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## **AGENDA**

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

**June 10, 2020, 1:00 p.m. Eastern**

#### **Call in info:**

**United States: +1 (646) 749-3129**

**Access Code: 773-744-389**

#### **Committee Members**

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

**Also in attendance: Valerie Seidel (The Balmoral Group), Dan Dourte (The Balmoral Group), Richard Bernier (The BalmoraL Group)**

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

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

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#### **Item 2. Roll Call.**

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

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

The consent agenda items are presented for approval. Commissioners may remove any items from this agenda that they have questions on or would like the Committee to discuss in depth. Any items removed would then be included in the regular agenda in an order assigned by the Chair.

#### **Consent Agenda Items:**

The minutes of the following meetings are presented for approval.

- March 25, 2020 – Finance and Budget Committee Meeting.

*(Please see back up pages 4-7)*

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

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

RECOMMEND: Approval of a final agenda.

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

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

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**Item 6. Financial Statements through April 30, 2020.**

Richard Bernier (The Balmoral Group) will present the the financial statements through April 30 are presented for Committee approval. These schedules include: Balance Sheet; Income Statement; Cash Receipts Journal, and Cash Disbursements Journal.

*(Please see back up pages 8-13)*

RECOMMEND: Recommend approval of the financial statements to the full Board through April 30.

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**Item 7. April 30, 2020 Budget Summary and Project Status Expenditure Reports.**

Richard Bernier (The Balmoral Group) will present the The Budget Summary and the Project Status Expenditure Report for December 2019 for Committee review.

*(Please see back up pages 14-16)*

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**Item 8. April 30, 2020 Trust Fund Report.**

Richard Bernier (The Balmoral Group) will present the report on the Trust Fund balance, indicating grant funding amounts that are pending, approved, and scheduled for draw down.

*(Please see back up pages 17-21)*

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

Valerie Seidel (The Balmoral Group) will present the report on Delegation of Authority actions that the General Manager has made from February 29, 2019 through May 31, 2020, for Committee information.

*(Please see back up pages 22-23)*

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

Richard Bernier (The Balmoral Group) will present a report listing the total grants by county with associated management, legal and fiscal agent fees. A second report compares each county in total.

*(Please see back up pages 24-27)*

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**Item 11. Budget Cycle Discussion.**

Valerie Seidel (The Balmoral Group) will give a verbal update on the upcoming budget cycle, budget transfers, expiration of the management contract, and scheduling of Finance Committee meetings to review various budget scenarios in August.

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**Item 12. Public Comments.**

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

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**Item 13. Adjournment.**

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

**Gulf Consortium Finance and Budget Committee Meeting**  
**June 10, 2020, 1:00 p.m., Eastern**  
**Go To Meeting**



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

# **AGENDA ITEM 3**

**Gulf Consortium Finance and Budget Committee Meeting  
June 10, 2020**

**Agenda Item 3  
Approval of March 25, 2020 Minutes**

**Statement of Issue:**

Request to approve the minutes of the March 25, 2020 meeting of the Gulf Consortium Finance and Budget Committee.

**Options:**

- (1) Approve the March 25, 2020 minutes as presented; or
- (2) Amend and then approve the minutes.

**Recommendation:**

Motion to approve Option 1.

**Prepared by:**

Amanda Jorjorian, The Balmoral Group  
On: June 2, 2020

**Attachment:**

Draft Minutes, March 25, 2020 meeting of the Gulf Consortium Finance and Budget Committee.

**Action Taken:**

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

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

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

**Gulf Consortium Finance and Budget Committee Meeting**  
**March 25, 2020 4:00pm ET**  
**Go To Meeting**

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**Members in Attendance:** Chair – Scott Carnahan (Citrus), Vice Chair - Lane Lynchard (Santa Rosa) – (Phone), Matt Posner (Escambia), Heather Larson (Sarasota)

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

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**Agenda Item #1 – Call to Order**

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

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**Agenda Item #2 – Roll call**

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

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**Agenda Item #3 – Consent Agenda**

The meeting minutes for the January 29, 2020 meeting of the Finance and Budget Committee were presented for approval. Matt Posner (Escambia) made the motion to approve the minutes, seconded by Lane Lynchard (Santa Rosa).

**ACTION: APPROVED**

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

Valerie Seidel (The Balmoral Group) noted that there were staff comments on the internal controls item. She would speak to them later.

