

OCEAN HIGHWAY & PORT AUTHORITY

NASSAU COUNTY

County Commission Chambers

James S. Page Government Complex

96136 Nassau Place, Yulee FL 32097



AGENDA

Wednesday, January 12, 2022

6:00 PM

6:00 PM – Meeting Call to Order – Chairman

Invocation

Pledge of Allegiance

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

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

2. Approval of Minutes

- December 8, 2021 Monthly Meeting Minutes
- December 30, 2021 ER Special Meeting Minutes

3. Port Accountant Report

- Financial Report – December 2021

4. Port Attorney Report

- Port Property Interlocal Agreement with City of Fernandina Beach
- OHPA Comment Letter on City of Fernandina Beach Comprehensive Plan
- Updated contract for Legal services

5. Port of Fernandina Report (Operator)

- Tonnage Report – December 2021
- Port Tariff (review and approve new Port tariff and rates from Operator)
- Fort Clinch Tugboat Title
- Master Plan grant

6. Unfinished Business

- Interim Port Director Recruitment
- Master Plan (RS&H)
- Joint meeting with the City of Fernandina (Fullwood)

7. New Business

- Public Records Policy (Hill)
- New Office Manager position
- Employee bonuses
- Customs House windows (Certificate of Approval)

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.

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



Meeting Minutes



OCEAN HIGHWAY & PORT AUTHORITY

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

Monthly Meeting Minutes

December 08, 2021

The Ocean Highway and Port Authority of Nassau County held its Monthly Meeting on Wednesday, December 08, 2021 at the County Commissioners Chambers, James S. Page Government Complex, 96153 Nassau Place, Yulee, Florida 32097.

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

The invocation was given Vice Chairman Cole. 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)

- **Tammi Kosack** – 322 N 3rd Street, Fernandina Beach.
Ms. Kosack acknowledged and thanked Chairman Fullwood for attending the past two City Commission meetings to speak on behalf of OHPA. She implored for full Board support for both Interlocal agreements (Channel realignment and ILA, in lieu of Legislative Charter changes) presented tonight. She reminded that Chairman Fullwood conveyed to the City Commission the wording on the ILA works for both OHPA and the City. If the latter agreement passes tonight, the City Commission will withdraw their resolution to change OHPA's charter.

2. **Approval of Minutes**

- November 10, 2021 Monthly Meeting Minutes
- November 30, 2021 Special Meeting Minutes

Vice Chairman Cole motioned to approve both minutes as they stand. Commissioner Hanna second the motion. With no further discussions, the Board unanimously approved both minutes.

3. **Port Accountant Report**

- **Financial Report** – November 2021

Mr. LaPorte reported the expenses are in line with expectations. The Attorney fees are YTD \$25,000 with a budgeted \$30,000. Mr. LaPorte will present an amendment to the budget at the next meeting.

First half of the audit fee, \$12,500, from Mauldin & Jenkins (M&J) was paid. Mr. LaPorte expects a final draft of the financials from M&J early January 2022, with an audit completion later that month or early February 2022.

No unusual items to report with the Customs House and Operating accounts balances.

For ARPA update, Mr. LaPorte explained he is still learning about federal procurement guidelines. For example, the Security contract was signed in 2008 with a pay rate of \$11 per hour. Federal procurement guidelines require employers to pay at least the minimum wage, \$10 per hour. However, in 2022, the pay rate will change to \$15 per hour. Mr. LaPorte will try to get confirmation for the expenses submitted for ARPA reimbursement while following the guidelines.

No other discussions or questions put forth.

4. Port Attorney Report

The following items are from Mr. Krechowski's report:

- **Nassau County Property Appraiser**
Value Adjustment Board Special Magistrate ruling due December 6, 2021. Mr. Krechowski did not receive any reports from the Magistrate by the deadline.
- **Public Records Requests**
Jimerson/Nassau Terminals have submitted 30+ separate public records request. The requests are being actively handled.
- **COFB (City of Fernandina Beach) Interlocal Agreements**
Interlocal agreements for Port property and navigation channel have been drafted and distributed to both COFB and OHPA for further review and discussion.
- **COFB v. OHPA**
Hearing on OHPA's Motion to Dismiss is set for January 26, 2022.
- **Ross v. OHPA & Worldwide Terminals**
Nassau Terminals/World Wide Terminal's filed Motion to Dismiss Ross Petition on December 6, 2021. Nassau Terminals has not agreed to current Release/Settlement Agreement language. Nassau Terminals requested consent by OHPA for qualified extension to respond.

- **Miscellaneous**

Remaining OHPA assigned tasks actively being worked on.

- **Discussion**

Chairman Fullwood requested Mr. Krechowski discuss the two COFB Interlocal agreements.

- **Navigational Channel**

The agreement was drafted by Tammi Bach, City Attorney. Mr. Krechowski did not receive any revisions or comments from the Board. The agreement was prepared for Board discussion and approval.

Vice Chairman Cole motioned to accept the (agreement) for the channel realignment. Commissioner Hanna second the motion.

A poll vote followed as such: Hill – YES, Hanna – YES, Franklin – YES, Cole – YES, and Fullwood – YES. The vote is unanimous in favor of the motion.

The agreement will be signed by Chairman Fullwood and Mr. Krechowski, then forwarded to the City for signatures.

- **Development of Port**

This interlocal agreement deals with the Port property. It is in response to the Legislative initiative to amend OHPA's Charter. Main elements in the agreement are:

1. OHPA's power of eminent domain will not be used within the COFB limits.
2. OHPA; when developing, redeveloping, or improving Port facilities and property, will comply with the Florida Building code, Florida Fire Protection code, the Flood Plain Management Ordinances, and the COFB Downtown Historic District requirements.
3. That construction and operation of an oil/fuel refinery and/or paper mill are prohibited within the Port of Fernandina facilities and property(s) within the City limits.
4. The continuation of nonconforming uses and structures on the Port of Fernandina and Port Facilities shall be subject to and governed by Section 10.01.01 of the City of Fernandina Beach Land Development Code.

Vice Chairman Cole motioned to accept the Interlocal agreement. Commissioner Hill second the motion.

Vice Chairman Cole mentioned the issue with the liquefied natural gas (LNG) storage and shipment on Port property. However, this matter is discussed in the City Comprehensive Plan. He noted he has concerns with the presented version of the agreement.

Commissioner Hanna expressed his concern with the language about the development in the Port property, that it must comply with the Historic District requirements. Chairman Fullwood explained it should not be an issue. The only future development is a new Customs House. OHPA will design one that fits the Historic district requirements.

Commissioner Franklin voiced his concern with the language pertaining to the eminent domain. He suggested that element should not be deleted. He believes the Port needs and should be allowed to grow. Chairman Fullwood explained that, initially, the City proposed to take away OHPA's power of eminent domain completely, extending to the County. The current draft narrows the language to only within the Historic District. Commissioner Franklin refused to compromise.

Commissioner Hill conveyed RS&H consultants are concerned about the no expansion portion of the agreement in the Historic District. She suggested the Board discuss the expansion language thoughtfully. She also suggested not to relinquish the eminent domain portion of agreement, because the language is too broad in the "WHEREAS" part. Furthermore, she suggested to table the vote on approval and consider a different motion for revisions. Mr. Krechowski recalled the City Attorney stated if the presented version of the agreement does not pass tonight, the City will submit the legislation.

Commissioner Hill thanked Chairman Fullwood for attending the City's Commission meeting and representing OHPA.

Vice Chairman Cole withdrew his initial motion. There is controversy, and he is opposed to the time limitation the City imposed for a decision.

Chairman Fullwood motioned to accept the Interlocal agreement. No second. Chairman Fullwood withdrew his motion.

Commissioner Hill motioned to consider revisions to the Interlocal agreement. Commissioner Hanna second the motion.

Some revisions are as follow:

- a. "WHEREAS, the City and OHPA believe it is in the best interests of the citizens of Fernandina Beach to ~~prohibit~~ regulate expansion of the Port of Fernandina and Port facilities into the adjacent Downtown Historic District of the City of Fernandina Beach."

b. Strike all portions pertaining to eminent domain (two paragraphs).

c. Strike “Further expansion of the Port of Fernandina and authority owned facilities into the Downtown Historic District of Fernandina Beach is prohibited and...”

d. Change TERM of recurring negotiations to every four (4) years.

Mr. LaPorte inquired if the matter regarding the \$50,000 fee be addressed in the agreement. Mr. Krechowski explained that matter will be handled separately.

Commissioner Hill motioned to adopt the Interlocal agreement as amended.

A poll vote followed as such: Hill – YES, Hanna – NO, Franklin – NO, Cole – YES, and Fullwood – NO. The vote is 3 to 2 against the motion.

Commissioner Hill implored the Board to continue discussions to reach a compromise. Mr. Krechowski proceeded to read the Land Development Code to explain the “grandfathering” language for existing structures.

Chairman Fullwood directed Mr. Krechowski to apply the aforementioned recommendations and submit to the City Attorney for review. He also specified that he expects the full Board to attend the Legislative meeting on the 13th of December and voice their opinion.

5. Port of Fernandina Report (Operator)

- **Tonnage Report – November 2021**

Mr. Ragucci reported the total tonnage for the month of November 2021 was 25,178; YTD total is 306,506 tons; and a variance of 84,666.

December’s outlook is positive, possibly reaching 400,000 tons. There are two new ships scheduled to come in and returning commodity, plywood, from Southeast Asia.

Commissioner Hill asked if there is staffing issue with future plywood business. Mr. Ragucci explained it is labor-intensive but not more so than the wood pulp discharge. Worldwide Terminals (WWT) has enough staff/gang to handle the workload.

- **Approval of 50,000 of Fabric Warehouse to be constructed inside the Port**
Final documentation is not available at meeting time. Mr. Ragucci will present the document to the Board as soon as it is finalized.

- **Acceptance of Crane Project as Substantially Completed – Bill of Sale tendered to OHPA**

Mr. Ragucci requested for the Chairman to sign the Bill of Sale forwarded to OHPA the day before.

- **US Customs House – Continued obstruction by City of Fernandina to required capital improvements**

This item was not discussed.

6. Unfinished Business

- **Port Attorney position**

Mr. Krechowski announced his circumstances changed and is now available to remain as Port Attorney pending the Board's decision. He submitted a new fee proposal with the understanding of OHPA's financial status. There is an increase based on the volume of work. If the Board approves, Mr. Krechowski will present a new contract in January 2022.

Commissioner Hanna expressed his concerns regarding the OHPA's current financial status. Chairman Fullwood explained there are six candidates who submitted proposals for the attorney position. All are comparable to that of Mr. Krechowski's new fee proposal. His fee may be lower if the Board retains him strictly for litigation.

Mr. LaPorte, Port Accountant, explained from a budget standpoint, the level of attorney usage and litigation is not sustainable for OHPA. He added some of the attorney fees will not be reimbursable under the ARPA funding.

