

OCEAN HIGHWAY & PORT AUTHORITY NASSAU COUNTY



FSCJ - Betty P. Cook Nassau Center
David Yulee Room (Rm. A-114)
76346 William Burgess Blvd
Yulee, FL 32097

AGENDA

Wednesday, October 12, 2022

6:00 PM

6:00 PM – Meeting Call to Order – Chairman

Invocation

Pledge of Allegiance

Roll Call: Miriam Hill, District 1; Danny Fullwood, District 2, Scott Hanna, District 3; Carrol Franklin, District 4; Mike Cole, District 5

- 1. Comments** - Audience (Comments submitted prior to the meeting)
- 2. Approval of Minutes**
 - September 14, 2022 Monthly Meeting Minutes
- 3. Port Attorney Report**
- 4. Port Accountant Report**
 - Financial report – September 2022
 - ARPA Funds Reimbursement update
 - Port Operator monthly contribution (CPI adjustment, Resolution 2022-R04)
- 5. Port Executive Director Report**
 - Berth maintenance Dredging RFB
- 6. Port Operator Report**
 - Tonnage – September 2022
 - Updates on public feedback from ourcommunity@worldwideterminals.com

7. Pending Business

- FMIT policy

8. New Business

- Customs and Border Protection-CBP MOA (IT Infrastructure)
- OHPA/Savage Cost-sharing agreement (CBP IT systems)
- Port Administrative fee (collection)

9. Committee Reports

- Port Security – Commissioner Fullwood
- FDOT – Commissioner Fullwood
- Customs House – Commissioner Franklin
- Army Corp of Engineers – Chairman Fullwood
- Economic Development – Commissioner Cole
- Emergency Management – Commissioner Cole
- Technical Coordinating Committee – Commissioner Hanna
- Transportation Planning Organization (TPO) – Commissioner Cole
- Nassau Chamber of Commerce– Commissioner Hill
- City of Fernandina Beach – Commissioner Hill

10. Administrative Office Manager Report

- Expense report
- Board directions for pending invoices (legal, FPC, Fort Clinch, Corporate Creations))

11. Other items to be brought by Commissioners **Adjourn**

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Fla. Stat. § 286.0105.



Meeting Minutes

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

September 14, 2022

The Ocean Highway and Port Authority of Nassau County held its Monthly Meeting on Wednesday, September 14, 2022 at the FSCJ-Betty P. Cook, Nassau Center (David Yulee Room, Bldg. A-114), 76346 William Burgess Blvd., Yulee, FL 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 David Kaufman, Port Executive Director. Rossana Hebron, Administrative Office Manager was absent. All Commissioners were present. Also in attendance were David Kaufman, Port Executive Director; Patrick Krechowski, Port Attorney; Pierre LaPorte, Port Accountant; and Butch Gilbert, Port Operator.

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

- No public comment forms were submitted.

2. **Approval of Minutes**

- August 24, 2022 Board Meeting Minutes

Discussion: Commissioner Hill provided a couple of revisions to the minutes. The changes were conveyed to Mrs. Hebron via the audio recorder to be implemented on the amended version of the minutes.

Commissioner Hanna motioned to accept the August 24th minutes as amended. Vice Chairman Cole second the motion.

The Board voted unanimously in favor of the motion.

3. **Port Attorney Report**

- **Litigation Shade Meeting – Ross v. Nassau Terminals, et al., Case No. 2021-CA-164**

Chairman Fullwood announced the Board will conduct a shade meeting, pursuant to Florida law. He instructed all members of the public, Port staff, and others in

attendance to exit the Chambers and notified the audience when the shade meeting concluded.

Mr. Krechowski explained he requested the shade meeting to obtain Board guidance on potential settlement on Case No. 21-CA-16, Ross Public Records case. Mr. Kaufman, as Port Executive Director, was asked to remain in the Chambers during deliberations. A court reporter was present as well.

After approximately 15 to 30 minutes, the Chairman reconvened the public meeting. Mr. Krechowski explained he distributed the final draft settlement agreement involving OHPA, Nassau Terminals, Mr. Ross, and will also reflect the Chairman's name, in his official capacity, on the opening statement as he was named in the original petition. He recommended the Board accept the settlement agreement as presented.

Vice Chairman Cole motioned the Board agree to the settlement agreement as amended. Commissioner Hanna second the motion.

The Board voted unanimously in favor of the motion.

The following is the written list of updates submitted by Mr. Krechowski prior to the meeting and was included in the meeting packet:

Nassau County Property Appraiser

Answer filed by OHPA – Reply served by Property Appraiser. Working to advance OHPA position and arguments in case.

Property Appraiser has notified OHPA of denial of 2022 tax exempt status. Petition filed with Value Adjustment Board (VAB) on August 4, 2022; received by Value Adjustment Board on August 12, 2022. No hearing date yet set.

Discussion: Mr. Krechowski reported he spoke with both the Chairman and Mr. Kaufman regarding the VAB case, considering other options. A shade meeting is forthcoming.

COFB v. OHPA (PILOT case)

Discovery phase.

Discussion: Mr. Krechowski reported OHPA has until Tuesday to submit its response to the discovery requests.

Ross v. OHPA & Worldwide Terminals

Settlement discussions ongoing. Hearing on Nassau Terminal's and OHPA's Motions for Summary Judgment cancelled due to settlement negotiations.

Tariff Collection/Administration

In receipt of draft amendment to Operating Agreement pertaining to collection and administration of tariffs due to OHPA.

Discussion: Work in progress with Mr. Kaufman and Mr. Gilbert.

Customs House

In receipt and reviewing draft letter agreement from Savage for Customs House IT needs/maintenance and ongoing operation and maintenance costs for the structure.

Discussion: Work in progress with Mr. Gilbert and Savage's in-house attorney, Steve Newman; considering all elements (timing of grant, reimbursements, individual task assignments, and the like) to formulate some understanding. This item is expected to be on the next meeting agenda because it relates to the FY budget.

Savage Services Ownership

Actively working on transition with staff, Chairman and attorneys from Savage team meeting held Aug. 9. Another team meeting likely needed.

COFB Sewer Line

Savage has provided a report that has been accepted by COFB. Mr. Kaufman to present matter to Board.

Fabric Warehouse

Awaiting draft contract from vendor for review/edit. No new update.

Discussion: Mr. Krechowski asked for directions whether to continue with the project. Chairman Fullwood deferred to the Port Operator for a decision.

Miscellaneous

Remaining OHPA assigned tasks actively being worked on.

4. Port Accountant Report

- **Financial report – August 2022**

Mr. LaPorte reminded the current fiscal year will end on September 30th. He will prepare financials for the audits in November and expects the reports in January/February 2023.

Nothing unusual to report on the August financial, Customs House, and account balances reports.

Discussion: Commissioner Franklin inquired if the reported Customs House water bill amount, \$155.06, reflects one- or two-months' worth of payments. Mr. LaPorte will research it. Commissioner Hill inquired if the water serves not only

the Customs House but also a building on the other side of the fence. Commissioner Franklin recalled it serves two restrooms.

- **ARPA Funds Reimbursement update**

OHPA received the last reimbursement on August 22nd. The next reimbursement request will be submitted in October 2022.

- **Budget FY 2022-2023 (v.3)**

Mr. LaPorte incorporated the changes discussed at the last meeting.

Chairman Fullwood inquired if the projected amounts for the legal fees accurate. Mr. LaPorte reminded he changed the description to legal fees that reflects all things legal not just Mr. Krechowski's salary. Additionally, he incorporated the proposed salaries for the Office Administrator and the Port Accountant on the budget. The remainder of the Master Plan fee is \$98,600.

Commissioner Hill conveyed that she supports giving the Office Administrator, Mrs. Hebron, a cost-of-living increase considering her efforts given to the Board/OHPA. However, she suggested when considering the Director's and Accountant's salaries, outside contractors, OHPA should advertise and allow other contractors to participate in the process. She believes OHPA should not be suggesting that the contractors are not charging enough. She added that with the addition of an Executive Director, Mr. Kaufman, he should assume some of the other responsibilities. Commissioner Franklin agreed with the fact that the Mr. LaPorte is a contractor. He praised the extra work that Mr. LaPorte provides for OHPA and suggested that Mr. LaPorte submits separate invoices for said extra work. Mr. LaPorte reminded the Attorney, Accountant, and Office Administrator are all on a one-year contract, renewable in October. He also added he will not submit an invoice for the extra work completed because it is difficult to keep track of the hours spent. Mr. Kaufman will assume the coordination of grants with DOT. In the past, all the grant reimbursements were done by Laura DiBella, former Port Director. Since her parting, Mr. LaPorte assumed those responsibilities.

Chairman Fullwood inquired about the CSX Right of Way fee and the tracks that go through the Port. Mr. Kaufman is still researching and understanding the specifics of the matter.

