

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
AUGUST 18, 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 August 18, 2021.

Chairman Matthew Criswell called the meeting to order at 4:04 p.m. with the following Directors constituting a quorum: Matthew Criswell, Chairman; Dana McBroom, Vice-Chairwoman; Cliff Miller, Treasurer; Susan Sherman, Secretary; Amy Guilfoyle, Member; Bill Spivey, Member; and Michael Caraway, Member.

Members Absent: Andria Herr, BCC Member; 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 Dana McBroom followed by the pledge to the Flag.

Chairman Criswell opened the floor for corrections or additions to the minutes of the July 21, 2021, meeting. None were presented.

MOTION WAS MADE BY DANA MCBROOM, SECONDED BY CLIFF MILLER TO APPROVE THE MINUTES OF THE JULY 21, 2021, BOARD MEETING, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The Administrator presented the Balance Sheet and Budget Statement for the month of July 2021. The Administrator reported that revenues for the month of July were over budget by \$24,919 and \$242,898 for the year-to-date. Expenditures for the month of July were under budget by \$101,882 and remain underbudget by \$658,394 for the year-to-date. The Administrator reported that the year-to-date profit is \$643,635 and occupancy for July maintained at 99.9% with only the small office within the administration building vacant. There were no questions on the July 2021 financial statements.

The Administrator presented the Outstanding Bills list for August 18th and September 1st. He explained that item #22, the \$3,833.00 payment to Wiginton Fire Systems, represents a valve replacement in the fire alarm and suppression system at 1490 Kastner Place. The Administrator then noted the standard September 1st bills and opened the floor to questions. No questions were presented.

MOTION WAS MADE BY DANA MCBROOM, SECONDED BY CLIFF MILLER TO APPROVE THE AUGUST 18TH AND SEPTEMBER 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 with only two tenants with outstanding balances. He explained that TCI Contracting, LLC, has a small balance due from their recent renewal which included a rate and security deposit increase. He noted that TCI is a large corporation with automated, electronic payments set up, therefore, when rates change it takes time for them to catch up. The Administrator explained that staff was in communication with F4W who is apparently dealing with a Covid outbreak in their office. Dana McBroom asked if they had two units. Staff explained that after the close of the month, the bank notified them that F4W's July check had bounced, therefore, had to be re invoiced along with the bank fees. F4W has promised to pay in full this week. There were no other questions on the aged receivables.

ATTORNEY'S REPORT

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

ADMINISTRATOR'S REPORT

The Administrator reported that the fiscal year 2021/2022 budget was approved by the Seminole County Board of County Commissioners with the budgeted \$400,000 surplus fund transfer in September of 2022.

The Administrator updated the Board on the drainage work being performed on Kastner. He explained that the pond and flume system was being updated to redirect water from a major parking lot and minimize erosion to the 1451 Kastner building. Also, to alleviate flooding in the loading dock area of 1490 Kastner, the contractor is taping into the existing drainage system with a 12" elliptical pipe. This should move the surface water better than the old swale that directed the water to the inlet. There were no questions on the Administrator's report.

OLD BUSINESS

Bill Spivey expressed that he would like the Board to create a policy for identifying surplus funds prior to next year's budget season. The Administrator stated that it was expressed that SCOPA was deficit spending due to the capital improvement plan and contribution to the general fund. However, he stated that hopefully with strong occupancy that deficit can be recouped. Discussion ensued. Mr. Coover suggested that if the Board sought to

define surplus funds it would be beneficial to tie that into how the State defines surplus funds.

Bill Spivey stated that when reading the July minutes, he was disappointed with the engineers that due to the flood zone they were having to reduce the 1500 Dolgner plan by one building. He expressed that an issue like that should not be missed. The Administrator explained that it was believed that since it's redevelopment we'd get 100% of the impervious credits, however, when the plans went to pre-permitting they were kicked back. He continued to explain that the engineers are looking at revising the existing ditch and damn system along the south-western property line to meet the requirements. There was discussion regarding follow-up with CPH to make sure they understood the importance of the project to the Port.

