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**Board Meeting Agenda  
June 27, 2:00 p.m. EDT  
Hyatt Regency Orlando  
9801 International Dr., Orlando, FL  
Dial-in Number: +1 (312) 757-3119  
Access Code 255-627-037**

1. Call to Order and Roll Call
2. Public Comment
3. Approval of Minutes from the May 17, 2018 Board Meeting
4. Manager's Report
  - a. Status of Stand-Up SEP
  - b. Planning Grant Update
  - c. Financial Statements  
Craig Diamond, Manager  
The Balmoral Group
5. Gulf Consortium County Annual Contributions  
William Smith, Comptroller  
The Balmoral Group
6. General Counsel's Report  
Board Policy Regarding Teleconference Meetings  
Lynn Hoshihara, General Counsel  
Nabors, Giblin & Nickerson
7. SEP Project Management Report  
Status Report of Work Order #11 (Task 14: Prepare Final State Expenditure Plan)  
Doug Robison  
Environmental Science Associates
8. New Business  
Status of Bucket 2 Projects  
Phil Coram  
FL Dept. of Environmental Protection



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9. Public Comment

10. Upcoming Gulf Consortium Board Meeting, in conjunction with FAC  
Thursday, September 27, 2018  
2:00 PM, EDT  
Charlotte Harbor Event & Conference Center  
75 Taylor St, Punta Gorda, FL 33950

11. Adjourn

## Notice of Meeting/Workshop Hearing

### OTHER AGENCIES AND ORGANIZATIONS

#### Gulf Consortium

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

DATE AND TIME: Wednesday, June 27, 2:00 p.m. EDT.

PLACE: Hyatt Regency Orlando 9801 International Dr., Orlando, or Dial-In +1 (312) 757-3119

Access Code: 255-627-037

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Board of Directors of the Gulf Consortium will meet to discuss the progress and implementation of the state expenditure plan; planning grant management and administration; and to conduct related business.

A copy of the agenda may be obtained by contacting: Craig Diamond at 850-201-7165 or

[Gulf.Consortium@balmoralgroup.us](mailto:Gulf.Consortium@balmoralgroup.us); or, see [www.gulfconsortium.org](http://www.gulfconsortium.org)

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: Craig Diamond at 407-629-2185 or

[Gulf.Consortium@balmoralgroup.us](mailto:Gulf.Consortium@balmoralgroup.us). If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

If any person decides to appeal any decision made by the Board with respect to any matter considered at this meeting or hearing, he/she will 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, you may contact Craig Diamond at 850-201-7165 or

[Gulf.Consortium@balmoralgroup.us](mailto:Gulf.Consortium@balmoralgroup.us); or, see [www.gulfconsortium.org](http://www.gulfconsortium.org)

## Gulf Consortium Directors, Alternates and Governor's Appointees 2018

County	Directors and Alternates
Bay	Commissioner Philip Griffitts, 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 Grover Robinson, Director; Commissioner Doug Underhill, Alternate
Franklin	Commissioner Cheryl Sanders, 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	Commissioner 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 Rob Williamson, Director; Commissioner Lane Lynchard, Alternate
Sarasota	Commissioner Charles Hines, Director; Laird Wreford, Alternate

**Gulf Consortium Directors, Alternates and Governor's Appointees  
2018**

Taylor	Commissioner Jim Moody, Director; Ted Lakey, Alternate
Wakulla	David Edwards, Director; Commissioner Ralph Thomas, Alternate
Walton	Commissioner Sara Comander, Director; Larry Jones, Alternate
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 of Directors  
June 27, 2018**

**Agenda Item 3  
Approval of May 17, 2018 Minutes**

**Statement of Issue:**

Request to approve the minutes of the May 17, 2018 meeting of the Gulf Consortium Committee.

**Options:**

- (1) Approve the May 17, 2018 minutes as presented; or
- (2) Amend and then approve the minutes.

**Recommendation:**

Motion to approve Option 1.

**Prepared by:**

Craig Diamond  
The Balmoral Group, Manager  
On: June 6, 2018

**Attachment:**

Draft Minutes, May 17, 2018 meeting of the Gulf Consortium.

**Action Taken:**

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

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

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

**Gulf Consortium Meeting  
May 17, 2018, 10:00 a.m. Central  
Edgewater Beach Resort Conference Center  
520 Richard Jackson Blvd.  
Panama City Beach**

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

Chairman Grover Robinson (Escambia) called the meeting to order at 10:05am (CT).

