



OCEAN HIGHWAY & PORT AUTHORITY
NASSAU COUNTY

County Commission Chambers

James S. Page Government Complex

96136 Nassau Place, Yulee FL 32097

AGENDA

Wednesday, August 11, 2021

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

Comments - Audience (Comments submitted prior to the meeting)

Approval of Minutes

- July 14, 2021 Monthly Meeting Minutes
- July 28, 2021 Budget Workshop Minutes

Consent Items

- None

Port Accountant Report

- Financial Report – July 2021
- 2020-21 Annual Audit Engagement Letter
- 2021-2022 Budget

Port Attorney Report

- Tax Exemption

Port of Fernandina Report (Operator)

- Tonnage Report – July 2021

Port Director Report

Unfinished Business

- RS&H Scope of Work
- City of Fernandina Beach Comprehensive Plan
- Customs House
- Port Director
- Port Tariff

New Business

- 2021 Annual Written Report from Operator of all Maintenance on OHPA Equipment per S. 2.3 of Operating Agreement
- Relief Fund Information
- Port/OHPA Operating Agreement
- Bonding Agent Presentation
- FSTED/FDOT

Committee Reports

- Port Security – Commissioner Fullwood
- Customs House – Commissioner Franklin
- Army Corp of Engineers – Commissioner Fullwood
- Economic Development – Commissioner Cole
- Emergency Management – Commissioner Franklin
- Technical Coordinating Committee – Commissioner Hanna
- TPO – Commissioner Cole
- Nassau Chamber East Side – Commissioner Hill
- Nassau Chamber West Side – Commissioner Cole
- City of Fernandina Beach – Commissioner Hill

Administrative Office Manager Report

Other items to be brought by Commissioners

- Chairman Fullwood discussion

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.

Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron DeSantis on March 20, 2020, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.



Minutes



OCEAN HIGHWAY & PORT AUTHORITY

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

Monthly Meeting Minutes

July 14, 2021

The Ocean Highway and Port Authority of Nassau County held its Monthly Meeting on Wednesday, July 14, 2021 at the County Commissioners Chambers, James S. Page Government Complex, 96153 Nassau Place, Yulee, Florida 32097.

The meeting was called to order at 6:11 PM by Chairman Fullwood.

The invocation was given by Vice Chairman Cole. The Pledge of Allegiance was led by Chairman Fullwood. Roll call was not conducted. All Commissioners were present. Also in attendance were Patrick Krechowski, Port Attorney; Pierre LaPorte, Port Accountant; and Chris Ragucci, Port Director/Operator.

Comments - Audience (Comments submitted prior to the meeting)

There were no comments submitted by the audience.

Approval of Minutes

- June 9, 2021 Monthly Meeting
- June 17, 2021 Special Meeting

There were no comments or amendments offered for both minutes.

Commissioner Hanna motioned to approve both minutes as they stand. The Board unanimously voted for the approval.

Consent Items

- None

Port Accountant Report

- **Financial Report – June 2021**

Chairman Fullwood acknowledged Pierre LaPorte to provide the June 2021 Financial report. He emphasized the payment for the Audit fee (Mauldin & Jenkins, \$12,800.00), the Port Accountant fees, the Customs House expense (lights, water, and cleaning), and bank accounts balances. He mentioned the transfer of funds out of BBT into the First Federal Bank for the fund maintenance of the cranes. He confirmed that all items included in the report are in line as expected at this point.

Commissioner Hill asked if the loan on the tugboat is paid off. Mr. LaPorte confirmed that the loan is paid completely. Mr. Ragucci also confirmed that he has the title documents made out to OHPA for the tug, and it is cleared and no lien against it.

- **2020-2021 Budget Amendment (1)**

Mr. LaPorte reminded the Board that additional funds are needed for the Legal fees that include monthly retainer fees and additional legal tasks. Mr. Krechowski attached a copy of his cost estimate for the rest of the fiscal year to the financial report. Mr. LaPorte explained the initial budget for the legal item was \$30,000.00. To date, the fees are in excess of that amount by \$11,743.00, not to mention the aforementioned cost estimate to be spent before September 30th. He proposed a budget amendment for the amount of \$64,743.00 to the attorney line item. This will increase the deficit for the fiscal year totaling approximately \$88,000.00. Mr. LaPorte added there are funds for deficit spending but not enough to sustain long term expenses.

Commissioner Franklin asked details of the legal fees. Mr. Krechowski explained the biggest issue at present is primarily the two active litigation matters (City of Fernandina Beach and Ross). Commissioner Hill asked for the delta percentage of over-budget when OHPA changed counsel. To Mr. Krechowski's recollection, the budget had a balance of approximately \$4,000.00 for the fiscal year when he transitioned into the Port Attorney role. Commissioner Hill suggested considering a salary cut to reallocate monies proactively for next fiscal year's budget. Chairman Fullwood assured that OHPA has funds the amendment for the term year. He added the Board should consider budget cuts for next year at a separate budget meeting. Additionally, the year the government ceased payments for the Customs House and also the legal issues that came when Worldwide Terminal (WWT) took over the port operations, affected the budget tremendously.

Commissioner Hill made a motion to adopt the amendment. The motion passed by a 4:1 vote with Commissioner Hill voting nay.

Before proceeding to the next item on the agenda, Mr. LaPorte noted the amended budget will show on next month's Treasurer report.

- **2021-2022 Budget**

Mr. LaPorte confirmed the proposed budget is similar to the present term year budget that ends in a \$11,000.00 deficit plus Customs House with approximately \$10,000.00. He acknowledged he received no inputs or comments from the Board beforehand. Chairman Fullwood suggested scheduling a separate budget workshop for further discussion. The Board settled on July 28, 2021 at 1PM at the John Drew Tax Collector, 86130 License Road #9, Fernandina Beach, FL 32034.

With no further questions or comments, the Board thanked Mr. LaPorte.

Port Attorney Report

First, Mr. Krechowski informed the Board that this week, he received another Public Records Request (PRR) from Chip Ross, City Commissioner, regarding the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant specifically copies of the application. He will discuss with Mrs. Hebron and Mr. Ragucci to process the request. Mr. Ragucci confirmed the application was filed with the federal government website.

Second, there was a notice from the property appraiser, and Mr. Krechowski is managing the matter. He will meet with the City Attorney, Tammy Bach, tomorrow. This matter relates to the ongoing litigation with the City, and he will discuss it with Ms. Bach. He will request an informal discussion and appeal process with the property appraiser. Mr. Krechowski will update the Board as he receives more information and progress.

The third issue relates to the sewer line issue that the Board is familiar with. In discussions with the City, specifically Tammy Bach, she indicated the City is willing to pay for the repair to the sewer line that is approximately in excess of \$7,700.00. There are two conditions attached to the acknowledgment; first, going forward, OHPA acknowledge the sewer line is its proprietary and responsibility, and second, OHPA agrees to have a professional engineer sign off on the repairs. This is to confirm the work is completed properly. Theoretically, the repairs should last for another fifty years according to Mr. Krechowski's opinion. Commissioner Hill questioned if the agreement would release OHPA at some point from the duty to maintain the sewer line. Mr. Krechowski explained the expectation is that OHPA acknowledge ownership of the sewer line. Chairman Fullwood agreed the offer is generous and that the Board should not hesitate to accept the City's proposal. There were no opinions against the proposal; therefore, Mr. Krechowski confirmed that he received consensus on the matter.

“Notice and commencement of “Shade” meeting pursuant to Section 286.011(8), Florida Statutes for Ross v. Ocean Highway Port Authority and Danny Fullwood in his official capacity as Chairman of OHPA.”

Mr. Krechowski instructed the audience including OHPA staff, Port Operator/Director, and Port Accountant to vacate the chamber for a scheduled shade meeting. Mr. Ragucci requested to be present in the shade meeting but he was denied by Chairman Fullwood and Mr. Krechowski.

The only individuals allowed in the shade meeting are members of the Board, Mr. Krechowski, Jeremy, partner to the Port Attorney, and Kelly Broomfield, court reporter. Chairman Fullwood officially announced the start of the shade meeting pursuant to Florida law.

The Board meeting convened after approximately 15 minutes, and Chairman Fullwood announced the continuation of the meeting.

Port of Fernandina Report

Tonnage Report – June 2021

Mr. Ragucci announced the total tonnage for June is 45,150 tons, the second total highest and a variance of approximately 40,000 to date. The month of July looks promising. He reported there was one trial shipment for a potential new customer that is still pending upon the customer's examination of other ports. This added to the extra tonnage in June.

Port Director Report

Mr. Ragucci confirmed he submitted the RAISE Grant application on Monday, July 12, 2021, a \$50 million project. The RAISE Grant allows a port to request 100% funding without penalty on the criteria scoring. He also acknowledged receipt of a request for the copies of the application that he will forward.

Mr. Ragucci noted he is processing a comparable submission with slight variations given the difference in criteria on the Port Infrastructure Development Program (PIDP), the deadline is July 30th. He emphasized that WWT spent a significant amount of funds to retain professional Grant writers to prepare and write the applications. It includes a world-class economist for developing the cost benefits ratios of the project including the job creation aspect and economic throw-off over the life of the project, that he referred to at the City Commission meeting. He predicts the project would add approximately 200 jobs in Florida, 83 at the Port and mostly in Fernandina Beach and Nassau County. The wages would be approximately in excess of \$ 6.5 million and the re-spending and local consumption exceeds \$ 12 million per year. Overall, the economic benefits of the project satisfy the grant criteria scoring.

Mr. Ragucci mentions he received broad-based support with 19 written affidavits thus far with more to come in preparation for the PIDP application. Congressman Rutherford provided written letters of support for both the RAISE

and PIDP Grants, and Senator Scott's letter is forthcoming. FDOT joins the list of supporters. Moreover, Mr. Ragucci specifically mentioned his gratitude for the support the City offered. He believes this indicates a positive influence on the realization that the Port is an integral part of the community.

Nonetheless, Mr. Ragucci hopes to win one of the two Grants intended for the same project. Results will come late in the fall, followed by a one-year process of negotiations with the federal government. There will be a time for comments and inputs from the Port stakeholders. There were countless hours put forth by WWT team in processing the applications. He implored the naysayers to take into account his ability, diligence, and dedication in bringing the broad-based support and attention to the Port without cost to OHPA.

In sum, Mr. Ragucci stated his subject matter expert is optimistic about OHPA's chances of receiving one of the awards. In particular, the RAISE Grant has allocation for small ports and preferentially for those near a rural area. Nassau County meets that definition of rural area. This in combination with the Port's story, background, job creation, workforce demographic, and benefit cost analysis (10:1 ratio).

Chairman Fulwood reiterated that the affidavits of support are part of the appendix for the grant applications and do not confirm grant awards. Mr. Ragucci confirmed. Accordingly, it was also emphasized that the City had a 3:2 vote count for providing their letter of support with the Mayor, Mike Lednovich, and Commissioner Ross voting against it. Mr. Ragucci directed his comment by extending his gratitude to the City staff specifically Lorelei Jacobs, City Grant Administrator, Dale Martin, and Tammy Bach. He emphasized that perhaps the Mayor was misinformed regarding the Interlocal agreement; hence, his hesitation to provide the support for OHPA. Chairman Fullwood intends to respond and correct the Mayor's statement given during the City Commission meeting.

Commissioner Hill asked which projects are included in the application. Mr. Ragucci explained the PIDP is an 80:20 match whereas the RAISE is no match. The warehouse expansion project is primarily the focus for the RAISE grant among other projects (tide water management system, wharf, container yard, rail, and, gate complex). Commissioner Hill stressed her concern in regards to meeting expectations for the job creation. Mr. Ragucci explained the job creation number was derived through expert analyses and research. It stems from the projected expanded facility. Commissioner Hill reiterated OHPA's commitment with the City not to expand its footprint; yet, the application for public monies is an act of expanding its footprint. Chairman Fullwood explained perhaps there was a verbal commitment but no written one. Commissioner Fullwood added the expansion to the industrially zoned area would benefit both the Port and the City.

Commissioner Hill requested a copy of the RAISE application, and Mr. Ragucci confirmed.

Chairman Fullwood thanked Mr. Ragucci for his report.

Unfinished Business

- **Discussion of the Master Plan Scope & Fee Submission by RS&H**

Chairman Fullwood started by noting OHPA has an FDOT grant for composing its Master Plan (MP, 50:50 match). RS&H's estimated cost for their scope of work is \$60,000 above the grant allocation. He asked for some compromise on the cost.

Justin Cole, Project Manager, explained the scope of work drives the fee. The RFQ has some elements that are state required to be included in the MP. He suggested perhaps eliminating from the scope those items not required by the state to lower the fee. The public involvement portion of the scope take up most of the hours with two public workshops scheduled. However, the outreach is important to OHPA. Mr. Cole suggested to list those items not required by the state so the Board may choose which ones to eliminate from the scope.

Commissioner Hill noted the hours and cost for the assessment of global trends and conditions are excessive given that information consist of just the background and matrix for the MP. There are modes to acquire such information from sources available via subscriptions to index books.

Chairman Fullwood thanked both Mr. Cole and David Kaufman, Strategic Planning Expert, for attending the meeting.

