



OCEAN HIGHWAY & PORT AUTHORITY

NASSAU COUNTY

County Commission Chambers

James S. Page Government Complex

96136 Nassau Place, Yulee FL 32097

SPECIAL MEETING AGENDA

Wednesday, September 22, 2021

6:00 PM

6:00 PM – Meeting Call to Order – Chairman Fullwood

Invocation

Pledge of Allegiance

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

1. Comments - Audience (Comments submitted prior to the meeting)
2. Covid Relief
3. Port Director
4. Budget 2021-2022
5. PIDP Information
6. Customs House
7. FSTED Meeting
8. Port Attorney Report
9. Port Security

Adjourn

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Fla. Stat. § 286.0105.

Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron DeSantis on March 20, 2020, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.



Covid Relief

OCEAN HIGHWAY & PORT AUTHORITY						
			Expense TYPE			
			Payroll	Legal Fees	Other	Total
Expenses Paid						
March 3 - Sept 10, 2021			87,887.31	67,203.29	44,916.36	200,006.96
90 Day Spending Forecast						
Sept 11 - Dec 10, 2021			38,895.00	25,000.00	7,684.47	71,579.47
	NCEDB				1,000.00	1,000.00
	FL Port Council Dues				15,500.00	15,500.00
	Mauldin & Jenkins				12,900.00	12,900.00
Total			126,782.31	92,203.29	82,000.83	300,986.43

OCEAN HIGHWAY & PORT AUTHORITY
Transaction List by Date
March 3 - September 10, 2021

Date	Tran Type	Num	Posting	Name	Memo/Description	Account	Split	Amount	Expense TYPE			
									Other	Legal Fees	Payroll	Port Security
03/04/2021	Bill	11063210	Yes	Allied Universal Security Services	11063210	20000 *Accounts Payable	8166 Port Security Expense	8,288.79				8,288.79
03/05/2021	Check	EFT	Yes	Intuit Payroll	March 2021	First Federal - Operating	8280 Miscellaneous Expense	10.50	10.50			
03/05/2021	Check	EFT	Yes	Office Manager Payroll	March 2021	First Federal - Operating	Office Manager Payroll	961.06			961.06	
03/05/2021	Check	EFT	Yes	Commissioner Payroll	March 2021	First Federal - Operating	Commissioner Payroll	10,783.54			10783.54	
03/05/2021	Bill	108896	Yes	City of Fernandina Beach Utilities		20000 *Accounts Payable	8270B Utilities:City of FB Utility	76.17	76.17			
03/08/2021	Check	EFT	Yes	Zoom Video Communications	March 2021	First Federal-Admin	8131 Website Expenses	14.99	14.99			
03/09/2021	Bill	36867	Yes	Commercial Building Maintenance, INC		20000 *Accounts Payable	8164 Customs House Cleaning Service	280.00	280			
03/09/2021	Bill	9015-4389	Yes	Courson and Stam, LLC		20000 *Accounts Payable	8180A Professional Fees:Accountant	1,500.00	1,500.00			
03/09/2021	Bill		Yes	Robert H Sturgess Esq.		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	4,720.00		4720		
03/12/2021	Bill		Yes	Florida Public Utilities		20000 *Accounts Payable	8270A Utilities:FPU	446.00	446.00			
03/15/2021	Check	Debit	Yes	Amazon	Camera for laptop	First Federal-Admin	8130 Office Supplies	39.90	39.9			
03/17/2021	Check	Debit	Yes	Jacksonville Times-Union	Special meeting 3.30.2021	First Federal-Admin	8020 Advertising	89.29	89.29			
03/18/2021	Bill	11114012	Yes	Allied Universal Security Services	Invoice #11114012	20000 *Accounts Payable	8166 Port Security Expense	8,376.74				8376.74
03/21/2021	Bill	40494	Yes	Regan Atwood, PA		20000 *Accounts Payable	8180E Professional Fees:Professional Fees-Other	1,560.00		1560		
03/22/2021	Check	DEBIT	Yes	Fast Signs	Krechowski plaque	First Federal-Admin	8280 Miscellaneous Expense	25.47	25.47			
03/26/2021	Check	EFT	Yes	Microsoft		First Federal-Admin	8131 Website Expenses	1.99	1.99			
04/01/2021	Bill	9015-4902	Yes	Courson and Stam, LLC		20000 *Accounts Payable	8180A Professional Fees:Accountant	1,500.00	1500			
04/01/2021	Bill	37116	Yes	Commercial Building Maintenance, INC		20000 *Accounts Payable	8164 Customs House Cleaning Service	280.00	280.00			
04/01/2021	Bill		Yes	Robert H Sturgess Esq.		20000 *Accounts Payable	8180E Professional Fees:Professional Fees-Other	2,640.00		2640		
04/01/2021	Bill	819	Yes	Nassau County Economic Development Board		20000 *Accounts Payable	8080D Dues & Subscriptions:Nassau County Development Board	3,000.00	3,000.00			
04/01/2021	Bill	806320	Yes	Patrick W Krechowski Esq		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	1,900.00		1900		
04/01/2021	Bill	11163748	Yes	Allied Universal Security Services	Invoice #11163748	20000 *Accounts Payable	8166 Port Security Expense	8,292.80				8292.8
04/05/2021	Check	EFT	Yes	Zoom Video Communications	April 2021	First Federal-Admin	8131 Website Expenses	14.99	14.99			
04/05/2021	Check	EFT	Yes	Intuit Payroll	Payroll- April 2021	First Federal - Operating	8280 Miscellaneous Expense	10.50	10.50			
04/05/2021	Check	EFT	Yes	Office Manager Payroll	Payroll- April 2021	First Federal - Operating	Office Manager Payroll	1,696.15			1,696.15	
04/05/2021	Check	EFT	Yes	Commissioner Payroll	Payroll- April 2021	First Federal - Operating	Commissioner Payroll	10,825.00			10825	
04/07/2021	Bill		Yes	Florida Public Utilities		20000 *Accounts Payable	8270A Utilities:FPU	298.73	298.73			
04/08/2021	Bill	118084	Yes	City of Fernandina Beach Utilities		20000 *Accounts Payable	8270B Utilities:City of FB Utility	79.09	79.09			
04/13/2021	Bill	2222	Yes	Danny Fullwood		20000 *Accounts Payable	8022 Awards & Presentations	37.45	37.45			
04/15/2021	Bill	11220724	Yes	Allied Universal Security Services	Invoice #11220724 Billing Period 4/02 - 4/15/2021	20000 *Accounts Payable	8166 Port Security Expense	8,292.80				8292.8
04/19/2021	Check	DEBIT	Yes	U.S. Postmaster	Two books of stamps	First Federal-Admin	8130 Office Supplies	22.00	22			
04/27/2021	Check	Debit	Yes	Wal Mart	Office Supplies	First Federal-Admin	8130 Office Supplies	35.83	35.83			
04/28/2021	Check	Debit	Yes	LD Products	LD Toner Cartridge for Printer	First Federal-Admin	8130 Office Supplies	160.47	160.47			
04/29/2021	Bill	11261640	Yes	Allied Universal Security Services	Invoice #11261640 Billing period 4/16-4/29/2021	20000 *Accounts Payable	8166 Port Security Expense	8,544.23				8544.23
04/30/2021	Check	EFT	Yes	Florida Department of Revenue	Per Joanne, apply to SUTA	First Federal - Operating	3042 Unemployment Taxes Payable	92.19	92.19			
04/30/2021	Bill	89438	Yes	Florida Times Union 1261		20000 *Accounts Payable	8020 Advertising	74.41	74.41			
04/30/2021	Check	EFT	Yes	State Unemployment	1st Qtr 2021 Payroll Reports & Pymnts	First Federal - Operating	8154 State Unemployment Tax	92.19			92.19	
05/01/2021	Check	EFT	Yes	Microsoft	Order #568860953102605849	First Federal-Admin	8131 Website Expenses	1.99	1.99			
05/01/2021	Bill	37439	Yes	Commercial Building Maintenance, INC		20000 *Accounts Payable	8164 Customs House Cleaning Service	280.00	280			
05/01/2021	Bill	9015-5614	Yes	Courson and Stam, LLC		20000 *Accounts Payable	8180A Professional Fees:Accountant	1,500.00	1,500.00			
05/03/2021	Check	Debit	Yes	WIX	Premium Plan annual Renewal, 5.03.2021	First Federal-Admin	8130 Office Supplies	149.00	149			
05/05/2021	Check	EFT	Yes	Office Manager Payroll	Payroll - May 2021	First Federal - Operating	Office Manager Payroll	1,949.99			1949.99	
05/05/2021	Check	EFT	Yes	Commissioner Payroll	Payroll - May 2021	First Federal - Operating	Commissioner Payroll	10,765.00			10,765.00	
05/05/2021	Check	EFT	Yes	Zoom Video Communications	May 5, 2021 Inv #INV84379108	First Federal-Admin	8131 Website Expenses	14.99	14.99			
05/06/2021	Bill	127245	Yes	City of Fernandina Beach Utilities		20000 *Accounts Payable	8270B Utilities:City of FB Utility	77.18	77.18			
05/07/2021	Bill	0005585-5	Yes	Florida Public Utilities		20000 *Accounts Payable	8270A Utilities:FPU	240.07	240.07			
05/13/2021	Bill	11323821	Yes	Allied Universal Security Services	Invoice #11323821 Billing period 4/30-5/13/2021	20000 *Accounts Payable	8166 Port Security Expense	8,212.50				8212.5
05/14/2021	Check	EFT	Yes	Drop Box	Billing Period 5/10/2021 - 5/10/2022, Dropbox Plus	First Federal-Admin	8130 Office Supplies	119.88	119.88			
05/19/2021	Bill	809484	Yes	Patrick W Krechowski Esq		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	270.00		270		
05/19/2021	Bill	809483	Yes	Patrick W Krechowski Esq		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	1,900.00		1900		

