



Agenda
Tuesday, February 15, 2022
9:30 a.m.
Jekyll Island Convention Center
JIA Committees and Meeting

Public Remote Attendance:

This meeting will be streamed to YouTube at:

<https://www.youtube.com/channel/UCuWsJpfyPMTCr66XoVFLdOA>

Meeting documents and public comments are available at:

<https://www.jekyllisland.com/jekyll-island-authority/board-directors/>

Public Comment

Written public comments can be submitted online till 12:00 noon on Monday, February 14th at the JIA Board of Directors [website](#). The name of the person and the topic of the comment will be read into the record. The full public comment will become part of the permanent record.

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

I. Historic Preservation/Conservation Committee

Dale Atkins, Chair

- A. Georgia Sea Turtle Center Veterinary Wildlife Update – Terry Norton, Director of Veterinary Services & Wildlife Health
- B. Mosaic: Jekyll Island Museum Update – Tom Alexander, Manager of Mosaic

II. Finance Committee

Bill Gross, Chair

- A. January Financials – Bill Gross, Chair

III. Human Resources Committee

Buster Evans, Chair

- A. Updated Recruitment and Selection Policy – Jenna Johnson, Director of Human Resources
- B. Addition of Employment of Relatives Policy – Jenna Johnson, Director of Human Resources
- C. Updated Employee Records Policy – Jenna Johnson, Director of Human Resources
- D. Updated Employee Pay Policy – Jenna Johnson, Director of Human Resources
- E. Addition of Immigration Law Compliance Policy – Jenna Johnson, Director of Human Resources

IV. Marketing Committee

Joy Burch-Meeks, Chair

- A. Report from Marketing Department – Alexa Hawkins, Director of Marketing & Communications

Jekyll Island, like the rest of Georgia was “left to us as a heritage in trust for our children and their children’s children. It is never to be finished, but always to be improved.”

- Governor M. E. Thompson, 1947

V. Legislative Committee

Trip Tollison, Chair

- A. 2022 Legislative Session - Trip Tollison, Chair

VI. Committee of the Whole

Joseph B. Wilkinson, Jr., Chair

- A. Request for Proposal (RFP) #369, Georgia Sea Turtle Center Affiliate Scientist – Ben Carswell, Director of Conservation and Sustainability
- B. Resolution #R-2022-1 Supporting Fiber-to-the Premises Broadband Networks and Infrastructure on Jekyll Island - Jones Hooks, Executive Director
- C. Proclamation of Jekyll Island’s Safe Digging Month – Noel Jensen, Deputy Executive Director
- D. Operations Update – Noel Jensen, Deputy Executive Director
- E. Executive Director’s Report – Jones Hooks, Executive Director
- F. Chairman’s Comments – Joseph B. Wilkinson, Jr., Chairman

If Needed - 5 Minute Break

Board Meeting Agenda

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

Action Item

1. Minutes of the January 18, 2022 Board Meeting
2. Updated Recruitment and Selection Policy
3. Addition of Employment of Relatives Policy
4. Updated Employee Records Policy
5. Updated Employee Pay Policy
6. Addition of Immigration Law Compliance Policy
7. Request for Proposal (RFP) #369, Georgia Sea Turtle Center Affiliate Scientist
8. Resolution #R-2022-1 Supporting Fiber-to-the Premises Broadband Networks and Infrastructure on Jekyll Island
9. Proclamation of Jekyll Island’s Safe Digging Month

Adjournment

Jekyll Island, like the rest of Georgia was *“left to us as a heritage in trust for our children and their children’s children. It is never to be finished, but always to be improved.”*

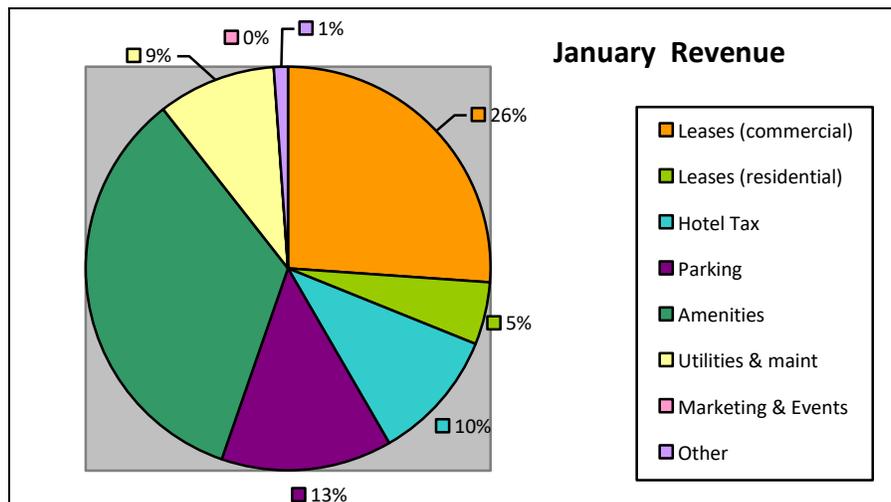
- Governor M. E. Thompson, 1947

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON
SUBJECT: JANUARY FINANCIAL STATEMENTS
DATE: 2/7/2022

Revenues

Revenues for January were \$2,115,279 which reflects a favorable \$448K (27%) variance from budget. Year-to-date revenues reflect a favorable \$3.9M (22%) variance from budget and a \$5.3M (33%) variance from the prior year to date revenues.



The largest variances for the month were:

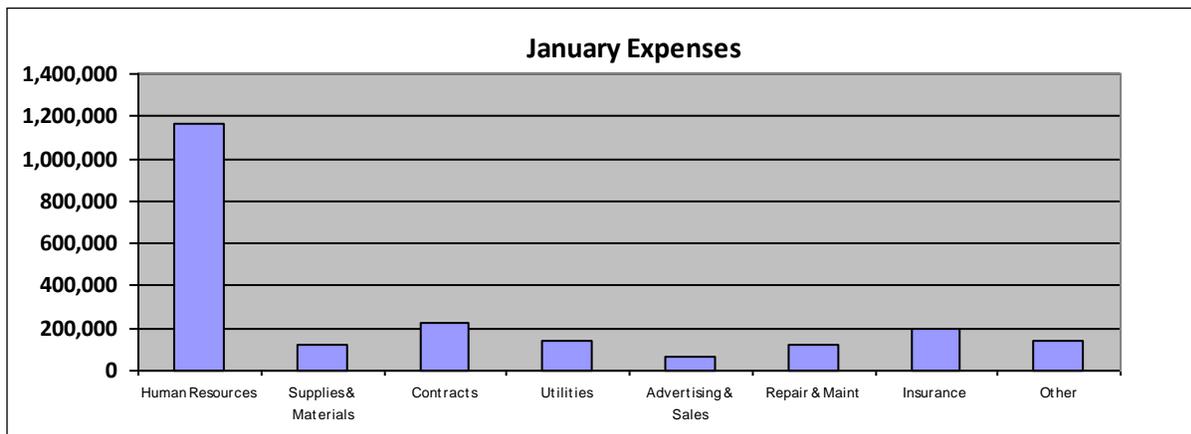
- Business Leases (+\$125K) – Businesses as well as the hotels continue to produce revenues that are higher than expected.
- Hotel Taxes (+\$90K) – Hotel revenues continue to exceed budget again this month.
- Lot Rentals (+100K) – Income from property transfers was significantly higher than anticipated due to sales and resales of the Moorings properties.
- Museum (+\$71K) – Offset of the timing issue from December - Holly Jolly Light Tours were held in December, but the funds were not received until January.

Expenses

Expenses were \$2,179,073 for January and reflected a favorable budget variance of \$180K (8%) for the month. Expenses also reflected a favorable \$1.4M variance from Year-to-date budget and reflected an unfavorable \$2.2M (17%) variance from Prior Year to Date expenses.

The largest budget variances for the month were:

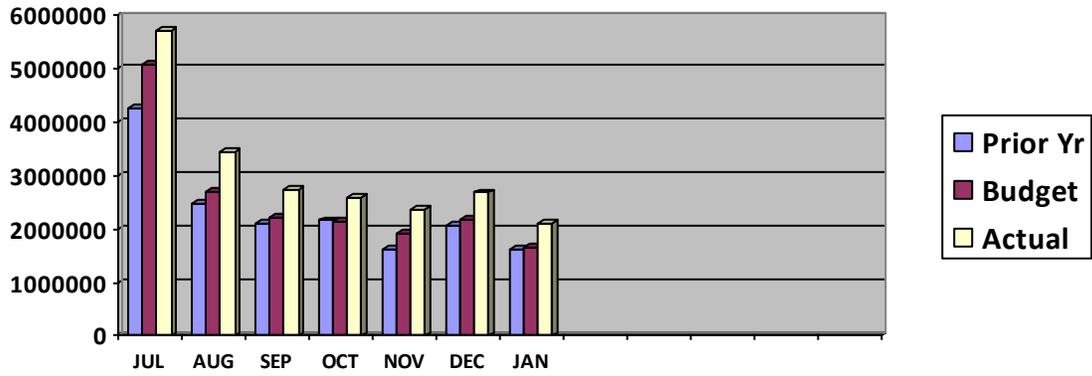
- Contracts (-\$74K) – the largest portion of this variance is from the Convention Center (-\$55K) due to open positions.
- Human Resources (-\$56K) – vacant positions – full and part time.
- Supplies & Materials (-\$24K) and Advertising & Sales (-\$26K) – variances appear to be due to timing and it is anticipated that all of these funds will be spent by the end of the fiscal year.



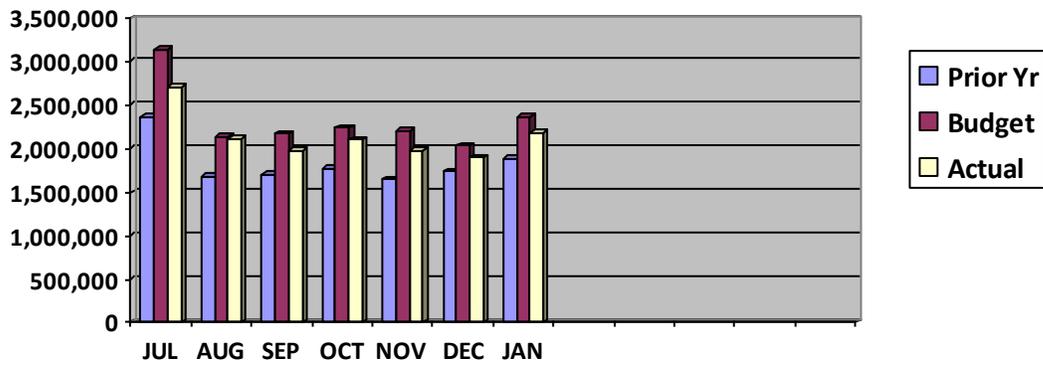
Net Operating Cash

The Net Operating Cash Loss for the month is \$63,794, which is a \$628K favorable variance from the budgeted net operating cash Loss of \$691,708. Net Operating Cash Income reflects a favorable \$5.2M variance from year-to-date budget and a \$3.2M favorable variance from prior year to date income.

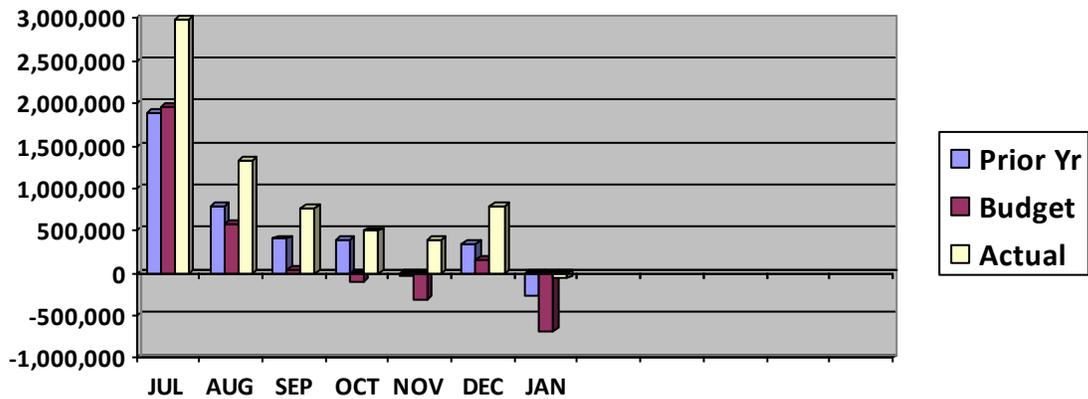
Total Revenues



Total Expenses



Net Operating Cash



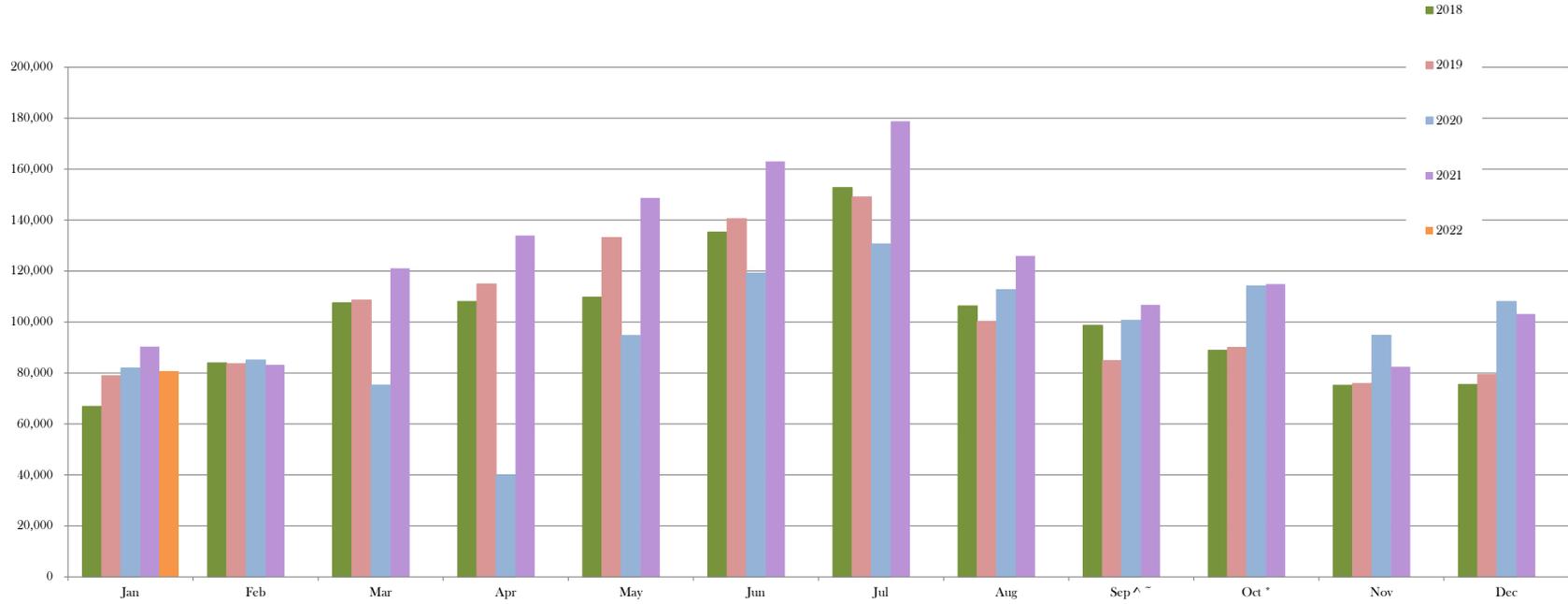
Jekyll Island Authority
CONSOLIDATED BUDGET COMPARISON
For the Seven Months Ending January 31, 2022

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		PRIOR YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Revenues											
Administration											
Business Leases	552,451	427,411	125	29%	3,711,193	3,103,575	608	20%	2,801,845	909	32%
Hotel Tax	154,693	92,052	63	68%	1,548,554	984,512	564	57%	1,078,062	470	44%
Tourism Development Fund	66,297	39,451	27	68%	655,629	421,934	234	55%	462,027	194	42%
Parking	291,093	287,370	4	1%	3,074,304	2,585,674	489	19%	2,739,335	335	12%
Interest	824	450	0	83%	5,456	3,150	2	73%	3,016	2	81%
Lot Rentals	106,835	6,500	100	1544%	727,031	557,980	169	30%	676,470	51	7%
Foundation	384	2,374	(2)	-84%	4,319	6,969	(3)	-38%	4,253	0	2%
Airport	2,055	1,550	1	33%	10,911	12,400	(1)	-12%	4,864	6	124%
Administration revenue	13,409	16,124	(3)	-17%	153,512	107,715	46	43%	217,323	(64)	-29%
Beach Village	-	-	-	0%	-	-	-	0%	1,507	(2)	-100%
Intern Housing	3,150	3,650	(1)	-14%	26,550	26,525	0	0%	26,325	0	1%
Total Administration	1,191,190	876,932	314	36%	9,917,459	7,810,434	2,107	27%	8,015,025	1,902	24%
Enterprises											
Golf	189,197	184,230	5	3%	1,437,445	1,221,536	216	18%	1,108,763	329	30%
Convention Center	80,597	101,778	(21)	-21%	1,953,781	1,724,652	229	13%	238,587	1,715	719%
McCormick's Grill	-	-	-	0%	(0)	-	(0)	0%	103,496	(103)	-100%
Summer Waves	2,700	-	3	0%	1,442,876	1,275,171	168	13%	1,070,308	373	35%
Campground	162,899	137,518	25	18%	1,250,075	926,673	323	35%	1,194,886	55	5%
Life is Good	12,471	10,181	2	22%	188,483	113,017	75	67%	130,459	58	44%
Museum	116,004	44,688	71	160%	590,780	360,287	230	64%	325,455	265	82%
Georgia Sea Turtle Center	77,638	102,252	(25)	-24%	1,396,092	1,106,071	290	26%	1,007,170	389	39%
Conservation	1,903	730	1	161%	7,021	4,536	2	55%	4,720	2	49%
Miniature Golf & Bikes	19,392	24,082	(5)	-19%	272,154	222,452	50	22%	227,072	45	20%
Water/Wastewater	125,887	84,928	41	48%	1,076,148	1,000,720	75	8%	935,326	141	15%
Sanitation	47,887	46,359	2	3%	337,064	332,893	4	1%	330,874	6	2%
Fire Department	7,434	4,800	3	55%	1,358,248	1,339,485	19	1%	1,283,712	75	6%
Tennis	9,942	10,683	(1)	-7%	69,878	70,593	(1)	-1%	72,419	(3)	-4%
Marketing, Special Events & Sales	815	650	0	25%	128,281	110,303	18	16%	99,265	29	29%
Guest Information Center	50,609	23,596	27	114%	136,734	98,136	39	39%	103,832	33	32%
Camp Jekyll & Soccer Fields	16,081	12,490	4	29%	93,263	95,268	(2)	-2%	75,513	18	24%
Landscaping, Roads & Trails	1,986	1,500	0	32%	13,710	8,950	5	53%	8,872	5	55%
Vehicle & Equipment Maintenance	646	-	1	0%	2,572	500	2	414%	1,470	1	75%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE	%	YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE	%	PRIOR YEAR ACTUAL	VARIANCE	%
			(000's)				(000's)			(000's)	
Facility Maintenance	-	-	-	0%	524	-	1	0%	1,540	(1)	-66%
Golf Course Maintenance	-	-	-	0%	234	-	0	0%	199	0	17%
Total Enterprises	924,089	790,465	134	17%	11,755,363	10,011,242	1,744	17%	8,323,938	3,431	41%
Total Revenues	2,115,279	1,667,397	448	27%	21,672,822	17,821,675	3,851	22%	16,338,963	5,334	33%
Expenses											
Human Resources	1,161,255	1,217,425	(56)	-5%	7,841,726	8,674,868	(833)	-10%	7,206,583	635	9%
Supplies & Materials	126,697	150,932	(24)	-16%	919,229	1,033,272	(114)	-11%	626,633	293	47%
Advertising & Sales	62,630	88,850	(26)	-30%	355,732	485,698	(130)	-27%	259,443	96	37%
Repairs - Facilities & Grounds	105,279	110,682	(5)	-5%	820,008	960,143	(140)	-15%	616,588	203	33%
Utilities	131,400	130,831	1	0%	1,145,305	1,169,725	(24)	-2%	1,082,440	63	6%
Insurance	195,488	194,483	1	1%	877,716	930,360	(53)	-6%	800,953	77	10%
Contracts	226,042	300,408	(74)	-25%	1,665,077	1,790,562	(125)	-7%	1,221,663	443	36%
Rentals	29,459	53,440	(24)	-45%	378,909	422,552	(44)	-10%	343,097	36	10%
Printing	22,476	6,545	16	243%	60,401	57,168	3	6%	40,776	20	48%
Motor Vehicle	18,459	17,853	1	3%	141,109	141,150	(0)	0%	103,824	37	36%
Telephone	8,638	10,283	(2)	-16%	62,155	70,901	(9)	-12%	69,371	(7)	-10%
Equipment Purchase <\$1K	-	10,359	(10)	-100%	57,237	61,023	(4)	-6%	45,424	12	26%
Equipment Purchase \$1K to \$5K	10,681	-	11	0%	69,653	40,464	29	72%	19,102	51	265%
Travel	3,246	7,565	(4)	-57%	23,272	34,415	(11)	-32%	8,140	15	186%
Dues	41,453	36,782	5	13%	239,533	244,620	(5)	-2%	139,608	100	72%
Credit Card Fees	35,718	22,642	13	58%	304,719	197,119	108	55%	223,280	81	36%
Bank Fees	154	25	0	516%	538	175	0	207%	371	0	45%
Total Expenditures	2,179,073	2,359,105	(180)	-8%	14,962,318	16,314,213	(1,352)	-8%	12,807,295	2,155	17%
Net Operating Cash Income **	(63,794)	(691,708)	628	91%	6,710,504	1,507,462	5,203	345%	3,531,669	3,179	90%

