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## Profile

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

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Wake County Water Partnership: Submitted

### Please select your first Board preference: \*

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☒ Wake County Water Partnership

### Please select your second Board preference: \*

---

☒ None Selected

### Please select your third Board preference: \*

---

☒ None Selected

### Please select your fourth Board preference: \*

---

☒ None Selected

### Please select your fifth Board preference: \*

---

☒ None Selected

### Please select your sixth Board preference: \*

---

☒ None Selected

Kelly

First Name

Arnold

Last Name

502 Southtown Circle

Street Address

Suite or Apt

Rolesville

City

NC

State

27571

Postal Code

### What district do you live in?

---

None Selected

Business: (919) 556-3506

Primary Phone

Mobile: (919) 235-8131

Alternate Phone

kelly.arnold@rolesville.nc.gov

Email Address

Town of Rolesville

Employer

Town Manager

Job Title

---

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

☐ Yes ☒ No

**In order to assure countywide representation, please indicate your place of residence:**

☒ Rolesville

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## Interests & Experiences

**Why are you interested in serving on a Board or Commission?**

As Rolesville Town Manager, I am interested in serving and representing Rolesville on the Water Partnership Committee.

## Work Experience

I have over thirty-three years of municipal government experience including with management positions with Laramie, WY; Grand Junction, CO; and Windsor, CO. All three municipalities were actively engaged in water supply and treatment for their citizens. In Laramie and Grand Junction, the communities owned and maintained all water related facilities and water rights. In Windsor, the community was served by three water districts and was a leader in water rights and conservation efforts in Northern Colorado.

## Volunteer Experience

I have served on many various boards and commissions throughout my career.

## Education

Business Administration from Colorado State University; Masters in Public Administration from Kansas University

## Comments

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On recommendation of Mayor Eagles and the Rolesville Town Board, I am interested in serving as the staff representative for the Town of Rolesville.

[2018 Resume.pdf](#)

Upload a Resume

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If you have another document you would like to attach to your application, you may upload it below:

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Please upload a file

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## Demographics



Date of Birth

**Gender \***

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☒ Male

**Ethnicity \***

---

☒ Caucasian

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## Other

**How did you become aware of Wake County volunteer opportunities?**

---

☒ Other

**Rolesville Mayor Eagles**

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If you selected "Other" above, how?

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Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

KELLY E. ARNOLD

8390 ANNAPOLIS DR., WINDSOR CO 80528

970-397-2680

KELLYARNOLD8390@GMAIL.COM

### SENIOR-LEVEL EXECUTIVE COMMUNITY MANAGEMENT

- Multi-faceted leader with significant experience and expertise in quality local government services, strategies, best practices, and fiscal responsibility.
- Established collaborator that develops and transforms strategic plans and initiatives into high performing goals and work programs that are documented and accountable.
- Incorporates flexibility and adaptability based upon experience in wide ranging variety of communities and organizations.
- Authentic "Can-Do" attitude

### Areas of Expertise

- |                                       |  |
|---------------------------------------|--|
| ✓ Problem Solving and Decision Making | ✓ Budget and Financial Management                        |
| ✓ Long-Term Sustainability            | ✓ Training and Leadership Development                    |
| ✓ Public Speaking/Presentations       | ✓ Capital Infrastructure Planning and Project Management |
| ✓ Community Outreach and Engagement   | ✓ Strategic Plan Development and Execution               |
| ✓ Economic Development                | ✓ Futuristic Outlook                                     |
| ✓ Cross-Functional Team Building      |  |

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### PROFESSIONAL EXPERIENCE

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Town of Wellington, CO (population 10,000)  
**Interim Public Works Director**

January 2018 to present

Assisting Town Administrator and organization prepare for a newly formed Public Works Department which includes Streets, Facilities, Engineering, Water, and Sewer.

Town of Windsor, CO (population: 27,000)  
**Town Manager**  
**Interim Town Manager**

April 2007 to November 2017  
January 2007 to April 2007

Windsor is the premier mid-sized community in the growing Northern Colorado front-range. The Town Manager works for a seven-member Town Board and is responsible for all operations performed by 175 FTE and a budget of \$75 million.

Sustaining community spirit and pride are key strategic components to the community that enjoys a prominent place for families, industry, commerce, and regional services. Embracing a can-do attitude with a "more with less" operational mentality has propelled a vast array of completed capital projects and relationships over a ten-year period such as:

- Leveraging through **State and Federal resources** the community recovery effort of a EF3 tornado; the key recovery project was the renovation of an historic Town Hall using capital funds and grants.
- Led the Northern Colorado region on **economic development efforts** including the development of the Great Western Industrial Park, creating an environment for existing businesses to expand and thrive, and significant residential development.

- Built a new **Police Department facility** at the cost of \$8M that will serve the community through 2033.
- Boardwalk Park is a large community park that was built adjacent to downtown and features the Town-owned reservoir and two mile trail system. The park has become the **centerpiece of activity and community events**.
- A **\$14M expanded recreation center** was opened in October 2016 with an aquatic facility, additional gym, and full service recreation facility after a successful community vote on a \$ .75 sales tax increase for debt service and on-going maintenance.
- New **Public Works Service Center** opened in October 2017 at the cost of \$13M with no increase taxes or debt using grants and cash savings budgeting over the course of three years.
- Establishment of a **Downtown Development Authority** that now is a Main Street participant and key developments have been initiated including the renovation of a historic Mill.
- **Water resource development** has been prioritized with multiple partnership programs established to provide additional water capacity to the Town.
- Provided leadership collaboration on **regional transportation capacity** projects including a partnership with the Town of Fort Collins and CDOT to construct a new I-25 interchange.
- Recognized as one of **Colorado's safest Towns** to live in by multiple resource publications.
- Town services are consistently **rated high** in every category via the bi-annual citizen survey.
- Incorporating strategic planning led the Town to be a regional leader on many sustainable issues with emphasis on **inclusiveness and transparency, organizational customer service, and high level of internal/external communication**.
- **"PRIDE"** is the internal mission of the organization supported by a Town of Windsor training academy that is accessible to all employees.

Self Employed: Consultant and worked for Grande River Winery from August 2006 to December 2006.

City of Grand Junction, CO (population: 50,000; with a service area of 150,000)

*City Manager*

September 2000 to July 2006

Grand Junction is a full-service City is the home of Colorado Mesa University. Working with a seven-member City Council and eight departments, the City Manager is responsible for all operations performed by over 900 FTE employees and a budget more than \$140 million.

During my tenure as City Manager, Grand Junction transformed from a big little town to a small big city. The City Council and organization implemented its first Strategic Plan to fulfill the mission of "creating a great community":

Examples of successful actions during my tenure include:

- Emphasis on communication to the community.
- Supported a dynamic management and workforce team that is considered the leader in the Colorado Western slope that developed/followed a clear vision and values.
- Development of key planning processes and plans while emphasizing acknowledged assets for a growing community and Colorado Mesa University. The creation of a comprehensive infill/redevelopment policy and University neighborhood plan were keys to the future growth of the University.
- National Gold Medal Award Winner for Parks and Recreation Program in 2004.
- Implementation of a new comprehensive neighborhood program.
- Successfully led an \$80 million bond election for a new ten miles Parkway road that helps resolve important transportation needs in Grand Junction.
- Adding a new fire station with 35 additional firefighters.



- Development of a nationally recognized Downtown development model complete with a renovated conference center, three new hotels, and weekly events to serve as the community Centre.
- Focus on a blighted Colorado River area and used brownfield grants to clean up a historic industrial area and began a natural resource conversion; public access through trails and open space were integral successes.
- Led Colorado using Great Outdoors Colorado grants in attaining key conservation easements that serves as buffers for adjacent communities and protects legacy farms.

