

OCEAN HIGHWAY & PORT AUTHORITY NASSAU COUNTY



County Commission Chambers
James S. Page Government Complex
96136 Nassau Place, Yulee FL 32097

AGENDA- Revised

Wednesday, April 13, 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**
 - March 9, 2022 Monthly Meeting Minutes
 - March 23, 2022 Regular Meeting Minutes
3. **Port Attorney Report**
 - By-Laws governing documents
 - Public Records request policy
 - Security contract
 - Board “procedures”
 - Sewer line update (RFQ for Engineer services)
4. **Port Accountant Report**
 - Financial report – March 2022
 - ARPA Funds Reimbursement update
5. **Port Operator Report**
 - Tonnage – March 2022

- Port Tariff redline (Board review and approval)
- Final Approval of 50,000 sf Fabric Warehouse (Technical Review Committee and City building permit)
- OHPA request for documents (revenue from cruise ships and tugboat)
- Reports update from the ourcommunity@worldwideerminals.com link

6. Unfinished Business

- RS&H Master Plan update
- Executive Director RFQ update
- Cruise ships update
- Future meeting location update

7. New Business

- OHPA request for confirmation – (Hill)
- Litter control on Dade and 8th Streets. – (Fullwood)

8. 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

9. Administrative Office Manager Report

10. 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

March 9, 2022

The Ocean Highway and Port Authority of Nassau County held its Monthly Meeting on Wednesday, March 9, 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 and the Pledge of Allegiance was led by Vice Chairman Cole. All Commissioners were present with Commissioner Franklin joining via Zoom. Also in attendance were Patrick Krechowski, Port Attorney, Pierre LaPorte, Port Accountant, and Chris Ragucci, Port Operator.

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

- Chip Ross – 201 N. 3rd Street, Fernandina Beach
First, Mr. Ross recommended OHPA obtain a building permit for the warehouse project through the City's Building Permit department and the Technical Review committee before proceeding with the project.

Second, he suggested OHPA provide a quarterly financial report for public information and the Port Operator should provide one as well. Such information may be obtained via a public website such as EMMA (Electronic Municipal Market Access).

2. **Approval of Minutes**

- February 9, 2022 Monthly Meeting Minutes
- February 23, 2022 OHPA/COFB Joint Workshop Minutes

The Commissioners provided corrections for portions of the February 9th meeting minutes. Specifically, Commissioner Hill clarified OHPA paid the Chamber of Commerce membership fee for the current year. The Chamber's fiscal year does not align with that of OHPA's; therefore, it appears as an open item in OHPA's financial report. Additionally, she suggested to name the Commissioner who gave a dissenting vote on a motion for the record.

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

Vice Chairman Cole motioned to accept the February 9th meeting minutes as amended.

The Board unanimously voted in favor of the motion.

There were no corrections suggested for the February 23rd Joint workshop minutes.

Commissioner Hanna motioned to approve the February 23rd meeting minutes as is.

The Board unanimously voted in favor of the motion.

3. Port Attorney Report

Mr. Krechowski provided updates on current legal matters. The following are portions of the Port Attorney report submitted by Mr. Krechowski.

- Public Records Requests
Public records request regarding cruise ship revenues submitted by News-Leader and forwarded to Nassau Terminals (x2). No response from Nassau Terminals as of the date of this memo.
There was a subsequent request for correspondence records regarding cruise ships by the News-Leader to which OHPA responded and provided the responsive documents.
- Fabric Warehouse
Awaiting draft RFP document from Nassau Terminals for review and publication.
- Port Executive Director
Draft job description and solicitation provided to OHPA for finalization and publication.
- COFB v. OHPA
OHPA Answer to City's Complaint filed 2/17/22. Working to set-up settlement discussion with COFB.
Mr. Krechowski scheduled a meeting tomorrow with Tammi Bach, City Attorney, to discuss the case.
Commissioner Hill asked if there are any requests from the City for settlement. Mr. Krechowski answered none.
- Ross v. OHPA & Worldwide Terminals
OHPA filed Answer (pursuant to Court Order) on 2/28/2022.
- Public Records Policy & Board Bylaws
Being drafted and will be presented to Board 3/23/2022.
- Miscellaneous
Remaining OHPA assigned tasks actively being worked on.

4. Port Accountant Report

- Financial report – February 2022

Mr. Laporte explained \$259,000 will be withdrawn from the Maintenance account. The monies do not belong to OHPA, it is the FDOT reimbursement for the North Carolina cranes to pay for the outstanding ZPMC invoices. He added the February payment from Worldwide was not received, perhaps due to the transition to a new payment system. Mrs. Hebron subsequently clarified the funds were received recently but not before the financial reports were compiled. Chairman Fullwood also asked if OHPA paid for the court reporter used during the previous shade meeting. Mr. Krechowski explained that expense was added to the legal invoices.

- ARPA Funds Reimbursement update

The March - December 2021 OHPA payroll receipts were submitted and approved for reimbursement. The approval process went through two reviews and now on hold with the payment authority. Mr. LaPorte explained he will submit the payroll receipts every couple of months for reimbursement. He is also preparing to submit reimbursement for the Master Plan from FDOT. Thus far, approximately \$30,000 was paid to RS&H for the Master Plan.

Commissioner Hill asked if FDOT gave advice regarding payments to the Port employees. Mr. LaPorte reiterated what was discussed before at previous meetings that all reimbursement requests must meet the Federal Procurement guidelines. She suggested perhaps disbursing the monies through a non-profit organization. He negated that suggestion citing the instructions he received from FDOT that all expenditures must be the Port-related and must follow the Federal Procurement guidelines. He questioned if the OHPA followed the Federal Procurement guidelines in obtaining the security for the Port thereby rendering it admissible for ARPA reimbursements. Mr. Krechowski added the Port employees are not OHPA employees, and Worldwide Terminals (WWT) was not secured through a federally compliant contract. If audited later, it is likely the monies will be requested back. Mr. LaPorte added since OHPA does not have the history of receiving federal grants, the other larger ports will have priority. Chairman Fullwood explained he spoke with the City's advisor, and the advisor is unable to provide advice because OHPA's ARPA funding is different from that of the City's.

