

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, February 18, 2020 at the Jekyll Island Convention Center.

Members Present: Joseph B. Wilkinson, Jr., Chairman  
Bob Krueger, Vice Chairman  
Bill Gross, Secretary/Treasurer  
Dale Atkinson  
Buster Evans  
Glen Willard, via Teleconference  
Mark Williams, via Teleconference  
Trip Tollison, via Teleconference  
Joy Burch-Meeks, via Teleconference

Key Staff Present: Jones Hooks, Executive Director  
Marjorie Johnson, Chief Accounting Officer  
Kate Harris, Marketing Director  
Rose Marie Kimbell, Archivist and Records Manager  
Andrea Marroquin, Museum Curator  
Maria Humphrey, Lease Manager  
Noel Jensen, Chief Operations Officer  
Melissa Cruthirds, General Counsel  
Jenna Johnson, Human Resources Director  
Yank Moore, Conservation Land Manager  
Michelle Webb, Executive Assistant

Various members of the public, JIA staff, and press were present.

Chairman Wilkinson called the committee sessions to order at 9:32 a.m., introduced those participating via teleconference, and a quorum was established.

### **I. Historic Preservation/Conservation Committee**

- A.) Ben Carswell, Director of Conservation, provided a Conservation Update.
- A Capital project to line the ponds at the entrance of the causeway was underway. Lining these ponds would result in cost saving and will positively affect the ecology by preventing seepage.
  - A new proposed Beach Lighting Ordinance draft was nearing completion. This proposed change in ordinance was originally introduced approximately a year ago. After proposal, a series of collaborative sessions with key staff from Georgia Division of Natural Resources (DNR) Wildlife Conservation Section were facilitated. Recently, DNR sent a letter of support of the new version of the proposed ordinance. Furthermore, the proposed revisions have been reviewed with hotel managers on the island. Finally, a public meeting will be held Thursday, March 12 at 4:30 p.m. at McCormick's Grill with DNR staff present. The new first reading should come before the board in March.
  - Jekyll Island had recently been awarded a Tree City USA growth award and a five-year milestone. Mr. Hooks thanked Mr. Yank Moore and Mr. Cliff Gawron for their work on this program.
  - Mr. Carswell stated that while Jekyll Island had not received a grant through the Georgia Outdoor Stewardship Program, he intended to try again in other award cycles.

- Finally, a consultant will be working with JIA on the Conservation Plan update. There will be three phases of public engagement, and the goal will be to have the update complete by the end of the fiscal year.

There were no comments by the public or board.

## **II. Finance Committee**

Upon opening the Finance Committee, Mr. Krueger moved to add an item C.) to the published Finance Committee agenda to consider approval of funding for new records management software from the current year net income in an amount up to \$95,000. This motion, if approved, would provide funding for item VI. A. on the agenda - - Consideration of Awarding Request for Proposal (RFP) #358 – Jekyll Island Records Management Software and Hosting System project to Infolinx Records Management Software. This motion was seconded by Dr. Evans. The motion was unanimously approved.

A.) Finance Committee Chair Bill Gross summarized the January Financials as presented in the published packet. There were no questions from the board.

B.) Marjorie Johnson, Chief Accounting Officer, introduced the request for replacement of new barrier gates, a capital project totaling \$72,000 to be taken from current year revenues. She stated that phase one of this project had replaced five gates in the historic district. The current request was for phase two which would complete the upgrade and installation of the eight remaining gates. The new gates would have more advanced relays for vehicle traffic and backup safety features for vehicles and pedestrians. Mr. Krueger moved to approve the request for capital project replacement and new barrier gates for \$72,000 as recommended by staff. The motion was seconded by Mr. Tollison. The motion was unanimously approved.

Mr. Hooks reminded the Board of the constitution the Finance Committee membership.

Mr. Gross asked Ms. Johnson if he remembered correctly that the \$72,000 request was a significantly lower figure than the original estimate. Ms. Johnson stated that Mr. Gross' memory was correct, the new vendor being used was much more cost responsive.

The motion was unanimously approved.

C.) Marjorie Johnson, Chief Accounting Officer, also presented the added request funding for new records management software from the current year net income in an amount up to \$95,000. This request was recommended by staff for new records management software. She stated that current records management software being used is inadequate. If approved, the \$95,000 would come from current year revenues. The motion to approve the request for funding for new records management software from the current year net income in an amount up to \$95,000 was made by Dr. Evans and was seconded by Mr. Krueger. The motion was unanimously approved.

There was no public comment.

## **III. Human Resources Committee**

A.) No Report

#### **IV. Marketing Committee**

A.) Senior Marketing Director, Kate Harris briefed the Board on the activities and events on Jekyll Island celebrating Black History Month and targeted outreach to tour operators in specific international markets. As part of the international program, Ms. Harris planned to attend ITV, the biggest travel show in the world in conjunction with several other Georgia locations. She hopes to not only promote Jekyll, but also bring back good ideas. The show's theme this year will be smart tourism for the future: sustainable, digital, and relevant.

There were no questions or comments from the Board or the public.

#### **I. Legislative Committee**

A.) Mr. Tollison, Legislative Committee Chair, reviewed HB 523 - relating to local government, regulation of real estate as short-term rental property. Mr. Hooks stated that as the bill was currently written, the legislation would not pertain to Jekyll Island. However, if passed, the legislation would have a blanket approach to home rentals throughout the State of Georgia. The legislation would do away with any kind of registrations and local control. This was concerning as for issues like party houses and other nuisance issues that have occurred in the Golden Isles previously. Since Jekyll implemented its program, earlier concerns from renters discovering homes that did not have either listed amenities or even basic life safety equipment have all but disappeared. Mr. Hooks stated his belief that local determinations of what works for each community was the best practice. Mr. Hooks had spoken to both state and local officials who also agreed. He corrected one statement in the presented memo. He incorrectly stated in a Board memo that the Golden Isles Convention and Visitors Bureau was opposed to HB 523. The Golden Isles Convention and Visitors Bureau were currently still exploring the implications of the proposed legislation and had not taken a position.

Mr. Tollison stated that he had spoken to the author of the bill several times, and there was a compromise bill currently being discussed. This issue had gained a lot of attention and Mr. Tollison suggested watching the issue to see how things progressed.

There were no questions from the Board and no public comments.

#### **VI. Committee of the Whole**

A.) Rose Marie Kimbell, Archivist and Records Manager, spoke to the Board about the consideration of awarding Request for Proposal (RFP) #358 – Jekyll Island Records Management Software and Hosting System project to Infolinx Records Management Software. She explained that the current museum records system, PastPerfect, was no longer appropriate to handle JIA records. The original RFP dates for #358 had been amended when the complexity of the project and responses required an adjustment to the review committee schedule. The amended dates resulted in significantly more responses. Evaluation of a total of 15 responses led to five on-site interviews. The committee's recommendation to the Board was Infolinx Records Management Software. Ms. Kimbell stated the Infolinx system was easy to use and would provide a simplified workflow and increased accountability and efficiency. This was also a financially viable solution with initial starting costs of \$89,500 and an annual cost of \$39,000 thereafter. Staff and the review committee recommend the selection of Infolinx as the awardee for RFP 358 pending contract completion and legal review.

Mr. Krueger moved to award RFP #358 – Jekyll Island Records Management Software and Hosting System project to Infolinx as recommended by staff. The motion was seconded by Mr. Gross. The motion was unanimously approved.

B.) Andrea Marroquin, Museum Curator, then spoke to the proposed Request for Proposal (RFP) #359 - Hollybourne Display Design. This proposed RFP was to develop an exhibit concept design plan and to prepare for opening Hollybourne Cottage to the public on a permanent and ongoing basis for the first time. If approved, this project would establish basic interpretive goals, themes, storylines, as well as conceptual floor plans and sketches for the use of the space. The RFP requests a recommendation of historic preservation objectives and goal, to provide a rough estimate of the cost to implement the proposed design, and possible phased implementations. If approved and successfully awarded, the final product would be used to plan and generate support for the next phases of the project to place Hollybourne Cottage into active use within the Jekyll Island Club National Historic Landmark District.

Mr. Hooks commended the volunteer work over the last 20 years. He stated that if this RFP was approved, Board consideration of award would be in April.

Mr. Atkins moved to approve RFP #359 - Hollybourne Display Design as recommended by staff. The motion was seconded by Mr. Krueger. The motion was unanimously approved.

C.) Noel Jensen, Chief Operations Officer, recommended the proposed replacement of St. Andrews storm water pumps for \$17,364. He explained that during routine maintenance on stormwater pumps one of the two storm water pumps from St. Andrew's neighborhood (on the south end of the island) was disabled and could not be repaired. The remaining pump also showed signs of failure. These existing pumps have been in service for about 12 years and the useful life of these pumps were usually 10 to 15 years. Without these pumps, heavy rainfall can accumulate and create potential flooding hazard in the neighborhood. Mr. Jensen clarified the pumps in question were not small. These were eight-inch diameter pump. He stated the good news was that Jekyll Island only has two storm water pumps. Sheet flow and gravity flow work for all other island stormwater needs.

Mr. Gross moved to approve the replacement of St. Andrews Storm Water Pumps for \$17,364 as recommended by staff. The motion was seconded by Mr. Atkins. The motion was unanimously approved.

D.) Maria Humphrey, Lease Manager, presented a proposed Second Amendment to the Second Revised and Restated Ground Lease to combine legal descriptions at 90 South Beachview Drive (parcel next to Marriott/Residence Inn). Ms. Humphrey stated the amendment would take the two parcel legal descriptions in the current lease and combine them into a single legal description. She noted that there were no additions or subtractions of land; only the creation of a single parcel legal description, in accordance with the Glynn County Tax Office display.

Mr. Gross moved to approve the second amendment to the Second Revised and Restated Ground Lease to combine legal descriptions at 90 south Beachview Drive (parcel next to Marriott/Residence Inn) as recommended by staff. The motion was seconded by Dr. Evans. The motion was unanimously approved.

- E.) Jones Hooks, Executive Director, presented his report.
- The Projects Update highlighted projects under construction. Mr. Hooks stated he is developing a strategy for State of Georgia funding requests.
  - The island entrance new gate system is nearing completion. The new physical gates had already been installed with much faster arms.
  - More paving was planned for Jekyll Island. This final phase of paving would begin at the bike path off the Ben Fortson Parkway going to the three way stop. The paving would then turn on to Stable Road, going beyond the Fire Station, then turning off at Old Plantation. Finally, the paving would go from Old Plantation to Captain Wiley. This paving would be accomplished with funds from SPLOST. Also being paved would be the warehouse area using JIA funds previously appropriated.
  - The Golden Ray salvage was still under way. JIA staff had been briefed. It was reported that progress may be stalled as a legal challenge had been lodged. A Nixle alert would be issued when the next phase of work began. Sound monitoring was planned to take place above ground and in the water in the Clam Creek area.
  - The Pooler water slide contract was anticipated to be signed within the week.
  - This year's annual Chili Fundraiser for the United Way raised \$3,476.
  - The Jekyll Island Fire Department's new fire engine donated from Glynn county has been completed and was available to view in the Porte cochere. The 1999 engine, if purchased "today" would be \$350,000. The JIA Fire Department, Vehicle Maintenance Department, and some third-party contractors have worked to equip and refurbish the engine. The total price to refurbish the donated truck was only \$59,000.
  - Finally, Mr. Hooks congratulated and thanked Ms. Melissa Cruthirds, General Counsel, for all the time and effort she put in to working with Circle K. When the transition from Flash Foods to Circle K began, it was discovered that many of the agreements about the more subdued appearance of the pumps and sinage had been verbal agreements and not in their contract. Ms. Cruthirds spent a great deal of time and effort with Circle K to make sure that the appearance of the pumps and store were keeping in line with Jekyll's spirt.

Mr. Krueger asked about the nature of the lawsuit involving the Golden Ray. Mr. Hooks stated it was a challenge from a former contractor to the award process by the Unified Command. Mr. Ben Carswell, Director of Conservation stated that the most recent information stated Unified Command was planning to proceed.

F.) Chairman Wilkinson stated in his comments how proud he was of team Jekyll.

The floor was then opened for public comment.

Mr. Al Tate stated that he was, for the third time, speaking about the deteriorated condition of the bike path on North Beachview.

Chairman Wilkinson announced there would be a five-minute break.

The Jekyll Island State Park Authority (JIA) Board Meeting  
February 18, 2020

After the break, Chairman Wilkinson announced a quorum remained present.

Mr. Krueger moved to add action item 3.5 to the public board meeting agenda to consider approving funding for the new records management software from the current year net income in an amount up to \$95,000. The motion was seconded by Mr. Atkins. The motion was unanimously approved.

1. Mr. Krueger moved to approve the Minutes of the January 28, 2020 Board Meeting as presented. The motion was seconded by Mr. Gross and passed unanimously.

Finance Committee:

2. Committee recommended approval of a Capital Project, Replacement and New Barrier Gates for \$72,000  
-Passed Unanimously

Committee of the Whole:

3. HB 523 - relating to local government, prohibiting local governments from regulating the use of short-term rental properties  
-No Action Taken
- 3.5 Committee recommended the Request for funding for new records management software from the current year net income in an amount up to \$95,000  
-Passed Unanimously
4. Committee recommended Request for Proposal (RFP) #358 – Jekyll Island Records Management Software and Hosting System Award to Infolinx Records Management Software  
-Passed Unanimously
5. Committee recommended Request for Proposal (RFP) #359 - Hollybourne Display Design  
-Passed Unanimously
6. Committee recommended the Proposed Replacement of St. Andrews Storm Water Pumps for \$17,364  
-Passed Unanimously
7. Committee recommended a Proposed Second Amendment to the Second Revised and Restated Ground Lease to combine legal descriptions at 90 South Beachview Drive (parcel next to Marriott/Residence Inn)  
-Passed Unanimously

Mr. Atkins moved to adjourn; seconded by Mr. Krueger. The vote was unanimous. The meeting concluded at 10:32 a.m.





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Members Present:            Joseph B. Wilikinson, Jr.  
                                     Bob Krueger, Vice Chairman  
                                     Bill Gross, Secretary/ Treasurer  
                                     Dale Atkinson  
                                     Buster Evans

Via Teleconference:        Mark Williams  
                                     Glen Willard  
                                     Joy Burch-Meeks  
                                     Trip Tollison

**Meeting Summary**

1. Minutes of the January 28, 2020 Board Meeting - including corrections - Approved
2. Request for Capital Project, Replacement and New Barrier Gates for \$72,000 - Approved
3. HB 523 - Relating to local government, prohibiting local governments from regulating the use of short-term rental properties - No action taken
- 3.5. Funding for New Records Management Software From the Current Year Net Income in an Amount up to \$95,000.00 - Approved
4. Request for Proposal (RFP) #358 – Jekyll Island Records Management Software and Hosting System Award to Infolinx Records Management Software - Approved
5. Request for Proposal (RFP) #359 - Hollybourne Display Design - Approved
6. Proposed Replacement of St. Andrews Storm Water Pumps for \$17,364- Approved
7. Proposed Second Amendment to the Second Revised and Restated Ground Lease to Combine Legal Descriptions at 90 South Beachview Drive (parcel next to Marriott/Residence Inn) - Approved



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**Agenda**  
**Tuesday, February 18, 2020**  
**9:30 a.m. JIA Committee & Meeting\***  
**Jekyll Island Convention Center**  
**Room 7/8**

*\*All applicable public comments will be heard during the appropriate committee section.*

**Chairman, Joseph B. Wilkinson, Jr. – Call to Order**

**I. Historic Preservation/Conservation Committee**

Bob Krueger, Chair

- A. Conservation Update – Ben Carswell, Director of Conservation

**II. Finance Committee**

Bill Gross, Chair

- A. January Financials – Bill Gross, Chair
- B. Request for Capital Project, Replacement and New Barrier Gates for \$72,000 – Marjorie Johnson, Chief Accounting Officer

**III. Human Resources Committee**

Buster Evans, Chair

- A. No Report

**IV. Marketing Committee**

Joy Burch-Meeks, Chair

- A. Report from Marketing Department – Kate Harris, Senior Marketing Director

**V. Legislative Committee**

Trip Tollison, Chair

- A. Board review of HB 523 - Relating to local government, regulation of real estate as short-term rental property – Jones Hooks, Executive Director

**VI. Committee of the Whole**

Joseph B. Wilkinson, Jr., Chair

- A. Consideration of Awarding Request for Proposal (RFP) #358 – Jekyll Island Records Management Software and Hosting System project to Infolinx Records Management Software – Rose Marie Kimbell, Archivist and Records Manager
- B. Proposed Request for Proposal (RFP) #359 - Hollybourne Display Design – Andrea Marroquin, Museum Curator
- C. Proposed Replacement of St. Andrews Storm Water Pumps for \$17,364 – Noel Jensen, Chief Operations Officer
- D. Proposed Second Amendment to the Second Revised and Restated Ground Lease to Combine Legal Descriptions at 90 South Beachview Drive (parcel next to Marriott/Residence Inn) – Maria Humphrey, Lease Manager



- E. Executive Director's Report– Jones Hooks, Executive Director
  - 1. Projects Update
  - 2. Golden Ray Update from the Unified Command (<https://ssiresponse.com/>)
  - 3. Welcome Center Gate Update
  - 4. Jekyll Island Paving
  - 5. Pooler Slide Update
- F. Chairman's Comments

### **Adjournment**

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I f N e e d e d - 5 M i n u t e B r e a k

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### **Board Meeting Agenda**

#### **Chairman, Joseph B. Wilkinson, Jr. – Call to Order**

#### **Action Items**

- 1. Minutes of the January 28, 2020 Board Meeting - including proposed corrections
- 2. Request for Capital Project, Replacement and New Barrier Gates for \$72,000
- 3. HB 523 - Relating to local government, prohibiting local governments from regulating the use of short-term rental properties
- 4. Request for Proposal (RFP) #358 – Jekyll Island Records Management Software and Hosting System Award to Infolinx Records Management Software
- 5. Request for Proposal (RFP) #359 - Hollybourne Display Design
- 6. Proposed Replacement of St. Andrews Storm Water Pumps for \$17,364
- 7. Proposed Second Amendment to the Second Revised and Restated Ground Lease to Combine Legal Descriptions at 90 South Beachview Drive (parcel next to Marriott/Residence Inn)

### **Adjournment**

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5 M i n u t e B r e a k

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### **Work Session Agenda Meeting Room 11**

- 1. Strategic Plan Update – Jones Hooks, Executive Director
- 2. Projects Update – Noel Jensen, Chief Operations Officer
- 3. JIA Retail Operations – Brian O'Neal, Director of Retail Operations
- 4. General Discussion

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**MEMORANDUM**

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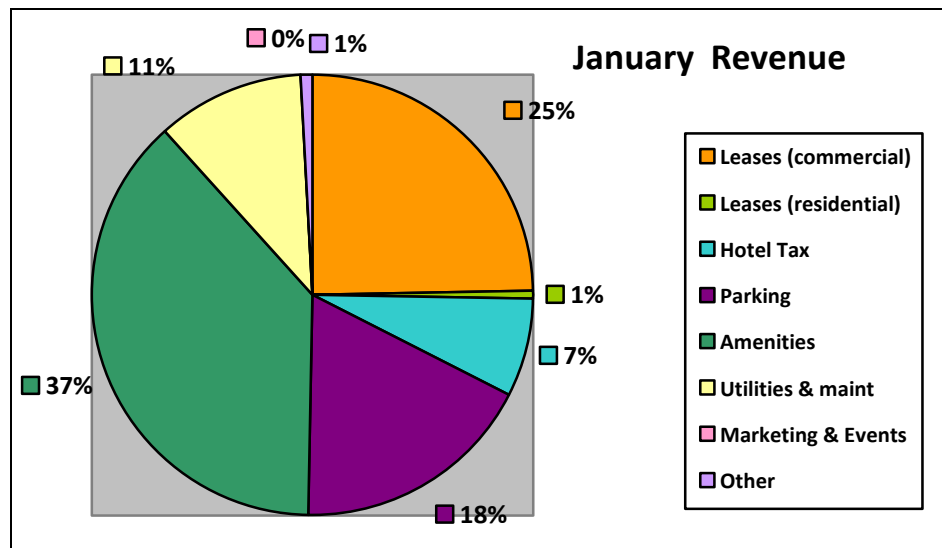
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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON  
**SUBJECT:** JANUARY FINANCIAL STATEMENTS  
**DATE:** 2/12/2020

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## Revenues

Revenues for January were \$1,625,738 which reflects a favorable \$135K (9%) variance from budget. Revenues reflect a favorable \$663K (4%) variance from year to date budget and a favorable \$938K variance from the prior year to date revenues.



