



**Executive Committee Agenda
February 1, 2017, 4:00 p.m. Eastern
Florida Association of Counties
100 South Monroe Street
Tallahassee, Florida 32301
Dial-in Number: 1-888-670-3525
Participant Passcode: 998 449 5298#**

1. Call to Order and Roll Call
2. Public Comment
3. Approval of Minutes from November 17, 2016 Executive Committee Meeting
4. SEP Project Management Report
 - 4.1 Status Report on Work Order # 6
Doug Robison
Environmental Science Associates
 - 4.2 Project Leveraging Opportunities
Lisa King
Langton Consulting
 - 4.3 Preview of Work Order #7
Doug Robison
Environmental Science Associates
5. Planning Grant Update
 - 5.1 Grant Management and Administration Report
Lisa King/Melissa Beaudry
Langton Consulting
 - 5.2 Analysis of Work Orders Approved and Planning Grant Amount
Ginger Delegal
Interim Manager
6. Evaluation Team Report on Permanent Manager RFP
7. Discussion of 2017 Officer Elections
8. Interim Manager Report
9. General Counsel Report
10. New Business
11. Public Comment



12. Upcoming Board Meeting
February 8, 2017, 2:00 pm, ET
Frederick Karl Center
601 E. Kennedy Boulevard
26th Floor, Conference Rooms A & B
Tampa, Hillsborough County, Florida

13. Adjourn

Notice of Meeting/Workshop Hearing

OTHER AGENCIES AND ORGANIZATIONS

Gulf Consortium

The Gulf Consortium Executive Committee announces a telephone conference call to which all persons are invited.

DATE AND TIME: February 1, 2017 at 4:00 pm (ET)

PLACE: Dial in Number: 888-670-3525

Participant Passcode: 998 449 5298#

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Executive Committee of the Gulf Consortium will conduct a Board of Directors preview meeting, consisting of a planning grant update; status of work orders under the State Expenditure Plan; evaluation team report on the RFP for permanent manager; and, conduct other business. The location of the conference call is the Florida Association of Counties, 100 S. Monroe Street, Tallahassee, FL 32301.

A copy of the agenda may be obtained by contacting: Ginger Delegal at 850-922-4300 or gdelegal@fl-counties.com; or, see www.FACRestore.com.

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: Ginger Delegal at 850-922-4300 or gdelegal@fl-counties.com. 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 Ginger Delegal at 850-922-4300 or gdelegal@fl-counties.com; or, see www.FACRestore.com.

Gulf Consortium Executive Committee Meeting
February 1, 2017, 4:00 p.m., Eastern
FAC Office - Conference Call



<u>County</u>	<u>Executive Committee Member</u>	<u>Present</u>
Escambia	Commissioner Grover Robinson	
Gulf	Warren Yeager	
Monroe	Commissioner George Neugent	
Charlotte	Commissioner Chris Constance	
Pasco	Commissioner Jack Mariano	

AGENDA ITEM 3

**Gulf Consortium Executive Committee
February 1, 2017**

**Agenda Item 3
Approval of November 17, 2016 Executive Committee Minutes**

Statement of Issue:

This agenda item proposes approval of the November 17, 2016 Executive Committee meeting minutes.

Options:

- (1) Approve the November 17, 2016 Executive Committee minutes, as presented; or
- (2) Amend and then approve the November 17, 2016 Executive Committee minutes.

Recommendation:

Motion to approve the November 17, 2016 Executive Committee meeting minutes, as presented.

Prepared by:

Ginger Delegal
Florida Association of Counties
Interim Manager
On: January 27, 2017

Attachment:

Draft 11/17/16 Minutes

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

**Gulf Consortium Executive Committee Meeting
November 17, 2016, 4:00 p.m. (Eastern)
Florida Association of Counties
Leon County, Tallahassee, Florida**

Officers in Attendance Telephonically: Commissioner Grover Robinson (Escambia), Commissioner George Neugent (Monroe), Commissioner Chris Constance (Charlotte), Commissioner Jack Mariano (Pasco) and Warren Yeager (Gulf).

Agenda Item #1 – Call to Order

Chairman Grover Robinson (Escambia) called the meeting to order at 4:04 pm (ET).

Agenda Item #2 – Public Comment

None.

Agenda Item #3 – Approval of Minutes from September 9, 2016 Executive Committee Meeting

Chairman Grover Robinson (Escambia) presented the minutes from the September 9, 2016 Executive Committee meeting. A motion to approve the September 9, 2016 Executive Committee minutes was made by Commissioner Chris Constance (Charlotte) and seconded by Commissioner Jack Mariano (Pasco).

ACTION: APPROVED

Agenda Item #4 – SEP Project Management Report on Work Order 4B – Compile Preliminary Project List (Phase II)

Chairman Grover Robinson (Escambia) recognized Doug Robison with ESA who gave a detailed overview on the status of the work performed under Work Order #4B, including detailing the county visits made to date. Mr. Robison was very complimentary of county staff throughout the gulf coast. There was considerable Committee discussion and questions posed to the ESA team for response. No action was required on this item.

