

OCEAN HIGHWAY & PORT AUTHORITY

NASSAU COUNTY

County Commission Chambers

James S. Page Government Complex

96136 Nassau Place, Yulee FL 32097



AGENDA

Wednesday, February 9, 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

- January 12, 2022 Monthly Meeting Minutes
- January 26, 2022 Regular Meeting Minutes

3. Port Attorney Report

- Case updates
- Miscellaneous updates

4. Port Accountant Report

- Financial report – January 2022

5. Port Operator Report

- Tonnage – January 2022
- Port Tariff (Board review and approval)
- Fort Clinch Tugboat Title
- Final Approval of 50,000 sf Fabric Warehouse inside the Port

6. Unfinished Business

- Interim Port Director Recruitment (Hill)
- Master Plan update (Federal Procurement guidelines)
- ARPA fund update (Reimbursements)
- Public Records request policy (Hill)

7. New Business

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

- AOM position update

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 – 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

January 12, 2022

The Ocean Highway and Port Authority of Nassau County held its Monthly Meeting on Wednesday, January 12, 2022 at the County Commissioners Chambers, James S. Page Government Complex, 96153 Nassau Place, Yulee, Florida 32097.

The meeting was called to order at 6:05 PM by Chairman Fullwood.

The invocation was given and the Pledge of Allegiance was led by Vice Chairman Cole. All Commissioners were present with Commissioner Hanna joining via Zoom. Also in attendance were Patrick Krechowski, Port Attorney, Pierre LaPorte, Port Accountant, and Chris Ragucci, Port Operator.

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

- No public comments were submitted.

2. **Approval of Minutes**

- December 8, 2021 Monthly Meeting Minutes
- December 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** – December 2021
All expenses accounted and the largest item was the membership dues for the Florida Ports Council, \$12,025.

Commissioner Hill noted there is approximately \$65,000 deficit for the year, confirmed by Mr. LaPorte. He also reminded the Board the budgeted amount for the Port Attorney needs amending for additional funds. A \$32,500 amount was deposited into the bank account on Friday by Worldwide Terminals (WWT) for the

settlement payment. He explained the total expense of \$128,795.92 will be offset by this payment next month.

Mr. LaPorte asked directions regarding the administration of the Master Plan grant. OHPA received two invoices from RS&H thus far. Portions of the payment will come from the FDOT Master Plan grant, \$118,000, and the balance from the ARPA grant. Chairman Fullwood directed Mr. LaPorte to begin administration of the grants for the Master Plan invoices.

4. Port Attorney Report

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

- **Nassau County Property Appraiser**
Ruling in favor of OHPA to reinstate tax exempt status.
- **Public Records Requests**
Nassau Terminals (NT) 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. See discussions below.
- **COFB v. OHPA (PILOT Payment)**
Hearing on OHPA's Motion to Dismiss is set for January 26, 2022, 10:45 AM, Zoom meeting.
- **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.

Presented Chairman Fullwood a new legal contract, executed after the meeting.

Requested more clarity and directions pertaining to the COFB Comp Plan response/objections. Commissioner Hill recalled objecting to the buffer language. Chairman Fullwood instructed the Board to submit each individual comments to Mr. Krechowski to submit a general objection from the Board.

Remaining OHPA assigned tasks actively being worked on.

- **Discussions**

COFB/OHPA Interlocal Agreement (Port Development)

Chairman Fullwood reported that Representative Cord Byrd filed the Bill to the Legislation in Tallahassee.

There was some concern from the public regarding the Coal Ash incident, off the coast south of the Port. Chairman Fullwood suggested to add this item on the Interlocal agreement as a good gesture to ensure the public the Port does not and will not handle coal ash.

Vice Chairman Cole motioned to accept the Interlocal agreement with the City of Fernandina Beach. Commissioner Hanna second the motion.

Mr. Krechowski advised regarding the second “whereas” clause on the Interlocal agreement...

“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...”

The City does not deem it necessary to include, and the City will not object if that portion was deleted from the agreement. Chairman Fullwood affirmed OHPA will not participate in the operation of an oil/fuel refinery or paper mill.

Commissioner Hill expressed her confusion regarding the first “whereas” clause that considered the economic development initiatives for the Port including state and federal grant applications.

“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.”

Chairman Fullwood explained that may be an extension of the City’s concerns about OHPA unaware of the details of recent federal grant applications submitted by the Port Operator.

Commissioner Hill continued by objecting to other portions of the agreement, namely:

“(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...”

She suggested, specifically (f), should be “by agreement with the City” instead of prohibited. This will allow negotiations or discussions with the City for future projects. Mr. Krechowski confirmed the City, per the City Attorney, may be receptive to the change in language allowing negotiations other than prohibiting because of the unknown in the future.

Commissioner Hill also requested to change the term of four years to one year to allow for renegotiations more often. Chairman Fullwood rejected the request.

Vice Chairman Cole amended his motion to accept the agreement with the caveat of changing the language on part “f” from prohibited to ‘by agreement with the City.”

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

5. Port of Fernandina Report (Operator)

- **Tonnage Report – December 2021**

Mr. Ragucci reported the total tonnage is up for the month of December 2021, 40,343 tons. This was the third highest mark of the 2021 year with a variance of 92,952 tons compared to the previous year, 2020. All commodities are up across the board with rail cars finishing at 312 variance from the previous year. He predicts January 2022 will be a blockbuster month.

Mr. Ragucci also reported signing two additional multi-year contracts with three customers with more expected to sign on. Currently, there is a shift to more imported goods than exports, approximately a ratio of 60:40. He verified there are no cruise ships slated to come in at the present.

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

Mr. Ragucci explained they are still in the process of revising the tariff. He promised to submit the new rates before the January 26th meeting for Board review and discussions.

Chairman Fullwood reiterated the Board needs to review the new rates as soon as possible and by January 26th. Mr. Ragucci confirmed.