- **City of Fernandina Beach Comprehensive Plan update**

Commissioner Hill stated the next Subcommittee meeting is July 28th at 5PM, but she needs to confirm the time. Chairman Fullwood thanked her for her efforts of providing feedback to the Comprehensive Plan. The Subcommittee received the document but has not responded to date.

- **Customs House update**

Mr. Ragucci reported he has yet to receive the permit on the windows project. The issue is the contractors fail to submit their reports and estimates. According to Sal Cumella, Preservation planner, OHPA must use one of the contractors, recognized and certified by the City, to obtain approval. Commissioner Hill offered her assistance to contact Dale Martin and move the project along. Meanwhile, work continues on the other items.

- **Port Director**

Chairman Fullwood recommended not to continue to discuss this item unless the other Board members has any suggestions for funding the Port Director/Business Manager/Executive Director position. None offered suggestions.

- **Port Tariff (Grant agreement)**

Mr. Krechowski explained he will review whether the grants require OHPA to set tariffs for the tugboat. Unfortunately, current litigations take precedence, and he is mindful of the attorney's fees budget issue.

Commissioner Hill recalled one of WWT staff members, Rhonda Poteat, offered her credentials and services as Grant Administrator, and the Board at that time approved. To date, Ms. Poteat fails to submit any report to the Board. Mr. Ragucci explained the processes that Ms. Poteat follows for the administration of the MARAD Grant. WWT submits pro-forma reports in compliance with the grant agreement. There have been no issues with MARAD. He added WWT will provide the reports to OHPA. Commissioner Hill asked if WWT submits reports regarding the tariff to MARAD. Mr. Ragucci answered no, there are no requirements in the agreement that refers to any tariff reports. She asked Mr. Ragucci whether Ms. Poteat certifies the reports on behalf of OHPA. Mr. Ragucci confirmed that he certifies by signing the reports as a sub-grantee for WWT.

Commissioner Hill believes per the Charter, OHPA is required to set the tariffs and rates for all public property. She noted the tariff for the tugboat is not published. Mr. Ragucci explained the rates for the tugboat is not included in the tariff. This is purposely done to maintain the Port's competitive level. To publish the rates for the tugboat would be detrimental to that aspect. Mr. Krechowski offered to research the parameters within the Charter. Commissioner Hill argued that it would be a good economic endeavor to pursue this matter because the tugboat can be a source of additional revenue for OHPA. She requested that Mr. Krechowski proceed with his research despite the cost OHPA will incur through attorney fees. Mr. Ragucci questioned if that request should be voted on by the Board, and Mr. Krechowski replied that a vote is not necessary.

Commissioner Hill noted there was a complaint about the Port services but she refused to name the complainant. Mr. Ragucci deemed it as hearsay without knowing the identity of the complainant. Commissioner Hanna, Chairman Fullwood, and Mr. LaPorte offered examples and explanation regarding tugboat fees and negotiations. Consequently, Commissioner Hill stated she is mostly concerned about the law and requirements of the grant. The intention was for the Port to be competitive but she questions whether or not that is the case. She continues by explaining that it is incumbent for the Board to ensure the rates are competitive and customers are satisfied.

Chairman Fullwood asked Mr. Ragucci if the base rate for the tugboat may be published with a caveat for negotiation. Mr. Ragucci requested to wait for Mr. Krechowski's determination from his research on the matter, and perhaps the Board should refer to the grant agreement for specifics. Moreover, there was a business arrangement that WWT would take on the obligations of maintenance and operation of the tugboat to use it for promoting business for the Port. Under the advice of now Judge Branham and Mr. LaPorte's support, there was no

separate lease for the tugboat. OHPA's revenue comes from use fees that are derived by tonnage. WWT demonstrates this by increased tonnage to date.

Ultimately, Chairman Fullwood advised to wait for Mr. Krechowski's findings and to notify the dissatisfied customer that OHPA is examining the situation.

- **Public Records Requests update**

This matter was addressed by Mr. Krechowski during his Port Attorney report. See above discussion under Port Attorney report.

- **Employee Health Insurance update**

- **Mosquito Control**

Commissioner Hanna stated he was unable to contact any representative from the Mosquito Control group; therefore, he has no report.

- **County**

Commissioner Hill was able to obtain information regarding health coverage from Nicole Whitt, Account Executive/Corporate Benefits for the County. She explained they are unable to provide group coverage with less than five employees enrolled. Individual rates are available for employees working 25 hours per week.

The issue has been resolved at least for the next 18 months without cost to OHPA.

- **Port of Fernandina Sewer Service update**

This matter was addressed by Mr. Krechowski during his Port Attorney report. See above discussion under Port Attorney report.

- **Records Request – Worldwide Terminals**

Commissioner Hill requested this item be kept on the agenda as long as OHPA has open public requests. Records requests are received by Mrs. Hebron and forwarded to Mr. Krechowski for review. Mr. Krechowski confirmed that all current public records requests are handled in a timely manner, and OHPA will continue to do so accordingly.

New Business

- **Resident Inquiry**

Chairman Fullwood addressed Mr. Ragucci regarding a resident inquiry by Julie Douglas. She resides on North 3rd Street and inquired about her windows vibrating whenever the forklifts work behind the warehouse. She invited Chairman Fullwood to observe and experience the noise and vibration. She admitted she neglected to research possible issues that may come with a property adjacent to an industrial complex.

Mr. Ragucci corrected the location of the residence which is the southwest corner of 3rd Street. The backyard is a stoned driveway with no fence, 200 feet across is

the entrance to warehouse building 2. The forklifts drive in and out through the unpaved area that may cause the rattling noise. The house is also 300 to 400 feet from the rail line. It is the most exposed house to the Port. Mr. Ragucci will explore ways to mitigate the issue. Ultimately, it may be a case of “buyer beware.”

Commissioner Hill asked if there is a noise ordinance exemption. Mr. Krechowski and Chairman Fullwood thought not. The husband affirmed that he will purchase a seismic monitor to measure the noise level. Chairman Fullwood requested that they notify OHPA when they obtain the data, and he will visit the house to observe the noise. In the end, Mrs. Douglas just want to know if there is anything that can be done.

Committee Reports

- **Port Security – Commissioner Fullwood**
No issues to report over the last month.
- **Customs House – Commissioner Franklin**
Nothing further to report.
- **Army Corp of Engineers – Commissioner Fullwood**
Chairman Fullwood inquired about the channel realignment issue. He is waiting for an update.
- **Economic Development – Commissioner Cole**
There are still a few individuals looking at properties in Nassau County specifically the Crawford Diamond area. There is nothing definitely to date.
- **Emergency Management – Commissioner Franklin**
Commissioner Franklin spoke with Greg Forrester regarding Covid and hurricane. There are no scheduled meetings to date.
- **Technical Coordinating Committee – Commissioner Hanna**
Commissioner Hann reported there was no meeting this month.
- **TPO (Transportation Planning Organization) – Commissioner Cole**
Vice Chairman Cole reported the meeting was canceled this month. However, he reminded there is a survey on OHPA’s website regarding 14th Street. This will assist the group to assess what changes are needed. Also, on August 12th is the next TPO meeting at 10 AM, Port of Fernandina presentation. He requested that the Board attend to represent and observe.
- **Nassau Chamber East Side – Commissioner Hill**
There are more in person events and business after hours. There is also an invitation to attend their public officials on October 4th at Mocama Beer Brewery, 5-7 PM.
Commissioner Hill applied and was accepted for the Leadership Nassau Class of 2021.
- **Nassau Chamber West Side – Commissioner Cole**
The Chamber scheduled a business after hours tomorrow, 4 PM, at Pinehurst Bank.

- **City of Fernandina Beach – Commissioner Hill**
Nothing to report.

Administrative Office Manager Report

Mrs. Hebron's report is included in the meeting packet.

She noted the IT issue last week and proposed to retain Bella Computer for their IT support. The fee is \$70 a month per PC. Chairman Fullwood recommended not to pursue a retainer but seek their services on an "as-needed-basis."

No other comments were brought forth by the Board.

Other items to be brought by Commissioners

Vice Chairman Cole will attend the Florida Ports Council annual meeting in Panama City on August 25-26. FSTED and SeaPort Environmental Management Committee (SEMC) meetings are scheduled as well.

The Commissioners of the Florida Inland Navigational District invited the Board to join their committee outreach event, Amelia River cruise. However, the invitations were received too late to RSVP. Commissioner Franklin gave Mrs. Hebron permission to open his mail addressed to the office. Mrs. Hebron explained she received the invitations today.

Mr. Krechowski reiterated his caution to the Board regarding the use of their personal email account. There have been access issues with the portoffernandina.org email account. Any Port business stored with the personal email is subject to public records review, search, and discovery.

Adjourn

With no further business to come before the Board, the meeting was adjourned at 8:17 PM.

Danny Fullwood, Chairman

Date



OCEAN HIGHWAY & PORT AUTHORITY

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

Budget Workshop Minutes

July 28, 2021

The Ocean Highway and Port Authority of Nassau County held its Budget Workshop on Wednesday, July 28, 2021 at the John Drew Tax Collector, 86130 License Road #9, Fernandina Beach, Florida 32034.

The meeting was called to order at 1:09 PM by Chairman Fullwood.

The invocation was given and the Pledge of Allegiance was led by Chairman Fullwood. Roll call was conducted by Rossana Hebron. All Commissioners were present with Commissioner Hill joining via virtual call (Zoom). Also in attendance were Pierre LaPorte, Port Accountant, and Chris Ragucci, Port Director/Operator. Patrick Krechowski, Port Attorney, was out of town.

Budget FY 2021-2022

Chairman Fullwood explained the purpose of the workshop pertains strictly to the assessment of the fiscal year 2021-2022 budget. There were no voting or final decisions made until September. The new budget begins in October 2021.

Revenues

The annual revenue last fiscal year 2020-2021 was \$253,300.15, and the estimate for the next fiscal year 2021-2022 is \$255,833.15 with Consumer Price Index (CPI) approximately 1.01%.

Expenses

The Commissioners salaries remains at \$120,000 for the upcoming fiscal year. Commissioner Hill suggested a reduction in pay for the Commissioners to \$1,500 a month. Chairman Fullwood argued he has reservations regarding reduction of pay. Vice Chairman Cole explained the Commissioners' pay was not raised but rather it was brought to where it is supposed to be according to the Charter. Commissioner Hill requested for a straw ballot on the matter and was denied.

\$1,000 is allocated for Commissioners' conference and travel expenses. Vice Chairman Cole will attend the Florida Port Council (FPC) meeting in Panama City in August with two nights' accommodations.

Port Attorney base salary is allocated at \$30,000. Contract renewal is October 2021. This line item will be discussed further at the next monthly meeting.

Bond insurance remains projected at \$1,134. The Port Accountant salary remains at \$18,000 and office Administrator salary is \$23,535.68. The YTD Administrative expenses is \$2,696.19 with an allocation of \$4,000 for fiscal 2021-2022. Administrative travel expense is \$100 annual. The fee is \$.56 per mile for special travel to deliver or collect documents other than the office location.

Special District fee remains projected at \$225. TPO membership is \$1329. Commissioners Franklin and Hill advocated to keep the Greater Nassau Chamber of Commerce membership, \$280 annual. Commissioner Hill explained the Port benefits from the resources, exposure, and partnership from the organization. The allocation, \$800, for advertisement depends on the number of future special meetings and workshops that require legal notices in the newspaper and also with consideration to the House Bill (HB 35) that takes in effect in January 2022.

The property insurance is paid by Worldwide Terminals (WWT) because OHPA has no funds as explained by Mr. LaPorte.

Vice Chairman Cole will negotiate with the FPC the possibility of reducing the dues, \$15,500. This is prorated according to the size of the port. Mr. Ragucci explained OHPA retains its seat in the FSTED committee that entitles OHPA to the apportioned grants and to vote per FDOT. The FPC is a trade organization for the deep-water ports, mostly predisposed toward the larger ports in the area. Therefore, a membership with FPC is not essential to OHPA in his opinion. Chairman Fullwood stated he is inclined not to renew the membership. Commissioner Hill argued that it is not consistent with OHPA's overall vision of improving operations and developing jobs. Mr. Ragucci attend both the FPC and FSTED meetings last year at his own expense; hence, the low cost of travel expense on the budget. Vice Chairman Cole will update the Board after the meeting in Panama City.

Chairman Fullwood reported he spoke with the Economic Development Board (EDB) and discuss its contribution to the organization. He believes OHPA does not benefit from the EDB and considers reducing the contribution to \$1,000 instead of the \$3,000 to keep its membership. Commissioner Hill added the Board should attend committee meetings and provide substantive reports as well as promoting OHPA at the different committee meetings. Chairman Fullwood added in some committees, sharing certain information is not allowed because of proprietary reasons. Moreover, Sherri Mitchell, acting Director of Economic Development, is satisfied with \$1,000 contribution and will still provide support for OHPA.

The sponsorship with Right Whale group is discontinued; therefore, there is no allocation for sponsorship line item in the budget.