Agenda Item #5 – Recommend Approval of Work Order 6 – Map the Preliminary Project List and Perform Gaps Analysis

Chairman Grover Robinson (Escambia) recognized Doug Robison with ESA who gave an overview of the proposed work order 6 which is to screen, attribute and map the preliminary project list and perform gaps, overlaps and opportunities analysis. Mr. Robison noted that the work order was previewed by the Board at its meeting of September 13, 2016. Committee discussion ensued and a motion was made to recommend approval of work order 6 to the Consortium Board by Commissioner George Neugent (Monroe). The motion was seconded by Warren Yeager (Gulf) who called the question to the ESA team of whether or not a Request for Proposal regarding feasibility studies would be forthcoming in the near future. After a response was received on the question the motion passed unanimously.

ACTION: APPROVED

Agenda Item #6.1 – Planning Grant Update – Grant Management and Administration Report

Chairman Grover Robinson (Escambia) recognized Lisa King with Langton Consulting who gave an overview of the agenda item and the status of the grant management by Langton Consulting, including submission of the Financial Progress Report on October 30, 2016. There were no questions or discussion and no action was required on this item.

Agenda Item #6.1 – Planning Grant Update – Analysis of Work Orders Approved and Planning Grant Amount

Chairman Grover Robinson (Escambia) recognized Ginger Delegal, Interim Manager, who briefed the Committee on the work orders approved to date and the amount of dollars expended for the approved work orders. There were no questions and no action was required on the agenda item.

Agenda Item #7.1 – Gulf Consortium Permanent Manager – Recommend Amendment to Purchasing Policy for Management Services

Chairman Grover Robinson (Escambia) recognized Lynn Hoshihara, General Counsel, who briefed the Committee on the agenda item, including the history of the purchasing policy and the need for amending Resolution 2015-01 to allow the Interim Manager to work with the Leon County Purchasing Department to move the Request for Proposal forward. There were no questions or discussion and a motion was made to recommend approval to the full Board the adoption of the Second Amendment to Resolution 2015-01 by Warren Yeager (Gulf) and seconded by Commission Chris Constance (Charlotte). The motion passed unanimously.

ACTION: APPROVED

Agenda Item #7.2 – Gulf Consortium Permanent Manager – Recommend Approval of RFP for Management Services and Appointment of the Evaluation Team

Chairman Grover Robinson (Escambia) recognized Ginger Delegal, Interim Manager, who gave an overview of the agenda item and the proposed Request for Proposal for the Consortium Permanent Manager. Ms. Delegal overviewed the scope of services along with the proposed evaluation team. There were no questions or discussion and a motion was made by Warren Yeager (Gulf) to recommend for approval to the full Board to reinstate the Consortium RFP process for the permanent manager as well as the appointment of the evaluation team. The motion was seconded by Commissioner Chris Constance (Charlotte) and passed unanimously.

ACTION: APPROVED

Agenda Item #8 – Recommend Approval and Adoption of the Consortium 2017 Meeting Calendar

Chairman Grover Robinson (Escambia) recognized Ginger Delegal, Interim Manager, who gave a brief overview of the proposed meeting dates for 2017 pursuant to Board direction at the September 13, 2016 meeting. There were no questions or comments by the Committee and a motion was made by Commissioner Chris Constance (Charlotte) to recommend approval of the proposed meeting dates to the full Board. The motion was seconded by Commissioner Jack Mariano (Pasco) and passed unanimously.

ACTION: APPROVED

Agenda Item # 9 – Interim Manager Report

Chairman Grover Robinson (Escambia) recognized Ginger Delegal, Interim Manager, who gave a detailed overview of the Interim Manager activities since the last Board meeting. Ms. Delegal also praised the ESA team for their hard work in completing Work Order 4B. There were no questions or discussion and no action was required on this item.

Agenda Item # 10.1 – General Counsel Report – Recommend Approval of Third Amended Interlocal Agreement with Leon County for Procurement and Grant Administration Services

Chairman Grover Robinson (Escambia) recognized Lynn Hoshihara, General Counsel, who gave an overview of the agenda item including the need to execute the Third Amended Interlocal Agreement with Leon County for procurement and grant administration services for the purpose of extending the expiring agreement. There were no questions or comments by the Committee and a motion was made by Commissioner Jack Mariano (Pasco) seconded by Warren Yeager (Gulf) to recommend approval to the full Board and authorize Chairman to execute the Third Amended Interlocal Agreement. The motion passed unanimously.

ACTION: APPROVED

Agenda Item # 10.2 – Discussion of Legal Issues Related to Bonding Pot 3 RESTORE Payments

Chairman Grover Robinson (Escambia) recognized Lynn Hoshihara, General Counsel, who gave an overview of the agenda item and introduced Mark Mustian with the Nabors Giblin firm who gave a detailed presentation on municipal bonding. Committee discussion ensued and there were several questions posed to Ms. Hoshihara and Mr. Mustian. No action was required on this item.

Agenda Item #11 – New Business

Commissioner Jack Mariano (Pasco) announced that his daughter had been elected to the Florida House of Representatives and congratulations were given.

Agenda item # 12 - Public Comment

None.

Agenda Item #13 – Upcoming Meetings

The next meeting of the Consortium Board of Directors will be held on December 2, 2016 at 10:00 am ET at the Hilton Orlando Buena Vista Palace in Orange County.

