

OCEAN HIGHWAY PORT AUTHORITY

NASSAU COUNTY

AGENDA

Wednesday, November 8, 2017

6:00 P.M. – Regular Monthly Meeting

County Commission Chambers

James Page Governmental Complex

Yulee, Florida

6:00 P. M. – Meeting Called to Order –Chairman

Oath of Office – Lissa Braddock

Invocation

Pledge of Allegiance

Roll Call- Robert Sturgess, District 1; Danny Fullwood, District 2, Adam Salzburg, District 3;

Carrol Franklin, District 4;

Comments-Audience (Those who would like to comment on agenda items-sign in sheets on the Press Table)

Comments – Those that have requested to have items addressed which they turned in prior to the monthly meeting

Recognition of Service – Ron Braddock

1. Approval of Minutes

October 11, 2017 – Monthly Meeting

2. Consent Items

- Joint Written Request – Bank of New York-\$1,100,000 – Bond Payment
- Bill Hazes & Associates- \$519.75 – Executive Session Transcript- Reserves- MMA Account

3. Secretary / Treasurer Report

- October Expenses
- Account Summary

4. Report by Pierre LaPorte – Accountant

- 4th Quarter Financial Report

5. Report of Clyde W. Davis, Legal Counsel

- Attorney's Report

6. Laura DiBella

- Economic Update
- Port Council Updates

7. Port of Fernandina Report

- Port Operations & Commercial Report
- Port Projects Update

8. Old Business

9. New Business

- Committee Reports from Commissioners
 - Port Security – Commissioner Salzburg
 - Custom's House – Commissioner Franklin
 - FMX – Commissioner Fullwood
 - Economic Development – Commissioner Fullwood
 - Emergency Management – Commissioner Salzburg
 - Technical Coordinating Committee – Commissioner Sturgess
 - TPO – Commissioner Salzburg
 - AIFBY Chamber – Commissioner Fullwood
 - Greater Nassau Chamber – Commissioner Franklin

Election of Officers and Committee Appointments

Officers

Chairman

Vice-Chairman

Secretary/Treasurer

Committee Appointments

- Port Security –
- Custom's House –
- FMX –
- Technical Coordinating Committee –
- TPO
- Emergency Management
- Economic Development
- AIFBY Chamber
- Greater Nassau Chamber

10. Administrative Office Manager Report

11. Other items to be brought by Commissioners

12. Adjourn

Ocean Highway & Port Authority

Robert Sturgess - Sec/Treasurer, District 1
Danny Fullwood- Commissioner, District 2
Adam Salzburg - Chairman, District 3
Carrol Franklin - Vice Chairman, District 4
- Commissioner, District 5

Minutes

October 11, 2017

The Ocean Highway and Port Authority of Nassau County held their regular monthly meeting on Wednesday, October 11, 2017, in the County Commission Chambers at the James Page Governmental Complex, Yulee, Florida.

The meeting was called to order at 6:03 P. M. by Chairman Salzburg.

The invocation was given by Commissioner Fullwood including a moment of silence in honor of Commissioner Braddock, who passed away on October 2nd and the Pledge of Allegiance was led by Commissioner Franklin. Roll call was conducted by Ms. Cason. All Commissioners were present. Also present was Ms. Cason, Administrative Office Manager, Mr. Clyde Davis, Attorney for the Board, Mr. Pierre LaPorte, accountant for the Board, Ms. Laura DiBella, Port Director, and Mr. Stephen DuBose, Commercial Director for Kinder Morgan.

Chairman Salzburg welcomed those in the audience and thanked them for attending this meeting.

Chairman Salzburg asked Ms. Cason if anyone had signed up to speak. Ms. Cason stated no.

Chairman Salzburg then moved to the minutes for approval from the September 20, 2017 Monthly Meeting. **Motion by Commissioner Franklin to approve the Minutes from the September 20, 2017 Monthly Meeting as submitted. Motion was seconded by Commissioner Fullwood. Motion was unanimously approved.** Chairman Salzburg then moved to the minutes for the September 29, 2017 Special Meeting. **Motion by Commissioner Fullwood to approve the Minutes from the September 29, 2017 Special Meeting as**

submitted. Motion was seconded by Commissioner Franklin. Motion was unanimously approved.

Chairman Salzburg then moved to the consent agenda items stating that we have two Joint Written Requests this month.

