

**MINUTES OF MEETING  
SEMINOLE IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Seminole Improvement District was held on Monday, April 3, 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
Jared Stern	Secretary/Treasurer

Also present were:

Kenneth Cassel	District Manager
Robert Diffenderfer	District Counsel
Chris Potts	District Engineer (Via Telephone)

*The following is a summary of the minutes and actions taken during the April 3, 2017 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**

**Approval of the March 6 and March 16, 2017 Meeting Minutes**

Mr. Cassel stated each Board member received a copy of the minutes of the March 6 and March 16, 2017 meetings and requested any corrections, additions or deletions.

There being none,

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor the minutes of the March 6 and March 16, 2017 meetings were approved.
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**FOURTH ORDER OF BUSINESS**

**Financial Report for Period Ending February 28, 2017**

Mr. Cassel reported staff is still working with the Palm Beach County School Board to collect their fees.

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

**FIFTH ORDER OF BUSINESS**

**Acceptance of Financial Audit for Fiscal Year 2016**

Mr. Cassel indicated this was a clean audit.

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor the financial audit for Fiscal Year 2016 was accepted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Change Orders**

**A. Change Order #15 for Project #2016-1SPW for the Installation of Yard Drains Along the Rural Parkway for an Increase of \$199,102.50**

Mr. Potts explained there are some areas where water will be trapped due to the landscaping and berm designs along the rural parkways.

Mr. Stern asked if there is any pricing within the agreement with JW Cheatham to check against and verify the same unit cost is being carried.

Mr. Potts responded they did verify that it is not; however, the cost seems relative.

Mr. Massey asked why they will use HDPE.

Mr. Potts responded it is a plastic pipe, which is less expensive than other pipes. It is a better, more cost effective option, being it will be in a grassy area and no vehicles will be going over it.

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor Change Order #15 in the amount of \$199,102.50 was approved.

**B. Change Order #16 for Project #2016-1SPW Regrading the Rural Parkway Berms Along Seminole Pratt Whitney Road for an Increase of \$147,838**

Mr. Potts stated this is to regrade the entire berm area from Sycamore Drive all the way to 62<sup>nd</sup> Road.

Discussion ensued regarding the cost. This item was tabled.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Agreement with Severn Trent for Management Assistance**

Mr. Cassel stated this agreement is for the addition of field services to the District. The individual currently doing this work under the Messier agreement is leaving and will be picked up under the Severn Trent contract. The overall cost will increase by approximately \$1,500 a

year; however, Severn Trent will supply a vehicle. Costs under the Messier agreement will be reduced by half.

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor the agreement with Severn Trent for management assistance/field services was approved.

**EIGHTH ORDER OF BUSINESS**

**District Manager's Report**

Mr. Cassel reported the following:

- He met with the County Deputy Fire Chiefs. The District will need to put the span wire emergency signal back in where indicated in the plans due to time delays. They are okay with the roadway being blocked and having ingress/egress out of Persimmon Road while the east half of the road is being worked on.
- He received a resignation letter from Ms. Kroll. There was Board consensus to fill the seat at the landowner elections in June.

**NINTH ORDER OF BUSINESS**

**Engineer's Report**

• **Monthly Progress Report**

A copy of the monthly progress report was included in the agenda package; a copy of which is attached hereto and made a part of the public record. Revised documentation was provided to the County Water Utility Department. They will have pre-drawings within the week for the master meters.

**TENTH ORDER OF BUSINESS**

**Attorney's Report**

Mr. Diffenderfer reported the following:

- The conflict resolution process has begun. Letters were sent to the City of West Palm Beach and Palm Beach County. Dates were provided for the initial conflict assessment meeting. One of the dates did not work for the City Attorney and she has been non-responsive to the other dates; however, those dates no longer work due to notice requirements. Alternate dates have since been provided for April 13, April 14, April 17 or April 18, 2017. If the District Attorney remains unresponsive, a meeting date will be sent and she will be notified of the date chosen.
- He is in the process of trying to schedule a meeting with Mr. Mike Jones to discuss the reuse connection line with the County.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests**

There being none, the next item followed.


**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
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Kenneth Cassel  
Assistant Secretary

  
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Scott Massey  
President