Commissioner Hill inquired if Mr. Ragucci paid the Port employees via the Payment Protection Plan (PPP). Mr. Ragucci explained since none of the Port employees were furloughed or received any pay reduction, there were no extraordinary payments made by WWT. The ARPA funds will represent as a retainer to hold the Port employees.

Mr. LaPorte questioned the Board regarding spending the \$116,000 ARPA funds that are forthcoming. Chairman Fullwood suggested the Board discuss the matter when OHPA is in receipt of the funds.

Mr. LaPorte continued by discussing the Port Operator's payment request of \$149,093.40 to pay St. John's Ship Building (SJSB) for the Fort Clinch tugboat maintenance and repairs. In return, WWT will reimburse OHPA \$15,000 citing the Operator's agreement that the Operator is responsible for the first \$15,000 of expenditures for the Port assets to the extent that funds are available. He explained there are funds available in the Maintenance account to cover two invoices; St. John's Ship Building and the crane's electrical repairs.

Chairman Fullwood inquired that OHPA received an estimate of \$79,000 for the Fort Clinch repairs and maintenance initially, but now faces a \$179,000 invoice. Mr. Ragucci explained Mark Villa, administrator and agent for the tugboat Maintenance account, negotiated and supervised the proposal with SJSB. He reported that Mr. Villa was confident that all completed repairs were necessary and the pricing were legitimate. Commissioner Hill reminded a portion of the payment was from the escrow. The last \$40,000 of the escrow paid for the down payment of the invoice. She argued that OHPA did not budget for the difference nor did it approve any of the additional costs. Furthermore, she reminded the Board that in the past, requests for revenue invoices from the use of the tugboat remain unanswered. She suggested OHPA refrain from paying anymore for the tugboat. Chairman Fullwood answered that the repairs and maintenance were completed and the invoices must be paid avoiding the risk of legal repercussion. Mr. LaPorte added WWT pays \$5,000 a month for the maintenance, and they are responsible for ensuring the Port assets are operational. Chairman Fullwood formally requested the Operator to submit the revenue report for the tugboat to OHPA, and that Mr. Krechowski will follow with a legal request letter.

Vice Chairman Cole motioned to pay the SJSB invoice for \$149,093.40 from the Maintenance account. Commissioner Hanna second the motion.

Discussion: In sum, Commissioner Hill reiterated this was an unbudgeted major expenditure for a vessel. There are many questions and concerns that remain unresolved. She suggested OHPA demands all the financial records, notify the federal government regarding the nonconforming use of the tugboat (contrary to the grant requirements), and contact the SJSB regarding the unauthorized repairs completed on the tugboat and ask for more information. Mr. LaPorte reminded the Board WWT pays \$5,000 each month specifically allotted for the maintenance of OHPA assets. Commissioner Franklin recommended the Board should reach an agreement regarding the tugboat in the event of emergency expenditures that he feels are forthcoming. Mr. LaPorte explained in an emergency situation, WWT will be responsible to pay for the costs. The only reason why this matter was presented before the Board was that there are funds in the Maintenance account for the Board to approve spending on the tugboat. Otherwise, WWT will pay for the said invoice. Commissioner Franklin suggested to move forward with the payment.

A poll vote resulted as follows: Hill – NO, Hanna – YES, Franklin – YES, Cole – YES, and Fullwood – YES. The motion passed by a vote of 4 to 1.

The second invoice is for the crane electrical repairs invoice for \$16,850.95.

Commissioner Hanna motioned to approve the payment for the Liebherr invoice. Vice Chairman Cole second the motion.

Discussion: Commissioner Hill stated her disapproval of the matter citing lack of transparency, inspection, and validation of the expenses. She suggested the Board go back to the similar inspection that was completed with Kinder Morgan, former Port Operator.

A poll vote resulted as follows: Hill – NO, Hanna – YES, Franklin – YES, Cole – YES, and Fullwood – YES. The motion passed by a vote of 4 to 1.

5. Port Operator Report

- **Tonnage – February 2022**

The month's total tonnage is 39,204, 90,750 YTD, 34% ahead of last year's pace. The Port accommodated a one-time call vessel, CS Standard, that was scheduled to enter the Port of Tampa but was denied access because of congestion and priorities for existing Tampa customers. Thus, the Port is able to offer alternatives and solutions to the issues of the supply chain and utilize the facilities (warehouses) that the Port built and maintained.

- **Port Tariff (Board review and approval)**

Mr. Ragucci inquired about the management and collection of the administration fee for each vessel. Chairman Fullwood awarded the task to the Port Operator. Mr. Ragucci continued by explaining the ships usually arrange their own vessel bunkering; therefore, the Port will omit that item from the tariff. Robin Bishop, North Florida shipping, confirmed. He suggested there is no point to offer discounted rate for idle or barge dockage. Furthermore, Mr. Ragucci stated the security revenue received is less than what is paid. It cannot be fully recouped through the Port fees. He deferred to the Board if the security rates should be raised. There are no electrical services provided to the ships by the Port currently except for the refrigerated containers. A daily, non-metered rate will be added to the tariff. Chairman Fullwood requested a rate for the usage of the tugboat. Mr. Ragucci affirmed he will comply and submit a rate with the tariff report. He also specified the Board may adjust the rates any time when or if necessary.

Vice Chairman Cole motioned to approve the tariff. Commissioner Hanna second the motion.

Discussion: Commissioner Hill requested a redline version of the old tariff, pdf.2016.01.01 (available on OHPA's website). Mr. Ragucci suggested he will revise the old version, insert the new rates and omit some of the antiquated elements. He asked for a Word version to apply the revisions. He also requested the Board approve the proposed rates so he can apply as redline. Chairman Fullwood declared he will place the item on hold for one more month for revisions.

Vice Chairman Cole withdrew his motion. Commissioner Hill requested to review the redline version before voting. The rest of the Board agreed.

- **Final Approval of 50,000 sf Fabric Warehouse inside the Port**

This item will be approved at the next meeting. Chairman Fulwood reiterated the importance of presenting the project to the Technical Review Committee and obtaining the necessary building permits. Mr. Ragucci will submit the design plans to the building department this week or the next. He is confident it will be approved and streamlined because it is similar to the previous design plans except for the dimensions.

