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## **AGENDA**

### **THE GULF CONSORTIUM Finance and Budget Committee Meeting**

**November 20, 2019, 1:00 p.m. Eastern**

**Fort Lauderdale Marriott Harbor Beach  
3030 Holiday Dr, Fort Lauderdale, FL 33316**

**GoToMeeting  
Dial-in Number: +1 (646) 749-3129  
Participant Passcode: 773-744-389**

#### **Committee Members**

**Chair - Scott Carnahan (Citrus), Vice-Chair - Lane Lynchard (Santa Rosa) Matt Posner (Escambia County), Smokey Parrish (Franklin County), Yana Matiyuk (Pinellas), Heather Larson (Sarasota)**

#### **Item 1. Call to Order.**

Committee Chair Carnahan (Citrus) will call the meeting to order.

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#### **Item 2. Roll Call and Welcome of New Members.**

Valerie Seidel (The Balmoral Group) will call the roll.

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#### **Item 3. Consent Agenda.**

The consent agenda items are presented for approval. Commissioners may remove any items from this agenda that they have questions on or would like the Committee 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:**

The minutes of the following meetings are presented for approval.

- September 11, 2019 – Finance and Budget Committee Meeting.

*(Please see back up pages 5-8)*

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#### **Item 4. Additions or Deletions.**

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

RECOMMEND: Approval of a final agenda.

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#### **Item 5. Public Comments.**

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

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**Item 6. Financial Statements through September 2019.**

The financial statements through September 2019 are presented for Committee approval. These schedules include: Balance Sheet; Income Statement; Cash Receipts Journal, and Cash Disbursements Journal.

*(Please see back up pages 9-12)*

RECOMMEND: Recommend approval of the financial statements to the full Board through September 2019.

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**Item 7. September 2019 Budget Summary and Project Status Expenditure Reports.**

The Budget Summary and the Project Status Expenditure Report for September 2019 are presented for Committee review.

*(Please see back up pages 13-15)*

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**Item 8. September 2019 Trust Fund Report.**

Staff has prepared a report on the Trust Fund balance, indicating grant funding amounts that are pending, approved, and scheduled for draw down.

*(Please see back up pages 16-20)*

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**Item 9. Delegation of Authority Report.**

Staff has prepared a report on Delegation of Authority actions that the General Manager has made from September 1, 2019 through October 31, 2019, for Committee information.

*(Please see back up pages 21-22)*

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**Item 10. Grant Funding by County.**

Staff has prepared a report listing the total grants by county with associated management, legal and fiscal agent fees. A second report compares each county in total.

*(Please see back up pages 23-26)*

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**Item 11 Audit Status Update.**

Richard Bernier (The Balmoral Group) will give a verbal update on the status of the audit

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**Item 12. Risk & Audit Update.**

Valerie Seidel (The Balmoral Group) will give a verbal update on the status of the risk and audit committee.

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**Item 13. Policy Review Committee update.**

Valerie Seidel (The Balmoral Group) will give a verbal update on the status policy review committee

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**Item 14. Public Comments.**

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

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**Item 15. Adjournment.**

*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.*

**Gulf Consortium Financial and Budget Committee Meeting**  
**November 20, 2019, 1:00 p.m., Eastern**  
**Fort Lauderdale Marriott Harbor Beach**  
**3030 Holiday Dr, Fort Lauderdale, FL 33316**



<u>County</u>	<u>Finance Committee Member</u>	<u>Present</u>
Citrus	Scott Carnahan	
Escambia	Matt Posner	
Franklin	Smokey Parrish	
Santa Rosa	Lane Lynchard	
Pinellas	Yana Matiyuk	
Sarasota	Heather Larson	

## **AGENDA ITEM 3**

**Gulf Consortium Finance and Budget Committee Meeting  
November 20, 2019**

**Agenda Item 3  
Approval of September 11, 2019 Minutes**

**Statement of Issue:**

Request to approve the minutes of the September 11, 2019 meeting of the Gulf Consortium Finance and Budget Committee.

**Options:**

- (1) Approve the September 11, 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  
On: November 13, 2019

**Attachment:**

Draft Minutes, September 11, 2019 meeting of the Gulf Consortium Finance and Budget Committee.

**Action Taken:**

Motion to: \_\_\_\_\_, Made by: \_\_\_\_\_;

Seconded by: \_\_\_\_\_.

Approved\_\_\_\_; Approved as amended\_\_\_\_; Defeated\_\_\_\_\_.

**Gulf Consortium Finance and Budget Committee Meeting  
September 11, 2019, Time 4:00p.m. (Eastern)  
GoToMeeting**

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**Members in Attendance:** Chair – Scott Carnahan (Citrus), Vice Chair - Lane Lynchard (Santa Rosa) (Phone), Matt Posner (Escambia), Yana Matiyuk (Pinellas)

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

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**Agenda Item #1 – Call to Order**

Chair Scott Carnahan (Citrus) called the meeting to order at 4:00pm (ET).

