

Gulf Consortium Board Meeting
March 28, 2019, Time 9:00 a.m. (Eastern)
The Opal Room, Hotel Duval
415 N Monroe St. Tallahassee, FL 32301

Members in Attendance: Commissioner Phil Griffiths (Bay), Commissioner Chris Constance (Charlotte), Commissioner Scott Carnahan (Citrus), Gary McAlpin (Collier), Commissioner Robert Bender (Escambia), Commissioner Joseph “Smokey” Parrish (Franklin), Warren Yeager (Gulf), Commissioner Wayne Dukes (Hernando), Commissioner Betsy Barfield (Jefferson), George Neugent (Monroe), Commissioner Kelly Windes (Okaloosa) Commissioner Charlie Justice (Pinellas), Commissioner Lane Lynchard (Santa Rosa), Commissioner Nancy Detert (Sarasota), LaWanda Pemberton (Taylor), David Edwards (Wakulla), Larry Jones (Walton)

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

Agenda Item 1 – Call to Order and Roll Call

Chairman Warren Yeager (Gulf) called the meeting to order at 9:00am (ET). Attendees as above. He noted that actions items on the agenda would be moved up due to board member time constraints.

Agenda Item #2 – Public Comment

None

Agenda Item #3 – Approval of January 17, 2019 Minutes

Chairman Warren Yeager (Gulf) presented the minutes for the January 31, 2019 Board Meeting for approval. David Edwards (Wakulla) made the motion to approve the minutes as presented, seconded by Commissioner Scott Carnahan (Citrus). All in favor.

ACTION: APPROVED

Agenda Item #5 – Update on Leon County Contract

Chairman Warren Yeager (Gulf) recognized Valerie Seidel (The Balmoral Group) who gave a presentation of a proposed contract amendment with Leon County for Fiscal Agent Services with compensation to cover their costs. Staff had negotiated for a lower fee of 3 basis points and added options to revisit costs at predetermined intervals. Due to uncertainty of transaction volume, Leon County requested the fee to be revisited at six month intervals to ensure costs are keeping pace with projections. Commissioner Robert Bender (Escambia) asked why Craig Diamond’s name was in the contract. Valerie Seidel (The Balmoral Group) responded that while not present at the meetings Craig was still involved in the Consortium management. Gary McAlpin (Collier) made the motion to approve the Leon County contract amendment seconded by David Edwards (Wakulla). All in favor.

ACTION: APPROVED

Agenda Item#8 – Grant applications for review and approval; upcoming subrecipient applications

Chairman Warren Yeager (Gulf) recognized Dan Dourte (The Balmoral Group) who gave an update on the Grant Applications and asked board for final approval to formally submit the applications to Council. A full grant application from Pasco County was included in the packet for reference. Grant applications had been received from 7 counties for 9 projects which was shown in the table

associated with this Agenda Item. Four of these projects had been combined into one application for Wastewater Improvements. The Balmoral Group's advice was to submit any projects in the SEP that were for years one and two. There was also a new place to submit Grant applications. Gary McAlpin (Collier) asked how long it would take RESTORE to review the applications once submitted and Dan Dourte replied that it would be 2-3 months. If there were any minor issues and the application had to be resubmitted, the clock would not be restarted. The Balmoral Group had previous experience with minor revisions with the submittal of the SSEP. Commissioner Scott Carnahan (Citrus) made the motion to approve the applications to be submitted to RESTORE council, seconded by Commissioner Betsy Barfield (Jefferson). All in favor.

ACTION: APPROVED

Agenda Item 10 – Consideration of Agenda Restructure

Valerie Seidel (The Balmoral Group) brought to the Board a potential for an alternative agenda format. Due to the increasing volume of documents required for both discussion and voting activity as implementation ensues, an alternative agenda format would provide clarity as to voting items and discussion items, and refer to packet content for detailed documentation. The new Agenda format would list the topic, presenter, item number and an abstract summarizing the item with page numbers referenced. An example agenda from Florida Inland Navigational District was included in the packet. The Executive Committee had recommended to move forward with this item. Commissioner Betsy Barfield (Jefferson) said she liked the format and it was similar to other board meetings she attended. She asked about the consent items, and Valerie Seidel (The Balmoral Group) replied that could potentially be minutes and financials. Commissioner Betsy Barfield (Jefferson) made the motion to approve the Agenda restructure, seconded by David Edwards (Wakulla). All in favor. Action approved.

