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AGENDA

THE GULF CONSORTIUM Board of Directors Meeting

September 25, 2019, 2:00 p.m. Central

**Sheraton Panama City Beach Golf & Spa Resort
4114 Jan Cooley Drive, Panama City Beach, Florida 32408
Room: Grand Lagoon A-D
Dial-in Number: +1 (571) 317-3117
Participant Passcode: 709-263-925**

Board Members

As attached

Staff

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

Item 1. Call to Order.

Chairman Warren Yeager will call the meeting to order.

Item 2. Roll Call.

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

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 Board 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.

- a) June 13, 2019 – Board of Directors Meeting. (Please see back up pages 7-12)
- b) June 13, 2019 – Finance and Budget Committee Meeting (informational only) (Please see back up pages 13-16)

RECOMMEND: Approval of the Consent Agenda.

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.

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 17-25)

Item 7. Gulf Consortium Budget.

Valerie Seidel (The Balmoral Group) will present 2019/2020 annual budget. As later Agenda Items will affect the budget, Item 7 is intended for preview, to be revisited for approval after Agenda Items 8 & 9.

RECOMMEND: Approval of the 2019/2020 budget

(Please see back up pages 26-32)

Item 8. 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 the SEP Amendment Request

(Please see back up pages 33-35)

Item 9. 2020 Gulf Consortium Meeting Calendar.

Discussion of the 2020 meetings calendar for the Gulf Consortium

RECOMMEND: Approval of the meeting calendar date ranges

(Please see back up pages 36-38)

Item 10. 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 the 9 SEP Grant Applications

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(Please see back up pages 39-60)

Item 11. 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 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 the Procedures Review Committee Members

(Please see back up pages 61-63)

Item 12. 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 the Risk and Audit Committee

(Please see back up pages 64-66)

Item 13. Manager's Report.

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

(Please see back up pages 67-69)

Item 14. PSEP – Planning Grant Update.

Valerie Seidel (The Balmoral Group) will give an update on the PSEP Grant.

(Please see back up pages 70-71)

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 72-73)

Item 16. FDEP – Pot 2 Update.

Phil Coram (FDEP) will give an update on bucket 2 activities.

(Please see back up pages 74-75)

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.

Wednesday, November 20, 2019

Fort Lauderdale Marriott Harbor Beach

Broward County

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 Board of Directors to which all persons are invited to participate.

DATE AND TIME: September 25, 2019 at 2:00 pm (CT)

PLACE:

Sheraton Panama City Beach Golf & Spa Resort
4114 Jan Cooley Drive, Panama City Beach, Florida 32408
Room: Grand Lagoon A-D

Dial-in Number: +1 (571) 317-3117

Participant Passcode: 709-263-925

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Gulf Consortium will conduct a Board of Directors meeting, consisting of a SSEP and SEP Grant update, structure discussions, audit report, status of grant applications, and other business at the discretion of the Board. 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 Board 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 Directors, Alternates and Governor's Appointees
2019**

County	Directors and Alternates
Bay	Commissioner Philip Griffiths, Director; Commissioner Robert Carroll, Alternate
Charlotte	Commissioner Christopher Constance, Director; Alternates: Commissioner Ken Doherty, Emily Lewis
Citrus	Commissioner Scott Carnahan, Director
Collier	Commissioner Burt Saunders, Director; Alternates: Commissioner Penny Taylor, Gary McAlpin
Dixie	Tim Alexander, Director
Escambia	Commissioner Doug Underhill, Director; Commissioner Robert Bender, Alternate
Franklin	Commissioner Joseph "Smokey" Parrish, Director; Michael Morón, Alternate
Gulf	Warren Yeager, Director; Donald Butler, Alternate
Hernando	Commissioner Wayne Dukes, Director; Alternates: Jeffrey Rogers, County Administrator, Keith Kolasa,
Hillsborough	Commissioner Les Miller, Director; Alternates: Commissioner Ken Hagan, Jim Taylor
Jefferson	Commissioner Betsy Barfield, Director; Parrish Barwick, Alternate
Lee	Commissioner Brian Hamman, Director; Alternates: Commissioner Larry Kiker, Kurt Harclerode
Levy	Commissioner John Meeks, Director; Tisha Whitehurst, Alternate
Manatee	Commissioner Carol Whitmore, Director; Charlie Hunsicker, Alternate
Monroe	George Neugent, Director; Commissioner David Rice, Alternate
Okaloosa	Commissioner Kelly Windes, Director; Commissioner Carolyn Ketchel, Alternate
Pasco	Commissioner Jack Mariano, Director; Commissioner Ron Oakley, Alternate
Pinellas	Commissioner Charlie Justice, Director; Andy Squires, Alternate
Santa Rosa	Commissioner Lane Lynchard, Director; Commissioner Dave Piech, Alternate
Sarasota	Commissioner Nancy Detert, Director; Joseph Kraus, Alternate
Taylor	Commissioner Jim Moody, Director; Alternates: LaWanda Pemberton, Commissioner Thomas Dems
Wakulla	David Edwards, Director; Commissioner Ralph Thomas, Alternate
Walton	Larry Jones, Director; Commissioner Trey Nick, Alternate
Governor's Appointees	Pam Anderson, Panama City; Peter Bos, Destin; Lino Maldonado, Niceville; Collier Merrill, Pensacola; Mike Sole, Tallahassee; Neal Wade, Panama City

AGENDA ITEM 3a

**Gulf Consortium Board Meeting
September 25, 2019**

**Agenda Item 3a
Approval of June 13, 2019 Minutes**

Statement of Issue:

Request to approve the minutes of the June 13, 2019 meeting of the Gulf Consortium Audit Committee.

Options:

- (1) Approve the June 13, 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
On: August 7, 2019

Attachment:

Draft Minutes, June 13, 2019 meeting of the Gulf Consortium.

