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AGENDA

THE GULF CONSORTIUM Executive Committee Call

September 17, 2019, 4:00 p.m. Eastern

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

Committee Members

Chair - Warren Yeager (Gulf), Vice-chair - Commissioner Chris Constance (Charlotte), Secretary - Commissioner Jack Mariano (Pasco), Commissioner John Meeks (Levy), Commissioner David Edwards (Wakulla), Commissioner Scott Carnahan (Citrus), Commissioner Betsy Barfield (Jefferson)

Staff

Valerie Seidel, Dan Dourte, Richard Bernier (The Balmoral Group)

Item 1. Call to Order.

Chairman Warren Yeager will call the meeting to order

Item 2. Roll Call.

Valerie Seidel will call the roll.

Item 3. Consent Agenda.

The consent agenda items are presented for approval. Executive Committee 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 June 4, 2019 – Executive Committee Meeting. (Please see back up pages (To Be Determined))

RECOMMEND: Approval of a consent agenda item.

Item 4. Additions or Deletions.

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

RECOMMEND: Approval of a final agenda.

Item 5. Public Comments.

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

Item 6. Financial Report

Commissioner Carnahan will deliver a report from the Finance Committee.

RECOMMEND: Approval of the renewal of the audit contract

(Please see back up pages 13-18)

Item 7. Gulf Consortium Budget

Valerie Seidel (The Balmoral Group) will present 2019/2020 annual budget.

RECOMMEND: Approval of the budget for full Board review

(Please see back up pages 19-23)

Item 8. SEP Grant Applications for review and approval; upcoming subrecipient applications

Dan Dourte (The Balmoral Group) will give an update on Grant applications for review and approval. 9 grant applications for a total of about \$17M are being applied for to proceed with SEP project implementation in 9 counties. About 2% of the total costs were budgeted for management/legal/fiscal services combined. Upcoming subrecipient applications should be delivered to the Gulf Consortium by 10/16/2019.

RECOMMEND: Approval of this request for full Board consideration and action

(Please see back up pages 24-45)

Item 9. SEP Amendment Request

Request that the manager be authorized to prepare an SEP amendment to bring to the November Board for approval. The goals of this SEP amendment: 1) describe a new project in the SEP for Adaptive Planning (to accommodate SEP amendments, policy revisions, OSA updates, financial audits, and possibly procurements), 2) to update the original sequencing/timing of funding to reflect changes in Santa Rosa, Okaloosa, and other counties in terms of project order, 3) to add or change projects in any counties that need project changes, and 4) to update the cost projections to reflect administrative costs, per RESTORE Council advice. If approved in draft form at the November Board meeting, this would open the 45-day public comment starting around November 20, 2019. We estimate the time involved in this SEP amendment to be 40 hours (\$6,800) for The Balmoral Group and 8 hours for NGN (\$2,000).

RECOMMEND: Approval of this request for full Board consideration and action

(Please see back up pages 46-48)

Item 10. Approve Procedures Review Committee Members

The procedures review committee will need to be stood up by November 25, 2019. While the November board meeting would allow committee composition by then, scheduling is likely to be difficult given the



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imminent holiday season. For ease of the committee members, it is recommended that the committee be approved in the current meeting. Recommend Procedures Review Committee composition of:

- Sheree Keeler, Wakulla County (non-Board RESTORE Coordinator)
- Larry Jones, Walton County (Board member)
- Yana Matiyuk, Pinellas County (specialized Finance/Accounting)
- Matt Posner, Escambia County (Finance Committee member)
- Lynn Hoshihara, General Counsel

RECOMMEND: Approval of this request for full Board consideration
(Please see back up pages 49-51)

Item 11. Approve Risk & Audit Committee

The Consortium's policies require a Policy Review annually. Most of the Policy Review changes that staff anticipates are likely to be in the Accounting and Finance policies, as additional knowledge has been gained about reporting turnaround times, compliance requirements and so forth. The Consortium's required annual OSA update will also be due in February, and it makes sense from a management cost and efficiency perspective to address both simultaneously. Hence it is prudent to be mindful of resources available to staff the Policy Review Committee versus the Risk and Audit Committee. Recommend Audit Committee composition of:

- Robert Bender, Escambia County
- Heather Larson, Sarasota County
- Scott Carnahan, Citrus County
- Lane Lynchard, Santa Rosa County

RECOMMEND: Approval of this request for full Board consideration
(Please see back up pages 52-54)

Item 12. 2020 Gulf Consortium Meeting Calendar

Discussion of the 2020 meetings calendar for the Gulf Consortium

RECOMMEND: Approval of this request for full Board consideration
(Please see back up pages 55-57)

Item 13. Manager's Report.

Valerie Seidel (The Balmoral Group) will present the Managers Report.
(Please see back up pages 58-60)

Item 14. PSEP – Planning Grant Update

Valerie Seidel (The Balmoral Group) will give an update on the PSEP Grant.
(Please see back up pages 61-62)

Item 15. General Counsel's Report

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



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(Please see back up pages 63-64)

Item 16. FDEP – Pot 2 update

To be provided verbally at Board meeting 9/25/2019

(Please see back up pages 65-65)

Item 17. Public Comments

The public is invited to provide comments on issues that are on NOT today's agenda.

Item 18. Upcoming Gulf Consortium Board Meeting

Sheraton Panama City Beach Golf & Spa Resort

4114 Jan Cooley Drive, Panama City Beach, Florida 32408

Room: Grand Lagoon A-D

Item 19. Adjourn

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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: September 17, 2019 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 may also participate in the meeting at the following location, at which communications media technology will be provided:

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

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Executive Committee of the Gulf Consortium will conduct a Board of Directors preview meeting, consisting of a SSEP and SEP Grant update, structure discussions, standup audit update, status of grant applications, and other business at the discretion of the Executive 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
September 17, 2019, 4:00 p.m., Eastern
The Balmoral Group Office - Conference Call



| <u>County</u> | <u>Executive Committee Member</u> | <u>Present</u> |
|---------------|-----------------------------------|----------------|
| Gulf | Warren Yeager | |
| Charlotte | Commissioner Chris Constance | |
| Pasco | Commissioner Jack Mariano | |
| Levy | Commissioner John Meeks | |
| Wakulla | Commissioner David Edwards | |
| Citrus | Commissioner Scott Carnahan | |
| Jefferson | Commissioner Betsy Barfield | |

AGENDA ITEM 3

**Gulf Consortium Executive Committee
September 17, 2019**

**Agenda Item 3
Approval of June 4, 2019 Minutes**

Statement of Issue:

Request to approve the minutes of the June 4, 2019 meeting of the Executive Committee.

Options:

- (1) Approve the June 4, 2019 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, June 4, 2019 meeting of the Executive Committee.

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

**Gulf Consortium Executive Committee Meeting
June 4, 2019, Time 4:00p.m. (Eastern)
Teleconference**

Members in Attendance: Chair Warren Yeager (Gulf), Commissioner Chris Constance (Charlotte), Commissioner David Edwards (Wakulla).

Also in Attendance: Valerie Seidel (The Balmoral Group), Dan Dourte (The Balmoral Group), Evan Rosenthal (Nabors, Giblin & Nickerson), Lynn Hoshihara (Nabors, Giblin & Nickerson), Angela Balint (Warren Averitt)

Agenda Item 1 – Call to Order

Chairman Warren Yeager (Gulf) called the meeting to order at 4:02pm (ET).

Agenda Item #2 – Roll Call

Attendees as above.

Agenda Item #3 – Consent Agenda - Approval of March 14, 2019 Minutes

Chairman Warren Yeager (Gulf) presented the minutes for the March 14, 2019 Executive Meeting for approval. Commissioner Chris Constance (Charlotte) made the motion to approve the minutes as presented, seconded by David Edwards (Wakulla). All in favor.

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item #4 – Additions or Deletions

David Edwards (Wakulla) made the motion to approve the agenda as presented, seconded by Chris Constance (Charlotte). All in favor.

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item #5 – Public Comment

Mike Langton (ESA) made a public comment about Agenda Item 17a – subrecipient agreement page 163 Section 12e, requesting that the language be removed. Chairman Warren Yeager (Gulf) said they would have him make his comment once they arrived to that Agenda Item.

Agenda Item#6-Manager's Report

Chairman Warren Yeager (Gulf) recognized Valerie Seidel (The Balmoral Group) who gave an update on the items included under the managers report in the Agenda. The first Audit committee and finance committee meetings occurred. The external audit had been completed with no findings. All but one of the grant applications approved at the last board meeting were submitted, draft subagreements were included in the packet for review. New hires Richard Bernier- new controller and Amy Bainbridge- Grant Assistant were introduced. A grant application for compliance costs was included in the packet. Administrative expenses were not accounted for in the SEP but are required. RESTORE is requesting explicit account for Administrative costs. Counties may need to adapt project estimates to leave room for these cost. The Gulf Consortium oversight costs would need to be called out in the SEP as a project which would require an amendment which would be submitted with the next SEP Amendment. There were no questions on this item. No action was required.

Agenda Item #7-Grant Status Update: PSEP

Chairman Warren Yeager (Gulf) recognized Valerie Seidel (The Balmoral Group) who gave an update on the status of the PSEP grant. The PSEP had been extended through August 23, 2019 so it could

be used to pay the Gulf Consortium's Audit. There were no questions on this item. No action was required.

