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**Executive Committee Call Agenda  
March 14, 2019, 4:00 p.m. Eastern  
Dial-in Number: 1-669-224-3217  
Participant Passcode: 865-760-109 #**

1. Call to Order and Roll Call
2. Public Comment
3. Approval of Minutes from 1/17/2019 Executive Committee Meeting **(Action Required)**
4. Approval of Minutes from 2/14/2019 Executive Committee Meeting **(Action Required)**

**Old Business:**

5. Manager's Report  
Valerie Seidel  
The Balmoral Group
6. Update on Leon Co contract  
Valerie Seidel  
The Balmoral Group
7. Grant Update / Summary Stand-Up SEP  
Valerie Seidel  
The Balmoral Group
8. Grant Update / Summary SEP  
Valerie Seidel  
The Balmoral Group
9. Grant applications for review and approval; upcoming subrecipient applications  
Dan Dourte  
The Balmoral Group
10. Financial Statements  
Valerie Seidel  
The Balmoral Group

**New Business:**

11. Potential restructure of agenda appearance  
Valerie Seidel  
The Balmoral Group
12. Establish subcommittee to review in depth budget and financials  
Valerie Seidel  
The Balmoral Group

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13. Establish 2019 Audit committee  
Valerie Seidel  
The Balmoral Group
14. Potential Structure for administration of grant-eligible compliance costs  
Valerie Seidel  
The Balmoral Group
15. Potential Support for “Funding for Economic Diversification” letter  
Dan Dourte  
The Balmoral Group
16. General Counsel’s Report
  - a. Draft resolution to support appointments of Executive Committee member alternates  
Lynn Hoshihara  
NGN
17. Public Comment
18. Upcoming Gulf Consortium Board Meeting  
Thursday, March 28, 2019 - 9:00am ET  
Hotel Duval  
Tallahassee  
  
Thursday, June 13, 2019 Orange County
19. Adjourn

## **Notice of Meeting/Workshop Hearing**

### **OTHER AGENCIES AND ORGANIZATIONS**

#### **Gulf Consortium**

The Gulf Consortium announces a public meeting of its Executive Committee via communications media technology to which all persons are invited to participate.

DATE AND TIME: March 14, 2019 at 4:00 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 (669) 224-3217

Participant Passcode: 865-760-109

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 Executive Committee of the Gulf Consortium will conduct a Board of Directors preview meeting, consisting of a SSEP and SEP Grant update, structure discussions, standup audit update, status of grant applications, and other business at the discretion of the Executive Committee. The location of the conference call is The Balmoral Group, 165 Lincoln Avenue, Winter Park, FL 32789. A copy of the agenda may be obtained at [www.gulfconsortium.org](http://www.gulfconsortium.org) or by contacting: General Manager at 407-629-2185 or [Gulf.Consortium@balmoralgroup.us](mailto: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](mailto: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 Executive 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](mailto:Gulf.Consortium@balmoralgroup.us).

**Gulf Consortium Executive Committee Policy Review Meeting**  
**March 14, 2019, 4:00 p.m., Eastern**  
**The Balmoral Group Office - Conference Call**



<u>County</u>	<u>Executive Committee Member</u>	<u>Present</u>
Gulf	Warren Yeager	
Charlotte	Commissioner Chris Constance	
Pasco	Commissioner Jack Mariano	
Levy	Commissioner John Meeks	
Wakulla	Commissioner David Edwards	

## **AGENDA ITEM 3**

**Gulf Consortium Executive Committee  
March 15, 2019**

**Agenda Item 3  
Approval of January 17, 2019 Minutes**

**Statement of Issue:**

Request to approve the minutes of the January 17, 2019 meeting of the Gulf Consortium Executive Committee.

**Options:**

- (1) Approve the January 17, 2019 minutes as presented; or
- (2) Amend and then approve the minutes.

**Recommendation:**

Motion to approve Option 1.

**Prepared by:**

The Balmoral Group, General Manager  
On: January 22, 2019

**Attachment:**

Draft Minutes, January 17, 2019 meeting of the Gulf Consortium.

**Action Taken:**

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

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

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

**Gulf Consortium Executive Committee Meeting  
January 17, 2019, 4:00 p.m. (Eastern)  
Teleconference**

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**Members in Attendance:** Warren Yeager (Gulf), Secretary-Treasurer John Meeks (Levy), Commissioner Chris Constance (Charlotte), and Commissioner Jack Mariano (Pasco).

**Also In Attendance:** Board member Gary McAlpin (Collier), Matt Posner (Escambia), Valerie Seidel (The Balmoral Group), Dan Dourte (The Balmoral Group), Evan Rosenthal (Nabors, Giblin & Nickerson), Doug Robison (ESA), Mike Langton (Langton Associates) and Kristen Bennet (Tetrattech)

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**Agenda Item 1 – Call to Order and Roll Call**

Vice Chair Warren Yeager (Gulf) called the meeting to order at 4:03pm (ET). Attendees as above.

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**Agenda Item #2 – Public Comment**

Mike Langton (Langton Associates) commented on the general counsel recommendation at Agenda Item 10b to not amend the SEP. He stated that he disagreed with the Counsel's analysis and asked it to be on the record.

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**Agenda Item #3 – Approval of Minutes**

Commissioner John Meeks (Levy) moved the minutes of the November 15, 2018 meeting of the Executive Committee; second by Commissioner Chris Constance (Charlotte); approved. On the topic of minutes Commissioner Chris Constance (Charlotte) asked for clarification on The Balmoral Group contract renewal if it was a 1 year or 3 year renewal and the RFP timeline. Evan Rosenthal clarified that per board direction The Balmoral Group contract was renewed for 1 year and there was an existing provision in all of the Consortium contracts that the contract could be terminated by the Consortium with a 30 days' notice given to the consultant. He said there was no specific direction regarding the RFP at the last board meeting but it could be discussed today if they wished to.

**ACTION: EXECUTIVE COMMITTEE APPROVED**

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**Agenda Item #4 – Discussion of Officer Elections**

Dan Dourte (The Balmoral Group) notified the board that elections would be held at the January 31<sup>st</sup> board meeting. He said there were eight directors seeking office. The chair and vice chair would be elected first and then their names removed from the remaining ballots. The at large officers would be chosen at a later date. Commissioner John Meeks (Levy) asked if he could remove himself on the ballot for chair. Dan Dourte (The Balmoral Group) answered that yes, they would remove him from that ballot and just keep the vice chair/secretary ballot. No action was required on this item.

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**Agenda Item #5 – Gulf Consortium History and Status**

Dan Dourte (The Balmoral Group) brought to the executive committee a presentation of the history and status of The Gulf Consortium which had been requested at the last board meeting for new or returning Consortium members. A short presentation would be presented at the board meeting. RESTORE would also be present and added to the agenda after the presentation so they could say a few additional words.

Warren Yeager (Gulf) thanked Dan Dourte for the presentation and said it was a good idea. No action was required on this item.

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**Agenda Item #6a, 6b, 6d– Manager’s Report**

Valerie Seidel (The Balmoral Group) gave an update on the Manager’s report. A lot of activity had been done on the SSEP grant since the last board meeting. Subrecipient training, and all of the web interfaces for submitting grant applications are live and in use. Formal written comments on the SSEP grant application had been received prior to the November board meeting as well as a Council request of workflows. A conference call was held with Council on December 19<sup>th</sup> 2018 to discuss aspects of the SSEP and its implementation. A meeting was held on January 16<sup>th</sup> 2019 to review internal controls and process and procedures. An updated OSA and policy documents including workflows was submitted on December 21 and resubmitted with NGN edits on January 2<sup>nd</sup>. An important issue that came up during Council’s visit on January 19<sup>th</sup> was that while the Pot 3 Grant overall does not allow more than 3% in administrative costs to be pulled down, this restriction does not flow to subrecipients’ individual grant requests. So far there were not any formal comments on the policies to know if there were any substantive issues to bring to the board. Because approval was obtained for pre-award costs, a grant application system – Wizehive was in the process of being customized for the Consortium and was expected to have links by the January board meeting. Balmoral is still on track for completing the SSEP on budget, but due to the passage of time, the hours in the Pre-award were exceeded. The Pre-award approval letter from Council required notification if the estimated pre-award share changed, and Council had been notified that the estimate had changed but that the total budget remained on track. On the non-SSEP side, The Balmoral Group reached out to introduce the Consortium to the appropriate contacts in the Governor’s office – fortunately for the Consortium the main liaison was retained by Gov. DeSantis. Now that new administration is in place, in addition to the 25% of funding item later in today’s agenda, there are important policy issues that affect this group’s members, and now-Mayor Robinson felt we could potentially use this group to better further policy. He suggested the Consortium has used its structure successfully in the past and could in the future to run offense as opposed to defense. To that end, with this committee’s consent, we will convene an ad hoc Exec Committee session to consider potential strategies and this group’s appetite for those discussions. Valerie Seidel (The Balmoral Group) commented that Dan Dourte will provide additional information about the SEP implementation itself in a later agenda item. As the last Board meeting resulted in approval of substantially more project grant applications during the current fiscal year than were originally in the operating budget, there was also an agenda item reflecting the revised Budget. The Planning Grant pending invoices have now been paid out, and the final project close out reports are expected to be filed before the end of the month in coordination with Council staff. Finally, there were bank signature cards to transition the bank account to the newly elected officers for signature. Also with the transition and the new policies, a standup audit committee would be needed to review the upcoming audit. There were no questions on this item. No action was required.

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**Agenda Item #6c Financial Reports**

Valerie Seidel gave an update on the financial statements included in the packet. She noted that the statements show a deficit but that was due to a timing issue. There were no questions on this item. No action was required.

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**Agenda Item #7– SEP Project Implementation update**

Dan Dourte (The Balmoral Group) gave an update on the SEP project implementation. Progress had been made to advance the Gulf Consortium to be ready for project implementation. Policies and procedures were delivered to RESTORE Council, an updated OSA delivered to RESTORE Council, the grant management system selection/purchase had occurred, coordination with RESTORE Council and County personnel on grant application requirements were performed, a draft SEP amendment for Manatee County project changes was created, guidance materials and resources were improved as well as an improved data dashboard which were both on the website. The first implementation grants were received. Subaward applications have come in which were bring reviewed in preparation for RESTORE. No action was required on this item.

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**Agenda Item #8– Amended FY 19 Budget for The Gulf Consortium**

Valerie Seidel (The Balmoral Group) brought to the committee a request to approve an Amended FY 18-19 Budget reflecting a higher dollar amount for funding. Warren Yeager (Gulf) asked if the funding dollar amount would change every year. Valerie Seidel answered that it would and the issue was trying to estimate the first year funding. After that they would have a better idea of the amount of funding to budget for. Commissioner Chris Constance (Charlotte) noted that another 74 or 76 million would be coming in. Dan Dourte (The Balmoral Group) affirmed and noted that would be in April when it comes through. This item was informational only and would be up for approval at the Board meeting.

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**Agenda Item #9 – Release SEP Amendment for Public Comment**

Dan Dourte (The Balmoral Group) brought to the committee an amendment to the SEP which was prepared to accommodate a new project in Manatee County. They were looking to release to the public for comment. At the last board meeting they had agreed on March 28<sup>th</sup> date to submit amendments but after checking with county personnel it appeared there were no other amendments needed at the time and so they decided to proceed with Manatee County's amendment. Two of their projects dropped costs or timing was adjusted to accommodate the new project. Commissioner John Meeks (Levy) made the motion to approve to the full board for review, seconded by Commissioner Jack Mariano (Pasco). Commissioner Chris Constance (Charlotte) asked about the protocol for amendments – who picks up the tab they were waiting on others. Warren Yeager asked for an idea on the amendment process. Dan Dourte (The Balmoral Group) said for Manatee County, the county did most of the work and the Balmoral Group time was very low. Guidelines would be required going forward. Commissioner Chris Constance (Charlotte) made a new motion to add a discussion on who will pay for amendments to the board meeting, Commissioner John Meeks seconded. All in favor.

