



**OCEAN HIGHWAY & PORT AUTHORITY
NASSAU COUNTY**

**Florida State College, Jacksonville
Betty P. Cook, Nassau Center
David Yulee Room
76346 William Burgess Blvd, Yulee, FL 32097**

AGENDA

December 14, 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, Justin Taylor, District 3; Ray Nelson, District 4; Mike Cole, District 5

- 1. Board Officers Election** (Chairman, Vice Chairman, Secretary/Treasurer)
- 2. Committee Assignment** (appointment by elected Chairman)
- 3. Comments** - Audience (Comments submitted prior to the meeting)
- 4. Approval of Minutes**
 - November 16, 2022 Monthly Meeting
- 5. Port Attorney Report**
- 6. Port Accountant Report**
 - Financial report – November 2022
 - ARPA reimbursement update

7. Port Executive Director Report

8. Port of Fernandina Report (Operator)

- Tonnage report – November 2022

9. Pending Business

- Dredging maintenance RFB (selection of candidates)
- Cruise ship update
- RS&H Master Plan update
- Office space update
- Interlocal agreement with County (Meeting space update)

10. New Business

- Stakeholder Committee report
- City Commission concerns and workshop request

11. Committee Reports

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

12. Administrative Office Manager Report

13. 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.



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

November 16, 2022

The Ocean Highway and Port Authority of Nassau County held its Monthly Meeting on Wednesday, November 16, 2022 at the FSCJ-Betty P. Cook, Nassau Center (David Yulee Room, Bldg. A-114), 76346 William Burgess Blvd., Yulee, FL 32097.

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

The invocation was given by and the Pledge of Allegiance was led by Chairman Fullwood. Roll call was conducted by Rossana Hebron, Administrative Office Manager. All Commissioners were present. Also in attendance were David Kaufman, Port Executive Director; Patrick Krechowski, Port Attorney; and Pierre LaPorte, Port Accountant. Butch Gilbert, Port Operator, was absent.

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

- **Chip Ross:** 201 N. 3rd St, Fernandina Beach
Mr. Ross inquired about the upcoming itinerary of two Oceana cruises that are scheduled to stop at the Port in 2025 with a capacity of 1200 and 557 passengers, respectively. The neighbors are concerned about the Port's business with cruise ships. Chairman Fullwood explained that OHPA will have an answer soon.

2. **Approval of Minutes**

- October 12, 2022 Monthly Meeting Minutes
- October 18, 2022 Master Plan Workshop Minutes

Discussion: Mr. Kaufman provided correction for the October 12th minutes. Corrected the spelling of the name Villanueva to Villalona. Mrs. Hebron will apply the correct spelling to the amended minutes.

Commissioner Franklin motioned to accept the October 12th minutes as amended. Commissioner Hanna second the motion.

The Board voted unanimously in favor of the motion.

No revisions for the October 18th minutes.

Commissioner Hill motioned to approve the October 18th minutes. Vice Chairman Cole second the motion.

The Board voted unanimously in favor of the motion.

3. Port Attorney Report

- **Special agent status (DEO, Resolution 2022-R05)**

Mr. Krechowski introduced the Resolution 2022-R05 for Board discussion and vote. It designates Mr. Kreschowski and Balch & Bingham, LLC, as OHPA's registered agent. A copy of the resolution will be forwarded to the Department of Economic Opportunity (DEO).

Commissioner Hill motioned to approve the resolution. Commissioner Franklin second the motion. There were no discussions.

The Board voted unanimously in favor of the motion.

Additionally, Mr. Krechowski submitted a written report attached to the meeting packet. The majority of the report contained pending litigations and were subject to attorney/client privilege. There is a calendar deadline to set mediation for the Property Appraiser case end of January 2023. Prior to the mediation, there will be a shade meeting to discuss the matter. Mr. Krechowski offered to discuss the cases one on one.

The following list was taken from the report:

Nassau County Property Appraiser

Current case remains pending – no substantive action.

VAB Petition to appeal 2022 tax exempt denial voluntarily withdrawn.

Active litigation is subject to attorney-client confidentiality privilege.

COFB v. OHPA

Discovery phase.

Active litigation is subject to attorney-client confidentiality privilege.

"Additional" Revenue

Agreement with Operator to share additional (non-cargo handling/warehousing) revenue being discussed and negotiated, pursuant to Sec. 6.10 of Operating Agreement.

Savage Services Ownership

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

Miscellaneous

Remaining OHPA assigned tasks actively being worked on.

