



OCEAN HIGHWAY & PORT AUTHORITY

NASSAU COUNTY

AGENDA

Wednesday, September 11, 2019

6:00 PM

**Commissioner Chambers
James Page Government Complex
96135 Nassau Place, Yulee, FL 32097**

6:00 PM – Meeting Called to Order – Chairman

Invocation – Commissioner

Pledge of Allegiance – Commissioner

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

- Comments - Audience (Sign in sheets on the Press Table)

1. Approval of Minutes

- August 14, 2019 Meeting Minutes

2. Consent Items

Mauldin & Jenkins Understanding of Services for 2020 - \$25,800

3. Report by Pierre LaPorte

- Financial Report – August 2019

4. Report by Jeb Branham, Port Attorney

5. Report by Laura DiBella, Port Director

6. Port of Fernandina Report

- Tonnage Report – August 2019

7. Unfinished Business

- Resolution 2019-11: 2019-2020 OHPA Budget Approval
- Update on the Proposal to Bid for Maintenance Dredging and Main Wharf Repairs
- Update on the Channel Re-Alignment Request from City of Fernandina
- Update on the PILOT Payment to City of Fernandina Beach.

8. New Business

- Letter from County Manager Michael Mullin regarding Port traffic
- In-Progress Review of MARAD Grant Application by Rick Mariner

Committee Reports

- Port Security – Commissioner Fullwood
- Customs House – Commissioner Franklin
- Economic Development – Commissioner Fullwood
- Emergency Management – Commissioner Franklin
- Technical Coordinating Committee – Commissioner Hanna
- TPO – Commissioner Cole
- Nassau Chamber East Side – Commissioner Sturgess
- Nassau Chamber West Side – Commissioner Cole

9. Administrative Office Manager Report

10. Other items to be brought by Commissioners

11. 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.

Ocean Highway & Port Authority

Robert Sturgess – Chairman, Commissioner, District 1
Danny Fullwood – Vice Chairman, Commissioner, District 2
Scott Hanna – Commissioner, District 3
Carroll Franklin – Secretary/Treasurer, District 4
Mike Cole – District 5

Monthly Meeting Minutes

August 14, 2019

The Ocean Highway and Port Authority of Nassau County held its Monthly Meeting on Wednesday, August 14, 2019 the County Commissioners Chambers at the James S. Page Government Complex, 96135 Nassau Place, Yulee, Florida 32097.

The meeting was called to order at 6:03 PM by Chairman Sturgess.

The invocation was given and Pledge of Allegiance was led by Commissioner Cole. Roll call was conducted by Ms. Barbara Amergian. All Commissioners were present. Also in attendance was Jeb Branham, Port Attorney; Laura DiBella, Port Director; Pierre LaPorte, Port Accountant; and Chris Ragucci, Port Operator.

Chairman Sturgess recognized City Commissioner Chip Ross, 210 N. 3rd Street, Fernandina Beach, FL. Commissioner Ross asked for clarification on the DRI payment to the City which was due in July. Port Attorney Jeb Branham stated his understanding was that the payment was to be made through 2020 and despite extensive research is unable to locate documentation that states the payments to the City are in perpetuity nor can he find any documentation where OHPA signed in agreement.

Commissioner Fullwood made the motion to pay the \$50,000 PILOT payment this year and make a final payment in 2020 on the condition that that the City agrees to accept this terms. If the City does not agree to these terms, then there will be no payments made. Commissioners Fullwood, Franklin, Cole, and Hanna voted YES. Chairman Sturgess voted NO. Motion carried.

By unanimous consent, the meeting minutes for July 10, 2019 Monthly Meeting and the July 30, 2019 Budget Workshop were approved with change (pilot payment to PILOT payment.)

Pierre LaPorte, Port Accountant, presented the July, 2019 Financials. Mr. LaPorte pointed out that the Quarterly Payment, due July 1st, from the Port Operator had not yet been received. Mr. Ragucci informed the Board that Worldwide Terminals is replacing the current Bond Trustee with Zion Bank. Mr. LaPorte informed the Commissioners that the interest only loan on the Crane expired on July 1st and a principal and interest payment had to be made by OHPA in July.

Mr. Laporte also presented the Financial Statements for the Quarter Ending June 30, 2019. He explained the equity, cash flow, and depreciation of the quarterly report.

There was discussion about the 2019-2020 Budget, Mr. LaPorte represented v.3 the changes discussed at the July 31st Workshop. The budget will be voted on at the September meeting by resolution. There was discussion regarding the increase in the Commissioners salaries which will be covered by the conduit fee for 2019-2020 and will be revisited in 2020-2021 if it is a burden to the budget.

Jeb Branham, Port Attorney, presented his report. He informed the Board that he would notify Ms. Bach, City of Fernandina Beach Attorney, of the motion passed regarding the PILOT payment. He anticipates an Administrative and Joint Public meeting and then mediation with the City. He will continue to monitor the issue with the City of Fernandina Beach and the 2014 Strategic Master Plan. Attorney Branham informed that the Board that OHPA had been asked to execute a setback waiver for boat dockage from resident Jake Flowers which is required by the State of Florida. He suggested that there be an end-date added to the waiver.

Commissioner Fullwood made the motion to authorize Chairman Sturgess to execute the setback waiver for Jake Flowers with the following language added: “provided however that OHPA reserves the right to revoke this waiver if applicant’s usage or activities interfere with port operations.” Motion passed unanimously.

Laura DiBella, Port Director, presented her report to the Commissioners. She reported that July was a good month. The Marine Highway Designation was official last month with great press coverage for the Port. There will be an official award ceremony in the coming months, she will have more information soon. The request from the City Manager for channel re-alignment been made. A grant for lighting has been submitted which has a little broader scope than the first lighting grant. Ms. DiBella will be attending a conference in Miami next month which focuses on the green initiative. On the Economic Development side, there is a manufacturer looking to locate in Yulee that is looking for assistance on the industrial revenue. There has been conversation with them to learn more detail and how OHPA can assist with a bond offering.

Chairman Sturgess called for a five-minute recess at 7:14 PM. The meeting re-convened at 7:25 PM.

Rick Ferrin, VP of TranSystems, presented the project update for the maintenance dredging and the bundling of repairs to main wharf and replacement of the concrete ramp. A solicitation for Statement of Interest will be posted on the website for ten (10) days for letters of interest and qualifications from interested contractors. He explained the process for proposal submissions and the results will be presented to the OHPA Board for selecting the contractor. He anticipated the total process will take approximately two (2) months.

Mr. Ferrin discussed the MARAD designation and the need for the development of a MARAD grant application for specific equipment for a barge operation of approximately \$1,000,000. The matching requirement is 20% of the total grant. There is a deadline of September 20, 2019 for this grant and proposal has been presented to OHPA with a preparation fee of \$30,000.

Additionally, there is also a Design Criteria package proposal for Warehouse #1 and assisting with the qualifications and proposal requests with a fee of \$137,834. There was discussion regarding the bond funds from Worldwide Terminals that would be used to match the state funds, however there needs to be an agreement between Worldwide and OHPA for the matching funds for the warehouse project as well as the wharf maintenance and repairs. Attorney Branham offered his opinion on the three separate requests – on the issue of the matching funds for the FDOT grants, Worldwide is responsible for the matching funds according to Resolution 2019-R10; the request for \$30,000 fee on the MARAD grant application – Mr.

Ragucci made the request that OHPA pay it and be reimbursed by Worldwide. Mr. Branham reminded the Board under the Continuing Services Agreement with TranSystems, grant writing services is not covered under the scope of services of that agreement and that the grant application fee is over the bid threshold. The pending due date makes it necessary to find that it is an emergency or sole source but that finding needs to be recorded if OHPA proceeds. Mr. Ragucci will investigate the possibilities of using bond funds to cover the cost of the grant writing for the MARAD grant application. Mr. Ferrin will redraft the MARAD grant proposal for Worldwide Terminals on behalf of the OHPA.

Commissioner Hanna made the motion to authorize TranSystems to proceed with the application for a MARAD grant on behalf of OHPA with Worldwide Terminals paying the fee of \$30,000. With no further discussion, the motion passed unanimously.

Commissioner Fullwood made the motion to authorize TranSystems to prepare a design criteria package for Warehouse #1 on the condition that Worldwide guarantee payment in writing on the proposal. With no further discussion, the motion passed unanimously.

Chris Ragucci, Port Operator, presented the July tonnage report to the Commissioners. The tonnage was down for the month as there was no paper shipments and Somers Isle only had two vessels instead of the normal three. However, there are over 20,000 tons of KLB in the warehouse ready to ship. Railcars were up to 106. External factors with tariffs are taking its toll on the market. Mr. Ragucci and Ms. DiBella are meeting with the owner of a barge operator company, who will supply the barge, tugs, and fuel, from Houston next week to discuss becoming the barge operator for the Port of Fernandina. Mr. Ragucci stated that the new Bond Trustee will be in place by September.

By unanimous consent, the Commissioners voted to sponsor the Right Whale Festival at the \$1,000 level to be split with Worldwide Terminals.

There was discussion regarding the Channel Re-Alignment Request from the City of Fernandina. Mr. Ragucci would like Rick Ferrin from TranSystems to take a look at the request. **By unanimous consent, the request was tabled until the September 11, 2019 monthly meeting.**

Committee Reports:

Port Security – Commissioner Fullwood – Nothing to report this month.

Customs House – Commissioner Franklin presented photos to the Board showing extensive wood rot to the windows on the south side and suggested the need for the windows to be replaced or repaired. Commissioner Franklin also proposed researching the possibility of grant money to assist in building a new facility for the Customs agents.

Economic Development – Commissioner Fullwood – Nothing to add to Ms. DiBella's report. Commissioner Fullwood will be attending the Riverkeepers gathering at White Oak this month.

Emergency Management – Commissioner Franklin attended the meeting on July 30th and the topic was hurricane preparedness.

Technical Coordinating Committee – Commissioner Hanna - Nothing to report this month.

TPO – Commissioner Cole – He attended last month's meeting and informed the TPO of the MARAD designation. The next meeting is scheduled for September 12th.

