

OCEAN HIGHWAY & PORT AUTHORITY



Miriam R. Hill – Commissioner, District 1
Danny Fullwood – Chairman, District 2
Scott Hanna – Secretary/Treasurer, District 3
Carrol Franklin – Commissioner, District 4
Mike Cole – Vice Chairman, District 5

Monthly Meeting Minutes

May 11, 2022

The Ocean Highway and Port Authority of Nassau County held its Monthly Meeting on Wednesday, May 11, 2022 at the County Commissioners Chambers, James S. Page Government Complex, 96153 Nassau Place, Yulee, Florida 32097.

The meeting was called to order at 6:00 PM by Chairman Fullwood.

The invocation was given by Vice Chairman Cole. The Pledge of Allegiance was led by Chairman Fullwood. Roll call was conducted by Rossana Hebron. All Commissioners were present. Also in attendance were Pierre LaPorte, Port Accountant, and Chris Ragucci, Port Operator. Patrick Krechowski, Port Attorney, was absent.

1. **Comments** - Audience (Comments submitted prior to the meeting)

- No public comment forms were submitted.
- **Guest Speaker - Sherri Mitchell** (Executive Director/Economic Development Board - NCEDB)
Mrs. Mitchell reported on business activities, particularly at Crawford Diamond and Wildlight Commerce Park.

The EDB completed its 5-year Strategic Plan that includes four pillars/metrics measuring all the economic development activities in Nassau County; Business Retention and Expansion, Business Recruitment and Marketing, Public Relations and Communications, and Sustainable Revenue source.

Business Retention and Expansion (BRE) – tally number of companies visited per year, track feedback/number of companies assisted/number of jobs from expansion and retention/and report certifications awarded to students entering the workforce (NCDS).

Business Recruitment and Marketing – track and record new jobs from new business/number of businesses engaged by outreach program/number of prospects and inquiries.

Public Relations and Communications – track and record website/social media platforms traffic and track NCEDB's community events and attendance.

Sustainable Revenue Source – track and record number of investors/special events and participation of key stakeholders and investors.

As for the infrastructure at Crawford Diamond, NCEDB submitted a request for additional grant on behalf of the town of Callahan. The funds (\$12 million) would provide expansion of the water plant. Nassau County committed a portion of their ARPA funds to match the grant as well as Callahan (\$4 million each). Funding is still pending on the Governor's signature. Senator Bean provided a support letter to push the grant application forward.

Mrs. Mitchell requested a contribution of \$3,000 this year from OHPA to support NCEDB's efforts. Chairman Fullwood reiterated OHPA's bonding capabilities. Mrs. Mitchell explained she includes that information in the packets that she distributes to businesses considering the area.

Commissioner Hill suggested surveying the public and "buy in" from the Chamber will aid in designing a benchmark. Specifically, live communications with local businesses and stakeholders will provide feedback in the process. Mrs. Mitchell added collaborations with the different entities are key elements in the strategic planning. She is also one of the stakeholders in RS&H's OHPA Master Plan list.

Chairman Fullwood thanked Mrs. Mitchell for her presentation and report.

2. Approval of Minutes

- April 13, 2022 Monthly Meeting Minutes
- April 27, 2022 Regular Meeting Minutes

Commissioner Hill provided corrections for portions of the April 13th meeting minutes.

Mrs. Hebron noted the corrections and will apply to the amended version of the minutes for the final draft.

Commissioner Franklin motioned to accept the April 13th meeting minutes as amended. Commissioner Hanna second the motion.

The Board unanimously voted in favor of the motion.

There were no corrections suggested for the April 27th Regular meeting minutes.

Vice Chairman Cole motioned to approve the April 27th meeting minutes as is. Commissioner Franklin second the motion.

The Board unanimously voted in favor of the motion.

3. Port Attorney Report

Mr. Krechowski was absent. There were no legal reports.

4. Port Accountant Report

- **Financial report – April 2022**

There were no unusual financial activities to report per Mr. LaPorte. He added he submitted the January-March payroll reports for ARPA reimbursement, approximately \$37K. The Master Plan reimbursement is in progress, approximately \$45K (50:50 match).