4. Port Accountant Report

- **Financial report – October 2022**

A copy of the financial report was attached to the meeting packet. The new fiscal year started October 1st.

Chairman Fullwood asked when the annual fixed fees are due from the Port Operator. Mr. LaPorte explained, per the Operating agreement, payments are due quarterly in advance.

The TPO invoice is \$100 more than last year's assessment. The Special District fee invoice of \$225 has not been received.

Commissioner Hill inquired if there is an issue with cashflows. Mr. LaPorte explained payments are scheduled and the cashflow is managed accordingly. Chairman Fullwood added the issue is OHPA has to remit payments first, then submit for reimbursement. There are outstanding invoices, and they are paid when funds are available, specifically, the legal invoices.

- **Qtr. 4 Financials**

The report showed the period from July to September 2022, end of fiscal year. Mr. LaPorte reported nothing remarkable.

The auditors, Mauldin & Jenkins, are currently conducting audits. The reports are expected in January/February 2023. Mr. LaPorte is providing necessary documents and assistance.

- **ARPA Funds Reimbursement update**

The fourth reimbursement for payroll was submitted to ARPA. Both the ARPA and the Master Plan reimbursements are expected before the end of the year.

5. Port Executive Director report

- **2022 FSTED grant funds application**

Mr. Kaufman asked for Board direction for the allocation of funds, \$204K. He recommended the OHPA Board request the allocation of \$40,000 towards the Planning Initiative Project (G1L46, Master Plan) and \$164,000 to the On-Dock Cargo Facilities Initiative (G1W55, covered storage). The funds will supplement those projects, respectively. He reminded the Board the original resolution authorizes the Chairman to execute the amendments. A Board consensus was needed to designate which projects will receive the allocation.

Commissioner Hill wanted to understand the specifics of each projects mentioned above before making a decision. Mr. Kaufman provided explanations

for each of the project. Chairman Fullwood added FSTED gave permission to split the funds for whichever projects the Board chooses to designate. There is a 50:50 local match for each of the aforementioned grants. Mr. Kaufman summated the Board will be voting on allocating the money to the broad definition of the projects. Additionally, before OHPA engages with contractors, the Board will have oversight with project approval. FSTED requested a Board decision on the allocation by early December 2022. A 5-year term or no less than 3-year term is expected on the grants.

Commissioner Franklin motioned for the Board to designate said FSTED funds for allocation to the chosen projects deemed necessary. Commissioner Hanna second the motion.

Discussion: Commissioner Hill convey her concern on voting for grants without knowledge of underlying project information. Before taking money from one award to another, she requested for project backups (need and plan of action). Mr. Kaufman explained the funds will supplement those projects previously approved.

The Board voted unanimously in favor of the motion.

- **Office space update**

Mr. Kaufman reported the resolution on office space is still in progress. OHPA is expected to move out of the current office space it occupies at the Tax Collector's building. He is researching other options. He is waiting to receive a draft of an Interlocal agreement from the County to allow OHPA to move back and hold its Board meetings at the Commission Chamber. Chairman Fullwood explained as soon as he receives the Interlocal draft, he will forward to Mr. Krechowski for review. He asked for a motion to allow him to approve the draft after review.

Vice Chairman Cole motioned to allow the Chairman to approve the Interlocal agreement after Mr. Krechowski's review. Commissioner Franklin second the motion.

Discussion: Commissioner Hill asked for the budgetary commitment. Chairman Fullwood explained OHPA will not be allowed to use the facility's Wi-Fi, screen, and must provide security during the sessions. Mr. Krechowski explained caution should be taken before voting on something unseen. He will contact the County tomorrow to get an update on the Interlocal draft. Mr. Kaufman explained his impression was the County does not want external groups to have access to their IT systems for security purposes. They will not allow the use of their A/V systems even with payment. It was decided to wait until OHPA receives the draft and hold an emergency meeting to discuss and vote. The Chairman tabled Vice Chairman Cole's motion.

Mr. Kaufman reminded the Board he sent a draft of the Seaport Mission Plan. Each year the Florida Legislature requires the Florida Ports Council to publish a description of each of the deep-water ports in Florida and provides a summary of their facilities, capabilities, and outlook. He collaborated with Mr. Gilbert in drafting a report of the Port and asked the Board to provide their comments/questions/revisions by the end of the week.