** Does not include depreciation or capital projects

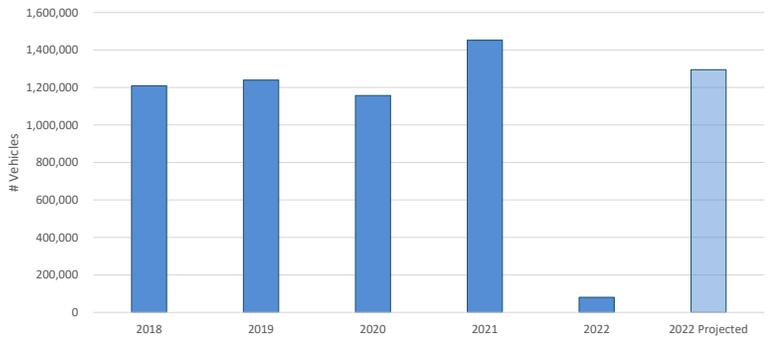
Gate Traffic Counts by Month - January 2022



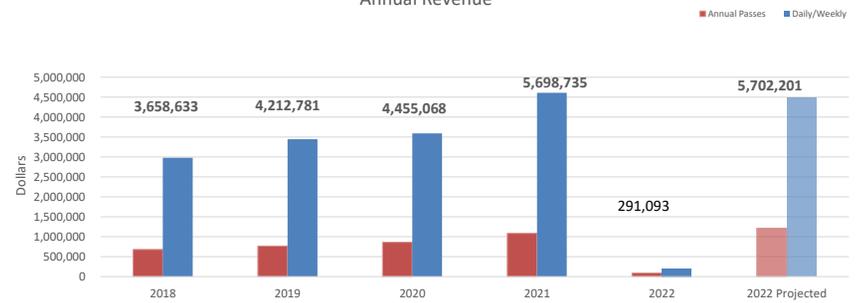
COVID - March 2020 through July 2020 (most significant impact)

~Sept 2019 - Hurricane Dorian

Annual Traffic Count



Annual Revenue



January 2022 Traffic Counts

	2018			2019			2020			2021			2022		
	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Gate Purchase	Pre-purchased	Total	Gate Purchase	Pre-purchased	Total	Gate Purchase	Pre-purchased	Total
January	21,065	45,842	66,907	28,874	50,037	78,911	29,773	52,159	81,932	23,462	66,875	90,337	22,696	57,843	80,539
February	34,326	49,664	83,990	35,010	48,619	83,629	32,646	52,457	85,103	22,609	60,616	83,225	0	0	0
March	51,052	56,444	107,496	51,682	56,865	108,547	27,012	48,279	75,291	39,560	81,491	121,051	0	0	0
April	55,620	52,474	108,094	61,404	53,529	114,933	12,082	27,810	39,892	47,198	86,746	133,944	0	0	0
May	54,547	55,167	109,714	74,194	58,894	133,088	44,891	49,825	94,716	58,179	90,491	148,670	0	0	0
June	79,575	55,657	135,232	82,105	58,479	140,584	51,147	68,042	119,189	60,141	102,896	163,037	0	0	0
July	95,960	56,773	152,733	89,499	59,595	149,094	56,441	74,236	130,677	60,613	118,185	178,798	0	0	0
August	53,639	52,681	106,320	47,501	52,687	100,188	39,096	73,585	112,681	38,368	87,543	125,911	0	0	0
September	49,032	49,651	98,683	37,317	47,518	84,835	34,055	66,662	100,717	34,300	72,468	106,768	0	0	0
October	38,539	50,366	88,905	39,100	50,923	90,023	33,851	80,276	114,127	37,170	77,713	114,883	0	0	0
November	29,468	45,737	75,205	30,173	45,699	75,872	22,914	71,876	94,790	26,069	56,386	82,455	0	0	0
December	30,104	45,436	75,540	31,871	47,504	79,375	29,842	78,215	108,057	37,396	65,769	103,165	0	0	0
Totals	592,927	615,892	1,208,819	608,730	630,349	1,239,079	413,750	743,422	1,157,172	485,065	967,179	1,452,244	22,696	57,843	80,539

LPR system began April 2020

Year to Date Comparison	2018 YTD	2019 YTD	2020 YTD	2021 YTD	2022 YTD
	66,907	78,911	81,932	90,337	80,539

February 7, 2022
 Jekyll Island Convention Center
 January 2022 Financial Review
 JIA Sales and ASM combined

JANUARY	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013
Number of Events	10	3	10	9	9	12	11	12	6	8
Event Days	15	7	23	22	23	24	25	24	10	15
Attendance	4729	2940	6,058	7814	7065	7528	10455	12431	4544	5632
Revenue	\$88,752act \$111,683B	\$88,255	\$109,654	\$147,004	\$161,563	\$131,743	\$186,868	\$145,931	\$84,758	\$98,394
Square Feet used	360,780	263,460	501,150	489,220	N/A	N/A	N/A	N/A	N/A	N/A

The 45th Bluegrass Festival kicked off the new year with a bit of a smaller crowd. This was first year of new owner – Evan Media Source who owns about 35 different festivals throughout the south and middle U.S. He has plans to “re-grow” this event to the old days of more than a 1000 guests and 50+ RVs parked at Summer Waves, where the producer rents space due to campground being full. We were under budget due to smaller numbers in most January events.

FUTURE CONTRACTS ISSUED - 9 – Estimated revenues \$490,000

Conventions –8– Anticipated rev of \$440,000
 Meetings –0 –Anticipated revenue
 Banquet –0 – Anticipated revenue
 Weddings –1 – Anticipated revenue \$50,000
 Public Event –0 – Anticipated revenue

PROPOSALS

JIA Sales – 11
 Westin – 0
 Cvent- 4

Combined sites and planning meetings with all staff – 16

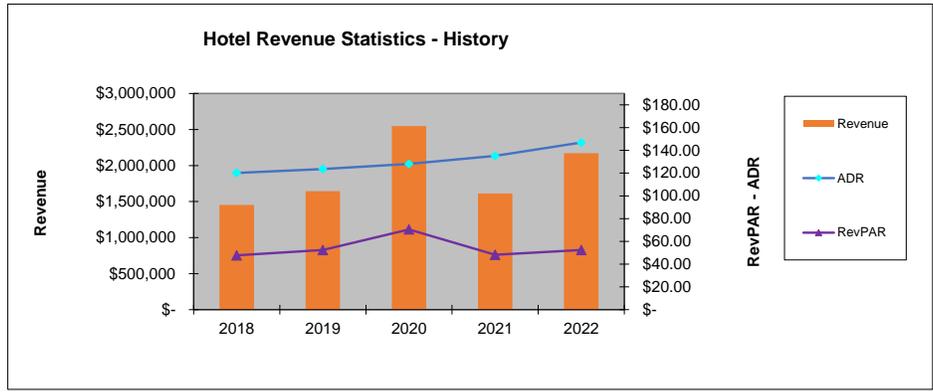
JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

January 2022

HOTEL STATISTICS AT-A-GLANCE

Jan-22		
Total Revenue	\$	2,171,689
Occupancy Rate		35.7%
Rev PAR	\$	52.39
ADR	\$	146.88
Jan-21		
Total Revenue	\$	1,612,690
Occupancy Rate		35.7%
RevPAR	\$	48.27
ADR	\$	135.10
Jan-20		
Total Revenue	\$	2,546,626
Occupancy Rate		55.0%
RevPAR	\$	70.48
ADR	\$	128.07



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2022 Room Revenue	2021 Room Revenue	Revenue Variance	
Beachview Club	38	1,093	337	30.8%	\$ 129.00	\$ 39.77	\$ 43,471.70	\$ 22,230.27	\$ 21,241	96%
Home2Suites	107	3,317	1,149	34.6%	\$ 147.45	\$ 51.08	\$ 169,418.49	\$ 149,661.58	\$ 19,757	13%
Holiday Inn Resort	157	4,867	1,307	26.9%	\$ 123.50	\$ 33.16	\$ 161,409.00	\$ 124,614.91	\$ 36,794	30%
Days Inn & Suites	124	3,674	2,152	58.6%	\$ 107.61	\$ 63.03	\$ 231,569.57	\$ 195,492.87	\$ 36,077	18%
Courtyard by Marriott/ Residence Inn	209	6,479	1,651	25.5%	\$ 160.40	\$ 40.87	\$ 264,813.00	\$ -	\$ 264,813	0%
Hampton Inn	138	4,278	1,278	29.9%	\$ 135.44	\$ 40.46	\$ 173,086.00	\$ 155,837.97	\$ 17,248	11%
Jekyll Island Club Resort	200	6,200	2,618	42.2%	\$ 193.58	\$ 81.74	\$ 506,799.00	\$ 435,008.00	\$ 71,791	17%
Seafarer Inn & Suites	73	2,166	608	28.1%	\$ 111.70	\$ 31.36	\$ 67,915.68	\$ 51,121.89	\$ 16,794	33%
Villas by the Sea	123	2,251	1,119	49.7%	\$ 127.38	\$ 63.32	\$ 142,534.91	\$ 94,791.01	\$ 47,744	50%
Villas by the Sea - Jekyll Realty	13	403	225	55.8%	\$ 63.96	\$ 35.71	\$ 14,390.02	\$ 5,598.03	\$ 8,792	157%
Villas by the Sea - Parker Kaufman	21	527	282	53.5%	\$ 94.97	\$ 50.82	\$ 26,782.08	\$ 7,700.00	\$ 19,082	248%
Westin	200	6,200	2059	33.2%	\$ 179.46	\$ 59.60	\$ 369,500.00	\$ 370,633	\$ (1,133)	0%
Jan-22 Total	1,403	41,455	14,785	35.7%	\$ 146.88	\$ 52.39	\$ 2,171,689	\$ 1,612,690	\$ 559,000	34.7%

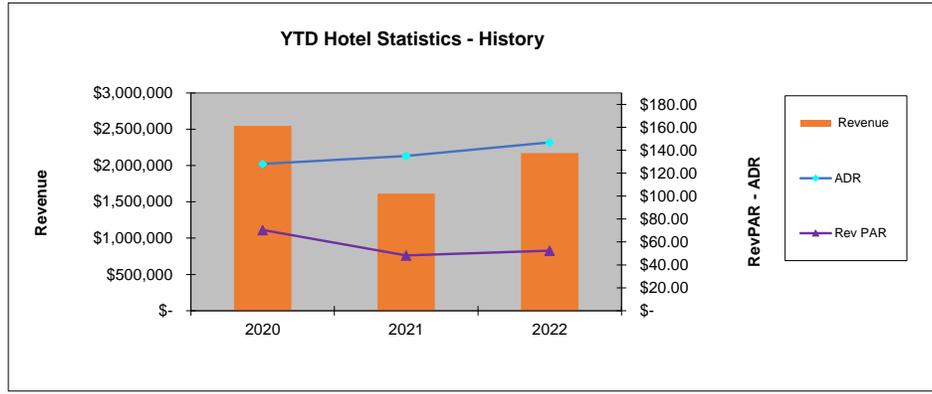
JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - January 2022

HOTEL STATISTICS AT-A-GLANCE

2022	
Total Revenue	\$ 2,171,689
Occupancy Rate	35.7%
Rev PAR	\$ 52.39
ADR	\$ 146.88
2021	
Total Revenue	\$ 1,612,690
Occupancy Rate	35.7%
RevPAR	\$ 48.27
ADR	\$ 135.10
2020	
Total Revenue	\$ 2,546,626
Occupancy Rate	55.0%
RevPAR	\$ 70.48
ADR	\$ 128.07



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2022 Room Revenue	2021 Room Revenue	Revenue Variance
Beachview Club	38	1,093	337	30.8%	\$ 129.00	\$ 39.77	43,472	22,230	\$ 21,241 96%
Home2Suites	107	3,317	1,149	34.6%	\$ 147.45	\$ 51.08	169,418	149,662	\$ 19,757 13%
Holiday Inn Resort	157	4,867	1,307	26.9%	\$ 123.50	\$ 33.16	161,409	124,615	\$ 36,794 30%
Days Inn & Suites	124	3,674	2,152	58.6%	\$ 107.61	\$ 63.03	231,570	195,493	\$ 36,077 18%
Courtyard by Marriott/ Residence Inn	209	6,479	1,651	25.5%	\$ 160.40	\$ 40.87	264,813	0	\$ 264,813 0%
Hampton Inn	138	4,278	1,278	29.9%	\$ 135.44	\$ 40.46	173,086	155,838	\$ 17,248 11%
Jekyll Island Club Resort	200	6,200	2,618	42.2%	\$ 193.58	\$ 81.74	506,799	435,008	\$ 71,791 17%
Seafarer Inn & Suites	73	2,166	608	28.1%	\$ 111.70	\$ 31.36	67,916	51,122	\$ 16,794 33%
Villas by the Sea	123	2,251	1,119	49.7%	\$ 127.38	\$ 63.32	142,535	94,791	\$ 47,744 50%
Villas by the Sea - Jekyll Realty	13	403	225	55.8%	\$ 63.96	\$ 35.71	14,390	5,598	\$ 8,792 157%
Villas by the Sea - Parker Kaufman	21	527	282	53.5%	\$ 94.97	\$ 50.82	26,782	7,700	\$ 19,082 248%
Westin	200	6,200	2,059	33.2%	\$ 179.46	\$ 59.60	369,500	370,633	\$ (1,133) 0%
2022 Total		41,455	14,785	35.7%	\$ 146.88	\$ 52.39	\$ 2,171,689	\$ 1,612,690	\$ 559,000 34.7%
2021 Total		33,413	11,937	35.7%	\$ 135.10	\$ 48.27	\$ 1,612,690		
2020 Total		36,134	19,884	55.0%	\$ 128.07	\$ 70.48	\$ 2,546,626		



JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 2.3
	Effective Date:
Subject: Recruitment and Selection	Original Date: 5/25/81
	Revision Dates: 6/12/00,7/20/15

STANDARD

The Jekyll Island-State Park Authority is an Equal Opportunity Employer. All positions shall be filled by qualified individuals without regard to race, creed, color, sex, national origin, age, religion, mental or physical disability or other factors not related to job-related qualifications for the position.

PRACTICE GUIDELINES

1. *Requesting to Fill a Vacancy:*

- a. To initiate recruitment for a new or vacated position, the department manager shall forward to Human Resources notification of any anticipated or current vacancies in authorized positions as provided by the classification plan and the budget.
- b. The Director of Human Resources shall review the request and verify proper classification prior to posting and recruitment.

2. *Recruiting:*

- a. All recruitment advertising shall be administered by, coordinated through or approved by the Director of Human Resources.
- b. Vacant positions shall be advertised on a job posting list published by the Human Resources Department. Supervisors shall post published listings in a prominent location for employee viewing.
- c. Managers may request an internal-only posting for current JIA employees. These positions will be posted for applications on the employee self-service portal of HR system.
- d. Managers may request an all-applicant posting for recruitment of both internal and external applicants concurrently. These positions will be posted for applications on the Jekyll Island website for all applicants (internal and external).
- e. Vacancies will be posted for a period of no less than five (5) workdays from the job posting publication date.

3. *Consideration of Current Employees:*

- a. Current employees, including temporary and seasonal, will be given first consideration for vacant positions; however, the Authority reserves the right to select external candidates.
- b. Selected internal applicants shall normally provide at least two (2) weeks notification of intent to leave the current position. An agreed upon start date by both supervisors involved must be achieved. The chosen applicant may have to postpone transfer if the transfer will create an undue hardship on the department losing the employee.

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 2.3
	Effective Date:
Subject: Recruitment and Selection	Original Date: 5/25/81
	Revision Dates: 6/12/00,7/20/15

4. *Application:*

- a. All persons expressing interest in employment with the Authority will be given the opportunity to submit an electronic application for open positions through the JIA website.
- b. Applicants who need assistance or accommodation to complete the application must contact Human Resources prior to the established closing date.
- c. Applications will be kept on file for ninety (90) days.

5. *Screening Applications:*

- a. The Human Resources Department may investigate any statement contained in the application and obtain evidence regarding the applicant's suitability for employment, including initial reference checks on applicants being considered for employment.
- b. The hiring manager or Human Resources will perform more in-depth reference checks regarding performance of applicants selected for prospective employment. All information will be forwarded to the Human Resources Department.
- c. A person may be disqualified as an applicant by the Human Resources Department for reasons including, but not limited to the following:
 - i. The applicant lacks any of the minimum requirements for the position.
 - ii. The applicant has made a false statement of material fact in the application.
 - iii. The applicant has previously been dismissed from any position for reasons other than reduction in force.
 - iv. The applicant has failed to submit application correctly and, or failed to submit required documents (i.e. resume).
- d. Human Resources will refer to the hiring manager(s) applicants whose education, training, experience and other job-related qualifications are best suited for the position when compared to all applicants. Criteria for comparison are based upon minimum requirements as provided in job classification descriptions.
- e. All qualified applicants will be considered but may not necessarily receive an interview.

6. *Interviewing:*

- a. The hiring manager(s) shall review applications, conduct interviews, and make selections from those applicants referred by Human Resources.
- b. Human Resources staff will participate in the interview and selection process.
- c. Standardized core interview questions shall be used to interview each candidate.
- d. Documentation of the interviews will be maintained and submitted to the Human Resources Department at the close of the recruitment effort and when selection is completed.

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 2.3
	Effective Date:
Subject: Recruitment and Selection	Original Date: 5/25/81
	Revision Dates: 6/12/00,7/20/15

7. **Confidential Selection and Testing Materials and Records:** All selection and testing materials and records are confidential and are available only to those persons who need to know. Such materials will be secured in the Human Resources Department. Records which become outdated according to federal and state record keeping regulations will be shredded as to prevent disclosure of information concerning applicants.

8. **Job Offer:** The hiring manager and Human Resources will work together to prepare necessary documents and information to extend an offer of employment. The hiring manager will extend a job offer according to established guidelines and procedures.

9. **Job Acceptance of Current Employees:** If an offer of employment is made to a current employee, the employee's current supervisor and potential new supervisor shall determine a transfer date that will cause little interruption to normal business flow as possible.

10. **Background Checks:**
 - a. All applicants who are selected for employment to any position with JIA are required to undergo a background record check including criminal history, motor vehicle report and, if applicable consumer (credit).
 - b. Applicants/employees may be disqualified from employment, as determined by appropriate hiring officials, is based on whether the criminal conduct is job related and consistent with business necessity.
 - c. Applicants/employees who do not meet the position qualifications due to background check results, will receive a Pre-Adverse Action notice along with a copy of the background check and the Summary of Rights, as required by law.
 - d. Applicants may dispute the background record as instructed in the Summary of Rights and has 5 days to respond to JIA regarding their fitness for the position. After 5 days, if the applicant has not contacted JIA to dispute the background results, they will receive an Adverse Action letter informing them that they were not selected due to the background check.

11. **New Employee Orientation:** Human Resources staff will conduct new employee orientation explaining standard employment rules, regulations, procedures, expectations, benefits and JIA's mission and vision statements. Orientation is mandatory for all JIA employees.

12. **Employee File:** Human Resources staff will create an official Employee file containing all records pertinent to employment issues. If applicable, medical files will be created and maintained separately.

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 2.3
	Effective Date:
Subject: Recruitment and Selection	Original Date: 5/25/81
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13. *Employment of Family Member and Close Personal Relationships:* See policy 2.10: Employment of Relatives and Non-Fraternization.

14. *Temporary / Seasonal Employees:* Recruitment may vary to employ temporary and seasonal employees. Variations from the standard practices shall be discussed and approved by Director of Human Resources prior to variation.

