



www.gulfconsortium.org

AGENDA

THE GULF CONSORTIUM Executive Committee Meeting

March 26, 2020, 4:00 p.m. Eastern

**GoToMeeting
Dial-in Number: 1-669-224-3217
Participant Passcode: 865-760-109 #**

Committee Members

Chair - Commissioner Chris Constance (Charlotte), Vice-chair - Commissioner John Meeks (Levy), Secretary/Treasurer - Commissioner Jack Mariano (Pasco), Commissioner Scott Carnahan (Citrus), Mr. David Edwards (Wakulla), Commissioner Robert Bender (Escambia), Commissioner Lane Lynchard (Santa Rosa).

Staff

Valerie Seidel, Dan Dourte, Richard Bernier (The Balmoral Group)
Lynn Hoshihara, Evan Rosenthal (Nabors, Giblin & Nickerson, P.A.)

Item 1. Call to Order.

Chairman Commissioner Christopher Constance will call the meeting to order

Item 2. Roll Call.

Valerie Seidel will call the roll.

Item 3. Additions or Deletions.

Any additions or deletions to the committee meeting agenda will be announced.

RECOMMEND: Approval of a final agenda.

Item 4. Consent Agenda.

The consent agenda items are presented for approval. Board members may remove any items from this agenda that they have questions on or would like to discuss in depth. Any items removed would then be included in the regular agenda in an order assigned by the Chair.

Consent Agenda Items:

- Minutes of the January 16, 2020 Executive Committee Meeting (please see backup pages 7-9)
- Minutes of the March 5, 2020 Executive Committee Meeting (please see backup pages 10-11)
- Report on delegated authority through February 29, 2020 see back up page 12)

RECOMMEND: Approve Executive Committee Meeting Minutes and Delegated Authority Report

Item 5 Public Comments.

The public is invited to provide comments on issues that are on today's agenda



www.gulfconsortium.org

Item 6. Grants Status

Dan Dourte (The Balmoral Group) will give a status update on project grants.

<https://datavisual.balmoralgroup.us/GulfConsortiumProjects>.

RECOMMEND: For information only

(Please see back up pages 13-16)

Item 7 Manager's Report.

Valerie Seidel (The Balmoral Group) will present the Managers Report.

(Please see back up pages 17-19)

RECOMMEND: For information only

Item 8. Financial Report and Audit Review

Richard Bernier (The Balmoral Group) will deliver updated financial reports and give an update on the audit. *(Please see back up pages 20-29)*

RECOMMEND: For information only

Item 9. General Counsel's Report

Lynn Hoshihara (NGN) will give an updated General Counsel Report.

RECOMMEND: For information only

Item 10. FDEP – Pot 2 update

Phil Coram will give an update on Pot 2.

RECOMMEND: For information only

Item 11. Public Comments

The public is invited to provide comments on relevant issues.

Item 12. Board Member Comments

Members of the Consortium Board are invited to provide comments on relevant issues

Item 13. Upcoming Gulf Consortium Board Meeting

Discussion of remote participation for June meeting

June 10, 2020 2-6PM, ET

Orange County

In conjunction with FAC Annual Conference

TBD Date between September 8-11, 2020

Orange County

in conjunction with FAC Policy Conference

TBD Date between December 1-4, 2020

Duval County

In Conjunction with FAC Legislative Conference

Item 14. Adjourn

Notice of Meeting/Workshop Hearing

OTHER AGENCIES AND ORGANIZATIONS

Gulf Consortium

The Gulf Consortium announces a public meeting of its Executive Committee via communications media technology to which all persons are invited to participate.

DATE AND TIME: March 26, 2020 at 4:00 pm (ET)

PLACE: This meeting will be conducted via communications media technology (teleconference). Interested persons may participate by telephone via the following:

Dial in Number +1 (669) 224-3217

Participant Passcode: 865-760-109

Interested persons who wish to participate may also contact [INSERT NAME OF CONTACT PERSON] at [INSERT PHONE AND EMAIL ADDRESS] at least three (3) days in advance of the meeting to arrange for access to be provided to communications media technology at the following location:

The Balmoral Group, 165 Lincoln Avenue, Winter Park, FL 32789

Please note that in light of the current situation surrounding the COVID-19 virus and to limit public gatherings in accordance with Federal and State directives, interested persons who wish to participate are encouraged to do so remotely via telephone, utilizing the contact information described above.

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Executive Committee of the Gulf Consortium will meet to discuss the status of grant applications and conduct other business at the discretion of the committee. The location of the conference call is The Balmoral Group, 165 Lincoln Avenue, Winter Park, FL 32789. A copy of the agenda may be obtained at www.gulfconsortium.org or by contacting: General Manager at 407-629-2185 or Gulf.Consortium@balmoralgroup.us.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 3 days before the workshop/meeting by contacting the General Manager at 407-629-2185 or Gulf.Consortium@balmoralgroup.us. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice).

If any person decides to appeal any decision made by the Executive Committee with respect to any matter considered at this meeting, he/she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence from which the appeal is to be issued.

For more information, please contact the General Manager at 407-629-2185 or Gulf.Consortium@balmoralgroup.us.

Gulf Consortium Executive Committee Meeting
March 26, 2020, 4:00 p.m., Eastern
The Balmoral Group Office - Conference Call



<u>County</u>	<u>Executive Committee Member</u>	<u>Present</u>
Charlotte	Commissioner Chris Constance	
Levy	Commissioner John Meeks	
Pasco	Commissioner Jack Mariano	
Citrus	Commissioner Scott Carnahan	
Wakulla	David Edwards	
Escambia	Commissioner Robert Bender	
Santa Rosa	Commissioner Lane Lynchard	

AGENDA ITEM 4

**Gulf Consortium Executive Committee
March 26, 2020**

**Agenda Item 4
Approval of January 16, 2020 Minutes**

Statement of Issue:

Request to approve the minutes of the January 16, 2020 meeting of the Executive Committee.

Options:

- (1) Approve the January 16, 2020 minutes as presented; or
- (2) Amend and then approve the minutes.

Recommendation:

Motion to approve Option 1.

Prepared by:

Amanda Jorjorian
The Balmoral Group
General Manager

Attachment:

Draft Minutes, January 16, 2020 meeting of the Executive Committee.

