

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 7/18/2017

Contract/Lease Control #: C17-2583-BCC

Bid #: N/A

Contract/Lease Type: MOU

Award To/Lessee: Choctawhatchee Basin Alliance

Lessor: Okaloosa County

Effective Date: 7/12/2017

Term: Indefinite

Description of Contract/Lease: Veterans Park Upland Restoration

Department: BCC

Department Monitor: Hofstad

Monitor's Telephone #: 850-651-7515

Monitor's FAX # or E-mail: jhofstad@co.okaloosa.fl.us

Date Closed: \_\_\_\_\_

cc: Finance Department Contracts & Grants Office

**Memorandum of Understanding between  
Choctawhatchee Basin Alliance of Northwest Florida  
State College and Okaloosa County  
For Veterans Park Upland Restoration**

This Memorandum of Understanding is made on this day of <sup>March 2017</sup> ~~June~~ <sup>July</sup> 12, 2017, by and between Choctawhatchee Basin Alliance of Northwest Florida State College (CBA) and Okaloosa County (County), Florida for the purpose of achieving the various aims and objectives relating to the Veterans Park Upland Restoration Initiative (The Initiative).

**RECITALS**

**WHEREAS** CBA and the County desire to enter into this agreement in which CBA and the County will work together, on an ongoing basis, to execute the initiative, as set forth herein; and

**WHEREAS** CBA and the County are desirous to enter into a Memorandum of Understanding among the two parties, setting out the working arrangements that each of the partners agree are necessary to execute the Initiative.

**NOW THEREFORE**, in consideration for the mutual covenants herein and other good and valuable consideration, the parties hereby agree as follows:

**Purpose**

The purpose of the Memorandum of Understanding is to provide the framework for the on-going cooperation between CBA and County regarding the Initiative, including working on behalf of a future FWC grant of \$30,000 for upland restoration. Both CBA and the County have previously expressed their commitment to remove invasive species, replant native species, and provide educational signage on the property.

**Obligations of Parties**

Both parties agree to work together to ensure that the appropriate leadership, administrative, and operational efforts are put forth in order to ensure the Initiative's success. Furthermore, this agreement can be terminated at any time, for any reason, by either or all parties without recourse.

**Cooperation**

The activities and services for the Initiative shall include, but are not limited to, the following:

CBA shall:

1. Receive the grant, and process the grant and subsequent grant documents.

2. Organize volunteers and CBA staff to execute upland restoration activities outlined in the grant agreement.
3. Work with County staff in final selection of plants and replanting design and methods.

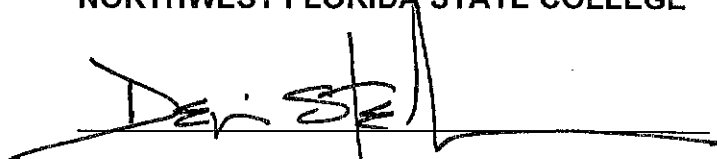
Okaloosa County shall:

1. Allow CBA staff and volunteers access to the property, while assisting CBA towards completion of the project. To that end, the County agrees to offer the services of the County's Marine Economic and Tourism Resource Coordinator, the Coastal Management Coordinator, and consultants as approved by the County.
2. Provide guidance and information to CBA on overall design for Veterans Park renovations and restorations, including past survey information, permit information, and design specifications.

**Resources**

Funding for the Initiative will be provided to CBA by the FWC with a grant of \$30,000.

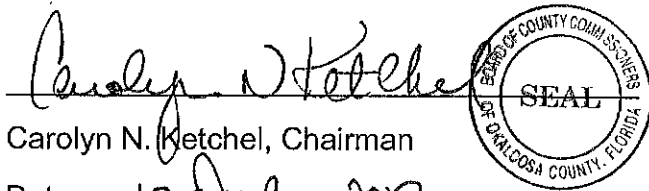
**NORTHWEST FLORIDA STATE COLLEGE**



Devin Stephenson, President

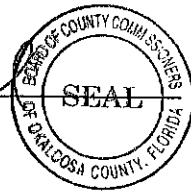
Date: JUNE 7, 2017

**BOARD OF COUNTY COMMISSIONERS OF  
OKALOOSA COUNTY, FLORIDA**

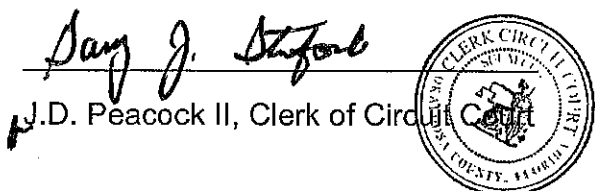


Carolyn N. Ketchel, Chairman

Date: 12 July 2017



ATTEST:



J.D. Peacock II, Clerk of Circuit Court





TDD #1

## BOARD OF COUNTY COMMISSIONERS AGENDA REQUEST

**DATE:** July 11, 2017  
**TO:** Honorable Chairman and Members of the Board  
**FROM:** Chris Holley  
**SUBJECT:** MOU between the CBA and Okaloosa County for Veterans Park Upland Restoration  
**DEPARTMENT:** Tourist Development Department  
**BCC DISTRICT:** 2

---

**STATEMENT OF ISSUE:** Request approval of the Memorandum of Understanding between the Choctawhatchee Basin Alliance and Okaloosa County for Veterans Park Upland Restoration.