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**Agenda Item #2 – Roll call**

Valerie Seidel (The Balmoral Group) called the roll. Attendees as above.

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**Agenda Item #3 – Consent Agenda**

The meeting minutes for the June 13, 2019 meeting of the Finance and Budget Committee were presented for approval. Matt Posner (Escambia) made the motion to approve the minutes, seconded by Lane Lynchard (Santa Rosa).

**ACTION: APPROVED**

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**Agenda Item #4 – Additions or Deletions**

There were no additions or deletions to the agenda. Matt Posner (Escambia) made the motion to approve the final addition, seconded by Lane Lynchard (Santa Rosa).

**ACTION: APPROVED**

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**Agenda Item #5 – Public Comments**

None

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**Agenda Item#6– Financial Statements for August 2019**

Valerie Seidel (The Balmoral Group) provided the balance sheet, profit and loss statement, cash receipts journal and cash disbursements journal for review by the committee. Lane Lynchard (Santa Rosa) asked about the software charge on the P&L statement not matching. Valerie answered that it was due to time periods and only a portion of the software could be charged to the SSEP grant.

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**Agenda Item #7-April 2019 Budget Summary and Project Status Expenditure Reports**

Valerie Seidel (The Balmoral Group) presented the budget summary and status of project expenditures to date. There were no comments or questions on this item. Commissioner Carnahan commented that the report format was helpful for informing the Committee.

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**Agenda Item #8-April 2019 Trust Fund Report**

Valerie Seidel (The Balmoral Group) gave a presentation of the current Trust Fund balance and pending Grant applications for SEP implementation. There were no comments or questions on this item.

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**Agenda Item #9-Delegation of Authority Report.**

The Balmoral Group prepared a report on Delegation of Authority actions that the General Manager made May 1, 2019 – August 31, 2019 for committee information. Matt Posner (Escambia), asked about the costs related to SEP amendments. No policy was taken up on that matter and should be considered at future board meetings. Valerie Seidel (The Balmoral Group) commented that the Manatee County amendment was a nominal amount so the Consortium covered the costs. A larger

redraft of the SEP would need to be a discussion item at the next board meeting in relation on how to handle costs.

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**Agenda Item #10-Grant Funds by County**

Valerie Seidel presented graphs and charts representing SEP grants by county showing implementation and compliance expenses. Commissioner Carnahan commented that he appreciated the graphs.

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**Agenda Item #11 – Proposed Budget**

Valerie Seidel presented the proposed budget for the next fiscal year. After reduced operating expenses, reduced legal fees and reduced hours from The Balmoral Group there was a \$10,000 deficit for the year. During the prior year, county dues were reduced due to reduced activity while SEP approval was pending. The bank balance was drawn down to offset costs. To meet future operating expenses, the expectation was that county funds would be increased going forward. Commissioner Lane Lynchard (Santa Rosa) asked about the Bank Interest of \$80/mo. Valerie Seidel commented that was a typo and should have said Bank Fees.

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**Agenda Item #12-Audit Contract Renewal**

Valerie Seidel presented the renewal of Warren Averitt's contract to provide audit services for the Consortium. Valerie commented that they would not need to go to procurement again and can extend it. Lane Lynchard (Santa Rosa) made the motion to approve the renewal, seconded by Matt Posner (Escambia).

**ACTION: APPROVED**

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**Agenda Item #13- Proposed Members for Risk and Audit Committee**

Valerie Seidel presented the proposed Audit Committee members and schedule for recommendation to the full board. The Audit committee would consist of Robert Bender, Heather Larson, Scott Carnahan and Lane Lynchard and should consist of one or two calls. Lane Lynchard (Santa Rosa) made the motion to approve the proposed members to the full board, seconded by Matt Posner (Escambia).

**ACTION: APPROVED**

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**Agenda Item #14 – Proposed Members for Procedures Review Committee**

Valerie Seidel presented the proposed members for the Procedures Review Committee which was required to review the Policies and Procedures yearly. The proposed composition consisted of Sheree Keeler, Larry Jones, Yana Matiyuk, Matt Posner and Lynn Hoshihara. Lane Lynchard (Santa Rosa) made the motion to approve the proposed Procedures Review Committee Members, seconded by Matt Posner (Escambia).

**ACTION: APPROVED**

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**Agenda Item #15 – Public Comment**

No public comment.

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**Agenda Item #10-Adjourn**

There being no further business, the meeting adjourned at 4:35 pm.



## **AGENDA ITEM 6**

**Gulf Consortium Finance and Budget Committee Meeting  
November 20, 2019**

**Agenda Item 6  
Financial Statements**

**Statement of Issue:**

Presentation of the most recent monthly financial statements.

**Background:**

Financial Statements are produced monthly for the Consortium. Additionally, attachments include a listing of the cash receipts and cash disbursements for the fiscal year.