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**Agenda Item #5 – Public Comments**

None

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**Agenda Item#6– Financial Statements for February 29, 2020**

Richard Bernier (The Balmoral Group) provided the balance sheet, profit and loss statement, cash receipts journal and cash disbursements journal for review by the committee. The increase in grants was the only item of note. Reports showing pre-award grant funding and corresponding check detail which includes administrative expenses were presented. Matt Posner (Escambia) questioned on the check detail if NGN costs are associated with county projects. Richard Bernier (The Balmoral Group) replied that they all pertained to preaward county projects. Matt Posner asked if the project number could be added on the check detail. Richard Bernier (The Balmoral Group) said he would look into that for the next report. Lane Lynchard (Santa Rosa) made the motion to approve the financial statements, second by Matt Posner (Escambia)

**ACTION: APPROVED**

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**Agenda Item #7-February 2020 Budget Summary and Project Status Expenditure Reports**

Richard Bernier (The Balmoral Group) presented the budget summary and status of project expenditures to date. There was now some activity happening in the SEP. Chair Carnahan asked about the projects on hold. Valerie answered that they were county level decisions.

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**Agenda Item #8-February 2020 Trust Fund Report**

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

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

The Balmoral Group prepared a report on Delegation of Authority actions that the General Manager made September 1, 2019 – February 29, 2020 for committee information. No questions or comments on this item.

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

Richard Bernier (The Balmoral Group) presented graphs and charts representing SEP grants by county showing implementation and compliance expenses. There were no questions or comments on this item.

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**Agenda Item #11 – Audit Status Update**

Valerie Seidel (The Balmoral Group) provided an update on the Audit status. A couple of items were being changed since the last time it was reported. They were splitting out all the SEP grants, so it showed SSEP and PSEP, and showing a carryover from a previous year so it was not a negative budget. Otherwise the report was the same.

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**Agenda Item #12 – Risk and Audit Update**

Valerie Seidel (The Balmoral Group) scheduled an internal control review by RESTORE. RESTORE visited The Balmoral Group office and reviewed procurement process, grant application process, payment request process, all file and documentation management procedures and IT security and other general accounting. Generally, they were complementary of the setup. RESTORE made Balmoral aware of some training that they were providing. Valerie Seidel (The Balmoral Group) noted that the planning grant will be audited at some point. They had been asked to prepare the risk rubric per grant application. This would be brought up at the Executive Committee meeting where discussion would need to happen regarding assigning risk ratings to each county. Also, the Board delegated to staff the ability to renegotiate the fiscal agent contract between periodic meetings with Leon County. The Balmoral Group had a meeting a couple weeks ago with Leon County who has not requested any increase in funds at this time. There were no questions on these items.

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**Agenda Item #13 - Public Comment**

No public comment.

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**Agenda Item #14-Adjourn**

There being no further business, the meeting adjourned at 4:16pm.

# **AGENDA ITEM 6**



**Gulf Consortium Finance and Budget Committee Meeting  
June 10, 2020**

**Agenda Item 6  
Financial Statements**

**Statement of Issue:**

Presentation of the most recent monthly financial statements.

**Background:**

Financial Statements are produced monthly for the Consortium. Additionally, attachments include a listing of the cash receipts and cash disbursements since the last report date.

**Attachments:**

- a) Balance Sheet as of April 30, 2020
- b) Income Statement through April 30, 2020
- c) Deposits March 1 through April 30, 2020
- d) Disbursements March 1 through April 30, 2020