**ACTION: EXECUTIVE COMMITTEE APPROVED**

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**Agenda Item #10a- Contract Amendment for General Manager**

Evan Rosenthal (NGN) began by informing the committee that Lynn had her baby about a week ago and they were both doing well. He then brought the agenda item to the committee to renew The Balmoral Group's agreement for one year through April 30, 2020 and establish terms pursuant to which TBG may be compensation for services from grant funds. At the November 30 2018 Board Meeting it was determined that the compensation structure of the agreement was likely insufficient to fund TBG's efforts related to the SSEP and "standing up" the Consortium as a grant-eligible entity, and likely not be sufficient to allow TBG to effectively oversee, manage and administer the SEP project implementation grants moving forward.

The proposed amendment creates a separate fee structure governing grant-eligible services performed by TBG which is similar to how NGN contract is setup. The not to exceed amount of \$7,641 would be billed at a rate of \$170/per hour. Commissioner Jack Mariano (Pasco) asked about the amendment caveat and that the full board should approved the 1-year extension. Chris Constance (Charlotte) said it would be up to the directors and made the motion to move to discussion by the full board. Commissioner Jack Mariano seconded the motion. All in favor

**ACTION: EXECUTIVE COMMITTEE APPROVED**

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**Agenda Item #10b– SEP Planning Consultants – Conflict of Interest**

Evan Rosenthal (NGN) went over the Conflict of Interest clause agreed to by ESA and its subcontractors that currently prohibits ESA and its subcontractors from working on implementation of the SEP for the Consortium and the 23 member counties. The board had denied the request in early 2018 to amend the clause. The clause only extends to projects included in the SEP. ESA and its subcontractors are free to work on Pot 1 and Pot 2 projects as well as other projects not related to SEP implementation for the Consortium and its member counties. Because the clause was included in the SEP, any adjustment of the clause would require an amendment which must be approved by the RESTORE council. RESTORE is aware of the decision made in early 2018. Evan commented that he strongly disagrees with ESA's analysis that they are precluded because their contract has been terminated. The conflicts of interest were never intended to expire. Commissioner Jack Mariano (Pasco) commented to bring this to the full board for discussion. No action was required on this item at this time.

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**Agenda Item #11– Triumph Planning Discussion**

Dan Dourte (The Balmoral Group) talked about the Triumph 15 funds which was suggested at the last board meeting to look into. There would be an agenda item on the board meeting for this discussion. Warren Yeager (Gulf) asked if Balmoral could put together a timeline of the Triumph fund and where is currently stands to include in the board packet. Commissioner Jack Mariano (Pasco) asked about having a resolution from the Consortium to push for that 25% funds.

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**Agenda Item #12 – Public Comment**

None.

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**Agenda Item #11 - Adjournment**

There being no further business, the Committee adjourned at 4:51 pm.

Respectfully submitted,

Chairman

## **AGENDA ITEM 4**

**Gulf Consortium Executive Committee  
March 15, 2019**

**Agenda Item 4  
Approval of February 14, 2019 Minutes**

**Statement of Issue:**

Request to approve the minutes of the February 14, 2019 meeting of the Gulf Consortium Executive Committee.

**Options:**

- (1) Approve the February 14, 2019 minutes as presented; or
- (2) Amend and then approve the minutes.

**Recommendation:**

Motion to approve Option 1.

**Prepared by:**

The Balmoral Group, General Manager  
On: January 22, 2019

**Attachment:**

Draft Minutes, February 14, 2019 meeting of the Gulf Consortium.

**Action Taken:**

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

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

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

**Gulf Consortium Executive Committee Meeting  
February 14, 2019, 4:00 p.m. Eastern  
Teleconference**

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**Members in Attendance:** Warren Yeager (Gulf), Commissioner Chris Constance (Charlotte), and Commissioner Jack Mariano (Pasco).

**Also In Attendance:** Dan Dourte (The Balmoral Group), Evan Rosenthal (Nabors, Giblin & Nickerson)

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**Agenda Item 1 – Call to Order and Roll Call**

Chair Warren Yeager called the meeting to order at 4:03pm (EST). Attendees as above.

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**Agenda Item #2 – Public Comment**

None

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**Agenda Item #3 – At Large Officer Elections**

Warren Yeager brought to the board the discussion on selecting the at large officers for the executive committee. This was the first time they had to choose since there had always been 2 left after the elections. Warren Yeager commented on the possibility of selecting on from the 15 counties and one from the 8, Commissioner Mariano was thinking along the same lines and Commissioner Constance agreed. Commissioner Constance noted that Commissioner John Meeks (Levy) had experience since he was on the committee last year. David Edwards (Wakulla) had an engineering/construction background also which would be helpful. Commissioner Mariano made the motion to approve David Edwards and Commissioner Meeks for the two at large officers, seconded by Commissioner Constance. Commissioner Constance asked about making recommendations about alternates for the executive committee. Evan Rosenthal would look into the interlocal agreement to see if anything needed to be changed regarding executive committee alternates. Commissioner Constance and made the motion assuming a change would have to be made in the agreement to have alternate members, Commissioner Mariano second.

**ACTION: EXECUTIVE COMMITTEE APPROVED**

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**Agenda Item #12 – Public Comment**

None.

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**Agenda Item #11 - Adjournment**

There being no further business, the Committee adjourned at 4:30 pm.

Respectfully submitted,

Chairman

## **AGENDA ITEM 5**

**Gulf Consortium Executive Committee**  
**March 14, 2019**

**Agenda Item 5**  
**Manager's Report**

**Statement of Issue:**

Presentation of the Manager's report. For information only; no action is required.

**Background:**

The Manager's report will be given verbally at the Executive Committee meeting on January 14, 2019.

**Prepared by:**

The Balmoral Group, Manager  
On: March 11, 2019

## **AGENDA ITEM 6**



## **Gulf Consortium Executive Committee March 14, 2019**

### **Agenda Item 6 Managers Report - Amendment to Interlocal Agreement**

#### **Statement of Issue:**

Presentation of contract amendment with Leon County for Fiscal Agent services. Leon County agrees to continue to provide Fiscal Agent services, with compensation to cover their costs. Staff has negotiated with Leon County for a lower fee, with options to revisit costs at predetermined intervals.

#### **Background:**

Leon County was contracted to provide Fiscal Agent services by The Gulf Consortium on March 26, 2014. The Contract was amended on October 28, 2014; June 24, 2015; and December 13, 2016. The proposed amendment provides for compensating Leon County at cost, estimated at ten basis points, for serving in a ministerial position to receive and disburse Trust Funds for two years. The agreement will renew in two years. The Stand-Up SEP budget had allocated a total of \$76,313 for 12 procurements based on an average of 34 hours per procurement.

The Consortium Board approved the amendment on November 29, 2019, with costs of ten basis points.

#### **Analysis:**

Staff has negotiated a fee of 3 basis points, which under the scenario used in the Stand-up SEP budget would result in a cost of \$22,893. This represents a reduction of 2/3 in costs to the Consortium. Due to the uncertainty of transaction volume, Leon County has requested the fee be revisited at six month intervals to ensure costs are keeping pace with projections. If volume has increased substantially, fees would increase by 2 basis points for the next six-month period until the next review.

It is not anticipated that the volume will increase suddenly, but in the event that transaction volume increases, staff requests the flexibility to review and revise the fee as required at 2 basis points per interval, reporting back to the Consortium of any changes.

Should the costs reach a point where the originally approved 10 basis points is likely to be reached, a new agreement would be brought back to the Board.

#### **Options:**

- a) Option #1, Approve Contract Amendment.
- b) Option #2, Executive Committee Direction.

#### **Recommendation:**

Option #1

#### **Attachments:**

a) Amended Interlocal Agreement with Leon County

**Prepared by:**

The Balmoral Group, Manager

On: March 14, 2019

**AMENDMENT #1 TO INTERLOCAL AGREEMENT BETWEEN THE LEON COUNTY  
CLERK OF THE CIRCUIT COURT AND COMPTROLLER AND  
THE GULF CONSORTIUM REGARDING FISCAL AGENT SERVICES**

**THIS AMENDMENT #1 TO THE INTERLOCAL AGREEMENT BETWEEN THE LEON COUNTY CLERK OF THE CIRCUIT COURT AND COMPTROLLER AND THE GULF CONSORTIUM REGARDING FISCAL AGENT SERVICES** ("Amendment") is made and entered into by and among GWEN MARSHALL, the LEON COUNTY CLERK OF THE CIRCUIT COURT AND COMPTROLLER, a duly elected constitutional officer of Leon County, Florida (the "Clerk"); and the GULF CONSORTIUM, a legal entity, public body and a unit of local government (the "Consortium").

**RECITALS**

WHEREAS, the parties entered into an Interlocal Agreement on June 19, 2015, which authorized the Clerk to provide and assist the Consortium with fiscal agent services in order for it to properly and effectively develop the State Expenditure Plan ("SEP") pursuant to the RESTORE ACT (the "Interlocal Agreement"); and

WHEREAS, the SEP has been approved by the Governor and RESTORE Council and the parties to the Interlocal Agreement now wish to amend certain provisions to address the implementation of the SEP.

NOW, THEREFORE, in consideration of the following mutual promises, covenants and representations set forth herein, the sufficiency of which being acknowledged, the Clerk and the Consortium do hereby agree to amend the Interlocal Agreement as follows:

(stricken words indicate deletions, underlined words indicate additions)

**SECTION 1.04. FINDINGS**

(G) The Consortium anticipates applying for and receiving moneys from the Trust Fund to pay costs and expenses associated with developing and implementing the State Expenditure Plan.

(H) The Consortium wishes to engage the Clerk to provide distribution and paying agent services whereby the Clerk will effectuate payment, from moneys received by the Consortium from the Trust Fund, ~~for costs incurred by the Consortium in developing the State Expenditure Plan.~~

**SECTION 3.01. CONSORTIUM RESPONSIBILITIES**

(C) Approved Signatories. The Consortium may add or change Authorized Signatories by written notice to the Clerk signed by the Chair of the Consortium and attested by its Secretary. At the outset, the Consortium hereby designates the following as Approved Signatories:

- (1) ~~R. Scott Shalley, Interim Manager.~~ Valerie Seidel, General Manager
- (2) ~~Virginia S. Delegal, Interim Manager.~~ Craig Diamond, General Manager.

**SECTION 3.02. CLERK RESPONSIBILITIES**

(B) Internal Financial Controls.

