

Policy

GOVERNING BOARD DELEGATIONS

Number: 120 (f/k/a 13-01)

Sections 373.079 and 373.083, Florida Statutes, address the Governing Board's ability and, in some cases obligation, to delegate powers, duties, and functions to individual Governing Board members, the Executive Director, and other District staff. The purpose of the delegations in this policy is to transfer the authority for day-to-day District decision-making, as well as the responsibility for making the decisions, in a manner that increases efficiency, speed, and accountability.

The delegations are broadly grouped in the following categories: Executive ((2) – (4)), Regulatory ((5) – (21)), Real Property ((22) - (23)), Financial (24), and Other Delegations (including workforce, workplace, and legal delegations) ((25) – (32)).

Included in this policy are gray boxes with summaries of delegations found in other policies and in administrative rules. These descriptions are general in nature and the cited policies and rules should be consulted to see the full delegation in context with defined terms. The General Counsel is authorized to update the delegation summaries in the gray boxes to conform with changes made to the policies and rules in which the summarized delegations are found.

(1) **Definitions and Construction.**

- (a) Except when expressly limited herein, the Executive Director is authorized to sub-delegate, through policy or administrative directive, any of the delegations the Governing Board has made to the Executive Director.
- (b) The Governing Board retains the right to withdraw any of these delegations on a case-by-case basis, and the Executive Director may refer any matter to the Governing Board for resolution when a matter that is the subject of a delegation either is controversial or has garnered significant public interest, or when resolution of a matter necessarily requires policy formation.

EXECUTIVE DELEGATIONS

- (2) **Omnibus Delegation.** The Executive Director is delegated the authority to make those administrative decisions necessary for the day-to-day management of the District. In the event that the Executive Director becomes incapacitated and unable to manage the operations and affairs of the District, or the Executive Director position is vacated prior to the appointment of a new Executive Director, all of the authority delegated to the Executive Director in any District policy shall automatically transfer to the acting Executive Director until the Executive Director returns or a new Executive Director is appointed.

- (3) **Execution of Documents.** The Executive Director or Chief of Staff is delegated the authority to execute by signature any document which has been approved by the Governing Board, with the exception of any deed of conveyance of any real property owned by the District. Any required attestation may be performed by the General Counsel or Acting General Counsel.
- (4) **Time-sensitive Actions.** Except as provided in paragraph (3), the Executive Director is delegated the authority to execute any power otherwise vested in the Governing Board, in accordance with subsection 373.083(5), Florida Statutes, when the Executive Director determines that time is of the essence and it would not be in the best interest of the District to delay the exercise of that power until the next Governing Board meeting. The Executive Director's authority under this paragraph does not authorize any expenditure exceeding \$500,000.00 per action. The Executive Director shall provide written notification to the Governing Board of any action pursuant to this paragraph at the Governing Board's next regularly scheduled meeting.

REGULATORY DELEGATIONS

- (5) **Consumptive Use Permitting.** Unless otherwise provided below, the Executive Director, the Director of the Division of Regulatory Services, and the Bureau Chief of Water Use Regulation are delegated the authority to approve:
- (a) Applications for staff-issued individual permits pursuant to Chapter 40C-2, F.A.C., and Section 1.4.5.5, Applicant's Handbook: Consumptive Uses of Water. The authority to approve applications for staff-issued individual consumptive use permits pursuant to Chapter 40C-2, F.A.C., is also delegated to Regulatory Coordinators;
 - (b) Applications for modifications of permits referenced above in (5)(a) and applications for all permit modifications that qualify for submittal by letter. The authority to approve applications referenced in this subparagraph ((5)(b)) is also delegated to Regulatory Coordinators;
 - (c) Applications for temporary consumptive use permits;
 - (d) Petitions for variance or waiver of any permitting requirements adopted pursuant to part II of chapter 373 and associated with permits referenced above in (5)(a);
 - (e) Ten-year compliance reports associated with a permit referenced above in (5)(a);
 - (f) Ten-year compliance reports associated with individual consumptive use permits issued pursuant to chapter 40C-2, F.A.C., provided that either no change is recommended to the permit or that any changes recommended to the permit would qualify for a permit modification by letter under Rule 40C-2.331, F.A.C.; and
 - (g) Agency reports, including letters of no objection, required by the Florida Electrical Power Plant Siting Act, the Florida Electric Transmission Line Siting Act, and the Natural Gas

Transmission Pipeline Siting Act, regarding the District's non-procedural requirements under part II and part III of chapter 373.

