



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

COMMUNITY MARITIME PARK ASSOCIATES, INC.

BOARD OF TRUSTEES MEETING

Wednesday, January 18, 2017 – 1:30 P.M.

AGENDA

- I. Call to Order – Chairman’s Comments
- II. Approval of the Minutes
- III. Open Forum
- IV. Maritime Park Event Update
- V. FY 2016 Annual Financial Statement Audit
- VI. 2016 Form 990 Informational Tax Return
- VII. Marine Debris Removal Update
- VIII. Legal Counsel Update
- IX. CMPA Committee Reports
 - A. Design Committee
 - B. Operations and Audit Committee
 - C. Executive Committee – Did not meet
- X. Old Business
- XI. New Business
- XII. Adjourn



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The CMPA Board of Trustees of the Community Maritime Park Associates, Inc. was called to order at 2:30 P.M. on November 21, 2016. Present at the meeting were Mr. Jim Reeves, Mr. John Merting, Ms. Ann Hill, Dr. Jimmy Jones, Mr. Buddy McCormick, Jr., Mr. James Smith, Mr. Mark Taylor (arrived at 2:35pm), Ms. Kelly Wieczorek (arrived at 2:37pm) and Ms. Amy Klotz. Absent from the meeting were Ms. Alexis Bolin (excused) and Mr. Fred Gunther (excused). Also present was Ms. Mandy Bills, CMPA Executive Assistant and Mr. Erik Wortendyke, Special Events Supervisor 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 Reeves called the meeting to order at 2:30 p.m.
- II. Chairman Reeves called for any corrections, additions, or deletions to the minutes of the previous meeting on October 19, 2016. Mr. Smith moved to approve the minutes and Mr. Merting seconded the motion. Without objection, the minutes then passed unanimously (7-0).
- III. Open Forum

No comments were made.
- IV. Chairman Reeves called on Ms. Bills to present the FY 2016 Proposed Budget Adjustments. Ms. Bills noted that budget adjustments throughout the fiscal year are necessary in order to allow for unanticipated expenses or revenue. She then reviewed the proposed budget adjustments to close out FY 2016.

Mr. Merting moved to approve the FY 2016 Proposed Budget Adjustments. Mr. Smith seconded the motion and it passed unanimously (8-0).

V. CMPA Committee Reports

A. Design Committee

Dr. Jones updated the Board on the current matters of the Design Committee. He stated that there was not a quorum present at the last meeting, therefore, no action could be taken.

Dr. Jones noted that Ms. Wieczorek gave a brief update on the Community Maritime Park Signage.

Dr. Jones also noted that the City of Pensacola is currently working on grants for the removal of the debris off the southern bulkhead at the Community Maritime Park in anticipation of a potential marina. Mr. McCormick, Jr. stated that he met with the Sea Coast Advisory Board and they felt that it was worth applying for the recurring Noah grants to build the marina. The grants are smaller, typically \$50,000 to \$100,000 and therefore the marina would have to be built in phases. He stated that it may take longer to complete the marina, but the funds would be easier to obtain than other funding sources.

B. Operations and Audit Committee

Mr. Merting stated that Mr. Rushing is continuing to research some additional insurance options for the CMPA to buy down the \$100,000 deductible.

Ms. Bills stated that Public Works has recommended engaging an engineer to evaluate options for a lightning deterrent system for the Community Maritime Park instead of engaging the Kelson Electric Company to perform a comprehensive study of the Community Maritime Park.

C. Executive Committee – Did not meet

VI. Chairman Reeves called upon Mandy Bills to give an update on the status of the City Council Reappointment of the CMPA Trustees. She stated that the City Council Action Item to appoint CMPA Trustees whose term expired on October 30, 2015 was withdrawn from the Agenda at the City Council Agenda Conference on Monday, November 14, 2016. Therefore, the affected Trustees will continue to serve until City Council either reappoints them or appoints a new Trustee.

