OCEAN HIGHWAY & PORT AUTHORITY

NASSAU COUNTY

AGENDA

Wednesday, January 8, 2020

6:00 PM

FSCJ Campus - Nassau Center
76346 William Burgess Boulevard
Yulee, FL 32097
Nassau Room T126

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**

   - December 11, 2019 Monthly Meeting Minutes

2. **Consent Items**

   - None

3. **Report by Pierre LaPorte**

   - Financial Report – December 2019
   - First Quarter Financials 2019-2020
   - Monies Owed – Worldwide Terminals

4. **Report by Jeb Branham, Port Attorney**

5. **Port Director Report**

6. **Port of Fernandina Report**

    - Tonnage Report – December 2019

7. **Unfinished Business**

    - Tradeplex Sign Update
    - Dedication Plaque at Customs House Update

8. **New Business**

    - None

Committee Reports

- Port Security – Commissioner Fullwood
- Customs House – Commissioner Franklin
- Army Corp of Engineers – Commissioner Sturgess
- 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.

Minutes

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

December 11, 2019

The Ocean Highway and Port Authority of Nassau County held its Monthly Meeting on Wednesday, December 11, 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 6:11 PM by Chairman Danny Fullwood.

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; Chris Ragucci, Port Operator.

Commissioner Franklin made the motion to accept the November 13, 2019 meeting minutes. Motion seconded by Commissioner Hanna. The motion is approved unanimously with no discussion.

Port Accountant Pierre LaPorte presented the November 2019 financials to the Board. He informed the Board of the field audit with Mauldin & Jenkins in January 2020.

Chairman Fullwood recognized Chip Ross, 210 N. 3rd Street, Fernandina Beach, FL for public comment. Mr. Ross asked the Board about the dredging spoils that were currently sitting on the concrete pad at the Port and what the means of disposal would be for the spoils, specifically how many dump trucks would be used to haul the spoils away. Port Operator Chris Ragucci indicated that there was approximately 3,000 yards of spoils and each dump truck could haul 20-30 yards so approximately 100 truckloads.

Port Director Laura DiBella presented her final report and is transitioning out responsibilities with FDOT and other port related business. Ms. DiBella reported that the first reimbursement for the dredging project was in process and also reported that the Seaport Mission Plan had been completed and submitted by Port Operator Chris Ragucci.

Chairman Fullwood presented Ms. DiBella with a departure gift as a small token of the Board's appreciation for all of her efforts and hard work on the behalf of the Ocean Highway & Port Authority.

Port Attorney Jeb Branham presented his monthly report to the Board. The City of Fernandina Beach's Attorney has formally initiated conflict resolution procedures in regards to the PILOT payment due to the City in the amount of $50,000. There is an evaluation meeting set for Tuesday, January 7, 2020 at City Commission Chambers at 3 PM. Chairman Fullwood, Commissioner Sturgess, and Port Attorney Branham will attend for OHPA; Tammi Bach, City Attorney and Dale Martin, City Manager will be attendance for the City of Fernandina Beach. This is a step-by-step process. If a proposed resolution is met at the January 7th, both boards would need to approve.

Attorney Branham reported that the matter with Jake Flowers appears to be resolved as no further documentation has been requested.

He also reported that he is awaiting language approval from the Army Corp of Engineers on the Interlocal Agreement that is what will be presented to the City of Fernandina Beach. Commissioner Sturgess expressed his concerns and asked that a provision for any unforeseen costs issues in the future and would like the agreement be clear and to the point, with no ambiguity. Attorney Branham estimated that it would possibly be 60 days for the City's approval on the agreement.

Attorney Branham gave an updated on the Nassau Tradeplex sign and reported that Jason Session, a business owner, has agreed to landscape and paint the sign in exchange for adding his business sign to the bottom panels of the Tradeplex sign. The estimated in-kind cost was $3,500 and that would be amortized over 24 months in exchange for paying rent. An invoice will need to be submitted to OHPA. Attorney Branham is continuing to work with the County to obtain title to the sign. Ms. Amergian will research having the sign upgraded with space for additional Tradeplex businesses to add their individual business names to the sign and having the sign refurbished once the title is obtained.

The Port Master Plan agenda item was tabled and will be discussed at a Special Meeting/Workshop on January 6, 2020 at 10 AM. Once meeting space has been secured, Ms. Amergian will send out confirmation.