- **Fort Clinch Tugboat**

Previously discussed.

- **Warehouse clean-up**

Chairman Fullwood reported he checked the areas surrounding the Port three separate times this week and found no trash or any disorder.

- **Escambia traffic, Truck traffic**

Chairman Fullwood explained the GPS the truck drivers use led them to Escambia instead of Dade Street. This is the reason for the traffic on that street, and it was corrected since. Additionally, there were trucks queued along Dade Street that halted other cars from passing through the street. Chairman Fullwood requested Mr. Ragucci to resolve the issue to avoid reoccurrence. Mr. Ragucci concurred. Commissioner Hill inquired if there is a way to queue the trucks. Mr. Ragucci explained the truck queueing is managed. He added perhaps the traffic issue derives from the car drop off at St. Michael's School down the street from the Port. He suggested long-term solutions for the queueing process on Dade Street should be added as an item in the Master Plan. Commissioner Hill acknowledged the complaints submitted by the public regarding the truck traffic in the neighborhood and would like to hear some suggestions from the Port Operator. She added there are some software technologies available to research. Mr. Ragucci reminded the Board and the public to submit comments and suggestions to ourcommunity@worldwideterminals.com. Commissioner Hill requested placing a disclosure for public records request (PRR) to validate incoming and outgoing messages from the weblink. Chairman Fullwood confirmed it is a matter of PRR. Mr. Ragucci agreed he will work with Mr. Krechowski to add that disclosure.

- **Public Record Requests**

Not discussed.

Other discussions: Regarding the outstanding ZPMC invoices, Mr. LaPorte reported WWT is waiting for the reimbursement from FDOT. WWT will pay the next invoice with funds from the \$259,000, then acquire reimbursement from FDOT.

Additionally, Chairman Fullwood acknowledged there were two plywood ships at the Port recently. There was an interruption and delay with unloading the cargo due to rain. He wanted to ensure the issue was mitigated before Somers Isle arrives at the Port on Friday. Both Mr. Ragucci and Mr. Bishop were optimistic that at least one of the ships will be out in time for Somers Isle's arrival. Chairman Fullwood asked the Operator to provide updates.

Chairman Fullwood announced the expiration of the FDOT lighting grant (G1700, external/internal lighting improvements) on February 28, 2022. The Operator has 120 days from the expiration date to submit the "Final" invoice for reimbursement. There is another grant available for lighting improvements.

Finally, there was a cruise ship anchored off the Port this week. Passengers were tendered to the dock. Chairman Fullwood conceded the negotiations with West Rock is still on-going. He made a formal request to the Operator to provide the revenue report for the cruise ships. He asked Mr. Krechowski to submit a formal request to the Operator.

The Chairman announced a five-minute break.

6. Unfinished Business

- **Executive Director RFQ**

Mr. Krechowski drafted a Request for Qualifications for the open position of the Executive Director. The full Board received a copy of the draft prior to the meeting for review. Commissioner Hill requested to extend the deadline from April 1st to the 15th. The RFQ will be tomorrow on different platforms.

Commissioner Hanna motioned to extend the deadline to April 15th and approve the RFQ as amended. Vice Chairman Cole second the motion.

The Board voted unanimously in favor of the motion.

- **Master Plan RFQ**

Chairman Fullwood announced OHPA has enough funds to pay for its portion of the Master Plan (MP) expense. Mr. LaPorte reported there is \$115,000 FDOT grant allotted for the MP with a 50:50 match. He plans to submit the first \$30,000 previously paid by OHPA to RS&H (Reynolds, Smith & Hill) for ARPA fund reimbursement. In return, OHPA should receive \$15,000 of that amount, 50% of OHPA's expense.

Chairman Fullwood conveyed the MP should be restarted with upcoming reimbursements from the ARPA funds. He believed posting a new RFQ bid for the MP would dissuade RS&H from reapplying. He suggested, if necessary, OHPA has other options to pay for its share of the MP cost.

Commissioner Hill emphasized two elements of the Scope of Work from RS&H that should be added to the agreement. First was the fee for the market

analysis/macro-economic factors. Second was an extra meeting (with the public/neighborhood) for a total of three meetings.

David Kaufman, Checkmate Consulting, is a sub-consultant to RS&H. He explained as it related to the overall scope and fee, RS&H should be consulted. As for the macro-economic portion, it requires upfront analyses. He is uncertain if there will be a change in the fee. He will consult with Justin Cole, Project Manager/RS&H, to add the third meeting and update the cost accordingly. Chairman Fullwood suggested to add the third meeting if the need presents itself during the process.

Commissioner Hill reminded the resolution was contingent upon the Port Operator providing the local match. Now, not only does OHPA not have that support, it also cannot use the ARPA funds to pay for that match. Chairman Fullwood explained the suspension of the MP process should be lifted to restart. The Board previously decided to suspend the process pending clarifications of the ARPA funds reimbursement restrictions. Ultimately, Commissioner Hill stated she was in favor of continuing with RS&H. She cited the firm expended much effort into the project that it is inappropriate to ask RS&H to reapply.

Mr. Krechowski explained the Board may have a consensus to recommence work of the MP and restart the contract with RS&H. Ultimately, the Board will have to vote on how to compensate the firm. Mr. LaPorte confirmed funds are coming from FDOT and ARPA funds to pay for the Master Plan. Chairman Fullwood suggested a bridge loan if necessary to which Commissioner Hill questioned. RS&H received payment of approximately \$30,000 for its advanced work on the MP. Mr. LaPorte will try to obtain ARPA reimbursement for that amount.

Subsequently, chairman Fullwood directed RS&H to resume work on the Master Plan. Mr. Kaufman will convey the message.

- **PILOT Case update**
Discussion under Port Attorney report.
- **ARPA funds update (Reimbursements)**
Previously discussed.
- **Cruise ships**
Previously discussed.
- **By-Laws governing documents**
Mr. Krechowski is still working on a draft.
- **Public Records request policy**
Mr. Krechowski is still working on a draft

- **Administrative Office Manager position**

Mrs. Hebron reported she invited three candidates to attend the meeting for Q&A and only one attended. She further explained she is available to continue with the administrative position pending the Board's decision. Commissioner Franklin opposed the offer and recommended to consider the one candidate's application. Chairman Fullwood recommended to continue with the present administrator. Mrs. Hebron will remain as the Office Manager.

