



**ST. ANDREW &
ST. JOSEPH BAYS**
ESTUARY PROGRAM
at FSU PANAMA CITY

Chair: Commissioner Pat Perno

Vice Chair: Councilmember Mary Coburn

Executive Director: Dr. Jessica Graham

St. Andrew and St. Joseph Bays Estuary Program



Policy Board





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POLICY BOARD

MEETING 23

June 25, 2025: 1-3 pm CT

**Florida State University Panama City
4750 Collegiate Drive
Holley Building
3rd Floor Dean's Conference Room**

Zoom meeting

[Click here](#)

Meeting ID: 928 6284 4434

Call in: 305-224-1968

Passcode: 745689

AGENDA

Objectives

- Policy Board roles and responsibilities
- Member contribution and allocation methodology
- Discussion regarding at-large membership
- Operating budget – continued conversations
- Discussion regarding East Pass

1. Welcome and Roll Call
2. Approval of April 2025 notes
3. Policy Board Roles and Responsibilities
4. At large membership – Commissioner Daniel Raffield
5. Member contribution proposal and revisit allocation methodology and Finance Strategy
6. Operating budget -continued conversations
7. Discussion regarding East Pass – Commissioner Ayers request
8. Estuary Program grant and proposal progress (quick updates)
9. Update on DARPA reef
10. Other Program Updates
11. Policy Board member/Agency Updates

Public Comment

Adjourn

Agenda Item #3

Policy Board Roles and Responsibilities

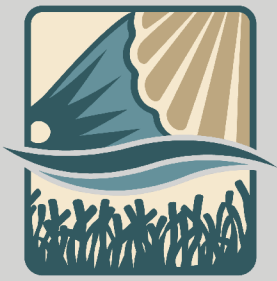
Background: The roles and responsibilities for both the Policy Board members and Management Council were created during the formation of the Program. These have been revisited annually with minor revisions made for clarification purposes. Each member is up to the respective agency/board to fill. We have a number of vacancies on the non-voting side to fill.

Discussion: Board led

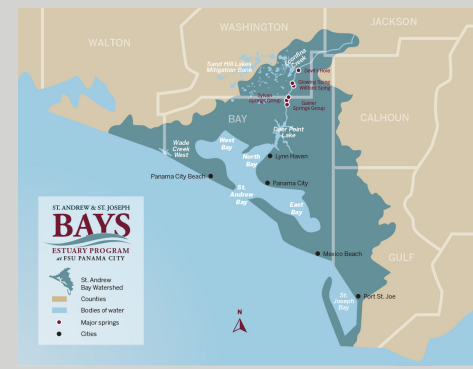
Action: None planned

Additional Materials:

- Governance structure
- Policy Board Members list
- Policy Board Roles and Responsibilities
- Management Council Members list
- Management Council Roles and Responsibilities



St. Andrew and St. Joseph Bays Estuary Program Governance Structure



Members

- 12 Voting seats by elected officials from participating counties and municipalities and FSU as the host entity
- Non-voting and At-large seats held by members of federal, state, local organizations, Non-governmental organizations

Policy Board

Policy Board responsibilities:

- create the long-term vision
- provide guidance and set priorities
- ensure necessary resources for Program support are available
- review and evaluate the Program,
- make decisions on recommendations from other committees

- Members are appointed by the Policy Board and represent 15 different categories reflecting a broad range of perspectives and communities for the Estuary Program
- Members are persons familiar with the Bays and the issues they face, and able to bring stakeholder perspectives to the development of the CCMP

Management Council

The Management Council will work with Estuary Program staff and Advisory Committees to:

- ensure a joint, science-based understanding of issues and root causes affecting the condition of the bays
- review prioritized actions, projects and strategies to address the issues
- make recommendations to the Policy Board regarding issues, actions, the CCMP budgets and expenditures

Advisory Committees

Science and Technical Committee

The STEM Committee will be composed of:

- scientists and technical experts from the public, private, academic and nonprofit sectors

The STEM Committee will:

- provide science and technical support on issues related to natural communities, habitat, water quality, living and coastal marine resources, community resilience, and restoration and conservation efforts

Stormwater SubCommittee

Development and Finance Committee

The DF Committee will be composed of:

- a range of stakeholders from businesses, nonprofits, and marketing experts

The DF Committee will:

- develop a plan and work to secure funding from a variety of revenue sources that will support and sustain the implementation of the CCMP and monitor its progress

Community Action Committee

The CA Committee will be composed of:

- citizens and stakeholders from the public, private, and nonprofit sectors representing all communities.

The CA Committee will:

- will provide advice to Estuary Program staff on the public outreach strategy
- identify specific projects
- identify community resiliency needs

Teen Outreach Committee



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Policy Board Members

Updated: June 2025

Elected Officials and Host (Voting)	
Name	Title, Municipality Representing
Daniel Raffield	Commissioner, Bay County
Clair Pease	Commissioner, Bay County
Sandy Quinn	Commissioner, Gulf County
Allan Branch	Mayor Panama City
Steve Kerigan	Commissioner, Port St. Joe
Vacant	Councilmember, Mexico Beach
Ralph Hammond	Mayor, Springfield
Kenneth Ayers	Commissioner., Callaway
Vacant	Councilmember, Parker
Pat Perno-Chair	Comissioner, Lynn Haven
Mary Coburn	Councilmember, Panama City Beach
Irvin Clark	Associate Dean, FSU Panama City as host entity
Participating Agencies (Non-Voting)	
Dr. Caitlin Young	National Oceanic and Atmospheric Administration - RESTORE Science Program
Roshita Taylor	Emerald Coast Regional Council
Meg Christopher	Division of Water Resource Management, Division of Water Resource Management Florida Department of Environmental Protection
Vacant	Bureau of Community Planning and Growth Florida Department of Economic Opportunity
Jeremy LaDart	Planning and Environmental Division, U.S. Army Corps of Enginners
Vacant	United States Fish and Wildlife Service
Thomas McGill, Chief	U. S. Environmental Protection Agency Region 4



PARTICIPANT ROLES AND RESPONSIBILITIES

ST. ANDREW AND ST. JOSEPH BAYS ESTUARY PROGRAM

The St. Andrew and St. Joseph Bays Estuary Program (<https://pc.fsu.edu/sasjbep>) is designed to be a locally driven effort to identify and solve the issues facing our bay systems and the watershed. This program provides stakeholders with a permanent forum to come together in a neutral environment to review information, agree on the priority issues, and work together to find solutions and the funding needed to address these problems. The SASJBEP is initially funded by Bay County RESTORE Act funds and The Nature Conservancy (TNC) and is hosted by Florida State University Panama City (FSU PC).

A stakeholder assessment was conducted to better determine how to establish the governance structure for the Estuary Program to be successful into the future. The recommendations have been implemented and resulted in the creation of a three-tiered structure with the Policy Board at the highest level and composed of locally elected officials from municipalities in Bay and Gulf Counties that are advised by state and federal resource management agencies.

Initially, the Estuary Program will be working to create a Comprehensive Conservation and Management Plan (CCMP). The CCMP will set forth the restoration, preservation, enhancement, and economic priorities for the Program. It will guide implementation of critical projects to improve the health of the bays and watershed, monitor outcomes, and adapt strategies through the ongoing work of the Estuary Program.

POLICY BOARD

The Policy Board consists of 12 voting members and 9 non-voting agency representatives from the jurisdictions and agencies below. Policy Board members have recommendation authority and are governed by Florida Sunshine Laws. The Policy Board is the final decision-making body and provides the overall direction of the program in the context of a community-supported, science-based effort, and make final decisions on staffing, work plans, program priorities, budgets, and expenditures.

MEMBERS

Representation is as follows:

Voting Members

Bay County Commissioners (2)
Gulf County Commissioner
Callaway
Lynn Haven
Mexico Beach
Panama City
Panama City Beach

Non-Voting Representatives

Florida Department of Environmental Protection (FDEP)
Florida Fish and Wildlife Conservation Commission (FFWCC)
Florida Department of Economic Opportunity (DEO)
Northwest Florida Water Management District (NFWMD)
Emerald Coast Regional Council
National Oceanic and Atmospheric Administration (NOAA)
US Army Corps of Engineers (USACE)



Parker
Port St. Joe
Springfield
FSU Panama City

US Environmental Protection Agency (EPA)
US Fish and Wildlife Service (FWS)

The Policy Board will:

- Develop consensus on and provide overall direction for the program, including the Management Council, Advisory Committees, and staff in the context of a community-supported long-term vision of success
- Provide oversight of program activities
- Make policy decisions on program priorities, budgets, expenditures and the implementation of the Comprehensive Conservation Management Plan (CCMP).
- Appoint representatives to serve on the Management Council

IMPORTANCE OF REPRESENTATION ON THE ST. ANDREW AND ST. JOSEPH BAYS ESTUARY PROGRAM

The St. Andrew and St. Joseph Bays Estuary Program was created with a governance structure that places elected leaders for every municipality in the Watershed at the highest level of decision making. The governance was structured in this manner based on feedback from the community and local leaders as the most effective way to ensure that all levels of stakeholders are working together to ensure our most valuable resource is protected and restored, the Bay in harmony with communities that live and work here.

The Estuary Program completed a Comprehensive Conservation and Management Plan (CCMP) that serves as a blueprint for how local stakeholders (elected officials, business owners, citizens) will work together to address specific issues and identify actions and potential funding sources to secure in order to maximize impact in the watershed. These goals and actions will be created by staff and committees consisting of citizens, businesses and corporate representatives, federal, state, and local government members, and ultimately decided upon by the Policy Board. The Policy Board serves as guidance and provides counsel ensuring all needs of the program are met and will work together to secure National Estuary Program designation that will support the implementation of the CCMP.

It is important that issues affecting each municipality are represented as these goals and actions are created and prioritized. There are many issues affecting our communities and the Bay but we cannot do everything all at once, meaning we have to identify the actions that are a priority to address. The Policy Board elected to pursue specific projects within their own



organizations/entities and not use the Estuary Program as a vehicle to advocate for or against any project.

TIME COMMITMENT

The Policy Board meets bi-monthly to quarterly for 2-3 hours and members are expected to review materials prior to each meeting. Any additional time requirements would be for specific requests from Estuary Program staff to help make connections or recommendations.



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SASJ BAYS ESTUARY PROGRAM MANAGEMENT COUNCIL MEMBER BY SECTOR (As of June 2025)		
NAME	AFFILIATION	TITLE/ROLE
LOCAL GOVERNMENT (1)		
Wayne Porter	Bay County	Planning Manager
CIVIC/COMMUNITY (1)		
Donna Pilson	ReBuild Bay County	Executive Director
FEDERAL AGENCIES (1)		
Jenny Jacobson	U.S. Army Corp of Engineers – Mobile Planning Division	Environment and Resources Branch Chief
STATE AGENCIES (1)		
Jennifer Paredes	FWC – Habitat & Species Conservation Division	Fish and Wildlife Biologist – Office of Conservation Planning Services
REGIONAL AGENCIES (1)		
Roshita Taylor	Emerald Coast Regional Council	
RECREATIONAL AND COMMERCIAL FISHING/BOATING (2)		
Tom Putnam	Half Hitch	Owner
Lee Thompson	Shallow Seas Charters	Owner
CONSERVATION & RESTORATION (2)		
John Ackerman	St. Andrew Bay Watch	President
Gail Carmody	Citizen	former USFWS Scientist
INDUSTRY/TRADE/PORTS/ECONOMIC DEVELOPMENT (1)		
Alex King	Panama City Port Authority	Executive Director
BUSINESS/TOURISM (3)		
Patrick Chapin	Bay Co. Chamber of Comm	CEO
Silvia Williams	Gulf County TDC	Executive Director
Dan Rowe	PCB TDC	President and CEO
DEVELOPMENT/CONSTRUCTION/REAL ESTATE		
Catherine McCloy	St. Joe Company	Director of Planning & Development
MILITARY (2)		
Cheri Moon	Tyndall AFB	Community Planner
John Skaggs	NSA PC	Community Planning and Liaison Officer
UTILITIES (1)		
Vacant	NextEra/FPL	Unknown
ACADEMIC/ CENTERS/ SCHOOLS		
Linda Fitzhugh	Gulf Coast State College	Retired Professor



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MANAGEMENT COUNCIL CHARGE

The Management Council will operate by consensus, and will work with staff and advisory committees to:

- Develop a joint, science-based understanding of issues affecting the bays, including their root causes.
- Develop a joint understanding of stakeholder perspectives on the issues
- Build consensus on priority issues
- Identify and prioritize actions to address the issues, including projects, categories of projects and management strategies
- Build consensus on a Comprehensive Conservation and Management Plan (CCMP) for the bays and watershed
- Inform and advise the Policy Board regarding science, issues, stakeholder perspectives and priorities
- Make recommendations to the Policy Board regarding issues, actions, the CCMP, budget and expenditures.

The Management Council shall have advisory authority and be governed by Florida Sunshine Law.

MANAGEMENT COUNCIL APPOINTMENT AND COMPOSITION

Management Council members will be appointed by the Policy Board.

Additional individuals may choose to collaborate with the Management Council in an At-Large capacity as Citizen Contributors or Contributing Scientists and Engineers. These individuals will be self-selected and not appointed by the Policy Board.

The composition of the Management Council will reflect a balanced mix of public, private and non-profit stakeholders across the watershed who bring a range of experience, technical expertise and authority. The Council will be composed of categories of representation.

The Council will include representatives of each of the following stakeholder categories, for a total of up-to 18 members:

Local government (1)	Industry/trade/ports/economic Development (1)
Civic/community (1)	Business/tourism (1)
Federal agencies (1)	Development/construction/real estate (1)
State agencies (1)	Military (2)
Regional agencies (1)	Utilities (1)
Recreational & commercial fishing (2)	Academic/research (1)
Conservation/restoration (2)	Tourist Development Council (2)



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Management Council members may serve as chair in each Advisory Committee (STC, Community Action, and Development/Financial Planning).

The Management Council will have access to the FSU Office of the General Counsel for legal counsel and advisory opinions as needed.

ST. ANDREW AND ST. JOSEPH BAYS ESTUARY PROGRAM

VISION (From Policy Board Meetings 1 & 2)

Healthy, resilient bays and estuarine habitats that support native species, natural systems, recreation, fisheries and the economy, together with vibrant, resilient and sustainable communities in the watershed that live in harmony with the needs of the estuary.

MISSION (From Policy Board Meetings 1 & 2)

To collaborate -- as representatives of private, public, and non-governmental stakeholders -- to improve our common sense, science-based understanding of the needs of the estuary, and to develop, promote and implement projects that protect and restore the health of the bays.

Agenda Item #4

At-large membership

Background: Sheri Hardy with Bay County reached out asking about the At-large membership and the process to add a member. The At-large membership category was not included in the By-laws and I did not feel comfortable providing a process without bringing it to the Board for discussion. These positions were identified prior to my hiring and therefore, I am not familiar with the conversations. Therefore, Sheri requested that it be placed on the agenda allowing for Board discussion as the request of Commissioner Daniel Raffield.

Discussion: As determined by the Board

Action: None planned

Additional Materials: Policy Board By-laws and can refer back to the Roles and Responsibilities of Policy Board.

ST. ANDREW AND ST. JOSEPH BAYS ESTUARY PROGRAM BYLAWS

The following Bylaws govern the St. Andrew and St. Joseph Bays Estuary Program, an independent community-based organization, and outlines roles and responsibilities for the program and host entity.

ARTICLE ONE - NAME AND LOCATION

1.1 Name

The name of the organization created by local citizens and governed by these bylaws is the St. Andrew and St. Joseph Bays Estuary Program (SASJBEP).

1.2 Location

The SASJBEP may maintain its principal office at the host entity, which may be revised from time to time by the Policy Board but remain within the St. Andrew Bay watershed. Currently, the host entity and location is at Florida State University Panama City located at 4750 Collegiate Ave. Panama City, FL 32405.

1.3 Geographic region

The geographic region shall be considered the St. Andrew Bay watershed (HUC 8) with collaborations extending beyond the watershed boundaries but with activities primarily focusing within the watershed.