Commissioner Hill inquired about the time interval since the Customs and Border Patrol (CBP) paid rent for the Customs House. Mr. LaPorte estimated approximately a year and a half. Mr. Ragucci added the CBP provides free services to the Port and, in turn, OHPA provides appropriate and up-to-code accommodations (Customs House). Commissioner Hill continued to ask if there is a fee charge for every incident response the CBP makes. Duties and fees are charged by the CBP to the ships for cargo inspections and manifests of individual workers on the ships per Mr. Ragucci. Therefore, there is no revenue stream directed to OHPA from CBP activities. Commissioner Hill wondered if the Customs House line item should be removed from the financial report. Mr. LaPorte explained the Customs House monthly financial report is separate to highlight the financial activities pertaining to the Customs House. Chairman Fullwood suggested to leave the report as is. The Customs House expenses are paid by OHPA, \$4,605.99 YTD. Worldwide Terminals (WWT) has reimbursed \$1,009.91 YTD according to the report.

ZPMC payments and reimbursements are still in progress.

There were no other questions or discussions.

5. Port Operator Report

- **Tonnage – April 2022**

The total tonnage for the month of April was 57,877 tons, surpassing the high mark set in January 2022, 51,546 tons. There were 10 vessel calls. The variance was 35,636.

Commissioner Hill asked if it is possible to place tarps on shipments. Mr. Ragucci explained the cost is huge for the tarps and labor per truck load. Commissioner Hill reminded there were incidents of pieces of plywood coming off from the trucks. Mr. Ragucci explained those were bamboo sheets wrapping the plywood; however, on a windy day, those sheets sometimes break off. He assured that his staff have instructions to look for and clean up the debris.

Chairman Fullwood received a report about a flatbed truck proceeded on Centre Street. Mr. Ragucci explained the GPS directs the trucks to an incorrect address. This issue was resolved since then. However, this particular incident was recent, and the truck driver was simply lost.

- **Fire protection update (Warehouse #1)**
Chairman Fullwood reported he spoke with the Fire Chief. An inspection was recently completed and passed. He also suggested since the system is outdated (1990), it should be replaced. He inquired if there is a grant that can be applied for a new system. Mr. Ragucci explained he has recorded the matter for several years running on SeaCIP. It is a priority, and a strong candidate for 50% grant. The inspections occur quarterly with the Fire Chief providing follow up inspection once or twice per year according to Mr. Ragucci. Copies of the W.W. Gay fire inspection recommendations and sprinkler inspection certificate are on file with OHPA and will be distributed to the Board and Mr. Ragucci.
- Reports update from the ourcommunity@worldwideterminals.com link
None to report per Mr. Ragucci.

Discussions:

There is an amendment to the G1938 grant that allows the reallocation of funds from G0L06 grant (expired) pending the Chairman's signature.

6. Unfinished Business

- **Port Tariff (review and approval)**
Mr. Ragucci completed his mark -up/draft. He suggested he would like to review the draft with the new Executive Director for inputs and recommendations before presenting it to the Board.

Chairman Fullwood postponed discussions about the tariff until the next meeting. He affirmed the Board will vote on the Port Tariff, old or new, at the next meeting. Mr. Ragucci verbally concurred.

Commissioner Hill asked if Mr. Ragucci included the tugboat in the tariff. He explained under the Operating agreement, OHPA issues a tariff and, in turn, the Operator will abide by OHPA's decision pending any substantial objections by the Operator. Chairman Fullwood suggested to address this further at the next meeting when the Operator submits the draft for review. Commissioner Hill asked for consensus to include the tugboat in the tariff. The Board agreed. Mr. Ragucci promised to include it as requested.

- **RS&H Master Plan update**
Justin Cole, RS&H Project Manager, reported the Master Plan project resumed after two months postponement. Next step will be a stakeholders' meeting and another public workshop in June. Mrs. Hebron will assist in scheduling the stakeholders' meeting at the John Drew Tax Collector facility on June 8th. Commissioner Hill asked if the meeting will be public. Mr. Kaufman explained the stakeholders' meeting is intended to be more technical feedback as opposed to public input. Therefore, it is not public nor does it require public noticing. The stakeholder list consists of individuals representing different components of the City and County. OHPA is represented by one Commissioner.