**Attachments:**

- a) Balance Sheet through September 30, 2019
- b) Income Statement through September 30, 2019
- c) There were no Cash Receipts in September 2019
- d) There were no Cash Disbursements in September 2019

**Prepared by:**

Richard Bernier  
The Balmoral Group  
On: November 15, 2019

**Gulf Consortium**  
**Balance Sheet**  
**As of September 30, 2019**  
Sep 30, 2019

**ASSETS**

Current Assets

Checking/Savings

Cash

Grant Account (Wells Fargo) 302.64

Operating Account (Seaside) 78,363.42

Total Cash 78,666.06

Accounts Receivable

Accounts Receivable

Grants Receivable (SSEP) 12,609.30

Accounts Receivable (General) 4,135.00

Total Accounts Receivable 16,744.30

Total Accounts Receivable 16,744.30

Other Current Assets

Other Receivables 18,000.00

Total Other Current Assets 18,000.00

Total Current Assets 113,410.36

**TOTAL ASSETS** 113,410.36

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable (Grants) 25,169.40

Accounts Payable (General) 48,148.82

Total Accounts Payable 73,318.22

Other Current Liabilities

Contra Accounts Payable Grants (33,472.40)

Accrued Liabilities (Grants) 12,609.30

Total Other Current Liabilities (20,863.10)

Total Current Liabilities 52,455.12

Total Liabilities 52,455.12

Equity

Unrestricted Net Assets 154,486.03

Net Income (93,530.79)

Total Equity 60,955.24

**TOTAL LIABILITIES & EQUITY** 113,410.36

**Gulf Consortium**  
**Profit & Loss**  
October 2018 through September 2019

	<u>General Fund</u>	<u>SEP Grant</u>	<u>SSEP Grant</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>Income</b>					
County Dues	70,025.00	-	-	-	70,025.00
Grant Funds - SSEP	-	-	187,506.30	-	187,506.30
<b>Total Income</b>	<u>70,025.00</u>	<u>-</u>	<u>187,506.30</u>	<u>-</u>	<u>257,531.30</u>
<b>Expense</b>					
Special District Fees	175.00	-	-	-	175.00
Bank Fees	1,639.82	-	-	-	1,639.82
Meeting Expense	24,339.32	-	-	-	24,339.32
Accounting/Accounting	-	-	-	-	-
Management Fees	111,252.47	-	135,277.50	-	246,529.97
Legal Fees	26,006.94	-	47,381.80	-	73,388.74
Reporting Fees	142.24	-	-	-	142.24
Software	-	-	4,847.00	-	4,847.00
<b>Total Expense</b>	<u>163,555.79</u>	<u>-</u>	<u>187,506.30</u>	<u>-</u>	<u>351,062.09</u>
<b>Net Income</b>	<u><u>(93,530.79)</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>(93,530.79)</u></u>

## **AGENDA ITEM 7**

**Gulf Consortium Finance and Budget Committee Meeting  
November 20, 2019**

**Item 7  
Budget Summary and Project Status Expenditure Reports**

**Summary:**

The Budget Summary and the Project Status Expenditure Report for September 2019 are presented for Committee review.

*Condensed Budget Summary  
For the current fiscal year – twelve months ended September 2019*

<b>Cost Category</b>	<b>Annual 2018-19 Budget</b>	<b>Actual YTD</b>	<b>Remaining Budgeted Expenses</b>
SEP Expenses (project funding)	79,903,446	0	79,903,446
<i>Includes: PSEP</i>	<i>163,564</i>	<i>146,564</i>	<i>17,000</i>
SSEP - One Time Expense	221,038	187,506	33,532
General fixed and variable	105,000	163,555	(58,555)
Operating Expenses			
<b>Total</b>	<b>80,229,484</b>	<b>351,061</b>	<b>79,878,414</b>

**Project Status Expenditure Reports**

<b>County</b>	<b>Project #</b>	<b>Project Name</b>	<b>Budgeted Amount Current Year</b>	<b>Actual YTD</b>	<b>Remaining Budgeted Expenses</b>	<b>Project Status</b>
<b>Wastewater improvement Grant Application #1</b>						
<b>Santa Rosa</b>	2-1	Soundside Drive Septic to Sewer Conversion, Phase I	\$2,322	\$1,615	\$707	Awarded
<b>Okaloosa</b>	3-4	Shoal River Headwaters Protection Program - Phase I (BSAIP WRF Effluent Disposal Expansion)	\$65,889	\$1,785	\$64,104	Awarded
<b>Citrus</b>	13-1	NW Quadrant Sewer Force Main Project	\$153,123	\$1,743	\$151,380	Awarded
<b>Charlotte</b>	20-1	Charlotte Harbor Septic to Sewer Conversion Program	\$94,608	\$2,168	\$92,440	Awarded
<b>Okaloosa</b>	3-3	Choctawhatchee Bay Estuary Program	\$86,030	\$1,488	\$84,542	In RESTORE review
<b>Wakulla</b>	8-2	Coastal Public Access Program - Bayside Marina	\$10,321	\$893	\$9,428	Awarded
<b>Pasco</b>	15-5	Artificial Reef Program - Hudson Reef	\$13,414	\$3,358	\$10,056	Awarded
<b>Pinellas</b>	16-1	Lake Seminole Sediment Removal	\$48,224	\$3,018	\$45,206	RESTORE award preparation
<b>Pasco</b>	15-1	Port Richey Watershed Stormwater Mgmt Project - Construction	\$347,093	\$765	\$346,328	On hold