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

**Gulf Consortium Executive Committee Meeting
January 16,2020, Time 4:00p.m. (Eastern)
Teleconference**

Members in Attendance: Chair Warren Yeager (Gulf), Commissioner Chris Constance (Charlotte), Commissioner John Meeks (Levy), Commissioner Betsy Barfield (Jefferson)

Also in Attendance: Valerie Seidel (The Balmoral Group), Dan Dourte (The Balmoral Group), Richard Bernier (The Balmoral Group), Lynn Hoshihara (Nabors, Giblin & Nickerson),

Agenda Item #1 – Call to Order

Chairman Warren Yeager (Gulf) called the meeting to order at 4:00pm (ET).

Agenda Item #2 – Roll Call

Attendees as above.

Agenda Item #3 – Officer Elections

Dan Dourte (The Balmoral Group) noted that the board elections would be held at the next board meeting on January 29th. There were not enough candidates at the time of the packet assembly but since then Scott Carnahan, Commissioner John Meeks, and Commissioner Chris Constance have stepped up for each of the three positions. Once the elections were held, the elected officials will continue the rest of the board meeting on the 29th. There were no questions on this item, no action was required.

Agenda Item #4 – Consent Agenda - Approval of November 7, 2019 Minutes

Chairman Warren Yeager (Gulf) presented the minutes for the November 7, 2019 Executive Meeting for approval. Commissioner Betsy Barfield (Jefferson) made the motion to approve the minutes as presented, seconded by Commissioner Chris Constance (Charlotte). All in favor.

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item #5 – Additions or Deletions

Commissioner Betsy Barfield (Jefferson) made the motion to approve the agenda as presented, seconded by Commissioner Chris Constance (Charlotte). All in favor.

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item #6 – Public Comment

None.

Agenda Item #7-Grant Applications and SEP Project Status

Chairman Warren Yeager (Gulf) recognized Dan Dourte (The Balmoral Group) who gave an update on the Grant applications for review and approval. 7 projects have been awarded and 12 projects are under review with RESTORE. 6 applications were recently edited and resubmitted meaning they are closer to award. There was no action required on this item.

Agenda Item #8-SEP Amendment for submission to RESTORE council

Chairman Warren Yeager (Gulf) recognized Dan Dourte (The Balmoral Group) who provided an update on the SEP amendment which had been submitted for the 45 day public comment review

period. Revisions were made to address public comments and were for clarity only. Commissioner Chris Constance (Charlotte) made the motion to approve the SEP amendment for board consideration of submittal to RESTORE, seconded by Betsy Barfield (Jefferson). All in favor.

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item #9 – Gulf Consortium Policy Updates

Chairman Warren Yeager (Gulf) recognized Valerie Seidel (The Balmoral Group) who gave an update on the policy updates. The Gulf Consortium Policy Review Committee met by phone on two separate occasions to review changes to the Gulf Consortium policies. The final meeting by the Policy Review Committee will be held on January 17th to review the final 6 policies with the full revised policy document to be brought to the January 29th Board Meeting. Commissioner Chris Constance (Citrus) asked for clarification on the coloring in the red line version and Valerie noted that they were all redline changes, they just printed differently. Commissioner Chris Constance (Citrus) asked about the Social Media Policy on Agenda Packet Page 54 and requested the wording to be changed and for further discussion at the board meeting. There were no further questions. Commissioner Chris Constance (Citrus) made the motion to approve the Policies to the full board for approval, seconded by Commissioner John Meeks (Levy) all in favor.

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item #10 - Meeting Participation by Phone

Chairman Warren Yeager (Gulf) recognized Lynn Hoshihara (Nabors, Giblin & Nickerson, P.A.) who provided the committee with a draft resolution for consideration on the consortium electronic meetings as directed at the November 19th board meeting. Commissioner Betsy Barfield (Jefferson) made the motion to move the resolution to the full board for consideration, second my Commissioner Chris Constance (Charlotte). John Meeks (Levy) opposed.

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item# 11 – Managers Report

Chairman Warren Yeager (Gulf) recognized Valerie Seidel (The Balmoral Group) who gave an update on the Consortium activities since the last Board meeting. The SSEP grant had been closed out, the procedures review committee meetings have been conducted with one remaining session, a draft OSA was attached to the packet. Staff had requested the look into the process for SEP amendments and it appeared that 60 hours would be the break even point for any additional costs being billed back to the county for amendments. The consortium audit is underway and review set for next week. RESTORE Council has been working aggressively to address pending grant applications while the grants management software is being converted. There were no questions on this item. No action was required on this item.

Agenda Item #12 –Financial Statements

Chairman Warren Yeager (Gulf) recognized Richard Bernier (The Balmoral Group) who provided updated financial statements to the Executive Committee through December 31, 2019. There were few changes since the last Board meeting. Almost all county dues have been received. There were charts showing a grant status summary, implementation costs graph and submitted grants graph. The trust fund charts showed the closing of the SSEP grant as previously mentioned. The last item included as the delegation for authority report. There were no questions on this item. No action was required on this item.

Agenda Item #13 – General Counsel Report

Lynn Hoshihara (Nabors, Giblin & Nickerson, P.A.) noted that The Balmoral Group's contract as set to auto renew April 30, 2020 unless there was written notice of non renewal from the board. There were no questions or further update on this item.

Agenda Item #14 FDEP – Pot 2 update

Phil Coram (DEP) commented that he would be at the January 29th Board meeting to give an update on RSETORE bucket 2. Garrett could give an update as well.

Agenda Item #15 – Public Comments

None.

Agenda Item #16 – Upcoming Gulf Consortium Board Meeting

The next Board meeting would be held in Tallahassee, January 29 at 2:00pm

Agenda Item 14 – Adjourn

There being no further business, Chairman Yeager adjourned the meeting at 4:27pm.

**Gulf Consortium Executive Committee
March 26, 2020**

**Agenda Item 4
Approval of March 5, 2020 Minutes**

Statement of Issue:

Request to approve the minutes of the March 5, 2020 meeting of the Executive Committee.

Options:

- (1) Approve the March 5, 2020 minutes as presented; or
- (2) Amend and then approve the minutes.

Recommendation:

Motion to approve Option 1.

Prepared by:

Amanda Jorjorian
The Balmoral Group
General Manager

Attachment:

Draft Minutes, March 5, 2020 meeting of the Executive Committee.

