

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
JULY 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 July 21, 2021.

Treasurer Cliff Miller called the meeting to order at 4:01 p.m. with the following Directors constituting a quorum: Cliff Miller, Treasurer; Harry Ellis, Member; Amy Guilfoyle, Member; Andria Herr, BCC Member; and Dana McBroom, Vice-Chairwoman (telephonically).

Members Absent: Matthew Criswell, Chairman; Susan Sherman, Secretary; Bill Spivey, Member; and Michael Caraway, 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 to the Flag.

Treasurer Miller opened the floor for corrections or additions to the minutes of the June 16, 2021, meeting. None were presented.

MOTION WAS MADE BY HARRY ELLIS, SECONDED BY AMY GUILFOYLE TO APPROVE THE MINUTES OF THE JUNE 16, 2021, BOARD MEETING, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The Administrator presented the Balance Sheet and Budget Statement for the month of June 2021. The Administrator reported that revenues for the month of June were over budget by \$24,108 and \$217,978 for the year-to-date. Expenditures for the month of June were under budget by \$81,859 and remain underbudget by \$571,514 for the year-to-date. The Administrator reported that the year-to-date profit is \$643,635 and occupancy for June raised to 99.9% with only the small office within the administration building vacant. There were no questions on the June 2021 financial statements.

The Administrator presented the Outstanding Bills list for July 21, 2021, to the Board for discussion and approval. After giving the board time to review the list, the Administrator noted Item #11, the \$24,915.00 payment to Public Risk Management, represents SCOPA's quarterly insurance premium. Item #14, the \$2,235.00 payment to Exact Plumbing, represents two plumbing repairs. Item #17, the \$5,400.00 payment to Ultimate Woodworks, represents new restroom partitions in the administration building.

Item #18, the \$2,325.00 payment to DH Pace, Inc., represents a roll-up door replacement. Item #19, the \$5,104.00 payment to Barnes Heating and Air Conditioning, represents the replacement of an air conditioning unit. Item #20, the \$2,916.71 payment to BrightView Landscaping, represents the installation of an irrigation pump. The Administrator noted the standard first of the month bills for August. Cliff Miller inquired about the reason for the air conditioner replacement and the Administrator confirmed it was age related and no longer fiscally reasonable to continue repairs.

MOTION WAS MADE BY HARRY ELLIS, SECONDED BY AMY GUILFOYLE TO APPROVE THE July 21ST AND AUGUST 1ST 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 Petras Flooring and Rhoades Construction are 60 days outstanding and that he is working with the two principals. Petras wants to vacate, and Rhoades wants to take over the lease. They are currently on a month-to-month status so Rhoades would take over via a new lease document. However, Rhoades was also the principal of Southeast Custom Auto, and the Administrator recommends requiring that he gets that balance cleared up before the Board enters a new lease. TCI is current with a small balance outstanding due to last month's rate increase and auto payments. Thomas Companies vacated some months ago to California and staff's efforts to collect have gone unanswered. The Administrator recommended writing-off the Thomas Companies balance of \$984.08. Cliff Miller asked for SCOPA Attorney, Steve Coover's, input regarding the write-off. Mr. Coover agreed it was a small amount to incur legal costs on in an attempt to collect.

MOTION WAS MADE BY HARRY ELLIS, SECONDED BY AMY GUILFOYLE TO WRITE-OFF THOMAS COMPANIES, INC.'S, OUTSTANDING BALANCE OF \$984.08 TO BAD DEBT.

MOTION CARRIED UNANIMOUSLY.

ATTORNEY'S REPORT

Mr. Coover stated he had nothing to report at this time.

OLD BUSINESS

The Administrator reported that staff had researched TCI as requested at the June meeting. He presented a copy of the minutes from the May 17, 2017, board meeting where the original TCI lease was discussed and approved along with IBP's ownership of TCI and IBP's strong public stock standing. Mr. Coover reviewed the documentation and

reminded the board that TCI bought the long-standing tenant Legacy Glass. The Board would not waive the personal guarantee, but because its owner is a publicly traded company the owner company could guarantee. Mr. Coover confirmed that the recent lease addendum maintains the terms of the original approval of an entity tenant with its owner company guaranteeing the lease.

ADMINISTRATOR'S REPORT

The Administrator informed the Board that the SCOPA Budget presentation to the County will be on August 10th at 1:30 p.m. and he invited Vice-Chairwoman McBroom to accompany him to the presentation. Commissioner Herr disclosed to the Board that based on the prior month's discussion, she went to the County Manager and asked for the ability to take the \$500,000 coming from SCOPA to the County out of the County's budget for this year and replace it with ARP funds. She reported that she doesn't know how seriously, but that was under consideration. Then after discussions with the Administrator the notion is that the budget has already been approved and it is ok to leave it in there this year. Commissioner Herr said that she would be happy to advocate for that next year, even though she doesn't know the possibility of it happening, but the idea of getting the buildings built faster is attractive as buildings provide income. Cliff Miller thanked the Commissioner Herr for her efforts.