Agenda Item #14 – Adjournment

There being no further business, the Committee adjourned at 5:12 pm (ET).

Respectfully submitted,

Grover Robinson
Chairman

AGENDA ITEM 4.1

Gulf Consortium Executive Committee
February 1, 2017

Agenda Item 4.1

SEP Project Management Update: Status Report on Work Order # 6

Background:

At its December 2, 2016 meeting the Gulf Consortium authorized the ESA consultant team to proceed with Work Order #6 which encompasses Tasks 4 and 5 of the amended State Expenditure Plan development process. These tasks include:

- Task 4 - Screen, Attribute and Map the Preliminary Project List; and
- Task 5 - Perform Gaps, Overlaps, and Opportunities Analysis.

The goals of these tasks are to begin refining the preliminary project list, assisting the counties in better selecting priority projects and further defining those projects, identifying specific project informational needs, filling gaps in project types and geographic coverage across the Florida Gulf Coast, and promoting greater inter-county cooperation and regionalism where feasible.

Status Update:

Since the December 2, 2016 Gulf Consortium meeting, the ESA consultant team has scheduled or conducted teleconferences and/or face to face meetings with all 23 counties. The objectives of these communications are to:

- Assess any additions, deletions, or modifications to the counties proposed projects;
- Confirm status of local BOCC approvals of county proposed projects;
- Begin evaluating specific project informational needs;
- Determining the need for county assistance and financial support to further define and develop projects.

In addition, on January 26, 2017 the ESA consultant team met with senior representatives of the Florida Department of Environmental Protection and the Florida representative on the Gulf Coast Restoration Council in Tallahassee. The objectives of this meeting were to:

- Present a detailed county-by-county summary of the SEP Preliminary Project List; and,
- Obtain early feedback on project consistency with Council and State goals and objectives, as well as leveraging opportunities and guidance.

At the February 1, 2017 Executive Committee meeting Mr. Robison will present a detailed summary of the findings, conclusions and recommendations resulting from these project activities.

Recommendation:

Information only.

Attachment:

None.

Prepared by:

Doug Robison

Environmental Science Associates

On: January 26, 2017

AGENDA ITEM 4.2

**Gulf Consortium Executive Committee
February 1, 2017**

**Agenda Item 4.2
Project Leveraging Opportunities**

Executive Summary:

Presentation on new developments in project leveraging opportunities.

Most Recent Activity:

Langton Consulting has begun exploring leverage opportunities that match with potential projects identified by counties. Central to leverage is the timing and phasing of projects over the 15-year Spill Component funding timeline. 16 of 23 counties have projects related to wastewater, water reuse and/or stormwater.

Loan programs that could assist in spreading the cost of projects over time include:

- Wastewater State Revolving Loan Fund
- Drinking Water State Revolving Loan Fund
- Water Infrastructure Finance and Innovation Act (WIFIA)

While these are existing programs, discussions of a proposed Infrastructure funding package by the President and the Congress have mentioned increased funding.

Lisa King and Doug Robison will lead a discussion on these opportunities at the Executive Committee meeting on February 1, 2017.

Fiscal Impact:

None

Attachments:

None

Recommendation:

For information only.

Prepared by:

Lisa King
Langton Consulting
On: January 26, 2017

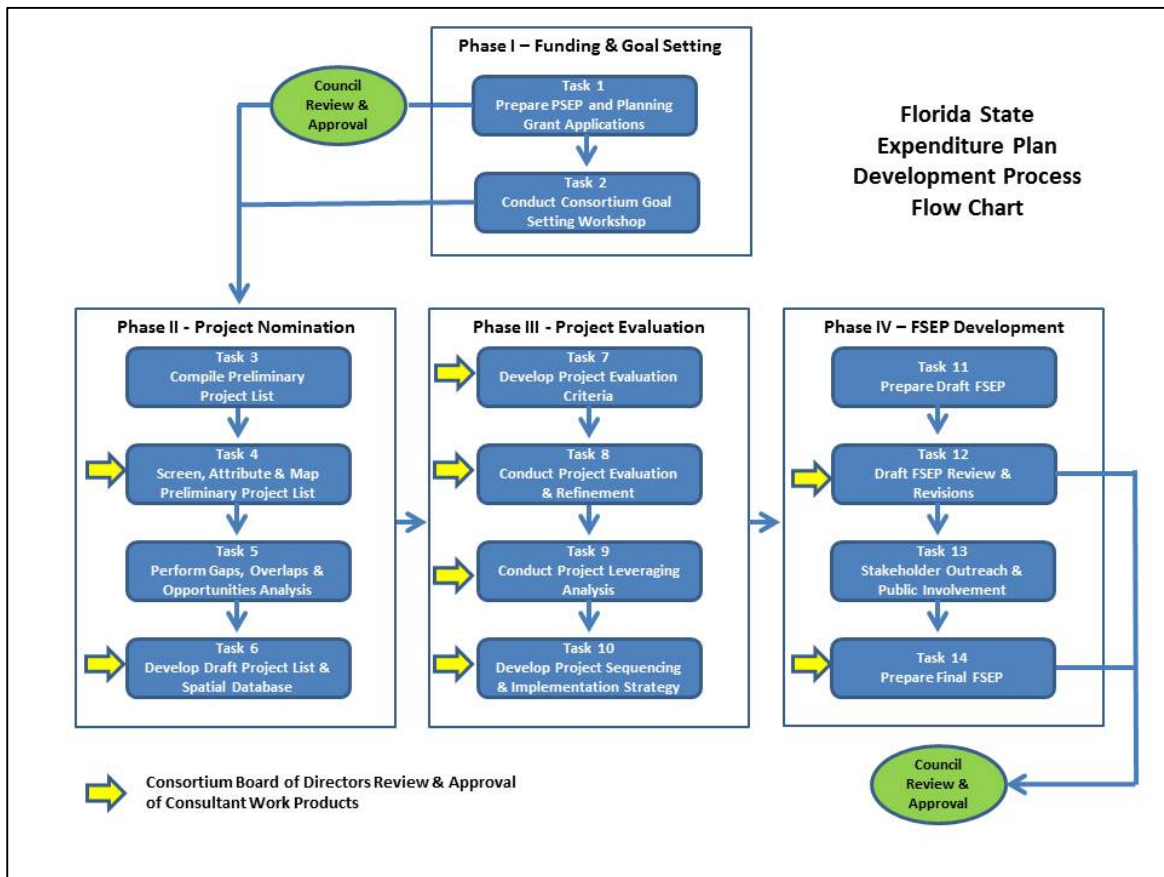
AGENDA ITEM 4.3

**Gulf Consortium Executive Committee
February 1, 2017**

**Agenda Item 4.3
Preview of Work Order #7**

Background:

The revised SEP development process, scope of work, compensation, and schedule was approved by both the Gulf Consortium and the Gulf Restoration Council as part of the authorization of the Planning Grant for SEP development, and the amendment of the ESA Master Agreement. The revised SEP Development Process Flow Chart is shown below.



Proposed Work Order #7 authorizes the Consultant to complete Tasks 6, 7 and 8 of the amended State Expenditure Plan development process. These tasks include:

- Task 6 - Develop the Draft Project List and Spatial Database
- Task 7 - Develop Project Evaluation Criteria

- Task 8 – Conduct Detailed Project Evaluation and Refinement.

The goals of these tasks are to complete the Draft Project List, and conduct detailed project evaluation, refinement, and definition of all county projects to be included in the SEP. With the completion of Task 6, Phase II – Project Nomination, will be completed. Tasks 7 and 8 are part of Phase III – Project Evaluation – of the revised SEP development process. These activities will set the stage for the detailed leveraging analysis (Task 9) and the development of the SEP implementation and project sequencing strategy (Task 10).

Upon formal approval of this Work Order #7 by the Consortium at its April 6, 2017 meeting, the defined scope of work and deliverables will be completed on or before October 31, 2017. The Consultant shall be compensated on a fixed fee basis, and shall provide a final invoice upon the completion of each task, and approval of all associated deliverables, encompassed in this Work Order. The total fixed fee for Work Order #7 shall not exceed **\$518,320**, as authorized in the Planning Grant and the ESA amended Master Agreement.

Recommendation:

Information only. It is anticipated that Work Order #7 will be presented to the Gulf Consortium for formal review and approval at its April 6, 2017 meeting.

Attachment:

Draft Work Order #7.

Prepared by:

Doug Robison
Environmental Science Associates
On: January 26, 2017

**GULF CONSORTIUM AND ENVIRONMENTAL SCIENCE ASSOCIATES
AGREEMENT FOR CONSULTANT SERVICES
FOR STATE EXPENDITURE PLAN**

-WORK ORDER #7-

Complete Draft Project List and Conduct Detailed Project Evaluation and Refinement

WHEREAS, the Gulf Consortium (Consortium) and Environmental Science Associates (Consultant) entered into an agreement for planning consulting services for the State Expenditure Plan (Agreement);

WHEREAS, the Agreement requires written Work Orders to be issued by the Consortium for work to be performed by the Consultant; and

WHEREAS, the Consortium desires the Consultant to screen, map and assess gaps and overlaps in the preliminary list of projects, programs and activities to potentially be included in the Florida State Expenditure Plan.

NOW, THEREFORE, the Parties agree to Work Order #7 as follows:

Background

This Work Order #7 authorizes the Consultant to complete Tasks 6, 7 and 8 of the amended State Expenditure Plan development process. These tasks include:

- Task 6 - Develop the Draft Project List and Spatial Database
- Task 7 - Develop Project Evaluation Criteria
- Task 8 – Conduct Detailed Project Evaluation and Refinement.

The goals of these tasks are to complete the Draft Project List, and conduct detailed project evaluation, refinement, and definition of all county projects to be included in the SEP. With the completion of Task 6, Phase II – Project Nomination – will be completed. Tasks 7 and 8 are part of Phase III – Project Evaluation – of the revised SEP development process. These activities will set the stage for the detailed leveraging analysis (Task 9) and the development of the SEP implementation and project sequencing strategy (Task 10).

Scope of Work

The scopes of work for these tasks, as authorized in the Planning Grant, are described below.

