OCEAN HIGHWAY PORT AUTHORITY

NASSAU COUNTY

AGENDA

Wednesday, May 9, 2018

6:00 PM – Monthly Meeting

County Commission Chambers

James Page Governmental Complex

Nassau Place, Yulee, FL

6:00 P. M. – Meeting Called to Order –Chairman

Invocation

Pledge of Allegiance

Roll Call- Robert Sturgess, District 1; Danny Fullwood, District 2, Adam Salzburg, District 3;

Carrol Franklin, District 4; Lissa Braddock, District 5

Comments-Audience (Those who would like to comment on agenda items-sign in sheets on the Press Table)

Comments – Those that have requested to have items addressed which they turned in prior to the monthly meeting

1. **Approval of Minutes**

   April 4, 2011 – Workshop – Budget Fiscal Year 2017-2018

   April 11, 2018 – Workshop – Financing Options for Future Projects

   April 11, 2018 – Monthly Meeting

2. **Consent Items**

- Michael Arnold - $745.00 – Data Repository – OHPA Operating
- Michael Arnold – Contract – May 2018-April 2019
- Harden - $224.00 – Bonds for Chairman and Vice Chairman – Port Revenue Account
- Mauldin & Jenkins -$12,900.00 – Final Invoice for Audit 2016-2017

3. **Secretary / Treasurer Report**

- April Expenses
- Account Summary

4. **Report by Pierre LaPorte – Accountant**

- 2nd Quarter Financial Report
- Contract for additional services – Courson & Stam

5. **Report of Clyde W. Davis, Legal Counsel**

- Attorney's Report
- City of Fernandina – Proposed Comp Plan Amendments

6. **Laura DiBella**

- Port Director Update
- Economic Update

7. **Port of Fernandina Report**

- Port Operations & Commercial Report
- Port Projects Update – Invoice from Hal Jones Contractor – Fender Project

8. **Old Business**

9. **New Business**

- Administrative Office Manager Position – Process for Interviews
- Committee Reports from Commissioners
  - Port Security – Commissioner Salzburg
  - Custom's House – Commissioner Franklin
  - Economic Development – Commissioner Fullwood
  - Emergency Management – Commissioner Franklin
  - Technical Coordinating Committee – Commissioner Franklin
  - TPO – Commissioner Salzburg
  - AIFBY Chamber – Commissioner Sturgess
  - Greater Nassau Chamber – Commissioner Braddock

10. **Administrative Office Manager Report**

11. **Other items to be brought by Commissioners**

12. **Adjourn**

Ocean Highway & Port Authority

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

Minutes

April 4, 2018

The Ocean Highway and Port Authority of Nassau County held a Workshop Meeting on Monday, April 4, 2018 at 6:00 P.M. at the office on John Drew, Meeting Room at 86130 License Road, Fernandina Beach, Florida.

The workshop meeting was called to order at 6:02 P. M. by Chairman Salzburg. Chairman Salzburg gave the Invocation and led the Pledge of Allegiance.

Roll call by Ms. Cason was conducted. All Commissioners were present. Also present was Ms. Cason, Administrative Office Manager, Attorney Davis, Attorney for the Board and Mr. Pierre LaPorte, Accountant for the Board.

Chairman Salzburg stated the Workshop Meeting is to discuss the budget for 2017-2018 as the bonds have been paid off and a budget amendment is in order.

Chairman Salzburg then turned the meeting over to Mr. LaPorte for his recommendations.

Mr. LaPorte handed out the budget revisions that were addressed by him, Ms. Cason and Attorney Davis. He stated that the Port Operations and the Maintenance areas of the budget would be the only ones we are addressing today. Mr. LaPorte explained the different areas of the budget. He stated that the second line item represents one quarter ending December. Mr. LaPorte then reviewed each line item that was changed. Attorney Davis stated that he does not expect any additional fees and he is currently tracking his time and during the next budget cycle he will recommend any fee changes. Mr. LaPorte pointed out that

engineering services for the Port had been included in the Port Operating Budget. After a lengthy discussion it was decided for the engineering dollars to stay in the port operations budget. Mr. Ragucci stated that this will be needed in the future for the North Ramp. Chairman Salzburg asked about the Economic Development contribution. Mr. LaPorte stated that this cost is in the Board's budget. After comments from the Board and Ms. DiBella the consensus of the Board was to leave the Economic Development contribution for this year as budgeted and an increase in contributions will be addressed during the upcoming budget process. Mr. LaPorte then reviewed the non-operating expenses explaining that included reserves and payments to Nassau Terminals for the prepaid uses fees, transfers to the Maintenance account. Mr. LaPorte then stated that the $2,000,000 in state funds was added to the Maintenance account. Attorney Davis asked Mr. Ragucci if the budgeted amendment figure for prepaid use will work for him. Mr. Ragucci stated that this payment is based on business and they are concentrating on stabilization of the Port at the current time. Mr. Ragucci stated that it is most important to recover the prepaid use fees first. Mr. Ragucci then discussed grants that would be coming up which would be very helpful to the Port and business. Commissioner Sturgess stated he had reviewed the operating contract and he thinks engineering should appear in the maintenance budget based on the operating contract. The Worldwide team then stated that they have started to work with UBS which is a banking firm as an underwriter and they will need the Board to advise that they are aware of this. Attorney Davis stated this can be addressed at the meeting this month. They then requested at payment of $185,000 to insure that they meet their first interest payment due May 7th. Attorney Davis stated that action would have to be taken on this at the next meeting as well.

Chairman asked for any additional comments. There were none.

Chairman Salzburg adjourned the meeting at 7:10 P.M.

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Adam Salzburg, Chairman

Ocean Highway & Port Authority

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

Minutes

April 11, 2018

The Ocean Highway and Port Authority of Nassau County held a Workshop Meeting on Wednesday, April 11, 2018 at 4:30 P.M. at the James Page Governmental Complex, in the County Commission Chambers, Nassau Place, Yulee, Florida.

The workshop meeting was called to order at 4:41 P. M. by Chairman Salzburg. Chairman Salzburg gave the Invocation and led the Pledge of Allegiance.

Roll call by Ms. Cason was conducted. All Commissioners were present. Also present was Ms. Cason, Administrative Office Manager, Attorney Davis, Attorney for the Board and Mr. Pierre LaPorte, Accountant for the Board.

Chairman Salzburg stated the Workshop Meeting is for the presentation of financial options for future projects. He stated that he would turn the meeting over to Ms. Julie Santamaria with RBC Capital Markets and explained she has replaced Mr. Mitch Owens, who made this presentation several years ago.

