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**Board of Directors Meeting Agenda
March 28, 2019 - 9:00 a.m. EDT**

**The Opal Room
Hotel Duval
415 N Monroe St
Tallahassee, FL 32301
Dial-in Number: +1 (646) 749-3117
Access Code: 248-531-933**

1. Call to Order and Roll Call
2. Public Comment
3. Approval of Minutes from January 31, 2019 Board Meeting (**Action Required**)

Old Business:

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

New Business:

10. Potential restructure of agenda appearance (**Action Required**)
Valerie Seidel
The Balmoral Group
11. Establish subcommittee to review in depth budget and financials(**Action Required**)

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Valerie Seidel
The Balmoral Group

12. Establish 2019 Audit committee (**Action Required**)

Valerie Seidel
The Balmoral Group

13. Potential Structure for administration of grant-eligible compliance costs

Valerie Seidel
The Balmoral Group

14. Potential Support for “Funding for Economic Diversification” letter (**Action Required**)

Dan Dourte
The Balmoral Group

15. General Counsel’s Report (**Action Required**)

- a. Draft resolution to support appointments of Executive Committee member alternates
Lynn Hoshihara
NGN

16. Public Comment

17. Upcoming Gulf Consortium Board Meeting

Thursday, June 13, 2019, 2-5 pm
Hyatt Regency Orlando
Orange County

18. Adjourn

Notice of Meeting/Workshop Hearing

OTHER AGENCIES AND ORGANIZATIONS

Gulf Consortium

The Gulf Consortium announces a public meeting of its Board of Directors to which all persons are invited to participate.

DATE AND TIME: March 28, 2019 at 9:00 am (ET)

PLACE:

The Opal Room

Hotel Duval

415 N Monroe St

Tallahassee, FL 32301

Dial-in Number: +1 (646) 749-3117

Access Code: 248-531-933

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Gulf Consortium will conduct a Board of Directors meeting, consisting of a SSEP and SEP Grant update, structure discussions, standup audit update, status of grant applications, and other business at the discretion of the Board. A copy of the agenda may be obtained at www.gulfconsortium.org or by contacting: General Manager at 407-629-2185 or Gulf.Consortium@balmoralgroup.us.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 3 days before the workshop/meeting by contacting the General Manager at 407-629-2185 or Gulf.Consortium@balmoralgroup.us. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice).

If any person decides to appeal any decision made by the Board with respect to any matter considered at this meeting, he/she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence from which the appeal is to be issued.

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

**Gulf Consortium Directors, Alternates and Governor's Appointees
2019**

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

AGENDA ITEM 3

**Gulf Consortium Board Meeting
March 28, 2019**

**Agenda Item 3
Approval of January 31, 2019 Minutes**

Statement of Issue:

Request to approve the minutes of the January 31, 2019 meeting of the Gulf Consortium Board of Directors.

Options:

- (1) Approve the January 31, 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 31, 2019 meeting of the Gulf Consortium.

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

**Gulf Consortium Board Meeting
January 31, 2019, 1:00 p.m. (Eastern)
Tallahassee Center for Innovation
350 S. Duval Street, Tallahassee, FL 32301**

Members in Attendance: Commissioner Phil Griffiths (Bay), Commissioner Chris Constance (Charlotte), Commissioner Scott Carnahan (Citrus), Gary McAlpin (Collier), Tim Alexander (Dixie), Commissioner Douglas Underhill (Escambia), Commissioner Joseph “Smokey” Parrish (Franklin), Commissioner Wayne Dukes (Hernando), Warren Yeager (Gulf), Commissioner Betsy Barfield (Jefferson), Charlie Hunsicker (Manatee), Commissioner Kelly Windes (Okaloosa), Commissioner Jack Mariano (Pasco), Commissioner Charlie Justice (Pinellas), Commissioner Lane Lynchard (Santa Rosa), LaWanda Pemberton (Taylor), David Edwards (Wakulla), Larry Jones (Walton)

Phone: Commissioner John Meeks (Levy)

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

Agenda Item 1 – Call to Order and Roll Call

Vice Chair Warren Yeager (Gulf) called the meeting to order at 1:05pm (ET). Attendees as above.

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. Keith Kolasa - aquatic waterways manager at Hernando County made a comment regarding Pot 3 concerns and the science-based process and appealed for it to be more streamlined. He said clarity was needed regarding conceptual design and reference sites.

Agenda Item #3 – Approval of Minutes

Commissioner Phil Griffiths (Bay) moved the minutes of the November 29th meeting of the Board as presented; second by Gary McAlpin (Collier). All in favor, none opposed.

ACTION: APPROVED

Agenda Item #4 –Officer Elections

Vice Chair Warren Yeager (Gulf) recognized Dan Dourte (The Balmoral Group) who gave a detailed overview of the agenda item including the process by which the officers are elected each year. Three minutes’ speech time was to the running officers who declined to speak for sake of time. Voting commenced by ballot for the nominated individuals. The ballots were tallied during Agenda Item 5 discussion. Results were confirmed and board approved as:

Chairman – Warren Yeager (Gulf)

Vice Chair – Commissioner Chris Constance (Charlotte) was approved after Commissioner Jack Mariano (Pasco) withdrew himself from the runoff vote

Secretary/Treasurer – Commissioner Jack Mariano

Agenda Item #5 – Gulf Consortium History and Status

Dan Dourte (The Balmoral Group) brought to the board 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. Dan Dourte (The Balmoral Group) gave a short presentation of the history and status of the Gulf Consortium. No action was required on this item.

Agenda Item 6- RESTORE Update

Mr. Ben Scaggs (RESTORE Council) provided a council overview and update to the board. He noted that the CFR200 requirements for the Gulf Consortium would not be going away. Mr. Scaggs and the board members discussed suggestions on what they could do additionally to speed up the process or make it go smoother. Commissioner Wayne Dukes (Hernando) asked if the board could be provided a list of contact names and numbers that they could reach out to when they had questions or concerns. No action was required on this item.

Agenda Item #7a, 7b, 7d– 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 19th 2018 to discuss aspects of the SSEP and its implementation. A meeting was held on January 16th 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 2nd. An important issue that came up during Council’s visit to the manager’s office on January 19th 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 this group to better further policy and the possibility of an ad hoc Exec Committee session to consider potential strategies and this group’s appetite for those discussions. Ms. Seidel 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. Council would be visiting again to review the first round of grant applications. There were no questions on this item. No action was required.

Agenda Item #8– SEP Project Implementation update

Dan Dourte (The Balmoral Group) gave an update on the SEP project implementation since the last meeting. 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 subaward application materials were received. Subaward applications have come in which will be reviewed in preparation for RESTORE Council. No action was required on this item. There were no questions on this item.

Agenda Item #9– 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. The motion to approve the amendment budget was made by Commissioner Scott Carnahan (Citrus), seconded by Gary McAlpin (Collier). All in favor. None opposed.

ACTION: APPROVED

Agenda Item #10 – 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 the 45-day comment period which would start once the SEP was posted on the website. At the last board meeting they had agreed on March 28th 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. A question was raised about who would be funding the two projects that had been dropped, Dan Dourte answered that Manatee would fund them. Commissioner Phil Griffiths (Bay) suggested that a maximum expenditure be set for those types of costs. The motion to approve the SEP amendment was made by Commissioner Wayne Dukes (Hernando), seconded by Gary McAlpin (Collier). All in favor. None opposed.

ACTION: APPROVED

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 board 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 included in the agenda packet 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 reduced rate of \$170/per hour. Commissioner Scott Carnahan (Citrus) made the motion to approve the third amendment to The Balmoral Group’s contract, seconded by David Edwards (Wakulla). All in favor. None opposed.

ACTION: APPROVED

Agenda Item #11b– 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. Evan Rosenthal noted that 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. Mike Langton (ESA) disagreed with the opinion of General Counsel and that the intent was to comply throughout the SEP process and it expired once the contract expired. Doug Robison stated his opinion on the conflict of interest clause in the agreement being null and void once their scope of work changed. He noted that a 1-year ban would be appropriate but that a lifetime ban was not reasonable. Commissioner Betsy Barfield (Jefferson) commented that they pulled on ESA’s expertise during the SEP and would like to use ESA instead of going outside for knowledge they’ve already paid for. Since ESA agreement was terminated the conflict of interest would have been at the same time. Survivorship was not in the contract. Commissioner Wayne Dukes (Hernando) noted that contractors come to these meetings, looking for opportunities. He noted that if the waiver of the conflict of interest was approved by the Board that he wished any counties that did not vote yes on the waiver would not be held accountable for any further legality. Commissioner Jack Mariano (Pasco) noted that other firms did not bid originally because they wanted to wait for the projects to come in. Unless Treasury says it is OK, he had the same concerns as Commissioner Wayne Dukes (Hernando). Commissioner Douglas Underhill (Escambia) noted that Mark Bisgeier, General Counsel of the RESTORE Council was present and asked him to speak on the topic. Mark noted that they were not part of Treasury but would give his informal view. A reasonable person reading the clause would see that the intent was a perpetual refusal. While they do not direct the Consortium, they do have to comply with Federal Law and the possibility of unfair competition. They would look at it carefully and would not award funds if it was too close to call. A no survivorship on conflict of interest would not want to be argued in court. Commissioner Douglas Underhill (Escambia) said that he supports General Counsel’s decision to do nothing. Commissioner Scott Carnahan noted that he would not vote to change any provision in the original agreement and Commissioner Wayne Dukes said that it could come back to haunt them many years later if they made a change in the agreement. Larry Jones (Walton) asked who would be at fault if a county contracted with ESA on an SEP project. Evan Rosenthal (NGN) said it depends on when it was caught. If it was caught later on, than the Consortium’s Trust fund would be at fault. Commissioner Scott Carnahan asked that once this decision was voted on to stick with it and not bring

it up again. Commissioner Kelly Windes (Okaloosa) made the motion to approve Option 1 (Accept General Counsel's recommendation to leave existing COI clause in place), seconded by Gary McApin (Collier). No opposition.