Vice Chairman Cole motioned to retain Mr. Krechowski. Commissioner Hill second the motion.

Commissioner Hanna questioned if the Board can negotiate the fee proposals from the other candidates. Two of the candidates live too far away, Tallahassee and Sarasota, to be considered for the position.

Vice Chairman Cole withdrew his motion to allow a candidate, Adina Pollan, to speak. Ms. Pollan stated her case (experience and accomplishments) and offered to lower her fee if necessary.

The main indication is OHPA needs continuity with representation for the current litigations. Commissioner Hill added having representation from a law firm is advantageous specifically having multiple attorneys available to lend assistance in legal matters.

Vice Chairman Cole resubmitted his initial motion to retain Mr. Krechowski as the Port Attorney at the new fee rate and for the sake of continuity in representation. Commissioner Hill, again, second the motion.

A poll vote followed as such: Hill – YES, Hanna – NO, Franklin – NO, Cole – YES, and Fullwood – YES. The vote is 3 to 2 in favor of the motion.

Mr. Krechowski will present to the Board a new contract in January 2022.

- **Interim Port Director Recruitment**

The job description was posted on the Florida Ports Council and Nassau County Chamber of Commerce websites.

- **ARPA Covid Relief Funds (update on requirements, meeting)**

- **Port Tariff (review and approve new Port tariff and rates from Operator)**

Mr. Ragucci asked for more time to draft the new tariff and will submit one in January 2022 meeting for the Board's review and approval.

- **Port Operator (Outstanding items)**

- **Port Employee count - Recruitment and status report**

Mr. Ragucci reported there are 61 full time employees, directly employed by Nassau Terminals. He also had a list of employees pay rates; however, Mr. Ragucci noted for Human Resource purposes, he cannot disclose the information on the list. He extended an invitation for any of the Board members including Mr. LaPorte to review the list with him. The information is needed for consideration of WWT's request for the share of the ARPA funding.

- **Fort Clinch Title from Operator**

Mr. Ragucci promised to deliver the original Title of the Fort Clinch to OHPA.

Commissioner Hill inquired about the expenditures listed for the maintenance and repair escrow fund, provided by Mr. LaPorte. She indicated the list contained mostly operational expenditures instead of capital. Mr. Ragucci explained the escrow is not restricted to just capital expenditures. Ultimately, Chairman Fullwood directed Mr. Krechowski to review the parameters of the escrow and report his findings at the next meeting.

- **Master Plan – Stakeholders list (RS&H)**

RS&H requested a list of 11 names for the stakeholders list. Justin Cole, Project Manager/RS&H, suggested two separate groups; stakeholders and Technical sub-committee.

Stakeholders: Jack, Knocke, Sherri Mitchell, John Martin, Len Kreger, Eric Schmidt, Tammi Kosack, Victoria Robas, Charlie Gressman, Scott Bliken, Chris Ragucci, and Scott Hanna.

Technical Sub-Committee (pending confirmation from each candidate): Ray Nelson, Stan Harrington, Orlando Avila, and Hardee Kavanaugh.

Vice Chairman Cole motioned to accept the aforementioned list of names as assigned to the two groups (Stakeholders and Technical Sub-Committee). Commissioner Hill second the motion.

The Board unanimously voted in favor of the motion.

Commissioner Hill motioned to accept Scott Hanna as part of the Stakeholder committee and represent OHPA Commissioners. Commissioner Hanna second the motion.

The Board unanimously voted in favor of Scott Hanna as part of the Stakeholder committee.

- **Fernandina Beach Plan Amendment (PAB Comprehensive Plan)**
Commissioner Hill provided a background and a reminder of the Comprehensive Plan (Comp Plan). OHPA provided a redline to the Comp Plan. There was an issue with the land development portion. There was progress with buffer language but was quickly undone by bad press and the potential expansion of the Port. She recalled OHPA did not have the chance to review grant applications submitted by the Port Operator. Hence, the committee transmitted their original recommendations to the State. RS&H will review the Comp Plan and provide recommendations. Chairman Fullwood reminded the Board that OHPA does not have to incorporate the Comp Plan into the Master Plan but just the opposite. Mr. Krechowski will draft a formal objection and submit to the State.
- **NCEDB Pledge Increase (Fullwood)**
OHPA pledged \$3,000 and was considering increasing to \$5,000 with the ARPA funds. Mr. LaPorte explained there may be issues with the ARPA funds the further away from the Port operations.

This item was tabled pending discoveries of the ARPA funds restrictions.

7. New Business

- **PTGA for the Port of Fernandina's Pier Improvements initiative (Resolution 2021-R07)**
No further discussions regarding this matter. Resolution 2021-R07 was drafted by Mr. Krechowski together with Justin Ryan, FDOT, and presented to the Board for review and approval.

Commissioner Hanna motioned to accept Resolution 2021-R07 as it is written. Vice Chairman Cole second the motion.

The Board voted in favor of the motion.

- **Terminal Manager, Ray Nelson (Fullwood)**
 Chairman Fullwood introduced Ray Nelson, Terminal Manager and Facility Security Officer, to explain the Port operations. Mr. Nelson described the docking procedures, cruise ship security check procedures, and truck traffic at the Port. Incidentally, he declared that Dade Street is constantly monitored for truck traffic. He also affirmed that safety and security will not be compromised. He extended an invitation to all the Commissioners to tour the Port to understand the operations. Alternately, Commissioner Hill asked Mr. Nelson to serve as a stakeholder. He requested for more information regarding expectations and tasks before confirming. He also requested OHPA's support for the Port and its employees.
- **Insurance (Hill)**
 Commissioner Hill reported the matter had been resolved. No further discussions.
- **Interlocal agreements**
 This item was incorporated in the Port Attorney's report.
- **Joint meeting with the City of Fernandina (Fullwood)**
 This item was not discussed.
- **US Customs House Replacement / Port Admin Building – Identify and secure design professional to provide Project Cost Estimate.**
 This item was not discussed.

8. Committee Reports

Port Security – Chairman Fullwood

Nothing to report. Mr. Nelson provided information regarding the Port security earlier in the meeting.

FDOT – Chairman Fullwood

The next FDOT meeting is scheduled in January 2022.

Customs House – Commissioner Franklin

Nothing to report per Commissioner Franklin.

Chairman Fullwood added the AC unit matter was resolved. Furthermore, the window replacement issue began February 8, 2021, when the Coast Guard identified the necessary repair. On October 26th, the contractor submitted an application to the Historic District Council (HDC) for review and approval. According to an email from Sal Cumella, Senior Planner/Preservation Planner COFB, it stated as follows:

"The application is still in a "requires resubmit" status pending more information. Replacement of original windows requires evidence that the windows cannot be reasonably repaired, which is the standard for historic windows per the [Secretary of the Interior's Standards for Rehabilitation](#), which state...

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided."

5. "Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved."

6. "Deteriorated historic features shall be repaired rather than replaced..."

In order to approve the removal and replacement of original windows we require evidence to be provided as to the condition and feasibility of repair/rebuild. The following [survey](#) can be used, or we will accept a report from a restoration company. If evidence supports the replacement of any of the proposed windows, the Andersen A-series windows proposed would be an allowable replacement."

Mr. Ragucci added that WWT hired one of the City's surveyors for analysis and recommendations. The surveyor recommended the Anderson A-series windows; however, the Certificate of Approval (COA) is still pending as explained above. Mr. Ragucci stated they are following the instructions to complete the approval process. The contractor will not begin work until the issue is resolved.

Chairman Fullwood stated the same windows were used at the Peck Center in the Historic District and wondered why the same windows cannot be approved to replace the Customs House windows. Vice Chairman Cole expressed his dismay about the HDC approval process.

Commissioner Hill suggested to consider preserving and restoring the Customs House building to qualify for grant fundings.

Army Corp of Engineers (ACOE) – Chairman Fullwood

Chairman Fullwood reported still no update regarding the channel dredging.

Economic Development – Commissioner Cole

Vice Chairman Cole reported possible bonding opportunity from a pending project. Additionally, Chairman Fullwood reported the City of Callahan reached out to him with plans for a sewage treatment plant at Crawford Diamond location and may need bond financing, approximately \$10 million.

Emergency Management – Commissioner Cole

Nothing to report.

Technical Coordinating Committee (TCC) – Commissioner Hanna
Commissioner Hanna reported he was unable to attend the TCC meeting.

Transportation Planning Organization (TPO) – Commissioner Cole
Elections scheduled tomorrow. Vice Chairman Cole will provide updates at the next meeting.

Nassau Chamber of Commerce – Commissioner Hill
The Leadership Nassau class will meet at the BOCC Chambers next week. Chairman Fullwood slated to conduct a presentation on the Port.

Mr. Ragucci offered the class a tour of the Port, scheduled in the Spring 2022.

Additionally, the Chamber will host a government session for candidates' education.

City of Fernandina Beach – Commissioner Hill
Commissioner Hill requested the Board's consent to use the Ocean Highway and Port Authority name with her donation to Main Street.

Commissioner Hanna announced a Food Drive coordinated by the Coalition for the Homeless, WWT, and OHPA on December 17th. Mr. Ragucci will provide time and location.

9. Administrative Office Manager Report

Administrator's report is included in the meeting packet. There were no further questions or discussions.

10. Other items to be brought by Commissioners

Commissioner Franklin announced he will be a grandfather soon.

Adjourn

With no other questions brought before the Board, the meeting was adjourned at 9:00 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

Emergency Special Meeting Minutes

December 30, 2021

The Ocean Highway and Port Authority of Nassau County held its Emergency Special Meeting on Thursday, December 30, 2021 at the County Commissioners Chambers at the James S. Page Government Complex, 96153 Nassau Place, Yulee, Florida 32097.

The meeting was called to order at 3:00 PM by Chairman Fullwood.

The invocation was given and the Pledge of Allegiance was led by Chairman Fullwood.

There were no comments from the public.

Chairman Fullwood announced the Board will conduct a shade meeting pursuant to Florida law. On behalf of the Board, he requested the members of the public and Port staff to exit the chambers. The Board will notify the audience when the shade meeting reaches its conclusion.

Mr. Krechowski provided details regarding the shade meeting: Pursuant to Chapter 119 Florida statutes, Mr. Krechowski called a shade meeting to discuss litigation expenditures and settlement negotiations in the matter of Ronald Chip Ross versus Nassau Terminals (NT) et al, case number 2021-CA-00164, as well as the NT versus OHPA Public Records requests (multiple). The only persons authorized to attend the shade meeting were the Commissioners, Port Attorney (Mr. Krechowski), co-Council, Jeremy Gregory, and a court reporter. He expected the shade meeting to last approximately one hour. The shade meeting was transcribed by the court reporter.

After approximately one (1) hour and forty (40) minutes, Chairman Fullwood concluded the shade meeting and reconvened the public meeting.