Agenda Item #8 –Grant Status: SSEP

Chairman Warren Yeager (Gulf) recognized Valerie Seidel (The Balmoral Group) who gave an update status on the SSEP. Preaward costs to implement the SSEP were approved on May 30, 2018. An invoice was approved by Council on May 28th for \$187,500 of the \$221,028 budget which included \$51,000 in legal fees. There were no questions on this item. No action was required.

Agenda Item#9 –Financial Statements

Chairman Warren Yeager (Gulf) recognized Valerie Seidel (The Balmoral Group) who provided updated financial statements to the Executive Committee through April 30, 2019. There was a dashboard included that would be county by county going forward. Commissioner Chris Constance (Charlotte) asked if they could see a chart that showed the fund balance over time; annually or quarterly to see the money going out – three bars - total, coming in, going out. Valerie Seidel (the Balmoral Group) noted this request. No action was required.

Agenda Item#10 – Compliance Cost Grant Application for review and discussion

Chairman Warren Yeager (Gulf) recognized Valerie Seidel who presented a draft compliance cost grant application in follow up to the March Board approval of the Compliance Cost Grant. Commissioner Chris Constance (Charlotte) made the motion to approve the compliance cost grant application to the full board for discussion, second by Commissioner Dave Edwards (Wakulla). There were some questions about the cost from Commissioner Chris Constance (Charlotte) and Commissioner Dave Edwards (Wakulla) seeming too high. Valerie Seidel (The Balmoral Group) assured that RESTORE advises to aim high, it is better than coming back for amendment.

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item 11 – Grant Applications for Review and Approval; upcoming subrecipient applications

Dan Dourte (The Balmoral Group) gave an update on SEP implementation including Grant Applications that were ready for review and approval. Four applications had been prepared in collaboration with County personnel for submission to RESTORE. (Bay County, Sarasota County, Pasco County, Collier County. A summary table was included that illustrated total costs which included 36 hours for management costs which was about 1.8% of the total. Upcoming subrecipient applications should be delivered to the Consortium by 8/16/2019. Commissioner Dave Edwards (Wakulla) made the motion to approve the applications to the full board, seconded by Commissioner Chris Constance (Charlotte).

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item 12 – Transmit SEP Amendment to RESTORE Council for Approval

Dan Dourte (The Balmoral Group) described the SEP amendment process. The first SEP amendment had gone through 45-day public comment, was revised and edited and made section 508 complaint. Manatee County was proposing a new project and had dropped two projects. A transmittal letter was prepared. DEP will assist with the transmission as the amendment is delivered to RESTORE by the DEP secretary. Commissioner Dave Edwards (Wakulla) made the motion to approve SEP Amendment to the full board, seconded by Commissioner Chris Constance (Charlotte).

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item 13 – Consortium Audit, Findings and Recommendations

Angela Balint (Warren Averitt) presented the Consortium Audit Report included in the packet. Warren Averitt issued an unmodified opinion and found no material weakness, had no issues and no difficulties or adjusting entries. There were no questions on this item. Commissioner Chris Constance (Charlotte) made the motion to approve the audit to the full board, seconded by Dave Edwards (Wakulla)

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item 14 – Request to Formalize Delegated Authority

Valerie Seidel (The Balmoral Group) presented a request to formally recognize delegated authority as contemplated in policy, to execute subrecipient agreements approved by the Board. Finance Committee reviewed the item and recommended advance to Full Board. Delegated contract execution authority would be to the Manager within Standard Terms and Conditions as included in the Board-approved Grants policy. The \$50,000 cap would need to be waived for the Manager to execute the contracts. Commissioner Dave Edwards (Wakulla) made the motion to approve the delegated authority to the full board, seconded by Commissioner Chris Constance (Charlotte).

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item 15 – Consideration of Additional Finance and Budget Committee Members

Valerie Seidel (The Balmoral Group) presented a consideration of whether additional committee members with financial expertise should be added to the committee. Yana Matiyuk of Pinellas County and Heather Larson of Sarasota County were potential candidates. Finance Committee had reviewed the item and recommended advance to full board for discussion. Commissioner Chris Constance (Charlotte) made the motion to approve the additional committee members to the full board, seconded by Commissioner Dave Edwards (Wakulla).

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item 16- Status of Bucket 2 Projects

Phil Coram(DEP) gave an update on the Status of Bucket 2 Projects. Meetings were being held coming up in Orlando with consultations being completed later June or early July. There were no questions on this item. No action was required.

Agenda Item 17a – Subrecipient Agreements

Evan Rosenthal (NGN) presented draft subrecipient agreements for review and approval by the committee. The agreements had been sent to RESTORE for comment and edits would be made for the June Board packet. Mike Langton (ESA) made comment about striking out the Section 12E. Doug Robison (ESA) commented that he agreed the language was too harsh. Evan Rosenthal (NGN) noted that the clause applied to all subconsultants including NGN and Balmoral and was designed to protect the Consortium. The language specifically came from RESTORE council. Commissioner Dave Edwards (Wakulla) asked if a Consortium County wanted to use ESA, they would have to pay ESA directly and not out of RESTORE funds. Evan Rosenthal (NGN) confirmed that was correct, this only applied to RESTORE funds in Pot 3. Mike Langton(ESA) asked for that in writing. Chairman Warren Yeager said they would make the counties aware at the meeting even though most of them already understood this. Evan commented that he would make the comments at the board meeting. Commissioner Chris Constance (Charlotte) made the motion to approve the subagreement to the full board, seconded by Commissioner Dave Edwards (Wakulla).

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item 17b– Interlocal Agreement Leon County for Conflict Counsel Services

Lynn Hoshihara (NGN) brought to the committee a request for recommendation from the Executive Committee to approve the Interlocal Agreement with Leon County for Conflict Counsel Services. This would be for Wakulla and Okaloosa Counties because NGN serves as law firm to those two counties.

Commissioner Dave Edwards (Wakulla) made the motion to approve the Interlocal Agreement, seconded by Chris Constance (Charlotte)

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item 18– Selection of Additional At-Large Executive Committee Members

Dan Dourte (The Balmoral Group) presented a request to appoint two alternate Executive Committee members, consistent with the resolution approved at the March Board meeting. Commissioner Scott Carnahan (Citrus) and Betsy Barfield (Jefferson) expressed interest in the additional Executive Committee positions. Commissioner Chris Constance (Charlotte) made the motion to approve Executive Committee at large members, seconded by Chairman Yeager (Gulf). Approved.

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item 19 – Public Comments

None.

Agenda Item 20– Upcoming Board Meeting

The next board meeting is to be held at Hyatt Regency Orlando at 2:00pm

Agenda Item 21 – Adjourn

There being no further business, Chairman Yeager adjourned the meeting at 5:11pm.

AGENDA ITEM 6

**Gulf Consortium Executive Committee Meeting
September 17, 2019**

**Agenda Item 6
Financial Report**

Statement of Issue:

The Finance Committee reviewed and accepted Gulf Consortium Financial Statements and disbursements detail prepared by Staff.

Discussion:

The Finance Committee met on September 11, 2019, and reviewed the following documents prepared by staff:

- current financial statements (balance sheet & income statement)
- report of deposits and disbursements
- detailed project expenditure reports
- status of grant applications
- trust fund balance
- proposed budget
- proposed nominees for Audit & Risk Committee
- proposed nominees for Policy Review Committee

No issues were noted in the documents reviewed. It is noted that the Adaptive Planning Amendment is encouraged by Finance Committee to ensure grant-eligible compliance activities are funded outside of County funding sources.

Board approval for the proposed Budget is presented in a later item.

The Finance Committee brings forward three action items for action by the full Board:

Recommendation:

- 1) Approve the renewal of the audit contract
- 2) Accept recommendation of Finance Committee to stand up Audit and Risk Committee for 2019-2020
- 3) Accept recommendation of Finance Committee to stand up Policy Review Committee for 2019-2020

Options:

- (1) Accept the recommendations as brought forward by the Finance Committee for full Board approval; or
- (2) Other Board action.

