

A G E N D A

FORT SMITH PORT AUTHORITY

MEETING

Thursday, December 17, 2020
Port of Fort Smith, 200 Navy Road
Fort Smith, Arkansas

TIME: 11:30 a.m.

1. Call to order – Larry Combs, Chair
2. Roll Call
3. Approve minutes of:
 - a. November 12, 2020 regular meeting
4. Treasurer’s Report – Dustin Collyge, Treasurer
 - a. Port Authority Bank activity and current balances
5. Business Items for discussion:
 - a. Construction Project Updates: Hubbs Construction & Studio 6
 - b. Consider approval and payment of Pay App. No. 14 from Cameron Hubbs Construction in the amount of \$204,224.21
 - c. Consider approval and payment of invoices related to installation of the scales.
 - d. Discussion of project adjustment/financial commitment to include repair to docks.
 - e. Consider approval of engagement letter with Landmark CPA’s to produce the Port Authority’s Financial Statements for FY2020 for \$1,700.
6. Other discussion items.
7. Next meeting: Thursday January 21, 2021
8. Adjourn.

City of Fort Smith
Port Authority Meeting
11:30 a.m. Thursday, November 12, 2020
Port of Fort Smith, 200 Navy Road
Fort Smith, Arkansas

MINUTES

The Fort Smith Port Authority scheduled a regular meeting at 11:30 a.m. on Thursday, October 22, 2020 at the Port of Fort Smith, 200 Navy Road, Fort Smith.

After a boxed lunch, the meeting was called to order by chairman Larry Combs at 11:50 a.m. and a quorum was noted present. Other Port Authority members physically present were Eddie Norman, Chad Lane and Philip Doss. Dustin Collyge was present via teleconference. Others attending included Marty Shell and Jeff Dingman.

The minutes of the October 22, 2020 regular meeting were presented for approval. Mr. Norman moved approval. Mr. Lane seconded, and the motion carried by unanimous vote.

Mr. Collyge reviewed the Port Authority's bank account statements and disbursements as of October 30, 2020. As of that date, the balance of the operating account was \$1,063,564.91 with two checks for payments approved on October 22 still outstanding. As of October 30, 2020 the balance of the grant project account was \$1.11 with no checks outstanding.

Mr. Dingman noted the deposit of AML insurance proceeds for damages to the docks totalling \$787,917.75. The operating account balance as of this meeting date is \$1,479,885.66 confirmed with a current statement of account provided by the bank. Mr. Doss moved approval of the Treasurer's Report. Mr. Norman seconded, and the motion carried by unanimous vote.

Mr. Combs asked for a construction project update from Cameron Hubbs Construction. Mr. Hubbs reported that they've gotten the conditional/temporary occupancy permits for all three buildings. Aside from the docks, utilities, and site concrete paving, there are only a few punch-list items left to complete.

The following outstanding invoices were presented for consideration:

1. Invoice No. 19-059-08 from Studio 6 Architects for construction administration services in the amount of \$3,100. Mr. Norman moved approval, Mr. Lane seconded and the motion carried unanimously.
2. Pay Application No. 12 from Cameron Hubbs Construction in the amount of \$328,263.47 for progress payments at the Port of Fort Smith rebuild project through October 30, 2020. Mr. Doss moved approval of Pay Application No. 12. Mr. Lane seconded, and the motion carried by unanimous vote.
3. Pay Application No. 13 from Cameron Hubbs Construction in the amount of \$11,034.20 for the payment of the retainage amount owed to the dirtwork subcontractor. After such payment, retainage amounts remaining are only for Cameron Hubbs Construction and the

electrical subcontractor. Mr. Lane moved approval. Mr. Doss seconded and the motion carried unanimously.

4. An invoice from System Scale for equipment purchase in the amount of \$1,796.20. Mr. Shell asked to defer approval of the installation amount, as it was significantly above the amount he expected it to be and he wanted to clarify the expense with the vendor. He did not object to payment of the invoice for the equipment. Mr. Lane moved approval of such payment, and Mr. Norman seconded. The motion carried by a vote of five in favor, zero opposed.

Mr. Combs asked for discussion of project adjustment and financial commitment to add dock repairs to the construction project, now that insurance proceeds have been received to fund dock repairs. It was noted that after the disbursements approved at this meeting the operating account will have a balance of \$1,135,691.19 (the matter of the scale installation still outstanding). Mr. Norman noted that the schedule with the last pay application indicates that there is a \$461,140.89 balance to completion of the already approved work, including retainage, leaving \$674,550.30 of the operating account funds unobligated.