In sum, the projected revenue totals \$863,613.68 with the ARPA reimbursements and quarterly fee contributing the majority of the funds. Mr. LaPorte explained the Security expenses will be added to the ARPA reimbursement request because OHPA followed the federal procurement guidelines. Commissioner Hill questioned why would the Security invoices be included in the ARPA reimbursements when the Operator pays for the Security at the Port. Mr. LaPorte explained the only invoices permitted for ARPA reimbursements are the salary invoices and now, the Security invoices, since OHPA followed federal procurement guidelines. It is the only opportunity OHPA has to collect for the majority of the ARPA funds. The projected expenses total \$678,633 with a

surplus of \$184,980.68 to end the fiscal year. Mr. LaPorte cautioned the surplus is designated for future projects. Mr. Kaufman added OHPA needs to consider the impending expense, specifically for security and IT, for the use of the BOCC Chambers for the OHPA meetings. OHPA is required to enter into an interlocal agreement with the County. Additionally, Mr. Kaufman reported the Operator agreed to pay for the utility invoices for the Customs House.

Mr. LaPorte distributed copies of the complete budget to be attached to the resolution.

Commissioner Hill questioned if the budget was published once or twice since the budget workshop. She thought the complete budget should be published at least once before adopting it. Mr. Krechowski explained the workshop and the resolution were noticed. It should suffice the public notification requirement.

Commissioner Franklin motioned to accept the Resolution 2022-R03 to adopt the Budget FY 2022-2023. Vice Chairman Cole second the motion.

The Board voted unanimously in favor of the motion.

5. Port Executive Director report

Mr. Kaufman submitted a written report attached to the meeting packet. He reported attending the Florida Ports Council (FPC) and Florida Seaport Transportation and Economic Development (FSTED) meeting in Key West. A highlighted conversation at that meeting was issues associated with drone activity around the Florida Seaports. According to Florida law, ports are not designated as critical infrastructure as it relates to said issue. The FPC is in progress of composing legislation to have the ports designated as such to manage and control security concerns. The Operator reported launching a drone once in a while but have not noticed any drones at the Port from outside sources.

The Customs and Border Protection (CBP) agreement will be presented to the Board at the next meeting. The FPC approved amending of grant funds for the IT infrastructure at the Customs House. Mr. Kaufman is working with the Operator for the cost-sharing agreement portion of the project.

There were no discussions among the ports regarding the rail workers strike at the FPC/FSTED meeting.

Mr. Gilbert will conduct a tour of the Port facility for Commissioner Hill and possibly the new Commissioners along with Mr. Kaufman on Friday. Mr. Kaufman will meet with the newly elected Commissioners as they are available to discuss the Master Plan in particular.

6. Port Operator Report

- **Tonnage – August 2022**

The August tonnage total is down across the board, containers and breakbulk. He reported Somers Isle was in dry dock and off schedule. They are expected to

be on a two-week rotation for the rest of the year and should be on track. Dockage days and vessel Port calls were down, 12 and 6 respectively. Total rail cars were 86 and average trucks per day was 23. Nevertheless, Mr. Gilbert reported the totals are still ahead of year 2021 by 17%. A strong finish is expected this year.

- **Customs House IT equipment**
- **Tariff amendment**

The Customs House and Tariff matters were discussed. Mr. Gilbert explained he received confirmation the Federal Maritime Commission (FMC) approved the new tariff. It will post for 30 days with an effective date of October 15, 2022. He will notify the Port customers of the new fees.

Additionally, there is a berth survey starting and conclude tomorrow. There is grant funds for dredging. The current contractor can no longer provide the service but the Operator found a replacement from Jacksonville. He will provide the new contractor all the survey information for an updated bid. Once received, he will discuss with the Board and make a decision whether to accept the bid or not. If all goes well, expected completion is ten work days. The depth alongside the berth will be brought to 40 feet. He plans to conduct a survey at least annually, if not, twice a year and research for more cost-effective agitative dredging.

Mr. Gilbert confirmed the Port controller continues to check the email/feedback from the link, ourcommunity@worldwideterminals.com.

7. Unfinished Business

- **FMIT policy**

Commissioner Hill reported the former Port Operator filed an Ethics complaint against her. This past Friday, the complaint was dismissed by the Florida Commission on Ethics. In a closed hearing, the Commission voted unanimously to adopt the Ethics Commission Advocate's recommendation that there was no probable cause that a violation of Code of Ethics for public officers and employees occurred or that any of her actions constituted a breach of the public trust. She agreed with their findings and the matter is fully dismissed. She submitted a claim to the insurance, and the insurer indicated her cost is covered under the Board coverage.

Mr. Krechowski gave an observation of the insurance policy, he noticed OHPA has a large general liability policy and premium. The language of the policy covers a broad spectrum that OHPA does not have; specifically, no motor vehicles, no staff of employees, and no ownership of a building. The Port facility is covered separately. He recommends revisiting the policy and possibly reduce the premium. Commissioner Hill suggested inquiring about if an OHPA employee, the Executive Director for instance, travels in a vehicle on OHPA business, is OHPA expected to cover its employees. Mr. Kaufman will reach out to the FMIT representative.

8. New Business

- **City of Fernandina Beach Sewer Line MOU**

Mr. Kaufman reminded the City and OHPA reached an interlocal agreement relating to the sewer line along Front Street on Port property. Repairs and improvement were completed by the City, and now OHPA assumes future liability for future work on the pipeline and other infrastructure within the abandoned right of way.

The agreement was specific to have a Florida-licensed engineer review the completed work on the pipeline. Savage's two licensed engineers (not Florida-licensed) and its Director of Capital improvements reviewed the video of the repair. They concluded the repairs were done appropriately. The City Utility Director gave an expected 50-year life span of the repair and substantiated that it was not a temporary repair. Subsequently, the Board was asked to decide whether the review, completed by Savage's engineers on OHPA's behalf, was adequate to meet its requirement or retain a separate review from a Florida-licensed engineer. The City Utility Director advised the City would accept the review if OHPA accepts it. The City Attorney, Tammi Bach, was copied on that correspondence but OHPA has yet to receive a reply. Mr. Krechowski requested for a Board consensus and will confirm with the City Attorney on the decision. Commissioner Hill explained OHPA has to understand what its long-term exposure might be. It was reiterated the pipe sleeve has a 50-year fix. The point of the work inspection is that OHPA will take ownership of it. If subsequent repairs are needed, it is OHPA's responsibility. The consensus was the Board was comfortable with the inspection completed by Savage's engineers. Mr. Krechowski will inform the City Attorney.

9. Committee Reports

- **Port Security** – Chairman Fullwood
Nothing to report.
- **FDOT** – Chairman Fullwood
The next meeting is scheduled on September 28th.
- **Customs House** – Commissioner Franklin
Nothing to report.
- **Army Corp of Engineers (ACOE)** – Chairman Fullwood
The maintenance dredging project is in progress. Tim Murphy, Head Civilian employee of Jacksonville district, will retire in December 2022. His replacement will be announced soon.
- **Economic Development Board (EDB)**– Commissioner Cole
The group had an investors appreciation event last Thursday at the Tuscan Vineyard.

- **Emergency Management** – Commissioner Cole
On stand-by for weather events in the tropics.
- **Technical Coordinating Committee (TCC)** – Commissioner Hanna
Commissioner Hanna attended the meeting last week with Mr. Kaufman. Projects are being considered for the Jacksonville and the William Burgess areas.
- **Transportation Planning Organization (TPO)** – Commissioner Cole
The group met last week. Two projects, re-pavement of SR200 and Lem Turner Road, are in progress. Chairman Fullwood suggested considering re-pavement of the west side of the bridge.
- **Nassau Chamber of Commerce** – Commissioner Hill
Commissioner Hill joined the Leadership Nassau kick-off cruise for new members and alumni. She reported a young manager from West Rock explained there is a significant turnover in his group because of unfavorable conditions. It is necessary to attract and build a pipeline for more workers. Commissioner Hill suggested reaching out to classrooms (high schools) or TCC level to build a pipeline of local tradesmen.
- **City of Fernandina Beach** – Commissioner Hill
Dale Martin, City Manager, expressed interest in joining the Port tour but has not confirmed. Commissioner Hill will extend the invitation to the Director of Public Works.

10. Administrative Office Manager (AOM) Report

Mrs. Hebron was absent but submitted a written AOM report attached to the meeting packet for Commissioners' reference.

11. Other items to be brought by Commissioners

Chairman Fullwood announced the November 23, 2022 Board meeting is canceled. November 9th is the last meeting for the outgoing Commissioners. December 14th will be the first meeting for the newly elected Commissioners. Additionally, officers' election and Committee assignments will transpire on December 14th.

Adjourn

With no other questions brought before the Board, the meeting was adjourned at 7:09 PM.

Danny Fullwood, Chairman

Date



Port Attorney Report

TO: OCEAN HIGHWAY AND PORT AUTHORITY

FROM: PATRICK W. KRECHOWSKI, PORT ATTORNEY

RE: ATTORNEY'S REPORT

DATE: October 7, 2022

Nassau County Property Appraiser

Answer filed by OHPA – Reply served by Property Appraiser. Working to advance OHPA position and arguments in case.

Property Appraiser has notified OHPA of denial of 2022 tax exempt status. Petition filed with Value Adjustment Board on August 4, 2022; received by Value Adjustment Board on August 12, 2022. Evidence packet submitted on October 11, 2022. Hearing date set for October 26, 2022.

COFB v. OHPA

Discovery phase.

Ross v. OHPA & World Wide Terminals

Settled. Documents provided to Mr. Ross on October 4, 2022. Shade meeting transcript provided on October 6, 2022.

Tariff Collection/Administration

In receipt of draft amendment to Operating Agreement pertaining to collection and administration of tariffs due to OHPA.