\* \* \*

~~(4) The parties hereto acknowledge that the Consortium does not anticipate processing indirect cost invoices for payment. In the event any such invoices are submitted to the Clerk for payment, the Clerk shall utilize the countywide Cost Allocation Plan adopted by the Board of County Commissioners of Leon County, Florida, with respect to indirect costs.~~

\* \* \*

### SECTION 3.04. COMPENSATION

~~(A) The Clerk enters into this Agreement with the understanding that the number of payments processed by the Clerk will not exceed one hundred (100) per Fiscal Year. Based upon that understanding, the Clerk has agreed to perform its responsibilities hereunder without compensation for the professional services associated therewith. However, in the event the number of transactions exceeds one hundred (100) per Fiscal Year, or if the actual expenses and costs incurred in performing under this Agreement are greater than anticipated, then the Clerk reserves the right to renegotiate the compensation terms of this Agreement accordingly. The Clerk agrees to perform its responsibilities hereunder for three (3) basis points on each transaction processed by the Clerk on behalf of the Consortium. If requested by the Clerk, the Parties shall review the volume of transactions processed by the Clerk under the Interlocal Agreement at successive six (6) months intervals following the effective date of this Amendment. Following each such review, if the Parties agree, the Clerk's compensation may be increased up to a maximum of ten (10) basis points per transaction. The Consortium hereby delegates authority to its General Manager to review and approve such change to the Clerk's compensation up to the maximum amount.~~

~~(B) The Clerk shall be reimbursed for actual expenses and costs incurred in fulfilling the responsibilities of the Clerk contemplated hereunder. Such expenses may include but are not limited to the following:~~

- ~~(1) Legal fees and expenses associated with negotiation, preparation and implementation of this Agreement.~~
- ~~(2) Costs incurred in providing the disclosure information contemplated by Section 4.02 hereof.~~

~~(B) In accordance with section 218.77, Florida Statutes, regarding requirements for disclosure of contingencies associated with federal requirements, the Consortium's payment of compensation to the Clerk is contingent upon the receipt of federal funds and federal approval.~~

~~(C) The Clerk shall submit invoices for payment of or reimbursement for actual costs incurred, such as check stock, computer printing or photocopies, long distance telephone charges, travel expenses, and overnight delivery charges. Any travel expenses will be paid or reimbursed in accordance with Section 112.061, Florida Statutes. The Clerk will bill periodically, but not less often than monthly, by invoice reflecting expenses with all appropriate back up materials typically required by governmental entities.~~

### SECTION 4.03. PROFESSIONAL FEES; COSTS

~~(B) The Consortium shall pay or reimburse the professional fees and costs associated with the negotiation, preparation and implementation of this Agreement on the Clerk's behalf.~~

#### SECTION 4.10. NOTICES

(A) All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed given when hand delivered or mailed by registered or certified mail, postage prepaid, or sent by nationally recognized overnight courier (with delivery instructions for "next business day" service) to the parties at the following addresses:

The Consortium:	<del>Virginia S. Delegal, Interim Manager</del>
_____	<del>Gulf Consortium</del>
_____	<del>c/o Florida Association of Counties</del>
_____	<del>100 S. Monroe Street</del>
_____	<del>Tallahassee, Florida 32301</del>
	Gulf Consortium
	c/o The Balmoral Group
	165 Lincoln Avenue
	Winter Park, Florida 32789

With a separate copy sent to:

~~Sarah M. Bleakley~~ Lynn M. Hoshihara  
Nabors, Giblin & Nickerson, P.A.  
~~Interim~~ General Counsel  
1500 Mahan Drive, Suite 200  
Tallahassee, Florida 32308

All other provisions of the Interlocal Agreement entered into by and between the parties on June 19, 2015, not inconsistent with the provisions herein shall remain in full force and effect.

IN WITNESS WHEREOF, the parties cause this Amended Interlocal Agreement to be executed by their duly authorized representatives this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**LEON COUNTY CLERK AND  
COMPTROLLER**

By: \_\_\_\_\_  
Gwen Marshall, Clerk

**THE GULF CONSORTIUM**

ATTEST:

By: \_\_\_\_\_  
Warren Yeager  
Chairman

\_\_\_\_\_  
Jack Mariano  
Secretary-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Lynn Hoshihara, Esq.  
Nabors, Giblin & Nickerson, P.A.  
Interim General Counsel

## **AGENDA ITEM 7**

**Gulf Consortium Executive Committee Meeting  
March 14, 2019**

**Agenda Item 7  
Manager's Report – Grant Status: SSEP**

**Statement of Issue:**

Update on the status of the SSEP Grant. For information only; no action is required.

**Background:**

The Consortium submitted a Stand-up SEP Grant application to underwrite the administrative architecture required to be eligible for SEP implementation. The SSEP plan addressed accounting and grant management systems, and establishing Consortium policies and procedures and internal controls, to be in compliance with 2 CFR Part 200 and RESTORE Council's OSA. The Manager was advised in 2017 that the Consortium was rated as High-Risk by Council, and a primary goal of the SSEP was to achieve a better risk rating. The SSEP Grant application was submitted on September 25, 2018; comments were received on November 20, 2018; responded to on December 20, 2018; and Council conducted an onsite visit to review management staff and processes on January 16, 2019. Pre-award costs to implement the SSEP were approved on May 30, 2018. In addition to implementing federally compliant policies and procedures, internal controls and subrecipient monitoring systems, the SSEP included tasks for implementing new grants management software and fiscal agent contracting with Leon County.

**Most Recent Activity:**

Modifications to pre-award costs were submitted based on Council guidance and approved by Council on March 7, 2019. The SSEP Grant application was intended to cover costs associated with writing the grant application itself, drafting the policies and establishing the internal controls and systems required to achieve federal compliance and installation of grants management software.

On February 25, 2019, the Consortium was notified that its Risk Assessment had been updated, and the Consortium's organizational risk was reduced from "High" to "Moderate". Council stated that the Consortium has made great progress in establishing the critical infrastructure for managing the SEP, and noted that the Consortium has not actually demonstrated its implementation yet. Council will continue to monitor Consortium activity, and once project grants have been processed, the risk rating will continue to be assessed. Council has indicated additional comments are forthcoming, which will require addressing under the SSEP grant.

The manager used off-the-shelf systems to expedite grant processing while the grants management software was implemented. The new system is in process of installation currently and is on track for full implementation by end of March.

The January 30, 2019 Board meeting approved contracting with Leon County for fiscal agent processing at a fee up to 10 basis points. We met with Leon County and negotiated a beginning fee of 3 basis points, to be revisited at six-month intervals to monitor processing volumes and



determine whether the fees are covering county costs. At this time, we do not envision the need to increase the fee, but will continue to monitor activity. In addition, we are working with Leon County to revisit the banking fees that we are paying and attempt to reduce our costs.

Final approval of the SSEP Grant application is anticipated prior to the Board meeting, at which time costs associated with the SSEP implementation will be invoiced and submitted for payment.

The original SSEP budget approved by the Board totaled \$221,028. To date, costs of \$190,000 have been incurred which includes \$51,000 in legal fees.

**Attachments:**

Copy of Risk Rating Update letter.

**Recommendation:**

For information only.

**Prepared by:**

Valerie Seidel  
The Balmoral Group, Manager  
On: March 8, 2019



## Gulf Coast Ecosystem Restoration Council

New Orleans, LA 70130

February 25, 2019

Mr. Warren Yeager  
Chairman, Gulf Consortium  
1000 Cecil G. Costin Sr., Blvd  
Port St. Joe, FL 32456  
wyeager@gulfcounty-fl.gov

Re: Risk Assessment Update

Dear Mr. Yeager:

Thank you for submitting the updated Organizational Self-Assessment (OSA) for the Gulf Consortium and the additional supporting documentation. Council Staff evaluated this submission along with information contained in government-wide repositories of recipient and award information, and a review of your organization's performance in managing the Consortium's Planning State Expenditure Plan award. It appears, in general terms, that policies, procedures, internal controls, financial and grants systems are in place for the Gulf Consortium to successfully administer RESTORE grant funds. Council staff has determined that the Consortium's organizational risk has been reduced from "HIGH" to "MODERATE." While the Consortium has made progress in establishing critical infrastructure for management of grant awards, the successful implementation of this infrastructure is not yet demonstrated. Council staff will provide specific comments from the risk analysis and assessment to the Consortium's General Manager within 60 days.

When the Consortium has demonstrated effective administration of several RESTORE grant awards and compliance with all applicable grant management regulations, the Council may lower the risk rating further. The Council will request that the Consortium review and update its OSA on an annual basis. That review process will be the appropriate time for the Consortium to also provide evidence of successful and compliant administration of grant awards.

Thank you for providing updated information for our risk assessment of your organization. Please let me know if you have any questions.

Sincerely,

Mary Pleffner  
Chief Financial Officer/Grants Officer

cc: Valerie Seidel, the Balmoral Group  
Steve Sigler, Enterprise Risk Management Analyst  
Joshua Easton, Grants Management Specialist  
Kristin Smith, Senior Grants Management Specialist

## **AGENDA ITEM 8**

**Gulf Consortium Executive Committee Meeting  
March 14, 2019**

**Agenda Item 8  
Manager's Report – Grant Status: SEP**

**Statement of Issue:**

Update on the status of the SEP Grant. For information only; no action is required.

**Background:**

The SEP was approved on September 30, 2018 and at the November 29, 2018 meeting, the Board approved a grant application timeline that begins to implement the SEP projects. That timeline included accepting the first two batches of grant applications from the counties by the end of January and an additional two batches in February, as well as the first SEP amendment; counties were notified that all projects with milestones in the first two years could submit applications for funding. At the January 30, 2019 Board meeting, approval was granted to apply for pre-award costs to cover the processing and applications to RESTORE Council for those received.

**Most Recent Activity:**

To date, 9 grant applications have been received from 7 counties (project details are covered in a subsequent agenda item). Approval for up to \$63,000 in Pre-award costs was requested from RESTORE Council on February 11, and updated to \$72,600 on March 5, 2019 to reflect additional grant applications received. Council staff provided a courtesy review of each grant application on February 20, and management completed the required risk assessments to document our review of subrecipient internal controls. Verbally, Council staff instructed management to continue working on grant applications, and written approval was received on \_\_\_\_ (anticipated 3/11/19).

Today's agenda includes a separate item to approve submittal of the grant applications for each of the projects received, which when approved by RESTORE Council will encumber \$7,045,486 of the \$79 million in portions of projects identified in sequencing as scheduled for the first two years. Once the first group of applications is encumbered, this board report will reflect the fund balance, encumbrances and pending payment requests as they are processed.

**Attachments:**

Copy of Pre-Award letter including schedule of pending grant applications.

**Recommendation:**

For information only.

**Prepared by:**

Valerie Seidel  
The Balmoral Group, Manager  
On: March 8, 2019

3/5/2019

Ms. Mary Pleffner  
CFO/Director of Administration  
Gulf Coast Ecosystem Restoration Council  
Via e-mail at: [mary.pleffner@restorethegulf.gov](mailto:mary.pleffner@restorethegulf.gov)

Dear Ms. Pleffner:

The Gulf Consortium is requesting permission to incur pre-award costs for grant application development and subrecipient agreement development associated with the following projects:

County	Project and phase
<b>Charlotte</b>	20-1: Charlotte Harbor Septic to Sewer Conversion Program (Project Design)
<b>Citrus</b>	13-1: NW Quadrant Sewer Force Main Project (Final design and permitting)
<b>Escambia</b>	1-1: Bayou Chico Contaminated Sediment Remediation Project: (Conceptual design and feasibility; Final design and permitting)
<b>Hernando</b>	14-1: Artificial Reef Program - Hernando (Conceptual design and feasibility)
<b>Okaloosa</b>	3-4: Shoal River Headwaters Protection Program – Phase I: Bob Sikes Airport Industrial Park Water Reclamation Facility Effluent Disposal Expansion (Design and Permitting)
<b>Okaloosa</b>	3-3: Choctawhatchee Bay Estuary Program (staff hires, conferences, travel)
<b>Pasco</b>	15-5: Artificial Reef Program - Hudson Reef (material delivery and deposition)
<b>Pasco</b>	15-7: Crews Lake Hydrologic Restoration
<b>Pinellas</b>	16-1: Lake Seminole Sediment Removal (Dredging)
<b>Santa Rosa</b>	2-1: Soundside Drive Septic to Sewer Conversion, Phase I (Final design and permitting)
<b>Wakulla</b>	8-2: Coastal Public Access Program (Bayside Marina Feasibility Study)

Costs will be incurred by The Balmoral Group, contracted by the Gulf Consortium to provide management services, prepare grant applications and coordinate with subrecipients. Costs will be incurred by Nabors, Giblin & Nickerson, contracted by the Gulf Consortium to provide legal counsel and develop subrecipient agreements.

