



Policy Board Meeting

July 27, 2022 at 1:30 p.m. CT

Baldwin County Foley Conference Room

201 East Section Avenue, Foley, AL 36535

Meeting Number: 2465 739 6406 | Password: PemB75eprk9

Call In: +1 415.655.0002

[WEBEX Link](#)

1. Call to Order

2. Roll Call

3. Approval of Board Agenda

Recommend the Board adopt the agenda as presented, subject to no additions or deletions.

4. Approval of May 25, 2022 Policy Board Minutes

Recommend the Board approve the May 25, 2022 meeting minutes.

5. Staff Updates

a. Director's Update

- i.** Finance Subcommittee Report
- ii.** Local Government Contributions
- iii.** NEP Designation Legislation
- iv.** Governance Structure Transition Update
 - 1. Request for Florida Attorney General Opinion on Special District
- v.** Northwest Florida Estuary Water Quality Project Partnership with UF
- vi.** Grant Opportunities Update

b. Technical Update

- i.** Oyster Restoration Site Selection Workshop Summary

c. Outreach Update

- i.** NOAA B-WET
- ii.** 2021-2022 Community Grant Update
- iii.** 2022-2023 Community Grant Selection Process
- iv.** Trash Free Waters Workshop
- v.** Summer Library Programming
- vi.** Home School Programming
- vii.** Fall Internships
- viii.** National Estuaries Week

6. Discussion Items

a. PPBEP Draft CCMP



7. Action Items

- a. Approval of the FY 2022-2023 PPBEP Operating Budget
Recommend the Board accept the Finance Subcommittee's recommendation and approve the FY2022-2023 PPBEP operating budget.
- b. Approval of Creating a Finance Manager Position
Recommend the Board accept the Finance Subcommittee's recommendation and approve the creation of a Finance Manager Position.
- c. Approval of Issuing a Solicitation for Accounting Services
Recommend the Board accept the Finance Subcommittee's recommendation and approve issuing a solicitation for accounting services.
- d. Approval of Travel for the Executive Director
Recommend the Board approve the Executive Director to travel to Washington, D.C. for legislative and agency meetings.
- e. Approval of Professional Development Reimbursement for the Executive Director
Recommend the Board approve reimbursement of registration fees for the Executive Director to participate in the University of Florida Natural Resources Leadership Institute Program.
- f. Approval of a Contractual Agreement for Marketing Services
Recommendation to be distributed under separate cover.

8. Committee Updates

- a. Technical Committee Update
 - i. Oyster Subcommittee
- b. Education and Outreach Committee Update
- c. Business Partnership Program Update

9. Policy Board/Agency Updates

10. Public Comment

11. Adjourn



**PENSACOLA
& PERDIDO BAYS
ESTUARY PROGRAM**

**Robert Bender, Chair
Woody Speed, Vice Chair**

Agenda Item 5.a.i

Expenditure Report



Agenda Item 7.a

Background: The PPBEP Interlocal Agreement and Board Bylaws require approval of an annual budget prior to the start of the new fiscal year on October 1st of each year.

While the budget overall is relatively stable compared to the current fiscal year, two important changes should be noted to the Board. First, two additional positions are budgeted in fiscal year 2022-2023. This includes the addition of a Finance Manager and Resilience Coordinator positions. These two additional positions will incur an approximately \$124,000 increase in personnel expenses. The Finance Manager will be funded through local government contributions and indirect funds. The Resilience Coordinator position is currently grant funded.

Secondly, the administrative services line item is a \$67,500 increase to the operating budget to cover services currently provided by the Estuary Program's host agency, Escambia County. It is anticipated legal services will be provided pro bono to the Estuary Program, though a placeholder expense has been included in the event pro bono services do not materialize.

Staff will ensure operational cost saving measures are incorporated where feasible that do not result in reduction of services provided by the Estuary Program.

Recommendation: Recommend the Board accept the Finance Subcommittee's recommendation and approve the FY 2022-2023 PPBEP operating budget.

Financial Impact: The proposed FY 2022-2023 PPBEP operating budget of \$761,420 will be funded through local, state, and federal government contributions, grants, and donations.



Agenda Item 7.b.

Background: Currently, the Escambia County Natural Resources Department's Accounting Office provides all financial management support for the Estuary Program. As the Program prepares for a hosting structure transition in fiscal year 2022-2023, the Estuary Program will be required to take on these critical administrative duties, including processing invoices, payroll, grant reimbursements, etc.