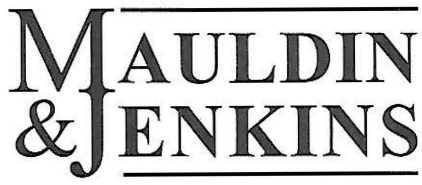
Nassau Chamber East Side – Commissioner Sturgess – Nothing to report this month.

Nassau County West Side – Commissioner Cole – Nothing to report this month.

The Administrative Office Manager report was included in the notebook. Mrs. Amergian reminded the Board that she was traveling August 23rd through August 31st.

There being no further business to be brought before the Board, the meeting was adjourned at 9:05 PM.

Robert H. Sturgess, Chairman



August 1, 2019

The Board of Commissioners
Ocean Highway and Port Authority of Nassau County
86130 License Road, Suite 9
Fernandina Beach, Florida 32034

Attention: Barb Amerigan, Office Manager

We are pleased to confirm our understanding of the services we are to provide for the Ocean Highway and Port Authority of Nassau County (the "Authority").

We will examine the Authority's compliance with Section 218.415, *Florida Statutes*, regarding the investment of public funds as of and for the year ending September 30, 2019. The objectives of our examination are to: (1) obtain reasonable assurance about whether the Authority complied with the specified requirements above; and (2) to express an opinion as to whether the Authority complied with the specified requirements is fairly stated, in all material respects.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to the Board of Commissioners of the Authority. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

You understand that the report is intended solely for the information and use of the Authority and the Auditor General of the State of Florida, and is not intended to be and should not be used by anyone other than those specified parties.

We will plan and perform the examination to obtain reasonable assurance about whether the Authority complied with Section 218.415, *Florida Statutes*, regarding the investment of public funds is free from material misstatement. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, or known and suspected fraud or noncompliance with laws or regulations, or internal control deficiencies that

may exist. However, we will inform you of any known and suspected fraud and noncompliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial.

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for compliance with Section 218.415, *Florida Statutes*, regarding the investment of public funds; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide us with, a written assertion about whether the Authority is in compliance with the above noted criteria. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of the engagement, you agree to provide us with certain written representations in the form of a representation letter.


We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Wade P. Sansbury, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We expect to begin our examination on a mutually agreed upon date, and to issue our reports no later than May 31, ²⁰²⁰~~2019~~. Our fees for these services are included in the Authority's annual audit engagement letter. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,
MAULDIN & JENKINS, LLC


Wade P. Sansbury, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Authority.

Management signature: Barbara L Amergin
Title: Admin. Office Manager

Governance signature: _____
Title: _____



August 1, 2019

The Board of Commissioners
Ocean Highway and Port Authority of Nassau County
86130 License Road, Suite 9
Fernandina Beach, Florida 32034

Attention: Barb Amerigan, Office Manager

We are pleased to confirm our understanding of the services we are to provide the Ocean Highway and Port Authority of Nassau County (the "Authority"), for the year ended September 30, 2019. We will audit the financial statements including the related notes to the financial statements which collectively comprise the basic financial statements of the Authority as of and for the year then ended.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies the Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal and/or state awards, (if necessary).

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and/or the Florida Single Audit Act and Chapter 10.550 *Rules of the Auditor General*, as applicable.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states: (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance and/or the Florida Single Audit Act, as applicable, will report on internal control over compliance and will include a paragraph that states the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and/or the Florida Single Audit Act. Both reports will state the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the Uniform Guidance; the Florida Single Audit Act; and the provisions of Chapter 10.550, *Rules of the Auditor General*, as applicable, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and/or the Florida Single Audit Act, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audits, if applicable. Our reports will be addressed to management and Members of the Board of Commissioners of the Ocean Highway and Port Authority of Nassau County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to

complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements, schedule of expenditures of federal awards and or state projects, and all accompanying information as well as all representations contained therein.

Management is responsible for: (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards and state projects, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving: (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected

fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance and the Florida Single Audit Act, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review subsequent to the start of fieldwork.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in conformity with the Uniform Guidance and the Florida Single Audit Act. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal and state awards no later than the date the schedule of expenditures of federal and state awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance and the Florida Single Audit Act; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is fairly presented in accordance with the Uniform Guidance and the Florida Single Audit Act; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to an exempt offering document with which Mauldin & Jenkins is not involved, you agree to clearly indicate in the exempt offering document that Mauldin & Jenkins is not involved with the contents of such offering document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and state projects, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards and state projects, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though

the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and the Florida Single Audit Act, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and/or state award program, as applicable. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the Florida Single Audit Act, if applicable.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance, and the Florida Single Audit Act, as applicable.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Authority's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and the Florida Single Audit Act requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* and *State Projects Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Authority's major programs, as applicable. The purpose of these procedures will be to express an opinion on the Authority's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the Florida Single Audit Act, as applicable.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards and state projects and related notes of the Authority in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Audit Administration, Fees and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the Federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the Authority; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mauldin & Jenkins, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mauldin & Jenkins personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

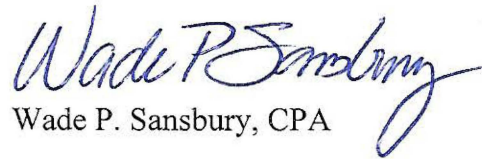
The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on a mutually agreed upon date, and to issue our reports no later than May 31, 2020. Wade P. Sansbury, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$25,800 for the financial and compliance audit (includes financial statement preparation) and \$3,500 for each major federal and/or state program if a federal and/or Florida Single Audit are required for the year ended September 30, 2019. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. In accordance with our Firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt by us of the information on the respective client participation listings to be prepared annually) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate before we incur the additional costs.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests, we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

We appreciate the opportunity to be of service to the Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign these letters and return one to us.

Sincerely,
MAULDIN & JENKINS, LLC


Wade P. Sansbury, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Ocean Highway and Port Authority of Nassau County.

Management signature: _____

Title: _____

Governance signature: _____

Title: _____

Jeb T. Branham
419 3rd Street North
Jacksonville Beach, FL 32250

Report for September, 2019 OHPA Board Meeting

The issue of the end date for the \$50,000 annual payments to Fernandina Beach in lieu of taxes is still open. Tammi Bach and I have explained our legal positions on the matter to one another. Ms. Bach has proposed that OHPA pay the 2019 PILOT payment without conditions this year and allow OHPA and Fernandina Beach time to do further legal analysis.

Jeb T. Branham, Esq.
419 3rd Street North
Jacksonville Beach, FL 32250

Invoice submitted to:
Ocean Highway and Port Authority

September 11, 2019

Invoice # 12965

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
8/12/2019 Research document inspection rights under operating agreement, bond indenture, and Fla. Stat. s. 119; telephone conference with R. Sturgess; email to R. Sturgess;	1.80 200.00/hr	360.00
8/13/2019 Telephone conference with L. Dibella regarding new bond issuance;	0.20 200.00/hr	40.00
8/14/2019 Prepare attorney report; meet with R. Sturgess and L. DiBella regarding harbor issues and industrial development; attend regular meeting;	4.80 200.00/hr	960.00
8/15/2019 Email to T. Bach regarding PILOT payments; telephone conference with R. Sturgess regarding PILOT payments;	1.20 200.00/hr	240.00
8/20/2019 Review and revise TransSystems payment gaurantee obligations for WTF;	0.30 200.00/hr	60.00
8/21/2019 Email to T. Bach regarding PILOT payments;	0.70 200.00/hr	140.00
8/22/2019 Email to R. Sturgess regarding change of bond trustee;	0.10 200.00/hr	20.00
9/6/2019 Telephone conference with Florida League of Cities regarding insurance claim; email regarding insurance claim;	0.20 200.00/hr	40.00
For professional services rendered	<u>9.30</u>	<u>\$1,860.00</u>

Additional Charges :

	<u>Amount</u>
9/10/2019 Adjustment	40.00
Total additional charges	<u>\$40.00</u>
Total amount of this bill	<u>\$1,900.00</u>
Previous balance	\$1,900.00
Accounts receivable transactions	
8/16/2019 Payment - thank you. Check No. 2241	<u>(\$1,900.00)</u>
Total payments and adjustments	<u>(\$1,900.00)</u>
Balance due	<u><u>\$1,900.00</u></u>

OCEAN HIGHWAY AND PORT AUTHORITY, NASSAU COUNTY, FLORIDA
RESOLUTION NO. 2019-R11

A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA,
ADOPTING ITS BUDGET FOR FISCAL YEAR 2019-20; PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS OHPA has the obligation to adopt its budget for fiscal year 2019-20.

WHEREAS OHPA has on-going administration, operations and projects, has conducted public workshops, researched and resolved issues, and anticipates the receipt of revenues and grant funds, for all of which appropriate budget provisions should be made and such provisions should be made consistent with OHPA's public purpose.

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

Section 1. OHPA adopts the attached document as its budget for fiscal year 2019-20.

Section 2. This Resolution shall be effective upon its adoption.

RESOLVED FURTHER THAT the Ocean Highway and Port Authority, Nassau County, Florida hereby adopts the foregoing Resolution, dated this _____ day of _____, 2019.

