



OCEAN HIGHWAY & PORT AUTHORITY NASSAU COUNTY

FSCJ - Betty P. Cook Nassau Center
David Yulee Room
76346 William Burgess Blvd
Yulee, FL 32097

AGENDA

Wednesday, June 8, 2022

6:00 PM

6:00 PM – Meeting Call to Order – Chairman

Invocation

Pledge of Allegiance

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

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

2. Approval of Minutes

- May 11, 2022 Monthly Meeting Minutes
- May 25 2022 Regular Meeting Minutes

3. Port Attorney Report

- Absent

4. Port Accountant Report

- Financial report – May 2022
- ARPA Funds Reimbursement update

5. Port Executive Director Report

6. Port Operator Report

- Tonnage – May 2022
- Reports update from the ourcommunity@worldwideterminals.com link

7. Unfinished Business

- Port Tariff
- Master Plan update
- Fabric Warehouse project update
- Customs House

8. New Business

- Grant G1L46 Amendment

9. Committee Reports

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

10. Administrative Office Manager Report

11. Other items to be brought by Commissioners

Adjourn

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



Meeting Minutes

OCEAN HIGHWAY & PORT AUTHORITY



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

Monthly Meeting Minutes

May 11, 2022

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Approval of Minutes

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

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

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

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

The Board unanimously voted in favor of the motion.

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

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

The Board unanimously voted in favor of the motion.

3. Port Attorney Report

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

4. Port Accountant Report

- **Financial report – April 2022**

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

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

ZPMC payments and reimbursements are still in progress.

There were no other questions or discussions.

5. Port Operator Report

- **Tonnage – April 2022**

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

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

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

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

Discussions:

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

6. Unfinished Business

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

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

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

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

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

Chairman Fullwood thanked Mr. Cole for his report.

- **Security contract update**

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

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

7. New Business

- **Executive Director** (contract update)

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

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

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

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

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

The Board unanimously voted in favor of the motion.

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

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

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

- **Florida Ports Council meeting**

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

8. Committee Reports

Port Security – Chairman Fullwood

Nothing to report.

FDOT – Chairman Fullwood

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

Customs House – Commissioner Franklin

Windows are expected to be delivered any day now with completion by end of June.

Army Corp of Engineers (ACOE) – Chairman Fullwood

ACOE sent a survey of the entire harbor. Maintenance dredging is necessary in some areas.

Economic Development Board (EDB)– Commissioner Cole

Nothing to report.

Emergency Management – Commissioner Cole

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

Technical Coordinating Committee (TCC) – Commissioner Hanna

Commissioner Hanna did not attend the meeting. No report.

Transportation Planning Organization (TPO) – Commissioner Cole

Meeting is scheduled tomorrow. TPO will also have presentations scheduled in Callahan, Fernandina Beach, and for the Board of County Commissioners regarding transportation planning in Nassau County.

Nassau Chamber of Commerce – Commissioner Hill

Nothing to report.

City of Fernandina Beach – Commissioner Hill

Nothing to report.

9. Administrative Office Manager Report

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

10. Other items to be brought by Commissioners

None

Adjourn

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

Danny Fullwood, Chairman

Date



OCEAN HIGHWAY & PORT AUTHORITY

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

Regular Meeting Minutes

May 25, 2022

The Ocean Highway and Port Authority of Nassau County held its Regular Meeting on Wednesday, May 25, 2022 at the County Commissioners Chambers, James S. Page Government Complex, 96153 Nassau Place, Yulee, Florida 32097.

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

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

1. **Comments** - Audience (Comments submitted prior to the meeting)
No public comment request submitted.

2. **Port Attorney Report**

Mr. Krechowski reported the Hickox case is due next month. There are still two on-going litigation matters, no action required on those.

There were no questions for Mr. Krechowski.

3. **Port Accountant Report**

Mr. LaPorte was not present. Chairman Fullwood directed the Board to contact Mr. LaPorte directly with their inquiries.

4. **Unfinished Business**

- **Executive Director contract approval**

The Board had the opportunity to review the draft contract prior to this meeting. Mr. Krechowski reported there was one minor change to section 6, Termination. OHPA proposed to revise the portion to reflect a cap at 16 weeks of compensation upon termination by OHPA without cause, consistent with Florida law. He will discuss with Mr. Kaufman.