**Board Members in Attendance:** Commissioner Phillip Griffiths (Bay), Emily Lewis (Charlotte), Commissioner Scott Carnahan (Citrus), Commissioner Grover Robinson, (Escambia), Commissioner Cheryl Sanders (Franklin), Warren Yeager (Gulf), Commissioner Wayne Dukes (Hernando), Jim Taylor (Hillsborough), Commissioner Betsy Barfield (Jefferson), Charlie Hunsicker (Manatee), Commissioner Kelly Windes (Okaloosa), Commissioner Jack Mariano (Pasco), Commissioner Charlie Justice (Pinellas), Commissioner Rob Williamson (Santa Rosa), David Edwards (Wakulla), Commissioner Sara Comander (Walton), Pam Anderson, Lino Maldonado

**Via Phone:** Gary McAlpin (Collier), Commissioner Brian Hamman (Lee), Commissioner John Meeks (Levy), Commissioner Charles Hines (Sarasota); Commissioner Jim Moody (Taylor)

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**Agenda Item #2 – Public Comment**

None

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**Agenda Item #3 – Approval of November 15, 2017 and January 11, 2018 Minutes**

Chairman Robinson presented the February 2018 minutes of the Gulf Consortium. Craig Diamond referenced the errata sheet included with the Board packet which included amendments to the minutes. A motion to approve the minutes as amended was made presented by Commissioner Dukes; seconded by Commissioner Griffiths. The motion passed unanimously.

**ACTION: APPROVED**

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**Agenda Item #4– Consortium Audit, Findings and Recommendations**

Chairman Robinson recognized Bill Blend of Moore Stevens Lovelace CPAs & Advisors who reported the audit's finding and recommendations. Mr. Blend commented that there were no difficulties during the audit, presented the financial statements and required communication to governance, and reviewed findings which identified material weaknesses in two areas: Documentation of Internal Controls Related to Grants, and Supporting Documentation for Grant Payments. Commissioner Robinson asked if these items were being addressed as part of SSEP implementation and Craig Diamond confirmed. Commissioner Williamson commented on the surplus due to membership fees and the possibility of a reduction in fees next year. Commissioner Robinson noted that surplus monies in the Consortium operating account are not part of the Planning Grant and the Board can decide how to allocate the funds. Mr. Diamond said staff would bring back options regarding the surplus at the June Meeting and these could be considered during the budget process at the September meeting.



Commissioner Dukes moved to accept the Consortium Audit Findings and Recommendations; second by Commissioner Carnahan. The motion passed unanimously.

**ACTION: APPROVED**

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**Agenda Item #5a – Manager’s Report; SEP Section 508 Compliance**

Craig Diamond explained that Council will require a 508-compliant version of the SEP before final approval can be given. Price quotes had been obtained from three entities to reformat the SEP into a 508-compliant document. Commissioner Sanders asked if the quoted amount (\$6,000) would be enough to cover and Mr. Diamond confirmed that it would, based on Council’s requested to exclude appendices, thereby reducing the number of pages to be reformatted. Mr. Hunsicker asked if the amount was a not-to-exceed amount, which Mr. Diamond confirmed. Commissioner Mariano moved to engage Vastec for purposes of reformatting the SEP, seconded by Commissioner Williamson. Motion passed unanimously.

**ACTION: APPROVED**

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**Agenda Item #5b – Planning Grant Update: Status of Planning Grant Award and Work Orders**

Craig Diamond provided an update on the planning grant. Fourteen payment requests had been made and paid to date. The last financial report had been submitted April 30th and the next (and final) is due on September 30, 2018. Pam Anderson commented that outdated information in the Appendix E of the SEP. Commissioner Robinson indicated this would be taken up during the SEP item. No action was required on this item and there were no further comments.

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**Agenda Item #5c –Managers Report- Financials**

Craig Diamond summarized the Gulf Consortium Financials through April 30<sup>th</sup> 2018. He commented that an analysis of the county contributions and what funding levels would be needed in the future would be presented at the next Board meeting. No action was required on this item and there were no further comments.

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**Agenda Item #5d – Managers Report – June Meeting Date**

Craig Diamond requested consideration of an amendment to the Consortium calendar for the June meeting. The FAC had scheduled a full day of activities for the Board’s original date, June 28<sup>th</sup>, while the FAC agenda on the afternoon of Wednesday the 27<sup>th</sup> was more accommodating. In addition, the expected Board agenda was unlikely to require two hours. Commissioner Carnahan moved to move the June meeting to the 27<sup>th</sup>, seconded by Commissioner Dukes. The motion passed unanimously with direction to schedule in the afternoon.

