
To: CVB/TDC Board of Directors
From: Cole Davis, Board Attorney
Subject: Agenda Item Summaries
Date: March 9, 2026

Purpose and Overview

The purpose of this memo is to provide the Board with an overview of the agenda items for their review prior to voting.

Consent Agenda:

A. MRD Associates, Task Order No. 12, Panama City Beaches 2026 Monitoring Surveys

Item Summary. This task order is the field data-collection component of the 2026 Panama City Beaches monitoring program. Under the renewed master services agreement, MRD Associates would use Dewberry as a subconsultant to perform topographic and bathymetric monitoring surveys for 137 profile lines in Bay and Walton Counties, with work beginning April 15, 2026, and substantial completion by August 31, 2026.

Approval requested. Approve Task Order No. 12 and the related Notice to Proceed with MRD Associates in the lump sum amount of \$129,864 so the TDC can obtain the survey data and technical deliverables needed for permit compliance and the related 2026 engineering monitoring analysis.

B. MRD Associates, Task Order No. 13, Mexico Beach 2026 Monitoring Surveys

Item Summary. This task order is the field survey component for the 2026 Mexico Beach nourishment monitoring effort. MRD Associates, again using Dewberry as subconsultant, would complete beach and offshore topographic and bathymetric surveys for 33 profile lines in Bay and Gulf Counties in accordance with applicable state monitoring standards, with work beginning April 15, 2026 and substantial completion by August 31, 2026.

Approval requested. Approve Task Order No. 13 and the related Notice to Proceed with MRD Associates in the amount of \$34,390 so the required 2026 monitoring data can be collected

for the Mexico Beach project and used in the follow-on post-construction compliance reporting.

C. MRD Associates, Task Order No. 14, Mexico Beach Year 1 Post Construction Monitoring Report

Item Summary. This item is the reporting and engineering analysis component for the Mexico Beach project. MRD Associates would prepare the 2026 Year 1 Post Construction Monitoring Report required by DEP Permit No. 0387371-001-JC, using monitoring data collected by others and analyzing shoreline and volumetric changes, comparative survey results, and cumulative project performance.

Approval requested. Approve Task Order No. 14 and the related Notice to Proceed with MRD Associates in the amount of \$39,140, with work commencing May 15, 2026 and substantial completion by October 31, 2026, so the County can meet its first-year post-construction permit reporting obligations for the 2025 Mexico Beach nourishment project.

D. Coastal Protection Engineering, separate Task Order No. 13, Panama City Beaches 2026 Post-Construction Engineering Monitoring Report

Item Summary. This item is the engineering analysis and reporting component for Panama City Beaches and St. Andrews State Park, and it is separate from MRD's field survey task order. Coastal Protection Engineering would use the 2026 Dewberry survey and earlier pre- and post-construction survey data to perform QA/QC, analyze shoreline and volume changes, evaluate project performance and remaining borrow area sand, address Shell Island monitoring requirements, and prepare the annual post-construction engineering monitoring report.

Approval requested. Approve CPE Task Order No. 13 and the related Notice to Proceed in the amount of \$53,104, with work commencing May 15, 2026 and substantial completion by November 1, 2026, so the TDC can satisfy the post-construction physical monitoring obligations tied to the Panama City Beaches and St. Andrews nourishment permits and project commitments.

E. Turtle Watch, 2026 Wildlife Observer Services for Leave No Trace Operations

Item Summary. This item addresses the permit-driven need for qualified wildlife observers during nighttime Leave No Trace operations on the beach. Turtle Watch proposes to provide FWC-permitted observers to accompany up to two removal crews, up to seven nights per week between May 1 and September 30, at rates of \$132 per hour plus a \$184 daily management fee, unchanged from 2025.

Approval requested. Based on the attached proposal and prior-year contract form, the matter for approval is acceptance of the 2026 Turtle Watch wildlife observer proposal and authorization for a 2026 agreement using substantially the same County protections reflected in the 2025 contract, including insurance, indemnity, audit access, E-Verify, public records compliance, and an overall compensation cap structure.

F. Turtle Watch, 2026 Turtle Survey Contract and Monitoring Program

Item Summary. This item continues the annual sea turtle monitoring program for approximately 17.5 miles of Panama City Beach during the 2026 nesting season. Turtle Watch's proposal is a firm offer of \$109,981, unchanged from 2025, consisting of a \$61,037 base amount plus unit-priced ATV and car survey services up to stated maximum amounts; the draft 2026 contract incorporates that proposal and sets out the payment, reporting, insurance, indemnity, audit, E-Verify, termination, and public records terms.

Approval requested. Approve the 2026 Turtle Survey Contract with Turtle Watch, based on the attached proposal, so Turtle Watch can perform the 2026 nesting season surveys, nest protection, hatchling monitoring, stranding response, and required reporting under its state permit, with compensation structured at a maximum program amount of \$109,981.

2. Action Items

A. Resolution No. 26-02, Secretary/Treasurer Bylaw Amendment

Item Summary. This appears to be a CVB governance item rather than a task order or service contract item. Resolution No. 26-02 would amend the CVB bylaws to redefine the Secretary/Treasurer as the principal Board officer responsible for financial oversight and Board reporting, aligning the bylaws with the Clerk-managed finance structure established by Resolution No. 26-01.

Approval requested. Adopt Resolution No. 26-02, effective immediately, to replace the current bylaw language and clarify that the Secretary/Treasurer's role is oversight of financial reporting, auditing, and compliance, rather than direct custody or day-to-day transactional control of CVB funds.