

**PERSONNEL  
COMMITTEE MEETING  
August 18, 2012**

**PRELIMINARY AGENDA**

**FLORIDA INLAND NAVIGATION DISTRICT's  
Personnel Committee Meeting**

**8:15 a.m., Saturday, August 18, 2012**

**The City of Sebastian Commission Chambers  
1225 Main Street  
Sebastian, Indian River County, Florida.**

**Committee Members**

**Jon Netts, Chair**

**Commissioners Norman Bray, Spencer Crowley, Don Cuzzo, and Nancy Freeman**

**Item 1.      Call to Order.**

Chair Netts will call the meeting to order.

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**Item 2.      Roll Call.**

Assistant Executive Director Mark Crosley will call the roll.

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**Item 3.      Assistant Executive Director Candidate Review.**

The Committee has narrowed down the applicants to xx. Pursuant to the review procedure, the Committee should now select their top 3 to 5 candidates for interviews. Staff would also like the Committee to review their final selection process again, see staff memorandum following the resumes.

(see back up pages 2 - 43)

RECOMMEND      Approval of (1) the top 3 to 5 candidates for interview and (2) the final selection process.

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**Item 4.      Additional Agenda Items or Staff Comments.**

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**Item 5.      Additional Commissioners Comments.**

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**Item 6.      Adjournment.**



# FLORIDA INLAND NAVIGATION DISTRICT

August 7, 2012

COMMISSIONERS

To: Personnel Committee Members  
From: Mark Crosley, Assistant Executive Director  
Subject: Assistant Executive Director Selection

DONN R. COLEE, JR.  
CHAIR  
PALM BEACH COUNTY

GAIL KAVANAGH  
VICE-CHAIR  
ST. LUCIE COUNTY

E. TYLER CHAPPELL  
TREASURER  
BROWARD COUNTY

J. CARL BLOW  
SECRETARY  
ST. JOHNS COUNTY

BRUCE D. BARKETT  
INDIAN RIVER COUNTY

AARON L. BOWMAN  
DUVAL COUNTY

S. NORMAN BRAY  
NASSAU COUNTY

T. SPENCER CROWLEY, III  
MIAMI-DADE COUNTY

DONALD J. CUOZZO  
MARTIN COUNTY

NANCY J. FREEMAN  
VOLUSIA COUNTY

JONATHAN S. NETTS  
FLAGLER COUNTY

JERRY H. SANSOM  
BREVARD COUNTY

DAVID K. ROACH  
EXECUTIVE DIRECTOR

MARK T. CROSLEY  
ASSISTANT EXECUTIVE DIRECTOR

Commissioners:

Attached you will find a revised spreadsheet with a list of 13 names that the Personnel Committee has short-listed for consideration of the Assistant Executive Director Position. The names are organized by the number of recommendations for each applicant, followed by alphabetical order. The resumes (backup material) have been organized to follow the spreadsheet.

The Personnel Committee should utilize this information to determine the type and number of interviews to be conducted.

Please contact David or me if you have any questions or need additional information.

	C o m m i s s i o n e r  # 1	C o m m i s s i o n e r  # 2	C o m m i s s i o n e r  # 3	C o m m i s s i o n e r  # 4	C o m m i s s i o n e r  # 5
Applicant Name					
Julie Bishop	*	*	*		*
Janet Zimmerman	*	*	*		*
John Duchock		*		*	*
Kathryn LaMartina		*	*		
Stephen Boehning	*			*	
Joseph Chaison	*			*	
Trevor Rosecrans		*			*
Sandra Ambris				*	
Jeff Doughty				*	
Thomas Green					*
Allan Hooker			*		
Jason Rivera			*		
Mark Tamblyn	*				

118 Ocean Dunes Circle, Jupiter, FL 33477  
561-267-0392 • [Beachrun262@gmail.com](mailto:Beachrun262@gmail.com)

## **PROFESSIONAL EXPERIENCE**

### **Environmental Program Supervisor (2005 - Present)**

**Palm Beach County Department of Environmental Resources Management  
Lake Worth Lagoon and Freshwater Section**

Senior Manager responsible for implementing the Department's Estuarine & Freshwater Restoration Programs. Identifies, develops, permits and manages capital construction and mitigation projects. Establishes and executes long-term management, restoration and monitoring program goals. Administers the State-funded Lake Worth Lagoon Partnership Grant Program. Acquires grants and manages contracts and program budget >\$14 million. Develops agenda board items, interlocal agreements and contracts for the PBC Board of County Commissioners.

#### **Key Accomplishments**

- Developed the program and manages the staff of the Lake Worth Lagoon and Freshwater Section.
- Executes and manages multi-agency, multi-million dollar restoration and mitigation projects.
- Coordinates successfully with local, state and federal governmental agencies
- Initiated the Lake Worth Lagoon Initiative to organize multi-agency stakeholders to coordinate protection, restoration and funding efforts in the Lake Worth Lagoon.
- Manages the development and adoption of the Lake Worth Lagoon Management Plan
- Chair, Lake Worth Lagoon Initiative Habitat Working Group

### **Senior Environmental Analyst (2000-2005)**

**Environmental Analyst (1990-2000)**

**Palm Beach County Department of Environmental Resources Management**

- **Shoreline Protection Section**
- **Marine and Estuarine Restoration Section**

Designed, permitted and managed construction of large-scale (>\$15 million) restoration projects in coastal, estuarine and freshwater systems. Responsibilities included coordination with local, state and federal agencies, acquisition of grant funds and project management.

#### **Key Accomplishments**

- Project Manager - Munnyon Island Restoration, Peanut Island Restoration and Dredged Material Management Area construction with Florida Inland Navigation District and U.S. Army Corps of Engineers.
- Project Manager - C-51 Sediment Management Project (dredging & sediment trap construction) in partnership with the South Florida Water Management District
- Coordinated County's Artificial Reef Program and Artificial Reef and Estuarine Enhancement Committee.
- Managed Beach Restoration Projects - permitted and coordinated sand placement and breakwater alternatives.

### **Biological Scientist III**

**Florida Department of Natural Resources (1988-1990)**

Managed the Aquatic Plant Program for the 14 county South Florida Region. Coordinated, permitted and regulated aquatic plant control and herbicides. Coordinated aquatic plant management plans for Lake Okeechobee and Kissimmee River systems.

## **PROFESSIONAL EXPERIENCE continued**

### **Research Assistant (1985-1988)**

#### **Harbor Branch Oceanographic - Big Pine Key, Florida Keys**

Marine research specializing in macroalgal response to nutrients in the nearshore waters of the Florida Keys. International and shipboard research included work in Jamaica, Bermuda, Bahamas and Belize.

### **Staff Biologist (1983-1985)**

#### **Mote Marine Laboratory - Sarasota, FL**

Research and taxonomic identification of benthic invertebrates relative to anthropogenic effects.

## **EDUCATION**

### **Bachelor of Science, Illinois State University**

Alpha Lambda Delta and Phi Eta Sigma - Scholastic Honor Societies

Marine Biology Internship, Newfound Harbor Marine Institute - Big Pine Key, FL

## **PROFESSIONAL ORGANIZATIONS and COMMITTEES**

Florida Association of Environmental Professionals, Treasure Coast Chapter, 2006 - Present  
Director, 2007 Board of Directors

Palm Beach Harbor and Lake Worth Inlet Expansion, U.S. Army Corps of Engineers - Present  
Feasibility and Value Engineering Team Member

Palm Beach County Hurricane & Emergency Management Team, North County EOA- 2009 - Present  
Liaison Officer

Boy Scouts of America Troop 132, Committee Member & Environmental Merit Badge Counselor '06-Present

## **AWARDS**

National Association of Counties - Achievement Award Winner - 1995 and 2006

Marine Industries Association of Palm Beach County - Marine Project of the Year Award - 2006

Florida Association of Environmental Professionals - Habitat Restoration Award 1997 and 2006

Golden Palm Award - Palm Beach County Administrator Award for Outstanding Service and Projects  
1999, 2004 and 2010

## **REFERENCES**

Available Upon Request

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## PROFESSIONAL EXPERIENCE

### Assistant Manager

June 2008 – present

#### *Florida Department of Environmental Protection, GTM National Estuarine Research Reserve*

Supervise 5 departments: Research, Education, Resource Management, Volunteer and Coastal Training programs to include 5 direct reports and 25 staff.

- Responsible for the day to day management, supervision, training and hiring of staff, budgeting, and purchasing. Establish annual work plans and track performance measures.
- Compile program team reports, prepare agendas, meeting minutes and reports for quarterly meetings of the GTMNERR Management Advisory Group, write and track annual NOAA Operations grant and semiannual progress reports.
- Serves as the liaison representing GTMNERR interests at national, regional and local meetings and functions. Serve as GTM political liaison and liaison to the Friends of the GTM Reserve (501C3).
- Assumes the role of acting manager in the absence of the Regional Administrator and is the CAMA East Coast regional HR/timekeeper.
- Responsible for community outreach and public information requests to include: preparing and distributing a newsletter, responding to phone calls /emails, providing overview presentations and press releases.
- Organized GTMNERR's hosting of the 2011 National Estuarine Reserves Annual meeting of all 28 research reserve in Ponte Vedra Beach FL.

### Education Coordinator

February 2001 – June 2008

#### *Florida Department of Environmental Protection, GTM National Estuarine Research Reserve*

Responsible for the development and implementation of the GTMNERR education and volunteer programs to enhance understanding and appreciation of estuarine and coastal resources.

- Established and oversaw the GTMNERR Education Program. Expanded education program from a staff of 1 (myself) in 2001 to 5 education staff in 2008.
- Responsible for the day to day management, supervision, coordination, and administration of GTM Education Program and Volunteer Program of 150+ active volunteers. Volunteers assisted with all aspects of Reserve operations.
- Prepared education program work plans, budget, purchasing, employee evaluations, policies and procedures, grants and progress reports.
- Consulted in the construction of the 21,000 sq ft GTM Environmental Education Center which included conceptualizing and writing text for exhibits for the Center.
- Produced brochures, posters, press releases, newsletters and magazine articles.
- Served as a liaison for the GTMNERR with NOAA and partner agencies, Friends of the GTM Reserve, the press and other organizations.
- Participated in the writing of the GTMNERR Management Plan and the translation of science into products for the press and general public.

- Page 7
- Member of the Town of Marineland's Remarkable Coastal Place committee responsible to writing the town's comprehensive plan and LDRs. Additionally, appointed to Flagler County Futures Committee to assist in the rewriting County's Comprehensive Plan.

**Coastal Management Outreach and Education Coordinator      July 1997 – November 2000**  
***Georgia Department of Natural Resources, Coastal Resources Division (CRD)***

Fully responsible for the Division's outreach and education programs.

- Created the Divisions 30 foot mobile education vehicle to bring information to elected officials – “The Coastal Ark”.
- Developed, implemented and coordinated project activities and policies for the Coastal Ark, the mobile environmental education platform. Scheduled all programs and speaking engagements.
- Organized, developed, implemented and evaluated education programs, materials and curricula for local government officials, schools, organizations and the general public.
- Provided consultation, technical and resource support to staff, educators and the public.
- Wrote and managed grant applications. Completed grant deliverables ahead of schedule and under budget.
- Prepared written reports, press releases, brochures, newsletters and other promotional items to market the Georgia Coastal Management Program and the Coastal Ark.
- Contributed to the development and implementation of the Georgia Coastal Management Program and its Coastal Incentive Grants.
- Acted as liaison between CRD and federal, state, regional and local government officials.
- Participated in staff rotation of “Biologist on call” to respond to sick/injured sea turtles.

**Marine Biologist      July 1996 – July 1997**  
***Georgia Department of Natural Resources, Coastal Resources Division (CRD)***

Assisted with the landcover classification project for the Altamaha River watershed using remote sensing, photointerpretation and field study in partnership with The Nature Conservancy.

- Coordinated EPA Wetlands grant and administrative activities.
- Acquired and entered data into manual and GIS files and compiled and synthesized information for high priority wetlands.
- Produced landowner reports and maps documenting results from field inventory, ecologically and biologically significant wetland survey, management considerations and conservation measures.
- Acted as DNR/CRD public relations liaison and outreach staff.

## **EDUCATION**

University of Rhode Island, Kingston, RI, Masters in Marine Policy (all but thesis), 1995  
 Eckerd College, St. Petersburg, FL, BA Environmental Studies, 1993

## **AWARDS**

2007 Coastal America Partnership Award for the Learning in Florida's Environment program.  
 1999 Vice Presidential Hammer Award by Vice President Al Gore's National Partnership for Reinventing Government for work with the Ocean Planning Information System project



## **JOHN C. DUCHOCK, P.E.**

### **Coastal/Marine Engineer**

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#### **EXPERIENCE SUMMARY**

With over 14 years of experience working in the coastal and marine environments, Mr. Duchock has served as a project engineer, project manager, and point of contact for public and private clients, both domestic and international. He has led field investigation and data gathering efforts related to marinas, inlet management, shoreline protection projects and other coastal applications. He has completed comprehensive feasibility assessments of proposed projects, as well as evaluations of existing marine facilities and coastal structures.

