

MEMORANDUM

Agenda Item No. 8(L)(2)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: October 9, 2025

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution appointing Sarah
Hopson to the Miami-Dade
County Biscayne Bay Watershed
Management Advisory Board for
a four-year term

Resolution No. R-948-25

The accompanying resolution was prepared by the Regulatory and Economic Resources Department and placed on the agenda at the request of Prime Sponsor Commissioner Micky Steinberg.



Geri Bonzon-Keenan
County Attorney

GBK/ks

Memorandum



Date: October 9, 2025

To: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

From: Daniella Levine Cava *Daniella Levine Cava*
Mayor

Subject: Appointment to the Biscayne Bay Watershed Management Advisory Board of Sarah Hopson

Recommendation

It is recommended that the Board of County Commissioners appoint Sarah Hopson, to the Biscayne Bay Watershed Management Advisory Board (“Advisory Board”), as the board member representing Biscayne National Park filling the vacancy created by the resignation of Dr. Erik Stabenau.

Scope

The recommendations and actions of the Biscayne Bay Watershed Management Advisory Board have countywide impact.

Delegation of Authority

The proposed resolution does not delegate authority to the County Mayor or County Mayor’s designee.

Fiscal Impact/Funding Source

There is no fiscal impact associated with appointing Sarah Hopson to the Advisory Board. The primary cost of the Advisory Board is staff time by the County’s Office of Environmental Risk and Resilience and technical and professional staff throughout County Departments, who also provide necessary support.

Track Record/Monitor

The Advisory Board is staffed by the Office of Environmental Risk and Resilience. Technical and professional staff from the Department of Regulatory and Economic Resources, Division of Environmental Resources and Management (RER-DERM), and Water and Sewer Department (WASD), provide technical information regarding projects aimed at reducing pollution and nutrients in Biscayne Bay on a regular basis.

Background

The Miami-Dade County Biscayne Bay Watershed Management Advisory Board was created by the Board of County Commissioners, through Ordinance No. 21-72, as recommended by the Biscayne Bay Task Force. The Advisory Board was created by Article CLXIV of Chapter 2, Sections 2-2420 to 2-2426 of the Code of Miami-Dade County as a permanent board established to advise the Board of County Commissioners and the County Mayor on issues related to Biscayne Bay, including, but not limited to, (1) the long-term management of Biscayne Bay, (2) health of the marine community, (3) run-off and other impacts to water quality, (4) marine debris, (5) education and outreach, (6) economic development and vitality

related to Biscayne Bay, and (7) how conditions in Biscayne Bay may affect residents and property owners. These recommendations to the Board of County Commissioners will be used to update Chapter 24 of the Miami-Dade County Code to incorporate the findings of the Biscayne Bay Watershed Plan and prioritize projects to improve the water quality of Biscayne Bay. In addition, the advisory board provides a local perspective on Biscayne Bay problems, issues, and solutions.

Biscayne National Park

Section 2-2441 of the County Code provides that one of the members of the Advisory Board shall be a representative from Biscayne National Park, as recommended by the Superintendent of Biscayne National Park. Sarah Hopson is recommended for appointment. Correspondence from Biscayne National Park and the resume of the nominee are included in Attachment A.

A handwritten signature in black ink that reads "Roy Coley". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Roy Coley
Chief Utilities and Regulatory Services Officer



United States Department of the Interior

NATIONAL PARK SERVICE EVERGLADES NATIONAL PARK

40001 State Road 9336
Sir Lancelot Jones Way
Homestead, FL 33034



IN REPLY REFER TO:
10.C.(BISC)

Ms. Loren Parra
Chief Resilience Officer, Miami-Dade County
Office of Environmental Risk & Resilience
Stephen P. Clark Center
111 NW 1st Street, 29th Floor
Miami, FL 33128

Dear Ms. Parra:

I am pleased to recommend Sarah Hopson, Superintendent of Biscayne National Park, for the position of National Park Service Agency Liaison with the Biscayne Bay Watershed Management Advisory Board (BBWMAD). As superintendent, she plays a critical role in the preservation and management of the park's marine ecosystem, which is intricately linked to the health of Biscayne Bay.

By serving on the BBWMAD, Superintendent Hopson can help ensure that the conservation objectives of Biscayne National Park are aligned with broader regional initiatives aimed at protecting Biscayne Bay. This synergy is essential for fostering a holistic approach to ecosystem management that addresses common challenges such as pollution and habitat degradation.