**Prepared by:**

Richard Bernier  
The Balmoral Group  
On: June 2, 2020

# Gulf Consortium Balance Sheet

As of April 30, 2020

Apr 30, 2020

## ASSETS

### Current Assets

#### Checking/Savings

##### Cash

Grant Account (Wells Fargo) 27,841.11

Operating Account (Seaside) 116,934.14

Total Cash 144,775.25

Total Checking/Savings 144,775.25

#### Accounts Receivable

##### Accounts Receivable

Grants Receivable (FSEP) 9,805,819.76

Grants Receivable (PSEP) 4,200.30

Accounts Receivable (General) 12,612.00

Total Accounts Receivable 9,822,632.06

Total Accounts Receivable 9,822,632.06

#### Other Current Assets

##### Other Current Assets

Other Receivables 11,552.65

Total Other Current Assets 11,552.65

Total Other Current Assets 11,552.65

Total Current Assets 9,978,959.96

**TOTAL ASSETS 9,978,959.96**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

##### Accounts Payable

##### Payables

Accounts Payable (Grants) 34,234.97

Accounts Payable (General) 63,152.74

Total Payables 97,387.71

Total Accounts Payable 97,387.71

#### Other Current Liabilities

##### Accrued Liabilities

Accrued Liabilities (Grants) 9,805,819.76

Accrued Liabilities (General) 7,642.00

Total Accrued Liabilities 9,813,461.76

Total Other Current Liabilities 9,813,461.76

Total Current Liabilities 9,910,849.47

Total Liabilities 9,910,849.47

### Equity

Unrestricted Net Assets 52,652.24

Net Income 15,458.25

Total Equity 68,110.49

**TOTAL LIABILITIES & EQUITY 9,978,959.96**

**Gulf Consortium**  
**Profit & Loss**  
October 2019 through April 2020

	<u>FSEP Grants</u>	<u>General Fund</u>	<u>PSEP Grant</u>	<u>SSEP Grant</u>	<u>TOTAL</u>
<b>Income</b>					
Direct Contributions	-	106,790.00	-	-	106,790.00
Grant Funds - FSEP	50,825.84	-	-	-	50,825.84
Grant Funds - SSEP	-	-	-	36,478.40	36,478.40
Grant Funds - PSEP	-	-	21,055.26	-	21,055.26
<b>Total Income</b>	<u>50,825.84</u>	<u>106,790.00</u>	<u>21,055.26</u>	<u>36,478.40</u>	<u>215,149.50</u>
<b>Expense</b>					
FSEP Grants	50,825.84	-	-	-	50,825.84
<b>General Consortium Expenses</b>					
Special District Fees	-	175.00	-	-	175.00
Bank Fees	-	764.43	-	-	764.43
Meeting Expense	-	10,308.35	-	-	10,308.35
Accounting/Accounting	-	8,875.00	-	-	8,875.00
Management Fees	-	53,494.00	-	-	53,494.00
Legal Fees	-	8,389.97	-	-	8,389.97
Compliance Fees	-	-	-	-	-
Reporting Fees	-	-	300.30	-	300.30
Software	-	9,325.00	-	-	9,325.00
<b>Total General Consortium Expenses</b>	<u>-</u>	<u>91,331.75</u>	<u>300.30</u>	<u>-</u>	<u>91,632.05</u>
<b>SSEP Grant Expenses</b>					
Services procurement/contract	-	-	-	862.50	862.50
Sub-award protocol & conditions	-	-	-	21,092.45	21,092.45
Grant Management Platform	-	-	-	14,523.45	14,523.45
<b>Total SSEP Grant Expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>36,478.40</u>	<u>36,478.40</u>
<b>Planning Grant (PSEP)</b>					
Legal	-	-	5,812.50	-	5,812.50
AV and Meeting room rentals	-	-	5,563.71	-	5,563.71
Grant Management	-	-	9,378.75	-	9,378.75
<b>Total Planning Grant (PSEP)</b>	<u>-</u>	<u>-</u>	<u>20,754.96</u>	<u>-</u>	<u>20,754.96</u>
<b>Total Expense</b>	<u>50,825.84</u>	<u>91,331.75</u>	<u>21,055.26</u>	<u>36,478.40</u>	<u>199,691.25</u>
<b>Net Income</b>	<u>-</u>	<u>15,458.25</u>	<u>-</u>	<u>-</u>	<u>15,458.25</u>

## Gulf Consortium Deposit Detail

March through April 2020

Type	Num	Date	Name	Account	Amount
Deposit		04/24/2020		1030 - Grant Account (Wells Fargo)	27,302.90
Payment	318	04/24/2020	ASAP.gov	GNTSP20FL0090 - Okaloosa	-4,006.99
Payment	317	04/24/2020	ASAP.gov	GNTSP20FL0092 - Sarsota	-2,003.49
Payment	316	04/24/2020	ASAP.gov	GNTSP20FL0097 - Collier	-5,750.10
Payment	315	04/24/2020	ASAP.gov	GNTSP20FL0098 - Bay	-4,210.09
Payment	314	04/24/2020	ASAP.gov	GNTSP20FL0105 - Walton	-2,410.82
Payment	320	04/24/2020	ASAP.gov	GNTSP20FL0106 - Jefferson	-2,633.99
Payment	313	04/24/2020	ASAP.gov	GNTSP20FL0107 - Citrus	-3,024.05
Payment	319	04/24/2020	ASAP.gov	GNTSP20FL0110 - Hernando	-3,263.37
TOTAL					-27,302.90

