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PRELIMINARY AGENDA

THE GULF CONSORTIUM Finance and Budget Committee Meeting

2:30 p.m., Wednesday, April 24, 2019

**GoTo Meeting
Dial in Number +1 (224) 501-3316
Participant Passcode: 757-258-429**

Committee Members

Scott Carnahan (Citrus), Matt Posner (Escambia County), Smokey Parrish (Franklin County), Lane Lynchard (Santa Rosa)

Proposed Agenda Format

Item 1. Call to Order.

(Proposed) Committee Chair (To Be Determined) will call the meeting to order.

Item 2. Roll Call.

Consortium Manager Valerie Seidel will call the roll.

Item 3. Election.

A Chair and Vice Chair will need to be selected.

Item 3. Additions or Deletions.

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

RECOMMEND: Approval of a final agenda.

Item 4. Public Comments.

The public is invited to provide comments on issues that are NOT on today's agenda. All comments regarding a specific agenda item will be considered following the Committee's

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discussion of that agenda item. *Please note: Individuals who have comments concerning a specific agenda item should communicate with staff prior to that agenda item.*

Item 5. **Financial Statements for March 2019.**

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

(Please see back up page 7-14)

RECOMMEND: Recommend approval of the financial statements to the full Board for March 2019.

Item 6. **March 2019 Budget Summary and Project Status Expenditure Reports.**

The Budget Summary and the Project Status Expenditure Report for March 2019 are presented for Board review.

(Please see back up pages 15)

Item 7. **Delegation of Authority Report.**

Staff has prepared a report on Delegation of Authority actions that the General Manager has made from October 1, 2018 through March 31, 2019, for Committee information.

(Please see back up page 18)

Item 8. **Additional Committee Members.**

Staff recommends that additional committee members be considered.

Item 9. **Future Agenda Items.**

Item 10. **Additional Committee Member Comments.**

Item 11. **Adjournment.**

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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 Finance and Budget Committee via communications media technology to which all persons are invited to participate.

DATE AND TIME: April 24, 2019 at 2:30 pm (ET)

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

Dial in Number +1 (224) 501-3316

Participant Passcode: 757-258-429

Interested persons may also participate in the meeting at the following location, at which communications media technology will be provided:

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

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Finance and Budget Committee of the Gulf Consortium will conduct a Finance and budget review meeting, consisting of a detailed review of Consortium financials. 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 Finance and Budget Committee with respect to any matter considered at this meeting, he/she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence from which the appeal is to be issued.

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



<u>County</u>	<u>Finance Committee Member</u>	<u>Present</u>
Citrus	Scott Carnahan	
Escambia	Matt Posner	
Franklin	Smokey Parrish	
Santa Rosa	Lane Lynchard	

AGENDA ITEM 5

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04/19/19

Accrual Basis

Gulf Consortium Balance Sheet As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Seaside Bank (Operating)	185,798.74
Wells Fargo Account (Grant)	747.94
Total Checking/Savings	186,546.68
Accounts Receivable	
Gen - Fund Accounts Receivable	8,270.00
Planning Grant Receivable	1,292.50
Total Accounts Receivable	9,562.50
Other Current Assets	
SSEP Grant Funds	221,038.00
Total Other Current Assets	221,038.00
Total Current Assets	417,147.18
TOTAL ASSETS	417,147.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable - Grant	211,485.25
Accounts Payable	41,357.07
Total Accounts Payable	252,842.32
Other Current Liabilities	
Accrued Liabilities - Grant	221,038.00
Total Other Current Liabilities	221,038.00
Total Current Liabilities	473,880.32
Total Liabilities	473,880.32
Equity	
Unrestricted Net Assets	132,345.78
Net Income	-189,078.92
Total Equity	-56,733.14
TOTAL LIABILITIES & EQUITY	417,147.18

