AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF CLAY COUNTY, FLORIDA RELATING TO THE PROHIBITION OF ILLICIT CONNECTIONS AND DISCHARGES TO THE MUNICIPAL SERVICE STORM SEWER SYSTEM; PROVIDING A SHORT TITLE; PROVIDING A PURPOSE AND INTENT; PROVIDING DEFINITIONS: PROVIDING FOR APPLICABILITY; PROVIDING FOR ADMINISTRATION OF DEPARTMENT; **PROVIDING** AND ROLE ULTIMATE RESPONSIBILITY; **PROVIDING** PROHIBITIONS; PROVIDING STORMWATER DISCHARGES FROM INDUSTRIAL ACTIVITIES AND CONSTRUCTION SITE REQUIREMENTS: PROVIDING FOR LIABILITY OF ABATEMENT; **PROVIDING** POLLUTION FOR **EMERGENCY** CONDITIONS; PROVIDING REPORTING REQUIREMENTS; PROVIDING FOR SITE REMEDIATION AND MONITORING; PROVIDING GENERAL PROVIDING STORMWATER REOUIREMENTS: MANAGEMENT REQUIREMENTS; **PROVIDING** EROSION SYSTEMS SEDIMENTATION CONTROL REQUIREMENTS; **PROVIDING** REIMBURSABLE COSTS; PROVIDING FOR ENFORCEMENT, APPEALS, INJUNCTIVE RELIEF, AND COMPENSATORY ACTION; PROVIDING PENALTIES FOR VIOLATIONS; PROVIDING FOR USE OF AWARDS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 125.01, Florida Statutes, authorizes the Board of County Commissioners of Clay County, Florida, to provide standards which will ensure its citizens' health, safety, and welfare; and

WHEREAS, the Board of County Commissioners of Clay County, Florida, recognizes that the health, safety, and welfare of its citizens will be better served by implementing an illicit discharge ordinance; and

WHEREAS, the Board of County Commissioners of Clay County Florida, recognizes that the most effective way to implement an illicit discharge ordinance is through both an educational and regulatory program; and

WHEREAS, the Board of County Commissioners of Clay County, Florida, finds it necessary and appropriate to adopt this ordinance in an effort to comply with new requirements imposed on local governments pursuant to the United States Environmental Protection Agency's National Pollutant Discharge Elimination System program; and

WHEREAS, the Board of County Commissioners of Clay County, Florida, have been issued a National Pollutant Discharge Elimination System stormwater permit requiring control of stormwater discharges to the unincorporated municipal storm sewer system; and

WHEREAS, the Board of County Commissioners of Clay County, Florida, finds and declares that the discharge of entrained contaminants in stormwater to the municipal storm sewer system can result in unacceptable surface water pollution.

Section 1. Short Title

This ordinance shall be known and cited as the "Clay County Illicit Discharge Ordinance."

Section 2. PURPOSE AND INTENT

- (1) The purpose of this ordinance is the protection of public health, safety, welfare, and the environment through the regulation of the materials discharged into surface water, groundwater and stormwater management systems within the unincorporated areas of Clay County.
- (2) This ordinance is to be liberally construed so as to effectively carry out this purpose in the interest of the public health, safety, and welfare. If the provisions of this ordinance conflict with other Clay County ordinances or regulations, the more stringent limitations or regulations shall govern or prevail to the extent of the conflict.
- (3) The County has been issued a National Pollutant Discharge Elimination System stormwater permit requiring control of stormwater discharges to the municipal storm sewer system.
- (4) It is the intent of the County to comply with the terms of its stormwater permit, and regulate discharges to the municipal storm sewer system, all to prevent degradation and enhance the quality of surface waters in Clay County.

Section 3. **DEFINITIONS**

Best Management Practices (BMPs) - means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters. BMPs also include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, residuals, industrial sludge or waste disposal, or drainage from raw material storage.

Department - means the Clay County Enforcement Services Department.

<u>Excavation</u> - means the disturbance or removal of earth materials. Such disturbance or removal activity include but is not limited to clearing and grubbing, grading, excavating, and demolition.

<u>Groundwater</u> - means water in a saturated zone or stratum beneath the surface of land or water, whether or not it is flowing through known and definite channels.

<u>Illicit Connection</u> — means any man-made conveyance connecting a non-stormwater discharge directly to a municipal storm sewer system.