Mr. Duchock has direct working experience in marina planning, market evaluations, economic performance, and engineering design. As a registered professional engineer he has designed numerous marine and coastal structures, such as bulkheads, revetments, pile-supported structures, etc. His work has incorporated the use of innovative materials such as geocomposite fabrics, recycled/composite plastics, and vinyl as alternatives to materials commonly used in marine construction.

Through design, permitting and monitoring efforts on public beach and coastal park projects in Florida, Mr. Duchock has developed a good working relationship with State environmental agencies and has shepherded multiple project permits, including Joint Coastal, Environmental Resource, Coastal Construction Control Line, and DEP Field Permits. He has participated in the execution of multiple beach monitoring programs, covering both physical and biological monitoring and mitigation requirements established by permit conditions.

A co-author of two inlet feasibility studies, he has led public workshop efforts presenting study findings and soliciting stakeholder feedback during public meetings. He also assisted with the development of Environmental Impact Assessments, as well as Environmental Management Programs and execution of environmental monitoring for several marine and resort development projects in the Caribbean, Mexico, and Florida.

#### **AREAS OF SPECIALIZATION**

Coastal Engineering and Shoreline Management  
Coastal Structures  
Dredging and Placement of Dredged Material  
Marina Market Evaluations, Planning, and Design  
Experience with AutoCAD 2011, Surfer 8.0, CEDAS, BMAP 2.0, Pilebuck, CSHTWAL, STFATE, ACES, GENESIS, HEC-2, AdICPR, and HEC-RAS

#### **EDUCATION**

B.S., Ocean Engineering, Florida Institute of Technology, 1995

Coastal Engineering Graduate Degree Program, Old Dominion University (2000-2003)

#### **REGISTRATIONS**

Professional Engineer, Florida  
No. 60457, 2003

Professional Engineer, Virginia  
No. 0402 036 494, 2002

Professional Engineer, Maryland  
No. 37090, 2009

#### **AFFILIATIONS**

Member of Association of Coastal Engineers (ACE)

Member Florida Shore and Beach Preservation Association (FSBPA)

Member Marine Industries Association of Palm Beach County

Member Marine Industries Association of South Florida

# key projects

**John C. Duchock, P.E.**

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## DOMESTIC (U.S.) EXPERIENCE:

Red Reef Park, City of Boca Raton, FL – Project Manager responsible for evaluating the life expectancies and rehabilitation/replacement options for a series of timber dune boardwalk structures. Coordinated field permit for rehabilitation work with Florida DEP representative. Completed engineering design and construction documents for design, incorporating the use of composite wood materials for decking and structural handrail system. Participated as Owner representative during construction and assisted in review and approval of Contractor pay requests and change orders.

South Beach Park, City of Boca Raton, FL - Project Manager for ongoing dune crossover rehabilitation project at South Beach Park. Working directly with City staff to rehabilitate three crossover structures incorporating changes such as the use of on-grade brick paver and shell hash paths in order to minimize maintenance and extend the life of the existing crossovers. Work included direct coordination with DEP field representatives to secure a field permit for construction. Developed detailed design and Construction Documents for bidding. Acted as Owner representative during bidding and construction from 2011-2012.

Spanish River Park, City of Boca Raton, FL - Project Manager responsible for developing a dune vegetation management plan for the beach dune and access points at Spanish River Park. Set up a team to perform ecological baseline surveys, topographic surveys, and landscape/irrigation design. Extensive coordination with State agencies was necessary to secure a permit for a project seaward of the Coastal Construction Control Line (CCCL Permit) through DEP. Project construction set to begin early 2012, with direct bid and construction support being provided.

Long Key State Park, Long Key, FL - Project Engineer responsible for evaluating engineering design concepts and environmental impact assessments for State Park in the Florida Keys. Worked directly with State Park staff to develop concepts and provide solutions that would avoid seagrass impacts while enhancing the existing shoreline and providing protection against erosion from storm events.

South Lake Worth Inlet Feasibility Study, Boynton Beach, FL – Project engineer and primary point of contact for comprehensive feasibility study of inlet. Work focused on developing potential structural modifications to inlet to address issues with navigation safety and lagoon water quality. Complete summary of findings presented to local stakeholders, including inlet steering committee for decision on implementation of viable solutions.

Shoreline Protection and Enhancement, Twin Rivers Park, Martin County Parks & Recreation Depart. Martin County, FL – Served as Project Manager for the protection and enhancement of more than 1,000 feet of shoreline at the junction of the St. Lucie River and the Intracoastal Waterway. Shoreline protection design alternatives, included combinations of bulkheads, stone sills, revetments, boardwalks, and native wetland plantings. While the primary goal of the project is to prevent further erosion along the county's waterfront park property, the project is also designed to incorporate structures with a natural appearance that will provide picturesque views and enhance the environment. Project was presented at the FSBPA Conference in February 2006.

Residential Canal Dredging, City of Tampa, FL – Assisted in developing Environmental Impact Documents for proposed residential canal dredging project. Work was contracted by the City of Tampa as part of a water quality improvement program requiring documentation of environmental impacts to various species of sub-aquatic vegetation and mangroves within the canals. Assessment of disposal options included filling historical dredge holes, potentially yielding additional substrate for seagrass and improved water quality.

Manatee Pocket Dredging Project, Martin County, FL – Assisted with feasibility analysis of dredging over five miles of residential canals in the Treasure Beach subdivision. Analysis included an estimate of the amount of dredged material, a comparison of dredging methods, a summary of permitting requirements, an assessment of funding opportunities and mechanisms, an opinion of cost, and recommendations.

Indian River County Beach Nourishment and Mitigation Project, Indian River County, FL – Assisted with development of plans and specifications for mitigation of approximately 4 acres

# key projects

**John C. Duchock, P.E.**

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of covered hardbottom with over 5 acres of limerock artificial reef. Performed engineering design calculations to determine stable rock size, geometry of artificial reef units, and total project tonnage for bidding purposes. Attended pre-bid meetings with contractors and county representatives. Also performed construction management services.

Bathtub Beach, Martin County, FL – Assisted County Managers emergency truck haul operation associated with storm-induced dune breach. Truck haul placed up to 30,000 cubic yards of sand as a dune to protect upland infrastructure. Completed physical monitoring analyses and reporting required by permit for nourishment project. Project is in its second year of monitoring.

Juno Beach, Palm Beach County, FL – Completed physical monitoring analyses and reporting required by permit for 2010 nourishment project constructed by Palm Beach County. Analyses included evaluations of hardbottom exposure, shoreline position changes, and beach project performance (surveyed volumetric changes versus predicted changes).

Post- Hurricane Frances Damage Assessment, Martin County, FL – Performed field inspections of bulkheads, boat ramps, and fixed/floating piers at two waterfront parks within the Martin County Parks system. Cataloged and compiled list of structural deficiencies with recommendations for rehabilitation and replacement along with estimated costs.

Smith Island Shoreline Protection, Chesapeake Bay, VA – Performed engineering design and developed plans and specifications for construction of approximately 2,500 feet of cantilevered vinyl sheetpile bulkhead and over 2,000 feet of stone still to protect island shoreline from erosion and flooding. Participated in workshops and progress review meetings with the USACE, contractors, and local residents.

Bluff Point, Northumberland County, VA – Project engineer and point of contact for private property investment with significant shoreline erosion issues. Performed comprehensive feasibility study to evaluate alternatives based on regulatory, engineering, economic, logistical and other criteria. Key issues related to local subsidence and relative sea level rise were incorporated into the evaluations,

along with complete summaries of historical storm impacts and assessments of acceptable risk in design.

Rudee Inlet Management Plan, Virginia Beach, VA – Co-authored inlet management plan and assisted with development of structural rehabilitation and improvements to stone jetties and timber weir groin structure. Work included developing plans and specifications for structures, incorporating proposed improvements such as the addition of a boardwalk on top of an existing stone jetty.

UVA Environmental Research Pier, Oyster, VA – Performed engineering design and developed plans and specifications for a fixed timber pier structure. Participated in construction management services, including responding to contractor questions and attending scheduled site visits and progress meetings.

FEMA Floodplain and Coastal Hazard Mapping: Worked as a coastal engineer on the FEMA Region 4 Floodplain and coastal hazard mapping updates program. Revised Flood Insurance Rate Maps and reviewed submissions by property owners requesting map revisions (LOMR, LOMR-F, LOMA).

Washington Marina, Washington D.C. – Assisted with development of plans and specifications to remove an existing fixed timber pier structure and replace with a pre-fabricated 100-slip floating dock system.

Federal Navigation Channel, James River, VA – Participated in riverine studies to investigate bottom sediment distribution, current patterns, total suspended sediment concentrations, salinity, and bathymetric changes. Data was analyzed and reports submitted to the USACE. Reports included recommendations for dredging, channel alignment and overall management strategies for the 90 miles of federal navigation channel from Hampton Roads to Richmond. Tasks included design and construction documents for construction of upland placement facilities to dewater dredge materials. Dikes and weirs were configured to optimized decantation and water quality in accordance with VA DEQ requirements. Pilot studies designed to research avoidance of dredge operations by migratory fish species during spawning were also

# key projects

**John C. Duchock, P.E.**

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performed working with members of the USACE Hydraulics Laboratory in Vicksburg, MS.

SaltAire Development, Mobile, AL – Project engineer and manager for feasibility studies of new marina development associated with a master-planned community on Mobile Bay. Feasibility works included site assessment, marina engineering feasibility studies, marina market evaluation, and marina master planning efforts. Additionally, order-of-magnitude construction cost estimates were performed based on alternative drawing concepts and regulatory challenges were identified.

## **INTERNATIONAL EXPERIENCE:**

Shangchuan Islands, China – Project engineer involved in site evaluation and master planning efforts for public private partnership project. Assisted with engineering assessments, navigation access evaluation, master plan development, and other feasibility and planning tasks for large-scale, multi-resort development including 3 major marinas with over 1,000 slips at various locations on the 14,300 hectare island. Developed commercial marine facilities concepts for waterborne transport of guests, workers, and materials/equipment. Incorporated potential cruise ship terminal into master plan for future consideration. Worked directly with local Government officials while in China to procure information during open group working sessions.

Holbox Marina and Coastal Studies, Mexico – Project Manager for large-scale master planned multi-resort development encompassing over 4,000 hectares of property on an island just off the northern tip of the Yucatan Peninsula. Services rendered included site assessment and feasibility studies for marina and coastal engineering (shoreline and flooding) issues, as well as marina market evaluations, master planning efforts for a 500 slip +/- marina facility, layout and support studies for new port facilities designed to provide construction and operations support for the entire development, and waterborne transportation analyses. Project is ongoing and is entering the zoning and permitting stages.

South Ocean Development, Bahamas – Assisted with overall project feasibility study for a proposed resort facility on New Providence Island (Nassau).

Work included field studies to assess coastal conditions, as well as terrestrial and ecological resources. Additional efforts included an assessment of a proposed marina, with preliminary engineering recommendations on siting, access and protection from wave attack. Performed marina market study to evaluate the potential success of the proposed marina facility, as well as to make recommendations on marina sizing, slip mix, required utilities, fee rate structures, and supporting marina service needs.

Royal Island, Bahamas – Project engineer responsible for design of marina embarkation facility, including site rehabilitation and improvements, wave attenuation structures, docks/piers, electrical requirements, and a public boat ramp.

Bimini Inlet Navigation Channel, Bimini, Bahamas – Project engineer responsible for re-establishing safe navigation access into Bimini through analyses of channel excavation (dredging) and structural alternatives. Developed environmental documentation and plans and specifications to excavate 250,000 cy of sand and rock for use as shoreline protection and beach enhancement with ancillary retaining structures incorporated to improve beach performance. Close coordination and meetings required to obtain approval from various entities of the Government. Performed site inspections for quality assurance.

Beef Island Resort Development, BVI – Project Engineer/Manager responsible for managing multifaceted consulting services related to a 5-star resort development. Work included conceptual design of marina and beach enhancements, market study of proposed marina, development of Environmental Impact Assessment documentation, and intensive client and government coordination. Represented client as member of environmental committee responsible for assessing project impacts and mitigation programs. Managed day to day activities of project, solicited and executed subcontracts, developed written proposals, and maintained billings/invoices.