OCEAN HIGHWAY AND PORT AUTHORITY,
NASSAU COUNTY, FLORIDA

Robert Sturgess, as its Chairman

ATTEST:

Carrol Franklin, as its Secretary

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY
 OHPA Operating Budget v.4

	YTD ACTUAL	BUDGET 2018-2019	BUDGET 2019-2020
Revenues			
Nassau Terminal Annual Fee	88,768.45	88,768.45	
Quarterly Fee	168,482.43	231,401.18	251,675.00
Insurance Reimbursement	10,548.00	0.00	
PILOT Payment	0.00	50,000.00	0.00
Misc Income	72,000.00	0.00	2,000.00
Interest	54.57	20.00	60.00
TOTAL REVENUES	339,853.45	370,189.63	253,735.00
EXPENSES			
COMMISSION DIRECT			
Salaries - Commissioners	67,500.00	90,000.00	120,000.00 **
Payroll Taxes	5,382.93	8,521.00	11,361.00 **
Unemployment	0.00	75.00	75.00
Conferences & Travel	882.04	1,000.00	1,000.00
Insurance	212.00	102.00	102.00
Salaries - Board Attorney	32,387.50	30,000.00	30,000.00
TOTAL COMMISSION DIRECT	106,364.47	129,698.00	162,538.00
COMMISSION OPERATION			
Salaries- Accountant	10,500.00	18,000.00	18,000.00
Salaries - Office Administrator	14,442.78	19,350.00	23,535.68 **
Expenses - Office Administrator	2,289.85	3,000.00	7,000.00 **
Travel - Office Administrator	91.29	1,000.00	100.00 **
TOTAL COMMISSION OPERATION	27,323.92	41,350.00	48,635.68
COMMISSION DISCRETIONARY			
Dept. of Revenue (Special Dist. Fee)	175.00	175.00	175.00
TPO. - Membership	1,257.00	1,217.00	1,257.00
GNCCC-Membership	0.00	250.00	0.00 **
Greater Nassau Chamber	280.00	280.00	280.00
Advertisement	254.83	500.00	500.00
Special Meeting - Court Reporter	0.00	0.00	0.00
Web Site	0.00	2,500.00	300.00 **
Awards & Presentations	632.10	120.00	120.00
Discretionary	63.00	100.00	100.00
TOTAL COMMISSION DISCRETIONARY	2,661.93	5,142.00	2,732.00
PORT OPERATIONS			
FB Annual Fee - PILOT	0.00	50,000.00	0.00
CSX Transportation ROW Fee	0.00	0.00	750.00 **
Insurance	10,872.00	11,499.00	11,500.00
Audit	32,800.00	25,800.00	25,800.00
FL Ports Council Dues	20,500.00	24,250.00	20,500.00
Nassau Cty Economic Dev Board	10,000.00	10,000.00	10,000.00
Bond Fees (Moody's)	2,083.00	0.00	0.00
TOTAL PORT OPERATIONS	76,255.00	121,549.00	68,550.00
TOTAL EXPENSES	212,605.32	297,739.00	282,455.68
Excess Revenues over Expenditures	127,248.13	72,450.63	-28,720.68
CARRY FORWARDS and Additional Items			
Cash CarryForward - Operating			40,000.00
Cash CarryForward - Bond Fee			65,000.00
Expense Items			
PILOT Payment Reimbursement			50,000.00
PILOT Payment			-50,000.00
Audit Fee - Yellow Book Audit			-7,000.00
Audit Fee - Yellow Book Audit Reimbursement			7,000.00



City of Fernandina Beach
Office of the City Manager

Mr. Dale L. Martin
dmartin@fbfl.org

July 25, 2019

Honorable Robert Sturgess
Chairman, Ocean Highway & Port Authority
86130 License Rd, Suite 9
Fernandina Beach, FL 32034

Dear Chairman Sturgess:

As you are aware, the City's efforts to restore its marina following Hurricane Matthew were hampered by the marina facilities location in proximity to the federal navigation channel. Special permits were required to replace both the southern and northern attenuators in their previous (original) location. The City thanks the Ocean Highway & Port Authority for its letter of support in pursuit of the special permit.

The first enclosed correspondence (dated Mar 21, 2019) is authorization to modify the original application for the northern attenuator with an amended special condition:

5.0 Assurance That Project Will Not Be an Obstruction to Navigable Capacity of Waters of the United States that is Contrary to the Public Interest

The terms of the special condition state:

If the District Engineer makes a written determination that the project has become an obstruction to the navigable capacity of waters of the United States, the Permittee agrees that it will take action to remove the obstruction within six months of the District Engineer's written determination and without expense to the United States. Options for removing the obstruction may include the Permittee (1) causing the project to be removed, relocated, or altered, or (2) causing the channel to be realigned consistent with federal authorization.

The federal authorization referred to is the Water Resources Development Act of 2000 (Public Law 106-541- Dec. 11, 2000):

SEC. 308. FERNANDINA HARBOR, FLORIDA

The project for navigation, Fernandina Harbor, Florida, authorized by the first section of the Act entitled "An Act making appropriations for the construction, repair, completion, and preservation of certain works on rivers and harbors, and for other purposes", approved June 14, 1880 (21 Stat. 186), is modified to authorize the Secretary to realign the access channel in the vicinity of the Fernandina Beach Municipal Marina 100 feet to the west. The cost of the realignment, including acquisition of lands, easements, rights-of-way, and dredged material disposal areas and relocations, shall be a non-Federal expense."

The modification presented in Sec. 308 above was the result of the collaborative effort of the City of Fernandina Beach, the Ocean Highway & Port Authority, and Rayonier to have the federal channel realigned. Copies of 1998 documents demonstrating this effort are attached.

Despite this significant support and with the appropriate Congressional authorization, no further action was ever taken by United States Army Corps of Engineers (USACE) to realign the channel.

With the regulatory challenges associated with repairing the City's Marina following Hurricane Matthew and the Mar 21, 2019, language offered by USACE officials, the City wishes again to pursue the realignment of the channel. To the best of my knowledge, the authorization specified in the Water Resources Development Act of 2000 remains in effect, having not expired or been repealed or amended.

The City requested USACE direction on re-initiating the channel realignment and the final attached document was provided (although undated, was received via email Jul 10, 2019). The correspondence instructs the non-Federal sponsor to request the USACE to act on the authorized realignment.

Therefore, on behalf of the City of Fernandina Beach, the City hereby requests that the Ocean Highway & Port Authority again support and request the channel realignment authorized by the Water Resources Development Act of 2000. Since the realignment will be a non-Federal expense, no Federal appropriation is necessary.

Thank you for your efforts and assistance to complete this nearly twenty-year process. If you have any questions, please contact me.

Sincerely,



Dale L. Martin
City Manager

Cc:

Honorable J. Rutherford (U.S. Representative, FL-4)
City Commission
City Attorney
City Clerk
Marina Advisory Board
A. Jacobs (Jacobs Scholz & Wyler, LLC.)

Enclosures:

Correspondence, A. Kelly, USACE, to D. Martin, City of Fernandina Beach (Mar 21, 2019)
Resolution 98-1, Ocean Highway Port Authority (Jan 22, 1998)
Correspondence, J. Shroads, Rayonier, to Ocean Highway & Port Authority (Feb 6, 1998)
Correspondence, T. Williams, OHPA, to Rep. T. Fowler, U.S. Congress (Feb 13, 1998)
Water Resources Development Act of 2000 (portion)
Correspondence, J. Murphy, USACE, to D. Martin, City of Fernandina Beach (Jul 10, 2019)



REPLY TO
ATTENTION
OF

DEPARTMENT OF THE ARMY
JACKSONVILLE DISTRICT CORPS OF ENGINEERS
P.O. BOX 4970
JACKSONVILLE, FLORIDA 32232-0019

March 21, 2019

Regulatory Division
North Permits Branch
Jacksonville Permits Section
SAJ-1997-02063 (SP-SCW)
Modification-2

City of Fernandina Beach
Mr. Dale L. Martin
204 Ash Street
Fernandina Beach, Florida 32034

Dear Mr. Martin:

The U.S. Army Corps of Engineers (Corps) has completed the review and evaluation of your modification request, received on September 28, 2018, in which you asked to revise the plans authorized by Department of the Army (DA) permit number SAJ-1997-2063. The DA permit, dated August 31, 2018, authorized the removal and replacement of the existing 14-foot by 810-foot floating southern wave attenuator dock and 92 associated concrete pilings. A permit modification, dated February 19, 2019, authorized the construction of an Americans with Disabilities Act (ADA) compliant 6-foot by 80-foot gangway to a 17-foot by 30-foot floating platform landward of the floating southern wave attenuator dock. The project site is located in the Amelia River, at the Fernandina Harbor Marina, at 3 South Front Street, in Sections 17, 22, and 23, Township 3 North, Range 28 East, Fernandina Beach, Nassau County, Florida.

The proposed modification would result in the removal and replacement of the existing 14-foot by 300-foot floating northern wave attenuator dock and 15 concrete pilings, removal and replacement of the existing 10-foot by 30-foot gangway, removal of the existing 28-foot by 72-foot floating fuel/boater check-in building dock and 4 pilings, and construction of a 16-foot by 30-foot floating fuel/boater check-in dock with 8 concrete pilings. The modification must be completed in accordance with the five pages of enclosed construction drawings and the special conditions, which are incorporated in, and made a part of the permit.

Special Conditions: The following special condition replaces special condition number five.

5. Assurance That Project Will Not Be an Obstruction to Navigable Capacity of Waters of the United States that is Contrary to the Public Interest: The projects (southern wave attenuator dock and northern wave attenuator dock) authorized by this permit are located within 44.8 feet and 6.6 feet, respectively, of the Fernandina Harbor

Deep Draft Navigation Channel. The Corps has determined and the Permittee acknowledges that new information may become available or circumstances relating to the authorized activity may change after permit issuance, including operations of the United States, use of the Fernandina Harbor Deep Draft Navigation or Intracoastal Waterway channels, and/or the need for maintenance dredging. If the District Engineer makes a written determination that the project has become an obstruction to the navigable capacity of waters of the United States, the Permittee agrees that it will take action to remove the obstruction within six months of the District Engineer's written determination and without expense to the United States. Options for removing the obstruction may include the Permittee (1) causing the project to be removed, relocated, or altered, or (2) causing the channel to be realigned consistent with federal authorization. Any plans, investments and actions that the permittee reasonably makes or takes in reliance on this permit should take into account this permit condition and that circumstances relating to the authorized activity may change. No claim shall be made against the United States on account of any such removal, relocation, or alteration of the project that is needed to ensure the project is not contrary to the public interest. This permit condition does not alter the Corps' authority to modify, suspend, or revoke this permit in accordance with 33 C.F.R. § 325.7.

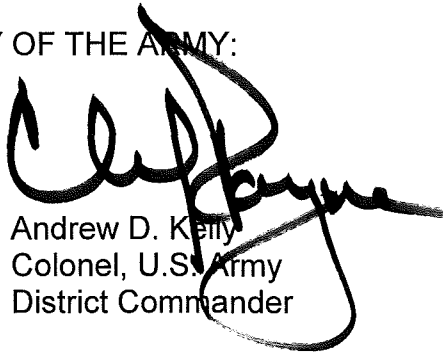
The impact of your proposal on navigation and the environment has been reviewed and found to be insignificant. The permit is hereby modified in accordance with your request. You should attach this letter to the permit. All other conditions of the permit remain in full force and effect.