Illicit Discharge – means any discharge to a municipal separate stormwater sewer system that is not composed entirely of stormwater except discharges pursuant to a National Pollutant Discharge Elimination System permit. The term also does not include water line flushing, landscape irrigation, diverted stream flows, rising underground waters, uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20) to separate storm sewers, well point water discharges from potable water sources, foundation drains, air conditioning condensate, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, dechlorinated swimming pool discharges, flows from riparian habitats and wetlands, street wash waters, and discharges or flows from emergency fire fighting activities.

Industrial and High Risk Runoff — means discharges from landfills, hazardous waste treatment, storage, disposal and recovery facilities, facilities that have reported under the requirements of EPCRA Title 3, Section 313, and any other industrial or commercial discharge which the Department determines is contributing a substantial pollutant loading to the municipal storm sewer system.

<u>Inspection</u> — includes but is not limited to a review of all components of a stormwater management system, records on operation and maintenance of facilities and the results of any monitoring performed in compliance with state, federal or local regulations or permit conditions.

<u>Litter</u> - means any garbage, rubbish, trash, refuse, can, bottle, container, paper, tobacco product, tire, appliance, mechanical equipment or part, building or construction material, tool, machinery, wood, motor vehicle or motor vehicle part, vessel, aircraft, farm machinery or equipment, sludge from a waste treatment facility, water supply treatment plant, or air pollution control facility, or substance in any form resulting from domestic, industrial, commercial, mining, agricultural, or governmental operations.

Municipal Separate Storm Sewer System or MS4 - means a conveyance or system of conveyances including roads with stormwater systems, streets, catch basins, curbs, gutters, ditches, constructed channels, pipes, head walls, manholes and storm drains: (a) owned or operated by the United States, State of Florida, Clay County, Special District, Association, or other public body (created pursuant to State Law) having jurisdiction over management and discharge of stormwater and which discharges to surface waters of the state; (b) designed or used for collecting or conveying stormwater; (c) which is not a combined sewer; and (d) which is not part of a Publicly Owned Treatment Works (POTW) as defined in 40 CFR 122.2. POTW means any device or system used in the treatment of municipal sewage or industrial wastes of liquid nature which is owned by a "State" or "municipality." This definition includes sewers, pipes, or other conveyances only if they convey wastewater to a POTW providing treatment.

NPDES - means National Pollutant Discharge Elimination System (NPDES).

<u>Person</u> - means any and all persons, natural or artificial, including any individual, firm, or association; any municipal or private corporation organized or existing under the laws of Florida or any other state; any county of the state; and any governmental agency of the state or the federal government.

<u>Pollutant</u> - means any substance, contaminant, or man-made or man-induced alteration of the chemical, physical, biological or radiological integrity of ground or surface water in quantities or levels which are or may be potentially harmful or injurious to human health or welfare, animal or plant life, or property, including outdoor recreation.

<u>Sinkhole</u> - means a depression in the land's surface which has been created by dissolution of underlying limestone or other soluble rocks and the collapse of the overlying surficial material into the underlying solution cavities.

Stormwater - means stormwater runoff, surface runoff and drainage.

Stormwater Management System - means the designed features of the property which collect, convey, channel, hold, inhibit or divert the movement of stormwater.

Stormwater Manual – means the Florida Stormwater, Erosion, and Sedimentation Control Inspector's Manual, which is hereby adopted and incorporated in this ordinance by reference.

<u>Surface Waters</u> - means, but shall not be limited to, rivers, lakes, streams, springs, creeks, wetlands, and all other waters or bodies of water found on land surface.

Wetlands - as defined in 373.019(17), Florida Statutes means those areas that are inundated or saturated by surface water or ground water at a frequency and a duration sufficient to support, and under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soils. Soils present in wetlands generally are classified as hydric or alluvial, or possess characteristics that are associated with reducing soil conditions. The prevalent vegetation in wetlands generally consists of facultative or obligate hydrophytic macrophytes that are typically adapted to areas having soil conditions described above. These species, due to morphological, physiological, or reproductive adaptations, have the ability to grow, reproduce or persist in aquatic environments or anaerobic soil conditions. Florida wetlands generally include swamps, marshes, bayheads, bogs, cypress domes and strands, sloughs, wet prairies, riverine swamps and marshes, hydric seepage slopes, tidal marshes, mangrove swamps and other similar areas. Florida wetlands generally do not include longleaf or slash pine flatwoods with an understory dominated by saw palmetto.

Section 4. Applicability

The requirements of this ordinance are applicable to all persons within unincorporated Clay County.

Section 5. Administration and Role of the Department

The Clay County Enforcement Services Director is hereby designated as the County officer responsible for the administration and enforcement of this ordinance. Any powers granted or duties imposed upon the authorized officer may be delegated in writing by the Enforcement Services Director to persons or entities acting in the beneficial interest of or in the employ of Clay County.

