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AGENDA

THE GULF CONSORTIUM Board of Directors Meeting

September 9, 2020, 3:00 p.m. Eastern

**GoToMeeting
United States: +1 (571) 317-3116
Access Code: 253-237-829**

If you want to follow along with the agenda packet online you can see the screen and/or video streams from other Directors here:

<https://global.gotomeeting.com/join/253237829>

Committee Members

As attached.

Staff

Valerie Seidel, Dan Dourte, Richard Bernier (The Balmoral Group)
Lynn Hoshihara, Evan Rosenthal (Nabors, Giblin & Nickerson, P.A.)

Item 1. Call to Order.

Chairman Christopher Constance will call the meeting to order

Item 2. Roll Call.

Valerie Seidel (The Balmoral Group) 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 on today's agenda. *Backup pages 6-7*

Item 5. Consent Agenda.

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

Consent Agenda Items:

- Minutes of the June 10, 2020 Board Meeting (please see backup pages 8-13)
- Minutes of the June 10, 2020 Finance and Budget Committee Meeting (please see backup pages 14-17)
- Report on delegated authority through July 31, 2020 (please see back up pages 18-19)



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RECOMMEND: Approve Board and Finance Meeting Minutes and Delegated Authority Report

Item 6. Grants Status

Dan Dourte (The Balmoral Group) will give an update on new grant applications for review and approval. Upcoming subrecipient applications should be delivered to the Gulf Consortium by 10/30/2020; these will be reviewed at the December 2020 Board Meeting. A summary of new grant applications has been provided in the agenda item. The status for all projects with active funding requests is regularly updated and can be accessed on P.8 of the interface at

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

RECOMMEND: Approval of new grant applications

(Please see back up pages 20-24)

Item 7. SEP Amendment Request

Dan Dourte will present a request that the manager be authorized to prepare an SEP amendment to bring to the December Board for approval. The goal of the SEP amendment is to revise project scopes and/or add new SEP projects in several counties. If approved in draft form at the December Board meeting, this would open the 45-day public comment starting in early December 2020. We estimate the time involved in this SEP amendment to be 40 hours (\$6,800) for The Balmoral Group and 8 hours for NGN (\$2,000). Executive Committee has reviewed this item and recommended for full board consideration.

RECOMMEND: Approval of SEP Amendment Request

(Please see back up pages (25-27)

Item 8. 2021 Meeting Calendar

Dan Dourte will present the Gulf Consortium 2021 meetings calendar for discussion and approval. Executive Committee has approved this item for full board discussion and approval.

RECOMMEND: Approval of the 2021 meeting calendar

(Please see back up pages 28-30)

Item 9. Manager Contract Options

Lynn Hoshihara (Nabors, Giblin and Nickerson) will present the board with manager contract options. At the July 31 Executive Committee meeting General Counsel was requested to investigate options relating to the Consortium Management Contract, which will expire April 30, 2021.

Executive Committee has reviewed this item and recommended board approval of Option 1

RECOMMEND: Option #1, Recommend seeking authorization from RESTORE Council to renegotiate and extend Balmoral's Agreement for Management Services.

(Please see back up pages 31-33)

Item 10. Financial Report

Richard Bernier (The Balmoral Group) will deliver updated financial reports.

Executive Committee has reviewed the financial reports and recommended for full board approval.



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(Please see back up pages 34-47)

RECOMMEND: Approve Financial Reports

Item 11. Proposed Budget

Valerie Seidel (The Balmoral Group) will present a proposed Budget for Fiscal year 2020-2021, Option 2 has been recommended by the Finance Committee. The Executive Committee requested additional detail on in-person meeting costs; this has been added in the agenda item backup.

(Please see back up pages 48-54)

RECOMMEND: Approval Budget for Fiscal Year ending 9/30/2021

Item 12. General Counsel's Report

Lynn Hoshihara (NGN) will give an updated General Counsel Report. *(Please see back up pages 55-56)*

RECOMMEND: For information only

Item 13. FDEP – Pot 2 update

Lisa Robertson will give an update on Pot 2. *(Please see back up pages 57-58)*

RECOMMEND: For information only

Item 14. Manager's Report

Valerie Seidel (The Balmoral Group) will present an updated manager's report.

(Please see back up pages 59-61)

RECOMMEND: For information only

Item 15. Public Comments

The public is invited to provide comments on relevant issues. *(Please see back up pages 62-63)*

Item 16. Board Member Comments

Members of the Board are invited to provide comments on relevant issues *(Please see back up pages 64-65)*

Item 17. Upcoming Gulf Consortium Board Meeting

TBD Date between December 1-4, 2020

Duval County

In Conjunction with FAC Legislative Conference

Item 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 (“Board”) via communications media technology to which all persons are invited to participate.

DATE AND TIME: September 9, 2020 at 3:00 pm (ET)

PLACE: This meeting will be conducted exclusively via teleconference. Interested persons may participate by telephone via the following:

Dial in Number +1 (571) 317-3116

Participant Passcode: 253-237-829

Interested persons who wish to participate may also contact Valerie Seidel at 407-629-2185 ext 104 or vseidel@balmoralgroup.us at least three (3) days in advance of the meeting to arrange for access to be provided to the teleconference at the following location:

The Balmoral Group, 165 Lincoln Avenue, Winter Park, FL 32789

Please note that in light of the current situation surrounding the COVID-19 virus and to limit public gatherings in accordance with Federal and State directives, interested persons who wish to participate are encouraged to do so remotely via telephone, utilizing the contact information described above.

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Board of Directors of the Gulf Consortium will meet to discuss the status of grant applications and grants, review financials, status of management contract, approve the budget and conduct 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
2020**

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
Collier	Commissioner Burt Saunders, Director; Alternates: Commissioner Penny Taylor, Gary McAlpin
Dixie	Tim Alexander, Director
Escambia	Commissioner Robert Bender, Director; Commissioner Doug Underhill, Alternate
Franklin	Commissioner Joseph "Smokey" Parrish, Director; Michael Morón, Alternate
Gulf	Warren Yeager, Director; Donald Butler, Alternate
Hernando	Commissioner Wayne Dukes, Director; Alternates: Jeffrey Rogers, County Administrator, Keith Kolasa,
Hillsborough	Commissioner Les Miller, Director; Alternates: Commissioner Ken Hagan, Jim Taylor
Jefferson	Commissioner Betsy Barfield, Director; Parrish Barwick, Alternate
Lee	Commissioner Brian Hamman, Director; Alternate: 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
Santa Rosa	Commissioner Lane Lynchard, Director; Commissioner Dave Piech, Alternate
Sarasota	Commissioner Nancy Detert, Director; Joseph Kraus, Alternate
Taylor	Commissioner Jim Moody, Director; Alternates: LaWanda Pemberton, Commissioner Thomas Dems
Wakulla	David Edwards, Director; Commissioner Ralph Thomas, Alternate
Walton	Larry Jones, Director; Commissioner Trey Nick, 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 4

**Gulf Consortium Board Meeting
September 9, 2020**

**Agenda Item 4
Public Comments**

Statement of Issue:

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

Attachments:

None

Prepared by:

Amanda Jorjorian
The Balmoral Group
General Manager
On: September 1, 2020

AGENDA ITEM 5a

**Gulf Consortium Board Meeting
September 9, 2020**

**Agenda Item 5a
Approval of June 10, 2020 Minutes**

Statement of Issue:

Request to approve the minutes of the June 10, 2020 meeting of the Gulf Consortium Board Meeting.

Options:

- (1) Approve the June 10, 2020 minutes as presented; or
- (2) Amend and then approve the minutes.

Recommendation:

Motion to approve Option 1.

Prepared by:

Amanda Jorjorian,
The Balmoral Group
On: August 31, 2020

Attachment:

Draft Minutes, June 10, 2020 meeting of the Gulf Consortium.

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

**Gulf Consortium Board Meeting
June 10, 2020, Time 2:00p.m. (Eastern)
Teleconference**

Members in Attendance: Jim Muller (Bay), Chairman Chris Constance (Charlotte), Commissioner Scott Carnahan (Citrus), Gary McAlphin (Collier), Commissioner Robert Bender (Escambia), Keith (Hernando) Jim Taylor (Hillsborough), Betsy Barfield (Jefferson), John Meeks (Levy), Charlie Hunsicker (Manatee County), Lisa Tenneson (Monroe County), Kelly Windes (Okaloosa), Commissioner Jack Mariano (Pasco), Charlie Justice (Pinellas), Lane Lynchard (Santa Rosa), Nancy Deter (Sarasota) LaWanda Pemberton (Taylor), David Edwards (Wakulla), Larry Jones (Walton)

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

Agenda Item #1 – Call to Order

Chairman Chris Constance (Charlotte) called the meeting to order at 2:02pm (ET).

Agenda Item #2 – Roll Call

Since First board meeting not held in person, state first name. Attendees as above.

Agenda Item #3 – Addition or Deletions

Chairman Constance asked if there were any changes or additions to the agenda. There were no questions or comments on the agenda. Carnahan moved, Second by Gary McAlpin. No opposition.

ACTION: APPROVED

Agenda Item #4 – Public Comment

None. Commissioner Constance thanks the Executive Committee for virtual meeting.

Agenda Item #5 – Consent Agenda

Chairman Constance presented the minutes for January 29, 2020, minutes and delegated authority through April 30 for approval. Commissioner Carnahan made the motion to approve, Commissioner David Edwards seconded. All in favor. No opposition.