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

**Gulf Consortium Board of Directors Meeting
June 13, 2019, Time 2:00p.m. (Eastern)
Hyatt Regency Orlando, Room Celebration 5-6**

Members in Attendance: Chair Warren Yeager (Gulf), Commissioner Chris Constance (Charlotte), Commissioner Burt Saunders (Collier), Commissioner Doug Underhill (Escambia), Commissioner Joseph “Smokey” Parrish (Franklin), Commissioner Wayne Dukes (Hernando), Commissioner Brian Hamman (Lee), Commissioner John Meeks (Levy), Commissioner Carol Whitmore (Manatee), George Neugent (Monroe), Commissioner Kelly Windes (Okaloosa), Commissioner Jack Mariano (Pasco), Andy Squires (Pinellas), Commissioner Nancy Detert (Sarasota), Commissioner Jim Moody (Taylor), Commissioner David Edwards (Wakulla), Larry Jones (Walton).

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

By Phone: Angela Balint (Warren Averitt), Commissioner Scott Carnahan (Citrus) and Commissioner Lane Lynchard (Santa Rosa)

Agenda Item 1 – Call to Order

Chairman Warren Yeager (Gulf) called the meeting to order at 2:02pm (ET).

Agenda Item #2 – Roll Call

Valerie Seidel called the roll. Attendees as above.

Agenda Item #3 – Consent Agenda

Chairman Warren Yeager (Gulf) presented the minutes for the March 28, 2019 Meeting of the Board of Directors and the April 26 Audit Committee Meeting for approval. The April 24 Finance and Budget Committee minutes were included for information only. Commissioner Chris Constance (Charlotte) made the motion to approve the minutes as presented, seconded by David Edwards (Wakulla). All in favor.

ACTION: APPROVED

Agenda Item #4 – Additions or Deletions

Chairman Warren Yeager (Gulf) noted that the action items in the agenda would be moved up in case others needed to leave the meeting early. Commissioner Wayne Dukes (Hernando) made the motion to approve the agenda as noted, second by Commissioner Brian Hamman (Lee). All in favor.

ACTION: APPROVED

Agenda Item #5 – Public Comment

None.

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 and a report on the trust fund balance. Finance Committee Chair Scott Carnahan was not available at the meeting but was on the phone and approved the statements in the packet at the first Finance and Budget Committee Meeting on April 24. Commissioner Chris Constance commented on the financial statements that it should not say BP deposits but BP Settlement Funds. Commissioner Carol Whitmore (Manatee) made the motion to approve the financial statements, second by Commissioner Nancy Detert (Sarasota).

ACTION: APPROVED

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 Wayne Dukes (Hernando) said they had county staff that could do this. Valerie replied that they were items to be prepared at the Consortium level with a budget of 36 hours and current spending of 10 or 11 hours. Balmoral was largely working with county staff. These costs were for procuring the audit of the Consortium, not dealing with county level costs. Commissioner Doug Underhill (Escambia) said the costs should have been built into the budget initially. Valerie Seidel commented that she could not speak to the original SEP but it did not allow for these costs. Doug Underhill (Escambia) said he would approve the grant application but not approve the grant unless he saw a list of expenses. Commissioner Burt Saunders (Collier) made the motion to approve the grant application, seconded by Commissioner David Edwards. Commissioner Wayne Dukes (Hernando) opposed.

ACTION: 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. Nine applications had been approved and were submitted to RESTORE Council after the March 28th meeting. Four applications had been prepared in collaboration with county personnel for submission to RESTORE (Bay County, Sarasota County, Pasco County, and Collier County). The next recommended deadline is August 16th to get grant applications in with a 2019 or 2020 start date. Commissioner Brian Hamman (Lee) asked for a visual representation of sequencing budget versus action as the applications were getting approved. Dan Dourte (The Balmoral Group) replied that they could add that to the interactive page already on the website. Commissioner Chris Constance (Charlotte), Commissioner Dave Edwards (Wakulla) and Commissioner Carol Whitmore (Manatee) noted they would like to see how the sequencing is going as well. Commissioner John Meeks (Levy), made the motion to approve the applications, seconded by Commissioner Brian Hamman (Lee). All in favor.

ACTION: 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-compliant. Manatee County proposed a new project and dropped two projects. A transmittal letter was prepared. DEP will assist with the transmission as the amendment is delivered to RESTORE Council by the DEP secretary. Commissioner Carol Whitmore (Manatee) made the motion to approve SEP Amendment seconded by Commissioner Brian Hamman (Lee).

ACTION: 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 Brian Hamman (Lee) made the motion to approve audit, seconded by Commissioner Chris Constance (Charlotte).

ACTION: 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 Joseph “Smokey” Parrish (Franklin) made the motion to approve the delegated authority, seconded by Commissioner John Meeks (Levy)

ACTION: 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 and Executive Committee had reviewed the item and recommended advance to full board for discussion. Commissioner Joseph “Smokey” Parrish (Franklin) and Commissioner Lane Lynchard (Santa Rosa) commented that it was a good idea and it would be beneficial to the full board. Commissioner John Meeks (Levy) made the motion to approve the additional Finance and Budget committee members, seconded by Commissioner Nancy Detert (Sarasota).

ACTION: APPROVED

Agenda Item 17a – Subrecipient Agreements

Evan Rosenthal (NGN) presented draft subrecipient agreements for review and approval by the board. The agreements had been sent to RESTORE Council for comment and edits had been made according to their comments. Commissioner John Meeks (Levy) made the motion to approve the form subagreement as presented, seconded by Commissioner Dave Edwards (Wakulla).

ACTION: APPROVED

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

Lynn Hoshihara (NGN) brought to the committee a request to approve the Interlocal Agreement with Leon County for Conflict Counsel Services for Wakulla and Okaloosa Counties because NGN serves as law firm to those two counties. There would be no increase in legal fees. This had been run by RESTORE Council, who approved, as well as Leon County approved at their May 14th meeting. Commissioner Kelly Windes (Okaloosa), made the motion to approve the Interlocal Agreement, seconded by Commissioner Burt Saunders (Collier)

ACTION: APPROVED

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. All but one of the grant applications approved at the last board meeting were submitted and that one application may be withdrawn, which they just learned. 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. The SEP is considered overdrawn. RESTORE Council is requesting explicit account for Administrative costs. Counties may need to adapt project estimates to leave room for these costs. 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. Project costs would need to be revisited due to current

increases in construction costs. Chairman Warren Yeager (Gulf) asked Valerie Seidel (The Balmoral Group) to provide a summary of the manager items on a cover sheet for the future meetings. There were no questions on this item. No action was required.

