

STATEMENT OF AGENCY ORGANIZATION AND OPERATION

This Statement of Agency Organization and Operation (Statement) is issued and maintained as required by Sections 120.53 and 120.54, Florida Statutes (F.S.), and Chapter 28-101, Florida Administrative Code (F.A.C.). This Statement intends to assist the public in understanding how the Suwannee River Water Management District operates, its organization, and how to do business or interact with the District.

The purpose of the Suwannee River Water Management District (District) is to manage the water and water-related resources within its boundaries. The District's mission is maintaining the balance between the water needs of current and future users as well as protecting and preserving natural systems.

The District was established in 1972 with four core mission areas: water supply, water quality, flood protection, and natural systems. The District carries out its mission through a combination of regulatory measures, water resource projects, community education, and outreach, acquisition and management of conservation lands, and research, data collection, and monitoring.

The District territory includes the 15-county region of North Central Florida with over 7,640 square miles, 13 river basins, and an estimated population of 340,000.

Agency Head

The Governing Board of the District is the agency head. As outlined in section 373.073, F.S., the Board members are appointed by the Governor, must be confirmed by the Florida Senate, and serve staggered four-year terms. The Board holds its regular meetings on the second Tuesday of every month unless otherwise announced. Its duties include directing a wide range of programs, initiatives, and actions, to carry out the District's duties and responsibilities under chapter 373, F.S., several delegated portions of chapter 403, F.S., as well as other applicable portions of state statutes. These programs include but are not limited to, nonstructural flood control, regulatory programs, water conservation, water resource and supply development, associated data collection and analysis efforts, land acquisition, and education. The Governing Board employs an Executive Director who is charged with overseeing the day-to-day activities of the District.

District Organization

The District functions through the following offices. Each of these offices carries out the District's duties and responsibilities under Chapter 373, F.S., and the delegated portions of Chapter 403, F.S.

Executive Office

This office contains the Executive Director and Governing Board Coordinator. In addition to the Executive Director, the Executive Leadership team includes the Deputy Executive Director of Business and Community Services, Deputy Executive Director of Water Resources, Director of Resource Management, and Director of Outreach and Operations. The Executive Office is responsible for coordinating Governing Board activities, as well as the overall management of the District and implementation of District policy, rules, plans, studies, and programs. The Executive Office also offers support to all departments, information services to the public, and communication with federal, state, and local governmental entities, community organizations, and the public. The Executive Director is also authorized to approve non-substantive or grammatical changes to

Governing Board Directives as necessary. The Division of Outreach and Operations and Office of Legislative and Governmental Affairs report directly to the Executive Director.

Division of Outreach and Operations

The Division of Outreach and Operations oversees the District operations for communication, education and outreach, land management activities such as recreation, invasive and exotic control, road maintenance, timber management, and conservation easements, as well as monitoring and data collection for water use and river/lake levels. The Division also support operations and maintenance of District projects in routine and emergency response scenarios. The Division is comprised of the following offices:

Office of Communications and Organizational Development

The Office of Communications and Organizational Development is responsible for overseeing the communication, outreach, and organizational development efforts of the District through a variety of mediums. The office works with all program areas to disseminate information through a multitude of mediums, including social media, press releases, television, radio, print, live presentations, community events, and more. During emergencies, the office updates the public and stakeholders of important information through traditional and nontraditional media outlets. The office also works to develop talking points, training, and preparedness around mission-critical functions and District issues.

The office and District are committed to a premise of transparency with the news media and the public. The office is committed to providing information that is timely, accurate, complete, and useful.

Office of Hydrologic Data Services

The Office of Hydrologic Data Services is responsible for the collection, processing, management and dissemination of hydrologic and meteorological data which are used for consumptive use permitting, water shortage management, the establishment of minimum flows and minimum water levels, water supply planning and management, environmental protection and restoration projects, and flood forecasting and warning programs.

The office operates and maintains more than 600 monitoring stations throughout the District and incorporates data from approximately 50 additional sites collected through mutual agreement with the United States Geological Survey. More than 5 million measurements are collected, verified, processed, and stored each year. These data are disseminated to the public, District staff, and cooperating agencies.

