

# Boards Application Form

## Profile

If interested in one of these boards please fill out this application and submit.

### Which Boards would you like to apply for?

Environmentally Endangered Lands Selection and Management Committee (SMC): Submitted

_____	Olen	_____	W	_____	Burden
Prefix	First Name		Middle Initial		Last Name

wayne@wburden.com  
 Email Address

1705 Misty Way	_____
Home Address	Suite or Apt

Titusville	_____	FL	_____	32780
City		State		Postal Code

Home: (321) 269-2880	_____	Mobile: (321) 961-1279	_____
Primary Phone		Alternate Phone	

### How long have you been a resident of Brevard County?

20+ years

### To which Commissioner are you applying?

District 1

### Do you consent to a standard criminal background check?

Yes  No

## Interests & Experiences

Please tell us about yourself and why you want to serve.

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)  
 The EEL Selection and Management Committee serves as an expert volunteer scientific advisory committee to the County Commission on all issues involving the acquisition and management of environmentally endangered lands with the EEL Program protected area network in Brevard County. **The committee also has two seats for experts in the fields of business, finance or real estate.** Please complete the following information and **include your resume as an attachment** when submitting this application for consideration as a volunteer member of the Selection and Management Committee.

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please confirm your willingness to serve on the committee for a minimum term of two (2) years.**

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**I agree that I am willing to serve on the committee for two years**

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I Agree

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please confirm your ability to attend meetings in-person**

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**You agree that you are available to attend in-person meetings**

---

I Agree

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please provide a brief overview of your background and expertise related to the following committee member requirements: Four-year postsecondary academic degree (B.S. or equivalent) in biological or environmental sciences or demonstrated professional expertise (minimum of 6 years) in a closely related conservation field such as ecosystem management, natural resources conservation, aquatic biology, field ecology, marine biology, botany, geology, hydrology, fire ecology, natural areas management, human use and recreation in natural areas, science education, or natural area sanctuary design. OR a background and expertise in either business, finance or real estate.**

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Retired from U.S. Fish and Wildlife Service in 2013. Retired from U.S. Air Force Reserve as an officer also in 2013. Education includes M.S. degrees in Business Management and also Public Administration from Troy State University. In the Fish and Wildlife Service worked as senior I.T. Specialist supporting a group of approximately 100 environmental scientists and biologists and had daily contact with same. Attended many specialized meetings and discussion groups focused on mid to South Florida eco systems, land conservation and endangered species issues, and coordination with the U.S. Army Corps of Engineers projects. Also attended training focused on land mitigation projects and banks.

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please provide an overview of your knowledge of Brevard County ecosystems, habitat types and conservation land management techniques. NOT required for applicants applying for the positions related to business, finance or real estate.**

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N/A

**Are you currently serving on any State, Regional or Brevard County board, council, or committees? If so please name.**

---

No, I am not.

**Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Brevard County? If so, please explain.**

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No, I do not.

**Please explain your interests and experiences.**

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I am interested in all things pertaining to our natural environment. Air quality, water quality and land usage are all important to a healthy ecosystem. I've always been "nature conscience" but these interests were peaked when I worked for six years with the men and women of the U.S. Fish and Wildlife Service in Vero Beach, Florida. I worked daily with the many Biologists/Scientists that are involved deeply with endangered species and endangered habitats. Attended many of the same meetings and training as they did in an Information Technology support role.

**Please explain your background, including education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and how this applies to the function of the Board, Council or Committee that you are interested in serving on.**

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I believe I have a unique set of skills and experience that would contribute to the committee for which I am applying. My formal education and work experience has given me a firm business and managerial background. My experience with the U.S. Fish and Wildlife Service, along with the National Park Service in Jacksonville, FL. has given me much formal and informal training in affairs dealing with endangered species and land issues. I'm applying for one of the business openings on the committee, but due to my work and experience background feel I bring more to the table than perhaps some others. Thank you.

**Brevard County Board of County Commissioners strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting an accommodation, please indicate below.**

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N/A

[Resume for EEL Advisory Committee.docx](#)

Upload a Resume

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## **Agreement**

Advisory committees are subject to the Florida open meetings (Sunshine) and public records laws; your response with a completed application with your contact information is a public record; if chosen as a member of the committee, any communications to you from the County or from you to the County in regard to the committee will be a public record.

**Please Agree with the Following Statement**

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**I understand the responsibilities and commitment of time associated with an appointment to a Brevard County board, council or committee.**

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I Agree

## Resume for Olen Wayne Burden

**POSITION DESIRED:** Environmentally Endangered Lands Advisory Committee (Volunteer)

**PERTINENT INFORMATION:** US Citizen. Mailing address: 1705 Misty Way, Titusville, FL 32780. Home phone: 321-269-2880 (Land line). Cell Phone: 321-961-1279. E-mail: [wayne@wburden.com](mailto:wayne@wburden.com). Retired Federal Civil Service @ GS-12. USAFR Retired Medical (Hospital) Administrator @ O-3E (Capt) pay grade. Thirty-eight years combined Federal service. All work experience listed is full time (40 hrs/wk).

### **EXPERIENCE SUMMARY:**

Medical Administration Officer in Air Force. Civil Service: IT Supervisor; IT Lead; Computer Maintenance Technician and Supervisor; Information Technology Specialist; Computer Systems software trainer; Novell Network Administrator; Unix Network Administrator; VMS/VAX Hospital System Administrator; Windows NT and 2000 Network Administrator; Electronic Mail Administrator; Help Desk support; Systems Specialist.

### **EXPERIENCE:**

**Jan 2014 – Present** – Retired. Independent current affairs and historical researcher/analyst. In free time rebuild/refurbish desktop computer systems and laptop computers to be used by overseas ministries.

**Dec 2007 – Dec 2013** – GS-2210-12 Lead IT Specialist with the Department of the Interior, US Fish and Wildlife Service, South Florida Ecological Services Field Office, 1339 20<sup>th</sup> St., Vero Beach, FL. 32960.

In this position I served as the lead IT specialist, network administrator, and local security contact for a 90-100 person scientific organization. I order, configure, administer, and maintain six enterprise servers, including four Windows 2003 and two Windows 2008 servers. I also order, configure, administer, and maintain all XP and Windows 7 desktop and laptop systems. Was first to recognize need for new telephone system. During 15-month project I assessed organizational needs, compared various Voice over IP (VoIP) phone systems, contracted for best system, and oversaw installation and training of users. As a result, I serve as VoIP telephone system installer and administrator. I am the first responder to any and all computer security issues, including loading and configuring antivirus programs and definition files, scanning systems and reviewing scan logs, reporting verified incidents to higher authority, etc. Monitor and maintain building and computer access systems. Manage active directory accounts to include users, groups, computers, and servers. Order, configure, and maintain all network equipment including routers, switches, hubs, cabling, wall jacks, etc. Order, configure, and maintain all Xerox networked printer/copiers/scanners in organization. Evaluate, order, configure, and maintain new IBM servers. Attended many training sessions with Biologists, Scientists and Endangered Species specialists. Learned much about endangered species, coastal and inland habitats, land mitigation banks, and wildlife preservation.