Customs House

The budget allocation for the Customs House is \$10,922.00. Chairman Fullwood explained the Customs House expenses are not OHPA's obligation. According to the Operating agreement, section 2.3, "the Operator shall perform all ordinary day today repair and maintenance to the Port facilities and equipment owned by the Port Authority." Certainly, the Customs House is a Port facility owned by OHPA, and the Coast Guard benefits the Port Operator specifically. Therefore, the Operator should bear the cost.

Mr. LaPorte asked if OHPA intends to charge the Operator (WWT) rent and surrender the facility and maintenance obligations. As a reminder, Mr. Ragucci explained when Customs and Border threatened to leave if repairs were not completed, WWT assumed the responsibility and incurred approximately \$12,000.00 in repairs without hesitation. Having Customs and Border Patrol's presence at the Port is essential both to the Operator and the Port. Additionally, Mr. Ragucci believes the responsibility is not included in the Operating agreement. In sum, he will consider it.

Commissioner Hill added the Operating agreement states that if the OHPA property is destroyed or damaged by neglect or failure to maintain, then the Operator shall pay for replacement or repairs where necessary. She also disagreed to surrender the operations and management of the US Homeland Security to WWT. Chairman Fullwood replied that she misunderstood, OHPA only intends to turn over the operating expense to WWT not the management of its assets. This matter will be discussed further at the next monthly meeting when the Port Attorney is present to lend some clarification.

Mr. LaPorte explained the legal cost, approximately \$100K, this year is unprecedented and necessary to consider and negotiate because monies will cease soon. The only revenue for the Port comes from Port operations. He implored the Board needs to be frugal with its expenses. Chairman Fullwood added Mr. Krechowski, Port Attorney, is willing to negotiate his legal fees to mitigate some of the cost. Ultimately, there is enough monies in the reserve to fund next fiscal year's budget but not if the legal fees continue to mount.

Adjourn

With no other questions brought before the Board, the meeting was adjourned at 2:39 PM.

Danny Fullwood, Chairman

Date



Port Accountant Report

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Monthly Financial Report - July 2021

	July	YTD ACTUAL	BUDGET 2020-2021
Revenues			
Quarterly Fee	20,973.00	209,730.00	253,300.15
PILOT Payment	0.00	0.00	0.00
Audit Fee Reimbursement	0.00	0.00	0.00
Misc Income	0.00	0.00	2,000.00
Interest	2.19	36.93	60.00
TOTAL REVENUES	20,975.19	209,766.93	255,360.15
EXPENSES			
COMMISSION DIRECT			
Salaries - Commissioners	10,000.00	100,000.00	120,000.00
Payroll Taxes	915.15	9,008.83	11,361.00
Unemployment	0.00	162.66	75.00
Conferences & Travel	0.00	0.00	1,000.00
Insurance	0.00	1,367.20	1,134.00
Salaries - Board Attorney	12,011.50	53,755.20	94,743.70
TOTAL COMMISSION DIRECT	22,926.65	164,293.89	228,313.70
COMMISSION OPERATION			
Salaries- Accountant	1,500.00	15,000.00	18,000.00
Salaries - Office Administrator	1,820.00	14,378.02	23,535.68
Expenses - Office Administrator	280.38	2,976.57	4,000.00
Travel - Office Administrator	0.00	15.46	100.00
TOTAL COMMISSION OPERATION	3,600.38	32,370.05	45,635.68
COMMISSION DISCRETIONARY			
Dept. of Revenue (Special Dist. Fee)	0.00	0.00	225.00
TPO. - Membership	0.00	1,329.00	1,257.00
Greater Nassau Chamber of Commerce	0.00	280.00	280.00
Advertisement	74.41	788.61	600.00
Special Meeting - Court Reporter	0.00	0.00	0.00
Web Site	16.98	659.80	0.00
Awards & Presentations	0.00	114.33	120.00
Discretionary	378.56	2,409.36	720.00
TOTAL COMMISSION DISCRETIONARY	469.95	5,581.10	3,202.00
PORT OPERATIONS			
FB Annual Fee - PILOT	0.00	0.00	0.00
CSX Right of Way Fee	0.00	0.00	750.00
Insurance	0.00	11,602.00	11,141.00
Audit	0.00	25,800.00	25,800.00
FL Ports Council Dues	0.00	15,500.00	15,500.00
Nassau Cty Economic Dev Board	0.00	3,000.00	3,000.00
Sponsorships	0.00	0.00	500.00
TOTAL PORT OPERATIONS	0.00	55,902.00	56,691.00
TOTAL EXPENSES	26,996.98	258,147.04	333,842.38
Excess Revenues over Expenditures	-6,021.79	-48,380.11	-78,482.23

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Customs House

Monthly Financial Report - July 2021

	<u>July</u>	<u>YTD ACTUAL</u>	<u>BUDGET 2020-2021</u>
INCOME			
GSA - Customs House - RENTAL INCOME	0.00	0.00	0.00
Interest			
TOTAL INCOME	0.00	0.00	0.00
CUSTOMS HOUSE			
Bug Out Pest Control	0.00	525.00	312.00
River Pest Control Termite Bond	0.00	490.00	500.00
Bug Out Termite Bond	0.00	0.00	250.00
Cleaning Service	280.00	2,800.00	3,360.00
City of Fernandina Beach (Water)	79.86	815.51	1,500.00
Florida Public Utilities (Electric)	310.55	3,614.82	5,000.00
Maintenance	0.00	0.00	0.00
TOTAL CUSTOMS HOUSE	670.41	8,245.33	10,922.00
<u>Net Increase(decrease) in Funds</u>	<u>-670.41</u>	<u>-8,245.33</u>	<u>-10,922.00</u>

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Account Balances - July 2021

Account Name	Acct Num	July 30 2021	30-Jun
Operating	x3328	23,344.27	11,910.88
Money Market	x3310	88,707.34	106,705.16
Other - Admin Acct	x6714	185.83	382.69
Maintenance	x4519	111,310.56	573,060.56

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY
BUDGET 2021-2022 -- PROPOSED v3

	Jun-21 <u>YTD ACTUAL</u>	BUDGET <u>2020-2021</u>	BUDGET <u>2021-2022</u>	CPI - Est
Revenues				
Quarterly Fee	188,757.00	253,300.15	263,432.16	1.04
PILOT Payment	0.00	0.00	0.00	
Audit Fee Reimbursement	0.00	0.00	0.00	
Misc Income	0.00	2,000.00	2,000.00	
Interest	34.74	60.00	60.00	
TOTAL REVENUES	<u>188,791.74</u>	<u>255,360.15</u>	<u>265,492.16</u>	
EXPENSES				
COMMISSION DIRECT				
Salaries - Commissioners	90,000.00	120,000.00	120,000.00	
Payroll Taxes	8,093.68	11,361.00	11,361.00	
Unemployment	70.47	75.00	75.00	
Conferences & Travel	0.00	1,000.00	1,000.00	
Insurance	1,367.20	1,134.00	1,134.00	
Salaries - Board Attorney	41,743.70	94,743.70	30,000.00	
TOTAL COMMISSION DIRECT	<u>141,275.05</u>	<u>228,313.70</u>	<u>163,570.00</u>	
COMMISSION OPERATION				
Salaries- Accountant	13,500.00	18,000.00	18,000.00	
Salaries - Office Administrator	12,558.02	23,535.68	23,535.68	
Expenses - Office Administrator	2,696.19	4,000.00	4,000.00	
Travel - Office Administrator	15.46	100.00	100.00	
TOTAL COMMISSION OPERATION	<u>28,769.67</u>	<u>45,635.68</u>	<u>45,635.68</u>	
COMMISSION DISCRETIONARY				
Dept. of Revenue (Special Dist. Fee)	0.00	225.00	225.00	
TPO. - Membership	1,329.00	1,257.00	1,329.00 *	
Greater Nassau Chamber of Commerce	280.00	280.00	280.00	
Advertisement	714.20	600.00	600.00	
Special Meeting - Court Reporter	0.00	0.00	0.00	
Web Site	642.82	0.00	0.00	
Awards & Presentations	114.33	120.00	120.00	
Discretionary	2,030.80	720.00	720.00	
TOTAL COMMISSION DISCRETIONARY	<u>5,111.15</u>	<u>3,202.00</u>	<u>3,274.00</u>	
PORT OPERATIONS				
FB Annual Fee - PILOT	0.00	0.00	0.00	
CSX Right of Way Fee	0.00	750.00	750.00	
Insurance	11,602.00	11,141.00	11,141.00	
Audit	25,800.00	25,800.00	25,800.00	
FL Ports Council Dues	15,500.00	15,500.00	15,500.00	
Nassau Cty Economic Dev Board	3,000.00	3,000.00	1,000.00 *	
Sponsorships	0.00	500.00	0.00 *	
TOTAL PORT OPERATIONS	<u>55,902.00</u>	<u>56,691.00</u>	<u>54,191.00</u>	
TOTAL EXPENSES	<u>231,057.87</u>	<u>333,842.38</u>	<u>266,670.68</u>	
Excess Revenues over Expenditures	<u>-42,266.13</u>	<u>-78,482.23</u>	<u>-1,178.52</u>	



July 26, 2021

The Board of Commissioners
Ocean Highway and Port Authority of Nassau County
86130 License Road, Suite 9
Fernandina Beach, Florida 32034

Attention: Rossana Hebron, Office Manager

We are pleased to confirm our understanding of the services we are to provide for the Ocean Highway and Port Authority of Nassau County (the "Authority").

We will examine the Authority's compliance with Section 218.415, *Florida Statutes*, regarding the investment of public funds as of and for the year ending September 30, 2021. The objectives of our examination are to: (1) obtain reasonable assurance about whether the Authority complied with the specified requirements above; and (2) to express an opinion as to whether the Authority complied with the specified requirements is fairly stated, in all material respects.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to the Board of Commissioners of the Authority. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

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

We will plan and perform the examination to obtain reasonable assurance about whether the Authority complied with Section 218.415, *Florida Statutes*, regarding the investment of public funds is free from material misstatement. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, or known and suspected fraud or noncompliance with laws or regulations, or internal control deficiencies that may exist. However, we will inform you of any known and suspected fraud and noncompliance

with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for compliance with Section 218.415, *Florida Statutes*, regarding the investment of public funds; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide us with, a written assertion about whether the Authority is in compliance with the above noted criteria. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of the engagement, you agree to provide us with certain written representations in the form of a representation letter.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

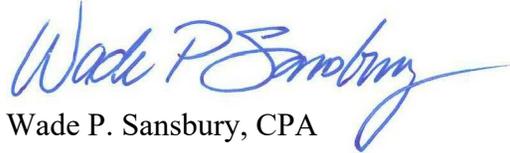
Wade P. Sansbury, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We expect to begin our examination on a mutually agreed upon date, and to issue our reports no later than May 31, 2022. Our fees for these services are included in the Authority's annual audit engagement letter. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

MAULDIN & JENKINS, LLC



Wade P. Sansbury, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Authority.

Management signature: _____

Title: _____

Governance signature: _____

Title: _____



July 26, 2021

The Board of Commissioners
Ocean Highway and Port Authority of Nassau County
86130 License Road, Suite 9
Fernandina Beach, Florida 32034

Attention: Rossana Hebron, Office Manager

We are pleased to confirm our understanding of the services we are to provide the Ocean Highway and Port Authority of Nassau County (the "Authority"), for the year ended September 30, 2021. We will audit the financial statements including the related notes to the financial statements which collectively comprise the basic financial statements of the Authority as of and for the year then ended.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Authority's 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. As part of our engagement, we will apply certain limited procedures to the Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding 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 will 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. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies the Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal and/or state awards, (if necessary).

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and/or the Florida Single Audit Act and Chapter 10.550, *Rules of the Auditor General*, as applicable.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states: (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance and/or the Florida Single Audit Act, as applicable, will report on internal control over compliance and will include a paragraph that states the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and/or the Florida Single Audit Act. Both reports will state the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the Uniform Guidance; the Florida Single Audit Act; and the provisions of Chapter 10.550, *Rules of the Auditor General*, as applicable, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and/or the Florida Single Audit Act, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audits, if applicable. Our reports will be addressed to management and Members of the Board of Commissioners of the Ocean Highway and Port Authority of Nassau County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to

complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements, schedule of expenditures of federal awards and or state projects, and all accompanying information as well as all representations contained therein.