Customs House

Letter Agreement approved.

Savage Services Ownership

Actively working on transition with staff, Chairman and attorneys from Savage team meeting held Aug. 9. Another team meeting likely needed.

Miscellaneous

Remaining OHPA assigned tasks actively being worked on.



Port Accountant Report

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Monthly Financial Report -September 2022

| | September | YTD ACTUAL | BUDGET 2021-2022 |
|--------------------------------------|-----------|-------------|---------------------|
| Revenues | | | |
| Quarterly Fee | 20,973.00 | 251,676.00 | 272,493.00 |
| PILOT Payment | 0.00 | 0.00 | 0.00 |
| Audit Fee Reimbursement | 0.00 | 0.00 | 0.00 |
| Misc Income | 20,346.83 | 52,846.83 | 34,500.00 |
| Legal fee Reimbursement | 0.00 | 0.00 | 0.00 |
| ARPA Reimbursement | 0.00 | 218,792.64 | 218,792.62 |
| FDOT Grant Reimbursement | 0.00 | 46,417.02 | 82,310.97 |
| Port Revenue - Cruise | 0.00 | 0.00 | 0.00 |
| Port Revenue - Harbor Admin | 0.00 | 0.00 | 0.00 |
| Port Revenue - Other | 0.00 | 0.00 | 0.00 |
| Interest | 0.02 | 3.37 | 60.00 |
| TOTAL REVENUES | 41,319.85 | 569,735.86 | 608,156.59 |
| EXPENSES | | | |
| COMMISSION DIRECT | | | |
| Salaries - Commissioners | 10,000.00 | 118,000.00 | 120,000.00 |
| Payroll Taxes | 1,593.75 | 15,539.90 | 24,371.13 |
| Unemployment | 0.00 | 142.22 | 75.00 |
| Conferences & Travel | 0.00 | 1,184.29 | 1,000.00 |
| Insurance | 0.00 | 0.00 | 1,134.00 |
| Unpaid Legal Fees | 0.00 | 124,591.13 | 95,772.50 |
| Salaries - Board Attorney | 0.00 | 95,613.20 | 85,368.70 |
| TOTAL COMMISSION DIRECT | 11,593.75 | 355,070.74 | 327,721.33 |
| COMMISSION OPERATION | | | |
| Salaries - Exec Director | 10,833.33 | 32,499.99 | 32,499.99 |
| Bus Dev Expenses | 989.63 | 1,311.48 | 0.00 |
| Travel | 0.00 | 0.00 | 0.00 |
| Salaries- Accountant | 3,000.00 | 18,000.00 | 18,000.00 |
| Salaries - Office Administrator | 2,240.88 | 22,670.39 | 23,535.68 |
| Expenses - Office | 382.24 | 4,230.98 | 4,000.00 |
| Travel - Office Admin | | 11.88 | 100.00 |
| TOTAL COMMISSION OPERATION | 17,446.08 | 78,724.72 | 78,135.67 |
| COMMISSION DISCRETIONARY | | | |
| Dept. of Revenue (Special Dist. Fee) | 0.00 | 0.00 | 225.00 |
| TPO. - Membership | 0.00 | 1,395.00 | 1,329.00 |
| Greater Nassau Chamber of Commerce | 0.00 | 0.00 | 280.00 |
| Advertisement | 0.00 | 869.55 | 600.00 |
| Special Meeting - Court Reporter | 0.00 | 0.00 | 0.00 |
| Web Site | 518.99 | 949.03 | 500.00 |
| Awards & Presentations | 0.00 | 0.00 | 120.00 |
| Masterplan | 0.00 | 199,056.29 | 239,056.29 |
| Discretionary | 0.00 | 0.00 | 720.00 |
| TOTAL COMMISSION DISCRETIONARY | 518.99 | 202,269.87 | 242,830.29 |
| PORT OPERATIONS | | | |
| FB Annual Fee - PILOT | 0.00 | 0.00 | 0.00 |
| CSX Right of Way Fee | 0.00 | 745.50 | 750.00 |
| Insurance | 0.00 | 12,065.00 | 12,065.00 |
| Audit | 0.00 | 33,800.00 | 25,800.00 |
| FL Ports Council Dues | 2,065.00 | 14,090.00 | 15,500.00 |
| Nassau Cty Economic Dev Board | 0.00 | 1,000.00 | 1,000.00 |
| Sponsorships | 0.00 | 0.00 | 0.00 |
| TOTAL PORT OPERATIONS | 2,065.00 | 61,700.50 | 55,115.00 |
| TOTAL EXPENSES | 31,623.82 | 697,765.83 | 703,802.29 |
| Excess Revenues over Expenditures | 9,696.03 | -128,029.97 | -95,645.70 |

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Customs House

Monthly Financial Report - September 2022

| | <u>September</u> | <u>YTD ACTUAL</u> | <u>BUDGET 2021-2022</u> |
|--|------------------|-------------------|-----------------------------|
| INCOME | | | |
| GSA - Customs House - RENTAL INCOME | 0.00 | 0.00 | 0.00 |
| Reimbursements | 0.00 | 1,122.41 | 0.00 |
| Interest | | | |
| TOTAL INCOME | 0.00 | 1,122.41 | 0.00 |
| CUSTOMS HOUSE | | | |
| Bug Out Pest Control | 0.00 | 225.00 | 312.00 |
| River Pest Control Termite Bond | 0.00 | 896.40 | 500.00 |
| Bug Out Termite Bond | 0.00 | 0.00 | 250.00 |
| Cleaning Service | 0.00 | 862.41 | 2,700.00 |
| City of Fernandina Beach (Water) | 76.76 | 930.28 | 1,500.00 |
| Florida Public Utilities (Electric) | 358.96 | 3,468.74 | 5,000.00 |
| Maintenance | 0.00 | 260.00 | 0.00 |
| TOTAL CUSTOMS HOUSE | 435.72 | 6,642.83 | 10,262.00 |
| <u>Net Increase(decrease) in Funds</u> | -435.72 | -5,520.42 | -10,262.00 |

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Account Balances - September 30, 2022

| Account Name | Acct Num | 30-Sep | 31-Aug |
|---------------------|-----------------|---------------|---------------|
| Operating | x3328 | 78,947.24 | 69,677.97 |
| Money Market | x3310 | 602.49 | 616.48 |
| Other - Admin Acct | x6714 | 57.16 | 52.14 |
| Maintenance | x4519 | 50,111.22 | 45,186.22 |



Resolution 2022-R04

(Port Operator contribution – CPI applied)

OHPA - Port Operating Agreement
Annual - CPI Adjustment

| | CPI - August | % Change | Effective Date | Annual Fee | Quarterly | Monthly | Contract Year |
|-----------------|--------------|----------|----------------|--------------|-------------|-------------|---------------|
| 2018 | 252.146 | | 11/1/2018 | \$251,675.00 | \$62,918.75 | \$20,972.92 | 1 |
| 2019 | 256.558 | 1.7498% | 11/1/2019 | \$256,078.76 | \$64,019.69 | \$21,339.90 | 2 |
| 2020 | 259.918 | 1.3096% | 11/1/2020 | \$259,432.48 | \$64,858.12 | \$21,619.37 | 3 |
| 2021 | 273.567 | 5.2513% | 11/1/2021 | \$273,055.99 | \$68,264.00 | \$22,754.67 | 4 |
| 2022 | 296.171 | 8.2627% | 11/1/2022 | \$295,617.76 | \$73,904.44 | \$24,634.81 | 5 |
| Underpay Amount | | | | | | | |
| | | | 2019 | \$4,403.76 | | | |
| | | | 2020 | \$7,757.48 | | | |
| | | | 2021 | \$21,380.99 | | | |
| | | | Total | \$33,542.23 | | | |

[REDACTED]

[REDACTED]

Sent from my iPhone

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

OCEAN HIGHWAY AND PORT AUTHORITY, NASSAU COUNTY, FLORIDA
RESOLUTION NO. 2022-R04

A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA,
ESTABLISHING THE COMPENSATION OWED BY NASSAU TERMINALS, LLC, PURSUANT TO SECTION 6 OF THE
OPERATING AGREEMENT, AS ADJUSTED ANNUALLY FOR INFLATION BASED ON THE CONSUMER PRICE
INDEX; PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, OHPA collects certain fees and compensation from the Port Operator, Nassau Terminals, LLC.

WHEREAS, Section 6 of the Operating Agreement between OHPA and Nassau Terminals, as Port Operator, requires an adjustment of the annual payment made by Nassau Terminals to OHPA for inflation based on the Consumer Price Index.

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

Section 1. In August 2022, the U.S. Department of Labor, Bureau of Labor Statistics issued an 8.3% adjustment to the Consumer Price Index (“CPI”).

Section 2. Based on the adjusted CPI and Section 6 of the Operating Agreement, the Annual Fee owed to OHPA by Nassau Terminals, LLC, is \$295,617.76, effective November 2, 2022.

RESOLVED FURTHER THAT the Ocean Highway and Port Authority, Nassau County, Florida hereby adopts the foregoing Resolution, dated this _____ day of _____, 2022.