Commissioner Hanna motioned to approve the draft, Global Release, and directed the Port Attorney to release the document to Nassau Terminals. Vice Chairman Cole second the motion.

Discussion: Commissioner Franklin asked if the aforementioned draft included what was discussed in the shade meeting. Mr. Krechowski confirmed.

A poll vote followed as such: Hill – NO, Hanna – YES, Franklin – YES, Cole – YES, and Fullwood – YES. The motion carried with a vote of 4 to 1.

Chairman Fullwood reminded the next OHPA meeting is scheduled on January 12, 2022.

Additionally, the full Board received an updated copy of the current Interlocal agreement with the City prior to this meeting. Chairman Fullwood instructed the other Board members to review the draft once again. If any issues/comments/concerns, contact Mr. Krechowski prior to next meeting.

With no other questions brought before the Board, the meeting was adjourned at 4:45 PM.

Danny Fullwood, Chairman

Date



Accountant Report

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Monthly Financial Report - December 2021

	December	YTD ACTUAL	BUDGET 2021-2022
Revenues			
Quarterly Fee	20,973.00	62,919.00	272,493.00
PILOT Payment	0.00	0.00	0.00
Audit Fee Reimbursement	0.00	0.00	0.00
Misc Income	0.00	0.00	2,000.00
Interest	0.20	3.11	60.00
TOTAL REVENUES	20,973.20	62,922.11	274,553.00
EXPENSES			
COMMISSION DIRECT			
Salaries - Commissioners	10,000.00	30,000.00	120,000.00
Payroll Taxes	952.95	2,840.17	11,361.00
Unemployment	0.00	35.46	75.00
Conferences & Travel	115.60	601.96	1,000.00
Insurance	0.00	0.00	1,134.00
Salaries - Board Attorney	18,913.30	43,959.23	30,000.00
TOTAL COMMISSION DIRECT	29,981.85	77,436.82	163,570.00
COMMISSION OPERATION			
Salaries- Accountant	1,500.00	4,500.00	18,000.00
Salaries - Office Administrator	2,457.00	7,126.44	23,535.68
Expenses - Office Administrator	622.68	1,127.90	4,000.00
Travel - Office Administrator	0.00	0.00	100.00
TOTAL COMMISSION OPERATION	4,579.68	12,754.34	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	104.17	487.63	600.00
Special Meeting - Court Reporter	0.00	0.00	0.00
Web Site	16.98	131.93	0.00
Awards & Presentations	0.00	0.00	120.00
Discretionary	0.00	0.00	720.00
TOTAL COMMISSION DISCRETIONARY	121.15	2,014.56	3,274.00
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	12,065.00	12,065.00
Audit	0.00	12,500.00	25,800.00
FL Ports Council Dues	12,025.00	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	12,025.00	36,590.00	55,115.00
TOTAL EXPENSES	46,707.68	128,795.72	267,594.68
Excess Revenues over Expenditures	-25,734.48	-65,873.61	6,958.32

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

Monthly Financial Report - December 2021

	<u>December</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	600.00	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)	74.12	230.78	1,500.00
Florida Public Utilities (Electric)	198.04	865.58	5,000.00
Maintenance	0.00	260.00	0.00
TOTAL CUSTOMS HOUSE	272.16	2,931.27	10,262.00
<u>Net Increase(decrease) in Funds</u>	<u>-272.16</u>	<u>-1,921.36</u>	<u>-10,262.00</u>

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Account Balances - December 31, 2021

Account Name	Acct Num	31-Dec	30-Nov
Operating	x3328	3,498.53	3,518.28
Money Market	x3310	15,714.23	42,714.03
Other - Admin Acct	x6714	1,106.52	55.75
Maintenance	x4519	171,310.56	166,310.56



Attorney Report

TO: OCEAN HIGHWAY AND PORT AUTHORITY

FROM: PATRICK W. KRECHOWSKI, PORT ATTORNEY

RE: ATTORNEY'S REPORT

DATE: January 10, 2022

Nassau County Property Appraiser

Ruling in favor of OHPA to reinstate tax exempt status.

Public Records Requests

Nassau Terminals requests have been withdrawn. Nassau Terminals has filed dismissal notices in court.

COFB Interlocal Agreements

Navigation Channel interlocal agreement has been approved. COFB has submitted letter to US Army Corps.

Final version of Port Development interlocal agreement has been revised and submitted for approval.

COFB v. OHPA

Hearing on OHPA's Motion to Dismiss is set for January 26, 2022.

Ross v. OHPA & World Wide Terminals

Nassau Terminals has reimbursed OHPA for legal fees associated with matter.

Hearing on Nassau Terminals Motion to Dismiss scheduled for January 30th.

Marks Gray (Ed Birk) to be retained to represent OHPA in Ross matter going forward.

Miscellaneous

Contacted bond counsel at direction of Board.

Remaining OHPA assigned tasks actively being worked on.

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT is entered into this ___ day of _____, 2022 by and between the CITY OF FERNANDINA BEACH, FLORIDA, a municipal corporation, hereinafter referred to as "CITY", and the OCEAN HIGHWAY AND PORT AUTHORITY, an independent special district of the State of Florida, hereinafter referred to as "OHPA".

WHEREAS, the City and OHPA believe it is in the best interests of the citizens of Fernandina Beach and Nassau County to coordinate and work together regarding economic development initiatives for the Port of Fernandina including but not limited to, state and federal grant applications.

WHEREAS, the City and OHPA believe it is in the best interests of the citizens of Fernandina Beach to prohibit the construction and operation of an oil/fuel refinery and/or paper mill within the Port facilities;

WHEREAS, the City and OHPA believe it is in the best interests of the citizens of Fernandina Beach to prohibit the receipt and handling of shipments or other similar deliveries of "coal ash" materials at the Port of Fernandina;

WHEREAS, the City and OHPA believe it is in the best interests of the citizens of Fernandina Beach and Nassau County to require the Port of Fernandina and Port facilities to develop and redevelop their properties in compliance with state law and the applicable City or County Comprehensive Plans in accordance with Sec. 163.3161(5-8), F.S.; and

NOW, THEREFORE, the CITY and the OHPA agree as follows:

1. The above recitals are incorporated fully herein by this reference.
2. CITY and OHPA understand and hereby agree that OHPA must comply with the following when developing, redeveloping or improving Port facilities and Port properties:
 - (a) Must comply with The Florida Building Code; and
 - (b) Must comply with The Florida Fire Protection Code; and
 - (c) Must comply with The Flood Plain Management Ordinances of the applicable jurisdiction; and
 - (d) Must comply with the requirements of any applicable State or Federal grants; and
 - (e) For development of authority-owned properties located in the Downtown Historic District of the City of Fernandina Beach as of 2021, the authority must comply with the requirements of the City of Fernandina Beach Historic District requirements delineated in the City of Fernandina Beach Land Development Code; and
 - (f) Further expansion of the Port of Fernandina and authority-owned facilities into the Downtown Historic District of Fernandina Beach is prohibited; and

(g) No development be permitted except in conformity with the applicable Comprehensive Plan, or elements or portion thereof prepared and adopted in conformity with the Community Planning Act [See F.S. 163.3161(5-8)]. The continuation of nonconforming uses and structures on the Port of Fernandina and Port Facilities shall be subject to and governed by Section 10.01.01 of the City of Fernandina Beach Land Development Code.

3. The City and OHPA hereby agree that construction and operation of an oil/fuel refinery and/or paper mill are prohibited within the Port of Fernandina facilities and property(s) within the City limits.

4. SEVERABILITY - If any section, clause, or provision of this Agreement is held invalid, the remainder of this Agreement shall be construed as not having contained said section, clause, or provision, and shall not be affected by said holding.

5. NO AGENCY - Nothing contained herein shall be construed to constitute either of the parties, nor any of its agents or employees, as the agent of the other.

6. TERM – The City and OHPA hereby agree that every four (4) years this Agreement shall be reviewed and, if agreed to by both parties, amended to better reflect the parties’ collective intentions. This Agreement shall continue in effect until terminated by mutual written agreement executed by both parties.

7. AUTHORITY & DRAFTING – Each of the parties represents to the other that the execution of this Agreement has been duly and properly authorized by the governing bodies of each of the parties and each has full authority to execute the same through its representative whose signatures appear below. This Agreement has been negotiated by the parties and jointly drafted. Ambiguities shall not be construed against any party.

8. INTEGRATION & AMENDMENT – This Agreement contains the entire agreement between the parties hereto and supersedes any prior written or oral agreements. This Agreement may be altered or modified only in writing signed by the parties hereto and approved by the governing bodies of both parties.

9. FILING – This Interlocal Agreement shall be filed with the Clerk of the Circuit Court of Nassau County, Florida, prior to its effective date, in accordance with Florida Statutes § 163.01(11).

OCEAN HIGHWAY AND PORT AUTHORITY

Danny Fullwood, as its Chairman

APPROVED AS TO FORM AND LEGALITY:

Patrick W. Krechowski, Port Attorney

CITY OF FERNANDINA BEACH, FLORIDA

By: Michael A. Lednovich
Title: Mayor

ATTEST:

Caroline Best, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Tammi E. Bach, City Attorney



FDOT

January 2022 Report

MINUTES
FDOT / Port of Fernandina Coordination Meeting
1/5/2022

Attendees: Justin Ryan (FDOT), Kyle Coffman (FDOT), Danny Fullwood (OHPA-Chairman), Chris Ragucci (WWT)

- **Discussion:**
 - **Grant Performance Review**
 - Age
 - Balances
 - Invoice Activity
 - G1700 – Lighting
 - 33 months no activity
 - G1K57-Lighting & Perimeter Security Upgrades
 - 22 months no activity
 - G1L46-Port Master Plan
 - 20 months no activity
 - **Project Reviews**
 - G0L06 (North Dock Ramp & Pilings)
 - Confirmed JPA expired 12/31/2021
 - OHPA has 120 days to submit final invoice after the expiration of the JPA
 - FDOT discussed requested changes & additional information needed to process the final invoice. This information was also provided to OHPA in a 12/29/21 e-mail
 - FDOT discussed required compliance documents needed to pay the final invoice and close the agreement. This information was also provided to OHPA in a 12/29/21 e-mail
 - Reviewed process to reallocate remaining funds to G1938
 - Discussed time sensitive nature of requested invoice changes/additional information and compliance documents as it relates to the Departments ability to reallocate funding/

ACTION ITEMS:

- OHPA to make requested invoice changes/ provide additional information and compliance documents ASAP to allow processing of final invoice

- G1938 (1-Pier Rehab; 2-Berth Dredging; 3-N. Pile Transition Bridge; 4- Portwide Concrete & Asphalt Refurbishment)
 - Awaiting completion of final phases of berth maintenance dredging activities
 - All applicable compliance documents required by the PTGA requested by the Department

ACTION ITEMS:

- OHPA to provide all applicable compliance documents to the Department
-
- G1W55 (On dock cargo facilities)
 - Port considering procurement and installation of an additional 50K sqft fabric warehouse for bulk cargo Approx. \$1.4M total cost (50/50 split = \$700K share each)

ACTION ITEMS:

- Mr. Ragucci to send FDOT design concept and location to FDOT for review & compliance with PTGA
- OHPA to make FSTED reallocation/amended project description request for \$204,147 FY22 PORB funding to complete the funding required to purchase the fabric warehouse development and construction
- FDOT will issue notice to proceed for the project based on the following:
 1. FDOT to review for design and location to confirm consistency with PTGA G1W55
 2. Approved FSTED reallocation/amended project description for \$204,147 FY22 PORB funding to complete the funding needed for the project
 3. Executed PTGA for \$204,147 FY22 PORB
 4. Compliance documents and Notice to Proceed (NTP) request from OHPA prior to beginning construction

- G1943 (1-On-port covered warehouse storage; 2- ship-to-shore gantry cranes)
 - \$1.71M remaining balance
 - FDOT reconfirmed what was stated in their 11/7/21 e-mail that new crane rigging is covered in G1943's Project Description

ACTION ITEMS:

- OHPA to make requested invoice changes/ provide additional information, compliance documents, and signed and sealed engineer certification for commissioning of cranes ASAP to allow processing of invoice #4

- G1700 (Lighting)
 - 33 months with no activity
 - Grant expires 2/28/22
 - Time extension not feasible due to lack of incremental progress over last 33 months
 - OHPA has 120 to submit final invoice after the expiration of the PTGA
 - Mr. Ragucci advised the grant would be utilized prior to its expiration on 2/28/2022
 - FDOT advised OHPA to provide all applicable compliance documents required per the PTGA once procurement process completed and Notice to Proceed (NTP) request submitted to the Department prior to commencing construction

ACTION ITEM:

- OHPA to provide compliance documents and NTP request prior to the Department prior to commencing construction

- G1K57 (lighting & fencing)
 - Mr. Ragucci OHPA confirmed would like to do repairs to fencing and guard gates
 - FDOT advised OHPA to provide all applicable compliance documents required per the PTGA once procurement process completed and Notice to Proceed (NTP) request submitted to the Department prior to commencing construction

ACTION ITEM:

- OHPA to provide compliance documents and NTP request prior to the Department prior to commencing construction

- G1L46 (Master Plan)
 - Chairman Fullwood indicated master plan work is underway
 - Chairman Fullwood discussed utilizing ARPA funding for the local match

- FDOT indicated the ARPA PTGA had not been executed by the Department, and therefore could not be utilized for reimbursement of the local match at this time

- FDOT recapped the 10/20/21 email sent to OHPA regarding outstanding items needed from OHPA for the Department to execute the PTGA

- FDOT advised OHPA the vendor must have been procured in accordance with all federal procurement guidelines and requirements to be eligible for reimbursement under the ARPA PTGA once executed

- **ACTION ITEMS:**

- OHPA to provide CCNA certification from authorized official for G1L46.

- OHPA will ultimately need to provide certification from an authorized official the Authority has met all federal procurement guidelines and requirements prior to receiving reimbursement from ARPA PTGA (yet to be executed).

- G2437 (Pier Improvements Initiative: Dock, Fender, and Mooring Device Upgrades)
 - Mr. Ragucci indicated this is a sensitive project
 - FDOT advised OHPA to provide all applicable compliance documents required per the PTGA once procurement process completed and Notice to Proceed (NTP) request submitted to the Department prior to commencing construction

ACTION ITEM:

- OHPA to provide compliance documents and NTP request prior to the Department prior to commencing construction

○ **Other discussion items**

▪ ARPA Grant

- FDOT reminded OHPA of the 10/20/2021 e-mail correspondence with Mr. Laporte and OHPA regarding outstanding spending plan and supporting documentation needed by the Department to execute the PTGA
- Once the Department receives the requested spending plan and supporting documentation from OHPA, FDOT will perform a thorough review