The advisory board's emphasis on marine health, water quality, and responsible development directly corresponds with her duties to uphold the integrity of Biscayne National Park's resources. Her contributions would not only enrich board discussions but also facilitate the development of scientifically sound and ecologically beneficial solutions.

Moreover, Superintendent Hopson's involvement would strengthen collaborative efforts among federal, state, and local agencies, ensuring that all parties work together towards a shared vision for Biscayne Bay. This collaboration is crucial for effectively tackling complex environmental issues that extend beyond jurisdictional boundaries.

Sincerely,

Pedro M. Ramos
Superintendent

Enclosure: Hopson resume

cc: Sarah J. Hopson, Superintendent, Biscayne National Park

Interior Region 2 • South Atlantic-Gulf

Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi

North Carolina, Puerto Rico, South Carolina, Tennessee, U.S. Virgin Islands

MDC004



United States Department of the Interior

NATIONAL PARK SERVICE EVERGLADES NATIONAL PARK

40001 State Road 9336
Sir Lancelot Jones Way
Homestead, FL 33034



IN REPLY REFER TO:
10.C.(BISC)

Memorandum

To: Sarah J. Hopson, Superintendent, Biscayne National Park

From: Pedro M. Ramos, Superintendent, Everglades and Dry Tortugas National Parks

Subject: Appointment as Agency Liaison with Biscayne Bay Watershed Management Advisory Board

By this memorandum, you are hereby designated to serve as Agency Liaison with the Biscayne Bay Watershed Management Advisory Board (BBWMAD). Your designation as Agency Liaison is for the purposes of representing Biscayne National Park on issues related to Biscayne Bay. The superintendent of Biscayne National Park plays an important role in preserving and managing the park's marine ecosystem, which is directly connected to the health of Biscayne Bay. Serving on the BBWMAD allows the superintendent to ensure that Biscayne National Park's conservation goals are integrated with wider regional initiatives to protect Biscayne Bay. This alignment is crucial in fostering a comprehensive approach to ecosystem management, addressing shared challenges such as pollution and habitat degradation. The advisory board's focus on marine health, water quality, and responsible development aligns with your responsibilities as superintendent to maintain the integrity of Biscayne National Park's resources. Bringing this perspective to the board enriches discussions and enhances the development of solutions that are both scientifically sound and ecologically beneficial. Furthermore, your participation fortifies the collaborative efforts between federal, state, and local agencies, ensuring that all stakeholders are working synergistically towards a common vision for Biscayne Bay. Such collaboration is vital for addressing complex environmental issues that transcend jurisdictional boundaries.

In this capacity, you will be responsible for:

- Attending and actively participating in all advisory board meetings, providing insights and updates pertinent to Biscayne National Park.
- Serving as the primary point of contact between the BBWMAD and Biscayne National Park, facilitating communication and information sharing regarding park initiatives and regional watershed issues.
- Collaborating with other board members to review policies and strategies aimed at improving marine health, water quality, and habitat restoration within Biscayne Bay.

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Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi
North Carolina, Puerto Rico, South Carolina, Tennessee, U.S. Virgin Islands

MDC005

- Communicating with National Park Service leadership regarding outcomes and recommendations from the advisory board that may affect the interests and management objectives of the National Park Service.

During your service as Agency Liaison, you are, at all times, to act as a representative solely of the interests of the Agency and the United States: you shall not (1) serve as an officer, board member, or employee of the organization, or (2) act as agent or representative of the organization. Your service as Agency Liaison is to conform to the requirements of 18 U.S.C. 201-209 and to the Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R. part 2635. Specifically, during your tenure as Agency Liaison with Biscayne Bay Watershed Management Advisory Board, you shall not:

- Vote on binding matters before the Biscayne Bay Watershed Management Advisory Board;
- Serve on committees or task groups unrelated to the above-stated purpose for your service as Agency Liaison;
- Participate in issues related solely to the business or internal interests of the Biscayne Bay Watershed Management Advisory Board (e.g., finances, fundraising, membership, etc.);
- Engage in lobbying efforts or representation of the Biscayne Bay Watershed Management Advisory Board's interests before the Federal Government [NOTE: This does not preclude you from presenting to the Agency the positions or views of the Association on matters directly related to the interests of the Agency being served through your service as Agency Liaison];
- Actively participate in Biscayne Bay Watershed Management Advisory Board activities in your personal capacity unless you receive written clearance from me to do so [NOTE: If you are a member, you may retain your membership; you must, however, refrain from active participation (e.g., fundraising, holding office or board membership, employment, committee activities, lobbying, etc.)].
- Participate personally and substantially in matters before the organization that will directly and predictably affect your financial interests; or
- Receive compensation from any source other than the Federal Government for the performance of these duties.