Management is responsible for: (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards and state projects, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving: (1) management, (2) employees who have significant roles in internal control, and (3)

others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance and the Florida Single Audit Act, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review subsequent to the start of fieldwork.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in conformity with the Uniform Guidance and the Florida Single Audit Act. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal and state awards no later than the date the schedule of expenditures of federal and state awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance and the Florida Single Audit Act; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is fairly presented in accordance with the Uniform Guidance and the Florida Single Audit Act; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any

significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to an exempt offering document with which Mauldin & Jenkins is not involved, you agree to clearly indicate in the exempt offering document that Mauldin & Jenkins is not involved with the contents of such offering document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and state projects, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards and state projects, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform

specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and the Florida Single Audit Act, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and/or state award program, as applicable. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the Florida Single Audit Act, if applicable.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance, and the Florida Single Audit Act, as applicable.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Authority's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and the Florida Single Audit Act requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* and *State Projects Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Authority's major programs, as applicable. The purpose of these procedures will be to express an opinion on the Authority's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the Florida Single Audit Act, as applicable.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards and state projects and related notes of the Authority in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Audit Administration, Fees and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the Federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting

package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the Authority; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mauldin & Jenkins, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mauldin & Jenkins personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

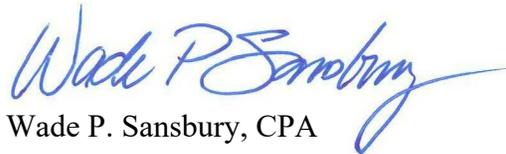
We expect to begin our audit on a mutually agreed upon date, and to issue our reports no later than May 31, 2022. Wade P. Sansbury, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$25,800 for the financial and compliance audit (includes financial statement preparation) and \$4,000 for each major federal and/or state program if a federal and/or Florida Single Audit are required for the year ended September 30, 2021. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. In accordance with our Firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt by us of the information on the respective client participation listings to be prepared annually) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate before we incur the additional costs.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests, we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

We appreciate the opportunity to be of service to the Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign these letters and return one to us.

Sincerely,

MAULDIN & JENKINS, LLC



Wade P. Sansbury, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Ocean Highway and Port Authority of Nassau County.

Management signature: _____

Title: _____

Governance signature: _____

Title: _____



Port Attorney Report

OFFICIAL RECORDS

SEP 2 1986

ORDINANCE NO. 675

BOOK 0497 PAGE 0015

AN ORDINANCE VACATING AND DISCONTINUING A PORTION OF NORTH FRONT STREET, FROM DADE STREET TO FRANKLIN STREETS, IN THE CITY OF FERNANDINA BEACH, FLORIDA, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the street or portions of a street hereinafter described is designated as a street on the map on file in the City of Fernandina Beach, but none of said street or portions of a street have ever been opened, graded or used as a public street; and

WHEREAS, while at one time said street was considered for future use in the Comprehensive Land Use Plan, it has since been shown that due to various reasons, such as development in that area, the topography of the affected area, and the need shown for the type of facility which is proposed for development in that area which would require the closing and vacating of said street; and

WHEREAS, in the judgement of the City Commission of the City of Fernandina Beach, it is for the best interests of the citizens of said City to discontinue the street or portions of a street hereinafter described.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF FERNANDINA BEACH, FLORIDA:

SECTION 1. That all of the following street and portions of street in the City of Fernandina Beach as shown by the map or plat on file in the City of Fernandina Beach, Florida, are hereby vacated and discontinued:

That portion of North Front Street commencing at the Southwest corner of Block 5 on a line extended to the West side of Front Street as platted, with the Northern line of closure commencing at the Northwest corner of Lot 10 of Block 57 running North to the Southern line of Block 93.

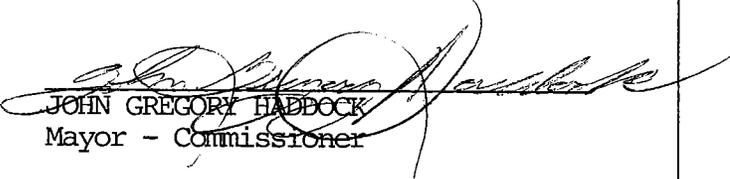
SECTION 2. That all other public right-of-ways in the form of streets, alleys or footpaths, whether merely platted or existing in law in the area or territory in the City of Fernandina Beach, Florida, hereinabove described, are

Rec. 1700

OFFICIAL RECORDS

BOOK 0497 PAGE 0016

SECTION 4. That this ordinance shall take effect immediately upon submission of an executed agreement between the City of Fernandina Beach and Fernandina Marine Terminals, Inc. for the payment of costs associated with improvements to be made to Dade Street in said City of Fernandina Beach, Florida.


JOHN GREGORY HADDOCK
Mayor - Commissioner

ATTEST:



VICKI P. WINGATE
City Clerk

Date of First Reading: July 17, 1984

Date of Publication: July 11, 1984

Date of Second Reading and Public Hearing: August 7, 1984

Date of Final Passage: August 7, 1984

INTERLOCAL AGREEMENT ENTERED INTO THE 11TH DAY OF AUGUST, 1986 BETWEEN THE CITY OF FERNANDINA BEACH AND THE OCEAN, HIGHWAY & PORT AUTHORITY; APPROVED BY THE CITY COMMISSION AT A SPECIAL MEETING HELD ON AUGUST 11, 1986.

OFFICIAL RECORDS

INTERLOCAL AGREEMENT

BOOK 0497 PAGE 0017

THIS AGREEMENT, made and entered into this 11th day of August, 1986, by and among OCEAN HIGHWAY AND PORT AUTHORITY, NASSAU COUNTY, herein called "OHPA", and the CITY OF FERNANDINA BEACH, a municipal corporation, herein called "City",

WHEREAS City had previously adopted Ordinance No. 675, conditionally vacating a portion of North Front Street from Dade Street to Franklin Street, in contemplation of OHPA'S construction of a port facility in the vicinity described; and

WHEREAS, Fernandina Marine Terminals, Inc., OHPA'S predecessor in interest, had agreed to fund certain improvements to Dade Street prior to the effective date of Ordinance No. 675; and

WHEREAS, OHPA has agreed to assume the obligation of Fernandina Marine Terminals, Inc., to fund such improvements, and has further requested this Interlocal Agreement to set forth certain items and understandings between OHPA and CITY with regard to the construction of the improvements to Dade Street; and

WHEREAS, CITY deems it to be in the best interests of the citizens of the City of Fernandina Beach to enter into this Agreement; now, therefore,

WITNESSETH:

1. That OHPA agrees to pave and upgrade to arterial road status that portion of Dade Street in the City of Fernandina Beach, Florida, from Front Street to South 8th Street.

2. OHPA shall submit plans to CITY for the construction of the improvements for city's approval prior to commencement of construction. Such construction shall meet city's specifications. OHPA shall comply with all federal, state and

Original
Filed in
vacate
MD

5. OHPA shall be permitted to construct within the right of way of Dade Street public truck weighing scales, to be made available to the general public as well as those persons or entities using the port facility, at reasonable rates to be charged on a uniform, nondiscriminatory basis, except that the CITY shall be permitted the occasional use of such scales for its City vehicles, without charge. OHPA and CITY agree to execute any such further contracts or documents as may be necessary to authorize OHPA to maintain and operate the scales within the public right of way as long as such does not unduly interfere with the flow of traffic on such street.

6. OHPA hereby agrees to indemnify and hold CITY harmless from any liability for any damage or injury resulting to any person from the construction of the improvements or operation and maintenance of the scales.

IN WITNESS WHEREOF, the parties have hereunto set their hands and official seals the day and year first above written.

OCEAN HIGHWAY and PORT AUTHORITY,
NASSAU COUNTY, FLORIDA

ATTEST:

By: Barbara G. Shenton

By: E. E. Lasserre
Its:

(seal)

CITY OF FERNANDINA BEACH

ATTEST:

By: Vicki P. Wingate
City Clerk

By: Charles L. Albert
Its: Mayor-Commissioner

(seal)

*Exc. BC - Please handle.
(need map & cc mtg's item) JBJ*

FERNANDINA MARINE CONSTRUCTION MANAGEMENT
Port of Fernandina

P.O. Drawer 1543
Fernandina Beach, FL 32034
TLX 441734 NSAU UI
TELEFAX (904) 261-4407
904/261-0048

May 10, 1990



Mr. Ferris Jones
City Manager
City of Fernandina Beach
P.O. Box 668
Fernandina Beach, Florida 32034

Dear Mr. Jones:

On behalf of the Ocean Highway and Port Authority and Container Corporation of America, please find enclosed their joint letter requesting portions of certain city streets be discontinued and closed.

These portions of streets have never been built and are platted primarily within the tidal basin of Alligator Creek.

We would appreciate your kind attention to this matter and should you need further information, please do not hesitate to contact this office.

Sincerely,

Victoria B. Robas
Director, Port Administration

VBR/sc
Encls.

cc: Arthur I. Jacobs, OHPA
E.E.Lasserre, OHPA
Rick Jett, CCA
Wayne D. Stubbs, NT

May 4, 1990

Ocean Highway and
Port Authority
11 No. 14th Street
Fernandina Beach, FL

Container Corporation
of America
P.O. Box 2000
Fernandina Beach, FL

Mr. Ferris Jones, City Manager
City of Fernandina
P.O. Box 668
Fernandina Beach, FL 32034

Dear Mr. Jones:

This letter is to petition the City of Fernandina to vacate and discontinue the follow portions of street as described below:

Franklin Street from river to 8th Street
North 4th Street from Escambia North
North 5th Street from Escambia North
North 6th Street from Escambia North

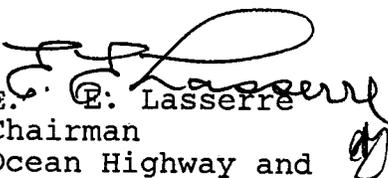
As you know these sections of streets have never been built and are platted primarily within the tidal basin of Alligator Creek.

The Ocean Highway and Port Authority has developed a site plan pursuant to the Development Order issued by the City on February 28, 1989, which provides for filling of a small portion of these wetlands. As part of the mitigation plan, the remainder of the wetlands owned by the O.H.P.A. will be entered into a conservation easement with the state to prohibit future development of that portion of the Alligator Creek basin.

We feel that the Port expansion to the north is a direct result of the City's influence on the port project through the D.R.I. process. In consideration of the Port's needs and of the lack of development of the street sections in question, please consider granting our petition.

The undersigned represents the combined owners of all properties adjacent to the street sections in question.

Sincerely,


E. P. Lasserre
Chairman
Ocean Highway and
Port Authority


Wayne S. Barlow
Vice President and General Manager
Container Corporation
of America



Franklin

Escambia

Dade

Calhoun

Broom

Alachua

Centre

Atlantic

Street

Street

Street

Street

Street

Street

Tenth

Street

Street

NORTH

Street

Ninth

Street

Eighth

NORTH

Street

Seventh

North

Street

Sixth

NORTH

Street

Fifth

North

Street

Fourth

NORTH

Street

Third

North

Street

Second

NORTH

Street

Front

North

NORTH

NORTH

City of Fernandina Beach

Florida

32034

June 23, 1984

Board of Commissioners, City of Fernandina Beach

Closing of Front Street

At its regular meeting June 20, 1984 the Planning Advisory Board voted unanimously to recommend the closing of the section of Front Street from the north side of the right of way of Dade Street to Franklin Street.

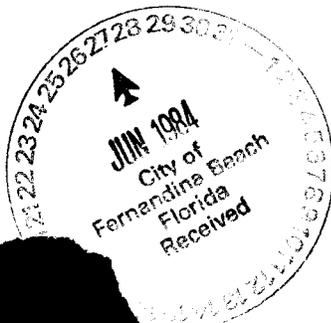
In arriving at its decision the Board considered the following items:

1. If financing is arranged Fernandina Marine Terminals, Inc. plans to build the container port whether or not Front Street is closed.
2. The potential impact on traffic movements across Centre Street/ Atlantic Avenue as set forth in the Planning Advisory Board's best estimate, which estimate with exhibits is attached.
3. Access to the container port for Container Corp. freight movements will be through property owned by Container Corp.

The Board of Commissioners should note that although the net daily change in traffic movements is projected to be minimal there is a very significant shift in activity to Eighth Street from Centre Street. It should also be noted that the major element affecting the reduction in Centre Street movements is the projected substitution of coal transport to Container by barge instead of rail at a volume averaging 20 cars per day. This arrangement is not firm.

S. M. Steger

S. M. Steger, Chairman
Planning Advisory Board



City of Fernandina Beach

File

Florida 32034

OFFICE OF
CITY MANAGER

MEMORANDUM

TO: WESLEY R. POOLE, CITY ATTORNEY

FROM: *F. B. Jones*
F. B. JONES, CITY MANAGER

DATE: NOVEMBER 30, 1984

SUBJECT: DADE STREET TRUCK ROUTE

REFERENCE:  FERNANDINA MARINE TERMINALS - CLOSING OF FRONT STREET

In accordance with provisions of Ordinance No. 675 authorizing the closing of Front Street, we should proceed to negotiate an agreement with Fernandina Marina Terminals for their portion of the cost associated with the resurfacing and extending of Dade Street. The attached cost estimate indicates the total cost to be \$60,644.53. In our discussions with Bill Kavanaugh, I propose the following:

A. Initial Approach:

Florida Marina Terminals contributes the total amount of \$60,644.53.

Rationale: Neither the resurfacing nor the extending of Dade Street are of sufficient priority, in the absence of Florida Marine Terminals, to be included in the current year paving budget. Therefore, the only reason for the work at this time is for servicing Florida Marine Terminals.

B. Secondary Position:

That the following breakdown of costs be agreed to, i.e., Florida Marine Terminals portion be \$43,110.89 and the City portion be \$17,533.64.

Rationale: The City will derive future benefit, i.e., taxes, from Florida Marine Terminal operations. Because of the future benefit, the City would contribute one-third of the cost associated with the resurfacing and none of the cost for extending. While this may seem to be a valid rationale, I am of the opinion that it should carry very little weight. Future benefits to the City in the form of taxes, etc. will be required for provision of City service, not as an off-set for the capital investment. A more telling point to support City contribution to this project may well be that of creation of job opportunity for local citizens and that it is in the interest of the City to assist in improved job opportunity for local citizens.