▪ **ACTION ITEM**

- OHPA to provide requested documentation to FDOT for review

○ **Future meetings**

- March 2, 2022



COMPLIANCE



PROJECTS



PERFORMANCE



PLANNING

January 2022 Coordination Meeting



PERFORMANCE

\$

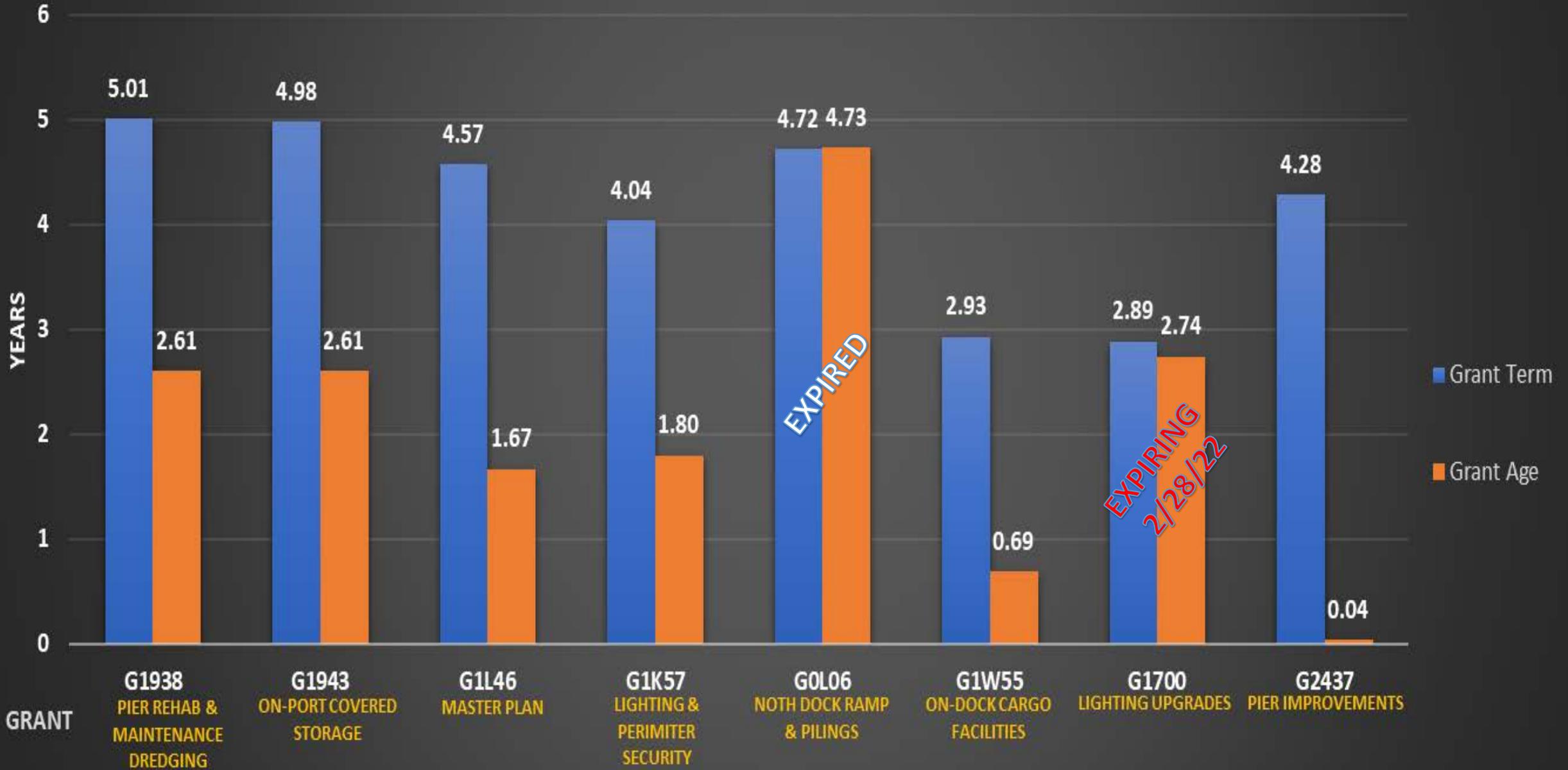
**PORTFOLIO
AGE
PROFILE**

**GRANT FUNDING
BALANCES**

**INVOICING
ACTIVITY**

GRANT INACTIVITY

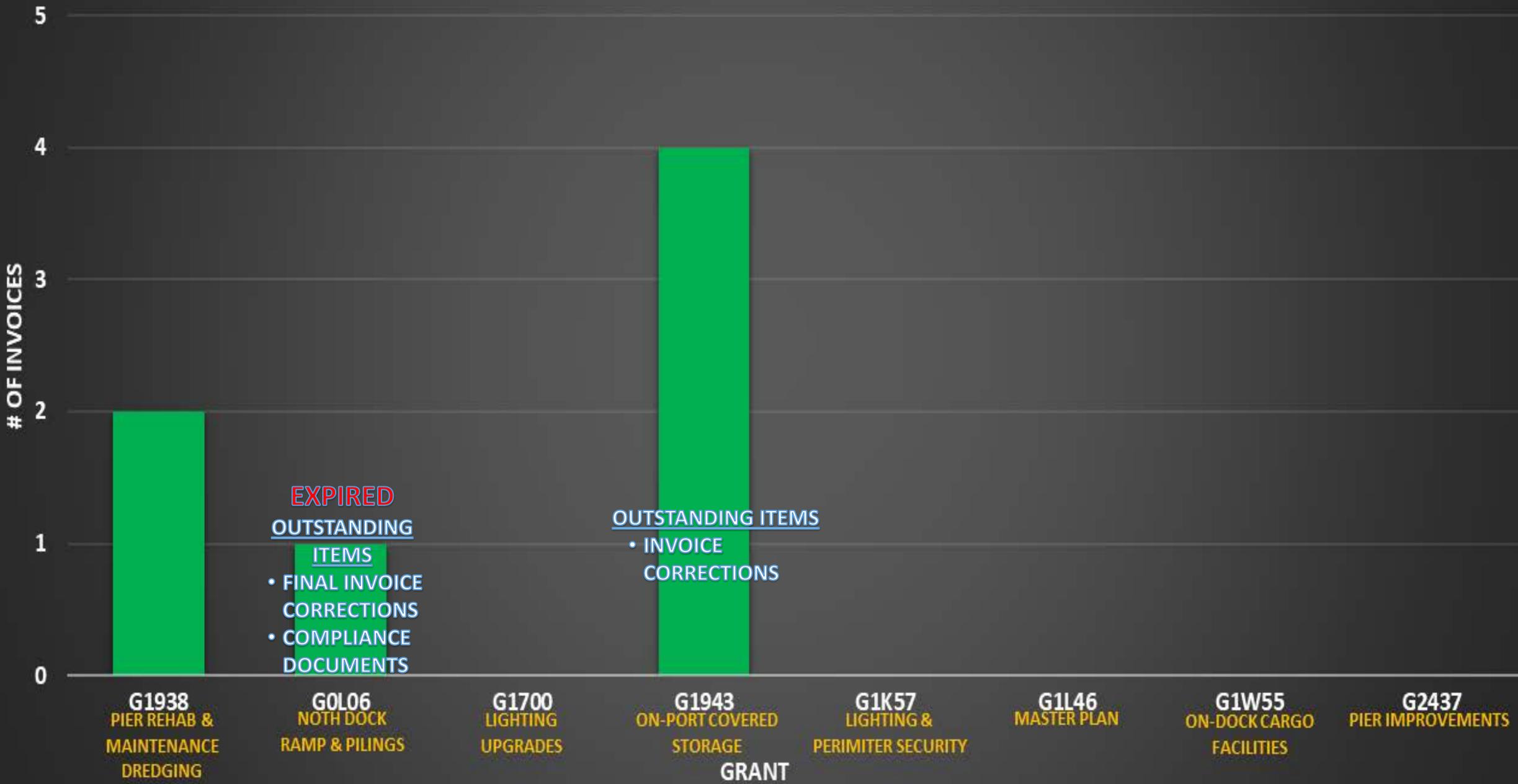
GRANT PORTFOLIO AGE PROFILE



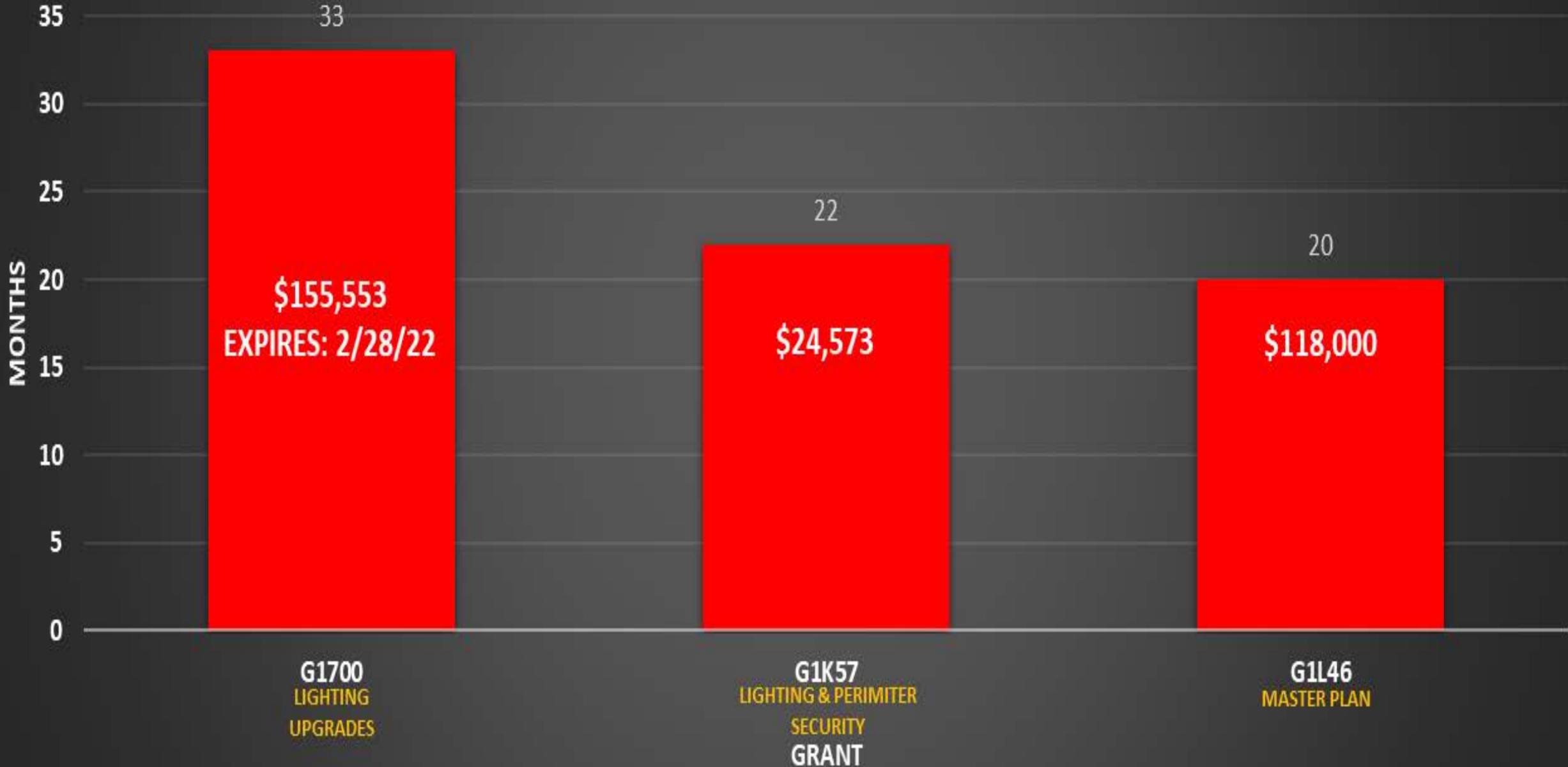
GRANT FUNDING BALANCES



GRANT INVOICING ACTIVITY



GRANT INACTIVITY



PROJECTS



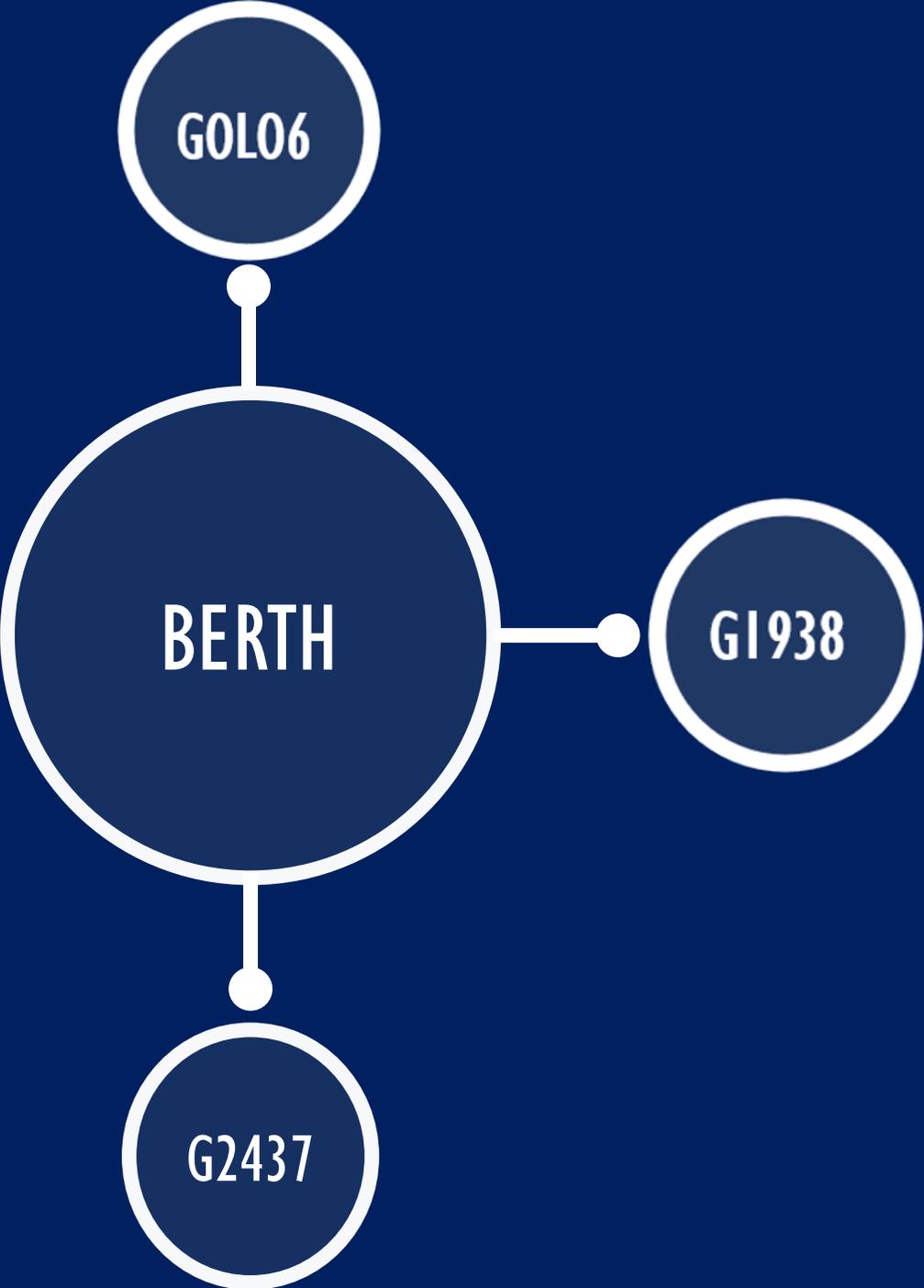
CRITICAL GRANT
MANAGEMENT ITEMS

BERTH

CARGO
IMPROVEMENTS

SECURITY

PLANNING



G0L06-EXPIRED:PLANNED REALLOCATION Q2 2022

AGREEMENT SPECIFICATIONS

TYPE: Joint Participation Agreement (JPA)

SCOPE: Design, procurement, rehab of north dock ramp & pilings on existing 1,200 linear feet of dock (as needed)

FDOT PARTICIPATION: \$195,402.00 (75%)

OHPA PARTICIPATION: \$63,134.00 (25%)

JPA START DATE: 04/12/2017

JPA END DATE: 12/31/2021 (No Further Time Extensions)

PERFORMANCE REPORT FOR STATE FUNDS

AGE OF GRANT: 4.73 Years

PERIOD OF INACTIVITY: 57 Months

REIMBURSEMENT REQUEST: 1: Pending Requested Changes / Additional Information/Compliance Documents

ORIGINAL BALANCE: \$195,402.00

EXPENDITURES: \$0

REMAINING BALANCE: \$195,402.00

CRITICAL & OUTSTANDING ITEMS

- Invoices requested to address \$0 in expenditures over the last 57 months
 - Requested by FDOT at the following coordination meetings:
 - 7/8/2020, 9/23/2020, 11/4/2020, 12/2/2020, 1/6/2021, 3/17/2021, 5/5/2021, 6/17/2021, 8/18/2021, 11/3/2021

STATUS UPDATES FROM PORT

AUGUST 2021 OHPA indicated an invoice for design for \$80,000 design work was imminent. OHPA to Request reallocation from FSTED.

JUNE 2021 OHPA indicated an invoice for design work was imminent. Six (6) months from JPA expiration.

MAY 2021 OHPA indicated an invoice for design work was imminent

MARCH 2021 OHPA indicated an invoice for design work was imminent

JANUARY 2021 OHPA indicated an invoice for design work would be submitted in Q1 2021.