Gulf Consortium  
Check Detail  
March through April 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		04/13/2020			1030 - Grant Account (Wells Fargo)		-293.41
					5060 - Bank Fees	-293.41	293.41
TOTAL						-293.41	293.41

# **AGENDA ITEM 7**

**Gulf Consortium Finance and Budget Committee Meeting  
June 10, 2020**

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

**Summary:**

The Budget Summary and the Project Status Expenditure Report for April 2020 are presented for Committee review.

*Condensed Budget Summary  
For the current fiscal year – seven months ended April 2020*

<b>Cost Category</b>	<b>Annual 2019-20 Budget</b>	<b>Actual YTD</b>	<b>Remaining Budgeted Expenses</b>
SEP Expenses (project funding)	56,183,640	47,360	56,136,280
Adaptive Planning Grant	191,860	0	191,860
General fixed and variable Operating Expenses	158,790	91,332	67,458
<b>Total</b>	<b>56,534,290</b>	<b>138,692</b>	<b>56,395,598</b>

**Project Status Expenditure Reports**

<b>County</b>	<b>Project #</b>	<b>Project Name</b>	<b>Budgeted Amount Current Year</b>	<b>Actual YTD</b>	<b>Remaining Budgeted Expenses</b>	<b>Project Status</b>
<b>Wastewater improvement Grant Application #1</b>						
<b>Santa Rosa</b>	2-1	Soundside Drive Septic to Sewer Conversion, Phase I	\$183,220	\$1,615	\$181,605	Awarded – Bal. for this year
<b>Okaloosa</b>	3-4	Shoal River Headwaters Protection Program - Phase I (BSAIP WRF Effluent Disposal Expansion)	\$70,898	\$1,785	\$69,113	Awarded – Bal. for this year
<b>Citrus</b>	13-1	NW Quadrant Sewer Force Main Project	\$193,482	\$1,743	\$191,739	Awarded – Bal. for this year
<b>Charlotte</b>	20-1	Charlotte Harbor Septic to Sewer Conversion Program	\$170,415	\$2,168	\$168,247	Awarded – Bal. for this year
<b>Okaloosa</b>	3-3	Choctawhatchee Bay Estuary Program	\$215,535	\$4,007	\$211,528	Awarded – Bal. for this year
<b>Wakulla</b>	8-2	Coastal Public Access Program - Bayside Marina	\$51,599	\$1,644	\$49,955	Awarded – Bal. for this year
<b>Pasco</b>	15-5	Artificial Reef Program - Hudson Reef	\$69,976	\$3,558	\$66,418	Awarded – Bal. for this year
<b>Pinellas</b>	16-1	Lake Seminole Sediment Removal	\$161,788	\$4,888	\$156,900	Awarded – Bal. for this year
<b>Pasco</b>	15-1	Port Richey Watershed Stormwater Mgmt Project - Construction	\$6,600	\$765	\$5,835	On hold – Bal of pre-award

<b>Bay</b>	5-2	St. Andrew Bay Stormwater Improvement Program – St. Andrew Bay Watch – Water Quality Monitoring	\$102,769	\$4,210	\$98,559	Awarded – Bal. for this year
<b>Collier</b>	22-1	Comprehensive Watershed Improvmnt Program - Monitoring Program	\$145,524	\$6,350	\$139,174	Awarded – Bal. for this year
<b>Sarasota</b>	19-1	Sarasota County Dona Bay Hydrologic Restoration Program	\$252,420	\$2,003	\$250,417	Awarded – Bal. for this year
<b>Walton</b>	4-1	Choctawhatchee Bay Septic to Sewer Conversion - Planning	\$213,270	\$2,410	\$210,860	Awarded – Bal. for this year
<b>Jefferson</b>	9-2	Wacissa River Park Improvement Program - Planning and Acquisition	\$898,882	\$5,869	\$893,013	Awarded – Bal. for this year
<b>Citrus</b>	13-2	Cross Florida Barge Canal Boat Ramp - E&D	\$205,912	\$3,024	\$202,888	Awarded – Bal. for this year
<b>Escambia</b>	1-1	Bayou Chico Contaminated Sediment Remediation Project - E&D	\$6,600	\$0.00	\$6,600	In RESTORE review
<b>Hernando</b>	14-1	Artificial Reef Program - E&D and Monitoring	\$99,843	\$3,263	\$96,580	Awarded – Bal. for this year
<b>Hillsborough</b>	17-1	Cockroach Bay Aquatic Preserve Land Acquisition and Ecosystem Restoration - Acquisition	\$6,600	\$0.00	\$6,600	In RESTORE review
<b>Levy</b>	12-2	Levy County Oyster Restoration Project	\$6,600	\$0.00	\$6,600	In RESTORE review
<b>Gulf</b>	6-2	St. Joseph Peninsula Coastal Erosion Control	\$6,600	\$0.00	\$6,600	In RESTORE review