**Jan 2006 – Dec 2007** – GS-2210-12 Lead and Supervisory IT Specialist with the Department of Veterans Affairs, Viera Outpatient Clinic, Viera, FL. 32940.

I served as the section supervisor and lead IT technician for the IT department of a large VA Outpatient Clinic. We actively supported over 250 professional users in a medical environment, supplying all hardware and software support for this organization. I managed the IT network, telephone, help desk, and telecommunications equipment and functions. I furnished second tier user hardware and software support in this position and functioned as source for expert computer advice and training for staff members. I projected clinic IT needs, order and plan for delivery of IT equipment, contract with outside vendors for certain IT projects, configured and installed hardware and software, re-image systems with images I created and keep up to date (using Symantec Ghost), coordinated office moves and equipment/telephone upgrades. I worked in active directory adding and deleted systems and users to the domain and various containers, created and managed user accounts, created and managed groups, created network folders and assigned groups and users rights to the folders, helped users with network passwords, managed print queues on our VMS system, etc. I was the point of contact for all IT issues in the clinic.

**Nov 2005 – Jan 2006** – GS-2210-11 IT Specialist at the same clinic as noted above doing basically the same thing except minus the supervisory administrative duties.

**May 2004 – Nov 2005:** GS-2210-11 with the Department of Veteran's Affairs, Malcom Randall VA Medical Center, 1601 S.W. Archer Rd., Gainesville, FL. 32608. Full time employee. Duty location at Daytona Beach Outpatient Clinic, Daytona Beach, FL.

In this position I was responsible for first tier customer support for approximately 250 users and three hundred pieces of computer hardware at four geographically separated locations. I installed and troubleshoot all networked hardware, including computer systems, monitors, keyboards, mice, networked and slaved laser and inkjet printers, barcode and page scanners, and specialized lab equipment and interfaces. I configured and network such systems as the new veteran ID card (PIC) system, lab and supply label printers, etc. Reimaged systems as necessary; networking and updating same. Made purchase recommendations to management of new equipment and order same. Installed hardware upgrades to computers including new motherboards, memory modules, hard drives, etc. Monitored and serviced voice mail system and maintains all telephones (new installations and moving of phones included). Monitored all networking equipment including routers, hubs, and switches and email systems. Utilized work order system. Maintained spare parts inventory for fast response to work requests.

#### **June 2001 to May 2004**

Information Technology Specialist –GS-2210-09, Department of Commerce, NOAA Aircraft Operations Center, P.O. Box 6829, MacDill AFB, Fl. 33608-0829.

I served as the senior NT4.0/Windows 2000 network administrator, email administrator

(Netscape Messenger), and as a PC hardware/software specialist for an approximately 90-user scientific/research organization. Ordered, configured, delivered, and set-up new Dell, Panasonic, Toshiba, and Gateway PC desktop systems and laptops. Loaded and networked Windows operating systems (98SE, ME, 2000, and XP). Loaded and configured all MS Office Professional and other applications, including NOAA specific applications. Loaded and configured email profiles for new personnel. Administered mail accounts via Internet. Created and administered Windows NT network user and computer accounts, added and deleted workstations, and configured and monitored daily tape backups. Served as ADP security officer loading, configuring, monitoring and updating anti-virus software (I set up a Windows 2000 Norton Antivirus corporate server). Made recommendations to superiors concerning present and anticipated ADP hardware and software needs for organization, utilized in five-year plan. Accomplished complete hardware and software inventory of all ADP assets utilizing state-of-the-art third party inventory software (LanAuditor 4.5) and maintains same. Troubleshoot and resolved all types of PC hardware and software issues. Trained users in how to most efficiently use their hardware/software resources. Video Teleconferencing coordinator for organization. Also served as interim Webmaster for organization.

### **October 2000 to June 2001**

Computer Specialist, GS-0334-1 1, Department of Veterans Affairs, Bay Pines VA Medical Center, Bay Pines, Fl.

I served as a PC hardware/software specialist and assistant NT 4.0 network administrator in a large government hospital setting. We had over 2,500 computer users which had every imaginable type of computer hardware and software problem which I helped solve on a daily bases. Configured and installed new Dell and Micron PC's (with NT 4.0) throughout the facility. Configured, installed, and troubleshoot all types of printers including dot matrix, HP and Lexmark inkjet and LaserJet printers. Periodically covered help desk on rotational basis assisting users with network login problems, changing passwords, and all types of hardware and software problems. 'Troubleshoot network connection problems by examining PC and network card hardware/software, Ethernet cabling, wall jacks, patch cabling, hubs, routers, and finally server malfunctions. Periodically assigned to "repair team" where we completely rehabilitated older PC's by cleaning, upgrading RAM memory, hard drives, replacing bad network (NIC) cards, floppy drives, CD-ROM drives, upgrading with sound card and speakers (for multimedia systems), and re-ghosting software image on hard drive (NT, Microsoft Office package, etc.). Team member on special projects throughout hospital for hardware and software upgrades. Installed and configured Microsoft Exchange mail.

### **February 2000 to October 2000**

Computer Specialist, GS-0334-09, National Park Service, Timucuan Preserve, Jacksonville, Fl.

I served as the first and sole computer PC specialist, Windows NT 4.0 network administrator, Internet site administrator, and Lotus cc:Mail administrator for a federal park headquarters staff and two remote visitor centers and maintenance facilities. As network administrator, I

maintained one NT 4.0 server and a mixture of apprx. thirty client workstations and laptops consisting of Windows 95, 98, NT 4.0, and 2000 workstation operating systems. Administering this system consisted of creating and deleting user accounts, running daily and weekly tape backups, cleaning, repairing, upgrading, or replacing component equipment as necessary (such as upgrading memory or replacing a crashed hard drive), monitoring the system for errors and efficient data throughput. I also monitored and maintained networking hardware consisting of one color network laser printer, a networked HP plotter, GIS (global positioning) computer equipment, ParaDyne frame relay equipment, one Cisco router, and 3Com 12-port and 24-port hubs. User support was given on a daily basis consisting of helping office staff with all types of Microsoft office products, including Word, PowerPoint, and Excel. The park now has an wide area network (WAN) which I installed upon first arriving here. This consisted of installing and testing all Cisco routers, hubs, fiber optic cabling, Ethernet cabling, and configuring each system to work on the network. I also daily administered, cleaned, and reclaimed the park cc:Mail e-mail system. Attended Lotus Notes training in Atlanta.

### **July 1999 to February 2000**

Independent computer consultant (contractor) in the Tampa Bay, Fl. area. Used this time to search for another federal position after having to leave Panama (due to base closers).

### **May 1998 to June 1999**

Computer Specialist, NM-0334-11/12 (was a "12" for only one month due to closers) Department of Defense Education Activity Dependent Schools, Panama/Cuba District, Curundu, Republic of Panama.

