

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
APRIL 21, 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 April 21, 2021.

Vice-Chairwoman Dana McBroom called the meeting to order at 4:06 p.m. with the following Directors constituting a quorum: Dana McBroom, Chairman; Cliff Miller, Treasurer; Susan Sherman, Secretary; Michael Caraway, Member; Amy Guilfoyle, Member; Bill Spivey, Member; and Andria Herr, BCC Member.

Members Absent: Matthew Criswell, Vice-Chairwoman; and Harry Ellis, Member.

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

Also, present: Steve Coover, SCOPA Attorney.

An invocation was given by Cliff Miller followed by the Pledge of Allegiance and introduction of guests.

Vice-Chairwoman McBroom opened the floor for corrections or additions to the minutes of the March 17, 2021, meeting.

MOTION WAS MADE BY CLIFF MILLER, SECONDED BY MICHAEL CARAWAY TO APPROVE THE MINUTES OF THE MARCH 17, 2021, BOARD MEETING, AS PRESENTED.

Bill Spivey inquired about the financial aspects and impacts of the building projects being included in the meeting minutes particularly as the board enters budget committee. A short discussion occurred.

MICHAEL CARAWAY RESCINDED HIS SECOND AND CLIFF MILLER RESCINDED HIS MOTION TO APPROVE THE MINUTES OF THE MARCH 17, 2021, BOARD MEETING, AS PRESENTED.

MOTION WAS MADE BY BILL SPIVEY TO AMENDED AND APPROVE THE MARCH 17, 2021, MEETING MINUTES TO INCLUDE THE FOLLOWING: THE BOARD DISCUSSED THE FINANCIAL ASPECTS OF BUILDING ON THE 1500 DOLGNER PLACE SITE AND THE IMPACT ON THE CAPITAL IMPROVEMENT BUDGET. THE MOTION WAS SECONDED BY AMY GUILFOYLE.

MOTION CARRIED UNANIMOUSLY.

The Administrator presented the Balance Sheet and Budget Statement for the month of March 2021. The Administrator reported that revenues for the month of March 2021 were over budget by \$24,538 and the year-to-date revenues were over budget by \$141,417. Expenditures for the month of March 2021 were over budget by \$131,629. The Administrator assured the board that the year-to-date expenditures are still under budget by \$301,622 and the year-to-date profit was 27.5%. Occupancy for March maintained at 99.2%. There were no questions regarding the March 2021 financial reports.

The Administrator presented the outstanding bills for April 21, 2021, along with the standard bills for May 1st, 2021. He noted item #11, the \$24,915.00 payment to Public Risk Management, represents the quarterly insurance premium. Item #20, the \$10,960.58 payment to BrightView Landscape Services, represents the installation of plants, a hedge line and mulch. Item #21, the \$2,695.00 payment to HydroTech Solutions, represents pressure washing of three buildings within the Port. Item #22, the \$2,850.00 payment to DH Pace Company, Inc., represents replacing the roll-up door at 1417 Dolgner Place. Cliff Miller inquired about the status of the landscape renovations. The Administrator confirmed that the work was complete.

MOTION WAS MADE BY CLIFF MILLER, SECONDED BY MICHAEL CARAWAY 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 Rhoades Construction was also the principal of Southeast Custom Auto which is now closed. Thomas Companies has promised a check this week. Cliff Miller inquired if Southeast Custom Auto was fighting the balance owed. The Administrator explained that he was not.

ATTORNEY'S REPORT

SCOPA Attorney, Steve Coover, presented the Administrator's Annual Performance Evaluation. The cumulative score was a 4.61 out of 5. The Administrator thanked the board for the confidence and feedback. Bill Spivey inquired about the utilization of the Administrator's review summary. Dana McBroom explained that the review results are kept on file and considered when looking at compensation increases during the budget process.