Attorney Branham led the discussion on the appointment of an interim Port Director. His recommendation was that "the line" between OHPA and Worldwide Terminals needs to stay clear and not have Chris Ragucci, CEO of Worldwide as Executive Director of OHPA. Commissioner Sturgess asked for alternatives as neither OHPA nor Worldwide Terminals cannot afford to hire a Port Director. Alternatives would be to appoint an interim Port Director, a member of the Commission could act as a director, a part-time director could be appointed or have TranSystems take over the administrative duties of the Port Director position. Mr. Ragucci made a Point of Information – There is no Executive Director position according to the Charter and the Port Director is a representative position; all Ports must have a Port Director and a seat at the Florida Ports Council. Ms. DiBella offered that on the State level, the title of Port Director is automatically given to who is responsible for the FSTED funds that are channeled to the Port from the State and is viewed very seriously. Chairman Fullwood asked Attorney Branham for guidelines if Mr. Ragucci was appointed Port Director and the role as it relates to the Florida Ports Council. A resolution would be drawn up and presented at the Special Meeting/Workshop on January 6, 2020 for the Commissioners to vote on.

Commissioner Sturgess made the motion to appoint Chris Ragucci to act as Port Director until OHPA decides otherwise. Commissioner Hanna seconded the motion. Motion passed unanimously with no discussion.

The Dedication Plaque agenda item was tabled until the January 2020 meeting.

Port Operator Chris Ragucci represented the November, 2019 tonnage report. The Port has added a new carrier -Skylar Line which is part of the Food Aid Program, a Federal government program and ships to needy recipient countries across the globe.

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Committee Reports:

- Port Security – Commissioner Fullwood – nothing new to report
- Customs House – Commissioner Franklin – Attorney Branham and Commissioner Franklin met with Customs Agents to discuss the space requirements and improvements that will need to be made over the next five (5) years (electrical and internet upgrades.) The cost could be between $5,000 - $15,000 and a compliant plan will need to drafted and a plan to cover the costs.
- Economic Development – Commissioner Fullwood – nothing new to report
- Emergency Management – Commissioner Franklin – nothing new to report
- Technical Coordinating Committee – Commissioner Hanna – nothing new to report
- TPO – Commissioner Cole – nothing new to report
- Nassau Chamber East Side – Commissioner Sturgess attended the public official recognition meeting.
- Nassau Chamber West Side – Commissioner Cole- nothing new to report

The Army Corp of Engineers report will be added to the Committee reports with Commissioner Robert Sturgess reporting.

With no further business to come before the Board, the meeting adjourned at 8:02 PM.

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Danny Fullwood, Chairman

Port Accountant Report

Ocean Highway and Port Authority

Due from Worldwide Terminals
as of January 1, 2020

Quarterly Payments			
Jul 1 - Sept 30 2019		62,918.75	
Oct 1 - Dec 1 2019		62,918.75	
Jan 1 - Mar 30 2020		62,918.75	
	Quarterly Payment Total Due		**188,756.25**
Maintenance Fund Payments			
July 2019		5,000.00	
August 2019		5,000.00	
September 2019		5,000.00	
October 2019		5,000.00	
November 2019		5,000.00	
December 2019		5,000.00	
January 2020		5,000.00	
	Maintenance Total Due		**35,000.00**
TOTAL Due as per contract			**223,756.25**

Other Amounts Outstanding

Right Whale Festival Sponsorship	Agreed 50/50 Split / OHPA has paid 100% of invoice	500.00
Allied Security Invoices	30 Days Past Due / OHPA does not pay Allied until it receives payment from Worldwide	40,593.35
PILOT Payment	Payment on hold / under discussion	50,000.00
TOTAL Other Amounts Outstanding		**91,093.35**

