

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

Meeting Date: April 4, 2017

Department: Administration

Advisory Board: Water Resources Task Force

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to approve: an appointment to the Water Resources Task Force for the remainder of a full three (3) year term commencing April 4, 2017 and ending September 30, 2018.

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Seat Representative</u>	<u>Term Ending</u>
5	Myra Koutzen	Member	League of Cities	September 30, 2018

Summary: The Water Resources Task Force is comprised of 14 members: six (6) City elected officials; one (1) County Commissioner; one (1) special independent district water and/or wastewater provider or utility water or wastewater provider representative; one (1) Lake Worth Drainage District representative; one (1) drainage/water control district representative; one (1) South Florida Water Management District Governing Board member; one (1) environmental representative; one (1) land owner actively farming to represent agricultural interests; and one (1) Indian Trail Improvement District representative. The resolution also requires designated alternates for each seat.

There are currently 13 active members on the Task Force. One of the League of Cities member slots has recently opened up due to a resignation. The alternate member was selected by the League of Cities to fill that slot on the Task Force, bringing the active number of members to 14. Therefore, an appointee for Seat No. 5 is being submitted for approval by the Board of County Commissioners for the remainder of the current three-year term ending September 30, 2018. The diversity of the current 13 Task Force members is as follows: two Caucasian females and eleven Caucasian males. The proposed League of Cities member appointee is a Caucasian female. Staff is aware of the minimal amount of diversity on this Task Force and is actively seeking to bring more diversity to this Task Force.
Countywide (MJ)

Recommended by: Kenneth A. Todd 3/15/17
Water Resource Manager Date

Legal Sufficiency: [Signature] 3/15/17
Assistant County Attorney Date

Background and Justification: The Water Resource Task Force was established to identify and evaluate opportunities and impediments to providing future water supply, conservation, wastewater treatment and reuse or reclaimed water supply opportunities that most efficient and cost effective.

Attachments: 1) Board Appointment Nominee Forms w/ Acknowledgement Forms/Resume
2) Amended Water Resources Task Force Resolution
3) Current Membership Roster

II. REVIEW COMMENTS

A. **Other Department Review:**

Department Director

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: Years. From: To: Dec 15, 2015 - Sept 30, 2018

Seat Requirement: Seat #: 5

*Reappointment or New Appointment

or to complete the term of Due to: resignation other
Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: KOUTZEN, MYRA
Last First Middle

Occupation/Affiliation: VICE MAYOR
Owner Employee Officer

Business Name: TOWN OF PALM BEACH SHORES

Business Address: 247 EDWARDS LANE

City & State: PBS FL Zip Code: 33404

Residence Address: 125 S. Ocean AVE

City & State: _____ Zip Code: PBS FL 33404

Home Phone: () Business Phone: () Ext. 561 842 5788

Cell Phone: () Fax: () 914 714 5391

Email Address: _____ MKOUTZEN@PBSTOWNHALL.ORG

Attachment # 1

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American

Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

NONE

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR

NONE

NOT APPLICABLE/

(Governmental Entity)

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on _____ 20____

By attending a live presentation given on Jan 21, 2015 by League of Cities

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Myra Koutzen Printed Name: MYRA KOUTZEN Date: 11/9/2015

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Myra Koutzen

125 S. Ocean Avenue
Palm Beach Shores, FL 33404
MKoutzen@gmail.com
(914) 714-5391

Current Position: Vice Mayor, Town of Palm Beach Shores
Elected March 2013, Re-elected without opposition in 2015

I stood for election to the Palm Beach Shores Town Commission to bring attention to the flooding and drainage issues in town. Our location at the tip of a barrier island provides both opportunities and challenges to deal with our increasing problem with flooding. The Town is now engaged in a town-wide discussion on the topic and initial projects to address structural deficiencies in the storm water sewer system are underway.

I am interested in joining the Water Resource Task Force to broaden my understanding and impact on issues with water management and water quality. I believe that working with others across the county on this important topic, will be a benefit to us all.

Work History:

1975 – 2000

Senior Management positions in the areas of Marketing, Advertising, Product Development and Customer Service for a number of major corporations including Citibank, Nestle, MasterCard and R.J. Reynolds.