COMPLIANCE: All employees are required to comply with the guidelines of this policy. Any employee who violates the provisions of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

For additional information or assistance, please contact the JIA Human Resources office.

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 2.10
	Effective Date:
Subject: Employment of Relatives and Non-Fraternization	Revision Dates:
	Original Date:

Standard

The Jekyll Island Authority (JIA) will not hire or change employment status of employees into positions in which they will either supervisor, are supervised, or able to affect the terms and conditions of employment by a family member or someone with whom they have a special relationship.

Practice Guidelines

1. *Employment of Relatives (Nepotism):*

- a. No person shall be employed or assigned in a position where his/her immediate family member would either supervise and/or affect the terms and conditions of employment or are supervised by a family member or someone with whom they have a close personal relationship as defined by this policy.
- b. No employee shall advocate for or cause the advancement, appointment, employment, promotion, demotion or transfer of a family member or someone with whom they have a close personal relationship.
- c. Employees who are family members or have a close personal relationship may not be hired, transferred or assigned permanently to work in positions within the same work unit. Exceptions may be made, with approval, for temporary work assignments to ensure ongoing operations.
- d. An employee who is a family member or has a close personal relationship with another employee cannot be permanently placed in a direct co-worker relationship with that person; cannot be directly supervised by that person; cannot report to the same immediate supervisor; cannot be placed in circumstances in which the nature of responsibilities may contribute to fraud, financial gain or where fiscal checks and balances can be compromised; and/or cannot be hired or assigned work that would otherwise create a conflict of interest.
- e. If current employees become family members or develop a close personal relationship, affected employees must immediately notify the Director of Human Resources so that appropriate steps may be taken to relieve the situation. Employees are prohibited from engaging in any form of a close personal relationship with another employee if they work directly for or supervise the employee with whom they are involved.
- f. Applicants/employees who fail to disclose a family member relationship or close personal relationship may be separated from employment if an alternative position is unavailable.
- g. A person who is a family member or has a close personal relationship with a member of the Authority board may not be employed by the Authority.

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 2.10
	Effective Date:
Subject: Employment of Relatives and Non-Fraternization	Revision Dates:
	Original Date:

2. *Non-Fraternization:*

- a. The JIA prohibits dating or romantic relationships between a supervisor and a subordinate who reports either directly or indirectly to that supervisor. This prohibition applies to all employees regardless of their marital status.
- b. In the event a supervisor and subordinate desire to date or enter in a romantic relationship, the supervisor should immediately notify the Human Resources Director so that appropriate steps to avoid an adverse impact in the workplace.
- c. Appropriate steps may include the transfer, reassignment, or resignation of one (or both) of the employees involved.
- d. The JIA may, at its discretion, also require any participants in a consensual romantic and/or sexual relationship to execute a consensual relationship agreement.
- e. These situations will be addressed as confidentially and discreetly as possible.
- f. Close personal relationships between JIA board members and JIA employees is prohibited.

COMPLIANCE: All employees are required to comply with the guidelines of this policy. Any employee who violates the provisions of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

DEFINITIONS:

Family Member – A spouse; parents, siblings, children, grandchildren, grandparents, or spouse of any of these; or any other relative whom it can be demonstrated is a member of the employee’s/individual’s household. Also included is the child, parent, sibling, or grandparents of a spouse.

Close Personal Relationship – A relationship that involves cohabitation, dating, or consensual sexual contact of any kind.

For additional information or assistance, please contact the JIA Human Resources office.

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 2.5
	Effective Date:
Subject: Employee Records	Original Date: 4/1/00
	Revision Dates:

STANDARD

To have a complete, accurate and current record of an employee’s employment history, the Jekyll Island Authority (JIA) maintains individual employee personnel files according to standard criteria and according to law. These files and their contents shall be maintained in the Human Resources Department.

PRACTICE GUIDELINES

1. An employee’s personnel file may contain information such as the employee’s name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.
2. Employees are responsible for providing notice of changes of address, phone numbers, marital status, dependents, next of kin and/or beneficiaries, and other personal information as they occur. In many cases, the employee may submit these changes directly through the Human Resources Information System or they may contact the Human Resources department.
3. Personnel files are kept confidential to the maximum extent permitted by law; however, the JIA is required to comply with valid court orders, public disclosure requirements of the Georgia Open Records Law, and other applicable laws and directives requiring the JIA to provide information from the employee’s personnel file. The confidentiality of employee information applies to all formats, including computer databases, files, written materials, or verbal communications.
4. The Director of Human Resources shall be the custodian of all employee records.
5. Information relating to each employee is maintained in accordance with appropriate laws and regulations, additionally, medical information is maintained separately.
6. Each employee may access and inspect his/her official employee file during normal business hours by appointment with the Human Resources Department. Each employee may receive a copy of documents placed in his/her official Employee File.
7. Only with the approval of the Director of Human Resources shall materials be added or removed from the official employee file.
8. The information of public record in employee files and records shall be available for the purpose of inspection, examination and copying only during regular business hours with the

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 2.5
	Effective Date:
Subject: Employee Records	Original Date: 4/1/00
	Revision Dates:

assistance of a Human Resource Department staff member. The information is generally limited to that specifically identified by open records laws. Additional information may be provided on a case-by-case basis dependent upon the requestor's "need to know" and in accordance with applicable laws governing the individual employee's protection of privacy and after consultation with Authority General Counsel, as needed. Each individual requesting access to confidential information will be required to submit satisfactory proof of identification.

9. Any person denied access to the information from employee records may appeal to the Executive Director or designee in writing within three days from receipt of such denial. The Executive Director or designee will make the decision within three days of receipt of the appeal after consultation with Authority Counsel, as needed.

10. An employee who objects to material in the file may place in the file a statement relating to the material considered to be inaccurate or misleading. The employee may seek the removal of such material in accordance with established conflict resolution procedures.

11. Employee records containing confidential information will be routed under cover, either by inter-office envelope marked confidential or other protective means.

12. Employment verification and references:
 - a. All requests for employment verification and/or references of any kind must be directed to the Human Resources department.
 - b. In response to such requests, the HR Director or designee's response will be limited to providing position(s) held, dates of employment and the eligibility for rehire.
 - c. Upon written request or written authorization by the former or current employee, the JIA may provide additional information, such as salary history.
 - d. A written verification of employment form that has been completed by the HR department will be returned directly to the requesting party. Telephone request for verification of employment will be limited to confirming information stated by the external party.
 - e. Employees, including managers and supervisors, are not authorized to respond to inquiries involving other Authority employees.

Retention: Employee personnel files will be retained in compliance with the law, the JIA and State of Georgia Records Retention Schedule.

For additional information or assistance, please contact the JIA Human Resources office.

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 2.9
	Effective Date:
Subject: Employee Pay	Original Date: 5/17/10
	Revision Dates:

STANDARD

This policy is intended to communicate how and when and employee is paid. The utilization of electronic payments and minimization of paper checks issued by the Authority, thereby obtaining efficiencies, and providing employees with a reliable and efficient manner of receiving their pay.

PRACTICE GUIDELINES

1. ***The Work Week:*** The standard work week shall be from 12:01 a.m. Friday until 12:00p.m. midnight on Thursday, a time span of seven (7) consecutive twenty-four (24) hour periods.
2. ***Paydays:*** All employees are paid on a biweekly basis, every other Friday. In the event that a regularly scheduled payday falls on a federal holiday, employees will normally be paid on the day prior to the federal holiday.
3. ***Payroll Deductions:*** The JIA will withhold from an employee’s paycheck those deductions required by law and any voluntary deductions authorized by the employee, as long as such voluntary deductions comply with applicable law.
4. ***Direct Deposit:*** As a condition of employment, all employees are required to enroll in direct deposit within thirty (30) days of employment and remain enrolled for the tenure of their employment.
 - a. ***Exemption from Direct Deposit:*** An employee may be exempted from participating in direct deposit if he/she does not have an account at an eligible financial institution, and further provides evidence that he/she cannot obtain an account at an eligible financial institution. **Note, exemptions from direct deposit must be submitted in writing and approved by the Chief Accounting Officer, who may secure and offer other payment methods as options, other than a paper check, when such options become available.*
5. ***Pay Advances:*** Pay advances or loans will not be granted to employees.

COMPLIANCE: All employees are required to comply with the guidelines of this policy. Any employee who violates the provisions of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

For additional information or assistance, please contact the JIA Human Resources office.

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 2.1
	Effective Date:
Subject: Immigration Law Compliance	Original Date:
	Revision Dates:

STANDARD

It is the policy of the Jekyll Island Authority (JIA) to employ only United States citizens and those non-U.S. citizens who are authorized to work in the United States in compliance with all applicable federal and state laws.

PRACTICE GUIDELINES

1. ***E-Verify:*** To comply with state law, the JIA utilizes E-Verify to verify the work eligibility of its employees. E-Verify is an internet-based system operated by the Department of Homeland Security in partnership with Social Security Administration that allows participating employers to electronically verify the employment eligibility of their newly hired employees.
 - a. All newly hired or re-hired employees are required to complete Form I-9 during the employee onboarding process.

2. ***Acceptable Documents:*** Human Resources will accept documents that have been approved by the U.S. Department of Homeland Security to establish identity and eligibility.
 - a. A list of approved documents will be provided to onboarding employees prior to completing the onboarding process. JIA will not specify which documents can be used; however, only original, unexpired documents will be accepted.
 - b. JIA Human Resources staff or other designee must examine the documents and will copy documents used to establish the individual’s identity and employment eligibility during the onboarding process.
 - c. Examination of documents and completion of the E-Verify process must be completed within 3 business days of the date of hire.
 - d. In some circumstances (e.g., an employment verification document has been lost, stolen, or damaged), an individual may present a receipt for the application of a replacement document. Acceptance of receipts will be in accordance with current law.
 - e. Employees who fail to produce the required documents within three (3) business days of hire may be separated from employment.

3. ***Retention:*** In accordance with the Immigration Reform and Control Act of 1986, I-9 forms will be retained for three (3) years following employment or one (1) year following termination of employment, whichever is later.

4. ***Expiration of Employment Eligibility:*** Employees employed under a temporary work authorization may not work beyond the expiration date in the employment authorization document provided at the time of hire unless they have obtained a new document extending the

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 2.1
	Effective Date:
Subject: Immigration Law Compliance	Original Date:
	Revision Dates:

date. Application for extension is not sufficient for employment, new authorization document must be received.

COMPLIANCE: Employees are expected to comply with the guidelines of this policy. Employees who fail to follow the provisions of this policy are subject to appropriate disciplinary action, up to and including termination of employment.

For additional information or assistance, please contact the JIA Human Resources office.



February 9, 2022

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: BEN CARSWELL, DIRECTOR OF CONSERVATION AND SUSTAINABILITY
RE: RFP #369 – Georgia Sea Turtle Center Affiliate Scientist

BACKGROUND

The Georgia Sea Turtle Center’s investments in research and monitoring are essential to the mission and influence of the Center (GSTC). Sustaining and advancing a research program that can distinguish itself within the highly competitive field of sea turtle research has presented recurring challenges when led by an in-house staff scientist. Without the institutional resources and research-oriented professional environment common to academic institutions, a GSTC staff scientist is at a competitive disadvantage and will struggle to achieve a high profile and attract grant funds in a professional arena that is heavily resourced and built around an academic operational model. Likewise, the challenges of attracting experienced top talent to a staff position that is isolated from familiar and established research support infrastructure at a salary level that is more typical of an entry-level post-doctoral appointment at a university would continue to encumber the potential of the GSTC Research program.

Considering this assessment, a new model is proposed to establish a Georgia Sea Turtle Center Affiliate Scientist role through a contractual agreement with an academic institution that offers graduate-studies pertinent to sea turtle biology/ecology. This model is designed around the idea that the return on investment for the JIA and the GSTC can be maximized by reallocating funds that would otherwise go to salary and benefits for a staff scientist. This amount, between \$60,000 and \$80,000 annually, is anticipated to leverage additional investment from the Affiliate Scientist’s host institution as well as ongoing grant funding, all of which will be additive contributions to advancement of the GSTC mission and elevate the profile of GSTC Research accomplishments. Whereas \$60K - \$80K can support one person in house, under this model, the same amount could go farther, by also sustaining



foundational funding for graduate students, technicians, and direct investments in research activities and products.

RECOMMENDATIONS

Staff recommends that the Board approve RFP #369 for distribution

POSTING

RFP #369 will be posted on the Jekyll Island Authority website and to the Georgia Procurement Registry by the close of business on February 18, 2021.

SECTION 8

SCOPE OF WORK

RFP # 369

Georgia Sea Turtle Center Affiliate Scientist

A. Project Overview

Through this Request for Proposals (RFP) The Georgia Sea Turtle Center (GSTC), a department of the Jekyll Island State Park Authority (JIA), seeks to establish a long-term contractual relationship with an Affiliate Scientist associated with an academic institution. The GSTC aims to be widely recognized as an influential leader in the field of turtle research with a particular emphasis on sea turtles and diamondback terrapins. The GSTC anticipates allocating between \$60,000 and \$80,000 to fund an Affiliate Scientist and seeks to maximize the return on this investment in terms of increased knowledge and awareness of sea turtle and diamondback terrapin biology and ecology contributing to improved conservation decision making and outcomes for these species. In the pursuit of these goals, the work and guidance of an experienced Ph.D. scientist is desired. By establishing this relationship as a contractual Affiliate Scientist, the GSTC seeks to leverage its research investment in the following ways:



1. Through association with the selected scientist's expertise and reputation.
2. Through access for the selected scientist to the research infrastructure, scientific professional environment, and student contributions, of an academic institution that offers a graduate degree program in a related field (e.g. biology, ecology, marine sciences, natural resources).
3. Through matching resources, financial and otherwise, contributed by the selected scientist's academic institution.
4. Through the application of grant funds, acquired and administered by the Affiliate Scientist, in ways that strategically support and advance the mission of the GSTC.
5. Through the Affiliate Scientist's contributions to planning-for, guiding, and implementing, the strategic development of the GSTC Research program. In this capacity, the Affiliate Scientist will be integrated into the GSTCs leadership team.

B. Project Scope

The GSTC Affiliate Scientist role is conceived of as an ongoing, long-term professional relationship between the GSTC, an individual scientist who would identify themselves as an Affiliate of the Georgia Sea Turtle Center in appropriate professional contexts, and the Affiliate Scientist's host institution. As such, it is desirable that the proposing scientist have an established, stable, and supportive position within a host institution that is capable of contributing resources and commitment in support of the Affiliate Scientist's longevity in the GSTC Affiliate role. In consultation and collaboration with GSTC leadership, the Affiliate Scientist will be expected to design, manage, and interpret, in various formats for technical and non-technical audiences, an original and impactful program of scientific research. The Affiliate Scientist's research should complement the existing body of veterinary and ecological research and ongoing monitoring programs associated with the GSTC. Priority focal species for the Affiliate Scientist will be sea turtles and diamondback terrapins with potential for opportunities to collaborate on projects involving other wildlife species. The Affiliate Scientist will be expected to contribute no-less than 1/3 of their staff time to activities wholly contributing to the GSTC role. Because the Affiliate Scientist will be a newly created role, some parameters of the scope are loosely defined. This is intentional to encourage competition among proposers to maximize



their proposed contributions. Specific elements of scope, such as frequency of routine communication with GSTC leadership/management staff and frequency/duration of Affiliate Scientist presence on Jekyll Island will be made firm in contract negotiation and will be developed based on information provided in proposal responses and proposer interviews. The substance and depth of engagement the proposer is willing to offer to the GSTC will be a competitive advantage in the selection process.

The GSTC seeks an Affiliate Scientist who:

1. Is a seasoned Ph.D. scientist in the academic realm operating at the faculty level, familiar with navigating institutional and administrative structures and processes to sustain and advance research programs.
2. Has a record of successfully attracting and managing grant funding and producing high-quality grant deliverables.
3. Brings to the table a significant portfolio of peer-reviewed publications that includes topics pertaining to sea turtle biology and conservation.
4. Excels in communicating science-based information to both technical and non-technical audiences in written, verbal, and graphical formats.
5. Is comfortable and confident in a variety of field and laboratory research settings, including working hands on with live turtles to collect data.
6. Has an excellent reputation among peers and students for integrity, congeniality, reliability, honesty, professionalism, and intellect.
7. Is familiar with federal and state policies and priorities pertaining to the conservation of sea turtles and diamondback terrapins.
8. Has mentored graduate students through completion of degree requirements and is capable and effective in guiding the work of others.
9. Is able and willing to travel regularly to Jekyll Island, Georgia.

Prospective Affiliate Scientist's institutional association(s) should:

1. Demonstrate commitment and stability on the part of the institution towards sustaining and retaining the Affiliate Scientist and their projects.
2. Cover, or be willing to contribute to, salary for the Affiliate Scientist preferably with not less than a 1/3-time contribution by the host institution. Institutions able to cover 50% or more of the Affiliate Scientist's salary will be viewed more favorably in this regard.



3. Require minimal course instruction expectations of the Affiliate Scientist, not exceeding 1/3 time.
4. Offer a graduate degree program with fields of study pertinent to the research and conservation of marine and estuarine turtles.
5. Demonstrate a commitment to promoting and facilitating accessibility to the sciences, scientific education, experience, and career advancement by individuals who are demographically under-represented in these areas.



100 JAMES ROAD
JEKYLL ISLAND, GA 31527
(912) 635-4000

Request for Proposal # 369

for

Georgia Sea Turtle Center Affiliate Scientist

Date Issued: __

Submission Deadline:

03/31/2022

SECTION 1 GENERAL INFORMATION

This is an invitation to submit a proposal to establish a contract with an interested qualified professional to provide Jekyll Island Authority with the services as indicated herein. The Authority certifies that the use of competitive sealed bidding will not be practicable or advantageous to the Authority or the State of Georgia in completing the acquisition described in this Request for Proposal ("RFP"). This RFP process will be conducted to gather and evaluate responses from a company or person desiring to do business with the Jekyll Island Authority ("Proposer") for a potential award. After evaluating all the Proposals received prior to the Close Date of this RFP and following negotiations and resolution of contract terms (if any), the preliminary result will be submitted to the Board of Directors for consideration and approval. Subject to and following Board approval, legal due diligence, and contract resolution, a contract will be executed.

Jekyll Island. Jekyll Island is a unique, state-owned barrier island that balances conserving and preserving natural, historic, and cultural resources with providing accessible, affordable recreation, vacation, and educational opportunities for the people of Georgia and beyond. Surrounded by picturesque marshes and breathtaking oceanfront, Jekyll Island is a peaceful costal habitat. The barrier island contains one of the few remaining intact maritime forests on the Eastern seaboard. Originally inhabited by Native Americans, Jekyll was explored by the French and Spanish, and first settled by the English. From early settlers to America's social elite to today's young explorers, this special barrier island has captured imaginations for generations.

Jekyll Island Authority. Recognizing that our island's natural beauty and vibrant history set us apart from any other coastal destination, the Governor and the Georgia State Legislature established the island as a State Park in 1950 and entrusted its care to the Jekyll Island Authority. Since its inception, the Authority has set up parameters to protect the island ecosystem, while ensuring it remains an inviting place for residents and guests. Today, the Authority is a self-supporting state entity responsible for the management and stewardship of Jekyll Island.

Our Mission

As stewards of Jekyll Island's past, present, and future, we are dedicated to maintaining the delicate balance between nature and humankind.

Our Vision

Through progressive stewardship and excellent customer service, Jekyll Island will be recognized as a sustainable conservation community that is the choice destination among all who experience its unique environment, services, and amenities.

Georgia Sea Turtle Center. The Georgia Sea Turtle Center (GSTC), proudly operated by the Jekyll Island Authority, was established in 2007 to increase awareness of habitat and wildlife conservation challenges facing sea turtles, to promote responsibility for ecosystem health, and to empower individuals to act locally, regionally, and globally to protect the environment. The only turtle-focused wildlife hospital in Georgia, the GSTC also works extensively with diamondback terrapins.

SECTION 2

DEFINITIONS

- 2.1 Contractor:** Contractor means any person or business having a contract with Jekyll Island Authority.
- 2.2 Jekyll Island-State Park Authority (“JIA” or “Authority” or Jekyll Island Authority):** a public authority created by the General Assembly of the State of Georgia and deemed an instrumentality of the State of Georgia and a public corporation.
- 2.3 Professional Services:** Those services as outlined in this Request for Proposal and the Proposal that Proposer will perform during this Project.
- 2.4 Project:** The Professional Services and work and collaboration between JIA and Contractor and their team, staff, consultants, and representatives to carry out the purpose of this Request for Proposal.
- 2.5 Project Manager:** That staff member and day-to-day representative of the Jekyll Island Authority for this Project. The Project Manager is the point of contact for this Project.
- 2.6 Proposal:** An offer or statement of a price and project description in response to a request for services to be rendered to the JIA.
- 2.7 Proposer:** Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other legal entity that has submitted a proposal to the Jekyll Island Authority in such capacity before a contract has been entered into between such party and the JIA.
- 2.8 Request for Proposal (“RFP”):** Those documents, including documents attached or incorporated by reference, utilized for soliciting proposals in accordance with the RFP procedures and instructions set forth herein. The Request for Proposal, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Scope of Work, Addendum, and/or any other pertinent documents form a part of the Proposal and by reference are made a part hereof.