314,849.60

Attorney Report

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www.jebbranham.com

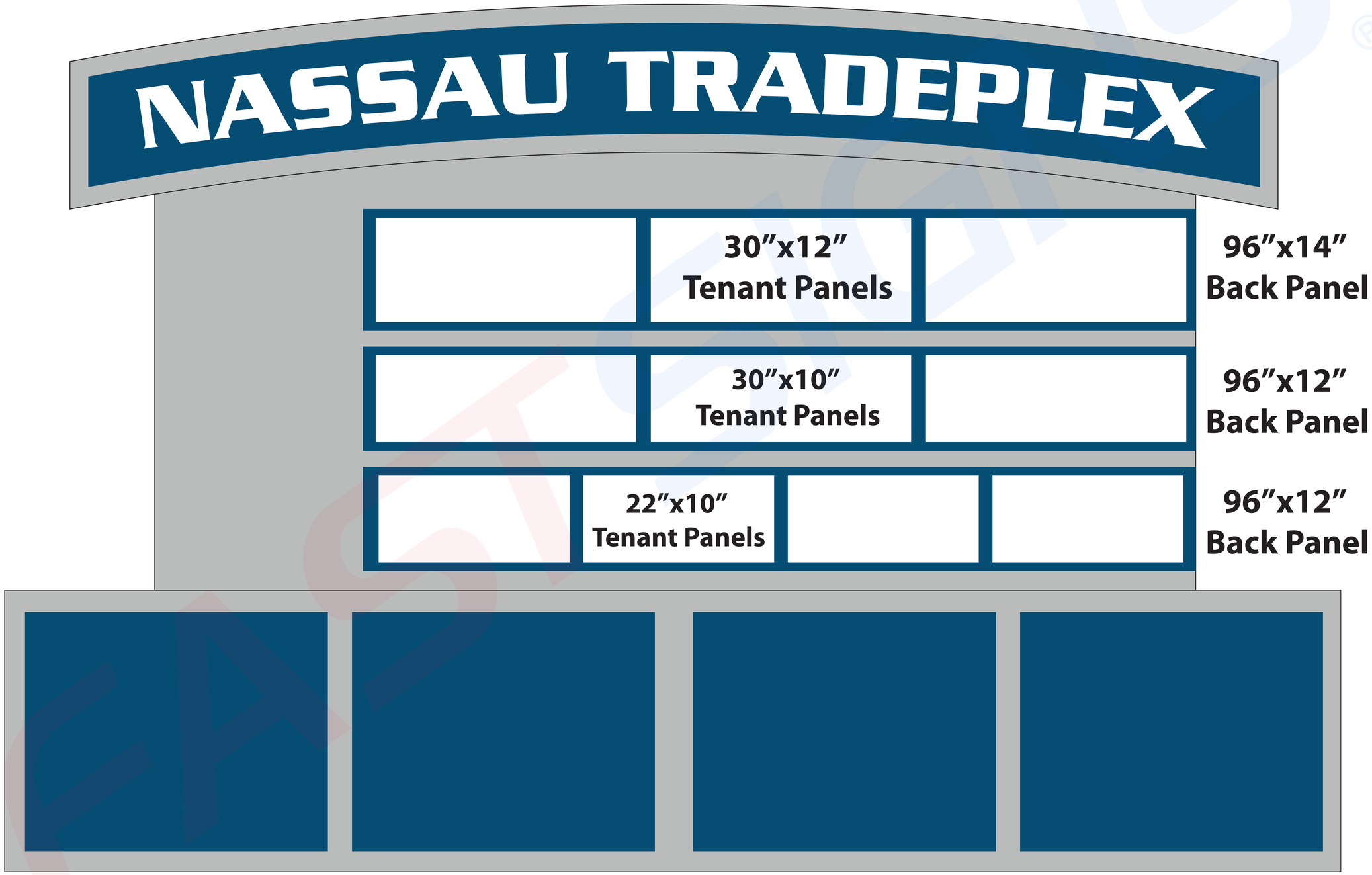
January 2020

The are no new legal issues. Below are updates on last month's near-term legal issues:

1. Dispute resolutions proceedings to resolve the dispute with Fernandina Beach regarding the end date for the PILOT payments begin on January 7 with the conflict assessment meeting. Tammi Bach and Dale Martin will attend for Fernandina Beach. I, Commissioner Sturgess, and Chairman Fullwood will attend for OHPA. If Fernandina Beach and OHPA agree on a proposed resolution to the dispute, the proposed resolution will go to each board for approval. If no proposed resolution is reached, the parties will go to mediation next.

2. We are working on an interlocal agreement with the City of Fernandina Beach to assume financial liability associated with the westward channel realignment.

Unfinished Business



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ACCOUNT:
OHPA

ACCOUNT CONTACT:
Barb Amergian

FILE:
10816

PRODUCTION NOTES: X

Material:
Monument Refurbish

Remove existing info replace with redesigned tenant info.

Monument to be stripped, cleaned and repainted.

Colors:
TBD BY CUSTOMER

ORIGINAL DRAWING DATE: 12/19/19

ORIGINAL DRAWING BY: JT

REVISION #: 0 DATE: 00/00/00

As a regular part of the sign-making process we will submit to you a proof and the option of one (1) revision.

FASTSIGNS reserves the right to charge additional design fees for any additional revisions.