The largest variances for the month were:

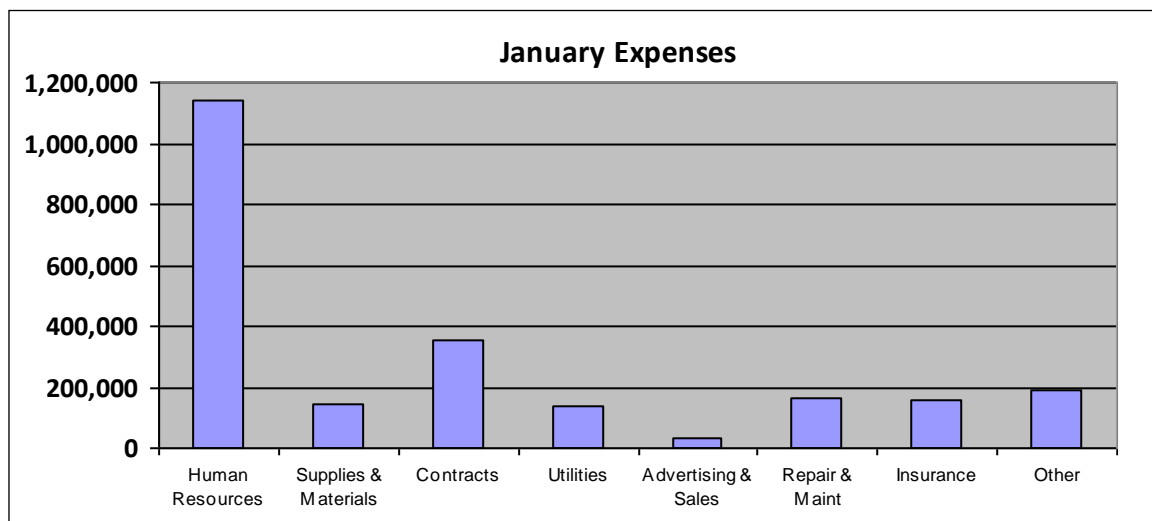
- Business Leases (+\$43K) – This variance is due to the adjusted base rent for the Days Inn (+\$20K) as well as percentage rent being higher than anticipated for the month.
- Parking (+\$37K) – Daily Parking fees were \$31K higher than budget and Annual pass sales were \$6.8K higher than budget.
- Golf (+\$33K) – Membership fees were \$33K more than budgeted for the month.
- Turtle Center (+\$46K) – The final billing for the GA Power Causeway project (terrapin monitoring) was invoiced in January (+\$30K). This income was not anticipated at the time budgets were prepared for the year.

## Expenses

Expenses were \$2,320,835 for January and reflected a favorable budget variance of \$15K (1%) for the month. Expenses also reflect a favorable \$1.3M (8%) variance from year to date budget and an unfavorable \$276K variance from Prior Year to Date expenses.

The largest budget variances for the month were:

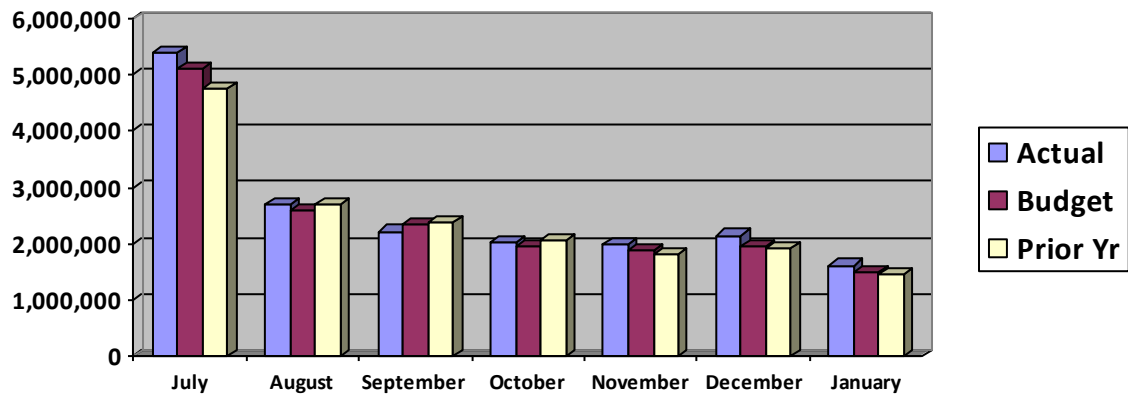
- Human Resources (-\$35K) – variance is due primarily to cost savings in our health insurance expenses.
- Advertising expenses (-\$25K) – this difference is assumed to be timing related and is expected to be on track with budget by the end of the fiscal year.
- Rentals (+\$62K) – the largest portion of this variance is due to the final payment of rental invoices for the shredding project where we shredded landfill materials and concrete in August and September. These costs were not budgeted, however we gained usable material for roads and pathways in addition to cleaning up several rubble piles on the Island.



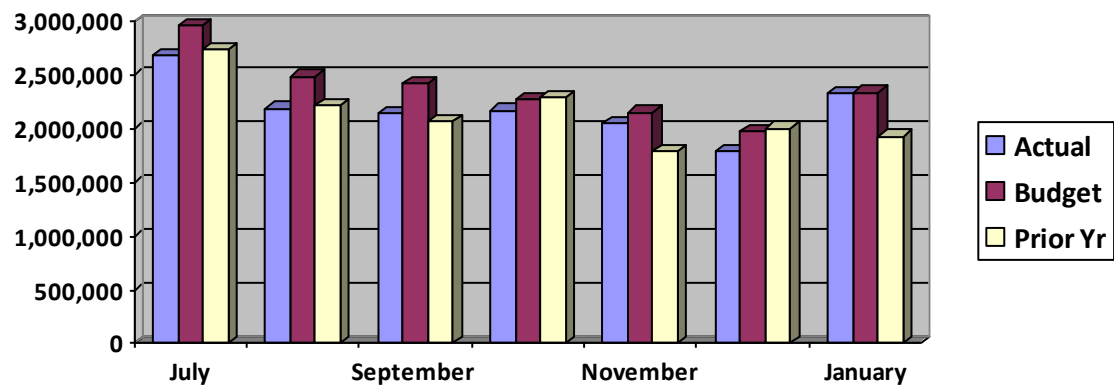
## Net Operating Cash

The Net Operating Cash Loss for the month is \$695,097, which is a \$150K favorable variance from the budgeted net operating cash loss of \$844,664. Net Operating Cash Income reflects a favorable \$1.9M (236%) variance from year to date budget and a favorable \$661K variance from prior year to date income.

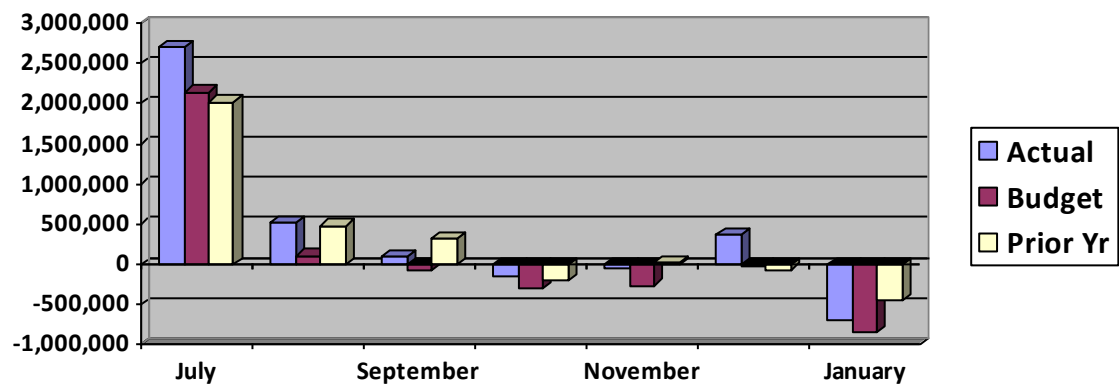
### FY2020 Revenues



### FY2020 Expenses



### Net Operating Cash



Jekyll Island Authority  
CONSOLIDATED BUDGET COMPARISON  
For the Seven Months Ending January 31, 2020

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		PRIOR YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
<b>Revenues</b>											
<b>Administration</b>											
Business Leases	401,483	358,332	43	12%	2,826,089	2,693,989	132	5%	2,745,672	80	3%
Hotel Tax	83,825	77,315	7	8%	1,015,185	1,003,170	12	1%	919,204	96	10%
Tourism Development Fund	35,925	33,135	3	8%	435,079	429,930	5	1%	406,106	29	7%
Parking	286,689	249,269	37	15%	2,525,965	2,489,885	36	1%	2,004,839	521	26%
Interest	713	371	0	92%	6,091	4,329	2	41%	6,991	(1)	-13%
Lot Rentals	8,943	2,000	7	347%	644,281	395,026	249	63%	750,733	(106)	-14%
Foundation	441	1,944	(2)	-77%	4,913	6,886	(2)	-29%	41,654	(37)	-88%
Airport	-	1,980	(2)	-100%	-	16,357	(16)	-100%	-	-	0%
Administration revenue	7,536	6,124	1	23%	92,675	93,559	(1)	-1%	123,205	(31)	-25%
Beach Village	1,507	-	2	0%	10,546	-	11	0%	10,546	(0)	0%
Intern Housing	3,650	3,505	0	4%	26,575	24,040	3	11%	23,950	3	11%
<b>Total Administration</b>	<b>830,712</b>	<b>733,974</b>	<b>97</b>	<b>13%</b>	<b>7,587,399</b>	<b>7,157,171</b>	<b>430</b>	<b>6%</b>	<b>7,032,900</b>	<b>554</b>	<b>8%</b>
<b>Enterprises</b>											
Golf	171,826	138,691	33	24%	1,015,610	1,021,523	(6)	-1%	1,008,516	7	1%
Convention Center	93,278	122,360	(29)	-24%	2,189,407	1,866,741	323	17%	2,199,939	(11)	0%
McCormick's Grill	11,491	16,123	(5)	-29%	162,491	158,893	4	2%	138,522	24	17%
Summer Waves	(11,603)	2,245	(14)	-617%	1,193,180	1,372,403	(179)	-13%	1,340,447	(147)	-11%
Campground	136,032	129,807	6	5%	894,257	867,702	27	3%	810,309	84	10%
Life is Good	9,168	6,000	3	53%	88,523	83,000	6	7%	86,817	2	2%
Museum	39,998	55,691	(16)	-28%	421,192	518,330	(97)	-19%	360,681	61	17%
Georgia Sea Turtle Center	120,191	74,372	46	62%	1,197,006	1,064,741	132	12%	1,119,578	77	7%
Conservation	305	562	(0)	-46%	5,491	7,834	(2)	-30%	716	5	667%
Miniature Golf & Bikes	22,482	18,024	4	25%	198,254	204,024	(6)	-3%	187,805	10	6%
Water/Wastewater	99,892	88,817	11	12%	948,354	901,815	47	5%	824,198	124	15%
Sanitation	46,305	47,439	(1)	-2%	329,076	323,473	6	2%	317,438	12	4%
Fire Department	14,694	10,710	4	37%	1,223,336	1,216,698	7	1%	1,066,513	157	15%
Tennis	10,515	13,399	(3)	-22%	62,978	64,918	(2)	-3%	62,781	0	0%
Destination Mktg & Special Events	-	0	(0)	-100%	347,968	350,564	(3)	-1%	342,460	6	2%
Guest Information Center	15,822	16,334	(1)	-3%	91,660	105,095	(13)	-13%	105,632	(14)	-13%
Camp Jekyll & Soccer Fields	14,489	15,758	(1)	-8%	93,109	101,379	(8)	-8%	90,694	2	3%
Landscaping, Roads & Trails	140	716	(1)	-80%	8,670	9,209	(1)	-6%	7,084	2	22%
Vehicle & Equipment Maintenance	-	-	-	0%	552	250	0	121%	-	1	0%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Facility Maintenance	-	-	-	0%	-	-	-	0%	787	(1)	-100%
Golf Course Maintenance	-	-	-	0%	-	-	-	0%	17,182	(17)	-100%
<b>Total Enterprises</b>	<b>795,026</b>	<b>757,047</b>	<b>38</b>	<b>5%</b>	<b>10,471,115</b>	<b>10,238,592</b>	<b>233</b>	<b>2%</b>	<b>10,088,100</b>	<b>383</b>	<b>4%</b>
<b>Total Revenues</b>	<b>1,625,738</b>	<b>1,491,021</b>	<b>135</b>	<b>9%</b>	<b>18,058,514</b>	<b>17,395,762</b>	<b>663</b>	<b>4%</b>	<b>17,120,999</b>	<b>938</b>	<b>5%</b>

### Expenses

Human Resources	1,138,232	1,173,136	(35)	-3%	7,728,187	8,454,098	(726)	-9%	7,368,109	360	5%
Supplies & Materials	146,638	146,960	(0)	0%	964,265	1,171,375	(207)	-18%	900,375	64	7%
Advertising & Sales	29,827	54,604	(25)	-45%	364,086	600,342	(236)	-39%	749,628	(386)	-51%
Repairs - Facilities & Grounds	145,452	131,015	14	11%	922,666	917,773	5	1%	868,754	54	6%
Utilities	129,598	132,206	(3)	-2%	1,179,958	1,187,457	(7)	-1%	1,127,859	52	5%
Insurance	154,723	155,488	(1)	0%	777,482	768,066	9	1%	824,128	(47)	-6%
Contracts	353,778	368,905	(15)	-4%	1,940,933	2,106,776	(166)	-8%	1,934,311	7	0%
Rentals	109,566	47,306	62	132%	566,301	484,838	81	17%	392,869	173	44%
Printing	10,621	5,246	5	102%	101,252	85,836	15	18%	156,795	(56)	-35%
Motor Vehicle	20,218	17,288	3	17%	181,753	176,047	6	3%	153,789	28	18%
Telephone	10,094	10,459	(0)	-3%	70,673	73,412	(3)	-4%	72,279	(2)	-2%
Equipment Purchase <\$1K	5,692	11,640	(6)	-51%	59,459	69,313	(10)	-14%	45,866	14	30%
Equipment Purchase \$1K to \$5K	6,380	15,504	(9)	-59%	44,595	65,099	(21)	-31%	68,184	(24)	-35%
Travel	9,532	13,955	(4)	-32%	61,268	64,645	(3)	-5%	56,450	5	9%
Dues	28,052	34,265	(6)	-18%	171,255	185,257	(14)	-8%	151,688	20	13%
Credit Card Fees	22,382	17,672	5	27%	198,878	174,004	25	14%	185,835	13	7%
Bank Fees	49	35	0	40%	554	245	0	126%	192	0	189%
<b>Total Expenditures</b>	<b>2,320,835</b>	<b>2,335,685</b>	<b>(15)</b>	<b>-1%</b>	<b>15,333,561</b>	<b>16,584,583</b>	<b>(1,251)</b>	<b>-8%</b>	<b>15,057,112</b>	<b>276</b>	<b>2%</b>
<b>Net Operating Cash Income **</b>	<b>(695,097)</b>	<b>(844,664)</b>	<b>150</b>	<b>-18%</b>	<b>2,724,952</b>	<b>811,179</b>	<b>1,914</b>	<b>236%</b>	<b>2,063,887</b>	<b>661</b>	<b>32%</b>

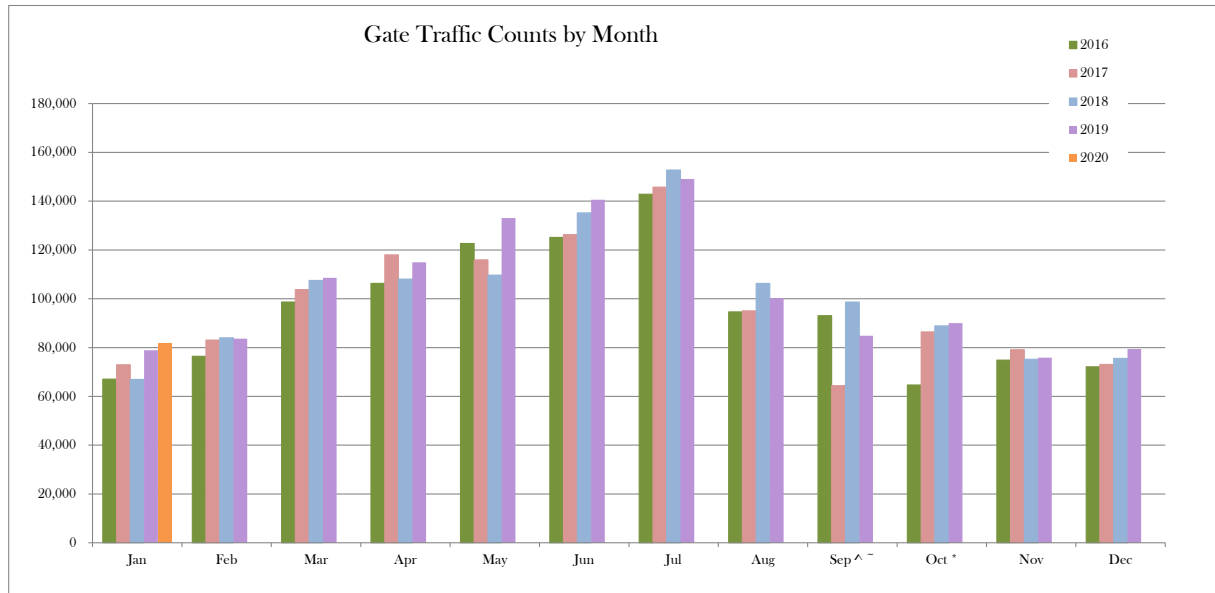
\*\* Does not include depreciation or capital projects



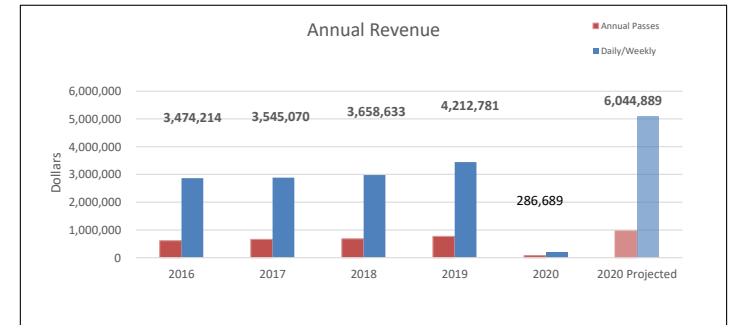
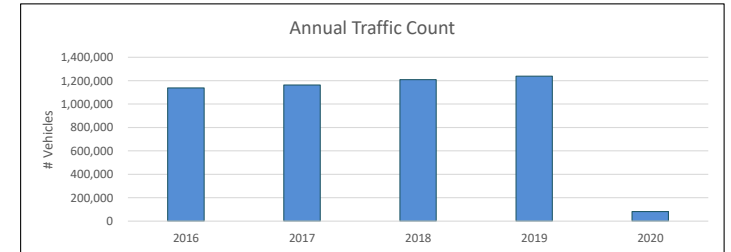
## January 2020 Traffic Counts

	2016			2017			2018			2019			2020		
	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total
January	24,977	42,084	67,061	26,372	46,562	72,934	21,065	45,842	66,907	28,874	50,037	78,911	29,773	52,159	81,932
February	31,332	45,113	76,445	35,982	47,081	83,063	34,326	49,664	83,990	35,010	48,619	83,629	0	0	0
March	46,104	52,582	98,686	49,605	54,166	103,771	51,052	56,444	107,496	51,682	56,865	108,547	0	0	0
April	57,158	49,140	106,298	66,259	51,718	117,977	55,620	52,474	108,094	61,404	53,529	114,933	0	0	0
May	69,981	52,704	122,685	62,367	53,558	115,925	54,547	55,167	109,714	74,194	58,894	133,088	0	0	0
June	74,618	50,525	125,143	72,234	54,056	126,290	79,575	55,657	135,232	82,105	58,479	140,584	0	0	0
July	90,544	52,276	142,820	90,765	55,010	145,775	95,960	56,773	152,733	89,499	59,595	149,094	0	0	0
August	46,949	47,693	94,642	44,352	50,732	95,084	53,639	52,681	106,320	47,501	52,687	100,188	0	0	0
September	47,555	45,509	93,064	26,578	37,809	64,387	49,032	49,651	98,683	37,317	47,518	84,835	0	0	0
October	26,241	38,461	64,702	35,871	50,566	86,437	38,539	50,366	88,905	39,100	50,923	90,023	0	0	0
November	31,634	43,245	74,879	32,323	46,777	79,100	29,468	45,737	75,205	30,173	45,699	75,872	0	0	0
December	29,947	42,132	72,079	27,891	45,195	73,086	30,104	45,436	75,540	31,871	47,504	79,375	0	0	0
Totals	577,040	561,464	1,138,504	570,599	593,230	1,163,829	592,927	615,892	1,208,819	608,730	630,349	1,239,079	29,773	52,159	81,932

Year to Date Comparison	2016 YTD	2017 YTD	2018 YTD	2019 YTD	2020 YTD
	67,061	72,934	66,907	78,911	81,932



\* Oct 2016 - Hurricane Matthew  
 \* Sep 2017 - Hurricane Irma  
 \* Sept 2019 - Hurricane Dorian



February 7, 2020

Jekyll Island Combined JIA Sales and ASM Global Financial Review

JANUARY	FY 2020	FY2019	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013
Number of Events	10	9	9	12	11	12	6	8
Event Days	23	22	23	24	25	24	10	15
Attendance	6,058	7814	7065	7528	10455	12431	4544	5632
Revenue	\$109,654 actual \$135,688 budget	\$147,004	\$161,563	\$131,743	\$186,868	\$145,931	\$84,758	\$98,394
Square Feet used	501,150	489,220						

This month we had budgeted for Yancey Sales meeting at \$34,192. However, Yancey changed their date to February, so this is a timing issue. Hot Rod Annual Meeting did a \$1000 better than budget and the other groups performed as budgeted.

