



Executive Committee Agenda
June 15, 2017, 2:30 p.m. Eastern
The Balmoral Group
165 Lincoln Avenue
Winter Park, FL 32789
Dial-in Number: 1-669-224-3217
Participant Passcode: 865-760-109 #

1. Roll Call
2. Public Comment
3. Approval of minutes from May 11, 2017 Executive Committee Meeting
4. Manager's Report
 - Update Gulf Consortium Bank Account Signature Cards
 - Update of Domain Name Transfer
 - Update of Gulf Consortium Website
 - June 13, 2017 Meeting with RESTORE Council staff
5. General Counsel's Report
6. SEP Project Management Report (ESA)
 - a. Status Report on Work Order # 7: Complete Draft Project List and Conduct Detailed Project Evaluation and Refinement
 - b. Status Report on Work Order # 8 (Tasks 9 & 10): Conduct Project Leveraging Analysis and Develop Project Sequencing & Implementation Strategy
7. SEP Project Management Update (ESA)
 - a. Preview & Approval of Work Order #9 (Task 11: Prepare Draft FSEP)
 - b. Preview Work Order #10 (Tasks 12 & 13: Draft FSEP Review and Revisions; Stakeholder Outreach and Public Involvement)
8. Planning Grant Update
 - a. Grant Management and Administration Report (Langton)
 - b. Analysis of Work Orders Approved and Planning Grant Amount (Balmoral)
9. Tabled Item from May 17th Board Meeting
10. New Business
11. Public Comment
12. Upcoming Board Meeting

Wednesday, June 28, 2017
2:00pm, Eastern Time
Palm Beach County Convention Center, Room 1D and E
650 Okeechobee Blvd, West Palm Beach, Palm Beach County, Florida
13. Adjourn

Notice of Meeting/Workshop Hearing

OTHER AGENCIES AND ORGANIZATIONS

Gulf Consortium

The Gulf Consortium Executive Committee announces a telephone conference call to which all persons are invited.

DATE AND TIME: June 15, 2017 at 2:30 pm (ET)

PLACE: Dial in Number: +1 (669) 224-3217

Participant Passcode: 865-760-109

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Executive Committee of the Gulf Consortium will conduct a Board of Directors preview meeting, consisting of a planning grant update; status of work orders under the State Expenditure Plan; and, conduct other business. 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 by contacting: Craig Diamond 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: Craig Diamond 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 Board with respect to any matter considered at this meeting or hearing, he/she will 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, you may contact Craig Diamond at 407-629-2185 or Gulf.Consortium@balmoralgroup.us.

Gulf Consortium Executive Committee Meeting
June 15, 2017, 2:30 p.m., Eastern
The Balmoral Group Office - Conference Call



<u>County</u>	<u>Executive Committee Member</u>	<u>Present</u>
Escambia	Commissioner Grover Robinson	
Gulf	Warren Yeager	
Monroe	Commissioner George Neugent	
Charlotte	Commissioner Chris Constance	
Pasco	Commissioner Jack Mariano	

AGENDA ITEM 3

**Gulf Consortium Executive Committee
June 15, 2017**

**Agenda Item 3
Approval of May 11, 2017 Executive Committee Minutes**

Statement of Issue:

This agenda item proposes approval of the May 11, 2017 Executive Committee meeting minutes.

Options:

- (1) Approve the May 11, 2017 Executive Committee minutes, as presented; or
- (2) Amend and then approve the May 11, 2017 Executive Committee minutes.

Recommendation:

Motion to approve the May 11, 2017 Executive Committee meeting minutes, as presented.

Prepared by:

Craig Diamond
The Balmoral Group
Manager
On: May 2, 2017

Attachment:

Draft 5/11/17 Minutes

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

Gulf Consortium Executive Committee Meeting
May 11, 2017, 4:00 p.m. (Eastern)
Dial In

Officers in Attendance: Commissioner Grover Robinson (Escambia), Commissioner Chris Constance (Charlotte), Commissioner George Neugent (Monroe), Commissioner Jack Mariano (Pasco) and Warren Yeager (Gulf).

Also In Attendance: Valerie Seidel, (The Balmoral Group) Craig Diamond (The Balmoral Group), Lynn Hoshihara (Nabors, Giblin & Nickerson), Doug Robison (ESA), Lisa King (Langton & Associates)

Agenda Item #1 – Call to Order

Chairman Grover Robinson (Escambia) called the meeting to order at 4:02 pm (ET).

Agenda Item #2 – Public Comment

None.

Agenda Item #3 – Approval of Minutes from March 30, 2017 Executive Committee Meeting

Commissioner Constance moved to approve the minutes with no revisions for the March 30, 2017 Executive Committee meeting; seconded by Warren Yeager (Gulf). The motion passed unanimously.

ACTION: APPROVED

Agenda Item #4 – Manager’s Report

Per request of Chairman Robinson, Agenda Items #9 and #8 were moved up without objection. Chairman Robinson recognized Valerie Seidel of The Balmoral Group who provided options for the SEP and its implementation in light of recent discussions with RESTORE Council staff. The options included how the Consortium may address the timing of Conceptual Design & Feasibility Studies, the depth of project analysis needed for the SEP, the potential to accelerate the drafting of the SEP, how implementation funds may be distributed, the role of sequencing, and the option of a Mini-SEP to address certain financial and administrative needs. Following discussion, Mr. Yeager suggested a white paper detailing the options be created and made available for the meeting of the Directors next week. No action was required on this item.

Agenda Item #5 – General Counsel’s Report

Chairman Robinson recognized Lynn Hoshihara, who concurred with the analysis of the options described by the Manager. Ms. Hoshihara recommended that preparation of an RFQ for the Conceptual Design/Feasibility Studies be placed on hold until further direction by the Directors. No action was required on this item.