The total requested pre-award costs: **\$72,600**

Effort	Hours	Cost
Grant application development	330	\$56,100
Subrecipient agreement form modifications	66	\$16,500
<b>Total</b>	<b>396</b>	<b>\$72,600</b>

Date that pre-award costs are expected to begin to be incurred: **2/8/2019**.

**Statement of Understanding:**

The Consortium understands that pre-award activities are done at the risk of not being reimbursed. The Consortium agrees the Council is under no obligation to cover pre-award costs unless those costs are approved by the Grants Officer as part of the terms of the award.

**Contact for the Gulf Consortium:**

Dan Dourte  
The Balmoral Group  
165 Lincoln Ave.  
Winter Park, FL 32789  
Phone: 407.629.2185 ext 113  
Email: [ddourte@balmoralgroup.us](mailto:ddourte@balmoralgroup.us)

Respectfully,



Warren Yeager  
Chair, Gulf Consortium

## **AGENDA ITEM 9**



**Gulf Consortium Executive Committee Meeting  
March 14, 2019**

**Agenda Item 9  
Grant applications for review and approval; upcoming subrecipient applications**

**Statement of Issue:**

Applications for grant funding have been prepared by County personnel and by Gulf Consortium Management. Application materials from Counties have been used to prepare grant applications for submission to RESTORE Council

**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.

**Analysis:**

The following 9 applications have been prepared in conjunction with County personnel. Four wastewater improvement projects have been combined into a single grant application to reduce grant management costs. These four projects all have the same Council goals and objectives and metrics; all four projects involve engineering and design work for wastewater improvement, making them amenable to a combined project. The other five projects will be separate grant applications. Pre-award costs for grant application preparation have been approved by Council. In addition to subrecipient (County) project costs, the following costs are included: an estimated 36 hours/grant/year for management costs (grant application preparation, performance and financial reporting, site visits, etc), 20 hours/grant/year for legal costs (procurement and contract development and review, etc), and 3 basis points for fiscal agent costs. The following table summarizes the key data about the projects to be submitted for Pot 3 funding.

Also, the next recommended deadline for submission of grant application materials is 4/26/2019, to allow for staff time to prepare applications for the 6/13/2019 Consortium Board Meeting. It was previously recommended that only certain types of project milestones be applied for at that time; however, we are now recommending any project milestones with 2019 or 2020 start date can be applied for – see p. 1 of project data dashboard at

<http://datavisual.balmoralgroup.us/GulfConsortiumProjects> .

County	Project #	Project Name	Milestones	Metrics	Amount	Bundle
Charlotte	20-1	Charlotte Harbor Septic to Sewer Conversion Program	Engineering & Design	PRM011- # E&D Plans Developed	\$1,848,476	Wastewater improvement #1
Citrus	13-1	NW Quadrant Sewer Force Main Project	Engineering & Design	PRM011- # E&D Plans Developed	\$300,664	Wastewater improvement #1
Santa Rosa	2-1	Soundside Drive Septic to Sewer Conversion, Phase I	Engineering & Design	PRM011- # E&D Plans Developed	\$429,058	Wastewater improvement #1
Okaloosa	3-4	Shoal River Headwaters Protection Program - Phase I (BSAIP WRF Effluent Disposal Expansion)	Engineering & Design	PRM011- # E&D Plans Developed	\$116,486	Wastewater improvement #1
Okaloosa	3-3	Choctawhatchee Bay Estuary Program	Planning	PRM010 - # studies/models used to inform mgmt.; COI101 - # of jobs created	\$1,058,202	NA
Pasco	15-5	Artificial Reef Program - Hudson Reef	Construction	PRM011- # E&D Plans Developed	\$118,772	NA
Pasco	15-7	Crews Lake Hydrologic Restoration	Engineering & Design; Construction	PRM011- # E&D Plans Developed; HR009- Acres with restored	\$1,458,322	NA
Pinellas	16-1	Lake Seminole Sediment Removal	Construction	HM002- BMP Implementation for Nutrient or Sediment Reduction-Lbs. Nutrients Avoided Annually; PRM006- # Streams/Sites Being Monitored	\$1,649,331	NA
Wakulla	8-2	Coastal Public Access Program - Bayside Marina	Planning	PRM010- # studies/models used to inform mgmt.	\$66,174	NA
Total Pot 3 funding request					\$ 7,045,486	

**Attachments:**

Example project application package: Pasco County 15-5.

**Recommendation:**

- 1) Approve these applications to be submitted to RESTORE Council, subject to full Board approval
- 2) Other Executive Committee direction

**Prepared by:**

Dan Dourte

The Balmoral Group, Manager: March 8, 2019

## **Item 9 Attachment:**

Example SEP Project Application for  
RESTORE



## Abstract

Pasco County will complete a deployment of up to 500 tons of material to augment the current reef known as Pasco Reef #4 located approximately 12 miles west of Hudson Beach, FL. The County has completed a reef permit for the site and is awaiting funding necessary to move the materials to the reef. Completion of this deployment will increase the size of the existing artificial reef and benefit users of the artificial reefs offshore for recreational activities such as fishing, diving and spearfishing.



## Project Narrative

### Project Title – 15-5: Artificial Reef Program – Hudson Reef

- Augment the existing permitted reef in Pasco County known as Hudson Reef or Pasco Reef #4 using suitable, clean concrete materials.
- This project will contribute to the overall County Artificial Reef Program by expanding the size of the counties northernmost reef.

### Methodology / Approach

- Expand Hudson Reef using clean, suitable concrete material as described in the permit.
- Concrete material stored for the County at the Duke Energy Plant near Anclote River Park will be loaded onto a transport barge and ferried to the reef site. Coordinates for the deployment will be verified and the material will be dumped to create an additional reef area as part of the overall Hudson Reef system. Alternatively, based on cost, a contractor may provide the material as part of the contract for deployment. The county will pursue the most cost effective method to achieve the end goal of the project which is to expand the reef. Approximately 500 tons of material will be used to create an additional reef.
- Pasco County Parks, Recreation and Natural Resources Department will work within the County to procure material and/ or material transportation for the creation of additional reef areas as defined in the permit held by the County.

### *Roles and Responsibilities Table*

<b><i>Organization/ Agency/Company</i></b>	<b><i>Role</i></b>	<b><i>Duties</i></b>
<i>Pasco County</i>	<i>Act as Project Manager to complete the project.</i>	<i>Coordinate receipt of the environmental permit, act as Project Manager, coordinate procurement of construction services, coordinate financial requirements of the grant, pre-dive survey as required by the permit, post dive monitoring</i>
<i>Unknown</i>	<i>Contractor to haul and deploy materials</i>	<i>Load, transport and deploy materials in accordance with the permit requirements.</i>

- Location – Pasco Reef #4 (aka Hudson Reef) is located approximately 12 miles off shore due west of Hudson Beach. Coordinates are below.



- Project deployment is anticipated to begin in July of 2020 and deployment completed prior to November of 2020.
- Approach - Once contracted services are procured, materials will either be supplied by the contractor or materials will be loaded onto a suitable barge. Currently the county has materials stored near Anclote River Park in Holiday, Florida at the Duke energy Power Plant on the coast. Once the contract is finalized, coordination with Duke Energy will occur to retrieve the materials. Materials will be loaded by the contractor and transported to the dive site. Once there, GPS coordinates will be taken to ensure the correct location is being used for the reef creation. Materials will then be dumped onto the site. A post dive inspection will occur to ensure that materials are deployed in accordance with the permit.

## Risks and Uncertainties

- Deployment of materials in the wrong site.
  - Wrong site deployment could result in damage to the environment.
- Materials deployed in too high of a stack.
  - Deployed materials would create a navigational hazard. Movement of materials post deployment would be required.

## Leveraged funds

- Co-funding has been supplied by the County to secure the necessary permit prior to the grant.

## Metrics

- The metric selected for this project is HR005 - Marine habitat restoration - Acres restored - Artificial reefs



- The area of artificial reef will be monitored by documenting the permit compliance and by surveys of plant and animal communities of the area.

### Environmental Compliance

- See attached checklist. It is expected that permitting for this project will satisfy all required environmental compliance requirements.



**Supplemental Budget Template**

SF-424A / SF-424C

6	Object Class categories						TOTAL
		1	2	3	4	5	(6)
a	Personnel	-	-	-	-	-	-
b	Fringe Benefits	-	-	-	-	-	-
c	Travel	-	-	-	-	-	-
d	Equipment	-	-	-	-	-	-
e	Supplies	-	-	-	-	-	-
f(1)	Contractual	11,120	-	-	-	-	11,120
f(2)	Subrecipient(s)	100,000	-	-	-	-	100,000
	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	<b>TOTAL Direct Charges</b> (sum of 6a - 6h)	111,120	-	-	-	-	111,120
	Enter the federally approved indirect rate (%)	0.00%	0.00%	0.00%	0.00%	0.00%	
j	Allowable Indirect Charges *	-	-	-	-	-	-
k	<b>TOTALS</b> (sum of 6i and 6j)	111,120	-	-	-	-	111,120

\* Note: Where Allowable Indirect Charges are included, a copy of the subrecipient's current Negotiated Indirect Cost Rate Agreement must be submitted.

\* Using De Minimis indirect rate, indirect costs are simple 10% of Modified Total Direct Costs (MTDC)

\* MTDC includes all salary, fringe, materials and supplies, contractual costs, travel, and the first \$25k of subawards



## Budget Narrative

### 1.0 SUMMARY AND JUSTIFICATION

- Funding in the amount of \$100,000.00 is being requested.
- Funding will be used to transport clean concrete material to be used for artificial reef-building materials to the identified site as defined on the permit and deploy them in accordance with permit guidelines.
- The County has provided funding to secure the permit. Currently the permit is in the final stages of approval by the Army Corp of Engineers. No other permitting is required.

<b>TOTAL PROJECT OR PROGRAM FUNDS REQUESTED</b>	<b>\$111,120.00</b>
<i>Total Pre-Award Funds Requested</i>	<i>\$6,600.00</i>
<i>Total Direct Costs Requested</i>	<i>\$111,120.00</i>
<i>Total Allowable Indirect Costs Requested</i>	<i>\$0.00</i>
<i>Total Program Income Anticipated</i>	<i>\$0</i>

### 2.0 PRE-AWARD COSTS (applicable to grant applications only)

No pre-award costs are being requested by Pasco County.

<b>TOTAL PRE-AWARD FUNDS REQUESTED</b>	<b>\$6,600.00</b>
--	-------------------

### 3.0 Budget Object Classes Applicable to All Projects and Programs – DIRECT COSTS

No Direct costs are being requested.

#### 3.1 PERSONNEL

No personnel costs are being requested for the Artificial Reef Deployment Project.

#### 3.2 FRINGE BENEFITS

No Fringe Benefits are being requested.

#### 3.3 TRAVEL

No travel is being requested.



### 3.4 CONSTRUCTION and LAND ACQUISITION

See 3.8 SUBRECIPIENTS Section for further details.

### 3.5 EQUIPMENT

No Equipment is expected to be purchased.

### 3.6 SUPPLIES

No supplies are expected to be required, however depending on the market prices it may be cheaper to purchase reef materials then to transport materials already on hand. The County will utilize the most affordable option based on the contractor selected. Total cost of the project in either case will not exceed \$100,000.00.

### 3.7 OTHER DIRECT COSTS

No other direct costs will be applied for.