ACTION: APPROVED OPTION 1

Agenda Item #12– Triumph Planning Discussion

Dan Dourte (The Balmoral Group) brought to the board a discussion regarding the 25% of fund and clarified that it was not Triumph funds as listed on the agenda item but funds from Florida's economic damages settlement, specifically the portion allocated to general revenue. Dan Dourte gave some background information on the funds. Commissioner John Meeks (Levy) spoke about 5% of the money going to the panhandle but the 20% should go to the other 15 counties. He asked that a resolution be adopted to support the additional counties in obtaining these funds. Larry Jones (Walton) noted that they have records on how the money was spent and suggested referring to it as "Little Triumph" and agreed with Commissioner John Meeks (Levy) about the 5% for storm related damage and 20% for the other 15 counties. Commissioner Phil Griffiths (Bay) cautioned that Triumph funds were intended for economic diversification specifically and that hurricane related damages should not be part of the Triumph money. Warren Yeager (Gulf) supported the money going to the 15 counties and asked how they help with the process as the Consortium. Commissioner Kelley Windes (Okaloosa) noted that they might be getting into another board's responsibility to which Evan Rosenthal (NGN) commented that he did not know anything off hand that restricted the Consortium. Commissioner Scott Carnahan (Citrus) noted that they were working on a companion bill already (bill HB191). Warren Yeager (Gulf) suggested a Letter of Support or Resolution. Commissioner Scott Carnahan (Citrus) made the motion for such letter, 2nd by Commissioner Jack Mariano (Pasco). Commissioner Douglas Underhill (Escambia) asked if the decision could be made later after reviewing any possible conflicts which Phil Griffiths (Bay) agreed that he would like to talk with his representatives first. Commissioner Wayne Dukes offered that the letter be emailed out first so the board could discuss it first within their counties. Warren Yeager noted that they have the executive committee and would choose 2 more members and draft something and he withdrew the motion.

Agenda Item #13 – Public Comment

Phil Griffiths (Bay) thanked the counties for their much needed and appreciated support during hurricane recovery efforts.

Agenda Item #14 – Upcoming Gulf Consortium Board Meeting

The next board meeting was on March 28th in Leon County, time and place to be determined.

Agenda Item #11 - Adjournment

There being no further business, the Committee adjourned at 3:30 pm.

Respectfully submitted,

Chairman

AGENDA ITEM 4

Gulf Consortium Board Meeting
March 28, 2019

Agenda Item 4
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 Board meeting on March 28, 2019.

Prepared by:

The Balmoral Group, Manager
On: March 18, 2019

AGENDA ITEM 5

**Gulf Consortium Board Meeting
March 28, 2019**

**Agenda Item 5
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, Board Direction.

Recommendation:

Option #1

Attachments:

a) Amended Interlocal Agreement with Leon County

Prepared by:

The Balmoral Group, Manager

On: March 18, 2019

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

**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: ~~Virginia S. Delegal, Interim Manager~~
~~Gulf Consortium~~
~~c/o Florida Association of Counties~~
~~100 S. Monroe Street~~
~~Tallahassee, Florida 32301~~
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 6

**Gulf Consortium Board Meeting
March 28, 2019**

**Agenda Item 6
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 18, 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 7

**Gulf Consortium Board Meeting
March 28, 2019**

**Agenda Item 7
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 will be received prior to awards.

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 \$6,649,361 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 18, 2019

3/5/2019

Ms. Mary Pleffner
CFO/Director of Administration
Gulf Coast Ecosystem Restoration Council
Via e-mail at: 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
Charlotte	20-1: Charlotte Harbor Septic to Sewer Conversion Program (Project Design)
Citrus	13-1: NW Quadrant Sewer Force Main Project (Final design and permitting)
Escambia	1-1: Bayou Chico Contaminated Sediment Remediation Project: (Conceptual design and feasibility; Final design and permitting)
Hernando	14-1: Artificial Reef Program - Hernando (Conceptual design and feasibility)
Okaloosa	3-4: Shoal River Headwaters Protection Program – Phase I: Bob Sikes Airport Industrial Park Water Reclamation Facility Effluent Disposal Expansion (Design and Permitting)
Okaloosa	3-3: Choctawhatchee Bay Estuary Program (staff hires, conferences, travel)
Pasco	15-5: Artificial Reef Program - Hudson Reef (material delivery and deposition)
Pasco	15-7: Crews Lake Hydrologic Restoration
Pinellas	16-1: Lake Seminole Sediment Removal (Dredging)
Santa Rosa	2-1: Soundside Drive Septic to Sewer Conversion, Phase I (Final design and permitting)
Wakulla	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
Total	396	\$72,600

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

Respectfully,



Warren Yeager
Chair, Gulf Consortium

AGENDA ITEM 8

**Gulf Consortium Board Meeting
March 28, 2019**

**Agenda Item 8
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), a range of 25 to 150 hours/grant 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
Santa Rosa	2-1	Soundside Drive Septic to Sewer Conversion, Phase I	Engineering & Design	PRM011 - # E&D Plans Developed	\$ 438,305	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	\$ 116,589	Wastewater improvement #1
Citrus	13-1	NW Quadrant Sewer Force Main Project	Engineering & Design	PRM011 - # E&D Plans Developed	\$ 301,162	Wastewater improvement #1
Charlotte	20-1	Charlotte Harbor Septic to Sewer Conversion Program	Engineering & Design	PRM011 - # E&D Plans Developed	\$ 1,852,214	Wastewater improvement #1
Okaloosa	3-3	Choctawhatchee Bay Estuary Program	Planning	PRM010 - # studies/models used to inform mgmt.	\$ 1,055,279	NA
Wakulla	8-2	Coastal Public Access Program - Bayside Marina	Planning	PRM010 - # studies/models used to inform mgmt.	\$ 80,922	NA
Pasco	15-5	Artificial Reef Program - Hudson Reef	Construction	HR005 - Marine habitat restoration - Acres restored - Artificial reefs	\$ 117,847	NA
Pasco	15-7	Crews Lake Hydrologic Restoration	Engineering & Design; Construction	PRM011 - # E&D Plans Developed; HR009 - Acres with restored hydrology	\$ 1,469,798	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	\$ 1,217,244	NA
Total Pot 3 funding request					\$ 6,649,361	

Attachments:

Example project application package: Pasco County 15-5.

Recommendation:

- 1) Approve these project applications to be submitted to RESTORE Council
- 2) Other Board direction

Prepared by:

Dan Dourte

The Balmoral Group, Manager: March 8, 2019

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

Item 8 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

Organization/ Agency/Company	Role	Duties
<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.
- Supporting Information (Why) – This project includes a simple, quantitative goal (acres restored – artificial reefs). This is consistent with recent literature that emphasizes the importance of measurable goals in the management and evaluation of artificial reef programs (Becker et al. 2018). Artificial reefs in the Gulf of Mexico have been extensively studied with regard to the habitat and economic benefits they provide (Lindberg et al., 2014; Fikes, 2013; Bortone et al. 1994; others). Some experts argue that artificial reefs are functionally comparable to natural reefs, and that they augment fish populations by providing habitat that is naturally limited in the Gulf of Mexico. Others argue that artificial reefs simply attract and aggregate existing fish populations, but do not enhance overall fish stocks. Artificial reefs provide significant recreational opportunities and associated benefits along the Gulf Coast of Florida (Adams et al. 2011; Swett et al. 2011). In addition, research has produced best practices guidance on site selection, design features, and construction methods, criteria that are now part of the Florida Fish and Wildlife Conservation Commission (FWC) regulations for permitting. Florida's artificial reefs are track by FWC and locations can be accessed using an [interactive map](#).



References

Adams, C., et al., 2011. The economic benefits associated with Florida's artificial reefs. EDIS document FE649 (2011): 1-6.

Becker, A., Taylor, M.D., Folpp, H. and Lowry, M.B., 2018. Managing the development of artificial reef systems: The need for quantitative goals. *Fish and Fisheries*, 19(4), pp.740-752.

Bortone, S.A., Martin, T., Bundrick, C.M., 1994. Factors affecting fish assemblage development on a modular artificial reef in a northern Gulf of Mexico estuary. *Bull. Mar. Sci.* 55 (2-3), 319-332.

Fikes, R., 2013. Artificial Reefs of the Gulf of Mexico: A Review of Gulf State Programs & Key Considerations. National Wildlife Federation.

Lindberg, W.J., et al., 2014. Rationale and Evaluation of an Artificial Reef System Designed for Enhanced Growth and Survival of Juvenile Gag, *Mycteroperca microlepis*. *Proc. 66th Gulf and Caribbean Fisheries Institute* November 4–8. Corpus Christi, TX. Pages 320-325.

Swett et al., 2011. Economic Impacts of Artificial Reefs for Six Southwest Florida Counties. Florida Sea Grant.

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.
- Biological communities do not establish on reef materials.

The uncertainties associated with material delivery and placement can be managed using correct management practices during reef material deployment. The ongoing monitoring program will be used to evaluate species composition, and management interventions will be developed as needed if biological communities are not being established.

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.

Budget Template

SF-424A / SF-424C

6	Object Class categories	Subrecipient Name (if known; if not known briefly describe anticipated role)					TOTAL (6)
		1	2	3	4	5	
a	Personnel	-	-	-	-	-	-
b	Fringe Benefits	-	-	-	-	-	-
c	Travel	-	-	-	-	-	-
d	Equipment	-	-	-	-	-	-
e	Supplies	-	-	-	-	-	-
f(1)	Contractual	17,847	-	-	-	-	17,847
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	TOTAL Direct Charges (sum of 6a - 6h)	117,847	-	-	-	-	117,847
	Enter the federally approved indirect rate (%)	0.00%	0.00%	0.00%	0.00%	0.00%	
j	Allowable Indirect Charges *	-	-	-	-	-	-
k	TOTALS (sum of 6i and 6j)	117,847	-	-	-	-	117,847

* 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 \$117,847.00 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.
- Funding will also support project management, including financial and technical oversight, legal support, and fiscal services.
- 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.

TOTAL PROJECT OR PROGRAM FUNDS REQUESTED	\$117,847.00
<i>Total Pre-Award Funds Requested</i>	<i>\$6,600.00</i>
<i>Total Direct Costs Requested</i>	<i>\$117,847.00</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.