- **Fort Clinch Tugboat Title**

Mrs. Hebron reported OHPA still does not have receipt of the original copy of the Fort Clinch Title as promised by the Port Operator in previous meetings. Mr. Ragucci does not recall having the original copy and stated the tugboat is registered with the Coast Guard. He requested Mrs. Hebron to send an email reminder to search for the copy of the Title.

- **Master Plan grant**

Chairman Fullwood reiterated WWT cannot participate in paying for the Master Plan grant local match. Mr. Ragucci explained, according to his bond parameters, it is not hard asset or capital improvement. His bond council advised against such participation. Chairman Fullwood informed him that OHPA may subtract the amount of the expense from the ARPA contribution to WWT. Mr. Ragucci acknowledged and promised to continue to consider methods to assist with the expenses.

Commissioner Hill stated Mr. Ragucci signed a resolution (Resolution 2020-R03) that designated him as responsible for payment of the grant's local match. She requested Mr. Krechowski examine the resolution for clarification.

6. Unfinished Business

- **Interim Port Director Recruitment**

The deadline to submit proposals/resume ended on January 3, 2022. Mrs. Hebron reported OHPA received no submissions.

Commissioner Hill reported she received an inquiry. That individual requested for an extension to submit a proposal.

Commissioner Hill motioned to extend a deadline for 30 days. Commissioner Franklin second the motion.

The Board voted in favor of the motion by a vote of 4 to 1 with Chairman Fullwood opposing.

- **Master Plan (RS&H)**

Justin Cole, Project Manager/RS&H, reported progress with the Master Plan efforts. He plans to schedule a stakeholder meeting early February and a public workshop thereafter. The venue is still to be determined.

David Kaufman, President/Checkmate Consulting, met with the City officials (Manager, Attorney, and Planning Director), as well as with Sherri Mitchell (EDB) and Lisa Finklestein (Main Street Program).

- **Joint meeting with the City of Fernandina (Fullwood)**
Chairman Fullwood announced a scheduled joint meeting on February 23rd, 6 P, at the Board of County Commissioners Chambers. He requested the Board keep that date open.

7. New Business

- **Public Records Policy (Hill)**
Commissioner Hill obtained an idea from her Nassau Leadership class to draft a new Public Records Request policy for OHPA that incorporates some elements from the Nassau County Sheriff's Office (NCSO) guidelines.

Mr. Krechowski suggested perhaps drafting some by-laws for OHPA to have governing documents on file. He and Commissioner Hill will collaborate to submit a first draft subject to the Board's review and approval, to be discussed during the first February OHPA meeting.

- **New Office Manager position**
Mrs. Hebron announced her resignation. She added the matter was discussed and voted on by the Board in a prior meeting. She respects the Board's decision that providing medical coverage for the Office Manager is simply not in the budget. Chairman Fullwood suggested hiring a replacement who will not require medical coverage.

Job postings for the position have been placed in different forums for a couple of weeks. Mrs. Hebron reported no resumes or inquiries received thus far.

Mr. Krechowski offered his staff to assist in the transition. Mrs. Hebron will start her new position on January 24th. She will be available for Port business after 5PM starting that date until a replacement is hired.

- **Employee bonuses**
Chairman Fullwood suggested rewarding each Port employee (approximately 60 to 61 count) a \$2,500 bonus to be distributed directly to each employee. The funds will be allocated from the ARPA grant. Subsequently, each employee will provide the necessary information (Social Security numbers/SSN) at the end of the year for a 1099 Tax submission.

As for the security guards, Chairman Fullwood placed a hold on including those staff members for now.

Commissioner Hanna motioned to move forward with the aforementioned proposal of \$2,500 per Port employee bonus. Vice Chairman Cole second the motion.

The Board voted unanimously in favor of the motion.

Chairman Fullwood directed Mr. Ragucci to provide the employees' SSN as soon as possible for distribution of funds. Mr. LaPorte will provide updates regarding ARPA reimbursements.

Commissioner Hill suggested to consider including the lone staff member of OHPA, the Administrative Office Manager.

- **Customs House windows** (Certificate of Approval)
Chairman Fullwood reported receiving the Certificate of Approval from the Historic District Council. The windows have been ordered; therefore, the project is well underway.

8. Committee Reports

Port Security – Chairman Fullwood
No report.

FDOT – Chairman Fullwood
Grant G0L06 expired and G1700 (Lighting grant) expires on February 28, 2022.

The following reports were taken from FDOT meeting minutes, January 5, 2022, regarding some of the grants:

- **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

Additionally, Mr. Ragucci reported completion of scope of work and conducting interviews for contractors, via sole source or bidding process. He is also following procurement guidelines according to FDOT's requirement with the assistance of Mr. Krechowski.

- **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 ITEM:

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

- **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

Mr. Ragucci confirmed proceeds from the G1K57 grant are allocated for upgrading security cameras around the Port.

- **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).

Mr. Krechowski reported Mr. Cole from RS&H confirmed the company followed federal procurement guidelines. Commissioner Hill requested a written confirmation to serve as an authorized certification other than verbal confirmation in response to FDOT's requirement. Mr. Krechowski will verify with RS&H.

Customs House – Commissioner Franklin

Still waiting for the replacement windows to arrive. AC unit working accordingly.

Army Corp of Engineers (ACOE) – Chairman Fullwood

ACOE requested additional written documents regarding channel dredging. Chairman Fullwood and Mr. Ragucci will execute.

Economic Development – Commissioner Cole

Vice Chairman Cole will attend a luncheon tomorrow with the NCEDB to conduct open dialogue regarding challenges in 2022, specifically staffing shortages and supply chain issues. The guest speaker will be Lake Ray, former representative.

Emergency Management – Commissioner Cole

Vice Chairman Cole became an official Emergency Management volunteer. Mr. Cosgrove, Director of Homeland Security, will tour the Port.

Technical Coordinating Committee (TCC) – Commissioner Hanna

Commissioner Hanna reported no TCC meeting this month.