If you have any questions concerning this permit modification, please contact the project manager Shannon White at the letterhead address, by telephone at 904-232-1681 or by electronic mail at shannon.c.white@usace.army.mil.


Thank you for your cooperation with our permit program. The Corps' Jacksonville District Regulatory Division is committed to improving service to our customers. We strive to perform our duty in a friendly and timely manner while working to preserve our environment.

We invite you to complete our automated Customer Service Survey at http://corpsmapu.usace.army.mil/cm_apex/f?p=regulatory_survey. Please be aware this Internet address is case sensitive; and, you will need to enter it exactly as it appears above. Your input is appreciated – favorable or otherwise.

BY AUTHORITY OF THE SECRETARY OF THE ARMY:



Andrew D. Kelly
Colonel, U.S. Army
District Commander



Enclosures

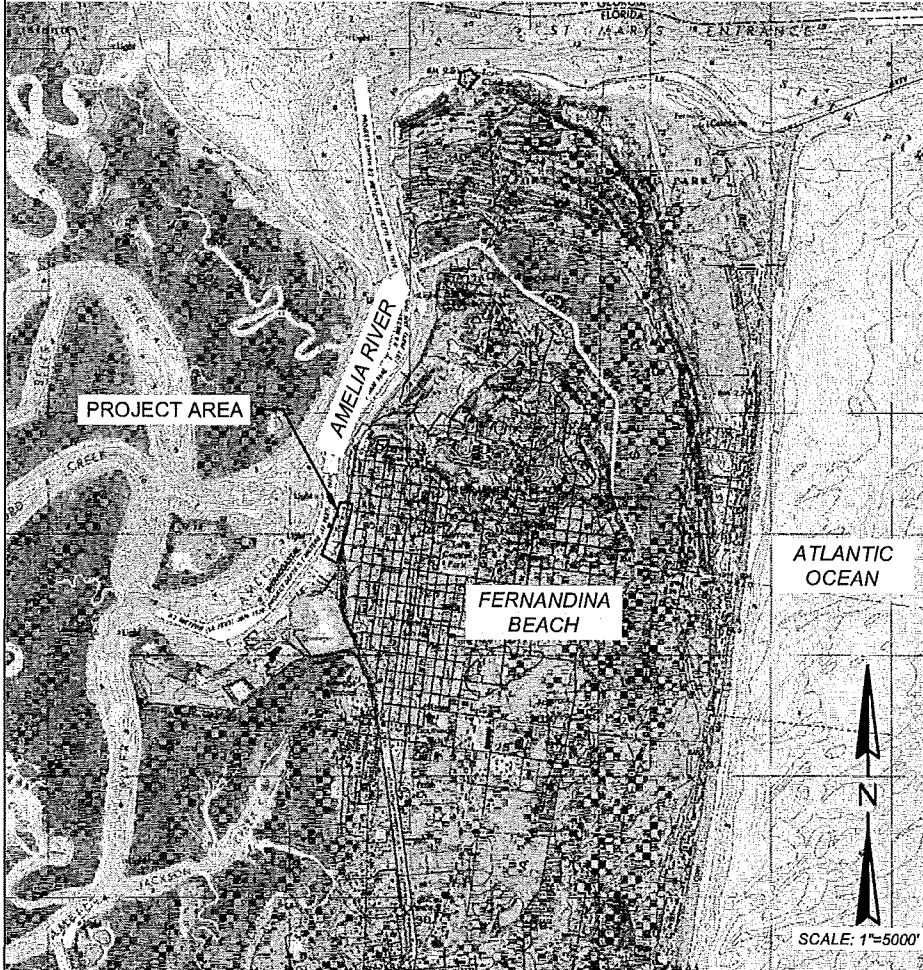
Copies Furnished:

Applied Technology and Management, 2201 NW 40th Terrace, Gainesville, FL 32605
CESAJ-RD-PE

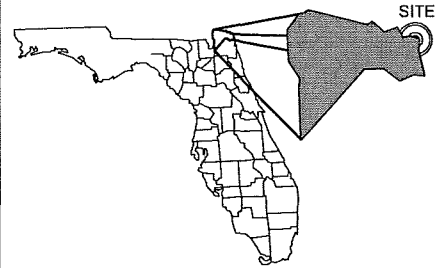
FOR PERMITTING PURPOSES ONLY
 "NOT FOR CONSTRUCTION"

FERNANDINA HARBOR MARINA NORTHERN ATTENUATOR REPAIR/REPLACEMENT

3 SOUTH FRONT STREET
 FERNANDINA BEACH, FLORIDA 32034



NASSAU COUNTY, FL



SHEET INDEX:

1. COVER SHEET & LOCATION MAP
2. EXISTING CONDITIONS
3. EXISTING CONDITIONS "ZOOMED IN"
4. PROPOSED IMPROVEMENTS
5. BOATER CHECK-IN/FUEL BUILDING
FLOATING FOUNDATION DETAILS
6. TYPICAL ADA RAMP PROFILE

FDEP BENCHMARK & DATUM ELEV. STATION 872-0030

TIDAL DATUM	ABBREVIATION	FEET, NAVD88
MEAN HIGHER HIGH WATER	MHHW	2.74
MEAN HIGH WATER	MHW	2.39
NORTH AMERICAN VERTICAL DATUM, 1988	NAVD88	0
MEAN LOW WATER	MLW	-3.64
MEAN LOWER LOW WATER	MLLW	-3.82

NOTES:

1. IMAGE WAS DOWNLOADED FROM LABINS.ORG WEBSITE.
2. TIDAL DATUM INFORMATION FOUND ON LABINS.ORG.

C:\Projects\18-3170 US-FL Fernandina\DWG\Fuel_dock\FH-fuel-dock-Permit Plans\REV02.dwg (1) 9/28/18
 NOTE: THESE DRAWINGS AND DESIGNS ARE STRICTLY CONFIDENTIAL AND PROTECTED BY INTERNATIONAL COPYRIGHT LAW. DETAILS MUST NOT BE DISCLOSED, REPRODUCED OR COMMUNICATED TO A 3rd PARTY IN ANY FORM OR MANNER WITHOUT THE PRIOR WRITTEN APPROVAL OF
 APPLIED TECHNOLOGY & MANAGEMENT.



2201 NW 40th Terrace
 Gainesville, FL 32605
 (386) 256-1477
 Certificate of Authorization #4669

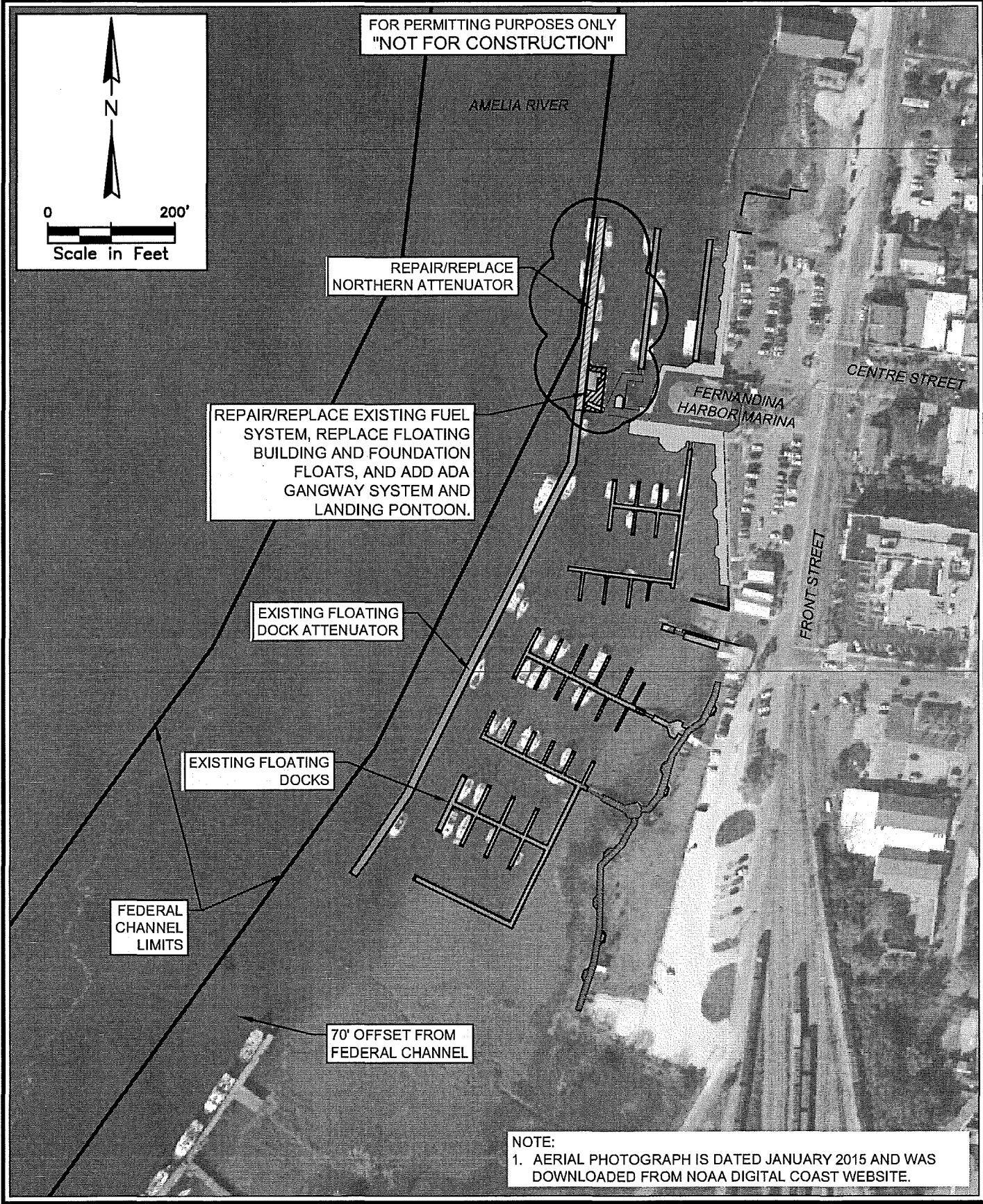
Cover Sheet
 & Location Map
 Project: Northern Attenuator Repair/Replacement

Fernandina Harbor Marina
 3 South Front St., Fernandina Beach, Florida 32034

County: Nassau
 Section: 17, 22 & 23
 Township: 3 North
 Range: 28 East

JOB NO: 18-3170	CHECKED BY:
DATE: 09/28/2018	DRAWN BY: MM
SCALE: Shown	SHEET: 1

O:\Projects\18-3170 US-FL_Fernandina\DWG\Fuel_dock\FH-Fuel-dock-Permit Plans\RE\02.dwg (2) 9/28/18
 NOTE: THESE DRAWINGS AND DESIGNS ARE STRICTLY CONFIDENTIAL AND PROTECTED BY INTERNATIONAL COPYRIGHT LAW. DETAILS MUST NOT BE DISCLOSED, REPRODUCED OR COMMUNICATED TO A 3rd PARTY IN ANY FORM OR MANNER WITHOUT THE PRIOR WRITTEN APPROVAL OF APPLIED TECHNOLOGY & MANAGEMENT.