**ACTION: APPROVED**

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**Agenda Item 6 – Extension of ESA’s Agreement for Consultant Services**

Lynn Hoshihara brought a proposed extension for ESA’s contract, which was to expire by the end of June. To provide ESA sufficient time for secure the Governor’s and Council’s approval of the SEP (part of ESA’s scope), an extension was necessary. To avoid having the item come back, the Executive Committee recommended extending the contract to December 31, 2018. The extension provides for

no additional fees or modifications to the current scope of work. Mr. Edwards moved to approve the extension to ESA's agreement, seconded by Commissioner Mariano. The motion passed unanimously.

**ACTION: APPROVED**

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**Agenda Item #7a – Update on Work Order#10 (Draft SEP Review and Revisions; Stakeholder Outreach and Public Involvement)**

Doug Robison provided an update of Work Order #10, which included revisions to the Draft SEP and Stakeholder Outreach. The Board had approved 2 public meetings (one in Bay County and one in Hillsborough County) and two web-based public meetings. The public comments were summarized in the Technical Memo included in the agenda item, and the Draft SEP has been amended in response to the comments. There were no questions or comments on this item.

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**Agenda Item #7b- Update on Work Order#11 (Prepare Final Florida State Expenditure Plan)**

Doug Robison provided an update of Work Order #11, which is the preparation of the Final Florida State Expenditure Plan. The document is still considered a draft and would not become final until approved by the RESTORE Council. The Florida DEP provided extensive comments and Council reviewed its comments and recommendations at the meeting in New Orleans on March 27, 2018. Council did advise that select projects were to be considered infrastructure, but the SEP remains in compliance with the limit on infrastructure spending. There were no comments or questions on this item.

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**Agenda Item #8– Approval of the Draft Final SEP for Transmittal to the Governor's Office**

Chairman Robinson presented to the Board the approval of the Draft Final SEP for transmittal to the Governor's office for its review and submittal to RESTORE Council. Chairman Robinson noted this was a historic event, the coming together of the 23 counties and several agencies to set Florida on a path different than it was five years ago. The Board commended each other on the process, the relationships fostered by the Consortium, individual county impacts of the BP event and environmental conditions since the spill, and the effect of the Consortium on their roles as commissioners. Pam Anderson stated that the Governor has been watching the progress of the Consortium. Chairman Robinson recognized the roles of ESA, Langton Consulting, and Ginger Delegal in getting to this point. The Board's policy regarding in-person voting was waived for this item. Commissioner Dukes moved to approve the Draft Final SEP to be transmitted to the Governor, seconded by Commissioner Barfield. All were in favor; none opposed.

**ACTION: APPROVED**

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**Agenda Item #9a– Status of the SSEP and Agenda Item 9b- Request to Approve Submittals of Updated Organizational Self-Assessment and Planning Assistance Grant Application to Council for Approval.**

Craig Diamond provided an update regarding the SSEP. With Council's approval of the SSEP, the Consortium is eligible to submit a planning assistance grant to support the implementation of the administrative "Stand Up" activities outlined in the SSEP. Because the Consortium was deemed "high risk" an updated Organizational Self-Assessment (OSA) would need to be re-submitted to Council. Mr. Diamond explained that the OSA had been scripted as if the SSEP were implemented as planned, and that Council had indicated that the document reflected a lower risk entity. There was discussion

regarding the number of projects and grants to be initiated and administered each month. Mr. Diamond stated there would be no limitation on the number of grants the Consortium could process but that Council indicated it would prefer not receiving the 41 first-year implementation grant applications all at once, and would prefer these be phased. Mr. Diamond anticipated January 2019 as a probable point for the Consortium to begin transmitting grants. Commissioner Carnahan moved to approve the transmittal of the OSA and to direct staff to prepare the planning assistance grant application; second by Commissioner Mariano second. None opposed.

**ACTION: APPROVED**

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**Agenda Item #10– New Business**

None

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**Agenda Item #12 – Public Comment**

County representative continued to comment and congratulate on the approval of the SEP document. Nan Summers (Manatee) and Jessica Bizba (National Wildlife Federation) also commented on a job well done.

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**Agenda Item #14 – Adjournment**

There being no further business, the Committee adjourned at 11:31 am (CT).