Commissioner Hill added there is a response to the top 3 Capital projects for the 5-year planning horizon. Some of them have not been finalized, still in the Master Plan process. So, she requested to add those to the aforementioned draft as exploratory alternatives. Mr. Kaufman asked her to provide a written copy of that suggestion.

Mr. Kaufman reported the Pattillo company was selected to develop the Wildlight Industrial Park. He mentioned to them about OHPA's conduit financing.

Finally, there are still no bid submission for the Dredging RFB. Bids are due December 2, 2022.

6. Port Operator Report

- **Tonnage – October 2022**

Mr. Gilbert was absent. The written report was included in the meeting packet. Mr. Kaufman commented all line items are consistent from a month-to-month perspective.

7. Pending Business

- **Legal invoices (pending, Matter #126166.007, FMIT reimbursement)**

This item was addressed prior to the meeting.

8. New Business

- **COFB resiliency grant opportunities (Front Street, riverfront-downtown area)**

Mr. Kaufman reported he is working with DOT to provide funding for the Port resiliency plan. It is needed to mitigate floodings at the Port after storm events. It is still pending. He asked the City members to be part of OHPA's technical group to draft the resiliency plan.

Commissioner Hill asked if there are any specific grants/fundings identified for the resiliency plan. Mr. Kaufman explained the suggestion came from the DOT. The funding and contract will remain with DOT. They will execute the necessary work. The Port will be the beneficiary of the project. The study will provide a list of suggestions/solutions for potential projects. The impact areas are mostly on the north end of the terminal.

- **Cruise ship agreement (Port Operator)**
Mr. Kaufman is working with the Operator to better define the arrangements for the cruise activities and operations at the Port.
- **Wi-Fi for meetings**
Chairman Fullwood explained Wi-Fi is necessary for future OHPA Board meetings regardless of the chosen location. He is researching for different modes specifically Mi-Fi. Commissioner Hanna suggested T-Mobile offers Wi-Fi for business for \$50 per month with unlimited data. Chairman Fullwood will check into it.

9. Committee Reports

- **Port Security** – Chairman Fullwood
Nothing to report.
- **FDOT** – Chairman Fullwood
A meeting is scheduled for December 5th at 2 PM.
- **Customs House** – Commissioner Franklin
Commissioner Franklin informed the staff at the Customs House that December 14th is his last day. He suggested they contact Mrs. Hebron if there are any issues. She will, in turn, connect them to the appropriate person.
- **Army Corp of Engineers (ACOE)** – Chairman Fullwood
The ACOE sent a survey of the harbor that was forwarded to the full Board including the Commissioners-elect prior to the meeting. The Chairman instructed the Board to review the survey. Mr. Kaufman added there is a conference tomorrow for the maintenance dredging at Kings Bay.
- **Economic Development Board (EDB)**– Commissioner Cole
Nothing to report, meeting was cancelled due to the hurricane.
- **Emergency Management** – Commissioner Cole
EOC was activated for hurricane Nicole on a smaller scale than the previous hurricane. The Port eventually went on ZULU condition. After the storm, the Coast Guard and the river Captains did a survey of the area.
- **Technical Coordinating Committee (TCC)** – Commissioner Hanna
Nothing to report, meeting was cancelled.
- **Transportation Planning Organization (TPO)** – Commissioner Cole
Nothing to report, meeting was cancelled.

- **Nassau Chamber of Commerce** – Commissioner Hill
Commissioner Hill spoke with some folks from Main Street who asked about the cruises. They are doing a survey of local businesses to gauge sentiments about cruises.

Vice Chairman Cole added the Chamber on the west side is planning to start again.

- **City of Fernandina Beach** – Commissioner Hill
In response to Commissioner Ross' inquiry at the beginning of the meeting, Commissioner Hill asked the Board to respond to the statements made by the public at the City commission meeting against the cruise ships. Chairman Fullwood explained the Board does not have the full information and added that most of the merchants he spoke with support the cruises. There will be conversations about numbers. As Chairman, he will try to establish a committee that consists of local merchants, the Chamber of Commerce, and the like to develop a plan of strategy to address the cruise ships and tourists in Fernandina.