Ms. Santamaria handed to each Board member a handout "Overview of Municipal Bonds. She stated also present is Mr. Duane Draper with Bryant, Miller, Olive PA. She covered the following areas: what is a municipal bond – typically less than $10 million would require a bank loan. Then discussed was Industrial Development Bonds with an overview of the municipal bond market. Mr. Draper then discussed the recent tax reform. Ms. Santamaria then stated that a bond issue would take three months or more and bank loans takes much less time. She then discussed the finance team the Board should consider having in place for financing future projects – financial advisor, underwriter, bond counsel, disclosure counsel,

lender for bank loan/direct placement, consulting engineer, financial feasibility consultant rating agencies, trustee, escrow agent, bond insurer, auditors. Ms. Santamaria then discussed the capital improvement plan and the need for this and the revenue pledged for these type projects. She then discussed the type of projects which can be financed with an industrial development bond along with the limitations on this type of bond. She then moved to the debt analysis, type of debt, debt analysis including method of sale, ratings and determined if the issue has to be insured or uninsured. Ms. Santamaria then discussed the type of documents required by a bond – bond resolution or indenture, loan agreement, official statement, bond purchase agreement, continuing disclosure agreement. She then further discussed bond pricing and sale including: method of sale, negotiated bond sale process, closing, post-closing, arbitrage, continuing disclosure, managing rating and rating agency relationship. Mr. Draper included comments throughout the presentation for further explanation. Mr. Draper stated it was important for the Board to have a Conduit Policy by which each project would be evaluated and that an application fee could be built into the policy.

Chairman Salzburg asked for additional questions or comments. There were none.

Chairman Salzburg adjourned the workshop at 5:39 P.M.

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Adam Salzburg, Chairman

Ocean Highway & Port Authority

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

Minutes

April 11, 2018

The Ocean Highway and Port Authority of Nassau County held their regular monthly meeting on Wednesday, April 11, 2018, in the County Commission Chambers at the James Page Governmental Complex, Yulee, Florida.

The meeting was called to order at 6:02 P. M. by Chairman Salzburg.

The invocation was given by Commissioner Fullwood and the Pledge of Allegiance was led by Chairman Salzburg. Roll call was conducted by Ms. Cason. All Commissioners were present. Also present was Ms. Cason, Administrative Office Manager, Mr. Clyde Davis, Attorney, for the Board, Mr. Pierre LaPorte, accountant for the Board, and Ms. Laura DiBella, Port Director.

Chairman Salzburg welcomed those in the audience and thanked them for attending this meeting and asked Ms. Cason if anyone had signed up to speak. Ms. Cason stated no.

Chairman Salzburg then recognized Mr. Wade Sansbury with Mauldin and Jenkins for presentation of the audited financial statement for fiscal year 2016-2017. Mr. Sansbury reviewed the audited financial statement for the fiscal year 2016-2017. He encouraged the Board to read the Management's Discussion and Analysis. Mr. Sansbury then moved to the Statements of Net Position, Statement of Revenues, Expenses and Changes in Net Position, Notes To Financial Statements and pointed out the comments on the sale of Nassau Terminal. He stated that Mr. LaPorte and Ms. Cason have done a wonderful job presenting the information to them for review. He stated that this was a clean audit with no findings.

Chairman Salzburg then recognized Mr. Beau Corbett, Corp of Engineers, for discussion regarding the City's request to re-alignment of the Fernandina Channel. Mr. Corbett stated that with him is Mr. Price and they will present a depth analysis of the Fernandina Channel. Mr. Price then reviewed with the Board the channel depths from the entrance of the channel to south past the City of Fernandina Beach Marina. He stated that he is providing the survey for 2017 and previous study done in 2003. Mr. Price explained that the red shows where the most fill in has occurred. Mr. Corbett pointed out that the northern end of the channel is self cleaning; however, the southern end is not. Mr. Corbett stated that to increase the depth of the channel the request would have to be approved by Congress. He also explained that dredging request would have to be submitted to the Corp and it will take time to be placed on the dredging list and the Board would have to have set aside funds for that project. City of Fernandina Commissioner Ross asked about the 408 application. Mr. Corbett stated that this permit does not fall under his section; however, he knows that the application is in the review process. Mr. Corbett explained that the Board would have to send a letter to the Corp supporting the application and requesting dredging as well. Chairman Salzburg thanked Mr. Corbett and Mr. Price for their presentation.

Chairman Salzburg asked Attorney Davis to explain the City's request. Attorney Davis stated that the City has requested a 408 variance to repair their marina. Attorney Davis stated he has given to the Board members a copy of this application. Attorney Davis stated that the Board would have to provide to the Corp their support of this project and they could do this by motion. **Motion by Commissioner Fullwood to support the City of Fernandina's 408 application for a variance at cut 6A. Motion was seconded by Commissioner Franklin. Chairman Salzburg asked for discussion.** Commissioner Sturgess stated that his concerned that the Pilots Association has expressed concern that this may cause us to have to dredge in the future and he feels the City should be willing to bear that cost should this happen. **Motion by Commissioner Sturgess to add to the previous motion that the City of Fernandina should be responsible for the costs of future dredging if it is caused by their request that they should also pay this cost associated with the 408 application. Motion was seconded by Commissioner Franklin.** Mr. Dale Martin, City Manager, stated that the City's consultant has stated that this should not occur. Mr. Lynn Williams, FIND

Commissioner, stated that he continues work on the re-location of the channel, which is supported by Mr. Bill Kavanagh. He does not think the dredging will be needed. Mr. Chris Ragucci urged the cost of future dredging be in place and cautioned them to watch the width of the channel. Commissioner Kreger further explained what the City is trying to do. Attorney Davis is to do a letter to the Corp expressing both motions. **Both motions were approved unanimously.**

Chairman Salzburg then moved to the minutes for approval from the March 14, 2018 Monthly Meeting. **Motion by Commissioner Fullwood to approve the March 14, 2018 Monthly Meeting as submitted. Motion was seconded by Commissioner Franklin. Motion was unanimously approved.**

Chairman Salzburg stated there was one consent item which is the invoice from Moody's Investor Services for $2,000.00 which is a bond expense. Ms. Cason explained that the invoice is a bond expense that we pay every year. She also explained that there is another bill from them for $5,000 and they are seeing if that can be pro-rated. **Motion by Commissioner Franklin to approve the Moody's Investor Services Invoice in the amount of $2,000.00. Motion was seconded by Commissioner Fullwood. Motion was unanimously approved.**

Chairman Salzburg then moved to the Secretary/Treasurer's Report for March, 2018. Commissioner Braddock stated that there were no unusual expenses for March. Chairman Salzburg then reviewed account balances. Chairman Salzburg stated that the Board will have to consider continuing the transfer of the $5,000 to Maintenance account. Ms. Cason stated the Board would need to make this a policy. **Motion by Commissioner Franklin to transfer $5,000 monthly from the Port Revenue Account to the Port Maintenance Account. Motion was seconded by Commissioner Braddock.** Chairman Salzburg asked for discussion. Mr. LaPorte stated that the Port Operator has asked that this not be done for the next six months. Commissioner Fullwood asked if something came up where would be get the funding. Mr. Ragucci stated that they would provide funds should something unexpected happen. Mr. LaPorte stated that he did not see a problem with this request for the next six months. After further discussion, **the motion failed by a 4 to 1 vote with Commissioner Franklin voting yeah.**

Chairman Salzburg then recognized Mr. LaPorte for his report.