Serving twenty-four month tour as an Automation Technician (AT). Released after fourteen months due to drawdown of American presence in Panama. Responsible for administering and maintaining school and computer systems at the District office and seven schools, including one college, one high school, one middle school, and four elementary schools. Analyzed and interpreted computer documentation to determine abnormalities and institute corrective action if warranted. School systems include SIMS (School Information Management System), DSAMIMS (Supply System), and TNA (Payroll System). Worked closely and coordinated with co-workers, teaching staff, principals, and district superintendent on school system issues. Each school, and the District office, had a Novell 4.11 server with a Lotus cc:Mail post office which required periodic maintenance, updating, and account addition/deletion. Administered and maintained numerous Macintosh and IBM compatible computer systems at the schools which run Mac OS, Windows 3.11, and Windows NT 4.0 workstation, depending on platform. Loaded and configure many office and instructional software systems, Internet browsers, and virus protection programs on these systems. Instructed users on use of Internet browser and some Microsoft Office products (such as Word 6.0 and 7.0). Troubleshoot and configured LAN/WAN system components, such as Ethernet cards, Ethernet cabling, hubs and Cisco routers. Assured all software/hardware related problems at the schools are corrected efficiently and in minimal time. Worked closely with WANG contract personnel in reporting and/or correcting problems. Attended formal Microsoft Windows NT 4.0 Server and Workstation courses in effort to more



efficiently set-up and maintain systems. Promoted to NM-12 level 9 May 99.

## **FORMAL EDUCATION**

Master of Science, Public Administration, Troy State University, 03/89, 50 QH

Master of Science, Management, Troy State University, 06/85, 50 QH

Bachelors of Applied Science, Electronic Management, Troy State University, 06/83,  
190 QH (combined with AAS degree)

Associates Degree, Computer Technology, Community College of the Air Force, 04/80, 65 SH

HS Diploma, Mesquite High School, Mesquite, Texas, June 1972

## **SPECIALIZED TRAINING**

Nov 2011 Certified Computer Forensics Examiner boot camp (Orlando)

May 2007 Cisco CCNA boot camp (Miami)

April 2004 Windows 2003 Server Administrator's Course (Tampa)

March 2003 Hands-on Macromedia Dreamweaver Course (Rockville)

April 2002 CIW Site Designer Series / Web Developer. (Tampa)

March 2002 Certified Internet Webmaster (CIW) Foundations Course. (Tampa)

March 2002 Certified Internet Webmaster (CIW) Site Designer Course (Tampa)

March 2001 A+ Certification Course (Tampa)

Oct. 2000 Microsoft Windows 2000 Professional Server Upgrade course (Tampa)

July 2000 Effective Web Site development and design in FrontPage 2000 (Jacksonville)

April 2000 Lotus Notes installation and configuration course. (Atlanta)

July 1998 Administering Windows NT 4.0 and Supporting Microsoft Windows NT 4.0 Core  
Technology (two courses).

April 1997 Network Administrator Course, SAIC, San Diego, CA. (72 hrs.) September 1996  
CHCS Software Specialist course for SAIC in San Diego, CA. Two week course  
(72 hrs.)

- April 1996     PC-CHCS System Specialist course for SAIC in San Diego, CA. Three week course (120 hrs.)
- Sep. 1994     Novell 3.12 TCP/IP course in Atlanta, Ga. (Learning Tree International)
- June 1994     Novell 3.12 Configuration, Troubleshooting, and Design course in Washington, D.C. (Learning Tree International)
- April 1994     Novell 3.12 System Administration and Advanced System Administration courses in Washington, D.C. (Learning Tree International)
- Dec. 1978     Electronic Computer Equipment Repair Course, 7 months, Keesler AFB

## **LICENSES/CERTIFICATES**

Numerous course completion certificates from in-resident software and hardware training courses, including Novell, Open VMS, Windows NT, 2000, 2003, Unix, and Lotus Notes. Attended CompTia A+ training and Cisco CCNA training in residence. Have current Certified Computer Forensics Examiner certification issued by the Information Assurance Certification Review Board (IACRB), December 2011.

## **AWARDS**

- Department of the Interior – November 2013 - Performance award. Highest rating.
- Department of the Interior – November 2012 - Performance award. Highest rating.
- Department of the Interior – November 2011 – Performance award. Highest rating.
- Department of the Interior – November 2010 – Cash performance award. Highest rating.
- Department of the Interior – November 2009 – Cash performance award. Highest rating.
- Department of the Interior – November 2008 – Cash performance award. Highest rating.
- Department of Veteran’s Affairs – January 2007 – Cash performance award.
- Department of Veteran’s Affairs – April 2005 – Annual. Highest rating.
- Department of Commerce – May 2004 – Special appraisal. Highest rating.
- Department of Commerce – December 2003 – Time off award (in lieu of cash).

Department of Commerce –September 2003 –Annual. Awarded highest rating.

Department of Commerce –December 2002 –Cash award.

Department of Commerce –September 2002 –Annual. Awarded highest rating.

Department of Commerce –August 2001 .Cash award.

Department of Commerce –September 2001 –Annual. Awarded highest rating.

Department of Veteran’s Affairs –June 2001 –Awarded highest annual rating.

National Park Service. October 2000 –Annual. Awarded highest rating.

Department of Defense. May 1999 –Exceptional performance appraisal (highest).

Department of Defense. December 1998 .Exceptional performance appraisal with cash award.

Department of the Army. April 1998 .Commanders Award for Civilian Service.

Department of the Air Force. March 1990 .20th Surveillance Sq. Technical Civilian of the Quarter.

Department of the Air Force. June 1990 .Space Command Technical Civilian of the Quarter.

Department of the Air Force. Feb 88 –Apr 96 .Nine consecutive years of quality performance awards (cash awards).

# Boards Application Form

## Profile

If interested in one of these boards please fill out this application and submit.

### Which Boards would you like to apply for?

Environmentally Endangered Lands Selection and Management Committee (SMC): Submitted

Ms Susan K Christman  
Prefix First Name Middle Initial Last Name

susan.christman@gmail.com  
Email Address

106 Chipola Road Chipola Rd  
Home Address Suite or Apt

Cocoa Beach FL 32931  
City State Postal Code

Mobile: (321) 684-9085  
Primary Phone Alternate Phone

### How long have you been a resident of Brevard County?

21 years

### To which Commissioner are you applying?

District 2

### Do you consent to a standard criminal background check?

Yes  No

## Interests & Experiences

Please tell us about yourself and why you want to serve.

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)  
 The EEL Selection and Management Committee serves as an expert volunteer scientific advisory committee to the County Commission on all issues involving the acquisition and management of environmentally endangered lands with the EEL Program protected area network in Brevard County. **The committee also has two seats for experts in the fields of business, finance or real estate.** Please complete the following information and **include your resume as an attachment** when submitting this application for consideration as a volunteer member of the Selection and Management Committee.