TOTAL PRE-AWARD FUNDS REQUESTED	\$6,600.00
--	-------------------

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"/>
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. Leon County Clerk will provide fiscal agent services
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	Description	Amount	Pre-Award Costs?
The Balmoral Group	Grant management, oversight, reporting	\$10,312	<input checked="" type="checkbox"/>
Nabors Giblin & Nickerson	Subrecipient agreements and legal services	\$7,500	<input checked="" type="checkbox"/>
Leon County Clerk	Fiscal agent services	\$35	<input type="checkbox"/>
			<input type="checkbox"/>

TOTAL CONTRACTUAL: \$17,847

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.

TOTAL PROGRAM INCOME ANTICIPATED	\$0.00
---	---------------



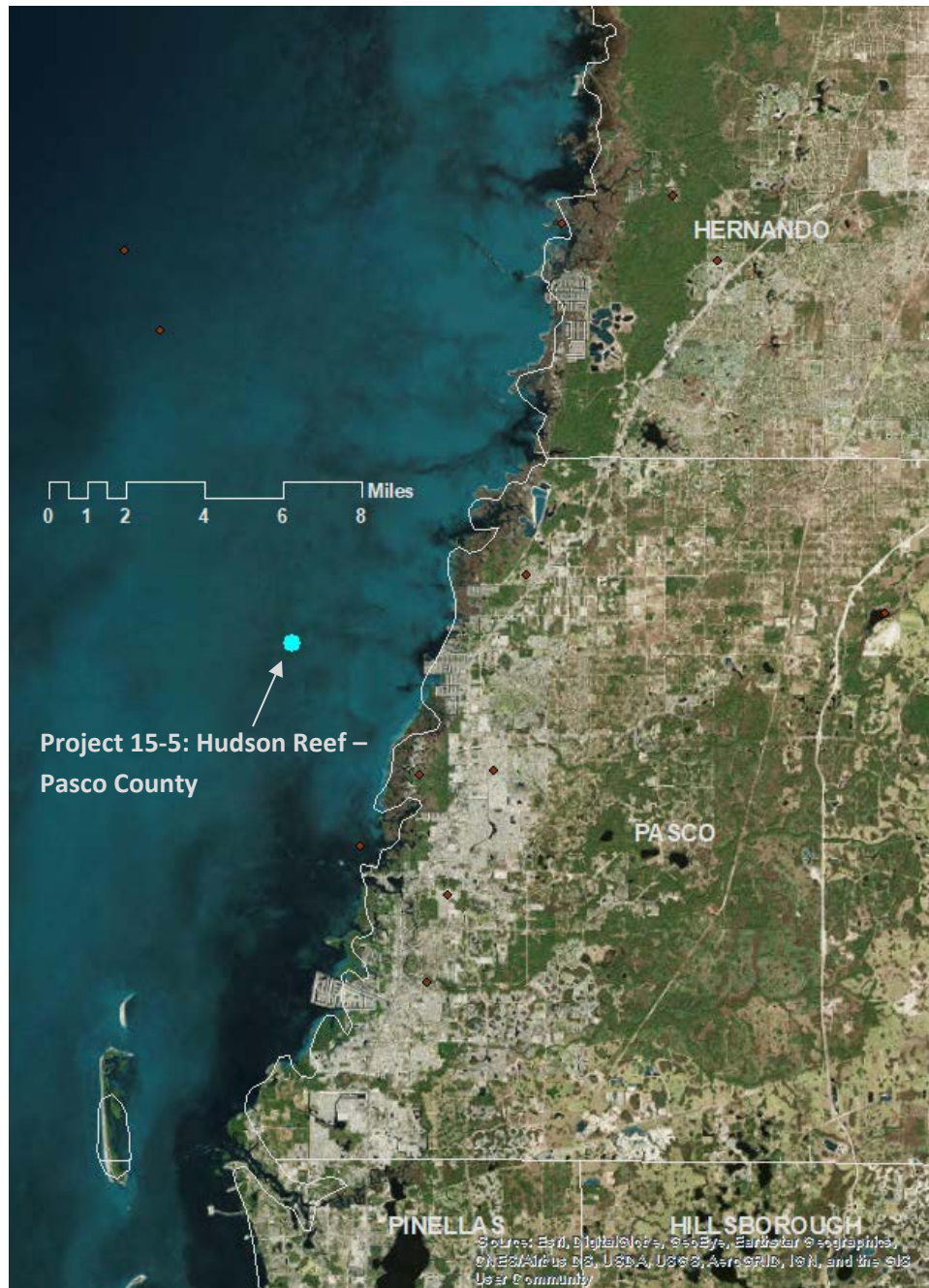
6.0 CASH DRAWDOWN PROJECTIONS

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:

15-5: Artificial Reef Program – Hudson Reef

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:

Gulf Consortium: Dan Dourte, ddourte@balmoralgroup.us, 407-627-2185 ext 113

165 Lincoln Ave, Winter Park, FL 32789

Subrecipient: Pasco County – Curtis Franklin, cfranklin@pascocountyfl.net, 813-929-2760

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.

NW Corner	28.374722° N	82.950278° W
SW Corner	28.370556° N	82.950278° W
NE Corner	28.375° N	82.949167° W
SE Corner	28.370556° N	82.949167° W

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:

NW Corner	28.374722° N	82.950278° W
SW Corner	28.370556° N	82.950278° W
NE Corner	28.375° N	82.949167° W
SE Corner	28.370556° N	82.949167° 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:

NW Corner	28.374722° N	82.950278° W
SW Corner	28.370556° N	82.950278° W
NE Corner	28.375° N	82.949167° W
SE Corner	28.370556° N	82.949167° 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

Consistency with Local or Regional Planning/Monitoring Efforts

Artificial reefs in the Gulf of Mexico have been extensively studied with regard to the habitat and economic benefits they provide (Lindberg et al., 2014; Fikes, 2013; Bortone et al. 1994; others). Some experts argue that artificial reefs are functionally comparable to natural reefs, and that they augment fish populations by providing habitat that is naturally limited in the Gulf of Mexico. Others argue that artificial reefs simply attract and aggregate existing fish populations, but do not enhance overall fish stocks. Artificial reefs provide significant recreational opportunities and associated benefits along the Gulf Coast of Florida (Adams et al. 2011; Swett et al. 2011). In addition, research has produced best practices guidance on site selection, design features, and construction methods, criteria that are now part of the Florida Fish and Wildlife Conservation Commission (FWC) regulations for permitting. Florida's



artificial reefs are track by FWC and locations can be accessed using an [interactive map](#). Key literature that forms the basis for the Artificial Reef Program are cited below:

Adams, C., et al., 2011. The economic benefits associated with Florida's artificial reefs. EDIS document FE649 (2011): 1-6.

Bortone, S.A., Martin, T., Bundrick, C.M., 1994. Factors affecting fish assemblage development on a modular artificial reef in a northern Gulf of Mexico estuary. Bull. Mar. Sci. 55 (2-3), 319-332.

Fikes, R., 2013. Artificial Reefs of the Gulf of Mexico: A Review of Gulf State Programs & Key Considerations. National Wildlife Federation.

Lindberg, W.J., et al., 2014. Rationale and Evaluation of an Artificial Reef System Designed for Enhanced Growth and Survival of Juvenile Gag, *Mycteroperca microlepis*. Proc.66th Gulf and Caribbean Fisheries Institute November 4–8. Corpus Christi, TX. Pages 320-325.

Swett et al., 2011. Economic Impacts of Artificial Reefs for Six Southwest Florida Counties. Florida Sea Grant.

Observational Data Collection and Reporting Budget

Estimated total budget for observational data collection:

\$0

Estimated total budget for observational data reporting:

TBD

Estimated budget for contingency monitoring:

\$0

Location of observational data costs in Overall Project Budget, Budget Narrative or Milestones:

Observational data collection costs:

N/A

Observational data reporting costs:

Contingency monitoring:

N/A



Data Review and Reporting

TBD

Literature Cited

See literature cited listed under the Consistency with Regional Planning Efforts.



Preliminary 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):

Gulf Consortium: Dan Dourte, 407-629-2185 ext. 113, ddourte@balmoralgroup.us

Subrecipient: (Pasco County) 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

28.373611° N	82.95° W	28° 22.41666' N	82° 57' W
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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	8,924	\$8,924
4/1/2020	9/30/2020	108,924	\$117,847
10/1/2020	3/31/2021	0	\$117,847
4/1/2021	9/30/2021	0	\$117,847
10/1/2021	3/31/2022	0	\$117,847
4/1/2022	9/30/2022	0	\$117,847
10/1/2022	3/31/2023	0	\$117,847
4/1/2023	9/30/2023	0	\$117,847
10/1/2023	3/31/2024	0	\$117,847

AGENDA ITEM 9

**Gulf Consortium Board Meeting
March 28, 2019**

**Agenda Item 9
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
ASSETS	
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
TOTAL ASSETS	211,716.60
LIABILITIES & EQUITY	
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
TOTAL LIABILITIES & EQUITY	211,716.60

2:56 PM

03/11/19

Accrual Basis

Gulf Consortium
Profit & Loss
October 2018 through January 2019

	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 10

**Gulf Consortium Board Meeting
March 28, 2019**

**Agenda Item 10
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 Board direction

Prepared by:

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

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

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.

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 22nd 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.

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.*

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)*

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)

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.

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.)*

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.)*

AGENDA ITEM 11

**Gulf Consortium Board Meeting
March 28, 2019**

**Agenda Item 11
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 Board direction

Prepared by:

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

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

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.

Item 2. Roll Call.

Assistant Executive Director Janet Zimmerman will call the roll.

Item 3. Additions or Deletions.

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

RECOMMEND: Approval of a final agenda.

Item 4. Public Comments.

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

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.

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)

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)

Item 8. Additional Agenda Items or Staff Comments.

Item 9. Additional Commissioners Comments.

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.