- (h) Requests by the permittee to permanently rescind their Consumptive Use Permit.

Any application, petition, or report described above in (5)(a) – (g) shall be presented to the Governing Board for final action if the Executive Director, or other District staff designated by the Executive Director, recommends substantive denial. If any matter described in (5)(a) - (g) is the subject of an administrative proceeding pursuant to sections 120.569 or 120.57, F.S., the matter shall be presented to the Governing Board for final action.

- (6) **General CUP and Water Well Consent Orders.** The Executive Director, the Director of the Division of Regulatory Services the Bureau Chief of Water Use Regulation, and Regulatory Coordinators are authorized to enter into general consent orders for violations of the permitting programs under Part II or Part III, Chapter 373, F.S., in the following circumstances:

- (a) Violations of any permit that concern the process of collecting and submitting water use and other monitoring data as listed below:
 - 1. Failure to timely submit water use/pumpage report (EN-50) forms as required by permit condition;
 - 2. Failure to timely submit reports as required by permit condition;
 - 3. Failure to timely install monitoring devices as required by permit condition.
- (b) Violations of any staff-issued individual consumptive use permits authorized pursuant to Chapter 40C-2, F.A.C., and Section 1.4.5.5., Applicant's Handbook: Consumptive Uses of Water and violations of any permit authorized pursuant to Chapters 40C-20 or 40C-22, F.A.C., or rule 40C-2.042, F.A.C.
- (c) Any unpermitted water use that can be resolved by issuance of a staff-issued consumptive use permit pursuant to Chapter 40C-2, F.A.C., or by the applicant modifying the consumptive use of water so that it qualifies for a permit pursuant to Chapter 40C-2, F.A.C., or rule 40C-2.042, F.A.C.
- (d) Violations of any water well contractor license or water well construction permit.
- (e) Any violations of Chapters 40C-3 or 62-531, F.A.C., by a person who is not licensed as a water well contractor.
- (f) Any unpermitted construction, repair, or abandonment of a water well that requires a permit under Chapter 40C-3, F.A.C.

At the discretion of the Executive Director, any enforcement matter that can be resolved by a general consent order may be brought to the Governing Board for action.

- (7) **Water Shortage Consent Orders.** The Executive Director, the Director of the Division of Regulatory Services, and the Bureau Chief of Water Use Regulation, are authorized to enter into consent orders for violations of Chapter 40C-21, F.A.C., or any order implementing a water shortage declaration or water shortage emergency declaration.

At the discretion of the Executive Director, any enforcement matter that can be resolved by a consent order may be brought to the Governing Board for action.

- (8) **Environmental Resource Permitting.** The Executive Director, the Director of the Division of Regulatory Services, the Bureau Chief of Environmental Resource Regulation, and Regulatory Coordinators are delegated the authority to approve:

- (a) Applications for permits under Part IV of Chapter 373, F.S., except as described in (13) below;
- (b) Requests to use sovereign submerged lands for activities that also require a District permit under part IV of chapter 373. F.S.;
- (c) Applications for modifications of permits referenced in (8)(a) above;
- (d) Petitions for variance or waiver of any permitting requirements adopted pursuant to part IV of chapter 373 F.S.
- (e) Petitions for the Determination of the Landward Extent of Wetlands and Other Surface Waters; and
- (f) Requests for verification of an exemption from the need for an Environmental Resource Permit.
- (g) Requests for issuance of an emergency field authorization under Rule 62-330.360(3), F.A.C.

Any application, request or petition described above in (8)(a)-(d) shall be presented to the Governing Board for final action if the Executive Director, or other District staff designated by the Executive Director, recommends substantive denial. In the event any matter described in (8)(a)-(d) is the subject of an administrative proceeding pursuant to sections 120.569 or 120.57, F.S., the matter shall be presented to the Governing Board for final action if the proposed final order prepared by the designated Board advisor recommends that the application, request or petition be denied.

- (9) **Exemptions, General Environmental Resource Permits, and Denials of Petitions for Formal Determinations of Wetlands and Other Surface Waters.** The Executive Director, the Director of the Division of Regulatory Services, and Regulatory Coordinators are authorized to:

- (a) Determine whether a proposed activity qualifies for an exemption; and
- (b) Notify an applicant that a proposed system does not qualify for a general permit under Part IV, Chapter 373; and
- (c) Deny petitions for formal determination of wetlands and other surface waters.