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

**Gulf Consortium Executive Committee Meeting
March 5, 2020, Time 4:00p.m. (Eastern)
Teleconference**

Members in Attendance: Chair Commissioner Chris Constance (Charlotte), Commissioner Jack Mariano (Pasco), Commissioner John Meeks (Levy)

Also in Attendance: Valerie Seidel (The Balmoral Group), Dan Dourte (The Balmoral Group), Richard Bernier (The Balmoral Group), Lynn Hoshihara (Nabors, Giblin & Nickerson),

Agenda Item #1 – Call to Order

Chair Commissioner Chris Constance (Charlotte) called the meeting to order at 4:00pm (ET).

Agenda Item #2 – Roll Call

Attendees as above.

Agenda Item #3 – Member Comments

None

Agenda Item #4 – Public Comments

None

Agenda Item #5 – Consent Agenda

There were no consent items.

Agenda Item #6 – Additions or Deletions

Commissioner Jack Mariano (Pasco) made the motion to approve the agenda as presented, seconded by Commissioner John Meeks (Levy). All in favor.

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item #7 – Selection of Additional At-Large Members

Dan Dourte (The Balmoral Group) requested that the Executive Committee appoint two at-large and two alternate Executive Committee Members, consistent with the resolution approved at the March Board meeting. Chair Commissioner Chris Constance (Charlotte) opened the floor if any member wished to make comment. After discussion the following were approved at large members: Commissioner Scott Carnahan (Citrus) and David Edwards (Wakulla) and the following Alternate At Large Members: Commissioner Robert Bender (Escambia County) and Commissioner Lane Lynchard (Santa Rosa).

Agenda Item #8 – Upcoming Gulf Consortium Board Meeting

Dan Dourte (The Balmoral Group) brought to the board a discussion item regarding the Upcoming March 26th Board Meeting. There were few action items and no new grant applications for the meeting so the committee discussed cancelling the in person meeting and holding the Finance Committee and Executive Committee meetings by phone in March. Commissioner Lane Lynchard (Santa Rosa) made the motion to cancel the in person board meeting, seconded by Commissioner Jack Mariano (Pasco).

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item #9 – Public Comments

None.

Agenda Item 10 – Adjourn

There being no further business, Chairman Constance adjourned the meeting at 4:23pm.

**Gulf Consortium Executive Committee Meeting
March 26, 2020**

**Item 4 – Consent Agenda
Report on Delegated Authority
Actions from January 1, 2020 February 29, 2020**

Summary:

Staff report of actions carried out through delegated authority of the Board.

1. 1/2/2020 – Resubmitted Grant application: Walton County 4-1 Choctawhatchee Bay Septic to Sewer feasibility
2. 1/15/2020 - Resubmitted Grant application: Jefferson County 9-2 Wacissa River Park Improvement Program
3. 1/22/2020 – Resubmitted Grant application: Citrus County 13-2 Cross-Florida Barge Canal Boat Ramp Engineering & Design
4. 1/27/2020 - Resubmitted Grant application: Hernando County 14-1 Artificial Reef Eng & Design
5. 1/30/2020 - Resubmitted Grant application: Levy County 12 – 2 Suwannee Sound Cedar Key Oyster Restoration
6. 1/27/2020 - Accepted Award – Sarasota County 19-1 Dona Bay Hydrologic Restoration
7. 1/27/2020 - Accepted Award – Collier County 22-1 Comprehensive Watershed Improvement program
8. 2/3/2020 - Accepted Award – Bay County 5-2 St. Andrew Bay Stormwater Improvement Program
9. 2/3/2020 – Accepted Award – Walton County 4-1 Choctawhatchee Bay Septic to Sewer feasibility
10. 2/3/2020 – Accepted Award – Jefferson County 9-2 Wacissa River Park Improvement Program
11. 2/3/2020 – Accepted Award – Citrus County 13-2 Cross-Florida Barge Canal Boat Ramp Engineering & Design
12. 2/3/2020 – Renewed Special District Annual Filing, Florida Department of State
13. 2/5/2020 – Accepted Award – Hernando County 14-1 Artificial Reef Eng & Design
14. 2/21/2020 – Renewed Wise Hive contract for \$9,325.00.

AGENDA ITEM 6

**Gulf Consortium Executive Committee Meeting
March 26, 2020**

**Agenda Item 6
Grant applications status and SEP project status**

Statement of Issue:

All SEP projects with active funding requests are summarized in this item. A table of all submitted applications and project status is included as an attachment to this item.

Background:

The next recommended deadline for submission of grant application materials is 5/15/2020, to allow for staff time to prepare applications for the June Consortium Board Meeting. Any project milestones with 2019-2021 start date can be applied for – see page 1 of project data dashboard at (page navigation arrows at bottom of dashboard)

<http://datavisual.balmoralgroup.us/GulfConsortiumProjects>.

As of March 18 2020, 15 projects have been awarded (\$9.1M in funding; 12 RESTORE Council awards to the Consortium). A total of 23 grant applications have been received and processed. 4 are currently under RESTORE Council review: 1 is on hold, 3 have been withdrawn, and 15 have been awarded. The total amount of all grant applications or awards is about \$22.7M.

Most Recent Activity:

Since the January meeting, the following 7 awards were made and subrecipient agreements delivered to counties:

- Sarasota 19-1: Sarasota County Dona Bay Hydrologic Restoration Program - E&D
- Collier 22-1: Comprehensive Watershed Improvement Program - Monitoring and Master Plan
- Okaloosa 3-3: Choctawhatchee Bay Estuary Program
- Bay 5-2: St. Andrew Bay Stormwater Improvement Program – St. Andrew Bay Watch – Water Quality Monitoring
- Walton 4-1: Choctawhatchee Bay Septic to Sewer Conversion – Feasibility Study
- Jefferson 9-2: Wacissa River Park Improvement Program - Planning and Acquisition
- Citrus 13-2: Cross Florida Barge Canal Boat Ramp - E&D

Attachments:

Project Status table

Recommendation:

For information only

Prepared by:

Dan Dourte

The Balmoral Group, Manager

On: March 18, 2020

Project Status Table

County	Project Name for RAAMS	Status	Milestones	Metrics	Amount	Subrecipient Amount
Santa Rosa	Wastewater Improvement – Combined Project 1	Awarded!!!	Engineering & Design	PRM011 - # E&D Plans Developed	\$ 438,221	\$ 415,000
Okaloosa	Wastewater Improvement – Combined Project 1	Awarded!!!	Engineering & Design	PRM011 - # E&D Plans Developed	\$ 116,545	\$ 100,000
Citrus	Wastewater Improvement – Combined Project 1	Awarded!!!	Engineering & Design	PRM011 - # E&D Plans Developed	\$ 301,090	\$ 285,000
Charlotte	Wastewater Improvement – Combined Project 1	Awarded!!!	Engineering & Design	PRM011 - # E&D Plans Developed	\$ 294,608	\$ 275,000
Okaloosa	3-3: Choctawhatchee Bay Estuary Program	Awarded!!!	Planning	PRM010 - # studies/models used to inform mgmt.	\$ 1,055,236	\$ 1,000,000
Wakulla	8-2: Coastal Public Access Program - Bayside Marina	Awarded!!!	Planning	PRM010 - # studies/models used to inform mgmt.	\$ 81,004	\$ 65,040
Pasco	15-5: Artificial Reef Program - Hudson Reef	Awarded!!!	Construction	HR005 - Marine habitat restoration - Acres restored - Artificial reefs	\$ 117,905	\$ 100,000
Pasco	15-7: Crews Lake Hydrologic Restoration	Withdrawn	Engineering & Design; Construction	PRM011 - # E&D Plans Developed; HR009 - Acres with restored hydrology	\$ -	\$ -
Pinellas	16-1: Lake Seminole Sediment Removal	Awarded!!!	Construction	HM002- BMP Implementation for Nutrient or Sediment Reduction-Lbs. Nutrients Avoided Annually; PRM006- # Streams/Sites Being Monitored	\$ 1,237,121	\$ 1,160,000
Pasco	15-1: Port Richey Watershed Stormwater Management Project - Construction	on hold	Engineering & Design; Construction; Monitoring	Needs updated in metrics and ODP: HM004 -Lbs. sediment avoided (annually); HM001 - Lbs. N avoided (annually); RES002 - # upgrades to stormwater and/or wastewater systems	\$ 5,081,444	\$ 5,000,000
Bay	5-2: St. Andrew Bay Stormwater Improvement Program – St. Andrew Bay Watch – Water Quality Monitoring	Awarded!!!	Monitoring	PRM006 - Monitoring - # streams/sites being monitored	\$ 586,768	\$ 541,572
Sarasota	19-1: Sarasota County Dona Bay Hydrologic Restoration Program - E&D	Awarded!!!	Engineering & Design	PRM011 - # E&D Plans Developed; PRM013 - # compliance documents produced	\$ 1,107,192	\$ 1,060,000
Collier	22-1: Comprehensive Watershed Improvement Program - Monitoring and Master Plan	Awarded!!!	Monitoring	PRM006 - Monitoring - # streams/sites being monitored; PRM010 - # studies/models used to inform mgmt.	\$ 820,516	\$ 775,760
Taylor	10-1: Coastal Public Access Program - Feasibility Study	Withdrawn	Planning	PRM010 - # studies/models used to inform mgmt.	\$ -	\$ -
Walton	4-1: Choctawhatchee Bay Septic to Sewer Conversion – Feasibility Study	Awarded!!!	Planning	PRM010 - # studies/models used to inform mgmt.	\$ 525,288	\$ 500,000
Jefferson	9-2: Wacissa River Park Improvement Program - Planning and Acquisition	Awarded!!!	Planning; Acquisition	PRM010 - # studies/models used to inform mgmt.; HC003 - Acres acquired in fee	\$ 1,236,271	\$ 1,219,900
Citrus	13-2: Cross Florida Barge Canal Boat Ramp - E&D	Awarded!!!	Engineering & Design	PRM011 - # E&D Plans Developed; PRM013 - # compliance documents produced	\$ 695,024	\$ 664,076
Wakulla	8-1: Wakulla Springshed Water Quality Protection Program - Connection Fees	Withdrawn	Construction	RES002 - # upgrades to stormwater and/or wastewater systems	\$ -	\$ -
Escambia	1-1: Bayou Chico Contaminated Sediment Remediation Project - E&D	submitted - in RESTORE review	Engineering & Design	PRM011 - # E&D Plans Developed; PRM013 - # compliance documents produced	\$ 1,228,553	\$ 1,191,425
Hernando	14-1: Artificial Reef Program - E&D and Monitoring	Awarded!!!	Engineering & Design; Monitoring	PRM011 - Restoration planning/ design/ permitting - # E&D plans developed; PRM013 - # of environmental compliance documents; PRM005 - # monitoring plans developed; PRM006 - # of sites monitored	\$ 453,807	\$ 410,791
Hillsborough	17-1: Cockroach Bay Aquatic Preserve Land Acquisition and Ecosystem Restoration	RESUBMITTED - in RESTORE review	Planning; Acquisition	HC003 - Acres acquired in fee	\$ 5,027,488	\$ 5,000,000
Levy	12-2: Suwannee Sound / Cedar Key Oyster Restoration	RESUBMITTED - in RESTORE review	Planning; Construction; Monitoring	HR006 - Marine habitat restoration - Acres restored - Oysters	\$ 2,073,492	\$ 2,000,000
Gulf	6-2: St. Joseph Peninsula Coastal Erosion Control Project	submitted - in RESTORE review	Engineering & Design	PRM011 - # E&D Plans Developed; PRM013 - # compliance documents produced	\$ 175,813	\$ 155,000
					\$ 22,653,386	\$ 21,918,564

AGENDA ITEM 7

**Gulf Consortium Executive Committee Meeting
March 26, 2020**

**Agenda Item 7
Manager's Report**

Statement of Issue:

Consortium staff provides a report on updates to Consortium activities since the last Board meeting, or that require Board action or approval.

Discussion:

Additional Grant Awards: Seven grants have been awarded since the last Board meeting for \$5.4 million. All current activity is expected to result in award this year, which is now approximately \$15 million.

No new applications were received during the current period, which is likely to lower the volume we originally anticipated this year. We expected an uptick in grant applications after the holidays, which did not occur. Based on current activity, we would need to see a significant increase in activity to reach \$40 million we expected for this fiscal year, which is below our budgeted estimate of \$56 million.

Fiscal Agent Review: As delegated by the Board last March, staff met with Leon County to review the status of the fiscal agent contract. No increase in basis points was requested by the County, due to the ongoing low volume of transactions. The County is able to address the concern about federal records retention extending longer than the language in the existing contract, and is implementing this change.