Respectfully submitted,

Grover Robinson  
Chairman

## **AGENDA ITEM 4a**

**Gulf Consortium Board of Directors  
June 27, 2018**

**Agenda Item 4a  
Manager's Report, Status of the Stand-Up SEP**

**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 June 27, 2018.

**Attachments:**

None

**Prepared by:**

Craig Diamond  
The Balmoral Group, Manager  
On: June 6, 2018

## **AGENDA ITEM 4b**

**Gulf Consortium Executive Committee**  
**June 27, 2018**

**Agenda Item 4b**  
**Planning Grant Update: Status of Planning Grant Award and**  
**Work Orders**

**Statement of Issue:**

Presentation of Work Orders approved to-date and a comparison of the amount encumbered with respect to the Planning Grant Award. *There have been no changes in Planning Grant status since the May 17<sup>th</sup> Board Meeting.* For information only; no action is required.

**Status of Payments to Date:**

To date, fourteen payment requests for all consulting services totaling \$2,308,309 been submitted to Council and been paid. Payment request #14 in the amount of \$41,943 for Planning Grant and Consortium Management expenses was paid by Council on April 25, 2018. Two new payment requests, for Work Order #10 and bimonthly billing for administrative and legal services for March-April are in process of being submitted.

The Consortium submitted its last Planning Grant Financial Progress Report on April 30, 2018. The next, and final, Financial Progress Report is due September 30, 2018.

**Schedule of Work Orders:**

As of June 1, 2018 the Consortium approved eleven work orders under the SEP consultants' tasks, totaling \$2,585,598, as follows:

<u>Task 1</u> (PSEP, Planning Grant App) (Approved 1/21/15, of a total Consortium authorization of \$50,980)	\$35,980
<u>Task 2</u> (Goal Setting Workshop) (Approved 3/25/15)	\$21,560
<u>Task 3</u> (Public Involvement – Phase I) (Approved 6/19/15)	\$82,388
<u>Work Order 4(A)</u> (Prelim Project List – Phase I) (Approved 6/28/16)	\$92,660
<u>Work Order 4(B)</u> (Preliminary Project List-Phase II) (Approved 9/13/16)	\$209,100
<u>Work Order 5</u> (Grant Management Services) (Approved 4/21/16) (\$5,000 per month for 24 months)	\$120,000
<u>Work Order 6</u> (Map Preliminary Project List & Perform Gaps Analysis) (Approved 12/2/16)	\$339,480

<u>Work Order 7</u> (Complete Draft Project List and Conduct Detailed Project Evaluation & Refinement) (Approved 4/6/17)	\$518,320
<u>Work Order 8</u> (Conduct Project Leveraging Analysis & Sequencing & Implementation Strategy) (Approved 5/17/17)	\$398,110
<u>Work Order 9</u> (Prepare Draft State Expenditure Plan Document and Conduct Legal Review) (Approved 6/28/17)	\$276,000
<u>Work Order 10</u> (Draft State Expenditure Plan Review and Revisions; Stakeholder Outreach and Public Involvement) (Approved 9/27/17)	\$360,800
<u>Work Order 11</u> (Prepare Final State Expenditure Plan; Coordinate Review and Approval of Final SEP) (Approved 2/08/18)	\$131,200
<b>Total</b>	<b>\$2,585,598</b>

Out of the grant award, the Consortium can pay for some of the costs it incurs for its meetings, including Audio-Visual, Information Technology, meeting space, etc. These costs are incurred on a meeting-by-meeting basis.

Meeting AV/IT Reimbursements (Incurred between 8/22/14 – 5/31/18)	\$26,569
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The Planning Grant also provides for auditor expenses at \$25,000 per year.

Accordingly, the following table summarizes the grant budget as compared to Consortium-approved and grant-fundable contracts and payments to date:

	<b>Grant Award</b>	<b>ESA Contract From Grant</b>	<b>NGN Contract from Grant</b>	<b>TBG Contract from Grant</b>	<b>Auditor</b>	<b>AV / IT</b>
<b>Contract NTE Amounts</b>	\$4,640,675	\$2,722,780	\$180,000	\$120,000	\$50,000	\$72,000
<b>Work Orders Approved</b>		\$2,585,598	--	--	\$18,000	--
<b>Payments to Date</b>	\$2,308,309	\$2,088,454	\$133,528	\$59,758	--	\$26,569
<b>Balance</b>	\$2,332,366	\$497,144	\$46,472	\$60,242	\$50,000	\$45,431

The Balance line in the table above describes the remaining, unencumbered funds in the Planning Grant which will revert to the Consortium's general pool of funding for SEP project implementation.