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please confirm your willingness to serve on the committee for a minimum term of two (2) years.**

---

**I agree that I am willing to serve on the committee for two years**

---

I Agree

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please confirm your ability to attend meetings in-person**

---

**You agree that you are available to attend in-person meetings**

---

I Agree

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please provide a brief overview of your background and expertise related to the following committee member requirements: Four-year postsecondary academic degree (B.S. or equivalent) in biological or environmental sciences or demonstrated professional expertise (minimum of 6 years) in a closely related conservation field such as ecosystem management, natural resources conservation, aquatic biology, field ecology, marine biology, botany, geology, hydrology, fire ecology, natural areas management, human use and recreation in natural areas, science education, or natural area sanctuary design. OR a background and expertise in either business, finance or real estate.**

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My professional background has focused on commercial real estate appraisal in Brevard County and beyond for the past 20 years. This has equipped me with an understanding of land use, market trends and property rights, which could be useful in assessing the economic impact of conservation efforts and the balance between community growth and land preservation. Personally, I am a nature and parks enthusiast, surfer, and native plant gardener.

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please provide an overview of your knowledge of Brevard County ecosystems, habitat types and conservation land management techniques. NOT required for applicants applying for the positions related to business, finance or real estate.**

---

**Are you currently serving on any State, Regional or Brevard County board, council, or committees? If so please name.**

---

No.

Ms Susan K Christman

**Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Brevard County? If so, please explain.**

---

No.

**Please explain your interests and experiences.**

---

From a young age my first visit to the Pisgah National Forest in North Carolina sparked great interest in nature, as I noticed the stark difference in the vegetation of the temperate rainforest in contrast to the scrub and pine forests of Central Florida where I grew up. When I turned 16 I bought a car and then a surfboard, and developed one of my greatest personal interests: surfing. After taking my last grad school final exam, I moved to Satellite Beach in 2004 specifically to be near the beach. Since that time, I've visited most every beach in Brevard County and have travelled around the world to seek out waves. This has enhanced my deep appreciation for conservation lands. My career thus far has not focused on conservation, but I am actively seeking ways to refocus my professional efforts to support conservation.

**Please explain your background, including education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and how this applies to the function of the Board, Council or Committee that you are interested in serving on.**

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My Bachelor of Science is from the University of Florida with a major in Travel and Tourism, this was a study of the economic and social factors of tourism. I earned a Masters of Business Administration from Rollins in Finance and Management. Additionally I am a Member of the Appraisal Institute (MAI) which is the highest designation which can be earned in the appraisal professional. I served the Roosevelt Elementary Parent Teacher Organization as Treasurer and Playground Champion, a volunteer role in which I spearheaded the fundraising campaign of over \$125k to replace the school's playground equipment via partnerships with Brevard County School Board, the City of Cocoa Beach and private donors. Additionally, I served as a board member for the City of Cocoa Beach's Charter Review Committee.

**Brevard County Board of County Commissioners strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting an accommodation, please indicate below.**

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None.

[Susan\\_Kelly\\_Christman\\_EEL\\_Resume\\_1.23.2025.pdf](#)

Upload a Resume

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## **Agreement**

Advisory committees are subject to the Florida open meetings (Sunshine) and public records laws; your response with a completed application with your contact information is a public record; if chosen as a member of the committee, any communications to you from the County or from you to the County in regard to the committee will be a public record.

Ms Susan K Christman

**Please Agree with the Following Statement**

---

**I understand the responsibilities and commitment of time associated with an appointment to a Brevard County board, council or committee.**

---

I Agree

# SUSAN KELLY CHRISTMAN

---

106 Chipola Road  
Cocoa Beach, FL 32931

+1 321 684 9085  
susan.christman@gmail.com

## OBJECTIVE

MAI appraiser with extensive experience in property valuation, research, and analysis, seeking to leverage my expertise in property assessment and data-driven decision-making to support sustainable land use and conservation efforts.

## EXPERIENCE

### CBRE – Valuation & Advisory Services, Florida

*Vice President: 6/2012- Present*

- Commercial property appraiser including retail, office, industrial, multifamily, vacant land, ground leases and other special use subject property types
- Volume production environment requiring ongoing management of five to 20+ deal transactions simultaneously, as well as nurturing a pipeline and being responsive to appraisal reviews
- Contributed to over 1,800 valuations during my 12-year tenure, assisting clients in purchase, sale, financing, management, or reporting of a wide variety of real estate investment assets
- Originator of single asset and portfolio work from clients including institutional investors, financial institutions, asset managers, developers, municipalities, individual owners, estates and attorneys
- Proficient and prolific technical writer and analyst including financial modeling/underwriting via discounted cash analysis in Excel and Argus Enterprise
- Co-Team Leader and mentor, proven ability to collaborate within an international organization
- Beta-tester and focus group contributor for proprietary software
- Instructor - “The Appraiser’s Tool Kit” (112 students), September 2024
- Top Market Producer - Orlando, 2022
- RISE Award Winner (Respect, Integrity, Service, Excellence), 2021

### Meridian Appraisal Group, Inc., Winter Springs, Florida

*Associate Appraiser: 10/2007- 5/2008*

### Callaway & Price, Inc., Indialantic, Florida

*Appraisal Associate: 5/2005- 10/2007*

### Costar Group, Inc., Florida

*Contract Field Researcher/Photographer: 11/2005- 7/2006*

### Riverside National Bank, Titusville, Florida

*Financial Analyst- Commercial Lending: 5/2004- 5/2005*

## AFFILIATIONS / ACCREDITATIONS

Appraisal Institute – Designated Member (MAI) #491127

Certified General Real Estate Appraiser, State of Florida, RZ3190

Licensed Real Estate Salesperson, Florida, SL3135721

## EDUCATION

### Rollins College, Crummer Graduate School of Business

Winter Park, FL

*Master of Business Administration, Finance & Management*

Honors: Crummer EAMBA Scholar; Internship at CNL Financial Group, Orlando

### University of Florida, College of Health & Human Performance

Gainesville, FL

*Bachelor of Science, Travel and Tourism*

Honors: Florida Academic Scholar; Photojournalist at *The Independent Florida Alligator*

## PERSONAL

### Kula Yoga Studio

Merritt Island, FL

*Volunteer Cleaner*

*October 2022- October 2024*

### Roosevelt Elementary School- Parent Teacher Organization (PTO)

Cocoa Beach, FL

*Treasurer and Playground Champion (Volunteer Roles)*

*August 2017*

Spearheaded raising over \$125,000 to fund replacement of playground equipment via partnerships with the Brevard Public School Board, private donors, non-profits and the City of Cocoa Beach

## Interests, Hobbies and Passions

I am a nature enthusiast and a musician who enjoys surfing, reading, yoga, cooking, hiking and gardening



# Boards Application Form

## Profile

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### Which Boards would you like to apply for?