NOTE:
 1. AERIAL PHOTOGRAPH IS DATED JANUARY 2015 AND WAS DOWNLOADED FROM NOAA DIGITAL COAST WEBSITE.



2201 NW 40th Terrace
 Gainesville, FL 32605
 (386) 258-1477
 Certificate of Authorization #4669

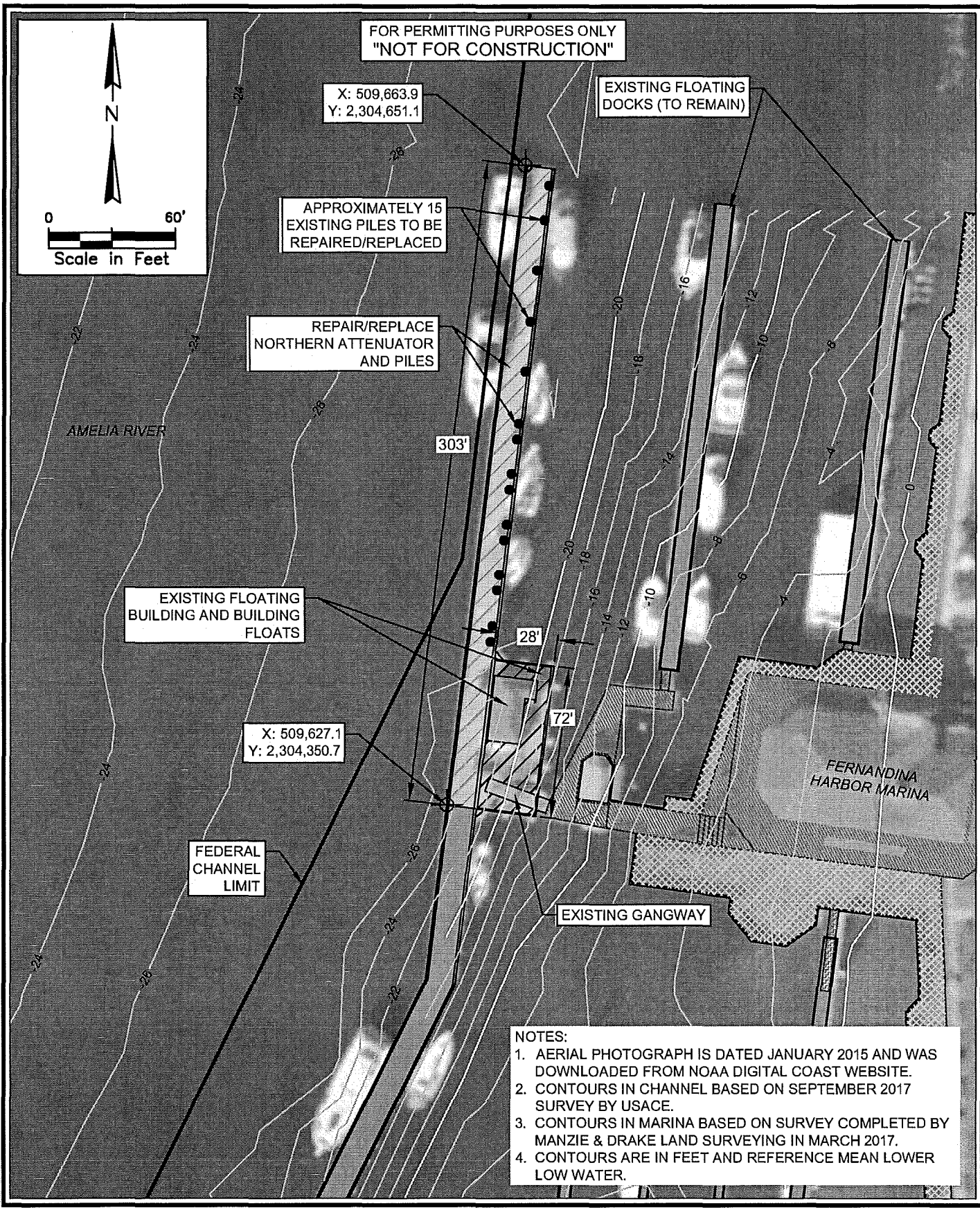
Existing Conditions

Project: Northern Attenuator Repair/Replacement
 Fernandina Harbor Marina
 3 South Front St., Fernandina Beach, Florida 32034

County: Nassau
Section: 17, 22 & 23
Township: 3 North
Range: 28 East

JOB NO: 18-3170	CHECKED BY:
DATE: 09/28/2018	DRAWN BY: MM
SCALE: 1"=200'	SHEET: 2

O:\Projects\18-3170 US-FL Fernandina\DWG\Final_dock\FH-fuel-dock-Permit_PlanesREV02.dwg (3) 9/28/18
 NOTE: THESE DRAWINGS AND DESIGNS ARE STRICTLY CONFIDENTIAL AND PROTECTED BY INTERNATIONAL COPYRIGHT LAW. DETAILS MUST NOT BE DISCLOSED, REPRODUCED OR COMMUNICATED TO A 3rd PARTY IN ANY FORM OR MANNER WITHOUT THE PRIOR WRITTEN APPROVAL OF APPLIED TECHNOLOGY & MANAGEMENT.



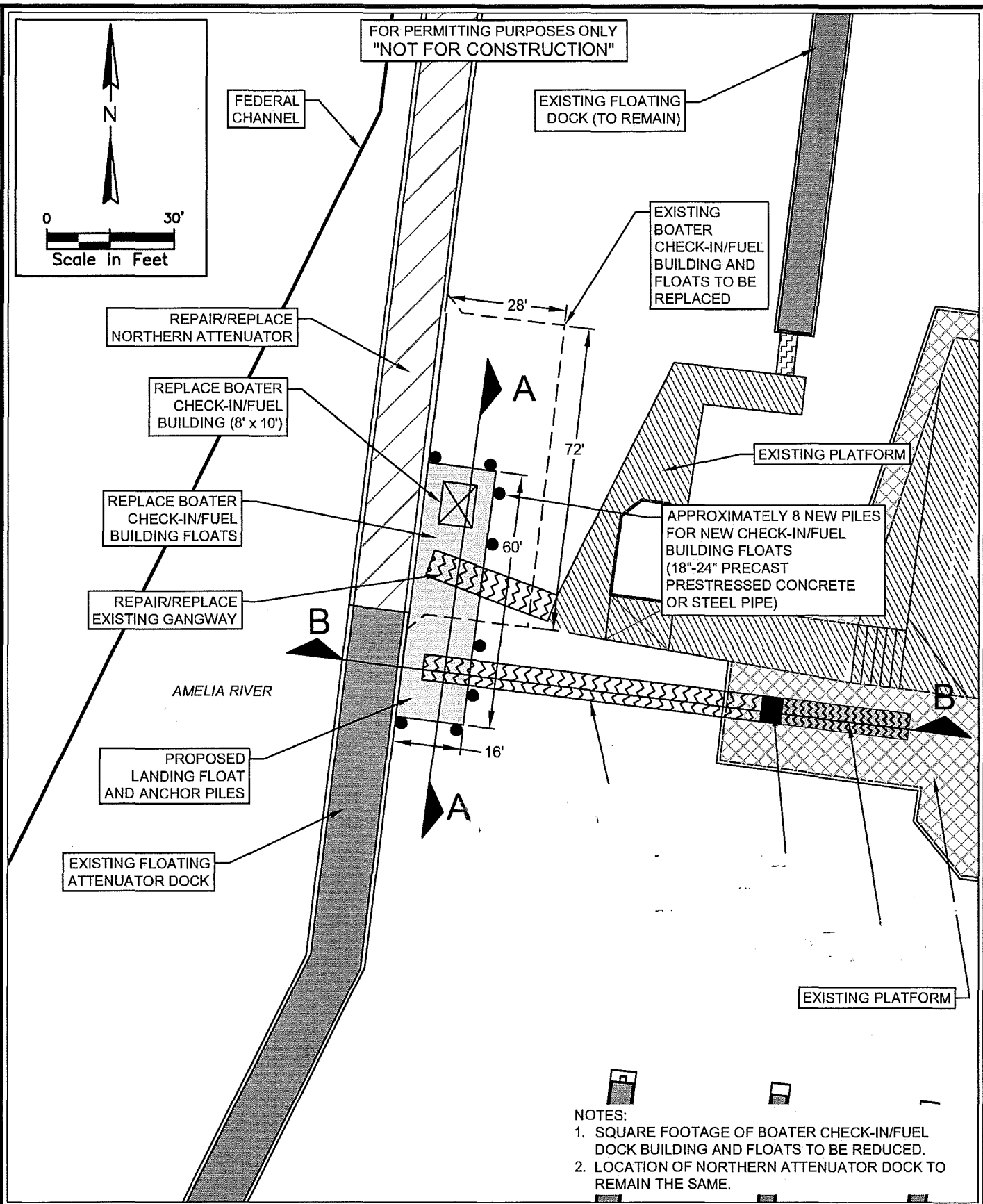
2201 NW 40th Terrace
 Gainesville, FL 32605
 (386) 256-1477
 Certificate of Authorization #4669

Existing Conditions
 "Zoomed In"
 Project: Northern Attenuator Repair/Replacement
 Fernandina Harbor Marina
 3 South Front St., Fernandina Beach, Florida 32034

County: Nassau
Section: 17, 22 & 23
Township: 3 North
Range: 28 East

JOB NO: 18-3170	CHECKED BY:
DATE: 09/28/2018	DRAWN BY: MM
SCALE: 1"=60'	SHEET: 3

C:\Projects\18-3170 US-FL Fernandina\DWG\Fuel_dock\FH-fuel-dock-Permit Plans\REV\02.dwg (4) 9/28/18
 NOTE: THESE DRAWINGS AND DESIGNS ARE STRICTLY CONFIDENTIAL AND PROTECTED BY INTERNATIONAL COPYRIGHT LAW. DETAILS MUST NOT BE DISCLOSED, REPRODUCED OR COMMUNICATED TO A 3rd PARTY IN ANY FORM OR MANNER WITHOUT THE PRIOR WRITTEN APPROVAL OF APPLIED TECHNOLOGY & MANAGEMENT.