Joint Written Request – JP Morgan- Bond Expenses- \$2,906.25

Joint Written Request – JP Morgan-Bond Expenses - \$2,906.25

Commissioner Fullwood asked why the invoices were not processed sooner. Ms. Cason explained that originally they had been emailed to Mr. Schwec; therefore, they were not received until JP Morgan followed up and re-submitted them. Also, Ms. Cason explained that we had received an invoice from the Florida Ports Council for this year's dues in the amount of \$20,500.00 which needs to be approved.

Motion by Commissioner Fullwood to approve the following Joint Written Requests:

Joint Written Request – JP Morgan- Bond Expense- \$2,906.25

Joint Written Request – JP Morgan- Bond Expense - \$2,906.25

Joint Written Request – Florida Ports Council – Dues-\$20,500.00

Motion was seconded by Commissioner Franklin. Motion was unanimously approved.

Chairman Salzburg then moved to the Secretary/Treasurer's Report for September, 2017. Commissioner Sturgess stated that there were no unusual expenses and asked the Board if they had any questions. He then reviewed the account balances stating that this is an unaudited report.

Chairman Salzburg then recognized Mr. LaPorte for his report.

Mr. LaPorte stated that he is now working on the 4th quarter financials and also items that the Auditors will need upon their arrival. He further stated that the Board would see the 4th quarter financials next month. Chairman Salzburg asked if the Board had any questions for Mr. LaPorte. There were none.

Chairman Salzburg then recognized Attorney Davis for his report.

Attorney Davis stated that the Board has his report. Attorney Davis stated that he and Commissioner Franklin had met with the Customs staff on September 26th. He further stated that they are asking for rent free space. Attorney Davis stated that the Port does have to provide space for the Radiation Monitoring Equipment but he does not think it equals full free space. He further explained that it is more cost effective if the Customs staff is on site. Commissioner Franklin stated that we have two more years on the lease and he will continue to work on this. Attorney Davis stated that the Customs staff is going to send minutes from the meeting and once those are received then the Board can continue to work on options regarding this. Commissioner Sturgess stated that we should talk with Kinder Morgan regarding this as the contract says the operator is responsible for this. Attorney Davis stated that he had talked to Mr. Schwec and he stated that other Ports do provide this service. Mr. DuBose stated that most Ports provide this service and the Board may be able to locate a grant to cover some of these expenses.

Attorney Davis stated that it is the Board's responsibility to fill the Commission Seat in District 5 due to the death of Commissioner Braddock. Commissioner Fullwood stated that he had talked to Ms. Braddock and she is interested in filling her husband's seat for the rest of his term. Commissioner Franklin stated that he had also talked with Ms. Braddock and she had told him the same. Attorney Davis stated that he had prepared Resolution 2017-9, which declares the seat vacant due to death and filling the seat with Ms. Lissa K Braddock, who would serve the remainder of her husband's term. Chairman Salzburg stated that he was supportive of this Resolution. **Motion by Commissioner Fullwood to approve Resolution 2017-9 – A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA, DECLARING A VACANCY IN THE DISTRICT FIVE (5) SEAT, FILLING OF THE SAID VACANCY, AND HAVING AN EFFECTIVE DATE. Motion was seconded by Commissioner Franklin. Motion was unanimously approved.** Chairman Salzburg asked Attorney Davis to notify Ms. Braddock.

Attorney Davis stated that he has also prepared Resolution 2017-8 regarding asked the State of Florida for funding of necessary improvements to the Port and the Port essentially not having the funding to provide matching funds as required by the grants provided by the Florida Ports Council and FDOT. He further stated that the Nassau Delegation had toured the Port this month and has requested this Resolution so that they can present this to the Governor for consideration.

Commissioner Fullwood stated that he did not want to go around the Ports Council as was done last year. Ms. DiBella stated that the Ports Council is aware of this and she will continue to communicate with them regarding this matter. **Motion by Commissioner Franklin to approve RESOLUTION 2017-8 A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAY COUNTY, FLORIDA, REGARDING STATE FUNDING OF CERTAIN NECESSARY IMPROVEMENTS TO PORT INFRASTRUCTURE FOR THE PORT OF FERNANDINA, AND HAVING AN EFFECTIVE DATE. Motion was seconded by Commissioner Fullwood.** Commissioner Sturgess stated that he is concerned about passing the Resolution prior to talking with the Ports Council. **Motion was unanimously approved.**

Attorney Davis then finished reviewing his report. Commissioner Sturgess asked about the Palmetto Pipeline. Attorney Davis explained that the St. Marys Riverkeeper had reviewed the proposed pipeline rules issued by the Georgia EPD and their consensus was that the rules appear to be fairly neutral for all interested parties.