COST DETAIL

<u>Item</u>	<u>Cost Estimate</u>	<u>Marine Terminal</u>	<u>City</u>
Overlay	\$32,569.00	\$21,712.67	\$10,856.33
Concrete Curb	8,250.00	5,500.00	2,750.00
Concrete Flumes	2,000.00	1,333.33	666.67
Engineering, Misc. Labor	<u>5,000.00</u>	<u>3,333.33</u>	<u>1,666.67</u>
Subtotal-A		\$31,879.33	\$15,939.67
New Section:			
Limerock	\$ 2,046.80	\$ 2,046.80	-0-
Asphalt	2,828.00	2,828.00	-0-
Labor	<u>2,437.59</u>	<u>2,437.59</u>	<u>-0-</u>
Subtotal-B		\$ 7,312.39	-0-
Subtotal-C (A + B)		\$39,191.72	\$15,939.67
Contingency of 10%		<u>3,919.17</u>	<u>1,593.97</u>
TOTAL		\$43,110.89	\$17,533.64

C. Last Ditch Position:

Not recommended. That the following breakdown of costs be agreed to, i.e., Florida Marine Terminals' portion be \$34,344.08 and the City's portion be \$26,300.45.

Rationale: Essentially the same as outlined in B: secondary position. I am of the opinion that this requires far too large a contribution from local tax funds for the benefit derived by the local citizen.

<u>Item</u>	<u>Cost Estimate</u>	<u>Marine Terminal</u>	<u>City (Maximum)</u>
Overlay	\$32,569.00	\$16,284.50	\$16,284.50
Concrete Curb	8,250.00	4,125.00	4,125.00
Concrete Flumes	2,000.00	1,000.00	1,000.00
Engineering, Misc. Labor	<u>5,000.00</u>	<u>2,500.00</u>	<u>2,500.00</u>
Subtotal-A		\$23,909.50	\$23,909.50
New Section:			
Limerock	\$ 2,046.80	\$ 2,046.80	-0-
Asphalt	2,828.00	2,828.00	-0-
Labor	<u>2,437.59</u>	<u>2,437.59</u>	<u>-0-</u>
Subtotal-B		\$ 7,312.39	-0-

City of Fernandina Beach

Wesley R. Poole
November 30, 1984
Page Three

	Marine Terminal	City (Maximum)
Subtotal-C (A + B)	\$31,221.89	\$23,909.50
Contingency of 10%	<u>3,122.19</u>	<u>2,390.95</u>
TOTAL	\$34,344.08	\$26,300.45

Please review all of the above and let me have your comments by phone. After we reach some agreement, we should set up a meeting with Fernandina Marine Terminals, probably at your office since you would need to draft any agreement.

Thank you.

FBJ/vw

cc: Jim Higginbotham, Public Works Director

City of Fernandina Beach

Florida

OFFICE OF
DIRECTOR OF PUBLIC WORKS

32034

TO: Mr. Ferris B. Jones, City Manager
FROM: Mr. James B. Higginbotham, Public Works Director *JB*
DATE: November 1, 1984
RE: DADE STREET TRUCK ROUTE

Here are my estimates for what it would take to get Dade Street to the standards of a secondary route. Included in the proposal is an overlay of approximately 1615 feet with new base construction for approximately 255 feet. Also included are engineering cost and miscellaneous items.

<u>OVERLAY</u>	1615' of Pavement at 22' wide	\$32,569.00
	$1615' \times 22' \div 9 = 3,947$ square yards $3,947 \text{ s/y} \times 300 \text{ lbs.} \div 2000 = 592$ tons of asphalt $592 \text{ tons} \times \$55.00/\text{ton} = \$32,569.00$	
	<u>NEW BASE WITH 1 1/2" ASPHALT TOP</u>	
<u>LIMEROCK</u>	$255' \times 24' \div 9 = 680$ square yards $680 \text{ s/y} \times 700 \text{ lbs (7")} \div 2000 = 238$ tons $238 \text{ tons} \times \$8.60/\text{ton} = \$2,046.80$	\$ 2,046.80
<u>ASPHALT</u>	$255' \times 22' \div 9 = 623$ square yards $623 \text{ s/y} \times 165 \text{ lbs.} \div 2000 = 51.42$ tons $51.42 \text{ tons} \times \$55.00/\text{ton} = \$2,828.00$	\$ 2,828.00
<u>LABOR FOR NEW BASE</u>	50% of overall cost	\$ 2,437.59
<u>CONCRETE CURB</u>	1500' of Miami Curb @ \$5.50/linear foot = <i>↳ (used at points of drainage/erosion problems)</i>	\$ 8,250.00
<u>CONCRETE FLUMES</u>	4 each at \$500.00 =	\$ 2,000.00
<u>ENGINEERING COST AND MISCELLANEOUS (Labor)</u>		\$ 5,000.00
	<i>Sub</i> TOTAL	\$55,131.39
<i>Contingency of 10%</i>		<i>5,513.14</i>
	<i>Total</i>	<i>\$ 60,644.53</i>

ON THE ISLE OF EIGHT FLAGS

City of Fernandina Beach

Florida 32034

OFFICE OF
CITY MANAGER

August 21, 1984

Mr. W. H. Kavanaugh
Fernandina Marine Terminals, Inc.
112 North Sixth Street
Fernandina Beach, Florida 32034

Dear Mr. Kavanaugh:

This is to inform you that the City Commission of the City of Fernandina Beach adopted Ordinance No. 675 in regards to closing of Front Street. While there are a few details to be worked out, it was evident from the comments by individual commissioners that they are very interested in and supportive of your efforts.

The City staff is looking forward to working with you to accomplish the goal of an expanded industrial base for Fernandina Beach. If we can be of any further assistance, please advise.

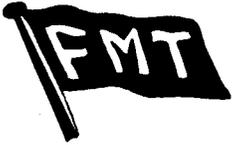
Sincerely,

CITY OF FERNANDINA BEACH



F. B. Jones
City Manager

FBJ/vw



FERNANDINA MARINE TERMINALS, INC.
Port of Fernandina

112 North Sixth Street
Fernandina Beach, Fla. 32034
904/261-3158

7 August 1984

Mr. Ferris Jones
City Manager
Fernandina Beach, Fl 32034

Re: Fernandina Marine
Terminal; Closing
North Front Street

Dear Mr. Jones,

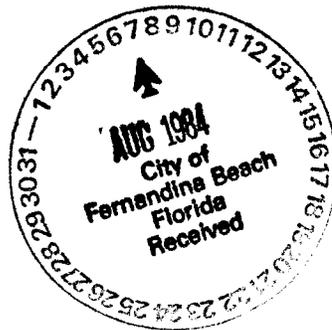
This letter is to confirm our meeting of 7 August 1984,
in which Fernandina Marine Terminals agreed to participate in
the upgrading of Dade Street provided our project is completed.

Thank you for your cooperation.

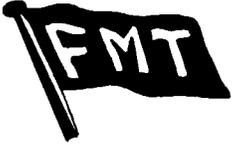
Respectfully yours,

FERNANDINA MARINE TERMINALS, INC.

W. H. Kavanaugh
BY W. H. Kavanaugh as its president



*Copy given
to
7/17/84*



FERNANDINA MARINE TERMINALS, INC.
Port of Fernandina

112 North Sixth Street
Fernandina Beach, Fla. 32034
904/261-3158

14 June 1984

Mack Steger
Planning and Advisory Board
Fernandina Beach, Florida 32034

In re: Closing of Front Street

Dear Gentlemen:

The following is a compilation of Container Corporation's rail and truck movements in and out of their Fernandina mill.

Per month: 2400 rail in and out
1900 truck in and out

Per day: 80 rail
60 trucks

Finished goods out per month: 950 rail
110 truck

Finished goods out per day: 30 rail
4 trucks

Finished goods to be exported: 7% 1st year-798 rail
20% 5th year-2280 rail

Energy for the mill could be brought over the dock if water-born transportation is feasible. If that is possible 20 cars of coal per day, or 600 cars into the mill per month would be eliminated from crossing Centre Street.

Any additional data or information you may need will be supplied by the undersigned, who begs to remain,

Respectfully yours,

W. H. Kavanaugh

**ESTIMATED IMPACT ON TRAFFIC MOVEMENTS
FERNANDINA MARINE TERMINALS, INC. CONTAINER PORT**

	<u>Monthly Traffic Movements</u>		
	Centre St.	Eighth St.	
	<u>Rail</u>	<u>Truck</u>	<u>Total</u>
<u>AT PRESENT</u>			
Coal - Inbound	800		
Raw Materials - Inbound	850	1,790	
Finished Goods - Outbound	<u>950</u>	<u>110</u>	
	2,400	1,900	4,300
 <u>FIRST YEAR WITH PORT</u>			
Coal - Inbound	(600)		
Finished Goods - Outbound	(67)		
Containers - Inbound A)	<u> </u>	<u>819</u>	
	<u>1,733</u>	<u>2,719</u>	<u>4,452</u>
 <u>FIFTH YEAR WITH PORT</u>			
Coal - Inbound	(600)		
Finished Goods - Outbound	(190)		
Containers - Inbound A)	<u> </u>	<u>923</u>	
	<u>1,610</u>	<u>2,823</u>	<u>4,433</u>
 <u>NET CHANGE PER DAY</u>			
First Year	-22.23	+27.30	+5.07
Fifth Year	-26.33	+30.77	+4.44

Note A) See Page 39 of Appraisal by Florida Appraisal Co.: Projected Income & Expense. Wood Pulp, Zircon/Minerals, and Containers tonnage converted to truck movements at 20 tons per truck.

**MEMORANDUM OF UNDERSTANDING
FOR REPAIRS AND LINING OF 8” GRAVITY SEWER LINE
ON OCEAN, HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY
PROPERTY LOCATED IN THE CITY OF FERNANDINA BEACH, FLORIDA**

This **MEMORANDUM OF UNDERSTANDING**, “MOU” is entered into by and between **City of Fernandina Beach** (“City”) whose address is 204 Ash Street, Fernandina Beach, FL 32034 and **Ocean, Highway and Port Authority of Nassau County** (“Port”) whose address is 86130 License Road, Suite 9, Fernandina Beach, FL 32034.

WHEREAS, approximately 260 linear feet of 8” gravity sewer line is located on property owned by the Port (“Sewer Line”) and located below grade and within former right-of-way known as North Front Street which was abandoned by the City via Ordinance 675 enacted on August 7, 1984 and recorded in the public records of Nassau County, Florida in Deed Book 0497, Pgs. 15-16;

WHEREAS, the City worked with the Port in 2019 to complete inspection of the Sewer Line through closed-circuit television and found broken and cracked areas of the Sewer Line that are allowing groundwater to infiltrate the Sewer Line and ultimately, creating additional demand on the City’s sanitary sewer system;

WHEREAS, the City has contracted with Insituform Technologies, LLC through a piggyback purchase with City of Daytona Beach, Florida approved by the Fernandina Beach City Commission via Resolution 2021-106 to perform CIPP lining rehabilitation of sanitary sewer and stormwater lines in the City, including CIPP lining rehabilitation of the Sewer Line on the Port’s property; and

WHEREAS, the City and the Port believe it is in the best interest of the public health to perform this CIPP lining rehabilitation of the Sewer Line.

NOW THEREFORE, the parties agree to the following terms:

1. The City agrees to pay any and all amounts directly to the contractor, Insituform Technologies, LLC to perform CIPP lining rehabilitation lining of the Sewer Line on the Port’s property as approved by City of Fernandina Beach Resolution 2021-106, this one time and one time only as a gesture of good faith and in the interest of the public health. The total cost to the City for this one-time lining of the Sewer Line is \$7,722.00.
2. The Port agrees that it does now and will forever acknowledge that the City lawfully abandoned the North Front Street right-of-way via City Resolution 675, attached hereto as Exhibit “A”, and the Port accepts any and all ownership and maintenance responsibility for the abandoned right-of-way and all appurtenances on, in and below the abandoned right-of-way, including but not limited to utility lines, sanitary sewer, stormwater lines, outfalls, basins, telephone, internet, natural gas, potable water and the

Sewer Line after the CIPP lining rehabilitation by the City's contractor is complete and accepted in writing by the Port.

3. The Port agrees that it will have a professional engineer, licensed in Florida and in privity directly with the Port to inspect, accept and approve, in writing, the CIPP lining rehabilitation of the Sewer Line within fifteen (15) business days of receiving written notice from the City that the work is ready for inspection by a professional engineer hired by the Port.

4. Indemnification. The Port shall, to the extent permitted by law, assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of the Port, its elected officials, Port operator, Port director, officers, employees, agents, and representatives. Port liability hereunder shall include all attorney's fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by the employees of the Port or Port Operator against the City, and the Port hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the City or TDC may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

5. This Memorandum of Understanding is effective upon full execution by the parties and may be modified only in writing with execution by all parties.

6. This Memorandum of Understanding contains all the terms and conditions agreed upon by the parties.

This Memorandum of Understanding has been executed by the parties this _____ day of _____ 2021.