ACTION: APPROVED

Agenda Item #6 – Grants Status

Dan Dourte (The Balmoral Group) gave an update on the project status. Information items: next recommended deadline is August 7th. Anything with a 2019-2021 but it is worth pushing out to 2022. Currently have \$110 Million in the Trust fund and we are only tying up \$14 M of it, have room to get more aggressive in our funding applications. Chairman Constance noted that it is not displacing anyone. As of May 19th, there were 15 projects awarded, one more project for Gulf County was just awarded last week which doesn't show up in the packet. On May 20th the SEP Amendment 2 was approved. Dan presented 6 applications were presented for review and approval. (Franklin County Project 7-3, Pinellas County 16-2, Charlotte Harbor 20-1, Manatee County 18-6, Manatee County 18-2 and Gulf Consortium 24-1) Commissioner Meeks made the motion, commissioner Robert Bender (Escambia) seconded the motion. Gary McAlphin asked about the project 24-1 project. Dan said this was covered in the SEP amendment, this is to support planning efforts and financial audits or financial or legal costs that can't be allocated to a specific project – example the full audit that you will hear about later will be covered by this grant. Also, any SEP amendments. Non-grant specific activities. Commissioner Justice made the motion, second my Commissioner Mariano. No opposing. All approve

ACTION: APPROVED

Agenda Item #7 – Policy Amendments

Chairman Constance recognized Valerie Seidel (The Balmoral Group) who gave a review on edits to the grant manual and subrecipient policies. There was language added to the Grant Manual regarding subrecipient agreements and risk management, language on the subrecipient language was added to allow the Consortium to make minor changes to subrecipient agreements if needed and language was added about qualifications of county's subrecipients. Hernando County had a question about the Risk Assessment table. Was that something that would be built into each application or would it be on an annual basis? Valerie responded that they update the internal OSA already and it would generally be when the next grant application comes up for the county. Commissioner Mariano asked if he was at risk if they approve projects in Pot 1 that aren't water quality related. Lynn noted that the consortium would have answers on Pot 1 but if it was Pot 3 that it was changed and no longer met the criteria that would be problematic. Valerie noted that the screening process is that the project does meet the project description that was in the SEP and RESTORE eligibility and qualifications. Commissioner Mariano made a motion to approve, second by Gary McAlphin (Collier). All in favor. No opposition.

ACTION: APPROVED

Agenda Item #8 –NGN Contract Renewal

Chairman Constance recognized Valerie Seidel who brought to the board a request to extend Nabors, Giblin & Nickerson agreement for General Council Services by 24 months. Nabors, Giblin & Nickerson's original contract and billing to date was included in the packet as well as a draft extension. Chair Constance noted that the activities were to date and that last year appeared larger, Lynn affirmed that their fees fluctuate and some months are higher than others. Okaloosa County made the motion to approve, Second Manatee County. All in favor. None oppose.

ACTION: APPROVED

Agenda Item #9 –Financial Report

Chairman Constance recognized Richard Bernier (The Balmoral Group) who provided updated financial statements to the Board through April 30, approved by the finance committee. Richard presented the Income statement, deposits and disbursements. He also presented the grants status summary, submitted grants graph by County and implementation costs graph. Collier county made the motion to approve, second by Levy County. None opposed.

ACTION: APPROVED

Agenda Item #10 – Audit Report

Chairman Constance recognized Angela Balent (Warren Averitt) who gave required communication and financial statements regarding the audit. There were no difficulties performing the audit, there were no material findings. The consortium elected to have a single audit for Fiscal Year of 2019. They were not technical required based on the amount but management agreed to have the Consortium due to the amount of anticipated awards. No questions on this item. Okaloosa County made the motion to approve, Commissioner Bender (Escambia) seconded. No opposition.

ACTION: APPROVED

Agenda Item #11 – General Counsel Report

Chairman Constance recognized Lynn Hoshihara (Nabors, Giblin & Nickerson) who had no updates for the meeting but thanked the Board for renewing their contract. No questions on this item.

Agenda Item #12 FDEP – Pot 2 update

Chairman Constance recognized Phil Coram (FDEP) but he was not on the line at the time. After Agenda Item 13 he gave his update. At the last Consortium Meeting received their best available science results back. In the process of responding to those questions. On track to have draft funded priorities list in late fall. Hopeful that all 4 Florida proposals will be on the funded priorities list. The Chair of the RESTORE council would like to come to the Tampa Bay region to review Pot 2 but also Gulf Consortium SEP projects. I will reach out to counties around the Tampa Bay area to see if they are interested in talking about their projects. This will be my last Consortium meeting. Appreciate being able to assist the Gulf Consortium. My replacement is Lisa Robertson. Staff commented that they were appreciative on Phil's service he was able to provide.

Agenda Item# 13– Manager's Report

Chairman Constance said they retooled the managers' report and removed the action items. He recognized Valerie Seidel who gave an update on the Consortium activities since the last Board meeting. Dan mentioned earlier in the Agenda that new Grant applications would be up to the \$20 Million range. Staff had anticipated \$40 Million for the fiscal year, well under the \$56 million budgeted for. She brought that up because there would be a budget item coming up soon and the uncertainty around volume will create multiple budget scenarios. An Internal Controls meeting was held in February. The review brought up a few notes including additional monitoring regarding the risk rubric. There will be some counties that are rated at a higher risk than others, this should not come as a surprise because it would have shown up in audits that the counties themselves would have received. They are likely to have to impose additional reporting and monitoring on those counties to keep the Consortium in compliance. In relation, some projects and not just counties may have higher risk which will have additional monitoring requirements and properly documented and tracked. What has come up a few times is the use of CCNA procurement. After consultation with Counsel, the Consortium is taking the position that as long as the procurement is in line with 2 CFR Part 200 a new procurement would not be required. This means if you are intending to use a CCNA subconsultant let us know ahead of time so we can ensure that it maintains compliance. Leon County is not requesting any adjustment in their fees. Additionally, the management contract will be expiring and will be in the new fiscal year budget. The process will need to be nailed down by September board meeting to have a contract in place before the existing contract expires in April. Lastly, RESTORE council has Grant Solutions currently up and running. Charlie Hunsicker commented that counties will receive their own report code. How transparent will that be for the applicants themselves. Are we going to be able to sit down with staff and go through the decision? Valerie – happens at the time the grant complications are submitted. Generally speaking, that is when the discussion would happen. Staff will be more explicit going forward to say that, we are not considering you high risk – currently only the higher risk counties would be notified, so we will make that change. Chair Constance suggested that legal Counsel could work with executive committee to flesh out the management contract procurement process because Balmoral would be precluded from being involved in that.

Agenda Item #14 – Public Comment

None.

Agenda Item #15 – Board Member Comments

Commissioner Mariano complimented Chair Constance and Balmoral for their work in the virtual meetings. Chair Constance noted that Executive Committee should have a call with legal and Balmoral within the next month to go over the management contract to get the process moving forward so they are in good position in September.

Agenda Item #16 – Upcoming Meetings

Upcoming meeting is TBD date between September 8- 11 in Palm Beach County, not Orlando as noted in on the Agenda. Hopefully the meeting will be in person but it will be virtually if needed.

Agenda Item #17-Adjourn

There being no further business, Chairman Constance adjourned the meeting at 2:59pm.

AGENDA ITEM 5b

**Gulf Consortium Board Meeting
September 9, 2020**

**Agenda Item 5b
Approval of June 10, 2020 Minutes of the Finance and Budget Committee**

Statement of Issue:

Request to approve the minutes of the June 10, 2020 meeting of the Gulf Consortium Finance and Budget Committee Meeting.

Options:

- (1) Approve the June 10, 2020 minutes as presented; or
- (2) Amend and then approve the minutes.

Recommendation:

Motion to approve Option 1.

Prepared by:

Amanda Jorjorian,
The Balmoral Group
On: August 31, 2020

Attachment:

Draft Minutes, June 10, 2020 meeting of the Gulf Consortium Finance and Budget Committee.

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

Gulf Consortium Finance and Budget Committee Meeting
June 10, 2020 1:00pm ET
Go to Meeting

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

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

Agenda Item #1 – Call to Order

Chair Scott Carnahan (Citrus) called the meeting to order at 1:01 pm (ET).

Agenda Item #2 – Roll call

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

Agenda Item #3 – Consent Agenda

The meeting minutes for the March 25, 2020 meeting of the Finance and Budget Committee were presented for approval. Layne Lynchard made the motion to approve the minutes, seconded by Yana Matiyuk.

ACTION: APPROVED

Agenda Item #4 – Additions or Deletions

No additions or deletions. Layne Lynchard made the motion to approve the agenda as presented, seconded by Yana Matiyuk.

Agenda Item #5 – Public Comments

None.

Agenda Item#6– Financial Statements

Richard Bernier (The Balmoral Group) provided the balance sheet, income sheet before end of April along with deposits and disbursements. Lane Lynchard (Santa Rosa) made the motion to approve the financial statements, second by Yana Matiyuk. All in favor.

ACTION: APPROVED

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

Richard Bernier (The Balmoral Group) presented the budget summary and status of project expenditures to date for this year. Each grant that was already approved were listed. No questions on this item.

Agenda Item #8-March 2020 Trust Fund Report

Richard Bernier (The Balmoral Group) gave a presentation of the current Trust Fund balance and pending Grant applications for SEP implementation. This had changed due to an update from RESTORE which is \$1,099,499 M. There were no comments or questions on this item.

Agenda Item #9-Delegation of Authority Report

Valerie Seidel presented a report on Delegation of Authority including actions that the General Manager made March 1 -2020 – April 30, 2020 for committee information. No questions or comments on this item.

Agenda Item #10-Grant Funding by County

Richard Bernier (The Balmoral Group) presented graphs and charts representing SEP grants by county showing implementation and compliance expenses. Commissioner Lynchard commented

that the pie chart on page 27 would be more informative if we could see the amounts. Richard and Valerie commented that they would include the amounts and a data table as well on that chart.

Agenda Item #11 – Budget Cycle Discussion

Valerie Seidel (The Balmoral Group) gave a verbal update on the upcoming budget cycle, budget transfers, expiration of the management contract, and scheduling of Finance Committee meetings to review various budget scenarios in August. An item in there would be the expiration of the management contract. They were asking to meet earlier to review the budget scenarios. There were no questions on this item.