Office of Land Management

Lands titled to the District are managed under a multiple-use policy that emphasizes water resource protection, maintenance and restoration of the land's natural state and condition, and provisions for public access and recreation. This work is guided by state statutes, a Governing Board approved management plan, F.A.C., and various standards and guidelines. Areas of responsibility include, but are not limited to, timber management, timber sales, conservation easement monitoring, prescribed fire management, chemical and mechanical vegetation control, invasive and rare species monitoring and control, natural community restoration, hydrologic restoration, natural resource inventories, public use and information management, recreational site and facilities management, road management, boundary line management, hydrologic system management, and cultural resource management.

Office of Legislative and Governmental Affairs

The Legislative and Governmental Affairs Office is responsible for monitoring legislation related to District areas of concern, coordinating with local governments and community stakeholder groups, and responding to public inquiries as the District Ombudsman.

Business and Community Resources

Office of Administration

The Office of Administration is responsible for contract coordination, procurement, inventory control, facilities, and fleet management, property, and workers' compensation insurance, risk, and safety management. The Office also manages the District's land acquisition and surplus program. It serves as the logistics and administration member of the Incident Command Team.

Office of Finance

The Finance Office is responsible for providing administrative support for the District in the areas of finance and accounting, including accounts payable, accounts receivable, payroll, cash management, and financial reporting, budget development and management, grants management, internal control processes, and coordination with internal and external auditors. This office is also responsible for Payment in Lieu of Taxes and Truth in Millage disbursements.

Office of Information Technology

The Information Technology Office is responsible for supporting District staff with visual and audio services, and telecommunications infrastructure, database management, mapping, and geographic information systems (G.I.S.), and computer services.

The G.I.S. Program is responsible for supporting the core business functions of the District by providing timely, accurate, and meaningful geographic information.

Office of Human Resources

The Office of Human Resources is responsible for providing oversight, planning, and organization to human resource functions related to workforce planning, recruitment, learning and development, performance management, compensation and benefits, employee relations, and human resource compliance. This office contains the Human Resources Chief, a Business Resource Specialist II, and the Receptionist

The office is also responsible for developing and implementing policies, programs, and services that contribute to a diverse workforce in a safe, discrimination-free, and harassment-free environment. The office maintains compliance with employment laws and government regulations, providing management and employee training; and hiring and retaining the most qualified employees.

Division of Resource Management

The Resource Management Division processes environmental resource permit (ERP) applications, works of the district (WOD) permit applications, water use permit (WUP), and water well construction (WWC) permit applications. It ensures compliance with permit conditions and District rules. Additional Resource Management Division duties include monitoring permitted activities, maintaining regulatory records, participating in statewide regulatory consistency efforts, and rulemaking. The Division is comprised of the following programs:

Office of Engineering/ ERP and Environmental Compliance

Environmental Compliance Program staff provide the Office of Engineering/ ERP expertise in soil and plant identification, conservation easements, wetland delineation, and Uniform

Mitigation Assessment Method evaluations. This program is essential to addressing regulatory enforcement matters and conducting river inspections.

Water Use/ Water Well Permitting Program

In addition to the WUP and WWC permitting responsibilities listed above, WUP/ WWC staff apply engineering and hydrology principles to balance the water needs of people while protecting of natural systems, collect critical information in support of District water supply planning, represent the District in water user stakeholder groups, license water well contractors, and offer well contractor continuing education credit workshops.

Water Resources

Office of Agriculture and Environmental Projects

The Agricultural and Environmental Projects Office is responsible for initiating, planning, developing, executing, and managing environmental and agricultural projects focusing on ensuring adequate and sustainable water supply, improving and maintaining good water quality, restoring and protecting natural systems, and providing flood protection. This office is also responsible for the management and implementation of the District's cost-share programs enabling producers to improve water and fertilizer use efficiency through funding avenues including Springs grants, and alternative water supply grants.

In addition to the responsibilities as listed above, Office of Agriculture and Environmental Projects manage the District's FEMA Floodplain Mapping Program, operating as a Cooperating Technical Partner with FEMA and District consultants to revise flood maps, conduct public outreach to help residents understand their flood risk, and assist local governments with mitigation of flooding issues.

Office of Minimum Flows and Minimum Water Levels

The Minimum Flows and Minimum Water Levels Office is responsible for establishing scientifically defensible minimum flows and minimum water levels for groundwater, lakes, streams, and estuaries based on a priority list adopted annually by the Governing Board. This office also includes the development of groundwater modeling tools used to simulate changes to water flows and levels due to regional pumping.

