

**SEMINOLE COUNTY PORT AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
JULY 19, 2017**

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 19, 2017.

Chairman Cliff Miller called the meeting to order at 4:00 p.m. with the following Directors constituting a quorum: Cliff Miller, Chairman; Michael McLean, Vice-Chairman; Dana McBroom, Treasurer; Michael Bowdoin, Secretary; Kyle Kilger, Member; Matthew Criswell, Member; Thomas Kuhn, Member; and Carlton Henley, BCC Member.

Members Absent: Michael Caraway, Member.

Staff present: Andrew Van Gaale, Administrator; and Jennifer Sykes, Administrative Assistant.

The invocation was given by Michael Bowdoin followed by the pledge to the Flag.

Chairman Miller asked the Board for corrections or additions to the minutes of the June 21, 2017 meeting. None were presented.

MOTION WAS MADE BY MICHAEL BOWDOIN, SECONDED BY MICHAEL MCLEAN TO APPROVE THE MINUTES OF THE JUNE 21, 2017, BOARD MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The Administrator then presented the Balance Sheet and Budget Statement for the month of June 2017, and year-to-date, to the Board. The revenues were over budget by \$30,468 for the month and \$223,277 for the year-to-date. The Administrator explained that the operational expenditures for the month were over budget by \$53,908. However, the year-to-date expenses remain \$519,770 under budget. He further reported a year-to-date profit of \$410,438 or 25.9%. The Administrator pointed out that occupancy remained strong at 99.9%. There were no questions on the financial statements as presented.

The Administrator presented the Outstanding Bills to the Board for discussion and approval. The Administrator explained that item #12, the \$9,972.47 payment to Public Risk Management, represents the quarterly insurance premium. Item# 17, the \$1,049.10 payment to Barnes Heating and Air Conditioning, represents the repairs to three different air conditioning units. Item # 22, the \$3,061.54 payment to MGC Roofing & Construction, represents roof and skylight leak repairs to four different units within the Port. Item # 25, the \$97,540.93 payment to S. Lee, LLC, represents pay application number 4 in the phase I stormwater improvement project. The Administrator proceeded to point out the standard August first bills for payment. Cliff Miller asked if the roof repairs were on any of the newer roofs. The Administrator replied that the roof repairs

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needed were not on any of the roofs under warranty. He also stated that MGC Roofing is a tenant here at the Port so in addition to fast service, the money stays within the Port. There were no other questions regarding the Outstanding Bills presented for payment.

MOTION WAS MADE BY MICHAEL MCLEAN, SECONDED BY MICHAEL BOWDOIN TO APPROVE THE BILLS FOR PAYMENT. 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 explaining that Acme remains the same, ARI has not made a payment yet this month; Pure Comfort has moved out and will make payments on their balance; Timmons promised payment this week; Larue Steel promised payment tomorrow and the rest of tenants on the list are current. Matthew Criswell inquired as to how the \$34.42 balance for Pure Comfort was derived after the security deposit was applied. The Administrative Assistant explained that Pure Comfort has been accruing late fees over the last few months. There were no other questions on the aged receivables.

ATTORNEY'S REPORT

Mr. Coover was not available for the July meeting. Chairman Miller asked the Administrator if there were any legal matters that Mr. Coover was working on for the Port. The Administrator confirmed that there were no new legal items or issues to be presented at this time.

ADMINISTRATOR'S REPORT

a) Project Updates – *The Administrator explained that the contract for the driveway revisions at 1511/1515 Kastner place was executed. That the phase I stormwater project was starting to move a little faster after running into several conflicts with utilities and rain delays. He proceeded to explain that now, due to soil conditions and muck, the contractor is running out of clean backfill soil for the pipe beds. The Administrator warned the Board that the contractor has over excavated and is requesting a change order for additional clean fill in the amount of \$86,000. Commissioner Henley asked how much dirt the change order included. The Administrator stated the request was for 4,680 yards of dirt at \$17.00 per cubic yard. He assured the Board that he had the engineers reviewing the situation and the suitable verses unsuitable quantities. The Administrator stated that since this is a 10% increase in the contract, he was looking at the situation closely. Cliff Miller asked if we were subject to the flood zone rules with regards to the quantities of dirt that could be imported to the site. The Administrator assured him that the Port is not.*

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OLD BUSINESS

There was no old business presented.

NEW BUSINESS

a) Leases - *The following Leases were presented for approval:*

1. Lease Renewal – *NUFOCUSMEDIA Group, Inc. dba/ GS Plant Foods; 1980 Dolgner Place, Suite 1016; 1 year lease; lease term 8/1/17 – 7/31/18; with the budgeted 5% rate increase to \$870.98/mo. (1,500 sq. ft. warehouse @ a rate of \$6.97/sq.ft./yr.). Personal guarantee.*
2. Lease Renewal – *Driftwood Arts & Designs, LLC; 1517 Dolgner Place; 1 year lease; lease term 8/1/17 – 7/31/18; with the budgeted 5% rate increase to \$892.50/mo. (2,000 sq. ft. warehouse @ a rate of \$5.35/sq.ft./yr.). Personal guarantee.*
3. Lease Renewal – *B&N Fabricating, Inc.; 1525 & 1529 Dolgner Place; 1 year lease; lease term 8/1/17 – 7/31/18; at the budgeted rate of \$1,896.30/mo. (3,576 sq. ft. warehouse with 424 sq. ft. office @ a blended rate of \$5.69/sq.ft./yr.). Personal guarantee.*
4. Lease Renewal – *Sentry Sign Installers, Inc.; 1450 Dolgner Place, Suite 108; 1 year lease; lease term 8/1/17 – 7/31/18; at the budgeted rate of \$875.00/mo. . (1,212 sq. ft. warehouse with 288 sq. ft. office @ a blended rate of \$7.00/sq.ft./yr.). Personal guarantee.*

The Administrator reviewed the list of Leases recommending approval as presented. There were no other questions regarding the leases as presented.

MOTION WAS MADE BY DANA MCBROOM, SECONDED BY KYLE KILGER TO APPROVE THE LIST OF LEASES AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

There being no further business, the meeting was adjourned at 4:21 p.m. by Chairman Miller.

Cliff Miller, Chairman

Michael Bowdoin, Secretary