Agenda Item #12 - Public Comment

No public comment.

Agenda Item #13-Adjourn

There being no further business, the meeting adjourned at 1:16pm.

AGENDA ITEM 5c

**Gulf Consortium Board Meeting
September 9, 2020**

Consent Agenda

**Item 5c
Report on Delegated Authority
Actions from May 1 – July 31, 2020**

Summary:

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

1. 5/26/2020 – Processed payment request; GNTSP16FL0021 (PSEP final drawdown)
2. 6/1/2020 - Accepted award; GNSSSP20FL0010 St. Josephs Peninsula Erosion Control E&D
3. 6/6/2020 – Processed payment request: GNTSP20FL0106 106-2 Jefferson County
4. 7/10/2020 - Processed payment request: GNTSP20FL0091 91-02 Pinellas County*,
GNTSP20FL0089 89-02 Wakulla County
5. 7/17/2020 – Submitted FFR (SF-425); EGID 110 Hernando Co
6. 7/21/2020 – Submitted FFR (SF-425); EGID 92 Sarasota Co
7. 7/23/2020 - Submitted FFR (SF-425); EGID 90 Okaloosa Co
8. 7/23/2020 – Submitted FFR (SF-425); EGID 97 Collier Co
9. 7/23/2020 – Submitted FFR (SF-425); EGID 107 Citrus Co
10. 7/23/2020 – Submitted FFR (SF-425); EGID 105 Walton Co
11. 7/24/2020 – Submitted FFR (SF-425); EGID 98 Bay Co
12. 7/30/2020 – Submitted FFR (SF-425); EGID 106 Jefferson Co

*First million-dollar disbursement

AGENDA ITEM 6

**Gulf Consortium Board Meeting
September 9, 2020**

**Agenda Item 6
Grant applications review and SEP project status**

Statement of Issue:

All SEP projects with active funding requests are summarized in this item. A table of all submitted applications and project status is included as an attachment to this item. 3 new grant applications are presented to the Consortium for review and approval and subsequent processing and submission to RESTORE Council.

Background:

The next recommended deadline for submission of grant application materials is 10/30/2020, to allow for staff time to prepare applications for the December Consortium Board Meeting. Any project milestones with 2019-2022 start date can be applied for – see page 1 of project data dashboard at (page navigation arrows at bottom of dashboard) <http://datavisual.balmoralgroup.us/GulfConsortiumProjects>.

A timeline of recommended application submission dates is included with this agenda item, after the new Applications Summary Table. These dates are also posted at the link below on the Gulf Consortium's Grant Resources page.

Note: there are updated grant application templates for Milestones and Project Narrative at <https://www.gulfconsortium.org/grant-resources>.

As of August 20, 2020, 16 projects have been awarded (\$9.2M in funding). A total of 32 grant applications have been received and processed. 8 applications are currently under RESTORE Council review: 1 is one hold, 3 have been withdrawn, 16 have been awarded, and 3 applications are being prepared for submission to RESTORE Council. The total amount of all grant applications or awards is about \$43M.

Most Recent Activity:

The following grant applications for SEP project implementation have been prepared in conjunction with County personnel:

- 5-2: St Andrew Bay Stormwater Improvement Program - Construction (Bay County); \$1,139,922
- 22-1: Comprehensive Watershed Improvement Program - Final E&D (Collier County); \$3,581,744
- 13-1: NW Quadrant Sewer Force Main Project – Construction (Citrus County); \$3,357,747

Total of 3 new funding requests: **\$8,079,413**

Attachments:

- Project applications summary table
- Calendar of recommended submission dates for 2020/2021

Options:

- (1) Approve these 3 grant applications for preparation and submission to RESTORE Council
- (2) Board direction

Recommendation:

Option 1

Prepared by:

Dan Dourte

The Balmoral Group, Manager

On: August 20, 2020

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

Project Applications Summary Table

County	Project Name	Milestones	Metrics	Amount	Subrecipient Amount	RESTORE Start Date	End Date
Bay	5-2: St Andrew Bay Stormwater Improvement Program - Construction	Construction	HM004- BMP Implementation for sediment reduction, Lbs of sediment avoided, annually	\$1,139,922	\$1,100,000	2/1/2021	5/26/2025
Collier	22-1: Comprehensive Watershed Improvement Program - Final E&D	Engineering & Design	PRM011 - # E&D Plans Developed; PRM013 - # compliance documents produced	\$3,581,744	\$3,536,500	2/1/2021	3/1/2026
Citrus	13-1 NW Quadrant Sewer Force Main Project – Construction	Construction	HM0001-BMP implementation for nutrient or sediment reduction- Lbs. N avoided (annually	\$3,357,747	\$3,329,740	3/1/2021	6/1/2023
Total Pot 3 funding request				\$8,079,413	\$7,966,240		

NOTE: See all project status on P. 8 of <http://datavisual.balmoralgroup.us/GulfConsortiumProjects> (navigation arrows at bottom of screen on that link)

Deadlines for grant applications to be approved at upcoming Gulf Consortium Board meetings

Submit by this date



- 10/30/2020

Board meeting: Dec 1 to 4 (TBD), 2020

- 12/18/2020

Board meeting: Jan 26 to 29 (TBD), 2021

- 2/12/2021

Board meeting: Mar 18, 2021

- 5/28/2021

Board meeting: Jun 29 to Jul 2 (TBD), 2021

- 8/6/2021

NOTE: SEP amendment intentions should be made known by this date

Board meeting: Sep 7 to 10 (TBD), 2021

- 10/29/2021

NOTE: SEP amendment materials should be delivered by this date

Board meeting: Dec 1 to 3 (TBD), 2021

AGENDA ITEM 7

**Gulf Consortium Board Meeting
September 9, 2020**

**Agenda Item 7
SEP Amendment Request**

Statement of Issue:

Request that the manager be authorized to prepare a draft SEP amendment to bring to the December Board for approval to release for public comment.

Background:

An amendment to the SEP is required for new projects or changes in scope of existing projections. The goals of this recommended SEP amendment are described in the analysis section. This would be the third amendment to Florida's SEP.

Analysis:

The goal of this SEP amendment: to revise project scopes and/or add new SEP projects for the following 5 counties; Taylor, Gulf, Santa Rosa, Jefferson, Hillsborough (and possibly other counties that request changes). If approved in draft form at the December Board meeting, this would open the 45-day public comment starting in early December 2020.

Counties need to deliver their project information to Gulf Consortium management by 10/23/2020 to allow for time to prepare the draft SEP amendment prior to the December 2020 Board meeting.

Fiscal Impact:

We estimate the time involved in this SEP amendment to be (up to) 40 hours (\$6,800) for The Balmoral Group and 8 hours for NGN (\$2,000). The Board previously approved a communal approach to SEP amendment efforts that did not exceed \$10,000. This policy change (S-19 section of Subrecipient Policy) was approved by the Procedures Review Committee (January 17 2020) and the full Board (January 29 2020). An excerpt of that agenda item, which was approved on January 29, 2020, is included below:

- *The process description (for) SEP Amendments and cost allocations is described in Section S-19. Two options for paying for amendments are described. The first option: counties pay directly from County funds to the Consortium. The second option makes costs grant eligible and shared equally unless single county costs exceed \$10,000; about \$430/county). Second option is preferred in order to make costs grant eligible and to share in SEP amendments, similar to counties sharing in the original planning process. The instances of SEP amendment costs for a county exceeding \$10,000 are expected to be rare.*

The preferred option was approved. As the anticipated costs are estimated at less than \$400/county, the costs for the SEP amendment will be shared. Based on informal polling prior to the Board meeting, it is likely that additional counties may join the amendment. Note: Consortium costs for SEP amendments will be tracked at spreadsheet level to identify long-term, county-specific costs for SEP amendments.

Options:

- (1) Approval of SEP amendment preparation
- (2) Board direction

Recommendation:

Option 1

Attachments:

None.

Prepared by:

Dan Dourte
The Balmoral Group, General Manager
August 20, 2020

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

AGENDA ITEM 8

**Gulf Consortium Board Meeting
September 9, 2020**

**Agenda Item 8
Approval of the Gulf Consortium
2021 Meeting Calendar**

Statement of Issue:

This agenda item seeks approval of the Consortium 2021 meeting calendar.

Background:

Under the Interlocal Agreement creating the Gulf Consortium, the Chairman has the power to set the times and locations of the Consortium. However, at the Executive Committee meeting of September 9, 2016, the Chairman recommended that the calendar be discussed by the Board. The Board has since provided direction as to align Gulf Consortium meetings with Florida Association of Counties events, typically between Wednesdays and Fridays, and to hold additional stand-alone meetings as needed in facilities that could accommodate video and telephonic access.

Analysis:

Based on the meeting history since 2016, staff presents the following date ranges and locations based on FAC events with known dates for the 2021 meeting calendar:

<u>Date Range</u>	<u>Day of Week</u>	<u>Location</u>
January 26-29, 2021	Tuesday - Friday <i>(not currently associated with an FAC event)</i>	Leon County
March 18, 2021	Thursday <i>(Legislative Day on 3/17)</i>	Leon County
June 29-July 2, 2021	Tuesday - Friday <i>(FAC Annual Conference)</i>	Orange County
September 7-10, 2021	Tuesday - Friday <i>(not currently associated with an FAC event)</i>	Location and Date To Be confirmed
December 1 - 3, 2021	Wednesday - Friday <i>(not currently associated with an FAC event)</i>	Duval

Five dates are proposed for 2021. Meetings are expected to be largely dedicated to approvals of county sub-award agreements, SEP project grant applications and related sub-recipient agreements and contracts for services for SEP project implementation.

Fiscal Impact:

Following approval of the State Expenditure Plan, SEP planning grant funds are no longer available to support Board meetings and meeting expenses for 2021 need to be addressed by the Consortium general operating fund.