Transportation Planning Organization (TPO) – Commissioner Cole

Vice Chairman Cole was elected as TPO's Vice Chair.

Nassau Chamber of Commerce – Commissioner Hill

Leadership Nassau Day was canceled because of omicron virus. Commissioner Hill provided a hard copy of the NC Chamber of Commerce Annual report, also available in pdf form online.

City of Fernandina Beach – Commissioner Hill

No additional reports.

9. Administrative Office Manager Report

Administrator's report is included in the meeting packet.

10. Other items to be brought by Commissioners

Commissioner Franklin requested an update regarding the PILOT Payment case. Mr. Krechowski reported the case is still active. OHPA's motion to dismiss will be heard on January 26th. Pursuant to the Operating agreement and some discussions, NT placed two payments in escrow. Details of the matter will be discussed with the City after the hearing.

Vice Chairman Cole will attend the Florida Ports Council Legislative forum next month. Mr. LaPorte confirmed the travel expense budget is \$1,000.

Commissioner Franklin acknowledged Mr. Ragucci's television news interview regarding the Port accepting ships from China to address supply chain challenges. Mr. Ragucci advocated the Port as an alternative to the Savannah port without the high cost of Jacksonville.

Mr. Ragucci reported the tugboat is in dry dock for required maintenance.

Vice Chairman Cole acknowledged some of the positive actions from OHPA and the Port, namely; ARPA grant, FDOT grants, employee bonuses, Channel Interlocal agreement, Global agreement, exempt status reinstated, and tonnage is up, to name a few.

Adjourn

With no other questions brought before the Board, the meeting was adjourned at 8:02 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

Monthly Meeting Minutes

January 26, 2022

The Ocean Highway and Port Authority of Nassau County held its monthly meeting on Wednesday, January 26, 2022 at 6:05PM at the County Commissioners Chambers, James S. Page Government Complex, 96153 Nassau Place, Yulee, Florida 32097.

The invocation was given and the Pledge of Allegiance was led by Vice Chairman Cole. All Commissioners were present with Commissioner Hanna via Zoom. Also in attendance were Pierre LaPort (Port Accountant) and Chris Ragucci (Port Operator). Patrick Krechowski (Port Attorney) was absent.

Chairman Fullwood announced:

1. There were no comments by the audience.
2. Port Attorney Reports – Patrick Krechowski is not present, but has given permission to discuss some issues in part only.
 - **Update on Resolution 2020 Masterplan** signed by the Port Operator will not be discussed unless someone has a question on it.

- **Pilot Case Update** – This morning there was a hearing on our Motion To Dismiss The City of Fernandina Beach Pilot Case. The judge granted in part and denied in part our motion. The city’s declaratory action claim was dismissed by the judge, ruled as a matter of law he could not dismiss the city’s breach of contract claim at this stage. The judge did indicate that he understands and may agree with portions of our arguments against having to pay the pilot payments, but that more evidence and argument are needed to decide the case. Patrick and Jeremy will keep us posted on further developments in this case.
- **NEEDED** – Board instructions on general or specific objections for the City of Fernandina Beach Comprehensive Plans. . . A clear understanding is needed as to what the Board objects to. An answer awaits as to the question raised; Has the time to respond expired?

Chris Ragucci, Port Operator:

3. Rates Analysis/Port Tariffs – A straight analysis was performed based upon a study provided by Chairman Fullwood. In most cases, we brought rates up slightly to be equal to Jaxport. Most of the time that’s still lower than Brunswick. Ratings have changed per foot per day for a 24-hour period: see the Rate Analysis illustration.

Per the operating agreement, we can be competitive, but not higher than the surrounding ports. The size of ships varies (even an 800-footer within the past 4 years). Now that we have the new birth stripping and channel maintenance drenching, we can now accommodate the larger ships.

Regarding an increase across the board; for context, it was suggested that validation be provided to support how OHPA is equal to Jaxport (in preparation for answering customers’ questions regarding rate changes). Once approved by the board, a formal tariff document will be provided for approval. Presently, OHPA does business with 3 or 4 agents and what is available in the free market. Tariffs are published; after that, negotiable contracts may be used.

Regarding prior discounts being honored or changed: FDOT Administrators made it very clear existing contracts do not matter – Federal Procurement Guidelines and requirements must be met. Those requirements involve the posting of security contracts and employee wages to reclaim funds. There’s a possibility of posting the security agreement as a federal contract. All the different pieces are being reviewed to determine what should be used for the Federal Procurement Contract. This will be discussed further at the next meeting.

The Advance Payment Method is what we signed. The Reimbursement Method will be used moving forward wherein expenses are paid first, and then those expenses are submitted for reimbursement. Wages are ready to submit; however, the new contract awaits to be signed. Borrowed money from maintenance will not be used for operations. The criteria used to determine how the Federal Procurement process assesses professional services is still to be confirmed and that information should be forthcoming by the next Board Meeting. Monies must be spent strategically in order to build up reserves to where they were prior. The timeframe to use the \$800,000 is from present to December. The Master Plan cannot be paid with those funds which are on pause, until the funding issues with FDOT have been resolved.

The plan moving forward is to 1) Re-bid via RFQ, 2) Re-submit a new RFQ, 3) Pay employees, and 4) Refill our coffers.

Part I, of the resolution agreement put forth and signed by Chris explains that Nassau Terminals provide funding only if . . . No express language affirmatively requires Nassau Terminals to provide funding.

Rossana will locate the April 4, 2020 minutes for the next meeting.

ADDITIONAL OPEN DISCUSSION

Wages-

- Funding will be needed and factored in to determine the final number of employees. Wages are calculated to be \$150,000 which can get funded monthly through the harbor grant.