Attachments:

- a) SEP Grants graph comparing project costs to implementation expenses.
- b) Graphical representation of total grants in comparison to available.

c) Amendment No. 1 To Warren Averett Agreement for Auditing Services

Prepared by:

Valerie Seidel, The Balmoral Group

On: August 7, 2019

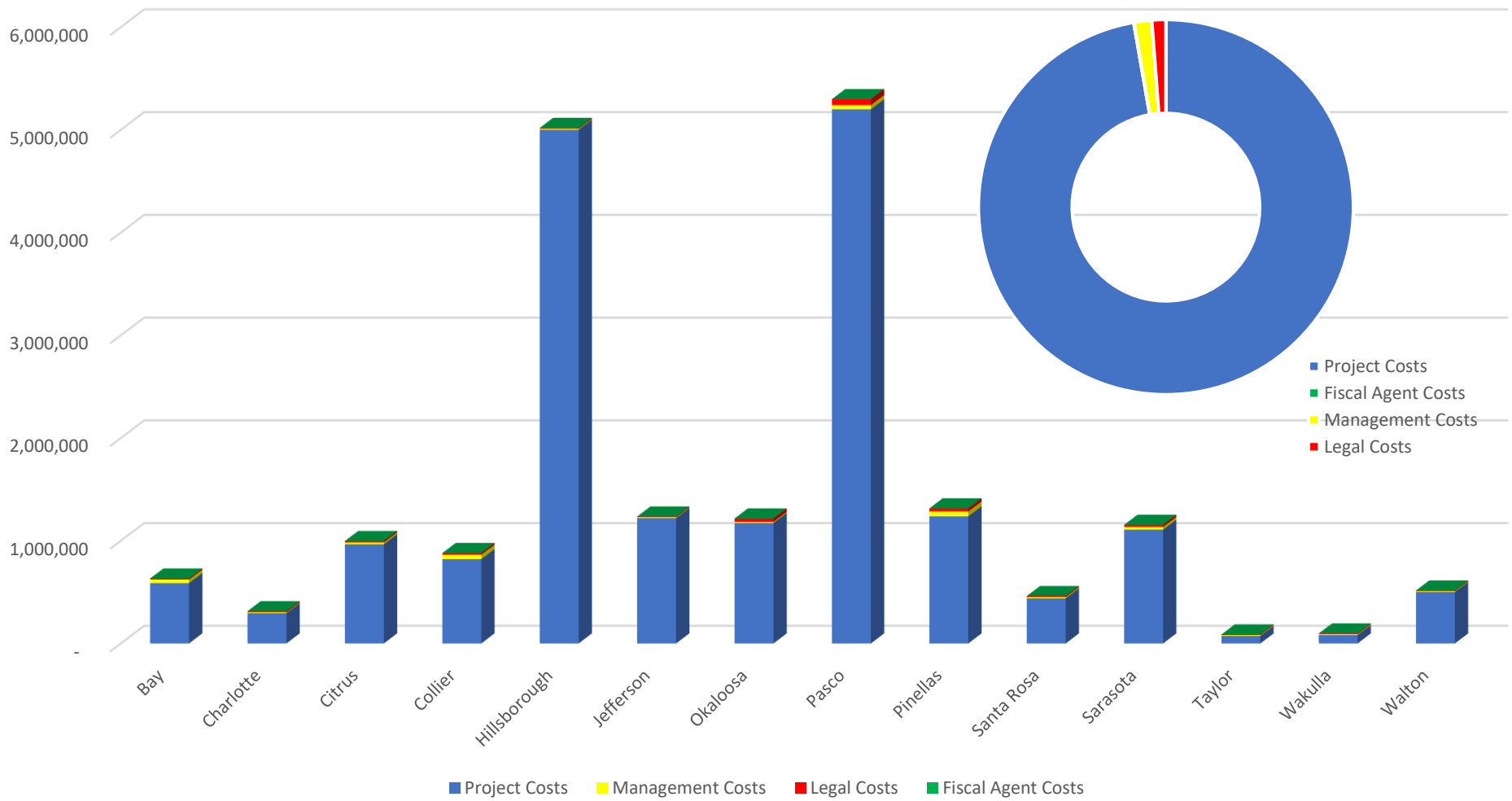
Action Taken:

Motion to: _____, Made by: _____;

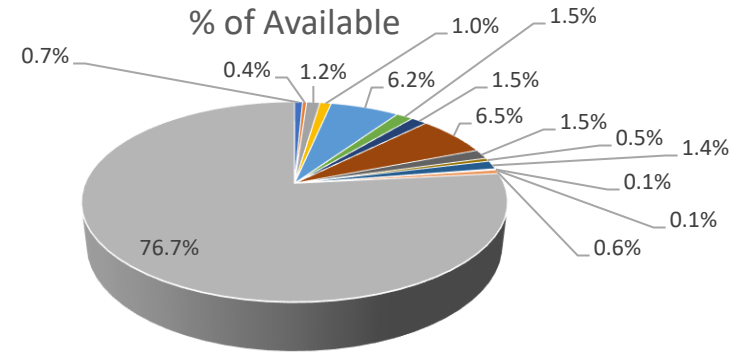
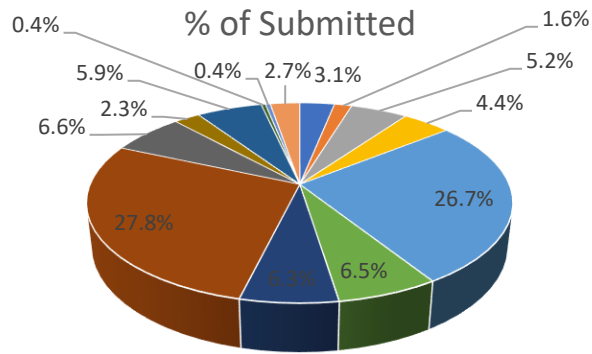
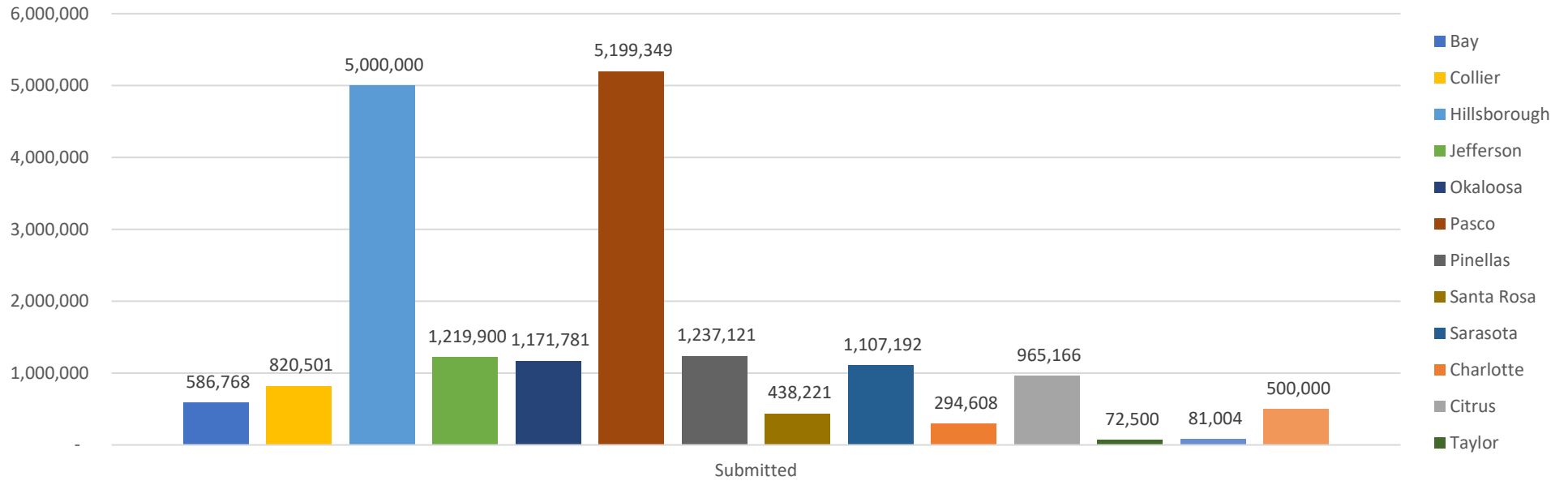
Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

SEP Grants



Submitted Amounts



Bay Charlotte Citrus Collier Hillsborough
 Jefferson Okaloosa Pasco Pinellas Santa Rosa
 Sarasota Taylor Wakulla Walton

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

AMENDMENT NO. 1 TO AGREEMENT FOR AUDITING SERVICES

This Amendment No. 1 to the Agreement for Auditing Services is entered into by and between the **Gulf Consortium**, a legal entity and public body organized and created pursuant to an interlocal agreement among the 23 county governments along Florida's Gulf Coast (the "Consortium"), and **Warren Averett, LLC**, a Florida limited liability company, whose business address is 45 Eglin Parkway N.E., Suite 301, Ft. Walton Beach, Florida, 32548 (the "Contractor").

WHEREAS, the Consortium and the Contractor previously entered into an Agreement for Auditing Services, dated November 8, 2018 (the "Agreement") for a one-year term with the option to renew for up to two additional years; and

WHEREAS, the parties wish to renew the Agreement for an additional two years.

NOW THEREFORE, in consideration of the mutual covenants herein and other good and valuable consideration, the parties hereby agree to amend the Agreement as follows:

1. The Agreement is hereby renewed for an additional two years beginning November 8, 2019 through November 7, 2021.
2. The Contractor shall be compensated the following fees for auditing services, plus travel expenses in accordance with section 112.061, Florida Statutes:

| Fiscal Year Ending | Audit Fee | Federal Single Audit Fee |
|---------------------------|------------------|---------------------------------|
| 9/30/2019 | \$10,000 | \$8,000 |
| 9/30/2020 | \$10,000 | \$8,000 |

3. All other provisions of the Agreement shall remain in full force and effect.

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

GULF CONSORTIUM

WARREN AVERETT, LLC

By: _____
Warren Yeager, Chairman

By: _____
Angela Balent, CPA

Date: _____

Date: _____

SECRETARY/TREASURER

By: _____
Jack Mariano

Date: _____

AGENDA ITEM 7

Gulf Consortium Executive Committee
September 17, 2019

Agenda Item 7
Proposed Budget

Statement of Issue:

Presentation of a proposed budget for the next fiscal year.

