

**MINUTES OF MEETING  
SEMINOLE IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Seminole Improvement District was held on Monday May 2, 2016 at 4:00 p.m. at the Westlake Community Center, 4005 Seminole-Pratt Whitney Road, Loxahatchee, Florida.

Present and constituting a quorum were:

Scott Massey	President
Janet Kroll	Vice President
Jared Stern	Secretary/Treasurer

Also present were:

Kenneth Cassel	District Manager
Robert Diffenderfer	District Counsel
John Carter	Minto

Several Audience Members

*The following is a summary of the minutes and actions taken during the May 2, 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 Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Acceptance of the April 5, 2016 Regular Meeting and April 20, 2016 Special Meeting Minutes**

Mr. Cassel presented the minutes of the April 5, 2016 regular meeting and April 20, 2016 special meeting and requested any additions, corrections or deletions.

There being none,

On MOTION by Mr. Massey and seconded by Ms. Kroll with all in favor, the Minute of April 5, 2016 Regular Meeting and April 20, 2016 Special Meeting were approved.
--

**FOURTH ORDER OF BUSINESS**

**Financial Reports for Period Ending  
March 31, 2016**

Mr. Cassel indicated 97% of the assessments have been collected as of March 31, 2016. These numbers will be reflected in the next financial report.

On MOTION by Ms. Kroll and seconded by Mr. Massey with all in favor, the financial reports for period ending March 31, 2016 were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Engineering RFQs**

On MOTION by Mr. Massey and seconded by Mr. Stern with all in favor Engineering RFQs were rejected.

**SIXTH ORDER OF BUSINESS**

**Consideration of Final Assessment  
Methodologies**

This item was tabled.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Work Authorizations**

- A. Amendment #6 to Work Authorization #2 for Minto West-Phase 1 Roadway Development at an Increase of \$10,000.**

Mr. Potts reviewed Amendment #6 to Work Authorization #2 for an increase of \$10,000.

On MOTION by Mr. Stern seconded by Mr. Massey with all in favor Amendment #6 to Work Authorization #2 for Minto West-Phase 1 Roadway Development at an Increase of \$10,000 was approved.

- B. Amendment #7 to Work Authorization #3 for Seminole Pratt Whitney Road at an increase of \$10,000**

Mr. Potts reviewed Amendment #7 to Work Authorization #3 for Seminole Pratt Whitney Road at an increase of \$10,000.

On MOTION by Mr. Massey seconded by Mr. Stern with all in favor Amendment #7 to Work Authorization #3 for Seminole Pratt Whitney Road at an increase of \$10,000 was approved.

**EIGHTH ORDER OF BUSINESS**

**District Manager's Report**

**A. Update on Conversion and Incorporation Plan**

- The Supervisor of Elections approved the conversion and incorporation plan.
- Ballots are approved and will be sent out on June 2, 2016.
- Advertisement will be done one week in advance of the Public Hearing.
- Public Hearing is on May 18, 2016.
- The plans and charter are being reviewed and will be distributed prior to May 18, 2016.
- Individual briefings will be held prior to the May 18, 2016 meeting.

**B. Fiscal Year 2017 Draft Budget**

The Board reviewed the draft budget and the following was discussed:

- Request budget increase of \$20,000 for road upkeep and facilities.
- Road improvement is not a budgeted item, but a capital improvement plan item.
- Work with funding source on the initial approval of funding for the construction projects and to anticipate what the cycle time is for receiving the funds.
- The following was discussed with regard to the Seminole Pratt Whitney Road Project.
  - Mandatory pre-bid with the contractors interested in building Seminole Pratt Whitney Road will be held on Wednesday May 4, 2016 at 10:00 am and at the upcoming June meeting the selection of contractors and awards will be discussed.
  - Based on the May 4, 2016 meeting everything will be in writing. All correspondences and questions to the District will be in writing and a copy sent to everyone so that all vendors will have the same opportunity to get the information.
  - The bids are scheduled for 2:00 pm on May 31, 2016 and they will be opened at that time.

- Ms. Kroll questioned when the auditor was changed. It was reported the auditor was changed two years ago. The cycle of an auditor is 3-5 years.
- Mr. Cassel is currently looking at the County's operating fee and has an estimate cost of \$60. A licensed water operator is required to take the District's samples on a daily basis.

**C. Report on Number of Registered Voters as of April 15, 2016**

This item is for informational purposes only.

**NINTH ORDER OF BUSINESS**

**Engineer's Report**

**A. Monthly Progress Report**

Mr. Potts reviewed his monthly progress report, a copy of which is attached hereto and made a part of the public record.

- Changes to design.
- Modifications were made and permit for Seminole Pratt Whitney Road will be resubmitted along with the revisions.
- The permit will be available mid to end of May 2016 for Seminole Pratt Whitney Road.
- SFWMD permit should be issued this week for Seminole Pratt Whitney Road.
- The permit only covers Seminole Pratt Whitney Road and Persimmon Boulevard.
- Revisions to the Engineer's cost.

**TENTH ORDER OF BUSINESS**

**Attorney's Report**

Mr. Diffenderfer reviewed the following:

- He has been working with Mr. Cassel on the assessments.
- There are basic financial questions but once this is harmonized with some fine tuning and clarification the document should be ready for approval.
- This should be completed and ready to present to the board at the June meeting.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor's Request**

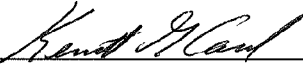
There being none, the next item followed.

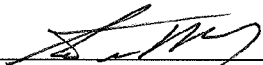
**TWELVETH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
\_\_\_\_\_  
Kenneth Cassel  
Assistant Secretary

  
\_\_\_\_\_  
Scott Massey  
President