DECEMBER 2020: OHPA requested JPA time extension was received and approved by FDOT. JPA expiration date extended to 12/31/21. OHPA indicated an invoice for design work would be submitted in January 2021.

NOVEMBER 2020: Indicated a formal request would be forthcoming for time extension.

SEPTEMBER 2020: Indicated more time is needed to execute the project. Estimated completion date of 12/31/2021 provided to the Department.

JULY 2020: Invoices forthcoming for North Dock Ramp Design Work

APRIL 2020: Unsatisfactory bids received, considering rebidding the project.

GOL06-REALLOCATION PROCESS

- **GOL06 — JPA Expiration**
 - **OHPA** provides final invoice for payment for any outstanding reimbursements
 - Please refer to following slide for requested changes/additional information
 - **OHPA** provides outstanding compliance documents
 - Please refer to following slide for needed compliance documents
 - **FDOT** processes final invoice
 - **FDOT** closes out the contract (JPA).
 - **FDOT** unencumbers the remaining funds
- **Reallocation - G1938 Amendment 03**
 - **FDOT** adds the remaining balance of funds from GOL06 (\$195,402.00) when budget becomes available **after February 2022**.
 - **FDOT** routes G1938 Amendment 03 (**Will be sent to OHPA electronically via DocuSign for execution**)
 - **OHPA** signs PTGA Amendment
 - **FDOT** executes PTGA Amendment

Joint Participation Agreement G0L06

#	Invoice #1				
	Invoice/JPA Component	Requested Change / Additional Information Requested	Invoice PDF Page(s)	Referenced Attachment	Referenced Attachment PDF Page(s)
1	Seaport Grant Program Project Invoice Form	Requested Change: Change Invoice number to "1-Final" (This is necessary because G0L06 is expiring on 12/31/21 and funds will be reallocated to G1938 in February 2022)			
2	Seaport Grant Program Project Invoice Form	Requested Change: Change Total FDOT Grant Amount by Project Phase to \$195,402.00	1-6	G0L06.JPA .SUP.1	
3	Seaport Grant Program Project Monitoring Status Report Form	Requested Change: Dates of reporting period; Change "from" date to the earliest beginning service date of work associated with Invoice #INV-0003529517 (see 3 rd Party Invoices Component comments below)			
4	Seaport Grant Program Project Monitoring Status Report Form	Requested Change: Dates of reporting period; Change "to" date to 1/31/2020			
5	Seaport Grant Program Project Monitoring Status Report Form	Requested Change: Adjust grant Funds Remaining to reflect Grant Amount by Project Phase to \$195,402.00		G0L06.JPA .SUP.1	
6	3 rd Party Invoices	Additional Information Requested: Invoice #INV-0003529517: Beginning service date & breakdown of cost by labor & reimbursables. (Can be provided via e-mail)	4&5		
7	3 rd Party Invoices	Additional Information Requested: If Invoice #INV-0003529517 includes Travel expenses (reimbursables) travel expenses shall be submitted on the Department's Contractor Travel Form No. 300-000-06 in conformance with Section 112.061 Florida Statutes, Chapter 691-42 Florida Administrative Code, and Department of Financial Services Reference Guide for State Expenditures	4&5	G0L06.JPA.Original / Contractor Travel Form	Page 8 (Para 7.14) JPA/ Pages 1&2 of Contractor Travel Form
8	3 rd Party Invoices	Additional Information Requested: Invoice #INV-0003545121: Beginning service date & breakdown of cost by labor & reimbursables (Can be provided via e-mail)	4&5		
9	3 rd Party Invoices	Additional Information Requested: If Invoice #INV-0003545121 includes Travel expenses (reimbursables) travel expenses shall be submitted on the Department's Contractor Travel Form No. 300-000-06 in conformance with Section 112.061 Florida Statutes, Chapter 691-42 Florida Administrative Code, and Department of Financial Services Reference Guide for State Expenditures	4&5	G0L06.JPA.Original / Contractor Travel Form	Page 8 (Para 7.14) JPA/ Pages 1&2 of Contractor Travel Form
10	Seaport Grant Program Project Invoice Form	Requested Change: Please update form to reflect the beginning service date for Invoice #INV-0003529517	1		
11	Seaport Grant Program Project Monitoring Status Report	Requested Change: Please update report to reflect the beginning service date for Invoice #INV-0003529517	2		
12	Statement of Distribution of Project Cost and Credits	Requested Change: Please update statement to reflect the beginning service date for Invoice #INV-0003529517	3		

Required Compliance Documents				
#	JPA Component	Requested Document	Referenced Attachment	Referenced Attachment PDF Page(s)
1	Consultant Selection Compliance (CCNA Certification)	Requested Document: Public Agency Attorney Certification. Please refer the Chapter 287.055, Florida Statutes	G0L06.JPA.Original	Page 10 (Para 10.21)
2	Design Submittal 100% Plans, Specifications and Contract Documents	Requested Document: Per Exhibit "A" supporting documentation will be quantifiable, measurable and verifiable to allow for a determination that incremental progress has been made, and provide evidence of progress commensurate with the payment requested <ul style="list-style-type: none"> • Please provide the Department with the Design Bid Package and 35% design plans/spec (As indicated in the Seaport Grant Program Project Monitoring Status Report) • Please notify the Department if file size is too large to send via e-mail and the Department will provide a file transfer link 	G0L06.JPA.Original	Page 19
3	Procurement of Commodities or Contractual Services	Requested Document: Public Agency Attorney Certification for Procurement of Commodities or Contractual Services. Please refer the Chapter 287.017 and 287.057, Florida Statutes	G0L06.JPA.Original	Page 10 (Para 10.22)
4	3 rd Party Agreements	Requested Document: Third Party contract between the Agency and the Design Engineer	G0L06.JPA.Original	Page 10 (Para 10.22) Page 21

AGREEMENT SPECIFICATIONS

TYPE: Public Transportation Grant Agreement (PTGA)

SCOPE: This project includes several components that rehabilitate or refurbish existing cargo facilities, including **Component I:** Address items identified in a 2019 engineering condition report completed by the Port, including pier structure rehabilitation and refurbishment of deteriorated and damaged components. This component is reimbursable at a matching ratio of 75% Department / 25% Agency. **Component II:** Berth maintenance dredging from -34 feet at Mean Low Water (MLW) to the authorized depth of -40 feet at MLW, allowing the full utilization of the berth by vessels calling the port. This component is reimbursable at a matching ratio of 75% Department / 25% Agency. **Component III:** Rehabilitation of the north pile-supported transition bridge and the reinforced concrete ramp that leads from the end of the bridge to the cargo yard. This component is reimbursable at a matching ratio of 75% Department / 25% Agency. **Component IV:** Refurbishment of concrete and asphalt surfaces on the Port.

FDOT PARTICIPATION: \$1,133,592 (75%) Components I-III or (50%) Component IV NTE \$750,000.00

OHPA PARTICIPATION: \$377,864 (25%) Components I-III or (50%) Component IV

PTGA START DATE: 5/29/2019

PTGA END DATE: 05/31/2024

PERFORMANCE REPORT FOR STATE FUNDS

AGE OF GRANT: 2.61 Years

LAST INVOICING ACTIVITY: 9/2020

REIMBURSEMENT REQUEST: 2

EXPENDITURES: \$212,612.55

REMAINING BALANCE: \$920,979.45

CRITICAL & OUTSTANDING ITEMS

- Applicable Compliance Documents Required Once Procurement Process Completed: CCNA certification; Final Plans/Specs/Bid Documents; Certification from the Agency's Authorized Official regarding 287.057 F.S.; Certification from the Agency's Authorized Official regarding Necessary Permits, 3rd Party Agreements (Contractor, CEI, and Design)
- Notice to Proceed needs to be requested before beginning construction for Components I,III, and IV

G1938

STATUS UPDATES FROM PORT

NOVEMBER 2021: Awaiting completion of final phases of berth maintenance dredging activities

AUGUST 2021: Billing for maintenance dredging and planning / engineering work is imminent. Additional dredging work expected.

JUNE 2021: Billing for maintenance dredging and planning / engineering work is imminent.

MAY 2021: Billing for maintenance dredging and planning / engineering work is imminent.

MARCH 2021: Billing for maintenance dredging and planning / engineering work is imminent.

JANRUARY 2021: Port indicated various concrete and asphalt surfaces on the Port needed to be refurbished asked Department to explore opportunities to perform work under G1938

DECEMBER 2020: Maintenance dredging will be completed up by Jan/Feb 2021. Billing for maintenance dredging and planning / engineering work for the pier will be included in next invoice to be submitted in Jan/Feb 2021.

NOVEMBER 2020: No activity.

SEPTEMBER 2020: Invoice for maintenance dredging to be provided to the Department.

JULY 2020: No progress on the pier structure refurbishment; Maintenance dredging has been temporarily stopped due to limited berth availability

APRIL 2020: Port indicated maintenance dredging substantially complete (85%-95%) with contractor returning in May. Pier refurbishment to begin later in the year.

G2437

AGREEMENT SPECIFICATIONS

TYPE: Public Transportation Grant Agreement (PTGA)

SCOPE: Port of Fernandina's Pier Improvement initiative. Improvements to the dock include design, procurement and installation of upgrades to mooring devices, fendering systems and the dock itself.

FDOT PARTICIPATION: \$197,194.00 (75%)

OHPA PARTICIPATION: \$65,731.00 (25%)

PTGA START DATE: 12/20/2021

JPA END DATE: 3/31/2026

PERFORMANCE REPORT FOR STATE FUNDS

AGE OF GRANT: 16 days

LAST INVOICING ACTIVITY: N/A

REIMBURSEMENT REQUEST: 0

EXPENDITURES: \$0

REMAINING BALANCE: \$197,194.00



STATUS UPDATES FROM PORT

GIW55

CARGO
IMPROVEMENTS

GI943

GIW55

AGREEMENT SPECIFICATIONS

TYPE: Public Transportation Grant Agreement (PTGA)

SCOPE: Environmental, design and construction work of covered storage space required to complete the building development activities associated with the Port's on-dock cargo facilities initiative

FDOT PARTICIPATION: \$550,000.00 (50%)

OHPA PARTICIPATION: \$550,000.00 (50%)

PTGA START DATE: 04/26/2021

JPA END DATE: 3/21/2024

PERFORMANCE REPORT FOR STATE FUNDS

AGE OF GRANT: 6.0 months

LAST INVOICING ACTIVITY: N/A

REIMBURSEMENT REQUEST: 0

EXPENDITURES: \$0

REMAINING BALANCE: \$550,000.00



STATUS UPDATES FROM PORT

NOVEMBER 2021: OHPA considering procurement and installation of an additional approx. 50K sqft fabric warehouse for bulk cargo. Approx. \$1.4M total cost (50/50 split = \$700K share each)
Fabric warehouse would potentially be located NE section of terminal. Mr. Ragucci to provide conceptual plan to FDOT

AUGUST 2021: Internal planning. Anticipate moving forward in the near future with concept development and preliminary designs

JUNE 2021: None

GIW55

CRITICAL & OUTSTANDING ITEMS

- Background information and concept for review of 50K Sq. Ft. Fabric Warehouse
 - Approximate cost \$1.4M
 - FDOT to determine if concept is consistent with Grant GIW55
- OHPA funding plan for the remaining unfunded project balance of approximately \$300,000 (\$150K FDOT / \$150K OHPA)
 - FDOT will not issue a Notice To Proceed (NTP) until funding for the entire project is identified and under an executed Grant

COMPLIANCE ITEMS

- Applicable Compliance Documents Required Once Procurement Process Completed: CCNA certification; Final Plans/Specs/Bid Documents; Certification from the Agency's Authorized Official regarding 287.057 F.S.
- Certification from the Agency's Authorized Official regarding Necessary Permits, 3rd Party Agreements (Contractor, CEI, and Design)
- Notice to Proceed needs to be requested before beginning construction

AGREEMENT SPECIFICATIONS

TYPE: Public Transportation Grant Agreement (PTGA)

SCOPE: Component #1: Environmental, design and construction work related to the development of on-port covered warehouse storage. Department participation for this component of the Project is approximately \$110,791.00. **Component #2:** Procurement and installation of capital equipment, specifically ship-to-shore gantry crane(s). Once delivered, the crane(s) will be retrofitted and installed on waterside crane rails. Department participation for this second component of the Project is approximately \$2,789,209.00.