**FUTURE CONTRACTS ISSUED - 12 – Estimated revenues \$331,000**

Conventions –7– Anticipated rev of	\$302,000
Meetings –2 –Anticipated revenue	12,000
Banquet –1 – Anticipated revenue	4,500
Weddings –0 – Anticipated revenue	
Public Event – 2 – Anticipated revenue	12,500

**PROPOSALS**

CVB – 14  
Westin – 2  
Cvent- 4  
SMG sitepass -0

Combined sites and planning meetings with all staff – 11

# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

January 2020

### HOTEL STATISTICS AT-A-GLANCE

#### Jan-20

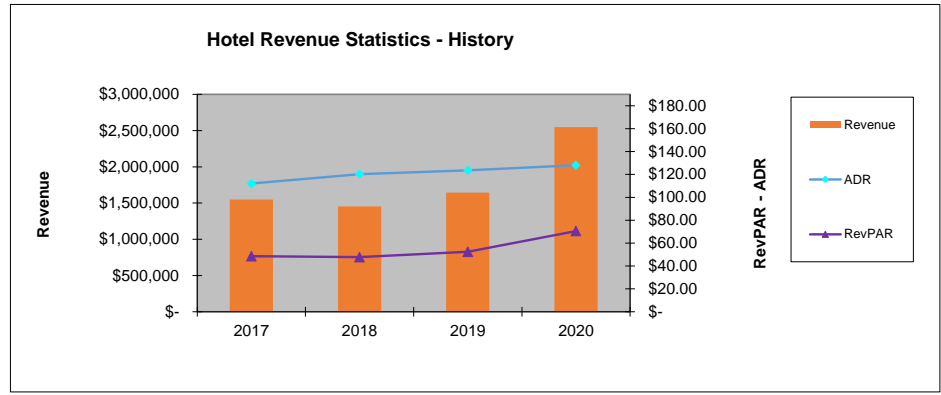
Total Revenue	\$	2,546,626
Occupancy Rate		55.0%
Rev PAR	\$	70.48
ADR	\$	128.07

#### Jan-19

Total Revenue	\$	1,643,205
Occupancy Rate		42.4%
RevPAR	\$	52.41
ADR	\$	123.55

#### Jan-18

Total Revenue	\$	1,452,301
Occupancy Rate		39.7%
RevPAR	\$	47.75
ADR	\$	120.14



### OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Avail	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2020 Room Revenue	2019 Room Revenue	Revenue Variance	
Beachview Club	38	1,173	253	21.6%	\$ 134.42	\$ 28.99	\$ 34,008.83	\$ 3,708.40	\$ 30,300	817%
Home2Suites	107	3,301	1,603	48.6%	\$ 115.59	\$ 56.13	\$ 185,295.94	\$ -	\$ 185,296	0%
Holiday Inn Resort	157	4,597	2,245	48.8%	\$ 123.00	\$ 60.07	\$ 276,132.18	\$ 191,140.39	\$ 84,992	44%
Days Inn & Suites	124	3,844	2,570	66.9%	\$ 97.35	\$ 65.09	\$ 250,191.32	\$ 223,140.57	\$ 27,051	12%
Hampton Inn	138	4,278	2,196	51.3%	\$ 124.29	\$ 63.80	\$ 272,948.00	\$ 238,962.00	\$ 33,986	14%
Jekyll Island Club Resort	200	6,200	3,530	56.9%	\$ 161.58	\$ 91.99	\$ 570,365.00	\$ 428,713.00	\$ 141,652	33%
Seafarer Inn & Suites	73	2,263	1,247	55.1%	\$ 132.05	\$ 72.76	\$ 164,665.00	\$ 70,173.37	\$ 94,492	135%
Villas by the Sea	137	3,224	1,711	53.1%	\$ 100.42	\$ 53.29	\$ 171,813.00	\$ 128,592.17	\$ 43,221	34%
Villas by the Sea - Jekyll Realty	20	620	175	28.2%	\$ 79.78	\$ 22.52	\$ 13,962.00	\$ 11,082.15	\$ 2,880	26%
Villas by the Sea - Parker Kaufman	14	434	297	68.4%	\$ 53.27	\$ 36.45	\$ 15,820.00	\$ 18,356.00	\$ (2,536)	-14%
Westin	200	6,200	4057	65.4%	\$ 145.78	\$ 95.39	\$ 591,425.00	\$ 329,337	\$ 262,088	80%
<b>Jan-20 Total</b>	<b>1,208</b>	<b>36,134</b>	<b>19,884</b>	<b>55.0%</b>	<b>\$ 128.07</b>	<b>\$ 70.48</b>	<b>\$ 2,546,626</b>	<b>\$ 1,643,205</b>	<b>\$ 903,421</b>	<b>55.0%</b>

# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - January 2020

### HOTEL STATISTICS AT-A-GLANCE

#### 2020

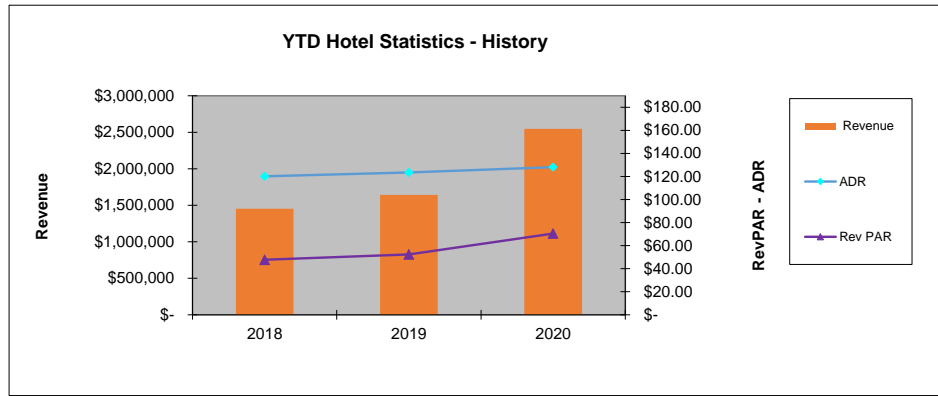
Total Revenue	\$	2,546,626
Occupancy Rate		55.0%
Rev PAR	\$	70.48
ADR	\$	128.07

#### 2019

Total Revenue	\$	1,643,205
Occupancy Rate		42.4%
RevPAR	\$	52.41
ADR	\$	123.55

#### 2018

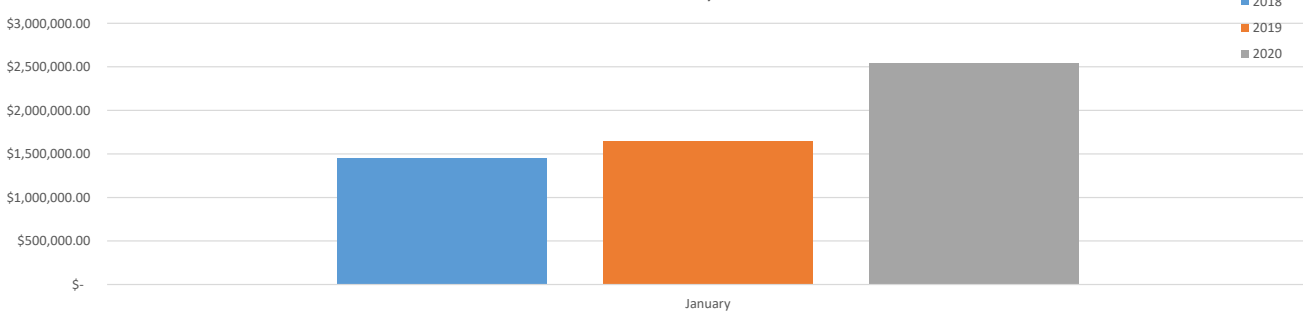
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### OCCUPANCY REPORT DETAIL

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Holiday Inn Resort	157	4,597	2,245	48.8%	\$ 123.00	\$ 60.07	276,132	191,140	\$ 84,992	44%
Days Inn & Suites	124	3,844	2,570	66.9%	\$ 97.35	\$ 65.09	250,191	223,141	\$ 27,051	12%
Hampton Inn	138	4,278	2,196	51.3%	\$ 124.29	\$ 63.80	272,948	238,962	\$ 33,986	14%
Jekyll Island Club Resort	200	6,200	3,530	56.9%	\$ 161.58	\$ 91.99	570,365	428,713	\$ 141,652	33%
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Villas by the Sea	137	3,224	1,711	53.1%	\$ 100.42	\$ 53.29	171,813	128,592	\$ 43,221	34%
Villas by the Sea - Jekyll Realty	20	620	175	28.2%	\$ 79.78	\$ 22.52	13,962	11,082	\$ 2,880	26%
Villas by the Sea - Parker Kaufman	14	434	297	68.4%	\$ 53.27	\$ 36.45	15,820	18,356	\$ (2,536)	-14%
Westin	200	6,200	4,057	65.4%	\$ 145.78	\$ 95.39	591,425	329,337	\$ 262,088	80%
<b>2020 Total</b>		<b>36,134</b>	<b>19,884</b>	<b>55.0%</b>	<b>\$ 128.07</b>	<b>\$ 70.48</b>	<b>\$ 2,546,626</b>	<b>\$ 1,643,205</b>	<b>\$ 903,421</b>	<b>55.0%</b>
<b>2019 Total</b>		<b>31,352</b>	<b>13,300</b>	<b>42.4%</b>	<b>\$ 123.55</b>	<b>\$ 52.41</b>	<b>\$ 1,643,205</b>			
<b>2018 Total</b>		<b>30,416</b>	<b>12,088</b>	<b>39.7%</b>	<b>\$ 120.14</b>	<b>\$ 47.75</b>	<b>\$ 1,452,301</b>			

Revenues by Month



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**MEMORANDUM**

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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
**SUBJECT:** HISTORIC DISTRICT BARRIER GATES PROJECT  
**DATE:** 2/11/2020

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Phase I of the Historic District Gate replacement project has been completed. We have replaced 5 of the existing barrier gates and Phase II of the project would include completing the upgrading and installation of remaining gates as well as the addition of two new gates in the historic district.

These upgrades will assist with safety within the district, both for our tours and our pedestrian traffic. The new gates have more advanced relays for vehicle traffic and backup safety features for both vehicles and pedestrians.

The Gates to be replaced are located at: Crane Cottage, Cherokee Cottage, the Administration office, the Jekyll Island Club Resort and the Commissary. The two new gates will be located at: Dubignon Cottage and Villa Ospo.

The total cost of this project is \$72,000.00.

Staff hereby requests approval of \$72,000.00 for purchase and installation of 8 barrier gates in the historic district.

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## MEMORANDUM

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**TO:** Jekyll Island Authority Board  
**FROM:** C. Jones Hooks, Executive Director  
**SUBJECT:** HB 523  
**DATE:** 2/14/2020

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HB 523, sponsored by Representative Kasey Carpenter of Dalton, is pending in the Georgia House of Representatives. The bill relates to local government so as to prohibit local governments from regulating the use of certain real estate as short-term rental property. As proposed, it does not appear this legislation would apply to Jekyll Island.

One of the provisions of this bill (attached) would ban registration for rentals. Registration of rental units on Jekyll allows for rentals to be inspected to assure basics such as smoke detectors and safety requirements. Over the years, the Authority has received many complaints from visitors and rental guests when homes were rented with safety problems and without proper appliances and furnishings, as listed in their published rental descriptions. A result of a residential rental registration program, approved by the Jekyll Island Authority Board, complaints have all but disappeared. Additionally, we seldom receive a complaint from homeowners who rent on Jekyll.

Currently cities and counties have the opportunity to address the local rental market based on their experiences and specific situations. For instance, on Jekyll Island, more than 50% the homes are rentals. This is as compared to 20% to 25% on Saint Simons Island. Representative Don Hogan believes this issue should be handled at the local level.

The Golden Isles is seeing significant tax revenues escape the system as a result of these vacation home rentals. This legislation would provide temporary home rentals an unfair advantage over lodging businesses which pay a significant amount of tax revenues to the County and State through various taxes; including bed taxes, property taxes, and sales taxes. The Golden Isles Convention and Visitors Bureau is opposing this legislation.

**Recommendation:** Jekyll Island Authority may consider officially opposing HB 523, as presently drafted.



The House Committee on Regulated Industries offers the following substitute to HB 523:

A BILL TO BE ENTITLED  
AN ACT

To amend Title 36 of the Official Code of Georgia Annotated, relating to local government, so as to allow limited regulation of the use of properties as short-term rentals by local governing authorities; to provide for definitions; to provide for exemptions; to provide for statutory construction; to provide for related matters; to repeal conflicting laws; and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

**SECTION 1.**

Title 36 of the Official Code of Georgia Annotated, relating to local government, is amended by revising Chapter 77, which is reserved, as follows:

"CHAPTER 77

36-77-1.

As used in this chapter, the term:

(1) 'Entity' means any business, company, marketplace, partnership, or service including, but not limited to, a corporation, partnership, limited liability company, or sole proprietorship.

(2) 'Long-term rental' means any residence that is offered for occupancy for a fee or other consideration for 30 consecutive days or more. The term shall not include a residence that is used for any nonresidential use, including, but not limited to, use as a retail establishment, restaurant, banquet space, event center, or similar use.

(3) 'Residence' means an owner-occupied house; a single-family house or dwelling unit; or any unit or group of units in a condominium, apartment building, cooperative, or timeshare.

(4) 'Short-term rental' means any residence that is offered for occupancy for a fee or other consideration for less than 30 consecutive days. The term shall not include a

H. B. 523 (SUB)

- 1 -

25 residence that is used for any nonresidential use, including, but not limited to, use as a  
26 retail establishment, restaurant, banquet space, event center, or similar use.

27 36-77-2.

28 An ordinance, resolution, regulation, or code of a local governing authority of a county,  
29 municipality, or consolidated government may regulate activities that arise when property  
30 is used as a short-term rental if such ordinance, resolution, regulation, or code does not  
31 prohibit the use of property as a short-term rental or long-term rental, does not require the  
32 registration of residential rental property, and applies uniformly to all residences without  
33 regard to whether such properties are used as short-term rentals, long-term rentals, or not  
34 rented at all.

35 36-77-3.

36 Nothing in this chapter shall be construed to affect the validity or enforceability of private  
37 covenants restricting residences used as short-term rentals or long-term rentals or of other  
38 contractual agreements among property owners that relate to the use of residences as  
39 short-term rentals or long-term rentals."

40 **SECTION 2.**

41 All laws and parts of laws in conflict with this Act are repealed.

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## MEMORANDUM

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**TO:** Jekyll Island Authority Board  
**FROM:** Rose Marie Kimbell, Archivist and Record Manager  
**SUBJECT:** RFP # 358 - Records Management Software and Hosting System Award  
**DATE:** 2/12/2020

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On Friday 01/24/2020 JIA staff and committee members received 15 bids for RFP #358 to supply records management software and a hosting system for Jekyll Island's administrative operations. The fifteen bidders were: Cannon Solutions America, Information First, Knowledgeone Corp., Carahsoft Technology Corp., Triangle Solutions Technology LLC, Sharesquared Inc., IQ Business Group (IQBG), Document Access Systems (DAS), Collabware Systems Inc., Calance, Infolinx, Feith Systems and Software Inc., American Document Securities Inc., CloudQ, and Stellar Services Inc. The review committee reviewed all fifteen proposals. Per ranking their evaluations the top five proposals were invited to give a presentation to the review committee over February 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup>.

The review committee then decided, per their rankings, that the apparent awardee of the records management software and hosting system RFP would be Infolinx for an initial first year cost of \$89,500 and an annual cost thereafter of \$33,000, pending contract completion and legal review.

Staff recommends awarding RFP #358 to Infolinx for an initial first year cost of \$89,500 and an annual cost thereafter of \$33,000, pending contract completion and legal review.

# JEKYLL ISLAND-STATE PARK AUTHORITY RFP 359

## Proposal for Exhibit Concept Design Plan for Hollybourne Cottage

### JEKYLL ISLAND, GEORGIA

February 6, 2020

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CONTENTS		PAGE
SECTION 1	INSTRUCTIONS TO PROPOSERS	1-6
SECTION 2	PROJECT BACKGROUND	6-8
SECTION 3	SCOPE OF SERVICES	9-10
SECTION 4	PROPOSAL FORMAT	10-12

## SECTION 1 INSTRUCTIONS TO PROPOSERS

### 1.1 Introduction

The Jekyll Island State Park Authority (the "Authority" or "JIA") is seeking proposals from qualified contractors with extensive experience in museums, exhibit design, and historic preservation to provide professional museum planning services for the interpretation of Hollybourne Cottage, a historic structure located within the Jekyll Island Club National Historic Landmark District on Jekyll Island, Georgia.

Please pay careful attention to all requested items contained in this RFP. Proposers are required to respond to all questions and provide all information requested in the RFP. **Proposals submitted which do not comply in all material respects with the provisions of this RFP will be deemed non-responsive.**

All submitted proposals become the property of the Authority. The price and terms offered by the Proposer shall be firm for acceptance for a period of **90 Days** from the proposal due date of **Friday, March 20, 2020**.