- **Future Joint meeting with COFB**

The City will notify the Board when to schedule another Joint meeting, perhaps in May of June 2022.

7. New Business

- **Future meeting locations (FSCJ/Callahan/Hilliard/Bryceville/City Hall)**

Chairman Fullwood suggested holding the Board meetings in different venues. He will schedule meetings at different locations for the dates that coincides with the elections at the BOCC chambers.

Commissioner Hill asked if there are any oppositions going to other locations. No one opposed. She added it is important to have at least one meeting in the city of Fernandina because OHPA's business mostly pertains to the Port that is located in Fernandina. Mrs. Hebron suggested if the other venues are not available, perhaps the Board should consider a Zoom meeting. Mr. Krechowski explained the Executive order expired and remote quorums are not allowed.

- **FDOT meeting (March 16)**

Rescheduled for March 22nd at 4PM.

- **Keep Nassau Beautiful**

Vice Chairman Cole reported the sign (Adopt a Road) is still in place on Dade Street. He asked Mr. Ragucci if he wanted to proceed to adopt the street and be responsible for maintaining that portion. Mr. Ragucci confirmed. Vice Chairman Cole instructed him to sign the contract sent to him. The sign will reflect Worldwide Terminals' name replacing OHPA's.

Commissioner Hill favored the Port Authority (OHPA) to adopt Dade. She did not wish to compel the Port employees to maintain the street. Vice Chairman Cole explained OHPA can adopt other streets, perhaps Nassau Trade Place. Chairman Fullwood explained that OHPA will not be compelling the Port Employees to do the maintenance of the street. Volunteers will be requested.

- **Security contract**

Chairman Fullwood reported the Security firm (Allied Universal) calls him every week asking a raise in rates for its security employees. He explained to Allied that OHPA cannot raise the rate and that decision rests on Allied under the current contract. The security staff are not OHPA's employees.

Mr. LaPorte explained the contract with Allied includes hourly rates for the different levels of security. Allied requests revisions to those hourly rates. Additionally, under the Federal Procurement guidelines, the contract does not comply as it relates to the hourly rates, \$11 to \$12 per hour. The current minimum wage for Federal contracts effective January 1, 2022 is \$15 per hour. Mr. Ragucci expressed his concern regarding Allied's contract with Jacksonville. He wonders if it is to OHPA's disadvantage to have to compete with Jacksonville's higher wages. Mr. Krechowski suggested including a request to the bidders to provide information on securing a Federal Security grant funding in the Request for Qualifications (RFQ). Chairman Fullwood suggested OHPA should put the contract to bid instead of revising. Mr. Krechowski will draft the RFQ.

8. Committee Reports

Port Security – Chairman Fullwood
Nothing to report.

FDOT – Chairman Fullwood
Nothing additional to report.

Customs House – Commissioner Franklin
Nothing to report.

Army Corp of Engineers (ACOE) – Chairman Fullwood
Chairman Fullwood sent a new request regarding dredging to the ACOE. He asked Mr. Ragucci to do the same at his earliest. Mr. Ragucci added there is nothing to report regarding the maintenance dredging,

Economic Development Board (EDB)– Commissioner Cole
The EDB had a breakfast for investors. There was good attendance, discussions, and leads. Vice Chairman Cole gave a tour of Crawford Diamond to two potential investors from Atlanta. Chairman Fullwood reminded that OHPA has bonding capabilities.

Emergency Management – Commissioner Cole
Vice Chairman Cole reported he completed his prerequisites, badge and oath. Still waiting on the CERT meeting.

Technical Coordinating Committee (TCC) – Commissioner Hanna
Commissioner Hanna reported Vice Chairman Cole and Mr. Ragucci submitted their requests for future proposals for the Port.

Transportation Planning Organization (TPO) – Commissioner Cole
There is a meeting tomorrow. A traffic study was submitted.

Nassau Chamber of Commerce – Commissioner Hill

Leadership Nassau toured Rayonier (West side) and learned about sustainable forestry practices. The group also toured the City’s water department and learned about the three separate water towers (filled three to four times daily). Lastly, they toured West Rock. They contribute \$1.2 billion to the local economy. They also have two recycling bin locations where the public can dispose of used boxes. One is on Franklin Street and the other is outside the West Rock gate.

Additionally, Chairman Fullwood reported he requested a letter of support from Regina Duncan regarding the cruise ships. She replied her Board declined, to avoid conflict of interest with West Rock. She suggested Chairman Fullwood speak with the Board of Directors at their next meeting. He agreed and is waiting for the meeting date. He intends to explain the benefits the cruise ships offer to the City’s local businesses. Vice Chairman Cole stated the meeting is March 16th at 11:30 am. There is a Chamber Gala scheduled for the 28th. Commissioner Hill asked Chairman Fullwood to speak as an individual and not as a representative of OHPA when he speaks to the Chamber. She clarified she does not support passenger vessels at the Port citing West Rock’s contribution of \$1.2 billion. Chairman Fullwood concurred.

City of Fernandina Beach – Commissioner Hill

Commissioner Hill spoke about the trains passing through during City events. She asserted the government should take responsibility for public safety. She contacted Dale Martin and First Coast Rail to mitigate the timing of events and train passing. She obtained contact information from Chris Gibbs of First Coast Rail for coordination with the City. She is working with the City’s Planning Committee to request adding a safety component to the permitting process for special events.

9. Administrative Office Manager Report

Administrator’s report is included in the meeting packet.

10. Other items to be brought by Commissioners

Adjourn

With no other questions brought before the Board, the meeting was adjourned at 9:04 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

March 23, 2022

The Ocean Highway and Port Authority of Nassau County held its Regular Meeting on Wednesday, March 23, 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 and the Pledge of Allegiance was led by Chairman Fullwood. All Commissioners were present. Also in attendance were Patrick Krechowski, Port Attorney, Pierre LaPorte, Port Accountant, and Chris Ragucci, Port Operator.

