

**Gulf Consortium Board of Directors Meeting  
June 13, 2019, Time 2:00p.m. (Eastern)  
Hyatt Regency Orlando, Room Celebration 5-6**

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**Members in Attendance:** Chair Warren Yeager (Gulf), Commissioner Chris Constance (Charlotte), Commissioner Burt Saunders (Collier), Commissioner Doug Underhill (Escambia), Commissioner Joseph “Smokey” Parrish (Franklin), Commissioner Wayne Dukes (Hernando), Commissioner Brian Hamman (Lee), Commissioner John Meeks (Levy), Commissioner Carol Whitmore (Manatee), George Neugent (Monroe), Commissioner Kelly Windes (Okaloosa), Commissioner Jack Mariano (Pasco), Andy Squires (Pinellas), Commissioner Nancy Detert (Sarasota), Commissioner Jim Moody (Taylor) Commissioner David Edwards (Wakulla), Larry Jones (Walton).

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

**By Phone:** Angela Balint (Warren Averitt), Commissioner Scott Carnahan (Citrus) and Commissioner Lane Lynchard (Santa Rosa)

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**Agenda Item 1 – Call to Order**

Chairman Warren Yeager (Gulf) called the meeting to order at 2:02pm (ET).

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**Agenda Item #2 – Roll Call**

Valerie Seidel called the roll. Attendees as above.

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**Agenda Item #3 – Consent Agenda**

Chairman Warren Yeager (Gulf) presented the minutes for the March 28, 2019 Meeting of the Board of Directors and the April 26 Audit Committee Meeting for approval. The April 24 Finance and Budget Committee minutes were included for information only. Commissioner Chris Constance (Charlotte) made the motion to approve the minutes as presented, seconded by David Edwards (Wakulla). All in favor.

**ACTION: APPROVED**

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**Agenda Item #4 – Additions or Deletions**

Chairman Warren Yeager (Gulf) noted that the action items in the agenda would be moved up in case others needed to leave the meeting early. Commissioner Wayne Dukes (Hernando) made the motion to approve the agenda as noted, second by Commissioner Brian Hamman (Lee). All in favor.

**ACTION: APPROVED**

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**Agenda Item #5 – Public Comment**

None.

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**Agenda Item#9 –Financial Statements**

Chairman Warren Yeager (Gulf) recognized Valerie Seidel (The Balmoral Group) who provided updated financial statements to the Executive Committee through April 30, 2019 and a report on the trust fund balance. Finance Committee Chair Scott Carnahan was not available at the meeting but was on the phone and approved the statements in the packet at the first Finance and Budget Committee Meeting on April 24. Commissioner Chris Constance commented on the financial statements that it should not say BP deposits but BP Settlement Funds. Commissioner Carol Whitmore (Manatee) made the motion to approve the financial statements, second by Commissioner Nancy Detert (Sarasota).

**ACTION: APPROVED**

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**Agenda Item#10 – Compliance Cost Grant Application for review and discussion**

Chairman Warren Yeager (Gulf) recognized Valerie Seidel who presented a draft compliance cost grant application in follow up to the March Board approval of the Compliance Cost Grant. Commissioner Wayne Dukes (Hernando) said they had county staff that could do this. Valerie replied that they were items to be prepared at the Consortium level with a budget of 36 hours and current spending of 10 or 11 hours. Balmoral was largely working with county staff. These costs were for procuring the audit of the Consortium, not dealing with county level costs. Commissioner Doug Underhill (Escambia) said the costs should have been built into the budget initially. Valerie Seidel commented that she could not speak to the original SEP but it did not allow for these costs. Doug Underhill (Escambia) said he would approve the grant application but not approve the grant unless he saw a list of expenses. Commissioner Burt Saunders (Collier) made the motion to approve the grant application, seconded by Commissioner David Edwards. Commissioner Wayne Dukes (Hernando) opposed.

**ACTION: APPROVED**

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**Agenda Item 11 – Grant Applications for Review and Approval; upcoming subrecipient applications**

Dan Dourte (The Balmoral Group) gave an update on SEP implementation including Grant Applications that were ready for review and approval. Nine applications had been approved and were submitted to RESTORE Council after the March 28<sup>th</sup> meeting. Four applications had been prepared in collaboration with county personnel for submission to RESTORE (Bay County, Sarasota County, Pasco County, and Collier County). The next recommended deadline is August 16<sup>th</sup> to get grant applications in with a 2019 or 2020 start date. Commissioner Brian Hamman (Lee) asked for a visual representation of sequencing budget versus action as the applications were getting approved. Dan Dourte (The Balmoral Group) replied that they could add that to the interactive page already on the website. Commissioner Chris Constance (Charlotte), Commissioner Dave Edwards (Wakulla) and Commissioner Carol Whitmore (Manatee) noted they would like to see how the sequencing is going as well. Commissioner John Meeks (Levy), made the motion to approve the applications, seconded by Commissioner Brian Hamman (Lee). All in favor.

**ACTION: APPROVED**

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**Agenda Item 12 – Transmit SEP Amendment to RESTORE Council for Approval**

Dan Dourte (The Balmoral Group) described the SEP amendment process. The first SEP amendment had gone through 45-day public comment, was revised and edited and made Section 508-compliant. Manatee County proposed a new project and dropped two projects. A transmittal letter was prepared. DEP will assist with the transmission as the amendment is delivered to RESTORE Council by the DEP secretary. Commissioner Carol Whitmore (Manatee) made the motion to approve SEP Amendment seconded by Commissioner Brian Hamman (Lee).

