

OCEAN HIGHWAY & PORT AUTHORITY
NASSAU COUNTY, Florida



Peck Center
Willie Mae Ashley Auditorium
516 S 10th Street
Fernandina Beach, FL 32034

AGENDA
April 24, 2024
6:00 PM
Monthly Meeting

- 1. Public meeting Call to Order - Chair**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Roll Call:** Miriam Hill, District 1; Danny Fullwood, District 2, Justin Taylor, District 3; Ray Nelson, District 4; Mike Cole, District 5
- 5. Recognition of elected Officials, Honored guests, Industry and Professional representatives, and others in attendance (Chair)**
- 6. Public Comments** on agenda items (Comments submitted prior to the meeting)
- 7. Presentation:** Mauldin & Jenkins (2023 Financial statements and ADA)
- 8. Regular Business:**
 - a. Approval of Minutes**
 - March 13, 2024 Monthly meeting
 - March 27, 2024 Board meeting
 - April 8, 2024 Executive (Shade) meeting
 - b. Port Attorney Report**
 - c. Port Accountant Report**
 - Financial report – March 2024
 - ARPA reimbursement update
 - d. Port of Fernandina Report (Operator)**

- Tonnage report – March 2024
- Port issues/repairs (update)
- Capital Improvements (list update)

9. Old Business

- a. OHPA document request to the Port Operator (update)
- b. MARAD (Disposition of Fort Clinch tugboat, update)
- c. Resiliency Plan (update)
- d. Resolution 2024-R06 (Commissioners admission to Port of Fernandina, attachment)
- e. EPA Clean Ports Grant (Board to approve application)
- f. Allied Security (staff pay rate, update)

10. New Business

- a. Fabric storage location at the Port
- b. FPC Resilient Florida (April 30- Adaptation Planning Guidebook Stakeholder Workshop, Board attendance)

11. Commissioners Reports and Comments

a. New development reports

b. Committee reports

- Port Security – Nelson
- Port Facilities – Nelson
- FDOT – Nelson
- Customs House - Fullwood
- Army Corp of Engineers - Fullwood
- Economic Development - Cole
- Emergency Management - Cole
- Transportation Planning Organization (TPO) - Hill
- Technical Advisory Committee (TAC) - Taylor
- Nassau Chamber of Commerce - Taylor
- City of Fernandina Beach - Taylor
- Keep Nassau Beautiful - Taylor
- Community Outreach - Fullwood

12. Administrative Office Manager Report

13. Other items to be brought by Commissioners

14. Adjournment



Mauldin & Jenkins

2023 Financial Statements &
Auditor's Discussion & Analysis



MAULDIN & JENKINS

CPAs & ADVISORS

**OCEAN HIGHWAY AND PORT AUTHORITY
OF NASSAU COUNTY**

ANNUAL FINANCIAL REPORT

**FOR THE FISCAL YEARS ENDED
SEPTEMBER 30, 2023 AND 2022**

**OCEAN HIGHWAY AND PORT AUTHORITY
OF NASSAU COUNTY**

ANNUAL FINANCIAL REPORT

**FOR THE FISCAL YEARS ENDED
SEPTEMBER 30, 2023 AND 2022**

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OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

ANNUAL FINANCIAL REPORT
FOR THE FISCAL YEARS ENDED SEPTEMBER 30, 2023 AND 2022

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FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Ocean Highway and Port Authority of Nassau County
Fernandina Beach, Florida

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Ocean Highway and Port Authority of Nassau County (the "Authority") as of and for the years ended September 30, 2023 and 2022, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of September 30, 2023 and 2022, and the changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (on pages 4 through 7) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the schedule of revenues, expenses and changes in net position – budget and actual but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 7, 2024, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Mauldin & Jenkins, LLC

Bradenton, Florida
February 7, 2024

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OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the Ocean Highway and Port Authority of Nassau County, Florida's (the "Authority"), annual financial report presents a narrative overview and analysis of the Authority's financial performance during its most recent fiscal year, which ended September 30, 2023. The discussion is intended to assist readers in focusing on the significant financial issues and activities of the Authority and to identify any significant changes in financial position. All presented amounts are in thousands. We encourage readers to consider the information contained in this discussion in conjunction with the Authority's financial statements.

FINANCIAL HIGHLIGHTS *(in thousands of dollars)*

2023 vs. 2022

The Authority's operating revenue was \$484 during fiscal year 2023, compared to \$399 in the prior fiscal year. Fiscal year 2023 operating expenses (excluding depreciation) of \$1,228 were approximately 12% higher than the previous fiscal year of \$1,096. Depreciation expense decreased to \$800 compared to \$865 in the prior year. As a result, the Authority had an operating loss of (\$1,545) for the fiscal year ended September 30, 2023, compared to the operating loss of (\$1,561) for the previous fiscal year. The Authority recognized net non-operating revenue of \$256 in fiscal year 2023, compared to net non-operating revenue of \$223 in the prior year. The Authority received \$398 in Florida Department of Transportation grants in fiscal year 2023 and \$1,069 in 2022 and \$372 in ARPA reimbursements in 2023 and \$219 in 2022. The Authority also received \$126 in contributions from Worldwide Terminals in 2023. At the close of fiscal year 2023, the Authority had a net position of \$14,638.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion is to introduce the Authority's financial statements. Since the Authority is engaged in a single business-type activity only, no fund level statements are shown. The basic financial statements also include notes essential to a full understanding of the statements.

The statement of net position presents information on all of the Authority's assets and liabilities, with the difference reported as net position. The statement of revenues, expenses and changes in net position shows how the Authority's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event occurs, regardless of when cash flows may take place. As a result, some revenues and expenses in this statement are reported for items that will result in cash flows in future fiscal periods. The statement of cash flows represents cash and cash equivalent activity for the fiscal year, resulting from operating, non-capital financing, capital financing, and investing activities. The net result of these activities is added to the beginning balance of cash and cash equivalents to reconcile to the ending balance of cash and cash equivalents at the end of the fiscal year.

Taken together, these financial statements demonstrate how the Authority's net position has changed. Net position is one way of assessing the Authority's current financial condition. Increases or decreases in net position are good indicators of whether the Authority's financial health is improving or deteriorating over time. Other non-financial factors, such as diversity in the local economy, are important in evaluating the Authority's overall financial condition.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Notes to the financial statements

The notes provide additional information and explanation that is necessary for a full understanding of the basic financial statements.

FINANCIAL ANALYSIS OF THE AUTHORITY

Net Position

2023 vs. 2022

Net position is a key indicator of an entity's financial position. At September 30, 2023, the Authority's net position was \$14,638. This represented a change from the prior year net of \$15,031. The Authority is engaged in a capital-intensive industry and, as such, its largest portion of net position is invested in capital assets (e.g., land, buildings, etc.).

Net Position *(In thousands of dollars)*

| | <u>2023</u> | <u>2022</u> | <u>2021</u> |
|----------------------------------|------------------|------------------|------------------|
| Current assets | \$ 479 | \$ 462 | \$ 460 |
| Capital assets | <u>14,414</u> | <u>15,214</u> | <u>14,136</u> |
| Total assets | <u>14,893</u> | <u>15,676</u> | <u>14,596</u> |
| | | | |
| Current liabilities | <u>255</u> | <u>645</u> | <u>487</u> |
| Total liabilities | <u>255</u> | <u>645</u> | <u>487</u> |
| | | | |
| Net position | | | |
| Net investment in capital assets | 14,414 | 15,214 | 14,136 |
| Unrestricted | <u>224</u> | <u>(183)</u> | <u>(27)</u> |
| Total net position | <u>\$ 14,638</u> | <u>\$ 15,031</u> | <u>\$ 14,109</u> |

MANAGEMENT'S DISCUSSION AND ANALYSIS

Revenues, Expenses and Changes in Net Position

2023 vs. 2022

Operating revenues for fiscal year 2023 were \$484, an increase from the prior fiscal year. Operating expenses, including depreciation and amortization, for fiscal year 2023 were \$2,029, an increase of (\$69) compared to the prior fiscal year. As a result, the operating loss for fiscal year 2023 was (\$1,545), as compared to operating loss of (\$1,561) in fiscal year 2022.

The Authority experienced net non-operating revenues of \$256 in 2023, compared to a net non-operating revenue of \$223 in 2022. Additionally, capital contributions including state and federal grants \$896 in 2023, as compared to \$2,260 in 2022.

As a result of the items addressed above, the Authority experienced a (\$393) decrease in net position during fiscal year 2023, compared to a \$922 increase for fiscal year 2022.

Change in Net Position (In thousands of dollars)

| | 2023 | 2022 | 2021 |
|-------------------------------|------------|------------|------------|
| Operating revenues | \$ 484 | \$ 399 | \$ 312 |
| Operating expenses | 2,029 | 1,960 | 1,486 |
| Operating loss | (1,545) | (1,561) | (1,174) |
| Non-operating income, net | 256 | 223 | 230 |
| Capital contributions | 896 | 2,260 | 4,812 |
| Change in net position | (393) | 922 | 3,868 |
| Beginning net position | 15,031 | 14,109 | 10,241 |
| Ending net position | \$ 14,638 | \$ 15,031 | \$ 14,109 |

Cash Flows

2023 vs. 2022

Net cash used by operating activities was (\$1084) in 2023 and (\$572) in 2022. Net cash provided by non-capital financing activities was \$256 in 2023 and \$223 in 2022. Net cash provided by capital and related financing activities was \$972 in 2023 and \$277 in 2022. Net cash provided by investing activities was nominal.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Budgetary Highlights

The Ocean Highway and Port Authority of Nassau County, Florida, approves and adopts the Authority's annual operating and capital budget.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

Capital assets include land, land improvements, buildings, equipment, and other improvements.

2023 vs. 2022

The Authority had \$14,414 net of accumulated depreciation, invested in capital assets as of September 30, 2023 compared to \$15,214 as of September 30, 2022.

Capital Assets
(net of depreciation)
(In thousands of dollars)

| | <u>2023</u> | <u>2022</u> | <u>2021</u> |
|--------------------------|------------------|------------------|------------------|
| Land | \$ 3,184 | \$ 3,184 | \$ 3,184 |
| Port improvements | 3,298 | 3,656 | 4,079 |
| Tradeplex improvements | 40 | 74 | 108 |
| Machinery and equipment | 7,590 | 7,973 | 3,047 |
| Security projects | 302 | 327 | 352 |
| Construction in progress | - | - | 3,366 |
| Total | <u>\$ 14,414</u> | <u>\$ 15,214</u> | <u>\$ 14,136</u> |

Long-Term Debt

2023 vs. 2022

As of September 30, 2023, the Authority had no long-term debt outstanding.

REQUESTS FOR INFORMATION

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the Authority's finances and to demonstrate the Authority's accountability to each of those groups. Questions concerning any information included in this report or any request for additional information should be addressed to the Ocean Highway and Port Authority of Nassau County, Florida, 86130 License Road, Suite 9, Fernandina Beach, Florida 32034.

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

**STATEMENTS OF NET POSITION
SEPTEMBER 30, 2023 AND 2022**

| | 2023 | 2022 |
|---|---------------|---------------|
| ASSETS | | |
| Current assets | | |
| Unrestricted cash and cash equivalents | \$ 273,703 | \$ 129,868 |
| Accounts receivable, (less allowance for doubtful accounts of \$0 and \$0 for 2023 and 2022, respectively) | 128,424 | 179,028 |
| Due from other governments | 77,261 | 153,339 |
| Total current assets | 479,388 | 462,235 |
| Non-current assets | | |
| Capital assets | | |
| Non-depreciable | 3,183,736 | 3,183,736 |
| Depreciable, net of accumulated depreciation | 11,230,239 | 12,030,541 |
| Total non-current assets | 14,413,975 | 15,214,277 |
| Total assets | \$ 14,893,363 | \$ 15,676,512 |
| LIABILITIES AND NET POSITION | | |
| Current liabilities | | |
| Accounts and contracts payable | \$ 227,389 | \$ 622,222 |
| Accrued liabilities | 27,437 | 23,157 |
| Unearned revenue | 60 | 60 |
| Total current liabilities | 254,886 | 645,439 |
| Total liabilities | 254,886 | 645,439 |
| Net position | | |
| Investment in capital assets | 14,413,975 | 15,214,277 |
| Unrestricted | 224,502 | (183,204) |
| Total net position | \$ 14,638,477 | \$ 15,031,073 |

The accompanying notes are an integral part of these financial statements.

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

**STATEMENTS OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION
FOR THE YEARS ENDED SEPTEMBER 30, 2023 AND 2022**

| | 2023 | 2022 |
|--|---------------|---------------|
| Operating revenues | | |
| Contract payments | \$ 332,246 | \$ 285,215 |
| Miscellaneous | 151,733 | 113,969 |
| Operating revenues | 483,979 | 399,184 |
| Operating expenses | | |
| Port security | 255,943 | 223,194 |
| Professional fees | 357,094 | 460,801 |
| Commissioners fees | 120,000 | 120,000 |
| Miscellaneous | 476,514 | 275,354 |
| Dues and subscriptions | 18,453 | 16,385 |
| Depreciation | 800,302 | 864,589 |
| Operating expenses | 2,028,306 | 1,960,323 |
| Operating loss | (1,544,327) | (1,561,139) |
| Non-operating income | | |
| Investment income | - | 3 |
| Port security reimbursements | 255,943 | 223,194 |
| Non-operating income, net | 255,943 | 223,197 |
| Capital contributions | 895,788 | 2,260,270 |
| Change in net position | (392,596) | 922,328 |
| Total net position, beginning of year | 15,031,073 | 14,108,745 |
| Total net position, end of year | \$ 14,638,477 | \$ 15,031,073 |

The accompanying notes are an integral part of these financial statements.