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04/19/19

Accrual Basis

Gulf Consortium Profit & Loss October 2018 through September 2019

	General Fund	SEP Grant	SSEP Grant	TOTAL
Income				
Grant Income	0.00	0.00	0.00	0.00
County Dues Funding	70,025.00	0.00	0.00	70,025.00
Total Income	70,025.00	0.00	0.00	70,025.00
Expense				
Grant Management	0.00	0.00	13,150.00	13,150.00
Legal	11,660.30	0.00	50,444.30	62,104.60
Management Fees	31,793.12	0.00	135,830.00	167,623.12
Accounting	0.00	8,000.00	0.00	8,000.00
Meeting Expense	6,821.68	0.00	0.00	6,821.68
Bank Service Charges	1,229.52	0.00	0.00	1,229.52
Special District Fees	175.00	0.00	0.00	175.00
Total Expense	51,679.62	8,000.00	199,424.30	259,103.92
Net Income	18,345.38	-8,000.00	-199,424.30	-189,078.92

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04/19/19

Gulf Consortium Deposit Detail October 2018 through September 2019

Type	Num	Date	Name	Amount
Deposit		10/22/2018		4,135.00
Payment		10/22/2018	Monroe County	-4,135.00
TOTAL				-4,135.00
Deposit		10/25/2018		5,135.00
Payment		10/25/2018	Dixie County	-1,000.00
Payment		10/25/2018	Lee County	-4,135.00
TOTAL				-5,135.00
Deposit		10/29/2018		5,135.00
Payment		10/29/2018	Okaloosa County	-4,135.00
Payment		10/29/2018	Walton County	-1,000.00
TOTAL				-5,135.00
Deposit		11/05/2018		13,405.00
Payment		10/29/2018	Charlotte County	-4,135.00
Payment		11/05/2018	Escambia County	-4,135.00
Payment		11/05/2018	Franklin County	-1,000.00
Payment		11/05/2018	Hernando County	-4,135.00
TOTAL				-13,405.00
Deposit		11/06/2018		4,135.00
Payment		11/06/2018	Santa Rosa County	-4,135.00
TOTAL				-4,135.00
Deposit		11/08/2018		5,135.00
Payment		11/06/2018	Taylor County	-1,000.00
Payment		11/08/2018	Bay County	-4,135.00
TOTAL				-5,135.00
Deposit		11/13/2018		2,000.00
Payment		11/09/2018	Levy County	-1,000.00
Payment		11/09/2018	Wakulla County	-1,000.00
TOTAL				-2,000.00
Deposit		11/13/2018		4,135.00
Payment		11/13/2018	Citrus County	-4,135.00
TOTAL				-4,135.00
Deposit		11/13/2018		4,135.00
Payment		11/13/2018	Pinellas County	-4,135.00
TOTAL				-4,135.00

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Gulf Consortium Deposit Detail October 2018 through September 2019

Type	Num	Date	Name	Amount
Deposit		11/13/2018		1,000.00
Payment		11/13/2018	Gulf County	-1,000.00
TOTAL				-1,000.00
Deposit		11/21/2018		4,135.00
Payment		11/21/2018	Collier County	-4,135.00
TOTAL				-4,135.00
Deposit		11/26/2018		4,135.00
Payment		11/26/2018	Sarasota County	-4,135.00
TOTAL				-4,135.00
Deposit		12/26/2018		1,000.00
Payment		11/26/2018	Jefferson County	-1,000.00
TOTAL				-1,000.00
Deposit		01/07/2019		4,135.00
Payment		01/07/2019	Manatee County	-4,135.00
TOTAL				-4,135.00
Deposit		01/09/2019		140,338.75
Payment		01/09/2019	Planning Grant Funding	-140,338.75
TOTAL				-140,338.75
Deposit		01/11/2019		4,135.00
Payment		01/07/2019	Hillsborough County	-4,135.00
TOTAL				-4,135.00
Deposit		04/19/2019		4,135.00
Payment	557772	04/19/2019	Pasco County	-4,135.00
TOTAL				-4,135.00

