

Ocean Highway & Port Authority

Robert Sturgess – Commissioner, District 1
Danny Fullwood – Commissioner, District 2
Adam Salzburg – Chairman, District 3
Carroll Franklin – Vice Chairman, District 4
Lissa Braddock – Secretary/Treasurer, District 5

Minutes

June 13, 2018

The meeting is held on Wednesday, June 13, 2018, in the County Commission Chambers at the James Page Governmental Complex, Yulee, FL.

The meeting is called to order at 6:08 p.m.

The invocation was given by Commissioner Fullwood, as well as his leading the Pledge of Allegiance. Roll call was conducted by Chairman Salzburg. Present: Commissioner Sturgess, Commissioner Fullwood, Commissioner Salzburg, Commissioner Franklin; Absent: Commissioner Braddock. Also present were: Mr. Clyde Davis, Attorney for the Board; Mr. Pierre LaPorte, Accountant for the Board; and, Ms. Laura DiBella, Port Director.

Chairman Salzburg welcomed those in the audience and thanked them for attending this meeting; he asked if anyone had signed up to speak.

Chairman Salzburg recognized Senator Aaron Bean and asked he come forward for a proclamation (plaque) by the Ocean Highway Port Authority (OHPA), to be read into record. The proclamation recognized the service of Senator Bean and Representative Cord Byrd; Representative Byrd was not present due to a prior commitment.

Senator Bean then requested to address the Commission; he presented a ceremonial check in the amount of \$2,000,000.00 from the Florida Legislature that will go towards funding the purchase of a new crane at OHPA. Senator Bean noted this crane will be an asset of OHPA; the OHPA has transitioned to new management and is seeing an uptick for its services.

Chairman Salzburg recognized Ms. Joanna Cason from the audience, and invited her to come to the podium. Ms. Cason had recently retired as the Administrative Office Manager for the OHPA. Chairman Salzburg recognized Ms. Cason's service and thanked her for her committed dedication to the board.

Chairman Salzburg then moved for approval of the minutes from May 9, 2018. **Motion by Commissioner Fullwood to approve the May 9, 2018 monthly meeting minutes as submitted. The motion was seconded by Commissioner Franklin. Motion was unanimously approved.**

Chairman Salzburg discussed consent items. Commissioner Franklin inquired on changes to the contract with Michael Arnold; noted these edits had been made. **Motion by Commission Franklin to accept consent items, with edits. The motion was seconded by Commissioner Fullwood. Motion was unanimously approved.**

Chairman Salzburg invited Mr. LaPorte forward for the Secretary/Treasurer Report. Mr. LaPorte reported there were no treasury reports for review; however no unusual expenditures were noted for the time period.

Chairman Salzburg reviewed account balances. Chairman Salzburg noted a rapid pay-down of approximately \$500,000.00 had been made to Nassau Terminals for advanced use payments; a payment to the City of Fernandina Beach will be made, \$50,000.00. Mr. Davis stated the commissioners needed to decide and motion (if desired) on utilizing third quarter revenue being applied to outstanding debt. Commissioner Franklin noted this motion (if desired and carried) would make almost \$1,000,000.00 paid to outstanding debt by end-of-year. Commission Franklin asked for thoughts on any more debt to be paid during this budget year. Mr. LaPorte reminds the new budget will be presented, in DRAFT format, in July; the fiscal year begins anew on October 1, 2018. **Motion by Commissioner Franklin to apply all income from 3rd quarter to debt, minus the \$50,000.00 to be paid to the City of Fernandina Beach. The motion is seconded by Commissioner Fullwood. Motion was unanimously approved.**

Mr. Laporte continued with his report, stating his team had focused on receiving candidate resumes for the open Administrative Office Manager position. Mr. LaPorte stated no candidate ranking(s) had been completed; he noted there were four applicants present in the audience. NOTE: All applicants were invited to attend tonight's OHPA meeting; due to varying reasons, only four were able to attend. Mr. LaPorte recommended a plan of action for the Commissioners, i.e., talking individually with all candidate applicants; discuss further an alternate solution as had been previously discussed with Ms. DiBella.

Mr. Fullwood called for conversation of Ms. DiBella's proposal prior to any interviews being set. Ms. DiBella addressed the Commission. As Port Director, and in light of staff vacancy of OHPA, Ms. DiBella had noted the following items to address: 1) a need for audio apparatus to record meetings; 2) a need for upgrade of computer software/hardware; 3) a need to sever current Information Technology (IT) systems that are tied into the Nassau County Tax Collector's office (this is warranted due to security requirements of both offices); 4) the timeline of the IT is to be completed by June 30th. Ms. DiBella then addressed the possible solution of administrative support for the OHPA in the form of a formal agreement, for consideration to have the NCEDB be the supportive role for administrative duties. Both agencies hold similar goals for positive economic growth; NCEDB's support would include for part-time office support, as well as, Ms. DiBella's continuing duties as Port Director.

The Commissioners discussed at length this consideration; Commissioner Franklin felt the OHPA required its own Administrative Office Manager, with other Commissioners concurring.

Commissioner Sturgess requested clarification: does OHPA need to hire someone by June 30th, in conjunction with the IT services changes and other items Ms. DiBella noted for addressing? The response was no – all items for office set-up are needing addressing prior to June 30 (when the Tax Collector's Office will no longer host as the server for OHPA IT equipment); the hiring of a new personnel position is a timeline to be determined.