Agenda Item #6 – SEP Project Management Report – Status Report on Work Order # 7

Chairman Robinson recognized Doug Robison (ESA) who gave a detailed overview on the status of the work performed under Work Order #7 to date, including the conclusion of all county follow-up meetings. Mr. Robison summarized the meeting with RESTORE Council staff in New Orleans and recommended a level of detail for the SEP to be between that of Mississippi and Louisiana, which were both approved. He concurred that CD/FS work was not a requirement and proposed to accelerate the schedule by about 5 months, providing a pre-draft of the SEP in September, a complete draft at the November Meeting, public review during November and December and submittal to the Governor in January 2018, leading to RESTORE approval in March 2018. No action was required on this item.

Agenda Item #7 – SEP Project Management Update: Recommend Approval of Work Order #7: Complete Draft Project List and Conduct Detailed Project Evaluation and Refinement

Chairman Robinson recognized Doug Robison who said they will continue to meet with the counties through the summer. No action was required on this item.

Agenda Item #8 – Recommend Approval of Work Order # 8: Conduct Project Leveraging Analysis and Develop Project Sequencing & Implementation Strategy

Chairman Robinson recognized Doug Robison who gave a preview of Work Order # 8 which includes Task 9 – Conduct Project Leveraging Analysis and Task 10 – Develop Project Sequencing & Implementation Strategy. Chairman Robison recognized Lisa King (Langton & Associates) who stated that the sequencing was not required but was of value for each county to know when their money was coming in and how that money may be leveraged. Commissioner Neugent inquired about the creation of a revolving loan fund. Chairman Robinson indicated that the Consortium would have no control of the interest on the fund but saw the need to provide incentives for counties that waited for funds. Commissioner Mariano inquired about the distribution of the Triumph Gulf Coast money; Chairman Robinson indicated this was a legislative decision. The Executive Committee consensus was that sequencing was needed; Commissioner Constance requested that the Director's meeting agenda be organized to address the issues discussed and Chairman Robinson agreed. No further action was required on this item.

Agenda Item #9.1 – Planning Grant Update: Grant Management and Administration Report

Chairman Grover Robinson recognized Lisa King who summarized the status of grant management. It was reported that the 5th payment request was sent in and approval was anticipated that week. A financial progress report is due on May 18th following a delay associated with changes to the RAAMS reporting system. No action was required on this item.

Agenda Item #9.2 – Planning Grant Update: Analysis of Work Orders Approved and Planning Grant Amount

Chairman Robinson recognized Valerie Seidel who noted the work orders approved to date and the amount of dollars expended for the approved work orders. No action was required on this item.

Agenda Item #10 – Update Gulf Consortium Bank Account Signature Cards

Chairman Robinson recognized Valerie Seidel, who presented housekeeping items including the transfer of the bank signature cards from FAC to The Balmoral Group. Commissioner Constance requested there be oversight through the Executive Committee and that a Committee member have signature authority. Chairman Robinson agreed and Ms. Seidel noted that the Consortium's finance structure was intended to be revised in the mini SEP. Commissioner Constance moved to recommend approval of the signature card transfer to the Balmoral Group, LLC; seconded by Commissioner Neugent ; motion passed.

ACTION: APPROVED

Agenda Item #11 – Update of Domain Name Transfer

Chairman Robinson recognized Valerie Seidel who asked for approval of transfer of the website domains from the FAC to TBG. Commissioner Constance moved that the ownership rest with the Gulf Consortium but that The Balmoral Group manage it; seconded by Warren Yeager; motion passed.

ACTION: APPROVED

Agenda Item #10 – New Business

None.

Agenda item # 11 - Public Comment

No Public comment

Agenda Item #12 – Upcoming Meetings

The next meeting of the Consortium Board of Directors will be held on May 17, 2017 at 1:00 pm CDT at Emerald Coast Convention Center in Okaloosa County

Agenda Item #13 – Adjournment

There being no further business, the Committee adjourned at 5:14 pm (ET).

Respectfully submitted,

Grover Robinson
Chairman

AGENDA ITEM 6a

Gulf Consortium Executive Committee
June 15, 2017

Agenda Item 6A
**SEP Project Management Report on Work Order #7 – Complete the Draft
Project List and Conduct Detailed Project Evaluation and Refinement**

Background:

At its April 6, 2017 meeting the Gulf Consortium authorized Work Order #7 which involves the completion of the Draft Project List, and conducting Conduct detailed project evaluation and refinement. This work has been initiated and will continue through August 2017.

Update:

It is anticipated that all 23 County Commissions will have taken formal action approving their respective projects prior to the June 28, 2017 Gulf Consortium meeting in West Palm Beach.

Over the next several months the ESA consultant team will work closely with each of the counties to evaluate and further refine their projects. The goals of this effort are to:

- Identify fatal flaws;
- Determine feasibility;
 - Permit-ability
 - Constructability
 - Affordability
 - Public support
- Estimate cost.

This will involve information exchange between the consultant team and county staff through several teleconferences and/or in person meetings with each county. This work effort has just begun, and progress will be reported on in subsequent meetings.

The ESA consultant team is also developing a table of contents for the Draft State Expenditure Plan document, and a standard template for all project descriptions to be included in the SEP. These materials will be presented by Mr. Robison at the June 27, 2017 Gulf Consortium meeting.

Recommendation:

Information only

Attachment:

None

Prepared by:

Doug Robison – SEP Project Manager

Environmental Science Associates

On: May 2, 2017

AGENDA ITEM 6b

Gulf Consortium Executive Committee

June 15, 2017

Agenda Item 6b

UPDATE: Work Order # 8 - Conduct Project Leveraging Analysis and Develop Project Sequencing & Implementation Strategy

Background:

At its April 6, 2017 Gulf Consortium meeting, Doug Robison presented a preview of Work Order #8 which authorizes the Consultant to complete Tasks 9 and 10 of the amended State Expenditure Plan development process. These tasks include:

- Task 9 - Conduct Project Leveraging Analysis;
- Task 10 - Develop Project Sequencing & Implementation Strategy.