# **AGENDA ITEM 8**

**Gulf Consortium Finance and Budget Committee Meeting  
June 10, 2020**

**Agenda Item 8  
Trust Fund Report**

**Statement of Issue:**

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

**Background:**

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

**Attachments:**

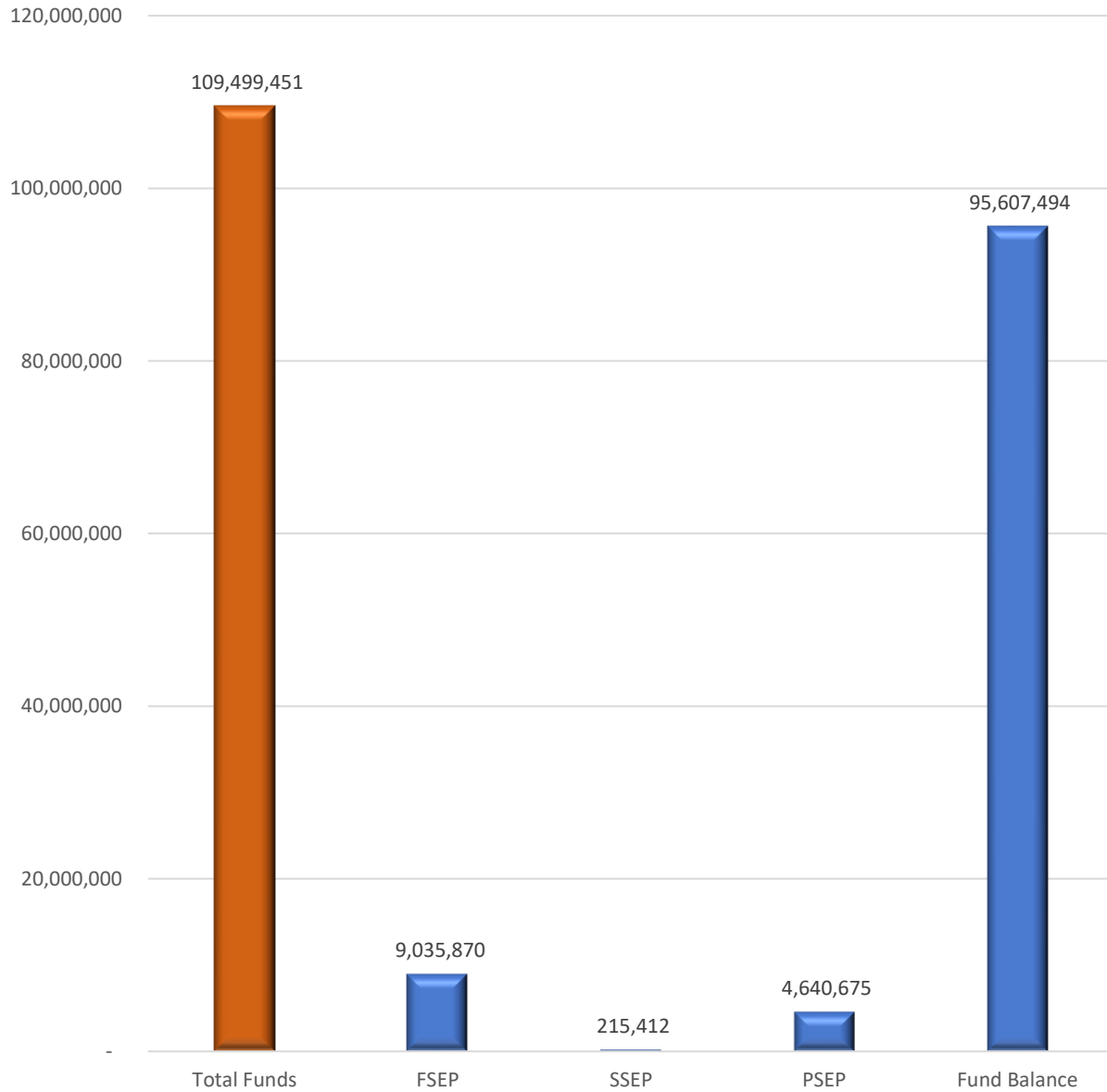
- a) Trust Fund balance totals by funding source and current SEP grant status
- b) Current trust fund balance report from Restore Council
- c) BP Payment Status

