

**SEMINOLE COUNTY PORT AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
MARCH 16, 2022**

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 March 16, 2022.

Chairwoman Dana McBroom called the meeting to order at 4:00 p.m. with the following Directors constituting a quorum: Dana McBroom, Chairwoman; Matthew Criswell, Member; Cliff Miller, Member; Susan Sherman, Member; and Andria Herr, BCC Member.

Members Absent: Bill Spivey, Secretary; Amy Guilfoyle, Member; Michael Caraway, Treasurer; and Harry Ellis, Member.

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

An invocation was given by Cliff Miller followed by the pledge to the Flag.

The Administrator presented the Balance Sheet and Budget Statement for the month of February 2022. The Administrator reported that revenues for February were over budget by \$25,672 and over budget by \$124,955 for the year-to-date. Expenditures for February were under budget by \$61,303 and remain underbudget by \$535,432 for the year-to-date. The Administrator reported that the occupancy for February maintained at 99.9%. There were no questions or comments on the January 2022 financial statements.

The Administrator presented the Aged Receivables List to the Board for review explaining that staff is maintaining collection efforts with all three tenants. Hydrotech Solutions has a small balance due to a bookkeeping error. F4W owes for March and some outstanding late fees carried over from December. The Administrator explained that Driftwood Arts now owes for February and March and if payment is not received a Three-Day Notice will be issued. There were no questions on the aged receivables report.

**ADMINISTRATOR'S REPORT**

The Administrator reported that SCOPA Attorney Steve Coover was not able to attend the meeting, and there were no pending legal matters to discuss. He explained that staff was moving forward with preparing an RFP for legal services for next year after Mr. Coover retires. Commissioner Herr asked if staff would like assistance from the County Attorney's office with the screening process. She clarified that she cannot guarantee the assistance due to their workload, but that she would be happy to ask.

The Administrator asked for volunteers for the fiscal year 2022/2023 Budget Committee. Matthew Criswell, Cliff Miller, Dana McBroom, and Susan Sherman volunteered. The

Administrator informed them that staff intended to have the draft prepared in the coming weeks and would like to meet in late April. That would allow the draft to be completed for presentation at the regular May board meeting.

The Administrator noted that everyone should have received the annual evaluation form. He asked that they please complete the form and return it in the addressed, stamped envelope to SCOPA Attorney Steve Coover for compilation.

Regarding the 1500 Dolgner Place redevelopment project, the Administrator reported that the County required high water table testing. Bechtol engineering has performed the required test which will indicate the amount of fill required on the site. He continued explaining that he negotiated with the project engineers at CPH to not charge additional fees for environmental coordination with St. Johns Water Management. He continued stating that most of the engineering and surveying is complete and we are waiting on the regulatory agency approval. There were no questions on Administrator's report.

The Chair opened the floor for corrections or additions to the minutes of the February 16, 2022, meeting.

**MOTION WAS MADE BY MATTHEW CRISWELL, SECONDED BY COMMISSIONER HERR TO APPROVE THE MINUTES OF THE FEBRUARY 16, 2022, BOARD MEETING, AS PRESENTED.**

**MOTION CARRIED UNANIMOUSLY.**

The Administrator presented the Outstanding Bills list for March 16th and April 1<sup>st</sup>. He noted that item #7, the \$4,327.00 payment to Greene, Dycus & Co., PA, represents the final payment for the fiscal year 2020/2021 audit. Item #20, the \$8,220.00 payment to DH Pace, represents the replacement of two ten foot by twelve foot roll-up doors. Item #23, the \$5,845.00 payment to Exact Plumbing, Inc., represents eight different plumbing repairs at seven different locations within the Port. Item #18, the \$6,414.00 payment to Barnes Heating & Air Conditioning, Inc., represents one service call and an HVAC replacement. Item #25, the \$1,614.42 payment to MGC Roofing & Construction, represents a roof leak repair at the SCOPA office. Matthew Criswell commented that the SCOPA office roof repair may be under warranty as GAF usually has a twenty-year warranty. Dana McBroom asked if the payment to Exact Plumbing included repairs and installations, and the Administrator confirmed that it did. There were no other questions regarding the outstanding bills to be paid.

