

**Personnel
Committee Meeting
May 19, 2023**

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

8:30 a.m. Friday, May 19, 2023

**Miami Marriott Biscayne Bay
1633 N Bayshore Drive
Miami (Miami-Dade County, FL 33132)**

Committee Members

**Committee Chair Spencer Crowley, Commissioners Carl Blow, Buddy Davenport,
Steve Boehning, and Lynn Williams**

Item 1. Call to Order.

Committee Chair Crowley will call the meeting to order.

Item 2. Roll Call.

Assistant Executive Director Janet Zimmerman will call the roll.

Item 3. Additions or Deletions.

Any additions or deletions to the committee meeting agenda will be announced.

RECOMMEND: Approval of a final agenda.

Item 4. Public Comments.

The public is invited to provide comments on issues that are NOT on today's agenda. All comments regarding a specific agenda item will be considered following the Committee's discussion of that agenda item. *Please note: Individuals who have comments concerning a specific agenda item should make an effort to fill out a speaker card or communicate with staff prior to that agenda item.*

Item 5. Reclassification of Field Project Coordinator to Director of Operations

Staff are requesting approval and salary increase for the reclassified position of field project coordinator. This position is being reclassified to Director of Operations with the attached job description and corresponding pay range.

(Please see back up pages 3-6)

RECOMMEND: Approval to the full Board for the reclassification of Field Project
Coordinator to Director of Operations

Personnel Comm. Agenda**May 19, 2023****Page 2.****Item 6. Committee Discussion and Recommendations for the Position of Assistant Executive Director.**

The Committee should discuss the candidates and suggest an ordered ranking to the full Board.

(Please see back up pages 7-19)

RECOMMEND Approval to the full Board of a recommended ranking order of interviewed candidates for the position of Assistant Executive Director for the Florida Inland Navigation District.

Item 7. Additional Agenda Items or Staff Comments.**Item 8. Additional Commissioners' Comments.****Item 9. Adjournment.**

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**FLORIDA INLAND NAVIGATION DISTRICT
JOB DESCRIPTION – DIRECTOR OF OPERATIONS**

Director of Operations is responsible for the administration and coordination of the District's property management and dredging operations. This position will be responsible for contributing towards a positive and collaborative working environment. This is a professional position working under the general direction of the District's Executive Director.

ESSENTIAL FUNCTIONS: (The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a reasonable assignment to the position.)

Property Management and Coordination

- Actively manage all FIND owned real property. Exercise nominal surveillance of property on which easements are held to benefit the Waterway.
- Plan, coordinate and oversee the DMMA Rejuvenation Program to meet the requirements of the USACE for maintenance of the Waterway.
- Monitor and update property leases and use agreements with local governments and contractors.
- Manage and monitor site tenants for stipulations of executed agreements. Suggest and implement parameters and improvements for third party operations utilizing FIND sites.
- Prepare contracts for projects to be performed by contractors or consultants. Monitor performance of all contracts.
- Make final construction site inspections and close out projects including final audit as required.
- Coordinate the installation of all signs that may be erected by the District. Coordinate with proper authorities for posting and enforcement of no trespassing orders, cleanup orders etc, as needed.
- Maintain all District vehicles and field operations equipment in good working order by performing minor repairs or the scheduling of professional services work. Keep maintenance records on all equipment.
- Participate with the Spoil Island Working group on behalf of FIND. Coordinate spoil islands work with FDEP Aquatic Preserve staff to insure proper implementation of the IRL Spoil Island Management Plan.
- In concert with the Executive Director, develops spoil island projects including coordination of design, permitting, and construction.
- Coordinate all field operations that may be conducted by the District.

DMMA Management:

- Manage activities of consultants in preparing updates to FIND's Long-Range Dredge Material Management Plans.
- Responsible for the efficient and effective coordination and accomplishment of the planning, scoping, design, construction, and direction of assigned dredging projects and DMMA construction.
- Establish a Dredge Material Management Area (DMMA) evaluation and upkeep program and implement a yearly inspection schedule for all District properties.
- Establish a thorough reporting procedure to allow for all anticipated site activities, insuring proper site preparation, maintenance, and use.
- Recommend site improvements, prepare bid and contract documents, receive bids and supervise work as required (typically dredging, well monitoring, mowing, site security, fencing, landscaping, etc.).
- Manages DMMA construction and dredging project permitting and project management to include scheduling, budget, consultant and contractor coordination and management of assigned projects.
- Assist in the acquisition, permitting and construction of dredge material management sites.

