

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**BOARD APPOINTMENT SUMMARY**

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**Meeting Date:** November 17, 2020

**Department:** Environmental Resources Management

**Advisory Board:** Groundwater and Natural Resources Protection Board

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**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve reappointment of the following individual to the Groundwater and Natural Resources Protection Board (GNRPB) for a three-year term beginning November 17, 2020 through November 16, 2023.

<u>Seat No.</u>	<u>Appoint</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated by</u>
6	David J. Levy	Hydrologist or Hydrogeologist	10/02/2020	Florida Association of Professional Geologists

**Summary:** The GNRPB is comprised of seven members as specified in Article 2.G.3.F.3 of the Unified Land Development Code (ULDC). The membership consists of one professional engineer, one attorney, one hydrologist or hydrogeologist, one citizen possessing expertise and experience in managing a business, one biologist or chemist, one concerned citizen, and one member of an environmental organization. Ordinance 92-20 and Article 2.G.3.F.3 of the ULDC requires that Seat No. 6 be filled by a hydrologist or hydrogeologist. The GNRPB has seven seats, seven seats currently filled and diversity count of Caucasian: 5 (71.5%), African-American: 2 (28.5%), and Hispanic-American: 0 (0.0%). The gender ratio (female:male) is 4:3. Seat No. 6 nominee is a Caucasian male. Staff continues to address the need for increased diversity within our boards and will continue to encourage expansion of this Board's diversity. Countywide (SS)

**Background and Justification:** The GNRPB has the powers and duties to hold hearings as necessary to enforce ULDC Article 14, Environmental Standards, and to issue any orders necessary to achieve compliance. David J. Levy meets the criteria to fill Seat No. 6. The appointment is for a three-year term and will expire November 16, 2023.

**Attachments:**

1. Boards/Committees Applications with Resumes
  2. Nomination Letter from Florida Association of Professional Geologists
  3. Current Membership and Diversity/Gender Report
  4. Attendance Record
  5. Article 2.G.3.F.3 of the ULDC
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**Recommended by:** Michael Stahl for 10/21/20 SAS 10/21/2020  
Department Director Date

**Legal Sufficiency:** [Signature] 10/22/20  
Assistant County Attorney Date

## **II. REVIEW COMMENTS**

### **A. Other Department Review:**

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**Department Director**

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Groundwater & Natural Resources Protection Board Advisory ☐ Not Advisory ☒  
[X] At Large Appointment or ☐ District Appointment /District #: \_\_\_\_\_  
Term of Appointment: 3 Years. From: November 17, 2020 To: November 17, 2023  
Seat Requirement: A Hydrologist or Hydrogeologist Seat #: 6  
[X]\*Reappointment or ☐ New Appointment  
or ☐ to complete the term of \_\_\_\_\_ Due to: ☐ resignation ☐ other  
Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

Section II (Applicant): (Please Print)  
APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Levy David J.  
Last First Middle  
Occupation/Affiliation: Professional Geologist/NFA Solutions Group, Inc.  
Owner ☒ Employee ☐ Officer ☐  
Business Name: NFA Solutions Group, Inc.  
Business Address: 4788 Holly Drive  
City & State Palm Beach Gardens Zip Code: 33418  
Residence Address: Same  
City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: ( ) Business Phone: ( ) Ext. \_\_\_\_\_  
Cell Phone: (561) 236-7062 Fax: ( ) \_\_\_\_\_  
Email Address: SRTInc@bellsouth.net  
Mailing Address Preference: ☒ Business ☐ Residence  
Have you ever been convicted of a felony: Yes \_\_\_\_\_ No X  
If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

Minority Identification Code: ☒ Male ☐ Female  
☐ Native-American ☐ Hispanic-American ☐ Asian-American ☐ African-American ☒ Caucasian

Section II Continued:

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

☒ By watching the training program on the Web, DVD or VHS on 9/24 2020  
☐ By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: David J. Levy Printed Name: David J. Levy Date: 9/24/2020

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 355-1915.

Return this FORM to:  
Bonnie Finneran, Environmental Director  
Palm Beach County Department of Environmental Resources Management  
2300 N. Jog Road, 4<sup>th</sup> Floor  
West Palm Beach, FL 33411

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **David J. Levy, P.G.**

4788 Holly Drive, Palm Beach Gardens, FL 33418  
(561) 236-7062 - DavidLevy@SERT.Comcastbiz.net

### **Education:**

Florida State University, 1982  
B.S. Geology  
Graduated Cum Laude with emphasis in chemistry and mathematics.