**Prepared by:**

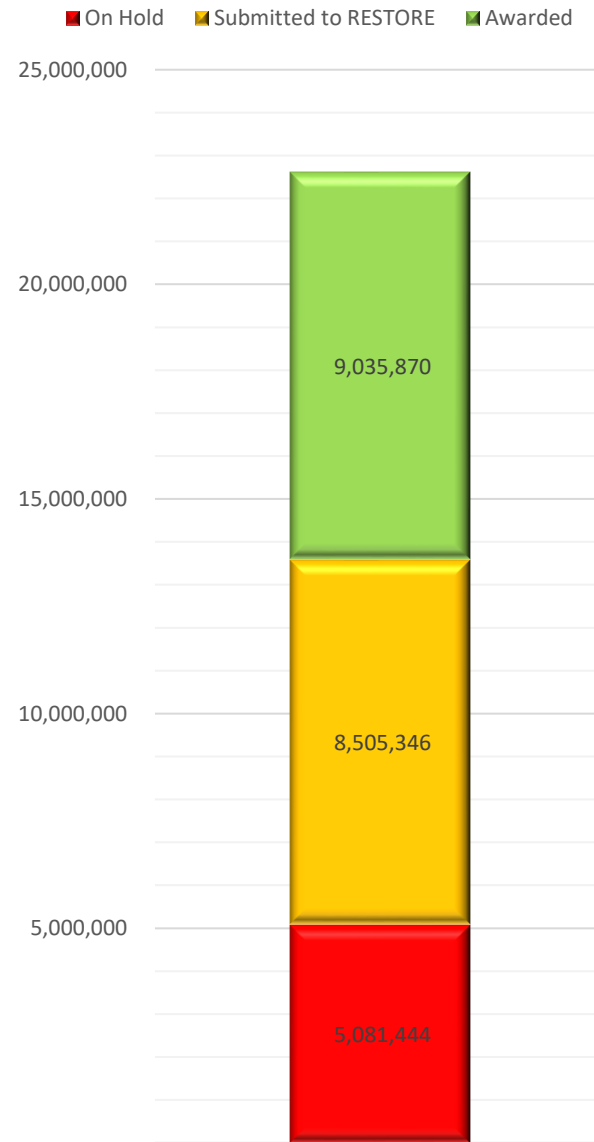
Richard Bernier  
The Balmoral Group  
On: June 2, 2020

Gulf Consortium Finance & Budget Committee Meeting  
June 10, 2020

TRUST FUND



GRANT STATUS





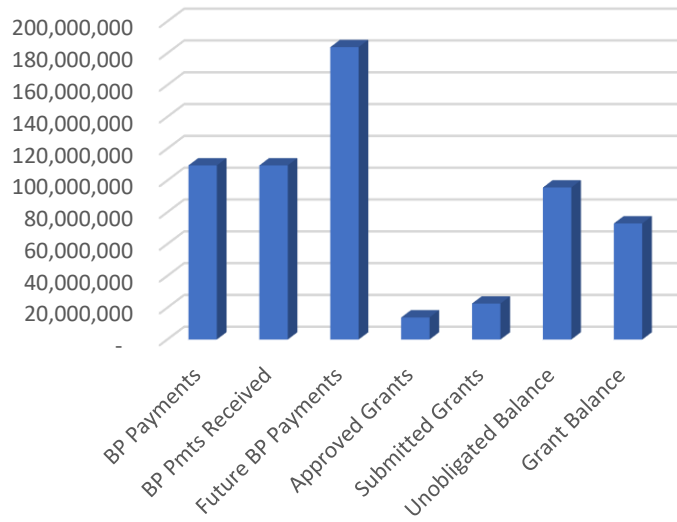
# TRUST FUND SPILL IMPACT STATUS BY STATE