FDOT PARTICIPATION: \$2,900,000.00 (37.18%)

OHPA PARTICIPATION: \$4,900,000.00 (62.82%)

PTGA START DATE: 05/29/2019

JPA END DATE: 5/21/2024

PERFORMANCE REPORT FOR STATE FUNDS

AGE OF GRANT: 2.61 Years

LAST INVOICING ACTIVITY: 6/2021

REIMBURSEMENT REQUEST: 4: Pending Requested Changes / Additional Information

EXPENDITURES: \$1,719,605.51

REMAINING BALANCE: \$1,180,394.49

CRITICAL & OUTSTANDING ITEMS

- Please refer to following slide for requested changes/additional information needed to process invoice #4
- Signed and sealed engineer certification for crane completion and commissioning

Public Transportation Grant Agreement G1943

Invoice #4

#	Invoice/PTGA Component	Requested Change / Additional Information Requested	Invoice PDF Page(s)	Referenced Attachment	Referenced Attachment PDF Page(s)
1	Seaport Grant Program Project Invoice Form	<p>Requested Changes: Total FDOT Grant Amount by Project Phase to the following:</p> <ul style="list-style-type: none"> • Environmental/Design/Construction: \$133,471.00 (Per PTGA G1943 Amendment No.2) <ul style="list-style-type: none"> ○ Total Previous Amount Paid : \$110,790.50 (Please verify: This should reflect the amount the Department has reimbursed OHPA for the On-Port Covered Storage) ○ Travel cost are not allowed per PTGA G1943 • Capital equipment/Preventative Maintenance: \$2,766,529 (Per PTGA G1943 Amendment No.2) <ul style="list-style-type: none"> ○ Total Previous Amount Paid : \$1,608,815.00 (Please verify: This should reflect the amount the Department has reimbursed OHPA for Ship to Shore Cranes) 	1	G1943.PTGA.Original G1943.PTGA.A2	Page 3: G1943.PTGA.Original Page 7: G1943.PTGA.A2
2	Seaport Grant Program Project Invoice Form	<p>Requested Change: reduce total for current invoice for amount requested for FDOT grant for Environmental/Design/Construction project phase to reflect the ineligible travel cost</p> <ul style="list-style-type: none"> • Reduce all impacted amounts on the form accordingly 	1		
3	Seaport Grant Program Project Monitoring Status Report Form	<p>Requested Change: Dates of reporting period; Change “from” date to the earliest beginning service date of work associated with Invoice #INV- 0003509107 (see 3rd Party Invoices Component comments below)</p>	2		
4	Seaport Grant Program Project Monitoring Status Report Form	<p>Requested Change: Dates of reporting period; Change “to” date to 11/30/2021</p>	2		
5	Seaport Grant Program Project Monitoring Status Report Form	<p>Requested Change: Adjust grant funds expended and grant fund remaining to reflect the ineligible travel cost associated with the Environmental/Design/Construction project phase</p>	2		
6	3 rd Party Invoices	<p>Additional Information Requested: Invoice #INV- 0003509107-Beginning service date (Can be provided via e-mail)</p>	6		
7	3 rd Party Invoices	<p>Additional Information Requested: Invoice #INV- 0003529516-Beginning service date (Can be provided via e-mail)</p>	5		
8	3 rd Party Invoices	<p>Additional Information Requested: Invoice #INV- 0003543949-Beginning service date (Can be provided via e-mail)</p>	4		
10	Seaport Grant Program Project Invoice Form	<p>Requested Change: Please update form to reflect the beginning service date for Invoice #INV-0003509107</p>	1		
11	Seaport Grant Program Project Monitoring Status Report	<p>Requested Change: Please update report to reflect the beginning service date for Invoice #INV-0003509107</p>	2		
12	Statement of Distribution of Project Cost and Credits	<p>Requested Change: Please update statement to reflect the beginning service date for Invoice # INV-0003509107</p>	3		
13	Statement of Distribution of Project Cost and Credits	<p>Requested Change: Reduce totals for the On Port Covered Storage to reflect the ineligible travel cost</p> <ul style="list-style-type: none"> • Reduce all impacted amounts on the statement accordingly 	3		
14	Statement of Distribution of Project Cost and Credits	<p>Requested Change: Reduce total grant amount to \$5,892,043.00 to reflect the changes that resulted from PTGA G1943 Amendment No.2</p>	3	G1943.PTGA.A2	Page 7: G1943.PTGA.A2

STATUS UPDATES FROM PORT

NOVEMBER 2021: Gauge change complete. Undergoing operational testing prior to commissioning. Mr. Ragucci advised approx. \$200K will remain on grant after all crane activities are complete. Asked if FDOT would be agreeable to using balance to procure and install new rigging for crane.

AUGUST 2021: Invoice (#4) imminent for ship-to-shore gantry crane(s) of \$148K for Hitachi Crane Demolition. Crane work expected to be substantially complete by October.

JUNE 2021: Invoice (#3) imminent for ship-to-shore gantry crane(s).

MAY 2021: Final invoice (#2) for fabric warehouse and crane procurement imminent

MARCH 2021: Final invoice (#2) for fabric warehouse and engineering/design work on-port covered warehouse storage is imminent.

JANUARY 2021: Final invoice (#2) for fabric warehouse expected to be transmitted by the end January to FDOT.

DECEMBER 2020: Final invoice (#2) for fabric warehouse expected to be transmitted in January 2021 to FDOT. Request submitted for ship to shore crane acquisition by OHPA.

SEPTEMBER 2020: Invoice for 15,400 sq. ft +/- fabric warehouse expected to be transmitted in October.

AUGUST 2020: Port requested Notice to Proceed for 15,400 sq. ft +/- fabric warehouse

JULY 2020: Contract approved for 15,400 sq. ft +/- fabric warehouse

APRIL 2020: Bids received for 77,000 square feet of on-port covered storage exceeded project budget.

GI700

SECURITY

GIK57

GI 700 EXPIRES: 2/28/22

AGREEMENT SPECIFICATIONS

TYPE: Public Transportation Grant Agreement (PTGA)

SCOPE: Construction of lighting upgrades on port grounds and warehouse facilities

FDOT PARTICIPATION: \$155,553.00 (75%)

OHPA PARTICIPATION: \$51,851.00 (25%)

PTGA START DATE: 04/09/2019

JPA END DATE: 02/28/2022 (No Further Time Extensions)

PERFORMANCE REPORT FOR STATE FUNDS

AGE OF GRANT: 2.74 Years

PERIOD OF INACTIVITY: 33 Months

REIMBURSEMENT REQUEST: 0

ORIGINAL BALANCE: \$155,553.00

EXPENDITURES: \$0

REMAINING BALANCE: \$155,553.00

CRITICAL & OUTSTANDING ITEMS

- Invoices requested to address \$0 in expenditures over the last 33 months
 - Requested by FDOT at the following coordination meetings:
 - 7/8/2020, 9/23/2020, 11/4/2020, 12/2/2020, 1/6/2021, 3/17/2021, 5/5/2021, 6/17/2021, 8/18/2021, 11/3/2021
- Applicable Compliance Documents Required Once Procurement Process Completed: CCNA certification; Final Plans/Specs/Bid Documents; Certification from the Agency's Authorized Official regarding 287.057 F.S; Certification from the Agency's Authorized Official regarding Necessary Permits, 3rd Party Agreements (Contractor, CEI, and Design)
- Notice to Proceed needs to be requested before beginning construction

GI 700 EXPIRES: 2/28/22

STATUS UPDATES FROM PORT

NOVEMBER 2021: Project still undergoing scoping.

AUGUST 2021: Ongoing system evaluation to finalize scope of project

JUNE 2021: Ongoing system evaluation to finalize scope of project

MAY 2021: Ongoing system evaluation to finalize scope of project

MARCH 2021: Refining scope

JANUARY 2021: Refining scope. Anticipate soliciting bids in first quarter 2021. Spend down expected in second quarter of 2021

DECEMBER 2020: Refining scope. Anticipate soliciting bids in January 2021. Spend down expected in first quarter of 2021

NOVEMBER 2020: Expect bids in December with January 2021 start date. Q1 2021 spenddown should begin.

SEPTEMBER 2020: Will update FDOT on progress at next coordination meeting. Time extension may be requested

JULY 2020: Scope of work under development; Assessing the degree of underground electrical work needed

APRIL 2020: Out for bid; finalizing design

G1K57

AGREEMENT SPECIFICATIONS

TYPE: Public Transportation Grant Agreement (PTGA)

SCOPE: Remainder of lighting & Perimeter Security Upgrades (Guard Gates/Port Boundary Fencing)

FDOT PARTICIPATION: \$24,573.00 (75%)

OHPA PARTICIPATION: \$8,191.00 (25%)

PTGA START DATE: 03/18/2020

PTGA END DATE: 03/31/2024

PERFORMANCE REPORT FOR STATE FUNDS

AGE OF GRANT: 1.80 Years

PERIOD OF INACTIVITY: 22 months

REIMBURSEMENT REQUEST: 0

ORIGINAL BALANCE: \$24,573.00

EXPENDITURES: \$0

REMAINING BALANCE: \$24,573.00

CRITICAL & OUTSTANDING ITEMS

- Invoices requested to address \$0 in expenditures over the last 22 months
 - Requested by FDOT at the following coordination meetings:
 - 5/5/2021
 - 6/17/2021
 - 8/18/2021
 - 11/3/2021

▪ Applicable Compliance Documents Required Once Procurement Process Completed: CCNA certification; Final Plans/Specs/Bid Documents; Certification from the Agency's Authorized Official regarding 287.057 F.S.; Certification from the Agency's Authorized Official regarding Necessary Permits, 3rd Party Agreements (Contractor, CEI, and Design)

▪ Notice to Proceed needs to be requested before beginning construction



STATUS UPDATES FROM PORT

NOVEMBER 2021: Mr. Ragucci advised fencing repairs were needed and asked FDOT for NTP requirements.

