



# OCEAN HIGHWAY & PORT AUTHORITY

NASSAU COUNTY

## AGENDA

Wednesday, October 9, 2019

6:00 PM

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

### **6:00 PM – Meeting Called to Order – Chairman**

Invocation – Commissioner Fullwood

Pledge of Allegiance – Commissioner Fullwood

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**

- September 11, 2019 Meeting Minutes
- September 25, 2019 Special Meeting Minutes

### **2. Consent Items**

Invoice \$1,114.10 – Harden Insurance – Commercial Package Policy (Insurance Brokerage Services)

### **3. Report by Pierre LaPorte**

- Financial Report – September 2019

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

### **5. Report by Laura DiBella, Port Director**

## **6. Port of Fernandina Report**

- Tonnage Report – September 2019

## **7. Unfinished Business**

- Channel Re-Alignment Request Update

## **8. New Business**

- Tradeplex Signage Responsibility
- TranSystems Proposal for Consulting Services for Wharf Lateral Analysis
- U.S. Coast Guard Academy Alumni Magazine Bulletin Advertising
- Quarterly and Maintenance Payments Due from Worldwide
- Port Authority Name Change

## ***Committee Reports***

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

## **9. Administrative Office Manager Report**

## **10. Other items to be brought by Commissioners**

## **11. Adjourn**

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

## Ocean Highway & Port Authority

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

### Monthly Meeting Minutes

September 11, 2019

The Ocean Highway and Port Authority of Nassau County held its Monthly Meeting on Wednesday, September 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 6:00 PM by Chairman Sturgess.

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

**Minutes of the August 14, 2019 meeting were approved by unanimous consent.**

**The Board approved the 2020 Contract with Mauldin & Jenkins for the annual audit by unanimous consent.**

Pierre LaPorte, Port Accountant, presented the August 2019 financial report; miscellaneous income was received from Blue Lynx in the amount of \$920. A second principal and interest crane loan payment has been made from the operating account. The second reimbursement to FDOT has been submitted, just waiting for the funds to be processed and paid.

Jeb Branham, Port Attorney, presented his report to the Board. The PILOT payment motion passed at the August 2019 has been communicated to Tammi Bach, City of Fernandina City Attorney. Ms. Bach proposed that OHPA pay the 2019 PILOT payment to allow more time to do legal analysis. The Board stands behind the motion passed last month in regards to the PILOT payment. Chairman Sturgess recognized City Commissioner Chip Ross. Mr. Ross informed the Board that Ms. Bach informed the City Commissioners of her proposal to OHPA and that the City is still expecting a 2019 payment.

Laura DiBella, Port Director, presented her report to the Board. Ms. DiBella informed the Commissioners that she had met with the TPO and they were very supportive of the Barge application and may have funding opportunities. She is also expecting letters of support for the MARAD grant application. She gave a status update on the crane: \$1,923,698.39 (not including interest) has been spent thus far on the Liebherr crane. The balance of \$76,301.61 need to be re-allocated. FSTED: \$668,000 in funding for FY 19-20 monies are available immediately but matches are involved. \$550,000 allocated to the warehouse project and \$118,000 to the Port Master Plan project. FSTED monies are directly tied to revenues of the Port. Ms. DiBella is setting up a meeting with representatives of Kings Bay who would like to partner with the Port on projects. She reported that there has been extensive industrial activity in the county. The next Economic Development meeting is September 24<sup>th</sup> at Wildlight. Ms. DiBella also added

that Seaport Security Funds have been applied for and she is waiting for the final amount to be determined; this is in addition to the \$155,000 already received last year.

Chairman Sturgess recognized Chris Ragucci, Port Director. Mr. Ragucci asked Rick Ferrin of TranSystems to give an update on the dredging, wharf repairs, and warehouse projects. There was one proposal from a local dredger for the berth dredging. The posting for interest in submitting proposals for the wharf repairs is currently on the website. The development of Warehouse #1 design criteria package is currently underway. Robert Mariner of TranSystems gave an update on the MARAD grant application. The application deadline is September 27<sup>th</sup> and a draft will be reviewed by Ms. DiBella and Mr. Ragucci. Mr. Ragucci presented the tonnage report for August 2019. He reported that the overall tonnage is back up to 11,800 tons after a slow month in August. A Scope of Work is being put together for the lighting project at the Port.