SECTION 3

SCHEDULE OF EVENTS

3.1 Schedule of Events. The schedule of events represents the JIA's best estimate of the schedule that will be followed. However, delays to the process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFP will be publicly posted prior to the closing date of this RFP. After the close of the RFP, the JIA reserves the right to adjust the remainder of the proposed dates on an as-needed basis.

Description	Date and Time
Deadline for written questions	03/04/2022 at 2:00 p.m. ET
Responses to Written Questions	03/11/2022 at 2:00 p.m. ET
Proposals Due / Close Date Proposal Opening Date	03/31/2021 at 2:00 p.m. ET
Proposal Evaluation Completed (on or about)	One to two weeks after close
Interviews	Two to four weeks after close
Negotiations (discretionary)	four to five weeks after close
Notice of Intent to Award (emailed) (on or about)	four to five weeks after close
Consideration by Board for Approval - estimated	05/17/2022
Resolution of Contract Terms	Prior to contract start date
Estimated Contract Start Date	July 1, 2022

3.2 Proposer Questions and Inquiries. Questions and requests for clarification may be submitted up to the date and time set forth above via email to Ben Carswell at bcarswell@jekyllisland.com . No questions will be accepted after this. **Contact with other staff of the Authority or members of the Board regarding this RFP is strictly prohibited and will result in disqualification of the Proposer.** A final summary of the questions received, and the Authority's responses will be posted on the Georgia Procurement Registry, the Authority website, and, if answers to submitted questions materially change the conditions and specifications of this RFP, sent periodically via email to those who have requested the RFP no later than the date and time set forth above. No questions other than written will be accepted. No response other than written will be binding upon the JIA. Proposers are cautioned that the JIA may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section. In submitting your question, you must include your company name, your question, and cite the relevant section of the RFP.

- 3.3 Negotiations.** Following any submissions or presentations, the finalist(s) may be re-evaluated. Should it become necessary, JIA may negotiate, verbally or in writing, with the Proposer(s) whose proposal(s) is/are determined to be most advantageous to JIA. Such Proposer(s) may be asked to submit a revised written offer. However, JIA reserves the right to accept a proposal as submitted; accordingly, it is imperative that all Proposers present their best offers in their initial submission.
- 3.4 JIA's Right to Request Additional Information.** Prior to contract award, the JIA must be assured that the selected Proposer has all the resources to successfully perform under the contract. This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the needs of the JIA, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, the JIA is unable to assure itself of the Proposer's ability to perform, if awarded, the JIA has the option of requesting from the Proposer any information deemed necessary to determine the Proposer's ability. If such information is required, the Proposer will be so notified and will be permitted a certain period to submit the information requested.
- 3.5 Notice of Intent to Award.** The prospective successful Proposer, if any, will be notified by e-mail of the Authority's Notice of Intent to Award the contract to the Proposer. The Notice of Intent to Award is not notice of an actual contract award; instead, it is notice of the JIA's expected contract award(s) pending resolution of the protest process and Board approval. Unsuccessful Proposers will also be notified at this time.
- 3.6** Resolution of contract terms may commence with the prospective successful Proposer. The draft contract format (as may be amended in JIA's sole discretion) will be the **only** acceptable basis of the final document for execution.
- 3.7** Upon mutual agreement of contract terms, the attached draft contract shall be constructed and forwarded to the prospective successful Proposer for execution.
- 3.8** Following the Notice of Intent to Award, a recommendation will be made to the Authority's Board of Directors for consideration. A reminder: The Notice of Intent to Award does not guarantee an award of this contract, which is determined by a vote of the Board of Directors.
- 3.9** Upon the Board's approval and subsequent expiration of protest period, contract resolution and legal due diligence, the contract will be executed.
- 3.10** The Proposer will be required to submit its certificate(s) of insurance and endorsement(s) prior to the issuance of a Notice to Proceed.
- 3.11 Notice to Proceed.** Upon a duly executed contract and submission of all required documentation, a Notice to Proceed will be issued as scheduled. The successful proposer shall not commence work under this Invitation to Bid until a written contract

is awarded and a Notice to Proceed is issued by the Project Manager. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.

SECTION 4

RFP PROPOSAL FACTORS, SCORING, AND AWARD

All timely proposals will be evaluated in accordance with the following steps. The objective of the evaluation process is to identify the proposal which represents the best value to the Authority based on a combination of factors.

Proposer consents to the Authority to contact any person or organization to make inquiries into legal, character, practical, financial, and other qualifications of Proposer. Proposer agrees that any person working on this Project may be subject to a criminal and financial background check.

4.1 Procedure.

4.1.1 The Authority will evaluate the submitted proposals.

4.1.2 Based on this review, the proposals will first be evaluated as either "responsive" or "non-responsive." If a Proposal fails to meet a mandatory requirement, the Authority will determine if the deviation is material. An immaterial deviation will be processed as if no deviation had occurred. A material deviation will be cause for rejection of the Proposal.

4.1.3 Responsive proposals will then be evaluated by an evaluation team for content and ranked in accordance of their merits.

4.1.4 The evaluation team may recommend interviews with up to five (5) finalists. Those proposals not achieving finalist status will be eliminated from further consideration.

4.1.5 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.

4.1.6 The evaluation team will use the information gained during these discussions, along with information presented in the proposals, to rank the proposals.

4.2 Factors. The following factors will, at a minimum, be considered during the evaluation process:

- a) The qualifications and capabilities of the prospective Affiliate Scientist including a demonstrated solid track record of scientific integrity, originality, quality, utility, and productivity;
- b) The quality and completeness of the proposal package;
- c) Demonstrated understanding of the uniqueness of Jekyll Island and the relationship between the Jekyll Island Authority, the Georgia Sea Turtle Center,

and the Georgia Department of Natural Resources in relation to sea turtle research, rehabilitation, conservation, and management;

- d)** The quality of interview presentation and response to questions from interviewer;
- e)** Overall value of the Project, in consideration of all payments-to or costs-incurred by the Authority;
- f)** The responsibility of the Proposer. A Proposer must be considered responsible to be eligible for a contract award. "Responsible" means the Proposer, whether a company, organization, or an individual, has appropriate legal authority to do business in the state of Georgia, a satisfactory record of integrity, appropriate financial, organizational and operational capacity and controls, and acceptable performance on previous governmental and/or private contracts, if any. Examples of non-responsibility include, but are not limited to: a Proposer's history of nonperformance or performance problems on other contracts (public or private); a record of financial difficulty, business instability, criminal sanctions, civil sanctions, or tax delinquency; or being debarred, suspended, proposed for disbarment, or declared ineligible or voluntarily excluded by any governmental entity (federal, state or local). A Proposer's unreasonable failure to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility. Non-responsibility will be determined on a case-by-case basis taking into consideration the unique circumstances of the individual RFP.
- g)** The best fit for the Jekyll Island Authority and the Georgia Sea Turtle Center, which may include factors not listed here, such as advantages or disadvantages introduced or discovered during the proposal process. The Authority has determined that it is best to define its own needs, desired operating objectives, and desired operating environment. The Authority will not tailor these needs to fit particular solutions Proposers may have available; rather, the Proposers shall propose to meet the Authority's needs as defined in this RFP. All claims shall be subject to demonstration; and
- h)** Proposer's commitment and capability to work expeditiously and collaboratively with the JIA/GSTC in the capacity of Affiliate Scientist.

4.3 Award of Contract:

- 4.3.1** The contract, if awarded, will be awarded to that Proposer whose Proposal will be most advantageous to Jekyll Island Authority, price and other factors considered. The JIA reserves the right to select any Proposer it believes to be in its best interest and to negotiate proposed scope elements and fees, or to reject any and all proposals at its sole discretion. The primary intent of this

RFP is to identify a single source to provide all of the needed goods and/or services, but the Authority reserves the right to make split awards.

4.3.2 Multiple Awards: Any contract resulting from this RFP is non-exclusive, except if specifically stated, and shall be awarded with the understanding and agreement that it is for the sole convenience of JIA. JIA is free to have multiple contracts for the awarded services and may initiate other solicitations with other professional service providers at any time at JIA's sole discretion. The decision to award multiple contracts, award only one contract, or to make no awards rests solely with JIA.

SECTION 5

INSTRUCTION TO PROPOSERS

5.1 By submitting a response to this RFP, the Proposer is acknowledging that the proposer:

- a) Has read the information and instructions and attachments; and
- b) Agrees to comply with the information and instructions contained herein.
- c) The JIA will not be liable for any costs incidental to the preparation of the RFP, presentations, or interviews relating to the selection process.

5.2 Each Proposal shall contain at least the following information. **JIA reserves the right to reject any or all Proposals that are non-responsive.**

5.2.1 Cover Letter. Please include in your cover letter a summary of yourself, your institutional affiliation(s), any other individuals associated with your proposal, the name of the person authorized to enter into the contract on behalf of yourself and your institution, and contact information for those individuals, including email addresses.

5.2.2 Background and Experience.

- a) **General Background and Experience.** Describe the background, history, and core competencies of the proposed Affiliate Scientist as related to this Project. Summarize any other current roles and responsibilities, such as teaching or professional society appointments, that may constrain time availability or contribute value added to the GSTC Affiliate Scientist role.
- b) **Curriculum Vitae(s).** for the prospective Affiliate Scientist and any additional personnel associated with the proposal who would allocate time to supporting the work of the Affiliate Scientist work as it relates to the GSTC (e.g. lab managers, technicians, graduate students).
- c) **Quantitative/Statistical Analysis Skillset.** Describe the capabilities of the proposed Affiliate Scientist in managing, analyzing, and graphically presenting the types of data associated with their areas of expertise. Also address resources available to the Affiliate Scientist to carry out quantitative/statistical analyses and acknowledge any limitations in this regard arising from the individual's abilities or the resources available to them.
- d) **Public Profile.** Characterize any notable aspects of the Affiliate Scientist's current public profile such as print or online media appearances/publications, social media following, etc.
- e) **Relevant Projects.** Describe in detail relevant projects which highlight scientific research experience that is pertinent to this Project. Include

projects associated with state and/or federal grant/contract funding if possible. If the Proposer has performed any work for, or in collaboration with, the JIA, including with the Georgia Sea Turtle Center, within the last five years, at least one of the listed projects must describe this work. Please include in your description information on:

- 1) Project name and location
 - 2) Start date and completion date
 - 3) If applicable, how many days were exceeded from estimated project completion deadline
 - 4) Summary of Project scope
 - 5) Summary of Project budget
 - 6) Summary of Project deliverables and products
 - 7) Summary of Project impact/value
 - 8) Contact information for references who can speak knowledgably about your involvement in the project
- f) List and briefly describe any other prior Projects, agreements, or collaborations, undertaken in the past 10 years, in which the Proposer has been formally associated with the JIA/GSTC, or other governmental entities working in wildlife conservation or management such as state Departments of Natural Resources, the US Fish and Wildlife Service, NOAA, etc. Include Project title, date range of activity, agency Point of Contact, and current status.
- g) If applicable, provide explanation of any failure to complete a project, or explanation of any project that has been the subject of a claim or lawsuit by or against the Proposer. If so, please describe the nature of the claim/lawsuit, the court in which the case was filed, and the details of the resolution.
- h) **Writing samples.** Provide copies of three written products, representing a range of work for which the proposed Affiliate Scientist is lead(first) author. These may be peer-reviewed journal publications or excerpts thereof, technical white papers, teaching/outreach products, scientific opinion/position statements provided to professional societies or government agencies, or any other materials that convey the range of the Affiliate Scientist's background and experience with written communication.

5.2.3 Detailed Proposal, which shall include:

- a) **Statement of Project Understanding.** Concisely describe why you are proposing in response to this RFP for a Georgia Sea Turtle Center (GSTC) Affiliate Scientist. Describe how your research expertise and capabilities could contribute to enhancing the reputation and impact of the GSTC as a leader in sea turtle and diamondback terrapin research and conservation. Briefly describe your background, areas of scientific expertise and interest,

and what you could contribute as the GSTCs Affiliate Scientist.

- b) **Description of institutional commitment and resources.** Characterize the relationship between the prospective Affiliate Scientist and the host institution and identify all resources associated with the primary host institution and any supporting institutions that could be directed, in whole or in part, to support the Affiliate Scientist's contributions to the GSTC. Resources may include tangibles such as lab space, equipment, vehicles, etc., as well as intangibles, such as faculty networks, partnership opportunities, etc.
- c) **Strategic focus.** Describe your strategic vision for how best to invest in scientific research to sustain and enhance the reputation and influence of the GSTC as a research leader and to better inform decisions with implications for sea turtle and diamondback terrapin conservation. What topical areas of focus and research methodologies do you propose to advance this vision? What research questions might you pursue?
- d) **Narrative proposal.** Describe in detail how you propose to allocate and use GSTC Affiliate Scientist funding to maximize its productivity in support of GSTC research goals and objectives, understanding that the Affiliate Scientist position is conceived of as being influential in the development of future GSTC goals and objectives. Specifically address the following points:
- i. How much funding would be allocated to salary for the Affiliate Scientist?
 - ii. How much of the Affiliate Scientist's time would be allocated to GSTC-contributing functions?
 - iii. How many working days (minimum - maximum) per year would the Affiliate Scientist be at Jekyll Island?
 - iv. With what regularity do you propose that the Affiliate Scientist be in communication with GSTC staff leadership?
 - v. Describe how institutional resources listed in (4) will contribute to GSTC goals and objectives.
 - vi. How will the Affiliate Scientist integrate where appropriate or keep separate where appropriate their role in affiliation with the GSTC with/from other unrelated professional roles and responsibilities?
 - vii. In addition to any financial contribution from the academic host institution, identify any other source of funding (awarded or pending) associated with the Affiliate Scientist that could be leveraged to contribute to sea turtle or diamondback terrapin research interests.
 - viii. Startup schedule. When will the Affiliate Scientist be available to begin their work in association with the GSTC? Is any phasing proposed in how GSTC funding would be allocated?
- e) **Budget proposal.** Specify in tabular, line-item form how you propose to allocate the GSTC Affiliate Scientist funding. Proposals that allocate more than 25% of funds to institutional overhead or indirect expenses will not be considered. Optionally, budget proposals may cover multiple

fiscal years (July 1 – June 30) if, for example, the Proposer envisions ramping up funding from a lower start-up amount or otherwise modifying the allocations of funds over time.

5.2.4 Draft Contract Exceptions pursuant to Section 7.8.2.

5.2.5 Attachment A.

5.2.6 Any other pertinent information the Proposer wishes to present.

5.3 Preparing the Response. Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission, including the attached draft contract. Each Proposal constitutes an offer and may not be withdrawn except as provided herein. All Proposals shall be:

5.3.1 Prepared on the forms enclosed herewith, unless otherwise noted, and **all documents must be submitted to be considered a complete and responsive Proposal.** Please note that specific forms for submission are required.

5.3.2 Typewritten on standard 8-1/2"x 11" paper, except for schematics, exhibits, photographs, or other necessary information, or signatures, which shall be signed by the business owner or authorized representative. **ALL SIGNATURE SPACES MUST BE SIGNED**

5.3.3 All erasures or corrections shall be initialed and dated by the official signing the Proposal. Any changes to the conditions and specifications must be in the form of a written addendum to be valid.

5.4 Packaging your Proposal.

5.4.1 Submit six (6) hard copy(ies) and one (1) electronic copy in **PDF format** on a USB drive of your complete proposal.

5.4.2 Your Proposal must be submitted in sealed opaque envelopes, plainly marked as follows:

RFP # 369
Name of Proposer
Proposer's Institutional Affiliation and Title
Contact Email and Phone Number

5.5 Submitting your Proposal.

5.5.1 Your proposal must be mailed or hand delivered as follows in sufficient time

to ensure receipt by the JIA on or before the time and date specified.

Jekyll Island Authority
ATTN: Ben Carswell
100 James Road
Jekyll Island, Georgia 31527.

5.5.2 The complete Proposal must be received on or before the due date and time.

PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED

WILL NOT BE OPENED OR CONSIDERED.

SECTION 6

RIGHT TO PROTEST

- 6.1** By submitting a Proposal, or by submitting a Protest prior to submitting a Proposal, the Protestor agrees to be bound by the terms and conditions of this Section.
- 6.2 Subject of protest.**
- 6.2.1** Any Proposer may file a Protest on the grounds of irregularities in the proposal procedures, but not based upon the evaluation of each proposal.
- 6.2.2** The presence of multiple nonmaterial issues in a solicitation or award does not constitute a material issue unless the Protestor can establish that those nonmaterial issues together would prejudice the outcome.
- 6.2.3** Governmental officials and state entities are presumed to act in good faith, and a Protester's contention that procurement officials, including but not limited to procurement personnel and evaluation team members, are motivated by bias or bad faith must be supported by convincing proof.
- 6.2.4** The manner and depth of the Authority's analysis is a matter within the sound exercise of the Authority's discretion. Protesters may not challenge the realism of a potential awardee's price, such as arguing that a proposer's price is so low that it reflects a lack of understanding of the Authority's requirements or creates a risk of unsuccessful performance.
- 6.2.5** Patent ambiguities must be challenged prior to the Close Date. A proposer who chooses to compete under a patently ambiguous solicitation does so at its own peril and cannot later complain when the Authority proceeds in a manner with one of the possible interpretations.
- 6.2.6** The Authority may waive compliance with a material solicitation requirement in awarding a contract if the award will meet the Authority's actual needs without prejudice to other proposers. Competitive prejudice from such a waiver exists only where the requirement was not similarly waived for the Protester or where the Protester would be able to alter its submission to its competitive advantage if given the opportunity to respond to the relaxed term. In cases where the Protester argues that the Authority improperly waived a certain requirement, prejudice does not mean that, had the Authority failed to waive the requirement, the awardee would have been unsuccessful. Rather, the pertinent question is whether the Protester would have submitted a different offer that would have had a reasonable possibility of being selected for award or that it could have done something else to improve its chances for award had it known that the Authority would waive the requirement.
- 6.2.7** The Authority must rely upon its business judgment in exercising its

determination that a Proposer is not responsible. Although the determination must be factually supported and made in good faith, the ultimate decision rests with the Authority, as the Authority must bear the effects of any difficulties experienced in obtaining the required performance. For these reasons, a determination of non-responsibility will generally not be questioned unless the Protestor can demonstrate bad faith on the part of the Authority or lack of any reasonable basis for that determination.

6.3 Types of Challenges.

6.3.1 Challenge to the Solicitation. Any interested individual or entity capable of responding to a competitive solicitation may file a protest with respect to the competitive solicitation process, including but not limited to a challenge to specifications or any events or facts arising during the solicitation process.

6.3.2 Challenge to the Authority's Intended or Actual Contract Award. Any Proposer who has submitted a timely Proposal may file a protest with respect to the Authority's intended or actual contract award, including, but not limited to, events or facts arising during the evaluation process.

6.4 Filing Deadlines.

6.4.1 A protest has been deemed filed when it is received by the Authority.

6.4.2 Untimely protests will not be considered absent evidence of malfeasance or administrative error by the Authority absent evidence of malfeasance or administrative error by the Authority that substantially impaired a Protestor's ability to file a timely protest.

6.4.3 If timely access to records has not been provided as required pursuant to state law, the Protestor is required to file a protest within the filing period, indicating the failure of the Authority to provide timely access to records and reserving the right to file an amended protest upon production of such records.

6.4.4 If a potential protestor fails to file a protest by the applicable deadline, the potential protestor is deemed to have voluntarily relinquished any ground the potential protestor may have for protesting through the protest process in subsequent litigation. To ensure the protest process is conducted efficiently and in a manner fair to all parties, the Protestor is required to identify all grounds for protest during the protest filing period. Any issues not raised in the protest filing period are deemed as voluntarily relinquished by the Protestor. After the protest filing period expires, any grounds for protest voluntarily relinquished may not be introduced at any time during the protest process or any subsequent litigation.