Background:

The fiscal year runs from October 1 to September 30 and requires an approved budget for the year. There are three categories of funds for the coming fiscal year: County Funds (for ongoing administrative items that do not qualify for grant expenditure), Compliance Funds (a proposed grant which will require an SEP amendment and grant application to fund the required compliance activities of receiving federal grant funds) and SEP Funds (SEP project grants). Each is discussed in turn.

Discussion:

The County funds cover costs primarily relating to meetings and administrative matters that pertain to the Consortium's status as a Special District, including public notice requirements, agenda preparation, logistics and general accounting requirements to comply with state and federal rules. For the fiscal year 2018-2019, costs totaled \$127,102. Management fees are based on historical data of non-grant work completed by staff which is estimated to be 437 hours at a rate of \$170 per hour for a total of \$74,290. Legal is based on meeting participation and miscellaneous correspondence for a total of \$19,500. Meeting and travel expense varies depending on the location of Board meetings. An average of the previous years' expenses were used to estimate the expenses. Miscellaneous expenses are bank interest (averaging \$80 a month), website renewal at actual cost, and FAR notices for each of the Gulf Consortium meetings.

Certain costs of managing compliance for the Consortium are grant eligible, such as the annual audit and the cost of SEP amendments, but may not be grant-specific or project-specific. The Consortium's SSEP grant set forth mechanisms to support implementation of grants under the SEP. Due to the nature of the annual Trust Fund receipts and individual SEP project costs, projects will not be implemented evenly over the years. Certain annual costs will be incurred by the Consortium regardless of which project grants are outstanding, and will need to be allocated among all 23 counties in an equitable fashion. Grant-eligible costs can be recouped (assuming they meet all necessary requirements) from RESTORE funds.

The Compliance Grant will cover the next three years so 1/3 of the total direct costs requested of \$191,860.00 is budgeted (\$63,950). This sum requested reflects the amount of \$13,400 for a single audit and \$5,600 for a financial audit. The amount of \$1,810 reflects the cost to complete the SF-425 form to report and

track financial data related to this grant award. The annual amount of \$1,810 reflects the key administrative activities necessary to complete various required Reports to RESTORE March 31, and \$1,810 again to complete the required Reports to RESTORE Sept 30. Additionally, the fee for Wizehive grant management software is \$6,360. The amount of \$1,360 reflects the administrative activities associated with OSA Compliance. The amount of \$3,400 represents the cost of Risk Committee Policy Review. The amount of \$17,000 represents input & upkeep for procurement record processing & accounting activities (100 hours total); at this time, few procurements are anticipated but are included for purposes of budgeting. The amount of \$3,060 reflects SEP amendments throughout the year (averaging 2 per year). The amount of \$8,340 is requested for contingency.

SEP Funds are based on the last three rounds of grant application submissions for the current fiscal year which is \$18,727,881 at the time this budget was prepared. It is anticipated that the pace of applications for the next year will more than double. A factor of 3 was used to estimate the applications for the fiscal year at \$56,183,640 which includes a slight contingency. The amount of actual expenditures was estimated by dividing by the average length of current projects which is 3.41 years. The legal expense is the lesser of 1.83% of the anticipated draw downs or \$90,000, the contractual maximum legal that can be invoiced. Similar to the legal calculation, management fees are the lesser of 2.33% of the anticipated draw downs or \$299,880, the contractual maximum management fees that can be invoiced. The \$16,841 in fiscal agent fees are based on .03% of the draw downs.

Gulf Consortium Proposed Budget Fiscal Year 2019-2020

| | | | | |
|-------------------------|---------------------|-------------------------|-------------------|-------------------|
| Beginning Funds Balance | 52,000 | - | - | 52,000 |
| REVENUES | County Funds | Compliance Funds | SEP Funds | Total |
| Funding | 70,025 | 191,860 | 56,183,640 | 56,445,525 |
| TOTAL REVENUES | 70,025 | 191,860 | 56,183,640 | 56,445,525 |
| DISBURSEMENTS | | | | |
| Compliance Expenses | | 63,950 | | 63,950 |
| County SEP Projects | | | 16,356,868 | 16,356,868 |
| General Operating Exp | 132,790 | | 406,721 | 539,511 |
| TOTAL EXPENSES | 132,790 | 63,950 | 16,763,589 | 16,960,329 |
| Funds Balance | (10,765) | 127,910 | 39,420,051 | 39,537,196 |

Attachments:

Proposed budget for fiscal year running from October 1, 2019 to September 30, 2020.

Prepared by:

Richard Bernier
The Balmoral Group
On: September 5, 2019

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

Gulf Consortium Proposed Budget Fiscal Year 2019-2020

| | Budget | | | |
|--|---------------------|-------------------------|-------------------|-------------------|
| Beginning Funds Balance | 52,000 | - | - | 52,000 |
| REVENUES | County Funds | Compliance Funds | SEP Funds | Total |
| County Funding | 70,025 | | | 70,025 |
| Compliance Grant | | 191,860 | | 191,860 |
| Florida SEP Grant | | | 56,183,640 | 56,183,640 |
| TOTAL REVENUES | 70,025 | 191,860 | 56,183,640 | 56,445,525 |
| DISBURSEMENTS | | | | |
| Compliance Expenses | | | | |
| Single Audit | | 13,400 | | 13,400 |
| Financial Audit | | 5,600 | | 5,600 |
| SF-425 Compliance | | 1,810 | | 1,810 |
| Financial Reports to RESTORE March 31 | | 1,810 | | 1,810 |
| Financial Reports to RESTORE Sept 30 | | 1,810 | | 1,810 |
| OSA Compliance | | 1,360 | | 1,360 |
| Procurement | | 17,000 | | 17,000 |
| SEP Amendment | | 3,060 | | 3,060 |
| Risk Committee Policy Review | | 3,400 | | 3,400 |
| Contingency | | 8,340 | | 8,340 |
| Wizhive annual fee | | 6,360 | | 6,360 |
| Subtotal Compliance Expenses | | 63,950 | | 63,950 |
| Florida State Expenditure Plan (FSEP) Project Implementation Expenses | | | | |
| County Projects | | | 16,356,868 | 16,356,868 |
| Subtotal FSEP Expenses | | | 16,356,868 | 16,356,868 |
| General Operating Expenses | | | | |
| Management Expense | 74,290 | | | 74,290 |
| Legal Expense | 19,500 | | 90,000 | 109,500 |
| Grant-specific Management Implementation-dependent | | | 299,880 | 299,880 |
| Meeting and Travel Expense | 36,500 | | | 36,500 |
| *Miscellaneous | 2,500 | | | 2,500 |
| Audit Expense | | | | - |
| Fiscal Agent Expense | | | 16,841 | 16,841 |
| Subtotal General Operating | 132,790 | | 406,721 | 539,511 |
| TOTAL EXPENSES | 132,790 | 63,950 | 16,763,589 | 16,960,329 |
| Funds Balance | (10,765) | 127,910 | 39,420,051 | 39,537,196 |

AGENDA ITEM 8

**Gulf Consortium Executive Committee Meeting
September 17, 2019**

Agenda Item 8

Grant applications for review and approval; upcoming subrecipient applications

Statement of Issue:

Grant applications approved at the June 28th Board meeting were submitted to RESTORE Council through their grants management system; these are pending review and award from Council. Edits were made and application packages were re-submitted for 4 applications originally submitted to RESTORE in April:

- Combined wastewater improvement E&D project (Santa Rosa, Okaloosa, Citrus, Charlotte)
- 8-2: Coastal Public Access Program - Bayside Marina
- 15-5: Artificial Reef Program - Hudson Reef
- 16-1: Lake Seminole Sediment Removal

Grant applications can be delivered by Counties to the Gulf Consortium as they are ready. The next recommended deadline is 10/16/2019.

Applications for grant funding have been prepared by County personnel and by Gulf Consortium Management. Application materials from Counties have been used to prepare grant applications for submission to RESTORE Council.

Background:

The SEP was approved on September 30, 2018 and at the November 29, 2018 meeting, the Board approved a grant application timeline for SEP project implementation. Grant applications are required to be prepared and submitted by the implementing entity, The Gulf Consortium. Upon Board approval, these applications can be submitted to RESTORE Council for their review. Council has indicated that a 2 to 3 month review time is to be expected, and they have increased their personnel to accommodate the anticipated increase in grant processing.

The next recommended deadline for submission of grant application materials is 10/16/2019, to allow for staff time to prepare applications for the November Consortium Board Meeting. Any project milestones with 2019 or 2020 start date can be applied for – see page 1 of project data dashboard at

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

Most Recent Activity:

The following 9 grant applications have been prepared in conjunction with County personnel:

- Collier 22-1: Comprehensive Watershed Improvement Program - Master Plan
- Walton 4-1: Choctawhatchee Bay Septic to Sewer Conversion - Planning
- Jefferson 9-2: Wacissa River Park Improvement Program - Planning and Acquisition
- Citrus 13-2: Cross Florida Barge Canal Boat Ramp - E&D

- Wakulla 8-1: Wakulla Springshed Water Quality Protection Program - Connection Fees
- Escambia 1-1: Bayou Chico Contaminated Sediment Remediation Project - E&D
- Hernando 14-1: Artificial Reef Program - E&D and Monitoring
- Hillsborough 17-1: Cockroach Bay Aquatic Preserve Land Acquisition and Ecosystem Restoration - Acquisition
- Levy 12-2: Levy County Oyster Restoration Project

The total costs budgeted for these 9 projects is \$16,957,740. In addition to subrecipient (County) project costs, the following effort was budgeted: an estimated 36 hours/grant/year for management costs (grant application preparation, twice-annual performance and financial reporting, coordination with County, site visits, etc.), 14 hours/grant/year for legal costs (procurement and contract development and review, etc.), and 3 basis points for fiscal agent costs.