A Special Meeting will be held on September 25, 2019 at 1 PM to approve the contract for berth dredging. The location will be confirmed.

Unfinished Business:

Mr. LaPorte reviewed the 2019-2020 Budget by line item. There was discussion involving the termite bonds.

**Commissioner Fullwood made the motion to adopt the 2019-2020 Budget as presented. OCEAN HIGHWAY AND PORT AUTHORITY, NASSAU COUNTY, FLORIDA RESOLUTION NO. 2019-R11. A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA, ADOPTING ITS BUDGET FOR FISCAL YEAR 2019-20; PROVIDING FOR AN EFFECTIVE DATE. Commissioners Cole, Franklin, Fullwood, and Sturgess approved. Commissioner Hanna opposed. Motion passed.**

Mr. Lynn Williams, Commissioner with the Florida Inland Navigation, was recognized and spoke about the need for the Channel re-alignment and the request from the City of Fernandina Beach to OHPA for a letter of support to the Army Corp of Engineers. Port Attorney Jeb Branham gave the Board a synopsis on the timeline of the channel re-alignment issue. OHPA is being asked to be a sponsor of the re-alignment project, but OHPA's permission is not needed to proceed. Rick Ferrin, of TranSystems, spoke on the matter also. His concern was that who will pay for and maintain the channel once the re-alignment has been completed. Chairman Sturgess would like to proceed with a getting a clear handle on what is needed from OHPA and then get in touch with Rayonier Advance Materials and have someone from the City attend an OHPA meeting to answer questions. **By unanimous consent by the Commissioners, Jeb Branham was instructed to proceed with reviewing the channel re-alignment request from the City of Fernandina Beach.**

New Business:

Ms. DiBella reported to the Board that she had responded to County Manager Mike Mullin in regards to the letter sent to the Board on Port Traffic. Ms. DiBella will continue to monitor the situation.

**Committee Reports:**

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

Customs House – Commissioner Franklin – Nothing new to report this month

Economic Development – Commissioner Fullwood – Nothing to add to Ms. DiBella’s report.

Emergency Management – Commissioner Franklin – There was hurricane preparation this month.

Technical Coordinating Committee – Commissioner Hanna – The meeting was cancelled this month.

TPO – Commissioner Cole – He will be attending the meeting scheduled for September 12, 2019.

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

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

The Administrative Office Manager’s report was included in the meeting packet.

**Other issue to be brought to before the Commissioners:**

Commissioner Fullwood asked Mr. LaPorte if there was money available now to purchase the five (5) tablets for the Commissioners use. Mr. LaPorte reported that there is money available in the FY 2019 budget for make the purchase.

Chairman Sturgess recognized Hardee Cavanaugh in regards to the channel re-alignment issue. Mr. Cavanaugh added that he doesn’t think the City of Fernandina Beach understands that as the permit requester that the City would be responsible for any future maintenance costs.

Mr. Ragucci informed the Board that at the berths, currently at the Port, there are four pieces of equipment for West Rock. The equipment will be moved to West Rock later this week on Dade Street.

Meeting was adjourned at 8:04 PM.

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Robert H. Sturgess, Chairman

## **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

### **Special Meeting Minutes**

September 25, 2019

The Ocean Highway and Port Authority of Nassau County held a Special Meeting on September 25, 2019 at the OHPA Conference Room at 86130 License Road #9, Fernandina Beach, Florida.

The meeting was called to order at 1:04 PM by Chairman Sturgess.

The invocation was given and Pledge of Allegiance was led by Commissioner Franklin. Roll call was conducted by Ms. Barbara Amergian. All Commissioners were present.

**The Commissioner voted unanimously to approve the Maintenance Dredging Contract between Salonen Marine, Inc. and the Ocean Highway and Port Authority with the addition of an indemnity provision.**

Meeting was adjourned at 2:09 PM.

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Robert H. Sturgess, Chairman

# Harden

463820 SR 200, Suite 101  
Yulee, FL 32097

Phone: (904) 354-3785

Fax: (904) 446-4217



Please remit to:

501 Riverside Ave #1000  
Jacksonville, FL 32202

<b>Invoice # 22304</b>		Page 1 of 1
Account Number	Date	
OCEAHIG-01	9/19/2019	
BALANCE DUE ON		
9/27/2019		
AMOUNT PAID	Amount Due	
	\$1,114.10	

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

Please contact your service team for wire instructions.