SPILL IMPACT PROJECTS	TRUST FUNDS DEPOSITED	TOTAL GRANTS AWARDED	UNOBLIGATED BALANCE
ALABAMA	121,666,057	52,378,748	69,287,309
FLORIDA GS	109,499,451	13,891,957	95,607,494
LOUISIANA	206,295,535	59,272,915	147,022,620
MISSISSIPPI	113,733,907	42,031,237	71,702,670
TEXAS	45,207,290	7,698,841	37,508,449
TOTAL	596,402,240	175,273,698	421,128,542

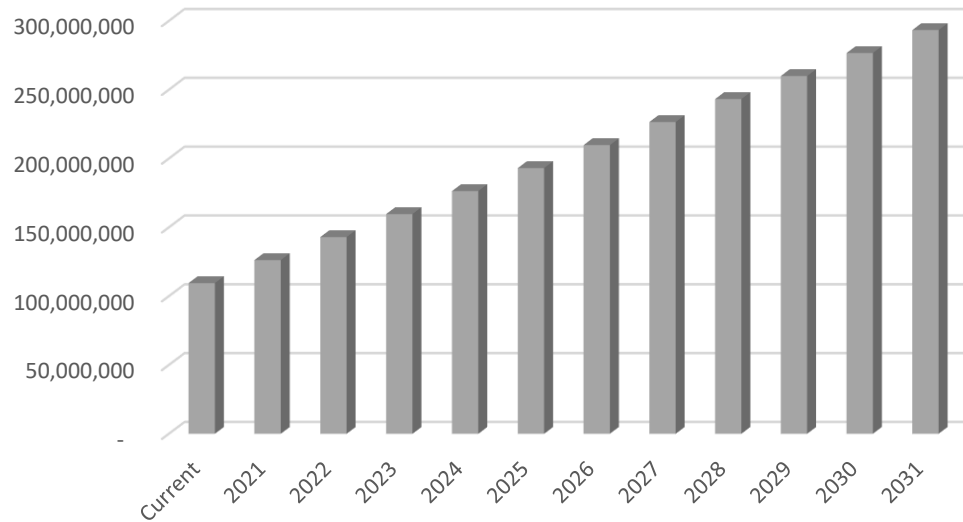
Gulf Consortium Finance and Budget Committee Agenda Packet Page 20

Gulf Consortium Finance & Budget Committee Meeting  
June 10, 2020

BP Fund Payments



Scheduled Payments



# **AGENDA ITEM 9**

**Gulf Consortium Finance and Budget Committee Meeting  
June 10, 2020**

**Item 9 – Consent Agenda  
Report on Delegated Authority  
Actions from March 1 - April 30, 2020**

**Summary:**

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

1. 4/28/2020 – Filed FFR (SF-425) EGID 21; PSEP
2. 4/28/2020 – Filed Close-out certification; PSEP (will be refiled with new system)
3. 4/28/2020 – Filed FFR (SF-425) EGID-86; Pasco Co
4. 4/28/2020 – Filed FFR (SF-425) EGID 88; Septic to Sewer Bundle 1
5. 4/28/2020 – Filed FFR (SF-425) EGID 89; Wakulla Co.
6. 4/28/2020 – Filed FFR (SF-425) EGID 90; Pinellas Co.

Note: the following item was inadvertently omitted from the prior packet:

1. 2/7/2020– Executed micro-purchase and contract for firm to provide Section 508 compliance on SEP amendment

# **AGENDA ITEM 10**



**Gulf Consortium Finance and Budget Committee Meeting  
June 10, 2020**

**Agenda Item 10  
Grant Funding by County**

**Statement of Issue:**

Presentation implementation grants by county with implementation and compliance expenses.