OCEAN HIGHWAY AND PORT AUTHORITY,
NASSAU COUNTY, FLORIDA

Danny Fullwood, as its Chairman

ATTEST:

Scott Hanna, as its Secretary



Engagement Letter

FY 2022-2023

Courson & Stam

October 7, 2022

OHPA of Nassau County
86130 License Road, Suite 9
Fernandina Beach, FL 32034

ENGAGEMENT LETTER

This letter sets forth the terms, scope and objectives of our proposed consulting engagement to the Ocean Highway and Port Authority ("OHPA"), for the period from October 2022 – Sept 2023, including the nature and limitations placed on any of our services. The consulting engagement to the OHPA will include two aspects - the OHPA and Port Operations. The OHPA is a special district of the state of Florida and the Port Operations is defined by the "Port Operating Agreement" between Nassau Terminals and the OHPA.

Any limitations place on our services are to ensure that we maintain high ethical standards that benefits our customers and third party users of information we prepare; and to ensure our compliance with professional standards as promulgated by the Florida Institute of CPA's and the American Institute of CPA's.

Work to be Done:

We will work with your Office Manager to jointly and seamlessly perform bookkeeping, accounting, and controller related functions for OHPA. In conjunction with your Office Manager we will perform functions as requested by the OHPA's management team. These functions will include:

Accountant / Controllership Services

- Controllership – Developing and maintaining accounting systems using QuickBooks to integrate the Office Managers monthly activities with our accounting processes, ensuring proper segregation of duties, defining policies and procedures.
- Compliance Issues – Ensuring compliance with federal, state and local income taxes, employment and administrative reporting requirements.

- Maintaining Financial Records – Keeping the Company’s financial books, accounts, and other records in accordance with Generally Accepted Accounting Principles (GAAP). Preparing and posting accounting journal entries, accruals and quarterly closing entries.
- Periodic Management Reporting – Preparing monthly reports as defined by management; these reports will be ready by the Friday before the monthly meeting.
- Quarterly Financial Reports – Preparing quarterly financial reports including the Balance Sheet, and Statement of Operations for OHPA in accordance with GAAP. These reports will be available no later than forty-five (45) days after the end of each financial quarter.
- Annual Budget Preparation - Working with the Treasurer to define budget requirements, and goals as well as monitoring adherence to budgets and variance analysis.

Bookkeeping Services

- Receivables Administration – Monitoring amounts due to the OHPA and take appropriate action to ensure timely collection and administration of appropriately documented receivables.
- Payroll Processing - Processing periodic payroll, making tax liability payments, filing periodic federal, state and local required employment and other tax reports.

Grant Fund Administration

- ARPA and FDOT Grant Administration – Administer ARPA (Pandemic Grant) and OHPA Master Plan FDOT Grant including defining eligible spending, preparing reimbursement requests and other requirements as per the grant agreements.

Limitations on Work:

- The reports we prepare are limited to presenting in the form of financial statements, information that is the representation of the OHPA’s management. We will not audit the compiled financial statements and, accordingly, will not express an opinion or any other form of assurance on them.

- Additionally, any and all reporting we prepare will omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusion about the OHPA's financial position, results of operations and cash flows. Accordingly, the financial statements we prepare are not designed for those who are not informed about such matters.
- Finally, our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist.
- Courson & Stam, LLC at all times will comply with the attached "Contract Addendum" titled Public Records and Public Records Compliance.

Fee Schedule, timing and termination:

Our fees for these services will be a flat rate of \$1,900.00 per month. Charge will be billed on a monthly basis and is payable upon receipt of invoice.

Either party may terminate this agreement at anytime with thirty days (30) written notification.

Pursuant to the provisions of Florida Statute, no severance pay will be due the accountant is terminated for misconduct as defined by F.S. 443.036(29)

If the foregoing is in accordance with your understanding, please sign a copy of this letter in the space provided and return it to us.

Sincerely,



Pierre Laporte
Courson & Stam, LLC

Acknowledged:

Danny Fullwood
Chairman, OHPA

CONTRACT ADDENDUM

4. PUBLIC RECORDS AND PUBLIC RECORDS COMPLIANCE:

a. LOURSON + SPAN, LLC, as an independent contractor to OHPA, is required to comply with public records laws, and, specifically, to:

1. Keep and maintain public records required by OHPA, as the public agency to perform the services for OHPA;
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.
3. Ensure that the public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to OHPA as the public agency;
4. Upon completion of the contract, transfer, at no cost to OHPA, as the public agency all public records in possession of the contractor or keep and maintain public records required by OHPA, as the public agency, to perform the services. If the contractor transfers all of the public records to the agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all requirements of retaining public records. All records stored electronically must be provided to OHPA, as the public agency, upon request from the OHPA custodian of public records, in a format that is compatible with the information technology systems of the public agency.

b. Statement required by F.S. 119.0701(2)(a)

IF THE CONTRACTOR HAS A QUESTION REGARDING THE APPLICATION OF CHAPTER 119 FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT 904/491-7422



Executive Director Report

Executive Director's Report – October 12, 2022

Maintenance Dredging: As reported previously, the berths at the Terminal have silted to the point that maintenance dredging is required in order to keep the southern end of the Terminal open without restrictions. We are in the process of developing a Request for Bids (RFB) which will include the current Nationwide Permit which expires in March 2023, a recent hydrographic survey (September 2022) and a proposed scope of work prepared by the Operator. The Project will be funded on a 75/25 basis with the State contributing up to 75% of the Project funds on a reimbursement basis and the Operator contributing the additional 25%. Once the RFB Package is complete we will advertise the Project on our website and simultaneously reach out to area dredging contractors to encourage participation.

CSX Right of Way Payments: At the last Commission meeting there was a question related to the \$750 that is part of the OHPA Budget related to the CSX Right-of-Way. I have reached out to CSX for clarification and have learned that the fee covers three separate easements on the Terminal that provide access for water, sewer, and electric utilities to cross the tracks on the Terminal.

OHPA Insurance: Also at the last Commission meeting, there was a question related to the insurance coverage that OHPA is paying for. There are a few items that OHPA could consider removing from coverage to reduce the premium. These items include auto coverage (a \$250 savings) which provides additional liability coverage once our individual auto policies exhaust their coverage, Cyber Security Coverage (a \$ savings), and property liability insurance which covers the License Road office space and contents (a \$ savings). Additional research is recommended prior to dropping the Cyber Coverage and the Property Liability Coverage. We went ahead and renewed the Policy on October 1 in order to keep the coverage in place, but can make mid-year adjustments if the Board elects to do so.

MARAD Visit: I had the opportunity to meet the new Regional Director for the Maritime Administration (MARAD), Mrs. Brenden Villanueva last week and provide her a tour of the facilities. Mrs. Villanueva has offered to brief the Commission at a future meeting on the activities of MARAD and the assistance they can provide OHPA.

FEMA Preparation Meeting:

Chamber Meeting:

Meeting Space: I spoke with the County Manager's office last week and learned that they will not allow OHPA to utilize any of the IT or Communications systems in their space during Commission meetings, rendering that space not useable for us. We will seek out other opportunities and report back to the Commission on the alternatives available.

Ocean Highway and Port Authority Board Submission

Item Number: BD-22-09-01

Title: US Customs and Border Protection IT and Communications System Upgrade – Cost Share Agreement

Background:

The Ocean Highway and Port Authority (OHPA) has an obligation to provide adequate facilities to the US Customs and Border Protection agency (CBP) at the Port in order for them to provide services required of a port-of-entry. These facilities include IT and Communications Infrastructure. The CBP has provide a Memorandum of Agreement to OHPA outlining their requirements for the installation and on-going maintenance of the equipment necessary to fulfill their requirements.

OHPA has received approval from the Florida Seaport Transportation and Economic Development Council and the Florida Ports Council to utilize its' previously received seaport security grant to fund a portion of the Project. This item presents an agreement with the Terminal Operator to provide the required capital match to acquire and install the equipment, and an agreement to provide for the on-going system maintenance.

Recommendation:

It is recommended that the OHPA Board approve the attached cost sharing agreement with the Terminal Operator.

Submitted By:

David Kaufman

Executive Director

Item Number: BD-22-09-01

CBP Cost Share Agreement

Board Action:

Approve:

Disapprove:

Board Chairman:

Board Secretary:

Attachments:

Cost Share Agreement

Ocean Highway and Port Authority Board Submission

Item Number: BD-22-09-02

Title: US Customs and Border Protection IT and Communications System Upgrade – Memorandum of Agreement

Background:

The Ocean Highway and Port Authority (OHPA) has an obligation to provide adequate facilities to the US Customs and Border Protection agency (CBP) at the Port in order for them to provide services required of a port-of-entry. These facilities include IT and Communications Infrastructure. The CBP has provided a Memorandum of Agreement to OHPA outlining their requirements for the installation and on-going maintenance of the equipment necessary to fulfill their requirements. The cost of equipment acquisition and installation is estimated at a not-to-exceed amount of \$56,026.30. OHPA has obtained a state seaport security grant in the amount of \$24,573 and the terminal operator has agreed to provide the matching amount. The estimated on-going annual recurring costs to maintain the system, which will be funded completely by the terminal operator is estimated to cost \$10,961.35.

Recommendation:

It is recommended that the OHPA Board approve the attached Memorandum of Agreement with the U.S. Customs and Border Protection.