**MOTION WAS MADE BY MATTHEW CRISWELL, SECONDED BY COMMISSIONER HERR TO APPROVE THE MARCH 16<sup>TH</sup> AND APRIL 1<sup>ST</sup> BILLS AS PRESENTED. THE LIST OF BILLS APPROVED TO BE PAID IS ATTACHED AND MADE A PART OF THESE MINUTES.**

**MOTION CARRIED UNANIMOUSLY.**

## **OLD BUSINESS**

There was no old business presented.

## **NEW BUSINESS**

### **LEASES**

The Administrator presented the following Leases Agreements approval:

1. Lease Renewal – Bennett & Sons AC, LLC; 1962 Dolgner Place; 1-year Lease Addendum; term Apr. 1, 2022-Mar. 31, 2023; with the budgeted 5% rate increase to \$926.10/month (1,500 sq. ft. warehouse @ rate of \$7.83/sq.ft./yr.) Personal guarantee.
2. Lease Renewal – Freeport Fountains, LLC; 1510 Kastner Place, Suite 3; 1-year Lease Addendum; term Apr. 1, 2022-Mar. 31, 2023, with existing 60 day termination clause; at the budgeted rate of \$1,856.61/month (1,375 sq.ft. office @ rate of \$16.94/sq.ft./yr.) Personal guarantee.
3. Lease Renewal – R.C. Cabinets, Inc.; 4421 Schilke Way, Suite 108; 1-year Lease Addendum; term Apr. 1, 2022-Mar. 31, 2023; at the budgeted rate of \$1,031.96/month (1,928 sq.ft. warehouse w/ 72 sq.ft. office @ a rate of \$6.53/sq.ft./yr.) Personal guarantee.
4. Lease Renewal – Rampart Gun Works, Inc.; 1450 Kastner Place, Suite 104; 1-year Lease Addendum; term Apr. 1, 2022-Mar. 31, 2023; with the budgeted 5% rate increase to \$972.40/month (1,356 sq.ft. warehouse w/ 144 sq.ft. office @ a rate of \$8.30/sq.ft./yr.) Personal guarantee.
5. Lease Renewal – Seminole Fleet, LLC; 1481 Kastner Place, Suite 113; 1-year Lease Addendum; term Apr. 1, 2022-Mar. 31, 2023; at the budgeted rate of \$3,038.76/month (7,500 sq.ft. warehouse @ \$5.14/sq.ft./yr.) Personal guarantee.

**MOTION WAS MADE BY MATTHEW CRISWELL, SECONDED BY COMMISSIONER HERR TO APPROVE THE LIST OF LEASES AS PRESENTED.**

**MOTION CARRIED UNANIMOUSLY.**

### **DOLGNER PLACE PAVING BID AWARD**

The Administrator presented Bid Results Memo #2340 which reported that at two o'clock the same day, the bid opening was held for the Dolgner Place Paving Reclamation project. There were only two bidders responding, Hubbard Construction with a bid amount of \$345,873.00 and Asphalt Paving Systems with a bid amount of \$228,724.80. He explained

that the prior proposal from Asphalt Paving Systems to piggyback off Sumter County RFP#032-0-2021 was \$238,470.00. The Administrator requested approval to contract with the low bidder, Asphalt Paving Systems, once the consulting engineer validates all the qualifications have been met. Commissioner Herr asked if the pre-bid meeting was required. The Administrator informed her it was a non-mandatory meeting and the bid request was posted on VendorLink.

**MOTION WAS MADE BY CLIFF MILLER, SECONDED BY MATTHEW CRISWELL TO AWARD THE DOLGNER PLACE PAVING RECLAMATION CONTRACT TO ASPHALT PAVING SYSTEMS, INC., FOR THE AMOUNT OF \$228,724.80 ONCE THE CONSULTING ENGINEER VALIDATES THAT ALL QUALIFICATIONS HAVE BEEN MET.**

**MOTION CARRIED UNANIMOUSLY**

There being no further business, the meeting was adjourned at 4:26 p.m. by the Chair.

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Dana McBroom, Chairwoman

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Bill Spivey, Secretary