Task 6 - Develop the Draft Project List and Spatial Database

Based on input from the Consortium and the individual counties received in Tasks 4 and 5, respectively, the ESA consultant team will revise and update the preliminary project list and

develop the draft project list and associated GIS spatial database. The draft project list will be mapped, and summarized in a Technical Memorandum, and presented to the Consortium for review and approval. Based on input from the Consortium, the draft project list and spatial database may be further revised. Upon Consortium approval, the draft project list will represent the universe of projects that will be taken into Phase III – Project Evaluation.

Phase III – Project Evaluation

Task 7 - Develop Project Evaluation Criteria

It should be noted that the purpose of project evaluation under the revised County-driven process is not necessarily to eliminate projects, or to prioritize some projects over others, but rather to improve and refine each project included in the final project list to maximize its impact, cost-effectiveness, and grant readiness.

Based on the range of projects represented in the draft project list, the ESA consultant team will develop detailed project evaluation criteria to comparatively assess each project. Detailed evaluation criteria for environmental projects will focus on three key project attributes:

- **Technical basis and justification:** Evaluating the technical basis of proposed actions will be based on best professional judgment. This attribute will be assessed in terms of whether or not proposed projects are based on the best available science and/or engineering, as required by the Council, and whether they have a clearly defined technical rationale and justification (i.e., will the project address a demonstrated need).
- **Feasibility:** Evaluating the feasibility of proposed projects will essentially constitute a “reality check” also based largely on best professional judgment. The feasibility attribute will be assessed in terms of numerous factors including but not limited to: technical efficacy (both science and engineering) workability, permitability, constructability, cost-effectiveness, and public acceptance.
- **Leveragability:** Evaluating leveragability will involve an assessment of the ability for the project to attract leveraged funding from a range of sources. Under this task, the primary focus will be on funding streams associated with the Deepwater Horizon oil spill settlements.

Separate criteria will be developed for economic projects. The recommended project evaluation criteria will be summarized in a Technical Memorandum, and presented to the Consortium for review and approval.

Task 8 - Conduct Project Evaluation and Refinement

To facilitate approval by the Council, all projects ultimately included in the FSEP should ideally be technically justifiable, feasible, and affordable within the budget limitations of the Spill Impact

Component. Towards that end, the ESA consultant team will apply the approved evaluation criteria to the draft project list to screen out those project concepts that cannot meet the criteria, or modify them so that they do meet the criteria. Furthermore, projects that can attract other funds through leveraging increase the overall value of the FSEP. Therefore, refining projects so that they can meet criteria for various leveraged funding sources will also be addressed in this task. It is anticipated that many project concepts submitted by the counties will have significant information gaps, while other project submittals will be well-developed as conceptual or even final designs with accompanying feasibility, engineering and environmental studies. To fairly and objectively evaluate the various project concepts submitted by the counties, those that are lacking in basic details with regard to such factors as technical justification, project boundaries, anticipated benefits, technical approach, construction methods, cost estimates, etc. will need to be further developed. Therefore, this task will involve the ESA consultant team working with individual counties, as needed, to further refine their project concepts.

Note: Conceptual Design Funds

It should be noted that conceptual design and feasibility studies (up to 30% design) for individual projects to be included in the FSEP are allowable activities for the use of planning grant funds. Accordingly, a total of \$1,500,000 has been reserved in the planning grant for these services if the Consortium decides to accelerate design activities for high priority projects identified at this stage of FSEP development; however, such services will need to be procured separately as the ESA consultant team selection did not include engineering design.

Upon completion of project evaluation and refinement activities, a final project list will be developed. This methods and findings of the project evaluation/refinement process, and the recommended final project list will be summarized in a Technical Memorandum and presented to the Consortium for review and approval. The final project list will serve as the basis for the remaining tasks.

Deliverables

The deliverables for this Work Order #7 include the following:

- Task 6 Summary Technical Memorandum (as described above) and associated geospatial database of the Draft Project List.
- Task 7 Summary Technical Memorandum (as described above).
- Task 8 Summary Technical Memorandum (as described above).

Schedule

Upon formal approval of this Work Order #7 by the Consortium at its April 6, 2017 meeting, the above described scope of work and deliverables will be completed on or before October 31, 2017.

Compensation

Compensation of the Consultant for this and all future Work Orders shall be contingent upon the availability of planning grant funds from the Restoration Council. As provided in the revised ESA agreement and the Planning Grant, the fixed fee costs for Tasks 6, 7, and 8 are shown in the table below.

Work Order #6			
Task	Description	Hours	Dollars @\$205/hour*
6	Develop the Draft Project List and Spatial Database	568	\$116,440
7	Develop Project Evaluation Criteria	480	\$98,400
8	Conduct Project Evaluation and Refinement	1,480	\$303,400
Totals		2,528	\$518,320

* Blended rate used for cost estimating includes: overhead; profit; reimbursable expenses; and project management.

The Consultant shall be compensated on a fixed fee basis, and shall provide a final invoice upon the completion of each task, and approval all associated deliverables, encompassed in this Work Order. The total fixed fee for Work Order #7 shall not exceed **\$518,320**.

WHERETO, the Parties have set their hands and seals effective the date whereon the last party executes this Agreement.