Submitted By:

David Kaufman

Executive Director

Item Number: BD-22-09-02

Port Tariff

Board Action:

Approve:

Disapprove:

Board Chairman:

Board Secretary:

Attachments:

CBP Memorandum of Agreement

Ocean Highway and Port Authority Board Submission

Item Number: BD-22-09-03

Title: Amendment to Operating Agreement Related to Tariff Revenue Collection

Background:

The Ocean Highway and Port Authority (OHPA) recently adopted a new Tariff for the Port of Fernandina. The new Tariff which becomes effective in October 2022 includes two new fees that will represent additional revenue for OHPA. These fees are the Port Administration Fee and the Fuel Bunkering Fee. Staff has reached an agreement with the Terminal Operator to have them administer, bill, collect and permit to OHPA the revenue on a monthly basis. In order to compensate the Operator for this additional level of administrative support, OHPA staff has agreed to recommend a 25% administrative fee to be deducted from the collected amount. In addition to the billing and collection of these revenues, the Operator will also have the responsibility for developing a procedure for licensing, regulating, and overseeing the bunkering operations.

Recommendation:

It is recommended that the OHPA Board approve the attached amendment to the Operating Agreement related to the new tariff items.

Submitted By:

David Kaufman

Executive Director

Item Number: BD-22-09-03

Tariff Revenue Collection

Board Action:

Approve:

Disapprove:

Board Chairman:

Board Secretary:

Attachments:

Amendment to the Operating Agreement

Ocean Highway and Port Authority Board Submission

Item Number: BD-22-09-04

**Title: Advertise of Request for Bids to Provide Berth Maintenance
Dredging**

Background:

The Terminal Operator recently performed a hydrographic survey of OHPA's berths which shows significant shoaling throughout the entire length of the wharf. OHPA has also received comments from the St. Johns Bar Pilots regarding the need to advance our dredging activities to prevent any future draft restrictions. It is estimated that a total amount of nearly 3,100 cubic yards of material will need to be mechanically dredged in order to return the berths to their authorized depth of -40'. This dredging is covered under OHPA's current permit which is set to expire on March 8, 2023.

Recommendation:

It is recommended that the OHPA Board approve the advertisement of a Request for Bids to provide maintenance dredging services, in accordance with its approved permits.

Submitted By:

David Kaufman

Executive Director

Item Number: BD-22-09-04

Request for Bids for Berth Maintenance Dredging

Board Action:

Approve:

Disapprove:

Board Chairman:

Board Secretary:

Attachments:

Dredging Scope of Work



Port Operator Report

Worldwide Terminals
Port of Fernandina
Tonnage By Commodity
2022


| Commodity | 2019 Total | 2020 Total | 2021 YTD | 2022 Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2022 YTD | 2021 YTD | Variance |
|-------------------------------|---------------|---------------|-------------|-------------|--------|--------|--------|--------|--------|--------|--------|--------|-----|-----|-----|-------------|-------------|----------|
| Containers | | | | | | | | | | | | | | | | | | |
| Throughput Number | 8,687 | 10,807 | 11,685 | 1,118 | 922 | 437 | 991 | 816 | 964 | 761 | 641 | 486 | 0 | 0 | 0 | 7,136 | 9,098 | (1,962) |
| Container Tons | 46,376 | 116,792 | 127,420 | 5,651 | 8,126 | 4,684 | 4,272 | 5,547 | 6,844 | 5,163 | 6,806 | 2,424 | 0 | 0 | 0 | 49,517 | 97,299 | (47,782) |
| Total Equivalent Units (TEUS) | 9,517 | 13,266 | 14,625 | 1,618 | 1,140 | 540 | 910 | 913 | 988 | 856 | 760 | 529 | 0 | 0 | 0 | 8,254 | 11,725 | (3,471) |
| Restow TEUS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Breakbulk Cargo | | | | | | | | | | | | | | | | | | |
| Kraft Liner Board (KLB) | 120,118 | 88,512 | 106,310 | 10,304 | 4,625 | 0 | 14,377 | 15,802 | 15,503 | 385 | 5,743 | 9,696 | 0 | 0 | 0 | 76,435 | 70,225 | 6,210 |
| Lumber | 3,754 | 1,482 | 0 | 0 | 0 | 2,487 | 0 | 0 | 2,609 | 0 | 0 | 5,012 | 0 | 0 | 0 | 10,108 | 0 | 10,108 |
| Plywood | 0 | 0 | 0 | 14,742 | 8,159 | 6,819 | 6,689 | 2,467 | 1,319 | 15,263 | 0 | 0 | 0 | 0 | 0 | 55,459 | 0 | 55,459 |
| Steel | 3,695 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| Woodpulp | 18,739 | 49,812 | 128,627 | 20,441 | 11,305 | 0 | 32,517 | 4,795 | 20,293 | 4,090 | 10,472 | 5,106 | 0 | 0 | 0 | 109,019 | 110,124 | (1,105) |
| Misc General Cargo | 2,801 | 1,636 | 2,232 | 408 | 6,989 | 0 | 22 | 84 | 65 | 79 | 0 | 432 | 0 | 0 | 0 | 8,079 | 1,901 | 6,178 |
| Bulk Cargo | 0 | 2,205 | 2,260 | 0 | 0 | 2,255 | 0 | 0 | 0 | 3,305 | 0 | 0 | 0 | 0 | 0 | 5,560 | 2,260 | 3,300 |
| Oats | 0 | 13,458 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| Total General Tons | 149,107 | 157,105 | 239,429 | 45,895 | 31,078 | 11,561 | 53,605 | 23,148 | 39,789 | 23,122 | 16,215 | 20,246 | 0 | 0 | 0 | 264,659 | 184,510 | 80,149 |
| Total Tons | 195,483 | 273,897 | 366,849 | 51,546 | 39,204 | 16,245 | 57,877 | 28,695 | 46,633 | 28,285 | 23,021 | 22,670 | 0 | 0 | 0 | 314,176 | 281,809 | 32,367 |
| Dockage | | | | | | | | | | | | | | | | | | |
| Dockage Days | 154 | 377 | 209 | 19 | 28 | 49 | 53 | 25 | 29 | 42 | 12 | 18 | 0 | 0 | 0 | 275 | 167 | 108 |
| Vessel Port Calls | 73 | 80 | 82 | 9 | 11 | 5 | 10 | 8 | 9 | 7 | 6 | 6 | 0 | 0 | 0 | 71 | 64 | 7 |
| Rail and Truck | | | | | | | | | | | | | | | | | | |
| Total rail cars | 1,490 | 1,284 | 1,596 | 183 | 125 | 174 | 157 | 196 | 107 | 157 | 86 | 117 | 0 | 0 | 0 | 1,302 | 1,183 | 119 |
| Average trucks per day | | | | 44 | 28 | 27 | 19 | 20 | 30 | 48 | 23 | 12 | 0 | 0 | 0 | | | |



Pending Business



New Business

| | | | |
|--|--|--|--|
| CERTIFICATE OF COVERAGE | | | |
| Certificate Holder Ocean Highway & Port Authority 86130 License Road Suite 9 Fernandina Beach FL 32034 | | Administrator Florida League of Cities, Inc. Department of Insurance Services P.O. Box 538135 Orlando, Florida 32853-8135 | |
| Issue Date 10/12/22 | | | |
| COVERAGES THIS IS TO CERTIFY THAT THE AGREEMENT BELOW HAS BEEN ISSUED TO THE DESIGNATED MEMBER FOR THE COVERAGE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE AGREEMENT DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH AGREEMENT | | | |
| COVERAGE PROVIDED BY: FLORIDA MUNICIPAL INSURANCE TRUST | | | |
| AGREEMENT NUMBER: FMIT | | COVERAGE PERIOD: FROM 10/1/22 | COVERAGE PERIOD: TO 10/1/23 12:01 AM STANDARD TIME |
| TYPE OF COVERAGE - LIABILITY General Liability <input checked="" type="checkbox"/> Comprehensive General Liability, Bodily Injury, Property Damage, Personal Injury and Advertising Injury <input checked="" type="checkbox"/> Errors and Omissions Liability <input checked="" type="checkbox"/> Employment Practices Liability <input checked="" type="checkbox"/> Employee Benefits Program Administration Liability <input checked="" type="checkbox"/> Medical Attendants'/Medical Directors' Malpractice Liability <input checked="" type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Law Enforcement Liability <input checked="" type="checkbox"/> Underground, Explosion & Collapse Hazard Limits of Liability * Combined Single Limit Deductible N/A Automobile Liability <input type="checkbox"/> All owned Autos (Private Passenger) <input type="checkbox"/> All owned Autos (Other than Private Passenger) <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos Limits of Liability * Combined Single Limit Deductible N/A | | TYPE OF COVERAGE - PROPERTY <input type="checkbox"/> Buildings <div><input type="checkbox"/> Basic Form <input type="checkbox"/> Special Form</div> <input checked="" type="checkbox"/> Personal Property <div><input type="checkbox"/> Basic Form <input checked="" type="checkbox"/> Special Form</div> <input type="checkbox"/> Agreed Amount <input checked="" type="checkbox"/> Deductible <input checked="" type="checkbox"/> Coinsurance 100% <input type="checkbox"/> Blanket <input checked="" type="checkbox"/> Specific <input checked="" type="checkbox"/> Replacement Cost <input type="checkbox"/> Actual Cash Value Limits of Liability on File with Administrator TYPE OF COVERAGE - WORKERS' COMPENSATION <input type="checkbox"/> Statutory Workers' Compensation <input type="checkbox"/> Employers Liability <div><div></div> Each Accident <div></div> By Disease <div></div> Aggregate By Disease</div> <input type="checkbox"/> Deductible N/A <input type="checkbox"/> SIR Deductible N/A | |
| Automobile/Equipment - Deductible <input type="checkbox"/> Physical Damage NA - Comprehensive - Auto NA - Collision - Auto NA - Miscellaneous Equipment | | | |
| Other * The limit of liability is Bodily Injury and/or Property Damage per person or Bodily Injury and/or Property Damage per occurrence. These specific limits of liability are increased to (combined single limit) per occurrence, solely for any liability resulting from entry of a claims bill pursuant to Section 768.28 (5) Florida Statutes or liability/settlement for which no claims bill has been filed or liability imposed pursuant to Federal Law or actions outside the State of Florida. | | | |
| Description of Operations/Locations/Vehicles/Special Items RE: Coverage Includes Cyber Liability | | | |
| THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE AGREEMENT ABOVE. | | | |
| Designated Member Ocean Highway & Port Authority 86130 License Road Suite 9 Fernandina Beach FL 32034 | | Cancellations SHOULD ANY PART OF THE ABOVE DESCRIBED AGREEMENT BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED ABOVE, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE PROGRAM, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE | |



Memorandum of Agreement

Customs and Border Protection



U.S. Customs and
Border Protection

U. S. CUSTOMS AND BORDER PROTECTION (CBP) MEMORANDUM OF AGREEMENT TO REIMBURSE CBP

This Memorandum of Agreement ("MOA") outlines the agreement between the below named Seaport (Sponsor) and CBP regarding the Sponsor's responsibility to reimburse CBP for costs related to providing communications and information technology (IT) equipment and services at the below named location. Legal authorities for CBP to enter into and require such an agreement is found at 6 U.S.C. §231; 19 U.S.C. §§ 482, 1434, 1448, 1449, 1461, 1463, 1499, 1552, 1581, and 19 C.F.R. Part 19.

Port Owner/Operator:

Ocean Highway and Port Authority (Sponsor)

Location:

86130 License Road, Suite 9

Fernandina Beach, FL 32034

OCEAN HIGHWAY AND PORT AUTHORITY RESPONSIBILITIES

Data and Cabling

Ocean Highway and Port Authority is responsible for the procurement and installation of all data cabling and electrical components required for connectivity of systems and equipment, according to CBP Office of Information Technology (OIT) provided specifications. Ocean Highway and Port Authority is required to provide a two-week advanced notice of all cable pulls to allow CBP to observe installation.

Reimbursement of Equipment, Initial Service, and Recurring Costs

Ocean Highway and Port Authority agrees to reimburse CBP for all equipment and connectivity costs, including installation, maintenance, and recurring costs, at the Port of Fernandina Beach, 403 North 3rd Street, Fernandina Beach, FL 32034. Current estimated equipment and initial service costs total \$56,026.30. The estimated annual recurring costs are \$10,961.35. CBP OIT's Cost Estimate titled "FND001A-OFO-22068C" is attached.

Ocean Highway and Port Authority will be billed the actual costs for the equipment identified in CBP OIT's Cost Estimate FND001A-OFO-22068C, along with any outstanding reimbursements due from any previously executed agreement(s). Recurring out-year network circuit charges, and the cost of any necessary replacement equipment not covered under warranty, will also be billed to Ocean Highway and Port Authority.

Circuit and Equipment Upgrades

Upgrades to CBP required equipment and connectivity may be required on a schedule determined by CBP (approximately every 3-5 years, as needed). Ocean Highway and Port Authority is responsible for the cost of required upgrades. CBP will provide Ocean Highway and Port Authority a minimum of 180 days advance notice of any required upgrades.

Payment Process

A copy of this signed agreement will be forwarded to the CBP National Finance Center (NFC). Upon receipt and installation of all equipment, the NFC will issue Ocean Highway and Port Authority a bill for the actual equipment and initial services costs not to exceed \$56,026.30, as detailed in CBP OIT Cost Estimate FND001A-OFO-22068C. The CBP NFC will bill Ocean Highway and Port Authority 90-days prior to the due date for recurring out-year network and connectivity charges owed, along with any sums owed for replacement equipment not covered by manufacturer warranties.

Pursuant to 19 C.F.R. § 24.3a, any amounts due CBP under the terms of this agreement that are more than 30 days past-due will begin accruing interest charges based on U.S. Treasury borrowing rates and may ultimately be referred for collection.

Ocean Highway and Port Authority Accounts Payable Information

Tax Identification Number: _____
Bill To Representative: _____
Phone Number: _____
Email Address: _____
Address: _____

Equipment Ownership

CBP will retain possessory ownership of all equipment used in CBP operations until CBP vacates the premises. CBP will transfer the equipment reimbursed by Ocean Highway and Port Authority when CBP vacates the premises. Within two months (60-days) of installation and reimbursement, CBP OIT will deliver a list of serial numbers and/or other identification and warranty information for Ocean Highway and Port Authority reimbursed equipment to the point of contact listed below.

Ocean Highway and Port Authority Equipment Administrator: _____
Email Address: _____
Phone Number: _____
Ship to Address: _____

U.S. CUSTOMS AND BORDER PROTECTION (CBP) RESPONSIBILITIES

Equipment Connectivity and Maintenance

CBP OIT will be responsible for ordering and installing required circuit, data equipment, and connection(s) from Port of Fernandina Beach to the CBP National Data Center. CBP is also responsible for imaging, maintaining, and controlling all equipment listed in the attached CBP OIT Cost Estimate FND001A-OFO-22068C. Ocean Highway and Port Authority will incur no CBP OIT charged service fees for any equipment maintenance/repair/replacement covered by CBP procured equipment warranties.

Data Ownership

All data entered and/or stored in any manner on the equipment covered by this MOA shall belong to the United States and is confidential and protected information. It is CBP's responsibility to properly remove data before possession of any equipment is transferred to Ocean Highway and Port Authority. In the event data inadvertently remains on any equipment after transfer, Ocean Highway and Port Authority shall keep the information confidential and immediately notify CBP so that CBP can remove the data.

AUTHORIZATION

Authorized Representative

The signatory to this MOA represents and warrants that he or she is a duly authorized representative of Ocean Highway and Port Authority, with full power and authority to enter into this MOA and to bind Ocean Highway and Port Authority with regard to all matters relating to this agreement.

Agreement to these terms is attested by the signatures below.

Carrol Franklin
Commissioner
Ocean Highway and Port Authority

Email Address

Date

Steven Parrott
Port Director, Fernandina Beach
Office of Field Operations, Miami/Tampa Field Office
U.S. Customs and Border Protection

Email Address

Date

**U.S. Customs and Border Protection
Office of Information & Technology
Cost Sign-Off Document***

(*Actual costs will be derived from actual obligations)

This is a Rough Order of Magnitude Estimate.

Final costs will be determined once the network designs are completed

Site Code: FND001A

Site Name: Port of Fernandina Beach

Site Address: 403 N 3RD ST, FERNANDINA BEACH, FL. 32034

Date Prepared: 5/6/2022

Preparer: Chris Crouch

Equipment and Service Costs

Data Equipment Costs (OCC-31)

| Line Item | Description | Qty | Unit Cost | Total |
|------------------------------------|--|-----|------------|--------------------|
| 10 | APC Smart-UPS 1500VA (BRAND NAME or EQUIVALENT) | 1 | \$700.00 | \$700.00 |
| 20 | Std Desktop - Slim Line Form Factor (1TB Drive, 32 GB RAM) | 3 | \$1,350.00 | \$4,050.00 |
| 30 | Dell 24" Monitor, 1920 x 1080 (BRAND NAME or EQUIVALENT) | 6 | \$350.00 | \$2,100.00 |
| 40 | 3M Privacy Filter, 24" (BRAND NAME or EQUIVALENT) Privacy Filter must be compatible with monitor above | 5 | \$100.00 | \$500.00 |
| 50 | 3M (Gemalto) CR100 Passport Reader w/2M USB Cable (BRAND NAME or EQUIVALENT) | 1 | \$700.00 | \$700.00 |
| 60 | Integrated Biometrics Kojak 10-Print Scanner w/Bracket (BRAND NAME or EQUIVALENT) | 1 | \$1,500.00 | \$1,500.00 |
| 70 | Logitech C920e Pro WebCam w/5' Cable (BRAND NAME or EQUIVALENT) | 3 | \$150.00 | \$450.00 |
| 80 | Fujitsu ScanSnap iX1600 (BRAND NAME or EQUIVALENT) | 2 | \$500.00 | \$1,000.00 |
| 90 | Dell Precision 3450 Small Form Factor (1TB Drive) | 1 | \$2,400.00 | \$2,400.00 |
| 100 | HP Color LaserJet M553dn Printer (BRAND NAME or EQUIVALENT) | 2 | \$800.00 | \$1,600.00 |
| 110 | APC PE76 7-Outlet Power Strip (BRAND NAME or EQUIVALENT) | 3 | \$16.00 | \$48.00 |
| 120 | 10% Cost Contingency for Equipment | 1 | \$1,504.80 | \$1,504.80 |
| Total Data Equipment Costs: | | | | \$16,552.80 |