Chairman Salzburg requested that Attorney Davis prepare a Proclamation honoring Commissioner Braddock for his service that would be presented to the family at the next meeting. He also stated that he would like the Board to approve for Ms. Cason to purchase a plaque to also be given to the family. **Motion by Commissioner Fullwood approving that Ms. Cason purchase a plaque honoring Commissioner Braddock for his service to the Board. Motion was seconded by Commissioner Franklin. Motion was unanimously approved.**

Chairman Salzburg recognized Ms. Laura DiBella for her report.

Ms. DiBella stated that there would be meetings with Ligno Tech to proceed with this project. Ms. DiBella asked the Board about a meeting regarding the

bonding abilities of the Ocean Highway and Port Authority including maybe going through a mock project so that she fully understands the process. Chairman Salzburg recommended that we contact Mr. Mitch Owens, the financial advisor for the County regarding this as he is familiar with our Board and abilities to bond. After a short discussion, Ms. Cason was asked to contact Mr. Owens regarding this meeting and then a workshop would be scheduled for the Board. Ms. DiBella then stated that her office is currently working with businesses that would complement the Port. She also stated that online now was the fiscal year re-cap for Economic Development. The Board had no additional questions for Ms. DiBella.

Chairman Salzburg recognized Mr. Stephen DuBose with Kinder Morgan for the Port Reports.

Mr. DuBose then reviewed the tonnage report. He stated that the total tonnage for the month of September was 13,990 tons which brings the year to date tonnage to 218,426 tons. He also reported that tonnage was down due to two vessels moving to October due to the hurricane. Mr. DuBose stated that he estimates October tonnage to be around 32,000 tons. He then reported that there were 5 vessel calls 9 dockage days, railcars- 206 and 15 trucks per working day.

Mr. DuBose reported that the revenue for September was \$78,705 and year to date revenue is \$1,175,542. He then reviewed the expenses and stated that the \$5,000 to the Maintenance Trust Account and interest of \$6,841 were the only expenses. Mr. DuBose then reported the account balances as follows: revenue fund- \$1,088,035, Interest Fund- 0 and Redemption Fund - \$10, which brings the total to \$1,088,045. He stated that in November he would be bringing a Joint Written request for the December bond payment. Chairman Salzburg stated that he would like that Joint Written Request to be for \$1,100,000.00. Mr. DuBose then moved to the Maintenance Trust Account and stated revenues into the account were \$5,075.00 and there were no expenses. The total in the Maintenance Trust Account is \$232,122.00.

Mr. DuBose then moved to his commercial reported and stated that they are looking into some additional container tonnage from the Westside and tonnage from Savannah going to Chili. Commissioner Fullwood asked how long this type tonnage would be coming in. Mr. DuBose reported that the Westside tonnage

would be for 8-10 months and the Chili tonnage would be on going. The Board had no additional questions for Mr. DuBose. Ms. Cason asked about the annual payment. Mr. DuBose then presented to the Board the annual contract payment of \$86,281.15, which represents a 1.89% increase.

Chairman Salzburg then moved to Committee Reports.

Port Security –Chairman Salzburg stated that there was nothing new to report at this time.

Custom’s House –Vice Chairman Franklin stated that we had received a water bill for \$223 and the City is checking the meter and he will check for any leaks.

FMX- Commissioner Fullwood stated he is unsure at this point if this group will continue. Mr. LaPorte reported that they are looking at other options such as joining the Jacksonville group.

Economic Development – Commissioner Fullwood stated Ms. DiBella had reported on this earlier.

Emergency Management – Commissioner Salzburg stated that there was nothing new to report at this time.

TCC – Commissioner Sturgess stated there was nothing new to report.

TPO- Chairman Salzburg stated that the meeting was canceled due to the hurricane and the next meeting is tomorrow.

Chamber Reports – Commissioner Fullwood reminded the Board about the Public Official Recognition Event scheduled by the Chamber and that they should RSVP by October 16th. Vice Chairman Franklin stated that the last meeting was canceled due to the hurricane and the next meeting is tomorrow and he will not be able to attend.