GENERAL ADMINISTRATIVE

- Performs a variety of tasks in assisting the Executive Director in the administration, planning, and direction of the Navigation District.
- Assists in coordination between FIND and the U.S. Army Corps of Engineers, State, County, and local governments.
- Serve as Districts' primary point of contact for the general public, contractors, and federal, State and local agencies on assigned projects.
- Monitor project performance to assure the commitments of all parties are being maintained.
- Provide monthly status reports on assigned projects to the Executive Director.
- Comply with applicable public records laws.
- Work with the Executive Director to prepare the 5-year plan.
- Assists in the preparation of the District budget as necessary.
- Prepares contracts for projects to be performed by contractors or consultants as necessary.
- Monitors performance of contracts including preparation and updating of databases, monitoring forms, progress schedules, inspection schedules and financial reporting
- Assist in implementing the District's commercial and industrial access plan, working with local governments and contractor coordination.
- Attend Board meetings as requested, prepare agenda items and associated backup material, present assigned projects to the Board at meetings.

- Represent the District at meetings or conferences as required.
- Oversee the maintenance of property records and permanent files of the District, including maps, engineering data, legal descriptions, easements and deeds.
- Remain familiar with changing conditions on all reaches of the IWW and OWW
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Must meet the knowledge, abilities, skills, education and experience requirements as prescribed by the District.

Work Conditions and Characteristics/Physical Requirements:

- Assigned work may require regular and reoccurring construction inspections in which there is considerable amounts of driving, walking, bending, and climbing.
- Ability to work independently and multitask effectively.
- Ability to lift and carry 50 lbs.
- Ability to operate a PC.
- Good verbal, writing, analytical and problem-solving skills.
- Enthusiastic, positive solution-oriented attitude.
- Ability to work well with the Executive Director, Board of Commissioners, Army Corps of Engineers and FIND staff.
- This position will require regular overnight travel within the 12 District Counties (Nassau County south through to Miami-Dade County).
- Incumbent is required to possess and maintain a valid Florida driver's license and pass security clearances.
- Other duties as assigned.

Pay Scale:

Min.	Midpoint	Max.
\$99,290	\$130,908	\$162,527

Position Screening Criteria

Required

Bachelor's degree in engineering, architecture, building construction, public administration, or planning required and seven years of progressively responsible management experience in land development and construction, environmental management, waterway-related construction, or a closely related field; computer expertise in Microsoft Office Suite (Word, Excel, PowerPoint) and the ability to independently travel, often overnight. Ability to lift and carry 50 lbs. Must possess a valid Florida driver's license within 30 days of hire. This position will be located at

the District's Jupiter office.

Preferred

Advanced degree or engineering certificate/degree

Experience with project management, including the scheduling, budget, control and management of assigned projects, marine infrastructure design or construction experience.

Knowledge of USACE, FDEP, WMD permitting requirements for waterway projects

Knowledge of Florida's Waterways and/or Marine Industry

Boat handling experience/ FL Boating certification

FLORIDA INLAND NAVIGATION DISTRICT

JOB DESCRIPTION – Assistant Executive Director (Grants Administration)

Assistant Executive Director is responsible for the administration and coordination of the District's Assistance Programs. They are responsible for contributing towards a positive and collaborative working environment. This is a professional position working under the general direction of the District's Executive Director.