**BACKGROUND:** The purpose of the Memorandum of Understanding is to provide the framework for the on-going cooperation between CBA and the County regarding working on behalf of a future FWC grant of \$30,000 for upland restoration. Both CBA and the County have previously expressed their commitment to remove invasive species, replant native species, and provide educational signage on the property.

**OPTIONS:** Approve or Deny

**RECOMMENDATION:** Approve the Memorandum of Understanding between the Choctawhatchee Basin Alliance and Okaloosa County for Veterans Park Upland Restoration and authorize the Chairman to sign.

**RECOMMENDED BY:**

**APPROVED BY:**

**John Hofstad, County Administrator**

SCANNED

A handwritten signature in black ink, appearing to be "JH", written over a horizontal line.

## CONTRACT & LEASE INTERNAL COORDINATION SHEET

Contract/Lease Number: <u>TBD</u>	Tracking Number: _____
Contractor/Lessee Name: <u>Choctawhatchee Basin Alliance</u>	Grant Funded: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Purpose: <u>MOU</u>	
Date/Term: _____	1. <input type="checkbox"/> GREATER THAN \$50,000
Amount: <u>30,000</u>	2. <input type="checkbox"/> GREATER THAN \$25,000
Department: <u>TDD</u>	3. <input type="checkbox"/> \$25,000 OR LESS
Dept. Monitor Name: <u>Jones</u>	
Document has been reviewed and includes any attachments or exhibits.	

<b>Purchasing Review</b>	
Procurement requirements are met:	
<u>DeRita Mason</u>	Date: <u>5-23-17</u>
Purchasing Director or designee	Greg Kisela, Charles Powell, DeRita Mason, Matthew Young

<b>Risk Management Review</b>	
Approved as written:	
<u>Krystal King</u>	Date: <u>5-23-17</u>
Risk Manager or designee	Laura Porter or Krystal King

<b>County Attorney Review</b>	
Approved as written:	<u>see email attached</u>
_____	Date: <u>5-30-17</u>
County Attorney	Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

<b>Contracts &amp; Grants</b>	
Document has been received:	
_____	Date: _____
Contracts & Grants Manager	

## DeRita Mason

---

**From:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Sent:** Tuesday, May 30, 2017 8:52 AM  
**To:** DeRita Mason  
**Cc:** Lynn Hoshihara  
**Subject:** RE: Veteran's Park Site Visit, 5/15

As revised, this is approved for legal purposes.

---

**From:** DeRita Mason [mailto:dmason@co.okaloosa.fl.us]  
**Sent:** Tuesday, May 30, 2017 9:25 AM  
**To:** Parsons, Kerry  
**Cc:** Lynn Hoshihara  
**Subject:** RE: Veteran's Park Site Visit, 5/15

Here is the revised memorandum.

DeRita

---

**From:** Parsons, Kerry [mailto:KParsons@ngn-tally.com]  
**Sent:** Wednesday, May 24, 2017 3:23 PM  
**To:** DeRita Mason <dmason@co.okaloosa.fl.us>  
**Cc:** Lynn Hoshihara <lhoshihara@co.okaloosa.fl.us>  
**Subject:** RE: Veteran's Park Site Visit, 5/15

Please see my attached revisions.

---

**From:** DeRita Mason [mailto:dmason@co.okaloosa.fl.us]  
**Sent:** Tuesday, May 23, 2017 8:36 AM  
**To:** Parsons, Kerry  
**Cc:** Lynn Hoshihara  
**Subject:** FW: Veteran's Park Site Visit, 5/15

Please review and approve.

Thanks,

DeRita

---

**From:** Jim Trifilio  
**Sent:** Tuesday, May 23, 2017 7:34 AM  
**To:** DeRita Mason <dmason@co.okaloosa.fl.us>  
**Cc:** Charlotte Dunworth <cdunworth@co.okaloosa.fl.us>; 'Zambello, Erika' <zambelle@nwfsc.edu>  
**Subject:** FW: Veteran's Park Site Visit, 5/15

Morning DeRita;

Can you start this on the coordination path? Thanks.

**TOURIST DEVELOPMENT DEPARTMENT  
CONTRACT APPROVAL FORM**

**CONTRACTOR NAME:** CHOCTAWHATCHEE BASIN ALLIANCE OF  
NORTHWEST FLORIDA STATE COLLEGE

**PURPOSE:** VETERAN'S PARK UPLAND RESTORATION

**TERM:**

**AMOUNT:** FWC GRANT OF \$30,000

I have reviewed the above-referenced MOU and find it to be in compliance with the Tourist Development Department Operations & Procedures Manual, the Okaloosa County Purchasing Manual and applicable local, state and federal laws, rules and regulations.

**(Initial applicable authorization)**

LH This approval authorizes the contract **to be entered into by the County and executed by the appropriate authorizing official in accordance with the Okaloosa County Purchasing Manual.**

     This approval authorizes the payment under the Contract **to be processed for payment.**

**APPROVED AS TO FORM AND LEGALITY:**

  
\_\_\_\_\_  
TDD ATTORNEY

**LYNN HOSHIHARA**

**JUNE 20, 2017**