ACTION: APPROVED

Agenda Item 11 – Consideration of Finance and Budget Sub Committee Structure

Valerie Seidel (The Balmoral Group) brought to the Board the proposal of a committee to attend an additional meeting for in-depth review of current grant budgets, financial statements, and related documents. They would attend this meeting just prior to the scheduled board meetings. An example agenda was provided in the packet from F.I.N.D. which includes statements of all items paid that month. The proposed initial committee composition contained the members nominated at the last board election that did not receive a position (Commissioner Wayne Dukes, Commissioner Smokey Parrish, Commissioner Scott Carnahan) and Commissioner Lane Lynchard who held formal accounting/financial training credentials. Commissioner Chris Constance (Charlotte) noted that these meetings would be before the full board meetings, be publically noticed and have meeting minutes. Commissioner Bender also made a recommendation to include Matt Posner, RESTORE Coordinator, Escambia County. Any board member could attend if they wished. Commissioner Scott Carnahan (Citrus), made the motion to approve the Finance and Budget Sub Committee second by Commissioner Chris Constance (Charlotte). All in favor. Action approved.

ACTION: APPROVED

Agenda Item 12 – Establish 2019 Audit Committee

Valerie Seidel (The Balmoral Group) brought to the Board the proposal to establish an audit committee. This is the first year the Consortium will have an official audit committee. A non-board member can serve on the behalf of the board due to special requirements for the audit committee. The following were recommended for the audit committee due to having previously served on the committee for Audit

Procurement or due to their specific education or training: Lane Lynchard (Santa Rosa), Ron Oakley (Pasco, alternate), Robert Bender (Escambia, alternate) and Larry Jones (Walton), as well as up to three County staff who participated in the audit procurement. It was noted that all positions would be filled based on availability. Commissioner Phil Griffiths (Bay), made the motion to approve the Audit Committee, second by Commissioner All in Robert Bender (Escambia). All in favor. Action approved.

ACTION: APPROVED

Agenda Item 13 – Potential Structure for Administration costs of Grant-eligible compliance costs

Valerie Seidel (The Balmoral Group) brought to the board a discussion item regarding grant eligible compliance costs. She mentioned that this was not related to staff contracts. She presented three scenarios: One – estimated costs that are grant-eligible but not grant specific are allocated to each project pro-rata to be assessed at 1/69th of the estimated annual costs; Two: SEP amendment to include a separate implementation project to cover recurring grant-eligible but non-project specific costs which is allowed under section 4.1.1 of the RESTORE Act; three: either scenario one or two is selected but costs of preparing and processing SEP amendments are separately charged to the specific counties requiring the change. Staff recommended Scenario Two, which is the approach that Mississippi uses and the cleanest way, and for approval to seek Pre-Award costs to prepare a grant application. The Executive Committee recommended Scenario Two. Gary McAlpin (Collier), made the motion for recommendation of scenario two, David Edwards (Wakulla), seconded. All in favor. Action approved.

ACTION: APPROVED

Agenda Item 15 – Support for funding for economic diversification

Dan Dourte (The Balmoral Group) brought a request to the board for comments and approval to release a letter of support for Economic Diversification, to be considered for acceptance and transmittal by The Gulf Consortium. Commissioner Phil Griffiths (Bay) commented that the Triumph money is administered under a political board, that the 25% has been going to the state and it was probably already budgeted for. Board discussion continued about submitting the letter, and incorporating updates. Commissioner John Meeks (Levy) made the motion to move forward, seconded by Commissioner Betsy Barfield (Jefferson). All in favor. Action approved.