ESSENTIAL FUNCTIONS:

ASSISTANCE PROGRAMS

- Administer and coordinate the District's Assistance Programs.
- Notifies governments as to times, dates, and criteria required for Assistance Program submittals.
- Compiles all Assistance Program submittals received and review with the Executive Director.
- Solicits additional information required to complete or clarify the application.
- Submits Assistance Program applications to Commissioners in time for their review prior to the Board's Program review and selection meetings each year.
- Notifies Program applicants of Assistance Program awards.
- Prepares Assistance Program Project Agreements for each Program recipient and have all documents processed prior to project implementation.
- Processes program payments in concert with the Finance Director.
- Inspection projects to verify compliance with the project agreement. Close out projects including final audit as required.
- Reviews and responds to correspondence and communication concerning the Assistance Programs.
- Supervises the Small-Scale Spoil Island Enhancement and Restoration Program.
- Supervises the Waterway Cleanup Program.
- Supervises the Small-Scale Derelict Vessel Removal Program.
- Coordinates community sponsorship activities.

GENERAL ADMINISTRATIVE

- Performs a variety of tasks in assisting the Executive Director in the administration, planning, and direction of the Navigation District.
- Acts as Chief Administrative Officer in the absence of the Executive Director. Works with the Executive Director to formulate policies and programs. Implements Board policies and actions as directed.
- Assists in coordination between FIND and the U.S. Army Corps of Engineers, State, County, and local governments.
- Assists in the preparation of agendas for Board meetings including any required backup materials.

FLORIDA INLAND NAVIGATION DISTRICT

JOB DESCRIPTION – Assistant Executive Director (Grants Administration)

- Assists and coordinates the Community Outreach and Public Relations Programs, including the District's website and all display materials.
- Attends and participates in all meetings of the Board.
- Assists in the preparation of the District budget as necessary.
- Prepares contracts for projects to be performed by contractors or consultants as necessary.
- Monitors performance of contracts including preparation and updating of databases monitoring forms, progress schedules, inspection schedules and financial reporting.
- Attends local county, state, and federal meetings pertaining to or impacting on the waterway management or operation.
- Supervises Districts personnel in support of these responsibilities. Prepares monthly status reports for District projects and programs.
- Performs other duties as assigned.

Advertised Starting Salary range: \$125,000 - \$160,000.

Pay Scale:

Min.	Midpoint	Max.
\$125,095	\$162,041	\$198,987

MINIMUM QUALIFICATIONS:

Must meet the knowledge, abilities, skills, education and experience requirements as prescribed by the District. Must have a valid driver's license.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without correction)

Ability to communicate both orally and in writing.

Ability to operate a PC.

Ability to lift and carry 50 lbs.

ENVIRONMENTAL CONDITIONS:

Work inside, in an office environment and occasionally outdoors.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

CHRISTOPHER KELLEY

5 Sea Oaks Drive, St. Augustine, FL 32080 · (904) 315-9892

2/14/2023

Dear Mr. Crosley,

It has come to my attention that there is a position becoming available for the Assistant Executive Director with the Florida Inland Navigation District. I hope that you will find that my professional and personal experiences will uniquely qualify me to fill this role and responsibility to the AICW. I have attached my resume for your review.

As owner/operator of Mobius Marine for the past 12 years, I have assumed many necessary roles to propel marina redevelopment projects forward. Some of those roles include dockmaster, marina manager, grants procurement and administration, as well as plan review, construction design, construction management, and permitting. I have come before the FIND board many times to provide presentations and updates on my projects for the Town of Marineland. I attended numerous FIND outreach events in Flagler and St. Johns Counties and have a great appreciation of the District's mission.

FIND's Waterways Assistance Program has provided the necessary matching funds for my ability to secure over \$2.5 million in grants with the Flagler County TDC, the Florida Boating Improvement Program, the Boating Infrastructure Grant Program, and the Clean Vessel Act. None of these grants would have been possible without FIND and I would like to work with other municipalities to provide comparable opportunities to benefit the continuous navigation and public access to the AICW.

For the past 15 years I have also been the owner/operator of Ripple Effect Ecotours, a boat and kayak tour company, with a proven model of balancing outdoor recreation with environmental education. My role as a lead instructor for the University of Florida Master Naturalist Program has kept me current in the conversations around the community with an understanding of the need to properly manage these coastal resources.