Agenda Item #7-Grant Status Update: PSEP

Valerie Seidel (The Balmoral Group) 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

Valerie Seidel (The Balmoral Group) 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 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 18 – Public Comments

Commissioner Wayne Dukes (Hernando) said that Keith was the alternate for Hernando County and asked the list to be updated. The board discussed the timing for the next board meeting to avoid conflicts with FAC events. Once the FAC Agenda was out, a time would be coordinated.

Agenda Item 19– Upcoming Board Meeting

The next board meeting is to be held at the Sheraton Bay Point Resort, time to be determined

Agenda Item 20 – Adjourn

There being no further business, Chairman Yeager adjourned the meeting at 3:32pm.

AGENDA ITEM 3b

**Gulf Consortium Board Meeting
September 25, 2019**

**Agenda Item 3b
June 13, 2019 Minutes**

Statement of Issue:

Minutes of the June 13, 2019 meeting of the Gulf Consortium Finance and Budget Committee were approved at the September 11th Meeting of the Finance and Budget Committee. They are included for informational purposes only.

Recommendation:

None. Informational Only.

Prepared by:

Amanda Jorjorian,
The Balmoral Group, General Manager
On: September 18, 2019

Attachment:

Draft Minutes, June 13, 2019 meeting of the Gulf Consortium Finance and Budget Committee.

Gulf Consortium Finance and Budget Committee Meeting
June 13, 2019, Time 1:00p.m. (Eastern)
Hyatt Regency Orlando 9801 International Drive, FL 32819

Members in Attendance: Matt Posner (Escambia), Lane Lynchard (Santa Rosa) (Phone), Smokey Parrish (Franklin)

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

Agenda Item 1 – Call to Order

Valerie Seidel (The Balmoral Group) called the meeting to order at 1:00pm (ET).

Agenda Item 2 – Roll call

Valerie Seidel (The Balmoral Group) called the roll. Commissioner Carnahan was not able to make the meeting due to a family emergency. Quorum was achieved.

Agenda Item #3 – Consent Agenda

The meeting minutes for the April 24th, 2019 meeting of the Finance and Budget Committee were presented for approval. Matt Posner (Escambia) commented about a misspelled word in Agenda Item 7. Lane Lynchard (Santa Rosa) made the motion to approve after revision, seconded by Smokey Parrish (Franklin).

ACTION: APPROVED

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

Agenda Item #5 – Public Comments

None

Agenda Item#6-Financial Statements for April 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) commented that he appreciated the revision to the format of the statements. Matt Posner (Escambia) asked what the payment was to the Florida Department of State. Valerie answered that they were special district fees as well as FAR notices for the meetings.

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.

Agenda Item #8-April 2019 Trust Fund Report

Valerie Seidel introduced Richard Bernier of The Balmoral Group who prepared a report on the trust fund balance, indicating grant funding amounts that are pending, approved and scheduled for draw down. This format would be used going forward. Matt Posner (Escambia) asked if they could forecast how much each county would receive. Valerie replied that they had gone out three years for the estimate but the cost structure would change after new grants come in and it is difficult to know when the counties will be ready. Matt Posner also asked about the banks fees reduction

which was noted at a previous board meeting. Valerie replied that they were in conversation with Leon County regarding those fees.

Agenda Item #9-Delegation of Authority Report.

The Balmoral Group prepared a report on Delegation of Authority actions that the General Manager made October 1, 2018 – April 30, 2019 for committee information. She noted the need to be able to execute contracts without having the chair sign them. The procurement policy currently states that staff has the authority to execute grant approval, but explicit language delegating authority to execute grant agreements would be preferable and is an agenda item for the full board meeting.

Agenda Item #10-Consideration of Additional Committee Members

Executive Committee recommended to the full board for review and approval of the additional finance and budget committee members. It is challenging to achieve quorum with only 4 members. Commissioner Smokey Parrish commented that he is in favor of additional committee members.

Agenda Item #11-Public Comment.

No public comment. Valerie asked if there were any comments from the Finance Committee on the format and content of the agenda. Lane Lynchard (Santa Rosa) was pleased and said the charts were helpful. Commissioner Smokey Parrish agreed and reiterated the need for additional committee members with expertise.

Agenda Item #10-Adjourn

There being no further business, the meeting adjourned at 1:30.

AGENDA ITEM 6

**Gulf Consortium Board Meeting
September 25, 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
- renewal of the audit contract

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.

Options:

- (1) Approve the renewal of the audit contract for one renewal term of 2-years.
- (2) Other Board action.

Recommendation:

- 1) Approve the renewal of the audit contract

Attachments:

- a) Balance Sheet and Income Statement
- b) Grant Status Summary
- c) Grant Applications by County
- d) Anticipated Trust Fund Payments
- e) Amendment No. 1 To Warren Averett Agreement for Auditing

Services

Prepared by:

Valerie Seidel, The Balmoral Group

On: September 17, 2019

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

Gulf Consortium Balance Sheet As of August 31, 2019

Aug 31, 2019

ASSETS

Current Assets

Checking/Savings

Seaside Bank (Operating) 78,363.42

Wells Fargo Account (Grant) 302.64

Total Checking/Savings 78,666.06

Accounts Receivable

Gen - Fund Accounts Receivable 4,135.00

Total Accounts Receivable 4,135.00

Other Current Assets

Prepaid - Grant 33,472.40

SSEP Grant Funds 12,609.30

AR Other 18,000.00

Total Other Current Assets 64,081.70

Total Current Assets 146,882.76

TOTAL ASSETS 146,882.76

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable - Grant 25,169.40

Accounts Payable 11,695.22

Total Accounts Payable 36,864.62

Other Current Liabilities

Accrued Liabilities - Grant 12,609.30

Total Other Current Liabilities 12,609.30

Total Current Liabilities 49,473.92

Total Liabilities 49,473.92

Equity

Unrestricted Net Assets 154,486.03

Net Income (57,077.19)