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Date	Tran Type	Num	Posting	Name	Memo/Description	Account	Split	Amount	Expense TYPE			
									Other	Legal Fees	Payroll	Port Security
05/25/2021	Bill	809824	Yes	Patrick W Krechowski Esq		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	4,467.00		4467		
05/26/2021	Check	EFT	Yes	Microsoft		First Federal-Admin	8131 Website Expenses	1.99	1.99			
05/27/2021	Bill	11367928	Yes	Allied Universal Security Services		20000 *Accounts Payable	8166 Port Security Expense	9,117.70				9117.7
05/27/2021	Bill	11367929	Yes	Allied Universal Security Services		20000 *Accounts Payable	8166 Port Security Expense	180.68				180.68
05/31/2021	Bill	1232060	Yes	Mauldin & Jenkins		20000 *Accounts Payable	8180C Professional Fees:Audit	12,800.00		12800		
06/01/2021	Bill	9015-5915	Yes	Courson and Stam, LLC		20000 *Accounts Payable	8180A Professional Fees:Accountant	1,500.00	1,500.00			
06/01/2021	Bill	37711	Yes	Commercial Building Maintenance, INC		20000 *Accounts Payable	8164 Customs House Cleaning Service	280.00		280		
06/04/2021	Bill	136508	Yes	City of Fernandina Beach Utilities		20000 *Accounts Payable	8270B Utilities:City of FB Utility	76.80		76.80		
06/04/2021	Check	EFT	Yes	Office Manager Payroll	Payroll - June 2021	First Federal - Operating	Office Manager Payroll	2,105.31			2,105.31	
06/04/2021	Check	EFT	Yes	Commissioner Payroll	Payroll - June 2021	First Federal - Operating	Commissioner Payroll	10,765.00			10765	
06/05/2021	Check	EFT	Yes	Zoom Video Communications	Biling Period- 6.05.21 to 07.04.2021	First Federal-Admin	8131 Website Expenses	14.99	14.99			
06/07/2021	Check	EFT	Yes	Indeed	AOM position notice-May 2021	First Federal-Admin	8020 Advertising	43.79	43.79			
06/07/2021	Bill	0005585-5	Yes	Florida Public Utilities		20000 *Accounts Payable	8270A Utilities:FPU	243.13	243.13			
06/08/2021	Bill	810251	Yes	Patrick W Krechowski Esq		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	1,900.00		1900		
06/08/2021	Bill	810252	Yes	Patrick W Krechowski Esq		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	2,710.00		2710		
06/10/2021	Check	2431	Yes	OHPA Admin Account		First Federal - Operating	First Federal-Admin	204.92	204.92			
06/10/2021	Check	2433	Yes	Rossana Hebron	Check #2433	First Federal - Operating	8135 Office Manager Travel	15.46	15.46			
06/10/2021	Bill	11430109	Yes	Allied Universal Security Services		20000 *Accounts Payable	8166 Port Security Expense	8,226.37				8226.37
06/16/2021	Bill	811121	Yes	Balch & Bingham LLP		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	8,703.50		8703.5		
06/24/2021	Bill	11483481	Yes	Allied Universal Security Services	Invoice #11483481 Billing: 6/11-6/24/2021	20000 *Accounts Payable	8166 Port Security Expense	349.31				349.31
06/24/2021	Bill	11483480	Yes	Allied Universal Security Services	Invoice #11483480 Billing: 6/11-6/24/2021	20000 *Accounts Payable	8166 Port Security Expense	8,368.80				8368.8
06/28/2021	Check	EFT	Yes	Microsoft		First Federal-Admin	8131 Website Expenses	1.99	1.99			
06/30/2021	Bill	92994	Yes	Florida Times Union 1261	Invoice #0000092994 posted 6.10.2021 Legal Notice for Special Meeting 6.17.2021	20000 *Accounts Payable	8020 Advertising	74.41	74.41			
07/01/2021	Bill	9015-6103	Yes	Courson and Stam, LLC		20000 *Accounts Payable	8180A Professional Fees:Accountant	1,500.00	1,500.00			
07/01/2021	Bill	38005	Yes	Commercial Building Maintenance, INC		20000 *Accounts Payable	8164 Customs House Cleaning Service	280.00		280		
07/05/2021	Check	EFT	Yes	Office Manager Payroll	Payroll - July 2021	First Federal - Operating	Office Manager Payroll	2,009.07			2009.07	
07/05/2021	Check	EFT	Yes	Commissioner Payroll	Payroll - July 2021	First Federal - Operating	Commissioner Payroll	10,765.00			10,765.00	
07/07/2021	Bill	INV-1024	Yes	Bella Computer, Inc.	Computer Support Services: BitLocker Troubleshooting 7.06 - 7.07.2021	20000 *Accounts Payable	8140 Outside Services	60.00		60.00		
07/07/2021	Bill	0005585-5	Yes	Florida Public Utilities		20000 *Accounts Payable	8270A Utilities:FPU	310.55	310.55			
07/08/2021	Bill	11532205	Yes	Allied Universal Security Services	Invoice #11532205 Billing: 6/25-7/08/2021	20000 *Accounts Payable	8166 Port Security Expense	8,221.87				8221.87
07/08/2021	Bill	11532206	Yes	Allied Universal Security Services	Invoice #11532206 Billing: 6/25-7/08/2021	20000 *Accounts Payable	8166 Port Security Expense	120.45				120.45
07/12/2021	Check	EFT	Yes	Zoom Video Communications	Billing Period-7.05 to 8.04.2021	First Federal-Admin	8131 Website Expenses	14.99	14.99			
07/13/2021	Bill	812526	Yes	Balch & Bingham LLP	Patrick Krechowski, Port Attorney Invoice #812526 Service through 6.30.2021	20000 *Accounts Payable	8180B Professional Fees:Port Attorney	129.00		129		
07/14/2021	Bill	812741	Yes	Balch & Bingham LLP	Invoice #812741 Fee for Professional Services through 6.30.2021	20000 *Accounts Payable	8180B Professional Fees:Port Attorney	1,900.00		1900		
07/14/2021	Bill	812741	Yes	Balch & Bingham LLP	Invoice #812741 Professional Fee Services through 6.30.2021 Attn: Patrick Krechowski	20000 *Accounts Payable	8180B Professional Fees:Port Attorney	1,900.00		1900		
07/22/2021	Bill	11572795	Yes	Allied Universal Security Services	Invoice #11572795 Billing: 7/09-7/22/2021 inv#11572796	20000 *Accounts Payable	8166 Port Security Expense	8,395.82				8395.82
07/22/2021	Bill	11572796	Yes	Allied Universal Security Services	Billing: 7/09-7/22/2021	20000 *Accounts Payable	8166 Port Security Expense	367.37				367.37
07/26/2021	Check	EFT	Yes	Microsoft		First Federal-Admin	8131 Website Expenses	1.99	1.99			
07/27/2021	Bill	813618	Yes	Balch & Bingham LLP	Invoice #813618 Billing through 6.30.2021 Attn: Patrick Krechowski	20000 *Accounts Payable	8180B Professional Fees:Port Attorney	1,900.00		1900		
07/27/2021	Bill	813619	Yes	Balch & Bingham LLP		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	8,082.50		8082.5		

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March 3 - September 10, 2021