Internal Controls Review Visit: As reported at the last Board meeting, RESTORE Council advised staff of an upcoming onsite visit by the Internal Controls Review team. On February 19, 2020, RESTORE staff visited with staff. In-depth discussion was held regarding operations, including grants software, grant application processes, accounting and finance systems, IT security, payment requests and drawdown processing, and segregation of duties. RESTORE Staff was complimentary of the controls that had been put in place.

Discussion was held regarding additional training for 2 CFR part 200 compliance that is available from Treasury. Subsequent to the visit we learned that Treasury was coordinating with Levy County for scheduled training. All RESTORE Coordinator staff are strongly encouraged to participate in the training and we will be coordinating additional training sessions throughout the upcoming year.

Additional discussion was held regarding risk assessments conducted by the Consortium of individual counties. During the policy development and Stand up SEP phase, Staff developed a risk rubric, on the advice of RESTORE Council and following their lead with the OSA, which has been used to determine the level of risk individual counties pose as federal subrecipients. This means that counties with historical audit findings that have

not been addressed, or findings of inadequate internal controls, pose a higher than average risk to the Consortium of potentially being non-compliant with federal rules, and exposing the Consortium to the risk of having to pay back funds. Some counties will fall into this category, and as their grant applications work their way through the system, it is important to keep in mind that we may have to impose additional controls on disbursements and reporting to Counties that pose additional risk.

RESTORE Council Updates: RESTORE Council worked aggressively to convert existing grant applications to the new grants management software systems. Staff virtually attended training in the past weeks to learn the new systems, and at this writing we do not have, but are expecting imminently, access to the new system.

Attachments:

None

Action Required:

None; for information only.

Prepared by:

Valerie Seidel, The Balmoral Group

On: March 19, 2020

AGENDA ITEM 8

**Gulf Consortium Executive Committee
March 26, 2020**

**Agenda Item 8
Financial Statements**

Statement of Issue:

Presentation of the most recent monthly financial statements. The report also includes a snapshot of Grant applications for SEP Implementation.

Background:

Financial Statements are produced monthly for the Consortium. Additionally, attachments include a snapshot of the amounts allocated to the SSEP and PSEP, and the amounts pertaining to Grant Applications for SEP projects. .

Attachments:

- a) Financial Statements through December 31, 2019 – Balance Sheet, Income statement, Deposits and Disbursements.
- b) Grant Status Summary
- c) Implementation Costs Graph
- d) Submitted Grants Graph

Prepared by:

Richard Bernier
The Balmoral Group
On: March 19, 2020

Gulf Consortium
Balance Sheet
As of February 29, 2020
Feb 29, 2020

ASSETS

Current Assets

Checking/Savings

Cash

Grant Account (Wells Fargo) 831.62

Operating Account (Seaside) 116,934.14

Cash 117,765.76

Total Checking/Savings 117,765.76

Accounts Receivable

Accounts Receivable

Grants Receivable (FSEP) 9,833,122.66

Accounts Receivable (General) 12,612.00

Accounts Receivable 9,845,734.66

Total Accounts Receivable 9,845,734.66

Other Current Assets

Other Current Assets

Other Receivables 6,683.59

Other Current Assets 6,683.59

Total Other Current Assets 6,683.59

Total Current Assets 9,970,184.01

TOTAL ASSETS 9,970,184.01

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Payables

Accounts Payable (Grants) 25,821.77

Accounts Payable (General) 15,284.00

Payables 41,105.77

Total Accounts Payable 41,105.77

Other Current Liabilities

Accrued Liabilities

Accrued Liabilities (Grants) 9,833,122.66

Accrued Liabilities (General) 7,642.00

Accrued Liabilities 9,840,764.66

Total Other Current Liabilities 9,840,764.66

Total Current Liabilities 9,881,870.43

Total Liabilities 9,881,870.43

Equity

Unrestricted Net Assets 52,652.24

Net Income 35,661.34

Total Equity 88,313.58

TOTAL LIABILITIES & EQUITY 9,970,184.01

**Gulf Consortium
Profit & Loss
October 1, 2019 through February 28, 2020**

	<u>FSEP Grants</u>	<u>General Fund</u>	<u>PSEP Grant</u>	<u>SSEP Grant</u>	<u>TOTAL</u>
Income					
Direct Contributions	-	106,790.00	-	-	106,790.00
Grant Funds - FSEP	17,722.34	-	-	-	17,722.34
Grant Funds - SSEP	-	-	-	36,478.00	36,478.00
Grant Funds - PSEP	-	-	14,942.46	-	14,942.46
Total Income	<u>17,722.34</u>	<u>106,790.00</u>	<u>14,942.46</u>	<u>36,478.00</u>	<u>175,932.80</u>
Expense					
FSEP Grants	17,722.34	-	-	-	17,722.34
General Consortium Expenses					
Special District Fees	-	175.00	-	-	175.00
Bank Fees	-	471.02	-	-	471.02
Meeting Expense	-	10,220.29	-	-	10,220.29
Accounting/Accounting	-	8,300.00	-	-	8,300.00
Management Fees	-	38,210.00	-	-	38,210.00
Legal Fees	-	4,427.35	-	-	4,427.35
Software	-	9,325.00	-	-	9,325.00
General Consortium Expenses	<u>-</u>	<u>71,128.66</u>	<u>-</u>	<u>-</u>	<u>71,128.66</u>
SSEP Grant Expenses					
Services procurement/contract	-	-	-	862.50	862.50
Sub-award protocol & conditions	-	-	-	21,092.05	21,092.05
Grant Management Platform	-	-	-	14,523.45	14,523.45
SSEP Grant Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>36,478.00</u>	<u>36,478.00</u>
Planning Grant (PSEP)					
AV and Meeting room rentals	-	-	5,563.71	-	5,563.71
Grant Management	-	-	9,378.75	-	9,378.75
Planning Grant (PSEP)	<u>-</u>	<u>-</u>	<u>14,942.46</u>	<u>-</u>	<u>14,942.46</u>
Total Expense	<u>17,722.34</u>	<u>71,128.66</u>	<u>14,942.46</u>	<u>36,478.00</u>	<u>140,271.46</u>
Funds Balance	<u>-</u>	<u>35,661.34</u>	<u>-</u>	<u>-</u>	<u>35,661.34</u>

Gulf Consortium
Deposit Detail
January through February 2020

Type	Num	Date	Name	Account	Amount
General Journal	85	02/07/2020	ASAP.gov	1030 - Grant Account (Wells Fargo)	16,822.34
			ASAP.gov	1117 - Grants Receivable (FSEP)	(16,822.34)
TOTAL					(16,822.34)

