

Melbourne-Tillman Water Control District



Board Agenda

Melbourne-Tillman Water Control District

MEETING OF THE BOARD OF DIRECTORS

TUESDAY, DECEMBER 6, 2022

9:00 AM



Call to Order Phil Weinberg, President

Pledge of Allegiance Phil Weinberg, President

Roll Call Lisa Blackett

Board Members:

Joseph Hale (Palm Bay September 30, 2025)
Brant Hoffman (Brevard County September 30, 2025)
Keith Jerdon, (West Melbourne September 30, 2024)
Don Jordan, (Palm Bay September 30, 2023)
Drew Powshok (Brevard County September 30, 2025)
Philip Weinberg, (Palm Bay September 30, 2024)
Jay Woltering (Brevard County September 30, 2025)

Staff & Support:

Debbie Leclair, District Manager
Lisa Blackett, Adm. Asst., Secretary/Treasurer
Jim Beadle, Attorney

Recognition of Guests and Support Staff

John Gergen, Assistant Manager/ Operations
Mike McCabe, District Engineer

Announcements

Joey Morisette resigned from his position in Facility Maintenance, General Maintenance. Joey had been employed with the District since July 2020. The position has been posted in-house and applications are being accepted to fill the position in January.

Steve Justice retired November 30 from his position in Facility Maintenance, Mower Operator. Steve had been employed with the District since January 2005. This position has been filled through an in-house post that created a vacancy in Aquatic Plant Control for an Aquatic Applicator. The Aquatic Applicator position has been posted in-house with a December 14, 2022 closing date.

Public Comments

Presentations

Regular Business

- Approval of the October 25, 2022 minutes of the MTWCD Board of Director's Meeting (Attachment 1)
- Approval of the Operating Statement through November 30, 2022 (Attachment 2)

Melbourne-Tillman Water Control District

MEETING OF THE BOARD OF DIRECTORS

TUESDAY, DECEMBER 6, 2022

9:00 AM

New Business

- Requests from residents for removing trees along District rights-of-way

Old Business

- District Policy P-232, Appendix A, COVID-19 Response Plan: Temporary Emergency Leave. This policy expires December 31, 2022 (Attachment 3)
- District Permitting Policy Revision to Section VI Obligations of Permittee, paragraph 12 (Attachment 4)
- District Manager applicants (Attachment 5)

Budget

- Request to utilize \$150,000 - \$175,000 of the SOIRL program funds for the purchase of a mid-size excavator. The District has submitted a reimbursement request of \$262,544 for the aquatic harvesting of Canal C-14.

Staff Reports

- District Manager's Report, Debbie Leclair
 - SOIRL Program Update
 - Tropical Storm Ian and Nicole update
 - District Christmas party and holiday schedule
- Engineer's Report, Mike McCabe
 - Turkey Creek Restoration Meeting
- Assistant Manager, Operations Report, John Gergen
 - Field Operations
- Attorney's Report, Jim Beadle
- Secretary/Treasurer's Report, Lisa Blackett
 - FEMA Update

Closing

- Meeting Schedule – The next Board Meeting is scheduled for Tuesday, February 28, 2022 at 9:00 am in the City of West Melbourne Council Chambers.
- Board Member Reports
 - Joe Hale
 - Brant Hoffman
 - Keith Jerdon
 - Don Jordan
 - Drew Powshok
 - Phillip Weinberg
 - Jay Woltering
- Adjourn

If a Board Member has a request for any agenda item you may raise it at any time or you may let staff know and it will be formally included in the agenda package distributed to the Board prior to each meeting. As usual, staff is available in person, by telephone, or by e-mail to discuss the agenda prior to each and every Board Meeting.

Attachment

1

MELBOURNE-TILLMAN WATER CONTROL DISTRICT

MINUTES

October 25, 2022

CALL TO ORDER

The regular scheduled meeting of the Melbourne-Tillman Water Control District (MTWCD) Board of Directors was called to order by Phil Weinberg, President on Tuesday, October 25, 2022 at 9:00 AM in the City of West Melbourne Council Chambers, Veterans Memorial Complex, 2285 Minton Road, West Melbourne, Florida.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was recited by all present.

ROLL CALL

The following Board Members were present:

Philip Weinberg, Board President
Drew Powshok
Jay Woltering
Don Jordan
Brant Hoffman
Joe Hale, Vice-President
Keith Jerdon

Also present:

Debbie Leclair, District Manager
Lisa Blackett, Assistant Manager/Administration/Secretary/Treasurer

Absent: Jim Beadle, District Attorney

RECOGNITION OF GUESTS/VISITORS/STAFF

Mike McCabe, District Engineer
John Gergen, Assistant Manager/Operations
Connie Bergner
Wallace Huffaker
Bonnie & Mike Dauphinee
Robert Schutte
Clifton S. Thinodeau
Helen Voltz
Susan Goldher
Linda Ferrell
Virginia Hermanns

ANNOUNCEMENTS

The District Manager welcomed Brant Hoffman to the Board. She announced Joe Hale, Drew Powshok and Jay Woltering were all reappointed to the Board with their terms expiring on September 30, 2025. The Manager announced the District's annual inventory was performed on October 12, 2022 by Board Vice President Joe Hale and District staff member George Rainbolt with no inconsistencies found. The Manager stated that Steve Justice will retire on November 30, 2022. She stated that Steve has been employed with the District for 18 years. She added staff would host a small luncheon in his honor on his last day and extended an invitation to the Board to attend.

PUBLIC COMMENTS

The Board President acknowledged the residents from the Westbrooke subdivision who were in attendance and welcomed them to speak but advised that the public comments would be limited to three minutes each. He advised the audience that no action could be taken by the Board at this meeting as the topic was not on the agenda.

Clifton Thibodeau, Westbrooke resident stated he purchased his home in 2001 and stated that during Tropical Storm Fay, the retention pond across the street from his home flooded the streets and into his garage. Mr. Thibodeau questioned why the water from his neighborhood was not going into the drainage canal behind his home.

Helen Voltz, Westbrooke HOA President addressed the Board stating that the HOA spent over \$8000 to rent three pumps to protect the homes of Westbrook and that District staff refused the HOA to use them. She added in the past, the HOA has used the pumps without issue eliminating the flooding risk for homes in the subdivision. She stated the pumps had successfully pumped the levels down during Hurricane Ian and she expressed frustration that the pumps were shut down stating that if the storm produced the level of rain Titusville received in West Melbourne, the homes in Westbrooke would have flooded. Ms. Voltz stated she wanted to know as a citizen of Westbrook and of West Melbourne what would be done to address the issue.

Robert Schuette addressed the Board providing an informational package with historical data and current state of canals C-70 and C-69. He added that in 1995 Hurricane Erin came through Brevard County during the development phase of Westbrooke. The Engineer of Record, Scott Glaubitz of BSE Engineering joined Mr. Schuette to observe the staging of C-69 and C-70 were well below the threshold observed today. Mr. Schuette added that since 1995, countless other developments have been built with Calvary Chapel church placing three restrictions in C-69 and C-70 causing higher tailwater conditions from Westbrooke to be higher.

Mr. Schuette advised that in conjunction with former District Manager and the District's Engineer a plan was made to pump to the north and south significant amounts of water in advance of a storm event. Mr. Schuette stated that during Hurricane Ian, he met with District Manager, District Engineer and Assistant Manager of Operations to discuss the reasons for operation of only one of the District's pumps. Mr. Schuette stated in his opinion both pumps should be operational and that the stage level in C-70 should be maintained at 20' which has not happened due to the District staff not following procedure. Mr. Schuette continued stating that District Policy affords the Manager the authority to allow discharges in emergency events which is how the Westbrooke HOA had operated since permission by the former Manager. Mr. Schuette requested the Board provide funding for C-69 and C-70 to be fully analyzed as the current models are not accurate. The Board President assured Mr. Schuette that the Board is well aware of the problems at Westbrooke and currently are in discussions with the City of West Melbourne to obtain a solution.

The President closed the public comments.

REGULAR BUSINESS

The Board President presented the minutes from the August 30, 2022 Board of Director's meeting for Board approval. Don Jordan **motioned to approve the minutes**. Jay Woltering **seconded the motion**. The Board voted 7-0 to **approve the motion**.

The Board President presented the Operating Statement through September 30, 2022 for Board approval. Joe Hale **motioned** to approve the Operating Statement through September 30, 2022. Drew Powshok **seconded the motion**. The Board voted **7-0 to approve the motion**.

NEW BUSINESS

The District Engineer stated that FPL had requested an additional conduit for future fiber optics be added to the directional bore previously approved. The District Engineer said the plans for the additional conduit and hand holds to be placed in line with the splice pit for the power lines were included in the agenda. The President asked if there were any questions for the Engineer. Drew Powshok asked if the revised plans impacted the District's maintenance of the right of way and the

Engineer responded it would not. The President asked for a motion. Joe Hale **motioned to accept the revision**. Don Jordan **seconded the motion**. The Board voted **7-0 to approve the motion**.

The President announced the annual election of the Board Officers. The President asked for nominations for President. Joe Hale **motioned** to nominate Phil Weinberg. Drew Powshok **seconded the motion**. The Board voted 6-1 with Phil Weinberg abstaining **to approve the nomination**. The President asked for nominations for the election of the Vice President. Drew Powshok **motioned** to nominate Joe Hale for Vice President. Don Jordan **seconded the motion**. The Board voted **7-0 to approve the nomination**. The President requested nominations for the position for Secretary/Treasurer to the Board. Joe Hale **motioned** to nominate Lisa Blackett as Secretary/Treasurer. Drew Powshok **seconded the motion**. The Board voted **7-0 to approve the nomination**. The President requested nominations for the position of the District Attorney. Drew Powshok **motioned** to nominate Jim Beadle as the District Attorney. Don Jordan **seconded the motion**. The Board voted **7-0 to approve the nomination**.

The Manager presented modifications to the District's Policy P-121 Chart of Accounts to update the policy requiring packing slips and acknowledgement of the delivery. Joe Hale **motioned** to accept the revisions to the Chart of Accounts Policy P-121. Jay Woltering **seconded the motion**. The Board **voted 7-0 to accept the revisions**.

The Manager presented revisions to District Policy P-241 Personal Evaluation for review. She stated the Personal Evaluation form would be renamed the Employee Evaluation Form to keep consistent verbiage throughout the policy. Joe Hale **motioned** to accept the revisions to Policy P-241. Don Jordan **seconded the motion**. The Board **voted 7-0 to accept the revisions**.

The President announced the District Manager's annual review. Joe Hale commended the Manager for demonstrating leadership during the many challenges of the past year and noted she has risen to the occasion each time. Mr. Hale stated he would suggest a minimum of a 3% merit pay increase. Jay Woltering stated he agreed with Joe Hale. The President said he agreed as he has had a great deal of interaction with the Manager and has been impressed with her leadership. Drew Powshok added the Manager has been awesome and felt the District has improved its all-around operation. Jay Woltering **motioned** to approve the 3% pay increase for the District Manager. Drew Powshok **seconded the motion**. The Board **voted 7-0 to approve the motion**.

The President stated the Board should begin its search for a replacement for the District Manager who will retire on February 28, 2023. The President asked for a consensus from the Board to approach a former manager to see if he had any interest in returning to the District Manager position. Keith Jerdon asked if the President proposed to approach the former manager without looking at other applicants. The President responded that District Policy required job openings be posted in-house first. Mr. Jerdon proposed the Board look as far and wide as possible to get the most qualified candidate possible instead of just one candidate. Drew Powshok agreed but had no issue with reaching out to the former manager to see if he would be interested but the position should be publicly advertised to keep the search above reproach. Mr. Jerdon asked Rob Schuette if he could offer suggestions for publications to advertise the position. Mr. Schuette stated finding a highly qualified person or engineer with the salary offered would be difficult. Mr. Jerdon recommended the candidate have an engineering background. Drew Powshok added the District already has an engineer but needed a District Manager and that previously when the District Manager was the District Engineer the workload was too great for one person. The Assistant Manager of Administration advised the District Manager must also be proficient in administrative duties such as Audits, purchasing, budgeting, personnel and intergovernmental interactions. She added the District Manager bridges Engineering, Administration and Operations of the District and administrative background was also important. The District Manager stated the job descriptions would be posted on the District's website, in previously used resources and any other direction the Board would suggest. The President suggested to advertise in professional publications, other water management districts, and he would speak with the former manager to see if he would be interested in applying for the position. Joe Hale asked the Manager if she had any idea where the District fell on the pay grade in comparison for District Managers in the state. The Manager responded she did not know, but would research pay

rates from other districts. The President stated he felt the District had such a limited budget that would be a challenge.

OLD BUSINESS

The Manager presented Permit Policy revisions for discussion and approval. She stated there were minor changes highlighted by the District Engineer's comments in the right-hand column. Drew Powshok asked what the permit process for multiple properties that use the same driveway would be. The Engineer stated the multiple use permit would be reflected to conduits and power poles but added if an entity wanted to attach to a previously permitted bridge, then a new permit for be required for the attachment. Drew Powshok added he felt the policy would be too ambiguous and the Board President suggested to specifically apply the policy to aerial, subaqueous crossings, and parallel installations of multiple conduits. The Manager stated to reduce confusion the paragraph would be moved to the section which addresses public utility lines under General Information. Drew Powshok suggested the District accept plans for review, if acceptable issue the permit however, require applicants to provide an approved set of plans from the overall authority before construction begins to ensure the District has the most updated version of the construction plans and the applicant would be responsible for providing modifications to the District. Mr. Powshok added should the applicant begin work without providing the stamped approved plans, the construction would be unpermitted and the District would have recourse according to policy for unpermitted work. Mr. Powshok suggested adding language that "any changes to the proposed plan after receiving the permit from the District must be brought back to the District for review before any work can commence" and "Submittal of approved stamped plans from the permitting Municipality or Agency is required prior to the commencement of constructed improvements within the District Right-of-Way. The Engineer stated "applicant shall provide a 10 ft easement for drainage access and maintenance" would replace outdated verbiage in Section 4, General Information

The Manager presented Section 6, Paragraph 12 for discussion on the most effective way to ensure the District is not responsible for excessive maintenance of trees on fences, or other objects abutting a developed property. Drew Powshok stated that the HOA is responsible for maintaining and clearing that vegetation off of fences they install but it should be part of the Covenants and Restrictions of the HOA. Mr. Powshok stated policies should be measured to see how every applicant from the lowest spectrum to the highest would be affected. He cited as an example, a retired person who needs to install a 12" pipe to discharge flooding from their property should not have to spent \$7,000 to \$8,000 to do so because of permit policy requirement fees. Mr. Powshok suggested "remove all existing infrastructure within the canal rights of way that is within 10' either side of the proposed work identified in the application statement." The Engineer added "to include but not limited to fencing, outfalls, concrete, trees and shrubs, conduits, wires, etc." After discussion, Mr. Powshok suggested to approve the policy as presented and staff re-word section 6, paragraph 12 to present at the December Board meeting. The President asked for a motion to approve all of the permit changes that had been made subject to bringing back the 2 items mentioned? Drew Powshok **motioned** to approve the policy as amended today with the suggested revisions. Joe Hale **seconded the motion**. The Board **voted 7-0 to approve the motion**.