Total Equity 97,408.84

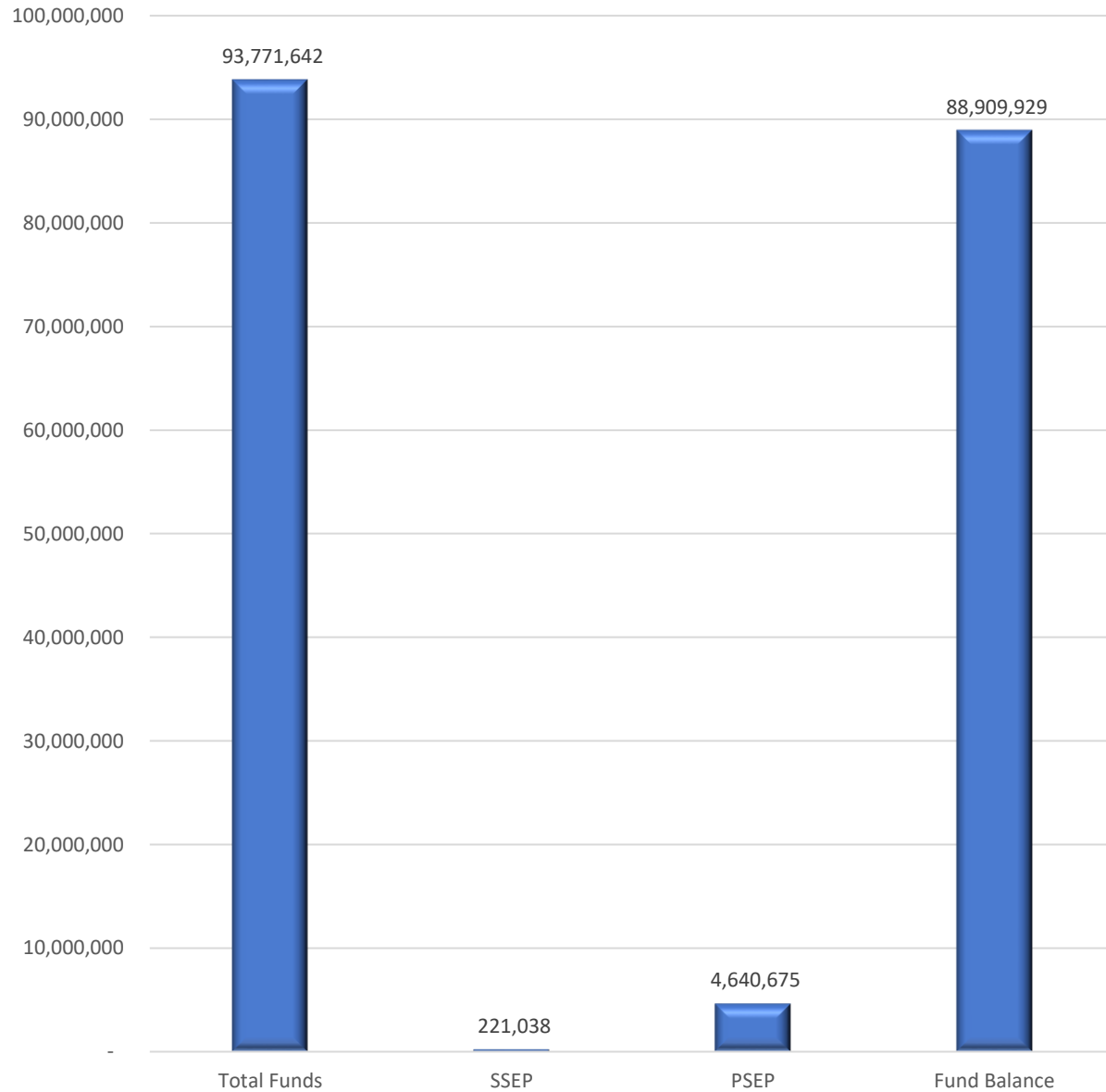
TOTAL LIABILITIES & EQUITY 146,882.76

Gulf Consortium Profit & Loss

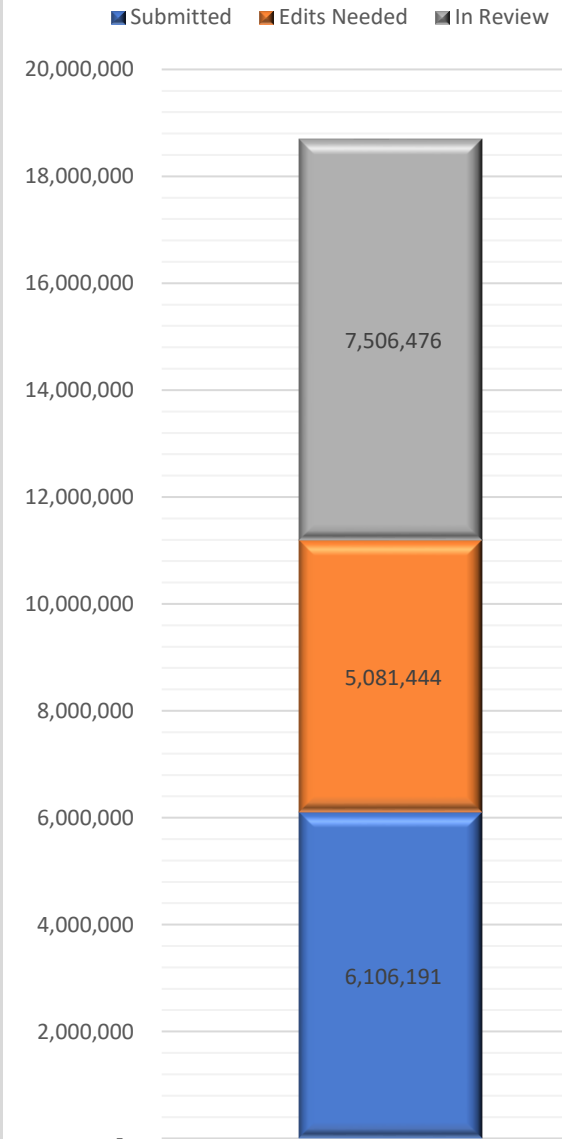
October 2018 through August 2019

	<u>General Fund</u>	<u>PSEP Grant</u>	<u>SSEP Grant</u>	<u>Unclassified</u>	<u>TOTAL</u>
Income					
Grant Income	-	-	187,506.30	-	187,506.30
County Dues Funding	70,025.00	-	-	-	70,025.00
Planning Grant		27,378.75			27,378.75
Total Planning Grant	<u>-</u>	<u>27,378.75</u>	<u>-</u>	<u>-</u>	<u>27,378.75</u>
Total Income	70,025.00	27,378.75	187,506.30	-	284,910.05
Expense					
Software	-	-	4,847.00	-	4,847.00
Reporting Fees	142.24	-	-	-	142.24