### 1.2 Proposal Submission Deadline and Opening

**To be considered, proposals must arrive at the offices of the Jekyll Island Authority on or before 5:00 p.m. Eastern Standard Time, Friday, March 20, 2020.** Proposers are required to submit seven (7) sets of complete documents, all copies to be signed in blue ink by the Proposer's contractually binding authority. Additionally, one complete set of documents must be provided electronically on a flash drive or CD. Proposal is to be inserted in a sealed envelope and clearly marked on the outside with "**RFP 359**", the submitting Proposers name, address, and delivered by the date specified to:

**Andrea Marroquin, Museum Curator  
Jekyll Island Authority  
100 James Road  
Jekyll Island, GA 31527**

Faxed or emailed proposals are not responsive.

It is the sole responsibility of the Proposer to have their proposal delivered to the Authority on or before the deadline and at the location specified above. Proposals delivered after the specified deadline or to a different location, for any reason, are non-responsive, will be returned, and will not be evaluated.

Proposer must submit a complete response to this RFP using the format outlined in Sections 4. The Proposer shall include all supportive documents in its proposal.

The Authority will begin review of the proposals immediately after the submission deadline. During the evaluation period the Authority will review the proposals against the requirements of this RFP and create a short-list of the responsive and most qualified proposals. Any requests for additional information or clarification of the proposals will be directed to the short-listed proposers prior to interviews in order to prepare a response at the interview. The interviews with the short-listed proposers will be held from **Wednesday, April 15, 2020 through Friday, April 17, 2020** on Jekyll Island. It is anticipated that a recommendation will be presented to the Authority Board at the **April 28, 2020** meeting.

### **1.3 Reserved Rights**

The Authority reserves the right to reject any or all proposals, or any portions or items of a proposal, and to waive technical defects or informalities which are not material to the proposal in the Authority's sole discretion and best interest. The Authority reserves the right to obtain clarification of any point in a Proposer's submittal or to obtain additional information during the RFP process. The Authority will proceed with the selection of that proposal which, in its opinion, is responsive to the RFP and is in the best interest of the Authority and the State of Georgia.

The Authority also reserves the right to negotiate changes in the successful proposal afterward. These negotiations may encompass any element of the proposal as well as items identified during the RFP selection and negotiation processes. Based on these negotiations, the Authority may decline to enter into any contract if it is unable to negotiate final terms acceptable to the Authority. In this event, it may declare an impasse and terminate negotiations with the selected Proposer and begin discussions with the Proposer who was ranked as the next most qualified in the evaluation process.

### **1.4 Changes or Alterations in Proposals**

Changes or modifications to proposals can only occur prior to the deadline for submission and must be done via formal written requests from the Proposer indicating the nature, scope and effect of the modification of their proposal. Oral or email requests for proposal modification will not be considered.

### **1.5 Proposer Questions and Inquiries**

Questions and requests for clarification may be submitted up to 5:00 p.m. eastern standard time on **Wednesday, March 11, 2020**, via email to:

Andrea Marroquin, Museum Curator, [amarroquin@jekyllisland.com](mailto:amarroquin@jekyllisland.com).

**Contact with other members of the Authority Board or staff regarding this RFP is strictly prohibited and will result in disqualification of the Proposer.**

A summary of the questions received, and the Authority's responses will be posted on the Georgia Procurement Registry, the Authority website and sent periodically via email to those who have requested the RFP. No questions will be accepted after 5:00 pm eastern standard time on **Wednesday, March 11, 2020**. A final summary of questions and responses will be posted and sent no later than **Friday, March 13, 2019**.

#### **1.6 Key Dates for the RFP Process**

RFP Issued	02/19/2020
Proposals Due	03/20/2020
Estimated Interviews with Short-Listed Proposers	04/15/2020-04/17/2020
Estimated JIA Board Consideration	04/28/2020

#### **1.7 Site Visits**

All site visits must be coordinated with and or directed to:

Andrea Marroquin, Curator, the Jekyll Island Authority  
Office Phone Number 912-635-4406  
[amarroquin@jekyllisland.com](mailto:amarroquin@jekyllisland.com)

#### **1.7 Extension of Proposal Period**

This solicitation terminates on the date and time indicated above, unless an addendum is issued, in its sole discretion, by the Authority extending the proposal period.

#### **1.8 Contract Terms**

##### **a) Assignment and Subcontracting**

The successful Proposer may not sell, subcontract, assign or otherwise transfer its interest in the project without the prior written approval of the Authority.

##### **b) Indemnification**

By submitting a Proposal, the successful Proposer hereby agrees to indemnify, defend and hold harmless the Authority, the State of Georgia and its departments, agencies and instrumentalities and all of their respective officers, members, employees and directors (hereinafter collectively referred to as the "Indemnitees") from and against any and all claims, demands, liabilities, losses, costs or expenses, including attorneys' fees, due to liability to a third party or parties, for any loss due to bodily injury (including death), personal injury, and property damage, including but not limited to intellectual property claims, arising directly or indirectly from the submission of the Proposal hereunder by the Proposer or its agents, employees, associates, subcontractors or others working at the direction of Proposer. This indemnification obligation survives beyond the submission date of the Proposal and the dissolution or, to the extent allowed by law, the bankruptcy of the Proposer. This indemnification applies where the Indemnitees are partially responsible for the situation giving rise to the claim, provided however, that this indemnification does not apply to the extent of the sole negligence of the Indemnitees.



The Georgia Attorney General has determined that public agencies cannot enter into agreements indemnifying contractors, vendors, or any other entity against third-party claims.

**c) Warranties**

If the agreement is a result of a bidding process, such as an RFQ or RFP, the JIA does not allow vendors to disclaim warranties. The rationale is that a purchase resulting from a competitive process should provide for specific products or services to be provided to the JIA to fit a particular need/purpose. To allow a vendor or contractor to disclaim a warranty of fitness in such a case would defeat the competitive process.

**d) Damages: Unliquidated Damages, Litigation Costs, or Attorney's Fees**

We cannot agree to pay unliquidated damages, attorneys fees, or litigation costs.

**e) Taxes, Interest, Penalty Fees, Late Payment Fees, Cancellation Charges**

The JIA does not agree to pay interest, late payment, or cancellation charges. This policy stems from an opinion of the Attorney General that such charges are in the nature of a penalty/gratuity which the State is constitutionally prohibited from paying.

The State is exempt from most taxes and generally will not agree to contract language which requires the payment of taxes. The JIA will not agree to reimburse the contractor for the payment of taxes. However, the JIA may agree to language that states that JIA "will pay taxes lawfully imposed upon it" if it is in its best interests to so agree.

**f) Waivers of jurisdiction and service: laws of another state: arbitration**

Under Georgia's constitution, the Attorney General is the State's attorney for all purposes – including, especially, management of litigation. The JIA cannot usurp his or her authority by agreeing in advance to control the way litigation would be managed in the event of a dispute. We cannot agree that we would submit to the laws or jurisdiction of another state, that we would waive formal service of process, or to binding arbitration. It doesn't mean that we would absolutely refuse to arbitrate a dispute if one arose; it simply means that decisions of that nature are reserved for the Attorney General and we cannot sign a contract that would usurp his or her constitutional authority. However, we are always willing to consider mediation as a non-binding dispute resolution alternative.

Furthermore, venue for any action or dispute arising in contract shall be proper in Superior Court, Fulton County, Georgia. O.C.G.A. § 50-21-1(b).

Finally, any contract with State entities shall be construed in accordance with the laws of the State of Georgia, without giving effect to the conflict of laws provisions.

**g) Waiver of Liability**

The JIA does not have the authority to prejudice the rights of the State to sue or otherwise enforce a contract by agreeing to a limit on or waiver of liability.

## **1.9 Confidentiality of Trade Secrets**

In accordance with Georgia law, the following shall apply to any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to the Authority. An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 of the Official Code of Georgia Annotated (O.C.G.A.). If such entity attaches such an affidavit, before producing such records in response to a request under this article, the Authority shall notify the entity of its intention to produce such records as set forth in this paragraph. If the Authority makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the Authority makes a determination that the specifically identified information does constitute a trade secret, the Authority shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure.

Each Proposer is required to keep the contents of their proposal confidential once it is submitted until the award to the successful Proposer. Releasing any information regarding the proposal to third parties or the media prior to the conclusion of the selection process will be immediate grounds for the Authority to reject the proposal as non-responsive.

## **1.10 Right to Protest/Proposal Challenges**

- a)** Proposers to this RFP are required to respond at their own risk and expense. By responding to this RFP, Proposers acknowledge, understand and accept the Authority's Reserved Rights set forth above.

### **b) Filing of protest**

1. Subject of protest – Any Proposer may file a Protest on any phase of the solicitation, request for proposal, or award process, including but not limited to specifications, solicitation, contract language, evaluation criteria, or award.
2. When a protest is filed, it shall be made in writing to the Executive Director of the Authority and shall be filed in duplicate within 10 days after the Protestor knew or should have known of the facts giving rise thereto. Provided, however, that Protests concerning specifications, evaluation criteria, or other matters pertaining to the solicitation document shall be filed no later than five days prior to the Proposal Submission Deadline Date. A protest is considered filed when received by the Executive Director at the offices of the Authority. Protests which are not filed in a timely fashion as set forth above shall not be considered.
3. Form of Protest – All envelopes containing protests shall be labeled "PROTEST." A written protest shall include as a minimum the following:
  - a. The name and address of the Protestor.
  - b. The signature of the Protestor or its representative. The Protestor must be authorized to act on behalf of the Proposer.
  - c. Appropriate identification of the solicitation document, and if a contract has been awarded, its number.

- d. A statement of reasons for the protest.
  - e. Supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time; in which case the expected availability date shall be indicated. If a future expected availability date is given, the Protestor should supplement the Protest when the additional materials become available and should indicate on the materials submitted that they are "supplemental" and also indicate whether the submission of the materials constitutes the final submission of materials for the Protest (unless requested to submit additional materials by the Executive Director or Authority). Provided, however, that the Executive Director shall not be prohibited from making a decision on a Protest prior to receipt of final Protest materials from the Protestor.
  - f. The form of relief requested.
4. All protests should be mailed to the Executive Director or delivered by hand to the following address:
- Executive Director  
Jekyll Island Authority  
100 James Road  
Jekyll Island, GA 31527

**c) Stay of Procurement During Protest**

When a Protest has been filed in a timely fashion and before an award has been made, the Authority shall make no award of a contract until a final decision has been issued, unless the Authority makes a written determination that the award of the contract without delay is necessary under the circumstances to protect the interests of the Authority.

**d) Information on Protests**

The Executive Director or the Authority shall, upon written request, make available to any interested party, information submitted that bears on the substance of the Protest except where such information is permitted or required to be withheld by law or regulation.

**e) Decision on Protests**

1. The Executive Director shall review all information submitted with the Protest, including any additional information requested from the Protestor, and shall issue a written decision on the protest as expeditiously as possible after receiving all relevant requested information.
2. Available remedies – If the Executive Director determines that the Protest is valid, the Executive Director shall determine the appropriate remedy. Available remedies include but are not limited to the following:
  - Modification of the solicitation document and extension of the solicitation period
  - Cancellation of the solicitation
  - Cancellation of the selection or award of contract

#### **f) Appeal to the Authority**

1. If a Protest is denied by the Executive Director or his or her designee, the Protestor may make an appeal to the Authority within 5 days after the denial by the Executive director or his or her designee.
2. No appeal will be considered if the Protestor has not first filed a Protest with the Executive Director and received a decision.
3. An appeal shall contain all information included in the original protest together with the decision of the Executive Director or his or her designee and all other information relevant to the basis for the appeal.
4. The envelope containing an appeal shall be marked "PROTEST APPEAL" and shall be mailed or hand delivered to the following address:

Executive Director  
Jekyll Island Authority  
100 James Road  
Jekyll Island, GA 31527

5. While a Protestor may request a hearing before the Authority for an appeal, it shall be within the discretion of the Authority to determine if a hearing is granted.
6. The Authority shall have 30 days after an appeal is filed or a hearing is held whichever is later to make a decision on a protest appeal. This period may be extended for good cause for a reasonable time not to exceed 30 days, barring extraordinary circumstances justifying a longer extension, including, but not limited to, such events as hurricanes.
7. The Authority's decision shall be in writing and shall be sent to the Protestor.
8. The decision of the Authority shall be final and no further appeal to the Authority will be allowed.

#### **g) Costs**

In no event shall a Protestor be entitled to recover any costs incurred in connection with the protest of a solicitation, including bid or proposal preparation costs, protest preparation costs, or attorney fees.

#### **h) Exclusive Remedy**

This Procedure shall be the exclusive method for asserting a claim against the Authority arising out of or relating to any procurement conducted by the Authority.

## **SECTION 2 PROJECT BACKGROUND**

### **2.1 The Jekyll Island Overview**

From our sprawling beaches to our historic ruins, Jekyll Island is a beautiful blend of serenity and discovery. Situated within the chain of the Golden Isles, we're just a few miles from St. Simons Island, Sea Island and Brunswick. As a State Park, Jekyll Island is a coastal haven where nature and humans peacefully co-exist.

From the moment you see our turtle crossing signs, you'll know you've arrived somewhere special. A canopy of live oaks will draw you in. Stories of lavish lawn parties will pique your curiosity. Driftwood skeletons will forever be etched in your memory. Whether it's through an ancient maritime forest or along our newly updated oceanfront promenade, every path leads to a unique experience you'll only find here.

From the early Native Americans to guests from around the world, the story of our island has been captivating the imaginations of explorers for generations. In 1733, General James Oglethorpe named Jekyll island in honor of Sir Joseph Jekyll, his friend and financier from England. In the late 1800s, Jekyll island became an exclusive hunting club for families with names like Rockefeller, Morgan, Vanderbilt, Pulitzer, and Baker. The once private retreat is now part of The Jekyll Island Club National Historic Landmark District, one of the largest preservation projects in the southeast.

In 1947, the Governor and the Georgia state legislature established Jekyll Island as a State Park. Today, the island is a special sanctuary for each of us and the Jekyll Island Authority is proud to protect, preserve, and share our island's history.

The Jekyll Island Authority is an agency of the state, governed by a board of directors, that is charged with operation and management of Jekyll Island which is wholly owned by the State of Georgia.

The Jekyll Island Museum is a Department of the Jekyll Island Authority created to preserve the history of the island and present it to the public. The museum manages the Jekyll Island Club National Historic Landmark District, consisting of 34 nationally significant historic structures and associated landscape. With more than 50,000 annual visitors, the Jekyll Island Museum preserves the island's historic sites, structures, and artifacts for the future, while providing dynamic educational exhibits, special events, and activities sharing the stories of this island with all ages in the present day.

## **2.2 Hollybourne Cottage**

This project is your chance to become part of the history of this special island. Hollybourne Cottage, built for the Maurice family in 1890, is one of the oldest historic buildings in the Jekyll Island Club National Historic Landmark District. It provides a unique opportunity to help tell Jekyll Island's story and engage visitors in the preservation and conservation of this Island.

Charles Stewart Maurice was a founding member of the Jekyll Island Club, a gilded age vacation retreat. The Jekyll Island Club, with its cottage colony and Queen-Anne style Clubhouse, was viewed as a little paradise, where Club Members pursued a life of elegant leisure. America's leaders came together at this island getaway to secure an escape from the demands of their everyday lives and participate in activities like hunting, golfing, tennis, horseback riding, bicycling, picnicking, and motoring.

Charles Stewart Maurice and his wife Charlotte dearly loved Jekyll Island, and their large family vacationed at the Jekyll Island Club throughout its existence. From 1890 until 1942, Hollybourne Cottage was the Maurice family's home away from home. They were one of the first families to build a cottage at the Club in 1890 and stayed on the island until the very end of the Club Era.

Hollybourne's imaginative architecture reflects the professional talent of the Maurice family patriarch. Charles Stewart Maurice was a successful bridge builder and used his knowledge of bridge-building techniques to create a cottage unlike any other.

As a partner of Kellogg & Maurice and the Union Bridge Company, Charles Stewart Maurice helped to construct many road and railway bridges that became part of the historic fabric of their communities. By the time Maurice retired in 1895, he had helped traverse many of the nation's major waterways and had been instrumental in the construction of major landmarks around the country.

Hollybourne Cottage is one of his many unique creations. The fabulous 12,600 square-foot vacation retreat was designed to be an architectural wonder of its own. Designed by architect William H. Day and owner Charles Stewart Maurice in 1890, Hollybourne is comprised of several styles not often combined. It is also uniquely engineered, incorporating bridge engineering techniques, such as suspension trusses and stepped piers. Hollybourne is also the only Club Cottage to be built of tabby, a local building material created from a mixture of lime, sand, oyster shells, and water.

In its original condition, the vacation retreat was a much-loved haven for Mr. and Mrs. Maurice, their nine children, and a large household staff. The Maurice family made an annual pilgrimage to Jekyll Island, where they enjoyed a whirlwind of entertainments and explored the island's simple pleasures. Their love of the island led to extended stays – some years arriving as early as Christmas and remaining through Easter.

Mr. Maurice and his wife shared a passion for the natural and cultural history of the island. Mr. Maurice was considered an expert on the island's wildlife and both he and his wife were known as the island's early historians and preservationists. The family also documented the home and their time on Jekyll through photographs, diaries, and inventories that have provided incredible insight into life at the Jekyll Island Club.

## **2.2 Current Condition of Hollybourne Cottage**

Today, Hollybourne Cottage remains a diamond in the rough, with ongoing efforts to preserve the structure. Because of its state of disrepair and technical preservation challenges, the Jekyll Island Authority has never placed Hollybourne into active use. Hollybourne is currently the only remaining cottage from the time of the Jekyll Island Club that remains to be fully restored, and the elegant tabby home is not typically open to the public.

Through the combined preservation efforts of the Jekyll Island Authority, professional contractors, field school students, and a dedicated team of volunteers, this historic structure has undergone remarkable progress in recent years. Along with progress towards the stabilization of the building come pressing decisions regarding the optimal levels of conservation, restoration, or preservation needed to make the space a viable structure for public engagement and active daily use.

The current condition of Hollybourne Cottage can be determined by scheduling a site visit in person. It is understood that additional structural modifications will be necessary to prepare the building for permanent exhibits and public access and to meet current building codes.



## **SECTION 3 SCOPE OF SERVICES**

### **3.1 Hollybourne Cottage Exhibit Concept Design Project**

The objective of this RFP is to develop an exhibit design plan in preparation for opening Hollybourne Cottage to the public on a permanent and ongoing basis for the first time. Ultimately, it is the goal of the Jekyll Island Authority to place Hollybourne Cottage into active use as a part of the preservation and interpretive programs within the Jekyll Island Club National Historic Landmark District.

The JIA seeks to acquire the services of a museum exhibit planning and design firm, with a proven track record and experience interpreting historic structures, to develop an exhibit concept design plan to transform Hollybourne Cottage into a dynamic and engaging learning opportunity for visitors to Jekyll Island and students of all ages.

### **3.2 Conceptual Plan:** The conceptual plan for the project should:

- (i) Review existing conditions and existing research.
- (ii) Conduct a workshop to develop the approach to interpretation for the historic structure and exhibits. Establish basic interpretive goals, themes, storylines, and visitor experience scenarios.
- (iii) Weave themes and messages into a cohesive exhibit narrative that reflects the family that considered this island residence home, the staff that helped to maintain it, the unique design of the cottage, and extensive preservation efforts to save the building.
- (iv) Provide a conceptual floor plan, addressing visitor and thematic flows and exhibit placement. Recommend historic preservation objectives based on the suggested use of space.
- (v) Prepare concept sketches of exhibit elements that show the look, feel, and overall character of the exhibits to convey the storyline, goals, and objectives of the exhibit space.
- (vi) Provide a rough estimate of the cost to further develop these exhibits, including preservation costs and design, fabrication, and installation costs. Provide suggestions for a phased implementation of the proposed exhibit concept design.
- (vii) The final deliverable will be a polished and professional exhibit concept plan, including narrative and concept drawings. This final product will be used to plan and acquire funding for the next phases of the project, including focused historic preservation efforts and the design, fabrication, and installation of proposed exhibits.
- (viii) Several on-site meetings will be necessary for research, workshops, reviews, and final project presentations.