ARTICLE TWO – MANAGEMENT CONFERENCE

2.1 Management Conference. The Management Conference is a local stakeholder-driven partnership consisting of diverse stakeholders, including EPA and other federal agencies, state and local governments, tribes, industry, academia, nonprofit organizations and the public. The Management Conference is responsible for developing, updating and implementing the Comprehensive Conservation and Management Plan (CCMP). The SASJBEP is a forum for open discussion, cooperation, consensus building, and collaborative science-based decision making. The Management Conference consists of a Policy Board, Management Council, and Advisory Committees including the Science and Technical, Community Action, Development and Finance, Teen Outreach, and Stormwater.

2.2 Powers and Responsibilities of the Policy Board. All SASJBEP powers shall be exercised by or under the authority of, and the business and affairs of the SASJBEP shall be managed under the direction of the Policy Board. The **Policy Board** consists of elected officials from local jurisdictions in the St. Andrew Bay watershed (HUC8) and one representative from the host organization, as voting members with additional non-voting members representing federal, state, and regional agencies. The Policy Board's responsibilities include:

- Review and adopt governing documents and amendments;
- Provide input, approve, and track progress with CCMP implementation and updates;

- Provide input, approve, and track consistency with the annual work plan and budgets;
- Help secure funding and non-federal match for the CCMP implementation and annual work plan;
- Appoint representatives to the Management Council;
- Participate in the SASJBEP Executive Director hiring process as requested by the host institution;
- Review SASJBEP products and internal operating policies when requested;
- Participate in periodic reviews of the Host Institution and SASJBEP Executive Director;
- Adhere to National Estuary Program (NEP) guidance;
- Approve SASJBEP brand products including logo design, webpage, and other marketing materials.

ARTICLE THREE

THE EXECUTIVE DIRECTOR AND OFFICERS OF THE POLICY BOARD

3.1 Executive Director. The Policy Board shall approve and exercise supervisory authority consistent with the host organization's personnel policy over the Executive Director. The Policy Board shall conduct the Executive Director's performance review on an annual basis and make recommendations to the host on compensation and employment future. The Executive Director shall carry out policy as established by the Policy Board and shall also perform the duties associated with the day-to-day general management of the affairs of the SASJBEP, including acceptance of services or products. The Executive Director is responsible for maintaining relationships with existing stakeholders, identifying potential new stakeholders to partner with the program, and identifying partners that can assist with CCMP implementation. The Executive Director should neither represent, nor be perceived as representing, any entities, interest, or stakeholder, including the host entity and exclusively be viewed as the SASJBEP Executive Director.

3.2 Officers of the Policy Board^s. The officers of the Policy Board shall consist of Chair, Vice Chair and a Secretary-Treasurer. The officers of Policy Board shall have the following duties:

- (a) Chair. The Chair of the Policy Board shall preside at all meetings of the applicable board and perform such other duties prescribed in these Bylaws or assigned by the Policy Board;
- (b) Vice-Chair. The Vice-Chair shall, in the absence of the Chair, perform the duties of the Chair as well as any other duties assigned by the Chair; and
- (c) Secretary-Treasurer. Subject to the direction of the Policy Board, the Secretary-Treasurer, with the support of the Executive Director, shall ensure that all records of the SASJBEP are maintained and that all financial transactions or dealings of the SASJBEP are executed in accordance with applicable law. The Secretary-Treasurer shall perform such other duties as may be prescribed by the Policy Board.

3.3 Election, Appointment, and Tenure of Officers. The Policy Board Chair and Vice-Chair shall be elected annually at the first meeting of each calendar year or upon a vacancy. Officers from the Policy Board serve 2-year terms and may be re-elected to multiple terms for a maximum of 8 years. New appointments of officers require a simple majority vote of five (5) members of the Policy Board.

3.4 Removal of Officers and Agents. Any officer or agent elected or appointed by the Policy Board may be removed by the Board whenever in its judgment the best interests of the SASJBEP will be served thereby. The Board shall not act to remove a newly-elected officer any sooner than two regularly-scheduled board meetings. Removal of any officer or agent shall be without prejudice to the contract rights, if any, of the person so removed; however, election or appointment of any officer or agent shall not of itself create contract rights.

3.5 Vacancies. A vacancy in any office may be filled by the Policy Board electing or appointing said officer with all effort to replace the officer prior to the current officers last meeting or within one meeting. Policy Board representatives will be appointed by each respective Board.

3.6 Voting. Each member is entitled to one (1) vote on matters brought before the SASJBEP or a committee of the SASJBEP. Advising members are not entitled to vote or make motions.

3.7 Membership. The members of the Policy Board shall be appointed by the counties and cities within the St. Andrew Bay watershed. Bay County shall appoint and be represented by two (2) members and all other parties shall appoint and be represented by one (1) director. Whenever a vacancy occurs on the Board, the appointing party shall fill the vacancy by appointing a successor member.

ARTICLE FOUR - BOARD MEETINGS

4.1 Frequency of Meetings.

(a) The Policy Board shall each hold a minimum of four regular meetings each calendar year, or more often as called by its Chair.

(b) Special meeting of the Policy Board may be called at any time by the Board Chair and will be scheduled as soon as practicable.

4.2 Time of Meetings. The time of the next regular meeting will be scheduled prior to the adjournment of any regular meeting.

4.3 Notice of Meeting. Written notice stating the date, time, and place of any regular meeting of the Board must be given to each Board member not less than seven (7) days before the meeting. A majority of those present at the Board, whether or not a quorum exists, may adjourn any

meeting of the Board to another date, time, and place. Notice of any such adjourned meeting shall be given to those who were not present at the time of the adjournment.

4.4 Waiver of Notice.

- (a) Actual Waiver. A Board member may waive any required notice before or after the date and time stated in the notice. The waiver must be in writing, signed by the Board member entitled to notice, and delivered to the SASJBEP for inclusion in the minutes or filing with the records of the SASJBEP. Neither the business to be transacted at, nor the purpose of, any meeting of the Board need be specified in any written waiver of notice.
- (b) Constructive Waiver. A Board member's attendance at a meeting of its Board waives his or her objection to lack of notice or defective notice of the meeting of such Board, unless at the beginning of the meeting or promptly upon the member's arrival at the meeting, the member objects to the holding of the meeting of such Board or transacting business at the meeting.
- (c) Presumption of Assent. A member of the Board of the SASJBEP who is present at a meeting of his or her Board at which action on any matter is taken shall be presumed to have assented to the action taken, unless the member objects, at the beginning of the meeting or promptly upon the member's arrival at the meeting, to the holding of the meeting or the transacting of specified business at the meeting, or unless the member votes against such action or abstains from the action taken.

4.5 Quorum. A quorum for meetings shall be at least five voting Board members. Attendance shall be either in person or by telephone, or other communication whereby the distant member and those members present in person all hear and may speak to and be heard on the matters raised therein.

4.6 Voting Rights. Each member of the Board who is present at any meeting of the Board either in person or virtually shall be entitled to one (1) vote on each matter submitted to a vote of the members.

4.7 Action of the Board. Action by the Board shall only be taken at meetings where a quorum is present. Such action shall be by a majority vote of those present. If a tie vote occurs with more than quorum members present, the members of the Policy Board that serve as non-voting members will discuss and provide one consensus vote on the motion to break the tie.

4.8 Recordation of Actions. All actions of the Board shall be recorded in minutes and shall be mailed to members of the applicable Board no fewer than seven (7) days prior to the next Board meeting.

ARTICLE FIVE – MANAGEMENT COUNCIL AND COMMITTEES

5.1 Appointment Power and Responsibility of the Management Council. The members of the Management Council shall be appointed by and serve as advisors to the Policy Board to oversee the efficient and fiscally responsible operation of the SASJBEP and to monitor the commitments to the development, ~~and~~ implementation, ~~and update~~ of the Comprehensive Conservation Management Plan (CCMP).

5.2 Advisory Committees. Advisory Committees appointed by the Management Council shall advise the Management Council on matters related to development, implementation, and update of the Comprehensive Conservation and Management Plan (CCMP) and other issues and questions posed by the Management Council or Policy Board related to the restoration and protection of the watershed.

5.3 Other Committees. The Policy Board may create or abolish such additional committees as they deem necessary.

ARTICLE SIX - INDEMNIFICATION AND INSURANCE

6.1 Indemnification for Good Faith Actions.

- (a) To the full extent permitted by law, the SASJBEP shall have the power to indemnify any Board member, Officer or employee of the SASJBEP against and from any and all claims, costs, charges and expenses (including fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed in connection with his or her service as a Board member, Officer or employee of the SASJBEP, if such person acted in good faith and in a manner reasonably believed to be in the best interest of the SASJBEP and, with respect to any criminal action or proceedings, had no reasonable cause to believe such conduct was unlawful. The termination of any proceedings by judgment, order, settlement, or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in the best interest of the SASJBEP, or, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.
- (b) In case any claim shall be made or action brought against any Board member, Officer or employee of the SASJBEP in which indemnity may be sought against the SASJBEP, such indemnified Board member, Officer or employee shall promptly notify the SASJBEP in writing setting forth the particulars of such claim or action.

6.2 Liability Insurance. Board members represent their respective municipality on the Policy Board and are therefore covered by their municipal insurance. The SASJBEP Executive Director is covered under FSU's insurance policies when employed by FSU alleviating the need for separate insurance to be purchased. The respective insurance policies held by the individual municipalities

and Executive Director when employed by FSU protects against liability for any negligent act, error or omission of the SASJBEP or any of its Board members or employees.

6.3 Standards of Performance of Board Members of Both the Policy Board and the Management Council.

(a) In General. A Policy Board member or Management Council member shall perform his or her duties as a member, including his or her duties as a member of any committee of the Management Council upon which he or she may serve, in good faith, with such care as an ordinary prudent person in a like position would exercise under similar circumstances, and in a manner he or she reasonably believes to be in the best interests of the SASJBEP.

(b) Board Members' Reliance.

(i) In performing his or her duties, each Board member shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

(1) The Executive Director or any authorized personnel or consultants if any, of the SASJBEP;

(2) Legal counsel, public accountants or other persons as to matters which the Board member reasonably believes to be within such persons' professional or expert competence; or

(ii) A Board member shall not be considered to be acting in good faith if he or she has knowledge concerning the matter in question that would cause such reliance described above to be unwarranted.

ARTICLE SEVEN - CONFLICT OF INTEREST

7.1 Voting Conflicts. All Board members shall be held to the standards set forth in Section 112.3143, Fla. Stat. (1997), as it may be amended from time to time, as those sections apply to appointed public officers.

7.2 Financial Disclosure. Each Policy Board member, Alternate, and the Executive Director shall file a full and public disclosure of financial interests in accordance with the provisions of Sections 112.3144 and 112.3145, Fla. Stat. (1997), as it may be amended from time to time.

ARTICLE EIGHT - ANNUAL AUDIT

The SASJBEP shall provide an annual audit as applicable of its financial statements and shall provide the audited annual financial statements to each member of the Policy Board after the close of each fiscal year upon completion of the audit. The host entity manages the fiscal operations and will provide information to the Executive Director for Policy Board review.

ARTICLE NINE – HOST ENTITY

A host institution may be a state agency, university, or nonprofit organization that is selected to administer fiscal operations and support the work of the St. Andrew and St. Joseph Bays Estuary Program in accordance with these bylaws and consistent with guidance provided by Environmental Protection Agency's (EPA) National Estuary Program (NEP).

The host institution responsibilities include:

- Provide a physical location within the SASJBEP study area for the Executive Director and staff;
- Support the development and submission of applications/proposals, accepting and administering funds as SASJBEP's fiscal sponsor and comply with terms and conditions of funders;
- Work with the Policy Board to hire, employ, and evaluate the performance of the Executive Director;
- Prepare and ensure compliance with agreements by sub-awardees, contractors, and vendors;
- Maintains financial records;
- Providing fiscal oversight, creating financial reports, and maintaining records, including adhering to eligible cost requirements which may include non-federal match;
- Submission of progress reports and other required paperwork for each grant/agreement;
- Work with the SASJBEP Executive Director on programmatic implementation;
- Serve on the Policy Board and other committees;
- Participate any external reviews as appropriate;
- Provide insurance coverage for SASJBEP's Director if an employee of FSU.

SASJBEP hereby authorizes the host entity, (under the direction of the Executive Director) to negotiate, enter into, execute, and administer all proposals, contracts, and grants, and other legal or administrative documents/agreements on behalf of SASJBEP. SASJBEP reserves the authority to amend, modify, or withdraw the authority described above.

SASJBEP staff will be employees of the host institution and as such shall be subject to the host institutions policies and procedures. The Executive Director will work with host's human resources staff to review performance and address any concerns.

The host entity must be independent of the interests of any particular group or agency and ensure the SASJBEP maintains its credibility as a largely autonomous entity independent of any particular agency, stakeholder, or interest group including that of the host entity.

The Policy Board will re-evaluate the host entity and determine if the host entity is meeting the stated roles and responsibilities. This will occur every two years at a minimum but can occur more frequently as decided by the Policy Board.

ARTICLE TEN - AMENDMENTS TO BYLAWS


10.1 Amendment or Repeal of Bylaws. The Policy Board may amend or repeal these Bylaws by vote of quorum, provided that any such amendment or repeal will not become effective until the next regularly scheduled meeting of the Policy Board.

10.2 Writing. All bylaws and amendments, including committee bylaws, shall be memorialized in writing, either by reproduction as amended or by attachment.

POLICY BOARD CHAIR'S CERTIFICATE

THIS IS TO CERTIFY that I am the Chair of the Policy Board of **ST. ANDREW AND ST. JOSEPH BAYS ESTUARY PROGRAM**, and the foregoing Bylaws of said SASJBEP were duly adopted by the Policy Board of the SASJBEP at a meeting of said Policy Board held on September 15, 2021. And amended and final approval on December 19th, 2024.

IN WITNESS WHEREOF, I have affixed my signature this 10.00 day of January, 2025.

Signed by: 
 SIGNATURE: _____
 NAME PRINTED: Pat Perno
 TITLE: policy board

HISTORY OF BYLAWS

The initial Bylaws of **ST. ANDREW AND ST. JOSEPH BAYS ESTUARY PROGRAM**, were first adopted on September 15, 2021.

Amendments made should be listed below.

AMENDMENTS

Two amendments were made and approved December 13, 2022.

1. The first amendment was changed to clarify language regarding Policy Board membership in Article 2.1 with the insertion of the following sentence: [The Policy Board consists of elected officials from local

jurisdictions in the estuary watershed as voting members with additional non-voting members representing federal, state, and regional agencies.]

2. The second amendment was made to Article 4 section 5 (4.5) to the quorum requirement. This was changed from majority to at least five voting Policy Board members. The changed sentence is as follows: [A quorum for meetings shall be ~~a majority~~ at least five of the voting Board members.]

Amendments were made to the bylaws that are too numerous to list but compose the current bylaws on August 28th, 2024 with further revisions recommended by FSU and voted on December 19, 2024.

Certificate Of Completion

Envelope Id: E5EC50DF-272F-48C5-B90B-E10655EB2866
 Subject: Complete with Docusign: SASJBEP-Bylaws_Dec2024_revision_FINAL.pdf
 Source Envelope:
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 Certificate Pages: 1
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 Jessica Graham
 A1400 University Center
 Tallahassee, FL 32306-2370
 jgraham6@fsu.edu
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Signer Events

Pat Perno
 pperno@cityofflynhaven.com
 policy board
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

 5D6D3DCDBF974F7...
 Signature Adoption: Drawn on Device
 Using IP Address: 104.191.58.183
 Signed using mobile

Timestamp

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 Viewed: 1/10/2025 2:49:32 PM
 Signed: 1/10/2025 2:58:43 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events

Signature

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Editor Delivery Events

Status

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Agent Delivery Events

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Intermediary Delivery Events

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Certified Delivery Events

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Carbon Copy Events

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Witness Events

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Notary Events

Signature

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Envelope Summary Events

Status

Timestamps

Event	Status	Timestamp
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Certified Delivered	Security Checked	1/10/2025 2:49:32 PM
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Completed	Security Checked	1/10/2025 2:58:43 PM

Payment Events

Status

Timestamps

Agenda Item #5

Member contribution proposal and allocation methodology and Finance Strategy

Background: During our last meeting we discussed the proposal that would go to the different local governments to request member allocations for the 25-26 fiscal year. The Management Council and Policy Board members provided great feedback on refinements to keep it short and provide a one pager impact/accomplishments while also having a longer proposal for the City/County managers and other staff members that would want to better understand the Estuary Program and background during consideration. At a recent Bay County Commission meeting, there were some conversations regarding the allocation methodology and it reminded me that we have not revisited this process that was taken to determine the allocations as well as revisiting the Finance Strategy when new members came on board.