Virginia Polytechnic Institute and State University, 1985  
M.S. Geological Sciences  
Thesis titled Manganese Mineralization Hosted by the Rocky Gap Sandstone in Bland County, Virginia.

### **Certifications:**

Professional Geologist, Florida, (PG0001350) North Carolina (1139)  
Certified Hazardous Materials Manager (1463)

### **Employment Background:**

*Florida Department of Environmental Regulation*-Environmental Specialist I – February 1986 to March 1987

Duties: Mr. Levy performed hazardous waste inspections under the Departments authorized RCRA program. As part of these inspections he collected data, evidence of violations, and reviewed paperwork and prepared penalty calculations. In addition, Mr. Levy became familiar with other program areas such as underground storage tanks and industrial waste. He referred potential violations in other program areas to the appropriate Department personnel.

*Sparkle Parts, Inc.*-Environmental Specialist – March 1987 to April 1988

Duties: Mr. Levy performed Environmental Audits for existing Sparkle Parts, Inc. clients and ensured that Sparkle Parts, Inc. was in compliance with their hazardous waste storage facility operating permit. The Environmental Audits were done to ensure compliance with several environmental program areas including hazardous waste, industrial waste, air, underground storage tanks, domestic waste, and wellfield protection. Mr. Levy would inspect the facility, identify deficiencies and recommend corrective actions.

*Resource Engineering and Planning, Inc.*-Geologist – April 1988 to April 1990

Duties: Mr. Levy assisted and directed subsurface investigations and reviewed environmental compliance for a wide variety of clients. He was involved in the preparation of contamination assessment plans and reports. In addition he prepared phase I and II environmental assessments. Mr. Levy prepared a sample collection quality assurance/quality control (QA/QC) plan and collected groundwater and soil samples using proper QA/QC procedures.

*GWL-EMCON Southeast*-Geologist - April 1990 to June 1993

Duties: Mr. Levy was the project manager for the Broward County Environmental Quality Control Board contract. Five contractors were selected to perform the contamination assessments and remedial actions for underground storage tank sites in the Florida Early Detection Incentive Program in Broward County, Florida. During his period of management GWL received outstanding performance reviews and was awarded twice as many contracts as the other four contractors. Mr. Levy used the success of the Broward County contract to obtain a similar contract for GWL the Mobil Oil Corporation. As part of his duties as project manager, he reviewed, signed and sealed documents as a professional geologist for submittal to government agencies. In addition, Mr. Levy was the hazardous waste specialist for GWL-EMCON Southeast. He was involved in the settlement and study of over 20 hazardous waste cases.

*Brown and Root Environmental*-Project Manager June 1993 to July 1995

Duties: Mr. Levy supervised a staff of 6 geologists and engineers. His staff worked on underground storage tank, hazardous waste and industrial waste projects. In addition, Mr. Levy prepared project budgets, performed marketing duties and prepared bids and proposals. He was apart of a team that negotiated for a project for the government of Nicaragua.

*Risk Management Services, Inc.*- President - July 1995 to July 2016

Duties: Risk Management Services, Inc. is a full service environmental consulting firm dedicated to helping its clients come into compliance with environmental rules and regulations. In addition, Risk Management Services, Inc. helps its clients with innovative solutions to environmental problems.

*NFA Solutions Group, Inc.* - Principal – July 2016 to Present

Duties: NFA Solutions Group, Inc. is an environmental consulting firm which uses innovative technology to remediate contaminated site. NFA Solutions Group, Inc. has developed the Levuk Method successfully.

*Palm Beach State College*-Adjunct Professor – September 2009 to Present

Duties: Teach an environmental Geology course in the Environmental Sciences Department. Teach a dual enrollment environmental geology course at the Jupiter High School Environmental Academy.

**Public Service**

City of Palm Beach Gardens

City Council, 2004-2016

Vice Mayor, 2007-2010

Mayor, 2010-2012

Biotech Land Advisory Board, 2007-2008, 2011-2016

Loxahatchee River Management Coordinating Council, 2004-2008, 2009-present

Vice Chair , 2015 to present

Regional Hazardous Materials Oversight Committee, 2006-2012

Chair, 2009-2012

Palm Beach Gardens Medical Center

Board of Governors, 2011-present

Palm Beach County League of Cities Executive Board, 2008-2016

Palm Beach County League of Cities Environmental Committee, 2005-2016

Chair, 2009-2012

Palm Beach County Water Resources Task Force, 2009-2016

Vice Chair, 2009-2010

Chair, 2010-2012

Palm Beach County Workforce Alliance Consortium,

Vice-Chair, 2007-2012

Singer Island Sunrise Kiwanis Club, 2004-present

Director, 2007-2009

Vice President, 2008-2009

Palm Beach Gardens Kiwanis Club, 2008-present

Annual Football Roast FSU Head Coach



September 5<sup>th</sup>, 2020

Division Director, Resources Protection  
Department of Environmental Resources Management  
2300 North Jog Road, 4th Floor  
West Palm Beach, FL 33411