The goals of these tasks are to maximize leveraged funding sources for all SEP projects, and to develop a project sequencing schedule and implementation strategy that optimizes the 15-year payout such that each county is annually making progress on their respective projects, while also ensuring that priority early action projects can be adequately funded.

Task 9 will include the production of an *Other Grants Inventory* (OGI) document, coordination with Restoration Council and FDEP staff as to funding from other RESTORE funding sources (as well as other governmental and NGO funders), and linking individual projects with leveraging sources. Leveraging will allow the State Expenditure Plan to expand beyond the Spill Impact Component funding levels, an important consideration given the different stages of project readiness and long-term payout. Leveraging will also allow for more flexibility if projects become more expensive than anticipate and will raise the overall impact and investment to the Gulf Coast of Florida.

Task 10 will develop scenarios of sequencing projects based on project readiness and the timing and availability of leveraging. These scenarios will keep all counties moving forward on their projects. With the “even-steven” approach and long term payout this task is crucial to successful SEP development and a smooth transition into the implementation phase so that the money can begin flowing to projects. Unlike other States, Florida must have a well-developed expenditure plan. Other states have more flexibility to drop suites of projects if funding requirements change. Florida’s SEP must be developed enough to insure the “even-steven” policy is adhered to while being flexible enough to deal with inevitable changes in needs, priorities and policies over a 15-year horizon.

Completion of Tasks 9 and 10 will close out Phase III – Project Evaluation of the SEP development process and set the stage for the development of the draft SEP document on an accelerated timeframe.

The Gulf Consortium Board of Directors approved Work Order #8 on May 11, 2017.

UPDATE:

Task 9 - Langton Consulting has developed the database for the Other Grant Inventory (OGI) and begun document researching and documenting various funding opportunities that will be summarized and cataloged in the inventory. A DRAFT Funding Opportunity Summary Sheet is attached.

Task 10 – Integral to this task is the development of an accounting system called the Allocation Tracking System (ATS) to track the timing of Florida's total allocation under Pot 3 and how that will influence the sequencing of County projects. Taking this information into account the Consultant team will then develop various sequencing models for the Gulf Consortium Board of Directors to discuss and make a selection. An ATS Framework document outlining the total allocation to Florida is attached.

Recommendation:

Information only.

Attachment:

- Other Grant Inventory (OGI) DRAFT Funding Opportunity Summary Sheet
- Allocation Tracking System (ATS) Framework

Prepared by:

Melissa Beaudry, Langton Consulting

On: June 12, 2017



CFDA #: 15.634

Program Title: Florida's State Wildlife Grants Program (Florida's Wildlife Legacy Initiative)

Granting Agency: Florida Fish & Wildlife Conservation Commission

Organizational Contact:

Andrea Alden
State Wildlife Grants Program Coordinator
Florida Fish and Wildlife Conservation Commission
620 S. Meridian Street
Tallahassee, FL 32399-1600

Program Summary:

"The purpose of the Program is to provide financial support for projects that address conservation needs identified in the State Wildlife Action Plan and benefit Florida's wildlife and their habitat. Florida's Wildlife Legacy Initiative is a program designed to create a strategic approach for conserving all of Florida's wildlife, including fish and invertebrates, with the aim of averting future declines and keeping common species common. The three main components of the Initiative are: 1) Florida's State Wildlife Action Plan, a strategy for managing all wildlife in Florida; 2) partnership development, through which resources are pooled to address wildlife conservation across the state of Florida; and 3) Florida's State Wildlife Grants Program, to support partnership building and Wildlife Action Plan implementation by providing funding opportunities.

FY2017 Project Focus #1: Distribution of breeding sites and robust estimation of abundances at important breeding sites for white-crowned pigeons throughout their Florida range (\$90,000 available. See announcement for details.)

FY2017 Project Focus #2: Protecting the Connected Florida Landscape: Wildlife Corridors as a Climate Adaptation Strategy (\$75,000 available. See announcement for details.)"

The U.S. Congress appropriated over \$62 million for the State Wildlife Grants Program nationwide in federal fiscal year 2017. The funds are distributed to the states based on a formula that includes land area and population. No state may receive more than five percent or less than one percent of the available funds. The Florida Fish and Wildlife Conservation Commission (FWC) is the designated state agency that receives and manages State Wildlife Grants Program funds.

Eligibility:

Applications will be accepted from persons affiliated with other state agencies, local government entities, educational facilities, organizations, or individuals.

Total Allocation:
\$165,000

Award Ceiling:
FY17: 90,000 and 75,000
respectively

Required Match:
By grant; typically 35-50% of
total project cost

Type of Assistance:

Formula Grants

Recent/Upcoming Deadline:

Grants applications must be submitted to commission 45 days before Notice of Federal Funding Opportunity (NOFO). Usually July.

RESTORE Relevance**RESTORE Council Goals:**

- Goal 1: Restore and Conserve Habitat- Restore and conserve the health, diversity, and resilience of key coastal, estuarine, and marine habitats;
- Goal 2: Restore Water Quality and Quantity- Restore and protect the water quality and quantity of the Gulf Coast region's fresh, estuarine, and marine waters;
- Goal 3: Replenish and Protect Living Coastal and Marine Resources- Restore and protect healthy, diverse, and sustainable living coastal and marine resources;

RESTORE Council Objectives:

- Objective 1: Restore, Enhance, and Protect Habitats- Restore, enhance, and protect the extent, functionality, resiliency, and sustainability of coastal, freshwater, estuarine, wildlife, and marine habitats.
- Objective 3: Protect and Restore Living Coastal and Marine Resources- Restore and protect healthy, diverse, and sustainable living coastal and marine resources including finfish, shellfish, birds, mammals, reptiles, coral, and deep benthic communities.
- Objective 6: Promote Natural Resource Stewardship and Environmental Education- Promote and enhance natural resource stewardship efforts that include formal and informal educational opportunities, professional development and training, communication, and other actions for all ages.