SSEP Grant Expenses	-	-	-	-	-
Legal	26,011.38	-	47,381.80	-	73,393.18
Management Fees	73,042.47	9,378.75	135,277.50	-	217,698.72
Accounting	-	18,000.00	-	-	18,000.00
Meeting Expense	26,091.28	-	-	-	26,091.28
Bank Service Charges	1,639.82	-	-	-	1,639.82
Special District Fees	175.00	-	-	-	175.00
Total Expense	<u>127,102.19</u>	<u>27,378.75</u>	<u>187,506.30</u>	<u>-</u>	<u>341,987.24</u>
Net Income	<u><u>(57,077.19)</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>(57,077.19)</u></u>

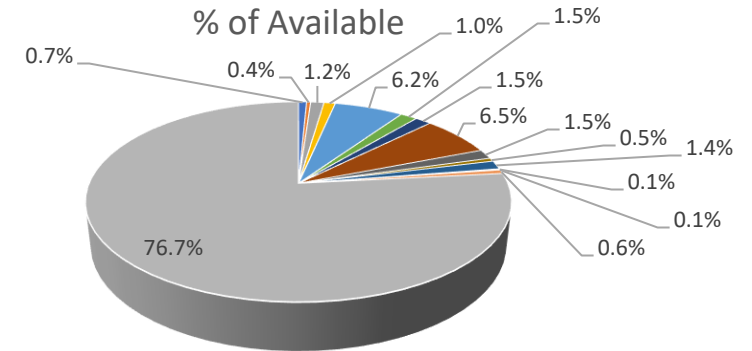
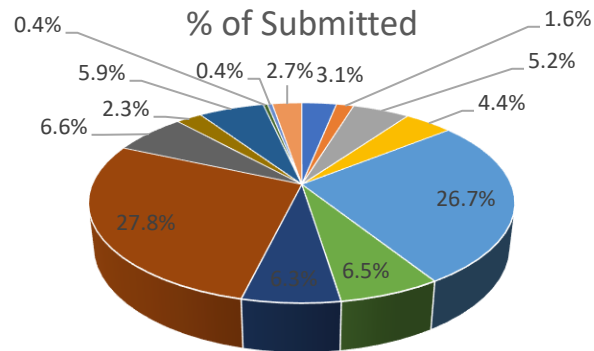
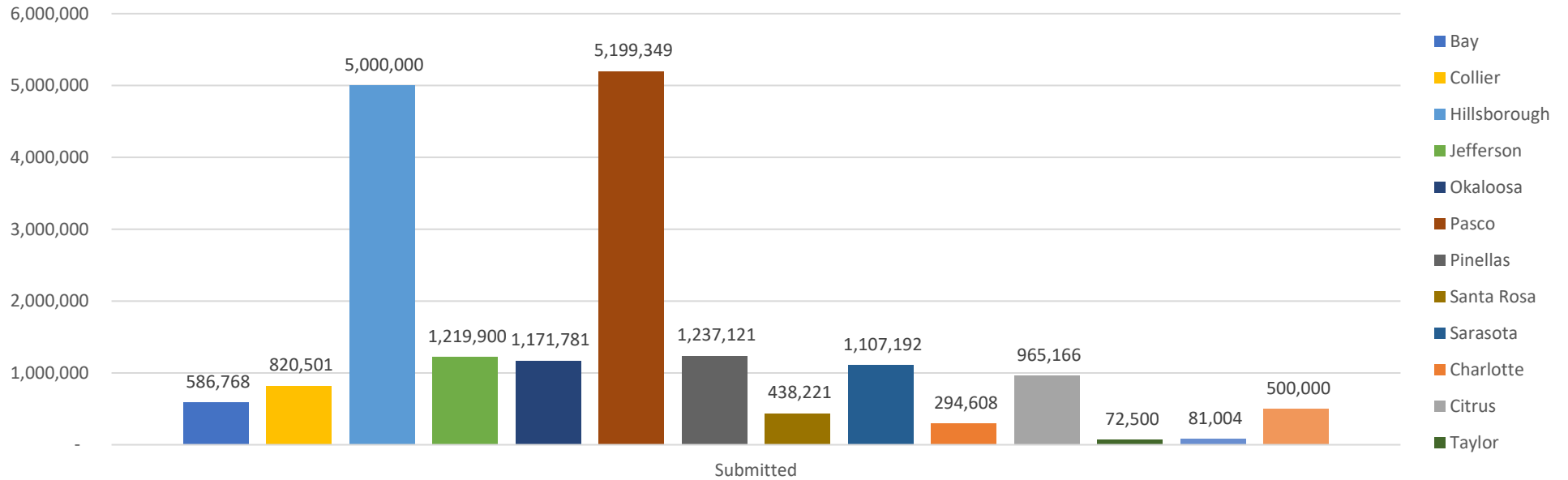
TRUST FUND