**ACTION: APPROVED**

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**Agenda Item 13 – Consortium Audit, Findings and Recommendations**

Angela Balint (Warren Averitt) presented the Consortium Audit Report included in the packet. Warren Averitt issued an unmodified opinion and found no material weakness, had no issues and no difficulties or adjusting entries. There were no questions on this item. Commissioner Brian Hamman (Lee) made the motion to approve audit, seconded by Commissioner Chris Constance (Charlotte).

**ACTION: APPROVED**

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**Agenda Item 14 – Request to Formalize Delegated Authority**

Valerie Seidel (The Balmoral Group) presented a request to formally recognize delegated authority as contemplated in policy, to execute subrecipient agreements approved by the Board. Finance Committee reviewed the item and recommended advance to Full Board. Delegated contract execution authority would be to the Manager within Standard Terms and Conditions as included in the Board-approved Grants policy. The \$50,000 cap would need to be waived for the Manager to execute the contracts. Commissioner Joseph “Smokey” Parrish (Franklin) made the motion to approve the delegated authority, seconded by Commissioner John Meeks (Levy)

**ACTION: APPROVED**

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**Agenda Item 15 – Consideration of Additional Finance and Budget Committee Members**

Valerie Seidel (The Balmoral Group) presented a consideration of whether additional committee members with financial expertise should be added to the committee. Yana Matiyuk of Pinellas County and Heather Larson of Sarasota County were potential candidates. Finance Committee and Executive Committee had reviewed the item and recommended advance to full board for discussion. Commissioner Joseph “Smokey” Parrish (Franklin) and Commissioner Lane Lynchard (Santa Rosa) commented that it was a good idea and it would be beneficial to the full board. Commissioner John Meeks (Levy) made the motion to approve the additional Finance and Budget committee members, seconded by Commissioner Nancy Detert (Sarasota).

**ACTION: APPROVED**

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**Agenda Item 17a – Subrecipient Agreements**

Evan Rosenthal (NGN) presented draft subrecipient agreements for review and approval by the board. The agreements had been sent to RESTORE Council for comment and edits had been made according to their comments. Commissioner John Meeks (Levy) made the motion to approve the form subagreement as presented, seconded by Commissioner Dave Edwards (Wakulla).

**ACTION: APPROVED**

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**Agenda Item 17b– Interlocal Agreement Leon County for Conflict Counsel Services**

Lynn Hoshihara (NGN) brought to the committee a request to approve the Interlocal Agreement with Leon County for Conflict Counsel Services for Wakulla and Okaloosa Counties because NGN serves as law firm to those two counties. There would be no increase in legal fees. This had been run by RESTORE Council, who approved, as well as Leon County approved at their May 14<sup>th</sup> meeting. Commissioner Kelly Windes (Okaloosa), made the motion to approve the Interlocal Agreement, seconded by Commissioner Burt Saunders (Collier)

**ACTION: APPROVED**

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**Agenda Item#6-Manager’s Report**

Chairman Warren Yeager (Gulf) recognized Valerie Seidel (The Balmoral Group) who gave an update on the items included under the managers report in the Agenda. The first Audit committee and Finance Committee meetings occurred. All but one of the grant applications approved at the last board meeting were submitted and that one application may be withdrawn, which they just learned. New hires Richard Bernier- new controller and Amy Bainbridge- Grant Assistant were introduced. A grant application for compliance costs was included in the packet. Administrative expenses were not accounted for in the SEP but are required. The SEP is considered overdrawn. RESTORE Council is requesting explicit account for Administrative costs. Counties may need to adapt project estimates to leave room for these costs. The Gulf Consortium oversight costs would need to be called out in the SEP as a project which would require an amendment which would be submitted with the next SEP Amendment. Project costs would need to be revisited due to current

increases in construction costs. Chairman Warren Yeager (Gulf) asked Valerie Seidel (The Balmoral Group) to provide a summary of the manager items on a cover sheet for the future meetings. There were no questions on this item. No action was required.

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**Agenda Item #7-Grant Status Update: PSEP**

Valerie Seidel (The Balmoral Group) gave an update on the status of the PSEP grant. The PSEP had been extended through August 23, 2019 so it could be used to pay the Gulf Consortium's Audit. There were no questions on this item. No action was required.

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**Agenda Item #8 –Grant Status: SSEP**

Valerie Seidel (The Balmoral Group) gave an update status on the SSEP. Preaward costs to implement the SSEP were approved on May 30, 2018. An invoice was approved by Council on May 28<sup>th</sup> for \$187,500 of the \$221,028 budget which included \$51,000 in legal fees. There were no questions on this item. No action was required.

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**Agenda Item 16- Status of Bucket 2 Projects**

Phil Coram (DEP) gave an update on the Status of Bucket 2 Projects. Meetings were being held coming up in Orlando with consultations being completed later June or early July. There were no questions on this item. No action was required.

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**Agenda Item 18 – Public Comments**

Commissioner Wayne Dukes (Hernando) said that Keith was the alternate for Hernando County and asked the list to be updated. The board discussed the timing for the next board meeting to avoid conflicts with FAC events. Once the FAC Agenda was out, a time would be coordinated.

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**Agenda Item 19– Upcoming Board Meeting**

The next board meeting is to be held at the Sheraton Bay Point Resort, time to be determined

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**Agenda Item 20 – Adjourn**

There being no further business, Chairman Yeager adjourned the meeting at 3:32pm.