City of Laramie, Wyoming (population: 30,000)

**City Manager**

May 1997 to September 2000

**Interim City Manager**

January 1997 to May 1997

**Assistant City Manager**

November 1990 to January 1997

Laramie is a full-service community and is home of the University of Wyoming. Working with a nine-member City Council, the City Manager is responsible for all operations performed by 150 FTE employees and a budget of \$27 million.

During my ten-year tenure as City Manager and Assistant City Manager, Laramie continued as a leading progressive community in Wyoming. My experiences included:

- Leading an intense community dialog on student and youth issues.
- Building a successful Town/Gown relationship with University of Wyoming.
- Implemented an aquifer protection program.
- Improved facilities through a remodel project of administrative (an Historic Carnegie Library) building and negotiated the purchase funded through grants remodeling a new Police Department facility.
- Finished a \$20 million state-of-the-art wastewater treatment facility.
- Implemented via training an organizational emphasis on business friendly through great customer service.
- Downtown and economic development projects were completed including historic depot renovation, expansion of downtown parking lots, creation of an economic development revolving loan funds for job creation and expansion, and the establishment of the University of Wyoming Technical Center.

City of Lawrence, Kansas (population: 65,000)

**Assistant to the City Manager**

March 1988 to November 1990

Home of the University of Kansas and a full-service community, my position had many specific responsibilities, including general management in the City Manager's Office, primary City liaison to the Chamber of Commerce and Kansas University. Served as chief lobbyist and public information officer.

City of Excelsior Springs, Missouri (population: 11,000)

**Assistant to the City Manager**

June 1986 to March 1988

Responsibilities centered on administering the planning and zoning program and the economic development program. Included in my accomplishments were the redevelopment program initiated for a resort hotel and conference center and economic stimulus of a new pasta manufacturer in a newly developed industrial park.

### Internships

Experience in City Management was gained while attending college, during which time I worked for several local government internships. They were:

<u>City of Pueblo, Colorado</u> <b>City Management Intern/Analyst</b>	August 1985 to June 1986
<u>City of Kansas City, Kansas</u> <b>Budget Intern</b>	September 1984 to August 1985
<u>City of Fort Collins, Colorado</u> <b>Intern to the City Engineer</b>	September 1983 to May 1984
<u>City of Commerce City, Colorado</u> <b>Management Intern</b>	Summers of 1982, 1983, & 1984

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### EDUCATION

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**MASTER'S OF PUBLIC ADMINISTRATION** - UNIVERSITY OF KANSAS EDWIN O. STENE CITY MANAGEMENT PROGRAM, May, 1986.

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION** - COLORADO STATE UNIVERSITY, with concentrations in management and labor relations, May, 1984.

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### PROFESSIONAL DEVELOPMENT & CIVIC MEMBERSHIPS

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*International City Managers Association (ICMA)* – Full and Credentialed Member. Have Served on numerous ICMA advisory boards and task forces.

*Colorado Energy and Mineral Impact Grant Advisory Committee (2013 to current)* – Governor Hickenlooper Appointed position

*Senior Executive Institute (SEI) alumni* – University of Virginia

*Member of the Colorado Municipal League Policy Committee*

*Western Colorado Community Foundation Board Member*

*Colorado City/County Manager's Association Board Member*

*Great Open Spaces City Manager Association President and Board Member*

*Served as Kansas University MPA Alumni President and Board Member*

*Rotary Club in Windsor (President, 2017), Grand Junction, and Laramie*



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## Profile

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

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Wake County Water Partnership: Submitted

### Please select your first Board preference: \*

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☒ Wake County Water Partnership

### Please select your second Board preference: \*

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☒ Durham Highway Fire Department Board of Trustees Firemen's Relief Fund

### Please select your third Board preference: \*

---

☒ Historic Preservation Commission

### Please select your fourth Board preference: \*

---

☒ Council on Fitness and Health

### Please select your fifth Board preference: \*

---

☒ City of Raleigh Housing Appeals Board

### Please select your sixth Board preference: \*

---

☒ Library Commission

Nicholas

First Name

DiColandrea

Last Name

Middle Initial

6325 Dry Fork Lane

Street Address

Suite or Apt

Raleigh

City

NC

State

27617

Postal Code

### What district do you live in?

---

☒ District 7

Mobile: (919) 610-1999

Primary Phone

Business: (919) 828-4199

Alternate Phone

nick.dico@gmail.com

Email Address

Conservation Trust for NC

Employer

AmeriCorps Program Director

Job Title

---

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

☐ Yes ☒ No

**In order to assure countywide representation, please indicate your place of residence:**

☒ Raleigh

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## Interests & Experiences

**Why are you interested in serving on a Board or Commission?**

I've previously served on Boards or Commissions prior to the birth of my children, and now that they are older I would like to rejoin the civic community! It is always an honor to represent the people of our city and county on Commissions that do a lot of the behind the scenes work with county staff to make our area an incredible place to live.

## Work Experience

Five service years on AmeriCorps (National Service) management experience - volunteer generation, budget management, and human resources experience.

## Volunteer Experience

Before by kids I volunteered with Beyond Fences, YNPN of the Triangle, NC State Youth Mentors, Communities In Schools, and other Days of Service.

## Education

Masters of Public Administration, Mississippi State University; Bachelors of Arts, NC State University

## Comments

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I would greatly love to serve on two commissions if possible, Wake Water and either my local Fire Commission and the Historic Preservation Commission. However, I listed all my preferences in hopes I can be useful somewhere!

[Resume 2018 -  
DiColandrea Nick.doc](#)

Upload a Resume

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If you have another document you would like to attach to your application, you may upload it below:

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Please upload a file

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## Demographics



Date of Birth

### Gender \*

☒ Male

### Ethnicity \*

☒ Caucasian

---

## Other

**How did you become aware of Wake County volunteer opportunities?**

☒ County Website

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If you selected "Other" above, how?

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Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

# Nicholas D.A. DiColandrea

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## EDUCATION:

**Master of Public Policy and Administration**, Nonprofit Concentration  
Mississippi State University  
2009

Starkville, MS  
May

**Bachelor of Arts**, Political Science  
North Carolina State University  
2004

Raleigh, NC  
May

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## PROFESSIONAL EXPERIENCE:

### AmeriCorps Program Director

Conservation Trust for North Carolina  
*June 2015 – Current*

- Successful annual renewal of \$260,000+ federal grant over four service year cycles as of Jan 2018
- Recruit between 15-18 site fee-based partners on an annual basis resulting in \$170,000 cash match
- Recruit, hire, train, and support 18 AmeriCorps members serving in environmental education roles in nonprofits and local governments across North Carolina for 10 month service terms (total of 78)
- Create and manage AmeriCorps Nonprofit Management Class
- Establish CTNC as a Service Enterprise Organization
- Other regular responsibilities include assisting NC Commission on Volunteerism, establishing professional development opportunities for members, presenting at state conferences, budgetary management of expenses

### Director of Development

Communities In Schools Durham, NC  
*October 2014 – January 2015*

- Responsible for targeted fundraising campaigns and new grant appeals for organization
- Oversaw day to day management of Communications Manager