Chairman Salzburg stated that Ms. Cason’s report is in the meeting book and asked if the Board had any questions. There were no questions. Ms. Cason referred to the letter in their books from Mauldin Jenkins regarding acknowledgement of the engagement letter being approved along with the contract extension.

Chairman Salzburg then asked if there were other items to be brought by before the Board. Chairman Salzburg stated that he would like to ask each Commissioner to come up with project ideas for the next 5 years so that we could have an official 5 year plan.

Chairman Salzburg stated that if there were no other comments the meeting stands adjourned at 7:19 P.M.

Adam Salzburg

Chairman

BILL HAZES & ASSOCIATES

501 Centre Street, Suite 127
Fernandina Beach, Florida 32034
(904) 261-5900
hazes4@comcast.net

Invoice No. 17193

Date: October 17, 2017

Clyde Davis, Esquire
960185 Gateway Blvd, Suite 104
Fernandina Beach, Florida 32034.

IN RE: PENDING LITIGATION

Resolution No. 2017-7

Special Executive Session of the
Board of Commissioners of the Ocean
Highway Port Authority of Nassau County
Held at 960185 Gateway Park
Fernandina Beach, Florida 32034
Commencing at 10:25 a.m. . .

TAKEN

PRICE

September 29, 2017

Appearance Fee \$ 100.00

Transcript 73 pgs @ \$5.75 419.75
Sealed by Dena Miller 10-17-17

TOTAL AMOUNT DUE \$ 519.75

Delivered 10-17-17
Employee ID 261-08-9476

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Treasurers Report - October 2017

	Oct	YTD ACTUAL	BUDGET 2017-2018	August	Sept
INCOME					
Nassau Terminal Annual Fee	86,281.15	86,281.15	86,340.92	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00
Electric Cogeneration	0.00	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00
JWR Drawdown	0.00	0.00	0.00	0.00	0.00
Cash CarryForward - MM	2,614.66	2,614.66	3,000.00	0.00	0.00
Cash CarryForward - MM Special Account	33,746.73	33,746.73	33,740.02	0.00	0.00
Operating Cash Carry Forward	1,250.85	1,250.85	294.00	0.00	0.00
Interest	0.00	0.00	20.00	2.59	2.20
TOTAL INCOME	123,893.39	123,893.39	123,394.94	2.59	2.20
COMMISSION DIRECT					
Salaries - Commissioners	5,000.00	5,000.00	60,000.00	5,000.00	5,000.00
Payroll Taxes	382.50	382.50	5,576.00	382.50	382.50
Unemployment	0.00	0.00	75.00	0.00	0.00
Conferences & Travel	0.00	0.00	1,000.00	0.00	0.00
Insurance	0.00	0.00	102.00	0.00	0.00
Salaries - Board Attorney	1,250.00	1,250.00	15,000.00	1,250.00	1,250.00
TOTAL COMMISSION DIRECT	6,632.50	6,632.50	81,753.00	6,632.50	6,632.50
COMMISSION OPERATION					
Salaries- Accountant	750.00	750.00	9,000.00	750.00	750.00
Salaries - Office Administrator	1,083.33	1,083.33	13,000.00	1,083.33	1,083.33
Expenses - Office Administrator	16.27	16.27	2,500.00	12.00	20.50
Travel - Office Administrator	44.82	44.82	1,000.00	37.26	37.80
TOTAL COMMISSION OPERATION	1,894.42	1,894.42	25,500.00	1,882.59	1,891.63
COMMISSION DISCRETIONARY					
Dept. of Revenue (Special Dist. Fee)	175.00	175.00	175.00	0.00	0.00
TPO. - Membership	1,217.00	1,217.00	1,217.00	0.00	0.00
GNCCC-Membership	0.00	0.00	250.00	0.00	0.00
AIFBY Chamber	280.00	280.00	280.00	0.00	0.00
PMX	0.00	0.00	0.00	0.00	0.00
Advertisement	0.00	0.00	500.00	0.00	0.00
Equipment & Software	0.00	0.00	0.00	0.00	0.00
Web Site	0.00	0.00	2,500.00	0.00	0.00
Awards & Presentations	0.00	0.00	120.00	0.00	0.00
Nassau Cty Economic Dev Board	0.00	0.00	2,500.00	0.00	0.00
Discretionary	8.75	8.75	100.00	8.75	8.75
TOTAL COMMISSION DISCRETIONARY	1,680.75	1,680.75	7,642.00	8.75	8.75
CUSTOMS HOUSE					
GSA - Customs House - RENTAL INCOME	-2,258.90	-\$2,258.90	-27,106.80	-2,258.90	-2,258.90
Bug Out Pest Control	25.00	25.00	300.00	25.00	25.00
River Pest Control Termite Bond	290.00	290.00	290.00	0.00	0.00
Bug Out Termite Bond	225.00	225.00	225.00	0.00	0.00
Mike's Lawn Service	0.00	0.00	1,440.00	0.00	0.00
Raysor Cleaning Service	280.00	280.00	3,660.00	280.00	280.00
City of Fernandina Beach (Water)	223.50	223.50	1,500.00	85.49	93.07
Florida Public Utilities (Electric)	285.92	285.92	5,000.00	346.05	303.91
Maintenance	0.00	0.00	8,223.00	0.00	42.78
TOTAL CUSTOMS HOUSE	-929.48	-929.48	-6,468.80	-1,522.36	-1,514.14
TOTAL EXPENSES	9,278.19	9,278.19	108,426.20	7,001.48	7,018.74
Net Increase(decrease) in Funds	77,002.96	77,002.96	-31,125.77	-6,998.89	-7,016.54