DEP Category:

- Living Resources
- Habitat Restoration
- Water Quality or Quantity

Keywords:

- Habitat
- Estuaries
- Living shorelines
- Conservation
- Wildlife management
- Endangered species protection
- Climate adaptation

Gulf Consortium Allocation Tracking System Framework

Funding Aspects	Amount
Total Florida allocation under Pot 3	\$ 294,338,815
AGA current contractual amount	\$ 3,140,675
Total allocation amount after AGA	\$ 291,198,140
Allocation per County for implementation	\$ 12,660,789

RESTORE funds to Gulf Consortium (April 4th/year)	
Y1-2017	\$ 16,713,931
Y2	\$ 8,356,965
Y3	\$ 16,713,931
Y4	\$ 16,713,931
Y5	\$ 16,713,931
Y6	\$ 16,713,931
Y7	\$ 16,713,931
Y8	\$ 16,713,931
Y9	\$ 16,713,931
Y10	\$ 16,713,931
Y11	\$ 16,713,931
Y12	\$ 16,713,931
Y13	\$ 16,713,931
Y14	\$ 16,713,931
Y15-2031	\$ 16,713,932
Total	\$ 242,352,000
Accrued at plan submission: ~ April 2018	\$ 25,070,896

Amount from initial payment	\$ 51,986,815
(+) Accrued smount at plan submission	\$ 25,070,896
(-) AGA contract	\$ (3,140,675)
(=) total available after April 4, 2018	\$ 73,917,036

AGENDA ITEM 7a

**Gulf Consortium Executive Committee
June 15, 2017**

Agenda Item 7A

Review & Approval of Work Order #9

Task 11: Prepare Draft State Expenditure Plan and Conduct Legal Review

Background:

At the May 17, 2017 meeting the Gulf Consortium the ESA Consultant Team presented and proposed an accelerated schedule for the completion of the State Expenditure Plan, which was approved Consortium. To accommodate the accelerated schedule ESA is requesting authorization of Work Order #9 which covers Task 11 in the amended State Expenditure Plan development process.

Proposed Work Order #9:

Task 11 – Prepare Draft State Expenditure Plan Document and Conduct Legal Review

The goals of this task are to: 1) prepare the Draft State Expenditure Plan document and 2) conduct a legal review of the Draft State Expenditure Plan prior to submittal to the Consortium for review and approval. The scope of work for this task, as authorized in the Planning Grant, is described below.

Using the results of the previous tasks, the ESA consultant team will prepare the Draft State Expenditure Plan document to comply with all informational requirements specified by the Council in applicable rules and guidance documents. Prior to release of the Draft State Expenditure Plan for review and approval by the Consortium, ESA will secure the services of a qualified environmental attorney familiar with the RESTORE Act, State Expenditure Plan guidelines, and all applicable State and federal (Council and Treasury) rules and regulations and rules to conduct a legal review of the Draft State Expenditure Plan. Revisions to the Draft State Expenditure Plan will be made to address any legal noncompliance or inconsistencies prior to submittal to the Consortium for review and approval.

Recommendation:

Executive Committee approval of Work Order #9

Attachment:

Proposed Work Order #9

Prepared by:

Doug Robison – SEP Project Manager
Environmental Science Associates

On: June 12, 2017

**GULF CONSORTIUM AND ENVIRONMENTAL SCIENCE ASSOCIATES
AGREEMENT FOR CONSULTANT SERVICES
FOR STATE EXPENDITURE PLAN**

-WORK ORDER #9-

Prepare Draft State Expenditure Plan Document and Conduct Legal Review

WHEREAS, the Gulf Consortium (Consortium) and Environmental Science Associates (Consultant) entered into an agreement for planning consulting services for the State Expenditure Plan (Agreement);

WHEREAS, the Agreement requires written Work Orders to be issued by the Consortium for work to be performed by the Consultant; and

WHEREAS, the Consortium desires the Consultant to complete a Draft State Expenditure Plan document for review and approval by the Consortium, and for review by State agencies and the public.

NOW, THEREFORE, the Parties agree to Work Order #9 as follows:

Background

Work Order #9 authorizes the Consultant to complete Tasks 9 of the amended State Expenditure Plan development process. This task includes:

- **Task 11 – Prepare Draft State Expenditure Plan Document and Conduct Legal Review**

The goals of this task are to: 1) prepare the Draft State Expenditure Plan document and 2) conduct a legal review of the Draft State Expenditure Plan prior to submittal to the Consortium for review and approval.

Scope of Work

The scope of work for this task, as authorized in the Planning Grant, is described below.

Task 11 – Prepare Draft State Expenditure Plan Document and Conduct Legal Review

Using the results of the previous tasks, the ESA consultant team will prepare the Draft State Expenditure Plan document to comply with all informational requirements specified by the Council in applicable rules and guidance documents. Prior to release of the Draft State Expenditure Plan for review and approval by the Consortium, ESA will secure the services of a qualified environmental attorney familiar with the RESTORE Act, State Expenditure Plan guidelines, and all applicable State and federal (Council and Treasury) rules and regulations and rules to conduct a legal review of the Draft State Expenditure Plan. Revisions to the Draft State

Expenditure Plan will be made to address any legal noncompliance or inconsistencies prior to submittal to the Consortium for review and approval.