CITY OF FERNANDINA BEACH:

Dale L. Martin, City Manager

Date

APPROVED AS TO FORM AND LEGALITY:

ATTEST:

Tammi E. Bach, City Attorney

Caroline Best, City Clerk

OCEAN, HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY

Danny Fullwood, its Chair

APPROVED AS TO FORM AND LEGALITY:

Patrick W. Krechowski, Port Attorney



Port Director Report



Unfinished Business

**THE OCEAN HIGHWAY & PORT AUTHORITY (OHPA)
PORT OF FERNANDINA
STRATEGIC MASTER PLAN
DRAFT SCOPE OF WORK**

The RS&H scope of work for completing the OHPA Port of Fernandina (Port) Strategic Master Plan is outlined below:

TASK 1: PROJECT MANAGEMENT AND COORDINATION

1.1 — Development of a Project Management Plan

RS&H will develop a Project Management Plan (PMP) within 7 days of Notice to Proceed. The PMP will outline the protocols for project communications, coordination, monitoring and invoicing procedures, quality controls, and issue resolution.

1.21 Identify Goals, Objectives, Stakeholders, and Technical Steering Committee

The RS&H Team will coordinate with the Port Commission and Terminal Operator to identify the goals, objectives, key stakeholders, and committee members.

1.32 Finalize Project Schedule

The RS&H Team will coordinate to develop a specific schedule, with detailed milestones and meeting dates. The schedule will include:

- Monthly project status meetings
- Specific milestone dates for project committee meetings
- Public/stakeholder meetings
- Schedule of deliverables

Task Activities and Deliverables:

- ~~Project Management Plan~~
- Documentation of goals, objectives, key stakeholders, and committee members
- Project Schedule, including schedule of status meetings, project milestones and deliverables, and public/stakeholder meetings
- ~~All m~~Meeting agendas and ~~m~~meeting materials
- Monthly invoicing and progress reports

TASK 2: ASSESSMENT OF GLOBAL TRENDS AND CONDITIONS

2.1 Literature Scan

The RS&H Team will conduct a review of existing data sources to assess the shipping and economic trends at the global and national level and to understand trends within the industry that may have impacts for the Port. These trends and conditions include production, shipment and distribution of goods and products. The RS&H Team will coordinate closely with the Port Commission and Terminal Operator to review and develop the list of sources for the literature scan.

2.2 Assessment of Trends, Issues, and Challenges

Based on the review of the literature, and combined with interviews with current and potential customers, the industry trends, issues and challenges, and policies that impact the maritime industry and the Port will be identified and documented. Based on these trends and conditions, the best practices/state of the practice for the industry will be identified and documented.

Task Activities and Deliverables:

- Coordination to review and finalize literature and information sources
- Review of the identified informational sources
- Interviews with current and potential Port customers, limited to 5 in-person interviews of customers chosen by the Port conducted over no more than a two day period
- Identification and documentation of industry trends, issues and challenges

TASK 3: REVIEW AND COORDINATION WITH STATE AND REGIONAL REQUIREMENTS

3.1 Identification and Review of Regulations/Requirements

The RS&H Team will collect and review pertinent and relevant federal and state regulations and requirements that are related to Port operations and activities. These legislative and regulatory requirements will be documented in a summary format.

3.2 ~~Identification and Review of Relevant Planning Documents~~

~~The RS&H Team will develop a list of relevant plans, studies, and documents at the state, regional, and local level for review. These documents include local comprehensive plans, regional transportation plans, and statewide plans. The results of the review will be summarized in a tabular format, as well as a supporting document describing the plans in more detail. Task performed by Port staff or information provided to RS&H by Port to insert into Final Master Plan document.~~

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3.3 Review of OHPA’s Charter and Operating Agreement

The RS&H Team will review OHPA’s Charter and Operating Agreement to identify both opportunities and constraints that those documents represent as currently written. The results of this review will be summarized in a supporting document.

Task Activities and Deliverables:

- Identification and review of federal and state regulations and requirements
- ~~Identification and review of relevant plans, studies, and documents~~
- Review of OHPA’s Charter and Operating Agreement
- Documentation of the results
 - Summary in tabular format
 - Detailed supporting document

TASK 4: STAKEHOLDER AND PUBLIC COORDINATION

4.1 Stakeholder Committee

The RS&H Team is recommending a Stakeholder Committee that meets throughout the course of the planning process. This committee will incorporate all key stakeholders, including those already identified in the RFQ, that our team will coordinate with to ensure that the full range of needed participants is included. Stakeholders include representative of local government, US and state agencies, MPO, transportation providers, Port customers, and industry and trade representatives. It is anticipated that the committee will meet ~~two~~five times at project milestones to provide input and feedback.

4.2 Stakeholder Technical Subcommittee

The RS&H Team recommends the formation of a Stakeholder Technical Subcommittee. This subcommittee will be involved in the technical details and analysis over the course of the study and can help communicate these details back to the full Stakeholder Committee. This will be a smaller working group that can provide technical insights into the process. It is anticipated the subcommittee will meet ~~two~~five times at project milestones to provide input and feedback before the stakeholder committee meetings.

4.3 Public Engagement

The RS&H Team understands the importance of a robust, comprehensive public engagement effort. In close coordination with the Port, RS&H will develop a customized approach designed to reach all members of the community.

In addition, RS&H will ensure that Environmental Justice populations and communities are included in the outreach efforts. The fact that the Port is located adjacent to a Community Redevelopment Area and a Historic District requires close coordination with the City and community. To engage the local community, an initial public workshop will be held to provide the public with the opportunity to review the proposed master plan and recommendations, and to provide feedback and input. This feedback will be documented and incorporated into the master plan. ~~A second public workshop is proposed to provide an opportunity for the Port to display its emphasis on listening and addressing questions and concerns of the community.~~

Task Activities and Deliverables:

- Coordination on development of Stakeholder Committee
- ~~Three~~Two Stakeholder Committee Meetings
 - Development of meeting agendas, all meeting materials, and meeting facilitation
- ~~Three~~Two Technical Subcommittee Meetings
 - Development of meeting agendas, all meeting materials, and meeting facilitation
- ~~Two~~One in-person public workshops
 - ~~Initial w~~Public workshop to solicit input on master plan
 - ~~Follow up workshop on final master plan~~
 - Development of ~~all~~ workshop materials and conducting workshop
 - The following items will be provided ~~at each~~for the public workshop:
 - ~~Static display boards~~ with aerial photography related to the Port Master Plan
 - ~~Six boards maximum at 36"x60"~~
 - ~~No renderings or 3D imagery included for display boards~~
 - ~~Aerial photography~~
 - Directional signs, Welcome Board, ancillary exhibits

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- PowerPoint presentation, ~~with voice over, if required~~
- Flyers/handouts
- ~~Sign-in sheets,~~
 - Sign in area staffed by Port personnel
- ~~Comment sheets and comment boxes,~~
 - RS&H will consolidate comments and Port staff will make responses
- PDFs of above-mentioned materials for posting to Port website
 - ~~Consideration of virtual webinar component in order to maximize participation~~
 - RS&H will provide three (3) staff for in-person public workshop
 - Martin Associates will not attend in the in-person public workshop
- ~~Additional stakeholder meetings as required (agencies, non-governmental organizations)~~
- Assistance with stakeholder meeting documentation ~~Documentation of all stakeholder and public activities and input~~

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TASK 5: PORT EXISTING CONDITIONS, CHALLENGES, AND OPPORTUNITIES

Developing the existing conditions of the Port and its infrastructure and operational components is based on an extensive data collection effort and GIS will be an important analysis tool. This information will be stratified into the required components of the Master Plan.

5.1 Infrastructure Development and Improvement Component

A comprehensive data collection and review effort will be undertaken to develop a complete inventory of Port infrastructure. This inventory will include the documentation of on-terminal and near terminal infrastructure, as well as an assessment of the condition of those assets. The Port infrastructure will include Port facilities and equipment, warehousing and storage, chassis and chassis storage, wharf and berthing space specifications, channel/navigational features, and turning basin capacity. Each of these infrastructure elements will be fully documented in spreadsheets and tables, including the current conditions, challenges and needs, and opportunities for upgrades.

5.2 Intermodal Transportation Facilities Component

The RS&H Team will identify all intermodal facilities and linkages, both on Port, as well as throughout the region. The current condition of the intermodal transportation network and Port connectivity will be identified, including recent traffic and travel patterns Freight generation will be linked with the existing modal capacities and constraints. The analysis will also identify any modal bottlenecks at the local, regional, and state levels. A safety assessment on the roadway network will also be undertaken to determine if there are any issues adjacent to the Port or that may impact access to the Port. Additional infrastructure elements that may impact the Port access, or that are adjacent to the Port access points, such as bicycle and pedestrian facilities will also be identified. Pipelines are another piece of the infrastructure assessment and if available, the presence of those will also be assessed and documented. The use of GIS will be critical in collecting, analyzing, and documenting the data.

5.3 Economic Development Component

RS&H Team member, Martin Associates, will lead the development of this component, which will include the activities described below.

5.3.1 Market Analysis

The RS&H Team will conduct a market analysis of the Port’s current activities. This effort will be accomplished through interviews with cargo tenants, a review of current markets and carriers served

and factors driving the current cargo levels. These interviews will be used to determine current markets, businesses, and customers and to identify current operational strengths and challenges.

5.3.2 Develop Baseline Financial Models of Cargo Tenant Operations

Terminal specific financial models for each cargo operation will be developed including revenue and cost models for each cargo terminal/tenant/commodity. These specific cargo line of business financial models will be used to evaluate the future financial feasibility of projects. The development of a baseline cash flow analysis will also be undertaken to identify any current operational issues.

5.3.3 Assess the Competitive Position of the Marine Cargo Facilities

A complete assessment of the facilities will be undertaken to determine the competitive position of the Port within the industry. Origin and destination flows will also be developed for cargoes and by mode, as well as the development and assessment of logistics costs. Various scenarios will also be developed to understand the potential capture rates for market potential.

5.3.4 Identify Potential Market Opportunities

Potential markets will be analyzed to determine and quantify the market areas where the Port does not participate. These markets will be identified through an assessment of similar cargoes handled at competing ports, growing trade areas, niche markets and carriers serving those trade areas, and carriers calling on competing ports. In addition, opportunities, and constraints for other ports in the area will also be identified.

Develop Cargo Projections

Cargo projects will be developed in two sets. The first set of projections will be by current cargo base handled by the Port. The second projection set will be developed by commodity and incorporate the results of the efforts in previous tasks. As part of this effort, various scenarios of potential market penetration will also be developed. The baseline and potential market projections will be developed for a three, five, and ten-year horizon with a set of base, low, medium, and high forecasts.

5.3.5 Identify and Assess Potential Threats

A risk analysis will be undertaken to identify and assess any potential threats that could adversely impact or undermine current Port operations and the potential market capture. This threat, or risk analysis, will be developed in coordination with the Port and with stakeholders.

The results of this analysis will be cross-referenced with the existing conditions assessments and used to develop strategies to increase the economic and competitive position of the Port, as well as to develop strategies to mitigate the identified threats and address the challenges.

Task Activities and Deliverables:

- Market analysis
- Baseline financial modeling
- Assessment of competitive position of the Port
- Identification of potential market opportunities
- Cargo projections
- Risk, or threat, analysis
- Complete documentation of all analyses and results

5.4 Economic Impact of Alternative Development Scenarios

RS&H Team member, Martin Associates, will develop a Port of Fernandina Economic Impact Model to assess the baseline and future economic impacts of Strategic Master Plan scenarios. Using the economic impact analysis and model developed by Martin Associates, we will enter the maritime cargo projections associated with current and potential markets and construction related investments into the economic impact model developed for the Port to estimate the future annual economic impacts projected as well as capital development projects required.

The cargo economic impact model can also be used to "sell" the business development plan to local and state governments and to lobby for funding assistance.

The model will be developed from raw data collected by Martin Associates from the Port/WTF, as well as through a series of interviews with tenants, key shippers/consignees, maritime service providers, pilots, and other regional freight stakeholders. Key data metrics collected will include employment, salaries, revenue and local expenditures and capital expenses. The results of the impact analysis will be measured and presented in terms of:

- Direct employment impact which would vanish if activity at the marine terminal were to cease;
- Induced employment impact created by spending of individuals directly employed;
- Indirect employment impact generated due to the purchase of goods and services by firms dependent on port activity;
- Personal Income Impact - Wages and salaries received by individuals directly employed due to port activity;
- Re-spending of this income throughout the region for purchases of goods and services is also estimated using a regional personal income multiplier specific to the Northeast Florida Region.

Task Activities and Deliverables:

- Economic impact model to be included in Master Plan

5.5 Physical, Environmental, Regulatory Barriers Component

5.5.1 Environmental Resources and Constraints

Understanding the environmental/natural resources that are within the Port area of influence is a key element in the development of the Master Plan. The identification of these sensitive resources will be accomplished through an intensive data collection effort, primarily using GIS whenever feasible. Capturing the data within GIS provides the platform for analyzing possible impacts of any new projects or Port modifications, as well as the ability to graphically display the information.

