



VINCE J. WHIBBS SR. COMMUNITY
MaritimePark[™]
PENSACOLA, FL

The Operations and Audit Committee of the Community Maritime Park Associates, Inc. was called to order at 3:00 P.M. on January 17, 2017. Present at the meeting were Mr. Jim Reeves (arrived 3:05), Mr. Fred Gunther, Mr. James Smith, Ms. Amy Klotz, Mr. Reid Rushing and Mr. John Merting. Absent from the meeting was Mr. Justin Spence. Also present were Mandy Bills, Executive Assistant from the City of Pensacola. The meeting was properly noticed and open to the public. These minutes are a synopsis of the actions taken at that meeting and are not intended as verbatim minutes.

- I. Chairman Merting called the meeting to order at 3:00.
- II. Chairman Merting called for any corrections, additions or deletions to the minutes of the previous meeting. No changes were noted. Mr. Rushing made a motion to approve the minutes as presented. Mr. Smith seconded the motion. The motion passed unanimously (5-0).
- III. Chairman Merting called on Reid Rushing to present the CMPA Property Insurance Deductible Update.

The Board of Trustees requested that the CMPA staff research the option of reducing the property insurance deductible due to recent damage occurring at the Maritime Park. The CMPA Staff reported that the City's property insurer, Florida League of Cities (Florida Municipal Insurance Trust) does not have the ability to provide separate deductibles for individual insured structures that are a part of an overall property schedule.

After much research, Mr. Rushing determined it was not feasible to buy down the deductible because of the cost associated with the premium. He then provided and reviewed with the Committee a few options offered by Beck Partners Insurance that provide virtually the same benefits with a smaller deductible. Mr. Rushing recommended having the City's Risk Manager and the CMPA attorney, Lisa Minshew, review the potential insurance policies.

Mr. Gunther moved that CMPA staff pursue the insurance options provided by Beck Partners Insurance Services with due diligence. Mr. Reeves seconded the motion and it passed 5-0 with Mr. Rushing abstaining.

IV. Chairman Merting called on Mandy Bills to present an update on Leased Employees. Ms. Bills reminded the Committee that the New Market Tax Credit (NMTC) compliance requirements obligate the CMPA to maintain a minimum of 1.75 leased employees throughout the compliance period as required under the Florida NMTC statute. In May 2010, the City and the CMPA entered into an Employee Leasing Agreement (“Agreement”) whereby the CMPA leases certain employees from the City. The Agreement states that upon mutual agreement the lease employees may be modified. The City has proposed the following employees by leased by the CMPA at the percentages indicated:

- Justin Paul, Special Events Coordinator (Leased Employee Percentage 0.95)
- Tonya Vaden, Marketing Coordinator (Leased Employee Percentage 0.25)
- Bill Kimball, Parks Superintendent (Leased Employee Percentage 0.15)
- Robbie McGuire, Building Construction and Facilities Manager (Leased Employee Percentage 0.15)
- Mandy Bills, Executive Assistant (Leased Employee Percentage 0.25)

Mr. Rushing moved that the Committee approve the percentages for leased employees from the City of Pensacola. Mr. Reeves seconded the motion and it passed (6-0).

V. Chairman Merting called on Mandy Bills to review the FY 2016 Annual Financial Statement Audit. Ms. Bills reviewed the highlights of the CMPA annual financial statements for the fiscal year ended September 30, 2016. She noted that the CMPA’s Independent auditors, Saltmarsh, Cleaveland and Gund will be present at the CMPA Board of Trustees Meeting on January 18, 2017 to present the Annual financial Statement Audit and their report issued thereon.

After reviewing the FY 2016 Annual Financial Statement Audit, Mr. Gunther moved to recommend to the CMPA Board of Trustees to approve the FY 2016 Annual Financial Statement Audit. Mr. Rushing seconded the motion. The motion passed unanimously (6-0).

Ms. Bills also noted that the CMPA received a check from University of West Florida in the amount of \$17,173 for the Variable Ticket Surcharge collected on the UWF Football ticket sales which was placed into the Capital Maintenance and Repair Fund. CMPA also received a check in the amount of \$38,000 for Concession Revenue Sharing from NFPB related to the UWF Football Games.

VI. Old Business:

No old business was brought forward.

VII. New Business

The Design Committee has not had a quorum present at their meetings for the last several months and has been unable to make any recommendations. Mr. Reeves suggested that the committee members that are on the Board of Trustees remain committee members with voting rights and the remaining members become strictly advisory members.

Mr. Reeves updated the Committee on the Maritime One, LLC issue regarding the cost of relocating the irrigation line. He stated that the CMPA Board of Trustees has been offered a total of \$20,000 to release the lien that was placed on the property. CMPA has been offered \$6,000 from the contractor and \$14,000 from the insurance company of the contractor. Ms. Minshew will give a full report at the Board of Trustees meeting.

Mr. Reeves noted that Mr. Jonathan Griffith and Mr. Randall Wells had spoken with him and stated that they would like a new sign board (video/scoreboard) at the Community Maritime Park. They stated that the current sign board's warranty has expired and the cost of maintenance would be approximately \$25,000 per year. They proposed purchasing a new sign board at the cost of \$250,000. They would like to split the cost 50/50 with the CMPA. Mr. Reeves suggested that they speak with the University of West Florida and request that they pay \$50,000 towards the new sign board as well.

VII. The meeting was adjourned at 4:02 p.m.