Mr. Hubbs clarified that \$112,138.21 of the noted \$461,140.89 balance to completion is for "Sundry/Misc" contingency expenses, and none of that has been attributed to specific expenses as of yet and may not be spent. Further, the balance to completion also includes about \$53,000 in electrical equipment from Change Order No. 2 which will reduce the amount of new funds needed to finish the dock repairs. Knowing the Port Authority's status on funds available, the remaining work will not exceed what the Port Authority has available to spend, even if some items have to be deferred until some future project so that the critical elements of this project can be completed.

Mr. Hubbs further explained that the original budget for repair of the docks was approximately \$926,000, but that included estimates based on assumptions that still need to be clarified with Mr. Shell in terms of equipment specifications so that actual costs can be confirmed. This will reduce this cost estimate to be in line with the \$802,000 the Port Authority received in insurance settlement proceeds for the damage to the docks. In order to reach an exact amount of the change order needed to add in the completion of utility work and dock repairs, Mr. Hubbs indicated he would need about 30 days to refine equipment specifications with Mr. Shell, revisit site needs with Mr. Conyers and perhaps consulting engineers, and finalize his cost proposal for the Port Authority's consideration. All agreed that the change order to include this work would be considered at the Port Authority's scheduled meeting for December 17, 2020. Such proposal will be compiled with the understanding of the Port Authority's financial position.

Mr. Dingman noted that while all expected insurance proceeds have been received, the Port Authority will be due reimbursements from FEMA for facility reconstruction and mitigation projects. The city's consultant, Jamie Vernon with Witt Global, is working to secure the Port Authority's ability to submit invoices for amounts spent on the reconstruction project to FEMA for reimbursement. Upon the eventual receipt of those reimbursement funds, the Port Authority will be able to consider further site improvements at the facility to help it recover from the flood disaster.

All noted the presence of furniture in the conference room/office space, and further agreed that a larger conference table might be in order. Mr. Shell and Mr. Hubbs will investigate options.

The next regular meeting will be Thursday, December 17, 2020. There being no further

business before the body, the meeting adjourned at 12:40 pm upon motion by Mr. Norman, second by Mr. Doss, and unanimous approval.

Respectfully submitted,

DRAFT

Jeff Dingman
Deputy City Administrator
City of Fort Smith, Arkansas



Call 800-274-4482

Email info@ozk.com

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*****AUTO**SCH 5-DIGIT 72904

41051 0.4640 AV 0.389 137 17



CITY OF FORT SMITH PORT AUTHORITY

GRANT ACCOUNT

623 GARRISON AVE

FORT SMITH AR 72901-2508

Statement Date: 11/30/2020

Account Number [REDACTED]

GO GREEN WITH ESTATEMENTS! SIGN-UP FOR ESTATEMENTS
IN ONLINE BANKING AT OZK.COM & DOWNLOAD OUR
MOBILE APP TO ENJOY THE CONVENIENCE OF MOBILE BANKING!

PUBLIC FUND CHECKING ACCOUNT - [REDACTED]

PREVIOUS STATEMENT BALANCE AS OF 10/30/20:	1.11
PLUS 0 DEPOSITS AND OTHER CREDITS:	0.00
LESS 0 CHECKS AND OTHER DEBITS:	0.00
CURRENT STATEMENT BALANCE AS OF 11/30/20:	1.11
NUMBER OF DAYS IN THIS STATEMENT PERIOD:	31

	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE
TOTAL OVERDRAFT FEES	0.00	0.00
TOTAL RETURNED ITEM FEES	0.00	0.00

PAYER FEDERAL ID NUMBER: 71-0130170

INTEREST PAID YEAR TO DATE: 53.02

INTEREST EARNED THIS STATEMENT PERIOD

AVERAGE LEDGER BALANCE:	1.11
INTEREST EARNED:	0.00
INTEREST PAID THIS PERIOD:	0.00
ANNUAL PERCENTAGE YIELD EARNED:	.00%
INTEREST RATE:	.05%





Call 800-274-4482

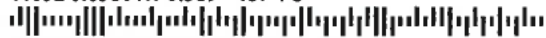
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Visit ozk.com

Member FDIC

*****AUTO**SCH 5-DIGIT 72904

41052 0.6580 AV 0.389 137 1 8



CITY OF FORT SMITH PORT AUTHORITY

OPERATING ACCOUNT

623 GARRISON AVE

FORT SMITH AR 72901-2508

Statement Date: 11/30/2020

Account Number: [REDACTED]

GO GREEN WITH ESTATEMENTS! SIGN-UP FOR ESTATEMENTS IN ONLINE BANKING AT OZK.COM & DOWNLOAD OUR MOBILE APP TO ENJOY THE CONVENIENCE OF MOBILE BANKING!