Commissioner Franklin asked for definition of “without cause.” Commissioner Hill explained it is defined in section 6, as written, “Termination for Cause shall mean termination due to Employee’s personal dishonesty, incompetence, willful misconduct, gross negligence, any breach of fiduciary duty, intentional failure to perform stated duties, willful violation of any law, rule or regulation (other than traffic violations or similar offenses) or material breach of any provision of this Agreement.” Mr. Krechowski added that essentially if there is termination for a cause, OHPA is not obligated to pay out additional compensation. If a non-cause termination, the employee will be provided no more than 16 weeks of compensation.

Vice Chairman Cole motioned to approve the contract. Commissioner Franklin second the motion.

Commissioner Hill suggested adding a performance review starting this fall, at least 90 days. The Board agreed.

The Board voted unanimously in favor of the motion with a vote of 4. Commissioner Hanna was not present to cast a vote.

Mr. Kaufman thanked the Board for their confidence and will get started with the duties and tasks.

- **Port Tariff approval**

Chairman Fullwood expected to discuss and vote on the tariff tonight; however, the tariff draft was submitted 10 minutes prior to the meeting by Mr. Ragucci. He suggested to hold discussions until the Board reviews the draft for the next meeting. He requested Mr. Kaufman reviews the draft with him. Mr. Kaufman agreed.

- **Security services RFP approval**

The Board had the opportunity to review the draft Security RFP prior to the meeting. Mr. Krechowski asked for a deadline to submit the proposals and time limit for posting. The deadline was set for June 24th. Mrs. Hebron will post on OHPA’s website by the end of the week. Discussion and selection of candidate is set for July 13th meeting.

Commissioner Hill asked for the date of the last security contract. It was determined approximately at least 8 years old.

No other questions.

- **Discussion of Proposals received for the Fabric Warehouse and Selection of Winning Bidder**

It was determined there was only one applicant, Coast to Coast. Their bid was \$1,335,000. Per Mr. Ragucci the grant is \$1.5 million, 50:50 match at \$750,000.

Vice Chairman Cole motioned to accept the bid. Commissioner Franklin second the motion.

Discussion:

Commissioner Hill reiterated she has not been in favor with this project because she would like to review a use case for the warehouse. She stated OHPA does not have any information on fees and rates for the warehousing or current utilization of the Port's warehouses. That information is available to Mr. Ragucci but not to OHPA. She stated it is difficult to validate assigning a large portion of the Port's surface area and devoting it for break bulk storage. She does not believe the Board validated the investment and the direction of the project in the long-term. Commissioner Franklin explained the Port needs storage and the warehouse can be utilized for that need especially for overflow and other commodities.

Mr. Ragucci tried to place proper perspective by reminding the Board this project had been discussed for six months. There was a majority vote to proceed with the project. He explained the warehouse is a temporary structure that OHPA will own, removable, "storable", transferable, and marketable. The trend favors break bulk, and the Port business follows that trend and for other commodities. Port customers also tend to favor storage on Port property as opposed to off-site warehouses. The latter includes additional cost for moving the cargo to and from the Port.

Chairman Fullwood was concerned about the language in the contract specifically the warranty. Mr. Ragucci explained the warranty is for 20 years. He added if repairs are needed, the Port Operator will take that burden and cost on.

Commissioner Hill asked what are the permitting and impact fees on a \$1.3 million project. She read the exclusions and clarifications from Coast-to-Coast bid, as follow:

- Permitting and/or impact fees.
- Design fees of any kind.
- Abatement or testing of any kind.
- Geotechnical testing of any kind.
- Underground utility locates.
- After hours work: 7AM – 5PM Monday through Sunday

Chairman Fullwood explained the abovementioned are standard language in a contract. He stated the Operator must be responsible for those costs without reimbursement from OHPA. Commissioner Hill asked Mr. Ragucci to confirm. He did not confirm or decline. She asked if OHPA will be billed for the designs provided by the Operator. Mr. Ragucci explained those designs were included in the bid; therefore, no invoice. The second item on the above list (Design fees of any kind) are for the designs beyond what is included in the bid. She requested the Board should be clear on who pays for the permitting and impact fees.