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									Other	Legal Fees	Payroll	Port Security
07/29/2021	Bill	94394949	Yes	Charles M. Cole	Invoice #94394949 Vice Ch. Charles M. Cole Port Council Meeting - Panama City, 8/24-8/26-2021 Marriott/Sheraton	20000 *Accounts Payable	8090 Travel	378.56	378.56			
07/30/2021	Check	EFT	Yes	Florida Department of Revenue	2nd Quarter 2021 Payroll Reports & Payments	First Federal - Operating	3042 Unemployment Taxes Payable	35.61	35.61			
08/01/2021	Bill	9015-6260	Yes	Courson and Stam, LLC	Invoice #9015-6260 Accounting Services - August 2021	20000 *Accounts Payable	8180A Professional Fees:Accountant	1,500.00	1500			
08/02/2021	Bill	2	Yes	Rossana M Hebron	July 2021- mileage	20000 *Accounts Payable	8135 Office Manager Travel	12.92	12.92			
08/02/2021	Bill	38276	Yes	Commercial Building Maintenance, INC	Janitorial Services - August 2021 Invoice #38276	20000 *Accounts Payable	8164 Customs House Cleaning Service	280.00	280			
44410	Check	EFT	Yes	Office Manager Payroll	Payroll - August 2021	First Federal - Operating	Office Manager Payroll	1,820.00			1820	
44410	Check	EFT	Yes	Commissioner Payroll	Payroll - August 2021	First Federal - Operating	Commissioner Payroll	10,765.00			10,765.00	
08/02/2021	Check	EFT		Intuit Payroll	OHPA Operations	Payroll - August 2021	First Federal - Operating	10.50	10.50			
08/03/2021	Check	2451	Yes	OHPA Admin Account	August 2021 - Admin Expenses/Transfer Funds	First Federal - Operating	First Federal-Admin	300.00	300			
08/04/2021	Bill	155082		City of Fernandina Beach Utilities	Customs House	Inv #155082, Water/Waste water, August 2021	20000 *Accounts Payable	80.25	80.25			
08/05/2021	Bill	100790607		Zoom Video Communications	OHPA Operations	Inv #100790607, Billing 8/05-9/04-2021	20000 *Accounts Payable	14.99	14.99			
08/05/2021	Bill	11624360		Allied Universal Security Services	Port Security	Inv #11624360, Billing: 7/23-8/05/2021	20000 *Accounts Payable	228.86				228.86
08/05/2021	Bill	11624359		Allied Universal Security Services	Port Security	Inv #11624359, Billing: 7/23-8/05/2021	20000 *Accounts Payable	8,292.80				8292.8
08/06/2021	Bill	2021.08		Florida Public Utilities	Customs House	Billing: 2021.08	20000 *Accounts Payable	362.83	362.83			
08/12/2021	Bill	814611		Balch & Bingham LLP	OHPA Operations	Professional Services through 7/31/2021 Inv#814611	20000 *Accounts Payable	220.00		220		
08/12/2021	Bill	814613		Balch & Bingham LLP	OHPA Operations	Prof Serv through 7.31.2021 Inv#814613, Matter#001	20000 *Accounts Payable	1,900.00		1900		
08/15/2021	Bill	INV-34362-Y3V1		FMIT	OHPA Operations	Annual Billing - 2021/2022 Fund Year Liability Insurance	20000 *Accounts Payable	12,065.00	12065			
08/17/2021	Bill	39799386		Intuit QuickBooks	OHPA Operations	Order #0039799386 Printable checks re-order	20000 *Accounts Payable	210.98	210.98			
08/17/2021	Bill	815048		Balch & Bingham LLP	OHPA Operations	Prof Serv through 7/31/2021	20000 *Accounts Payable	18,227.50		18227.5		
08/17/2021	Bill	815045		Balch & Bingham LLP	OHPA Operations	Prof Serv through 7/31/2021	20000 *Accounts Payable	2,173.79		2173.79		
08/19/2021	Bill	11674680		Allied Universal Security Services	Port Security	Billing: 8/06-8/19/2021, Inv 11674680	20000 *Accounts Payable	8,392.80				8392.8
08/26/2021	Check	EFT		Microsoft	OHPA Operations	Monthly Microsoft Fee	First Federal-Admin	1.99	1.99			
08/31/2021	Bill	96584		Florida Times Union 1261	OHPA Operations	Newspaper Notice Special Meeting 8/23/21	20000 *Accounts Payable	89.29	89.29			
09/01/2021	Bill	9015-6446		Courson and Stam, LLC	OHPA Operations	Accounting Services - Sept. 2021 Inv #9015-6446	20000 *Accounts Payable	1,500.00	1500			
09/01/2021	Bill	38653		Commercial Building Maintenance, INC	Customs House	Janitorial services through Sept. 2021 Prorated Inv #38653	20000 *Accounts Payable	70.00	70.00			
44442	Check	EFT	Yes	Office Manager Payroll	Payroll - September 2021	First Federal - Operating	Office Manager Payroll	1,820.00			1,820.00	
44442	Check	EFT	Yes	Commissioner Payroll	Payroll- September 2021	First Federal - Operating	Commissioner Payroll	10,765.00			10765	
09/03/2021	Bill	164471		City of Fernandina Beach Utilities	Customs House	Inv #164471, Billing-8/02-8/31/2021	20000 *Accounts Payable	79.86	79.86			
09/03/2021	Check	EFT		Intuit Payroll	OHPA Operations		First Federal - Operating	10.50	10.50			
09/05/2021	Bill	105976795		Zoom Video Communications	OHPA Operations	, Sept. 2021	20000 *Accounts Payable	14.99	14.99			
TOTAL								310,277.65	44,916.36	67,203.29	87,887.31	110,270.69
TOTAL												310,277.65

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									Other	Legal Fees	Payroll	Port Security
03/04/2021	Bill	11063210	Yes	Allied Universal Security Services	11063210	20000 *Accounts Payable	8166 Port Security Expense	8,288.79				8,288.79
03/18/2021	Bill	11114012	Yes	Allied Universal Security Services	Invoice #11114012	20000 *Accounts Payable	8166 Port Security Expense	8,376.74				8,376.74
04/01/2021	Bill	11163748	Yes	Allied Universal Security Services	Invoice #11163748	20000 *Accounts Payable	8166 Port Security Expense	8,292.80				8,292.80
04/15/2021	Bill	11220724	Yes	Allied Universal Security Services	Invoice #11220724 Billing Period 4/02 - 4/15/2021	20000 *Accounts Payable	8166 Port Security Expense	8,292.80				8,292.80
04/29/2021	Bill	11261640	Yes	Allied Universal Security Services	Invoice #11261640 Billing period 4/16-4/29/2021	20000 *Accounts Payable	8166 Port Security Expense	8,544.23				8,544.23
05/13/2021	Bill	11323821	Yes	Allied Universal Security Services	Invoice #11323821 Billing period 4/30-5/13/2021	20000 *Accounts Payable	8166 Port Security Expense	8,212.50				8,212.50
05/27/2021	Bill	11367928	Yes	Allied Universal Security Services		20000 *Accounts Payable	8166 Port Security Expense	9,117.70				9,117.70
05/27/2021	Bill	11367929	Yes	Allied Universal Security Services		20000 *Accounts Payable	8166 Port Security Expense	180.68				180.68
06/10/2021	Bill	11430109	Yes	Allied Universal Security Services		20000 *Accounts Payable	8166 Port Security Expense	8,226.37				8,226.37
06/24/2021	Bill	11483481	Yes	Allied Universal Security Services	Invoice #11483481 Billing: 6/11-6/24/2021	20000 *Accounts Payable	8166 Port Security Expense	349.31				349.31
06/24/2021	Bill	11483480	Yes	Allied Universal Security Services	Invoice #11483480 Billing: 6/11-6/24/2021	20000 *Accounts Payable	8166 Port Security Expense	8,368.80				8,368.80
07/08/2021	Bill	11532205	Yes	Allied Universal Security Services	Invoice #11532205 Billing: 6/25-7/08/2021	20000 *Accounts Payable	8166 Port Security Expense	8,221.87				8,221.87
07/08/2021	Bill	11532206	Yes	Allied Universal Security Services	Invoice #11532206 Billing: 6/25-7/08/2021	20000 *Accounts Payable	8166 Port Security Expense	120.45				120.45
07/22/2021	Bill	11572795	Yes	Allied Universal Security Services	Invoice #11572795 Billing: 7/09-7/22/2021	20000 *Accounts Payable	8166 Port Security Expense	8,395.82				8,395.82
07/22/2021	Bill	11572796	Yes	Allied Universal Security Services	inv#11572796 Billing: 7/09-7/22/2021	20000 *Accounts Payable	8166 Port Security Expense	367.37				367.37
08/05/2021	Bill	11624360		Allied Universal Security Services	Port Security	Inv #11624360, Billing: 7/23-8/05/2021	20000 *Accounts Payable	228.86				228.86
08/05/2021	Bill	11624359		Allied Universal Security Services	Port Security	Inv #11624359, Billing: 7/23-8/05/2021	20000 *Accounts Payable	8,292.80				8,292.80
08/19/2021	Bill	11674680		Allied Universal Security Services	Port Security	Billing: 8/06-8/19/2021, Inv 11674680	20000 *Accounts Payable	8,392.80				8,392.80
03/15/2021	Check	Debit	Yes	Amazon	Camera for laptop	First Federal-Admin	8130 Office Supplies	39.90	39.90			
06/16/2021	Bill	811121	Yes	Balch & Bingham LLP		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	8,703.50		8,703.50		
07/13/2021	Bill	812526	Yes	Balch & Bingham LLP	Patrick Krechowski, Port Attorney Invoice #812526 Service through 6.30.2021	20000 *Accounts Payable	8180B Professional Fees:Port Attorney	129.00		129.00		
07/14/2021	Bill	812741	Yes	Balch & Bingham LLP	Invoice #812741 Fee for Professional Services through 6.30.2021	20000 *Accounts Payable	8180B Professional Fees:Port Attorney	1,900.00		1,900.00		
07/14/2021	Bill	812741	Yes	Balch & Bingham LLP	Invoice #812741 Professional Fee Services through 6.30.2021	20000 *Accounts Payable	8180B Professional Fees:Port Attorney	1,900.00		1,900.00		
07/27/2021	Bill	813618	Yes	Balch & Bingham LLP	Attn: Patrick Krechowski Invoice #813618	20000 *Accounts Payable	8180B Professional Fees:Port Attorney	1,900.00		1,900.00		
07/27/2021	Bill	813619	Yes	Balch & Bingham LLP	Billing through 6.30.2021 Attn: Patrick Krechowski	20000 *Accounts Payable	8180B Professional Fees:Port Attorney	8,082.50		8,082.50		
08/12/2021	Bill	814611		Balch & Bingham LLP	Professional Services through 7/31/2021 Inv#814611	20000 *Accounts Payable		220.00		220.00		
08/12/2021	Bill	814613		Balch & Bingham LLP	Prof Serv through 7.31.2021 Inv#814613, Matter#001	20000 *Accounts Payable		1,900.00		1,900.00		
08/17/2021	Bill	815048		Balch & Bingham LLP	OHPA Operations	Prof Serv through 7/31/2021	20000 *Accounts Payable	18,227.50		18,227.50		
08/17/2021	Bill	815045		Balch & Bingham LLP	OHPA Operations	Prof Serv through 7/31/2021	20000 *Accounts Payable	2,173.79		2,173.79		
07/07/2021	Bill	INV-1024	Yes	Bella Computer, Inc.	Computer Support Services: BitLocker Troubleshooting 7.06 - 7.07.2021	20000 *Accounts Payable	8140 Outside Services	60.00	60.00			
07/29/2021	Bill	94394949	Yes	Charles M. Cole	Invoice #94394949 Vice Ch. Charles M. Cole Port Council Meeting - Panama City, 8/24-8/26-2021	20000 *Accounts Payable	8090 Travel	378.56	378.56			
03/05/2021	Bill	108896	Yes	City of Fernandina Beach Utilities	Marriott/Sheraton	20000 *Accounts Payable	8270B Utilities:City of FB Utility	76.17	76.17			
04/08/2021	Bill	118084	Yes	City of Fernandina Beach Utilities		20000 *Accounts Payable	8270B Utilities:City of FB Utility	79.09	79.09			
05/06/2021	Bill	127245	Yes	City of Fernandina Beach Utilities		20000 *Accounts Payable	8270B Utilities:City of FB Utility	77.18	77.18			
06/04/2021	Bill	136508	Yes	City of Fernandina Beach Utilities		20000 *Accounts Payable	8270B Utilities:City of FB Utility	76.80	76.80			
08/04/2021	Bill	155082		City of Fernandina Beach Utilities	Customs House	Inv #155082, Water/Waste water, August 2021	20000 *Accounts Payable	80.25	80.25			