- NOTES:
- SQUARE FOOTAGE OF BOATER CHECK-IN/FUEL DOCK BUILDING AND FLOATS TO BE REDUCED.
 - LOCATION OF NORTHERN ATTENUATOR DOCK TO REMAIN THE SAME.

ATM

2201 NW 40th Terrace
 Gainesville, FL 32605
 (386) 258-1477
 Certificate of Authorization #4669

Proposed Improvements
 Project: Northern Attenuator Repair/Replacement

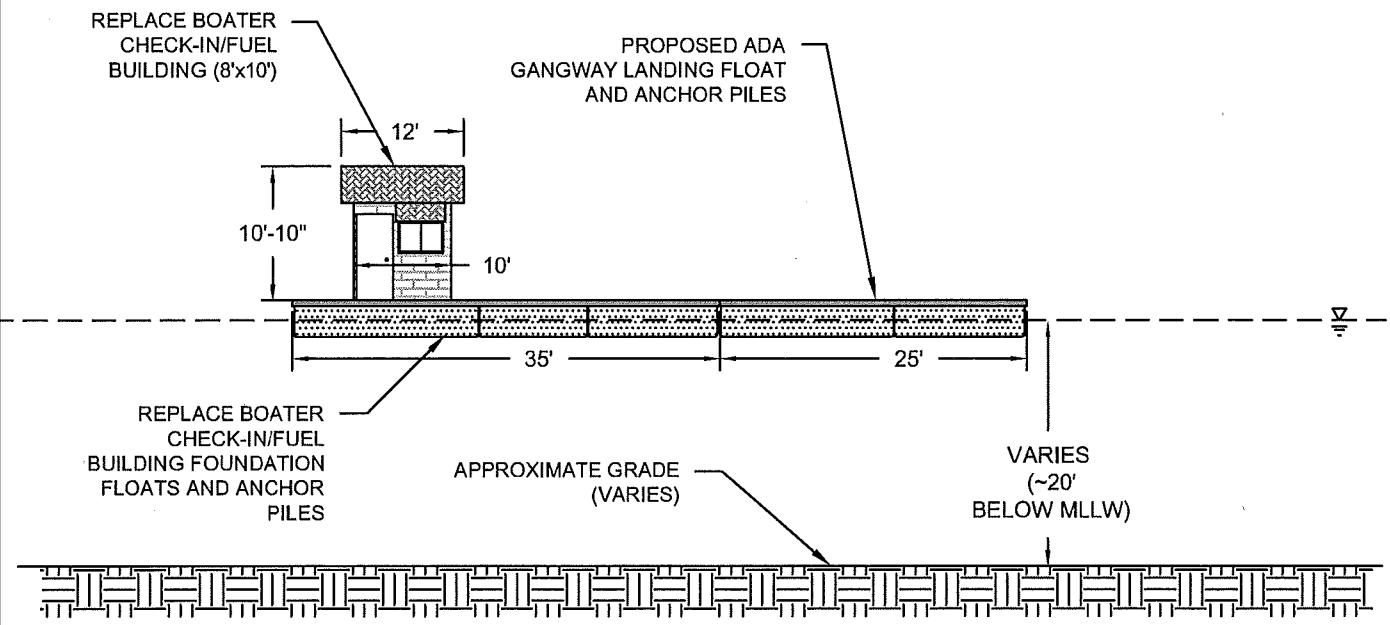
Fernandina Harbor Marina
 3 South Front St., Fernandina Beach, Florida 32034

County: Nassau
Section: 17, 22 & 23
Township: 3 North
Range: 28 East

JOB NO: 18-3170	CHECKED BY:
DATE: 09/28/2018	DRAWN BY: MM
SCALE: 1"=30'	SHEET: 4

FOR PERMITTING PURPOSES ONLY
 "NOT FOR CONSTRUCTION"

**SECTION A-A - TYPICAL BOATER CHECK-IN/FUEL
 BUILDING FOUNDATION FLOATS CROSS SECTION**



NOTE:
 1. BOATER CHECK-IN/FUEL BUILDING IS DRAWN FOR ILLUSTRATIVE PURPOSES AND MAY VARY AT TIME OF CONSTRUCTION.

C:\Projects\18-3170 US-FL Fernandina\DWG\Fuel_dock\FH-fuel-dock-Permit PlansREV02.dwg (5) 9/28/18
 NOTE: THESE DRAWINGS AND DESIGNS ARE STRICTLY CONFIDENTIAL AND PROTECTED BY INTERNATIONAL COPYRIGHT LAW. DETAILS MUST NOT BE DISCLOSED, REPRODUCED OR COMMUNICATED TO A 3rd PARTY IN ANY FORM OR MANNER WITHOUT THE PRIOR WRITTEN APPROVAL OF APPLIED TECHNOLOGY & MANAGEMENT.

ATM
 2201 NW 40th Terrace
 Gainesville, FL 32605
 (386) 256-1477
 Certificate of Authorization #4669

Boater Check-In/Fuel Building
 Floating Foundation Details
 Project: Northern Attenuator Repair/Replacement
 Fernandina Harbor Marina
 3 South Front St., Fernandina Beach, Florida 32034

County: Nassau
Section: 17, 22 & 23
Township: 3 North
Range: 28 East

JOB NO: 18-3170	CHECKED BY:
DATE: 09/28/2018	DRAWN BY: MM
SCALE: NTS	SHEET: 5

RESOLUTION NUMBER 98- 1

A RESOLUTION OF THE OCEAN HIGHWAY AND
PORT AUTHORITY, NASSAU COUNTY

WHEREAS, The City of Fernandina Beach is in the process of redesigning and renovation of the City of Fernandina Beach Marina; and

WHEREAS, The redesign and renovation of the marina necessitates the realignment of the Amelia River Channel; and

WHEREAS, The City of Fernandina Beach requires the cooperation of the Ocean Highway And Port Authority, as the sponsoring agency for the Amelia River Navigation Channel, to realign the navigational channel; and

WHEREAS, The Ocean Highway And Port Authority desires to assist the City of Fernandina Beach in securing the realignment of the Amelia River Channel and further supports the redesign and renovation of the City of Fernandina Beach Marina.

NOW THEREFORE, BE IT RESOLVED THAT:

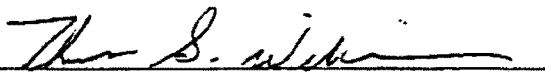
The Ocean Highway and Port Authority supports the redesign and renovation of the City of Fernandina Beach Marina, and agrees to assist the City of Fernandina Beach in the realignment of the Amelia River Channel, subject to the following:

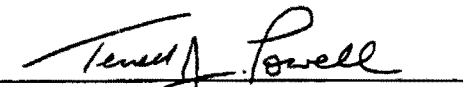
A. The realignment of the Amelia River Channel results in no cost to the Ocean Highway And Port Authority.

B. The consent and approval obtained in writing by ITT Rayonier to abandon its "turn basin" currently located in the channel of the Amelia River adjacent to ITT Rayonier property.

DATED this 22nd day of January, 1998.

OCEAN HIGHWAY AND PORT AUTHORITY

By: 
Its Chairman

Attest: 
Its Secretary

Rayonier

Law Department

February 6, 1998

Nassau County Ocean
Highway and Port Authority
910 South 8th Street
Fernandina Beach, FL 32034

Dear Commissioners.

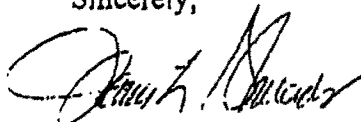
Rayonier appreciates the leadership role you have assumed as local sponsor of the deep-draft project in the Amelia River. We believe that the improvements you are sponsoring will resolve the concerns for safe navigability, which arose from the proposal to reconstruct the City Marina with a new Pier C at the edge of the existing channel.

The proposal you are sponsoring, as we understand it, is to move "Cut 6" of the Channel 100 feet westerly from its present location and to eliminate the turning basin adjacent to the Rayonier mill. Moving Cut 6 westerly by 100 feet will eliminate the bend in the channel immediately adjacent to the proposed City Marina Pier C.

If the channel can be relocated as proposed, Rayonier's objection to the proposed construction of "Pier C" will be resolved. If the channel can be relocated as proposed, then the turning basin adjacent to the Rayonier mill becomes less useful, and can be abandoned without significantly impacting the safe accessibility to the mill by ocean going vessels. Since Rayonier objected to proposed Permit Application No. 199702063, in which the City of Fernandina Beach sought approval from the US Army Corps of Engineers to reconfigure the City Marina with Pier C, Rayonier's objection can be withdrawn if this proposal is approved and implemented.

We believe the channel realignment you are sponsoring will adequately serve the interests of all parties who use the Amelia River, and who rely upon its safe navigability. We extend our best regards in your efforts, and look forward to approval of the improvement package you are sponsoring.

Sincerely,



James L. Shroads
Southeast Regional Counsel

cc: J. Kricsel

OCEAN HIGHWAY and PORT AUTHORITY
Nassau County

February 13, 1998

Honorable Tillie Fowler
U.S. Representative, Fourth District of Florida
4452 Hendricks Avenue
Jacksonville, FL 32207 and,
109 Cannon House Office Building
Washington, D.C. 20515

Dear Representative Fowler:

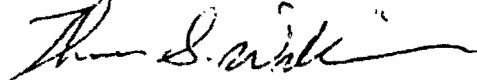
This letter is being written to you, on behalf of the City of Fernandina Beach (City) by the Ocean Highway and Port Authority of Nassau County. The City has requested us, as the local sponsoring authority, to petition the U.S. Army Corp of Engineers (USACE) for improvements to the Deep Draft Federal Project that includes a realignment of a portion of the Federal channel adjacent to the City's Marina.