### **3.3 Usable Space Allowed for Construction and Exhibits**

Hollybourne Cottage is a historic structure located within the Jekyll Island Club National Historic Landmark District, and the exterior surface may not be altered unless authorized by the Director of Preservation of the State Historic Preservation Office. The possibility of interior structural modifications will be vetted by the Jekyll Island Authority in consultation with the State Historic Preservation Office.

### **3.4 Design Principles Ensuring ADA Compliance**

Vendors must ensure full compliance with the applicable provisions of Title II of the Americans with Disabilities Act as well as incorporate universal design principles into the project so that the broadest range of individuals with disabilities will be able to fully experience the museum's offerings, including its exhibitions, programs, special events, publications, and videos.

## **SECTION 4**

### **PROPOSAL FORMAT**

**4.1 To be considered responsive, the proposal must respond to all requirements of this portion of the RFP.** Any other information you believe to be relevant, but not covered in this section should be submitted as an appendix to your proposal. Please include sections in your proposal which correspond to the following major categories. The proposal must include the items set forth below.

#### **4.2 Cover Letter**

Please include in your cover letter a summary of your firm, including key members of your team, and identify and include the contact information and email addresses, for the principal contact/project director from your firm for this project and the individual authorized to negotiate on behalf of your team.

#### **4.3 Statement of Project Understanding**

Briefly describe the concept and scope of your proposed project and explain why your proposal is the best approach.

#### **4.4 Other Proposal Deliverables**

In this section of your response please include information in the following subsections:

- b) **General Background and Experience:** Describe the background, history, and core competencies of your design team members as they relate to this project.
- c) **Relevant Projects:** Describe three recent projects in detail which you and other members of your design and construction team have done (jointly or apart) which would be most relevant for this RFP. Please include in your description/profiles information on:
  - (i) Project name and location
  - (ii) Start date and completion date

- (iii) Project scope
  - (iv) Project costs
  - (v) The role of all partners in the project - Identify the person with primary management responsibility for the successful completion of the project.
  - (vi) Design renderings and photos of completed project components
  - (vii) Contact information for project references who can speak knowledgeably about your involvement
- d) **Resumes of Key Principals:** Please include resumes of the key personnel of the firm who will be leading and/or involved in this project. If any subcontractors are specifically identified in the proposal include the names of these companies and the resumes of key principles.
- e) **Budgeting:** Proposals responsive to this request should submit a preliminary budget that includes all costs required to complete the proposed scope of work.
- f) **Development Schedule:** A detailed schedule that outlines the proposed project timeline from contract initiation through project completion.

#### 4.5 Substantive Nature of Proposals

Proposals which do not provide substantive information or are incomplete will be considered non-responsive. Proposals will be deemed as non-responsive which are general in nature or do not incorporate the terms and requirements outlined in this RFP.

#### 4.6 Evaluation and Selection Process

The Authority will form an evaluation team to initially review and evaluate the submitted proposals. Based on this review, the proposals will first be evaluated as either "responsive" or "non-responsive". Proposals determined to be non-responsive may be eliminated from further consideration at this point. The proposals will then be evaluated for content and ranked in accordance of their merits. The evaluation team may recommend interviews with up to five (5) finalists. Those proposals not achieving finalist status will be eliminated from further consideration.

The evaluation team may interview selected Proposers to clarify specific matters presented in their proposals, and as part of this process may request the submittal of additional information clarifying the issues discussed. The evaluation team will use the information gained during these discussions, along with information presented in the proposals, to rank the proposals. The following factors will, at a minimum, be considered during the evaluation process:

- a) The qualifications of the project team including a demonstrated solid track record working with museums, historical research, interpretation, exhibit design, and historic structures.
- b) The quality and completeness of the proposal package;
- c) Demonstrated understanding of Jekyll Island and the importance of this project to the overall success of Jekyll Island's National Historic Landmark District.
- d) The quality of interview presentation and response to questions from interviewer;

- e) Proposer's commitment and capability to work expeditiously and collaboratively with the JIA to implement the project.

The responsive proposals will be ranked according to the above criteria and recommendations will be made to the JIA Board for consideration.

The Authority will be solely responsible for the final selection of the successful Proposer. Upon selection of the successful Proposer, the Authority will immediately enter into negotiations to finalize the contract terms.

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**MEMORANDUM**

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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
NOEL JENSEN, CHIEF OPERATIONS OFFICER  
**SUBJECT:** EMERGENCY REPAIRS OF STORMWATER PUMPS  
**DATE:** 2/12/2020

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During routine maintenance on stormwater pumps that drain rain accumulation from the neighborhood area of St. Andrews on the south end of Jekyll Island it was determined that one of the two pumps was disabled and cannot be repaired. The remaining pump is also showing signs of failure. The existing pumps have been in service for about 12 years and their useful life is typically 10-15 years under normal conditions. Without these pumps heavy rainfall can accumulate and create a potential flooding hazard on Macy Lane, Rockefeller Lane and St. Andrews Drive.

Staff hereby requests emergency capital expenditure from water/wastewater reserves of \$17,364.00 for replacement of these two stormwater pumps.

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**MEMORANDUM**

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**TO:** COMMITTEE  
**FROM:** MARIA HUMPHREY, LEASE MANAGER  
**SUBJECT:** AMENDMENT TO SECOND REVISED AND RESTATED GROUND LEASE OF PHASE III AND SH LAND, 90 S. BEACHVIEW DRIVE  
**DATE:** 2/10/2020

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**BUSINESS LEASE SUMMARY**

**LESSEE:** LNWA DEVELOPERS, LLC  
**ADDRESS:** 90 South Beachview Drive

Jekyll Island Authority and LNWA Developers, LLC entered into a Second Revised and Restated Ground Lease on January 1, 2017, which combined the Springhill Suites parcel and, after a donation to the Authority for public use, acreage from the Revised Phase III Land, for a combined total acreage of 6.892 acres (the “Current Lease”).

**Second Amendment to the Second Revised and Restated Ground Lease**

- To combine the legal description of Parcel A, 2.367 acres, and Parcel B, 4.645 acres, into one legal description, which totals 6.892 acres more or less.

Note: This parcel is currently combined and identified on the Glynn County GIS website and through the Tax Accessor’s Office as Parcel 06-00436 because the two parcels are under the same Lease. This amendment will match the current Glynn County records by making it one legal description instead of two separate legal descriptions. The area of land being defined remains the same and no land is being added or taken away.

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The Jekyll Island State Park Authority (JIA) committees met in Public Session on Tuesday, January 28, 2020 at the Jekyll Island Convention Center.

Members Present: Joseph B. Wilkinson, Jr., Chairman  
Bob Krueger, Vice Chairman  
Bill Gross, Secretary/Treasurer  
Dale Atkinson  
Glen Willard, via Teleconference  
Mark Williams, via Teleconference  
Buster Evans, via Teleconference

Members Absent: Trip Tollison  
Joy Burch-Meeks

Key Staff Present: Jones Hooks, Executive Director  
Noel Jensen, Chief Operations Officer  
Dennis Gaily, Director of Public Safety  
Marjorie Johnson, Chief Accounting Officer  
Melissa Cruthirds, General Counsel  
Jenna Johnson, Human Resources Director  
Kate Harris, Marketing Director  
Cliff Gawron, Director of Landscape and Planning  
Spencer Brookman, Director of Golf  
Rob Mahon, Georgia Sea Turtle Center General Manager  
Maria Humphrey, Lease Manager  
Michelle Webb, Executive Assistant

Various members of the public, JIA staff, and press were present.

Chairman Wilkinson called the committee sessions to order at 9:33 a.m., introduced those participating via teleconference, and a quorum was established.

### **I. Jekyll Island Foundation**

A.) Ms. Dion Davis, Executive Director introduced various Jekyll Island Foundation members present.

B.) Ms. Davis provided a PowerPoint presentation about the Jekyll Island Foundation. This update included the financial history showing a 3.3% return on JIA investments and monies paid out during specific campaigns. She concluded her presentation by showing photos from successful JIF fundraising and events.

### **II. Historic Preservation/Conservation Committee**

A.) Mr. Carswell spoke about Sustainability Initiatives and an Island Wide Waste Assessment. This assessment will be in partnership with Dr. Jenna Jambeck of the University of Georgia. Mr. Carswell introduced the Board to some of Dr. Jambeck's work and expertise which included both international work and, a mobile application called the Marine Debris Tracker which is highly utilized by the Georgia Sea Turtle Center. Over the next year, Dr. Jambeck and her team will be completing a comprehensive waste assessment study called a Circularity Assessment Protocol (CAP). Not only will this provide a baseline of waste on the island but will also direct potential improvements.

Ms. Jackie Becker of Jekyll Goes Green stated this new group's mission is to educate residents and guests about reducing the use of plastic waste, replacing disposable items with reusable, and recycling. They are partnering with both JIA and the Georgia Sea Turtle Center in their efforts. They are sponsoring a reusable shopping bag design contest with local schools and had worked with island restaurants regarding takeout boxes and plastic straws. Furthermore, they are working with an artist on St. Simons Island to create a sea turtle sculpture from marine debris. They hope to raise awareness of marine debris with this project. Furthermore, the group has been in contact with Waste Management to better understand the local recycling process.

Mr. Richard Chewning the Center Director of Camp Jekyll spoke about their recycling program. Since opening three years ago, they have been working to implement and improve the gathering and sorting of recyclables. He described the camp's multifaceted solutions which include education of campers and counselors, hand sorting collected recyclables to limit contamination, and the use of a single stream compactor. In the future they are looking to expand their recycling collection to the soccer fields as well investigating composting.

Mr. Krueger commented that, as compared to the rest of Georgia, Jekyll had much cleaner roadways.

Mr. Wilkinson stated how proud he was of Jekyll and these organizations for their wonderful work.

Dr. Al Tate spoke during public comment. He was concerned about the work done on the causeway by Georgia Power in the new powerline installation project. The land where the new poles was razed. The poles have been moved to avoid the bird heronry, but he stated that three 20-foot swathes had been cut into the heronry, which are used this time of year for nesting. He asked that Georgia Power stop this cutting and JIA consider monitoring birds on the island to better protect them.

### **III. Finance Committee**

A.) Finance Committee Chair Bill Gross summarized the December Financials as presented in the published packet. He noted that December's financials were great, particularly considering the considerable amount of rain the island received for the month.

B.) Noel Jensen, Chief Operations Officer, explained that the Surf Lagoon Water Park in Pooler, GA had closed for business reasons in March of 2019. JIA had been in touch with the owners of the property and had used maintenance funds to buy needed items such as shades, tables, and chairs. Additionally, the Surf Lagoon Water Park owners asked if JIA would like to purchase a four-slide complex for \$100,000 which would be worth \$1.2 million dollars installed. The slide has been inspected and is in great shape. The price for dismantling and transporting the slide to Jekyll would total \$68,000. If purchased, this slide would be installed after the completion of the 2020 season. Then in fiscal year 2021, an additional budget request of \$320,000 would allow the slide to be installed and become operational. In all, a \$480,000 investment for a \$1.2 million-dollar slide. Mr. Hooks stated negotiations were ongoing for this purchase. Also, this slide, if added would fit within the current waterpark footprint, scheme, and design. Mr. Jensen stated this deep discount stemmed from the owner's desire to turn the former water park property into hotels, which could not begin construction till the slide complex was moved.



Mr. Gross complemented the JIA staff's efforts in recycling and reusing this slide. Mr. Krueger clarified that if acquired, this slide would be a new feature, not replace any existing amenities at the park. Mr. Jensen stated this was correct. This slide would fit contiguous with an existing slide which is also 40" height, using the same tubes and same sized body slides. Mr. Wilkinson had Mr. Jensen clarify the timeframe of this project, which would potentially open in the summer season of 2021.

Mr. Krueger moved to approve the Pooler Slide Acquisition (project) for \$168,000 passed unanimously. The motion was seconded by Mr. Atkins. The motion was unanimously approved.

C.) Dennis Gailey, Director of Public Safety presented a proposed Fire Truck Grant (1974 Firetruck) to Horse Creek Georgia Volunteer Fire Department in Exchange for Support in Time of Future Need. Mr. Gailey stated the fire truck in question had been donated in 2005 to the JIA and primarily used as back-up and for several of the brush fires on the island. Last year, Glynn County donated a newer engine to Jekyll Island, which was currently receiving the final touches of refurbishment. Therefore, the JIA Fire Department would like to grant the 1974 fire truck in question to a fire department in need.

Mr. Krueger asked the location of Horse Creek Volunteer Fire Department. Mr. Gailey stated it is located between Lumber City, Georgia and Jacksonville, Florida. The Horse Creek VFD had inspected the truck. It is a very small department, rural, and dependent on donations. Mr. Gailey stated the Jekyll Island Fire Department would be delighted to grant this donated truck to Horse Creek for further use. Mr. Krueger and Mr. Hooks commented about the age of the truck.

Mr. Atkins moved to approve the fire truck grant to Horse Creek Georgia Volunteer Fire Department in exchange for support in time of future need. The motion was seconded by Mr. Krueger. The vote was unanimously approved.

There was no public comment.

#### **IV. Human Resources Committee**

A.) No Report

#### **V. Marketing Committee**

A.) Ms. Kate Harris reported to the Board about the Marketing Department. The new Group Activity Guide was available to meeting planners interested in promoting unique opportunities for conventions and group meetings. She highlighted several new and returning groups that will be meeting at the Convention Center. She stated the Marketing and Sales Departments are intensifying fam trips, including several upcoming international. Ms. Harris drew the Board's attention to digital statistics available in the blue folders highlighting Jekyll's digital successes and tactics moving forward. Furthermore, she highlighted Jekyll's presence in news media, and a recent article in Travel and Leisure. Next, Ms. Harris showed the Board photos of new golf carts and museum trollies. Finally, she highlighted the newly complete entrance sign.

There were no questions or comments from the Board or the public.

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## **VI. Legislative Committee**

A.) No Report

## **VII. Committee of the Whole**

A.) Mr. Troy Vincent started the Golf Master Plan update and presentation by thanking the Board. He stated that along with this presentation for Board, he would also be presenting the same slides and concepts in a public session later in the afternoon. He then introduced his team and partnering firms. He reviewed the Golf Master Plan process to date and spoke to the Golf Course Site Analysis of the current golf conditions on Jekyll Island they had produced, as well as the previous public input and study. Mr. Vincent spoke to the current degraded state and expired life spans of many of Jekyll golf courses, despite excellent work from staff.

He also highlighted the current substantial financial subsidy of \$615,000 from JIA to run the golf courses, as opposed to the possibility of the golf course making profits. Mr. Vincent felt that reductions in golf were in order and would be explored by his team. Mr. Hooks then spoke further about the Assessment available in the meeting packet. Mr. Vincent stated in several examples, that while the courses are still playable, they are noticeably aged and in poor condition. He stated the Pond and Company had identified fresh and saltwater features that could benefit from changes. He read out loud the mission statement for the Golf Course Master Plan.

Trends he is recommending include enlarged and re-orientated practice areas and a shorter, a par 3 executive course. However, he assured the Board the Dunes course would remain, and be restored.

Mr. Vincent emphasized that while he had met with the JIA briefly, he had not been given strong directives to the envisioned outcomes from the Authority. His team had been allowed total flexibility. Furthermore, the designs to be shown today had not been seen by the Authority.

Mr. Atkins asked if secondary revenues from golf had been considered, and Mr. Hooks and Mr. Vincent answered that secondary financial impacts were noted in a previous study.

Mr. Vincent and his team then unveiled four design concepts which alter the current golf courses in several ways, looking for efficiencies, reorganizing play, and overall decreasing the amount of golf available. Land from the eliminated holes would be reused in new ways such as additional conservation, recreation, or development. Each design was reviewed in both concept and by measurements and numbers. Mr. Vincent stated that all four proposal were just concepts with “puzzle pieces” that could be moved and re-arranged within the existing 697 golf acres.

Mr. Vincent finished his presentation with design concepts featuring more native plants, and less maintained turf which would translate into savings in maintenance and irrigation. Furthermore, JIA may consider using gray water or aquifer water for irrigation. Mr. Vincent concluded by requesting feedback from the board and reminded the public about the afternoon session.

B.) Melissa Cruthirds, General Counsel stated the second reading and possible adoption of #O-2019-5, Amendment to Sec. 18-16(e), Penalty for Pet Violations (Clerical Correction) was a requested correction to a scrivener's error citing an incorrect sub-paragraph in code. The motion to adopt ordinance #O-2019-5, amendment to Sec. 18-16(e), Penalty for Pet Violations (clerical correction) as recommended by staff was made by Mr. Krueger and seconded by Mr. Atkins. The motion passed unanimously.

C.) Ms. Cruthirds stated resolution – #R-2020-1, Fine Schedule stemmed from a request from the Magistrate Judge in Glynn County who has initial jurisdiction over Jekyll Island for code violations. Judge Harrell requested a fine schedule. Mr. Cruthirds emphasized that the fines listed in this resolution were not new, but a summary of fines currently listed in code. Mr. Kruger moved to adopt resolution #R-2020-1, Fine Schedule as recommended by staff. It was seconded by Mr. Gross. The motion passed unanimously.

D.) Ms. Marjorie Johnson, Chief Financial Officer, explained Resolution - #R-2020-2, new bank account for OneGeorgia Grant and signatory update of Ameris accounts would authorize the opening of a new account with JIA's current financial institution, Ameris Bank, to deposit grant monies from OneGeorgia awarded to help with the completion of the revetment project. The OneGeorgia grant requires a separate, noninterest-bearing account for the deposit of grant funds. Mr. Gross moved to adopt resolution #R-2020-2, new bank Account for OneGeorgia Grant and signatory update of Ameris accounts. It was seconded by Mr. Adkins. The motion carried unanimously. Ms. Johnson further explained that the bank resolution document defines the signatories on all Ameris Bank accounts. The new list of signatories would be: Jones Hooks, Executive Director; Jennifer Johnson, Director of Human Resources; Noel Jensen, Chief Operations Officer; and Kate Harris, Senior Director of Marketing. The motion was made by Mr. Krueger and seconded by Mr. Adkins. In discussion, Mr. Hooks clarified that when one signature changes, the bank requires an updated resolution for all signatories. The motion carried unanimously.

E.) During the Executive Director's Report, Mr. Hooks directed the Board's attention to the Projects Update available in their blue folders. He highlighted from this report photos from the Marriot Courtyard / Residence Inn project.

Mr. Hooks updated the Board the previous RFP #358 for Records Management approved by the Board had not received as many responses as anticipated. Therefore, in consultation with the State, the deadline had been extended. Board consideration is anticipated at the February Board meeting.

Mr. Hooks stated beach crossovers are the final phase of the revetment project. He stated the crossover construction will be phased contingent upon available funds. American with Disabilities Act (ADA) access ramps will be constructed where possible.

Mr. Hooks announced to the Board the JIA's participation in the StormReady program the and recognized the significant work Mr. Reid Trawick and Mr. Yank Moore had done. This positively effects the island's National Flood Insurance grading, but furthermore verifies the island's preparedness for storms. Mr. Hooks stated his pride in this accomplishment and the Board gave the staff a round of applause.

In other operations comments, Mr. Hooks stated the Water/Wastewater Department has been selected as one of the locations in Georgia to be granted a waiver from the Environmental Protection Agency from constant monitoring to periodic monitoring due to the completeness and quality of reports submitted.

Additionally, the new 2019 Progress Report was presented.

Mr. Hooks showed a Delta Airlines Magazine highlight of Congressman Buddy Carter where the Congressman stated Jekyll Island was the best place in his state to get away from it all. Mr. Hooks stated he would express his appreciation to Congressman Carter.

Mr. Hooks reported he had met with Georgia Power and brought forward three areas of concern about damage and restoration on the causeway.