**Prepared by:**

Craig Diamond

The Balmoral Group, Manager

On: June 18, 2018

## **AGENDA ITEM 4c**

**Gulf Consortium Board of Directors  
June 27, 2018**

**Agenda Item 4c  
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 June 27, 2018.

**Attachments:**

Financial Statements through May 31, 2018

**Prepared by:**

Craig Diamond  
The Balmoral Group, Manager  
On: June 6, 2018

**Gulf Consortium**  
**Profit & Loss**  
 October 2017 through May 2018

	General Fund	Grants Fund	TOTAL
<b>Income</b>			
County Dues Funding	140,050.00	0.00	140,050.00
Planning Grant			
SEP - Work Order 7	0.00	518,239.58	518,239.58
SEP - Work Order 8	0.00	398,110.00	398,110.00
SEP - Work Order 9	0.00	275,990.82	275,990.82
SEP - Management Fees	0.00	43,665.00	43,665.00
SEP - Grant Management	0.00	35,000.00	35,000.00
SEP - Legal Fees	0.00	85,338.42	85,338.42
SEP - AV/Meeting Fees	0.00	5,906.94	5,906.94
<b>Total Planning Grant</b>	<b>0.00</b>	<b>1,362,250.76</b>	<b>1,362,250.76</b>
<b>Total Income</b>	<b>140,050.00</b>	<b>1,362,250.76</b>	<b>1,502,300.76</b>
<b>Expense</b>			
Development of SEP			
Grant Management	0.00	35,000.00	35,000.00
Work Order 7	0.00	518,239.58	518,239.58
Work Order 8	0.00	398,110.00	398,110.00
Work Order 9	0.00	275,990.82	275,990.82
<b>Total Development of SEP</b>	<b>0.00</b>	<b>1,227,340.40</b>	<b>1,227,340.40</b>
Legal	17,933.50	85,338.42	103,271.92
Management Fees	16,451.00	43,665.00	60,116.00
Accounting	3,000.00	0.00	3,000.00
Meeting Expense	4,882.67	5,906.94	10,789.61
Bank Service Charges	1,764.46	0.00	1,764.46
Special District Fees	175.00	0.00	175.00
<b>Total Expense</b>	<b>44,206.63</b>	<b>1,362,250.76</b>	<b>1,406,457.39</b>
<b>Net Income</b>	<b>95,843.37</b>	<b>0.00</b>	<b>95,843.37</b>

# Gulf Consortium Balance Sheet As of May 31, 2018

	May 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Seaside Bank (Operating)	177,706.37
Wells Fargo Account (Grant)	797.74
Total Checking/Savings	178,504.11
Accounts Receivable	
Gen - Fund Accounts Receivable	11,405.00
Planning Grant Receivable	38,889.74
Total Accounts Receivable	50,294.74
Total Current Assets	228,798.85
<b>TOTAL ASSETS</b>	<b>228,798.85</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable - Grant	35,807.17
Accounts Payable	5,089.77
Total Accounts Payable	40,896.94
Total Current Liabilities	40,896.94
Total Liabilities	40,896.94
Equity	
Unrestricted Net Assets	92,058.54
Net Income	95,843.37
Total Equity	187,901.91
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>228,798.85</b>

## **AGENDA ITEM 5**

**Gulf Consortium Board of Directors  
June 27, 2018**

**Agenda Item 5  
Consideration of Changes to County Annual Contributions**

**Statement of Issue:**

Counties have indicated a desire to reduce annual support for the Consortium as it moves into project implementation.

**Background:**

County-level support of the Consortium has been necessary to address the costs of all Consortium-related activity that to date cannot be reimbursed under the SEP Planning Grant. Such expenses included non-grant related work by the Manager and General Counsel, meeting expenses, special district fees, the first audit, etc. These general operating expenses will continue to be incurred by the Consortium over the duration of the BP payout via the RESTORE Council.

The Consortium recognized that the counties vary in terms of capacity and therefore instituted a two-tier system, with 8 counties contributing \$2,000 annually and the remainder contributing \$8,270 annually. The Consortium invoices the counties semi-annually.

As of May 31, 2018 the Consortium has accrued approximately \$180,000 in its operating account, primarily as a result of the Manager and General Counsel billing as much time and other expenses as can be justified under the Planning Grant. Based on historical activity and anticipated expenses, it is estimated the Consortium will have approximately \$150,000 available for general use at the end of Fiscal Year 2018.

With the Planning Grant to be closed out following delivery of the Final SEP, select administrative expenses will no longer be billable to that grant and will need to be paid from the Consortium's operating account. The Stand-Up SEP Planning Grant may provide limited support for Consortium needs during 2018, but that grant is anticipated to be closed out after the first SEP project implementation grants are transmitted to Council in 2019. Further, the second and third audits to be conducted under the current contract with MSL will not be directly billable against any individual grant.