<b>Bay</b>	5-2	St. Andrew Bay Stormwater Improvement Program – St. Andrew Bay Watch – Water Quality Monitoring	\$34,254	\$1,955	\$32,299	In RESTORE review
<b>Collier</b>	22-1	Comprehensive Watershed Improvment Program - Monitoring Program	\$45,538	\$1,700	\$43,838	In RESTORE review
<b>Sarasota</b>	19-1	Sarasota County Dona Bay Hydrologic Restoration Program	\$84,069	\$1,233	\$82,836	In RESTORE review
<b>Collier</b>	22-1	Comprehensive Watershed Improvement Program - Master Plan	\$0.00	\$0.00	\$0.00	In RESTORE review
<b>Walton</b>	4-1	Choctawhatchee Bay Septic to Sewer Conversion - Planning	\$0.00	\$0.00	\$0.00	In RESTORE review
<b>Jefferson</b>	9-2	Wacissa River Park Improvement Program - Planning and Acquisition	\$0.00	\$0.00	\$0.00	In RESTORE review
<b>Citrus</b>	13-2	Cross Florida Barge Canal Boat Ramp - E&D	\$0.00	\$0.00	\$0.00	In RESTORE review
<b>Escambia</b>	1-1	Bayou Chico Contaminated Sediment Remediation Project - E&D	\$0.00	\$0.00	\$0.00	In RESTORE review
<b>Hernando</b>	14-1	Artificial Reef Program - E&D and Monitoring	\$0.00	\$0.00	\$0.00	In RESTORE review
<b>Hillsborough</b>	17-1	Cockroach Bay Aquatic Preserve Land Acquisition and Ecosystem Restoration - Acquisition	\$0.00	\$0.00	\$0.00	received materials; Gulf Consortium review
<b>Levy</b>	12-2	Levy County Oyster Restoration Project	\$0.00	\$0.00	\$0.00	In RESTORE review
<b>Gulf</b>	6-2	St. Joseph Peninsula Coastal Erosion Control	\$0.00	\$0.00	\$0.00	received materials; Gulf Consortium review

## **AGENDA ITEM 8**



**Gulf Consortium Finance and Budget Committee Meeting  
November 20, 2019**

**Agenda Item 8  
Trust Fund Balance and Grant Status**

**Statement of Issue:**

Presentation of the current Trust Fund balance and pending Grant applications for SEP Implementation.

**Background:**

Staff has prepared exhibits showing snapshot of the Trust Fund Balance, showing the total funds in the Trust Fund, the amounts allocated to the SSEP and PSEP, and the amounts pertaining to pending Grant Applications for SEP projects. Also included are the current and future BP payments.