PUBLIC FUND CHECKING ACCOUNT - [REDACTED]

PREVIOUS STATEMENT BALANCE AS OF 10/30/20:	1,063,564.91
PLUS 2 DEPOSITS AND OTHER CREDITS:	787,975.74
LESS 5 CHECKS AND OTHER DEBITS:	710,894.67
CURRENT STATEMENT BALANCE AS OF 11/30/20:	1,140,645.98
NUMBER OF DAYS IN THIS STATEMENT PERIOD:	31

CHECK TRANSACTIONS

SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT
128	11/03	2,480.00	132	11/23	328,263.47
129	11/02	272,243.70	133	11/23	11,034.20
130*	11/02	96,873.30			

OTHER TRANSACTIONS

DATE	DESCRIPTION	DEBITS	CREDITS
11/02	DEPOSIT		787,917.75
11/30	INTEREST		57.99

	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE
TOTAL OVERDRAFT FEES	0.00	0.00
TOTAL RETURNED ITEM FEES	0.00	0.00

BALANCE BY DATE

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
11/02	1,482,365.66	11/03	1,479,885.66	11/23	1,140,587.99	11/30	1,140,645.98

PAYER FEDERAL ID NUMBER: 71-0130170

INTEREST PAID YEAR TO DATE: 5,925.49

INTEREST EARNED THIS STATEMENT PERIOD

AVERAGE LEDGER BALANCE:	1,365,545.56
INTEREST EARNED:	57.99
INTEREST PAID THIS PERIOD:	57.99
ANNUAL PERCENTAGE YIELD EARNED:	.05%
INTEREST RATE:	.05%



00628220113352

ISN: [REDACTED] Date: 11/02/2020
Branch: 1012 Start Time: 12:57:04 PM
Teller: 3 Amount: 787,917.75
Account Number: [REDACTED]
DDA Credit
Deposit

Comments:

RT: [REDACTED] TC: 9

\$787917.75 11/02/2020

Electronic Item

\$787917.75 11/02/2020

CITY OF FORT SMITH PORT AUTHORITY OPERATING ACCOUNT 128
823 GARRISON AVE FORT SMITH, AR 72903
11-22/2020 1029
10/26/20
Pay to the Order of David G. Anderson \$2480.00
Two thousand four hundred eighty dollars + 00/100
BANK of the OZARKS
www.bankoftheozarks.com • MEMBER FDIC
For Jan 19-059-07

128 \$2480.00 11/03/2020

FO DEPOSIT ONLY

128 \$2480.00 11/03/2020

CITY OF FORT SMITH PORT AUTHORITY OPERATING ACCOUNT 129
823 GARRISON AVE FORT SMITH, AR 72903
11-22/2020 1029
10/26/20
Pay to the Order of Common Hubs Construction \$272243.70
Two hundred seventy two thousand two hundred forty three dollars + 70/100
BANK of the OZARKS
www.bankoftheozarks.com • MEMBER FDIC
For Jan Appt 10

129 \$272243.70 11/02/2020

PAY TO THE ORDER OF
BANK OF THE OZARKS
FORT SMITH, AR

129 \$272243.70 11/02/2020

CITY OF FORT SMITH PORT AUTHORITY OPERATING ACCOUNT 130
823 GARRISON AVE FORT SMITH, AR 72903
11-22/2020 1029
10/26/20
Pay to the Order of Common Hubs Construction \$96873.30
Ninety six thousand eight hundred seventy three dollars + 30/100
BANK of the OZARKS
www.bankoftheozarks.com • MEMBER FDIC
For Jan Appt 11