BUDGET

The Manager requested the Board's approval for a modification to the 2022/2023 budget for the purchase of a new tractor and mower. She stated the approved budget allocated \$204,000 for the purchase of a new tractor with a slope mower attachment but after further review, staff has determined a tractor with a flat mower with a cost of \$109,955 would best benefit the District operations with a cost savings of \$94,045. Joe Hale **motioned** to approve the purchase of the flat mower and tractor instead of the slope mower and tractor. Drew Powshok **seconded the motion**. The Board **voted 7-0 to approve the motion**.

The Manager requested \$13,346.23 from the fiscal year 2021/2022 be rolled over to the fiscal year 2022/2023 budget for the payment for parts for the District's 2010 Komatsu excavator expected to be delivered before 9/30/22. Due to Hurricane Ian, the parts were not delivered until after the fiscal year ended. Don Jordan **motioned** to approve the rollover of \$13,346.23 from last fiscal year to this fiscal year. Jay Woltering **seconded the motion**. The Board **voted 7-0 to approve the motion**.

MANAGER'S REPORT

The Manager stated the District had submitted the second quarter reimbursement request for the SOIRL program for removing 4,304 pounds of nitrogen from C-14 at a cost of \$262,544.

The Manager reported the Director of Conservation and the Veterinarian Resource Manager for the Brevard Zoo met with staff to discuss the possibility of using aquatic vegetation harvested from the District's canals to provide nourishment for the new manatee display being built at the port. She added they took samples for the veterinarians to test for nutrient compliance but added there are many logistical details to be worked out, however staff was excited for the opportunity to help.

The Manager stated the District's Holiday schedule will include the observance of Christmas on December 26, 2022 a floating holiday on December 27, 2022 and New Year's Day observed on December 29, 2022. She requested closing the District operations on December 28, 2022 with staff using a vacation day to allow the District to be closed for the week. Drew Powshok **motioned** to approve the closing of the District that week. Joe Hale **seconded the motion**. The Board **voted 7-0 to approve the motion**.

The Manager announced the District will have its Christmas Party this year on Thursday, December 22, 2022 with details provided at the December 6, 2022 meeting.

The Manager announced the District received several compliments during Hurricane Ian preparations including Elaine Robbins, Administrative Aide for her kindness in answering residents phone calls.

The Manager thanked the Board for the nice comments in her annual review.

ENGINEER'S REPORT

The Engineer had nothing to report.

ASSISTANT MANAGER/OPERATIONS REPORT

The Assistant Manager of Operations reported that prior to Hurricane Ian's arrival, the staff worked to de-trash the canals, clear any blockages, secure the buildings and equipment before breaking into two-man teams to inspect every canal in the District. He added staff began lowering the water levels at the dam as soon as the District was in the "cone" as required by SJRWMD with the gates all the way down before the storm hit. The Assistant Manager added there was very little damage to the canal bank slopes, very little blockages and within a day and half, the system was clear and flowing well. He also wanted to commend the District's heavy equipment group who came out in the dark and rain to replace a discharge pipe on the pump station at Norfolk Parkway.

The Assistant Manager reported the Mowers had completed the C-2 Basin, the C-61 Basin and currently were working in the C-10 Basin and the Aquatics group completed the C-9R, C-37 and C-82 Basins. He reported the Facilities group continued to de-trash the canals and remove pepper trees throughout the District. The Assistant Manager said the Heavy Equipment group had finished the C-14 SOIRL program, were working on repairs from Ian and would be starting the C-20 SOIRL program soon.

The President asked the Assistant Manager of Operations if the harvester was still down to which he answered yes, as the two new props were ordered but had not yet arrived. He added he expected to have the harvester operational by the end of the year. Jay Woltering asked how the repairs to the weir had held up and the Assistant Manager of Operations reported he had walked it many times and appears to be holding up well.

ATTORNEY'S REPORT

None

SECRETARY/TREASURER'S REPORT

The Secretary/Treasurer updated the Board that the reimbursement request for the Force Account Labor from FEMA was in final review with the FDEM in the amount of approximately \$150,000. She added there was a reimbursement request of approximately \$230,000 for Force Account Equipment in review. The President asked if there were updates about the disputed contract amount that put the District over the threshold for the single audit. The Secretary/Treasurer stated despite the indications from the contractor, the costs have not been officially denied. The Manager stated she and the Secretary/Treasurer had requested a special meeting with FDEM but with the recent storms, none had been scheduled yet.

CLOSING

The Board President stated that the next Board meeting would be Tuesday, December 6, 2022 at 9:00 am in the City of West Melbourne Council Chambers, Veterans Memorial Complex, 2285 Minton Road, West Melbourne, Florida.

DIRECTOR'S REPORTS

Joe Hale - *Thanked the Board for reappointing him as Vice-President. He also thanked the Manager for being the "coordinator of chaos" and he wanted to thank District employee Ken Neff for retrieving the parts off of the harvester that fell into the canal.*

Brant Hoffman - *Thanked everyone for welcoming him to the Board.*

Keith Jerdon - *Clarified he had concerns about hiring a previous manager but did not intend to suggest it would be inapropriate. Mr. Jerd on thanked the Manager, the Assi tant Manager of Operations and the District staff for doing a phenomenal job during difficult conditions with a small staff during Hurricane Ian.*

Don Jordan - *None*

Drew Powshok - *Welcomed Brant Hoffman to t he Board and a lso thanked the staff for doing a fantastic job.*

Jay Woltering - *None*

Philip Weinberg - *He also agreed that Debbie and the entire staff do a really great job and wanted to thank Steve Justice who is retiring next month for his 18 years of service to the Di strict. He also wanted to reiterate that West Melbourne needs to be addressed and asked staff to keep him informed on any meetings. He stated that he would also contact the previous manager to see if he would be interested in coming back and a sked Debbie to ad vertise the Manager's position in-house and relative publications and to reach out to the other Districts in the state for interested applicants to find the best candidate possible.*

ADJOURN

Phil Weinberg, President, adjourned the meeting at 11:52 am.

Respectfully,

Lisa Blackett
Secretary
Board of Directors

Attachment

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MELBOURNE-TILLMAN WATER CONTROL DISTRICT

Operating Statement through November 30, 2022

	Actual \$	FY 2023	Approved	FY 2023	Over/Under	Percentage
	To Date	Approved Budget	Budget	Modified Budget	Budget	Budget
			Adjustments			
Revenue						
User Fees	\$ 368,179	\$ 2,384,346		\$ 2,384,346	\$ (2,016,167)	15%
Permits	\$ 12,995	\$ 30,000		\$ 30,000	\$ (17,005)	43%
Miscellaneous Income	\$ 10,308	\$ 25,000		\$ 25,000	\$ (14,692)	41%
State Grant - FEMA	\$ 7,786	\$ -		\$ -	\$ 7,786	100%
Federal Grant - FEMA	\$ 140,148	\$ -		\$ -	\$ 140,148	100%
Revenue	\$ 539,415	\$ 2,439,346	\$ -	\$ 2,439,346	\$ (1,899,931)	22%
Balance Forward		\$ 2,016,854		\$ 2,016,854	\$ (2,016,854)	0%
TOTAL INCOME	\$ 539,415	\$ 4,456,200	\$ -	\$ 4,456,200	\$ 3,916,785	12%
Expenses						
Salary & Benefits						
Salaries	\$ 205,159	\$ 1,135,662		\$ 1,135,662	\$ 930,503	18%
Health Insurance	\$ 44,684	\$ 280,506		\$ 280,506	\$ 235,822	16%
Retirement	\$ 7,289	\$ 139,719		\$ 139,719	\$ 132,430	5%
FICA/Medicare	\$ 15,184	\$ 86,878		\$ 86,878	\$ 71,694	17%
Workers' Comp	\$ 7,340	\$ 31,091		\$ 31,091	\$ 23,751	24%
SALARY & BENEFITS	\$ 279,656	\$ 1,673,856	\$ -	\$ 1,673,856	\$ 1,394,200	17%
Operations						
Professional Services	\$ 7,535	\$ 51,100	\$ -	\$ 51,100	\$ 43,565	15% <i>Legal, Drug Testing, Accounting & Court Reporting, Engineering Testing, Misc. Prof Serv.</i>
Contract Services	\$ 729	\$ 7,720		\$ 7,720	\$ 6,991	9% <i>Uniforms, Garbage Service</i>
Travel	\$ -	\$ 2,000		\$ 2,000	\$ 2,000	0% <i>Travel</i>
Communications	\$ 1,185	\$ 10,300		\$ 10,300	\$ 9,115	12% <i>Postage, Telephone Service</i>
Utilities	\$ 887	\$ 8,000		\$ 8,000	\$ 7,113	11% <i>Utility, Solid Waste Assessment</i>
Rentals	\$ 3,806	\$ 11,500		\$ 11,500	\$ 7,694	33% <i>Rentals</i>
Liability Insurance	\$ 100,434	\$ 102,927		\$ 102,927	\$ 2,493	98% <i>Insurance</i>
Repair & Maintenance	\$ 31,605	\$ 171,370	\$ - 3	\$ 171,370	\$ 139,765	18% <i>Repair & Mnt Serv., Repair & Maintn. Sup, Auto & Equipm Parts, Maintn. Agrmts.</i>
Current Charges	\$ 4,070	\$ 49,687		\$ 49,687	\$ 45,617	8% <i>Tax Coll, Bnk Fees., Pyrl. Exp, Lic & Permits, Advertising, Unemplm</i>
Office Supplies	\$ 266	\$ 6,000		\$ 6,000	\$ 5,734	4% <i>Office Supplies</i>
Operating Supplies	\$ 24,174	\$ 361,500	\$ -	\$ 361,500	\$ 337,326	7% <i>Operating Supplies, Fuel, Gas & Oil, Aquatics</i>
Books & Training	\$ 808	\$ 6,700		\$ 6,700	\$ 5,892	12% <i>Books, Pubs., Memberships, Training Costs</i>
Restricted Reserves	\$ -	\$ 1,654,906		\$ 1,654,906	\$ 1,654,906	
OPERATIONS	\$ 175,499	\$ 2,443,710		\$ 2,443,710	\$ 2,268,211	7%
Capital Outlay						
Improvements Other than Buildings	\$ 1,307	\$ 75,000		\$ 75,000	\$ 73,693	2%
Machinery	\$ -	\$ 259,634		\$ 259,634	\$ 259,634	0%
Computer Equipment	\$ -	\$ 1,500		\$ 1,500	\$ 1,500	0%
Computer Software	\$ -	\$ 2,500		\$ 2,500	\$ 2,500	0%
CAPITAL OUTLAY	\$ 1,307	\$ 338,634	\$ -	\$ 338,634	\$ 337,327	0%
TOTAL EXPENSE	\$ 456,462	\$ 4,456,200	\$ -	\$ 4,456,200	\$ 3,999,738	10%

Attachment

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DATE: April 26, 2022

**MELBOURNE-TILLMAN WATER CONTROL DISTRICT
5990 Minton Road
Palm Bay, Florida 32907**

Personnel Policies: Employment Plan

LEAVE

Appendix A – COVID-19 Response Plan: Temporary Emergency Leave

As recommended by the Centers for Disease Control (CDC) in order to ensure the continuity of the District's critical infrastructure operations during the pandemic, this addendum will reduce the risk of COVID-19 exposure to District employees by ill workers in the workplace.

- I. This policy establishes temporary emergency leave for District employees who have tested positive for the COVID-19 virus using the following guidelines:
 - a. This Temporary Emergency Leave Policy will expire on December 31, 2022 unless extended by the Board of Directors.
 - b. In the event an employee tests positive for the COVID-19 virus, a one-time emergency allocation of up to 80 paid leave hours will be provided.
 - c. The Temporary Emergency Leave can be utilized ONLY for a District employee's illness due to COVID-19 positive diagnosis.
 - d. The employee is required to provide the District with proof of a positive COVID-19 diagnosis from a PCR test in order to utilize the Temporary Emergency Leave.
 - e. Employees who need time off to care for a family member, quarantine for a possible exposure as advised by the CDC, or any other absence related to COVID-19 are not eligible for Temporary Emergency Leave and will use available accrued sick/vacation time or request a leave without pay, per District policy.
 - f. In the event an employee has exhausted the Temporary Emergency Leave, accrued sick and accrued vacation time, a leave without pay may be granted by the Manager for duration of employee's illness until cleared to return to work per CDC Guidelines.
 - g. In the event an employee who utilizes Temporary Emergency Leave separates employment with the District within one year from the date of utilizing the Temporary Emergency Leave, the employee will forfeit payment of accrued sick and/or vacation time in the amount of hours used as Temporary Emergency Leave (up to 80 hours). The employee will be paid for the remainder of accrued sick and/or vacation time, in accordance District Leave Policy P-232 Section 3(a), less the amount of Temporary Emergency leave used (up to 80 hours), per District policy.

- II. The Centers for Disease Control (CDC) recommend individuals be vaccinated to reduce the risk of people getting and spreading COVID-19. The following guidelines are for fully vaccinated employees:

- a. Employees who are fully vaccinated are eligible for a one-time \$200.00 bonus
- b. Employees who choose to become fully vaccinated before December 31, 2022 are also eligible.

EFFECTIVE DATE

Adopted by the Melbourne-Tillman Water Control District Board of Directors at the regular meeting of August 26, 2021, Effective July 1, 2021, extended to June 30, 2022 at December 8, 2021 Board meeting, extended to December 31, 2022 at April 26, 2022 Board meeting.

Attachment

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MELBOURNE-TILLMAN WATER CONTROL DISTRICT

Permitting Policy

~~October 25, 2022~~ December 6, 2022

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I. INTRODUCTION

- 1) The purpose of this manual is to set forth the policies, procedures, and technical requirements associated with connecting to, placing structures in or across or otherwise making use of, the lands and/or facilities of the Melbourne-Tillman Water Control District (herein collectively referred to as the “District”).
- 2) Any and all work involving the lands and/or drainage/water management facilities of the District shall not commence until prior approval of the District Board of Directors and/or the District Manager is received. The approval process consists of submitting an Application for Permit, (along with other requirements listed in the application) to the District. The District Manager and District Engineer shall review the application for conformance with the established policies and technical requirements contained in this manual.
- 3) The District’s Water Management Facilities include, but are not limited to: drainage and associated water management facilities, weirs, canals, lakes, structures, or any such works. Hereafter, “works” is defined to include (but not limited to) all water management facilities, lakes, canals, outfall structures, culverts and District rights-of-way.
- 4) Issuance of a permit does not convey any property rights or privileges other than those specified in the permit. It does not authorize any injury to private rights, nor does it waive the governing requirements of any other agency or authority. It simply expresses the assent of the District insofar as concerns the public’s interest and protection under the District’s enabling legislation to authorize the drainage, and reclamation of the lands in said District.

II. DEFINITIONS

- 1) “Applicant” means an individual, company, organization, agency or governmental entity that submits a permit application to the District.
- 2) “Board of Directors” or “Board” means the seven (7) member board comprising three (3) members appointed by the Brevard County Commission, three (3) members appointed by the City of Palm Bay City Council, and one (1) member appointed by the City of West Melbourne City Council.
- 3) “Bridge” means and structure installed within the Surface Water Management System which has an open horizontal width of twenty feet (20’) or greater.
- 4) “Cofferdam” means an enclosure constructed within a body of water to allow the enclosed area to be pumped out creating a dry working environment. Upon completion of work, cofferdam is removed.
- 5) “Culvert(s) means any structure not classified as a bridge that provides an opening for conveyance of groundwater and surface water.
- 6) “Dewatering” means the removal and disposal of ground water and/or surface water into the Surface Water Management System.
- 7) “District” means the Melbourne-Tillman Water Control District, a special district
- 8) “Diversion” means the temporary pumping or piping for continued flows of the Surface Water Management System.
- 9) “Fence” means a structure that encloses an area constructed of posts and connected by boards, wire, rails, or netting.