Options:

The following options are suggested for consideration by the Board:

- (1) Approval of the 2021 meeting calendar and meeting locations with 4 meetings; or
- (2) Approval of the 2021 meeting calendar and meeting locations with 5 meetings; or
- (3) Board direction

Recommendation:

Approve the 5-meeting version of the 2021 calendar (Option 2)

Attachments:

None.

Prepared by:

Amanda Jorjorian
The Balmoral Group, General Manager
August 20, 2020

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

AGENDA ITEM 9

**Gulf Consortium Board of Directors
September 9, 2020**

**Agenda Item 9
Agreement for Management Services**

Executive Summary:

This item requests approval from the Board of Directors to either: 1) seek authorization from RESTORE Council to renegotiate and extend The Balmoral Group's ("Balmoral") Agreement for Management Services; or 2) proceed through a competitive procurement process through an issuance of a Request for Proposals.

Background:

In April 2017, following a competitive procurement process in compliance with 2 CRF Part 200, the Consortium and Balmoral entered into an Agreement for Management Services ("Agreement"). The Agreement provided for a two-year term with two optional one-year extensions. After expiration of the initial term, in 2019 and 2020 the Consortium elected to exercise its option to extend the Agreement. The Agreement is currently set to expire on April 30, 2021 with no further extensions permitted under the existing contract.

The Consortium initially anticipated conducting a competitive procurement process for General Management Services. However, the Executive Committee expressed a desire to negotiate a contract extension with Balmoral rather than solicit competitive proposals. The Executive Committee directed us to reach out to RESTORE Council to see if this was permissible.

After discussing the matter with RESTORE Council staff and their General Counsel, all agreed that 2 CFR 200.320(f)(3) permits RESTORE Council to authorize noncompetitive proposals in response to a written request from the Consortium. The Executive Committee unanimously voted to recommend the Board of Directors seek authorization from RESTORE Council to renegotiate and extend Balmoral's Agreement for Management Services.

Options:

Option #1, Seek authorization from RESTORE Council to renegotiate and extend Balmoral's Agreement for Management Services.

Option #2, Proceed with issuance of an RFP for Management Services.

Option #3, Other Direction.

Recommendation:

Option #1

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

AGENDA ITEM 10

**Gulf Consortium Board Meeting
September 9, 2020**

**Agenda Item 10
Financial Statements**

Statement of Issue:

Presentation of the most recent monthly financial statements. The report also includes a snapshot of Grant applications for SEP Implementation.

Background:

Financial Statements are produced monthly for the Consortium. Additionally, attachments include a snapshot of the amounts allocated to the SSEP and PSEP, and the amounts pertaining to Grant Applications for SEP projects. The Finance Committee has reviewed and approved the financial package for acceptance by the full Board.

Attachments:

- a) Financial Statements through July 31, 2020 – Balance Sheet, Income statement, Deposits and Disbursements.
- b) Grant Status Summary
- c) Implementation Costs Graph
- d) Submitted Grants Graph

Options

- 1) Approve Financial Reports
- 2) Other Board direction

Recommendation:

Option 1

Prepared by:

Richard Bernier
The Balmoral Group
On: August 14, 2020

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

Gulf Consortium Balance Sheet

As of July 31, 2020
July 31, 2020

ASSETS

Current Assets

Checking/Savings

Cash

Grant Account (Wells Fargo) 162.84

Operating Account (Seaside) 58,449.95

Total Cash 58,612.79

Total Checking/Savings 58,612.79

Accounts Receivable

Accounts Receivable

Adaptive Planning 1,012.50

Grants Receivable (SEP) 8,982,408.76

Total Accounts Receivable 8,983,421.26

Total Accounts Receivable 8,983,421.26

Other Current Assets

Other Current Assets

Other Receivables 23,815.49

Total Other Current Assets 23,815.49

Total Other Current Assets 23,815.49

Total Current Assets 9,065,849.54

TOTAL ASSETS 9,065,849.54

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Payables

Accounts Payable (Grants) 22,501.20

Accounts Payable (General) 3,262.24

Total Payables 25,763.44

Total Accounts Payable 25,763.44

Other Current Liabilities

Accrued Liabilities

Accrued Liabilities (Grants) 8,985,643.44

Total Accrued Liabilities 8,985,643.44

Total Other Current Liabilities 8,985,643.44

Total Current Liabilities 9,011,406.88

Total Liabilities 9,011,406.88

Equity

Unrestricted Net Assets 52,652.24

Net Income 1,790.42

Total Equity 54,442.66

TOTAL LIABILITIES & EQUITY 9,065,849.54

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

	Adaptive Planning	SEP Grants	General Fund	PSEP Grant	SSEP Grant	TOTAL
Income						
Adaptive Planning Grant	6,012.50	-	-	-	-	6,012.50
Direct Contributions	-	-	106,790.00	-	-	106,790.00
Grant Funds - SEP	-	1,072,753.00	-	-	-	1,072,753.00
Grant Funds - SSEP	-	-	-	-	36,478.40	36,478.40
Grant Funds - PSEP	-	-	-	39,974.64	-	39,974.64
Total Income	6,012.50	1,072,753.00	106,790.00	39,974.64	36,478.40	1,262,008.54
Expense						
Adaptive Planning	6,012.50	-	-	-	-	6,012.50
SEP Grants	-	1,072,753.00	-	-	-	1,072,753.00
General Consortium Expenses						
Special District Fees	-	-	175.00	-	-	175.00
Bank Fees	-	-	1,149.14	-	-	1,149.14
Meeting Expense	-	-	10,391.09	-	-	10,391.09
Accounting/Accounting	-	-	8,875.00	-	-	8,875.00
Management Fees	-	-	58,984.50	-	-	58,984.50
Legal Fees	-	-	16,100.78	-	-	16,100.78
Software	-	-	9,325.00	-	-	9,325.00
Total General Consortium Expenses	-	-	105,000.51	-	-	105,000.51
SSEP Grant Expenses						
Services procurement/contract	-	-	-	-	862.50	862.50
Sub-award protocol & conditions	-	-	-	-	21,092.45	21,092.45
Grant Management Platform	-	-	-	-	14,523.45	14,523.45
Total SSEP Grant Expenses	-	-	-	-	36,478.40	36,478.40
Planning Grant (PSEP)						
Legal	-	-	-	8,762.50	-	8,762.50
Consulting	-	-	-	369.68	-	369.68
AV and Meeting room rentals	-	-	-	5,563.71	-	5,563.71
Grant Management	-	-	-	25,278.75	-	25,278.75
Total Planning Grant (PSEP)	-	-	-	39,974.64	-	39,974.64
Total Expense	6,012.50	1,072,753.00	105,000.51	39,974.64	36,478.40	1,260,219.05
Net Income	-	-	1,789.49	-	-	1,789.49

Gulf Consortium
Deposit Detail
May through July 2020

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
	Deposit		06/03/2020		1030 - Grant Account (Wells Fargo)	23,119.68
	Payment		06/03/2020	ASAP.gov	PSEP	-23,119.68
TOTAL						-23,119.68
	Deposit		06/03/2020		1030 - Grant Account (Wells Fargo)	75.00
	Payment		06/03/2020	ASAP.gov	PSEP	-75.00
TOTAL						-75.00
	Deposit		06/03/2020		1020 - Operating Account (Seaside)	6,306.00
	Payment		06/03/2020	Escambia County	County Assessment	-6,306.00
TOTAL						-6,306.00
	Deposit		06/04/2020		1030 - Grant Account (Wells Fargo)	3,234.68
	Payment		06/04/2020	ASAP.gov	Jefferson County	-3,234.68
TOTAL						-3,234.68
	Deposit		07/02/2020		1020 - Operating Account (Seaside)	6,306.00
	Payment		07/02/2020	Pinellas County	County Assessment	-6,306.00
TOTAL						-6,306.00
	Deposit		07/09/2020		1030 - Grant Account (Wells Fargo)	1,014,589.32
	Payment		07/09/2020	ASAP.gov	Pinellas County	-1,011,467.11
	Payment		07/09/2020	ASAP.gov	Wakulla	-3,122.21
TOTAL						-1,014,589.32
	General Journal	116	07/31/2020		1020 - Operating Account (Seaside)	0.93
					66900 - Reconciliation Discrepancies	-0.93
TOTAL						-0.93

Gulf Consortium
Check Detail
May through July 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check		05/27/2020	Leon County		1030 - Grant Account (Wells Fargo)		-83.46
Bill	90-01	04/01/2020	Okaloosa County		803-001 - Pre-award	-11.99	11.99
Bill	92-01	04/01/2020	Sarasota County		819-001 - Pre-award	-5.99	5.99
Bill	97-01	04/01/2020	Collier County		822-001 - Pre-award Costs	-18.99	18.99
Bill	98-01	04/01/2020	Bay County		805-001 - Pre-award Costs	-12.59	12.59
Bill	105-1	04/01/2020	Walton County		804-001 - Pre-award	-7.21	7.21
Bill	106-01	04/01/2020	Jefferson County		809-001 - Pre-award	-7.88	7.88
Bill	107-01	04/01/2020	Citrus County		813-001 - Pre-award	-9.05	9.05
Bill	110-01	04/01/2020	Hernando County		814-001 - Pre-award	-9.76	9.76
TOTAL						-83.46	83.46
Bill Pmt -Check		05/27/2020	The Balmoral Group, LLC		1030 - Grant Account (Wells Fargo)		-24,375.00
Bill	2463.05	04/01/2020	Okaloosa County		803-001 - Pre-award	-3,995.00	3,995.00
Bill	2464.03	04/01/2020	Sarasota County		819-001 - Pre-award	-1,997.50	1,997.50
Bill	2464.02	04/01/2020	Collier County		822-001 - Pre-award Costs	-3,932.50	3,932.50
Bill	2464.01	04/01/2020	Bay County		805-001 - Pre-award Costs	-4,122.50	4,122.50
Bill	2467.01	04/01/2020	Walton County		804-001 - Pre-award	-2,380.00	2,380.00
Bill	2467.02	04/01/2020	Jefferson County		809-001 - Pre-award	-2,252.50	2,252.50
Bill	2467.03	04/01/2020	Citrus County		813-001 - Pre-award	-2,465.00	2,465.00
Bill	2463.06	04/01/2020	Hernando County		814-001 - Pre-award	-3,230.00	3,230.00
TOTAL						-24,375.00	24,375.00
Bill Pmt -Check		06/03/2020	Leon County		1030 - Grant Account (Wells Fargo)		-69.38
Bill	21-03	05/15/2020	PSEP		6103 - Consulting	-69.38	69.38
TOTAL						-69.38	69.38
Bill Pmt -Check		06/03/2020	NGN		1030 - Grant Account (Wells Fargo)		-6,850.00
Bill	42775	03/11/2020	PSEP		6104 - Legal	-3,900.00	3,900.00
Bill	42778	05/01/2020	PSEP		6104 - Legal	-2,950.00	2,950.00
TOTAL						-6,850.00	6,850.00