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OCEAN HIGHWAY & PORT AUTHORITY
BANK ACCOUNTS SUMMARY

ACCOUNT	Balances as of October 31, 2017
1ST FEDERAL - ****3328	\$1,628.93
1ST FED PPORT PROJECT ACCOUNT	\$0.00
1ST FED. MMA SPECIAL - ***1552	\$24,106.73
1ST FED. MMA-OPERAT. - ***3310	\$88,895.81
1ST FED. ADMIN -6714	\$83.78

This is an unaudited report of funds in each account

Nassau County, Florida

Ocean Highway & Port Authority

FINANCIAL STATEMENTS

for the

Quarter ended

and

Year to Date period ended September 30, 2017





2398 Sadler Rd.
Fernandina Beach, FL 32034
Phone: (904) 261-7803
Fax: (904) 261-1011

To the Board of Commissioners of
The Ocean Highway and Port Authority
of Nassau County, Florida

Management is responsible for the accompanying financial statements of the Ocean High and Port Authority of Nassau County (a not for profit Special District chartered by the Legislature of the State of Florida), which comprise the balance sheet as of Sept 30, 2017, and Sept 30, 2016 and the related statement of income and retained earnings for one quarter ended Sept 30, 2017 and Sept 30, 2016, and four quarters ended Sept 30, 2017 in accordance with accounting principles generally accepted in the United States of America.

We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

A statement of cash flows for the quarter ended Sept 30, 2017 and Sept 30, 2016, has not been presented. Accounting principles generally accepted in the United States of America require that such a statement be presented when financial statements purport to present financial position and results of operations.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Ocean Highway and Port Authority's financial position. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to the Ocean Highway and Port Authority of Nassau County.

Courson and Stam LLC

October 27, 2017

OCEAN HIGHWAY & PORT AUTHORITY
Balance Sheet
As of September 30, 2017 and September 30, 2016