Network Equipment Costs (OCC-31)

| | | | | |
|---------------------------------------|------------------------------------|---|-------------|--------------------|
| 130 | Router (Up to 100 Mbps) | 1 | \$10,860.00 | \$10,860.00 |
| 140 | 24-port Stackable Access Switch | 1 | \$9,749.00 | \$9,749.00 |
| 150 | 1G Single Mode SFP | 2 | \$775.00 | \$1,550.00 |
| 160 | 1G Multimode SFP | 2 | \$391.00 | \$782.00 |
| 170 | 15% Cost Contingency for Equipment | 1 | \$3,441.15 | \$3,441.15 |
| Total Network Equipment Costs: | | | | \$26,382.15 |

Voice Equipment Costs (OCC-31)

| | | | | |
|------------------------------------|--|---|--------|---------------|
| 180 | There are no voice costs associated with this request. | 0 | \$0.00 | \$0.00 |
| 190 | 10% Cost Contingency for Equipment | 0 | \$0.00 | \$0.00 |
| Total Voice Equipment Costs | | | | \$0.00 |

BSDP Equipment Costs (OCC-31)

| | | | | |
|------------------------------------|---|---|--------|---------------|
| 200 | There are no BSDP equipment costs associated with this request. | 0 | \$0.00 | \$0.00 |
| 210 | 10% Equipment Contingency Costs | 0 | \$0.00 | \$0.00 |
| Total BSDP Equipment Costs: | | | | \$0.00 |

Tactical Communication (TACCOM) Equipment Costs (OCC-31):

| Line Item | Description | Qty | Unit Cost | Total |
|---|---|-----|-----------|---------------|
| 220 | There are no TACCOM equipment costs associated with this request. | 0 | \$0.00 | \$0.00 |
| 230 | 10% Cost Contingency for Equipment | 0 | \$0.00 | \$0.00 |
| Total Communication Equipment Costs: | | | | \$0.00 |

TOTAL EQUIPMENT COSTS: \$42,934.95

**Service Costs
Circuit Costs (OCC-23)**

| | | | | |
|-----------------------------|--|----|------------|--------------------|
| 240 | Comcast 100M ICP new Circuit Installation | 1 | \$0.00 | \$0.00 |
| 250 | Comcast 100M ICP Annual Recurring Costs | 12 | \$586.33 | \$7,035.96 |
| 260 | Potential Estimated LEC Special Construction | 1 | \$5,000.00 | \$5,000.00 |
| 270 | 15% Cost Contingency for Tax / USF | 1 | \$1,055.39 | \$1,055.39 |
| Total Circuit Costs: | | | | \$13,091.35 |

BSDP Services Costs (OCC-25)

| | | | | |
|--|---|---|--------|---------------|
| 280 | There are no BSDP Service costs associated with this request. | 0 | \$0.00 | \$0.00 |
| 290 | 10% Service Costs | 0 | \$0.00 | \$0.00 |
| Total BSDP Contract Services Costs: | | | | \$0.00 |

TACCOM Service Costs (OCC-25)

| | | | | |
|---|---|---|--------|---------------|
| 300 | There are no TACCOM Service costs associated with this request. | 0 | \$0.00 | \$0.00 |
| Total Tactical Communication Services Costs: | | | | \$0.00 |

Government Travel (OCC-21)

| | | | | |
|---------------------------------------|---|---|--------|---------------|
| 310 | There are no Travel costs associated with this request. | 0 | \$0.00 | \$0.00 |
| Total Government Travel Costs: | | | | \$0.00 |

TOTAL SERVICE COSTS: \$13,091.35

TOTAL ESTIMATED INITIAL EQUIPMENT AND SERVICES \$56,026.30

**Out Year Recurring Service Costs
Circuit Recurring Costs (OCC-23)**


| | | | | |
|---------------------------------------|---|----|------------|-------------------|
| 320 | Comcast 100M ICP Annual Recurring Costs | 12 | \$586.33 | \$7,035.96 |
| 330 | 15% Cost Contingency for Tax / USF | 1 | \$1,055.39 | \$1,055.39 |
| Total Recurring Circuit Costs: | | | | \$8,091.35 |

Network Equipment Service Costs (OCC-25)

| | | | | |
|---|--|---|------------|-------------------|
| 340 | Router (Up to 100 Mbps) Maintenance Annual Recurring Costs | 1 | \$1,320.00 | \$1,320.00 |
| 350 | Access Switch (24-port) Maintenance Annual Recurring Costs | 1 | \$1,550.00 | \$1,550.00 |
| Total Recurring Network Service Costs: | | | | \$2,870.00 |

BSDP Service Costs (OCC-25)

| | | | | |
|--|---|---|--------|---------------|
| 360 | There are no BSDP Service costs associated with this request. | 0 | \$0.00 | \$0.00 |
| Total Recurring BSDP Service Costs: | | | | \$0.00 |

| Line Item | Description | Qty | Unit Cost | Total |
|---|---|-----|---|--------------------|
| TACCOM Annual Operation and Maintenance Costs (OCC-25) | | | | |
| 370 | There are no TACCOM Service costs associated with this request. | 0 | \$0.00 | \$0.00 |
| Total Recurring TACCOM Service Costs: | | | | \$0.00 |
| TOTAL ANNUAL RECURRING COSTS | | | | \$10,961.35 |
| <p>NOTE: The OIT Cost Sign-Off Document and the associated estimated costs listed above expires 90 days from the above Date Prepared or at the end of the Governments current fiscal year, whichever comes first. After such time, a new OIT Cost Sign-Off Document is required.</p> | | | | |
| Acceptance | | | | |
| By signing below, I accept any and all costs associated with the purchase and installation of equipment itemized above. | | | | |
| Authority Signature: | | | Date: | |
| | | | | |
| Authority Printed Name: | | |  | |
| | | | | |
| Phone/Email Address: | | | | |
| | | | | |
| OIT REFERENCE Number: FND001A-OFO-22068C Document Expiration Date: 9/30/2022 | | | | |



Cost-Sharing Agreement

OHPA/Nassau Terminals LLC

(CBP IT systems)

Nassau Terminals LLC

Brad Crist
Vice President

September 27, 2022

VIA EMAIL

Ocean Highway and Port Authority of Nassau County
86130 License Road, Suite 9
Fernandina Beach, FL 32034
Attn: David Kaufman, Executive Director
Email: dkaufman@portoffernandina.org

Re: Allocation of costs between Nassau Terminals LLC (the “Operator”) and the Ocean Highway and Port Authority of Nassau County (the “OHPA) for IT infrastructure upgrade (the “Upgrade”) and continuing costs of IT operation and maintenance (“Continuing Costs”) of the U.S. Customs and Border Protection building (the “Customs Building”) at the Port of Fernandina

Dear David:

The purpose of this letter is to memorialize the agreement between the Operator and OHPA regarding cost allocations for the Customs House Upgrade and associated Continuing Costs. OHPA previously obtained an estimate for the Upgrade in an amount not to exceed \$56,026.30. OHPA will secure a qualifying Florida Department of Transportation grant, in the amount of \$24,573.00, to cover a portion of the Upgrade costs. The Operator will pay the remainder of the Upgrade costs up to an amount not to exceed \$31,453.30. The Operator shall pay this cost-share amount upon invoicing by OHPA and will receive reimbursements from OHPA once received from FDOT.

Additionally, so long as the Operator is still operating the Port of Fernandina, the Operator will pay for the annual Continuing Costs up to \$15,000.00 each year. Any Continuing Costs in excess of \$15,000.00 each year will be paid by OHPA. The Operator shall pay OHPA the annual Continuing Costs within thirty (30) days of invoicing.

By countersigning this letter below, OHPA acknowledges the terms and conditions of this letter agreement.

Please feel free to contact me if you have any questions or concerns regarding this letter.

Regards,



Brad Crist, Vice President

Acknowledged and Agreed:

Ocean Highway and Port Authority

By: _____

Name: _____

Its: _____

Date: _____



Port Administrative Fee

(First Amendment to the Operating agreement)

**FIRST AMENDMENT
to
OPERATING AGREEMENT**

This First Amendment to Operating Agreement (this “**Amendment**”) is entered into as of _____, 2022, (“**Effective Date**”), by and between Nassau Terminals LLC (“**Operator**”), and the Ocean Highway and Port Authority of Nassau County (“**OHPA**”). The OHPA and Operator are each called a “**Party**” and together are called the “**Parties**”.

RECITALS

- A. The Parties executed that certain Operating Agreement dated as of October 19, 2018 (the “**Agreement**”) to address the operation of the Port of Fernandina.
- B. OHPA enacted new tariffs in order to charge an access fee for vessel bunkering services and also for charging a port administration fee (the “**New Tariffs**”).
- C. OHPA desires to have the Operator collect the New Tariffs and then pay those proceeds to OHPA.
- D. The Operator is willing to collect the New Tariffs and pay the same to OHPA.
- E. As consideration for collecting the New Tariffs, the Operator shall retain twenty-five percent (25%) of all collected New Tariffs (the “**Administrative Fee**”).
- F. The Parties desire to amend the Agreement to address the collection of the New Tariffs and payment of the Administrative Fee.