Mr. LaPorte stated that the first item is to approve the Resolution amending the 2017-2018 budget. He further stated that the changes were made to the port operations budget and the port maintenance budget as discussed during the workshop on April 4th. **Motion by Commissioner Sturgess to approve Resolution 2018-2 – A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA, AMENDING BUDGET FOR FISCAL YEAR 2017-2018 AND PROVIDING AN EFFECTIVE DATE. Motion was seconded by Commissioner Braddock. Motion was unanimously approved.** He then explained that he had received a request from the Port Operator that the Board pay to them $120,000 from the Port Revenue account and also the payment of the outstanding security invoices in the amount of $28,260.07. Mr. LaPorte further stated that these funds would be charged against the outstanding debt of the prepaid use fees to Nassau Terminals. Mr. LaPorte stated that this should cover the known outstanding invoices for the Board with the exception of the payment to the City of $50,000 which is due in July and the renewal of the Board's liability insurance which comes in September. Mr. Ragucci assured the Board that he will ensure that the Board gets the funds to cover these invoices and any unexpected charges that may come in. Mr. LaPorte stated that this should leave the Board with approximately $30,000.00 to paid invoices that do come in. **Motion by Commissioner Fullwood to approve payment to Nassau Terminals in the amount of $120,000.00 and the payment of the outstanding security invoices in the amount of $28,260.07 to be credited toward payment of the prepaid use fees owed to Nassau Terminals. Motion was seconded by Commissioner Sturgess. Motion was unanimously approved.** Mr. LaPorte then stated that he is working on the quarterly report, which should be ready for the next meeting.

Chairman Salzburg then recognized Attorney Davis for his report.

Attorney Davis reviewed his report to the Board. He further stated that he believes this Board received the most funding from the State of Florida than any other entity and he has drafted a Resolution to express our appreciation which includes the signature of all Board members for Senator Bean and Representative Byrd. **Motion by Commissioner Fullwood to approve Resolution 2018-3 –A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA, HONORING SENATOR AARON**

BEAN AND REPRESENTATIVE CORD BYRD, AND PROVIDING AN EFFECTIVE DATE. Motion was seconded by Commissioner Braddock. Chairman Salzburg asked if there was additional discussion. He further stated that he had invited them to our June meeting to present this to them. **Motion was unanimously approved.** Attorney Davis stated that Commissioner Franklin had pointed out a typo and he will correct. Attorney Davis moved to the Municipal Advisor Agreement from RBC Capital which if approved they would become the Board's financial advisor for future projects. He further stated he has a letter from UBS financial services incorporated, which will represent Worldwide Terminals as their underwritten for a future bond issue which they would may want the Board to consider with a conduit financing. After a brief discussion, **motion by Commissioner Franklin to approve the Municipal Advisor Agreement with RBC Capital Markets who will serve as the Board's financial advisor. Motion was seconded by Commissioner Fullwood. Motion was unanimously approved.** Attorney Davis stated the letter from USB is a letter informing the Board that they are working with Worldwide Terminals not the Board so this Board would not have any financial obligation to them. Attorney Davis stated that he would sign this letter unless there are objections from the Board. The Board had no objections.

Chairman Salzburg then recognized Ms. DiBella for her report.

Ms. DiBella reported the following: last month was a little slower due to spring break, she attended FEMA port grant workshop, she will be in New York next month, she is reviewing DOT procedures from money from the State, and she will work with the City to include their request for a boat along with ours for a grant. Ms. DiBella stated she has been contacted by the County to see if the TPO list needs to have any changes. The Board concurred the project list should remain the same. She then reported that on the economic development side and stated she is currently working with a firm that wants to bring 75 jobs to the County and a group who would like to have a corporate office in Fernandina.

Chairman Salzburg recognized Mr. Chris Ragucci for the Port tonnage report and commercial reports.

Mr. Ragucci handed out the tonnage reports to the Board. He thanked the Board for their support and reported that each month was getting better. He also stated that they had signed their first contract with a firm who also imports oats, who were displaced out of the Brunswick Port due to damage received from Hurricane Erma. Mr. Ragucci stated once the first shipment goes well then they may be very interested in a long term agreement. He stated if that happens then they will begin work on a silo for storage of oats and the current location under consideration would be the northwest corner of the property. Mr. Ragucci asked the Board to work with the Corp of Engineers regarding additional dredging of the turn basin to bring to the determined depth. He further stated he will continue his review of the reports received tonight. He also reported that they are continuing to work with the Georgia Ports Authority on a barge service. Mr. Ragucci also reported that they are currently looking for a crane. Mr. Ragucci stated that the tonnage for the month of March was 13,592 tons, which is the result of the last ship falling into April. He also reported that there were 8 vessel Port calls, 8 dockage days, 312 rail cars for the month and 23 trucks per day. Mr. Ragucci stated that they continue to work on the Foreign Trade Zone designation and marketing of the Port. Ms. Cason reminded him to discuss the Allied Universal contract renewal proposal. Mr. Ragucci stated he would like to further review and meet with them and determine if there needed to be a formal request for proposals.

Chairman Salzburg then moved to old business. He asked the Board if they had any old business. There was none

Chairman Salzburg then moved to New Business.

Commissioner Franklin discussed the letter from GSA. He stated that the yard at the Customs House does have weeds and a lack of grass in certain areas. He stated that his plan is to purchase fertilizer and weed and feed and grass seeds to spread to get rid of the weeds and enhance grass growth. Ms. Cason will notify GSA of this action.

Chairman Salzburg then moved to Committee Reports.

Port Security –Chairman Salzburg stated that the next Security Meeting is next Wednesday.

Custom's House –Vice Chairman Franklin stated that there is nothing additional to report at this time.

Economic Development – Commissioner Fullwood stated Ms. DiBella had reported on this earlier.

Emergency Management – Commissioner Franklin stated that he attended the meeting yesterday and there was discussion on Thomas Creek and the bulkhead in Fernandina along with a damn, which he thinks is on private property for possible funding.

TCC – Commissioner Franklin reported that he was unable to attend the last meeting.

TPO- Chairman Salzburg stated that the next meeting is tomorrow.

Chamber News – Commissioner Sturgess reported he attended the March luncheon meeting where US Representative Rutherford spoke. Commissioner Braddock stated that she was unable to attend the last meeting.

Chairman Salzburg stated that Ms. Cason's report is in the meeting book and asked if the Board had any questions. There were none.

Chairman Salzburg asked if there were other comments. With there being none the meeting stands adjourned at 8:55 P.M.

_____

Adam Salzburg

Chairman

Michael Arnold
STUDIOS

904.583.6159 mobile
michaelarnold@me.com email
www.michaelarnoldstudios.com web

April 26, 2018

Invoice

Item	Notes	Qty	Total
Data repository installation 2017-2018 (may April)	Per year price for contract	1	$745
	Please remit total payment of:		**$745**

All payments due upon receipt of invoice. Please make payable to Michael R. Arnold. Thank you for your business.