Section 6. Ultimate Responsibility

The requirements set forth herein and promulgated pursuant to this ordinance are minimum requirements; therefore this ordinance does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

Section 7. Prohibitions

It shall be unlawful and a violation of this ordinance to discharge or cause or permit the discharge of any material into surface water, groundwater or stormwater management systems within Clay County that results in:

- (1) A violation of the State of Florida's Surface Water Quality Standards found in F.A.C. 62-302 adopted and incorporated in this ordinance by reference for surface water quality standards.
- (2) A violation of the State of Florida's Groundwater and Drinking Water Quality Standards found in F.A.C. 62-520 and 62-550 adopted and incorporated in this ordinance by reference for groundwater and drinking water quality standards.
- (3) A violation of the State of Florida's Groundwater and Surface Water Cleanup Target Levels found in F.A.C. 62-777 adopted and incorporated in this ordinance by reference for groundwater and surface water quality standards.
- (4) The construction, use, maintenance or continued existence of illicit connections to the municipal separate storm sewer system (MS4) is prohibited.
- (5) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- (6) A person is considered to be in violation of this ordinance if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.
- (7) A violation of this ordinance as adopted by the Clay County Board of County Commissioners.

Exclusions: Discharges specifically authorized by, and in full compliance with, federal, state or local permits are not subject to the provisions herein unless the Department can demonstrate a significant adverse environmental impact resulting from the permitted discharge.

Section 8. <u>Stormwater Discharges from Industrial Activities and Construction</u> Sites

(1) Using Best Management Practices (BMPs), stormwater from construction sites shall be controlled to retain sediment on-site and prevent violations of state water quality standards. All erosion and sediment controls required under the pollution prevention plan of a National Pollutant Discharge Elimination System permit for construction, required by a stormwater permit issued by the Florida Department of Environmental Protection or the St. Johns River Water management District, or required by an approved erosion control site plan, shall be properly implemented prior to construction commencement, and maintained and operated during construction. The minimum requirements for controlling stormwater run-off from construction sites are specified in the County's Land Development Regulations Manual and its standard specifications and details.

- (2) Stormwater from areas of construction activity shall be treated or managed on site, using BMPs, before being discharged to an MS4 or to surface waters. All stormwater discharges from the construction site shall be of a quality which will not adversely impact the water quality or the beneficial uses of the receiving water.
- (3) Owners and operators of industrial facilities and/or construction sites that will discharge permitted stormwater to an MS4 shall notify both the Department and Clay County Engineering Department in writing before the discharge begins. The noticed discharge shall not begin earlier than 3:30 p.m. of the next municipal working day after the Department receives the notice.
- (4) Any person who has been issued an NPDES permit authorizing discharges to the MS4 shall submit a complete copy of the permit to both the Department and Clay County Engineering Department within 30 days after the effective date of this ordinance, or within 30 days after the issuance of the permit.

Section 9. Liability for Pollution Abatement

Any person responsible for illicit discharges, or noncompliance with BMPs at industrial and/or construction sites, and who fails to correct any prohibited condition or discontinue any prohibited activity at the order of the Department shall be liable to the County for the expenses incurred in abating pollution, including expenses incurred in testing, measuring, sampling, collecting, removing, treating, and disposing of the polluting materials and preventing further noncompliance and/or illicit discharges.

Section 10. Emergency Conditions

Not withstanding any other provisions of this ordinance, whenever the Department determines that conditions or activities exist requiring immediate action to protect public health, safety or welfare, or to provide for compliance with these regulations, rules promulgated hereunder, or County approved construction plans, County forces are authorized to enter at a reasonable time in or upon any property for the purpose of testing, inspecting, investigating, measuring, sampling and correcting such emergency conditions. Failure to admit personnel responding to emergency conditions, as determined and authorized by the Department, shall constitute a separate violation of this ordinance.

(1) Suspension due to Illicit Discharges in Emergency Situations — The Department may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or

Waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the Department may take such steps as deemed necessary to prevent or minimize damage to the MS4 or Waters of the United States, or to minimize danger to persons.

(2) Suspension due to the Detection of Illicit Discharge — Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The Department will notify a violator of the proposed termination of its MS4 access. The violator may petition the Department for a reconsideration and hearing. It is considered an offense of this ordinance if the person reinstates MS4 access to premises terminated pursuant to this section without the prior approval of the Department.