5.5.2 Topographic Conditions

The RS&H Team will review topographic conditions in the Port vicinity to identify any barriers to future infrastructure expansion. RS&H will utilize any topographic information or surveys provided by the Port, basic software such as Google Earth, and any historical information that is publicly available to make recommendations. No topographic surveying is included or anticipated under this task.

5.5.3 Hydrographic Conditions

The RS&H Team will review any hydrographic information or surveys provided by the Port. No hydrographic surveying is included or anticipated under this task.

5.5.4 Zoning and Land Use Regulations

The RS&H Team will review the City of Fernandina Beach's Land Development Code, Comprehensive Plan and Amelia River Waterfront CRA and document their present application to OHPA operations as well as future development. RS&H will obtain GIS data from the City of Fernandina Beach to develop an exhibit illustrating land use regulation affecting OHPA parcels (e.g., zoning, CRA designation, etc.).

5.5.5 Historic, Cultural, and Natural Resources

Ports and port activities can potentially impact surrounding natural, cultural, and historic environmental resources in the project area. To document locations of existing natural, cultural, and historic environmental resources, a GIS desktop review will be conducted. Available environmental GIS data from Florida Geographic Data Library (FGDL) and St. Johns River Water Management District (SJRWMD) will be used to inventory the existing natural, cultural, and historic environmental resources within a maximum of 0.25 mile surrounding the Port property. Review of natural features will consist of wetlands and other surface waters, protected species and their habitat, and essential fish habitat.

The inventory of existing natural, cultural, and historic resources features within the Master Plan will be used to identify any potential environmental constraints by any Port projects or modifications. Once potential environmental constraints are identified, recommendations for resolving these constraints and obtaining any necessary permits and potential environmental mitigation will be developed. Note that field reviews are not included in this scope of work.

5.5.6 Environmental Impacts

Certain construction activities used to develop, upgrade, or renovate Port infrastructure and buildings have the potential to encounter subsurface contamination. If these conditions are not addressed during the project design phase, they can increase project costs, prolong construction schedules, harm personnel, or pollute the environment. A proactive approach to environmental management can mitigate or minimize negative impacts, and in some cases, maximize benefits.

The RS&H Team will obtain a computerized database search from Environmental Data Resources, Inc. (EDR) to identify environmental regulated facilities within the project area. The database search will be centered on the Port and extend to a maximum radius of 1 mile. The RS&H Team will supplement the EDR database by using specialized search engines such as FDEP's Document Management System (OCULUS), Information Portal, Map Direct, and Contaminator Locator Map to identify additional regulated facilities and to evaluate each within the study area. OCULUS is used by FDEP to store and organize regulatory documents. The RS&H Team will use OCULUS and the Information Portal to obtain regulatory information regarding Storage Tanks, Hazardous Waste, Solid Waste, and Waste Cleanup activity in the study area. The RS&H Team will also conduct interviews with persons knowledgeable of environmental conditions at the Port and surrounding area.

The results of the database search, desktop review, and interviews will serve as the basis for evaluating and documenting potential contamination impacts that may exist within or adjacent to the Port. The Master Plan will inventory and provide general guidance for managing these contamination sites during future project designs. Specific environmental requirements are project dependent and are the result of further evaluation during a project's design. Design documents typically include environmental requirements such as special handling, permitting, waste characterization, treatment, or limited remediation consistent with federal, state, and local regulations.

The RS&H Team will also address the potential existence of hazardous materials such as Asbestos, Lead-based paint, and Polychlorinated Biphenyls (PCBs) in existing Port buildings. Although this task does not inventory hazardous materials at the Port, the Plan will describe typical Hazardous Material Survey services and when they are performed. Similar to contamination, Hazardous Material Survey results are project dependent and are incorporated into design documents. The Plan will also address the importance of the proper removal of hazardous materials, consistent with federal, state, and local regulations, before they are disturbed.

5.5.7—Sustainability and Resiliency

~~Sustainability is an on-going optimization of OHPA environmental, social, and economic performance. It is a function OHPA resource consumption and waste generation, human resources and community engagement, and financial and governance issues. RS&H will perform a high-level scan of OHPA sustainability performance using a questionnaire for items not otherwise gathered for this Master Plan effort. Coupled with an interview with relevant OHPA staff, this questionnaire will serve as a preliminary sustainability baseline. RS&H will benchmark this baseline against other Port operations using publicly available sources. RS&H will use the result of the baseline and benchmark process to develop preliminary recommendations for improving the sustainability of OHPA related operations.~~

~~The Master Plan will also evaluate the vulnerability of the Port area to rainfall induced (FEMA) and storm surge flooding exacerbated by sea level rise using existing data sets. The RS&H Team will develop a series of map exhibits illustrating existing flood extents as well as potential future extents based on future sea level rise scenarios consistent with methodology recommended by FHWA. Changes to future temperature and their effect on operations will also be considered. Based on these evaluations, preliminary opportunities for improving resiliency of OHPA related operations will be identified.~~

Task Activities and Deliverables:

- Review of topographic information readily available or provided by the Port
- Review of hydrographic information provided by the Port
- Documentation of current City of Fernandina Beach Land Development Regulations, including zoning, and their effect on OHPA operations.
- GIS desktop review to identify existing natural, cultural, and historic environmental resources within the vicinity of the Port
- Documentation of the existing environmental features, including maps that display locations of these resources
- Documentation of potential environmental and regulatory constraints, required permits, and opportunities for environmental mitigation and as-needed project coordination
- Documentation of the environmental database evaluation, tables, and maps displaying locations of potential environmental impacts.
- ~~Documentation of sustainability performance based on a high-level scan of OHPA operations, benchmarking performance against other ports, and preliminary recommendations.~~
- ~~Documentation of flood and heat vulnerability exacerbated by climate change and preliminary recommendations.~~

5.6 Intergovernmental Coordination Component

The Stakeholder Committee and Technical Subcommittee will play a crucial role in this targeted coordination, with additional coordination outside of the committee structure taken with local governments and community groups. The RS&H Team will meet individually with local governments as needed to address specific issues. Updates to local government councils/commissions and agencies will also be undertaken as needed. In addition, coordination will also be ongoing with relevant state and national agencies throughout the process.

Task Activities and Deliverables:

- Individual meetings and presentations to local governments, boards, and agencies
- Ongoing coordination with relevant state, regional, and national agencies
- Complete documentation of all intergovernmental coordination efforts

TASK 6: DEVELOPING THE STRATEGIC MASTER PLAN

These solutions and recommended strategies and projects for each component will be structured around three major areas of Policy, Infrastructure, and Technology. The strategies and projects will be prioritized within the three major areas, as well as developing overall priorities for implementation.

6.1 Infrastructure Projects

Specific infrastructure projects, either new or improvements to existing, will be identified within the required components to address any identified deficiencies, issues, or needs. These infrastructure projects will include the broad spectrum of projects, from the Port operational perspectives, as well as Port access and connectivity. The projects will be prioritized into a five-year short-term work program, with additional projects stratified into medium and long-range projects. Planning level cost estimates will be developed for each of the projects and a gap funding analysis will be completed, along with the identification of potential funding strategies and sources.

6.2 Policy Strategies

The results of the economic impact modeling will be used to develop the business plan, as well as to develop the future operating strategies and policies. The economic modeling will also be used to estimate the future annual economic impacts of the Port and to identify potential funding strategies. Strategies will also be developed to address any regulatory requirements or to improve current processes. ~~These policies will also include a focus on the sustainable future of the Port and the assessment of resiliency.~~ This business development plan is a crucial for the Port to move into the future as a viable and growing seaport.

6.3 Technology

Opportunities for incorporated technology advances in each of the analyses, including Port operations and improvements, will be identified. These identified technology enhancements will also include any associated cost estimates for implementation, deployment, and maintenance.

Task Activities and Deliverables:

- Identification of recommended policy strategies
- Identification of recommended infrastructure projects
- Identification of recommended technology enhancements

- Complete documentation, with prioritized work plan with short-term improvements, mid-term improvements, and long-term improvements, including planning level cost estimates and a recommended funding plan

6.4 Plan Documentation

The Draft Master Plan will be ~~presented-submitted~~ to the Port Commission and Terminal Operator for review and comment and subsequently to the Technical Subcommittee and full Stakeholder Committee. Any comments will be addressed before the final draft is completed. ~~The team will be available to present the final draft to the OHPA board and local governments if needed.~~ Upon adoption of the final draft, the completed Master Plan will be delivered to the Port electronically, along with all supporting files and documentation, including GIS shapefiles.

Task Activities and Deliverables:

- Draft Master Plan
- ~~Presentation to Technical Subcommittee and Stakeholder Committee~~
- Address all comments and finalize Master Plan
- Final Master Plan (electronic format)
- All supporting files, GIS files, and documentation

DRAFT

GOAL 5P | OCEAN HIGHWAY & PORT AUTHORITY, PORT OF FERNANDINA FACILITIES ELEMENT

THE PORT MUST MAINTAIN, PLAN, AND DEVELOP THE PORT OF FERNANDINA BEACH, IN ACCORDANCE WITH MARKET FORECASTS AND THE COMMUNITY'S COMMERCIAL AND INDUSTRIAL RESOURCES, TO CREATE JOBS AND STIMULATE LOCAL AND REGIONAL ECONOMIC DEVELOPMENT WHILE MAINTAINING AND ENHANCING THE UNIQUE CHARACTER OF THE CITY OF FERNANDINA BEACH, PROVIDING FOR THE HEALTH, SAFETY AND ECONOMIC WELFARE OF THE COMMUNITY, PROTECTING THE LOCAL MARINE ENVIRONMENT, AND THE SURROUNDING HISTORIC RESIDENTIAL NEIGHBORHOOD.

OBJECTIVE 5P.01. PORT OF FERNANDINA DEVELOPMENT

Within the City of Fernandina Beach, The Port must pursue phased planning and development, consistent with the goals of the City of Fernandina Beach Comprehensive Plan and the mandates of Florida Statutes.

Policy 5P.01.01.

The Port Master Plan Map must include a land use and inventory map of existing coastal uses including all existing infrastructure including fuel storage tanks, storm water management, zoning, wetland and other vegetative communities, undeveloped areas, areas subject to coastal flooding, public evacuation routes, historic preservation areas and conservation areas.

Policy 5P.01.02.

Within the City of Fernandina Beach, The Port will not expand port operations beyond industrially waterfront zoned or industrially zoned land (as depicted on the Future Land Use Map as amended from time to time). The Port will not expand any ancillary operations including parking lots into the historic district or any other residentially or mixed-use zoned land (as depicted on the Future Land Use Map as amended from time to time), with the exception of 501 North 3rd Street and the adjacent parking lot east of the property.

Policy 5P.01.03.

Any application for proposed Port development or redevelopment, within the City of Fernandina Beach, must include an analysis of the environmental, socioeconomic, and fiscal impact on the City of Fernandina Beach. The analysis will delineate the required infrastructure to support this development or redevelopment and the plans and principles to be used to control development and redevelopment to eliminate or mitigate the adverse impacts on coastal wetlands, living marine resources, wildlife habitat, historical and archaeological sites, other fragile coastal resources and the adjacent historic district.

Prior to any future development or redevelopment to the Port, within the City of Fernandina Beach, all plans or proposals for development or redevelopment must be reviewed by the City of Fernandina Beach for meeting all applicable Comprehensive Plan policies, Land Development Code regulations, City Ordinance requirements.

Policy 5P.01.04.

Maintenance dredging of the Amelia River must be in coordination with the U.S. Army Corps of Engineers and the City of Fernandina Beach, regional, state, and federal regulatory agencies, as needed to accommodate waterborne commerce operations.

Objective 5P.02. ECONOMIC DIVERSIFICATION

The Port may explore opportunities to develop synergies between its waterborne commerce operations and other economic resources in the area.

Policy 5p.02.01.

The Port may explore complementary upland developmental opportunities, but not within the boundaries of the Fernandina Beach Historic District.

Policy5p.02.02.

To take better advantage of its proximity to the Intracoastal Waterway, The Port may support initiatives to improve Intracoastal connections. The Port may cooperate with entities seeking to improve conditions along the Intracoastal Waterway.

Objective 5P.03. GOVERNMENTAL AND AGENCY COORDINATION

The City of Fernandina Beach and the Port must work together to ensure that port maintenance and development or redevelopment activities are compatible with and support the programs and policies contained in the City's Comprehensive Plan. The City of Fernandina Beach and the Port must coordinate development efforts with local, state, and federal permitting agencies and other private entities to ensure that development and operations are carried out in accordance with the public interest and regulatory requirements.

Policy 5p.03.01.

Port planning and development must be in coordination with the City of Fernandina Beach to ensure compliance with the City's Comprehensive Plan, including the Conservation and Coastal Management Element and Land Development Code.

Policy 5.03.02.

The Port must continue to coordinate with the Fernandina Beach Historic District Council to ensure preservation and restoration of significant historical sites that fall within the jurisdiction of the Port facility. Where Port property is adjacent to the Historic District, a 30-foot landscaped buffer must be maintained.

Policy 5.03.03.

The Port and the City must coordinate to ensure the provision of adequate infrastructure and utilities for Port operations.

Policy 5p.03.04.

Public input must be obtained prior to implementation of any Port development program.