OCEAN HIGHWAY & PORT AUTHORITY
Transaction List by Date
March 3 - September 10, 2021

Date	Tran Type	Num	Posting	Name	Memo/Description	Account	Split	Amount	Expense TYPE			
									Other	Legal Fees	Payroll	Port Security
09/03/2021	Bill	164471		City of Fernandina Beach Utilities	Customs House	Inv #164471, Billing-8/02-8/31/2021	20000 *Accounts Payable	79.86	79.86			
03/09/2021	Bill	36867	Yes	Commercial Building Maintenance, INC		20000 *Accounts Payable	8164 Customs House Cleaning Service	280.00	280.00			
04/01/2021	Bill	37116	Yes	Commercial Building Maintenance, INC		20000 *Accounts Payable	8164 Customs House Cleaning Service	280.00	280.00			
05/01/2021	Bill	37439	Yes	Commercial Building Maintenance, INC		20000 *Accounts Payable	8164 Customs House Cleaning Service	280.00	280.00			
06/01/2021	Bill	37711	Yes	Commercial Building Maintenance, INC		20000 *Accounts Payable	8164 Customs House Cleaning Service	280.00	280.00			
07/01/2021	Bill	38005	Yes	Commercial Building Maintenance, INC		20000 *Accounts Payable	8164 Customs House Cleaning Service	280.00	280.00			
08/02/2021	Bill	38276	Yes	Commercial Building Maintenance, INC	Janitorial Services - August 2021 Invoice #38276	20000 *Accounts Payable Janitorial services through Sept. 2021	8164 Customs House Cleaning Service	280.00	280.00			
09/01/2021	Bill	38653		Commercial Building Maintenance, INC	Customs House	Prorated Inv #38653	20000 *Accounts Payable	70.00	70.00			
8/2/2021	Check	EFT	Yes	Commissioner Payroll	Payroll - August 2021	First Federal - Operating	Commissioner Payroll	10,765.00			10,765.00	
9/3/2021	Check	EFT	Yes	Commissioner Payroll	Payroll- September 2021	First Federal - Operating	Commissioner Payroll	10,765.00			10,765.00	
03/05/2021	Check	EFT	Yes	Commissioner Payroll	March 2021	First Federal - Operating	Commissioner Payroll	10,783.54			10,783.54	
04/05/2021	Check	EFT	Yes	Commissioner Payroll	Payroll- April 2021	First Federal - Operating	Commissioner Payroll	10,825.00			10,825.00	
05/05/2021	Check	EFT	Yes	Commissioner Payroll	Payroll - May 2021	First Federal - Operating	Commissioner Payroll	10,765.00			10,765.00	
06/04/2021	Check	EFT	Yes	Commissioner Payroll	Payroll - June 2021	First Federal - Operating	Commissioner Payroll	10,765.00			10,765.00	
07/05/2021	Check	EFT	Yes	Commissioner Payroll	Payroll - July 2021	First Federal - Operating	Commissioner Payroll	10,765.00			10,765.00	
03/09/2021	Bill	9015-4389	Yes	Courson and Stam, LLC		20000 *Accounts Payable	8180A Professional Fees:Accountant	1,500.00	1,500.00			
04/01/2021	Bill	9015-4902	Yes	Courson and Stam, LLC		20000 *Accounts Payable	8180A Professional Fees:Accountant	1,500.00	1,500.00			
05/01/2021	Bill	9015-5614	Yes	Courson and Stam, LLC		20000 *Accounts Payable	8180A Professional Fees:Accountant	1,500.00	1,500.00			
06/01/2021	Bill	9015-5915	Yes	Courson and Stam, LLC		20000 *Accounts Payable	8180A Professional Fees:Accountant	1,500.00	1,500.00			
07/01/2021	Bill	9015-6103	Yes	Courson and Stam, LLC		20000 *Accounts Payable	8180A Professional Fees:Accountant	1,500.00	1,500.00			
08/01/2021	Bill	9015-6260	Yes	Courson and Stam, LLC	Invoice #9015-6260 Accounting Services - August 2021	20000 *Accounts Payable	8180A Professional Fees:Accountant	1,500.00	1,500.00			
09/01/2021	Bill	9015-6446		Courson and Stam, LLC	OLPA Operations	Accounting Services - Sept. 2021 Inv #9015-6446	20000 *Accounts Payable	1,500.00	1,500.00			
04/13/2021	Bill	2222	Yes	Danny Fullwood		20000 *Accounts Payable	8022 Awards & Presentations	37.45	37.45			
05/14/2021	Check	EFT	Yes	Drop Box	Billing Period 5/10/2021 - 5/10/2022, Dropbox Plus	First Federal-Admin	8130 Office Supplies	119.88	119.88			
03/22/2021	Check	DEBIT	Yes	Fast Signs	Krechowski plaque	First Federal-Admin	8280 Miscellaneous Expense	25.47	25.47			
04/30/2021	Check	EFT	Yes	Florida Department of Revenue	Per Joanne, apply to SUTA 2nd Quarter 2021 Payroll Reports & Payments	First Federal - Operating	3042 Unemployment Taxes Payable	92.19	92.19			
07/30/2021	Check	EFT	Yes	Florida Department of Revenue		First Federal - Operating	3042 Unemployment Taxes Payable	35.61	35.61			
03/12/2021	Bill		Yes	Florida Public Utilities		20000 *Accounts Payable	8270A Utilities:FPU	446.00			446.00	
04/07/2021	Bill		Yes	Florida Public Utilities		20000 *Accounts Payable	8270A Utilities:FPU	298.73			298.73	
05/07/2021	Bill	0005585-5	Yes	Florida Public Utilities		20000 *Accounts Payable	8270A Utilities:FPU	240.07			240.07	
06/07/2021	Bill	0005585-5	Yes	Florida Public Utilities		20000 *Accounts Payable	8270A Utilities:FPU	243.13			243.13	
07/07/2021	Bill	0005585-5	Yes	Florida Public Utilities		20000 *Accounts Payable	8270A Utilities:FPU	310.55			310.55	
08/06/2021	Bill	2,021.08		Florida Public Utilities	Customs House	Billing: 2021.08	20000 *Accounts Payable	362.83	362.83			
04/30/2021	Bill	89438	Yes	Florida Times Union 1261		20000 *Accounts Payable	8020 Advertising	74.41	74.41			
06/30/2021	Bill	92994	Yes	Florida Times Union 1261	Invoice #0000092994 posted 6.10.2021 Legal Notice for Special Meeting 6.17.2021	20000 *Accounts Payable	8020 Advertising	74.41	74.41			
08/31/2021	Bill	96584		Florida Times Union 1261	OLPA Operations	Newspaper Notice Special Meeting 8/23/21 Annual Billing - 2021/2022 Fund Year	20000 *Accounts Payable	89.29	89.29			
08/15/2021	Bill	INV-34362-Y3V1		FMIT	OLPA Operations	Liability Insurance	20000 *Accounts Payable	12,065.00	12,065.00			
06/07/2021	Check	EFT	Yes	Indeed	AOM position notice-May 2021	First Federal-Admin	8020 Advertising	43.79	43.79			
03/05/2021	Check	EFT	Yes	Intuit Payroll	March 2021	First Federal - Operating	8280 Miscellaneous Expense	10.50	10.50			
04/05/2021	Check	EFT	Yes	Intuit Payroll	Payroll- April 2021	First Federal - Operating	8280 Miscellaneous Expense	10.50	10.50			
08/02/2021	Check	EFT		Intuit Payroll	OLPA Operations	Payroll - August 2021	First Federal - Operating	10.50	10.50			
09/03/2021	Check	EFT		Intuit Payroll	OLPA Operations		First Federal - Operating	10.50	10.50			
08/17/2021	Bill	39799386		Intuit QuickBooks	OLPA Operations	Order #0039799386 Printable checks re-order	20000 *Accounts Payable	210.98	210.98			
03/17/2021	Check	Debit	Yes	Jacksonville Times-Union	Special meeting 3.30.2021	First Federal-Admin	8020 Advertising	89.29	89.29			
04/28/2021	Check	Debit	Yes	LD Products	LD Toner Cartridge for Printer	First Federal-Admin	8130 Office Supplies	160.47	160.47			
05/31/2021	Bill	1232060	Yes	Mauldin & Jenkins		20000 *Accounts Payable	8180C Professional Fees:Audit	12,800.00	12,800.00			