Protest Filing Deadlines	
Type of Protest	Protest Filing Deadline
Challenge to Competitive Solicitation Process	<p>Earlier of:</p> <p>10 calendar days after the Protestor knows or should have known of the occurrence of the action which is protested</p> <p>OR</p> <p>2 business days prior to the Close Date</p>
Challenge to the Authority's Intended or Actual Contract Award	<p>Earlier of:</p> <p>10 calendar days after the Protestor knows or should have known of the occurrence of the action which is protested</p> <p>OR</p> <p>5 calendar days after award of solicitation by Board of Directors</p>

6.5 Protest Remedies.

Protest Remedies	
Type of Protest	Available Relief includes, but is not limited to, the following:
Challenge to Competitive Solicitation Process	<ul style="list-style-type: none"> • Modification of RFP • Extension of the Close Date and time (as appropriate) • Cancellation of the RFP
Challenge to the Authority's Intended or Actual Contract Award	<ul style="list-style-type: none"> • Revision of cancellation of the Notice of Intent to Award or Notice of Award • Re-evaluation and re-award • Cancellation of the RFP. • Re-solicitation with appropriate changes to the new RFP.

6.6 Form of Protest.

6.6.1 All protests shall be in writing and filed in duplicate.

6.6.2 All envelopes containing protests shall be labeled "PROTEST."

6.6.3 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;
- 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 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 or his or her designee shall not be prohibited from making a decision on a Protest prior to receipt of final Protest materials from the Protestor; and
- f) The form of relief requested.

6.7 Delivery of Protest. All protests should be mailed or delivered by hand to the following address and marked as follows:

PROTEST - RFP # 369
Executive Director
Jekyll Island Authority
100 James Road
Jekyll Island, GA 31527

6.8 Stay of Award During Protest. When a protest challenging the competitive solicitation process has been timely filed, the Close Date will be extended until a final decision resolving the protest has been issued, unless the Executive Director makes a written determination that the award of the contract without delay is necessary under the circumstances to protect the interests of the Authority. When a protest challenging an intended contract award has been timely filed, the Authority will not proceed to actual contract award, unless the Executive Director makes a written determination that the award of the contract without delay is necessary under the circumstances to protect the interests of the Authority.

6.9 Information on Protests. 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.

6.10 Decision on Protest. 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. The decision of the Executive Director is final except if a Protest is denied.

6.11 Appeal of Protest Denial

6.11.1 If a Protest is denied by the Executive Director, the Protestor may make an appeal to the Board of Directors within 5 calendar days after the denial by the Executive Director.

6.11.2 No appeal will be considered if the Protestor has not first filed a Protest with the Executive Director and received a decision.

6.11.3 An appeal shall contain all information included in the original protest together with the decision of the Executive Director and all other information relevant to the basis for the appeal.

6.11.4 All protests should be mailed or delivered by hand to the following address and marked as follows:

PROTEST APPEAL - RFP # 369
Board of Directors
Jekyll Island Authority
100 James Road
Jekyll Island, GA 31527

6.11.5 The appeal will be placed on the agenda for the next available board meeting. The next available board meeting will be the next board meeting for which the agenda has not yet been made public, unless the Executive Director determines otherwise. The Authority may submit a written response to the protest and appeal to the Board of Directors. No other response or reply will be allowed. The Board of Directors will be provided the documents prior to the meeting. The Protestor and the Authority will be given no more than 5 minutes each to make an oral argument before the Board of Directors.

6.11.6 The Board of Directors shall have 30 days after hearing an appeal to issue its decision. 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, events such as hurricanes.

6.11.7 The Board of Director's decision shall be in writing and shall be sent to the Protestor.

6.11.8 The decision of the Board of Directors shall be final, and no further appeal will be allowed.

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

6.13 Exclusive Remedy. This Procedure shall be the exclusive method for asserting a claim against the Authority arising out of or relating to this RFP.

SECTION 7

GENERAL TERMS AND CONDITIONS

- 7.1** 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 rights under this RFP.
- 7.2 Jekyll Island Authority's Rights Concerning Responses and Award.** JIA reserves the right to reject any or all responses and to waive any irregularities or technicalities in responses received whenever such rejection or waiver is in the best interest of JIA. JIA reserves the right to reject all responses or any response that is not responsive, is over budget, of a proposer who has previously failed to perform properly or complete on time contracts of a similar nature, or a Proposal from a proposer whom investigation shows is not able to perform the contract. The JIA reserves the right to waive any irregularity or informality in a Proposer's response, and to accept or reject any item or combination of items, when to do so would be to the advantage of the JIA. It is also within the right of the JIA to reject responses that do not contain all elements and information requested in this RFP. A Proposer's response will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFP requirements, which such determination will be made by the JIA on a case-by-case basis.
- 7.3 Jekyll Island Authority's Right to Amend and/or Cancel the RFP.** The JIA reserves the right to amend this RFP prior to the end date and time. Amendments will be made in writing and publicly posted as one or more addenda. EACH PROPOSER IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING ADDENDA AND ANY OTHER POSTED DOCUMENTS AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE PROPOSER'S RESPONSE. ALL PROPOSERS ARE ENCOURAGED TO FREQUENTLY CHECK THE WEBSITE FOR ADDITIONAL INFORMATION. The JIA reserves the right to cancel this RFP at any time.
- 7.4 Errors or Omissions in RFP.** Any obvious error or omission in specifications shall not inure to the benefit of the Proposer but shall put the Proposer on notice to inquire of or identify the same to the JIA.
- 7.5** It is the responsibility of the Proposer to carefully examine and fully understand the contract, plans, technical specifications and other documents hereto attached and make a personal examination of the site of the proposed work and satisfy him or herself as to the actual conditions and requirements of the work. Failure to do so will be at the Proposer's own risk.
- 7.6 Project Manager.** The Project Manager shall act as the JIA's representative during the execution of this Contract. He or she shall decide questions which may arise

as to quality and acceptability of services and products furnished and work performed. He or she shall interpret the practical intent of the Contract in a fair and unbiased manner. The decisions of the Project Manager shall be final and conclusive and binding upon all parties to the Contract.

7.7 Signed Proposal Considered Offer: The signed Proposal shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Jekyll Island Authority's Board of Directors. In case of a default on the part of the Proposer after such acceptance, Jekyll Island Authority may take such action as it deems appropriate, including legal action for damages or lack of required performance. The Proposer further agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the contract documents, but which are incidental to the scope, intent, and completion of the contract, shall be deemed to have been included in the Fees as proposed.

7.8 Contract Terms and Conditions.

7.8.1 Please review the JIA's contract terms and conditions prior to submitting a response to this RFP in Attachment B. Proposers should plan on the contract terms and conditions contained in this RFP being included in any award as a result of this RFP. Therefore, all costs associated with complying with these requirements should be included in any pricing quoted by the Proposer. The contract terms and conditions may be supplemented or revised before contract execution and are provided to enable Proposers to better evaluate the costs associated with the RFP and the potential resulting contract.

7.8.2 By submitting a proposal, each Proposer acknowledges its acceptance of the RFP specifications, and the draft contract terms and conditions without change except as otherwise expressly stated in the submitted Proposal. **If a Proposer takes exception to a draft contract provision, the Proposer must state the reason for the exception and state the specific contract language it proposes to include in place of the provision. All exceptions to the contract must be submitted as an attachment to the Proposer's response.** Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in the RFP.

7.8.3 In the event the Proposer is selected for a potential award, the Proposer will be required to enter into discussions with the JIA to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within the period of time identified in the Schedule of Events. Failure to resolve any contractual issues may

lead to rejection of the Proposer. The JIA reserves the right to proceed to discussions with the next best ranked Proposer.

7.8.4 The JIA reserves the right to modify the contract to be consistent with the apparent successful Proposal and to negotiate other modifications with the apparent successful Proposer. Exceptions that materially change the terms or the requirements of the RFP may be deemed non-responsive by the JIA, in its sole discretion, and rejected. Contract exceptions which grant the Proposer an impermissible competitive advantage, as determined by the JIA, in its sole discretion, will be rejected. If there is any question whether a particular contract exception would be permissible, the Proposer is strongly encouraged to inquire via written question submitted to the Authority prior to the deadline for submitting written questions as defined by the Schedule of Events.

7.9 Reserved.

7.10 Reserved.

7.11 Payment of Taxes. Every contractor, vendor, business, or person under contract with Jekyll Island Authority is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Jekyll Island Authority by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

7.12 Equal Employment Opportunity. The Proposer certifies that it/he/she will follow equal employment opportunity practices in connection with the awarded contract or as more fully specified in the contract documents.

7.13 ADA Guidelines. The JIA adheres to the guidelines set forth in the Americans with Disabilities Act. Proposers should contact the Jekyll Island Authority at least one day in advance if they require special arrangements. The Georgia Relay Center at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

7.14 Reserved.

7.15 Liability Provisions: Where Proposers enter or go onto Jekyll Island Authority property to take measurements or gather other information in order to prepare the proposal, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Proposal and shall indemnify and hold harmless Jekyll Island Authority from any liability arising therefrom. The contract document

specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Jekyll Island Authority.

7.16 Cone of Silence. Lobbying of RFP Evaluation Committee members, Government employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB), Request for Proposal (RFP), or contract by any member of a Proposer's staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation, is strictly prohibited. Such actions may cause your proposal to be rejected.

7.17 CONFIDENTIALITY AND GEORGIA OPEN RECORDS ACT.

7.17.1 The responses will become part of JIA's official files without any obligation on JIA's part. Ownership of all data, materials and documentation prepared for and submitted to Jekyll Island Authority in response to a solicitation, regardless of type, shall belong exclusively to Jekyll Island Authority and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18- 70, et. Seq., unless otherwise provided by law.

7.17.2 Jekyll Island Authority shall not be held accountable if material from responses is obtained without the written consent of the Proposer by parties other than JIA at any time during the solicitation evaluation process.

7.17.3 In the event a Proposer submits information which constitutes trade secrets pursuant to Article 27 of Chapter 1 of Title 10, the Proposer must follow the procedure set forth in O.C.G.A. § 50-18-72(a)(34). If the proper documentation is not submitted, any documents labeled trade secret information or confidential will not be kept confidential under the Georgia Open Records Act.

7.18 Insurance Provisions: See Attachment B- Contract.

SECTION 8

SCOPE OF WORK

RFP # 369

Georgia Sea Turtle Center Affiliate Scientist

A. Overview

Through this Request for Proposals (RFP) The Georgia Sea Turtle Center (GSTC), a department of the Jekyll Island State Park Authority (JIA), seeks to establish a long-term contractual relationship with an Affiliate Scientist associated with an academic institution. The GSTC aims to be widely recognized as an influential leader in the field of turtle research with a particular emphasis on sea turtles and diamondback terrapins. The GSTC anticipates allocating between \$60,000 and \$80,000 to fund an Affiliate Scientist and seeks to maximize the return on this investment in terms of increased knowledge and awareness of sea turtle and diamondback terrapin biology and ecology contributing to improved conservation decision making and outcomes for these species. In the pursuit of these goals, the work and guidance of an experienced Ph.D. scientist is desired. By establishing this relationship as a contractual Affiliate Scientist, the GSTC seeks to leverage its research investment in the following ways:

1. Through association with the selected scientist's expertise and reputation.
 2. Through access for the selected scientist to the research infrastructure, scientific professional environment, and student contributions, of an academic institution that offers a graduate degree program in a related field (e.g. biology, ecology, marine sciences, natural resources).
 3. Through matching resources, financial and otherwise, contributed by the selected scientist's academic institution.
1. Through the application of grant funds, acquired and administered by the Affiliate Scientist, in ways that strategically support and advance the mission of the GSTC.
 2. Through the Affiliate Scientist's contributions to planning-for, guiding, and implementing, the strategic development of the GSTC Research Program. In this capacity, the Affiliate Scientist will be integrated into the GSTCs leadership team.

B. Scope

The GSTC Affiliate Scientist role is conceived of as an ongoing, long-term professional relationship between the GSTC, an individual scientist who would identify themselves as an Affiliate of the Georgia Sea Turtle Center in appropriate professional contexts, and the Affiliate Scientist's host institution. As such, it is desirable that the proposing scientist have an established, stable, and supportive position within a host institution that is capable of contributing resources and commitment in support of the Affiliate

Scientist's longevity in the GSTC Affiliate role. In consultation and collaboration with GSTC leadership, the Affiliate Scientist will be tasked with leading development of a written Research Strategy for the GSTC, to be updated on a five-year cycle. They will be expected to design, manage, analyze and interpret, in various formats for technical and non-technical audiences, an original and impactful program of scientific research (Research Program) pursuant to the Research Strategy. The Affiliate Scientist's research should complement the existing body of veterinary and ecological research and ongoing monitoring programs associated with the GSTC. Priority focal species for the Affiliate Scientist will be sea turtles and diamondback terrapins with potential for opportunities to collaborate on projects involving other wildlife species. The geographic scope of the Affiliate Scientist's work should center on Jekyll Island and the Georgia coast and may extend to a broader geographic region provided connection to GSTC mission and strategy is maintained. Competitive proposals will call for the Affiliate Scientist to allocate no-less than 1/3 of their staff time to activities wholly contributing to the GSTC role. Because the Affiliate Scientist will be a newly created role, some parameters of the scope are loosely defined. This is intentional to encourage competition among proposers to maximize their proposed contributions. Specific elements of scope, such as frequency of routine communication with GSTC leadership/management staff and frequency/duration of Affiliate Scientist presence on Jekyll Island will be made firm in contract negotiation and will be developed based on information provided in proposal responses and proposer interviews. The substance and depth of direct engagement and resource allocation the proposer is willing to offer to the GSTC will be a competitive advantage in the selection process.

The GSTC seeks an Affiliate Scientist who:

1. Is a seasoned Ph.D. scientist in the academic realm operating at the faculty level, familiar with navigating institutional and administrative structures and processes to sustain and advance research programs.
2. Has a record of successfully attracting and managing grant funding and producing high-quality grant deliverables.
3. Brings to the table a significant portfolio of peer-reviewed publications that includes topics pertaining to sea turtle biology and conservation.
4. Excels in communicating science-based information to both technical and non-technical audiences in written, verbal, and graphical formats.
5. Is comfortable and confident in a variety of field and laboratory research settings, including working hands on with live turtles to collect data and carrying out quantitative/statistical analyses.
6. Has an excellent reputation among peers and students for integrity, congeniality, reliability, honesty, professionalism, and intellect.
7. Is familiar with federal and state policies and priorities pertaining to the conservation of sea turtles and diamondback terrapins.

8. Has successfully mentored graduate students through completion of degree requirements and is capable, conscientious, and effective in guiding the work of others.
9. Is able and willing to travel regularly to Jekyll Island, Georgia.

Prospective Affiliate Scientist's institutional association(s) should:

1. Demonstrate commitment and stability on the part of the institution towards sustaining and retaining the Affiliate Scientist and their projects.
2. Be willing to contribute to, salary for the Affiliate Scientist preferably with not less than a 1/3-time contribution by the host institution. Institutions able to cover 50% or more of the Affiliate Scientist's salary will be viewed more favorably in this regard.
3. Require minimal course instruction expectations of the Affiliate Scientist, not exceeding 1/3 time.
4. Offer a graduate degree program with fields of study pertinent to the research and conservation of marine and estuarine turtles.
5. Demonstrate a commitment to promoting and facilitating accessibility to the sciences, scientific education, experience, and career advancement by individuals who are demographically under-represented in these areas.

ATTACHMENT - A

CERTIFICATION

I, the undersigned proposer, and on behalf of the proposing company I represent (collectively "I"), certify that

- I have carefully read this RFP and all other documents and data applicable hereto and made a part of this invitation and further certify that the Fee(s) shown in my Proposal are in accordance with all documents contained in this Invitation for Bids/Proposals package, and that any exception taken thereto may disqualify my Proposal;
- I have read this document in its entirety and agree to be bound by the provisions of the same.
- If this Proposal is accepted, I agree to enter into an agreement with the JIA in the form of the attached Contract, as may be amended in JIA's sole discretion, and to perform and furnish all goods and Professional Services as specified or indicated;
- I have had the opportunity to visit the site, if requested, and become familiar with and am satisfied as to the general, local, and site conditions that may affect cost, progress, performance, and furnishing of the goods and Professional Services;
- I am familiar with and am satisfied as to all federal, state, county, JIA, and local laws, regulations, statutes, ordinances, and rules that may affect cost, progress, performance, and furnishing of the goods and Professional Services;
- I am aware of the general nature of the work to be performed by the JIA and others at the site that relates to Work for which this Proposal is submitted as indicated in the RFP.
- I have given the Authority written notice of all conflicts, errors, ambiguities, or discrepancies that I have discovered in the RFP and the written resolution thereof by the Authority is acceptable to me. The RFP is generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Proposal is submitted.
- This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation. I have not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal. I have not solicited or induced any person, firm, or corporation to refrain from submitting a Proposal. I have not sought by collusion to obtain for myself any advantage over any other Proposer or over the Authority.
- Any lobbyist whom I or my company employs or retains has registered with the Commission and complied with the requirements of the Lobbyist Registration.
- I am authorized to conduct business in the State of Georgia.
- I accept the provisions of the Contract as to liquidated damages in the event of failure to complete the Work within the times specified in the Contract.

This _____ day of _____ 20_____

BY: _____
SIGNATURE

NAME

TITLE

COMPANY NAME

ADDRESS

PHONE NUMBER

EMAIL

ATTACHMENT - B

DRAFT CONTRACT

[ON FOLLOWING PAGES]

**JEKYLL ISLAND—STATE PARK AUTHORITY
BOARD OF DIRECTORS
JEKYLL ISLAND, GEORGIA**

Resolution #R-2022-1
Passed: _____

At the regular meeting of the Jekyll Island-State Park Authority (the “Authority”), held at the Jekyll Island Convention Center on Jekyll Island, Georgia, there were present:

Joseph B. Wilkinson, Jr., Chair, Glynn County
Robert W. Krueger, Vice Chair, Pulaski County
William H. Gross, Secretary/Treasurer, Camden County
Joy Burch-Meeks, Wayne County
Dr. L.C. Evans, Monroe County
Glen Willard, Bryan County
Dale Atkins, Appling County
Mark Williams, Commissioner of Department of Natural Resources

On the motion of _____, seconded by _____ which carried unanimously, the following Resolution was passed:

A RESOLUTION APPROVING SUPPORT FOR THE CONSTRUCTION AND IMPLEMENTATION OF FIBER-TO-THE-PREMISES BROADBAND NETWORKS AND INFRASTRUCTURE ON JEKYLL ISLAND.

WHEREAS, fiber-to-the-premises (FTTP) is a telecommunications technology that provides enhanced internet access and communications capabilities to the end-users by connecting premises such as homes and businesses directly to a fiber optic network;

WHEREAS, FTTP networks provide faster and more reliable internet service when compared to internet services using copper wire;

WHEREAS, the greater telecommunications capabilities of a FTTP network provide increased economic, educational, and social benefits to the Authority and to the residents and businesses located on Jekyll Island, Georgia; and

WHEREAS, following initial discussions with Ronin Technology Advisors, LLC, which has expressed interest in providing FTTP network infrastructure on Jekyll Island and the surrounding areas, the Authority desires to explore the potential construction and implementation of a FTTP network.

NOW, THEREFORE, BE IT RESOLVED, that the Jekyll Island—State Park Authority expresses its support for the construction and implementation of fiber-to-the-premises broadband networks and infrastructure on Jekyll Island.

[Signature Page Follows]

SO RESOLVED this ____ day of _____, 20__.