- 10) "Gate" means a hinged barrier used to secure an opening.
- 11) "Maintenance Berm" means the area within the Surface Water Management System required and located adjacent to the channel of the canal utilized for maintenance vehicles to travel and operate safely in the require maintenance of the Surface Water Management System. The original "Maintenance Berm" constructed to prevented and controlled runoff from adjacent lands into the Surface Water Management System.
- 12) "Modification(s)" means any changes to the original design previously issued authorized by the District for adjacent lands and/or improvements within the Surface Water Management System. Modification permit must meet all current permit application requirements, including fees.
- 13) "Outfall(s)" means any structure used in the conveyance of stormwater runoff to the Surface Water Management System.
- 14) "Owner" means the owner of the fee simple estate, as appears by the deed of record.
- 15) "Permit" means a written document which shows that the District has authorized the construction, installation or use of the Surface Water Management System as referenced in the permit document. A permit will typically include conditions that must be satisfied by the appropriate party.
- 16) "Primary" means all existing numbered canals within District rights-of-way, to include facilities such as dams, weirs, control structures, culverts, pipes, and any future works so designated by the Board.
- 17) "Record Drawings" means final, record drawings and specifications of the project showing the "as-built" conditions of the completed Project. A Professional Engineer licensed in the State of Florida prepares the Record Drawings and are signed and sealed. The drawing indicates any on-site changes that the contractor makes. The Record Drawing strikes through the proposed dimension and/or elevation if different from the approved plans and includes details of retention/detention dimension as well as control structure details, i.e. widths, depths, weirs, etc.
- 18) "Revision" means any changes to a previously issued permit not constructed and approved for completion of work that changes the original scope of the issued permit.
- 19) "Roadway" means any surface improvements affiliated with vehicle use.
- 20) "Secondary" means all drainage facilities that convey surface water to primary system by crossing District rights-of-way.
- 21) "Structure" means any action of constructing an object or objects for an intended use.
- 22) "Surface Water Management System" means all drainage facilities whereby surface waters are collected, controlled, conveyed, channeled, diverted, impounded, obstructed, stored, detained, or retained, or other surface water management capabilities or combination of capabilities. The term "facilities" includes all necessary devices, improvements, natural systems, rights-of-way, appurtenant works, and works required to accomplish the above. "Facilities" also includes all dams, levees, berms, weirs, control structures, impoundments, ponds, lakes, streams, canals, ditches, swales, culverts, pipes, surface system of pipes, inlets, and culverts, erosion control, floodways, greenbelts, access and maintenance ways, or similar items to accomplish the above.
- 23) "Tertiary" means all drainage facilities associated with and located within rights-of-way of public roadways, driveways, parking lots, etc. that convey surface water to secondary systems.

III. AUTHORITY

- 1) A copy of all laws relating to the operating of the District is available for public inspection at the District's office located at 5990 Minton Road, Palm Bay, Florida and on its website at the following link: <http://www.melbournetillman.org/special-district-information/>.
- 2) The Board of Directors of the Melbourne-Tillman Water Control District is authorized under Chapter 2001-336 House Bill No. 1115, Laws of Florida, and amended as listed below:
 - Chapter 2003-334, Laws of Florida,
 - Chapter 2010-153, Laws of Florida,
 - Chapter 2019-175, Laws of Florida.

The District shall possess the full power and authority to implement, finance, and operate existing Surface Water Management System, facilities and those to be constructed within the jurisdiction of the District, subject to being granted all permits required by the laws, rules, and regulations of federal, state, and regional regulatory agencies.

- 3) The District shall have the right to authorize any development within the District boundaries to meet established requirements for discharges to primary, secondary, and tertiary drainage facilities that collect and convey surface water to the Surface Water Management System. All non-single family residential lands proposed for improvement shall submit an application, plan, and stormwater management report for review, in accordance with fee schedule for determination for discharge requirements.

IV. POLICY STATEMENT CONCERNING THE DISTRICT'S PERMITTING CRITERIA

- 1) No permits will be issued for any use that adversely affects, interferes with, or imposes hardship upon the District's Surface Water Management System to included its operations, maintenance or construction activities; or degrades the quality and quantity of the District waters, or is inconsistent with the water control plan of the District.
- 2) The District requires individuals or entities' wishing to utilize the District's Surface Water Management System to obtain approval before any activity begins. Construction on, modifications, and/or use of the rights-of-way without obtaining prior District approval is unauthorized and in violation of Sections 22 and 23 of Chapter 2001-336, Laws of Florida. The District reserves the right to remedy violations to the full extent of the law. The Manager will report the scope of all unauthorized activity to the District's Board of Directors at the next scheduled meeting for consideration of remedial action necessary by the District to recover losses associated with any unauthorized activity.
- 3) The owner of an issued MTWCD permit must submit approved stamped plans from the jurisdictional entity prior to commencement of construction improvements within the District's Surface Water Management System.
- 4) The District reserves the right to change, regulate and limit discharges into or withdrawals from the District's Surface Water Management System, amend or change any of its policies, practices, procedures, or regulations. Such action shall not constitute any claim for damages nor become the basis for legal suit by any Permittee.

- 5) All permits involving parallel use or temporary access of the District rights-of-way, and all other proposed uses that the District Manager determines require approval from the Board of Directors shall only be issued following the approval of the application; and by the Board of Directors with appropriate limiting conditions and/or formal Agreements.
- 6) Use of Right-of-Way as Temporary Access – MTWCD does not permit right-of-way use not listed in the fee schedule shown in this Permit Policy manual. All requests for a variance to use MTWCD’s right-of-way as temporary vehicular access will be considered on an individual basis. Board of Directors approval is required for uses of right-of-way.
 - a) Prior to using District’s Surface Water Management System as temporary access, the property owner must submit an application with applicable fee (non-refundable), for staff review and consideration by the Board of Directors.
 - b) Applicants must demonstrate a substantial hardship or a public purpose and must provide assurances that infrastructure and maintenance functions will not be harmed.
 - c) If approved by the Board of Directors, applicable permit and right-of-way use fees will be applied and must be submitted prior to permit issuance.
 - d) The District’s fee of \$30.00 per linear foot applies and upon completion of use and satisfactory restoration of right-of-way \$15.00 per linear foot will be returned to the applicant.
 - e) The applicant will indemnify and hold harmless MTWCD from any damages resulting from the use of the right-of-way. Proof of minimum of \$1,000,000.00 liability must be furnished with the District listed as an additional interest.
 - f) During the permit duration for temporary use of right-of-way, the permit may be terminated immediately at the sole discretion of the MTWCD District Manager or Board of Directors.
 - g) Right-of-Way Temporary Access permits shall not exceed 6 months duration from date of issuance. Extensions must be requested in writing, with submission of a \$250.00 Administrative Review Fee.
 - h) Temporary Access for the design purposes of subsurface investigation to include geotechnical data collection and utility depth identification, e.g. hydro-excavation (potholing), must require authorization from the District Manager or designee prior to entering the lands of the District.

V. GENERAL INFORMATION

- 1) All properties, within the District Boundary, which propose development of a commercial, subdivision, multi-family, multi-use or other improvement other than single family residential must submit an application with applicable fee, plan, and stormwater management report for compliance with the stormwater discharge rate identified in Section VIII(1). A permit must be obtained by any person, company, corporation, association or governmental agency desiring to connect to, cross (under/over), place or replace structures upon/within, or otherwise make use of the Surface Water Management System of the District.

Permit Fees shall be doubled if work is started without a permit.

- 2) A permit must be obtained for any new or improved (1) commercial (2) industrial (3) multi-family projects and any new or improved (4) single-family parcels that require any use within District rights-of-way. Permit applications may be obtained at the District office or on the District's website: www.melbournetillman.org
- 3) Issuance of a permit by the District is simply an acknowledgment that the specific use of Surface Water Management System, as requested by the Applicant, is proper and conforms to the requirements and standards of the District. Permits convey no property rights nor any other rights or privileges other than those specified in the permit.
- 4) Ownership of any structure permitted by the District is conveyed to the current property owner and must follow original permit requirements, including proper transfer of a permit due to change of ownership. Application for Transfer of Permit can be obtained by contacting the District office.
- 5) Requests for Additional Information (RAI)/Expiration of Application: After the District submits a Request for Additional Information (RAI) to the Applicant or his Agent, the Applicant or Agent will have six (6) months from the date of the RAI to respond. In the event the Applicant or Agent does not submit a response that specifically addresses each concern expressed in the RAI, or in the case of a negative response citing specific Policies or portions of the District's Enabling Legislation that are in conflict with the RAI, the Permit Application will be considered null and void and all fees will be forfeited. The Applicant would then need to provide all new fees in order to reactivate the Application Process for that Project.
- 6) All properties proposing development adjacent to the District rights-of-way shall provide a ten-foot (10') easement for drainage access and maintenance in addition to future expansion of utilities along the corridor.

VI. OBLIGATIONS OF PERMITTEE

With the acceptance of an issued permit, the Permittee agrees to the following:

- 1) To abide by the terms and conditions of the issued permit and these policies.
- 2) To maintain any works or structures (which remains with the Permittee until transfer is executed and approved) located on Surface Water Management System, in a good and safe condition.
- 3) To hold and save the District, its officials, employees, contract agents and its successors, harmless from any and all damages, claims or liabilities which may arise by reason of the construction, operation, maintenance, or use of the permitted work or structure.
- 4) To allow inspection, at any time by the District, of any works or structures authorized by the permit. Failure to make any immediate changes, or repairs, as requested by the District to ensure the safe operation of the District's Surface Water Management System, could result in the District completing such repairs at Permittee's expense. *In order to insure that the works are being Operated and Maintained correctly, it may be necessary for the Permittee to have the works reviewed by a Professional Engineer on a periodic basis.*

- 5) To prevent the discharge of debris, sediment, and/or nuisance noxious aquatic plants harmful to drainage, water control, conservation, or navigation into any Surface Water Management System.
- 6) To maintain the water quality of all waters discharging into Surface Water Management System.
- 7) To conform to any changes in the administrative or technical requirements upon which the original permit was issued as deemed necessary by the District.
- 8) To allow the District unimpeded access to construct, operate and maintain its Surface Water Management System.
- 9) To ensure water quality standards, Permittee will be responsible to follow all “Best Management Practices” (BMP’s) during construction. These include silt fences, filter fabric or any other apparatus needed to stabilize the District’s right-of-way. Reference materials include *Florida Stormwater Erosion and Sedimentation Inspector’s Manual* (2003), and *State of Florida Erosion and Sediment Control Designer and Reviewer Manual* (2013).
- 10) Upon completion of the construction specified in the PERMIT, the District requires the signed [Notice of Completion](#), a set of “Record Drawings”, boring logs (if applicable), and electronic media for the project be submitted for final approval of the structure. Failure to submit Notice of Completion with applicable documents shall affect approval of future applications for permit issuance.
- 11) Permit transfers are the obligation of the original Permittee and MUST be transferred when the property ownership changes by following District policy for Transfer found herein this document (Section XIII).
- 12) Remove all existing infrastructure within **half of that portion of** the canal rights-of-way that is **within ten feet (10’) of** ~~not~~ proposed **improvements** by the **applicant as identified in the** application statement, to include but not limited to fencing, outfalls, concrete, trees and shrubs, conduits, wires, etc.

VII. THE PERMITTING PROCESS—APPLICATION FOR PERMIT

- 1) The permitting process begins with the submittal of an Application for Permit. Required application forms can be obtained in person at the District office located at 5990 Minton Road, Palm Bay, Florida, 32907 or on the District’s website, [Permitting Process](#), or by telephone (321) 723-7233. A nominal fee may be charged for postage and handling if permit application materials must be mailed.
- 2) All sections of the Application for Permit must be completed, signed and notarized by the owner. In order for the owner to have a designated representative/agent, a notarized letter of authorization stating such is required. A corporation identified as owner shall provide documentation that the signatory is an officer, i.e Sunbiz, notarized letter.
- 3) All Applications for Permit shall be appropriately checked for type of work and accompanied by payment of the appropriate fee in accordance with the fee schedule. Also, the District requires two sets of plans, 11” x 17” sheets preferred, two

sets of calculations signed and sealed by a Florida registered engineer, electronic files on one (1) compact disc or memory drive of plans and calculations, and copies of all other Government Agency Permits necessary to construct all of the proposed drainage facilities shown in the plans, such as SJRWMD, FDEP, USCOE, FDOT, or Brevard County be included in the original submittal. The District cannot review any set of plans without these outside Agency Permits having been issued prior to submittal to the District. However, historically, all culverts, which include all structural conveyance systems that are installed within the canal i.e. crossings, parallel to the direction of flow, or a bridge, which spans the canal ROW perpendicular to the direction of flow, are exceptions to obtaining approval from other Government Agencies first. Since these structures have a direct impact on the potential maximum capacity of the MTWCD canal system, MTWCD must review and approve these structures prior to any other Agency review or approval.

VIII. CONDITIONS APPLICABLE TO ALL PERMITS:

- 1) A forty-eight (48) hour notice shall be given prior to commencement of work and required inspections.
- 2) Improvements installed within the Surface Water Management System shall not be backfilled prior to inspection or the work will have to be excavated for inspection.
- 3) The use of canal water for installing underground borings or any other construction activity is prohibited.
- 4) Government Agencies are required to submit an application, along with payment according to the fee schedule, for all new construction within the Surface Water Management System. Replacement or repair of existing structures, (i.e. linings, barrier walls, etc.) require an application for compliance and are exempt from permit fees.
- 5) Modifications to existing permits, to include but limited to expansions, additions, replacements, etc. shall be reviewed in the same manner and shall be subject to the same permit fee schedule as original permit application.

IX. CONDITIONS APPLICABLE TO ALL OUTFALL PERMITS:

- 1) Stormwater outflows are restricted to 0.08 cfs/acre for the 25yr-24hr storm event and 0.05 cfs/acre for the Mean Annual storm event. These rates are consistent with the average flow rates used in the original design for the Surface Water Management System.
- 2) The following pipe size chart must be adhered to for all projects submitting for an outfall or a drainage pipe connection to the MTWCD ROW:

Note: The slope is determined by the type of pipe material being used * Plastic or ** CMP

<u>Project Size (Acres)</u>	<u>Pipe Size/ Material</u>	<u>Maximum Pipe Slope</u>	
.100 - 35.0	12” Plastic* OR 15” CMP**	*= .5%	**= .5%
35.1 - 55.0	14” Plastic* OR 18” CMP**	*= .4%	**= .6%
55.1 - 65.0	16” Plastic* OR 24” CMP**	*= .3%	**= .2%
65.1 - 110.0	18” Plastic* OR 30” CMP**	*= .4%	**= .15%
110.1 - 250.0	24” Plastic* OR 36” CMP**	*= .5%	**= .35%

- 3) Sites above 250 acres will be sized by District Staff on a case by case basis. Please contact our Office (321-723-7233) for assistance prior to designing outfalls for projects that have a single outfall for drainage areas larger than 250 acres. Large sites exceeding 250 acres, which will have multiple outfalls, where each sub-drainage area is 250 acres or smaller, will use the above chart for each sub-drainage area's outfall.
- 4) All outfalls, new or replaced, at the Manager's discretion, must have an inlet structure installed at the edge of the canal right-of-way for collection of runoff from adjacent properties discharging onto the canal right-of-way. The inlet structure will act as a junction between the culvert from the properties to be drained to the canal and the last section of culvert under the maintenance road.