In sum, the Consortium will continue to require support from the Counties. At issue is whether and to what degree the Consortium should reduce its county contributions.

**Analysis:**

Per the following table that examines the next four years, based on continued quarterly meetings of the Consortium, and a modest decline in legal services after 2019 (when the majority of project contracts will be in place), a 50% reduction in annual county assessments would result in an ending cash balance of about \$34,000 in September

2022. A 33% reduction in annual assessments with the same expenses should yield a cash balance of about \$127,000 in 2022. In both cases, the cost of future audits was assumed to increase (because of the multiple grant awards to track) and would be paid in full by the Consortium.

REVENUES	County Funds			
	2019	2020	2021	2022
County Funding	\$ 70,025	\$ 70,025	\$ 70,025	\$ 70,025
<b>TOTAL REVENUES</b>	<b>\$ 70,025</b>	<b>\$ 70,025</b>	<b>\$ 70,025</b>	<b>\$ 70,025</b>
<b>DISBURSEMENTS</b>				
<b>General Operating Expenses</b>				
Management Expense	40,000	40,000	40,000	40,000
Legal Expense	25,000	15,000	15,000	15,000
Meeting and Travel Expense	14,000	14,000	14,000	14,000
Bank Fees & Miscellaneous	2,500	2,500	2,500	2,500
Audit Expense	25,000	25,000	25,000	25,000
<b>Subtotal General Operating</b>	<b>106,500</b>	<b>96,500</b>	<b>96,500</b>	<b>96,500</b>
<b>Beginning Cash Balance</b>	<b>150,000</b>	<b>113,525</b>	<b>87,050</b>	<b>60,575</b>
<b>Fiscal Year Change in Cash</b>	<b>(36,475)</b>	<b>(26,475)</b>	<b>(26,475)</b>	<b>(26,475)</b>
<b>Ending Cash Balance</b>	<b>113,525</b>	<b>87,050</b>	<b>60,575</b>	<b>34,100</b>

Fewer meetings, or the use of teleconferenced meetings would decrease operating expenses and improve the cash balance. It may be possible to include the costs for audit and select legal and management expenses within the indirect and administrative overhead of individual project grants, but these have been maintained as part of Consortium operating expenses for purpose of this analysis.

The counties could reduce their contributions for a fixed period of time and evaluate the cash balance at the end of that window, along with having a clearer understanding of ongoing expenses and what may be included under indirect costs associated with individual project grants. A four-year window of consideration would be consistent with the anticipated update to the SEP with respect to projects and sequencing.

The Executive Committee recommended that the Board consider a 50% reduction in annual county contributions.



**Options:**

- (1) Recommend that the Board reduce its requirements for annual County contributions subject to a four-year period of review.
- (2) Board direction.

**Recommendation:**

Motion to approve Option 1.

**Prepared by:**

William Smith, Comptroller  
The Balmoral Group, Manager  
On: June 18, 2018

**Attachment:**

None

**Action Taken:**

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

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

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

## **AGENDA ITEM 6**

**Gulf Consortium Board of Directors  
June 27, 2018**

**Agenda Item 6  
Board Policy Regarding Electronic Meetings**

**Statement of Issue:**

Consideration of request to allow Consortium meetings to be held by way of teleconference, video conference, or other communications technology.

**Background:**

Section 163.01(18), F.S., authorizes legal entities, such as the Consortium, which are made up of public agencies located in at least five counties, at least three of which are not contiguous, to conduct public meetings and workshops by way of Communications Media Technology, which is defined as “electronic equipment including, but not limited to, conference telephone, video conference, or other communications technology by which all persons attending a public meeting or workshop may audibly communicate.”

Historically, the Consortium has maintained a policy encouraging in-person attendance and limiting votes to those attending in person.

At the May 17, 2018 meeting, staff was directed to prepare an agenda item for the Board to consider a request to allow teleconference participation in future meetings. Attached for consideration is a draft Resolution authorizing the Consortium to conduct electronic meetings using Communications Media Technology.

The Executive Committee recommended to maintain in-person meetings and to make every effort to avoid the use of teleconferencing but when necessary. The Committee recognized that circumstances may evolve where the number of Board meetings each year may be reduced and more of the Board’s agenda may be handled by consent.

**Options:**

- (1) Recommend approval of draft resolution.
- (2) Do not recommend approval of draft resolution.
- (3) Board direction.