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

- None submitted.

2. **Port Attorney Report**

- **Security contract**

Mr. Krechowski provided copies of the draft Security services Request for Proposal (RFP). He mentioned it is difficult to find an RFP template that is applicable for a port that is OHPA's size. Most are for larger ports with different requirements. He also reinforced the need to follow the Federal Procurement guidelines when drafting the RFP. Additionally, he will limit contract terms in the RFP and instead invite solicitations with guidelines, structure, and the scope of services the Board requires. Leave the details (compensation) within the contract document. Mr. Krechowski urged the full Board as well as Mr. Ragucci to provide feedback and comments. He hopes to finalize the draft when the Board reconvenes in two weeks. Chairman Fullwood directed the Board to follow the former request.

- **Public Records Request policy**
- **By-laws**
- **Board "procedures"**

The documents included in the meeting packet consist of OHPA's existing policies, by-laws, meeting procedures, resolutions and the like. Mr. Krechowski

requested the Board to review the documents. He intends to avoid “recreating the wheel” as the existing documents are well written. He provided some recommendations and revisions in some parts but remains mindful of OHPA’s budget constraints. Chairman Fullwood directed the Board to provide comments and feedback to incorporate in the new draft.

Furthermore, Mr. Krechowski encouraged the full Board partake in the Ethics and Sunshine Law training session. An upcoming one is provided by the City (Tammi Bach, City Attorney). Also, the Florida League of Cities offers the training. For elected officials, it is an annual requirement (fiscal year ending in July).

Commissioner Hill recommended including basic rules in lieu of the resolutions, revisions to the Public Records Request (PRR) policy, and retention policy for text messages and email. She also requested simplified meeting rules and procedures for the public and Board reference.

Mr. Krechowski added the difficulty with modeling the PRR policy from another municipal entity is OHPA does not have a clerk, staff or repository to handle the PRRs. The existing PRR policy needs to be updated to tailor to OHPA’s capacities. Furthermore, Mr. Krechowski advised the Commissioners refrain from sending text messages from their personal devices emphasizing the fact that the Commissioners do not have a Port-issued cellphones. He will add the latter as a mandate and amendment to the policy.

Discussion: A member of the audience requested to speak regarding public meetings, and Chairman Fullwood granted him time on the podium.

-John Florkicwicz: 94606 Chester Road, Yulee, 32097

Mr. Florkicwicz reported that from the Attorney General’s website, there are frequently asked questions regarding public records. He stated there are public meeting requirements (right to access governmental proceedings) posted on the Sunshine Law section of the website. Answers are available to all the questions brought up thus far in the meeting; what is public record, what is required in regards to having a public meeting, and allowing people to speak (time limits), and the like. Chairman Fullwood thanked Mr. Florkicwicz.

Chairman Fullwood also acknowledged the fees associated with providing copies for the PRRs. Mr. Krechowski stated the fees are permitted but more often, responsive documents are sent electronically rather than printed ones. The statutes include charges for IT support when responding to PRRs.

Commissioner Hill suggested scheduling a workshop to review, update, and amend the existing policies. Chairman Fullwood, instead, requested Mr. Krechowski draft an updated version, and the Commissioners provide comments and feedback.

Lastly, Mr. Krechowski reported the Nassau County Property Appraiser filed a complaint against OHPA regarding the tax-exempt status. To his knowledge, OHPA has not been served. He has not been contacted by the Property Appraiser or the attorney. Vice Chairman Cole addressed the public and reiterated that OHPA has not been served. He referred to the front-page news on the newspaper regarding the matter as unethical reporting.

3. Port Accountant Report

- **ARPA Funds Reimbursement update**

Mr. LaPorte reported OHPA received the funds from the ARPA grant, \$116,733, as the first reimbursement. The funds were wired into the Maintenance account but will be transferred to the Operating account. The ACH for the State is set up to automatically wire funds into the Maintenance account because the majority of the funds are from grants.

Mr. LaPorte reiterated he will submit reimbursement requests (payroll) every two to three months. There are outstanding invoices pending for payments, namely; Reynolds, Smith & Hill (RS&H, \$71,940), Mauldin & Jenkins (\$21,300, budgeted), and legal February/March 2022 invoices (approximately \$40,000). To date, the monthly payment from Worldwide Terminals of \$20,973 is still outstanding for the month of March. A portion of that fund will be used to cover April 2022 payroll.

Chairman Fullwood suggested pay Mauldin & Jenkins and RS&H invoices first from the \$116K funds. The Master Plan project needs to resume. Mr. Krechowski proposed to postpone payments for the legal invoices in the interim until more funds are available.

Commissioner Hill argued the purpose of the ARPA fund is for the recovery of the Port and fails to underhand the nexus between that and the Master Plan (RS&H). Mr. LaPorte explained OHPA submitted and received reimbursement for paid expenses and not forecasting forward. Those reimbursed funds are allocated for such eligible expenditures. Most of the OHPA reserves paid for the legal fees. He also noted OHPA was reimbursed \$32,500 for the PILOT case plus general legal representation. The RS&H payment of \$71,940 will be reimbursed at 50% by the State and will then be used to pay for current invoices. It takes approximately 45 days to process the payment.

Commissioner Hill noted when the Maintenance account reaches above \$1 million, OHPA can keep the monthly payments from the Operator. However, she questioned that when there is a balance in the account, there is a request for that amount. She emphasized OHPA may never realized that threshold. The other Commissioners noted that threshold may not be reached at \$5,000 a month contribution. Mr. LaPorte noted \$3.3 million had been matched by the Operator without input from OHPA in the last three years. All that money should have come from the capital reserves in the Maintenance account but was paid by the Operator. Commissioner Hill argued the match came from conduit bonds (public

business bonds) or revenues from a public business. The revenue of the Port is pledged to pay the bonds.

Vice Chairman Cole acknowledged the Port employees ARPA shares are still in play and have not been forgotten. The Board has yet to decide how to distribute those funds promised to the Port employees. ARPA restricts direct payment to those employees.

Ultimately, the consensus was to pay RS&H and Mauldin & Jenkins invoices first. The legal fees will be paid if there is a balance.