I, Sarah J. Hopson, certify that I have read and understood the foregoing and that I agree to abide by the requirements and conditions outlined above. I also understand this appointment can be terminated at any time.

Signature of Appointed Agency Liaison

Date

cc: Biscayne Bay Watershed Management Advisory Board
NPS Ethics Office (ethicsoffice@nps.gov)

SARAH HOPSON

445 SE 22nd Lane, Homestead, FL 33033 | (703) 597-9768 | sjhopson@gmail.com or sarah_hopson@nps.gov | U.S. Citizen

PROFILE

Diligent and results-driven manager with extensive expertise in developing, implementing, and overseeing operational systems and methods. Possesses a well-rounded background in programmatic management, encompassing financial oversight, human resource administration, and comprehensive project management. Skilled in leading multidisciplinary teams, navigating complex budgets, and crafting innovative strategies to sustainably steward public lands. Recognized for exceptional written and verbal communication skills, fostering meaningful relationships at all levels within and outside the National Park Service. Proven ability to compile, analyze, synthesize, and communicate information in a manner that is both thorough and accessible.

EXPERIENCE

August 2024 – Present

Superintendent (Park Manager), Biscayne National Park, National Park Service

As the steward of Biscayne National Park, the largest marine park in the National Park System, I oversee diverse park operations to protect its natural, cultural, and historical resources while providing exceptional visitor experiences. My responsibilities span resource protection, public engagement, strategic planning, and operational efficiency.

- **Park Operations:** Direct park activities, manage approximately 40 full-time staff across five divisions, identify areas for improvement, and coordinate with park leadership team to enhance efficiency and effectiveness.
- **Visitor and Resource Protection:** Coordinate law enforcement efforts, manage emergency response, and educate the public on responsible behavior within the park to maintain a safe environment while facilitating recreational activities like boating, diving, fishing, camping, and more.
- **Budget Management:** Administer a \$4.6M base operating budget, regularly secure over \$600,000 in additional funding from a diversity of sources, and develop long-term financial strategies to support park goals.
- **Visitor Experience:** Oversee visitor programming, prioritizing education, safety, and conservation ethics, with bilingual outreach efforts.
- **Facility and Asset Oversight:** Manage maintenance, development, and improvement of facilities on the mainland and three developed island, as well as the 20+ vessel marine fleet necessary to support park operations.
- **Natural and Cultural Resource Stewardship:** Advance research on coral reef ecosystems, address invasive species, and foster collaborations to protect Biscayne Bay and surrounding areas. Protect maritime sites, archaeological artifacts, and historic structures, including managing a submerged National Register District. Ensure compliance with park management plans and safeguard natural, cultural, and archaeological resources, including coordinating regulatory approvals.
- **Public Engagement:** Build relationships with stakeholders, promote park values, and foster resource conservation through effective communication.
- **Strategic Planning and Partnerships:** Work with agencies, NGOs, and regional marine park managers to align efforts and address challenges, ensuring Biscayne National Park remains a preserved and valued national treasure.

October 2021 – July 2024

Chief of Staff (Supervisory Program and Management Analyst), Office of the Regional Director, Southeast Region, National Park Service

As Chief of Staff for the Southeast Region, I organized, prioritized, and synthesized critical issues for senior leadership, acted as the primary point of contact with stakeholders, oversaw high-priority projects, and managed the operational functions of the regional office:

- Provided project management support on complex and politically sensitive topics, including land exchanges, construction projects, and legislative implementations, working with NPS Washington office (WASO), Department of the Interior (DOI) staff, and others.
- Coordinated responses to regional issues like coral disease, feral horse management, and shoreline stabilization, while actively participating in priority-setting groups such as the Regional Investment Review Board.
- Developed briefing materials and presentations for NPS and DOI leadership, including bi-weekly reports, briefing books, and presentations on high-profile topics such as disaster recovery efforts.
- Supported the regional leadership team by organizing superintendent recruitments, preparing job descriptions, coordinating vacancy details, and submitting selection approval packages.

