

**MINUTES OF MEETING
SEMINOLE IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Seminole Improvement District was held on Monday, September 12, 2016 at 4:00 p.m. at the Westlake Community Center, 4005 Seminole-Pratt Whitney Road, Westlake, Florida.

Present and constituting a quorum were:

Scott Massey	President
Jared Stern	Secretary/Treasurer

Also present were:

Kenneth Cassel	District Manager
Bob Diffenderfer	District Counsel
Terry Lewis	District Counsel
Christopher Potts	District Engineer

The following is a summary of the minutes and actions taken during the September 12, 2016 SID Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Cassel called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Tabled Items

- **Consideration of Bids for Westlake Phase 1 Project #2016-2 PH1**

Mr. Cassel reported the major landowner notified him they will do this work in-house and then turnover the infrastructure to the District at a later date.

On MOTION by Mr. Massey seconded by Mr. Stern with all in favor all bids were rejected.

FOURTH ORDER OF BUSINESS

Approval of the August 1, 2016 Regular Meeting and August 15, 2016 Special Meeting

Mr. Cassel stated each Board member received a copy of the minutes of the August 1, 2016 regular meeting as well as the August 15, 2016 special meeting and requested any corrections, additions or deletions.

A correction was made to the August 15, 2016 minutes, which will be incorporated into the amended copy of the minutes.

On MOTION by Mr. Massey seconded by Mr. Stern with all in favor the minutes of the August 1, 2016 regular meeting were approved as presented and the minutes of the August 15, 2016 special meeting were approved as amended.

FIFTH ORDER OF BUSINESS

Financial Report for Period Ending July 31, 2016

There being no questions or comments,

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor the financial report was approved.

SIXTH ORDER OF BUSINESS

Public Hearing to Adopt the Fiscal Year 2017 Budget

- **Resolution 2016-12 – Adopting the District Budget and Non-Ad Valorem Assessment Roll as Provided Herein; The levying of the Non-Ad Valorem Assessments for the District and Appointing an Authorized Representative of the District for Certification of the District’s Non Ad Valorem Assessment Roll**

Mr. Cassel opened the public hearing.

There being no comments from the public,

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor the public hearing was closed.

Mr. Cassel reviewed the revised version of the proposed budget and indicated the discount of \$36,429 for special assessments as well as County contribution in the amount of \$1.6 Million is included.

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor Resolution 2016-12, adopting the District budget and non-ad valorem assessment roll as provided herein: authorizing the levying of non-ad valorem assessments for the District and appointing an authorized representative of the District for certification of the District’s non-ad valorem assessment roll, was adopted.

SEVENTH ORDER OF BUSINESS

District Manager’s Report

A. Consideration of Engagement Letter with Berger, Toombs, Elam, Gaines & Frank

Mr. Cassel reviewed the engagement letter and stated the fees will not exceed \$5,075.

On MOTION by Mr. Massey seconded by Mr. Stern with all in favor the engagement letter with Berger, Toombs, Elam, Gaines & Frank to perform the Fiscal Year 2016 financial audit was approved.

B. Work Authorization Presented at the August 1, 2016 Meeting Have Been Withdrawn by the District Engineer

This item is informational only.

C. Proposed Meeting Schedule for Fiscal Year 2017

The Board reviewed the proposed meeting schedule.

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor the meeting schedule for Fiscal Year 2017 was approved as presented.

D. Discussion and Approval of Funding Agreement with Palm Beach County

This item will be discussed under Item 8B.

EIGHTH ORDER OF BUSINESS

Engineer’s Report

A. Monthly Progress Report

Mr. Potts reviewed his monthly progress report, which was included in the agenda package; a copy of which is attached hereto and made a part of the public record.

Mr. Cassel stated the Board previously approved negotiating with GFA International, Inc. and Stantec Consulting Services, Inc. for engineering and testing services. He requested the Board authorize Mr. Massey to execute the agreement once finalized by District Counsel.

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor Mr. Massey was authorized to execute the finalized agreement with GFA International, Inc. and Stantec Consulting Services, Inc.

B. Work Authorization #18R for Seminole Pratt Whitney Roadway – 6 Lane at a Total Cost of \$159,400

Mr. Potts reviewed Work Authorization #18R. There was discussion regarding a funding agreement with the County to pay for the two extra lanes.

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor Work Authorization #18R was approved subject to finalizing the funding agreement with Palm Beach County.

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor Mr. Massey was authorized to execute the six lane funding agreement with the County subject to final legal review.

Discussion ensued regarding potential delays to construction of the bridge.

NINTH ORDER OF BUSINESS

Attorney's Report

Mr. Diffenderfer reported the funding agreement with Minto PBLH, LLC was finalized and executed as authorized at the August 15, 2016 special meeting. The contract with J.W. Cheatham was also finalized and executed.

On MOTION by Mr. Massey seconded by Mr. Stern with all in favor execution of the funding agreement with Minto PBLH, LLC and the contract with J.W. Cheatham was ratified.

Mr. Lewis reported SFWMD has decided they no longer have to pay assessments for services where they owe land.

TENTH ORDER OF BUSINESS

Supervisors' Requests

There being none, the next item followed.


ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Massey seconded by Mr. Stern with all in favor the meeting was adjourned.


Kenneth Cassel
Assistant Secretary


Scott Massey
President