**Attachments:**

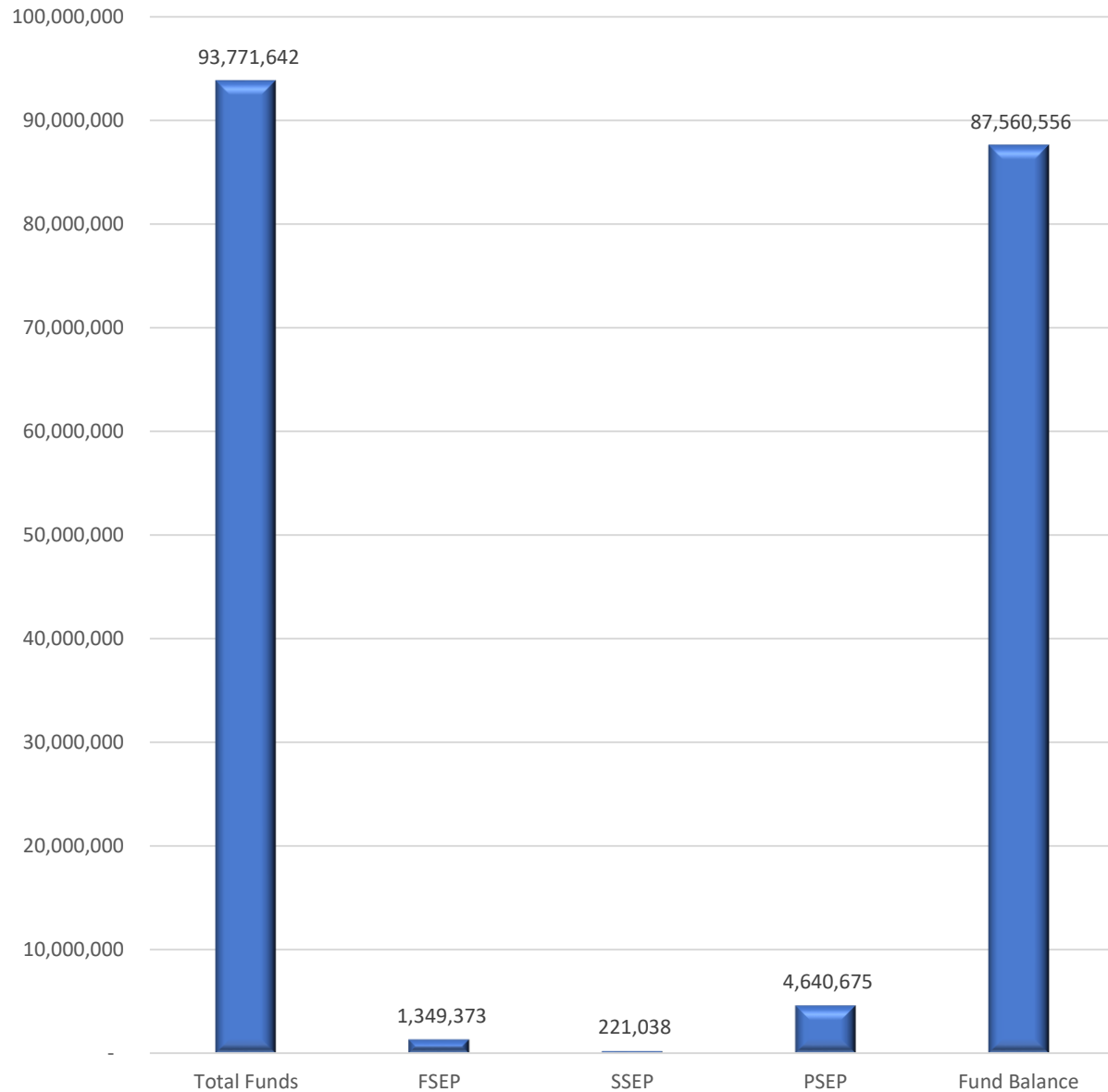
- a) Trust Fund balance totals by funding source and current SEP grant status
- b) Current trust fund balance report from Restore Council
- c) BP Payment Status

**Prepared by:**

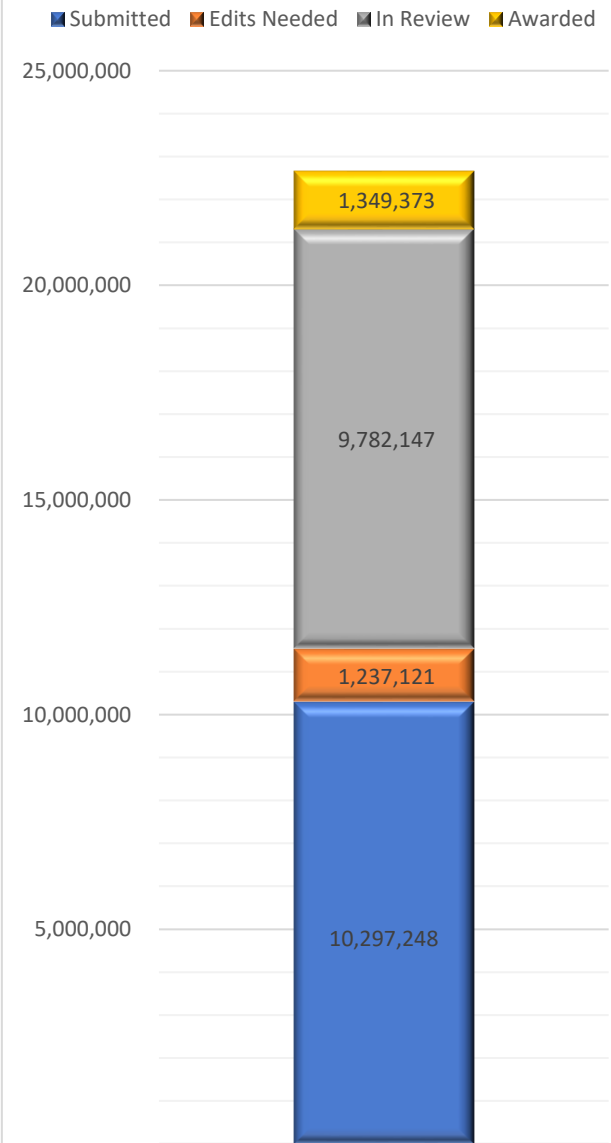
Richard Bernier  
The Balmoral Group  
On: November 15, 2019