2000 – 2013

Marketing Consultant with Pelham Associates, Inc. providing marketing education and advice to a wide variety of small to medium sized companies.

Education:

1997

Fordham University, MBA in Finance and Marketing

1975

Binghamton University, BA in Theater Management

RESOLUTION NO. R-2013-1471

**RESOLUTION OF THE BOARD OF COUNTY
COMMISSIONERS OF PALM BEACH COUNTY,
FLORIDA, REPEALING AND REPLACING
RESOLUTION R-2008-1810, AS AMENDED, PROVIDING
FOR THE WATER RESOURCES TASK FORCE.**

WHEREAS Palm Beach County has long depended upon the Biscayne Aquifer for the County's primary source of water; and

WHEREAS the Board of County Commissioners of Palm Beach County, Florida, established the Water Resources Task Force on October 7, 2008; and

WHEREAS in response to efforts to restore the Everglades, in 2007 the South Florida Management District adopted Regional Water Availability Rule which restricts future withdrawals from the Biscayne Aquifer; and

WHEREAS Palm Beach County's local government leaders recognize it is critical to address the availability of water resources within the County to protect the public health, ensure the sustainability of sensitive environmental resources and natural systems, and provide viable economic opportunities for our communities and residents; and

WHEREAS the County is facing significant and costly projected water supply needs, which cannot be met without increased demands on the Biscayne Aquifer unless appropriate measures are taken in accordance with the Regional Water Availability Rule, and which will require development alternative water supply projects such as the use of reclaimed water and/or stormwater reuse projects; and

WHEREAS local leaders are committed to ensuring that the long-term water resource needs of all Palm Beach County water users are effectively planned for and met, including those of water providers, wholesale and retail purchasers, and their customers; and

WHEREAS these needs may be met more efficiently and cost effectively through collaborative partnerships, evaluation of existing and planned infrastructure and by considering regional or sub-regional approaches; and

WHEREAS the Water Resources Task force was created as a county-wide forum to consider these opportunities; and

WHEREAS, there is a need bring the resolution into compliance with the Board of County Commissioners' uniform policies and procedures on advisory boards as provided in Resolution R-2013-0193; and

WHEREAS, repealing and replacing Resolution R-2008-1810, as amended, pertaining to the Water Resources Task Force, will simplify future reference.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, THAT:

Resolution R-2008-1810, as amended, is hereby repealed and replaced with the following:

Section 1. Creation of the Water Resources Task Force. There is hereby established an Advisory Committee to be known as the "Water Resources Task Force" herein referred to as the Task Force. The Task Force shall serve at the pleasure of the Palm Beach County Board of County Commissioners until such time as the Palm Beach County Board of County Commissioners determines by majority vote that the services of the Task Force are no longer needed.

Section 2. Mission Statement. The Task Force shall work collaboratively to identify and evaluate potential regional and sub-regional water supply strategies and solutions of appropriate water quality to meet countywide future water resource needs and water conservation goals and to meet the objectives of the enabling resolutions.

Section 3. Roles and Responsibilities. The Task Force will identify and evaluate opportunities and impediments to providing future water supply, conservation, wastewater treatment, and reuse or reclaimed water opportunities that are most efficient and cost effective. The Task Force shall submit an annual narrative report to the Agenda Coordinator. The form, substance and submittal dates for annual narrative reports are established by PPM-CW-O-060.

Section 4. Membership. The Board of County Commissioners hereby finds that the Task Force is best served by a broad cross-section of individuals within Palm Beach County and therefore waives the maximum number of members set forth in Resolution 2013-1393. The Task Force shall be composed of representatives of the following entities:

- (a) Six (6) City elected officials appointed by the Palm Beach County League of Cities, which represent a cross section of small, medium, and large cities, one of whom shall be an elected official of a city that purchases water from another municipality or water utility. For each of the six members appointed, the Palm Beach County League of Cities shall also appoint an alternate member to serve in the appointed member's absence. Alternate members must be municipal elected officials and must be from a different similarly-sized municipality.
- (b) One (1) County Commissioner or their appointee and an alternate appointed by the Board of County Commissioners.
- (c) One (1) Special Independent District Water and/or Wastewater Provider or Utility Water and/or wastewater Provider official and an alternate appointed by the Board of County Commissioners.
- (d) One (1) Lake Worth Drainage District Representative and an alternate appointed by the Board of County Commissioners.
- (e) One (1) Drainage/Water Control District elected official and an alternate appointed by the Board of County Commissioners.
- (f) One (1) South Florida Water Management District Governing Board Member and an alternate appointed by the Governing Board.
- (g) One (1) Environmental Representative familiar with water resource issues in southeast Florida and an alternate appointed by the Board of County Commissioners.
- (h) One (1) Land Owner in Palm Beach County, actively farming that land to represent the agricultural interests in Palm Beach County, and an alternate appointed by the Board of County Commissioners.
- (i) One (1) Indian Trail Improvement District representative and an alternate appointed by the Indian Trail Improvement District Board of Supervisors.

Section 5. Appointments. All members must reside in Palm Beach County at the time of appointment and while serving on the Task Force.

Members shall be appointed to serve for staggered terms of three (3) years with a limit of three (3) consecutive terms. The terms of those members and alternates set forth in Section 4(a) and 4(b) shall terminate on September 30, 2015. The terms of those members and alternates set forth in Section 4(c) through 4(i) shall terminate on September 30, 2016. Terms shall begin on October 1st and end on September 30th. Vacancies occurring during a term shall be filled for the unexpired portion of the term, and shall not count towards the member's term limits.

Section 6. Conflict of Interest. Members shall be governed by the applicable provisions of the Florida Code of Ethics for Public Officers and Employees and the applicable provisions of the Palm Beach County Code of Ethics.

Section 7. Compensation. Members shall receive no compensation for services, but may be entitled to travel reimbursement incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities and only when sufficient funds have been budgeted and available as set forth in PPM CW-O-038. Approval Authority for pre-authorized board member travel is designated to the County Administrator and Deputy County Administrator and shall be in accordance with PPM CW-F-009. No other expenses will be reimbursable except documented long distance telephone calls to the liaison County department.

Section 8. Attendance. Members shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the Task Force and such removal shall create a vacancy.

Section 9. Officers. The Task Force shall elect a Chair, Vice-Chair, and a Chair Pro-Temp. The Task Force shall adopt rules of procedure, including provisions for quorum, voting and consideration of motions and other items, and establish such standing committees as necessary to conduct the work of the Task Force.

Section 10. Meetings. The Task Force shall meet on a regular basis. A quorum must be present for the conduct of all regular meetings. A majority of the sitting members appointed shall constitute a quorum. The chairperson may call a meeting or a meeting may be called upon the written request of three members.

Section 11. Conduct of Meetings. All meetings shall be governed by Robert's Rules of Order and shall comply with the Sunshine Law. Reasonable public notice of all meetings shall be provided. All meetings of the Task Force shall be open to the public at all times and minutes shall be taken at each meeting.

Section 12. A Technical/Professional staff workgroup ("TP Workgroup") may be designated by the entities in Section 4 to advise the Task Force on matters such as, but not limited to, water resource availability, management, facilities and infrastructure, supply and constraints, and other technical, environmental, and professional subject matters as requested by the Task Force.

Section 13. The following Technical/Professional staff shall be designated by the Task Force to serve on the TP Workgroup upon recommendation by the TP Workgroup Chair. The Palm Beach County Water Resources Manager will serve as the Chair of the TP Workgroup.

