

**SEMINOLE COUNTY PORT AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
JULY 20, 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 July 20, 2022.

Chairwoman Dana McBroom called the meeting to order at 4:09 p.m. with the following Directors constituting a quorum: Dana McBroom, Chairwoman; Susan Sherman, Vice-Chair; Bill Spivey, Secretary; Michael Caraway, Treasurer; and Cliff Miller, Member.

Members Absent: Matthew Criswell, Member; Amy Guilfoyle, Member; Harry Ellis, Member; and Andria Herr, BCC 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.

The Administrator presented the Balance Sheet and Budget Statement for the month of June 2022. The Administrator reported that revenues for June were over budget by \$24,806 and over budget by \$223,907 for the year-to-date. Expenditures for June were under budget by \$76,926 and remain underbudget by \$957,057 for the year-to-date. He explained that unfortunately the delays in projects have delayed the expenditures temporarily creating a remarkably high profit margin. The Administrator reported that the occupancy for June maintained strong at 99.9%. Bill Spivey asked if all the current cash assets are held in the money market account or otherwise segregated. The Administrator explained that the funds were accessible, apart from prepaid rents and security deposits, and asked Mr. Spivey for recommendations for diversifying the assets that would meet the requirements of public funds.

**ATTORNEY'S REPORT**

SCOPA Attorney Steve Coover stated he did have anything to report. He advised the board that he would be available through March 2023 and would assist with the Request for Qualification for SCOPA's new legal counsel. The Administrator explained that he and Mr. Coover had briefly discussed items to be included in the RFQ such as: landlord tenant law, parliamentary procedures, basic personnel issues, who from the new firm will consistently attend the meetings, hourly rate schedule, and specialty schedule. Bill Spivey inquired if the Port had written policies or if everything was deferred to the minutes. The Administrator explained that SCOPA has a personnel policy, a leasing policy, a purchasing policy along with our governing legislation and follows the Consultant's Competitive

Negotiations Act. He explained that the policies have been updated from time to time, however, the personnel policy is somewhat antiquated. Mr. Spivey requested copies of the policies.

## **ADMINISTRATOR'S REPORT**

1500 Dolgner Place Redevelopment – The Administrator explained that the St. Johns Water Management District permit was issued. However, due to a code change Seminole County requested a revision to the plans. The engineers made the change and resubmitted the plan expecting the permit to be issued any day. The engineers are also preparing the bid package for the site work. The geotechnical sampling and core drilling for density calculations will be completed by the end of the month. Cliff Miller asked what change the County requested. Jennifer Sykes explained that the County requested the deletion of the site index list for the amount of parking that no longer applies due to a code change.

The Administrator presented the CPH Consulting lump sum proposal in the amount of \$89,000 to begin the building design for the 1500 Dolgner Place redevelopment. He explained that it includes the design of two 6,000 square foot buildings and one 12,000 square foot building. He would like to have the plans completed and ready for bid prior to completion of the site work. After a brief discussion the proposal was tabled to the August meeting and the Chair asked that copies be sent to the board members not in attendance. SCOPA Attorney, Steve Coover reminded the board that to maintain compliance with the Sunshine Law, the proposal could not be discussed with other board members outside of a regularly scheduled meeting.

Dolgner Place Pavement Reclamation Project – The Administrator informed the board that Asphalt Paving Systems, the awarded bidder, is unable to secure the needed product to fulfill the Agreement. He explained that he spoke to the next lowest bidder, but they have not responded yet. The Administrator recommended a motion from the board to cancel the Agreement with Asphalt Paving Systems and rebid the project.

**MOTION WAS MADE BY CLIFF MILLER, SECONDED BY BILL SPIVEY TO CANCEL THE AGREEMENT WITH ASPHALT PAVING SYSTEMS, INC. AND REBID THE DOLGNER PLACE PAVING RECLAMATION PROJECT.**

Bill Spivey asked if there were any current Seminole County paving projects that SCOPA could piggyback. The Administrator reminded him that in January he had presented a proposal to piggyback off a Lake County contract, but the board expressed their preference to put the project out to bid. He explained that it is a full-depth reclamation project with more detailed specifications than the prior resurfacing project.

## LEASES

The Administrator presented a recent article from the Orlando Business Journal which included a Wakeman Cushfield study showing the warehouse and distribution market data for July averaging \$7.57 per square foot. The Administrator then reviewed the following Leases Agreements recommending approval:

1. Lease Renewal – B&N Fabricating, Inc.; 1525 Dolgner Place; 1-year Lease Addendum; term. Aug. 1, 2022 – July 31, 2023, with an existing 60-day termination clause; at the budgeted rate of \$2,090.68/month (3,576 sq.ft. warehouse w/ 424 sq.ft. office @ a rate of \$6.55/sq.ft./yr.) Personal guarantee.
2. Lease Renewal – Donald Hachenberger; 1451 Kastner Place, Suites 101, 109, 113 and 129; 1-year Lease Addendum; term. Aug. 1, 2022 – July 31, 2023; at the budgeted rate of \$5,266.80/month (13,040 sq.ft. warehouse w/ 960 sq.ft. office @ a rate of \$4.79/sq.ft./yr.).
3. Lease Renewal – Paul Newman Dazzling Detailing, Inc.; 4419 Schilke Way; 1-year Lease Addendum; term. Aug. 1, 2022 – July 31, 2023; with the budgeted 5% rate increase to \$420.00/month (0.40-acre MOL @ a rate of \$14,162.30/ac./yr.) Personal guarantee.
4. Lease Renewal – We're Organized, Inc. FL; 1441 Kastner Place, Suite 111; 1-year Lease Addendum; term. Aug. 1, 2022 – July 31, 2023, with a 90-day termination clause; with the budgeted 5% rate increase to \$2,559.85/month (4,685 sq.ft. warehouse w/ 315 sq.ft. office @ a rate of \$6.42/sq.ft./yr.) Personal guarantee.
5. Lease Termination (in conjunction with #6) – J. Dalton Enterprises, Inc.; 1980 Dolgner Place, Suite 1008; 1-year Lease; term. Jan. 1, 2022-Dec. 31, 2022; at the budgeted rate of \$1,653.75/month with rate increase scheduled for Jan. 2023 (2,712 sq.ft. warehouse w/ 288 sq.ft. office @ a rate of \$7.04/sq.ft./yr.). Personal guarantee.
6. New Lease (in conjunction with #5) – Disaster Restoration Services, LLC; 1980 Dolgner Place, Suite 1008; 1-year Lease; term. Aug. 1, 2022- July 31, 2023; with a 5% rate increase to \$1,736.44/month (2,712 sq.ft. warehouse w/ 288 sq.ft. office @ a rate of \$7.37/sq.ft./yr.) Personal guarantee.
7. Lease Termination -\_(in conjunction with #8) – J. Dalton Enterprises, Inc.; 1980 Dolgner Place, Suite 1000; 1-year Lease; term.: month-to-month; at the rate of \$1,914.42/month; next increase scheduled Jun. 2023. (2,181 sq.ft. warehouse w/ 819 sq.ft. office @ a rate of \$8.30/sq.ft./yr.)

8. New Lease (in conjunction with #7) - Disaster Restoration Services, LLC; 1980 Dolgner Place, Suite 1000; 1-year Lease; term. Aug. 1, 2022- July 31, 2023; at the budgeted rate of \$1,914.42/month (2,181 sq.ft. warehouse w/ 819 sq.ft. office @ a rate of \$8.30/sq.ft./yr.) Personal guarantee.
9. New Lease – Genstar Service, LLC; 1980 Dolgner Place, Suite 1024; 1-year Lease; term. July 1, 2022 – June 30, 2023; at the rate of \$1,100.00/month (1,212 sq.ft. warehouse W/ 288 sq.ft. office @ a rate of \$9.35/sq.ft./yr.) Personal guarantee.

Dana McBroom inquired about the increases on the new leases #6 and #8. Jennifer Sykes explained that the business was due for the 5% increase on suite 1008 so the increase was included. However, as new leases under the December 2021 leasing policy change, they will get 2 1/2% increases annually going forward.

**MOTION WAS MADE BY CLIFF MILLER, SECONDED BY SUSAN SHERMAN TO APPROVE THE LIST OF LEASES AS PRESENTED.**

**MOTION CARRIED UNANIMOUSLY.**

#### **OLD BUSINESS**

The Administrator informed the board that the SCOPA Budget will be presented to Seminole County at a properly advertised public hearing on August 23<sup>rd</sup> at 1:30 p.m.

The Chair opened the floor for corrections or additions to the minutes of the June 15, 2022, meeting.

**MOTION WAS MADE BY CLIFF MILLER, SECONDED BY SUSAN SHERMAN TO APPROVE THE MINUTES OF THE JUNE 15, 2022, BOARD MEETING, AS PRESENTED.**

**MOTION CARRIED UNANIMOUSLY.**

The Administrator presented the Outstanding Bills list for July 20<sup>th</sup> and August 1<sup>st</sup>. He noted item #11, the \$17,485.00 payment to Public Risk Management, representing the quarterly insurance premium. Item #18, the \$2,319.00 payment to Brightview Landscape Service, represents tree pruning at 1511 and 1515 Kastner. Item #19, the \$1,352.73 payment to MGC Roofing and Construction, represents roof repairs at 1513, 1529 and 1970 Dolgner Place. Item #21, the \$350.00 payment to Florida Economic Development Council, represents SCOPA's annual membership renewal. Cliff Miller asked what caused the needed roofing repairs. The Administrator explained that with Florida's heat the repeated expansion and contraction causes the screws to back out and the washers to erode so that as soon as the rainy season starts the leaks are discovered.

**MOTION WAS MADE BY HARRY ELLIS, SECONDED BY CLIFF MILLER TO APPROVE THE JUNE 15<sup>th</sup> and JULY 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.**

The Administrator presented the Aged Receivables List to the Board for review with only Driftwood Arts and Designs, LLC, and Seminole State College having outstanding balances. He explained that the Director of the Seminole State College Incubator apologized that she was on vacation and the purchase order did not roll over after their June 30<sup>th</sup> year end. The Administrator informed the board that a three-day notice was issued to the principle of Driftwood Arts. He explained that the principle is aware that he must bring in full payment and a current insurance certificate by Friday. The Administrator stated that if those requirements are not met the file will be turned over to Mr. Coover to proceed with eviction.

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

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Dana McBroom, Chairwoman

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Bill Spivey, Secretary