Gulf Consortium Finance and Budget Committee Meeting  
November 20, 2019

### TRUST FUND



### GRANT STATUS



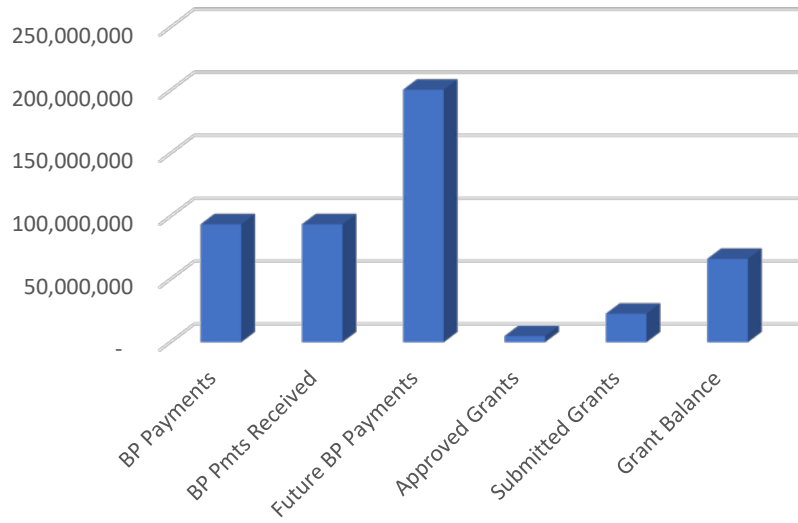
# Gulf Consortium Finance and Budget Committee Meeting

## November 20, 2019

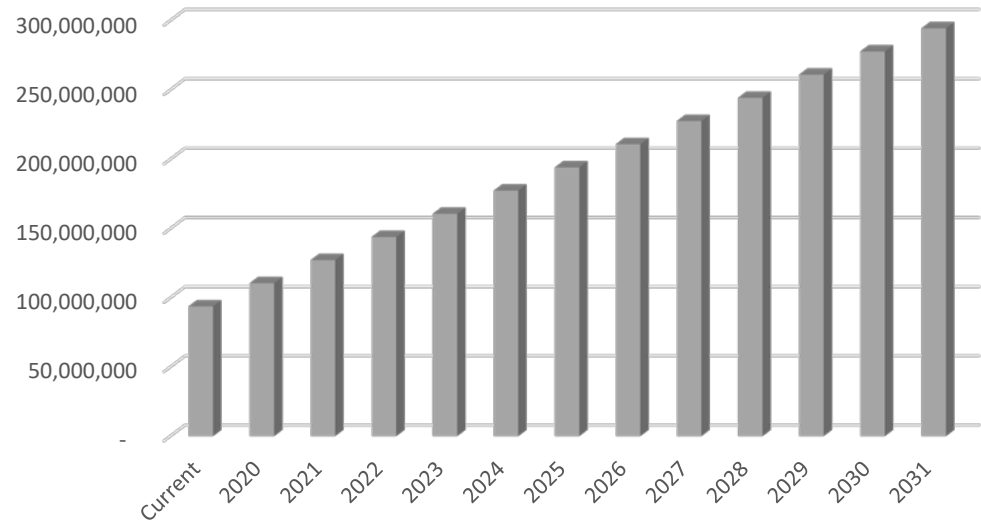
BUCKET 3 INDIRECT COST POOL CALCULATIONS AND USE				6/5/2019					
				Please enter: Project Name, FAIN, EGID (last two digits of the FAIN), Award Amount and Indirect Costs on Award					
STATE	Trust Fund Total Funds	Running Balance 3% Pool	Running Balance Funds not subj to 3%	Project Name	FAIN	EGID	Award Amount	Ind Costs used on Award	Direct Costs used on Award
FLORIDA GULF CONSORTIUM				FLORIDA GULF CONSORTIUM					
Beginning Balance	\$93,771,642	\$2,813,149	\$90,958,493						
	\$89,130,967	\$2,813,149	\$86,317,818	Gulf Consortium - PSEP	GNTSP16FL0021	21	\$4,640,675	\$0	\$4,640,675
	\$88,909,929	\$2,813,149	\$86,096,780	GS - Stand-up PSEP	GNTSP19FL0077	77	\$221,038	\$0	\$221,038
Balance Available	\$88,909,929	\$2,813,149	\$86,096,780	TOTAL FLORIDA			\$4,861,713	\$0	\$4,861,713
proofs			\$0						\$0

Gulf Consortium Finance and Budget Committee Meeting  
November 20, 2019

BP Fund Payments



Scheduled Payments



## **AGENDA ITEM 9**

**Gulf Consortium Finance and Budget Committee Meeting  
November 20, 2019**

**Item 9 – Financial Report  
Attachment: Report on Delegated Authority  
Actions from September 1, 2019 through October 31, 2019**