Office of Water Resources

The Office of Water Resources is responsible for monitoring to guide impairment determinations, manage restoration projects, and evaluate effectiveness. The office is also responsible for data management and statistical analyses of water quality and hydrologic data collected by the District for all purposes. It generates regular reports for use by the public, the Governing Board, and District staff.

Office of Water Supply

The Water Supply Office is responsible for evaluating the sufficiency of water resources to meet projected demands over a 20-year planning horizon. This evaluation includes the implementation the groundwater modeling tools used to simulate changes to water flows and levels due to regional pumping, estimating current water use, and projecting future water demand. Water supply assessments are prepared to determine whether sufficient water supplies are available to meet projected future demands while sustaining natural systems. Where additional water may be required to meet anticipated future needs and sustain natural systems, regional water supply planning is performed. Regional water supply plans identify alternative water supplies, quantify conservation potential, and identify water resource and water supply development projects to meet future demands while sustaining natural systems.

District Information and Authorizations

This section of the District's Statement of Organization and Operation sets forth the various means by which publications, documents, forms, applications for licenses, permits and other similar certifications or approvals granted by the agency, or additional information, may be obtained from the District.

Environmental Resource and Works of the District Permitting:

The Executive Director and other District staff designated by the Executive Director are delegated the authority to approve:

- a. Applications for conceptual approval permits, individual permits, general and noticed general permits and other authorizations to perform work, pursuant to Chapters 40B-4 and 40B-400, F.A.C.
- b. Applications for formal wetland determinations.
- c. Requests to use sovereign submerged lands for activities that fall within the jurisdiction of the District to authorize; and
- d. Applications for modifications of permits referenced in a. (above).

Any application, request, or petition described in a. through d. (above) shall be presented to the Governing Board for final action if any of the following apply:

- a. The application includes a petition for variance or waiver of any permitting requirements adopted pursuant to Part IV of Chapter 373, F.S., that was not already authorized by the Executive Director or Governing Board;
- b. The application has a substantive third-party objection;
- c. The application is recommended for denial by the Executive Director or other District staff designated by the Executive Director; or
- d. The application was the subject of a District administrative proceeding pursuant to sections 120, F.S.

The third Request for Additional Information (RAI) for any Environmental Resource Permit or Works of the District Permit application shall be reviewed by the Deputy Executive Director and signed by the Resource Management Division Director prior to mailout.

The fourth RAI for any Environmental Resource Permit or Works of the District Permit application shall be reviewed by the Executive Director and signed by the Resource Management Division Director prior to mailout.

Water Use Permitting:

The Executive Director and other District staff designated by the Executive Director are delegated the authority to approve:

- a. Applications for new individual permits, renewals, modifications, and transfers pursuant to section 40B-2.041(4), F.A.C.;
- b. Applications for temporary water use permits;
- c. Ten-year compliance reports submitted pursuant to section 373.236, F.S.; and

- d. Agency reports 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, F.S.

Any application, request, or petition described in a. through d. (above) shall be presented to the Governing Board for final action if any of the following apply:

- a. The application includes a petition for variance or waiver of any permitting requirements adopted pursuant to Part II of Chapter 373, F.S., that was not already authorized by the Executive Director or Governing Board;
- b. Applications for new individual permits and renewals of individual permits with a staff-recommended allocation of one million gallons per day (mgd) or greater;
- c. Applications to modify an individual permit that result in the extension of the permitted duration;
- d. Applications to modify an individual permit that results in the staff-recommended allocation increasing from less than one mgd to one mgd or greater;
- e. Applications to modify an individual permit with an allocation of one mgd or greater that results in more than a 25 percent increase in allocation from that which was previously approved by the Governing Board;
- f. Applications containing a water allocation for beverage processing use;
- g. The application has a substantive third-party objection;
- h. The application is recommended for denial by the Executive Director or other District staff designated by the Executive Director; or
- i. The application was the subject of a District administrative proceeding pursuant to section 120, F.S.

The third RAI for any Water Use Permit application shall be reviewed by the Deputy Executive Director and signed by the Resource Management Division Director prior to mailout.

The fourth RAI for any Water Use Permit application shall be reviewed by the Executive Director and signed by the Resource Management Division Director prior to mailout.

