

**MINUTES OF MEETING
SEMINOLE IMPROVEMENT DISTRICT**

A regular meeting of the Board of Supervisors of the Seminole Improvement District was held on Monday, January 8, 2018 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

Also present were:

Kenneth Cassel	District Manager
Seth Behn	District Counsel
Chris Potts	District Engineer (Via Telephone)

The following is a summary of the minutes and actions taken during the January 8, 2018 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 December 4, 2017 Meeting

Mr. Cassel stated each Board member received a copy of the December 4, 2017 meeting and requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. Church seconded by Mr. Massey with all in favor the minutes of the December 4, 2017 meeting were approved.

FOURTH ORDER OF BUSINESS

Approval of Financials for November 2017

The Board reviewed the financials.

On MOTION by Mr. Massey seconded by Mr. Church with all in favor the financials were approved.
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FIFTH ORDER OF BUSINESS

Consideration of Change Orders with JW Cheatham

A. Change Order #33 for Utility Conflicts at Persimmon Boulevard and Seminole Pratt Whitney ARV Station at an Increase of \$19,783.57

The following was discussed:

- Mr. Church commented on the continual amount of utility conflicts.
- Mr. Massey noted they knew where all the County Utilities were.
- The Board requested more clarification from Mr. Potts.

On MOTION by Mr. Church seconded by Mr. Massey with all in favor Change Order #33 was tabled.

- Mr. Potts was contacted for clarification on the change order. The contractor thought they could slide the box, but now they have to completely offset the existing ARV. The Board questioned why the District should be responsible for something the contractor bid incorrectly. Mr. Potts will review the contract.

B. Change Order #35 to Pour Four Additional Sheet Panels to Avoid Existing Utilities at an Increase of \$22,060.56

This Change Order is because the piles needed to be moved over to accommodate the pipe they found in the exact location.

On MOTION by Mr. Church seconded by Mr. Massey with all in favor Change Order #35 for an increase of \$22,060.56 was approved.

Mr. Massey requested more detail on the change orders going forward.

SIXTH ORDER OF BUSINESS

Consideration of Change Orders with RJ Sullivan

A. Change Order #2 for Additional Work for Surface Water Pump at an Increase of \$38,880

Mr. Potts confirmed the amount of \$38,880 was accurate for adding the surface water pump into the system for the augmented supply of the reuse water.

On MOTION by Mr. Massey seconded by Mr. Church with all in favor Change Order #2 with RJ Sullivan for an increase of \$38,880 was approved.

B. Change Order #3 for Additional Electrical Changes at an Increase of \$5,927

Mr. Massey stated the schematics showed it being powered one way, but it turned out to have a different power and it had to be rewired with a lower voltage.

On MOTION by Mr. Massey seconded by Mr. Church with all in favor Change Order #3 with RJ Sullivan for an increase of \$5,927 was approved.

SEVENTH ORDER OF BUSINESS

Discussion and Consideration of Handheld for Water Meter System

The following was discussed:

- There is a pilot program with Zennar and they have started installing the meters.
- The relay transmitters have been sent to the District.
- Under this pilot program the District will have to pay at the end; however, the District has several months at no charge to try them. If the District does not like it, it can walk from it.
- Three leaks were detected and isolated.
- The program is working well.
- The handheld is needed to initialize a new meter. The cost of the handheld is approximately \$5,000. Mr. Massey is waiting on some additional information before purchasing the handheld, but suggested the Board approve it now.

On MOTION by Mr. Church seconded by Mr. Massey with all in favor the allocation from a discretionary existing budget for the purchase of a handheld for the water meter system at a cost of \$5,000 was approved.

EIGHTH ORDER OF BUSINESS

District Manager's Report

A. Consideration of Inframark Modification

Mr. Cassel noted a memo was provided outlining the increase hours required by staff within the scope of services. It is an annual increase of \$38,907.

On MOTION by Mr. Church seconded by Mr. Massey with all in favor the annual increase in the Inframark contract of \$38,907 was approved.

Mr. Cassel also reported the following:

- The FP&L easement has been recorded and payment was received from FP&L.
- A draft of the Application Services Master Agreement with Official Payments Corporation was distributed for water billing. They agreed to the District’s terms.

On MOTION by Mr. Church seconded by Mr. Massey with all in favor the Application Services Master Agreement with Official Payments Corporation was approved subject to final review and approval by District Counsel.

NINTH ORDER OF BUSINESS

Enginccr’s Report

A. Monthly Status Report

A copy of the status report was included in the agenda package and is attached hereto as part of the public record. Mr. Cassel noted AT&T is delaying the Seminole Pratt Whitney Road project. They submitted the wrong application to the County to pull out the last two poles.

B. Palm Beach County Utility Easement

Mr. Cassel stated this is the easement for Pods H and K. The District does not have property involved in this easement to take action over.

Mr. Behn stated they are waiting for the title report to return, but this will likely be granted from Minto directly to the County. He is not aware of any conflicting easements with the District.

TENTH ORDER OF BUSINESS

Attorney’s Report

Mr. Behn reported he is working with the Interlocal Agreement with the City of Westlake and it will be going to them for comment.

Mr. Massey stated they are looking at January 18, 2018 to be the start date for the reclaim, repump facility. At this time they still cannot get reclaimed water from the County off of the line located off of Okcchobee Boulevard. He requested assistance is advancing this process.

ELEVENTH ORDER OF BUSINESS

Supervisors’ Requests

The following was discussed:

- Mr. Church addressed previous discussions regarding public use of private property and requested staff follow up on this.


- Mr. Church asked if Mr. Stern's previous request for a permit flow process falls under the purview of the City or if it is out of scope work by the District. Mr. Cassel responded it falls under both the City and the District. The City process has been mapped out for building permits. The District's process is similar, but they end up tying together.
- Mr. Church asked about the Board's approval of the change order to do the borings to irrigate the medians subject to the developer reviewing the most efficient boring plan. Mr. Cassel responded that boring and irrigation has been set aside for now because they are installing the intersection and doing the third tap down on the south. The median strips will be modified.
- Mr. Church addressed the length of the grass by the lake banks north of The Hammocks. Mr. Massey noted they are not being mowed by the District because they have not been turned over yet.

TWELFTH ORDER OF BUSINESS

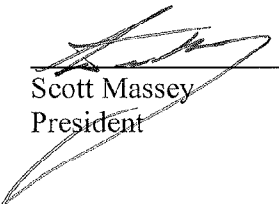
Adjournment

There being no further business,

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



Kenneth Cassel
Assistant Secretary



Scott Massey
President