As chair of the Marineland Stakeholders group for 8 years, I was responsible for bringing together a dynamic group of scientists, policy makers, educators, managers, and developers for productive conversations. These ranged from the branding of a municipality and finding creative solutions to challenging issues such as marina development, utilities, easements, and adherence to the Town's Comprehensive Plan. From 2010 to date, I have attended and participated in all but four of the Town of Marineland commission meetings including workshops, budget meetings, and CRA meetings. My commitment to the Town has provided me with an in-depth knowledge of the Town of Marineland government operations including government agenda preparation, government notifications, and monthly meeting minutes. I also participated in the 2014 and 2022 Town of Marineland Comprehensive Plan updates.

My personal experiences mirror my professional commitments. When not in the office, I can be found fishing and traveling the AICW with my wife of 26 years, our daughter, and our Labrador Retriever on our 43' catamaran. We have made at least six trips from St. Augustine to Miami and back on the AICW in the past five years on our way to the Bahamas or the Florida Keys. I am keenly aware of AICW controlling depths as well as bridge heights and the need to properly manage these. As a licensed captain, I have operated vessels from 20'-62' on the AICW from Charleston to Key West. I plan to utilize my professional qualifications and personal passions for maritime recreational opportunities to assist in securing this wonderful access to the waterway for generations to come.

Thank you for your consideration, I look forward to an opportunity to enhance the continued effectiveness of the Florida Inland Navigation District.

Sincerely,
Chris Kelley

CHRISTOPHER KELLEY

5 Sea Oaks Drive, St. Augustine, FL 32080 · (904) 315-9892

Chris@MobiusMarine.com

PROFESSIONAL EXPERIENCE

Founder and President

2010 – Present

Mobius Marine, Inc.

Marina/property management company in Northeast Florida for the following properties:

Marina Manager

2010 – Present

Town of Marineland Marina - 50 slip transient gateway to the Town of Marineland

Oversee all aspects of the operations and reconstruction of the marina including the following:

- Applied and secured permits from the DEP and ACOE for dredging/marina construction
- Provided contractor support and onsite oversight
- Managed dredging operations and onsite spoil site
- Managed dock construction, marina office building construction, and plan review
- Managed grant procurement, awards, and administration
- Assisted the Town staff in creating agendas and followed up with meeting minutes
- Created marina policies for Rules and Regulations and Dockage Agreements
- Implemented a Hurricane Plan and Panic File for marina operations
- Managed a staff of six employees
- Assisted Town staff with Comprehensive Plan updates and review
- Planned ribbon cutting events for Phases 1 and 2 in 2011 and 2018
- Assisted the Town in a procuring a planning grant from the DEO for a Utility Feasibility Study
- Managed FWC Derelict Vessel Removal Grant Program
- Applied for and maintained DEP's Clean Marina Designation
- Attended commission meetings including workshops, budget, and CRA meetings

Marina Manager

2017 – Present

Palm Coast Marina - 85 slip full-service marina with fueling station located in the City of Palm Coast, FL

- Implemented a new POS system and replaced the dated fueling station
- Managed a staff of seven employees

Property Manager

2014 – 2019

Marine Park of Flagler - Management of this 37-acre coastal redevelopment site included:

- Provided management oversight for the privately owned utility
- Organized development meetings including investors, builders, engineers, and architects

Founder and President

2007 to present

Ripple Effect Ecotours, Inc.

Boat and kayak touring company in Marineland, FL balancing recreation with environmental education by fostering partnerships with several 501c3 non-profit organizations

- Lead Instructor for the Coastal Module of the Florida Master Naturalist Program
- USCG Licensed Captain
- Managed a staff of six employees

Chairman – Marineland Stakeholders Group

2011 to 2019

Michael Stahl

Executive Environmental Professional



561-254-4233



1151 SW Tiburon Way
Palm City, FL 34990



Mstahl20@gmail.com

Mark Crosley
Executive Director
Florida Inland Navigation District

February 19, 2023

Dear Mr. Crosley:

As a 20-year environmental professional in the public sector with direct experience collaborating with the Florida Inland Navigation District (FIND), I am excited for the opportunity to offer my expertise and enthusiasm to your team in the Assistant Executive Director position.