GRANT STATUS



Submitted Amounts

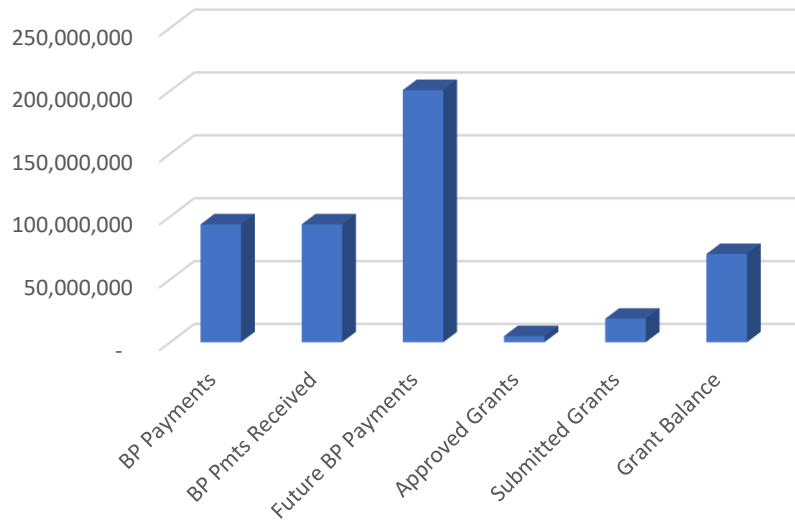


Bay Charlotte Citrus Collier Hillsborough
 Jefferson Okaloosa Pasco Pinellas Santa Rosa
 Sarasota Taylor Wakulla Walton

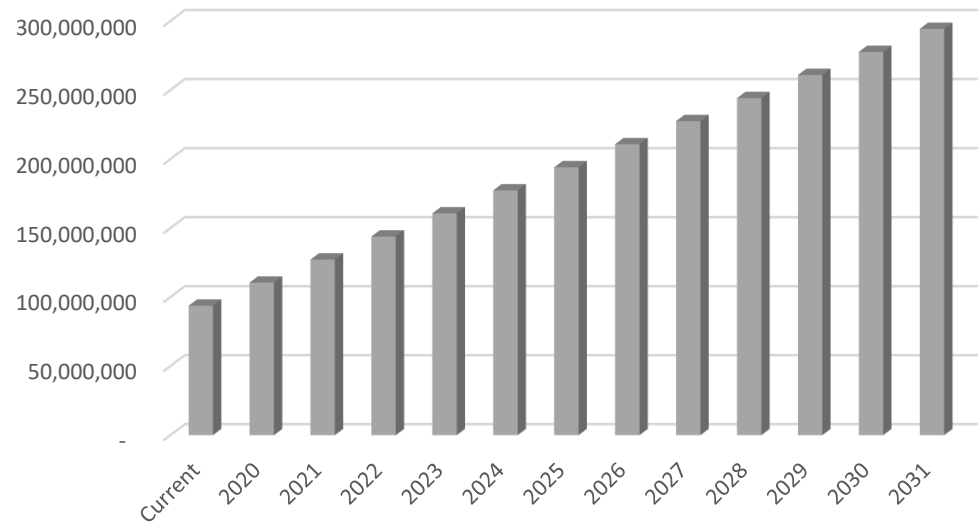
Bay Charlotte Citrus Collier Hillsborough
 Jefferson Okaloosa Pasco Pinellas Santa Rosa
 Sarasota Taylor Wakulla Walton Total Available

Gulf Consortium Finance and Budget Committee Meeting
September 11, 2019

BP Fund Payments



Scheduled Payments



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 Board Meeting
September 25, 2019**

**Agenda Item 7
Proposed 2019-2020 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), Adaptive Planning Grant Funds (a *proposed* grant project 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:

County Funds

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. Historically, these costs accrued at about \$140,000 annually, and County dues were established to meet a \$140,000 budget. Large counties paid \$8,270 and Small counties paid \$2,000 to fund Consortium operations.

In fiscal year 2017-2018, due to the slow pace of SEP approval and the delay in implementation activity a decision was made to cut County dues of in half, and for fiscal year 2018-2019, only \$70,000 in County dues were collected. The Board decision reflected an ability to draw down funds which had accumulated in the bank account. For the fiscal year 2018-2019, costs totaled \$127,102, and the bank balance has been drawn down to \$52,000.

Management fees are based on historical data of non-grant work completed by staff which is estimated at \$74,290 for 4 meetings (based on 437 hours at a rate of \$170 per hour) and \$88,740 for 5 meetings (based on 522 hours at a rate of \$170 per hour). Legal is based on meeting participation and miscellaneous correspondence for a total of \$19,500 for 4 meetings and \$22,000 for 5 meetings. It should be noted that with both management and legal fees, contractual maximums exceed the proposed amounts; the management contract cap is set at \$91,704 annually and the legal at \$60,000 annually. The budgeted amount is based on prior years. If the amount increases, the budget would need to be amended to accommodate the additional costs.

Meeting and travel expense varies depending on the location of Board meetings. An average of the previous years' expenses is used to estimate the expenses. Miscellaneous expenses are bank fees (averaging \$80 a month), website renewal at actual cost, and FAR notices for each of the Gulf Consortium meetings.

Two versions of the Budget are included for consideration: a 4 meeting version, which entails County dues of \$80,790, and a 5 meeting version, which entails County dues of \$106,790. In effect, each additional meeting costs about \$25,000 in printing, facility, AV, travel, and management/legal review costs.

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. 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.

Adaptive Planning Grant

The proposed Adaptive Planning 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 included for contingency.

SEP Funding

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.

Summary budget detail follows. Table 1 represents the budget with 5 meetings, and will require County dues be increased, although still below the historical amount of funding.

Table 1. Proposed Budget #1, 5 meeting schedule

Gulf Consortium Proposed Budget Fiscal Year 2019-2020				
Beginning Funds Balance	52,000	-	-	52,000
REVENUES	County Funds	Compliance Funds	SEP Funds	Total
Funding	106,790	191,860	56,183,640	56,482,290
TOTAL REVENUES	106,790	191,860	56,183,640	56,482,290
DISBURSEMENTS				
Compliance Expenses		63,950		63,950
County SEP Projects			16,356,868	16,356,868
General Operating Expenses	158,790		406,721	565,511
TOTAL EXPENSES	158,790	63,950	16,763,589	16,986,329
Funds Balance	-	127,910	39,420,051	39,547,961

Under this scenario, County funding would be adjusted as follows:

	2018-2019 dues	2019-2020 dues
Large County	\$4,135	\$6,306
Small County	\$1,000	\$1,525

Table 2 represents the budget with 4 meetings, and will require County dues be increased, although a smaller amount and still well below the historical amount of funding.