Gulf Consortium
Check Detail
January 1 through March 4, 2020

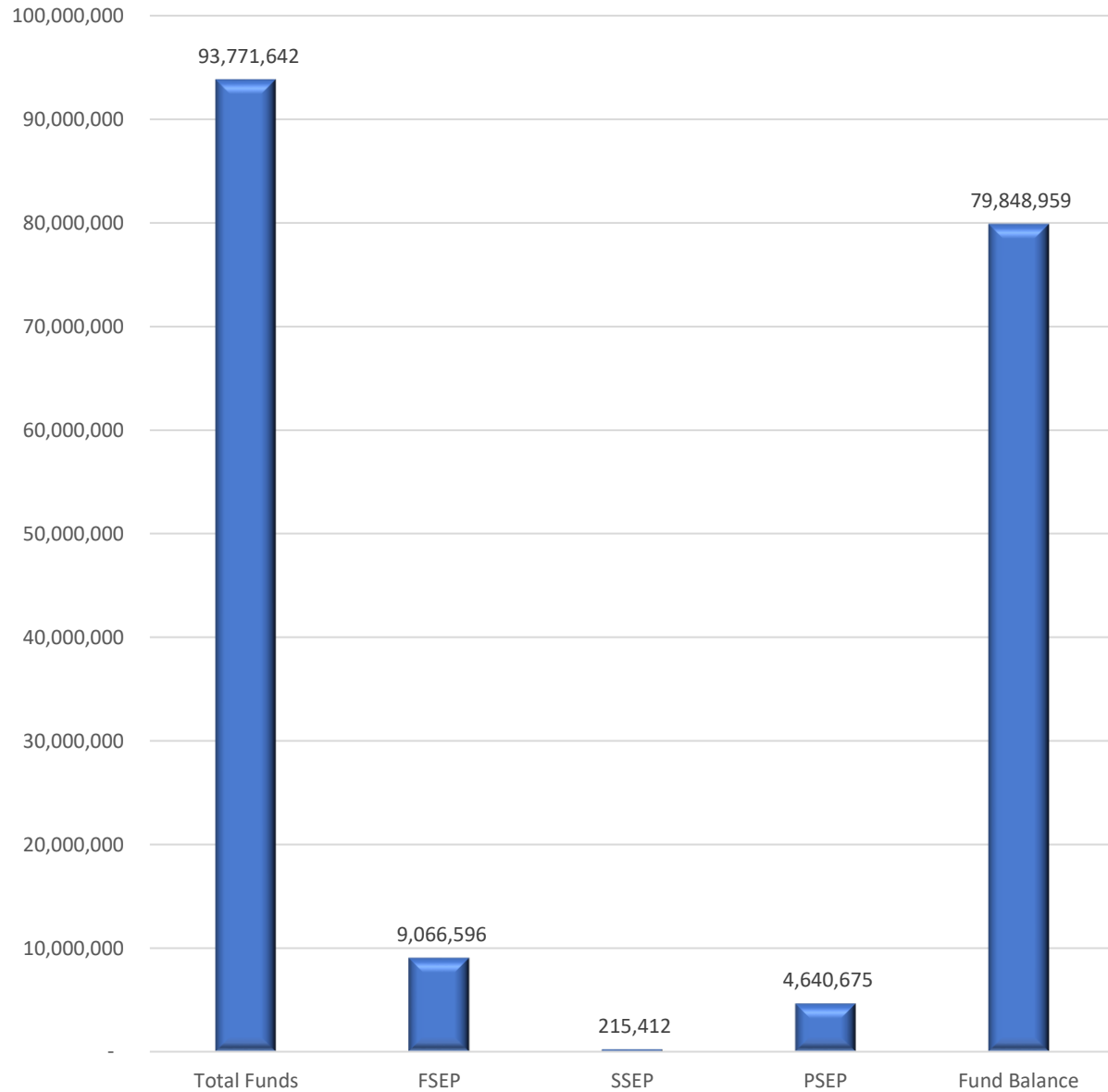
Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check		01/08/2020	NGN		1030 - Grant Account (Wells Fargo)		(22,719.40)
Bill	41122	04/25/2019			2021 - Contra Accounts Payable Grants	(3,800.00)	3,800.00
Bill	41349	06/05/2019			2021 - Contra Accounts Payable Grants	(3,637.50)	3,637.50
Bill	41351	06/05/2019			2021 - Contra Accounts Payable Grants	(4,531.90)	5,181.90
Bill	922 18105 41715	08/15/2019			2021 - Contra Accounts Payable Grants	(4,125.00)	5,737.50
Bill	922 18105 41717	08/15/2019			2021 - Contra Accounts Payable Grants	(5,900.00)	6,550.00
Bill	922 18105 41719	08/15/2019			2021 - Contra Accounts Payable Grants	(75.00)	262.50
Bill	922 18105 42085	10/09/2019			2021 - Contra Accounts Payable Grants	(650.00)	1,200.00
TOTAL						(22,719.40)	26,369.40
Check		01/13/2020			1030 - Grant Account (Wells Fargo)		(247.66)
					5060 - Bank Fees	(247.66)	247.66
TOTAL						(247.66)	247.66
Bill Pmt -Check		02/24/2020	NGN		1030 - Grant Account (Wells Fargo)		(1,884.73)
Bill	41351	06/05/2019			2021 - Contra Accounts Payable Grants	(650.00)	5,181.90
Bill	922 18105 41715	08/15/2019			2021 - Contra Accounts Payable Grants	(312.50)	5,737.50
Bill	922 18105 41717	08/15/2019			2021 - Contra Accounts Payable Grants	(100.00)	6,550.00
Bill	922 18105 42087	10/09/2019			2021 - Contra Accounts Payable Grants	(622.23)	1,337.50
Bill	922 18105 42085	10/09/2019			2021 - Contra Accounts Payable Grants	(200.00)	1,200.00
TOTAL						(1,884.73)	20,006.90
Bill Pmt -Check		02/24/2020	Leon County		1030 - Grant Account (Wells Fargo)		(486.08)
General Journal	90	02/28/2020	Leon County		2010 - Accounts Payable (General)	(486.08)	(486.08)
TOTAL						(486.08)	(486.08)