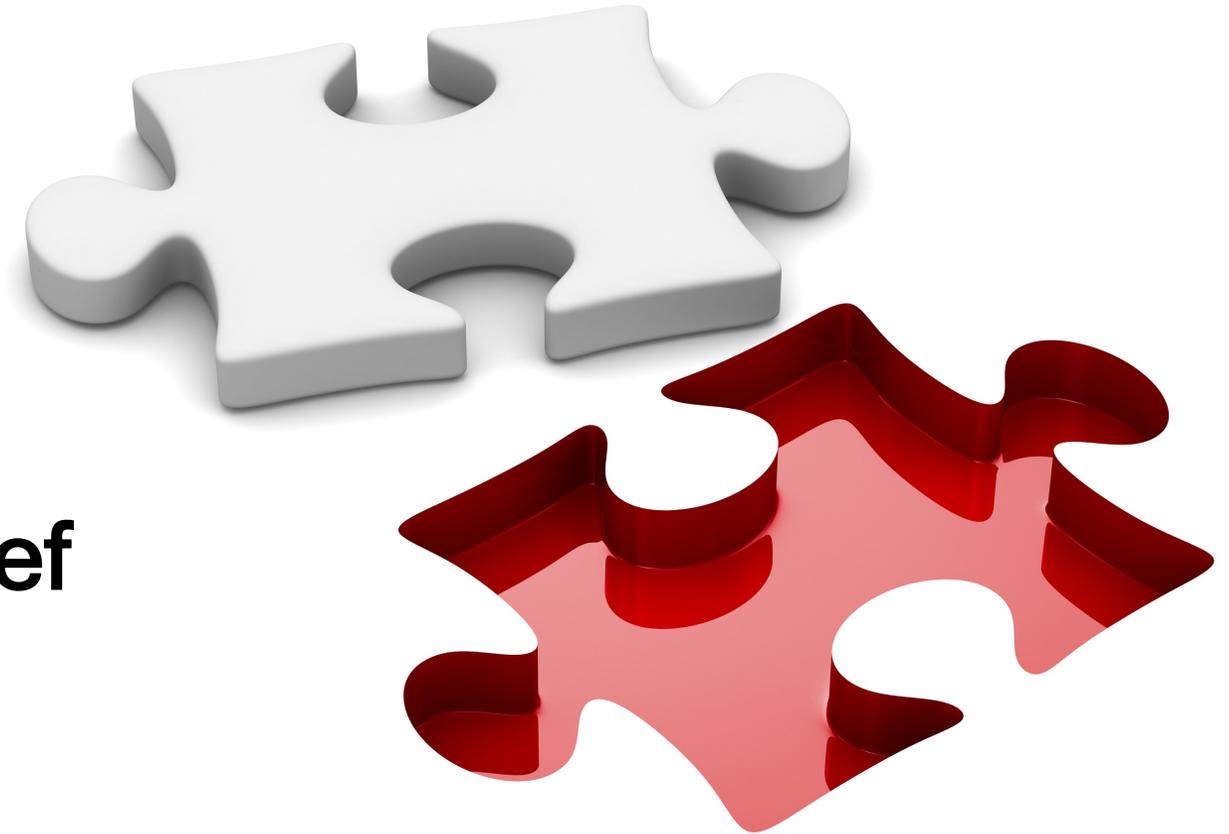
JEKYLL ISLAND-STATE PARK AUTHORITY

By: _____
JOSEPH B. WILKINSON, JR.,
CHAIRMAN

ATTEST

By: _____
WILLIAM H. GROSS
SECRETARY/TREASURER

DRAFT



Glynn County Project Brief

January 2022

Sections

-  Project Principals
-  Market Focus - Target Region and Initial Markets
-  Commercial Strategy
-  Timeline

Project Principals



Major Vendor Partners

OSP/Civil Engineering



Hardware



Construction



Who We are

At Ronin, we are focused on making our clients successful

We understand how communications services fit with market needs and what it takes to deliver them

Our professionals have been planning, building, operating, selling, and marketing communications services for over twenty-five years

We get the message to the market, increase the brand's relevance, and create value for our client organizations

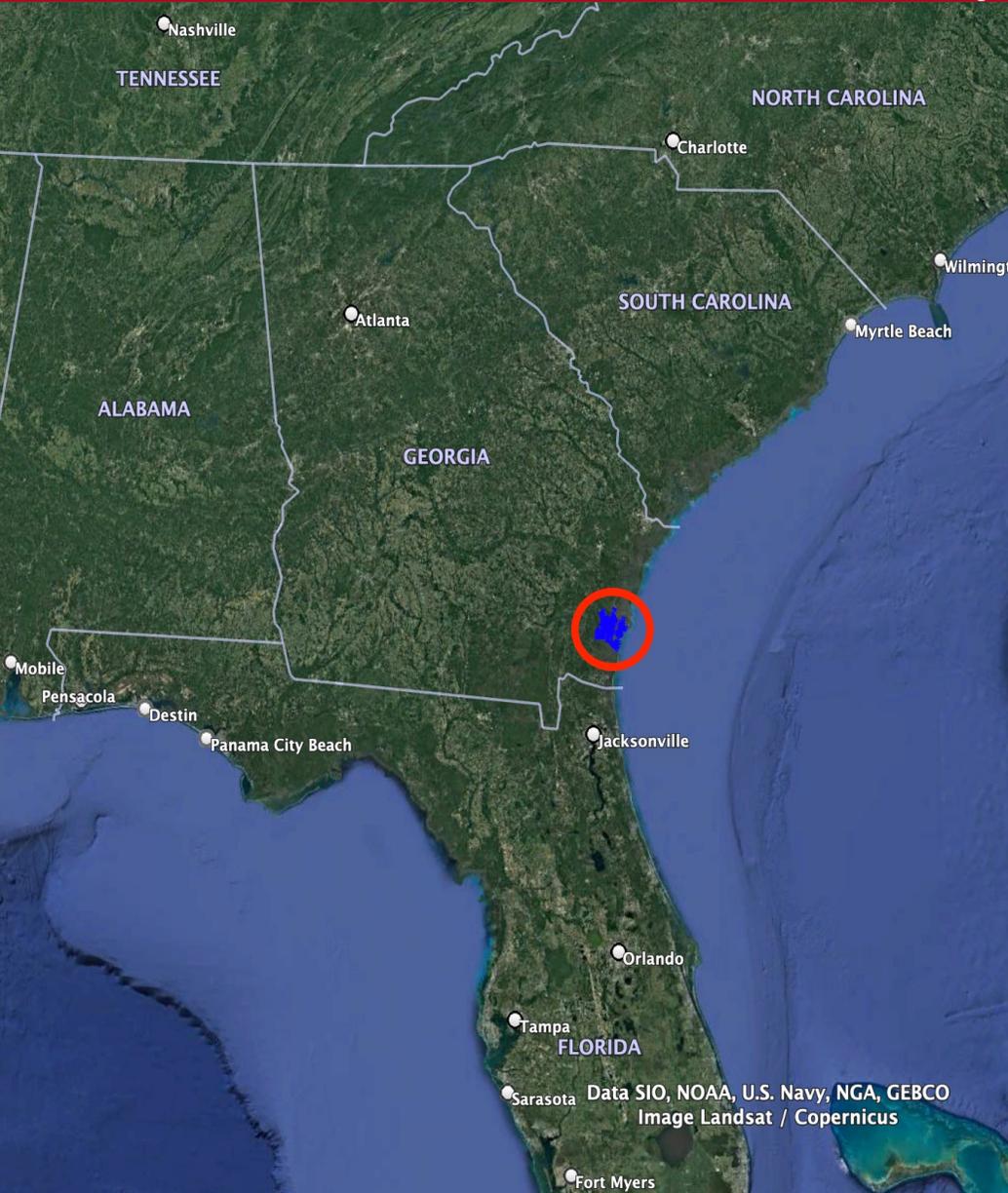
Some of our great clients



Market Focus

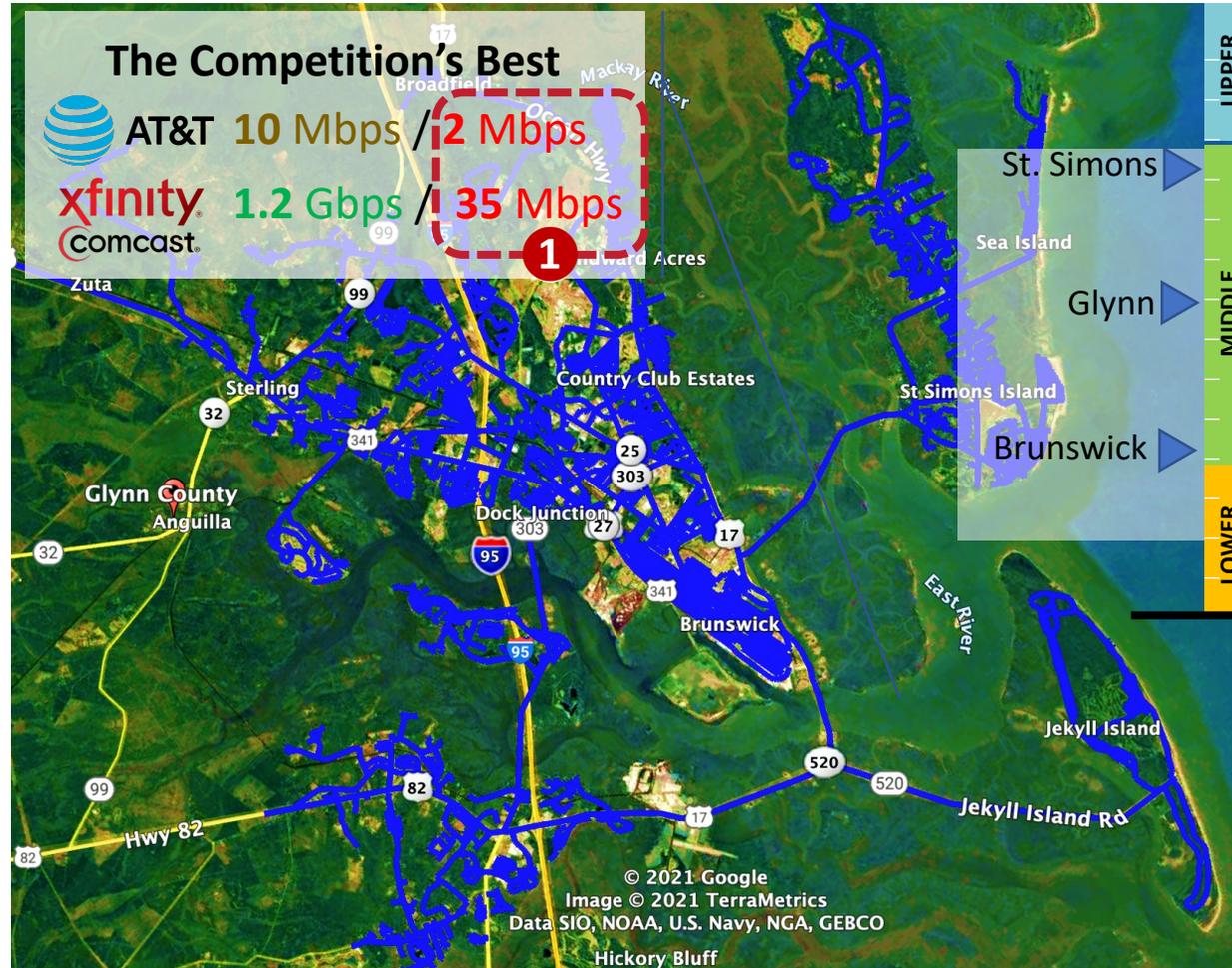
Phase 1 GA Market

The Golden Isles, Glynn County, Georgia



Market Focus: Phase 1 GA Market

The Golden Isles, Georgia



Residential			
County	Population	Homes Passed	Median Income
Glynn County, GA	85,292	36,000	\$58,017
Brunswick City			\$28,032
St. Simons Island			\$87,248

Business	
Annual Business Revenue	Registered Businesses
\$1-5M	1,151
\$5-10M	240
\$10-50M	108
\$50M+	17

- \$50M Investment over 24 months
- Roughly 50-100 new jobs created in Glynn County

1 Underserved!

- ⚙ AT&T plant is copper (10Mbps max)
- ⚙ Comcast is DOCSIS only

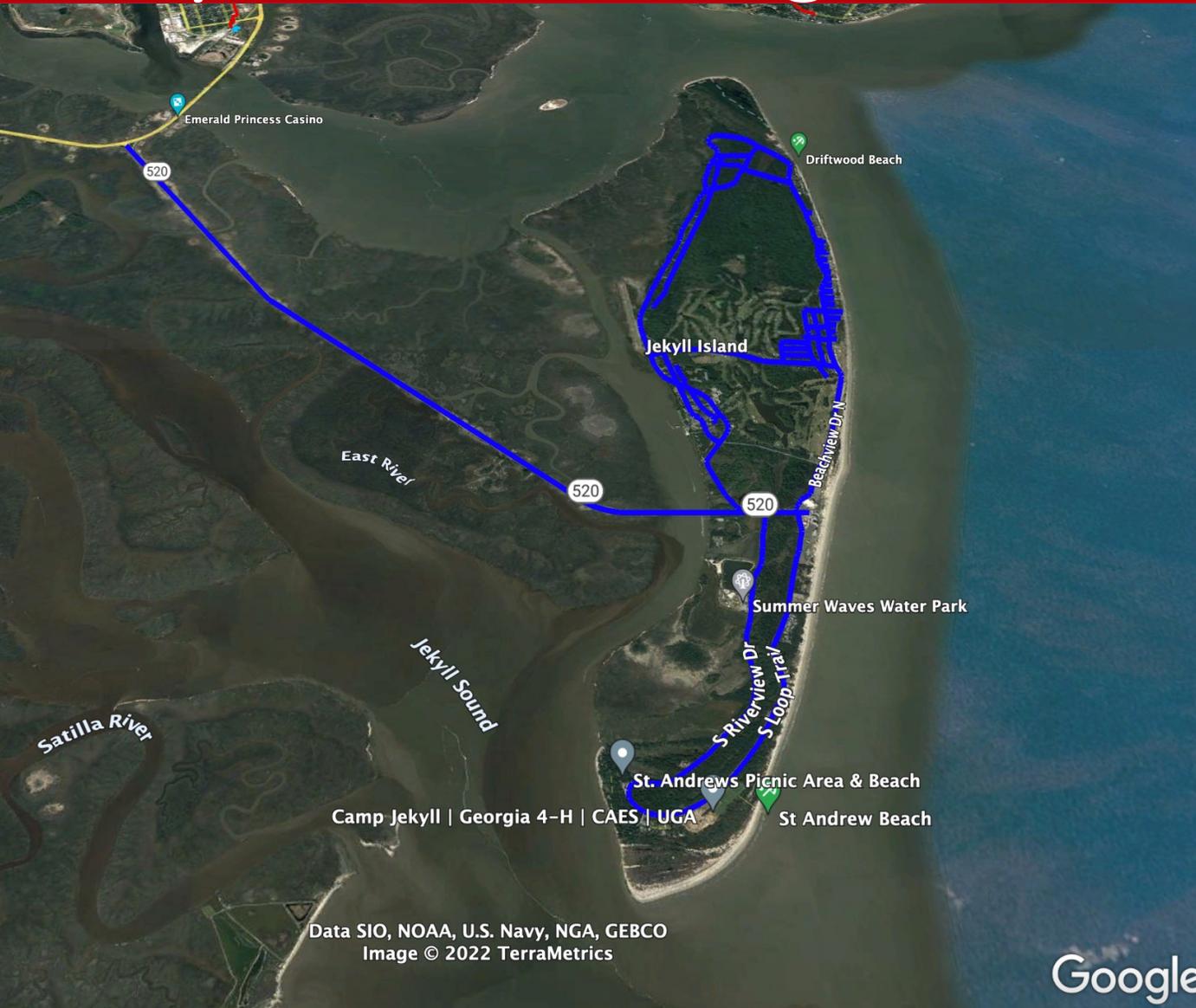
2 Residential Ability to Pay

- ⚙ Diverse ends of spectrum

3 Strong Business Community

- ⚙ 1,516 businesses over \$1M in Revenue

Market Zoom Jekyll Island, Georgia



Service Area and Services

- Fiber-to-the-prem broadband services to all homes and businesses on Jekyll Island
- Public Wi-Fi in all major public areas
- Hospitality/Short-term Production packages with dedicated very high speed (up to 100Gbps) private networking for events and conferences
- Secure networking and Unified Communications for businesses.

Jekyll Island Construction Specifics

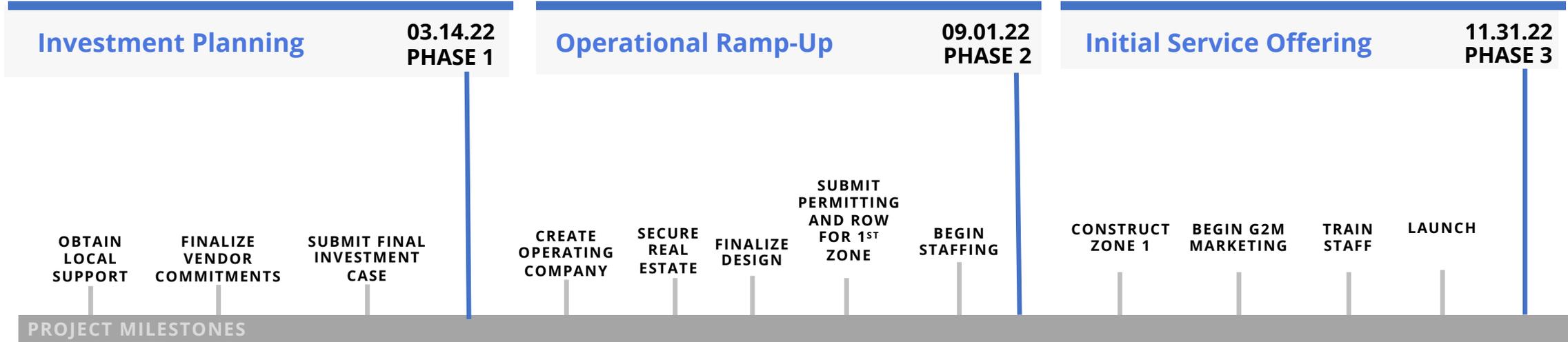
- Fiber plant will be constructed underground for highest performance and resilience
- Roughly 3 months to complete build once construction begins

Data SIO, NOAA, U.S. Navy, NGA, GEBCO
Image © 2022 TerraMetrics

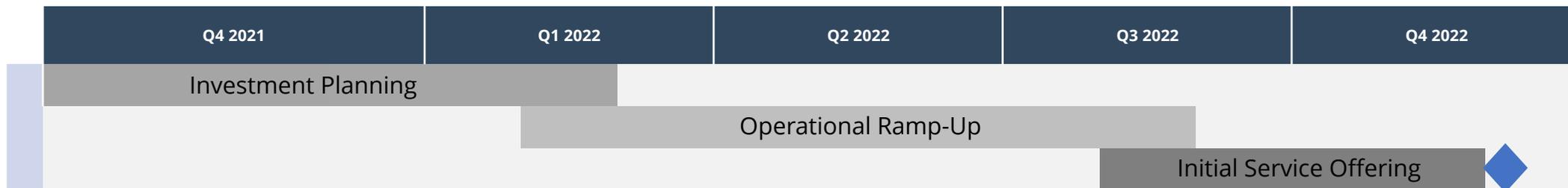
Google

Timing

Project Timing



ROADMAP VIEW



Contact Us

Steve Smith
steve@roninpbr.com
870.680.2768



roninpbr.com/insights/

Jody Craft
jody@roninpbr.com
870.243.2972



[@RoninTechAdv](https://twitter.com/RoninTechAdv)



[Ronin Technology Advisors](#)

Ronin Leadership



JODY CRAFT –Managing Partner



Veteran ICT executive with deep experience in technology strategy, platform operations, product development, and general management. Over his 24-year career he has pioneered MPLS, Managed Network Services (MNS), and FTTP deployments, plus service delivery automation. Jody held Senior Executive positions at T-Systems International (Deutsche Telekom), Telia AB, and 360networks, where he was responsible for profit and loss of global MPLS and MNS portfolios generating up to \$3B annually.

www.linkedin.com/in/jodycraft/

STEVE SMITH – Senior Partner



Customer-focused leader at several technology companies, including Qwest Communications, Swiftreach Networks, General Telecom, leading teams in corporate development, customer service, sales operations, product development, and marketing initiatives. As VP of Sales for Ritter Communications, Steve created the wholesale business unit and the residential sales and retention teams. This functional reorganization consolidated the sales team under his leadership, increasing the enterprise value from \$90M to \$170M in less than 2 years.

www.linkedin.com/in/thestevesmith/

ROB JOHNSON – VP of Products and Platforms



Twenty-year track record developing numerous award-winning and game-changing products and platforms in the ICT industry. His deep technical expertise in IP technologies and services, complex software systems, wireless technologies, and OSS/BSS platforms enables him the unique ability to apply his knowledge to all phases of the product life cycle process, including product ideation, design, development, optimization, marketing, and operations. Rob has authored several patents and publications in his career.

www.linkedin.com/in/rob-johnson-471294/



Glynn County Local Utility Coordinating Council and Georgia 811

September 7, 2021

Noel Jensen
Deputy Executive Director
Jekyll Island Authority
100 James Rd.
Jekyll Island, GA. 31527

Re: National Safe Digging Month

The Glynn County UCC (GCUCC) is the local chapter of the Georgia Utility Coordinating Council (GUCC) and is made up of City, County, JWSC and private utility owners and installers. The quarterly meetings held by the GCUCC are extremely beneficial for project coordination and planning amongst the stakeholders, with Utilities protection and safety education being the most important goals.

The GUCC has partnered with [Georgia 811](http://www.Georgia811.com) to promote "National Safe Digging Month" each April for the past four years to coincide with the onset of peak digging season. The initiative was designed to heighten contractor and homeowner awareness of the national 811 notification system. By calling 811, Jekyll Island residents are able to notify area utility operators, including Jekyll Island, of their intent to dig so that the utilities can be located ahead of the project. The 811 notification system is paramount to the prevention of damage to underground utilities and the safety of Jekyll Island residents.