Mauldin & Jenkins reports:

Mr. LaPorte explained the contents (audited financial statements for the year end of September 30, 2021, independent auditor's report, MD&A – Management Discussion analysis, and the financial statements) of the two reports. He noted the two North Carolina cranes were not included in the equity report (investments and capital assets) because they were not completed in time for the reports. He encouraged the Board to review the notes on the financial statements. The notes reflect accounting of the Port operations, OHPA's accounting policies, detailed capital assets, long-term debt, conduit debt, management agreement, and the like. The second report includes the management compliance report for each major federal program and state projects, traditionally called "yellow book audit." He emphasized the two federal state grants (USDOT- \$1.039 million, FDOT Seaport grant- \$1.7 million) in excess of a million dollars. The auditors reviewed both grant agreements and ensured OHPA is in compliance.

Chairman Fullwood questioned the portion of the report that reflects the "significant deficiencies identified not considered to be material weaknesses." It stated the Port Authority did not submit its quarterly reports on time. Mr. LaPorte explained the federal grants require quarterly filings. This task is typically assigned to the Port Director. Mr. LaPorte assumed the filing of the quarterly reports in the interim while OHPA searches for a Port Director. He realized it is necessary to remain current because it can affect OHPA's ability to receive federal grants in the future.

The reports will be uploaded to the Florida State Auditor's General as part of OHPA's annual filing.

Commissioner Hanna motioned to adopt the reports and submit. Vice Chairman Cole second the motion.

Discussion:

Commissioner Hill did not realize the reports included a summary of the approval of the USDOT grant (MARAD M95). She reminded the Board this matter was discussed in prior meetings. She added the Board asked for control and to date, still have not received the requested revenue for the tugboat. She stated she is not comfortable approving the report. Mr. LaPorte encouraged her to call the

auditors and express her concerns. He added the auditors did not offer legal opinions about the grant but only reflected OHPA's compliance in reporting quarterly reports that are within the boundaries of the grant agreement, and the auditors found to be compliant.

The Board voted in favor of the motion by a count of 4 to 1 with Commissioner Hill opposing.

Commissioner Hill added she will contact Mauldin & Jenkins and state her concerns about not receiving requested tugboat revenue reports. She added the tugboat is not in service according to USDOT. Mr. LaPorte argued those concerns are not specified in the M-95 grant agreement.

4. Port Operator Report

- **Port Tariff redline**

Chairman Fullwood reminded Mr. Ragucci his deadline to submit the redline version of the tariff is next meeting, April 13, 2022. Mr. Ragucci confirmed and conveyed it is in progress.

Discussion:

Commissioner Hill verified the tugboat will be included in the tariff. Mr. Ragucci confirmed.

- **Fabric Warehouse (Technical Review Committee and Building permit)**

Mr. Ragucci reported the plans will be submitted to the Technical Review Committee and the City permitting at the appropriate time.

Discussion:

There were two outstanding invoices from the Florida Ports Council (FPC). Chairman Fullwood questioned Mr. Ragucci if the payments should come from the grant funds. Mr. Ragucci requested Mr. LaPorte to review the invoices because he believes there is a possibility one of them was paid. Mr. LaPorte explained the invoices were FSTED grant administrative fee based on the amount OHPA received. Typically, these invoices would be paid by the matching funds from the Operator. The invoices will not be expensed from OHPA funds.

However, Chairman Fullwood stated the Grant G1700 was not spent. After much discussion, it was decided OHPA would withhold the amounts for the invoices from the next grant reimbursement from the State. OHPA would then remit those funds to the FPC as payment for the two invoices. Both Mr. LaPorte and Mr. Ragucci will review the amounts due to the security grant expiration. It is the responsibility of the Operator to pay the FPC invoices. Additionally, by reducing the amount of the reimbursement from the State, in turn, will reduce the amount of the State match the Operator receives.

5. Unfinished Business

- **Financial request from Port Operator**

Chairman Fullwood sent two letters (via email and mail) to Mr. Ragucci formally requesting for documented revenues from the cruise ships and the Fort Clinch tugboat. Mr. Ragucci confirmed he will provide the documents at the next meeting.

Furthermore, Chairman Fullwood clarified the cruise ships were docked on the west side of the railroad tracks. This is the parcel opposite the boundaries (east side) of the agreement with West Rock; therefore, OHPA was not in violation of said agreement. Mr. Krechowski reminded the Board his firm has relationship with West Rock. After reviewing the property records and parcels, it was his understanding, without witnessing first-hand, the cruise ship activities took place on the parcels that were not conveyed to OHPA by West Rock. Chairman Fullwood directed the Operator to resume business with cruise ships, and he will also speak to representatives at West Rock. Mr. Ragucci concurred but was cautious, under legal advice, not to proceed with any cruise ship operations until he receives authorization from West Rock.

Mr. Ragucci reminded the Board there are two more calls this spring with the Ocean Explorer. He hopes to resolve the matter by this summer with five more calls scheduled in the fall. He encouraged the Board to continue the dialogue with West Rock and settle the matter.

Discussions:

Chairman Fullwood received a report from Fernandina Beach Police Department (FBPD) regarding the trucks parking outside the Port. The report explained there is a new system in place at the Port that requires the trucks to have a confirmation number and an appointed time for entry at the Port. In turn, the Port security confirmed there is such a system in place to alleviate the trucks from waiting outside the gates until the Port opens for business. This system is in its early stages and security hopes to improve on the process.

Chairman Fullwood reported he was copied on an email from the City requesting a Florida licensed engineer employed by OHPA to sign off on the sewer line project on North Front Street, under the Memorandum of Understanding between the City and OHPA. Mr. Ragucci explained he is in search of said engineer. He offered his assistance and payment because as Operator, he maintains OHPA's assets. Mr. Krechowski requested from the City for the approved plans for the engineer to review. He added, per the interlocal agreement regarding the sewer line, OHPA is responsible to pay for the certification of the sewer line. He will search for the engineer and complete the City's request.

Chairman Fullwood asked Mr. Ragucci for the Notice of Commencement document for the windows at the Customs House to sign and submit. Mr. Ragucci will provide after the meeting.