FL INLAND NAVIGATION DISTRICT
BALANCE SHEET
At November 30, 2018

3

ASSETS

Seacoast Checking	\$	221,301.70
Petty Cash		300.00
FirstAtlantic CD 7/19/19		3,068,761.28
BankUnited CD 12/8/18		5,188,694.85
Seacoast National Collections		6,135,100.89
TD CD 5/27/19		6,153,627.52
ProfessionalBank MMA		10,451,628.44
City National Bank MMA		5,161,150.50
City National Bank 2/28/19		8,118,219.51
BankUnited CD 09/14/19		7,726,219.61
BankUnited CD 11/13/19		7,729,105.68

SUBTOTAL OF ASSETS

59,954,109.98

TOTAL ASSETS

\$ 59,954,109.98

LIABILITIES

Accounts Payable	\$	2,343,034.75
Retainage Payable - Grants		285,267.16
Retainage Payable - Contracts		21,819.04

TOTAL LIABILITY

2,650,120.95

FUND EQUITY

Reserv for Sub Yr Expenditure	52,977,926.55
Current Year Fund Balance	4,326,062.48

TOTAL FUND EQUITY

57,303,989.03

TOTAL LIABILITY & FUND EQUITY

\$ 59,954,109.98

FL INLAND NAVIGATION DISTRICT
STATUS OF FUNDS
November 30, 2018

4

GENERAL ACCOUNTS

Petty Cash	\$	300.00	
Seacoast Checking		<u>221,301.70</u>	
			221,601.70

SAVINGS ACCOUNTS

ProfessionalBank MMA	10,451,628.44	
City National Bank MMA	5,161,150.50	
Seacoast National Collections	<u>6,135,100.89</u>	
		21,747,879.83

CERTIFICATES OF DEPOSITS

FirstAtlantic CD 7/19/19	3,068,761.28	
BankUnited CD 12/8/18	5,188,694.85	
TD CD 5/27/19	6,153,627.52	
City National Bank 2/28/19	8,118,219.51	
BankUnited CD 09/14/19	7,726,219.61	
BankUnited CD 11/13/19	<u>7,729,105.68</u>	
		37,984,628.45

TOTAL	\$	<u><u>59,954,109.98</u></u>
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FL INLAND NAVIGATION DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For the Two Months Ending November 30, 2018

5

REVENUES	Current Month	Fiscal Year to Date
Ad Valorem Taxes - Brevard	256,519.49	263,971.46
Ad Valorem Taxes - Broward	848,066.62	848,967.24
Ad Valorem Taxes - Dade	2,412,311.07	2,458,185.63
Ad Valorem Taxes - Duval	297,042.17	301,727.36
Ad Valorem Taxes - Flagler	254.92	254.92
Ad Valorem Taxes - Indian Riv.	264,566.55	270,368.26
Ad Valorem Taxes - Martin	146,418.60	152,555.88
Ad Valorem Taxes - Palm Beach	985,243.61	985,243.61
Ad Valorem Taxes - St. Johns	182,888.34	190,128.43
Ad Valorem Taxes - St. Lucie	130,422.95	130,444.74
Ad Valorem Taxes - Volusia	154,386.82	154,893.18
Ad Valorem Taxes- Nassau	42,353.45	42,888.23
Interest Income	32,520.29	66,241.20
TOTAL REVENUES	5,752,994.88	5,865,870.14

EXPENDITURES

ADMINISTRATION

Salaries & Wages	34,445.78	77,887.57
Temporary Help	1,120.00	2,110.00
P/R Tax Expense FICA & MED	2,672.50	6,071.55
Retirement Contribution	5,713.64	10,964.28
Health Insurance	3,874.38	7,980.47
Legal Expense	12,560.00	21,878.53
Bank Charges	115.74	210.29
Travel & Per Diem	2,443.67	4,277.87
Utility Service	847.17	1,303.79
Insurance and Bonds	184.05	184.05
Repairs & Maintenance Svc.	175.00	285.00
Office Supplies	493.88	1,576.64
Dues & Subscriptions	2,550.00	7,775.00
Govt Relations	11,000.00	22,000.00
TOTAL ADMINISTRATION	78,195.81	164,505.04

OPERATIONS

Flagler Reach 1	9,939.50	15,808.83
DMMA Mgmt & Maint.	37,116.22	49,812.22
Waterway Cleanup	5,000.00	9,752.19
Boating Event Sponsorship	1,000.00	1,000.00
ICW Dredging General	3,187.77	3,763.69
Sm Scale Derlct Vessl Rmvl	45,676.00	45,676.00
IWW Deepening Broward	4,015.50	9,709.10
IWW PBC South Reach Dredge	14,222.83	33,708.57
Broward Reach 1	5,915.75	5,915.75
Offloading V434	7,432.11	26,743.30
Operations Equipment	644.80	644.80
TOTAL OPERATIONS	134,150.48	202,534.45

CAPITAL OUTLAY

Unaudited - For Management Purposes Only

FL INLAND NAVIGATION DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For the Two Months Ending November 30, 2018

6

	Current Month	Fiscal Year to Date
Development M-8	168,560.48	195,874.96
DU-2 & SJ-1 Shoreline	23,381.90	34,195.65
Land - General	0.00	4,000.00
Site O-23	1,534.36	1,534.36
DMMA Development	12,511.93	12,511.93
BV-4B Construction	2,554.00	5,718.00
BV-24A	2,102.00	71,729.50
BV-52 Construction	120,360.56	129,989.06
DMMA BV-11	5,699.67	10,280.61
TOTAL CAPITAL OUTLAY	336,704.90	465,834.07
WATERWAY STUDIES		
Seagrass Survey	0.00	11,569.92
Mitigation Plans	11,308.91	14,875.12
DMMP Updates	6,159.10	12,692.95
TOTAL WATERWAY STUDIES	17,468.01	39,137.99
INTERLOCALS		
TOTAL INTERLOCALS	0.00	0.00
WATERWAYS ASSISTANCE PROGRAM		
Exchange Club Island Pav Ph 2B	0.00	80,360.00
Dinner Key Mooring Ph 1	45,379.62	45,379.62
Coontie Hatchee Floating Day	25,264.40	25,264.40
TOTAL WATERWAYS ASSISTANCE	70,644.02	151,004.02
COOPERATIVE ASSISTANCE PROGRAMS		
Eau Gallie Dredging Ph 2 B	394,556.23	394,556.23
TOTAL COOPERATIVE ASSISTANCE	394,556.23	394,556.23
PUBLIC INFORMATION		
Communications	902.25	1,863.57
Public Information	1,825.90	1,825.90
Legal Advertising	124.20	393.45
Records Management	773.20	1,160.70
Outreach Events	250.94	250.94
TOTAL PUBLIC INFORMATION	3,876.49	5,494.56
DISASTER RELIEF ACCOUNT		
TOTAL DISASTER RELIEF	0.00	0.00

Unaudited - For Management Purposes Only

FL INLAND NAVIGATION DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For the Two Months Ending November 30, 2018

7

	Current Month	Fiscal Year to Date
TAX COLLEC. & PROPERTY APPR. COMMISSIONS		
Prop. Appraiser's Commissions	1,775.75	26,380.48
Tax Collector's Commissions	89,531.29	90,360.82
	<hr/>	<hr/>
TOTAL TAX COLLEC. & PROPERTY	91,307.04	116,741.30
	<hr/>	<hr/>
TOTAL EXPENDITURES	1,126,902.98	1,539,807.66
	<hr/>	<hr/>
REVENUES OVER (UNDER) EXPENDITURES	\$ 4,626,091.90	\$ 4,326,062.48
	<hr/>	<hr/>
CHANGES in FUND BALANCE		
Reserv for Sub Yr Expenditure	\$ (52,977,926.55)	
	(4,326,062.48)	
	<hr/>	
FUND BALANCE- ENDING	(57,303,989.03)	
	<hr/>	

FL INLAND NAVIGATION DISTRICT

Cash Receipts Journal

For the Period From Nov 1, 2018 to Nov 30, 2018

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account I	Transacti	Line Descriptio	Debit Amnt	Credit Amnt	Receipt Number
11/2/18	3105	E110218	Current Taxes		254.92	
	5321		Less Comm	5.09		
	1623		Flagler County Tax Collector	249.83		
11/2/18	3107	E11218	Current taxes		4,058.28	
	5321		Less Comm.	81.16		
	1623		Martin County Tax Collector	3,977.12		
11/2/18	3110	E110118	Current taxes		3,316.99	
	5321		Less Comm	66.34		
	1623		St. Lucie County Tax Collector	3,250.65		
11/2/18	3112	E110618	Current Taxes		4,244.39	
	5321		Less Comm	84.88		
	1623		Nassau County Tax Collector	4,159.51		
11/2/18	3108	E110718	Current Taxes		61,967.41	
	5321		Less Comm	1,239.34		
	1623		Palm Beach County Tax Collect	60,728.07		
11/2/18	3104	E110718	Current taxes		2,012.31	
	5321		Less Comm	40.24		
	1623		City of Jacksonville	1,972.07		
11/8/18	3109	E110818	Current taxes		8,890.21	
	5321		Less comm	177.80		
	1623		St. Johns County Tax Collector	8,712.41		
11/8/18	3106	E110818	Current taxes		8,339.94	
	5321		Less Comm	166.79		
	1623		Indian River Cty. Tax Collect	8,173.15		
11/8/18	3103	E110818	Current taxes		4,064.04	
	5321		Less Comm	40.64		
	1623		Miami-Dade County	4,023.40		
11/8/18	3106	E110818	Current taxes		1,164.98	
	5321		less Comm	23.29		
	1623		Indian River Cty. Tax Collect	1,141.69		
11/8/18	3110	E110818	Current taxes		60.18	
	5321		Less Comm	1.20		
	1623		St. Lucie County Tax Collector	58.98		
11/8/18	3110	E110918	Current Taxes		4,835.94	
	5321		Less Comm	96.71		