130 \$96873.30 11/02/2020

PAY TO THE ORDER OF
BANK OF THE OZARKS
FORT SMITH, AR

130 \$96873.30 11/02/2020



00628220113352

CITY OF FORT SMITH PORT AUTHORITY
OPERATING ACCOUNT
623 GARRISON AVE
FORT SMITH, AR 72903

132
81-72 2625
1029

11/18/20

Pay to the Order of Cameron Hutton Construction \$ 328,263.⁴⁷

Please attach original check and voided copy of this check Dollars 47,100

BANK of the OZARKS
www.bankoftheozarks.com • MEMBER FDIC

For Pay App #12

[Signature]

132 \$328263.47 11/23/2020

[REDACTED]

TO THE ORDER OF

132 \$328263.47 11/23/2020

CITY OF FORT SMITH PORT AUTHORITY
OPERATING ACCOUNT
623 GARRISON AVE
FORT SMITH, AR 72903

133
81-72 2625
1029

11/18/20

Pay to the Order of Cameron Hutton Construction \$ 11,034.²⁰

Please attach original check - four dollars + 20/100 Dollars

BANK of the OZARKS
www.bankoftheozarks.com • MEMBER FDIC

For Pay App #13

[Signature]

133 \$11034.20 11/23/2020

[REDACTED]

TO THE ORDER OF

133 \$11034.20 11/23/2020

**AIA Type Document
Application and Certification for Payment**

TO (OWNER): Port Authority of City of FS
200 Navy Road
Fort Smith, AR 72901

PROJECT: FSPA-Rebuild of Port Facility
200 Navy Road
Fort Smith, AR 72901

APPLICATION NO: 14
PERIOD TO: 11/30/2020

DISTRIBUTION TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Cameron Hubbs Construction, Inc
3409 Owen Street
Van Buren, AR 72956

VIA (ARCHITECT): Studio 6 Architects
David Conyers
1120 Garrison Ave Suite 1A
Fort Smith, AR 72901

ARCHITECT'S PROJECT NO:

CONTRACT FOR: Rebuild of Port Facility

CONTRACT DATE: 11/4/2019

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>3,508,323.98</u>
2. Net Change by Change Orders	\$	<u>187,174.00</u>
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	<u>3,695,497.98</u>
4. TOTAL COMPLETED AND STORED TO DATE	\$	<u>3,500,024.81</u>
5. RETAINAGE:		
a. 1.76 % of Completed Work	\$	<u>61,443.51</u>
b. 0.00 % of Stored Material	\$	<u>0.00</u>
Total retainage (Line 5a + 5b)	\$	<u>61,443.51</u>
6. TOTAL EARNED LESS RETAINAGE	\$	<u>3,438,581.30</u>
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>3,234,357.09</u>
8. CURRENT PAYMENT DUE	\$	<u>204,224.21</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>256,916.68</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	187,174.00	0.00
Total approved this Month	0.00	0.00
TOTALS	<u>187,174.00</u>	<u>0.00</u>
NET CHANGES by Change Order	<u>187,174.00</u>	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Cameron Hubbs Construction, Inc
3409 Owen Street Van Buren, AR 72956

By: [Signature] Date: 12/10/2020
 CAMERON HUBBS, PRESIDENT
 State of: AR
 County of: CRAWFORD
 Subscribed and Sworn to before me this 10 Day of December 2020
 Notary Public: [Signature]
 My Commission Expires: 11/01/2021

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 204,224.21

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: STUDIO 6 ARCHITECTS
 By: [Signature] Date: 12.10.2020

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**AIA Type Document
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200 Navy Road
Fort Smith, AR 72901

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_ CONTRACTOR

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3409 Owen Street
Van Buren, AR 72956

VIA (ARCHITECT): Studio 6 Architects
David Conyers
1120 Garrison Ave Suite 1A
Fort Smith, AR 72901

ARCHITECT'S PROJECT NO:

CONTRACT FOR: Rebuild of Port Facility

CONTRACT DATE: 11/4/2019

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Insurance & Bonding	37,131.00	37,131.00	0.00	0.00	37,131.00	100.00	0.00	0.00
2	Testing/Layout	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00	0.00	0.00
3	Pre-Construction Phase Services	51,867.84	51,867.84	0.00	0.00	51,867.84	100.00	0.00	0.00
100	100-General Requirements	12,000.00	8,000.00	0.00	0.00	8,000.00	66.67	4,000.00	0.00
300	300-Concrete	865,965.00	865,965.00	0.00	0.00	865,965.00	100.00	0.00	0.00
400	400-Masonry	28,000.00	28,000.00	0.00	0.00	28,000.00	100.00	0.00	0.00
4	500-Metals	784,833.00	784,833.00	0.00	0.00	784,833.00	100.00	0.00	0.00
600	600-Wood, Plastics & Composites	22,967.00	22,967.00	0.00	0.00	22,967.00	100.00	0.00	0.00
700	700-Thermal & Moisture Protection	20,050.00	20,050.00	0.00	0.00	20,050.00	100.00	0.00	0.00
800	800-Openings	20,777.00	20,763.94	0.00	0.00	20,763.94	99.94	13.06	0.00
900	900-Finishes	23,404.00	23,404.00	0.00	0.00	23,404.00	100.00	0.00	0.00
1000	1000-Specialties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1100	1100-Equipment	41,202.00	0.00	0.00	0.00	0.00	0.00	41,202.00	0.00
1200	1200-Furnishings	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00	0.00	0.00
1300	1300-Special Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2100	2100-Fire Suppression	1,271.00	347.00	0.00	0.00	347.00	27.30	924.00	0.00
2200	2200-Plumbing	48,100.00	48,100.00	0.00	0.00	48,100.00	100.00	0.00	0.00
2300	2300-HVAC	16,900.00	16,900.00	0.00	0.00	16,900.00	100.00	0.00	0.00
2600	2600-Electrical	27,000.00	27,000.00	0.00	0.00	27,000.00	100.00	0.00	0.00
3100	3100-Earthwork	220,690.00	220,690.00	0.00	0.00	220,690.00	100.00	0.00	0.00
3200	3200-Exterior Improvements/Site Concrete	839,515.00	680,681.00	158,834.00	0.00	839,515.00	100.00	0.00	41,975.75

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David Conyers
1120 Garrison Ave Suite 1A
Fort Smith, AR 72901

ARCHITECT'S PROJECT NO:

CONTRACT FOR: Rebuild of Port Facility

CONTRACT DATE: 11/4/2019

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
3300	3300-Utilities	126,276.00	94,617.00	0.00	0.00	94,617.00	74.93	31,659.00	4,730.85
5	Construction Manager Fee	192,236.93	186,270.22	5,966.71	0.00	192,236.93	100.00	0.00	9,611.85
6	Sundry/Misc	112,138.21	0.00	48,751.10	0.00	48,751.10	43.47	63,387.11	2,437.56
CO#1	Change Order #1-Smoke Stack Demolition	79,136.00	79,136.00	0.00	0.00	79,136.00	100.00	0.00	0.00
CO#2	Change Order #2-Electrical for Dock Installation	108,038.00	53,750.00	0.00	0.00	53,750.00	49.75	54,288.00	2,687.50
REPORT TOTALS		\$3,695,497.98	\$3,286,473.00	\$213,551.81	\$0.00	\$3,500,024.81	94.71	\$195,473.17	\$61,443.51

FSPA-Rebuild of Port Facility
Pay App #14 November 1 - 30, 2020
Sundry & Unforseen

1 Additional Paving

Vehicle & Parking Tie-In

Building 3 & 4 Drive Tie In

2500 sqft @ \$14.3 \$ 35,750.00

2 Grating & Trenching at Drainage Tie-In

65' Trenching \$ 8,840.74

Grating \$ 4,160.36

\$48,751.10



Invoice #: INV-088291

Invoice Date 12/26/2019
 Customer PO# Verbal Marty Shell
 Work Order

Terms Net 30

FIVE RIVERS DISTRIBUTION - FORT SMITH
 200 NAVY RD.
 FORT SMITH, AR 72901-5451

Service Location
 Five Rivers Distribution - Fort Smith
 200 Navy Rd
 Fort Smith, AR 72901-5451

Invoice Details

Products & Services	Price	Quantity	Amount	Tax
Vehicle - Mettler Toledo VTS101 Vehicle Scale; serial number B951794820	\$50,737.00	1	\$50,737.00	\$4,946.86
Terminals - Mettler Toledo IND246 Indicator; serial number B936207326	\$1,276.00	1	\$1,276.00	\$124.41
Accessories - Mettler Toledo 61044732 - home run cable	\$541.00	1	\$541.00	\$52.75
Accessories - Mettler Toledo 30327344 - ticket printer power source	\$0.00	1	\$0.00	\$0.00
Printers / Peripherals - Mettler Toledo TM-U295 Ticket Printer; serial number J9KF218452	\$0.00	1	\$0.00	\$0.00
Freight / Shipping - Mettler Toledo	\$4,100.00	1	\$4,100.00	\$399.75
Installation - to be invoiced separately once installation is completed	\$0.00	1	\$0.00	\$0.00

Subtotal \$56,654.00

Tax \$5,523.77

Total \$62,177.77

Notes:

New scale equipment; installation will be invoiced separately once completed.