**Prepared by:**

Lynn Hoshihara  
Nabors, Giblin & Nickerson, P.A.  
General Counsel

**Attachment:**

Draft Resolution Regarding Electronic Meetings

**RESOLUTION NO. 2018-\_\_**

**A RESOLUTION OF THE GULF CONSORTIUM  
RELATING ELECTRONIC MEETINGS; PROVIDING  
FINDINGS OF FACTS; ESTABLISHING A PURPOSE;  
PROVIDING DEFINITIONS, NOTICE AND ADDITIONAL  
REQUIREMENTS FOR ELECTRONIC MEETINGS; 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) Section 163.01(18), F.S., authorizes legal entities made up of public agencies located in at least five counties, at least three of which are not contiguous, to conduct public meetings and workshops by way of Communications Media Technology, as defined herein.
- (B) The Board meets the legislative criteria for holding meetings by way of Communications Media Technology, in that it is comprised of member public agencies located in at least five counties, three of which are not contiguous.
- (C) The Board desires flexibility in situations involving circumstances that may prevent Board members from attending a meeting in-person.
- (D) Conducting meetings through use of Communications Media Technology will result in cost savings associated with travel to and from Board meetings.
- (E) It is in the best interest of the Board and the general public to allow meetings to be conducted using Communications Media Technology.

**SECTION 2. PURPOSE.** The purpose of this Policy is to establish the procedures through which the Board may conduct meetings using Communications Media Technology in accordance with the provisions of section 286.011, F.S., and section 163.01(18), F.S., which authorizes the Board to conduct meetings in this manner.

**SECTION 3. DEFINITIONS.** The following terms shall have the following meanings for purposes of this Policy:

“Communications Media Technology” means electronic equipment including, but not limited to, conference telephone, video conference, or other communications technology by which all persons attending a public meeting or workshop may audibly communicate.

“Electronic Meeting” means a meeting conducted using Communications Media Technology where one or more members of the Board are in attendance from a Remote Location, and at which the public is able to attend and participate from a Remote Location.

“Remote Location” means any place other than a designated location for a Board meeting where the Board, staff, consultants, or members of the public may have access to and participate in a Board meeting.

**SECTION 4. ELECTRONIC MEETINGS.** In accordance with Florida law, the Board hereby determines that it is appropriate to conduct Electronic Meetings using Communications Media Technology so long as the requirements of this Policy have been satisfied.

**SECTION 5. NOTICE.**

- (A) Prior to conducting an Electronic Meeting that is accessible from a Remote Location, the Board shall include a statement in all meeting notices that such meeting will involve the use of Communications Media Technology.
- (B) Meeting notices for Electronic Meetings shall include a statement as to how members of the public may attend and participate in the meeting from a Remote Location. The notice shall also identify the location(s) where members of the public may utilize Communications Media Technology to attend and participate in the Electronic Meeting.

**SECTION 6. ADDITIONAL REQUIREMENTS.** In addition to other applicable meeting requirements, the following requirements and limitations shall apply to Electronic Meetings:

- (A) For any meeting or workshop of the Board, a quorum must exist in order to take any action. A quorum shall be deemed to exist so long as majority of the Board is participating in a Board meeting either in-person at a designated meeting location or from a Remote Location through use of Communications Media Technology.
- (B) Communications Media Technology may not be used to conduct a public hearing or any meetings authorized by Florida law to be exempt from section 286.011, F.S.
- (C) All persons attending an Electronic Meeting of the Board shall have real-time audio contact, and may also have real-time video contact, with the Board members participating in the meeting. Minor delays caused by the use of Communications Media Technology are permissible.
- (D) In the event the Communications Media Technology equipment used to allow participation or attendance at a Board meeting fails, causing a lack of quorum, no additional business may be conducted until the quorum is reconstituted.

- (E) Votes taken in Electronic Meetings shall be by roll call with each Board member audibly verbalizing their vote.

**SECTION 7. EFFECTIVE DATE.** This resolution shall be effective upon its approval by the Board.

Duly passed and adopted this \_\_\_\_\_ day of June, 2018.

**GULF CONSORTIUM**

\_\_\_\_\_  
Grover Robinson, Chairman

ATTEST:

\_\_\_\_\_  
John Meeks, Secretary-Treasurer

## **AGENDA ITEM 7**

**Gulf Consortium Board of Directors  
June 27, 2018**

**Agenda Item 7**

**Update on Work Order #11: Prepare Final Florida State Expenditure Plan**

**Statement of Issue:**

The SEP Consultant will provide a status report on Work Order #11, the Draft Final SEP. No action is required in this item.