Commissioner Hill added there is a new statute, 311.25, that passed in Tallahassee in 2021. It limits local government, through local law, that a local ballot initiative/a referendum may not restrict maritime commerce. Some have interpreted it as if it is not a local ballot initiative, it would not be an issue. However, the statute language further states any local law, charter amendment, ordinance, resolution, regulation or policy adopted is prohibited, void, and expressly preempted to the state. She questioned if OHPA has the ability to dictate the size of the ships once the Port has a terminal to receive passengers. She added Key West is challenging traffic flows in that area. They are being told the statute preempts their ability to control the traffic flow. Chairman Fullwood explained the cruise ships in Key West have thousands of passengers. OHPA can control what ships come into Fernandina without approval from anybody. She requested Mr. Krechowski confirm the specifics. Commissioner Franklin added Fernandina is a tourist community and offers many local destinations for tourists not just the downtown area.

10. Administrative Office Manager (AOM) Report

A written report was included in the meeting packet.

Mrs. Hebron asked for Board directions regarding the TPO assessment fee that is \$100 more than what was approved on the budget.

Commissioner Franklin motioned to approve the assessment fee. Commissioner Hill second the motion.

The Board voted unanimously in favor of the motion.

Mrs. Hebron asked for confirmation if the second meeting in November is cancelled. The Chairman confirmed, pending if an emergency meeting is necessary to discuss; specifically, the Interlocal agreement with the County. The December 7th meeting was changed to December 14th. The December 28th meeting is tentatively cancelled pending the need for an emergency meeting.

11. Other items to be brought by Commissioners

Chairman Fullwood presented a plaque each to Commissioner Hanna and Commissioner Franklin, in appreciation for 4 and 12 years of service, respectively.

Adjourn

With no other questions brought before the Board, the meeting was adjourned at 7:06 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: November 4, 2022

Nassau County Property Appraiser

Current case remains pending – no substantive action.

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Active litigation is subject to attorney-client confidentiality privilege.

COFB v. OHPA

Discovery phase.

Active litigation is subject to attorney-client confidentiality privilege.

“Additional” Revenue

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Savage Services Ownership

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

Miscellaneous

Remaining OHPA assigned tasks actively being worked on.



Port Accountant Report

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Monthly Financial Report -November 2022

	November	YTD ACTUAL	BUDGET 2022-2023
Revenues			
Quarterly Fee	85,852.65	128,417.44	297,017.00
PILOT Payment	0.00	0.00	0.00
Audit Fee Reimbursement	0.00	0.00	0.00
Misc Income	0.00	10,244.50	2,000.00
Legal fee Reimbursement	0.00	0.00	0.00
ARPA Reimbursement	73,348.75	73,348.75	481,596.68
FDOT Grant Reimbursement	0.00	0.00	48,000.00
Port Revenue - Cruise	0.00	0.00	15,000.00
Port Revenue - Harbor Admin	0.00	0.00	20,000.00
Port Revenue - Other	0.00	0.00	0.00
Interest	0.00	0.01	0.00
TOTAL REVENUES	159,201.40	212,010.70	863,613.68
EXPENSES			
COMMISSION DIRECT			
Salaries - Commissioners	10,000.00	20,000.00	120,000.00
Payroll Taxes	1,762.78	3,642.83	11,361.00
Unemployment	0.00	66.18	75.00
Conferences & Travel	0.00	174.16	1,000.00
Insurance	0.00	0.00	1,134.00
Unpaid Legal Fees	0.00	0.00	110,000.00
Salaries - Board Attorney	61,532.69	61,532.69	60,000.00
TOTAL COMMISSION DIRECT	73,295.47	85,415.86	303,570.00
COMMISSION OPERATION			
Salaries - Exec Director	10,833.33	21,666.66	141,700.00
Bus Dev Expenses	0.00	0.00	5,000.00
Travel	0.00	0.00	1,000.00
Salaries- Accountant	2,300.00	3,800.00	22,800.00
Salaries - Office Administrator	2,209.50	3,711.00	41,261.00
Expenses - Office	177.78	20,722.41	4,000.00
Travel - Office Admin	0.00	17.50	100.00
TOTAL COMMISSION OPERATION	15,520.61	49,917.57	215,861.00
COMMISSION DISCRETIONARY			
Dept. of Revenue (Special Dist. Fee)	175.00	175.00	225.00
TPO. - Membership	1,453.00	1,453.00	1,329.00
Greater Nassau Chamber of Commerce	0.00	300.00	300.00
Advertisement	0.00	0.00	600.00
Web Site	14.99	29.98	500.00
Awards & Presentations	90.00	90.00	120.00
Masterplan	0.00	0.00	98,600.00
Discretionary	0.00	0.00	720.00
TOTAL COMMISSION DISCRETIONARY	1,732.99	2,047.98	102,394.00
PORT OPERATIONS			
FB Annual Fee - PILOT	0.00	0.00	0.00
CSX Right of Way Fee	0.00	0.00	750.00
Insurance	0.00	13,758.00	13,758.00
Audit	14,000.00	14,000.00	25,800.00
FL Ports Council Dues	0.00	15,500.00	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	14,000.00	43,258.00	56,808.00
TOTAL EXPENSES	104,549.07	180,639.41	678,633.00
Excess Revenues over Expenditures	54,652.33	31,371.29	184,980.68