Gulf Consortium
Check Detail
May through July 2020

	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
	Bill Pmt -Check		06/03/2020	The Balmoral Group, LLC		1030 · Grant Account (Wells Fargo)		-15,900.00
	Bill	2460.10	05/15/2020	PSEP		6106 · Grant Management	-15,900.00	15,900.00
TOTAL							-15,900.00	15,900.00
	Bill Pmt -Check		06/03/2020	Vastec, Inc.		1030 · Grant Account (Wells Fargo)		-300.30
	Bill	20200229-15	03/02/2020	PSEP		6103 · Consulting	-300.30	300.30
TOTAL							-300.30	300.30
	Bill Pmt -Check		06/03/2020	Jefferson County I		1030 · Grant Account (Wells Fargo)		-2,725.00
	Bill	106-02	06/03/2020	Jefferson County		809-002 · Consultants	-2,725.00	2,725.00
TOTAL							-2,725.00	2,725.00
	Bill Pmt -Check		06/03/2020	Leon County		1030 · Grant Account (Wells Fargo)		-9.68
	Bill		06/03/2020	Jefferson County		809-003 · Contractual Services	-9.68	9.68
TOTAL							-9.68	9.68
	Bill Pmt -Check		06/04/2020	NGN		1030 · Grant Account (Wells Fargo)		-500.00
	Bill	42780	03/11/2020	Levy County		812-001 · Pre-award Costs	-35.60	250.00
				Sarasota County		819-001 · Pre-award	-53.38	375.00
				Collier County		822-001 · Pre-award Costs	-53.38	375.00
				Walton County		804-001 · Pre-award	-53.38	375.00
				Bay County		805-001 · Pre-award Costs	-53.38	375.00
				Citrus County		813-001 · Pre-award	-53.38	375.00
				Hernando County		814-001 · Pre-award	-126.33	887.50
				Jefferson County		809-001 · Pre-award	-71.17	500.00
TOTAL							-500.00	3,512.50
	Bill Pmt -Check		07/23/2020	Pinellas County Grants		1030 · Grant Account (Wells Fargo)		-1,011,467.11

Gulf Consortium
Check Detail
May through July 2020

	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
	Bill	91-02	07/10/2020	Pinellas County		816-004 · Consultants	-1,010,157.15	1,010,157.15
				Pinellas County		816-005 · Contractual	-1,309.96	1,309.96
TOTAL							-1,011,467.11	1,011,467.11
	Bill Pmt -Check		07/23/2020	Wakulla County Grants		1030 · Grant Account (Wells Fargo)		-3,112.87
	Bill	89-02	07/10/2020	Wakulla County		808-002 · Personnel	-1,080.01	1,080.01
				Wakulla County		808-003 · Fringe Benefits	-417.86	417.86
				Wakulla County		808-007 · Contractual	-1,615.00	1,615.00
TOTAL							-3,112.87	3,112.87
	Bill Pmt -Check	194	05/21/2020	The Balmoral Group, LLC		1020 · Operating Account (Seaside)		-15,284.00
	Bill	2461.12	01/31/2020			5040 · Management Fees	-15,284.00	15,284.00
TOTAL							-15,284.00	15,284.00
	Bill Pmt -Check	196	05/21/2020	FL Dept. of State		1020 · Operating Account (Seaside)		-88.06
	Bill	102904	04/01/2020			5030 · Meeting Expense	-39.34	39.34
	Bill	103072	04/01/2020			5030 · Meeting Expense	-48.72	48.72
TOTAL							-88.06	88.06
	Bill Pmt -Check	197	05/21/2020	Warren Averett, LLC		1020 · Operating Account (Seaside)		-575.00
	Bill	1271777	04/25/2020			5020 · Accounting/Accounting	-575.00	575.00
TOTAL							-575.00	575.00
	Bill Pmt -Check	198	05/21/2020	NGN		1020 · Operating Account (Seaside)		-1,912.50
	Bill	43060	04/30/2020			6104 · Legal	-1,912.50	1,912.50
TOTAL							-1,912.50	1,912.50
	Bill Pmt -Check	199	05/21/2020	The Balmoral Group, LLC		1020 · Operating Account (Seaside)		-15,284.00
	Bill	2461.13	03/31/2020			5040 · Management Fees	-15,284.00	15,284.00

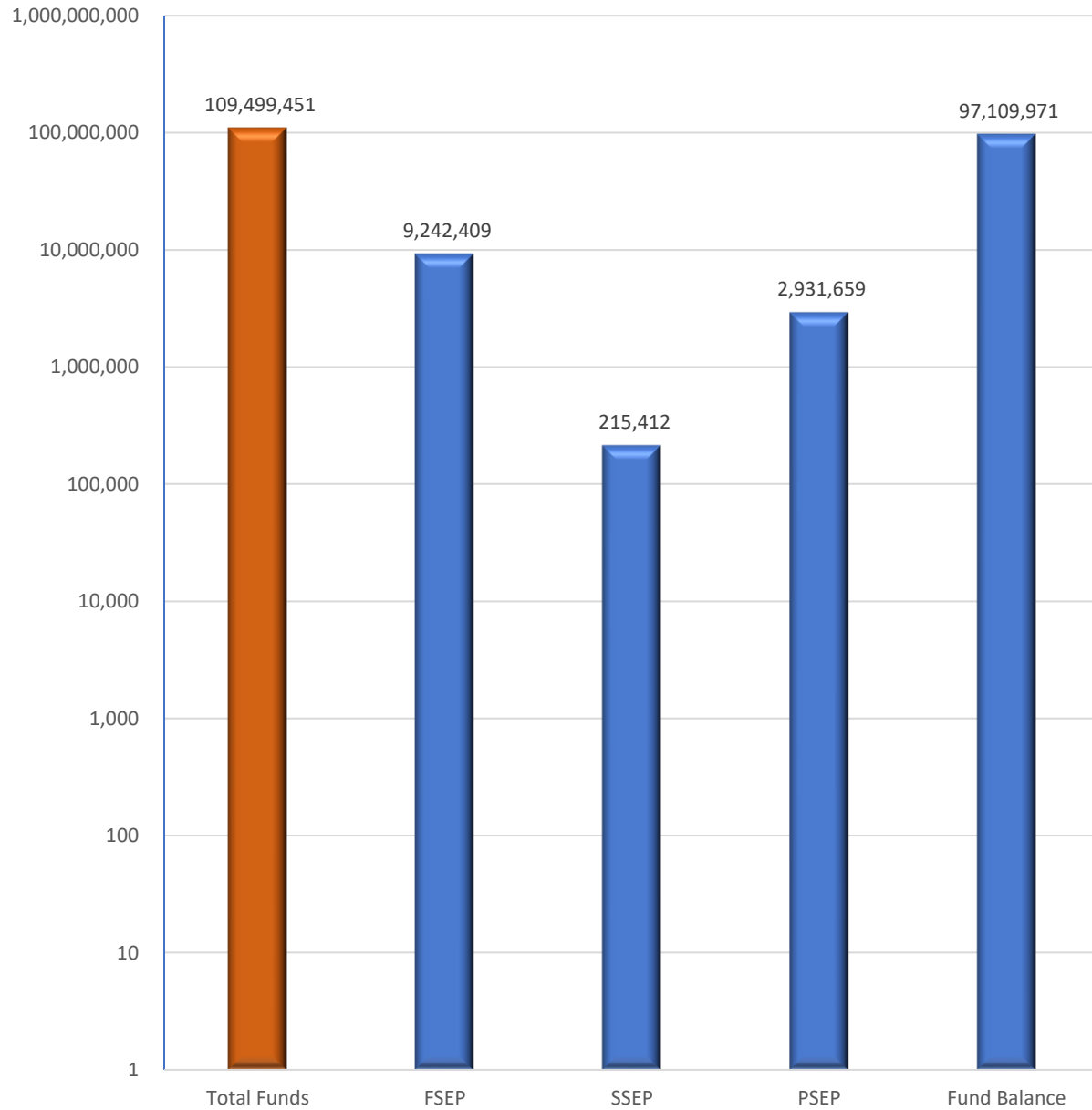
Gulf Consortium
Check Detail
May through July 2020