### 3.8 SUBRECIPIENTS

1. *Name of Subrecipient*—Pasco County
2. *Method of Selection*—The Gulf Consortium established each of Florida's 23 Gulf Coast counties as SEP project subrecipients; this includes Pasco County, as reflected in the SEP.
3. *Period of Performance*—5/1/2020 to 10/15/2020.
4. *Scope of Work*—Pasco County will load, transport and deploy reef materials
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.
6. *Itemized Budget and Justification*—see attached.
7. *NICRA*—NA

Budget Category	Item Name/Description	Unit Cost	Quantity or Rate	Total Cost	Pre-Award Costs?
Reef Deployment	Load, transport and deploy reef materials	\$200/ ton	500 tons	\$100,000	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
TOTAL CONSTRUCTION:				\$100,000.00	



### 3.9 CONTRACTORS/CONSULTANTS

1. *Name of Contractor*—The Balmoral Group and Nabors Giblin & Nickerson will be the contractors providing management and legal services on this project.
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.
3. *Period of Performance*—specify the beginning and ending dates of the contract.
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.
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 hours total) and legal services (Nabors Giblin & Nickerson, 20 hours total).

Organization	
<i>The Balmoral Group</i>	<i>Grant management, oversight, rep</i>
<i>Nabors Giblin &amp; Nickerson</i>	<i>Subrecipient agreements and lega</i>

**TOTAL CONTRACTUAL:                      \$11,200**

### 4.0 Budget Object Classes Applicable to All Projects and Programs – INDIRECT COSTS

No Indirect Costs are being applied for by the County.

**TOTAL CALCULATED INDIRECT/OVERHEAD COSTS:                      \$0.00**

### 5.0 PROGRAM INCOME

There is no program income associated with this project.

<b>TOTAL PROGRAM INCOME ANTICIPATED</b>	<b>\$0.00</b>
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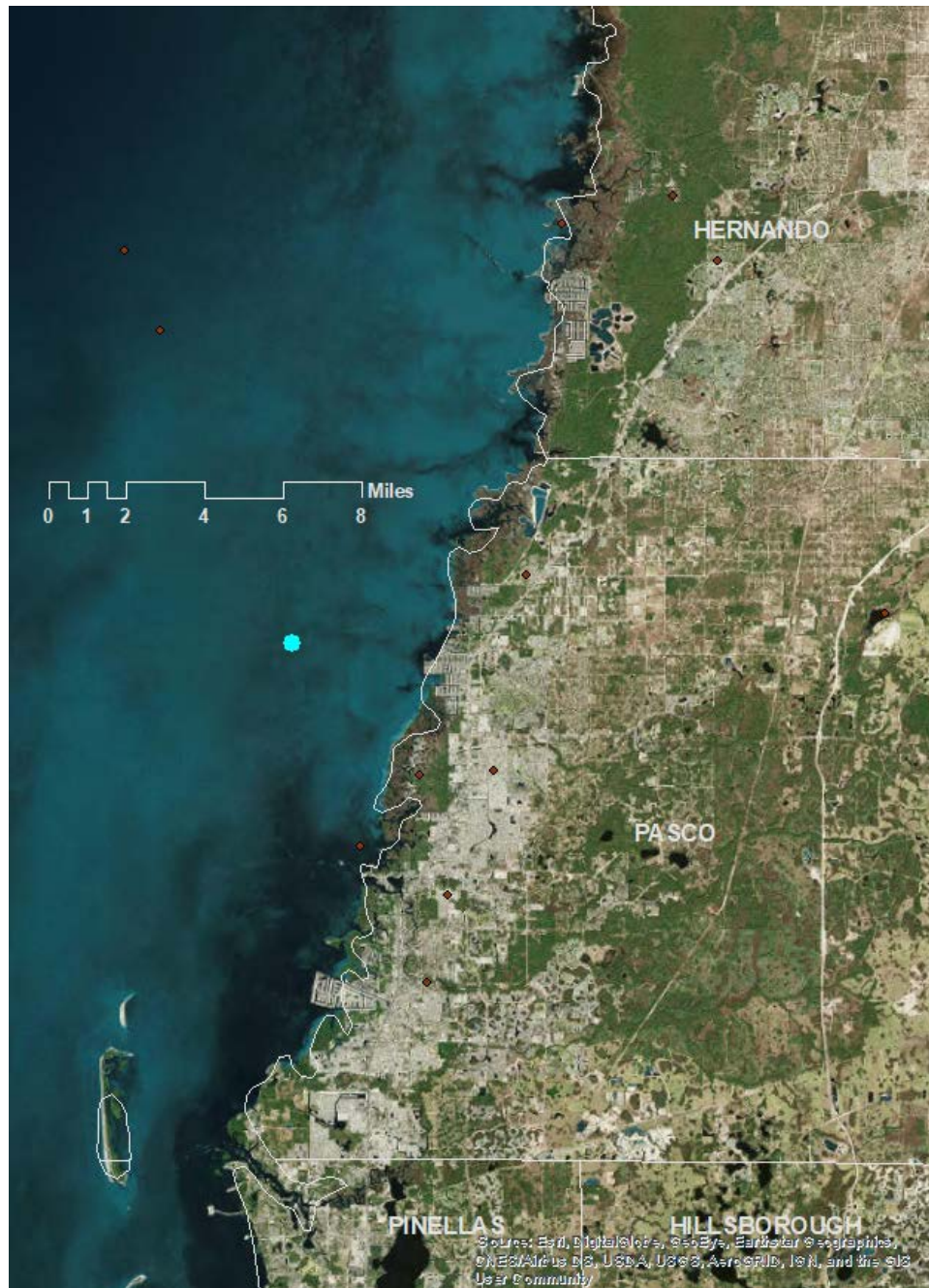
## 6.0 CASH DRAWDOWN PROJECTIONS

It is anticipated that the County will be in a reimbursement status. The intent of the County is to provide a funding line for the project to be used to pay for the contracted costs of the project as a lump sum payment once the project is completed. The county will then submit proof of payment to the Gulf Consortium for reimbursement of funds used to complete the project, not to exceed \$100,000.00.



## Project Map

The location of the Project 15-5: "Artificial Reef Program - Hudson Reef" is shown below:





### **Project GIS data**

Provided as zipped shapefile with all required metadata.



## Council Environmental Compliance Checklist

All necessary environmental compliance documentation are expected to be provided by the approved Section 404 permit.

Environmental Requirement	Has the requirement been addressed?	Compliance Notes (e.g., status of application, permit number, etc.)
National Environmental Policy Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Endangered Species Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
National Historic Preservation Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Magnuson-Stevens Act (Essential Fish Habitat)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Fish and Wildlife Coordination Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Coastal Zone Management Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Coastal Barrier Resources Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Farmland Protection Policy Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Clean Water Act Section 404	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<i>See attached permit application</i>
Clean Water Act Section 401	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
River and Harbors Act Section 10	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Marine Protection, Research and Sanctuaries Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Marine Mammal Protection Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
National Marine Sanctuaries Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Migratory Bird Treaty Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Bald and Golden Eagle Protection Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Clean Air Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	





## Milestones

Milestone	Milestone Type	Description	Start Date	Expected Date	Milestone Plan Amount (\$)	Deliverable (Y/N)
Acquire Permit	Environmental Compliance	Acquire ACOE Permit	3/27/2018	3/27/2019	\$13,750.00	Yes
Receive Bid for deployment of materials	Construction		5/1/2020	6/15/2020	\$0.00	Yes
Deploy materials	Construction	Deploy up to 500 tons of materials at reef site	7/15/2020	10/15/2020	\$100,000.00	Yes

## Metrics

### Activity-Outcome Information

#### Template

Restore, Improve, and Protect Water Resources

#### Activity-Outcome

HR005 - Marine habitat restoration - Acres restored - Artificial reefs

#### Edit Activity-Outcome

Acres restored - Artificial reefs -  
Baseline

0

Number acres of artificial reef at beginning of  
project (i.e., baseline)

Acres restored - Artificial reefs -  
Current

0

Number acres of artificial reef presently (i.e.,  
accomplishments)

Acres restored - Artificial reefs -  
Project Completion

0.16

Number acres of artificial reef by end of project (i.e.,  
target)



## Observational Data Plan Template

### Project Information

Project name:

Artificial Reef Program

Agency:

Parks, Recreation and Natural Resources Department, Pasco County

Project phase (planning/implementation):

Permit applied for and we are awaiting final issue.

Project phase(s) to which this ODP pertains:

Deployment of materials, annual monitoring for 5 years.

Project ODP point(s) of contact:

Curtis Franklin, 813-929-2760, cfranklin@pascocountyfl.net

Expected observational data collection start and end dates:

Annually starting FY 20 during the summer following material deployment.

Short description of the project location:

Approximately 12 miles west of Hudson, FL.

<b>28.373611° N</b>	<b>82.95° W</b>	<b>28° 22.41666' N</b>	<b>82° 57' W</b>
---------------------	-----------------	------------------------	------------------

Short description of the overall project construction features:

500 tons of concrete rubble deployed per guidelines listed on the permit.

Overall project goals and objectives:

Expand the existing artificial reef known as Hudson Reef (Pasco Reef #4).

Specific goals and objectives:

See above

### Identification of Metrics, Associated Measures, and Success Criteria for Each

Metrics to be reported:

1. HR005 - Marine habitat restoration - Acres restored - Artificial reefs

Success criteria for Metric 1 (Marine habitat restoration - Acres restored - Artificial reefs):

0.16 acres of artificial reef area will be established.



*Measure I: Permit requirements met for deployment of materials.*

*Materials must be deployed with a center area at the locations listed above. Additionally, height of the materials must be such that they do not exceed 8 feet in height, resulting in a minimum navigational area of 17 feet of water above the reef materials.*

*Success criteria:*

- a. Less than 8 feet in height at any location at the deployment site.
- b. Location of the center of the reef will be within 10 meters of the center listed above.

*Measure II: Reef species survey.*

*Determine species present on and around artificial reef materials*

*Success criteria:*

- a. Desirable reef species present in 2/3 of the area of deposited materials.

## **Identification and Discussion of the Reference Sites/Conditions**

Reference conditions for Metric 1 (Marine habitat restoration - Acres restored - Artificial reefs):

*Measure I. Permit requirements met for deployment of materials.*

NA

*Measure II. Area of artificial reef with appropriate habitat composition.*

NA

## **Baseline Condition Sampling/Data Mining Plans**

Baseline plan for Metric 1 (Marine habitat restoration - Acres restored - Artificial reefs):

*Measure I. Permit requirements met for deployment of materials.*

NA

*Measure II. Area of artificial reef with appropriate habitat composition.*

NA

## **Potential Corrective Actions**

Corrective actions for Metric 1 (Marine habitat restoration - Acres restored - Artificial reefs)

*Measure I. Permit requirements met for deployment of materials.*

Updated information and the potential impact will be coordinated with the issuer of the permit to determine corrective actions. Likely corrective action will not be possible due to the cost and



difficulty of recovering the material from the bottom so correct deployment of the materials is crucial. Deployment will be closely monitored.

*Measure II. Area of artificial reef with appropriate habitat composition.*

TBD

## Observational Data Collection

Plan for Metric 1. (Marine habitat restoration - Acres restored - Artificial reefs)

*Measure I. Permit requirements met for deployment of materials.*

**Purpose:**

Ensure the correct location is used for deployment and sufficient material and acceptable distribution.

**Methods:**

GPS monitoring will be used and verified by the deployment boat as well as an additional vessel from the County.

**Schedule/Timing and Frequency:**

Upon deployment

**Site Locations:**

28.373611° N	82.95° W	28° 22.41666' N	82° 57' W
--------------	----------	-----------------	-----------

*Measure II. Area of artificial reef with appropriate habitat composition*

**Purpose:**

Evaluate the species composition present on and around deposited materials.