- VII. Chairman Reeves called upon Mandy Bills to give an update on the CMPA being featured in the National Parks and Recreation Magazine. She noted that the Community Maritime Park is featured in the November 2016 national magazine as an example of how to build parks in low-income neighborhoods with the assistance of the New Market Tax Credits program.

Tonya Vaden will update the Board of Trustees on the marketing and advertising of Community Maritime Park events at the next meeting. In addition, Rebecca Fergusson will update the Board of Trustees on the grants that the City is currently working on for the Community Maritime Park.

VIII. Old Business

Ms. Bills stated that Baskerville Donovan was able to renew and extend the marina permit for five years.

X. New Business

No new business was brought forth.

- XI. The meeting was adjourned at 2:51 p.m.

Respectfully submitted, Ms. Ann Hill, Secretary



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MEMORANDUM

FOR DISCUSSION

TO: CMPA Board of Trustees
THRU: Jim Reeves, Chairman
FROM: Mandy Bills, Executive Assistant
Justin Paul, Special Events Coordinator
DATE: January 18, 2017
SUBJECT: Item IV – Maritime Park Events Update

Justin Paul, Special Events Coordinator, will give an update on events at the Maritime Park.



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MEMORANDUM

TO: CMPA Board of Trustees
THRU: Jim Reeves, Chairman
FROM: Mandy Bills, Executive Assistant
DATE: January 18, 2017

SUBJECT: Item V-FY 2016 Annual Financial Statement Audit

RECOMMENDATION:

That the CMPA Board of Trustees accept the CMPA Annual Financial Statement Audit for the fiscal year ended September 30, 2016 and the Independent Auditors Report issued thereon.

BACKGROUND:

At the September 21, 2016 CMPA Board of Trustees meeting, the Board approved engaging Saltmarsh, Cleaveland and Gund to perform the fiscal year 2016 financial statement audit.



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MEMORANDUM

TO: CMPA Board of Trustees
THRU: Jim Reeves, Chairman
FROM: Mandy Bills, Executive Assistant
DATE: January 18, 2017

SUBJECT: Item VI – 2016 CMPA Form 990 Informational Tax Return

RECOMMENDATION:

That the CMPA Board of Trustees accept the CMPA Form 990 Informational Tax Return for the fiscal year ended September 30, 2016.

BACKGROUND:

At the September 21, 2016 CMPA Board of Trustees meeting, the Board approved engaging Warren Averett to perform the fiscal year 2016 compilation and tax return. The return is due to the Internal Revenue Service on February 15, 2017.



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MEMORANDUM

FOR DISCUSSION

TO: CMPA Board of Trustees
THRU: Jim Reeves, Chairman
FROM: Mandy Bills, Executive Assistant
DATE: January 18, 2017
SUBJECT: Item VII-Marine Debris Removal Grant Update

Rebecca Ferguson, Economic Policy Coordinator with the City, will provide an update on the status of the debris cleanup and be present to answer any questions.



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MEMORANDUM

FOR DISCUSSION

TO: CMPA Board of Trustees
THRU: Jim Reeves, Chairman
FROM: Mandy Bills, Executive Assistant
DATE: January 18, 2017
SUBJECT: Item VIII – Legal Counsel Update

CMPA Legal Counsel, Ms. Lisa Minshew, will provide a legal update.



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FOR DISCUSSION

TO: CMPA Board of Trustees
THRU: Jim Reeves, Chairman
FROM: Mandy Bills, Executive Assistant
DATE: January 18, 2017
SUBJECT: Item IX – CMPA Committee Reports

The Design Committee Meeting was held on Thursday, January 12, 2017. Dr. Jones, Chairman, will provide an update of action taken at that meeting.

The Operations and Audit Committee Meeting was held on Tuesday, January 17, 2017. John Merting, Chairman, will provide an overview of any action taken at that meeting.