**Background:**

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

**Attachments:**

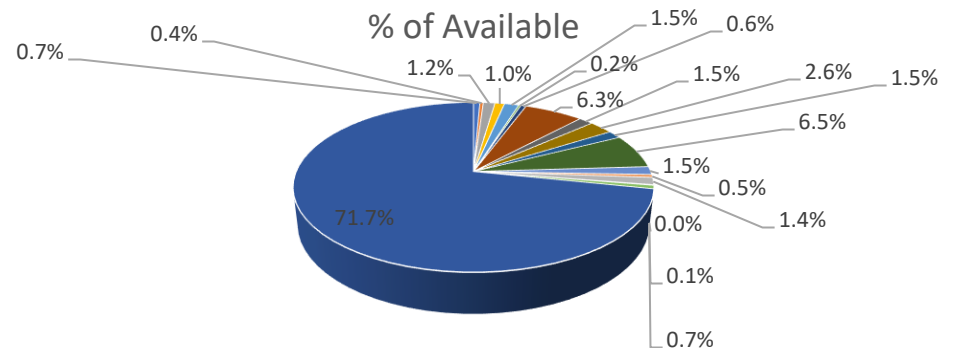
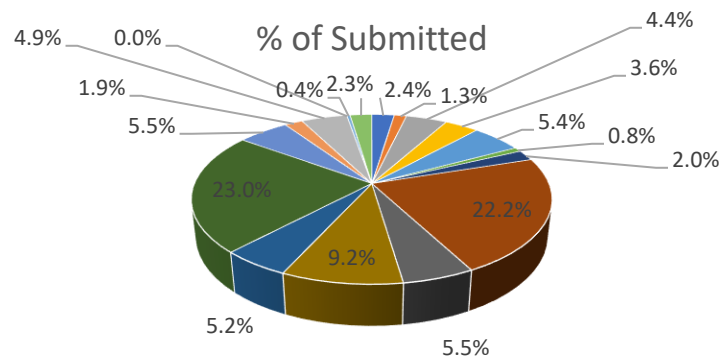
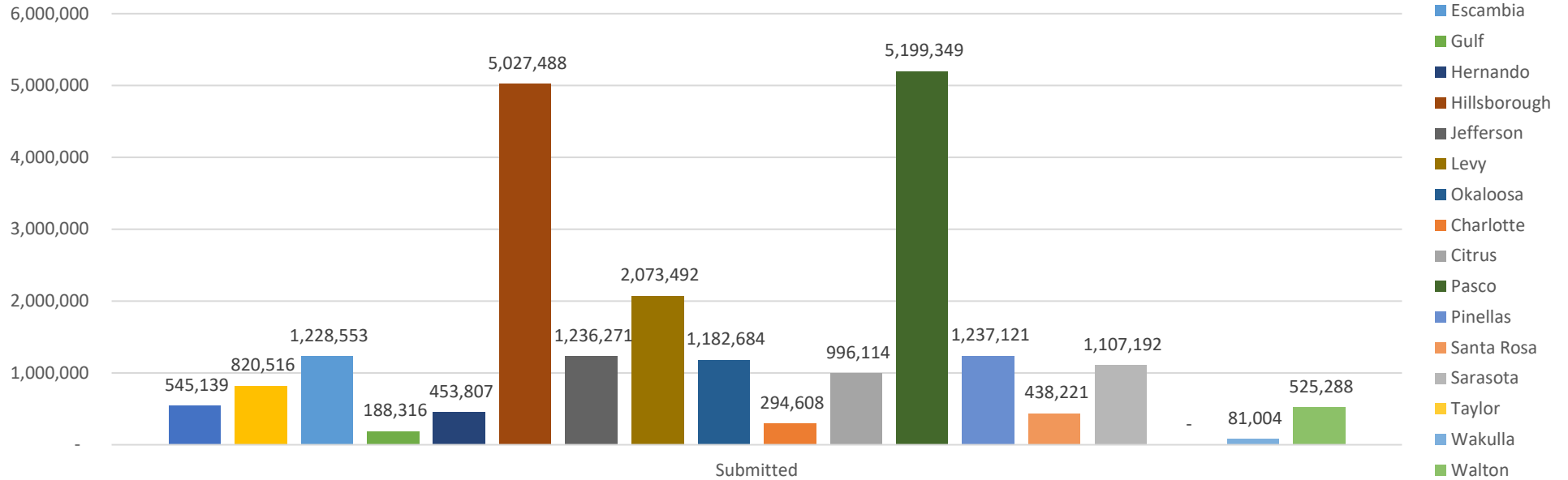
- a) Implementation Grants graph comparing project costs to implementation expenses.
- b) Graphical representation of total grants in comparison to available.

**Prepared by:**

Richard Bernier  
The Balmoral Group  
On: June 2, 2020

Gulf Consortium Finance & Budget Committee Meeting  
June 10, 2020

Submitted Amounts



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

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

Gulf Consortium Finance & Budget Committee Meeting  
June 10, 2020

Implementation Grants