The discussion on applicants for the position of Administrative Office Manager was continued. Commissioner Fullwood noted over twenty (20) resumes had been received; Commissioner Sturgess asked for parameters on skill sets, i.e., QuickBooks software experience, Sunshine protocol experience, etc.; others noted how best to arrange interviews to comply with Sunshine mandates. Mr. Davis suggested some scenario's for consideration of interviewing personnel candidates; Mr. LaPorte addressed the Commission stating that his offices could be utilized were candidates going to be interviewed individually by each Commissioner. Ideas presented: 1) interview all candidates individually necessitating candidates to complete no less than 5 interviews; 2) complete telephone interviews for candidate selection, advancing those selected to the in-person interview phase; Commissioners could narrow applicant's to a "top 5" or "top 3" candidate selection, then come together for joint interviews (in the Sunshine); one Commissioner could be utilized to conduct the selection process, then, based upon his selection(s), face-to-face interviews could be scheduled accordingly; once

candidate selection(s) were complete, a workshop could be scheduled for interviewing. It was decided all Commissioner's would complete due diligence for interviewing, individually, candidates for the OHPA open position. The Commissioner's further concluded June 19th would be the target date.

Chairman Salzburg then recognized Attorney Davis for his report. Details are given in a written report; Mr. Davis elaborated on item "c."; a meeting Mr. Davis and others held which yielded the property owner is willing to be part of (any) working group between the OHPA and the City of Fernandina Beach; although the property owner is seeking to sell the waterfront property, Mr. Davis advised there is currently no available money for a purchase of property. Commissioner Fullwood asked Mr. Davis of any information, re: issue of Sunshine violation? Mr. Davis shared there had been no communication to him from the State.

Chairman Salzburg recognized Commissioner Sturgess, who wished to discuss the operating agreement currently being worked on by Mr. Davis. Mr. Davis clarified he is drafting three documents that "will drive the future" of the OHPA going forward. Commissioner Sturgess specifically expressed his desire to include verbiage on OHPA notification(s) such as if/when there may be a security breach at the Port, receipt of potential or dangerous cargo, and or any matter that may expose harm to the OHPA and the community, as well as, inspection reports, reports of deficiencies of the port, etc. Fellow Commissioners concurred with Commissioner Sturgess' requests; so noted by Mr. Davis.

Chairman Salzburg then recognized Port Director, Ms. DiBella, for her report. As noted previously, Ms. DiBella has spent some time assessing staff office configuration(s): need to sever IT lines from the Tax Collector's Office, purchase new audio recorder equipment (which is completed), purchase new computer, including hardware/software components. Commissioners requested if any pricing had been acquired for these items; Ms. DiBella stated she could complete this research, if desired, and, if directed as Port Director by the OHPA Commission body, she would purchase same. **Motion by Commissioner Franklin to approve up to \$2,100.00 out of the Office Administrative Account, to purchase the items being discussed. The item was seconded by Commissioner Fullwood. Motion was unanimously approved.**

Ms. DiBella also discussed FSTED grant funding, reminding the Commissioners the grant cycle will close on July 2nd at midnight. Based on her research, Ms. DiBella feels the OHPA should apply for grant funds for their upcoming Master Plan and Strategic Plan. From previous discussion, the Commission will recall this is part of the RFE process; the request should be made for \$150,000.00.

Chairman Salzburg then recognized Mr. Christopher Ragucci, Worldwide Terminals, for the Port of Fernandina Report, Operations and Commercial Report. Mr. Ragucci distributed the "Tonnage by Commodity" report noting May ends existing tonnage values and "new" tonnage values will begin. As well, newer ships are being utilized, as are transit for commodities. For example, ships – which are larger than those of the past – will now haul multiple cargo loads, with multiple Ports of Call. This coming Monday, a transit of Scandinavian Oats will be received at the Port from the "MV Owl", who will then head to New Orleans with other wares and loads aboard for delivery. In other updates, Mr. Ragucci noted dock size surveys and certification(s) have been completed. There is a need noted for a survey on the Port of Fernandina depth, to be completed by and in conjunction with the Army Corps of Engineers. Mr. Ragucci expressed excitement for this as 1) dredging of the Port had not been completed for a couple of years; and, 2) activity of the Port is, and will continue to, grow based on Worldwide's broadening of clients to include government and private prospects.

Chairman Salzburg, in collaboration to Mr. Ragucci's report, discussed an invoice for payment, \$200,000.00, to Hal Jones Contracting for the Fender Project. The contractor stated pier work is complete; this payment is for work only, not the certification work. **Motion by Commissioner Fullwood to make this payment from the "maintenance account". The item was seconded by Commissioner Franklin. Motion was unanimously**

approved. Chairman Salzburg noted that he will work with Ms. DiBella on the FDOT reimbursement for this payment, a 75% reimbursable expenditure.

Chairman Salzburg noted there is no old business, as this was discussed earlier, re: Administrative Office Manager vacancy.

Chairman Salzburg then moved to New Business. For items of "Committee Reports from Commissioners", "Port Security – Commissioner Salzburg", "Custom's House – Commissioner Franklin", "Economic Development – Commissioner Fullwood", "Emergency Management – Commission Franklin", "Technical Coordinating Committee – Commissioner Franklin", and "TPO – Commissioner Salzburg": there is no new business for discussion. For topics of "AIFBY Chamber – Commissioner Sturgess" and "Greater Nassau Chamber – Commissioner Braddock", there was some discussion, re: the two Chambers have merged to form a unified Nassau County Chamber; OPHA Commissioners stated they plan to attend upcoming planned activities as scheduled.

Commissioner Salzburg then recognized "Other items to be brought by Commissioners" for discussion. He noted there is an open house workshop scheduled by the FDOT on the A1A corridor work being completed and directed persons to see Mr. Davis for more information.

Chairman Salzburg asked if there were other comments. With there being none, the meeting stands adjourned at 7:47 p.m.



Adam Salzburg
Chairman