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

**STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED SEPTEMBER 30, 2023 AND 2022**

| | 2023 | 2022 |
|---|-------------|-------------|
| Cash flows from operating activities | | |
| Receipts from customers and users | \$ 534,583 | \$ 365,348 |
| Payments to suppliers | (1,502,837) | (827,256) |
| Payments to employees | (115,720) | (110,297) |
| Net cash used in operating activities | (1,083,974) | (572,205) |
| Cash flows from investing activities | | |
| Interest income on investments | - | 3 |
| Net cash provided by investing activities | - | 3 |
| Cash flows from non-capital financing activities | | |
| Receipts from operating grants | 255,943 | 223,194 |
| Net cash provided by non-capital financing activities | 255,943 | 223,194 |
| Cash flows from capital and related financing activities | | |
| Purchases of capital assets | - | (1,943,177) |
| Receipts from capital grants | 846,070 | 1,248,425 |
| Capital contributions | 125,796 | 971,589 |
| Net cash provided by capital and related financing activities | 971,866 | 276,837 |
| Net change in cash and cash equivalents | 143,835 | (72,171) |
| Cash and cash equivalents | | |
| Beginning | 129,868 | 202,039 |
| Ending | \$ 273,703 | \$ 129,868 |

(Continued)

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

**STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED SEPTEMBER 30, 2023 AND 2022**

| | <u>2023</u> | <u>2022</u> |
|--|-----------------------|---------------------|
| Reconciliation of operating loss to net cash used in operating activities | | |
| Operating loss | \$ (1,544,327) | \$ (1,561,139) |
| Adjustments to reconcile operating loss to net cash used in operating activities | | |
| Depreciation | 800,302 | 864,589 |
| Changes in assets and liabilities | | |
| (Increase) decrease in accounts receivable | 50,604 | (33,836) |
| Increase (decrease) in accounts payable and accrued liabilities | (390,553) | 158,181 |
| Net cash used in operating activities | <u>\$ (1,083,974)</u> | <u>\$ (572,205)</u> |

The accompanying notes are an integral part of these financial statements.

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 1. ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

Organization:

The Ocean Highway and Port Authority of Nassau County (the "Authority") was created by the Florida Legislature and established in Florida Statutes in 1941 as an "Independent Special District". The Authority provides oversight of the Port of Fernandina and aids in the establishment and expansion of commercial enterprises for the benefit of the citizens of Nassau County and the State of Florida. The Authority's facilities handle import and export containerized, bulk and general cargos.

The Authority operates primarily as a self-supporting governmental enterprise and uses the accrual basis of accounting applicable to governmental enterprise funds. The Authority has no stockholders or equity holders and is directed by a five member governing board of port commissioners who serve staggered terms of four years. The five members are duly elected from the five congruent districts within Nassau County, Florida.

Significant Accounting Policies:

Basis of Accounting:

The accompanying financial statements are prepared on the accrual basis of accounting, under which revenues are recognized when earned and measurable and expenses are recognized when they are incurred, if measurable, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue when all eligibility requirements imposed by the provider are met. Revenues collected on an advance basis, including certain federal and state grant revenue, to which the Authority does not yet have legal entitlement, are not recognized as revenue until the related commitment arises. In accounting and reporting for its operations, the Authority applies all Governmental Accounting Standards Board (GASB) pronouncements.

The Authority is considered a special purpose government engaged in business-type activities which are those activities primarily supported by user fees and charges. As such, the Authority presents only the statements required of enterprise funds, which includes the statement of net position, statement of revenues, expenses and changes in net position, and the statement of cash flows.

The Authority has sole jurisdiction to set rates for the services rendered to customers. These rates are not currently subject to regulation by any federal, State of Florida, or similar agency. Reserves for doubtful accounts, allowances and rebates are maintained based on historical results adjusted to reflect current conditions.

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

NOTES TO FINANCIAL STATEMENTS

**NOTE 1. ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES
(CONTINUED)**

Significant Accounting Policies: (Continued)

Basis of Accounting: (Continued)

Proprietary funds distinguish operating revenues and expenses from non-operating revenues and expenses. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the fund's principal ongoing operation. The principal operating revenues for the Authority's proprietary fund are charges to customers for sales and services. Operating expenses include direct expenses of providing the goods and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Revenues are invoiced and collected per the contractual agreement with the port operator, Nassau Terminals, a subsidiary of Worldwide Terminals.

When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first.

Cash and Cash Equivalents:

For the purposes of the statement of cash flows, the Authority considers all demand deposits, money market funds, bond reserve funds, and short-term investments purchased with an initial maturity of three months or less to be cash equivalents.

Accounts Receivable:

Trade accounts receivable include billed, but uncollected amounts. Allowances for doubtful accounts are maintained based on historical results adjusted to reflect current conditions. Determination as to the collectability is based on the aging of the receivable and payment history of the customer.

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 1. ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Significant Accounting Policies: (Continued)

Capital Assets:

Capital assets constructed or purchased are stated at cost. Capital assets are defined by the Authority as assets with an initial, individual cost of \$1,000 and an estimated useful life in excess of one year. Expenditures for maintenance, repairs and minor renewals and betterments are expensed as incurred. Major renewals and betterments are treated as property additions. Maintenance and repairs of capital assets are charged to operations and major improvements are capitalized. Upon retirement, sale or other disposition of capital assets, the cost and accumulated depreciation is eliminated from the accounts and gain or loss is recognized. There were no gains or losses recognized on disposals for the years ended September 30, 2023 and 2022.

Depreciation commences when a project is ready for its intended use or when equipment is placed in service and is computed using the straight-line method over the following estimated useful lives of assets:

| | |
|-------------------------|----------------|
| Port improvements | 10 to 30 years |
| Tradeplex improvements | 30 years |
| Buildings | 30 years |
| Machinery and equipment | 3 to 20 years |
| Dredge project | 10 years |
| Security projects | 30 years |

Management Estimates:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that may affect the reported amounts of certain assets and liabilities and disclosures of contingencies at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Budgets and Budgetary Accounting:

The Authority adopts an annual budget for its operations. The budget is formally reviewed and approved by the Authority's Board of Commissioners. Budgets are prepared on the accrual basis. Neither the Authority's statute nor any bond covenants require the Authority to report budgetary information in its financial statements.

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 1. ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Significant Accounting Policies: (Continued)

Deferred Outflows/Inflows of Resources:

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. The Authority did not have any items that qualified for reporting in this category.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Authority did not have any items that qualified for reporting in this category.

NOTE 2. CASH AND CASH EQUIVALENTS

As of September 30, 2023 and 2022, deposits that are considered cash and cash equivalents include bank demand accounts and bond reserve funds which are invested in U.S. Treasury funds. The Authority maintains its cash balances at various financial institutions, which are insured by the FDIC for up to \$250,000. As of September 30, 2023 and 2022, the Authority did not have any uninsured demand account cash balances.

Custodial credit risk. Custodial credit risk for deposits is the risk that, in the event of a depository financial institution's failure, the Authority's deposits may not be returned. The Authority's policy for custodial credit risk requires collateral to be held in the Authority's name by its agent or by the bank's trust department.

Credit risk. Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. As the Authority currently has no investments, credit risk is not applicable as of September 30, 2023.

Interest rate risk. The Authority does not have a formal investment policy limiting investment maturities as part of managing its exposure to fair value losses arising from increasing interest rates. However, the Authority has minimal interest rate risk as cash and cash equivalents have maturity dates of less than one year. In addition, the majority of cash is held in short-term U.S. Treasury investments.

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 3. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2023 is as follows:

| | <u>Beginning Balance</u> | <u>Increases</u> | <u>Decreases</u> | <u>Transfers</u> | <u>Ending Balance</u> |
|---|------------------------------|---------------------|------------------|------------------|---------------------------|
| Capital assets, not being depreciated | | | | | |
| Land | \$ 3,183,736 | \$ - | \$ - | \$ - | \$ 3,183,736 |
| Total | <u>3,183,736</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>3,183,736</u> |
| Capital assets, being depreciated | | | | | |
| Port improvements | 29,356,433 | - | - | - | 29,356,433 |
| Tradeplex improvements | 1,013,339 | - | - | - | 1,013,339 |
| Machinery and equipment | 9,351,603 | - | - | - | 9,351,603 |
| Buildings | 772,000 | - | - | - | 772,000 |
| Security projects | 762,118 | - | - | - | 762,118 |
| Dredge project | 929,084 | - | - | - | 929,084 |
| Total | <u>42,184,577</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>42,184,577</u> |
| Less accumulated depreciation for | | | | | |
| Port improvements | (25,700,243) | (358,223) | - | - | (26,058,466) |
| Tradeplex improvements | (938,780) | (33,778) | - | - | (972,558) |
| Machinery and equipment | (1,378,848) | (382,897) | - | - | (1,761,745) |
| Buildings | (772,000) | - | - | - | (772,000) |
| Security projects | (435,081) | (25,404) | - | - | (460,485) |
| Dredge project | (929,084) | - | - | - | (929,084) |
| Total | <u>(30,154,036)</u> | <u>(800,302)</u> | <u>-</u> | <u>-</u> | <u>(30,954,338)</u> |
| Total capital assets, being depreciated, net | <u>12,030,541</u> | <u>(800,302)</u> | | - | <u>11,230,239</u> |
| Total capital assets, net | <u>\$ 15,214,277</u> | <u>\$ (800,302)</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 14,413,975</u> |

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 3. CAPITAL ASSETS (CONTINUED)

Capital asset activity for the year ended September 30, 2022 is as follows:

| | <u>Beginning Balance</u> | <u>Increases</u> | <u>Decreases</u> | <u>Transfers</u> | <u>Ending Balance</u> |
|---|------------------------------|---------------------|------------------|--------------------|---------------------------|
| Capital assets, not being depreciated | | | | | |
| Land | \$ 3,183,736 | \$ - | \$ - | \$ - | \$ 3,183,736 |
| Construction in progress | 3,365,630 | 1,943,177 | - | (5,308,807) | - |
| Total | <u>6,549,366</u> | <u>1,943,177</u> | <u>-</u> | <u>(5,308,807)</u> | <u>3,183,736</u> |
| Capital assets, being depreciated | | | | | |
| Port improvements | 29,356,433 | - | - | - | 29,356,433 |
| Tradeplex improvements | 1,013,339 | - | - | - | 1,013,339 |
| Machinery and equipment | 4,042,796 | - | - | 5,308,807 | 9,351,603 |
| Buildings | 772,000 | - | - | - | 772,000 |
| Security projects | 762,118 | - | - | - | 762,118 |
| Dredge project | 929,084 | - | - | - | 929,084 |
| Total | <u>36,875,770</u> | <u>-</u> | <u>-</u> | <u>5,308,807</u> | <u>42,184,577</u> |
| Less accumulated depreciation for | | | | | |
| Port improvements | (25,277,733) | (422,510) | - | - | (25,700,243) |
| Tradeplex improvements | (905,002) | (33,778) | - | - | (938,780) |
| Machinery and equipment | (995,951) | (382,897) | - | - | (1,378,848) |
| Buildings | (772,000) | - | - | - | (772,000) |
| Security projects | (409,677) | (25,404) | - | - | (435,081) |
| Dredge project | (929,084) | - | - | - | (929,084) |
| Total | <u>(29,289,447)</u> | <u>(864,589)</u> | <u>-</u> | <u>-</u> | <u>(30,154,036)</u> |
| Total capital assets, being depreciated, net | <u>7,586,323</u> | <u>(864,589)</u> | <u>-</u> | <u>5,308,807</u> | <u>12,030,541</u> |
| Total capital assets, net | <u>\$ 14,135,689</u> | <u>\$ 1,078,588</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 15,214,277</u> |

Depreciation expense for the years ended September 30, 2023 and 2022 was \$800,302 and \$864,589, respectively.

NOTE 4. CONDUIT DEBT

The Authority in prior years has issued conduit debt in the form of a solid waste pollution control revenue bond to provide financial assistance to a private-sector entity for the construction of wastewater treatment facilities deemed to be in the public interest. Conduit debt refers to certain limited-obligation revenue bonds or similar debt instruments issued by the Authority for the express purpose of providing capital financing for a specific nongovernmental third-party. Although conduit debt bears the name of the Authority as issuer, it is collateralized by the resources provided by the loan with the third-party on whose behalf they are issued. The Authority acts solely as a conduit issuer with respect to the debt.

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 4. CONDUIT DEBT (CONTINUED)

Conduit debt is collateralized by the property financed and is payable solely from payments received on the underlying mortgage loans. Upon repayment of the revenue bonds, ownership of the acquired facilities transfers to the private-sector entity served by the bond issue. None of the assets or revenues of the Authority are pledged to the payment of the revenue bonds and under the constitution and laws of Florida, the Authority may not legally pledge any of its revenues or assets to the payment thereof. Neither the Authority, the state nor any political subdivision thereof, is obligated in any manner for the repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements. The private sector entity was unable to provide the carrying amount of the outstanding bonds at September 30, 2023 and 2022.

NOTE 5. MANAGEMENT AGREEMENT

Through October 18, 2018, Nassau Terminals operated the Port of Fernandina under an 11 year contract, with an option of an additional 11 year term. Nassau Terminals exercised its option for an additional 11 year term on December 1, 2011. Under the terms of the contract, Nassau Terminals agrees to pay the Authority an annual fee, which is adjusted annually by the consumer price index. During fiscal year 2019, the annual fee was \$84,648. In addition, Nassau Terminals agreed to pay the Authority dockage and wharfage that is invoiced and collected. The current tariff for wharfage is \$3.05 and \$2.50 per ton on general and containerized cargo, respectively. In addition, Nassau Terminals pays the Authority \$1.50 per short ton as a use fee. The agreement provided for equal distribution to Nassau Terminals and the Authority of any excess of port revenue over debt service based on certain mutually agreed-upon conditions.

Effective October 19, 2018, the above agreement was amended and the duration extended for a period of ten years, with two optional additional terms of 12 years. Nassau Terminals agrees to pay the Authority \$251,675 (can be adjusted for inflation) annually for the entire term of the contract. During 2023, this amount was increased to \$316,590 for inflation. In addition, Nassau Terminals agrees to contribute \$50,000 in 2019 and 2020 toward the Development of Regional Impact payments due from the Authority to the City of Fernandina Beach. Nassau Terminals further agrees to pay the Authority \$1.50 per short ton up to 549,999 tons per annum, \$1.25 per short ton from 550,000 tons up to 649,999 tons per annum, \$1.00 per short ton over 650,000 tons per annum, and \$.91 per short ton in facility use fees for bulk and general cargo. The agreement provides for equal distribution to Nassau Terminals and the Authority of any new revenue streams added subsequent to the date of the agreement.

The agreement meets the requirements of GASB 60, *Accounting and Financial Reporting for Service Concession Arrangements*.

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 6. RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts, including, but not limited to: theft of assets; damage to and destruction of assets; errors and omissions; general liabilities; and natural disasters for which the Authority carries commercial insurance. There have been no significant reductions of insurance coverage, and settlement amounts have not exceeded insurance coverage for the current or the three prior years. The operating agreement provides for the operating company to provide liability and workers' compensation insurance for the facility.