FL INLAND NAVIGATION DISTRICT

Cash Receipts Journal

For the Period From Nov 1, 2018 to Nov 30, 2018

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	1623		St. Lucie County Tax Collector	4,739.23		
11/8/18	3102	E110918	Current taxes		689.61	
	5321		Less Comm	13.79		
	1623		Broward County Tax Collector	675.82		
11/8/18	3111	E110918	Current taxes		299.03	
	5321		Less Comm	5.98		
	1623		Volusia County Tax Collector	293.05		
11/8/18	3101	E110918	Current Taxes		180.42	
	5321		Less Comm	3.60		
	1623		Brevard County Tax Collector	176.82		
11/8/18	3107	111318	Current taxes		8,852.27	
	5321		Less Comm	177.04		
	1623		Martin County Tax Collector	8,675.23		
11/8/18	3106	E111518	Current taxes		50,505.77	
	5321		Less Comm	1,010.11		
	1623		Indian River Cty. Tax Collect	49,495.66		
11/14/1	3101	E111418	Current Taxes		14,119.90	
	5321		Less Comm	282.39		
	1623		Brevard County Tax Collector	13,837.51		
11/16/1	3104	E111618	Current taxes		107,593.41	
	5321		Less Comm	2,151.86		
	1623		City of Jacksonville	105,441.55		
11/16/1	3111	E111618	Current taxes		20,579.51	
	5321		Less Comm	411.59		
	1623		Volusia County Tax Collector	20,167.92		
11/19/1	3107	E111918	Current taxes		59,040.77	
	5321		Less Comm	1,180.81		
	1623		Martin County Tax Collector	57,859.96		
11/19/1	3110	E111918	Current taxes		26,625.48	
	5321		Less Comm	532.51		
	1623		St. Lucie County Tax Collector	26,092.97		
11/19/1	3103	E112018	Current taxes		589,489.00	
	5321		Less Comm	5,893.95		
	1623		Miami-Dade County	583,595.05		

FL INLAND NAVIGATION DISTRICT

Cash Receipts Journal

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11/20/1	3104	E112718	Current taxes		187,436.45	
	5321		Less Comm	3,748.73		
	1623		City of Jacksonville	183,687.72		
11/20/1	3107	112118	Current Taxes		74,467.28	
	5321		Less Comm	1,489.34		
	1623		Martin County Tax Collector	72,977.94		
11/21/1	3108	E112118	Current Taxes		923,276.20	
	5321		Less Comm	18,465.52		
	1623		Palm Beach County Tax Collect	904,810.68		
11/21/1	3102	E112118	Current taxes		847,377.01	
	5321		Less Comm	16,947.54		
	1623		Broward County Tax Collector	830,429.47		
11/21/1	3109	E112118	Current Taxes		75,397.96	
	5321		Less Comm	753.97		
	1623		St. Johns County Tax Collector	74,643.99		
11/21/1	3106	E112118	Current Taxes		55,716.73	
	5321		Less Comm	1,114.33		
	1623		Indian River Cty. Tax Collect	54,602.40		
11/21/1	3111	E112118	Current taxes		53,512.90	
	5321		Less Comm	1,070.25		
	1623		Volusia County Tax Collector	52,442.65		
11/21/1	3110	E112718	Current Taxes		43,037.02	
	5321		Less Comm	860.74		
	1623		St. Lucie County Tax Collector	42,176.28		
11/26/1	3112	E112118	Current Taxes		38,109.06	
	5321		Less Comm	762.18		
	1623		Nassau County Tax Collector	37,346.88		
11/28/1	3101	112818	Current taxes		242,219.17	
	5321		Less Comm	4,844.38		
	1623		Brevard County Tax Collector	237,374.79		
11/29/1	3109	E112918	Current Taxes		98,600.17	
	5321		Less Comm	1,972.00		
	1623		St. Johns County Tax Collector	96,628.17		
11/29/1	3103	E113018	Current taxes		1,818,758.03	
	5321		Less Comm.	18,187.58		

FL INLAND NAVIGATION DISTRICT

Cash Receipts Journal

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Date	Account I	Transacti	Line Descriptio	Debit Amnt	Credit Amnt	Receipt Number
	1623		Miami-Dade County	1,800,570.45		
11/30/1	3106	E113018	Current taxes		148,839.13	
	5321		Less Comm	2,976.78		
	1623		Indian River Cty. Tax Collect	145,862.35		
11/30/1	3111	E113018	Current taxes		79,995.38	
	5321		Less Comm	1,599.90		
	1623		Volusia County Tax Collector	78,395.48		
11/30/1	3110	E113018	Current taxes		52,547.34	
	5321		Less Comm	1,050.94		
	1623		St. Lucie County Tax Collector	51,496.40		
				<u>5,720,474.59</u>	<u>5,720,474.59</u>	

FL INLAND NAVIGATION DISTRICT

Purchase Journal

For the Period From Nov 1, 2018 to Nov 30, 2018

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Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
11/1/18	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	11/06/18	Storm Water Fee City of Palm Coast Utility Dept.	781.85	781.85
11/1/18	5552.94 Waterway Cleanup 2020 Accounts Payable	11/07/18	1st and final 2018 Waterway Cleanup Keep Indian River Beautiful	5,000.00	5,000.00
11/1/18	5540 Dues & Subscriptions 2020 Accounts Payable	11/16/18	Boat Parade Sponsorship Julington Creek Prop Club. Inc	500.00	500.00
11/1/18	5480 Public Information 2020 Accounts Payable	11/6/18	Taxes Sugar Cane lease Palm Beach Cty. Tax Collector	1,305.90	1,305.90
11/1/18	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	11/6/18b	Stormwater fee City of Palm Coast Utility Dept.	188.47	188.47
11/1/18	5410 Communications 2020 Accounts Payable	110118	Courier Services United Parcel Service	6.04	6.04
11/1/18	5312 Govt Relations 2020 Accounts Payable	11118	Federal Representation Thorn Run Partners, LLC	8,500.00	8,500.00
11/1/18	5642 Records Management 2020 Accounts Payable	1284	Network Support Alterio Technologies LLC	585.70	585.70
11/1/18	5642 Records Management 2020 Accounts Payable	1297	Network Support Alterio Technologies LLC	187.50	187.50
11/1/18	5490 Legal Advertising 2020 Accounts Payable	2040547	Public Notice FIND Meeting Sun-Sentinel Newspaper	124.20	124.20
11/1/18	5510 Office Supplies 2020 Accounts Payable	2376019	Office Supplies Quill, Corp.	74.04	74.04
11/1/18	5510 Office Supplies	2392373	Office Supplies	174.80	

FL INLAND NAVIGATION DISTRICT

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Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
	2020 Accounts Payable		Quill, Corp.		174.80
11/1/18	5510 Office Supplies 2020 Accounts Payable	2396221	Office Supplies Quill, Corp.	32.95	 32.95
11/2/18	5220 Retirement Contribution 2020 Accounts Payable	110218	Contributions ER Florida Retirement System	5,713.64	 5,713.64
11/2/18	5312 Govt Relations 2020 Accounts Payable	2374	State Representation October Moyle Law Firm, P.A.	2,500.00	 2,500.00
11/5/18	5310 Legal Expense 2020 Accounts Payable	11057	General Services Breton, Lynch, Eubanks & Suarez PA	7,540.00	 7,540.00
11/6/18	5460 Repairs & Maintenance Svc. 2020 Accounts Payable	11/1/18	Cleaning Services FIND Headquarters Jupiter Carpet Care	175.00	 175.00
11/8/18	7282 Coontie Hatchee Floating Day 2020 Accounts Payable	BR-FL-15-	Coontie Hatchee Lagoon City of Ft. Lauderdale	25,264.40	 25,264.40
11/8/18	5644 Sm Scale Derlct Vessl Rmvl 2020 Accounts Payable	ICW-SJ-S	1st and final Derelict Vessel Removal City of St. Augustine	20,776.00	 20,776.00
11/13/18	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	18-250-00	Well Monitoring BV-2C Bonn Environmental Services & Tech	4,950.00	 4,950.00
11/13/18	5644 Sm Scale Derlct Vessl Rmvl 2020 Accounts Payable	ICW-BR-1	1st and final ICW BR-17-02 Derelict Vessel Broward County Sheriffs Office	24,900.00	 24,900.00
11/14/18	5552.941 Boating Event Sponsorship 2020 Accounts Payable	11/14/18	Flagler County Boat Parade Palm Coast Yacht Club	500.00	 500.00
11/14/18	2021 Retainage Payable - Grants 2020 Accounts Payable	11/18/19	Payment of retainage City of Miami	5,824.32	 5,824.32

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Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
11/14/18	5402 Outreach Events	110918JZ	FIND Outreach	250.94	
	5510 Office Supplies		Office Supplies	29.00	
	5400 Travel & Per Diem		FIND Board meeting AIWA conf.	544.60	
	2020 Accounts Payable		BB&T Financial FSB		824.54
11/14/18	5450 Insurance and Bonds	111418	Dental insurance SS.	184.05	
	2020 Accounts Payable		Florida Municipal Insurance Tr		184.05
11/14/18	5540 Dues & Subscriptions	111418	Employee Salary Report	250.00	
	2020 Accounts Payable		Public Employee Personnel Info Exch		250.00
11/14/18	5540 Dues & Subscriptions	111418	Membership Dues	1,800.00	
	2020 Accounts Payable		Port Everglades Assoc. Inc		1,800.00
11/14/18	5230 Health Insurance	111418D	Disabilitiy Insurance-Jan.	99.99	
	2020 Accounts Payable		State of Florida Employees Ins		99.99
11/14/18	5230 Health Insurance	111418L	Life Insurance-Jan.	77.11	
	2020 Accounts Payable		State of Florida Employees Ins		77.11
11/14/18	5230 Health Insurance	111419H	Health Insurance January	3,697.28	
	2020 Accounts Payable		State of Florida Employees Ins		3,697.28
11/14/18	5552.08 DMMA Mgmt & Maint.	11918MC	FDEP Permit	420.00	
	5400 Travel & Per Diem		FIND Board meetings	1,711.07	
	5641 Operations Equipment		Fuel	142.00	
	5480 Public Information		FIND Storage Rental	460.00	
	5510 Office Supplies		Office supplies	122.51	
	2020 Accounts Payable		BB&T Financial FSB		2,855.58
11/14/18	5400 Travel & Per Diem	11918MT	Site Inspection	188.00	
	5641 Operations Equipment		Fuel Supplies	502.80	