	Sep 30, 17	Sep 30, 16
ASSETS		
Current Assets		
Checking/Savings		
FF Bank Project Account	0.00	14,939.50
First Federal-Admin	100.05	128.58
First Federal -MMA	2,614.66	2,500.58
First Federal - Operating	1,250.85	373.60
1010 · Petty Cash	150.00	150.00
1044 · Cash in Bank-First Fed MM-1552	33,746.73	44,169.56
Total Checking/Savings	37,862.29	62,261.82
Other Current Assets		
1065 · Prepaid Expense	10,271.80	10,271.80
1060 · Accounts Receivable	153,460.53	393,055.23
1062 · Annual Fee Receivable	84,648.00	84,647.97
1510 · Bank of NY - Revenue Fund	1,024,732.84	985,022.20
1515 · Bank of NY - Interest Fund	3.61	13,122.44
1522 · Bank of NY - Maintenance Acct	232,122.42	90,387.80
1525 · Bank of NY - Reserve Fund	2,201,406.24	2,200,013.77
1531 · Bank of NY - Surplus Fund	63,301.96	162,921.78
1534 · Bank of NY - LOC Redemption Fd	9.86	9.86
Total Other Current Assets	3,769,957.26	3,939,452.85
Total Current Assets	3,807,819.55	4,001,714.67
Fixed Assets		
2010 · Land - Port	3,183,736.29	3,183,736.29
2020 · Buildings	772,000.00	772,000.00
2025 · 1997,1998,1999 - Warehouse	2,060,166.47	2,060,166.47
2026 · 1997,1998,1999 - Bulk Pier	191,099.29	191,099.29
2027 · Warehouse #1 - Refurbish	918,327.92	918,327.92
2028 · Road Project	347,150.95	347,150.95
2030 · Equipment	805,054.69	805,054.69
2040 · Port Improvements	24,118,284.68	24,118,284.68
2043 · Tradeplex Improvements	1,013,339.04	1,013,339.04
2045 · Dredge Project	929,083.69	929,083.69
2046 · Gate Entry/Storage Yard	251,709.73	251,709.73
2047 · New Pier - 2003	611,546.36	611,546.36
2050 · Security	762,117.44	762,117.44
2100 · Accumulated Depreciation	-25,697,023.34	-24,641,787.43
Total Fixed Assets	10,266,593.21	11,321,829.12
TOTAL ASSETS	14,074,412.76	15,323,543.79

OCEAN HIGHWAY & PORT AUTHORITY
Balance Sheet
As of September 30, 2017 and September 30, 2016

	Sep 30, 17	Sep 30, 16
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
3021 · Due to Kinder Morgan	168,684.00	183,251.29
3030 · Accrued Payroll	5,000.00	5,000.00
3056 · Advanced Revenue Bond	500,000.00	500,000.00
3020 · Accounts Payable	13,871.00	13,871.00
3022 · Annual Fee Payable	50,000.00	0.00
3042 · Unemployment Taxes Payable	-36.00	-36.00
3055 · Current Portion Long Term Debt	0.00	1,200,000.00
Total Other Current Liabilities	737,519.00	1,902,086.29
Total Current Liabilities	737,519.00	1,902,086.29
Long Term Liabilities		
4011 · Revenue Bonds Payable	9,300,000.00	9,300,000.00
4012 · Advance Revenue Payable	4,055,986.00	4,055,986.00
Total Long Term Liabilities	13,355,986.00	13,355,986.00
Total Liabilities	14,093,505.00	15,258,072.29
Equity		
5010 · Contrib. Capital - Dot 2012	389,750.24	389,750.24
5006 · Contrib. Capital - Audit 9/98	442,681.32	442,681.32
5007 · Contrib. Capital - Audit 9/97	8,813.00	8,813.00
5008 · Contrib. Capital - Audit 9/96	59,665.00	59,665.00
5009 · Contrib. Capital - Audit 9/95	854,456.00	854,456.00
5020 · Beginning Fund Deficit	-9,270,843.41	-9,270,843.41
5025 · YTD Fund (Deficit)/Excess	7,580,949.35	7,026,038.75
Net Income	-84,563.74	554,910.60
Total Equity	-19,092.24	65,471.50
TOTAL LIABILITIES & EQUITY	14,074,412.76	15,323,543.79

OCEAN HIGHWAY & PORT AUTHORITY
Statement of Operations
One Quarter and Four Quarters ended September 30, 2017

	Jul - Sep 17	Oct '16 - Sep 17
Ordinary Income/Expense		
Income		
6015 · Interest Income	3,330.78	5,151.01
6020 · Port Revenue	337,748.29	1,509,055.22
6021 · Port Project Revenue	0.00	0.00
6024 · Port Security Revenue	35,829.19	175,611.51
6025 · Rental Income	6,776.70	26,919.40
6028 · Annual Fee	21,161.99	84,647.99
6030 · Maintenance Contribution - KM	0.00	15,000.00
6035 · State of Florida - DOT Funds	4,598.92	4,598.92
6050 · Miscellaneous Income	0.00	624.00
Total Income	409,445.87	1,821,608.05
Expense		
Transfer	4,598.92	4,598.92
8135 · Office Manager Travel	106.92	462.24
8279 · Donation	0.00	2,500.00
8122 · Customs House Maintenance	0.00	1,950.54
Project Construction Costs	0.00	9,000.00
8020 · Advertising		
8021 · Web Site	0.00	2,005.00
8020 · Advertising - Other	0.00	1,436.52
Total 8020 · Advertising	0.00	3,441.52
8065 · Commissioners Fees	21,670.50	60,000.00
8075 · Depreciation	263,808.91	1,055,235.91
8080 · Dues & Subscriptions	0.00	25,900.00
8100 · Insurance	0.00	100.00
8110 · Interest Expense	20,793.78	76,577.10
8120 · Janitorial	840.00	3,360.00
8121 · Lawn Maintenance	0.00	840.00
8125 · Letter of Credit Expense	40,854.00	171,433.97
8128 · Quarterly Marketing Fees	0.00	6,186.82
8130 · Office Supplies	44.66	750.60
8140 · Outside Services	3,249.99	12,999.96
8150 · Payroll Taxes	-5,523.00	4,592.00
8154 · State Unemployment Tax	15.00	60.00
8165 · Pest Control	75.00	815.00
8166 · Port Security	49,700.19	189,482.52