Discussion: Understanding of the allocation methodology as well as familiarity with the Finance Strategy

Action: None planned

Supporting documents:

- Member contribution proposal sent to Springfield
- Allocation methodology
- Finance Strategy



Chair: Commissioner Pat Perno

Vice Chair: Councilmember Mary Coburn

Executive Director: Dr. Jessica Graham

Jessica Graham
Executive Director
St. Andrew and St. Joseph Bays Estuary Program
4750 Collegiate Ave.
Panama City, FL 32405

May 25, 2025

Ralph Hammond
Mayor, City of Springfield
408 School Ave.
Springfield, FL

Dear Mayor Hammond and Springfield Commissioners,

The St. Andrew and St. Joseph Bays Estuary Program (SASJBEP) would like to provide the attached proposal for support to implement the Comprehensive Conservation and Management Plan (CCMP) that serves as the guiding document of actions and activities necessary to protect and restore our bays through the support and coordination of activities.

This proposal provides an overview of SASJBEP activities that will work to implement the CCMP actions to benefit the Bay in partnership with local municipalities, academia, businesses, industry and local citizens. The SASJBEP is requesting \$10,000 for FY25-26 to support the Estuary Program in the implementation of CCMP actions. These funds will be leveraged against additional contributions from member organizations including other local governments and grant funds that have been secured and will be dedicated to CCMP implementation coordinated by the SASJBEP. One project is the Floodplain restoration of the Upper Tributaries of Martin Lake. SASJBEP worked with the City of Springfield to secure a \$510,032 grant from the National Fish and Wildlife Foundation to support the preliminary design for a restoration project. That grant and others have been secured since 2021 for a total of \$8.5 M. A contribution of \$10,000 would provide leverage for additional funding as well as a demonstration of commitment to the protection and restoration of our Bays.

Please feel free to contact me at 321-536-8932 or 850-770-2149 or at jgraham6@fsu.edu if you have any questions.

Sincerely,

Jessica Graham
Executive Director, SASJBEP



Executive Summary

The St. Andrew and St. Joseph Bays Estuary Program (SASJBEP) was officially created by a unanimous vote by the Bay County Board of County Commissioners (BOCC) in May 2020 to bring stakeholders together to create a Comprehensive Conservation and Management Plan (CCMP), a blueprint for future collaborative actions and then work to implement the CCMP. The Estuary Program was also voted by the BOCC to be fiscally hosted by Florida State University Panama City. Two initial grants were provided to establish the Estuary Program and work to create the CCMP with \$998,844 from The Nature Conservancy that was matched with \$720,000 from Bay County's Direct Component Pot 1 funds. A governance structure was established with a Policy Board composed of locally elected officials as the voting members and advised by non-voting members. The Policy Board receives recommendations from the Management Council composed of 18 seats that are appointed to the Council by the Policy Board. The Advisory Committees provide insight, products, and recommendations for consideration by the Management Council that get refined and go up to the Policy board for final decision.

The Policy Board determined the vision of the SASJBEP is to have *healthy, resilient bays and estuarine habitats that support native species, natural systems, recreation, fisheries, and the economy, together with vibrant, resilient, and sustainable communities in the watershed that live in harmony with the needs of the estuary*. This is accomplished through the mission which is to collaborate – as representatives of private, public, and non-governmental stakeholders – *to improve our common sense, science-based understanding of the needs of the estuary, and to develop, promote and implement projects that protect and restore the health of the bay*. The first ever Comprehensive Conservation and Management Plan (CCMP) was approved and adopted April 10, 2024, and will serve as the guiding document for priority actions to meet 14 goals that all address 8 priority issues. These actions were informed by hundreds of community members through public meetings and online feedback and approved by the Policy Board.

Following the completion of the CCMP and the close-out of the initial establishment funds, the SASJBEP remains completely reliant on grant funds to support the implementation of the CCMP actions and program administration. This restricts activities to only those funded by existing grants and therefore reduces effective implementation of meaningful projects of the CCMP and activities that can make measurable impacts on our waterways as well as securing additional funding requiring grant proposal submissions. A tiered allocation was created to determine municipal and county allocation amounts for the Estuary Program's implementation of the CCMP and program administration based on population by the Management Conference and approved by the Policy Board. The allocation agreement was approved with the understanding that each request must be approved by individual entity boards but established the intent of the members to support the SASJBEP in the mission.



ST. ANDREW &
ST. JOSEPH BAYS
ESTUARY PROGRAM
at FSU PANAMA CITY

Watershed-scale Impact of the St. Andrew and St. Joseph Bays Estuary Program

Landscape scale Planning

State of the Watershed Report that identified baseline condition of indicators and metrics with results available publicly on a Data Dashboard that is updated as new data becomes available.

Strategically Reforesting Bay County identifying areas for reforestation efforts that would have the largest impact on reducing stormwater quantity.

Metrics of Impact

- **45** Vertical Oyster Gardens deployed
- Sediment contamination study completed in SJB
- **60%** engineering and design for Martin Lake
- Reducing Marine Debris at over **40 stormwater inlets** across Bay County
- **1000s** people reached through outreach events and media outlets

Funding

\$43.2 M

applied for in grants

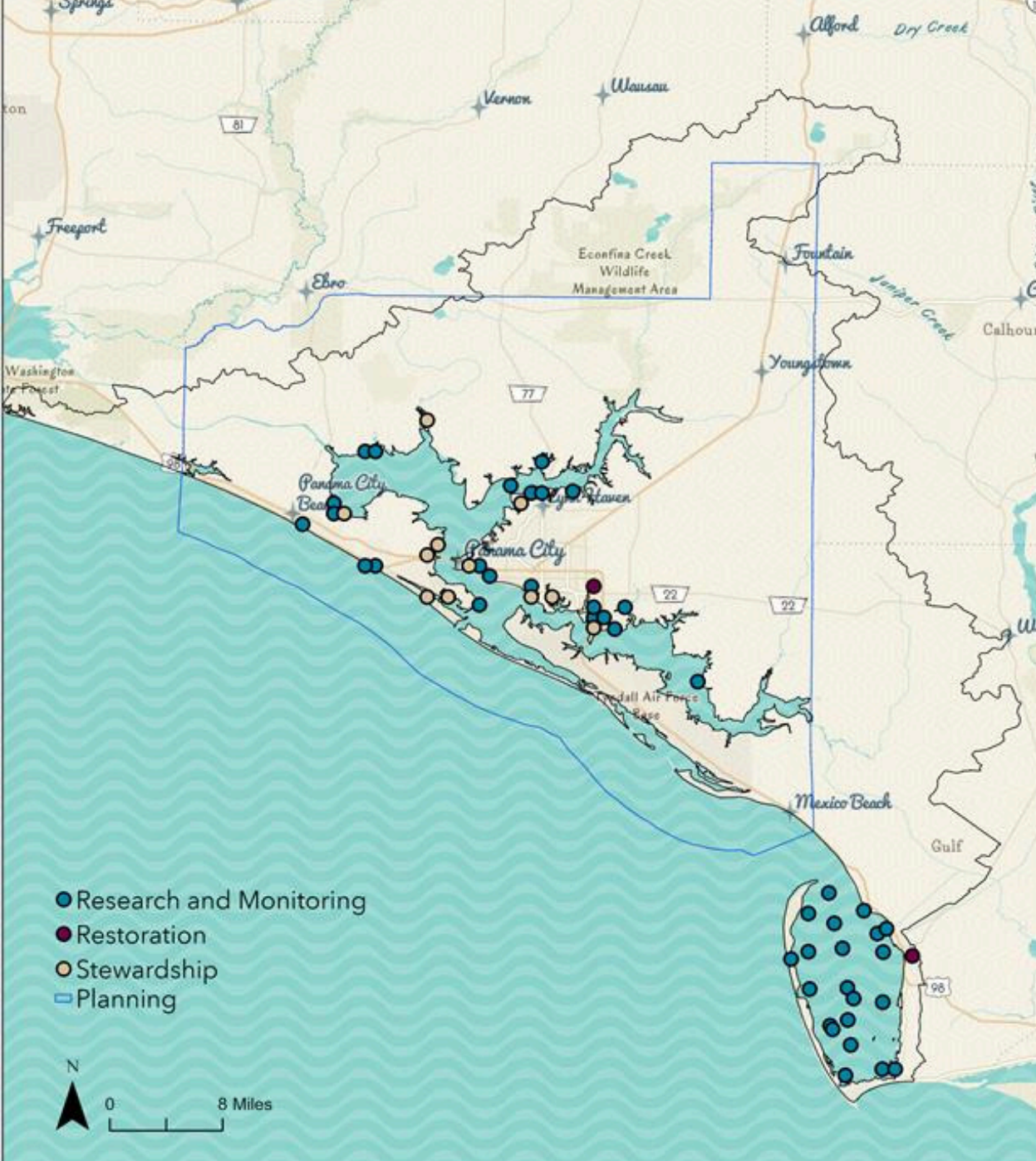


\$8.5 M

secured to date

Return on initial investment from Bay County

\$12 for every \$1



The Estuary Program has been working with partners across sectors to identify key projects both in restoration and protection, planning, research, monitoring as well as training and education.

Project proposal

Introduction

The creation of the St. Andrew and St. Joseph Bays Estuary Program (SASJBEP) has been desired by local citizens since the 1980s when it was recognized that the condition and needs of the watershed were not well understood and receiving increased pressure. The St. Andrew Bay (SAB) watershed is approximately 740,000 acres and includes all four sections of the St. Andrew Bay systems (St. Andrew, West, North, and East Bays), and St. Joseph Bay (SJB). The watershed also includes Econfinia Creek, multiple springs, Deer Point Lake Reservoir, dune lakes, state parks, and two aquatic preserves. These and other natural resources provide significant ecological, economic, social, and recreational benefits to those living, working, and/or visiting the region. It also offers an essential resource supporting the area's maritime industry and naval operations, economic development, tourism and a range of recreational activities.

Intact natural resources in the SAB watershed provide habitat for many animal and plant species as well as ecosystem services such as stormwater management, carbon sequestration, and supports recreational and commercial fisheries, and recreational space.

Purpose

Estuary programs are place-based programs with the goal of protecting and restoring the water quality and ecological integrity of estuaries and consists of diverse stakeholders and uses collaborative, consensus-building approaches to implement the long-term plan. The SASJBEP is a non-regulatory, non-advocacy program that covers the entire St. Andrew Bay watershed (HUC 8), which encompasses St. Andrew and St. Joseph Bays and portions of 6 counties and is modeled after the Environmental Protection Agency's National Estuary Program. The SASJBEP developed a long-term plan called the Comprehensive Conservation and Management Plan (CCMP) that outlines local priorities and compiles input from the communities. The SASJBEP is now working with partners to secure funds to implement the Comprehensive Conservation and Management Plan (CCMP).

Governance and membership

The St. Andrew and St. Joseph Bays Estuary Program (SASJBEP) is a locally driven effort to identify and solve issues facing our watershed informed by objective scientific information. SASJBEP is directed by a three-tiered governance structure. The top tier is the Policy Board that is comprised of locally elected officials from counties and municipalities in the St. Andrew Bay watershed together with non-voting members from federal and state agencies. The Policy Board provides overall direction of the program as directed by the by-laws approved initially September 15, 2021 and amended January 2025. Overall direction provided by the Policy Board aligns with National Estuary Program guidance and CCMP implementation. The middle tier is the Management Council, an 18-member body that represents diverse perspectives across the entire watershed to ensure the larger community needs are considered and addressed by the Policy Board. There are five advisory committees that are populated by citizens, local, state, and federal governments, businesses, and NGOs. These committees include the Science and Technical Committee, Stormwater Committee, Community Action Committee, Teen Outreach Committee, and the Development and Finance

Committee. Together, these committees make up the Management Conference that provides overall direction and guidance to the Estuary Program.

Program Administration

The SASJBEP's daily administration is conducted by the SASJBEP core staff that consists of an Executive Director, Lead Estuary Scientist, Staff Scientist, Outreach Specialist and part-time Technical Assistant. Estuary Program staff are responsible for writing and managing grants, identifying projects that align with the CCMP, developing and moving projects through implementation phases, and overall implementing the CCMP that was adopted by the Management Conference. The Executive Director also provides information to local and state governments on program activities and the Outreach Specialist raises awareness in the community to the program and maintains our website highlighting the currently funded projects and unfunded projects developed through general administration, events, and other activities.

Responsibilities and Authorities

The Policy Board acts as a Board of Directors for the St. Andrew and St. Joseph Bays Estuary Program and provide guidance on overall program direction informed by the Management Conference. The By-laws approved by vote and signed by the Chair provide the governing authority for the Policy Board and host entity.

The Estuary Program staff provide daily operational oversight and activities that meet grant deliverables as necessary and any programmatic activities as permitted by available funding. Grant funds are often restricted to activities that only work toward meeting the grant deliverables thus restricting the Estuary Program staff's activities if fully grant funded.

- Executive Director has overall responsibility for program functions, resources, products and services, grant management, and performance. The Executive Director has been authorized by the Policy Board to administer grant projects and overall CCMP activities.
- Lead Estuary Scientist oversees the acquisition and management of data and the subsequent analysis and visualization for grant projects and overall watershed scale indicators as funded permits and is possible. This position works to analyze existing and new data that can be used by individual members of the Management Conference to guide decisions and their potential impacts while facilitating science-based communication.
- Staff Scientist works with the lead scientist to deliver on grant projects and support the data analysis and visualizations using online based tools.
- Outreach specialist coordinates community engagement activities including outreach events and the Teen Outreach Committee. The Outreach specialist also facilitates communication via social media, newsletters, press releases, while developing products that highlight the Estuary Program's activities and impact.
- Technical Assistant is a part-time position that supports the Estuary Program through fiscal management, grant management and general operations.

Program Participation and Membership

The St. Andrew and St. Joseph Bays Estuary Program has a three-tiered governance structure, the Advisory Committees (Science and Technical, Community Action, Development and Finance, Teen Outreach and Stormwater), Management Council, and Policy Board.

Advisory Committees

There are five total advisory committees that are populated by any individual, agency, entity interested in providing input to SASJBEP on projects, program direction, and activities. Participants are not appointed by the Management Council and Policy Board and do not serve formal roles but rather provide informal input and information that is consolidated by staff and provided to the Management Council.

Management Council

The Management Council is an 18-member group that represents a broad perspective across the watershed including state, federal, and local governments, civic/community, regional agencies, conservation/restoration, academia, recreational fishing, business industry/ports, military, utilities, tourism, and development/construction/real estate. This composition reflects a balanced mix of public, private, and nonprofit stakeholders across the watershed who bring a range of experience, technical expertise and authority. Management Council members are appointed by the Policy Board and responsible for making recommendations to the policy board regarding issues, actions, the CCMP implementation, budget, and expenditures.

Policy Board

The Policy Board consists of 12 voting members and 9 non-voting agency representatives from the jurisdictions and agencies. Policy Board members have recommendation authority and are governed by Florida Sunshine Laws. The Policy Board is the final decision-making body and provides the overall direction of the program in the context of a community-supported, science-based effort, and make final decisions on staffing, work plans, program priorities, budgets, and expenditures. The voting membership includes Bay County Commission (2 seats), Gulf County Commission, Callaway, Lynn Haven, Mexico Beach, Panama City, Panama City Beach, Parker, Port St. Joe, Springfield, FSU Panama City with non voting membership including Florida Department of Environmental Protection, Florida Fish and Wildlife Conservation Commission, Florida Department of Economic Opportunity, Northwest FL Water Management District, Emerald Coast Regional Council, National Oceanic and Atmospheric Administration, US Army Corps of Engineers, US Environmental Protection Agency, US Fish and Wildlife Service.

Funding

Previous grant funding

The SASJBEP was established through generous funding from the Bay County Board of County Commissioners (BOCC) RESTORE Direct-component funding that was matched with a grant from The Nature Conservancy (TNC). This funding supported the creation of the Comprehensive Conservation and Management Plan and the establishment of the Program to be modeled after the National Estuary Program. The SASJBEP has successfully secured a total of \$7.79M as of the date of this proposal to complete projects identified in the CCMP.