### State Program Director, North Carolina

MusicianCorps, Raleigh NC  
*October 2013 – September 2014*

- Developed and completed one year state-wide MusicianCorps program and partnership with AmeriCorps
- Recruited, hired, trained, and managed nine full-time MusicianCorps Artists in Chapel Hill, Durham, Raleigh, and Winston-Salem serving to “reach, teach, and heal through music”
- Recruited five fee-based partners to place Artists, total of \$95,000 in pilot year, manage site programs, expectations, and communications; solidified a commitment of \$102,500 for unrealized second year
- Other responsibilities included oversight of volunteer recruitment, established monthly community service events, direct communication with AmeriCorps staff, social media, press releases, budget management, and bi-weekly professional development of MC Artists

### Developing Communities & Partnership Specialist

Communities In Schools of North Carolina, Raleigh, NC  
*July 2012 – September 2013*

- Manager for strategic partnership building with national and state nonprofits and businesses to support 44 CIS counties in programs and services



Nicholas D.A. DiColandrea

- Founder and Chair of NC Service-Learning Coalition, an organization of K-20 public, private educational stakeholders to promote and sustain the field of service-learning in education through trainings and partnerships
- Developer of first long-term strategy centered around CIS programmatic needs from a local organization perspective: one-on-one relationships, health and wellness, safety, life skills, and service opportunities
- Public speaker on topics of Generation Z, social media and nonprofits, and innovative partnership building between organizations for in-school and after-school programs

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**Federal Grants Manager**

Communities In Schools of North Carolina, Raleigh, NC  
*August 2010 – June 2012*

- Responsible for the programmatic management of 60 sub-grantees throughout the state of North Carolina for mentoring and service-learning after-school and in-school programs
  - Assisted CFO in the fiscal management of \$1.1 million of federal allocated funds to CISNC over 2.5 year period to 60 nonprofits, schools, and community organizations
  - Managed three separate federal grants, deliverables, and programmatic reports including extensions, filing, federal training, and fiscal oversight from the Department of Education, the Department of Justice, and Learn & Serve America (Corporation National & Community Service)
- 

**CIVIC SERVICE:**

**Board Member**

Artsposure, Raleigh NC  
*September 2014 – June 2016*

**Executive Committee**

The Longleaf Collective, Raleigh NC  
*January 2013 – January 2015*

**Advisory Board / Co-founder**

Young Nonprofit Professionals Network Triangle NC, Raleigh NC  
*October 2010 – January 2016*

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**Professional Development:**

**Awards:** Service Year Alliance Best Practices Award for National Service 2017

**Presenter:** Land Trust Alliance Southeast Region “Ask an Expert” Webinar, February 2018; NC Commission on Volunteerism Program Director Start Up Training, August 2016 & 2017; Communities In Schools National Annual Conference, Dallas TX, *August 2013*; Communities In Schools of North Carolina Summer Institute, Charlotte NC, *August 2013*; School Nutrition Conference, Greensboro NC, *June 2012*; 24th Annual At-Risk Youth National Forum, Minneapolis, MN, *April 2012*; National At-Risk Youth Conference, Myrtle Beach SC *February 2012*

**Goodman Fellow**

Leadership Triangle, Durham NC  
*September 2011 – December 2011*

**Working Group Fellow**

Institute of Emerging Issues 2012 Forum “Investing in Generation Z”, Raleigh NC  
*September 2011 – February 2012*

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## Profile

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

---

Wake County Water Partnership: Submitted

### Please select your first Board preference: \*

---

☒ None Selected

### Please select your second Board preference: \*

---

☒ None Selected

### Please select your third Board preference: \*

---

☒ None Selected

### Please select your fourth Board preference: \*

---

☒ None Selected

### Please select your fifth Board preference: \*

---

☒ None Selected

### Please select your sixth Board preference: \*

---

☒ None Selected

Heather

First Name

V

Middle Initial

Keefer

Last Name

6504 Southern Times Dr.

Street Address

Suite or Apt

Raleigh

City

NC

State

27603

Postal Code

### What district do you live in?

---

☒ District 2

Mobile: (984) 204-9644

Primary Phone

Home: (919) 325-2533

Alternate Phone

hvkeefe@gmail.com

Email Address

WakeUP Wake County

Employer

Associate Director

Job Title

---

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

☐ Yes ☒ No

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**In order to assure countywide representation, please indicate your place of residence:**

☒ Unincorporated Wake County

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## Interests & Experiences

**Why are you interested in serving on a Board or Commission?**

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I love living in Wake County and I am interested in serving on the Wake County Water Partnership because I want Wake County to grow strong and have adequate clean water resources for drinking, industry and recreation. I believe in sustainable practices that allow for growth and while protecting our water resources and keeping the Triangle as a very desirable place to live.

## Work Experience

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I am currently the Associate Director for WakeUP Wake County, a citizens' nonpartisan non-profit focusing on the challenges and opportunities created by Wake County's and the Triangle region's tremendous growth. Prior to starting at WakeUP, my career has been focused around water quality. In 1999, I started as an intern with the NC Division of Coastal Management during Hurricanes Dennis and Floyd. I then started working in local government with New Hanover County performing erosion control inspections. From 2000 - 2015, I was the Environmental Specialist for the Town of Holly Springs. During my tenure I started up various water quality programs including but not limited to: Erosion & Sedimentation Control, NPDES Phase II Stormwater, Riparian Buffers. I also managed our Secondary and Cumulative Impact Master Mitigation Plan and environmental program budgets. I was a key staff member in the creation of the Town's Stormwater Enterprise Fund. Most recently I was the NFIP Planner for eastern North Carolina helping communities manage their floodplains responsibly and assisting post Hurricane Matthew floodplain development issues.

## Volunteer Experience

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I have been an active participant on the board of the North Carolina Association of Floodplain Managers (NCAFFPM) and the Stormwater Association of North Carolina (SWANC) and the NC League of Municipalities, Regulatory Action Committee. I have volunteered time as a Master Tread Trainer teaching environmental ethics to off-road vehicle organizations, focusing on recreation practices that respect the environment and fair use of our natural resources. I have also been a staff representative or interested party on past Wake County Committees: Sustainability Task Force, Stormwater Management Task Force and the Watershed Management Plan.

## Education

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I received my B.A. in Parks & Recreation Management, Natural Resources Recreation Management Tract with a minor in Environmental Studies from the University of North Carolina at Wilmington. I am a Certified Floodplain Manager (CFM), LEED GA and I am in the process of renewing my NC Low Impact Development (NCLID) and Stormwater BMP Inspection & Maintenance certifications.

## Comments

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Please consider my application for the Wake County Watershed Partnership and feel free to contact me directly with any follow up questions. Thank you.

[Heather\\_V.\\_Keefer.pdf](#)

Upload a Resume

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If you have another document you would like to attach to your application, you may upload it below:

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Please upload a file

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## Demographics



Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

☒ Caucasian

---

## Other

How did you become aware of Wake County volunteer opportunities?

---

☒ Other

Watershed Partnership Meeting

---

If you selected "Other" above, how?

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Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>



## Qualifications Summary

An experienced program manager and environmental stewardship coordinator with many years of diverse expertise. Well versed in land, water, and habitat conservation strategies as well as current knowledge of federal, state, and local environmental regulations specifically related to natural resource management and sustainable practices such as Low Impact Development. Provided technical assistance with special Economic Development and Capital Improvement projects. Actively participates in regional education, planning, and environmental endeavors. A proven track record as positive contributing team member, identifying and working with stakeholders, facilitation, and problem solving. Broad experience and interactions with consultants, engineers, regulatory agencies, developers, and elected officials. Extensive public speaking and presentation experience. Successful focus on customer service for a broad range of customer types.