Michael Arnold
STUDIOS

904.583.6159 mobile
michaelrayarnold@gmail.com email
www.michaelarnoldstudios.com web

April 26, 2018

To Whom it May Concern:

I believe we have seen many positive changes with your website in the past year. Search engine rankings have improved, the overall content of the site is improved, and user experience is easier than before. This letter is to inform you that portoffernandina.org and its associated website and hosting are up for renewal. This will also serve as the official contract renewal. The general provisions are unchanged from last year, but additional work has been requested by the OHPA, and is outlined below.

For May 10, 2018 - May 10, 2019, I propose to maintain the website hosting and email accounts that were purchased in the beginning of our relationship.

The contract fee will also include any minor design changes, state compliance edits and postings, as well as maintaining the data repository installed last year.

I will also be performing additional round of SEO (search engine optimization) to further improve the site's search engine rankings.

I have also included Social Media management for the period of 1 year during this contract term. This includes single weekly posting to Facebook, Instagram, and Twitter. The OHPA must provide content to post.

In addition, I will also refresh the site with new images and design elements.

Total for Year 4 Website and above work: $2,500. This includes your public partner discount of $950.00.

The general provisions begin on page 2 of this document, and there is a place for you to sign, indicating you acceptance of this contract and its terms.

Please make check payable to Michael R. Arnold and remit to 45049 Weaver Circle Callahan, FL 32011.

If you have any questions, please don't hesitate to contact me. I look forward to working with you again this year!

Regards,

Michael R. Arnold

14. General Provisions

14.1 Entire Agreement.

This Agreement contains the entire Agreement between the parties relating to the subject matter hereof and supersedes any and all prior agreements or understandings, written or oral, between the parties related to the subject matter hereof. No modification of this Agreement shall be valid unless made in writing and signed by all of the parties hereto.

14.2 Governing Law.

This Agreement is governed by United States law. Any dispute arising out or in connection with this agreement including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration under the applicable laws of the United States which Rules are deemed to be incorporated by reference into this clause. The place of arbitration shall be Nassau County, Florida.

14.3 Binding Effect.

This Agreement shall be binding upon and endure to the benefit of Customer and Designer and their respective successors and assigns, provided that Designer shall not assign any of their obligations under this Agreement without Customer's prior written consent.

14.4 Waiver.

The waiver by either party of any breach or failure to enforce any of the terms and conditions of this Agreement at any time shall not in any way affect, limit, or waive such party's right thereafter to enforce and compel strict compliance with every term and condition of this Agreement.

14.5 Good Faith.

Each party represents and warrants to the other that such party has acted in good faith, and agrees to continue to so act, in the negotiation, execution, delivery, performance, and any termination of this Agreement.

14.6 No Right to Assign.

Customer has no right to assign, sell, modify or otherwise alter the Project, except upon the express written advance approval of Designer, which consent can be withheld for any reason.

14.7 Right to Cease and or Remove Project.

In the event Customer fails to make any of the payments set forth within Item 13 within the time prescribed in Item 12, Designer has the right to immediately cease all work on the Project until payment in full is made.

14.8 Indemnification.

Customer warrants that everything it gives Designer to include in the Project is legally owned or licensed to Customer. Customer agrees to indemnify and hold Designer harmless from any and all claims brought by any third-party relating to Customer's Proprietary Material provided by Customer to Designer including any and all demands, liabilities, losses, reasonable associated costs and claims including reasonable attorney's fees arising out of injury caused by Customer's Proprietary Material supplied by Customer to Designer, copyright infringement, and defective products sold as a result of Customer's distribution of the Project.

14.9 Use of Project for Promotional Purposes.

Customer grants Designer the right to use the Project for promotional purposes and/or to cross- link it with other marketing venues developed by Designer.

14.10 Right to Style or to Make Derivative Works.

Designer has the exclusive rights in making any derivative similar works of the Project and any similarities between Customer's Project and future projects constitutes Designer's methods and style and shall remain the right of the Designer.

14.11 Attorney's Fees.

In the event any party to this Agreement employs an attorney to enforce any of the terms of the Agreement, the prevailing party shall be entitled to recover its actual reasonable attorney's fees and reasonable associated costs, including expert witness fees.

14.12 Trademarks, Logos and other Intellectual Property Issues.

Customer is responsible for any Copyright or Trademark issues related to the creation and use of Project files by Customer. Customer shall be solely responsible for any Trademark or Copyright searches pertaining to the Project unless otherwise contracted for in the Specifications. Designer will not knowingly copy other rightfully trademarked or copyrighted material.

14.13 Ownership of Media

Customer owns and retains all rights to the media it provides to Designer. Any designs created by Designer for the express use and implementation in the project for which this contract is entered are also the property of the Customer. Customer grants Designer use of designs created pursuant to section 14.9 of this contract.

14.14 Public Records Requests

Pursuant to FS.119.0701(2) Designer will:

a. Keep and maintain all public records that ordinarily and necessarily would be required to be maintained by Customer;

b. Provide the public with access to the public records on the same terms and conditions the Customer imposes and at a cost that does not exceed the cost provided by Ch. 119;

c. Ensure that those public records that are exempt from disclosure are not disclosed except as authorized by law; and

d. Meet all requirements for the retention of public records and transfer, at no cost to Customer.

e. If Designer does not comply with the statutory obligations or a public records request, then OHPA shall enforce the obligations and that, at the end of the contract, all public records in possession of Michael Arnold Studios will be returned to OHPA.

Acceptance of Contract Terms and Conditions

I have read and understand all of the terms and conditions set forth in this contract and hereby agree to the same.

_____ **Date:** _____/_____/ **2018**
Representative of Ocean Highway and Port Authority
(Customer)

_____ **Date:** _____/_____/ **2018**
Michael R. Arnold (Designer)

Michael Arnold
STUDIOS

904.583.6159 mobile
michaelrayarnold@gmail.com email
www.michaelarnoldstudios.com web

April 26, 2018

Invoice

Item	Notes	Qty	Total
Year 4 contract renewal. Services as outlined in 2018 contract.	Per year price for contract	1	$2,500
	Please remit total payment of:		**$2,500**

All payments due upon receipt of invoice. Please make payable to Michael R. Arnold. Thank you for your business.