Included under the sub-section of "Relevant Correspondence" of the Proposed Changes to Fernandina Harbor Deep-Draft Channel (enclosed) is a letter from the USACE dated January 6, 1998. Paragraph three, sentence four (highlighted for your convenience) instructs our agency to contact you concerning this matter.

Should you or your office have any questions concerning this request, you may contact the City's Marina Director, Coleman Langshaw at 904-277-2565, or the consulting engineers, Applied Technology and Management (Messrs. Sam Phlegar or Rob Semmes) at 803-884-8750.

Thank you for your assistance with this matter.

Sincerely,
OCEAN HIGHWAY & PORT AUTHORITY



Thomas S. Williams, Chairman

TSW/cr

c: Mr. Beril Heimer, Chief, Atlantic Permits Section, USACE
Mr. Robert H. Semmes, Engineer, Applied Technology & Mgmt.
Mr. Coleman C. Langshaw, Marina Director, City of Fernandina Beach

PUBLIC LAW 106-541—DEC. 11, 2000

WATER RESOURCES DEVELOPMENT ACT
OF 2000

SEC. 306. DELAWARE RIVER MAINSTEM AND CHANNEL DEEPENING, DELAWARE, NEW JERSEY, AND PENNSYLVANIA.

The project for navigation, Delaware River Mainstem and Channel Deepening, Delaware, New Jersey, and Pennsylvania, authorized by section 101(6) of the Water Resources Development Act of 1992 (106 Stat. 4802) and modified by section 308 of the Water Resources Development Act of 1999 (113 Stat. 300), is further modified to authorize the Secretary to credit toward the non-Federal share of the cost of the project under section 101(a)(2) of the Water Resources Development Act of 1986 (33 U.S.C. 2211(a)(2)) the costs incurred by the non-Federal interests in providing additional capacity at dredged material disposal areas, providing community access to the project (including such disposal areas), and meeting applicable beautification requirements.

SEC. 307. REHOBOTH BEACH AND DEWEY BEACH, DELAWARE.

The project for storm damage reduction and shoreline protection, Rehoboth Beach and Dewey Beach, Delaware, authorized by section 101(b)(6) of the Water Resources Development Act of 1996 (110 Stat. 3667), is modified to authorize the project to be carried out at a total cost of \$13,997,000, with an estimated Federal cost of \$9,098,000 and an estimated non-Federal cost of \$4,899,000, and an estimated average annual cost of \$1,320,000 for periodic nourishment over the 50-year life of the project, with an estimated annual Federal cost of \$858,000 and an estimated annual non-Federal cost of \$462,000.

SEC. 308. FERNANDINA HARBOR, FLORIDA.

The project for navigation, Fernandina Harbor, Florida, authorized by the first section of the Act entitled "An Act making appropriations for the construction, repair, completion, and preservation of certain works on rivers and harbors, and for other purposes", approved June 14, 1880 (21 Stat. 186), is modified to authorize the Secretary to realign the access channel in the vicinity of the Fernandina Beach Municipal Marina 100 feet to the west. The cost of the realignment, including acquisition of lands, easements, rights-of-way, and dredged material disposal areas and relocations, shall be a non-Federal expense.

SEC. 309. GASPARILLA AND ESTERO ISLANDS, FLORIDA.

The project for shore protection, Gasparilla and Estero Island segments, Lee County, Florida, authorized under section 201 of the Flood Control Act of 1965 (79 Stat. 1073) by Senate Resolution dated December 17, 1970, and by House Resolution dated December 15, 1970, is modified to authorize the Secretary to enter into an agreement with the non-Federal interest to carry out the project in accordance with section 206 of the Water Resources Development Act of 1992 (33 U.S.C. 426i-1) if the Secretary determines that the project is technically sound, environmentally acceptable, and economically justified.

SEC. 310. EAST SAINT LOUIS AND VICINITY, ILLINOIS.

The project for flood protection, East Saint Louis and vicinity, Illinois (East Side levee and sanitary district), authorized by section 204 of the Flood Control Act of 1965 (79 Stat. 1082), is modified to include ecosystem restoration as a project purpose.

INVITATION TO BID
NASSAU COUNTY
OCEAN HIGHWAY AND PORT AUTHORITY

Is requesting statements of Interest and brief statements of company qualifications for the maintenance dredging of the berths at the main wharf at the Port of Fernandina. This project will consist of the removal of approximately 5,500 cubic yards of dredge material that has accumulated in the berth. The dredging will return the berth to its permitted depth of -40 feet MLW. The dredged material will be disposed of in the Chaney Road Landfill in Woodbine, GA as stipulated in the DEP permit.

Indications of interest and company qualifications (two-page max) will be submitted by 2:00 PM on Friday, September 6, 2019 at the Office of the Port Commissioners located at 86130 License Rd #9, Fernandina Beach, FL 32034, or email to ohpanc@gmail.com.

Interested and qualified companies will be invited to a **mandatory pre-bid meeting that will be held at 10:00 AM on Monday, September 16, 2019** at the Port Operations Office on the Nassau Marine Terminal. Companies or firms that are invited but are not in attendance at the pre-bid meeting will not be further considered.

Bid documents to include Instructions to Bidders, the US Army Corps of Engineers and FDEP permits, most recent soundings and proposed schedule for initiation and completion of work will be distributed at the mandatory pre-bid meeting on **Monday, September 16, 2109** at the Nassau Marine Terminal. **Companies receiving bid documents at the pre-bid meeting will have ten (10) days from the meeting to submit proposals to the Ocean Highway and Port Authority.** Proposals will be immediately opened and evaluated by the Port. A winner will be recommended to the Board of Port Commissioners and with their approval a contract for the maintenance dredging will be negotiated for execution.

Americans with Disabilities Act Notice: Any person needing a special accommodation should contact Barb Amergian, Administrative Office Manager at (904) 491-7422.

The Nassau County Ocean Highway and Port Authority reserves the right to reject any or all bids, waive informalities, irregularities or technical defects in any bid or make award in part or whole, with or without cause and to make the award, that in its judgement, will be in the best interest of the Nassau County Ocean Highway and Port Authority.

INVITATION TO BID
NASSAU COUNTY
OCEAN HIGHWAY AND PORT AUTHORITY

Is requesting Statements of Interest and brief statements of company qualifications for construction of repairs to the Port's main wharf and replacement of the northernmost concrete approach slab that provides a transition from a pile supported approach pier to the cargo yard. This project involves structural repairs to the existing Port of Fernandina main wharf. The wharf facility includes a 1,200' long x 80' wide concrete wharf with three 60' wide concrete approach piers ranging from 57' to 111' long. The wharf and approach piers are constructed with a concrete topping slab over precast concrete deck planks supported by cast-in-place concrete pile cap beams and prestressed concrete piles. This project involves removing the approach slab to the north approach pier and replacing it with a new structure consisting of a cast-in-place concrete structural slab, concrete pile cap beams, and concrete drilled shaft foundations. Repairs to the wharf include replacing sections of concrete topping slab; replacing sections of concrete curb; spall repairs to the topping slab, precast deck soffit, concrete pile cap beams, and piles; replacing fender panels and hardware; and painting bollards.

Indications of interest and company qualifications (3-page maximum) will be submitted by 2:00 PM on September 17, 2019 at the Office of the Port Commissioners located at 86130 License Rd #9, Fernandina Beach, FL 32034. Interested companies that are considered by the Port to be qualified will be invited to a mandatory pre-bid meeting that will be held at 10:00 AM on September 26, 2019 at the Port Operations Office on the Nassau Marine Terminal. Companies or firms that are invited but are not in attendance at the pre-bid meeting will not be further considered.

Bid documents to include Instructions to Bidders, plans and specifications for the wharf repairs and approach slab replacement, contractor requirements and proposed schedule for initiation and completion of work will be distributed at the mandatory pre-bid meeting on September 26, 2019 at the Nassau Marine Terminal. Companies receiving bid documents at the pre-bid meeting will have 21 calendar days from the meeting to submit proposals to the Ocean Highway and Port Authority on October 17, 2019. Proposals will be immediately opened and evaluated by the Port. A winner will be recommended to the Board of Port Commissioners and with their approval a contract for the repairs to the main wharf and replacement of the transition ramp will be negotiated for Commission approval and execution.

Americans with Disabilities Act Notice: Any person needing a special accommodation should contact Barb Amergian, OHPA Administrative Office Manager at (904) 491-7422.

The Nassau County Ocean Highway and Port Authority reserves the right to reject any or all bids, waive informalities, irregularities or technical defects in any bid or make award in part or whole, with or without cause and to make the award, that in its judgement, will be in the best interest of the Nassau County Ocean Highway and Port Authority.



DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, JACKSONVILLE DISTRICT
701 SAN MARCO BOULEVARD
JACKSONVILLE, FLORIDA 32207-8175

Programs and Project Management Division
Water Resources Branch

Mr. Dale Martin
City Manager
204 Ash Street
Fernandina Beach, FL 32034

Dear Mr. Martin:

Please contact the non-Federal sponsor for Fernandina Harbor, the Nassau County, Ocean, Highway and Port Authority, regarding realignment of the channel as authorized by Water Resources Development Act, 2000; Public Law 106-541; Sec. 308 as the cost of the realignment shall be a non-Federal expense. The non-Federal sponsor must request the U.S. Army Corps of Engineers act on the authorized realignment.

If you have any further questions regarding this or need additional information, please feel free to contact me or you may contact the Project Manager, Mr. Beau J. Corbett at 904-232-1463 or by e-mail at beau.j.corbett@usace.army.mil.