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04/19/19

Gulf Consortium Check Detail October 2018 through September 2019

Type	Num	Date	Account	Paid Amount	Class	Original Amount
Check		10/13/2018	Wells Fargo Account...		General ...	-193.97
			Bank Service Charges	-193.97	General F...	193.97
TOTAL				-193.97		193.97
Check		11/11/2018	Seaside Bank (Opera...		General ...	-31.79
			Bank Service Charges	-31.79	General F...	31.79
TOTAL				-31.79		31.79
Check		11/13/2018	Wells Fargo Account...		General ...	-193.87
			Bank Service Charges	-193.87	General F...	193.87
TOTAL				-193.87		193.87
Check		12/13/2018	Wells Fargo Account...		General ...	-203.75
			Bank Service Charges	-203.75	General F...	203.75
TOTAL				-203.75		203.75
Check		01/13/2019	Wells Fargo Account...		General ...	-190.15
			Bank Service Charges	-190.15	General F...	190.15
TOTAL				-190.15		190.15
Check		02/11/2019	Wells Fargo Account...		General ...	-225.76
			Bank Service Charges	-225.76	General F...	225.76
TOTAL				-225.76		225.76
Check		03/11/2019	Wells Fargo Account...		General ...	-190.23
			Bank Service Charges	-190.23	General F...	190.23
TOTAL				-190.23		190.23
Bill Pmt -Ch...	EFT01...	01/09/2019	Wells Fargo Account...			-700.00
Bill	40052	07/31/2018	Legal	-700.00	SEP Grant	700.00
TOTAL				-700.00		700.00
Bill Pmt -Ch...	EFT01...	01/09/2019	Wells Fargo Account...			-131,200.00
Bill	139298	09/30/2018	Work Order 11	-131,200.00	SEP Grant	131,200.00
TOTAL				-131,200.00		131,200.00
Bill Pmt -Ch...	EFT01...	01/09/2019	Wells Fargo Account...			-4,800.00
Bill	40051	08/31/2018	Legal	-1,075.00	SEP Grant	1,075.00
Bill	40350	09/30/2018	Legal	-3,725.00	SEP Grant	3,725.00
TOTAL				-4,800.00		4,800.00

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Gulf Consortium Check Detail October 2018 through September 2019

Type	Num	Date	Account	Paid Amount	Class	Original Amount
Bill Pmt -Ch...	EFT01...	01/09/2019	Wells Fargo Account...			-3,638.75
Bill		09/30/2018	Management Fees	-3,638.75	SEP Grant	3,638.75
TOTAL				-3,638.75		3,638.75
Check	146	10/03/2018	Seaside Bank (Opera...			-68.60
			Meeting Expense	-68.60	General F...	68.60
TOTAL				-68.60		68.60
Bill Pmt -Ch...	147	10/25/2018	Seaside Bank (Opera...			-12,614.75
Bill	2461.07	09/30/2018	Management Fees	-12,614.75	General F...	12,614.75
TOTAL				-12,614.75		12,614.75
Bill Pmt -Ch...	148	10/17/2018	Seaside Bank (Opera...			-2,462.95
Bill	2461....	10/03/2018	Meeting Expense	-1,170.45	General F...	1,170.45
			Meeting Expense	-1,292.50	General F...	1,292.50
TOTAL				-2,462.95		2,462.95
Bill Pmt -Ch...	149	10/17/2018	Seaside Bank (Opera...			-4,650.10
Bill	20180...	09/30/2018	Compliance (508)	-4,650.10	General F...	4,650.10
TOTAL				-4,650.10		4,650.10
Bill Pmt -Ch...	150	11/06/2018	Seaside Bank (Opera...			-36.40
Bill	901433	10/25/2018	Meeting Expense	-34.58	General F...	34.58
TOTAL				-34.58		34.58
Bill Pmt -Ch...	151	11/28/2018	Seaside Bank (Opera...			-109.90
Bill	901771	11/28/2018	Meeting Expense	-109.90	General F...	109.90
TOTAL				-109.90		109.90
Bill Pmt -Ch...	152	11/28/2018	Seaside Bank (Opera...			-175.00
Bill	District...	11/28/2018	Special District Fees	-175.00	General F...	175.00
TOTAL				-175.00		175.00
Bill Pmt -Ch...	153	01/11/2019	Seaside Bank (Opera...			-35.14
Bill		01/11/2019	Meeting Expense	-35.14	General F...	35.14
TOTAL				-35.14		35.14

