

Environmental Program Performance Management
St. Johns River Water Management District (St. Johns River WMD)/
FDOT Central Environmental Management Office (CEMO)
Annual ETDM Program Review Meeting Notes



<i>Meeting Date and Location</i>	<i>Meeting Attendees</i>
June 29, 2006 10:30 AM at St. Johns River Water Management District Office 4049 Reid Street Palatka, Florida 32711	Buddy Cunill - FDOT Mary Harger - FDOT Carl McMurray - FDOT Michael Branson - St. Johns WMD Tom Mayton – St. Johns WMD Lisa Grant – St. Johns WMD Ken John – St. Johns WMD Anthony Miller – St. Johns WMD Jeff Elledge – St. Johns WMD Bruce Barrett - URS Roosevelt Petithomme - URS

❑ **Purpose and Overview of the Annual Review Meeting**

The purpose of the meeting was to discuss how the St. Johns River Water Management District (St. Johns River WMD) and FDOT could work together to enable the St. Johns River WMD to actively participate in the Efficient Transportation Decision Making (ETDM) program. The St. Johns River WMD was a signatory to the original Memorandum of Understanding (MOU) and the subsequent 2-year Funding Agreement that led to the implementation of the ETDM program in Florida. Despite early efforts on the part of both agencies, the St. Johns River WMD has not been able to actively participate in the ETDM program for various reasons. Mr. Anthony Miller has been assigned full time to implementing ETDM for St. Johns River WMD. He is their ETDM Coordinator.

These meeting notes contain issues that were identified during the course of the Annual Review Meeting as well as follow up responses that came about as a result of subsequent consultation with the FDOT Comptroller Office, FDOT and the Federal Highway Administration (FHWA).

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❑ **Barriers to ETDM participation**

The St. Johns River WMD staff presented a number of issues and concerns to FDOT in hopes that resolution of these issues would help the St. Johns River WMD become active in the ETDM process. These issues and concerns are as follow:

- The St. Johns River WMD would like to change the payment method of their current and future Funding Agreement to a reimbursement payment rather than an advance payment method.

Response: After consultation with the FDOT Comptroller and FHWA it has been determined that this can be accomplished for the current 2-year Funding Agreement. FDOT will change the "method of payment" from Advance Payment to Reimbursement through preparation of an Exhibit A. An Exhibit A-1 will be developed and sent to St. Johns River WMD in a "Draft" form for review and comment. Once St. Johns River WMD has reviewed it and made any comments, FDOT will send it out in a "Final" form for signature and return the document to FDOT. We will then obtain final signatures from FHWA and send FDOT a signed copy to the St. Johns River WMD for inclusion with the 2 year Funding Agreement in their files.

- In an effort to increase participation in the ETDM program the St. Johns River WMD has reorganized a few staff members to ensure that FDOT receives the most comprehensive and relevant information in their project reviews. As a result of this reorganization the St. Johns River WMD has reassigned Anthony Miller to the ETDM program and has hired two consultants to fill his previous position. St. Johns River WMD indicated that this reorganization will result in a short term financial loss for the St. Johns River WMD caused by the replacement of a senior staff member with two consultants and the inefficiencies that will result while the new consultants are learning and adjusting to their new responsibilities. The St. Johns River WMD is requesting that FDOT absorb the costs resulting from the reorganization. FDOT will discuss this with the FHWA and the FDOT Comptroller Office to determine if non-program personnel could be covered by funding and respond accordingly.

Response: After consultation with FDOT Comptroller and FHWA it has been determined that the FDOT will not be able to pay for "replacement consultant staff". The FDOT can only pay for staff that are working on the ETDM project. In accordance with the terms of the Funding Agreement the FDOT will provide funding to the St. Johns River WMD for supplemental personnel and related operating expenses necessary to provide ETDM project review services, and the FHWA will

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participate in the reimbursement of funds expended by the FDOT for said supplemental personnel and related operating expenses incurred by the (St. Johns River WMD) District and not already covered by other funding sources.

- Mr. Anthony Miller stated that he has been reviewing FDOT projects since January 2006; however the St. Johns River WMD has not submitted an advance payment request seeking funding for anticipated work. The St. Johns River WMD is requesting that the FDOT provide payment for the services rendered from January 2006 through July 2006. This would have to be accomplished as a reimbursement.

Response: After consultation with the FDOT Comptroller it has been determined that the FDOT will be able to pay St. John River WMD for documented work done from January, 2006 to July, 2006 as "reimbursement" rather than advance pay. St. Johns River WMD will have to submit a "Draft" Invoice with documentation and coordinate the invoice with Mary Harger in the Central Environmental Management Office (CEMO) for final processing. Mary Harger's contact information is listed below:

*Attention: Mary Harger
State of Florida, Department of Transportation
605 Suwannee Street Mail Station 37
Tallahassee, Fl 32399-0450
Tel: 850-414-5319
Fax: 850-414-4443*

- The St. Johns River WMD is requesting that the invoicing cycle of the 5 year Funding Agreement be changed to a semi-annual cycle for reimbursement rather than a quarterly cycle. The St. Johns River WMD is currently providing semi-annual invoices to FDOT for the Mitigation program and would like to do the same for ETDM.

Response: After consultation with the FDOT Comptroller it has been determined that the FDOT will be able to change the quarterly invoicing to a (semi-annual) six month reimbursement invoicing in the new 5-year agreement, however St. Johns River WMD will need to have a good reporting system in place because of the length of time between invoices. Additionally, the FDOT will amend the 5-Year Fund Agreement to allow for budget "roll forward" each year with the total amount for the 5-years not to be exceeded as requested by St. Johns River WMD.

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- FDOT provided the St. Johns WMD with a copy of the Single Audit Language (SAL) to sign and be made a part of their original funding agreement. Mr. Tom Mayton stated that the SAL was never signed. Buddy Cunill stated that the SAL has changed since the time that Mr. Mayton received the SAL and therefore the FDOT would provide St. Johns River WMD with an Exhibit A-1 which will include the addition of an Attachment B, SAL to be made a part of the original 2-year Funding Agreement.

Response: An Exhibit A-1 with an Attachment B is being drafted for submittal to St. Johns for review and comment.

❑ **Contract Management and Invoicing**

The St. Johns River WMD expressed great concern about the amount of reporting and documentation associated with ETDM. The agency feels that the documentation that FDOT is requesting is duplicative information. The agency believes that they should focus on ETDM work with minor reporting. The agency is already tracking the information internally. It is believed that the additional paper work will add unnecessary delays in the review process. FDOT assured St. Johns River WMD that the documentation being requested is absolutely necessary and is required by FDOT and FHWA for documentation of how funds were spent. Buddy Cunill explained the relationship of reporting to both funding and performance monitoring. Efforts are currently underway by URS to develop an on-line invoicing system that will greatly reduce the amount of time spent on invoicing and reporting; however, until such time the agencies will have to proceed as currently designated. Additional information about the invoicing procedures can be found in the Funded Positions Reference Manual on the ETDM library located in the Environmental Screening Tool.

❑ **Conclusion**

The St. Johns River WMD meeting was very productive: The St. Johns River WMD indicated that they were anxious to proceed forward in getting the process underway. Both agencies have agreed to work together to increase St. Johns River WMD's participation in the ETDM program. The FDOT is willing to work with St. Johns River WMD to address any concerns that they may have. FDOT asked St. Johns River WMD to work within the program so that together they could identify needed improvements. FDOT has discussed the issues presented by the St. Johns River WMD with the FDOT Comptroller Office and the FHWA so that any issues that may act as barriers to the St. Johns River WMD's participation in the program could be alleviated.