ACTION: APPROVED

Agenda Item 16- Policy Concerning appointment of Executive Committee Alternate Members

Chairman Warren Yeager (Gulf) recognized Lynn Hoshihara (NGN), and congratulated her on her new baby. Lynn Hoshihara (NGN), turned it over to Evan Rosenthal (NGN) who brought to the Board the option for two “At-Large” alternate members selected by the Chair, Vice Chair and Secretary-Treasurer in the event any of the previous “At-Large” members were unable to attend a meeting. Commissioner Betsy Barfield (Jefferson) asked how the Executive Committee meetings were held and if the board members would submit their interest to be an alternate executive member similar to how the board elections are run. Evan Rosenthal (NGN) replied that the meetings were by phone a few weeks prior to the board meetings and confirmed that it was open to all board members. Commissioner Chris Constance (Charlotte) commented that the Executive Committee meetings were held by phone, publically noticed and anyone or board member could call into these meetings. Commissioner Scott Carnahan (Citrus) made the motion to approve Executive Committee Alternate Members, seconded by George Neugent (Monroe) All in favor. Action approved.

ACTION: EXECUTIVE COMMITTEE APPROVED

Agenda Item#4-Manager’s Report

Chairman Warren Yeager (Gulf) recognized Valerie Seidel (The Balmoral Group) who gave an update on the items included under the managers report in the Agenda. This included a renegotiated Fiscal Agent Contract, an update on the external audit, SEP Grants and the SSEP which was just approved. There were no questions on this item. No action was required.

Agenda Item #6 – Manager’s Report- Grant Status: SSEP

Valerie Seidel (The Balmoral Group) gave an update status on the SSEP. Importantly, the risk rating for the Consortium had been reduced from high to moderate due to the procedures put in place by the SSEP, which was approved that same week. Because no grants had been processed yet, the rating could not go any lower than moderate at this time but it was good news for the consortium. There were no questions on this item. No action was required.

Agenda Item#7 – Manager’s Report – Grant Status: SEP

Valerie Seidel (The Balmoral Group) provided an update on the status of the SEP. They had received verbal but not written approval on SEP pre-award costs. The Planning Grant would be extended under a No-Cost Extension to pay for the external audit. Moving forward, the financials would include SEP costs. There were no questions on this item. No action was required.

Agenda Item 9– Financial Statements

Valerie Seidel (The Balmoral Group) provided updated financial statements to the Board through January 31, 2019. There was \$200,000 in the operating account and a timing issue on the Income Statement due to NGN invoices relating to SSEP Pre-award effort that have not been invoiced yet. There were no questions on this item. No action was required.

Agenda Item 16 – Public Comment

Jessica Bizba (NWF) made a public comment that this would be her last RESTORE meeting and a plan was in place for The Balmoral Group to continue coordinating the RESTORE meetings in conjunction with Consortium meetings. Matt Posner thanked Jessica for her service to RESTORE and provided her with an award.

Larry Jones (Walton) asked about Agenda Item 8 – what was the criteria for bundling applications. Dan Dourte (The Balmoral Group) replied that the main criteria was that the projects had the same Council goals and objectives, the same metrics and be similar in scope. Larry Jones (Walton) asked if they were approved as a whole or individually in the bundle. Dan Dourte (The Balmoral Group) replied that they would be reviewed as a whole and at post award they would have separate agreements. The savings would be on reporting. Their fates were intertwined. It was a learning process with the first bundle. Larry Jones (Walton) asked if a County could unbundle a project, and Dan Dourte (The Balmoral Group) replied that they could if they wished. Larry Jones asked that if all 4 projects in were approved if they could get feedback or if they fail then they could know what to avoid. Dan Dourte (The Balmoral Group) replied yes, that they would be getting that feedback from RESTORE.

Commissioner John Meeks appealed to Commissioner Nancy Detert (Sarasota) who was a former senator to see if she could review the letter from Agenda Item 15. Commissioner Nancy Detert (Sarasota) said she had reviewed it and noted that they should put what they want at the top and keep it simple. She did not see anything wrong with the letter.

Agenda Item 17 – Upcoming Board Meeting

The next board meeting is to be held at the Hyatt Regency Orlando on June 13th at 2pm.

Agenda Item 18 – Adjourn

There being no further business, Chairman Yeager adjourned the meeting at 9:50am.