Harden

463820 SR 200, Suite 101
Yulee, FL 32097
Phone: (904) 354-3785
Fax: (904) 446-4217

HARDEN
uncertainty

Invoice # 15748	Page 1 of 1
Account Number	Date
OCEAHIG-01	5/1/2018
BALANCE DUE ON	
5/1/2018	
AMOUNT PAID	Amount Due
	$112.00

Please remit to:

501 Riverside Ave #1000
Jacksonville, FL 32202

Ocean Highway & Port Authority
86130 License Rd, Ste 9
Fernandina Beach, FL 32034

Wire & ACH Information:
Bank: EverBank
Account Name: Harden & Associates
Wire ABA # 063000225
ACH ABA # 063092110
Account # 0750003405

Public Officials Bond PolicyNumber: 66269280 Effective: 5/1/2018 to 5/1/2019

Item #	Trans Eff Date	Due Date	Trans	Description	
178360	5/1/2018	5/1/2018	ANPR	Annual Premium BPOF effective 5/1/2018	$112.00

Total Invoice Balance: **$112.00**

Harden

463820 SR 200, Suite 101
Yulee, FL 32097
Phone: (904) 354-3785

Fax: (904) 446-4217

HARDEN
uncertainty

Invoice # 15747	Page 1 of 1
Account Number	Date
OCEAHIG-01	5/1/2018
BALANCE DUE ON	
5/1/2018	
AMOUNT PAID	Amount Due
	$112.00

Please remit to:

501 Riverside Ave #1000
Jacksonville, FL 32202

Wire & ACH Information:
Bank: EverBank
Account Name: Harden & Associates
Wire ABA # 063000225
ACH ABA # 063092110
Account # 0750003405

Ocean Highway & Port Authority
86130 License Rd, Ste 9
Fernandina Beach, FL 32034

Public Officials Bond PolicyNumber: 66269279 Effective: 5/1/2018 to 5/1/2019

Item #	Trans Eff Date	Due Date	Trans	Description	
178355	5/1/2018	5/1/2018	ANPR	Annual Premium BPOF effective 5/1/2018	$112.00

Total Invoice Balance: **$112.00**

MAULDIN & JENKINS

1401 Manatee Avenue West, Suite 1200 • Bradenton, Florida 34205 • Telephone (941) 747-4483 • Fax (941) 747-6035

Ocean Highway and Port Authority of Nassau County
Joanna Cason, Office Manager
86130 License Road - Suite 9
Fernandina Beach, FL 32034

Invoice No. 1167637
04/13/2018
Client No. 07009237.000

PLEASE DETACH HERE AND RETURN UPPER PORTION WITH YOUR REMITTANCE

PAYMENT IS DUE UPON RECEIPT OF INVOICE

AMOUNT ENCLOSED $_____

PROFESSIONAL SERVICES RENDERED AS FOLLOWS:

Progress billing number 2 (Final) regarding the annual financial and compliance audit of the Ocean Highway and Port Authority as of and for the year ended September 30, 2017.

Progress Bill	$ 12,900.00
Prior Balance	0.00
Total Amount Due	$ 12,900.00

WE APPRECIATE YOUR BUSINESS!

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Treasurers Report - May 2018

	Apr	YTD ACTUAL	BUDGET 2017-2018	Feb	Jan
INCOME					
Nassau Terminal Annual Fee	0.00	86,281.15	86,340.92	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00
Electric Cogeneration	0.00	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00
JWR Drawdown	0.00	0.00	0.00	0.00	0.00
Cash CarryForward - MM	0.00	2,614.66	3,000.00	0.00	0.00
Cash CarryForward - MM Special Account	0.00	33,746.73	33,740.02	0.00	0.00
Operating Cash Carry Forward	0.00	1,250.85	294.00	0.00	0.00
Interest	0.00	31.01	20.00	0.00	0.00
TOTAL INCOME	0.00	123,924.40	123,394.94	0.00	0.00
COMMISSION DIRECT					
Salaries - Commissioners	5,000.00	35,000.00	60,000.00	5,000.00	5,000.00
Payroll Taxes	382.50	2,682.50	5,576.00	408.50	382.50
Unemployment	15.00	45.02	75.00	0.00	0.00
Conferences & Travel	0.00	220.00	1,000.00	0.00	0.00
Insurance	0.00	100.00	102.00	0.00	0.00
Salaries - Board Attorney	1,250.00	8,750.00	15,000.00	1,250.00	1,250.00
TOTAL COMMISSION DIRECT	6,647.50	46,797.52	81,753.00	6,658.50	6,632.50
COMMISSION OPERATION					
Salaries- Accountant	750.00	5,250.00	9,000.00	750.00	750.00
Salaries - Office Administrator	1,083.33	7,583.31	13,000.00	1,083.33	1,083.33
Expenses - Office Administrator	40.82	350.23	2,500.00	28.04	31.03
Travel - Office Administrator	46.55	359.18	1,000.00	85.86	60.99
TOTAL COMMISSION OPERATION	1,920.70	13,542.72	25,500.00	1,947.23	1,925.35
COMMISSION DISCRETIONARY					
Dept. of Revenue (Special Dist. Fee)	0.00	175.00	175.00	0.00	0.00
TPO. - Membership	0.00	1,217.00	1,217.00	0.00	0.00
GNCCC-Membership	0.00	250.00	250.00	0.00	250.00
AIFBY Chanber	0.00	280.00	280.00	0.00	0.00
FMX	0.00	0.00	0.00	0.00	0.00
Advertisement	0.00	0.00	500.00	0.00	0.00
Special Meeting - Court Reporter	0.00	519.75	0.00	0.00	0.00
Web Site	0.00	0.00	2,500.00	0.00	0.00
Awards & Presentations	0.00	87.00	120.00	0.00	0.00
Nassau Cty Economic Dev Board	2,500.00	2,500.00	2,500.00	0.00	0.00
Discretionary	8.75	63.00	100.00	8.75	8.75
TOTAL COMMISSION DISCRETIONARY	2,508.75	5,091.75	7,642.00	8.75	258.75
CUSTOMS HOUSE					
GSA - Customs House - RENTAL INCOME	-2,258.90	-$15,812.30	-27,106.80	-2,258.90	-2,258.90
Bug Out Pest Control	25.00	175.00	300.00	25.00	25.00
River Pest Control Termite Bond	0.00	290.00	290.00	0.00	0.00
Bug Out Termite Bond	0.00	225.00	225.00	0.00	0.00
Trim-all Lawn Service	100.00	500.00	1,440.00	100.00	100.00
Raysor Cleaning Service	280.00	1,960.00	3,660.00	280.00	280.00
City of Fernandina Beach (Water)	99.87	1,001.37	1,500.00	117.82	99.87
Florida Public Utilities (Electric)	206.35	1,664.51	5,000.00	290.40	175.20
Maintenance	0.00	45.00	8,223.00	45.00	0.00
TOTAL CUSTOMS HOUSE	-1,547.68	-9,951.42	-6,468.80	-1,400.68	-1,578.83
TOTAL EXPENSES	9,529.27	55,480.57	108,426.20	7,213.80	7,237.77
Net Increase(decrease) in Funds	-9,529.27	30,831.59	-31,125.77	-7,213.80	-7,237.77

OCEAN HIGHWAY & PORT AUTHORITY
BANK ACCOUNTS SUMMARY

ACCOUNT		Balances as of April 30, 2018
1ST FEDERAL - ****3328	Operating	$1,979.16
1ST FED PPORT PROJECT ACCOUNT		$912.04
1ST FED. MMA SPECIAL - ***1552		$23,597.71
IST FED. MMA-OPERAT. - ***3310		$52,275.47
1ST FED. ADMIN -6714		$173.00
Port Revenue Account		$29,168.58
Port Maintenance Account		$233,558.84

This is an unaudited report of funds in each account

Nassau County, Florida

Ocean Highway & Port Authority

FINANCIAL STATEMENTS

for the

Quarter ended

and

Year to Date period ended March 31, 2018

COURSON &STAM,LLC
CERTIFIED PUBLIC ACCOUNTANTS

COURSON
&STAM,LLC
CERTIFIED PUBLIC ACCOUNTANTS

Your Success Is Our Business

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

Management is responsible for the accompanying financial statements of the Ocean High and Port Authority of Nassau County (a not for profit Special District chartered by the Legislature of the State of Florida), which comprise the balance sheet as of March 31, 2018, and March 31, 2017 and the related statement of income and retained earnings for one quarter ended March 31, 2018 and March 31, 2017, and two quarters ended March 31, 2018 in accordance with accounting principles generally accepted in the United States of America.