During my tenure with Palm Beach County's Department of Environmental Resources Management (ERM), I have appreciated the opportunity to gain extensive knowledge and experience with multiple coastal and marine projects that involved; project design/engineering, securing State and Federal permits, acquiring and managing grant funding and finally construction oversight. FIND has been a significant partner in many of these efforts, either through the Waterway Assistance Program or as a cooperative partner when ERM projects aligned closely with FIND interests. This successful partnership has given me a unique opportunity to gain a thorough understanding of FIND's priorities and a unique opportunity to work alongside FIND staff.

Having been raised on the Intracoastal Waterway (ICW) in North Carolina, my childhood experiences led me to pursue both my Bachelor and Master of Science degrees focused on Coastal Zone Management. This passion is as strong as ever and I still spend every available opportunity on local waterways fishing and boating. This personal interest has allowed me to become very familiar with the ICW in five of the 12 counties under FIND's purview.

My work ethic and integrity are the principles that have taken me from an entry-level position to the Deputy Director of a department with an annual budget of \$107M and a 128 professional staff. I appreciate all the opportunities I've had to work in partnership with FIND and strongly believe these experiences, the professional relationships I've developed over my career, an understanding of the County's priorities and my personal passion for these waterways make me a great candidate for the Assistance Executive Director position. I look forward to hearing from you and the opportunity to share the details of my qualifications personally.

Sincerely,

Michael Stahl

Michael Stahl

1151 SW Tiburon Way
Palm City, FL 34990

(561) 254-4233
mstahl20@gmail.com

Objective:

To apply and expand my coastal management knowledge and skills as part of a successful team that provides exceptional service to stakeholders

Professional Experience:

Palm Beach County Environmental Resources Management West Palm Beach, FL

Department Deputy Director September 2017 - Present

- Leads and coordinates 5 different departmental programs consisting of 128 professional staff
- Oversees capital construction projects and contracts including funding and operating agreements
- Coordination with Federal, State and Municipal agencies and other County departments for interagency cooperation and participation
- Review and present agenda items for the Board of County Commissioners (BCC) consideration
- Recommend and implement improved processes, evaluate staff needs and support staff training and development
- Promote projects and program objectives through presentations and outreach initiatives to community leaders, professional groups, advisory committees and the BCC

Environmental Manager December 2016 – September 2017

- Coordinated Environmental Enhancement and Restoration Division program activities
- Directed and assisted staff with environmental resource management projects
- Developed and implemented management plans and habitat/species protection plans
- Prepared and managed program budgets and administered legislative affairs
- Coordinated with Federal, State and Municipal agencies for inter-agency cooperation and participation
- Prepared communications to the BCC and reviewed agenda items for BCC consideration

Environmental Program Supervisor March 2014 – December 2016

- Coastal Resource Management Program - administration of beach nourishment, dune restoration and shoreline protection projects with direct supervision of 6 staff
- Developed program budgets, evaluated program performance measures, prepared legislative funding requests and capital construction oversight
- Conducted technical presentations and outreach initiatives for community leaders, stakeholders and professional groups
- Initiated staff training and development and evaluated resource needs

Senior Environmental Analyst**February 2007 – March 2014**

- Project Manager for multiple capital construction projects
Coordination with State and Federal permitting agencies
Conducted biological resource surveys, bathymetric and topographic surveys and Unified Mitigation Assessment Method (UMAM) evaluation of environmental impacts
Secured \$19M in project funding from Federal, State and Local partners
Developed a Quality Control Plan for beach compatible material and evaluated potential sand sources
- Developed a Dune and Wetland Restoration Annual Contract to improve project planning, response times to storm events, and construction efficiency
Negotiated easement agreements on private property for construction access

Environmental Analyst**October 2004 – February 2007**

- Lake Worth Lagoon Partnership Grant Program (LWLPG) Project Management
- Waterway Signage Assessment
Resource Monitoring

Environmental I/II**September 2003-October 2004**

- Property acquisition for restoration and conservation
- Support for eminent domain proceedings
- Geographic Information System (GIS)

Education:**Florida Institute of Technology**

Melbourne, FL

Master of Science, Oceanography - Coastal Zone Management
Date of Graduation: December 2002

North Carolina State University

Raleigh, NC

Bachelor of Science, Natural Resources - Marine and Coastal Management
Date of Graduation: May 2000