	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL							-15,284.00	15,284.00
	Bill Pmt -Check	200	06/26/2020	NGN		1020 - Operating Account (Seaside)		-3,737.62
	Bill	42773	03/11/2020			5050 - Legal Fees	-250.00	250.00
	Bill	42779	03/11/2020			5050 - Legal Fees	-300.00	300.00
	Bill	42776	03/11/2020			5050 - Legal Fees	-3,187.62	3,187.62
TOTAL							-3,737.62	3,737.62
	Bill Pmt -Check	200	06/26/2020	NGN		1020 - Operating Account (Seaside)		-4,548.31
	Bill	42451	06/01/2020			5050 - Legal Fees	-400.00	400.00
	Bill	42454	06/01/2020			5050 - Legal Fees	-4,148.31	4,148.31
TOTAL							-4,548.31	4,548.31
	Bill Pmt -Check	200	06/26/2020	NGN		1020 - Operating Account (Seaside)		-225.00
	Bill	42777	03/11/2020			812-001 - Pre-award Costs	-80.36	125.00
						5050 - Legal Fees	-144.64	225.00
TOTAL							-225.00	350.00
	Bill Pmt -Check	201	06/26/2020	The Balmoral Group, LLC		1020 - Operating Account (Seaside)		-13,132.50
	Bill	2461.14	06/02/2020			5040 - Management Fees	-13,132.50	13,132.50
TOTAL							-13,132.50	13,132.50
	Bill Pmt -Check	202	06/26/2020	FL Dept. of State		1020 - Operating Account (Seaside)		-33.60
	Bill	103638	06/01/2020			5030 - Meeting Expense	-33.60	33.60
TOTAL							-33.60	33.60
	Bill Pmt -Check	203	07/22/2020	NGN		1020 - Operating Account (Seaside)		-1,200.00
	Bill	43202	06/08/2020			822-001 - Pre-award Costs	-30.95	162.50
						806-003 - Contractual	-130.95	687.50

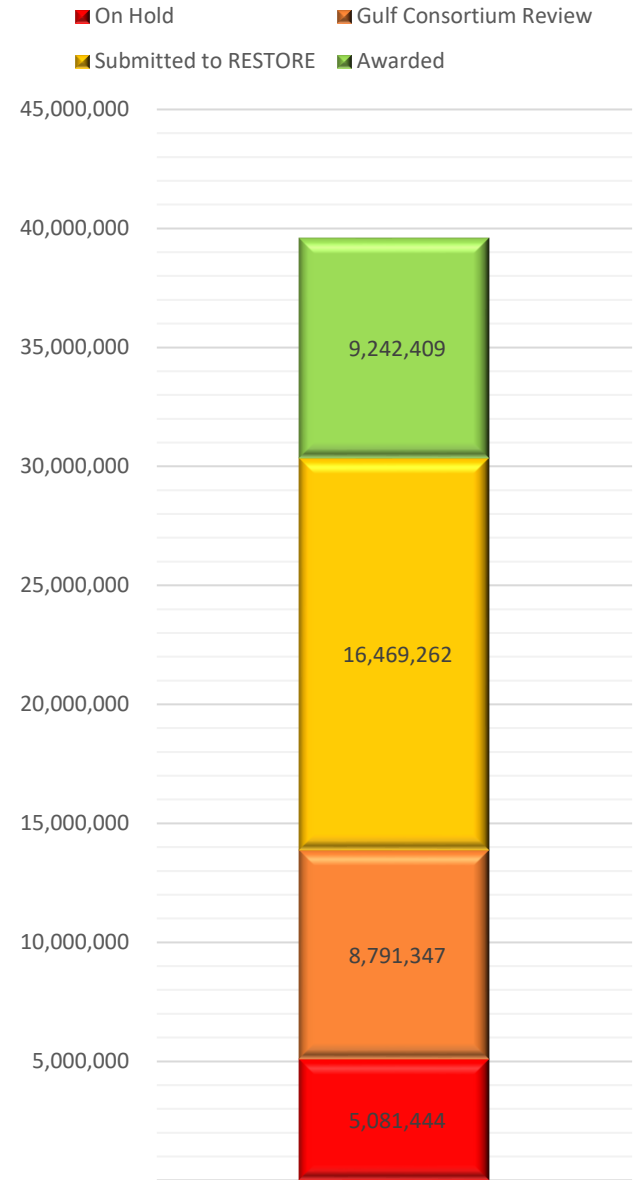
Gulf Consortium
Check Detail
May through July 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					5050 · Legal Fees	-38.10	200.00
Bill	43340	06/30/2020			5050 · Legal Fees	-875.00	875.00
Bill	43341	06/30/2020			822-003 · Contractual	-21.71	312.50
					8999999 · Non-awarded Suspense Account	-13.02	187.50
					806-001 · Pre-award Costs	-3.47	50.00
					5050 · Legal Fees	-4.34	62.50
					806-001 · Pre-award Costs	-30.38	437.50
					815-003 · Contractual	-26.04	375.00
					813-003 · Contractual Services	-21.70	312.50
					813-003 · Contractual Services	-4.34	62.50
TOTAL						-1,200.00	3,725.00
Bill Pmt -Check	203	07/22/2020	NGN		1020 · Operating Account (Seaside)		-625.00
Bill	43201	06/08/2020			5050 · Legal Fees	-625.00	625.00
TOTAL						-625.00	625.00

