

MINUTES OF THE WORKSHOP MEETING OF THE SOUTH INDIAN RIVER WATER CONTROL DISTRICT HELD ON DECEMBER 15, 2016

The workshop meeting of the South Indian River Water Control District was held on December 15, 2016, at 7:00 p.m. at the District Work Center, 15600 Jupiter Farms Road, Jupiter, Florida. Present were Supervisors Stephen Hinkle, Michael Ryan, John Meyer and Michael Howard. Also present were William Capko, attorney; Terry Lewis, attorney; Seth Behn, attorney; Michael Dillon, manager of operations; Laura Bender and Donna DeNinno, public information; and Jane Woodard, secretary. Two landowners were also present.

Mr. Hinkle called the meeting to order and the Pledge of Allegiance to the flag was given.

Mr. Lewis presented an overview of the Sunshine Law (Chapter 286 F.S.). He also presented the Governor's Sunshine Law Manual to the new Board members. He discussed transparency in government and the purpose of the Sunshine Law. He discussed meetings that are subject to the Sunshine Law. Three requirements for compliance are that meetings must be open to the public, reasonable notice must be given, and minutes must be taken. Any gathering (formal or casual) of two or more members of the same board is subject to the Sunshine Law, including committee meetings, non-members acting as liaison and emails which solicit a response. Consequences of violations include criminal penalties (misdemeanor), fines up to \$500, and attorney's fees.

Mr. Lewis discussed the Public Record Act which gives any person the right to inspect or copy any public record. He explained what constitutes a public record and what is exempt. Requests do not need to be in writing and do not have to be for a specific reason. Violations may result in misdemeanor charges, removal from office, fines up to \$500, or attorney's fees.

Mr. Lewis discussed Florida's Code of Ethics. A public office is a public trust. The Code applies to all public officers and employees including members of an advisory board. The provisions prohibit certain actions and require certain disclosures to the public. Actions prohibited include private gain or benefit, accepting gifts for a vote or action, spouse or children accepting gifts, disclosing information not available to public, employing or promoting relatives to a position, and doing business with the District. Disclosure forms are available on the State of Florida's website and are public records; they include Form 1 (statement of financial interests), Form 8B (memo of voting conflict) and Form 9 (gift disclosure). Violation penalties include dismissal, suspension or demotion, salary reduction, public censure, restitution of pecuniary benefits received, and civil penalty up to \$10,000.

Mr. Lewis cautioned the Board to keep District information separate if using a private computer. He answered several specific questions to explain specific scenarios. Emails can be directed to the District Office for distribution of the rest of the Board members. He also cautioned responding to social media posts pertaining to District business, and anything put in writing, i.e. texts or emails.

There were no further questions or discussion and the meeting was adjourned.