Chub Cay Waterfront Development, Bahamas – Provided engineering design and construction management services for resort shoreline stabilization. Structures included reinforced concrete seawall, cantilevered steel bulkhead and

# key projects

**John C. Duchock, P.E.**

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riprap revetment. Performed construction review and approval of contractor's proposed changes.

Ariel Sands Resort Environmental Impact Study, Bermuda – Assisted in performing site inspection, including terrestrial and marine resource assessments for redevelopment of a small resort. Developed and submitted EIS outlining project rehabilitation plans and obtained development approval for Owner. Subsequently updated the EIS documentation to reflect changes made to the master plan by the developer.

Whale Cay Feasibility Study, Bahamas – Project Manager and field engineer for engineering and environmental feasibility studies for a 150-slip marina in the Berry Islands. Led team of five environmental scientists and engineers in week long field effort targeted at characterizing local coastal conditions, as well as mapping of terrestrial and marine ecologies. Field work led to the development of an EIA for the marina and included a hydrodynamic flushing analysis to model potential water quality issues related to an enclosed basin. Additional efforts include obtaining environmental approvals and performing marina market and design work, including excavation of an estimated 800,000 cy of material for creation of an interior marina basin.

True East Development, Grand Bahama Island – Project Manager responsible for shepherding Environmental Impact Assessments through the environmental review process in the Bahamas, resulting in an approval by the review authority (BEST Commission). Developed a comprehensive Environmental Management Plan for the development, coordinating all efforts between the project team and the BEST Commission. Planning for coral relocation and other mitigation programs completed under direct oversight.

Old Bahama Bay, Grand Bahama Island – Engineer responsible for the design of several alternative navigation barriers to be installed within a non-navigable flushing canal.

Crab Cay Development, Great Exuma, Bahamas – Developed Environmental Management Plans for dredging (240,000 cy) of marina basin and planned beneficial use of dredged material for beach enhancement and selected upland fill. Assisted developer with implementation and installation of

turbidity containment measures and monitoring systems. Served as point of contact for Government environmental commission inquiries. Additional work included expansion of marina excavation and obtaining government permits and sea bed leases for expanded area.

Bimini Bay Resort and Casino, Bimini, Bahamas – Worked closely with the developer and the Bahamas Government to develop a detailed environmental assessment and provide site-specific recommendations for establishing a program to carefully contain and monitor turbidity during excavation operations. Program included defining monitoring techniques, procedures for safe operations, and operational limits that would ensure minimal environmental impacts. Performed hands-on training of contractor personnel and assistance with selection, purchase and installation of environmental controls such as floating turbidity curtains were required.

La Guaira, Venezuela – Performed due diligence engineering feasibility studies for a potential marina acquisition. Work included a site assessment, evaluations of local marina facilities/market as well as research and review of local property records and oceanographic/coastal sedimentation conditions. Conceptual development scenarios were proposed by ATM along with associated costs to help the potential investor understand the level of capital expenditure (initial) and maintenance requirements of the property conversion from undeveloped land into a new marina.

## MARINA MARKET EVALUATIONS:

- Royal Island, Bahamas
- South Ocean, New Providence Island, Bahamas
- Cat Island, Bahamas
- West Caicos, Turks & Caicos
- Salt Cay, Turks & Caicos
- SaltAire, Mobile, Alabama, USA
- Beef Island, British Virgin Islands
- Christiansted, St. Croix, US Virgin Islands
- Holbox Island, Mexico
- Puerto Cancun, Mexico
- La Guaira, Venezuela
- Playa Secreta, El Salvador

**SUMMARY**

**Project Manager** with over 25 years of experience in designing and managing government and public affairs projects, campaigns, products and activities associated with the environmental and water resources field. Currently managing 26 contracts totaling over \$46M in construction and research throughout Martin and St. Lucie counties. Manages the St. Lucie River Issues Team and Indian River Lagoon License Plate Programs, Regional Intergovernmental Liaison and Water Resource Education Specialist representing the South Florida Water Management District in the Treasure Coast. Areas of specialization include project management, contract and grant administration, construction plan review, field inspection, field studies and documentation for water resource projects. Has thorough knowledge of demonstrated skills in applying governmental relations, public relations and communications principles; understanding of public perception and opinion. Has advanced knowledge and understanding of South Florida hydrology, ecology and water management concepts. Expertise includes:

- Project Management – Certified PMP
- Surface Water Management Planning & Design
- Environmental Impact Reports and Permitting
- Emergency Operations Incident Command System
- Contract & Grant Administration
- Consensus - building
- Conflict identification and resolution
- Negotiation
- Problem solving and Team building
- Business Performance Management
- SAP Project Systems

**PROFESSIONAL EXPERIENCE****SOUTH FLORIDA WATER MANAGEMENT DISTRICT, Stuart, FL****1998 - Present*****Project Manager***

Oversees the project delivery process by managing projects or specific areas of a project all of which support one of the District strategic programs.

- Technical competence through a comprehensive and consistent application of Project Management concepts and methods incorporating scope, time, cost, quality, human resources, communication, risk, procurement and integration management skills.
- Technical competence of industry and discipline trends and developments.

***Program Manager***

Performs work to design, promote and administer government plans and programs affecting water resources, water use and water supply planning. Conducts public meetings, confers with government, social scientists, developers, the public, and special interest groups to formulate, develop and implement programs. Determines the effects of regulatory limitations on projects.

- Extensive knowledge and technical competence in urban, regional and/or environmental planning.
- Excellent presentation, verbal/written communications skills, and strong analytical and problem solving skills. Solid report writing skills.

***Senior Intergovernmental Specialist***

Serves as the agency's local representative for utilities, county and municipal governments, appointed officials and business and community leaders. Responsible for coordinating and implementing the agency's intergovernmental strategies for the execution of District operational and strategic priorities and to address local water resource issues.

- Comprehensive knowledge of local water resources issues, legislative processes, the State of Florida's water resources management laws and procedures and the District's short and long term strategies for regional water resources management, flood control and environmental restoration. Creates positive intergovernmental relationships, and successfully interacts on highly complex issues, priorities and projects.

- Strong knowledge of the District's strategies, priorities and business operations as well as the priorities of public, private and community groups to effectively manage relationships resolve conflicts and implement change.

**Major Projects:**

**St. Lucie River Issues Team** – Program manager responsible for administering legislative and SFWMD funds to local and regional governments for projects benefiting the St. Lucie Estuary and/or Indian River Lagoon. Develop and coordinate the grant process, primary contact for grant and contract needs.

**District-wide Minimum Flows and Levels Program** – Program manager responsible for developing and updating the MFL priority water body list and schedule. Develop and update timeline for the MFL process. Track progress and milestones of the MFL process. Coordinate technical and policy considerations within the MFL process. Coordinate public workshops and presentations. Coordinate with the Technical Manager on development of Recovery and Prevention Strategies. Coordinate integration of the MFL criteria and the Recovery and Prevention Strategy into the regional water supply plans. Initiate rule development following Governing Board approval.

**Lake Worth Lagoon Project Management** – Project manager responsible for the review of scopes of work, proposals, and deliverables in support of contract development for this project. Maintain communications with other agencies and local governments involved in other related efforts. Prepare technical documents in support of water supply plans, SWIM plans and basin plans

**Indian River Lagoon License Plate Program** – Program manager responsible for administering funds generated from the sales of license plates supporting habitat restoration, water quality improvement and associated education projects in Martin, St. Lucie and Palm Beach counties.

**Senior Intergovernmental Representative** – Responsible for establishing and maintaining relationships and cooperative partnerships with key external individuals and groups. Identifies, manages, communicates and recommends resolution of complex water resource-related issues. Acts on behalf of the SFWMD at intergovernmental and public meetings. Serves in an advisory capacity to office director, executive-level staff and Governing Board members in areas of expertise.

**Lower East Coast Regional Water Supply Plan** – Responsible for coordinating District planning activities with appropriate federal, state and local agencies through the LECRWSP Advisory Committee. Review water resource aspects of local government comprehensive plans and plan amendments. Manage the Saltwater Monitoring contract recommended by this planning effort.

**BERRY & CALVIN, E.A.P. INC.,** West Palm Beach, FL

**1994 - 1998**

**Water Resource Manager**

Responsible for all environmental assessment and water management planning/design, as well as, all Federal, State and locally required Environmental Resource Permits.

**Major Projects:**

**Permit Review for South Broward Drainage District** – Responsible for reviewing construction plans and calculations to determine consistency with SBDD's regulations, standards and Comprehensive plan; formulating questions requesting additional information or clarification of design; meeting review time frames and coordinating with the applicant and his engineer.

**Environmental Assessments for FPL** – Responsible for on-site environmental and water management analysis at several sites to determine the need for permits in accordance with the construction of electrical transmission facilities.

**ATM, INC.,** West Palm Beach, FL

**1991 - 1994**

**Project Manager**

Responsible for all environmental assessment and water management planning/design, as well as, all Federal, State and locally required Environmental Resource Permits.

**Major Projects:**

**East County Water Control District** – Responsible for District permit review, hydraulic rating, water quality data review and reporting and other engineering and environmental activities.

**Greenbriar Preserve Ecological Report** – Responsible for the qualitative and quantitative study of the Greenbriar Swamp to evaluate the effects of current water management practices on the ecosystem.

**DNR Acquisition of Out-Parcels within the Savannas State Preserve** – Responsible for developing existing federal and state criteria into a wetland matrix of species, strata, soils, and hydrology, that provided a clear understanding of the wetland/upland interface, in an effort to establish safe upland lines within the savannas and to define jurisdictional wetland boundaries of isolated wetlands found with some parcels slated for acquisition by the DNR.

**GEE JENSON, E.A.P. INC.,** West Palm Beach, FL

**1986 - 1991**

***Water Resource Engineer Technician***

Responsible for hydrologic and hydraulic design and modeling, environmental assessments including site evaluation, feasibility studies and permitting.

**Major Projects:**

**Water Resource Study for the Ranch Colony Area Landowners Association** – Responsible for the design and coordination of hydrologic and hydraulic studies with recommendations for approximately 32,000 +/- acres, 40% of which are wetlands.

**Drainage Investigation for US Hwy 1** – Responsible for a field study and written report detailing the drainage basin and existing drainage facilities associated with US Hwy 1 at the Treasure Coast Mall site.

**Capron Trail Community Development District** – Responsible for the environmental permitting, water management plan and design, hydraulic and infrastructure design, reservoir design and modeling, flood modeling, wetland monitoring plan and the master plan operation and maintenance manual relating to a 5600 +/- acre agriculture/residential project.

**Stormwater Rehabilitation Program, City of Port St. Lucie** – Responsible for gathering information, survey coordination, construction observation, storm sewer design and hydrologic modeling of neighborhood drainage improvements for 3000 +/- residential lots. The program coordinator responsible for the preparation and presentation of public meetings designed to inform area residents of the proposed drainage improvement.

**OTHER RELEVANT EXPERIENCE**

- **South Fork High School, Stuart, FL, Teacher**
- **South Florida Water Management District, West Palm Beach, FL, Water Chemist**

**EDUCATION**

B.S., Environmental Technology, Florida Institute of Technology, Jensen Beach, FL

**PROFESSIONAL CERTIFICATIONS**

Project Management Professional (PMP)

**PROFESSIONAL DEVELOPMENT**

- Leadership Martin County Graduate, Class of 1991-92
- Treasure Coast Resource Conservation & Development Council – Board Member
- Indian River Lagoon Envirothon, Chair
- Florida Envirothon, Board Member
- Florida Yards and Neighborhoods, Former Board Member
- Indian River Lagoon National Estuary Program Board Member (Alternate)
- Friends of Martin County, Member
- St. Lucie County Local Mitigation Strategy Committee Member
- Martin County Emergency Operations Center Steering Committee, Member
- St. Lucie River Issues Team, Program Manager
- Treasure Coast Grants Writers Collaborative, Member
- Treasure Coast Environmental Educators Council, Member



- Science Education Initiative – Curriculum Stakeholders Team, Member
- Jensen Beach High School Environmental Technical Advisory Committee, Member
- Florida Institute of Technology, Jensen Beach Campus, Alumni President
- Florida Institute of Technology, University Alumni Board Member
- South Florida Water Management District Regulatory Peer Review Forum
- Florida Association of Environmental Professionals, Former Member

## PUBLICATIONS

- St. Lucie River Issues Team Progress Report, 2009 - author
- Technical Support Documentation to Support Development of Minimum Flows for the Loxahatchee River and Estuary, 2002 – contributing author
- Technical Support Documentation to Support Development of Minimum Flows for the Caloosahatchee River and Estuary, 2001 – contributing author
- Technical Support Documentation to Support Development of Minimum Flows for the St. Lucie River and Estuary, 2001 – contributing author
- Lower East Coast Water Supply Plan 2000 – contributing author
- Greenbriar Preserve Ecological Report, 1990

## CAREER OBJECTIVE

To apply my extensive administration, planning, technical and management experience to the improvement and assistance programs of the Florida Inland Navigation District. To employ my diverse coastal management experience toward developing and implementing the District mission of managing Atlantic Intracoastal Waterway projects.