Final approval of the 50,000 square foot Fabric Warehouse –

- The structural design and figures have been signed and sealed by a state of Florida professional engineer.
- Adherence to city guidelines and requirements is key and must be submitted.
- The 2020 process was successful, and plans came back with one exception involving the flap for the flood release which was taken care of.
- Proposals have gone out with the same cost, timeframe and specifications as the last building. Rug, Clearspan and Allsite couldn't meet the specs. Big Top is the premier manufacturer and the clear selection of choice and also FDOT approved. The materials used will be provided. **A resolution is needed for the Big Top contract and time is of the essence to honor commitment to customers.**

- Other bids have come in on the pavement which needs sealant and leveling out.

Hypothetical Proposed by Chairman Fullwood –

- A warehouse arrangement leaving space open in order to avoid traffic issues by coming in on Escambia Street and then moving them east and west to route incoming traffic and also to make an exit off of the port. In response to this hypothetical, it was noted that the arrangement was previously suggested a few months ago, and caused quite an uproar. However, the road can be split in a manner that water flow is able to accommodate the proposed bird sanctuary.

The Barge Service – Open Federal Project

- Appropriate barge and tug boat operators are needed for the offshore lake.
- Scales would need to be at the entrance gate. Engineers will need to study the plan to determine feasibility and helpfulness.
- A new location involves a new application to move the building and reconstruct.
- Savannah and Charleston are disasters now with all the global logistic issues.

Warehouse –

- The paving project went to the lowest bidder.
- Timing is of the essence. Ships are waiting offshore in the harbor.
- Physical storage space is needed.

Unfinished Business –

- Two phone calls have been received for the open position and one likely submission by February 2nd. Application to be reviewed before the next meeting.
- 4th Quarter Bonus
- Suggested that salaries be raised to align with the Harbor Fund Requirement.

- There have been no new submissions for the position of Office Manager. An ad has been placed in the newspaper. This will be discussed further at the next meeting.

City of Fernandina Beach Interlocal Agreement

- As per the January 12th meeting, if changes are submitted, they will not be approved. The bill will go to Tallahassee and will not be approved. The original version has a provision that the agreement can be revisited in 4 years lending an opportunity for possible changes as opposed to the revised agreement which would still need approval, does not offer the 4-year revisit clause, and would also change the charter.
- Chairman Fullwood made the Motion that the revised city agreement be withdrawn and the original version they agreed to be approved. There was disagreement expressed as to the signing of forceful paperwork as well as heavy doubt regarding the revisit in 4 years ever happening and thus, an insufficient basis for the signing of forceful paperwork. In addition, it was argued that there is an opportunity to make changes in the bill which is a direct result of grants and untruth and a city bill must go through legislation. A vote was taken on the Motion.
 - Motion: “The Agreement approved at the January 12th meeting be withdrawn, and the original version be approved”.
- **The Board was polled: Hill - NO, Hanna - NO, Franklin - NO, Cole - YES, and Fullwood - YES. Motion Denied.**

New Business -

- The hiring of a Grant Administrator was suggested after the FDOT meeting; however, no further developments.

Meeting Adjourned – 7:25 PM.

Danny Fullwood, Chairman

Date



Attorney Report

TO: OCEAN HIGHWAY AND PORT AUTHORITY

FROM: PATRICK W. KRECHOWSKI, PORT ATTORNEY

RE: ATTORNEY'S REPORT

DATE: February 2, 2021

Nassau County Property Appraiser

Special Magistrate Recommendation being considered by the Value Adjustment Board on Feb. 14, 2022 @ 4pm.

Public Records Requests

Processing public records request submitted by Julia Roberts on the *Ross v. OHPA/NT* matter.

COFB v. OHPA

Judge granted, in part, and denied, in part, OHPA's Motion to Dismiss. Answer to City's Complaint is due Feb. 17.

Ross v. OHPA & World Wide Terminals

Nassau Terminals/World Wide Terminal's Motion to Dismiss has been denied. They must respond to previous Court Order by Feb. 20.

OHPA Audit

Letter to Auditor regarding pending litigation and liabilities prepared and submitted.

Miscellaneous

Remaining OHPA assigned tasks actively being worked on.



Accountant Report

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Account Balances - January 31, 2022

Account Name	Acct Num	31-Jan	31-Dec
Operating	x3328	5,349.63	3,498.53
Money Market	x3310	15,714.36	15,714.23
Other - Admin Acct	x6714	223.99	1,106.52
Maintenance	x4519	435,943.06	171,310.56

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Customs House

Monthly Financial Report - January 2022

	January	YTD ACTUAL	BUDGET 2021-2022
INCOME			
GSA - Customs House - RENTAL INCOME	0.00	0.00	0.00
Reimbursements	0.00	1,009.91	0.00
Interest			
TOTAL INCOME	0.00	1,009.91	0.00
CUSTOMS HOUSE			
Bug Out Pest Control	0.00	225.00	312.00
River Pest Control Termite Bond	296.40	896.40	500.00
Bug Out Termite Bond	0.00	0.00	250.00
Cleaning Service	0.00	749.91	2,700.00
City of Fernandina Beach (Water)	76.80	307.58	1,500.00
Florida Public Utilities (Electric)	233.36	1,098.94	5,000.00
Maintenance	0.00	260.00	0.00
TOTAL CUSTOMS HOUSE	606.56	3,537.83	10,262.00
<u>Net Increase(decrease) in Funds</u>	<u>-606.56</u>	<u>-2,527.92</u>	<u>-10,262.00</u>

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Monthly Financial Report - January 2022

