



Dave Piech, Chair
Robert Bender, Vice Chair

PPBEP Policy Board Minutes

May 26, 2021 at 1:30 p.m. CT
Orange Beach Council Chambers

[Recording Link](#)

Members Present

David Piech	Santa Rosa County
Robert Bender	Escambia County
Doug Underhill	Escambia County
Woody Speed	City of Orange Beach
Benjamin Boutwell	Town of Century
Shannon Rice	City of Milton
Mike Norberg	Okaloosa County
Dan Dealy, proxy	Baldwin County
Ann Hill, ph.	City of Pensacola
Bob Cole, ph.	Santa Rosa County

Members Absent

J.B. Schluter	City of Gulf Breeze
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Agencies and Interested Parties Present

Donald Killorn	PPBEP
Logan McDonald	PPBEP
Whitney Scheffel	PPBEP
Emerson Cheney	PPBEP
Chris Verlinde	UF/IFAS Santa Rosa
Chips Kirschenfeld	Escambia County
Samantha Bolduc	Escambia County
Matt Posner	Escambia County/PPBEP
Brent Wipf	Escambia County
Barbara Albrecht	BFA/UWF/PWA
Caitlin Crocker	UF
Jessica Bibza	NWF
Kristin Bennett	TetraTech
Marcy Frick	TetraTech
Louviminda Donado	FDOH
Matt Wachob	UF
Naisy Dolar	Santa Rosa County
Tanya Linzy	Santa Rosa County
Shelley Alexander	Santa Rosa County
Paul Looney	WRA Engineering
Darryl Boudreau	NWFWMD
Ashley Campbell	Baldwin County

1. Call to Order

2. Roll Call

3. Approval of March 31, 2021 Policy Board Minutes

Mayor Boutwell made a motion to approve the March 31, 2021 meeting minutes. Commissioner Bender seconded the motion. The motion passed unanimously.

4. Staff Updates

a. Financial update

- The Estuary Program continues to run under budget.
- The Program has spent 45% of its annual budget for FY 2021. PPBEP Executive Director, Donald Killorn, stated that the Estuary Program is in stable financial condition and will employ the help of a finance sub-committee to ensure that all funds are spent prior to the December 2022 deadline.

b. Human resources update

- The Environmental Science position is expected to be posted during the week of May 31, 2021 following final approval by Escambia County HR.
- The Community Outreach Assistant position is in the “class and compensation” stage at Escambia County HR. PPBEP staff expects that position to be posted in a few weeks.
- Each new position will be open for 30 days. Program staff will then review application materials, conduct interviews, and proceed with the selection process.

c. Project update

i. CCMP

- PPBEP Senior Scientist, Whitney Scheffel, shared an update on CCMP development.
- An initial draft of the CCMP will be presented in September for committee feedback. Program staff will coordinate with existing partners in an effort to align the CCMP with information gathered during workshops and meetings.
- The Policy Board held general discussion concerning the timeline of CCMP development moving forward.

ii. State appropriation

- The 2020-2021 state appropriation funded 10 projects as part of the Program’s inaugural Community Grant Program. In addition, the funding supported two baseline environmental condition assessments, National Coastal Condition Assessment (NCCA) & the National Wetland Condition Assessment (NWCA). Mrs. Scheffel and program partners (EPA, Escambia County, FWC, UWF) will be conducting surveys this summer (May – June). Data from these efforts will inform the PPBEP “State of the Bays” report and will support the actions and objectives highlighted in the CCMP action plan.
- A \$250,000 state appropriation is awaiting the governor’s approval which is expected by June 30th (*since received Governor’s approval*). The 2021 Florida state appropriation is expected to support another year of the Community Grant Program.

iii. Trash Free Waters

- PPBEP Volunteer Coordinator, Emerson Cheney, shared that the Program’s Trash Free Waters project is underway with an initial cleanup scheduled for Saturday, June 19th at 9:00 AM at Lexington Terrace Park (**since postponed to Saturday, July 31st due to storms*).
- Anyone interested in participating in the cleanup event is encouraged to join program staff and partners at the event. Those who are interested, please contact Emerson Cheney, edcheney@myescambia.com, for more information, or visit the PPBEP

website at <https://www.ppbeb.org/get-involved>.