Certifications and Affiliations:**Boy Scouts of America**

Assistant Scoutmaster, 2019 - Present, Troop 822, Palm City

U.S. Coast Guard

Certification: Merchant Mariners License, vessels up to 100 tons

Professional Association of Diving Instructors (PADI)

Master Scuba Diver, Rescue Diver, Divemaster

Federal Aviation Administration (FAA)

Certification: Private Pilot, Single Engine Land

References:

Available Upon Request

February 15, 2023

Florida Inland Navigation District
1314 Marcinski Rd
Jupiter, Florida 33477

RE: Assistant Executive Director Position

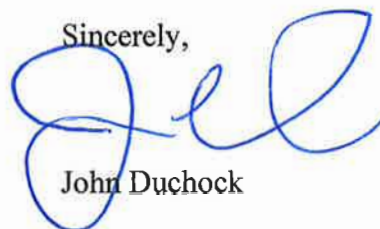
Mark and Janet:

I am excited to submit to you my letter of interest for the Assistant Director Position at the Florida Inland Navigation District (FIND). As you know, FIND is an organization that has long been of interest to me. I find the mission of the district to manage, maintain, and improve Florida's intracoastal waterway a valuable pursuit, having a historical and ongoing impact on life in this beautiful state. For nearly 100 years FIND has served as the local sponsor to ensure that navigation along the intracoastal and Okeechobee waterway is unimpeded. Through the Waterway Assistance and Cooperative Assistance Programs, the district has helped local communities improve public access and safety on the waterways, adding to the immense economic benefits provided by a vibrant boating culture and marine industry. This is the mission that I am drawn to.

Having more than 20 years of experience in the coastal and marine environment, I feel that my work experience and background is a good fit with the organization. I have worked directly with several districts of the Army Corps of Engineers (ACOE), including navigation operations and maintenance programs. I have obtained and maintained regulatory permits from both the Florida Department of Environmental Protection and the ACOE, along with the accompanying Federal agency consultation process often required with the U.S. Fish & Wildlife Service and the National Marine Fisheries Service. I understand the hot button environmental issues of dredging and dredge disposal management (Johnson's seagrass, gopher tortoise, mangroves/wetlands, turbidity, and other water quality and discharge requirements).

From an administration perspective, I feel that my experience as a director of a special taxing district at the Town of Jupiter Island matches well with the Assistant Director job description requirements. My current position requires developing and tracking program goals and objectives, establishing and monitoring an annual budget, engaging with contracted consultants, tracking grant applications, and undergoing periodic auditing as required under Federal and State grant agreements. I am in the final semester to obtain a Master of Public Administration degree from the University of Central Florida and enjoy the satisfaction of working in the public sector. I thank you for the opportunity to apply for this position and hope that I can discuss my qualifications and experience in more detail with you in the near future.

Sincerely,



John Duchock

JOHN DUCHOCK

7601 Lauden Drive, Lake Worth, FL 33467
(772) 349-8487

jduchock72@hotmail.com

<https://www.linkedin.com/in/john-duchock-3777568/>

To succeed in an increasingly complex world requires pushing oneself to achieve improved results each day. As a reflection of this, my own personal and professional goals have evolved over time and I value the experiences (positive and negative) I've gained from along the way. Goal-driven and results oriented, I seek out challenges and opportunities for growth. Transitioning from private consulting to public service has provided me with a greater sense of accomplishment through direct and vested interest in the outcomes of my work.

Goal Statement: I am seeking to expand contributions to my local community through participation in the mission of the Florida Inland Navigation District – an organization which contributes greatly to the local communities and to the Florida economy.

EXPERIENCE

NOVEMBER 2013 TO PRESENT

DIRECTOR, BEACH PROTECTION DISTRICT, TOWN OF JUPITER ISLAND

Selected to become the first Director of the Town's Special Taxing District for the Town of Jupiter Island.