NOTE 7. COMMITMENTS AND CONTINGENCIES

During 1995, the Authority installed water and wastewater facilities on Tradeplex County Road and Tradeplex Secondary Road as part of the Ocean Highway and Port Authority Nassau County Industrial Complex (the "Project"). On February 25, 1999, the Authority agreed to a long-term rent free, lease agreement for the equipment and facilities to United Water Florida, Inc. in exchange for the operation and maintenance of the leased facilities. The lease agreement expires on December 31, 2097.

The Authority receives revenues from various federal and state grants. These grants are for specific purposes and are subject to review and audit by the grantor agencies. Such audits could result in disallowed expenditures under the terms of the grants. Based upon prior experience, Authority management believes such disallowances, if any, would be immaterial.

The Authority is involved in legal actions which, in the opinion of management, will not have a material effect on the financial statements of the Authority.

NOTE 8. SUBSEQUENT EVENTS

The Authority has evaluated all subsequent events through February 7, 2024 the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

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OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

**SCHEDULE OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION - BUDGET AND ACTUAL
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

| | <u>Original and Final Budget</u> | <u>Actual</u> | <u>Variance with Final Budget</u> |
|--|--------------------------------------|----------------------|---------------------------------------|
| Operating revenues | | | |
| Contract payments | \$ 332,017 | \$ 332,246 | \$ 229 |
| Miscellaneous | 72,262 | 151,733 | 79,471 |
| Operating revenues | <u>404,279</u> | <u>483,979</u> | <u>79,700</u> |
| Operating expenses | | | |
| Port security | 216,262 | 255,943 | (39,681) |
| Professional fees | 332,700 | 357,094 | (24,394) |
| Commissioners fees | 120,000 | 120,000 | - |
| Miscellaneous | 234,341 | 476,514 | (242,173) |
| Dues and subscriptions | 1,854 | 18,453 | (16,599) |
| Depreciation | - | 800,302 | (800,302) |
| Operating expenses | <u>905,157</u> | <u>2,028,306</u> | <u>(1,123,149)</u> |
| Operating loss | <u>(500,878)</u> | <u>(1,544,327)</u> | <u>(1,043,449)</u> |
| Non-operating income | | | |
| Port security reimbursements | 216,262 | 255,943 | 39,681 |
| Non-operating income, net | <u>216,262</u> | <u>255,943</u> | <u>39,681</u> |
| Capital contributions | <u>529,597</u> | <u>895,788</u> | <u>366,191</u> |
| Change in net position | 244,981 | (392,596) | (637,577) |
| Total net position, beginning of year | <u>15,031,073</u> | <u>15,031,073</u> | - |
| Total net position, end of year | <u>\$ 15,276,054</u> | <u>\$ 14,638,477</u> | <u>\$ (637,577)</u> |

The accompanying notes are an integral part of these financial statements.

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OTHER INDEPENDENT AUDITOR'S REPORTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Commissioners
Ocean Highway and Port Authority of Nassau County
Fernandina Beach, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Ocean Highway and Port Authority of Nassau County (the "Authority"), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated February 7, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Mauldin & Jenkins, LLC". The signature is written in a cursive, flowing style.

Bradenton, Florida
February 7, 2024

INDEPENDENT AUDITOR'S MANAGEMENT LETTER

Board of Commissioners
Ocean Highway and Port Authority of Nassau County
Fernandina Beach, Florida

Report on the Financial Statements

We have audited the financial statements of the Ocean Highway and Port Authority of Nassau County (the "Authority") as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated February 7, 2024.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Chapter 10.550, Rules of the Auditor General.

Other Reports and Schedule

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and On Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Schedule of Findings and Responses; and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated February 7, 2024, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings or recommendations in the preceding annual financial audit report requiring correction.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The Ocean Highway and Port Authority of Nassau County is an independent special district, created by the Florida Legislature and established in Florida Statutes in 1941. The Authority has no component units.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Authority has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the Authority did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the Authority's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Specific Information

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the Authority reported:

- a. There were seven employees compensated in the last pay period of the Authority's fiscal year.
- b. There were no independent contractors to whom nonemployee compensation was paid in the last month of the Authority's fiscal year.
- c. Total compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency for the year was \$276,947.
- d. The compensation earned or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency for the year was \$0.
- e. There were no construction projects with a total cost of at least \$65,000 approved by the Authority that began on or after October 1 of the fiscal year being reported.
- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the Authority amends a final adopted budget under Section 189.016(6), Florida Statutes, is reflected on page 20.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the Board of Commissioners and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Mauldin & Jenkins, LLC

Bradenton, Florida
February 7, 2024

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OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

SCHEDULE OF FINDINGS AND RESPONSES
SEPTEMBER 30, 2023

SECTION I
SUMMARY OF AUDIT RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:
Material weaknesses identified? Yes No

Significant deficiency identified not considered to be material weaknesses? Yes None reported

Noncompliance material to financial statements noted? Yes No

Federal Programs and State Financial Assistance Projects

There was not an audit of major federal award programs or state financial assistance projects as of September 30, 2023 due to the total amount expended being less than \$750,000.

SECTION II
FINANCIAL STATEMENT FINDINGS AND RESPONSES

None noted.

SECTION III
STATE AWARDS FINDINGS AND QUESTIONED COSTS

None noted.

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

**SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

None reported.

INDEPENDENT ACCOUNTANT'S REPORT

Board of Commissioners
Ocean Highway and Port Authority of Nassau County
Fernandina Beach, Florida

We have examined the Ocean Highway and Port Authority of Nassau County's (the "Authority") compliance with Section 218.415, Florida Statutes, regarding the investment of public funds during the year ended September 30, 2023. Management of the Authority is responsible for the Authority's compliance with those requirements. Our responsibility is to express an opinion on the Authority's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Authority complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Authority complied with the specified requirements. The nature, timing and extent of the procedures selected depend on our judgement, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

Our examination does not provide a legal determination on the Authority's compliance with specified requirements.

In our opinion, the Authority complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2023.

This report is intended solely for the information and use of the Authority and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.

Mauldin & Jenkins, LLC

Bradenton, Florida
February 7, 2024

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OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY



Auditor's Discussion and Analysis Presentation of Financial and Compliance Audit Results September 30, 2023

Presented by:
Wade Sansbury, CPA



OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY
AUDITOR'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2023

PURPOSE OF THE AUDITOR'S DISCUSSION AND ANALYSIS

- ◆ Engagement Team and Firm Information.
- ◆ Overview of:
 - Audit Opinion;
 - Financial Statements;
 - Compliance Report.
- ◆ Required Communications under *Government Auditing Standards*.
- ◆ Accounting Recommendations and Related Matters.
- ◆ Answer Questions.



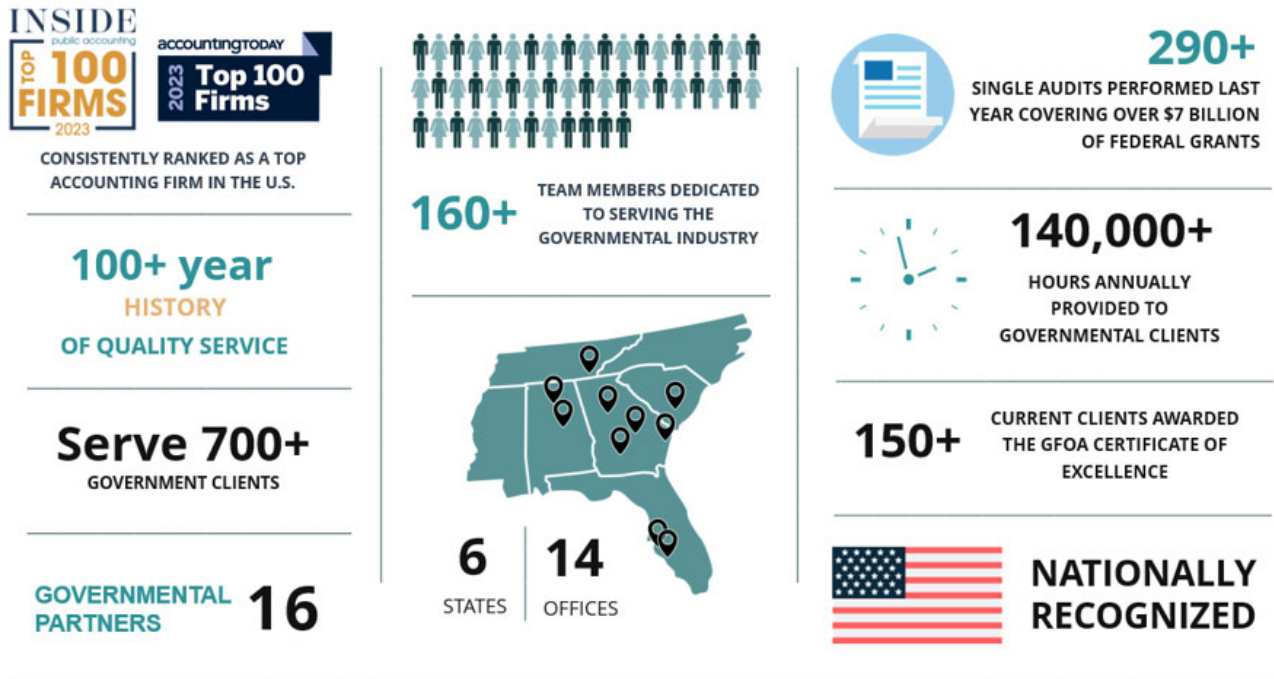
VISION

To be a trusted advisor, earning trust and building respect through our consistent commitment to sustainable excellence, leadership, and integrity.



OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY
AUDITOR'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2023

MAULDIN & JENKINS – BY THE NUMBERS



Engagement Team Leaders for the Authority Include:

- Wade Sansbury, Engagement Lead Partner: 29 years of experience, 100% governmental.
- Trey Scott, Quality Assurance Partner: 14 years of experience, 100% governmental.

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

AUDITOR'S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2023

MAULDIN & JENKINS – ADDITIONAL INFORMATION

Other Industries and Services by Mauldin & Jenkins:

Each of Mauldin & Jenkins' offices provides a wide variety of services to a broad range of clientele. We have partners and managers who are responsible for specialized practice areas of auditing and accounting, taxes and management advisory services. Their purpose, as leaders in the particular practice area, is to establish policies with respect to technical matters in these specific areas and ensure that the quality of the Firm's practice is maintained.

Industries Served: Over the years our partners have developed expertise in certain industries representative of a cross section of the Florida economy, including:

- Governmental Entities (state entities, cities, counties, school systems, business type operations, libraries, and other special purpose entities)
- SEC Registrants
- Wholesale Distribution
- Agri-Businesses
- Manufacturing
- Professional Services
- Employee Benefit Plans
- Financial Institutions (community banks, savings and loans, thrifts, credit unions, mortgage companies, and finance companies)
- Non-Profit Organizations
- Retail Businesses
- Long-Term Healthcare
- Construction and Development
- Individuals, Estates and Trusts
- Real Estate Management

Services Provided: This diversity of practice enables our personnel to experience a wide variety of business, accounting and tax situations. We provide the traditional and non-traditional services such as:

- Financial Audit/Review/Compilation
- Compliance Audits and Single Audits
- Agreed-Upon Procedures
- Forensic Audits
- Bond Issuance Services
- Performance Audits
- State Sales Tax Matters
- International Tax Matters
- Business and Strategic Planning
- Profitability Consulting
- Budgeting
- Buy-Sell Agreements and Business Valuation Issues
- Income Tax Planning and Preparation
- Multi-State Income Tax Issues
- Information Systems Consulting
- Cost Accounting Analysis
- Healthcare Cost Reimbursement
- Outsourced Billing Services
- Fixed Asset Inventories
- Succession and Exit Strategy Consulting
- Estate Planning
- Management Information Systems
- Employee Benefit Plan Administration
- Merger/Acquisition and Expansion Financing

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY
AUDITOR'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2023

INDEPENDENT AUDITOR'S REPORT

The standard independent auditor's report for governmental units has specific sections of significance to readers of the financial report.

Opinion

We have issued an unmodified audit report which is the highest form of assurance we can render with regard to the fairness of financial information on which we are opining. The financial statements are considered to present fairly the financial position and results of operations as of, and for the year ended September 30, 2023.

Management's Responsibility for the Financial Statements

The financial statements are the responsibility of management.

Auditor's Responsibility

Our responsibility, as external auditors, is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We planned and performed our audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Other Matters

Certain required supplementary information and other information is included in the financial report, and as directed by relevant auditing standards, we have not expressed an opinion or provided any assurance on the respective information.

Other Reporting

Government Auditing Standards require auditors to issue a report on our consideration of internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. We have issued such a report and reference to this report is included in the independent auditor's report.



OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY
AUDITOR'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2023

REQUIRED COMMUNICATIONS

**The Auditor's Responsibility Under *Government Auditing Standards*
and Auditing Standards Generally Accepted in the United States of America**

Our audit of the financial statements of the Ocean Highway and Port Authority of Nassau County, Florida (the "Authority") for the year ended September 30, 2023, was conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error, fraudulent financial reporting or misappropriation of assets. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. Accordingly, the audit was designed to obtain reasonable, rather than absolute, assurance about the financial statements. We believe our audit accomplishes that objective.

In accordance with *Government Auditing Standards*, we have also performed tests of controls and compliance with laws and regulations that contribute to the evidence supporting our opinion on the financial statements. However, they do not provide a basis for opining on the Authority's internal control or compliance with laws and regulations.

Accounting Policies

Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Authority. There were no significant new accounting policies or standards implemented this year. There are new accounting standards, which will be required to be implemented in the coming years. These are discussed later in this document.

In considering the qualitative aspects of the Authority's accounting policies, we did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus. The Authority's policies relative to the timing of recording of transactions are consistent with GAAP and typical government organizations.

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Management Judgments and Accounting Estimates

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. Management has informed us they used all the relevant facts available to them at the time to make the best judgments about accounting estimates and we considered this information in the scope of our audit. We considered this information, and the qualitative aspects of management's calculations, in evaluating the Authority's significant accounting estimates. Estimates significant to the financial statements include such items as the estimated allowance for uncollectible accounts receivable and the estimated useful lives of capital assets.