Staff is recommending the creation of a new Finance Manager position in FY22-23 to oversee these duties in addition to aiding the Executive Director with procurement, administrative functions, and compliance with state and federal requirements.

This position is budgeted in the proposed FY22-23 budget in the amount of \$49,920 in salary plus \$17,472 in benefits, for a total of \$67,392. If approved by the full Board, staff proposes onboarding this position in fall 2022 to aid in the organizational transition.

Position Responsibilities:

- Ensure bills are paid in a timely and accurate manner, consistent with PPBEP procedures.
- Coordinate with PPBEP's contracted accounting services provider to process transactions, payroll, record entries, prepare quarterly financial reports, facilitate internal audits, and reconcile fund accounts.
- Collaborate with PPBEP staff to maintain accurate, up-to-date records of incoming and outgoing payments; initiate work requisitions and reimbursements; and track fund balances.
- Analyze financial statements and find discrepancies that require management's attention.
- Assist management with development of budget forecasts.
- Assist with maintaining efficient programmatic operations including coordination of office and equipment leases, staff travel and equipment procurement, and general office operations.

Minimum Qualifications:

- Bachelor's degree in Accounting, Business Administration, Public Administration or related field and at least two years experience; or an equivalent combination of relevant education and experience.

Recommendation: Recommend the Board accept the Finance Subcommittee's recommendation and approve the creation of a Finance Manager Position.

Financial Impact: Funding is currently available in Program reserves from unallocated local government contributions.



Agenda Item 7.c.

Background: Currently, the Escambia County Natural Resources Department's Accounting Office provides all financial management support for the Estuary Program and the Escambia County Clerk's Office processes all payments. As the Program prepares for a hosting structure transition in fiscal year 2022-2023, the Estuary Program will be required to take on these critical administrative duties.

Staff is recommending the issuance of a solicitation for accounting services to assist with purchasing, accounts payable, journal entries, report retrieval; maintain financial records and reports; maintain books, records, documents, invoices; permit all such records to be subject to inspection, review, and audit; record all cash disbursements and cash receipts; track income and expenses in the accounting system; prepare invoices and track receivables; allocate payroll; record month-end journal entries; reconcile bank and credit card statements and provide monthly report; prepare financial statements; assist in preparation of budgets and reports; assist with annual budget development; maintain accurate chart of accounts; coordinate and provide support to auditor.

\$30,000 is budgeted in the proposed FY22-23 budget. If approved by the full Board, staff proposes issuing this solicitation in fall 2022 to aid in the organizational transition. Scope and cost are anticipated to change dependent on the approval of the proposed Finance Manager position and qualifications of the selected applicant.

Recommendation: Recommend the Board accept the Finance Subcommittee's recommendation and approve issuing a solicitation for accounting services.

Financial Impact: Funding is currently available in Program reserves from unallocated local government contributions.



Agenda Item 7.d.

Background: The Executive Director will accompany Mayor Robinson on travel to Washington, D.C. between July 27th and 29th, 2022 to meet with Congressional and agency representatives to provide an update on PPBEP accomplishments to date, priorities for FY22-23, and discuss National Estuary Program designation status.

Recommendation: Recommend the Board approve the Executive Director to travel to Washington, D.C. for legislative and agency meetings.

Financial Impact: Travel funding is currently budgeted in the FY21-22 operating budget. This trip is estimated to cost approximately \$1,200.



Agenda Item 7.e.

Background: The Executive Director has been accepted into the University of Florida's Natural Resources Leadership Institute (NRLI) as a Fellow of Class 22. NRLI is a specialized leadership training program geared toward natural resource professionals. NRLI's mission is to bring together professionals from sectors that impact or are impacted by natural resources issues and provide them with the training required to find inclusive solutions to seemingly intractable problems. This eight course program will feature a variety of natural resource challenges across the state. The program begins in August 2022 and will wrap up in April 2023.

Recommendation: Recommend the Board approve reimbursement of registration fees, in the amount of \$4,500, for the Executive Director to participate in the University of Florida Natural Resources Leadership Institute Program.

Financial Impact: Professional development funding is available in the EPA Grant Budget in the amount of \$12,000.



Agenda Item 7.f.

Recommendation to be distributed under separate cover.