Remit To:

System Scale Corporation
 P.O. Box 733482
 Dallas, TX 75373-3482
 Ph. (615) 254-3440

Local Contact:

(479) 474-7531
 ssc-vb@system-scale.com

* Please reference INV-088291 with your check in order to ensure proper processing. *

***** Please note our remittance address has recently changed, thank you for updating your records. *****

Proud to be a Mettler Toledo Premier Distributor

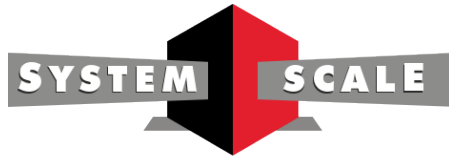
<http://www.system-scale.com>

[Pay Your Bill Online](#)

*Late payments may incur a service charge of 1 ½% per month, or 18% per annum. System Scale retains ownership of items purchased until paid in full.

Proud to be a Mettler Toledo Premier Distributor
<http://www.system-scale.com>
[Pay Your Bill Online](#)

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INDUSTRIAL • AGRICULTURE • LABORATORY

Invoice #: INV-102775

Invoice Date 9/18/2020
Customer PO#
Work Order WO-0086983

Terms Net 30
Service Date 9/17/2020

FIVE RIVERS DISTRIBUTION - FORT SMITH
200 NAVY RD.
FORT SMITH, AR 72901-5451

Service Location
Five Rivers Distribution - Fort Smith
200 Navy Rd
Fort Smith, AR 72901-5451

Invoice Details

Products & Services	Price	Quantity	Amount	Tax
Installation -	\$3,500.00	1	\$3,500.00	\$341.25

Subtotal \$3,500.00

Tax \$341.25

Total \$3,841.25

Notes:

Remit To:
System Scale Corporation
P.O. Box 733482
Dallas, TX 75373-3482
Ph. (615) 254-3440

Local Contact:
(479) 474-7531
ssc-vb@system-scale.com

* Please reference INV-102775 with your check in order to ensure proper processing. *

***** Please note our remittance address has recently changed, thank you for updating your records. *****

Proud to be a Mettler Toledo Premier Distributor

<http://www.system-scale.com>

[Pay Your Bill Online](#)

*Late payments may incur a service charge of 1 ½% per month, or 18% per annum. System Scale retains ownership of items purchased until paid in full.



Work Order

Business Unit	Van Buren	Work Order	WO-0086983
Account	Five Rivers Distribution - Fort Smith	Date Promised	09/30/2020
Address	200 Navy Rd Fort Smith, AR 72901-5451	Primary Tech	Shawn Lovell
Contact Name		Round-Trip Distance	28
Contact Phone		Round-Trip Time	1
Work Type	Install	PM Frequency	
Approved By	Na	Approved Date	09/17/2020

Notes:

Install new truck scale decks and set anchors 7-1-20 Shawn ty installed load cells 9-16-20 9-17-20 calibration of scale scale scales weighing correctly at this timewith test truck completed state paperwork also

Equipment

SSC ID	Site Location	Manufacturer – Model	Serial Number	Capacity – Graduation	Test Name	Result
2300003030	Ft smith	Mettler ToledoIND246	B936207326	120000 lb x 20 lb	Test-0220184	PASS
2300003030 a	Ft smith	Mettler ToledoVTS101	B951794820	120000 lb x 20 lb	Test-0220186	PASS
Printer	Ftsmith	Mettler ToledoTM- U295	J9KF218452	120000 lb x 20 lb	Test-0220185	PASS