## CAREER SUMMARY

Broad administration and engineering background with specific focus on program/project management and coastal engineering applied over 22 years in progressive levels of experience.

Management experience in **program development** (market research, proposals, new market development, policies and procedures), **corporate operations** (office projections, budgets, staffing level, project billing and collections), **business organization** (manage professional and support staff, staff mentoring), and **project management** (technical support, responsible Engineer-in-charge, quality control officer, communication with client, regulatory, subconsultants and contractors).

Technical expertise in **coastal engineering** (shoreline stabilization, dredging, inlet management and marina design and permitting), **civil engineering** (land development, stormwater and floodway analysis, infrastructure design and permitting), **disaster assistance** (FEMA grant programs, hazard mitigation, debris removal).

## PROFESSIONAL AND EDUCATIONAL

Professional Engineer, 1997, Florida license no. 52201  
ME Coastal Engineering, 2004, Stevens Institute of Technology, Hoboken, NJ  
BS Civil Engineering, 1989, Widener University, Chester, PA  
ASFPM Nationally Recognized Certified Floodplain Manager, 2011  
FEMA Certified Public Assistance Disaster Field Inspector, 1996

## WORK HISTORY

2008 to present – **Owner/Principal Engineer**, Coastal Waterways Design & Engineering LLC, Vero Beach, FL  
Responsible for planning and directing start-up coastal waterway consulting company. Directed professionals and sub consultants on multi-disciplinary coastal engineering and floodplain management projects and programs.

2010 to present – **Executive Committee Secretary**, Clean Space Coast Cooperative (CSCC), Cape Canaveral, FL  
CSCC, doing business as Port Canaveral-Brevard County Spillage Cleanup Committee (Cooperative), owns, operates, and maintains a dedicated pollution control cleanup equipment stockpile located in Port Canaveral.

2004 to 2008 – **Office/Engineer Manager – Owner (Shareholder)**, Neel-Schaffer, Inc., Vero Beach, FL  
Responsible for business development, office operations and professional/paraprofessional staff management. Program Manager and Engineer-of-record for project design and regulatory permitting on multiple land development projects and marina developments requiring supervision, management and coordination of multi-disciplinary teams.

1998 to 2004 – **Area Office Manager**, Coastal Technology Corp., Vero Beach, FL  
Responsible for business development and staff management. Project Manager and Engineer-of-record on major beach fill projects and marina developments. Responsible for supervising numerical modeling, engineering, design, surveying, geotechnical, biological/ecological, and regulatory permitting staff and sub consultants.

1990 to 1998 – **Project Manager**, Killam Associates, Freehold, NJ  
Design Engineer for multiple municipal and coastal engineering projects. Responsible for obtaining project regulatory approvals and construction administration.

**COASTAL, WATERWAYS AND INLET PROJECTS**

Extensive management and administrative experience in projects that included numerous aspects of coastal and inlet processes, coastal zone management and related state and federal waterway and marine policies and environmental regulation; project management, coastal engineering, planning and design of shore protection and evaluation of coastal processes. Management and Supervision experience with planning, designing, permitting and construction of numerous coastal related projects including inlet dredging, sand transfer and beach/dune nourishment.

**Phipps Ocean Park Beach Nourishment Project, Town of Palm Beach, Florida:**

Project Manager responsible for design and permitting of the Phipps Ocean Park Beach Restoration project for the Town of Palm Beach. Supervised team that performed numerical modeling, design and drafting, geotechnical, biological, ecological, land and hydrographic surveys, aerial photography and permit specialists. The design entailed placement of 1.5 million cubic yards of sand from two offshore borrow sources. The project included design, permitting (NEPA coordination), and construction phase services for the artificial reef proposed to mitigate the project impacts to nearshore hardbottom communities.

**Inlet Management Plan, City of Venice, Florida:**

Project Engineer for the City of Venice Inlet Management Plan Implementation. This project involved employing a wave refraction / diffraction (REF/DIF) model of the Inlet. The model was applied to the wave field surrounding the inlet for existing conditions, including average wave conditions and storm conditions. Following the modeling, supervised a team of professionals to conduct a feasibility study identifying potential improvements to reduce the downdrift effects of Venice Inlet.

**St. Lucie Inlet Sand Transfer Project (channel/inlet dredging and beach fill), Martin County, Florida:**

Supervised construction administration, surveying, and environmental monitoring services for this project. Served as the liaison between the U.S. Army Corps of Engineers, Town of Jupiter Island, Florida Inland Navigation District, and Martin County. Responsibilities included management and administration of construction observation services on this 717,000 cubic yard sand transfer project. Sand was dredged from the inlet channel, sand trap, and Intracoastal Waterway system utilizing bucket dredges and hydraulic pumping from the Intracoastal Waterway across the barrier island onto the beaches.

**MARINA AND SHORELINE PROTECTION PROJECTS**

Managed and administered the planning, design and permitting of shore protection and coastal structure projects; Supervised the analysis of wave/structure interaction and evaluation of environmental conditions for use in the design of coastal facilities. Project Management and Administration experience with planning, design, and construction of numerous marine facilities and shoreline stabilization projects including docks, marinas, bulkheads and revetments.

**Shoreline Stabilization for Anchorage Condominium, Brevard County, FL**

As Project Manager, oversaw permit assistance, engineering and design drawings, and construction bidding and negotiation services for construction of 200 linear foot of rock revetment along the eroding shoreline of Anchorage Condominium. The project included depth limited wave design with provisions to avoid existing mangrove and reduce impacts to existing native vegetation in accordance with FDEP, USACE and Brevard County DNR.

**Harbor Branch (Florida Atlantic University), Fort Pierce, Florida**

Project Engineer for bulkhead modification to accommodate small vessel tour boat access. Design included cutting existing steel bulkhead and designing concrete access platform, wall and access stair for personnel and tour group. Supervised professional design staff and coordinated with owner and contractor.

**Whitley Bay Marina Design, Cocoa, Florida:**

Project Manager responsible for design and permitting for the reconfiguration of an existing marina facility including a 1,500 linear foot concrete breakwater to reduce waves within the marina basin. The design included concrete 'H' piles to allow for wave break panels to be inserted into pile grooves to facilitate ease of construction. Coordinated with stakeholders on rapid design of an adjacent concrete bulkhead and boardwalk for City river walk system.

**DISASTER ASSISTANCE AND EMERGENCY MANAGEMENT PROJECTS**

Extensive practical and applied local program administration experience and knowledge in Federal Emergency Management Agency (FEMA) Public Assistance (PA) programs, the Hazard Mitigation Grant Program (HMGP), and the National Flood Insurance Program (NFIP). Project experience includes managing preliminary damage assessments, debris removal monitoring, preparation and processing of damage reports, FEMA PA and HMGP administration.

**Deepwater Horizon Oil Spill Response, Houma and New Orleans, LA**

Provided incident response expertise to the Planning Section of the Deepwater Horizon Incident Response Team. Services included full-time staffing at the Houma Incident Command Center and on the New Orleans Area-wide Incident Management Team. Lead a planning team to prepare and exercise the Severe Weather Plan to evacuate over 46,000 responders and 2 million pieces of response equipment in the event of severe weather. Additional services included consulting on several coastal engineering projects. As Severe Weather Program Director, coordinated with National Weather Service and National Hurricane Center and supervised program training and exercise staff.

**FEMA Debris Removal Monitoring Management, Indian River County, Florida:**

Project Manager responsible for providing emergency management support following Hurricane Frances inclusive of supervising monitoring efforts associated with the debris clean-up effort. Before involvement was finalized, Hurricane Jeanne struck. Served as the lead on the project and as coordinator between Indian River County, FEMA and the two contractors awarded the debris cleanup. Prepared support documentation to demonstrate program compliance.

**FEMA PA and HMGP Grant Program Management, Borough of Avalon, New Jersey:**

As Sub-applicant Program Manager, following several "Declared Disasters" successfully secured Hazard Mitigation Grant Program (HMGP) funds for local mitigation projects and Public Assistance (PA) funding to repair storm damaged facilities. Applied in-depth knowledge of FEMA CFR (Code of Federal Regulations) and internal funding policies to secure tens-of-thousands of dollars in funding. Trained staff in administering program.

**SITE AND CIVIL DESIGN PROJECTS**

Administered all aspects of site plan development, storm water, and municipal engineering projects. Primary duties included contract procurement and overall project administration of development and engineering services. Management experience involves supervision of project planning and engineering design, collaboration with sub consultants, coordination of regulatory approvals, construction management, project budgeting and scheduling, and total client interaction during completion of the project scope.

**Verona Trace & The Villas at Verona Trace, Engineering Design, Permitting and Construction Management, Lennar Communities:**

Project Manager for this project that involved the preparation of design for developing approximately 157 single-family and 290 multi-family residential units on a 105-acre parcel. Oversaw design team including roadway, stormwater and drainage, sanitary sewer with regional lift station, potable water and site platting. Led and supervised permitting administration services included County Technical Review approval, USACE, FLDEP, SJRWMD, and local water management and environmental regulatory approval and construction compliance.

**Florida Inland Navigation District Site BV-52, Palm Bay, Florida:**

Project Manager for this project to provide civil engineering design services including preliminary design for the development of park improvements at the FIND dredge spoil site. Project specifics include earthwork calculations, stormwater management, paving, water and sanitary services. Critical design parameters included accommodating stormwater conveyance from an off-site residential site to alleviate unrelated flood conditions.

**SE Volusia County Marine Commerce Park**

Project Manager responsible for overseeing the design, permitting and construction administration for a 300 foot extension of the existing bulkhead, enlargement (dredging) of the existing Indian River North basin and wetlands creation as mitigation. Supervised staff and sub consultants and presented conceptual master site plan for land use and community development approval for this marine oriented commercial park.

**JOSEPH B. CHAISON, P.E.**

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326 Manchester Street  
Boca Raton, FL 33487  
561-400-2579  
Joe.Chaison@gmail.com

**RELEVANT EMPLOYMENT HISTORY:**

**State of Maryland, Baltimore, MD ( 2006 - Present )  
(Maryland Environmental Service)**

**Senior Engineer**

- Engineering and Project Management for Maryland Port Administration
- Create, Bid and Procure Marine Infrastructure Construction Contracts
- Supervise Engineering & Technical Staff and Manage Consultant Efforts

**PBS&J, Beltsville, MD ( 2005 – 2006 )**

**Senior Engineer**

- Created Updated Flood Insurance Rate Maps for FEMA
- Supervised Engineering and Technical Staff

**Coastal Planning & Engineering, Inc., Boca Raton, FL ( 2003 – 2005 )**

**Coastal Engineer**

- Engineering & Design of Coastal Engineering Projects
- Supervised Entry Level Engineering Staff
- Construction Oversight
- Technical Report Preparation and Presentation

**Humiston & Moore Engineers, Naples, FL ( 2001 – 2003 )**

**Coastal Engineer**

- Engineering & Design of Marinas and Coastal Structures
- Construction Oversight
- Technical Report Preparation and Presentation

**EDUCATION:**

Florida Atlantic University, 2001, Bachelor of Science in Ocean Engineering

Texas A&M University, 2007, Dredging Engineering Short Course

**REGISTRATION:**

- **Professional Engineer, #64831** Florida Board of Professional Engineers
- **Professional Engineer, #34748** Maryland Department of Labor
- OSHA 40-Hour HAZWOPER Certified
- Certified Emergency First Responder
- PADI Open-Water Diver - 1984

## **SELECTED PROJECT EXPERIENCE:**

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### **Masonville Project:**

Designated by Maryland Port Administration as Engineer in Charge (EIC) for \$153M port infrastructure project involving;

- Construction of 5,200' Armored Earthen Dike
- Dredging 4.3 Million Cubic Yards
- Community Outreach – Public Meetings, Tours, Presentations
- Project Management –Status Updates to Director, Budget Tracking, Progress Meetings
- Extensive Landside Cleanup of Existing Brownfield
- Construction of Environmental Education Center
- 50' Deepening of Shipping Channels
- Creation of 50' Deep Turning Basin
- Pier Structure Demolition
- Construction of 1,100' Steel Cellular Cofferdam Berthing Structure
- Relocation of 48" Water Main
- Storm Drain Relocation
- Bulkhead and Relieving Platform Demolition
- Construction of Cast-In-Place Bulkhead Structure
- Creating of Tiered EIS

### **Inlet and Waterway Projects:**

#### **Bogue Inlet Channel Relocation / Beach Nourishment Project, Emerald Isle, NC**

Coastal engineer responsible for project management and construction of inlet relocation project. Project consisted of excavation of 1.1 million cy from new inlet channel, placement of 4.5 miles of beach fill and construction of a 2200' closure dike abridging old inlet channel.