	January	YTD ACTUAL	BUDGET 2021-2022
Revenues			
Quarterly Fee	20,973.00	83,892.00	272,493.00
PILOT Payment	0.00	0.00	0.00
Audit Fee Reimbursement	0.00	0.00	0.00
Misc Income	32,500.00	32,500.00	2,000.00
Interest	0.13	3.24	60.00
TOTAL REVENUES	53,473.13	116,395.24	274,553.00
EXPENSES			
COMMISSION DIRECT			
Salaries - Commissioners	10,000.00	40,000.00	120,000.00
Payroll Taxes	987.35	3,827.52	11,361.00
Unemployment	37.13	72.59	75.00
Conferences & Travel	0.00	601.96	1,000.00
Insurance	0.00	0.00	1,134.00
Salaries - Board Attorney	12,539.57	56,498.80	30,000.00
TOTAL COMMISSION DIRECT	23,564.05	101,000.87	163,570.00
COMMISSION OPERATION			
Salaries- Accountant	1,500.00	6,000.00	18,000.00
Salaries - Office Administrator	1,967.88	9,094.32	23,535.68
Expenses - Office Administrator	1,061.77	2,189.67	4,000.00
Travel - Office Administrator	0.00	0.00	100.00
TOTAL COMMISSION OPERATION	4,529.65	17,283.99	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	133.28	620.91	600.00
Special Meeting - Court Reporter	0.00	0.00	0.00
Web Site	12.98	144.91	0.00
Awards & Presentations	0.00	0.00	120.00
Discretionary	0.00	0.00	720.00
TOTAL COMMISSION DISCRETIONARY	146.26	2,160.82	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	0.00	12,025.00	15,500.00
Nassau Cty Economic Dev Board	0.00	0.00	1,000.00
Sponsorships	0.00	0.00	0.00
TOTAL PORT OPERATIONS	0.00	36,590.00	55,115.00
TOTAL EXPENSES	28,239.96	157,035.68	267,594.68
Excess Revenues over Expenditures	25,233.17	-40,640.44	6,958.32

Nassau County, Florida

Ocean Highway & Port Authority

FINANCIAL STATEMENTS

for the

Quarter ended December 31, 2021



To the Board of Commissioners of
The Ocean Highway and Port Authority
of Nassau County, Florida

Management is responsible for the accompanying financial statements of the Ocean High and Port Authority of Nassau County (a not for profit Special District chartered by the Legislature of the State of Florida), which comprise the balance sheet- cash basis as of December 31, 2021, and December 31, 2020 and the related statement of operations- cash basis for one quarter ended December 31, 2021, and one quarter ended December 31, 2021 and December 31, 2020. The financial statements will not include a statement of cash flows.

We conducted the engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Ocean Highway and Port Authority's financial position. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to the Ocean Highway and Port Authority of Nassau County.

Courson and Stam LLC

February 7, 2022

OCEAN HIGHWAY & PORT AUTHORITY
Balance Sheet
As of December 31, 2021

	As of Dec 31, 2021	As of Dec 31, 2020
ASSETS		
Current Assets		
Bank Accounts		
1010 Petty Cash	150.00	150.00
1045 BBT - Maintenance Acct	0.00	78,765.43
1047 1047 BB&T-Deposit Only Acct	0.00	32,514.73
First Federal - Maintenance Fund #4519	171,310.56	0.00
First Federal - Operating	3,498.53	21,696.51
First Federal -MMA	15,714.23	126,686.38
First Federal-Admin	1,106.52	269.47
Total Bank Accounts	\$ 191,779.84	\$ 260,082.52
Accounts Receivable		
1061 Due from other Governments	0.00	0.00
1061-B WWT Maintenance	0.00	0.00
1061-C WW Terminals-Security	25,208.59	60,402.05
Total Accounts Receivable	\$ 25,208.59	\$ 60,402.05
Other Current Assets		
1060 Accounts Receivable	0.00	75,603.73
1062 Pilot Payment in Lieu of Taxes	100,000.00	100,000.00
1064 Receivable -Misc	113,083.20	0.00
12000 Undeposited Funds	0.00	-18,174.07
Total Other Current Assets	\$ 213,083.20	\$ 157,429.66
Total Current Assets	\$ 430,071.63	\$ 477,914.23
Fixed Assets		
2010 Land - Port	3,183,736.29	3,183,736.29
2020 Buildings	772,000.00	772,000.00
2025 1997,1998,1999 - Warehouse	2,060,166.47	2,060,166.47
2026 1997,1998,1999 - Bulk Pier	191,099.29	191,099.29
2027 Warehouse #1 - Refurbish	918,327.92	918,327.92
2028 Road Project	347,150.95	347,150.95
2030 Equipment	805,054.69	805,054.69
2031 Leibherr Crane	1,923,698.39	1,923,698.39
2040 Port Improvements	24,678,447.68	24,678,447.68
2043 Tradeplex Improvements	1,013,339.04	1,013,339.04
2045 Dredge Project	929,083.69	929,083.69
2046 Gate Entry/Storage Yard	251,709.73	251,709.73
2047 New Pier - 2003	611,546.36	611,546.36
2048 Tug Boat Purchase 2021	1,015,189.53	0.00
2049 Pier Study 2021	167,827.00	0.00
2050 Security	762,117.44	762,117.44
2051 WIP N.C. Cranes	3,736,895.00	0.00
WIP Warehouse	297,984.14	203,345.14
2052 Ottawas 2021		
Unit S1099 2016 Ottawa S/N 340185	97,618.00	0.00
Unit S1106 2016 Ottawa S/N 340720	50,009.00	0.00
Unit S1109 2016 Ottawa S/N 340879	50,009.00	0.00
Unit S1120 2016 Ottawa S/N 340571	50,009.00	0.00
Unit S1121 2016 Ottawa S/N 340684	50,009.00	0.00
Unit S1127 2016 Ottawa S/N 342269	50,009.00	0.00
2100 Accumulated Depreciation	-29,465,577.50	-28,878,577.50
Total Fixed Assets	\$ 14,547,459.11	\$ 9,772,245.58
TOTAL ASSETS	\$ 14,977,530.74	\$ 10,250,159.81