FL INLAND NAVIGATION DISTRICT

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	2020 Accounts Payable		BB&T Financial FSB		690.80
11/14/18	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	12431	Landscape maint. Volusia, Flagler County A Quality Bushog Services, Inc.	8,970.00	8,970.00
11/14/18	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	12432	Landscape maint Brevard Sites A Quality Bushog Services, Inc.	15,438.00	15,438.00
11/14/18	5552.9512 IWW Deepening Broward 2020 Accounts Payable	141132	Benthic Survey ESA Scheda	4,015.50	4,015.50
11/14/18	5480 Public Information 2020 Accounts Payable	167334	Map Copies ARCH/CON Copies	60.00	60.00
11/14/18	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	18-253-00	Landscape maint.Duval sites Bonn Environmental Services & Tech	1,500.00	1,500.00
11/14/18	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	20141	FIND General Taylor Engineering	4,717.90	4,717.90
11/14/18	5552.9696 BV-4B Construction 2020 Accounts Payable	20145	BV-4B Addl Eng FEC ROW Taylor Engineering	2,554.00	2,554.00
11/14/18	5552.95 ICW Dredging General 2020 Accounts Payable	20148	Nassau reach 1 Taylor Engineering	622.00	622.00
11/14/18	5552.987 Broward Reach 1 2020 Accounts Payable	20150	Broward Deepening Taylor Engineering	5,915.75	5,915.75
11/14/18	5552.981 BV-24A 2020 Accounts Payable	20151	BV-24A Enviromental Permitting Taylor Engineering	2,102.00	2,102.00
11/14/18	5552.973 IWW PBC South Reach Dredg 2020 Accounts Payable	20152	ICWW Palm Beach South Admin Taylor Engineering	13,723.83	13,723.83

FL INLAND NAVIGATION DISTRICT

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11/14/18	5552.54 Development M-8 2020 Accounts Payable	20153	DMMA M-8 Taylor Engineering	24,821.98	24,821.98
11/14/18	5552.54 Development M-8 2020 Accounts Payable	20154	M-8 vibration monitoring Taylor Engineering	1,853.50	1,853.50
11/14/18	5552.98 BV-52 Construction 2020 Accounts Payable	20157	BV-52 weir Pipeline walkway Taylor Engineering	7,860.56	7,860.56
11/14/18	5319.68 DMMP Updates 2020 Accounts Payable	20158	Volusia DMMP update Taylor Engineering	4,489.34	4,489.34
11/14/18	5552.9681 DMMA BV-11 2020 Accounts Payable	20159	FIND BV-11 Taylor Engineering	5,699.67	5,699.67
11/14/18	5553.06 Offloading V434 2020 Accounts Payable	20161	MSA 434 offloading Taylor Engineering	7,432.11	7,432.11
11/14/18	5552.02 DU-2 & SJ-1 Shoreline 2020 Accounts Payable	20163	DU-2 Repair Taylor Engineering	7,965.00	7,965.00
11/14/18	5552.951 DMMA Development 2020 Accounts Payable	20164	SJ-1 Dike Rehab Taylor Engineering	12,511.93	12,511.93
11/14/18	5552.986 Flagler Reach 1 2020 Accounts Payable	20166	Flagler Reach 1 Maint. Dredge Taylor Engineering	9,939.50	9,939.50
11/14/18	5552.02 DU-2 & SJ-1 Shoreline 2020 Accounts Payable	20167	SJ-1 Shoreline Stabilization Taylor Engineering	15,416.90	15,416.90
11/14/18	5319.67 Mitigation Plans 2020 Accounts Payable	20168	Programmatic Spoil Site rejuvenation Taylor Engineering	11,308.91	11,308.91
11/14/18	5635.04	20169	O-23 Permit	1,534.36	

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Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
	Site O-23 2020 Accounts Payable		Taylor Engineering		1,534.36
11/14/18	5552.95 ICW Dredging General 2020 Accounts Payable	20172	DU-2 and DU-3 Offloading Taylor Engineering	2,565.77	 2,565.77
11/14/18	5319.68 DMMP Updates 2020 Accounts Payable	20173	Brevard DMMP Update Taylor Engineering	1,669.76	 1,669.76
11/14/18	5552.973 IWW PBC South Reach Dredg 2020 Accounts Payable	20179	ICWW Palm Beach South Taylor Engineering	499.00	 499.00
11/14/18	5510 Office Supplies 2020 Accounts Payable	2104500	Office Supplies Quill, Corp.	60.58	 60.58
11/14/18	5552.54 Development M-8 2020 Accounts Payable	PMT 4	M-8 Pmt 4 Brance Diversified	141,885.00	 141,885.00
11/14/18	5552.98 BV-52 Construction 2020 Accounts Payable	PMT-1 BV	Pmt 1 BV-52 Weir Brance Diversified	112,500.00	 112,500.00
11/14/18	7376 Eau Gallie Dredging Ph 2 B 2021 Retainage Payable - Grants 2020 Accounts Payable	SJR-16-86-	4th payment for Eau Gallie Dredging SJR-16-86 Less Ret. SJRWMD	394,556.23	 39,455.62 355,100.61
11/16/18	5430 Utility Service 2020 Accounts Payable	E111618	Sewer Service FIND Headquarters Loxahatchee River District	451.31	 451.31
11/19/18	5552.941 Boating Event Sponsorship 2020 Accounts Payable	11/19/18	Boat Parade Palm Coast Yacht Club	500.00	 500.00
11/21/18	5430 Utility Service 2020 Accounts Payable	112118b	Electric Service BV-52 Florida Power & Light	11.02	 11.02
11/21/18	5430	E112118	Electric Service FIND	219.66	

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Date	Account ID Account Description	Invoice/C	Line Description	Debit Amount	Credit Amount
	Utility Service 2020 Accounts Payable		Headquarters Florida Power & Light		219.66
11/22/18	5430 Utility Service 2020 Accounts Payable	112318	Water Service FIND Headquarters Town of Jupiter	165.18	165.18
11/22/18	5410 Communications 2020 Accounts Payable	112318	Local Long Distance, Internet Comcast	477.13	477.13
11/22/18	5410 Communications 2020 Accounts Payable	112618	Cellular phone Services Sprint	403.09	403.09
11/22/18	5410 Communications 2020 Accounts Payable	112918	Courier Services Federal Express	12.26	12.26
11/22/18	5410 Communications 2020 Accounts Payable	E112918	Courier Srvices United Parcel Service	3.73	3.73
11/26/18	5310 Legal Expense 2020 Accounts Payable	11084	General Services Breton, Lynch, Eubanks & Suarez PA	5,020.00	5,020.00
11/26/18	5311 Prop. Appraiser's Commissions 2020 Accounts Payable	112018	Commissions Due P.A. Martin County Prop. Appraiser	1,775.75	1,775.75
11/26/18	5552.08 DMMA Mgmt & Maint. 2020 Accounts Payable	13522	Landscape maint. MSA 641 Doug's Lawn & Landscape Maint.	150.00	150.00
11/28/18	7359 Dinner Key Mooring Ph 1 2020 Accounts Payable	DA-16-198	1st and final DA-16-198 City of Miami	45,379.62	45,379.62
				1,004,841.99	1,004,841.99

FL INLAND NAVIGATION DISTRICT
CONDENSED BUDGET SUMMARY
For the Current Fiscal Year - Two Months Ending November 30, 2018

19

	Budget Annual	Actual To-Date	Remaining Budgeted Expenses
EXPENSES			
Administration	1,317,599	164,506	1,153,093
Operations	9,766,265	202,535	9,563,730
Capital Program	18,956,533	465,835	18,490,698
Waterway Studies	2,203,394	39,138	2,164,256
Interlocals	258,898	0	258,898
Waterways Assistance Program	39,187,077	151,004	39,036,073
Cooperative Assistance Program	4,447,009	394,556	4,052,453
Public Information	276,839	5,495	271,344
Disaster Relief Account	3,750,000	0	3,750,000
Tax Collec.& Property Appr.Com	815,000	116,741	698,259
Total	\$ 80,978,614	\$ 1,539,810	79,438,804

FL INLAND NAVIGATION DISTRICT
Project Status Expenditure Report - Budget vs. Actual
For Month Ending November 30, 2018

20

ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount Under/<Over>	Project Status
Administration					
5120	Salaries & Wages	\$ 597,000	\$ 77,888	519,112	
5121	Compensated Absences	5,000	0	5,000	
5122	Temporary Help	14,099	2,110	11,989	
5210	P/R Tax Expense FICA & MED	45,000	6,072	38,928	
5220	Retirement Contribution	65,000	10,964	54,036	
5230	Health Insurance	95,000	7,980	87,020	
5310	Legal Expense	125,000	21,879	103,121	
5312	Gov't Relations	150,000	22,000	128,000	
5320	Annual Audit	28,000	0	28,000	
5322	Bank Charges	3,500	210	3,290	
5400	Travel & Per Diem	80,000	4,278	75,722	
5430	Utility Service	10,000	1,304	8,696	
5450	Insurance and Bonds	30,000	184	29,816	
5460	Repairs & Maintenance Svc.	15,000	285	14,715	
5510	Office Supplies	20,000	1,577	18,423	
5512	Staff Training	5,000	0	5,000	
5540	Dues & Subscriptions	30,000	7,775	22,225	
	Total Administration	1,317,599	164,506	1,153,093	
Operations Equipment					
5551	Waterway Inspections	20,000	0	20,000	
5552.08	DMMA Mgmt. & Maint.	500,000	49,812	450,188	
5552.93	Spoil Island Enh. & Resto.	72,377	0	72,377	
5552.94	Waterway Cleanup	100,000	9,752	90,248	IR, Palm Beach, KBB
5552.941	Boating Event Sponsorship	3,500	1,000	2,500	Boat parades
5552.95	ICW Dredging General	1,173,776	3,764	1,170,012	
5552.9512	IWW Deepening Broward	100,000	9,709	90,291	Project complete sans utilities
5552.971	OWW Dredging	1,146,338	0	1,146,338	Projected for 2019
5552.973	IWW PB Reach III Dredge South	4,370,927	33,709	4,337,218	Bid awarded, NTP in February 2019
5552.985	Ponce IWW Dredging	200,000	0	200,000	Project ongoing
5552.986	Flagler Reach I Dredging	428,326	15,809	412,517	Project ready to bid
5552.987	Broward Reach I Dredging	350,000	5,916	344,084	Project scheduled for early 2019
5553.06	Offloading MSA 434A	942,047	26,743	915,304	Project scheduled for early 2019
5641	Operations Equipment	4,443	645	3,798	
5644	Sm-Scale Derelict Vessel Rmvl	354,531	45,676	308,855	Broward, Miami-Dade, St. Johns
	Total Operations	9,766,265	202,535	9,563,730	

FL INLAND NAVIGATION DISTRICT
Project Status Expenditure Report - Budget vs. Actual
For Month Ending November 30, 2018