**Clam Pass Inlet Stabilization Project, Collier County, FL** Coastal engineer responsible for design, construction inspections and report preparation for ongoing inlet stabilization project. Prepared annual monitoring reports and conducted construction observations of 75,000 cubic yard dredge and fill project at Clam Pass in Collier County, Florida. Florida Department of Environmental Protection (FDEP) and US Army Corps of Engineers permitting.

**Wiggins Pass Maintenance Dredging, Collier County, FL** Coastal engineer responsible for preparation of construction plans and construction observations for 100,000 cy dredge and fill project. Analyzed survey data, produced construction plans and performed construction observations for maintenance dredging project at Wiggins Pass in Collier County, Florida. Florida Department of Environmental Protection (FDEP) and US Army Corps of Engineers permitting.

**West Naples Bay Dredging Project, Naples FL** Coastal Engineer responsible for design permitting and coordination of maintenance dredging and rock removal project along 7,900 linear feet of residential canals. Coordinated design and permitting of special taxing district project involving dredging of canal system.

**Gordon Pass North Jetty Restoration, Collier County, FL**

Coastal engineer responsible for design and construction observations for restoration and sand tightening of 725' rubble mound jetty. Conducted construction observations throughout restoration of Gordon Pass North Jetty, which involved reworking of existing jetty, installation of 525' of steel sheet piling, installation of 3000 ton of native Florida limestone, installation of 3000 ton of Georgia granite, and installation of navigation markers for structure. Florida Department of Environmental Protection (FDEP) and US Army Corps of Engineers permitting.

**Keewaydin Island T-Head Groins, Collier County, FL**

Coastal engineer responsible for design assistance and construction observations of three T-head groins located on the north end of Keewaydin Island in Collier County, FL. Florida Department of Environmental Protection (FDEP) and US Army Corps of Engineers permitting.

**Beach Restoration Projects:**

**Lovers Key Beach Restoration Project, Lee County, FL**

Coastal Engineer responsible for design and construction observations of 570,000 cy beach restoration project. Performed preliminary engineering through final design including survey data analysis, volumetric and shoreline changes, diffusion analysis, borrow area development, design life and construction templates. Conducted beach inspections, calculated pay volumes, confirmed dredge location compliance, confirmed regulatory compliance, accounted for mid-project hurricane effects redesigning template. Florida Department of Environmental Protection (FDEP) and US Army Corps of Engineers permitting.

**Estero Island Beach Renourishment Project, Lee County, FL**

Coastal Engineer responsible for design of 1.01 million cy beach Renourishment project and rubble mound groin. Performed design including survey data analysis, volumetric and shoreline changes, diffusion analysis, borrow area development, design life and construction templates. Prepared technical design and monitoring reports, plans and specifications. Florida Department of Environmental Protection (FDEP) and US Army Corps of Engineers permitting.

**Panama City Storm Response Renourishment Project, Panama City, FL**

Coastal engineer responsible for quantifying storm effects, and designing 3.9 million cy renourishment project. Preparation of construction plans and specifications. Florida Department of Environmental Protection (FDEP) and US Army Corps of Engineers permitting.

**Fire Island Pines Beach Renourishment Project, Fire Island, NY**

Coastal engineer responsible for construction observations and pay volume calculations for 500,000 cy beach Renourishment project. Conducted site inspections, interpreted plans and specifications, calculated volumes, prepared reports for 1.25 mile beach Renourishment project.

## **Trevor R. Rosecrans, P.E.**

703 SW 4th Ave, Boynton Beach, FL 33426  
(561) 364-8219, trevrose@bellsouth.net

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### **Education:**

- **Florida Atlantic University. B.S. in Civil Engineering.**  
(May 2008)
  - **Florida Atlantic University. M.S. in Civil Engineering (Expected Candidate).**  
(May 2013)
- 

### **Work and Project Experience:**

**2008-Present**                      **Taylor Engineering, Inc. - Staff Engineer**

#### **Dania Cutoff Canal; City of Dania Beach, FL**

- Construction Administrator for approximately 100,000-cubic-yard Intracoastal dredging project in Dania Beach, FL
- Administration of bi-weekly project meetings between permitting agencies, Florida Inland Navigation District, contractors, and Port Everglades authority
- Oversee dredging operations and dredged spoils area to confirm regulatory permit compliance, and responding to contractor requests for additional information
- Conduct twice weekly comprehensive site visits and inspections to ensure contractor compliance to quality control, safety requirements, environmental regulations and schedule
- Review contractor submittals and pay applications, monitor job progression

#### **Jupiter Inlet District General Services; Town of Jupiter, FL**

- Supply general engineering services to meet the needs of the Jupiter Inlet District in its management and coordination of Jupiter Inlet and Loxahatchee River projects
- Provide permitting services between client and Florida Department of Environmental Protection, U.S. Army Corps of Engineers, and United States Coast Guard
- Provide construction administration, and coordination of the Jupiter Inlet jetties, Jupiter Inlet Sand Trap Maintenance Dredging and subsequent Beach Nourishment, Loxahatchee River Main Channel Maintenance Dredging, Loxahatchee River South Channel Maintenance Dredging
- Assist in permitting, construction administration, and maintenance activities associated with the district's dredged material management area



- Oversee dredging operations and dredged spoils area to confirm regulatory permit compliance, and responding to contractor requests for additional information
- Conduct twice weekly comprehensive site visits and inspections to ensure contractor compliance to quality control, safety requirements, environmental regulations and schedule

**City of West Palm Beach Waterfront Commons, West Palm Beach, FL**

- Provide construction administration and supervision during construction of floating docks for city's downtown rehabilitation plan
- Conduct twice weekly comprehensive site visits and inspections to ensure contractor compliance to quality control, safety requirements, environmental regulations and schedule
- Review contractor submittals and pay applications, monitor job progression
- Coordinate with contractor and subcontractors, conducting bi-weekly progress meetings, and managing submittal registry
- Provide daily interaction and coordination of design and construction matters between city's design team and construction manager at risk

**Lantana Park Emergency Seawall Installation, Town of Lantana, FL**

- Perform construction administration and supervision throughout construction of \$1.5 million dollar construction project
- Perform daily site visits and detailed inspections to ensure contractor compliance to construction plans, safety requirements, quality control plans, environmental regulations and schedule
- Provide daily interaction and coordination of design and construction activities between design team and contractors

**FEMA Flood Insurance Study, Hendry and Volusia counties, FL**

- Perform detailed hydrologic modeling (HEC-HMS) and hydraulic modeling (HEC-RAS) to establish 10-, 50-, 100-, and 500-year flood hazards
- Applied GIS software to generate hydrologic parameters based on land use and soil characteristics, geo-reference channel and structure surveys, delineate basins and stream centerlines, and complete detailed hydrologic and hydraulic models

- Identify deficient segments of SFWMD levees and canals
- Recommended corrective actions to improve or restore the canal system to its design capacity.
- Characterize the conditions at each project bulkhead, culvert, bridge, dock, seawall, ramp, bank, or other in-stream structure or obstruction, including assessing the impacts on conveyance capacity of the canal
- Provide detailed construction cost estimation totaling more than 130 million dollars using RS Means construction cost information sources.

**2007-2008****Keshavarz & Associates, Inc. - Project Designer****Hydrologic Engineering, West Palm Beach, FL**

- Design and draft water, sewer and stormwater networks throughout Palm Beach County
- Analyze and design complex hydrologic projects in accordance with proper regulating agencies and current best management practices

**2000-2007****Sprint/Nextel Communications - Field Engineer****Engineering and Operations, Palm Beach County, FL**

- Design and supervise team of 8 responsible for installation and maintenance of wireless communications systems
- Responsible for all 150+ cellular sites in Palm Beach County, FL

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**Software Experience:**

- AutoCAD (Civil, Land Development Desktop)
  - ArcView (GIS) and extensions
  - Suite of USACE Hydrologic Engineering Center (HEC) programs including HEC-RAS, HEC-HMS, HEC-GeoRas, HEC-GeoHMS
  - Surface Water Modeling System (SMS)
  - Storm Water Management Model (SWMM)
  - Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Project, Access)
-

**Affiliations:**

- Tau Beta Pi - National Engineering Honor Society
- American Society of Civil Engineers (ASCE)
- Engineers Without Borders (EWB-USA)
- Florida Engineering Society (FES)
- National Society of Professional Engineers (NSPE)
- American Water resources Association (AWRA)

**QUALIFICATIONS AND HIGHLIGHTS:**

- ❖ 20 Years of management and project coordination experience
- ❖ Real Estate Development
- ❖ Green City Blue Lake Park Committee
- ❖ One of 19 accepted into the American Association of Port Authority (AAPA) Port Professional Manager Certification Class of 2014
- ❖ Completed 2-week internship at the Port of Tampa May 2011.
- ❖ Oversee 4 waterfront parks, 2 marinas and Edgewater Beach.
- ❖ Lead new 52 slip marina project for North Coast Harbor (NCH) \$6M grant
- ❖ Manage (NCH); Rock n Roll Hall of Fame, Science Center, Goodtime dinner vessel, ferry service, Cleveland Browns, and stakeholders groups
- ❖ Member of Dredging Task Force
- ❖ Guest speaker and assisted in coordination of Dredging Summit 2010
- ❖ Riverfront Casino, East Bank Development, Aquarium, Tall Ships 2010, Gay Games 2014, Harbor Fest Party on the Pier Committee Chair,
- ❖ Bulkhead Inspection & created Code Enforcement NOV for waterfront
- ❖ Liaison to USCG vessel inspections
- ❖ Published via NACE paper 06276
- ❖ Published via AAPA June 2012

**EDUCATION:**

Currently pursuing Masters in Public Administration @American Public University

Cuyahoga Community College, Cleveland, OH-Mechanical Engineering Technology & Real Estate/Appraisal Classes

**CERTIFICATIONS AND CLEARANCES:**

- ❖ AAPA Executive Management 2010
- ❖ AAPA Infrastructure Reinvestment June 2011
- ❖ NACE Certified Inspector #10,764
- ❖ DoD Secret Clearance-2004-2008

**SPECIAL TRAINING:**

- ❖ FEMA ICS 300-700 Emergency Management
- ❖ Assisted USCG in several Table Top Exercises for Emergency Management
- ❖ Diversity in the workforce-1996
- ❖ Supervising a team-1996
- ❖ Air quality control in a manufacturing environment-1996
- ❖ CPR-Certified-1996-2011
- ❖ QS9000-1997
- ❖ OSHA- DOT Transporting Hazardous Materials/HAZWOPER-1997-2007 (8hrs. each class given by Iguana & Metro)
- ❖ Confined Space Entry/Lockout Tagout-1997-2007
- ❖ Conducting an Effective Accident Investigation-1998 (NIOSH certified)
- ❖ EPA for Regulators of Hazardous Waste-1998-2007
- ❖ Emergency Response-1998-2011
- ❖ Century 21 Realtor 1984-89

**Sandra Ambris**

American Association of Port Authorities PPM® Class of 2014

(216) 469-4510 Cell

sandraambris@bellsouth.net

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**OBJECTIVE:** Public Administrator possessing strong interpersonal and maritime skills to effectively communicate with the Mayor's Office, City Council, Commissioners, Port Authority, State, federal, staff, and residents. Utilize my experience to manage and improve green space, economic & community development and exceptional customer service. I am an enthusiastic, visible leader who has the ability to build successful partnerships both internally and with the community and offers a commitment to excellence.

**WORK EXPERIENCE:****MANAGER OF HARBORS DIVISION 2007-2011**

The primary objectives were to manage daily harbor operations, improve waterfront land usage under its jurisdiction, including 4 public parks, marinas, working docks and warehouse facilities. Use innovative ideas and methods to successfully fund capital improvements, manage confined disposal facilities for dredged materials and recreational services of the waterfront. Create events that attract the local and regional community and generate tourism. Manage the Common Area Maintenance (CAM) at North Coast Harbor (NCH). Was instrumental in returning the Division of Harbors to an operational capacity.