Gulf Consortium
Check Detail
January 1 through March 4, 2020

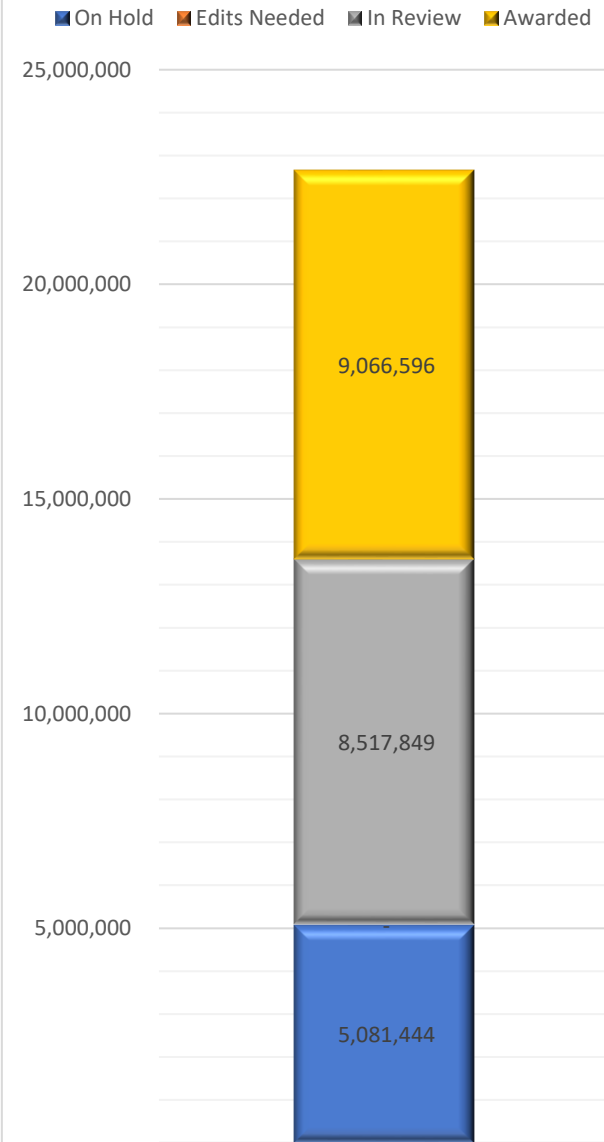
	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
	Bill Pmt -Check	185	02/13/2020	The Balmoral Group, LLC		1020 · Operating Account (Seaside)		(9,996.57)
	Bill	2461.14E	02/03/2020			5030 · Meeting Expense	(9,996.57)	9,996.57
TOTAL							(9,996.57)	9,996.57
	Bill Pmt -Check	186	01/21/2020	Warren Averett, LLC		1020 · Operating Account (Seaside)		(8,000.00)
	Bill	1257571	11/19/2019			5020 · Accounting/Accounting	(8,000.00)	8,000.00
TOTAL							(8,000.00)	8,000.00
	Bill Pmt -Check	187	02/13/2020	The Balmoral Group, LLC		1020 · Operating Account (Seaside)		(14,942.46)
	Bill	2460.09	12/02/2019			6106 · Grant Management	(9,378.75)	9,378.75
						6102 · AV and Meeting room rentals	(5,563.71)	5,563.71
TOTAL							(14,942.46)	14,942.46
	Bill Pmt -Check	188	02/03/2020	FL Dept. of State		1020 · Operating Account (Seaside)		(74.48)
	Bill	102333	01/31/2020			5030 · Meeting Expense	(74.48)	74.48
TOTAL							(74.48)	74.48
	Bill Pmt -Check	189	02/21/2020	WizeHive, Inc.		1020 · Operating Account (Seaside)		(9,325.00)
	Bill		01/01/2020			5045 · Software	(9,325.00)	9,325.00
TOTAL							(9,325.00)	9,325.00
	Bill Pmt -Check	190	02/21/2020	Warren Averett, LLC		1020 · Operating Account (Seaside)		(300.00)
	Bill	1262245	01/27/2020			5020 · Accounting/Accounting	(300.00)	300.00
TOTAL							(300.00)	300.00