- Responsible for the administrative management of the Beach Protection District, encompassing more than 8 miles of ocean shoreline along the Atlantic Ocean and including inlet and estuary programs.
- Directs staff and consultants in day to day operations and program activities.
- Develops annual budget and program objectives.
- Evaluates program alternatives with a focus on protecting taxpayer dollars and leveraging resources for improved outcomes.
- Oversees solicitation and execution of large-scale beach restoration projects (average cost per project \$15M to \$20M) through statutory Special Taxing District authority.
- Acts as Town representative in communications and coordination with local, state, and federal representatives.
- Maintains regulatory authorizations and ensures compliance with Federal and State environmental protection laws and conditions issued through permits under the Florida Department of Environmental Protection and the U.S. Army Corps of Engineers.
- Serves as staff liaison for the Town Commission, providing monthly status updates and coordinating with the Town Manager for execution of beach district program elements.

- Oversees Town grant funding requests to outside agencies, including Federal (FEMA, NOAA, etc.), State (FDEP, FCT, etc.), and local (FIND) including applications, agreement authorizations, reimbursements, and grant-related audits, deliverables, maintenance, monitoring, reporting, etc.

APRIL 2003 TO NOVEMBER 2013

COASTAL ENGINEER/PROJECT MANAGER, APPLIED TECHNOLOGY & MANAGEMENT, INC.

Engineering consultant and project manager for well-established marine/coastal engineering firm serving private clients and public entities.

- Professional engineer with responsible charge for numerous marine projects ranging from marinas and marine transportation, to dredging and infrastructure, to beach restoration and environmental enhancement projects.
- Lead point of contact for various municipal, county, and state projects for managing engineering and construction projects, as well as regional planning projects related to coastal development and marine waterways.
- Client representative for regulatory permitting requests to state and federal agencies, as well as grant funding requests for marine and coastal access and improvement projects through FIND and FRDAP.
- Professional engagement with organizations such as the Marine Industries Association of Palm Beach County, Urban Land Institute, Florida Shore & Beach Preservation Association, etc.

MAY 1998 TO MAY 2003

COASTAL ENGINEER/PROJECT MANAGER, WATERWAY SURVEYS & ENGINEERING, LTD.

Engineer and project manager for consulting firm specializing in coastal and marine projects. Key clients included the Baltimore and Norfolk Districts of the U.S. Army Corps of Engineers (navigation, dredging, and dredge material management); City of Virginia Beach; City of Hampton; City of Norfolk; Virginia Port Authority.

AUGUST 1997 TO MAY 1998

COASTAL ENGINEER, DEWBERRY & DAVIS

Member of engineering group responsible for FEMA Region IV Flood Insurance Study updates and Flood Insurance Rate Map changes.

EDUCATION

MAY 1995

B.S. OCEAN ENGINEERING, FLORIDA INSTITUTE OF TECHNOLOGY

CURRENTLY ENROLLED

MASTERS OF PUBLIC ADMINISTRATION, UNIVERSITY OF CENTRAL FLORIDA

SKILLS

- Ability to analyze and render decisions based on information presented by others.
- Understanding of taxpayer funded programs with accompanying responsibilities and accountability.
- Critical thinker and conscientious listener.
- Strong written and oral communication skills, focused on being concise and accurate.
- Dedication to service.

ACTIVITIES

Avid boater, fisherman, and diver.

Certified PADI diver (1984).

Volunteer server at St. Thomas More Catholic Church (Boynton Beach).

Registered Florida Professional Engineer (No. 60457)

Florida Shore & Beach Preservation Association Member (2013-present)

Marine Industries Association of Palm Beach County Corporate Member (2007-2008)

Martin County Coastal Working Group

Local Mitigation Strategy Taskforce Member, Vice-Chair (2022-present)

Training and Certificates: Ethics (2017); ICS 100/200; ISO700;

Ian Eyeington

367 Saturn Avenue, Tequesta, FL 33469
(561) 427-8498 eyeingtoni@gmail.com

February 16, 2023

Ms. Janet Zimmerman
Assistant Executive Director
Florida Inland Navigation District
1314 Marcinski Road
Jupiter, FL 33477

Ms. Zimmerman,

I come to the table with a thorough understanding of the Florida Inland Navigation District (District)'s operational needs while also possessing strong relationships with the key players with which the District is frequently required to interact. My three-year tenure as Project Manager has been an incredible opportunity for me to learn what it takes for the District to be successful. I believe the skills I have honed, the industry-specific knowledge I have gained, and the firsthand experience I bring makes me the ideal candidate for the position of Assistant Executive Director (AED).