OCEAN HIGHWAY & PORT AUTHORITY
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Date	Tran Type	Num	Posting	Name	Memo/Description	Account	Split	Amount	Expense TYPE			
									Other	Legal Fees	Payroll	Port Security
03/26/2021	Check	EFT	Yes	Microsoft		First Federal-Admin	8131 Website Expenses	1.99				
05/01/2021	Check	EFT	Yes	Microsoft	Order #568860953102605849	First Federal-Admin	8131 Website Expenses	1.99				
05/26/2021	Check	EFT	Yes	Microsoft		First Federal-Admin	8131 Website Expenses	1.99				
06/28/2021	Check	EFT	Yes	Microsoft		First Federal-Admin	8131 Website Expenses	1.99				
07/26/2021	Check	EFT	Yes	Microsoft		First Federal-Admin	8131 Website Expenses	1.99				
08/26/2021	Check	EFT		Microsoft	OHPA Operations	Monthly Microsoft Fee	First Federal-Admin	1.99				
04/01/2021	Bill	819	Yes	Nassau County Economic Development Board		20000 *Accounts Payable	8080D Dues & Subscriptions:Nassau County Development Board	3,000.00	3,000.00			
8/2/2021	Check	EFT	Yes	Office Manager Payroll	Payroll - August 2021	First Federal - Operating	Office Manager Payroll	1,820.00				1,820.00
9/3/2021	Check	EFT	Yes	Office Manager Payroll	Payroll - September 2021	First Federal - Operating	Office Manager Payroll	1,820.00				1,820.00
03/05/2021	Check	EFT	Yes	Office Manager Payroll	March 2021	First Federal - Operating	Office Manager Payroll	961.06				961.06
04/05/2021	Check	EFT	Yes	Office Manager Payroll	Payroll- April 2021	First Federal - Operating	Office Manager Payroll	1,696.15				1,696.15
05/05/2021	Check	EFT	Yes	Office Manager Payroll	Payroll - May 2021	First Federal - Operating	Office Manager Payroll	1,949.99				1,949.99
06/04/2021	Check	EFT	Yes	Office Manager Payroll	Payroll - June 2021	First Federal - Operating	Office Manager Payroll	2,105.31				2,105.31
07/05/2021	Check	EFT	Yes	Office Manager Payroll	Payroll - July 2021	First Federal - Operating	Office Manager Payroll	2,009.07				2,009.07
06/10/2021	Check	2431	Yes	OHPA Admin Account	August 2021 - Admin Expenses/Transfer Funds	First Federal - Operating	First Federal-Admin	204.92	204.92			
08/03/2021	Check	2451	Yes	OHPA Admin Account		First Federal - Operating	First Federal-Admin	300.00	300.00			
04/01/2021	Bill	806320	Yes	Patrick W Krechowski Esq		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	1,900.00		1,900.00		
05/19/2021	Bill	809484	Yes	Patrick W Krechowski Esq		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	270.00		270.00		
05/19/2021	Bill	809483	Yes	Patrick W Krechowski Esq		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	1,900.00		1,900.00		
05/25/2021	Bill	809824	Yes	Patrick W Krechowski Esq		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	4,467.00		4,467.00		
06/08/2021	Bill	810251	Yes	Patrick W Krechowski Esq		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	1,900.00		1,900.00		
06/08/2021	Bill	810252	Yes	Patrick W Krechowski Esq		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	2,710.00		2,710.00		
03/21/2021	Bill	40494	Yes	Regan Atwood, PA		20000 *Accounts Payable	8180E Professional Fees:Professional Fees-Other	1,560.00		1,560.00		
03/09/2021	Bill		Yes	Robert H Sturgess Esq.		20000 *Accounts Payable	8180B Professional Fees:Port Attorney	4,720.00		4,720.00		
04/01/2021	Bill		Yes	Robert H Sturgess Esq.		20000 *Accounts Payable	8180E Professional Fees:Professional Fees-Other	2,640.00		2,640.00		
06/10/2021	Check	2433	Yes	Rossana Hebron	Check #2433	First Federal - Operating	8135 Office Manager Travel	15.46		15.46		
08/02/2021	Bill	2	Yes	Rossana M Hebron	July 2021- mileage	20000 *Accounts Payable	8135 Office Manager Travel	12.92		12.92		
04/30/2021	Check	EFT	Yes	State Unemployment	1st Qtr 2021 Payroll Reports & Pymnts	First Federal - Operating	8154 State Unemployment Tax	92.19				92.19
04/19/2021	Check	DEBIT	Yes	U.S. Postmaster	Two books of stamps	First Federal-Admin	8130 Office Supplies	22.00		22.00		
04/27/2021	Check	Debit	Yes	Wal Mart	Office Supplies	First Federal-Admin	8130 Office Supplies	35.83		35.83		
05/03/2021	Check	Debit	Yes	WIX	Premium Plan annual Renewal, 5.03.2021	First Federal-Admin	8130 Office Supplies	149.00		149.00		
03/08/2021	Check	EFT	Yes	Zoom Video Communications	March 2021	First Federal-Admin	8131 Website Expenses	14.99		14.99		
04/05/2021	Check	EFT	Yes	Zoom Video Communications	April 2021	First Federal-Admin	8131 Website Expenses	14.99		14.99		
05/05/2021	Check	EFT	Yes	Zoom Video Communications	May 5, 2021 Inv #INV84379108	First Federal-Admin	8131 Website Expenses	14.99		14.99		
06/05/2021	Check	EFT	Yes	Zoom Video Communications	Billing Period- 6.05.21 to 07.04.2021	First Federal-Admin	8131 Website Expenses	14.99		14.99		
07/12/2021	Check	EFT	Yes	Zoom Video Communications	Billing Period-7.05 to 8.04.2021	First Federal-Admin	8131 Website Expenses	14.99		14.99		
08/05/2021	Bill	100790607		Zoom Video Communications	OHPA Operations	2021	20000 *Accounts Payable	14.99		14.99		
09/05/2021	Bill	105976795		Zoom Video Communications	OHPA Operations	, Sept. 2021	20000 *Accounts Payable	14.99		14.99		
TOTAL								310,277.65	44,916.36	67,203.29	87,887.31	110,270.69
											TOTAL	310,277.65



Rossana Hebron <ohpanc@gmail.com>

Urgent -- Worker Shortage /Customer Issue

10 me age

Miriam Hill <mhill@portoffernandina.org>

Thu, Sep 16, 2021 at 1:08 PM

To: Christopher Ragucci <chris.ragucci@worldwideterminals.com>

Cc Barb Amergian ohpanc@gmail com , "Krechow ki, Patrick" pkrechow ki@balch com

Dear Mr. Ragucci,

It has come to the board's attention that one of the Port's most valued customers is having to fly in workers to Fernandina in order to compensate for labor shortage at the Port of Fernandina. Please advise what steps you are taking to address this issue. Provision of adequate labor and at minimum, the labor necessary to sustain day-to-day operations is a core responsibility of the Operator and critical to the continued viability of the Port.

Miriam Hill

Miriam Hill <mhill@portoffernandina.org>

Sat, Sep 18, 2021 at 9:34 AM

To Barb Amergian ohpanc@gmail com

Forwarded me age

From: Christopher Ragucci <chris.ragucci@worldwideterminals.com>

Date: Fri, Sep 17, 2021 at 12:52 PM

Subject: RE: Urgent -- Worker Shortage /Customer Issue

To Miriam Hill mhill@portoffernandina.org , Danny Fullwood dfullwood@portoffernandina.org , mcole@portoffernandina.org <mcole@portoffernandina.org>, CARROL FRANKLIN <cfranklin@portoffernandina.org>, Scott Hanna <shanna@portoffernandina.org>

CC: Danny Fullwood <dannyfullwood@bellsouth.net>, mike cole <sargeslawncare@comcast.net>, Carrol Franklin franklincarrol@yahoo.com , Scott Hanna cotthanna12@gmail.com , Charlie B Jimeron <cjimerson@jimersonfirm.com>

Ms. Hill,

Thank you for your concern pertaining to the perceived labor shortages of a recent vessel at Nassau Terminals. As always, we take the matter very seriously and are doing everything in our power to grow our workforce to meet continued Client cargo growth demands.

As you may or may not be aware, the current labor shortage is such that all terminals in all areas are struggling to find labor; in fact, the broader economy in general is also struggling with this labor issue. The Port of Fernandina's position in between the larger markets of Brunswick, GA and Jacksonville, Florida, as well as its position between three (3) mills which pay substantially higher wage, make finding labor challenging even under the best of circumstances.

The steps you have outlined are some of the obvious processes Worldwide has already undertaken. In fact, WWT has gone above and beyond these procedural measures, incurring extremely high-costs to procure labor for our Clients due to the stresses imposed upon us by the **COVID-19 pandemic**. We would ask of you, as we have of the other Commissioners, to suggest employment opportunities to anyone that you feel would be a candidate for employment at the Port. We will provide training. *Unlike other OHPA Boards, no member of the current Board has referred any potential*

workers to us. This would be a more productive use of the Board's time – supporting, as opposed to attempting to undermine, your Operator.

Further to your email, this is precisely why we have asked that the bulk of the COVID-19 relief funds given to the OHPA by the State of Florida be used for

- Employee retention financial compensations; and
- Additional new hire related cost due to the economic condition brought on by the COVID 19 pandemic

As you point out, the workforce is critical to the continued growth of the Port. Therefore, the use of Federal COVID relief fund for the purpose **(a) it is being done for ALL other Florida Port) should be given the highest priority by OHPA.**

We would however, also like to point out an error in your email. You are correct that it is the responsibility of the Operator to provide all necessary labor to accomplish cargo handling at the Port. With that being said, **Section 7.2 of the Operating Agreement, clearly states that Operator is not "liable for any delay in or inability to complete the performance of the Operating Contract by any of the following cause epidemic"**

To illustrate this point, last week we had six (6) operators out with COVID, and our Terminal Manager Mr. Ray Nelson was and still is hospitalized with a severe case. Of those six (6) workers, two (2) were crane operators who are the highest skilled workers on the waterfront and very difficult to replace on short notice. Unfortunately, you would not be familiar with any of this since you still have not visited the Port, nor sat down with us to discuss how our business is run and the challenges we face, since taking office nearly a year ago.

Furthermore, the Board's recent action, spearheaded by you, particularly the vote of "No Confidence in the Operator" which was taken despite your own statement that it has "no legal effect" (but which you made sure was "front page news"), has worked to undermine our ability to recruit and attract new workers. Potential workers ask about this "vote" and some have expressed concerns which need to be assuaged. If you would have truly thought through this action, and set aside your own personal political agenda, you might have realized that it would cause real and irreparable harm to your Port Operator's business and business reputation (the very entity you swore an oath to support). It has in fact, caused such harm.

In closing, we appreciate your concern. Based on your email, it is now fair to conclude you will be fully supportive of directing a significant amount of the federal COVID relief funds allocated as it was intended for: Worker retention compensation; training, and equally important, cost related to hiring additional workers and speeding our recovery from the pandemic.