Financial Statement Disclosures

The footnote disclosures to the financial statements are also an integral part of the financial statements. The process used by management to accumulate the information included in the disclosures was the same process used in accumulating the financial statements and the accounting policies described above are included in those disclosures. The overall neutrality, consistency, and clarity of the disclosures was considered as part our audit and in forming our opinion on the financial statements.

Significant Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management relating to audit performance.

Audit Adjustments

During our audit of the Authority's basic financial statements as of and for the year ended September 30, 2023, there were several adjustments proposed. The detail of the proposed adjustments has been provided to management. All adjustments have been discussed with and approved by management.

Uncorrected Misstatements

We had no passed adjustments.

Disagreements with Management

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on significant matters, the scope of the audit or significant disclosures to be included in the financial statements.

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Representation from Management

We requested written representations from management relating to the accuracy of information included in the financial statements and the completeness and accuracy of various information requested by us, during the audit. Management properly provided those written representations.

Management's Consultations with Other Accountants

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

Significant Issues Discussed with Management

There were no significant issues discussed with management related to business conditions, plans, or strategies that may have affected the risk of material misstatement of the financial statements. We are not aware of any consultations management had with us (or other accountants) about accounting or auditing matters. No major issues were discussed with management prior to our retention to perform the aforementioned audit.

Other Information in Documents Containing Audited Financial Statements

We are not aware of any other documents that contain the audited basic financial statements other than the Annual Report published by the Authority. If such documents were to be published, we have a responsibility to determine that such financial information was not materially inconsistent with the audited statements of the Authority.

Independence

We are independent of the Authority, and all related organizations, in accordance with auditing standards promulgated by the American Institute of Public Accountants and *Government Auditing Standards*, issued by the Comptroller General of the United States.

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ACCOUNTING RECOMMENDATIONS AND RELATED MATTERS

The following is considered to be a management recommendation for improvement and is only reflected herein.

Grants Management

The Authority is occasionally eligible for certain federal and state grants which typically are brought forth by the port Operator but made out to the Authority for the benefit of the Authority and port. As there has not been a standard practice in prior years, we recommend the Authority consider developing and implementing more detailed grantee and Operator oversight policies and procedures. Areas of focus should include:

- enhanced reporting and communication protocols,
- more frequent reporting, and
- regular organization reviews of Operator/grantee eligible activities and expenditures.

The Authority should also consider establishing interim benchmarks for performance and expenditure progress as well as developing a grantee/Operator processes and procedures manual that accompanies all agreements to outline expectations for grantee/Operator reporting, communication, and documentation. These changes would give the Authority proper oversight of the grant process from start to finish and thus more control of the overall activities.

Other Matters for Communication to the Commission and Management

During our audit of the financial statements as of and for the year ended September 30, 2023 we noted other matters which we wish to communicate to you in an effort to keep the Authority abreast of accounting matters that could present challenges in financial reporting in future periods.

New Governmental Accounting Standards Board (GASB) Standards



As has been the case for the past ten years, GASB has issued several other new pronouncements which will be effective in future years. The following is a brief summary of the new standards:

- a) **Statement No. 99, *Omnibus 2022*** was issued in April 2022 and contains multiple different effective dates for the guidance based on the differing topics. The practice issues addressed by this statement are as follows:
 - Classification and reporting of derivative instruments within the scope of Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, that do not meet the definition of either an investment derivative instrument or a hedging derivative instrument.



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- Clarification of provisions in Statement No. 87, *Leases*, as amended, related to the determination of the lease term, classification of a lease as a short-term lease, recognition and measurement of a lease liability and a lease asset, and identification of lease incentives.
- Clarification of provisions in Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, related to the determination of the public-private and public-public partnership (PPP) term and recognition and measurement of installment payments and the transfer of the underlying PPP asset.
- Clarification of provisions in Statement No. 96, *Subscription-Based Information Technology Arrangements*, related to the subscription-based information technology arrangement (SBITA) term, classification of a SBITA as a short-term SBITA, and recognition and measurement of a subscription liability.
- Extension of the period during which the London Interbank Offered Rate (LIBOR) is considered an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap that hedges the interest rate risk of taxable debt.
- Accounting for the distribution of benefits as part of the Supplemental Nutrition Assistance Program (SNAP).
- Disclosures related to nonmonetary transactions.
- Pledges of future revenues when resources are not received by the pledging government.
- Clarification of provisions in Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, as amended, related to the focus of the government-wide financial statements.
- Terminology updates related to certain provisions of Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*.
- Terminology used in Statement No. 53 to refer to resource flows statements.

The requirements of Statement No. 99 are effective as follows:

- The requirements related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement No. 34, as amended, and terminology updates related to Statement No. 53 and Statement No. 63 are effective upon issuance.
- The requirements related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.

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- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement No. 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

b) Statement No. 100, *Accounting Changes and Error Corrections* was issued in June 2022 and is effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

The primary objective of this statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

This statement defines *accounting changes* as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. As part of those descriptions, for: (1) certain changes in accounting principles, and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability. This statement also addresses corrections of errors in previously issued financial statements.

This statement prescribes the accounting and financial reporting for: (1) each type of accounting change, and (2) error corrections. This statement requires that: (a) changes in accounting principles and error corrections be reported retroactively by restating prior periods, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimates be reported prospectively by recognizing the change in the current period. The requirements of this statement for changes in accounting principles apply to the implementation of a new pronouncement in absence of specific transition provisions in the new pronouncement. This statement also requires that the aggregate amount of adjustments to and restatements of beginning net position, fund balance, or fund net position, as applicable, be displayed by reporting unit in the financial statements.

This statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated.

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Furthermore, this statement addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). For periods that are earlier than those included in the basic financial statements, information presented in RSI or SI should be restated for error corrections, if practicable, but not for changes in accounting principles.

- c) **Statement No. 101, *Compensated Absences*** was issued in June 2022 and is effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter.

This statement requires that liabilities for compensated absences be recognized for: (1) leave that has not been used, and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if: (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time-off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time-off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit post-employment benefits should not be included in a liability for compensated absences.

This statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. This statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used.

This statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

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- d) **Statement No. 102, Certain Risk Disclosures** was issued in December 2023 and is effective for fiscal years beginning after June 15, 2024 and all reporting periods thereafter.

State and local governments face a variety of risks that could negatively affect the level of service they provide or their ability to meet obligations as they come due. Although governments are required to disclose information about their exposure to some of those risks, essential information about other risks that are prevalent among state and local governments is not routinely disclosed because it is not explicitly required. The objective of this statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints.

This statement defines a concentration as a lack of diversity related to an aspect of a significant inflow of resources or outflow of resources. A constraint is a limitation imposed on a government by an external party or by formal action of the government's highest level of decision-making authority. Concentrations and constraints may limit a government's ability to acquire resources or control spending.

This statement requires a government to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact. Additionally, this statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.

If a government determines that those criteria for disclosure have been met for a concentration or constraint, it should disclose information in notes to financial statements in sufficient detail to enable users of financial statements to understand the nature of the circumstances disclosed and the government's vulnerability to the risk of a substantial impact. The disclosure should include descriptions of the following:

- The concentration or constraint.
- Each event associated with the concentration or constraint that could cause a substantial impact if the event had occurred or had begun to occur prior to the issuance of the financial statements.
- Actions taken by the government prior to the issuance of the financial statements to mitigate the risk.

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- e) **Other Pending or Current GASB Projects.** As noted by the numerous pronouncements issued by GASB over the past decade, the GASB continues to research various projects of interest to governmental units. Subjects of note include:
- **Re-Examination of the Financial Reporting Model.** GASB has added this project to its technical agenda to make improvements to the existing financial reporting model (established via GASB 34). Improvements are meant to enhance the effectiveness of the model in providing information for decision-making and assessing a government's accountability. GASB anticipates issuance of a final standard in late 2023 or early 2024.
 - **Revenue and Expense Recognition** is another long-term project where the GASB is working to develop a comprehensive application model for recognition of revenues and expenses from non-exchange, exchange, and exchange-like transactions. The final standard is expected in mid-2027.
 - **Going Concern Uncertainties and Severe Financial Stress** is a major project where the goal is to address issues related to disclosures regarding going concern uncertainties and severe financial stress. The project will consider: (1) improvements to existing guidance for going concern considerations to address diversity in practice and clarify the circumstances under which disclosure is appropriate, (2) developing a definition of severe financial stress and criteria for identifying when governments should disclose their exposure to severe financial stress, and (3) what information about a government's exposure to severe financial stress is necessary to disclose. This technical topic is being examined by the GASB due to a wide diversity in practice regarding required presentation on the face of the financial statements, disclosures, etc. An exposure draft on this topic is expected by mid-2025.

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COMPLIMENTARY CONTINUING EDUCATION
AND NEWSLETTERS FOR GOVERNMENTAL CLIENTS

Complimentary Continuing Education. We provide complimentary continuing education for all of our governmental clients. Each quarter, we pick a couple of significant topics tailored to be of interest to governmental entities. We have been providing these complimentary services virtually to allow for a wider array of clients to attend. We obtain the input and services of experienced outside speakers along with providing the instruction utilizing our in-house professionals. We hope the Authority staff and officials can participate in this opportunity, and that it will be beneficial to them. Examples of subjects addressed in the past include:

- Accounting for Debt Issuances
- ACFR Preparation (several times including a two-day hands-on course)
- Achieving Excellence in Financial Reporting
- Best Budgeting Practices, Policies and Processes
- Capital Asset Accounting Processes and Controls
- Component Units
- Cybersecurity Risk Management
- Evaluating Financial and Non-Financial Health of a Local Government
- Financial Report Card – Where Does Your Government Stand?
- Financial Reporting Model Improvements
- GASB No. 84, Fiduciary Activities
- GASB No. 87, Leases
- GASB Projects & Updates (ongoing and several sessions)
- Grants (Accounting and Auditing)
- Human Capital Management
- Information Technology (IT) Risk Management
- Internal Controls Over Accounts Payable, Payroll and Cash Disbursements
- Internal Controls Over Receivables & the Revenue Cycle
- Internal Revenue Service (IRS) Compliance Issues, Primarily Payroll Matters
- Legal Considerations for Debt Issuances & Disclosure Requirements
- Policies and Procedures Manuals
- Presenting Financial Information to Non-Financial People
- Procurement Card Red Flags
- Risk, Efficiency, & Effectiveness in Governments
- Segregation of Duties
- Single Audits for Auditees
- Uniform Grant Guidance

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Governmental Newsletters. We periodically produce newsletters tailored to meet the needs of governments. The newsletters have addressed a variety of subjects and are intended to be timely in their subject matter. The newsletters are authored by Mauldin & Jenkins partners and managers, and are not purchased from an outside Foundation. The newsletters are intended to keep you informed of current developments in the government finance environment.

In the past several years, the following topics have been addressed in our monthly newsletters:

- Are Your Government's Funds Secure?
- COVID-19 Updates (several)
- Cybersecurity Awareness
- Employee vs Independent Contractor
- Federal Funding and Accountability Transparency Act
- Forensic Audit or Financial Audit?
- GASB Invitation to Comment – the New Financial Reporting Model
- Grants Management
- OMB Compliance Supplements
- Property Tax Assessments
- Remote Auditing Best Practices
- Refunding Debt
- Rotating or Not Rotating Auditors
- Sales Tax Collections and Remittances by the State
- SAS Clarity Standards and Group Audits
- Single Audit, including Uniform Guidance (several)
- Various GASB statements

Communication. In an effort to better communicate our complimentary continuing education plans and newsletters, please email Paige Vercoe at pvercoe@mjcpa.com and provide to her individual names, mailing addresses, email addresses, and phone numbers of anyone you wish to participate and be included in our database.

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CLOSING

If you have any questions regarding any of the items set forth in this memorandum, we will be pleased to discuss it with you at your convenience.

This information is intended solely for the use of the Authority's management, and others within the Authority's organization and is not intended to be and should not be used by anyone other than these specified parties. We appreciate the opportunity to serve the Ocean Highway and Port Authority of Nassau County, Florida and look forward to serving the Authority in the future.

Thank you.



Minutes

OCEAN HIGHWAY & PORT AUTHORITY



Miriam R. Hill – Vice Chairwoman, District 1
Danny Fullwood – Chairman, District 2
Justin Taylor – Secretary/Treasurer, District 3
Ray Nelson – Commissioner, District 4
Mike Cole – Commissioner, District 5

Executive/Monthly Meeting Minutes

March 13, 2023

The Ocean Highway and Port Authority, Nassau County, held an Executive/Monthly Meeting on Wednesday, March 13, 2024 at the Peck Center, Willie Mae Ashley Auditorium, 516 S 10th Street, Fernandina Beach, FL 32034.

1. Executive Session (Shade meeting)

The OHPA Board public meeting was called to order at 5:00 PM by Chair Hill. Mr. Krechowski, Port Attorney, made a statement requesting a shade meeting to discuss Case #2020-CA-284, *PILOT/ City of Fernandina v. OHPA*. The shade meeting was convened in a separate room with the full Board (Vice Chair Taylor joined late); Mr. Krechowski, Port Attorney; and a court reporter present. The shade meeting concluded at approximately 5:45 PM, and the conclusion and termination of the shade meeting was announced. The public meeting was reconvened by Chair Hill.

2. Public meeting (Call to Order) - Chair

Chair Hill called the meeting to order at 6 PM.

3. Invocation

The invocation was given by Commissioner Nelson.

4. Pledge of Allegiance

The pledge was led by Chair Hill.

5. Roll Call: Miriam Hill, District 1; Danny Fullwood, District 2, Justin Taylor, District 3; Ray Nelson, District 4; Mike Cole, District 5

Roll call was conducted by Rossana Hebron, Administrative Office Manager. All Commissioners were present. Also in attendance were Patrick Krechowski, Port Attorney; Pierre LaPorte, Port Accountant; and Kyle Clark, representing the Port Operator.

6. Recognition of elected Officials, Honored guests, Industry and Professional representatives, and others in attendance (Chair)

Chair Hill recognized Julia Roberts, Newsleader, and Scott Moore, candidate for OHPA District 2, in the audience.

7. **Public Comments** on agenda items (Comments submitted prior to the meeting) None were submitted by the public. Additionally, the Chair offered the public the opportunity to speak later in the meeting if necessary.

8. **Regular Business:**

a. **Approval of Minutes**

- **February 28, 2024 Board meeting minutes**

Vice Chair Taylor motioned to approve the February 28th minutes.
Commissioner Cole second the motion.

Discussion: Commissioner Fullwood requested the statement on page 6, 2nd paragraph, 2nd sentence be stricken. He explained it was not what he meant.