FY2025-2026 Budget Request

The proposed project period covers the fiscal year October 2025 – September 2026. Membership allocations are requested from all municipalities and counties based on a tiered population-based allocation agreement approved by the SASJBEP Policy Board on April 10, 2024. The allocation agreement was approved with the understanding that each request must be approved by individual entity boards but established the intent of the members to support the SASJBEP in the mission.

Proposed Activities

The SASJBEP is currently funded granted with activities being restricted to those activities that will produce the proposed deliverables in each grant. However, there are many other activities that must occur to secure strategic and effectively implement the CCMP including grant writing, project identification, project development, outreach and education. Additionally, there are many requests from municipalities that are small requests and within the SASJBEP's ability to execute/coordinate including support for stormwater best management practices (BMPs), an online interactive tool highlighting recreational areas beyond the beaches, water quality report cards, educational efforts in schools, among others. The Estuary Program will combine funding secured from each municipality to support the execution of program activities outlined in the CCMP.

Membership Allocation Tiers with Current Program funding estimates

Entity	2020 Census Population	Tiers
Municipalities		
Bay County	75,687	\$ 50,000.00
Gulf County	8,614	\$ 10,000.00
Lynn Haven	18,493	\$ 20,000.00
Parker	4,010	\$ 2,500.00
Callaway	14,405	\$ 20,000.00
Springfield	8,075	\$ 10,000.00
Panama City	35,392	\$ 30,000.00
Panama City Beach	18,094	\$ 20,000.00
Mexico Beach	1,060	\$ 2,500.00
Port St. Joe	3,357	\$ 2,500.00
Totals	187,187	\$ 167,500.00
Fundraising		
Race for the Bays		\$ 6,000.00
Private donations		\$ 1,000.00
		\$ 7,000.00
Grand Total		\$ 174,500.00
Current grant funding FY25-26		
Core Staff	Funded by grants	\$ 282,941.70
Core Staff	Unfunded	\$ 91,747.37
Other Program needs	Funded by grants	\$ -
Other Program needs	Unfunded	\$ 20,000.00
Unfunded by grants		\$ 111,747.37
Member Contributions		\$ 174,500.00
End of FY2526 balance		\$ 62,752.63

Population	Funding Tier \$
75-100	\$50,000
50-75	\$40,000
25-50	\$30,000
10-25	\$20,000
5-10	\$10,000
<5000	\$2,500

Finance Strategy

Introduction

The communities within the St. Andrew Bay Watershed have united to create and support the St. Andrew and St. Joseph Bays Estuary Program (SASJBEP). For over forty years, community members have devoted their time and resources to protecting the natural systems within the watershed through numerous efforts including water quality monitoring, seagrass restoration, upland land management, and longleaf pine forest restoration. These efforts have provided a foundation that the SASJBEP can build upon and use to identify and implement actions in the Comprehensive Conservation and Management Plan (CCMP) that will ultimately lead to healthy bays.

Implementing the actions identified in the first SASJBEP CCMP will require funding through diverse resources and partners. This will include maintaining funding from current sources, developing new funding sources, securing new grants in partnership with stakeholders, and identifying new partners. The impact that stakeholders who are integrated into the SASJBEP can have on the Estuary's condition is often limited by the total amount of funding dedicated to the actions identified in the CCMP and the timelines required to take on large scale and impactful projects. This document outlines a strategy for financing the implementation of the CCMP and sustained support for the administration of the SASJBEP.

Current Program Funding

The establishment of the St. Andrew and St. Joseph Bays Estuary Program occurred uniquely in comparison to the National Estuary Programs under the US Environmental Protection Agency. The local communities have long recognized the importance of our estuary and identified the need to establish an Estuary Program that would lead the collective community in implementing actions to protect and restore our Bays. In 2020, the Bay County Commissioners devoted \$720,000 of the RESTORE Act Direct Component (Pot 1) funds from the Deepwater Horizon settlement. Additionally, The Nature Conservancy (TNC) provided \$999,844 from a dedicated campaign to protect and restore Northwest Florida estuaries. These funds supported the FSU Consensus Center to create a Stakeholder Assessment that documented the history of the area and similar efforts as well as documenting the goals and vision of what a successful EP would look like from a broad spectrum of community members including citizens, government officials and elected leaders. The FSU Consensus Center built off this information and stood up the initial program with the creation of the Policy Board and Management Council and coordinated the hiring of the Executive Director. These efforts set the stage for the synthesis of data and efforts to create the Comprehensive Conservation and Management Plan (CCMP). In addition, the Bay County Board of County Commissioners have pledged 10% of the RESTORE Act Direct Component funds to support the Estuary Program and projects into the future.

Florida State University Panama City campus serves as the host of the program and provides fiscal management and technological support and holds a voting seat on the Policy Board.

Current (2021-2024) funding supports three full time positions (Executive Director, Estuary Scientist, a Public Outreach Specialist) as well as a part-time Technical Assistant (Table 1) with robust funding for supplies, travel, and subawards to support additional data acquisition for the CCMP completion. Personnel costs account for the majority of annual operating costs with the full budget for

administrative costs also including travel, supplies, equipment, and overhead support for SASJBEP's host entity, Florida State University Panama City. Proposed staff expansion is included in the Future Operations section.

Table 1. Description of current SASJBEP staff positions and core responsibilities

Position	Current Responsibility summaries
Executive Director	Responsible for program administration; coordination of Policy Board and Management Council and Development and Finance Committee; strategic planning, governmental affairs; fundraising, policy, and communications
Estuary Scientist	Responsible for coordinating the Science and Technical Committee and Stormwater sub-committee; assist in leading the development and tracking of CCMP action status; State of the Watershed report, water quality report card in partnership with St. Andrew Bay Watch, and coordinating the development and implementation of the monitoring strategy
Public Outreach Specialist	Responsible for coordinating the Community Action Committee; outreach event coordination; assisting with communications; coordination and implementation of the Stewardship actions and outreach strategy
Technical Assistant	Responsible for coordination procurement and scheduling logistics; grant preparation; project planning and management; expenditure and match tracking and reporting

Funding Accomplishments

The SASJBEP staff have been successful in securing grant funds during the initial establishment of the Estuary Program. These grants will support activities identified in the CCMP as well as a portion of staff and administrative costs associated with project execution and proposed grant deliverables. Many of the projects listed in Table 2 are large scale projects that extend beyond the St. Andrew Bay Watershed and will involve not just the SASJBEP but also numerous partners.

Table 2. Funding secured by the St. Andrew and St. Joseph Bays Estuary Program through grants since the hiring of an Executive Director in August 2021.

Project title	Funding source	Total amount	Portion dedicated to SASJBEP
Assessing restoration success and ecosystem services across the Panhandle Region to assist in restoration target setting	Florida Institute of Oceanography's Florida RESTORE Act Centers of Excellence Program (FIO's FLRACEP)	\$1,640,996.00	\$870,776.00
Living shoreline suitability tool in St. Andrew and St. Joseph Bays	FDEP 3b RESTORE funding priorities list	\$200,000	\$200,000
Seagrass Greenhouse pilot project	St. Joe Foundation	\$13,034	\$13,034
Protecting seagrass in St. Andrew Bay through reduction of direct and indirect impacts	Bay County RESTORE pot 1	\$300,000	\$150,000
Identifying sources of waterbody impairments to determine effective actions to increase water quality of St. Andrew Bay	Bay County RESTORE pot 1	\$500,000	\$200,000
Determining aquatic habitat quality using benthic communities as indicators to increase habitat quality in St. Andrew Bay	Bay County RESTORE pot 1	\$500,000	\$200,000
Coordination support for Tyndall's resiliency stakeholder group	The Nature Conservancy	\$9,983	\$9,983
Total		\$3,164,013	\$1,643,793

Financing the implementation of the CCMP

The funding for implementation of the CCMP provides a framework for investing in the health and sustainability of the St. Andrew Bay Watershed. The CCMP outlines 8 priority issues to address across the St. Andrew Watershed and 29 actions that have been prioritized by stakeholders. The implementation of the SASJBEP's CCMP can be broken into two types of costs: 1) SASJB Estuary Program operation (administration and staff), and 2) funding for implementing actions and activities identified in the CCMP. Strategic investments in the St. Andrew Bay Watershed will ultimately provide more resilient and sustainable returns on the economic drivers of our local communities through improvement and maintenance of water quality that directly and indirectly affects property values, recreation and tourism, and fisheries.

SASJBEP Administration

The annual fiscal resources for the SASJBEP program administration can be viewed as a continuum (Figure 1). Effective program administration with strategic implementation and effort to secure additional funds for the watershed can only be achieved through the acquisition of **unobligated funds**. Without unobligated funds, program staff cannot spend time writing grants for program

implementation. Generally, unobligated funds come from donations, contributions from member organizations, and the rare grant providing operational support. The minimum funding requirements would provide support for a full-time Executive Director, and half time for both the Estuary Scientist and Outreach Specialist with fringe benefits. This minimum would provide no support for supplies or travel costs. The minimum scenario would require 1-3 grants annually to cover the remaining staff costs, supplies, and travel costs for the program administration. At the far end of the continuum, the funding amount would support three full-time staff and one part-time technical assistant (our current scenario) with fringe benefits and costs for travel and supplies. Unobligated funds for program staff allow for the continuation of program planning toward actions, strategic implementation of the CCMP through project development, project execution, evaluation, contract management, grant writing and reporting. The SASJBEP needs for administrative costs includes all costs including salaries and benefits, supplies, equipment, and overhead support for SASJBEP's host entity, Florida State University Panama City.



Figure 1. Continuum of SASJBEP program administration costs providing a minimum of unobligated costs to a maximum.

Administrative activities of SASJBEP staff include:

- Organizational and logistical support for all committees, the Management Council and Policy Board;
- Preparation of Comprehensive Conservation and Management Plan including updated CCMPs, finance, monitoring, and outreach strategies, habitat management plans, state of the watershed, CCMP updates and outreach;
- Development and administration of local, state, and federal grants, as well as grants from NGO and private organizations, and contracts to obtain and utilize funding for CCMP implementation;
- Research and restoration project management, including scope development, procurement, technical and community input, and deliverable review and invoicing support;
- Coordination and outreach with user groups, professional groups, local, state, and federal agencies, and other groups relevant to CCMP development and implementation;
- Conduct public outreach to increase awareness of the St. Andrew Bay watershed;
- Coordinate, monitor, and track implementation activities of SASJBEP and partners related to the CCMP outputs and outcomes to measure implementation and progress;
- Participate in and coordinate with stakeholders on projects and management actions aligned with the Action Plans.

Future Operations

The initial funding contributions have provided support for 3.5 staff. The SASJBEP has been successful in our early years of establishment in securing over \$3.14 million in grant funds. The actions identified in the CCMP outline additional projects that could be led by the SASJBEP, which will require additional grants to implement. While these grant funds will support additional project level staff, they will also put additional demands on existing staff. We anticipate developing additional positions that will assist in delivering grant products that contribute to CCMP implementation, while contributing to SASJBEP administration and meeting the Estuary Program's overall mission.

Additional positions are proposed to be created as grant funding allows and will include a Staff Scientist, Education Coordinator, and Project Coordinator (Table X). The Staff Scientist will assist the Estuary Scientist with overseeing development of the State of the Watershed report and tracking CCMP action status, coordinating development and implementation of the Monitoring Strategy. The Staff Scientist will also be responsible for aiding the Estuary Scientist with fieldwork activities. This position is anticipated to be 100% grant funded. Several education-based activities have been identified with requested support both formally and informally. An Education Coordinator will lead education programming and assist the Public Outreach Specialist with coordinating the Community Action Committee. This position is anticipated to be 100% grant funded. The Project Coordinator will support SASJBEP restoration projects and programs. This position is anticipated to be 100% grant funded. These grant funded positions are critical positions to ensure the actions identified in the CCMP are implemented and will be funded based on available grant opportunities.

Table 3. Proposed growth of staff and funding allocation to each position from FY2024-FY2028. To realize this, the program needs dedicated and unobligated funds secured as well as grant funds.

Staff	FY2024-2025	FY2025-2026	FY2026-2027	FY2027-2028
Executive Director	80% Grant	70% Grant	50% Grant	25% Grant
	20% General	30% General	50% General	75% General
Estuary Scientist	90% Grant	70% Grant	50% Grant	30% Grant
	10% General	30% General	50% General	70% General
Outreach Specialist	90% Grant	80% Grant	50% Grant	30% Grant
	10% General	20% General	50% General	70% General
Technical Assistant (Part-time)	50% Grant	50% Grant	25% Grant	25% Grant
	0% General	0% General	25% General	25% General
Staff Scientist	50% Grant	50% Grant	100% Grant	100% Grant
	0% General	0% General	0% General	0% General
Project Coordinator		100% Grant	100% Grant	100% Grant
		0% General	0% General	0% General
Education Coordinator			50% Grant	100% Grant
			0% General	0% General
General Fund Needs	\$ 47,000	\$ 78,800	\$ 183,500	\$ 255,000

SASJBEP Projects and Activities

Grants secured by the SASJBEP are written to support multiple aspects of the projects contained in the proposal that align with actions identified in the CCMP. These include both staff and administrative costs that are devoted to the project, and project specific costs (engineering, research analyses, sub contractual needs) associated with the deliverable. Funding that the SASJBEP has secured to date and/or has been prioritized for submission by both SASJBEP and partners to applicable grant opportunities total \$15,685,241. Many of these grants were not awarded but will be resubmitted to the same and/or other grant opportunities in subsequent years. These projects are aimed at implementing components of the following action plans:

- WSQQ 1:1 – Identify, monitor, and assess water quality to support directed implementation actions.
- WSQQ 1:2 – Identify and implement actions to reduce nutrients, pathogens, and toxins
- WSQQ 4:1 –Reduce sources of stormwater; reduce impact of stormwater; reduce quantity of stormwater
- WSQQ 4:2 – Understand sources of pollution found in stormwater

- NRSC 1:2 –Develop outreach strategies to increase seagrass protection, conservation, restoration
- RES 2:1 – Identify, implement, and evaluate nature-based solutions (NBS)
- STEW 1:3 - Provide and support community workshops, professional development, and trainings to improve the understanding of the watershed/bays and increase environmental literacy
- STEW 2:2 – Establish partnerships to strengthen collaboration and support that will protect and restore the bays

Partner Project Support

The CCMP cannot be implemented by the SASJBEP staff alone and will be dependent upon creating and maintaining effective partnerships with cities, counties, non-profits, businesses and industries. Many projects that implement the CCMP are already underway and are led by these partners. The SASJBEP supports CCMP implementation by partners through several activities, including:

- Identifying funding opportunities
- Grant writing
- Partner CCMP implementation tracking
- Joint watershed scale planning efforts
- Identifying innovative solutions employed in areas outside of the watershed that could be applicable

Since inception of the Estuary Program, partners have secured funding for several projects related to the implementation of the CCMP (Table X). Many actions identified in the CCMP will be pursued independent of the fiscal support from the SASJBEP but will be supported by guidance and direct implementation (Table 4). Other actions may be completed independent of both fiscal and technical support from SASJBEP yet will still contribute to the overall health of the St. Andrew Bay Watershed (Table 5). Tracking all activities will be difficult, but the SASJBEP staff will work with stakeholders to track as many ongoing efforts as possible. Many actions and activities will occur under existing efforts and/or mandates, but the SASJBEP's CCMP seeks to identify watershed priorities across municipal boundaries and help coordinate between these entities to share best practices and increase efficiency.

Table 4. A list of projects that have been identified in coordination with Estuary Program and/or partners and have secured funding (as of August 2023).