The following are opportunities for Jekyll Island to show support and promote safe digging:

- Issue an official proclamation for April 2022 to be "Jekyll Island's Safe Digging Month",
- Post "National Safe Digging Month" messages provided by the GUCC on the Jekyll Island Authority website, Facebook and Twitter sites.
- Record a public service announcement that would air on local radio stations during "National Safe Digging Month".
- Deliver a brief speech about the importance of damage prevention at a Jekyll Island Authority event.

Due to the continued support and involvement of City staff in the local GUCC chapter and in conjunction with "National Safe Digging Month", we feel it is appropriate that Jekyll Island Authority publicly proclaim April to be "Jekyll Island's Safe Digging Month" to recognize the importance of calling 811 before digging.

We thank you in advance for your support of this initiative. If you have questions or would like more information on National Safe Digging Day, visit www.Georgia811.com or contact me directly.

Regards,

Tiffany Tiner
Glynn County Local Utility Coordinating Council
1703 Gloucester St.
Brunswick, GA. 31520



PROCLAMATION

Jekyll Island's Safe Digging Month

WHEREAS, thousands of times each year, the underground infrastructure in Georgia is damaged by those who do not have underground lines located prior to digging, resulting in service interruption, environmental damage and threat to public safety; and,

WHEREAS, in 2005, the Federal Communications Commission designated 811 to provide a simple number to contact utility operators to request the location of underground lines at the intended dig site; and,

WHEREAS, the Glynn County Utility Coordinating Committee, a stakeholder-driven organization dedicated to the prevention of damage to underground utilities in Georgia, promotes the National 811 Notification System in an effort to reduce these damages; and,

WHEREAS, the Jekyll Island Authority desires to encourage its employees, contractors and all residents of Jekyll Island to take precautions and call 811 before digging; and,

WHEREAS, by using safe digging practices, the employees, contractors and residents of Jekyll Island can save time and money and help keep our infrastructure safe and connected.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Jekyll Island Authority that the month of April 2022 is designated "Safe Digging Month".

BE IT FURTHER RESOLVED, that the Jekyll Island Authority encourages all employees, contractors and all residents of Jekyll Island to take precautions and always call 811 before digging.

JEKYLL ISLAND-STATE PARK AUTHORITY

By: _____
JOSEPH B. WILKINSON, JR.,
CHAIRMAN

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, January 18, 2022 at the Jekyll Island Convention Center and via teleconference.

Members Present: Mr. Joseph B. Wilkinson Jr., Chairman
Mr. Bob Krueger, Vice Chairman
Mr. Bill Gross, Secretary/Treasurer
Mr. Dale Atkins
Commissioner Mark Williams via Teleconference
Mr. Glen Ward via Teleconference
Mr. Trip Tollison via Teleconference

Members Absent: Dr. Buster Evans
Ms. Joy Burch-Meeks

Key Staff Present: Jones Hooks, Executive Director
Noel Jensen, Deputy Executive Director
Marjorie Johnson, Chief Accounting Officer
Alexa Hawkins, Director of Marketing & Communications
Kevin Udell, Senior Sales Manager
Ray Emerson, Lead Park Ranger
Cliff Gawron, Director of Landscaping and Planning
Anna Trapp, Executive Assistant

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

Chairman Wilkinson called the committee session to order at 9:32 a.m. Roll was called for members attending in person and those attending via teleconference.

There were two public comments received online for this meeting. A copy of the full comment was given to each Board member and becomes part of the permanent record.

- Steve Smith – Golf Master Plan
- Jon Stevenson – Financials, Bike Paths, and Parking Passes
- Mindy Egan – 2021 Master Plan Update and Citizens Resource Council

I. Historic Preservation/Conservation Committee

A. Ray Emerson, Lead Park Ranger, provided an update for the Conservation Department. He first highlighted the Junior Ranger Field Guide, a collaborative project between the Conservation Department, the Georgia Sea Turtle Center (GSTC), and the Marketing Department. This guidebook serves as a fun tool for children to learn about the animals and nature on Jekyll Island. Inspired by the Field Guide, Park Ranger Ayrton Moleen developed the Junior Ranger After School Program which, through a partnership with the Boys & Girls Club, allows students to participate in field trips with park rangers three days a week. Throughout the week the students are guided through the marsh, the forest, and the beach. They complete the Field Guide, and the week concludes with a small graduation where the students recite the Junior Ranger Promise and receive a certificate, designating them as Jekyll Island Junior Rangers. Emerson then recognized his team, introducing Park Rangers Ayrton Moleen, Alexia Darnell, and Andrea Deck.

Emerson ended his presentation with an update on the bald eagle nesting on Jekyll Island. He noted that there are currently two nests on Jekyll Island, one on the Crane Road bike path and one at Driftwood Beach. The Rangers have observed the Crane Road nest for the past seven years, and it has fledged at least one eaglet every year. The Driftwood Beach nest has historically been less successful at producing eaglets, but it has not only fledged an eaglet two years in a row but there are currently two eaglets in that nest, meaning that for the first known time, Jekyll could have four eaglets in the same season.

Jones Hooks, Executive Director, thanked the Rangers for their outstanding efforts in promoting educational programs on Jekyll.

- B. Cliff Gawron, Director of Landscaping and Planning, discussed the restoration efforts of the Conservation Protection Area next to Villas by the Sea. This oceanside area originally consisted of mostly maritime forests and scrub vegetation, two hurricanes, particularly Hurricane Irma, wiped out much of this vegetation. Additionally, this non-leased property had been encroached upon and migrated into an active use lawn area. JIA's Conservation Department and Villas by the Sea management collaborated to determine the best way to restore this habitat. Through this partnership, thousands of plants were planted in this area including clump forming grasses, which includes native grasses, shrubs, green saw palmettos, and cabbage palms.

Gawron thanked the Villas by the Sea Property Owners Association and General Manager, Dick Coyle for their commitment to restoring this area back into a viable and natural environment. Jones Hooks, Executive Director, also thanked and recognized Mr. Coyle and the other property owners who were present.

There were no public comments.

II. Finance Committee

- A. Mr. Bill Gross, Finance Committee Chair summarized the December Financials including an overview of Revenues, Expenses, Net Operating Cash, Traffic Statistics, and Hotel Statistics.
- Revenues were \$ 2,684,143.
 - Expenses were \$1,899,351.
 - Net Operating Cash Income was \$784,791.
 - Total Traffic Counts were 103,165 vehicles.
 - Hotel Revenues were reported at \$3.7 million with a 52.5% Occupancy Rate.
- B. Marjorie Johnson, Chief Accounting Officer, presented the request for FY 2022 Operating Budget Adjustments. The requested budget adjustments include expenses for tree work on the golf course, an update to the National Golf Foundation Study, schematic designs for the GSTC expansion, a marketing analysis for the Amphitheater, landscaping improvements, and several repairs. The total additional expenses are \$328,892.79 to be funded from the current FY 2022 budget surplus.

A motion to recommend approval of the FY 2022 Operating Budget Adjustments was made by Mr. Krueger and seconded by Mr. Atkins. The motion carried unanimously.

- C. Marjorie Johnson, Chief Accounting Officer, presented the request for FY 2022 Capital Equipment and Projects. She explained that the request can be broken down into three parts:
- \$856,900.00 requested from current year operating funds for new cameras at Summer Waves, replacement of current cameras at other amenities, improvements to the Annex building, landscaping improvements, site prep work for the public safety building, new cabanas for Summer Waves, and a few pieces of equipment.
 - \$192,000.00 requested from the Water/Wastewater Improvement Fund for 4 new pumps at the wastewater treatment plant and 600 water meter replacements.
 - \$375,000.00 requested from the Tourism Development Fund as well as reallocating \$234,000 set aside for the Causeway Bike Path project for Section I and Section G of the bike path. Jones Hooks, Executive Director, added that the use of the \$234,000 previously approved for the Causeway Bike Path, would be better used for Sections I and G of the bike paths to continue rejuvenation, noting that construction of the Causeway Bike Path is not expected to begin for another three years.

A motion to recommend approval of the FY 2022 Capital Equipment and Projects requests as recommended by staff was made by Mr. Atkins and seconded by Mr. Krueger. The motion carried unanimously.

There were no public comments.

IV. Marketing Committee

- A. Kevin Udell, Senior Sales Manager, gave an update on Convention Center sales. He first discussed how the Convention Center has recovered in CY 2021 by comparing numbers to CY 2019, the best year on record prior to the pandemic. He stated that the numbers for 2021 were slightly lower than those seen in 2019, noting that there were 70 business groups for CY 21 compared to 86 groups in 2019.

Udell then discussed future business for CY 2022, noting 75 definite groups planned for the year which would equate to 40,000 attendees, 54,000 hotel rooms, and \$11 million in hotel revenue.

Udell closed his presentation by noting that FY 2022 looks comparable to the best fiscal year on record and that more groups are returning to Jekyll Island and transitioning to multiple year contracts.

There were no public comments.

V. Legislative Committee

- A. Trip Tollison, Legislative Committee Chair, commented on the four days of legislative sessions conducted in Atlanta, noting that Governor Kemp presented the Governor's proposed budget the previous week.

Jones Hooks, Executive Director, noted that the funds requested for the Public Safety Facility on Jekyll were not included in the proposed budget. However, continued discussions about the funding for this project are planned.

There were no public comments.

VI. Committee of the Whole

- A. Jones Hooks, Executive Director, reminded the Board of the Market Analysis conducted by RCLCO, a consulting firm retained by the lease owners of the property previously known as the Buccaneer site. He noted that the study was revised to include updated numbers based on post-pandemic data, and he explained that the study recommended residential use of the property.

Maria Humphrey, Lease Manager, then provided a brief history of the property. When Leon N. Weiner and Associates (LNWA) acquired the lease from Trammel Crow in 2015, the parcels totaled 15.4 acres which includes the current Marriott and Ocean Oaks sites and the undeveloped Buccaneer site. LNWA rearranged the properties and combined parcels to create the 6.892 acres that the study focuses on. The marketing study was added into the lease in 2017 to determine the best use for the property, either for a hotel or a residential unit. This study was purposefully conducted after the completion of the Marriott Courtyard/Residence Inn, to better understand the impact that hotel property would have on Jekyll's Island's carrying capacity. She noted that if the Board approves the study, the permitted use can be included in the lease, and a completed project development agreement would be required within 60 days.

A motion to recommend approval of the Market Analysis completed by RCLCO for the Jekyll Island Buccaneer Site, was made by Mr. Krueger and seconded by Mr. Gross. The motion carried unanimously.

- B. Jones Hooks, Executive Director, discussed the Request for Proposal (RFP) #368, requesting a Market Analysis for the Jekyll Island Amphitheater. Hooks noted that the previous RFP issued for the improvement and operation of the amphitheater did not receive any technically responsive submissions. The first RFP was issued in April 2021 on a rolling basis with no deadline, and a revised RFP was issued in September with the deadline date of November 12, 2021. Having received only a few inquiries and no legitimate responses to that RFP, staff conducted research and spoke with external groups familiar with amphitheater operations and determined that a marketing analysis would be beneficial for this property to help determine the potential uses and opportunities of the amphitheater.

A motion to recommend approval of RFP #368 for the Jekyll Island Amphitheater Market Analysis was made by Mr. Gross and seconded by Mr. Krueger. Roll was called, and the motion carried unanimously.

- C. Jones Hooks, Executive Director, presented the request for an assessment update from the National Golf Foundation (NGF). This update would stem from an assessment they completed for the JIA in 2017. Their services will include a full update of the market demand, area supply and key economic drivers of the Jekyll Island golf economy, as well as a renewed look at the actual and projected performance of the four-course golf facility. The estimated cost is \$18,000 plus expenses.

A motion to recommend approval of the National Golf Foundation Assessment Update was made by Mr. Gross and seconded by Mr. Atkins. Roll was called, and the motion carried unanimously.

- D. Noel Jensen, Deputy Executive Director, provided an Operations Update highlighting on-going projects:
- An RFP is planned to be presented to the Board in April 2022 for the Airport Terminal Building.
 - The Public Safety Complex has a complete design and construction documents are ready for permitting. As funding options are considered, site prep will be conducted to continue momentum on this project.
 - The Environmental Assessment Procedure (EAP) is complete for the Campground Expansion, and the tree protection is underway. The next steps will be to begin bathhouse construction, selective clearing, and infrastructure installation. The anticipated completion date of the expansion is during the first quarter of 2023.
 - The landscaping at the Marriott hotel has been corrected in compliance with the approved design development documents.
 - An ADA compliant sidewalk was constructed from the crossover to the ADA compliant beach overlook ramp. Collapsible bollards will be installed in this area to prevent golf carts and Red Bug carts from driving on the sidewalk, while still allowing access for mobility assistant devices.
 - The crossover at Austin Lane was undermined, losing three to four feet of sand and being washed out underneath. The crossover collapsed and twisted and will need to be rebuilt. Jensen noted that almost every crossover on Jekyll has experienced damage due to Mother Nature, and improved construction strategies are always being considered.
- E. Jones Hooks, Executive Director, Presented the Executive Director’s Report. He discussed the following points:
- Introduction of Zach Harris, who will join the JIA as the in-house general counsel in February 2022.
 - Recognition of Trip Tollison who was named by *Georgia Trend* as one of the 100 most influential Georgians.
 - Golf Course Improvement Strategy
 - A revised draft of the Archaeological Report has been sent to the Historic Preservation Division for review at the state level.
 - A work session will be planned by June of 2022 to discuss the NGF assessment and golf improvement schedule.
 - Disappointing Destination: Hooks presented a *First Coast News* article discussing the exorbitant crowds seen during the holidays in St. Augustine, FL. Hooks explained that the JIA wants to avoid issues of overcrowding, and an internal debriefing session will be held to critique Holly Jolly Jekyll to determine what went well and what can be improved.
 - New Castle Hotels & Resorts accepted investments through an online marketplace for investors at CrowdStreet.com, and a webinar focusing on the Holiday Inn Resort is available to view online.
 - In CY 2021, forty-one random residential license inspections were conducted. Part of the inspection process includes mandating fire extinguishers in licensed rental properties. This mandate proved incredibly important as the use of a fire extinguisher in a home on Bliss Lane is credited with preventing the fire from spreading throughout the home.
- F. Mr. Wilkinson presented the Chairman Comments expressing appreciation for the JIA staff from every department and level of management.

There were no public comments.

The Chairman continued directly into the JIA Board Meeting.

The Jekyll Island State Park Authority (JIA) Board Meeting
January 18, 2022

The roll was called at 11:00 a.m., and all members were present either in-person or via teleconference except for Dr. Buster Evans and Ms. Joy Burch-Meeks, who were absent.

Action Items

1. Mr. Kruger moved to accept the minutes of the December 14, 2021 board meeting as presented. The motion was seconded by Mr. Atkins. There was no discussion, and the minutes were approved unanimously.
2. The recommendation from the Finance Committee to approve the FY 2022 Operating Budget Adjustments carried by unanimous consent.
3. The recommendation from the Human Resources Committee to approve the FY 2022 Capital Equipment and Projects Requests carried by unanimous consent.
4. The recommendation from the Committee of the Whole to approve Market Analysis completed by RCLCO for the Jekyll Island Buccaneer Site by unanimous consent.
5. The recommendation from the Committee of the Whole to approve RFP #368 for the Jekyll Island Amphitheater Market Analysis carried by unanimous consent.
6. The recommendations from the Committee of the Whole to approve the National Golf Foundation Assessment Update carried by unanimous consent.

There were no public comments.

The motion to adjourn was made by Mr. Atkins and was seconded by Mr. Krueger. There was no objection to the motion and the meeting adjourned at 11:05 a.m.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR
SUBJECT: OPERATIONS MONTHLY REPORT – JANUARY 2022
DATE: 2/15/2022

PUBLIC SERVICES

January Highlights:

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 1,258.51 gallons of 100LL aviation fuel totaling \$6,829.29 in sales for the month of January.
- Sidewalks at the ADA accessible crossovers at the T-Streets (Tyler, Nelson, Stewart and Brice Lane) have been added to provide ADA access from the road to the ramp. Collapsible bollards and barrier ropes are being installed to prohibit visitors and residents from driving golf carts on the ADA sidewalks.
- Campground expansion preparation continues onsite with JIA Landscape, Roads and Grounds, and water/wastewater staff. Shupe Surveying has staked the building and roadway locations, and the final EAP (Environmental Assessment Procedure) report is complete. Construction entrance is currently being installed.
- Task 1 of the Public Safety Center design has been completed by Jericho Design Group with delivery of a design development set of drawings. Tree survey is being completed by Shupe Surveying and internally by Cliff Gawron. EAP was scheduled for an initial meeting on 1/13/2022 and is under review.
- The campground reached 82% occupancy which can be considered “full capacity”.

Operations Department Work Orders

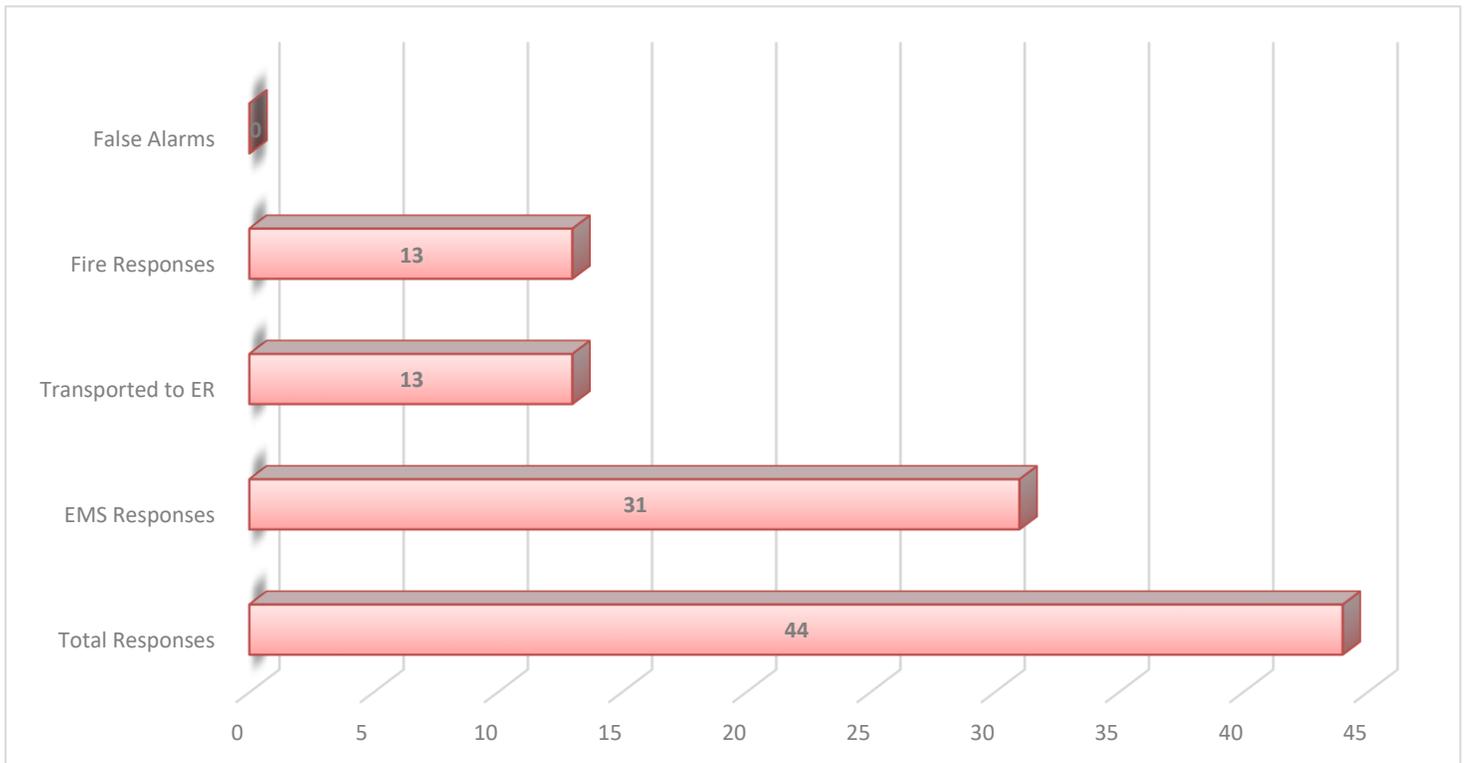


PUBLIC SAFETY – Fire & EMS

January Highlights:

- Completed 649 hours of staff training for the month.
- Five (5) building permits were issued, and there were four (4) complaints investigated by Code Enforcement.
- Implemented changes to the daily training schedule and marked improvement in hours documented.
- Hosted United Way Chili Cookout.
- 75th Anniversary Event Fire/EMS Standby during fireworks display.
- Captain Lartz attended Axioms Leadership class.
- Held Fire Extinguisher training with some of our hoteliers with 24 participants in the live-fire training.