Deliverables

The deliverables for this Work Order #9 include the following:

- Task 11 – Preparation of the Draft State Expenditure Plan document, produced as publisher quality document fully compliant with all Council State Expenditure Plan guidelines; and preparation of a Technical Memorandum summarizing legal review comments received from the legal consultant.

Schedule

Upon formal approval of this Work Order #9 by the Consortium at its June 28, 2017 meeting, the above described scope of work and deliverables will be completed on or before November 15, 2017.

Compensation

Compensation of the Consultant for this and all future Work Orders shall be contingent upon the availability of planning grant funds from the Restoration Council. As provided in the revised ESA agreement and the Planning Grant, the fixed fee cost for Task 11 is shown in the table below.

Work Order #9			
Task	Description	Hours	Dollars @\$205/hour*
11	Prepare Draft State Expenditure Plan Document and Conduct Legal Review	1,300	\$328,000
Totals		1,300	\$328,000

* Blended rate used for cost estimating includes: overhead; profit; reimbursable expenses; and project management.

The Consultant shall be compensated on a fixed fee basis, and shall provide a final invoice upon the completion of each task, and approval all associated deliverables, encompassed in this Work Order. The total fixed fee for Work Order #9 shall not exceed **\$328,000**.

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

GULF CONSORTIUM

By: _____

Date: _____

**ENVIRONMENTAL SCIENCE
ASSOCIATES**

By: _____
Vice President or designee

Title: _____

Date: _____

SECRETARY/TREASURER:

By: _____

Date: _____

Approved as to Form:
Gulf Consortium General Counsel

BY: _____
Lynn Hoshihara
Nabors, Giblin & Nickerson, P.A.
Gulf Consortium General Counsel

AGENDA ITEM 7b

**Gulf Consortium Executive Committee
June 12, 2017**

Agenda Item 7B

Preview of Work Order #10

**Task 12 - Draft State Expenditure Plan Review and Revisions; and
Task 13 - Stakeholder Outreach and Public Involvement**

Background:

At the May 17, 2017 meeting the Gulf Consortium the ESA Consultant Team presented and proposed an accelerated schedule for the completion of the State Expenditure Plan, which was approved Consortium. To accommodate the accelerated schedule ESA is requesting authorization of Work Order #10 at its September 27, 2017 meeting. Work Order #10 covers Tasks 12 and 13 in the amended State Expenditure Plan development process. This item is only a preview of draft Work Order #10; no action is requested.

Draft Work Order #10:

Work Order #10 authorizes the Consultant to complete Tasks 12 and 13 of the amended State Expenditure Plan development process. These tasks include:

- Task 12 - Draft State Expenditure Plan Review and Revisions
- Task 13 - Stakeholder Outreach and Public Involvement.

The goals of these tasks are to: 1) coordinate the review of the Draft State Expenditure Plan with multiple State agencies; 2) develop and implement a *Stakeholder and Public Outreach Program*; and 3) make appropriate revisions to the Draft State Expenditure Plan in response to comments provided by the State agencies and public stakeholders.

Recommendation:

Information only

Attachment:

Draft Work Order #10

Prepared by:

Doug Robison – SEP Project Manager
Environmental Science Associates
On: June 12, 2017

**GULF CONSORTIUM AND ENVIRONMENTAL SCIENCE ASSOCIATES
AGREEMENT FOR CONSULTANT SERVICES
FOR STATE EXPENDITURE PLAN**

-WORK ORDER #10-

**Draft State Expenditure Plan Review and Revisions
Stakeholder Outreach and Public Involvement**

WHEREAS, the Gulf Consortium (Consortium) and Environmental Science Associates (Consultant) entered into an agreement for planning consulting services for the State Expenditure Plan (Agreement);

WHEREAS, the Agreement requires written Work Orders to be issued by the Consortium for work to be performed by the Consultant; and

WHEREAS, the Consortium desires the Consultant to coordinate the multi-agency and public review of the Draft State Expenditure Plan, and make appropriate revisions to the Draft State Expenditure Plan.

NOW, THEREFORE, the Parties agree to Work Order #10 as follows:

Background

Work Order #10 authorizes the Consultant to complete Tasks 12 and 13 of the amended State Expenditure Plan development process. These tasks include:

- Task 12 - Draft State Expenditure Plan Review and Revisions
- Task 13 - Stakeholder Outreach and Public Involvement.

The goals of these tasks are to: 1) coordinate the review of the Draft State Expenditure Plan with multiple State agencies; 2) develop and implement a *Stakeholder and Public Outreach Program*; and 3) make appropriate revisions to the Draft State Expenditure Plan in response to comments provided by the State agencies and public stakeholders.

Scope of Work

The scopes of work for these tasks, as authorized in the Planning Grant, are described below.

Task 12 - Draft State Expenditure Plan Review and Revisions

The ESA consultant team will make a summary presentation of the Draft State Expenditure Plan to the Consortium at its November 15, 2017 meeting. Upon approval by the Consortium the Draft State Expenditure Plan will be submitted to the Florida Department of Environmental Protection (FDEP) for a coordinated review by FDEP and other appropriate state agencies,

including: the Florida Fish & Wildlife Conservation Commission; the Department of Economic Opportunity; the Department of Transportation; the Department of Agriculture and Consumer Services; and Florida Water Management Districts with regulatory jurisdiction over projects, programs and activities included in the Draft State Expenditure Plan.

Comments received from the coordinated State agency review will be summarized in a Technical Memorandum and presented to the Consortium. Upon approval by the Consortium, the ESA consultant team will make recommended revisions to the Draft State Expenditure Plan.