GULF CONSORTIUM

**ENVIRONMENTAL SCIENCE
ASSOCIATES**

By: _____

By: _____

Vice President or designee

Date: _____

Title: _____

Date: _____

SECRETARY/TREASURER:

By: _____

Date: _____

Approved as to Form:
Gulf Consortium General Counsel

BY: _____

Lynn Hoshihura
Nabors, Giblin & Nickerson, P.A.
Gulf Consortium General Counsel

DRAFT

AGENDA ITEM 5.1

**Gulf Consortium Executive Committee
February 1, 2017**

**Agenda Item 5.1
Update on Planning Grant**

Executive Summary:

Update on the status of the Planning Grant.

Most Recent Activity:

A Planning Grant in the amount of \$4,640,675 was awarded to the Gulf Consortium on June 23, 2016. The Gulf Consortium executed the grant agreement on June 28, 2016. Langton Consulting and Consortium staff have developed the financial control systems and enrolled the Consortium in invoicing and payment systems and commenced the drawdown and disbursement of federal grant funds. Payment Request #1 for pre-award costs was approved and \$170,953 was transferred to the Gulf Consortium on September 23, 2016. The Gulf Consortium's first Financial Progress report for the period of 9/23/14-9/30/16 was submitted on 10/30/16.

Full Background on Post Award Process/Procedure:

The Consortium's second payment request in the amount of \$112,660 was submitted through the Council's grant management system, RAAMS, on November 28, 2016. This request was for Work Order 4A and a partial payment of Work Order 5. The Council approved this payment request on December 2, 2016. The payment request was submitted to the Department of Treasury's ASAP system on December 5, 2016, and funds were made available to the Consortium's fiscal agent, the Leon County Clerk's Office on December 20, 2016. Vendors were paid via ACH electronic transfer on December 22, 2016.

The Consortium submitted its third payment request in the amount of \$222,690.27 through RAAMS on January 23, 2017. This payment request encompasses Work Order 4B and a partial payment of Work Order 5 and for legal services rendered to date.

The consultant team produced a list of SEP development questions from issues raised in meetings with the counties. This list was submitted to the Consortium's General Counsel for review on January 18, 2017 before subsequent submittal to Council staff.

The Consortium's next Financial Progress report is due April 30, 2017.

Fiscal Impact:

Under Work Order #5, the Consortium agreed to pay ESA a \$5,000 flat fee monthly for grant management services (Task 15) provided by Langton Consulting.

Attachments:

None

Recommendation:

For information only.

Prepared by:

Lisa King

Langton Consulting

On: January 26, 2017

AGENDA ITEM 5.2

**Gulf Consortium Executive Committee
February 1, 2017**

**Agenda Item 5.2
Planning Grant Update: Analysis of Work Orders Approved and
Planning Grant Award**

Executive Summary:

Presentation of ESA Work Orders approved to date and a comparison of that encumbered amount with respect to the Planning Grant Award.

Background:

On April 22, 2016, the Gulf Consortium Board of Directors approved a contract amendment for the ESA Consulting Team to assist the Consortium in developing Florida's State Expenditure Plan for the Governor's submission to the Restoration Council for the Spill Impact Component of the RESTORE Act. The ESA Team was selected and hired after a comprehensive, competitively procured process. The Contract between the Consortium and ESA is a not to exceed amount of \$2,722,780. The contract is performed on a work order basis.

The Consortium also hired Nabors, Giblin & Nickerson as its General Counsel, also after a comprehensive, competitively procured process. The contract between the Consortium and NGN is a not to exceed amount of \$150,000 per year.

The Consortium's Planning Grant Application was approved by the Restoration Council on June 23, 2016 and the award contract was executed on June 28. The grant award is in the amount of \$4,640,675.

Analysis:

As of September 13, 2016, the Consortium has approved five work orders, totaling \$576,688, broken down as follows:

<u>Task 1</u> (PSEP, Planning Grant App) (approved 1/21/15) (\$35,980 of which is funded by the grant)	\$50,980
<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

Work Order 5 (Grant Admin) \$120,000
(approved 4/21/16) (\$5,000 per month for 24 months)

Work Order 6 (Map Preliminary Project List & Perform Gaps Analysis)
(approved 12/2/16) \$455,290

Total **\$1,031,978**

As of September 13, 2016, the Consortium has approved one other contract to be funded partially from the planning grant: Nabors, Giblin & Nickerson

NGN General Counsel Services \$180,000
(\$90,000 of which can be funded by the grant, annually)

Also, out of the grant award, the Consortium can pay for some of the actual costs it incurs for its meetings: AV, IT, meeting space. These costs are incurred on a meeting by meeting basis.

AV/IT Reimbursement \$11,285
(in the first grant drawdown; incurred between 8/22/14 – 4/30/16)

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

Grant Award	ESA Contract Amount	ESA Work Orders Approved to Date	NGN Contract from Grant	AV Reimbursement
\$4,640,675	\$2,722,780	\$1,031,978	\$180,000	\$11,285

Options:

No action required.

Recommendation:

For information only.

