

ENVIRONMENTAL SERVICES
DEPARTMENT

Natural Resources Division



Board of County Commissioners

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Bartow, FL 33830

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March 31, 2000

Mr. Tony Buffa
Vice President/Regional Manager
Tampa Office
5439 Beaumont Center Boulevard
Suite 1000
Tampa, FL 33634

Dear Mr. Buffa:

Please extend our thanks to Susan Singleton, Accounts Coordinator, for the great job she did with training on our newly acquired phone system. Susan was very knowledgeable about this system, and what questions she did not answer immediately she replied to in a timely manner. She was friendly and always patient with us.

From comments received from employees as well as my own personal observations, I feel that Susan was a very effective trainer. I wanted to let you know of our appreciation, and that it was truly a pleasure working with her.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey F. Spence". The signature is written in a cursive style with a large initial "J".

Jeffrey F. Spence
Director

JF/sac