NOTE: The planning effort for Collier County's project 22-1 will be merged with Collier County's existing monitoring grant application that was approved/submitted in June. This will reduce administrative costs.

The following table summarizes the key data about the project applications to be submitted to RESTORE Council for Pot 3 funding.

Attachments:

Example application package for Walton County's project 4-1: Choctawhatchee Bay Septic to Sewer Conversion – Feasibility Study

Recommendation:

Approve the 9 projects above for full Board review and action.

Prepared by:

Dan Dourte
The Balmoral Group, Manager
On: September 9, 2019

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

| County | Project Name for RAAMS | Milestones | Metrics | Amount | Sub-recipient Amount | RAAMS start date | End Date |
|------------------------------------|---|------------------------------------|---|---------------------|----------------------|------------------|------------|
| Collier | 22-1: Comprehensive Watershed Improvement Program - Master Plan | Planning | PRM010 - # studies/models used to inform mgmt. | \$61,418 | \$50,000 | 12/6/2019 | 12/30/2020 |
| Walton | 4-1: Choctawhatchee Bay Septic to Sewer Conversion - Planning | Planning | PRM010 - # studies/models used to inform mgmt. | \$525,288 | \$500,000 | 12/6/2019 | 1/31/2022 |
| Jefferson | 9-2: Wacissa River Park Improvement Program - Planning and Acquisition | Planning; Acquisition | PRM010 - # studies/models used to inform mgmt.; HC003 - Acres acquired in fee | \$1,236,271 | \$1,219,900 | 12/6/2019 | 12/30/2020 |
| Citrus | 13-2: Cross Florida Barge Canal Boat Ramp - E&D | Engineering & Design | PRM011 - # E&D Plans Developed; PRM013 - # compliance documents produced | \$695,024 | \$664,076 | 12/6/2019 | 12/30/2022 |
| Wakulla | 8-1: Wakulla Springshed Water Quality Protection Program - Connection Fees | Construction | RES002 - # upgrades to stormwater and/or wastewater systems | \$5,665,889 | \$5,555,000 | 12/6/2019 | 12/5/2030 |
| Escambia | 1-1: Bayou Chico Contaminated Sediment Remediation Project - E&D | Engineering & Design | PRM011 - # E&D Plans Developed; PRM013 - # compliance documents produced | \$1,247,134 | \$1,210,000 | 12/6/2019 | 3/5/2023 |
| Hernando | 14-1: Artificial Reef Program - E&D and Monitoring | 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 | \$425,736 | \$382,729 | 12/6/2019 | 3/1/2024 |
| Hillsborough | 17-1: Cockroach Bay Aquatic Preserve Land Acquisition and Ecosystem Restoration - Acquisition | Planning; Acquisition | HC003 - Acres acquired in fee | \$5,027,488 | \$5,000,000 | 12/6/2019 | 3/31/2022 |
| Levy | 12-2: Levy County Oyster Restoration Project | Planning; Construction; Monitoring | HR006 - Marine habitat restoration - Acres restored - Oysters | \$2,073,492 | \$2,000,000 | 12/6/2019 | 3/31/2028 |
| Total Pot 3 funding request | | | | \$16,957,740 | \$16,581,705 | | |



Abstract

4-1: Choctawhatchee Bay Septic to Sewer Conversion – Feasibility Study

The Gulf Consortium, through its subrecipient, Walton County will complete an environmental feasibility study to assess, prioritize, and provide scientific analysis of water quality improvements projects within the Choctawhatchee River and Bay watershed in Walton County, Florida. Completion of these planning activities will provide the County with a full understanding of the feasibility and priority of projects, complete with environmental impact and benefits metrics. This information will provide the County with the necessary information to seek funds for implementation.



Project Narrative

Project Title

4-1: Choctawhatchee Bay Septic to Sewer Conversion – Feasibility Study

Methodology / Approach

- The purpose of this program is to reduce pollutant loadings to Choctawhatchee Bay. The objectives of this project are to: (1) improve water quality in Choctawhatchee Bay; and (2) restore marine habitats and living resources in the bay that may have been degraded by poor water quality.
- Scope of work (What and How) - Walton County will competitively procure a contractor to complete an environmental feasibility study on the water quality of the Choctawhatchee River and Bay watershed.
- Roles and responsibilities (Who) – Walton County will utilize an Engineering/Environmental Consulting firm to complete the environmental feasibility study.

Roles and Responsibilities Table: (For example only; this table is optional and provided only as tool for illustrative purposes)

| Organization/ Agency/Company | Role | Duties |
|---|---|---|
| <i>Gulf Consortium</i> | <i>Grant Recipient – project implementation</i> | <i>Grant application preparation, grant management, performance and financial monitoring and reporting, subrecipient agreement development, procurement reviews, fiscal services.</i> |
| <i>Walton County</i> | <i>Subrecipient: Project Manager to complete the project</i> | <i>Acts as project manager, coordinated procurement of contract services, coordinates financial requirements of the grant</i> |
| <i>Unknown</i> | <i>Contractor to complete Environmental Feasibility Study</i> | <i>Conduct an Environmental Feasibility Study.</i> |

- Location - The project location includes the Choctawhatchee River and Bay watershed within the boundaries of Walton County, Florida. The project is located in U.S. House District Number 1; State Senate District Number 2, and State House District Number 5. See attached location Map



- Project is anticipated to begin October 2019 and be completed by October 2021. Period of performance is from 10/01/2019 to 10/01/2021. Reporting period will extend to the 03/01/2022 deadline.
- Approach – Once contracted services are procured, the Contractor will conduct an environmental feasibility study on the Choctawhatchee River and Bay watershed. Procurement will be compliant with 2 CFR 200.
- Supporting Information - It is anticipated that the environmental feasibility study will be conducted using the Choctawhatchee River and Bay Watershed Surface Water Improvement and Management Plan developed by the Northwest Florida Water Management District as baseline and guidance.

Risks and Uncertainties

- The proposed project will provide data to prevent risk associated with the implementation phase of the water quality improvement project. No risks or uncertainties are anticipated by this proposed project.

Leveraged funds

- No leveraged funds will be applied to the Phase 1 – Planning component of the project.

Milestones/Milestone Type Budget Summary

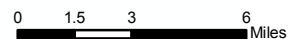
- The proposed project will provide an environmental feasibility study on water quality of the Choctawhatchee River and Bay.

Metrics

- The metric selected for this project is PRM010 - # studies used to inform management (Environmental Feasibility Study).
- The project will produce an environmental feasibility study, which will be used for prioritization of water quality improvement projects for the Choctawhatchee Bay.

Environmental Compliance

- See attached checklist. The proposed project is for planning purposes only. No environmental regulations will apply to this project.

[illegible]



Milestones

4-1: Choctawhatchee Bay Septic to Sewer Conversion – Feasibility Study

| Milestone | Milestone Type | Description | Start Date | Expected Date | Milestone Plan Amount (\$) | Deliverable (Y/N) |
|---------------------------------------|--------------------------------------|--|------------|---------------|----------------------------|-------------------|
| Project Management | Project Oversight/ Grants Management | Gulf Consortium management, legal and financial services to ensure project performance and compliance. | 11/8/2019 | 1/31/2022 | 21,536.00 | Yes |
| Data Collection and Feasibility Study | Planning | Complete an Environmental Feasibility study on water quality of the Choctawhatchee River and Bay | 11/8/2019 | 10/31/2021 | 500,000.00 | Yes |



Budget Narrative

4-1: Choctawhatchee Bay Septic to Sewer Conversion – Feasibility Study

1.0 SUMMARY AND JUSTIFICATION

- Funding in the amount of \$500,000.00 is being requested to complete an environmental feasibility study to be used by Walton County to assess, prioritize, and provide scientific analysis of water quality improvement projects within the Choctawhatchee River and Bay Watershed.
- Funding in the amount of \$25,000 is requested to support the administration, management, legal support, and financial services for project implementation.
- No additional funds have been leveraged for the proposed project.

| | |
|---|---------------------|
| TOTAL PROJECT OR PROGRAM FUNDS REQUESTED | \$500,000.00 |
| <i>Total Pre-Award Funds Requested</i> | <i>\$0.00</i> |
| <i>Total Direct Costs Requested</i> | <i>\$500,000.00</i> |
| <i>Total Allowable Indirect Costs Requested</i> | <i>\$0.00</i> |
| <i>Total Program Income Anticipated</i> | <i>\$0.00</i> |

2.0 PRE-AWARD COSTS (applicable to grant applications only)

Pre-award costs have been requested to allow for some of the estimated contractual costs for preparation of grant applications (The Balmoral Group; contracted by the Gulf Consortium for management services - \$5,100; 30 hours) and for development of draft subrecipient agreements (Nabors Giblin & Nickerson; contracted by the Gulf Consortium for legal services - \$1,500; 6 hours).

| | |
|--|-------------------|
| TOTAL PRE-AWARD FUNDS REQUESTED | \$6,600.00 |
|--|-------------------|

3.0 Budget Object Classes Applicable to All Projects and Programs – DIRECT COSTS

3.1 PERSONNEL

No personnel costs are being requested for the Environmental Feasibility Study.