Water Well Permitting

The Executive Director and other District staff designated by the Executive Director are delegated the authority to approve water well construction, repair, abandonment, and modification permits pursuant to rule 40B-3.032, F.A.C. Any water well permit application that has a substantive third-party objection or that is recommended for denial by the Executive Director or other District staff designated by the Executive Director shall be presented to the Governing Board for final action.

Permit and License Searches

Permit applications and license applications may be obtained from the District's headquarters or applied for online through the [District's e-Permitting portal](#).

Recreational Use Special Use Authorizations for District-owned Properties

The District's Land Management Office issues special use authorizations for camping, beekeeping, geocaching, and other activities at approved locations on District lands. special use authorizations

are available emailing Recreation@SRWMD.org or by calling 386.362.1001. The District's Land Use Rules set forth in rule 40B-9.131, F.A.C., describe the District's recreational use policies and activities allowable on District lands. Persons visiting District properties for recreation are requested to follow guidelines founded on the *Leave No Litter* program for the use of District lands. The guidelines, as well as listings and descriptions of all available District recreational sites, are presented on the recreation section of the District's website. For more information concerning reservations and special use permits, contact the Land Management Office at the District's headquarters, 9225 CR 49, Live Oak, FL, by telephone at 386.362.1001, or email Recreation@SRWMD.org.

Agriculture Cost-Share Funding Applications

The purpose of the District's agriculture cost-share program is to provide funding assistance to expedite the implementation of production-scale agricultural Best Management Practices that will result in reductions in water use and improvements to natural system water quality within the District. The eligibility requirements for participating in the agriculture cost-share program are set forth in District directives. An application form for participating in the agriculture cost-share program is available on the District's website at MySuwanneeRiver.com/Agriculture. For more information, interested persons can email to Projects@SRWMD.org or contact Agriculture and Environmental Projects staff by telephone at 386.362.1001.

Cooperative Funding Applications

The District's Cooperative Funding Initiative allows the District to partner with local governments for projects that help create sustainable water resources, provide flood protection, and enhance conservation efforts. All funding decisions are made by the Governing Board. Application proposals for shared funding are submitted online. Information about the District's Cooperative Funding Initiative, application requirements, and the schedule for the current fiscal year cycle for application submittals is available on the District's website at MySuwanneeRiver.com/CooperativeFunding.

Contracts and Procurement

The District uses a competitive solicitation and selection process for the procurement of goods and services to assure fairness and equity to all providers and to make the best use of taxpayer dollars. Additional information concerning the practices and procedures for doing business with the District can be obtained from the District's website or contacting the Contract Office at 386.362.1001 or email Procurement@SRWMD.org.

Public Information and Inspection of Records

All public records, as defined by subsection 119, F.S., maintained by the District, and not otherwise exempt by law, may be copied or inspected at reasonable times and under reasonable conditions. Any member of the public wishing to inspect and copy District public records may contact any District employee who may have custody of the records. Upon receipt of a public records request, the District employee receiving the request will contact the District Records Custodian. The Custodian will determine the location and supervise the compilation of the records. Inspection and copying of District public records must be done at the office where the records are located. All records will be provided in the form of the media on which they are maintained (e.g., paper form, computer files, videotapes, audiotapes) and duplication of the records will be provided on the same media.

- a. Any person requesting to copy public records may bring personal means of duplication (e.g., computer disks, thumb drives) to the District to duplicate the records. All electronic media must be new or otherwise certified to be a virus- and malware-free and may be scanned for

viruses and malware by the District before use. Otherwise, charges for duplication of District public records will be assessed per subsection 119.07(4), F.S.

- b. As provided in paragraph 119.07(4)(d), F.S., if the nature or volume of public records requested to be inspected or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both.
- c. An invoice for estimated fees will be provided to the requestor, and all estimated fees must be paid in advance before the District begins work on the request and before the requested copies will be released to the requester. Fees may be paid in cash, money order, cashier's check, or personal check.

[Submit Public Records Request](#)

Publications and Documents

The District maintains a variety of reports, plans, studies, and other publications that are available to the public. Many documents can be downloaded from the District's website for free or may be ordered and sent at no cost to residents of the District. For a listing of informational documents available through the District's library or online, visit the District's website at MySuwanneeRiver.com/PlansandReports.

Final Orders Index

Pursuant to subsection 120.53(3), F.S., the District maintains an up-to-date hierarchical subject matter index that identifies final orders issued by the District. All final agency orders are grouped by year. The final order index is maintained by the District's Records Office and online with the Division of Administrative Hearings at <https://www.doah.state.fl.us/FLAIO/>.