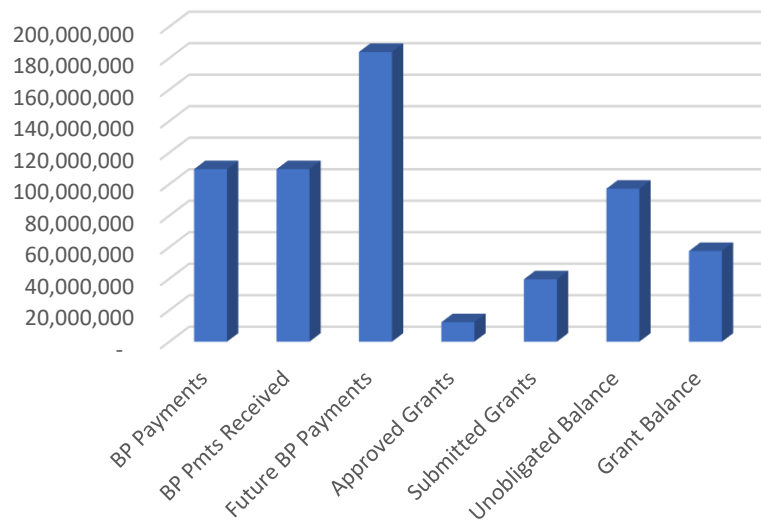
TRUST FUND



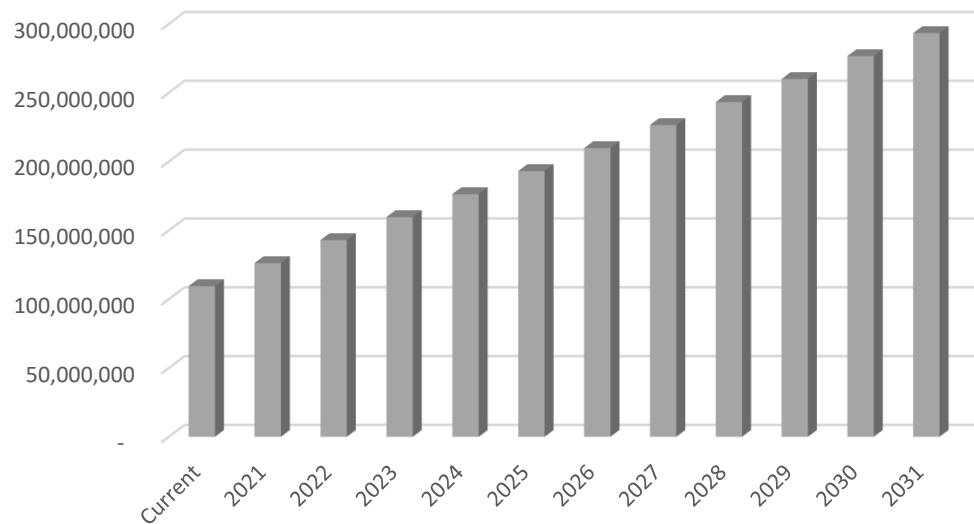
GRANT STATUS



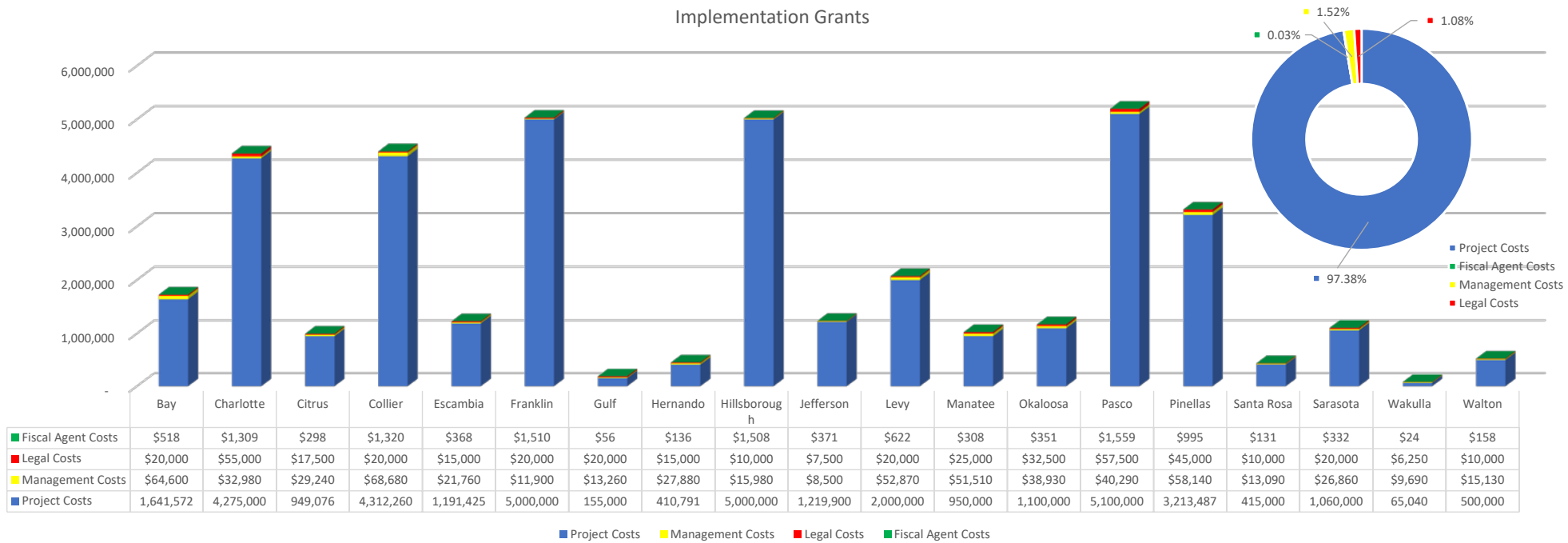
BP Fund Payments



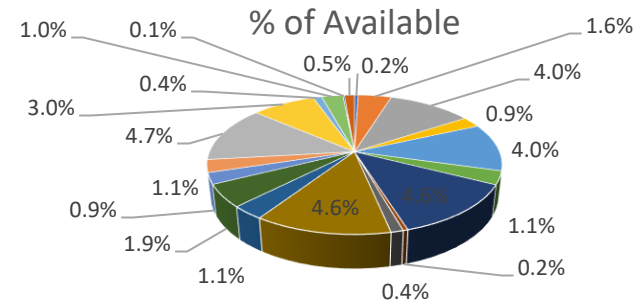
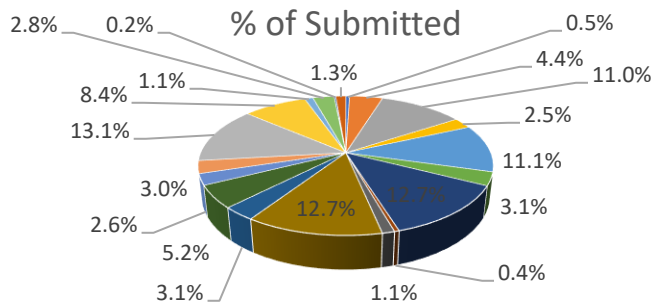
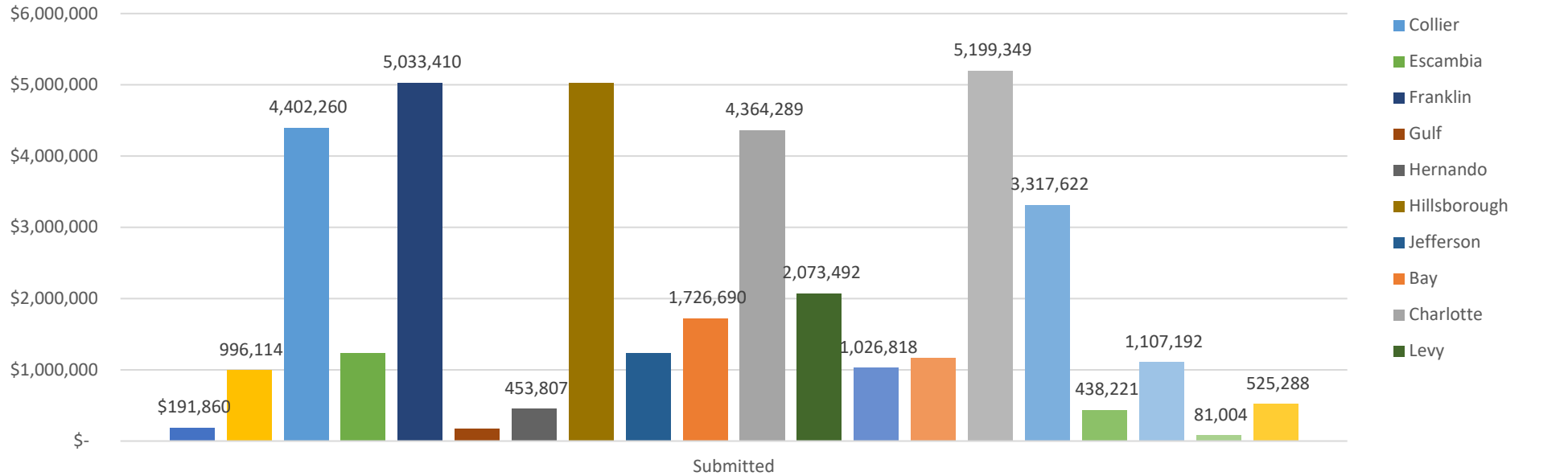
Scheduled Payments



Implementation Grants



Submitted Amounts



AGENDA ITEM 11

**Gulf Consortium Board Meeting
September 9, 2020**

**Agenda Item 11
Proposed Budget**

Statement of Issue:

Presentation of a proposed budget for the next fiscal year.

Background:

The fiscal year runs from October 1 to September 30 and requires an approved budget for the year. There are three categories of funds for the coming fiscal year: County Funds (for ongoing administrative items that do not qualify for grant expenditure), Adaptive Planning & Compliance Funds (a pending grant approval to fund the required compliance activities of receiving federal grant funds) and SEP Funds (SEP project grants). Each is discussed in turn.

Discussion:

The County funds cover costs primarily relating to meetings and administrative matters that pertain to the Consortium's status as a Special District, including public notice requirements, agenda preparation, logistics and general accounting requirements to comply with state and federal rules. For the fiscal year 2019-2020, costs will total approximately \$137,000 (at this writing, the fiscal year is not closed out) and total approximately 515 hours. For this budget component, management fees for non-grant work completed by staff are estimated at 352 hours at a rate of \$170 per hour for a total of \$59,840. Legal costs are based on meeting participation and miscellaneous correspondence for up to \$20,750. As the new fiscal year is the first year that the Adaptive Planning Grant funds will be accessible to cover some administrative costs, a conservative approach is being taken, and actual costs may be less than budgeted. County dues are projected to remain the same for the fiscal year, at \$6,306 annually for large counties and \$1,525 annually for small counties.

Meeting and travel expense varies depending on the location of Board meetings. The current fiscal year had fluctuating costs, due to the pandemic and change in meeting venues to virtual meetings. Two budget scenarios are presented. One includes 3 in-person meetings, under the assumption that remaining meetings this calendar year (2020) occur virtually, and three meetings occur in-person between January and September 2021, using an average of the previous years' meeting expenses to estimate costs. The second scenario includes 4 in-person meetings for the new fiscal year. Information will continue to unfold as the year progresses, but there is speculation from multiple sources that some (non-Gulf Consortium) meetings normally occurring in the early part of the calendar year may be substantially deferred; if so, in order to maintain schedule, the Consortium would likely be required to host the entire meeting, and if conducted in-person, would be more expensive than "piggy-backing" FAC meetings. The difference in the two scenarios is approximately \$6,300.

Meeting expenses have averaged about \$6,600 over the past two years, for venue charges including (required) catering, audio-visual setup, and related costs. Table 1 provides a summary of the range of charges across meetings and cost category.

Board Meeting Actual Costs			
Meeting and Travel Expense	Average	High	Low
Printing	1,141.57	1,674.98	713.64
Catering	1,095.44	1,388.87	802.00
AV Charges	3,538.68	5,679.74	2,128.90
Facility Rental	912.73	2,104.90	470.80
	6,688.42	10,848.49	4,115.34

It is important to note for purposes of planning that completely virtual meetings, of course, do not require the A-V charges. However, to the extent that Commissioners choose to participate from a meeting room *and simultaneously* with a virtual meeting, the A-V charges will be incurred, as special microphone and switchboard operation is necessary to ensure live microphones both in-room and online. In this event, Consortium staff would also be required onsite to confirm logistics with hotel A-V staff or vendors.

Miscellaneous expenses are bank fees, website renewal costs, and various required filing costs.

The Adaptive Planning Grant funds are budgeted at \$63,950. 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 project-specific. Grant-eligible costs will be recouped (assuming they meet all necessary requirements) using Adaptive Planning Grant funds. The sum requested reflects the amount of \$25,790 for audits (single and financial), costs to complete SF-425 forms, OSA updates, required annual training, and report and track financial data related to the grant award (80 hours). Costs of programmatic software (grants management and accounting) are estimated at about \$9,350. Costs are also estimated for Staff time relating to annual updates for Risk Committee, Policy Review, and associated recordkeeping, totaling 46 hours. The amount of \$23,460 represents input & upkeep for procurement record processing & accounting activities (100 hours total); at this time, few procurements are anticipated but are included for purposes of budgeting. The amount of \$8,340 is requested for contingency.

SEP Funds are based on the grant application submissions received from the counties. Since SEP approval, and for the past two budget years, the pace of grant applications has been sporadic. The SEP envisioned more than \$70 million in grant funding occurring in the first year. Staff budgeted for about \$56 million during the current year, using the SEP-planned grant milestones for the first two years divided by the average length of 3.4 years per grant. By mid-year, staff reported that activity totaling about \$40 million was likely more accurate for the current year, and active grants total \$39,777,352 at the time this budget was prepared. In some cases, projects or their internal approval processes did not evolve as counties anticipated, hurricanes intervened, priorities and funding sources changed, and so forth. A new

grants reporting system was implemented by RESTORE Council this fiscal year, and one round of reporting for selected grants has occurred. Based on this limited experience, about 14 hours in additional staff time per grant per year may be required to fulfill ongoing reporting and other compliance requirements. There is significant uncertainty in planning grant revenues and the associated staff effort associated with their processing. To date, staff costs have been tightly managed, resulting in costs of about 1.4% of total grant value processed.

For the upcoming fiscal year, two scenarios are offered. In the first, all milestones originally scheduled for commencement in Fiscal year 2021, per the SEP, activate. Under this scenario, an additional \$40,156,178 in grant applications is processed. This would bring total grant funding to \$79,933,500 for the current fiscal year. However, realistically, even if all grant applications under this scenario were processed during the fiscal year, it is unlikely grant awards would all occur during the fiscal year, and this would be an upper bound.

Because of the fluctuating schedule, flexibility has been allowed from the original SEP “sequencing”, such that grants with milestones extending beyond the current year have been accepted for processing. The second scenario provides for revenue estimates if all grants with milestones through Fiscal Year 2021-22 were funded. In this budget scenario, the total grant activity by the end of the FY 2020-2021 would total about \$93 million.