Sincerely,

Christopher T. Ragucci

Chief Executive Officer

Worldwide Terminals Fernandina

904-990-1300 Office

917-836-2880 Mobile

chris.ragucci@worldwideterminals.com



Rossana Hebron <ohpanc@gmail.com>

Maintenance Dredging

Danny Fullwood <dannyfullwood@bellsouth.net>

Tue, Sep 14, 2021 at 1:59 PM

To: Christopher Ragucci <chris.ragucci@worldwideterminals.com>

Cc: Patrick Krechowski <pkrechowski@balch.com>, Rossana Hebron <ohpanc@gmail.com>

Chris, I spoke with Beau Corbett yesterday about maintenance dredging for the channel. He said he needs a letter to submit about the need for the dredging and how we could lose potential customers if this is not accomplished quickly and what it would cost us if we lose business, etc. You can submit the letter directly to him or send it to me and I will send it with the letter OHPA and the Harbor Pilots are writing. Please submit as quickly as possible because the Pilots are saying they may not be able to bring in ships soon if it is not done.

Also, what is the status of the dredging at the wharf? I am told that it needs some serious dredging and if it is not done soon, the pilots may not be able to dock a ship on the north end .

These are urgent concerns, please make every attempt address them quickly.

Thanks

Danny



Port Director

PORT DIRECTOR JOB DESCRIPTION

JOB SUMMARY

- Defining and implementing the strategy and vision of the Port Authority of Nassau County (“OHPA” or the “Authority”) and World Wide Terminals Fernandina (Operator).
- Ensuring that the Authority and Operator maximizes commercial opportunities with a view to achieve sustained growth and self-sufficiency.
- Responsible for building a strong and competent financial and operational perspective; ensuring that the ports, facilities and properties owned by OHPA are managed in accordance with the safety and security requirements of applicable local and international laws and regulations.
- Serves at the will of and is accountable to the Board of Commissioners (the “Board”).
- The Director is conferred full authority, scope and executive powers by the Board in order to administer the day-to-day operations of the Authority under the Port Authority Charter, regulations and application of State and Federal policies.
- Has the authority to be the Board’s representative in supporting and enforcing policies and the governance established by the Board

RESPONSIBILITIES

Strategic Management

- Is responsible for defining and implementing a multi-year strategic plan in alignment with identified strategic goals and objectives and presenting the plan to the Board for approval.
- Is responsible for overseeing and assisting the Board with the development of all internal business policies, strategies and objectives, presenting these to the Board for approval and overseeing the implementation of these once approved.
- Ensures that strategic objectives are being met by annually reviewing and revising strategies and business plans.
- Takes a proactive role in the formulation of future strategic objectives and brings these to the Board for input, discussion and decision as to ratification.
- Informs the Board of strategic growth opportunities consistent with objectives and the analysis of their viability and implementation when approved by the Board.
- Ensures that the annual business plan reflecting the strategic goals and objectives are well communicated and understood, and committed to by all employees. Reporting to the Board
- Is responsible for the communication of accurate and timely information to the Board, through regular monthly performance reports or as requested by the Board on an ad hoc basis, and on matters of importance as they arise.
- Ensures the Board is kept informed of all current major financial or operational issues and developments including risk, safety and security matters.
- Ensures information on trends, needs and utilization of resources is gathered and presented to the Board, as required. ● Ensures that Board committees (e.g., Audit Committee, Governance Committee, are appropriately served and provided with information, as required.

Reporting to the Board

- Is responsible for the communication of accurate and timely information to the Board, through regular monthly performance reports or as requested by the Board on an ad hoc basis, and on matters of importance as they arise.
- Ensures the Board is kept informed of all current major financial or operational issues and developments including risk, safety and security matters.
- Ensures information on trends, needs and utilization of resources is gathered and presented to the Board, as required.

Financial and Operational

- Is accountable for financial performance and profitability of the Port as well as all business development and growth
- Manages and maintains the business operations within financial targets, measurements and accountabilities as approved by the Board.
- Implements continuous improvement in business processes and systems to optimize procedures and the productivity and performance of all services, business processes and
- Manages and maintains relationships and communication with external stakeholders including shipping companies, cruise line companies, public transportation, retail operations, and other key operators.
- Is actively involved in key projects and developments that impact the Authority's operations and strategic growth.
- Ensures the effective management of risk with regard to the operations and business growth activities of OHPA and the Operator.
- Prepares and submits financial reports, statements and budgets relating to new business opportunities for approval by the Board.
- Ensures that all necessary statutory and regulatory information including reports, accounts and financial information are prepared and approved, as required.
- Develops and implements performance measures for operational, financial, employee and customer service activities.
- Has oversight for all crisis management planning and business continuity procedures, working closely with the Operator and the Board.

Safety and Security

- Effectively manages the overall safety and security of port operations while working closely with both the Operator and Safety and Security personnel.
- Ensures continuous and timely communication of safety and security matters to the Board, as required.
- Ensures safety compliance with international standards, regulations and procedures for the operation of the port, and any facilities and properties owned and/or operated by OHPA.
- Ensures full compliance with all international standards relevant to the operations of a port /marine gateway [e.g. Occupational Safety & Health Administration (OSHA) the International Standards Organization (ISO), and International Maritime Organization (IMO)].

Quality Control and Regulatory Compliance

- Fosters a culture to ensure that continuous improvement of management and operational services is maintained
- Maintains and enhances high quality relationships with the operator, customers, shareholders and the community.
- Keeps abreast of all regulatory, business, economic and political trends which may affect the operations of the Port
- Represents the Authority's and the Operator's interest to Government and, where appropriate, leads in dealing with the regulatory matters.
- In cooperation with the Operator, ensures that employees are achieving their specific performance objectives through the use of an integrated performance management system, and are part of a collegial, cohesive team.
- Works to maintain a climate of harmonious, enthusiastic employee relations in order to maximize performance at all times.
- Is responsible for communicating to the Board any internal communications on behalf of Port employees.
- Ensures appropriate communication and public relations programs are in place to facilitate communication with customers and stakeholders, especially the Board.
- Enhances OHPA's public image – locally, nationally and internationally, with all stakeholders, employees, tenants, industry organizations and governments.

Human Resources

- Ensures that employees are achieving their specific performance objectives through the use of an integrated performance management system, and are part of a collegial, cohesive team.
- Ensures appropriate management development programs and succession plans are in place to identify training needs and develop staff to their fullest potential
- Maintains a climate of harmonious, enthusiastic employee relations in order to maximize performance at all times.
- Ensures existing and future human resource needs are recognized, planned for and put in place to meet business objectives.
- Ensures full compliance with all employment-related laws and regulations.
- Represents the Florida Ports Council and FSTED as an official spokesperson as authorized by the Board.

QUALIFICATIONS & EXPERIENCE

- Educated to at least a Bachelor's degree (or its equivalent) in business or finance; a Master's degree is preferable.
- Minimum of 10 years of progressive responsible experience in the senior management of seaports. Experience at a senior executive level, i.e. Chief Executive Officer or Senior Management, preferably involving responsibilities for a large number of employees (100+) and significant revenues (\$10m+), in a multi-faceted business is acceptable.

- Experience in a business involving significant asset management and planning, tourism and travel, port operations, or a regulated business, required. **PREFERRED SKILLS**
- Expertise in industry specific concepts, operational practices, equipment and, supervisory and managerial skills.
- Advanced analytical capability, problem solving, listening and interpersonal skills and an awareness of the effects of external conditions on the fiscal performance of the ports.
- Proven strong commercial and strategic leadership skills including excellent strategic thinking, with conceptual skills and commercial judgment.
- Proven ability to understand business implications of decisions and the impact of the same on the organization.
- An understanding of financial reporting and the ability to read and interpret financial statements, and the short and long term economic consequences of business planning and decision making.
- Excellent understanding of safety and risk management issues with the ability to identify relevant issues and address them.
- Excellent negotiation skills and ability to influence.
- Excellent written and verbal communication skills including both technical and business writing, report preparation, documentation and public speaking skills with the ability to articulate a clear vision of the future for the PACI, both as planned, and as a response to a changing environment.
- Effectively able to consult with industry leaders, local and central Government officers, and all who have a relationship with the PACI.
- Proficiency in MS Office suite (Word, Excel, PowerPoint and Outlook). **Personal Attributes**
- High level of maturity, professionalism, initiative, integrity and confidentiality.
- An executive presence and impact, enabling high quality representation of the PACI at senior level to the cruise ship lines, contract counter-parties, and the community.
- Ability to thrive in an environment of pressing deadlines and constantly changing conditions.
- Proven ability to lead a multi-cultural and diverse workforce both effectively and diplomatically.
- Proven ability to work on own initiative.
- Proficiency in MS Office suite (Word, Excel, PowerPoint and Outlook).
- Effectively applies a range of technical capabilities, while maintaining prescribed standards to deliver quality and value for customers; collaborating with team members and continuously building technical expertise and knowledge
- Possess a wealth of knowledge and insight, and a willingness to continuously learn, considering a broad range of perspectives, and creating value through innovation **ASSIGNMENT & PLANNING OF WORK**
The incumbent must have the initiative and drive to identify areas that require attention, the ability to work independently with minimal input from the Board of Directors, and the ability to plan his/her own work to meet targets and deadlines. **SUPERVISION OF OTHERS**
- Direct supervisory responsibility includes the authority to control, recruit, test, grade and discipline subordinate employees or effectively recommend such actions, as outlined in the Cayman Islands Port Authority Law (1999 Revision).
- The incumbent is directly responsible for the supervision of the Management level position holders. **WORKING CONDITIONS**
- The incumbent will be expected to perform the essential functions and duties of the job under normal working conditions with occasional exposure to port operations outdoors during standard business working hours.