AGREEMENT

The Parties desiring to be legally bound hereby amend the Agreement as follows:

- 1. Amendment to Operating Agreement. The Operating Agreement is hereby amended to provide that Operator will collect the New Tariffs and pay those proceeds (minus the Administrative Fee) to OHPA.
- 2. Miscellaneous. As expressly modified pursuant to this Amendment, the Agreement remains in full force and effect and is ratified and confirmed in all respects as valid, binding and enforceable as between the Parties. The Recitals to this Amendment are incorporated herein by this reference. Capitalized terms used but not defined herein shall have the meaning ascribed to them in the Agreement.
- 3. Counterparts. This Amendment may be executed in multiple counterparts, each of which is deemed to be an original, and all of which together shall be deemed to be one and the same instrument binding upon the Parties, notwithstanding the fact that all of the Parties

are not signatory to the original or the same counterpart. For purposes of this Amendment, facsimile or .pdf copies of signature pages shall be deemed originals.

[Signatures on Following Page]

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the Effective Date.

OPERATOR:

Nassau Terminals LLC

By: _____
Jeffrey L. Roberts, Vice President

OHPA:

Ocean Highway and Port Authority of
Nassau County

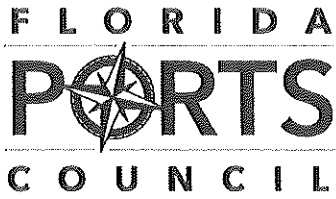
By: _____
Danny Fullwood, Chairman



FPC

FY 2022-2023

Membership dues



JAXPORT

MEMORANDUM

Port Canaveral

DATE: September 21, 2022

Port Everglades

TO: David Kaufman, Port Director

FROM: Michael Rubin, President and CEO 

Port of Fernandina

RE: FPC Annual Dues FY 22/23

Port of Fort Pierce

Attached please find an invoice for your port's Florida Ports Council annual dues for Fiscal Year 2022/2023, beginning October 1, 2022.

Port of Key West

We appreciate your attention to this request.

PortMiami

If you have any questions or concerns, please do not hesitate to contact Christy Gandy, Vice President of Operations, or myself at (850) 222-8028.

Thank you.

Port Manatee

Port of Palm Beach

Port of Panama City

Port of Pensacola

MR/cg
enclosure

Port of Port St. Joe

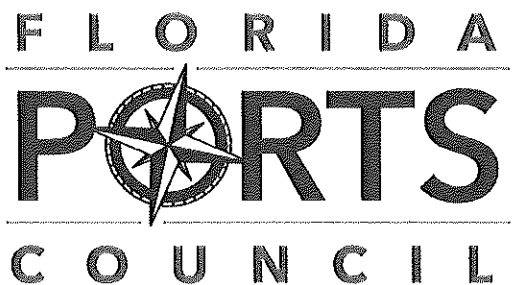
Port St. Pete

Port Tampa Bay

TEL: 850.222.8028 | FAX: 850.222.7552

502 East Jefferson Street, Tallahassee, Florida 32301 | www.flaports.org





502 E. Jefferson Street
Tallahassee, FL 32301
Phone: 850.222.8028
Fax: 850.222.7552
www.flaports.org

Invoice

| Date | Invoice # |
|-----------|-----------|
| 10/1/2022 | 2890 |


| Bill To |
|--|
| Port of Fernandina Ocean Highway and Port Authority 86130 License Road, #9 Fernandina, FL 32034 |

| Terms | Due Date |
|--------------|-----------|
| Upon Receipt | 10/1/2022 |

| Description | Qty | Amount |
|--|-----|--------------------------------|
| Florida Ports Council Annual Membership Dues for fiscal year 2022/2023, beginning October 1, 2022. | | 15,500.00 |
| Remit to Florida Seaports Council, Inc. DBA Florida Ports Council FEIN# 59-3267382 | | Balance Due \$15,500.00 |

Florida Ports Council Annual Dues

FY22/23

| <u>PORT</u> | <u>CATEGORY</u> | <u>DUES + 1.75%</u> |
|-------------------|--|----------------------|
| CANAVERAL | V | \$ 96,000.00 |
| EVERGLADES | | \$ 96,000.00 |
| MIAMI | Over 100 Million | \$ 96,000.00 |
| JACKSONVILLE | IV | \$ 73,500.00 |
| TAMPA | Over 40 Million | \$ 73,500.00 |
| MANATEE | III | \$ 33,000.00 |
| PALM BEACH | | \$ 33,000.00 |
| PANAMA CITY | Over 10 Million | \$ 33,000.00 |
| FT PIERCE | II | \$ 20,500.00 |
| PENSACOLA | Over 1 Million | \$ 20,500.00 |
| FERNANDINA | I | \$ 15,500.00 |
| KEY WEST | | \$ 15,500.00 |
| ST. JOE | | \$ 15,500.00 |
| ST. PETERSBURG | Under 1 Million | \$ 15,500.00 |
| TOTAL DUES |  | \$ 637,000.00 |



Computershare Governance Services Inc.
d/b/a Corporate Creations International
801 US Highway 1, North Palm Beach, FL 33408
Tel: (561) 694-8107 Fax: (561) 694-1639

Rossana Hebron
THE OCEAN HIGHWAY AND PORT AUTHORITY
86130 License Road, Suite 9
FERNANDINA FL 32034

| INVOICE: | DUE |
|-------------------|----------------|
| Invoice Number: | GR1-935353 |
| Invoice Date: | 10/5/2022 |
| Due Date: | 11/4/2022 |
| Terms: | Net 30 |
| Service Fees: | \$79.00 |
| Late Fee: | |
| Payments: | |
| TOTAL DUE: | \$79.00 |

INVOICE QUESTIONS?

Phone: (561) 694-8107

Fax: (561) 694-1639

| Client# | Bill Group | Vendor PO # | Update Billing Contact Information, including email: |
|-------------|------------|---------------|--|
| 1-18-192518 | | | |

Payment Options. To ensure payment is applied properly, please include **GR1-935353** with all payment methods.

Pay online at www.CorporateCreations.com.
Click **Pay Invoices Online** and enter your invoice number(s).

☐ Visa ☐ MasterCard ☐ Amex ☐ Discover ☐ Diners

Card Holder _____ Account No. _____

Exp. Date _____ Security Code _____ Billing Zip Code _____

Your Signature _____

☐ **ACH Payment Information**
Beneficiary: Corporate Creations International
Professional Bank
Coral Gables, FL USA
ABA/Routing Number 067016574
Account Number 2390185

☐ Check. Make payable and remit to:
Computershare Governance Services Inc.
d/b/a Corporate Creations International
801 US Highway 1
North Palm Beach, FL 33408

Send notification to invoices@corpcreations.com.

You authorize us to charge any applicable fees to the credit card on file in your account on the effective renewal date. Annual fees will continue to be charged until services are terminated. If not cancelled in writing, registered agent services will automatically renew.

| Item Number | Entity / Jurisdiction | Service | Period | Service Fee | Late Fee | Due | |
|-------------|--------------------------------------|---------|---------------|--------------------|----------|--------|---------|
| A-1-935353 | THE OCEAN HIGHWAY AND PORT AUTHORITY | Florida | Special Agent | 11/2022 to 11/2023 | \$79.00 | \$0.00 | \$79.00 |

SERVICES COVERED: Your lawyer or someone from your entity appointed Corporate Creations Network Inc. to provide statutory registered agent services. State laws require all entities to have a registered agent for the receipt of lawsuits and other legal documents.

1. Payment in full for the entire year is due when each service period starts. Payments are not refundable and amounts due are not prorated due to dissolution, sale, merger or the filing of a change of agent. If not cancelled in writing prior to the renewal date, registered agent and all other annual services will renew automatically. Past due invoices are subject to a 15% late fee. Invoices not paid within 30 days will be charged to your credit card on file. You are solely responsible for the accuracy and completeness of your credit card information provided. Corporate Creations Network Inc. may resign as registered agent if we do not receive payment. Failure to maintain a registered agent in any state where an entity is registered will result in dissolution or revocation of the entity by the state.

2. All changes or updates to the service of process contact individuals or their contact information must be submitted in writing to SOPcontact@corpcreations.com. Any changes will become effective upon written confirmation of Corporate Creations. This invoice does not include annual report filing services unless specifically stated. Corporate Creations International Inc. provides billing services.

Thank you for choosing our services



Administrative Office Manager Report

**ADMINISTRATIVE OFFICE
MANAGER'S REPORT
August 2022**

Hours worked August 2022 – 98.50

- Attended August 10th Monthly meeting. Minutes composed.
- Attended August 24th Board meeting. Minutes composed.
- Met and collaborated with Mr. Kaufman, Mr. Gilbert, and Rhonda on Port Tariff (amended draft), revised version 1
- IT support with Tech Amelia (Steve)
- Sherweb IT support
- Invoices paid and entered into QuickBooks
- Payroll entered into QuickBooks
- Bank transactions (transfers, online)
- Responded to all emails, voicemails, and corresponding documents/letters, Commissioners' and Port Accountant/Attorney/Executive Director requests
- Responded to PRRs
- Website updates, meeting videos edited
- Electronic and hard-copy file organizing
- Collaborated with Joanne Dionne (QB entries, grants)

Public Records Request Received in August 2022- 3