Section 11. Reporting Requirements

Illicit discharges to the MS4 are prohibited. Any person owning or occupying a premise or facility who has knowledge of a discharge of pollutants from those premises or facilities or other type of evidence which might result in a violation of the prohibitions found in Section 7 of this ordinance shall immediately take action to abate the discharge of pollutants, and shall notify the Department within twenty-four (24) hours of the discharge of pollutants. The initial notification may be by telephone, but the person responsible shall submit a written report within seventy-two (72) hours of discovery. The written report shall include a description of the discharge volume, content, frequency, discharge point location to the MS4, measures taken or to be taken to terminate the discharge, and the name, address and telephone number of the person who may be contacted for additional information. Hazardous materials discharges shall be reported to the Clay County Public Safety Office, Clay County Health Department, Florida Department of Environmental Protection, and the Department.

Section 12. Site Remediation and Monitoring

The Department is authorized to order the cleanup, abatement, or monitoring or take such other actions as may be necessary to cause cleanup, abatement, or monitoring of discharges in violation of the prohibitions found in Section 7 of this ordinance. The Department may also order discontinuance of any activity causing such violation. Whenever the Department orders the correction or discontinuance of any condition or activity on any premises deemed to be in violation of the provisions of this ordinance, the Department shall notify the owner or other person responsible for the condition or activity in writing. The written notice shall state the nature of the violation, direct the

person to correct or discontinue the condition or activity, and provide a reasonable time for the satisfactory correction thereof. Within the time specified in the notice, the responsible person shall permanently cease or correct all violations. Failure to comply with such an order shall constitute a violation of this ordinance. Administrative appeals to the requirements of this section shall be handled in accordance with the procedures outlined in Section 17.

Section 13. General Requirements

(1) Dry Weather Runoff Water

It shall be prohibited to discharge into surface waters or directly into ground waters through wells or sinkholes the following materials:

- (a) Wastewater from cleaning or maintenance activities, including, but not limited to carpet cleaning, sidewalk, building, roads, parking lot cleaning, and non-residential car washing.
- (b) Chlorinated wastewater from swimming pool cleanup and pool water treatment materials, including diatomaceous earth.
- (c) Wastewater, including water that has leached through waste materials including, but not limited to barrels, trash cans, dumpsters, and containers for food scrap or food grease recycling.
- (d) Wastewater from water treatment equipment, including spent brine, from water softeners.

(2) Equipment Maintenance and Storage

- (a) Equipment parts such as vehicle engines containing grease, oil or other hazardous materials shall not be stored in areas susceptible to stormwater runoff.
- (b) Any machine, which is to be repaired or maintained in an uncovered outdoor area, shall be placed on an impervious surface and / or provisions shall be available to contain hazardous materials discharges.
- (c) Machinery and equipment, including motor vehicles, which are leaking significant amounts of oil or fluids must be repaired or be stored in areas not susceptible to stormwater runoff.

(3) Removal of Debris and Residue

- (a) All parking lots shall be routinely swept to remove debris.
- (b) Litter shall not be discharged to a surface water body. Appropriate litter control practices shall be implemented to control litter entering surface water bodies.
- (c) Landscaping waste including, but not limited to yard clippings, leaves and branches, shall not be discharged to a surface water body.

(4) Enforcement of Residential Violations

In addressing residential violations of Section 13, County staff shall provide an educational approach that emphasizes environmental awareness in order to achieve compliance prior to initiating enforcement action.

Section 14. Stormwater Management Systems

It shall be unlawful and a violation of this ordinance for any person to introduce or cause to be introduced into a MS4 or a private stormwater management system any discharge that is not composed entirely of stormwater, with the exception of:

- (1) A discharge specifically authorized by, and in full compliance with, National Pollutant Discharge Elimination System (NPDES) permits;
- (2) A discharge specifically authorized by, and in full compliance with the Department;
- (3) A discharge or flow resulting from fire fighting by the local authority having jurisdiction;
- (4) The following non-stormwater discharges, provided they are not identified as a source of pollutants and approval is obtained from the stormwater management system owner:
 - (a) Rising ground waters;
 - (b) Uncontaminated ground water infiltration {as defined at 40 CFR 35.2005(20)} to separate storm sewers;
 - (c) Uncontaminated pumped ground water;
 - (d) Discharges from portable water sources;
 - (e) Foundation drains;
 - (f) Air conditioning condensate;

- (g) Springs;
- (h) Footing drains;
- (i) Flows from riparian habitats and wetlands;
- (j) De-chlorinated swimming pool discharges;
- (k) Street was waters;
- (I) Landscape irrigation or lawn watering;
- (m) Water line flushing.

It shall be unlawful and a violation of this ordinance for any person to establish, use, or maintain an illicit connection to a MS4 or private stormwater management system.