Credit Card payments can be made on our website:  
[www.hardeninsight.com](http://www.hardeninsight.com) /Client Access  
A 3% Convenience Fee will be charged  
for all credit card transactions.

Admin Fee Recurring	PolicyNumber: PACKAGE FEE	Effective: 10/1/2019 to 10/1/2020
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Item #	Trans Eff Date	Due Date	Trans	Description	
264563	10/1/2019	9/27/2019	AFEE	Agency Fee Income	\$1,114.10
<b>Total Invoice Balance:</b>					<b>\$1,114.10</b>



September 19, 2019

Ocean Highway & Port Authority  
Attn: Barb Amergian  
86130 License Rd, Ste 9  
Fernandina Beach, FL 32034

Dear Barb:

This letter is to confirm our agreement that Harden will provide Insurance Brokerage Services to Ocean Highway & Port Authority as it relates to the placement of the following lines of insurance coverage:

- Commercial Package Policy

Harden agrees to perform the following services:

- Develop Risk Profile Data
- Document Risk Profile Data
- Document existing program structure
- Design program options
- Disseminate information to the appropriate underwriting facilities
- Facilitate responses to underwriting inquiries
- Compare and analyze premium, coverage, terms, and conditions
- Communicate program options
- Negotiate optimum program terms and conditions with underwriters
- Finalize program terms and conditions with selected underwriter
- Prepare binding instructions and documentation
- Verify accuracy of program documents

For these services, Ocean Highway & Port Authority will pay Harden an annual fee of \$1,114.10. The parties agree that Harden will be paid said fee in lieu of a standard commission because Fee Agreement does not pay commission for the placement of insurance coverage.

Please sign and return to indicate your acceptance. We look forward to working with you to achieve your objectives. Please let me know if you have any questions or concerns.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

JEB T. BRANHAM, P.A.  
Jeb T. Branham  
419 3<sup>rd</sup> Street North  
Jacksonville Beach, Florida 32250  
Tel: (904) 339-0500; Fax: (904) 339-0501  
[jeb@jebbranham.com](mailto:jeb@jebbranham.com)  
[www.jebbranham.com](http://www.jebbranham.com)

The near-term legal issues are as follows:

1. The issue of the end date for the \$50,000 annual payments to Fernandina Beach in lieu of taxes remains open. No developments since last month have occurred.
2. Jake Flowers's and Fernandina Seafood Company's expansion activities are still open. We have obtained Fernandina Seafood's complete application from the Department of Environmental Protection. The application is under review by TranSystems and Nassau Terminals to determine what, if any, impact the proposed expansion would have on port operations.
3. The City of Fernandina Beach has asked for OHPA to consent to a westward realignment of the federal channel. On March 21, 2019, the Army Corp of Engineers authorized the City of Fernandina Beach to proceed with the construction of the proposed northerly attenuator as modified. As a condition of that authorization, the Corp told the City that if, in the future, the Corp finds that the project poses an obstruction to the navigable capacity of waters of the United States, then the City would have to remove the obstruction. One option the Corp suggested as a way to remove the obstruction, if one is ever found to exist in the first place, is to realign the federal channel to the west. The Corp has not suggested that a realignment is currently necessary. Captain Kavanaugh and Mr. Ragucci do not believe a realignment will be necessary at all. Thus far, no one has been able to explain the present need for OHPA's consent to a realignment. A letter to Dale Martin seeking additional information has been prepared.

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

Invoice submitted to:  
Ocean Highway and Port Authority

October 2, 2019

Invoice # 12988

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
9/11/2019 Email to C. Davis regarding DRI; prepare resolution 2019-R11; prepare attorney report; prepare revised J. Flowers waiver request form;	0.70 200.00/hr	140.00
Meet with R. Sturgess, L. Dibella, C. Ragucci, and H. Kavanaugh; attend regular meeting;	3.20 200.00/hr	640.00
9/12/2019 Review correspondence from C. Davis; analyze DRI documents; email to C. Davis regarding DRI;	0.60 200.00/hr	120.00
9/14/2019 Email to C. Davis regarding DRI:	0.10 200.00/hr	20.00
9/19/2019 Email to L. DiBella regarding Tradeplex sign;	0.10 200.00/hr	20.00
9/23/2019 Telephone conference with R. Ferrin regarding dredging contract;	0.10 200.00/hr	20.00
9/24/2019 Prepare maintenance dredging contract; research DRI; email to B. Amergian regarding DRI;	2.70 200.00/hr	540.00
9/25/2019 Attend special meeting;	1.40 200.00/hr	280.00
10/2/2019 Prepare attorney report; prepare letter to D. Martin regarding channel realignment;	1.00 200.00/hr	200.00
For professional services rendered	<u>9.90</u>	<u>\$1,980.00</u>