CCMP Action	Funding Source	Lead(s)	Project description
WSQQ 3.1	Legislative Appropriation	Bay County	Paving of unpaved roads to reduce sedimentation into nearby waterbodies
WSQQ 4.2	Legislative Appropriation	Bay County	Sediment contamination assessment of St. Andrew Bay completed by St. Andrew Bay Watch
WSQQ 1.1	Bay County RESTORE Act Direct Component	St. Andrew Bay Watch	Water quality monitoring including fecal coliform at 73 stations across St. Andrew Bay to inform management actions
RES 1.1	Vulnerability Assessments	Bay County, City of Port St. Joe	Multiple entities are completing vulnerability assessments in coordination with universities and engineering companies
RES 1.1	National Oceanic and Atmospheric Administration (NOAA)	City of Port St. Joe	Completing a Hydrologic and Hydraulic study on the drainage basin including Depot Creek to Central Canal to inform stormwater management practices and restoration techniques
WSQQ 4.1	TNC/Walmart	City of Panama City	Preliminary feasibility design will be completed for Sweetbay Park that will enhance and increase wetland habitat and reduce flooding in nearby neighborhoods.
RES 2.1	TNC/Walmart	Gulf County	Preliminary feasibility design will be completed for Salinas Park that will restore dunes, increase hydrologic connectivity, and reforest a portion that was previously forested.

Table 5. Projects identified and implemented by partner organizations that meet goals and actions identified in the CCMP but have not received direct support from the Estuary Program, illustrating the need for all organizations to work toward addressing priority issues.

CCMP Action	Funding Source(s)	Lead(s)	Project description
RES 1.1	Hazard Mitigation Grant Program (HMGP)	City of Panama City, Bay County, City of Lynn Haven, City of Panama City Beach	Voluntary home buyouts for properties with repetitive flood losses. Additional funding will be secured to increase water detention in these areas and alleviate flooding of adjacent neighborhoods
RES 1.1	Department of Environmental Protection (DEP)	Gulf County	Resilient roadways-drainage improvements and repairs alleviating flooding
RES 2.2	National Fish and Wildlife's National Coastal Resiliency Fund	The Nature Conservancy	Scaling up nature-based solutions (NBS) project worked across portions of the St. Andrew Bay Watershed and the SASJBEP with local municipalities to identify NBS projects.
RES 2.1	DEP BEACHES program	Gulf County	Beach restoration to restore resiliency to Gulf County. The beaches along specific areas were deemed critically eroded and this project will restore
WSQQ 1.3	Multiple state and federal sources	Multiple	Municipalities across the watershed are working to secure funding to increase availability of sewer to residents now reliant on septic systems.
STEW 3.2	American Rescue Plan Act	City of Panama City	A new boat ramp is being constructed to add access to the St. Andrew Bay that will have boat storage, bathrooms and other amenities
WSQQ 1.2	DEP Resilient Grant program	Gulf County	Construction of a new wastewater treatment plan to address increased growth and degree of treatment.
NRSC 1.1	Multiple state and federal sources	FDEP, FWC, and other mitigation projects	There are ongoing restoration projects being completed in coordination with FDEP and FWC as well as mitigation restoration projects. These were ongoing prior to the Estuary Program establishment and continue in collaboration with the SASJBEP and partners.
NRSC 2.1	Natural Resource Damage Assessment	FWC and UF IFAS	Scallop sitter program where volunteers are provided cages and seed scallops to grow more scallops to increase scallop populations.
STEW 1.2	Multiple sources	St. Andrew Bay Watch	Bay Watch facilitates a Grasses in Classes program in some of the Bay District schools where students learn about the importance of wetland habitats, living shorelines, and participate in restoration programs
RES 1.1	FDEP Resilient Florida for Vulnerability Assessments	Gulf County, City of Panama City, City of Lynn Haven	Multiple entities are completing vulnerability assessments in coordination with universities and consultant companies

Long-term and Short-term Funding Needs for CCMP Activities

The SASJBEP Governance structure identified priority actions in 8 priority issue areas that are complex and will require multiple partners, large amounts of financial resources over multiple phases and years for funding, including:

- Stormwater management: 4 actions
- Wastewater management: 3 actions
- Sediment/Erosion control: 6 actions
- Nutrients, Pathogens and Toxins: 5 actions
- Community Engagement: 5 actions
- Habitat loss: 14 actions
- Recreational Opportunities: 2 actions
- Changing Environmental Conditions: 11 actions

Short-term funding priorities include:

- Continued administrative support for SASJBEP staff through diverse sources of funding.
- Continued support to St. Andrew Bay Watch for a comprehensive and coordinated water quality monitoring allowing SASJBEP to analyze trends and inform locations for management actions.
- Preparation of public friendly fact sheets about priority actions and projects in collaboration with partners.

Diversifying and Augmenting Funding Profile

SASJBEP will continue to work toward diversifying the funding profile with a plan that includes goals, responsibilities, and milestones. SASJBEP has identified the following strategies to diversify funding support for both SASJBEP administration and CCMP implementation. The investments needed to support the SASJBEP's CCMP implementation that includes research, protection, restoration, and outreach efforts do not come from a single program or government agency. Funding is needed across jurisdictions including federal, state, and local governments in partnership with the private sector (e.g. individuals, corporations, and foundations).

State/Regional Funding

- Continue to work with FSU, state, and regional partners to identify new and innovative opportunities to meet the goals of our CCMP. For example, by working with regional partners on stormwater management, the Estuary scientist identified some low-cost sensors that would help inform local municipalities regarding storm surge source flooding that will be implemented working with utilities and public works staff.
- Work with FSU PC and state partners to raise awareness of our program in support of national designation and support provided to estuary programs that are active and not nationally designated.

City/County Funding

- Work with city and county governments to secure an interlocal agreement for ongoing commitment for annual support that will be used to leverage and secure additional funds and support program costs.

Grants

- Continue to pursue grant funds from major federal and state assistance programs in coordination with partners to implement projects that align with the CCMP.
- Continue to pursue grant funds for operational funds when applicable and eligible.

Corporations, Donations, In-kind funding

- Seek strategic partnerships with businesses and business associations that have interest in economic and environmental sustainability and investment into the area's way of life.
- Develop relationships with community foundations and other entities to assist in identifying jointly implemented projects and relationships with potential donors.
- Maintain and develop partnerships with regional universities including Gulf Coast State College, University of West Florida, University of Florida and specific departments and programs within Florida State University such as the FSU Coastal and Marine Lab, FSU's Center for Environmental and Climate Resilience, and FSU PC's engineering and biology departments.
- Track in-kind contributions across our operations.
- Develop fundraising campaigns in collaboration with FSU Foundation that will raise awareness to our program, mission, and bring in funds to support the implementation of the CCMP and operations.

Goals and Milestones for Funding Development

Dedicated recurring state and federal funding

SASJBEP staff will work with partners to engage agency and legislative officials in and connected to our watershed to raise awareness of CCMP implementation needs and benefits to both state and local resources and alignment with federal initiatives.

Increased and expanded local government funding agreements

The SASJBEP has focused much of its attention in the first three years on planning and creating the Comprehensive Conservation and Management Plan (CCMP) that has been informed and governed by local, county, and regional governmental entities. The SASJBEP will continue to engage with local and county governments to inform them about the SASJBEP needs to maintain programmatic operations as well as the cost to implementing the CCMP. Specifically, SASJBEP will:

- Work with local governments to secure presentations at each council or commission meetings at least every two years;
- Create an auxiliary account with FSU to accept membership dues/contributions;
- Provide annual invoices to local government partners in line with budgetary processes and in coordination with respective Policy Board and Management Council members;
- Create fact and summary sheets and provide to local governments prior to budget meetings that are respective to each local government that highlights the beneficial work and return on investment.

Private and corporate sectors and individual donations

SASJBEP staff will engage with the private and corporate sector to inform them about CCMP implementation needs related to their mission and operational sustainability. Individuals will be engaged through outreach events. Specifically, SASJBEP will:

- Build relationships with private and corporate sectors that demonstrate an interest in the SASJBEP mission;
- Identify projects that align with both implementation of the CCMP as well as individual entity missions;
- Engage individuals at outreach events and raise awareness of our program and opportunities for donation and projects to support;
- Engage with various entities interested in providing support to various outreach events

Key activities and priorities

- Sustain and increase support for National Estuary Program designation
- Sustain and increase funding from major state, federal, corporate, and foundation sources
- Diversify funding to increase private-sector interest and investment
- Participate in collaborative efforts working toward securing additional funding to the Watershed
- Sustain and increase capacity to accept and manage funds

This finance strategy provides a framework for funding the implementation of the CCMP that will move the communities within the watershed to meeting our ultimate vision of “Healthy, resilient bays and estuarine habitats that support native species, natural systems, recreation, fisheries and the economy, together with vibrant, resilient, and sustainable communities in the watershed that live in harmony with the needs of the estuary.” This strategy can only be achieved with SASJBEP and partners working together.

Agenda Item #6

Operating budget – continued conversations

Background: In February, the Policy Board requested the creation of an operating budget. A draft was created and sent to the County with several follow-up requests for clarification and we continue to work through to create something that can be updated routinely. The Management Council reviewed both the detailed summary of the budget at the last meeting and provided multiple suggestions that have been incorporated. An additional tool that is used to manage grants and primarily salary is also attached and will be discussed during the meeting.

Discussion: Board-led

Action: None planned

Supporting documents: Operating budget with historic information

St Andrew and St Joseph Bays Estuary Program at FSU Operating Budget										
	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Prior Year Totals	FY24-25	Projected FY25-26	Projected FY26-27	Totals to Date
	Expenditures									
	Grant/Restricted Expenditures									
Staff	\$ 15,021.99	\$ 62,950.45	\$ 204,094.13	\$ 270,180.98	\$ 247,061.88	\$ 799,309.43	\$ 157,460.88	\$ 288,651.78	\$ 229,384.27	\$ 1,474,806.36
Other personnel		\$ 36,367.04	\$ 67,755.02	\$ 32,716.17	\$ 69,548.02	\$ 206,386.25	\$ 75,402.68	\$ 249,537.88	\$ 132,944.00	\$ 664,270.81
Fringe Benefits	\$ 3,080.15	\$ 23,979.68	\$ 80,719.01	\$ 98,725.26	\$ 107,668.13	\$ 311,092.08	\$ 75,915.89	\$ 184,268.33	\$ 133,342.38	\$ 704,618.68
Total Personnel	\$ 18,102.14	\$ 123,297.17	\$ 352,568.16	\$ 401,622.41	\$ 424,278.03	\$ 1,316,787.76	\$ 308,779.45	\$ 722,457.99	\$ 495,670.65	\$ 2,843,695.85
Travel	\$ -	\$ 1,512.01	\$ 3,879.96	\$ 7,698.99	\$ 11,372.56	\$ 24,463.52	\$ 3,402.24	\$ 11,069.00	\$ 16,975.00	\$ 55,909.76
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,500.00	\$ -
Supplies	\$ -	\$ -	\$ 4,519.35	\$ 23,708.92	\$ 88,182.76	\$ 116,411.03	\$ 4,423.65	\$ 64,203.00	\$ 37,665.00	\$ 222,702.68
Contractual	\$ -	\$ -	\$ -	\$ -	\$ 163,405.00	\$ 163,405.00	\$ 1,000.00	\$ 15,000.00	\$ 115,880.00	\$ 222,702.68
Subaward	\$ -	\$ -	\$ -	\$ -	\$ 59,839.11	\$ 59,839.11	\$ 176,986.75	\$ 168,049.00	\$ 177,340.00	\$ 582,214.86
Other	\$ -	\$ -	\$ 3,191.59	\$ 3,842.87	\$ 1,880.68	\$ 8,915.14	\$ 78.61	\$ 138,135.00	\$ 174,100.00	\$ 321,228.75
Indirect	\$ 2,715.33	\$ 18,721.46	\$ 54,624.69	\$ 65,443.19	\$ 96,631.42	\$ 238,136.09	\$ 58,676.47	\$ 317,345.85	\$ 317,062.45	\$ 931,220.86
Total Grant/Restricted Expenses	\$ 20,817.47	\$ 143,530.64	\$ 418,783.75	\$ 502,316.38	\$ 845,589.56	\$ 1,927,957.65	\$ 553,347.17	\$ 1,436,259.84	\$ 1,378,193.10	\$ 5,295,757.76
Total Restricted Revenue	\$ 20,817.47	\$ 143,530.64	\$ 418,783.75	\$ 504,630.21	\$ 1,567,215.25	\$ 2,712,703.25	\$ 1,552,280.64	\$ 1,423,776.76	\$ 1,381,509.03	
Total Restricted Expenditures	\$ 20,817.47	\$ 143,530.64	\$ 418,783.75	\$ 502,316.38	\$ 845,589.56	\$ 1,927,957.65	\$ 553,347.17	\$ 1,436,259.84	\$ 1,378,193.10	
Restricted Revenue Over/(Under) Restricted Expenses	\$ -	\$ -	\$ -	\$ 2,313.83	\$ 721,625.69	\$ 784,745.60	\$ 998,933.47	\$ (12,483.08)	\$ 3,315.93	
	Foundation/Unrestricted Expenditures									
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ 22.13	\$ 22.13	\$ 18.21	\$ 30.00	\$ 30.00	\$ 100.34
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ 2,329.68	\$ 2,775.55	\$ 5,105.23	\$ 2,600.79	\$ 3,000.00	\$ 2,500.00	\$ 13,206.02
Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200.00	\$ -	\$ -	\$ 3,200.00
Subaward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ 150.00	\$ 92.69	\$ 242.69	\$ 88.47	\$ 150.00	\$ 150.00	\$ 631.16
Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fundraising	\$ -	\$ -	\$ -	\$ 138.00	\$ 211.29	\$ 349.29	\$ 464.41	\$ 500.00	\$ 500.00	\$ 1,813.70
Seagrass Greenhouse	\$ -	\$ -	\$ -	\$ 830.83	\$ 1,774.13	\$ 2,604.96	\$ 116.20	\$ 2,000.00	\$ 2,000.00	\$ 6,721.16
Vertical Oyster Gardens	\$ -	\$ -	\$ -	\$ -	\$ 813.57	\$ 813.57	\$ -	\$ 500.00	\$ 500.00	\$ 1,813.57
Total Unrestricted Expenses	\$ -	\$ -	\$ -	\$ 3,448.51	\$ 5,689.36	\$ 9,137.87	\$ 6,488.08	\$ 6,180.00	\$ 5,680.00	\$ 27,485.95
Total Unrestricted Revenue	\$ -	\$ -	\$ 550.00	\$ 32,996.84	\$ 57,725.93	\$ 57,725.93	\$ 24,147.94	\$ 190,159.86	\$ 188,979.86	
Total Unrestricted Expenditures	\$ -	\$ -	\$ -	\$ 3,448.51	\$ 5,689.36	\$ 9,137.87	\$ 6,488.08	\$ 6,180.00	\$ 5,680.00	
Unrestricted Net Income	\$ -	\$ -	\$ 550.00	\$ 29,548.33	\$ 52,036.57	\$ 48,588.06	\$ 17,659.86	\$ 183,979.86	\$ 183,299.86	