Mr. Hooks also brought the board's attention the changes and improvement at the Welcome Center gates. He stated that the new gate system was anticipated to be fully online on March 1<sup>st</sup> and encouraged board members, staff, and residence to follow the new signed procedures.

Mr. Hooks spoke with the State Department of Transportation and thanked them for the very successful lane installation at the end of the causeway on Highway 17. Another lane addition for deceleration from the south to the north is upcoming, along with paving on Highway 17 in the June/July timeframe.

The JIA has continued to work with the Georgia Department of Natural Resources on the Beach Lighting Ordinance. A preliminary briefing had been conducted with hotels on Jekyll and a public session was being looked at to occur possibly in the first two weeks of February.

The Golden Ray Unified Command was expected to release new information soon about further removal plans. The Unified Command had received excellent compliments in Atlanta to their response and concern for protecting the environment.

Finally, the Georgia Pacific Corporation had awarded the Jekyll Island Fire Department a \$4,000 grant to purchase fire equipment. Mr. Gailey was offered congratulations on the award.

F.) There were no chairman's comments.

The floor was then opened for public comment.

Bonnie Newell stated that while she was not a golfer, she would encourage the consideration of an addition of a public venue area at the lake.

Mindy Egan stated for the public that there were a number of subsidies being provided by the Jekyll Island Authority other than golf. She stated that the National Golf Foundation Report stated that public golf courses were often subsidized. Additionally, she was concerned about the readability of the projections of the proposed golf course designs at the meeting. Finally, she asked to have the board consider early public availability of the items in the Board's blue folders.

Chairman Wilkinson and Mr. Hooks assured the public that proposed golf course designs would be available on the website.

There was a motion to adjourn for a five-minute break, but it was decided to move forward with action items for consideration.

Chairman Wilkinson announced there was still a quorum.

1. Commissioner Williams moved to approve the Minutes of the December 17, 2020 Board Meeting as presented. The motion was seconded by Mr. Willard and passed unanimously.

*Finance Committee:*

2. Committee recommended approval of the Pooler Slide Acquisition (project) for \$168,000 passed unanimously.
3. Committee recommended approval of the Fire Truck Grant (1974 Firetruck) to Horse Creek Georgia Volunteer Fire Department in Exchange for Support in Time of Future Need passed unanimously.

*Committee of the Whole:*

4. Committee recommended adoption of Ordinance #O-2019-5, Amendment to Sec. 18-16(e), Penalty for Pet Violations (Clerical Correction) passed unanimously.
5. Committee recommended adoption of Resolution – #R-2020-1, Fine Schedule passed unanimously.
6. Committee recommended adoption of Resolution – #R-2020-2, New Bank Account for OneGeorgia Grant and Signatory Update of Ameris Accounts passed unanimously.

Mr. Krueger moved to adjourn; seconded by Mr. Atkins. The vote was unanimous. The meeting concluded at 11:54 a.m.

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## MEMORANDUM

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** NOEL JENSEN, CHIEF OPERATIONS OFFICER  
**SUBJECT:** OPERATIONS MONTHLY REPORT – JANUARY 2019  
**DATE:** 2/6/2020

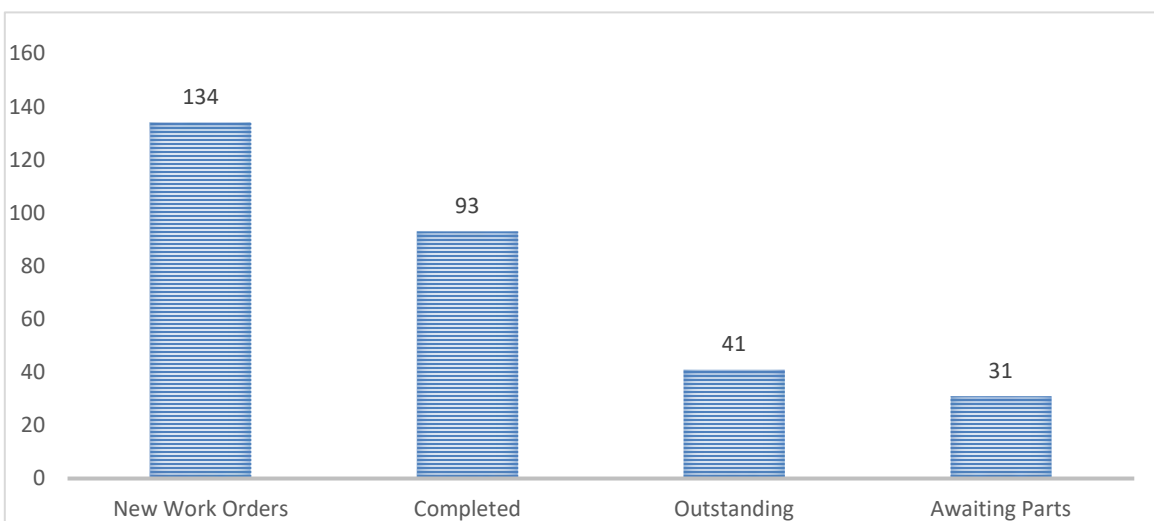
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### **PUBLIC SERVICES**

#### **January Highlights:**

- Roads and Grounds and Facilities departments removed and stored Holly Jolly tree lighting displays and tree lighting.
- Summer Waves staff began installing new shade structures for Frantic Atlantic wave pool area.
- Roads and Grounds continued winter trimming of bike paths, road shoulders and road overheads.
- Landscaping staff completed new green scape and flowers on several beds and replaced landscaping around Villa Ospo.
- Vehicle maintenance performed 100% of preventative maintenance for the month of January and has been recognized as a Tier 1 fleet for the fifth straight quarter.

### **Department Work Orders**

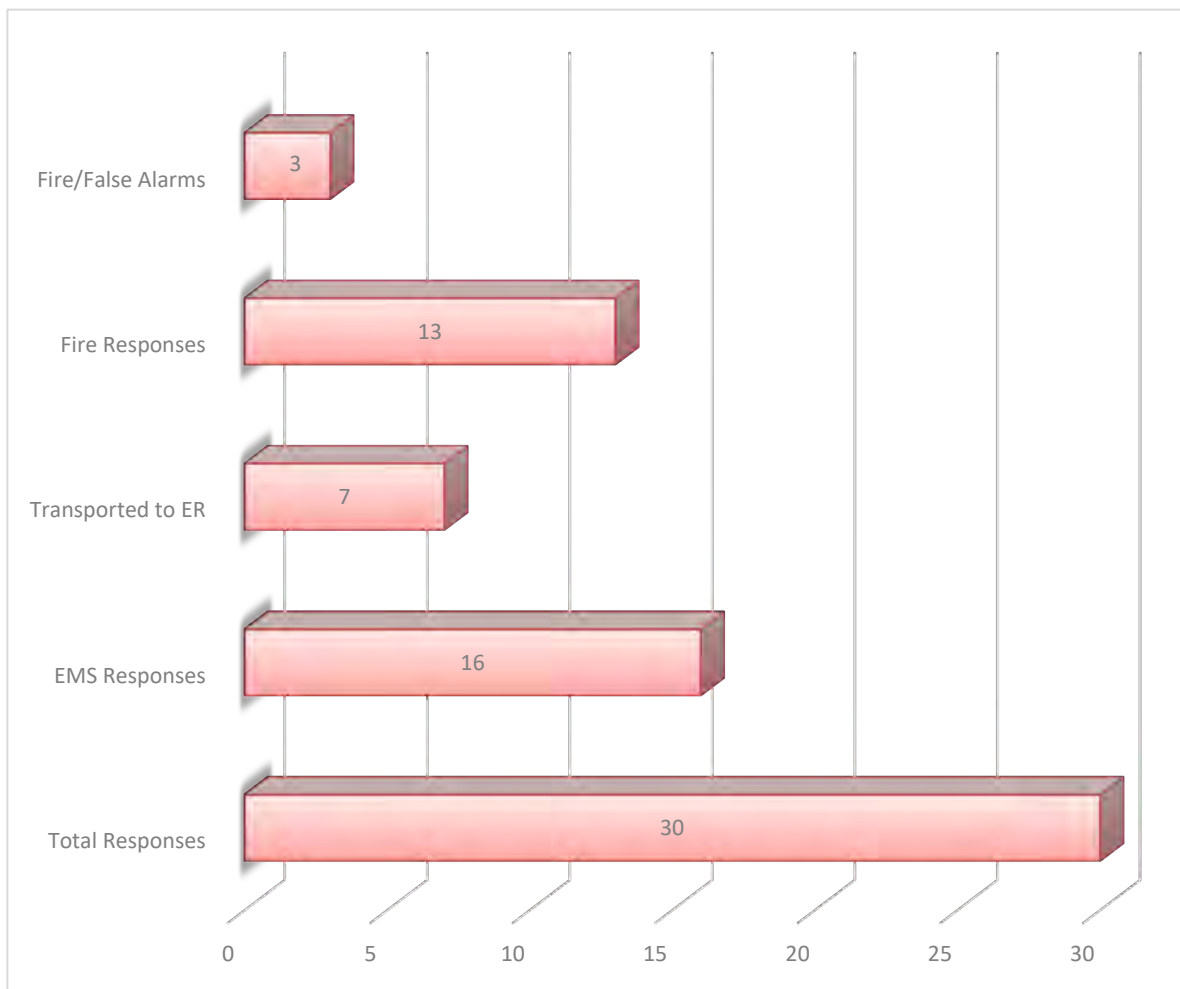


## **PUBLIC SAFETY – Fire & EMS**

### **January Highlights:**

- Completed 776 hours in staff training for the month.
- Continued follow up for ISO inspection by ISO field representative expected in early February.
- Fire Marshall performed 14 fire inspections and 4 rental inspections.
- Fire Department hosted United Way Chili Cookout raising \$3,554 for United Way.
- Performed standby duties for Glynn County EMS via mutual aid MOU.
- LEPC meeting at Glynn County EOC.

### **Jekyll Island Fire & EMS Responses**



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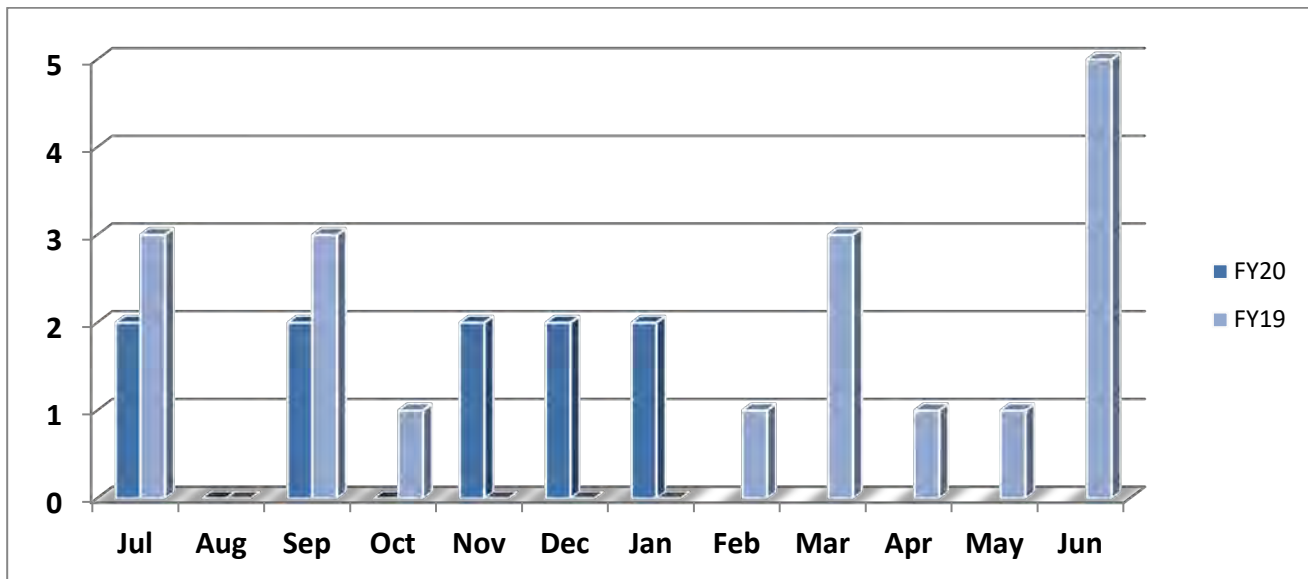
## MEMORANDUM

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**TO:** HUMAN RESOURCES COMMITTEE  
**FROM:** JENNA JOHNSON, HR DIRECTOR  
**SUBJECT:** HUMAN RESOURCES COMMITTEE REPORT  
**DATE:** 2/11/2020

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**JIA Workers Compensation Claims:** (Target goal for FY20 = 9).



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY20	2	0	2	0	2	2	2						10
FY19	3	0	3	1	0	0	0	1	3	1	1	6	19

**JIA Employee Census:** 336

Month	Full time	Part Time	Seasonal	Interns	Total Employees
Dec	176	140	5	15	336

**Recognition:**

- **Pocket Praise Kudos.....**Thank you for going above and beyond!
  - **Darek Ikhwan** with Guest Information Center
  - **Billy Lartz** with Fire Department
  - **Ryan Lucio-Simons** with Roads & Grounds



- **Retirements:**

- None

- **Meet our February Featured Employee: Yank Moore**



Yank grew up in the Golden Isles and is a 3rd generation Jekyll Island Authority employee! "My Grandfather started back in 1955 and my Dad ran heavy equipment in the late 1970's. Which is when they lived in the Dubignon Cottage, before it was restored."

With Jekyll in his blood, Yank now handles the majority of the natural water resource monitoring and restoration, shorebird monitoring, prescribed fire, and mapping activities, he also assists with a variety of other wildlife responses. Yank has also worked on the certifications to get Jekyll Island recognized as a Bike Friendly Community, a Tree City USA, and all four golf courses certified with Audubon Cooperative Sanctuary for Golf Programs!

With all of the wonderful things Yank and his team have been able to accomplish for Jekyll Island, he feels the camaraderie is what stands out to him the most. "I enjoy the collaboration with other people and departments across JIA as well as talking to visitors and residents about the island and its natural communities." When not at work you will most likely find Yank hunting, fishing, spending time with his family, playing disk golf or soccer.

We appreciate Yank and his contributions to the JIA!

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**MEMORANDUM**

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**TO:** HISTORIC PRESERVATION/CONSERVATION COMMITTEE  
**FROM:** BEN CARSWELL, DIRECTOR OF CONSERVATION  
**SUBJECT:** CONSERVATION UPDATE  
**DATE:** 2/11/2020

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**Research and Monitoring**

- The bald eagle pair that nests off the Crane Trail has been consistently seen feeding and nurturing two chicks. 2018 was the last time we confirmed more than a single chick.
- Staff participated in the annual Mid-Winter Shorebird Count, where coordination on nearly every beach in Georgia syncs up to get an inventory of overwintering shorebirds.
- Conservation Land Manager Yank Moore supported a DNR lead monitoring event for rare species of saltmarsh sparrows that routinely takes place near the mainland end of the Jekyll Island Causeway. One of the sampling areas within the Jekyll Isl. State Park boundary had been impacted by the Golden Ray fuel spill, making the information collected an important part of understanding the consequences of the Golden Ray incident.

**Management and Planning**

- We are currently finalizing the plan to install a clay liner in the two entrance ponds at the end of the causeway as you come from Hwy. 17. This will prevent excess leakage of water through the porous sand bottom and will allow us to conserve water otherwise drawn from the sensitive Floridan Aquifer,
- Staff will be working diligently this Spring with the goal of having a Conservation Plan update ready for Board consideration around the end of this fiscal year. We have contracted with Exum Associates, Inc. to facilitate stakeholder engagement with development of proposed plan updates. The original plan was comprehensive and retains a great deal of utility. Therefore, our approach is not a major re-write. Nonetheless, some important adjustments are called for that will be brought forward and vetted through a public process. Jay Exum also led the development of the current plan.

**Outreach and Leadership**

- The entire Conservation team along with members from the GSTC and Camp Jekyll provided the wildlife component for the annual Whiskey, Wine, and Wildlife Event.
- This year's Green Screen, hosted at the Ritz Theatre in downtown Brunswick, was themed around sustainability. JIA was a sponsor of the event and showed our support with a table highlighting the JIA's current efforts to improve sustainability.
- Through Yank's efforts we have been recognized with the Tree City USA Growth Award, for the first time, in recognition of JIA's significant investments in tree and forest health lead by Director of Landscape and Planning Cliff Gawron.

**Personnel and Professional development**

- Positions openings for the seasonal park rangers have been posted.

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**MEMORANDUM**

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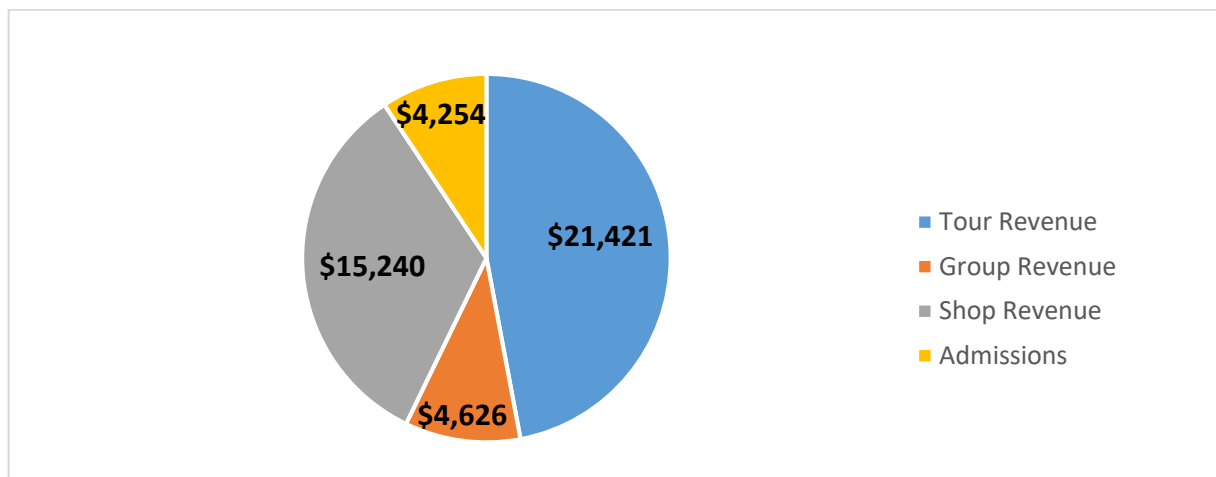


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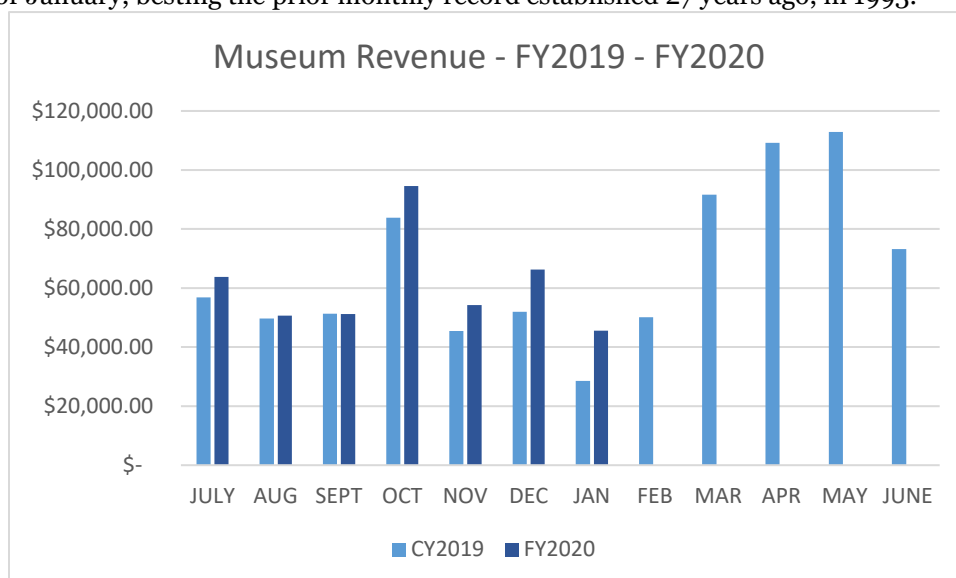
**TO:** COMMITTEE OF THE WHOLE  
**FROM:** ANDREA MARROQUIN, CURATOR  
**SUBJECT:** HISTORIC RESOURCES UPDATE  
**DATE:** 2/11/2020

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<b>Jekyll Island Museum</b>	Paid Tours:	Public:	1,065	Admissions:	1,494
		Group:	<u>308</u>		
		Tour Total:	1,373	Total Visitation:	2,867



In January, the Jekyll Island Museum bested its prior monthly records for Public Tour Revenue, Group Tour Revenue, and Gift Shop Revenue. It also earned the highest ever Total Revenue for the Month of January. With the addition of Gallery Admissions, the museum also established a new record for Total Visitation for January, besting the prior monthly record established 27 years ago, in 1993.