	<u>Amount</u>
Previous balance	\$1,900.00
Accounts receivable transactions	
9/10/2019 Payment - thank you. Check No. 2251	(\$1,900.00)
10/2/2019 Credit	(\$80.00)
	<hr/>
Total payments and adjustments	(\$1,980.00)
	<hr/>
Balance due	<u>\$1,900.00</u>

**From:** Laura DiBella <laura@nassauflorida.com>  
**Sent:** Sunday, September 22, 2019 9:37 AM  
**To:** Michael Mullin  
**Cc:** Taco Pope; Sabrina Robertson; Adrienne Burke; Susan Gilbert; Jeb Branham; ROBERT STURGESS; Barb Amergian  
**Subject:** Re: Tradeplex sign

Appreciate your prompt feedback on this matter, Mike, I have copied the OHPA Chairman and Attorney to loop them into your findings and OHPA will have this item on the next meeting agenda as well. Thank you again for your help, have a great Sunday!

Laura DiBella  
561.756.3132

On Sep 22, 2019, at 9:32 AM, Michael Mullin <[mmullin@nassaucountyfl.com](mailto:mmullin@nassaucountyfl.com)> wrote:

Laura: I have read all the documents associated with the tradeplex. The road is a County road but there is no mention of the sign. It would appear that the developer, with the consent of the Port Authority, put the sign where it is today. It is also my understanding that the Port Authority does not own any property within the tradeplex. Any change to the sign would be subject to current regulations. I do not have an opinion on who could submit an application for any changes. The County would have to evaluate the application and among other things determine who has the authority. I suspect the other property owners would have opinions.

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, please do not send electronic mail to this entity. Instead, please contact this office by phone or in writing.



**TranSystems**

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

200 East Robinson Street, Suite 600  
Orlando, FL 32801  
Cell 904 838 4264  
[rferrin@transystems.com](mailto:rferrin@transystems.com)

September 25, 2019

Laura DiBella  
Executive Director | Port Director  
Nassau County Economic Development Board  
Fernandina Ocean Highway and Port Authority  
76346 William Burgess Blvd, Yulee, FL 32097

**Re: Proposal for Professional Consulting Services  
For Wharf Lateral Analysis at Port of Fernandina, Fernandina Beach, FL**

Dear Ms. DiBella:

TranSystems Corporation is pleased to submit this proposal to provide professional consulting services for the lateral analysis of the wharf at the Port of Fernandina. The wharf is approximately 1200 feet long by 84 feet wide with three 100 feet long by 60 feet wide approach piers. The wharf and approach piers consist of precast concrete deck planks with a topping slab supported by concrete pile caps and pre-stressed concrete piles. The bents are spaced at 20 feet on center and each bent has approximately 14 piles. The wharf is to be analyzed for vessel mooring and berthing forces.

This letter details the services TranSystems proposes to perform in connection with the Project, the pricing at which TranSystems proposes to perform these services, the schedule for completing these services and the assumptions upon which TranSystems has based this proposal.

## **SCOPE OF SERVICES**

In connection with the above referenced Project, TranSystems shall perform the following described Services:

1. Structural Analysis of the existing wharf to determine the wharf's lateral capacity including structural framing members, bollards, and fenders.
2. Mooring and Berthing Analysis of up to three vessels to determine lateral forces applied to wharf.
3. Conclusions on suitability of vessel sizes for berthing at existing wharf.

## **DELIVERABLES**

1. Calculations Package and Written Summary Report in electronic PDF format.



TranSystems

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

## EXCLUSIONS

1. Analysis of catwalk & mooring dolphin is excluded.
2. Preparation of Construction Plans & Specifications is excluded.

## SCHEDULE

TranSystems anticipates that the analysis outlined above can be completed within 4 weeks of a Notice to Proceed.