Environmentally Endangered Lands Selection and Management Committee (SMC): Submitted

_____	Jason	_____	P	_____	Miller
Prefix	First Name		Middle Initial		Last Name

jasonmiller62@gmail.com  
Email Address

3015 DAIRY RD	_____
Home Address	Suite or Apt

TITUSVILLE	FL	32796
City	State	Postal Code

Mobile: (707) 389-0003	_____
Primary Phone	Alternate Phone

### How long have you been a resident of Brevard County?

7 years

### To which Commissioner are you applying?

N/A

### Do you consent to a standard criminal background check?

Yes  No

## Interests & Experiences

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**Please provide a brief overview of your background and expertise related to the following committee member requirements: Four-year postsecondary academic degree (B.S. or equivalent) in biological or environmental sciences or demonstrated professional expertise (minimum of 6 years) in a closely related conservation field such as ecosystem management, natural resources conservation, aquatic biology, field ecology, marine biology, botany, geology, hydrology, fire ecology, natural areas management, human use and recreation in natural areas, science education, or natural area sanctuary design. OR a background and expertise in either business, finance or real estate.**

---

B.S. Environmental Science with a concentration in fish and wildlife management.

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please provide an overview of your knowledge of Brevard County ecosystems, habitat types and conservation land management techniques. NOT required for applicants applying for the positions related to business, finance or real estate.**

---

Brevard has some very unique and important ecosystems, from numerous types of wetlands, and coastal estuaries, to flatwoods and scrublands. These lands each have their own unique requirements to maintain prime habitats, combined with the proximity of many of these lands to residential and commercial areas, management techniques must vary depending on the location but may include prescribed burns, or mechanical removal of trees and larger flora to support species like the scrub jay. Also important is the continuity of conservation lands, so that fauna can move safely between different conservation areas.

**Are you currently serving on any State, Regional or Brevard County board, council, or committees? If so please name.**

---

EEL SMC

Jason P Miller

**Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Brevard County? If so, please explain.**

---

No

**Please explain your interests and experiences.**

---

Conservation of wild lands and the protection of species have long interested me and is why I pursued my B.S. in Environmental Science while on active duty with the Coast Guard. The extensive amount of conservation lands in and around Brevard County is one of the reasons we decided to retire here after I left the Coast Guard this past year. Now, being retired and a disabled veteran, I don't need a full-time job, and being a member of this committee would allow me to work in a field of great interest to me while also serving my community. During my time in the Coast Guard I was frequently involved in environmental protection. I spent seven of my years as an installation commander, where I was responsible for decisions that directly impacted the environment on my installations and around them. Finally, throughout my career, I worked extensively with other government agencies, commercial interests, and NGOs on environmental matters, building extensive experience in how different organizations work and finding ways to work together.

**Please explain your background, including education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and how this applies to the function of the Board, Council or Committee that you are interested in serving on.**

---

22 years in the US Coast Guard, B.S. in Environmental Science, Former member of Lions Club international, current member of the North Brevard Rotary Club, Former board member and President of the Board for SafeQuest Solano (Rape crisis center in California), former volunteer at the North Carolina Aquarium.

**Brevard County Board of County Commissioners strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting an accommodation, please indicate below.**

---

I am a disabled veteran, but do not require any accommodations.

[resume.docx](#)

---

Upload a Resume

---

## Agreement

Advisory committees are subject to the Florida open meetings (Sunshine) and public records laws; your response with a completed application with your contact information is a public record; if chosen as a member of the committee, any communications to you from the County or from you to the County in regard to the committee will be a public record.

**Please Agree with the Following Statement**

---

**I understand the responsibilities and commitment of time associated with an appointment to a Brevard County board, council or committee.**

---

I Agree

# Jason P. Miller

Officer in Charge, U.S. Coast Guard Station Wrightsville Beach | jason.p.miller@outlook.com | 707-389-0003

## Education

**American Military University, Charles Town, WV**

February 2019

Bachelor of Science in Environmental Science Focus on Fish and Wildlife Management, GPA 3.89

## Relevant Professional Skills

Expert in all aspects of boat operations with experience on vessels from 12' to 110', basic boat maintenance, marine navigation, trailering operations, operational risk management - developing and implementing risk mitigation measures for inherently dangerous operations, curriculum development, doctrine, and policy development.

## Employment

**United States Coast Guard, Various Duty Stations** September 2000 – October 2022

*Officer in Charge, Station Wrightsville Beach, NC* May 2019 – June 2022

- Led, supervised, and trained 23 active duty and 18 reserve Coast Guard personnel across all aspects of Coast Guard missions including search and rescue, law enforcement, and marine environmental protection.
- Managed \$120,000 annual operating budget, \$5 million in operational assets, and four acres of federal property and facilities.
- Significantly increased interagency cooperation throughout the area of responsibility, resulting in enhanced maritime domain awareness, and reduced response times during emergency operations.
- Regularly presented information on Coast Guard operations to a diverse array of audiences, tailoring presentations to meet the needs of different audiences.
- Established and maintained unit-level instructions and policies to comply with Federal, State, and local laws.
- Responsible for overseeing facilities' environmental compliance for HAZMAT storage, spill response, environmental health, etc.
- Progressively set policies and established procedures to limit the impact of COVID-19 resulting in the unit maintaining operational effectiveness throughout the pandemic.
- Oversaw and coordinated efforts of approximately 50 Coast Guard Auxiliary volunteers.

*Executive Petty Officer, Cutter Moray, Cape Canaveral, FL* June 2017 - May 2019

- Deck Watch Officer, responsible for safe navigation and operation of 87' patrol vessel.
- Oversaw \$130,000 and \$4.5 million dollars in assets.
- Lead Law Enforcement Officer conducting training and operations for living marine resources, recreational boating safety, and alien migrant interdiction operations.

*Officer in Charge, Station Rio Vista, CA* October 2013 - June 2017

- Led, supervised, and trained 35 active duty and 20 reserve Coast Guard members across all aspects of Coast Guard missions including search and rescue, law enforcement, and marine environmental protection.
- Coordinated interagency operations across six counties covering more than 1,500 miles of the California Delta.
- Participated in a number of conservation programs including the Save the Delta public education initiative, and assisting U.S. Fish and Wildlife with salmon stocking in the Sacramento River.
- Responsible for overseeing facilities' environmental compliance for HAZMAT storage, spill response, environmental health, etc.
- Oversaw and coordinated efforts of approximately 150 Coast Guard Auxiliary volunteers.

*Executive Petty Officer, Station Hobucken, NC* June 2012 - October 2013

- Funds Manager and property officer for \$95,000 annual budget, \$4 million dollars in operational assets, and eight acres of federal land and associated facilities.

- Training Officer for 23 active duty and 10 reserve personnel.