OCEAN HIGHWAY & PORT AUTHORITY

Balance Sheet

As of December 31, 2021

	As of Dec 31, 2021	As of Dec 31, 2020
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 *Accounts Payable	335,124.00	102,516.94
Total Accounts Payable	\$ 335,124.00	\$ 102,516.94
Other Current Liabilities		
3020 Accounts Payable	0.00	0.00
3022 Annual Fee Payable	100,000.00	100,000.00
3030 Accrued Payroll	11,842.89	11,775.25
3040 Payroll Taxes Payable	1,243.98	818.27
3042 Unemployment Taxes Payable	35.31	35.31
3056 Advanced Revenue Bond	0.00	0.00
3509 Unearned Revenue	60.40	51,019.62
Total Other Current Liabilities	\$ 113,182.58	\$ 163,648.45
Total Current Liabilities	\$ 448,306.58	\$ 266,165.39
Long-Term Liabilities		
Total Long-Term Liabilities	\$ 0.00	\$ 0.00
Total Liabilities	\$ 448,306.58	\$ 266,165.39
Equity		
5006 Contrib. Capital - Audit 9/98	442,681.32	442,681.32
5007 Contrib. Capital - Audit 9/97	8,813.00	8,813.00
5008 Contrib. Capital - Audit 9/96	59,665.00	59,665.00
5009 Contrib. Capital - Audit 9/95	854,456.00	854,456.00
5010 Contrib. Capital - Dot 2012	389,750.24	389,750.24
5020 Beginning Fund Deficit	-9,222,034.41	-9,270,843.41
5025 YTD Fund (Deficit)/Excess	10,168,627.09	8,191,619.48
6500 Contributed Capital-operator	7,481,807.80	5,067,367.15
6501 Operator Contrib - Nov 2018	4,555,985.56	4,555,985.56
Net Income	-210,527.44	-315,499.92
Total Equity	\$ 14,529,224.16	\$ 9,983,994.42
TOTAL LIABILITIES AND EQUITY	\$ 14,977,530.74	\$ 10,250,159.81

OCEAN HIGHWAY & PORT AUTHORITY

Statement of Operations

For the One Quarter Ended Dec 31, 2021

	Oct - Dec, 2021
Income	
6015 Interest Income	3.11
6023 Port Security Reimbursement	34,147.03
6028 Annual Fee	62,919.00
6031 Maintenance Contrib	60,000.00
6035 State of Florida - DOT Funds	0.00
6050 Miscellaneous Income	1,009.91
Total Income	\$ 158,079.05
Gross Profit	\$ 158,079.05
Expenses	
8020 Advertising	487.63
8023 Discretionary	0.00
8050 Bank Charges	97.00
8065 Commissioners Fees	30,000.00
8068 Office Mngr Payroll	7,126.44
8075 Depreciation	175,000.00
8080 Dues & Subscriptions	
8080B TPO Membership Dues	1,395.00
8080D Nassau County Dev. Board	0.00
8080E Florida Ports Council Dues	11,625.00
Total Dues & Subscriptions	13,020.00
8090 Travel	601.96
8100 FMIT Insurance	12,065.00
8105 Bond Insurance	0.00
8110 Interest Expense	0.00
8120 Janitorial	0.00
8121 Lawn Maintenance	0.00
8127 Licenses & Permits	0.00
8130 Office Supplies	830.28
8131 Website Expense	131.93
8135 Office Manager Travel	
8140 Outside Services	15.20
8150 Payroll Taxes - Commissioner	2,295.00
8151 Payroll Taxes - Office Manager	545.17
8154 State Unemployment	35.46
8164 Customs House Cleaning Services	749.91
8165 Pest Control	825.00
8166 Port Security	59,240.50
8180 Professional Fees	
8180A Accountant	4,500.00
8180B Port Attorney	43,959.23
8180C Audit	12,500.00
8180D FI Port Council	400.00
8180E Professional Fees-Other	2,639.00
Total 8180 Professional Fees	63,998.23
8200 Repairs & Maintenance	260.00
8220 Security Software Maintenance	
8235 Taxes - Annual Fee	
8270 Utilities	
8270A FPU	865.58
8270B City of FB Utility	230.78
Total 8270 Utilitles	1,096.36
8280 Miscellaneous Expense	185.42
Awards & Presentations	0.00
Total Expenses	\$ 368,606.49
Net Operating Income	-210,527.44

OCEAN HIGHWAY & PORT AUTHORITY
Statement of Operations

For the One Quarter Ended Dec 31, 2021 and Dec 31, 2020

	Oct - Dec, 2021	Oct - Dec, 2020
Income		
6015 Interest Income	3.11	15.97
6023 Port Security Reimbursement	34,147.03	60,402.05
6028 Annual Fee	62,919.00	62,919.00
6031 Maintenance Contrib	60,000.00	15,000.00
6035 State of Florida - DOT Funds	0.00	19,634.07
6050 Miscellaneous Income	1,009.91	0.00
Total Income	\$ 158,079.05	157,971.09
Gross Profit	\$ 158,079.05	157,971.09
Expenses		
8020 Advertising	487.63	89.29
8023 Discretionary	0.00	470.80
8050 Bank Charges	97.00	0.00
8065 Commissioners Fees	30,000.00	31,066.67
8068 Office Mngr Payroll	7,126.44	4,095.01
8075 Depreciation	175,000.00	312,000.00
8080 Dues & Subscriptions		
8080B TPO Membership Dues	1,395.00	1,329.00
8080C Nassau Chamber of Commerce	0.00	280.00
8080D Nassau County Dev. Board	0.00	0.00
8080E Florida Ports Council Dues	11,625.00	0.00
Total Dues & Subscriptions	13,020.00	1,609.00
8090 Travel	601.96	0.00
8100 FMIT Insurance	12,065.00	11,602.00
8105 Bond Insurance	0.00	1,367.20
8110 Interest Expense	0.00	0.00
8120 Janitorial	0.00	0.00
8121 Lawn Maintenance	0.00	0.00
8127 Licenses & Permits	0.00	854.50
8130 Office Supplies	830.28	172.99
8131 Website Expense	131.93	482.07
8135 Office Manager Travel	0.00	0.00
8140 Outside Services	15.20	0.00
8150 Payroll Taxes - Commissioner	2,295.00	2,376.60
8151 Payroll Taxes - Office Manager	545.17	313.27
8154 State Unemployment	35.46	35.31
8164 Customs House Cleaning Services		
8164 Customs House Cleaning Services	749.91	840.00
8165 Pest Control	825.00	715.00
8166 Port Security	59,240.50	51,353.01
8180 Professional Fees		
8180A Accountant	4,500.00	4,500.00
8180B Port Attorney	43,959.23	8,020.00
8180C Audit	12,500.00	13,000.00
8180D FI Port Council	400.00	0.00
8180E Professional Fees-Other	2,639.00	0.00
Total 8180 Professional Fees	63,998.23	25,520.00
8200 Repairs & Maintenance	260.00	0.00
8220 Security Software Maintenance	0.00	119.99
8235 Taxes - Annual Fee	0.00	0.00
8270 Utilities		
8270A FPU	865.58	1,174.50
8270B City of FB Utility	230.78	269.09
Total 8270 Utilities	1,096.36	1,443.59
8280 Miscellaneous Expense	185.42	31.50
Unapplied Cash to Bill Pay	0.00	26,913.21
Total Expenses	\$ 368,606.49	\$ 473,471.01
Net Operating Income	-210,527.44	-315,499.92