Chairman Fullwood suggested to specify that on the contract with Mr. Kaufman and Mr. Krechowski's assistance. Commissioner Hill asked once the bid is awarded, does OHPA have the liberty to not contract with Coast to Coast? Mr. Krechowski explained it depends on the language of the motion. He suggested based on the bid, the Board should move forward with finalizing a contract. Additionally, any contract will have to come before the Board for approval.

Vice Chairman Cole revised his motion to accept this bid and use it to proceed in finalizing a contract that will then come back before the Board for final approval. Commissioner Franklin second the motion.

Commissioner Hill stated she was still against the project. She requested to include warehouse fee-sharing. Mr. Ragucci explained the fee is included in the stevedoring. No customer pays additional storage fees for the warehouse. She questioned about the 30-day storage limit. The shippers are given 30 days to store their cargo, beyond that there is a fee. Mr. Ragucci could not remember the fee rate and suggested it is included in the tariff.

Mr. Krechowski reiterated the revised motion.

The motion passed by a vote of 3 to 1 with Commissioner Hill delivering the dissenting vote. Commissioner Hanna was not present to cast a vote.

- **New meeting space approval**

Chairman Fullwood read a letter from the County Manager, Taco Pope, regarding the use of the Commission Chambers. Basically, it requires OHPA to execute an Interlocal Agreement to memorialize conditions and responsibilities (presence and cost of a NC Sheriff's office bailiff and NC facilities staff). Chairman Fullwood requested a list of costs of said conditions and responsibilities. He will present it to the Board as soon as he receives a reply.

Accordingly, a space had been offered at the FSCJ facility by Donna Martin. She waived the usual fees except for set up and clean up. The fee is \$20 per meeting. The total cost will be \$200 from June to November 2022 including accommodations for live streaming and the usual meeting operations. OHPA will be billed \$40 (two meetings per month) on a monthly basis.

- **Florida Ports Council**

Chairman Fullwood announced that since OHPA has a new Executive Director, Mr. Kaufman should represent OHPA at the Port Directors meeting with the new FDOT Secretary, Jared Purdue, in Tallahassee. Mr. Kaufman agreed.

- **Master Plan update**

There is a Master Plan Stakeholders' meeting on June 8th, 3 PM at the John Drew Tax Collector's facility. Chairman Fullwood will represent the Board and report at the next Board meeting. The list includes individuals from different aspects of the County, 11 count, with Board recommendation and approval from a prior meeting. Only these individuals are invited. It is not a public meeting; therefore, the public is not invited and will not be noticed.

5. New Business

- **CBP (Customs and Border Protection) Letter**

Chairman Fullwood reported he received a letter from Tammi Gibbons, U.S. Customs and Border Protection, regarding CBP facility requirements. These include OHPA providing the “CBP with proper facility that meets current CBP Standards (Information Technology needs/requirements) ... (the agency) is in dire need of a circuit upgrade and equipment refresh...critical for CBP operations at the Port.” The executed lease between CBP and OHPA expires in April 2024.

Additionally, Ms. Gibbons requested OHPA to fund said requirements and provided a list of IT documents to execute by September 1, 2022. The required “equipment will not be processed/ordered until after October 1, 2022 (FY23).” Subsequently, OHPA will be billed the latter part of FY23.

Mr. Ragucci reminded there is an agreement to allow the CBP to stay in the Customs House until 2024. At that time, OHPA will search for a conforming space to accommodate CBP. He requested for assistance from Mr. Kaufman, Mr. Krechowski, and the Board to discuss possible alternatives within reason. Mr. Krechowski asked Mrs. Hebron to forward a copy of the contract and will review and advise at a later time.

Mr. Kaufman added he received an email from John Quintara, Assistant Area Port Director in Jacksonville, requesting a meeting. He will discuss the CBP matter with Mr. Quintara.

6. Other items to be brought by Commissioners

- **HB 7049 (Public Notices)**

Mr. Krechowski explained the requirements of the Bill specifically pertaining to OHPA notices. It requires for entities like OHPA to post notices on County-owned and operated website foregoing publishing in the newspaper. However, Nassau County indicated their website is not available for such postings. They will continue to publish their notices in the newspaper.