OCEAN HIGHWAY & PORT AUTHORITY
Statement of Operations
One Quarter and Four Quarters ended September 30, 2017

	Jul - Sep 17	Oct '16 - Sep 17
8180 · Professional Fees		
8180B · Port Attorney	3,750.00	15,000.00
8180A · Accountant	2,250.00	34,200.00
8180 · Professional Fees - Other	0.00	7,000.00
Total 8180 · Professional Fees	6,000.00	56,200.00
8200 · Repairs & Maintenance	42.78	838.78
8235 · Taxes - Annual Fee	12,500.00	200,000.00
8240 · Taxes & Licenses	0.00	175.00
8257 · Trustee Fees	0.00	14,050.00
8270 · Utilities		
8270B · City of FB Utility	264.05	1,118.85
8270A · FPU	649.96	2,372.19
8270 · Utilities - Other	271.22	766.12
Total 8270 · Utilities	1,185.23	4,257.16
8280 · Miscellaneous Expense	26.25	363.75
Total Expense	419,989.13	1,906,171.79
Net Income	-10,543.26	-84,563.74

OCEAN HIGHWAY & PORT AUTHORITY
Statement of Operations

One Quarter ended Sept 30, 2017 and One Quarter ended Sept 30, 2016

	Jul - Sep 17	Jul - Sep 16
Income		
6015 · Interest Income	3,330.78	4.05
6020 · Port Revenue	337,748.29	395,483.91
6021 · Port Project Revenue	0.00	0.00
6024 · Port Security Revenue	35,829.19	48,901.73
6025 · Rental Income	6,776.70	4,473.90
6028 · Annual Fee	21,161.99	24,644.97
6035 · State of Florida - DOT Funds	4,598.92	62,500.00
6050 · Miscellaneous Income	0.00	87,529.90
Total Income	409,445.87	623,538.46
Expense		
Transfer	4,598.92	0.00
8135 · Office Manager Travel	106.92	54.76
Project Construction Costs	0.00	0.00
8020 · Advertising	0.00	60.50
8065 · Commissioners Fees	21,670.50	21,682.50
8075 · Depreciation	263,808.91	261,189.90
8100 · Insurance	0.00	11,286.00
8110 · Interest Expense	20,793.78	15,877.22
8120 · Janitorial	840.00	840.00
8121 · Lawn Maintenance	0.00	360.00
8125 · Letter of Credit Expense	40,854.00	51,488.63
8128 · Quarterly Marketing Fees	0.00	3,281.93
8130 · Office Supplies	44.66	122.07
8140 · Outside Services	3,249.99	3,249.99
8150 · Payroll Taxes	-5,523.00	-5,535.00
8154 · State Unemployment Tax	15.00	15.00
8165 · Pest Control	75.00	75.00
8166 · Port Security	49,700.19	48,901.75
8180 · Professional Fees		
8180B · Port Attorney	3,750.00	3,750.00
8180A · Accountant	2,250.00	2,250.00
Total 8180 · Professional Fees	6,000.00	6,000.00
8200 · Repairs & Maintenance	42.78	0.00
8235 · Taxes - Annual Fee	12,500.00	0.00
8270 · Utilities		
8270B · City of FB Utility	264.05	252.59
8270A · FPU	649.96	1,129.75
8270 · Utilities - Other	271.22	0.00
Total 8270 · Utilities	1,185.23	1,382.34
8280 · Miscellaneous Expense	26.25	49.25
Total Expense	419,989.13	420,381.84
Net Income	-10,543.26	203,156.62