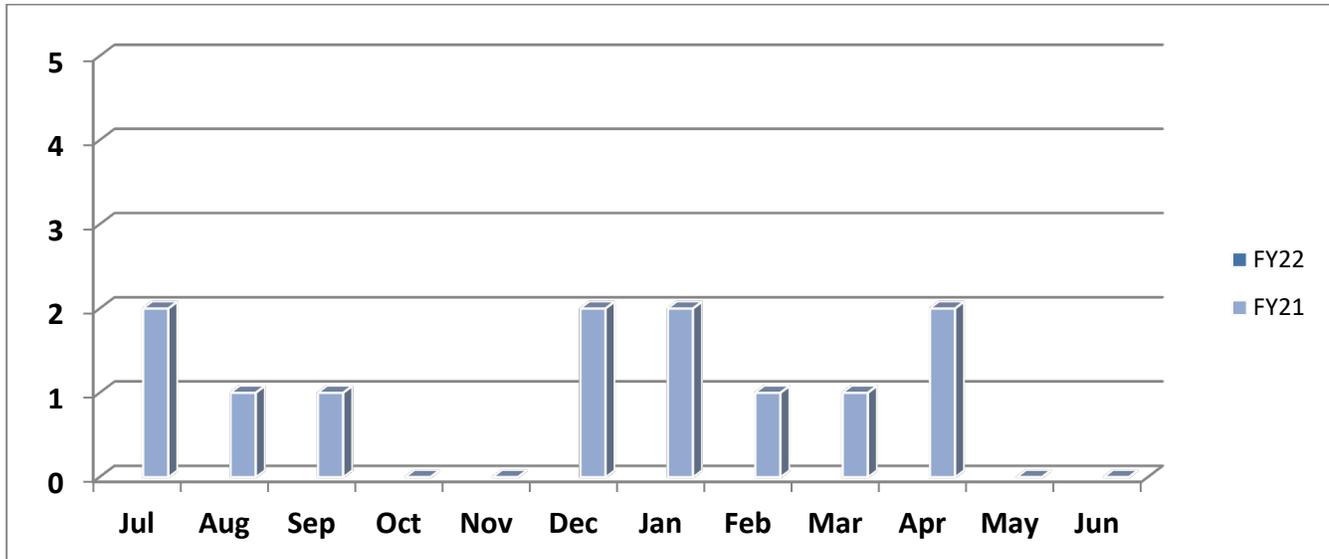
Jekyll Island Fire & EMS Responses



MEMORANDUM

TO: HUMAN RESOURCES COMMITTEE
FROM: JENNA JOHNSON, HR DIRECTOR
SUBJECT: HUMAN RESOURCES COMMITTEE REPORT
DATE: 2/8/2022

JIA Workers Compensation Claims: (Target goal for FY21 = 9).



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY22	0	1	2	1	0	0	0						4
FY21	2	1	1	0	0	2	2	1	1	2	0	0	12

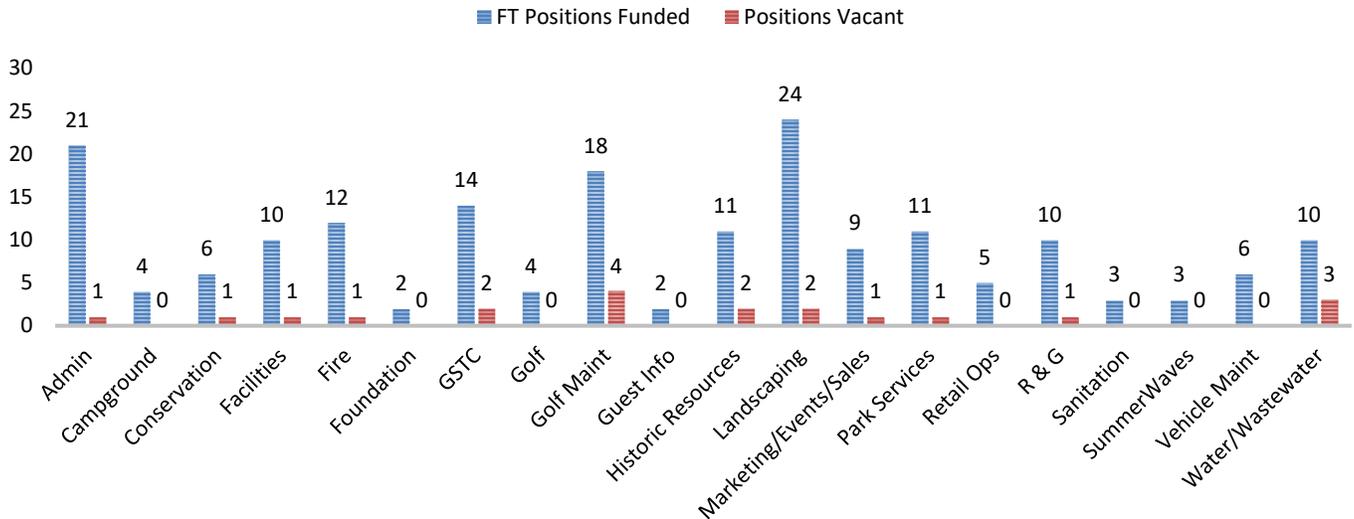
JIA Employee Census:

Month	Full time	Part Time	Seasonal	Interns/ Members	Total Employees
Jan	161	110	1	14	286

Retirements:

- Fred Mallard; Landscape. Retired February 1, 2022, after 10 years of service.

FULL TIME STAFFING



Full-time Staffing as of 02/02/2022

Recognition:

o **Meet our February Featured Employee: Antonio Vazquez Hipolito**



Antonio has lived in the Golden Isles for 15 years. He began his career with the Jekyll Island Authority (JIA) on April 4, 2009. As a Turf Assistant III with Golf Course Maintenance, Antonio is responsible for mowing greens, tees, fairways, collars, and roughs. He completes the trimming of the grass around all trees, cart paths, hazards, rotation of tee markers, bunker maintenance including debris removal, raking and edging, cup changing and maintenance of ball washers. Also, he is responsible for cleaning and the overall maintenance of drains and ditches.

Antonio says his favorite part of working for the Jekyll Island Authority is “all aspects of the job in Golf Course maintenance, but mowing greens is my favorite.” Antonio was asked, if you could improve one thing about Jekyll Island what would it be he said the golf courses.

When Antonio is not being a Turf Assistant with the JIA he loves working in his yard. Antonio would also like for us to know “he really likes working on the golf course”!!

Antonio, we appreciate all that you do, thank you for your service!

MEMORANDUM

TO: HISTORIC PRESERVATION/CONSERVATION COMMITTEE
FROM: BEN CARSWELL, DIRECTOR OF CONSERVATION AND SUSTAINABILITY
SUBJECT: CONSERVATION UPDATE
DATE: 2/8/2022

Research and Monitoring

- Wildlife Biologist Joseph Colbert is proceeding with a scientifically rigorous population estimate for a genetically distinct population of Eastern Diamondback Rattlesnakes that is known only from the south end of Jekyll Island. Joseph plans to present this research at the upcoming Georgia Chapter meeting of The Wildlife Society and submit for publication in a scientific journal.
- Natural Resource Manager Yank Moore is monitoring a suite of environmental variables associated with the Fortson Pond restoration project. Following the recent CIG-grant funded modifications designed to increase the tidal range of the pond, preliminary results show encouraging signs, that, if sustained, presage favorable changes in water-quality variables that are the drivers of the pond's degraded condition.

Management and Planning

- Conservation staff have been in communication with Cherry Street Energy staff to advise them regarding a course of action to maintain compliance with lease conditions requiring the use of pollinator-friendly landscaping.
- Conservation staff met virtually with the UGA research team that conducted the recent study of plant-community stressors about a follow up they are working on to provide a decision-support tool. This tool would be used to help evaluate under what circumstances and approaches live oak restoration efforts may be worthwhile.
- The Conservation team along Georgia Sea Turtle Center and Landscaping staff, with support from the Jekyll Island Foundation and Animex International, are preparing for an important pilot fencing project to prevent Diamondback Terrapins from crossing a 1000ft length of Causeway near the "entrance towers". If successful, this project could drastically reduce or eliminate terrapin roadkill mortality at one of the Causeway's most significant hotspots for terrapin crossing.

Outreach, Leadership, and Personnel

- Director Ben Carswell attended the Georgia Chapter of the American Fisheries Society meeting which took place at Villas by the Sea, Feb 1 – 3. Susan Shipman, former Director of the DNR Coastal Resources Division and St. Simons Land Trust Board Chair, delivered the opening keynote at this meeting in which she voiced strong concerns about negative implications for marshlands protection and the public interest therein associated with HB 748, a Bill currently in House Committee at the State Legislature. The Georgia Conservancy has also stated that it is "strongly opposed to the passage of HB 748 as it is written."

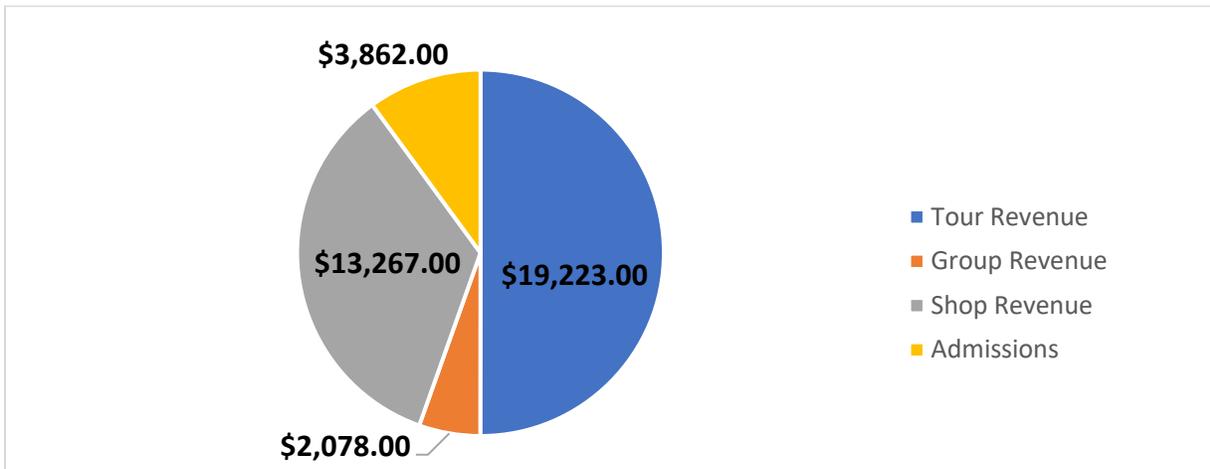
MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: ANDREA MARROQUIN, CURATOR
SUBJECT: HISTORIC RESOURCES UPDATE
DATE: 2/8/2022

January Visitation and Revenue

Mosaic, Jekyll Island Museum earned the second-best Public Tour Revenue and Total Revenue on record for January. It also exceeded its prior Public Tour Visitation record for the month.

Mosaic		Visitors	Revenues
	Public Tours:	1,130	\$19,223
	Group Tours:	139	\$2,078
	Museum Store	--	\$13,267
	Admissions:	467	\$3,862
	Totals	1,736	\$38,430



Special Events

- **Historic District Property Rentals** - In January, the Mosaic hosted 2 special events in the historic district, including 1 at Faith Chapel, and 1 reception at Villa Osipo.
- **Revised Tour Schedule** – Mosaic, Jekyll Island Museum amended its tour times. It currently offers Landmark Tours of the Historic District Cottages at 9:30 am, 11:30 am, 1:30 pm and 3:30 pm. Faith Chapel hours have been extended. It is open from 10:00 am – 12:00 pm for meditation and 12:00 pm - 5:00 pm for interpretation.

Curatorial/Research

- **Historic District Christmas Decorations** – Museum staff organized the takedown and storage of interior and exterior Christmas decorations throughout the historic district.
- **Golf Course Archaeology Project** – The State Historic Preservation Office (SHPO) in the Historic Preservation Division (HPD) is currently in the process of reviewing the Golf Course Archaeology project at the state level. It has requested additional information from Terracon, the firm conducting the Phase I and Phase II investigations.
- **Fabulous Jekyll Island Exhibit** – Worked with marketing and facilities to develop and install a new rotating lobby exhibit at Mosaic in celebration of the 75th Anniversary of the state purchase of Jekyll Island.
- **Moss Cottage Exhibits** – Held a kickoff meeting for Auburn University interior design students, who will be developing proposals to update the existing exhibit furnishing plan at Moss Cottage as part of a semester-long class. Students presented concept statements, asked questions, and reviewed Moss Cottage exhibit content.
- **Wanderer Memory Trail** – Provided audio content for installation at the Wanderer Memory Trail as part of a grant from the Friends of Coastal Georgia History, Inc. through the Jekyll Island Foundation.
- **Wayside Panel** – Provided content updates for the redesign of a wayside panel to be located at Great Dunes Golf Course.
- **Dubignon Cottage** – Museum staff conducted a deep clean of Dubignon Cottage and the detached kitchen.
- **Collections** – During the month of January, 1,995 objects were added or updated in Past Perfect as part of object inventory reconciliation and new projects launched with volunteer, intern, and staff assistance. Updated object records including furnishings, artwork, housewares, personal accessories, textiles, slides, negatives, photographs, blueprints, manuscripts, books, and state era souvenirs. Began a new project to inventory and digitize a collection of state era negatives. Continued digitization of a sizeable state era slide collection. Began processing a new donation of postcards. Began transcribing existing oral history interviews and planning for new interviews. Responded to 10 research requests and 2 photo requests. Met with an author conducting background research for a multi-novel series of historical fiction with scenes on Jekyll Island.

Archives and Records

- **Records Software** – Conducted research on security best practices for SharePoint
- **Collections** – Complete an initial inventory and location reconciliation of approximately 400 objects in Dubignon cottage with staff assistance and helped conduct the Deep Clean of Dubignon Cottage. Responded to 1 blueprint image request.

Preservation

- **Hollybourne** – Launched an assortment of projects at Hollybourne Cottage. Through volunteer assistance, continued window rehab, addressed exterior trim work, and tackled interior finishwork throughout the cottage. Ordered materials needed for plaster lath and finished floors for the dining room.
- **Infirmery** – Began a volunteer project at the Infirmery to repair deteriorated woodwork on basement access, front porch, side porch, and rear stoop.
- **Lift Station** - Began exterior rehab of the Lift Station behind Goodyear Cottage, consisting of window restoration, and paint removal on exterior shingle walls.
- **Crane Cottage** – Documented damage sustained to supporting column from vehicle impact at Crane Cottage. Discussed next steps for stabilization and repair of damage.
- **Power Plant** – Treated and stabilized deteriorated brick on the northeast corner of the GSTC.
- **Security Update** – Met with locksmith to address final details of lock and key replacements, as part of the security update for the historic district.
- **Pest Control** – Met with contractor to conduct a termite inspection of all historic properties in the historic district.
- **Annual Fire Extinguisher Update** – Met with contractor to conduct an annual inspection and replace fire extinguishers as needed throughout the historic district.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: MICHELLE KAYLOR, GSTC DIRECTOR
SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – JANUARY 2022
DATE: 2/8/2022

Admissions Comparison with Prior Year (January 2021 vs. January 2022)

<u>January 2021</u>	<u>January 2022</u>
4,299	4,491

(Note: There were capacity restrictions in place during the month of January 2021. Capacity restrictions were lifted at the end of May in 2021.)

Revenue Categories*

- January concessions \$47,067.86 was \$5,611.27 under budget
- January admissions \$41,216.94 was \$12,965.94 more than budgeted
- Adoptions 41 | \$2,050 | Donations (General) 40 | \$1340.00
- Memberships 8 | \$895.70
- Public Programs | \$873.20
- School Programs | \$602.00
- Daily Programs | 116

(GSTC was closed 1/10-1/14 for AC work and general facility repairs and cleaning)

Marketing/PR/Events/Grants/Pubs

Social Media, Website, and Communications Updates: Trip Advisor: 2,267 reviews, ranking GSTC #4 out of #17 Jekyll attractions.

- 53.7K Facebook Followers
 - Impressions: 133K
 - Number of Posts: 10
 - The top social media post for Facebook was the “Cold-stun Update” post of Redwood the Kemp’s Ridley’s radiographs on 1/3. It reached 18,192 people and received 990 engagements.
- 24.8K Instagram Followers
 - Impressions: 97K
 - Number of Posts: 11 posts 4 stories
 - The top social media post for Instagram was the “Where does the name loggerhead come from?” video of Margo the loggerhead on 1/16. It reached 15,369 people and received 1,907 engagements.

Education

- GSTC staff participated in DISC assessment workshop as a team
- Fulfilled a Make-a -Wish recipient’s request to visit the center with specialized tour on 1/19
- Celeste Rivenbark, Educator I, accepted nomination to the Georgia Association of Marine Educators board.
- Group tours started up again from being cancelled since the pandemic started. Education team led 10 tours educating 251 participants this month.

Research

- Preliminary data analysis regarding growth of captive-raised diamondback terrapin hatchlings has begun. We are investigating the effects of clutch and environment on growth of terrapin hatchlings raised at the Georgia Sea Turtle Center and Zoo Atlanta.
- Personnel of multiple departments at JIA have been collaborating to implement management regimes to reduce diamondback terrapin mortality along areas of high-density crossing on the Downing-Musgrove Causeway.

Rehabilitation

	Sea Turtle	Other Patients
New Patients	3	15
Current Patients	17	10
Released Patients	0	0
Transferred Patients	0	3
Total Since 2007	997	2248

- Dr. Norton chaired the wildlife session and presented at the VMX conference in Orlando. This conference hosts 15,000 plus veterinarians, veterinary technicians, and others both onsite and virtually.
- One of our released green turtle patients, “Coco” is making history. She has retained her transmitter for over 4 months. Small green turtles are difficult to keep satellite trackers on for long periods. This project is in collaboration with the South Carolina DNR and the Whitney Lab in St. Augustine, FL.

AmeriCorps Program, Volunteer Program, and Marine Debris Initiative

- GSTC volunteers were busy in the month of January! Almost 370 service hours were donated, the highest amount of monthly volunteer hours clocked since last summer.
- Our AmeriCorps crew honored MLK, Jr. Day of National Service with an afternoon spent on St. Simon’s Island at Fort Frederica. With the guidance of two NPS volunteers, our 15 AmeriCorps members cleared a new trail loop on site over 1.5 miles. Good weather and good spirits made for a fun day in service to our community!

Service Hours			
	Monthly Total	YTD Date Total (See YTD period definitions)	Cumulative Total
AmeriCorps Service Hours**	2,068.75	11,097.75	437,290.92
Volunteer Hours*	369.75	2,403.17	78,318.76
Marine Debris Hours*	150	630.75	11,352.33
MDI & Volunteer Program			
MDI Clean Ups	1	2	74
MDI Items Collected	1,512	1,996	370,562
New Volunteers Oriented	1	5	245
Volunteer Shadow Shifts	0	0	242
Volunteer Advancements	0	0	265

*YTD Based off fiscal year (July 1, 2021-June 30, 2022) | **YTD Based off AmeriCorps Program Year (September 1, 2020-August 31, 2021)



Board of Directors Committee Assignments
Effective August 18, 2021

<p align="center"><u>HISTORIC PRESERVATION/CONSERVATION</u></p> <p>Dale Atkins, Chair Joe Wilkinson Bob Krueger Mark Williams Joy Burch-Meeks Buster Evans</p> <p><u>Staff:</u> Ben Carswell Michelle Kaylor Cliff Gawron</p>	<p align="center"><u>FINANCE</u></p> <p>Bill Gross, Chair Joe Wilkinson Bob Krueger Mark Williams Trip Tollison Buster Evans Glen Willard Joy Burch-Meeks Dale Atkins</p> <p><u>Staff:</u> Jones Hooks Marjorie Johnson</p>
<p align="center"><u>HUMAN RESOURCES</u></p> <p>Buster Evans, Chair Joe Wilkinson Bob Krueger Joy Burch-Meeks Dale Atkins</p> <p><u>Staff:</u> Jenna Johnson</p>	<p align="center"><u>MARKETING</u></p> <p>Joy Burch-Meeks, Chair Joe Wilkinson Bill Gross Trip Tollison Buster Evans Glen Willard Bob Krueger</p> <p><u>Staff:</u> Alexa Hawkins</p>
<p align="center"><u>LEGISLATIVE</u></p> <p>Trip Tollison, Chair Joe Wilkinson Bob Krueger Bill Gross Mark Williams Joy Burch-Meeks Dale Atkins</p> <p><u>Staff:</u> Jones Hooks</p>	<p align="center"><u>COMMITTEE OF THE WHOLE</u></p> <p>Joseph B. Wilkinson, Jr., Chair Bob Krueger Bill Gross Mark Williams Joy Burch-Meeks Trip Tollison Buster Evans Glen Willard Dale Atkins</p> <p><u>Staff:</u> Jones Hooks</p>