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

A statement of cash flows for the quarter ended March 31, 2018 and March 31, 2017, has not been presented. Accounting principles generally accepted in the United States of America require that such a statement be presented when financial statements purport to present financial position and results of operations.

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

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

Courson and Stam LLC

May 3, 2018

2398 SADLER RD. FERNANDINA BEACH, FL 32034 \ PHONE: (904) 261-7803 FAX: (904) 261-1011

OCEAN HIGHWAY & PORT AUTHORITY
Balance Sheet
As of March 31, 2017 and March 31, 2018

	Mar 31, 18	Mar 31, 17
ASSETS		
Current Assets		
Checking/Savings		
Port Maintenance Account	233,558.84	0.00
Port Revenue Account	179,428.65	0.00
FF Bank Project Account	912.04	0.00
First Federal-Admin	413.82	91.88
First Federal -MMA	52,267.52	46,106.94
First Federal - Operating	1,852.61	1,965.98
1010 · Petty Cash	150.00	150.00
1044 · Cash in Bank-First Fed MM-1552	23,595.77	33,736.64
Total Checking/Savings	492,179.25	82,051.44
Other Current Assets		
1065 · Prepaid Expense	10,271.80	10,271.80
1060 · Accounts Receivable	297,975.71	353,922.27
1062 · Annual Fee Receivable	43,140.00	42,324.01
1510 · Bank of NY - Revenue Fund	0.00	364,223.44
1515 · Bank of NY - Interest Fund	0.00	6,538.83
1522 · Bank of NY - Maintenance Acct	0.00	210,958.59
1525 · Bank of NY - Reserve Fund	0.00	2,200,293.79
1531 · Bank of NY - Surplus Fund	0.00	63,301.96
1534 · Bank of NY - LOC Redemption Fd	0.00	9.86
Total Other Current Assets	351,387.51	3,251,844.55
Total Current Assets	843,566.76	3,333,895.99
Fixed Assets		
2010 · Land - Port	3,183,736.29	3,183,736.29
2020 · Buildings	772,000.00	772,000.00
2025 · 1997,1998,1999 - Warehouse	2,060,166.47	2,060,166.47
2026 · 1997,1998,1999 - Bulk Pier	191,099.29	191,099.29
2027 · Warehouse #1 - Refurbish	918,327.92	918,327.92
2028 · Road Project	347,150.95	347,150.95
2030 · Equipment	805,054.69	805,054.69
2040 · Port Improvements	24,118,284.68	24,118,284.68
2043 · Tradeplex Improvements	1,013,339.04	1,013,339.04
2045 · Dredge Project	929,083.69	929,083.69
2046 · Gate Entry/Storage Yard	251,709.73	251,709.73
2047 · New Pier - 2003	611,546.36	611,546.36
2050 · Security	762,117.44	762,117.44
2100 · Accumulated Depreciation	-26,232,977.30	-25,169,405.43
Total Fixed Assets	9,730,639.25	10,794,211.12
TOTAL ASSETS	**10,574,206.01**	**14,128,107.11**

OCEAN HIGHWAY & PORT AUTHORITY
Balance Sheet
As of March 31, 2017 and March 31, 2018

	Mar 31, 18	Mar 31, 17
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
3021 · Due to Kinder Morgan	0.00	86,976.00
3030 · Accrued Payroll	5,000.00	5,000.00
3056 · Advanced Revenue Bond	0.00	500,000.00
3020 · Accounts Payable	9,982.73	13,871.00
3022 · Annual Fee Payble	74,996.00	0.00
3042 · Unemployment Taxes Payable	-36.00	-36.00
Total Other Current Liabilities	89,942.73	605,811.00
Total Current Liabilities	89,942.73	605,811.00
Long Term Liabilities		
4011 · Revenue Bonds Payable	0.00	9,300,000.00
4012 · Advance Revenue Payable	4,555,986.00	4,055,986.00
Total Long Term Liabilities	4,555,986.00	13,355,986.00
Total Liabilities	4,645,928.73	13,961,797.00
Equity		
6500 · Contributed Capital-operator	6,085,088.64	0.00
5010 · Contrib. Capital - Dot 2012	389,750.24	389,750.24
5006 · Contrib. Capital - Audit 9/98	442,681.32	442,681.32
5007 · Contrib. Capital - Audit 9/97	8,813.00	8,813.00
5008 · Contrib. Capital - Audit 9/96	59,665.00	59,665.00
5009 · Contrib. Capital - Audit 9/95	854,456.00	854,456.00
5020 · Beginning Fund Deficit	-9,270,843.41	-9,270,843.41
5025 · YTD Fund (Deficit)/Excess	7,508,705.88	7,580,949.35
Net Income	-150,039.39	100,838.61
Total Equity	5,928,277.28	166,310.11
TOTAL LIABILITIES & EQUITY	**10,574,206.01**	**14,128,107.11**

OCEAN HIGHWAY & PORT AUTHORITY
Statement of Operations
For the One Quarter Ended March 31, 2018 and Two Quarters Ended March 31, 2018

	Jan - Mar 18	Oct '17 - Mar 18
Ordinary Income/Expense		
Income		
6015 · Interest Income	245.59	4,064.14
6020 · Port Revenue	333,114.18	708,453.69
6021 · Port Project Revenue	0.00	0.00
6024 · Port Security Revenue	29,561.10	70,282.55
6025 · Rental Income	6,776.70	13,553.40
6028 · Annual Fee	21,570.00	43,140.00
6035 · State of Florida - DOT Funds	912.04	912.04
6050 · Miscellaneous Income	15.89	15.89
Total Income	392,195.50	840,421.71
Expense		
Awards & Presentations	0.00	87.00
Transfer	-200.00	-200.00
8135 · Office Manager Travel	204.63	312.63
Project Construction Costs	34,060.00	34,060.00
8050 · Bank Charges	212.00	212.00
8065 · Commissioners Fees	12,830.50	25,630.00
8075 · Depreciation	263,813.48	527,626.96
8077 · Conference Expense	220.00	220.00
8080 · Dues & Subscriptions	250.00	22,422.00
8100 · Insurance	0.00	11,394.80
8110 · Interest Expense	17,334.65	39,402.40
8120 · Janitorial	840.00	1,680.00
8121 · Lawn Maintenance	300.00	400.00
8125 · Letter of Credit Expense	103,374.97	143,874.97
8128 · Quarterly Marketing Fees	2,787.16	5,693.41
8130 · Office Supplies	248.72	471.22
8140 · Outside Services	3,249.99	7,019.73
8150 · Payroll Taxes	3,343.00	6,691.00
8154 · State Unemployment Tax	15.00	30.02
8165 · Pest Control	100.00	665.00
8166 · Port Security	29,561.10	70,282.55
8180 · Professional Fees		
8180B · Port Attorney	40,937.50	44,687.50
8180A · Accountant	2,250.00	4,500.00
8180 · Professional Fees - Other	14,400.00	14,400.00
Total 8180 · Professional Fees	57,587.50	63,587.50
8200 · Repairs & Maintenance	45.00	45.00
8235 · Taxes - Annual Fee	12,498.00	24,996.00
8257 · Trustee Fees	1,600.00	1,600.00