- Managed operations of the Office of the Regional Director, supervising a team of administrative staff, revising resources such as handbooks and SOPs, and delivering region-wide training.
- Planned and executed large-scale leadership trainings and events, creating engaging agendas, coordinating logistics, and fostering employee morale through all-employee events.

July 2021 – December 2021

Acting Superintendent (Detail), Guilford Courthouse National Military Park, National Park Service

As Acting Superintendent of Guilford Courthouse National Military Park (GUCO) in 2021, I led and managed park planning and operations, including administration, visitor services, resource management, facility upkeep, and community engagement:

- Identified operational issues and resource gaps, developed a strategic vision aligned with NPS policies, and initiated outreach to regional stakeholders to establish its foundation.
- Implemented innovative strategies to address critical staff shortages, developed a long-term organizational chart, and secured technical assistance from neighboring parks to strengthen regional operations.
- Strengthened relationships with the park's philanthropic partner by drafting agreements and annual work plans, while ensuring financial accountability for a \$1.2 million operating budget.
- Advanced stalled park projects by completing compliance, refining project scopes, and improving resource stewardship, including hazardous tree removal and trail system rehabilitation.
- Fostered open communication and collaboration within the park team, revising supervisory controls, hosting regular staff meetings, and enhancing employee engagement.

September 2018 – October 2021

Management Analyst, Office of the Regional Director, Southeast Region, National Park Service

As the management analyst for the Southeast Regional Office, I provided senior-level support in executing the regional director's responsibilities and completing special assignments requiring analytical expertise and confidentiality:

- Coordinated development of managerial tools, including objectives, briefing statements, and regional management plans, in collaboration with staff, partners, and leadership across multiple levels.
- Led data call tracking efforts, managing multiple projects simultaneously to ensure compliance with deadlines and required responses from 50+ park management units.
- Organized orientations for new superintendents and guided managers on policies, procedures, and resources to improve regional operations.
- Implemented digital protocols for document review and signatures, ensuring continuity during COVID-19 disruptions, while maintaining compliance with law, policy, and regulations.
- Served as liaison on the regional COVID-19 Incident Management Team, bridging communication between the team and directorate, and ensuring recovery plans met leadership approval.
- Proposed and initiated a reorganization of regional administrative support, addressing needs, fostering career advancement, and developing new position descriptions.

May 2015 – September 2018

Executive Assistant (Management Support Specialist), Office of the Regional Director, National Capital Region, National Park Service

- Developed and administered surveys on park and regional office roles, analyzed findings, and briefed senior staff to inform decision-making.
- Assisted in revising performance standards for NCR superintendents and associate regional directors, enhancing accountability and alignment with organizational goals.
- Organized executive committee and regional meetings, drafted agendas, coordinated speakers, and introduced initiatives like "Get to Know WASO."
- Managed administrative operations for the regional director's office, including scheduling, travel arrangements, ethics documentation, and improving correspondence tracking systems.
- Co-led large-scale events, including the joint NCR-NER superintendent meeting, and created impactful presentations and communications such as newsletters and briefings

May 2009 – May 2015

Administrative Specialist, White House Grounds, Office of the NPS Liaison to the White House, National Park Service

- Managed comprehensive financial operations for a combined budget of approximately \$2 million in base and reimbursable funding for the White House Grounds Division. Performed diverse financial management functions using NPS systems, including running status of funds reports in AFS4, processing labor transfers and accruals in FBMS, and serving as purchasing agent for the four divisions of the Office of the NPS Liaison to the White House. Conducted micro-purchases, transferred charges, reconciled statements, and oversaw fleet operations by creating work orders and tracking vehicle utilization. Supported administrative functions, including time and attendance management in QuickTime, while providing general administrative support to 30 employees and special events such as the White House Garden Tours, Easter Egg Roll, State arrivals, and others.
- Acted as a primary point of contact for the White House Grounds, liaising with representatives from the Executive Residence, General Services Administration, U.S. Secret Service, vendors, and the public.
- Designed and implemented a training program to enhance the administrative support staff's efficiency and effectiveness in the Office of the NPS Liaison to the White House.