- Flexibility to work overtime beyond the normal work hours such as on evenings and/or weekends as necessary may be required to complete required duties and functions.
- The incumbent may also be required to travel for business as necessary.
- Environment: Work is performed primarily in a standard office environment with occasional travel to different sites. This is a full-time position. Standard days and hours of work are weekdays 8:30am – 4:00pm. The incumbent may be required to work extended hours including evenings, weekends and public holidays and may be required to travel.
- Physical: Primary functions require sufficient physical ability and mobility to work in an office setting. This includes the ability to stand or sit for prolonged periods of time, and to occasionally stoop, bend, kneel, crouch, reach, and twist. Additionally, the incumbent may be required to lift, carry, push, and/or pull light to moderate amounts of weight, to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Travel to other locations using various modes of private and commercial transportation is occasionally required. The incumbent must verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Hearing: Hear in the normal audio range with or without correction. The Ocean Highway & Port Authority reserves the right to amend this Job Description based on the business requirements of the Port; and will advise the incumbent of such change(s) within two weeks of the review.
- AGREED BY: Jobholder
(CAPITALS): _____
- Signature: _____ Date: _____
- Chairman, OHPA: _____ Date: _____

YOUR LOGO
HERE

Ocean Highway and Port Authority of Nassau County

Job Title:	Port Director	Job Category:	Executive/Governmental Employee
Location:	Fernandina Beach, Florida	Travel Required:	15% travel required
Level/Salary Range:	[\$65,000 - \$80,000 depending upon qualifications]	Position Type:	Full-time Appointed
HR Contact:	Rossana Hebron	Date Posted:	September 30, 2021
Will Train Applicant(s):	Only experienced applicants will be considered. Continuing education may be approved by the board as budget permits	Posting Expires:	October 30, 2021
External Posting URL:	[insert]		
Internal Posting URL:	[insert]		
Applications Accepted By:			
FAX OR EMAIL: Fax number or OHPANC@gmail.com Subject Line: PORT DIRECTOR APPLICANT		MAIL: Rossana Hebron, Administrator Ocean Highway and Port Authority of Nassau County 86130 License Road #9 Fernandina Beach, Florida 32034	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The Ocean Highway and Port Authority of Nassau County ("OHPA") Port Director is responsible for the overall management of all OHPA activities. The Port Director is appointed by and reports directly to the OHPA board. The Port Director must comply with the provisions of the OHPA Charter and with both Florida and Federal Laws. The following responsibilities are non-exhaustive and are provided as a general description of the nature of the Port Directors' role and responsibilities.</p> <ul style="list-style-type: none"> • Develop and execute the Port of Fernandina and OHPA's Strategic Master Plan, in coordination with and at the direction of the OHPA Board of Directors. • Provide strategic advice to the Board and Chairperson. • Prepare and submit state and federal grant applications; ensure compliance with existing grants. • Actively pursue grants and new revenue sources for the Port of Fernandina. • Actively pursue conduit bond and other revenue-supported economic development opportunities for OHPA. • Develop and manage, in coordination with OHPA's general counsel, OHPA's public records production and retention policies. • Foster a culture of transparency and otherwise restore public trust in OHPA and the Port of Fernandina. • Create and execute a marketing and business development strategy for the Port of Fernandina and other projects which may be pursued under OHPA's charter. • Develop and maintain relationships with all relevant stakeholders. • Serve as the primary point of contact between OHPA and the top administrative officers of other city, county and local governmental units within Nassau County and beyond as may authorized by the Board. 			

Ocean Highway and Port Authority of Nassau County

- Develop and maintain working relationships with entities such as the Nassau County Economic Development Board, the Nassau County Chamber of Commerce, North Florida TPO, and the Florida Ports Council. The Port Director is also the Port of Fernandina and OHPA's statutory representative to the Florida Seaports, Transportation and Economic Development (FSTED) program board. Per chapter 311 of the Florida Statutes, FSTED is a collaborative program between FDOT and Florida's 15 deep-water ports and is responsible for providing \$25 million in grants and over \$35 million in FDOT grant funds to Florida's Ports.
- Attend trade shows and conferences related to Port and economic development activities
- Generate business proposals and provide regular reports of business development activities to the Board.
- Supervise the performance of the Operating Agreement with the Port Operator.
- Coordinate OHPA's response to business inquiries.
- Coordinate with the OHPA board in establishing and validating a competitive tariff rate structure for the Port of Fernandina.
- Develop and implement in coordination with the Port Accountant a cashflow management system to ensure OHPA's control over Port revenues.
- Consistently and effectively advocate for Nassau County to relevant State and Federal entities.
- Propose ideas for implementing "best practices" for OHPA to realize its charter purpose of being the driving economic development entity for Nassau County.
- Establish systems or processes for transitioning work at the end of the incumbent's term.
- Comply with drug-free workplace policies and any other policy which may be required by Federal and State Grants
- [other]

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A Bachelor's degree in business, logistics, or public administration or similar field.
- A minimum of 8 years' experience with progressive responsibilities in the areas of business development, public administration, port or other infrastructure management, international business or related experience.
- Equivalent of five years of experience in contract management, procurement and grant administration.
- Minimum of five years of experience acting in a fiduciary or other capacity with similar responsibility.
- Experience in government procurement a plus.
- Veterans may be given preference provided the candidate otherwise meets the qualifications and minimum requirements for the position.

PREFERRED SKILLS

- In-depth knowledge of shipping, maritime, ports, infrastructure and transportation.
- Excellent verbal and written communication skills with a demonstrated pro-active approach.
- Knowledge of local economic development concerns a plus.
- Demonstrated ability to comply with public records and government in the sunshine laws.
- Demonstrated ability to manage all administration concerns for OHPA, in compliance with laws governing Florida government agencies.
- Excellent public presentation skills in government and other public meetings.
- Ability to present the economic development case for any proposed project, including visual presentations if needed.
- Ability to deliver meeting materials in advance and to regularly update the OHPA Chairperson and other Board Members as needed in a timely manner.

- Ability to address competing demands, including stakeholder concerns and then propose workable solutions.
- Ability to perform complex calculations such as net present value, amortization and internal rate of return and other similar calculations that may arise in public meetings and provide timely advice to the Board.
- Ability to analyze charters, contracts, leases, notices of funding opportunities, financial statements, bond indentures and other extremely complex documents and to elevate critical issues, or otherwise advise the board and/or legal counsel and execute appropriate action under the Board's direction.
- Ability to work independently or collaboratively as appropriate.
- Ability to travel, including internationally, as needed.
- Ability to set realistic project goals and manage projects to completion.
- Ability to prioritize competing projects under tight deadlines.
- Ability to read, write and speak English language fluently.
- Ability to write reports and fill out forms accurately.
- Ability to attend OHPA meetings (held on the 2d Wednesday of the Month) and more frequently if required, as well as any special meetings. Meetings are currently held at the above address in Yulee, Florida; however, meetings may on occasion be scheduled at other locations throughout Nassau County.
- Proficiency in computer software including Microsoft Word, Excel, PowerPoint, Outlook and SeaCIP
- Proficiency with office equipment such as desktop computers, tablets, copy machines, scanners, and any other equipment utilized in office administration.
- Ability to function without an assistant, if necessary.
- Experience with website design a plus.

CERTIFICATES, LICENSES OR REGISTRATIONS

- Valid Florida driver's license
- Port Director Certification such as Accredited Maritime Port Executive certification, MBA in Port and Shipping Management, or other Port or Maritime-related certification preferred but not required.
- Grant Administration, Public Finance or Public Administration Certification preferred but not required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Requires sitting at a desk for extended periods of time, using a computer work-station for extended periods of time, occasionally lifting up to 25 pounds. Duties are generally performed in a shared office setting. Regular attendance at OHPA meetings, which may be held throughout Nassau County, is required. Travel to state and regional meetings may be required, if approved by the Board.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Port reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or work environment change.

[insert Equal Opportunity, Non-Discrimination Language and any other term required by ARPA]



Ocean Highway and Port Authority of Nassau County

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Draft



Budget 2021-2022

Ocean Highway Port Authority of Nassau County

2021-2022 Budget

OHPA BUDGET 2021-2022	OHPA / Port Operations	Customs House	Port Security	Cons&Maint Reserve
Operating Revenues				
6021 · Fed/State/DOT Grants	0	0	0	0
6024 · Port Security Revenue	0	0	195,000	0
6025 · Rental Income	0	0	0	0
6028 · Annual Fee	272,493	0	0	0
6015 · Interest Income	60	0	0	0
6050 · Misc	2,000	0	0	0
6031 · WTF Maintenance Contribution	0	0	0	60,000
Total Operating Revenue	274,553	0	195,000	60,000
Budgeted Cash Balance Forward	25,288	10,262	0	111,311
TOTAL REVENUES AND BUDGETED CASH BALANCE FORWARD	299,841	10,262	195,000	171,311
Operation Expenses				
8020 · Advertising	600	0	0	0
8065 · Commissioners Payroll	120,000	0	0	0
8066 · Payroll - OHPA Office Administrat	23,536	0	0	0
8080 · Dues & Subscriptions	1,834	0	0	0
8080 · Nassau County Economic Dev	1,000	0	0	0
8105 · Insurance	13,199	0	0	0
8120 · Janitorial	0	2,700	0	0
8121 · Lawn Maintenance	0	0	0	0
8127 · Licenses & Permits	750	0	0	0
8090 · Travel & Conferences	1,000	0	0	0
8130 · Office Supplies	4,000	0	0	0
8135 · Office Manager Travel	100	0	0	0
8150 · Payroll Taxes - Commissioner	11,361	0	0	0
8151 · Payroll Taxes - Office Manager	0	0	0	0
8154 · State Unemployment Tax	75	0	0	0
8165 · Pest Control	0	1,062	0	0
8166 · Port Security	0	0	195,000	0
8180 · Professional Fees				
Accountant	18,000	0	0	0
Port Attorney - Contract	30,000	0	0	0
Audit	25,800	0	0	0
FL Ports Council	15,500	0	0	0
8200 · Repairs & Maintenance	0	0	0	0
8235 · Taxes - Annual Fee	0	0	0	0
8270 · Utilities - FPU	0	5,000	0	0
8270 · Utilities - City of FB Water	0	1,500	0	0
8280 · Misc	840	0	0	0
Total Operation Expenses	267,595	10,262	195,000	0
Non-Operating - Expenses (Revenues)				
Capital Expenditures	0	0	0	60,000
Reserves				
Unrestricted Funds	32,246	0	0	0
Maint Reserve	0	0	0	111,311
TOTAL OPERATING EXPENSES/NON- OPERATING REVENUES & EXPENSES AND RESERVES	299,841	10,262	195,000	171,311