- Supervises activities of internal departments performing functions such as creating & revising legislation, law, re-zoning & code enforcement for waterfront structures.
- Maintenance of public properties, bridges, 4 waterfront parks, docks, warehouses, leaseholds, parking lots, construction of public works and capital improvements relating to the waterfront inclusive of monitoring and negotiating contracts/leases and development for these 70+ properties. Triple, Double & Gross Net leases.
- Introduced harbor security measures which combated serious pilferage problems.
- Prepares annual budget and submits estimates to authorized elected officials for approval. Responsible for the \$7M budget, staff and generating new revenues.
- Plans for future development of urban and waterfront areas to provide for population growth and expansion of public services and future dredge capacity.
- Review and create environmental policies and permitting for eco-sensitive areas. Ensure regulatory compliance, waste reduction. Partner with multiple agencies (EPA, USACE, USCG on watershed and Cuyahoga River de-listing). Address major problems or causes of problems in the shipping channel at the mouth of the Cuyahoga River, dams along the river and tributaries, storm water and combined sewer overflows, erosion and sediment, and wetlands.
- Assess predicted passenger levels at the port and ensure effective control of passenger flow for ferry & passenger service. Overall responsibility for the passenger access dock and associated areas. Plan, assign and review the work of passenger operatives and supervisors.
- Work with Council to develop and understand both how to work with individuals and how to build communities based on justice, equality and mutual respect.
- Excellent ability to develop working relationships with regulatory bodies (USCG, EPA, ODOT, USACE) commissions, local governments and private landowners. Create stakeholder groups to offer best practises and customer service.
- Preparing agendas, maintaining records and helping facilitate information to the public via presentations, outreach groups etc.
- Exceptionally effective communicator with proven negotiation skills to forge relationships with convention planners, executives, business leaders, the media and the general public to promote, attract and develop the use of North Coast Harbor.
- Managed 11.6 miles of Cuyahoga River waterfront, shipping navigational channel and 17 miles of Lake Erie shoreline. Partner with the USCG, USACE and Port to manage dredged materials in current confined disposal facilities and capacity.

## **2003-2007: Program Manager**

U.S. Naval Research Lab, Key West, FL & Washington D.C 11/03-09/07

Program manager for the \$11 Ship Preservation Program and rapid cure single coat project for corrosion control and protection of shipboard ballast, fuel, Combined Holding Tanks (CHT) and potable water tanks for the Navy, by conducting defined tests and documenting results. Experience in dry-dock, overhaul and repair of U.S. fleet and provide quality services on time and within budget. This included laboratory analysis, non-nuclear inspection and nondestructive testing, engineering and analysis and calibration. Maintaining compliance with all applicable statutes (federal, state, and local). Shipyard project planning, inspection oversight and dredged materials. Writing applications specifications, coating evaluation reports, evaluations for regulatory compliance and EHS. Assisted in environmental studies for Trumbo U. S. Navy base under the Hazardous Waste Remedial Actions Program (HAZWRAP). Team member for waste minimization studies, performed pretreatment evaluations, assessed alternate disposal methods, and prepared preliminary assessments. Also performed waste minimization activities including inventory of chemicals used in facilities. Test epoxy marine coatings to MIL SPEC 23236 for single coat rapid cure. Dry-Dock Water Collection Process team member. Capture and treat all contaminated dry-dock runoff waters, including rainwater, to reduce contaminants to minimum levels prior to discharging into the water. NAVSEA/QC trained to safety inspect Navy vessels. Quality and Safety Specialist with the ability to analyze operations, pinpoint areas for improvement and implement plans. First female NRL employee to be NACE LEVEL III Certified.

## **1992-2002: Team Leader,**

Pittsburgh Paint & Glass Industries (PPG), Cleveland, OH,

Supervise a refinish group of 9. Reviewed suppliers and contractors to evaluate refinish automotive coatings/product quality and streamline consistency. Maintained calibration records and QS9000 repeatability. Assisted the Safety Director and senior management to maintain air pollution/water control and waste management. Followed strict EPA, local, state and OSHA guidelines, pertaining to industrial waste, air quality and safety. Participated in meetings with safety, EPA, OSHA, sales and marketing. Senior Color Technician with extensive experience in the Automotive, Aerospace and Coil coating industries. Expertise in color formulations, color corrections and shading. Traveled to various internal and external job sites to oversee QA implementation. Assisted in investigating industrial accidents and prevention. Documented and presented incident reports and avoidance. Technical liaison of refinishes aftermarket products, suppliers and field reps. Maintained positive customer contact and supervised a variety of projects.

## **1988-1992 & 2002 NASA & Northrop Grumman: Internship & Co-op**

NASA, Cleveland, OH,

Intern/Co-op, cross-trained in instrumentation, Machine Shop, Icing Research & Wind Tunnel and clean room. Tested aircraft systems under simulated operational conditions and performed system tests to establish design parameters. Full-scale aero-acoustic testing, determine dynamic stability derivatives using a fixed model position, fluid dynamic, combustion, and propulsion problems, measurement and recording of operating pressures, tunnel static pressure, dynamic pressure and temperatures. Diagnosed and maintained test setups and equipment. Assisted in test facilities for aircraft parts and systems, according to specifications. Fabricated parts and in aeronautical equipment. The IRT has played a substantial role in developing, testing, and certifying methods to prevent ice buildup on gas turbine powered aircraft. Investigation of deicing and anti-icing fluids for use on the ground, deicing on aircraft including rotor systems and certification of ice protection systems for military and commercial aircraft. Later promoted Assistant Project Manager of the micro gravity research ventures with NASA. Developed and researched colloid fluids and their crystallization while in a micro gravity (space shuttle) atmosphere. Responsible for the Safety and quality implementation to the LMM project and all clean room requirements.

## **PROFESSIONAL AFFILIATIONS**

American Association of Port Authorities (AAPA) Port Professional Management

AAPA Harbors and Navigation Committee & AAPA Cruise and Tourism Committee

National Association of Corrosion Engineers (NACE) Certified Inspector November 2004 Cert. 10764

Green City on a Blue Lake Committee Member

North East Ohio Regional Association Maritime Security (NEORAMS)

Cuyahoga River Safety Task Force

Chair-Party on the Pier Committee & North Coast Harbor Stakeholders Committee

Women in Transportation

Member of the Dredging Task Force

Published via NACE in 2006 & to be published via AAPA April 2012

## **Jeffrey Dougherty**

4326 SW Brookside Drive  
Palm City, FL 34990

772.260.7928  
jeffdoug@comcast.net

### **PROFESSIONAL SUMMARY**

Accomplished and results-oriented professional offering over 20 years of broad and diversified business experience with expertise in the planning, development, financing, leasing, sales, construction and management of the real estate industry. Results-focused strategic planner with a proven capacity to succeed in a diverse and complicated legislative/regulatory environment. Able to satisfy the needs of a broad spectrum of cliental ranging from Fortune 100 companies to individuals. Recognized leader among industry peers serving as Board Member of National, State, and Regional building and development associations. Government appointee to Business Development Board, Economic Development Council, Impact Fee Task Force Committee, Building Official Search Committee and Real Estate/Construction Professional Services Advisory Committee.

#### **University of Maryland**

Urban Studies - Physical Design Management

#### **Bachelors Degree**

**Florida** Certified Building Contractor #1252901

### **PROFESSIONALEXPERIENCE**

#### **Martin County Government**

Real Property Manager

#### **Stuart, Florida**

October 2010 to Present

Responsible for managing the County's Real Property program including acquisition, conveyance and management of property interests.

- Negotiate and administer leases, Purchase/Sell agreements, real estate use agreements, easements and miscellaneous real estate documents in cooperation with the County Attorney's Office.
- Manage due diligence process for all real estate transactions and interests including title, environmental, appraisal, survey and economic analysis.
- Administer easement process for utility companies including FPL, Comcast, AT&T, City of Stuart Utilities, South Martin Regional Utility and Martin County Utilities.
- Coordinate Land Development Entitlement applications relating to real estate interests with Developers and Builders.
- Liaison with Local, State and Federal agencies including FDEP, FDOT, FIND, SFWMD and USACE.
- Assist County Attorney and outside legal counsel with Eminent Domain actions.

#### **Stuart South Group, LC**

Managing Member

#### **Stuart, Florida**

July 1998 to September 2010

Initiated, developed, directed and managed all opportunities for the company with major focus on management, acquisition, planning, financing, sales, development, and construction of real estate

- Coordinated and directed the site planning design and entitlement process integrating all governmental requirements of:
  - U. S. Army Corps of Engineers,
  - U.S. Fish and Wildlife Conservation Commission
  - Florida Department of Environmental Protection
  - Florida Departments of Transportation

- Florida Department of Community Affairs
- South Florida Water Management District
- Rezoning property within Counties
- Directed all construction activities from initial estimating and procurement thru final customer satisfaction while maintaining an impeccable safety record
- Directed all finance and accounting with emphasis on cash flow and capital requirements.
- Developed and maintained commercial banking relationships and secured financing for all projects totaling in excess of \$70,000,000
- Successful in conceiving, developing and executing sales and marketing program
- Performed as integral team member in the development of **BuildTopia** - Web-based software Construction Management system. Provided BuildTopia domain expertise and marketing/branding support during initial software development
- Completed the development and start-up of **A First Class Self Storage** - Managed all daily operations/finances. Expanded the facility three times increasing the value over \$13,000,000

**Bethany Builders**  
Founder

**Rockville, MD**  
April 1996 to July 1998

Contractor/Developer focused on residential construction and light commercial with future growth opportunities towards land development.

- Established presence in five locations before selling the company to employees in 1998.

**Madison Homes**  
Vice-President /Maryland

**Tysons Corner, VA**  
March 1994 to April 1996

Developed land development and construction operations of new division within 2 year old company.

- Organized and developed processes for budgeting and cost control, procurement of vendor services, permitting, field operations, customer service and project closeout

**Washington Federal Bank/VFSB**  
Commercial Loan Originator

**Washington, D.C.**  
March 1992 to March 1994

Provided loan origination and monitoring for long established Savings and Loan.

- Specialized in Acquisition, Development and Construction financing for land development and construction activities.
- Enhanced A,C&D services with permanent mortgages
- Awarded "Outstanding New Loan Officer" in 1992 and continued to exceed all performance goals throughout tenure

**Porten Companies**  
Vice-President Operations

**Bethesda, MD**  
August 1989 to February 1992

Established all activities relating to land development and construction of start up residential development and building company

- Organized and developed financial systems and processes for budgeting and cost control, procurement of vendor services, permitting, field operations, customer service and project closeout

**Coleman and Wood, Inc****Silver Spring, MD**  
July 1983 to August 1989

Commercial Developer/General Contractor in the Washington, D.C. suburbs specializing in construction and management of high tech facilities for large corporate clients.

Director of Interiors 1987-1989

Hewlett Packard Central Intelligence Agency  
IBM URS Corporation  
Par Technology Beringer-Manheim

- Selected by owner to launch a new division within company to business develop additional revenue opportunities and increase client base
- Provided complete P&L oversight of all tenant improvement activities including sales and marketing program, construction operations, and client satisfaction
- Strategically developed new client base emphasizing professional networking with interior design firms and facility management companies
- Successfully contracted with the noted companies for tenant remodeling and improvements at their facilities with profit margins in excess of 20%

Project Manager 1986

General Electric Government Systems

- Successfully completed a 65,000 s.f. design/build facility on budget and within a mission critical timeline. Vital importance for timely completion was to realize favorable tax treatment expiring 1986 year end
- Exercised full oversight and responsibility for all aspects of the projects including complete budget and job cost control, critical path project management and scheduling, quality control, permitting and building code compliance, project turnover and client satisfaction

Assistant Project Manager 1985

NASDAQ Computer Science Corporation

- Increased support responsibilities to Project Manager on NASDAQ's 85,000s.f. operational back up facility and CSC's 60,000 s.f. complex
- Represent company at meetings with Owners, Architects, Engineers and Government Agencies
- Provided timely and accurate status reports and facilitated critical information flow with all parties
- Monitored budget and cost control measures for all subcontractors and suppliers
- Ensured compliance with Safety Management procedures resulting in "Accident Free Jobsite" award for company
- Spearheaded procurement transition from Bidding & Estimating to Project Management protocols and accountabilities, resulting in increased buyout savings

Project Engineer 1983-1984

GTE Telenet Corporate Headquarters

- Assured compliance with project schedule for a successful on time completion of projects
- Provided operational support to Project Manager on 250,000 s.f. design/build facility featuring state of art communication and computer facility
- Reviewed and coordinated all shop drawings and product approvals for conformance with contract documents
- Monitored budget and cost control measures for all in-house field operations
- Established management control procedures for rapidly evolving documents in a fast-track design-build environment
- Successfully coordinated change order process to ensure concurrency between financial obligations and dynamic contract documents



JUN 28 2012

FLORIDA INLAND  
NAVIGATION DISTRICT**Thomas Green, P.E.**1250 NE 26<sup>th</sup> Terrace, Pompano Beach, Florida 33062

Mobile (954) 815-1395

Email: [tomsgreen7@hotmail.com](mailto:tomsgreen7@hotmail.com)**EDUCATION****UNIVERSITY OF FLORIDA**, Gainesville, FL.