St Andrew and St Joseph Bays Estuary Program at FSU Operating Budget										
	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	Prior Year Totals	FY24-25	Projected FY25-26	Projected FY26-27	Totals to Date
	Revenue									
	State Funding									
UWF-Water Quality	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,744.00	\$ -	\$ -	\$ 99,744.00
Total State Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,744.00	\$ -	\$ -	\$ 99,744.00
	Grants/Restricted Funding									
(Restore Pot 1)Bay County	\$ -	\$ 14,677.17	\$ 205,419.89	\$ 231,968.74	\$ 191,361.66	\$ 643,427.46	\$ -	\$ -	\$ -	\$ 643,427.46
The Nature Conservancy	\$ 20,817.47	\$ 128,853.47	\$ 213,363.86	\$ 270,347.64	\$ 361,882.42	\$ 995,264.86	\$ -	\$ -	\$ -	\$ 995,264.86
CSTARS					\$ 928,444.00	\$ 928,444.00	\$ 372,955.00	\$ 339,982.00	\$ -	\$ 1,301,399.00
Marine Debris						\$ -	\$ 283,202.00	\$ 203,120.00	\$ 191,232.00	\$ 283,202.00
FDACS					\$ 7,990.00	\$ 7,990.00	\$ 44,820.00	\$ -	\$ -	\$ 52,810.00
Springfield					\$ 6,335.50	\$ 6,335.50	\$ 503,696.60	\$ -		\$ 510,032.10
Tyndall				\$ 2,313.83	\$ 6,079.84	\$ 8,393.67	\$ 1,589.41	\$ -	\$ -	\$ 9,983.08
SOWR					\$ 65,121.83	\$ 65,121.83	\$ 34,878.17	\$ -	\$ -	\$ 100,000.00
TNC-SUNS						\$ -	\$ 30,869.45	\$ 11,624.20	\$ -	\$ 30,869.45
NCCA						\$ -	\$ 57,242.01	\$ 11,773.56	\$ -	\$ 57,242.01
Resilient FL via SASJBEP Foundation						\$ -	\$ 41,158.00	\$ 104,533.00	\$ -	\$ 41,158.00
	Not Active									
SPARK						\$ -	\$ 49,829.00	\$ 384,288.00	\$ 561,937.00	\$ 49,829.00
EPA-water quality						\$ -	\$ 32,297.00	\$ 273,987.00	\$ 248,248.03	\$ 32,297.00
Living Shoreline Suitability - DEP via Bay County								\$ 94,469.00	\$ 105,531.00	\$ -
RESTORE-Tracking									\$ 274,561.00	\$ -
Total Grants/Restricted Funding	\$ 20,817.47	\$ 143,530.64	\$ 418,783.75	\$ 504,630.21	\$ 1,567,215.25	\$ 2,654,977.32	\$ 1,452,536.64	\$ 1,423,776.76	\$ 1,381,509.03	\$ 4,107,513.96
Total Restricted Revenue	\$ 20,817.47	\$ 143,530.64	\$ 418,783.75	\$ 504,630.21	\$ 1,567,215.25	\$ 2,654,977.32	\$ 1,552,280.64	\$ 1,423,776.76	\$ 1,381,509.03	\$ 4,207,257.96
	Unrestricted Funding									
	Government Agency									
Bay County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00		\$ -
Gulf County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00		\$ -
City of Springfield	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00		\$ 10,000.00
City of Lynn Haven	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00		\$ -
City of Panama City	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00		\$ -
City of Panama City Beach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00		\$ -
City of Callaway	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00		\$ -
City of Parker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00		\$ -
City of Mexico Beach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00		\$ -
City of Port St. Joe	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00		\$ -
Florida State University PC	\$ -	In-kind	In-kind	In-kind	In-kind	In-kind	In-kind	In-kind		\$ -
Total Governemnt Agency Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167,500.00	\$ -	\$ -
	Foundation Grants/Projects									
Seagrass Greenhouse	\$ -	\$ -	\$ -	\$ 13,034.00	\$ -	\$ 13,034.00	\$ -	\$ -	\$ -	\$ 13,034.00
FPL	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00
NRPA	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00		\$ -	\$ -	\$ -
Fondation Grants/Revenue	\$ -	\$ -	\$ -	\$ 13,034.00	\$ 20,000.00	\$ 33,034.00	\$ -	\$ -	\$ -	\$ 33,034.00
	Donations and Sponsorships									
General Donations/Fundraising	\$ -	\$ -	\$ 550.00	\$ 19,962.84	\$ 8,177.60	\$ 28,690.44	\$ 288.97	\$ 5,000.00	\$ 5,000.00	\$ 28,979.41
Donations and Sponsorships	\$ -	\$ -	\$ 550.00	\$ 19,962.84	\$ 8,177.60	\$ 28,690.44	\$ 288.97	\$ 5,000.00	\$ 5,000.00	\$ 28,979.41
	Carry Forward									
Carry Forward	\$ -	\$ -	\$ -	\$ -	\$ 29,548.33	\$ 29,548.33	\$ 23,858.97	\$ 17,659.86	\$ 183,979.86	
Total Unrestricted Revenue	\$ -	\$ -	\$ 550.00	\$ 32,996.84	\$ 57,725.93	\$ 57,725.93	\$ 24,147.94	\$ 190,159.86	\$ 188,979.86	\$ 62,013.41
Total Revenue	\$ 20,817.47	\$ 143,530.64	\$ 419,333.75	\$ 537,627.05	\$ 1,624,941.18	\$ 2,712,703.25	\$ 1,576,428.58	\$ 1,613,936.62	\$ 1,570,488.89	

Agenda Item #7

Discussion Regarding East Pass

Background: Commissioner Ayers requested that we include a discussion regarding the East Pass on the agenda for the Policy Board to discuss. There was a previous decision made by the Estuary Program Policy Board not to provide letters of support for projects. This topic was discussed because the Program received many requests for project endorsement, support, etc. and from both sides of the angle either supporting or not supporting and many projects falling in specific municipal jurisdictions. The Board's discussion centered around keeping the Estuary Program focused on making progress toward creating and implementing the CCMP and not spending time researching projects and writing letters. However, this decision does not preclude the Estuary Program from working on specific projects similar to those like the Springfield floodplain restoration project, installation of living shorelines, etc. The East Pass has been a topic of conversation at many meetings and Commissioner Ayers has asked that we open the topic for discussion.

Discussion: Board led

Action: None planned

Additional Materials: None



Agenda Item #8

Estuary Program proposal and grant progress

Background: An update on the proposals submitted and planned proposal submissions are reviewed during each meeting. In 2024, there was a number of proposal submitted and we have heard back from many of the entities while still awaiting a few more. A new proposal was submitted on April 16th, 2025 to NOAA's Habitat Transformational grant opportunity to support the expansion of an oyster recycling program, a native plant network, and living shoreline projects across the area with some in planning, design and engineering phases with others in implementation. The proposal was similar to that submitted last year. We also submitted two letters of intent to NFWF's National Coastal Resilience Fund but we heard back on 6/18/2025 that we did not move forward to the full proposal stage. We have a few more opportunities that we hope to submit to including the DEP's Resilient FL opportunity, and possibly two other opportunities sponsored by USFWS, which would be new entities for us. Another new one would be a repackaging of the oyster management plan to Blue Convergency Fund.

Grants have also been ongoing and continue to be executed. We have two grants that are ending with two more coming online before the end of the year.

Discussion: Board led

Action: Information only

Additional materials: Snapshot summaries of grant projects and outcomes of grant proposals



ST. ANDREW & ST. JOSEPH BAYS
ESTUARY PROGRAM
of FSU PANAMA CITY

2025 Grant Proposal Submission



Cultivating Coastal Futures: Accelerating Living shoreline Implementation with a Native Plant Network for Transformative Impact

Objective: Implementation of living shorelines, expansion of oyster recycling program, and creation of a native plant network.

Partners: Cities of Panama City, Callaway, and Lynn Haven, St. Andrew Bay Watch

\$2.156 M

Letter of Intent: Creation of the St. Andrew Bay Oyster Management Plan - an ecosystem-based management plan to guide bay-wide oyster restoration to reduce coastal risks.

Objective: The Management Plan will identify and prioritize areas for oyster reef restoration as a nature based solution to address shoreline erosion, nearshore flooding, and habitat degradation in SAB.

Partners: Multiple

\$500,000

Letter of Intent: Final Design and Permitting for floodplain and stream restoration of Upper Tributaries of Martin Lake

Objective: Continue to finalize designs for the restoration projects in the Upper Tributaries of Martin Lake

Partners: City of Springfield, NWF, Florida Nature Conservancy, BDI and Coastal Hydrology

\$1.5 M

Outstanding Proposals from 2024

Casting a Wider Net - Establishing a Long-term Fisheries Independent Monitoring Program

Objective: A 5-year project that will build capacity within FWRI to implement FIM in PB and SJB, baseline analysis of key species to fisheries managers, increase water quality and wetland monitoring.

Partners: PPBEP, FWRI, DMFM, U of South AL, Dauphin Island

\$649,950

Coastal Connections: Enhancing STEM Learning

Objective: Evaluate outreach efforts to increase awareness and engagement

Partners: Multiple

\$150,000



ST. ANDREW & ST. JOSEPH BAYS
ESTUARY PROGRAM
of FSU PANAMA CITY

Upcoming Grants and Potential Projects



Creation of the St. Andrew Bay Oyster Management Plan - an ecosystem-based management plan to guide bay-wide oyster restoration to reduce coastal risks.

Objective: The Management Plan will identify and prioritize areas for oyster reef restoration as a nature based solution to address shoreline erosion, nearshore flooding, and habitat degradation in SAB.

Partners: Multiple

\$500,000

Blue Convergence Fund

Resilient Florida Regional Resilience Entity Opportunity

Objective: Provide technical support to local governments to identify projects and increase likelihood of successful funding proposals. Additionally, will provide grant information and language for proposals as well as dissemination of funding opportunities to a wide group.

Partners: multiple

\$150,000

FDEP Resilient FL

Final Design and Permitting for floodplain and stream restoration of Upper Tributaries of Martin Lake

Objective: Continue to finalize designs for the restoration projects in the Upper Tributaries of Martin Lake.

Partners: City of Springfield, NWF WMD, The Nature Conservancy, BDI and Coastal Hydrology

\$1.5 M

RESTORE Pot 2

Wetland Monitoring - SETS

Objective: Establish permanent monitoring sites in wetlands across the watershed to monitor elevation changes that will assist in local information on resilience and prioritize areas in need of remediation.

Partners: Multiple

\$150,000

USFWS Coastal Program

Active Grant Summary

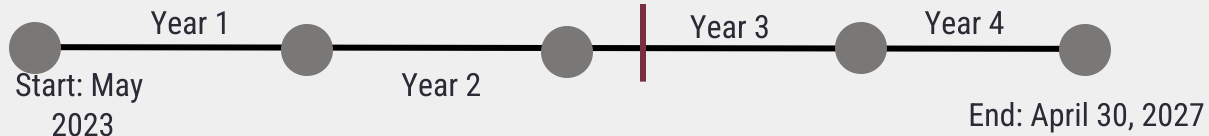
C-STARS

Assessing restoration success and ecosystem services across the Panhandle Region to assist in restoration target setting

This project will monitor 10 existing living shoreline sites in each bay (SAB, Choctawhatchee, and Pensacola) to evaluate if they are stopping erosion, providing habitat, and reducing nutrients. The economic impact of these living shorelines will also be evaluated and messaged across the area to increase adoption of living shorelines.

\$1,640,996

Category	Budget	Remaining
Salary	\$649,650	\$315,704.01
Travel	\$13,000	\$3,625.50
Materials	\$24,000	\$6,053.23
Other	\$11,945	\$11,724.12
Indirect	\$146,943	\$102,267.82
Subawards	\$795,458	\$649,487.01



FLRACEP

SOWR

State of the Watershed Report

This project will synthesize existing data for each of the identified indicators possible to provide a baseline condition of the St. Andrew Bay watershed. Indicators include water quality, long leaf forest condition,

\$100,000

Category	Budget	Remaining
Salary	\$89,794	\$287.09
Travel	\$0	\$0
Materials	\$4,267	\$200.21
Subawards	\$0	\$0
Other	\$1,177	0
Indirect	\$4,762	\$27.26



FDEP via
NWFWMDC

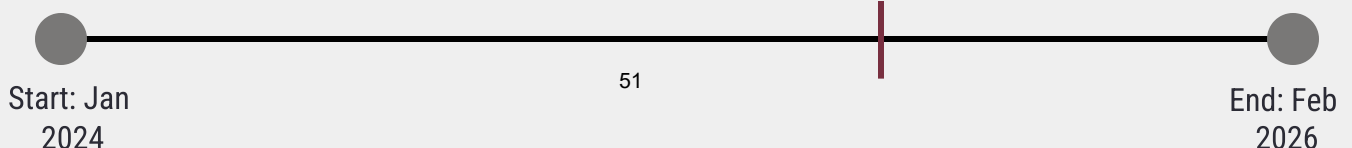
Tyndall Stakeholder

Coordinator of Tyndall Stakeholder Working Group

This supports the coordination of a bi-annual meeting of the Tyndall Stakeholder Working Group. The working group has representatives from local, state, and federal governments, NGOs, and businesses that discuss ongoing work on Tyndall AFB as well as off base activities.

\$9,983

Category	Budget	Remaining
Salary	\$6,885	\$1,783.86
Indirect	\$4,762	\$873.72

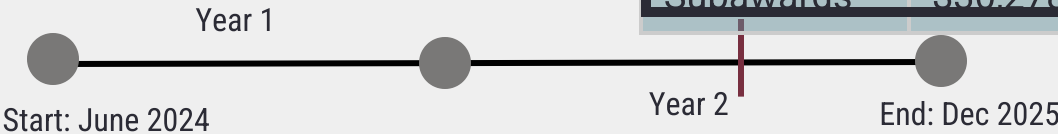


TNC

Benefiting water quality across the Panhandle Estuaries - assessing benthic indicators in St. Joe Bay

This is a large collaboration with our program, Choctawhatchee Basin Alliance, and Pensacola and Perdido Bays Estuary Program, University of West Florida and a private corporation - SAS to create an online dashboard for water and habitat quality. SASJBEP will work with FSU CML to sample sediment in St. Joe Bay and analyze benthic communities.

\$100,000		
Category	Budget	Remaining
Salary	\$39,733	-\$4,809.24
Travel	\$3,267	\$3,267
Materials	\$2,558	\$1,151.98
Other	\$14,840	\$14,575
Indirect	\$9,068	\$4,320.72
Subawards	\$30,278	30,278



Strategically reforesting Bay County through assessing stormwater potential and existing infrastructure

This project will synthesize existing data for each of the identified indicators possible to provide a baseline condition of the St. Andrew Bay watershed. Indicators include water quality, long leaf forest condition,

\$56,662		
Category	Budget	Remaining
Salary	\$52,310	\$717.75
Travel	\$0	\$0
Materials	\$4,500	\$4,259.01
Indirect	\$0	\$0



Increasing Coastal Resiliency of Springfield, FL through Stream Restoration and Wetland Enhancement

We will work with the City of Springfield and an engineering firm to create up to 60% design and engineering for a restoration and enhancement of the upper tributaries of Lake Martin to alleviate flooding and increase water and habitat quality.

\$510,032		
Category	Budget	Remaining
Salary	\$25,388	\$3,236.13
Travel	\$0	\$0
Materials	\$600	\$600
Subawards	\$470,787	\$313,537
Indirect	13,257	\$1,301.08

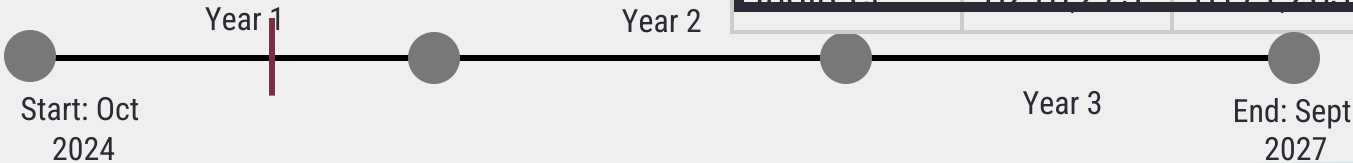


Marine Debris

NOAA

Safeguarding Bays: A Joint Effort to Reduce Debris with Municipalities

Project will take a 2-pronged approach to address man-made debris by 1) using littatrap interception technologies and 2) developing an awareness and education campaign focused on reducing marine debris pollution. Murals will be painted at locations across walkable areas that highlight the importance of keeping stormwater clean. Up to 60 LittaTraps will be installed and maintained for three years.



\$677,554

Category	Budget	Remaining
Salary	\$352,279	\$276,578.81
Travel	\$4,000	\$3,572.97
Materials	\$68,000	\$47,290.31
Contracts	\$35,000	\$35,000
Other	\$8,000	\$7,977
Indirect	\$210,275	\$171,263.14

Resilient FL

DEP

Increasing resiliency through capacity building and support

Project will support SASJBEP to provide technical assistance for adaptation planning with broad regional benefit or multiple jurisdictions, enabling local gov to prioritize project development and implementation. And, ID state and/or federal programs that provide grants related to resilience, mitigation, combating flooding, or addressing SLR. A plan to distribute this information to communities within their region will also be created.



\$11,000

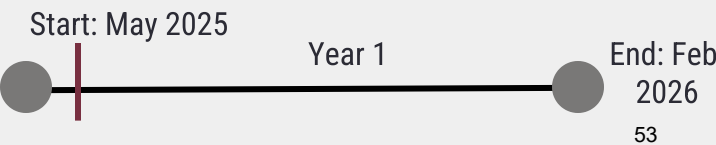
Category	Budget	Remaining
Salary	\$9,496	\$734.28
Travel	\$69	\$69
Materials	\$0	\$0
Indirect	\$1,435	\$1,083.39

NCCA

DEP via NFWMD

National Coastal Condition Assessment

Project will support SASJBEP to increase the number of stations sampled for the EPA's National Coastal Condition Assessment to a minimum of 10 additional locations across SAB and SJB combined. Samples will be acquired using approved EPA methodology for biological, chemical/toxicity, physical and recreational/human health.