Gulf Consortium Executive Committee Meeting
March 26, 2020

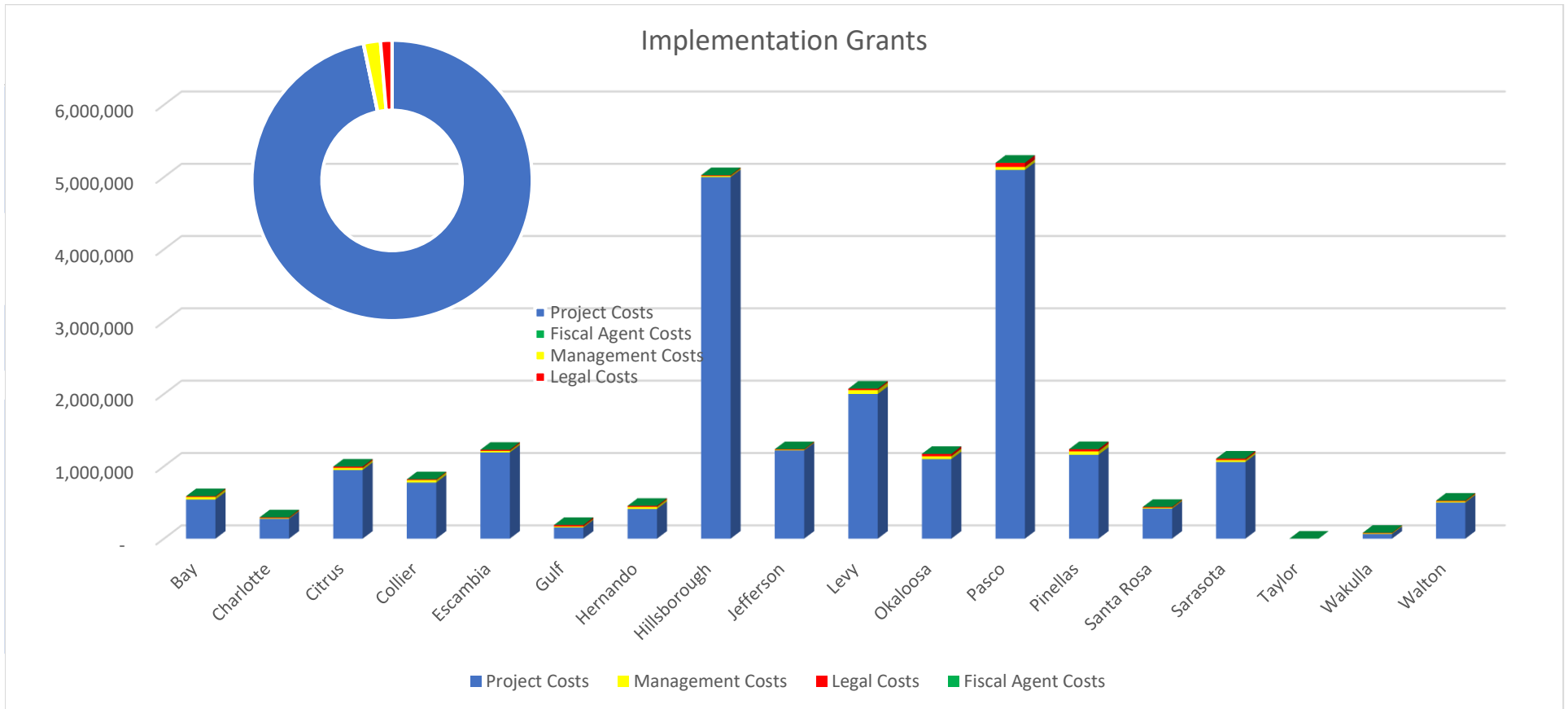
TRUST FUND



GRANT STATUS

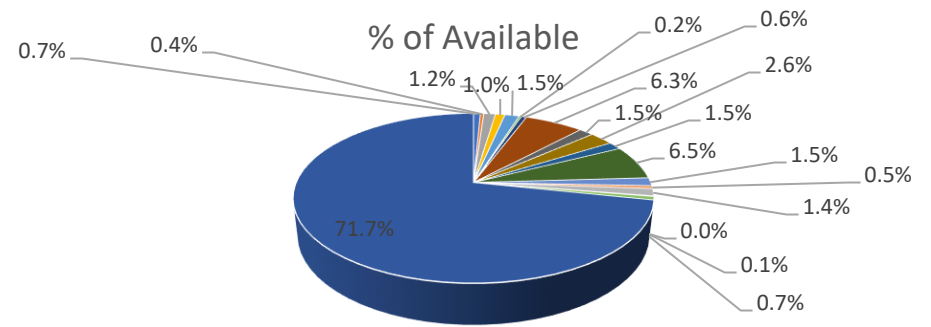
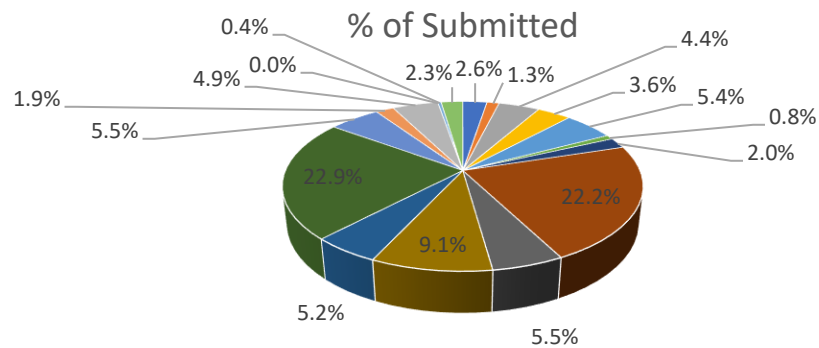
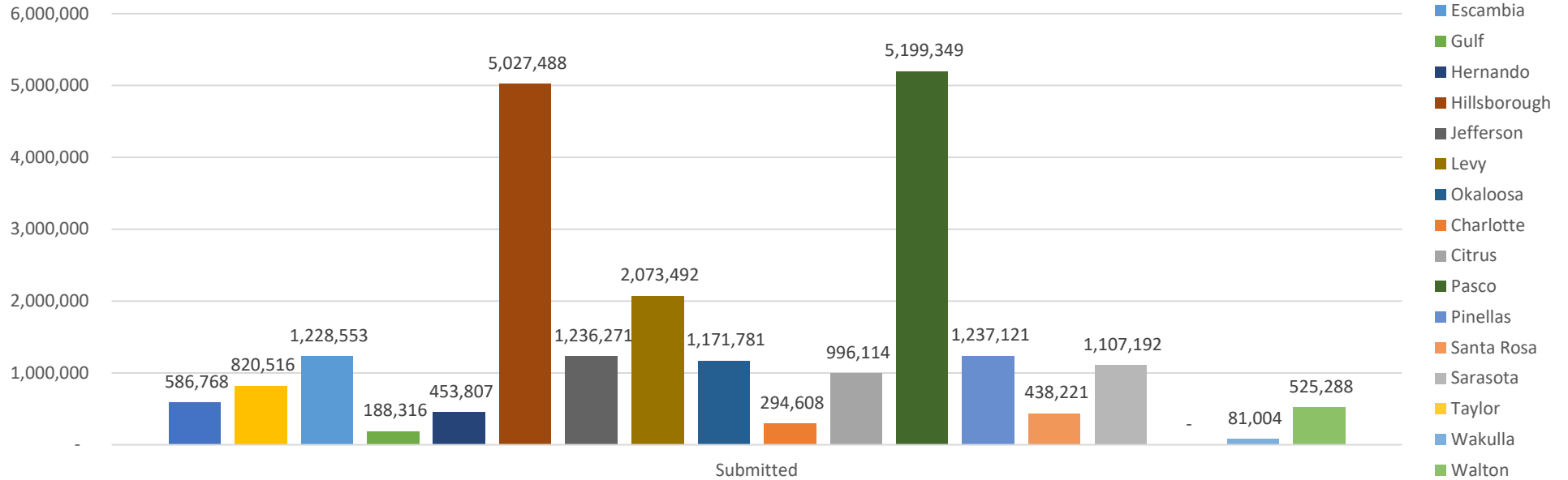


Gulf Consortium Executive Committee Meeting
March 26, 2020



Gulf Consortium Executive Committee Meeting
March 26, 2020

Submitted Amounts



Bay Charlotte Citrus Collier Escambia
 Gulf Hernando Hillsborough Jefferson Levy
 Okaloosa Pasco Pinellas Santa Rosa Sarasota
 Taylor Wakulla Walton

Bay Charlotte Citrus Collier Escambia
 Gulf Hernando Hillsborough Jefferson Levy
 Okaloosa Pasco Pinellas Santa Rosa Sarasota
 Taylor Wakulla Walton Total Available