a minimum, quarterly when there are sufficient agenda items or as authorized by the Executive Director, or his/her designee. The Chair of the PSAC may request that special meetings be held. PSAC members/designees who miss three consecutive meetings, without prior notice to the District, will voluntarily give up their place on the PSAC. Notices of PSAC meetings will be mailed in advance of the meetings by the District to members and interested persons. The PSAC's meetings will be recorded by

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the District staff. Abbreviated meeting summaries will be provided to the PSAC members. Topics for discussion at PSAC meetings will be focused on priorities set by the Governing Board and limited to issues specific to those priorities. Other topics may be proposed by the PSAC which shall be placed on the agenda for discussion; however, requests of staff requiring more than routine support will be subject to approval by the Executive Director or the Governing Board. All determinations of the PSAC shall be by majority vote of the members present (no quorum requirement), except in the election of officers as provided for above and in cases where the PSAC requests that a specific recommendation be presented to the Governing Board, whereby a majority of the PSAC must be present and such request must be approved by a majority vote. The requested input from the PSAC to the District will be reported to the Governing Board when requested by the PSAC or when otherwise deemed appropriate. Such reports may be presented by the PSAC chair, other PSAC members designated by the chair or selected by the PSAC, or by District staff. Meetings shall be conducted in accordance with *Robert's "Rules of Order"* as described in *Robert's "Rules of Order Newly Revised,"* originally written by General Henry M. Roberts (1876), unless specified otherwise by law or this policy. The PSAC is subject to the Florida Sunshine Law and all other applicable laws and regulations.

**AUTHORITY:** Chapter 373, Florida Statutes

**REFERENCES:** N/A