With the requested revision, Vice Chair Taylor amended his motion to approve the minutes as amended. Commissioner Cole also amended his second.

The Board voted unanimously in favor of the motion.

b. **Port Attorney Report**

Mr. Krechowski submitted a written report included in the meeting packet. He continues communication with Savage's legal regarding the OHPA's requested documents to the Operator, specifically in regards to the disposition of the Fort Clinch tugboat. He emailed a copy of the Department of Transportation's (DOT) instructions of the procedure.

There were no questions from the Board.

c. **Port Accountant Report**

- **Financial report – February 2024**

Mr. LaPorte submitted a written financial report included in the meeting packet. He reported OHPA received the quarterly contribution from the Operator. The second half of the audit fees was paid. The audit was completed.

Under the Customs House expenses, the Operator paid the CBP IT systems upgrade expenses that will be reimbursed by a \$25K grant (G1K57). This project is on-going for 12 months.

- **ARPA reimbursement** update

The next reimbursement request will be submitted in April and subsequently, one more after that. Mr. LaPorte confirmed the finances after ARPA is exhausted looks good.

d. **Port of Fernandina Report (Operator)**

- **Tonnage report – February 2024**
Mr. Clark submitted a written report included in the meeting packet. He reported a solid month for February. A total of four cargo vessel were discharged; two woodpulp and two container vessels. In addition to the total vessel calls (12) were projects with the dredge service, a cruise line, the Navy, and the Coast Guard. They expect increase volume on the Kraft Liner Board (KLB) and the woodpulp for March.

Chair Hill requested a Pro-Forma report of throughput at the Port to be presented at one of the upcoming Board meetings preferably on March 27th. Some type of a business plan (5-year plan) to increase business and tonnage. The Board consented to this request.

Commissioner Fullwood was approached by an individual from Kings Bay that they have a facility project and was in need of a port to use in the interim. Mr. Clark was unaware of the project and offered to communicate with the Navy.

The Chair suggested to discuss next the document request item (#9b).

- **Port issues/repairs** (update)
Mr. Clark submitted a written report to Commissioner Nelson and deferred to him to discuss during the Committee report.
- **Capital Improvements** (list update)
No report given except Chair Hill suggested to include the EPA Clean Ports Grant as part of the updates for this item moving forward.

9. Old Business

- a. **Customs & Border Protection facility** (update, Zyscovich amended contract)

This item was approved by the Board at the previous meeting. It was pending amendments to the contract at the time the agenda was published. The Chair removed this item from discussions.

- b. **OHPA document request to the Port Operator** (update)

A list of the requested documents dated September 18, 2023 was attached to the meeting packet.

Mr. Krechowski reported the detailed revenue report of the Fort Clinch was still pending. He communicated with Savage's legal that they need to create a document of the Fort Clinch revenue specifically since it is embedded with other accounting transactions. He explained that the Fort Clinch is a public asset, OHPA needs the revenue report for its records. He will establish a timeline for a reply at his next meeting with the Operator.

Chair Hill directed to go back to the Port issues/repairs item (8d).

- **Resolution 2024-R05** (revenue report, Port of Fernandina operations)

The document was attached to the meeting packet.

Mr. Krechowski read a portion of the resolution. Chair Hill proposed to amend the resolution to include an annual audit by OHPA's auditor. Mr. LaPorte negated that proposal, there are no revenues derived from those revenues. OHPA can hire its auditor to examine the Operator's revenue report and is subject to additional/separate fees. Once OHPA starts receiving a percentage of the Port revenue, it will be included in its audit. Subsequently, the Chair withdrew her proposal.

Vice Chair Taylor motioned to approve the resolution as presented. Commissioner Cole second the motion.

The Board voted unanimously in favor of the motion.

- c. **MARAD** (Disposition of Fort Clinch tugboat)

The Operator desired to purchase the tugboat and requested next actions. Mr. Krechowski provided DOT's instructions to the Operator. He also suggested that any party interested in bidding will submit an appraisal. He will discuss this matter further with the Operator in the coming days.

Chair Hill read a portion of the DOT's instructions for the disposition of the Fort Clinch, provided by Lauren Gill, USDOT/MARAD, via email. It was not included in the meeting packet. The Chair suggested to have an inventory of all the equipment, in part or in whole, that was funded by MARAD. Mr. Clark will check.

Since OHPA owns the tugboat, Mr. LaPorte suggested it is OHPA's responsibility to obtain an independent appraisal for a fair market value. To the contrary, Mr. Krechowski suggested a potential buyer will procure an appraisal. In addition, the Operator indicated they invested money into the tugboat through repairs, maintenance, and the like. Therefore, said investments will be considered when appraising the market value of the tugboat.

Commissioner Nelson noted, for the record, the Operator, since taking over in July 2022, they have not relinquished any dollar amount of the tugboat revenue to OHPA. Therefore, he professed that the money invested by the Operator is part of the operational cost. In addition, the Operator used the tugboat at no cost to them other than the repairs, maintenance, and the recent inspection. They are not entitled to a portion of the sale of the tugboat.

Chair Hill acknowledged the aforementioned opinion and recommended to provide a motion for a Board action instead.

The Board consented that potential buyers contact both the Port security and Mr. Clark, via email and copy Mrs. Hebron, to arrange an inspection of the tugboat at the terminal.

Mr. LaPorte suggested OHPA place a condition on the sale. He will also research the cost for a marine appraisal.

Mr. Krechowski recommended that since the Fort Clinch sale is in its early stage, allow potential buyers to inspect the vessel and provide an independent appraisal. Take it one step at a time.

d. **Resiliency Plan** (Board feedback)

Mrs. Hebron reminded the Board that feedback was requested from the last meeting, yet none was submitted.

The Chair recommended to determine a timeline for feedback and to collaborate with the Operator to provide comments in alignment with the current operations at the Port. She offered to work with Mr. Clark and other Savage team members for feedback and to discuss potential changes to the Plan. Commissioner Nelson volunteered to meet with Mr. Clark as well. It was also requested to invite Jim McDonald, author of the Plan/HNTB, to the next meeting for a Q&A session.

Vice Chair Taylor will discuss the Plan with the City and Westrock. A list of key stakeholders is included in the Plan. Chair Hill suggested the Board contact the stakeholders individually for feedback of the Plan.

The Chair acknowledged City Commissioner Ross joined the meeting.

10. New Business

- a. **Florida Ports Council Summer Planning meeting** (June 19, 2024, Orlando)
Vice Chair Taylor confirmed he will represent OHPA at the next FPC meeting in Orlando. The Chair asked Mrs. Hebron to accompany the Vice Chair as a consistent contact for OHPA.

b. **EPA Clean Ports Grant**

Mr. Clark reported this is a great opportunity for funding specifically for cargo handling equipment. Several Savage team members are presently reviewing it. The Notice of Funding Opportunity (NOFO) was attached to the meeting packet.

The notice stated in part: The EPA Clean Ports Initiative has released a notice of funding opportunity for the Zero-Emission Technology Deployment Competition, which will provide grants that will fund 90% of zero-emission port equipment and infrastructure to reduce mobile source emissions (criteria pollutants, air toxics, and greenhouse gases) at U.S. ports. Applications are due by May 28th. Interested entities are encouraged to notify the EPA of their intent to apply by March 28th. Nassau Marine Terminal would have to apply for a grant in partnership with OHPA. An application by Nassau Marine Terminal/OHPA will have to be for a minimum of \$5m and a maximum of \$149m.

Mr. Clark added their focus is the impact of the Zero-Emission (ZE) equipment on the team members safety at the terminal. He was tasked to collect bids and establish equipment needs. He was unsure if OHPA would be the applicant or the Operator or if OHPA would be the owner of the equipment. Chair Hill requested the application be submitted for Board review at the April 24th OHPA meeting prior to the May 28th deadline.

c. **Budget FY 2023-24 amendment request (Commissioners' travel)**

Mrs. Hebron requested to amend the budget for two reasons. First, increase the travel allocation (\$100) for the Administrator. She reasoned that if she will be asked to attend the extra meetings (FPC, TPO, TAC), that will require her to leave the office setting to go to the different meeting locations. The \$100 allocated for said item was expended earlier in the fiscal year. Second, increase the travel allocation (\$1K) for the Commissioners' travels. In light of the recent expense report submitted for the FPC meeting in Tallahassee (\$742.57), that allocation is almost depleted.

Commissioner Cole motioned to amend the budget, allocating \$1K from the Ports Council Representative to the Commission Direct/Conferences & Travel. Vice Chair Taylor second the motion.

Discussion: Mr. LaPorte clarified that the recent expense report of \$742.57 should be categorized under the Commission Direct/Conferences & Travel and not under Commission Operation/Travel. Mrs. Hebron will correct that in QuickBooks.

The Board voted unanimously in favor of the motion.

As for increasing the Administrator's travel allocation, Commissioner Fullwood questioned why Mrs. Hebron should attend the FPC meetings when it was not required before. The respective Commissioners are tasked to attend their respective committee meetings. Chair Hill explained Mrs. Hebron represents the consistency for OHPA at the FPC meetings. She also did the follow-up work and communicating with FPC staff regarding the OHPA grants. Vice Chair Taylor concurred.

Chair Hill directed Mrs. Hebron to carpool with the Commissioners to the respective meetings instead of increasing the Administrator's travel allocation. The Administrator's travel remains as budgeted.

d. **FDOT Grant FM#444933-1-94-03 (USCBP Concept Planning)**

Mrs. Hebron reminded the Board that this particular grant was mentioned at the last meeting and it remains unexecuted. It is different from another grant (G1K57) designated specifically for the USCBP IT systems. The unexecuted grant is intended for the USCBP Concept Planning project.

The Chair requested for Board authorization to execute the grant agreement. Vice Chair Taylor moved to approve. Commissioner Cole second the motion.

The motion passed by a vote of 4. Commissioner Fullwood stepped out before discussion and vote of the item for a restroom break.

11. Commissioners Reports and Comments

a. New development reports

No reports.

b. Committee reports

- **Port Security** – Nelson

Commissioner Nelson deferred to the report submitted by Mr. Clark via email prior to the meeting. He announced there was a change in the reports for the Port maintenance and facilities moving forward. He was notified that Mr. Clark will supply the information/report. He will continue confirm and verify the reports. He also conveyed his displeasure regarding the reporting reassignment and requiring escorts for the Commissioners at the terminal. He asked the Chair to look into the matter.

Mr. Clark reiterated from the last meeting that there were safety concerns for individuals moving about the terminal without escorts. Commissioner Fullwood argued he cannot identify any safety concerns for the Commissioners. They possess Transportation Worker Identification Credential (TWIC) cards, proper protective gear, are informed on the safety protocol at the terminal, and call ahead. Commissioner Cole concurred. Mr. Clark refuted that the Operator is not denying entrance to the Port, only a request to provide a safety escort for the visits. They strive to improve and learn day to day. He also thanked Commissioner Nelson for identifying some issues and offering suggestions for improvements. An example was the excavation project at the Port. Both Commissioner Nelson and Mr. Clark were informed the excavation was unnecessary. It saved the Operator approximately \$6500.

With the Board's permission, he requested to attach the submitted report to the minutes. It follows:

Tug boat: Nothing to report

Security: No security concerns. The new guard shack is underway, electrical is being installed March 13th, targeting March 27th having the guard shack in place.

Liebherr crane # 9: Storm brake hydraulic controls target ship date 29th, expect arrival early April. To be installed immediately upon receipt.

Liebherr crane # 10: Running well, currently working a vessel.

Liebherr MHC: Currently out of service addressing a faulty hydraulic pump. Liebherr tech on site 3/13 to diagnose and potentially repair.

OHPA Trucks #'s 219, 220, 221, 222, 223, and 224: Two trucks are being repaired this week for DEF system issues.

Warehouse # 3 roof panels: Spoke with FDOT March 11th to discuss potential funding. Recommend OHPA reallocates funds in grant G2437 to cover repairs.

Rail Dock Canopy: Project is underway, bad material removal is complete. As we discussed, some of the material was ordered incorrectly. Correct material is expected onsite March 19th, with work to start March 20th.

- **FDOT – Nelson**
Not discussed.
- **Port Facilities – Nelson**
See submitted written report above, Section 11b>Port Security.
- **Customs House – Fullwood**
No report.
- **Army Corp of Engineers – Fullwood**
Commissioner Fullwood received an email from Beau Corbett, ACOE/Project Manager, acknowledging that Fernandina Harbor is in the fiscal year 2025 President's Budget to receive \$3,889,000 to conduct maintenance dredging. Depending on the amount of shoaling in the channel, ACOE will make an assessment regarding when the best time to initiate the next maintenance dredging effort.
- **Economic Development – Cole**
The Economic update luncheon is scheduled for April 4th at the FSCJ campus. A "Notice of Gathering" was posted on OHPA's website.
- **Emergency Management – Cole**
There is an event with the Sheriff's department scheduled April 6th, "Leapers Jeepers" at the fairgrounds.
- **Transportation Planning Organization (TPO) – Hill**
A meeting is scheduled tomorrow. Chair Hill shared the TPO agenda. OHPA's assessed share for the funding dues was \$1,574. She has also escalated the Old Nassauville Road issue with the TPO Board. She will share Mark McManis' contact information with Mr. Clark to communicate possible Navy use of the Port of Fernandina and dovetail the berth issues.
- **Technical Advisory Committee (TAC) – Taylor**
Vice Chair Taylor will attend the May meeting.
- **Nassau Chamber of Commerce – Taylor**

The Annual Business Awards was held a couple of weeks ago. Next week on March 21st is the Business After Hours event. He encouraged the Board to attend for networking opportunities.

- **City of Fernandina Beach** – Taylor
He will schedule to discuss the Resiliency Plan with the City Commission.
- **Keep Nassau Beautiful** – Taylor
He plans to share the Resiliency Plan with the group for feedback.
- **Community Outreach** – Fullwood
No report.

12. Administrative Office Manager Report

Mrs. Hebron submitted a written report included in the meeting packet. She also reminded the Board of some upcoming meetings/events: Ethics training, TPO virtual demonstration on TIP application, Clean Fuel Coalition, and PIDP application webinar. The full Board were notified of these events via email.

13. Other items to be brought by Commissioners

None.

14. Adjournment

The meeting was adjourned at 8:07PM.