3.2 FRINGE BENEFITS

No Fringe Benefits are being requested.



3.3 TRAVEL

No travel is being requested.

3.4 CONSTRUCTION and LAND ACQUISITION

This project does not include construction activities.

3.5 EQUIPMENT

No equipment will be purchased through the proposed project.

3.6 SUPPLIES

No supplies are expected to be required for the proposed project.

3.7 OTHER DIRECT COSTS

No other direct costs will be applied for.

3.8 SUBRECIPIENTS

1. *Name of Subrecipient*—Walton County.
2. *Method of Selection*—The Gulf Consortium established each of Florida's 23 Gulf Coast counties as SEP project subrecipients; this includes Walton County, as reflected in the SEP.
3. *Period of Performance*—10/1/2019 to 10/1/2021.
4. *Scope of Work*—Walton County will competitively procure a contractor to complete an environmental feasibility study on the water quality of the Choctawhatchee River and Bay watershed within Walton County.
5. *Method of Accountability*—The Gulf Consortium management will be responsible for monitoring subrecipient performance to ensure technical and financial accountability. Twice annual performance and financial reports will be required for subrecipients to deliver to Gulf Consortium management. Procurement of the contractor for the environmental feasibility study will be reviewed by the Gulf Consortium management and legal for compliance with 2 CFR 200.
6. *Itemized Budget and Justification*—see attached. Budget for both the Gulf Consortium and Walton County are attached. The only subrecipient cost is estimated by Walton County to be \$500,000.00 for contractual services to complete an environmental feasibility study. The cost is



estimated on similar environmental studies and is considered reasonable based on the unit costs and quantity.

7. *NICRA*—N/A

| Organization | Description | Amount | Pre-Award Costs? |
|----------------------|--|------------------|--------------------------|
| Walton County | <i>Subgrant to complete an environmental feasibility assessment.</i> | <i>\$500,000</i> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |

TOTAL SUBRECIPIENT(S): \$500,000.00

3.9 CONTRACTORS/CONSULTANTS

This project will be competitively procured and a contractor will selected through that process.

1. *Name of Contractor*—The Balmoral Group and Nabors Giblin & Nickerson will be the contractors provided management and legal services on this project. Additionally, Leon County is contracted by the Gulf Consortium to provide fiscal agent services.
2. *Method of Selection*— The Balmoral Group and Nabors Giblin & Nickerson were both competitively procured using Requests for Proposals and a selection committee appointed by the Gulf Consortium. The contract with Leon County was negotiated by the Gulf Consortium.
3. *Period of Performance*— estimated start date: 11/8/2019 (pre-award costs only authorized for grant application preparation); projected end date: 1/31/2022
4. *Scope of Work*—The scope of work for The Balmoral Group includes: grant application preparation and submission, grant management and subrecipient monitoring, and all post-award reporting. Nabors Giblin & Nickerson will be responsible for providing all legal services related to any contractual arrangements, including establish of subrecipient agreements. Fiscal agent (Leon County) will be responsible for an additional level of financial accountability and disbursement of funds to subrecipients and contractual service providers.
5. *Method of Accountability*—The Gulf Consortium board of directors will be responsible for monitoring consultants. At Consortium board meetings, about 5 times per year, the board reviews expenses and accomplishments of Consortium consultants.
6. *Itemized Budget and Justification*—The following table summarizes the estimated costs for grant management services (The Balmoral Group; 36 hour/yr) and legal services (Nabors Giblin & Nickerson; 20 hours/yr) and fiscal agent services (Leon County; 3 basis points).

| Organization | Description | Unit Cost | Quantity or Rate | Amount | Pre-Award Costs? |
|---------------------------|---|-----------------|------------------|----------------|-------------------------------------|
| The Balmoral Group | <i>Grant management, oversight, reporting</i> | <i>\$170/hr</i> | <i>36 hours</i> | <i>\$9,690</i> | <input checked="" type="checkbox"/> |



| | | | | | |
|--------------------------------------|---|-----------------------|---------------------------------|-----------------|-------------------------------------|
| Nabors Giblin & Nickerson | <i>Subrecipient agreements and legal services</i> | <i>\$250/hr</i> | <i>25 hours</i> | <i>\$6,250</i> | <input checked="" type="checkbox"/> |
| Leon County Clerk | <i>Fiscal agent services</i> | <i>3 basis points</i> | <i>% of total disbursements</i> | <i>\$24</i> | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| TOTAL CONTRACTUAL: | | | | \$15,964 | |

4.0 Budget Object Classes Applicable to All Projects and Programs – INDIRECT COSTS

No Indirect Costs are being applied for by the County.

| | |
|--|---------------|
| TOTAL OF ALLOWABLE INDIRECT COSTS | \$0.00 |
|--|---------------|

5.0 PROGRAM INCOME

There is no program income associated with this project.

| | |
|---|---------------|
| TOTAL PROGRAM INCOME ANTICIPATED | \$0.00 |
|---|---------------|

6.0 CASH DRAWDOWN PROJECTIONS

The following table summarizes the estimated cash drawdown projections:

| Expected project start date | End of semi-annual fiscal period | Cash Drawdown Projection | Cumulative Total |
|------------------------------------|---|---------------------------------|-------------------------|
| 10/1/2019 | 10/1/2021 | 500,000.00 | 500,000.00 |

Supplemental Budget Template
4-1 Choctawhatchee Bay Septic to Sewer Conversion (Phase 1 - Planning)

SF-424A / SF-424C

| 6 | Object Class categories | | | | | | TOTAL |
|------|---|-----------------|-------|-------|-------|-------|---------|
| | | Gulf Consortium | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | (6) |
| a | Personnel | - | - | - | - | - | - |
| b | Fringe Benefits | - | - | - | - | - | - |
| c | Travel | - | - | - | - | - | - |
| d | Equipment | - | - | - | - | - | - |
| e | Supplies | - | - | - | - | - | - |
| f(1) | Contractual | 21,536 | - | - | - | - | 21,536 |
| f(2) | Subrecipient(s) | 500,000 | - | - | - | - | 500,000 |
| | Construction or Land Acquisition | | | | | | |
| g1 | - Construction Management / Legal Expenses | - | - | - | - | - | - |
| g2 | - Land, Structures, etc. | - | - | - | - | - | - |
| g3 | - Relocation | - | - | - | - | - | - |
| g4 | - Architectural and Engineering fees, etc. | - | - | - | - | - | - |
| g5 | - Project Inspection Fees | - | - | - | - | - | - |
| g6 | - Site Work | - | - | - | - | - | - |
| g7 | - Demolition and Removal | - | - | - | - | - | - |
| g8 | - Construction | - | - | - | - | - | - |
| g9 | - Equipment | - | - | - | - | - | - |
| g10 | - Miscellaneous | - | - | - | - | - | - |
| | Construction SUBTOTAL (lines g1-g10) | - | - | - | - | - | - |
| g11 | - Contingencies (applicable to construction only) | - | - | - | - | - | - |
| g | Total Construction/Land Acquisition Charges | - | - | - | - | - | - |
| h | Other | - | - | - | - | - | - |
| i | TOTAL Direct Charges (sum of 6a - 6h) | 521,536 | - | - | - | - | 521,536 |
| | Enter the federally approved indirect rate (%) | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | |
| j | Allowable Indirect Charges * | | - | - | - | - | - |
| k | TOTALS (sum of 6i and 6j) | 521,536 | - | - | - | - | 521,536 |



Council Environmental Compliance Checklist

4-1: Choctawhatchee Bay Septic to Sewer Conversion – Feasibility Study

| Environmental Requirement | Has the requirement been addressed? | Compliance Notes (e.g., status of application, permit number, etc.) |
|---|-------------------------------------|---|
| National Environmental Policy Act | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| Endangered Species Act | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| National Historic Preservation Act | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| Magnuson-Stevens Act (Essential Fish Habitat) | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| Fish and Wildlife Coordination Act | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| Coastal Zone Management Act | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| Coastal Barrier Resources Act | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| Farmland Protection Policy Act | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| Clean Water Act Section 404 | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| Clean Water Act Section 401 | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| River and Harbors Act Section 10 | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| Marine Protection, Research and Sanctuaries Act | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| Marine Mammal Protection Act | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| National Marine Sanctuaries Act | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| Migratory Bird Treaty Act | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| Bald and Golden Eagle Protection Act | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |
| Clean Air Act | ___ Yes ___ No <u>x</u> N/A | <i>This application is for planning only.</i> |



Metrics

4-1: Choctawhatchee Bay Septic to Sewer Conversion – Feasibility Study

Activity-Outcome Information

Template Restore, Improve, and Protect Water Resources

Activity-Outcome PRM010 Research - # studies used to inform management (Environmental Feasibility Study)

Edit Activity-Outcome

| | | |
|--|---|--|
| Studies Developed (Environmental Feasibility Study) - Baseline | 0 | Number of studies developed for decision making at beginning of project (i.e., baseline) |
| Studies Developed (Environmental Feasibility Study) - Current | 0 | Number of studies developed for decision presently (i.e., accomplishments) |
| Studies Developed (Environmental Feasibility Study) - Project Completion | 1 | Number of studies developed by end of project (i.e., target) |



Observational Data Plan

Project Information

Project name:

4-1: Choctawhatchee Bay Septic to Sewer Conversion – Feasibility Study

Agency:

Walton County Board of County Commissioners, Walton County

Project phase (planning/implementation):

Planning

Project phase(s) to which this ODP pertains:

Planning

Project ODP point(s) of contact:

Gulf Consortium: Dan Dourte, ddourte@balmoralgroupp.us, 407-627-2185 ext 113; 165 Lincoln Ave, Winter Park, FL 32789

Subrecipient: Walton County – Melinda Gates, gatmelinda@co.walton.fl.us, 850-892-8108

Expected observational data collection start and end dates:

Data will be collected throughout the duration of the project from 10/01/2019 to 10/01/2021.