Section 15. Erosion and Sedimentation Control

Erosion and sedimentation control BMPs shall be implemented at all excavations within unincorporated Clay County. The selected erosion and sedimentation control BMPs shall provide equal or better protection than those found in the current edition of "The Florida Stormwater, Erosion, and Sedimentation Control Inspector's Manual," compiled by the Florida Department of Environmental Protection.

Section 16. Reimbursable Costs

Any person found to be in violation of any of the requirements of this ordinance is responsible for reimbursement to the County of all investigative costs incurred by the County. Investigative costs shall include, but are not limited to, cost of equipment operation and maintenance associated with the investigation; cost of materials used in the investigation; personnel cost of contract services, waste disposal cost, laboratory costs, and the County's labor costs. The County shall submit an itemized invoice with all reimbursable costs to the person found to be responsible for the violation.

Section 17. <u>Violations Enforcement, Appeals, Injunctive Relief, and Compensatory Action</u>

Notice of Violation

- (1) Whenever the Department finds that a person has violated a prohibition or failed to meet a requirement of this ordinance, the Department may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:
 - (a) The performance of monitoring, analyses, and reporting;
 - (b) The elimination of illicit connections or discharges;
 - (c) That violating discharges, practices, or operations shall cease and desist;

- (d) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; and
- (e) Payment of a fine to cover administrative and remediation costs;
- (f) The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work may be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

Appeal of Notice of Violation

Any person receiving a notice of violation may appeal the determination of the Department. The notice of appeal must be received within 10 days from the date of the notice of violation. Hearing on the appeal before the Clay County Board of County Commissioners or its designee shall take place within 20 days from the date of receipt of the notice of appeal. The decision of the County or its designee shall be final.

Enforcement Measures After Appeal

If the violation has not been corrected pursuant to the requirements set forth in the notice of violation, or, in the event of an appeal, within 10 days of the decision of Clay County upholding the decision of the Department, then representatives of the Department shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow the County representative or designated contractor to enter upon the premises for the purposes set forth above.

Cost of Abatement of the Violation

Within 15 days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within 3 days. If the amount due is not paid within a timely manner as determined by the decision of Clay County or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment. Any person violating any of the provisions of this ordinance shall become liable to the County by reason of such violation.

Injunctive Relief

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this ordinance. If a person has violated or continues to violate the provisions of this ordinance, the County may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

Compensatory Action

In lieu of enforcement proceedings, penalties, and remedies authorized by this ordinance, Clay County may impose upon a violator alternative compensatory action, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.

Remedies Not Exclusive

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the County to seek cumulative remedies.

Section 18. Schedule of Penalties for Violations

Ordinance Section	<u>Description</u>	Penalty
Section 7	Failure to comply with IDO prohibitions	\$200 per day/per occurrence
Section 8	Failure to comply with IDO stormwater discharges from industrial activities and construction site requirements	\$125 per day/per occurrence
Section 11	Failure to comply with IDO reporting requirements	\$125 per occurrence
Section 12	Failure to comply with IDO site remediation and monitoring requirements	\$200 per day/per occurrence
Section 13	Failure to comply with IDO general requirements	\$125 per occurrence
Section 14	Failure to comply with IDO stormwater management systems requirements	\$125 per occurrence
Section 15	Failure to comply with IDO erosion and sedimentation Control measures	\$50 per day/per occurrence

Section 18. Use of Awards

Any money recovered by the County in an action against any person who has caused pollution in the County in violation of this ordinance or state law shall be used for water quality improvement projects in Clay County.

Section 19. Severability

It is the declared intent of the Board of County Commissioners of Clay County, Florida, that if any section, subsection, sentence, clause, phrase, or provision of this ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 20. <u>Inclusion in the Clay County Code</u>

It is the intention of the Board of County Commissioners of Clay County, Florida, and it is hereby provided that the provisions of this ordinance shall become and be made a part of the Code of Laws and Ordinances of Clay County, Florida; that the sections of this ordinance may be renumbered or relettered to accomplish such intention; and that the word "ordinance" may be changed to "section", "article", or other appropriate designation.

Section 21. Effective Date

This ordinance shall take effect 60 days following the date of adoption by the Clay County Board of County Commissioners.

DULY ADOPTED, by the Board of County Commissioners of Clay County, Florida, this day of November, 2006.

CLAY COUNTY, a political subdivision Of the State of Florida by and through its Board of County Commissioners

Harold Rutledge

Its Vice Chairman

ATTEST:

Fritz A. Behring, County Manager

and Clerk of the Board of County Commissioners