X. CONDITIONS APPLICABLE TO ALL CULVERT/BRIDGE CROSSING PERMITS:

- 1) The District will allow only single barrel culverts, box culverts, or bridges for all new and replacement culvert installations running parallel with the District Canal Rights-of-Way. Multiple barrel culverts have historically clogged with excessive debris during rain events, and as these culverts deteriorate and need to be replaced, they are to be changed to single barrel installations. For all proposed structures, applicants shall have a pre-design meeting with the District before formally submitting any plans to other regulatory agencies, in order to receive design criteria with regards to flow capacity, elevations, and headwall design/materials from the most current ICPR model data for collector and lateral canals and the SWMM model for the C-1 Basin, survey data, and FDOT design standards, as updated or amended from time to time. All design criteria for flow capacity shall be based on the peak 25 year 24 hour storm event provided by the District for the location of the proposed structure as identified from the most current ICPR model results.
- 2) New structures, not a replacement, shall be capable of providing for the peak 25 year 24 hour storm event's flow capacity, based upon respective model data, identified above, with an upstream water elevation no greater than 0.10 ft. higher than the downstream water elevation. The applicant shall provide survey data to include the next immediate upstream and downstream culvert crossings, invert elevations, size of structures, and distance to proposed structure as well as a canal cross-section at the location of the new structure.
- 3) Replacement structures shall be capable of conveying a peak flow rate of the 25 year 24 hour storm event, as provided by the District, utilizing model data identified above. The applicant shall provide survey data to include the obsolete structure's invert elevations and size of structure, if still in place. The District shall determine the minimum size opening needed to address the peak 25 year 24 hour storm event's flow rate, from model data identified above, and compare that to the opening of the obsolete structure. The replacement structure's peak flow area minimum size will be the average of the obsolete structure peak flow area and the minimum design peak flow area for the 25 year 24 hour storm event. The applicant may install a larger structure flow area than the determined

average at their discretion.

- 4) New crossings, culverts and bridges, must include gates and fencing for preventing motorized vehicles from accessing the canal right-of-way (at the Manager's discretion). Gate widths will be a minimum of twelve feet (12') in width with sixteen feet (16') to include double gates of eight feet (8') in width. Location of gates and fencing must be placed in order to prevent by-passing by motor vehicles.
- 5) Bridges must meet the following requirements:
 - a) Identify the deck and low member elevations, and length and number of spacing of spans. The minimum vertical clearance between the maintenance berm elevation and the low member of the bridge shall be no less than eighteen feet (18'), unless other design and access considerations are agreed to by the Board of Directors.
 - b) Center span over water must cover from edge of water to edge of water at normal water level.
 - c) No piling shall be allowed in the center of the channel
 - d) Slope pavement/stabilization shall protect the bank slope from erosion and scour to be installed for a distance to be determined by authorized District personnel. Acceptable stabilization material includes but not limited to interlocking concrete block revetment and rubble (rock) rip-rap revetment, underlain by woven monofilament fabric.

XI. PERMIT FEES

Review for compliance	Fee Amount
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Commercial/subdivisions/multi-family/multi-use/roadways	\$ 250.00
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Culverts, Bridges, Roadways:(<u>minimum 60” diameter</u>)	<u>Fee Amount</u>
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Culvert Installations	0- 50 L.F.	\$ 750.00
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Culvert Installations	51-120 L.F.	\$1,500.00
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Culvert Installations	Over 120 L.F.	\$2,000.00
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Bridge new, re-designs or Box culverts	0-50 L.F.	\$1500.00
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Bridge new, re-designs or Box culverts	<u>51-120</u> L.F.	\$2,500.00
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Bridge new, re-designs or Box Culverts	Over 120 L.F.	\$5,000.00
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Utility Lines:

Fee Amount

(Water, Sewer, Re-use, Phone, Electric, Cable, Gas, etc.):

Utility Crossings under/over existing culverts or attached to bridges.	\$ 750.00 + \$18.00/LF (LF of crossing in Rights-of-way)
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For Sub Aqueous and Aerial Utility Crossing Canal	\$ 750.00 + \$18.00/LF (LF of crossing in Rights-of-way)
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Parallel Installations	\$ 750.00 + \$24.00/LF (LF in Rights-of-way)
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Stormwater Outfalls or Drainage Pipes:

Fee Amount

Piped outfalls within:

Single Family Residential

Pipe diameter < 12” \$ 500.00 each

Pipe diameter 12” – <24” \$ 750.00 each

Pipe diameter >24” \$1,000.00 each

Commercial/Subdivisions/Multi-Family/
Multi-Use/Roadways

Less than 2 acres \$ 750.00 each

2 acres to less than 5 acres \$1,250.00 each

5 acres to less than 20 acres \$1,750.00 each

20 acres to less than 100 acres \$3,500.00 each

Over 100 acres \$5,000.00 each

Agricultural

Less than 40 acres \$ 100.00 each

Over 40 acres \$ 225.00 each

Miscellaneous Fees:

Fee Amount

Excavation within Rights-of-way \$ 355.00 each

Required for any of the above permitted structures and to include the removal of each existing/obsolete structures.

Temporary Access Usage (Non-refundable Administrative Review) \$ 250.00

Linear usage (additional) \$ 30.00/LF

(\$1,500 minimum)

Satisfactory right-of-way restoration \$ 15.00/LF refund

Permit Inspection and Administrative Fees for:

Transfer of Permit:

Fee Amount

Transfer fee \$ 100.00

Inspection by District Engineer to determine reliability of structure.

XII. DURATION OF PERMITS

1. A permit may be issued for the life of the approved improvements. However, limiting conditions and/or special situations permit may restrict its useful life span. **Construction shall commence within two (2) year of issuance of permit or permit expires. Temporary Access Usage permits shall be s i x (6) months from the time of issuance.** The District reserves the right to rescind any permit at any time.

XIII. MODIFICATIONS TO AN EXISTING PERMIT

1. Any modifications to a previously permitted and currently existing use of District lands or drainage/water management facilities will not require a new permit, existing permit will be modified. Permits and fees shall be required.
2. The Permittee must submit a written request to the District to amend the permit. Such request shall include sufficient information detailing the modification desired and the reasons for the modification.
3. Requests to modify an existing permit shall be reviewed in the same manner and shall be subject to the same permit fee schedule as original permit applications.
4. The Permittee will be notified in writing by the District as to the status of the request to modify an existing permit.

XIV. TRANSFER OF EXISTING PERMIT

1. The holder of a valid permit issued by the District may allow a third party the use of his/her permitted structure, provided that the Permittee notifies the District in writing of such intended changes. Permits are not assignable without the express written consent of the District. A valid permit **MUST** be transferred to a new Permittee only upon written request to the District, with the consent of the original Permittee as well as the new owner clearly indicated.
2. All permits that involve a transfer in ownership and have no other modifications associated with them, will be processed as a permit transfer.

XV. ILLICIT DISCHARGES

1. The National Pollutant Discharge Elimination System (NPDES) permitting process has determined Melbourne Tillman Water Control District (MTWCD) canals are waters of the State. Under Chapter 62-302 of Florida Administrative Code (FAC), most of the MTWCD canals are designated as Class III waters (Chapter 62-302.400(14)) with secondary and tertiary canals completely within agricultural areas classified as Class IV waters (Chapter 62-302.400(16) (a)). The Florida Department of Environmental Protection (FDEP) is charged with overseeing the “Surface Water Quality Standards” of Chapter 62-302 (FAC). Any flow(s) found to be in violation of the “Surface Water Quality Standards” of Chapter 62-302 (FAC) is deemed an illicit discharge. All alleged illicit discharges discovered by MTWCD will be referred to FDEP for further action afforded under Chapter 62-302 (FAC).
2. All applicants for a stormwater outfall connection into a MTWCD canal must provide documentation the stormwater discharge facility complies with or is exempt from “Regulation of Stormwater Discharge” (Chapter 62-25, FAC). The St. John’s River Water Management District (SJRWMD) is the local Agency responsible for ensuring compliance therefore applicants must present a SJRWMD Environmental Resource Permit or provide documentation for exemption from SJRWMD permitting before MTWCD will issue a permit. Violations of “Regulation of Stormwater Discharge” (Chapter 62-25, FAC) will be referred to SJRWMD for further action. Concurrently, MTWCD will implement actions in accordance with “MTWCD Illicit Discharges Remedial Procedures” (Section XV).
3. The use of reclaimed water is encouraged for irrigation provided such water does not compromise the water quality of the canals and adheres to the “Reuse of Reclaimed Water and Land Application” (Chapter 62-610, FAC). The setback distances between the wetted site area subject to land application and surface waters must be maintained. All land application systems must be designed to minimize adverse effects of aerosol drift and ground water flow into surface waters in accordance with Section 62-610.421 (1) (7) (8) FAC. The hydraulic loading rates for all slow rate application systems, which include individual residential sites, shall be consistent with the requirements of Section 62-610.423, FAC. The hydraulic loading rate shall not produce surface runoff or ponding of the applied reclaimed water. Violations of any portion of Chapter 62-610, FAC will be referred to the FDEP for further action and MTWCD will implement actions in accordance with “Illicit Discharges Remedial Procedures” Policy.
4. All discharges in the MTWCD Canal System are governed by “Surface Water Quality Standards” Chapter 62-302, FAC. “Surface Water Quality Standards” outlines standards expected for all MTWCD Canals, regardless of classification. Violations of Chapter 62-302, FAC will be referred to FDEP for further action and MTWCD will also implement

action in accordance with “Illicit Discharges Remedial Procedures” Policy.

5. ***The following are Exceptions to Illicit Discharges:***

1. Flushing of potable waterlines, excluding discharges of hyper-chlorinated water with chlorine residual of 10 ppm or greater unless the hyper-chlorinated water is first de-chlorinated. The de-chlorination process cannot produce side-effects that adversely impact aquatic plants and wildlife.
2. Runoff from landscape irrigation, lawn irrigation, and other irrigation utilizing potable water, uncontaminated ground water, or other uncontaminated water sources such as surface water or stored rain water.
3. Diverted stream flows
4. Rising groundwater and springs
5. Foundation and footing drains
6. Uncontaminated, visibly clear, pumped ground water
7. Air conditioning condensation
8. Water from crawl space pumps
9. Individual residential vehicle washing
10. Flows from wetlands and riparian habitats
11. De-chlorinated swimming pool discharges
12. Discharges or flows from fire-fighting activities not including washing of trucks, runoff water from training activities, test water from fire suppression systems, and similar activities.

XVI. MTWCD ILLICIT DISCHARGE REMEDIAL PROCEDURES

1. *Illicit Discharge from existing works:*

- a. Any violations that occur in residential, multi-family, commercial, industrial and all other non-residential uses (Community) which are subject to regulation under Chapter 718 F.S. (Condominiums), Chapter 719 F.S. (Cooperatives), Chapter 720 F.S. (Homeowners' Associations), Chapter 721 F.S. (Vacation and Timeshare Plans), and Chapter 723 F.S. (Mobile Home Park Lot Tenancies), will be addressed to the Governing Association of the Community and also, whenever possible, to the individual entity/entities within the Community responsible for the Illicit Discharge.
- b. The first offense by any individual entity/entities within the Community will result in the MTWCD providing written notification, with documentation, to both the entity/entities and the Governing Association of the offense(s). They will be given sixty (60) days to rectify the mechanical functioning of the system (s) and to provide the MTWCD with documentation that their Association Documents contain language that requires all systems using reuse water for irrigation to comply with Chapter 62-610 F.A.C. and the penalties associated with violations.
 - i) Failure to comply with the remedial actions, within the sixty (60) day time frame, will result in all previously issued MTWCD permits being revoked. Additionally, the Governing Association must obtain a MTWCD Corrective Action Permit; pay all fees associated with the Corrective Action Permit in accordance with the fee schedule established for the Corrective Action Permit. The Governing Association will be given sixty (60) days to provide the Corrective Action permit and fees to MTWCD and thirty (30) additional days to implement and complete the Corrective Action Plan.
 - ii) Failure to comply with the Corrective Action Permit procedures will result in MTWCD removing the Community's connections to the MTWCD system, at the Community's expense, until the Community complies with the Corrective Action Permit requirements.
 - iii) Additionally, the Community will be responsible for acquiring a Temporary Dewatering Permit from the MTWCD that would allow a maximum pumped discharge of .05cfs (22.4 gpm) per acre based on the size of the Community. The discharge will only be allowed through a filtered discharge system that limits particles to 5 microns or less. The Community will be responsible for procuring, operating, and maintaining all equipment needed to pump and filter the discharge. The Temporary Dewatering Permit will expire after thirty (30) days and will be renewable at the discretion of the District Manager. The fee for the original Temporary Dewatering Permit, and each

subsequent renewal, will be based on the Fee Schedule established for Construction Dewatering Permits.

- iv) The District Manager has the authority to temporarily open the connections between the Community and the MTWCD canal system in preparation for Tropical Storm/Hurricane type events.
- v) The procedures outlined above will also apply to all properties and Communities that do not have associations established in accordance with the Florida Statutes and the Owner of the Property will be the entity responsible for conforming to requirements.

2. *Illicit Discharges Occurring During Construction Process:*

- a. Due to the fact that Construction Projects are transient in nature, all projects one (1) acre or larger must acquire an NPDES Construction Generic Permit (CGP) from the Florida Department of Environmental Protection that requires the use of Best Management Practices. MTWCD issues De-watering Permits that require specific procedures for de-watering and erosion control. The Contractor licensed to perform the site work in accordance with the use of Best Management Practices is in charge of the overall site work. The Permittee is responsible for scheduling the required pre-construction meeting with MTWCD staff to be held on the project site. During the pre-construction meeting, prohibition of illicit discharges and alternate solutions to protect the integrity of the MTWCD Canal will be discussed for the site specifically.
 - i. The construction site will be subject to inspection by MTWCD staff to ensure all construction activities in MTWCD Rights of Way comply with the terms of the issued permit, and to verify illicit discharges into MTWCD Canals are not occurring. Should an illicit discharge occur either by error or will, all construction activities within MTWCD rights of way, including de-watering must immediately cease.
 - ii. Any construction related illicit discharges will result in MTWCD revoking all permits issued for the project. The owner must obtain new permits for all works and pay all permit fees associated with such works, provide plans and calculations as necessary, and obtain a MTWCD Corrective Action Permit, including the required permit fees for the Corrective Action Permit. No further construction or use of MTWCD rights of way will be allowed until all new permits and a Corrective Action Permit are obtained. Illicit discharges that involve de-watering violations will be processed in accordance with the MTWCD De-watering Policies.
- b. It is acknowledged that mechanical and human errors can happen. Consequently, the District Manager, at his discretion, can waive the requirement for a Corrective

Action Permit on the first illicit discharge violation that occurred during construction, provided:

- i. The Permittee immediately self corrects the issue(s) that caused the violation.
- ii. The Permittee self-reports the violation to MTWCD.
- iii. Further, within 24 hours of the initial illicit discharge violation, the Permittee must provide the District Manager a written report, certified to be true and accurate by the Project Engineer detailing what occurred, how it occurred and corrective actions taken to prevent any further violations, what corrective actions will be taken to correct any damage to MTWCD works. Permittee must include pictures, documentation, and construction records.
- iv. Regardless of the circumstances of the illicit discharge, all MTWCD site permits issued to the Project will be rescinded and all activity must immediately cease as stated in the special conditions of the permit. Before any construction activities can resume, the permittee will be required to submit a new permit application, new plans to include all the corrective actions described in the Certified Written Report prepared by the Permittee and remit new permit fees, in accordance the MTWCD fee schedule.
- v. Until the new MTWCD Permits is issued, there will be no use of the MTWCD ROW allowed.