## Special Events

- **Jekyll Island Museum Institute (JIMI) - 20 Attended**  
The Jekyll Island Museum hosted an 8-day leadership training seminar at Villa Osposo that was attended by museum professionals from around the country. In 2020, the Jekyll Island Museum Institute celebrated its 20<sup>th</sup> year.
- **Guest Lecture – 33 Attended** – On January 30, 2020, the Jekyll Island Museum hosted historian Matthew Davis at the Mosaic Tack Room to discuss Georgia architect Charles Clusky and explore how non-regional architecture influenced building in Georgia.
- **Jekyll Island Book Club** – The museum launched a new book club, meeting for the first time in January to discuss the novel *Carnegie's Maid* by Marie Benedict. Each month the book club will feature a new book, covering a wide range of themes and genres, all with a tie to Jekyll Island.
- **Horton Bike Rides** – Mosaic, the Jekyll Island Museum now offers guided rides to Horton House to journey through the island's history and nature.
- **Family Fun Days** – Each month the museum offers themed family day events. In January, families enjoyed a Winter Fun Day to explore a winter world of animals and plants around Jekyll Island and beyond. Children of all ages experienced a variety of crafts and activities, including a chance to experiment with their own "snow."

## Curatorial/Research

- **Women's Suffrage Display** – This year marks the 100<sup>th</sup> Anniversary of the passage of the 19<sup>th</sup> Amendment, guaranteeing and protecting women's right to vote. Many Jekyll Island Club families were actively engaged in the fight for women's suffrage. An interpretive display provided by the National Archives is currently on exhibit at the Mosaic, covering this landmark moment in American history. A series of programs and events will be offered throughout the year to highlight the role of Jekyll Island Club women and the vote.
- **Mosaic Exhibits** – Requested Main Street Design provide access to working graphics for updating signage and labels at the Mosaic. Followed up with Weber about replacement graphics and issues with technology in the exhibit. Worked with the marketing department to revise graphics for the transcontinental telephone call exhibit currently under development. Working with staff to develop a General Facilities Report for the Mosaic, to facilitate loan requests from other cultural institutions.
- **Hollybourne Cottage** – Drafted an RFP to obtain bids for the development of an Exhibit Concept Design Plan for Hollybourne Cottage.
- **Indian Mound Cottage** – Jekyll Island Museum staff completed a deep clean of Indian Mound Cottage and reset exhibits.
- **Georgia Sea Turtle Center** – Reviewed fading interpretive signage at the GSTC and discussed plans to update and replace.
- **Records Software** – Selected a short list of applicants to interview about providing records software to streamline workflow and efficiency of JIA record-keeping.

- **Collection Management** – Began to rehouse, inventory, scan, and update catalog records for Jekyll Island Museum scrapbooks and Jekyll Island Museum photographs. Began a digitization project focused on scanning transcribed letters collected by Jekyll Island Club Superintendent Ernest Grob. Received fireplace andirons found near Horton House for possible donation.

### **Historic District/Preservation**

- **Indian Mound Cottage** – Completed a small interior rehab project to address the failing skim coat and paint on ceilings and walls in nine different areas throughout the cottage.
- **Causeway Entrance Signs** – Oversaw changes to the appearance of the Jekyll Island causeway entrance signs, through stuccoing, painting, and installation of updated lettering for the signs.
- **Bond Fund Project** – Worked with AT&T to get the telephone lines connected to the elevators, which are awaiting certification. Scheduled work to begin in February on the final ramps to be built at Chichota and the Sweet Shop.
- **Hollybourne** – Initiated an ongoing window rehab project at Hollybourne, which is addressing problems with the wood, weight ropes, glass, and paint on windows located in the basement, attic, butler's pantry, and double-hung windows throughout the house. Installed insulation in the attic to make the HVAC system more efficient.
- **Horton Garden Project** – JIA staff met with Jim McKenna about development of interpretive garden beds with heritage plants at Horton House. Consulted with State Historic Preservation Office about the installation of a fence at the site location. Transferred the heirloom barley seeds to the landscaping department for germination tests.
- **Club Stables** – Reviewed response from the State Historic Preservation Office regarding the needed documentation for the Rehabilitation of the Club Stables. Working to complete the Permanent Archival Record in compliance with standard guidelines.

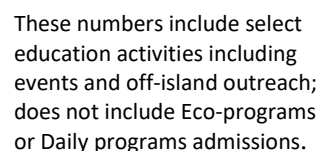
**TO:** COMMITTEE OF THE WHOLE  
**FROM:** TERRY M. NORTON, GSTC DIRECTOR AND VETERINARIAN, ROB MAHON, GSTC GENERAL MANAGER  
**SUBJECT:** GEORGIA SEA TURTLE CENTER UPDATE – JANUARY 2020  
**DATE:** 2/11/2020

### **Summary Comparisons with Prior Year (January 2020 vs. January 2019)**

### **Revenue Categories\***

- Sub-Total Education Reservations: 597 Clients | Revenues \$4,033

Education Program Audience  
January 2020



- January 14<sup>th</sup>: Elizabeth Correll Teen Center Outreach Presentation (14 participants)
- January 18<sup>th</sup>: Hosted a Science Saturday program titled “What a Waterfull World” at the Georgia Sea Turtle Center (369 participants).
- January 28<sup>th</sup>: GSTC hosted a seminar by Dr. Bob Prescott titled *Sea Turtles Around Cape Code and the Islands*.
- **The effect of diet on the gastrointestinal microbiome of juvenile rehabilitating green turtles (*Chelonia mydas*)**, Jennifer C. G. Bloodgood ,....Terry M. Norton, Published: January 15, 2020, <https://doi.org/10.1371/journal.pone.0227060>.
- Dr. Norton served as a VMX veterinary conference Wildlife Medicine session chair where he taught a turtle shell repair lab.

47

- Instagram gained nearly 300 followers in the month of January!
- Sargasso Sea and The Lost Years video became our 5th most watched video of all time on Facebook. It received 44K views, 1.4K reactions, 44 comments and 530 shares.
- Video of Dorian the gopher tortoise and Wound VAC was posted on January 29. It has received 2.1K views so far and 33 shares. Someone also reached out to us to donate Wound Vac supplies because of this video.
- Instagram popular posts this month included Scotty the owl's release (over 2K views, 51 shares, 514 likes), Tsunami's Transformation Tuesday (587 likes), and a shared post of a green sea turtle in the Brunswick Marine (600+ likes).

### **Education**

- Glitter Mittens will be removed from adoption sales in February in preparation for a possible late spring release. This should ensure new parents get at least three months of updates as we promise.
- We expect to put one of the Kemp's Ridleys up for adoption in February.
- Junior Camp Counselor applications were emailed in January and due at the end of the month. We received 8 applications. Decisions on Junior Camp Counselors will be emailed by February 15.
- Registrations for Sea Turtle Camp are ongoing. As of January 31<sup>st</sup>, approximately 34.3% of available camp spaces have sold.

### **Rehabilitation**

	Sea Turtle	Other Patients
<b>New Patients</b>	<b>6</b>	<b>8</b>
<b>Current Patients</b>	<b>19</b>	<b>38</b>
<b>Released Patients</b>	<b>2</b>	<b>0</b>
<b>Transferred Patients</b>	<b>0</b>	<b>4</b>
<b>Total Since 2007</b>	<b>872</b>	<b>1,725</b>

### **Research & Patrol**

- We are continuing our long-term efforts to understand the ecology and conservation of turtles on and around Jekyll Island. One new Eastern Mud Turtle was found crossing the road, uninjured, and was added to our mark and recapture study. All 16 radio-telemetered Box Turtles continue to be tracked once per week on the golf courses and near residential homes.
- January 4<sup>th</sup>: Marine Debris Research AmeriCorps Member Carrie Zamonski led a Jekyll Island marine debris cleanup with volunteers and members of the public. Twenty-seven participants logged over 1,000 pieces of marine debris, filling nine bags of trash, from the area underneath the Jekyll Island bridge adjacent to the marina.
- January 13<sup>th</sup>: Breanna Ondich accompanied Eugene Kefrel on Andrews Island Dredge Spoil in Brunswick, GA for the Georgia Department of Natural Resources Mid-Winter Shorebird Survey, a coastal-wide shorebird count held simultaneously throughout the state.
- January 22<sup>nd</sup>: AmeriCorps Members and staff participated in a day of service with MAP (Medical Assistance Program) International in Brunswick to prepare hygiene kits for distribution to those in need.

### **AmeriCorps Program, Volunteer Program, and Marine Debris Initiative**

Service Hours			
	Monthly Total	YTD Date Total (see YTD period definitions)	Cumulative Total
AmeriCorps Service Hours**	2,890	12,673.92	368,627.92
Volunteer Hours**	752	2,440	73,175.59
Marine Debris Hours*	118.25	438.5	9,414.33
MDI & Volunteer Program			
MDI Clean Ups	1	3	71
MDI Items Collected	3,727	9,287	357,309
New Volunteers Oriented	0	0	225
Volunteer Shadow Shifts	0	0	227
Volunteer Advancements	0	0	264

\*YTD Based off fiscal year (July 1, 2019-June 30, 2020) | \*\*YTD Based off of AmeriCorps Program Year (September 1, 2019-August 31, 2020)

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## MEMORANDUM

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** DION DAVIS, E.D.  
**SUBJECT:** JEKYLL ISLAND FOUNDATION UPDATE  
**DATE:** 2/10/20

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**Board of Director's Meeting:** The board held its third scheduled meeting of FY20 at The Westin Jeckyll Island on Tuesday, January 28, 2020. Agenda items included: December 2019 Financial Statements, Mosaic AP and Phase II Funding update, W3 Pre-event Review and JIF Member Reception, Corporate Sponsor Program Discussion, Executive Director's Report - 2019 EOY Appeal, Txt2Give Launch, New Castle Hotels/Westin/Le Crema Sponsorship, Tribute gift Collateral, GSTC Fund Request, and JIF Staff Update – and JIA Board Meeting Highlights.

Immediately following the JIA and JIF board meetings, available members gathered at the Mosaic Tack Room for a Tree Dedication - in honor of Boog Candler, JIF Past Board Chair - and Lunch.

**Executive/Finance Committee:** The EC/FC will hold its regularly scheduled meeting on Tuesday, February 24, 2020 via conference call. Agenda has not been set.





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## **Work Session Agenda**

**Jekyll Island Convention Center  
Meeting Room 11  
Following the Jekyll Island Authority Board Meeting**

1. Strategic Plan Update – Jones Hooks, Executive Director
2. Projects Update – Noel Jensen, Chief Operations Officer
3. JIA Retail Operations – Brian O’Neal, Director of Retail Operations
4. General Discussion



# Work Session

February 18<sup>th</sup>, 2020





1.

# Strategic Plan Update

Jones Hooks, Executive Director



# Strategic Plan - Goals

**Goal 1 – Island Revitalization Continuation**

**Goal 2 – Analysis, Assessment, & Preparatory Action**

**Goal 3 – Sustain and Enhance Natural Resources**

**Goal 4 – Historic Resource Enhancement**

**Goal 5 – Optimize Jekyll Island Visitation**

**Goal 6 – Efficient, Cost Effective, and Extraordinary Municipal & Guest Services**





2.

## Projects Update

Noel Jensen, Chief Operations  
Officer





## FY2020 Capital Project Update

Noel Jensen

Chief Operations Officer





# Water/Wastewater FY20 Capital Projects

## 7 Total projects totaling \$241,000 funded from Water/Wastewater Reserve Funds

- Rebuild North Trickle Filter at WPCP
- Replace Pumps at WPCP and Lift Stations 7, 8, and 12
- Purchase Service Truck for Wastewater Department
- Purchase Dump Trailer for Wastewater Department
- Replace Incubators in Water and Wastewater Laboratories
- Purchase trailer Mounted Sewer Vacuum/Jetter Combination
- Upgrade Billing Software



# Fire/EMS FY20 Capital Projects

2 Total Projects Totaling \$140,000 funded from  
Fire/EMS Reserve Funds

- Purchase All Needed Equipment for Donated Engine 2
- Complete Phase II of Radio System & 911 System Upgrades





# JIA Departmental FY20 Capital Projects

## 20 Total Projects Totaling \$916,780

- Museum Tram Replacements
- Vehicle Replacements
- Freezer/Surgical Light and Camera Replacement at GSTC
- Convention Center Ben Porter Flooring Replacement
- Replace Pumps and Lazy River Liner at Summer Waves
- Install Dual Dehumidifiers at Mosaic
- Install AC/Heat in Great Dunes & Great Dunes II Restrooms
- Rehabilitate & Upgrade JIA Billboards – Hwy 520 & 17



# FY 2020 Capital Project Totals

<b>Total Projects</b>	<b>37</b>	<b>\$1,297,780</b>
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<b>Completed</b>	<b>21</b>	<b>\$725,630</b>
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<b>In Progress</b>	<b>14</b>	<b>\$469,150</b>
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<b>Researching</b>	<b>3</b>	<b>\$103,000</b>
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**15 Different Departments**



# Invitation To See JIA's New Engine #2







# Future Capital Request

## Corsair Beach Park Crossover

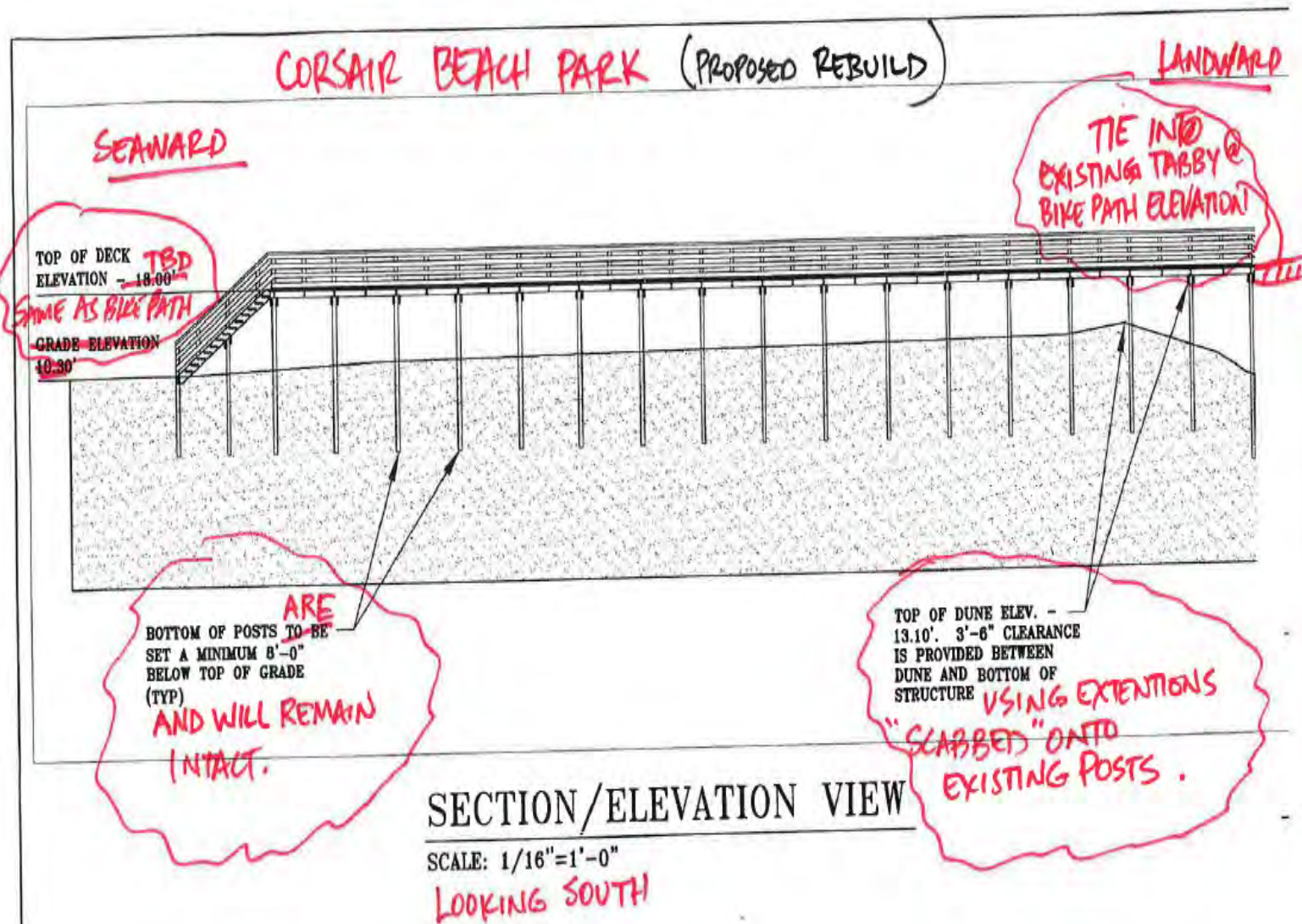






# Future Capital Request

## Corsair Beach Park Crossover







3.