Port Operator Report

Port of Fernandina 2022 Tariff Proposal

Item	Fernandina Proposed	Jaxport (Dec. 2020)	Brunswick (Aug. 2021)		
1.0 Dockage (per LOA)					
Container and Breakbulk					
<525	\$ 6.46	\$ 6.46	\$ 11.75	Equal to JAXPORT	Lower than Brunswick
526-625	\$ 9.49	\$ 9.49	\$ 11.75	Equal to JAXPORT	Lower than Brunswick
>625	\$ 11.85	\$ 11.85	\$ 14.06	Equal to JAXPORT	Lower than Brunswick
Cruise Vessels					
Per LOA	\$ 13.94	\$ 13.94	N/A	Equal to JAXPORT	No Rate for Brunswick Available
2.0 Wharfage					
RO/RO					
<= 4,000 lbs.	\$ 31.52			Equal to JAXPORT	No Rate for Brunswick Available
> 4,000 lbs.	\$ 76.56			Equal to JAXPORT	No Rate for Brunswick Available
Chassis	\$ 31.52			Equal to JAXPORT	No Rate for Brunswick Available
Breakbulk/S.T.					
<=500 feet LOA	\$ 3.71	\$ 3.71		Equal to JAXPORT	No Rate for Brunswick Available
> 500 feet LOA	\$ 4.47	\$ 5.19	\$ 4.47	Lower than JAXPORT	Equal to Brunswick
Container					
Per net ton					
<=500 feet LOA (per S.T.)	\$ 3.62	\$ 3.62		Equal to JAXPORT	No Rate for Brunswick Available
> 500 feet LOA (per S.T.)	\$ 5.19	\$ 5.19		Equal to JAXPORT	No Rate for Brunswick Available
Per empty unit	\$ 22.26	\$ 22.26		Equal to JAXPORT	No Rate for Brunswick Available
Heavy Lift (>100,000 lbs)/S.T.					
<= 300,000 lbs	\$ 8.92	\$ 8.92		Equal to JAXPORT	No Rate for Brunswick Available
> 300,000 lbs	\$ 11.04	\$ 11.04		Equal to JAXPORT	No Rate for Brunswick Available
Passengers	\$ 10.92	\$ 10.92	\$ 40.00	Equal to JAXPORT	Lower than Brunswick
Dry Bulk (Per S.T.)	\$ 2.39	\$ 2.96	\$ 2.39	Lower than JAXPORT	Equal to Brunswick
Liquid Bulk (Per S.T.)	\$ 2.21	\$ 2.21	\$ 2.49	Equal to JAXPORT	Lower than Brunswick
3.0 Water (per ton)					
Per short ton	\$ 4.45	\$ 4.45	\$ 7.06	Equal to JAXPORT	Lower than Brunswick
4.0 Terminal Use Fee					
Non-Heavy Lift	\$ 0.67	\$ 0.68	\$ 0.67	Lower than JAXPORT	Equal to Brunswick
Heavy Lift	\$ 2.96	\$ 2.96		Equal to JAXPORT	No Rate for Brunswick Available
5.0 Security Fees					
Vessels w/ > 200 Containers (Per Unit)	\$ 7.25	\$ 7.25	\$ 7.89	Equal to JAXPORT	Lower than Brunswick
All Others (Per LOA)	\$ 3.65	\$ 3.65	\$ 4.06	Equal to JAXPORT	Lower than Brunswick



As Contemplated: 2 25,000 sq.ft. Rubb Style Buildings



January 21, 2022
 Ocean Highway & Port Authority
 86130 License Rd, Fernandina Beach, FL 32034

ITEM	QTY	DESCRIPTION	PRICE
Big Top Shelter	2	100' Wide X 250' Length X 35' Center Height (\$540,000.00ea) <ul style="list-style-type: none"> • 22 OZ. Cover, White, Flame Retardant PVC Vinyl Fabric with Polyester Scrim. • Fabric is flame retardant – NFPA 701 and UVA treated. • Fabric Ends at Base Level on each side. • Frame Members: 30" Four Chord Galvanized Tubular Steel Design. 10' Truss Spacing • All Connections via a slip fit Plate to Plate Junction • All assembly instructions, hardware & anchoring included • Anchors Are Provided for a Concrete Foundation • 20-Year Big Top Warranty for Fabric • 25-Year Big Top Warranty on Frame • Quarterly Maintenance is expected 	\$ 1,080,000.00
End Panels	4	2ea access end wall with 1ea 25' Width X 25' high fabric access panel.	Included
Man Door	4	Aluminum man door with frame	Included
Engineering		Structure meets standard codes. If specific codes should be met customer should specify prior to sale or assume all responsibilities, & any additional cost post sale.	\$ 1,800.00
Taxes		This quote is not inclusive of State, County, City, Use or any other taxes. If applicable, you may be charged any or all the above based upon Federal or State Law that may apply. If you have a tax-exempt certificate or direct pay permit, please provide.	Exempt
Shipping		FOB Origin Perry, FL. We will prepay and add. Shipping and Handling to the FL job site (Flatbed Rate)	\$ 4,500.00
Grand Total			\$ 1,086,300.00
Direct Install		Coast To Coast Contracting LLC Ben Perry benp@ctccllc.com (352) 460-7041	Contact for Quote

- ◆ **Payment Terms** – 50% deposit, 40% prior to shipping, Balance Net 5 business days from installation sign off
- ◆ **Manufacturing Lead- Time:** 12± Weeks from deposit. Please expect 2+ weeks for engineering.