<u>FEES FOR CORRECTIVE ACTION PERMIT:</u>	<u>Fee Amount</u>
Ten (10) acres or less	\$ 2,500.00
Above ten (10) acres and less than forty (40) acres	\$ 5,000.00
Above forty (40) acres	\$10,000.00
<u>FEES FOR TEMPORARY PUMPING PERMIT:</u>	<u>Fee Amount</u>
Ten (10) acres or less	\$ 250/month
Above ten (10) acres and less than forty (40) acres	\$ 500/month
Above forty (40) acres	\$1,000/month

XVII. DE-WATERING POLICY

1. General Conditions:

- a. MTWCD's Right of Ways shall not be obstructed and shall be returned to the original condition or better at the termination of the de-watering operation. At no time during the de-watering operation shall MTWCD canal slopes be compromised.
 - i. All de-watering operations that require a direct discharge point into an MTWCD canal will require a Standard De-Watering Permit from MTWCD prior to being placed into service. This permit and fee are on a monthly basis to discourage prolonged dewatering operations and staff manpower to inspect and monitor the operation.
 - ii. In the event de-watering operations are commenced without a validly issued MTWCD Standard De-Watering Permit:
 1. MTWCD will require immediate cessation of all discharges into the MTWCD canal and the immediate removal of the source of the discharge from the MTWCD rights of way.
 2. The property owner will be required to obtain a Corrective Action De-Watering Permit and all work in the MTWCD, permitted or not, will not be allowed until the Corrective Action De-watering Permit is issued.
 - iii. All discharges into MTWCD facilities, whether direct or indirect, shall be visibly clear at all times and shall not disturb the bottom of the receiving body or cause shoaling, turbidity or erosion. Sedimentation basins, siltation basins, dewatering tanks, weir tanks and similar methods of sediment removal are considered inadequate for pre-treating discharge from standard de-watering operations and are not allowed to directly discharge into any MTWCD canal or facility.
 - iv. Gravity bag filters must be constructed on a hay bale base extending a minimum of five (5) feet beyond the gravity bag filter and:
 1. The hay bale base must have a hay bale barrier constructed around its perimeter. The hay bale barrier must have a silt fence constructed five (5) feet from the hay bale barrier around the perimeter of the hay bale barrier.
 2. Gravity bag filters and sock covered perforated pipe suction discharges can only be used as the final filter at sites that have a minimum grain size of fifty (50) microns (.05 mm) or greater.
 3. For all sites that have any soils with a grain size of forty-nine (49) microns or less, the final discharge into MTWCD canal or facility must be filtered through a sand media particulate

filter, a pressurized bag filter, a cartridge filter, or equal.

4. The use of de-silting trains, using several sediment removal methods in series is encouraged to insure that the discharge is visibly clear at all times.
 - v. Well point systems are generally acceptable for direct discharge into MTWCD canals or facilities. However, it is the applicant/owner's responsibility to insure that all de-watering discharges comply with this section
 - vi. MTWCD will require proof of a permit or written approval from St. John's River Water Management District and other all applicable government agencies to be furnished prior to commencement of the de-watering operations.
 - vii. Prior to starting any de-watering operation, the applicant/owner shall provide documentation stating their site complies with the parameters outlined in the Florida Department of Environmental Protection (FDEP) document number 62-621.300(2), "Generic Permit for the Discharge of Produced Ground Water from any Non-Contaminated Site Activity."
 - viii. MTWCD retains the right to stop all operations if warranted by adverse weather conditions.
2. By-pass or diversion
- a. Any operation requiring the installation of a permitted structure within the Surface Water Management System and impedes the flow of surface water via cofferdam shall provide an application and fee along with a plan for by-pass pumping or diversion acceptable by the District Engineer and District Manager.

FEES FOR STANDARD DE-WATERING PERMIT:

Fee Amount

Ten (10) acres or less	\$ 625.00/month
Above ten (10) acres and less than forty (40) acres	\$ 1,250.00/month
Above forty (40) acres	\$ 2,500.00/month

FEES FOR CORRECTIVE ACTION DE-WATERING PERMIT:

Fee Amount

Ten (10) acres or less	\$ 2,500.00
Above ten (10) acres and less than forty (40) acres	\$ 5,000.00
Above forty (40) acres	\$10,000.00

XVIII. PROCEDURES FOR UTILITY LINES

MTWCD Right of Way is intended for the exclusive use by the MTWCD to perform its water management functions. Consequently, the use of the MTWCD Right of Way for any other use is considered the option of last resort.

1. All Applicants for a MTWCD Permit must provide documentation that ALL other avenues have been exhausted. Copies of formal signed denials from all of the entities that control the other possible routes must be provided with the MTWCD Utility Permit Application. MTWCD will not process any application that does not contain this information.
 - a) All proposed water mains and services; sanitary sewer force mains, sanitary sewer gravity mains, sanitary sewer laterals, and all sanitary sewer service lines; re-use mains, laterals and services, must apply for a MTWCD Permit.
 - b) The MTWCD permit fee will be waived if the applicant listed on the Florida Department of Environmental Protection (FDEP) permit application is a government agency that has a reciprocal “No Fee” agreement with MTWCD. In addition to this, the utility project must be funded entirely with public funds and have been implemented in accordance with the standard procedures that the government agency follows in issuing contracts for all of its Capital Improvements Projects. Utilities such as gas, fiber optics, electric, cable, etc. are not eligible for a waiver of the fees.
 - c) In the event the FDEP Permit Applicant or Permittee is a Non-Government entity, the Non- Governmental entity will be required to pay all appropriate fees necessary to obtain a MTWCD Permit even if the project will eventually be turned over to a Government Agency with a reciprocal “No Fee” Agreement with MTWCD.
 - d) All proposed phone, electric, cable; gas, fiber optic and similar types of utilities must apply for and pay all appropriate fees prior to receiving a permit from MTWCD.
 - e) The lineal foot portion of the MTWCD Permit fee applies to all utility lines of any size or orientation (diagonal, perpendicular, parallel, meandering, etc.) placed within the MTWCD Right of Way. Only those Government Agencies that have a properly executed ‘No-Fee’ Agreement with MTWCD are exempt from the above criteria.
 - f) Orientation:
 - i) MTWCD reserves the right to direct the location and orientation of all proposed utility lines so that they conform to the needs of the MTWCD.
 - ii) All proposed utility lines that will run parallel to the MTWCD Right of Way must be:
 - (1) Situated within the maintenance road of the canal right of way.
 - (2) Located no more than 3 feet from the canal right of way line.
 - (3) Have no above ground appurtenances.
 - (4) Have boxes with reinforced covers at appropriate intervals.
 - iii) Proposed utility lines that will run perpendicular to the MTWCD Right of Way must be intersecting the canal right of way lines and running its entire length at a 90 degree angle with the canal right of way.

- iv) In the case of all existing or proposed cable/wire type aerial crossings, the minimum vertical clearance between the top of bank and the lowest portion of the aerial crossing must be:
 - Collector Canals 45 feet
 - Crossings Over All other Canals 25 feet
 - g) The District Manager has the authority to reduce the vertical clearance requirements to a minimum of 18 feet at aerial crossings that are situated 50feet or less from a roadway canal crossing. MTWCD will systematically notify the appropriate utilities in regards to adjusting existing aerial crossings that do not comply with the preceding criteria. The utility will have 60 days from the date of the notification in which to comply. Failure to comply within the 60 day time frame will result in the utility having to remove the aerial crossing from the MTWCD ROW.
 - h) Guy anchors are not allowed within the MTWCD ROW. MTWCD will systematically notify the appropriate utilities in regards to removing existing guy anchors from the MTWCD ROW. The utility will have 60 days, from the date of the notification, in which to comply. Failure to comply within the 60 day time frame will result in the utility having to remove the aerial crossing, which is supported by the guy anchor, from the MTWCD ROW.
 - i) In the event it is necessary to alter the direction of a utility that is perpendicular to the canal right of way, then the change in direction must occur:
 - (1) Within the maintenance road portion of the canal right of way.
 - (2) Must be no further than 3ft. from the canal right of way line.
 - (3) Must be made using an appropriate 90 degree bend fitting appropriate restraining joints, tie rods, or other acceptable mechanical restraint methods must be used, thrust blocks and similar non-mechanical methods are not allowed.
2. In general, meandering runs will not be permitted without proper justification. All meandering utilities must be presented to the Melbourne Tillman Water Control District Board of Directors for Board approval before a permit can be issued.
 3. Permits issued to the applicant are specifically for the use of the applicant and any additional users of the permitted structure(s) are required to submit application and appropriate fee for use of such structure.

XIX. SUBAQUEOUS UTILITY AND TRANSMISSION LINES

1. MTWCD Right of Way is intended for the exclusive use by the MTWCD to perform its water management functions. Consequently, the placement of subaqueous utility and transmission lines should not only be the option of last resort, but these subaqueous installations need to be constructed in such a manner that their placement under the canals does not impede MTWCD's ability to excavate or dredge the canal banks and/or bottoms.
2. Any utility line proposed for subaqueous crossing to convey wastewater, hazardous, or flammable material is required to be encased in steel reinforced concrete, and/or a steel sleeve structurally designed to withstand excavations of the canal to protect the crossings with the limits of the channel bottom. Forcemain line may be one continuous fused high-

density polyethylene (HDPE) pipe or fusible polyvinyl chloride (FPVC) pipe, with approval of the District Manager.

3. Clearances under the Maintenance Road area will need to comply with the Federal, State, or Local Government standards that apply to the utility being constructed, but in no case less than 3' below the surface.
4. Clearances in this policy will apply whether standard open cut construction, jack & bore, or directional bore methods are used. In the event there are existing features within a canal that prevent strict adherence to the clearances specified, the District Manager has the authority to modify the clearances, so long as a minimum clearance of three (3) feet is maintained between the surface elevation and the top of the conduit. In all cases where an open cut construction crossing is approved the applicant must provide, at a minimum, a ten (10') foot wide, six (6") inch thick concrete pad, centered over the conduit. The following is a table of the required clearances for subaqueous utility and transmission lines:

<u>Canal Number</u>	<u>Clearance from Slope of Bank (min.)</u>	<u>Clearance from bottom of canal (min.)</u>
C-1	6 ft.	14 ft.
C-2R	6 ft.	14 ft.
C-9R	6 ft.	14 ft.
C-10	6 ft.	14 ft.
C-37	6 ft.	14 ft.
C-61	6 ft.	14 ft.
ALL OTHER CANALS	6 ft.	6 ft.

EFFECTIVE DATE

Adopted by the Melbourne-Tillman Water Control District Board of Directors at regular meeting of June 28, 2016. Amended December 6, 2016 regular meeting, Amended March 6, 2018, Amended June 26, 2018, Amended June 25, 2019, Amended August 27, 2019, Amended August 26, 2020, Amended February 23, 2021, Amended October 25, 2022, Amended December 6, 2022.

Attachment

5

In House Applications

November 8, 2022

Melbourne-Tillman Water Control District
5990 Minton Road
Palm Bay, FL 32907
ATTN: Board of Directors of Melbourne-Tillman Water Control District

Dear Directors,

I respectfully submit my resume for consideration for the position of District Manager.

The experience I possess meets or exceeds the qualifications identified in the job description. These qualifications include a Bachelor of Science degree in Civil Engineering, Professional Engineer License in the State of Florida, and lifetime of work experience in Stormwater Management in supervisory and managerial positions. The experience includes respected contact with other governmental agencies including regulatory and policy decision personnel.

I pride myself on the ability to accomplish many tasks including problem solving and project estimating, as well as technological understanding in multiple software programs.

I appreciate your review of the information provided and am available for additional questions.

Sincerely,



Michael E. McCabe, P.E.
Email pe58693@aol.com
Phone 321-720-5030

MICHAEL E. M^cCabe, P.E., C.P.M.

742 Hyacinth Circle, Micco, FL- (321) 720-5030 -pe58693@aol.com

OBJECTIVE

Highly motivated and self-learning individual seeking to utilize the experience and knowledge obtained in engineering and management

PROFESSIONAL EXPERIENCE

Melbourne-Tillman Water Control District (2014-Present)

Deputy District Engineer/District Engineer (2014-Present)

- Manage permitting through review, recommend issuance, and inspection and documentation of infrastructure.
- Coordinate with various agencies for future development.
- Administer agreements with FDEP, SJRWMD, etc.
- Maintain and update the hydraulic and hydrologic models and geographical information
- Grant writing and submission

City of Palm Bay 1985-2014

Public Works Division Manager (2010-2014)

- Manage the Stormwater Utility, Engineering, and Permitting Divisions.
- Plan, budget, schedule, design and manage Capital Improvement, LAP, and Community Development Block Grant projects.
- Oversee the permitting of commercial development and subdivisions, to include final acceptance for maintenance.
- Work includes budget preparation, managing fee structure, billing and credits for Stormwater Utility.
- Prepare and administrate grants (IRLNEP Cost-Share, State Appropriation, HMGP, NRCS).

Engineer III (2006 – 2010)

- Supervise the planning, scheduling, design and inspection of Capital Improvement Projects.
- Manage the design and construction of projects to include bridge replacement, roadway widening, watershed improvements, and environmental remediation.
- Administer the NPDES MS4 permit requirements, and provide technical support for development of Total Maximum Daily Loads and Basin Management Action Plan for the Indian River Lagoon Estuary and Turkey Creek watershed.

Engineer II (1998 – 2006)

- Plan, direct, and coordinate the preparation of plans, specifications, and contract documents for the construction of streets, water distribution, watershed improvements, and sidewalks/bike paths.
- Supervise the review and acceptance of commercial site plans and subdivisions to assure compliance with City codes and the required right-of-way improvements.
- Assist in the acquiring of grants for various capital projects, (EPA, SJRWMD, FEMA, FDEP).
- Acquire environmental, utility and other various permits, (FDEP, SJRWMD, FDOT, ACOE).
- Make public presentations to various groups, (Homeowners Associations, and other organizations).

Engineering Assistant (1991- 1998)

- Supervise and coordinate driveway culvert permits including surveying, specifications, and inspection.
- Review, evaluate, and design of plans for extensive road reconstruction and utility improvement projects.
- Develop and implement digital geographical data using AutoCAD for subdivision stormwater infrastructure.

Survey Party Chief (1985- 1991)

- Supervise and coordinate activities for data collection, construction layout and boundary surveys.