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ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount Under/<Over>	Project Status
Capital					
5635.04	O-23	5,380,954	1,534	5,379,420	Project scheduled for late 2018
555202	DU-2 & SJ-1 Shoreline	550,343	34,196	516,147	Permitting ongoing
5552.54	M-8 Construction	2,000,000	195,875	1,804,125	Project ongoing
5552.951	DMMA Development	892,288	12,512	879,776	
5552.9696	DMMA BV-4B Construction	3,491,935	5,718	3,486,217	Permits received, RR Xing pending
5552.9681	DMMA BV-11	2,713,764	10,281	2,703,483	P & E ongoing
5552.980	BV-52	1,038,817	129,989	908,828	Weir reconstruction intitiated
5552.980	BV-24A	1,904,776	71,730	1,833,046	Permitting ongoing
5610	Land - General	948,860	4,000	944,860	
5640	Furn., Fix. & Equip. -Capital	34,796	0	34,796	
	Total Capital	18,956,533	465,835	18,490,698	
Waterway Studies					
5319.46	GIS Project	172,670	0	172,670	GIS maintenance ongoing
5319.64	Waterway Plans	350,000	0	350,000	Brevard County ongoing
5319.65	Channel Surveys	226,186	0	226,186	
5319.66	Seagrass Survey	223,167	11,570	211,597	Season ended
5319.67	Mitigation Plans	149,814	14,875	134,939	Complete
5319.68	DMMP Updates	681,557	12,693	668,864	Brevard County onging
5319.69	Economic Waterway Study	400,000	0	400,000	BR, IRC & SJC update near comple
	Total Waterways	2,203,394	39,138	2,164,256	
Interlocal					
7284	Las Olas	258,898	0	258,898	0% complete
	Total Interlocal	258,898	0	258,898	
WAP					
7190	FB Mooring Field Ph I	10,275	0	10,275	100% complete Phase I (2020)
7241	Fern Bch Dock 6 Fire Safety	5,000	0	5,000	0% complete (2021)
7242	Fern Bch Managed Mooring	74,350	0	74,350	30% complete (2021)
7243	Breakwater Dock Safety Ph-2	89,306	0	89,306	75% complete (2021)
7247	Tillie Fowler Kayak	46,000	0	46,000	95% complete Phase I
7250	Joe Carlucci Boat Ramp Ph 1	46,500	0	46,500	100% complete Phase I
7251	Metro Park Dock Replacement	96,750	0	96,750	Project Expired
7260	Riverfront Park Esplanade Ph I	90,000	0	90,000	100% complete Phase I
7261	Daytona Bch Day Docks	114,175	0	114,175	100% complete Phase I
7263	Shell Harbor Park Phase 1	67,500	0	67,500	100% complete
7268	Fishing Pier Riverside Park	387	0	387	Project complete
7282	Coontie Hatchee Floating Dock	127,000	25,264	101,736	100% Complete Phase I
7289	Miami Marina Park Wet Slips	50,000	0	50,000	75% complete
7294	Spring Garden Seawall Kayak	75,000	0	75,000	100% complete Phase I
7300	Alice Wainwright Park Seawall	62,500	0	62,500	100% complete Phase I

FL INLAND NAVIGATION DISTRICT
Project Status Expenditure Report - Budget vs. Actual
For Month Ending November 30, 2018

22

ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount Under/<Over>	Project Status
7301	Bayside Wharf Miami Marina	50,000	0	50,000	100% complete Phase I
7302	Legion Park Seawall & Boat	50,000	0	50,000	100% complete Phase I
7309	Maurice Gibb Park Dock Ph 1	75,000	0	75,000	95% complete
7316	Marina Basin Maint. Dredging	151,650	0	151,650	On hold due to hurricane
7317	South Basin Dock Realign Ph 1	24,739	0	24,739	5% complete
7318	Charles Reese Pier Ph 2	138,735	0	138,735	95% complete
7319	Exchange Club Isl Pavilion Ph2B	80,360	80,360	0	Project complete
7320	Half Moon Island Park Rmp Ph2A	909,628	0	909,628	Agreement executed
7322	Northshore Kayak Launch Ph 2	68,972	0	68,972	80% complete
7323	School Brd ADA Kayak Ph 1	60,000	0	60,000	95% complete
7327	St. Aug Seawall Connectivity	200,000	0	200,000	80% complete
7330	Sunrise Prk S. Ramp Dredge Ph2	341,110	0	341,110	Bids exceed proj estimate
7331	Kennedy Prk Seawall Restor Ph2	150,000	0	150,000	0% complete
7333	Cassen Park Public Dock Ph 1	53,299	0	53,299	98% complete
7334	Shell Harbor Park	117,889	0	117,889	2% complete
7335	POW/MIA Park Chnl Dredge Ph2	225,000	0	225,000	65% complete
7336	Lee Werner Park Reno Ph2	187,500	0	187,500	85% complete
7337	Melbourne Police and Fire Boat	59,000	0	59,000	Project complete
7338	Palm Bay Dredging Ph 1	24,000	0	24,000	100% complete Phase I
7340	Law Enf. Fire Patrol Boat	60,000	0	60,000	Project complete
7341	Boat Access Fishermans Moores	78,500	0	78,500	10% complete
7342	Fishermans Warf Ph 1	316,000	0	316,000	60% complete
7343	Shepard Park Improv Ph 2	61,186	0	61,186	75% complete
7344	Phipps Park Shoreline	281,771	0	281,771	75% complete
7346	Belle Glade Campground Improve	425,000	0	425,000	34% complete
7347	Riviera Bch Marina Dock	1,157,500	0	1,157,500	10% complete
7348	Currie Park Boat Access Ph 2	428,000	0	428,000	Bid awarded
7349	Lox River Expansion	1,625,000	0	1,625,000	0% complete
7350	Lake Park Harbor Marina Dock	55,000	0	55,000	Withdrawn
7352	Hollywood N. Beach Prk Mooring	75,000	0	75,000	45% complete
7357	North Bay Village Brdwalk Ph 1	100,000	0	100,000	47% complete
7358	Thalatta ShorIn Stab Pier Ph 1	50,000	0	50,000	Bid awarded
7359	Dinner Key Mooring Ph 1	75,000	45,380	29,620	100% complete
7360	Miami Marine StdM Structure	250,000	0	250,000	100% complete
7361	Miami Woman's Baywalk Ph 2	245,000	0	245,000	Bid awarded
7362	Mooring Facility Watson Ph 1	75,000	0	75,000	75% complete
7363	Morningside Floating Docks Ph 1	16,500	0	16,500	100% complete
7364	Seawall Baywalk Ph 1	31,000	0	31,000	37% complete
7365	Seybold Canal Wagner Crk Drdg	1,200,000	0	1,200,000	100% complete
7366	Virginia Key Boat Launch Pking	60,500	0	60,500	75% complete
7367	Indian Creek Shoreline Improv.	1,000,000	0	1,000,000	100% complete
7369	Crandon Flting Dock Renov Ph2	550,410	0	550,410	80% complete
7370	Homestead Byfront Marina Ph 1	75,000	0	75,000	70%
7371	Matheson Flting Dock Ph 2	526,300	0	526,300	55%
7372	Pelican Island Dock Replacement	123,000	0	123,000	100%

FL INLAND NAVIGATION DISTRICT
Project Status Expenditure Report - Budget vs. Actual
For Month Ending November 30, 2018

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ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount Under/<Over>	Project Status
7381	Southern Basin Dock Ph2	150,000	0	150,000	5%
7382	Marsh View Preserve Fishing	100,000	0	100,000	Withdrawn
7383	Bert Maxwell Boat Ramp	50,000	0	50,000	Agreement executed
7384	Half Moon Island Park Ph 2	550,000	0	550,000	Agreement executed
7385	Joe Carlucci Dock Ph. 2	275,000	0	275,000	Agreement executed
7386	Mandarin Boat Ramp & Kayak	75,000	0	75,000	30%
7387	Oak Harbor Boat Ramp Ph 1	77,000	0	77,000	30%
7388	Post Street Dock Ph 1	75,000	0	75,000	25%
7389	Ribault River Markers Ph 1	30,000	0	30,000	60%
7390	Riverfront Park Fishing Ph 1	60,000	0	60,000	30%
7391	Sisters Creek Light Ph 2	110,000	0	110,000	10% complete
7392	St. Johns Marine Ph 1	50,000	0	50,000	60%
7393	Riberia Pointe Kayak Ph 2	90,000	0	90,000	Agreement executed
7394	St Augustine LE Patrol Boat	60,000	0	60,000	Agreement executed
7395	Salt Run Channel Dredging Ph 8	150,000	0	150,000	Agreement executed
7396	Palm Valley Boat Ramp West Ph1	40,000	0	40,000	Agreement Executed
7397	Public Safety Docking Facility	164,654	0	164,654	Project Complete
7398	Marineland Marina Ph 3	175,000	0	175,000	Agreement executed
7399	Riverfront Park Day Docks Ph 2	275,000	0	275,000	5%
7400	Swoope Bt Ramp Parking Ph 2	147,654	0	147,654	5% complete
7401	Sunrise Park Ph 1	30,000	0	30,000	30% complete
7402	Cassen Park Public Dock Ph 2	200,000	0	200,000	Agreement Executed
7403	Lemon Bluff Park	125,000	0	125,000	60% design
7404	Lee Wenner Park Day Slips	225,000	0	225,000	20%
7405	Channel Marker Replacement	40,000	0	40,000	10%
7406	Riverview Park Boardwalk Ph 1	50,000	0	50,000	30%
7407	Ballard Park Boat Dock Ph 1	50,000	0	50,000	75%
7408	Melbourne Beach Town Pier Rplc	30,000	0	30,000	Project complete
7409	Fishing Pier at Rvrsde Ph 2	110,000	0	110,000	95% complete
7410	City Marina Center Dock Improv	60,000	0	60,000	Expired
7411	City Marina Mooring Field Exp	50,000	0	50,000	Expired
7412	City Marina Small Floating Doc	12,500	0	12,500	Expired
7413	Riverwalk Boardwalk Pt 1 Cons	69,702	0	69,702	50% complete
7414	Fishermans Wharf Bulkhead Bt Rmp	397,750	0	397,750	Agreement executed
7415	Shepard Park Imp Ph 3	245,473	0	245,473	Project complete
7416	Jensen Bch Man. Mooring	250,000	0	250,000	Agreement Executed
7417	Public Safety Marine Fire	17,000	0	17,000	25% complete
7418	Pavilion Lake Piers and Dock	349,692	0	349,692	Agreement Executed
7419	Lake Wyman Ruthford Ph 1	147,500	0	147,500	5% complete
7420	Riviera Bch Marina Pier	1,200,000	0	1,200,000	10%
7421	Anchorage Park	200,000	0	200,000	50% complete
7422	Deerfield Isl Boardwalk Ph 2	925,300	0	925,300	3% complete
7423	George English Park Boat Ramp	400,000	0	400,000	Agreement Executed
7424	Sweeting Park Boat Ramp	40,000	0	40,000	Agreement Executed
7425	Bill Keith Preserve Shoreline	60,000	0	60,000	Agreement Executed