**Methods:**

TBD

**Schedule/Timing and Frequency:**

Upon deployment

**Site Locations:**

28.373611° N	82.95° W	28° 22.41666' N	82° 57' W
--------------	----------	-----------------	-----------

## Anticipated Statistical Analysis



Analysis for Metric 1 (Marine habitat restoration - Acres restored - Artificial reefs):

*Measure I. Permit requirements met for deployment of materials.*

TBD

*Measure II. Area of artificial reef with appropriate habitat composition*

TBD

### **Unforeseen Event Contingency**

Contingency plans for Metric 1 (Marine habitat restoration - Acres restored - Artificial reefs):

*Measure I. Permit requirements met for deployment of materials.*

TBD

*Measure II. Area of artificial reef with appropriate habitat composition*

TBD



## Preliminary Observational Data Management Plan (DMP)

### Project Information

**Project name:**

Artificial Reef Program – Hudson Reef

**Agency:**

Parks, Recreation and Natural Resources Department, Pasco County, FL.

**Project phase(s) to which this DMP pertains:**

Implementation & Post-Implementation

**Data Steward(s):**

Curtis Franklin 813-929-2760, cfranklin@pascocountyfl.net

**Expected data collection start date:**

Targeted FY20, prior to deployment, (exact dates TBD based on award date, and will be included in an updated version of this plan with the first annual report)

**Expected data collection end date:**

FY25, 5 years post construction (exact dates TBD based on award date, and will be included in an updated version of this plan with the first annual report)

**Brief project description:**

Add additional material as permitted to the Hudson Artificial Reef.

**Project location:**

Approximately 12 miles due west of Hudson, Florida. GPS location for the deployment is

<b>28.373611° N</b>	<b>82.95° W</b>	<b>28° 22.41666' N</b>	<b>82° 57' W</b>
---------------------	-----------------	------------------------	------------------

**General description of data collection activities (methods, sampling frequency, etc.):**

Annual observational assessment dives will be conducted at the site for a period of 5 years.

Observational sites will note the type and approximate quantity of fish located on the reef and monitor for invasive species, particularly lion fish. Reef assessment reports along with photographs will be collected and added to the County reef assessment data base.



### Estimated budget for data management:

\$10,000. This budget will be incorporated into the Counties existing reef assessment program and will not utilize RESTORE funding.

### Location of costs in the Overall Project Budget, Budget Narrative, and/or Milestones:

No RESTORE Funding will be utilized.

### 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

The project data along with corresponding ISO-compliant metadata will be stored on a DOS-managed server and backed up regularly to an off-site location.

#### 2) Archived

At the completion of the project, final project data and metadata will be submitted to the National Centers for Environmental Information (NCEI) for archiving.

#### 3) Made available to others (including delivery to the Council)

The applicable data will be service-enabled and made available for consumption through the Pasco County website. In addition, all electronic data will be delivered to the RESTORE Council on a yearly basis for review and approval.

*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

Fill out the following fields of information for each type of data being collected. For information that is not known at this time, please indicate that it is TBD and include a timeframe and plan for providing updated information. Recipients must deliver updated DMPs to the Council at least annually until all "N/A" or "TBD" values are provided.

Data type 1:

Aerial imagery

*GIS representation:*

N/A





Projection:

N/A

Horizontal and vertical datum:

N/A

GIS POC:

N/A

*Frequency of collection:*

Annually during the summer months as conditions permit at the reef.

*Duration of collection:*

5 Years

*Data storage format:*

On the County website.

Data type 2:

Material distribution Map

*Frequency of collection:*

One time, after deployment of the material

*Duration of collection:*

One time.

## Cash Drawdown Projection - Pasco Offshore Artificial Reef Project 15-5

Expected project start date	End of semi-annual fiscal period	Cash Drawdown Projection	Cumulative Total
Fill in date here	9/30/2019	\$0	\$0
10/1/2019	3/31/2020	0	\$0
4/1/2020	9/30/2020	111,120	\$111,120
10/1/2020	3/31/2021	0	\$111,120
4/1/2021	9/30/2021	0	\$111,120
10/1/2021	3/31/2022	0	\$111,120
4/1/2022	9/30/2022	0	\$111,120
10/1/2022	3/31/2023	0	\$111,120
4/1/2023	9/30/2023	0	\$111,120
10/1/2023	3/31/2024	0	\$111,120

## **AGENDA ITEM 10**

**Gulf Consortium Executive Committee**  
**March 14, 2019**

**Agenda Item 10**  
**Financial Statements**

**Statement of Issue:**

Presentation of the most recent monthly financial statements.

**Background:**

Financial Statements are produced monthly for the Consortium.

**Attachments:**

Financial Statements through January 31, 2019.

**Prepared by:**

William Smith  
The Balmoral Group, Manager  
On: March 11, 2019

**Gulf Consortium**  
**Balance Sheet**  
As of January 31, 2019

	Jan 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Seaside Bank (Operating)	200,990.17
Wells Fargo Account (Grant)	1,163.93
Total Checking/Savings	202,154.10
Accounts Receivable	
Gen - Fund Accounts Receivable	8,270.00
Planning Grant Receivable	1,292.50
Total Accounts Receivable	9,562.50
Total Current Assets	211,716.60
<b>TOTAL ASSETS</b>	<b>211,716.60</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	89,232.07
Total Accounts Payable	89,232.07
Total Current Liabilities	89,232.07
Total Liabilities	89,232.07
Equity	
Unrestricted Net Assets	132,345.78
Net Income	-9,861.25
Total Equity	122,484.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>211,716.60</b>

2:56 PM

03/11/19

Accrual Basis

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

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	Oct '18 - Jan 19
Income	
County Dues Funding	70,025.00
Total Income	70,025.00
Expense	
Legal	51,535.30
Management Fees	24,651.25
Meeting Expense	2,711.17
Bank Service Charges	813.53
Special District Fees	175.00
Total Expense	79,886.25
Net Income	-9,861.25

## **AGENDA ITEM 11**

**Gulf Consortium Executive Committee Meeting  
March 14, 2019**

**Agenda Item 11  
Consideration of Agenda Restructure**

**Statement of Issue:**

The Gulf Consortium agenda may benefit from additional transparency on voting items. A potential alternative agenda format is offered for consideration.

**Background:**

Historically, the Consortium's Board meeting agenda lists titles of agenda items and name of presenter. As Implementation ensues, an increasing volume of documents will be required for both discussion and voting activity.

An alternative agenda format will provide clarity as to voting items and discussion items, and refer to packet content for detailed documentation. An example from a recent meeting of another Special District, the Florida Inland Navigation District, is provided as an example.

**Analysis:**

There is no requirement to change format. Staff offers the proposed change as a potential improvement and for the convenience of Board members. If implemented, the Board agenda going forward would list the topic, presenter and item number, as well as an abstract summarizing the item. All supporting documentation would be provided in the packet as is currently the case.

**Attachments:**

Sample agenda format.

**Recommendation:**

- (1) Approve a change in format
- (2) Other Executive Committee direction

**Prepared by:**

Valerie Seidel  
The Balmoral Group, Manager  
On: March 8, 2019



# **PRELIMINARY AGENDA**

## **FLORIDA INLAND NAVIGATION DISTRICT Board of Commissioners Meeting**

**9:00 a.m., Friday, January 18, 2019**

**Casa Monica Hotel  
95 Cordova Street  
St Augustine (St Johns County), FL 32084-4424**

### **Item 1.      Call to Order.**

Chair Donaldson will call the meeting to order.

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### **Item 2.      Pledge of Allegiance.**

Commissioner Blow will lead the Pledge of Allegiance to the United States of America.

---

### **Item 3.      Roll Call.**

Secretary Gernert will call the roll.

---

### **Item 4.      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.

- a) Waterway Cleanup Assistance to Marine Industries of South Florida (MIASF) for the Annual Waterway Cleanup Project, Broward County, FL.
- b) Waterway Cleanup Assistance to Keep Brevard Beautiful for Three Waterway Cleanup Projects, Brevard County, FL.
- c) Waterway Cleanup Assistance to Volusia County for the 22<sup>nd</sup> Annual St. Johns River Cleanup Project, Volusia County, FL.
- d) City of St. Augustine Small-Scale Derelict Vessel Removal Program Application, St. Johns County, FL.

*(Please see back up pages 7-31)*

RECOMMEND:      Approval of the Consent Agenda.

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### **Item 5.      Additions or Deletions.**

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

RECOMMEND:      Approval of a Final Agenda.

---

**Item 6.        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 Board discussion of that agenda item. *Please note: Individuals who have comments concerning a specific agenda item should fill out a speaker card and communicate with staff prior to that agenda item.*

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**Item 7.        Board Meeting Minutes.**

The minutes of the following meetings are presented for approval.

- December 14, 2018 – Finance & Budget Com. Mtg. *(Please see back up pages 32-34)*
- December 14, 2018 – Board Meeting *(Please see back up pages 35-45)*

RECOMMEND:        Approval of the minutes as presented.

---

**Item 8.        Staff Report on St Johns County Area Projects.**

Staff will present a report on the District's St Johns County area projects. *(Please see back up pages 46-65)*

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**Item 9.        Comments and Project Status from the U.S. Army Corps of Engineers.**

U.S. Army Corps of Engineers (USACE) Intracoastal Waterway Project Manager, Ms. Shelley Trulock, is scheduled to present an update on projects and activities.

*(Please see back up pages 66-72)*

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**Item 10.        The City of Jacksonville Request for a Major Project Cost Modification to the School Board Property Kayak Launch Phase I, Waterways Assistance Program Project, Duval County, FL.**

The City of Jacksonville has submitted a request for a major project cost modification to their School Board Kayak Launch Phase I, Waterway Assistance Project (WAP, Project #DU-JA-16-153). In 2016, the City of Jacksonville was awarded a Phase I (design & engineering) grant to develop a kayak launch at the School Board property in downtown Jacksonville. The City has realized cost savings in the design and permitting of the project and are requesting to use this savings to immediately move forward into the construction of the project. Otherwise, the City would need to apply for Phase II (construction) funding in a future FIND grant cycle, likely delaying construction a year or more. Approval of this item would modify the overall project cost match (originally at 50:50) to 12%-FIND and 88%-City, and would likely complete the project by September 2019, a year earlier than anticipated. This requested modification is consistent with the District's program rules.

*(Please see back up pages 73-78)*

RECOMMEND        Approval of a major project cost estimate modification request to Project Agreement No. DU-JA-16-153, School Board Property Kayak Launch Phase I Project, Duval County, FL.

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**Item 11.**      **City of St. Augustine Bridge of Lions “Mobility Study Reduction in Openings Strategies”, St. Johns County, FL.**

Originally constructed in 1925, the Bridge of Lions is a double-leaf bascule bridge that spans the Intracoastal Waterway in St. Augustine, Florida. The Florida Department of Transportation (FDOT) declared the bridge "structurally deficient and functionally obsolete" in 1999, prompting heated debates on how to rehabilitate or replace the structure. The decision was made to rehabilitate the structure, keeping its current navigational width and height. At seventy-five (75) feet width, it is the narrowest point along the Intracoastal Waterway (IWW) in Florida, with a history of vessel-bridge collisions. The FIND Board opposed this project by Resolution 99-09.

The “new” bridge opened in 2010. Since then, the City has repeatedly requested the U.S. Coast Guard (USCG) consider reducing the bridge opening schedule to reduce vehicle traffic congestion on S.R.A1A. The most recent attempt to reduce the opening schedule was made in 2017. The FIND Board (March 12, 2017) objected to the proposed reduced opening schedule, and sent a letter to the USCG, the City of St Augustine, and FDOT stating their concerns for vessel safety. A letter (dated March 31, 2017) addressed to the USCG and sent by Carl Blow, suggested actions that could be undertaken before any new opening restrictions are adopted by the City and the FDOT for the Bridge of Lions.