Task 13 - Stakeholder Outreach and Public Involvement

Pursuant to the MOU between the Governor and the Consortium, the Consortium must formally adopt the revised Draft State Expenditure Plan, and allow the opportunity for the public review and comment on the document, prior to submittal of the Draft State Expenditure Plan to the Governor. The ESA consultant team will develop and implement a *Stakeholder Outreach and Public Involvement Program* to facilitate stakeholder review, and to solicit public comments. This program will be tailored to meet the specific requirements of the Consortium and the Governor, and may include the following:

- Development of an online website and portal for the submittal and documentation of public comments;
- Facilitation of advertised public meetings with various stakeholder and citizen groups; and
- Prepare written meeting summaries of all public meetings.

Comments received from stakeholders and the public will be summarized in a Technical Memorandum, and presented to the Consortium. If directed by the Consortium, the ESA consultant team will make further revisions to the Draft State Expenditure Plan in response to public comments.

Deliverables

The deliverables for this Work Order #10 include the following:

- Task 12 – Preparation of a Technical Memorandum summarizing comments received from the coordinated State agency review; and delivery of summary presentation delivered to the Gulf Consortium at its January 2018 meeting.
- Task 13 – Preparation of a *Stakeholder Outreach and Public Involvement Program* document which describes processes to be used in noticing and facilitating public meetings and soliciting stakeholder comments; preparation of written meeting summaries of all public meetings.

Schedule

Upon formal approval of this Work Order #10 by the Consortium at its September 27, 2017 meeting, the above described scope of work and deliverables will be completed on or before January 31, 2018.

Compensation

Compensation of the Consultant for this and all future Work Orders shall be contingent upon the availability of planning grant funds from the Restoration Council. As provided in the revised ESA agreement and the Planning Grant, the fixed fee costs for Tasks 12 and 13 are shown in the table below.

Work Order #10			
Task	Description	Hours	Dollars @\$205/hour*
12	Conduct Project Leveraging Analysis	1,300	\$266,500
13	Stakeholder Outreach and Public Involvement	802	\$164,432
Totals		2,102	\$430,932

* Blended rate used for cost estimating includes: overhead; profit; reimbursable expenses; and project management.

The Consultant shall be compensated on a fixed fee basis, and shall provide a final invoice upon the completion of each task, and approval all associated deliverables, encompassed in this Work Order. The total fixed fee for Work Order #10 shall not exceed **\$430,932**.

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

GULF CONSORTIUM

By: _____

Date: _____

ENVIRONMENTAL SCIENCE ASSOCIATES

By: _____
Vice President or designee

Title: _____

Date: _____

SECRETARY/TREASURER:

By: _____

Date: _____

Approved as to Form:
Gulf Consortium General Counsel

BY: _____
Lynn Hoshihara
Nabors, Giblin & Nickerson, P.A.
Gulf Consortium General Counsel

DRAFT

AGENDA ITEM 8a

Gulf Consortium Executive Committee
June 15, 2017

Agenda Item 8a
Update on Planning Grant

Executive Summary:

Update on the status of the Planning Grant Application.

Most Recent Activity:

A Planning Grant in the amount of \$4,640,675 was awarded to the Gulf Consortium on June 23, 2016. The Gulf Consortium executed the grant agreement on June 28, 2016. Langton Consulting and Consortium staff have developed the financial control systems and enrolled the Consortium in invoicing and payment systems and commenced the drawdown and disbursement of federal grant funds. Five payment requests totaling \$859,931.70 have been submitted and paid to date. The Gulf Consortium's second Financial Progress report for the period of 10/1/16 – 4/30/17 was submitted on 5/18/17.

Full Background on Post Award Process/Procedure:

The Consortium submitted its fifth payment request in the amount of \$339,480.00 through RAAMS on April 24, 2017. This request was approved in May 19, 2017 and payment was received by the Gulf Consortium on May 23, 2017. Processing of this payment request by the Consortium took 21 business days.

Payment request #6 in the amount of \$25,986.09 was submitted in RAAMS on May 30, 2017. This payment request includes invoices from Balmoral Group, NGN and Langton Consulting.

The Consortium's next Financial Progress report is due October 30, 2017.

Fiscal Impact:

Under Work Order #5, the Consortium agreed to pay ESA a \$5,000 flat fee monthly for grant management services (Task 15) provided by Langton Consulting.

Attachments:

None

Recommendation:

For information only.

Prepared by:

Lisa King
Langton Consulting
On: May 2, 2017

AGENDA ITEM 8b

Gulf Consortium Executive Committee
June 15, 2017

Agenda Item 8b
Planning Grant Update: Analysis of Work Orders Approved and
Planning Grant Award

Executive Summary:

Presentation of ESA Work Orders approved to date and a comparison of that encumbered amount with respect to the Planning Grant Award.

Background:

On April 22, 2016, the Gulf Consortium Board of Directors approved a contract amendment for the ESA Consulting Team to assist the Consortium in developing Florida's State Expenditure Plan for the Governor's submission to the Restoration Council for the Spill Impact Component of the RESTORE Act. The ESA Team was selected and hired after a comprehensive, competitively procured process. The Contract between the Consortium and ESA is a not to exceed amount of \$2,722,780. The contract is performed on a work order basis.

The Consortium also hired Nabors, Giblin & Nickerson as its General Counsel, also after a comprehensive, competitively procured process. The contract between the Consortium and NGN is a not to exceed amount of \$150,000 per year.

The Consortium also hired The Balmoral Group, LLC, as manager for the Consortium, also after a comprehensive, competitively procured process. The contract between the Consortium and TBG is a not to exceed amount of \$103,056 per year.

The Consortium's Planning Grant Application was approved by the Restoration Council on June 23, 2016 and the award contract was executed on June 28. The grant award is in the amount of \$4,640,675.