PROFESSIONAL REGISTRATION

- State of Florida Professional Engineer #58693

EDUCATION

- B.S. Civil Engineering, University of Central Florida, Orlando, Florida, 1998

CERTIFICATIONS

- American Public Works Association Certified Stormwater Manager
- Florida Certified Public Manager, Florida State University
- FEMA NIMS/ICS certifications
- FDEP Certified Stormwater Erosion and Sediment Control Inspector and Trainer
- Various certifications in Engineering and Construction Management

AFFILIATIONS

American Public Works Association (President-Elect, Director, Education Chair, Past-Chairman, Accredited Department)

CIVIC ACTIVITIES

Town of Indialantic Planning and Zoning Board--Nov. 1999 to Nov. 2001, Nov. 2006 to 2014

Town of Indialantic Board of Adjustment—June 2002 to Nov. 2002

Town of Indialantic Councilmember—Nov. 2002 to Nov. 2006 (Deputy Mayor 2004-05)

Member of Management Board for the Indian River Lagoon National Estuary Program (2016-Present)

Jacob O'Connor

1985 City Acres Rd., West Melbourne, Florida
(321) 419-3086
Jake32014@gmail.com

Summary

Skilled professional offering 20+ years of work experience with a proven record of success in management and ownership. I have been able to motivate coworkers to achieve optimal performance while maintaining safety practices and standards. Highly motivated to identify and resolve inefficient operational processes. Detail-oriented, confident final decision making and excellent in unpredictable and hectic environments. Superior problem-solving skills as well.

Professional Skills

- Management skills that include administrative work, problem solving, budgeting and coordinating multiple projects for optimal proficiency.
- Safely maintains canals utilizing appropriate methods and techniques.
- Proficient in equipment maintenance and repair of all equipment used within the department.
- Communicates effectively in both written and verbal formats.
- Excellent time management skills that ensure deadlines being met and issues addressed promptly.
- Collaborates well and thrives within a team environment.
- Computer skills, including email, Microsoft Word, Excel and PowerPoint.
- Skilled in billing, account receivables, budgeting and organization.

Experience

Team Lead

**Melbourne Tillman Water
West Melbourne, Florida**

01/2020 - current

Responsibilities include managing and assisting multiple employees with maintenance and repairs on "right of ways" and waterways. Conduct routine maintenance and small repairs on heavy equipment, dump trucks, semis and trailers. Coordinate crew, trucks, and plans to appropriate locations. Work with live heavy traffic on main roadways to include dropping off heavy machinery, recovery of equipment from other departments and maintenance of main canal safely. Attend board meetings to facilitate improved communication between management divisions. Train multiple staff to obtain Class A CDL licenses successfully. Train all new hires on proper operation of all heavy equipment and safety standards.

Owner Operator/Independent Contractor

**C & J Family Lawncare
West Melbourne, Florida**

03/2014 - 07/2020

Successful owner and operator of a lawn and landscaping business with multiple employees. Administrative responsibilities to include account receivables, billing, budget for repairs and equipment maintenance and cost of operation. Customer service and complaint resolution in a professional manner. Assess cost and provide estimates for each customer. Maintained, serviced and repaired equipment. Maintained weekly routes for routine maintenance of grass, brush and trees. Provided services for fence repair, irrigation install/repair, construction of backyard landscaping to include ponds and exotic plants and fish.

Lead

CDM Trucking - Daryl Williams **02/2019 - 01/2020**
Palm Bay, FL

Land clearing, storm water maintenance and repair, maintenance and repairs of "right of ways", canals, and road repairs. Managed a team of 6 workers to install lift stations, pipe for water, sewer and storm, road grading, paving and pouring/finishing concrete (Commercial and Residential). Ordered materials and supplies. Created and implemented logistical plans for said jobs.

Completed maintenance and repairs for the Town of Grant/Valkaria canal and ditch system, mowing of right of ways, slope mowing, and monthly dirt re-grade for roads in town. Successfully completed crossings for failed storm drain pipes.

Employed also 2008-2012

Heavy Equipment Operator and Driver

Team Waterbury -Ken Waterbury **02/2015 - 04/2019**
Valkaria, FL

Land clearing, hauling of land material, and heavy equipment operator. Utilized a push out trailer, log trailer and grinder to grind trees. Built and graded concrete pads for new construction for homes and businesses.

Lead/Foreman

Youtzy Sitework - Kory Youtzy **05/2012 - 01/2015**
Palm Bay, FL

Foreman. Responsibilities included land clearing, water, sewer and storm install and repair. Initial and final grading. Maintained communication and logistics for dump truck and semi drivers. Recorded and provided weekly progress reports for site development, material, load counts, drop off points and pickup points. Provided weekly report for equipment and employee progress.

Owner Operator/Independent Contractor

Accel Tucking - Kyle Kern **02/2006 - 06/2008**
Liberty Center, OH

Owner/Operator of a successful freight transport company. Multiple state travel to include maintaining logs of freight carried. Provided meticulous logs of drive time. Submitted claims for insurance on tires and other parts of the truck. Maintained communication with brokers and negotiated terms and final cost of the job. kept escrow accounts to help maintain costs for future business transactions. Had to service, maintain and repair semi-truck. Responsible for administrative work including accounting, budgeting and organization.

Equipment Operator
Wheelbarrow Land Clearing (CDM Trucking)
Danny & Daryl Williams **01/2004 - 05/2006**
Palm Bay, FL

Obtained CDL endorsement for heavy hauling. Maintained and repaired heavy equipment and semi as well as trailers. Cleared land and hauled material out.

Education and Licenses

- Graduated Liberty High School in 2001
- Class A CDL Driver's License

Letters of Reference

**Please see attached letters*

Doug Platt
Calvary Chapel- Glen
Bo Rainbolt

Letters of Reference

Daryl Williams (321) 508-2100
Kory Youtzy (321) 508-2100

To: The Board of Melbourne Tillman Water Control District

Platt Ranch would like to indorse Jacob Christian O'Connor for the position of District Manager.

We feel he would do an exemplary job in this position. His knowledge of the district and inner workings are above reproach. He also in our experience working with him has shown a true willingness to evaluate the job at hand and use the correct resources available to get done in a timely manner while also paying attention to not only detail but workmanship and mindful of budget.

Once again we would hope you would consider him for this position because we feel he is the candidate for the job.

Thank You,

Douglas Platt
President Platt Ranch

Handwritten signature of Douglas Platt, consisting of a stylized 'D' followed by a horizontal line and the name 'Platt' written in cursive.

October 27, 2022

Melbourne-Tillman Water Control District
5990 Minton Rd
Palm Bay, FL 32907

Re: Recommendation for Jacob O'Connor

To whom it may concern,

I would like to recommend Jacob O'Connor for promotion to a higher-level position within your organization. Mr. O'Connor managed the work performed at Calvary Chapel Melbourne in August of this year.

We submitted a request for service to clear vegetation from around the canal that divides our campus. On one side is the church and school and on the other side is the athletic fields. This was a major safety concern of ours to be able to see across the canal and watch after our students.

Mr. O'Connor listened to our concerns, formulated a plan of action, then implemented it far exceeding our expectations. He checked in with us throughout the process and modified his approach as the needs of the school and traffic flow changed.

Mr. O'Connor treated us and his crew with the utmost respect and curtesy, maintaining safety as a high priority. His knowledge of his crew, equipment, and the infrastructure was most impressive. I look forward to the opportunity to work with Mr. O'Connor in the future and ask that you seriously consider him for a higher-level position as his managerial and people skills would be utilized to their fullest.

Thank you for taking the time to read and consider this recommendation. Have a blessed Day!

Sincerely,



Glen A. Vinke
Security Officer

Elaine Robbins

From: Jacob O'Connor <jake32014@gmail.com>
Sent: Monday, November 7, 2022 6:52 AM
To: Elaine Robbins
Subject: Fwd: Reference

----- Forwarded message -----

From: Bo Rainbolt <boltss87@hotmail.com>
Date: Sat, Nov 5, 2022, 8:15 PM
Subject: Reference
To: jake32014@gmail.com <jake32014@gmail.com>

To whom it may concern,

This letter is to inform you of the qualities I've observed in Jacob O'Connor over the three years I have known him. We are both employed by the District. He is the Heavy Equipment Group Leader and I am the Facilities Group Leader. I also do all the survey work for the district for the past nine plus years. Being the district survey tech I have worked closely with the heavy equipment department on all major projects. I have now worked closely with 3 different department leaders. By far the quality of Jacobs projects is unmatched by his predecessors. I have witnessed projects fail in the past. Jacob has reworked several with exceptional and long lasting results far exceeding the previous work done. He coordinates all aspects of the project. He understands the scope of work from beginning to end including materials and equipment needed. He handles all aspects of logistics and instructs his crew without hesitation. I observe he does all this well because of the confidence he possesses from his understanding and experience in earthwork. He takes pride in his work and rightly so. He instructs his crew and provides the training necessary so they possess the knowledge he has to further help get the project done and done correctly. He has the respect of his crew and instills confidence in them as well.

If you are looking for someone that has great knowledge of equipment, earthwork, and projects both grand and small. Someone who has leadership and communication skills. Someone that takes pride in his work and can professionally interact with coworkers, the public, and municipalities, then you will be hard pressed to find someone better than Jacob. This is just a brief note to give you a little insight into the person I know. If you have any questions or need further information please feel free to contact me.

Regards, Bo

Bo Rainbolt
boltss87@hotmail.com
Work 321-723-7233
Personal 321-698-1616

Sent from my iPhone

Outside Source Applications

Fred R. Bunch

3241 Gatlin Drive ■ Rockledge, Florida 32955
336-930-4688 – Cell ■ frbunch7@gmail.com

OBJECTIVE: Operations

STATEMENT OF QUALIFICATION

My background includes more than 20 years of multi-unit experience in an operational environment.

Sales volume ranged from \$5 million to \$400 million while serving as many as 16 locations, with the responsibility of \$31 million in inventory. My responsibility included planning for seasonal inventory levels, product sourcing, and measuring results for future purchasing. Year-over-year inventory reductions accomplished while improving sales and traffic count.

Experience in leading the team to meet or exceed sales goals, increasing customer count through superior satisfaction and the development of team members for successful growth opportunities.

Develops mentors and manages large and diverse teams. Recruits and identifies potential in staff members. Also coaches managers and hourly teams to attain corporate objectives.

EXPERIENCE

Advance-auto parts, Cocoa, FL

District Manager – (2018)

Regional Safety Captain for 12 districts

- Supervise 15 stores
- 100 plus Commercial accounts and DIY Operations

Golding Farms Food, Winston-Salem, NC

Sales Manager – (2017)

- National Accounts - Lidl, Save a Lot & Aldi
- Research & Development Support

Advance-auto parts, Winston-Salem, NC

District Leader 12 units, (2013 to 2017)

- District Manager of the year for 2013
- Professional accounts exceeded 9% improvement in 2016

Dollar General, Greensboro / High Point, NC

District Manager 16 units, (2011-2013)

- Recognized for most improved shrink reduction
- Reduced inventory 9.2% /Sales increase of 7.70%

Big Lots Stores, Winston-Salem / Durham NC

District Manager 14 units, (2008 to 2011)

- \$42 million in Sales Volume
- Sales raking improvement from 19th to 5th

Goody's Family Clothing, Winston-Salem, NC

District Manager 12 units, (2006 to 2008)

- \$40 million in Sales Volume
- Appointed one of five District Managers for company panel to improve operation for sales gain

Flower Factory, Canton, OH

Retail Consultant (2005 to 2006)

- Optimized product flow to stores through partnerships with buying team.
- Responsible for leading Operation Managers in five units, averaging 80,000 square feet.

Wal-Mart stores / Supercenters

Market Manager (1991 to 2004)

- Six units in North Carolina, \$400 million in Sales Volume 2,200 Staff
- Nine units in Pennsylvania and New York \$220 million Sales Volume 1,500 staff
- 10 units in Minnesota \$100 million Sales Volume 1,000 staff

Wal-Mart stores

Store Manager (1983 to 1991)

- Five locations
- Sales volume of five million to \$38 million
- Multi State locations included – Louisiana, Florida and Maryland

EDUCATION

Liberty University, Lynchburg, VA

Associate of Arts in Interdisciplinary Studies

Arkansas Military Academy, Little Rock, AR

2nd Lieutenant Graduate, Engineer Company

CERTIFICATIONS

Fundamentals of Supply Chain Management

Six Sigma, Yellow Belt Certification

JENNIFER WILSON

609.816.1304 | Jmb1513@gmail.com | Palm Bay, FL

Sr. Operations Management Professional

- Highly experienced in companywide operational tempo and Business Development W/ Additional Ancillary Revenue Sales budget of \$1.5M+
- Experienced Operations Manager, trusted leader in the field ensuring all team members execute duties to the highest of standards and meeting while maintain a safety mindset
- Highly skilled in negotiation techniques and tactics
- Experienced in P&L management, Budgeting, acquisitioning
- Served as trusted resource for senior leaders, providing accurate and actionable information impacting operational strategies in the development of Operation managers and staff.
- Strong Interpersonal and problem-solving skills utilized in multifaceted professional environments.
- Strong record of collaboration with partners and shareholders to successfully drive mission objectives and coordinate resources.
- Thrives in high-tempo, high-pressure environments; views challenges as opportunities to excel.

- Areas of Expertise -

Administrative Operations | Field Operations | Program Management | Risk Assessment
| Negotiation Skills | Operations Analysis & Planning |
Leadership | Team Development | Training | Project Management | Budget Management | Communications

PROFESSIONAL OVERVIEW

Operations Manager, United Site Services

May, 2015 - November, 2022

- Manage full-scope of company operations, including but not limited to: manage 50+ crew members/field operators, oversee multiple fulltime staff, which includes field account managers with individual business portfolios, as well as manage the branch overall P&L.
- Successfully oversee branch Ancillary Sales revenue stream to facilitate additional revenue.
- Oversee contract agreements and executions; contributing to branch yearly commitments.
- Exhibit strong communication skills and successfully translate clientele needs to staff to ensure feedback is received and acted upon appropriately.
- Manage the hiring, onboarding and termination of all operation based positions.
- Established and lead new branch leadership team to expand into new markets and grow contract revenue.

Sr. Coordinator / Manager, Penske Automotive

2012 - 2015

- Managed full-scope of operations pertaining to direction of 12 separate dealership portfolios.
- Entrusted as a mentor and trainer to Production managers and multiple teams throughout the company.
- Experienced with service lines and change-orders pertaining to a multitude of projects ranging from small scale to large scale.
- Able to speak with clientele and translate needs of clients to field operations teams efficiently and effectively
- Highly Experienced in Team Development and building/mentoring the future leaders of a company.

Operating Engineer, I.U.O.E. Local 825

2013 - 2018

- Built qualifications as an highly experienced heavy equipment operator
- Managed all-aspects of business and projects, coordinating resources to meet budget and timeline constraints.