Mr. Reuben Franklin, City of St. Augustine Mobility Coordinator, will present the proposed changes initiated by the City of St. Augustine to improve traffic congestion in the area of the Bridge of Lions. These changes include additional informational signage, and a request to the commercial vessels operating out the City Municipal Marina to coordinate departures to reduce bridge openings.

*(Please see back up pages 79-98)*

RECOMMEND:    *(This item is presented for Board review and discussion only.)*

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**Item 12.**      **District-Wide Programmatic Spoil Site Rejuvenation Plan & Presentation.**

In accordance with Section 253.03(10)(d) Florida Statutes, an entity can be authorized to allow either public OR private interests to remove spoil material from an upland Dredged Material Management Area (DMMA) provided there is a State-approved plan for this activity.

Through the Congressional River and Harbors Act of 1927 and several laws of Florida, the Navigation District is responsible to serve as the “local sponsor” to the federally-authorized Intracoastal Waterway (ICW) and provide suitable areas for the placement of dredged material from the maintenance of the ICW.

The approval of a Programmatic Spoil Site Rejuvenation Plan (PSSRP) will allow the District to work with either public or private entities to offload and rejuvenate DMMA’s, increasing material handling options and efficiency, and potentially reducing the significant costs of site operations.

Mr. Bill Haley, Taylor Engineering, is scheduled to provide an overview of the proposed plan and a status update of the approval process.

*(Please see back up pages 99-121)*

RECOMMEND:    *(This item is presented for Board review, discussion and consensus approval.)*

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## **AGENDA ITEM 12**

**Gulf Consortium Executive Committee Meeting  
March 14, 2019**

**Agenda Item 12  
Consideration of Finance and Budget Sub Committee Structure**

**Statement of Issue:**

Management proposes use of committee to attend in-depth review of current grant budgets, financial statements, and related documents.

**Background:**

Currently financial statements and accounting matters are covered in summary fashion during the Board meeting. As implementation ensues, the volume of accounting and budget matters to be reviewed is increasing dramatically and will require an increasing share of Board meeting time to review in detail, which is required.

The Gulf Consortium policies allow for several committee structures at the Board's will. A precedent has been established by another Special District Board, the Florida Inland Navigation District, which represents 12 counties and is a grant recipient and grantor for state, local and federal funds, and uses a subcommittee to review the detailed project budgets, progress reports, cash disbursement journals and Consortium budget reports. The subcommittee of the Board meets just prior to the Board meeting, allowing for a summary of any discussions to be brought forward to the Board meeting.

An example of a recent agenda packet for the subcommittee is attached for reference.

**Analysis:**

The Gulf Consortium policies allow for several committee structures at the Board's will. A similar subcommittee structure to that of F.I.N.D. could take advantage of the recent seating of a new Executive Committee, wherein three additional Board members were nominated but exceed the number needed for Executive Committee positions. Using the three additional nominees who were willing to participate in an additional meeting to each Board meeting provides a convenient structure to accommodate additional review.

If adopted, the committee would meet just prior to regularly scheduled Board meetings, and be presented with an agenda that includes the financial statements, budget, updated budget and progress reports for all outstanding project grants (which by the June 2019 board meeting is expected to be about 12), and documentation from management's accounting system showing all disbursements of Consortium funding.

The proposed initial committee composition is:

- Commissioner Wayne Dukes
- Commissioner Smokey Parrish
- Commissioner Scott Carnahan
- Commissioner Lane Lynchard

- A RESTORE Coordinator or County financial staff member to be nominated, subject to availability

Meetings would be noticed and minutes prepared and posted alongside Board meeting minutes. Financial documents currently presented to the Board would continue to be, but would be augmented by a summary from the Finance and Budget subcommittee.

**Attachments:**

Sample agenda format.

**Recommendation:**

- (1) Approve recommendation to Board for comprising new committee
- (2) Other Executive Committee direction

**Prepared by:**

Valerie Seidel  
The Balmoral Group, Manager  
On: March 8, 2019

# **PRELIMINARY AGENDA**

## **FLORIDA INLAND NAVIGATION DISTRICT Finance and Budget Committee Meeting**

**8:45 a.m., Friday, January 18, 2019**

**Casa Monica Hotel  
95 Cordova Street  
St Augustine (St Johns County), FL 32084-4424**

### **Committee Members**

**Commissioners Susanne McCabe (Committee Chair), Don Donaldson,  
Michael O'Steen, Carl Blow and Jerry Sansom**

#### **Item 1.      Call to Order.**

Committee Chair McCabe will call the meeting to order.

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#### **Item 2.      Roll Call.**

Assistant Executive Director Janet Zimmerman will call the roll.

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#### **Item 3.      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 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 discussion of that agenda item. *Please note: Individuals who have comments concerning a specific agenda item should make an effort to fill out a speaker card or communicate with staff prior to that agenda item.*

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#### **Item 5.      Financial Statements for November 2018.**

The financial statements for November 2018 are presented for Committee approval. These schedules include: Balance Sheet; Status of Funds; Statement of Revenues, Expenditures & Changes in Fund Balance; Cash Receipts Journal, and the Purchase Journal.

*(Please see back up pages 3-18)*

RECOMMEND:      Approval of a recommendation to the full Board of the financial  
statements for November 2018.

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**Item 6.        November 2018 Budget Summary and Project Status Expenditure Reports.**

The Budget Summary and the Project Status Expenditure Report for November 2018 are presented for Board review.

*(Please see back up pages 19-26)*

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**Item7.        Delegation of Authority Report.**

Staff has prepared a report on Delegation of Authority actions that the Executive Director has made from December 4, 2018 through January 7, 2019, for Committee information.

*(Please see back up page 27)*

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**Item 8.        Additional Agenda Items or Staff Comments.**

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**Item 9.        Additional Commissioners Comments.**

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**Item 10.      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.*



## **AGENDA ITEM 13**

**Gulf Consortium Executive Committee Meeting  
March 14, 2019**

**Agenda Item 13  
Establish 2019 Audit Committee**

**Statement of Issue:**

The Gulf Consortium is required to obtain an annual update each year, not more than 9 months following the end of its fiscal year. An audit committee is to be established in accordance with Consortium policy to receive the audit report and oversee correction of any findings or weaknesses.

**Background:**

There are three salient governance frameworks addressing the Consortium's Audit Committee structure:

1. As a Special District governed by Interlocal agreement, the Consortium is subject to Florida Statute 163.01, which provides that ...." strict accountability of all funds shall be provided for and the manner in which reports, including an annual independent audit, ... shall be prepared and presented to each participating party to the interlocal agreement."
2. Under 2 CFR Part 200, (Section 200.508), the Consortium as a grant-eligible entity is required to select an independent auditor, obtain annual audits and exercise its responsibility to take corrective action and document that it has done so.
3. Published industry best practice reference manuals recommend four members, with at least two having specific expertise in accounting or finance and risk management; an IT or cybersecurity expert is increasingly important<sup>1</sup>.
  - a. Governance experts recommend at least three but not more than six members.
  - b. For many boards, audit committee is the only committee for which non-Board members may serve due to the specialized expertise required.

The Board previously approved an Audit Procurement Committee comprised of staff with finance credentials from Bay, Pinellas, and Sarasota counties and from DEP, and it is recommended that at least one of the prior members be retained for the audit committee due to their institutional knowledge.

The Audit committee receives a formal presentation of the audit report from the external auditors, and accepts the report for recommended approval to the Board.

**Analysis:**

The Manager convened the audit process in November, 2018 in accordance with the auditor contract and Consortium policy. The draft audit report is expected to be completed by the end of March, 2019. The proposed Audit committee would convene for a conference call with the external auditors prior to the next regularly

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<sup>1</sup> Governance Insights Center ACES (Audit Committee Excellence Series) October 2018. "Audit Committee Effectiveness".

scheduled Board meeting. Subject to any findings that require corrective action, the committee may meet subsequently during the year to receive reports of any corrective action.

Staff recommends that at least one if not two non-Board members from the previous Audit Procurement Committee are named to the Committee subject to their availability, in addition to the following Board members due to their specific education or training:

Lane Lynchard, Santa Rosa  
Ron Oakley, Pasco (alternate)  
Robert Bender, Escambia (alternate)  
Larry Jones, Walton

**Attachments:**

None.

**Recommendation:**

- (1) Approve an Audit committee to be comprised of three of the following Board members, subject to their availability:  
Lane Lynchard, Santa Rosa  
Ron Oakley, Pasco (alternate)  
Robert Bender, Escambia (alternate)  
Larry Jones, Walton  
And no more than two of the Audit procurement committee members from Bay, Pinellas, and Sarasota county, subject to their availability.
- (2) Other Executive Committee direction

**Prepared by:**

Valerie Seidel  
The Balmoral Group, Manager  
On: March 8, 2019

## **AGENDA ITEM 14**

**Gulf Consortium Executive Committee Meeting  
March 14, 2019**

**Agenda Item 14**

**Discussion Item: Potential Structure for administration of grant-eligible compliance costs**

**Statement of Issue:**

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. A formal structure has not been adopted to administer, allocate and collect these costs. Section 4.1.1 of the RESTORE Act lists “administrative cost of complying with the Act” as an eligible project for funding.

**Background:**

The Consortium’s SSEP grant set forth mechanisms to support implementation of grants under the SEP. Due to the nature of the annual Trust Fund receipts and individual SEP project costs, projects will not be implemented evenly. 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.

**Analysis:**

Audit costs are a good example of the types of expense that are grant-eligible but not grant-specific. During the SEP Planning Grant, \$25,000 was allocated annually for the required annual audits, and Planning Grant funds were used to pay for the audits (which ultimately cost much less than \$25,000, but are expected to increase with increased transactional/grant activity). There are a number of federal recordkeeping and reporting requirements that the Consortium is mandated to complete, regardless of the level of grant activity occurring.

Seven counties have SEP project grants pending and several will have grants pending within the fiscal year. The remainder may not have grant activity for a few years. For the audit costs to be recouped from project grants, they need to be included in active grant applications in some manner. Staff has discussed several options with Council.

For discussion purposes, Staff offers three scenarios. Any of the three, or an alternative scenario, could be recommended to the Board for progressing. Based on the direction of the Board, staff will develop an appropriate agenda item for consideration at a future board meeting to formalize the process.

**Scenario 1:**

Estimated annual costs that are grant-eligible but not project grant-specific are allocated to each project pro-rata; i.e., currently 69 separate projects are included in the SEP. Each project would be assessed 1/69 of the estimated annual costs. The estimate would be revisited and revised annually, under the oversight of the Board. To the extent that SEP

Amendments are regularly scheduled to manage their frequency and volume, the costs of SEP Amendment processing could be included.

The pros of this approach are that funds are recovered evenly, so that counties submitting SEP project grant requests several years out are not burdened with unrecovered costs from counties that have completed implementation and no longer require grant funding. The cons are that the costs are projected, and actual costs could exceed estimates over time.

#### Scenario 2:

An SEP amendment is prepared to include a separate implementation project to cover recurring grant-eligible but non-project-specific costs. Section 4.1.1 of the RESTORE Act lists “administrative cost of complying with the Act” as an eligible project for funding. Mississippi has used this approach for assistance to support compliance associated with coordinated restoration planning efforts and the development of SEP amendments.

The pros of this approach are that the uncertainty of ongoing compliance costs is offset by a dedicated funding source. The cons are that the additional project grant will itself have compliance costs associated with its administration.

#### Scenario 3:

Either Scenario 1 or 2 is selected, but costs of preparing and processing SEP amendments are separately charged to the specific counties requiring the change. A dollar threshold could be established, beyond which the cost is assessed to the county.

