

**ST. AUGUSTINE PORT, WATERWAY & BEACH DISTRICT**  
**MINUTES OF REGULAR MEETING**  
**Tuesday, June 20, 2023**

The regular meeting of the St. Augustine Port, Waterway & Beach District was held at the St. Augustine Beach City Commission Meeting Room, 2200 A1A South, St. Augustine Beach, Florida, on Tuesday, June 20, 2023.

**1. CALL TO ORDER**

Chairman Matt Brown called the meeting to order at 3:00, p.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the flag of the United States of America followed.

**3. INVOCATION**

The Invocation was passed by Vice-Chairman Way to Commissioner Rivers, who gave the Invocation.

**4. ROLL CALL**

Chairman Matt Brown, Vice-Chairman Chris Way, Commissioner Tom Rivers, Commissioner Jane West, and Commissioner Linda Thomson were present in person. The meeting was also attended in person by Secretary-Treasurer Elyse Kemper and Clay Meek, General Counsel for the District. Ken Craig of Taylor Engineering, District Engineers, was present in person as well.

**5. ADOPTION OF AGENDA**

**A Motion to approve the agenda was made by Commissioner West, seconded by Commissioner Thomson, and passed by a 5-0 vote.**

**6. PUBLIC COMMENT**

None.

**7. GOVERNMENT REPRESENTATIVE COMMENTS**

Lieutenant Josh Underwood of the St. Johns County Sheriff's Air and Marine Unit discussed plans and preparation for the upcoming holiday and answered questions from Commissioners about and discussed a 42 foot boat of concern recently in the area.

Patrick Harvey of the St. Augustine Police Marine Operations Unit briefly discussed the application for funding under section "D" of new business and a separate funding request for funding to assist with department boat maintenance/sustainment. The boat maintenance/sustainment funding request was to be placed on the next agenda.

#### **8. SECRETARY-TREASURER'S REPORT**

Secretary-Treasurer Kemper then delivered the financial report. As of May 31, 2023, the District spent: \$3,359 for overtime hours of police officers of the City of St. Augustine; \$11,106 for overtime hours of deputies of the St. Johns County Sheriff's Department; and, \$4,339 for derelict boats. The State Board of Administration account had a balance of \$24,069. The Operating Account had \$733,138 as of May 31, 2023. The money market account had \$0 in the reserve for projects and \$1,115,955 in amounts not reserved for projects. Taxes received as of May 31, 2023, were \$716,620 for the current year and the balance of the remaining expected tax income was \$5,841.

#### **9. APPROVAL OF MINUTES**

**A Motion to approve the minutes of the May 16, 2023, regular meeting was made by Commissioner Thomson, seconded by Commissioner West, and passed by a 5-0 vote.**

#### **10. ENGINEERING REPORT**

Ken Craig indicated there were no pending District projects and noted that Tropical Storm Bret would not have any impact or threat to the District.

#### **11. OLD BUSINESS**

None.

#### **12. NEW BUSINESS**

##### **A. Port Funding Application**

As discussed in prior meeting, a draft revised District Funding Application was prepared by Chairman Brown and presented at the meeting for discussion. The only proposed revision or addition was to include language directly proximate to the applicant signature line to make it clear that the request was for a specific budget year, good only for that budget year, and that any unused

grant money would lapse and be null and void if the project for which funding was approved was not used within that fiscal year.

**A Motion to adopt the updated funding application with the proposed revision was made by Commissioner West, seconded by Vice-Chairman Way, and passed by a 5-0 vote.**

B. Overtime Request by St. Johns County Sheriff

Lieutenant Josh Underwood of the St. Johns County Sheriff's Air and Marine Unit presented and indicated that the request was in the same amount as the prior year, was for the 2023-2024 fiscal year, and that any unused funds would not roll over to future years.

**A Motion to approve the overtime funding request in the amount of up to \$25,000.00 pending final review and approval within the upcoming year's budget was made by Commissioner Rivers, seconded by Commissioner West and passed by a 5-0 vote.**

C. Regatta of Lights Request

In light of anticipated funding requests to be made in budget/TRIM season, potentially including any presented on June 20, 2023, immediately prior to the presentation on this agenda item, General Counsel Meek gave a short presentation on potential voting conflicts of interest by Commissioners on any matter. The presentation included a description of the factors to be considered in deciding if a conflict existed or potentially existed sufficient to warrant reporting and recusal from voting on an item, that Commissioners were responsible for raising any conflict or potential conflict they might have, and that any Commissioner could request advice or guidance from Mr. Meek on any specific issue or matter of this nature about which they were unsure now or in the future.