Dear Bonnie Finneran,

I am pleased to nominate David Levy for the Groundwater and Natural Resources Protection Board (GNRPB). Mr. Levy is a resident of Palm Beach County. He has all of the necessary skills and qualifications to represent the board as a Florida Professional Geologist. I believe that Mr. Levy has all the essential skills and qualifications to present this position. He has considerable experience that is essential for this board position.

Please continue to keep us in mind.

Sincerely,

Troy Parrish Bernier  
FAPG - President  
954-834-3220



**PALM BEACH COUNTY ADMINISTRATION**  
**DIVERSITY / GENDER REPORT**  
**APPOINTMENT MADE BY A SINGLE APPOINTING BODY**  
**APPOINTED BY: AT-LARGE/PALM BEACH COUNTY BOARD OF COUNTY**  
**COMMISSIONERS**

SEAT ID	ROLE TYPE	REQUIREMENT	MEMBER	RACE CODE	TERM	START DATE	END DATE
<b>Board: 40 Groundwater &amp; Natural Resources Protection Board</b>							
1	ME	Professional Engineer	Terrence N. Bailey 2111 Little Torch St Riviera Beach FL 33407 1111	AA	3	05/05/2020	05/05/2023
2	ME	Attorney	Julia Lomonico 2390 NW 30th Rd Boca Raton FL 33431	CA	3	03/12/2019	03/11/2022
3	ME	Environmental Group, Environmental Organization Representative	Winifred P Said 308 Clark Ln Jupiter FL 33477	CA	3	05/05/2020	05/05/2023
4	ME	Chemist	Kirt W. Rusenko 1801 N Ocean Ave Boca Raton FL 33432	CA	3	06/19/2012	08/19/2022
5	ME	Resident of Palm Beach County	Beth Rappaport 12110 Colony Preserve Dr Boynton Beach FL 33436	CA	3	10/03/2017	03/11/2022
6	ME	Hydrogeologist	David J. Levy 4788 Holly Dr Palm Beach Gardens FL 33418	CA	3	10/03/2017	10/02/2020
7	ME	Business Owner	E. Ann McNeill 1450 N Mangonia Dr West Palm Beach FL 33401	AA	3	03/13/2018	03/14/2021

**Race & Gender Breakdown for Board: Groundwater & Natural Resources Protection Board**

Caucasian	5	Male	3
African-American	2	Female	4
Hispanic-American	0	Not provided	0
American Indian	0		
Asian American	0		
Unknown at this time	0		
Not provided	0		





**PALM BEACH COUNTY ADMINISTRATION**  
**DIVERSITY / GENDER REPORT**  
**APPOINTMENT MADE BY A SINGLE APPOINTING BODY**  
**APPOINTED BY: AT-LARGE/PALM BEACH COUNTY BOARD OF COUNTY**  
**COMMISSIONERS**

SEAT	ROLE			RACE			
ID	TYPE	REQUIREMENT	MEMBER	CODE	TERM	START DATE	END DATE

**Race & Gender Breakdown for Appointing Body: AT-LARGE/PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS**

Caucasian	5	Male	3
African-American	2	Female	4
Hispanic-American	0	Not provided	0
American Indian	0		
Asian American	0		
Unknown at this time	0		
Not provided	0		

**GROUNDWATER AND NATURAL RESOURCES PROTECTION BOARD****Attendance List – January 2017 to November 2018**

Attendance: January 2017 to November 2017						
Seat No.	Name	01/19/2017	02/16/2017	05/18/2017	09/21/2017	11/16/2017
1	William Snow, Chair	NQ - C	A	C	C	C
2	W Scott Mason	NQ - C	P	C	C	C
3	Allen Trefry	NQ - C	P			
4	Kirt Rusenko	NQ - C	P	C	C	C
5	Art Cobb, Vice Chair	NQ - C	A	C	C	C
6	Michael Bennett	NQ - C	A	C	C	C
7	James Andersen	NQ - C	P	C	C	C
3	Kristi Moyer	New Member (5/6/17)		C	C	C
5	Beth Miller	New Member (10/3/17)				C
6	David J. Levy	New Member (10/3/17)				C