AUGUST 2021 No activity. Phase I of lighting improvements to be covered under G1700

MAY 2021 No activity. Phase I of lighting improvements to be covered under G1700

MARCH 2021 No activity. Phase I of lighting improvements to be covered under G1700

JANUARY 2021 No activity. Phase I of lighting improvements to be covered under G1700

DECEMBER 2020: No activity. Phase I of lighting improvements to be covered under G1700

NOVEMBER 2020: No activity

SEPTEMBER 2020: No activity phase I of lighting improvements to be covered under G1700

JULY 2020: No activity

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graph TD; GIL46((GIL46)) --- PLANNING((PLANNING));
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GIL46

PLANNING

GIL46

AGREEMENT SPECIFICATIONS

TYPE: Public Transportation Grant Agreement (PTGA)

SCOPE: Master Plan

FDOT PARTICIPATION: \$118,000.00 (50%)

OHPA PARTICIPATION: \$118,000.00 (50%)

PTGA START DATE: 05/05/2020

PTGA END DATE: 11/30/2024

PERFORMANCE REPORT FOR STATE FUNDS

AGE OF GRANT: 1.67 Years

PERIOD OF INACTIVITY: 20 months

REIMBURSEMENT REQUEST: 0

ORIGINAL BALANCE: \$118,000.00

EXPENDITURES: \$0

REMAINING BALANCE: \$118,000.00

CRITICAL & OUTSTANDING ITEMS

- Invoices requested to address \$0 in expenditures over the last 20 months
 - Requested by FDOT at the following coordination meetings:
 - 5/5/2021, 6/17/2021, 8/18/2021, 11/3/2021
- Applicable Compliance Documents Required Once Procurement Process Completed: CCNA certification; Final Plans/Specs/Bid Documents; Certification from the Agency's Authorized Official regarding 287.057 F.S.



STATUS UPDATES FROM PORT

NOVEMBER 2021: OHPA advised contract with vendor had been executed and work was underway

AUGUST 2021 Execution of contract with vendor imminent

JUNE 2021 Special meeting being held on 6/17/21 to Interview RFQ Candidate

MAY 2021 RFQ publication imminent

MARCH 2021 OHPA to hold special meeting to discuss March 30th Special Meeting to Discuss RFQ

JANRUARY 2021 OHPA indicated RFQ to be discussed at February OHPA Board Meeting

DECEMBER 2020: To be discussed at December OHPA Board meeting with advertisement planned for Q1 2021.

NOVEMBER 2020: Anticipated December advertisement with work to begin in Q1 2021.

SEPTEMBER 2020: Initial stages of RFP development for consultant acquisition planned for Q4 2020

JULY 2020: No activity

**CRITICAL
GRANT
MANGEMENT
ITEMS**

**UNRESOLVED
ITEMS**

UNRESLOVED ITEMS

- Invoices for the following JPAs & PTGAs with \$0 in expenditures and have been inactive for 12 months or longer:
 - JPAs & PTGAs
 - **G0L06:EXPIRED 12/31/21 Reallocation Approved-Expected to Occur Q2 2022**
 - 57 months no activity
 - \$0 expenditures
 - \$195,402.00 remaining balance
 - **G1700**
 - **EXPIRES 2/28/22-No Further Time Extensions**
 - 33 months no activity
 - \$0 expenditures
 - \$155,553.00 remaining balance
 - G1K57
 - 22 months no activity
 - \$0 expenditures
 - \$24,573.00 remaining balance
 - G1L46
 - 20 months no activity
 - \$0 expenditures
 - \$118,000.00 remaining balance
- Requested by FDOT at the following coordination meetings:
 - 7/8/2020, 9/23/2020, 11/4/2020, 12/2/2020, 1/6/2021, 3/17/2021, 5/5/2021, 6/17/2021, 8/18/2021, 11/3/2021

UNRESLOVED ITEMS

OHPA's Response to 10/20/21 FDOT ARPA E-mail (Below) is needed to enable FDOT's execution of OHPA's ARPA PTGA

Good afternoon. Thank you for your email. In order move forward on execution of the grant agreement and subsequent submittal / processing of any invoices, the Department first needs two items to be addressed, as outlined below.

Item 1: Spending Plan.

- **Template attached.** Please see attached.
- **Included in grant agreement.** "Exhibit H" of the grant agreement is a template for the spending plan.
- **Do not modify form.** The form of the template must not be modified. Note, the document submitted on 10/19/2021 appears to have substantially modified the contents of the Department's template.
- **Applicable federal requirements.** Please note, in addition to all applicable state laws and requirements, federal funds provided through the grant agreement, must only be used for allowable cost. All expenditures, procurements and contracts must align with applicable federal laws and programmatic requirements.
- **Cost incurred.** Please see item 2 below. Please provide general accounting narrative(s) of previously incurred cost (e.g., From 03/03/2021, the sub-recipient incurred \$\$\$ for X ...).
- **Detailed accounting of planned cost.** Please provide detailed accounting narrative(s) of how the proposed planned cost will be used (\$114,179.47). Sufficient detail needs to be provided for the Department to determine if cost are allowable, reasonable and achievable. For level of detail, please outline cost by 30-day increments, by major cost category (e.g., salaries, benefits, utilities), exactly how each dollar of federal funding will be used. For payments to vendors (i.e., non-Port entities), please identify each vendor whom will receive compensation of \$50,000 or more from the Port.
- **Contracts for planned cost.** Please be proactive. All expenditures, procurements and contracts must align with applicable federal laws and programmatic requirements. The grant agreement provides for the Department's review of all third party agreements. Please provide a copy of all third party agreements and associated procurement files.

Item 2: Supporting Documentation.

- **Template attached.** Please see attached.
- **Format described in grant agreement.** "Exhibit G" of the grant agreement describes how supporting documentation must be submitted. This attached template aligns with the format described in the grant agreement.
- **Cover Sheet (Page 1 of 7).** Please populate the cover sheet for previously incurred cost.
- **Tab 1. Current Bank Statement for the Interest Generating Account (Page 2 of 7).** Please write "Not applicable."
- **Tab 2. One or more tables which list and summarize expenditures (i.e., invoice or purchase order number and date; vendor name; service dates; dollar amount) in the order the supporting documentation appears in the package. (Page 3 of 7).** Please provide this information for previously incurred cost (e.g., March 3, 2021 thru July 2021). As outlined in the grant agreement, these expenditure summary tables should allow the Department to conduct an expedited review of included supporting documentation (e.g., be legible, have a total column).
- **Tab 3. Operating Expenses, Supporting Documentation (Organized supporting documentation by allowable costs category) (Page 4 of 7).** Please copy this tab, as needed, for other cost categories (e.g., Business Planning, if applicable, would be another tab). Please provide detailed documentation to support the allowable costs reported in the cover sheet. Please note, required formats for supporting documentation are described in "Exhibit J" of the grant agreement.
- **Tab 4. Contracts over \$50,000 (Page 5 of 7).** If applicable, all requested information needs to be populated for each vendor.
- **Tab 5. Evidenced-based intervention (Page 6 of 7).** Please fill out this table, and update as needed in future supporting documentation packages.
- **Tab 6. Updated Response Spending Plan (Page 7 of 7).** Please write "Not applicable."

Next Steps.

- **Spending Plan.** Port submits a detailed Spending Plan on the Department's template. The Department reviews the spending plan to determine if cost are allowable, reasonable and achievable.
- **Grant.** Once a spending plan has been approved, the Department processes an encumbrance (i.e., binding funds to contract), and executes agreement.
- **Supporting documentation.** Port submits a detailed Supporting Documentation package using the Department's template. As requested, Department will provide an FTP (File Transfer) link for the Port to upload and share large (i.e., greater than 20 mega byte files) supporting documentation files.
- **Invoice.** Once supporting documentation has been approved, the Port submits an invoice.
- **Supporting documentation.** Per "Exhibit B2", the Port submits monthly supporting documentation packages for any advanced funds (e.g., planned cost, 90 day spending plan).

PLANNING



PROJECT
DEVELOPMENT

FDOT
UPDATES

NEXT
STEPS

Example Roadmap: Public Transportation Grant Agreement (PTGA)

*FSTED Allocation Example
(Based on Calendar Year)*



The execution of a PTGA by both Parties shall be deemed a Notice to Proceed to the Agency for the design phase or other non-construction phases of the Project. If the Project involves a construction phase, the Agency shall not begin the construction phase of the Project until the Department issues a Notice to Proceed for the construction phase. Prior to commencing the construction work described in the attached Agreement, the Agency shall request a Notice to Proceed from the Department's Project Manager, Justin Ryan (email: Justin.Ryan@dot.state.fl.us) or from an appointed designee. Any construction phase work performed prior to the execution of this required Notice to Proceed is not subject to reimbursement.

FDOT UPDATES

N/A

NEXT STEPS

- Upland cargo improvements initiative PTGA
 - FY22 PORB Funding-FSTED
 - \$204,147.00 FDOT/ \$204,147.00 OHPA
 - OHPA determination regarding utilizing funding for upland cargo improvements requested in FSTED application or request to FSTED (OHPA Initiated) for reallocation and/or amended project description to fund outstanding balance of approximately \$300,000 for 50K Sq. Ft. fabric warehouse?
 - 4/29/22 FDOT deadline to make changes or risk funding being rolled forward to FY23.
- Next Coordination Meeting
 - 4:00pm on March 2nd



Administrative Office Manager Report

ADMINISTRATIVE OFFICE MANAGER'S REPORT
December 2021

Hours Worked December – 86.5

- Attended and completed meeting minutes for December 8 Monthly meeting
- Attended and completed meeting minutes for December 30 Emergency Special Meeting
- Invoices paid and entered into QuickBooks
- Payroll entered into QuickBooks (meeting with Joanne)
- Bank transactions (transfers, online)
- Responded to all emails, voicemails, and corresponding documents/letters, Commissioners' and Port Accountant requests
- Website Updates
- Purchased office supplies
- Returned items to LD Products (toner cartridges)
- Electronic file organizing
- Responded/Researched documents requests
- PTO (Christmas)
- Corresponded with IT support for PRR
- Collaborated with City Clerk (Caroline Best) to schedule Joint meeting with COFB
- Collaborated with Susan Gilbert (BOCC) for OHPA's 2022 meeting schedule

Public Records Request Received in December- 14