Certificate: Test-0220184

Form: 7.8.0-0 Revised 1/17/20

Certificate of Calibration

<u>Customer Information</u>		<u>SSC Info</u>	
Customer:	Five Rivers Distribution - Fort Smith	SSC ID#:	2300003030
Address:	200 Navy Rd Fort Smith, AR 72901-5451	Technician:	Shawn Lovell
		Location Performed:	Client
		Work Order:	WO-0086983
<u>Instrument Information</u>		<u>Certificate Information</u>	
ID#:	N/A	Calibration Date:	09/17/2020
Serial #:	B936207326	Next Calibration Due:	03/30/2021
Description:	Vehicle Scale	As Found:	PASS
Manufacturer:	Mettler Toledo	As Left:	PASS
Model:	IND246	Temperature:	80 F
Capacity / Range:	120000 lb x 20 lb	Humidity:	65 %

Standards Used

Standard	Description	Calibration Date	Expiration Date	Traceability
Standard-003171	Temperature/Humidity Meter	09/10/2019	09/30/2020	Test-0098284

Comments:

Test Points

Certificate #: Test-0220184		Procedure: Customer Specifications / NIST				Measurements: 1		
Number	Name	Value Applied	As Found	As Left	Uncertainty	Lower Tol.	Upper Tol.	Result
1	Pass/Fail		PASS	PASS				PASS/PASS



Certificate: Test-0220186

Form: 7.8.0-0 Revised 1/17/20

Certificate of Calibration

Customer Information		SSC Info	
Customer:	Five Rivers Distribution - Fort Smith	SSC ID#:	2300003030a
Address:	200 Navy Rd Fort Smith, AR 72901-5451	Technician:	Shawn Lovell
		Location Performed:	Client
		Work Order:	WO-0086983
Instrument Information		Certificate Information	
ID#:	N/A	Calibration Date:	09/17/2020
Serial #:	B951794820	Next Calibration Due:	03/30/2021
Description:	Vehicle Scale	As Found:	PASS
Manufacturer:	Mettler Toledo	As Left:	PASS
Model:	VTS101	Temperature:	80 F
Capacity / Range:	120000 lb x 20 lb	Humidity:	65 %

Standards Used

Standard	Description	Calibration Date	Expiration Date	Traceability
Standard-003171	Temperature/Humidity Meter	09/10/2019	09/30/2020	Test-0098284
Standard-VBSetTT1-26K	Weight Kit	07/22/2019	09/01/2021	ASSL-M-138-19, ML-7709

Comments: Substitution loads may apply.

Test Points

Certificate #: Test-0220186		Procedure: Customer Specifications / NIST				Measurements: 16		
Number	Name	Value Applied	As Found	As Left	Uncertainty	Lower Tol.	Upper Tol.	Result
1	Production Point	0 lb	0	0	N/A	-20	20	PASS/PASS
2	Production Point	6000 lb	6000	6000	N/A	5980	6020	PASS/PASS
3	Production Point	10000 lb	10000	10000	N/A	9980	10020	PASS/PASS
4	Production Point	14000 lb	14000	14000	N/A	13960	14040	PASS/PASS
5	Production Point	18000 lb	18000	18000	N/A	17960	18040	PASS/PASS
6	Production Point	22000 lb	22000	22000	N/A	21940	22060	PASS/PASS
7	Production Point	26000 lb	26000	26000	N/A	25940	26060	PASS/PASS
8	Production Point	26000 lb	26000	26000	N/A	25940	26060	PASS/PASS
9	Production Point	26000 lb	26000	26000	N/A	25940	26060	PASS/PASS
10	Production Point	26000 lb	26000	26000	N/A	25940	26060	PASS/PASS
11	Production Point	22000 lb	22000	22000	N/A	21940	22060	PASS/PASS
12	Production Point	18000 lb	18000	18000	N/A	17960	18040	PASS/PASS
13	Production Point	14000 lb	14000	14000	N/A	13960	14040	PASS/PASS
14	Production Point	10000 lb	10000	10000	N/A	9980	10020	PASS/PASS
15	Production Point	6000 lb	6000	6000	N/A	5980	6020	PASS/PASS
16	Production Point	0 lb	0	0	N/A	-20	20	PASS/PASS



Certificate: Test-0220185

Form: 7.8.0-0 Revised 1/17/20

Certificate of Calibration

<u>Customer Information</u>		<u>SSC Info</u>	
Customer:	Five Rivers Distribution - Fort Smith	SSC ID#:	Printer
Address:	200 Navy Rd Fort Smith, AR 72901-5451	Technician:	Shawn Lovell
		Location Performed:	Client
		Work Order:	WO-0086983
<u>Instrument Information</u>		<u>Certificate Information</u>	
ID#:	N/A	Calibration Date:	09/17/2020
Serial #:	J9KF218452	Next Calibration Due:	03/30/2021
Description:	Printer	As Found:	PASS
Manufacturer:	Mettler Toledo	As Left:	PASS
Model:	TM-U295	Temperature:	80 F
Capacity / Range:	120000 lb x 20 lb	Humidity:	65 %