The Homeland Security conducted a random search of the trucks entering the Port. By law, firearms are prohibited by the Homeland Security on marine terminals. Chairman Fullwood reported there were five Warning Notices issued by the Customs and Border Patrol (CBP) that day. The offenses range from fighting/disorderly conduct (1), firearm discovered during random search (3), and taking photos and videos of Port operations with cellphone (1). Additionally, Chairman Fullwood received a report from Ray Nelson, Terminal Manager/Facility Security Officer (FSO), regarding the US Coast Guard conducting an unannounced security inspection of the terminal on March 17, 2022. The Port received a full compliance with the Facility Security Plan (FSP), meaning there were no discrepancies found. Mr. Ragucci added the FSP includes a paragraph pertaining to cruise ship port of call. Therefore, the port of call is approved by the Homeland Security.

Finally, Chairman Fullwood summarized the meeting with FDOT the other day. He announced Justin Ryan's departure from his current position at FDOT and will be managing the foreign trade zone at Jaxport. Kyle Coffman, FDOT, will assume the position until a replacement is found.

- **Website (Community link)**

No reports/comments received from the ourcommunity@worldwideterminals.com link per Mr. Ragucci.

- **Master Plan update**

Previously discussed under Port Accountant report.

- **Fort Clinch Tugboat**

Previously discussed under Port Accountant report and Unfinished Business.

- **RFQ – Executive Director update**

It was reported there were two applications received thus far. The deadline to submit is April 15, 2022. Interviews will be conducted at the second meeting in April.

- **Cruise ships**

Previously discussed under Unfinished Business.

- **Future meeting dates and locations**

Chairman Fullwood reported the search for alternative venues is still in progress. He will have an update at the next meeting.

6. New Business

- **Property Appraiser**

Previously discussed under Port Attorney report.

7. Other items to be brought by Commissioners

None.

Adjourn

With no other questions brought before the Board, the meeting was adjourned at 7:36 PM.

Danny Fullwood, Chairman

Date



Port Attorney Report

TO: OCEAN HIGHWAY AND PORT AUTHORITY

FROM: PATRICK W. KRECHOWSKI, PORT ATTORNEY

RE: ATTORNEY'S REPORT

DATE: April 11, 2022

Nassau County Property Appraiser

Complaint filed – not served, nor request for service waived. Claim submitted to insurance carrier – coverage of matter under review.

Clyde Davis is seeking to represent co-defendant Nassau County Tax Collector. Position does not appear to be adverse.

Cruise Ship Operations/WestRock

Received phone call from WestRock legal counsel stating that WestRock has no authority to object to cruise ship operations that do not take place on property formerly conveyed to OHPA by WestRock. Nothing in writing yet.

COFB Sewer Line

Line has been installed. New video needed given poor quality of original video – engineers are not able to clearly see repair work. Proposals have been solicited – awaiting more information from City.

COFB v. OHPA

Judge granted, in part, and denied, in part, OHPA's Motion to Dismiss. Answer to City's Complaint is due Feb. 17. Shade meeting will be scheduled for May timeframe.

Ross v. OHPA & World Wide Terminals

Ongoing discovery amongst parties.

Miscellaneous

Remaining OHPA assigned tasks actively being worked on.

RESOLUTION NUMBER 2022-

**A RESOLUTION OF THE OCEAN HIGHWAY AND
PORT AUTHORITY OF NASSAU COUNTY,
FLORIDA, AMENDING AND ESTABLISHING
PROCEDURES AND FEES FOR MEETING
REQUESTS FOR COPIES OF PUBLIC RECORDS,
AND HAVING AN EFFECTIVE DATE:**

WHEREAS: The Ocean, Highway, and Port Authority [AUTHORITY] is an independent, special district of the State of Florida, created and chartered under the laws of the State of Florida at Chapter 2005-293, as authorized by F.S. Ch. 189; and

WHEREAS: The obligation of AUTHORITY is to provide the public with full, complete, and timely access to public records of the AUTHORITY. In order to facilitate this process, it is appropriate that the AUTHORITY designate and design a method of compliance with this obligation; and

WHEREAS, The AUTHORITY desires to establish such a written policy for all of its members and staff in order to ensure full compliance with its obligations;

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

1. PUBLIC RECORDS AND EXEMPTIONS: Unless exempted by statute, all records of the AUTHORITY constitute public records and are accessible to the members of the public at all times. Pursuant to section 119.071(3)(a), Florida Statutes, the contents of the Port Security Plan and its procedures shall be considered confidential and exempt from section 119.07(1), Florida Statutes and Art. I of the State Constitution. Records related to land acquisition and competitive bidding may be exempt.

Upon a request for these materials, the Attorney for AUTHORITY shall be immediately contacted. These shall be provided as requested unless exemption and non-disclosure is authorized by said Attorney;

2. All records, as defined by section 119.011(12), Florida Statutes, kept, maintained, and in the possession and control of the Port Operator shall be considered “public records” pursuant to Florida law and the Operating Agreement, unless and until a statutory exemption is asserted and established by the Port Operator.

3. The ADMINISTRATIVE OFFICE MANAGER of the AUTHORITY, or designee, is designated and appointed as the individual responsible to ensure that all public records requests are promptly addressed, and that all Commissioners, employees, staff, agents, contractors, and others are informed as to the public records procedures;

4. The Attorney for AUTHORITY shall regularly conduct classes and workshops on public records compliance issues;

5. The ADMINISTRATIVE OFFICE MANAGER of the AUTHORITY shall ensure that a current copy of Florida's Government in the Sunshine Manual and Public Records Law Manual, published by the Office of the Florida Attorney General and First Amendment Foundation are maintained in the office of AUTHORITY;

0. Any written, digital or electronic request for public records, received by any Commissioner, staff member, employee, agent, or contractor shall be immediately forwarded to the ADMINISTRATIVE OFFICE MANAGER, with a copy to the Attorney for AUTHORITY;