The legal expense is the lesser of 1.83% of the anticipated drawdowns or \$90,000, the contractual maximum legal that can be invoiced. Management fees are estimated at 2.5% of the anticipated draw downs, based on the existing contractual maximum, plus room for escalation in costs in the event a new contract is entered into at a higher rate (at the time of budget preparation, the statute of a new contract procurement is unknown). The \$27,000 in fiscal agent fees are based on .03% of the draw downs.

The two budget scenarios are summarized as follows:

- Scenario 1: about \$80M total; lower estimate of SEP grant processing activity
- Scenario 2: about \$94M total; higher estimate of SEP grant processing activity

Finance Committee reviewed the detailed budget scenarios and recommended Scenario 2. Executive Committee reviewed the recommendations and requested additional documentation regarding the meeting expenses, which has been added to the item.

Summary scenarios are included herein, with detailed scenarios in the attachments.

Budget Scenario 1

Gulf Consortium Proposed Budget Fiscal Year 2020-2021

Beginning Funds Balance	-	-	-	-
REVENUES	County Funds	Compliance Funds	SEP Funds	Total
Funding	106,790	191,860	79,933,500	80,232,150
TOTAL REVENUES	106,790	191,860	79,933,500	80,232,150
DISBURSEMENTS				
Compliance Expenses		63,950		63,950
County SEP Projects			39,966,750	39,966,750
General Operating Expenses	98,673			98,673
TOTAL EXPENSES	98,673	63,950	39,966,750	40,129,373
Funds Balance	8,117	127,910	39,966,750	40,102,777

Budget Scenario 2

Gulf Consortium Proposed Budget Fiscal Year 2020-2021

Beginning Funds Balance	-	-	-	-
REVENUES	County Funds	Compliance Funds	SEP Funds	Total
Funding	106,790	191,860	93,650,941	93,949,591
TOTAL REVENUES	106,790	191,860	93,650,941	93,949,591
DISBURSEMENTS				
Compliance Expenses		63,950		63,950
County SEP Projects			46,825,471	46,825,471
General Operating Expenses	104,934		-	104,934
TOTAL EXPENSES	104,934	63,950	46,825,471	46,994,355
Funds Balance	1,856	127,910	46,825,471	46,955,237

Attachments:

Proposed budget scenarios with additional line item detail for fiscal year running from October 1, 2020 to September 30, 2021.

Options:

- (1) Approve Budget Scenario 1
- (2) Approve Budget Scenario 2
- (3) Board direction

Recommendation:

Option 2

Prepared by:

Valerie Seidel
The Balmoral Group
On: August 13, 2020

Scenario 1

Gulf Consortium Proposed Budget Fiscal Year 2020-2021

Note: Trust Fund Unobligated Balance as of April 2020 = \$95,607,494

Budget				
Beginning Funds Balance	-	1	-	-
REVENUES	County Funds	Adaptive Planning Grant	SEP Funds	Total
County Funding	106,790	2		106,790
Compliance Grant		191,860		191,860
SEP Grant			79,933,500	79,933,500
TOTAL REVENUES	106,790	191,860	79,933,500	80,232,150
DISBURSEMENTS				
Adaptive Palnning				
Financial, Audit & Reporting		25,790		25,790
Risk, Procurement & Amendments		23,460		23,460
Contingency		8,340		8,340
Wizhive annual fee		6,360		6,360
Subtotal Compliance Expenses		63,950		63,950
State Expenditure Plan (SEP) Project Implementation Expenses				
County Projects			39,966,750	39,966,750
Subtotal FSEP Expenses			39,966,750	39,966,750
General Operating Expenses				
Management Expense	59,840	3		59,840
Legal Expense	20,000	3		20,000
Meeting and Travel Expense	16,533	4		16,533
*Miscellaneous	2,300			2,300
Audit Expense				-
Subtotal General Operating	98,673			98,673
TOTAL EXPENSES	98,673	63,950	39,966,750	40,129,373
Funds Balance	8,117	127,910	39,966,750	40,102,777

1 Estimated cash balance after all 2019/20 expenses have been paid

Individual County Assessment change:		Needed	Revised per County
2	15 Large Counties from	\$ 6,306	-
	8 Small Counties from	\$ 1,525	-

3 Based on historical costs, financial reporting, administration & meeting costs

Includes 3 in person meetings

4 Based on 3 in person Board meetings - Printing, facility charges, AV

5 Trust Fund Balance as of April 2020 = \$95,607,494

Scenario 2

Gulf Consortium Proposed Budget Fiscal Year 2020-2021

Note: Trust Fund Unobligated Balance as of April 2020 = \$95,607,494

Budget				
Beginning Funds Balance	-	1	-	-
REVENUES	County Funds	Adaptive Planning Grant	SEP Funds	Total
County Funding	106,790	2		106,790
Compliance Grant		191,860		191,860
SEP Grant			93,650,941	93,650,941
TOTAL REVENUES	106,790	191,860	93,650,941	93,949,591
DISBURSEMENTS				
Adaptive Palnning				
Financial, Audit & Reporting		25,790		25,790
Risk, Procurement & Amendments		23,460		23,460
Contingency		8,340		8,340
Wizhive annual fee		6,360		6,360
Subtotal Compliance Expenses		63,950		63,950
State Expenditure Plan (SEP) Project Implementation Expenses				
County Projects			46,825,471	46,825,471
Subtotal FSEP Expenses			46,825,471	46,825,471
General Operating Expenses				
Management Expense	59,840	3		59,840
Legal Expense	20,750	3		20,750
Meeting and Travel Expense	22,044	4		22,044
*Miscellaneous	2,300			2,300
Audit Expense				-
Subtotal General Operating	104,934			104,934
TOTAL EXPENSES	104,934	63,950	46,825,471	46,994,355
Funds Balance	1,856	127,910	46,825,471	46,955,237

1 Estimated cash balance after all 2019/20 expenses have been paid

Individual County Assessment change:			Needed	Revised per County
2	15 Large Counties from	\$ 6,306	-	6,306
	8 Small Counties from	\$ 1,525	-	1,525

3 Based on historical costs, financial reporting, administration & meeting costs

Includes 4 in person meetings

4 Based on 4 in person Board meetings - Printing, facility charges, AV

5 Trust Fund Balance as of April 2020 = \$95,607,494

AGENDA ITEM 12

**Gulf Consortium Board Meeting
September 9, 2020**

**Agenda Item 12
General Counsel's Report**

Statement of Issue:

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

Background:

The General Counsel's report will be given verbally at the Board meeting on September 9, 2020.

Attachments:

None

Prepared by:

Amanda Jorjorian
The Balmoral Group
General Manager
On: September 1, 2020

AGENDA ITEM 13

**Gulf Consortium Board Meeting
September 9, 2020**

**Agenda Item 13
Status of Bucket 2 Projects**

Statement of Issue:

Per Board approval to include regular reports from the Consortium's partners, DEP/FWC staff will provide a verbal update of Bucket 2 and related projects. For information only; no action is required.

Background:

The State partner agencies' report will be given verbally at the Board Meeting on September 9, 2020

Attachments:

None

Prepared by:

Amanda Jorjorian
The Balmoral Group
General Manager
On: September 1, 2020

AGENDA ITEM 14

**Gulf Consortium Board of Directors Meeting
August 31, 2020**

**Agenda Item 14
Manager's Report**

Statement of Issue:

Consortium staff provides a report on updates to Consortium activities since the last Board meeting.

Discussion:

Additional Grant Activity: Three new grant applications have been received since the last Board meeting for \$8 million. We will end the year at about \$42 million in active grant activity with 32 grants. This represents about 15% of the total Pot 3 funding, just one year after the first project was awarded to Pasco County for its artificial reef project. Since the last Board meeting, we had our first \$1 million disbursement, to Pinellas County for the Lake Seminole Sediment Removal project, which is expected to significantly improve water quality for Boca Ciega Bay and a great example of the Consortium funding at work. We also put out a call for an SEP Amendment, coarsely following last year's schedule for an annual opportunity to swap out projects or otherwise make changes.

Since the last Board meeting, we had our first financial reporting period under the new reporting system. The new system requires entry of information directly into the platform, rather than uploading reports. Based on the first round, we are estimating additional time will be required for reporting over the course of each year per grant.

Budgeting: A series of staff meetings occurred this period to develop alternative budget scenarios for Finance Committee and the Board's consideration, as addressed in a prior Agenda item.

RESTORE Council Updates: Grant Solutions is now fully operational. Applications are now input into two systems – PIPER and Grant Solutions. Grant Solutions houses the financial end, and PIPER houses all of the environmental, technical approach, risk management and other programmatic information. We are adapting our processes accordingly, and also want this body to understand that we are entering a fair amount of information into two separate systems. There are also a few live items still on RAAMS.

Committee assignments: With elections coming up, we will need to revisit committee assignments. At the December Board meeting, we will bring forward a request for a one-time waiver of annual deadlines in our policies, to accommodate, as well as an update on any changes to the Committee roster. Good luck to everyone in elections.

Attachments:

- 1) None

Action Required:

1) None; informational only.

Prepared by:

Valerie Seidel, The Balmoral Group

On: August 31, 2020

AGENDA ITEM 15

**Gulf Consortium Board Meeting
September 9, 2020**

**Agenda Item 15
Public Comments**

Statement of Issue:

The public is invited to provide comments on relevant issues.

Attachments:

None

Prepared by:

Amanda Jorjorian
The Balmoral Group
General Manager
On: September 1, 2020

AGENDA ITEM 16

**Gulf Consortium Board Meeting
September 9, 2020**

**Agenda Item 16
Board Member Comments**

Statement of Issue:

Members of the Board are invited to provide comments on relevant issues.

Attachments:

None

Prepared by:

Amanda Jorjorian
The Balmoral Group
General Manager
On: September 1, 2020