## Professional Experience

WakeUP Wake County, Inc. - Raleigh, NC

5/18 – Present

### Associate Director

- Helps lead policy advocacy and public education strategy around specific WakeUP's priority issues (including water quality & water supply, and either public schools, transportation, or affordable housing).
- Meet with elected officials and key staff at the municipal, county, and state levels in representing WakeUP's perspective.
- Work in coalition with partner organizations.
- Staffs the WakeUP Water Committee, other committees and coordinate volunteer engagement on related issues.
- Coordinates fundraising tasks and development communications for the organization. Work with the Executive Director, Fundraising Chair, and Program Assistant in carrying out fundraising outreach to WakeUP members, donors and potential donors.
- Oversee the WakeUP Sustainability Partners program.
- Participate in WakeUP community events and other public outreach, including public speaking on behalf of WakeUP and writing issue updates.

North Carolina Division of Emergency Management - Raleigh, NC

9/15 – 5/18

### NFIP Planner, Eastern Branch

- Assisted local governments in properly managing and enforcing their community's floodplains through the use of various floodplain management techniques with the overall objective of reducing exposure to damage to floods.
- Monitored compliance of local government floodplain management programs through Community Assistance Contacts and Visits while encouraging adoption of higher standards to reduce the exposure to flood damages.
- Subject matter expert on coastal flood regulations, compliance, and enforcement. Interpreting program regulations and policies for floodplain management issues and provides training of local officials as well as the professionals of the community working with floodplain regulations.
- Recruited communities to join the Community Rating System (CRS) and develop new CRS User Groups in North Carolina. Educated local officials on NFIP compliance and the use of higher standards that will protect the natural function of the floodplain, provide habitat and support a resilient community. In addition, this gives communities the ability to reduce the cost of flood insurance to through participation in the CRS.
- Assisted the State NFIP Coordinator and FEMA staff with NFIP outreach efforts post Hurricane Matthew in ReBUILD NC efforts and participated in the development of the Hurricane Matthew Resilient Redevelopment Plans.
- Involved in the development and release of a web based platform that will allow communities to update program information by self-reporting through the Community Assistance Portal (CAP).

**Environmental Specialist**

- Responsible for overseeing and enforcing erosion and sedimentation control program provisions and regulations; overseeing and enforcing NPDES Phase II Stormwater Permit tasks, coordinating compliance with regulations regarding riparian buffers, flood damage prevention, tree protection; educating developers, public and staff on environmental issues and regulations; serving as liaison with environmental groups and addressing public questions and concerns; researching new and proposed legislation to predict and identify local impact and enforcement requirements; reviewing plans and performing field inspections; maintaining associated records; issuing plan of approval letters and environmental development permits; collecting fees; and proposing revisions to design standards, specifications and ordinances.
- Knowledge of federal, state and local environmental regulations specifically related to natural resource management and sustainable practices, and ability to interpret and apply to various situations. This includes but is not limited to the Clean Water Act, NC Environmental Policy Act (SEPA), National Environmental Policy Act (NEPA), 404/401 Wetlands permitting processes.
- Knowledgeable in all aspects of municipal devolvement with an understanding of long range infrastructure needs of a fast growing municipality on both the local and regional level. Aware and able to foresee long term maintenance needs on infrastructure and identify policies and best practices to ensure proper operation and impacts to natural resources.
- Identified stressors on infrastructure and natural resources then recommended policy changes to mitigate the effects to the community. Examples include emergency planning, drought response, interconnection of infrastructure between jurisdictions, water allocation, TMDLs and interbasin transfer, habitat protection including areas of with potential impact to federal/state endangered and threatened species.
- Responsible for updating environmental sections of ordinances and strategic plan. Created Storm Water Pollution Prevention Plan (SWPPP) for municipal facilities and provided input for regional watershed plans and other applicable documents.
- Developed and managed budgets for the following funds: Stormwater Management Program Enterprise Fund, Stormwater Fee-in-lieu, Stormwater Facility Management Replacement Fund, Stormwater Sureties, and Development Fees. Successful in obtaining grant funding, consultant selection and executing and managing contracts. Provided monthly and annual reporting on environmental programs.
- Familiar with stream requirements resulting from the Clean Water Act Section 303(d): Impaired Waters and Total Maximum Daily Loads (TMDLs) and effluent limits for wastewater discharged to surface waters.
- Tracked the progress of programs by analyzing the performance of Best Management Practices (BMPs) and determining if they meet the intended measurable goals outlined in the permit. Identified the needs for new programs, projects and endeavors then undertakes development and management to ensure goals are met.
- Worked closely with staff from all town departments such as: Town Council, Planning Board, and Sedimentation Control Commission/Land Resources Staff. Affiliation with many regional and profession groups, boards, committees, associations and task forces. Maintained positive working relationships and a large group of connections including federal/state regulatory agencies staff, developers, builders, design consultants, environmental consultants and contractors throughout the region.
- Served as the Town's liaison for environmental and water resource issues and representative on various state, regional, and national venues. Identifies opportunities to increase community knowledge and engagement in environmental initiatives.
- Direct supervisor of full, part-time, temporary staff, and interns. Completed responsibilities such as interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; providing professional development and mentoring; and addressing and resolving problems.
- Utilized various software systems to track development, finances, and employee performance.

**Engineering Aide**

- Site inspector for compliance to the New Hanover County Soil Erosion & Sediment Control Ordinance.
- Familiar with erosion control devices, tax map research, topographic information, engineering plans and drainage calculations.
- Worked with various Federal, State and Local agencies with issues concerning stormwater regulations, Tulloch ditching and impacts to streams and wetlands.

NC Department of Natural Resources, Division of Coastal Management - Wilmington, NC

8/99 - 2/00

#### Intern

- Familiar with the general statute for the Coastal Area Management Act CAMA and the written regulation by which the G.S. is implemented.
- Experience with the regulatory frame work including AEC designations, permit requirements and enforcement.
- Assisted with hurricane (Dennis and Floyd) relief and restoration.
- Familiar with the tools required with the running of the Division's programs (files, photographs, maps, diagrams, GIS information, etc.)

### Professional Organizations, Certifications & Committees

- **LEED Green Associate (LEED GA)** GBCI#: 10994328; U.S. Green Building Council 4/15 - 7/19
- **Certified Floodplain Manager (CFM)** #NC 02.0051; North Carolina Association of Floodplain Managers (NCAFPM) 9/02 - 1/19
  - NCAFPM Board Region B Representative 2002 - 2011
  - NCAFPM Professional Development Committee Chair 2006 -2011
- **Master Tread Trainer** #14372; Tread Lightly! 11/12 - 12/15
- **Level II, Certified Erosion & Sedimentation Control/ Stormwater Site Manager**, #5914; North Carolina Department of Transportation & North Carolina State University
- **NC Low Impact Development Certification**, #078; North Carolina State University BAE & NC Cooperative Extension 11/11 - 11/15
- **Stormwater BMP Inspection & Maintenance Professional Certification**, #649; North Carolina State University & North Carolina Cooperative Extension. 2/08 - 12/16
- **NC League of Municipalities, Regulatory Action Committee**; Committee Member 2/15 – 9/15
- **North Carolina Water Resources Association**; Member 1/01 – 1/19
- **Stormwater Association of North Carolina** 12/13 – 9/15
  - Secretary 4/15 – 9/15
  - Policy Committee 4/14 – 9/15

### Awards

NC Sediment Control Commission & NC DENR Division of Land Resources

#### Outstanding Services in Erosion & Sedimentation Control

- Large Program 3+ staff 2/06
- Small Program 0-2 staff 1/03

### Education

**University of North Carolina at Wilmington – Wilmington, NC**

1999

B.A. in Parks & Recreation Management, Natural Resources Recreation Management Tract  
Minor in Environmental Studies