OCEAN HIGHWAY & PORT AUTHORITY
Statement of Operations
For the One Quarter Ended March 31, 2018 and Two Quarters Ended March 31, 2018

	Jan - Mar 18	Oct '17 - Mar 18
8270 · Utilities		
8270B · City of FB Utility	376.18	901.50
8270A · FPU	714.36	1,458.16
Total 8270 · Utilities	1,090.54	2,359.66
8280 · Miscellaneous Expense	26.25	54.25
8281 · ask my account	0.00	0.00
Total Expense	545,392.49	990,618.10
Net Ordinary Income	-153,196.99	-150,196.39
Other Income/Expense		
Other Income		
Reimbursement	157.00	157.00
Total Other Income	157.00	157.00
Net Other Income	157.00	157.00
Net Income	**-153,039.99**	**-150,039.39**

OCEAN HIGHWAY & PORT AUTHORITY
Statement of Operations
For the One Quarter ended March 31, 2018 and March 31, 2017

	Jan - Mar 18	Jan - Mar 17
Ordinary Income/Expense		
Income		
6015 · Interest Income	245.59	440.20
6020 · Port Revenue	333,114.18	448,153.59
6021 · Port Project Revenue	0.00	0.00
6024 · Port Security Revenue	29,561.10	51,667.50
6025 · Rental Income	6,776.70	6,703.05
6028 · Annual Fee	21,570.00	21,162.00
6035 · State of Florida - DOT Funds	912.04	0.00
6050 · Miscellaneous Income	172.89	0.00
Total Income	392,352.50	528,126.34
Expense		
Transfer	-200.00	0.00
8135 · Office Manager Travel	204.63	126.36
Project Construction Costs	34,060.00	0.00
8020 · Advertising		
8021 · Web Site	0.00	250.00
8020 · Advertising - Other	0.00	1,353.38
Total 8020 · Advertising	0.00	1,603.38
8050 · Bank Charges	212.00	0.00
8065 · Commissioners Fees	12,830.50	12,778.50
8075 · Depreciation	263,813.48	263,809.00
8077 · Conference Expense	220.00	0.00
8080 · Dues & Subscriptions	250.00	175.00
8100 · Insurance	0.00	100.00
8110 · Interest Expense	17,334.65	16,217.85
8120 · Janitorial	840.00	840.00
8121 · Lawn Maintenance	300.00	0.00
8125 · Letter of Credit Expense	103,374.97	42,354.00
8128 · Quarterly Marketing Fees	2,787.16	2,906.25
8130 · Office Supplies	248.72	356.20
8140 · Outside Services	3,249.99	3,249.99
8150 · Payroll Taxes	3,343.00	3,371.00
8154 · State Unemployment Tax	15.00	15.00
8165 · Pest Control	100.00	75.00
8166 · Port Security	29,561.10	51,667.51

OCEAN HIGHWAY & PORT AUTHORITY
Statement of Operations
For the One Quarter ended March 31, 2018 and March 31, 2017

	Jan - Mar 18	Jan - Mar 17
8180 · Professional Fees		
8180B · Port Attorney	40,937.50	3,750.00
8180A · Accountant	2,250.00	27,450.00
8180 · Professional Fees - Other	14,400.00	2,000.00
Total 8180 · Professional Fees	57,587.50	33,200.00
8200 · Repairs & Maintenance	45.00	0.00
8235 · Taxes - Annual Fee	12,498.00	0.00
8257 · Trustee Fees	1,600.00	0.00
8270 · Utilities		
8270B · City of FB Utility	376.18	309.12
8270A · FPU	714.36	612.17
Total 8270 · Utilities	1,090.54	921.29
8280 · Miscellaneous Expense	26.25	26.25
8281 · ask my account	0.00	0.00
Total Expense	545,392.49	433,792.58
Net Ordinary Income	-153,039.99	94,333.76
Net Income	**-153,039.99**	**94,333.76**

March 8, 2018

OHPA of Nassau County
86130 License Road, Suite 9
Fernandina Beach, FL 32034

ENGAGEMENT LETTER

This letter sets forth the terms, scope and objectives of our proposed consulting engagement to the Ocean Highway and Port Authority ("OHPA"), for the period from March – Sept 2018, including the nature and limitations placed on any of our services. The consulting engagement to the OHPA will include two aspects - the OHPA and Port Operations. The OHPA is a special district of the state of Florida and the Port Operations is defined by the "Port Operating Agreement" between Nassau Terminals and the OHPA.

Any limitations place on our services are to ensure that we maintain high ethical standards that benefits our customers and third party users of information we prepare; and to ensure our compliance with professional standards as promulgated by the Florida Institute of CPA's and the American Institute of CPA's:

Work to be Done:

We will work with your Office Manager to jointly and seamlessly perform bookkeeping, accounting, and controller related functions for OHPA. In conjunction with your Office Manager we will perform functions as requested by the OHPA's management team. These functions will include;

Accountant / Controllership Services

- Controllership – Developing and maintaining accounting systems using QuickBooks to integrate the Office Managers monthly activities with our accounting processes, ensuring proper segregation of duties, defining policies and procedures.

- Compliance Issues – Ensuring compliance with federal, state and local income taxes, employment and administrative reporting requirements.

- Maintaining Financial Records – Keeping the Company's financial books, accounts, and other records in accordance with Generally Accepted Accounting Principles (GAAP). Preparing and posting accounting journal entries, accruals and quarterly closing entries.

- Periodic Management Reporting – Preparing monthly reports as defined by management; these reports will be ready by the Friday before the monthly meeting.

- Quarterly Financial Reports – Preparing quarterly financial reports including the Balance Sheet, and Statement of Operations for OHPA in accordance with GAAP. These reports will be available no later then forty-five (45) days after the end of each financial quarter.

- Annual Budget Preparation - Working with the Treasurer to define budget requirements, and goals as well as monitoring adherence to budgets and variance analysis.

Bookkeeping Services

- Receivables Administration – Monitoring amounts due to the OHPA and take appropriate action to ensure timely collection and administration of appropriately documented receivables.