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Customs House

Monthly Financial Report - November 2022

	<u>November</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u> <u>2022-2023</u>
INCOME			
GSA - Customs House - RENTAL INCOME	0.00	0.00	0.00
Reimbursements	806.27	806.27	0.00
Miscellaneous	0.00	0.00	10,262.00
TOTAL INCOME	806.27	806.27	10,262.00
 CUSTOMS HOUSE			
Bug Out Pest Control	0.00	0.00	1,062.00
River Pest Control Termite Bond	0.00	0.00	0.00
Bug Out Termite Bond	0.00	0.00	0.00
Cleaning Service	0.00	0.00	2,700.00
City of Fernandina Beach (Water)	79.69	157.22	1,500.00
Florida Public Utilities (Electric)	182.94	475.96	5,000.00
Maintenance	0.00	0.00	0.00
TOTAL CUSTOMS HOUSE	262.63	633.18	10,262.00
<u>Net Increase(decrease) in Funds</u>	<u>543.64</u>	<u>173.09</u>	<u>0.00</u>

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Account Balances - November 30, 2022

Account Name	Acct Num	30-Nov	31-Oct
Operating	x3328	110,891.17	55,176.18
Money Market	x3310	-	588.50
Other - Admin Acct	x6714	260.10	190.62
Maintenance	x4519	60,081.22	55,111.22



Executive Director Report

Executive Director's Report – December 12, 2022

Meeting/Office Space: Chairman Fullwood and I toured some office space at the Peck Center in Fernandina Beach. The building is owned and operated by the City and includes offices for a number of City departments as well as non-profits. There is a space that is expected to become available, though the exact timeframe is not known at this time due to the need to renovate other spaces and relocate some existing tenants. The quoted rental rate is within OHPA's budget and will also include the ability to hold our monthly Commission meetings there at no additional charge. In the meantime, the Tax Collector has agreed to allow us to utilize a small portion of our existing space until the end of February, and if necessary, they have additional climate-controlled storage space that we could use to store our files and equipment temporarily. Once I receive a Lease Agreement from the City for the Peck Building, I will share it with you for Board consideration and approval.

We also received the Interlocal Agreement with the County for the use of the County Commission Chambers for our monthly meetings. The Agreement calls for a basic fee of \$200 per meeting, plus the cost of the bailiff as billed by the Sheriff's Department. In addition, we will not be able to access any of the County's IT staff or equipment while utilizing the space.

Port Resiliency Plan: The FDOT has agreed to fund the Resiliency Study that I reported on at our last meeting. I had a conference call with the State's Consultant on Monday to review the initial scope and concept. I will report back as more details are developed.

Port Master Plan: The second Stakeholders Committee meeting was held on November 30. The DRAFT PLAN including the proposed goals and objectives was reviewed with the Committee. The Committee provided excellent feedback on some of the features of the Plan which the Planning Team is now taking into full consideration as it prepares the next DRAFT of the Plan. We are in the process of scheduling the next Community-wide Open House to report on the Draft Plan, which is tentatively scheduled for January 26, 2023, with the goal of having the Plan adopted by the Board in February, followed by submittal to the City. I also have a meeting with Chairman Fullwood and Mr. Phillips, the Editor of the Fernandina Observer, to discuss the Port Master Plan.

Leadership Nassau: I will have the opportunity to speak to the Leadership Nassau Class on Tuesday December 13 about the Ocean Highway and Port Authority and our activities/responsibilities.

Permits and Authorizations: I am continuing my process of getting up to speed on OHPA's environmental permits and authorizations and will be having a briefing session with the Terminal Operator after the first of the year. We will need to address permit compliance requirements, State lands authorizations and permit renewals.