Sincerely,

Tim Murphy

Jerry T. Murphy, P.E., PMP
Deputy District Engineer
for Programs and Project Management

Port of Fernandina - Ocean Highway & Port Authority Commission Meeting

September 11, 2019

America's Marine Highway Projects (AMHP) Overview

FY 2019 AMHP Funding: \$7 million

Eligible Applicants: Eligible applicants for funding available under this notice are an original Project Applicant of a project that the Secretary has previously designated as a Marine Highway Project. *Marine Highway Designation received from the U.S. Department of Transportation in August 2019.*

Eligible Projects: Projects to **create new marine highway services** or to **expand existing marine highway services**. Projects proposed for funding must support the **development and expansion of documented vessels or port and landside infrastructure**. Grant funds may be requested for eligible **project planning activities**; however, market related studies are ineligible to receive Marine Highway Grants.

AMHP Request: No minimum request (\$7 million cap on AMHP funding)

Cost Share/Match: Minimum 20% Non-Federal Cost Share/Match

AMHP Grant Request: \$1.11 million (\$222,000 minimum match)

Equipment Requested: Toploader, Empty Handler, Bombcarts, and Terminal Tractors

Corridor: M-95 Marine Highway Corridor

Project Parties: Port of Fernandina, Georgia Ports Authority, and Worldwide Terminals

Application Deadline: Friday, September 20, 2019

Anticipated Selections: 1st /2nd Quarter 2020



TranSystems

Frederick (Rick) R. Ferrin, P.E.
Vice President

200 East Robinson Street, Suite 600
Orlando, FL 32801
Cell 904 838 4264
rferrin@transystems.com

August 2, 2019

Ms. Laura DiBella
Executive Director/Port Director
Nassau County Economic Development Board |
Port of Fernandina - Ocean Highway & Port Authority
76346 William Burgess Blvd
Yulee, FL 32097

Re: Proposal for Port of Fernandina MARAD Grant Application

Dear Ms. DiBella

TranSystems is pleased to submit the attached proposal to prepare a Maritime Administration (MARAD) America's Marine Highway Projects (Marine Highway) Grant Application for the acquisition of specific and critically needed pieces of cargo handling equipment for Marine Highway barge operations. TranSystems is ready to assist with the requirements outlined in the MARAD Notice of Funding Opportunity (NOFO) released by the U.S. Department of Transportation (U.S. DOT) and our Project Team includes, Rick Ferrin, Rob Mariner, and Jim Dubea, all experienced in federal grant proposals.

This letter details the services TranSystems proposes to perform to develop the grant application, the pricing at which TranSystems proposes to perform these services, and the schedule for completing these services. The preparation of this grant application will be performed as a tasking under the provisions and requirements of the Continuing Services contract between OH&PA and TranSystems.

SCOPE OF SERVICES

In connection with the above referenced Projects, TranSystems shall perform the following described services:

Task Listing for America's Marine Highway Projects Grant Application:

1. TranSystems will write and edit the Federal Maine Highway grant application
2. Provide assistance in preparing the SF-424 and all Maine Highway grant criteria.
3. Prepare a concise description of the project, the transportation challenges that it is intended to address and how it will address those challenges. Present the project history, including any components previously completed. If applicable, place the project into a broader context of other transportation infrastructure investments completed or being pursued by the Port of Fernandina and how this program will benefit communities in rural areas.



TranSystems

Frederick (Rick) R. Ferrin, P.E.
Vice President

4. Prepare a description of the project location to include a detailed geographical location, a detailed geographical description of the project and a map of the project's location and connections to existing transportation infrastructure.
5. Prepare the sources and uses of project funds
6. Define all primary selection criteria to include:
 - Demonstrating the project's financial viability,
 - Demonstrating the grant funds will be spent efficiently and effectively,
 - Demonstrating the market exists for the services of the proposed project as evidenced by contracts or written statements of intent from potential customers, and
 - Describing the public benefits anticipated by the proposed grant project, as outlined in 46 CFR 393.3(c)(8) and as described in the relevant Marine Highway Project Designation application
7. Define the project readiness including: Technical Feasibility, Project Schedule, Required Approvals and Assessment of Project Risks and Mitigation Strategies
8. Final Documents will be delivered in draft version two weeks prior to estimated due date for grant submittal, and final document will be delivered at least 72 hours prior to established due date.

SCHEDULE

TranSystems is ready to begin immediately upon agreement with this proposal and will ensure the Marine Highway grant application is complete before the application deadline, currently scheduled for September 20, 2019.

COMPENSATION

As compensation for the performance of the above-described services, TranSystems will be reimbursed by the Client on a time and materials basis according to our standard hourly rates in effect at the time the services are performed up to a maximum fee of \$30,000, payable to Consultant upon submission of the Grant application on or before September 20, 2019.

We sincerely appreciate the opportunity to work with you on this project. Please let us know if you have any questions or need any further information.

Sincerely,

A handwritten signature in blue ink that reads "Frederick R. Ferrin".

Frederick R. Ferrin, PE
Vice President, Ports and Maritime

ADMINISTRATIVE OFFICE MANAGER'S REPORT

August 2019

Hours Worked – 80 Hours

- Attended and completed meeting minutes for the August 2019 monthly meeting.
- Attended three-part Webinar sponsored by the Florida Institute of Government FSU – Basics of Records Management.
- All August invoices paid and entered into Quickbooks
- Responded to one Public Records Request
- Researched DRI Documentation
- Responded to all emails
- Website updates – continued
- Office and electronic files – continued organization

Public Records Request Received – 1

Paul Nachman

American Transparency

Boca Raton, FL

Requested gross annual wages for all employees 2017-2018.

From: ohpanc
Sent: Thursday, August 22, 2019 11:04 AM
To: Florida
Cc: ROBERT STURGESS; jeb (jeb@jebbranham.com); pierre (pierre@coursonstam.com); Laura DiBella
Subject: RE: New Sunshine Law - Ocean Highway and Port Authority of Nassau County. . .

Good morning Mr. Nachman, the modified request will take me less time; however, we still need to assess the fee of \$21/hour to stay within our Public Request guidelines.

I will be leaving for vacation tomorrow and would be able to get the information to you by September 2nd at the latest if you would like to proceed.

Barb Amergian
Administrative Office Manager
OHPA
86130 License Road #9
Fernandina Beach, FL 32034
904-491-7422 (office)
207-475-5459 (cell)

Sent from [Mail](#) for Windows 10

From: [Florida](#)
Sent: Thursday, August 22, 2019 8:51 AM
To: [ohpanc](#)
Cc: [ROBERT STURGESS](#); [jeb \(jeb@jebbranham.com\)](#); [pierre \(pierre@coursonstam.com\)](#); [Laura DiBella](#)
Subject: Re: New Sunshine Law - Ocean Highway and Port Authority of Nassau County. . .

We would like to modify our request to only first names, last names, and gross annual wages for all employees in 2017-2018 (2018). We hope this modification will waive all fees.

Thank You,
Paul Nachman

From: ohpanc <ohpanc@gmail.com>
Sent: Wednesday, August 21, 2019 2:12 PM
To: Florida <Florida@openthebooks.com>
Cc: ROBERT STURGESS <rsturges@portoffernandina.org>; jeb (jeb@jebbranham.com) <jeb@jebbranham.com>; pierre (pierre@coursonstam.com) <pierre@coursonstam.com>; Laura DiBella <laura@nassauflorida.com>

Subject: RE: New Sunshine Law - Ocean Highway and Port Authority of NassauCounty submitted on 08/21/2019

Good afternoon Mr. Nachman;

The charge for the compiling this information is \$21 per hour.

I will await your approval before proceeding with your request.

Barb Amergian
Administrative Office Manager
OHPA
86130 License Road #9
Fernandina Beach, FL 32034
904-491-7422 (office)
207-475-5459 (cell)

Sent from [Mail](#) for Windows 10

From: [Laura DiBella](#)

Sent: Wednesday, August 21, 2019 12:52 PM

To: [Florida](#)

Cc: [ohpanc](#); [ROBERT STURGESS](#); [jeb \(jeb@jebbranham.com\)](mailto:jeb@jebbranham.com); [pierre \(pierre@coursonstam.com\)](mailto:pierre@coursonstam.com)

Subject: RE: New Sunshine Law - Ocean Highway and Port Authority of NassauCounty submitted on 08/21/2019

Importance: High

Your request has been received, Mr. Nachman, thank you.

The Ocean Highway and Port Authority of Nassau County team has been copied on this email thread to respond to you accordingly.

If I can assist with anything else in the interim, please do not hesitate to reach out.

Thank you again, and have a great rest of the day and week.

LAURA DIBELLA

EXECUTIVE DIRECTOR | PORT DIRECTOR

Nassau County Economic Development Board |
Port of Fernandina - Ocean Highway & Port Authority

76346 William Burgess Blvd, Yulee, FL 32097

Office: 904.225.8878 | Cell: 561.756.3132

NassauFlorida.com | PortofFernandina.org

Laura@NassauFlorida.com



FLORIDA | THE FUTURE IS HERE™



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Please be advised that Florida has a broad public records law, and all correspondence to me via email may be subject to disclosure. Under Florida records law, email addresses are public records.

From: Florida <Florida@openthebooks.com>
Sent: Wednesday, August 21, 2019 12:40 PM
To: Laura DiBella <laura@nassauflorida.com>
Subject: New Sunshine Law - Ocean Highway and Port Authority of Nassau County submitted on 08/21/2019

08/21/2019

Laura DiBella

Pursuant to the Sunshine Law, this is a request for a copy of the following records: An electronic copy of any and all employees for year of 2018, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.

The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.

All documents can be e-mailed to florida@openthebooks.com or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I

would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.

Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at florida@openthebooks.com.

Sincerely,

Paul Nachman
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999

Public Records Request - American Transparency

Employer Name	Year of Compensation	First Name	Last Name	Fiscal Year ending 2018	Position Title
Ocean Highway & Port Authority	Fiscal Year 2017-2018	Barbara	Amergian	\$1,701.00	Administrative Office Manager
	Fiscal Year 2017-2018	Lissa	Braddock	\$12,000.00	Commissioner
	Fiscal Year 2017-2018	Carrol	Franklin	\$12,000.00	Commissioner
	Fiscal Year 2017-2018	Danny	Fullwood	\$12,000.00	Commissioner
	Fiscal Year 2017-2018	Adam	Salzburg	\$12,000.00	Commissioner
	Fiscal Year 2017-2018	Robert	Sturgess	\$12,000.00	Commissioner
				\$61,701.00	Fiscal Year 2017-2018 Payroll