**University of Wales Institute at Cardiff – Cardiff, Wales**

6/99 - 7/99

- Summer Study Abroad “ Compare and Contrasting National Resource Management Practices in the UK and US”

#### Field Work/ Practicum Student

9/98 - 11/98

Carolina Beach State Park – Carolina Beach, NC

- Assisted with the restoration of dunes, trails, and other areas of Carolina Beach State Park & Fort Fisher Recreation Area after hurricanes Bertha and Fran.
- Assisted with the Environmental Education Learning Experience Program

---

**Profile****Which Boards would you like to apply for?**

---

Wake County Water Partnership: Submitted

**Please select your first Board preference: \***

---

☒ Wake County Water Partnership**Please select your second Board preference: \***

---

☒ Water Partnership**Please select your third Board preference: \***

---

☒ Industrial Facilities and Pollution Control Financing Authority**Please select your fourth Board preference: \***

---

☒ Citizen's Energy Advisory Commission**Please select your fifth Board preference: \***

---

☒ Holly Springs Planning Board**Please select your sixth Board preference: \***

---

☒ Wake Technical Community College Board of Trustees

---

Stephen

First Name

---

Kingsland

Last Name

Middle Initial

---

4933 Gable Ridge Ln

Street Address

Suite or Apt

---

Holly Springs

City

---

NC

State

---

27540

Postal Code

**What district do you live in?**

---

☒ District 2

Home: (919) 285-4187

Primary Phone

Mobile: (508) 344-4333

Alternate Phone

stephenjkingsland@gmail.com

Email Address

OneWater Inc

Employer

Director of Business  
Development

Job Title

---

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

☐ Yes ☒ No

**In order to assure countywide representation, please indicate your place of residence:**

☒ Holly Springs

---

## Interests & Experiences

**Why are you interested in serving on a Board or Commission?**

I am interested to support and give back to the community.

## Work Experience

Experience in the for-profit water sector with positions such as National Product Manager, Director of Business Development, as well as leadership experience in manufacturing as VP/GM.

## Volunteer Experience

Member and Chairman of Town of Barre Finance Committee.

## Education

Bachelor of Science in Industrial Engineering.

## Comments



[Steve\\_K\\_Resume\\_8-22-17.pdf](#)

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

---

## Demographics



Date of Birth

### Gender \*

☒ Male

### Ethnicity \*

☒ Caucasian

---

## Other

### How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

---

## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

## STEPHEN J. KINGSLAND

Holly Springs, NC 27540

C: (508) 344-4333 • H: 919-285-4187 • Email: stephenjkingland@gmail.com

---

Detailed and driven professional with over 20 years of experience in leadership, product management, operations, marketing and business development. Proven expertise in bottom-line-driven product lifecycle management from concept and market validation, through planning, development, production and marketing. Skilled communicator with the ability to engage peers at all levels.

---

### CORE COMPETENCIES

- New Market Analysis
  - Contract Negotiation
  - Strategic Planning
  - Product Evaluation
  - Relationship Building
  - Written Communication
  - Financial Analysis & Budgeting
  - Project Management
  - Business Development Leadership
- 

### PROFESSIONAL EXPERIENCE

#### OneWater, Inc., Indianapolis, IN

##### Business Development Director

February 2015 – Present

After ten months as east region manager, promoted to lead national business development team for Algaewheel technology. Activities include:

- Creation, training, management and support of internal and external representative network consisting of four regional managers and eight regional manufacturer-representative firms.
- Creation of budgets, project margin targets, and pricing tools.
- Introduction of Algaewheel technology to state and local regulatory communities to secure technology acceptance.
- Engagement of the engineering community to gain Algaewheel specification on target projects.
- Negotiation and conclusion of commercial agreements relating to the securing of projects.
- Establish internal customer inquiry, quote, and order processes.

#### Oldcastle Precast, Inc. - National Marketing & Product Development Group, Littleton, CO

##### National Product Manager – Water

July 2007 – January 2015

Developed national systems and product offerings for stormwater and wastewater markets that align with national corporate goals for U.S. subsidiary of international building materials company CRH plc. Activities included:

- Review of evolving regulatory environment and market conditions.
- Evaluation of existing and new technologies, including intellectual property.
- Interviews with consulting engineers and regulators regarding current and future solutions.
- Creation of Business Cases and presentation to corporate leadership team.
- Negotiation of national licensing and partnership agreements.
- Product and system development from pilot to full-scale product launch and commercialization.
- Creation and execution of marketing plans to drive brand and product awareness.
- Internal customer training and support to bring systems to new locations under corporate umbrella.
- Extensive travel to perform market research and to provide presentations to engineering and regulatory community.
- Continuing education presentations at major association events.

#### Oldcastle Precast, Inc., division of CRH plc, North Brookfield, MA

##### Vice President & General Manager

June 2003 – July 2007

Profit/loss and leadership responsibility for 70 person division of international building materials company. Won internal performance award in two consecutive years for leading key performance indicators amongst division plants. Activities included:

- Establish yearly budget.
- Capital expenditure planning.
- Long-range strategic planning.
- Daily/monthly/yearly financial analysis monitoring.
- Personnel development.
- Contract negotiation.
- Leadership of senior level staff.
- Implementation and oversight of Safety, Quality and Environmental programs.
- Ensure compliance with internal controls and Sarbanes-Oxley Act.

## **STEPHEN J. KINGSLAND**

**Sales & Engineering Manager, Asst. General Manager** May 2000 – May 2003

Responsible for management of sales, estimating, and engineering staffs. Activities included:

- Establish departmental goals.
- Short and long range strategic planning.
- Yearly budgeting.
- Review and analysis of daily, monthly and yearly financial reports.
- Negotiation of major raw materials purchases.
- Review of all major project bids.
- Customer sales calls with sales team members.

**Chase Precast Corporation, North Brookfield, MA**

**Vice President of Estimating and Engineering  
Project Manager**

September 1996 – May 2000

November 1992 – September 1996

**Belair Restoration (Boston), Inc., Woburn, MA**

**Estimator/Project Manager**

October 1989 – November 1992

**Simpson, Gumpertz and Heger Inc, Arlington, MA**

**Engineer, Building Technology Division**

November 1988 – October 1989

**Chase Precast Corporation, North Brookfield, MA**

**Production Superintendent, Quality Control Manager**

December 1986 – November 1988

---

## **EDUCATION**

New York Institute of Finance, NY, NY

Mergers & Acquisitions Professional Certificate (Ongoing – Completion December 2017)

University of Massachusetts, Amherst, MA

Bachelor of Science in Industrial Engineering & Operations Research (May 1986)

Clark University, Worcester, MA

MBA courses taken

---

## **TRAINING, CERTIFICATION, & SKILLS**

Certified Product Manager – Association of International Product Marketing and Management

Complete Skilled Negotiator – Gap Partnership

Conceptual & Strategic Selling – Miller Heiman

Leadership Breakthrough I & II – Rapport Leadership International

Accident Cause Mapping

Principles of Lean Manufacturing

Proficiency with Microsoft Office, Salesforce, Smartsheet

---

## **COMMITTEES & MEMBERSHIPS**

Chairman (Past), Town of Barre Finance Committee

Former member – Safety, Health & Environmental Committee, National Precast Association

---

## Profile

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

---

Historic Preservation Commission: Submitted

Commission For Women: Submitted

Wake County Water Partnership: Submitted

### Please select your first Board preference: \*

---

☒ Wake County Water Partnership

### Please select your second Board preference: \*

---

☒ Commission for Women

### Please select your third Board preference: \*

---

☒ Historic Preservation Commission

### Please select your fourth Board preference: \*

---

☒ Library Commission

### Please select your fifth Board preference: \*

---

☒ Open Space and Parks Advisory Committee

### Please select your sixth Board preference: \*

---

☒ Council on Fitness and Health

Theresa

First Name

A

Middle Initial

O'Connell

Last Name

106 Farren Court

Street Address

Suite or Apt

Cary

City

NC

State

27511

Postal Code

## What district do you live in?

---

☒ District 4

Mobile: (954) 588-7120

Primary Phone

Business: (800) 848-0143

Alternate Phone

taoesq@gmail.com

Email Address

Softpro LLC

Employer

Professional Services -  
Document Manager

Job Title

---

## If you live in an Extraterritorial Jurisdiction Area, select Yes:

☐ Yes ☐ No

---

## In order to assure countywide representation, please indicate your place of residence:

☒ Cary

---

## Interests & Experiences

### Why are you interested in serving on a Board or Commission?

---

We recently moved to Cary and I have always been involved in the community where we live. It's important to give back and support that community on a local, county and state level.