(10) **General Consent Orders to Resolve Matters under Chapter 373, Part IV.** The Executive Director, the Director of the Division of Regulatory Services, Bureau Chief of Environmental Resource Regulation, Compliance Coordinators in the Environmental Resource Program and Regulatory Coordinators are authorized to enter into General Consent Orders for violations of the permitting program under Part IV of Chapter 373, F.S., except when:

- (a) Written objection to the violation or project is received during the time that the GCO is being processed;
- (b) Unauthorized work has impacted, or has the potential to impact, species that are designated as threatened or endangered in Rule 68A-27.003, F.A.C.; or
- (c) The Respondent has, in the last five years, (1) entered into a consent order with the District, (2) been the subject of a final order on a District administrative complaint, or (3) received an adverse judgment in an enforcement lawsuit filed by the District.

At the discretion of the Executive Director, any enforcement matter that can be resolved by a general consent order may be brought to the Governing Board for action.

(11) **Execution of Documents Related to Implementation of Permits Under Part IV of Chapter 373, F.S.** Unless otherwise provided herein, the Executive Director and the Director of the Division of Regulatory Services are delegated the authority to execute all documents related to the implementation or abandonment of permits issued under Part IV of Chapter 373, F.S., including, but not limited to: (1) establishing, terminating, or amending financial responsibility mechanisms; and (2) establishing, terminating, or amending operation and maintenance documents.

(12) **Special Case Agreements.** The interagency Operating Agreement concerning Regulation under Part IV, Chapter 373, Florida Statutes, between the District and the Department of Environmental Protection (DEP) referenced in Rule 40C-1.106(3), Florida Administrative Code, provides for special case agreements between the District and DEP concerning the division of responsibility for permitting or enforcement in certain identified circumstances. The Executive Director, the Director of the Division of Regulatory Services, and Regulatory Coordinators are authorized to enter into any such special case agreement.

(13) **Mitigation Bank Permits.** The Executive Director and the Director of the Division of Regulatory Services are delegated the authority to take the following actions:

- (a) Approve applications for mitigation bank permits and mitigation bank conceptual permits and modifications of those permits pursuant to Rules 62-330 and 62-342, F.A.C. Any application shall be presented to the Governing Board for final action if the Executive Director, or other District staff designated by the Executive Director, recommend that it be denied. If an application is the subject of an administrative proceeding pursuant to sections 120.569 or 120.57, F.S., the matter shall be presented to the Governing Board for final action if the proposed final order prepared by the designated Board advisor recommends that the application be denied.
 - (b) Determine whether an action meets the terms of the permit and District rules, except for lawsuits that require Governing Board approval as described in District Policy 88-04(2)(b) and administrative complaints.
 - (c) Determine whether mitigation credits shall be released in accordance with the permit and District rules.
 - (d) Determine whether a mitigation bank is in material compliance with the terms of the permit such that credits may be withdrawn.
 - (e) Manage the District's mitigation bank ledger to reflect the release, withdrawal, and reservation of credits.
- (14) **Mitigation Project Agreements.** The Executive Director and the Director of the Division of Regulatory Services are authorized to enter into any memorandum of agreement with the Department of Environmental Protection or local government for the establishment and operation of mitigation projects as provided in section 373.4135, Florida Statutes.
- (15) **Amendments to Consent Orders.** The Executive Director and the Director of the Division of Regulatory Services are authorized to enter into amendments to a Consent Order approved by the Governing Board. At the discretion of the Executive Director, any amendment to a consent order may be brought to the Governing Board for action.
- (16) **Expedited Permitting Final Orders.** The Executive Director or Chief of Staff is delegated the power to rule on exceptions to recommended orders and to issue final orders regarding permit approvals under the expedited process of subsection 403.973(14), Florida Statutes.
- (17) **Partial Waiver of Penalties or Interest under Consent Orders.** The Executive Director and the Director of the Division of Regulatory Services are authorized to waive all or part of the unpaid balance of a penalty under any consent order, or the payment of any interest on such a balance for up to three years, on the respondent's written request and the following conditions.
- (a) The respondent must have completed all corrective actions required by the consent order to the satisfaction of District staff, including any restoration work;

- (b) The unpaid penalty balance must be under \$10,000 or 25% of the original penalty, whichever is less; and
- (c) The respondent must submit appropriate documentation addressing the following factors for the District's consideration:
 - 1. Whether the respondent has paid the District's costs and attorney's fees in full;
 - 2. Whether the respondent arranged with the District to pay by installments and has made a good-faith effort to make those payments; and
 - 3. Whether the respondent has become unable to pay the remaining penalty and interest under the terms of the consent order, or now would suffer significant hardship that did not exist when the consent order was approved unless the waiver was granted.

