



Subject: Agreements – Appointment of Government Representative, Pinellas County EWP

Date: July 10, 2025

To: Katherine Greene, Area Engineer
Palmetto, Florida

File Code: 120-12-11

You are hereby appointed Government Representative (GR) for the subject agreement between Pinellas County (Sponsor) and the Natural Resources Conservation Service (NRCS). This agreement covers the design and construction of project measures for the Hurricane Milton EWP project, Pinellas County, Florida. As GR you will be providing technical support to the Sponsor.

This appointment cannot be re-delegated. During your service as GR, you are, at all times, to act as a representative solely in the interests of the Natural Resources Conservation Service (NRCS) and the United States; you shall not (1) serve as a Sponsor officer, board member, or employee; or (2) act as agent or representative of the Sponsor. Your service as GR is to conform to the requirements of Title 18 of the United States Code, Chapter 11, and to the Standards of Ethical Conduct for Employees of the Executive Branch, Title 5 of the code of Federal Regulations, Part 2635.

It is important to recognize the Sponsor owns the project. NRCS is providing financial and technical assistance to aid the Sponsor in completion of their project. The Sponsor is solely responsible, in accordance with agreement provisions, for selecting and managing their contractors. Specifically, during your tenure as GR with the Sponsor, **you shall not**:

- Act as an agent of the Sponsor in any matter including, but not limited to, acquiring land rights or obtaining permits.
- Verbally or in writing direct a Sponsor contractor to take any action at any time. If you have questions about actions taken or decisions made by a Sponsor's contractor, notify the Sponsor in writing with a courtesy copy to the State Program Manager. If a change to the Sponsor's contract is warranted, the Sponsor alone is responsible for formally negotiating the change and modifying their contract.
- Provide construction inspection services. Construction inspection is the responsibility of the Sponsor unless specifically designated the responsibility of NRCS in the agreement.
- Accept any project work or materials from a contractor on behalf of the Sponsor.
- Vote on actions proposed by the Sponsor such as rating and ranking contractors, making decisions on contract awards, etc.
- Actively participate in Sponsor activities in your personal capacity unless you receive written clearance from me to do so.

Your primary duties as GR shall consist of:

- Becoming thoroughly familiar with the terms and conditions of the project agreement and the construction design and specifications.
- Conducting a functional review of the draft drawings and specifications as described in the project agreement.
- Ensuring that all required documentation is submitted by the project sponsor prior to construction.

- Completing only those tasks that are specifically listed and described in the project agreement between NRCS and the Sponsor. All contract administration, management, and construction inspection services are the responsibility of the Sponsor.
- Conducting site visits and submitting trip reports to the State Program Manager. Trip reports will describe your observations of the progress of construction. If you observe questionable practices during a site visit, note them in your report and give timely notification to the Sponsor. It is the responsibility of the Sponsor to contact the contractor, resolve the issue, and report back to you.
- Sponsors who are out of compliance with agreement provisions will be formally contacted by the appropriate NRCS office to resolve the issue.
- As requested by the State Program Manager, review submitted requests for reimbursement from the Sponsor and provide concurrence as to the completion of work as documented.
- Upon notification and certification by the Sponsor that the project is complete in accordance with the plans and specifications, verify completion with a site visit. If construction is complete, submit *Final Inspection And Certificate of Completion* form (NRCS-ADS-045) to the State Program Manager.
- Ensure that all required documentation in the agreement is submitted to the State Program Manager at the end of the project prior to closing out the agreement.

If you have questions regarding this designation, please contact Jason Strenth, EWP Program Manager, at 352-338-9559 or jason.strenth@usda.gov.

JUAN HERNANDEZ  Digitally signed by JUAN
HERNANDEZ
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Juan Hernandez
State Conservationist

cc: Jason Strenth, EWP Program Manager, Gainesville, FL
Walter Albarran, ASTC – FO, Palmetto, FL
Pinellas County