### Work Experience

---

I was a practicing attorney in New Jersey for many years and then relocated to Florida. There, as a license title agent, I worked in the Title department of a Timeshare company as a compliance director. We recently moved to the Raleigh area to be nearer to our children. I currently work in for a software company as the Manger of the documents department.

### Volunteer Experience

---

I served on the local Board of Adjustment in Montclair, NJ and served as the Chair of the Coral Springs Planning and Zoning Board for several years while residing in Florida. I also served as a member on the Early Childhood Council. Additionally, I chaired the Young Women's Leadership Symposium for the Florida Diversity Council.

## Education

---

I received my B.A. in Political Science from Upsala College and my J.D. from Seton Hall School of Law.

## Comments

---

Thank you for your consideration.

[TAO Resume 2018.docx](#)

Upload a Resume

---

If you have another document you would like to attach to your application, you may upload it below:

---

Please upload a file

---

## Demographics



Date of Birth

### Gender \*

---

☒ Female

### Ethnicity \*

---

☒ Caucasian

---

## Other

### How did you become aware of Wake County volunteer opportunities?

---

☒ County Website

---

If you selected "Other" above, how?

---

Please upload a file

---

## **ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

### ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>



# **THERESA AURORA O'CONNELL**

106 Farren Court, Cary, North Carolina 27511 • 954-588-7120 • taoesq@gmail.com

---

## **Work Experience**

---

### **April 2017-Present      Professional Services Manager, Documents**

SoftPro, 4800 Falls of Neuse Road, Raleigh, NC

- Manage a team of Document Specialists, including project assignments and performance evaluations.
- Develop and communicate project timelines for project inceptions to completion to new customers, external business partner or internal departments.
- Work closely with R&D, Implementation, Sales and Reports teams to ensure adherence to project timelines.
- Develop, initiate, maintain policies and procedures for general department purposes.
- Set department goals and objectives.
- Review processes to reduce redundancies.
- Manage timesheets and day to day personnel activities.

### **2004-March 2017      Director, Business Development and Compliance**

Bluegreen Corporation/Resort Title Agency, Inc., Boca Raton, FL

#### **Director 2012-2017**

- Project Manager for implementation of new operating software.
- Review and evaluate State and Federal regulations for compliance.
- Manage all state title agency licensing requirements and escrow management.
- Set annual audit schedule; prepare and review audit responses.
- Implemented new TRID requirements pursuant to Consumer Financial Protection Bureau regulations.
- Prepare, complete and submit annual Florida Data Call to Florida Office of Insurance Regulations.

#### **Manager, Business Development and Compliance 2010 – 2012**

- Develops, reviews, updates, and carries out compliance programs for the department.
- Manage consumer complaints directed to the department either directly, from the in-house Legal department or Owner Services.
- Negotiate and manage agreements with new vendors and business partners.
- Ensure vendor compliance with all company policies and procedures.

#### **Manager, Title Services 2004 – 2010**

- Responsible for preparing and delivering annual associate performance appraisals.
- Established division metrics for tracking, budgeting, and performance evaluations.
- Attend annual Board meetings for Resort HOAs.

### **2002-2004      Title Closer/Marketing Representative**

Universal Land Title/Homepartners Title, Coral Springs, FL

- Performed residential real estate closings.
- Developed marketing seminars and educational materials.

### **1989-2002      Law Offices of Theresa Aurora O'Connell, LLC**

Montclair, NJ

- Private Practice including residential and commercial real estate, planning and zoning, probate, estate planning and family law.

---

## Professional Licensure

---

<b>2008</b>	<b>Licensed Title Agent</b> Florida, New Jersey, Louisiana, Michigan, Wisconsin, South Carolina Pennsylvania, and Colorado
<b>2002</b>	<b>Licensed Florida Notary</b>
<b>1984</b>	<b>Admitted to New Jersey Bar</b>

---

## Education

---

<b>1983</b>	<b>Juris Doctorate</b> , <i>Seton Hall University School of Law</i>
<b>1980</b>	<b>Bachelor of Arts in Political Science</b> , <i>Upsala College</i>

---

## Public Service

---

<b>2003-2017</b>	<b>Chair, Coral Springs Planning and Zoning Board</b> Coral Springs, FL ( <i>Appointed Chair in 2006</i> )
<b>2014-2016</b>	<b>Subject Matter Expert –Florida Department of Financial Services</b> Florida Insurance Examination Review Committee – Title Insurance
<b>2000-2002</b>	<b>Councilor at Large</b> ( <i>Elected</i> ) Montclair Town Council, Montclair, NJ
<b>1995-2000</b>	<b>Member, Zoning Board of Adjustment</b> Montclair, NJ
<b>1993-1994</b>	<b>Chair, Funding Subcommittee, Early Childhood Council</b> Montclair Board of Education, Montclair, NJ

---

## Professional Achievements

---

<b>2015</b>	<b>Gung Ho Team Nomination – Implementation of CFPB regulations</b>
<b>2013</b>	<b>Gung Ho Award – Chair of the Young Women’s Leadership Symposium</b>
<b>1998</b>	<b>Business Women of the Year, Essex Chapter</b> New Jersey Association of Women Business Owners
<b>1983</b>	<b>Outstanding Service Award, Clinical Program</b> Seton Hall University School of Law
<b>1982-1983</b>	<b>WHO’S WHO AMONG AMERICAN LAW STUDENTS</b>
<b>1978-1980</b>	<b>WHO’S WHO AMONG AMERICAN COLLEGE AND UNIVERSITY</b>

## ***STUDENTS***

---

**Profile****Which Boards would you like to apply for?**

---

Wake County Water Partnership: Submitted

**Please select your first Board preference: \***

---

☒ Wake County Water Partnership**Please select your second Board preference: \***

---

☒ None Selected**Please select your third Board preference: \***

---

☒ None Selected**Please select your fourth Board preference: \***

---

☒ None Selected**Please select your fifth Board preference: \***

---

☒ None Selected**Please select your sixth Board preference: \***

---

☒ None Selected

---

Kendra

First Name

---

D

Middle Initial

---

Parrish

Last Name

---

PO Box 8

Street Address

---

Suite or Apt

---

holly springs

City

---

NC

State

---

27540

Postal Code

**What district do you live in?**

---

None Selected

Mobile: (919) 524-0848

Primary Phone

Home: (919) 557-3935

Alternate Phone

kendra.parrish@hollyspringsnc.us

Email Address

Town of Holly Springs

Employer

Assistant Town Manager

Job Title

---

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

☐ Yes ☒ No

**In order to assure countywide representation, please indicate your place of residence:**

☒ Holly Springs

---

## Interests & Experiences

**Why are you interested in serving on a Board or Commission?**

I am interested in serving as the Holly Springs representative

## Work Experience

17 years as municipal civil engineer

## Volunteer Experience

## Education

BS Civil Engineering and Masters of Public Administration

## Comments

---

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

---

## Demographics



Date of Birth

## Gender \*

☒ Female

## Ethnicity \*

☒ Caucasian

---

## Other

### How did you become aware of Wake County volunteer opportunities?

None Selected

If you selected "Other" above, how?