- (a) Four staff persons appointed by the League of Cities from representative municipal governments in Palm Beach County;
- (b) One (1) County Staff person from the Department of Environmental Resource Management;
- (c) One (1) County staff person from the Department of Water Utilities;
- (d) One (1) staff person from the Lake Worth Drainage District;
- (e) One (1) staff person from a Special Independent District Water and/or Wastewater Provider or Utility Water and/or Wastewater Provider;
- (f) One (1) water management staff person from the South Florida Water Management District;
- (g) One (1) builder representative appointed by the Florida Home Builders Association;
- (h) One (1) staff person from the Florida Department of Environmental Protection;
- (i) One (1) staff person from the Florida Department of Agricultural and Consumer Services to represent agricultural interests;
- (j) One (1) person representing the public at large;
- (k) One (1) staff person from the Palm Beach County Health Department;
- (l) One (1) grower representative appointed by the Palm Beach County Chapter of the Florida Nursery Growers and Landscape Association.

Section 14. The Technical/Professional staff workgroup may meet as scheduled by its chair. The TP Workgroup, following the appointments made pursuant to Section 4, shall meet for the purpose of selecting a Vice-Chair, adopting any necessary rules of procedure, appointing

any standing workgroup subcommittees, and address issues identified by the Task Force for future technical evaluation by the TP Workgroup.

Section 15. Palm Beach County Water Utilities Department shall provide staff support to the Task Force.

Section 16. Support staff will prepare meeting notices and minutes, maintain records, coordinate or prepare draft reports, and prepare final reports containing the findings and recommendations of the Task Force.

Section 17. The governmental entities adopting this resolution recognize and agree their participation as members of the Task Force is a voluntary effort. The participating governments further recognize that any final report issued by the Task Force shall not be construed as imposing any mandates upon the participants or other government entities within Palm Beach County. It is understood and desired, rather, that the collaborative work of the Task Force serve as recommendations for state and federal agencies, Palm Beach local governments, businesses, and residents as each community moves forward with consideration and decision-making regarding future water resources planning, development, and management.

Section 18. Uniform Policies and Procedures of Advisory Boards. The Committee shall be subject to the uniform policies and procedures established by the Board of County Commissioners for Advisory Boards as currently set forth in Resolution No. 2013-0193, as may be further amended by action of the Board of County Commissioners.

Section 19. Effective Date. The provisions of this Resolution shall become effective upon approval of the Board of County Commissioners.

The foregoing Resolution was offered by Commissioner Taylor, who moved its adoption. The motion was seconded by Commissioner Burdick, and upon being put to a vote, the vote was as follows:

Commissioner Steven L. Abrams, Mayor	-	<u>Aye</u>
Commissioner Priscilla A. Taylor, Vice Mayor	-	<u>Aye</u>
Commissioner Hal R. Valeche	-	<u>Aye</u>
Commissioner Paulette Burdick	-	<u>Aye</u>
Commissioner Shelley Vana	-	<u>Aye</u>
Commissioner Mary Lou Berger	-	<u>Aye</u>
Commissioner Jess R. Santamaria	-	<u>Aye</u>

The Mayor thereupon declared the Resolution duly passed and adopted this 22nd day of October 2013.

PALM BEACH COUNTY, FLORIDA,
BY ITS BOARD OF COUNTY
COMMISSIONERS

Sharon R. Bock, Clerk of the Board
BY: Mary Lou Berger
Deputy Clerk



APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: [Signature]

ATTACHMENT # 3

WRTF Members

December 2016

Member	Organization	Alternate	Organization
Jay Foy (Chair)	Town of Haverhill	Jonathan Pearce	City of Greenacres
Michael Mullaugh	City of Boca Raton	Vacant	
Milton (Chip) Block (Vice-Chair)	Jupiter Inlet Colony	Terence Davis	City of Riviera Beach
Jason Haselkorn	Town of Juno Beach	Paula Ryan	City of W. Palm Beach
Vacant		Myra Koutzen	Town of Palm Beach Shores
David Stewart	Town of Lantana	Vacant	
Paulette Burdick	Palm Beach County	Mary Lou Berger	Palm Beach County
Scott Kelly	WPB Utilities	Vacant	
Harry Raucher	LWDD	Jim Alderman	LWDD
Adrian Salee	NPBCID	Vacant	
Melanie Peterson	SFWMD	Rod Braun	SFWMD
John Flanigan	Environmental Interests	Dick Tomasello	Environmental Interests
Ted Winsberg	Farming Interests	Vacant	
Jim Shallman	ITID	Vacant	