◆
 Sincerely,
Brandon Slaughter
 Sales Representative
b.slaughter@bigtopshelters.com

Approved This ___ Day of _____, 2022
 Signature _____



Big Top Manufacturing Inc Disclaimer Reference Page

1. Fees for services are \$1,100.00 for the United States and its territories, Canada, and the Caribbean. International Services are \$1200.00 USD per day per person. Included are hotel, rental car, meals, taxis, and airport parking. Expenses for airfare, visas, transfers, special job site training, ferries, and others will be billed at actual costs. On domestic and international installations, the daily fee extends from portal to portal from Perry, Florida. The Daily fee continues during the week Monday through Sunday regardless of whether work can be performed on weekends. Travel & accommodations are to be arranged or agreed to by Big Top personnel. (Domestic & International flights are to be coach class and the hotel accommodations are to be with a standard chain hotel). All remaining balances will be settled on prior to the departure of the technician from the job site. There may be some international regions where a technician is not available. Call for details.
2. Big Top will not be responsible for any damage to the grounds, shrubbery, underground utilities, asphalt, concrete, etc. due to the normal construction process necessary to install the above shelters unless specifically provided for in the purchase contract.
3. In the event the above proposal includes metal/aluminum entry equipment doors, unless the shelter is built on level concrete, we cannot take responsibility for its operation. If uneven - such as is routinely encountered on asphalt or soil, the framework will likely require modification on site resulting in additional costs.
4. Big Top will provide soil or concrete anchors as a standard form of anchoring. Big Top makes no representation as to the structural integrity or suitability of the concrete or soil. Any other anchoring surface or method is at the sole risk of the end user. No representation is made as to water drainage due to slope or foundation issues. If on soil or asphalt, we provide 40" anchors. There cannot be any concrete, obstructions, utilities, etc., below the footprint of the shelter's walls and ends if using soil anchors. You should contact your local utility locating service.
5. Shelter is to be installed in accordance with the provided assembly instructions, under the guidance of our technician or via Big Top. If the end user chooses to owner install the shelter, finished photos are required including photos of the shelter with the anchors properly installed. In the event the shelter is ever relocated, new photos will be required including anchorage photos.
6. In the event the end user chooses to employ our technician, we make no representation as to the quality, suitability, or performance of the laborers or equipment provided. The estimate given is based upon typical installations worldwide but is not a guaranteed level of performance. On site safety is the responsibility of the customer not Big Top's representative.
7. If Big Top is to fully install the shelter, unencumbered access is necessary. We assume a 7-day workweek. If the weekends cannot be worked, we will need to know this in advance to modify the proposal.
8. End user is responsible for permitting and any local taxes or tariffs, if any. If a turn-key installation by Big Top, it is the end user's responsibility to determine Big Top's ability to install the shelter based upon local licensing or permitting issues. All costs associated with this to be borne by the end user.
9. Shelter is defined as an equipment item. Proper maintenance is necessary to extend the life of the shelter frame, fabric, doors, and access panels. Maintenance guide can be provided upon request.
10. All drawings received should represent inside looking out of the Big Top. Customer to verify.
11. All accessories are covered under the product manufacturer's warranty.
12. Big Top installers are not licensed electricians. All electrical connections are the responsibility by the customer.
13. Shipping is primarily via flatbed trailers. To maximize stacking, there is little to no dunnage below the frames. Due to weight and handling issues, dunnage can possibly result in damage to the frame. If you require dunnage there could be additional costs due to lessened space on the flatbed or special stacking requirements.
14. Disappearing fabric doors are not a pre-engineered door system and should be considered a flap. Engineered door systems are available but require additional funds. Big Top Access panels are not engineered door systems, there is no warranty on the access end panel, the access panel is not warranted against or designed at the same engineering as the shelters, The access panels or panels are required to be secured down in high winds. The panel(s) vertical cables are to be clipped at the bottom to the anchoring devices and the cables are to be tightened and secured when the panel is always in the down position.
15. If Engineering is required, please provide the proper wind, snow, seismic load, and exposure category for the location where the shelter will be located. If the shelter is purchased or installed prior to permit approval the customer bears the cost of any upgrades to meet local code. All engineering to support the structure is considered "by others", unless specifically noted on our drawings. That includes, but is not limited to, shipping containers, concrete, soil, asphalt, custom support steel, etc. Engineering fees start at \$1,800.00
16. Signed proposals or related PO's assumes you have read & understand the above Big Top Manufacturing Inc disclaimer/clauses



Administrative Office Manager Report

ADMINISTRATIVE OFFICE MANAGER'S REPORT
January 2022

Hours worked January 2022 – 60.5

- Attended and completed meeting minutes for January 12 Monthly meeting
- Attended and completed meeting minutes for January 26 Regular 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
- Electronic file organizing
- Responded/Researched documents requests
- Corresponded with IT support
- Collaborated with Susan Gilbert (BOCC) for OHPA's 2022 meeting schedule
- Posted job advertisement (Interim Port Director, Administrative Office Manager) to multiple platforms

Public Records Request Received in January 2022- 0