\$75,000

Category	Budget	Remaining
Salary	\$26,546	\$19,566.1
Travel	\$3,000	\$3,000
Materials	\$5,614	\$2,289.85
Contracts	\$36,000	\$36,000
Other	\$495	\$495
Indirect	\$3,571	\$3,466.19

TNC-SUNS

TNC

Scaling UP Nature Based Solutions 2.0

Project will take a 2-pronged approach to address man-made debris by 1) using littatrap interception technologies and 2) developing an awareness and education campaign focused on reducing marine debris pollution. Murals will be painted at locations across walkable areas that highlight the importance of keeping stormwater clean. Up to 60 LittaTraps will be installed and maintained for three years.



\$42,499

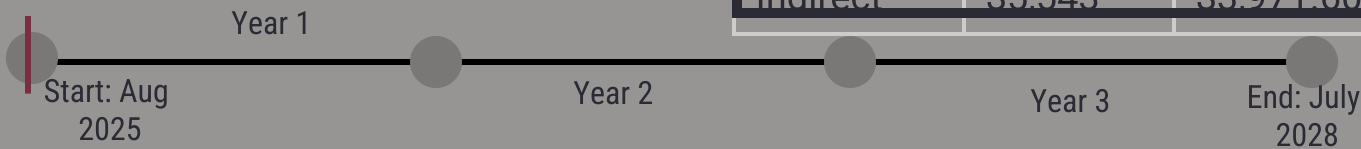
Category	Budget	Remaining
Salary	\$32,464	\$17,300.16
Travel	\$1,924	\$1,924
Materials	\$2,133	\$2,115.08
Other	\$435	\$435
Indirect	\$5,543	\$3,971.60

EPA - H2O

EPA

Bay Guardians: Citizen Science for Clean Waters

Project will support water quality monitoring in St. Andrew Bay by the St. Andrew Bay Watch program while adding additional stations in the upper bayous to determine if current stations are located in the best places to capture water quality. A citizen science monitoring program will be started in St. Joseph Bay working with charter fisherman. Additionally an assessment of existing stations will be conducted to determine which stations can accurately provide condition under different funding levels to ensure continuous monitoring.



\$749,998

Category	Budget	Remaining
Salary	\$193,430	\$193,430
Travel	\$6,604	\$6,604
Materials	\$30,704	\$30,704
Other	\$20,298	\$20,298
Contracts	\$345,000	\$345,000
Indirect	\$5,543	\$3,971.60

SPARK

SPARK: Supportive Partnerships Advancing Resilience and Knowledge

Project will support the identification of projects that are high priority to increase resilience and move these projects closer to implementation. Projects will be identified through workshops and meetings with local governments and prioritized for feasibility, preliminary design and/or permitting based on the phase of development. This will also support a grant writer that will work on creating grant proposals in partnership with the local governments for submission.

\$1,484,919

Category	Budget	Remainin g
Salary	\$407,426	\$407,426
Travel	\$12,533	\$12,533
Materials	\$37,000	\$37,000
Other	\$10,893	\$10,893
Contracts	\$600,000	\$600,000



Agenda Item #9

Update regarding DARPA reef discussed in April 2025

Background: The Defense Advanced Research Projects Agency (DARPA) initiative a Reefense program to develop hybrid biological and engineering reef structure aimed at mitigating coastal flooding, erosion, and storm damage at military installations that threaten civilian and Department of Defense (DoD) infrastructure and personnel. The SASJBEP has been supporting a portion of this work by monitoring the growth and survival of oysters under the pier monthly to determine if a different genetic line of oysters is better suited and more predator resistant. This project is currently under research and has deployed a number of half moon shaped reef structures at Baker's point off Tyndall's Airforce Base. The project has suffered cuts from DARPA being cut at the federal government level and the project team is searching for additional funding from another sources to continue the work. They have reached out to include us into a new proposal and would include funding for us to do monitoring and maintenance including signage.

Discussion: Policy Board led

Action: None planned

Additional Materials: None

Agenda Item #10

Other program updates

Background:

- **Outreach:** The Estuary Program is always working to get the word out to different people by participating in different events. We participated in a number of events including our monthly Tides and Talks (May), Earth day at Under the Oaks park, STEAM night with West bay Elementary, and Forgotten Coast Sea Turtle Festival. We will be participating in an annual event hosted by the Southern Gulf CCA chapter on July 19th.
- **Committees:** The Committees take a break during the summer based on the history of participation. Meetings will start back up in August.
- **National Estuary Program:** The NEP reauthorization has been introduced to Congress.

Additional Materials:

- Race for the Bays – September 27th flyer



ST. ANDREW & ST. JOSEPH BAYS
ESTUARY PROGRAM
at FSU PANAMA CITY

ST. ANDREW AND ST. JOSEPH BAYS ESTUARY PROGRAM

SEPTEMBER
27TH
2025

Race FOR THE Bays

10K, 5K, AND 1K

This trail run will take you over the marsh and through the woods of **Panama City Beach Conservation Park**.

All proceeds will go to benefit the **St. Andrew and St. Joseph Bays Estuary Program**.

START TIME

10K and 5K - 7:30am
1K- 8am

LOCATION

100 Conservation Park
Panama City Beach FL

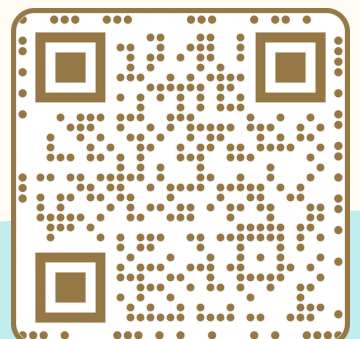
SIGN UP

Register to run or learn how you can support the event at:

WWW.SASJBEP.ORG/RACEFORTHEBAYS

1st, 2nd, and 3rd
place prizes for
age groups and
overall!

SIGN UP





**ST. ANDREW &
ST. JOSEPH BAYS**
ESTUARY PROGRAM
at FSU PANAMA CITY

Chair: Commissioner Pat Perno

Vice Chair: Councilmember Mary Coburn

Executive Director: Dr. Jessica Graham

Agenda Item #2

April 2025 Meeting Summary Notes

Background: Meeting notes from the April 2025 meeting.

Discussion: As needed

Action: Approval of notes

Additional Materials:

- Meeting summary notes



**ST. ANDREW &
ST. JOSEPH BAYS**
ESTUARY PROGRAM
at FSU PANAMA CITY

***ST. ANDREW AND ST. JOSEPH BAYS
ESTUARY PROGRAM***

***POLICY BOARD
MEETING 21***

April 23, 2025

*Report prepared by
St. Andrew and St. Joseph Bays Estuary Program Staff
Florida State University*

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APPENDIX A – PARTICIPANTS April 2025 MEETING 12

BACKGROUND

On April 23, 2025, the Policy Board of the St. Andrew and St. Joseph Bays Estuary Program (SASJBEP) met in person and videoconference. The meeting was the twenty-second in a series of meetings to support the guidance of the Estuary Program.

- Secretary/Treasurer discussion
- Review draft MOU
- Operating budget overview
- Review proposal draft to municipalities for FY25-26 budget

Approximately 12 Policy Board members, staff and public attended. (A list of participants can be found in Appendix A). The agenda was as below and reference the Board book found at this link:

1. Welcome and Roll Call
 - a. Secretary/Treasurer discussions
2. SASJBEP Administration updates
 - a. SASJBEP at FSU
 - i. MOU draft review
 - ii. Interlocal agreement needs
 - b. Operating budget overview
 - c. Update on SASJBEP Foundation
3. Review and approve draft member contribution proposal
4. Statement from Board regarding previous documents and Gulf of Mexico to Gulf of America
5. Request for monitoring support of living shoreline project adjacent to Tyndall
6. Estuary Program grant and proposal progress (quick updates)
7. Committee updates
8. Policy Board member/Agency Updates

Public Comment

Adjourn

This document summarizes key points of the presentations and discussions at the meeting.

WELCOME AND MEETING OBJECTIVES

Commissioner Perno reviewed the objectives and agenda for today's meeting as well as the discussions from the past meeting. He thanked members for participating and taking the time out of their day to be here today. He led a round of introductions as there were new members around the table and online and verified quorum. Commissioner Perno addressed Irvin and thanked him for his words of prayer said at the candlelight vigil following the recent shooting that occurred on the FSU Tallahassee campus. He expressed his thoughts going to the FSU community and families as they navigate through these difficult times.

See Appendix A for a list of members and participants.

APPROVAL OF MINUTES

Commissioner Perno referred to the meeting notes in the Boardbook and asked for a motion to approve.

Commissioner Kerigan motioned to approve the previous notes

Council member Coburn 2nd the motion

The motion passed unanimously

SECRETARY/TREASURER POSITION DISCUSSION

Commissioner Perno moved the meeting to the secretary/treasurer discussion and reviewed the Policy Board membership and recapped that at the last meeting a Vice-chair was nominated and elected. Councilmember Mary Coburn agreed to serve as the Vice-Chair. Commissioner Perno reviewed that the position for secretary/treasurer has not been filled but during the revision of the by-laws it was determined that the position was important and should be filled and wanted to open the topic up for discussion.

Discussion:

- Councilmember Coburn asked what the position would encompass. Would this be an oversight role or are these members writing the notes and creating the financials. Maybe clarifying this role and responsibilities will help someone be more willing to serve in the role.
 - Jessica responded with that it would be an oversight role and they would just help to review the information provided.
- Councilmember Coburn asked Commissioner Ayers and Commissioner Pease if one of them were interested in serving. Commissioner Ayers was hesitant regarding time necessary for the position.
- Commissioner Pease had concerns regarding time necessary for the needs as well, but appreciated all of the work to get the budget to a good place. She has interest in budget oversight but doesn't want to hold the title of Secretary/Treasurer.
- Commissioner Perno asked if we needed to fill the seat. Jessica responded that it is up to the Board.
- Commissioner Ayers suggested to do a temporary trial for two meetings and see how it goes and Councilmember Coburn suggested until the end of the year.

Commissioner Ayers nominated Commissioner Pease to be the interim Treasurer

Councilmember Coburn 2nd the motion

Motion passed unanimously

Councilmember Coburn nominated Commissioner Ayers to serve as interim Secretary

Commissioner Pease 2nd the motion

Motion passed unanimously

Jessica requested clarification on next steps regarding the Bylaws as this is listed as a joint position in the Bylaws. The Board advised that we should leave them alone for now and see how the positions go as they are elected as temporary.

MEMORANDUM OF UNDERSTANDING BETWEEN FSU AND SASJBEP @ FSU

Commissioner Perno moved the meeting on to the MOU and handed the update to Jessica that provided a summary of progress. Jessica provided some background on the creation of the MOU that was desired by the Board while redoing the Bylaws. FSU created a first draft that was based largely off of the Bylaws and is up for review. The Management Council also reviewed and provided some feedback. This feedback included to add statements regarding the grant funds secured by the program, also adding a re-evaluation term to ensure that the Policy Board will review the agreement. They also suggested moving item 13 to be the last item.

Discussion:

- Councilmember Coburn asked if annual was too frequent? Other Board members agreed it would be good to just review each year and also a good for new folks to review as well.
- Commissioner Perno requested clarification that this was just a discussion item and no voting required. Jessica clarified that it was just a discussion item.
- Councilmember Coburn asked if there were obligations to FSU that need to be met regarding funding and recouping salaries if the program broke from FSU.
 - Jessica reviewed our current process where the program writes for grants and secures them and salaries are written into those grants. If a grant goes away then the salary from that grant is not covered. FSU does not pay our salary. We do follow indirect costs of FSU that is used to manage the funds and offset office space etc. FSU has specific indirect rates used for specific situations. There are no obligations to FSU other than to continue to bring in funding to support the program independently of FSU operational funds.
 - Councilmember Coburn suggested that if things are working then let's not break it as we get a lot from FSU.
- Councilmember Coburn asked where the money from the Cities would go if contributed?
 - Jessica reviewed some recent updates regarding this topic and started with some background. Previously, the SASJBEP attempted to get an auxiliary account created to facilitate bringing in contributions from members because the FSU Foundation said no and SRA said they could but it wasn't ideal but would not reduce indirect costs. We cycled through this for a few years and the Policy Board eventually suggested we start up our own Foundation that was focused on the Estuary Program's mission.
 - There have been concerns raised regarding the Foundation and having money outside of FSU.
 - New developments: Dean Hanna has been working to address the decision made by FSU to not set up an auxiliary account and there seems to be progress. If this is the case and we are successful then the member contributions would go to the auxiliary account. Irvin provided some background from FSU and indicated that they are very particular about how they set up these accounts and he has fought the battles before.
 - Councilmember Coburn suggested that maybe the Foundation needs to be spelled out in the MOU. Jessica recapped that hadn't been previously discussed but there were some initial discussions by the Management Council and Policy Board discussed language to ensure indirect was not being taken off of the municipal contributions.
 - Jessica reviewed that the idea behind the SASJBEP Foundation was to take in local contributions so that the program showed local buy in and help with unrestricted funding. This account also gives SASJBEP a plan B or fallback if FSU would ever walk away from the SASJBEP and ensure our operations could continue. The SASJBEP was planned to take in the money and then give it to FSU to be used for operations. A new development occurred with DEP where they wanted to give us funding and would

not give it to FSU and were sticking to language in the statute. We had to take the funding into the Foundation and then we executed a subaward to FSU to complete the work.

- The Board discussed a number of clarifications.
 - CM Coburn: Can the SASJBEP Foundation award the money to FSU? Yes.
 - C Pease: Does DEP know that we are doing that because it doesn't seem right that they couldn't give it to FSU but the Foundation can. It doesn't seem right.
 - Yes, DEP is aware and has granted permission for the sole source to FSU.
- Commissioner Pease moved the conversation to the National Estuary Program designation. She informed the Board that in previous meetings of the Board of County Commissioners voted to not go the federal direction but also indicated that there are different board members now and if that is the direction that the SASJBEP Policy Board would like to go then she understands the needs for additional flow of money but doesn't feel comfortable voting without the rest of the Commission agreeing. C Pease suggested that there could be an agenda item and have Jessica come speak about the national designation.
 - Jessica responded with confirmation of willingness to speak at a Commission meeting and mentioned that she has also spoken with Bob Majka who mentioned something similar but also mentioned that it was bad timing as the audience was there to oppose something else on the agenda but had concerns regarding anything federal. He also agreed that the messaging needed to be very clear. Jessica offered to meet to discuss the concerns and determine the best way to message and C Pease said she would speak to the Chairman about it and determine if a vote needed to occur or not.
 - Commissioner Perno also mentioned that FSU has been very interested in the national estuary program designation as well because of the research aspect that could be brought to the area.
 - Irvin agreed and gave background on the Panama City campus in comparison to the Tallahassee campus. The Panama City campus focuses primarily on teaching with 0-5% of research. The university agenda is changing with more focus on research. The hospital being built will be research focus and inspire a research focus. The Estuary Program has been the first getting the Panama City campus based into research.
- Commissioner Ayers asked Jessica if she is a Marine Biologist and why there hasn't been more lionfish research here like they have in Pensacola. Commissioner Ayers said they tried to get it started before but needed a marine biologist to lead the charge.
 - Jessica recapped a recent conversation with the dive folks and will be working with them to help with some grants they are interested in.

INTERLOCAL AGREEMENT

Commissioner Perno moved the meeting to the Interlocal Agreement to revisit the topic and open it up for discussion on if the Policy Board felt the need for an interlocal agreement. This was a topic of conversation previously, and the board decided that the interlocal agreement was not necessary at the time and handed the discussion to Jessica.