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Gulf Consortium Check Detail October 2018 through September 2019

Type	Num	Date	Account	Paid Amount	Class	Original Amount
Bill Pmt -Ch...	154	01/18/2019	Seaside Bank (Opera...			-16,540.63
Bill	40677	09/30/2018	Legal	-4,880.33	General F...	4,880.33
Bill	40681	10/31/2018	Legal	-4,700.00	General F...	4,700.00
Bill	40682	11/30/2018	Legal	-4,522.80	General F...	4,522.80
Bill	40683	12/31/2018	Legal	-2,437.50	General F...	2,437.50
TOTAL				-16,540.63		16,540.63
Check	155	01/28/2019	Seaside Bank (Opera...			-1,000.00
			Wells Fargo Account (...)	-1,000.00		1,000.00
TOTAL				-1,000.00		1,000.00
Bill Pmt -Ch...	156	02/05/2019	Seaside Bank (Opera...			-6,999.63
Bill	2461....	02/05/2019	Management Fees	-6,999.63	General F...	6,999.63
TOTAL				-6,999.63		6,999.63
Bill Pmt -Ch...	157	02/21/2019	Seaside Bank (Opera...			-107.94
Bill	902466	02/08/2019	Management Fees	-107.94	General F...	107.94
TOTAL				-107.94		107.94
Bill Pmt -Ch...	158	03/21/2019	Seaside Bank (Opera...			-83.86
Bill	902679	02/08/2019	Meeting Expense	-49.56	General F...	49.56
Bill	902863	03/12/2019	Management Fees	-34.30	General F...	34.30
TOTAL				-83.86		83.86
Bill Pmt -Ch...	159	03/21/2019	Seaside Bank (Opera...			-8,000.00
			Accounts Payable	-8,000.00		8,000.00
TOTAL				-8,000.00		8,000.00
Bill Pmt -Ch...	WFEF...	11/28/2018	Wells Fargo Account...			-27,184.53
General Jour...	43	09/19/2018	Wells Fargo Account (...)	-27,184.53	SEP Grant	27,184.53
TOTAL				-27,184.53		27,184.53

AGENDA ITEM 6

Item 6 Budget Summary and Project Status Expenditure Reports

Summary:

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

*Condensed Budget Summary
 For the current fiscal year – six months ended March 2019*

Cost Category	Annual 2018-19 Budget	Actual YTD	Remaining Budgeted Expenses
SEP Expenses (project funding)	79,783,376	0	79,783,376
Includes: PSEP	163,564	146,564	17,000
SSEP - One Time Expense	221,038	199,424	21,614
General fixed and variable	225,070	51,679	173,391
Operating Expenses			
Total	80,229,484	397,667	79,995,381

Project Status Expenditure Reports

County	Project #	Project Name	Budgeted Amount Current Year	Actual YTD	Remaining Budgeted Expenses	Project Status
Wastewater improvement Grant Application #1						
Santa Rosa	2-1	Soundside Drive Septic to Sewer Conversion, Phase I	\$2,322.10	\$892.50	\$1,439.60	Application Submitted
Okaloosa	3-4	Shoal River Headwaters Protection Program - Phase I (BSAIP WRF Effluent Disposal Expansion)	\$65,889.00	\$680.00	\$65,209.00	Application Submitted
Citrus	13-1	NW Quadrant Sewer Force Main Project	\$153,123	\$850.00	\$15,273.00	Application Submitted
Charlotte	20-1	Charlotte Harbor Septic to Sewer Conversion Program	\$94,608.00	\$1,275.00	\$93,333.00	Application Submitted
Okaloosa	3-3	Choctawhatchee Bay Estuary Program	\$86,030.00	\$1,105.00	\$84,925.00	Application Submitted
Wakulla	8-2	Coastal Public Access Program - Bayside Marina	\$10,321.33	\$212.50	\$10,108.83	Application Pending Submittal
Pasco	15-5	Artificial Reef Program - Hudson Reef	\$13,414.00	\$1,997.50	\$11,416.50	Application Submitted
Pasco	15-7	Crews Lake Hydrologic Restoration	\$163,303.44	\$382.50	\$162,920.94	Awaiting information
Pinellas	16-1	Lake Seminole Sediment Removal	\$48,224.17	\$2,295.00	\$45,929.17	Application Pending Submittal