Date

OCEAN HIGHWAY & PORT AUTHORITY



Miriam R. Hill – Chairwoman, District 1
Danny Fullwood – Commissioner, District 2
Justin Taylor – Vice Chairman, District 3
Ray Nelson – Secretary/Treasurer, District 4
Mike Cole – Commissioner, District 5

Board Meeting Minutes

March 27, 2024

The Ocean Highway and Port Authority, Nassau County, held its Board Meeting on Wednesday, March 27, 2024 at the Peck Center, Willie Mae Ashley Auditorium, 516 S 10th Street, Fernandina Beach, FL 32034.

- 1. Public meeting (Call to Order) - Chair**
Chair Hill called the meeting to order at 6 PM.
- 2. Invocation**
The invocation was given by Commissioner Fullwood.
- 3. Pledge of Allegiance**
The pledge was led by Chair Hill.
- 4. Roll Call:** Miriam Hill, District 1; Danny Fullwood, District 2, Justin Taylor, District 3; Ray Nelson, District 4; Mike Cole, District 5.

Roll call was conducted by Rossana Hebron, Administrative Office Manager. All but one Commissioner were present, Commissioner Cole was absent. Also in attendance were Patrick Krechowski, Port Attorney; Pierre LaPorte, Port Accountant; and Greg Haehl, Port Operator.

- 5. Recognition of elected Officials, Honored guests, Industry and Professional representatives, and others in attendance (Chair)**
Chair Hill recognized Scott Moore (District 2 candidate) and Maxwell Krechowski (Mr. Krechowski's son) in the audience.
- 6. Public Comments** on agenda items (Comments submitted prior to the meeting)
None were submitted by the public.
- 7. Old Business**

a. Resiliency Plan (Board to submit feedback)

James McDonald, HNTB/author of the Resiliency Plan), asked OHPA via email to meet with FDOT to discuss the Plan. He also requested a letter of support from the Board. Chair Hill volunteered to attend the meeting.

There were no further discussions from the Board.

b. FDOT Grant FM#444933-1-94-03 (Board action for execution of grant)

The original agreement specified two specific tasks; a) renovation of existing structure and b) construction of a new facility. Since then, Chair Hill requested that the scope be amended to “multiple options” and not to limit the architect’s analysis. The Board agreed to that request in a prior meeting. However, then Port Director did not convey said amendment to FDOT. The “two options” remain on the agreement.

To mitigate the risk of losing the funds altogether, it was suggested to uphold the original scope of “two options.” Commissioner Fullwood added that the architects identified four possible options with the best one to build directly behind the Customs House. Chair Hill clarified that no work can be done until the grant is fully executed.

Commissioner Nelson suggested the Board proceed with the grant execution to avoid any more delays.

Commissioner Fullwood motioned to approve the “two options” as stated on the grant agreement and execute. Commissioner Nelson second the motion.

The motion carried with a vote of 4 to 0.

- **Resolution 2024-R04 (approval)**

Chair Hill suggested adding a checklist to OHPA’s procedures when a grant is executed. Mrs. Hebron will assist in creating one.

Commissioner Fullwood motion to approve Resolution 2024-R04. Vice Chair Taylor second the motion.

The motion carried with a vote of 4 to 0.

c. Resolution 2024-R06 Entrance to Port terminal (approval)

Chair Hill explained the resolution addressed the Commissioners’ access to the Port. This matter was brought up at the last meeting. It would allow those Commissioners holding a Transportation Worker Identity Credential (TWIC) card and have experience (safety, familiarity) around the terminal to have unobstructed/unrestricted entrance to the Port. She asked feedback from the Board.

Vice Chair Taylor motioned to approve the resolution. Commissioner Fullwood second the motion for discussion.

Discussion: Commissioner Fullwood suggested the resolution is unnecessary. He believes the Port Operator will assist access to the Port to those Commissioners holding a TWIC card. Vice Chair Taylor countered that a resolution would serve as a policy for the future, so there will not be any questions for Commissioners entering the Port. Chair Hill added that oversight includes reporting, consistency, and access. She understands if there are necessary restraints, reasonable security procedures, or language on the resolution to be added. She also reminded from last meeting that certain members of the Board complained about being hindered, restricted, and chaperoned to do their tasks at the Port. Commissioner Nelson added the reports are taken on by the ones using the equipment at the Port. He has years of experience in and around the terminal. He visits the Port for a specific task and once completed he immediately leaves the vicinity. He hopes that the Port Operator will accommodate. Commissioner Fullwood concurred.

Mr. Haehl explained there is language in the Operating agreement that pertains to indemnification by the Operator to OHPA. Basically, anything that happens at the Port, the Operator is obligated to indemnify OHPA. Some options were: signed waivers; attend daily safety meetings at 7 AM on the days OHPA wishes to enter the Port; or briefings prior to entering the Port if unable to attend the safety meeting that particular day.

Commissioner Nelson specified that he requires unobstructed visits. He wishes to conduct his business at the Port and leave as soon as possible.

Mr. Krechowski suggested mutually developing an attachment to the resolution that addresses necessary requirements, procedures, and guidelines.

Commissioner Fullwood requested to table the item until next meeting.

Vice Chair Taylor withdrew his motion.

Chair Hill officially tabled the item for discussion until the next meeting. She asked Commissioner Nelson to collaborate with Mr. Krechowski and Mr. Haehl and assist with the guidelines. He agreed.

8. New Business

a. Agreement for Nassau Tradeplex signage (revenue, Board action)

This item was identified through a public records request by Scott Moore, District 2 candidate.

In June 2020, Nassau County executed a Quit-Claim deed that gave OHPA the title to the Nassau Tradeplex signage. That same year in September, a business owner (Jason Sessions) at the Tradeplex offered to repaint and maintain the surrounding landscape in lieu of paying rental fee to use the sign. The then OHPA Board voted by majority to grant six-months of rent-free business signage to Southeastern RV & Boat Storage in exchange for clean-up, painting, and landscaping of the Nassau Tradeplex sign.

The above was confirmed by Mr. LaPorte. He added a price was never set for the use of the sign in terms of revenue. Each of the businesses at the Tradeplex owns their own parcel but the sign is owned by OHPA via the Quit-Claim deed. There are four slots on the sign to post business logos. Commissioner Fullwood suggested to research other businesses' fees to use a sign and charge accordingly for the Tradeplex signage.

Mr. Krechowski offered to contact the business owner and possibly prepare a written agreement/document. He added if OHPA decides to charge market value for the use of the signage, then OHPA is responsible for the maintenance and repair. The Board consented.

9. Other items to be brought by Commissioners

Chair Hill reported visiting the Port recently with Mrs. Hebron. The security guard at the gate conveyed some of the staff's dismay about their current pay rate. They claim they are receiving lower pay than the current minimum wage rate. Commissioner Nelson confirmed he heard the same from some of the staff. He offered to communicate with Allied Security and find facts to report back to the Board.

Mr. Krechowski requested a Shade meeting to discuss the PILOT/COFB v. OHPA, Case #2020-C-000284. It was decided to hold the meeting on April 8th at 10:00 am. Mrs. Hebron will post a notice in the local newspaper.

Chair Hill reported a discussion with MARAD (disposition of Fort Clinch tugboat) and Mr. Krechowski earlier today. The options were: 1) termination scenario (terminate the grant and refund the full amount that was dispersed) or 2) sell the vessel based on fair market value and MARAD receives 80%. MARAD has yet to confirm these options. The disposition of the tugboat will not affect OHPA negatively for consideration of future grants.

Consequently, a potential buyer of the tugboat reported they were denied access to the vessel for inspection. Mr. Haehl countered that they are just not ready to grant access through the terminal. He added Savage's hesitation is that they consider themselves partners with OHPA based on their contribution to the maintenance and repair of the tugboat. They request more conversation with OHPA before granting access to the tugboat. Mr. Krechowski argued that the Board provided clear directions to allow interested buyers access to the tug. Mr. Haehl requested to wait for MARAD's directions, that Savage had been clear that they want to purchase the tug and to keep the tug at the Port. Chair Hill insisted that the Board's direction still stands, to allow interested parties access the tug. Mr. LaPorte added OHPA has to stipulate a condition on the sale that the tug stays at the Port. Mr. Krechowski explained that no matter which option OHPA chooses, it will be specified that the tug stays in Fernandina. Commissioner Nelson added the aforementioned condition will eliminate some of the interests in the tug. Additionally, he reiterated that the Operator benefited from the revenue of the tug that offsets their investment on the tug. OHPA has not received any portion of said revenue. Commissioner Fullwood

stated he is in favor of Savage purchasing the tug and keeping it at the Port. Mr. Haehl stated he is open to discuss revenue share of the tug after all monetary elements are considered. Chair Hill again requested for the tugboat revenue reports from the Operator. Mr. Haehl argued that the request does not align with the Operating agreement, that it is overreaching. Mr. Krechowski added he repeatedly informed the legal counsel for the Operator that the documents related to the Fort Clinch tugboat and/or any OHPA asset are public record and must be provided. Mr. Haehl offered to gather all the documents and allow OHPA to examine in a room. No timeline or deadline was established. The requested documents (from the acquisition of the Operating agreement to the present) have been outstanding since September 18, 2023. Commissioner Nelson suggested to examine the vessel calls records for the tugboat invoices.

Commissioner Fullwood inquired about the Navy ship docked at the Port for repairs. Mr. Haehl did not know how long it will be docked at the Port and confirmed dockage fees are charged and the Fort Clinch was used to assist.

10. Adjournment

With no other items brought before the Board, the meeting was adjourned by Chair Hill at approximately 7:08 PM.

Date

OCEAN HIGHWAY & PORT AUTHORITY



Miriam R. Hill – Chairwoman, District 1
Danny Fullwood – Commissioner, District 2
Justin Taylor – Vice Chairman, District 3
Ray Nelson – Secretary/Treasurer, District 4
Mike Cole – Commissioner, District 5

Executive-Shade Meeting Minutes

April 8, 2024

The Ocean Highway and Port Authority of Nassau County held an Executive-Shade meeting on Monday, April 8, 2024 at the Peck Center, 516 S 10th Street, Suite 103, Fernandina Beach, Florida.

The OHPA Board public meeting was called to order at 9:59 AM by Chair Hill. Mr. Krechowski, Port Attorney, made a statement requesting a shade meeting to discuss Case #2020-CA-284, *PILOT/ City of Fernandina v. OHPA*. The shade meeting was convened with the full Board; Mr. Krechowski, Port Attorney; Alina Fernandez, Balch & Bingham Attorney; and a court reporter present. The shade meeting concluded at approximately 10:50 AM and the public meeting was reconvened by Chair Hill. The conclusion and termination of the shade meeting was announced.

Adjourn

With no other questions brought before the Board, the meeting was adjourned at approximately 10:51 AM.

Rossana Hebron, Office Manager, was absent; therefore, Ms. Fernandez, took notes for the entire meeting.

Date



Port Attorney Report

TO: OCEAN HIGHWAY AND PORT AUTHORITY

FROM: PATRICK W. KRECHOWSKI, PORT ATTORNEY

RE: ATTORNEY'S REPORT

DATE: April 22, 2024

Nassau County Property Appraiser

- *Hickox v. OHPA & OHPA v. Hickox*
- Current cases remains pending. Discovery initiated.
- Cases consolidated by Order of the Court on March 1, 2023.
- Nassau County Tax Collector has issued tax certificates for certain OHPA parcels. Port Attorney is preparing responsive pleadings in the case.

Active litigation is subject to attorney-client confidentiality privilege.

COFB v. OHPA

- Case remains pending. Trial date set for May 22-23, 2024 canceled by Order of the Court.
- Court Ordered mediation no later than July 31, 2024.
 - OHPA and City have agreed to utilize Administrative Law Judge with Division of Administrative Hearings (DOAH) as mediator. More to follow on scheduling.
- Settlement letter routed to City on April 16, 2024.
- Case Management Conference April 30, 2024.

Active litigation is subject to attorney-client confidentiality privilege.

Miscellaneous

Disposition of Fort Clinch/Termination of MARAD Grant

Real Estate Broker RFQ and selection.

Port Access Procedures & Guidelines



Port Accountant Report

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Monthly Financial Report - March 2024

| | March | YTD ACTUAL | BUDGET 2023-2024 |
|--|-------------------|-------------------|---------------------|
| Revenues | | | |
| Quarterly Fee | 0.00 | 153,226.24 | 308,897.68 |
| Misc Income | 0.00 | 17,377.41 | 2,000.00 |
| ARPA Reimbursement | 0.00 | 132,572.25 | 150,000.00 |
| Port Revenue - Harbor Admin | 2,756.25 | 5,243.75 | 14,500.00 |
| WWT Contribution | 0.00 | 13,197.57 | 0.00 |
| Port Revenue- Bunkering | 1,725.00 | 2,050.00 | 7,500.00 |
| TOTAL REVENUES | 4,481.25 | 323,667.22 | 482,897.68 |
| EXPENSES | | | |
| COMMISSION DIRECT | | | |
| Salaries - Commissioners | 10,000.00 | 60,000.00 | 120,000.00 |
| Payroll Taxes | 1,965.38 | 11,677.06 | 11,361.00 |
| Unemployment | 0.00 | 146.09 | 75.00 |
| Conferences & Travel | 0.00 | 0.00 | 1,000.00 |
| Insurance | 0.00 | 0.00 | 1,134.00 |
| WC-Insurance | 0.00 | 0.00 | 5,102.00 |
| Unpaid Legal Fees | 0.00 | 0.00 | 80,000.00 |
| Salaries - Board Attorney | 4,997.50 | 119,228.51 | 60,000.00 |
| TOTAL COMMISSION DIRECT | 16,962.88 | 191,051.66 | 278,672.00 |
| COMMISSION OPERATION | | | |
| Salaries - Exec Director | 10,833.33 | 64,999.98 | 0.00 |
| Bus Dev Expenses | 0.00 | 0.00 | 5,000.00 |
| Travel-Commissioners | 0.00 | 724.09 | 1,000.00 |
| Salaries- Accountant | 1,900.00 | 11,400.00 | 22,800.00 |
| Salaries - Office Administrator | 4,916.67 | 29,258.25 | 63,600.00 |
| Expenses - Office | 125.25 | 4,609.03 | 4,000.00 |
| Ports Council Representative | 0.00 | 0.00 | 10,000.00 |
| Travel - Office Admin | 0.00 | 118.48 | 100.00 |
| Rent-Peck Center | 281.74 | 1,690.44 | 3,401.67 |
| TOTAL COMMISSION OPERATION | 18,056.99 | 112,800.27 | 109,901.67 |
| COMMISSION DISCRETIONARY | | | |
| Dept. of Revenue (Special Dist. Fee) | 0.00 | 175.00 | 225.00 |
| TPO. - Membership | 0.00 | 1,497.00 | 1,497.00 |
| Greater Nassau Chamber of Commerce | 0.00 | 0.00 | 325.00 |
| Advertisement | 0.00 | 0.00 | 600.00 |
| Web Site | 15.99 | 106.44 | 500.00 |
| Awards & Presentations | 0.00 | 0.00 | 120.00 |
| Discretionary | 0.00 | 0.00 | 720.00 |
| TOTAL COMMISSION DISCRETIONARY | 15.99 | 1,778.44 | 3,987.00 |
| PORT OPERATIONS | | | |
| CSX Right of Way Fee | 0.00 | 0.00 | 750.00 |
| Insurance | 0.00 | 0.00 | 18,206.00 |
| Audit | 0.00 | 27,900.00 | 28,000.00 |
| FL Ports Council Dues | 0.00 | 28,697.57 | 15,500.00 |
| Nassau Cty Economic Dev Board | 1,000.00 | 1,000.00 | 1,000.00 |
| TOTAL PORT OPERATIONS | 1,000.00 | 57,597.57 | 63,456.00 |
| TOTAL EXPENSES | 36,035.86 | 363,227.94 | 456,016.67 |
| Excess Revenues over Expenditures | -31,554.61 | -39,560.72 | 26,881.01 |