May 2003, Bachelor of Science in Civil Engineering

University of Florida Honors College

**SKILLS**

- Florida Licensed Professional Engineer, No. 67558
- Knowledgeable in the following computer programs: AutoCAD, Land Desktop, ICPR (Drainage modeling), ProLog (Construction Management), E-Builder (Construction Management).
- Training with the following computer programs: SewerCAD.

**EXPERIENCE****URS Corporation**, Miami, FL.**Senior Engineer***April 2009 – Current*

- Worked on Port of Miami Bond Engineer Report for Miami-Dade County. Duties include inspection of sheetpile, rip-rap, bulkhead, buildings, roadway, and utilities. Responsible for quantifying damages, preparing a cost estimate for repairs, and preparation of report and exhibits.
- Responsible for Right-of-Way and Environmental Permitting for Florida Gas Transmission Company. Duties include Maintenance of Traffic plans, Dewatering Plans, and permitting through state agencies, county agencies, and local municipalities.
- Worked on John E. Preston Water Treatment Plant Onsite Chlorine Generation for Miami-Dade County. Duties included preparation of mechanical yard piping plans, specifications, and details.

**CYPRESS EQUITIES**, Fort Lauderdale, FL.**Project Engineer***September 2008 – December 2008*

- Worked on Royal Island located off the northwest tip of Eleuthera, Bahamas
- Responsible for installation of site utilities, mass grading, golf course, and service yard.
- Site utilities value is \$20 mil and consists of 7 miles of water, sewer, electric, and communications.
- Golf Course value is \$12 mil and consists of golf course grading, utilities, club house, and maintenance building.
- Service Yard value is \$20 mil and consists of reverse osmosis and waste water treatment plant.
- Duties include: participating in the management, scheduling, and coordination of construction; interpreting contract drawings, specifications, shop drawings, building codes, manufacturer's recommendations; reviewing Contractor's shop drawings, construction methodologies, contract deviations, and material substitutions; assisting with bid proposals and scopes of work.

**OSPREY DEVELOPERS**, Nassau, Bahamas.**Project Engineer***August 2007- August 2008*

- Oversaw material inventory and distribution for Phase II of the Radisson Hotel renovation on Cable Beach, Nassau. Project value \$80 mil. Responsible for material orders, tracking, loadout, inventory, and transportation for over 300 rooms, retail corridor, and convention room.
- Assisted with site layout and material inventory for private residence in Ocean Club Estates, Paradise Island. Project value \$8 mil. Responsible for construction supervision and coordination, site material inventory, tracking, and distribution, RFI's, and as-built surveys.

**MOSS & ASSOCIATES**, Fort Lauderdale, FL.**Project Engineer***May 2005- July 2007*

- Worked and lived on Chub Cay located in the Berry Islands of the Bahamas.
- Responsible for the dredging and installation of the first phase of the marina - \$21 mil. Oversaw the installation of 110 slips of concrete floating docks and the dock utilities, 4200 LF of sheetpile and concrete cap, and 100,000 CY of dredged material from the marina and entrance channel.
- Responsible for the installation and permitting of the site utilities - \$17mil. Oversaw the installation of lift stations, gravity sewer main, forcemain, reclaim water, watermain, high voltage electric, communications, and drainage wells. All pressure piping was done with HDPE.
- Responsible for the installation of the site hardscape - \$12mil. Oversaw and coordinated the installation of two bridges, keystone retaining walls, cast-in-place retaining walls, boardwalks, and marina promenade walkways.
- Assisted with the installation and permitting of the Reverse Osmosis Water Treatment Plant and Sewer Treatment Plant, 300,000 Gallon Water tank, 150,000 Gallon Reclaim Water Tank, steel frame building and pad, and building MEP - \$15mil.
- Duties included: review of shop drawings; managing change orders and RFI's; assisting with bid proposals, scopes of work, and bid packages; construction observation and supervision; value engineering; coordination and permitting with Bahamas Government; construction scheduling.

**CRAVEN THOMPSON & ASSOCIATES**, Fort Lauderdale, FL.

**Project Engineer**

*March 2003- May 2005*

- Assisted in quantity takeoffs, cost estimates, roadway grading, drainage modeling, and sewer modeling for Broward County Neighborhood Improvement Projects which included several phases of 30+ acres, and each phase consisting of 300+ residences.
- Lead engineer for City of Miramar Fire Station. Responsible for project coordination, permitting, site visits, grading, water, sewer, and drainage design and modeling, and coordination between client, architect, and permitting agencies.
- Lead engineer for Regal Cinema in Miramar. Responsible for demolition plans, project coordination, drainage design and modeling, and permitting.

## **ALLAN HOOKER**

1529 EMMA LANE

NEPTUNE BEACH, FL 32266

E-MAIL: [AHOOKER1529@GMAIL.COM](mailto:AHOOKER1529@GMAIL.COM)

904-487-3967

### **OBJECTIVES**

To obtain a position where my diverse background in the environmental sciences; proven record of managing the administrative and technical aspects of natural resources permitting projects; rich set of skills in biological assessments and environmental planning; experience with marine and freshwater construction; preparing detailed proposals, work scopes, budgets, contracts, and permit applications; skills in working with coworkers, clients, stakeholders, and others; high quality technical writing and editing; strong oral communication skills; analytical skills; and consensus building capabilities can be applied.

### **SUMMARY OF QUALIFICATIONS**

High energy, conscientious, highly organized, results oriented professional with a fifteen-year record of developing and implementing corporate policies and procedures, and twenty years of experience in administrating, planning and performing environmental resource permitting with the U.S.Army Corps of Engineers, Florida Department of Environmental Protection, and various water management districts; project management; proposal and contract preparation; performing biological and ecological assessments; staff interaction/mentoring; business development; and working on numerous projects and tasks concurrently. Major strengths include high competency; innovative thinking; excellent written and oral communication skills; attention to details; interpersonal skills with coworkers, stakeholders, agency representatives and others; and equally proficient being part of or leading a project team, or working independently.

Project experience spans terrestrial, freshwater, estuarine, coastal and benthic communities, encompassing marinas including dredging and dredge spoil disposal permitting; crop and livestock farms; regional malls and similar commercial developments; surface mines; electrical transmission lines and facilities; natural gas pipelines; buried fiber optic line; residential subdivisions; schools; airports; highways; park; and bridges. Projects typically included one or more of the following: demonstration of wetland impact avoidance/minimization, alternatives analysis, wetland/upland habitat restoration, wetland creation, nuisance species control, mitigation banks, nonpoint source pollution issues, storm water runoff treatment ponds, riparian buffers, and filter strips.

### **Business Administration**

Standardize and simplify corporate approach via policies and procedures development and implementation. Develop short- and long-term corporate plans, including success metrics and milestones. Direct and mentor coworkers. Routinely compose highly detailed proposals, budgets and contract language for complex natural resource and land use projects. Proficient in managing project budgets and finances, and preparing detailed invoices.

### **Project Management**

Provide technical leadership for both the office and the field elements of wetlands, protected species, compliance, ecological and biological assessments, and natural resources permit application projects. Experience encompasses developing concise, client responsive scopes of work; writing proposals; project planning and staffing, i.e., establishing scope, staff hours, staff assignments, budget, and schedule; establishing cost estimates; ensuring work product quality; and advocating client position during liaison interactions with agencies. Understand the importance of and proficient in developing strong internal and external team rapport. Able to take an involved project or problem, break it into its constituent elements, establish an approach for evaluating each element, identify optimal pathways and outcomes, and deliver results on time and at or below budget.

### **Public Relations**

Speak at public hearings, presenting information and data in support of clients' projects. Provide written responses to public and regulatory agency information queries.

### **Technical**

Accomplished in conducting flora and fauna surveys; benthic surveys, seagrass surveys; biological assessments; review of distribution and range maps; threatened and endangered species surveys; pedestrian and vehicular transect surveys; visual and aural identification of biota; critical habitat identification; wildlife habitat requirements; wildlife management plans; wildlife database research; gopher tortoise relocation permitting; ESA documentation; nuisance and exotic pest species control/management; renewable resource management plans; life cycle, life processes, and life history of plants and animals; scientific method; research techniques; collection, management and analysis of biological data regarding interrelationships of organisms and the environment; review and preparation of documents concerning land use classification, land cover and land forms; photo interpretation of habitat and land cover types; potential and realized habitat impact analysis; CWA documentation; NEPA documentation (Environmental Impact Statements, Environmental Assessments; Categorical Exclusions, Findings of No Significant Impact); regulatory agency liaison (Florida Department of Environmental Protection, water management districts, Environmental Protection Agency, National Marine Fisheries Service, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, and local agencies); wetland delineations; preparation of USACE 404 and related state and local permit applications to impact natural resources;

functional assessments (Wetland Rapid Assessment Procedure, Uniform Mitigation Assessment Method,); mitigation site design and permitting; mitigation bank permitting; use of dichotomous keys; and measurement of field metrics including pH, temperature, salinity, dissolved oxygen, redox, etc. Use Microsoft Word for document preparation.

## **PROFESSIONAL ACCOMPLISHMENTS**

Managed over 400 development projects involving impacts to regulated natural resources. The projects varied in size from less than an acre to several thousand acres. The project budgets ranged up to approximately one million dollars. Each endeavor involved contract preparation, budget development, client relations, assessment of onsite natural resources, permit application preparation, mitigation considerations/design, regulatory agency interactions, and project leadership.

Designed scores of nonpoint source and point source pollution attenuation systems in concert with civil engineers. Factors determining the selected system included identification of the pollutants and their bioavailability; assessment of onsite and offsite physical conditions and opportunities/constraints; evaluation of individual and combination pollution management systems; treatment effectiveness; costs projection; and system ranking.

Designed over 500 acres of successfully restored and manmade wetlands, involving dozens of projects. Each wetland restoration and creation project accounted for hydroperiod and salinity tolerances of the installed plant species, flow and tidal velocities and fluctuations, if any, as well as the engineering aspects of water levels relative to maintaining drainage and positive outfall.

Developed the nuisance species removal/grading/planting/monitoring plans for numerous upland habitat restoration projects.

Developed a matrix for evaluating and ranking potential wetland mitigation sites. The matrix was used by the Florida Department of Transportation.

Supervised the contract services for over 150 Jacksonville Transportation Authority projects completed from 2001- 2010.

Conducted or supervised wildlife surveys on over one hundred sites ranging in size from a few acres to few thousand acres. The surveys included threatened and endangered species database reviews; on-site surveys of all observed flora and fauna; and the preparation of reports discussing the methodology and results, and the implications of observed or suspected listed species.

Composed the format and text used in the overwhelming majority of the proposals prepared by a recent employer, Environmental Resource Solutions, Inc. Wrote the majority of the text in their website. Composed the majority of the text in their corporate Statement of Qualifications.

Prepared the natural resources associated elements of the Environmental Impact Statement for the Jacksonville Transportation Authority's Rapid Transit System.

## **EMPLOYMENT HISTORY**

January 2012-Present: McTish Kunkel & Associates, Inc., Environmental Manager

July 2010-December 2011: Destination Environmental Consulting, Inc., Founder and Senior Ecologist

1996-July 2010: Environmental Resource Solutions, Inc., Vice President

1989-1996: Biological Research Associates, Inc., Vice President

## **EDUCATION**

M.S. Marine Science, University of Alabama

B.S. Environmental Science, Rutgers University

## Professional Experience

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**10/03-Present Malcolm Pirnie Inc. / Arcadis-US White Plains ('03-05), NY& Fort Lauderdale, FL ('05-'12)**  
*Environmental Engineer- Red Oak Consulting Division*

### Managerial/Business

- Executed environmental cleanup operations during disaster events (i.e. Hurricane Wilma).
- Procured and managed sub-contractors to perform various environmental investigation services: sediment and soil testing, soil boring, geotechnical services, tree surveys, laboratory testing, material testing services, and surveying.
- Managed the weekly work load of junior staff engineers.
- Secured new clients; increased work opportunity for the firm by \$7 million.
- Researched proposals and grant opportunities for environmental remediation funding.
- Facilitated tasks regarding personnel, project forecasting, and reviewing/improving finalized invoices through company developed software services (PM2012).
- Attended and presented at many professional technical engineering conferences such as AWWA, NAWTEC, ASCE, Florida's Governors Conference, and WEFTEC.