Cruise Destination Planning: There has been a lot of Community interest in our discussions regarding additional port-of-call business at the Port of Fernandina. The Draft Master Plan identifies this as a viable business activity for OHPA to pursue, both as a direct revenue producer for OHPA (outside of the Operating Agreement) and as an economic impact generator for various businesses in Nassau County. I am working with the Nassau Chamber to develop a Nassau County Destination Marketing Group that will help us present attractive itineraries to the various cruise lines in order to assist them in making their decision in calling on the Port of Fernandina. Similarly, I am beginning the process of working with the cruise industry to explain the benefits of the Port of Fernandina/Nassau County as a destination, but also to share with them the concerns that the surrounding neighborhood has regarding cruise activity. The goal is to develop an operational plan that will manage the traffic impacts while allowing all parts of the County to benefit from the economic activity.



Port Operator Report

**Worldwide Terminals
Port of Fernandina
Tonnage By Commodity
2022**

Commodity	2019	2020	2021	2022													2022	2021	Variance
	Total	Total	YTD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD		
Containers																			
Throughput Number	8,687	10,807	11,685	1,118	922	437	991	816	964	761	641	486	780	681	0	8,597	10,483	(1,886)	
Container Tons	46,376	116,792	127,420	5,651	8,126	4,684	4,272	5,547	6,844	5,163	6,806	2,424	5,523	4,899	0	59,939	111,234	(51,295)	
Total Equivalent Units (TEUS)	9,517	13,266	14,625	1,618	1,140	540	910	913	988	856	760	529	869	763	0	9,886	13,425	(3,539)	
Restow TEUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Breakbulk Cargo																			
Kraft Liner Board (KLB)	120,118	88,512	106,310	10,304	4,625	0	14,377	15,802	15,503	385	5,743	9,696	394	0	0	76,829	94,121	(17,292)	
Lumber	3,754	1,482	0	0	0	2,487	0	0	2,609	0	0	5,012	0	0	0	10,108	0	10,108	
Plywood	0	0	0	14,742	8,159	6,819	6,689	2,467	1,319	15,263	0	0	0	8,731	0	64,190	0	64,190	
Steel	3,695	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
Woodpulp	18,739	49,812	128,627	20,441	11,305	0	32,517	4,795	20,293	4,090	10,472	5,106	17,174	0	0	126,193	116,738	9,455	
Misc General Cargo	2,801	1,636	2,232	408	6,989	0	22	84	65	79	0	0	0	0	0	7,647	2,153	5,494	
Bulk Cargo	0	2,205	2,260	0	0	2,255	0	0	0	3,305	0	0	0	0	0	5,560	2,260	3,300	
Oats	0	13,458	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	
Total General Tons	149,107	157,105	239,429	45,895	31,078	11,561	53,605	23,148	39,789	23,122	16,215	19,814	17,568	8,731	0	290,526	215,272	75,254	
Total Tons	195,483	273,897	366,849	51,546	39,204	16,245	57,877	28,695	46,633	28,285	23,021	22,238	23,091	13,630	0	350,465	326,506	23,959	
Dockage Days	154	377	209	19	28	49	53	25	29	42	12	18	11	11	0	297	192	105	
Vessel Port Calls	73	80	82	9	11	5	10	8	9	7	6	6	4	3	0	78	76	2	
Total rail cars	1,490	1,284	1,596	183	125	174	157	196	107	157	86	117	117	72	0	1,491	1,467	24	
Average trucks per day				44	28	27	19	20	30	48	23	12	29	37	0				



Administrative Office Manager Report

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

Hours worked November 2022 – 80

- Attended November 16th Monthly meeting. Minutes composed.
- Prepped for meetings (agenda, packets)
- IT support with Amelia Computers (phone, in-person)
- Updated link for new Commissioners (with Barb Amergian)
- QuickBooks help support (login issue, via phone)
- Maintenance on PC
- Collaborated with Joanne Dionne (QB entries, grants, invoicing, bank reconciliation)
- Accounts Payable/Receivables (Port Operator, utilities)
- Assisted with Exec. Director's requests
- Assisted WWT Controller (invoicing)
- Assisted Port Accountant with Security invoices
- Assisted Port Attorney (CM #126166.007 invoices)
- Correspondence with McKenzie (Savage Accounting)
- Correspondence with Hunter Livingston (FDOT)
- Documents signatures
- Invoices paid and entered into QuickBooks
- Payroll entered into QuickBooks
- Check payments processed
- Bank transactions (transfers, online)
- Responded to all emails, voicemails, and corresponding documents/letters, Commissioners' and Port Accountant/Attorney/Executive Director requests
- Responded to PRR
- Website updates, meeting videos edited
- Electronic and hard-copy file organizing
- Researched and ordered nameplates (Commissioner)