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Customs House

Monthly Financial Report - March 2024

| | March | YTD ACTUAL | BUDGET 2023-2024 |
|--|------------------|------------------|---------------------|
| INCOME | | | |
| GSA - Customs House - RENTAL INCOME | 0.00 | 0.00 | 0.00 |
| Reimbursements | 0.00 | 2,299.35 | 0.00 |
| WWT Contribution | 24,573.00 | 34,044.47 | 0.00 |
| Miscellaneous | 0.00 | 0.00 | 0.00 |
| TOTAL INCOME | 24,573.00 | 36,343.82 | 0.00 |
| CUSTOMS HOUSE | | | |
| Bug Out Pest Control | 0.00 | 0.00 | 0.00 |
| River Pest Control Termite Bond | 0.00 | 0.00 | 0.00 |
| Bug Out Termite Bond | 0.00 | 0.00 | 0.00 |
| Cleaning Service | 0.00 | 0.00 | 0.00 |
| City of Fernandina Beach (Water) | 135.00 | 603.98 | 0.00 |
| Florida Public Utilities (Electric) | 271.58 | 1,775.82 | 0.00 |
| Misc. Expense (IT Equipment) | 0.00 | 37,885.88 | 0.00 |
| Maintenance | 0.00 | 0.00 | 0.00 |
| TOTAL CUSTOMS HOUSE | 406.58 | 40,265.68 | 0.00 |
| <u>Net Increase(decrease) in Funds</u> | <u>24,166.42</u> | <u>-3,921.86</u> | <u>0.00</u> |

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Account Balances - March 29, 2024

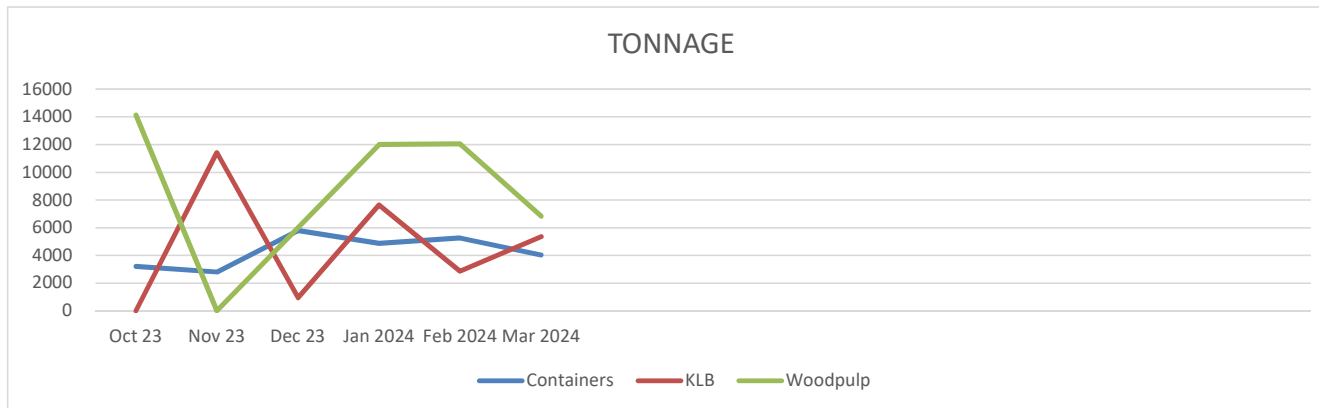
| Account Name | Acct Num | 29-Mar | 29-Feb |
|---------------------|-----------------|---------------|---------------|
| Operating | x3328 | 109,233.81 | 141,009.76 |
| Other - Admin Acct | x6714 | 171.68 | 284.92 |
| Maintenance | x4519 | 121,475.06 | 91,902.06 |



Port Operator Report

**Worldwide Terminals
Port of Fernandina
Tonnage By Commodity
2024**

| Commodity | 2023 Total | 2024 Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2024 YTD | 2023 YTD | Variance |
|-------------------------------|----------------|---------------|---------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------------|---------------|-----------------|
| Containers | | | | | | | | | | | | | | | | |
| Throughput Number | 7,929 | 470 | 505 | 529 | | | | | | | | | | 1,504 | 1,820 | (316) |
| Container Tons | 47,946 | 4,855 | 5,263 | 4,037 | | | | | | | | | | 14,155 | 13,479 | 676 |
| Total Equivalent Units (TEUS) | 8,632 | 472 | 512 | 535 | | | | | | | | | | 1,519 | 2,341 | (822) |
| Restow TEUS | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 | 0 |
| Breakbulk Cargo | | | | | | | | | | | | | | | | |
| Kraft Liner Board (KLB) | 47,084 | 7,633 | 2,866 | 5,347 | | | | | | | | | | 15,846 | 18,351 | (2,505) |
| Lumber | 12,781 | 0 | 0 | | | | | | | | | | | 0 | 5,137 | (5,137) |
| Plywood/Hardboard | 16,940 | 0 | 0 | 2,931 | | | | | | | | | | 2,931 | 0 | 2,931 |
| Steel | 0 | 0 | 0 | | | | | | | | | | | 0 | 0 | - |
| Woodpulp | 113,935 | 12,008 | 12,041 | 6,822 | | | | | | | | | | 30,871 | 33,282 | (2,411) |
| Breakbulk Other | 17,474 | 0 | 0 | | | | | | | | | | | 0 | 17,284 | (17,284) |
| Bulk Cargo | 30 | 5 | 18 | 15 | | | | | | | | | | 38 | 0 | 38 |
| Total General Tons | 208,244 | 19,646 | 14,925 | 15,115 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 49,686 | 74,054 | (24,368) |
| Total Tons | 256,190 | 24,501 | 20,188 | 19,152 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 63,841 | 87,533 | (23,692) |
| Dockage Days | | | | | | | | | | | | | | | | |
| Dockage Days | 144 | 12 | 23 | 12 | | | | | | | | | | 47 | 48 | (1) |
| Vessel Port Calls | | | | | | | | | | | | | | | | |
| Vessel Port Calls | 55 | 5 | 12 | 5 | | | | | | | | | | 22 | 15 | 7 |
| Total rail cars | | | | | | | | | | | | | | | | |
| Total rail cars | 1,760 | 118 | 148 | 132 | | | | | | | | | | 398 | 404 | (6) |
| Average trucks per day | | | | | | | | | | | | | | | | |
| Average trucks per day | | 16 | 20 | 21 | | | | | | | | | | | | |



OHPA facilities and equipment damage / maintenance status

Kyle Clark <KyleClark@savageco.com>

Mon, Apr 22, 2024 at 10:42 PM

To: Ray Nelson <rnelson@portoffernandina.org>, Rossana Hebron <ohpanc@gmail.com>

Tugboat: **Nothing to report**

Security: **No security concerns. Updating FSP to mention cameras and AFISO. New building is in place, working on anchoring and a larger television monitor for the guards.**

Liebherr crane # 9: **Storm brake arrived and installed. Currently investigating some sort of electrical bug in the drives, tech on-site this week.**

Liebherr crane # 10: **Running well, elevator tech working on electrical bug.**

Liebherr MHC: Back in service and operating safely.

OHPA Trucks #'s 219, 220, 221, 222, 223, and 224: **One truck is having DEF system repairs, regular maintenance items on the fleet.**

Warehouse # 3 roof panels: **added to FDOT meeting to request funding.**

Rail Dock Canopy: **Roof is complete, working with vendor to add gutters now.**



Kyle Clark

General Manager

501 N 3rd St

Fernandina Beach, FL 32034

D: 910 473 6377 | M: 910 231 7940

savageco.com

SAVAGE



Old Business

DRAFT - April 24, 2024 meeting agenda

Greg Haehl <greghaehl@savageco.com>

Mon, Apr 22, 2024 at 1:56 PM

To: "Krechowski, Patrick" <pkrechowski@balch.com>, Rossana Hebron <ohpanc@gmail.com>

Cc: Kyle Clark <KyleClark@savageco.com>, Amy Poulson <amypoulson@savageco.com>

Patrick,

A formal process has not yet been developed. My intent is that these conversations develop a protocol for OHPA Commissioners to access the port safely. Here is the summary of what I think would work well:

1. Visiting Commissioner to provide 24-hour notice to port operator prior to entering the port. This will allow the operator to coordinate safety briefings and escorts if required.
2. Visiting Commissioner must have proper PPE if planning to exit the vehicle during visit. The proper PPE includes safety glasses, hard hat, and steel-toed boots.
3. Visiting Commissioner must sign a waiver of liability and send it to the GM prior to accessing the port.
4. Visiting Commissioners must agree to not distract or engage with port employees while visiting the port. We want employees to be able to focus on their job tasks and safe operations. If Commissioners have questions or concerns related to their visit, please direct those questions to me, or Kyle Clark.
5. When entering the port, visiting Commissioners must check-in at security gate, which will allow notice to Kyle and allow the port operator to offer the safety briefing. This briefing will cover the current traffic and material movements at the port so visitors will be aware of that day's planned activities, and can anticipate active areas, and discuss any other concerns.
6. Depending on the area that the Visiting Commissioner wishes to access, port operator may require an escort., which can be discussed with the Visiting Commissioner. The Visiting Commissioner may always request an escort.

We are happy to put this into any format that you think is appropriate. Let me know your thoughts.

**Greg Haehl**

VP & Unit Leader, TIP

901 W Legacy Center Way

Midvale, UT 84047

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OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY,
FLORIDA RESOLUTION NO. 2024-R06

A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY,
FLORIDA, AS DUTY AND OBLIGATION TO OVERSEE ITS ASSETS AT THE PORT OF FERNANDINA;
PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Ocean Highway and Port Authority of Nassau County, Florida (“OHPA”) is an independent, special district created and chartered under the laws of the State of Florida, Chapter 2005-293, as authorized by Florida Statutes, Chapter 189.

WHEREAS, OHPA has the authority, duty, and obligation to oversee the OHPA assets at the Port of Fernandina per its Charter.

WHEREAS, PURSUANT TO THE OHPA CHARTER, CHAPTER 2005-293, SECTION 7.8, OHPA IS AUTHORIZED AND EMPOWERED TO “EXERCISE SUCH POLICE POWERS AS MAY BE NECESSARY FOR THE EFFECTIVE CONTROL, REGULATION, AND PROTECTION OF THE IMPROVEMENTS, WORKS, AND FACILITIES AND FOR THE EFFECTIVE EXERCISE OF ITS JURISDICTION OVER THE IMPROVEMENTS AND FACILITIES. THE TERMS “IMPROVEMENTS,” “WORKS,” “PROJECTS,” “UNDERTAKINGS,” “SERVICES,” AND “FACILITIES,” WHEREVER USED IN THIS ACT, SHALL BE DEEMED TO INCLUDE ANY ONE OR MORE OF THE OBJECTS OR PURPOSES CONCERNING WHICH POWER IS GRANTED BY THIS SECTION TO THE AUTHORITY.”

NOW THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA THAT:

Section 1. OHPA has the duty and obligation to conduct official business and to oversee OHPA facilities and activities at the Port of Fernandina.

Section 2. OHPA commissioners with valid Transportation Worker Identification Credentials (TWIC) shall have unobstructed access to the Port of Fernandina for the conduct of official business and to ensure OHPA’s oversight over OHPA facilities and activities.

RESOLVED FURTHER THAT the Ocean Highway and Port Authority of Nassau County, Florida hereby adopts the foregoing Resolution, dated this _____ day of _____, 2024.