Prepared by:

Ginger Delegal
Florida Association of Counties
Interim Manager
On: January 27, 2017

AGENDA ITEM 6

**Gulf Consortium Executive Committee
February 1, 2017**

**Agenda Item 6
Evaluation Team Report for Procurement
of Permanent Manager to the Consortium**

Executive Summary:

At the Consortium meeting on December 2, 2016, the Board adopted a Procurement Policy for Legal Services for the Gulf Consortium and approved a Request for Proposals for Management Services to the Gulf Consortium, including the creation and appointment of an Evaluation Team. The Request for Proposal (RFP) was issued on December 5, 2016.

Background:

Through the Consortium's agreement with the Leon County Purchasing Department, an RFP for Management Services was posted, advertised, and distributed in December 2016. Four (4) firms appeared at the mandatory pre-bid conference on December 16, 2016. Three (3) responses were received by the deadline of January 10, 2017. The three firms were Thomas L. Singleton Consulting, Inc. (Singleton); North Highland Worldwide Consulting (North Highland); and, The Balmoral Group (Balmoral). The first meeting of the Evaluation Team for the Gulf Consortium's procurement of permanent manager was held on January 20, 2017 by way of a publically accessible conference call in Tallahassee. The Evaluation Team consists of the following persons:

- Len Sossamon, Hernando County Administrator,
Chair of the Evaluation Team
- Jack Brown, Escambia County Administrator
- Robert Shillinger, Monroe County Attorney
- Mark Davis, Walton County Attorney

Phil Coram, Administrator, Deepwater Horizon Team, Florida Department of Environmental Protection, was appointed to the Evaluation Committee by the Board; however, due to conflicts with the firms that submitted responses to the RFP, he had to recuse himself from the Evaluation Team.

The initial conference call on January 20th was administrative in nature, explaining the process for evaluation, meetings, scoring, and potential interviews, and establishing the tasks and timelines for completion of the tasks of the Evaluation Team. Specific written instructions were provided to the Evaluation Team and verbal explanations were provided. The Evaluation Team scores were based on the following criteria and point values for each evaluation criteria:

Firm's Experience and Demonstrated Ability	25
Firm's Past Experience, Demonstrated Ability and Performance	20

Firm's Ability to Provide Support to the Gulf Consortium	15
Sufficiency of Proposal	10
Firm's Fee	30
Total	100

After the initial meeting, the Evaluation Team members independently and individually conducted reviews of each proposal, evaluated each and scored them based on the above-articulated system.

At a second Evaluation Team publically accessible conference call meeting, held on January 26, 2017, the Team discussed the strengths and weaknesses of the three proposals and the initial individual scorings. The team then finalized their scores and provided them to the Leon County Purchasing Director. The Purchasing Director ranked each proposal by evaluator and then averaged the rankings for a final rank. That scoring compilation resulted in the Team's average rankings as follows:

	Evaluator (JB) Score	Evaluator (JB) Rank	Evaluator (MD) Score	Evaluator (MD) Rank	Evaluator (RS) Score	Evaluator (RS) Rank	Evaluator (LS) Score	Evaluator (LS) Rank	Average Rank
Balmoral Group	92.85	2	89.85	2	92.85	1	86.85	1	1.5
North Highlands Company	93.2	1	92.2	1	86.2	2	84.2	2	1.5
Thomas L. Singleton Consulting	80	3	84	3	83	3	81	3	3

The Evaluation Team discussed the final rankings and possible next steps. Based upon the ranking, the Evaluation team determined that they would conduct interviews/presentations with the top two ranked firms. The presentations/interviews will be conducted on the morning February 8, 2017. At the conclusion of the presentations/interviews, a publicly noticed evaluation team meeting will be held to finalize the Evaluation Team recommendation to the Board. The results of that meeting will be presented to the full Consortium Board at the meeting that afternoon.

Recommendation:

No action needed at this time.

Attachment:

None.

Prepared by:

Ginger Delegal
Florida Association of Counties
Interim Manager
On: January 27, 2017

AGENDA ITEM 7

**Gulf Consortium Executive Committee
February 1, 2017**

**Agenda Item 7
Discussion of Officer Elections for 2017**

Executive Summary:

The Executive Committee should discuss the slate of nominees for the officer and Executive Committee positions for 2017.

Background:

The elections of 2017 officers will be held at the Consortium's Board meeting on February 8, 2017. The three elected offices include: Chairman, Vice-Chairman and Secretary-Treasurer. The following is a summary of the election process as adopted by the Board:

- Self-nomination for one or more of the offices sought;
- Notification to the Interim Manager by January 9, 2017;
- Written approval by the respective Board of County Commissioners of the Director's candidacy provided to the Manager prior to the election;
- Re-election of an incumbent officer allowed;
- Election by written ballot, with a majority vote required of the Directors present and voting; and,
- Newly elected officers take office immediately and serve until the election of new officers in 2018.

After the election of the officers, the three elected officers are required to select two additional Directors to serve as "at large," voting members of the Executive Committee.

Analysis:

The Interlocal Agreement establishes the following elected officers: Chairman, Vice-Chairman and Secretary-Treasurer. These officers must be Directors and shall each serve a one-year term, unless reelected. The duties of the Chairman include signing documents, calling meetings of the Board and taking such other actions and having such other powers as provided by the Board. See, Sec. 3.04, 3.05, 3.07. The Vice-Chairman is authorized to act in the absence or otherwise inability of the Chairman to act. Sec. 3.05. The Secretary-Treasurer is responsible for the minutes of the meetings and shall have other powers approved by the Board. Sec. 3.05. The Interlocal Agreement also provides that the Chairman, Vice-Chairman and Secretary-Treasurer shall select two other Directors who, together with the elected officers, shall constitute an Executive Committee.