## COMPENSATION

As compensation for the performance of the above described Services, TranSystems will be reimbursed by the Client by payment of a lump sum fee of **Fourteen Thousand Seven Hundred Dollars (\$14,700.00)**. Invoices will be sent monthly and will be based on TranSystems' estimate of the total Services actually completed as of the time of billing.

## ASSUMPTIONS

This proposal and TranSystems' agreement to perform the Services is based upon, and subject to, the following assumptions:

1. The client will provide pertinent ship information necessary for analysis of vessels including ship length, beam, displacement, wind sail area, draft, hull shape, berthing speed & angle, and mooring line arrangement.

## SPECIAL AND EXTRA SERVICES

Extra services will be provided in addition to those required to complete the scope of services described above, as requested by the Client. Such services may include: meetings with the design team, city or state personnel; attendance and presentation of the study results at public meetings; additional study elements identified by the Client; additional information requested by the Client; special trips requested by the Client other than those required to complete the original scope of services; special services which may be required if the work is suspended or abandoned; additional analyses due to changes in the proposed project; or any special engineering services not required to complete the original scope of service which may be requested by the Client. Payment to TranSystems as compensation for these services will be in addition to the contract amount identified above in the Compensation section. TranSystems will be reimbursed by the Client for these services on a time and materials basis according to our standard hourly rates in effect at the time the services are performed.

This proposal is valid for 60 days.

Please contact us if you require additional information.



TranSystems

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

Sincerely,

TranSystems Corporation

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

Frederick R. Ferrin, PE  
Vice President

**Authority to Execute:** Each of the Parties hereto covenants to the other party hereto that it has lawful authority to enter into this Contract, that the governing or managing body of each of the Parties has approved this contract and that the governing or managing body of each of the Parties has authorized the execution of this Contract in the manner herein set forth.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be duly executed, in duplicate, this the \_\_\_\_\_ day of \_\_\_\_\_ .

OCEAN HIGHWAY AND PORT AUTHORITY

By: \_\_\_\_\_

Title: \_\_\_\_\_

WITNESSES:

TRANSYSTEMS CORPORATION  
D/B/A/ TRANSYSTEMS  
CORPORATION CONSULTANTS

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

# Ocean Highway and Port Authority

## Due from Worldwide Terminals

As of Oct 1, 2019

### Quarterly Payments

Jul 1 - Sept 30	62,918.75	
Oct 1 - Dec 31	62,918.78	
<b>Quarterly Payment Total Due</b>		<b>125,837.53</b>

### Maintenance Fund Payments

July	5,000.00	
August	5,000.00	
September	5,000.00	
October	5,000.00	
<b>Maintenance Total Due</b>		<b>20,000.00</b>

### TOTAL Due as per contract

**145,837.53**

### Other Amounts Outstanding:

<b>Right Whale Festival Sponsorship</b>	Agreed 50/50 split / OHPA has paid 100% of invoice	500.00
<b>Allied Security Invoices</b>	Currently open invoices / OHPA does not pay Allied until it receives payment from Worldwide	46,897.88
<b>PILOT Payment</b>	Payment on hold / under discussion	50,000.00



# THE BULLETIN



The Magazine of the United States Coast Guard Academy Alumni Association, Inc.

*"The Bulletin offers a unique and powerful way to reach this affluent and important audience."*

**The Bulletin**, the national publication of the **U.S. Coast Guard Academy Alumni Association**, is published bi-monthly and has a readership of over 30,000 reaching deep into the maritime community. It informs, influences and interests its readers with each full color 120-page issue. **The Bulletin** recognizes and respects all things important to the Academy and alumni, addressing relevant issues in a polished editorial format. Coverage areas include marine transportation and engineering, maritime technology and legislation, ship repair, petroleum and fuels, alumni contributions, national security, Academy news and milestones, as well as recognition of alumni achievements and military services.