Dispatcher, Ushler's Towing

2004 - 2015

- Managed personnel and equipment, providing timely and accurate dispatch throughout the area.
- Coordinated multifaceted movements and calls received from clients and field personnel
- Served as trusted mediator between company, insurance agencies and local law enforcement efforts

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

- **General Education Diploma** – Woodstown High School, Woodstown, NJ
- **Multiple Certifications** – United Site Services, National Level

REFERENCES:

Kenny Robinson (Supervisor) United Site Services: 732.948.5778

Jennifer Mancuso (Supervisor) Ancora Psychiatric: 609.784.5415

Steve Bisbee (Former Manager) Area Operations Manager, United Site Services: 908.377.1097

Adam Chicalace, IT Director United Site Services: 908.285.9085

JOHNNY WOODBERRY

Call Center Manager

Palm Bay, FL 32908

johnnywoodberry2_2qj@indeedemail.com

+1 321 503 5120

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Ford Sales Zone Manager

Percepta - Melbourne, FL

November 2021 to October 2022

- New vehicle wholesale and parts sales
- The eyes, ears and voices of Ford, meeting customer demand by delivering the right products to the right dealers at the right time
- New vehicle wholesale and parts sales
- Sales metrics and forecasting skills
- Customer service programs
- Merchandising & advertising support
- Process analysis, implementation and improvement support

Operations Manager

TTEC - Remote

December 2019 to November 2021

- Manage day-to-day operations and deliverables
- Actively manage the staff, support, motivate and retain an outstanding team
- Manage the communication. Maintain a positive, respectful and caring attitude
- Escalate system level issues to the appropriate systems/IT support/vendor team

- Actively implement strategies and initiatives to enable the business to achieve its objectives
- Communicate the core strategy and goals to the team
- Establish metrics for success, set clear daily priorities, and drive the team to meet goals
- Understand the key business objectives, timeframes, and requirements associated with each goal and client requirements

Call Center Manager

Lux2 Transfer - Merritt Island, FL

July 2019 to September 2019

- Directs team by demonstrating successful continuous improvement performance techniques
- Supports the operation by effectively communicating, demonstrating, inspecting, and enforcing job expectations (i.e. daily huddles, monitoring requirements, employee coaching techniques, policy and procedure enforcement)

- Conducts needs assessments with regard to contact center performance, market and customer trends, capacity planning, technical system and audit reviews, data and cost/benefit analysis, budget recommendations and assist with organizational strategic plans
- Oversee and manage the budget and staffing needs of the team
- Prepares call center performance reports and/or presentations by collecting, analyzing, and summarizing data and trends, and uses that information to develop and communicate improvement/maintenance plans
- Keeps consistent documentation of performance discussions with CEO, COO and Director of Operations via 1-on-1 meetings daily, weekly, monthly, and normal review cycles
- Maintains a thorough working knowledge and applies the guidelines relating to customer issues
- Encourages open door policy through positive and constructive flow of communication at all levels
- Stays professionally relevant by tracking emerging trends in call center operations management
- Responds promptly to member and staff correspondence
- Establishes, updates, and maintains the applicable standard operating procedures for the department

Personal Banker IV

SunTrust Bank - Titusville, FL

September 2017 to June 2018

- Managing assigned customers and proactively meeting with them in person and over the phone build lasting relationships
- Discover financial needs and tailor product and service recommendations
- Making lives of customers easier by sharing and setting up self-service options to access their accounts 24 hours a day/7 days a week
- Partnering with Specialists (Financial Advisors, Mortgage Bankers and Business Relationship Managers) to connect customers to experts who can help them with specialized financial needs
- Adhering to policies, procedures and regulatory banking requirements

Sales Manager

Staples - Clemmons, NC

September 2016 to April 2017

- Engaging and inspiring store teams to achieve maximum performance by modeling behavior that fosters a sense of energy, ownership, teamwork, and personal commitment
- Pursuing, attracting, hiring, coaching, and retaining talented associates for key roles and setting clear performance expectations
- Sharing responsibility as the "Manager on duty" and total store operations
- Creating a culture of consultative selling with an emphasis on developing ongoing professional relationships with top customers
- Maintaining accountability for results within the Easy Tech & Mobile area
- Partnering with other store managers to champion a customer-centric environment
- Overseeing the timely completion of required training for all store associates

Account Executive

Blue Rhino / Ferrellgas - Winston-Salem, NC

September 2014 to March 2016

- Handled all system data account maintenance requests from the Sales, Accounting, and Operations departments
- Acted as a helpful resource for customers via phone and email

- Responded to customer inquiries in a timely and accurate manner
- Resolved complex customer account issues
- Completed all data entry and filing; and handles additional administrative duties as needed
- Entered all new and modified account/location data into customer database from field sales managers
- Executed status changes within user interface for the customer database including accounts/locations per requests from Sales, Accounting, and Operations personnel
- Produced and sends various reports to appropriate departments and personnel
- Documents, researches, and follows up on products
- Updated pricing structures within customer database account pages
- Documented, maintained, and followed up on database requests within internal IT audit tools
- Executed Global Sourcing Sales requests to include order processing, RGAs, tracking, and follow-up
- Responded to all email boxes in Customer Care
- Provided daily reporting on pending orders, and reorders
- Provided backup to Tank Exchange and Product queues
- Served as a Customer Care advocate and records customer feedback in Rhino-Net and the Consumer Application

MEM Associate Manager

PepsiCo Food Service - Winston-Salem, NC

January 1999 to March 2014

- Managed 23 direct reports
- Responsible for managing all National Accounts Foodservice Customer's Equipment and the inventory of that equipment
- Minimize financial exposure related to fountain equipment
- Conduct monthly one-with-one sessions with equipment team
- Build bottler and internal customer relationships
- Hiring, On boarding and training of new hires
- Works with Regional Operations Managers to resolve service issues with service providers including third party service providers
- Track Time and Attendance
- Monitors service provider compliance to Service Level Agreements including confirming and closing orders in the system
- Ensure job aids are updated with new information

Territory Sales Manager

- Responsible for coaching and leading a team of 20-30 Pepsi Direct Sales Representatives
- Coach P.E.P.S.I., PepsiCo's Selling Foundation to enhance skills and drive results delivering Volume and Marginal Contribution while managing costs
- Builds partnerships with internal Field Operations Team, the Selling Capability Team, and Human Resources
- Sponsors, trains and transitions change management
- Plays an integral part in Hiring and Selection
- Involved in key project work as well as belonging to AOP teams
- Completes route rides, one on ones, call evaluations, modeling expected behavior, time and attendance, Mid-Year and Focal Point evaluations

Education

BS in Business Administration and Management

Strayer University - Greensboro, NC

2012 to 2014

Skills

- Team Building
- Management
- Leadership
- Supervising experience
- Sales
- Call center management

Military Service

Branch: United States Marine Corps Reserves

Service Country: United States

Rank: Lance Corporal

April 1994 to September 2002

- Provides advice, guidance, and assistance to the equipment commodity manager
- Advises maintenance personnel who perform maintenance and maintenance management duties
- Supervise all maintenance management personnel in this role and would monitor maintenance management programs, policies, and procedures
- Analyze maintenance and maintenance management functional areas to ensure the effective use of equipment, maintenance, and material

Additional Information

Skills

Microsoft Office, SAP, Siebel (10+ years)

KEITH SWEENEY

Vero Beach, FL 32967
(772) 584-2246 - keithsweeney3@gmail.com

PROFESSIONAL SUMMARY

Ambitious Production Manager with 13 years of experience in high volume manufacturing environments. Motivates employees to align performance with company objectives in fast-paced production environments. Superior competency in resource allocation, production scheduling and workflow management.

ACCOMPLISHMENTS

- Increased overall productivity and quality by over 55% by implementing training programs designed to increase performance levels, revamping processes and workflow procedures.
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Supervised team of 25 staff members.

SKILLS

- Production Problem Resolution
- Raw Product Testing
- New Product Development
- Product Standards Establishment
- Inventory Control Programs
- Production Oversight
- Production Schedule Review
- Cost Control Programs
- Production Reports Maintenance

WORK HISTORY

06/2020 to 08/2022 **Production Manager**

Ionemoto Inc. – Sebastian, FL

- Resolved issues quickly to maintain productivity goals.
- Managed continuous improvement initiatives to drive gains in quality, flow and output.
- Implemented program changes to identify and quickly resolve root cause issues bottlenecking production levels.
- Implemented quality improvement changes to minimize product defect rates.
- Created streamlined production schedules and collaborated with production employees to communicate objectives and goals.
- Implemented quality improvement changes to minimize product defect rates, reducing returns by 80%.

01/2009 to 05/2020 **Team Leader**

Pursuit Boats – Fort Pierce, Florida

- Mentored and guided employees to foster proper completion of assigned duties.
- Conducted training and mentored team members to promote productivity, accuracy and commitment to friendly service.
- Built strong relationships with customers through positive attitude and attentive response.
- Established open and professional relationships with team members to achieve quick resolutions for various issues.
- Communicated with production team members about quality issues.
- Standardized production procedures, job roles and quality assurance guidelines, while increasing production by 40%.

EDUCATION

05/2003

High School Diploma

Sebastian River High School - Sebastian, FL

Michael Street

Melbourne, FL 32940

michaelstreet68_muk@indeedemail.com

+1 336 782 5107

Result-Focused management professional offering 30 years of progressive leadership experience. Transforms high-potential staff into outstanding leaders who demonstrate the creativity and savvy that is critical to financial and operational success.

Work Experience

Sam's Club Manager

EXPEREIENCE - Lady Lake, FL

September 2021 to Present

Sam's Club Manager

Cookeville, TN

September 2019 to September 2021

Fresh Market Operations Manager

Wal-Mart - Orlando, FL

April 2016 to 2018

Sam's Club Manager

Apopka, FL

May 2015 to April 2016

Sam's Club Manager

Cocoa, FL

May 2014 to May 2015

Sam's Club Manager

Knoxville, TN

August 2012 to May 2014

Sam's Club Fresh Market Manager

Coral Springs, FL

March 2010 to August 2012

Sam's Club Manager

Winston-Salem, NC

February 2004 to March 2010

DUTIES

CLUB MANAGER

- Directs management team in all Facility operations; ensures asset protection and inventory control

- Ensures Member and Associate safety
 - Ensures that all areas of the Facility are in compliance with Company policies and procedures; and communicates with members of management and Associates about Facility operations, merchandising, and Company direction.
 - Drives membership and sales growth in a Facility
 - Drives the financial performance of the Facility
 - Increases quality of Member experience
 - Initiates, directs, and participates in community outreach programs, and encourages and supports Associates in serving as good members of the community; establishes and maintains relationships with key individuals or groups in the community acting as the representative for the Company. Presents the Company's perspective to various external organizations following the Company's media guidelines; and Champions Company-sponsored programs, events, and sustainability efforts to Associates, Members, and the local community to emphasize the Facility as part of the community.
 - Oversees and enforces the execution of food safety standards, cold chain compliance, and food merchandise quality
 - Provides direction and guidance to members of management and hourly associates on proper member service approaches and techniques to ensure member needs, complaints, and issues are successfully resolved within company guidelines and standards; and assists with member service as needed
 - Upholds the Company's Open Door Policy
- Fresh Market Manager/Fresh Operations Manager
- Drives Sam's Club Fresh area sales, financial, and operational performance for the market
 - Acts as the subject matter expert for the Fresh area
 - Drives the execution of multiple business plans and projects
 - Ensures products are evaluated for quality, proper packaging, availability, and presentation
 - Identifies sustainability and/or product waste opportunities and community outreach opportunities and implements solutions and programs
 - Partners with the Technical Team to use training to grow market share in the market
 - Promotes and supports company policies, procedures, mission, values, and standards of ethics and integrity
 - Provides supervision and development opportunities for associates

Education

High school diploma or GED

Skills

- Operations Management
- Staff Development/ Supervision and Training including new Technology
- Talent Recruitment for Business Demands

- Inventory Control
- Multi
- Unit Operation Management
- Market Analysis
- P&L Management
- Financial management
- Accounts receivable
- Salesforce
- Succession planning
- Warehouse management
- Analysis skills
- Warehouse management system
- OSHA
- Hazmat
- Human resources

Paul Rodebaugh

4711 Gatesbury Drive, St. Louis, MO 63128
paulrodebaugh@gmail.com 314-488-0122

SKILLS

- 14 years Management Experience
- 8 years Operations Management Experience
- 15 years Customer Service & Service Recovery
- 12 years Recruit, Hire, Teach, Train & Coach
- 9 years Servant Leadership Management
- 6 years Inventory Control Experience
- Excellent Soft Skills/Building Relationships
- Top-notch Attitude and Follow Through
- Communication & Organization
- Ability to Recognize Trends/Patterns
- Effectively Develop & Implement Plan/Policy
- Ability to Execute Strategic Decisions/Standards
- Creative, Passion, Integrity, Discipline & Trust
- Learn & Adapt Quickly – Results Oriented
- MS Office – Word, Excel, Outlook, PowerPoint
- iPhone, Android, Skype, Google Hangouts

EDUCATION & CERTIFICATIONS

St. Louis Community College, St. Louis, MO.....1988 – 2001
Hospitality Management - Business management, sanitation, quantity food preparation

PROFESSIONAL EXPERIENCE

Region Manager, Premium Retail Services

St. Louis, MO.....8/2013
– 2/2020

- Motivated and inspired team using daily voice memo “morning messages,” emails and texts to the team, one on one phone calls, emails, text messages individually and surprise field visit work withs to improve performance metrics, relationship building with Walmart Department Managers and upper level management and special project completion
- Manage and analyze data for stakeholder needs while in the field – was a go-to source in the Division for real time distribution checks, profit margin, product origin and competitive activity whether for company account managers (real time presentations, vendor partner requests) or vendor partners (purchasing, last minute data gathering prior to meeting with Walmart Corporate buyers) etc.
- Executed functions to recruit, hire, teach, train, coach & retain and consistently followed through on effective engagement strategy both in terms of team members and Walmart management hierarchy in all 26 territories touching 7 states – work from home and in the field with up to 75% overnight travel

- Managed all retail sales and merchandising metrics for multiple companies simultaneously and exclusively in Walmart stores – sales, stock, build displays, check dates, rotate, place coupons, install POP, expose phantom inventory and communicate with management
- Effectively monitored weekly/monthly store call coverage and special project completion for entire region of 26 Territory Managers working over 200 Walmart stores – Walmart, Walmart Supercenter, Sam’s Club, Neighborhood Market and Walmart gas stations – touching seven states throughout the Midwest

Store Manager, Blockbuster Video

St. Louis, MO.....9/2012 – 03/2013

- Managed all aspects of video rental/retail store, including the liquidation process
- Motivated all employees to stay to the end through liquidation – when BBV announced all of the stores would be closing, all of the employees wanted to quit immediately and look for new jobs. I held a store meeting. I explained that the work they would do during the next weeks was a golden opportunity to gain experience they otherwise could not gain. I explained that the talking points of that experience very well could be the deciding factor between getting hired or not in their next or future job interview. I also told them that I needed them and couldn’t do it without them. They all stayed.
- Finished second in retail and fixture sales within a 25 store closing district, including St. Louis and Chicago, during company-wide liquidation process
- Consistently coached all employees to promote Blockbuster’s membership and rewards programs and monitored performance metrics
- Assisted District Manager with store audits – inspecting bank deposits, OSHA signage, planogram execution, all company standards, cleanliness, etc.
- Recruit, hire, teach, train, retain & coach

District Manager, Premier Wireless

St. Louis, MO.....10/2011 – 7/2012

- Managed 10 Cricket Wireless retail stores – 5 in St. Louis, MO & 5 in Chicago, IL
- Initiated weekly store manager conference calls to manage and assess sales and marketing strategy – review sales, daily/weekly/monthly KPI tracking, promotions, staffing/scheduling obstacles, sharing strategy/success with cold calling hotels and gaming stores and businesses for permission to set up cell phone purchase and activation booths, cross-marketing, etc.
- Consistently coached all employees to promote handset protection plans and sell accessories through bundling – monitored performance metrics
- Performed store audits – bank deposits, OSHA signage, cell phone demo stations set to planogram, observation of Store Managers and sales associates and follow through with appropriate coaching and praise, company standards, cleanliness, etc.
- Recruit, hire, teach, train, retain & coach

Phillip Parker

BUSINESS MANAGER

Sebastian, FL

philliparker42_utg@indeedemail.com

+1 564 208 3535

Highly-motivated, detail-focused Business, Sales and Accounting professional. Solution-oriented, expert researcher and innovative problem solver, able to utilize proprietary industry technologies to quickly track down and resolve discrepancies. Self-directed, perform efficiently in busy environment handling many tasks simultaneously. Collaborative team leader, with strong client facing talents, guiding and mentoring the delivery of excellent customer service and sales

CORE QUALIFICATIONS

- Strong decision making ability and independent judgment to establish operational plans, within operational guidelines and in support of the business plan.
- Excellent management skills. Must be able to provide direction and support to a large number staff
- Very strong communication skills, including the ability to clearly articulate company vision as well as communicate accurate day-to-day operations information to a wide variety of audiences, including staff, operations management, independent contractors and vendors.
- Very strong organization and administration skills to ensure day to day smooth operations with detailed, accurate records.
- Strong time-management and multi-tasking skills with the capability to determine priorities in a fast paced, changing environment.
- Strong customer service skills. Ability to provide good customer service directly to customers, and prioritize operations based on customer needs.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

General Manager

DID Electrical - Galway, County Galway

September 2020 to September 2022

Role;

- Day to day management of all operational and administrative issues within the branch. This includes but not limited to opening and closing the store as well as the security of the store and your team.
- Manage and be responsible for achieving and exceeding assigned business targets, sales budgets, KPIs and discount, demonstrating ambition and profit focus.
- Drive sales, service, productivity and standards throughout the Branch.
- Responsible for managing merchandising and stock levels within the store. As well as being accountable for stock loss and stock takes.
- Analyse and interpret trends by keeping an eye on the market, to include visiting local competitors' stores and keeping an eye on media channels. Looking out always for opportunities to improve your own overall store's performance.