(18) **Water Control District Water Control Plans.** District staff is authorized to conduct the review of any proposed water control plan or plan amendment submitted pursuant to section 298.225, F.S., and shall submit reports on its completeness and consistency with applicable water resource plans and policies to the Executive Director and the Director of the Division of Regulatory Services. Following review of the reports, the Executive Director and the Division Director are authorized to request additional information from the water control district or recommend any proposed changes to said plan or plan amendment pursuant to section 298.225.

(19) **Interagency Agreements under Subsection 373.046(6), F.S.** When the geographic area of a project or local government crosses water management district boundaries, subsection 373.046(6), F.S., authorizes the affected districts to enter into an interagency agreement that designates one of the affected districts to implement all or part of the regulatory responsibilities under Chapter 373, F.S., in that area. The Executive Director or Chief of Staff is authorized to enter into any interagency agreement under subsection 373.046(6), F.S.

(20) **Publication of Notice of Rule Development.** The Executive Director is authorized to publish a Notice of Rule Development to begin rulemaking when a petition, alleging that a District statement is an unadopted rule, has been filed with the Division of Administrative Hearings pursuant to subsection 120.56(4), F.S.

(21) **Administrative Denials.** The Executive Director, or other District staff designated by the Executive Director, is authorized to deny those permit applications and petitions under parts II, III, or IV of Chapter 373, Florida Statutes, that remain incomplete after 120 days from receipt of a request for additional information, unless the applicant or petitioner requests a referral to the Governing Board for final action within 21 days of receipt of written notice of the intended District decision.

(21.5) Summaries of Regulatory Delegations in Other Policies and Rules

Water Well Contractor Licenses. Water well contractor licenses may be issued by the Executive Director, Director or Assistant Director of the Division of Regulatory Services, or the Bureau Chief of Water Use Regulation. (Rules 40C-3.0321 and 40C-3.037, F.A.C.)

Water Well Permits. Well construction permits may be issued by the Executive Director, Director or Assistant Director of the Division of Regulatory Services, or the Bureau Chief of Water Use Regulation. (Rules 40C-3.0321 and 40C-3.041, F.A.C.)

Variations from Water Well Construction Requirements. Requests for variations from specific requirements of chapter 40C-3, F.A.C., for a water well prior to the construction of the well may be granted by the Executive Director or Designee. (Rules 40C-1.1003 and 40C-3.0321, F.A.C.)

Variations from Water Shortage Rules. Requests for variations from the District's water shortage rules under chapter 40C-21, F.A.C., which require immediate action and comply with the provisions of Rule 40C-1.1004(2) through (4), may be temporarily granted by the Executive Director. (See, Rule 40C-1.1004, F.A.C.)

Good Cause Extensions. Additional time, based on a showing of good cause, within which to submit additional information regarding a permit or license application, may be granted by the Executive Director, the Director and Assistant Director of the Division of Regulatory Services, the Bureau Chiefs of Water Use Regulation and Environmental Resource Regulation, or any Service Center Director. (Rule 40C-1.1008, F.A.C. and Section 5.5.3.5. Environmental Resource Permit Applicant's Handbook, Vol. 1 (October 1, 2013) (incorporated by reference Rule 62-330.010(4), F.A.C.)

REAL PROPERTY DELEGATIONS

(22) Real Property Donations, Regulatory Conservation Easements, Monitoring Site Agreements and project related permits. The Executive Director is delegated the power to accept or reject:

- (a) any donation of real property conveyed to the District, provided, however, that the Executive Director shall require an environmental audit or assessment prior to the acceptance of such donation. For purposes of this delegation, environmental audit or assessment means the process of identifying the presence or likely presence of any hazardous substance or petroleum product on a parcel of real property under conditions that indicate the existing release, past release or material threat of release of hazardous substance or petroleum products on the property or into the ground, groundwater, or surface water of the property;

- (b) any amendment, release, or conveyance of all or part of a conservation easement conveyed to the District for compliance with District, state, federal or local permitting requirements whose sole effect is to correct legal errors or to conform the conservation easement with applicable permit conditions; or the release of an easement that was not used as mitigation for direct impacts or to prevent secondary impacts to the extent the permitted activities are no longer authorized; and
- (c) any easement, agreement, or license for access, construction, operation, maintenance, repair, or monitoring to sites related to: monitoring wells, water level gauges, telemetry, or other monitoring devices; or for District regulatory, water management, or land management programs or projects.
- (d) Any regulatory or other governmental permit necessary for a District road, facility, program, or project.