Legend: A = Absent    C = Canceled Meeting    P = Present    Q = No Quorum

Attendance: January 2018 to November 2018					
Seat No.	Name	01/18/2018	05/17/2018	07/19/2018	11/15/2018
1	William Snow	C	C	C	C
2	W Scott Mason	C	C	C	C
3	Kristi L. Moyer	C	C	C	C
4	Kirt Rusenko	C	C	C	C
5	Beth Miller	C	C	C	C
6	David J. Levy	C	C	C	C
7	Vacant				

Legend: A = Absent    C = Canceled Meeting    P = Present    Q = No Quorum

NOTE: Palm Beach County Resolution R-2002-1606 states, in part, "Members of boards shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or failure to attend at least two-thirds of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy."

Revised: 10/8/2020

**GROUNDWATER AND NATURAL RESOURCES PROTECTION BOARD**

**Attendance List – January 2018 to November 2019**

Attendance: January 2018 to November 2018					
Seat No.	Name	01/18/2018	05/17/2018	07/19/2018	11/15/2018
1	William Snow	C	C	C	C
2	W Scott Mason	C	C	C	C
3	Kristi L. Moyer	C	C	C	C
4	Kirt Rusenko	C	C	C	C
5	Beth Miller	C	C	C	C
6	David J. Levy	C	C	C	C
7	E. Ann McNeill	VACANT	C	C	C

Legend: A = Absent    C = Canceled Meeting    P = Present    Q = No Quorum

**GROUNDWATER AND NATURAL RESOURCES PROTECTION BOARD**

**Attendance List – January 2019 to November 2019**

Attendance: January 2019 to November 2019					
Seat No.	Name	01/17/2019	05/23/2019	07/18/2019	11/21/2019
1	William Snow	C	C	C	C
2	Julia G. Lomonico	C	C	C	C
3	Winifred P. Said	C	C	C	C
4	Kirt W. Rusenko	C	C	C	C
5	Beth A. Rappaport	C	C	C	C
6	David J. Levy	C	C	C	C
7	E. Ann McNeill	C	C	C	C

Legend: A = Absent    C = Canceled Meeting    P = Present    Q = No Quorum

NOTE: Palm Beach County Resolution R-2002-1606 states, in part, “Members of boards shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or failure to attend at least two-thirds of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy.”

**GROUNDWATER AND NATURAL RESOURCES PROTECTION BOARD**

**Attendance List – January 2020 to November 2021**

Attendance: January 2020 to November 2020					
Seat No.	Name	01/16/2020	05/21/2020	07/16/2020	11/19/2020
4	William Snow	C			
1	Terrence N. Bailey		C	C	
2	Julia G. Lomonico	C	C	C	
3	Winifred P. Said	C	C	C	
4	Kirt W. Rusenko	C	C	C	
5	Beth A. Rappaport	C	C	C	
6	David J. Levy	C	C	C	
7	E. Ann McNeill	C	C	C	

Legend: A = Absent    C = Canceled Meeting    P = Present    Q = No Quorum

Attendance: January 2021 to November 2021					
Seat No.	Name	01/21/2021			
1	Terrence N. Bailey				
2	Julia G. Lomonico				
3	Winifred P. Said				
4	Kirt W. Rusenko				
5	Beth A. Rappaport				
6	David J. Levy				
7	E. Ann McNeill				

Legend: A = Absent    C = Canceled Meeting    P = Present    Q = No Quorum

NOTE: Palm Beach County Resolution R-2002-1606 states, in part, “Members of boards shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or failure to attend at least two-thirds of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy.”