**Summary:**

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

1. 9/6/19 – Resubmitted Grant application: 8-2: Wakulla County Bayside Marina Feasibility Study
2. 10/16/19 - Submitted Grant application: 13-2: Citrus County Cross Florida Barge Canal Boat Ramp
3. 10/16/19 – Submitted Grant application: 12-2: Levy County Oyster Restoration Project
4. 10/16/19 – Submitted Grant application: 4-1: Walton County Choctawhatchee Bay Septic to Sewer Conversion – Feasibility Study
5. 10/21/19 – Resubmitted Grant application: 22-1: Collier County Comprehensive Watershed Improvement Program Monitoring & Planning
6. 10/25/19 – Submitted Grant application: 14-1: Hernando County Artificial Reef E&D and Monitoring
7. 10/21/19 – Submitted Grant application: 9-2: Jefferson County Wacissa River Park Improvements Planning and Acquisition
8. 10/31/19 – Submitted Grant application: 1-1: Escambia County Bayou Chico Contaminated Sediment Remediation

## **AGENDA ITEM 10**

**Gulf Consortium Finance and Budget Committee Meeting  
November 20, 2019**

**Agenda Item 10  
Grant Funds by County**

**Statement of Issue:**

Presentation implementation grants by county with implementation and compliance expenses.

**Background:**

Implementation grants submitted by each county is reviewed by staff and legal before being submitted to the Restore Council for approval. The processing of the actual payments are completed through a fiscal agent. The attached graphs represent the current grants and these associated expenses.