The pros of this approach are that the cost burden is assessed against the county which instigates the cost. The cons are that the dual accounting in itself adds costs, which can be mitigated by establishing a dollar threshold for triggering the rule.

#### **Attachments:**

Examples of Scenarios.

#### **Recommendation:**

For discussion only; staff recommends guidance at March board meeting to develop a full agenda item for future Board consideration (June).

#### **Prepared by:**

Valerie Seidel  
The Balmoral Group, Manager  
On: March 8, 2019

## Annual Compliance Costs Structure

Assume annual compliance costs are *hypothetically* \$50,000 – comprised of \$25,000 for annual external audit and \$25,000 in other costs – updating grants management software, preparing required federal reports, etc.

### Scenario 1

Estimated annual compliance costs ( <i>hypothetical</i> )	\$50,000
Number of projects in approved SEP	69
Annual compliance costs assessed to each SEP project grant application	\$724
Total number of years for implementation	12
Compliance cost assessed to each project grant application over the life of the SEP (not each milestone)	\$8,688

### Scenario 2

Estimated annual compliance costs ( <i>hypothetical</i> )	\$50,000
Total number of years for implementation	12
Total cost of additional project grant, to be borne equally by counties	\$600,000

### Scenario 3

Estimated annual compliance costs ( <i>hypothetical</i> )	\$50,000
Assume that \$10,000 of the compliance cost was for SEP Amendment prep	-
Cost assessed to County A which triggered Amendment	\$10,000
Cost assessed to all remaining counties	\$40,000

## **AGENDA ITEM 15**



**Gulf Consortium Executive Committee Meeting  
March 14, 2019**

**Agenda Item 15  
Support for Funding for Economic Diversification**

**Summary:**

Request for Executive Committee comments and approval to release a letter of support for Economic Diversification, to be considered for acceptance and transmittal by the Gulf Consortium.

**Background:**

At its January 31, 2019 meeting, the Board discussed the current allocations of economic damages settlement monies received by Florida from BP and directed staff to prepare a letter of support for redirecting unallocated BP funds remaining in General Revenue to improve the economies of several Panhandle counties and other Gulf Coast counties affected by Deepwater Horizon. On February 14, 2019 this item and the accompanying letter were sent by email to the full Consortium Board.

**Analysis:**

The settlement between the State of Florida and BP is \$2 billion, with \$400 million received in 2016 and 15 additional installment payments of approximately \$106.7 million per year expected through 2031. The funds are initially received into General Revenue. Under the Gulf Coast Economic Corridor Act (ss. 288.8011-288.8018, F.S.), 75% of these funds go to the eight disproportionately affected counties and the remaining 25% remains in the State's General Revenue Fund.

Representative Drake (District 5) has filed HB 191, which would allocate 5% of the BP payments to the following "rural inland affected counties": Calhoun, Gadsden, Holmes, Jackson, Jefferson, Liberty, and Washington. The bill would direct approximately \$5.3 million annually to the Department of Economic Opportunity for a grants program to achieve economic diversification objectives similar to those of Triumph Gulf Coast, Inc.

The Board expressed support for HB 191. Further, understanding that the economic impacts of Deepwater Horizon extend beyond the eight disproportionately affected counties, the Board has a continued interest in a share of non-allocated BP settlement dollars for the other 15 member counties of the Gulf Consortium.

Attachment 1 is a Draft Letter of Support, to be considered of adoption or acceptance by the Boards of County Commissioners of the member counties of Gulf Consortium and timely transmitted to their respective legislators. HB 191 has passed out of the Workforce Development & Tourism Subcommittee and has been referred to the Commerce Committee and to the Transportation & Tourism Appropriations Subcommittee.

**Options:**

Executive Committee Direction

**Attachment:**

Draft Letter of Support for Economic Diversification

**Prepared by:**

The Balmoral Group, Manager

On: February 5, 2019

**Action Taken:**

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

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

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

*Consortium Letterhead*

February XX, 2019

Representative  
XXX House Office Building  
402 South Monroe Street  
Tallahassee, FL 32399-1300

Dear Representative :

The Gulf Consortium recognizes the devastating impacts of recent natural disasters on Florida's panhandle communities, and our Board expresses strong support for HB 191, introduced by Representative Drake. HB 191 would allocate five percent of the BP economic damages settlement payments to Florida to seven rural inland affected counties via an appropriation of approximately \$5.3 million annually to the Department of Economic Opportunity for a grants program that will increase economic diversification and improve community resiliency.

Further, as a member of the Gulf Consortium, we appreciate firsthand the impacts of such disasters. For example, we know that the economic impacts of Deepwater Horizon extend beyond the eight disproportionately affected counties addressed by the Gulf Coast Economic Corridor Act. Our Board has discussed the allocation of the funding set to remain in General Revenue as designated by the Gulf Coast Economic Corridor Act (25% of the recurring receipts from 2019 to 2033). We recommend to you that any modifications to the allocations of General Revenue portion of the Economic Damages Settlement would include consideration of the Gulf Consortium, specifically the 15 member counties of the Gulf Consortium that are not named in the Gulf Coast Economic Corridor Act. We believe that as these counties are direct beneficiaries of RESTORE monies, there is a strong foundation to conclude we have been impacted to a greater degree than the non-Gulf counties of Florida.

Please consider including the 15 counties of the Gulf Consortium that are not named in the Gulf Coast Economic Corridor Act in any programmatic approach to ensuring that any remaining BP economic damages settlement funds benefit the Gulf Coast counties directly affected.

Sincerely,

Chair,

Gulf Consortium Board of Directors

## **AGENDA ITEM 16**

**Gulf Consortium Executive Committee  
March 14, 2019**

**Agenda Item 16  
Policy Concerning Appointment of Executive Committee Alternate  
Members**

**Executive Summary:**

This agenda item concerns a proposed Board Resolution adopting a policy pursuant to which the Gulf Consortium Chair, Vice Chair, and Secretary-Treasurer may annually appoint two Alternate Members to the Executive Committee, which Alternate Members would be available to fully participate (and vote) in meetings of the Executive Committee in the event either of the two regular “At-Large” Members are unavailable.

**Background:**

Section 3.11 of the Interlocal Agreement creating the Gulf Consortium provides for the establishment of an Executive Committee consisting of the Chair, Vice Chair, Secretary-Treasurer and two “At-Large” Directors selected by the foregoing officers. During the Executive Committee meeting on February 14, 2019, a question was raised concerning whether the Chair, Vice Chair, and Secretary-Treasurer could also select Alternate Members to the Executive Committee, which Alternate Members would be able to participate in Executive Committee Meetings in the event any of the “At-Large” Members were unable to attend a meeting.

In response to the increased number of Directors who sought officer positions this year, the Consortium officers sought potential methods to extend the opportunity to engage and participate in the process to a broader number of Directors. Additionally, the appointment of Alternate Members would help ensure the presence of a quorum at Executive Committee meetings.

**Analysis:**

Section 4.01(14) of the Interlocal Agreement permits the Board of Directors to make and adopt rules and procedures not inconsistent with state law and the Interlocal Agreement consistent with and in furtherance of the Consortium’s powers, duties, and responsibilities. As a result, the Board is authorized to adopt a policy providing for the appointment of Alternate Members to the Executive Committee.

The attached Resolution provides that in addition to selecting the two “At-Large” Members of the Executive Committee, the officers may also appoint two Alternate Members to the Executive Committee. Such Alternate Members would be able to fully participate (and vote) in any Executive Committee Meeting in the

absence of one of the regular “At-Large” Members. Further, the presence of an Alternate Member would count towards the establishment of a quorum.

**Options:**

Option 1. Recommend Adoption of a Resolution Providing for the Chair, Vice Chair, and Secretary-Treasurer Appointment of Alternate Members to the Executive Committee.

Option 2. Do not Recommend Approval of the Resolution.

Option 3. Executive Committee Direction.

**Fiscal Impact:**

None.

**Recommendation:**

Option 1 – Recommend Adoption of a Resolution Providing for the Chair, Vice Chair, and Secretary-Treasurer Appointment of Alternate Members to the Executive Committee.

**Attachments:**

1. Proposed Resolution

**Prepared by:**

Evan Rosenthal  
Nabors, Giblin & Nickerson, P.A.  
Deputy General Counsel  
March 5, 2018

**RESOLUTION NO. 2019-\_\_**

**A RESOLUTION OF THE GULF CONSORTIUM  
RELATING TO THE APPOINTMENT OF ALTERNATE  
MEMBERS TO THE EXECUTIVE COMMITTEE;  
PROVIDING FINDINGS; PROVIDING DEFINITIONS;  
PROVIDING A POLICY RELATING TO THE ANNUAL  
APPOINTMENT OF ALTERNATE MEMBERS TO THE  
EXECUTIVE COMMITTEE; AND PROVIDING AN  
EFFECTIVE DATE.**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GULF  
CONSORTIUM, AS FOLLOWS:**

**SECTION 1. FINDINGS.** The Board of Directors of the Gulf Consortium (the "Board") hereby finds as follows:

- (A) The interlocal agreement creating the Consortium provides for the establishment of an Executive Committee, consisting of the current Chair, Vice Chair, and Secretary-Treasurer of the Consortium, and two additional "at-large" Board members selected by the Chair, Vice Chair, and Secretary-Treasurer.
- (B) Consistent with and in furtherance of the annual selection of two "at-large" Executive Committee members, and to maximize participation in the Executive Committee, the Board wishes to establish a policy pursuant to which the Chair, Vice Chair, and Secretary-Treasurer may annually appoint two alternate "at-large" Executive Committee members, which alternate members shall be entitled to vote on matter before the Executive Committee and otherwise participate fully as members of the Executive Committee in the event either of the two "at-large" Executive Committee members are for any reason unavailable to participate in a meeting of the Executive Committee.

**SECTION 2. DEFINITIONS.** The following terms shall have the following meanings for purposes of this Policy:

"Alternate Member" means an alternate member of the Executive Committee, selected in accordance with this Policy, which person may vote on matters before the Executive Committee and otherwise fully participate in Executive Committee meetings in the absence of an At-Large Member.

"At-Large Member" means a member of the Executive Committee that is not an Alternate Member that has been appointed to the Executive Committee by the Chair, Vice Chair, and Secretary-Treasurer, in accordance with Section 3.11 of the Interlocal Agreement.

"Board" means the Gulf Consortium Board of Directors.

"Director" means an individual appointed by a member county to the Board of Directors.

“Interlocal Agreement” means the Interlocal Agreement creating the Gulf Consortium, dated September 19, 2012.

**SECTION 3. APPOINTMENT OF ALTERNATE MEMBERS TO THE EXECUTIVE COMMITTEE.**

- (A) Annually, following the Board’s election of Consortium Officers as provided in Section 3.04 of the Interlocal Agreement, in addition to appointing the two At-Large Members of the Executive Committee as provided in Section 3.11 of the Interlocal Agreement, the Chair, Vice Chair, and Secretary-Treasurer may appoint up to two (2) other Directors to serve as Alternate Members on the Executive Committee.
- (B) In the event an At-Large Member is for any reason unavailable to attend a meeting of the Executive Committee, an Alternate Member may attend such meeting in their absence. When attending an Executive Committee meeting in place of an At-Large Member, Alternate Members shall be entitled to vote on all matters before the Executive Committee and otherwise participate fully in such meetings. The presence of one or more Alternate Members at a meeting of the Executive Committee shall count towards the establishment of a quorum for such meeting.

**SECTION 4. EFFECTIVE DATE.** This resolution shall be effective upon its approval by the Board.

Duly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**GULF CONSORTIUM**

\_\_\_\_\_  
Warren Yeager, Chairman

ATTEST:

\_\_\_\_\_  
Jack Mariano, Secretary-Treasurer