<i>Operations and Training Officer, Station Charleston, SC</i>	June 2008 - June 2012
<i>Operations and Training Officer, Cutter Cushing, San Juan, PR</i>	June 2006 - June 2008
<i>Operations and Training Officer, Station Saginaw River, MI</i>	June 2002 - June 2006
<i>Deck Seaman, Cutter Nantucket, Key West, FL</i>	November 2000 - June 2002
<i>Recruit Basic Training, Cape May, NJ</i>	September 2000 - November 2000

## **Awards, Honors, Certifications**

Coast Guard Awards -

- 7 Good Conduct Medals
- 3 Commandant Letters of Commendation
- 2 Achievement Medals
- 2 Commendation Medals
- 2 Neils P. Thompsen Innovation Awards

Navy League Volunteer of the Year 2015

California State Assembly Certificate of Appreciation

Congressional Commendation

Dean's List

PADI Open Water Scuba certified since July 1996

## **Other Volunteer Activities**

**UNCW Center for Marine Science**, Wilmington, NC

November 2019 - Present

*Volunteer, Wetland Monitoring & Benthic Marine Lab*

- Wetland vegetation monitoring
- Seine netting, and trap sampling

**NC Aquarium**, Fort Fisher, NC

October 2021 - Present

*Volunteer*

- Public Education

**Lions Club International**

December 2013 - Present

**President of Rio Vista Lions Club**

June 2016 - June 2017

**SafeQuest Solano Board of Directors**

June 2015 - June 2017

(Rape Crisis Center/Domestic Violence Response),

President of the Board

February 2016 - June 2017

# Boards Application Form

## Profile

If interested in one of these boards please fill out this application and submit.

### Which Boards would you like to apply for?

Environmentally Endangered Lands Selection and Management Committee (SMC): Submitted

_____	Tara	_____	Miller
Prefix	First Name	Middle Initial	Last Name

tarasloan0130@gmail.com  
 \_\_\_\_\_  
 Email Address

470 Saint Lucia Court	Tara Miller
Home Address	Suite or Apt

SATELLITE BEACH	FL	32937
City	State	Postal Code

Home: (321) 749-5053	_____
Primary Phone	Alternate Phone

### How long have you been a resident of Brevard County?

61 years

### To which Commissioner are you applying?

N/A

### Do you consent to a standard criminal background check?

Yes  No

## Interests & Experiences

Please tell us about yourself and why you want to serve.

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)  
 The EEL Selection and Management Committee serves as an expert volunteer scientific advisory committee to the County Commission on all issues involving the acquisition and management of environmentally endangered lands with the EEL Program protected area network in Brevard County. **The committee also has two seats for experts in the fields of business, finance or real estate.** Please complete the following information and **include your resume as an attachment** when submitting this application for consideration as a volunteer member of the Selection and Management Committee.

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please confirm your willingness to serve on the committee for a minimum term of two (2) years.**

---

**I agree that I am willing to serve on the committee for two years**

---

I Agree

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please confirm your ability to attend meetings in-person**

---

**You agree that you are available to attend in-person meetings**

---

I Agree

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please provide a brief overview of your background and expertise related to the following committee member requirements: Four-year postsecondary academic degree (B.S. or equivalent) in biological or environmental sciences or demonstrated professional expertise (minimum of 6 years) in a closely related conservation field such as ecosystem management, natural resources conservation, aquatic biology, field ecology, marine biology, botany, geology, hydrology, fire ecology, natural areas management, human use and recreation in natural areas, science education, or natural area sanctuary design. OR a background and expertise in either business, finance or real estate.**

---

I have over 15 years as Program Manager for various contracts at Kennedy Space Center and worked there for 37 years. My experience includes 30+ years in government property management, government audits, logistics, NASA Financial Reporting, Transportation, Warehousing, and Management with extensive knowledge of the Federal Acquisition Regulations, I have 20+ years' experience in training personnel and developing instructional material on various logistics and management concepts, and I provided instructional classes to employees at KSC and am a featured instructor at the National Property Management Association (NPMA) National Educational Seminars.

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please provide an overview of your knowledge of Brevard County ecosystems, habitat types and conservation land management techniques. NOT required for applicants applying for the positions related to business, finance or real estate.**

---

Completed IFAS courses to become an Advanced Florida Master Naturalist.



**Are you currently serving on any State, Regional or Brevard County board, council, or committees? If so please name.**

---

no.

**Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Brevard County? If so, please explain.**

---

No

**Please explain your interests and experiences.**

---

I am interested in preserving Florida's and Brevard County's ecological environment and feel my business background, along with my Master Naturalists background, is a good fit for this position. I have volunteered with the Florida Wildlife hospital and Restore Our Shores, plus provided community service as part of the IFAS Master Naturalist program. Being a 3rd generation Floridian / Brevard County resident means I have seen and lived through growth in the County and am interested in preserving as much of our natural resources as possible.

**Please explain your background, including education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and how this applies to the function of the Board, Council or Committee that you are interested in serving on.**

---

I have a Bachelor's in Business Administration and a Master's in Management. I served as the Treasurer and Chair of the National Space Club, Florida Chapter, I served as Treasurer on the Space Coast Regional Friends Group Master Naturalists board, and I have volunteered at the Florida Wildlife Hospital and Restore Our Shores. I am also the National President on the National Property Management Association executive board. I am a Certified Professional Property Specialist and I have a PMP certification through PMI. My business background of managing the contracts and people, along with my personal interest in Brevard County's ecology make me an ideal candidate.

**Brevard County Board of County Commissioners strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting an accommodation, please indicate below.**

---

n/a

[Tara Miller Resume\\_01192025.docx](#)

Upload a Resume

---

## **Agreement**

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**Please Agree with the Following Statement**

---

**I understand the responsibilities and commitment of time associated with an appointment to a Brevard County board, council or committee.**

---

I Agree

***Certified Professional Property Manager, Consulting Fellow  
Project Management Professional***

**Summary**

- As a Program Manager, successfully manage the profitable operation, strategic vision, continuous improvement activities, budget and financial reporting, personnel issues, and contract value on a cross-functional, medium complex, small business prime contract
- Twenty years of Program Management experience, on both prime and subcontracts, with projected values of up to \$65 million.
- Twenty-six years of increasing responsibility in Logistics to include government property management, government audits, life cycle management logistics, transportation and warehousing with extensive knowledge of the Federal Acquisition Regulations (FAR) 45.5 and 52.245 and NASA FAR Supplement 1852
- Twenty plus years of experience in writing and implementing procedures and developing performance and volume based metrics
- Twenty plus years of experience in mentoring and training personnel and developing instructional material on various logistics concepts, Property Management requirements and regulations
- Direct managerial experience in government contracts (cost plus fixed fee, firm fixed price, and time & materials), with up to 155 employees

**Professional Experience**

As Program Manager, successfully managed the following contracts:

**NASA KSC Institutional Support Services (KISS IV) contract**

As the KISS IV Program Manager, directly responsible for managing a \$65 million firm fixed priced prime contract with NASA to include profitability, daily operations, strategic vision, continuous improvement activities, budget, financial reporting, personnel issues, and contract value.