Please upload a file

---

## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

### ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

---

## Profile

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

---

Wake County Water Partnership: Submitted

### Please select your first Board preference: \*

---

☒ Wake County Water Partnership

### Please select your second Board preference: \*

---

☒ None Selected

### Please select your third Board preference: \*

---

☒ None Selected

### Please select your fourth Board preference: \*

---

☒ None Selected

### Please select your fifth Board preference: \*

---

☒ None Selected

### Please select your sixth Board preference: \*

---

☒ None Selected

Chad

First Name

D

Middle Initial

Sary

Last Name

950 Steeple Square Court

Street Address

Suite or Apt

Knightdale

City

NC

State

27545

Postal Code

### What district do you live in?

---

☒ District 1

Business: (919) 217-2201

Primary Phone

Mobile: (919) 418-7889

Alternate Phone

chad.sary@knightdalenc.gov

Email Address

Town of Knightdale

Employer

Assistant Town Manager

Job Title

---

**If you live in an Extraterritorial Jurisdiction Area, select Yes:**

☐ Yes ☒ No

**In order to assure countywide representation, please indicate your place of residence:**

☒ Wake Forest

---

## Interests & Experiences

**Why are you interested in serving on a Board or Commission?**

I was asked by Water Quality Director to represent Knightdale.

## Work Experience

Assistant Town Manager - Town of Knightdale; 2017 - present Project Manager - Stewart Inc.; 2015-2017 Assistant Planning Director - Town of Wake Forest; 2004-2015 Director of Planning & Inspections - Chowan County; 2001-2004 Planner - Town of Wake Forest; 1998-2001 Planner - Town of Zebulon; 1997-1998

## Volunteer Experience

Crossroad Church North Raleigh Athletic Association Wake Forest Planning Board Habitat for Humanity

## Education

BS - East Carolina University Grad. Cert. - Ohio State University



## Comments

---

I have over 20 years of experience working with and for various North Carolina local government municipalities, as well as significant tenures in Wake County. In my current role, I oversees the Public Works, Engineering, and Development Services Departments for the Town of Knightdale. I am responsible for the completion of the long-range goals established for these Departments as mandated by the Town Council, in addition to ensuring their operational efficiency. I also serve as the primary staff support for the Land Use Review Board, Old Town Advisory Board, and the Planning & Engineering Committee.

---

Upload a Resume

---

If you have another document you would like to attach to your application, you may upload it below:

---

Please upload a file

---

## Demographics

08/17/1973

Date of Birth

**Gender \***

☒ Male

**Ethnicity \***

☒ Caucasian

---

## Other

**How did you become aware of Wake County volunteer opportunities?**

☒ Other

**Asked to apply.**

If you selected "Other" above, how?

## **ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

---

## Profile

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

---

Wake County Water Partnership: Submitted

Wake County Steering Committee on Affordable Housing: Submitted

Library Commission: Submitted

Human Services Board: Submitted

Capital Area Workforce Development Board: Submitted

Adult Care Home Community Advisory Committee: Submitted

### Please select your first Board preference: \*

---

☒ Wake County Steering Committee on Affordable Housing

### Please select your second Board preference: \*

---

☒ Wake County Water Partnership

### Please select your third Board preference: \*

---

☒ Human Services Board

### Please select your fourth Board preference: \*

---

☒ Adult Care Home Community Advisory Committee

### Please select your fifth Board preference: \*

---

☒ Library Commission

### Please select your sixth Board preference: \*

---

☒ Capital Area Workforce Development Board

Ian

First Name

Shannon

Last Name

4851 Smith Creek Parkway

Street Address

Apartment 301

Suite or Apt

Raleigh

City

NC

State

27612

Postal Code

## What district do you live in?

---

☒ District 7

Mobile: (864) 293-8888

Primary Phone

Business: (919) 715-6400

Alternate Phone

ian.shannon.2109@gmail.com

Email Address

North Carolina General  
Assembly

Employer

Legislative Assistant

Job Title

---

## If you live in an Extraterritorial Jurisdiction Area, select Yes:

☐ Yes ☒ No

---

## In order to assure countywide representation, please indicate your place of residence:

☒ Raleigh

---

## Interests & Experiences

### Why are you interested in serving on a Board or Commission?

---

I am interested in serving on a Board or Commission because of the opportunities to help benefit our community. I am eager to be an active citizen and help continue the wonderful reputation of Wake County. I am also interested in learning from other perspectives from across the County.

### Work Experience

---

Legislative Assistant to Senator Jay Chaudhuri (August 2017 - Current) Policy Fellow for South Carolina Future Minds (January 2017 - August 2017) Summer Analyst at Bank of America Merrill Lynch (June 2016 - August 2016) Business Operations Intern at Boeing Company (May 2015 - August 2015) Logistics Intern at Bosch Rexroth (May 2014 - August 2014)

### Volunteer Experience

---

Member of the Young Democrats of Wake County (September 2017 - Current) Volunteer at Hospital Vicuna Mackenna (August 2016 - December 2016) Student Body Treasurer at University of South Carolina (March 2015 - March 2016)

## Education

---

B.S. in Finance and Global Supply Chain & Operations Management from the University of South Carolina (August 2013 - May 2017) Universidad Andres Bello- Santiago, Chile (August 2016 - December 2016)

## Comments

---

Please let me know if I can provide any references or any more detail regarding my educational background or work experience.

[Ian\\_Shannon\\_Resume.pdf](#)

Upload a Resume

[Ian\\_Shannon\\_Cover\\_Letter\\_to\\_Wake\\_County\\_Board\\_of\\_Commissioners.pdf](#)

If you have another document you would like to attach to your application, you may upload it below:

---

Please upload a file

---

## Demographics



Date of Birth

**Gender \***

☒ Male

**Ethnicity \***

☒ Caucasian

---

**Other**

**How did you become aware of Wake County volunteer opportunities?**

☒ County Website

---

If you selected "Other" above, how?

## **ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

### ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

October 19, 2017

Wake County Board of Commissioners  
P.O. Box 550  
Raleigh, NC 27602

Dear Wake County Board of Commissioners:

As a Wake County resident and recent college graduate looking to make an impact within our community, I was thrilled to find opportunities to serve on a Citizen Advisory Board or Commission. The County's continued growth requires dedicated officials and an active citizenry to maintain the upstanding reputation of the community. It would be an honor to volunteer on a Board or Commission and take part in being an engaged citizen within Wake County.

I believe that it is pertinent to engage younger people in the decision-making process and on policies that will affect them and the future of their County. It also provides an opportunity to learn best practices from those of older generations and glean the knowledge of how they have put in place the structure that will keep the community strong for future generations to come. If chosen to serve on a Board or Commission, I am confident I would bring a unique perspective from a younger generation and an enthusiastic willingness to learn.

Not only can I bring the perspective of the millennial generation to the table, I can also speak to my experiences throughout my undergraduate career. As a student at the University of South Carolina, I majored in both Finance and Supply Chain Management. This gave me the opportunity to intern for companies like Bank of America Merrill Lynch and Boeing. Those professional experiences taught me how to analyze problems and work with a diverse group of people from engineers to salesmen and portfolio managers to executives. During my time in college, I was also heavily involved in Student Government. Working in the student affairs realm helped me develop the fundamental knowledge necessary to help grow a community.