AGENDA ITEM 7

Item 7 Delegation of Authority Report

Summary:

Consideration of whether staff shall prepare a report on Delegation of Authority actions that the General Manager has made from the last Board meeting through the current month.

Analysis:

Currently, the Manager's contract requires the Manager to carry out actions to administer the operations of the Consortium and to perform all administrative duties as required for compliance with applicable laws and rules and Board approval. In the normal course of duties this may include issuing payment of invoices presented for services completed; executing contracts with vendors for routine services that are included in the approved budget, such as A/V for Board meetings; executing contracts to fulfill grant requirements; and similar tasks.

Staff carries out items previously approved by the Board. Disbursements detail is already listed in the cash disbursements journal portion of Item 6. Where the Delegated Authority may come into play is in the periodic revisiting of Leon County's fiscal agent contract, for example, or executing BAS review task orders once grant activities are underway, or other similar tasks. In both examples, the Board would have already approved the general contract, and the Manager would be negotiating individual task orders or executing paperwork to carry out previously approved transactions, if so delegated.

An additional item for discussion that may make the Consortium's work more efficient would be delegating authority to execute contracts with subrecipients upon grant award; currently all contracts must be brought to the Board for approval. Discussion of parameters for delegation – i.e. within certain variation of terms and conditions, etc.- is warranted.

An example of how delegated authority information could be provided is included from the FIND Agenda.

Action:

Discussion of what format works best for the Committee.

**EXECUTIVE DIRECTOR'S
DELEGATION OF AUTHORITY**

Actions from December 4, 2018 through January 7, 2019

1. Executed several Assistance Program Project Agreements and Project Extensions as approved by the Board.
2. Approved payment of \$4,717.90 to Taylor Engineering for general engineering services.
3. Approved a contract & payment with Bonn Environmental Services & Technologies, Inc. in the amount of \$4,950.00 for replacement of three (3) groundwater monitoring wells located at Dredged Material Management Area (DMMA) BV-52, Brevard County, FL.
4. Approved a contract & payment with Bonn Environmental Services & Technologies, Inc. in the amount of \$4,950.00 for replacement of three (3) groundwater monitoring wells located at DMMA 617C, Palm Beach County, FL.
5. Approved a Change Order (#1) to Taylor Work Order #18-10, in the amount of \$8,068.20, to extend vibration monitoring at DMMA M-8, St. Lucie County, FL.
6. Approved a contract with Bonn Environmental Services & Technologies, Inc. in the amount of \$8,720.00 for 1-year of quarterly sampling and analysis for eleven (11) groundwater monitoring wells located at DMMA BV-24A, Brevard County, FL.

AGENDA ITEM 8

Item 8 Consideration of Additional Committee Members

Summary:

Consideration of additional willing committee members with financial expertise.

Analysis:

As currently structured, the Finance and Budget Committee is comprised of four members – three Board members and one RESTORE Coordinator. One of the originally approved Board members proved unavailable, leaving the Committee short by one member.

During the same time that the Finance Committee was being formed, the Audit Committee was established, which included some County staff that had specific interest, credentials and availability to serve on an additional committee. Currently, Yana Matiyuk of Pinellas County and Heather Larson of Sarasota County are potential candidates who meet all three criteria. Given scheduling constraints, it would be preferable to have a few more Committee members in order to more frequently achieve quorum.

Action:

Discussion of whether to recommend addition of one or two County financial staff for membership to Finance Committee.