May 2006 – May 2009

Program Assistant, Historical Documentation Programs, Cultural Resources Stewardship & Science, National Park Service

- Conducted budget, contracting, procurement, and other financial actions to aid in the financial management of the Historical Documentation Programs.
- Performed a variety of administrative functions such as time and attendance management utilizing QuickTime; preparation of personnel actions in FPPS; controlled correspondence in DTS; as well as travel authorizations and vouchers in GovTrip for division of approximately 25 employees.
- Provided comprehensive administrative and program support for the annual meetings of the Landmarks Committee of the National Park System Advisory Board. Responsibilities included coordinating invitational travel, securing meeting facilities, producing reading materials, drafting official minutes, and preparing correspondence sent to relevant stakeholders, including Members of Congress, regarding nominations and designations.

May 2003 – May 2006

Program Assistant, National Trust for Historic Preservation

- Coordinated the marketing, selection, and notification process for the National Preservation Awards Program.
- Planned and executed the annual National Preservation Awards ceremony, attended by approximately 1,000 people.
- Planned a three-day meeting with 75 participants, managing all registration, meals, sessions, and evening activities, held in Natchez, Mississippi.
- Assisted with planning for the National Preservation Conference, the premier historic preservation conference in the US, attended by approximately 2,000 professionals in the historic preservation and allied fields, by scheduling event staff, serving as primary contact for keynote speakers, and preparing official correspondence to all donors and speakers.

August 2002 – May 2003

Office Manager/Executive Assistant, Congressional Management Foundation

- Managed daily office operations, providing essential support to the executive director and other staff.
- Organized a successful bi-annual two-day training session for 150 U.S. House of Representatives freshmen chiefs of staff, including recruiting a keynote speaker and leading fundraising efforts to support the event.
- Planned and facilitated quarterly networking lunches, bringing together lobbyists and Members of Congress to foster professional relationships and dialogue.

EDUCATION

May 2002

Bachelor of Arts in History

Covenant College

Lookout Mountain, GA 30750



MEMORANDUM (Revised)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: October 9, 2025

FROM: 
Glen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(L)(2)

Please note any items checked.

- _____ **"3-Day Rule" for committees applicable if raised**
- _____ **6 weeks required between first reading and public hearing**
- _____ **4 weeks notification to municipal officials required prior to public hearing**
- _____ **Decreases revenues or increases expenditures without balancing budget**
- _____ **Budget required**
- _____ **Statement of fiscal impact required**
- _____ **Statement of social equity required**
- _____ **Ordinance creating a new board requires detailed County Mayor's report for public hearing**
- _____ **No committee review**
- _____ **Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, majority plus one ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3) (h) or (4)(c) ____, CDMP 9 vote requirement per 2-116.1(4)(c) (2) ____)** to approve
- _____ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(L)(2)
10-9-25

RESOLUTION NO. R-948-25

RESOLUTION APPOINTING SARAH HOPSON TO THE
MIAMI-DADE COUNTY BISCAYNE BAY WATERSHED
MANAGEMENT ADVISORY BOARD FOR A FOUR-YEAR
TERM

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board appoints Sarah Hopson, as recommended by the Superintendent of Biscayne National Park, to the Miami-Dade County Biscayne Bay Watershed Management Advisory Board to serve a four-year term beginning with the effective date of this resolution.

The foregoing resolution was offered by Commissioner **Raquel A. Regalado** , who moved its adoption. The motion was seconded by Commissioner **Marleine Bastien** and upon being put to a vote, the vote was as follows:

Anthony Rodriguez, Chairman	aye		
Kionne L. McGhee, Vice Chairman	aye		
Marleine Bastien	aye	Juan Carlos Bermudez	aye
Sen. René García	aye	Oliver G. Gilbert, III	aye
Roberto J. Gonzalez	aye	Keon Hardemon	aye
Danielle Cohen Higgins	aye	Eileen Higgins	aye
Natalie Milian Orbis	aye	Raquel A. Regalado	aye
Micky Steinberg	aye		

The Chairperson thereupon declared this resolution duly passed and adopted this 9th day of October, 2025. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.



MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

JUAN FERNANDEZ-BARQUIN, CLERK

By: Basia Pruna
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

A handwritten signature in black ink, appearing to read "CJW", is written over the text of the County Attorney's approval.

Christopher J. Wahl