Short description of the project location:

The project location includes the Choctawhatchee River and Bay watershed within the boundaries of Walton County, Florida.

Short description of the overall project construction features:

N/A

Overall project goals and objectives:

Project will provide an environmental feasibility study, which will be used to prioritize water quality projects for improvements to the Choctawhatchee Bay.

Specific goals and objectives:

Same as overall project goals and objectives.

Identification of Metrics, Associated Measures, and Success Criteria for Each Metrics to be reported:



1. PRM010 Research - # studies used to inform management

Success criteria for Metric 1 (Research - # studies used to inform management): Environmental Feasibility Study

Measure 1: Research - # studies used to inform management

An Environmental Feasibility Study will provide scientific data to support the project implementation priorities.

Success criteria:

- a. Final Environmental Feasibility Study Report

Identification and Discussion of the Reference Sites/Conditions

Reference sites/conditions will be determined during the development of the Environmental Feasibility Study.

Baseline Condition Sampling/Data Mining Plans

Baseline conditions sampling/data mining plan will be determined during the development of the Environmental Feasibility Study.

Potential Corrective Actions

No corrective actions are needed at this time.

Observational Data Collection

Observational data collection will be determined during the development of the Environmental Feasibility Study.

Anticipated Statistical Analysis

Any Statistical Analysis needed will be completed during the development of the Environmental Feasibility Study.



Unforeseen Event Contingency

No unforeseen events contingency needed for the proposed project.

Consistency with Local or Regional Planning/Monitoring Efforts

This project will utilize the Choctawhatchee River and Bay Surface Water Improvement and Management Plan (2017) as the guiding document for developing the Environmental Feasibility Study.

Observational Data Collection and Reporting Budget

No observational data collection will be needed for this project.

Estimated total budget for observational data collection:

N/A

Location of observational data costs in Overall Project Budget, Budget Narrative or Milestones:

Observational data collection costs:

No Spill Impact Component costs will be utilized for observational data collection.

Observational data reporting costs:

N/A

Contingency monitoring:

N/A

Data Review and Reporting

Data Review and Reporting will occur during the development of the environmental feasibility study.

Literature Cited

2017. Choctawhatchee River and Bay Surface Water Improvement and Management Plan. Northwest Florida Water Management District.



Data Management Plan

NOTE

Project Information

Project name:

4-1: Choctawhatchee Bay Septic to Sewer Conversion – Feasibility Study

Agency:

Walton County Board of County Commissioner, Walton County, FL

Project phase(s) to which this DMP pertains:

Planning and Design

Data Steward(s):

Gulf Consortium: Dan Dourte, 407-629-2185 ext. 113, ddourte@balmoralgroup.us

Subrecipient: (Walton County) Melinda Gates, 850-892-8108, gatmelinda@co.walton.fl.us

Expected data collection start date:

10/1/2019 (estimated)

Expected data collection end date:

10/1/2021 (estimated)

Brief project description:

The Gulf Consortium, through its subrecipient, Walton County will complete an environmental feasibility study to assess, prioritize, and provide scientific analysis of water quality improvements projects within the Choctawhatchee River and Bay watershed in Walton County, Florida. Completion of these planning activities will provide the County with a full understanding of the feasibility and priority of projects, complete with environmental impact and benefits metrics. This information will provide the County with the necessary information to seek funds for implementation.

Project location:

Choctawhatchee River and Bay watershed, Walton County, FL in the Gulf of Mexico.



General description of data collection activities (methods, sampling frequency, etc.):

TBD, data collection relating to monitoring will be determined during the development of the environmental feasibility study. A final report will be generated and submitted to the Consortium/Council at completion of the project. The report will evaluate and summarize other types of data. Data will be available upon request to the public.

Estimated budget for data management:

TBD. The proposed Environmental Feasibility Study will delineate the data management need for each proposed activity.

Location of costs in the Overall Project Budget, Budget Narrative, and/or Milestones:

At this time, no RESTORE funding will be utilized for data management.

Data Management Capabilities

Do you have in-house data management and metadata capacity? (Yes/No):

Yes

If yes, describe how this project's data and metadata will be:

1) Stored

County maintained servers and backup nightly to an offsite location.

2) Archived

All documents will be archived according to the County's Public Records Retention Requirements.

3) Made available to others (including delivery to the Council)

A final report will be submitted to the Consortium/Council upon completion of the proposed project. All documentation will be made available upon request according to the County's Public Records Requirements.

If no, describe how you will ensure items 1-3 above are accomplished:

N/A

Will project data/metadata use digital object identifiers (DOIs)?:

DOIs will not be used



Observational Data Types

Data type 1: Geospatial data

GIS representation: Point/polygon features

Projection: High Precision Geodetic Network (HPGN)/State Plan Coordinates/Florida
Horizontal and vertical datum

GIS POC: TBD

Frequency of collection: TBD

Duration of collection: TBD

Data storage format: TBD

Units: NGVD88

Data type 2: Non-geospatial data

GIS representation: N/A

Projection: N/A

Horizontal and vertical datum: N/A

GIS POC: TBD

Frequency of collection: Contracts and financial information will be generated as contacts are executed as a payment is made for services necessary for the implementation of the project. Plans and specification will be developed for the design in regular intervals. Plans will be finalized prior to the end of the project. Reports will be submitted to the Consortium/Council annually.

Duration of collection: Throughout the project

Data storage format: pdf

Units: N/A

Data type 3: OTHER – TBD

During this project, Walton County will develop an Environmental Feasibility Study for the Choctawhatchee River and Bay watershed, which will include the assessment of water quality impairments in the Choctawhatchee Bay. This Data Management will be updated after ecosystem monitoring data gaps of the Choctawhatchee Bay have been identified and vetted by Walton County and its contractor.

AGENDA ITEM 9

**Gulf Consortium Executive Committee Meeting
September 17, 2019**

**Agenda Item 9
SEP Amendment Request**

Statement of Issue:

Request that the manager be authorized to prepare a draft SEP amendment to bring to the November Board for approval.

Background:

An amendment to the SEP is required for new projects or changes in scope of existing projections. The goals of this recommended SEP amendment are described in the analysis section. This would be the second amendment to Florida's SEP.

Analysis:

The goals of this SEP amendment: 1) describe a new project in the SEP for Adaptive Planning (to accommodate SEP amendments, policy revisions, OSA updates, financial audits, and possibly procurements), 2) to update the original sequencing/timing of funding to reflect changes in Santa Rosa, Okaloosa, and other counties in terms of project order, 3) to add or change projects in any counties that need project changes, and 4) to update the cost projections to reflect administrative costs, per RESTORE Council advice. If approved in draft form at the November Board meeting, this would open the 45-day public comment starting around November 20, 2019.

Fiscal Impact:

We estimate the time involved in this SEP amendment to be 40 hours (\$6,800) for The Balmoral Group and 8 hours for NGN (\$2,000).

Options:

The following options are suggested for consideration by the Board:

- (1) Approval of SEP amendment preparation to be reviewed by the Board
- (2) Executive Committee direction

Recommendation:

Option 1

Attachments:

None.

Prepared by:

Dan Dourte

The Balmoral Group, General Manager
September 11, 2019

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

AGENDA ITEM 10

**Gulf Consortium Executive Committee Meeting
September 17, 2019**

**Agenda Item 10
Proposed Members for Procedures Review Committee**

Statement of Issue:

The Finance Committee discussion proposed Procedures Review Committee members and approved for recommendation to the full Board.

Background:

Gulf Consortium policy requires that the Procedures Review Committee annually review Policies and Procedures.

Discussion:

The Consortium's OSA was approved by RESTORE Council on February 25, 2019. The policy states:

“Ninety days prior to the established annual review date for all policies, which shall be the anniversary of acceptance by Council of the Consortium's OSA, the following process will commence.”

The procedures review committee will need to be stood up by November 25, 2019. While the November board meeting would allow committee composition by then, scheduling is likely to be difficult given the imminent holiday season. For ease of the committee members, it is recommended that the committee be approved in the current meeting.

Regarding composition, the policy further states:

“...the Policy Review Committees shall be comprised of General Counsel, at least one Board representative, at least one non-Board RESTORE Coordinator and representatives from Accounting, Procurement and Grants Administration”.