Agency Clerk

The Executive Director has appointed the Resource Management Division Director and the Records and Contracts Manager as Agency Clerks. The position is located at District Headquarters, 9225 County Road 49, Live Oak, FL 32060. An Agency Clerk may be reached by contacting 386.362.1001 or emailing DistrictClerk@SRWMD.org. Agency Clerk duties include, but are not limited to, the following:

1. Dating and filing all orders entered by the Board or the Executive Director;
2. Forwarding copies of all orders rendered after a proceeding affecting a substantial interest to the District's Records Manager;
3. Acting as the "Clerk of the Lower Tribunal" for purposes of the Florida Rules of Appellate Procedure;
4. Receiving and filing the original of any pleading received by the District;

5. Transmitting all necessary files to the Division of Administrative Hearings (DOAH) upon the filing of a petition to the District;
6. Certifying District records as official copies for legal proceedings; and
7. Performing other such duties as may be authorized by District Governing Board or District rules.

Filing of Legal Documents and Pleadings

Any document that is required to be filed with the District, except for competitive solicitations where the solicitation states otherwise, may be filed by hand delivery, U.S. mail, or by electronic transmission (facsimile) to the Agency Clerk, at 386.362.1001 or 386.362.1056 (fax).

Documents filed with the Agency Clerk by electronic transmission are subject to the following requirements pursuant to Rule 28-101.001, F.A.C.:

1. A party who files a document by electronic transmission must represent that the original physically signed document will be retained by that party for the duration of the proceeding and of any subsequent appeal or subsequent proceeding in that cause and that the party will produce it upon the request of other parties.
2. A party who elects to file a document by electronic transmission is responsible for any delay, disruption, or interruption of the electronic signals and accepts the full risk that the document may not be properly filed with the Agency Clerk as a result.
3. The filing date for an electronically transmitted document is the date the Agency Clerk receives the complete document. Documents received after 5:00 p.m. shall be filed as 8:00 a.m. on the next regular business day.

Variances from and Waivers of Agency Rules

The strict application of rule requirements can, at times, lead to unreasonable, unfair, or unintended results in particular circumstances. Consequently, section 120.542, F.S., authorizes the District to grant a variance from or a waiver of requirements set forth in District rules, consistent with the provisions of that statute and Chapter 28-104, F.A.C., Uniform Rules of Procedure. Under section 120.542, F.S., Variances, and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person; and when the application of a rule would create a substantial hardship or would violate principles of fairness. A substantial hardship is a demonstrated economic, technological, legal, or other types of hardship to the person requesting the variance or waiver that is not self-imposed; and principles of fairness are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.

Persons who wish to seek a variance from or waiver of a District rule requirement must file a written petition for a variance or waiver with the Agency Clerk, located at District Headquarters, 9225, County Road 49, Live Oak, FL 32060. The Agency Clerk may be reached by contacting 386.362.1001 or emailing DistrictClerk@SRWMD.org. Filings sent electronically by any other method or to any other email address shall not constitute a filing. Filings are accepted Monday-Friday from 8:00 p.m. – 5:00 p.m.

Permit applicants, permittees, and other persons who inquire about the possibility of relief from a District rule will be provided with a letter explaining their rights to request a variance or waiver. See the Agency Clerk section above concerning requirements for filing petitions.

The District Governing Board has delegated authority to the Executive Director, who may further delegate to staff, responsibility for acting upon petitions or requests for variance or waiver of District rules for the following areas: water use permitting, environmental resource permitting, works of the District permitting, water well construction permitting, permit processing rules, and year-round water conservation measures. Variances are granted or denied through the issuance of a Final Order. Any petition for a variance or waiver from permitting rules that are proposed for denial by staff will be referred to the Governing Board for agency action.

Section 120.542, F.S., allows agencies 90 days to act upon a complete request for a variance or waiver of agency rules. However, Chapter 28-104, F.A.C., allows petitioners seeking a variance or waiver of agency rules to designate their petitions as an emergency variance or waiver and to have such petitions acted upon promptly. The petition must state the specific facts that make the situation an emergency, and that demonstrates how the petitioner will suffer immediate adverse impacts unless the variance or waiver is expeditiously issued. Pursuant to section 120.542, F.S., the District will grant or deny an emergency petition for variance or waiver within 45 days of its receipt by the District.