## JIA Retail Operations

Brian O'Neal, Director of Retail  
Operations





# Jekyll Island Retail Sales

FY2012 – FY2019



# The Georgia Sea Turtle Center

Sales have increased  
\$567K or 108% since 2012

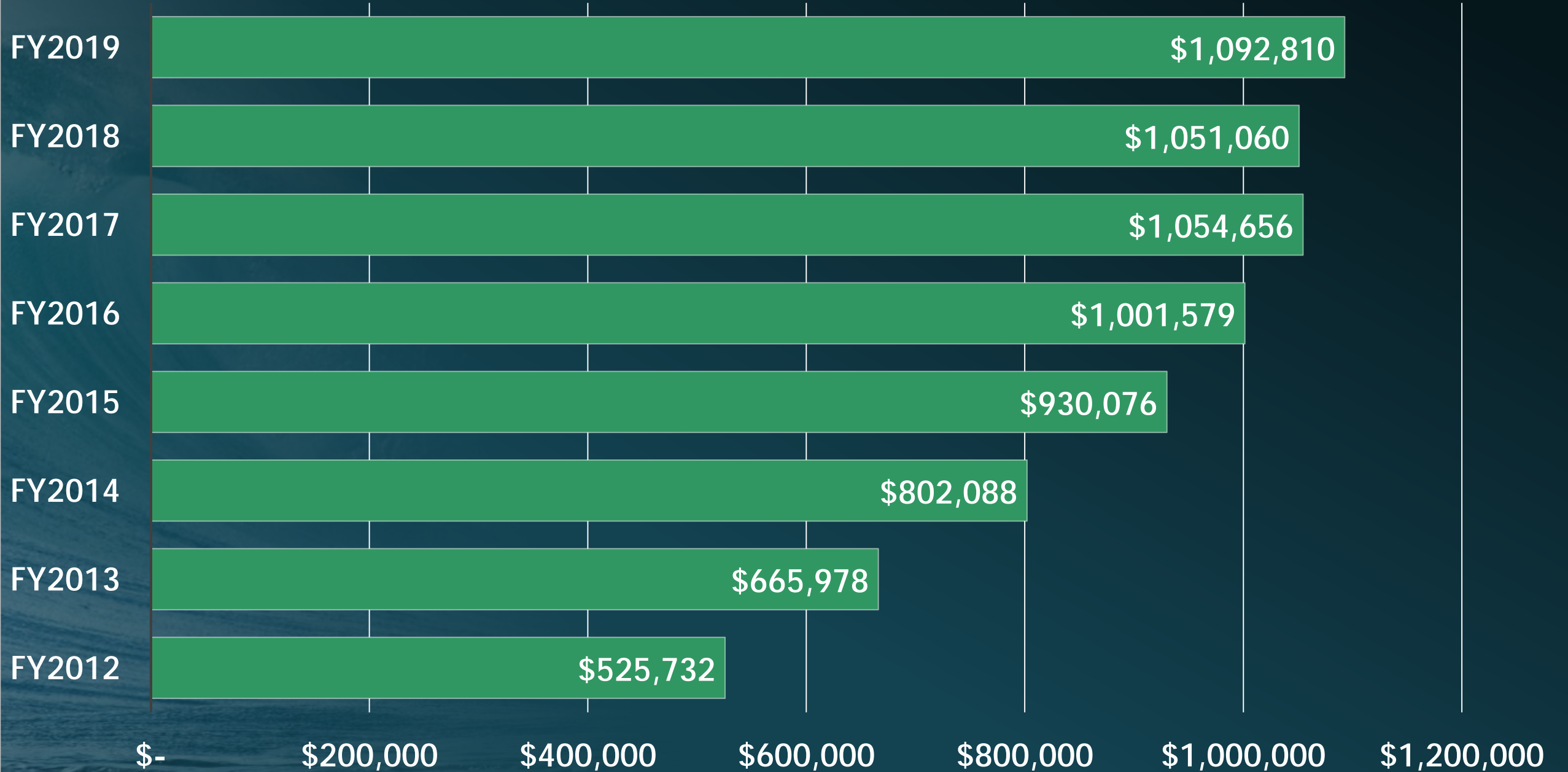
Remodeled in 2013

Annual Sales have  
exceeded \$1 million  
since 2016





# Georgia Sea Turtle Center



# Guest Information Center

Entrance Gates moved to current location in 2012

Gift Shop remodeled in 2012

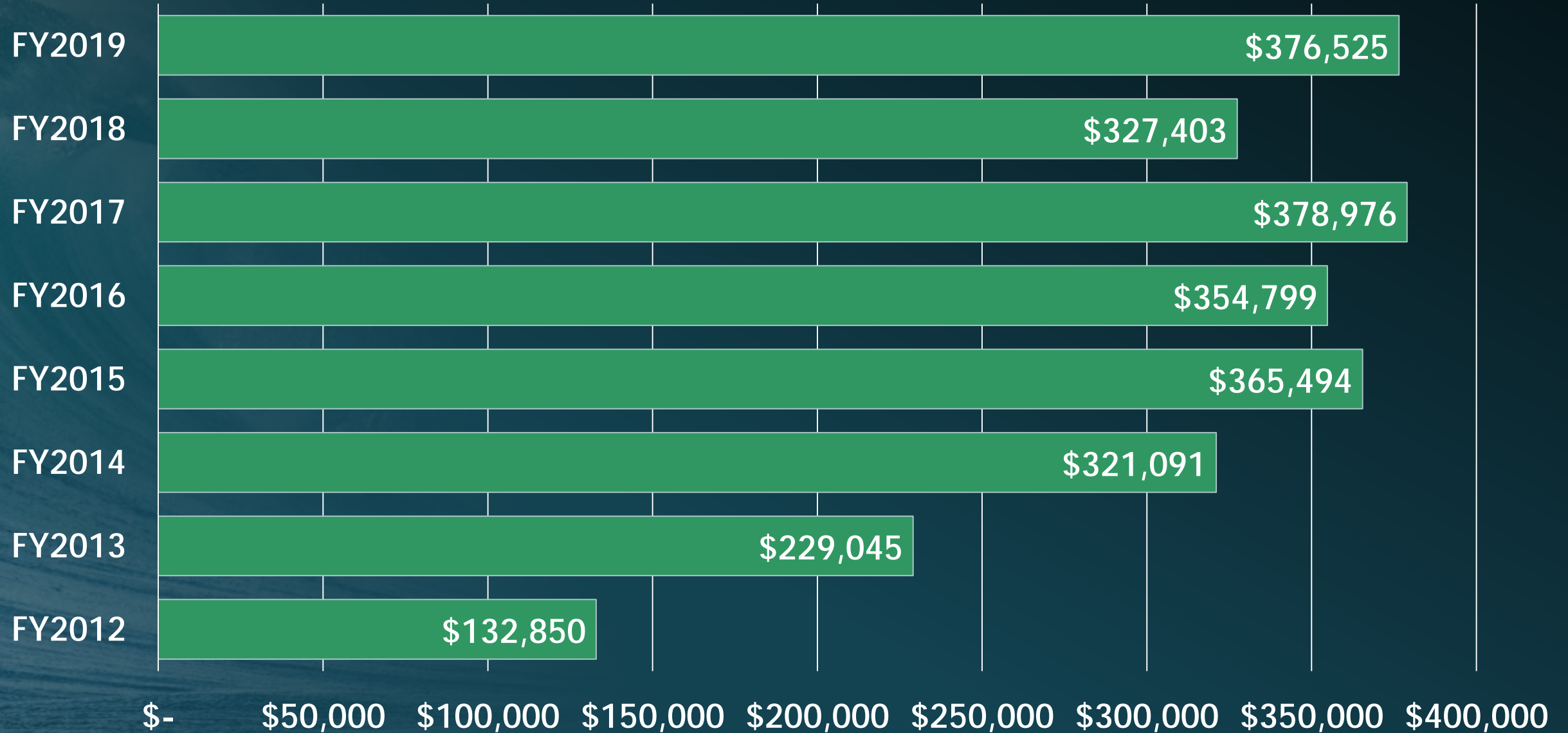
Annual sales have increased \$243K or 183% since 2012

Sold \$70K in merchandise at the 2019 S&G Festival





# Guest Information Center



# The Jekyll Island Mosaic

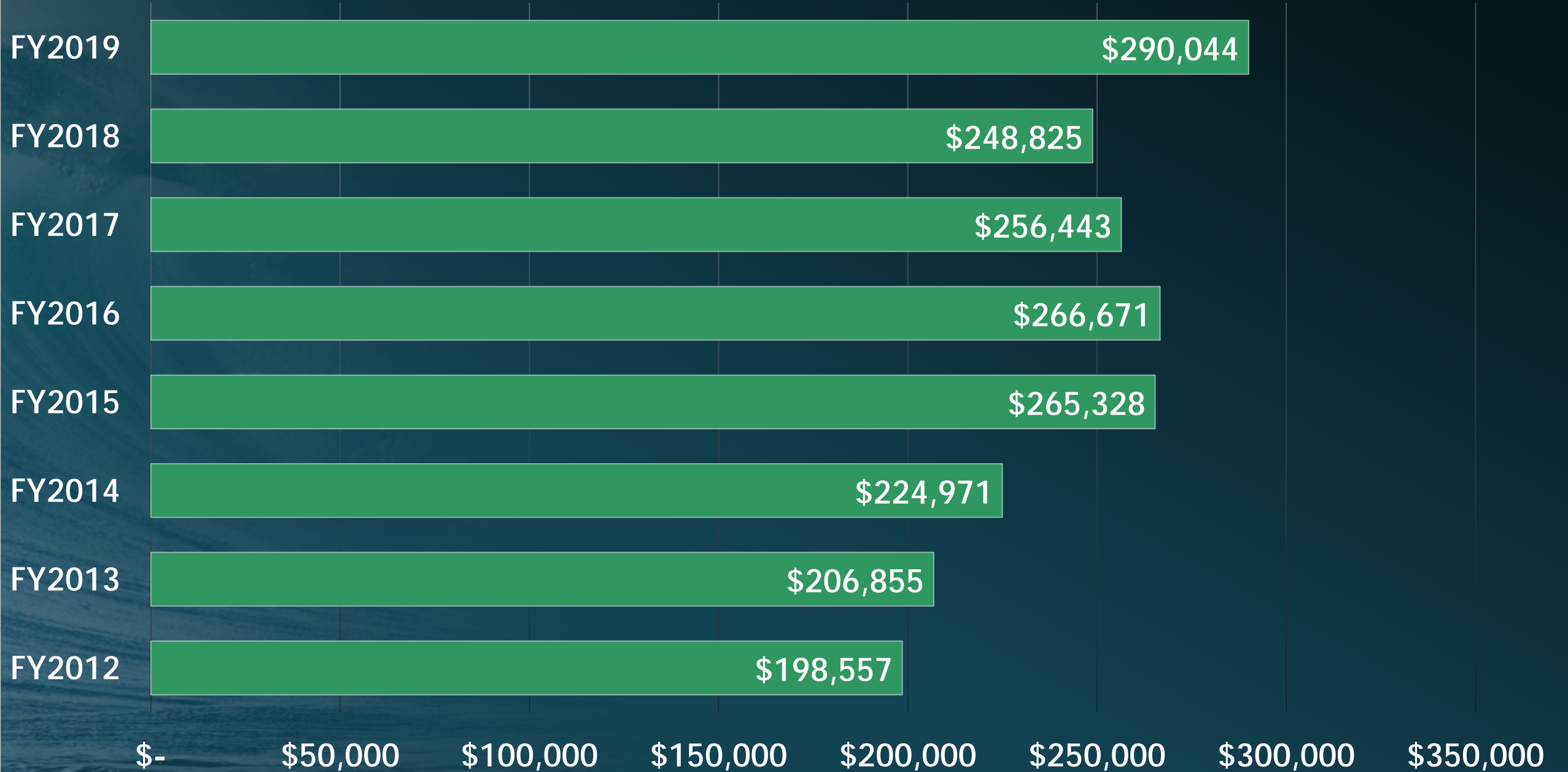
Annual sales have  
increased \$92K or 46%  
since 2012

Remodeled in April  
2019

Increased sales 21K  
over LY since the April  
Remodel

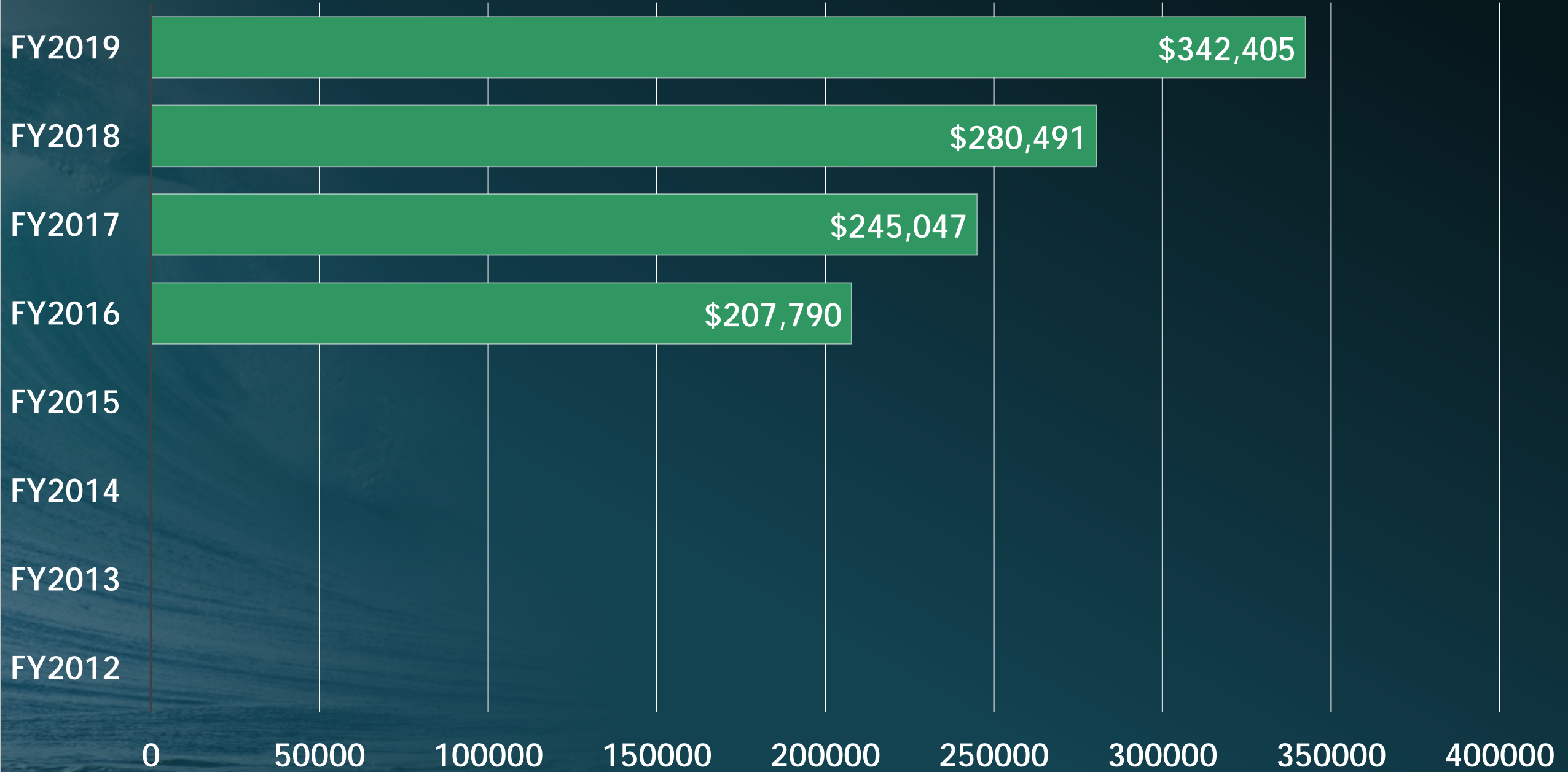


# Mosaic

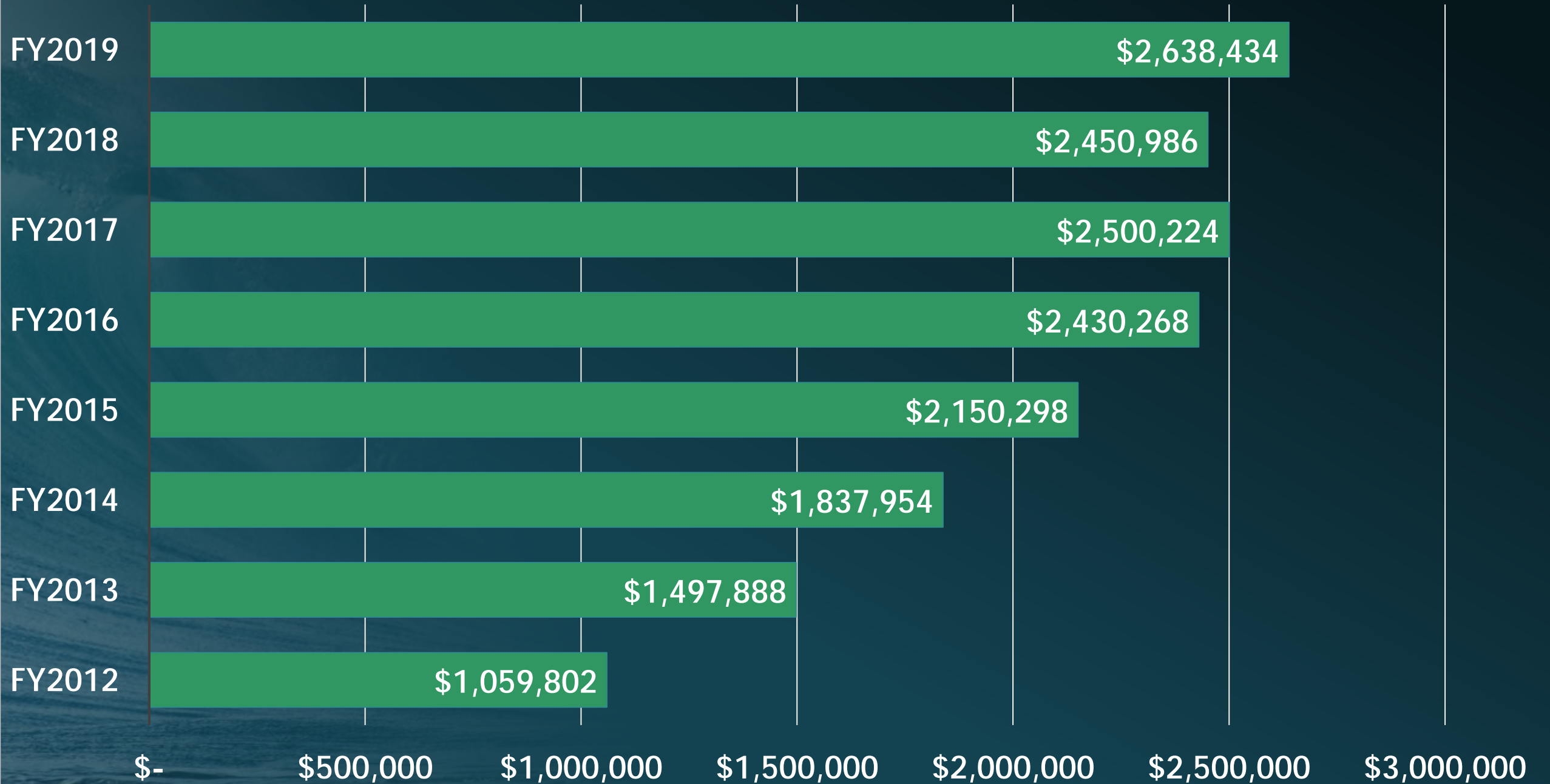




# Life is Good



# Retail Sales Year End Totals



	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	% Gain	Dollars
Campground	\$ 90,425	\$ 85,570	\$ 76,348	\$ 62,816	\$ 84,166	\$ 69,619	\$ 66,253	\$ 79,455	-12.13%	\$ (10,969)
Tennis	\$ 13,950	\$ 16,068	\$ 15,738	\$ 14,593	\$ 18,184	\$ 9,713	\$ 13,918	\$ 15,100	8.24%	\$ 1,150
Georgia Sea Turtle Center	\$ 525,732	\$ 665,978	\$ 802,088	\$ 930,076	\$1,001,579	\$1,054,656	\$1,051,060	\$1,092,810	107.86%	\$ 567,078
Guest Information Center	\$ 132,850	\$ 229,045	\$ 321,091	\$ 365,494	\$ 354,799	\$ 378,976	\$ 327,403	\$ 376,525	183.42%	\$ 243,675
Museum/Mosaic	\$ 198,557	\$ 206,855	\$ 224,971	\$ 265,328	\$ 266,671	\$ 256,443	\$ 248,825	\$ 290,044	46.08%	\$ 91,488
Summer Waves	\$ 81,482	\$ 89,814	\$ 108,065	\$ 131,476	\$ 132,077	\$ 145,891	\$ 122,110	\$ 118,017	44.84%	\$ 36,535
Mini Golf	\$ 16,806	\$ 15,874	\$ 16,258	\$ 20,044	\$ 23,098	\$ 25,588	\$ 25,668	\$ 27,715	64.91%	\$ 10,909
Golf Pro Shop		\$ 188,682	\$ 273,395	\$ 360,471	\$ 341,903	\$ 314,290	\$ 315,257	\$ 296,362	57.07%	\$ 296,362
Life is Good					\$ 207,790	\$ 245,047	\$ 280,491	\$ 342,405	64.78%	\$ 342,405
	\$1,059,802	\$1,497,888	\$1,837,954	\$2,150,298	\$2,430,268	\$2,500,224	\$2,450,986	\$2,638,434	148.96%	\$1,578,633
		41.34%	22.70%	16.99%	13.02%	2.88%	-1.97%	7.65%		
				From 2012 - 2019 %				148.96%		
				From 2012 - 2019 \$				\$1,578,633		





4.

## General Discussion