Standards Used

Standard	Description	Calibration Date	Expiration Date	Traceability
Standard-003171	Temperature/Humidity Meter	09/10/2019	09/30/2020	Test-0098284

Comments:

Test Points

Certificate #: Test-0220185		Procedure: Customer Specifications / NIST				Measurements: 1		
Number	Name	Value Applied	As Found	As Left	Uncertainty	Lower Tol.	Upper Tol.	Result
1	Pass/Fail		PASS	PASS				PASS/PASS



November 12, 2020

To the Board of Directors
City of Fort Smith Port Authority
Fort Smith, Arkansas

You have requested that we prepare the financial statements of **City of Fort Smith Port Authority** (the "Port Authority"), which comprise the Statement of Net Position as of December 31, 2020, and the Statement of Revenues, Expenses, and Changes in Net Position, and perform a compilation engagement with respect to those financial statements. Management has elected to omit substantially all of the disclosures and the Statement of Cash Flows required by accounting principles generally accepted in the United States of America. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

Our Responsibilities

The objective of our engagement is to:

- a. Prepare the financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you; and
- b. Apply accounting and financial reporting expertise to assist you in the presentation of the financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for it to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statements misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Port Authority or noncompliance with laws and regulations.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. You have the



following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- b. The preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America.
- c. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
- d. The prevention and detection of fraud.
- e. To ensure that the Port Authority complies with the laws and regulations applicable to its activities.
- f. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- g. To provide us with:
 - i. Access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - ii. Additional information that we may request from you for the purpose of the compilation engagement.
 - iii. Unrestricted access to persons within the Port Authority of whom we determine it necessary to make inquiries.

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content.

You agree to include our accountant's compilation report in any document containing the financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to inclusion of the report, to ask our permission to do so.

Other Relevant Information

With respect to any nonattest services we perform, we agree to perform the following:

- Propose adjusting or correcting journal entries to be reviewed and approved by management.
- Prepare a trial balance based on the adjusted general ledger.
- Prepare a draft of the Port Authority's financial statements.
- Update the Port Authority's depreciation schedule(s) for management's review and approval, including proper application of capitalization policy and estimated useful lives.

We will not assume management responsibilities on behalf of the Port Authority. However, we will provide advice and recommendations to assist management of the Port Authority in performing its responsibilities.

The Port Authority's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards.
- This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise the Organization with regard to tax positions taken in the preparation of the tax return, but the Company must make all decisions with regard to those matters.

If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

Chris Cluck is the engagement member and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. His responsibilities include supervising Landmark's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the accountant's report.

To ensure that Landmark PLC, Certified Public Accountants' independence is not impaired under the *AICPA Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

With regard to the electronic dissemination of financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Our proposed fees for these services will be \$1,700 and is based on the estimated hours to complete the engagement. We may bill you on an interim basis prior to the completion of this engagement. Invoices are payable upon receipt, and finance charges will be assessed monthly on any unpaid balance. If your account is past-due for two months, we may cease work until your account is current or until payment arrangements have been agreed upon.

You agree to release, indemnify, defend, and hold us harmless from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us or resulting from any actions against us by third parties relying on the financial statements described herein except for our own intentional wrongdoing.

You agree that any dispute (other than our efforts to collect an outstanding invoice) that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement that we have performed for you, will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within the county of Sebastian, Arkansas, according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to Arkansas law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

This engagement letter is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

Landmark is not acting as your securities advisor under the Securities Act of 1933 or the Investment Advisors Act of 140, as amended. As such, we are not recommending any action to you and do not owe you a fiduciary duty with respect to any information or communications regarding securities. You should discuss such information or communications with any and all internal or external advisors and experts you deem appropriate before acting on any such information or material provided by Landmark.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Landmark PLC
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of **City of Fort Smith Port Authority**. We have designated _____ as the individual who possesses suitable skill, knowledge, or experience to oversee the services outlined in the engagement letter.

Signature _____

Title _____