Revised: 10/8/2020

## ARTICLE 2.G.3.F.3, UDLC

- a. **Secretary**  
The Environmental Control Officer shall serve as Secretary of the ECHB.
- b. **Staff**  
The PBCHD shall be the professional staff of the ECHB.
- 5. **General or Special Meetings**  
General meetings of the ECHB shall be held no less frequently than every 45 days. The ECHB may set the date of future meetings during any meeting. Special meetings may be called by the Chair of the ECHB, or in writing by a majority of the members of the Board. Staff shall provide 24-hour written notice to each ECHB member for a special meeting.
- 6. **Term Limits**  
Beginning on or after March 2, 2013, no person shall be appointed or reappointed to this Board for more than three consecutive terms. [Ord. 2014-001]
- F. **Groundwater and Natural Resources Protection Board**
  - 1. **Establishment**  
There is hereby established a Groundwater and Natural Resource Protection Board (GNRPB).
  - 2. **Powers and Duties**  
The GNRPB shall have the following powers and duties:
    - a. to hold hearings as necessary to enforce Art. 14, Environmental Standards. ERM may refer alleged violations of Art. 14 Environmental Standards, and applicable Art. 4.B.10, Excavation Uses, Ord. 2003-020, Petroleum Storage Systems, Ord. 2003-021, Petroleum Contamination Clean-up criteria, Ord. 2004-050, Stormwater Pollution and Prevention, Natural Areas, Ord. 1994-014 and Ord. 1993-003, Water and Irrigation Conservation as amended to the GNRPB, if there has been a failure to correct a violation within the time specified by the Code Inspector, if the violation has been repeated, or is of such a nature that it cannot be corrected; [Ord. 2006-004] [Ord. 2010-022] [Ord. 2017-007]
    - b. to adopt rules of procedure for the conduct of hearings;
    - c. to issue subpoenas compelling the presence of persons at Board hearings. Subpoenas may be served by the PBC Sheriff's Department, or other authorized persons consistent with Florida Law;
    - d. to issue subpoenas compelling the provision of evidence at GNRPB hearings;
    - e. to take testimony under oath;
    - f. to issue orders having the force of law commanding whatever steps are necessary to achieve compliance with the violation of Art. 14, Environmental Standards;
    - g. to lien property; and
    - h. to assess administrative fines and costs pursuant to Art. 14, Environmental Standards.
  - 3. **Board Membership**
    - a. **Qualifications**  
The GNRPB shall be composed of seven members appointed by the BCC upon a recommendation by the organization listed in Table 2.G.3.F, GNRPB Membership. The membership of the Board shall consist of a professional engineer registered by the State of Florida, an attorney licensed to practice in Florida, a hydrologist or a hydrogeologist, a citizen possessing expertise and experience in managing a business, a biologist or a chemist, concerned citizen and a member of an environmental organization. [Ord. 2011-001]

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Table 2.G.3.F - GNRPB Membership

Affiliation	Organizations
Professional Engineer	Palm Beach Chapter Florida Engineering Society
Attorney	Palm Beach County Bar Association
Hydrologist or Hydrogeologist	Florida Association of Professional Geologists Society
Citizen with Business management expertise	At Large
Biologist or Chemist	Florida Association of Environmental Professionals
Environmental Organization	Native Plant Society
Concerned Citizen	At Large
[Ord. 2011-001]	

**b. Terms of Office**

All members shall serve a term of three years. Beginning on or after March 2, 2013, no person shall be appointed or reappointed to this Board for more than three consecutive terms. [Ord. 2014-001]

**4. Secretary and Staff**

The Director of ERM shall serve as Secretary of the GNRPB. ERM shall be the professional staff of the GNRPB.

**5. Meetings**

**a. General**

General meetings of the GNRPB shall be held no more frequently than once every month. Special meetings may be called by the Chair of the GNRPB, or in writing by a majority of the members of the Board. Staff shall provide 24-hour written notice to each Board member prior to a special meeting.

**G. Hearing Officers**

**1. Creation and Appointment**

The County Administrator may, from a pool selected by the BCC, appoint one or more hearing officers to hear and consider such matters as may be required under any provision of this Code or under any provision of any other Palm Beach County Ordinance as may be determined to be appropriate by the BCC from time to time. Such hearing officers shall be selected pursuant to the procedures and minimum qualifications provided for in Art. 2.G.3.B, Code Enforcement Special Master, and shall serve at the pleasure of the BCC for such period as is determined by the Board. Code Enforcement Special Masters may serve ex officio as Hearing Officers as set forth in this Section. [Ord. 2010-022] [Ord. 2015-006]

**2. Duties**

A hearing officer shall have the following duties:

- to conduct hearings and issue administrative orders on such matters as may be requested by the BCC;
- to issue subpoenas to compel the attendance of witnesses and production of documents, and to administer oaths to witnesses appearing at the hearing; and
- to perform such other tasks and duties as the BCC may assign.

**H. Historic Resources Review Board**

**1. Establishment**

There is hereby established a Historic Resources Review Board (HRRB).

**2. Powers and Duties**

The HRRB shall have the following powers and duties under the provisions of this Code:

- develop, administer and update an accurate inventory of historic resources in unincorporated PBC and on PBC owned property in municipalities. The inventory shall be used to formulate a map of historic district boundaries and historically significant properties meriting protection to be incorporated into the land use element of the Plan.