### Technical

- Currently serving as the lead contract administrator for the construction of a new \$677 million waste-to-energy plant in Palm Beach County.
  - Developed the FDEP permit for approval and siting of the project.
  - Prepared the community outreach program for approval of the project.
  - Assisted with the minimal design criteria associated with the project.
  - Participated in the development and issuance of the RFP for the project.
  - Provided the engineer's independent opinion on the received bids for the project.
  - Upon completion of design phase will serve as a resident engineer overseeing construction of the facility.
- Lead Project Engineer: directed the permitting/design for the expansion of the 12.1 acre Ash Monofill in Broward County.
  - Coordinated with the FDEP power plant siting office.
  - Adhered to de-mucking practices and disposal of spoil materials.
  - Collaborated with the USACE for a dredge permit and mitigation of on-site wetlands.
  - Orchestrated the relocation of power lines with assistance from FP&L.
  - Current Resident Engineer overseeing construction of the project valued at \$10.7 million.
- Developed an experimental program for the City of Hollywood jointly with Broward County Waste and Recycling Services for alternative beach re-nourishment material involving the use of County's collected recycled glass, pulverizing it, and testing it as substitute for traditional sand.
- Coordinated with the Solid Waste Authority of Palm Beach County during Hurricane Wilma in 2005 to efficiently and effectively clean up the county; abided by FEMA regulations for reimbursement through the emergency disaster relief fund.
- Performed Bond Engineer duties related to the Solid Waste Management System for Miami Dade County; ensured compliance with State FDEP regulations for operation and maintenance of a solid waste system.
  - Prepared annual financial surety forms on behalf of the County to be in compliance with FDEP Regulations
  - Evaluated remediation techniques to restore mangroves and contaminated land to FDEP/EPA standards.

- Resident Engineer at the refurbishment of a 1,800 tpd RDF style Waste-to-Energy (WTE) Plant in Palm Beach County valued at \$200 million; oversaw RFIs, submittals, change orders, turnover packages, performance, payment applications, and acceptance testing.
- Reviewed legal briefings and supporting documentation to assist senior engineer in providing expert technical witness representation in litigation case for AIG environmental.
- Surveyed 31 active landfills on the island of Puerto Rico in conjunction with EPA Sub-title D regulations for landfill design and operation to develop a solid waste master plan and best management practices for the client.
- Wrote Phase I & Phase II environmental site assessments related to real estate transactions, insurance requirements, EPA mandated regulations in both Miami Dade and Broward counties.
- Wrote Citizen Participation Plans, Health and Safety Plans, State and Federal applications for permits and grants to off-set the project cost for private and municipal clients.
- Prepared engineering cost estimates for remediation projects ranging from \$300 thousand to \$7 million.
- Performed industrial facility inspections related to OSHA, NFPA, EPA, & FDEP regulations.
- Assisted with the development of 'HAULPass'— a wireless data management system in both English and Spanish.

### **Environmental Health and Safety**

- Developed and implemented corporate safety programs for the Fort Lauderdale (FTL) office.
- Reviewed project work scopes to determine health and safety plan requirements for south Florida projects.
- Performed ISO9000 audits of tenant clients for Miami Dade Airport.
- Performed safety inspection audits of manufacturing and industrial clients to prevent and trouble shoot OSHA, NFPA, ASME, and ASTM mandated regulations.
- Performed safety inspection audits of the two recycling centers in Broward and Palm Beach counties to improve efficiency and worker safety requirements; thus reducing work loss time and mitigate risk.
- Performed construction safety inspections on a \$200 million retrofit of a power plant in West Palm Beach.
- Assisted clients with the evaluation of regulation changes pertaining to air quality standards and performed both the modeling and cost impact associated with the draft proposed FDEP change; cost component included: capital investment, O&M costs, and associated consumables over a 20 year life cycle period.
- Served as the lead H&S staff engineer at last three project sites; documented: close calls, MSDS logs, manifesting, emergency response, HASPs, deminims spills, and noncompliance events.
- Performed monthly tailgate style meetings regarding safety; including brown bag luncheons on SOP, risk management, and company initiatives (i.e. safe driving protocols).

**08/03-10/03      New York City Department of Environmental Protection      Lefrak City, NY**  
*Environmental Engineer- Department of Bureau of Water and Sewer Operations (BWSO)*

- Monitored clean drinking water system for NYC, in addition to construction oversight of water tunnel 3.
- Prepared emergency evacuation plans and Health and Safety Plans (HASPs) for BWSO facilities.

**06/00-07/03      Consolidated Edison of N.Y.      Flushing & Astoria, NY**  
*Environmental Health & Safety Manager*

- Administered environmental compliance standards and internal audits for all company owned properties.
- Responsible for 3-year safety audits of Risk Management Plans.
- Prepared presentations for the Department of Environmental Conservation (regarding federally mandated consent order).
- Prepared SARA Title III filings (community right-to-know) and 209U reports for the southern region substations.



## Education

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1999-2003	The Cooper Union for the Advancement of Science and Art Albert Nerken School of Engineering	New York, NY
	• <b>BS, Engineering</b> Concentration in Environmental Engineering	
1999	La Universidad Complutense de Madrid ( <i>Summer Abroad</i> )	Madrid, Spain

## Professional Associations

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- President of the Broward County Chapter of the American Society of Civil Engineers '07-'12
  - Prepared board agenda meetings, coordinated guest speakers for monthly seminars, organized community and government outreach events, determined annual budget, and developed charity events to raise funds on behalf of the organization.
- Solid Waste Association of North America- Florida Sunshine Chapter '07-'12
- Broward County Puerto Rican Chamber of Commerce '07-'12
- Executive board member for Emerge Broward- Engage Co-Chair '10-'12

**Awards:** 2011 ASCE Citizen Engineer

**Honor Societies:** Order of the Engineers, Cooper Union Ambassadors, Zeta Psi Fraternity

**Volunteer Work:** *Broward County:* Coalition for the Homeless, Lighthouse, Broward Park & Recreations, Gilda's Club, Deliver the Dream, Jack & Jill, Red Cross, Hands on Broward, Women in Distress, and Habitat for Humanity.

## Skills

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- Yellow Belt Six Sigma Certified
- AutoCAD 14, 2000, 2004, 2008
- Microsoft Office Suite
- FEMA NIMS certified IS100, 200, & 700
- OSHA 40 hr HAZWOPER
- OSHA Confined Space trained
- OSHA 10 hr Construction Outreach certified
- Defensive Driver & Sexual Harassment trained
- Red Cross CPR certified, First Aid, & Fit Tested
- Construction Documents Technologist certified
- Primavera- Contract Manager software

**OBJECTIVE** To obtain a position offering me the opportunity to utilize my 13 years of professional experience with the District and to provide proven skills for the continued growth and success of this one-of-a-kind organization.

- HIGHLIGHTS**
- ♦ Versatility to deal with diverse situations under changing parameters
  - ♦ Initiative to identify and focus on issues before they become a crisis
  - ♦ Strong problem-solving skills
  - ♦ Strong oral and written communication skills
  - ♦ Able to perform under pressure of deadlines and follow-through on projects
  - ♦ Professional attitude and conduct

<b>AWARDS, CERTIFICATES, GRANTS &amp; SPECIAL SKILLS</b>	USFWS-Manatee Protection Award	2003
	FIND-WAP- Grant Recipient- Martin County Growth Management	1993-94
	USACE Wetland Delineator	1994
	NPDES Storm water Management Inspector	2003
	Security Clearance-NASA-Kennedy Space Center	2006
	Security Clearance -Port Everglades-Broward County	2012
	NAUI-Certified Diver	1981

Advanced skills in Microsoft software: Word, PowerPoint, Excel and Access

Auto-Desk(Auto-cad), Arc-view, Adobe Illustrator, Adobe Professional, Outlook Express, Map Info, Desktop Publishing, Microsoft Publisher.

**EMPLOYMENT HISTORY**  
August 1998 to Present

**Field Projects Coordinator**

**FLORIDA INLAND NAVIGATION DISTRICT –Jupiter, Florida**

- ♦ Managed, maintained, contracted and supervised the District's 4800 Boating Safety and Manatee signage within the District's 11 county jurisdiction from 1998 through 2006
- ♦ Manage, maintain, contract and supervise all activities on the District's 60 Dredge Material Management Areas. i.e.: site mowing, well monitoring, fence repair, exotic removal
- ♦ Coordinate with USACE on: dredging activities, site construction, long range planning, site preparation and usage
- ♦ Develop and maintain forms used internally and externally, i.e.: Dredge Material Management Areas inspection forms, WAP & CAP grant inspections, emergency management site documentation
- ♦ Manage and maintain District vehicles and vessel and equipment
- ♦ Assist USACE with: site plane development and review, permitting, and developing project specification standards
- ♦ FEMA District Liaison: coordinate, contract, process and supervise all projects included in Florida's natural disasters 2004-2007 Hurricanes: Jeanne, Frances and Wilma and Tropical Storm: Fay
- ♦ Develop District Bid Documents: create site aerial maps, spread sheets and specification criteria for projects i.e.: exotic removal projects, fencing projects, well installation and monitoring projects, threatened and endangered species review projects
- ♦ Prepare Agenda Items: Manatee sign projects, Land management projects, District Vehicle purchases
- ♦ Quality Assurance/Quality Control Standards review of the District's Dredge Material Management Areas construction projects i.e.: BR-DANIA, BV-52, BV-NASA, DU-9, IR-2, MSA- 434A & MSA-434C, MSA-641, SL-2, V-26 and V-29
- ♦ Coordinate with Regulatory Agencies: FDEP, FDOT, FWC, USFWS, USGS, and Water Management Districts regarding on site compliance with permits
- ♦ Attend / participate/ provide input: at County, State and Federal meetings with regard to the Intracoastal Waterway, Manatee signage, District's future land use, wildlife protection
- ♦ Coordinate with Law Enforcement: Federal, State, and local enforcement regarding trespassing, vandalism, property damage and speed zone signage enforcement
- ♦ Provide internal and external customer service: i.e.: phone calls, walk-in inquiries, aerial map reviews, common question about the ICW
- ♦ Community outreach: coordinate, assemble and disassemble the District's outreach display, also attend when needed

**EDUCATION HISTORY**

Florida Institute of Technology: BS -Aquaculture/ Environmental Engineering –Degree-1988

Florida Atlantic University: Masters Classes -Environmental Engineering 1992-93

Florida Atlantic University: MBA Candidate-2012



# FLORIDA INLAND NAVIGATION DISTRICT

August 7, 2012

COMMISSIONERS

DONN R. COLEE, JR.  
CHAIR  
PALM BEACH COUNTY

GAIL KAVANAGH  
VICE-CHAIR  
ST. LUCIE COUNTY

E. TYLER CHAPPELL  
TREASURER  
BROWARD COUNTY

J. CARL BLOW  
SECRETARY  
ST. JOHNS COUNTY

BRUCE D. BARKETT  
INDIAN RIVER COUNTY

AARON L. BOWMAN  
DUVAL COUNTY

S. NORMAN BRAY  
NASSAU COUNTY

T. SPENCER CROWLEY, III  
MIAMI-DADE COUNTY

DONALD J. CUOZZO  
MARTIN COUNTY

NANCY J. FREEMAN  
VOLUSIA COUNTY

JONATHAN S. NETTS  
FLAGLER COUNTY

JERRY H. SANSOM  
BREVARD COUNTY

DAVID K. ROACH  
EXECUTIVE DIRECTOR

MARK T. CROSLEY  
ASSISTANT EXECUTIVE DIRECTOR

To: Personnel Committee  
From: David Roach and Mark Crosley  
Subject: Assistant Executive Director Search, Final Selection Process

The Committee previously discussed and approved the following selection process.

On the Friday before the September Board Meeting the Personnel Committee members and staff will conduct one on one interviews of the final candidates. Staff has arranged for individual interview rooms at the hotel. Interviews will be 10-15 minutes each for a total of 1.5 hours if 5 candidates are interviewed.

Since we have a Tax Hearing in Juno Beach at 5:30p.m., the interviews have to start by 3pm. Candidates will also be encouraged to attend the Community Outreach Event that evening which follows the Tax hearing and mingle with all Commissioners and staff.

On Saturday, a Personnel Committee meeting will be held in the morning and one of the following needs to occur (this part wasn't previously discussed):

- The Committee discusses the candidates and makes a selection for recommendation to the full Board, or
- The full Committee interviews each candidate, then ranks the candidates for recommendation to the full Board.

The full Board then approves the Personnel Committee's candidate(s) recommendation during the Board meeting.

Personnel Committee Memo

Page Two.

Staff respectfully suggests the following final selection process which staff believes would be more efficient and allow more commissioners to participate in or attend the interview process. The suggested process eliminates the individual interviews and would replace that with Committee interviews where staff and other commissioners could be present. This would allow everyone to hear the same information from the candidates so then everyone would base their decision on the same information.

The candidates would be invited and encouraged to attend the September Community Outreach Event where they could be individually engaged by commissioners and staff.

The next day the Personnel Committee would meet in the morning and interview the candidates. The interviews would be open to attendance by other commissioners, staff and the public. After all interviews are completed, the Committee would discuss the candidates and rank order them for recommendation to the full Board.

This process is the process the District utilized to select the current Assistant Executive Director.