NEW BUSINESS

Leases – The Administrator presented the following Leases Agreements approval:

1. Lease Addendum – G & C Welding Specialists, LLC; 4421 Schilke Way, Suite 100 & 104; 1-year Lease Addendum; term Sept. 1, 2021 – Aug. 31, 2022; with the budgeted 5% rate increase to \$1,627.50/month (4,000 sq.ft. warehouse @ a rate of \$4.88/sq.ft./yr.) Personal guarantee.
2. Lease Addendum – Kevin B. Hays Fire Consulting, LLC, 1470 Kastner Place, Suite 124; 1-year Lease Addendum; term Sept. 1, 2021 – Aug. 31, 2022; with the budgeted 5% rate increase to \$2,100.00/month (4,020 sq.ft. warehouse w/ 480 sq.ft. office @ a blended rate of \$5.60/sq.ft./yr.) Personal guarantee.
3. Lease Addendum – La Mesa RV Center, Inc. (Florida); 1430 and 1440 Dolgner Place; 1-year Lease Addendum; term Sept. 1, 2021 – Aug. 31, 2022; with the budgeted 5% rate increase to \$6,945.75/month (11,500 sq.ft. warehouse w/ 1,000 sq.ft. office @ a blended rate of \$6.67/sq.ft./yr.) Personal guarantee.
4. Lease Addendum – Network Electrical Systems, Inc.; 1958 Dolgner Place; 1-year Lease Addendum; term Sept. 1, 2021 – Aug. 31, 2022; with the budgeted 5% rate increase to \$1,041.86/month (1,212 sq.ft. warehouse w/ 288 sq.ft. office @ a blended rate of \$8.33/sq.ft./yr.) Personal guarantee.
5. Lease Addendum – ProLinQ, Inc.; 1417 Dolgner Place; 1-year Lease Addendum; term Sept. 1, 2021 – Aug. 31, 2022; at the budgeted rate of \$875.00/month (1,204 sq.ft. warehouse w/ 192 sq.ft. office @ a blended rate of \$7.52/sq.ft./yr.) Personal guarantee.
6. New Lease – Rhoades Construction Services, LLC; 1970 Dolgner Place; 1-year Lease; term Sept. 1, 2021 – Aug. 31, 2022; at the budgeted rate of \$1,543.50/month (3,000 sq.ft. warehouse @ a rate of \$6.17/sq.ft./yr.) Personal guarantee.

MOTION WAS MADE BY CLIFF MILLER, SECONDED BY BILL SPIVEY TO APPROVE THE LIST OF LEASES AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

Paving Contract – The Administrator requested approval to move forward with the budgeted paving improvements by piggybacking on Seminole County’s current paving contract with P&S Paving. He explained that by utilizing the rates negotiated with Seminole County, P&S Paving has proposed to do the repaving of Dolgner Place and Schilke Way as directed by CPH engineering for \$118,365.50.

MOTION WAS MADE BY DANA MCBROOM, SECONDED BY SUSAN SHERMAN TO ENTER A CONTRACT WITH P&S PAVING IN THE AMOUNT OF \$118,365.50 TO REPAVE DOLGNER PLACE AND SCHILKE WAY.

MOTION CARRIED UNANIMOUSLY.

Insurance Committee Recommendation – The Administrator turned the floor over to Cliff Miller, who acted as Chairman of the Insurance Committee which met on August 11th to open the proposals. The Committee Chairman reported that the sealed proposals were both received on August 5th. He explained that our existing agency, Collinsworth, Alter, Fowler & French, LLC, presented a proposal that included staying with the current carrier, Public Risk Management of Florida (PRM). The PRM proposal included an annual premium of \$70,553.00, with limits of \$22 million and a \$1,000 deductible. The second proposal was from Brown & Brown of Florida, Inc., with Preferred Governmental Insurance Trust. The Brown & Brown proposal included an annual premium of \$107,299.00, with limits of \$18 million and a \$5,000 deductible. Therefore, it was the recommendation of the Insurance Committee to accept the, Collinsworth, Alter, Fowler & French, LLC, insurance proposal through Public Risk Management in the amount of \$70,553 for fiscal year 2021/2022.

MOTION WAS MADE BY DANA MCBROOM, SECONDED BY SUSAN SHERMAN TO ACCEPT COLLINSWORTH, ALTER, FOWLER & FRENCH, LLC’S, PROPOSAL IN THE AMOUNT OF \$70,553 FOR INSURANCE FOR FISCAL YEAR 2021/2022.

MOTION CARRIED UNANIMOUSLY.

There being no further business, the meeting was adjourned at 4:47 p.m. by Chairman Criswell.

Matthew Criswell, Chairman

Susan Sherman, Secretary