Ultimately, OHPA will continue to publish its notices in newspaper.

- **Resolution 2022-R01 (new grant)**

Mr. Krechowski presented the draft for the Port of Fernandina Pier Improvements grant. It will provide \$204,294 funding with an equal match from OHPA via Nassau Terminals/Worldwide Terminals (NT/WWT). The adoption of the resolution is contingent upon agreement by NT/WWT to pay for said match.

Mr. Ragucci explained this is a new grant awarded summer of 2020 but never executed. Initially, it was allocated for a space off-terminal to expand the existing Port footprint outside the terminal. Subsequently, he requested FDOT to allow him to apply the funds toward the fabric warehouse project. FDOT included that on the agreement.

Chairman Fullwood has inquiries about the specifics and requirements of the grant; specifically, solar rays and existing gate facilities. He suggested to hold discussions on this item until the next meeting. Mr. Ragucci stated the funds are needed mostly for the fabric warehouse to add to another existing grant, \$550K. The total for the fabric warehouse project is \$750K.

- **Executive Director request**

Mr. Kaufman requested to meet with each Commissioner at their leisure to discuss OHPA matters. The Commissioners will comply.

Adjourn

With no other questions brought before the Board, the meeting was adjourned at 7:00 PM.

Danny Fullwood, Chairman

Date



Port Accountant Report

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Monthly Financial Report -May 2022

	May	YTD ACTUAL	BUDGET 2021-2022
Revenues			
Quarterly Fee	20,973.00	167,784.00	272,493.00
PILOT Payment	0.00	0.00	0.00
Audit Fee Reimbursement	0.00	0.00	0.00
Misc Income	0.00	32,500.00	2,000.00
ARPA Reimbursement	0.00	116,733.74	0.00
Interest	0.01	3.33	60.00
TOTAL REVENUES	20,973.01	317,021.07	274,553.00
EXPENSES			
COMMISSION DIRECT			
Salaries - Commissioners	10,000.00	80,000.00	120,000.00
Payroll Taxes	910.33	7,514.12	11,361.00
Unemployment	0.00	106.65	75.00
Conferences & Travel	0.00	1,184.29	1,000.00
Insurance	0.00	0.00	1,134.00
Salaries - Board Attorney	0.00	80,368.70	30,000.00
TOTAL COMMISSION DIRECT	10,910.33	169,173.76	163,570.00
COMMISSION OPERATION			
Salaries- Accountant	1,500.00	12,000.00	18,000.00
Salaries - Office Administrator	1,820.00	14,929.70	23,535.68
Expenses - Office Administrator	217.54	2,849.53	4,000.00
Travel - Office Administrator	0.00	0.00	100.00
TOTAL COMMISSION OPERATION	3,537.54	29,779.23	45,635.68
COMMISSION DISCRETIONARY			
Dept. of Revenue (Special Dist. Fee)	0.00	0.00	225.00
TPO. - Membership	0.00	1,395.00	1,329.00
Greater Nassau Chamber of Commerce	0.00	0.00	280.00
Advertisement	0.00	754.19	600.00
Special Meeting - Court Reporter	0.00	0.00	0.00
Web Site	16.98	357.85	0.00
Awards & Presentations	0.00	0.00	120.00
Discretionary	0.00	0.00	720.00
TOTAL COMMISSION DISCRETIONARY	16.98	2,507.04	3,274.00
PORT OPERATIONS			
FB Annual Fee - PILOT	0.00	0.00	0.00
CSX Right of Way Fee	0.00	745.00	750.00
Insurance	0.00	12,065.00	12,065.00
Audit	0.00	33,800.00	25,800.00
FL Ports Council Dues	0.00	12,025.00	15,500.00
Nassau Cty Economic Dev Board	0.00	0.00	1,000.00
Sponsorships	0.00	0.00	0.00
TOTAL PORT OPERATIONS	0.00	58,635.00	55,115.00
TOTAL EXPENSES	14,464.85	260,095.03	267,594.68
Excess Revenues over Expenditures	6,508.16	56,926.04	6,958.32