Based on staff review during the year, the expectation is that most of the likely changes will arise in the Finance and Accounting area and input from Finance Committee members with specialized expertise in finance and accounting will be helpful. While the full Board will approve the Committee composition, it is recommended that the Finance Committee make recommendation to include members with specialized expertise in finance and accounting.

Action:

Recommend Procedures Review Committee composition of:

- Sheree Keeler, Wakulla County (non-Board RESTORE Coordinator)
- Larry Jones, Walton County (Board member)
- Yana Matiyuk, Pinellas County (specialized Finance/Accounting)
- Matt Posner, Escambia County (Finance Committee member)

- Lynn Hoshihara, General Counsel

Prepared by:

Valerie Seidel
The Balmoral Group
On: September 6, 2019

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

AGENDA ITEM 11

**Gulf Consortium Executive Committee Meeting
September 11, 2019**

**Agenda Item 11
Proposed Members for Risk & Audit Committee.**

Statement of Issue:

The Finance Committee discussed and approved the proposed Audit Committee members and schedule for recommendation to the full Board.

Background:

The inaugural meeting of the Audit Committee was held March 26, 2019. At that time, it was agreed to schedule the future year's audit committee calendars early in the fiscal year to facilitate timely review of the audit process. The aim was to have the audit committee meeting by February 2020.

Last year's audit committee included Robert Bender (Escambia County), Lane Lynchard (Santa Rosa), Heather Larson (Sarasota), and Larry Jones (Walton County). Each member was specifically invited for their experience with audit processes.

For fiscal year 2019-2020, once the audit contract is renewed, the audit of year end financials can commence as soon as final reconciliations are completed, which should be before the end of October. Hence it appears reasonable to establish the audit committee and schedule.

The Consortium's policies require a Policy Review annually. Most of the Policy Review changes that staff anticipates are likely to be in the Accounting and Finance policies, as additional knowledge has been gained about reporting turnaround times, compliance requirements and so forth. The Consortium's required annual OSA update will also be due in February, and it makes sense from a management cost and efficiency perspective to address both simultaneously. Hence it is prudent to be mindful of resources available to staff the Policy Review Committee versus the Risk and Audit Committee.

Best practice requires that Risk and Audit committees not be comprised of the same members. Staff proposes that members of the Finance Committee take up the Audit Committee responsibility, with one additional member from outside the current composition. This requires minimal burden to existing members as only one additional meeting, or possibly two, is required to fulfill the Audit Committee requirements.

Staff proposes that Robert Bender from Escambia County be asked to supplement the Finance Committee members to achieve an Audit Committee aligned with best practice. The recommendation would be made to the full board for approval. On approval, up to two proposed meeting dates would be agreed with the auditor for February 2020 and confirmed with the Audit Committee.

Action:

Recommend Audit Committee composition of:

- Robert Bender, Escambia County

- Heather Larson, Sarasota County
- Scott Carnahan, Citrus County
- Lane Lynchard, Santa Rosa County

Prepared by:

Valerie Seidel
The Balmoral Group
On: September 6, 2019

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

AGENDA ITEM 12

**Gulf Consortium Executive Committee Meeting
September 17, 2019**

**Agenda Item 12
Approval and Adoption of the Gulf Consortium
2020 Meeting Calendar**

Statement of Issue:

This agenda item seeks approval of the Consortium 2020 meeting calendar for full Board consideration.

Background:

Under the Interlocal Agreement creating the Gulf Consortium, the Chairman has the power to set the times and locations of the Consortium. However, at the Executive Committee meeting of September 9, 2016, the Chairman recommended that the calendar be discussed by the Board. The Board has since provided direction as to align Gulf Consortium meetings with Florida Association of Counties events, typically between Wednesdays and Fridays, and to hold additional stand-alone meetings as needed in facilities that could accommodate video and telephonic access.

Analysis:

Based on the meeting history since 2016, staff presents the following date ranges and locations based on FAC events for the 2020 Board meeting calendar:

| <u>Date Range</u> | <u>Day of Week</u> | <u>Location</u> |
|----------------------|--|--------------------------------------|
| January 28-31, 2020 | Tuesday - Friday (<i>FAC Legislative Day is 1/29</i>) | Leon County |
| March 28, 2020 | Thursday (<i>not associated with FAC Event</i>) | Leon County |
| June 8-12, 2020 | Tuesday - Friday (<i>FAC Annual Conference is 6/9-6/12</i>) | Orange County |
| September 8-11, 2020 | Tuesday - Friday (<i>FAC Policy Conference is 9/9-9/10</i>) | Location and Date To Be confirmed |
| December 1 - 4, 2020 | Tuesday - Friday (<i>FAC Legislative Conference</i>) | Duval |

Five dates are proposed for 2020, including a potential meeting in March, which would not be associated with a FAC event. Remaining dates in 2020 are expected to be largely dedicated to approvals of county sub-award agreements, SEP project grant applications and related sub-recipient agreements and contracts for services for SEP project implementation.

Fiscal Impact:

Following approval of the State Expenditure Plan, SEP planning grant funds are no longer available to support Board meetings and meeting expenses for 2020 need to be addressed by the Consortium general operating fund.

Options:

The following options are suggested for consideration by the Board:

- (1) Approval of the 2020 meeting calendar and meeting locations with 4 meetings; or
- (2) Approval of the 2020 meeting calendar and meeting locations with 5 meetings (includes a March meeting); or
- (3) Executive Committee direction

Recommendation:

To move this item to the full Board for consideration at the 9/25/2019 Board meeting

Attachments:

None.

Prepared by:

Amanda Jorjorian
The Balmoral Group, General Manager
September 11, 2019

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

AGENDA ITEM 13

**Gulf Consortium Executive Committee Meeting
September 17, 2019**

**Agenda Item 13
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:

Update on grant processing: Since the last Board meeting, 5 new grant applications have been received from Counties and submitted to RESTORE Council for processing, for a total of 12 pending grant applications at the time of preparation of this report. An additional 6 grant applications have been received from Counties and are pending approval for submittal at the current Board meeting. On approval, \$16.9 million in subrecipient project costs will be available. Contractual costs estimated for these projects total 0.9%, with management costs averaging just over ½ of 1%.

Processing time: On average, requests for additional information or comments have been received approximately 89 days following submittal. Following responses to comments, on average RESTORE Council has responded within 47 days. These timelines provide insight on expected future lead times that should be considered when Counties are planning projects.

Update on Compliance Grant: The Board previously approved a Compliance Activity Grant. RESTORE Council provided comments, which include the requirement to prepare the document aligned with the last SEP Amendment. Council does not consider compliance costs as an appropriate grant-eligible activity, but compliance *activities* are grant eligible, and can be reimbursed. The current Board meeting agenda includes an action item for expediting the SEP amendment to fund compliance activities.

SEP Transparency & Project Costs: The published SEP reflects a sequencing effort that is outdated based on actual County activity this fiscal year. In addition, administrative costs were not reflected in the SEP, as previously discussed. The SEP is considered overallocated by RESTORE Council, and Council is requesting explicit accounting for Administrative costs. The proposed SEP amendment is needed to address these issues in addition to the compliance costs.

Options:

- 1) Accept the Manager's Report.
- 2) Other Board action.

Recommendation:

Accept the Manager's Report.

Prepared by:

Valerie Seidel, The Balmoral Group

On: August 7, 2019

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

AGENDA ITEM 14

**Gulf Consortium Executive Committee Meeting
September 17, 2019**

**Agenda Item 14
PSEP Update**

Statement of Issue:

The Planning Grant was extended to allow for additional activities to be completed using Planning Grant funds.

Discussion:

The Planning Grant was originally envisioned to be closed out once the SEP was approved. In discussion with Council, Staff determined that additional administrative items from the current year budget could be funded through the Planning Grant. Several management fee invoices were revised to capture Planning Grant-eligible activities, and audit costs were submitted for reimbursement. The net effect was a reduction in County-funded expenses of \$27,379 which are pending approval by Council for payment through the PSEP.

On receipt of final payment, close-out activities will commence for the PSEP.

Action:

No action required; for information only.

Prepared by:

Valerie Seidel, The Balmoral Group
On: August 7, 2019

AGENDA ITEM 15

**Gulf Consortium Executive Committee
September 17, 2019**

**Agenda Item 15
General Counsel's Report**

Statement of Issue:

Presentation of the General Counsel's report. For information only; no action is required.

Background:

The General Counsel's report will be given verbally at the Executive Committee meeting on September 17, 2019.

Attachments:

None

Prepared by:

Lynn M. Hoshihara
Nabors, Giblin & Nickerson, P.A.
General Counsel
On: September 11, 2019

AGENDA ITEM 16

**Gulf Consortium Executive Committee
September 17, 2019**

**Agenda Item 16
Status of Bucket 2 Projects**

Statement of Issue:

Per Board approval to include regular reports from the Consortium's partners, DEP/FWC staff will provide a verbal update of Bucket 2 and related projects. For information only; no action is required.

Background:

The State partner agencies' report will be given verbally at the Board meeting on September 25, 2019

Attachments:

None

Prepared by:

Amanda Jorjorian
The Balmoral Group
On: September 11, 2019