Analysis:

As of September June 17, 2017, the Consortium has approved eight work orders, totaling \$1,948,408, broken down as follows:

<u>Task 1</u> (PSEP, Planning Grant App) (approved 1/21/15) (\$35,980 of which is funded by the grant)	\$50,980
<u>Task 2</u> (Goal Setting Workshop) (approved 3/25/15)	\$21,560
<u>Task 3</u> (Public Involvement – Phase I) (approved 6/19/15)	\$82,388
<u>Work Order 4(A)</u> (Prelim Project List – Phase I) (approved 6/28/16)	\$92,660

<u>Work Order 4(B)</u> (Preliminary Project List-Phase II) (approved 9/13/16)	\$209,100
<u>Work Order 5</u> (Grant Admin) (approved 4/21/16) (\$5,000 per month for 24 months)	\$120,000
<u>Work Order 6</u> (Map Preliminary Project List & Perform Gaps Analysis) (approved 12/2/16)	\$455,290
<u>Work Order 7</u> (Complete Draft Project List and Conduct Detailed Project Evaluation & Refinement) (approved 4/6/17)	\$518,320
<u>Work Order 8</u> (Conduct Project Leveraging Analysis & Sequencing & Implementation Strategy) (approved 5/17/17)	\$398,110
Total	\$1,948,408

As of September 13, 2016, the Consortium has approved one other contract to be funded partially from the planning grant: Nabors, Giblin & Nickerson

NGN General Counsel Services (\$90,000 of which can be funded by the grant, annually)	\$180,000
--	-----------

As of May 17, 2017, the Consortium has approved another contract to be funded partially from the planning grant: The Balmoral Group, LLC

TBG Management Services (\$60,000 of which can be funded by the grant, annually)	\$206,112
---	-----------

Also, out of the grant award, the Consortium can pay for some of the actual costs it incurs for its meetings: Audio-Visual, Information Technology, meeting space, etc. These costs are incurred on a meeting-by-meeting basis.

AV/IT Reimbursement (incurred between 8/22/14 – 5/31/16)	\$11,285
---	----------

Accordingly, the following summarizes the grant budget as compared to Consortium-approved and grant-fundable contracts:

Grant Award	ESA Contract Amount	ESA Work Orders Approved to Date	NGN Contract from Grant	TBG Contract from Grant	AV Reimbursement
\$4,640,675	\$2,722,780	\$1,948,408	\$180,000	\$120,000	\$11,285

Options:

No action required.

Recommendation:

For information only.

Prepared by:

Valerie Seidel
The Balmoral Group
Manager
On: June 15, 2017

AGENDA ITEM 9

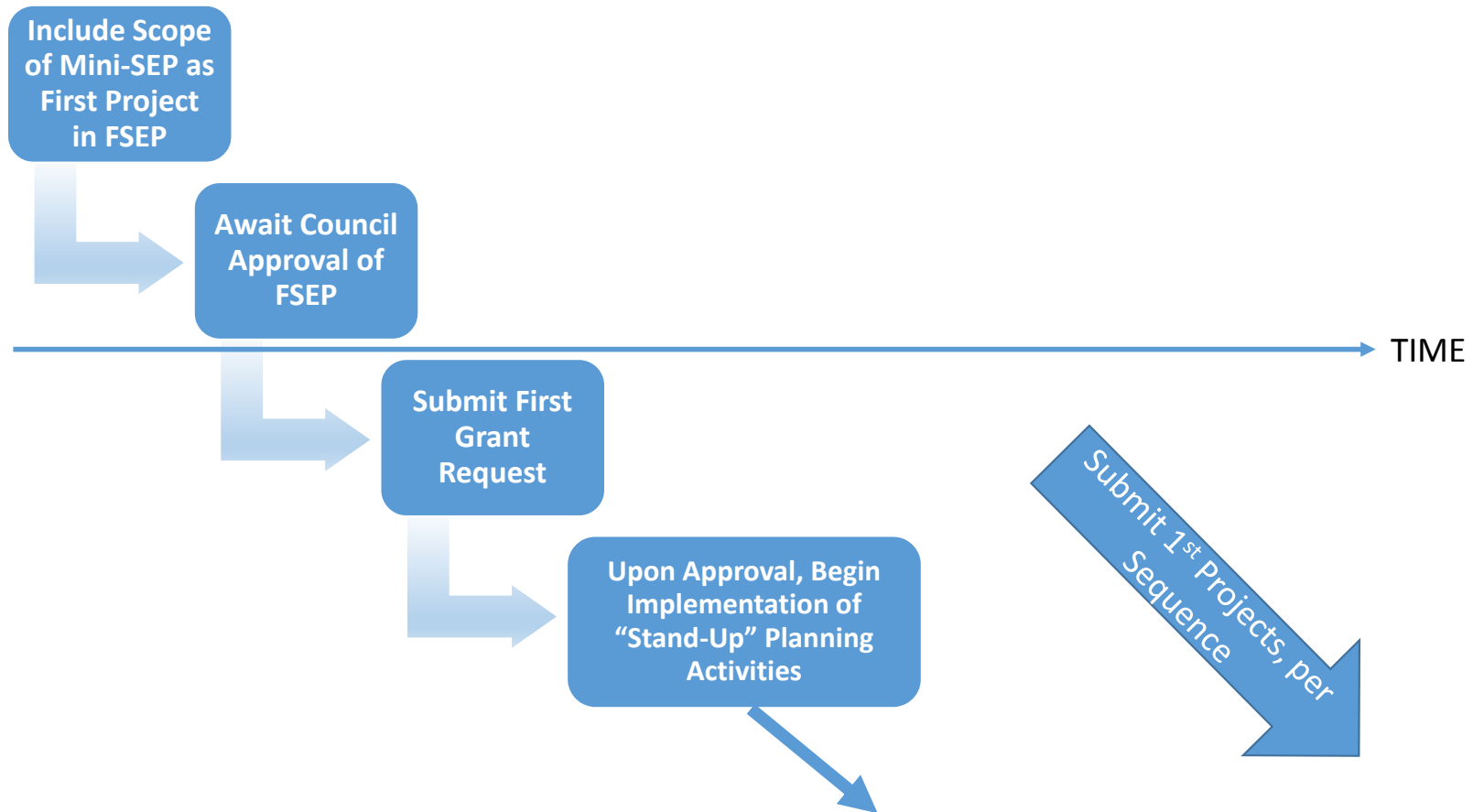
Agenda Item #9

Initial (“Mini”) SEP and Implementation Options

Manager’s Report

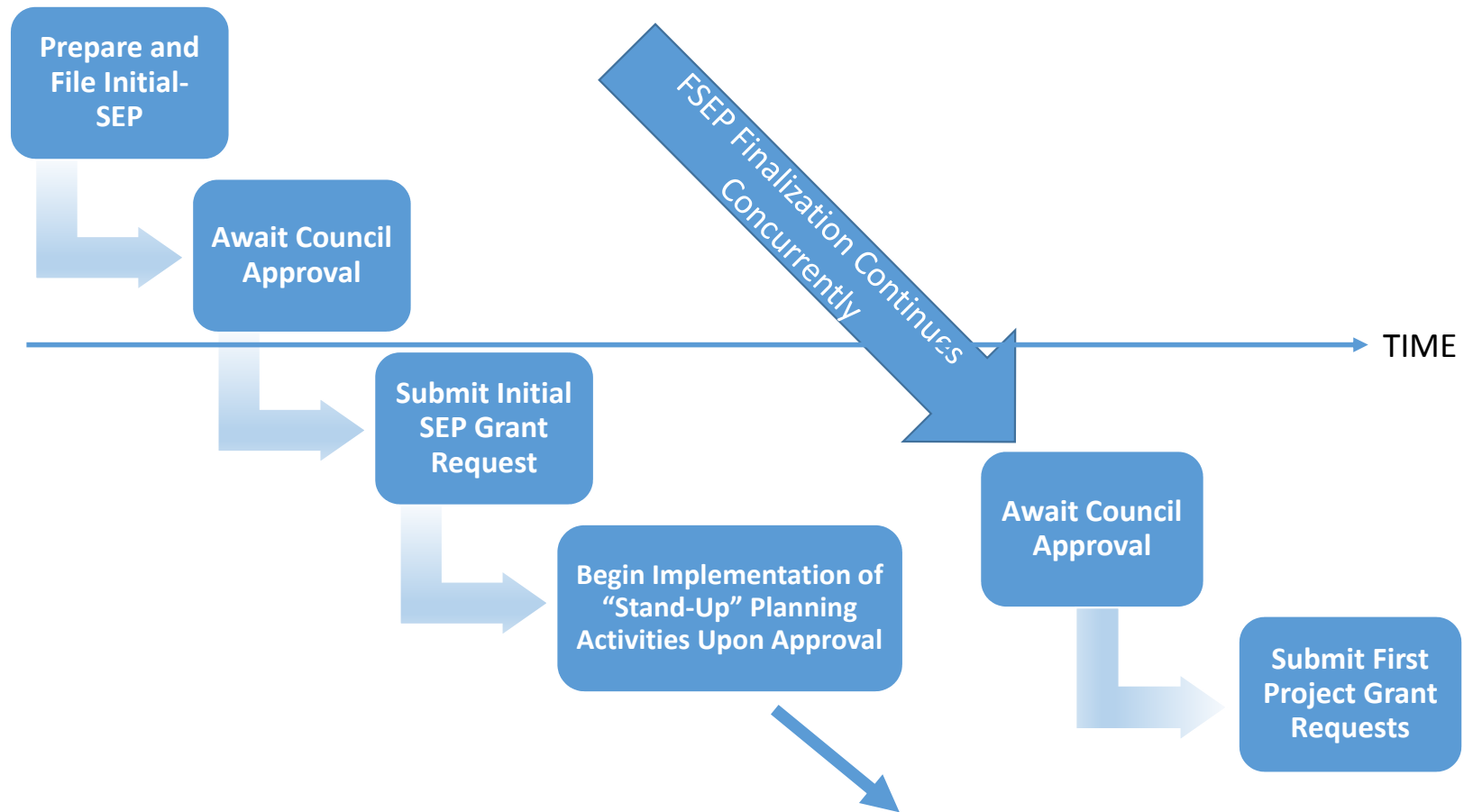
SEP Implementation Options

Option 1 (First Project)



SEP Implementation Options

Option 2 (Initial / “Mini”)



SEP Implementation

- Pros of Option 1 (1st Project):
 - Single, Comprehensive SEP for Florida
 - Scope to be developed within the existing Planning Grant
- Cons of Option 1:
 - Administrative & Financial Structure would need to be the first implementation grant project
 - May delay FSEP grant request approvals prior to implementation while Administrative & Financial processes are approved by RESTORE Council
- Pros of Option 2 (“Mini”):
 - Establishes Administrative & Financial Architecture up-front for all future project grants
 - **May** be funded with existing Planning Grant (per RESTORE Council)
 - General FSEP may proceed while “mini-SEP” is being implemented
 - Shortens Overall Schedule; Allows all counties to begin implementation upon FSEP approval
- Cons of Option 2:
 - Submittal of Initial SEP still requires FSEP-level documentation
 - Development in-House or potentially outside of current Planning Grant

SEP Implementation Schedule

- Option 1 (1st Project):
 - As part of Draft FSEP, September 2017
 - As part of Final FSEP, November 2017
 - As part of Approved FSEP, March 2018
 - Assume two months to implement if entirely in-house (May 2018)
 - 3-4 months to implement if done externally via contract (June 2018)
- Option 2 (“Mini”):
 - As stand-alone submittal, September 2017
 - As approved by Council, January 2018
 - Assume two months to implement if entirely in-house (March 2018)
 - Counties to begin implementation grants and pre-award activities upon FSEP approval (April 2018)