David Patrick, Commodore of the St. Augustine Yacht Club presented a request for a grant of \$7,500.00 to assist the Club with putting on the Regatta of Lights. There had been concerns over the Club being limited in its ability to seek private funding and/or sponsorship of the event over a certain amount without jeopardizing funding from the City. Commissioner West thanked Mr. Patrick for the advanced timing of the request and advised that she had confirmed with the City of St. Augustine that there was no prohibition against the Club seeking private funding sources for the event to assist with the cost. It was further indicated that,

rather than getting the larger requested funding from the District, getting a lower amount of funding from the District now could be considered seed/start money for securing private funding by donation and/or sponsorship in a greater amount than the original request from the District. As a part of the overall presentation and discussion on the event, Patrick Harvey of the St. Augustine Police Marine Operations Unit and Lieutenant Josh Underwood were asked to speak and answered questions on various aspects of last year's Regatta.

**A Motion to approve the funding request in the amount of \$3,000.00 pending final review and approval within the upcoming year's budget was made by Commissioner West and seconded by Vice-Chairman Way. A Motion to Amend that pending Motion to approve the funding request in the amount of \$4,500.00 pending final review and approval within the upcoming year's budget was made by Commissioner Rivers and seconded by Commissioner Thomson, and passed by a 5-0 vote. The original Motion as Amended was then voted upon and passed by a vote of 4 to 1, with Chairman Brown opposed.**

D. Overtime Request for City of St. Augustine Police Dept.

Patrick Harvey of the St. Augustine Police Marine Operations Unit presented and indicated that the overtime funding request was in the same amount as the prior year, was for the 2023-2024 fiscal year, and that any unused funds would not roll over to future years.

**A Motion to approve the overtime funding request in the amount of up to \$8,000.00 pending final review and approval within the upcoming year's budget was made by Commissioner West, seconded by Commissioner Rivers, and passed by a 5-0 vote.**

E. Overtime Request for City of St. Augustine Fire Dept.

Chris Pacetti, Assistant Fire Chief of the City of St. Augustine Fire Department, presented a request for up to \$10,000.00 funding for overtime by the Fire Department for the 2023-2024 fiscal year. It was explained that the request was being made because prior overtime incurred by the Fire Department that could be properly considered as being related to matters of District interest were offset internally with the outside funding requests for Police Department overtime. Separate funding was hoped to track the overtime usage with greater detail. Some discussion and questioning was had regarding the portion of past years' overall

overtime usage that had been Fire Department and what portion had been Police Department and that beginning a separate budget line by the District might be appropriately started in a lower amount than the \$10,000.00 requested.

**A Motion to approve the overtime funding request in the amount of \$5,000.00 pending final review and approval within the upcoming year's budget was made by Vice-Chairman Way, seconded by Commissioner West, and passed by a 5-0 vote.**

**13. PUBLIC COMMENT**

Jay Miller of the St. Augustine Yacht Club spoke on the history of funding requests by the organization.

**14. COMMENTS BY COMMISSIONERS**

Commissioner Rivers indicated he was sorry for being unable to attend the prior meeting.

Commissioner West indicated that she hoped and encouraged the Yacht Club to pursue private funding and sponsorship and again stressed that the City had indicated they had no objection to the Yacht Club getting as many private funds as possible for the Regatta of Lights.

Commissioner Thomson indicated that the Regatta of Lights was a great event.

**15. NEXT MEETING**

July 18, 2023, was announced as the next regular meeting date. As such, the **next regular meeting will be at 3:00, p.m., on July 18, 2023**, at the St. Augustine Beach City Commission Meeting Room, 2200 A1A South, St. Augustine Beach, Florida

**16. ADJOURN**

There being no further business, Chairman Matt Brown adjourned the meeting at 3:52, p.m.

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Secretary-Treasurer

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Commission Chairman Brown