Table 2. Proposed Budget #2, 4 meeting schedule

Gulf Consortium Proposed Budget Fiscal Year 2019-2020				
Beginning Funds Balance	52,000	-	-	52,000
REVENUES	County Funds	Compliance Funds	SEP Funds	Total
Funding	80,790	191,860	56,183,640	56,456,290
TOTAL REVENUES	80,790	191,860	56,183,640	56,456,290
DISBURSEMENTS				
Compliance Expenses		63,950		63,950
County SEP Projects			16,356,868	16,356,868
General Operating Expenses	132,790		406,721	539,511
TOTAL EXPENSES	132,790	63,950	16,763,589	16,960,329
Funds Balance	-	127,910	39,420,051	39,547,961

Under this scenario, County funding would be adjusted as follows:

	2018-2019 dues	2019-2020 dues
Large County	\$4,135	\$4,771
Small County	\$1,000	\$1,154

Of note, later agenda items 8 and 9 involve action items that could affect the budget, therefore recommendation is to approve the budget after the noted agenda items.

Attachments:

Detail for proposed budgets (Option 1 – 5 meetings and Option 2 – 4 meetings) for fiscal year running from October 1, 2019 to September 30, 2020.

Options:

- 1) Approve Budget option 1 with a 5 meeting schedule for Fiscal Year 2019-2020
- 2) Approve Budget option 2 with a 4 meeting schedule for Fiscal Year 2019-2020;
or
- 3) Board direction.

Recommendation:

- 1) Preview Budget and Vote after other pending Agenda Items are actioned.

Prepared by:

Richard Bernier
The Balmoral Group
On: September 10, 2019

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

Budget Option 1 – 5 meetings

Gulf Consortium Proposed Budget Fiscal Year 2019-2020					
Note: Trust Fund Balance as of April 2019 = \$86,096,780					
Budget					
Beginning Funds Balance	52,000	1	-	-	52,000
REVENUES	County Funds	Adaptive Planning Grant	SEP Funds	Total	
County Funding	106,790	2			106,790
Compliance Grant			191,860		191,860
Florida SEP Grant			56,183,640	5	56,183,640
TOTAL REVENUES	106,790		191,860		56,482,290
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	88,740	3			88,740
Legal Expense	22,000	3		90,000	112,000
Grant-specific Management					-
Implementation-dependent				299,880	299,880
Meeting and Travel Expense	45,250	4			45,250
*Miscellaneous	2,800				2,800
Audit Expense					-
Fiscal Agent Expense				16,841	16,841
Subtotal General Operating	158,790			406,721	565,511
TOTAL EXPENSES	158,790		63,950	16,763,589	16,986,329
Funds Balance	-		127,910	39,420,051	39,547,961
1 Estimated cash balance after all 2018/19 expenses have been paid					
Individual County Assessment change:					
2 15 Large Counties from \$4,135 to \$6,306					
8 Small Counties from \$1,000 to \$1,525					
3 Based on historical costs, financial reporting, administration & meeting costs					
Includes items from SEP Amendment (see agenda item) & 5 meetings					
4 Based on 5 Board meetings - Printing, facility charges, AV					
5 Trust Fund Balance as of April 2019 = \$86,096,780					

Budget Option 2 – 4 meetings

Gulf Consortium Proposed Budget Fiscal Year 2019-2020						
Note: Trust Fund Balance as of April 2019 = \$86,096,780						
Budget						
Beginning Funds Balance	52,000	1	-	-		52,000
REVENUES	County Funds	Adaptive Planning Grant	SEP Funds			Total
County Funding	80,790	2				80,790
Compliance Grant		191,860				191,860
Florida SEP Grant			56,183,640	5		56,183,640
TOTAL REVENUES	80,790	191,860	56,183,640			56,456,290
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	3				74,290
Legal Expense	19,500	3		90,000		109,500
Grant-specific Management						-
Implementation-dependent				299,880		299,880
Meeting and Travel Expense	36,500	4				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	-	127,910	39,420,051			39,547,961
1 Estimated cash balance after all 2018/19 expenses have been paid						
Individual County Assessment change:						
2 15 Counties from \$4,135 to \$4,771						
8 Counties from \$1,000 to \$1,154						
3 Based on historical costs, financial reporting, administration & meeting costs						
Includes items from SEP Amendment (see agenda item) & 4 meetings						
4 Based on 4 Board meetings - Printing, facility charges, AV						
5 Trust Fund Balance as of April 2019 = \$86,096,780						

AGENDA ITEM 8

**Gulf Consortium Board Meeting
September 25, 2019**

**Agenda Item 8
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:

- (1) Approval of SEP amendment preparation
- (2) Board 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 9

**Gulf Consortium Board Meeting
September 25, 2019**

**Agenda Item 9
Approval and Adoption of the Gulf Consortium
2020 Meeting Calendar**

Statement of Issue:

This agenda item seeks approval of the Consortium 2020 meeting calendar.

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 26, 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 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:

- (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) Board direction

Recommendation:

Option 1 or 2

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 10

**Gulf Consortium Board Meeting
September 25, 2019**

Agenda Item 10

Grant applications for review and approval; upcoming subrecipient applications

Statement of Issue:

9 grant applications from County personnel have been prepared and submitted to the Gulf Consortium. These are described under Most Recent Activity.

Grant applications approved at the June 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.

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 for SEP project implementation 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

Options:

- (1) Approve the 9 projects above to be submitted as grant applications to RESTORE Council; including merging project 22-1 Master Plan with the existing grant application for 22-1
- (2) Board direction

Recommendation:

Option 1

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.