**Attachments:**

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

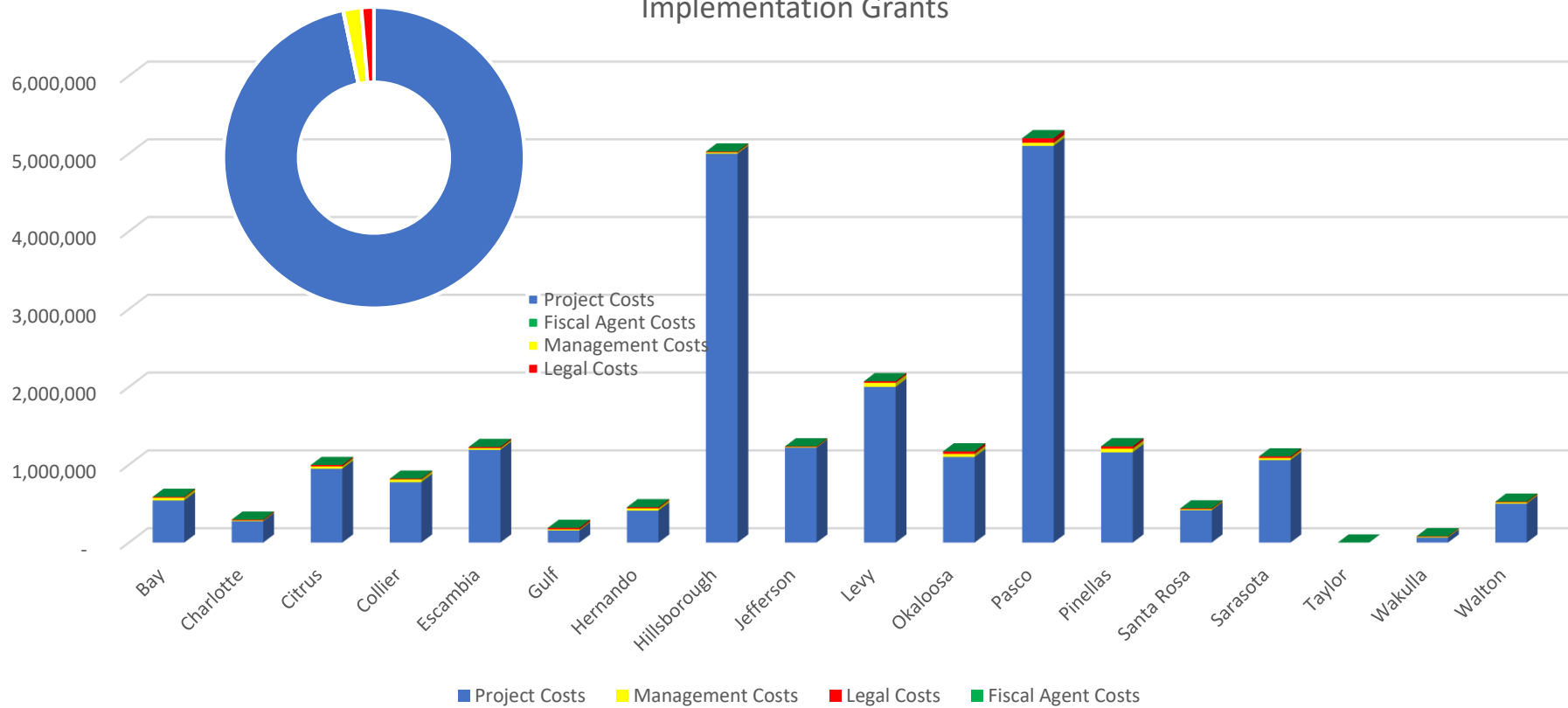
**Prepared by:**

Richard Bernier  
The Balmoral Group  
On: November 15, 2019



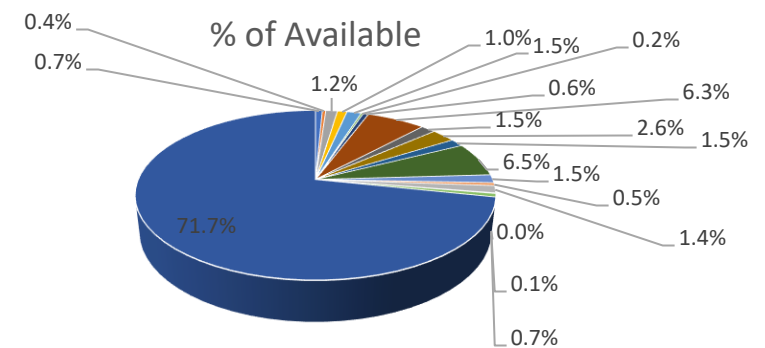
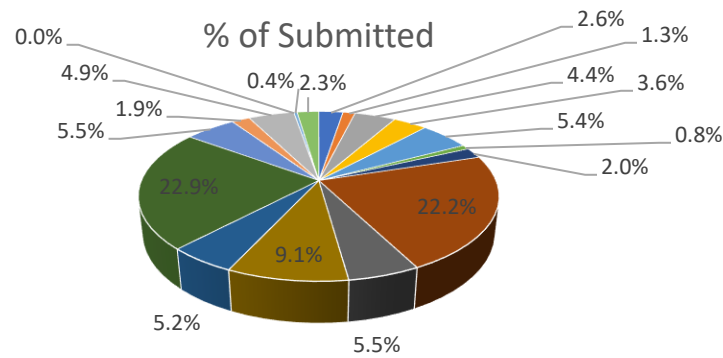
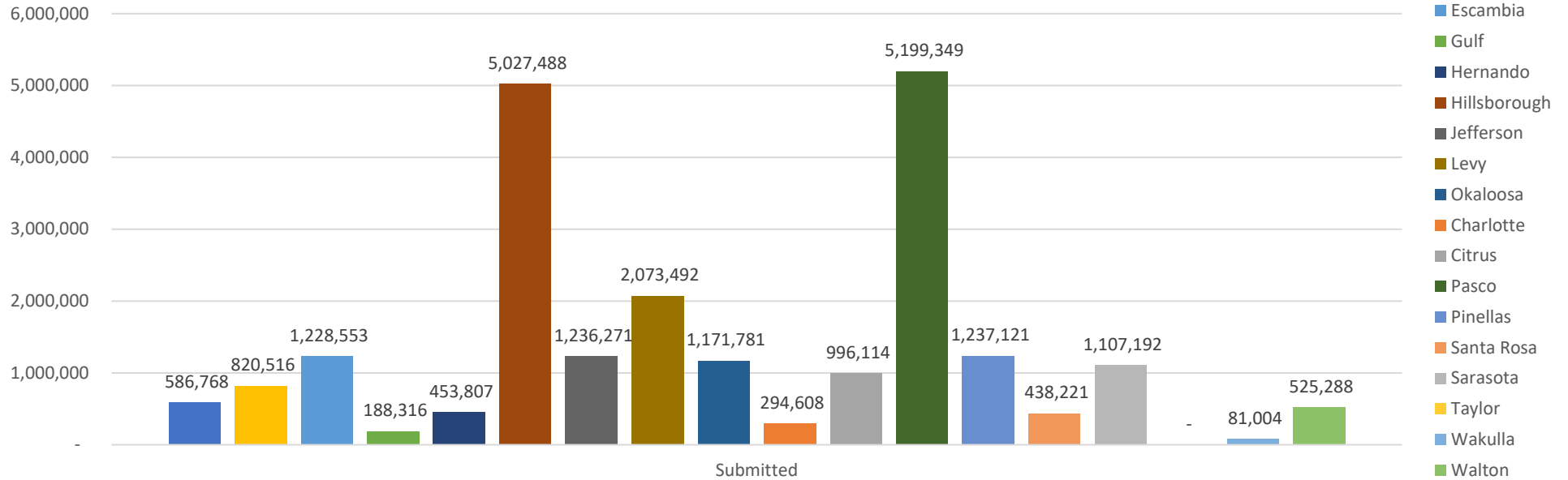
Gulf Consortium Budget and Finance Committee Meeting  
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Implementation Grants



Gulf Consortium Finance and Budget Committee Meeting  
November 20, 2019

Submitted Amounts



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

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