- Jessica recapped the decision previously and outlined that interlocal agreements are common for Estuary Programs and anytime a group of people are contributing to a common goal. There were four examples provided in the Boardbook of what these Interlocal Agreements look like for Estuary Programs.
 - Commissioner Pease mentioned that if this were a voting item, she wouldn't be able to vote as this would need to be agreed on by the entire Bay County Commission and find out where the money is coming from. This would be a great exercise to talk about when you address the Commission and when it does come up for a vote, then she could vote with the blessings of the Commission.
 - Commissioner Perno suggested starting with the County and see how it goes?
 - Jessica requested clarification that if it was because of the national designation.
 - Commissioner Pease clarified that she doesn't have the right to speak for the entire commission and when we are getting ready to spend money that has not been put in the budget. The program needs a lot of backbone money to be successful with grants being so iffy, some of this for sure money is helpful to have.
 - Commissioner Ayers agreed that all cities will need to bring it to their commissioners.

- Commissioner Perno asked for a refresher on who is on the Management council and if anyone from the Council is from the County. Jessica confirmed that Wayne Porter is from Bay County and on the Management Council but stressed that the Policy Board members are important too and they are there to help.
- Commissioner Perno asked if this was just discussion and Jessica asked the Policy Board for their decision. Commissioner Perno suggested to see how things go with the County first and if the County doesn't roll with it then city managers may not roll with it.
- Commissioner Pease want to find a way to set the program up and fine tune it because we are likely getting tired of having to write grants for our paycheck every month. The County has been contributing all along but let the commissioners get involved and feel good about it.
- Commissioner Perno clarified that currently, we are not receiving any municipal or county funding right now. Jessica confirmed that right now we are funded through grants and a small amount of donations.
- Commissioner Pease asked Jessica to clarify and explain what the County is providing.
 - Jessica provided the background that the County provided \$720,000 from RESTORE pot 1 and then FSU and the Jim Muller with the County worked to secure TNC funding. Those expired in June 2024 and we are not currently being funded by any County or municipal funding.
 - Commissioner Pease stated that is the reason she wants to get this budget created and finalized because on her sheet she sees an additional \$80k that could be provided to the Program but need to work with Miranda more.

OPERATING BUDGET

Commissioner Perno then moved the meeting into the Operating Budget as the conversation had started to move toward that direction and asked Jessica to provide the background.

Jessica recapped from the last meeting that there was a request made by the Policy Board to create an operating budget. This was sent out preliminarily in March to get the Board something sooner than later but has been adjusted and is included in the Boardbook to receive feedback on a reaction to then refine from there as it was just a shot at creating something that I hoped would outline the different funding sources.

- Commissioner Pease said that it was a great job getting something started and was her desire from the beginning to pull everything from what was originally provided to her during the orientation meeting and put together into a spreadsheet and was trying to determine how much funding the County was giving and started working with Maranda at the County who created a much nicer spreadsheet which has been going back and forth on it. Commissioner Pease asked for more of a breakdown on where we are to date and something that shows where we will be down the road. Sometimes we need to take more money out at certain times to pay subcontractor and would like to see it show up so that everyone can see how much money you have left to operate on so we don't get to the end of the year and have nothing to operate on. Am hoping to get something together to then share with everyone else and see where we are because when I first looked at the finances I was concerned about you making it.
- Jessica provided some more information for the rest of the Board that she has been working with the County to answer additional questions regarding the budget including historical expenditures. Jessica pulled up the budget on the screen and also provided all of the budget narratives on how each grant was budgeted to spend funding and that everything is grant funded. Jessica asked for clarification on the request for more of a breakdown.
- Commissioner Pease suggested to ensure that we were operating off of the same sheet and to get the sheet from Maranda and can get together to show the different areas being mentioned. Looking to be able to see where is what we took in, here is what's left and where is what we have left to spend. Looking for the end component, negative or positive and how much do we need to finish the year. A working document is necessary and the only way we can get it down and get it simplistic for us to receive the whole budget and finances back on board. Lump summing the grants does not give the entire picture.

- Jessica provided additional detail and stated that she has an additional spreadsheet that breaks down all of the details with each grant but the Management Council suggested not to show it as it was very detailed and a lot of information.
- Commissioner Pease mentioned that the spreadsheet she has contained \$80k that could be from the County but the version Jessica provided doesn't have it in there and would like to see it done in the same way. Just need some tweaking but the County budget is perfect and want to see this budget to be perfect. Can just use some more tweaking.

UPDATE ON SASJBEP FOUNDATION

Commissioner Perno moved the meeting to the SASJBEP Foundation update to keep the meeting on track with timing. He handed it to Jessica to provide the update. Jessica provided an update that the Foundation has secured insurance for general liability and directors and officers coverage. The certificates have been provided to DEP and the award is moving forward. Jessica also reviewed the auxiliary account that was previously discussed and requested direction from the Policy board on whether or not they desired Jessica to move forward with FSU on creating one if they are successful in getting approval. The Board members agreed that the aux account would likely be easier on everyone. Commissioner Perno said he would entertain a motion that if approved then the member contributions would go into the auxiliary.

Discussion:

- Commissioner Ayers so we are going to go ahead and voting to set it up once approved? Yes.
- Councilmember Coburn asked what happens to a donation made at an event.
 - Jessica clarified that a donation from an event goes into the FSU Foundation. This was another intent of the Foundation that we set up because of so many roadblocks that we have been working with but I was told that I wasn't dealing with the right people at the FSU Foundation. We will keep as much as we can at the FSU side and the other foundation will be another arm to use.
 - Councilmember Coburn asked if people can take it off their taxes if it goes to FSU? Yes if they go through the FSU Foundation.
 - Commissioner Ayers asked if the SASJBEP Foundation was approved? Jessica said not yet because she hasn't filed and has been bogged down with other requests.
 - Commissioner Ayers asked if we needed an attorney to do that and he knows someone that could get it done for free. He requested that we get it done before end of the year.

Commissioner Ayers made the motion to approve the auxiliary account if approved by FSU.

Councilmember Coburn 2nded the motion

The motion passed unanimously.

Commissioner Pease asked for confirmation of quorum to which Jessica confirmed and stated she would have to leave soon. Jessica thanked her for her participation and said goodbye. There continued to be quorum present.

MEMBER CONTRIBUTION PROPOSAL

Commissioner Perno moved the meeting to the review of the member contribution proposal. He stated that there was a short and long version. Jessica provided background on the allocation agreement that was created and approved two years ago and has a signed agreement that doesn't hold anyone to the contribution amount but rather signifies the Boards support for contributing to meeting the mission. The allocation was created to be population-based contribution structure that was then tiered. This would accompany the narrative portion of the proposal along with a letter that will be written directly to the municipality/county. Jessica reviewed feedback from the Management Council, which was to keep it to one page executive summary level and add a one-page graphic. Jessica referred the Board to the Boardbook where an example was provided.

Discussion:

- Councilmember Coburn stated that would be best to keep it short as was confirmed by Commissioner Perno.
- Commissioner Ayers suggested to add some pictures and that the short version with the map is a good idea for the commissioners but the City Manager and Finance Director may want more details. The executive summary is great for the commission and something they can use to present to the Commissioners but they will want more information.
- **Commissioner Ayers motioned to approve the submission to the municipalities and County.**
- **Commissioner Perno 2nd the motion**
- **Motion passed unanimously**
- Jessica requested clarification that the approval was to send both the short and long version with the short version geared toward the Boards which was confirmed.

GULF OF MEXICO to GULF OF AMERICA

Commissioner Perno moved the meeting to the next agenda item of a statement from the Board regarding Gulf of Mexico to America and handed the meeting to Jessica for background. Jessica recapped that the County recently made a statement that they would align with Governor DeSantis with a similar execution date of July 1. Jessica is asking that the Policy Board align with Bay County but to also make a statement that we will not go back and adjust published and printed documents. This is also similar to that followed by The Nature Conservancy that they are adopting the Gulf of America but will not go back and change created documents and publications.

Councilmember Coburn motioned to change moving forward but not go back and change existing.
Commissioner Ayers 2nd the motion.
The motion passed unanimously.

DARPA PROJECT

Jessica continued the discussion on to the next agenda item and provided background. A research team led by Rutgers University has been working to install a living shoreline or breakwater off of Baker's point off of Tyndall property. They are working with Tyndall to take ownership of the permit for the project but they anticipate that Tyndall will want another entity to take on the monitoring. They have asked if we would take on the monitoring requirements, which are minimal (photos) and there could be some bit of funding that would come to our program to help with this process.

Discussion:

- Commissioner Ayers asked for clarification of the location of Baker's point. Jessica explained it was located across from Callaway near the flight line.
- A question was asked about the monitoring and what the entire project is looking to do. Jessica explained that they are testing different shapes for breakwaters and materials as well as genetic lines of oysters that are most robust. Monitoring would be a photo and ensure that the modules are holding up well.
- A question regarding the funding and Jessica was unsure but a price of about \$10,000 a year was mentioned.
- Commissioner Ayers offered to help.
- Councilmember Coburn asked if a boat would be needed or could drones be used. Jessica did not think drones would be an option because of Tyndall's flight patterns unless coordination was made with them but other monitoring could be done via boat or on shore as there is a public access road.
- Council member Coburn thought it was a great project but felt that the program needed to be compensated for it if they were to take it on.

Commissioner Ayers motioned that the Estuary Program could take on monitoring of the project if requested as long as it came with compensation.
Dean Clark seconded the motion.
The motion passed unanimously.

GRANT PROPOSAL UPDATES

Commissioner Perno moved to the next item and handed the meeting to Jessica to review the items provided in the Boardbook. Jessica provided updates on the status of various grant proposals that were submitted in 2024 and thus far in 2025.

Status updates provided were as follows:

- Did not receive: THRIVE, PERF, Rising Tides, Together for the Bays
- Did receive: SPARK and NCCA and EPA grant
- Submitted: Cultivating Coastal futures which was the 3rd try at the same grant opportunities but cut a lot of the previous efforts out of the project and just left in living shorelines, oyster recycling program and a native plant network. Cut the request from \$10.6 M to \$2.1 M. It's also a NOAA grant opportunity and very competitive.

Discussion:

- Commissioner Ayers asked if the Together for the Bays was the second try? Jessica confirmed.
- Commissioner Coburn asked how to determine the budget and do they recommend that you ask for the max. Jessica said that we tend to get guidance on the budget requests and formulate around that guidance. Sometimes we get guidance to go big which is what they told us last year and we did but ended up not working out for us. This go around there is less money available and they wanted middle of the road to smaller project.
- Commissioner Ayers asked if the grants could use divers and do a lionfish hunt. Jessica responded possibly with future grant opportunities.

Jessica then recapped some of the projects that were under consideration for future grant proposals include the next phase of design for Springfield floodplain restoration, native plant network, and doing the planning portion for ecosystem based oyster management plans. Jessica stated that we can submit as many letters of intent as we would like and can see what NFWF is looking for.

- Councilmember Coburn asked if this would restore the oyster population so they can be harvested? Jessica confirmed that would be the ultimate goal but would be some delays as we want to ensure we have a self sustaining population first that can then recuperate from harvesting activities. Councilmember Coburn stated that this would be a good thing and an economic driver for the future and is important to make sure we message the economics.
- Commissioner Ayers stated that in the early 1900s there were a lot of oysters and Commissioner Perno confirmed that Northbay still has a lot of oysters.
- Commissioner Ayers also asked if we wanted to go to the Lionfish Tournament and set up a booth. Jessica said that would be located outside of our watershed and we try to be sensitive to other efforts and stay in our area.

Jessica also announced to the members that Resilient Florida grants were going to go live soon and although there is a match requirements they could apply for funding. There is a separate opportunity for regional resilience entities that we will be applying for but need to get your city projects in.

- Commissioner Ayers asked if the Resilient FL could be used to rehab lift stations and Jessica confirmed that yes, it could be used to rehab to make more flood resistant whether that is lifting or relocating.

- Dean Clark asked what restrictions does Resilient Florida funds have. Jessica outlined that funds for regional resilience entities must be spent in the fiscal year and often don't receive the funding for over half the year. The funds are designed to be capacity building to help municipalities to submit their own proposals and has potential to be an annual renewal.

PAST AND UPCOMING OUTREACH EVENTS

Commissioner Perno moved the meeting to past and upcoming outreach events and highlighted the newsletter that has been going out monthly. He said it has been great and fantastic to keep it on the forefront of everyone's mind even on months we don't have meetings. Commissioner Perno also mentioned the Tides and Talks forum that we host monthly during the Fall and Spring. Jessica gave a brief overview of the Tides and Talks and that on May 8th is our turn where the Estuary Program will be hosting an open house where people can come learn more about our program. The Tides and Talks was a transition from the Community Action Committee that wasn't drawing as many folks as we were hoping and participation continued to decrease. So far this Spring, we have definitely had more people come out than we had previously with the CAC meetings and although we do feel it would be better at night, unfortunately we can't secure the venue for the night.

Jessica then highlighted additional events with the annual Race for the Bays scheduled for September 27, 2025. We are currently looking for sponsors, runners, and volunteers! May 25th is also the Forgotten Coast Sea Turtle Festival in Port St. Joe.

Jessica outlined other products including a 2024 living shoreline report from the work under the CSTARS grant which is in the Boardbook. Commissioner Perno asked if it was contained in the newsletter and Jessica confirmed. He also asked for more Vertical Oyster Garden Flyers to put out.

Commissioner Perno inquired about the possibility of getting a license plate for funding. Jessica stated that there are new requirements with license plates and need a minimum number to be sold every year which with our smaller area, it may be difficult to meet.

OTHER BUSINESS

Jessica let the Board know that if they would like updates on Committees, to please let her know. Many of the meetings are virtual and all are open to the public and listed in the newsletter. The Teen Outreach Committee is going through a transition and going through elections as they do each year toward the end of the school year.

Councilmember Coburn asked if there were lists of people on these different committees. Jessica responded that the committees are informal but could get list of people that tend to come. Councilmember Coburn expressed appreciation to the members for giving up their time and coming to the meetings.

Commissioner Perno said that he has learned so much being a member of the Board and can now converse with people about many more things because of his time and knowledge with the Estuary Program. Additional discussions were held that perhaps there should be an estuary program training geared toward the Policy Board members.

NEXT MEETING

Commissioner Perno highlighted requests that came up from the meeting in preparation for the next meeting scheduled for June 23rd which included a request for the East Pass to be on the agenda, a living document for the budget. Commissioner Perno stated that there were no doubts previously that Jessica had things under control and that they have faith that she knows what she is doing. Councilmember Coburn stated that it is a horrible position to put someone to have to raise money to pay employees.

The meeting was formally adjourned.

APPENDIX A – PARTICIPANTS April 2025 MEETING

√ Indicates participation at this meeting

MEMBER	AFFILIATION
Local Government Elected Officials, Voting Members	
Michael Rohan	Mayor Panama City
Steven Kerigan √	Commissioner Port St. Joe
Mary Coburn √	Councilmember, Panama City Beach
Irvin R. Clark. EdD √	Associate Dean, Student & Strategic Initiatives, FSU Panama City
Clair Pease √ (half)	Commissioner, Bay County
Ralph Hammond	Mayor, Springfield
Tim Linderman	Councilmember, Mexico Beach
Kenneth Ayers √	Commissioner, Callaway
Vacant	Councilwoman, Parker
Daniel Raffield	Commissioner, Bay County
Pat Perno √	Commissioner, Lynn Haven
Sandy Quinn	Commissioner, Gulf County
Regional, State and Federal Agency Non-Voting Members Present	
Meg Christopher	Florida Department of Environmental Protection, Division of Water Resources Management
Roshita Taylor √	Emerald Coast Regional Council (ECRC)
Vacant	U.S. Fish and Wildlife Service
Thomas McGill (Wade Lehmann)	U.S. EPA Region 4, Water Division, Chief, Ocean, Wetlands & Streams Protection Branch
Vacant	Bureau of Community Planning & Growth, Florida Dept. of Economic Opportunity
COORDINATION TEAM AND FACILITATORS	
Jessica Graham √	SASJBEP Executive Director
Ryann Rossi √	SASJBEP Scientist
Aleighsa Wright √	SASJBEP Outreach Specialist
Elizabeth Farmer	SASJBEP Research Assistant
Rose Horn	SASJBEP Staff Scientist
Ashley White	SASJBEP Technical Assistant
OTHERS PRESENT	
Darryl Boudreau	Northwest Florida Water Management District, Regional Policy Manager
Bay County Conference Room	Bay County
Teresa Cox	City of Springfield Clerk