Mr. Coover explained for the new members of the board that in 1984 there was a land lease on the property at 4501 Dolgner Place. That lease was assigned in 1987 to Mr. and Mrs. Leonard Smith. In 2014, a new five-year lease carried the terms forward. In 2019,

after the passing of Mrs. Smith, the lease renewed solely in Mr. Smith's name. Mr. Smith unexpectedly passed away a short time later and the lease became part of his estate with the heirs disagreeing about the value of the lease. It was then that concerns were raised about conditions on the site. Therefore, the board ordered phase one and phase two environmental testing and contacted County code enforcement. The environmental assessments revealed no concerns and code enforcement said that the structures were most likely grandfathered in. The Administrator estimated it would cost the board fifty thousand to clean up the area for re-lease and offered to buy out the lease. The offer was rejected. Subsequently, the heirs reached an agreement and Leonard Smith II received the lease as part of his distribution. Mr. Coover continued to report that SCOPA has received a copy of the assumption document which he feels is adequate and current insurance on the leasehold. Discussion ensued.

ADMINISTRATOR'S REPORT

Project Updates - The Administrator updated the board that he had worked with Roger Fox of Seminole County on the close out of phase one and two of the stormwater improvement project. He then explained that CPH should be submitting phase three plans which is part of the Dolgner Place redevelopment. The Administrator stated that he was hoping to get the project started this summer as it was part of this year's budget. Staff presented the draft CPH site plan for Dolgner Place for review by members not present at the April meeting.

OLD BUSINESS

There was no old business.

NEW BUSINESS

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

1. New Lease – Air One of Central Florida, LLC; 1980 Dolgner Place, Suite 1016; 1-year Lease; lease term May 1, 2021- Apr. 30, 2022; at the rate of \$1,000/mo. (1,500 sq.ft. warehouse @ a rate of \$8.00/sq.ft./yr.) Personal guarantee.
2. New Lease – Central Florida Windows & Doors, LLC; 1413 Dolgner Place; 1-year Lease; lease term May 1, 2021- Apr. 30, 2022; at the rate of \$1,000/mo. (1,084 sq.ft. warehouse w/ 312 sq.ft. office @ a rate of \$8.00/sq.ft./yr.) Personal guarantee.
3. Lease Addendum – Matthew Bauer; 1509 Dolgner Place; 1-year Lease Addendum; term May 1, 2021- Apr. 30, 2022; at the rate of \$882/mo. (1,500 sq.ft. warehouse w/ 500 sq.ft. office @ a rate of \$5.29/sq.ft./yr.)

4. Lease Addendum – Concrete Sculpting, LLC; 1980 Dolgner Place, Suite 1048; 1-year Lease Addendum; term May 1, 2021- Apr. 30, 2022; at the rate of \$900/mo. (1,500 sq.ft. warehouse @ a rate of \$7.20/sq.ft./yr.) Personal guarantee.
5. Lease Addendum – Real Estate Support Services, Inc.; 1511 Kastner Place; 3-year Lease Addendum; term May 1, 2021 – Apr. 30, 2024; at the budgeted rate of \$2,520/mo. w/ a 5% rate increase on May 1, 2022 (4,000 sq.ft. offices @ \$7.56/sq.ft./yr.) Personal guarantee.
6. Lease Addendum – Daniel E. Wurl; 1450 Kastner Place, Suite 124 & 128; 1-year Lease Addendum; term May 1, 2020 – Apr. 20, 2022 with existing 45-day termination clause; with the budgeted 5% rate increase to \$1,962/mo. (2,328 sq.ft. office w/ 672 sq.ft. warehouse @ a rate of \$7.84/sq.ft./yr.)

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

MOTION CARRIED UNANIMOUSLY.

Budget Committee – The Vice-Chairwoman opened the floor for nominations to the fiscal year 2021-2022 budget committee. The Administrator requested that Dana McBroom participate on the committee, Michael Caraway volunteered, Bill Spivey accepted the Vice-Chairwoman’s invitation to participate, and Susan Sherman also volunteered. The Committee will schedule a meeting with the Administrator who will ensure it is publicly advertised as required. The Administrator explained that the budget is due to Seminole County prior to July 15th and, therefore, needs approved at the June board meeting. Dana McBroom stated that while SCOPA does not always follow the County, she wondered what the County intends regarding salary increases. Commissioner Herr explained that they did retro-active raises last year. She stated that anticipated that the County would do something again this year, but that she was not certain.

There being no further business, the meeting was adjourned at 4:51 p.m. by Vice-Chairwoman McBroom.

Matthew Criswell, Chairman

Susan Sherman, Secretary