Currently, I work at the North Carolina General Assembly for Senator Jay Chaudhuri of District 16. I have quickly picked up on how to streamline constituent services and utilize project management skills to optimize time for the Senator's policy agenda. I have assisted in preparing communications, constituent correspondences, and floor speeches as well. My time with Senator Chaudhuri has been impactful and rewarding. Helping the constituency of District 16 is among the reasons that inspired me to apply for the volunteer positions.

I am excited to be a part of this community and look forward to learning from current community leaders. I would love the opportunity to serve on a Board or Commission in continuing to improve the community of Wake County. Thank you for giving me the opportunity to apply and I hope that you consider me for a volunteer position.

Best regards,

Ian Shannon  
(864)293-8888  
*ian.shannon.2109@gmail.com*

# Ian Michael O'Rourke Shannon

4851 Smith Creek Prkwy. Apt. 301 • Raleigh, NC 27612 • Phone: 864-293-8888 • Email: ian.shannon.2109@gmail.com

---

## Education

### **University of South Carolina**

*Darla Moore School of Business (GPA: 3.43)*

B.S. in Finance and Global Supply Chain & Operations Management; Minor in Spanish

Columbia, SC USA

August 2013 – May 2017

### **Universidad Andrés Bello**

*University Studies Abroad Consortium*

Courses focused on Spanish culture, language arts, and literature

Santiago, Chile

August 2016 – December 2016

## Professional Experience

### **North Carolina General Assembly**

*Legislative Assistant to Senator Jay Chaudhuri*

Raleigh, NC USA

August 2017 – Current

- Handles the operations of a nearly 200,000 constituent district by hiring qualified interns, implementing processes for work, and quantifying data from constituents.
- Researches various policy ideas and assists with legislative proposals for the Senator such as Workforce Development and STEM Education initiatives.
- Assists with floor speeches, constituent correspondences, and press advisories for the Senator.

### **South Carolina Future Minds**

*Policy Fellow*

Columbia, SC USA

January 2017 – August 2017

- Evaluates the organization's seven programs by utilizing various analytic techniques to report on current conditions and allow for evidence-based decision making for future initiatives.
- Provides research into trends in public education and analyzes areas of greatest need within the state of South Carolina.
- Designs program management timelines, policies, and metrics to benchmark the effectiveness and impact of the organization's efforts in public education.
- Examines best practices for nonprofit financing, capital structuring, and other aspects related to fiscal responsibility of donor dollars.

### **Bank of America Merrill Lynch**

*Summer Analyst*

Charlotte, NC USA

June 2016 – August 2016

- Wrote 9 financial analysis summaries for due diligence and credit renewals which focus on current company financials, risk rating guidelines, and market/industry trends.
- Analyzed and spread 25+ company financials as well as provided brief synopses on the health of the companies' financial well-being.
- Underwrote and structured a \$550,000 Line of Credit by analyzing company financials and trends in the industry.

### **The Boeing Company**

*Business Operations Intern*

Everett, WA USA

May 2015 – August 2015

- Saved an estimated \$4 million annually for Product Development by designing a new procurement process and identifying and closing gaps in both Compliance and Supplier Interaction.
- Increased workforce visibility by 50% by producing a working Tier Two schedule that extended into December 2016 for the Safety Promotion Center.
- Built an Enterprise-wide Gated Process Archive that contains data, artifacts and records of eight past plane programs to aid in the creation of future plane programs.

### **Bosch Rexroth**

*Logistics Intern*

Fountain Inn, SC USA

May 2014 – August 2014

- Increased "On Time Delivery" orders from 70% accuracy to 95% accuracy by creating and implementing an operations management tool combining several software platforms to highlight "aging/aged orders" in the factory and conduct root cause analyses.
- Added over 2,000 work orders to value stream capacity by completing over 300 component analyses that allowed both procurement planners and buyers to better forecast demand.
- Collaborated with a team of five interns to conduct 138 hours-worth of time studies that concluded in the findings of 3 different information gaps in physical logistics.



## Leadership Experience

### **University of South Carolina**

*Student Body Treasurer*

Columbia, SC USA  
March 2015 – March 2016

- Reallocated \$42,775 for the expansion of a safe ride program that affected over 10,000 students, the purchase of iPads for becoming environmentally friendly, and the purchase and distribution of 4,000 t-shirts that promoted the Carolinian Creed.
- Led 20 workshops teaching over 400 organizations how to correctly plan, spend and reconcile budgets with the money allocated from Student Government.
- Collaborated with 50 Senators and 16 Cabinet Members to budget for initiatives planned to execute including Diversity and Inclusion on Campus and Safety on Campus

### **Student Senate**

*Finance Chair*

Columbia, SC USA  
March 2014 – March 2015

- Managed \$330,000 of requests for a budget of \$185,000 that helped 100+ organizations put on events for the university, attend conferences, and compete in tournaments.
- Played an integral role on the Senate Leadership Committee by reviewing 76 pieces of legislation, working with Executive Officers and Administration, and addressing issues on campus such as sexual assault, transportation, and tuition.
- Executed the first “Five Week Rolling Allocation System” which reduced the time spent request money from six months to five weeks and increased spending of 36%.

### **Freshman Council**

*Council Member*

Columbia, SC USA  
August 2013 – May 2014

- Planned and coordinated a Valentine’s Day event that brought 400+ students together for a community bonding experience.
- Collaborated with a group of four other students to produce a “Freshman 15” Bucket List that consisted of 15 things you must do before the end of your freshman year.
- Assisted with the operations of a “Freshen Up for Finals” event with the goal to relax and de-stress students before the upcoming finals week.

### **Pillars for Carolina**

*Extended Mentor*

Columbia, SC USA  
February 2014 – July 2014

- Led a group of 11 people through various interactive challenges and simulations that show the difficulties of college life.
- Participated in 40 hours of facilitation training to learn best practices for handling various dynamic situations.
- Met with 5 students to give one-on-one input and advice into how to best utilize your time management skills in college.

## Areas of Expertise

- **Quantitative & Qualitative Analysis-** Capable of employing sophisticated modeling principles, tools, and perspectives in addressing complex challenges pertaining to a wide-range of issues.
- **Project Management-** Proficient in the areas of initiating, planning, executing and controlling the work of a team to achieve the desired goals and objectives while maintaining the time, quality, scope, and budget of a project.
- **Six Sigma & Lean-** Able to employ techniques and tools such as DMAIC process, 5S, Theory of Constraints, and SIPOC to improve performance by reducing variation and systemically removing waste.
- **Financial Analysis-** Capable of evaluating businesses, projects, budgets and other finance-related matters to determine their performance and suitability by considering aspects such as stability, solvency, liquidity, and profitability.
- **Strategic Planning-** Skilled at defining the strategy and direction of an organization and the way organizations handle the process of making decisions, allocating resources, and implementing new initiatives to benefit the mission of an organization.

## Skills, Service, and Interests

- **Skills:** Microsoft Office Suite, SAP, Minitab, Process Model, Tableau, SQL, LexisNexis, DB Hoovers
- **Service:** Congressional Campaign Fellow, Brother of Delta Sigma Pi, Volunteer at Congaree National Park
- **Interests:** Conservation & Sustainability, Environmental Ethics, Hiking & Backpacking, Podcasts, Public Education
- **Languages:** Spanish (Fluent), English (Native), German (Intermediate)