Policy 5.03.05.

Development within the Port must comply with the provisions of the permits governing its in-water and upland development program.

Policy 5p.03.06.

Development within the Port must support the economic development initiatives of the City of Fernandina Beach, by pursuing activities that expand economic opportunities.

Policy 5.03.07.

The Port must review the economic development initiatives of Nassau County and support when consistent with the City of Fernandina Beach Comprehensive Plan.

Policy 5.03.08.

The Port must develop a strategic plan with a 10-year horizon which must at a minimum include the elements listed in FS 311.14 – Seaport Planning and which adequately addresses the applicable requirements of FS 163.3178. To the extent feasible, the port master plan must be consistent with the City Comprehensive Plan.

The Port must submit the Master Plan to the City for consistency review with City of Fernandina Beach Comprehensive Plan. Any inconsistencies that cannot be resolved with The Port must be noted in the Port Master Plan and will not be adopted in the Comprehensive Plan by reference.

Policy 5.03.09

The Port and the City of Fernandina Beach must work together to create a long term inter-local agreement between the two entities that will establish guiding principles and specific goals and objectives to ensure a positive, productive, and economically driven long term relationship. This inter-local agreement must include those items of critical interest and concern to both parties as well as the items identified in Objectives 5P4 – 5P7 of the current Comprehensive Port Sub-element. The inter-local agreement must be reviewed and updated every 5 years at a minimum. Either party may ask for the agreement to be opened for amendment.

Objective 5P.04. MULTI-MODAL TRANSPORTATION

The City will work with the Port to facilitate improvements which will support the safe, efficient, sustainable, and economical, transportation of goods and services to and from the Port.

Policy 5p.04.01.

The Port should cooperate with entities seeking to improve conditions along the Intracoastal Waterway.

Policy 5p.04.02.

The Port should collaborate with local, regional, and state agencies to develop the intermodal connections needed for the efficient movement of goods to and from its facilities.

Policy 5p.04.03.

The Port must schedule arriving truck traffic to eliminate the queuing of trucks outside the gates, and direct drivers to utilize designated truck routes.

Policy 5p.04.04.

The Port must collaborate with Genesee & Wyoming and CSX, or their successors, to obtain the best possible service and interchanges. The Port may continue its use of the on-site rail line and must seek opportunities for safe and efficient use of the rail line.

Policy 5p.04.05.

The Port must collaborate with railways, FDOT, and the City to improve the warning devices at the Dade and Front Street rail grade crossing to increase safety.

Policy 5p.04.06.

The City of Fernandina Beach and the Port must collaborate with the TPO, the Florida Department of Transportation, the local community, and other entities to gain funding for any needed improvements to roads over which Port truck traffic must travel.

Policy 5p.04.07.

The City of Fernandina Beach airport management may collaborate with the Port to develop the intermodal connections needed for the efficient movement of goods to and from its facilities.

Objective 5P.05. NATURAL RESOURCE PRESERVATION AND PROTECTION

The Port must conserve and protect natural resources including forests, wetlands, fish, marine life, and wildlife, and must cooperate with federal, state, regional, and local agencies in developing sound environmental policies for Port development and operations.

Policy 5p.05.01.

The Port must limit specific and cumulative impacts on water quality to maintain the integrity of the Amelia River and maintain the applicable water quality standards. In doing so, the Port must design the drainage system on its property to meet National Pollution Discharge Elimination System (NPDES), Florida Department of Environmental Protection, and St. Johns River Water Management District water quality standards and must coordinate its efforts with federal, state, regional, county and city governmental agencies.

Policy 5P.05.02.

The Port may not place or build structures including pier or pier extensions in wetlands, wetland transition areas, or conservation area and will not conduct activities which degrade any wetlands and/or wildlife habitat.

Policy 5p.05.03.

The Port must continue to coordinate with state and federal agencies, the Cumberland Sound Pilots Association, and other interested organizations to protect manatee and right whale populations surrounding the Amelia River Basin.

Policy 5P.05.04.

The Port must use best management practices governing construction, operation, and maintenance at the Port facility. All new development or redevelopment at the Port of Fernandina, within the City of Fernandina Beach, must comply with applicable Federal, State, and local regulations.

Policy 5P.05.05.

The Port must coordinate and implement strategies with industry and the City of Fernandina Beach to meet the air quality standards established by the EPA and FDEP.

Policy 5P.05.06.

The Port, the City of Fernandina Beach, and the electrical utility provider, should collaborate concerning the benefits and costs of installing and requiring ship to shore power at the Port of Fernandina.

Objective 5P.06. PROTECTION FROM NATURAL DISASTERS & MANMADE HAZARDS

The Port must implement measures to reduce exposure which may harm human life and property from natural disasters and manmade hazards by implementing sound safety and security programs.

Policy 5P.06.01.

The Port Facility Security Plan must meet the requirements of Title 33 Code of Federal Regulations Part 105, and must be kept up to date, and must be consistent with City, County, and Federal emergency plans.

Policy 5p.06.02.

To provide a safe operating environment, The Port must implement required Federal, State and Local safety and health measures and ensure that operations are conducted in accordance with those measures. The Port must prepare and implement the Facility Security Plan mandated and approved under State and Federal guidelines.

Policy 5p.06.03.

All new development or redevelopment at the Port, must comply with the Florida Building Code and the City's locally adopted floodplain ordinance.

Policy 5P.06.04.

Port post-disaster redevelopment procedures to reduce or eliminate risk to human life and property due to natural disasters and manmade hazards must include the structural modification or removal of facilities that have experienced repeated storm damage.

Policy 5P.06.05.

The Port in cooperation with all federal authorities must prohibit the handling of unauthorized hazardous materials and must be prepared to contain hazardous material spills that could occur at the Port facility site.

Policy 5P.06.06.

At the Port, all emergency contingency materials and equipment necessary to mitigate petroleum spills in the water must be stored onsite. This must be verified by the Fernandina Beach Fire Chief or his designee annually.

Policy 5P.06.07.

A waterfront facility, which is a facility of particular hazard as defined in 33CFR 126.3, will not be allowed in Waterfront Industrial or I-W zoned areas.

Policy 5P.06.08.

The Port evacuation contingency and warning plan must include a detailed requirements to evacuate the adjacent area in the event of a toxic spill, toxic gas release, Port fire, or other manmade disaster. Its plan must be kept up to date, and must ensure that it is consistent with City, and County emergency plans. This plan must be filed annually with the City and County.

Policy 5p.06.09.

The Port of Fernandina will not accept, transfer, load or store coal, coal ash, or Liquefied Natural Gas (LNG).



New Business

Port of Fernandina

CARGO IMPROVEMENTS [PIER IMPROVEMENTS & MAINTENANCE]

FM#	Contract	Fund	FY	FSTED	Work Program	Port Match	Expiration		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total	Expenditures	Balance
43882619405		PORT	21/22	\$180,000	\$0	\$65,731	U							\$180,000		\$180,000	\$0.00	\$180,000.00
43882619405		PORB	21/22	\$17,194	\$0	\$0	U							\$17,194		\$17,194	\$0.00	\$17,194.00
Total				\$197,194	\$0	\$65,731			\$0	\$0	\$0	\$0	\$0	\$197,194	\$0	\$197,194	\$0.00	\$197,194.00
% Complete														0%			0%	

CARGO IMPROVEMENTS [WAREHOUSE]

FM#	Contract	Fund	FY	FSTED	Work Program	Port Match	Expiration		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total	Expenditures	Balance
43882619403	G1W55	PORT	20/21	\$550,000	\$0	\$550,000	03/31/24	A					\$550,000			\$550,000	\$0.00	\$550,000.00
Total				\$550,000	\$0	\$550,000			\$0	\$0	\$0	\$0	\$550,000	\$0	\$0	\$550,000	\$0.00	\$550,000.00
% Complete													0%				0%	

SEAPORT SECURITY GRANT PROGRAM [LIGHTING]

FM#	Contract	Fund	FY	FSTED	Work Program	Port Match	Expiration		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total	Expenditures	Balance
44493319402	G1K57	EM20	19/20	\$24,573	\$0	\$8,191	03/31/24	A				\$24,573				\$24,573	\$0.00	\$24,573.00
Total				\$24,573	\$0	\$8,191			\$0	\$0	\$0	\$24,573	\$0	\$0	\$0	\$24,573	\$0.00	\$24,573.00
% Complete												0%					0%	

CARGO IMPROVEMENTS [MASTER PLAN]

FM#	Contract	Fund	FY	FSTED	Work Program	Port Match	Expiration		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total	Expenditures	Balance
43882619404	G1L46	PORT	19/20	\$118,000	\$0	\$118,000	11/30/24	A				\$118,000				\$118,000	\$0.00	\$118,000.00
Total				\$118,000	\$0	\$118,000			\$0	\$0	\$0	\$118,000	\$0	\$0	\$0	\$118,000	\$0.00	\$118,000.00
% Complete												0%					0%	

MULTI PURPOSE DOCK CRANE & WAREHOUSE

FM#	Contract	Fund	FY	FSTED	Work Program	Port Match	Expiration		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total	Expenditures	Balance
44340119401	G0Z02	EM19	18/19	\$0	\$1,999,634	\$0	09/30/20	C			\$1,999,634					\$1,999,634	\$1,999,633.95	\$0.00
44340119402	G1943	GMR	18/19	\$0	\$2,900,000	\$4,900,000	05/21/24	A			\$2,900,000					\$2,900,000	\$75,603.73	\$2,824,396.27
Total				\$0	\$4,899,634	\$4,900,000			\$0	\$0	\$4,899,634	\$0	\$0	\$0	\$0	\$4,899,634	\$2,075,237.68	\$2,824,396.27
% Complete											42%						42%	

SEAPORT SECURITY GRANT PROGRAM [PORT WIDE LIGHTING]

FM#	Contract	Fund	FY	FSTED	Work Program	Port Match	Expiration		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total	Expenditures	Balance
44493319401	G1700	DPTO	18/19	\$155,553	\$0	\$51,851	02/28/22	A			\$155,553					\$155,553	\$0.00	\$155,553.00
Total				\$155,553	\$0	\$51,851			\$0	\$0	\$155,553	\$0	\$0	\$0	\$0	\$155,553	\$0.00	\$155,553.00
% Complete											0%						0%	

CARGO IMPROVEMENTS [WHARF MAINTENANCE & MAINTENANCE DREDGING]

FM#	Contract	Fund	FY	FSTED	Work Program	Port Match	Expiration		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total	Expenditures	Balance
43882619401	G0L06	PORT	16/17	\$187,500	\$0	\$62,500	12/31/21	A	\$187,500							\$187,500	\$0.00	\$187,500.00
43882619401	G0L06	PORT	17/18	\$7,902	\$0	\$2,634	12/31/21	A		\$7,902						\$7,902	\$0.00	\$7,902.00
43882619402	G1938	PORT	18/19	\$378,966	\$0	\$376,322	05/31/24	A			\$378,966					\$378,966	\$71,368.78	\$307,597.22
43882619402	G1938	GMR	18/19	\$0	\$750,000	\$0	05/31/24	A			\$750,000					\$750,000	\$141,243.77	\$608,756.23
43882619402	G1938	PORB	20/21	\$4,626	\$0	\$1,542	05/31/24	A					\$4,626			\$4,626	\$0.00	\$4,626.00
Total				\$578,994	\$750,000	\$442,998			\$187,500	\$7,902	\$1,128,966	\$0	\$4,626	\$0	\$0	\$1,328,994	\$212,612.55	\$1,116,381.45
% Complete									0%	0%	19%						16%	

GRAND TOTAL				FSTED	Work Program	Port Match			FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Total	Expenditures	Balance
				\$1,624,314	\$5,649,634	\$6,136,771			\$187,500	\$7,902	\$6,184,153	\$142,573	\$554,626	\$197,194	\$0	\$7,273,948	\$2,287,850	\$4,986,098
																	31%	

Disclaimer: This document is developed and distributed for grant management purposes.

DDR: District Dedicated Revenue DS: Strategic Intermodal DPTO: District State Public Transportation GMR: Growth Management Revenue SIB: State Infrastructure Bank Loan POED: Seaport Investment Program PORB: PORT Funds Returned from Bonds Debt Service Refund "I" = Intermodal Development Grant
 PORT: Florida Seaport Transportation & Economic Development (FSTED) Council Deep Water Ports Program DS: State Primary Highways & PTO Red Font: Not JPA'd or PTGA'd Purple Font: Pending Admin Activities "U" / "A" = Un / Authorized "C" = Closed "D" = Dropped "R" = Replaced



Administrative Office Manager Report

ADMINISTRATIVE OFFICE MANAGER'S REPORT

July 2021

Hours Worked July – 80

- Attended and completed meeting minutes for July 14 Monthly meeting
- Attended and completed meeting minutes for July 28 Budget Workshop
- Invoices paid and entered into QuickBooks
- Payroll entered into QuickBooks
- Responded to all emails and corresponding documents/letters, Commissioners' requests
- Website Updates
- Electronic file organizing
- Responded to documents requests (RAISE application, contacted Mr. Howard Hill/USDOT, Justin Cole, PM/RS&H)

Public Records Request Received in July - 2