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APPROVAL REQUIRED TO BEGIN PRODUCTION

☐ APPROVED AS SHOWN ☐ CHANGES NEEDED

PLEASE SIGN AND RETURN TO FASTSIGNS.
SIGNATURE INDICATES APPROVAL OF BOTH DESIGN AND PLACEMENT OF SIGN(S)

X _____ DATE _____

1410 E. Oak Street
Fernandina Beach, FL 32034
(904) 261-0340

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fastsigns.com/576

ESTIMATE
EST-10816

Payment Terms: Due on Order

Created Date: 12/13/2019

DESCRIPTION: JF_Reface Double Sided Monument

Bill To: Ocean Highway & Port Authority
403 N 3rd St
Fernandina Beach, FL 32034
US

Installed: Ocean Highway & Port Authority
403 N 3rd St
Fernandina Beach, FL 32034
US

Requested By: Barb Amergian
Email: ohpanc@gmail.com
Work Phone: (207) 475-5459
Tax ID: 85-8013158425C-4

Salesperson: Jeremy Folliett
Email: jeremy.folliett@fastsigns.com
Cell Phone: 904-654-3941

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	1/2" PVC Back Panels 96"x14" w/ 1/2" 30"x12" Panels	2	$354.04	$708.08
2	1/2" PVC Back Panels 96"x12" w/ 1/2" 30"x11" Panels	2	$299.255	$598.51
3	1/2" PVC Back Panels 96"x12" w/ 1/2" 22"x10" Panels	2	$292.20	$584.40
4	1/2" White PVC "Nassau Tradeplex" Lettering	2	$442.50	$885.00
5	Removal of prior sign Lettering and Logo	1	$248.00	$248.00
6	Installation of new signage	1	$372.00	$372.00

Subtotal:	$3,395.99
Taxes:	$0.00
Grand Total:	$3,395.99
Deposit Required:	$1,698.00

Estimate is valid for 30 days

Credit Card information is not kept on file.

Sign Installation including most necessary materials. Installation fee subject to change according to actual time spent on the job. If you are not present at the time of the installation and you would like to alter the placement of your sign after installation is complete; additional charges may be added.

24in

Dedicated to
Commissioner
Ronald Braddock
for his dedicated
service to the
Ocean Highway
& Port Authority
and the Citizens of
Nassau County

24in

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ACCOUNT: **OHPA**

ACCOUNT CONTACT: **Barb Amergian**

FILE: **10772**

PRODUCTION NOTES: X

Material:
HDU 1" Routed

Application:
__ CUT VINYL
__ DIG. PRINT

Laminate:
__ GLOSS __ DRY ERASE
__ MATTE

Colors:
PMS 000
PMS 000
PMS 000
PMS 000
PMS 000

ORIGINAL DRAWING DATE: 12/09/19

ORIGINAL DRAWING BY: JT

REVISION #: 1 DATE: 12/16/19

As a regular part of the sign-making process we will submit to you a proof and the option of one (1) revision.

FASTSIGNS reserves the right to charge additional design fees for any additional revisions.

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APPROVAL REQUIRED TO BEGIN PRODUCTION

PLEASE SIGN AND RETURN TO FASTSIGNS.
SIGNATURE INDICATES APPROVAL OF BOTH DESIGN AND PLACEMENT OF SIGN(S)

☐ APPROVED AS SHOWN ☐ CHANGES NEEDED

X _____ DATE _____

1410 E. Oak Street
Fernandina Beach, FL 32034
(904) 261-0340

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ESTIMATE
EST-10772

Payment Terms: Due on Order

Created Date: 12/9/2019

DESCRIPTION: SP_Commissioner Ronny Braddock Dedication Sandblasted Sign

Bill To: Ocean Highway & Port Authority
403 N 3rd St
Fernandina Beach, FL 32034
US

Pickup At: FASTSIGNS
1410 E. Oak Street
Fernandina Beach, FL 32034
US

Requested By: Barb Amergian
Email: ohpanc@gmail.com
Work Phone: (207) 475-5459
Tax ID: 85-8013158425C-4

Salesperson: Sharon Palmer
Email: sharon.palmer@fastsigns.com

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Ronald Braddock Dedication Sign - Routed Sign HDU 1.5" Thick	1	$412.00	$412.00

Subtotal:	$412.00
Taxes:	$0.00
Grand Total:	$412.00
Deposit Required:	$206.00

Estimate is valid for 30 days

Credit Card information is not kept on file.

Sign Installation including most necessary materials. Installation fee subject to change according to actual time spent on the job. If you are not present at the time of the installation and you would like to alter the placement of your sign after installation is complete; additional charges may be added.

Administrative Office Manager Report

ADMINISTRATIVE OFFICE MANAGER'S REPORT

December 2019

Hours Worked – 76.5 Hours

- Attended and completed meeting minutes for the December 11th monthly meeting.
- Continued research plaque/sign installation at Customs House
- Met with Fast Signs on Nassau Tradeplex sign upgrades
- All December invoices paid and entered into QuickBooks
- Responded to all emails and corresponding documents/letters
- Website Updates
- Office and electronic files – continued organization

Public Records Request Received – 0