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY
BUDGET 2021-2022 -- PROPOSED v4

	Jun-21 YTD ACTUAL	BUDGET 2020-2021	BUDGET 2021-2022	CPI - Est
Revenues				1.0503
Quarterly Fee	188,757.00	253,300.15	272,493.00	
PILOT Payment	0.00	0.00	0.00	
Audit Fee Reimbursement	0.00	0.00	0.00	
Misc Income	0.00	2,000.00	2,000.00	
Interest	34.74	60.00	60.00	
TOTAL REVENUES	188,791.74	255,360.15	274,553.00	
EXPENSES				
COMMISSION DIRECT				
Salaries - Commissioners	90,000.00	120,000.00	120,000.00	
Payroll Taxes	8,093.68	11,361.00	11,361.00	
Unemployment	70.47	75.00	75.00	
Conferences & Travel	0.00	1,000.00	1,000.00	
Insurance	1,367.20	1,134.00	1,134.00	
Salaries - Board Attorney	41,743.70	94,743.70	30,000.00	
TOTAL COMMISSION DIRECT	141,275.05	228,313.70	163,570.00	
COMMISSION OPERATION				
Salaries- Accountant	13,500.00	18,000.00	18,000.00	
Salaries - Office Administrator	12,558.02	23,535.68	23,535.68	
Expenses - Office Administrator	2,696.19	4,000.00	4,000.00	
Travel - Office Administrator	15.46	100.00	100.00	
TOTAL COMMISSION OPERATION	28,769.67	45,635.68	45,635.68	
COMMISSION DISCRETIONARY				
Dept. of Revenue (Special Dist. Fee)	0.00	225.00	225.00	
TPO. - Membership	1,329.00	1,257.00	1,329.00	
Greater Nassau Chamber of Commerce	280.00	280.00	280.00	
Advertisement	714.20	600.00	600.00	
Special Meeting - Court Reporter	0.00	0.00	0.00	
Web Site	642.82	0.00	0.00	
Awards & Presentations	114.33	120.00	120.00	
Discretionary	2,030.80	720.00	720.00	
TOTAL COMMISSION DISCRETIONARY	5,111.15	3,202.00	3,274.00	
PORT OPERATIONS				
FB Annual Fee - PILOT	0.00	0.00	0.00	
CSX Right of Way Fee	0.00	750.00	750.00	
Insurance	11,602.00	11,141.00	12,065.00	
Audit	25,800.00	25,800.00	25,800.00	
FL Ports Council Dues	15,500.00	15,500.00	15,500.00	
Nassau Cty Economic Dev Board	3,000.00	3,000.00	1,000.00	
Sponsorships	0.00	500.00	0.00	
TOTAL PORT OPERATIONS	55,902.00	56,691.00	55,115.00	
TOTAL EXPENSES	231,057.87	333,842.38	267,594.68	
Excess Revenues over Expenditures	-42,266.13	-78,482.23	6,958.32	

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Customs House

BUDGET 2021-2022 -- PROPOSED v4

	Jun-21 <u>YTD ACTUAL</u>	BUDGET <u>2020-2021</u>	<i><u>BUDGET</u></i> <i><u>2021-2022</u></i>
INCOME			
GSA - Customs House - RENTAL INCOME	0.00	0.00	0.00
Interest			
TOTAL INCOME	0.00	0.00	0.00
CUSTOMS HOUSE			
Bug Out Pest Control	525.00	312.00	312.00
River Pest Control Termite Bond	490.00	500.00	500.00
Bug Out Termite Bond	0.00	250.00	250.00
Cleaning Service	2,520.00	3,360.00	2,700.00
City of Fernandina Beach (Water)	735.65	1,500.00	1,500.00
Florida Public Utilities (Electric)	3,304.27	5,000.00	5,000.00
Maintenance	0.00	0.00	0.00
TOTAL CUSTOMS HOUSE	7,574.92	10,922.00	10,262.00
<u>Net Increase(decrease) in Funds</u>	-7,574.92	-10,922.00	-10,262.00



Customs House

Amelia Building Maintenance Inc
3068 Lane Avenue North
Jacksonville, Fla. 32254
904-996-1452

Cleaning Contract Agreement

Recitals

R-1 Amelia Building Maintenance, Inc. Provides commercial janitorial building and maintenance services (hereafter the “cleaning services”) and:

R-2 US Customs and Boarder Protection (hereafter the “Customer”) desires to contract with AMELIA BUILDING MAINTENANCE INC to provide janitorial and cleaning services to its business premises located at: **143-101 Dade St.**
Fernandina Beach, Fl. 32034

Therefore; **Agreement**

A-1. Commencing on _____ AMELIA BUILDING MAINTENANCE INC. shall perform for the Customer the specific services at the frequency detailed in the Work Service Proposal provided, which is incorporated herein by this reference.

A-2. Unless otherwise noted herein or on the attached Work Service Proposal, all services performed by AMELIA BUILDING MAINTENANCE INC for the Customer, whether comprised of those services detailed in the attached Work Service Proposal or additional special services requested to be performed by the Customer, shall be performed after normal or regular business hours.

A-3. AMELIA BUILDING MAINTENANCE INC shall provide all the necessary cleaning equipment and supplies with the exception of: **trash liners, paper products and restroom toiletries.**

A-4. AMELIA BUILDING MAINTENANCE INC will provide the agreed upon services in a professional and satisfactory manner. Prior to any cancellation of this contract by the Customer for non-performance, the Customer agrees to notify AMELIA BUILDING MAINTENANCE INC of any specific non-performance verbally, followed by written notification upon any further reoccurrence. AMELIA BUILDING MAINTENANCE INC will then have thirty (30) days from the date of written notification of non-performance to correct the specific items cited by the customer. If, at the conclusion of the thirty (30) day period the items have not been corrected to the Customer’s satisfaction, the Customer may then exercise its option to terminate this Agreement as outlined in section A-10 below.

Amelia Building Maintenance Inc.

3068 Lane Avenue North

Jacksonville, Fla. 32254

904-996-1452

A-5. AMELIA BUILDING MAINTENANCE INC maintains liability insurance and surety bond coverage intended to protect the Customer against possible loss due to covered damage or dishonesty. The Customer hereby acknowledges receipt of a certificate of Insurance outlining such coverage.

A-6. The Customer agrees to pay AMELIA BUILDING MAINTENANCE INC, a service charge of **\$225.00** per month plus tax for cleaning services performed **1xweek** under this agreement.

A-7. Upon request by the customer, AMELIA BUILDING MAINTENANCE INC will provide the following additional services at the customer's request:

Carpet Cleaning
Stripping /Waxing
Other

A-8. Service charges shown in this agreement shall remain in effect for a period of one (1) year unless changes should occur in the Customer's business premises occupied square footage, the type of cleaning services detailed in the Work Service Proposal, or in the agreed upon frequency of service. Unless terminated by either party prior to the expiration of one (1) year from the date shown above, this agreement shall automatically renew for subsequent (1) year periods under the same terms and conditions. Any adjustments to the service charges in this agreement, must be agreed upon in writing by, AMELIA BUILDING MAINTENANCE INC and the Customer.

A-9. AMELIA BUILDING MAINTENANCE INC will invoice the Customer on a monthly basis for the cleaning services performed under this agreement during the current month. Invoices will be mailed to the Customer no later than the 5th of each month and are due prior to the 15th of the following month. Any payments received after this date are considered late and will be subject to a 1.5% per month late fee. In the event of default of payment by the Customer, the Customer hereby agrees to pay any additional sum as may be adjudged reasonable for attorney's fees and court costs incurred by AMELIA BUILDING MAINTENANCE INC in the enforcement of payment terms. **Please note:** Credit card payments have a 4% processing fee charged by vendor. No charge for ACH deposits set up through your bank.

A-10. If the Customer has previously complied with the provisions of Section A-4 shown above then this agreement may be canceled with thirty (30) days prior notice by the Customer to AMELIA BUILDING MAINTENANCE INC. AMELIA BUILDING MAINTENANCE INC may cancel this Agreement at any time by giving thirty (30) day written notice to the Customer.

Amelia Building Maintenance Inc.
3068 Lane Avenue North
Jacksonville, Fla. 32254
904-996-1452

WE HEREBY AGREE TO THE TERMS OF THIS AGREEMENT:

AMELIA BUILDING MAINTENANCE INC
Commercial Cleaning Systems

CUSTOMER

Signed: *Jamie Cooke*

Signed: _____

Title: Office Manager

Title: _____

Date: September 1, 2021

Date: _____



Port Attorney Report

TO: OCEAN HIGHWAY AND PORT AUTHORITY

FROM: PATRICK W. KRECHOWSKI, PORT ATTORNEY

RE: ATTORNEY'S REPORT

DATE: SEPTEMBER 17, 2021

COFB v. OHPA

Hearing on OHPA's Motion to Dismiss is set for January 21, 2022.

Ross v. OHPA & World Wide Terminals

World Wide Terminal's Motion for Reconsideration remains pending.

Ross Motion to Compel remains pending.

US/FDOT COVID Relief Funding

The preliminary spending plan for expenses incurred from March 3, 2021 through 90 days forward has been compiled by Pierre. We will be seeking FDOT review and input prior to finalizing and formally submitting.

RS&H

Comments sent to RS&H for language to be included in contract. Have not heard back.

Customs House

Agreement with previous vendor mutually terminated.

Miscellaneous

Remaining OHPA assigned tasks actively being worked on.