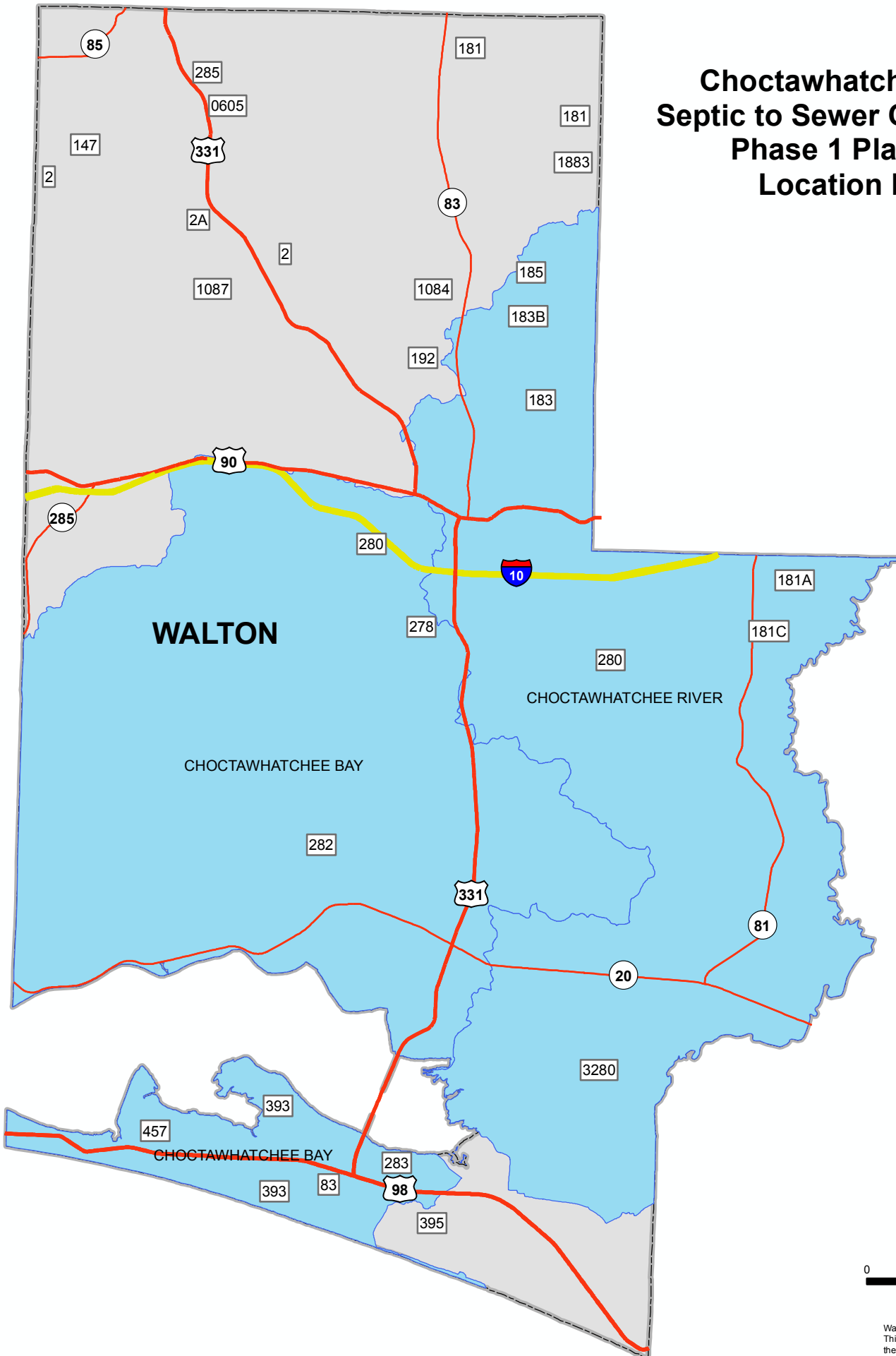
Metrics

- 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.

Choctawhatchee Bay Septic to Sewer Conversion Phase 1 Planning Location Map



0 1.5 3 6 Miles

Walton County Environmental Engineering
This GIS data is not a legal representation of
the features depicted; any assumption of the
legal status of this data is hereby disclaimed.



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"/>



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

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@balmoralgroup.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 11

**Gulf Consortium Board Meeting
September 25, 2019**

**Agenda Item 11
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:

Approve 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 12

**Gulf Consortium Board Meeting
September 25, 2019**

**Agenda Item 12
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:

Approve 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 13

**Gulf Consortium Board Meeting
September 25, 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:

First Grant Award: The first implementation award for the *Artificial Reef Program - Hudson Reef* project was received on September 18, 2019. An additional \$11 million is pending approval, and another \$16 million will be submitted for approval following this meeting. By this time next year, with current activity rates, potentially \$56 million in grant funds will be awarded.

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%. For the first grant award, the pre-award costs for management fees were roughly half of the amount budgeted and approved by the Board for application processing.

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/Adaptive Planning 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.

Recommendation:

Informational only.

Prepared by:

Valerie Seidel, The Balmoral Group

On: August 7, 2019

AGENDA ITEM 14

**Gulf Consortium Board Meeting
September 25, 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 Board Meeting
September 25, 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 Board meeting on September 25, 2019.

Attachments:

None

Prepared by:

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

AGENDA ITEM 16

**Gulf Consortium Board Meeting
September 25, 2019**

**Agenda Item 16
FDEP Bucket 2 status update**

Statement of Issue:

For information only; no action is required.

The Florida Department of Environmental Protection invites you to attend the Florida Deepwater Horizon Restoration Summit on:

Thursday, November 14, 2019 at the [Emerald Coast Convention Center](#) in Fort Walton Beach, Florida.

More information at:

<https://floridadep.gov/wra/deepwater-horizon/content/2019-deepwater-horizon-restoration-summit>

Background:

Phil Coram will provide an update on FDEP activities related to Bucket 2 project implementation.

Attachments:

None

Prepared by:

Dan Dourte

The Balmoral Group, Manager

On: September 18, 2019