(23) **Applications for Release of Canal and Drainage Reservations.** When there is no objection to the release of canal and drainage reservations held by the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida or the Board of Education, the Executive Director and the Director of the Division of Water and Land Resources are authorized to approve and execute an application for release of canal and drainage reservations under Rule 18-2.018(3)(e)3, Florida Administrative Code. However, any objection to the release of canal or drainage reservations shall be presented to the Governing Board for their consideration and final action.

(23.5) Summaries of Real Property Delegations in Other Policies and Rules

Utility Easements. Grants of easements or other property interests over District property to obtain utility services for District facilities may be executed by the Executive Director, or the Assistant Executive Director. (Policy 84-02(4))

Cooperative Agreements. Cooperative agreements with governmental entities relating to the management of District lands may be approved by the Executive Director or Designee (Policy 90-16(4))

Timber Sales. The Executive Director or the Acting Executive Director is authorized to approve and execute all timber sale agreements on District land. (Policy 96-02(5)(b))

Special Use Authorizations. Authorizations to use District lands in a manner not otherwise provided for in Chapter 40C-9, F.A.C., may be issued by the Executive Director, or Designee (Rules 40C-9.320 and 40C-9.360, F.A.C.)

Leases. Certain leases of District lands may be entered into on behalf of the District by the Executive Director, or Designee. (Rule 40C-9.370, F.A.C.)

FINANCIAL DELEGATIONS

- (24) **Uncollectible Receivables.** The Executive Director and the Chief of Staff are authorized to write off uncollectible receivables that are \$2,500 or less and must report write-offs in excess of \$500 to the Finance Committee as soon as conveniently possible.

(24.5) Summaries of Financial Delegations in Other Policies

Investment Policy Delegation of Authority. The responsibility for providing guidance oversight and approval of the District's investment strategy, within the parameters of the Investment Policy, resides with the Finance Committee. The management responsibility for all District funds in the Portfolio and investment transactions is delegated to the Director of the Office of Financial Services, or in his or her absence, to the Designee. (Policy 2003-01(4))

Written Contracts. The Executive Director, or Designee, is authorized to approve and execute procurement actions of \$100,000 or less per fiscal year, except that the hiring of an external auditor to conduct the annual financial audit required by section 218.39, F.S, and the retention of external Governing Board or Real Estate Counsel shall be subject to Governing Board approval. (Policy 88-05(5)(a) and Rule 40C-1.716, F.A.C.)

Change Orders and Amendments. Any change order or other amendment to a contract that will cost no more than \$100,000, or 10% of the original contract amount, whichever is greater, may be approved and executed by the Executive Director, or Designee. (Policy 88-05(5)(b))

Annual Contracts. The Executive Director, or Designee, is authorized to approve and execute work orders and change orders to work orders, inclusive of time extension up to the amount of the annual contract approved by the Governing Board and renewals of an annual contract for a renewal amount of \$100,000 or less per fiscal year or the amount in the relevant approved budget, whichever is greater. (Policy 88-05(5)(c))

Revenue Agreements. The Executive Director, or Designee, is authorized to approve and execute any Revenue Agreement up to \$100,000 per fiscal year or the amount approved by the Governing Board in the relevant budget whichever is greater. Agreements for unbudgeted revenues may be executed by the Executive Director contingent upon Governing Board approval of a budget amendment. (Policy 88-05(5)(d))

Pass-Through Funding Agreements. The Executive Director, or Designee, is authorized to approve and execute any Pass-through Funding Agreement up to \$100,000 per fiscal year or the amount approved by the Governing Board in the relevant budget, whichever is greater. Pass-through Funding Agreements that are unbudgeted may be executed by the Executive Director contingent upon Governing Board approval of a budget amendment. (Policy 88-05(5)(e))

Purchasing Card Program. The Executive Director shall have the authority to assign a purchasing card to a District employee and to establish financial controls for the use of purchasing cards. (Policy 99-01, III, C. and AD 351)

