

# **Board of Trustees of the Internal Improvement Trust Fund of the State of Florida**

## **Statement of Agency Organization and Operation**

### **Agency Organization**

The trustees of the internal improvement fund, later renamed Board of Trustees of the Internal Improvement Trust Fund of the State of Florida (Board), are created by Chapter 610, Laws of Florida (1854), and reaffirmed in section 253.001, F.S. The Board is composed of four trustees: the governor, the chief financial officer, the attorney general, and the commissioner of agriculture. The governor and each member of the cabinet is elected to his or her office by general election to a four-year term and may be elected for an additional consecutive four-year term. The Board, as a collegial body, serves as the agency head, with the Governor serving as the chair.

The Board is vested and charged with the acquisition, administration, management, control, supervision, conservation, protection, and disposition of swamp and overflowed lands held by the state or which may hereafter inure to the state; lands owned by the state by right of its sovereignty; internal improvement lands proper; tidal lands; lands covered by shallow waters of the ocean or gulf, or bays or lagoons thereof, and lands owned by the state covered by fresh water; parks, reservations, or lands or bottoms set aside in the name of the state, excluding lands held for transportation facilities and transportation corridors and canal rights-of-way; and lands which have accrued, or which may hereafter accrue, to the state from any source whatsoever, excluding lands held for transportation facilities and transportation corridors and canal rights-of-way, spoil areas, or borrow pits or any land, the title to which is vested or may become vested in any port authority, flood control district, water management district, or navigation district or agency created by any general or special act. The statutes and rules that govern Board actions include Chapters 253, 258, and 259, Florida Statutes, and Chapter 18, Florida Administrative Code.

The State of Florida Department of Environmental Protection (DEP), the five water management districts, and the State of Florida Department of Agriculture and Consumer Services operate as staff to the Board. Generally, DEP performs staff duties related to the acquisition, administration, and disposition of state lands that are or will be titled in the Board's name. The water management districts perform specific staff duties related to the review of applications for authorization to use Board-owned submerged lands associated with activities regulated by Part IV, Chapter 373, Florida Statutes, for which water management districts have permitting authority. The State of Florida Department of Agriculture and Consumer Services performs staff duties related to authorizations or leases for aquaculture and the acquisition, administration and disposition of certain less-than-fee acquisitions. The Florida Fish and Wildlife Conservation Commission may also act as staff to the Board on application to use Board-owned submerged lands for aquatic weed control.

### **Agency Operation**

#### *Meetings*

Regular public meetings of the Board are scheduled at the beginning of each calendar year. The Board generally meets one Tuesday each month in the Cabinet Meeting Room, LL03, The Capitol, Tallahassee,

Florida. This general meeting schedule is subject to change. Each meeting is noticed in the Florida Administrative Register, in accordance with Section 120.525, Florida Statutes. At its meetings, the Board considers any matters that have not been delegated to an agency that acts as staff to the Board.

Items for consideration by the Board are available in advance of each meeting on the Board's website at [www.myflorida.com/myflorida/cabinet](http://www.myflorida.com/myflorida/cabinet). Many Board-related publications, forms, and applications are available on DEP's website at [www.floridadep.gov/lands](http://www.floridadep.gov/lands). Publications and applications specific to aquaculture are available at [www.freshfromflorida.com/Divisions-Offices/Aquaculture](http://www.freshfromflorida.com/Divisions-Offices/Aquaculture).

#### *Agency Clerk*

The Agency Clerk is responsible for accepting service of process and other filings on behalf of the Board, filing and assisting the public in accessing final orders issued by the Board, certifying the index and the record on appeal of a final order issued by the Board, and appointing deputy clerks, as needed. Her contact information is as follows:

Lea Crandall, Agency Clerk  
Office of General Counsel  
3900 Commonwealth Boulevard, MS 35  
Tallahassee, Florida 32399  
Phone: (850) 245-2242  
Fax: (850) 245-2298  
Email: [Lea.Crandall@FloridaDEP.gov](mailto:Lea.Crandall@FloridaDEP.gov)

#### *Filings*

Documents shall be filed with the agency clerk by mail, hand delivery, or facsimile using the contact information show above or by email to [Agency\\_Clerk@FloridaDEP.gov](mailto:Agency_Clerk@FloridaDEP.gov). Hand-delivered filings are accepted by the office of the agency clerk between 8:00 a.m. and 5:00 p.m., Monday through Friday, except state holidays. The filing date for a document transmitted by electronic mail or by facsimile shall be the date the complete document is received. Any document received by the office of the agency clerk after 5:00 p.m. shall be filed as of 8:00 a.m. on the next regular business day.

#### *Variance from Waivers of Agency Rules*

A petition for variance from or waiver of a regulatory rule of the Board may be filed with the Agency Clerk at the address listed above. The petition must include information specified in section 120.542, F.S. and Chapter 28-104, F.A.C., and pertain to a regulatory, rather than proprietary, Board rule.

#### *Final Orders*

An index of final orders can be accessed at the following website:  
<https://floridadep.gov/ogc/ogc/content/final-orders>