Pursuant to the procedure adopted by the Board in November 2012 (copy attached), the Board is required to annually elect three officers from among the Directors at the first meeting of the year.

The nomination period election to the Executive Committee closed on January 9, 2017. The following individuals have self-nominated and are running for the following office in 2017:

<u>Candidate</u>	<u>Office</u>
Chris Constance (Charlotte)	At-Large Officer
Jack Mariano (Pasco)	Chairman, Vice-Chairman, Sec-Treasurer
George Neugent (Monroe)	Secretary-Treasurer, At-Large Officer
Grover Robinson (Escambia)	Chairman
Warren Yeager (Gulf)	Chairman, Vice-Chairman, Sec-Treasurer

Options:

This agenda item is for informational only. No action by the Executive Committee is required.

Fiscal Impact:

None.

Recommendation:

No action is required.

Attachment:

November 2012 adopted election process.

Prepared by:

Ginger Delegal
Florida Association of Counties
Interim Manager
On: January 27, 2017

Gulf Consortium Process for Election of the Chairman, Vice Chairman and Secretary-Treasurer

Adopted by the Board of Directors in November 2012.

Commencing with the elections in 2013 and applicable annually thereafter, the following election process is approved:

- **Date of Election.** Election of officers shall be held annually at the Board's first meeting of the calendar year (the "Election Meeting").
- **Term of Office.** An officer shall take office immediately upon election. The term of office shall end upon the election of the officer at the following year's Election Meeting of the Board
- **Self Nomination and Notification; Timelines.--** Any Director wishing to run for an elected office shall formally declare his/her candidacy by the Qualifying Date which is either December 15 of the year before the term begins, or such other date, as set by the Manager, that is not less than 20 days prior to the Election Meeting. The Manager shall provide notice to each Director of the Qualifying Date at least 45 days before the Election Meeting. The Director's declaration of candidacy must be in writing, stating the office or offices sought, and be received by the Manager on or before the Qualifying Date. The Director shall send the declaration of candidacy to the Manager by either (a) express delivery, return receipt requested, or (b) via electronic mail (email). The Manager shall acknowledge receipt of emails declaring candidacy within 24 hours of receipt. However, it shall be the responsibility of the Director declaring his or her candidacy to assure that the email has been received by the Manager on or before the qualifying date.
- **Board of County Commissioners Approval.--** On or before the Election Meeting, a Director who is a candidate for office shall cause to be delivered a letter or resolution to the Manager from that Director's board of county commissioners stating its support for that Director's candidacy for an officer of the Gulf Consortium.
- **Order of Election and Written Ballot.--** At the Election Meeting of the Board of Directors, the Manager shall conduct the election of the offices for the Chairman, Vice-Chairman and Secretary-Treasurer in that order. Qualified candidates shall be given an opportunity to address the Directors for three minutes each. After the candidates' presentation for the respective office, the Interim Manager shall issue a written ballot for each Director to vote his or her preference for that office.

- **Majority Vote Requirements.**-- A majority vote of the Directors present shall be required for the election of the officer. Voting shall continue until a majority vote of the Directors present is achieved for a candidate for the office. In case of a tie, the Interim Manager shall call for another vote for those tied until the office is filled by a majority vote of the Directors present.

AGENDA ITEM 8

Gulf Consortium Executive Committee
February 1, 2017

Agenda Item 8
Interim Manager Report

Executive Summary:

Presentation of Interim Manager report.

Report:

Since the Board's last meeting on December 2, 2016, the Consortium's Interim Manager has worked on the following tasks, in addition to those reflected in the agenda elsewhere:

- Gubernatorial appointee one-on-one meetings. Members of the Consortium completed the individual meetings with each appointee.
- Continued meetings with relevant members of the Governor's Office staff and members of the DEP Deepwater Horizon Team, including meetings related to the transition of Florida's appointee on the Restoration Council.
- Facilitated regularly scheduled, weekly internal Consortium team meetings and then separate meetings with the ESA Consultant Team.
- Coordinated a discussion among the Gulf Coast States on potential federal strategies to clarify the ability to issue tax exempt debt, pledging RESTORE dollars with the National Association of Counties.
- Participated in conversations with Restoration Council staff related to the processing of the planning grant payments and the necessity for more robust financial controls once the Consortium begins to implement an approved State Expenditure Plan.

Recommendation:

No action required.

Attachment:

None.

Prepared by:

Ginger Delegal
Florida Association of Counties
Interim Manager
On: January 27, 2017

AGENDA ITEM 9

**Gulf Consortium Executive Committee
February 1, 2017**

**Agenda Item 9
General Counsel Report**

Executive Summary:

Presentation of the General Counsel report.

Report:

The General Counsel report will be given verbally at the Executive Committee meeting on February 1, 2017.

Attachment:

None.

Prepared by:

Lynn Hoshihara, Esq.

General Counsel

On: January 27, 2017