Undoubtedly, the grants provided through the Assistance Programs (Programs) are of utmost importance to the counties, municipalities, and citizens that the District represents. The benefits of the Programs extend well beyond the project for which they were originally intended. The positive impacts ripple across industries, throughout the economy, and deep into communities. Right now, the Programs operate like a well-oiled machine, with their successes being largely due to the relationships that the current AED has formed with grant recipients and the institutional knowledge that can only be acquired over time. If selected, I will see to it that the job transition is seamless, and I will ensure the continued success of the Programs for the betterment of the served communities and the Intracoastal Waterway (ICW) as a whole.

While managing the Programs is a critical part of the position, it is only one facet of the AED's responsibilities. This position requires involvement in almost every aspect of the broad scope of District operations. I am excited by the challenges this new role presents, and I am eager to further my education and experience involving the ICW and the marine industries for the betterment of the District and its constituents. I am confident yet respectful, competent yet malleable, and I am a long-term investment with an immediate return. I would welcome the opportunity to serve the District as its Assistant Executive Director.

Sincerely,



Ian Eyeington

Ian Eyeington

367 Saturn Avenue, Tequesta, FL 33469
(561) 427-8498 eyeingtoni@gmail.com

Education:

Florida State University – Bachelor of Science
Major in Environmental Science, Minor in Urban and Regional Planning

Tallahassee, FL
December 2016

Professional Experience:

Florida Inland Navigation District
Project Manager

Jupiter, FL
March 2020 – Present

- Oversee District operations pertaining to the development, maintenance, improvement, use, and subsequent offloading of 63 Dredged Material Management Areas
- Continually monitor project progress and financial status while employing real-time problem-solving techniques in order to meet deadlines, account for budgetary restrictions, and maximize efficiency
- Ensure compliance with all local, state, and federal regulations and project-specific permitting requirements
- Coordinate frequently and extensively with the U.S. Army Corps of Engineers, Taylor Engineering, local and state agencies, contractors, consultants, and other stakeholders on behalf of the District and its interests
- Draft, review, and enforce contracts, agreements, leases, change orders, and amendments with assistance from FIND's general counsel
- Assist with preparation of agendas for monthly Board meetings and implement Board actions in a timely manner
- Maintain proficiency with office equipment, computer programs, and other systems pertinent to the District's operation

DB Environmental Labs, Inc.
Field Biologist

Loxahatchee, FL
January 2017 – February 2020

- Performed a variety of environmental services and experiments geared toward research on the biogeochemical cycling and removal of nutrients in Stormwater Treatment Areas, Water Conservation Areas, and privately-owned treatment wetlands for various agencies and stakeholders such as the South Florida Water Management District, Everglades Agricultural Area Environmental Protection District, and Florida Department of Environmental Protection
- Led teams on sampling and monitoring events; planned, prepared, and delegated tasks to maximize efficiency. Ensured the success of the project and quality of field data collected; maintained lines of clear communication to internal and external parties through updates and reports
- Participated in experimental design, purchased necessary materials, and constructed and implemented unique components for specialized applications

Palm Beach County Department of Environmental Resources Management
Natural Resources Stewardship Intern

West Palm Beach, FL
August 2013 – August 2016

- Assisted with onsite management of environmental conservation projects including wetland creation and remediation, land restoration, and habitat improvement
- Performed ecological, biological, and hydrological surveys and monitoring activities on County-owned natural areas
- Helped conduct outreach events to increase public use and involvement

Skills & Accomplishments:

- FSU Florida Association of Environmental Professionals: Activities Coordinator and Founding Member
- First Presbyterian Church of Tequesta: Deacon, member of Administration Team Member, Nominating Committee Member
- GPS/GIS/Microsoft Office software
- Knowledge of Florida's east coast waterways, ecosystems, flora, and fauna
- Florida Safe Boating Course certified
- Employee recognition award for "Outstanding Performance" from Palm Beach County