FL INLAND NAVIGATION DISTRICT
Project Status Expenditure Report - Budget vs. Actual
For Month Ending November 30, 2018

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ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount Under/<Over>	Project Status
7426	Riverwalk Floating Dock Ph 1	65,000	0	65,000	Agreement Executed
7427	Ft. Lauderdale Marine Unit 20	8,011	0	8,011	25% complete
7428	Bahia Mar Yachting Center Dredge	2,024,578	0	2,024,578	waiting on revised lease language
7430	Virginia Key Seawall Dock/Kay	1,230,869	0	1,230,869	Agreement executed
7431	Myers Park Seawall Boat Rmp	100,870	0	100,870	16%
7432	Knight Center Dockage Ph 1	72,855	0	72,855	75% complete
7433	First Pres Church Baywalk Ph 1	153,122	0	153,122	5% complete
7434	Spring Garden Park Seawall	552,309	0	552,309	Agreement executed
7435	Seybold Canal Wagner Creek	1,000,000	0	1,000,000	100% complete
7436	25th Road Seawall Baywalk	84,409	0	84,409	30% complete
7437	MPD Patrol Vessel	59,000	0	59,000	30% complete
7438	Regatta Park Baywalk	400,000	0	400,000	Agreement executed
7439	Pelican Marina Bt Ramp Parking	992,000	0	992,000	12%
7440	Haulover Marina Wet Slips	311,819	0	311,819	90%
7441	Law Enforcement Patrol Boat	60,000	0	60,000	80% complete
7442	Fern Bch Marina Drdge Ph 2	175,000	0	175,000	Project agreement executed.
7443	Alimacani Park Imp Ph 1	60,000	0	60,000	Project agreement executed.
7444	Bert Maxwell Dredge Ph 1	75,000	0	75,000	Project agreement executed.
7445	Castaway Island Dredge Ph 1	75,000	0	75,000	Project agreement executed.
7446	Exchange Club Island Dev Ph 1	60,000	0	60,000	Project agreement executed.
7447	Goodbys Creek Dredge Ph1	90,000	0	90,000	Project agreement executed.
7448	Jacksonville Zoo Dock Ph1	125,000	0	125,000	Project agreement executed
7449	Liberty St Marina Ph 1	150,000	0	150,000	Project agreement executed.
7450	Palms Fish Camp Docks	350,000	0	350,000	Project agreement executed.
7451	Reed Island Dev Ph 1	100,000	0	100,000	Project agreement executed.
7452	Ribault River Fishn Pier Ph 1	30,000	0	30,000	Project agreement executed.
7453	Riverview Prk Bt Rmp Ph 1	75,000	0	75,000	Project agreement executed.
7454	Tillie Fowler Kayak Inch Ph 2	140,000	0	140,000	Project agreement executed
7455	Salt Run Dredging Ph 9	150,000	0	150,000	Project agreement executed.
7456	St. Johns LE Vessel	53,217	0	53,217	Project agreement executed.
7457	Pal Parker and Kayak Lnch Ph 1	197,000	0	197,000	Project agreement executed.
7458	Sunrise Prk S Dredg Boat Rmp 2	237,407	0	237,407	Project agreement executed.
7459	New Smyrna Bch Moori Ph 1	42,000	0	42,000	Project agreement executed.
7460	Sunrise Prk Ph 2	277,775	0	277,775	Project agreement executed
7461	Fishermans Landing Pier Reno	35,000	0	35,000	
7462	Indian Harbr Law Enf Patrol Bt	42,500	0	42,500	Project agreement executed.
7463	Ballard Prk Boat Rmp Ph 2	350,000	0	350,000	Project agreement executed.
7464	Palm By Chnl Public Pier	53,749	0	53,749	
7465	Workng Wtrfrnt Shorlne Ph 3	170,000	0	170,000	Project agreement executed.
7466	Jones pier Conservation imp	130,000	0	130,000	Project agreement executed.
7467	Oyster Bar Marsh Trl	120,000	0	120,000	Project agreement executed.
7468	Riverwalk Boardwalk Prt 2	400,000	0	400,000	Project agreement executed.
7469	Walton Scrub Obs Twr Ph1	50,000	0	50,000	Project agreement executed.
7470	Stuart Crtsy Docks Wave Ph 1	57,500	0	57,500	Project agreement executed.
7471	Jensen Bch Mooring Field Ph 2A	275,000	0	275,000	Project agreement executed.

FL INLAND NAVIGATION DISTRICT
Project Status Expenditure Report - Budget vs. Actual
For Month Ending November 30, 2018

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ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount Under/<Over>	Project Status
7472	Bocainlet New Dredge Purch	60,000	0	60,000	Project agreement executed.
7473	Riviera Bch Muni Marina Ph 1	325,000	0	325,000	
7474	Ocean Inlet Park Marina Ph 1	200,000	0	200,000	
7475	Town of Palm Bch Docks Ph 1	325,000	0	325,000	Project agreement executed.
7476	Anchorage Prk Part 2	300,000	0	300,000	Project agreement executed.
7477	Dania Bch Marina Drdging	75,000	0	75,000	Project agreement executed.
7478	Coontie Hatchee Lagoon Ph2	221,107	0	221,107	
7479	Wilton Manors Barge Motor	5,000	0	5,000	Project agreement executed.
7480	Wilton Manors Marine Boat	20,000	0	20,000	Project agreement executed.
7481	Haulover Park Marina Reno Ph 1	283,000	0	283,000	Project agreement executed.
7482	Pelican Hrbr Marina Drdg Dock	32,500	0	32,500	Project agreement executed.
7483	Alice Wainright Prk & Seawall	2,202,399	0	2,202,399	
7484	Jose Marti Sewall & Kayak Inch	149,347	0	149,347	
7485	Little River Mini Park	41,990	0	41,990	
7486	Miammarina Wharf Pier 5 Ph2	1,325,000	0	1,325,000	Project agreement executed.
7487	Morningside Prk Fltng Dock	87,725	0	87,725	
7488	Dinner Key Mooring Field Ph 2	250,000	0	250,000	Project agreement executed.
7489	Legion Prk Sewall Bt Rmp Ph 2	740,139	0	740,139	
7490	Maurice Gibb Launch Proj Ph 2	226,363	0	226,363	Project agreement executed.
7491	Channel Marker Replacment	25,000	0	25,000	Project agreement executed.
7492	Baywalk Paza South Ph 3A	180,000	0	180,000	
		39,187,077	151,004	39,036,073	

FL INLAND NAVIGATION DISTRICT
Project Status Expenditure Report - Budget vs. Actual
For Month Ending November 30, 2018

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ACCT #	ACCOUNT DESCRIPTION	BUDGET ANNUAL	ACTUAL Y-T-D	Amount Under/<Over>	Project Status
CAP					
7373	FDEP No Name Harbor	473,759	0	473,759	67%
7374	FDEP Clean Vessel Program	300,000	0	300,000	17%
7375	FDEP Hugh Taylor	2,500,000	0	2,500,000	70%
7376	Eau Gallie Dredging Ph 2B	523,250	394,556	128,694	47%
7378	Florida Clean Vessel	200,000	0	200,000	0%
7379	Florida Clean Marina	75,000	0	75,000	0%
7380	Merritt island Education	375,000		375,000	30%
		<u>4,447,009</u>	<u>394,556</u>	<u>4,052,453</u>	
Public Information					
5402	Outreach Events	25,000	251	24,749	
5410	Communications	15,000	1,864	13,136	
5480	Public Information	35,000	1,826	33,174	
5490	Legal Advertising	27,000	393	26,607	
5642	Records Management	174,839	1,161	173,678	
		<u>276,839</u>	<u>5,495</u>	<u>271,344</u>	
5643	Disaster Relief Account	3,750,000	0	3,750,000	
	Total Disaster Account	<u>3,750,000</u>	<u>0</u>	<u>3,750,000</u>	
5311	Prop. Appraiser's Commissions	265,000	26,380	238,620	
5321	Tax Collector's Commissions	550,000	90,361	459,639	
		<u>815,000</u>	<u>116,741</u>	<u>698,259</u>	
TOTALS		<u>80,978,614</u>	<u>1,539,810</u>	<u>79,438,804</u>	

**EXECUTIVE DIRECTOR'S
DELEGATION OF AUTHORITY**

Actions from December 4, 2018 through January 7, 2019

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

AGENDA ITEM 12

**Gulf Consortium Board Meeting
March 28, 2019**

**Agenda Item 12
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 important¹.
 - 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

¹ 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
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
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 Board direction

Prepared by:

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

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

AGENDA ITEM 13

**Gulf Consortium Board Meeting
March 28, 2019**

Agenda Item 13

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; Executive Committee recommended Scenario 2. 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 14

**Gulf Consortium Board Meeting
March 28, 2019**

**Agenda Item 14
Support for Funding for Economic Diversification**

Summary:

Request for Board 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:

Board 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 15

**Gulf Consortium Board Meeting
March 28, 2019**

**Agenda Item 15
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 any of the regular Executive Committee 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 Regular Executive Committee 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 Executive Committee 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. Board 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 Executive Committee members, which alternate members shall be entitled to vote on matters before the Executive Committee and otherwise participate fully as members of the Executive Committee in the event any of the regular 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 a Regular 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.

“Regular Member” means the regular members of the Executive Committee, consisting of the current Gulf Consortium Chair, Vice Chair, and Secretary-Treasurer, and the two At-Large Members.

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 a Regular 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 a Regular 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