Travel and Per Diem. The Executive Director or Designee is authorized to implement the provisions section 112.061, Florida Statutes. (Policy 2000-01(3))

Loaning of District Equipment. The loaning of District tangible personal property to public entities may be approved by the Executive Director or Designee. (Policy 2000-06(4)(d)2 and AD 371)

ADDITIONAL DELEGATIONS

(25) **Workforce and Workplace Management.** The Executive Director is delegated authority to determine terms and conditions of employment for District employees and to establish and implement policies and procedures to manage the District's workforce. Additionally, the Executive Director is delegated authority to manage activities occurring at physical locations owned or leased by the District where District and non-District employees regularly work and authority to manage the use and maintenance of equipment owned or leased by the District. Such authority, includes, but is not limited to, the following matters regarding workforce and workplace management:

- (a) Hiring;
- (b) Salaries and benefits; however, the salaries of those employees reporting directly to the Executive Director shall be reported by the Executive Director to the Chair of the Governing Board each year prior to the merit review of such employees;
- (c) Workforce recognition and awards;
- (d) Position classification and organization structure;
- (e) Employee job performance evaluation;
- (f) Workplace safety;
- (g) Workforce training and development;
- (h) Dispute resolution;
- (i) Standards of conduct, disciplinary action, separation and layoff;-
- (j) Use of District vehicles and other equipment;
- (k) Authorization and prohibition of activities occurring on District workplaces.

- (26) **Deferred Compensation Program.** The Executive Director is authorized to amend and administer the District's 457 and 401a Plans. The authority to amend the plans is not subject to sub-delegation.
- (27) **Initiation of Court Action.** The Executive Director, with the concurrence of the General Counsel and the Chairman of the Governing Board, or in the Chairman's absence, the Vice-Chairman, may cause a court action to be initiated if it is found to be necessary and in the best interest of the District. The General Counsel shall advise the Governing Board of such action no later than the next regularly scheduled Governing Board meeting and obtain its approval of the action.
- (28) **Administrative Enforcement Orders.** The Chairman of the Governing Board, or in the Chairman's absence, the Vice-Chairman, is delegated the power to rule on exceptions to recommended orders and to issue final orders resulting from administrative complaints pursuant to section 373.119, Florida Statutes.
- (29) **Lawsuits Against the District.** Suits against the Board, the District or District employees acting in their official capacities and within the scope of their employment shall be defended by the Office of General Counsel or referred to insurance counsel, as appropriate, without the necessity of obtaining prior Governing Board approval; however, the General Counsel shall advise the Governing Board of such actions no later than the next regularly scheduled Governing Board meeting. The Executive Director is authorized to approve and execute settlement agreements to settle claims and lawsuits, except whistleblower claims and those claims that directly involve the Executive Director or General Counsel, provided any monetary settlement is \$100,000 or less.
- (30) **General Counsel Delegations.** The following powers, duties, and functions are delegated to the General Counsel or Acting General Counsel:
1. The referral of petitions for an administrative hearing in substantial compliance with the Uniform Rules of Procedure to the Division of Administrative Hearings for the assignment of an administrative law judge.
 2. The issuance of orders granting or denying requests for an extension of time to file a petition for an administrative hearing.
 3. The issuance of orders determining whether a petition for an administrative hearing is in substantial compliance with the Uniform Rules of Procedure.
 4. The issuance of orders determining whether a petition for an administrative hearing has been timely filed.
- (31) The Executive Director, upon written notice from the General Counsel, is authorized to approve the removal or revision of statutory or rule citations or quotations in District policies when the underlying statute or rule has been repealed or amended.

(32) **Statement of Agency Organization and Operation.** The Executive Director is delegated authority to amend the Statement of Agency Organization and Operation pursuant to Rule 28-101.001, F.A.C., including, but not limited to, identifying and describing:

- (a) District organization;
- (b) General information and contacts;
- (c) Public information and inspection of records;
- (d) District Clerk;
- (e) Filing requirements;
- (f) Final order index;
- (g) Delegations of authority that may affect the public; and
- (h) Person to contact regarding variances and waivers.

The delegations identified in the Statement of Agency Organization and Operation must be consistent with those delegations authorized by the Governing Board.

History: New (transferred from repealed Policies 88-04, 2007-01) 02/12/13; 11/12/13; 10/14/14; 12/23/15; Formerly Policy 13-10, amended 12/13/16.