The Administrator reported that the 1500 Dolgner Place site is in pre-application with the County. He reported that due to the property being 100% within the floodplain, we do not have all the development credits the engineers originally thought, and we will be required to have retention on the site. Therefore, the footprints will probably be reduced. The Administrator explained he was working with engineers on expanding the ditch system rather than enclosing it like previously discussed. The end result will probably be one less building, but there will still be significant and good use of the property.

The Insurance Committee will meet on Wednesday, August 11th, to review the insurance proposals and make a recommendation at the next board meeting. The Request for Proposals for Insurance was advertised and includes property, general liability, umbrella, auto, workers compensation, etc. Currently, SCOPA is in an insurance trust with Public Risk Management whose bylaws require an official 45-day notice along with a board resolution. The Administrator read the notice and resolution to the board and requested approval. Cliff Miller explained that he and the Administrator reviewed the bid package, and that it is the goal to insure everything for the proper value and amount. He explained that it is difficult to get actual replacement values, therefore, they utilized the last appraisal values and increased them by 10%. Commissioner Herr recommended that the bid be advertised on VendorLink as soon as possible, noting that to get a competitive response an online presence is essential. The Administrator stated that would be done

promptly and that the RFP does allow SCOPA to retain the right to reject, re-advertise, or to renew the policy with current provider. Therefore, if the committee or board is not satisfied, we can re-do the entire RFP process differently the following year. Harry Ellis recommended that staff use VendorLink for most purchases even if it requires revising the purchasing policy. The Administrator assured the board that the bids on all the large projects are coordinated by the consulting engineers at CPH and are electronically advertised.

MOTION WAS MADE BY HARRY ELLIS, SECONDED BY AMY GUILFOYLE TO RESOLVE TO SOLICIT, RECEIVE AND REVIEW PROPOSALS FOR INSURANCE AND TO FORMALLY NOTIFY PUBLIC RISK MANAGEMENT OF THE POSSIBILITY OF NON-RENEWAL. A COPY OF THE RESOLUTION IS ATTACHED AND MADE A PART OF THESE MINUTES.

MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

Leases – The Administrator presented the following Leases Agreements and terminations for approval:

1. Lease Addendum – B&N Fabricating, Inc.; 1525 Dolgner Place; 1-year lease addendum; term Aug. 1, 2021 – July 31, 2022, with existing 60-day termination clause; with the budgeted 5% rate increase to \$2,090.68/month (3,576 sq.ft. warehouse w/424 sq.ft. office @ a blended rate of \$6.27/sq.ft./yr.) Personal guarantee.
2. Lease Addendum – Donald Hachenberger; 1451 Kastner Place. Suites 101, 109, 113 & 125; 1-year lease addendum; term Aug. 1, 2021 – July 31, 2022; with the budgeted 5% rate increase to \$5,266.80/month (13,040 sq.ft. warehouse w/ 960 sq.ft. office @ a blended rate of \$4.51/sq.ft./yr.)

MOTION WAS MADE BY HARRY ELLIS, SECONDED BY AMY GUILFOYLE TO APPROVE THE LEASES AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

There being no further business, the meeting was adjourned at 4:34 p.m. by Treasurer Miller.

Matthew Criswell, Chairman

Susan Sherman, Secretary

**RESOLUTION
OF
SEMINOLE COUNTY PORT AUTHORITY**

WHEREAS, the Board of Directors of the Seminole County Port Authority, in a meeting duly assembled, issued that sealed proposals for comprehensive insurance coverage, including but not limited to, property, general liability, umbrella, directors and officers, automobile and workers compensation, would be received at the Administration office until 4:00 p.m. on Friday, August 6th, 2021.

WHEREAS, the SCOPA Insurance Committee shall review the proposals at a publicly advertised meeting and make a recommendation to the Seminole County Port Authority Board of Directors at their regularly scheduled meeting on August 18, 2021, at 4:00 p.m.

BE IT RESOLVED, the Seminole County Port Authority Board of Directors shall select the insurance proposal most advantageous to SCOPA and reserves the right to reject any or all proposals after proposals have been examined and evaluated, to re-advertise, or to renew the policy with current provider.

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of the Seminole County Port Authority.

**UNANIMOUSLY PASSED AND ADOPTED
this 21st day of July, 2021**

Dana McBroom, Vice-Chairwoman
Harry Ellis III, Member
Andria Herr, BCC Member

Cliff Miller, Treasurer
Amy Guilfoyle, Member
Andrew Van Gaale, Administrator