Commissioner Hill continued to inquire the amount paid for the Master Plan thus far. Mr. LaPorte reported approximately \$90K. She reminded the Board has yet to see deliverables from the efforts. Therefore, she suggested perhaps some of the Commissioners should be allowed to attend the meetings to observe the progress. Mr. Cole explained upfront efforts are the gathering of information for decision-making and the Master Plan reports. These will be presented to the Board after the stakeholders' meeting and public workshop for review and feedback.

Chairman Fullwood thanked Mr. Cole for his report.

- **Security contract update**

Mr. Ragucci reported he provided the necessary documents to Mr. Krechowski to draft an RFP for the Security services.

Commissioner Hill commented regarding the "cone of silence" portion of the draft. Without giving legal advice, she suggested to refrain from communicating with potential candidates bidding for the RFP. Chairman Fullwood concurred.

7. New Business

- **Executive Director** (contract update)

Chairman Fullwood, Mr. LaPorte, and Mr. Krechowski drafted an Executive Director contract for review. They met and emailed with David Kaufman for negotiations. It contains contract term, compensation package, office space designation, and administrative support.

The office administrator's hours will be increased by 10 hours per week to lend support for the Executive Director and is subject for annual review by the Board and the Executive Director.

Mr. LaPorte explained he conducted a broad study of compensation of managerial level position in and around southeast Florida and Jacksonville for comparison. A benchmark with another nearby port would not be accurate because of the size of the Port of Fernandina compared to Jaxport, for example. Also, OHPA's financial capabilities must be considered.

Chairman Fullwood directed the Board to review, comment, and provide consensus on the draft contract. No formal vote required. A finalized contract will be submitted for Board approval at a subsequent meeting.

Commissioner Hanna motioned to accept the term sheet. Commissioner Franklin second the motion.

The Board unanimously voted in favor of the motion.

Mr. Kaufman confirmed he will continue his work with RS&H until he is officially confirmed as OHPA's Executive Director to avoid any conflict of interests. In

addition, Commissioner Hill asked for some type of conclusion of his role with RS&H before assuming the Executive Director position. Mr. Kaufman agreed.

He will also assist with the SeaCIP application for capital improvement plan pending confirmation.

- **Florida Ports Council meeting**

There is a Port Director meeting with the new FDOT Secretary, Jared Purdue, on June 6th in Tallahassee. Chairman Fullwood or Vice Chairman Cole will represent OHPA pending the selection of a new OHPA Executive Director.

8. Committee Reports

Port Security – Chairman Fullwood
Nothing to report.

FDOT – Chairman Fullwood
Bi-monthly meeting set for May 24th at 3PM with Kyle Coffman.

Customs House – Commissioner Franklin
Windows are expected to be delivered any day now with completion by end of June.

Army Corp of Engineers (ACOE) – Chairman Fullwood
ACOE sent a survey of the entire harbor. Maintenance dredging is necessary in some areas.

Economic Development Board (EDB)– Commissioner Cole
Nothing to report.

Emergency Management – Commissioner Cole
Vice Chairman Cole received his badge. The Director position is vacant. Vice Chairman Cole volunteered to assist (6 times in two months) in the interim.

Technical Coordinating Committee (TCC) – Commissioner Hanna
Commissioner Hanna did not attend the meeting. No report.

Transportation Planning Organization (TPO) – Commissioner Cole
Meeting is scheduled tomorrow. TPO will also have presentations scheduled in Callahan, Fernandina Beach, and for the Board of County Commissioners regarding transportation planning in Nassau County.

Nassau Chamber of Commerce – Commissioner Hill
Nothing to report.

City of Fernandina Beach – Commissioner Hill
Nothing to report.

9. Administrative Office Manager Report

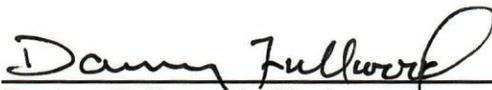
The report is included in the meeting packet. No additional items to report.

10. Other items to be brought by Commissioners

None

Adjourn

With no other questions brought before the Board, the meeting was adjourned at 7:18 PM.



Danny Fullwood, Chairman

6/08/2022

Date