- Ensure you are aware of all details around our Company offers as well as having them highlighted within your store.
 - Ensure high levels of customer service from the team as a whole. Fully understand your customer needs and requirements.
 - Ensure your store is always presented to the best of its ability for your customers and your team alike. Walk the floor regularly with your team and customers in order to hear their opinions of your store.
 - Responsible for health and safety within the store.
 - Build a network with your fellow Branch Managers; help each other out when you can (eg. Helping out with cover)
 - Ensure you are able to have difficult conversations; this can be with customers (eg complaints) and team members.
 - You are a People Manager as well as a Branch Manager. Remember you are responsible for the wellbeing of your team.
 - You are responsible and accountable for your own labour rosters and associated costs (SPM). This includes managing cover for your store when needed.
 - Have regular team meetings, to keep your team up to date with any developments they may need to do their jobs to the best of their abilities.
 - Responsible for developing your team to include but not limited to, identifying their training needs & to act upon it, regular performance reviews, having that open and honest conversation if needed, also to manage any areas of underperformance.
- For any HR concerns, remember you are first point of contact for your team. Ensure you start any conversation with the correct procedures and policies in mind. • Counsel, advise and instruct/ train your team in all policies and procedures; this includes but not limited to HR, H & S etc.

General Manager

Advance Auto Parts - Gresham, OR
November 2018 to September 2020

Primary Responsibilities

- Achieve or exceed district total sales and profitability goals
- Ensure commercial customer retention & relationship growth in the market
- Selection, hiring, development, goal setting, performance mgmt., coaching, engagement and retention of General Managers and Core 4 team members
- Ensure proper staffing levels throughout the district
- Ensure execution of all inventory & operational standards within the district
- Conduct regular store visits providing action plans to achieve full market potential.
- Teach business acumen by review of profit and loss statement with GM's
- Communicate effectively and appropriately to stores and support staff
- Embrace diversity and foster a respectful environment for both customers and team members

Secondary Responsibilities

- Assist region/area in other functions upon request

Success Factors

- Knowledge of store operations and processes
- ASE P2 certified or ASE ready equivalent
- Ability to recruit, select, hire and develop quality General Managers and ensure same for Core 4 positions

- Accountability, coaching & feedback skills
- Ability to execute and train all store operational processes, procedures and team member/customer standards
- Ability to use and train, testing and diagnostic equipment for DIY services
- Effectively use Excel, Word, Outlook and PowerPoint computer programs

General Manager

NAPA Auto Parts - Portland, OR

June 2017 to November 2018

- Identify new customers and revenue opportunities for the store
- Develop and maintain wholesale accounts
- Recruit, onboard, and train new employees
- Build-up, guide and continue to develop an engaged retail team to deliver exceptional levels of customer care and higher sales results
- Analyze existing processes and procedures in order to maximize efficiency
- Control overall store profits and losses and protect and maintain the security of all store assets
- Improved strategies resulting in a store recognized for safety and appearance

District Service Manager

Johnson RV - Puyallup, WA

April 2016 to June 2017

- Provide leadership and supervision in the Service Center for RV service employees
- Conduct service meetings for Safety, Technical Updates, and Administration Communication
- Conduct weekly product update meeting with management team
- Participate in employee recruitment team with key role in employee performance review process
- Oversee the scheduling of technicians and their assigned work
- Oversee the management of work orders, including customer contact during the diagnostic
- Recruit, interview, onboard, train, and coach all transport drivers
- Schedule and direct the work activities that utilize the best cost options to maximize profitability and the customer experience
- Promote safe work activities by conducting safety audits, leading station safety meetings on a regular basis and meeting with individual staff members
- Conduct employee training sessions on subjects such as driver safety and quality improvement
- Manage payroll costs with weekly submission to HR
- Responsible for daily maintenance review of fleet vehicles; daily vehicle inspections, schedule maintenance, and communicate concerns to Fleet Manager when necessary

District Manager

Payless Car Rental - Portland, OR

August 2014 to April 2016

- Responsible for the management and training of a diverse, non-unionized workforce
- Review competitive situations and stay ahead of local trends
- Responsible for the rental fleet, always aware of daily and hourly reservation counts, car and model availability, preventive maintenance schedules, etc.
- Implementation of sales techniques and training to hit our location goals
- Deliver quality customer service, handling any customer issues and requests
- Working knowledge of P&L

- Strong decision making ability and independent judgment to establish operational plans, within operational guidelines and in support of the business plan.
- Strong analytical and math skills. Must be able to review numerous reports and other sources of data in an effort to determine best course of action.
- Excellent management skills. Must be able to provide direction and support to a large number staff
- Very strong communication skills, including the ability to clearly articulate company vision as well as communicate accurate day-to-day operations information to a wide variety of audiences, including staff, operations management, independent contractors and vendors.
- Very strong organization and administration skills to ensure day to day smooth operations with detailed, accurate records.
- Strong time-management and multi-tasking skills with the capability to determine priorities in a fast paced, changing environment.
- Strong customer service skills. Must be able to provide good customer service directly to customers, and prioritize operations based on customer rental needs.
- Strong problem-solving skills and results-driven orientation. Ability to demonstrate the drive to achieve results and continuous improvement. Ability to manage performance of staff to drive district results.
- Working knowledge of MS Office, BART & O2
- Occasional Travel

General Manager

Hertz Car Rental - Portland, OR

May 2011 to August 2014

- Responsible for the management and training of a large, diverse, unionized workforce
- Sales training and coaching staff to achieve monthly sales goals
- Scheduled all adequate staff coverage for varying shifts
- Reviewed competitive situations and stayed ahead of local trends
- Delivery of quality customer service and problem-solving above and beyond expectations
- Responsible for the rental fleet; aware of daily and hourly reservation counts, car and model availability, preventive maintenance schedules, etc.

Education

Bachelor Degree in Business Management & Administration in Business Management

MAYO INSTITUTE OF TECHNOLOGY - GALWAY, MAYO, IE

2004

Skills

- Sales management
- Recruitment
- Cost analysis
- Operations
- Operations management
- Sales

- Team Building
- Scheduling
- Retail Management
- Customer Service
- Payroll
- Cash Handling
- Merchandising
- Management
- Retail Assessments Management & Leadership Skills: Impact & Influence -- Expert June 2019 Adapting leadership style to accomplish goals using rational or emotional appeal. Full results: Expert Cognitive Ability -- Familiar July 2019 Measures a candidate's ability to combine pieces of information to form general rules or conclusions. Full results: Familiar Human Resources Skills: Recruiting -- Proficient July 2019 Managing the candidate sourcing and selection process Full results: Proficient Management & Leadership Skills: Impact & Influence -- Proficient April 2019 Measures a candidate's ability to adapt their leadership style to accomplish goals using rational or emotional appeal. Full results: Proficient Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.
- Profit & loss
- Financial analysis
- Employee relations (9 years)
- Interviewing
- Forecasting

Assessments

Sales skills — Proficient

September 2022

Influencing and negotiating with customers

Full results: [Proficient](#)

Customer Service Skills — Proficient

October 2018

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: [Proficient](#)

Management & leadership skills: Planning & execution — Proficient

October 2022

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

Work style: Reliability — Familiar

October 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Familiar](#)

Sales skills — Proficient

September 2022

Influencing and negotiating with customers

Full results: [Proficient](#)

General manager (hospitality) — Familiar

October 2022

Solving group scheduling problems and reading and interpreting P&L statements

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

- **Operations Executive**
- **Transformational Leader**
- **Relationship Facilitator**

Proactive and results-driven senior leader with 42 years of experience in the water and wastewater industry. I can deliver change and results across different lines of business and bring about growth while engaging with and motivating teams across an organization.

- ✓ Led the growth of the Operations department from 60 FTE employees to 300 FTE employees (400% growth over 15 years).
- ✓ Scope of responsibilities grew from 11 treatment plants and 200 lift stations to 26 treatment plants, 600 lift stations, and the management of the Field Operations division.
- ✓ Led the systems maintenance team in the creation of the in-house lift station construction crew that results in an \$_____ savings for the utility on an annual basis.
- ✓ Toho facilities have been recognized for a several industry awards during my tenure.
- ✓ Led the development and deployment of the skill-based pay programs for several teams that have resulted in a well-trained workforce that is well compensated and with low turnover.
- ✓ Managed the development and implementation of the ISO 14001 certification program for the treatment plants and lift stations.
- ✓ Managed the successful integration of the Poinciana and St. Cloud services areas into the Operations department.
- ✓ Recognized the importance of asset management and developed an internal position to improve the department's efforts in improving asset management.

PROFESSIONAL EXPERIENCE

Toho Water Authority | 2007 – Present

Senior Director of Operations | 2020- Present

As part of the senior leadership team, I work closely with our executive director and two other senior directors to guide the organization through this next phase of its growth plan. This involves responding to current challenges and opportunities, planning for future needs, and motivating and guiding staff. In addition to managing the Operations department, I am also heavily involved in:

- Strategic Planning
- Risk Mitigation and Planning
- Building relationships with regional partners
- Performance Management and establishment of Key Performance Indicators
- Emergency Response (EOC) Operations On Site Lead

Director of Operations | 2007 - 2020

Responsibilities include all aspects in the management of treatment operations, maintenance, budgeting, environmental compliance with a staff of 300 for:

- 16 water treatment plants
- 10 wastewater treatment plants
- 600 lift stations
- Supervisory Control and Data Acquisition (SCADA)
- Contract Administration and liaison for Poinciana Utility area until Toho acquired the maintenance and operations contract in 2010.
- Leading and coordinating multiple projects with Toho staff, consultants, vendors, regulatory agencies, and board of supervisors.
- Expanding the role of asset management within the Operations department
- Leadership for the biosolids management initiatives
- Leadership for the reuse management initiatives
- Management of the NEELAC certified laboratory

	<p>City of Palm Bay 1989 - 2007</p> <p>Assistant Utility Director 2005 – 2007</p> <p>Interim Utility Director 2004 – 2005</p> <p>Operations Manager 1992 – 2004</p> <p>Wastewater Superintendent 1989 – 1992</p> <p>Responsibilities through my career with the City of Palm Bay included all aspects maintenance, operations and field services, accounting, budgeting, and directing a staff of 95 employees. Some examples of duties and accomplishments are:</p> <ul style="list-style-type: none"> ● Representative of the City with consultants to evaluate and purchase the General Development Utility and all legal matters pertaining for the Utilities. ● Provided presentations describing the Utility and business plan to financial institutions for the 2007 series Bond issue for the Water Treatment Plant, Wastewater Treatment Plant, Administration Building, and Infrastructure improvements. ● Managed the construction of the 10 MGD Reverse Osmosis water treatment plant, deep injection well, and administrative building funded by the 2007 bond issue. ● Presentations to City Counsel, Homeowner associations for the utility assessment program, and other public forums. ● 10 MGD Lime Softening water treatment plant. <p>Orange County Utilities 1981-1989</p> <p>Wastewater Treatment Plant lead operator</p> <ul style="list-style-type: none"> ● Participated in construction inspections and startup of three (3) award-winning wastewater treatment plant processes. ● Supervised shift operations and participated in budget process.
EDUCATION	BA, Organizational Management, Minor Public Administration, Warner College
AFFILIATIONS	<p>Former Board Member – Melbourne Tillman Water Control District</p> <p>Former chairman, Florida Water Environment Association FWEA</p> <p>Water Environment Federation (WEF) – Utility Management Committee</p> <p>American Water Works Association (AWWA)</p>

Robert Levesque

Construction Equipment Superintendent

Torrington, CT 06790

rleve19626_3ju@indeedemail.com

+1 860 459 2792

I have been in the heavy construction field for 40 years. have many credentials such as osha 500 and 510. Hazwopper train the trainer and many more. The first twelve years I worked as a concrete laborer which evolved into concrete Forman. Since that time I started as an equipment operator and mechanic/fabricator/welder. For the past 25 years I have been in a leadership role as project manager, foreman, and now equipment superintendent.

Willing to relocate to: Palm Bay, FL - -

Authorized to work in the US for any employer

Work Experience

Equipment superintendent

Blakeslee Arpaia Chapman Inc - Branford, CT

April 2016 to Present

Heavy equipment, small equipment, truck and vehicle manager in charge of fleet maintenance, purchase and sales, as well as registration and DOT compliance. Also building and grounds repairs and maintenance.

Project manager/ equipment operator

Fay and wright inc - Goshen, CT

September 1996 to February 2016

Education

High school or equivalent

Poughkeepsie High School - Poughkeepsie, NY

1976 to 1980

Skills

- Bridge
- Renovation
- Commercial Construction
- Multifamily
- Paving
- Heavy Equipment Operation
- Construction Management

- Blueprint Reading
- Backhoe Operation
- Management
- Drywall
- Plumbing
- Carpentry
- Electrical Experience
- Budgeting
- Forecasting
- Customer service
- Maintenance management
- Maintenance
- Fleet management
- Facilities management
- Excavator
- Mechanical knowledge
- Welding
- Fabrication
- Supervising experience
- Equipment Repair
- Facilities Maintenance
- Commercial driving
- OSHA
- Problem-solving
- Flexibility
- Team Work
- Reliability
- Automotive Repair
- Handyman
- Manufacturing
- Boiler
- Caterpillar
- OEM
- Dealership experience
- Auto service management
- Administrative experience
- Microsoft Office
- Inventory control
- Quality Assurance
- Tractor-Trailer

Certifications and Licenses

OSHA certified instructor

Present

Provide training for osha 10 and 30 as well as hazwopper

Ct hoisting

Present

CDL Class A

Certified Safety Professional

Hoisting License