OCEAN HIGHWAY AND PORT AUTHORITY
OF NASSAU COUNTY, FLORIDA

Miriam Hill, as its Chairwoman

ATTEST:

Justin Taylor, as its Vice Chairman

RELEASE

*IMPORTANT: THIS IS A LEGAL DOCUMENT
PLEASE READ IN FULL AND UNDERSTAND BEFORE SIGNING.*

In exchange for permitting me to enter the Port of Fernandina (the "Port") located on the east side of the Amelia River on Amelia Island in Nassau County and operated by Nassau Marine Terminals (the "Port Operator", which maintains a physical office at 315 N 2nd Street, Fernandina Beach, Florida 32034 for _____ (together, the "Proposed Activities"), I agree to the following:

1. **Risks.** I understand that the Port is an active port operation and that entering the Port and engaging in the Proposed Activities involves inherent risks and dangers that may put me at risk of serious injury or illness. These dangers include but are not limited to: risk of tripping, falling, or slipping; encountering moving vehicles, forklifts, and equipment; risks related to locomotives and railcars; risks related to being in close proximity to active storage and handling of cargo, materials or products, including flammable, toxic, or hazardous materials; risks related to contact with electricity; risks related to water, including drowning; risks related to stockpiles and stockpile failures; risks inherent with weather, including heat stress and reactions to Port conditions. I am also aware that hazards may exist throughout the Port, and may be unmarked and occur without warning, and that personal protective equipment, supervision, and assigned guide or escort, and enforcement of rules do not and cannot guarantee my safety.
2. **Essential Functions.** I am able to perform the essential functions required to participate in the Proposed Activities, and I am freely and voluntarily entering the Port and engaging in the Proposed Activities.
3. **Agreement to Follow Instructions.** I agree to observe and obey all posted rules and warnings, and further agree to obey all oral instructions given by Savage personnel.
4. **Waiver, Release and Indemnification.** I understand and agree that neither Nassau Terminals LLC, nor any of its affiliated companies (collectively, the "Affiliates") are insurers of my conduct. TO THE FULLEST EXTENT PERMITTED BY LAW, I HEREBY RELEASE, WAIVE, COVENANT NOT TO SUE, AND DISCHARGE NASSAU TERMINALS LLC AND ITS AFFILIATES AND ALL OF THEIR OWNERS, DIRECTORS, OFFICERS, EMPLOYEES, AGENTS AND REPRESENTATIVES (COLLECTIVELY, THE "RELEASEES") FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, AND CAUSES OF ACTION WHATSOEVER ARISING OUT OF OR RELATED TO ANY LOSS, DAMAGE, OR INJURY, INCLUDING DEATH, THAT MAY BE SUSTAINED BY ME OR LOSS OR DAMAGE TO ANY PROPERTY BELONGING TO ME, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, ARISING OUT OF OR RELATED TO MY ENTERING THE PORT OR ENGAGING IN THE PROPOSED ACTIVITIES. I ALSO AGREE THAT, IN THE EVENT THAT ANY PERSON BRINGS ANY CLAIM OR ACTION INDIVIDUALLY OR ON MY BEHALF, RELATED TO ANY INJURY OR LOSS SUFFERED BY ME AS A RESULT OF MY ENTERING THE PORT OR ENGAGING IN THE PROPOSED ACTIVITIES, THAT I WILL INDEMNIFY AND DEFEND THE RELEASEES AGAINST SUCH CLAIMS, INCLUDING PAYMENT OF ATTORNEY FEES. I AGREE THAT THIS DOCUMENT WILL BIND MY ASSIGNS, HEIRS, ADMINISTRATORS AND EXECUTORS FOREVER.
5. **No Duress.** I represent and warrant that I have read and understand this document, am of sound mind, have legal authority, and freely accept and fully assume the risk that I can suffer property damage, illness, severe personal injury or even death by entering the Port and engaging in the Proposed Activities, not only the ways described above, but also in ways that are unknown and unexpected, even if I follow instructions or advice.

6. **Enforceability.** The invalidity or unenforceability of any provision in this document, whether standing alone or as applied to a particular occurrence or circumstance, will not affect the validity or enforceability of any other provision of this document or of any other applications of such provision, and such invalid or unenforceable provision will be deemed not to be a part of this document.

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I UNDERSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS.

Name and Date of Birth:

Name: _____ D/O/B: _____

Signature:

_____ Date: _____

Phone Number:

Mailing Address:

SALARY ASSESSOR®

Security Guard

Specifications:

Prepared for:

Area: Fernandina Beach, Florida

Industry: All Industries - Diversified

Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000

Organization Size: (Data reported by years of experience)

Education Adjustment:

Skill Adjustment:

Certification Adjustment:

Shift Work Adjustment:

Planning Date: 1/2/2024

Annualized Salary Trend: 3.1% (Adjustment: 0%)

Database as of: 1/1/2024

ERI Job Code: 4111

eDOT: 372667011

SOC: 339032

Printout Date: 1/2/2024

(Items in bold affect salary estimates)

Date Last Updated: 1/1/2024

ERI Job Title: Security Guard

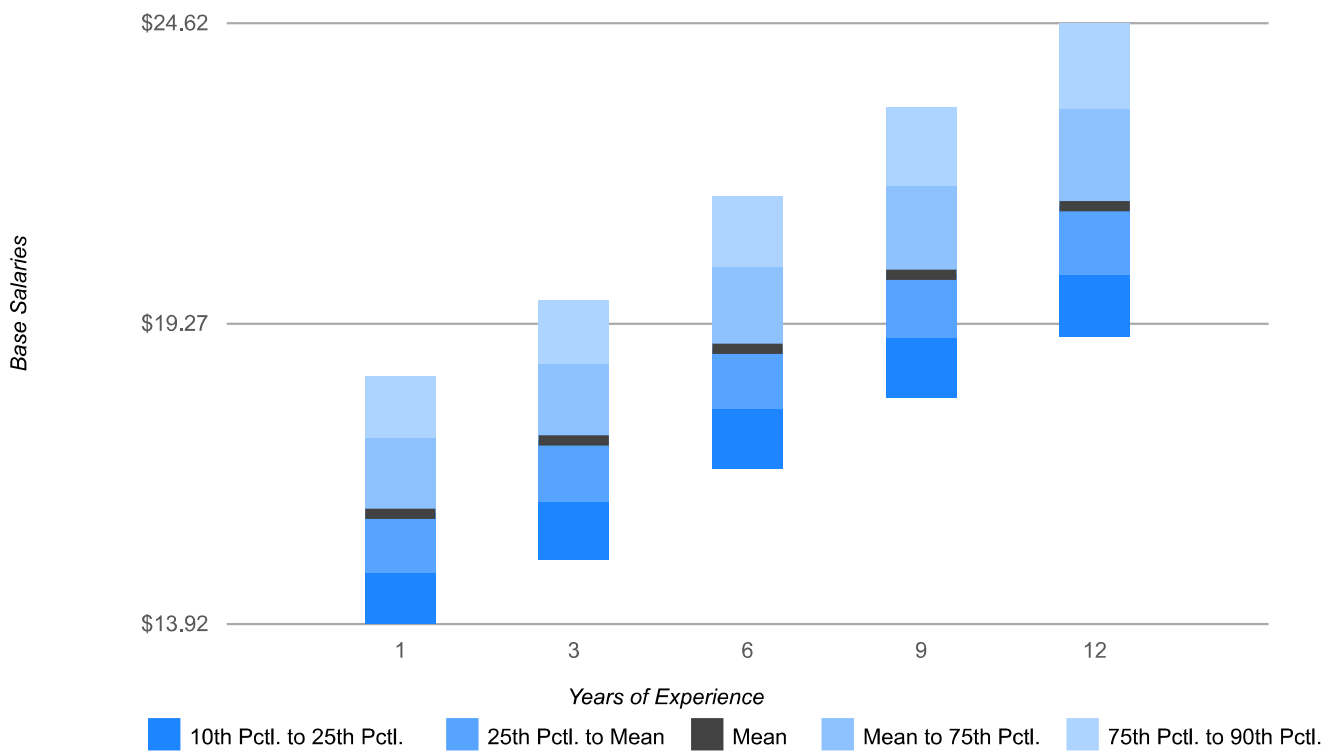
Estimated Survey Mean Hourly Base Salaries

All Incumbent Average: \$19.13

| Years of Experience | 10th Percentile | 25th Percentile | Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------|-----------------|-----------------|
| 12 | 19.03 | 20.13 | 21.69 | 23.08 | 24.61 |
| 9 | 17.95 | 19.01 | 20.46 | 21.72 | 23.13 |
| 6 | 16.69 | 17.74 | 19.13 | 20.27 | 21.53 |
| 3 | 15.07 | 16.09 | 17.48 | 18.56 | 19.69 |
| 1 | 13.92 | 14.82 | 16.16 | 17.23 | 18.34 |

All Values in United States Dollars

Hourly Base Salaries Graph



Security Guard

ERI Job Title: Security Guard

Job Description

Overview

- Guards industrial or commercial property against fire, theft, vandalism, and illegal entry.
- Patrols buildings and grounds of industrial plant or commercial establishment, docks, or work site.
- Examines doors, windows, and gates to determine that they are secure.
- Preserves order and enforces security regulations.
- Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles; and apprehends or expels culprits.
- Inspects equipment and machinery to ascertain if tampering has occurred.
- Watches for and reports conditions that could result in injury or loss due to fire hazards, leaking pipes, spills, faulty equipment, etc.
- Checks personnel for proper identification and clearance.
- Permits authorized people to enter property.
- Checks incoming and outgoing packages.
- Observes departing personnel to guard against theft of company property.

Typical Functions

- Sounds alarm or calls police or fire department in case of fire, difficulty with unauthorized people, or medical emergencies.
- Records data, such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for use by supervisory staff.
- May register at watch stations to record time of inspection trips.
- May perform janitorial duties and set thermostatic controls to maintain specified temperature in buildings or cold storage rooms.
- May tend furnace or boiler.
- May be deputized to arrest trespassers.
- May regulate vehicle and pedestrian traffic at plant entrance to maintain orderly flow.
- May patrol site with guard dog on leash.
- May accompany or lead a truck convoy carrying valuable shipments.

Date Last Updated: 1/1/2024

Methodology



Data Collection

ERI gathers data from 3 types of sources: surveys we conduct ourselves, surveys we purchase from other organizations, and reports from publicly traded organization, such as proxies and 10- Ks.



Data Verification

After collecting the data, we conduct QA to ensure the data flowing into the analyses are of the highest quality.

Some examples of QA tasks are job matching by trained analysts, interviewing participants to double-check data that do not fall into parameters, and inspecting data to identify issues such as keying errors or misclassifications.



Analysis

ERI conducts advanced analytics to accurately capture the full scope of an occupation and how it exists in the economy.

ERI is committed to using the best analysis for a given statistical task, including machine learning, meta-analysis, and regression.

These analyses have been validated against independently collected market data.



Quality Assurance

ERI analysts double-check the results for every job every quarter.

This process allows us to be confident in the data we publish.



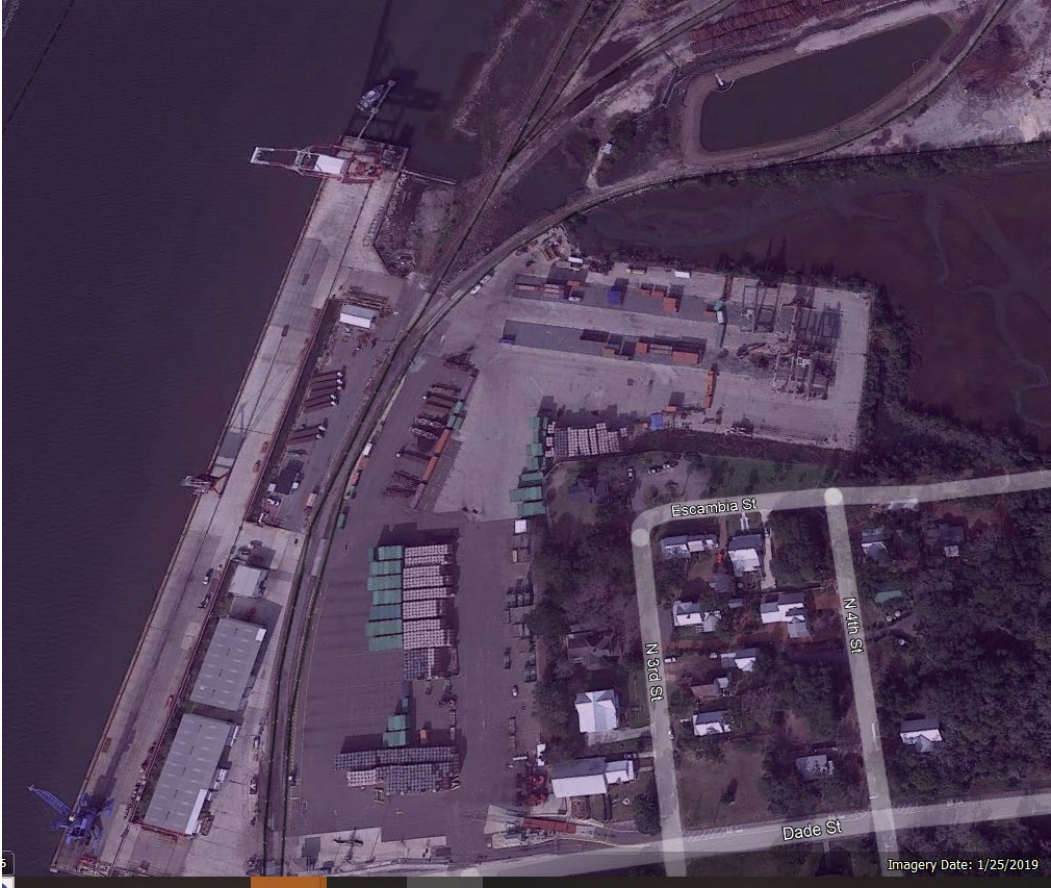
ERI Results

The end result is a carefully curated dataset that reflects compensation rates with an unparalleled level of accuracy.

ERI provides a comprehensive database of compensation for over 14,000 job titles, 1,000 industries, and 9,000 locations.



New Business







US Customs and Border Protection - Fernandina...

Escambia St

N 3rd St

N 4th St

Dade St

Dade St

Front St

D St

Google

Layers



Administrative Office Manager Report

**ADMINISTRATIVE OFFICE MANAGER
REPORT
March 2024**

Hours worked March 2024 – 145

- Attended March 13th and 27th meetings. Minutes composed.
- Prepped for meeting (agenda, packets, equipment set-up)
- Processed Accounts Payable/Receivables
- Corresponded with Joanne FDOT reimbursement
- Corresponded with Joanne (QB entries/transactions, bank reconciliation)
- Prepared resolutions (R05, R06)
- Prepared grant execution FM#444933-1-94-03 (USCBP Concept Planning)
- Granicus app Teams meeting (March 18th)
- Attended TPO meeting with Ch. Hill (March 14th)
- Attended Ethics and Sunshine Law training (March 15th, City Hall)
- Corresponded with Zyscovich (architectural services contract)
- Corresponded with Joel Dimick (Savage PM, CBP facility)
- Corresponded with Kyle Clark (FDOT grants, lost TWIC)
- Corresponded with Jennifer Liston (Zyscovich, USCBP project grant)
- Posted Notice of Gatherings, Shade meeting (April 8th, newspaper)
- Responded to PRR (documents provided)
- Invoices paid and entered into QuickBooks
- Payroll entered into QuickBooks
- Check payments processed
- Bank transactions (transfers, A/R, A/P online)
- Responded to all emails, voicemails, and corresponding documents/letters, Commissioners' and Port Accountant/Attorney requests
- Website updates, meeting videos edited
- Electronic and hard-copy file organizing
- Good Friday (PTO, March 29)
- Prepared documents, invoices before vacation

Public Records Request Received in March 2024- 2