6. The ADMINISTRATIVE OFFICE MANAGER shall immediately upon receipt of such request take all necessary steps to provide full compliance with the public records law. The ADMINISTRATIVE OFFICE MANAGER shall acknowledge receipt of the request for records within

twenty-four (24) hours of receipt, unless received on a Friday or any other day which immediately precedes a legal holiday. The acknowledgement shall include the date and time of the request, the documents requested, and when the requested documents should be available, together with the estimated cost of reproduction, per the fee schedule set forth at Paragraph 10,

below. Every effort shall be made to have the documents available when the acknowledgement is sent. If that is not possible, due to the volume or size of the request, or the required review and research into the records, or the time required to obtain the documents, then every effort shall be made to provide the documents as quickly as possible. If the volume or size of the request, or the time necessary to obtain the documents requires additional time, then that additional time shall be indicated in the initial response, together with the fee or Extensive Use Charge, as set forth at Paragraph 11, below;

7. If there is any question about how to respond or what documents are included in the request, then the ADMINISTRATIVE OFFICE MANAGER shall, within twenty-four (24) hours, contact the Attorney for AUTHORITY for direction and clarification;

8. If the request for a record is a verbal request, then it shall be immediately reduced to writing by the individual who receives the request. No requirement for a written request shall be made to the member of the public seeking records. To the extent possible, the individual who receives the request shall confirm the nature and extent of the records requested, and the best method of delivery of the production. Contact information shall be obtained and a written memorandum of the request and all other relevant information prepared and immediately forwarded to the ADMINISTRATIVE OFFICE MANAGER, who shall respond as outlined in Paragraphs 6-8, above;

1. In connection with any public records request:

a. No request for identification shall be made in conjunction with the fulfillment of this obligation;

b. No request for any statement of purposes shall be made in conjunction with the fulfillment of this obligation;

c. No requirement for written application shall be suggested or imposed.

10. The following fees shall be assessed:

a. Hard copies 8 'A x 11 \$0.15/one-sided

\$0.20/two-sided

11 x 17 \$0.20/one-sided

\$0.25/two-sided

b. Large scale documents such as maps, aerial photographs, building or site plans;

\$5.00 per page

c. CD \$0.25 [note: Because of format, some materials may not be directly convertible to CD or digital form without printing, then re-scanning. In these instances, the charges for copying to paper, as well as the CD production shall apply **and** both the CD and the paper copy shall be provided]

11. The available staff of AUTHORITY is limited. Thus, in addition to the above duplication expenses, the ADMINISTRATIVE OFFICE MANAGER shall charge an additional Extensive Use Charge for all time expended in excess of one-half (1/2) hour, when such additional time is required in order to comply with the records request(s). The additional Extensive Use Charge to be imposed is set at the hourly rate of the ADMINISIRATIVE OFFICE MANAGER, multiplied by the additional or excess time expended in compliance with the request, measured to the nearest ten (10) minute interval. The time expended shall include all time spent in connection with compliance with such request, including research and review; copying and reproduction; indexing; redacting confidential and exempt information; and all other

tasks necessary to compliance with the production of the requested materials.



Port Accountant Report

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Monthly Financial Report -March 2022

	March	YTD ACTUAL	BUDGET 2021-2022
Revenues			
Quarterly Fee	0.00	104,865.00	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	116,733.74	116,733.74	0.00
Interest	0.01	3.31	60.00
TOTAL REVENUES	116,733.75	254,102.05	274,553.00
EXPENSES			
COMMISSION DIRECT			
Salaries - Commissioners	10,000.00	60,000.00	120,000.00
Payroll Taxes	883.65	5,649.72	11,361.00
Unemployment	0.00	72.59	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	56,498.80	30,000.00
TOTAL COMMISSION DIRECT	10,883.65	123,405.40	163,570.00
COMMISSION OPERATION			
Salaries- Accountant	1,500.00	9,000.00	18,000.00
Salaries - Office Administrator	710.94	11,181.64	23,535.68
Expenses - Office Administrator	243.05	2,502.22	4,000.00
Travel - Office Administrator	0.00	0.00	100.00
TOTAL COMMISSION OPERATION	2,453.99	22,683.86	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	66.64	754.19	600.00
Special Meeting - Court Reporter	0.00	0.00	0.00
Web Site	16.98	178.87	0.00
Awards & Presentations	0.00	0.00	120.00
Discretionary	0.00	0.00	720.00
TOTAL COMMISSION DISCRETIONARY	83.62	2,328.06	3,274.00
PORT OPERATIONS			
FB Annual Fee - PILOT	0.00	0.00	0.00
CSX Right of Way Fee	745.50	745.00	750.00
Insurance	0.00	12,065.00	12,065.00
Audit	21,300.00	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	22,045.50	58,635.00	55,115.00
TOTAL EXPENSES	35,466.76	207,052.32	267,594.68
Excess Revenues over Expenditures	81,266.99	47,049.73	6,958.32

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Customs House

Monthly Financial Report - March 2022

	<u>March</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u> <u>2021-2022</u>
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)	76.80	461.94	1,500.00
Florida Public Utilities (Electric)	272.20	1,688.43	5,000.00
Maintenance	0.00	260.00	0.00
 TOTAL CUSTOMS HOUSE	 349.00	 4,281.68	 10,262.00
 <u>Net Increase(decrease) in Funds</u>	 -349.00	 -3,271.77	 -10,262.00

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Account Balances - March 31, 2022

Account Name	Acct Num	31-Mar	28-Feb
Operating	x3328	35,171.85	5,408.78
Money Market	x3310	686.43	700.42
Other - Admin Acct	x6714	294.19	140.37
Maintenance	x4519	391,571.21	435,943.06



Unfinished Business

Meeting dates: (conflict with Elections)

- July 13th
- July 27th
- August 10th
- September 14th
- September 28th
- October 26th
- November 9th



Administrative Office Manager Report

ADMINISTRATIVE OFFICE MANAGER'S REPORT
March 2022

Hours worked March 2022 – 84.75

- Attended and completed meeting minutes for March 9th Monthly meeting
- Attended and completed meeting minutes for March 23rd Regular Meeting
- 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 Attorney/Accountant requests
- Website Updates
- Electronic and hard copy file organizing
- Office (check mail and voicemail)
- Responded/Researched documents for PR requests
- Posted job advertisement (Port Executive Director) to multiple platforms
- Attended Ethics and Sunshine Law training session

Public Records Request Received in March 2022- 4