

**MINUTES OF MEETING  
SEMINOLE IMPROVEMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Seminole Improvement District was held on Monday, December 4, 2017 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
Dennis Church	Vice President
Jared Stern	Secretary/Treasurer

Also present were:

Kenneth Cassel	District Manager
Robert Diffenderfer	District Counsel
Chris Potts	District Engineer

*The following is a summary of the minutes and actions taken during the December 4, 2017 Seminole Improvement District 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**

**Approval of the Minutes of the November 6, 2017 Meeting**

Mr. Cassel stated each Board member received a copy of the November 6, 2017 meetings and requested any corrections, additions or deletions.

Discussion ensued while reviewing the fifth order of business. It was clarified the 5% retainage means subsequent retainage.

Discussion ensued while reviewing the fifteenth order of business. It was clarified a demand letter should be sent.

On MOTION by Mr. Church seconded by Mr. Stern with all in favor the minutes of the November 6, 2017 meeting were approved with the clarifications stated above.
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**FOURTH ORDER OF BUSINESS**

**Approval of Financials for October 2017**

The Board reviewed the financials.

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor the financials for October 2017 were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Grant of Easement to FPL**

Mr. Diffenderfer and Mr. Massey met with representatives from FPL to ensure conflict be avoided with their poles in the District’s facilities as well as to get a rapid response from them on plan reviews. They agree to turn around reviews of plans within 45 days. The easement will range from 45’ to 60’, depending on what is there. The District’s facilities will be identified and the poles will be held off a reasonable distance from them.

After discussions with both Mr. Massey and Mr. Cassel it was determined there will be plenty of room if the poles are set off 30’.

On MOTION by Mr. Church seconded by Mr. Stern with all in favor the the easement with FPL was approved subject to final confirmation of the District’s as-builts so an actual conflict is not presented.

**SIXTH ORDER OF BUSINESS**

**District Manager’s Report**

**A. Consideration of Severn Trent Fee (Inframark) Modification**

Mr. Cassel reviewed the additional administrative and accounting services needed by the District due to growth. One accountant will be assigned to the City of Westlake and the District. A fee increase of \$39,000 was requested and the fee will be shared with the City.

The Board requested more information so this item can be discussed further at the January meeting.

**B. Consideration of Change Orders Subject to District Engineer’s Approval**

**i. Change Order 31 with JW Cheatham, LLC for Installation of Directional Bore Sleeves for an Increase of \$62,296.40**

This change order is for reuse irrigation sleeves for the median. Discussion ensued regarding whether it is necessary.

On MOTION by Mr. Church seconded by Mr. Stern with all in favor Change Order 31 with JW Cheatham was approved subject to the developer reviewing the most efficient boring plan.

**ii. Change Order 32 with JW Cheatham, LLC for Adding Sidewalk in Front of SID Office for an Increase of \$27,960**

This is for the connecting piece of sidewalk running from the south side of the SID offices up to the intersection at the school.

On MOTION by Mr. Church seconded by Mr. Massey with all in favor Change Order 32 with JW Cheatham was approved and a future agenda item will address the public using private property and the liability issues.

**iii. Change Order 33 with JW Cheatham, LLC for Utility Conflicts at Persimmon Boulevard and Seminole Pratt Whitney for an Increase of \$19,783.57**

This item was tabled.

**SEVENTH ORDER OF BUSINESS**

**Engineer’s Report**

Mr. Potts provided a brief update on the open projects.

- A second punch list was issued to the contractor for Phase 1 of the spine roads.
- Seminole Pratt Whitney Road is ongoing.
- They are working with the County to get clearance for the interconnect meters.

**EIGHTH ORDER OF BUSINESS**

**Attorney’s Report**

There was no report; however, Mr. Massey discussed the Interlocal Agreement with the County. He noted the supplementary surface pump may become primary, changing the District’s cost. He questioned whether the District should look into taking the same path it did with the City of West Palm Beach on the bridge.

Mr. Diffenderfer stated the District does not have any direct contractual relationship with the City to push. He will discuss this with Mr. Mike Jones.

**NINTH ORDER OF BUSINESS**

**Supervisors’ Requests**

The following was discussed:

- Mr. Stern discussed permitting fees for FPL. He would like a permit flow process for future development.
- Mr. Massey stated modifications will need to be made to the manual standards.

December 4, 2017

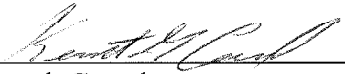
Seminole Improvement District

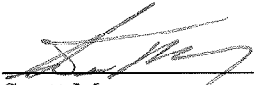
**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
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Kenneth Cassel  
Assistant Secretary

  
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Scott Massey  
President