Trim All Lawn Service
97030 Elk Creek Court
Fernandina Beach, FL 32034
Phone (904) 491-3232
Fax (904) 491-8710

November 1, 2017

TRIM ALL LAWN SERVICE
Landscape Maintenance Agreement

Ocean Highway and Port Authority
86130 License Road- Suite 9
Fernandina Beach, FL 32034

Trim All Lawn Service is a fully insured landscape maintenance company with fifteen years of experience in the greens industry. Our services include lawn maintenance, irrigation installation and repairs, and pest control and fertilization of turf and ornamentals and more. Trim All Lawn Service maintains a drug-free work place.

Ocean Highway and Port Authority, hereinafter called the "Owner" and Trim All Lawn Service, hereinafter called the "Contractor," in consideration of the mutual covenants herein contained and of other good and valuable consideration, the receipt of which is hereby acknowledged, hereby agrees as follows:

1. **Duration of Agreement.** The contractor shall perform its services under this agreement, as set forth on Exhibit A, from November 10, 2017 until and including November 9, 2018. This agreement shall automatically renew on its anniversary date for same terms and conditions, and any price adjustments shall be made on anniversary date.
2. **Termination, Cancellation, and Nonrenewal of Contract:**
This agreement may be terminated, at any time, with or without cause, by either party by giving the other written notice, 30 days in advance, of the termination.
3. **Services.** The Contractor, who shall be considered an independent contractor of the Owner, shall perform the services listed under description of services. The Contractor shall perform its services upon the premises of Owner located at 403 North 3rd Street, Fernandina Beach, FL 32034. All such services shall conform to the practices in the landscape maintenance industry and with applicable law. Contractor shall maintain the proper insurance in full force and effect for the duration of this contract.

4. **Payment.** The Owner shall pay to the Contractor for services under this Agreement the sum of **\$100.00** monthly due on the first day of the month after the service is performed. Additional services requested by Owner and performed by the Contractor beyond the scope of this contract for monthly maintenance, will be billed to Owner separately. Payments shall be remitted to: Trim All Lawn Service, 97030 Elk Creek Court, Fernandina Beach, FL. 32034. If payment is delinquent, service will be placed on a temporary hold until payment is received in full. The owner may be subject to collection agency costs, attorney fees, court costs, filing fees and finance charges for late or non-payment.

The Parties have signed and agreed to this agreement as of the date set forth below.

Trim All Lawn Service
Jason R. Lee, President

Date

Ocean Highway and Port Authority

Date

DESCRIPTION OF SERVICES

MAINTENANCE PROGRAM

- Mow area during growing season and as needed during dormant period.

Cost of Maintenance: \$1,200.00 per year

- **Payable in 12 monthly installments of \$100.00**

Total for Maintenance

\$1,200.00 per year payable in 12 monthly installments of \$100.00

ADMINISTRATIVE OFFICE MANAGER'S REPORT
October, 2017

Hours Worked –60 hours

Miles driven for OHPA purposes – 54

Banks accounts reconciled with statements for September.

All October invoices paid and entered into Quick Books.

Completed meeting agenda (posted on website and at office, County Building) along with meeting materials on the website and Commissioner's meeting packet for the monthly meeting

Posted Notice of Gatherings- 0

Attended the Monthly Meeting

Minutes completed for the Monthly Meeting

Filing up to date

Scanned and indexed minutes.

Quick Books stick to Pierre for Treasurer's Report and financially information for 4th Quarter Financial

Public records requests received – 0

November

Complete November minutes for all meetings

Attend all scheduled meetings for November.

Pay all invoices that come in for November, enter into Quick Books and provide Pierre information for Treasurer's report

Reconcile bank statements for October.

Continue scanning and indexing of minutes; work on records retention program as time allows

Process all public records requests received

Work on year end and new year requirements

	A	B	C	F	G	H
1	MONTHLY MILEAGE FORM					
2	Juanna R. Cason					
3	October, 2017					
4	DATE	TRAVEL TO			MILES	
5	10/4	Pierre			15	
6	10/5	Bank, County Building			3	
7	10/11	Clyde, Pierre, Cty Building			14	
8	10/20	Clyde			5	
9	10/23	FF Bank			2	
10	10/27	Pierre			15	
11					54	$54 \times .54 = \$29.16$
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