

SWT Meeting Agenda 4/24/26 12:00 - 2:00 PM

SWT Reorganization/Sub-committees

Orchid Club - *main auditorium*

Friday, April 24, 2026, 12 - 2 pm

Meeting Rules & Structure:

1. Purpose & Authority:

- Every meeting must have a defined purpose (decision, planning, review, etc.)
- The committee operates within its assigned authority (charter, bylaws, or mission)
- The Chair is responsible for maintaining order, focus, and fairness

2. Agenda Control:

- A written agenda must be distributed in advance
- Items are addressed in order unless formally adjusted
- New business should only be introduced with approval of the Chair or majority

3. Quorum Requirement:

- A minimum number of members (quorum) must be present to conduct official business
- Without a quorum:
 - Discussion may occur
 - No votes or binding decisions may be made

4. Call to Order & Structure:

- Call to Order
- Roll Call / Attendance
- Approval of Previous Minutes
- Reports (if applicable)
- Old Business
- New Business
- Open Discussion (Reference Agenda approved items)
- Motions & Voting
- Adjournment

5. Recognition to Speak:

- Members must be recognized by the Chair before speaking
- Only one person speaks at a time
- Always respectful to one another
- Do not publically criticize or correct another
- Follow Robert's Rules of decorum
- All remarks are directed through the Chair, not at individuals

6. Motions & Decisions:

Business decisions require a formal motion:

- Motion made by
- Seconded by
- Discussion
- Vote
- Motions should be clear, specific, and actionable



7. Voting Rules:

Each member has one vote unless otherwise defined

Voting methods:

- Voice vote
- Show of hands
- Roll call (for formal record)
- Majority rules unless bylaws require otherwise

8. Time Management:

- Adhere to time limits per agenda item
- Avoid repetition or off-topic discussion
- Chair may redirect or close discussion when deemed necessary

9. Conduct & Decorum:

- Maintain professional and respectful behavior at all times
- No interruptions, side conversations, or personal attacks
- Conflicts of interest must be disclosed and members may need to recuse themselves

10. Record Keeping: (Minutes)

Minutes must document:

- Date, time, location
- Attendance
- Motions and outcomes
- Key discussion points (not transcripts)
- Minutes shall be approved at the next meeting

11. Public / Guest Participation: (if applicable)

Public comments should be:

- Time-limited
- Conducted at a designated portion of the meeting, as per agenda.
- Guests are not to participate in decision-making unless authorized

12. Adjournment:

Meeting ends by:

- Motion and vote, or
- Chair's declaration (if rules allow)
- Schedule and confirm next meeting date/time

13. Enforcement of Rules:

The Chair enforces rules to:

- Maintain order
- Prevent dominance by individuals
- Ensure fair participation

Disruptions may result in:

- Warning
- Removal (if rules allow)



Areas of Review for Discovery - Development of Sub-Committees

Scope of SWT Work:

- MCU Project approvals and Procurement (Information gathering) -Assigned to
- MCU Monthly meetings & workshops (Information gathering) -Assigned to
- County development planning meetings (What is on the books) -Assigned to
- Operational & strategic plans -Assigned to
- Utilities Division: spotlight-Routine Water Testing Marion County Utilities routinely samples county-maintained public facilities and water supplies. Households using private wells for water supplies may contact the Florida Department of Health, Marion County to learn more about water testing procedures -Assigned to
- Public Safety Communications: (Working special project gas meters) -Assigned to
- Office of County Engineer: This system handles Building, Development Review, Zoning, and Driveway or Right-of-Way Utilization Permits. -Assigned to
- Commissioner District 2 Activities: Kathy Bryant Commissioner District 2
601 SE 25th Ave., Ocala, FL 34471, 352-438-2323, Kathy.Bryant@MarionFL.org -Assigned to
- Growth Services: Our department plans, guides, & protects timely growth & development in Marion County by engaging in proactive, inclusive & community-oriented goals & guidelines covered in the county's comprehensive plan & land development code. Our staff works toward balancing community livability, economic viability & environmental sensitivity through its two service divisions: Code Enforcement; Planning & Zoning -Assigned to
- Doing Business: Legal Notices -Assigned to
- Development and Review -Assigned to
- Wastewater Reclamation Development & Activities -Assigned to
- County Commissioners Monthly General Meeting -Assigned to
- Marion County Department related Workshops -Assigned to
- News Media Review-Stay on top of what is happening in Marion County -Assigned to
- Legal Advice, path forward -Assigned to
- Administrative Review-Assigned to (Mary Gualding)
- SWT Planning Activities -Responsibility of Chair
- SWT Development media interaction with resident, explore methods, streamline -Assigned to
- FDEP/State Federal Representative interaction and development -Responsibility of Chair
- Oak Run Disturbance Reporting Line -Assigned to
- Oak Run Education and awareness (Working with other Clubs & Committees) -Assigned to
- Boots on the Ground- Mapping, Response team: Assigned to: (Joe St. Lawrence)
- MCU Expansion Project - Assigned to
- SWT Committee Structure, information flow - Assigned to
- SWT Meeting Structure and conduct - Assigned to
- SWT Special Projects - Assigned to:
- SWT Treasury -Assigned to: Assigned to - (Linda Yanders)
- Becoming a LLC & 501 - Assigned to (JoAnne Keane)
- Technical WWT Advisor - Assigned to (Neal Rehase)
- Secretary - Assigned to:
- Website/Media - Assigned to Keith Meneski
- Expansion Project, Infrastructure, Repairs, Planning, Design/location - Assigned to Ana Ortiz & Neal Rehese



Proposed Organizational Chart to Maintain Project Integrity

Key Notes:

- All authority flows from the Chair downward
- Leads own their domain—no overlap without coordination
- Task Forces report up through their respective Leads
- Advisors inform decisions but do not control them (Reduce conflict of interest)
- We function as one unit-one mission

Structure:

CHAIR-Ana Ortiz

CO CHAIR-Neal Rehse

↓

FUNCTIONAL LEADS - to be assigned

↓

(Operations | Legal | Data | Communications) - to be assigned

↓

TASK FORCES / WORKING GROUPS - to be assigned

↓

TEAM MEMBERS / VOLUNTEERS - to be assigned

↓

COMMITTEE SUPPORT: PAST PRESIDENTS AS ADVISORS TO SUPPORT ALL LEVELS (TENTATIVE)

1. Executive Leadership Layer:

This group sets direction, maintains authority, and interfaces with external stakeholders.

Chair / Committee Lead:

- Overall authority and spokesperson
- Sets agenda, priorities, and strategy
- Final decision-maker when consensus cannot be reached
- Communications Lead
- Manages messaging to residents
- Drafts official statements, notices, and updates
- Ensures consistency and accuracy of public information

Co Chair:

- Supports the Chair and steps in when needed
- Often oversees internal coordination
- Executive Coordinator (optional but powerful)
- Keeps initiatives aligned across teams
- Tracks progress, deadlines, and deliverables



2. Core Functional Leads:

These are the “engines” of the committee, each owns a critical domain:

Operations / Infrastructure Lead

- Handles technical issues (e.g., wastewater systems, lift stations, compliance conditions)
- Interfaces with engineers, utilities, and regulators
- Regulatory & Legal Lead
- Tracks applicable laws, codes, and compliance (e.g., FDEP standards, Florida Administrative Code)
- Helps frame findings in legally defensible language
- Data & Reporting Lead
- Collects, organizes, and validates resident reports and evidence
- Produces structured reports (maps, logs, trend analysis)

3. Advisory / Specialist Layer:

Not always formal members, but critical for credibility:

- Subject Matter Experts (SMEs)
- Engineers, environmental specialists, former utility professionals
- Community Liaisons
- Representatives from neighborhoods or affected zones
- External Advisors
- Legal counsel, regulatory consultants, or former officials

4. Working Groups / Task Forces:

Temporary or ongoing teams focused on specific problems:

- Odor/Gas Investigation Team
- Lift Station Assessment Team
- Infrastructure Mapping Group
- Town Hall / Public Engagement Team

Each group should have:

- A designated lead
- A defined objective
- A deadline or milestone

Topic to be discussed by Committee Chair, current situation related to FDEP information, and MCU development.

Comments:

See attach note sheet for personal use below.