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY**Customs House**

Monthly Financial Report - May 2022

	May	YTD ACTUAL	BUDGET 2021-2022
INCOME			
GSA - Customs House - RENTAL INCOME	0.00	0.00	0.00
Reimbursements	0.00	1,009.91	0.00
Interest			
TOTAL INCOME	0.00	1,009.91	0.00
 CUSTOMS HOUSE			
Bug Out Pest Control	0.00	225.00	312.00
River Pest Control Termite Bond	0.00	896.40	500.00
Bug Out Termite Bond	0.00	0.00	250.00
Cleaning Service	0.00	749.91	2,700.00
City of Fernandina Beach (Water)	79.09	617.83	1,500.00
Florida Public Utilities (Electric)	258.49	2,194.43	5,000.00
Maintenance	0.00	260.00	0.00
 TOTAL CUSTOMS HOUSE	337.58	4,943.57	10,262.00
 <u>Net Increase(decrease) in Funds</u>	-337.58	-3,933.66	-10,262.00

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Account Balances - May 31, 2022

Account Name	Acct Num	31-May	29-Apr
Operating	x3328	44,931.89	38,860.74
Money Market	x3310	658.45	672.44
Other - Admin Acct	x6714	146.90	56.92
Maintenance	x4519	30,246.21	25,246.21



New Business

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION
AMENDMENT TO THE PUBLIC TRANSPORTATION
GRANT AGREEMENT

Form 725-000-03
 STRATEGIC
 DEVELOPMENT
 OGC 04/22

Financial Project Number(s): <small>(item-segment-phase-sequence)</small>	Fund(s):	DDR, DPTO, PORT	FLAIR Category:
438826-1-94-04	Work Activity Code/Function:	215	Object Code: 751000
438826-1-94-07	Federal Number/Federal Award		Org. Code: 55022020229
	Identification Number (FAIN) – Transit only:		Vendor Number: F591976292007
Contract Number: G1L46	Federal Award Date:		Amendment No.: 01
CFDA Number: N/A	SAM/UEI Number:		
CFDA Title: N/A			
CSFA Number: 55.005; 55.014			
CSFA Title: Seaport Grant Program; Intermodal Access Development Program			

THIS AMENDMENT TO THE PUBLIC TRANSPORTATION GRANT AGREEMENT ("Amendment") is made and entered into on _____, by and between the State of Florida, Department of Transportation ("Department"), and Ocean Highway and Port Authority, ("Agency"), collectively referred to as the "Parties."

RECITALS

WHEREAS, the Department and the Agency on 5/5/2020 (date original Agreement entered) entered into a Public Transportation Grant Agreement ("Agreement").

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. **Amendment Description.** The project is amended to increase the Project Cost, Department financial participation, and Agency participation.
2. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

- ☐ Aviation
- ☒ **Seaports**
- ☐ Transit
- ☐ Intermodal
- ☐ Rail Crossing Closure
- ☐ **Match to Direct Federal Funding** (Aviation or Transit)
- (Note: Section 15 and Exhibit G do not apply to federally matched funding)
- ☐ Other

3. **Exhibits.** The following Exhibits are updated, attached, and incorporated into this Agreement:

- ☐ Exhibit A: Project Description and Responsibilities
- ☒ Exhibit B: Schedule of Financial Assistance
- ☐ *Exhibit B1: Deferred Reimbursement Financial Provisions
- ☐ *Exhibit B2: Advance Payment Financial Provisions
- ☐ *Exhibit C: Terms and Conditions of Construction
- ☒ Exhibit D: Agency Resolution
- ☐ Exhibit E: Program Specific Terms and Conditions
- ☐ Exhibit F: Contract Payment Requirements
- ☒ *Exhibit G: Financial Assistance (Single Audit Act)
- ☐ *Exhibit H: Audit Requirements for Awards of Federal Financial Assistance

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION
AMENDMENT TO THE PUBLIC TRANSPORTATION
GRANT AGREEMENT

Form 725-000-03
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___ *Additional Exhibit(s):

4. Project Cost.

The estimated total cost of the Project is X increased/ ___ decreased by \$60,002 bringing the revised total cost of the project to \$296,002.