**Background:**

Work Order #11 authorizes the Consultant to complete Task 14 of the amended State Expenditure Plan (SEP) development process. The work order includes:

- *Task 14 - Prepare Final Florida State Expenditure Plan*

The goals of this task are to: 1) coordinate and facilitate the timely review of the Final SEP with both the Governor's office and the RESTORE Council, including face to face meetings and ongoing communications as needed; 2) make any additional revisions to Final SEP based on comments received from the Governor's office and Council; and, 3) produce and distribute the Final SEP document upon formal approval by the Council.

Following presentation by the SEP Consultant, the Board adopted the Draft Final SEP (allowing for further non-substantive edits as may be required) at its May 17<sup>th</sup> 2018 meeting.

**Update:**

The Consortium Manager delivered copies of the Draft Final SEP to the Governor's office and to DEP on May 18, 2018. Following receipt of additional comments from DEP/FWC, the SEP team had a conference call with agency staff on May 25, 2018 to review how initial agency comments on the Draft SEP had been addressed and the agencies' current recommendations regarding the Draft Final document. The Governor's office coordinated further with DEP and FWC in their review of the amended SEP and on June 8, 2018, DEP provided to the Consortium an email and letter indicating that the Governor's review contemplated by section seven of the Memorandum of Understanding between the State of Florida and Gulf Consortium had been concluded. The RESTORE Council has been advised of the probable timeline for transmittal of the Draft Final SEP and the proposed process for providing them a Section 508-compliant document (i.e., for the visually impaired), which will be necessary for final approval of the SEP by Council.



**Attachments:**

June 8, 2018 Letter from DEP Secretary Valenstein

**Recommendation:**

No action required; for information only.

**Prepared by:**

Doug Robison  
SEP Project Manager  
Environmental Science Associates  
On: June 18, 2018



## Florida Department of Environmental Protection

Marjory Stoneman Douglas Building  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Rick Scott  
Governor

Carlos Lopez-Cantera  
Lt. Governor

Noah Valenstein  
Secretary

June 08, 2018

Chairman Grover Robinson, IV  
221 Palafox Place  
Pensacola, FL 32502

Dear Chairman Robinson,

On behalf of the Governor's Office, the Florida Department of Environmental Protection would like to commend the Gulf Consortium for developing a State Expenditure Plan (SEP) that includes a diverse suite of projects and programs that focus on environmental restoration and protection of water quality and coastal resources and promotion of tourism along our Gulf Coast. Florida's counties clearly recognize that healthy ecosystems, fisheries, marine and wildlife habitats, beaches, and wetlands are inextricably linked to our state's economy.

As discussed in section V of the SEP, the total estimated costs of all 69 projects and programs is \$631,372,530, with a Pot 3 request of \$288,699,400. It is also noted that the counties have indicated additional committed funds for these projects and programs that, together with the Pot 3 requests, totals \$441,241,035. The SEP states that remaining needed funds are anticipated to be secured over time.

The Department shares the counties' desire to see projects and programs within the SEP fully implemented. Pursuant to RESTORE Council guidance, grant funding will only be awarded to those projects and programs, or portions thereof, that have independent utility and all required funding is secured. RESTORE Council funding for part of a project will only be authorized if the part itself has value regardless of whether the rest of the project is funded. The Gulf Consortium must prioritize projects, adjust budgets, and/or scale projects as necessary so that those which can be fully funded will move forward expeditiously.

The Department looks forward to working with the Gulf Consortium and its member counties on these and efforts will continue to assist in identifying and leveraging other potential funding opportunities.

Sincerely,

Noah Valenstein, Secretary  
Florida Department of Environmental Protection

## **AGENDA ITEM 8**

**Gulf Consortium Board of Directors  
June 27, 2018**

**Agenda Item 8  
Status of Bucket 2 Projects**

**Statement of Issue:**

Request for DEP to be included in future Executive Committee and Board agendas.

**Background:**

DEP has requested a standing item on the Executive Committee and Board agendas to provide an update of Bucket 2 projects and related RESTORE Act activities of interest to the Consortium and individual member counties.

The Executive Committee recognized that DEP and FWC are two key implementation partners, welcomed their contributions, and recommended that the Board include a report from the agencies on all future agendas.

DEP's report will be given verbally at the Board meeting on June 27, 2018.

**Options:**

- (1) Recommend that the Board include the DEP report as a regular item on all future agendas
- (2) Board direction.

**Recommendation:**

Motion to approve Option 1.

**Prepared by:**

Craig Diamond  
The Balmoral Group, General Manager  
On: June 18, 2018

**Attachment:**

None

**Action Taken:**

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

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

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