- Program staff made the Board aware that Escambia County had hesitations about the ability for minors to participate in the cleanup event from a liability standpoint. Escambia County commissioners encouraged staff to continue to coordinate with the risk management department to allow students to get involved in the project.

d. Outreach update

i. Public events summary

- Community Outreach Coordinator, Logan McDonald, spoke to the board about recent and upcoming community outreach events.

ii. Community values survey

- Logan McDonald shared preliminary results from the community values survey.
- Once finalized, the final survey report will be shared with Board members and community stakeholders.

e. Bayou Marcus Creek/Perdido Bay Update

- Logan McDonald presented an update on the Bayou Marcus sanitary sewage overflow (SSO). PPBEP staff worked to ensure that data from the event was made public and plan to coordinate with ECUA, DEP, ADOH, and FDOH to establish a data pathway so that critical information from emergency response events can be quickly acquired and effectively shared with the public in a timely and consistent manner.

5. Action Items

a. Establish PPBEP Finance Committee

- Donald Killorn gave the board an overview of the structure and duties of the proposed Finance Sub-Committee that will help revise and oversee the budget of the Program's EPA grant.
- As per board discussion, the Finance Sub-Committee will be a standing sub-committee of the Policy Board comprised of interested members of the Policy Board with four additional external members added by invitation. The Executive Director will be an advisor, but not a member, of the sub-committee. The chair will be a member of the Policy Board.
- Commissioner Underhill made a motion to establish the PPBEP Finance Sub-Committee according to the modifications made by Chair Piech. Commissioner Bender seconded the motion and the motion passed unanimously.
- The Board instructed PPBEP staff to present a revision to the by-laws to allow the establishment of the sub-committee at the next Policy Board meeting.

6. Discussion Items

a. PPBEP office space update

- Donald Killorn gave a summary of the progress that has been made to acquire a lease for office space for Estuary Program operations.
- The Policy Board discussed general office leasing considerations and Councilwoman Shannon Rice offered feedback as a leasing expert.
- Dan Dealy made a motion to authorize the Executive Director to establish a leasing agreement with necessary office expenses that are not to exceed \$7,000 per month. Commissioner Bender seconded the motion and the motion passed unanimously.

b. PPBEP insurance coverage update

- PPBEP will continue to pursue insurance coverage if office space is secured. Commissioner Bender will continue to assist the Program in identifying adequate coverage.

c. Oyster Sub-Committee Overview

- Donald Killorn shared an overview of the Oyster Sub-Committee that was previously requested by the Board.

d. Youth Advisory Committee

- PPBEP plans to explore opportunities to establish a future Youth Advisory Committee to support and advise the Program.

7. Committee Updates

a. Technical Committee update

- Jessica Bibza, NWF, shared a Technical Committee (TC) meeting update.
- TC members reviewed workshop outputs that Program staff conducted in partnership with UF/UWF partners from Feb - April that will be incorporated into the CCMP Action Plan.
- Kate Dawson, Moffat and Nichol, presented an update on the Lower Perdido Islands Restoration project and shared the fact that they are still in the process of conducting assessments and receiving public input to further inform the management plan.
- Ashley Campbell, Baldwin County, presented on updates on watershed planning and shared a video produced by Mobile Bay NEP and partners on successful sediment remediation projects completed in the D'Olive Bay watershed.

b. Education Committee update

- The next regular committee meeting will be held in July. The committee is working to develop a watershed tour project and community engagement events for National Estuaries Week (September).

c. Business Partnership Committee update

- Donald Killorn asked board members to provide names of business leaders that could be engaged through the Program's Business Partnership Committee.

8. Policy Board/Agency Updates

9. Public Comment

10. Adjourn