Variances from Water Well Construction Rules

The District's Water Well Program Manager has been designated by the Executive Director to act on requests for variances from water well construction, abandonment, and repair rules pursuant to subsection 373.326(1), F.S., when the application of any parts of Chapters 40B-3, 62-531, or 62-532, F.A.C. would result in an undue hardship. To obtain this variance, the request is filed with the WWC permit, water well contractor license application, or otherwise as a written request to the Water Well Program Manager for consideration. A variance will only be granted if the request is not contrary to accepted practices of public health and sanitary engineering, will not adversely affect the water resource, and will be the minimum variation necessary to ameliorate the hardship.

Waivers from Permit Processing Rules

A permit or license applicant may request in writing the Agency Clerk a waiver of the District's timeframe requirements for agency action outlined in section 120.60, F.S.

Variances or Waivers from Year-Round Water Conservation Measures

Rule 40B-2.041, F.A.C., sets forth the District's Year-Round Water Conservation Measures for irrigation and other water uses and includes regulations assigning specific days of the week and hours of the day for lawn watering and other irrigation uses for all water users. To request a special lawn watering schedule or any other variance or waiver from the District's year-round water conservation measures, a petition for a variance or waiver must be filed with the District per section 120.542, F.S., and Chapter 28-104, F.A.C. Petitions are to be submitted to Water Use/ Water Well Permitting Program. Relief from provisions of a local government ordinance imposing similar or more stringent measures must be made by filing a petition with such local government.

Per subsection 373.62(7), F.S., variances from watering restrictions are available for "smart irrigation" systems equipped with soil moisture sensors and remote adjustment capabilities. A fact sheet concerning the requirements for these variances can be found on the District's website at MySuwanneeRiver.com on the watering restrictions page.

Further information concerning variance from or waivers of District rules may be obtained by contacting the Resource Management Division Director at 386.362.1001.

Other Regulatory and Special Use Authorization Delegations

For ERP applications that are concurrently reviewed for state-owned lands authorization, the Governing Board has also delegated to staff the authority to take agency action on applications for state-owned lands authorizations. The Governing Board has also delegated to designated staff the authority to take agency action on petitions for formal and informal determinations of wetlands and other surface waters.

The Executive Director has delegated authority for well construction permitting and water well contractor licensing and regulation. The Executive Director has designated the Water Well Program Manager and staff to carry out the various tasks required for administering Chapter 40B-3, F.A.C.

The Governing Board has delegated authority to the Executive Director to approve specific consent orders to resolve routine regulatory violations. The Executive Director is authorized to approve consent orders addressing permit non-compliance, wetland violations, and well construction violations. This delegation also includes the authority to initiate litigation to enforce the terms of any consent order not complied with by the violator. If a case is determined by the Executive Director to be controversial, the consent order will be presented to the Governing Board for approval.

The District's General Counsel is delegated the authority to act on a request for an extension of time to file a petition for an administrative hearing challenging a District action. The General Counsel is also delegated authority to act in the following situations: when a timely and sufficient petition is received, to refer the petition to the Division of Administrative Hearings; when a timely insufficient petition is received, to enter an order dismissing the petition without prejudice and granting leave to file an amended petition; and when a petition has been dismissed without prejudice, and no amended petition is filed, to enter a final order dismissing the petition with prejudice.

The Governing Board has delegated to the District's Land Management Office Chief and designated staff the authority to issue, deny or revoke Special Use Authorizations for activities on District lands, administered pursuant to rule 40B-9.1411, F.A.C.

Americans with Disabilities Act and Discrimination in Federally Funded Programs

The District does not discriminate based on disability. This nondiscrimination policy involves every aspect of the District's functions, including access to and participation in the District's programs and activities. The District designates the Risk Manager as the Americans with Disabilities Act (ADA) Compliance Coordinator. Anyone requiring reasonable accommodation as provided for in the ADA should contact the District's Risk Manager, 9225 CR 49, Live Oak, FL 32606; telephone 386.362.1001. The District has a public grievance procedure for addressing the resolution of grievances alleging that the District has violated any provision of the A.D.A. or the Rehabilitation Act of 1973, or otherwise discriminated in, or denied access to, District programs and activities. The District's public grievance procedure and policy regarding the A.D.A. and nondiscrimination in District programs and activities are viewable online. Further information can be obtained from the District Compliance Coordinator, as explained above.