**NASA KSC Institutional Support Services (KISS III) contract**

- Successfully managed over 150 employees and independent contractors on a firm fixed priced \$48 million contract with a built-in 1% deductive schedule, with a 98% accuracy rate
- Received "Excellent" performance ratings for each year
- Responsible for quarterly task order negotiations, developing proposals, signing task order and contract modifications

**NASA KSC KISS I contract**

- Received the KSC Small Business Prime Contract of the year for 2010
- Received "Excellent" performance ratings from the government every year of the contract

- During the first 12 months of this contract, led and managed staff growth from 72 to 130 people
- Responsible for task order negotiations, developing proposals, and signing task order and contract modifications

### **Subcontract to Boeing on the Checkout, Assembly and Payloads Processing Services (CAPPS)**

- Managed CAPPS government property and the Documentation Center for engineering and quality documents. Involved in all aspects of government property to include receiving, shipping, warehousing, audits, and lifecycle management
- Responsible for 533 reporting to within a 5% accuracy rate
- Received the Boeing Small Disadvantaged Subcontract of the Year
- Received the KSC Small Disadvantaged Subcontract of the Year
- Received “Excellent” performance ratings from Boeing every year under my leadership
- Participated in and contributed to Lean / Kaizen exercises

### **NASA Administrative Support Services**

Responsible for taking over a contract with a “poor/unsatisfactory” government rating and receiving a “satisfactory” government rating within a year, and “Excellent” ratings every year thereafter

### **Employers:**

- Poarch Creek Indians Productions (PCI-P), Kennedy Space Center, FL June 2023 – December 2024
- Apache-Logical, JV, Kennedy Space Center (KSC), FL, August 2017 – May 2023
- Wichita Tribal Enterprises, Kennedy Space Center (KSC), FL June 2013 – July 2017
- ReDe/Critique JV, KSC, FL, May 2008 to May 2013
- All Points Logistics / CNI, KSC, FL, October 2002 to April 2008
- The Boeing Company, KSC, FL, September 1995 to September 2002

### **Education**

Masters of Administration in Management; Honors Graduate  
Webster University Brevard Campus

Bachelor of Science in Business Administration; Honors Graduate  
Rollins College Brevard Campus

### **Recognition**

NASA Space Flight Awareness Honoree  
NASA Exceptional Public Achievement Medal  
NPMA Jack E. Griffiths Property Person of the Year

### **Affiliations**

- National Property Management Association: National President, Executive VP, VP of Professional Development, Eastern Region Vice President, Eastern Region Treasurer

- Project Management Institute
- National Space Club, Florida Chapter: Chair, Vice Chair, and Treasurer

# Boards Application Form

## Profile

If interested in one of these boards please fill out this application and submit.

### Which Boards would you like to apply for?

Environmentally Endangered Lands Selection and Management Committee (SMC): Submitted

Ms. Sandra K Racicot  
Prefix First Name Middle Initial Last Name

skrgolf@gmail.com  
Email Address

645 Jubilee St Melbourne, FL 32940  
Home Address Suite or Apt

Yes FL 32940  
City State Postal Code

Home: (321) 421-7926 Mobile: (321) 213-3780  
Primary Phone Alternate Phone

### How long have you been a resident of Brevard County?

15 months

### To which Commissioner are you applying?

District 4

### Do you consent to a standard criminal background check?

Yes  No

## Interests & Experiences

Please tell us about yourself and why you want to serve.

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)  
 The EEL Selection and Management Committee serves as an expert volunteer scientific advisory committee to the County Commission on all issues involving the acquisition and management of environmentally endangered lands with the EEL Program protected area network in Brevard County. **The committee also has two seats for experts in the fields of business, finance or real estate.** Please complete the following information and **include your resume as an attachment** when submitting this application for consideration as a volunteer member of the Selection and Management Committee.

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please confirm your willingness to serve on the committee for a minimum term of two (2) years.**

---

**I agree that I am willing to serve on the committee for two years**

---

I Agree

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please confirm your ability to attend meetings in-person**

---

**You agree that you are available to attend in-person meetings**

---

I Agree

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please provide a brief overview of your background and expertise related to the following committee member requirements: Four-year postsecondary academic degree (B.S. or equivalent) in biological or environmental sciences or demonstrated professional expertise (minimum of 6 years) in a closely related conservation field such as ecosystem management, natural resources conservation, aquatic biology, field ecology, marine biology, botany, geology, hydrology, fire ecology, natural areas management, human use and recreation in natural areas, science education, or natural area sanctuary design. OR a background and expertise in either business, finance or real estate.**

---

I have a background and expertise in business and real estate.

Question applies to Environmentally Endangered Lands Selection and Management Committee (SMC)

**Please provide an overview of your knowledge of Brevard County ecosystems, habitat types and conservation land management techniques. NOT required for applicants applying for the positions related to business, finance or real estate.**

---

Coastal Scrub: The most prominent ecosystem, characterized by low-growing scrub oak, rosemary, and other adapted plants, crucial for the Florida Scrub-Jay. Pine Flatwoods: Open pine forests with a sandy soil layer, often interspersed with scrub areas. Mangrove Forests: Coastal wetlands with mangrove trees, important for shoreline stabilization and marine life nurseries. Wetlands: Including freshwater marshes and depression ponds. Scrub-Jay foraging habitat: Open areas with low scrub vegetation, essential for the Florida Scrub-Jay to find food. Gopher tortoise burrows: Provide shelter for various species, including the gopher tortoise and the eastern indigo snake. Sandhill habitat: Areas with sandy soils supporting specific plant species. Riparian corridors: Areas along water bodies with unique vegetation supporting wildlife. Prescribed burning: Mimicking natural fire cycles to maintain open scrub habitat and control invasive species. Invasive species removal: Eradicating non-native plants that outcompete native vegetation. Habitat restoration: Planting native species to enhance degraded areas and create connectivity between fragmented habitats. Monitoring and research: Tracking wildlife populations and ecosystem health to inform management decisions. Public education and outreach: Raising awareness about the importance of conservation and local ecosystems. Environmentally Endangered Lands (EEL) Program: A land acquisition and management program focused on protecting sensitive habitats, primarily aiming to conserve the Florida Scrub-Jay population by managing large tracts of coastal scrub land.

**Are you currently serving on any State, Regional or Brevard County board, council, or committees? If so please name.**

---

No.

**Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Brevard County? If so, please explain.**

---

No.

**Please explain your interests and experiences.**

---

I moved back to Melbourne in April 2023. I've been looking for an opportunity to serve as a volunteer, and my past volunteer experience as a member of the City of Melbourne Affordable Housing Committee from 2008 - 2010 was very rewarding. I graduated from the University of Florida with a minor in Environmental Science, and I grew up on Lake Okeechobee so I have a passionate concern about Florida's waterways. I've been an entrepreneur since 2001 providing paralegal support services to sole practitioner attorneys and in-house legal departments and I believe my business background would be a well-rounded fit as a member of the Environmentally Endangered Lands Selection and Management Committee (SMC). Thank you for your consideration.

**Please explain your background, including education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and how this applies to the function of the Board, Council or Committee that you are interested in serving on.**

---

University of Florida B.S. Journalism and Communications Santa Fe Community College A.S. Legal Assistant, Legal Secretary Space Coast Association of Realtors, National Association of Realtors Professional career paralegal, Certified Paralegal, Florida Registered Paralegal, Florida Notary Public Active Member, Paralegal Association of Florida, Inc. Former Member City of Melbourne Affordable Housing Committee Certified Business Analyst, Florida Atlantic University, Small Business Development Center, Boca Raton, Florida, volunteer counselor to small business owners (March 2002 - February 2008) I have also read the Land Acquisition Manual downloaded from the website:

[brevardfl.gov/EELProgram/LandManagementAndRestoration](http://brevardfl.gov/EELProgram/LandManagementAndRestoration) Please see my resume attached for additional volunteer service I believe the combination of my professional background and work experience, education, previous volunteer service and my professional licenses and memberships will provide a diverse contribution to the objectives of the SMC.