**The Bulletin** is the only publication that reaches **U.S. Coast Guard Academy** alumni in every state across the U.S. and several foreign countries. **The Bulletin** is also sent to cadets, parents of cadets, faculty, and staff of the Academy. Bulletin readers span the generations from 17 to 90 years of age. Educated and well-traveled leaders in their fields, many have achieved high-level positions in public corporations, service and maritime industries. They are the decision-makers whose tremendous influence in planning and purchasing will guide their companies in the 21st century. **The Bulletin** offers a unique and powerful way to reach this affluent and important audience - in a publication which they read in detail and with real affection. All advertisers receive a free copy mailed to them upon completion. **To reserve your company's space** in this **vital magazine** please contact **Ms. Gerry Flynn at 800-891-2828 Ext: 1152 or [flynn@pentagon-usa.us](mailto:flynn@pentagon-usa.us)**

## ADVERTISING POLICY

The publisher (USCGA Alumni Association, Inc.) reserves the right to reject and/or cancel any advertisement. The publisher also reserves the right to insert suitable ad copy when none is received by the published deadline. Advertisements for alcohol, tobacco, firearms and political groups are not accepted. The advertiser and their advertising agency assume full liability for content of advertisements printed and assume full responsibility for any claims made against the publisher.

Advertising contracts, insertion orders or written notice authorizing an advertisement to run, must accompany or precede the arrival of the advertising material. Guaranteed positions are contracted for inside the front page (Cover 2) and inside back page (Cover 3) only. However, requested placement will be attempted based on space availability and the discretion of the publisher. Only ads that meet our design specifications will be accepted.

## PAYMENT

The advertiser and advertising agency are jointly and separately responsible for payment. Pre-payment is required. Ads will be pulled at the discretion of the Publisher for non-payment.



## DIMENSIONS & MECHANICALS REQUIREMENTS



Please request our detailed **Advertising Mechanicals and Electronic Ad Specifications** from your program representative or from our **Art Department** at **800-891-2828 Ext: 1148** or **art@pentagon-usa.us**



**Digital data is required for all ad submissions.** Preferred file format is PDF/X-1a. However, other digital art will be accepted. High resolution PDFs must be provided as CMYK with fonts and images embedded and sent via disk, CD-ROM, or email. Ads submitted as hard copy will be scanned for use.



**Bulletin** is printed on a high-speed web and SWOP standards apply. Final trim size is 8.250 x 10.825 inches and bleed size is 8.625 x 11.125 inches. Live material must be kept 1/4 inch from the trim.

Additionally, the production department at **Pentagon Publishing, Inc.** is available to design or reformat files at \$75 per hour (fee may be waived). Please contact the **Art Department** at **800-891-2828 Ext: 1148** or **art@pentagon-usa.us** if you wish assistance.

## DEADLINES

### ISSUE

January/February

March/April

May/June

July/August

September/October

November/December

### MATERIALS\*

January 14

March 11

May 13

July 15

September 09

November 11

\*DEADLINES VARY - ASK FOR CURRENT DEADLINES



## AD RATES

PLEASE NOTE: ALL AD RATES REFLECT 4/C PROCESS AND FULL PAGES INCLUDE BLEED. ALL RATES ARE **NET** - AGENCIES MUST ADD COMMISSION

Cover 4 - Not Available

	1x	2x	3x	4x	5x	6x
Cover 2 or 3	\$5,295	\$4,995	\$4,695	\$4,395	\$4,195	\$3,995
Full page	\$4,995	\$4,695	\$4,195	\$3,895	\$3,695	\$3,495
2/3 page	\$3,395	\$3,195	\$2,795	\$2,495	\$2,095	\$1,995
1/2 page	\$2,995	\$2,495	\$2,295	\$1,995	\$1,895	\$1,795
1/3 page	\$2,095	\$1,895	\$1,695	\$1,495	\$1,395	\$1,195
1/4 page	\$1,695	\$1,495	\$1,395	\$1,295	\$1,095	\$995
1/6 page	\$1,195	\$1,095	\$995	\$895	\$795	\$695

## **ADMINISTRATIVE OFFICE MANAGER'S REPORT**

**October 2019**

### **Hours Worked – 80 Hours**

- Attended and completed meeting minutes for the 9/11/19 monthly meeting.
- Attended and completed meeting minutes for the 9/25/19 special meeting.
- Researched and purchased five (5) tablets for Commissioners use.
- Setup for Commissioner Fullwood's tablet.
- Preparation for October monthly meeting.
- Quickbooks Online Class
- All September invoices paid and entered into Quickbooks
- Responded to all emails
- Website updates – continued

### **Public Records Request Received – 0**