

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
FEBRUARY 17, 2021**

The regular Board Meeting of the Seminole County Port Authority was held in the Board Room of the Administration Building at the Port of Sanford on February 17, 2021.

Chairman Matthew Criswell called the meeting to order at 4:05 p.m. with the following Directors constituting a quorum: Matthew Criswell, Chairman; Dana McBroom, Vice-Chairwoman; Cliff Miller, Treasurer; Michael Caraway, Member; Amy Guilfoyle, Member; and Andria Herr, BCC Member.

Members Absent: Susan Sherman, Secretary; and Harry Ellis, Member.

Staff present: Andrew Van Gaale, Administrator; and Jennifer Sykes, Business Office Manager.

Also, present: Steve Coover, SCOPA Attorney; and Robert Kimelman, CPA CGMA.

An invocation was given by Matthew Criswell followed by the Pledge of Allegiance.

Chairman Criswell opened the floor for corrections or additions to the minutes of the January 20, 2021, meeting. None were presented.

MOTION WAS MADE BY DANA MCBROOM, SECONDED BY CLIFF MILLER TO APPROVE THE MINUTES OF THE JANUARY 20, 2021, BOARD MEETING, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The Administrator presented the Balance Sheet and Budget Statement for the month of January 2021. The Administrator reported that revenues for the month of January 2021 were over budget by \$29,091 and the year-to-date revenues were over budget by \$95,963. Expenditures for the month of January 2021 were under budget by \$52,608 and the year-to-date expenditures were under budget by \$341,178. Occupancy for January maintained at 99.2%. There were no questions regarding the January 2021 financial reports.

The Administrator presented the outstanding bills for February 17, 2021, along with the standard bills for March 1st, 2021. Cliff Miller inquired about the budget impacts of using subcontract labor versus the prior use of a handyman. The Administrator assured him that it was appropriately budgeted for in advance. Mrs. Sykes noted that the maintenance costs might appear larger because the subcontractor invoices include labor and materials, whereas the previous handyman purchased materials on separate SCOPA accounts. No other questions were presented.

MOTION WAS MADE BY DANA MCBROOM, SECONDED BY CLIFF MILLER TO APPROVE THE BILLS, AS PRESENTED. THE LIST OF BILLS APPROVED TO BE PAID IS ATTACHED AND MADE A PART OF THESE MINUTES.

MOTION CARRIED UNANIMOUSLY.

The Administrator presented the Aged Receivables List to the Board for review. He explained that the principal of Driftwood Arts and Design, LLC, has communicated with staff his plans to bring his account current. The principal of Fiberglass Plus, Inc., has passed away unexpectedly and staff asked for patience while they work with the family. The Administrator explained that the same principal owns both Rhoades Construction and Southeast Custom Auto. He has promised to get his accounts current soon. Finally, Thomas Companies made a partial payment bringing them current. There were no questions on the aged receivables.

ATTORNEY'S REPORT

SCOPA Attorney, Steve Coover, informed the Board he had nothing to report at this time.

ADMINISTRATOR'S REPORT

Project Updates - The Administrator updated the board on the current projects explaining that CPH Engineering is working on a task order for the redevelopment of 1500 Dolgner Place. After the Port seal-coated the asphalt surrounding 1690 Fitzpatrick Point, the Marina has contracted to do their parking lot as well. There were no questions or comments on the projects.

OLD BUSINESS

Fiscal Year 2019/2020 Audited Financial Statements – Chairman Criswell introduced Rob Kimelman, CPA, of Green, Dycus & Co., P.A., to present the final audited financial statements for fiscal year 2019/2020. Mr. Kimelman explained that SCOPA has two employees participating in the Florida Retirement System and each year the State distributes the GASB68 actuary figures which represent SCOPA's portion of the liability. The only changes to the financial statements as presented in November 2020 are the GASB68 liability. Mr. Kimelman directed the board's attention to page 12, explaining that with the inclusion of the actuary figures for last year, SCOPA's net pension liability increased from \$394,340 in 2019, to \$504,308 in 2020. However, he explained that the net position remained strong at \$10,873,865 for 2020, in comparison to \$10,534,200, in 2019. There were no questions on the audited financial statements.

MOTION WAS MADE BY DANA MCBROOM, SECONDED BY CLIFF MILLER TO APPROVE THE FISCAL YEAR 2019-2020 AUDITED FINANCIAL STATEMENTS, AND AUTHORIZE ROB KIMELMAN TO TRANSMIT THE REPORT TO SEMINOLE COUNTY AND THE STATE OF FLORIDA AUDITOR GENERAL.

MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

Leases – The Administrator presented the following list of Leases Agreements for approval:

1. Lease Renewal – Acme Industrial Surplus, LLC; 1461 Kastner Place, Suites 117 & 129, plus Lot; one year lease addendum; term Mar. 1, 2021- Feb. 28, 2022; with the budgeted 5% rate increase to \$3,529.84/ month (8,000 sq.ft. warehouse @ a rate of \$5.29/sq.ft./yr.) Personal guarantee.
2. Lease Renewal – Boutinot USA, Inc.; 1450 Kastner Place, Suite 100; one year lease addendum; term Mar. 1, 2021- Feb. 28, 2022; with the budgeted 5% rate increase to \$992.25/month (1,050 sq.ft. office w/ 450 sq.ft. warehouse @ a blended rate of \$7.94/sq.ft./yr.) Personal guarantee waived during original lease negotiation.
3. Lease Renewal – Grace Missions, Inc.; 1513 Dolgner Place; one year lease addendum; term Mar. 1, 2021- Feb. 28, 2022; at the budgeted rate of \$942.31/month (2,000 sq.ft. warehouse @ a rate of 5.65/sq.ft./yr.) Personal guarantee.

MOTION WAS MADE BY DANA MCBROOM, SECONDED BY TO CLIFF MILLER TO APPROVE ALL THE LEASE AGREEMENTS, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

There being no further business, the meeting was adjourned at 4:35 p.m. by Chairman Criswell.

Matthew Criswell, Chairman

Susan Sherman, Secretary