- Payroll Processing - Processing periodic payroll, making tax liability payments, filing periodic federal, state and local required employment and other tax reports.

Limitations on Work:

- The reports we prepare are limited to presenting in the form of financial statements, information that is the representation of the OHPA's management. We will not audit the compiled financial statements and, accordingly, will not express an opinion or any other form of assurance on them.

- Additionally any and all reporting we prepare will omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusion about the OHPA's financial position, results of operations and cash flows. Accordingly, the financial statements we prepare are not designed for those who are not informed about such matters.

- Finally, our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist.

Fee Schedule, timing and termination:

Our fees for these services will be a flat rate of $1,500.00 per month. Charge will be billed on a monthly basis and is payable upon receipt of invoice.

Either party may terminate this agreement at anytime with thirty days (30) written notification.

Pursuant to the provisions of Florida Statute, no severance pay will be due the accountant is terminated for misconduct as defined by F.S. 443.036(29)

If the foregoing is in accordance with your understanding, please sign a copy of this letter in the space provided and return it to us.

Sincerely,

Pierre Laporte
Courson & Stam, LLC

Acknowledged:

_____

ADMINISTRATIVE OFFICE MANAGER

The Ocean Highway and Port Authority is seeking an experienced part time Office Manager. Pay based on experience. E-mail ohpanc@gmail.com to obtain the job description and/or to submit your resume.

Advertised - NewsLeader
Westside Journal
Career Source
Port of Fernandina website

ADMINISTRATIVE OFFICE ADMINISTRATOR

JOB DESCRIPTION

Daily:

a. Mail collection, distribution and follow up as needed;

b. Respond to all phone calls

c. Check emails and respond as needed

d. Compose letters, e-mails and responses as needed, including Public Record Requests; Board activated correspondence and other subjects as defined

e. Deposit checks in appropriate accounts with backup

f. Sort and file material and maintain operational and project files, archives and records as determined by the Florida Department of State, State Library and Archives-Record Management and the office procedures of the OHPA

g. Operate and maintain office equipment

h. House the Seal of the Authority, Seal Usage Log, the Minutes Books and all papers of the OHPA

i. Work on any additional projects, items or correspondence as determined by the Board, enter financial transactions into Quick Books

Weekly:

a. Prepare checks and enter into Quick Books after officer's signature is received on the check and identify invoices for the Customs House, Security and regularly generated charges with signage on a biweekly basis

b. Order all necessary supplies for the proper working of the office at 86130 License Road, Suite 9, Fernandina Beach, Florida

c. Clean Office as needed

Monthly:

a. Attend all regular, special, executive and workshop meetings of the Board

b. Furnish minutes for all meetings in a timely fashion and in Minute Books as approved; minutes should also be scanned and indexed into the dt Search program.

c. Prepare agenda for all Board meetings and see that appropriate handouts are available for general discussion by the Board. Agendas are then posted on the website by Wednesday prior to the monthly meeting the following Wednesday.

d. Set up and maintain the meeting room (County Commission board room) or other locations as set by the Board

e. Gather from the internal CPA the monthly financial statements (Treasurer's Report) for presentation at each monthly meeting

f. Prepare the Commissioner's Monthly meeting packet information for distribution the Friday before the meeting. Meeting materials are scanned and forwarded for posting on the OHPA website

g. Inform the press of all monthly meetings and follow up with copies of Minutes as requested.

Quarterly:

a. Assist the Internal CPA with the Quarterly Financial Reports as needed

Annually:

a. Assist the Internal CPA in preparing year-end tax forms

b. Assist in the preparation of the preparation of the special District Fees, Certificates of Exemptions, Financial Disclosure Notices, notification of Board changes and other annual charges, fees and memberships as deemed necessary

c. Gather and prepare the material as requested for the annual audit by the external auditors

d. Work with the Internal CPA to establish the budget for the upcoming fiscal year

As Time Allows

a. Prepare and update the history of the Port of Fernandina and the authorization of the Ocean Highway and Port Authority

b. Assist in updating of the OHPA website

c. Work the Record Retention Program following state guidelines for disposal of obsolete records.

This positon is currently part time. The Board will determine based on workload if this position should increase hours. This position is paid on a monthly bases with the Board determining the rate of pay.

Salary Range $13,000 – 19,000

Basic Qualifications: 5 years of office experience, ability to use Microsoft word and excel, Quick Books and the ability to learn "dt" search program, must be self- motivated, able to meet office deadlines, must possess good communication skills both oral and written

April 23, 2018

Ocean Highway and Port Authority
86130 License Road – Suite 9
Fernandina Beach, FL 32034

Dear Commissioners:

I would like to thank you for the opportunity to serve as your Office Manager for the past 7 ½ years. I know that you will continue to serve the citizens of our County to the best of your ability.

However, it is time for me to move on. Please accept my resignation effective May 25, 2018. I will make myself available after that date to assist in training of your new person and would respectfully request payment for my time at my current hourly rate for that time. Also, I would recommend that this position change from contract to employee position.

I know in the future I will see the Port of Fernandina thrive and you will continue to work diligently to bring additional economic development projects to our County.

Sincerely,

Joanna Cason

Joanna Cason

Cc: Clyde Davis, Pierre LaPorte, Laura DiBella

ADMINISTRATIVE OFFICE MANAGER'S REPORT
April 2018

Hours Worked –70 hours Miles driven for OHPA purposes – 58

Banks accounts reconciled with statements for March and worked with accountant on budget amendment.

All April invoices paid and entered into Quick Books.

Completed meeting agendas (posted on website and at office, County Building) along with meeting materials on the website and Commissioner's meeting packet for the monthly meeting and workshop meetings (2)

Posted Notice of Gatherings- 0

Attended the Monthly Meeting and two workshop meetings

Minutes completed for the Monthly Meeting and both workshops

Filing up to date

Scanned and indexed minutes.

Quick Books stick to Pierre for Treasurer's Report and Quarterly Financial Report

Public records requests received – 1

Worked with Nassau Terminals as needed including meetings with the Chairman

Worked on Job Description for Administrative Office Manager and ads for employment

May
Complete May minutes for all meetings

Attend all scheduled meetings for May.

Pay all invoices that come in for May, enter into Quick Books and provide Pierre information for Treasurer's report. Work with Pierre on invoice policy and procedures for Port Revenue and Maintenance Accounts

Work on Office Manager Position as needed.

Continue scanning and indexing of minutes; work on records retention program as time allows

Process all public records requests received

Provide information as needed related to the sale of Nassau Terminals and work with accountant to establish policies and procedures.

MONTHLY MILEAGE FORM

Joanna R Cason

April, 2018

DATE	TRAVEL TO	MILES
4/5/18	FF Bank, County Bldg	3
4/6/18	Clyde, Dairy	7
4/11/18	County Building	6
4/12/18	Pierre, Post Office	15
4/16/18	Pierre	15
4/23/18	Clyde, Nassau Terminals	12
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