**Brevard County Board of County Commissioners strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting an accommodation, please indicate below.**

---

[SK Racicot Resume.pdf](#)

Upload a Resume

Ms. Sandra K Racicot



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**Agreement**

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**Please Agree with the Following Statement**

---

**I understand the responsibilities and commitment of time associated with an appointment to a Brevard County board, council or committee.**

---

I Agree

**Sandra K. Racicot, CLA, FRP**  
**645 Jubilee Street, Melbourne, FL 32940**  
**Telephone: 321.421.7926 Email: skrgolf@gmail.com**

**SUMMARY:** Comprehensive and demonstrable corporate in-house (publicly-held and privately-held entities) and law firm paralegal experience with emphasis on corporate law and governance, entity formation and dissolution (C-corporations, S-corporations, LLC's - domestic, foreign and alien), corporate and company records preparation and maintenance, commercial and residential real estate leasing, sales and administration including contract preparation and conducting closings, securities law/SEC filings, litigation, business, licensing and employment contracts, mergers, acquisitions and transactional matters, estate planning and trust/probate administration, franchising, trademark creation, prosecution, and maintenance, and stock option/employee stock purchase plan design/management.

**EDUCATION:** University of Florida – Bachelor of Science - Journalism and Communications  
Santa Fe Community College – Associate of Science – Paralegal (ABA Certified)  
Santa Fe Community College - Associate of Science  
Santa Fe Community College - Associate of Arts

**EMPLOYMENT:**

Remote Paralegal (09/12 to present)

- corporate governance, entity formation, corporate records/documents, contracts, transactional matters (legal, financial, and real estate), annual report filings (all 50 states)
- freelance notary services for refinancing applications and refinanced loan closings
- federal trademarks, contracts, and licensing
- foreclosure litigation
- probate administration
- Corporate Transparency Act – Beneficial Ownership Information Registration

Corporate Paralegal, Digital Domain Media Group, Inc., Port St. Lucie, Florida (07/11 to 09/12)

- assisted general counsel and outside counsel taking company public in November 2011
- responsible for corporate governance, corporate organizational structure and design, entity formations including obtaining EIN's, preparing and maintaining corporate records books, written consents, meeting minutes, NYSE compliance filings
- non-disclosure and confidentiality agreements, contracts, transactional matters and audit/SEC compliance projects

(the company ceased operations on Sept. 7, 2012 and filed Chapter 11 bankruptcy on Sept. 11, 2012)

Freelance Paralegal, Melbourne, Florida (06/10 to 06/11)

- corporate governance, entity formation, preparation of corporate records, transactional matters (legal, financial, and real estate)
- employee stock option/stock purchase plan design, management, and administration
- federal trademarks, contracts, and licensing
- foreclosure defense litigation

(relocated to accept Corporate Paralegal position in Port St. Lucie, Florida)

Legal Analyst, Harris Corporation, Melbourne, Florida (02/08 to 06/10)

- SEC filings 10-K, 10-Q, 8-K, audit letters, corporate resolutions, secretary and incumbency certificates
- domestic and international legalizations and apostiles
- management of internal compliance self-assessment program
- annual meeting and proxy preparation assistance
- preparation and negotiation of M&A NDA's
- M&A pre-acquisition due diligence and post-integration support (domestic and international)
- financial/transactional and treasury, risk management and business development dept. support
- establishing, modifying and terminating international bank accounts
- unclaimed property recovery and administration

(voluntarily resigned to care for elderly parent)

Freelance Paralegal, Deerfield Beach, Florida (09/01 to 02/08)

- corporate governance, entity formation
- transactional matters (legal, financial, and real estate)
- M&A due diligence, pre/post integration
- employee stock option and stock purchase plan design, management, and administration
- federal trademarks, contracts, and licensing

Manager, Legal Dept., Xcelerate Corp., Fort Lauderdale, Florida (09/99 to 05/01)

- developed and established in-house legal department for privately-held, pre-IPO, start-up e-business and web development consulting services firm
- corporate governance, board/shareholder resolutions, written consents, meeting minutes, secretary/incumbency certificates, corporate records maintenance, foreign qualifications
- M&A audit, due diligence and transactional matters (legal, financial, venture capital, stock offerings, and real estate)
- negotiate and draft real estate leases, letters of credit, and related documents and correspondence
- design, management and administration of employee stock option program and stock purchase program
- USPTO trademark/service mark searches and filing applications
- contract preparation, negotiation and management, statements of work, customer service agreements, licensing agreements, non-disclosure/non-solicitation agreements, alliance partnership agreements

(the company dissolved in 2002 and its remaining assets were acquired by Avenue A/RazorFish)

Senior Corporate Paralegal and Assistant Corporate Secretary, Sunbeam Corporation, Boca Raton, Florida (06/98 to 08/99)

- NYSE compliance and SEC 10-K, 10-Q, 8-K and Section 16 Forms 3, 4, 5 filings
- corporate governance for public and privately-held subsidiaries including multi-state entity formation, foreign qualification
- shareholder/board resolutions and meeting minutes
- post-M&A integration
- annual meeting and proxy statement preparation and coordination

(the company filed bankruptcy and its remaining assets were ultimately acquired by Jarden Corp.)

COMPUTER SKILLS: Proficient in Microsoft Office, Adobe Acrobat Pro, DocuSign, E-Filing, E-Recording, SharePoint, DropBox, and FilePro contract database software

CERTIFICATES and LICENSES:

Certified Legal Assistant (CLA) Florida Registered Paralegal (FRP) Real Estate Sales License (Florida)  
Certified Equity Professional (CEP -1) Notary Public (State of Florida)

ACADEMIC, PROFESSIONAL ASSOCIATIONS & VOLUNTEER ACTIVITIES:

Instructor for CLA Examination Review Course - Contracts and Business Organizations Florida  
Metropolitan University – Fort Lauderdale College, Fort Lauderdale, Florida (1994 to 2000)

Adjunct Instructor, Law Office Management and Procedures, Legal Assistant Program, Manatee Community College,  
Venice Campus, Venice, Florida (Fall Term 1994)

Active Member, Paralegal Association of Florida, Inc. (Space Coast Chapter)

President/Director, National Association of Stock Plan Professionals, Florida Chapter (August 2000 - September 2003)

Certified Business Analyst, Florida Atlantic University, Small Business Development Center, Boca Raton, Florida,  
volunteer counselor to small business owners (March 2002 - February 2008)

Board Member, City of Melbourne Affordable Housing Committee (June 2008 – March 2010)

Volunteer Journalist, Space Coast Golf Magazine, Melbourne, Florida (January 2010 – April 2011)