The Department's participation is X increased/ ___ decreased by \$30,001. The Department agrees to participate in the Project cost up to the maximum amount of \$148,001, and, additionally the Department's participation in the Project shall not exceed 50.00% of the total eligible cost of the Project.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on the day and year written above.

AGENCY Ocean Highway and Port
Authority

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____
Name: _____
Title: _____

By: _____
Name: Authorized Official or James M. Knight, P.E.
Title: Urban Planning and Modal Administrator

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

Legal Review: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS**

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EXHIBIT B

Schedule of Financial Assistance

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

A. Fund Type and Fiscal Year:

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
438826-1-94-04	PORT	088794	2020	751000	55.005	Seaport Grant Program	\$118,000.00
438826-1-94-04	LF	088794	2020	-	-	Local Matching Funds	\$118,000.00
438826-1-94-07	DDR	088809	2022	751000	55.014	Intermodal Access Development Program	\$19,601.00
438826-1-94-07	LF	088809	2022	-	-	Local Matching Funds	\$19,601.00
438826-1-94-04	DPTO	088794	2022	751000	55.005	Seaport Grant Program	\$10,400.00
438826-1-94-04	LF	088794	2022	-	-	Local Matching Funds	\$10,400.00
Total Financial Assistance							\$296,002.00

B. Estimate of Project Costs by Grant Phase:

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Planning	\$148,001.00	\$148,001.00	\$0.00	\$296,002.00	50.00	50.00	0.00
Environmental/Design/Construction	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Capital Equipment/ Preventative Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Match to Direct Federal Funding	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Mobility Management (Transit Only)	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Totals	\$148,001.00	\$148,001.00	\$0.00	\$296,002.00			

*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Kyle Coffman

Department Grant Manager Name

Signature

Date

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**PUBLIC TRANSPORTATION
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EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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EXHIBIT G

AUDIT REQUIREMENTS FOR AWARDS OF STATE FINANCIAL ASSISTANCE

THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:~

Awarding Agency: Florida Department of Transportation

State Project Title: Seaport Grant Program

CSFA Number: 55.005

***Award Amount:** \$128,400

*The award amount may change with amendments

Specific project information for CSFA Number 55.005 is provided at: <https://apps.fldfs.com/fsaa/searchCatalog.aspx>

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:

State Project Compliance Requirements for CSFA Number 55.005 are provided at:
<https://apps.fldfs.com/fsaa/searchCompliance.aspx>

The State Projects Compliance Supplement is provided at: <https://apps.fldfs.com/fsaa/compliance.aspx>

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EXHIBIT G

AUDIT REQUIREMENTS FOR AWARDS OF STATE FINANCIAL ASSISTANCE

THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:~

Awarding Agency: Florida Department of Transportation
State Project Title: Intermodal Access Development Program
CSFA Number: 55.014
***Award Amount:** \$19,601

*The award amount may change with amendments

Specific project information for CSFA Number 55.014 is provided at: <https://apps.fldfs.com/fsaa/searchCatalog.aspx>

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:

State Project Compliance Requirements for CSFA Number 55.014 are provided at:
<https://apps.fldfs.com/fsaa/searchCompliance.aspx>

The State Projects Compliance Supplement is provided at: <https://apps.fldfs.com/fsaa/compliance.aspx>



Administrative Office Manager Report

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

Hours worked May 2022 – 80

- Attended May 11 Monthly meeting. Minutes composed.
- Attended May 25 Regular meeting. Minutes composed.
- Virtual meeting with FDOT (May 24)
- Invoices paid and entered into QuickBooks
- Payroll entered into QuickBooks
- Bank transactions (transfers, online)
- Responded to all emails, voicemails, and corresponding documents/letters, Commissioners' and Port Accountant/Attorney requests
- Website updates, meeting videos edited
- Electronic file organizing
- Responded/Researched documents requests
- Posted bid RFP (Security services)
- Vacation (5/16-5/20/2022)
- Meeting with Joanne (Courson & Stam, re: OHPA Grants)
- Onboarding documents for Executive Director

Public Records Request Received in May 2022- 2